

**NCCC
GOVERNING BOARD
MINUTES**

August 17, 2021

1. CALL TO ORDER

The meeting was called to order by Governing Board Chair Randy Fletcher at 4:00 pm by Zoom teleconference.

2. ROLL CALL – Quorum present

Governing Board Members Present

Paul Barr Randy Fletcher Daurice Kalfsbeek Smith Nick Micheli

Governing Board Members Absent

None

3. PUBLIC COMMENT

There were no comments from the public.

4. APPROVAL OF MINUTES

Board Action: On a motion by Daurice Kalfsbeek Smith, seconded by Paul Barr and unanimously carried by a roll call vote, the Governing Board approved the minutes of the May 20, 2021 board meeting as presented. *Motion Carried.*

5. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS

Board Action: On a motion by Paul Barr, seconded by Daurice Kalfsbeek Smith and unanimously carried by roll call vote, the Governing Board appointed Fortino Curiel, Business Representative with Heat & Frost and Allied Workers Union #16, to the Workforce Development Board representing labor organizations. Additionally, the Governing Board reappointed Andre Carrao and Horacio Paras to the Workforce Development Board with new terms commencing July 1, 2021. *Motion Carried.*

6. APPROVAL OF REVISED PROPERTY MANAGEMENT POLICY

NCCC has undergone two fiscal and procurement reviews by EDD which was due to a backup in EDD's monitoring scheduling. EDD has recommended the following to be added to NCCC's Property Management Policy.

- Page 5, Item D.3.i): Inventory of Non-Expendable Property – Identify the Source of funding for the property (including the Federal Award Identification Number) on the inventory list.
- Page 6, Item 2: Property Disposition – The EDD must be notified that when property valued at \$5,000 or more is to be disposed of, NCCC shall retain \$500 or 10% of the proceeds of the sale and the balance of funds must be submitted to the EDD.

Board Action: On a motion by Paul Barr, seconded by Nick Micheli and unanimously carried by a roll call vote, the Governing Board adopted the revised Property Management Policy as presented. *Motion Carried.*

7. APPROVAL OF NCCC TRAVEL POLICY

Cindy Newton presented a proposed Travel Policy for NCCC. This policy would be an addendum to NCCC’s personnel rules and applies to both board members and NCCC staff. Ms. Newton reviewed the reimbursement processes for travel and job-related expenses that were delineated in the policy. Randy Fletcher recommended adding the following italicized language under Meal Expenses:

“Lunch reimbursement may be granted if the employee or board member is more than twenty (20) miles from the office *or home office, whichever is further*, and on NCCC business...”

Board Action: On a motion by Paul Barr, seconded by Nick Micheli and unanimously carried by a roll call vote, the Governing Board adopted the NCCC Travel Policy as amended. *Motion Carried.*

8. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GOV. CODE §54957) TITLE: EXECUTIVE DIRECTOR

The Governing Board recessed into closed session concerning Public Employee Performance Evaluation (Gov. Code §54957) Title: Executive Director.

9. RECONVENE TO OPEN SESSION

The Governing Board reconvened into open session.

10. REPORT ANY ACTION TAKEN DURING CLOSED SESSION

Randy Fletcher announced that in closed session the Governing Board voted unanimously, on a roll call vote of 4 ayes and 0 noes, to increase NCCC Executive Director Cindy Newton’s salary by 5%.

