

Napa Valley Community College District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

October 12, 2006

5:30 p.m. Closed Session

6:30 p.m., Return to Public Session

Room 211, McPherson Administration Building

Napa Valley College, Napa, California

AGENDA

Regular meetings of the Napa Valley Community College District Board of Trustees are held the fourth Thursday of each month. Special meetings may be called by the president of the board, by the board at a regular meeting or by the president of the board at the request of a majority of the board members. The agenda is mailed to trustees, the news media, legal counsel, college administration, and heads of college constituent groups; it is also posted on campus and at the Upper Valley Campus. All regular and special meetings are open to the public, whose interest is encouraged and appreciated. The district adheres to the Americans with Disabilities Act. Should a member of the public require special accommodations or more information about accessibility, please contact the Office of Special Services, 253-3080, no later than 24 hours before the meeting. All efforts will be made for reasonable accommodation.

In addition to time provided for public comments under Roll Call, any member of the audience wishing to address the board regarding an agenda item should go to the podium when the item is under consideration and, after being recognized by the Board President, give his/her name and address and state any comments or questions. To give all interested parties an opportunity to speak, comments should be brief and be limited to the specific subject under discussion. Time shall be limited at the discretion of the President of the Board of Trustees. Items marked with an asterisk (*) require a roll call vote. Any member of the board may request a roll call vote on any item.

1.0 **CALL TO ORDER** (5:30 p.m.)

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, Laura Ecklin

Name of organization representing employees: NVCFA/CTA/NEA

Name of agency negotiators: Scott Miller, Laura Ecklin, 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, Approval/Ratification of Full-time Employment

Title:

- 1) Computer Support Technician/Network (1.0 FTE)
- 2) Teaching and Learning Center Assistant (1.0 FTE)
- 3) Instructional Computer Support Specialist (Title III) (1.0)

With respect to every item of business to be discussed in closed session pursuant to Section 54957, EMPLOYEE PERFORMANCE EVALUATION: Faculty Members (Annual Evaluation)

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

- 3.1 **Members Present:** Tom Andrews, JoAnn Busenbark, Bruce Ketron, Michael Baldini, Charles Meng, Steven Reinbolt, Aman Sunak
Staff Present: Chris McCarthy, Scott Miller, Armond Phillips, Oscar DeHaro, Ken Arnold, Bob Freschi, Rhue Bruggeman, Erik Shearer, Fain Hancock, Amanda Badgett, Judie Walter-Burke, Diane van Deusen, Christy Kling, Steve Ball
Guests Present: Erin Lawley, *Napa Valley Register*, approximately 30 Napa Valley College baseball and softball student-athletes.

- 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 (Busenbark/Baldini) to approve :
Salvatore Dito, Computer Support Technician/Network (1.0 FTE)
Christopher Jesse Imbach, Teaching and Learning Center Assistant (1.0 FTE)
Vicki Tevlin, Instructional Computer Support Specialist (Title III) (1.0)

- 3.5 **Adoption of Current Agenda**
M/S/C (Ketron/Reinbolt) to approve the current agenda, moving 10.3 after 9.1.

- 3.6 **Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session)**
Michael Baldini announced the following upcoming meetings: October 26 2006 – Regular Meeting; November 9, 2006—Regular Meeting (Upper Valley Campus); and December 14, 2006—Regular Meeting. Dr. McCarthy asked the board to save November 30, 2006 as a possible meeting date for approval of the new Vice President, Instruction, if the process has been completed by that time.

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

5.0 **APPROVAL OF MINUTES OF SEPTEMBER 14, 2006**
Meng/Busenbark to approve the minutes of September 14, 2006, as submitted.

6.0 **CONSENT CALENDAR**
Busenbark/ Baldini to approve the following items on the consent calendar.

6 .1 Ratification of Financial Documents for September, 2006

6.1.1 Approval of Warrants

General Fund	\$937,382.03
Child Care Fund	\$3,427.18
Capital Outlay Projects Fund	
NVC Bldg. Fund/Series A (BOND)	\$240.00
NVC Bldg. Fund/Series B (BOND)	\$609,865.10

6.1.2 Approval of Total Gross Payroll \$2,143,216.76

6.2 Approval of Personnel Assignments Dated October 5, 2006

6.3 Approval of Salary Advancement Projects for 2006 – 2007

The District provides opportunities for salary advancement as an expression of its commitment to reward improved competence and/or performance of its certificated staff. Criteria are stated in order to define conditions that must be met for the approval of a salary advancement request proposal. See backup pages 9 and 10.

7.0 CONSTITUENT GROUP REPORTS

- Academic Senate Report
- Faculty Association Report
Diane Van Deusen said the Faculty Associated sponsored two board members to attend the NVC Foundation Annual Dinner. She reported that the faculty is pleased with the benefit structure change.
- Administrative Senate Report
Ken Arnold said the Administrative Senate would be looking at the new benefits structure at a meeting next week.

8.0 APPROVAL OF QUARTERLY FINANCIAL STATEMENT REPORT (CCFS311Q)

Scott Miller asked that this item be postponed until the next board meeting.

9.0 DISCUSSION ITEMS

9.1 Art Department Staff Report on Program Needs

Faculty from the Art Department requested an opportunity to share the status of their program as well as some of the challenges the art program faces regarding facilities for art classes. Faculty members Erik Shearer and Fain Hancock presented the need for renovation of the art building. They noted the strong enrollments and strong transfer rates in the art program and described the areas for future development in graphic arts and web design that would be possible with renovated space. They expressed concern over the lack of ventilation and air

conditioning, particularly during the summer. They also spoke of the importance of a functioning art gallery on campus and the possibility of developing a gallery management

curriculum. They announced the faculty show on November 4. The board thanked them for their presentation.

9.2 Student Right to Know Report

Ken Arnold presented the Student Right to Know Report, is an annual report required by Department of Education. It outlines specific security policies and procedures and the occurrence of specified crimes. He noted that it does not address property crimes, and that is the preponderance of what occurs on the NVC campus. Overall, he stated that Napa Valley College is a safe campus, but there are incidents that occur on campus.

9.3 Napa Valley Police Department Annual Report

The Napa Valley College Police Department Annual Report provides a summary of its activity, accomplishments, and challenges. Ken Arnold reviewed challenges his department has faced over the last year, particularly that one officer has been out due to a work-related injury. He said the department is testing a Segway and has found it useful in making officers more accessible to students than they have been in a police car. He said the emergency “blue” phones have been successful. He acknowledge his excellent staff and singled out the long-time Office Hoyt Maddox, praising his loyalty and long, distinguished service at Napa Valley College.

9.4 Community College Initiative

Dr. McCarthy will brief the board on progress towards gathering signatures and donations aimed at qualifying to put a community college initiative on next year’s ballot. All community college governing boards are being asked to participate in these efforts, and Dr. McCarthy said the college’s share is \$13,000. The initiative would un-couple the community college system with the K-12 system.

10.0 ACTION ITEMS

10.1 Approval of Midterm Report for the Accrediting Commission for Community Colleges And Junior Colleges

Napa Valley College was evaluated by an accreditation team visiting the college in October of 2003. The midterm report is a progress report on institutional responses to the team’s recommendations and a brief summary of the activities undertaken to address issues identified by the institution in its self study. Board members praised the quality of the report and the progress that has been made on the recommendations.

M/S/C (Meng/Ketron) to approve the Midterm Report for the Accrediting Commission for Community and Junior Colleges.

10.2. Approval of Memorandum of Understanding Between Napa Valley Community College District and Solano Community College District

This Memorandum of Understanding between Napa Valley Community College and Solano Community College Districts was drafted in response to Solano’s planned new Vallejo Educational Center. Its purpose is to ensure cooperation in the development of educational programs and services in the respective services areas in Napa and Solano Counties to enhance the success of both institutions. Dr. McCarthy reported that he will ask the Chancellor’s Office

to provide relief, should NVC incur losses due to the new center.

M/S/C (Busenbark/Meng) to approve the Memorandum of Understanding Between Napa Valley Community College District and Solano Community College District.

10.3 Approval of Ballfield Dugout Renovation

The renovation of the baseball and softball dugouts was an issue discussed at the September 14, 2006 board meeting as a project that is currently on the “approved for future funding” list. However, because waiting for the December meeting to review the dugouts, along with all other projects currently “approved for future funding,” could preclude the District from making any improvements until after the 2007 season, the board agreed to review the request for funds at this time.

Representatives of the women’s softball team and men’s baseball team, along with their coaches, spoke to the board regarding their needs for dugouts and batting cages. Both coaches and students stated that the current condition of those facilities hamper recruitment efforts and their performance. Additionally, students stated that these facilities were their classrooms, and learning was also hindered by the poor facilities. Issues of pending winter weather and rains could affect the renovations, and, if started at this time, could mean the facilities would not be usable at the beginning of the seasons next year. Players and coaches agreed that moving forward at this time was their preference. Possible compromises were discussed to reduce the cost of the suggested renovations, though none were feasible. Dan TerAvest said he would move the process as quickly as possible and aimed for the November 9th meeting for bid approval.

President Tom Andrews reminded the audience of the many campus needs and the shortfall of funding, stating that funding one project unfortunately means not funding another.

Dr. McCarthy reminded the audience that our projected new Library and Learning Resource Center would receive \$16 million in State funding, if Proposition 1D passes in the November election. Christy Kling thanked the board, on behalf of Physical Education/Athletics.

M/S/C (Busenbark/Ketron) to approve ballfield dugout renovation, “to keep faith with the community.”

10.4 Softball Field Parking Lot Expansion Bid Award

M/S/C (Ketron/Busenbark) to award the Softball Field Parking Lot Expansion project to John Benward Company, of Sonoma in the amount of \$543,841.

10.5 Approval of Resolution in Support of the Kindergarten-University Public Education Facilities Bond Act of 2006

There will be a \$10.4 billion bond measure on the November, 2006 election ballot. For Napa Valley College, the passage of this bond measure would mean approximately \$16 million towards our proposed Library and Learning Resources Center.

M/S/C (Busenbark/Ketron) to approve the resolution in support of the Kindergarten-University Public Education Facilities Bond Act of 2006 that is on November, 2006 ballot.

10.6 **Approval of Resolutions Authorizing Section 125 Flexible Fringe Benefits Plans for Contract/Regular Faculty Employees, Administrative/Confidential Employees, and Regular Classified Staff Employees**

In the past, all three employee groups shared the same Section 125 Flexible Fringe Benefits Plan. The District has been advised that each employee group should have its own plan, allowing for the possibility that the plan for each employee group could differ from one another.

M/S/C (Busenbark/Baldini) to approve resolutions authorizing Section 125 Flexible Fringe Benefits Plans Nos. 501, 502, and 503 for Contract/Regular Faculty Employees, Administrative/Confidential Employees, and Regular Classified Staff Employees respectively.

10.6 **Approval of Resolution in Support of Napa Valley Unified School District's Measure G**
Napa Valley Unified School District has placed a bond measure on the November, 2006 ballot that addresses overcrowding in the Napa County high schools.

M/S/C (Ketron Busenbark) to approve the resolution in support of Napa Valley Unified School District).

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

11.1 **Reports from Vice Presidents**

- Laura Ecklin reported on the ongoing interview processes. She will attend a conference next week.
- Oscar De Haro reported on National Disability Awareness Month and the exhibit in the library. There will be an outreach event on October 25 in American Canyon. Enrollment is up
- 3 – 3 1/2 % over last Fall.
- Scott Miller announced that the auditor will be her next week. He reported that the refund and reissue of bonds was going smoothly.
- Armond Phillips said the Instruction Council is working on equipment needs. He is working with deans, chairs, and Student Services to develop ways to further complement each other's work. The Academic Senate is working on a reception for new faculty. The Spring Schedule is now complete, fees have been lowered and the schedule has been expanded.

11.2 **Superintendent/President's Report**

Dr. McCarthy said he attended an Economic and Workforce Development Program and Advisory Committee (EDPAC) meeting and reported that our SBDC is lauded as one of the best in the State. He also attended the Northern California International Education Consortium, of which he is the VP. Title III received an outstanding evaluation. The NVC Foundation Annual Dinner raised \$28,000. The college is working with Sonoma State to offer a bachelor's degree on campus. He had a fruitful conversation with leaders in the art community to further understanding of the college's need for a performing arts center. He reported on the VPI hiring process and announced that the four candidates will meet with the Instruction Council on the October 26, forums will be held on the October 26, and final interviews will be held on November 27. He announced the formal dedication of the Simulation Center in Yountville on October 30 at 4:00 p.m. He and Dan TerAvest will make a presentation on our photovoltaic field at the Community College League Conference in November.

11.3 Reports from Board Members

- Aman Sunak said the Foundation Annual Dinner was a learning experience, as was the ASB-sponsored Coming Out Day. He will attend a Leadership Development Conference.
- JoAnn Busenbark said she enjoyed the Foundation Annual Dinner.
- Bruce Ketron said his guest at the Foundation Annual Dinner had a wonderful time.
- Michael Baldini said he attended a Puente class. He said landscaping at the college was extremely important, and he was pleased by the planting of bulbs. He offered to serve on a panel for Diane Van Deusen.
- Steven Reinbolt noted the concern he has heard in the community regarding our proposed Fine and Performing Arts Center. He asked everyone to get the message out regarding Measure G.
- Charles Meng said he would be at the League conference when Dan TerAvest and Chris McCarthy will make a presentation about our solar field. Based on his experience at the super-Core meetings, he praised Dan TerAvest for all his work on the bond projects. He said Dan's knowledge was mind-boggling, and he appreciated his work tremendously. He emphasized how lucky the college is to have Dan TerAvest.
- Tom Andrews agreed that Dan TerAvest is doing an incredible job in handling all the facilities projects. He said he enjoyed the Annual Dinner and enjoyed that it was held on campus this year. He said his granddaughter is a freshman at UC, Santa Barbara, and he commented on the two weeks of orientation held before classes starts. He stressed the importance of making the college experience exciting for our students at Napa Valley College.

11.0 **ADJOURNMENT**

The board adjourned at 9:10 p.m.