Napa Valley Community College District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
March 12, 2009
5:30 p.m. Closed Session
6:30 p.m. Return to Public Session
Room 1340 McPherson Administration Building
Napa Valley College, Napa, California

1.0 CALL TO ORDER 5:30 p.m.

2.0 CLOSED SESSION (6:30 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, 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 EMPLOYMENT
Title:
1) Interim Director, Small Business Development Center

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

3.1 Members Present: JoAnn Busenbark, Charles Meng, Steve Reinbolt, Tom Andrews, Brenda Knight, Michael Baldini, Bruce Ketron, Chris Hagerman
Staff Present: Dr. Chris McCarthy, Sue Nelson, Oscar DeHaro, Scott Miller, Judie Walter-Burke, Dr. Robyn Wornall
Guests Present: Robert Holst, PTK student; Mike Sjobolm, student; Bryce Gibbs, Matson & Isom Accountancy, Elizabeth Stephenson

3.2 Pledge of Allegiance
The audience recited the pledge of allegiance.
3.3 Introduction of Visitors, Guests, and New Staff
Guests and staff introduced themselves.

3.4 Announcement of Items from Closed Session
Board president JoAnn Busenbark stated that there were no announcements from closed session.

3.5 Adoption of Current Agenda
The board adopted the agenda, moving up 10.1 to follow the consent calendar out of courtesy to Bryce Gibbs, Matson & Isom Accountancy.

3.6 Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session)
Board president JoAnn Busenbark announced the following upcoming meetings: April 9, 2009, with a start time of 4:00 p.m.; May 14, 2009; May 29, 2009 Commencement Ceremony; June 11, 2009.

4.0 PUBLIC COMMENTS — GENERAL
Dr. Chris McCarthy introduced Robert Holst, PTK honor student who has earned placement on 2009 All-California First Academic Team. Robert Holst reported on recent awards won by the Beta Beta Sigma Chapter of Phi Theta Kappa at its regional convention. Among the many awards included Walt Unti, Outstanding Advisor Award and Dr. Chris McCarthy, The Shirley B. Gordon Award. He said the chapter was most proud of the 5-star recognition status earned by the chapter. The board congratulated Mr. Holst. Chris Hagerman, Amy Breshears, and Katelyn McLeod were named to the PTK Alumni Board.

5.0 APPROVAL OF MINUTES OF FEBRUARY 12, 2009
M/S/C (Meng/Baldini) to approve the minutes of February 12, 2009.

6.0 CONSENT CALENDAR
M/S/C (Ketron/Meng) to approve the following items on the consent calendar. Mr. Ketron asked for discussion on item 6.14 (see below).

6.1 Ratification of Financial Documents for February, 2008

6.1.1 Approval of Warrants
<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$979,075.99</td>
</tr>
<tr>
<td>Child Care Fund</td>
<td>$4,029.11</td>
</tr>
<tr>
<td>Capital Outlay Projects Fund</td>
<td>$84,892.15</td>
</tr>
<tr>
<td>NVC Bldg. Fund/Sequence B (BOND)</td>
<td>$3,186,715.05</td>
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</tbody>
</table>

6.1.2 Approval of Total Gross Payroll
$2,455,710.31
(total corrected at meeting)
6.2 Approval of Personnel Assignments Dated March 3, 2009

6.3 Proposed Change Orders – Library and Learning Resource Center
The Board of Trustees ratified acceptance of Edge Development, Inc. proposed change orders numbered 30 and 42 as given in attached Proposed Change Order Log dated March 2, 2009. The net INCREASE for this proposed change order is $4,463.00.

6.4 Proposed Change Orders – North Gym
The Board of Trustees ratified acceptance of Broward Buildings, Inc. proposed change order numbered 4 as given in attached Proposed Change Order Log dated March 2, 2009. The net INCREASE for this proposed change order is $21,426.33.

6.5 Proposed Change Orders – Instructional Center for the Performing Arts
The Board of Trustees ratified acceptance of Broward Builders, Inc. proposed change orders numbered 10R, 15, 19R, 22, and 26 as given in attached Proposed Change Order Log dated March 2, 2009. The net INCREASE for these proposed change orders is $45,468.53.

6.6 Proposed Change Orders – Telephone Copper Cabling Upgrade
The Board of Trustees ratified acceptance of Napa Electric Proposed Change Order Log dated March 2, 2009. The net INCREASE for these proposed change orders is $6,167.00.

6.7 Approval of an Agreement for Digital Design and Graphics Technology Development with Optima Development Corporation and the National Science Foundation
The Board of Trustees approved an agreement with Optima Development Corporation and the National Science Foundation. The term of this agreement is from March 1, 2009 through May 31, 2009. The initial term may be extended for additional periods. The total amount of funds available to the college is $30,000.

6.8 Approval of an Agreement for Mobile Communication Emergency Alert Services with Waterfall Mobile, Inc.
The Board of Trustees approved an agreement with Waterfall Mobile, Inc. for the mobile communication emergency alert services. This program is a system-wide agreement under the administration of the Foundation for California Community Colleges. The agreement is for a twelve-month period based on the signing date. The program selected by the college has corporate sponsorship so there is no cost to the college.

6.9 Approval of Agreement with John Muir Health Walnut Creek for Health Occupations Clinical Experience
The Board of Trustees approved an agreement with John Muir Health Walnut Creek that allows NVC Health Occupations students to receive experience in a variety of clinical settings. The term of the agreement is from April 1, 2009 until terminated by either party. There is no cost to the District.

6.10 Approval of Agreement with John Muir Medical Center in Concord for Health
**Occupations Clinical Experience**
The Board of Trustees approved an agreement with John Muir Medical Center in Concord that allows NVC Health Occupations students to receive experience in a variety of clinical settings. The term of this agreement is from April 1, 2009 until terminated by either party. There is no cost to the District.

6.11 **Approval of Agreement with the San Francisco Veterans Affairs Medical Center for Health Occupations Clinical Experience**
The Board of Trustees approved an agreement with the San Francisco Veterans Affairs Medical Center which allows NVC Health Occupations students to receive experience in a variety of clinical settings. The term of this agreement is from March 13, 2009 until terminated by either party. There is no cost to the District.

6.12 **Approval of Agreement with Piner’s Napa Ambulance Services, Inc. for Paramedic Students Clinical Experience**
The Board of Trustees approved an agreement with Piner’s Napa Ambulance Service, Inc. that allows NVC Paramedic students to receive experience in a variety of settings. The term of this agreement is effective from January 1, 2009 until terminated by either party. There is no cost to the District.

6.13 **Approval of an Articulation Grant Augmentation from the State Chancellor’s Office, California Community Colleges**
The Board of Trustees approved an Articulation Grant Augmentation from the State Chancellor’s Office, California Community Colleges. The period of the grant is from July 1, 2008 to June 30, 2009. The total amount of the augmentation is $4,000.

6.14 **Approval of Career Technical Education Community Collaborative Program Grant No. 08-140 from the State Chancellor’s Office, California Community Colleges**
Mr. Ketron asked that this item be pulled out for discussion, noting the large size of the grant, saying that he felt that deserved recognition. Scott Miller said that Beth Pratt wrote the grant, working with other agencies. We are now the Fiscal Agent. The Board of Trustees approved a Career Technical Education Community Collaborative Program Grant No. 08-140 from the State Chancellor’s Office, California Community Colleges. The grant is for green technologies and will allow us to get our Solar Certificate Program off and running. The term of the grant is from February 1, 2009 through August 31, 2010. The total amount of grant funds is $399,695.

6.15 **Approval of Agreement for an Infant and Toddler Child Care Resource Program with the California Department of Education.**
The Board of Trustees approved an agreement for an Infant and Toddler Child Care Resource Program with the California Department of Education. The project number is 28-6627-00-8. The term of the agreement is from July 1, 2008 to June 30, 2009. The total amount of the grant is $3,194.
6.16 Approval of Augmentation to the Enrollment Growth for Associate Degree Nursing (RN) Program with the State Chancellor’s Office, California Community Colleges
The Board of Trustees approved an augmentation to the enrollment growth for Associate Degree Nursing (RN) programs. The term of the agreement is from July 1, 2008 through December 31, 2009. The total amount of the augmentation is $78,684.

6.17 Approval of an Agreement for the Development of GIS Courses and Program with the Contra Costa Community College District
The Board of Trustees approved an agreement for the development of GIS courses and programming with the Contra Costa Community College District. This is part of a statewide GIS program involving the development of classes at the high school and community college levels. The term of this agreement is from January 1, 2009 through September 30, 2009. The total funding available to the college is $36,500.

7.0 CONSTITUENT GROUP REPORTS
- Academic Senate Report and Faculty Association Report
  Diane Van Deusen stated that Dianna Chiabotti was at a conference. She also said that she had nothing to report on behalf of the Faculty Association.
- Classified Senate Report
  Kathy Baird said there is a collection of information underway regarding how classified staff interact with students. Six classified staff members will participate in the March in March event in Sacramento.
- Administrative Senate Report
  Dr. Robyn Wornall reported on a well-attended Administrative Senate meeting in which two new policies (Animal Policy and ID Policy) were discussed.
- Associated Student Body Report
  Elizabeth Stephenson, CFO for the Associated Student Body reported on Women’s History Month; recent ASB appointments; Pie Day; African American dinner, March in March, and ASB Elections.

8.0 FINANCIAL REPORTS

8.1 Quarterly Financial Status of Income and Expenditures for the Period Ending December 31, 2008
Scott Miller reported that, for this point during the fiscal year, we were doing well with General Fund Expenditures. He noted the largest expenditure is in salaries. He also noted the bond spending was in full-swing, with major projects currently underway. He said the college would continue to take a conservative approach, as upcoming years will be challenging.

8.2 Quarterly Financial Statement Report (CCFS311Q)
Scott Miller explained that property taxes make up a higher proportion of our funding than for most districts, and so the drop in collected property taxes expected due to falling property values is significant. He said that the District again this year utilized TRANS funds for cash flow purposes, but said that property tax proceeds have fully restored all borrowed funds. He further explained that the State wants to hold onto its money for as long as possible, and
apportionment payments to the college could be deferred until as late as October, creating possible cash flow issues. He noted that the 311Q notes no significant problems that the District must address for this year, but for next year, “The District remains concerned about the economic condition of the state and the possible impact on the FY 2009 – 2010 budget.” He said the State’s current budget reflected a clear recognition of the value of community colleges, and that was a positive sign.

9.0 INFORMATION ITEMS

Judie Walter-Burke explained that the 2007 – 2008 Progress Report includes highlights of activities undertaken and data that indicate progress that has been made to support the goals in the NVC Strategic Plan. Information gathered from throughout the college reflected how the college has met measurable objectives provided by the Chancellor’s Office on such issues as technology and student learning outcomes. She noted the progress made on updating the curriculum with 270 course outlines reviewed and updated. She also said there has been excellent integration of the planning and budget processes. All programs now have student learning outcomes, and courses will be completed soon. There is a pilot program of six programs doing assessment. Judie Walter-Burke said the excellent progress is an indication of how well faculty and staff work together. We are on track to meet all deadlines for completing these tasks.

Brenda Knight asked about our efforts to recruit African American faculty. Laura Ecklin reported on the difficulty of getting the applicant pools we would like to get and that the Chancellor’s Office has not been able to provide the analysis as hoped. She stressed the effectiveness of personal connections and encouraging individuals of diverse backgrounds to apply. She also noted that our data does not reflect gender diversity and disability diversity, so our total diversity is under-reported. Dr. Robyn Wornall explained that it would take a long time to shift a whole population, especially during times when not much hiring is being done. All agreed this is an area for further work.

Judie Walter-Burke reported that, during 2008, nine instructional programs, two student services, and three administrative services completed the Program Evaluation and Planning Process. Their program data, self-study reports, plans and resource requests were reviewed by verification teams. The annual PEP forum was held on February 26, 2009, where the verification teams summarized their final reports and recommendations. Judie Walter-Burke said the typical program evaluation was very intensive and labor-intensive, and this comprehensive review is required every six years. She said the program evaluation process is strongly linked to the annual planning and budgeting process, and that the process is working extremely well. Twenty-four people participated on verification teams, and there was excellent attendance at the Program Evaluation and Planning Forum. Charles Meng noted the importance of board involvement in this extremely important function that has a strong impact on the quality of our educational offerings. Judie Walter-Burke noted that all reports are on the college website.

10.0 ACTION ITEMS
10.1 **Acceptance of Fiscal Year 2007 – 2008 Single Year Audit Report**
Bryce Gibbs, a representative from Matson and Isom Accountancy Corporation, the District’s current auditors, made a presentation on the Fiscal Year 2007 – 2008 Single Year Audit Report. He said there were no adjustments to the financial statements other than GASBY. No corrections for errors were made. He said it was a very positive, accurate report. The report was completed in January, and Mr. Gibbs extended congratulations to Scott Miller and his staff. Further, Mr. Gibbs stated that there were a number of new audit standards, including technology, and Napa Valley College was the only college audited by Matson & Isom that had no findings in that area. Trustee Tom Andrews congratulated Mr. Miller and his staff on the clean audit. Mr. Miller thanked his staff, as well as the offices of Instruction, Student Services, Human Resources, Foundation, and Financial Aid. He a team effort was required for a clean audit.


10.2 **Approval of Resolution Related to Issuance and Sale of 2009 – 2010 Tax and Revenue Anticipation Notes**
Scott Miller explained that for many 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 2009 – 2010 will again require issuance of TRANS to meet our ongoing obligations. The resolution authorizes the issuance by the District of tax and revenue anticipation notes (TRANS) in an amount not to exceed $5,000,000.

AYES: Busenbark, Baldini, Ketron, Andrews, Reinbolt, Knight, Meng, Hagerman
NOES: None

10.3 **Approval of Agreement with TLCD Architecture for Design Services for Modernization of the Art Center – Bldg. 3700**
Dan TerAvest explained that following completion of the new Ceramics Building, portions of the Art Center, Building 3700 formerly occupied by the Ceramics Program will need renovation in order to be fully useable by other programs. TLCD Architecture has submitted a proposal to provide design services, including Construction Documents for DSA approval, for modernization of the Art Center. Bidding and construction will be phased, with Phase I to include renovation of vacated Ceramics space and Phase II to include a full modernization of the remainder of the building (as included in the Facilities Master Plan and Bond Implementation Plan). The not-to-exceed fee for these services is $166,319.00, including reimbursable expenses.

M/S/C (Andrews/Knight) to approve an agreement with TLCD Architecture for Design Services for Modernization of the Art Center – Bldg. 3700 for $166,319.00.

10.4 **Approval of Salary Advancement Project 2008 – 2009**
The District provides opportunities for salary advancement as an expression of its commitment to reward improved competence and/or performance of its certificated staff.
Alan Skinner’s salary advancement project was the creation of a website for his program that includes student projects.

M/S/C (Baldini/Andrews) to approve a salary advancement Alan Skinner.

10.5 **Authorization to Advertise for Faculty Position**
This is a request for authorization to advertise the following tenure-track position for employment beginning in the 2009 – 2010 academic year: medical-surgical nursing instructor. After thorough review and analysis of the college’s fiscal status and instructional needs, the District is recommending the hire of this tenure-track faculty member in the Health Occupations Skills Lab. This authorization allows the Office of Human Resource to finalize the job announcement and begin advertising the position. The anticipated start date for the position is August, 2009.

M/S/C (Andrew/Hagerman) to authorize the advertising of the following tenure-track position: medical-surgical nursing instructor.

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

11.1 **Staff Reports**
- Dean, Human Resources
  Laura Ecklin reported on workshops for supervisors and for hiring. She is working on policy updates.
- Vice President, Business and Finance
  Scott Miller said his office is busy with budget development of 2009 – 2010. He noted potential benefits from the stimulus package for higher education. He said there were some changes to the Hope Scholarship.
- Vice President, Student Services
  Oscar DeHarro said Student Services is doing well.
- Vice President, Instruction
  Sue Nelson reported that the Statewide Academic Committee is encouraging faculty to move into administrative roles. The McPherson Distinguished Teaching Awards Committee is now accepting nominations for the honor. She noted an article about bonding of the winery in the SF Chronicle. It also included SRJC.

11.2 **Superintendent/President’s Report**
Dr. McCarthy reported on *Seussical the Musical*; the Salon event; work on the self-study; Stop the Hate event; the upcoming bonding of the winery on April 8 at 4:30 p.m.; upcoming Salon event at the diRosa Preserve. He said he would be attending an accreditation meeting and an event in Sacramento honoring Phi Theta Kappa students.

11.3 **Reports from Board Members**
- Bruce Ketron attended the Hispanic Network meeting. He reported on comments from John Glaser regarding new standards and career skills.
- Brenda Knight said she is participating on the committee to name the new American Canyon High School. She stressed the importance of providing hope to people during this difficult time and the power of getting out into the community. She hoped the
college would provide opportunities to learn a new career, lift people’s spirits, and change lives. She suggested “taking our show on the road.”

- Steve Reinbolt said he was pleased by how well-positioned the college is on so many fronts.
- Chris Hagerman reported on Black History Month Dinner, upcoming elections, the Bridge to Peace. He said everyone was pleased with the Ceramics Building under construction. He was elected to the PTK regional board and accepted at UC, Davis.
- Michael Baldini said he enjoyed Seussical the Musical, recent photography show, Black History Month. His daughter was accepted at Parson’s School of Design in New York. He expressed an interest in hiring training.
- Charles Meng asked board members to review the accreditation reports on the website. He said the board would make its candidate selection for the CCCT board at its April meeting. He said the charcuterie tasting at the Napa Valley Cooking School was wonderful, and so was the Foundation Seussical event.
- Bruce Ketron said he attended a Foundation meeting and reported on the reduction of funding for scholarships this year, caused by the economic crisis. Kathy Baird said endowments lost 25% last year, and more students applied for scholarships than in the past. She said there have been no critical comments from endowment donors, as the board passed a statement of justification for its action.
- JoAnn Busenbark said she had been in Montana helping her sister after surgery and so had little to report related to college activities.

12.0 FUTURE AGENDA ITEMS

12.1 Board Listening Session

12.2 Update on Bonding of College Winery and Viticulture and Winery Technology Program (April Meeting)

12.3 Development of Corner Property/Housing

13.0 ADJOURNMENT

JoAnn Busenbark adjourned the meeting at 8:15 p.m.