Napa Valley Community College District

THE REGULAR MEETING OF THE BOARD OF TRUSTEES
April 12, 2007
5:30 p.m. Public Session
6:00 p.m. Closed Session
7:00 p.m. Return to Public Session
Room 1340 McPherson Administration Building
Napa Valley College, Napa, California

AGENDA

1.0 CALL TO ORDER  5:30 p.m.

2.0 RECOGNITION OF LONG-SERVING CLASSIFIED PROFESSIONALS  (5:30 p.m.)
As part of Classified Professionals Appreciation Week being celebrated at Napa Valley College during
the week of April 9 – 13, the board will honor classified professionals who have dedicated 20 years or
more of their professional lives to Napa Valley College. Currently, 17 classified professionals have
worked at the college for at least 20 years. They have been invited, along with their supervisors, to
attend the board meeting to receive recognition from the Napa Valley College Board of Trustees.

3.0 Approval of Resolution Honoring Long-Serving Classified Professionals
The significant contributions of long-serving classified professionals are highlighted in a board
resolution to honor them (to be distributed at meeting).

4.0 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, 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
Increase in Hourly Rate for Part-time, Credit Instructors

With respect to every item of business to be discussed in closed session pursuant to Section 54957,
PUBLIC EMPLOYMENT
Titles:
1) Interim Dean, Instructional Services (Temporary Academic Administrator)

With respect to every item of business to be discussed in closed session pursuant to Section 54957,
PUBLIC EMPLOYMENT
Titles:
1) Counseling Instructor /Counselor 80%/20%, Temporary, full-time leave replacement)

With respect to every item of business to be discussed in closed session pursuant to Section 54957,
PUBLIC EMPLOYMENT
1) Admissions and Records Clerk (.5 FTE)

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

5.1 Roll Call

5.2 Pledge of Allegiance

5.3 Introduction of Visitors, Guests, and New Staff

5.4 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.

5.5 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.

5.6 Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session)
   April 14, 2007, Board Retreat
   May 10, 2007, Regular Meeting
   May 26, 2007, Commencement Ceremony

6.0 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.

7.0 APPROVAL OF MINUTES OF MARCH 8, 2007
See backup pages 1 through 8.

8.0 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.
8.1 Ratification of Financial Documents for March, 2007
8.1.1 Approval of Warrants
- General Fund $1,257,611.20
- Child Care Fund $8,270.47
- Capital Outlay Projects Fund $1,836,645.53
- NVC Bldg. Fund/Series B (BOND) $1,836,645.53

8.1.2 Approval of Total Gross Payroll $2,446,681.60

8.2 Approval of Personnel Assignments Dated April 5, 2007

8.3 Proposed Change Orders – Central Chiller Plant
It is recommended that the Board of Trustees ratify acceptance of Bell Products, Inc., proposed change orders numbered 12, 13, and 14, as given in attached Proposed Change Order Log dated March 12, 2007. The net DECREASE for these proposed change orders is ($3,948.00.)

8.4 Proposed Change Orders – Campus Signal Cabling Upgrade
It is recommended that the Board of Trustees ratify acceptance of Bell Products, Inc. proposed Change orders numbered 2, 3, 4 and 5, as given in attached Proposed Change Order Log dated March 26, 2007. The net increase for these proposed change orders is $36,215.00

8.5 Proposed Change Orders – Life Sciences Building
It is recommended that the Board of Trustees ratify acceptance of McCrary Construction Company, Inc. proposed change orders numbered 17, 21, and 30 as given in attached Proposed Change Order Log dated March 23, 2007. The net increase for these proposed change orders is $2,656.00

8.6 Proposed Change Orders – Softball Field Parking Lot Lighting
It is recommended that the Board of Trustees ratify acceptance of W. Bradley Electric, Inc. proposed change order number 2 as given in attached Proposed Change Order Log dated March 26, 2007. The net increase for this proposed change order is $4,458.00

8.7 Proposed Change Order – Historic Tulucay Creek Restoration
The project to restore Historic Tulucay Creek is complete. A Notice of Completion was filed with the County Recorder on February 7, 2007. It is recommended that the Board of Trustees ratify the Notice of Completion for the History Tulucay Creek Restoration project and accept the project as complete.

8.8 Notice of Completion and Project Acceptance – Signage and Wayfinding Phase I
The project to install new interior and exterior signage, including directories, on campus is complete. A Notice of Completion was filed with the County Recorder on February 14, 2007. It is recommended that the Board of Trustees ratify the Notice of Completion for the Signage and Wayfinding Phase I project and accept the project as complete.

8.9 Notice of Completion and Project Acceptance – Softball Field Parking Lot Expansion
The project to expand the ballfield parking lot for additional parking and to provide space for the Criminal Justice driving course is complete. A Notice of Completion was filed with the County Recorder on March 16, 2007.

8.10 Approval of Amendment to Agreement with Napa County
It is recommended that the Board of Trustees approve an amendment with Napa County to conduct learning disabilities assessments for CalWorks clients. The amendment would lower the maximum compensation for 2007 – 2008 from $30,600 to $27,000 and extend the term to June 30, 2008.

8.11 Approval of Agreement with Napa County to Provide Services for the Hospitality and Tourism Industry
It is recommended that the Board of Trustees approve an agreement with Napa County to provide case management and job development for low wage and unemployed Job Connection clients who are seeking employment in the hospitality and tourism industry. The District has received a grant that will provide the funds to pay for these services. The term of this agreement will be from March 1, 2007 through August 31, 2008. The total compensation shall not exceed $116,000.

8.12 Approval of Agreement with Commission on Peace Officer Standards and Training
It is recommended that the Board of Trustees approve an agreement with the Commission on Peace Officer Standards and Training (P.O.S.T) to provide an instructor development program. The total amount of the agreement is $498,000 and the term is from July 1, 2007 to June 30, 2008.

9.0 CONSTITUENT GROUP REPORTS
- Academic Senate Report
- Faculty Association Report
- Classified Association Report
- Classified Senate Report
- Administrative Senate Report
- Associated Student Body Report

10.0 INFORMATION ITEMS

10.1 Report from Chair, Measure N Citizen’s Oversight Committee
At its last meeting, the Measure N Independent Citizens’ Oversight Committee approved its annual report. Dr. Tom Timar, chair of the committee, will present the report to the Board of Trustees and answer questions. The report has been distributed to trustees and is available on the college website.

Six members of the Oversight Committee have completed the maximum years of service on the committee, as stipulated in the by-laws of the committee. Outgoing board members able to attend the meeting will be recognized by the board for their service. The college is currently advertising for interested citizens to serve on the committee.

10.2 Report on the Soscol Gateway Project
At its March meeting, the board discussed the budget shortfall that prevents the college from completing all the projects originally outlined in the ballot language of Measure N approved by voters in 2002. Dr. McCarthy briefly reviewed options to address the shortfall. Board president Michael Baldini suggested that future development of the corner property be discussed. As background to that future discussion, it was suggested the board be provided an update on the Soscol Gateway Project. Cassandra Walker, the City of Napa’s economic development manager, will be present to review the project and to answer questions of the board.

10.3 Update on Mathematics Department
Faculty from the Mathematics Department have requested an opportunity to share the status of the mathematics program, their goals for its development, as well as some of the challenges faced by the department.

10.4 Discussion of New Policy Statement for Violations of Ethics Code
The new accreditation standards developed by the Accrediting Commission for Community and Junior Colleges state that the “governing board shall have a code of ethics that includes a clearly defined policy for dealing with behavior that violates its codes. Sample statements have been distributed to the board. The board will further review and approve a new policy statement at its board retreat on April 14, 2007.

11.0 ACTION ITEMS

11.1 Acceptance of Fiscal Year 2005 – 2006 Single Year Audit Report
A representative of Matson and Isom Accountancy Corporation, the district’s current auditors, will be present to answer questions about the fiscal 2005 – 2006 single year audit. The board’s Audit Committee met with the auditors on March 28 and reviewed the entire report. The District has not received the bound copies of the report yet, so electronic versions will be emailed to all board members. A printed copy will be available in the President’s Office.

**Recommendation:** It is recommended that the Board of Trustees accept the Fiscal Year 2005 – 2006 Single Year Audit Report, as presented.

11.2 Wine Storage Building Project Bid Award
This project includes a new barrel and bottle storage facility that includes mandated security measures to support a bonded winery facility. Bids will be opened in public on April 10, 2007.

**Recommendation:** It is recommended that the Board of Trustees award the Wine Storage Building Project to the lowest responsive bidder as presented.

11.3 Athletic Field Improvements Project Bid Award
This project includes new dugouts at both the baseball and softball fields. This project was previously bid last fall, and all bids were rejected (the low bid was $838,433). Bids were lower at this round of bidding that was opened in public on March 22, 2007. Ridgeview Builders of Santa Rosa submitted the lowest responsive bid of $621,000.
Recommendation: It is recommended that the Board of Trustees award the Athletic Field Improvement project to Ridgeview Builders for $621,000.

11.4 Approval of Increase in Hourly Rate for Noncredit Faculty
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 $34.28 per hour to $37.28, effective summer session, 2007. The rate of increase is 8.75 percent.

The justification for this increase is to match the increase previously made to the part-time, hourly credit salary schedule (10 percent, effective spring, 2007). The noncredit hourly rate was increased by 6.25 percent for the spring, 2007 semester. The 8.75 percent increase being recommended includes the 3.75 difference between the increases to the credit and noncredit part-time salary schedules for spring 2007 and the proposed 5 percent increase to the part-time hourly credit salary schedule for the Summer, 2007 Session.

11.5 Approval of Division Chair Election Results
The following are the results of the recent division chair elections: Lauren Coodley, Social Sciences Division. The term for this position is July 1, 2007 through June 30, 2010.

Recommendation: It is recommended that the Board of Trustees approve the results of division chair elections as follows: Lauren Coodley, Social Sciences Division.

11.6 Approval of CCCT Election
The election of members of the CCCT Board of the Community College League will take place between March 10 and April 25. There are ten two-year vacancies on the board. Each member community college district has one vote for each of the ten vacancies on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. Charles Meng, currently a member of the CCCT board, has provided the board with a list of his recommendations. See backup page x.

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

12.1 Reports from Vice Presidents
12.2 Report from Superintendent/President
12.3 Reports from Board Members

13.0 ADJOURNMENT