

NOTE: THIS MEETING WILL BE HELD IN AMERICAN CANYON

6:30 p.m., Reception

7:00 p.m., Public Session

Napa Valley Community College District

THE REGULAR MEETING OF THE BOARD OF TRUSTEES

February 8, 2007

5:30 p.m. Closed Session

6:30 p.m., Reception

7:00 p.m. Return to Public Session

Canyon Oaks Elementary School

475 Silver Oak Trail

American Canyon, 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, Sue Nelson, Laura Ecklin

Name of organization representing employees: NVCFA/CTA/NEA

Name of agency negotiators: Scott Miller, Laura Ecklin, Judie Walter-Burke

Name of organization representing employees: NVC-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, Employee Evaluation

1) Evaluation of Superintendent/President

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYEE EVALUATION: Faculty Members (Annual Evaluation)

With respect to every item of business to be discussed in closed session pursuant to Section 54957, CONSIDERATION OF NON-RENEWAL OF CONTRACT FOR ACADEMIC ADMINISTRATOR

With respect to every item of business to be discussed in closed session pursuant to Section 54957,

CONSIDERATION OF NON-RENEWAL OF CONTRACT FOR GRANT-FUNDED, ACADEMIC ADMINISTRATOR

3.0 **Reception for American Canyon Residents and Provisional Appointee to District 3, Brenda Knight) (6:30 p.m.)**

The board will meet with American Canyon residents and welcome Brenda Knight, new provisional appointee to the District 3 seat on the Board of Trustees. Coffee and cookies will be served.

4.0 **RETURN TO PUBLIC SESSION (7:00 p.m.)**

4.1 **Roll Call**

4.2 **Pledge of Allegiance**

4.3 **Swearing-in of Provisional Appointee, Brenda Knight**

Judge Gordon S. Baranco, Superior Court, County of Alameda, will administer the oath of office for Brenda Knight. Ms. Knight is the provisional appointee for the District 3 seat on the Board of Trustees, representing American Canyon. Her tenure as provisional appointee will end when winner of the November, 2008 election is seated.

4.4 **Introduction of Visitors, Guests, and New Staff**

4.5 **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.

4.6 **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.

4.7 **Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session)**

March 8, 2007, Regular Meeting

April 12, 2007, Regular Meeting

May 10, 2007, Regular Meeting (may need to be rescheduled)

May 25, 2007, Commencement Ceremony

5.0 **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.

6.0 **APPROVAL OF MINUTES**

6.1 **Approval of Minutes of December 14, 2006 (See backup pages 1 through 7)**

6.2 **Approval of Minutes of January 16, 2007 (See backup pages 8 through 9)**

6.2 **Approval of Minutes of January 17, 2007 (See backup pages 10 through 17)**

7.0 **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.

7.1 Ratification of Financial Documents for January, 2007

7.1.1 Approval of Warrants

| | |
|--------------------------------|----------------|
| General Fund | \$1,530,404.27 |
| Child Care Fund | \$3,435.81 |
| Capital Outlay Projects Fund | |
| NVC Bldg. Fund/Series B (BOND) | \$1,888,981.71 |

7.1.2 Approval of Total Gross Payroll \$1,779,685.82

7.2 Approval of Personnel Assignments Dated February 1, 2007

7.3 Approval of Resolution to Authorize Signing Authority for Dr. Chris McCarthy

It is recommended that the Board of Trustees approve the resolution to authorize Dr. Chris McCarthy to sign and executive an agreement and all amendments between Napa Valley College and the State of California, Department of Rehabilitation. See backup page 18.

7.4 Approval of Proposed Change Orders – Central Chiller Plant

It is recommended that the Board of Trustees ratify acceptance of Bell Products, Inc. proposed change orders number 5, as given in attached proposed change order log dated January 29, 2007. The net increase for this proposed change order is \$9,451.00 See backup pages 19 and 20.

7.5 Approval of Proposed Change Orders –Life Science Building

It is recommended that the Board of Trustees ratify the acceptance of McCrary Construction Company, Inc. proposed change order number 6, as given in attached proposed change order log dated January 29, 2007. The net increase for this proposed change order is \$3,644.00. See backup page 21 and 22.

7.6 Approval of Contract Education Course with Chaudhary and Associates

It is recommended that the Board of Trustees approve a contract to provide customer service training to Chaudhary & Associates. The total contract amount for this class is \$1,500.

7.7 Approval of Contract for the Use of Clinical Facilities with the Veterans Home of California

It is recommended that the Board of Trustees approve an agreement for furnishing clinical experience and for the use of clinical facilities with the Veterans Home of California in Yountville. The agreement also includes language directly related to the Nursing Simulation Center. This is a renewal of an existing agreement. The contract period is for July 1, 2007 to June 30, 2008.

7.8 Approval of Agreement with the Commission on Peace Officer Standards and Training

The Commission on Peace Officer Standards and Training has approved the Napa Valley College request to enter into an interagency agreement with the Criminal Justice Training Center for presentation of twenty-five P.O.S.T Line-up Training Program train-the-trainer workshops for an amount not to exceed \$200,000. This contract will be valid from January 25, 2007 through August 15, 2007.

8.0 **CONSTITUENT GROUP REPORTS**

- Academic Senate Report
- Faculty Association Report
- Classified Association Report
- Classified Senate Report
- Administrative Senate Report
- Associated Student Body Report

9.0 **INFORMATION ITEMS**

9.1 **Update on Napa Valley College Efforts in American Canyon**

College staff will provide an update on its ongoing efforts and future plans in American Canyon. Dr. McCarthy and staff will be joined by John Glaser, Napa Valley Unified School District Superintendent, for a joint presentation that will include discussion of the New American Canyon High School that was approved by voters in the November, 2006 election.

9.2 **Comments from American Canyon Residents**

American Canyon residents will have an opportunity to make comments to the Napa Valley College Board of Trustees. Comments will be taken under advisement for review and future discussion.

9.3 **Accountability Report for Community Colleges (ARCC)**

ARCC is a new program for evaluating the performance of community colleges. ARCC includes statewide/system measures as well as college/campus level measures of student progress and achievement, pre-collegiate skills improvement, and participation. The first year of ARCC implementation is 2006 – 07. Dr. Robyn Wornall, Director of Institutional Research, will describe the ARCC measures, outline the ARCC process, and identify the board's role in approving the ARCC final report.

9.4 **Negotiations Proposal from the Napa Valley College Association of Classified Professionals**

The negotiation proposal from the Napa Valley College Association of Classified Professionals appears on backup page 23, posted on the Administration Building bulletin boards, and copies are available in the Office of Human Resources.

9.5 **Napa Valley Community College District Intent to Bargain with the Napa Valley College Association of Classified Professionals (NVC-ACP) for the Contract Period Beginning**

July 1, 2007

The District Intent to Bargain with the Napa Valley College Association of Classified Professionals for the contract period beginning July 1, 2007 appears on backup page 24, posted on Administration Building bulletin boards, and copies are available in the Office of Human Resources.

10.0 ACTION ITEMS

10.1 Acceptance of Negotiations Proposal from the Napa Valley College Association of Classified Professionals (NVC-ACP) for the Contract Period Beginning July 1, 2007

See agenda item 9.4 above.

Recommendation: It is recommended that the Board of Trustees accept the Negotiations Proposal from the Napa Valley College Association of Classified Professionals for the Contract Period Beginning July 1, 2007.

10.2 Approval of the Napa Valley Community College District Proposal for Negotiations with the Napa Valley College Association of Classified Professionals (NVC-ACP) for the Contract Period Beginning July 1, 2007

See agenda item 9.5 above.

Recommendation: It is recommended that the Board of Trustees approve the Napa Valley Community College District Proposal for Negotiations with the Napa Valley College Association of Classified Professionals for the Contract Period Beginning July 1, 2007.

10.3 Approval of the Revised 2006 – 2011 Strategic Plan

One of the functions of the Planning Committee is to develop, and revise on an annual basis, strategic institutional plans that state long-term goals and objectives for Napa Valley College. During the fall semester, the Planning Committee updated the 2005 – 2011 NVC Strategic Plan to reflect the new Accountability Reporting for Community colleges measures and other minor changes. Judie Walter-Burke and Mary Shea, co-chairs of the Planning Committee, will explain the changes that have been made to the plan. See backup pages 25 – 28.

Recommendation: It is recommended that the Board of Trustees approve the revised 2006 – 2011 NVC Strategic Plan.

10.4 Declaration of Intent to Dedicate Real Property (permanent easements) to Napa Sanitation District

Napa Sanitation District has requested a utility easement along the eastern edge of college property, parallel to Highway 2212, for the purpose of construction a 24” transmission pipeline to provide reclaimed water to the Sanitation District’s customers. They have also requested a separate easement along the eastern edge of the ballfield parking lot for the purpose of constructing an 8” pipeline to provide the college sports fields with reclaimed water. The resolution of intent is the first step in notifying the community of the college’s intent to grant permanent easements over public property. Final approval of the easement will be discussed and may be approved following a public hearing scheduled to come before the board in

March, 2007. The resolution appears on backup pages 29 and 30. Additional associated exhibits are provided to the board and are available in the President's office.

Recommendation: It is recommended that the Board of Trustees approve the Resolution of Intent to grant two permanent easements to Napa Sanitation District.

10.5 **Revision of Board Policy F3710: Auxiliary Organizations**

Legal counsel has advised updating Board Policy F3710: Auxiliary Organizations to include language related to the recently-formed Napa Valley College Viticulture and Winery Technology Foundation as well as additional changes consistent with the Education Code. Copies will be provided to board members and are available in the President's Office.

Recommendation: It is recommended that the Board of Trustees approve the revision of Board Policy F3710: Auxiliary Organizations.

10.6 **Adoption of Agreement By and Between the Napa Valley Community College District and the Napa Valley College Viticulture and Winery Technology Foundation**

The District's legal counsel has provided an agreement between Napa Valley Community College District and Napa Valley College Viticulture and Winery Technology Foundation, an auxiliary organization established and operated as an integral part of the District. Board members will be provided a copy of the agreement, and it is available in the President's Office.

Recommendation: It is recommended that the Board of Trustees adopt the agreement by and between the Napa Valley Community College District and the Napa Valley College Viticulture and Winery Technology Foundation.

10.7 **Approval of Revision of By-Laws for Napa Valley College Viticulture and Winery Technology Foundation**

At its January 17, 2007, the board directed college staff to bring back the by-laws of the Napa Valley College Viticulture and Winery Technology Foundation for revision at this meeting. Two revisions are recommended. First, the bylaws will increase representation on the Foundation from two trustees to three trustees of the Napa Valley College Board.

Second, legal counsel has advised that the superintendent/president of Napa Valley College should be removed as a member and officer of Napa Valley College Viticulture and Winery Technology Foundation. He advised that it is important to preserve the Foundation Board as a separate legal entity from the District Board. Inter-locking membership could be cause for the college to be challenged on whether the Winery Foundation is a separate legal entity from the College District. Board members will be provided copies and are available in the President's office

Recommendation: It is recommended that the Board of Trustees revise the by-laws of Napa Valley College Viticulture and Winery Technology Foundation to include three representatives from the Board of Trustees and to remove the superintendent/president from membership and officer on the Foundation.

10.8 **Approval of Appointment of Board Members to the Napa Valley College Viticulture And Winery Technology Foundation**

Three board members have expressed an interest in being appointed to the Napa Valley College Viticulture and Winery Technology Foundation: Michael Baldini, Bruce Ketron, and Steve Reinbolt. In agenda item 10.6, the by-laws increased board membership from two members to three.

Recommendation: It is recommended that the Board of Trustees approve Michael Baldini, Bruce Ketron, and Steve Reinbolt as members of the Napa Valley College Viticulture and Winery Technology Foundation.

10.9 **Authorization to Advertise for Administrative Positions for 2007 – 2008**

This is a request for authorization to advertise for two administrative positions for 2007 – 2008. This authorization allows the Office of Human Resources to finalize job announcements, plan for job fairs, and begin advertising the positions. These previously-existing positions are currently filled on an interim basis.

- 1) Dean, Instructional Services
- 2) Dean, Occupational Education and Economic and Workforce Development

Recommendation: It is recommended that the Board of Trustees authorize the advertising of two administrative positions, Dean, Instructional Services and Dean, Occupational Education and Economic and Workforce Development.

10.10 **Approval of Letter of Support of Proposition 1B Funding for Jamieson Canyon**

The college has been asked to send a letter of support to the California Transportation Committee in support of construction on Highway 12 between Napa and Solano Counties (also known as Jamieson Canyon) because 30% of our students and many faculty and staff travel this route to the college. Board members will determine whether or not the NVC Board of Trustees will make this recommendation to the California Transportation Committee. See backup page 31.

10.11 **Approval of Resolution of Recognition for the America500 Birthday**

The college has received a request for support of a resolution of recognition for the America500 Birthday Extravaganza. The request comes from the Napa Valley Golden State History Project and focuses on the 500th birthday of the geographical naming of North and South American as separate land masses. “The goal is to unite local resources, animate community spirit and create a worldwide forum for education and peace.” See backup page 32.

11.0 **OTHER REPORTS:** Note that no action can be taken regarding any report item.

- 11.1 **Reports from Vice Presidents**
- 11.2 **Superintendent/President’s Report**
- 11.3 **Reports from Board Members**

12.0 **ADJOURNMENT**

