



Napa Valley College

SPECIAL EDITION
NEWS

2009

April 6

News for Students, Staff & Faculty
WWW.NAPAVALLEY.EDU

WE APPRECIATE CLASSIFIED STAFF

Classified Appreciation Week – April 6-10, 2009

- Monday April 6 Welcome to Classified Professionals Appreciation Week
- Wednesday April 8 Ice Cream Cones, President's Office, 1:30 – 2:30 p.m.
- Thursday April 9 Classified Recognition Event – Introduction of new Classified Staff, 5:30 p.m.,
Classified Staff Lounge/Board Room (Board of Trustees meeting)
- Friday April 10 Brunch in Honor of Classified Professionals, 11:00 a.m., Cafeteria Patio,
Hosted by Administrative Staff and Faculty

Sergeant Hoyt Maddox
has reached 20 years of service.



Classified Professionals with 25+ years of NVC Service



Glenna Aguada
Business & Finance



Brian Baker
Facilities Services



Christine Bettencourt
Library



Hector Brambila
Financial Aid/EOPS



Maggie Cole
Child Development Center



Linda Hunter
Business & Finance



Irma Lopez
Financial Aid/EOPS



Anne McCallum
Testing & Tutoring Center



Sandy Ross
PE/Athletics



Carolyn Sanchez
Research, Planning & Development



Jan Schardt
Library



Mike Willis
Facilities Services

A salute to Classified Staff in the Business and Finance Office

Business & Finance Administrative Staff



Scott Miller:
*Vice President,
Business and
Finance –*

Oversees the Business and Finance Office, Information Technology, Bookstore, and Cafeteria.



Patty Schendel:
*Payroll
Supervisor –*
Handles payroll and retirement.

A salute to Business and Finance staff

Napa Valley College's Business and Finance office staff, as many other classified employees, work behind the scenes. They are saluted here in recognition of their role in another recent successful audit. Vice President Scott Miller is retiring this spring and passes along the following tribute.

"The audit was presented to the Board of Trustees at its March meeting, and once again we came through with an excellent report. There are many departments that participate in the audit, but the work that the Business Office does is critical in relation to the district's financial records. The classified staff do practically all of the work related to the financial records. It is demanding work, and they consistently produce excellent results. It is also, for the most part, thankless work; much of what they do goes unnoticed. However, when there is a problem with an organization's financial information, it makes front page news, so the pressure is always on. The department has had a constantly increasing workload, especially with the conversion to Datatel and the increased financial activity from the Bond but the work keeps getting done. I have been involved in community college finance for over 33 years, and these employees are the best group I have ever worked with," Miller said.

Business & Finance Classified Professional Staff



Solange Kada: *Business Services Assistant –* Handles subpoenas, bid proposals, contracts for the college, Visa purchase cards, campus

copiers, Cafeteria, vending services, oversees the mail room, and administrative duties pertaining to the Vice President.



Glenna Aguada: *Chief Accountant –* Handles General Unrestricted Funds, Bond Project Funds, Capital Outlay, Child Care,

Foundation, budget development, budget reporting and budget codes.



Imelda Basco: *Accountant II –* Handles internal auditing of Trust, Clubs, ASB, Farm, Revolving, Purchasing and Bookstore accounts.



Laura Brookman:
Accountant II – Handles Federal / State Categorical Programs and Grants Restricted funds, payroll

expense budget development restricted and unrestricted, and budget transfers.



Marlene Holden:
Accountant II – Handles internal auditing of VISA purchase card logs, Foundation, accounts

receivable, Upper Valley cashiering issues and oversees cashiers.



Noreen Del Rosario: *Account Clerk III Fixed Assets –* Handles requests for property removal and equipment inventory.



Mercy Dizon: *Account Clerk III Auxiliary Accounts –* Handles travel / conference advances and payments, purchase orders from Trust

accounts, ASB Farm, Foundation, Bookstore and Federal Grant.



Linda Hunter: *Account Clerk III Accounts Payable –* Handles purchase orders with invoices, request for payments with receipts and incoming bills.



Vangie Pare: *Account Clerk III Accounts Receivable and Purchase Orders –* Handles purchase orders from

General fund, Child Care, Bond Accounts and Foundation, accounts receivable/billings from various organizations, billings of Health and Welfare Benefits for Retirees, and processes scholarships from Golden State Scholarshare and Americorps and posting of bookstore daily cash receipts.



Donnelle Estrada: *Payroll Technician –* Handles payroll, timecards, leave slips, comp time earned.



Teuila Huerta: *Business Office Clerk –* Handles mail room, bulk mail requests and cashier's window.



Jacqueline Lintiacco: *Business Office Clerk –* Handles mail room, bulk mail requests and cashier's window.

NAPA VALLEY COLLEGE NEWS

is a publication for faculty, staff and students of Napa Valley College and the community which the college serves.

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Send items for this publication to the Community Relations Office or email
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