MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
November 5, 2007
6:00 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 6:00 p.m.

2.0 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
1) Instructional Assistant II, Basic Police Academy (1.0 FTE)

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

3.1 Members Present: Michael Baldini, Bruce Ketron, Charles Meng, Tom Andrews, JoAnn Busenbark, Steven Reinbolt, Brenda Knight, Chris Adams
Staff Present: Dr. Chris McCarthy, Sue Nelson, Scott Miller, Oscar DeHaro, Dan TerAvest, Dianna Chiabotti, Ken Arnold

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 the board’s unanimous approval of the 2007 - 2010 Association of Classified Professionals-District Labor Agreement. They approved the employment of Jesse Williams, Instructional Assistant, Basic Police Academy.

3.5 **Adoption of Current Agenda**
M/S/C (Busenbark/Knight) to adopt the current agenda.

3.6 **Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session)**
Michael Baldini announced the upcoming board meetings, with two changes. December 13, 2007 Regular Meeting; January 24, 2007 (moved from January 17; a quorum of board members will meet on January 17 to approve personnel items prior to the start of spring semester); February 21, 2007 (moved from February 14, 2007).

4.0 **PUBLIC COMMENTS — GENERAL**
There were no public comments.

5.0 **APPROVAL OF MINUTES**
5.1 **September 29, 2007 Special Meeting**
M/S/C (Busenbark/Knight) to approve minutes.

5.2 **October 11, 2007 Regular Meeting**
M/S/C (Andrews/Busenbark) to approve minutes.

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 October, 2007**
6.1.1 **Approval of Warrants**
- General Fund $1,033,179.67
- Child Care Fund $4,983.30
- Capital Outlay Projects Fund $590.90
- NVC Bldg. Fund/Series B (BOND) $3,986,750.84

6.1.2 **Approval of Total Gross Payroll**
$2,547,688.54

6.2 **Approval of Personnel Assignments Dated October 29, 2007**

6.3 **Agreement with the St. Helena Hospital Center for Behavioral Health**
The Board of Trustees approved an agreement with the St. Helena Hospital Center for Behavioral Health to provide health care learning activities for college nursing students. The agreement will commence July 1, 2007. There is no cost with this agreement.

6.4 **Agreement with the Yosemite Community College District for Child Development Permit**
Training
The Board of Trustees approved an agreement with the Yosemite Community College District Child Development Training Consortium to provide training for individuals to obtain a new or renew a currently held Child Development Permit. The term of the agreement is from July 1, 2007 to June 30, 2008. The maximum income from this agreement is $13,750. This continues an existing program.

6.5 Agreement with Novato Community Hospital
The Board of Trustees approved an agreement with Novato Community Hospital to provide hospital based health care learning opportunities to college nursing students. The agreement will commence November 1, 2007. There is no cost with this agreement.

6.6 Approval of Salary Advancement Projects 2007 – 2008
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 salary advancement projects for 2007 – 2008.

6.7 Approval of Special Privileges for Nonresident Foreign Student
The administrative regulations to Board Policy S6210 Tuition related to the non-resident Foreign Student Tuition Waiver. The regulation state that the Napa Valley College Board of Trustees authorizes tuition waivers for no more than 10 percent of the non-resident foreign students enrolled at the college each semester. The board approved the waiver for a non-resident foreign student.

6.8 Proposed Change Orders – Central Chiller Plant
The Board of Trustees ratified acceptance of Bell Products, Inc. proposed change orders numbered 32R, 33 and 35, as given in Proposed Change Order Log dated October 12, 2007. The net increase for these proposed change orders if $27,884.00.

6.9 Proposed Change Orders – Life Sciences Building
The Board of Trustees ratified acceptance of McCrory Construction Company, Inc. proposed change order number 54R is given in attached Proposed Change Order Log dated October 12, 2007. The net increase for this proposed change order is $779.00.

6.10 Proposed Change Orders – Wine Storage Building
The Board of Trustees ratified acceptance of McCrory Construction Company, Inc. proposed change order number 6, as given in attached Proposed Change Order Log dated October 23, 2007. The net increase for this proposed change order is $1,306.00.

6.11 Proposed Change Orders – Athletic Field Improvements – Baseball/Softball Dugouts
The Board of Trustees ratified acceptance of Ridgeview Construction Company, Inc. proposed change orders numbered 4 and 6, as given in attached Proposed Change Order Log dated October 23, 2007. The net increase for these proposed change orders is $28,897.00.

6.12 Proposed 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 number 7R, 8R, 9R, 10R, and 30, as given in attached Proposed Change Order Log dated October 23, 2007. The net increase for these proposed change orders is $132,524.19.

6.13 **Proposed Change Orders – Little Theater Renovation**
The Board of Trustees ratified acceptance of Kenridge Construction Company, Inc. proposed change orders numbered 2R, 3R, 4R, 5, 6, 7, 8, 11, 12, 13 and 14, as given in attached Proposed change Order Log dated October 23, 2007. The net increase for these proposed change orders is $28,037.00.

6.14 **Notice of Completion and Project Acceptance – Campus Signal Cabling Upgrade**
The Board of Trustees approved the project to provide additional campus cabling is complete. A Notice of Completion was filed with the County Recorder on October 11, 2007.

6.15 **Advisory Committee Lists, 2007 – 2008**
The Occupation Education Office has submitted the updated 2007 – 2008 lists of advisory committees for Napa Valley College occupational education programs. The lists have been mailed to board members and are available in the President’s Office upon request.

7.0 **CONSTITUENT GROUP REPORTS**
- **Academic Senate Report**
  Dianna Chiabotti announced that Diane Van Deusen was absent due to a conference.
- **Faculty Association Report**
  There will be a presentation later this month on benefits.
- **Administrative Senate Report**
  Ken Arnold expressed the Senate’s support of bond efforts, if the board decides to go forward with the bond.
- **Associated Student Body Report**
  Students discussed their endorsement of the Taillores Declaration and also barring cell phones in classrooms. They are also very supportive of a second floor on the cafeteria. There is concern among some students regarding getting the classes they want, in particular physics and engineering classes.
  Tom Andrews expressed disappointment that there has been no classified representation at meetings recently and hoped that would change.

8.0 **INFORMATION ITEMS**

8.1 **Phi Theta Kappa**
Chris Hagerman reviewed current activities of Phi Theta Kappa and goals for the academic year. He noted an upcoming religion forum; juvenile outreach projects; Finals Relief Event; Operation Green. He said he hoped to be able to send 10 people to an upcoming international convention to be held in April in Philadelphia. The regional convention is in San Diego. Phi Theta Kappa received pledges from Dr. McCarthy as well as several board members. They were praised for the excellent work the chapter is doing.

8.2 **Program Evaluation and Planning**
Judie Walter-Burke, Dean, Research, Planning and Development, explained that two of the recommendations from the last accreditation reported focused on program review and the integration with the budget process. In response to those recommendations, Napa Valley College began to implement a new program review process, Program Evaluation and Planning (PEP), for all instructional, student services, and administrative services programs. She described the PEP process and the six-year evaluation cycle.

Dr. Robyn Wornall, Director, Institutional Research, identified the data elements included in Program Evaluation and Planning for all instructional programs and presented Chemistry as a sample data file. She explained that this is an evidence-based process. This kind of information will be useful in resource allocation.

8.3 Development of District Corner Property
Over recent years, the Board of Trustees has expressed an interest in exploring various opportunities for development of the district’s property on the corner of Soscol and Imola. As preparation for future discussions, a Community College League of California publication, “Maximizing District Assets: Implementing Successful Joint Ventures” was included in materials provided to the board. The board agreed it is important to begin the process.

8.4 Rotation of Board Officers for 2008
Board Policy B8110: Officers and duties describes the rotation of board members into officer position. The policy states that “at the November board meeting, board members who have moved into officer position are polled to establish their willingness to serve in the upcoming year. If an individual does not want to serve when his/her name is moved into officer position, his or her name may be held over for subsequent elections, rather than moving to the bottom of the list. Board members reserve the right to nominate candidates to stand for election in addition to those who qualify on the basis of the standard rotational sequence. The rotational sequence for 2008 is: Bruce Ketron, Charles Meng, JoAnn Busenbark, Steve Reinbolt, Tom Andrews, and Brenda Knight, Michael Baldini. Mr. Meng pulled his name from the sequence for the upcoming year, but it will be hold over for the next election.

9.0 ACTION ITEMS

9.1 Approval of Resolution Ordering an Election and Establishing Specifications of the Election Order Related to Placing a Bond Proposition on the February 4, 2008 Ballot
Beginning in March, 2007, the board has been reviewing options to address construction shortfalls for bond facilities projects. An independent pollster to determine the overall feasibility of conducting a successful bond campaign was hired. Interviews with 600 registered voters indicated a highly positive view of the college in the community and supported the feasibility of a potential bond.

The board discussed its options and concerns regarding a potential bond in February. The quality of education for future students was a primary focus for the board. Enrollment is expected to continue to rise, as the cost of attending CSU and UC systems continues to skyrocket. Additional classroom space is required to accommodate the increasing numbers of students. The board also stressed its responsibility to meet the needs of the community, and the community continues to ask for new programs.
The cost of future construction was also discussed. As facilities upgrades and repairs will only increase and become more expensive in the future, completing projects sooner rather than later would be prudent. A bond would also give the college an opportunity to pursue state matching funds that would otherwise be unavailable.

Trustees expressed their belief that it is their obligation to let the members of the community decide the future directions of Napa Valley College, and a ballot proposition would be the vehicle by which voters make their preferences known. They said education is a lifelong commitment and a strong community college would contribute to the future health of the Napa Valley community.

Michael Baldini thanked the board members for all their comments.

M/S/C (Knight/Andrews) to approve the Resolution Ordering an Election and Establishing Specifications of the Election Order Related to Placing a Bond Proposition on the February 5, 2008 ballot.

9.2 Garnett Sign Studio, Inc. Campus Signage Phase II Project Proposal Acceptance
This project will implement Phase II of the campus signage program. This work was approved as a sole source contract by School and college Legal Services, as per Public Contract Code section 3400 and 20651, which provide exceptions to the requirement that projects in excess of $15,000 are publicly bid. Phase II will provide vehicle directional and other signage for campus roadways and parking lots.

M/S/C (Andrews/Busenbark) to authorize acceptance of the proposal from Garnett Sign Studio, Inc. for $149,906.52.

9.3 North Site Development Proposed Change Order for Parking Lot B Expansion
In order to ensure that replacement parking will be in place for the start of the spring, 2008, semester on January 23rd, Napa Valley College has solicited a change order proposal from the North Site Improvement Project contractor, O.C. Jones & Sons. Work included in the change order will be funded from the existing Library and Learning Resource Center and Parking Lot B budget. Completion of the work will result in a net increase of 120 parking spaces.

M/S/C (Busenbark/Meng) to authorize acceptance of Proposed Change Order #31 from O.C. Jones & Sons, Inc. for $435,914.46.

9.4 Authorization to Advertise for Faculty Positions
This is a request for authorization to advertise the following tenure-track positions for employment beginning in the 2008 – 2009 academic year.
1) Art History Instructor
2) Business Instructor
3) Chemistry Instructor
4) Counselor/Instructor
5) Engineering/Physics Instructor
6) English Composition Instructor
7) Photography Instructor
This authorization allows the Office of Human Resources to finalize job announcements and begin advertising the positions. The anticipated start date for these positions is August, 2008.

M/S/C (Ketron/Busenbark) to authorize the above tenure-track positions for the 2008 – 2009 academic year.

9.5 Approval of Salary Schedule for Temporary Academic Employees
Education Code Section 87780 states that every governing board of a community college district shall adopt a salary schedule for temporary academic employees and that salary schedule shall indicate a salary for all categories or classes of academic employees of the District.

Napa Valley College has the following categories or classes of academic employees:
1) Academic Administrators. The current Administrative/Confidential Salary Schedule shall be used to determine the salary or hourly rate for an employee replacing an academic administrator who is on leave due to illness or accident.
2) Noncredit Faculty. The current Noncredit Hourly Rate shall be used to determine the hourly rate for an employee replacing a noncredit faculty member who is on leave due to illness or accident.
3) Credit Faculty. In accordance with Article 11.3.8 of the District/Faculty Agreement (Difference Pay), the current Part-time, Hourly Credit Salary Schedule shall be used to determine the hourly rate for an employee replacing a credit faculty member who is on leave due to illness or accident.

In the event that the employee is on “difference pay” after exhausting paid leave and a substitute is not hired to replace the employee, the amount deducted from the faculty member’s salary shall be an amount equal to the number of student contact hours multiplied by Step 1 of the Part-time, Hourly Credit Salary Schedule.

M/S/C (Busenbark/Ketron) to approve the salary schedule for temporary academic employees.

9.6 Approval of Resolution in Support of the California Community College Initiative
The California Community College Initiative would provide separate funding for K – 12 and the community college system, protecting K-12 funding while providing stable funding, predictable student fees, and local control for the community college system. Napa Valley College would receive an additional $2.1 million in state funds over the next five years, without raising taxes.

M/S/C (Busenbark/Meng) to approve the Resolution in Support of the California Community College Initiative.

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

11.1 Reports from Vice Presidents
- Oscar DeHaro reported 2,499 FTE and 6,861 credit headcount for Fall, 2007. He thanked Betty Malmgren for the excellent newsletter. He thanked ASB leadership.
Scott Miller said he was pleased that the college met the 50% Law requirement, and the college is committed to continuing to do so. He reported on filling positions in the Campus Planning and Construction Office and in the Business and Finance Office.

Sue Nelson said the Life Sciences Building will be open for classes in Summer, 2008. She attended a CIO Conference. Schedules for Spring have been mailed to county residents.

11.2 Superintendent/President’s Report
Dr. McCarthy reported on a recent meeting focusing on economic outlook and noted that the community college was seen as the savior of the local economy. Pat Wiggins toured the campus recently and was impressed by the green technology the college has developed. He thanked Ellen Imrie for her recent donation and her past generosity. He said he completed a follow-up visit to Hartnell College. He announced the December Salon event and the Foundation Holiday Party at Churchill Manor. He sent Karen Taylor best wishes on her recovery.

11.3 Reports from Board Members
- Chris Adams said he attended the Planning Committee meeting and students are participating on hiring committees. He will attend an upcoming CISA meeting.
- Brenda Knight appreciated the tour provided by the college for her Leadership Napa Valley class. She praised Bob Lortz for his excellent work as tour guide.
- Tom Andrews congratulated the college on meeting the 50% Law requirement. He said he was pleased that the Business and Finance Office would now have the staffing it has needed, as it has been operating short-handed.
- Steve Reinbolt reported on College Night at the District Auditorium. He noted that the Kiwanis Club has bought a brick for the Instructional Center for the Performing Arts.
- Charles Meng congratulated Scott Miller on work regarding the 50% Law. He said he felt the board made a good decision to move forward on a new bond proposition. He will meet with CCCT next Thursday.
- Bruce Ketron said he was pleased by the board’s decision to place a bond measure on the February ballot and was also happy about the eight new faculty positions approved tonight.
- Michael Baldini praised the college’s presence at the Justin Siena College Day.

12.0 ADJOURNMENT
Board president Michael Baldini adjourned the meeting at 9:25 p.m. in honor of pets and the happiness they bring to our lives.