Napa Valley Community College District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
March 13, 2008
5:30 p.m. Closed Session

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 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, Kevin Luckey, 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 EMPLOYEE EVALUATION: Faculty Members (Annual Evaluation)

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

3.1 Members present: Bruce Ketron, Tom Andrews, Steve Reinbolt, Charles Meng, Brenda Knight, Michael Baldini
Members absent: JoAnn Busenbark
Staff present: Dr. Chris McCarthy, Scott Miller, Sue Nelson, Oscar DeHaro, Bill Blair, Erik Shearer, Dan TerAvest, Richard Rossi, Eve-Anne Wilkes, Jennifer King
Guests present: Richard Rossi, former drama instructor; Randy Cantrell, Broward Brothers

3.2 Pledge of Allegiance
Student Katelyn McCleod led the audience in the pledge of allegiance.

3.3 Introduction of Visitors, Guests, and New Staff
Bruce Ketron suggested that visitors be introduced during the appropriate agenda items.
3.4 Announcement of Items from Closed Session
Board president Bruce Ketron announced the unanimous approval of the final 2007 – 2008 Faculty Evaluations, as submitted.

3.5 Adoption of Current Agenda
The board adopted the current agenda.

3.6 Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session)
Board president Bruce Ketron announced the upcoming future meetings: April 9, 2008 Special Meeting, 6:00 p.m.; April 10, 2008 Regular Meeting, 5:30 p.m.; May 15, 2008 Rescheduled Regular Meeting, 5:30 p.m. (Scott Miller stated that an additional week would allow his office to complete the Preliminary Budget); May 30, 2008 Commencement Ceremony, 7:30 p.m. June 12, 2008 Regular Meeting, 5:30 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 FEBRUARY 21, 2008
M/S/C (Andrews/Charles) to approve the minutes as submitted.

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 February, 2008
6.1.1 Approval of Warrants
- General Fund $1,090,174.14
- Child Care Fund $2,395.16
- Capital Outlay Projects Fund $33,931.55
- NVC Bldg. Fund/Series B (BOND) $768,700.78

6.1.2 Approval of Total Gross Payroll $2,385,401.95

6.2 Approval of Personnel Assignments Dated Mar 6, 2008

6.3 Ratification of Revision of Superintendent/President’s Contract
The Board of Trustees approved the superintendent/president’s contract as revised through December 31, 2011.

6.4 Proposed Change Orders – Life Science Building
The Board of Trustees ratified acceptance of McCravy Construction Company, Inc. proposed change orders numbered 75R and 99 as given in attached Proposed Change Order Log dated March 3, 2009. The net increase for these proposed change orders is $3,756.00  See backup pages 8 through 16.
6.5 Proposed Change Orders – Performing Arts Center Increment I – North Site Development
The Board of Trustees ratified acceptance of O. J. Jones & Sons, Inc. proposed change order number 37R and 38, as given in attached Change Order Log dated March 3, 2008. The net increase for this change order is $93,808.56.

6.6 Proposed Change Orders – Wine Storage Building
The Board of Trustees ratified acceptance of McCrary Construction Company, Inc. proposed change order number 19, as given in attached Proposed Change Order Log dated March 3, 2008. The net increase for this proposed change order is $260.00.

6.7 Proposed Change Orders – Baseball/softball Dugouts
The Board of Trustees ratified acceptance of Ridgeview Builders, Inc. proposed change order number 7, as given in attached Proposed Change Order Log dated March 3, 2008. The net increase for this proposed change order is $20,172.68.

6.8 Approval of Agreement with Credentials, Inc.
The Board of Trustees approved an agreement with Credentials, Inc. to provide an automated software interface for the retrieval, logging and production of transactions offered by Credentials, Inc. for the institution. The college currently has an agreement with Credentials, Inc. to provide transcripts and attendance verification. This agreement will add the interface. The term of this agreement is three years from the effective date. The cost of the agreement is the software maintenance fee of $125 per month.

6.9 Approval of Agreement with Heartland Hospice.
The Board of Trustees approved an agreement with Heartland Hospice to provide facilities for clinical experience for NVC students in the nursing, psychiatric technician and respiratory therapy programs. This is a no cost agreement and it will commence upon approval.

6.10 Approval of Agreement with Humboldt State University Sponsored Programs Foundation
The Board of Trustees approved an agreement with Humboldt State University Sponsored Programs Foundation, Agreement Number 8-603001-0065-03 for the continuation of the Small Business Administration sponsored program in support of the Small Business Development Center. The term of the contract is January 1, 2008 through December 31, 2008. The total amount of the grant is $70,000.

6.11 Approval of Final Academic Personnel Status Document for Academic Year 2008 - 2009
This is the final annual, routine approval of the status document that lists each academic employee by contract status, salary step, and anniversary date.

7.0 CONSTITUENT GROUP REPORTS
• Academic Senate Report
Dianna Chiabotti said faculty is discussing increasing the math requirement for the AS. Degree to courses that have algebra as a pre-requisite. The Faculty Association membership is discussing changes proposed for the new contract.

Faculty Association Report
Classified Association Report
Classified Senate Report
Administrative Senate Report
Ken Arnold reported that the administrative group will be hosting a campus-wide workshop on the subject of long-term care and is working on plans for Classified Appreciation Week, April 7 – 11.
Associated Student Body Report
Student Katelyn McLeod reported on the African American Celebration Dinner and thanked Brenda Knight for her speech and Michael Baldini for attending. She announced upcoming Women’s History Month and said students lack accessible fax service on campus. Students interested in running for office may apply online, she stated.

8.0 ACTION ITEMS

8.1 Acceptance of Final Certified Results of the February 5, 2008 General Obligation Bond Election
John Tuteur, Napa County Registrar of Voters, presented the final certified results of the February 5, 2008, General Obligation Bond Election. He said he also represented Janice Atkinson, Sonoma County Registrar of Voters. He asked for questions regarding the Statement of Votes and offered information on recent changes regarding the increase in number of precincts that now report by mail. The purpose of the changes was to move resources and people to the busiest precincts. He said his office provided assistance for new vote-by-mail voters. Student Chris Hagerman asked about the possibility of establishing a polling station on campus. John Tuteur said that was a possibility. Tom Andrews asked about the next re-apportionment, and John Tuteur said it would be after the 2010 census.

Bruce Ketron asked whether it was possible for prospective board members to apply online. John Tuteur explained that it is state law that this has to be done in person.

M/S/C (Andrews/Reinbolt) to accept the final certified results of the February 5, 2008, General Obligation Bond Election.

8.2 Approval of Credit Curriculum, Spring, 2008
Curriculum co-chair Erik Shearer explained that most of the changes included in this packet are changes to A.A. degree programs, making them more rigorous. New A.A. degree programs have also been added. Board president Bruce Ketron thanked Erik Shearer for his efforts.

M/S/C (Meng/Andrews) to approve the Spring, 2008 changes to the credit curriculum.

8.3 Approval of Academic Calendar for 2008 – 2009
The proposed academic calendar has been established to coincide with the semester break scheduled by Napa Valley Unified School District. The calendar has been agreed upon in a
memo of understanding with the Faculty Association.

M/S/C (Meng/Reinbolt) to approve the proposed academic calendar for 2008 – 2009.

8.4 Approval of Agreement with New Level Group
The college is partnering with Santa Rosa Junior College and several local organizations, including the Gasser Foundation and the Workforce Investment Board to present the first Napa Valley College Green Technology Summit planned for June, 2008. The events will be supported by a Bay Area regional Collaborative Tech Prep grant. New Level Group will provide conference production services for the entire event, including program development, speaker selection, revenue selection and support on the day of the event. The total fee will be $18,000.

M/S/C (Baldini/Knight) to approve an agreement with New Level Group for a total free of $18,000.

8.5 Approval of Resolution Related to Issuance and Sale of 2008 – 2009 Tax and Revenue Anticipation Notes
For the past several years, the District has issued tax and revenue anticipation notes (TRANS) to provide cash flow until property taxes and other revenues are received. The projected cash flow for 2008 – 2009 will again require issuance of TRANS to meet our ongoing obligations.

M/S/C (Andrews/Meng) to approve a Resolution Related to Issuance and Sale of 2008 – 2009 Tax and Revenue Anticipation Notes.

8.6 One Work Place L. Ferrari Life Science Furniture Proposal Acceptance
One work Place L. Ferrari of San Francisco submitted a proposal to provide and install furniture in the new Life Science Building offices and labs. Installation work is subject to prevailing wage. One Work Place L. Ferrari was the successful vendor during the District’s RFP and furniture standardization process.

M/S/C (Andrews/Knight) to authorize acceptance of the proposal for One Work Place L. Ferrari for $146,558.60.

8.7 Performing Arts Center Bid Award
Dan TerAvest, Director, Campus Planning and Construction Bids explained that plans for the Instructional Center for the Performing Arts were developed with architects and stakeholders and have been approved by the Department of the State Architect. Bidding contractors were pre-qualified, a process that checks financial stability, talent, cooperation, quality and time schedules for the contractors. The college advertised its intent to pre-qualify bids.

Dan TerAvest said he was encouraged that all bids were within 10% of each other, and many bids were received. Those results may mean that we have turned the corner on the wild escalation of construction costs.
A representative of the electricians’ union voiced concern that a subcontractor for the electrical component of the theater bid was from Sacramento, rather than local. He stressed the importance of awarding work to local workers because money then stays in the community. He also noted that workers driving from Sacramento is not as an effectively “green” practice as using local electricians. Dan TerAvest said he understood that using local contractors was the board’s preference, but the District had to follow Public Contract Code in the bidding process. He explained that the lowest bidder has an A license, which entitles them to self-perform, e.g., determine the sub-contractors on the project. He noted that the District had consulted legal counsel on this issue. Brenda Knight stated that, as long as the District had met all required guidelines, she was satisfied and ready to move forward.

Charles Meng stressed the importance of communicating to the community that this building is most importantly an instructional facility. Eve-Anne Wilkes, Chair, Fine and Performing Arts Division, expressed her pleasure that this project so critical to the training of students in the arts is moving forward. Richard Rossi, retired drama instructor and former chair, Fine and Performing Arts Division, said there were health and safety issues with the old theater, as well as issues for disabled students and disabled theater-going audience members. He said there were no separate dressing rooms for men and woman, no rehearsal or storage space, showers, and no adequate space for costume design and sewing. Choreography Pam Rogers said many students leave Napa Valley College and go out of the county for better facilities. Approximately 40 students from the Fine and Performing Arts decision attended to express their support for the new facility, the outstanding faculty, and the collaborative work done in the performing arts. The board thanked the audience for their comments and support of the fine and performing arts programs.

Bruce Ketron conveyed the comments of JoAnn Busenbark, who is currently out of the country, to express her commitment to proceeding with approval of the project. He said she was persuasive in arguing that the project is vital to the cultural life of our community. Though there were comments from the community during the Measure L campaign regarding the theater building, the project was approved by voters when they passed Measure N.

Board members did acknowledge that, because Measure L had not passed, there would be difficult decisions to be made regarding currently unfunded and underfunded projects. The board agreed to vote on this project this evening, rather than postponing it until after its April 9 retreat. Chris Adams reminded everyone that students are the strongest advocates for education.

Bids were opened on February 28, 2008 for the new Instructional Center for the Performing Arts. The project will build a new 45,616 assignable square foot building to house a 500-seat theater, black box theater, and music and vocal labs and practice rooms. The project also includes reconstruction of the north parking lot, Lot A. Broward Brothers, Inc. of Woodland, CA submitted the lowest responsive bid of $31,500,000.

M/S/C (Knight/Reinbolt) to award the Performing Arts Center Increment II Project to Broward Brothers, Inc. of Woodland for $31,500,000. **AYES:** Ketron, Meng, Andrews, Baldini, Knight, Reinbolt, Adams **ABSENT:** Busenbark

8.8 Transit Mall Parking Lot Bid Award
This project includes construction of a new transit shelter on Diemer Drive, pedestrian path, and parking lot elements such as lighting, hardscape and landscaping. This project will improve bus circulation on campus and provide a shelter for students and staff using public transit. Bids were opened on March 6, 2008 at 2:00 p.m.

M/S/C (Adams/Meng) to award the Transit Mall Parking Lot B Project to the lowest responsive bidder as presented.

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

9.1 Superintendent/President’s Report

Dr. McCarthy provided updates from Human Resources, Instruction, and Student Services:

- Human Resources has been busy with hiring committee training, work on policies, long-term care workshops. Laura Ecklin thanked Dianna Chiabotti and Sue Nelson for their assistance with hiring committees.
- Instruction has moved Photography to the Fine and Performing Arts Division. A new Mac lab has been added on campus.
- Oscar DeHaro recently participated on a categorical program site visits. The Spring Job Fair is set for April 2.

Dr. McCarthy reported on his accreditation visit to Samoa. He said the Accrediting Commission is now requiring colleges to address deficiencies within two years. He said his President’s Council will function as the Self-Study Steering Committee. He thanked the Foundation for the Annual Dinner. He announced the Salon event for Friday night and opening night gala of La Cages Aux Folles on April 4. Two NVC students were selected as All-USA team members this year. He said Amy LaPan was in ICU for nearly a week.

Board members expressed their preference for vice presidents to continue to give their own reports, rather than providing information for Dr. McCarthy to convey. April’s agenda will return to the practice of having the Dean, Human Resources and the vice presidents, Instruction, Student Services, and Business and Finance present their own reports.

9.2 Reports from Board Members

- Brenda Knight asked for an update from Ken Arnold on the status of the arming of campus police. She enjoyed the Black History Month Banquet.
- Charles Meng reported on the upcoming CCCT election and said he would review materials in order to be able to make a recommendation to the board at the April meeting. He thanked everyone for their good wishes following his surgery.
- Steve Reinbolt reported on Grad Night for high school seniors held on the Napa Valley College campus. He asked for an update on the condition of the ballfields, following groundskeeping mitigation efforts.
- Tom Andrews said he was glad he voted to award the bid for the Instructional Center for the Performing Arts, but he expressed concern over the difficult decisions that will have to be made regarding unfunded projects at the board retreat on April 9, now that Measure L did not pass.
• Michael Baldini also expressed concern about upcoming decisions about facilities that will confront the board. He said he and his wife attended the Black and White Ball.
• Chris Adams said he could not attend the Foundation Dinner, as he was sick with a fever. He promised the help of Phi Theta Kappa students for any college cause. He reported on the Black and White Ball and African American Dinner. He asked Katelyn McCleod to report on the Phi Theta Kappa Regionals in L.A. She said five board members would attend the PTK International meeting in Philadelphia.
• Bruce Ketron thanked the students for their informative reports.

10.0 ADJOURNMENT

Bruce Ketron adjourned the meeting in gratitude for the Charles Meng’s recovery from surgery and in memory of Dale Taylor, Karen Taylor’s father.