Napa Valley Community College District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

June 28, 2007

5:30 p.m. Closed Session
6:30 p.m. Return to Public Session
Room 1340 McPherson Administration Building
Napa Valley College, Napa, California

AGENDA

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

2.0 CLOSED SESSION (5:30 p.m.): As there were no 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
1) Psychiatric Technician Instructor (Tenure-track)
2) Maternal-Newborn Nursing Instructor/Assistant Instructor (tenure-track)
3) Child and Family Studies Instructor (Leave Replacement)

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
1) Custodian I/II (1.0 FTE)
2) Instructional Assistant III, Viticulture and Winery Technology (.5 FTE)
3) Instructional Assistant III, Photography (.5 FTE)
With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT

1) Interim Dean, Instructional Services
2) Acting In-Service and Corrections Academy Coordinator
3) Instructional Skills Coordinator
4) Interim Basic Law Enforcement Academy Coordinator
5) Workability III Program Director
6) Project Coordinator, Nursing Expansion and Innovation Project
7) Director, Small Business Development Center

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

Request for Approval of 2007 Reclassification Recommendations for Classified Staff

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

Reduction in Workload under Education Code Sections 87483 and 22713

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

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

Consideration of District Employee Discipline/Dismissal/Release

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

3.1 Roll Call

3.2 Pledge of Allegiance

3.3 Introduction of Visitors, Guests, and New Staff

3.4 Announcement of Items from Closed Session

Michael Baldini announced the approval of the following personnel assignments:

Peggy Carroll, Psychiatric Technician Instructor (Tenure-track)
Regina Orozco, Maternal-Newborn Nursing Instructor/Assistant Instructor (tenure-track)
Monique Villagran, Child and Family Studies Instructor (Leave Replacement)
Trinidad Lira, Custodian I/II (1.0 FTE)
Peter Allen, Instructional Assistant III, Viticulture and Winery Technology (.5 FTE)
Kelly Dunn, Instructional Assistant III, Photography (.5 FTE)

Rebecca Scott, Interim Dean, Instructional Services
Janice Myers, Acting In-Service and Corrections Academy Coordinator
Todd Dischinger, Instructional Skills Coordinator
Steven Tibbetts, Interim Basic Law Enforcement Academy Coordinator
Catherine Brown, Workability III Program Director
Barbara Brock, Project Coordinator, Nursing Expansion and Innovation Project
Elizabeth Pratt, Director, Small Business Development Center

The board also unanimously approved the follow-up to Annual Faculty Evaluations and the Classified Reclassifications, as presented.

3.5 Adoption of Current Agenda
Board president Michael Baldini moved up items 9.1 and 10.4 to accommodate the individuals making presentations regarding those items.

3.6 Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session)
Board president Michael Baldini announced the following upcoming meetings:
August 9, 2007 Regular Meeting; September 13, 2007 Regular Meeting; and October 11, 2007 Regular Meeting.

4.0 PUBLIC COMMENTS — GENERAL
There were no public comments.

5.0 APPROVAL OF MINUTES OF MAY 10, 2007
M/S/C (Busenbark/Ketron) to approve the minutes of May 10, 2007

6.0 CONSENT CALENDAR
M/S/C (Busenbark/Ketron to approve the following items on the consent calendar.

6.1 Ratification of Financial Documents for May, 2007
6.1.1 Approval of Warrants
   General Fund $1,319,142.15
   Child Care Fund $3,173.78
   Capital Outlay Projects Fund
   NVC Bldg. Fund/Series B (BOND) $2,697,724.07

6.1.2 Approval of Total Gross Payroll $2,636,583.89


6.3 Approval of Close of Year Transfer Resolution

6.4 Approval of Resolutions: Signing Authority for Christopher McCarthy, Scott B. Miller, Daniel TerAvest, Matt Christensen, and Laura Ecklin
The Board of Trustees approved five resolutions that authorize the following staff members to sign documents on behalf of the District from July 1, 2007 through June 30, 2008: the college president; vice president, Business and Finance; director, Campus Planning and Construction; and dean, Human Resources.

6.5 Approval of 2007 – 2008 Interfund Transfer  
The Board of Trustees approved the interfund transfer document.

6.6 Approval of 2007 – 2008 Cosmetology Agreement  
The Board of Trustees approved the 2007 – 08 cosmetology training agreement with the Vintage Academy of Hair Design, Inc. This is a contract renewal and will cover the period of July 1, 2007 through June 30, 2008. The contract includes a 4.5 percent increase in the funding rate.

6.7 Approval of Contract for Migrant Student Education Program (Region II) - Adelante  
The Board of Trustees approved an agreement with the Migrant Child Education Program – Region II. This contract renews the Adelante Project that has been held on the campus during the summer months since 1992. The project provides educational opportunities for children of migrant farm works, grades eight through twelve. The contract period is from June 12, 2007 through August 4, 2007. The District pays based on attendance with a maximum cost of $18,000.

6.8 Approval of Agreement with the Sonoma County Junior College District for Emergency Response Driver Training  
The Board of Trustees approved an agreement with Sonoma County Junior College District for a Driver Training Update Collision Avoidance/Emergency Response class. The District will provide the instructors and the instructional materials. The class will be taught at the SRJC Public Safety Training Center. The term of this agreement will be from July 11, 2007 to July 19, 2007. SCJCD will pay NVC a maximum of $9,790 per class depending on enrollment.

6.9 Approval of Agreement with Shriners’ Hospital for Children to Provide a Clinical Learning Experience for Nursing Students  
The Board of Trustees approved an agreement with Shriners’ Hospital for Children of Northern California Hospital for the use of its facilities for a student nursing clinical learning experience. The term of this agreement shall be for one year commencing August 11, 2007.

6.10 Approval of Agreement with the State of California Department of Education for General Child Care  
The Board of Trustees approved an agreement with the State of California Department of Education for a general child care and development program. This is a renewal of an existing program. The contract term is from July 1, 2007 to June 30, 2008. The maximum payment is $580,824.

6.11 Approval of Agreement with the State of California Department of Education for full-day Preschool
The Board of Trustees approved a contract with the State of California Department of Education for a full-day preschool program. This is a renewal of an existing program. The contract term is from July 1, 2007 to June 30, 2008. The maximum payment is $157,268.

6.12 Approval of Agreement with State of California Department of Developmental Services
The Board of Trustees approved an agreement with the State of California Department of Developmental Services Sonoma Developmental Center to provide a clinical learning experience for psychiatric technician students. The term of this agreement shall be from July 1, 2007 through June 30, 2009.

6.13 Proposed Change Orders – Central Chiller Plant
The Board of Trustees ratified acceptance of Bell Products, Inc. proposed change orders numbered 7R, 19, and 21, as given in attached Proposed Change Order Log dated June 12, 2007. The net increase for this proposed change order is $57,763.00.

6.14 Proposed Change Orders—Campus Signal Cabling Upgrade
The Board of Trustees ratified acceptance of Bell Products, Inc. proposed change orders number 6, as given in attached Proposed Change Order Log dated June 12, 2007. The net DECREASE for this credit proposed change orders is ($15,000.00).

6.15 Proposed Change Orders – Life Science Building
The Board of Trustees ratified acceptance of McCrery Construction Company, Inc. proposed change orders numbered 20, 28R, 31R, 35, 38, 39, 40, and 41 as given in attached proposed Change Order Log dated June 12, 2007. The net DECREASE for these credit proposed change orders is ($10,863.00.)

6.16 Proposed Change Orders – Softball Field Parking Lot Expansion 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 June 12, 2007. The net increase for this proposed change order is $4,458.00.

6.17 Approval of Proposed Change Orders – Wine Storage Building
It is recommended that the Board of Trustees ratify acceptance of McCrery Construction Company, Inc. proposed change orders numbered 1 and 2R, as given in attached Proposed Change Order Log dated June 12, 2007. The net increase for this proposed change order is $14,168.00.

7.0 CONSTITUENT GROUP REPORTS

- Academic Senate Report
- Faculty Association Report
- Classified Association Report
- Classified Senate Report

- Administrative Senate Report
- Associated Student Body Report
8.0 FINANCIAL REPORTS
M/S/C (Andrews/Busenbark) to approve the following financial reports.
8.1 Quarterly Financial Statement of Income and Expenditures for the Period Ending 3/31/07
8.2 Quarterly Financial Status Report (CCFS 311Q)

9.0 INFORMATION ITEMS

9.1 Update on the Bond Feasibility Study
At its meeting of May 10, 2007, the board approved a contract for an independent pollster to determine the overall feasibility of conducting a successful bond campaign. The firm of Fairbank, Maslin, Maullin & Associates has conducted a survey of a sample of Napa County registered voters. David Metz, Senior Vice President of the company, made a brief presentation of the results, based on 600 telephone interviews that included 50 calls to American Canyon residents and 50 to St. Helena residents.

Sixty-four percent of families stated that at least one member of their family had taken classes at the college, which is very positive. Mr. Metz presented the pros and cons of placing the bond on the February ballot versus the November election. February is a shorter ballot than November, and the bond measure would be less likely to get lost. Jared Boigón said that the climate for facilities bonds is slightly weaker than 2002, as many tax measures have come before the voters. He stressed the importance of the ballot language and said a smaller bond would do better than a larger one, as the size of the tax increase for the individual taxpayer is important. He also stressed the importance of having no opposition.

Brenda Knight offered that there have been many positive changes in American Canyon that will make that District’s vote stronger in support of a bond measure. Dr. McCarthy suggested that the early college high school for Napa students that would parallel what has been planned for American Canyon High School students would also be a strong selling point.

The deadline for placing a bond measure on the ballot is early November. Trustees recommended a board retreat at which they could discuss facilities needs. The board did not make a decision to go out for another bond, but they directed Dr. McCarthy to work with college staff to analyze the projects that would potentially be included in another bond issue. The board will be polled for a retreat/workshop date in the near future.

9.2 Report on Diversity of Faculty and Staff Hiring
At its last meeting, board member Brenda Knight asked for a report on the diversity of faculty and staff hiring. Laura Ecklin, Dean of Human Resources, prepared a report on this subject, and Dr. McCarthy reviewed the report with the board. Trustee Knight thanked Laura Ecklin for preparing the report and said she was pleased to see the high numbers of diverse faculty and staff.

9.3 2007 – 2008 Negotiations Proposal from the Napa Valley College Faculty Association
The 2007 – 2008 negotiations proposal from the Napa Valley College Faculty Association appears on backup page 30. They proposal was presented to the board.
9.4 **Napa Valley Community College District Intent to Bargain with the Napa Valley College Faculty Association for the Contract Period Beginning July 1, 2007**

The District Intent to Bargain with the Napa Valley College Faculty Association for the contract period beginning July 1, 2007 appears on backup page 31. The Intent to Bargain was presented to the board.

9.5 **Campus Safety (addendum to the meeting)**

Following the tragic events at Virginia Tech, Ken Arnold, Chief of Police, made a presentation to the board regarding the status of campus safety. This is a continuation of that discussion. Chief Arnold reviewed what has been learned from the tragedy, including information-sharing, keeping firearms away from those prohibited from using them, improving awareness and communication, improving services for the mentally ill, improving emergency preparedness. There was a brief discussion of arming the NVC police, and Chief Arnold stated that campus police currently do not have the tools they need to fully protect the campus community. Ken Arnold shared a memo from the leadership of the classified union that stated its support for the college police becoming armed. The board agreed to continue this discussion and to include faculty, staff, and students. That discussion should take place this fall and should include a public hearing or forum. The item should be tentatively scheduled for action at the October meeting.

10.0 **ACTION ITEMS**

10.1 **Acceptance of 2007 – 2008 Negotiations Proposal from the Napa Valley College Faculty Association**

The 2007 – 2008 negotiations proposal from the Napa Valley College Faculty Association appears on backup page 30.

M/S/C (Busenbark/Andrews) to accept the 2007 – 2008 Negotiations Proposal from the Napa Valley College Faculty Association.

10.2 **Approval of the Napa Valley Community College District Intent to Bargain with the Napa Valley College Faculty Association for the Contract Period Beginning July 1, 2007**

The District Intent to Bargain with the Napa Valley College Faculty Association for the Contract Period beginning July 1, 2007 appears on backup page 31. See agenda item 9.4 above.

M/S/C (Busenbark/Andrews) to approve the Napa Valley Community College District Intent to Bargain with the Napa Valley College Faculty Association for the Contract Period Beginning July 1, 2007.

10.3 **Approval of New Audit Contract**

The District is required to have an audit performed each year by an independent audit firm. The District is also required to have an audit performed on Proposition 39 bond funds. Matson and Isom Accountancy has submitted a proposal to provide auditing services for the 2006-2007
fiscal year.

M/S/C (Busenbark/Meng) to approve an audit contract with Matson and Isom Accountancy for the 2006 – 2007 District audit, the Measure N Bond Fund Audit, and the Measure N Bond Fund Performance Audit.

10.4 Adoption of the 2007 – 2008 Tentative Budget
Walt Unti, new co-chair of the Budget committee, said the budget was developed by a rollover budget, and the Planning Committee wants to change that in order to be more responsive to changing needs. Scott Miller reviewed the State budget, which has gotten worse due to an error by the Department of Finance that overestimated income. There is still a positive ending balance and strong reserve. He said retiree health benefits continue to increase, but we are increasing what we contribute to that fund.
M/S/C (Meng/Busenbark) to adopt the 2007 – 2008 Tentative Budget.

10.5 Public Hearing on and Approval of Resolution Setting the Appropriations Limit for 2007 – 2008

10.5.1 Public Hearing on the 2007 – 2008 Appropriations Limit
Michael Baldini opened the hearing at 8:50 p.m. and, as there were no public comments, closed the hearing.

10.5.2 Approval of Resolution Setting the Appropriations Limit for 2007 – 2008
M/S/C (Busenbark/Ketron) to approve the 2007 – 2008 appropriations limit resolution, which reads as follows: “Pursuant to Section 7910 of Title 1 of the Government Code, the Board of Trustees of the Napa Valley Community College District establishes its 2007 – 2008 appropriations limit in the amount of $41,659,712.

10.6 Little Theater Restroom Renovation Bid Award
This project will renovate the lobby restrooms in the Little Theater and bring them into compliance with the Americans with Disabilities Act.

M/S/C (Ketron/Knight) to award the Little Theater Restroom Renovation Project to Kenridge Builders of Petaluma for $404,000.

10.7 Resolution to Authorize Submission of Final Project Proposal for Bldg. 1200 (old 900), Little Theater Modernization
Two years ago the Board of Trustees authorized staff to complete and submit a Final Project Proposal (FPP) for modernizing the Little Theater, building 900 (now 1200). Staff completed the FPP, however, the project was not funded. Last year, staff submitted a new Initial Project Proposal (IPP) that included an updated scope of the project. This next phase in the state funding application process will address the several aged and failing systems in the building (HVAC, roof, etc.) as well as modernizing the building interiors. The potential state funds available for this project are approximately $2 million. A resolution authorizing the FPP is a required element of the package and is due on July 1, 2007.
M/S/C (Ketron/Andrews) to adopt the resolution and authorize submission of a Final Plan Proposal for Building 1200 (old 900) Modernization.

10.8 Approval of 2007 – 2008 International Education Programs
M/S/C (Busenbark/Andrews) to approve the following International Education Programs for 2007 – 2008: Spanish in Salamanca, Spain (Villagomez), Summer, 2008; French in Paris (McEIligot), Summer, 2008; Anthropology in Mexico (Amato), Summer, 2008; and Vocal Performance in Japan (Wilkes), December, 2008.

10.9 Authorization to Advertise for Grant-Funded Faculty Position
M/S/C (Busenbark/Andrews) to authorize the advertising for a Health Occupations Career Counselor/Instructor, a grant-funded faculty position.

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

11.1 Reports from Vice Presidents
- Sue Nelson reported on a new partnership with UC, Berkeley that includes distance education.
- Oscar DeHaro announced Napa Valley College Day on August 18 for parents and students.
- Scott Miller announced the end of the fiscal year. There is a new vendor in the cafeteria. He praised his new assistant in his office, Solange Kada. He wished everyone a happy new fiscal year and acknowledged the Fourth of July.

11.2 Superintendent/President’s Report
- Dr. McCarthy said there was a lot of excitement in the room at a recent event to kick off the hospitality. He said he will be going to Samoa next February in his new role in the accrediting commission. He reported that NVUSD Superintendent of Schools John Glaser thanked the college for allowing use of the campus for grad night. He attended a breakfast meeting at UC, Berkeley that was very positive. He said he will go on a Trips and Tours event to New England this summer and will also participate in the Writers’ Conference. He said two marketing firms have been interviewed and one will be hired to help the college market itself better.

11.3 Reports from Board Members
- Tom Andrews said he has been elected as president of the Sharpton Museum of Calistoga.
- JoAnn Busenbark said she attended several graduations in Oregon.
- Brenda Knight reported that she had been accepted to Leadership Napa Valley, Class 21. She has also been elected to the American Canyon Chamber of Commerce Board and Chair of the Education Committee. She announced an African American Vintners Scholarship that will be awarded only to students in the wine industry.
- Steve Reinbolt proudly announced the 19th safe Grad Night in the Napa Valley, thanks to the grad night held on the NVC campus. This year, St. Helena High School has joined the celebration. He announced that he has successfully completed a program to become a certified insurance counselor. Napa Valley College wine will be poured at the upcoming Fall Harvest Event sponsored by the Kiwanis Club.
- Charles Meng attended the CCCT meeting, at which there was lots of discussion about the interim Chancellor position. He stated that former NVC president Diane Woodward would
apply. He said the community college initiative in February, and he is also working on the community college historical project.

- Bruce Ketron said he heard Cassandra Walker give an update report on the plans for the Soscol Gateway Project. She said COPIA would anchor the project on the north end, and Mr. Ketron suggested the college as an option to anchor the project at the south end.
- Michael Baldini said he attended the Police Academy graduation and complimented Vice President Sue Nelson on the speech she gave.

12.0 ADJOURNMENT