Napa Valley Community College District

MINUTES OF THE RESCHEDULED REGULAR MEETING OF THE BOARD OF TRUSTEES
September 13, 2005

1.0 CALL TO ORDER  5:00 p.m.

2.0 TOUR AND UPDATE OF BOND PROJECTS CURRENTLY UNDERWAY (5:00 p.m.)
Dan TerAvest of Campus Planning and Construction gave board members a tour and update of bond projects currently underway and recently completed, including: the gymnasium, faculty offices, and the heating system.

3.0 CLOSED SESSION (6:00 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, Ed Shenk, Sue Nelson
Name of organization representing employees: NVCFA/CTA/NEA
Name of agency negotiators: Scott Miller, Bonnie Thoreen, Judie Walter-Burke
Name of organization representing employees: NC-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, Approval/Ratification of Full-Time Employment
Titles:
1) Ceramics Instructor (Full-time leave replacement for 2005-2006 academic year)
2) Corrections Program Coordinator (Temporary, grant-funded academic administrator)

4.0 RETURN TO PUBLIC SESSION (7:00 p.m.), Room 211, McPherson Administration Building

4.1 Members Present: Joan Bennett, Bruce Ketron, Michael Baldini, Charles Meng, Tom Andrews, Margaret Lee
Members Absent: JoAnn Busenbark
Staff Present: Chris McCarthy, Sally Fitzgerald, Ed Shenk, Kirk Berger, Scott Miller, David Angelovich, Linda Napholz, Christy Kling, Rebecca Thompson
Guests Present: Approximately 30 members of the tennis community were present in the audience to discuss item 10.1 Award of Bid for New Tennis Courts

4.2 Pledge of Allegiance
The audience recited the pledge of allegiance.

4.3 Introduction of Visitors, Guests, and New Staff
Individuals were introduced with the appropriate agenda item
4.4 Announcement of Items from Closed Session
President Joan Bennett announced a 3.25% increase to the administrative/confidential salary schedule and an $111 increase for two-party health benefits.

4.5 Adoption of Current Agenda
Items will be heard following 5.0 (Public Comments). Other items may be moved, at the discretion of the board president.

4.6 Announcement of Future Meetings (6:00 p.m. closed session, 7:00 p.m. public session)
Joan Bennett announced the following upcoming board meetings: October 27, 2005, Regular Meeting (Note: No longer at Upper Valley Campus); November 16, 2005, Regular Meeting (Upper Valley Campus); and December 8, 2005, 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 three-minute presentation.

6.0 APPROVAL OF MINUTES of August 04, 2005
See backup pages 1-5.

7.0 CONSENT CALENDAR
The following items listed on the consent calendar are considered to be routine matters requiring approval or ratification by the board. They are accepted or approved by a single motion without discussion. Any item(s) may be removed from the consent calendar for discussion or other reasons at the request of a board member.

7.1 Ratification of Financial Documents for July, 2005

7.1.1 Approval of Warrants
General Fund $496,820.04
Child Care Fund $24,117.88
Capital Outlay Projects Fund
NVC Bldg. Fund/Series A (BOND) $1,240,066.00

7.1.2 Approval of Total Gross Payroll $1,905,952.71

7.2 Ratification of Financial Documents for August, 2005

7.2.1 Approval of Warrants
General Fund $1,403,758.53
Child Care Fund $2,076.65
Capital Outlay Projects Fund
NVC Bldg. Fund/Series A (BOND) $1,572,418.63

7.2.2 Approval of Total Gross Payroll for August, 2005 $1,767,249.77

7.3 Approval of Personnel Assignments Dated September 3, 2005
7.4 **Arborist Proposal—Tree Survey**

The District has previously completed arborist surveys of the heritage oaks and mall trees. The work proposed here will survey the remaining trees on the Napa campus, approximately 220 additional trees. Quadriga Landscape Architecture of Sacramento has submitted a proposal for the mall work. Quadriga is currently working with TLCD Architecture on the Facilities Master Plan, Volume III and the Landscape Master Plan. The estimated fee proposed is a not-to-exceed figure. See backup pages 6 through 8.

**Recommendation:** It is recommended that the Board of Trustees enter into a contract for arboricultural consultation services with Quadriga Landscape Architecture for $19,982.50.

7.5 **Approval of Resolution with the California Department of Education**

It is recommended that the Board of Trustees approve a resolution with the California Department of Education Contract Number CCAP-4190 to provide Child Care and Development Programs and California School Age Families Education serving infants and toddlers from birth to three years. The total amount for the contract will not exceed $5,105. See backup packet page 9 and 10.

8.0 **CONSTITUENT GROUP REPORTS**

- Academic Senate Report
- Faculty Association Report
- Classified Association Report
- Classified Senate Report
- Administrative Senate Report
- Associated Student Body Report

9.0 **INFORMATION ITEMS**

9.1 **Update on Progress to Bond the Napa Valley College Teaching Winery**

The board will be given an update on recent progress to bond the Napa Valley College Teaching Winery. There will also be a discussion on the appropriate next steps in the process. College legal counsel, Bob Henry, will be available by phone for the discussion.

9.2 **Preliminary Design Report on Traffic Circulation**

Dan TerAvest will present a Preliminary Design Report on traffic conditions and possible future design options to mitigate traffic circulation issues.

9.3 **Discussion on Changing Schedule of Board Meetings**

Regular meetings of the Board of Trustees have normally been scheduled for the fourth Thursday of each month, when possible. However, in recent years, the fourth Thursday has proven problematic because it often conflicts with various college needs: March (spring break), May (commencement ceremony), August (deadline for personnel approval prior to start of classes), September (September 15 budget deadline), November (Thanksgiving), and December (winter break). A possible shift to the second week of the month will be discussed.

The time and day of the week of board meetings have also been raised for discussion. In general, closed session now begins at 6:00 p.m., with public session beginning at 7:00 p.m.
As board meetings have extended to 10:00 p.m. or occasionally later, some board members and staff have asked for a discussion of an earlier start time. A change from Thursday board meetings will also be discussed.

10.0 ACTION ITEMS

10.1 Award of Bid for New Tennis Courts
The District will publicly open bids on September 7, 2005 at 1:00 p.m. for the new tennis court project. The project scope includes eight new tennis courts to be built behind the gymnasium. The bids will include separate pricing for an add alternative to include night lighting in the project.

Recommendation: It is recommended that the Board of Trustees award the bid to the lowest possible bidder as presented.

10.2 Central Chiller Plant Schematic Design Review
Dan TerAvest will present the Schematic Design for the Central Chiller Plant for board review. The next phase of the project is design development and will include detailed construction drawings and specifications.

Recommendation: It is recommended that the Board of Trustees direct staff to proceed with design development.

10.3 Adoption of 2005-2006 Final Budget
10.3.1 Public Hearing on the 2005-2006 Final Budget
This hearing is held to allow for public comment on the proposed budget, as required by California Title 5 Administrative Regulations, Section 58191. The proposed budget is available for public inspection in the President’s Office during normal business hours after September 1, 2005.

10.3.2 Adoption of the 2005-2006 Final Budget
The proposed 2005-2006 budget will be distributed to trustees, budget center managers, and constituent group presidents. The plan and budget were developed by the Planning and Budget Committees and were reviewed in various drafts at several forums on campus.

Recommendation: It is recommended that the Board of Trustees adopt the 2005-2006 Final Budget.

10.4 Approval of Audit Contract
It is recommended that the Board of Trustees approve a one-year agreement with Matson and Isom Accountancy to provide services for the 2004-2005 fiscal year. This included the regular District audit for a not-to-exceed price of $40,000, the Measure N Bond Fund audit for $2,500, and the Measure N Performance Audit for $2,500.

Recommendation: It is recommended that the Board of Trustees approve the audit contract for the District audit, the Measure N Bond Fund audit and the Measure N performance audit with Matson & Isom Accountancy for the not-to-exceed amounts shown above.

10.5 Approval of Agreement with Products Services and Industries (PSI)
Several years ago, the college had an instructional agreement with PSI to provide instructional Programs for their employees. Over ten years ago, PSI decided to end that agreement. Bonnie Thoreen and Jenny Serce have been meeting with PSI representatives and have reached an agreement to once again provide vocational programs to their employees. All of the teaching will be non-credit instruction and will generate non-credit FTES. The contract cost is $1.60 per contact hour with revenue anticipated to be approximately $3.70 per contact hour.

**Recommendation:** It is recommended that the Board of Trustees approve a contract with Products Services & Industries for non-credit vocational education programs.

10.6 **Approval of Agreement with Metro PCS Communications Site License Contract**

At the June 16, 2005 Board of Trustees meeting, the board authorized District staff to enter into negotiations with Metro PCS to establish a Metro PCS wireless communications site, including a tower on college property. The negotiations were successful in developing an agreement that included the board-desired items. The contract has been reviewed and modified as necessary by legal counsel for both organizations.

**Recommendation:** It is recommended that the Board of Trustees approve an agreement with Metro PCS to establish a Metro PCS wireless communications site on District property per the terms of the agreement dated September 13, 2005.

10.7 **Approval of Investment of Bond Funds**

District staff have been working with the County Treasurer and two investment companies, Public Investment Services, Inc. and Lehman Brothers, Institutional Fixed Income Division to develop an investment strategy to generate higher rates of return on the Series B Bond proceeds within the terms and conditions authorized in the terms of sale. The Funds are currently deposited in the County Treasury and the Local Agency Investment Fund (LAIF). Staff are finalizing an investment plan and will present recommendations at the meeting.

**Recommendations:** It is recommended that the Board of Trustees approve the plan as presented for the investment of Measure N Series B Bond funds, according to the terms and conditions allowed by the Measure N Series B Bond sales agreement and as approved by bond counsel.

10.8 **Acceptance of Bids for International Education Courses**

At the May 19, 2005 board meeting, the board approved one course to be offered during Intersession, 2005. PHOT 160: Documentary Photography in Myanmar. The lowest responsible bid was received from Journeys of Discovery.

At the May 19, 2005 board meeting, the board approved the following courses to be offered during summer session, 2006, and the college has received the lowest, responsible bid from the following contractors: Spanish in Mexico (Interspan); Art History in England (Journeys of Discovery); French in Paris (Accent).

**Recommendation:** It is recommended that the Board of Trustees accept the bids for the following International Education Courses: Photography in Myanmar (Journeys of Discovery); Spanish in Mexico (Interspan); Art History in England (Journeys of Discovery); and French in Paris (Accent).

11.0 **OTHER REPORTS:** Note that no action can be taken regarding any report item.
11.1 Superintendent/President’s Report

11.2 Reports from Board Members