Napa Valley Community College District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
December 8, 2005
5:30 p.m. Closed Session

1.0 CALL TO ORDER 5:30 p.m.
President Joan Bennett called the meeting to order at 5:30 p.m.

2.0 CLOSED SESSION (5:30 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, Employee Evaluation
1) Evaluation of Superintendent/President

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:
1) Instructor, Respiratory Therapy (full-time leave replacement, Spring, 2006)

3.0 RETURN TO PUBLIC SESSION (6:20 p.m.)

3.1 Members Present: Joan Bennett, Michael Baldini, Bruce Ketron, JoAnn Busenbark, Charles Meng, Tom Andrews, Emery Meeks
Members Absent: Margaret Lee
Staff Present: Judie Walter-Burke, Denise Rosselli, Karen Taylor, Steve Krebs, Dan TerAvest, Robert Chudnofsky, Sonia Wright, David Angelovich
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 Trustee Emery Meeks
President of the Board Joan Bennett presented a resolution honoring Emery Meeks, outgoing student trustee. Mr. Meeks thanked the board for the honor of serving as a trustee, which he said enriched his college experience. Board members expressed their appreciation to him for his service.

3.5 Resolution Honoring Outgoing Board President Joan Bennett
Dr. Chris McCarthy presented a resolution honoring outgoing board president Joan Bennett, thanking her for her tenure as board president and recognizing her accomplishments during 2005. Ms. Bennett said her service is a “labor of love.”

3.6 Announcement of Items from Closed Session
M/S/C (Busenbark/Andrews) to approve Wayne Fortier, Respiratory Therapy Instructor (full-time, temporary leave replacement).

3.7 Adoption of Current Agenda
M/S/C (Busenbark/Andrews) to adopt the current agenda, moving item 10.5 after item 7.0

3.8 Announcement of Future Meetings (5:30 p.m. closed session, 6:00 p.m. public session)
Joan Bennett announced the upcoming meetings: January 12, 2006, Regular Meeting; February 9, 2006, Regular Meeting; February 11, 2006, Special Meeting; March 16, 2006, Rescheduled Regular Meeting.

4.0 PUBLIC COMMENTS — GENERAL
There were no public comments.

5.0 APPROVAL OF MINUTES
M/S/C (Busenbark/Andrews) to approve the minutes of November 5, 2005 Special Board Meeting and the November 16, 2005 board meeting, with modifications submitted below by Mr. Ketron.

Mr. Ketron provided changes to the minutes to the November 16, 2005 meeting, for agenda Item 8.2, Request for Review of Proposed Plan for Campus Parking and Magnolia Drive Modifications. The first two sentences in paragraph 2 now read: “Mr. Ketron asked about alternatives for campus parking and changes to Diemer Drive with the goal of obtaining needed parking and cost savings while improving the safety of the current hook ramp into the parking lot.”
6.0 CONSENT CALENDAR
M/S/C (Ketron/Baldini) to approve the following items on the consent calendar.

6.1 Ratification of Financial Documents for November, 2005

6.1.1 Approval of Warrants
- General Fund: $963,991.97
- Child Care Fund: $3,459.32
- Capital Outlay Projects Fund: $881,221.89

6.1.2 Approval of Total Gross Payroll: $1,998,251.81

6.2 Approval of Personnel Assignments Dated December 1, 2005

6.3 Approval of New Community Services Classes
The board approved the following new community service classes: Art History: European 17th Century through American 20th Century Artists; Dante’s Inferno; Two Great 20th Century American Poets: Mystical Feminist Lola Ridge and T.S. Eliot, the True American Expatriate; Wagner’s Ring; The Films of Martin Scorsese; A Whole New Way to Travel.

6.4 Approval of Contract with Chancellor’s Office California Community College for Small Business Training
The Board of Trustees approved a contract with the Chancellor’s Office, California Community Colleges and the Employment Training Panel to provide specialized training to small business employers. The term of this contract is from October 1, 2005 to October 1, 2007 and the total will not exceed $10,000.

7.0 CONSTITUENT GROUP REPORTS
- Academic Senate Report
  Dianna Chiabotti reported that the Academic Senate approved changes to the Student Grievance Policy. She expressed faculty’s interest in developing a marketing plan. Agapito de la Garza will attend a faculty job fair. She said retiring faculty members will be greatly missed.
- Faculty Association Report
  Denise Rosselli said the executive board had been working on health benefits, using Zoomerang to query the faculty on their interests.
- Associated Student Body Report
  Ray Brown has been elected to fill the student trustee position.
FINANCIAL REPORTS
Scott Miller apologized for the delay in the financial reports, due to staffing issues. The reports will appear on the January agenda.

INFORMATION ITEMS

Sonia Wright, Executive Director, Napa Valley College Foundation, presented the Foundation Annual Financial Report for the period July 1, 2004 through June 30, 2005. She thanked the board for its support and encouragement; she acknowledged Michael Baldini, Joan Bennett, and Bruce Ketron for their liaison work with the Foundation. She reviewed the Foundation’s accomplishments, distributed Foundation brochures, and announced upcoming events.

9.2 Development of College Property at the Corner of Soscol and Imola Avenues
Dr. McCarthy noted that the development of college property at the corner of Soscol and Imola Avenues had been raised as a topic for discussion at a recent board meeting, and it was agreed that the topic would be placed on a future agenda so that board members could discuss whether or not they wanted to begin a discussion and investigation of options.

Charles Meng stressed the importance of ascertaining the community’s desires and the importance of a professional process. JoAnn Busenbark said we should also see how other colleges have handled excess property. Michael Baldini said we need to define what we mean by “excess property,” and all agreed the college needs a policy on land and its future development. Dr. McCarthy will survey other colleges in this regard. Ultimately, an analysis of buildable land would need to be done as part of a thorough and careful process that could take several years.

9.3 Review and Discussion of Options for New College Logo
The board reviewed the options for a new college logo presented by Ace Design, the consultant hired to develop a new Napa Valley College logo. The board liked option 2, and a final determination will be made at the January board meeting.

9.4 Update on College Presence in American Canyon
Dr. McCarthy provided an update on the college presence in American Canyon. The representative from American Canyon who had planned to make a presentation was unable to attend, so the item was postponed for a future agenda.

9.5 Strategic Institutional Plan, 2004-2005 Progress Report
Judie Walter-Burke presented this report, which includes highlights, accomplishments, and challenges in achieving the goals contained in the 2001-2005 Strategic Plan.
10.0 ACTION ITEMS

10.1 Naming Opportunities for New Campus Facilities
At the meeting of November 16, 2005, 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 approaches taken at other colleges and recommended a required 25% of construction costs as a guideline for naming opportunities presented by the new Performing Arts Center. The board agreed to Ms. Wright’s recommendation of 25% of construction costs.

M/S/C (Ketron/Meng) to approve 25% of construction costs as a guideline for naming opportunities presented by the new Performing Arts Center.

10.2 Approval of Planning Priorities for 2006-2007
Judie Walter-Burke reviewed the planning priorities for 2006-2007, which she explained are similar to last year’s. The priorities are developed with consideration for what is achievable, given our resources.

M/S/C (Baldini/Busenbark) to approve Planning Priorities for 2006-2007.

10.3 Adoption of 2006-2007 Budget Parameters
In accordance with the planning and budget policy, a representative of the Budget Committee meets with the Board of Trustees to discuss parameters for the coming fiscal year. The Budget Committee has prepared a draft of parameters that the president has approved.

David Angelovich, co-chair of the Budget Committee, said this is his last cycle as co-chair of the Budget Committee. He voiced concerns regarding the college’s inability to add new FTES and also noted the diminishing reserve. Rather than continuing the practice of a roll-over budget, he suggested the college may want to consider other options that could prove more successful.

Charles Meng addressed Mr. Angelovich’s comments, stating that the college is in a low-growth area and praised the college for its many successes. Dr. McCarthy noted that a roll-over budget provides stability and that enrollment is down statewide. Dr. Fitzgerald further explained that we now have program review in place to help with future decisions regarding allocation of resources.

M/S/C (Busenbark/Baldini) to approve the 2006-2007 budget parameters.
10.4 **Authorization to Establish a Public Benefit Non-Profit Corporation to Function as an Auxiliary Organization**

Steve Krebs, faculty member in the Viticulture and Winery Technology Program spoke to the advantages of a bonded winery to the quality of the instructional program, noting that students will learn the wine business all the way to the consumer. He said Napa Valley College will be the first community college in the state to have a bonded winery.

M/S/C (Baldini/Busenbark) to authorize the superintendent/president to establish a public benefit nonprofit corporation to function as an auxiliary organization.

10.5 **Designation of a Name for the New Public Benefit Nonprofit Corporation**

The board agreed to name the new nonprofit corporation the Napa Valley College Viticulture and Winery Technology Foundation. It will be the entity that holds the bond, and its single function will be selling the wine produced from the college program. Michael Baldini noted the potential for delays in the process and said wine cannot be sold retroactively. He therefore stressed the importance of expediting the process as much as possible.

M/S/C (Baldini/Busenbark) to name the new public benefit nonprofit corporation the Napa Valley College Viticulture and Winery Technology Foundation.

10.6 **Credit Curriculum Approval**

M/S/C (Ketron/Baldini) to approve the changes to the credit curriculum for Fall Semester, 2005.

10.7 **Approval of Expanding the Charge for a Student Health Fee to All Credit Students at NVC, Effective Fall, 2006**

M/S/C (Busenbark/Meeks) to approve expanding the charge for a student health fee to all credit students at NVC, effective Fall, 2006.

10.8 **Approval of Salary Increase for Professional Employees**

M/S/C (Ketron/Andrews) to approve a salary increase of 4% for professional employees, retroactive to July 1, 2005.

10.9 **Adoption of Salary Schedule for Temporary Academic Employees Replacing Academic Staff on Leave Due to Illness or Accident**

M/S/C (Ketron/Andrews) to adopt a salary schedule for temporary academic employees replacing academic staff on leave due to illness or accident.
10.10 **Approval of Contract for Actuarial Services for Retiree Health Benefits**
Scott Miller explained the importance of this actuarial study. Results will be presented at the February meeting.
M/S/C (Busenbark/Ketron) approve a contract with Epler Company, a firm that will provide an actuarial study on retiree health benefits for an amount of $6,000.

10.11 **Adoption of Calendar of 2006 Board Meetings**
M/S/C (Busenbark/Meng) to adopt the 2006 calendar of board meetings, with a change to March 16 for the March meeting. May 26 is the Commencement Ceremony.

10.12 **Election of Board Officers for 2006**
M/S/C (Busenbark/Meng) to elect the following officers for 2006: Tom Andrews, president; Michael Baldini, vice president; and Bruce Ketron, clerk.

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

11.1 **Superintendent/President’s Report**
Dr. McCarthy reported on a November initiative to revise Proposition 98 funding so that Community colleges are not tied to K-12 funding. He attended the Community College League Annual Conference in San Francisco. He announced the $184,000 Wine Auction Grant the college received. He congratulated Emery Meeks on his service to the board and Felicia Shinnamon, Michael Moore, Jeff Omodt, and Robert Chudnofsky on their service to the college.

11.2 **Reports from Board Members**
- Emery Meeks thanked the board for the opportunity to serve.
- Bruce Ketron said the Community College League event provided good information. He congratulated Emery Meeks, thanked Kirk Berger, and congratulated Dr. Ed Shenk.
- Tom Andrews said he would miss Emery Meeks, Kirk Berger, and Ed Shenk. He liked the election process for board officers.
- JoAnn Busenbark praised Dr. Shenk and thanked Kirk Berger for his service.
- Charles Meng thanked Emery Meeks, Kirk Berg, and Dr. Shenk. He enjoyed the Churchill Manor Foundation event and the lunch at the Upper Valley Campus.
- Michael Baldini congratulated and thanked Emery Meeks, Kirk Berg, and Dr. Shenk and wished everyone happy holidays.
- Joan Bennett enjoyed the lunch at the cooking school, Emery’s term on the board, and appreciated Dr. Shenk’s service.

11.0 **OTHER**
11.0 Resolution Honoring Retiring Vice President, Student Services, Dr. Ed Shenk
Dr. Shenk was presented with a resolution honoring him for his long and valued service to Napa Valley College. He received a standing ovation and many accolades and thanks for his lasting contributions to Napa Valley College. He thanked the board for their work and said he appreciated his retirement party very much.

12.0 ADJOURNMENT
Joan Bennett adjourned the meeting in honor of Dr. Ed Shenk, Kirk Berger, and Emery Meeks.