Napa Valley Community College District

REGULAR MEETING OF THE BOARD OF TRUSTEES
January 27, 2005
6:00 p.m. Closed Session
7:00 p.m., Return to Public Session
Room 211, McPherson Administration Building
Napa Valley College, Napa, California

AGENDA

1.0 CALL TO ORDER

2.0 CLOSED SESSION (6:00 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
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-ACE/SEIU
Name of agency representatives: Chris McCarthy

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT, Employee Evaluation
1) Superintendent/President: Criteria for future evaluations

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: Associate Dean, Admissions and Records

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT, Extension of Contract
Title: Vice President, Business and Finance

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) Welding Instructor
2) Respiratory Care Clinical Coordinator

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
Title: Construction Planning Assistant
3.0 RETURN TO PUBLIC SESSION (7:00 p.m.), Room 211, McPherson Administration Building

3.1 Roll Call

3.2 Pledge of Allegiance

3.3 Introduction of Visitors, Guests, and New Staff

3.4 Swearing-in of New Trustee JoAnn Busenbark and re-elected Trustees Margaret Lee and Tom Andrews

3.5 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.

3.6 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.

3.7 Announcement of Future Meetings (6:30 p.m. closed session, 7:00 p.m. public session)
February 24, 2005
March 17, 2005
April 28, 2005

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 of December 9, 2004 (See backup pages 1-6).

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 December, 2004

6.1.1 Approval of Warrants
<table>
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<th>Amount</th>
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<tr>
<td>General Fund</td>
<td>$1,252,804.50</td>
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<td>Child Care Fund</td>
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<td>Capital Outlay Projects Fund</td>
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<td>NVC Bldg. Fund/Series A (BOND)</td>
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6.1.2 Approval of Payrolls
<table>
<thead>
<tr>
<th>Payroll</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Academic Payroll</td>
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<tr>
<td>Regular Classified Payroll</td>
<td>$788,516.58</td>
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<tr>
<td>Manual Academic Payroll</td>
<td>$3,425.96</td>
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<tr>
<td>Manual Classified Payroll</td>
<td>$1,030.20</td>
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</table>

6.2 Approval of Personnel Assignments Dated January 18, 2005
6.3 **Architectural Proposal to Provide Programming Services – Science Expansion Tech I and Renovation of Bldg. 700**
TLCD Architecture of Santa Rosa, the pre-selected architect of record for modernization projects, has submitted a proposal to provide programming for the science, mathematics, and engineering departments. This programming will support design for several projects, including the planned new building Science Expansion – Tech I and renovation of building 700. The science lab at the Upper Valley Campus will be programmed, as well as building 600, which will likely be converted to math labs. It is recommended that the board approve the proposal from TLCD Architecture dated January 3, 2005 for $85,000 plus reimbursable expenses. See backup pages 7 through 9.

6.4 **Proposed Change Orders: Furniture and Building Materials Metal Storage Buildings**
GD Nelson has submitted change orders for number 1, 2, and 3 for the metal storage buildings. It is recommended that the Board of Trustees approve change orders numbered 1, 2, and 3 for $4,107.60. See backup page 10.

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 **INFORMATION ITEMS**

8.1 **Workshop Presentation: Glossary and Legal Issues**
Dan TerAvest, Director, Campus Planning and Construction, will present a glossary of construction and bond-related terms as the legal obligations of the college governing board.

8.2 **Update on the Solano Center**
At the September 16, 2004 board meeting, Dr. McCarthy explained that Solano College was requesting support for a proposed Solano College Educational Center to be located in Vallejo. At that meeting, the board requested further information from Solano College prior to extending support for the center. Dr. McCarthy will give the board an update on this issue.

8.3 **Status Report on Governor’s Budget for 2005 – 2006**
Dr. McCarthy will summarize the provisions of the governor’s spending plan for the 2005-006 year and review the implications for Napa Valley College. See backup pages 11 and 12.

8.4 **Update on AB 1417 Accountability Project**
The Board of Governors of the California Community Colleges has been charged by AB 1417 (Pacheco) with the task of designing a district-specific accountability system to evaluate the district’s performance in meeting statewide educational outcome priorities. Dr. McCarthy will provide an update on this project and what it means for Napa Valley College. See backup pages 13 through 24.
9.0 ACTION ITEMS

9.1 Award of Bid for Gym Floor and Bleacher Replacement
The upper floor of the gymnasium will be renovated, including the replacement of the failing and unsupported 3M Tartain floor and the aged bleacher system. The project will also include renovation work in the restrooms and some flooring replacement adjacent to the main gym. Bids will be opened on February 15, 2005, at 2:00 p.m.

Recommendation: It is recommended that the Board of Trustees award the bid to the lowest qualified bidder, as presented.

9.2 Establishment of 2005 – 2006 Nonresident Tuition Fee
Education Code Section 76140 requires the governing board to establish the nonresident tuition fee for 2005-2006 by February 1, 2005. The fee may be established by using a variety of methods, including (1) the District’s 2004-2005 current expense of education per FTES, adjusted for inflation, or (2) the statewide average current expense of education per FTES, adjusted for inflation, or (3) no more than the rate established by a contiguous District. Comparison of fees per semester unit, based on the options above, is as follows:

a) District Current Expense $162.00
b) Statewide Average Expense $151.00
c) Contiguous District (Solano College) $151.00

The worksheet for the nonresident tuition fee is reprinted on the backup packet page 25. In addition to the District rate computed above, the Education Code Section 76141 authorizes each district to charge nonresident students who are both citizens and residents of a foreign county an amount not to exceed the funds expended for capital outlay in 2003-2004, divided by the actual FTES. Any fee charged for capital outlay should not exceed 50 percent of the nonresident tuition fee established by the District. In addition, any fee collected pursuant to ECS 76141 must be expended for capital outlay projects. The fee for the additional amount charged to foreign students is computed to be $7.00 per semester unit.

The fees charged by the District for FY 2004-2005 are as follows:

Non-resident Tuition Fee $149.00
Additional Charge for Foreign Students $12.00

Recommendation: It is recommended that the Board of Trustees set the District’s 2005-2006 Nonresident tuition fee at $151.00 per semester unit. In addition, foreign students should be charged an additional $7.00 per semester unit, pursuant to Education Code Section 67141.

9.3 Approval of Sabbatical Leave Recommendations
The Academic Senate Professional Development Committee forwarded to the Office of Instruction recommendations for sabbatical leaves for 2005-2006. The following individuals have requested one-semester sabbatical leaves for Spring, 2006: Jerry Somerville and Debbie Saunders. The following individual has requested a full-year sabbatical leave for 2005-2006: Gary Silva. See backup page 26.

Recommendation: It is recommended that the Board of Trustees approve one-semester sabbaticals for Jerry Somerville and Debbie Saunders for Spring, 2006 and a full-year sabbatical for Gary Silva for 2005-2006.
9.4 Approval of Contract with Kinyon Culinary Services, Inc.
At the last board meeting, the board approved a contract with Kinyon Culinary Services, Inc. for cafeteria service, subject to approval by legal counsel. Legal counsel has recommended several changes, and those have been incorporated into the contract. Copies of the contract will be distributed at the board meeting.

Recommendation: It is recommended that the Board of Trustees approve a contract with Kinyon Culinary Services, Inc., to provide District food services, effective January 2, 2005.

9.5 Adoption of 2005 Calendar of Board Meetings
The proposed calendar for the 2005 board meetings appears on backup page x. Regular meetings are scheduled for the fourth Thursday of the month unless a holiday or other reasons require rescheduling.

Recommendation: It is recommended that the Board of Trustees adopt the 2005 calendar of board meetings.

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