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)

Palo Verde Community College District, in compliance with the Americans with Disabilities Act (ADA), requests individuals who may need special accommodation to access, attend, and/or participate in Board meetings to contact Carrie Mullion at 760-921-5440 at least forty-eight hours in advance of the meeting for information on such accommodation.

Persons wishing to address the Governing Board under Hearing of Citizens need to complete a Speaker Request Form (available at the reception table).

In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at Palo Verde Community College District, Office of the Superintendent/President, One College Drive, Blythe, CA 92225; at the College website www.paloverde.edu; or at the scheduled meeting.

Meeting 13-20

AGENDA

I. OPENING OF MEETING

- 1. Call to Order
- 2. Flag Salute
- 3. Roll Call

- 4. Approval of the Minutes of the Regular Meeting of November 12, 2013, and the Special Meeting of November 19, 2013.
- 5. Approval of the Agenda for this meeting.

6. Organization Matters

Election of Presiden It was moved by that		, a be de	esignated Presi	/ dent of the Pal	o Verde	
Community College D	District B	oard for 2014.	•			
Student Advisory Arneson Edmond		Gonzales Hyduke Lewis		Rodriguez Thomas		
Motion carried/failed;	Aye	No	Abstain	Absent	-	
Election of Vice Pres It was moved by that Verde Community Co		, a be_d	nd seconded by esignated Vice 2014.	/ President of t	he Palo	
Student Advisory Arneson Edmond		Gonzales Hyduke Lewis		Rodriguez Thomas		
Motion carried/failed;	Aye	No	Abstain	Absent	-	
Election of Clerk of the lt was moved by that Community College D Student Advisory Arneson Edmond	District B	2	Ind seconded by designated Cle	/ rk of the Pak Rodriguez Thomas	o Verde	
Motion carried/failed;	Aye	No	Abstain	Absent	-	
Election of School Board Representative It was moved by, and seconded by that be designated Board Representative at the Annual Election of the County Committee on School District Organization for 2014. Student Advisory Gonzales Rodriguez Arneson Hyduke Thomas Edmond Lewis						
Motion carried/failed;	Aye	No	Abstain	Absent	-	
Election of Secretary to the Board It was moved by, and seconded by that be designated Secretary of the Palo Verde Community College District Board for 2014.						
Student Advisory Arneson Edmond		Gonzales Hyduke Lewis		Rodriguez Thomas		

Motion carried/failed; Aye____ No____ Abstain____ Absent____

Board Meetings

It was moved by ______, and seconded by ______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	Gonzales	 Rodriguez	
Arneson	Hyduke	Thomas	
Edmond	Lewis		

Motion carried/failed; Aye No Abstain Absent

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 ______t and seconded by _____that this meeting be recessed to hold the annual meeting of the Palo Verde Community College District Financing Corporation.

RECONVENE TO PVCCD ORGANIZATIONAL/REGULAR MEETING

П. 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."

ANNOUNCEMENT OF RECUSAL FROM AGENDA ITEMS III.

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.

- 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 Thiebaux, Accreditation Liaison Officer.
- 2. Updated analysis of refinancing the 2008 Certificates of Participation (COP's) Tim Schaefer, Magis Advisors,
- 3. COP Debt Mitigation Plan (shown loose in Board folders), and payments made in 2013; Russi Egan, Chief Business Officer.

VIII. DISCUSSION

- 1. First Reading BP 2716 Political Activity (shown as Reference VIII.1.).
- 2. First Reading BP 3410 Discrimination and Other Complaints (shown as Reference VIII.2.).
- 3. Second Reading and approval BP 2725 Board Member Compensation (shown as Reference D-34).

IX. REPORTS

- 1. Associated Student Government Alex Munoz, Student Trustee or designee
- 2. Academic Senate Biju Raman, President or designee
- 3. CSEA, Chapter 180 Richard Soto, President or designee
- 4. CCA/CTA Derek Copple, President or designee
- 5. Don Wallace Superintendent/President
- 6. Sharon Jones Interim Vice President of Instructional and Student Services
- 7. Russi Egan Chief Business Officer
 - General Fund Cash Analysis for November 2013 (shown loose in Board folders)
 - General Fund Comparative Statement of Revenue and Expenses November 2013 (shown loose in Board folders)
- 8. Board of Trustees Comments and Discussion
 - Mr. Arneson will report on the Board Finance and Audit Committee

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*).
- 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*).
- 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

<u>Resolution 13-20 A-30</u> – 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.

<u>Resolution 13-20 A-31</u> – 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

<u>Resolution 13-20 B-50</u> – 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 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 Baker Emergency Medical Services Blythe Nursing Care Center Blythe Family Health Clinic Desert Critical Care Transport, Inc. Desert Urgent Care PVC Don Kuykendall, CDC Palo Verde Healthcare District La Paz Regional Hospital Sheltering Wings Corporation Blythe, California Needles, California Blythe, California Blythe, California Blythe, California Palm Desert, California Blythe, California Blythe, California Parker, Arizona Blythe, California

<u>Resolution 13-20 B-52</u> – 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.

<u>Resolution 13-20 B-53</u> – 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.

XI. CONSENT RESOLUTIONS (continued)

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.

Account	Authorized A	gents
(checks issued for these accounts are from Riverside County Office of 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
(checks issued for the rest of these accounts are from Provident Bank Schools of Riverside County (college clearing and revolving checking accounts)	Donald G. Wallace	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
(Checks issued for this account are from Federal Funding) Federal Funds - Financial Aid Accounts	Donald G. Wallace Sharon Jones	Russi Egan Debra Mitchell
Needles Checking Account	Donald G. Wallace Sharon Jones Eva M	Russi Egan Iargarita 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

<u>Resolution 13-20 B-56</u> – 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. WallaceRussi EganSharon JonesDenise Hunt

C. PERSONNEL

<u>Resolution 13-20 C-149</u> – 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.

<u>Resolution 13-20 C-151</u> – 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 Consent Resolutions be:		, and seconded by (approved) (tabled until) (denied).				_, that
Student Advisory Arneson Edmond		Gonz Hydul Lewis	ke		Rodriguez Thomas	
Motion carried/failed;	Aye	No	Abstain	Absent		

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	, and seconded by			, th	, that Resolution	
13-20 B-57 be:	(approved)	(tabled unti)	(denied)		
Student Advisory Arneson Edmond		Gonzales Hyduke Lewis		Rodrigue Thomas	Z	
Motion carried/failed;	Aye N	lo Abst	ain	Absent		

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		, and seconded	, that F	Resolution	
13-20 B-58 be:	(approved)	(tabled until)	(denied)	
Student Advisory Arneson Edmond		Gonzales Hyduke Lewis		Rodriguez Thomas	

Motion carried/failed; Aye No Abstain Absent

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	, and seconded by			,	, that Resolution	
13-20 B-59 be:	(approved)	(tabled unti)	(denied)		
Student Advisory Arneson Edmond		Gonzales Hyduke Lewis		Rodrigu Thomas		
Motion carried/failed;	Aye N	o Abst	ain	Absent		

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 13-20 B-60 be:	, (approved)	and seconded (tabled until	by)	, that (denied)	Resolution	
Student Advisory Arneson Edmond		Gonzales Hyduke Lewis		Rodriguez Thomas	_	
Motion carried/failed;	Aye No	o Absta	in A	bsent		
C. PERSONNEL						

<u>Resolution 13-20 C-154</u> - 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 doctorial stipend of \$2,000 per year, extended through June 30, 2014 (could extend through Summer 2014 semester).

It was moved by	, and seconded by				, that Resolution	
13-20 C-154 be:	(approved)	(tabled un	til	_) (denied	(k	
Student Advisory Arneson Edmond		Gonzales Hyduke Lewis		Rodri Thom		
Motion carried/failed;	Aye No	Absta	ain	Absent		

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		_, and sec	conded by		, that Resolution
13-20 C-155 be:	(approve	ed) (tabl	ed until) (denied	(b
Student Advisory Arneson Edmond		Gonzal Hyduke Lewis		Rodri Thom	
Motion carried/failed;	Aye	No	Abstain	Absent	_

<u>Resolution 13-20 C-156</u> – 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.

XII. ACTION ITEMS (continued)

It was moved by 13-20 C-156 be:	, (approved)	and seco (table	onded by ed until	_)	, that (denied)	Resolution
Student Advisory Arneson Edmond		Gonzale Hyduke Lewis			Rodriguez Thomas	
Motion carried/failed;	Aye No	0	Abstain	Abse	ent	
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 13-20 D-34 be:	, (approved)	and seco (tabled	onded by I until	_) (, that (denied)	Resolution
Student Advisory Arneson Edmond		Gonzale Hyduke Lewis			Rodriguez Thomas	
Motion carried/failed;	Aye No	0	Abstain	Abse	ent	

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.

XIV. ADJOURN TO CLOSED SESSION

- 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.