

PALO VERDE COMMUNITY COLLEGE DISTRICT
REGULAR MEETING
BOARD OF TRUSTEES
Tuesday, December 10, 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 13-20

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 5:00 p.m.

2. Flag Salute

The Salute to the American Flag was led by Mr. Arneson, Clerk of the Board.

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 November 12, 2013, and the Special Meeting of November 19, 2013.

It was moved by Mr. Arneson, seconded by Mr. Gonzales, and unanimously carried, that the Minutes of the Regular Meeting of November 12, 2013 be approved.

It was moved by Dr. Thomas, seconded by Mr. Edmond, and unanimously carried, that the Minutes of the Special Meeting of November 19, 2013 be approved.

(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.)

I. OPENING OF MEETING (continued)

5. Approval of the Agenda for this meeting.

Dr. Wallace, Superintendent/President, requested to amend Resolution 13-20 B-60 – CONSULTING AGREEMENT WITH AMN KEY SOLUTIONS. A new contract was provided to the Governing Board for approval, and was also made available to the public at this meeting. It was moved by Mr. Arneson, seconded by Dr. Thomas, and unanimously carried, that the Agenda be approved as amended.

6. Organization Matters

Election of President and Vice President of the Board

It was moved by Mr. Arneson, and seconded by Mr. Lewis that the Election of President and Vice President to the Board of Trustees be combined, and that Ermila Rodriguez be designated President and George Thomas be designated Vice President of the Palo Verde Community College District Board of Trustees for 2014.

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

Election of Clerk of the Board

It was moved by Mr. Lewis, and seconded by Mr. Arneson that Ned Hyduke, II be designated Clerk of the Palo Verde Community College District Board for 2014.

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

Motion carried; Aye 6 No 0 Abstain 1 Absent 0

Election of School Board Representative

It was moved by Mr. Arneson, and seconded by Mr. Gonzales that Ned Hyduke, II be designated Board Representative at the Annual Election of the County Committee on School District Organization for 2014.

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

Motion carried; Aye 6 No 0 Abstain 1 Absent 0

Election of Secretary to the Board

It was moved by Mr. Arneson, and seconded by Dr. Thomas that Donald Wallace be designated Secretary of the Palo Verde Community College District Board for 2014.

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

I. OPENING OF MEETING (continued)

Board Meetings

It was moved by Mr. Edmond, and seconded by Mr. Lewis that the Board of Trustees establish the 2014 Regular Meeting schedule as the second Tuesday of each month, and Study Sessions, if needed, as the fourth Tuesday of each month. Alternate dates to accommodate holidays have been determined as shown in the printed schedule of Board Meetings for 2014, shown loose in Board folders. (This schedule is subject to amendment at any time during the calendar year as needed.)

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

TEMPORARILY RECESS TO HOLD ANNUAL MEETING OF THE PALO VERDE COMMUNITY COLLEGE DISTRICT COP FINANCING CORPORATION (Refer to PVCCD Financing Corporation Agenda on blue paper shown loose in folders).

It was moved by Mr. Gonzales, seconded by Mr. Arneson, and unanimously carried, that this meeting be recessed at 5:09 p.m. to hold the annual meeting of the Palo Verde Community College District Financing Corporation. (Minutes for this meeting shown separately.)

RECONVENE TO PVCCD ORGANIZATIONAL/REGULAR MEETING

The Trustees returned to District Board Meeting at 5:14 p.m.

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.

None.

IV. RECESS TO CLOSED SESSION (refer to the end of this meeting)

V. RECONVENE TO OPEN SESSION (not applicable)

VI. PUBLIC NOTICE/HEARING

None.

VII. PRESENTATION

1. Accreditation 2014 Progress Report; Brian Thieboux, Accreditation Liaison Officer.

Mr. Thieboux reported that there is still being work done on the Self Study. A draft of the report is on the PVC website. The Self Study will be submitted to ACCJC on January 10, 2014, and at the Board meeting on January 21, 2014, a presentation on the completed Self Study will be provided to the Governing Board. The Trustees will approve and sign the signature page at that time. Mr. Thieboux stated he has confirmed with ACCJC that this is an acceptable way of submitting the Self Study.

Mr. Thieboux reviewed the top 10 events that impacted Palo Verde College over the past 6 years, which is when the last accreditation cycle took place. Mr. Thieboux answered questions from the Trustees, and encouraged the Governing Board to review the Self Study on the website.

2. Updated analysis of refinancing the 2008 Certificates of Participation (COP's) Tim Schaefer, Magis Advisors.

Mr. Schaefer provided a presentation and handouts titled "Annual Update to Board of Trustees, Refinancing of 2008 Certificates of Participation Debt Mitigation Plan & Road Map" (*shown loose in Board folders*). A review of the history of Palo Verde College's Certificates of Participation was given, as well as an explanation of refinancing the 2008 COP's in 2016. Option IV of the COP Debt Mitigation Plan was discussed. Mr. Schaefer also discussed the following recommendations in regards to the COP's:

- continue watchful waiting;
- monitor interest rate environment semi-annually;
- when investment rates begin to rise again, consider stepping up frequency of review to quarterly – since negative arbitrage is the major stumbling block, and that can change rapidly, a more frequent review is called for; and
- confirm the feasibility of drawing down LAIF reserves and applying SERP savings to debt service.

Mr. Schaefer stated that, at the request of Dr. Wallace, he has done a very rudimentary analysis of the district's capacity to borrow money using general obligation bonds. Mr. Schaefer stated that very conservative assumptions were used in his analysis, and he is comfortable that the college could raise about \$8 million in proceeds if a general obligation bond were approved. Given the present financial circumstances of the college, Mr. Schaefer would support a general obligation bond because they generally produce higher ratings, and higher ratings produce lower bond costs, which benefits everyone.

Mr. Schaefer answered questions from the Governing Board, and commended the management and Board of Trustees for the skillful manner in which they have handled the financial crisis.

3. COP Debt Mitigation Plan (*shown loose in Board folders*), and payments made in 2013; Russi Egan, Chief Business Officer.

Ms. Egan stated her gratefulness and trust in Mr. Schaefer and his work that he does for the District.

COP payments made in 2012-2013 were \$2,340,549. Outstanding principal is \$31,305,000. On January 4, 2014 a principal payment of \$715,000 will be made, which will bring the outstanding balance to \$30, 590,000. A spreadsheet showing different scenarios of budget projections to pay off the COP's using Option IV of the Debt Mitigation Plan was provided and discussed. The spreadsheet also showed what estimated debt would look like after COP purchase in January 2016 with the

VII. PRESENTATION (continued)

issuance of a general obligation bond. Ms. Egan explained that COP payments will stay the same regardless of what the FTES are, so this gives us an idea of how much is left for operation of the college. School Services of California produces a tool called "DartBoard". Ms. Egan provided an explanation of how she uses "Dartboard" to do budget projections for 2015-2016.

Dr. Wallace explained the number of FTES needed to balance the budget using the three different scenarios on the spreadsheet; which showed refinancing the COP's in 2016, and refinancing plus the issuance of a general obligation bond. Dr. Wallace stated the projected FTES for this year was 1400, but as of today the number has been reduced to approximately 1272. The college had budgeted based on 1700 FTES for this year, which means there is a very large shortfall. According to the scenarios presented, the college will not be able to continue if the FTES stay at 1400 or less. Even with the best case scenario, the college will still be \$1 million short if the FTES stay at 1400. Some strategies are being worked on to bring up FTES. Ms. Egan stated that the 320 Report will be done in January and a more accurate number of FTES will be known at that time.

Ms. Jones discussed "The Transitions Program" through Ironwood and Chuckwalla State Prison, which is a return to work program. This is a piece of a new blueprint that will be a part of all the institutions in the state of California, and is intended for inmates who will be released within 60-180 days. The program prepares inmates to be successful after release, and will include class units in transition planning, job search, job applications, resumes, interviewing, one-stop career center, and financial literacy. The curriculum is from California Department of Education, and taught by Palo Verde College instructors. The target date for implementation is February 2014. Curriculum will need to be approved which will take a full semester, so it is anticipated by Fall 2014 the college will start receiving apportionment for these non-credit courses. The college is also still working on the Online Pilot Program with Ironwood State Prison. Dr. Wallace stated that he may need to sign a contract for the Transitions Program prior to the January board meeting, but this contract is not committing the college to any revenue expenditures.

Dr. Wallace explained there a number of things being done to bring up the FTES over time, but this will not help recover losses this year. There was a big drop in FTES from the contract training in Fire Science. Ms. Jones stated this was due to significant personnel changes at ISA, and that the college is working very closely with ISA to recover. The other area where FTES fell short was in correspondence education, and work is being done to determine why. Dr. Wallace stated the college is working to find niche markets in programs such as solar, public safety training, and CTE job training, and he is very hopeful that FTES will increase in the fall.

Ms. Egan and Dr. Wallace answered questions from the Governing Board.

VIII. DISCUSSION

1. First Reading BP 2716 – Political Activity (*shown as Reference VIII.1.*).
No discussion occurred.
2. First Reading BP 3410 – Discrimination and Other Complaints (*shown as Reference VIII.2.*).
No discussion occurred.
3. Second Reading and approval BP 2725 – Board Member Compensation (*shown as Reference D-34.*).
No discussion occurred.

IX. REPORTS

1. Associated Student Government – Alex Munoz, Student Trustee or designee
 - ASG received 1st place for their float in the Christmas parade.
 - ASG will be helping with the Mr. Blythe pageant on January 17, 2014 in the Fine and Performing Arts Theater.
 - The Polar Express movie will be shown in the Fine and Performing Arts Theater on December 14, 2013.

2. Academic Senate - Biju Raman, President or designee
 - Equivalencies have been approved for Michael Loventhal in EMT; Thomas Grossman in Business; and Robin Flud in Nursing Sciences, and Clinical and Health Practices.
 - The Senate is working on refining the equivalency process. They are no longer accepting equivalency applications across the board for all disciplines. The reason is that it is creating unnecessary work because the college might not even offer teaching positions for those areas. They will only accept applications for those disciplines where there is a need and requirement to teach. These changes will be finalized and voted on at the next Academic Senate meeting.
 - FTES are of great concern to faculty. If the college does not meet cap of 1911 FTES by June 30, 2015, revenue will be lost.
 - Part-time evaluations have gone through the Senate process. The next step is for CTA to work with administration to work out MOU's for this process.
 - A resolution was passed to have the Learning Skills Center back on a trial basis. It will be in the Library, and Librarian June Turner will be in charge of it the spring semester.
 - The Senate is concerned about the Fifty Percent Law and they are waiting to see what the FTES are in January.

Mr. Arneson commented that he wants to make sure that faculty is aware of the situation with FTES. Mr. Raman stated they are. Mr. Arneson also asked for clarification of the equivalency process, and Mr. Raman clarified.

Dr. Thomas asked if any ideas have been discussed by faculty to help bring up FTES. Mr. Raman stated they do have ideas and will not stand in the way of administration of implementing any sustainable new ideas.

Mr. Lewis stated he appreciates what Academic Senate is doing, and the cooperation that he sees at the college. He also stated that online and correspondence courses could be very sustainable. Mr. Lewis stated that there is a facility at Needles High School that could be used for a culinary arts class.

3. CSEA, Chapter 180 - Richard Soto, President or designee
 - Not present for this meeting.

4. CCA/CTA - Derek Cople, President or designee
 - Not present for this meeting.

5. Don Wallace - Superintendent/President
 - Attended the annual CCLC Conference. It was very well attended by CEO throughout the state. Dr. Wallace attended a session conducted by Dr. Carlos Nevarez, Director of the Doctoral Program in EDD at Sacramento State University. Dr. Nevarez spoke on the five core qualities of highly effective college president's which are; 1) they have a deep commitment to student services; 2) they are risk takers; 3) they create a culture of change;

IX. REPORTS (continued)

- 4) they collaborate; 5) they implement and evaluate. Dr. Wallace thanked the Governing Board for allowing him to attend the conference.
 - Informed the Board that he will possibly be traveling to Mexico for the holidays.
 - Dr. Wallace explained the Excellence in Trusteeship Program presented by CCLC, and encouraged the Trustees to enroll.
6. Sharon Jones - Interim Vice President of Instructional and Student Services
- Ms. Jones attended the Region IX CIO meeting, and gained very valuable information from CIO's across the region.
 - Registration is underway and printed schedules have been distributed widely all over town.
 - CNA and Phlebotomy graduation will take place tomorrow at 6:00 p.m. LVN graduation is December 12, 2013.
 - The Boar's Head Festival will take place December 12, 2013 in the Fine and Performing Arts Theater.
 - On December 17, 2013, from 5:00-7:00 p.m., the Needles Center will hold "College Night". Several of our staff members will be traveling from the main campus to the Needles Center for this event.
 - As part of a requirement for the Student Success Act, Sarah Frid has secured a contract with Ellucian to provide software for student access to ed plans, which will help students map out courses in order to be successful in college.
7. Russi Egan - Chief Business Officer
- Palo Verde College Christmas party will be Friday, December 13, 2013. This is a family potluck. After the potluck, everyone will be invited to watch the Polar Express movie in the Fine and Performing Arts Theater.
 - The college decorated a Christmas tree in the "Festival of Trees" contest and won 1st place.
 - Ms. Egan provided an explanation of General Fund Cash Analysis for November 2013.
 - Ms. Egan provided an explanation of General Fund Comparative Statement of Revenue and Expenses November 2013.
 - Auditors were on campus last month. There are a couple of expected findings; one in Financial Aid, and one in financials. Ms. Egan stated she took the class recommended last year by the Auditors.
8. Board of Trustees Comments and Discussion
- Mr. Lewis stated that he appreciated the survey that Eva Munguía, Interim Director of Needles Center, sent out to the community to find out the needs and wants they might have for Palo Verde College.
 - Mr. Arneson stated the Board Finance and Audit Committee met today. The committee was provided several different forms with survey questions regarding the issuance of a bond. Mr. Arneson recommended that the Governing Board receive the survey forms, and also that a Study Session take place in order to find out how the board feels about a general obligation bond. He stressed that careful consideration be taken in regards to the bond.
- Dr. Wallace called for a Study Session on January 14, 2014, to discuss the general obligation bond.

IX. REPORTS (continued)

- Dr. Thomas thanked the employees who put on all the activities at the college, and encouraged them to keep up the good work. This is great for the community, because it gets Palo Verde College's name out.
- Ms. Rodriguez wished everyone a safe and happy holiday.

X. INFORMATION ITEMS

1. Report of Purchases and Warrants for November 2013 *(shown loose in Board folders)*.
2. Revised AP 3410 – Nondiscrimination *(shown as Reference X.2.)*.
3. Revised AP 3515 – Reporting of Crimes *(shown as Reference X.3.)*.
4. Revised AP 3540 – Sexual Assaults on Campus *(shown as Reference X.4.)*.
5. Revised AP 3810 – Claims Against the District *(shown as Reference X.5.)*.
6. CCLC Effective Trusteeship Workshop will be held January 24-26, 2014 at the Sheraton Grand Hotel in Sacramento, CA *(information shown loose in Board folders)*.
7. CNA/Phlebotomy Certificate Ceremony will take place December 11, 2013, at 6:00 p.m. in CL 101. The Vocational Nursing Completion Ceremony will take place on December 12, 2013, at 7:30 p.m. in the Fine and Performing Arts Theater.
8. Palo Verde College Consort, in conjunction with Desert Learning Center, will present the Boar's Head Festival on December 12, 2013 at 6:00 p.m., in the Fine and Performing Arts Center *(information shown loose in Board folders)*. *Dr. Wallace clarified that this event is not being presented in conjunction with Palo Verde College Consort.*
9. Diana Mendez attended the Federal Student Aid Conference in Las Vegas, NV December 2-6, 2013.

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.)

A. INSTRUCTION

Resolution 13-20 A-30 – ADVISORY COMMITTEES FOR ACADEMIC YEAR 2013-2014

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves Advisory Committees and members, as shown in Reference A-30, to serve for the 2013-2014 academic year, for career and technical programs in the areas of Instructional Services.

Resolution 13-20 A-31 – PART-TIME INSTRUCTORS/COUNSELORS FOR FALL SEMESTER 2013

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies instructors/counselors for fall semester 2013, as shown in Reference A-31.

Resolution 13-20 A-32 – CURRICULUM APPROVED AT NOVEMBER MEETING

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves new and revised courses in various curriculum areas and approved by the Curriculum Committee, as shown in Reference A-32.

B. BUSINESS

Resolution 13-20 B-50 – CLINICAL AGREEMENT WITH PVUSD/PALO VERDE HEADSTART

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the Clinical Affiliation Agreement with Palo Verde Unified School District/Palo Verde

XI. CONSENT RESOLUTIONS (continued)

Headstart, to provide required clinical experiences for Palo Verde Community College students enrolled in the Vocational Nursing, Emergency Medical Technicians and Phlebotomists Programs at Palo Verde College, effective January 1, 2014, effective for one (1) year with automatic renewals for subsequent one (1) year terms, as shown in Reference B-50.

Resolution 13-20 B-51 – RENEWAL OF CLINICAL NURSING AGREEMENTS 2014

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the renewal of Clinical Nursing Agreements for 2014 between Palo Verde Community College District and the agencies listed below for an additional one-year period, beginning January 1, 2014, through December 31, 2014.

American Medical Response	Blythe, California
Baker Emergency Medical Services	Needles, California
Blythe Nursing Care Center	Blythe, California
Blythe Family Health Clinic	Blythe, California
Desert Critical Care Transport, Inc.	Blythe, California
Desert Urgent Care	Palm Desert, California
PVC Don Kuykendall, CDC	Blythe, California
Palo Verde Healthcare District	Blythe, California
La Paz Regional Hospital	Parker, Arizona
Sheltering Wings Corporation	Blythe, California

Resolution 13-20 B-52 – AGREEMENT FOR CHILD DEVELOPMENT SERVICES, AMENDMENT 01, FY 2013-2014

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves Amendment 01, FY 2013-2014, of the Annual Contract (CSPP-3362) between California Department of Education and PVCCD Child Development Center, which states the Maximum Reimbursable Amount shall be amended by deleting reference to \$292,869.00 and inserting \$298,085.00 (an increase of \$5,216.00), and the minimum Child Days of Enrollment Requirement shall be amended by deleting reference to 8,519.0 and inserting 8,670.0 in place thereof, and adopts appropriate Resolution, as shown in Reference B-52, with the California State Department of Education, for the purpose of providing general child care and development services in fiscal year 2013-2014.

Resolution 13-20 B-53 – TRIO/STUDENT SUPPORT SERVICES GRANT AWARD NOTIFICATION PY 2013-2014

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the Grant Award from the U.S. Department of Education for Palo Verde College TRIO/Student Support Services Program, in the amount of \$202,028.00 for academic year 2013-2014, as shown in Reference B-53. This Grant Award will be used to serve students with disabilities, low-income, and who lack basic skills in reading and writing.

Resolution 13-20 B-54 - AUTHORIZED AGENTS FOR PVCCD

BE IT RESOLVED that the following college employees be appointed as authorized agents to sign financial reports, warrant orders, check orders for salary placement, payroll and notices of employment for the Palo Verde Community College District of Riverside County (all other previous names will be deleted from the accounts), effective December 11, 2013 in compliance with Board Policy 2430 and Certification of Signatures form 3807 from Riverside County Office of Education.

XI. CONSENT RESOLUTIONS (continued)

<u>Account</u>	<u>Authorized Agents</u>	
<i>(checks issued for these accounts are from Riverside County Office of Education)</i>		
Schools of Riverside County (regular college warrant orders, orders for salary payment and notices of employment)	Donald G. Wallace Sharon Jones Denise Hunt	Russi Egan Debra Mitchell
<i>(checks issued for the rest of these accounts are from Provident Bank in Blythe)</i>		
Schools of Riverside County (college clearing and revolving checking accounts)	Donald G. Wallace Sharon Jones Denise Hunt	Russi Egan Debra Mitchell
Schools of Riverside County Auxiliary Business Services (Bookstore)	Donald G. Wallace Denise Taylor	Debra Mitchell Russi Egan
Schools of Riverside County Associated Student Government (savings)	Donald G. Wallace Sharon Jones Staci Lee	Russi Egan Debra Mitchell
Schools of Riverside County Associated Student Government (checking)	Donald G. Wallace Sharon Jones Staci Lee	Russi Egan Debra Mitchell
Schools of Riverside County Clubs and Scholarship Account	Donald G. Wallace Sharon Jones	Russi Egan Debra Mitchell
<i>(Checks issued for this account are from Federal Funding)</i>		
Federal Funds - Financial Aid Accounts	Donald G. Wallace Sharon Jones	Russi Egan Debra Mitchell
Needles Checking Account	Donald G. Wallace Sharon Jones	Russi Egan Eva Margarita Munguía

Resolution 13-20 B-55 - LAIF ACCOUNT WITH STATE TREASURY

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the resolution, for the Fiscal Services to add and change authorized agents to the LAIF (Local Agency Investment Fund) account with the State Treasury Department *(in connection with transfer of COPs monies)*. The following college employees are to be appointed as authorized agents to sign for deposits, transfers and withdrawals to this account.

Donald G. Wallace	Russi Egan
Sharon Jones	Carrie Mullion

Resolution 13-20 B-56 – AUTHORIZED AGENTS FOR SBEDC ACCOUNT

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the following college employees be appointed as authorized agents to sign checks and other necessary documents for the SBEDC (Small Business Economic Development Center), effective December 11, 2013 (account located at Provident Bank in Blythe):

Donald G. Wallace	Russi Egan
Sharon Jones	Denise Hunt

XI. CONSENT RESOLUTIONS (continued)

C. PERSONNEL

Resolution 13-20 C-149 – EXTENSION OF CONTRACT, INTERIM VICE PRESIDENT OF INSTRUCTION AND STUDENT SERVICES

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the extension of contract for Sharon Jones to serve full time as the Interim Vice President of Instruction and Student Services through June 30, 2014, unless otherwise extended, with salary placement on the Administrative Salary Schedule of Row 7, Step 11, as shown in Reference C-149.

Resolution 13-20 C-150 – OUT-OF-CLASS PAY (RAYNER)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies Out-Of-Class pay for Leslie Rayner, for performing the duties of Executive Secretary to the Vice President of Instruction and Student Services, at step 1 of the higher classification or 5%, whichever is greater, effective November 12, 2013. The position is vacant due to the promotion of the previous employee.

Resolution 13-20 C-151 – RESIGNATION OF LEARNING SKILLS CENTER, ADJUNCT (NEWTON)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the resignation of Leonard Newton, Learning Skills Center, Adjunct, effective November 18, 2013.

Resolution 13-20 C-152 – TEMPORARY FINANCIAL AID TECHNICIAN II (AGUAYO)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the employment of Claudia Aguayo, as Temporary Financial Aid Technician II, at a placement of Row 8, Column 1, on the Classified Salary Schedule, with benefits, beginning December 11, 2013.

Resolution 13-20 C-153 – TEMPORARY FINANCIAL AID TECHNICIAN I (BARCENAS)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the employment of Veronica Barcenas, as Temporary Financial Aid Technician I, at a placement of Row 5, Column 1, on the Classified Salary Schedule, with benefits, beginning December 11, 2013.

(Blanket Motion)

It was moved by Dr. Thomas, and seconded by Mr. Arneson, that Consent Resolutions be approved.

Ms. Rodriguez requested clarification of Resolution 13-20 B-50, and Sharron Burgeson, Nursing and Allied Health Coordinator, provided explanation.

Mr. Arneson requested clarification of Resolution 13-20 B-53, and Dr. Wallace and Ms. Jones provided explanation.

Ms. Rodriguez requested clarification of Resolution 13-20 C-152 and Resolution 13-20 C-153, and Dr. Wallace and Debbie Mitchell, Director of Human Resources, provided explanation.

XI. CONSENT RESOLUTIONS (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

XII. ACTION ITEMS

B. BUSINESS

Resolution 13-20 B-57 – TERMINATION OF FOOD SERVICE AGREEMENT

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the termination of Food Service Agreement with Xia Smith, effective December 31, 2013, as shown in Reference B-57.

It was moved by Mr. Lewis, and seconded by Mr. Edmond, that Resolution 13-20 B-57 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 13-20 B-58 – AGREEMENT FOR FOOD SERVICE

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the Agreement For Food Service with Julene Marquez, vendor; terms as stipulated and shown in Reference B-58, effective January 1, 2014 until December 31, 2014.

It was moved by Mr. Gonzales, and seconded by Mr. Lewis, that Resolution 13-20 B-58 be approved.

Mr. Arneson requested clarification, 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

Resolution 13-20 B-59 – AGREEMENT WITH KAPLAN TEST PREP, KAPLAN INC.

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the agreement with Kaplan Test Prep, a division of Kaplan, Inc., to provide integrated testing program with NCLEX-PN Review Course for nursing students. The program will evaluate the nursing knowledge of students in an undergraduate program leading to LPN/LVN licensure, and prepare students for the NCLEX-PN examination. Total contract value not to exceed \$11,150.21, to be paid by VTEA funds and nursing student contributions, as shown in Reference B-59.

It was moved by Mr. Edmond, and seconded by Mr. Lewis, that Resolution 13-20 B-59 be approved.

XII. ACTION ITEMS (continued)

Mr. Arneson requested clarification, and Sharron Burgeson, Nursing and Allied Health Coordinator, 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

(The following Resolution was amended. A new contract was provided stating the base consulting fee will be \$3,000 per month plus reimbursable expenses not to exceed \$1,000, and the fee for Public Opinion Survey will be \$15,000.)

Resolution 13-20 B-60 – CONSULTING AGREEMENT WITH AMN KEY SOLUTIONS

BE IT RESOLVED that Palo Verde Community College District Board of Trustees ratifies the consulting agreement with AMN Key Solutions, to provide public outreach and communication consulting, and ballot measure electoral feasibility of a Bond Measure, as shown in Reference B-60, to be paid at a base consulting fee of \$3,000 per month plus reimbursable expenses not to exceed \$1,000, effective November 13, 2013.

It was moved by Mr. Arneson, and seconded by Dr. Thomas, that Resolution 13-20 B-60 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

C. PERSONNEL

Resolution 13-20 C-154 - EXTENSION OF EMPLOYMENT, INTERIM PSYCHOLOGY INSTRUCTOR (REDWINE)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the extension of employment of Karen Redwine as Interim Psychology Instructor, a full-time temporary academic faculty position, 177 day contract, at a classification of Row 7, Step VI, on the Academic Salary Schedule, plus doctoral stipend of \$2,000 per year, extended through June 30, 2014 (could extend through Summer 2014 semester).

It was moved by Mr. Arneson, and seconded by Dr. Thomas, that Resolution 13-20 C-154 be approved.

Dr. Thomas requested clarification, 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 (continued)

Resolution 13-20 C-155 - LEAVE OF ABSENCE FOR CLASSIFIED EMPLOYEE (GAMEZ)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves the recommendation of the Superintendent/President that Maria E. Gamez, be granted a Long-Term Leave of Absence from her classified position pursuant to Article 8, Section 12 of the CSEA Agreement, beginning December 14, 2013, to accept a full-time Interim Instructor position for the Spring and possibly Summer semesters 2014. Cancellation of leave will be given with a 30 day notice to the district if cancelled during the requested period. Request for leave of absence letter shown as Reference C-155.

It was moved by Dr. Thomas, and seconded by Mr. Lewis, that Resolution 13-20 C-155 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 13-20 C-156 – EXTENSION OF EMPLOYMENT OF INTERIM FACULTY (GAMEZ)

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves Maria E. Gamez as Interim ESL Instructor, a full-time, certificated, temporary position with a 177 work day contract (prorated), with salary placement on the Academic Salary Schedule as Row 3, Column 2, as determined by education and experience, extend through June 30, 2014. At that time she will revert back to a classified position at the same classified salary level as before her temporary teaching assignment.

It was moved by Dr. Thomas, and seconded by Mr. Edmond, that Resolution 13-20 C-156 be approved.

Mr. Arneson requested clarification, 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

D. MISCELLANEOUS

Resolution 13-20 D-34 – REVISED BP 2725, BOARD MEMBER COMPENSATION

BE IT RESOLVED that Palo Verde Community College District Board of Trustees approves revised Board Policy 2725, Board Member Compensation, and raises the monthly compensation to \$240, in accordance with Ed. Code 72024, as shown in Reference D-34.

It was moved by Mr. Arneson, and seconded by Dr. Thomas, that Resolution 13-20 D-34 be approved.

Dr. Wallace stated this is the maximum allowable for our college, but Ed. Code allows that this amount may be augmented by five percent every year.

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

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 meeting was adjourned at 7:32 p.m. The Governing Board, Dr. Wallace, Superintendent/President, Ms. Egan, Chief Business Officer, and Ms. Jones, Interim Vice President of Instructional and Student Services, went into Closed Session to discuss the following:

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code Section 54957.
2. Conference With Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9; number of cases: 1.

**Minutes approved at the January 21, 2014
Regular Board Meeting.**

Donald G. Wallace, Secretary of the Board