

Napa Valley Community College District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

October 11, 2007

5:30 p.m. Closed Session

6:30 p.m. Return to Public Session

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

12) Medical-Surgical Nursing Instructor (tenure-track)

13) In-Service Corrections Academy Coordinator (academic administrator)

14) Regional Simulation Lab Coordinator (grant-funded classified administrator)

15) Director, Upward Bound (Grant-funded academic administrator FTE change)

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

1) Physical Education & Athletics Equipment Attendant II (1.0 FTE)

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

3.3 **Members Present:** Michael Baldini, Bruce Ketron, Charles Meng, Brenda Knight, Tom Andrews

Members Absent: JoAnn Busenbark, Charles Meng

Staff Present: Dr. Chris McCarthy, Sue Nelson, Oscar DeHaro, Scott Miller, Betty Malmgren, Jose Hurtado, Kim Sykes, Walt Unti Dan TerAvest

Guests Present: Susana Ponce, ASB President; Katelyn McLeod, Public Relations Officer

Stephen Hallet, Senator, Administration of Justice

3.2 Pledge of Allegiance

The audience recited the pledge of allegiance.

3.3 Introduction of Visitors, Guests, and New Staff

Students Susana Ponce, Katelyn McLeod, and Stephen Hallet introduced themselves to the board.

3.4 Announcement of Items from Closed Session

Michael Baldini unanimously approved an increase of 1% to the Academic/regular contract salary schedule for 2007 – 2008, beginning with the October pay warrant. The board also unanimously approved an increase of 1% to the part-time, hourly credit salary schedule. Combined with the original increase of 5% equals a total salary increase of 6% for these two groups.

The board also unanimously approved a 5.07 % salary increase to the administrative/confidential salary schedule, retroactive to July 1.

The board unanimously approved hiring of the following:

Sandra Buckley, Medical-Surgical Nursing Instructor (tenure-track)

Aaron Ross, In-Service Corrections Academy Coordinator (academic administrator)

Nancy Wilson, Regional Simulation Lab Coordinator (grant-funded classified administrator)

Anna Martinez, Director, Upward Bound (Grant-funded academic administrator FTE change)

Michael Ronald, Physical Education & Athletics Equipment Attendant II (1.0 FTE)

3.5 Adoption of Current Agenda

The board adopted the agenda, with the inclusion of item 6.12 and addendum 9.5 and the Of 10.9 to refer to the Napa Valley Wine Auction.

3.3 Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session)

Michael Baldini announced the future meetings of November 8, 2007 and December 13, 2007.

The board discussed the possibility of adding a special board meeting related to a potential future bond that would have to occur prior to the November 8 regular meeting. Brenda Knight also suggested the option of special listening sessions. It was agreed that the President's office would poll the board regarding these potential meeting dates.

4.0 PUBLIC COMMENTS – GENERAL

There were no public comments.

5.0 APPROVAL OF MINUTES OF September 13, 2007

M/S/C (Knight/Andrews) to approve the minutes of September 13, 2007.

6.0 CONSENT CALENDAR

M/S/C (Knight/Ketron) to approve the following items on the consent calendar:

6.1 Ratification of Financial Documents for August, 2007

6.1.1 Approval of Warrants

General Fund

\$1,056,296.14

Child Care Fund	\$5,009.22
Capital Outlay Projects Fund	\$125,611.24
NVC Bldg. Fund/Series B (BOND)	\$2,441,973.80

6.1.2 **Approval of Total Gross Payroll** \$2,579,615.04

6.2 Approval of Personnel Assignments Dated October 4, 2007

6.3 Agreement with the County of Napa to Provide a Diagnosis and Business Retention Service for Local Businesses

The Board of Trustees approved an agreement with the County of Napa to have the Small Business Development Center provide a County Rx Business Program for diagnosis and business retention services for “potentially at risk” local businesses. The agreement will begin October 1, 2007 and run through June 30, 2009. The maximum reimbursement is \$12,500.

3.3 Agreement with the Peralta Community College District for the Bay Area Regional Tech Prep Collaborative (BARTPC) Program.

The Board of Trustees approved an agreement with the Peralta Community College District, acting as fiscal agent for the State Chancellor’s Office, to support the Bay Area Regional Tech Prep Collaborative (BARTPC). . The term of the grant is from July 1, 2007 to June 30, 2008. Total payments under this grant shall not exceed \$40,000.

3.4 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.

3.5 Approval of Ratification of Acceptance of Proposal from AHC Glass of San Francisco, CA

Napa Valley College invited responses to a formally advertised Request for Proposal to provide storefront windows and entrance doors at the Little Theater, Building 1200 from five firms. AHC Glass of San Francisco, CA submitted a responsive proposal for the lowest cost of \$29,700. The Board of Trustees awarded the bid to AHC Glass of San Francisco, the lowest responsive bid of \$29,700.

6.7 Proposed Change Orders – Central Chiller Plant

The Board of Trustees ratified acceptance of Bell Products, Inc., proposed Change Order Log dated September 28, 2007. The net credit for this proposed change order is \$4,809.00.

6.8 Proposed Change Orders – Life Science Building

The Board of Trustees ratified acceptance of Bell Products, Inc. proposed 45.1, 49RR, 50RR, 55, 56, and 59 as given in attached Proposed Change Order Log dated September 28, 2007. The net increase for these proposed change orders is \$16,962.00.

6.9 Proposed Change Orders –Wine Storage Building

The Board of Trustees ratified acceptance of McCrary Construction Company, Inc. proposed change orders numbered 13 and 14, as given in attached Proposed Change Order Log dated September 28, 2007. The net increase for these changes is \$962.00.

6.10 Proposed Change Orders—Athletic Field Improvements – Baseball/Softball dugouts

The Board of Trustees ratified acceptance of Ridgeview Construction Company, Inc. proposed change order number 3, as given in attached Proposed Change Order Log dated September 28, 2007. The net increase for this proposed change order is \$3,888.00.

6.11 Change Orders – Performing Arts Center Increment I – North Site Development

The Board of Trustees ratified acceptance of O. C. Jones & Sons, Inc. proposed change orders numbered PT-1, 1R.3, 2, 4, 5, 11, 13, 14, 19R.1, 22, 23, and 24, as give in attached Proposed Changer Order Log dated September 28, 2007. The net increase for these proposed change orders if \$86,302.97.

6.12 Approval of Faculty Salary Advancement Projects

The District provides opportunities for salary advancement as an expression of its commitment to reward improved competence and/or performance of its certificated staff. Criteria are stated in order to define conditions that must be met for the approval of a salary advancement request proposal. The board approved the salary advancement projects.

7.0 CONSTITUENT GROUP REPORTS

- **Academic Senate Report**

Dianna Chiabotti reported the faculty is busy working on curriculum and working with Sue Nelson On several issues. She reported that the Academic Senate decided not to vote or make a recommendation on increasing force options for the Napa Valley College Police Department, as the faculty is divided on the issue and that it was not faculty's decision to make.

- **Associated Student Body Report**

Student Jose Gununtan said the students would take no official position on increasing force options for the Napa Valley College Police Department. He announced a Halloween Costume contest on October 31. He voiced student support for a potential bond.

8.0 APPROVAL OF QUARTERLY FINANCIAL STATEMENT Report (CCFS311Q)

M/S/C (Knight/Ketron) to approve the CCFS311Q Report.

9.0 INFORMATION ITEMS

9.1 Student Right to Know Report

Chief, Campus Police Department Ken Arnold introduced The Student Right to Know Report, an annual report required by the Department of Education. It outlines specific security policies and procedures and the occurrence of specified crimes. Students are informed of this report via postcard.

9.2 Napa Valley Police Department Annual Report

Chief Ken Arnold reviewed the Napa Valley College Police Department Annual Report that provides a summary of its activity, accomplishments, and challenges. He praised his staff and thanked them for their dedication to keeping the Napa Valley College students, faculty, and staff safe. He also noted his department provides significant peripheral services.

9.3 Community College Initiative

Dr. McCarthy gave the board an update on the Community College Initiative that will be on the February, 2008 ballot. He explained that K-12 and community college funding are currently tied together. The initiative uses a new formula for community college funding that would not negatively impact K – 12 funding. Dr. McCarthy also outlined the college's involvement, fundraising goals and other college responsibilities regarding the initiative. Student trustee Chris Adams asked whether or not funding would be cut for some colleges. If the initiative passes, it could increase Napa Valley College funding by \$2 million by year. This item will be on the agenda next month so that the board can approve formally support it.

9.4 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 compensation rate for board members at its last meeting and agreed that they would like to see a survey of compensation for Districts across the State. The board reviewed the comparison of compensation prepared by the Community College League of California and will continue to review options. Brenda Knight suggested that Vice President, Business and Finance, Scott Miller should have input, and Bruce Ketron suggested that compensation should remain stable from month to month, to make it easiest for the Business Office.

9.5 Update on Auxiliary Gymnasium Project

Dan TerAvest explained that, in the interest of keeping board members up to date on progress on bond projects, there will be an informational item related to specific projects on upcoming agenda. At this meeting, Dan TerAvest reviewed progress on the auxiliary gymnasium project. The first floor of the gymnasium will be devoted to adaptive physical education and weight training. The second floor will be used by Criminal Justice Training for courses in defensive tactics. The board thanked Mr. TerAvest for the presentation, and the next presentation will cover the Ceramics project.

10.0 ACTION ITEMS

10.1 Approval of Force Options for the Napa Valley College Police Department

Following the Virginia Tech tragedy, the board has discussed campus safety at previous meetings. During those discussions, the board stressed its commitment to providing a safe and secure campus environment in which faculty can teach, students can learn, and staff can work. The board also underscored the need for campus input into this decision, and Ken Arnold, Chief, Campus Police Department has made presentations to all constituent groups and received input from them.

Chief Arnold stressed the importance of providing the same force options to college police as police in the community have, noting that all Napa Valley College officers have undergone the same training as all other police officers. He also stressed that, in any situation, the preferred option is the least lethal. Increasing the force options does not mean that force will be used

more often, only that it is available when circumstances require it. Increasing force options will also allow Napa Valley College to fully protect themselves in performing their duties.

ASB agreed to take a neutral position on increasing options. Trustee Knight stated that she believed the college needed to be proactive and the officers fully protected. Michael Baldini read a statement in support submitted by JoAnn Busenbark who could not attend the meeting. Dr. McCarthy stated that he is in support of increasing force options in order to provide the safest environment possible for students, faculty, staff, as well as for the college police officers.

M/S/C (Knight/Andrews) to approve increased force options for the Napa Valley College Police Department.

10.2 Approval of 2008 – 2009 College Planning Priorities

At its meeting on September 14, 2007, the Planning Committee agreed to recommend seven college-wide planning priorities for the 2008 – 2009 academic year. These priorities are taken from the Napa Valley College Strategic Plan. The priorities will be used by the budget center managers in developing their unit level plans and budgets for 2008 – 2009.

M/S/C (Ketrone/Knight) to approve the 2008 – 2009 College Planning Priorities.

10.3 Adoption of 2008 – 2009 Budget Parameters

Each year the Budget Development Parameters/Priorities are forwarded to the college president for approval by the Board of Trustees. The parameters are being presented two months earlier than normal because the budget development process has been modified and improved, but will require more preparation time. No changes were made to the parameters/priorities this year, other than date changes. Walt Unti, representative of the Budget Committee, was present and said he approved that the District has moved away from the rollover budget process. Brenda Knight suggested that a “billboard statement” regarding compliance with the 50% Law be included with the budget parameters.

M/S/C (Andrews/Knight) to approve the 2008 – 2009 Budget Parameters/Priorities, with the addition of a statement to make explicit the legal requirement of meeting the 50% Law.

10.4 Agreement for Services with TBWB Public Financial Strategies for Ballot Measure Feasibility Assessment, Public Information, Community Outreach, and Media Management Services.

M/S/C (Reinbolt/Knight) to approve an agreement for professional consulting services with TBWB Public Financial Strategies for a not to exceed cost of \$12,500.

10.5 Approval of Salary Increase for Noncredit Faculty

The noncredit program continues to contribute toward attaining the district’s FTES goals. It is recommended that the hourly rate for noncredit instructors be increased from \$37.62 per hour to \$38.00, effective spring semester, 2008. This is the same increase being recommended for the Part-time, Hourly Credit Salary Schedule.

M/S/C (Ketrone/Andrews) to approve an hourly increase for noncredit faculty to \$38.00 per hour.

10.6 **Approval of Hourly Increase for Part-time, Hourly Classified and Part-time, Hourly Professional Employees (revised)**

It is recommended that part-time, hourly classified and part-time, hourly professional employees receive an increase to their hourly rate that equals the same COLA increase agreed to for regular classified employees beginning September 13, 2007. The revision changed the “effective date.”

M/S/C (Ketron/Andrews) approve an hourly increase for part-time, hourly classified and part-time, hourly professional employees, beginning September 13, 2007.

10.7 **Approval of Award of Bid for Baseball/Softball Winter Practice Project**

This project will add an asphalt surface to one of the college’s existing ballfields to facilitate winter practice for the baseball and softball programs.

M/S/C (Knight/Adams) to award the Baseball/Softball Winter Practice Project to John Benward Company, of Sonoma for \$193,661. Michael Baldini voted “NO”, and Steve Reinbolt abstained.

10.8 **Approval of Contracts with 63 Organizations to Provide Health Occupations Students with Clinical Experience in Community Facilities**

The registered nursing program has been preparing for a registered nursing accreditation visit in Fall, 2007. Part of the visit will include a review of all agreements with community facilities for clinical experience opportunities. All agreements have been updated to include all of the terms and conditions currently required by the accrediting organization.

M/S/C (Ketron/Andrews) to approve update agreements with the 63 facilities for the provision of clinical experience in community facilities.

10.9 **Approval of Purchase Order for Wireless, Digital Simulator from Medical Education Technologies, Inc.**

Grant funds from the Napa Valley College Wine Auction enabled Napa Valley College to expand its nursing program and establish a state-of-the-art training lab at the Yountville Veterans’ Hospital. This simulator represents the physical characteristics of an adult and has the great advantage of being wireless and digital and will augment the seven simulators currently in use in the Simulation Lab at the Yountville Veterans’ Hospital. Shifting funding will allow for the purchase of this simulator out of grant funds.

M/S/C (Andrews/Ketron) to approve the purchase order for a wireless, digital simulator from Medical Education Technologies, Inc.

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

11.1 **Reports from Vice Presidents**

- Laura Ecklin distributed a report outlining the responsibilities of her office. She said she would send an online sexual harassment training, upon request. She has been working on an EEO policy for the Chancellor's Office.

Oscar DeHaro thanked Chief Arnold and his staff. He announced the upcoming Job Fair that will include approximately 100 employers. Enrollment is up approximately 6.3% and 95 FTES over last fall and is a statewide trend.

Sue Nelson reported on the new foreign language laboratory equipment. She was attend a conference in Chicago for Hispanic Serving Institutions. We have received \$100,000 for basic skills improvement.

11.2 **Superintendent/President's Report**

- Dr. McCarthy reported on accreditation visits to Mira Costa and Hartnell Colleges. He attended the Hispanic Dinner, a homeland security training with Ken Arnold, and gave a tour to State Senator Pat Wiggins. He noted upcoming graduations for the Corrections Academy and the Napa Valley Cooking School. He congratulated Michael Baldini and Bruce Ketron on their recent birthdays.

11.3 **Reports from Board Members**

Chris Adams said he appreciated having his fellow students attend the board meetings, as they did tonight. He will attend an upcoming CISA meeting. He announced the upcoming Job Fair and the opening night of *Our Town*. Phi Theta Kappa has conducted a recent campus clean-up. He noted increased club activity on campus.

Tom Andrews congratulated Chris Adams and students for doing such a good job. He attended a Rotary Club meeting at which Barbara Nemko spoke.

Brenda Knight attended the ACCT Conference and learned more about effective board governance. She reported on Palomar Community College's successful practices for their recent bond. She emphasized the importance of having board names and photos in college publications and a board that is active in the community. She has been appointed to the trustee education advisory board and will also participate in a leadership role at the national level.

Steve Reinbolt said he bought a brick for the Performing Arts Building. Napa Valley College wine received positive feedback at the Harvest Festival.

Bruce Ketron reported that the bonding of the winery has not been completed. The board held a successful retreat on September 29, and he enjoyed a visit to a university in Vermont noted for its cerebral diversity.

Michael Baldini suggested we develop a proclamation for a no-tax textbook.

12.0 **ADJOURNMENT**

Board president Michael Baldini adjourned the meeting in recognition of the board's decision to increase force options for the Napa Valley College Police Department.

Board president Michael Baldini adjourned the meeting in memory of Jim Fogarty, long-time friend of Napa Valley College and former president of the NVC Foundation.