Napa Valley Community College District

REGULAR MEETING OF THE BOARD OF TRUSTEES
October 27, 2005
5:30 p.m. Closed Session
6:00 p.m., Return to Public Session
Room 211, McPherson Administration Building
Napa Valley College, Napa, California

AGENDA

1.0 CALL TO ORDER 5:30 p.m.

2.0 CLOSED SESSION (5:30 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, Sue Nelson
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

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 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.

3.5 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.

3.6 Announcement of Future Meetings (6:30 p.m. closed session, 7:00 p.m. public session)
November 5, 2005, Board Retreat (Campus Planning and Construction Office)?????
November 16, 2005, Regular Meeting (Upper Valley Campus)
December 8, 2005, 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 September 13, 2005**
See backup pages 1-7.

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 September, 2005**

6.1.1 **Approval of Warrants**
- General Fund $821,537.97
- Child Care Fund $3,800.09
- Capital Outlay Projects Fund $1,301,602.09
- NVC Bldg. Fund/Series A (BOND) $1,301,602.09

6.1.2 **Approval of Total Gross Payroll**
$1,883,044.04

6.2 **Approval of Personnel Assignments Dated October 20, 2005**

6.3 **Approval of Contract for Economic and Workforce Development Program**
It is recommended that the Board of Trustees approve an agreement with the Contra Costa Community College District for an environmental health and homeland security initiative for the Chancellor’s Office Economic and Workforce Development Program. The agreement will be for a maximum of $120,000 and will be from October 1, 2005 to June 30, 2006. The grant will provide for faculty member release time to work with the initiative.

6.4 **Approval of Contract for Economic and Workforce Development Program**
It is recommended that the Board of Trustees approve an agreement with the Contra Costa Community college District to provide data collection services for the State Chancellor’s Office Economic and Workforce Development Program. The total amount of the contract is $47,000, and the contract runs from September 1, 2005 to June 30, 2006.

6.5 **Approval of Contract for the Independent Living Program**
It is recommended that the Board of Trustees approve an agreement with the Community College Foundation for the Independent Living Program for $10,000 from July 1, 2005 to June 30, 2006. The program will further the educational and employment training of foster, probation and emancipated youth.
6.6 **Approval of Contract for California Early Childhood Mentor Program**
It is recommended that the Board of Trustees approve an agreement with San Francisco Community College District for an amount not to exceed $5,000 from September 1, 2005 to June 30, 2006. The contract will support the coordination and development of mentoring programs and for printing and copying mentor materials.

6.7 **Approval of Contract with the Child Development Training Consortium**
It is recommended that the Board of Trustees approve an agreement with Yosemite Community College District for the Child Development Training Consortium for a maximum of $14,894 from August 1, 2005 to July 31, 2006. The program is designed to assist students in acquiring a new or renewing a currently held Child Development Permit.

6.8 **Approval of Contract for Family and Consumer Services Statewide Business/Industry Collaborative**
It is recommended that the Board approve an agreement with Mt. San Antonio College for the Family and Consumer Services Statewide Business/Industry Collaborative Grant for $5,000 from July 1, 2005 to June 30, 2006. The program will develop a partnership with the Culinary Institute of America, Greystone.

6.9 **Approval of Change Orders for Central Boiler Plant**
It is recommended that the Board of Trustees approve the proposed change orders submitted by Bell Products, Inc. numbered 8, 20, 212, 22, 23, 24, 25, 26, 27, 29, 30, 31, 32, 34, 38, 40, 41R 42, 43, 44R and 50, as given in the attached proposed change order log dated October 14, 2005. The net cost of these proposed change orders is $175,138. See backup pages 8-12

6.10 **Approval of Change Orders for the Gym Floor and Bleacher Modernization Project**
It is recommended that the Board of Trustees approve the proposed change order submitted by Helmer & Sons, Inc. numbered 7R, 10R, 13R, 14R, 15, 16, 18, 19R, 20, 21, 22, 23, 25, 26, 27, 28, 29, 30, 31, 32, 33, 35, 36, 37R, 38, 39, 40R, 42, 43, 44, 45, 46, 51, 52, 53, and 56 as given in attached proposed change order log dated October 14, 2005. The net cost of these proposed change orders is $123,659.67. See backup pages 13-16.

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 Update on Baseball and Softball Fields
A citizen representing Friends of Napa Valley Baseball attended the September board meeting and at that time requested a future agenda item to address the condition of baseball and softball fields. Dan TerAvest will provide the board an update on the status of the fields, the options for improvement, and the steps that are being taken.

8.2 Review Schematic Design of the Performing Arts Center
HGA Architecture of San Francisco will present the schematic design of the Performing Arts Center.

8.3 Review of Schematic Design of the Science Expansion — Life Sciences.
TLCD Architecture of Santa Rosa will present the schematic design for the Science Expansion—Life Sciences (Tech I) new construction project.

8.4 The Student Right to Know Report
The Student Right to Know Report is an annual report required by the Department of Education. It outlines specific security policies and procedures and the occurrence of specified crimes. Copies are available in the President’s Office upon request.

8.5 Napa Valley Police Department Annual Report
The Napa Valley College Police Department Annual Report provides a summary of its activity, accomplishments, and challenges. Copies are available in the President’s Office upon request.

8.6 Advisory Committee Lists
The Occupational Education Office has submitted the updated 2005-2006 lists of advisory committees for Napa Valley College occupational education programs. The lists have been mailed to board members and are available in the President’s Office upon request.

8.7 Community College Initiative
The Chief Executive Officers of the California Community Colleges (CEOCCC) and the California Community College Trustees have approved the placement of an initiative on the November, 2006 ballot that seeks to modify the Proposition 98 funding formula for community colleges. Dr. McCarthy and Trustee Meng, who represented the region on those two boards, will update the trustees on the specifics of this initiative.

9.0 ACTION ITEMS

9.1 Approval of Compensation Agreements with NVC Employee Groups
The District has reached agreement with all three college employee groups (faculty, classified, and administrative confidential) regarding compensation. All three employee groups received the equivalent of a 4% compensation increase, plus an adjustment for health benefits.
Classified employees received a 4% salary increase and a $34.69 increase to the health benefit contribution amount for the single, two-party and family coverage levels.

Faculty received a 4% salary increase and a $34.69 increase to the health benefit contribution amount for the single, two-party, and family coverage levels.

Administrative/confidential employees received a 3.25% and a three-quarter percent dollar equivalent adjustment in the health benefit allotment, plus a $34.69 increase to the benefit contribution amount for the single, two-party, and family coverage levels.

**Recommendation:** It is recommended that the Board of Trustees approve the compensation agreements with three Napa Valley College employee groups.

### 9.2 Approval of Resolution to Amend the Health Benefit Vesting Requirement for Future Retirees

Government Code 22895 provides that a school employer contracting under Public Employees’ Medical and Hospital Care Act may amend its resolution to provide a post retirement vesting requirement. The Classified Association, the Faculty Association, and Administrative Senate are all finalizing agreements with the District regarding the length of District service required to be vested and qualify for post-retirement health benefits. Both the resolution and the agreements must be in place before the change to the vesting becomes effective. The change in vesting will only apply to employees hired after the effective date of the change. The change in the vesting requirement will be effective on November 1, 2005 or the approval date of each agreement, whichever is later. See backup page 17.

**Recommendation:** It is recommended that the Board of Trustees approve the resolution to amend the health benefit vesting requirement for future retirees.

### 9.3 Approval of Resolution to Adopt the National Incident Management System (NIMS)

After September 11 and recent disasters, the need for a standard emergency response system is apparent. The federal government has directed all levels of government to adopt and train using a standardized emergency management system. Failure to do so could make the college ineligible for disaster recovery funds. Because the college already uses the California Standardized Emergency Management System (SEMS), it will not require any significant change to our current response plan or training. However, to comply with the directive, the board must formally adopt the National Incident Management System (NIMS) as its primary emergency response. The resolution that appears on page x is similar to resolutions being adopted by all governmental agencies throughout the county of Napa. See backup page 18.

**Recommendation:** It is recommended that the Board of Trustees approve the resolution to adopt the National Incident Management System (NIMS).
9.4 Approval of Increase in Hourly Rate for Noncredit Instructors and Grant-Funded Administrators

The noncredit program continues to contribute toward attaining the district’s FTES goals. It is recommended that the hourly rate for noncredit instructors be increased from $31.02 per hour to $32.26, effective spring semester, 2006. The rate of increase is 4%, the same COLA proposed for contract/regular and part-time, hourly faculty.

It is recommended that grant-funded administrators receive a 3.25% increase to their hourly rate or monthly salary, retroactive to July 1, 2005. This rate of increase is the same COLA proposed for administrative/confidential staff.

Recommendation: It is recommended that the Board of Trustees approve an increase in the hourly rate for noncredit instructors and grant-funded administrators.

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