Napa Valley Community College District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
April 13, 2006
5:00 p.m. Public Session
5:30 p.m. Closed Session
6:30 p.m., Return to Public Session

1.0 CALL TO ORDER AND ANNOUNCEMENT OF INTERVIEWEES AND INTERVIEW TIMES FOR PROVISIONAL APPOINTMENT TO THE DISTRICT 1 SEAT ON THE BOARD OF TRUSTEES (5:00 p.m.)
To fill on a provisional basis the vacancy created by the recent loss of long-time trustee Margaret Lee, the board reviewed applications from interested individuals from District 1 on April 7. All applicants residing in District 1, as confirmed by Registrar of Voters John Tutur, were forwarded by the ad hoc committee that met on April 7.

Board members agreed to interview all qualified applicants at its upcoming meeting on April 19, beginning at 5:00 p.m. in Room 211, Napa Valley College Main Campus. By random drawing, an interview time for each applicant was established, as follows: 5:00 p.m., Sue Kessler; 5:30 p.m., Ronald Larson; 6:00 p.m., David Hildebrandt; 6:30 p.m., Dan Digardi; and 7:00 p.m., Steven Reinbolt.

The board reviewed the process for evaluating the candidates, including checking of references. Three references for each candidate will be contacted, and they will each be asked the same questions.

2.0 CLOSED SESSION (5:30 p.m.): Following any public comments regarding closed session items, the board will 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, 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: NVC-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, Consideration of Resignation of Academic Employee

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) Instructional Assistant III, Choral/Vocal Music
2) Secretary III, Fine & Performing Arts
3) Secretary II, Faculty Offices
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

1) Men’s Basketball Head Coach/Physical Education Instructor (tenure-track)
2) Respiratory Care Clinical Coordinator/Instructor (tenure-track)
3) English Instructor (tenure-track)

3.0   RETURN TO PUBLIC SESSION (6:30 p.m.)

3.1   Roll Call
   Members Present: Tom Andrews, Bruce Ketron, Michael Baldini, Charles Meng, Joan Bennett, Ray Brown
   Members Absent: JoAnn Busenbark
   Staff Present: Chris McCarthy, Scott Miller, Oscar De Haro, Sally Fitzgerald, Judie Walter-Burke, Dianna Chiabotti, Dan TerAvest, David Angelovich
   Guests Present: Dr. Tom Timar, Marilyn Jones

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
   M/S/C (Bennett/Baldini) to approve the following new classified staff members:
   Brett Strader, Instructional Assistant III, Choral/Vocal Music; Ginger Harness, Secretary III, Fine & Performing Arts; and Margaret Ford, Secretary II, Faculty Offices
   M/S/C (Ketron/Bennett) to approve Steve Ball, Men’s Basketball Coach

3.5   Adoption of Current Agenda
   M/S/C (Bennett/Meng) to pull agenda items 8.1, 9.1, and 9.4.

3.6   Announcement of Future Meetings (5:30 p.m. closed session, 6:00 p.m. public session)
   Board president Tom Andrews announced the upcoming meetings: April 19, 2006, Special Meeting (Interviews for Provisional Trustee Appointment) 5:00 p.m.; and April 21, Special Meeting (Announcement of Provisional Trustee Appointee), 5:00 p.m.; and May 11, 2006, Regular Meeting.

4.0   PUBLIC COMMENTS — GENERAL
   At this time, the board will devote a total of up to fifteen minutes for comments to the Board of Trustees regarding any subject NOT APPEARING AS AN AGENDA ITEM FOR THIS MEETING but over which the board has jurisdiction. The public may ask the board to place an item on a future board agenda. No action or discussion will occur at this time on such items. Individuals will be limited to a three-minute presentation.

5.0   APPROVAL OF MINUTES OF MARCH 8, 2006
   M/S/C (Meng/Bennett) to approve minutes.

6.0   CONSENT CALENDAR
   M/S/C (Bennett/Meng) to approve following items on the consent calendar.
6.1 Ratification of Financial Documents for March, 2006

6.1.1 Approval of Warrants
- General Fund $1,260,632.15
- Child Care Fund $8,811.20
- Capital Outlay Projects Fund $1,693,366.65
- NVC Bldg. Fund/Series A (BOND) $1,693,366.65

6.1.2 Approval of Total Gross Payroll $2,049,582.30

6.2 Approval of Personnel Assignments Dated April 6, 2006

6.3 Approval of Contract with Strata Information Group for Procurement Coordination
The Board of Trustees approved a contract with Strata Information Group to provide procurement coordination and overall management for the purchase of an imaging system. The contract will be effective through June 30, 2006 with a maximum amount of $25,200.

6.4 Approval of Agreement with Doctors Medical Center, West Contra Costa Healthcare District
The Board of Trustees approved an agreement with Doctors Medical Center to provide a clinical learning experience facility for NVC registered nursing students. The agreement will be in place for three years.

6.5 Approval of Agreement No. 06-014 with the Humboldt State University to Continue Small Business Administration Support of the Napa Valley Small business Development Center
The Board of Trustees approved an agreement with Humboldt State University to continue Small Business Administration support of the Napa Valley College Small Business Development Center (SBDC). The agreement runs from January 1, 2006 through December 31, 2006 with a maximum amount of $60,000.

6.6 Ratification of Agreement with Sandis for Engineering and Design of Ballfield Parking Expansion and Pathway
The Board of Trustees ratified an agreement with Sandis, a civil engineering firm, for design services and construction documents for expansion of the ballfield parking lot and pathway improvements. This agreement will also include engineering services for one existing and one new pedestrian bridge to span the future riparian corridor between the new tennis courts and the running track. The proposed fee if $50,500, plus reimbursable expenses.

6.7 Proposed Change Orders – Gym Floor & Bleacher Modernization Project
The Board of Trustees approved Helmer & Sons, Inc., proposed change orders number 17, 49, 50, 55, 57, 58R, 59, 60, and 63 as given in attachment Proposed Change Order Log dated April 4, 2006. The net cost of these proposed change orders if $20,547.74.

6.8 Proposed Change Orders – UVC Kitchen & Library Expansion
The Board of Trustees approved James Nolan Construction, Inc. proposed change orders numbered 4R2, 7R, 14R, 16R, 18R, 24R, 28R, 31, and 32 as given in attached Proposed Change Order Log dated April 4, 2006. The net costs of these proposed change orders is $8,498.51.

6.9 Proposed Change Order – Central Boiler Plan
The Board of Trustees approved proposed change orders numbered: 10, 14, 15, 16, 17, 18, 19, 28, 39, 46, 47, 49, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60 and CCD1 as given in the Proposed Change Order Log dated April 4, 2006. The net cost of these proposed change orders is $163,597.90.

7.0 CONSTITUENT GROUP REPORTS

• Academic Senate Report
  Dianna Chiabotti reported faculty is working hard on hiring committees and said the candidates have been excellent. She is looking forward to working with Laura Ecklin, and planning is underway for Instructional Excellence Day in the Fall.

• Classified Senate Report
  James Carter reported on the ASB elections and noted the tension between smokers and non-smokers on campus. Ray Brown suggested clarifying where the smoking areas are.

• Administrative Senate Report

8.0 INFORMATION ITEMS

8.1 Update on Napa Valley Unified School District Presence in American Canyon
  This item was postponed to a future meeting.

8.2 Report From Chair, Citizens’ Bond Oversight Committee
  Dr. Tom Timar, chair of the Measure N Citizens’ Bond Oversight Committee, presented the 2005 Report the committee approve at its last meeting. Dr. Timar stated that the Measure N Citizens’ Bond Oversight Committee has determined that Napa Valley College has appropriately used bond proceeds only for voter-approved projects, as determined by the November, 2002, election. He thanked Dan TerAvest and his staff in the Office of Planning and Construction for providing the committee extensive supporting documentation, as well as regular presentations regarding the progress of bond projects. He also thanked Scott Miller and his staff in the Business Office for their financial reports, as well as Dr. McCarthy and his staff for supporting the work of the committee.

8.3 Completion of the Board Self-Evaluation
  At the March 8, 2006 board retreat, the consulting group of Bodine, Inc. suggested a follow-up meeting to address issues regarding board self-evaluation that the board did not have time to complete. The board agreed that a Saturday one-half day retreat would be appropriate; staff will contact the Bodine Group to ascertain possible dates for a retreat.

9.0 ACTION ITEMS

9.1 Approval of Fiscal Year 2004-2005 Single Year Audit Report
  This item was postponed for a future meeting.

9.2 Acceptance of the Actuarial Report from the Epler Company
  Marilyn Jones from the Epler Company reviewed the results of a study to assess the college’s current outstanding liability for retiree health benefits. She reviewed that the Governmental Accounting Standards Board (GASB) recently approved new criteria for the reporting of retiree health benefit information on the District financial statements. She reviewed highlights of the
January 1, 2006 GASB Actuarial Valuation prepared by the Epler Company, including key definitions and district-sponsored benefits. She also reviewed GASB requirements, including the actuarial valuation of employer obligation under substantive plan, accrual accounting versus cash (PAYGO) accounting, and disclosure of OPEF Obligation and Funded Status. She presented the valuation results for the Napa Valley Community College, and noted that the amount of expense not funded will be recorded and accumulated as a District liability on financial statements.

M/S/C (Meng/Bennett) to accept the actuarial report from the Epler Company.

9.3 **Proposed Building Names**
As a part the signage and wayfinding project, campus buildings will be renumbered to correct inconsistencies in building adjacencies. As a part of that process, many buildings will also be given names. Stephanie Grohs presented a modified plan for using historical Napa County Mexican Land-Grant names that had been endorsed by the Facilities Committee, and board members were enthusiastic about building names that provided a learning opportunity.

M/S/C (Ketron/Meng) to adopt the campus building names.

9.4 **Building & Room Signage Project Bid Award**
This item was pulled from the agenda.

9.5 **Building 100 Roof Replacement Project Bid Award**
M/S/C (Ketron/Bennett) to award the Building 100 Roof Replacement project to the lowest responsible bidder, as presented.

9.6 **Gym Transformer Installation Project Bid Award**
M/S/C (Bennett/Meng) to award the Gym Transformer Installation project bid to Long Electric for $114,900.

9.7 **Notice of Completion and Project Acceptance – UVC Library and Kitchen Expansion**
M/S/C (Bennett/Meng) to ratify the Notice of Completion for the UVC kitchen and library expansion project and accept the project as complete.

9.8 **Notice of Completion of Project Acceptance – Central Boiler Plant**
M/S/C (Ketron/Bennett) to ratify the Notice of Completion for the gym floor and bleachers project and accept the project as complete.

9.9 **Notice of Completion and Project Acceptance – Gym Floor and Bleachers**
M/S/C (Bennett/Meng) to ratify the Notice of completion for the gym floor and bleachers project and accept the project as complete.

9.10 **Approval of Lease Agreement for Real Property for a Period of Five Days to Five Years**
M/S/C (Baldini/Ketron) to approve a lease agreement with St. Helena Unified School District for a small parcel (approximately 0.4 acres) located at 1088 College Avenue in St. Helena.

9.11 Approval of Resolution Related to Issuance and Sale of 2006-2007 Tax and Revenue Anticipation Notes
M/S/C (Ketron/Baldini) to approve a resolution to related to issuance and sale of 2006-2007 Tax and Revenue Anticipation Notes.

9.12 Approval of CCCT Election
Charles Meng made recommendations to the board regarding the CCCT election, based on his work with CCCT. His recommendations was to vote for the incumbents, who have been doing a good job, with the addition of Mary Ann Rooney. Board members thanked Mr. Meng for his ongoing work with CCCT and for his recommendations.
M/S/C (Meng/Ketron) to cast the Napa Valley College vote in the CCCT election for the incumbent trustees, with the new inclusion of Mary Ann Rooney.

9.13 Approval of Resolution in Honor of Napa Valley College Classified Professionals
At its June 16, 2006 meeting, the Board of Trustees approved designating a week in April to celebrate Napa Valley College classified professionals and the contributions they make to our educational community. During the week of April 3 – 7, classified professionals are being honored by the entire college community at various events. Board members stressed their sincere appreciation for Napa Valley College Classified Professionals.
M/S/C (Baldini/Bennett) to approve the Resolution in Honor of Napa Valley College Classified Professionals.

9.14 Authorization to Advertise for Dean, Physical Education and Athletics
M/S/C (Baldini/Meng) to authorize the Office of Human Resources to finalize a job announcement and begin advertising the position of Dean, Physical Education and Athletics.

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

10.1 Superintendent/President’s Report
Dr. McCarthy announced that Laura Ecklin would begin her new position as Dean, Human Resources on Monday. He announced the Trustee Conference in LaJolla, the recent second National Business Leaders Advisory Group meeting, and the successful Wine and Hospitality event at the Upper Valley Campus. He also reported on the recent peaceful demonstration regarding immigration.

10.2 Reports from Board Members
• Bruce Ketron said he enjoyed the recent tours conducted by the NVC Foundation and said he enjoyed the Classified Professionals barbecue.
• Michael Baldini thanked Charles Meng for his recommendations regarding the CCCT election.

• Joan Bennett reported on the Soroptimist “Making a Difference Award” received by Sable Hughes. She expressed her appreciation for our classified staff. She thought
*Kiss Me Kate* was wonderful.

- Charles Meng praised *Kiss Me Kate* and reported on the Community College Initiative that will be put off until June, 2008.
- Tom Andrews said he was very pleased with the photovoltaic array and also said he would be leaving for Guatemala on a Rotary humanitarian event.