

Napa Valley Community College District

**THE REGULAR MEETING OF THE BOARD OF TRUSTEES**

**November 9, 2006**

5:30 p.m. Closed Session

6:30 p.m., Return to Public Session

Upper Valley Campus

1088 College Avenue, St. Helena

**AGENDA**

Regular meetings of the Napa Valley Community College District Board of Trustees are held the fourth Thursday of each month. Special meetings may be called by the president of the board, by the board at a regular meeting or by the president of the board at the request of a majority of the board members. The agenda is mailed to trustees, the news media, legal counsel, college administration, and heads of college constituent groups; it is also posted on campus and at the Upper Valley Campus. All regular and special meetings are open to the public, whose interest is encouraged and appreciated. The district adheres to the Americans with Disabilities Act. Should a member of the public require special accommodations or more information about accessibility, please contact the Office of Special Services, 253-3080, no later than 24 hours before the meeting. All efforts will be made for reasonable accommodation.

In addition to time provided for public comments under Roll Call, any member of the audience wishing to address the board regarding an agenda item should go to the podium when the item is under consideration and, after being recognized by the Board President, give his/her name and address and state any comments or questions. To give all interested parties an opportunity to speak, comments should be brief and be limited to the specific subject under discussion. Time shall be limited at the discretion of the President of the Board of Trustees. Items marked with an asterisk (\*) require a roll call vote. Any member of the board may request a roll call vote on any item.

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, Sue Nelson, 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, Approval/Ratification of Full-time Employment**

Title:

1) Dean, Physical Education and Athletics

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) Instructional Assistant III, Choral/Vocal Music (.5 FTE)
- 2) Learning Resources Assistant (1.0 FTE)
- 3) Secretary II, Counseling (1.0 FTE)
- 4) Secretary II, Criminal Justice Training Center (1.0 FTE)

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

With respect to every item of business to be discussed in closed session pursuant to Section 54957: Public Employee/Discipline/Dismissal/Release – Part-time, hourly faculty

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

**3.1 Roll Call**

**3.2 Pledge of Allegiance**

**3.3 Introduction of Visitors, Guests, and New Staff**

**3.4 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.

**3.5 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.

- 3.6 Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session)**  
**November 30, 2006 – Possible Meeting** (holding date for approval of new Vice President, Instruction)  
**December 14, 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 September 16, 2006** (See backup pages 1 and 2)
- 5.2 **Approval of Minutes of October 12, 2006** (See backup pages 3 through 9)
- 5.3 **Approval of Minutes of October 26, 2006** (See backup pages 10 through 14)

## 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 **Approval of Financial Documents for October, 2006**

#### 6.1.1 **Approval of Warrants**

General Fund	\$999,392.05
Child Care Fund	\$2,889.23
Capital Outlay Projects Fund	\$1,303.25
NVC Bldg. Fund/Series A (BOND)	
NVC Bldg. Fund/Series B (BOND)	\$739,486.60

6.1.2 **Approval of Total Gross Payroll** \$2,154,388.66

### 6.2 **Approval of Personnel Documents Dated November 2, 2006**

### 6.3 **Agreement with Small Business Development Center**

It is recommended that the Board of Trustees approve an amendment to the agreement with the Small Business Development Center for 2006 – 2007. Beth Pratt recently received an Association of Small business Development Centers State Star Award for the Northern California SBDC Region. As a result, the Napa Valley SBDC program will receive a \$10,000 budget augmentation.

## 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 **DISCUSSION ITEMS**

### 8.1 **Review Schematic Design of the Ceramics Building**

TLCD Architecture of Santa Rosa will present the schematic design of the Ceramics Building.

### 8.2 **Review Schematic Design of the Fieldhouse**

TLCD Architecture will present the schematic design of the Fieldhouse.

### 8.3 **Discussion of Appointment of Two Board Members to Napa Valley College Viticulture and Winery Technology Foundation**

At its December 8, 2005 meeting, the Board of Trustees authorized the superintendent/president to establish a public benefit nonprofit corporation to function as an auxiliary organization. It will be the entity that holds the bond, and its single function will be selling the wine produced from the college program. Napa Valley College is the first community college

in the State to have a bonded winery. The board will discuss nomination of two members to serve on the Napa Valley College Viticulture and Winery Technology Foundation.

#### 8.4 **Rotation of Board Officers for 2007**

Board Policy B8110: Officers and Duties describes the rotation of board members into officer position. The policy states that “at the November board meeting, board members who have moved into officer position are polled to establish their willingness to serve in the upcoming year. If an individual does not want to serve when his/her name is moved into officer position, his or her name may be held over for subsequent elections, rather than moving to the bottom of the list. Board members reserve the right to nominate candidates to stand for election in addition to those who qualify on the basis of the standard rotational sequence. This nomination process can take place only in an open meeting.” See backup page 15 and 16 for the entire policy.

The rotational sequence as it now stands (from top to bottom) is: Michael Baldini, Bruce Ketron, Charles Meng, JoAnn Busenbark, Steve Reinbolt, Tom Andrews. The November slate of officers is: Michael Baldini, president; Bruce Ketron, vice president; and Charles Meng, clerk.

#### 8.5 **Progress Report for the 2005 – 2011 Strategic Plan**

The purpose of the Progress Report is to note accomplishments that address the 2005 – 2011 Strategic Plan. This was the first year of the plan, and significant progress has been made on the priorities that were established for the year. The Board of Trustees has received copies of the Progress Report, and copies are available in the President’s Office upon request.

### 9.0 **ACTION ITEMS**

#### 9.1 **Authorization to Proceed – Library Learning Resource Center**

TLCD Architecture has reached 100% completion with the design development (DD) phase of the Library Learning Resource Center design. The next phase of architectural design work will bring the project through construction documents (CDs) and bidding. TLCD will review the project with the board and impacts of the statewide election will be discussed. Staff is requesting authorization to continue working with TLCD Architecture toward construction documents.

**Recommendation:** It is recommended that the Board of Trustees authorize staff to proceed to construction documents for the Library Learning Resource Center.

#### 9.2 **Athletic Field Improvements Bid Award**

Bids for the new baseball and softball field dugouts and baseball batting cages were opened on November 7, 2006.

**Recommendation:** It is recommended that the Board of Trustees award the Athletic Field Improvement Project to the lowest qualified bidder as presented.

9.3 **Appointment of College Staff to the Napa Valley College Viticulture and Winery Program Foundation**

As described in agenda item 8.3 above, the college is in the process appointing members to the Napa Valley College Viticulture and Winery Program Foundation. In addition to board members, staff will be appointed.

**Recommendation:** It is recommended that the Board of Trustees appoint Steve Krebs and Gerry Ritchie to the Napa Valley College Viticulture and Winery Program Foundation.

9.4 **Authorization to Advertise for Replacement Faculty Position**

This is a request for authorization to advertise for a full-time tenure-track ADN Maternity instructor, to be filled for Spring, 2007.

**Recommendation:** It is recommended that the Board of Trustees authorize advertising for a full-time tenure track ADN Maternity Instructor to begin Spring, 2007.

9.5 **Approval of Salary Increase for Salaried Professional Employees**

This employee group is not represented by any bargaining unit. It is recommended that salaried professional employees receive an increase to their monthly salary that equals the same COLA increase agreed to for regular classified employees retroactive to July 1, 2006.

9.6 **Approval of Salary Increase for Part-time, Hourly Classified and Part-time, Hourly Professional Employees**

This employee group is not represented by any bargaining unit. It is recommended that part-time, hourly classified and part-time, hourly professional employees receive an increase to their monthly salary that equals the same COLA increase agreed to for regular classified employees retroactive to October 13, 2006.

9.7 **Approval of Salary Increase for Grant-funded Administrators**

This employee group is not represented by any bargaining unit. It is recommended that grant-funded administrators employees receive an increase to their monthly salary that equals the same COLA increase agreed to for regular administrative/confidential staff retroactive to July 1, 2006.

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

10.1 **Reports from Vice Presidents**

10.2 **Superintendent/President's Report**

10.3 **Reports from Board Members**

11.0 **ADJOURNMENT**

