Napa Valley Community College District

REGULAR MEETING OF THE BOARD OF TRUSTEES
June 16, 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 6:00 p.m.

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-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

Titles:
1) Medical/Surgical Nursing Instructor, Tenure Track
2) Maternal/Newborn Nursing Assistant Instructor, Tenure-Track
3) Physical Education/Softball Coach, Tenure Track
4) Biology Instructor, Full-time Leave Replacement for the 2005-2006 Academic Year
5) Workability III Program Director
6) Director, Small Business Development Center
7) MESA Program Director
8) Instructional Skills Training Coordinator
9) Basic Law Enforcement Academy Coordinator
10) Interim Athletic Director

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, Instruction
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 Resolution Honoring Richard Rossi, Retiring Drama Instructor

3.5 Resolution Honoring Gerard Perez, Retiring EOPS Counselor

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 (6:00 p.m. closed session, 7:00 p.m. public session)
July – No meeting
August 4, 2005, Rescheduled Regular Meeting
September 15, 2005, Rescheduled 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 of May 18, 2005
See backup pages 1-8.

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 May, 2005
6.1.1 Approval of Warrants
   General Fund $189,994.01
   Child Care Fund $678.73
   Capital Outlay Projects Fund
   NVC Bldg. Fund/Series A (BOND) $838,538.47

6.1.2 Approval of Total Gross Payroll $1,866,205.49

6.2 Approval of Personnel Assignments Dated June 7, 2005

6.3 Reduction in Workload
Melody Seymour, instructor in the Language Arts Division, has requested a reduction in workload under Education Code Sections 87483 and 22713. She is requesting a 49.71 percent of a full-time assignment for the 2005-2006 and 2006-2007 academic years.
6.4 **Proposed Change Orders—Central Boiler Plant**
It is recommended that the Board of Trustees approve Bell Products, Inc. proposed change orders numbered 1, 2, 3, 4, 5, 6, 7, 9, 11, 12, and 13, as given in the attached Proposed Change Order Log dated June 6, 2005. The net cost of these proposed change orders is $105,512. See backup pages 9 and 10.

6.5 **Proposed Change Orders—Gym Floor and Bleacher Modernization Project**
It is recommended that the Board of Trustees approve Helmer and Sons, Inc. proposed change orders numbered 1, 2, 3, 4, 5, 6R, 8, 9R, 11, and 12, as given in attached Proposed Change Order Log dated June 6, 2005. The net cost of these proposed change orders is $26,354.43. See backup page 11.

6.6 **Approval of Close-of-Year Transfer Resolution**
The resolution pertaining to this routine annual action appears on backup page 12.

6.7 **Approval of Resolutions: Signing Authority for Christopher McCarthy, Scott B. Miller, Daniel TerAvest, Matt Christensen, and Kirk Berger**
It is recommended that the Board of Trustees approve five resolutions that authorize the following staff members to sign documents on behalf of the district from July 1, 2005 through June 30, 2006: the college president, vice president, Business and Finance; Director, Campus Planning; Director, Facilities Services; and dean, Human Resources. The resolutions appear on backup pages 13 through 17 and will be signed subsequent to the board meeting.

6.8 **Approval of FY 2004-2005 Interfund Transfer**
It is recommended that the board approve the interfund transfers document on backup page 18. Monies are allocated in the 2004-2005 budget for the funds and accounts affected. This process has been recommended by the district’s outside auditors and is a routine annual item.

6.9 **Approval of 2005-2006 Cosmetology Agreement**
It is recommended that the Board of Trustees approve the 2005-2006 cosmetology training agreement with Vintage Academy of Hair Design, Inc., as contained on backup page 19. The board will be updated on the status of the contract at the meeting.

6.10 **Approval of Napa Valley Support Services Contract for 2005-2006**
It is recommended that the Board of Trustees approve the 2005-2006 contract with Napa Valley Support Services to provide pre-vocational and vocational services to developmentally disabled adults. Program staff are employees of NVSS. See backup page 20.

6.11 **Approval of Contract for Migrant Student Education Program (Region II) –Adelante**
This contract covers the Adelante Project, held on the campus during the summer months since 1992. The project provides educational opportunities for children of migrant farm workers, grades eight through twelve. See backup page 21.

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 Bond Project Update
Dan TerAvest of Campus Planning and Construction will update the committee on the status of bond projects and expenses to date. Board members have received copies of two reports prepared by the Planning and Construction Office: the Project Status Summary and the Project Expense Summary. Copies are available in the President’s Office upon request.

9.0 ACTION ITEMS

9.1 Classified School Employees Week
At the May 19, 2005 meeting of the Board of Trustees, Classified Senate President Benita Briones reported on the Classified School Employee Week. California Ed. Code Section 88270 states that the third full week in May is designated as Classified School Employee Week in recognition of classified school employees and the contributions they make to the educational community. The board concurred with the importance of incorporating this into our campus calendar. Dr. McCarthy and Benita Briones have discussed the possibility of selecting a different week to avoid conflict with the end of the academic year, consistent with what other community college have done. Ms. Briones will bring a recommendation from the Classified Senate of an appropriate week for designation as Classified School Employees Week at Napa Valley College.

Recommendation: It is recommended that the Board of Trustees approve Classified School Employees Week at Napa Valley College to be celebrated during the week recommended by the Classified Senate.

9.2 Adoption of 2005-2006 Tentative Budget
The proposed 2005-2006 Tentative Budget includes budgets for the General Fund, Capital Outlay Projects Funds, Bond Projects Bond Redemption, Child Care Fund, Post-Retirement Fund, Bookstore Account Trust, Associated Student Body Account and Farm Account. The budget, as developed through the planning and budget process, has been mailed separately to the trustees. The college president has reviewed the budget and supports its adoption, as proposed by the Budget Committee. Copies are available in the Business and Finance Office.

9.3 Approval of Proposal from TLCD Architecture for Master Utility Plan
TLCD Architecture has proposed to provide architectural and engineering services for a Master Utility Infrastructure Design Plan. TLCD will evaluate the existing campus utility infrastructure and provide a master plan for future improvements and distributions systems to accommodate the buildout of the campus as delineated in Volume III of the Facilities Master Plan. Areas of evaluation and design will include: exterior lighting, electrical distribution, heating and cooling system, domestic and fire control system water, data and communications, and fire alarm system. See backup pages 22 and 23.

Recommendation: It is recommended that the Board of Trustees approve a proposal from TLCD Architecture of Santa Rosa and authorize staff to enter into a contract for services for $108,760.00.
9.4 **Metro PCS Communications Site License Contract**

Metro PCS has approached the college to establish a Metro PCS wireless communications site, including a tower on college property. The proposed terms of the agreement would be for five years with the option of four additional terms of five years each. The rental amount is $20,000 per year with a four percent increase each year over the prior year rental amount. Initial contract development has taken place between college staff and Metro PCS. If the board authorizes the college staff to move forward with an agreement, the contract would need to be finalized with the assistance of college legal counsel.

**Recommendation:** If the Board of Trustees chooses to enter into an agreement with Metro PCS for the above terms, the board must authorize the president or his designee to work with legal counsel to finalize an agreement based on the described terms.

9.5 **Public Hearing on and Approval of Resolution Setting the Appropriations Limit for 2005-2006**

Government Code Section 7910 states that each year the governing body of the local jurisdiction shall, by resolution, establish its appropriations limit for the following fiscal year at its regularly scheduled or noticed special meeting. See backup pages 24 and 25.

**Recommendation:** It is recommended that the Board of Trustees approve the 2005-06 appropriations limit resolution, which reads as follows: “Pursuant to Section 7910 of Title 1 of the Government Code, the Board of Trustees of the Napa Valley Community College District establishes its 2005-2006 appropriations limit in the amount of $38,121.184.

9.6 **Approval of Revision of the Academic Honesty Policy (Second Reading)**

The Academic Honesty Policy was approved for first reading at the May 19, 2005 board meeting. It requires a second reading for final approval. See backup page 26.

**Recommendation:** It is recommended that the Board of Trustees approve the revised Academic Honesty Policy (second reading).

9.7 **Approval of Revised Program Evaluation Policy (Second Reading)**

A revised Program Evaluation Policy was approved for first reading at the May 19, 2005 board meeting. It requires second reading for final approval. See backup page 27.

**Recommendation:** It is recommended that the Board of Trustees approve the Program Evaluation Policy (second reading).

9.8 **Approval of Program Discontinuance Policy (Second Reading)**

The Program Discontinuance Policy was approved for first reading at the May 19, 2005 board meeting. It requires a second reading for final approval. See backup page 28.

**Recommendation:** It is recommended that the Board of Trustees approve the Program Discontinuance Policy (second reading).
9.9 **Authorization to Advertise for Vice President, Student Services**
With the January, 2006 retirement of Dr. Ed Shenk, the college would like to move forward with the process to hire a new Vice President, Student Services. The authorization allows the Office of Human Resources to finalize a job announcement and begin advertising the position.

**Recommendation:** It is recommended that the Board of Trustees authorize advertising for a Vice President, Student Services.

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**