Napa Valley Community College District  
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES  
August 1, 2009  
9:00 a.m. Closed Session  
10:00 a.m. Return to Public Session  
Room 1340 McPherson Administration Building  
Napa Valley College, Napa, California

1.0 CALL TO ORDER  9:00 a.m.

2.0 CLOSED SESSION (9:00 a.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, Employee Evaluation  
Evaluation of Superintendent/President

With respect to every item of business to be discussed in closed session pursuant to Section 54957, CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

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  
Vice President, Business and Finance (Classified Administrator)

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) Simulation Center Technician (.80 FTE)
RETURN TO PUBLIC SESSION (10:00 a.m.)

Members Present: JoAnn Busenbark, Charles Meng, Steve Reinbolt, Michael Baldini, Bruce Ketron, Brenda Knight, Tom Andrews, Robert Holst

Staff Present: Dr. McCarthy, Sue Nelson, Scott Miller, Betty Malmgren, Walt Unti, Shawna Bynum

Pledge of Allegiance
The audience recited the pledge of allegiance.

Introduction of Visitors, Guests, and New Staff

Announcement of Items from Closed Session

Board president JoAnn Busenbark announced that the board had completed the superintendent/president’s evaluation and that the board had found his performance to be well beyond satisfactory. She stated that, at Dr. McCarthy’s request, the board granted him a reduction in compensation equal to 7%. The board extended a personal thank you to Dr. McCarthy and said trustees were most appreciative of his request for a reduction in his compensation.

Charles Meng announced the approval of the following personnel items from closed session:
John Nahlen, Vice President, Business and Finance (Classified Administrator)
Lois Witmer, Simulation Center Technician (.80 FTE)

Adoption of Current Agenda
M/S/C (Ketron/Baldini) to adopt the current agenda.

CONSENT CALENDAR
M/S/C (Baldini/Holst) to approve the following item on the consent calendar.

Approval of Personnel Assignments Dated July 23, 2009

INFORMATION ITEMS

Update on State Budget
Dr. McCarthy thanked Scott Miller for attending the retreat. Dr. McCarthy reported that there is still confusion about the budget, including about the Federal stimulus package. He
explained that the amount of money that will be received is uncertain. The decision will be made by the Department of Finance, so where the money goes and when it will be received is unclear.

Scott Miller distributed information prepared for the board budget workshop, based on information provided by the Community College League of California over recent months. He reviewed the estimated reductions and shortfalls for 2009 – 2010, including: general apportionment shortfall; general apportionment reduction; student fee revenue shortfall; and property tax shortfall. He said that revenue created by the increased student fee would partially offset these reductions and shortfalls. However, severe cuts to both protected and unprotected categorical funding further impacts the budget.

Mr. Miller cautioned that the Federal bailout for community colleges is optimistic, and we cannot clearly anticipate the level of support for Napa Valley College. Additionally, collecting the additional $6 per unit from students who completed registration prior to the fee increase may not result in full recovery.

Mr. Miller advised the board to take a two to three-year perspective and expect next year to be even worse, as whatever bailout may come from the Federal government will only be for one year. He cautioned that State projections have been consistently wrong within a short period of time of issuance—and on the high side. He reminded everyone of the “three-legged stool” of the funding formula: property taxes, enrollment fees, and apportionment. Taking all the above factors into consideration, Mr. Miller said it would be very challenging to create the 5% reserve level the board would prefer.

Mr. Miller reviewed scenarios of cutting expenditures at various levels and the associated ending balance for each level. He reminded the board that there are two important issues in evaluating a budget: a) ending balance and b) expenditures related to revenue.

The board reviewed the budget strategies the District has undertaken to produce budget savings that fall outside the negotiations process. The board also engaged in revenue-generating ideas. The board’s commitment to the college’s core mission was stressed. The board also discussed the importance of communicating effectively with the community about the budget situation and agreed that talking points would be helpful to them.

In discussing its role in shaping the future of Napa Valley College at this difficult time, the board argued against micro-managing. Rather, its goal would be to provide staff with enough direction to position the District most advantageously for upcoming years. The board stated its preference for making cuts deep enough this year to protect from having to make cuts that would jeopardize the instructional program next year. Board president JoAnn Busenbark said that if cuts were found to be more aggressive than necessary, the District could adjust.
As part of the Napa Valley College Board of Trustees Self-Evaluation process begun at its special meeting of February 28, 2009, the board identified priorities for strengthening board functioning. Subsequently, Laura Ecklin, Dean, Human Resources and the facilitator of the board’s discussion, summarized the board’s priorities into two distinct areas: a) communication and clarification of role; and b) continuing education, including training activities to assure compliance and application of best practices.

Ms. Ecklin then reviewed the action steps the board discussed that would ensure steady progress towards strengthening its functioning in the two areas, noting what has been accomplished to date and what remains to be implemented.

**Goal A: Communication and Clarification of Role**

1. Development of speaking points. The board agreed that once a semester at a meeting, and as needed, trustees would develop talking points that would facilitate the board’s effective communication. For example, the board felt it would be helpful to have talking points that addressed the current budget crisis.

2. Development of master schedule of events. The board recommended placing a standing item on the agenda. The board would review the calendar for important events and agree on who would attend to represent the board. This would be implemented for the board’s next and all subsequent agendas.

3. Development of program presentations. Vice president, Instruction and Vice President, Student Services have been developing a calendar of board presentations. Beginning in September, 2009, a presentation will be scheduled for each board meeting. Presentations will focus on program accomplishments and innovations and will last no more than 15 minutes.

4. Communication with college community. The board will continue to work with the college president on communication with the college community at large. Program presentations noted above will be part of this effort.

5. Board sharing educational information. A standing agenda item will allow the board to share information with one another on matters including, but not limited to: accreditation, legislative issues, conference/training information, and CCCT issues and priorities. This will be implemented on the board’s next and all subsequent agendas.

**Goal B. Continuing Education**

1. Conference/training calendar. Given the budget crisis, the board agreed to limit attendance at conferences and events to the most critical trustee events and send only one trustee per event. The following trustees expressed interest in the conferences identified: Brenda Knight (40th Annual ACCT Leadership Conference; Charles Meng (Annual Convention and Partner Conferences); and Bruce Ketron (Annual
Legislative Conference—Sunday only.) Costs for conferences will be reviewed; the board will review the calendar again in December.

2. **Attend Annual Trustee Conference.** At least one board member will attend the conference and report back to the entire board at a regular meeting.

3. **Participation in accreditation self-study process.** The board reaffirmed its commitment to actively participate in the accreditation self-study process and ensure that the board is aware of any action that needs to be taken.

4. **Participation in Workshop on Effective Communication with the Media.** The board will participate in training related to effectively and appropriately communicating with the media. Training on the media will be held as part of today’s agenda. See item agenda item 5.3 below.

5. **Participation in Workshop Provided by Employee Assistance Program.** The board will schedule its participation in one of these workshops.

5.3 **Effective Communication with the Media**
In its self-evaluation conducted on February 28, 2009, the board identified effective communication with the media as an area in which the board would profit from a training workshop. Betty Malmgren, Napa Valley College Public Relations Director, made a presentation to the board on this subject. She reviewed responsibilities of the Public Relations Office, including both pro-active (sending out press releases, generating interest in the college, arranging interviews and coverage of events) and re-active (responding to media calls and crisis communications) and talked about what makes news.

Ms. Malmgren said it was important to understand the job of reporters and reviewed how to provide good service to the media, particularly by responding to the media in a timely, professional manner with accurate information. Sometimes that means providing media with sources or contacts that would assist in preparation of their stories. She also stressed the importance of presenting a consistent message and one that is consistent with the image the college wants to communicate.

Ms. Malmgren noted the magnitude of the recent changes in the media and the many news options now available. She reviewed skills board members need related to being a spokesperson, reinforcing the board’s current good practice of coordinating information through the president’s office and public information officer. Ms. Malmgren stressed that the board’s public comments should represent only board decisions and policies. She quoted from the *Trustee Handbook*: “The board has legal power only as a unit; trustees represent the board and have no authority as individuals.”

Board members stated their interest in developing appropriate protocols for effective communication with the media as well as developing talking points around emerging issues. They discussed the primacy of correcting errors of fact. Ms. Malmgren said that if a reporter does not need a response right away, sometimes it is possible to email a response to ensure adequate time to gather facts, prepare a thoughtful, accurate statement, and to have a record of information provided.

Ms. Malmgren thanked the board for all the positive stories they provide. She asked them to continue providing ideas for stories she and reporters could use to get the Napa Valley
College message out in the community. Bruce Ketron thanked Betty for the training and for her effective communication with the media.

6.1 ACTION ITEMS

6.1 Board Compensation and Travel Budget
At its meeting of June 11, 2009, the board announced out of closed session its intention to review board compensation and the board travel budget at a future meeting in light of the current budget crisis and take appropriate action. The board agreed to reduce monthly compensation by 7%, the same level of reduction taken by the superintendent/president.

The board reviewed the calendar of upcoming events sponsored by the Community College League of California. (See discussion under agenda item 5.2, Goal B, Conference/Travel), limited the number of conferences to be attended to include the Student Trustee Conference; ACCT Conference, and Annual Conference and assigned one trustee to attend. The board agreed to review the calendar of events at its December meeting.

M/S/C (Meng/Holst) to reduce board compensation by 7% and to reduce travel budget by limiting the number of conferences attended and sending just one trustee per conference.

6.2 Approval of Salary Reduction for Noncredit Faculty
In response to the significant budget shortfall for 2009 – 2010, the District is recommending that the hourly rate for noncredit instructors be decreased from $38.00 per hour to $36.10, effective fall semester, 2009. The rate of decrease is five (5) percent. Similar reductions will be discussed with other employee groups in accordance with the Educational Employment Relations Act (EERA) and local policy and procedures.

M/S/C (Ketron/Meng) to approve a five (5) per cent salary reduction for non-credit faculty, effective Fall, 2009, resulting in an hourly rate change from $38.00 per hour to $36.10 per hour.

7.0 ADJOURNMENT
Board president JoAnn Busenbark adjourned the meeting at 2:45 p.m.