NOTE: Closed session begins at 5:30 p.m. and
Public session begins at 6:00 p.m.

Napa Valley Community College District

THE REGULAR MEETING OF THE BOARD OF TRUSTEES
December 8, 2005
5:30 p.m. Closed Session
6:00 p.m., Return to Public Session
Room 211, McPherson Administration Building
Napa Valley College, Napa, California

AGENDA

1.0 CALL TO ORDER 5:30 p.m.

2.0 CLOSED SESSION (5:30 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, 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, Employee Evaluation
1) Evaluation of Superintendent/President

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
Title:
1) Instructor, Respiratory Therapy (full-time leave replacement, Spring, 2006)

3.0 RETURN TO PUBLIC SESSION (6:00 p.m.)

3.1 Roll Call
3.2 Pledge of Allegiance

3.3 Introduction of Visitors, Guests, and New Staff

3.4 Resolution Honoring Outgoing Trustee Emery Meeks

3.5 Resolution Honoring Outgoing Board President Joan Bennett

3.6 Announcement of Items from Closed Session
   *As required by Government Code Section 54957.1, a roll call vote is required for any personnel decision coming out of closed session to appoint, employ, or dismiss an employee.

3.7 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.

3.8 Announcement of Future Meetings (5:30 p.m. closed session, 6:00 p.m. public session)
   January 12, 2006, Regular Meeting
   February 9, 2006, Regular Meeting
   March 9, 2006, Regular Meeting

4.0 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.

5.0 APPROVAL OF MINUTES
5.1 Approval of Minutes of November 5, 2005 Special Board meeting (pages 1 and 2)
5.2 Approval of Minutes of November 16, 2005 (pages 3 through 7)

6.0 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.

6.1 Ratification of Financial Documents for November, 2005
   6.1.1 Approval of Warrants
          General Fund $963,991.97
          Child Care Fund $3,459.32
          Capital Outlay Projects Fund $881,221.89
          NVC Bldg. Fund/Series A (BOND) $881,221.89
   6.1.2 Approval of Total Gross Payroll $1,998,251.81
6.2 Approval of Personnel Assignments Dated December 1, 2005

6.3 Approval of New Community Services Classes
The following community education courses are submitted for board approval:
Art History: European 17th Century through American 20th Century Artists; Dante’s Inferno;
Two Great 20th Century American Poets: Mystical Feminist Lola Ridge and T.S. Eliot, the True
American Expatriate; Wagner’s Ring; The Films of Martin Scorsese; A Whole New Way to
Travel. See backup pages 8 and 9.

6.4 Approval of Contract with Chancellor’s Office California Community College for
Small Business Training
It is recommended that the Board of Trustees approve a contract with the Chancellor’s Office,
California Community Colleges and the Employment Training Panel to provide specialized
training to small business employers. The term of this contract is from October 1, 2005 to
October 1, 2007 and the total will not exceed $10,000.

7.0 CONSTITUENT GROUP REPORTS
• Academic Senate Report
• Faculty Association Report
• Classified Association Report
• Classified Senate Report
• Administrative Senate Report
• Associated Student Body Report

8.0 FINANCIAL REPORTS
8.1 Quarterly Financial Status of Income and Expenditures for the Period Ending
September 30, 2005
(will be mailed separately and distributed at the meeting)

8.2 Quarterly Financial Statement Report (CCFS311Q)
(will be mailed separately and distributed at the meeting)

9.0 INFORMATION ITEMS
Sonia Wright, Executive Director, Napa Valley College Foundation, will present the
Foundation Annual Financial Report for the period July 1, 2004 through June 30,
2005. The report will be distributed at the meeting and is available in the President’s Office.

9.2 Development of College Property at the Corner of Soscol and Imola Avenues
The development of college property at the corner of Soscol and Imola Avenues has been raised as a topic for discussion at a recent board meeting. It was agreed that the topic would be placed on a future agenda so that board members could discuss whether or not they wanted to begin a discussion and investigation of options.

9.3 **Review and Discussion of Options for New College Logo**
Ace Design, the consultant hired to develop a new Napa Valley College logo, has refined several options for a logo, based on suggestions received from college staff. The Facilities Committee and the Signage Subcommittee have reviewed the options and offered further suggestions. The board will review and discuss these options.

9.4 **Update on College Presence in American Canyon**
Dr. McCarthy will provide an update on the college presence in American Canyon.

10.0 **ACTION ITEMS**

10.1 **Naming Opportunities for New Campus Facilities**
At the meeting of November 16, 2005, Sonia Wright, Executive Director of the Napa Valley College Foundation, made a presentation on naming of new campus facilities as a fundraising tool. She reviewed approaches taken at other colleges and recommended a required 25% of construction costs as a guideline for naming opportunities presented by the new Performing Arts Center. The board agreed to review the percentage amount and make its determination at December’s meeting.

**Recommendation:** It is recommended that the Board of Trustees approve the 2006 – 2007 planning priorities.

10.2 **Approval of Planning Priorities for 2006-2007**
In accordance with the Planning and Budget Policy, representatives from the Planning Committee will meet with the Board of Trustees to discuss planning priorities for the next fiscal year. The Planning Committee has prepared a draft of priorities that the president has approved. See backup page 10.

**Recommendation:** It is recommended that the Board of Trustees approve the 2006-2007 budget parameters.

10.3 **Adoption of 2006-2007 Budget Parameters**
In accordance with the planning and budget policy, a representative of the Budget Committee will meet with the Board of Trustees to discuss parameters for the coming fiscal year. The Budget Committee has prepared a draft of parameters that the president has approved. See backup page 11 and 12.

**Recommendation:** It is recommended that the Board of Trustees approve the 2006-2007 budget parameters.

10.4 **Authorization to Establish a Public Benefit Non-Profit Corporation to Function as an**
Auxiliary Organization
The board will consider authorizing the superintendent/president, with the assistance of legal counsel, to establish a public benefit nonprofit corporation to function as an auxiliary organization to assist the college District in establishing and managing a bonded winery as an integral part of the college’s instructional program.

Recommendation: It is recommended that the Board of Trustees authorize the superintendent/president to establish a public benefit nonprofit corporation to function as an auxiliary organization.

10.5 Designation of a Name for the New Public Benefit Nonprofit Corporation
The board will consider designating a name for the new public benefit nonprofit corporation. The recommended name is the Napa Valley College Viticulture and Winery Technology Foundation.

Recommendation: It is recommended that the Board of Trustees name the new public benefit nonprofit corporation the Napa Valley College Viticulture and Winery Technology Foundation.

10.6 Credit Curriculum Approval
Changes to the curriculum have been made during the Fall, 2005, semester. Those changes have been carefully reviewed and approved by each appropriate division, division chairperson, and the Curriculum Committee. The Academic Senate and the District have reached mutual agreement on those changes and recommend them for board approval. The curriculum packet for Fall Semester, 2005, is available in the President’s Office.

Recommendation: It is recommended that the Board of Trustees approve the changes to the credit curriculum for Fall Semester, 2005.

10.7 Approval of Expanding the Charge for a Student Health Fee to All Credit Students at NVC, Effective Fall, 2006
A recent legislation signed by the Governor allows colleges to charge the health fee to BOGG and financial aid students who were previously exempted from paying the student health fee. The college is expecting an increase in demand for the services provided by the Student Health Services, including psychiatric services. The funds generated by this change will allow the college greater stability in funding these health services.

All students taking more than three units will now be required to pay a student health fee of $12; students taking three or fewer units will pay $6. This change in the student health fee was reviewed by the ASB board at its October 27 meeting, and the board supported its recommendation.
**Recommendation:** It is recommended that the Board of Trustees approve expanding the charge for a student health fee to all credit students at NVC, effective Fall, 2006.

10.8 **Approval of Salary Increase for Professional Employees**

It is recommended that salaried professional employees receive an increase to their monthly salary by four percent (4%) retroactive to July 1, 2005. This increase will be reflected on monthly pay warrants as soon as possible, but no later than February 28, 2006, pay warrant. This rate of increase is the same COLA granted to regular classified employees.

**Recommendation:** It is recommended that the Board of Trustees approve a salary increase of 4% for professional employees, retroactive to July 1, 2005.

10.9 **Adoption of Salary Schedule for Temporary Academic Employees Replacing Academic Staff on Leave Due to Illness or Accident**

Legal counsel recommends that the governing board adopt a salary schedule for temporary academic employees who are replacing academic staff on leave due to illness or accident as required by Education Code Section 87780. The Salary Schedule for Temporary Academic Employees for 2005-2006 appears on backup page 13.

**Recommendation:** It is recommended that the Board of Trustees adopt a salary schedule for temporary academic employees replacing academic staff on leave due to illness or accident.

10.10 **Approval of Contract for Actuarial Services for Retiree Health Benefits**

The college provides retiree health benefits for employees who meet certain qualifying criteria. The Governmental Accounting Standards Board (GASB) recently approved new criteria for the reporting of retiree health benefit information on the District financial statements. District staff sent Request for Proposals to several actuaries to prepare a study to assess the current outstanding liability for retiree health benefits. The last time a study was done for the District was in 1998. A recommendation will be presented at the board meeting.

**Recommendation:** It is recommended that the Board of Trustees approve a contract with an actuarial firm to provide an actuarial study on retiree health benefits.

10.11 **Adoption of Calendar of 2006 Board Meetings**

The proposed calendar for the 2006 regularly schedule board meetings appears on backup page x. Regular meetings are schedule for the second Thursday of each month, with public session beginning at 6:00 p.m.

**Recommendation:** It is recommended that the Board of Trustees adopt the 2006 calendar of board meetings.
10.12 **Election of Board Officers for 2006**
Consistent with Board Policy B8110: Election of Officers, board members who are scheduled to rotate into officer positions are: Tom Andrews, president; Michael Baldini, vice president, and Bruce Ketron, clerk.

**Recommendation:** It is recommended that the Board of Trustees elect the following officers for 2006: Tom Andrews, president; Michael Baldini, vice president; and Bruce Ketron, clerk.

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

10.1 **Superintendent/President’s Report**

10.2 **Reports from Board Members**

11.0 **OTHER**

11.1 **Resolution Honoring Retiring Vice President, Student Services, Dr. Ed Shenk**