MINUTES OF THE RESCHEDULED REGULAR MEETING OF THE BOARD OF TRUSTEES
September 13, 2005
5:00 p.m. Closed Session
7:00 p.m., Return to Public Session

1.0 CALL TO ORDER 5:00 p.m.

2.0 TOUR AND UPDATE OF BOND PROJECTS CURRENTLY UNDERWAY (5:00 p.m.)
Dan TerAvest of Campus Planning and Construction led board members and staff on a tour and update of bond projects currently underway and recently completed, including: the gymnasium, faculty offices, and the heating system. The board then returned to the board room, and Mr. TerAvest completed the update with a powerpoint presentation.

3.0 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) Ceramics Instructor (Full-time leave replacement for 2005-2006 academic year)
2) Corrections Program Coordinator (Temporary, grant-funded academic administrator)

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

4.1 Members Present: Joan Bennett, Bruce Ketron, Michael Baldini, Charles Meng, Tom Andrews, Margaret Lee, Emery Meeks
Members Absent: JoAnn Busenbark
Staff Present: Chris McCarthy, Sally Fitzgerald, Ed Shenk, Scott Miller, Kirk Berger, David Angelovich, Linda Napholz, Dianna Chiabotti, Ken Arnold, Christy Kling, Rebecca Thompson
Guests Present: Approximately 30 members of the tennis-playing community were in attendance to discuss item 10.1 Award of Bid for the Tennis Courts.
4.2 **Pledge of Allegiance**
The audience recited the pledge of allegiance.

4.3 **Introduction of Visitors, Guests, and New Staff**
Guests were introduced as they spoke to the specific agenda item.

4.4 **Announcement of Items from Closed Session**
Joan Bennett announced a 3.25% increase to the administrative/confidential salary schedule, with a $111 increase to the two-party health benefits.

4.5 **Adoption of Current Agenda**
M/S/C (Meng/Ketron) to approve the agenda.

4.6 **Announcement of Future Meetings** (6:00 p.m. closed session, 7:00 p.m. public session)
Joan Bennett announced upcoming October 27, 2005, Regular Meeting (Note: No longer at Upper Valley Campus); November 16, 2005, Regular Meeting (Upper Valley Campus); and December 8, 2005, Regular Meeting.

5.0 **PUBLIC COMMENTS — GENERAL**
Tom LeMasters, representing the Friends of Napa Valley Baseball, spoke to the board about the condition of the softball fields. He said that the team cannot practice or play games on this facility to any great extent, and that athletes have been doing without adequate fields for five years. He asked the board to elevate the priority of addressing this issue.

6.0 **APPROVAL OF MINUTES of August 04, 2005**
M/S/C (Lee/Meeks) to approve minutes.

7.0 **CONSENT CALENDAR**
M/S/C (Baldini/Meng) to approve the following items on the consent calendar.

7.1 **Ratification of Financial Documents for July, 2005**

| **7.1.1 Approval of Warrants** |
|--------------------------|------------------|
| General Fund             | $496,820.04      |
| Child Care Fund          | $24,117.88       |
| Capital Outlay Projects Fund |               |
| NVC Bldg. Fund/Series A (BOND) | $1,240,066.00 |

| **7.1.2 Approval of Total Gross Payroll** | $1,905,952.71 |

7.2 **Ratification of Financial Documents for August, 2005**

| **7.2.1 Approval of Warrants** |
|--------------------------|------------------|
| General Fund             | $1,403,758.53    |
| Child Care Fund          | $2,076.65        |
| Capital Outlay Projects Fund |           |
| NVC Bldg. Fund/Series A (BOND) | $1,572,418.63 |

| **7.2.2 Approval of Total Gross Payroll for August, 2005** | $1,767,249.77 |
7.3 Approval of Personnel Assignments Dated September 3, 2005

7.4 Arborist Proposal—Tree Survey
The board approved entering into a contract for arboricultural consultation services with Quadriga Landscape Architecture for $19,982.50.

7.5 Approval of Resolution with the California Department of Education
The Board of Trustees approved a resolution with the California Department of Education Contract Number CCAP-4190 to provide Child Care and Development Programs and California School Age Families Education serving infants and toddlers from birth to three years. The total amount for the contract will not exceed $5,105.

8.0 CONSTITUENT GROUP REPORTS
- Academic Senate Report
  Dianna Chiabotti said the Academic Senate had postponed its initial meeting, but there will be a meeting prior to the next board meeting, and she will report at that time.
- Faculty Association Report
- Classified Association Report
- Classified Senate Report
- Administrative Senate Report
  Ken Arnold thanked the board and Dr. McCarthy for the negotiated contract.
- Associated Student Body Report
  Aaron Cavanagh said Club Rush was very successful. ASB is planning Diversity Month. He suggested everyone check out the new ASB website.

9.0 INFORMATION ITEMS

9.1 Update on Progress to Bond the Napa Valley College Teaching Winery
Dr. McCarthy gave the board an update on recent progress to bond the Napa Valley College Teaching Winery. Now that SB220 has been signed by the Governor, the next step will be to set up either a private, non-profit 501C or an auxiliary. He said it would be easier to set up an auxiliary organization. There are other issues to be worked out, including insurance. The college cannot hold a liquor license, and we cannot move forward without the Alcoholic Beverage Commission.

9.2 Preliminary Design Report on Traffic Circulation
Dan TerAvest presented a Preliminary Design Report on traffic conditions and possible future design options to mitigate traffic circulation issues. He explained that the location of the new library displaces 250 parking spaces, and rebuilding a new James Diemer Drive towards the highway recaptures those spaces. Mr. TerAvest reviewed critical issues in determining the best option for traffic improvement projects and said the most important consideration was the safe ingress and egress off Highway 221; the current hookramp off highway 221 is not safe, as the ramp exits at highway speed directly into parking areas where no clear traffic route exits. He reviewed several alternatives, but recommended Alternative 2, which modifies the Magnolia Drive intersection, and may provide the possibility of upgrading with city transportation funds. The consultant recommends developing this alternative for CalTrans consideration.
Michael Baldini asked about the ingress/egress for busses and the danger caused by the downward curve of Magolia Drive. Bruce Ketron noted the limited access to the college as compared to the Gasser property; there are only two. He also asked if we need to maintain Diemer Drive, and Mr. TerAvest said that it served north-south traffic on campus and was critical.

9.3 **Discussion on Changing Schedule of Board Meetings**

Regular meetings of the Board of Trustees have normally been scheduled for the fourth Thursday of each month, when possible. However, in recent years, the fourth Thursday has proven problematic because it often conflicts with various college needs. The board agreed to change the calendar to fall on the second Thursday of the month and to begin closed session at 5:30 p.m. and public session at 6:00 p.m., beginning in January.

10.0 **ACTION ITEMS**

10.1 **Award of Bid for New Tennis Courts**

Dan TerAvest reviewed the history of the renovation of the tennis courts. He explained that the builders were unable to include lighting within the bid, so he had suggested the bids come in two separate pieces. This resulted in bids exceeding the budget.

Approximately thirty members of the tennis community were in the audience to put forth the case for lighting the tennis courts. David Angelovich, instructor, said lighting the courts would benefit the public as well as the college, while acknowledging that cost is always an issue. A representative from a local tennis shop said it is unfortunate that there are no tennis courts in Napa with lighting. Rebecca Thompson, part-time tennis instructor for the college, said it was very difficult to teach tennis without lights, as without lighting, instruction on the tennis courts has to stop mid-October for the Fall and cannot start until mid-March in the Spring. She also said she would seek a grant from the National Tennis Association to offset some of the cost of lighting the courts.

Nursing instructor Linda Napholz argued the importance of lighting for students and the community. Christy Kling, Division Chair of the P.E./Athletics Division, spoke to the importance of addressing the substandard facilities for soccer, softball, and track. She said our athletes are leaving for colleges with better facilities because it jeopardizes their ability to get four-year scholarships. Community member Tom LeMaster supported night lighting for the tennis courts and said he would like the board to consider the baseball/softball fields at its next meeting.

Board members thanked community members for their comments and supported their concerns. Charles Meng said he felt the college has an obligation to support the community, and JoAnn Busenbark supported lighting (though she was not in attendance). Margaret Lee stressed the safety issue. Michael Baldini also supported lighting and seeking additional funding.

Dr. Shenk said it is important to remember that some projects at the end of the bond implementation timeline may be compromised when money runs out at the end of the construction timeline. Dr. McCarthy said that projects early in the construction timeline are not there because they are a higher priority, but because some projects need to be completed before others can begin.

Board President Joan Bennett said she felt it would be shortsighted to build the courts without lights, due to the lack of other options in the community. She complimented the community members who presented their comments to the board this evening.
The District publicly opened bids on September 7, 2005 at 1:00 p.m. for the new tennis court project, eight new tennis courts to be built behind the gymnasium.

M/S/C (Meng/Baldini) to award the bid for new tennis courts, including night lighting, to John Benward Company for $1,132,977 plus $401,117 for night lighting.

10.2 Central Chiller Plant Schematic Design Review
Dan TerAvest and Brian Wright of TLC Design Architects of Santa Rosa presented the Schematic Design for the Central Chiller Plant to the board. Mr. Wright reviewed issues of design, site, and materials that were taken into consideration in the planning. The structure will be built into the hillside and have a curved roof to minimize its size.

The next phase of the project is design development and will include detailed construction drawings and specifications.

M/S/C (Baldini/Meng) to direct staff to proceed with design development.

10.3 Adoption of 2005-2006 Final Budget

10.3.1 Public Hearing on the 2005-2006 Final Budget
Ms. Bennett opened the hearing at 9:37 p.m. to allow for public comment on the proposed budget, as required by California Title 5 Administrative Regulations, Section 58191. As there were no public comments, she closed the hearing at 9:38 p.m.

Scott Miller, Vice President of Business and Finance, reviewed the general fund assumptions and said there was not much change from the tentative budget. It includes a 4.23% COLA and no funds for growth. All employee benefits have been budgeted, and no budget augmentations have been included.

10.3.2 Adoption of the 2005-2006 Final Budget
The proposed 2005-2006 budget will be distributed to trustees, budget center managers, and constituent group presidents. The plan and budget were developed by the Planning and Budget Committees and reviewed in various drafts at several forums on campus.

M/S/C (Ketron/Meeks) to adopt the 2005-2006 Final Budget.

10.4 Approval of Audit Contract
M/S/C (Ketron/Lee) to approve the audit contract for the District audit, the Measure N Bond Fund audit and the Measure N performance audit with Matson & Isom Accountancy for these not-to-exceed amounts: regular District audit, $40,000; Measure N bond Fund Audit, $2,500; and Measure N Performance Audit, $2,500.

10.5 Approval of Agreement with Products Services and Industries (PSI)
M/S/C (Ketron/Baldini) to approve a contract with Products Services & Industries for non-credit vocational education programs.

10.6 Approval of Agreement with Metro PCS Communications Site License Contract
M/S/C (Ketron/Meng) to approve an agreement with Metro PCS to establish a Metro PCS wireless communications site on District property per the terms of the agreement dated September 13, 2005.
10.7 Approval of Investment of Bond Funds
District staff have been working with the County Treasurer and two investment companies, Public Investment Services, Inc. and Lehman Brothers, Institutional Fixed Income Division to develop an investment strategy to generate higher rates of return on the Series B Bond proceeds within the terms and conditions authorized in the terms of sale.

Bruce Ketron commended Scott for his efforts in this regard, but wanted to proceed with caution and requested additional review. It was agreed that there would be a meeting set up with Mr. Ketron, Scott Miller, and bond counsel to review the plan.

M/S/C (Meng/Lee) to approve the plan as presented for the investment of Measure N Series B Bond funds, according to the terms and conditions allowed by the Measure N Series B Bond sales agreement, subject to approval of bond counsel.

10.8 Acceptance of Bids for International Education Courses
M/S/C (Baldini/Ketron) to accept the bids for the following International Education Courses: Photography in Myanmar (Journeys of Discovery); Spanish in Mexico (Interspan); Art History in England (Journeys of Discovery); and French in Paris (Accent).

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

11.1 Superintendent/President’s Report
Dr. McCarthy said he will chair an accreditation team on October 17-20 and a leadership retreat October 23 – 25. The college held a successful retreat on interest-based bargaining. He announced the 20th Anniversary Celebration of the International Education Program to be held on October 21 at St. Supery Winery.

11.2 Reports from Board Members
- Emery Meeks corrected any perception that he was resigning from his position. On the contrary, he enjoys his position and plans to stay.
- Bruce Ketron said he attended the Police Academy graduation.
- Charles Meng said he attended Tim Shea’s funeral. He will be on an accreditation team in October to Shasta College and attend a CCCT board meeting on September 23 and 24.
- Michael Baldini asked about the Hispanic Network Annual Dinner. Dr. McCarthy said it is on September 16, but it is already sold out.
- Joan Bennett thanked everyone for their support regarding the loss of her son. She commended Dr. Fitzgerald and the Sable Hughes for the transfer consortium and suggested Sable make a presentation to the board at some time in the future. Michael Baldini is a new Puente mentor.

11.0 ADJOURNMENT
Joan Bennett adjourned the meeting in memory of the loved ones recently lost.