Napa Valley Community College District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
June 16, 2005
6:00 p.m. Closed Session
7:00 p.m., Return to Public Session

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 public 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, Sue Nelson
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-ACP/SEIU
Name of agency representatives: Chris McCarthy
Name or organization representing employees: NVC Administrative Senate

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) Medical/Surgical Nursing Instructor, Tenure Track
2) Maternal/Newborn Nursing Assistant Instructor, Tenure-Track
3) Physical Education/Softball Coach, Tenure Track
4) Biology Instructor, Full-time Leave Replacement for the 2005-2006 Academic Year
5) Workability III Program Director
6) Director, Small Business Development Center
7) MESA Program Director
8) Instructional Skills Training Coordinator
9) Basic Law Enforcement Academy Coordinator
10) Interim Athletic Director

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, Instruction

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

3.1 Members Present: Joan Bennett, Tom Andrews, Bruce Ketron, Michael Baldini, JoAnn Busenbark, Margaret Lee

Members Absent: Charles Meng

Staff Present: Dr. Chris McCarthy, Dr. Ed Shenk, Dr. Sally Fitzgerald, Scott Miller, Betty Malmgren, Jill Schrutz, Gerard Perez, Richard Rossi, Dan TerAvest

Guests Present: Beth Painter, Balanced Planning; Tom McIver
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 Richard Rossi, Retiring Drama Instructor
   Dr. McCarthy read the resolution honoring Richard Rossi, retiring drama instructor. The board
   thanked him for his wonderful contributions to Napa Valley College. Richard Rossi expressed
   his gratitude for the support he had at Napa Valley College and said he was excited about the
   replacement staff and the new theatre building.

3.5 Resolution Honoring Gerard Perez, Retiring EOPS Counselor
   Joan Bennett read the resolution honoring Gerard Perez, retiring EOPS counselor. Board
   members thanked him for his dedication to students and for his service to Napa Valley College.
   Gerard Perez said he felt he had found his place at Napa Valley College and acknowledged his
   parents for instilling in him a sense of social responsibility.

3.6 Announcement of Items from Closed Session
   M/S/C (Andrews/Ketron) to approve full-time employment for the following:
   1) Janice G. Ankenmann, Medical/Surgical Nursing Instructor, Tenure Track
   2) Mary Baracco, Maternal/Newborn Nursing Assistant Instructor, Tenure-Track
   3) Stephanie Burns, Biology Instructor, Full-time Leave Replacement for the 2005-2006
      Academic Year
   4) Catherine Brown, Workability III Program Director
   5) Elizabeth Pratt, Director, Small Business Development Center
   6) Jose Hernandez, MESA Program Director
   7) Todd Dischinger, Instructional Skills Training Coordinator
   8) Steven Tibbetts, Basic Law Enforcement Academy Coordinator
   9) Keith Calkins, Interim Athletic Director

3.7 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.

3.8 Announcement of Future Meetings (6:00 p.m. closed session, 7:00 p.m. public session)
   Joan Bennett announced the following upcoming meetings: July – No meeting;
   August 4, 2005, Rescheduled Regular Meeting; September 15, 2005, Rescheduled
   Regular Meeting

4.0 PUBLIC COMMENTS — GENERAL
   There were no public comments.

5.0 APPROVAL OF MINUTES of May 18, 2005
   M/S/C (Busenbark/Meeks) to approve the minutes, as submitted. Margaret Lee abstained because she
   was absent from the meeting.
CONSENT CALENDAR
M/S/C (Busenbark/Andrews) to approve the following items on the consent calendar.

6.1 Ratification of Financial Documents for May, 2005
   6.1.1 Approval of Warrants
   - General Fund $189,994.01
   - Child Care Fund $678.73
   - Capital Outlay Projects Fund
     - NVC Bldg. Fund/Series A (BOND) $838,538.47
   6.1.2 Approval of Total Gross Payroll $1,866,205.49

6.2 Approval of Personnel Assignments Dated June 7, 2005

6.3 Reduction in Workload
   The board approved 50 percent of a full-time assignment for Melody Seymour, instructor in the Language Arts Division, under Education Code Sections 87483 and 22713 for the 2005-2006 and 2006-2007 academic years.

6.4 Proposed Change Orders—Central Boiler Plant
   The Board of Trustees approved Bell Products, Inc. proposed change orders numbered 1, 2, 3, 4, 5, 6, 7, 9, 11, 12, and 13, as given in the attached Proposed Change Order Log dated June 6, 2005. The net cost of these proposed change orders is $105,512.

6.5 Proposed Change Orders—Gym Floor and Bleacher Modernization Project
   The Board of Trustees approved Helmer and Sons, Inc. proposed change orders numbered 1, 2, 3, 4, 5, 6R, 8, 9R, 11, and 12, as given in attached Proposed Change Order Log dated June 6, 2005. The net cost of these proposed change orders is $26,354.43.

6.6 Approval of Close-of-Year Transfer Resolution
   The Board of Trustees approved the close-of-year transfer resolution.

6.7 Approval of Resolutions: Signing Authority for Christopher McCarthy, Scott B. Miller, Daniel TerAvest, Matt Christensen, and Kirk Berger
   The Board of Trustees approved five resolutions authorizing the following staff members to sign documents on behalf of the district from July 1, 2005 through June 30, 2006: the college president, vice president, Business and Finance; Director, Campus Planning; Director, Facilities Services; and dean, Human Resources.

6.8 Approval of FY 2004-2005 Interfund Transfer
   The Board of Trustees approved the interfund transfers document on backup page 18. Monies are allocated in the 2004-2005 budget for the funds and accounts affected. This process has been recommended by the district’s outside auditors and is a routine annual item.

6.9 Approval of 2005-2006 Cosmetology Agreement
   The Board of Trustees approved the 2005-2006 cosmetology training agreement with Vintage Academy of Hair Design, Inc.

6.10 Approval of Napa Valley Support Services Contract for 2005-2006
   The Board of Trustees approved the 2005-2006 contract with Napa Valley Support Services to provide pre-vocational and vocational services to developmentally disabled adults.
6.11 **Approval of Contract for Migrant Student Education Program (Region II) – Adelante**
The Board of Trustees approved the contract with the Adelante Project that provides educational opportunities for children of migrant farm workers, grades eight through twelve.

7.0 **CONSTITUENT GROUP REPORTS**
- **Academic Senate Report**
  Glen Bell said that he attended the Great Teachers Seminar in Santa Barbara. He also said this would be his last board meeting as Academic Senate President and that he appreciated everything the Board of Trustees does to support the college.
- ** Classified Senate Report**
  Benita Briones said she has been re-elected Bay Area 2 representative. She said she is also the California Community Colleges Classified Senate liaison to the advisory committee on legislation for the Community College League. Ms. Briones said that the California Community College League has selected Napa Valley College for its quarterly meeting, and she said she will be proud to showcase our college.
- **Associated Student Body Report**
  Vicente Ramirez reported on the breakfast held for graduates on the day of the commencement ceremony, stating that it was very successful, with approximately 100 graduates participating. The Club Rush event was also successful and demonstrated tolerance and respect for different ideas.

8.0 **INFORMATION ITEMS**

8.1 **Bond Project Update**
Dan TerAvest of Campus Planning and Construction gave the board an update on the status of bond projects and expenses to date, reviewing two documents prepared by his office: the Project Status Summary and the Project Expense Summary. He said the schematic design of the theater may be completed by September or October. He highlighted other projects currently in the programming phase, including: the science expansion project (Tech I); renovation of building 700. Faculty offices are being renovated this summer, and the gymnasium floor is also being replaced this summer. The photovoltaic array project is in the design phase, with the required environmental permitting currently underway.

9.0 **ACTIONS ITEMS**

9.1 ** Classified School Employees Week**
At the May 19, 2005 meeting of the Board of Trustees, Classified Senate President Benita Briones reported on the Classified School Employee Week and requested that Napa Valley College establish an appropriate week to celebrate the week honoring classified employees. Dr. McCarthy reported that he conferred with Benita Briones and that the first full week in April has been chosen for Napa Valley College’s celebration of classified employees. In 2005, the week will begin in April 3.

M/S/C (Lee/Ketron) to approve the first full week in April as Classified School Employee Week.

9.2 **Adoption of 2005-2006 Tentative Budget**
The 2005-2006 budget, developed through the planning and budget process, includes budgets for the General Fund, Capital Outlay Projects Funds, Bond Projects Bond Redemption, Child Care Fund, Post-Retirement Fund, Bookstore Account Trust, Associated Student Body Account and Farm Account. Scott Miller said he reviewed the tentative budget with his co-chair of the
Budget Committee, David Angelovich, and it has his approval. The college is required to adopt the tentative budget by June 30, and the final budget will come before the board at its September 15 meeting. He reviewed the changes since the preliminary budget, characterizing the changes as predominately minor. He said one area of concern was the District’s percentage of contribution to STRS, which is still an unknown at this time.

M/S/C (Andrews/Busenbark) to approve the 2005 – 2006 Tentative Budget.

9.3 Approval of Proposal from TLCD Architecture for Master Utility Plan
TLCD Architecture has proposed to provide architectural and engineering services for a Master Utility Infrastructure Design Plan. Areas of evaluation and design will include: exterior lighting, electrical distribution, heating and cooling system, domestic and fire control system water, data and communications, and fire alarm system.

M/S/C (Busenbark/Andrews) to approve a proposal from TLCD Architecture of Santa Rosa and authorize staff to enter into a contract for services for $108,760.00.

9.4 Metro PCS Communications Site License Contract
Dan TerAvest gave the board an update on a proposal to establish a Metro PCS wireless communications site, including a tower, on college property. The initial proposal was reviewed at the last meeting, and the board’s suggestions have been reviewed by college staff.

Scott Miller noted that this would be a source of revenue to the college. JoAnn Busenbark asked about expanding our options by going from a 45 to 60 foot antenna. Michael Baldini asked for an attractive solution to complement our agricultural background. Bruce Ketron suggested that we reserve the right to rent to other carriers. The board agreed to change the terms to the 60 feet height.

The proposed terms of the agreement would be for five years with the option of four additional terms of five years each. The rental amount is $20,000 per year with a four percent increase each year over the prior year rental amount.

M/S/C (Busenbark/Ketron) to enter into an agreement with Metro PCS for terms no less favorable than stated above, with an antenna up to 60 feet, pending approval of legal counsel.

9.5 Public Hearing on and Approval of Resolution Setting the Appropriations Limit for 2005-2006
M/S/C (Busenbark/Ketron) to approve the 2005-06 appropriations limit resolution, which reads as follows: “Pursuant to Section 7910 of Title 1 of the Government Code, the Board of Trustees of the Napa Valley Community College District establishes its 2005-2006 appropriations limit in the amount of $38,121.184.

9.6 Approval of Revision of the Academic Honesty Policy (Second Reading)
The Academic Honesty Policy was approved for first reading at the May 19, 2005 board meeting.

M/S/C (Busenbark/Baldini) to approve the revised Academic Honesty Policy (second reading).
9.7 Approval of Revised Program Evaluation Policy (Second Reading)
A revised Program Evaluation Policy was approved for first reading at the May 19, 2005 board meeting.

M/S/C (Busenbark/Andrews) to approve the Program Evaluation Policy (second reading).

9.8 Approval of Program Discontinuance Policy (Second Reading)
The Program Discontinuance Policy was approved for first reading at the May 19, 2005 board meeting.

M/S/C (Busenbark/Ketron) to approve the Program Discontinuance Policy (second reading).

9.9 Authorization to Advertise for Vice President, Student Services
Dr. McCarthy asked Dr. Ed Shenk to read his eloquent retirement letter to the board, and board members praised Dr. Shenk for a wonderful career at Napa Valley College.

M/S/C (Busenbark/Andrews) to authorize advertising for a Vice President, Student Services.

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

10.1 Superintendent/President’s Report
Dr. McCarthy thanked staff for their work on commencement and awards ceremonies. He said he was a speaker at a convention in Texas. He met with 32 local business leaders to ascertain how to better serve the community, and many stressed the importance of developing training for the restaurant and hospitality industries. He expressed sadness over the recent loss of faculty members Nelda Nocita and Erik Mans.

10.2 Reports from Board Members
- Emery Meeks said he enjoyed the commencement ceremony. Students are currently working on Club Rush for Fall semester.
- Margaret Lee enjoyed the League Conference at which she was honored, along with other trustees who have served on their boards for many terms. The longest service was 37 years.
- Bruce Ketron said he was sad to hear Dr. Shenk’s retirement letter. He attended the Scholarship Ceremony, Commencement Ceremony, PTEC and Police Academy graduations.
- Tom Andrews said the commencement ceremony was exciting, and he particularly enjoyed the cooler outdoor setting.
- JoAnn Busenbark said she promised not to miss the commencement ceremony next year. She was on a Trips and Tours excursion to Italy and Greece. She praised Bonnie Thoreen for her leadership as Dean, Upper Valley Campus and connections she has facilitated with upper valley groups.
- Michael Baldini thanked Dr. Shenk for his dedication to Napa Valley College and for opening the door to the Chamber of Commerce.
- Joan Bennett said she did not want to say goodbye to Glen Bell and Ed Shenk. She loved commencement ceremony outside.

10.0 ADJOURNMENT
Joan Bennett adjourned the meeting in memory of faculty members Nelda Nocita and Erik Mans.