NOTE: Closed Session  
Begins At 6:00 p.m.

Napa Valley Community College District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
May 19, 2005

1.0 CALL TO ORDER 6:00 p.m.

2.0 CLOSED SESSION (6:00 p.m.): As there were no comments regarding closed session items, the board went go 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, Approval/Ratification of Full-Time Employment
Titles:
1) Mathematics Instructor, Full-Time, Temporary Leave Replacement for the 2005-2006 academic year
2) Chemistry Instructor, Full-time, Temporary Leave Replacement for the 2005-2006 academic year
3) Psychology Instructor, Tenure-Track
4) Studio Art Instructor, Tenure-Track
5) Biology Instructor, Tenure-Track
6) Physical Education Instructor/Softball Coach, Tenure-Track
7) Talent Search Director
8) Upward Bound Director

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

3.1 Members Present: Joan Bennett, Tom Andrews, Michael Baldini, Charles Meng, JoAnn Busenbark, Bruce Ketron, Emery Meeks
Members Absent: Margaret Lee
Staff Present: Dr. Chris McCarthy, Dr. Sally Fitzgerald, Dr. Ed Shenk, Scott Miller, Carole Chasseriau, Michael Henry, Judie Walter-Burke, Glen Bell, Ron Zak, Robert Chudnofsky, David Angelovich, Faye Smyle, Dianna Chiabotti,
3.2 **Pledge of Allegiance**
The audience recited the pledge of allegiance.

3.3 **Introduction of Visitors, Guests, and New Staff**

3.4 **Resolution Honoring Outgoing Student Trustee, Emery Meeks**
Emery Meeks was re-elected as student trustee, so he will continue in his position on the board.

3.5 **Announcement of Items from Closed Session**
*As required by Government Code Section 54957.1, a roll call vote is required for any personnel decision coming out of closed session to appoint, employ, or dismiss an employee.

3.6 **Adoption of Current Agenda**
Items will be heard following 5.0 (Public Comments). Other items may be moved, at the discretion of the board president.

3.7 **Announcement of Future Meetings (6:30 p.m. closed session, 7:00 p.m. public session)**
- Commencement Ceremony May 27, 2005
- June 16, 2005, Regular Meeting
- July – No meeting
- August 25, 2005

4.0 **PUBLIC COMMENTS — GENERAL**
There were no public comments.

5.0 **APPROVAL OF MINUTES of April 28, 2005**
M/S/C (Busenbark/Meeks) to approve the minutes, as submitted.

6.0 **CONSENT CALENDAR**
M/S/C (Andrews/Ketron) to approve the following items on the consent calendar:

6.1 **Ratification of Financial Documents for April, 2005**

6.1.1 **Approval of Warrants**
- General Fund $1,184,184.11
- Child Care Fund $5,822.79
- Capital Outlay Projects Fund $3,400.00
- NVC Bldg. Fund/Series A (BOND) $2,924,005.25

6.1.2 **Approval of Total Gross Payroll** $1,840,632.81

6.2 **Approval of Personnel Assignments Dated April 12, 2005**
**Approval of Personnel Assignments Dated May 10, 2005**
6.3 Approval of Contract for the Small Business Development Center
The Board of Trustees approved the contract with the San Jose State University Foundation.

6.4 Community Education Curriculum Approval
The Board of Trustees approved the following new community education courses: Beginning Beaded Jewelry; Intermediate Beaded Jewelry; Altered Art: Book or Myth or Notion; Being Your Own Best Healer; Wines of South America.

6.5 Approval of Contract with SBC for Wireless Internet Service
The Board of Trustees approved the contract with SBC for a wireless network at Napa Valley College to install up to five servers around the campus to provide wireless services at various locations. Not all areas will be covered.

7.0 FINANCIAL REPORTS
7.1 Quarterly Financial Status of Income and Expenditures for the Period Ending 3/31/05
7.2 Quarterly Financial Statement Report (CCFS311Q)
Scott Miller reviewed the financial reports. The CCFS311Q is the report sent to the Chancellor’s Office for their review. He noted an ending balance in excess of 5% and also noted that expenditures exceeded income. Because of our unqualified audits over the last 11 years, the college is considered a low-risk auditee.

8.0 CONSTITUENT GROUP REPORTS
- Academic Senate Report
  Glen Bell said it was a productive year for faculty. He told the board the faculty was appreciative of their service. He announced the new president of the Academic Senate is Dianna Chiabotti, so this was his last meeting.
- Faculty Association Report
  Jose Hurtado said that this would be his last meeting, but that he would continue to work towards the common goals of the Faculty Association and the District.
- Classified Association Report
  Benita Briones said the classified retreat is June 23, its theme is diversity, and will include the IDI interpretation. She noted that the college has never recognized Classified Week, as many institutions do, and stressed the importance of the contributions of the classified staff. Dr. McCarthy said the District would implement this important program next year.

9.0 INFORMATION ITEMS
9.1 Phi Theta Kappa Awards for 2004-2005
Representatives of Phi Theta Kappa attended the meeting to receive the acknowledgement of the board and college staff for the many significant awards earned by the Beta Beta Sigma chapter of Phi Theta Kappa. At the international level, awards included: Continued Excellence Advisor Award; Distinguished Officer Award; All USA First Academic Team: Nida Qureshi; Guistwhite Award: Nida Qureshi. Regional Awards included: 5-Star Chapter Award; Bronze Pinnacle Award; Leadership Hallmark Award (First Place in Nevada/California) Outstanding Chapter Officer Award (First Place in Nevada/California): Jennifer Vargas; Top Three Chapter Advisors in Nevada/California: Dr. Melody Seymour. The State of California Awards include: All-California First Academic Team: Nida Qureshi; All-California Second Academic Team: Amber Matusek; New Century Scholar: Nida Qureshi.
Dr. Melody Seymour, founding advisor of Phi Theta Kappa who is retiring its advisor at the end of ten years of service, was presented with a resolution of the Board of Trustees read by Dr. McCarthy. She received the thanks and appreciation of the board, college staff, and students whose lives were dramatically improved through her guidance and dedication to the Beta Beta Sigma Chapter of Phi Theta Kappa.

9.2 **Community College Public Relations Organizations Awards Earned by NVC**
The 2004-2006 Napa Valley College Catalog earned recognition at the Community College Public Relations Organization meeting held in April in Long Beach, including tying for third place for the catalog; an award for photography earned by Betty Malmgren; and third prize for *The Napa Valley College News*. Staff were present to receive the acknowledgement of the Board of Trustees.

9.3 **Welcome to New Tenured Faculty**
Seven Napa Valley College faculty members, having completed their probationary period, are advancing to tenured status, including: Dianna Chiabotti, Julie Hall, Benjie Heu, Robert Millay, Geraldine Ritchie, Walter Unti. and Cliff Zykowski. Faculty members were congratulated by the board. Glen Bell said the college has made excellent hires over the last 7-8 years, and this group is particularly outstanding in what they bring to the college.

9.4 **Signage Program and Logo/Identity Development**
Dan TerAvest said that a public forum on the developing signage program and new college logo was held on May 19. No consensus emerged at the meeting. The current logo has been characterized as “too busy,” while some of the current designs remind some people of wine labels. Emery Meeks stated that he felt the new logo should include the Upper Valley Campus. Joan Bennett said she felt the new designs did not capture academic life. JoAnn Busenbark suggested having a contest. It was agreed that we would continue to look at other options.

9.5 **MetroPCS Proposal**
Dan TerAvest reported that the college had received a proposal from MetroPCS to install a cellular phone antenna on campus that would provide affordable service for students. Scott Miller said the lease agreement, which would provide $20,000 to the college each year with 4% yearly increases, has not been reviewed by legal counsel. Other issues were brought up, including the possibility of interference. Charles Meng suggested we conduct a student survey. Michael Baldini said the tower is unattractive and suggested combining the antennae with a wind machine for the vineyard. JoAnn Busenbark cautioned against bringing private enterprise to the college unless we really benefit. Citizen Morris Curry suggested we review studies that have been done, and JoAnn Busenbark recommended checking with other colleges. It was agreed that the item would be agendized for a future meeting.

10.0 **ACTION ITEMS**

10.1 **Adoption of 2005-2006 Preliminary Budget**
Scott Miller and David Angelovich, Budget Committee co-chairs, presented the 2005-2006 Preliminary Budget to the board. David Angelovich reviewed the general fund budget assumptions. He stated that revenue was flat as had been predicted, due to a drop in enrollment. The COLA was funded at 3.93%, and no growth funds were included in the 2005-2006 income projection. He reminded the board of faculty’s concern that new faculty positions be included in the budget as early as possible in the budget process. He explained that items that would be discussed in collective bargaining negotiations were not included in the budget.
Scott Miller thanked David Angelovich for his work on the budget and reviewed the General Fund Budget Summary and noted that we now have the governor’s May Revise. He reviewed income and expenditures, noting that the college spent more than it took in by approximately $270,000. He reviewed the positive aspects of the budget, stating that the governor’s budget may improve, and there has been no increase in student fees. There was agreement on the importance on addressing the issue of retiree benefits.

M/S/C (Meeks/Andrews) to adopt the 2005-2006 Preliminary Budget.

10.2 Approval of Proposal for Reconstruction of Magnolia Drive
Mark Thomas & Co. has proposed to provide engineering services, final design and environmental clearance documentation for three phases of roadway and parking improvements. The first phase will be reconstruction of Magnolia Drive and the Magnolia Drive intersection at Highway 221 (Napa-Vallejo Highway) to allow for two-way traffic, both ingress and egress from the campus. Phase two will include the Magnolia Drive extension intersection to allow for a possible future Imola connection. Phase three will re-align Diemer Drive to add parking and eliminate the “hook ramp” entry onto campus.

Bruce Ketron said it was his understanding that there would be a neutral traffic study prior to a final decision on the reconstruction of Magnolia Drive and that he felt he did not have the facts to make a decision on this item. Michael Baldini suggested that a potential ingress and egress to the undeveloped corner parcel owned by the college also be considered at this time.

M/S/C (Meeks/Andrews) to approve a proposal from Mark Thomas & Company and authorize staff to enter into a contract for services for $339,946. Mr. Ketron voted no.

10.3 Approval of Resolution to Authorize Submission of Final Project Proposal for Building 900, Little Theater
Dan TerAvest explained that staff has prepared an FPP for modernizing the Little Theater, Building 900. The FPP is due on June 1, 2005, and will request approximately $1.9 million, or 50% of the conceptual plan estimate, from the State. A resolution authorizing the application is a required element of the FPP package.

M/S/C (Ketron/Busenbark) to adopt the resolution and authorize submission of a Final Plan Proposal for Building 900 Modernization.

10.4 Curriculum Approval for Spring, 2005
Robert Chudnofsky, Curriculum Committee Co-Chair, corrected the curriculum packet by removing SPAN 282 and 283. He thanked Dr. Fitzgerald and Glen Bell for their help with curriculum and said it was a productive semester.

M/S/C (Busenbark/Meeks) to approve the curriculum for Spring, 2005.

10.5 Authorization to Advertise for Faculty Position for 2005-2006
This authorization allows the Office of Human Resources to finalize a job announcement and begin advertising the position of EOPS counselor created by the retirement of Gerard Perez.

10.6 Approval of Student Equity Plan
In order to promote student success for all students, the governing board of each community college district is required to adopt a student equity plan. The Board of Governors identified five success indicators that were measured at NVC and appear in the report. These are access, successful course completion (retention), ESL and basic skills improvement, degree and certificate completion, and transfer. The plan, which was approved by the Planning Committee and includes college goals and objectives from the 2005-2011 Strategic Plan, was approved by the Planning Committee and reviewed by the constituent groups.

Judie Walter-Burke and Dr. Robyn Wornall reviewed the development of the plan and expressed their intent to make the process meaningful. The model was taken from the University of Southern California.

Ron Rhyno acknowledged the incredible work that Judie Walter-Burke and Dr. Wornall put into this project. He expressed his concern over the statement that there are no disparities among populations, as he asserts that this is untrue and, additionally, it could cause us to relax. Morris Curry, community representative, agreed that if there are disparities among groups, this should be stated. Judie Walter-Burke noted that this model was developed by USC, and though there is evidence that disparities have emerged at Napa Valley College in some instances (see page 5 of the Student Equity Report), there is not consistent evidence of disparity among any group on any of the five student-equity indicators.

Dr. McCarthy said that the plan has been endorsed by the college community through the shared governance process and asked the board to move it forward. Charles Meng said the report does not mean the college will not continue to look at areas of disparity, and Bruce Ketron said it was a good start. Joan Bennett thanked Judie Walter-Burke and Dr. Robyn Wornall for their excellent work and thanked Ron Rhyno and Pastor Curry for their comments.

M/S/C (Ketron/Andrews) to approve the NVC Student Equity Plan.

10.7 Approval of a Revision of the Academic Honesty Policy (First reading)
In April, 2003, the Board of Trustees approved the Academic Honesty Policy. At that time, the policy did not include a section on the consequences of academic dishonesty. The proposed new policy does include that language. The policy has been through the mutual agreement process. Emery Meeks stated that the ASB did have reservations regarding some of the language. The policy will be approved with its current wording in order to meet catalog supplement deadlines, but it can be revisited to continue the conversation.

M/S/C (Ketron/Baldini) to approve the revised Academic Honesty Policy (first reading).

10.8 Approval of Revised Program Evaluation Policy (First Reading)
In response to a recommendation from the accreditation report, a committee of Sue Nelson, Dr. Melody Seymour, Jerry Somerville, Dr. Robyn Wornall, Judie Walter-Burke, Diana Chiabotti, and Dr. Sally Fitzgerald worked over the last two years to revise the program review process. Dr. Fitzgerald noted that this policy does not outline just a review policy, but a more rigorous evaluation process.

M/S/C (Baldini/Ketron) to approve the Program Evaluation Policy (first reading).
10.9 Approval of Program Discontinuance Policy  (First Reading)
Faculty members Glen Bell, Robert Chudnofsky, Faye Smyle, and Bill Blair have worked with Dr. Sally Fitzgerald over the past year to adapt a program discontinuance policy from those of seven other California community colleges. The final version was adopted by the Senate Academic Standards Committee and has been approved through the mutual agreement process with the administration. While the college is required to have a program discontinuance policy for vocational programs, the faculty opted for broader procedures that cover all instructional programs, as is typical of other colleges.

Glen Bell stated that the policy reflects that resources need to go where there are students.

M/S/C (Busenbark/Ketron) to approve the Program Discontinuance Policy (First Reading).

10.10 Approval of International Education Program
M/S/C (Busenbark/Baldini) to approve the following the course to be offered during Intersession, 2005: PHOTOGRAPHY 160: Documentary Photography in Myanmar (Zak) and the following courses to be offered during Summer Session, 2006: SPANISH 110, 111, 114, 116, 130, 131 in Mexico (Villagomez); MUSIC 165: Vocal Performance in Northern Italy (Wilkes); FRENCH 120, 121, 240, 241 in Paris (McEligot); ART 118: Art History in England (Badgett).

10.11 Approval of Revised Parking Penalty Schedule
M/S/C (Busenbark/Meng) to approve the revised parking penalty schedule to be consistent with the schedule of the City of Napa.

10.12 Approval of New Member(s) to the Independent Citizens’ Bond Oversight Committee
M/S/C (Busenbark/Ketron) to approve Heather Stanton to the Independent Citizens’ Bond Oversight Committee as a member of a senior citizens organization.

11.0 OTHER REPORTS: Note that no action can be taken regarding any report item.

11.1 Superintendent/President’s Report
Dr. McCarthy said the P.O.S.T. accreditation team gave our program high marks. A MESA Awards Ceremony was held on Wednesday. He thanked the Napa Valley Cooking School for the wonderful spring restaurant event and read a letter from a community member in praise of the program. He announced the McPherson winners, Bill Fried and Laura Ecklin, would be honored at a Friday luncheon. He congratulated Dr. Ed Shenk on his upcoming retirement, after a wonderful career of 31 years at Napa Valley College.

11.2 Reports from Board Members
• JoAnn Busenbark said she attended the CCCT meeting and found the discussion of board evaluations and CEO valuations interesting.
• Charles Meng distributed a packet on board ethics and communication and team-building. He attended a Circle of Friends event and the MESA awards.
• Michael Baldini congratulated Dr. Shenk on his retirement.
• Emery Meeks said he would attend the McPherson Luncheon and looked forward to an ASB retreat and the commencement ceremony.
• Bruce Ketron wished Dr. Shenk well on his new teaching position. He was thrilled with the successes of Dr. Seymour and her Phi Theta Kappa students. He will attend the McPherson Awards, and enjoyed the cooking school luncheon.
• Tom Andrews congratulated Dr. Seymour and Dr. Shenk and praised their contribution to Napa Valley College.
• JoAnn Busenbark congratulated Emery Meeks on his election win and Dr. Shenk on his retirement. She thanked Glen Bell for his service as Academic Senate President. She thanked Dan TerAvest for his hard work.