Napa Valley Community College District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
January 27, 2005

1.0 CALL TO ORDER: Joan Bennett called the meeting to order at 6:00 p.m.

2.0 CLOSED SESSION (6:00 p.m.): As there were no comments regarding closed session items, the board went immediately into closed session to consider and/or take action upon any of the following items:

With respect to every item of business to be discussed in closed session pursuant to Section 54957.6, CONFERENCE WITH LABOR NEGOTIATORS
Name of agency negotiators: Scott Miller, Ed Shenk
Name of organization representing employees: NVCFA/CTA/NEA
Name of agency negotiators: Scott Miller, Bonnie Thoreen, Judie Walter-Burke
Name of organization representing employees: NC-ACE/SEIU
Name of agency representatives: Chris McCarthy

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT, Employee Evaluation
1) Superintendent/President: Criteria for future evaluations

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT, Approval/Ratification of Full-Time Employment
Title: Associate Dean, Admissions and Records

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT, Extension of Contract
Title: Vice President, Business and Finance

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT, Approval/Ratification of Full-Time Employment
Titles:
1) Welding Instructor
2) Respiratory Care Clinical Coordinator

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
Title: Construction Planning Assistant

3.0 RETURN TO PUBLIC SESSION (7:00 p.m.), Room 211, McPherson Administration Building

3.1 Members Present: Joan Bennett, Michael Baldini, Bruce Ketron, Charles Meng, Margaret Lee, JoAnn Busenbark, Tom Andrews, Emery Meeks
Staff Present: Dr. McCarthy, Dr. Fitzgerald, Dr. Shenk, Scott Miller, Jerry Somerville, Judie Walter-Burke, Glen Bell, Tom Smeltzer, Betty Malmgren
Guests Present: Jose Jenkins, Chris Edwards, Joe Fisher
3.2 **Pledge of Allegiance**
The audience recited the pledge of allegiance.

3.3 **Introduction of Visitors, Guests, and New Staff**
Guests Josie Jenkins, Chris Edwards, and Jose Fisher were introduced and welcomed to the meeting.

3.4 **Swearing-in of New Trustee JoAnn Busenbark and re-elected Trustees Margaret Lee and Tom Andrews**
Dr. Chris McCarthy conducted the swearing-in of new trustee JoAnn Busenbark and re-elected trustees Margaret Lee and Tom Andrews. Ms. Busenbark was welcomed to the board.

3.5 **Announcement of Items from Closed Session**
M/S/C (Busenbark/Lee) to approve Stephen Russ, Respiratory Care Clinical Coordinator.
M/S/C (Andrews/Meng) to extend the contract for Scott Miller, Vice-President, Business and Finance to February 29, 2009.
M/S/C (Meng/Baldini) to approve Tom Smeltzer, Welding Instructor. Mr. Smeltzer was present at the meeting and expressed his pleasure at being hired to the Napa Valley College faculty and said the college was an excellent place to work.

3.6 **Adoption of Current Agenda**
M/S/C (Ketron/Meng) to move all items on the agenda to precede item 8.1

3.7 **Announcement of Future Meetings** (6:30 p.m. closed session, 7:00 p.m. public session)
Ms. Bennett announced the following upcoming board meetings: February 24, 2005 (note that this meeting will begin at 5:30 p.m. for closed session so that the board can attend the African American Celebration Dinner between 6:00 p.m. and 7:00 p.m.); March 17, 2005; and April 28, 2005.

4.0 **PUBLIC COMMENTS — GENERAL**
Chris Edwards asked the board to consider the following issues: an Imola entrance; bike paths; commuter transit; green energy solutions; a purchasing cooperative; solar energy, and a stronger partnership with the City of Napa. He congratulated JoAnn Busenbark on her new role as trustee.

Joe Fisher said he is a participant in the Leadership Napa Valley and is looking at the economy of Napa. He said he wanted to get more people involved in the general plan process.

5.0 **APPROVAL OF MINUTES of December 9, 2004** (See backup pages 1-6).
M/S/C (Andrews/Ketron) to approve minutes, as submitted.

6.0 **CONSENT CALENDAR**
M/S/C (Andrews/Busenbark) to approve the following items on the consent calendar, with the exception of item 6.3, which Mr. Ketron asked be pulled for discussion.

6.1 **Ratification of Financial Documents for December, 2004**
6.1.1 **Approval of Warrants**

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<td>Capital Outlay Projects Fund</td>
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<td>NVC Bldg. Fund/Series A (BOND)</td>
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6.1.2 Approval of Payrolls
Regular Academic Payroll $1,018,249.20
Regular Classified Payroll $788,516.58
Manual Academic Payroll $3,425.96
Manual Classified Payroll $1,030.20

6.2 Approval of Personnel Assignments Dated January 18, 2005

6.3 Architectural Proposal to Provide Programming Services –Science Expansion
Tech I and Renovation of Bldg. 700
Mr. Ketron asked about the involvement of stakeholders, including Queen of the Valley Hospital.
Dan TerAvest said QVH would be part of the process, and a community member can also be
involved in the process. The board approved the proposal from TLCD Architecture dated
January 3, 2005 for $85,000 plus reimbursable expenses.

6.4 Proposed Change Orders: Furniture and Building Materials Metal Storage Buildings
GD Nelson has submitted change orders for number 1, 2, and 3 for the metal storage buildings.
The board approved change orders numbered 1, 2, and 3 for $4,107.60.

7.0 CONSTITUENT GROUP REPORTS
• Academic Senate Report
  Glen Bell, new Academic Senate President, said he was happy to be at the meeting. He said
  faculty is happy that enrollments look strong, and attributed part of that to the good work of
  faculty. The faculty will be working closely with the District in the hiring of new faculty. The
  Academic Senate is working on redoing its mission statement.
• Faculty Association Report
  Ed Shenk announced that Jose Hurtado could not attend this evening’s meeting, as his son was ill.
• Classified Association Report
  Dixie Larson congratulated the re-elected board members. She said everyone is pleased with the
  hiring of Beth Hauscarriague as Associate Dean, Admissions and Records. She said Ms.
  Hauscarriague is a classified staff success story and will be a credit to the college.
• Administrative Senate Report
  Susan Callahan reported that the Administrative Senate had a successful luncheon workshop
  presented by the Jonae Pistoresi dealing with institutional change.
• Associated Student Body Report
  Vicente Ramirez, ASB secretary, said he attended the ASB board retreat. He said two faculty
  members, Eileene Tejada and Maria Villagomez, were inspirational. He invited board members to
  the African American Celebration Dinner.

8.0 INFORMATION ITEMS
8.1 Workshop Presentation: Glossary and Legal Issues
Dan TerAvest, Director, Campus Planning and Construction, presented a glossary of
construction and bond-related terms and reviewed the legal obligations of the college governing
board as related to implementing the bond projects.

Dan TerAvest presented the Landscape Master Plan and the Circulation and Parking Plan. He
noted that there is a lot of information on the college website. He said the college is applying
for additional funding for the library, dependent upon a March, 2006 statewide bone. That
would affect the schedule for the library, and could mean the library and theatre buildings would
be under construction at the same time. He also reported that, although the bond projects were
adjusted for a 3% inflation rate, construction costs are currently up 12%.
The board discussed the delegation of duties to the staff, as required to maintain the smooth flow of progress on the bond projects. Specifically, the board delegates to the president, and president then delegates to the Director, Campus Planning and Construction. It was agreed that the college would pursue the help of legal counsel to draft a policy in line with what Napa Valley Unified and the County has put in place.

The board discussed the next two bond workshops that Dan TerAvest will present at the February and March meetings. It was agreed that Dr. McCarthy and Dan TerAvest will decide upon the order of presentation. Dr. McCarthy said that board representatives with the time and interest can also meet more regularly with the Core Bond Planning Group in order to bring back Information to the board. The goal is to keep the board fully informed, while managing the time commitment of board members.

8.2 Update on the Solano Center
Dr. McCarthy reviewed the issues regarding Solano College’s request for support for a proposed Solano College Educational Center to be located in Vallejo. The board had requested further information from Solano College prior to extending support for the center. At issue is the possibility that a new center could have a disproportionate effect on NVC’s enrollments, as 35% of our students come from Solano County, and these students are currently being served. He said Ms. Perfumo, Solano College’s president, had planned to attend this evening’s board to provide specific information about the size of the center and what courses would be offered, but she was not present at the meeting. The board will take action on this item at the February meeting.

8.3 Status Report on Governor’s Budget for 2005 – 2006
Scott Miller summarized the provisions of the governor’s spending plan for the 2005-06 year, including funding for 3% enrollment growth and a 3.93% COLA. There is currently no proposal for a few increase. He reminded the board that nothing is final until the budget is revised in May.

8.4 Update on AB 1417 Accountability Project
The Board of Governors of the California Community Colleges has been charged by AB 1417 (Pacheco) with the task of designing a district-specific accountability system to evaluate the district’s performance in meeting statewide educational outcome priorities. The board discussed the law regarding district-level accountability measures and reviewed the implications for Napa Valley College. Charles Meng stressed that we do not want to compare one college against another, as this is not productive.

9.0 ACTION ITEMS

9.1 Award of Bid for Gym Floor and Bleacher Replacement (pulled from agenda, to be placed on February agenda)
Award of Bid for Gym Domestic Hot Water Boiler and Storage (addendum, replacing pulled agenda item)
This project replaces the deteriorating domestic hot water system boiler and storage tank that support the men’s and women’s locker rooms in the gymnasium. Bids were opened on January 25, 2005. The lowest qualified bidder was Dowdle and Sons of American Canyon.

M/S/C (Lee/Busenbark) to award the bid to Dowdle and Sons of American Canyon in the amount of $996,800.
9.2 **Establishment of 2005 – 2006 Nonresident Tuition Fee**
M/S/C (Ketron/Meng) to set the District’s 2005-2006 nonresident tuition fee at $151.00 per semester unit. In addition, foreign students should be charged an additional $7.00 per semester unit, pursuant to Education Code Section 67141.

9.3 **Approval of Sabbatical Leave Recommendations**
The process for sabbatical leave recommendations was reviewed. No sabbaticals have been granted for the last two years due to the budget. Glen Bell thanked the board for approval of the three sabbaticals and said it was symbolic to the faculty.

M/S/C (Busenbark/Ketron) to approve one-semester sabbaticals for Jerry Somerville and Debbie Saunders for Spring, 2006 and a full-year sabbatical for Gary Silva for 2005-2006.

9.4 **Approval of Contract with Kinyon Culinary Services, Inc.**
The revised contract with Kinyon Culinary Services, Inc. has been approved by legal counsel. The feedback on the new cafeteria service has been very positive. Glen Bell noted the need for food services for evening faculty and students, and Scott Miller said that was being explored.

M/S/C (Meeks/Ketron) to approve contract with Kinyon Culinary Services, Inc.

9.5 **Adoption of 2005 Calendar of Board Meetings**
M/S/C (Busenbark/Andrews) to adopt the 2005 calendar of board meetings.

10.0 **OTHER REPORTS**
Note that no action can be taken regarding any report item.

10.1 **Superintendent/President’s Report**
Dr. McCarthy reported on his attendance at the California Community College League Conference. He announced the opening night reception for *Hello, Dolly* on March 11 and an event for valley CEOs at the Culinary Institute of America on March 31. There will be a lunchtime event on March 8 for the hospital staff who made possible a second nursing cohort. He said the college is advertising for additional members for the Citizens’ Bond Oversight Committee. Bruce Ketron and JoAnn Busenbark volunteered to review applications so that new members can be approved by the board at its February meeting.

10.2 **Reports from Board Members**
- Emery Meeks reported on attending an ASB Retreat. There will be celebration for St. Patrick’s Day and Black History Month (catered by our new cafeteria service provider, Kinyon Culinary Services, Inc., and welcomed.
- Bruce Ketron said he attended the Police Academy graduation and said the training he received as part of the selection team for the Foundation Executive Director.
- JoAnn Busenbark praised the positive energy of Instructional Excellence Day.
- Charles Meng also praised Instructional Excellence Day. He is running for second vice-president of the CCCT.
- Michael Baldini said he attended the LVN nursing graduation; he was in New York on New Year’s Eve; he has written a letter to *The Wine Spectator*.
- Joan Bennett said she, too, she tasted at Instructional Excellence Day. She said she felt it is important for board members to be introduced when they attend community events, so she advised fellow board members to make their presence known.

10.0 **ADJOURNMENT**
Joan Bennett adjourned the meeting at 10:15 p.m.