Note: This meeting will be held at the Upper Valley Campus; closed session begins at 6:00 p.m.

Napa Valley Community College District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
November 16, 2005

1.0 CALL TO ORDER 6:00 p.m.
Ms. 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 54957.6, PUBLIC EMPLOYMENT, Approval/Ratification of Full-Time Employment
   Title: Vice President, Student Services

3.0 RETURN TO PUBLIC SESSION (6:30 p.m.), Upper Valley Campus, Room 9

3.1 Members Present: Joan Bennett, Bruce Ketron, Tom Andrews, Michael Baldini, JoAnn Busenbark, Charles Meng
   Members Absent: Margaret Lee, Emery Meeks
   Staff Present: Chris McCarthy, Sally Fitzgerald, Scott Miller, Margaret Craig, Judie Walter-Burke, Jill Schrutz
   Guests Present: Students Aman Sunak, Myra Belman, Vicente Ramirez, Community Member Henrietta Ash, Dan TerAvest

3.2 Pledge of Allegiance
   The audience recited the pledge of allegiance.

3.3 Introduction of Visitors, Guests, and New Staff
3.4 **Announcement of Items from Closed Session**
President Joan Bennett announced the hiring of Oscar de Haro, Vice President, Student Services. M/S/C (Baldini/Ketron) to approve the hiring, and Mr. Ketron commended the efforts of everyone involved and thanked them for their participation in this important process.

3.5 **Adoption of Current Agenda**
M/S/C (Ketron/Busenbark) to adopt the current agenda.

3.6 **Announcement of Future Meetings**
Ms. Bennett announced the upcoming future meetings: December 8, 2005, Regular Meeting; January 12, 2006, Regular Meeting; February 9, 2006, Regular Meeting; and March 9, 2006, Regular Meeting. Closed session will begin at 5:30 and Public Session will begin at 6:00 p.m.

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

5.0 **APPROVAL OF MINUTES of October 27, 2005**
M/S/C (Busenbark/Meng) to approve the minutes of October 27, 2005, as submitted.

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

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

6.1.1 **Approval of Warrants**
- General Fund $982,860.89
- Child Care Fund $5,985.39
- Capital Outlay Projects Fund
- NVC Bldg. Fund/Series A (BOND) $1,418,254.12

6.1.2 **Approval of Total Gross Payroll** $1,999,891.69

6.2 **Approval of Personnel Assignments Dated November 9, 2005**

6.3 **Approval of Salary Advancement Projects**
The board approved the salary advancements projects for the following faculty members: Carole Chassereau, Agapito de la Garza, Ann Gross, Robert Miller, Geraldine Ritchie, Denise Rosselli, Rebecca Scott, and Eileene Tejada.

6.4 **Approval of Contract Education Agreement with St. Helena Unified School District**
The Board of Trustees approved an agreement with St. Helena School District to provide a contract education program for Customer Service Customized Training for $1,600.
6.5 **Approval of a Clinical Education Agreement with Sutter Solano Medical Center**

The Board of Trustees approved the renewal of an agreement with Sutter Solano Medical Center to use the Sutter Solano facilities for student clinical training. The contract is effective January 1, 2006 through December 1, 2008.

7.0 **CONSTITUENT GROUP REPORTS**

- Academic Senate Report
- Faculty Association Report
- Classified Association Report
- Classified Senate Report
- Administrative Senate Report

Ken Arnold stated that he would not be at the December board meeting because he will be in Washington, D.C. for an incident command training.

- Associated Student Body Report

Myra Belman reported on Mix It Up Mid-Day Madness. She said there would be a special election on December 6 to replace the student trustee position and three other senators. She said there would be an Angel Tree Project and Food Drive.

8.0 **INFORMATION ITEMS**

8.1 **Presentation of Faculty Salary Advancement Project**

Faculty member Carole Chassereau gave a brief presentation on her recently completed salary advancement project for which she developed an online orientation that improves the preparation of ADN nursing students. The board was enthusiastic about how helpful the online orientation is for students.

8.2 **Request for Review of Proposed Plan for Campus Parking and Magnolia Drive Modifications**

Dr. McCarthy explained that at the recent board retreat, Mr. Ketron proposed a further review of the Magnolia entrance project. Dr. McCarthy said the purpose of this discussion item is to gauge the board’s interest in analyzing this issue further.

Mr. Ketron presented an alternative plan for campus parking and changes to Diemer Drive with the goal of preserving parking and improving the safety of the current hookramp into the parking lot. He addressed the problem of the safety of the hook ramp into the college parking lot by proposing an abutment to Diemer Drive at the point the hookramp enters the college. Ken Arnold cautioned that, in addition to cost factors, the high rate of speed that cars enter the campus from the hookramp and the flow of emergency vehicles must be considered. Other issues raised included ingress/egress for evacuation, the dip at the bottom of Magnolia Drive, the proximity of parking to the theater lobby. The board did not direct college staff to pursue additional review of this issue.
8.3 Presentation on Naming Opportunities for New Campus Facilities
Sonia Wright, Executive Director of the Napa Valley College Foundation, made a presentation on naming of new campus facilities as a fundraising tool. She reviewed the policy on Naming of District Facilities and approaches taken at other colleges. She said that colleges generally use a percentage of construction costs per square foot to come up with an amount to name facilities and portions of facilities. She recommended that Napa Valley College use 25% of construction costs in calculating naming opportunities for the new Performing Arts Center. Using 25% places the college approximately in the middle of the percentages used by other colleges. Tom Andrews suggested that this item be placed on the December meeting for action regarding the percentage to be used in our calculations.

8.4 Rotation of Board Officers for 2006
Board Policy B8110: Officers and Duties describes the rotation of board members into officer position. The policy states that “at the November board meeting, board members who have moved into officer position are polled to establish their willingness to serve in the upcoming year. The November slate of officers is Tom Andrews, president; Michael Baldini, vice president, and Bruce Ketron, clerk. All three board members stated their willingness to serve in 2006.

9.0 ACTION ITEMS

9.1 Authorization to Advertise for Faculty Positions for 2006-2007
M/S/C (Busenbark/Andrews) to authorize advertising of the following faculty positions for 2006-2007: ceramics instructor, humanities instructor, psychiatric technician instructor, speech instructor, biology instructor, English instructor, respiratory therapy instructor, physical education instructor/men’s basketball coach, two nursing instructors, physical education instructor/women’s softball coach, and chemistry instructor.

9.2 Approval of Contract to Review the Organization of the Instructional Program
M/S/C (Busenbark/Baldini) to approve a contract with Armond Phillips to review the organization of the instructional program in an amount not to exceed $13,000.

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

10.1 Superintendent/President’s Report
Dr. McCarthy reported that he will attend the Community College League Annual Convention tomorrow and will return on Friday to receive the $184,000 check from the Napa Valley Wine Auction. He thanked the board for its participation in the retreat, which was tremendously helpful to staff. He announced the Foundation holiday event to be held at Churchill Manor and upcoming graduations. He quoted an article from the Chronicle of Higher Education: “Community college trustees are the unsung heroes of higher education.”

10.2 Reports from Board Members
• Charles Meng said he would attend the Community College League Conference at which he will receive guidance on revising the board’s ethic statement in accordance with the new accreditation standards.
• Michael Baldini thanked his fellow board members for the forum each provides for the others to talk about important issues.
• Bruce Ketron felt the board retreat was valuable and suggested quarterly retreats to deal with issues as they arise.
• Tom Andrews said the retreat was valuable and good for board relationships. He said he was excited about the new VPSS.
• JoAnn Busenbark said the study session was excellent and that the college and students will benefit from the hire of the new VPSS.

11.0 ADJOURNMENT  
The meeting was adjourned at 8:50 p.m.