

**PALO VERDE COMMUNITY COLLEGE DISTRICT**  
**REGULAR MEETING**  
**BOARD OF TRUSTEES**  
**Tuesday, November 12, 2013**  
**5:00 p.m.**  
**One College Drive in Blythe – CL 101**  
*(ITV held at Palo Verde College Needles Center – 725 W. Broadway, Needles, CA)*

**Meeting 13-18**

**MINUTES**

**I. OPENING OF MEETING**

1. Call to Order

The Regular Meeting of the Board of Trustees was called to order by the President of the Board, Ms. Rodriguez, at 4:59 p.m.

2. Flag Salute

The Salute to the American Flag was led by Mr. Munoz, Student Trustee.

3. Roll Call

Trustees Present:

Millie Rodriguez, President  
George Thomas, Vice President  
Ted Arneson, Clerk of the Board  
Lincoln Edmond, Trustee  
Ed Gonzales, Trustee  
Ned Hyduke, Trustee  
Jerry Lewis, Trustee  
Alex Munoz, Student Trustee

Administrators Present:

Donald G. Wallace, Ph.D., Superintendent/President  
Sharon Jones, Interim Vice President of Instructional  
and Student Services  
Russ Egan, Chief Business Officer

Recorder:

Carrie Mullion, Administrative Assistant to  
Superintendent/President and Board of Trustees

Visitors:

On file in the Superintendent/President's Office.

4. Approval of the Minutes of the Regular Meeting of October 8, 2013.

It was moved by Mr. Arneson, seconded by Dr. Thomas, and unanimously carried, that the Minutes of the Regular Meeting of October 8, 2013 be approved.

5. Approval of the Agenda for this meeting.

It was moved by Mr. Gonzales, seconded by Dr. Thomas, and unanimously carried that the Agenda for this meeting be approved.

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(These minutes are a concise summary of reports, discussion and actions taken at this meeting. For detailed comments and discussion, a tape is available to the public for 30 days after the date of this meeting.)

**II. HEARING OF CITIZENS (AGENDA ITEMS)**

*Members of the public have this opportunity to directly address the Board on agenda items, subject to a five (5) minute time limitation per individual. Pursuant to the Brown Act Government Code Section 54954.2(a): "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3."*

None.

**III. ANNOUNCEMENT OF RECUSAL FROM AGENDA ITEMS**

*The Superintendent/President respectfully asks if any of the Governing Board members need to recuse themselves from any item where there might be a potential conflict of interest.*

Mr. Gonzales recused himself from Resolution 13-18 D-32.

**IV. RECESS TO CLOSED SESSION** *(refer to Item XIV. at the end of this meeting)*

**V. RECONVENE TO OPEN SESSION** *(not applicable)*

**VI. PUBLIC NOTICE/HEARING**

None.

**VII. PRESENTATION**

1. Accreditation 2014 Update - Brian Thieboux, Accreditation Liaison Officer.

Mr. Thieboux stated this will be the last report before the draft written report is presented at the December 10, 2013, Board of Trustees Meeting. There has been some revising and improving of budget procedures, program review, and faculty evaluations; and these will be incorporated in the report.

**VIII. DISCUSSION**

1. Second Reading; Board of Trustees 2013-2014 Performance Goals *(shown as Reference D-30)*.

No discussion occurred.

2. Second Reading; CEO Goals 2013-2014 *(shown as Reference D-31)*.

No discussion occurred.

3. Review of BP 2725 – Board Member Compensation *(shown loose in Board folders)*.

Dr. Wallace provided the Trustees with California Legislative Information, Education Code 72024, which states compensation is based on FTES. According to Ed. Code and FTES, Trustees at Palo Verde College may be compensated for his or her services a sum not to exceed \$240 per month. Dr. Wallace stated that BP 2725 has been taken to College Council twice, and there is no recommendation.

Discussion occurred and Dr. Thomas pointed out that compensation is not the same for every college, but that it is based strictly on FTES. Mr. Lewis stated that although the college has had financial issues, there has been step increases as well as salary freezes lifted. Mr. Lewis stated that the overall work the board has done is deserving of an increase in compensation.

## VIII. DISCUSSION (continued)

A motion was made by Mr. Lewis to revise BP 2725 and increase Board member compensation to \$240 per month. The motion was seconded by Mr. Arneson. A roll call vote was taken and the motion carried unanimously.

## IX. REPORTS

1. Associated Student Government – Alex Munoz, Student Trustee
  - The Young Americans event was a big success and very well attended.
  - ASG provided campus tours to Ruth Brown Elementary School students.
  - Boxes have been placed around campus for the ASG canned food drive. All items will be donated to the local Food Pantry.
  - ASG is working on a float for the Christmas parade. Construction is taking place Monday-Thursday, 12:00-4:00 p.m.
2. Academic Senate - Biju Raman, President
  - Academic Senate approved a number of positions to be considered by the Board of Trustees beginning fall 2014. The positions are credit/non-credit ESL, and combination ADS/Sociology, both of which are needed to meet Fifty Percent Law and the programmatic needs of these particular disciplines. The Psychology position is currently on hold pending the outcome of the Vice President of Instruction and Student Services selection.
  - Weekly meetings with the Vice President of Instruction and Student Services, as well as the Superintendent/President, are now taking place in order to increase communication and update each other regarding key concerns of Academic Senate.
  - Academic Senate is working on a new set of procedures and processes for equivalency. This should be in place before the Accreditation visit in March 2014. The new procedure will be ready for Board approval in January 2014.
  - Mr. Raman attended the Senate Planning Meeting Conference in Irvine, CA. Clarifications on faculty hiring processes and equivalency, as well as the role Academic Senate plays in the entire set up of the community college was provided. New resolutions that have been adopted by Academic Senate were also discussed at the conference, and they may be viewed at [www.asccc.org](http://www.asccc.org).
3. CSEA, Chapter 180 – Dale Wissman, Labor Relations Representative for CSEA
  - Mr. Wissman, Labor Relations Representative for CSEA, spoke in regards to employee Rorie Nelson and a termination packet that was delivered to Ms. Nelson by the college.
  - Mr. Wissman also spoke regarding the issues of CSEA going out to bid health and welfare benefits next year, as well as the possible bond measure. Mr. Wissman stated he cannot work with the college on these matters because he cannot get over the social justice issue as it concerns employees being terminated, almost without facts; and asked the Board of Trustees to please consider that in the future.
4. CCA/CTA - Derek Cople, President or designee
  - Mr. Cople stated he had no report.

## IX. REPORTS (continued)

5. Don Wallace - Superintendent/President
  - ACCJC site visit took place November 8, 2013. The college received a very favorable report from the visiting team. An email was sent by Dr. Wallace to the college community commending them on their hard work. The Accrediting Commission will make the final determination of the status of the college based on the October 15, 2013 Follow Up Report and the site visit.
  - The Young Americans show was spectacular. A special thank you to all those involved with bringing this to the college, and also to the community for supporting the event.
  - Thanked Adam and Theresa Houston for their assistance with the Ruth Brown Elementary School tour of the college campus on November 8, 2013.
  
6. Sharon Jones - Interim Vice President of Instructional and Student Services
  - A link to the Student Success Scorecard is now on the PVC website. This is a requirement of the Student Success Act.
  - Attended a CIO Conference. One of the topics discussed was the factors that contribute to student success. In order of importance, the top three are educational level in the community, income level in the community, and cohort size - the larger the cohort group the more likely that a student will be successful.
  - A team represented by EOPS, DSP&S, general counseling, and Financial Aid traveled to the Needles Center on November 7, in order to work with students. College Night will be held on December 17, and the hope is to send another group to the Needles Center for that event.
  - Financial Aid had a booth at the Spring Street Festival. Various departments from the college staffed the booth and distributed literature.
  - The second Pell disbursements were distributed ahead of schedule. Students were required to attend an orientation, and to sign an award letter in order to receive their check, which is a new requirement.
  - Technology in regards to the ISP Pilot Project is improving. Ms. Jones met with the State Superintendent of Education for the prisons in California. The Superintendent was very impressed with the Pilot Project, and this could potentially be a model that could go statewide.
  - A team from IEC will be on campus tomorrow. Their purpose is to help streamline the processes and procedures.
  
7. Russi Egan - Chief Business Officer
  - General Fund Cash Analysis for October 2013 (*shown loose in Board folders*). Clarification was provided.
  - General Fund Comparative Statement of Revenue and Expenses October 2013 (*shown loose in Board folders*). Clarification was provided.
  - First quarter 311Q (*handouts were provided at the meeting*). Clarification was provided. The district must closely monitor its generation of FTES to ensure it meets the estimated benchmark for the year. Should the FTES generated fall below the projection, the district will experience deficit spending. Next year the district will need to continue monitoring the FTES, and work to bring up the credit score in order to refinance the COP's. Current year estimated FTES is 1700. By next year, the college will need to reach cap of 1916.

## IX. REPORTS (continued)

### 8. Board of Trustees Comments and Discussion

- Mr. Lewis reported that he, Mr. Gonzales, and Dr. Wallace have introduced Eva Munguía to Needles School District personnel, Mohave Indian personnel, and City of Needles personnel. Ms. Munguía has been well accepted.

There are several instructors teaching at the Needles Center which is helping FTES.

- Mr. Gonzales reported that he spoke with Ms. Munguía and things are moving well at the Needles Center. Ms. Munguía is working with the people in Mohave and obtaining a reciprocity agreement.
- Mr. Arneson reported that he attended the Young Americans event. It was very well done and well attended. Expressed thanks to Brian Thieboux and Staci Lee for being instrumental in bringing this event to the college, and to the young people who participated in the event.

#### Budget Finance and Audit Committee Report:

A presentation was provided by Ann Noch of AMN Key Solutions. It was an excellent presentation and very informative. Ms. Noch explained the process and timeline of the bond issue. This endeavor will need to be discussed fully by the Board, as it is a big commitment.

Dr. Wallace explained that Ms. Noch will help the college advertise in the community, and then in April or May a survey will take place. Based on the survey, the Board will then decide whether to move forward.

- Dr. Thomas thanked Staci Lee and Brian Thieboux for bringing an outstanding Young Americans program to the community. It was well received, and Dr. Thomas would like to see more of these events at the college.

Dr. Thomas met with the visiting Accreditation Team. It seems they were impressed with the things they saw, and he hopes for a favorable report.

- Ms. Rodriguez reported that she also met with the visiting Accreditation Team. The Team was very pleased with the reports that they were receiving from constituent groups. They were also very interested in the Needles Center and how the college was progressing in getting more students at that location.

## X. INFORMATION ITEMS

1. Report of Purchases and Warrants for October 2013 *(shown loose in Board folders)*.
2. Palo Verde College Multicultural Festival, featuring dancers, music, and food will be held in the Fine & Performing Arts Complex, Saturday, November 16, 2013, from 12:00 – 5:00 p.m. *(flyers shown loose in Board folders)*.
3. Out-of-State travel request for Henry Rinaldi and Joe Boire travel to Yuma, AZ, October 9, 2013, to pick up steel from Steel Supply.
4. Out-of-State travel request for Cheryl Bruno-Mofu travel with Vocational Nursing student to Las Vegas, NV, October 17-18, 2013, to attend Body Worlds....Bodies Exhibition.

**X. INFORMATION ITEMS (continued)**

5. Out-of-State travel request for Donald Wallace travel to Parker, AZ, October 23, 2013, to meet with Dr. Kearns of Mohave Community College, and visit the Parker Learning Center of Arizona Western College.
6. Out-of-State travel request for Adam Houston travel to Scottsdale, AZ, November 3-5, 2013, to attend TDWI Solution Summit: iCloud BI.
7. CCLC Effective Trusteeship Workshop will take place January 24-26, 2014, in Sacramento, CA.

**XI. CONSENT RESOLUTIONS**

*(All consent resolutions will be voted on in one motion with 15 minutes allocated for questions by Board members. After the question period, any Board member may request that any item(s) be moved to the Action Agenda.)*

**B. BUSINESS**

**Resolution 13-18 B-48 - FY 2014-2015 CONTINUED FUNDING APPLICATION FOR CHILD DEVELOPMENT CENTER**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the 2014-2015 Continued Funding Application for the Child Development Center to be submitted to California Department of Education Child Development Division *(handouts will be provided)*.

**C. PERSONNEL**

**Resolution 13-18 C-138 - CONSIDERATION OF CLAIM FOR DAMAGES BY CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND SUZANNE P. WOODS**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees rejects a claim for damages presented against the Board of Trustees and the Superintendent/President by the California School Employees Association and Suzanne P. Woods, and refers the claim to the District's Claims Administrator, Keenan and Associates.

**Resolution 13-18 C-139 – EMPLOYMENT OF HUMAN RESOURCES TECHNICIAN II (LUJANO)**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the employment of Virginia "Vicky" Lujano, as Human Resources Technician II, a full-time, classified position, at a salary placement on the classified salary schedule of Row 8, Step 7, effective October 28, 2013. Human Resources has verified that the applicant meets the required minimum qualifications.

**Resolution 13-18-C-140 - LEAVE OF ABSENCE FOR CLASSIFIED EMPLOYEE (MARQUEZ)**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the recommendation of the Superintendent/President, that Julene Marquez be granted a Long-Term Leave of Absence pursuant to Article 8, Section 12 of the CSEA Agreement beginning January 1, 2014, for a maximum of 12 months. Cancellation of leave will be given with a 30 day notice to the district if cancelled during the 12 month period or a resignation given at end of the 12 month period. Letter of request shown as Reference C-140.

**XI. CONSENT RESOLUTIONS (continued)**

**Resolution 13-18 C-141 – HOURLY TEMPORARY A&R TECHNICIAN III (CRECELIUS)**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the employment of Cristyn Crecelius as Temporary Admissions & Records Technician III, an hourly classified position, at a salary placement on the hourly classified salary schedule of Row 10, Step 1, effective October 14, 2013. Human Resources has verified that the applicant meets the required minimum qualifications.

**Resolution 13-18 C-142 – HOURLY TEMPORARY A&R TECHNICIAN II (WILLIAMS)**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the employment of Michael Williams as Temporary Admissions & Records Technician II, an hourly classified position, at a salary placement on the hourly classified salary schedule of Row 8, Step 1, effective October 14, 2012. Human Resources has verified that the applicant meets the required minimum qualifications.

**Resolution 13-18 C-143 – PART-TIME TECHNOLOGY INSTRUCTIONAL AIDE (VASQUEZ)**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the employment of Matthew Vasquez as Technology Instructional Aide, a part-time 19 hour per week classified position, at a salary placement on the hourly classified salary schedule of Row 3, Step 2, effective October 11, 2013. Human Resources has verified that the applicant meets the required minimum qualifications.

**Resolution 13-18 C-144 – PART-TIME TECHNOLOGY INSTRUCTIONAL AIDE (CERVANTES)**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the employment of Pablo Cervantes as Technology Instructional Aide, a part-time 19 hour per week classified position, at a salary placement on the hourly classified salary schedule of Row 3, Step 2, effective October 11, 2013. Human Resources has verified that the applicant meets the required minimum qualifications.

**Resolution 13-18 C-145 – PART-TIME CUSTODIAN (GABBARD)**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the employment of Bette Gabbard as Custodian, a part-time 19 hour per week classified position, at a salary placement on the hourly classified salary schedule of Row 1, Step 4, effective October 22, 2013. Human Resources has verified that the applicant meets the required minimum qualifications.

**Resolution 13-18 C-146 – CLASSIFIED EMPLOYEE DISMISSED DURING PROBATION**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the dismissal of classified Employee #213840, dismissed during probation due to lack of work during the employees probationary period, effective August 19, 2013.

**Resolution 13-18 C-147 – SUBSTITUTE PART-TIME CDC INSTRUCTIONAL AIDE (PRIETO)**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the employment of Susana Prieto as part-time substitute Instructional Aide, for the Child Development Center, salary placement at Row 1, Step 1, on the Child Development Salary Schedule, effective November 13, 2013.

**XI. CONSENT RESOLUTIONS (continued)**

**Resolution 13-18 C-148 – PART-TIME TEMPORARY STUDENT EMPLOYEES FOR FALL SEMESTER 2013**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the following part-time temporary student employees (student aides, interpreters/student services clerks, tutors, peer counselor/coordinators, and peer counselor/recruiters) for Fall Semester 2013:

<u>Name</u>	<u>Position/Department</u>	<u>Rate of Pay (per hour)</u>
Acuna, Polette	In-Class Tutor – Automotive	\$8.75
Angeles, Angel	Tutor/Peer Counselor – EOPS	\$8.75
Downes, William	Student Aide, P.E. Center	\$8.00
Hartwell, Tasja	Student Aide, Recreation Center	\$8.00
Joneson, Zane	Stuent Aide – Distance Ed	\$8.00
Teniente, Anthony	Tutor/Peer Counselor – EOPS	\$8.75

***(Blanket Motion)***

It was moved by Mr. Gonzales, and seconded by Mr. Lewis, that Consent Resolutions be approved.

Mr. Arneson and Dr. Thomas requested clarification of Resolution 13-18 C-140, and Ms. Marquez provided explanation.

Mr. Arneson requested clarification of Resolution 13-18 C-146, and Dr. Wallace provided explanation.

Student Advisory	<u>Yes</u>	Gonzales	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Edmond	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried; Aye 7 No 0 Abstain 0 Absent 0

**XII. ACTION ITEMS**

**B. BUSINESS**

**Resolution 13-18 B-49 – AGREEMENT FOR SPECIAL SERVICES FOR TRAINING WITH LIEBERT CASSIDY WHITMORE**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the Agreement for Special Services, for training purposes, with Liebert Cassidy Whitmore (LCW), A Professional Corporation, as part of the Southern California Community College District Employment Relations Consortium for a fee of \$2,843.75, beginning October 9, 2013 through June 30, 2014, as shown in Reference B-49.

It was moved by Mr. Arneson, and seconded by Mr. Gonzales, that Resolution 13-18 B-49 be approved.

Mr. Arneson requested clarification, and Ms. Egan provided explanation.



**XII. ACTION ITEMS (continued)**

Student Advisory	<u>Yes</u>	Gonzales	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Edmond	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried; Aye 7 No 0 Abstain 0 Absent 0

**D. MISCELLANEOUS**

**Resolution 13-18 D-30 - ACCEPTANCE OF BOARD PERFORMANCE GOALS FOR 2013-2014**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the Board Performance Goals for 2013-2014, as shown in Reference D-30.

It was moved by Dr. Thomas, and seconded by Mr. Edmond, that Resolution 13-18 D-30 be approved.

Student Advisory	<u>Yes</u>	Gonzales	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Edmond	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried; Aye 7 No 0 Abstain 0 Absent 0

**Resolution 13-18 D-31 - ACCEPTANCE OF CEO GOALS FOR 2013-2014**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the CEO Goals for 2013-2014, as shown below and in Reference D-31.

It was moved by Mr. Edmond, and seconded by Mr. Lewis, that Resolution 13-18 D-31 be approved.

Student Advisory	<u>Yes</u>	Gonzales	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Edmond	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried; Aye 7 No 0 Abstain 0 Absent 0

**Resolution 13-18 D-32 - TRUSTEE EXCUSED ABSENCE FROM BOARD MEETING**

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the excused absence, per Board Policy 2725, for purposes of compensation, of Trustee Ed Gonzales from the PVCCD Board of Trustees Regular Meeting on October 8, 2013.

It was moved by Mr. Lewis, and seconded by Mr. Edmond, that Resolution 13-18 D-32 be approved.

Student Advisory	<u>Yes</u>	Gonzales	<u>Recused</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Edmond	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried; Aye 6 No 0 Abstain 1 Absent 0

**XII. ACTION ITEMS (continued)**

**Resolution 13-18 D-33 – RCOE CERTIFICATION OF BOARD REGULAR/ANNUAL ORGANIZATIONAL MEETING**

BE IT RESOLVED that the Regular/Annual Organizational Meeting for election of officers be held on Tuesday, December 10, 2013, in Blythe, in compliance with time frames set by Riverside County Office of Education, shown in Reference D-33.

It was moved by Dr. Thomas, and seconded by Mr. Gonzales, that Resolution 13-18 D-33 be approved.

Student Advisory	<u>Yes</u>	Gonzales	<u>Yes</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Edmond	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried; Aye 7 No 0 Abstain 0 Absent 0

**XIII. HEARING OF CITIZENS (NON-AGENDA ITEMS)**

*Members of the public have this opportunity to directly address the Board on items of interest to the public, subject to a five (5) minute time limitation per individual.*

None.

**XIV. ADJOURN TO CLOSED SESSION**

The Board of Trustees, Dr. Wallace, Superintendent/President, Ms. Jones, Interim Vice President of Instructional and Student Services, and Ms. Egan, Chief Business Officer, recessed to Closed Session at 6:08 p.m. to discuss the following:

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code Section 54957

**XV. RECONVENE TO OPEN SESSION**

The Board of Trustees, Dr. Wallace Superintendent/President, Ms. Jones, Interim Vice President of Instructional and Student Services, and Ms. Egan, Chief Business Officer, reconvened to Open Session at 8:25 p.m. and announced that no action was taken.

**XVI. ADJOURNMENT**

The meeting was adjourned at 8:25 p.m.