Napa Valley Community College District  
MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
April 9, 2009  
3:00 p.m. Board Self Evaluation  
4:30 p.m. Closed Session  
5:30  Classified Recognition Event  
6:30  p.m. Return to Public Session

1.0  CALL TO ORDER  3:00 p.m.  
Board president JoAnn Busenbark called the meeting to order at 3:00 p.m.

2.0  BOARD SELF-EVALUATION (continued from February 28, 2009 meeting)

2.1  Development of Goals and Objectives  
The board began a self-evaluation process at its retreat on February 28, 2009. As part of that process, the board identified many strengths and challenges, which were later categorized into four themes: communication, compliance, clarification of role, and continuing education. At that time, the board agreed to conduct some follow-up sessions to develop goals and objectives related to these four themes.

Laura Ecklin, Dean, Human Resources facilitated the board’s further discussion and development of specific goals and objectives. The board reaffirmed that communication, compliance, clarification of role, and continuing education appropriately reflected the primary goals and categories agreed upon at its self-evaluation. Laura Ecklin suggested that the board determine two to four objectives for each category. The board agreed that communication is an important goal, and one that could require more attention. Compliance issues could probably be handled in a shorter period. The board agreed that it would not adopt the strict Robert’s Rules of Order. It was suggested that the board could have a training on the Brown Act or request a training from Liebert, Cassidy, and Whitmore. Another option would be for a board member to attend a training at the upcoming trustee conference in May.

Regarding the continuing education component, it was agreed that board members should attend appropriate trainings. One area of particular interest for the board was training in dealing with the media. It was suggested that the board plan a training in the Fall to review best practices in communicating with the media. Laura Ecklin said she would also investigate making use of various trainings provided by our EAP (Employee Assistance Program).

Board president JoAnn Busenbark suggested the board should know more about the Employee Assistance Program (EAP) and its benefits to college employees. Regarding conferences, she also recommended developing a training calendar so that trustees could plan who would go to which of the three major conferences (annual conference, trustee conference, and legislative conference). Web conferencing was suggested as a way to reduce related conference costs of travel and lodging. Charles Meng said he would check this out with CCCT and also review the League website for information. Ms. Busenbark suggested developing a regular
schedule for trustees to attend community meetings and events with Dr. McCarthy. She stressed the importance of communicating with the public and establishing a stronger board presence in the community. Sending letters to the editor was mentioned as one possibility.

The board also discussed, as part of the communication component, developing a protocol for communicating with staff that would serve to make sure everyone is kept fully informed. Important points to remember include: 
1) Speak as a group; 
2) Have a consistent message; 
3) Before attending a speaking engagement, trustees should confer with one other so that the board speaks with one voice. She referred to the memo prepared by Dr. McCarthy on board communication. In general, everything should funnel through Dr. McCarthy. JoAnn Busenbark referenced a memo from Dr. McCarthy that outlined guidelines for board communication, including issues of board members communicating with staff. Ms. Busenbark also suggested having regular monthly program reports that last no more than 15 or 20 minutes as a way to keep the board up to date on college programs and services. She stressed the importance of personalizing the contact the board has with the college staff and said she would like to create more structure for these reports to occur.

The board further discussed the importance of clarifying the role of the board and said that concept dovetailed with many of the issues that have already been discussed today. Laura Ecklin said that she would do another training on this subject during the late summer that would tie together issues of communication and clarifying the board role. She said she would work with ideas from today’s discussion and get back to the board with further refinements. Board members agreed that the discussion and future plans were on target.

Other announcements included one from Dr. McCarthy referring to an email he had sent to the board regarding possible upcoming study sessions on the budget and related issues. Charles Meng announced that the self-study will be on the website by April 23. All board members should thoroughly acquaint themselves with the self-study by reviewing it carefully.

2.2 Approval of By-Laws of the Board of Trustees

2.2.1 **BP 2745 Board Self-Evaluation Policy (Revision)**
M/S/C (Meng/Reinbolt) to approve the revised board self-evaluation policy.

2.2.2 **AP 2745 Board Self-Evaluation Administrative Regulations (New)** These regulations outline the process the board has developed for its self-evaluation.

2.2.3 **BP 2715 Code of Ethics/Standards of Practice Policy (revision)**
The board adopted this Ethics Policy from a template provided by the Policy and Procedures Service, replacing the old policy. The board subsequently added the section regarding violations. In a recent review of policies and as part of the board’s self-evaluation, some bullets from the old policy were added back into the revised policy, as there was no duplication of the content of the bulleted items.

2.2.4 **AP 2435 CEO Evaluation Administrative Regulations (New)** These regulations outline the process that has been developed by the board over the last several years in
review of the CEO. These regulations formalize what has been the practice of the board.

2.2.5 BP 2015 Student Trustee (Revision)
The current board policy BP 2015 Student Trustee includes language regarding the privileges of the student trustee: “On or before May 15 of each year, the Board shall consider whether to afford the student member any of the following privileges. . . “ The board decided that it did not want to re-make this decision every year and also agreed that the incoming student trustees should know in advance of running for the office what privileges would be granted to him or her. Therefore, the board changed the statement to read: “The student trustee shall be afforded the following privileges.”

In addition, the board revised the bulleted section of the policy. Regarding closed session, the board revised the language to read: “The student trustee may be invited to closed session when appropriate.”

A new bullet was added: “The privilege to attend the trustee orientation presented by the Community College League.” No other changes were made to the privileges as noted in the policy.

3.0 CLOSED SESSION (4:30 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

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

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

Title:
1) Engineering/Physics Instructor (tenure-track)

With respect to every item of business to be discussed in closed session pursuant to Section 54957,
PUBLIC EMPLOYMENT, Approval of 2008 – 2009 Reclassification Recommendations for Classified Staff

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT, Reduction in Workload Under Education Code 87483 and 22713, 2009 – 2010

4.0 RETURN TO PUBLIC SESSION

4.1 RECOGNITION OF CLASSIFIED PROFESSIONALS (5:30 p.m.)

As part of classified Professionals Week being celebrated at Napa Valley College during the week of April 6 – 10, board president JoAnn Busenbark read a resolution honoring classified professionals and the many invaluable contributions they make to Napa Valley College.

JoAnn Busenbark explained that the board would honor classified staff who have been hired within the last year. Each new classified staff member in attendance was introduced by his or her supervisor who made brief comments about them. Board members welcomed them to the campus community and thanked them for their service to the college. They encouraged new employees to make Napa Valley College their home.

Officer Hoyt Maddox, after introducing newly-hired Officer Amber Dragomir, was surprised with a video introduction and congratulations from his own supervisor, Chief Ken Arnold. Chief Arnold was unable to attend the board meeting, as he was out of town at a conference, so he prepared a video in honor of Officer Hoyt Maddox. Chief Arnold reviewed the successful career of Officer Maddox in video (punctuated by humorous comments and cartoons). He praised Officer Maddox for his twenty years of exemplary, loyal service to Napa Valley College and to the campus police department.

Other events throughout the week honoring classified professionals included an ice cream social in the President’s Office and a Classified Brunch and Door Prize event scheduled for Friday, April 10.

4.2 Members Present: JoAnn Busenbark, Charles Meng, Steve Reinbolt, Brenda Knight, Tom Andrews, Michael Baldini, Bruce Ketron, Chris Hagerman

Staff Present: Dr. Chris McCarthy, Sue Nelson, Oscar DeHaro, Scott Miller, Laura Ecklin, Dianna Chiabotti, Diane Van Deusen

Guests Present: County Assessor John Tuteur

4.3 Pledge of Allegiance

The audience recited the pledge of allegiance.

4.4 Introduction of Visitors, Guests, and New Staff
4.5 **Announcement of Items from Closed Session**

M/S/C (Meng/Baldini) to approve the personnel items from closed session, including:

1) Charles Monahan, Interim Director, Small Business Development Center
2) Antonio Castro, Engineering/Physics Instructor

Approval of 2008 – 2009 Reclassification Recommendations for Classified Staff (Computer Support Technician/Microcomputers/Networks)


4.6 **Adoption of Current Agenda**

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

- May 14, 2009 Regular Meeting
- May 29, 2009 Commencement Ceremony
- June 11, 2009 Regular Meeting
- August 13, 2009 Regular Meeting

5.0 **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 five-minute presentation.

6.0 **APPROVAL OF MINUTES**

M/S/C (Meng/Baldini) to approve the following minutes:

- 6.1 February 21, 2009 Emergency Training
- 6.2 February 28, 2009 Board Self-Evaluation
- 6.3 March 12, 2009 Regular Board Meeting

7.0 **CONSENT CALENDAR**

M/S/C (Meng/Baldini) to approve the following items on the consent calendar, with item 7.11 pulled for elaboration.

7.1 **Ratification of Financial Documents for March, 2009**

- 7.1.1 **Approval of Warrants**
  - General Fund $1,111,848.70
  - Child Care Fund $4,144.71
  - Capital Outlay Projects Fund $1,465.22
  - NVC Bldg. Fund/Series B (BOND) $2,484,726.71

- 7.1.2 **Approval of Total Gross Payroll** $2,472,355.72

7.2 **Approval of Personnel Assignments Dated April 2, 2009**

7.3 **Proposed Change Orders – Library and Learning Resource Center**
The Board of Trustees ratified acceptance of Edge Development, Inc. proposed change orders numbered 21, 43R1, 47, 51R, 55, and 69 as given in attached Proposed Change Order Log dated March 27, 2009. The net INCREASE for this proposed change order is $10,090.00.

7.4 Proposed Change Orders – North Gym
The Board of Trustees ratified acceptance of Broward Buildings, Inc. proposed change order numbered 6 and 7 as given in attached Proposed Change Order Log dated March 27, 2009. The net INCREASE for this proposed change order is $8,942.42.

7.5 Proposed Change Orders – New Ceramics Building
The Board of Trustees ratified acceptance of SW Allen Construction, Inc. proposed change orders numbered 2R, 20, and 23 as given in attached Proposed Change Order Log dated March 27, 2009. The net INCREASE for these proposed change orders is $10,624.00.

7.6 Proposed Change Orders – Telephone Copper Cabling Upgrade
The Board of Trustees ratified acceptance of Napa Electric proposed change orders numbered 3 and 4 given in attached Proposed Change Order Log dated March 27, 2009. The net INCREASE for these proposed change orders is $10,155.71.

7.7 Approval of an Agreement with Napa State Hospital for Adult Education Classes
The Board of Trustees approved an agreement with Napa State Hospital to offer adult education classes at Napa State Hospital. NVC will provide the instructors and will keep all the FTES generated by the classes. There is no cost to NVC for the use of facilities. The term of the agreement is from July 1, 2008 until cancelled by either party. This agreement updates a previous agreement.

7.8 Approval of an Agreement with Milestones of Development for Student Experience in a Variety of Clinical Settings
The Board of Trustees approved an agreement with Milestones of Development for Health Occupations students to participate in educational learning activities in a variety of clinical settings. The agreement is effective April 1, 2009 and shall continue until terminated by either party. There is no cost to the District.

7.9 Approval of Agreement with Piner’s Nursing Home for Student Experience in a Variety of Clinical Settings
The Board of Trustees approved an agreement with Piner’s Nursing Home for health occupations students to participate in educational learning activities in a variety of clinical settings. The agreement is effective April 1, 2009 and shall continue until terminated by either party. There is no cost to the District.

7.10 Approval of Agreement with the California Department of Education for a School-Age Child Care Resource Program
The Board of Trustees approved an agreement the California Department of Education for a school-age child care resource program, contract number CSCC-8193. The term of the agreement is from July 1, 2008 to June 30, 2009. The maximum amount payable to NVC is $2,000.
7.11 Approval of an Amendment to Agreement CCTR 8223 with the California Department Of Education
The Board of Trustees approved an amendment to Agreement CCTR 8223 with the California Department of Education. The amendment makes several changes to the wording of the funding terms and conditions. The term of the agreement remains from July 1, 2008 to June 30, 2009 and the amount that can be claimed by NVC remains $607,135. Scott Miller answered Bruce Ketron’s question regarding this item, saying that it pertains to basic funding for the Child Development Center.

7.12 Approval of Final Academic Personnel Status Document for Academic Year 2009 – 2010
This is the final annual, routine approval of the status document that lists each academic employee by contract status, salary step, and anniversary date. This update reflects salary advancement projects that have recently been completed and approved.

7.13 Approval of Agreement with Commission on Peace Officer Standards and Training for DVD Facilitation Training Skills Training Instructor Workshops
The Board of Trustees approved an agreement with the Commission on Peace Officer Standards and Training (POST) for 25 presentations of the DVD Facilitation Skills Training Instructor Workshops. The term of this agreement is from July 1, 2009 through June 3, 2010. The maximum amount of the agreement is $380,000. This is a continuation of a previous agreement.

7.14 Approval of Agreement with the Veterans Home of California-Yountville for Nursing Students to Receive Clinical Nursing Experiences
The Board of Trustees approved an agreement with the Veterans Home of California-Yountville for the provision of clinical facilities so NVC nursing students can gain nursing experience in a variety of clinical settings. The term of this agreement is from July 1, 2009 through June 30, 2010. There is no cost to either party.

7.15 Contract for Architectural Services for the Facilities Master Plan Volume IV – TLCD Architecture
The Board of Trustees ratified acceptance of Agreement for Architectural Services for updates and additions to the Facilities Master Plan. Volume IV will include updated project information sheets and budgets for future projects, updated campus maps, revisions to standard project specifications, and project phasing and scheduling requirements. The not-to-exceed fee for these services is $90,000.00, including reimbursable expenses.

8.0 CONSTITUENT GROUP REPORTS
- Academic Senate Report
  Dianna Chiabotti stated that NVC hosted a statewide meeting of the Academic Senate. The Academic Senate is revising its by-laws; the tenured evaluation process; the academic policy, and the advanced placement testing policy. She said this would be her last meeting as Academic Senate President and said she has enjoyed working with the board, which she praised for its caring attitude and dialogue.
- Faculty Association Report
Dianne Van Deusen said elections for the Faculty Association would be held next week. The Association donated $2,000 to scholarships and also donated to Classified Appreciation Week events.

- Classified Association Report
  Juell Fullner, secretary for the Classified Association, reported on the successful March in March and upcoming elections.

- Associated Student Body
  Jennifer Friedman, Senator of Environment, reported on the LGBT Day of Silence and clothesline project, and the ratification of the student government Constitution.

## INFORMATION ITEMS

### 9.1 Presentation from the Napa County Assessor on the 2008 – 2009 Assessment Roll and Outlook for the 2009 – 2010 Roll


Mr. Tuteur explained that he didn’t usually make a presentation to the board during the spring semester, but he wanted the board to have an update regarding the assessment roll to aid the board in preparation of the college budget. He noted the special election on May 19 that will have a big impact.

For 2009 – 2010, Mr. Tuteur advised not counting on any increase in the assessment roll for that year and to be very conservative in projections. He said that Napa County has the second highest assessed value behind Marin and ahead of San Francisco. However, he stated that 18% of properties in Napa County have declined in value, and 70% of the assessment roll is residential. He said there is some offset to that decline with housing that has old values that will be moved upward.

### 9.2 Input for Development of College Property

At its meeting of October 9, 2008, the board discussed its interest in agendizing an informational item over upcoming months that would allow members of the public to present ideas for development of college property, including land at the corner of Imola and Soscol and the Community Education Center (Armory) on Menlo Avenue.

## ACTION ITEMS

### 10.1 Approval of Board Policy on Employee Identification Cards (First Reading)

For some time, the college has discussed the need for a way to recognize college staff quickly and accurately. An ID card or badge will provide the campus community an easy way to differentiate Napa Valley College employees from outside contractors and to prevent misrepresentation of an outsider as an employee.

M/S/C Meng/Andrews to approve the Employee Identification Policy and Regulations.
10.2 Approval of 2009 – 2010 Academic Calendar
M/S/C (Hagerman/Baldini) to approve the proposed academic calendar.

10.3 California Community College Trustees Election
The election of members of the CCCT Board of the California Community College League will take place between March 10 and April 25. Charles Meng, currently a member of the CCCT Board, distributed his recommendations for the college’s vote as well as rationale.

M/S/C (Ketron/Knight) at the Board of Trustees approve the slate of candidates for the CCCT election, as recommended.

10.4 Approval of Results of Division Chair Elections
The Language and Developmental Studies Division, the Business and Computer Studies Division, and the Counseling Division have recently completed the election process for division chairs. The results of those elections are: David Angelovich, Business and Computer Studies; Margo Kennedy, Counseling; Agapito de la Garza, Language and Developmental Studies.

M/S/C (Baldini/Meng) to approve the following division chair election results: David Angelovich, Business and Computer Studies; Margo Kennedy, Counseling; Agapito de la Garza, Language and Developmental Studies.

10.5 Approval of Resolution Commemorating Week of the Young Child
The Week of the Young Child was established by the National Association for the Education of Young Children in 1971 to focus public attention on the needs of young children and their families and to acknowledge the early childhood programs and services that meet those needs.

M/S/C (Knight/Meng) to approve a resolution authorizing the Week of the Young Child, April 19 – 25, 2009.

10.6 Authorization to Advertise a Child and Family Studies Position
This is a request to advertise the following position for employment, beginning in 2009 – 2010: Director, Child Development Center/Lab Coordinator.

M/S/C (Ketron/Baldini) to authorize advertising for the following position: Director, Child Development Center/Lab Coordinator.
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 recent trainings and EAP workshops.
- Vice President, Business and Finance
  Scott Miller reported on the budget development process and budget reductions.
- Vice President, Student Services
  Oscar De Haro reported on the successful Job Fair and upcoming visit by the 1992 Nobel Peace Prize Winner.
- Vice President, Instruction
  Sue Nelson praised how well faculty and administration work together. She said the Inclusivity Committee is going well. Rebecca Scott is working with Solano on learning communities.

11.2 Superintendent/President’s Report
Dr. McCarthy reported on the accreditation self-study, the search for Vice President, Business and Finance, the upcoming Salon Event at the di Rosa Preserve, upcoming Stop the Hate training, spring luncheon at the Upper Valley Campus, and May 8 tours of the new Instructional Center for the Performing Arts.

11.3 Reports from Board Members
- Chris Hagerman reported on the Job Fair and thanked Dr. McCarthy for a letter of recommendation for him.
- Michael Baldini praised the Job Fair and Puente Mentor Barbecue.
- Tom Andrews said he would miss the May meeting.
- Bruce Ketron praised *Seussical the Musical*. He voiced concern over the low enrollments of males in colleges across the country. He commented on the moving quality of the Marine’s Memorial.
- Brenda Knight said she was on the naming committee for the new American Canyon high school. She said she chairs the American Canyon Economic Summit. She is serving on the selection committee for the McPherson Distinguished Teaching Awards.
- Steve Reinbolt stated that he has heard nothing but positive comments regarding the new buildings.
- Charles Meng said he would attend the CCCT conference in Rohnert Park and thanked Laura Ecklin for facilitating the self-evaluation process, which he believes has improved the quality of the self-evaluation.
- JoAnn Busenbark said she put together a team for the golf tournament to raise money for PTK. She said the appointment of Martha Kanter as Undersecretary of Education is extremely positive for community colleges.

12.0 FUTURE AGENDA ITEMS

12.1 Board Listening Session
12.2 Update on Bonding of College Winery and Viticulture and Winery Technology Program (May Meeting)

12.3 Development of Corner Property/Housing

13.0 ADJOURNMENT