Napa Valley Community College District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
September 13, 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.): 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
   1) Health Occupations Career Counselor/Instructor (temporary, grant-funded position)

   With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
   1) Testing and Tutoring Center Technician (.8 FTE)
   2) Accompanist (.75 FTE)

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

3.1 Members Present: Michael Baldini, Bruce Ketron, Charles Meng, JoAnn Busenbark, Brenda Knight, Tom Andrews, Steve Reinbolt, Christopher Adams
   Staff Present: Dianna Chiabotti, Betty Malmgren, Dan TerAvest, Ken Arnold, Ann Counihan, Bonnie Thoreen
   Guests Present: Joan Kallaby, David Kallaby, Jenny Sercu
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**
President Michael Baldini announced the unanimous approval of the labor agreement for 2007 – 2010 with the Classified Association.

President Michael Baldini also announced the approval of employment for the following:
Nicole Corcoran, Health Occupations Career Counselor/Instructor (temporary, grant-funded position)
Mark Turner, Testing and Tutoring Center Technician (.8 FTE)
Mark Osten, Accompanist (.75 FTE)

3.5 **Adoption of Current Agenda**
Items will be heard following 5.0 (Public Comments). Other items may be moved, at the discretion of the board president.

3.6 **Announcement of Future Meetings**
(5:30 p.m. closed session, 6:30 p.m. public session)
President Michael Baldini announced the following upcoming meetings: October 11, 2007 Regular Meeting; November 8, 2007 Regular Meeting; and December 13, 2007 Regular Meeting. Also added was a September 29 Study Session, 9:00 to 3:00 p.m.

4.0 **PUBLIC COMMENTS — GENERAL**
At this time, the board will devote a total of up to fifteen minutes for comments to the Board of Trustees regarding any subject NOT APPEARING AS AN AGENDA ITEM FOR THIS MEETING but over which the board has jurisdiction. The public may ask the board to place an item on a future board agenda. No action or discussion will occur at this time on such items. Individuals will be limited to a three-minute presentation.

5.0 **APPROVAL OF MINUTES OF August 9, 2007**
M/S/C (Andrews/Ketron) to approve the minutes of August 9, 2007.

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

6.1 **Ratification of Financial Documents for August, 2007**

6.1.1 **Approval of Warrants**

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<th>Amount</th>
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<tr>
<td>General Fund</td>
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<td>Child Care Fund</td>
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<tr>
<td>Capital Outlay Projects Fund</td>
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<td>NVC Bldg. Fund/Series B (BOND)</td>
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6.1.2 **Approval of Total Gross Payroll**
$2,120,443.36
6.2 Approval of Personnel Assignments Dated September 6, 2007

6.3 Proposed Change Orders – Central Chiller Plant
The Board of Trustees ratified acceptance of Bell Products, Inc. proposed change orders numbered 20, 22, 25, 26, 28, 29, 30, and FO11 as given in attached Proposed Change Order Log dated August 30, 2007. The net increase for this proposed change order if $40,224.00.

6.4 Proposed Change Orders – Life Sciences Building
The Board of Trustees approved change orders numbered 16RRR, 43R, 44, 52, 58, 60, 64, 71, and 73 as given in attached Proposed Change Order Log dated August 30, 2007. The net increase for these proposed change orders is $50,988.00.

6.5 Proposed Change Order – Wine Storage Building
The Board of Trustees ratified acceptance of McCrary Construction Company, Inc. proposed change orders numbered 5, 6, 7, 8, and 10, as given in attached Proposed Change Order Log dated August 30, 2007. The net increase for this proposed change order is $1,934.00.

6.6 Proposed Change Orders – Athletic Field Improvements – Baseball/Softball Dugouts
The Board of Trustees ratified acceptance of Ridgeview Construction Company, Inc. proposed change order number 2, as given in attached Proposed Change Order Log dated August 30, 2007. The net increase for this proposed change order is $39,582.00

6.7 Agreement with Napa County for Services for an ROP Program Regarding Hospitality and Tourism
The Board of Trustees approved an agreement with the County of Napa in which the County agrees to provide High School Regional Occupational Program (ROP) course development and assistance with the expansion for work based education programs for high school students. The programs will be developed for the hospitality and tourism industries. The term of this agreement will be from July 2, 2007 to August 31, 2008. The total payment to the County will not exceed $22,000.

6.8 Agreements with Community Action of Napa County, Alternative for Better Living and the Complete Wine Maker for Off Campus Work Study
The Board of Trustees approved agreements with Community Action of Napa County, Alternative for Better Living and the Complete Winemaker for CalWORKS work study program off-site employment and training. The terms of the agreements are from July 1, 2007 through June 30, 2008. The District agrees to reimburse each employer 75% of each qualified worker’s salary up to the CalWORKS authorized amount.

6.9 Approval of Agreement with Medic Ambulance
The Board of Trustees approved an agreement with Medic Ambulance to provide student experience opportunities in a variety of clinical settings for health occupations students. The agreement begins July 1, 2007 and continues until cancelled by either party. There is no cost to either party.

7.0 CONSTITUENT GROUP REPORTS
• Academic Senate Report
Dianna Chiabotti spoke of the very sad loss of two NVC students. She said the faculty is busy with the start of the new semester.
• Faculty Association Report
• Classified Association Report
• Classified Senate Report
• Administrative Senate Report
• Ken Arnold thanked Dr. McCarthy and senior leadership for their work regarding mutual gains.
• Associated Student Body Report
Susana Ponce spoke about a project on environmental sustainability. She said Constitution Day will include a voter registration drive. Fall Club Rush was very successful, she said.

8.0 INFORMATION ITEMS

8.1 Comments from Student in a Non Credit Class
Joan Kallaby thanked the board for its time and consideration. She presented her concerns regarding her experience in a non-credit class held at an off-campus location. She said she felt some critical issues were not addressed, and she was waiting for a proper forum in which to do that.

8.2 Comments from Citizen Regarding a Non Credit Class
David Kallaby presented his concerns regarding what he felt were safety issues in a non-credit class. Board president Michael Baldini said the issue would be handled by the District’s insurance representative.

8.3 Update on Emergency Text-Messaging System
Ken Arnold, Chief, Napa Valley College Police Department, explained that Napa Valley College has been invited to be one of five sites in the State of California to pilot an emergency test-messaging emergency text messages campus-wide. He said 49 individuals have enrolled in the pilot program to date, and he stress the invaluable information that could be provided with this new capability.

8.4 Diversity Task Force Plan, 2007 Progress Report
Jose Hurtado, current chair of the Diversity Task Force, presented the Diversity Task Force Plan, 2007 Progress Report. He said he felt it was a good summary of the college’s diversity efforts and that he was pleased with the progress that has been made throughout the campus. He thanked Dr. McCarthy for his work in support of diversity on the campus, and Dr. McCarthy thanked Mr. Hurtado, Judie Walter-Burke, and Betty Malmgren for their work on the report. Trustee Knight said she appreciated the report, and president Baldini said diversity has been invested throughout the college.

8.5 Review of Process for Approval of Personnel Actions
At the last board meeting, board member Brenda Knight asked for clarification on the appropriate process to approve personnel actions. College legal counsel has provided guidance for publicly reporting action taken in closed session and voting, consistent with Government Code section 54947.1(a)(5), and board president Michael Baldini said the board would follow the lead from the District’s legal counsel.
8.6 **Compensation for Board Meetings**

The compensation rate for meetings attended by board members has not been raised since January 1, 2001. The board discussed the level of compensation and noted the financial costs incurred by trustees in order to maintain a strong presence in the community. Trustee Meng asked that the board be provided with comparative information for trustees across the state. Scott Miller noted that the board has a travel budget, and that is an option to be considered. The board agreed to bring this back as a future agenda item.

9.0 **ACTION ITEMS**

9.1 **Adoption of 2007 – 2008 Final Budget**

9.1.1 **Public Hearing on the 2007 – 2008 Final Budget.**
Michael Baldini opened the public hearing at 8:00 p.m. and closed it, as there were no public comments.

9.1.2 **Adoption of the 2007 – 2008 Final Budget**
Scott Miller reviewed the Final Budget, which he characterized as positive, with a strong reserve. He felt this enabled the District to move in positive and creative directions, but cautioned that it remains important to be fiscally prudent.

**Recommendation:** M/S/C (Busenbark/Reinbolt) to adopt the 2007 – 2008 Final Budget.

9.2 **Request to Add Two Positions to the Classified Employee Group and to Authorize Advertising for These Positions**

With large construction projects scheduled for the 2007 – 2008 academic year and thereafter, additional regular staffing is needed in the office of Campus Planning and Construction. M/S/C (Busenbark/Knight) to authorize the addition and advertisement of the following two positions to the Classified Employee Group: Secretary II and Construction Project Coordinator. Both of these positions will be funded out of Measure N funds.

9.3 **Approval of Salary Increase for Salaried Professional Employees**
M/S/C (Busenbark/Knight) to approve monthly salary increase for salaried professional that equals the same COLA increase agreed to for regular classified employees retroactive to July 1, 2007.

9.4 **Approval of Salary Increase for Part-time, Hourly Classified and Part-time, Hourly Professional Employees**
M/S/C (Meng/Busenbark) to approve an hourly increase for hourly classified and part-time, hourly professional employees that equals the same COLA increase agreed to for regular classified employees beginning October 13, 2007.

9.5 **Approval of Salary Increase for Grant-funded Administrators**
M/S/C (Busenbark/Knight) to approve an increase in monthly salary for grant-funded administrators that equals the same COLA increase agreed to for regular administrative/confidential staff retroactive to July 1, 2007.

9.6 Authorization to Advertise for Faculty Positions
M/S/C (Busenbark/Meng) to authorize advertising for the following positions:
  a) Winery Technology Instructor (tenure track)
  b) Counselor/Instructor (one-semester leave replacement).

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

10.1 Reports from Vice Presidents
  • Scott Miller reported that the new cafeteria service got off to a good start, with positive customer comments and an increase in business. He thanked everyone in his office for their hard work on completing the Final budget.
  • Sue Nelson said enrollment growth is keeping everyone busy and that it has been a good start to the semester.
  • Laura Ecklin reported on the IBB Training and work on new employee orientation and evaluation processes. Her office is busy with open enrollment and hiring.
  • Oscar DeHaro reported on Transfer Day and thanked staff for their work on it.

10.2 Superintendent/President’s Report
Dr. McCarthy said he attended a Bay Valley Conference meeting with Kevin Luckey and a leadership conference at the University of San Diego. Marketing efforts are moving forward. He is pleased with the progress report on campus diversity efforts and said it is clear that significant work is being done by a broad spectrum of the campus community.

10.3 Reports from Board Members
  • Chris Adams commented on the Green Music Festival, Transfer Day, the successful Club Rush, Campus Clean-up, and the ASB Fall Retreat at Bodega Bay.
  • Tom Andrews thanked Brenda Knight for bringing up the subject of board meeting compensation.
  • JoAnn Busenbark praised Chris Adams and Chris Hagerman for their hard work on a variety of projects. She attended an Open House at the Upper Valley Campus. She praised the new water re-cycling project and is interested in being in an accreditation team. She is working at the College of the Siskiyous this Fall. She complimented Dan TerAvest and his staff.
  • Brenda Knight said she facilitated four NVC golf team members playing in a golf tournament. She announced a program of Jazz Concerts in American Canyon. She said she was pleased to be part of the Napa Valley College campus and board.
  • Charles Meng asked that the Community College Initiative be put on the October agenda. He said he was interested in ways to keep students. He said he hoped the Sonoma State Program on our campus would generate FTES for the college.
  • Bruce Ketron said he appreciated having a State Budget. He attended Faculty Flex Day and learned about the gamer generation. He praised NVC Day and the Law Enforcement Expo.
• Steve Reinbolt appreciated the discussion of compensation for board members. He said NVC wine would be poured at the upcoming Fall Kiwanis event. His son attended Transfer Day.
• Michael Baldini thanked everyone for their efforts and appreciated the work in the community.

11.0 ADJOURNMENT
Board president Michael Baldini adjourned the meeting in memory of students Gwendolyn Black and Raymund Lizardo.