Napa Valley Community College District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
August 9, 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.

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
1) Biology Instructor (Full-time, temporary leave replacement)
2) Economics Instructor (Full-time, temporary leave replacement)
3) Administration of Justice Instructor (tenure-track)
4) Photography Instructor (Full-time leave replacement for 2007 – 2008)

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
1) Child Care Specialist I (5 positions. 1.0 FTE each)
2) Instructional Assistant III, Writing Center (.5 FTE)
3) Maintenance Mechanic, Carpenter (1.0 FTE)
4) Testing & Tutoring Center Technician (.80 FTE)
5) IT Support Specialist (1.0 FTE)

With respect to every item of business to be discussed in closed session pursuant to Section 54957,
3.0 **RETURN TO PUBLIC SESSION** (6:30 p.m.)

3.1 **Members Present:** Michael Baldini, Bruce Ketron, Charles Meng, Brenda Knight, Tom Andrews, Steve Reinbolt, Chris Adams  
**Members Absent:** JoAnn Busenbark  
**Staff Present:** Chris McCarthy, Sue Nelson, Oscar DeHaro, Scott Miller, Dan TerAvest, Judie Walter-Burke, Betty Malmgren  
**Guests Present:** David Kallaby, Joan Kallaby

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**  
Board President Michael Baldini announced that the board unanimously approved all personnel items acted upon in closed session. (Ms. Knight later asked for a review of the process to approve closed session items).

M/S/C (Knight/Ketron) to approve all following personnel items from closed session:

- Dr. Alysia Thomas, Biology Instructor (Full-time, temporary leave replacement)  
- Dr. Steven Balassi, Economics Instructor (Full-time, temporary leave replacement)  
- Sean McCann, Administration of Justice Instructor (tenure-track)  

- Carmen Hernandez, Child Care Specialist I (1.0 FTE)  
- Adrianne Koford, Child Care Specialist (1.0 FTE)  
- James Darter, Child Care Specialist (1.0 FTE)  
- Angelina Lara, Child Care Specialist (1.0 FTE)  
- Georginia Cota, Child Care Specialist (1.0 FTE)  
- Monica Tapiarene, Instructional Assistant III, Writing Center (.5 FTE)  
- Michele Villante, Testing and Tutoring Center Technician (8.0 FTE)  
- Duane Almeida, Maintenance Mechanic, Carpenter (1.0 FTE)

- Renee Hernandez, Director, Talent Search (Grant-funded, academic administrator)

Reduction in Workload under Education Code Sections 87483 and 22713 for Rich Bremer, Instructor, Language and Developmental Studies Division
3.5 **Adoption of Current Agenda**  
M/S/C (Ketron/Andrews) to adopt current agenda.

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: August 15, 2007 Board Study Session; August 25, 2007 Board Retreat; September 13, 2007 Regular Meeting; October 11, 2007 Regular Meeting.

Dr. McCarthy announced that the Board Study Session originally scheduled for August 25 has been cancelled. He explained that the original purpose of the August 25 date was to present materials regarding bond projects. However, those materials were being presented to the board at this meeting.

M/S/C (Andrews/Ketron) to eliminate the August 25, 2007 board retreat. The presentation of materials that was planned for that meeting will take place under information item 8.3 this evening.

4.0 **PUBLIC COMMENTS — GENERAL**  
Board President Michael Baldini opened the meeting to public comments at 6:30 p.m. Betty Malmgren distributed a *Report to the Community* that has been included in local newspapers as an insert. It highlights progress on bond projects and the college’s outstanding programs and services.

David Kallaby addressed the board regarding an issue of concern to him related to a class in which his sister was a student. He requested that an item be placed on a future agenda. Board president Michael Baldini said he would be contacted regarding a future agenda item.

Joan Kallaby expressed displeasure regarding her experience in a college class and requested an item be placed on a future agenda. She also asked for the names of board members and votes related to her appeal to an administrative decision.

5.0 **APPROVAL OF MINUTES**  
M/S/C (Andrews/Adams) to approve the minutes, as corrected and submitted to board members via email.

5.1 **Approval of Minutes of May 31, 2007**
5.2 **Approval of Minutes of June 28, 2007**

6.0 **CONSENT CALENDAR**  
M/S/C (Knight/Meng) to approve the following items on the consent calendar.

6.1 **Ratification of Financial Documents for June, 2007**
   6.1.1 **Approval of Warrants**
   
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<td>Capital Outlay Projects Fund</td>
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<tr>
<td>NVC Bldg. Fund/Series B (BOND)</td>
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6.1.2 Approval of Total Gross Payroll  $2,181,550.20


6.1.1 Approval of Warrants

General Fund  $750,128.72
Child Care Fund  $900.00
Capital Outlay Projects Fund
NVC Bldg. Fund/Series B (BOND)  $1,036,868.21

6.1.2 Approval of Total Gross Payroll  $2,196,842.89

6.2 Approval of Personnel Assignments Dated August 2, 2007

6.3 Proposed Change Orders – Central Chiller Plant
The Board of Trustees ratified acceptance of Bell Products, Inc., proposed change order number 18R, as given in attached Proposed Change Order Log dated July 23, 2007. The net increase for this proposed change order is $4,071.00.

6.4 Proposed Change Orders – Life Sciences Building
The Board of Trustees ratified acceptance of McCrary Construction Company, Inc. proposed change orders numbered 36, 42, 46, 47R, 48 51 and 53 as given in attached Proposed Change Order Log dated July 23, 2007. The net increase for these proposed change orders of $20,658.00.

6.5 Proposed Change Orders—Wine Storage Building
The Board of Trustees ratified acceptance of McCrary Construction Company, Inc. proposed change order, number 4, as given in attached Proposed Change Order Log dated July 23, 2007. The net increase for this proposed change order is $1,508.00.

6.6 Notice of Completion and Project Acceptance – Athletic Field Parking Lot & Pathway Lighting
The project to provide parking lot & pathway lighting to the expanded ballfield parking lot is complete. A Notice of Completion was filed with the County Recorder on June 26, 2007.

6.7 Approval of Agreement with the Chancellor’s Office
The Board of Trustees approved an agreement with the Chancellor’s Office of the California Community Colleges for a nursing faculty recruitment and retention program. The term of the agreement is from April 25, 2007 to June 30, 2011. The total amount of the grant is $226,720.

6.8 Approval of Agreement with the State of California Department of Education
The Board of Trustees approved an agreement with the State of California Department of Education for an Infant and Toddler Child Care Resource Program. The grant term is from July 1, 2007 through June 30, 2008. The total amount is $3,314.
6.9 Approval of Agreement with the State of California Department of Education
The Board of Trustees approved an agreement with the State of California Department of Education for facilities renovation and repair projects. The grant term is from June 1, 2007 through June 30, 2009. The total amount is $18,715.

6.10 Approval of Agreement with Children’s Cottage
The Board of Trustees approved an agreement with the Children’s Cottage to provide students in NVC Health Occupations Programs with student experience in a clinical setting. This agreement will start July 1, 2007 and can be reviewed annually unless terminated by either party. This is a no cost agreement.

6.11 Approval of Agreement with the Products Services & Industries
The Board of Trustees approved an agreement with Products Services & Industries for vocational education programs to prepare students for community employment. The District agrees to pay contractor to provide instruction for college students at the PSI facilities using approved curriculum provided by the college. The contract period is from July 1, 2007 through June 30, 2008. The maximum payment is $264,000.

6.12 Approval of Agreement with Napa Valley Support Services
The Board of Trustees approved an agreement with Napa Valley Support Services to provide vocational education programs to prepare students for community employment. The District agrees to pay contractor to provide instruction for college students at the contractor’s facility using curriculum approved by the college. The contract period is from July 1, 2007, through June 30, 2008. The maximum payment is $297,000.

6.13 Approval of Agreement with XAP Corporation
The Board of Trustees approved an agreement with XAP Corporation to provide an online electronic admission application system. The agreement includes the standard application and a Spanish application. The agreement shall be in effect from July 1, 2007 through June 30, 2008. The total fee is $14,214.

6.14 Approval of Purchase Order to American Seating Company
The Board of Trustees approved a purchase order to American Seating Company to provide and install new theater seating the Little Theater, Building 1200. The seating is being purchased using the California Multiple Award Schedule (CMAS) pricing that eliminates the need for the District to go to formal bid. The total cost of the project is $69,617.60 and it is split between bond funds and State scheduled maintenance funds.

6.15 Approval of Agreement with the Foundation for California Community Colleges
The Board of Trustees approved an agreement with the Foundation for California Community Colleges to offer Independent Living Program (ILP) educational training to current and emancipated ILP – eligible foster and probation youth ages sixteen to twenty-one, as well as foster parents, kinship care providers, group home staff and social workers. The term of this agreement will be July 1, 2007 through June 30, 2008. The maximum grant amount is $10,200.
6.16 Approval of Agreement with the Chancellor’s Office California Community College

The Board of Trustees approved an agreement with the California Community Colleges System Office Economic and Workforce Development Program to extend the grant for the Small Business Development Center Program. The grant is extended from July 1, 2007 to June 30, July 1, 2007 to June 30, 2008. The total amount of this grant is $150,000.

7.0 CONSTITUENT GROUP REPORTS

- Associated Student Body Report
  Chris Adams reported on the upcoming campus clean-up that will occur in time for the first day of Fall semester. He explained that he will miss the meet scheduled for the August 25.

8.0 INFORMATION ITEMS

8.1 Update on State Budget
Scott Miller provided a brief update on the State budget. He had explained it had not yet been adopted and would not be reviewed again until August 28, 2007 when the State legislature reconvenes. Mr. Miller explained that the college could meet its obligations by using TRANS, if necessary. He also explained that the budget for 2008 – 09 may well be more problematic for the community college system with an expectation of no more than growth and COLA.

8.2 Measure N Bond Funds Audit for 2005 – 2006
Scott Miller reviewed the three documents prepared by Matson & Isom, District auditors for the Measure N bond funds: the Measure N Funds Report to the Board of Trustees; the Measure N Bond Funds Financial Statements with Independent Auditors’ Report; and the Proposition 39 and Measure N General Obligation Bonds Performance Audit. The performance audit indicated that the college is spending funds consistent with what was set for in the Measure N ballot language, and there were no instances of non-compliance. The reports have been distributed by mail to the Oversight Committee when they became available, and the reports will be discussed at Oversight Committee’s September meeting.

8.3 Presentation of Materials for Upcoming Board Study Session
The board had previously requested a study session scheduled for August 15, 2007 to review the scope and costs of currently unfunded bond projects. However, Dr. McCarthy explained that backup materials were prepared by college staff in time for distribution at this meeting, obviating the need for a special meeting on August 15.

Dan TerAvest reviewed the Master Plan Future Projects Scope Descriptions with board members, explained how to go through the report in preparation for the upcoming special Saturday board retreat. The report was divided into four sections: new buildings, modernizations, infrastructure projects, and facilities master plan worksheet. Within each section, projects are described and a rationale for the project is provided.

The board agreed on the importance of input from faculty and staff related to a potential future
bond, and there will be opportunities for that to occur prior to the board’s making its final decision. If the board decides to proceed with going out for another bond, it will make a decision on the dollar amount of the bond and what future projects will be included in the lists of projects.

Michael Baldini suggested that the projects planned should take advantage of the impressive views on campus. Brenda Knight stressed the importance of beautification. All agreed that we need to be careful that new development can be supported with personnel and other resources.

9.0 ACTION ITEMS

9.1 Approval of Contract with Taher, Inc.
Scott Miller explained that the District was notified in February, 2007 that Kinyon Culinary Services, Inc., would be ending the contract to provide food services at the end of Spring, 2007 semester. A request for proposal for new cafeteria services was sent out, and several vendors were contacted by staff to try and generate interest. A cafeteria committee met with representatives from students, faculty, classified, and administration. Only one proposal was received, and it was reviewed by the committee. The committee recommended that Taher, Inc. be awarded the contract for cafeteria services. The contract is for one year starting August 1, 2007. The contract can be renewed annually. The first official day of food service will be August 20.

M/S/C (Meng/Ketron) to approve a contract with Taher, Inc. to provide District food services effective August 1, 2007.

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

10.1 Reports from Vice Presidents
- Laura Ecklin said her office was busy with hiring of new employees. She has been working on new employee orientation, co-sponsored with the Teaching and Learning Center. She announced IBB Training scheduled for Tuesday, August 14.
- Oscar DeHaro announced Napa Valley College Day schedule for August 18; parents are invited to attend with students.
- Scott Miller reported on a busy summer and fiscal closing.
- Sue Nelson announced a new Macintosh Computer Lab and said 12 classrooms had LCD projectors installed this summer. She thanked Greg Miraglia and Bill Blair for their help with summer administration.

10.2 Superintendent/President’s Report
Dr. McCarthy reported on the North Site Development Project. He said a new marketing firm has been hired to help with college marketing issues. He will co-chair a Vineyard Symposium Leadership Conference for CEOs on September 16 – 18. He reported on his Trips and Tours excursion to New England and said the Writers’ Conference was excellent. The Foundation has moved its Annual Dinner to March 8. He thanked Bruce Ketron for his facilitation of a $22,000 contribution to the EMT program.
10.3 Reports from Board Members
- Chris Adams reported on Relay for Life, the trustee conference he attended, the PTK campus clean-up, and NVC Day.
- Tom Andrews praised Oscar DeHaro for his excellent outreach to the Hispanic community.
- Bruce Ketron said the *As You Like It* production in the Glade was wonderful. He reported on the Relay for Life and said that $70,000 was raised in memory of Barbara Walton.
- Brenda Knight will attend the ACCT in San Diego. She requested a review of procedures for personnel actions.
- Steve Reinbolt said Napa Valley College wine would be poured at the Kiwanis Fall Harvest event in September at Lincoln Center on September 15. He toured the wine storage built and was impressed. He said the increased visibility of the college is prompting great interest from the community in what is happening at the college.
- Michael Baldini thanked everyone for their dedication and said he welcomed suggestions. He wished Chris Adams and Brenda Knight a happy birthday. He wished Brenda Knight’s son well, as he leaves soon for Afghanistan.

11.0 ADJOURNMENT
Michael Baldini adjourned the meeting at 8:25 p.m.