Napa Valley Community College District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
August 11, 2011
5:30 p.m. Closed Session, Room 1538 – Board Room

Additional Meeting Location (teleconference):
5:30 Closed Session Only – Teleconference Location - 10605 Oral Zumwalt Way, Missoula, Montana

6:30 p.m. Return to Public Session, Room 1538 – Board Room
Building 1500 – McPherson Administration Building
2277 Napa-Vallejo Highway
Napa, California 94558

1.0 CALL TO ORDER 5:30 p.m.

1.1 Roll Call
Members Present: Brenda Knight, Michael Baldini, Bruce Ketron, JoAnn Busenbark (via telephone), and Tom Andrews (after item 1.2)
MembersAbsent: Steve Reinbolt, Bill Blair, James Holliday, Student Trustee

1.2 Adoption of Current Agenda
M/S/C (Baldini/Ketron) to adopt the agenda with the following modifications:
- Move Item 11.1 – Student Ambassador Appreciation to follow item 5.0
- Move Item 11.2 – Bond Project Update to follow item 5.0

2.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
Finding none, Board Chair Brenda Knight convened to Closed Session

3.0 CLOSED SESSION
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, PUBLIC EMPLOYMENT
Titles:
Psychology Instructor (temporary, full-time leave replacement for fall 2011)
English Composition Instructor (temporary, full-time leave replacement for fall 2011)
Welding Instructor (temporary, full-time leave replacement for 2011-2012 academic year)

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Superintendent/President

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
With respect to every item of business to be discussed in closed session pursuant to Section 54957.6, CONFERENCE WITH LABOR NEGOTIATORS

**Organization representing faculty:** NVCFA/CTA/NEA

**Organization representing classified:** NVC-ACP/SEIU

**Organization representing administrative/confidential:** NVC Administrative Senate

With respect to every item of business to be discussed in closed session pursuant to Section 54956.9(b) CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION & STATUS OF MEDIATION: Potential exposure to litigation predicated on progress of mediation: one case.

### 4.0 RETURN TO PUBLIC SESSION  6:30 p.m.

#### 4.1 Pledge of Allegiance

Ruscal Cayangyang led the board and audience in reciting the pledge of allegiance

#### 4.2 Introduction of Visitors, Guests, and New Staff

Ms. Knight welcomed the group and the following guests and staff introduced themselves: Laura Schulkind (general counsel), Betty Malmgren, Mark Cratty, Patti Morgan, Monique Villagran, Alex Schantz, Sonya Wright, Jolie San Clair, Jessica Milliken, Lauralyn Bauer, Dan TerAvest, Lupe Garcia, Leo Rosas, Rachel Sturm, Ruscal Cayangyang, and Michelle Burhorn.

#### 4.3 Announcement of Items from Closed Session

Ms. Knight announced the following public employee hires:

- Erin Sullivan - Psychology Instructor (temporary, full-time leave replacement for fall 2011)
- Christine Palella - English Composition Instructor (temporary, full-time leave replacement for fall 2011)
- Timothy White - Welding Instructor (temporary, full-time leave replacement for 2011-2012 academic year)

#### 4.4 Announcement of Future Meetings

Ms. Knight announced the following upcoming meetings:

- September 8, 2011, Regular Meeting
- October 13, 2011, Regular Meeting
- November 3, 2011, Regular Meeting (revised date)

### 5.0 PUBLIC COMMENTS — GENERAL

Trustee Bruce Ketron excused himself from official duties and addressed the board and public on a new era of government austerity. Mr. Ketron’s comments are attached.

#### Re-ordered Agenda Item 11.1 -- Student Ambassador Appreciation

Jessica Millikan, Dean of Admissions and Records, introduced Lupe Garcia, Leonardo Rosas, Rachel Sturm and Ruscal Cayangyang, who participated in a Student Ambassador five-week pilot program at Napa Valley College. The Student Ambassadors then gave a PowerPoint presentation where they shared their experiences. They identified issues and disconnects in the registration system that were most frequently encountered by students and made recommendations toward improving the processes. Identified issues included: lack of WebAdviser training, student
misunderstanding of the pay to stay policy, inconsistencies with some forms, insufficient staff in Admissions and Counseling leading to very long wait times, and insufficient number of core courses in English and Math. A copy of the PowerPoint is attached.

Following the presentation, Ms. Knight presented Certificates of Appreciation to the four ambassadors and reiterated the appreciation of the board for their efforts and for sharing valuable information.

Re-ordered Agenda Item 11.2 -- Bond Project Status Update

Dan TerAvest, Director of Campus Planning & Construction, presented information on the status of ongoing and planned bond projects, including the closeout status of the Library Learning Resource Center, Performing Arts Center, Building 1500 remodel, Solar Field Security Fence, and Signage and Wayfinding. Mr. TerAvest also reported that the project to remodel Building 1300 was to be restructured with Financial Aid/EOPS staying where they are currently located in Building 1100. He also said that the project would be managed in house with subcontractors directly contracting with the college and not a general contractor which would lead to a 20% savings. Mr. TerAvest explained that subcontractor bids under $100,000 would be brought to the trustees for ratification.

6.0 PUBLIC HEARING

6.1 Presentation of 2011-2012 Negotiations Proposal from the Napa Valley College Faculty Association
The 2011-2012 Negotiations Proposal from the Napa Valley College Faculty Association appeared in the backup packet. Copies were posted in the McPherson Administration Building 1500 and were available in the Office of Human Resources, Room 1544.
Ms. Knight opened the public hearing at 7:10 p.m. and, finding no comments, closed the public hearing at 7:11 p.m.

6.2 Presentation of Napa Valley Community College District Proposal for Negotiations with the Napa Valley College Faculty Association
The District’s Proposal for Negotiations with the Napa Valley College Faculty Association, for the contract period July 1, 2011 through June 30, 2012, appeared in the backup packet. Copies were posted in the McPherson Administration Building 1500 and were available in the Office of Human Resources, Room 1544.
Ms. Knight opened the public hearing at 7:11 p.m. and, finding no comments, closed the public hearing at 7:12 p.m.

7.0 CONSTITUENT GROUP REPORTS

- Classified Association Report
  None.
• Classified Senate Report
None.

• Administrative Senate Report
Robyn Wornall, Administrative Senate President, asked if responses to the CEO evaluation survey would be confidential. Ms. Knight confirmed all responses would be confidential.

• Napa Valley College Associated Students Report
Ruscal Cayangyang, ASNVC representative, announced and handed out information on the Emerging Voices series. Vasile Stanescu is scheduled for September 1st with others to follow in September, October, November and December. He also shared that Club Rush was to be scheduled later in the month.

• Academic Senate Report
Dianna Chiabotti, Academic Senate representative, offered condolences to Ms. Knight and congratulated Michael Baldini on his flex day speech of that morning. Ms. Chiabotti went on to express concerns with Brown Act issues asking why the agenda for the special meeting of July 26, 2011 had not been posted nor distributed. Ms. Knight and Carollee Cattolica offered assurance that the agenda had been distributed as usual and posted, in accordance with the Brown Act, in the window of the 1500 building. Ms. Chiabotti questioned why the agenda was also not posted on the web site, as is typical, and Ms. Knight offered that it was a simple oversight due to the President’s office move and other issues. Ms. Cattolica said that she would confirm to whom it had been further distributed and let Ms. Chiabotti know.

• Faculty Association Report
Maria Villagomez, Faculty Association President, offered a comment regarding the student learning outcome (SLO) assessment discussion from the July BOT meeting saying that someone at that meeting had mentioned that the assessment of SLOs was the responsibility of the faculty. She wanted to clarify that while faculty is assessing SLOs, it was not yet established that assessment of SLOs was a part of the faculty contract.

8.0 APPROVAL OF MINUTES OF June 9, 2011 and July 14, 2011
Mr. Ketron asked that a sentence in item 9.11 of the June 9, 2011 minutes (page 12 of the backup packet) be deleted as it was unclear. M/S/C (Ketron/Baldini) to approve the minutes of June 9, 2011 and July 14, 2011 with that one change.

9.0 CONSENT AGENDA
M/S/C (Andrews/Ketron) to approve the entirety of the Consent Agenda as presented below.

9.1 Ratification of Financial Documents

9.1.1 Approval of Warrants for June 30, 2011

<table>
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<th>Fund</th>
<th>Amount</th>
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<tr>
<td>General Fund</td>
<td>$897,705.19</td>
</tr>
<tr>
<td>Child Care Fund</td>
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</tr>
<tr>
<td>Capital Outlay Projects Fund</td>
<td>$0</td>
</tr>
<tr>
<td>NVC Bldg. Fund/Series C (BOND)</td>
<td>$343,899.89</td>
</tr>
</tbody>
</table>
9.1.2 Approval of Total Gross Payroll

July 14, 2011 (Supplemental Payroll) $163,210.82
July 28, 2011 $1,722,686.57

9.2 Approval of Personnel Document of August 2, 2011

9.3 Proposed Change Orders- Building 1500 Remodel:
Ratify acceptance of SW Allen, Inc. proposed change orders #74, 77, 78, 86, 89, 91, 92, 95, 96, 98, 99, and 100, as given in the attached Proposed Change Order Log dated July 22, 2011. The net INCREASE for the proposed change orders for this cycle is $26,510.00
Construction Percent Complete: 97.66%
Contingency on Original Contract: 10%
Contingency Used: 5.75%

9.4 Approval of Agreement with the Regents of the University of California for Transfer Opportunity Program with University of California, Davis
It is recommended that the Board of Trustees approve agreement number UCD11-6587 with the Regents of the University of California for the renewal of Napa Valley College District’s participation in the University of California, Davis Transfer Opportunity Program for academic year 2011-2012. The term of the agreement is from July 1, 2011 through June 30, 2012. The total cost to the District is $3,850.00.

9.5 Approval of Agreement with St. Helena Hospital Clearlake
It is recommended that the Board of Trustees approve an agreement with St. Helena Hospital Clearlake for the purpose of providing health occupations student’s clinical experiences in a variety of clinical settings. The agreement allows for student training in Napa Valley Colleges’ nursing, psychiatric technician, respiratory therapist and paramedic programs. The term of this agreement is from May 19, 2011 until terminated by either party. There are no financial obligations for either party.

9.6 Approval of Grant Agreement #11-101-014 with Chancellor’s Office, California Community Colleges
It is recommended that the Board of Trustees approve an agreement between the Chancellor’s Office, California Community Colleges and Napa Valley Community College District for the California Community College MESA (Math, Engineering, Science Achievement) Project for fiscal year 2011-12. Napa Valley College has participated in this program since 1999. The grant provides $50,500 of funding to support the program.

9.7 Approval of First Addendum to Agreement for Information Technology Support with Contra Costa Community College District.
It is recommended that the Board of Trustees approve a first addendum to Contract No. 7263 – Agreement for Information Technology Support with Contra Costa Community College District. Contra Costa Community College District’s Information Technology Unit will conduct Datatel Colleague routine system maintenance functions for NVC’s Datatel Colleague system at a cost of $2,500 per month for fiscal year 2011-12. The agreement may be terminated by either party with a 15-day notice. The costs associated with this agreement will be paid by the District’s general fund.

9.8 Approval of Grant Agreement #11-311-038 with Board of Governors, California Community Colleges Chancellor’s Office.
It is recommended that the Board of Trustees approve an agreement between the Board of Governors, California Community Colleges Chancellors Office and Napa Valley Community College District for the purpose of providing Economic and Workforce Development funding for the Napa Valley College Business & Entrepreneurship Center for fiscal year 2011-12.

This is the second year Napa Valley College is receiving Business & Entrepreneurship Center (BEC) funds in the amount of $205,000. The Napa Valley College BEC is a workforce development center providing training and resources for business and industry in the North Bay counties of Solano, Napa, Sonoma and Marin. The majority of the training and services are provided to businesses in hospitality-tourism, agribusiness, emerging green technology, and small businesses. Napa Valley College also provides the Entrepreneurship Certificate credit classes utilizing these funds. Of the $205,000 annual funds, $40,000 are sub-contracted to College of Marin, the Small Business Development Center at Santa Rosa Junior College, the Small Business Development Center at Solano College and Napa County Office of Education, so we may deliver regional services. Charlie Monahan, NVC Business Entrepreneurship Coordinator oversees the coordination and delivery of the Business Entrepreneurship Center grant and the Youth Entrepreneurship Program.

The Business & Entrepreneurship Center at Napa Valley College is one of seven BEC’s in the State of California funded through the Chancellors Office. This is a continuation grant in the amount of $205,000 and is matched with both cash and in kind contributions of $218,480 from other state and federal workforce grants. The Grant period covered is July 1, 2011 through June 30, 2012.

9.9 Approve Extension to Duration of Easement for Reclaimed Water Line Construction

In March of 2011, Napa Sanitation District was granted a utility easement along the eastern edge of college property, parallel to Highway 221, for the purpose of constructing a 24” transmission pipeline to provide reclaimed water to the sanitation district’s customers. The original anticipated completion date was August 15, 2011. Due to supply and other logistical issues, Napa Sanitation has requested an extension to the completion deadline to October 15, 2011. There is no cost to the District for this extension.

10.0 ACTION ITEMS

10.1 Acceptance of 2011-2012 Negotiations Proposal from the Napa Valley College Faculty Association

The 2011-2012 Negotiations Proposal from the Napa Valley College Faculty Associations appears in the backup packet. See agenda item 6.1 - Presentation of 2011-2012 Negotiations Proposal from the Napa Valley College Faculty Association. (Baehre-Kolovani)

M/S/C (Baldini/Ketron) to accept the 2011-2012 Negotiations Proposal from the Napa Valley College Faculty Association.

10.2 Approval of the Napa Valley Community College District Proposal for Negotiations with the Napa Valley College Faculty Association for the Contract Period Beginning July 1, 2011

The District’s Proposal for Negotiations with the Napa Valley College Faculty Association for the contract period July 1, 2011 through June 30, 2012 appears in the
backup packet. See agenda item 6.2 - Presentation of Napa Valley Community College District Proposal for Negotiations with the Napa Valley College Faculty Association. (Baehr-Kolovani)

M/S/C (Andrews/Baldini) to approve the Napa Valley Community College District Proposal for Negotiations with the Napa Valley Faculty Association for the contract period beginning July 1, 2011.

10.3 Authorization to Advertise for the Following Administrative Position
This is a request for authorization to advertise for the following administrative position:

a) Executive Director, Napa Valley College Foundation

The District conducted a thorough review and analysis of the college’s fiscal status and operational needs prior to making the decision regarding the need to fill this position.
The Executive Director of the Napa Valley College Foundation position is currently vacant due to a separation. The anticipated start date for the position is in spring 2012.

M/S/C (Andrews/Baldini) to authorize advertising for the following administrative position: Executive Director, Napa Valley College Foundation.

10.4 Future Agenda Items

10.4.1 Listing of Agenda Items Previously Approved

10.4.1.1 None

10.4.2 Discussion and Approval of Newly Proposed Agenda Items

The trustees reached consensus on the following future agenda items:

10.4.2.1 Update on Student Learning Outcomes Assessments (tentatively set for September)

10.4.2.2 Budget Blog Update (tentatively set for September)

10.4.2.3 Presentation on Hiring Policies and Negotiations (tentatively set for October)

10.4.2.4 Presentation on the Six Recommendations of the Accrediting Commission for Community and Junior Colleges (ACCJC) (tentatively set for January 2012)

11.0 INFORMATION/DISCUSSION ITEMS

11.1 Item moved to follow Item 5.0 - Student Ambassador Appreciation

11.2 Item moved to follow Item 5.0 - Bond Project Status Update

11.3 Child Development Center Presentation on Annual Self-Evaluation

Monique Villagran reported on the Child Development Center annual self-evaluation. The California Department of Education requires that the self-evaluation be presented to the board. Ms. Villagran reviewed the processes that were used to evaluate the program including a parent survey, review of instructor credentials, and student skills assessment. She also explained that this was an annual review and that there is an
additional audit undertaken every three years that was successfully completed in March of 2011.

11.4 Budget Update
John Nahlen, Vice President of Business & Finance, gave a brief update on the budget development process saying that the Budget Committee would begin working on a final budget shortly and that recommendations for a new funding policy for the irrevocable trust would be presented soon. Mr. Nahlen also announced that a public forum on the budget would be scheduled in advance of the planned board work-session on budget on September 8, 2011. Mr. Nahlen also warned of anticipated mid-year cuts.

12.0 SUPERINTENDENT/PRESIDENT’S REPORT
College Superintendent/President Dr. Edna Baehre-Kolovani reported on a variety of topics including Interest Based Bargaining training to be scheduled with all constituent groups, the formation of a search committee for the Executive Director of the Foundation, and a recent meeting with Japan AirLines to develop a small business incubator that will offer increased opportunities for student internships. Ms. Baehre-Kolovani also shared that she recently met with an environmental collaborative that might offer support for fields trips to Bumpy Camp. She also reported that the college’s women’s golf team had been suspended due to lack of team members.

13.0 BOARD OF TRUSTEES REPORTS
Tom Andrews had nothing to report.

Bruce Ketron shared his concern for potential drastic changes in society as the economy moved toward austerity and what impacts that may have on higher education. Mr. Ketron also requested a copy of the president’s flex day speech.

Michael Baldini shared that the Viticulture Foundation would be seeking strategic partnerships with local groups like the Napa Valley Vintners Association. Mr. Baldini also reported that the foundation was exploring ways to expand marketing for college wine and were developing job expectations.

Brenda Knight apologized for missing Flex Day events of that morning and explained that she had had a death in her family. Ms. Knight reported that Kaiser in Vallejo was offering cardiac screening aimed at student athletes as sudden cardiac deaths for this group were on the rise.

Ms. Knight then closed the Public Session of the meeting saying that the trustees were returning to Closed Session to continue discussion. She indicated that no decisions would be made and it was not anticipated that Public Session would be reopened for any reportable action.

14.0 ADJOURNMENT
The meeting was adjourned at 9:20 p.m.
NEW ERA OF GOVERNMENT AUSTERITY

Most headline "news" is some sensational happening. On rare occasions the headlines are about major change. The action in Washington D.C. last week strikes me as a change that has major impact on our situation.

Simply stated the action by Congress seems to be a significant change of priorities. AUSTERITY is now the first principle of Government spending. Perhaps there will be a time when meeting some public need will again be considered first. But that is not likely for two budget cycles, after the next election and those persons who take office in 2013. [The next elections could reaffirm government cut backs but that is a discussion for another time.]

FIRST CONSEQUENCE is the expected decline in funding from the federal government to states, counties, cities and school districts including the college.

SECOND CONSEQUENCE is declining tax revenues in a weak economy. Government spending increases are a stimulus to the economy. When the opposite happens with spending cuts, it is expected to make a weak economy even worse. State and local taxes are expected to decline further.

It is easy to see the peril in these times. Some will feel betrayed or bitter as accomplishments and opportunities are being eroded. My biggest concern that compels me to speak out is if FEAR takes over. We who seek to promote learning that changes lives that provide opportunities and rich experiences have always been guided by what is possible especially in a world that sometimes is upside down. Call it hope, or faith or belief that the effort is worth making. May we promote those calm voices of hope, in faith that we can work together and belief that together we will meet this challenge.