

Napa Valley Community College District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

February 21, 2008

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.

Bruce Ketron called the meeting to order at 5:30 p.m.

2.0 CLOSED SESSION (5:30 p.m.): As there were no 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, Kevin Luckey, Laura Ecklin

Name of organization representing employees: NVCFA/CTA/NEA

Name of agency negotiators: Laura Ecklin, Judie Walter-Burke, Scott Miller

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, Employee Evaluation

1) Evaluation of Superintendent/President

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

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

1) Business Office Clerk (.80 FTE)

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT, Consideration of Non-Renewal of Contract for Academic Administrator

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

3.1 **Members Present:** Bruce Ketron, Steve Reinbolt, Charles Meng, Tom Andrews, Michael Baldini, Chris Adams, Brenda Knight (arrived late)

Members Absent: JoAnn Busenbark

Staff Present: Chris McCarthy, Sue Nelson, Oscar DeHaro, Scott Miller, Laura Ecklin, Kevin Lucky, Dianna Chiabotti, Sonia Wright, Ian MacNeail, Bill Blair

Guests Present: Students Tamera Melvin, Alex Pader

3.2 **Pledge of Allegiance**

The audience recited the pledge of allegiance.

3.3 **Introduction of Visitors, Guests, and New Staff**

Bruce Ketron recognized two students representing ASB: Tamera Melvin and Alex Pader

3.4 **Announcement of Items from Closed Session**

Bruce Ketron announced that the board would reconvene to closed session after the close of public session so that trustee Brenda Knight would be able to participate in closed session.

3.5 **Adoption of Current Agenda**

M/S/C (Baldini/Meng) to adopt current agenda, with agenda item 9.2 to precede item 9.1.

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

Bruce Ketron announced the following upcoming meetings: March 13, 2008 Regular Meeting; April 10, 2008 Regular Meeting; May 8, 2008 Regular Meeting; May 30, 2008 Commencement Ceremony. He said the board would be polled to establish availability for a board retreat.

4.0 **PUBLIC COMMENTS – GENERAL**

Bruce Ketron stated that he would postpone an announcement until Brenda Knight arrives.

When trustee Brenda Knight arrived, Mr. Ketron returned to the public comments section. He congratulated Ms. Knight on receiving the Jefferson Award in acknowledgement of her campaign, Beanies for Iraq soldiers. He noted that Ms. Knight's son is serving in the armed services.

5.0 **APPROVAL OF MINUTES**

M/S/C (Baldini/Meng) to approve the following minutes, as presented.

5.1 **Minutes of December 13, 2007**

5.2 **Minutes of January 17, 2007**

5.3 **Minutes of January 24, 2007**

6.0 **CONSENT CALENDAR**

M/S/C (Baldini/Adams) to approve the following items on the consent calendar, with a correction to item 6.5, correction to the amount of the charge orders to \$81,366.00

6.1 Ratification of Financial Documents for January, 2007

6.1.1 Approval of Warrants

General Fund	\$1,146,850.17
Child Care Fund	\$2,690.38
Capital Outlay Projects Fund	\$22,797.25
NVC Bldg. Fund/Series B (BOND)	\$12,080,643.80

6.1.2 Approval of Total Gross Payroll \$2,046,973.78

6.2 Approval of Personnel Assignments Dated February 14, 2007

6.3 Proposed Change Orders – Life Sciences Building

The Board of Trustees ratified acceptance of McCrary Construction Company, Inc. proposed change orders numbered 45, 62, 67, 82, 89, 103, 106, 107, 108, 108A, and 109 as given in attached Proposed Change Order Log dated January 11, 2008. The net increase for these proposed change orders is \$12,538.

6.4 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 Order Log dated January 31, 2008. The net CREDIT for those proposed change orders is (\$20,969.18).

6.5 Proposed Change Orders – Central Chiller Plant

The Board of Trustees ratified acceptance of Bell Products, Inc. proposed change orders numbered 39, 41R, 42, 43, and 44, as given in attached Proposed Change Order Log dated January 31, 2008. The net increase for these proposed change orders is \$81,366.00 (corrected amount). Steve Reinbolt asked the reason for the large increase. Dan TerAvest explained that there was a conflict in pipelines running to South campus. Work will shut down traffic and affect access, so work will be completed during spring break. The figure listed is a “not to exceed figure,” and the amount should be closer to \$35,000.

6.6 Approval of Academic Personnel Status for Academic Year 2008 – 2009

This is an annual, routine approval of the status document that lists each academic employee by contract status, salary step, and anniversary date. The board approved the Academic Personnel Status Document for Academic Year 2008 – 2009.

7.0 APPROVAL OF QUARTERLY FINANCIAL REPORTS FOR PERIOD ENDING

7.1 Quarterly Financial Status of Income and Expenditures for the Period Ending 12/31/07

7.2 Quarterly Financial Statement Report (CCFS 311Q)

Scott Miller stated that making up the deficit related to the 50% law is critical and the college committed to it. He said that the May revise could present a more challenging budget.

8.0 CONSTITUENT GROUP REPORTS

- **Academic Senate Report**
Dianna Chiabotti reported that faculty are gearing up for hiring committee training and for the accreditation self study.
- **Faculty Association Report**
Diane Van Deusen said faculty held its first membership meeting. Faculty expressed faculty's regret that Measure L did not pass and reported on student scholarships established faculty.
- **Classified Association Report**
Tom Andrews noted the absence of classified presence at recent board meetings and suggested that, if no representative can attend the meeting, a written report would help.
- **Associated Student Body Report**
- **Tamera Melvin announced the 7th Annual African American Dinner and Black and White Ball; the upcoming Women's History Month; information tables to get student feedback and the work students are doing regarding amending the Three Strikes Law.**

9.0 INFORMATION ITEMS

9.1 **Report From Athletic Director**

Kevin Luckey, athletic director, gave a brief update on the athletic program review and on the Napa Valley Athletic Department (8 programs with 120 student-athletes). He reported on the visit from the Bay Valley Conference and on their comments on the program. He thanked the board for its support of the program and for improving the athletic facilities. He also appreciated the assignment of a full-time counselor for student-athletes. Bruce Ketron and Sue Nelson praised Kevin Luckey and thanked him for his service. Tom Andrews praise the sense of integrity they Kevin Luckey conveyed about the goals of the program.

9.2 **Hospitality and Tourism Management Program Update**

Ian MacNeil, Project Coordinator for the Hospitality and Management Program, provided an update on the program and showed a promotional DVD. He said that 15 students were working on completing the certificate program and stated that 98% of students in the program who are looking for jobs have secured one. He appreciated that so many people in the industry have donated their time to the success of the program. Sue Nelson thanked Ian MacNeil and He and Bill Blair, interim Dean, Occupational Education and Economic Workforce Development, for their work.

9.3 **NVC Strategic Plan, 2006 – 2007 Progress Report**

Judie Walter-Burke provided highlights from the 2006 – 2007 Progress Report, which includes data and activities undertaken to support the goals in the NVC Strategic Plan. She noted the report used to come to the board in November, but now it is linked with the information fro the Chancellor's Office the college receives in January. The board reviewed the progress that has been made of various measures, and Charles Meng stressed the importance of isolating the factors when progress has been made.

10.0 ACTION ITEMS

10.1 **Approval of Sabbatical Leave Recommendations**

Two faculty members have been recommended by the Academic Senate for sabbatical leaves during the 2008 – 2009 academic year.

M/S/C (Adams/Meng) to a full-year sabbatical for Lauralyn Bauer for 2008 – 2009 and a one semester (Fall, 2008) sabbatical for Andrea Bewick.

10.2 **Request for Authorization to Advertise for Academic Administrative Position**

This is a request for authorization to advertise the following position for employment beginning in 2008 – 2009: Dean, Occupational Education and Economic Workforce Development.

M/S/C (Meng/Reinbolt) to authorize advertising for an academic administrative position: Dean, Occupational Education and Economic Workforce Development.

10.3 **Notice of Completion and Project Acceptance – Baseball Winter Practice Field**

The project to pave one ballfield and provide winter practice space is complete. A Notice of Completion was filed with the County Recorder on January 28, 2008.

M/S/C (Andrews/Baldini) approve the Notice of Completion and Project Acceptance – Baseball Winter Practice Field.

10.4 **Notice of Completion and Project Acceptance – Little Theater Restroom/Access Upgrade**

The project to renovate and improve ADA access in the Little Theater restrooms and lobby is complete. A Notice of Completion was filed with the County Recorder on January 28, 2008.

M/S/C (Reinbolt/Baldini) to approve the Notice of Completion and Project Acceptance – Little Theater Restroom/Access Upgrade.

10.5 **Notice of Completion and Project Acceptance—Central Chiller Water Plant**

The project to construct a new Central Chiller Plant is complete. A Notice of Completion was filed with the County Recorder on January 15, 2008.

M/S/C (Reinbolt/Baldini) to approve the Notice of Completion and Project Acceptance – Central Chiller Water Plant.

10.6 **Notice of Completion and Project Acceptance – Baseball/Softball Dugouts**

The project to construct new dugouts at the baseball and softball fields is complete. A Notice of Completion was filed with the County Recorder on December 21, 2007.

M/S/C (Andrews/Baldini) to approve the Notice of Completion and Project Acceptance – Baseball/Softball Dugouts.

10.7 **Approval of an Agreement with the County of Napa for Firearms Training**

The Board of Trustees approved an agreement with the County of Napa to provide initial firearms training and monthly firearms qualifications training. The term of the agreement is from February 21, 2008 through June 30, 2010. There is no payment required for this agreement.

M/S/C (Meng/Andrews) to approve an agreement with the County of Napa for Firearms Training.

10.8 **Elections Office Vote Tally for Measure L**

President Bruce Ketron stated that the board is saddened by the outcome of the election. Though the results are not yet certified final, he said the college does not expect to prevail. He suggested the possibility of a special meeting for the board to review its options. He stressed the importance of communication with the community and said he was disappointed in the lack of comments from the public as part of the board's open meetings. He suggested holding more meetings off campus in order to hear from the community and stressed the importance of listening. He praised students for their tremendous efforts. Brenda Knight stressed the importance of the board's developing stronger relationships in the community to increase support for the college. The board agreed to find a future date to review its assumptions and priorities.

Dr. McCarthy reported that he received an email from John Tuteur that said the margin had tightened and that he would attend the next board meeting to present the final results for certification.

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

11.1 **Reports**

Dean, Human Resources

- Laura Ecklin reported on working on hiring committee training and program review.

Vice President, Instruction

- Sue Nelson said she had no report.

Vice President, Business and Finance

- Scott Miller reported on the audit report; Bruce Ketron and Tom Andrews will be the board's representatives on the audit committee.

Vice President, Student Services

- Oscar De Haro praised student government and its leadership. He praised Lauralyn Bauer and congratulated her on her sabbatical.

11.2 **Superintendent/President's Report**

- Dr. McCarthy announced the upcoming Foundation Annual Dinner on March 8, the March 14 Salon event, opening night for La Cage Aux Folles on April 4. He said he would participate in an accreditation visit in Samoa.

11.3 **Reports from Board Members**

- Tom Andrews spoke of his recent, satisfying trip to Costa Rica.

- Charles Meng said he regretted that Prop 92 failed.
- Brenda Knight thanked Bruce Ketron for his acknowledgement of her Jefferson Award.
- Chris Adams reported on the upcoming regional PTK convention in Santa Ana and the Black and White Ball.

12.0 **ADJOURNMENT**

President Bruce Ketron adjourned the meeting at 8:45 p.m. He said the board would returned to closed session at this time.

3.0 **RETURN TO PUBLIC SESSION (9:50 p.m.)**

Bruce Ketron reported on items from the board's closed session:

Mr. Ketron announced that the Board of Trustees completed and approved the annual evaluation of the superintendent/president. He reported that the Board of Trustees extended the contract, as revised, of the superintendent/president.

Mr. Ketron announced the approval of the closed session item, Public Employee Evaluation: Faculty Members (Annual Evaluation).

Mr. Ketron announced the non-renewal of contract for an academic administrator.

12.0 **ADJOURNMENT**

Mr. Ketron adjourned the meeting at 9:50 p.m. in honor of Black History Month and in honor of Trustee Brenda Knight, in recognition of her recently-received Jefferson Award.