Napa Valley Community College District

THE REGULAR MEETING OF THE BOARD OF TRUSTEES

June 28, 2007

5:30 p.m. Closed Session
6:30 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 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
1) Psychiatric Technician Instructor (Tenure-track)
2) Maternal-Newborn Nursing Instructor/Assistant Instructor (tenure-track)
3) Child and Family Studies Instructor (Leave Replacement)

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
1) Custodian I/II (1.0 FTE)
2) Instructional Assistant III, Viticulture and Winery Technology (.5 FTE)
3) Instructional Assistant III, Photography (.5 FTE)

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
1) Interim Dean, Instructional Services
2) Acting In-Service and Corrections Academy Coordinator
3) Instructional Skills Coordinator
4) Interim Basic Law Enforcement Academy Coordinator
5) Workability III Program Director
6) Project Coordinator, Nursing Expansion and Innovation Project
7) Director, Small Business Development Center

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

PUBLIC EMPLOYMENT

Request for Approval of 2007 Reclassification Recommendations for Classified Staff

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

PUBLIC EMPLOYMENT

Reduction in Workload under Education Code Sections 87483 and 22713

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

PUBLIC EMPLOYEE EVALUATION: Faculty Members (Follow-up to Annual Evaluation)

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

PUBLIC EMPLOYMENT

Consideration of District Employee Discipline/Dismissal/Release

3.0 RETURN TO PUBLIC SESSION (6:30 p.m.)

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 (5:30 p.m. closed session, 6:30 p.m. public session)
August 9, 2007 Regular Meeting
September 13, 2007 Regular Meeting
October 11, 2007 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 10, 2007 (see backup pages 1 – 9)
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, 2007
6.1.1 Approval of Warrants

General Fund $1,319,142.15
Child Care Fund $3,173.78
Capital Outlay Projects Fund
NVC Bldg. Fund/Series B (BOND) $2,697,724.07

6.1.2 Approval of Total Gross Payroll $2,636,583.89


6.3 Approval of Close of Year Transfer Resolution
The resolution pertaining to this routine annual action appears on backup page 10.

6.4 Approval of Resolutions: Signing Authority for Christopher McCarthy, Scott B. Miller, Daniel TerAvest, Matt Christensen, and Laura Ecklin
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, 2007 through June 30, 2008: the college president; vice president, Business and Finance; director, Campus Planning and Construction; and dean, Human Resources. The resolutions appear on backup pages 11 through 15 and will be signed subsequent to the board meeting.

6.5 Approval of 2007 – 2008 Interfund Transfer
It is recommended that the Board of Trustees approve the interfund transfers documents on backup page x. Monies are allowed in the 2007 – 08 budget for the funds and accounts affected. The process has been recommended by district’s outside auditors and is a routine annual item. See backup page 16.

6.6 Approval of 2007 – 2008 Cosmetology Agreement
It is recommended that the Board of Trustees approve the 2007 – 08 cosmetology training agreement with the Vintage Academy of Hair Design, Inc. This is a contract renewal and will cover the period of July 1, 2007 through June 30, 2008. The contract includes a 4.5 percent increase in the funding rate.

6.7 Approval of Contract for Migrant Student Education Program (Region II) - Adelante
It is recommended the Board of Trustees approve an agreement with the Migrant Child Education Program – Region II. This contract renews the Adelante Project that has been 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. The contract period is from June 12, 2007 through August 4, 2007. The District pays based on attendance with a maximum cost of $18,000.

6.8 Approval of Agreement with the Sonoma County Junior College District for Emergency
Response Driver Training
It is recommended that the Board of Trustees approve an agreement with Sonoma County Junior College District for a Driver Training Update Collision Avoidance/Emergency Response class. The District will provide the instructors and the instructional materials. The class will be taught at the SRJC Public Safety Training Center. The term of this agreement will be from July 11, 2007 to July 19, 2007. SCJCD will pay NVC a maximum of $9,790 per class depending on enrollment.

6.9 Approval of Agreement with Shriners’ Hospital for Children to Provide a Clinical Learning Experience for Nursing Students
It is recommended that the Board of Trustees approve an agreement with Shriners’ Hospital for Children of Northern California Hospital for the use of its facilities for a student nursing clinical learning experience. The term of this agreement shall be for one year commencing August 11, 2007.

6.10 Approval of Agreement with the State of California Department of Education for General Child Care
It is recommended that the Board of Trustees approve an agreement with the State of California Department of Education for a general child care and development program. This is a renewal of an existing program. The contract term is from July 1, 2007 to June 30, 2008. The maximum payment is $580,824.

6.11 Approval of Agreement with the State of California Department of Education for full-day Preschool
It is recommended that the Board of Trustees approve a contract with the State of California Department of Education for a full-day preschool program. This is a renewal of an existing program. The contract term is from July 1, 2007 to June 30, 2008. The maximum payment is $157,268.

6.12 Approval of Agreement with State of California Department of Developmental Services
It is recommended that the Board of Trustees approve an agreement with the State of California Department of Developmental Services Sonoma Developmental Center to provide a clinical learning experience for psychiatric technician students. The term of this agreement shall be from July 1, 2007 through June 30, 2009.

6.13 Proposed Change Orders – Central Chiller Plant
It is recommended that the Board of Trustees ratify acceptance of Bell Products, Inc. proposed change orders numbered 7R, 19, and 21, as given in attached Proposed Change Order Log dated June 12, 2007. The net increase for this proposed change order is $57,763.00. See backup pages 17 through 19.

6.14 Proposed Change Orders—Campus Signal Cabling Upgrade
It is recommended that the Board of Trustees ratify acceptance of Bell Products, Inc. proposed change orders number 6, as given in attached Proposed Change Order Log dated June 12, 2007.
The net DECREASE for this credit proposed change orders is ($15,000.00). See backup page 20.

6.15 **Proposed Change Orders – Life Science Building**

It is recommended that the Board of Trustees ratify acceptance of McCrary Construction Company, Inc. proposed change orders numbered 20, 28R, 31R, 35, 38, 39, 40, and 41 as given in attached proposed Change Order Log dated June 12, 2007. The net DECREASE for these credit proposed change orders is ($10,863.00.) See backup pages 21 through 25.

6.16 **Proposed Change Orders – Softball Field Parking Lot Expansion 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 June 12, 2007. The net increase for this proposed change order is $4,458.00. See backup page 26.

6.17 **Approval of Proposed Change Orders – Wine Storage Building**

It is recommended that the Board of Trustees ratify acceptance of McCrary Construction Company, Inc. proposed change orders numbered 1 and 2R, as given in attached Proposed Change Order Log dated June 12, 2007. The net increase for this proposed change order is $14,168.00. See backup page 27.

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 **FINANCIAL REPORTS**

8.1 **Quarterly Financial Statement of Income and Expenditures for the Period Ending 3/31/07** (sent separately)

8.2 **Quarterly Financial Status Report (CCFS 311Q)**

9.0 **INFORMATION ITEMS**

9.1 **Update on the Bond Feasibility Study**

At its meeting of May 10, 2007, the board approved a contract for an independent pollster to determine the overall feasibility of conducting a successful bond campaign. The firm of Fairbank, Maslin, Maullin & Associates has conducted a survey of a sample of Napa County registered voters. Dr. McCarthy will provide an update on the results of the survey.

9.2 **Report on Diversity of Faculty and Staff Hiring**

At its last meeting, board member Brenda Knight asked for a report on the diversity of faculty and staff hiring. Laura Ecklin, Dean of Human Resources, has prepared a report on this
subject. Dr. McCarthy will review the report with the board. See backup pages 28 and 29.

9.3 2007 – 2008 Negotiations Proposal from the Napa Valley College Faculty Association
The 2007 – 2008 negotiations proposal from the Napa Valley College Faculty Association appears on backup page 30. Copies are posted in the Administration Building and are available in the Office of Human Services.

9.4 Napa Valley Community College District Intent to Bargain with the Napa Valley College Faculty Association for the Contract Period Beginning July 1, 2007
The District Intent to Bargain with the Napa Valley College Faculty Association for the contract period beginning July 1, 2007 appears on backup page 31. Copies are posted in the Administration Building and are available in the Office of Human Resources.

10.0 ACTION ITEMS

10.1 Acceptance of 2007 – 2008 Negotiations Proposal from the Napa Valley College Faculty Association
The 2007 – 2008 negotiations proposal from the Napa Valley College Faculty Association appears on backup page 30. See item 9.3 above.

Recommendation: It is recommended that the Board of Trustees accept the 2007 – 2008 Negotiations Proposal from the Napa Valley College Faculty Association.

10.2 Approval of the Napa Valley Community College District Intent to Bargain with the Napa Valley College Faculty Association for the Contract Period Beginning July 1, 2007
The District Intent to Bargain with the Napa Valley College Faculty Association for the Contract Period beginning July 1, 2007 appears on backup page 31. See agenda item 9.4 above.

Recommendation: It is recommended that the Board of Trustees approve the Napa Valley Community College District Intent to Bargain with the Napa Valley College Faculty Association for the Contract Period Beginning July 1, 2007.

10.3 Approval of New Audit Contract
The District is required to have an audit performed each year by an independent audit firm. The District is also required to have an audit performed on Proposition 39 bond funds. Matson and Isom Accountancy has submitted a proposal to provide auditing services for the 2006-2007 fiscal year. This includes the regular District audit, the Measure N Bond Funds Audit and the Measure N Bond Fund Performance Audit.

Recommendation: It is recommended that the Board of Trustees approve an audit contract with Matson and Isom Accountancy for the 2006 – 2007 District audit, the Measure N Bond Fund Audit, and the Measure N Bond Fund Performance Audit.

10.4 Adoption of the 2007 – 2008 Tentative Budget
The proposed 2007 – 2008 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.

**10.5 Public Hearing on and Approval of Resolution Setting the Appropriations Limit for 2007 – 2008**

**10.5.1 Public Hearing on the 2007 – 2008 Appropriations Limit**

This hearing is held to allow for public comment on the Appropriations Limit for 2007 – 2008. 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.

**10.5.2 Approval of Resolution Setting the Appropriations Limit for 2007 – 2008**

See backup pages 32 and 33.

**Recommendation:** It is recommended that the Board of Trustees approve the 2007 – 2008 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 2007 – 2008 appropriations limit in the amount of $41,659,712.

**10.6 Little Theater Restroom Renovation Bid Award**

This project will renovate the lobby restrooms in the Little Theater and bring them into compliance with the Americans with Disabilities Act. The restrooms are currently very worn with most fixtures having reached their useful life expectancy. This renovation will replace fixtures and finishes and reconfigure the spaces to current campus standards and the ADA. Bids will be opened in public in June 26, 2007.

**Recommendation:** It is recommended that the Board of Trustees award the Little Theater Restroom Renovation Project to the lowest responsive bidder as presented.

**10.7 Resolution to Authorize Submission of Final Project Proposal for Bldg. 1200 (old 900), Little Theater Modernization**

Two years ago the Board of Trustees authorized staff to complete and submit a Final Project Proposal (FPP) for modernizing the Little Theater, building 900 (now 1200). Staff completed the FPP, however, the project was not funded. Last year, staff submitted a new Initial Project Proposal (IPP) that included an updated scope of the project. This next phase in the state funding application process will address the several aged and failing systems in the building (HVAC, roof, etc.) as well as modernizing the building interiors. The potential state funds available for this project are approximately $2 million. A resolution authorizing the FPP is a required element of the package. See backup page 34. The FPP is due on July 1, 2007.

**Recommendation:** It is recommended that the Board of Trustees adopt the resolution and authorize submission of a Final Plan Proposal for Building 1200 (old 900) Modernization.

**10.8 Approval of 2007 – 2008 International Education Programs**
The following programs have been approved by the International Education Advisory Committee and the Office of Instruction to be offered during 2007 – 2008: Spanish in Salamanca, Spain (Villagomez), Summer, 2008; French in Paris (Anne-Marie McEligot), Summer, 2008; Anthropology in Mexico (Amato), Summer, 2008; and Vocal Performance in Japan (Wilkes), December, 2008.

**Recommendation:** It is recommended that the Board of Trustees approve the following International Education Programs for 2007 – 2008. Spanish in Salamanca, Spain (Villagomez), Summer, 2008; French in Paris (McEligot), Summer, 2008; Anthropology in Mexico (Amato), Summer, 2008; and Vocal Performance in Japan (Wilkes), December, 2008.

10.9 **Authorization to Advertise for Grant-Funded Faculty Position**

This is a request for authorization to advertise for the following position: Health Occupations Career Counselor/Instructor. This authorization allows the Office of Human Resources to finalize job announcements and begin advertising the position.

**Recommendation:** It is recommended that the Board of Trustees authorize the advertising for a Health Occupations Career Counselor/Instructor, a grant-funded faculty position.

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**