

Napa Valley Community College District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

April 12, 2007

5:30 p.m. Public Session

6:00 p.m. Closed Session

1.0 **CALL TO ORDER:** Board president Michael Baldini called the meeting to order at 5:30 p.m.

2.0 **RECOGNITION OF LONG-SERVING CLASSIFIED PROFESSIONALS (5:30 p.m.)**

This is the second year that Napa Valley College has celebrated Classified Professionals Appreciation Week. April 9 – 13 has been dedicated to their service. In addition to this formal recognition by the board, the week has included a breakfast in the President's Office and an all-campus barbecue. For the first time, photographs of classified staff who have worked at the college for 15 years or more were hung outside the Classified Lounge and will remain there permanently. Each year, the Classified Professionals Honor Roll of Service will be updated with photographs of employees who have reached the 15-year service mark.

At this evening's meeting, the board honored classified professionals who have dedicated 20 years or more of their professional lives to Napa Valley College. Currently, 17 classified professionals have worked at the college for at least 20 years. The supervisor for each classified staff member spoke with great praise and sincerity about how Napa Valley College had been improved by their dedication, competence, and loyalty, and how much they valued them as employees, colleagues, and friends.

3.0 **Approval of Resolution Honoring Long-Serving Classified Professionals**

Dr. McCarthy read the resolution that honoring long-serving classified employees. He thanked them for their service and presented them with the resolution and gift from the college.

M/S/C (Ketrone/Busenbark) to approve the resolution honoring long-serving classified professionals.

JoAnn Busenbark commented that, given her years of service at the college, she was well aware of how the college has relied upon the excellent service of our outstanding classified staff.

4.0 **CLOSED SESSION (6:00 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

Increase in Hourly Rate for Part-time, Credit Instructors

With respect to every item of business to be discussed in closed session pursuant to Section 54957,
PUBLIC EMPLOYMENT

Titles:

1) Interim Dean, Instructional Services (Temporary Academic Administrator)

With respect to every item of business to be discussed in closed session pursuant to Section 54957,
PUBLIC EMPLOYMENT

Titles:

1) Counseling Instructor /Counselor 80%/20%, Temporary, full-time leave replacement)

With respect to every item of business to be discussed in closed session pursuant to Section 54957,
PUBLIC EMPLOYMENT

1) Admissions and Records Clerk (.5 FTE)

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

5.1 **Members Present:** Michael Baldini, Bruce Ketron, Charles Meng, JoAnn Busenbark,
Tom Andrews, Steve Reinbolt, Brenda Knight

Members Absent: Charles Meng

Staff Present: Dr. Chris McCarthy, Scott Miller, Sue Nelson, Oscar De Haro, Dan TerAvest,
Judie Walter-Burke, Kevin Luckey, Bill Fried, Clarence Kent, Shawna Bynam, Bill Blair

Guests Present: Cassandra Walker, Tom Timar, Cheryle Stanley, Bryce Gibbs

5.2 **Pledge of Allegiance**

The audience recited the pledge of allegiance.

5.3 **Introduction of Visitors, Guests, and New Staff**

5.4 **Announcement of Items from Closed Session**

The board unanimously agreed to nominate Dr. Chris McCarthy to the ACCT Regional Awards.
Michael Baldini announced the approval of the 6% increase in the hourly rate for part-time,
credit instructors.

M/S/C (Ketron/Busenbark) to approve Rebecca Scott, Interim Dean, Instructional Services,
(Temporary Academic Administrator)

M/S/C (Andrews/Busenbark) to approve Marci Sanchez, Counselor Instructor/Counselor
(80%/20%) (temporary, full-time leave replacement)

M/S/C (Busenbark/Andrews) to approve Angelica Torres, Admissions and Records Clerk
(.5 FTE)

5.5 **Adoption of Current Agenda**

The board revised the order of the agenda to accommodate visitors at the meeting.

5.6 **Announcement of Future Meetings** (5:30 p.m. closed session, 6:30 p.m. public session)
Michael Baldini announced the following upcoming meetings: April 14, 2007, Board Retreat; May 10, 2007, Regular Meeting; May 26, 2007, Commencement Ceremony; and June 7, 2007, Special Meeting.

6.0 **PUBLIC COMMENTS – GENERAL**

Student Chris Adams thanked the board for its support of litter control and said students were interested in a clean campus and clean community. He asked the board's support to continue a class in Digital Graphics Technology, even though the class has an enrollment of eleven rather than the required 12. He stressed the need for this course to retain training center status.

7.0 **APPROVAL OF MINUTES OF MARCH 8, 2007**

M/S/C (Ketron/Busenbark) to approve the minutes of March 8, 2007.

8.0 **CONSENT CALENDAR**

M/S/C (Busenbark/Ketron) to approve the consent calendar, with agenda item 8.11 and 8.12 pulled for discussion.

8.1 **Ratification of Financial Documents for March, 2007**

8.1.1 **Approval of Warrants**

General Fund	\$1,257,611.20
Child Care Fund	\$8,270.47
Capital Outlay Projects Fund	
NVC Bldg. Fund/Series B (BOND)	\$1,836,645.53

8.1.2 **Approval of Total Gross Payroll** \$2,446,681.60

8.2 **Approval of Personnel Assignments Dated April 5, 2007**

8.3 **Proposed Change Orders – Central Chiller Plant**

The Board of Trustees ratified acceptance of Bell Products, Inc., proposed change orders numbered 12, 13, and 14, as given in attached Proposed Change Order Log dated March 12, 2007. The net DECREASE for these proposed change orders is (\$3,948.00.)

8.4 **Proposed Change Orders – Campus Signal Cabling Upgrade**

The Board of Trustees ratified acceptance of Bell Products, Inc. proposed change orders numbered 2, 3, 4 and 5, as given in attached Proposed Change Order Log dated March 26, 2007. The net increase for these proposed change orders is \$36,215.00

8.5 **Proposed Change Orders -- Life Sciences Building**

The Board of Trustees ratified acceptance of McCrary Construction Company, Inc. proposed change orders numbered 17, 21, and 30 as given in attached Proposed Change Order Log dated March 23, 2007. The net increase for these proposed change orders is \$2,656.00

8.6 **Proposed Change Orders – Softball Field Parking Lot Lighting**

The Board of Trustees ratified acceptance of W. Bradley Electric, Inc. proposed change order number 2 as given in attached Proposed Change Order Log dated March 26, 2007. The net increase for this proposed change order is \$4,458.00..

8.7 Proposed Change Order – Historic Tulucay Creek Restoration

The Board of Trustees ratified the Notice of Completion for the History Tulucay Creek Restoration project and accepted the project as complete.

8.8 Notice of Completion and Project Acceptance – Signage and Wayfinding Phase I

The Board of Trustees ratified the Notice of Completion for the Signage and Wayfinding Phase I project and accepted the project as complete.

8.9 Notice of Completion and Project Acceptance – Softball Field Parking Lot Expansion

The Board of Trustees ratified the Notice of Completion for the Softball Field Parking Lot Expansion and accepted the project as complete.

8.10 Approval of Amendment to Agreement with Napa County

The Board of Trustees approved an amendment with Napa County to conduct learning disabilities assessments for CalWorks clients. The amendment would lower the maximum compensation for 2007 – 2008 from \$30,600 to \$27,000 and extend the term to June 30, 2008.

8.11 Approval of Agreement with Napa County to Provide Services for the Hospitality and Tourism Industry

Last Fall, Napa Valley College received two grants related to Hospitality, one for the development of an A.S. Degree in Hospitality, and the other for the development of a Hospitality Institute. The Board of Trustees approved an agreement with Napa County to provide case management and job development for low wage and unemployed Job Connection clients who are seeking employment in the hospitality and tourism industry. The District has received a grant that will provide the funds to pay for thee services. The term of this agreement will be from March 1, 2007 through August 31, 2008. The total compensation shall not exceed \$116,000.

M/S/C (Ketron/Busenbark) to approve the agreement with Napa County to provide services for the Hospitality and Tourism Industry.

8.12 Approval of Agreement with Commission on Peace Officer Standards and Training

The Board of Trustees approved an agreement with the Commission on Peace Officer Standards and Training (P.O.S.T) for Napa Valley College to provide an instructor development program. The total amount of the agreement is \$498,000 and the term is from July 1, 2007 to June 30, 2008. The excellence of the Napa Valley College Program was credited for this agreement, which is extraordinarily unusual.

M/S/C (Ketron/Knight) to approve the agreement.

9.0 CONSTITUENT GROUP REPORTS

- Academic Senate Report

Dianna Chiabotti reported that the Academic Senate agreed to revise the process to award academic rank. The revision provides that, once tenured, faculty will earn the title of “professor.”

Dianna Chiabotti praised the college’s administrative staff for their outstanding work, and she acknowledged the difficulty and sensitivity of the jobs they do.

- Faculty Association Report

Diane Van Deusen reported that the Faculty Association had donated money for Classified Appreciation Week. She also expressed her appreciation of the college administration.

- Associated Student Body Report

Chris Adams reported that student body elections are coming up, and he is running for student trustee. Relay for Life will be held on campus, and ASB has a team. He reported on Club Luncheon, Earth Week, Earth Day, and South Bay Clean-Up.

10.0 INFORMATION ITEMS

10.1 Report from Chair, Measure N Citizen’s Oversight Committee

At its last meeting, the Measure N Independent Citizens’ Oversight Committee approved its annual report. Dr. Tom Timar, chair of the committee, presented the report to the Board of Trustees and answered questions. He called the board’s attention to the Statement of Compliance in the front of the report that affirmed that the college had adhered to the requirements of Measure N and that bond revenue had been appropriately expended only as approved by voters.

Dr. Timar thanked Dr. McCarthy and his staff and Dan TerAvest and his staff for their support to the Oversight Committee. He stated that the committee could not have done its work effectively without all the supporting documents made available and their efforts to make complicated issues clear. Committee member Cheryle Stanley said that it had been a pleasure to serve on the committee, as an alumna of Napa Valley College. She thanked the college for its support of the work of the committee.

Bruce Ketron thanked the Independent Citizens Oversight Committee for their work. He said he was pleased that the committee found that the college is keeping faith with the community in implementing the bond plan.

Six members of the Oversight Committee have completed the maximum years of service on the committee, as stipulated in the by-laws of the committee. The college is currently advertising for interested citizens to serve on the committee.

10.2 Report on the Soscol Gateway Project

At the last board meeting, Board president Michael Baldini suggested that future development of the corner property be discussed, and as background to that discussion, it was suggested the board be provided an update on the Soscol Gateway Project.

Cassandra Walker, the City of Napa’s economic development manager, reviewed the City’s development plans. She noted that there has been a significant investment in downtown Napa

recently, and she made a PowerPoint presentation of many projects currently going forward and others that are being positioned to move forward.

She outlined the redevelopment project area and reviewed plans for the Soscol Gateway Area. The board thanked Ms. Walker for her presentation. Ms. Busenbark noted the possibilities for Napa Valley College to become the anchor for the new development.

10.3 **Update on Mathematics Department**

Faculty from the Mathematics Department made a presentation to the board on its goals for its development, program, their goals for its development, as well as some of the challenges faced by the department. Faculty voiced their concern regarding the Math Center. They stressed the need for a dedicated space, modernization, and additional technological support. Dan TerAvest reported that there would be a computer laboratory in the new Library and Learning Resource Center, and we are looking at an interim project. Bill Fried reminded the board that in 2009, a new math requirement of intermediate algebra will go into effect.

10.4 **Discussion of New Policy Statement for Violations of Ethics Code**

The new accreditation standards developed by the Accrediting Commission for Community and Junior Colleges state that the “governing board shall have a code of ethics that includes a clearly defined policy for dealing with behavior that violates its codes. Sample statements have been distributed to the board, and the board will review these options more closely at its retreat on April 14.

11.0 **ACTION ITEMS**

11.1 **Acceptance of Fiscal Year 2005 – 2006 Single Year Audit Report**

Bryce Gibbs, representative of Matson and Isom Accountancy Corporation, the district’s current auditors, was present to answer questions about the fiscal 2005 – 2006 single year audit. He stated that the board’s Audit Committee met with the auditors on March 28 via teleconference and reviewed the entire report. Mr. Gibbs reviewed the audit and reported that the District received an unqualified opinion on the financial statements. He reported that many districts have had similar issues to that reported for Napa Valley College in the Student Financial Aid area.

Bruce Ketron stated that he was very impressed with the thoroughness of what has been presented. The college was commended for the accuracy of its reporting. The hiring of additional staff will help ensure the timeliness of the future reports. Tom Andrews stated that he found the new format of the report difficult to read.

M/S/C (Ketron/Busenbark) to accept the Fiscal Year 2005 – 2006 Single Year Audit Report.

11.2 **Wine Storage Building Project Bid Award**

This project includes a new barrel and bottle storage facility that includes mandated security measures to support a bonded winery facility. Bids will be opened in public on April 10, 2007.

Recommendation: It is recommended that the Board of Trustees award the Wine Storage Building Project to the lowest responsive bidder as presented.

11.3 **Athletic Field Improvements Project Bid Award**

This project includes new dugouts at both the baseball and softball fields. Ridgeview Builders of Santa Rosa submitted the lowest responsive bid of \$621,000. Athletic director Kevin Luckey thanked the board for its support of the athletic program and the fields that are its classrooms. The project will be complete before the start of the Fall semester. He said the Women's Softball Team is currently in second place and has a good chance to advance.

M/S/C (Busenbark/Andrews) to award the Athletic Field Improvement project to Ridgeview Builders for \$621,000.

11.4 **Approval of Increase in Hourly Rate for Noncredit Faculty**

M/S/C (Ketron/Busenbark) to approve 9.75% increase in the hourly rate for noncredit faculty to \$37.62, effective for Summer, 2007.

11.5 **Approval of Division Chair Election Results**

M/S/C (Ketron/Knight) to approve the results of division chair elections as follows: Lauren Coodley, Social Sciences Division.

11.6 **Approval of CCCT Election**

The election of members of the CCCT Board of the Community College League will take place between March 10 and April 25. There are ten two-year vacancies on the board. Charles Meng, currently a member of the CCCT board, has provided the board with a list of his recommendations.

M/S/C (Knight/Ketron) to approve slate of candidates, as recommended by Mr. Meng.

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

12.1 **Reports from Vice Presidents**

- Oscar De Haro reported on the May 4 High School Breakfast, American Canyon outreach efforts, Student Services Council Retreat. He will speak at Calistoga Rotary next week.
- Sue Nelson announced the upcoming Instruction Council Retreat.
- Scott Miller thanked Dianna Chiabotti for her positive comments about administrative staff. He reported on the new benefits program that has been negotiated with the bargaining units.

12.2 **Report from Superintendent/President**

- Dr. McCarthy thanked everyone involved in the *South Pacific* production and opening night. He said he appreciated being back at the college after a challenging accreditation visit. He announced that two NVC students were awarded All-California honors.

He co-chaired a symposium with Diane Woodruff California community college presidents that was very successful. Napa Valley College is hosting Napa's Earth Day. He announced the upcoming Salon event to be held at St. Supery; the international education event in honor of Dolores Fischer, founder of the program; the Jessamyn West Celebration on May 9.

12.3 **Reports from Board Members**

- Tom Andrews said he was leaving for Guatemala on a Rotoplast trip. He complimented Scott Miller on the audit.
- JoAnn Busenbark said *South Pacific* was great, and the baseball and softball games she has attended were wonderful.
- Brenda Knight said she enjoyed the *South Pacific* opening night and also the tour of the campus. She announced Relay for Life in American Canyon. She said she is pleased to be serving in a wonderful district.
- Steve Reinbolt said the winery board appointed two new reps from private industry. He will be one of the hosts for the Business Expo, Thursday April 25.
- Bruce Ketron said the Classified Recognition event this evening was rewarding. He served in the Audit Committee, and he said there is progress on the winery bonding. He was looking forward to the board retreat on Saturday.
- Michael Baldini thanked Karen Taylor and Susan Callahan for their work on the reception honoring long-serving classified staff. He and his wife hosted an event for the Haas School of Business.

13.0 **ADJOURNMENT**

Michael Baldini adjourned the meeting and noted the importance of seeing the world through the eyes of others.