AGENDA

1.0 CALL TO ORDER  5:30 p.m.
President Bruce Ketron 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, Kevin Luckey, Laura Ecklin
Name of organization representing employees: NVCF/A/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 of 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, Approval/Ratification of Full-Time Employment
1) Child and Family Studies Instructor (Full-time, temporary leave replacement for 2008 – 2009)

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT, Approval/Ratification of Full-Time Employment

1) Child Care Specialist I (1.0 FTE) – 3 positions
2) Child Care Food Program Assistant – (1.0 FTE)
3) Child Development Center Program Specialist (1.0 FTE)
4) Instructional Assistant III, Chemistry (1.0 FTE)
5) Instructional Assistant III, Diagnostic Learning Services (.875 FTE) – 2 positions
6) Secretary III, Student Support Services (1.0 FTE)

With respect to every item of business to be discussed in closed session pursuant to Section
54956.95, LIABILITY CLAIMS
Claimant: Jennifer Carlin
Agency Claimed Against: Napa Valley Community College District

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT, Approval of 2008 Reclassification Recommendations for Classified Staff

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

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

3.1 Members Present: Bruce Ketron, JoAnn Busenbark, Charles Meng, Steve Reinbolt, Chris Hagerman, Brenda Knight, Michael Baldini
Members Absent: Tom Andrews
Staff Present: Dr. Chris McCarthy, Sue Nelson, Laura Ecklin, Dr. Robyn Wornall, Victoria Worch, Dan TerAvest, Judie Walter-Burke

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 Bruce Ketron announced items from the closed session agenda. The board unanimously rejected the claim of Jennifer Carlin.

The board unanimously approved the following personnel assignments:
Catherine McQueeney, Child and Family Studies Instructor (Full-time, temporary leave replacement for 2008 – 2009)
Cherie DuBois, Child Care Specialist I (1.0 FTE)
Sara Featherstone, Child Care Specialist I (1.0 FTE)
Stacy Facko, Child Care Food Program Assistant – (1.0 FTE)
Michelle Burhorn, Child Development Center Program Specialist (1.0 FTE)
Leslie Bardessono, Instructional Assistant III, Chemistry (1.0 FTE)
Jeremy Ecklin, Instructional Assistant III, Diagnostic Learning Services (.875 FTE)
Amanda Dareing, Secretary III, Student Support Services (1.0 FTE)

35 Adoption of Current Agenda
The board adopted the agenda, with the postponement of agenda item 8.3 Outreach Master Plan. Agenda item 8.2 Student Participation in Division Chair meetings was postponed, as requested by student trustee Chris Hagerman.

3.7 Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session)
Bruce Ketron announced the following upcoming meetings: September 11, 2008, October 9, 2008 (in American Canyon, rescheduled from the September meeting); November 13, 2008; and December 11, 2008.

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

5.0 **APPROVAL OF MINUTES**
5.1 Minutes of July 17, 2008 will be included in the September packet.

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

6.1 **Ratification of Financial Documents for June, 2008**
6.1.1 **Approval of Warrants**
- General Fund: $1,150,766.73
- Child Care Fund: $3,996.65
- Capital Outlay Projects Fund: $18,420.80
- NVC Bldg. Fund/Series B (BOND): $1,527,031.75

6.1.2 **Approval of Total Gross Payroll**
$2,407,016.30

6.2 **Approval of Personnel Assignments Dated August 10, 2008**

6.3 **Approval of Agreement with Santa Rosa Junior College for Career and Technical Education**
The Board of Trustees approved an agreement with Santa Rosa Junior College (SRJC) for Career and Technical Education. This agreement will be supported by a grant from the Chancellor’s Office of the California Community Colleges to SRJC. The grant is a CTE collaborative for the North Bay, including Sonoma, Napa and Marin Counties. The grant will establish a career development continuum based upon the industry standards of the art, media, and entertainment sectors. The term of the grant is from July 1, 2008 through December 31, 2009. The amount of the subcontract will be $179,598. The cooperative agreement numbers applicable to this award are 07-0170, 07-0171 and 07-0170A.

7.0 **CONSTITUENT GROUP REPORTS**
- **Administrative Senate Report**
  Dr. Robyn Wornall reported that the Administrative Senate has not yet met for the new academic year. She said the Senate was supporting strategies for parking amelioration. She will send a representative to the September meeting, which she will be unable to attend.
- **Associated Student Body Report**
  Oliver Rogers reported on the many ASB activities: NVC Day; Fall Club Rush; CISA meeting; Cafeteria Advisory Committee; Fall General Assembly

8.0 **INFORMATION ITEMS**
8.1 **Student Life Update**
Student Life Coordinator Victoria Worch presented an Annual Report of Student Life for the 2007 – 2008 academic year. She discussed what made ASB successful through the year. She said she characteristically has approximately 25 students serving in the ASB per year, with an emphasis on quality—not quantity. She noted that the students run their own activities and also noted the increased student representation on college committees. Political Science 350, the student leadership class, will be offered again this fall. She explained that she feels students do better when working from their strength and reported on her own recent graduate work in that area. The board thanked her for her dedicated service and credited her with the outstanding student leaders that have played such an active role in student life—and also their lasting contributions to the college.

8.2 **Student Participation in Division Chair Meetings**
This item was postponed, at the request of Trustee Student Hagerman.

8.3 **Outreach Master Plan**
This item was postponed, at the request of Vice President, Student Services Oscar De Haro.

8.4 **Update on State Budget**
Scott Miller provided a brief update on the budget, noting the restoration of categorical funding. A 2.0 – 2.6 % COLA has been included, but it would have to be financed. A one-cent increase in sales tax has been proposed that would last for three years, with a one-quarter cent decrease each year following. Mr. Miller had no firm information regarding when the budget would be passed. He also explained that we have not built our projected growth into the budget.

8.5 **Update on Bicycle Path to the College**
Dan TerAvest provided a brief update on the status of the bicycle path to the college. He said the college has completed the paved path onto campus. He noted that the Soscol/Imola intersection does not provide pedestrian access, which makes it difficult for people coming to campus on foot or on bicycles. The college has purchased new bike racks and storage lockers. There is a seasonal creek off Imola that would need a bridge. Michael Baldini suggested finding out about the historical bridge over First Street that might be able to be reconstructed for this purpose. Bruce Ketron suggested applying for a grant, and JoAnn Busenbark suggested joining with the City. Dan TerAvest will send a letter of inquiry to the City stating the District’s interest in improving the bike path to campus. As a member, Michael Baldini said he would pursue this issue with the Chamber of Commerce. Dan TerAvest will contact Barbara Stafford.

8.6 **Compensation for Board Members**
At a previous board meeting, trustees discussed the amount of compensation they receive for attendance at board meetings. At its last meeting, board members agreed that the topic should be placed on a future agenda. Members discussed compensation in light of the increased complexity and additional demands on the time of board members. There was general consensus on increasing the amount. This would allow individuals to run for the Board of Trustees who might not be able to afford it without increased compensation.
members also discussed the importance of increasing their presence in the community and noted the increased cost of attending community events. This item will be placed on the September board meeting as an action item, increasing board compensation to the amount allowed by law.

8.7 Supporting a Diverse and Inclusive Campus Community
As part of its ongoing commitment to celebrate diversity and support inclusivity on the Napa Valley College campus, the college worked with a consultant during the Spring, 2008, semester. The goal of that work was to review the Diversity Plan and Recommendations approved by the board in 2001 and to identify additional initiatives related to diversity and inclusivity. Thomas Brown, managing principal consultant of Thomas Brown & Associates, LLC, has prepared a report, “Supporting the Strategic Development of a Diverse and Inclusive Campus Community at Napa Valley College.”

Board members voiced concern about the contents of the report. They noted the lack of statistics and data to validate the comments and observations included in the report. They also questioned the breadth of campus input to the report. Dr. McCarthy said that campus leadership had been contacted and others responded to a campus-wide email that invited faculty and staff to meet with the consultant regarding diversity and inclusivity at Napa Valley College. The board was concerned that the report referenced few of the significant accomplishments noted in the Napa Valley College Diversity Task Force Plan Progress Report that was submitted to the board on September 13, 2007. The board agreed that the report did not focus enough attention on the student perspective. Brenda Knight said the fact that five board members traveled to New Mexico recently to attend a conference on diversity demonstrated the board’s clear commitment to diversity.

The board expressed urgency about conveying its commitment to diversity and inclusivity on the Napa Valley College campus. All agreed that more time needed to be devoted to these issues and set September 5, 1:00 p.m. to 5:00 p.m. for a board retreat, a time slot that would allow the maximum participation of college faculty and staff. At the retreat, the board will focus on reducing and prioritizing the number of diversity goals. It will review the Diversity Task Force Plan and Recommendations and the report from the consultant.

The board also agreed to set a time for a training session in interest-based bargaining; those techniques could be used in the evaluation process.

9.0 ACTION ITEMS

9.1 Kurt Hirtzer Inspection Services Proposal Acceptance
Kurt Hirtzer Inspection Services of Healdsburg, CA submitted a proposal to provide the professional service of certified Inspector of Record for the new North Gym/Fieldhouse project. This proposal will cover the next 14 months of construction and provide for one (1) full-time inspector.

M/S/C (Busenbark/Knight) to authorize acceptance of the proposal from Kurt Hirtzer Inspection Services for $73,760.00.
9.2 **Materials Testing & Inspection Services – North Gym**
Signet Testing Lab of Cotati, CA submitted a proposal to provide Materials Testing and Construction Inspection Services for the North Gym (aka Fieldhouse) project.

M/S/C (Busenbark/Meng) to approve the proposal for Signet Testing Lab of Cotati for materials testing and construction.

9.3 **Approval of Agreement with TLCD Architecture for Design Services for the Mechanical Penthouses Project**
This is an agreement with TLCD Architecture for design services related to connecting existing buildings to the Central Chiller Water Plant. The not-to-exceed for fee for these services is $277,900.00, which is approximately 10% of the construction estimate and appropriate to a modernization project.

M/S/C (Busenbark/Baldini) to approve an agreement with TLCD Architecture for $277,900.00.

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

10.1 **Staff Reports**
- **Dean, Human Resources**
  Laura Ecklin announced the New Employee Orientation on August 29. She said she was working with tutors, working on the EEO Plan, and hiring. She has joined the Napa Valley Human Resources Group. Open Enrollment for benefits is coming up.

- **Vice President, Business and Finance**
  Scott Miller reported that his office is working on closing the books and the final budget that will come to the next board meeting.

- **Vice President, Instruction**
  Sue Nelson reported on the Instruction Council Meeting, part-time orientation, classroom assessment techniques, Flex Day activities, NVC Day. She said Title III is ending on September 30 and that it was very successful. Enrollment is up, and we have worked hard to ameliorate parking problems.

10.2 **Superintendent/President’s Report**
Dr. McCarthy announced the Vineyard Symposium, September 14 – 16; the opening of the Life Sciences Building on Flex Day; the Annual Foundation Dinner on September 13; Greg Miraglia’s appointment as the national coordinator for Stop the Hate. He said a concurrent enrollment agreement with UCB now allows our students to take two free classes on the UCB campus when enrolled at NVC. He announced a Salon event on September 28 at Rutherford Grove, featuring the North Bay Wind Ensemble.
10.3 **Reports from Board Members**

- Bruce Ketron congratulated the four trustees who filed for the November election. As no trustee has a challenger, all will return to the board without having to run a campaign in the November election. Additionally, the college does not have to pay the significant cost of an election.
- Brenda Knight said she enjoyed the diversity conference attended by five board members and the president of the college. She said she would also appreciate the opportunity to attend national trustee conferences, now that she has been appointed to that organization. Board president Bruce Ketron said her attendance would be valuable to the Board of Trustees.
- Charles Meng reiterated that a national level presence is valuable to the board.
- Steve Reinbolt said he supported more outreach to the community, noting board members are ambassadors for the college.
- Chris Hagerman said the student trustee workshop he attended was great. He will be a team leader on NVC Day.
- Michael Baldini appreciated the conference in New Mexico and said he was proud of his fellow trustees. He is looking forward to the Foundation Annual Dinner in honor of Frank Humpert.
- JoAnn Busenbark said she was pleased that five trustees attended the trustee conference. Chris Adams said he would attend a Phi Theta Kappa Leadership conference and participate in Campus Cleanup and information tables.
- Michael Baldini asked that the development of the Armory Project be placed on an upcoming agenda.

11.0 **FUTURE AGENDA ITEMS**

11.1 **Update on Mitigation Efforts for Softball and Baseball Fields**

Steve Reinbolt brought to the board’s attention its prior interest in results of the mitigation efforts to address problems with the fields in wet weather.

Matt Christensen, Director of Facilities, is working with a civil engineer on the drainage of the baseball field. The report from the engineer should be completed in time for the September board meeting, at which time Matt Christensen will make a presentation to the board on recommendations and possible estimates.

11.2 **Development of College Property on Corner of Soscol and Imola**

11.3 **Update on Solar Energy Savings**

12.0 **ADJOURNMENT**

Board president Bruce Ketron adjourned the meeting at 9:22 p.m.