# PALO VERDE COMMUNITY COLLEGE DISTRICT

**REGULAR MEETING**
**BOARD OF TRUSTEES**
**One College Drive in Blythe – CL 101**
***(and Teleconference held at Needles Center, 725 West Broadway, Needles, CA)***
**Tuesday, January 22, 2013**
**5:00 p.m.**

**Meeting 13-01**

**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. Hyduke, Trustee

3. Roll Call

| | |
|---|---|
| Trustees Present: | Millie Rodriguez, President |
| | George Thomas, Vice President *(by conference call, will abstain from voting due to not being present)* |
| | Ted Arneson, Clerk of the Board *(arrived at 6:34 p.m. for Closed Session only)* |
| | Ed Gonzales, Trustee *(by ITV from Needles Center)* |
| | Ned Hyduke, Trustee |
| | Jerry Lewis, Trustee *(by ITV from Needles Center)* |
| Administrators Present: | Denise Whittaker, Interim Superintendent/President |
| | Sharon Jones, Interim Vice President of Instructional and Student Services |
| | Russi Egan, Chief Business Officer |
| Absent: | Frannie Gregory, Student Trustee |
| 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 December 11, 2012.
   It was moved by Mr. Gonzales, seconded by Mr. Hyduke, and unanimously carried, that the Minutes of the Regular Meeting of December 11, 2012 be approved.

5. Approval of the Minutes of the Regular Meeting of the PVCCD Financing Corporation of December 11, 2012.
   It was moved by Mr. Gonzales, seconded by Mr. Hyduke, and unanimously carried, that the Minutes of the Regular Meeting of the PVCCD Financing Corporation of December 11, 2012 be approved.

## I. OPENING OF MEETING (continued)

6. Approval of the Agenda for this meeting.
   It was moved by Mr. Lewis, seconded by Mr. Hyduke, and unanimously carried, that the Agenda for this meeting be approved.

## 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."*

Mr. Dale Wissman, CSEA Labor Relations Representative for classified employees Chapter 180, addressed the Governing Board and commended the current administration for the wonderful job they are doing. Mr. Wissman spoke on Resolution 13-01 B-08 - Contract with Total Compensation Systems, Inc., and stated he was very happy to see this issue being reviewed and adjusted. Mr. Wissman also stated that he was glad to see Resolution 13-01 D-05 – Enrollment Fee Waiver Pilot Program, Spring 2013 on the agenda, as these are the things that help everyone and bring the college together. Mr. Wissman commented on the work that needs to be done regarding the implementation of the Affordable Healthcare Act, and how it relates to employers with more than fifty employees. He stated that a plan is being worked on in each district, and this will have to be actively addressed at the negotiations table in the next few months. Mr. Wissman congratulated the Board and the administration on the way they are working together.

## III. ANNOUNCEMENT OF RECUSAL FROM AGENDA ITEMS

*The Interim 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

Report on Audit June 30, 2012 from Messner & Hadley, LLP presented by Paul Messner *(reports are included in Board folders and available in the Business Services Office and Superintendent/President's Office)* *(see Resolution B-05).*

Mr. Messner, partner with Messner & Hadley, LLP, spoke regarding the Audit June 30, 2012 Report. Mr. Messner provided a background on what an audit is, and what it purports to do. One of the main objectives of the audit is to verify and demonstrate the District's stewardship over the assets and resources it has been given. It is the auditor's job to verify that the amounts, disclosures, and representations stated are materially correct. This is done twice a year, in the spring and fall. In the spring a focus is made on the internal control system. In the fall, after the books and records of the District have been closed, an audit of the financial statements take place. After this is done the audit report is written.

## VII. PRESENTATION (continued)

Mr. Messner pointed out some of the highlights of the audit report that included the Independent Auditors' Report, which is the part of the report that states whether the financial statements presented are materially correct or not; the Management's Discussion and Analysis (MDA), which is written from the viewpoint of the District to the user of the financial statements; the Basic Financial Statements, which is a statement of net assets, liabilities, and book value; the Statement of Revenue, Expenses and Changes in Net Assets which is a profit and loss statement; the Notes to Financial Statements; and Findings and Recommendations. Mr. Messner then stated that one of the most important things to read is the opinion paragraph in the Independent Auditors' Report section. The opinion paragraph will indicate whether the financial statements are or are not materially correct, called a clean, unqualified opinion. Mr. Messner defined the term unqualified opinion. An explanation of Section 2 – Financial Statement Findings was provided. Mr. Messner stated that he is required to communicate if he received good cooperation from the District's management, which he did; if he made significant adjustments to the books, which he did make some small adjustments; if he had access to the records, which he did; or if anything came to his attention regarding any significant deficiencies in the system of internal controls. There was a deficiency, or finding, in the preparation of financial statements. The District's personnel do not prepare a financial statement because they do not have the expertise, which is true in most districts. Instead, a basic financial statement called a CCFS-311 Report, the ultimate record of the Districts books and records, is prepared by the District's financial department. This finding means that the district has to have someone that has the expertise and experience to know if the Audit Report is materially correct or not. This finding can be rectified by allowing the District's financial management to take update classes on Government Accounting Standards Board (GASB). The other finding is that adjustments had to be made to the CCFS-311 Report. These adjustments were made to accurately report cash, accounts receivable, and accounts payable. The recommendation was that the District closely review all financial data included in the CCFS-311 Report, and make the necessary adjustments at year end before submitting the audit to the required agencies.

Discussion occurred and Mr. Messner answered questions from the Governing Board. The Trustees thanked Mr. Messner for his report.

## VIII. DISCUSSION

Ms. Rodriguez, President of the Board, explained the Provisional Trustee Appointment as follows and discussion occurred.

Background: A Provisional Trustee vacancy occurred when Trustee Ned Hyduke was elected in the November 2012 General Election as a PVCCD trustee. The Board has 60 days to go through an application and appointment process for making a Provisional Trustee appointment. The Provisional Trustee appointed will take over the term that was vacated by Mr. Hyduke. This appointment ends in November 2014, when new trustee elections occur during the next General Election.

The application period for submittal of applications was December 12, 2012 through January 7, 2013 at 4 pm. Public Notices were posted and ads were placed consistent with protocols for provisional replacements.

One application was received by the January 7, 2013 4:00 pm deadline: Mr. Lincoln Edmond. Mr. Edmond's prior experience and background is included in the Board folders as Reference D-01.

The Governing Board then proceeded to vote on the following Action Items.

## VIII. DISCUSSION (continued)

### ACTION ITEMS

**RESOLUTION 13-01 D-01 – SUSPENSION OF PROVISIONAL APPOINTMENT PRESENTATION AND INTERVIEW PROCESS**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees suspend the presentation and interview process for the Provisional Trustee appointment, accepting Mr. Edmond's distinguished background of service, experience, knowledge, and dedication as a recent PVCCD Trustee and sole Provisional Trustee applicant; accepting this extensive experience as exceeding the qualifications for this appointment, thereby eliminating the need for a presentation and interview.

It was moved by Mr. Lewis, and seconded by Mr. Gonzales, that Resolution 13-01 D-01 be approved.

| | | | | | |
|---|---|---|---|---|---|
| Student Advisory | Absent | Hyduke | Yes | Rodriguez | Yes |
| Arneson | Absent | Lewis | Yes | Thomas | Abstain |
| Gonzales | Yes | | | | |

Motion carried/lost; Aye 4 No_____ Abstain 1 Absent 1

**RESOLUTION 13-01 D-02 – APPOINTMENT OF PROVISIONAL TRUSTEE**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the appointment of Lincoln Edmond as Provisional Trustee of the Palo Verde Community College District Board of Trustees, and shall hold office until the next regularly scheduled election for Board of Trustee members on November 4, 2014.

It was moved by Mr. Huduke, and seconded by Mr. Gonzales, that Resolution 13-01 D-02 be approved.

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|---|---|---|---|---|---|
| Student Advisory | Absent | Hyduke | Yes | Rodriguez | Yes |
| Arneson | Absent | Lewis | Yes | Thomas | Abstain |
| Gonzales | Yes | | | | |

Motion carried/lost; Aye 4 No_____ Abstain 1 Absent 1

**OATH OF OFFICE**

Ms. Rodriguez, President of the Board, administered the Oath of Office to Mr. Lincoln Edmond. Mr. Edmond then joined the Governing Board at the Board table for the remainder of the meeting.

## IX. REPORTS

1. Associated Student Government - Frannie Gregory, Student Trustee or designee
   Not present for this meeting.

2. Academic Senate – Biju Raman, President
   - Mr. Raman congratulated Mr. Edmond on his appointment as a Provisional Trustee.
   - A Special Academic Senate meeting was held today. Presentations by Ms. Whittaker and Ms. Jones were provided. Some of the topics discussed were scheduling concerns, Fifty Percent Law, and prioritization of hiring new faculty to maintain Fifty Percent Law compliance. Discussion of reorganizational options were postponed until the February 12, 2013 Academic Senate meeting, but in their previous meeting Academic Senate

recommended two deans or two officers; one for Instructional Services and one for Student Services. Administration asked for further clarification with respect to designation of duties between the two positions. The Senate hopes to have a resolution to the reorganizational options at their next meeting on February 12, 2013.

3. CSEA, Chapter 180 – Richard Soto, President
   Not present for this meeting.

4. CCA/CTA – Derek Copple, President or designee
   Not present for this meeting.

5. Denise Whittaker - Interim Superintendent/President
   - The college is in their second week of the semester and the concern right now is enrollment. A desk audit of FTES has been requested, which means faculty will count how many students are in their classes in order to calculate where the FTES are at this time. This will help in planning for the rest of the semester, future negotiations, and budget development.
   - 320 Report – This tells the college what the apportionment will be based on FTES, and FTES are based on prior semester data. The preliminary projection is that our FTES will be at 1620. This will ultimately impact the budget. Another 320 Report will be done in April and again in August. Ms. Egan stated that if the college does not meet their goal of 1800 FTES, there will be an income loss of $600,000.
   - Ms. Whittaker requested that a Special Board Meeting take place on March 5, 2013 for pre-budget development, and an update of the Sale of Spring Street. The Study Session on February 26, 2013 will be cancelled. The Governing Board was in favor.
6. Sharon Jones - Interim Vice President of Instructional and Student Services
   - Estimated FTES at Needles Center is 56, not including non-credit classes, so the number will be higher. In this semester alone, the FTES are higher than the entire last academic year at the Needles Center.
   - Enrollment closes January 24, 2013 and enrollment numbers will be calculated after that date. The tech consultant, Adam Lange, will be on campus next week to help generate reports needed to calculate enrollment and FTES.
   - Financial Aid has awarded over $1 million in Pell Grants for 2012 and spring of 2013, and $67,000 in Cal Grant B.
   - A new secretary will start in the Financial Aid Department next week.
   - A mural is being painted in the Pirate's Cove, which is the ASG room, and Dish Network is being installed. ASG students are also starting a PVC student newsletter.
   - Admission and Records has completed the P1 Apportionment Attendance Report.
   - DSP&S/TRiO Grant is planning a trip to Cal State San Bernardino.
   - Palo Verde College will have a booth at the California Community College Registry Sponsored Job Fair in Los Angeles, CA this weekend. Sharon Jones and Staci Lee will be representing Palo Verde College at the fair, and promoting the CEO and faculty positions available.

## IX. REPORTS (continued)

7. Russi Egan – Chief Business Officer
    - Letter from NTD regarding Cost for Revision to Exit Aisles and Doors in the Fine and Performing Arts Theater was reviewed and discussed. Ms. Egan recommended that the college accept the letter and explanation from NTD, and then submit the bill for $50,000 to the legal team to include in the bankruptcy. The Governing Board agreed to Ms. Egan's recommendation.
    - Ms. Egan attended the 2013-2014 Governor's Budget Meeting and Consultation Counsel, in Sacramento, CA, where the Chancellor for the State of California meets with all the different representatives. A lot of the issues that our college is facing are also issues at Consultation Counsel. The Governor has proposed some exciting things in the budget, one of them being $196.7 million in increased apportionment funding. The Board of Governors will decide where this money will be used. Ms. Egan provided and explanation of deferrals, and stated that the Governor has proposed $179 million to buy down deferrals. There was discussion at the Governor's Budget Meeting in regards to moving adult education from K-12 to the Community Colleges, which would mean extra funding for Community Colleges, additional money to fund Green Energy and Sustainability projects, online education, and funding of Student Success Taskforce.
8. Board of Trustees
    - Mr. Edmond stated he was happy to be back on the Board.

    - Due to the recent shootings, Ms. Rodriguez asked what kind of security system is in place at the college. Ms. Whittaker stated that there is security from 5:00 p.m. to 10:00 p.m. Monday through Friday, and all day Saturday and Sunday. If any incidents occur during the daytime hours, faculty and staff will call 911. There is an emergency plan currently being worked on, but more sufficient training needs to take place.

## X. INFORMATION ITEMS

1. Effective February 1, 2013, the new IRS (internal Revenue Service) per diem rates for meals will be - breakfast $12.00, lunch $18.00, and dinner $36.00.
2. Report of Purchase Orders and Warrants for December 2012 *(shown loose in Board folders).*
3. Palo Verde Community College General Fund Comparative Statement of Revenue and Expenses December 31, 2012 *(shown loose in Board folders).*
4. Palo Verde Community College General Fund Cash Analysis Report December 31, 2012 *(shown loose in Board folders).*
5. Perkins-VTEA, Title I-C Year-To-Date 2nd Quarter Expenditures and Progress Report *(shown loose in Board folders).*
6. Career Technical Education (CTE) Transitions Year-To-Date 2nd Quarter Expenditures and Progress Report *(shown loose in Board folders).*
7. CCLC Effective Trustee Workshop January 25-27, 2013.
8. Out of State travel request to Parker, AZ for Cheryl Bruno-Mofu on January 22, and 29-30, 2013; February 5-6, 12-13, 19-20, and 26-27, 2013; and March 5-6, 12-13, 19-20, 2013; for VN students to conduct clinicals at La Paz Regional Center.

## 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 13-01 A-01 – K-12 ENROLLMENTS, SPRING 2013**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves that K-12 students, completing approved college enrollment process, as shown in Reference A-01, be approved to attend classes at Palo Verde College for Spring 2013. Administration is recommending approval subject to space availability in classes.

**Resolution 13-01 A-02 – PART-TIME INSTRUCTORS/COUNSELORS FOR SPRING SEMESTER 2013**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves instructors/counselors for spring semester 2013, as shown in Reference A-02.

### B. BUSINESS

**Resolution 13-01-B-01 – NON-RESIDENT TUITION FEE FOR 2013-2014**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the non-resident tuition fee for 2013-2014 fiscal year be established at $190 per semester unit (was $179 last year), $127 per quarter unit, as computed on a statewide basis and shown in Reference B-01.

**Resolution 13-01 B-02 – AGREEMENT WITH INDUSTRIAL EMERGENCY COUNCIL (RATIFICATON)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the Agreement Between Palo Verde Community College District (PVCCD) and Industrial Emergency Council (IEC), as shown in Reference B-02, for vocational training services as they relate to affiliated Fire Science courses. Upon completion of each class, IEC shall submit an invoice to PVCCD of the course and number of student contact hours for payment

**Resolution 13-01 B-03 – AMENDMENT TO CLINICAL AFFILIATION AGREEMENT WITH PALO VERDE HEALTHCARE DISTRICT**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Amendment to Clinical Affiliation Agreement with Palo Verde Healthcare District, Section 6; effective January 1, 2013, expiring on January 1, 2014, as shown in Reference B-03.

**Resolution 13-01 B-04 – AUTOMATIC TELLER MACHINE COMMISSION**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves to deposit into the account of Palo Verde College Associated Student Government (ASG) any commission generated by the use of automatic teller machines (ATM) on the campus of Palo Verde College.

### C. PERSONNEL

**(Academic)**

**Resolution 13-01 C-01 – EMPLOYMENT OF TEMPORARY PSYCHOLOGY INSTRUCTOR (REDWINE)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the employment of Karen Redwine as Temporary Psychology Instructor, a full-time temporary academic faculty position, 177 day contract (prorated for Spring 2013), at a classification of Row 6, Step VI, on the Academic Salary Schedule, plus doctorial stipend of $2,000 per year (all salary will be prorated for partial year service), effective January 14, 2013, to June 30, 2013.

## XI. CONSENT RESOLUTIONS (continued)

**Resolution 13-01 C-02 – RESIGNATION OF ADJUNCT INSTRUCTOR (D. MENDEZ)**
BE IT RESOLVED, that Palo Verde Community College District Board of Trustees accepts the resignation of Dolores Mendez, Certified Nurse Assistant Clinical Instructor, effective December 7, 2012.

**Resolution 13-01 C-03 – EXTRA DUTY ASSIGNMENT (COPPLE)**
BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies Derek Copple for extra duty assignment at his per diem rate through February 28, 2013, up to 10 hours per week, to provide coordination for the development and purchase of CNA/VN equipment for the Needles Center, in anticipation of offering the CNA/VN programs at the Needles Center in the future.

**(Classified)**
**Resolution 13-01 C-04 – ADMISSIONS & RECORDS TECHNICIAN III (ESQUIBEL-MENDEZ)**
BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the lateral transfer of Diana Esquibel-Mendez from Assistant to the Financial Aid Director/Outreach Coordinator to Admissions & Records Technician III, a full-time, 40 hour per week classified position, with no change in salary placement, effective December 26, 2012.

**Resolution 13-01 C-05 - FINANCIAL AID SECRETARY (MARQUEZ)**
BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the lateral transfer of Julene Marquez from Instructional Services Secretary to Financial Aid Secretary, a full-time, 40 hour per week classified position. There will be no change in salary placement, effective January 26, 2013.

**Resolution 13-01 C-06 – OUT-OF-CLASS PAY (NELSON)**
BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies Rorie Nelson, Financial Aid Technician I, to be paid out-of-class pay at five (5) percent, per CSEA Agreement, for performing the duties of Financial Aid Technician II, effective October 15, 2012 and as needed until a full department review can be completed.

**(Student Personnel)**
**Resolution 13-01 C-07 – PART-TIME TEMPORARY STUDENT EMPLOYEES FOR FALL SEMESTER 2012 (RATIFICATION)**
BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the following part-time temporary student employee (student aides, interpreters/student services clerks, tutors, peer counselor/coordinators, and peer counselor/recruiters) for Fall Semester 2012:

| Name | Position/Department | Rate of Pay (per hour) |
|---|---|---|
| Ralston, Dana | Student Aide/DSP&S | $8.00 |

## XI. CONSENT RESOLUTIONS (continued)

**Resolution 13-01 C-08 – PART-TIME TEMPORARY STUDENT EMPLOYEES FOR SPRING 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 Spring Semester 2013:

| Name | Position/Department | Rate of Pay (per hour) |
|---|---|---|
| Bates, Raith | Peer Counselor/Financial Aid | $8.75 |
| Cervantes, Gisela | Tutor/DSP&S | $8.75 |
| Cross, William | Tutor/DSP&S | $8.75 |
| Gonzalez, Imelda | Student Clerk/CalWorks | $8.25 |
| Guilin, Dianna | Student Aide/EOPS | $8.00 |
| Holm, Zachary | In-Class Tutor/Basic Skills | $8.75 |
| Ibarra, Peter | Student Aide/EOPS | $8.00 |
| Joneson, Zane | Student Aide/Distance Ed | $8.00 |
| King, Daniel | Student Aide/Blythe Rec. Center | $8.00 |
| Koons, Danielle | In-Class Tutor/Welding | $8.75 |
| Lisa, Vincent | Student Clerk/Business Services | $8.25 |
| Lowe, Amanda | Student Aide/Student Services | $8.00 |
| Machado, Gustavo | Tutor/Learning Skills Center | $8.75 |
| Maciel, Alicia | Peer Counselor/EOPS | $8.75 |
| McMillin, Noelle | In-Class Aide/Basic Skills | $8.00 |
| Moreno, Jessica | Student Clerk/CalWorks | $8.25 |
| Nieto, Jannete | Tutor/DSP&S | $8.75 |
| Rangel, Yaneli | Tutor/DSP&S | $8.75 |
| Riddle, Kelsie | Tutor/DSP&S | $8.75 |
| Shinault, Anthony | Student Aide/Blythe Rec. Center | $8.00 |
| Weiss, Shane | Peer Counselor/Financial Aid | $8.75 |
| Whetnight, Kelley | Student Services Clerk/Fiscal Services | $8.25 |
| Williams, Ashley | Student Aide/Library | $8.00 |

### D. MISCELLANEOUS

**Resolution 13-01 D-03 – ACCEPTANCE OF TRANSFER FROM PALO VERDE COLLEGE FOUNDATION (BOOKS)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees accepts the transfer from the Palo Verde College Foundation, of two large book collections for the Harry A. Faull Library.

**Resolution 13-01 D-04 – ACCEPTANCE OF TRANSFER FROM PALO VERDE COLLEGE FOUNDATION (VEHICLE)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees accepts the transfer from the Palo Verde College Foundation, of 1994 Ford pickup truck to be used for the Automotive Technology Program.

## XI. CONSENT RESOLUTIONS (continued)

***(Blanket Motion)***

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

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|---|---|---|---|---|---|
| Student Advisory | Absent | Gonzales | Yes | Rodriguez | Yes |
| Arneson | Absent | Hyduke | Yes | Thomas | Abstain |
| Edmond | Yes | Lewis | Yes | | |

Motion carried/lost; Aye 5 No_____ Abstain 1 Absent 1

## XII. ACTION ITEMS

### B. BUSINESS

**Resolution 13-01 B-05 – AUDIT REPORT FROM MESSNER & HADLEY, JUNE 30, 2012**
BE IT RESOLVED, that Palo Verde Community College District Board of Trustees accepts the independent auditor report and financial statements from Messner & Hadley LLP, Certified Public Accountants, for fiscal year ending June 30, 2012 *(report enclosed loose in Board folders).*

It was moved by Mr. Edmond, and seconded by Mr. Hyduke, that Resolution 13-01 B-05 be approved.

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|---|---|---|---|---|---|
| Student Advisory | Absent | Gonzales | Yes | Rodriguez | Yes |
| Arneson | Absent | Hyduke | Yes | Thomas | Abstain |
| Edmond | Yes | Lewis | Yes | | |

Motion carried/lost; Aye 5 No_____ Abstain 1 Absent 1

**Resolution 13-01 B-06 – AGREEMENT WITH PROFESSIONAL PERSONNEL LEASING, INC. (AVERILL)**
BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the Agreement between PVCCD and Professional Personnel Leasing, Incorporated (PPL, Inc.), specifically with Dr. Don Averill and other PPL staff as needed, to provide services as specified in the contract, shown as Reference B-06, related to the search for the permanent Superintendent/President, effective January 9, 2013 through June 30, 2013 or when the search process is completed. Payment in consideration of this Agreement shall be for $26,000. PPL, Inc. will bill the District for $1,200 in five (5) equal payments plus any expenses, with the total not to exceed $7,000. The remaining portion of the fee will be donated to Palo Verde Community College District. The District will reimburse PPL, Inc. for services and approved expenses provided by Consultant within thirty days (30) of receipt of a valid invoice from PPL, Inc.

It was moved by Mr. Hyduke, and seconded by Mr. Gonzales, that Resolution 13-01 B-06 be approved.

Ms. Whittaker clarified Resolution 13-01 B-06.

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| Student Advisory | Absent | Gonzales | Yes | Rodriguez | Yes |
| Arneson | Absent | Hyduke | Yes | Thomas | Abstain |
| Edmond | Yes | Lewis | Yes | | |

Motion carried/lost; Aye 5 No_____ Abstain 1 Absent 1

## XII. ACTION ITEMS (continued)

**Resolution 13-01 B-07 – CHANGE IN CONTRACT BID THRESHOLD FOR INFLATION**
BE IT RESOLVED, that Palo Verde Community College District Board of Trustees abides by Public Contract Code (PCC) Section 20651(a) to competitively bid and award contracts involving an expenditure of more than $50,000 for any of the following:

1. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district.
2. Services that are non-construction; and,
3. Repairs to include maintenance as defined in Section 20656, that are not public projects as defined in subdivision (c) of Section 22002.

The Board of Governors of the California Community Colleges, pursuant to PCC Section 20651(d) shall annually adjust the $50,000 amount specified in Section 20651(a) to reflect the percentage change in the annual average value of the Implicit Price Deflator for the prior fiscal year rounded to the nearest one hundred dollars ($100). The Board of Governors has delegated this responsibility (through standing orders) to the Chancellor, as shown in Reference item B-07.

The applicable adjustment of **2.99%**: applied to the current bid threshold of $81,000 results in **the new threshold of $83,400** (rounded to the nearest one hundred). This new bid threshold shall commence with the 2013 calendar year.

It was moved by Mr. Gonzales, and seconded by Mr. Hyduke, that Resolution 13-01 B-07 be approved.

Ms. Whittaker clarified Resolution 13-01 B-07.

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|---|---|---|---|---|---|
| Student Advisory | Absent | Gonzales | Yes | Rodriguez | Yes |
| Arneson | Absent | Hyduke | Yes | Thomas | Abstain |
| Edmond | Yes | Lewis | Yes | | |

Motion carried/lost; Aye 5 No_____ Abstain 1 Absent 1

**Resolution 13-01 B-08 – CONTRACT WITH TOTAL COMPENSATION SYSTEMS, INC.**
BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the contract with Total Compensation Systems, Inc. (TCS) to provide GASB 45 actuarial valuation services for OPEB (other postemployment employee benefits) contributions, for a fee of $3,900, and an additional fee of $1,600 for any on-site meetings, if needed, which includes all travel and meeting preparation expenses, as shown in Reference B-08. The purpose of this actuarial valuation study is to ensure that the required annual OPEB payment is appropriate for the current number of employees. Prior annual OPEB payments were made based on a higher number of employees than currently exist

It was moved by Mr. Edmond, and seconded by Mr. Hyduke, that Resolution 13-01 B-08 be approved.

Ms. Whittaker and Ms. Egan clarified Resolution 13-01 B-08.

| | | | | | |
|---|---|---|---|---|---|
| Student Advisory | Absent | Gonzales | Yes | Rodriguez | Yes |
| Arneson | Absent | Hyduke | Yes | Thomas | Abstain |
| Edmond | Yes | Lewis | Yes | | |

Motion carried/lost; Aye 5 No_____ Abstain 1 Absent 1

## XII. ACTION ITEMS (continued)

**Resolution 13-01 B-09 – RECIPROCITY AGREEMENT WITH ARIZONA WESTERN COLLEGE**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees accepts and approves the terms and conditions of the reciprocity agreement between Arizona Western College and Palo Verde College, effective July 1, 2011 through June 30, 2014 as shown in Reference B-09.

It was moved by Mr. Lewis, and seconded by Mr. Edmond, that Resolution 13-01 B-09 be approved.

Trustee Lewis requested a reciprocity agreement be made with Mohave Community College. Ms. Whittaker agreed, and stated that she has met with the President of Mohave Community College District, and although the President of Mohave Community College did not approve the request, Ms. Whittaker will continue communications for approval.

| | | | | | |
|---|---|---|---|---|---|
| Student Advisory | Absent | Gonzales | Yes | Rodriguez | Yes |
| Arneson | Absent | Hyduke | Yes | Thomas | Abstain |
| Edmond | Yes | Lewis | Yes | | |

Motion carried/lost; Aye 5 No_____ Abstain 1 Absent 1

### C. PERSONNEL

*(A motion was made by Mr. Lewis, and seconded by Mr. Gonzales, to combine Resolutions 13-01 C-09 through Resolutions 13-01 C-13, and vote on them in one motion. All Trustees were in favor.)*

**(Academic Administration)**

**Resolution 13-01 C-09 – CONVERSION OF DIRECTOR OF NEEDLES CENTER TO ACADEMIC ADMINISTRATION POSITION**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the conversion of Director of Needles Center from a Classified Management position to an Academic Administrative position, to accurately reflect the academic oversight and duties associated with the position and corresponding Academic Administration Salary Schedule, as shown in Reference C-09.

It was moved by Mr. Lewis, and seconded by Mr. Gonzales, that Resolution 13-01 C-09, Resolution 13-01 C-10, Resolution 13-01 C-11, Resolution 13-01 C-12, and Resolution 13-01 C-13,be approved.

| | | | | | |
|---|---|---|---|---|---|
| Student Advisory | Absent | Gonzales | Yes | Rodriguez | Yes |
| Arneson | Absent | Hyduke | Yes | Thomas | Abstain |
| Edmond | Yes | Lewis | Yes | | |

Motion carried/lost; Aye 5 No_____ Abstain 1 Absent 1

**Resolution 13-01 C-10 – SALARY FREEZE OF INTERIM DIRECTOR OF NEEDLES CENTER POSITION**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves to freeze the current salary of the Interim Director of Needles Center position as originally hired at $32.21 per hour, due to reclassifying the Director of Needles position from Classified Management to Academic Administration.

| | | | | | |
|---|---|---|---|---|---|
| Student Advisory | Absent | Gonzales | Yes | Rodriguez | Yes |
| Arneson | Absent | Hyduke | Yes | Thomas | Abstain |
| Edmond | Yes | Lewis | Yes | | |

Motion carried/lost; Aye 5 No_____ Abstain 1 Absent 1

**Resolution 13-01 C-11 – INTERIM DIRECTOR OF NEEDLES CENTER JOB SHARING**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the proposal, as shown in Reference C-11, to permit the current full-time, Interim Director of Needles Center to split (job share) the position into two part-time temporary positions to address full supervision and coverage for the spring semester at the Needles Center.

| | | | | | |
|---|---|---|---|---|---|
| Student Advisory | Absent | Gonzales | Yes | Rodriguez | Yes |
| Arneson | Absent | Hyduke | Yes | Thomas | Abstain |
| Edmond | Yes | Lewis | Yes | | |

Motion carried/lost; Aye 5 No_____ Abstain 1 Absent 1

**Resolution 13-01 C-12 – TEMPORARY 50% INTERIM DIRECTOR OF NEEDLES CENTER POSITION**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the hiring of Lyn Parker as Temporary 50% Interim Director of Needles Center, consistent with the approval to job share the Director's position, at an hourly rate of $32.21, commencing January 23, 2013.

| | | | | | |
|---|---|---|---|---|---|
| Student Advisory | Absent | Gonzales | Yes | Rodriguez | Yes |
| Arneson | Absent | Hyduke | Yes | Thomas | Abstain |
| Edmond | Yes | Lewis | Yes | | |

Motion carried/lost; Aye 5 No_____ Abstain 1 Absent 1

**Resolution 13-01 C-13 – DIRECTOR OF NEEDLES CENTER REVISED JOB DESCRIPTION**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the revised job description, as shown in Reference C-13, for Director of Needles Center to accurately reflect the Academic Management job duties of the Director of Needles Center position, a full time 11 month Academic Administrator position, and to advertise for the permanent full-time position effective August 1, 2013.

| | | | | | |
|---|---|---|---|---|---|
| Student Advisory | Absent | Gonzales | Yes | Rodriguez | Yes |
| Arneson | Absent | Hyduke | Yes | Thomas | Abstain |
| Edmond | Yes | Lewis | Yes | | |

Motion carried/lost; Aye 5 No_____ Abstain 1 Absent 1

**Resolution 13-01 C-14 – SALARY ADJUSTMENT, CHIEF BUSINESS OFFICER (EGAN)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the salary on the Administrative Salary Schedule for Russi Egan, Chief Business Officer, from Row 6, Step 4, to Row 6 Step 8, to address a misplacement on the Administrative Salary Schedule to adjust for scope of responsibilities consistent with other administrators at this level of responsibilities, and to account for the loss of income due to the position becoming "exempt" (no longer receives compensation for overtime), effective January 1, 2013.

It was moved by Mr. Gonzales, and seconded by Mr. Hyduke, that Resolution 13-01 C-14 be approved.

| | | | | | |
|---|---|---|---|---|---|
| Student Advisory | Absent | Gonzales | Yes | Rodriguez | Yes |
| Arneson | Absent | Hyduke | Yes | Thomas | Abstain |
| Edmond | Yes | Lewis | Yes | | |

Motion carried/lost; Aye 5 No_____ Abstain 1 Absent 1

**Resolution 13-01 C-15 – ACTING DIRECTOR OF TITLE III TEMPORARY UNPAID LEAVE OF ABSENCE (BETTINO)**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees), approves the temporary unpaid leave of absence of Mr. ML Bettino, Acting Director of the Title III Grant, to comply with AB178 (STRS earnings limitations), effective January 1, 2013; resuming his position to close out the grant on July 1, 2013. Interim Vice President of Instructional and Student Services will serve in this capacity for spring semester 2013.

It was moved by Mr. Edmond, and seconded by Mr. Gonzales, that Resolution 13-01 C-15 be approved.

| | | | | | |
|---|---|---|---|---|---|
| Student Advisory | Absent | Gonzales | Yes | Rodriguez | Yes |
| Arneson | Absent | Hyduke | Yes | Thomas | Abstain |
| Edmond | Yes | Lewis | Yes | | |

Motion carried/lost; Aye 5 No_____ Abstain 1 Absent 1

## D. MISCELLANEOUS

*(A motion was made by Mr. Gonzales, and seconded by Mr. Lewis to combine Resolution 13-01 D-05 and Resolution 13-01 D-06, and vote on them in one motion. All Trustees were in favor.)*

**Resolution 13-01 D-05 – ENROLLMENT FEE WAIVER PILOT PROGRAM, SPRING 2013**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the ONE SEMESTER ENROLLMENT FEE WAIVER PILOT PROGRAM for administrator, manager, classified employee, and faculty participation per the conditions listed as follows:

General Overview: The Palo Verde College Enrollment Fee Waiver Pilot Program for the Spring 2013 semester, affords employees and eligible dependent family members to enroll in spring semester credit classes at Palo Verde College with the College covering the costs of the enrollment fees. This is a standard professional development benefit offered at many community colleges whereby the College pays for or reimburses the employee for the enrollment fee associated with the number of credit units, enhancing the education of the employee and family base, while supporting enrollment and FTES generation.

Purpose / Justification:

1. As an institution of higher education, to promote higher education among classified employees and their immediate eligible family members.
2. To facilitate access to higher education, eliminating enrollment fees as a barrier.
3. To enhance enrollment/FTES generation capabilities as a budget stabilization effort.

Eligibility:

1. Be a permanent full time or part time employee. Be a spouse or identified domestic partner.
2. Be an IRS-defined legal dependent
   a. Legally dependent child (18 - 25 years of age) or if in High School, be a Junior or Senior and meet the qualifications per Education Code which involves minimum academic GPA at the High School, High School authorization to attend, and submittal of appropriate college forms (in Admissions).

To participate, eligible employees or their immediate family members as defined will:

1. Submit the PVC application through CCC Apply (via the web).
2. **Electronically enroll no later than January 24, 2013** for the regular semester via the web (students are able to enroll and a fee receipt will be generated but no fee payments are made at this time) in open classes, or, if a class is closed, follow the process for adding a closed class. Enrollment for short-term classes offered throughout the semester is also available.
3. Bring the Fee Receipt to the Business Office and complete **the Employee Enrollment FEE Waiver Pilot Program Form** so as not be charged or to prevent a due-bill from being created on the student record. EXEMPT FEES: All other fees including the ASB Fee, and all fees associated with textbooks and class materials.
4. An employee may, with the approval of their supervisor, enroll during the regular work day up to a maximum of 6 hours per week, as long as the work hours are adjusted within the work-week the time is taken.
5. At the end of the semester, a report will be completed which will include, but is not limited to:
   a. Results of a survey of participants regarding their participation in this pilot program.
   b. Number of employees enrolled.
      i. Number of units taken.
      ii. Number of units completed.
      iii. Number of FTES generated.
   c. Number of family members enrolled.
      i. Number of units taken.
      ii. Number of units completed.
      iii. Number of FTES generate.
   d. Cost to the District.
   e. Continuation
      If the pilot program is continued, and based on data, further refinements as to whether or not the program is via a “fee waiver” or an “educational reimbursement” program linked with a final grade of “C” or passing grade is to be determined, the definition of “employee” and “dependent” family members, the circumstances when the benefit is offered to dependent family members, etc., along with other conditions associated with the creation of a formal program.
6. PENDING CSEA APPROVAL: This program suspends Article 3, Section 2, Professional Growth Compensation, of the CSEA contract for Spring 2013 for those attending PVC. Article 3, Section 2 remains in place for those attending other colleges.
7. Minor administrative/operational changes may be made to this pilot program without delaying implementation or Board approval.

## XII. ACTION ITEMS (continued)

Sample of Colleges with similar plans:
College of the Desert ($800/employee/year for courses at COD or elsewhere).
Imperial Valley College (reimbursement for grades of "C" or better).
Copper Mountain ($800/employee/year for courses at COD or elsewhere).

It was moved by Gonzales, and seconded by Mr. Lewis, that Resolution 13-01 D-05 and Resolution 13-01 D-06 be approved.

Ms. Whittaker stated the signed MOU from CSEA will be on the February agenda.

| | | | | | |
|---|---|---|---|---|---|
| Student Advisory | Absent | Gonzales | Yes | Rodriguez | Yes |
| Arneson | Absent | Hyduke | Yes | Thomas | Abstain |
| Edmond | Yes | Lewis | Yes | | |

Motion carried/lost; Aye 5 No_____ Abstain 1 Absent 1

**Resolution 13-01 D-06 – MOU BETWEEN PVCCD AND CTA, ENROLLMENT FEE WAIVER PILOT PROGRAM, SPRING 2013**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Memorandum of Understanding (MOU) between PVCCD and CTA to provide a one semester Enrollment Fee Waiver Pilot Program for Spring 2013. *(MOU is shown as Reference D-06.)*

| | | | | | |
|---|---|---|---|---|---|
| Student Advisory | Absent | Gonzales | Yes | Rodriguez | Yes |
| Arneson | Absent | Hyduke | Yes | Thomas | Abstain |
| Edmond | Yes | Lewis | Yes | | |

Motion carried/lost; Aye 5 No_____ Abstain 1 Absent 1

**Resolution 13-01 D-07 – CCCT BOARD ELECTION 2013**

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees nominates the following individual (must be from Palo Verde Community College District), as a candidate for the CCCT (California Community College Trustees) Board: ***Upon discussion, it was unanimously agreed that Palo Verde Community College District Board of Trustees will not have a candidate for CCCT (California Community College Trustees).***

It was moved by Mr. Gonzales, and seconded by Mr. Edmond, that Resolution 13-01 D-07 be approved.

| | | | | | |
|---|---|---|---|---|---|
| Student Advisory | Absent | Gonzales | Yes | Rodriguez | Yes |
| Arneson | Absent | Hyduke | Yes | Thomas | Abstain |
| Edmond | Yes | Lewis | Yes | | |

Motion carried/lost; Aye 5 No_____ Abstain 1 Absent 1

**Resolution 13-01 D-08 – STUDENT 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 Student Trustee Frannie Gregory from the PVCCD Board of Trustees Regular Meeting on December 11, 2012.

## XII. ACTION ITEMS (continued)

It was moved by Mr. Edmond, and seconded by Mr. Hyduke, that Resolution 13-01 D-08 be approved.

| | | | | | |
|---|---|---|---|---|---|
| Student Advisory | Absent | Gonzales | Yes | Rodriguez | Yes |
| Arneson | Absent | Hyduke | Yes | Thomas | Abstain |
| Edmond | Yes | Lewis | Yes | | |

Motion carried/lost; Aye 5 No_____ Abstain 1 Absent 1

## 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. RECESS TO CLOSED SESSION

Ms. Whittaker stated that there will be no report from Closed Session. The Board of Trustees, Ms. Whittaker, Interim Superintendent/President, Ms. Jones, Interim Vice President of Instructional and Student Services, and Ms. Egan, Chief Business Officer, adjourned to Closed Session at 6:34 p.m. to discuss the following:

1. Status of Existing Litigation pursuant to Government Code Section 54956.9(a); Gilmore vs. PVCCD.

2. Conference with Real Property Negotiator pursuant to Government Code Section 54956.8; Spring Street.
   Negotiator: Denise Whittaker

3. Public Employment pursuant to Government Code Section 54957.
   Title: Superintendent/President

4. Conference with Labor Negotiator pursuant to Government Code Section 54957.6.
   Employee Organization: Palo Verde College CTA
   Employee Organization: CSEA Chapter 180
   Negotiator: Denise Whittaker

## XV. RECONVENE TO OPEN SESSION

The Board of Trustees, Ms. Whittaker, Interim Superintendent/President, Ms. Jones, Interim Vice President of Instructional and Student Services, and Ms. Egan, Chief Business Officer, reconvened to Open Session at 7.35 p.m.

## XVI. ADJOURNMENT

The meeting was adjourned at 7:36 p.m.

The next Regular Meeting of the Board of Trustees will be held on Tuesday, February 12, 2013, in Blythe, California.

**Minutes approved at the February 12, 2013**
**Regular Board Meeting.**

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**Interim Secretary of the Board**