Napa Valley Community College District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
February 8, 2007
5:30 p.m. Closed Session
6:30 p.m., Reception
7:00 p.m. Return to Public Session
Canyon Oaks Elementary School
475 Silver Oak Trail
American Canyon, California

1.0 CALL TO ORDER 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, 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, 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 EMPLOYEE EVALUATION: Faculty Members (Annual Evaluation)

With respect to every item of business to be discussed in closed session pursuant to Section 54957, CONSIDERATION OF NON-RENEWAL OF CONTRACT FOR ACADEMIC ADMINISTRATOR

With respect to every item of business to be discussed in closed session pursuant to Section 54957, CONSIDERATION OF NON-RENEWAL OF CONTRACT FOR GRANT-FUNDED, ACADEMIC ADMINISTRATOR
3.0 Reception for American Canyon Residents and Provisional Appointee to District 3, Brenda Knight (6:30 p.m.)

The board welcomed Brenda Knight, new provisional appointee, to the District 3 seat on the Board of Trustees. A significant turn-out of approximately 80 American Canyon residents and friends of Trustee Knight attended the reception and swearing-in of Ms. Knight. Many residents stayed for the duration of the meeting.

4.0 RETURN TO PUBLIC SESSION (7:00 p.m.)

4.1 Members Present: Michael Baldini, Bruce Ketron, Charles Meng, JoAnn Busenbark, Steve Reinbolt, Brenda Knight
 Members Absent: Tom Andrews, Aman Sunak
 Staff Present: Scott Miller, Sue Nelson, Dan TerAvest, Dr. Robyn Wornall, Judie Walter-Burke
 Guests Present: American Canyon Mayor Leon Garcia, American Canyon Vice Mayor Joan Bennett, Chief of Police Banducci; Mr. Yeager, Planning; Larry Kundra, Chairman of the Board, American Canyon Chamber of Commerce; John Glaser, Superintendent, Napa Valley Unified School District; Judge Gordon Baranco

4.2 Pledge of Allegiance
At board president Michael Baldini’s suggestion, American Canyon Mayor Leon Garcia led the audience in the pledge of allegiance.

4.3 Swearing-in of Provisional Appointee, Brenda Knight
Judge Gordon S. Baranco, Superior Court, County of Alameda, administered the oath of office for Brenda Knight. Ms. Knight is the provisional appointee for the District 3 seat on the Board of Trustees, representing American Canyon. Her tenure as provisional appointee will end when the winner of the November, 2008 election is seated.

Trustee Knight thanked her friends and family for attending the swearing-in and for their ongoing support. She said she was ready. She also thanked Judge Gordon Baranco for administering the oath of office to her.

4.4 Introduction of Visitors, Guests, and New Staff
The following community members were introduced: American Canyon mayor Leon Garcia; Chief of Police Brian Banducci, Mr. Yeager, Planning Commission; Larry Kundra, Chairman of the Board, American Canyon Chamber of Commerce.

4.5 Announcement of Items from Closed Session
JoAnn Busenbark announced the completion of Faculty Annual Evaluations and the non-renewal of the contract for an academic administrator, Director, Child Development Center.

4.6 Adoption of Current Agenda
M/S/C Busenbark/Ketron to adopt current agenda.

4.7 Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session)
Michael Baldini announced the following upcoming meetings: March 8, 2007, Regular Meeting; April 12, 2007, Regular Meeting; May 10, 2007, Regular Meeting (may need to be rescheduled); May 25, 2007, Commencement Ceremony

5.0 PUBLIC COMMENTS — GENERAL
American Canyon Mayor Leon Garcia welcomed the Board of Trustees and staff of Napa Valley College. He thanked Napa Valley Unified School District and said he was pleased that the college, Napa Valley Unified School District, and the City of American Canyon are working together.

Vice Mayor Joan Bennett welcomed the college board and congratulated Brenda Knight.

Citizen Tom Hoke said that he had a background in construction and was concerned about the $70 million increase in the cost of bond projects noted in a recent newspaper article. He said that board members are rarely experts in the area of construction. He said his comments were not meant as criticism, but felt that there are many questions that need to be asked regarding contingencies, escalation of projects, approval of changes, alternatives, etc. He said there would always be problems.

Board president Michael Baldini thanked Mr. Hoke for his comments. He said that the public comments section of the agenda is meant exactly for that purpose and that Mr. Hoke asked good questions. Mr. Baldini said that Dr. McCarthy had written a response to a recent article that appeared in the Napa Valley Register regarding rising construction costs that would appear in an upcoming edition of the Register.

6.0 APPROVAL OF MINUTES
6.1 Approval of Minutes of December 14, 2006
6.2 Approval of Minutes of January 16, 2007
6.2 Approval of Minutes of January 17, 2007
M/S/C (Ketron/Meng) to approve the minutes, as submitted.

7.0 CONSENT CALENDAR
M/S/C (Busenbark/Meng) to approve the following items on the consent calendar:

7.1 Ratification of Financial Documents for January, 2007
7.1.1 Approval of Warrants
   General Fund $1,530,404.27
   Child Care Fund $3,435.81
   Capital Outlay Projects Fund
   NVC Bldg. Fund/Series B (BOND) $1,888,981.71

7.1.2 Approval of Total Gross Payroll $1,779,685.82

7.2 Approval of Personnel Assignments Dated February 1, 2007

7.3 Approval of Resolution to Authorize Signing Authority for Dr. Chris McCarthy
The Board of Trustees approved the resolution to authorize Dr. Chris McCarthy to sign and execute an agreement and all amendments between Napa Valley College and the State of California, Department of Rehabilitation.

7.4 **Approval of Proposed Change Orders – Central Chiller Plant**
The Board of Trustees ratified acceptance of Bell Products, Inc. proposed change orders number 5, as given in attached proposed change order log dated January 29, 2007. The net increase for this proposed change order is $9,451.00.

7.5 **Approval of Proposed Change Orders – Life Science Building**
The Board of Trustees ratified the acceptance of McCrory Construction Company, Inc. proposed change order number 6, as given in attached proposed change order log dated January 29, 2007. The net increase for this proposed change order is $3,644.00.

7.6 **Approval of Contract Education Course with Chaudhary and Associates**
The Board of Trustees approved a contract to provide customer service training to Chaudhary & Associates. The total contract amount for this class is $1,500.

7.7 **Approval of Contract for the Use of Clinical Facilities with the Veterans Home of California**
The Board of Trustees approved an agreement for furnishing clinical experience and for the use of clinical facilities with the Veterans Home of California in Yountville. The agreement also includes language directly related to the Nursing Simulation Center. This is a renewal of an existing agreement. The contract period is for July 1, 2007 to June 30, 2008.

7.8 **Approval of Agreement with the Commission on Peace Officer Standards and Training**
The Board of Trustees approved an agreement with the Commission on Peace Officer Standards and Training has approved the Napa Valley College request to enter into an interagency agreement with the Criminal Justice Training Center for presentation of twenty-five P.O.S.T Line-up Training Program train-the-trainer workshops for an amount not to exceed $200,000. This contract will be valid from January 25, 2007 through August 15, 2007.

8.0 **CONSTITUENT GROUP REPORTS**
- **Academic Senate Report**
  Dianna Chiabotti reported on the work of the verification teams. She said faculty is enjoying working with Sue Nelson, new vice president, Instruction and Rebecca Scott, interim dean, Instructional Services.
- **Faculty Association Report**
  Diane Van Deusen said the first general membership meeting was held, and there will be a planned benefits information session in March.
- **Associated Student Body Report**
  Sara Morgado announced the upcoming Black History Month with catered dinner and faculty member Tia Madison starring in her one-woman show, *Brand New Shoes*. She said students will be conducting a survey on a mascot.

9.0 **INFORMATION ITEMS**
9.1 **Update on Napa Valley College Efforts in American Canyon**
John Glaser and Don Evans from the Napa Valley Unified School District made a joint presentation on the New American Canyon High School that was approved by voters in the November, 2006 election. During their presentation, they called attention to the Napa Valley College classrooms that will be part of the new American Canyon High School. Sue Nelson spoke on the proposed partnership between the college and high school and the benefits to students. The college will offer daytime and evening courses at the new high school, and distance education options will be supported by a grant for new equipment. Ms. Nelson also explained the exciting prospect of early college high school in which a student can earn high school and college degrees within five years. John Glaser emphasized his commitment to preparing high school students for college and to closing the opportunity and achievement gap. Oscar De Haro outlined the outreach efforts in American Canyon.

9.2 **Comments from American Canyon Residents**
American Canyon Mayor Leon Garcia thanked John Glaser, Don Evan, Sue Nelson, and Oscar De Haro for their presentations. He said it was an exciting time for American Canyon, and he appreciated the collaboration between the City, the college, and the high school. JoAnn Busenbark noted that American Canyon has waited a long time for these advances, but now they will be rewarded by a new state of the art high school.

9.3 **Accountability Report for Community Colleges (ARCC)**
ARCC is a new program for evaluating the performance of community colleges. ARCC includes statewide/system measures as well as college/campus level measures of student progress and achievement, pre-collegiate skills improvement, and participation. The first year of ARCC implementation is 2006 – 07.

Dr. Robyn Wornall, Director of Institutional Research, described the ARCC measures, outlined the ARCC process, and identified the board’s role in approving the ARCC final report. She stressed that the purpose of this reporting is not to compare campuses, but to provide an opportunity for self-reflection for colleges. She explained that peer groups established for college groups reflected their similarity on uncontrollable factors. She stated that this new program is a significant improvement over Partnership for Excellence Reporting, and that the information will be used as a planning instrument.

9.4 **Negotiations Proposal from the Napa Valley College Association of Classified Professionals**
Laura Ecklin, Dean, Human Resources said that the negotiation proposal from the Napa Valley College Association of Classified Professionals appears on backup page 23, is posted on the Administration Building bulletin boards, and copies are available in the Office of Human Resources.

9.5 **Napa Valley Community College District Intent to Bargain with the Napa Valley College Association of Classified Professionals (NVC-ACP) for the Contract Period Beginning**
July 1, 2007
The District Intent to Bargain with the Napa Valley College Association of Classified Professionals for the contract period beginning July 1, 2007 appears on backup page 24, posted on Administration Building bulletin boards, and copies are available in the Office of Human Resources. Laura Ecklin stated that the District uses interest-based bargaining.

10.0 ACTION ITEMS

10.1 Acceptance of Negotiations Proposal from the Napa Valley College Association of Classified Professionals (NVC-ACP) for the Contract Period Beginning July 1, 2007
M/S/C (Busenbark/Meng) to accept the Negotiations Proposal from the Napa Valley College Association of Classified Professionals for the Contract Period Beginning July 1, 2007.

10.2 Approval of the Napa Valley Community College District Proposal for Negotiations with the Napa Valley College Association of Classified Professionals (NVC-ACP) for the Contract Period Beginning July 1, 2007
M/S/C (Busenbark/Reinbolt) to approve the Napa Valley Community College District Proposal for Negotiations with the Napa Valley College Association of Classified Professionals for the Contract Period Beginning July 1, 2007.

10.3 Approval of the Revised 2006 – 2011 Strategic Plan
Judie Walter-Burke introduced members of the Planning Committee in attendance: Sue Nelson, Oscar DeHaro, Dr. Robyn Wornall, and student Chris Adams.

One of the functions of the Planning Committee is to develop, and revise on an annual basis, strategic institutional plans that state long-term goals and objectives for Napa Valley College. During the fall semester, the Planning Committee updated the 2005 – 2011 NVC Strategic Plan to reflect the new Accountability Reporting for Community colleges measures and other minor changes.

Judie Walter-Burke and Mary Shea, co-chairs of the Planning Committee explained the changes that have been made to the plan: 1) removal of items that have already been accomplished; 2) broaden the definition of transfer by changing it to “four-year institutions.” Dianna Chiabotti supported the change.

M/S/C (Ketron/Busenbark) approved the revised 2006 – 2011 NVC Strategic Plan.

10.4 Declaration of Intent to Dedicate Real Property (permanent easements) to Napa Sanitation District
Napa Sanitation District has requested a utility easement along the eastern edge of college property, parallel to Highway 221, for the purpose of construction a 24” transmission pipeline to provide reclaimed water to the Sanitation District’s customers. They have also requested a separate easement along the eastern edge of the ballfield parking lot for the purpose of constructing an 8” pipeline to provide the college sports fields with reclaimed water.

M/S/C (Busenbark/Meng) to approve the Resolution of Intent to grant two permanent easements to Napa Sanitation District.
10.5 **Revision of Board Policy F3710: Auxiliary Organizations**
Legal counsel has advised updating Board Policy F3710: Auxiliary Organizations to include language related to the recently-formed Napa Valley College Viticulture and Winery Technology Foundation as well as additional changes consistent with the Education Code.

M/S/C (Busenbark/Ketron) to approve the revision of Board Policy F3710: Auxiliary Organizations.

10.6 **Adoption of Agreement By and Between the Napa Valley Community College District and the Napa Valley College Viticulture and Winery Technology Foundation**
The District’s legal counsel has provided an agreement between Napa Valley Community College District and Napa Valley College Viticulture and Winery Technology Foundation, an auxiliary organization established and operated as an integral part of the District.

M/S/C (Busenbark/Reinbolt) to adopt the agreement by and between the Napa Valley Community College District and the Napa Valley College Viticulture and Winery Technology Foundation.

10.7 **Approval of Revision of By-Laws for Napa Valley College Viticulture and Winery Technology Foundation**
M/S/C (Busenbark/Meng) to revise the by-laws of Napa Valley College Viticulture and Winery Technology Foundation to include three representatives from the Board of Trustees and to remove the superintendent/president from membership and officer on the Foundation.

10.8 **Approval of Appointment of Board Members to the Napa Valley College Viticulture and Winery Technology Foundation**
M/S/C (Busenbark/Meng) to approve Michael Baldini, Bruce Ketron, and Steve Reinbolt as members of the Napa Valley College Viticulture and Winery Technology Foundation.

10.9 **Authorization to Advertise for Administrative Positions for 2007 – 2008**
M/S/C (Busenbark/Meng) to authorize the advertising of two administrative positions, Dean, Instructional Services and Dean, Occupational Education and Economic and Workforce Development.

10.10 **Approval of Letter of Support of Proposition 1B Funding for Jamieson Canyon**
The college has been asked to send a letter of support to the California Transportation Committee in support of construction on Highway 12 between Napa and Solano Counties (also known as Jamieson Canyon) because 30% of our students and many faculty and staff travel this route to the college.

M/S/C (Knight/Meng) to approve letter of support for Proposition 1B funding for Jamieson Canyon.

10.11 **Approval of Resolution of Recognition for the America500 Birthday**
The college has received a request for support of a resolution of recognition for the America500 Birthday Extravaganza. The request comes from the Napa Valley Golden State History Project and focuses on the 500th birthday of the geographical naming of North and South American as separate land masses. “The goal is to unite local resources, animate community spirit and create a worldwide forum for education and peace.”

The board agree that they had insufficient information to make at determination on this item, and they asked for more information. Dianna Chiabotti said she would like to get the opinion of the college’s history faculty. Mr. Gaudino said he would email additional information for this item.

M/S/C (Knight/Meng) to table this item.

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

11.1 **Reports from Vice Presidents**
- Laura Ecklin said her office is busy with department and program needs, hiring committees, and ongoing employee needs.
- Oscar De Haro said Students Services is moving along nicely.
- Sue Nelson said she is busy training new deans, working on summer and fall schedules, and grants.
- Scott Miller said she finalized the audit and has distributed budget packets for 2007 – 2008.

11.2 **Superintendent/President’s Report**
The African American Dinner was announced for February 22.

11.3 **Reports from Board Members**
- Brenda Knight said she attended the CCCT Conference and was pleased by the high regard for Dr. McCarthy and for Charles Meng. She said the conference offered excellent classes, and she was interested in more on CEO- Board partnerships. She said she was thrilled to be in her new position as trustee representing American Canyon.
- JoAnn Busenbark reported on her recent 15-day trip to Israel, where education is of the utmost importance.
- Steve Reinbolt enjoyed the CCCT Conference. He said for the first time ever, representatives from UCSB will be on our campus regarding guaranteed transfer to USCB. He announced the Kiwanis Crab Feed. He is working on expediting the winery bonding process.
- Charles Meng reported on the CCCT conference, noting that there are 50 CEO positions vacant, out of 109 colleges. He discussed the Community College Initiative and the importance of retaining local control.
- Bruce Ketron thanked Charles Meng. He said he enjoyed the CCCT workshop on preparation for being board president. He noted the high regard in which Dr. McCarthy is held statewide.
- Michael Baldini said he enjoyed working the information tables during the first week of School and meeting individuals who overcome obstacles to attend classes. He thanked everyone for being there.
ADJOURNMENT
Board President Michael Baldini adjourned the meeting at 9:45 p.m., reflecting on and in honor of all those in hospitals under medical care.