Napa Valley Community College District

THE REGULAR MEETING OF THE BOARD OF TRUSTEES
September 13, 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)  Health Occupations Career Counselor/Instructor (temporary, grant-funded position)

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
1)  Testing and Tutoring Center Technician (.8 FTE)
2)  Accompanist (.75 FTE)

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
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 August 9, 2007
See backup pages 1 through 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 August, 2007
   6.1.1 Approval of Warrants
   General Fund $1,939,447.51
   Child Care Fund $19,566.69
   Capital Outlay Projects Fund $22,458.14
   NVC Bldg. Fund/Series B (BOND) $2,535,095.11

   6.1.2 Approval of Total Gross Payroll $2,120,443.36

6.2 Approval of Personnel Assignments Dated September 6, 2007

6.3 Proposed Change Orders – Central Chiller Plant
It is recommended that the Board of Trustees ratify acceptance of Bell Products, Inc. proposed change orders numbered 20, 22, 25, 26, 28, 29, 30, and FO11 as given in attached Proposed Change Order Log dated August 30, 2007. The net increase for this proposed change order if $40,224.00. See backup page 9 through 12.

6.4 Proposed Change Orders – Life Sciences Building
It is recommended that the Board of Trustees approve change orders numbered 16RRR, 43R, 44, 52, 58, 60, 64, 71, and 73 as given in attached Proposed Change Order Log dated August 30, 2007. The net increase for these proposed change orders is $50,988.00. See backup pages 13 through 19.

6.5 Proposed Change Order – Wine Storage Building
It is recommended that the Board of Trustees ratify acceptance of McCrady Construction Company, Inc. proposed change orders numbered 5, 6, 7, 8, and 10, as given in attached Proposed Change Order Log dated August 30, 2007. The net increase for this proposed change order is $1,934.00. See backup pages 20 and 21.

6.6 Proposed Change Orders – Athletic Field Improvements – Baseball/Softball Dugouts
It is recommended that the Board of Trustees ratify acceptance of Ridgeview Construction Company, Inc. proposed change order number 2, as given in attached Proposed Change Order Log dated August 30, 2007. The net increase for this proposed change order is $39,582.00. See backup page 22.

6.7 Agreement with Napa County for Services for an ROP Program Regarding Hospitality and Tourism
It is recommended that the Board of Trustees approve an agreement with the County of Napa in which the County agrees to provide High School Regional Occupational Program (ROP) course development and assistance with the expansion for work based education programs for high school students. The programs will be developed for the hospitality and tourism industries. The term of this agreement will be from July 2, 2007 to August 31, 2008. The total payment to the County will not exceed $22,000.

6.8 Agreements with Community Action of Napa County, Alternative for Better Living and the Complete Wine Maker for Off Campus Work Study
It is recommended that the Board of Trustees approve agreements with Community Action of Napa County, Alternative for Better Living and the Complete Winemaker for CalWORKS work study program off-site employment and training. The terms of the agreements are from July 1, 2007 through June 30, 2008. The District agrees to reimburse each employer 75% of each qualified worker’s salary up to the CalWORKS authorized amount.

6.9 Approval of Agreement with Medic Ambulance
It is recommended that the Board of Trustees approve an agreement with Medic Ambulance to provide student experience opportunities in a variety of clinical settings for health occupations students. The agreement begins July 1, 2007 and continues until cancelled by either party. There is no cost to either party.

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 Comments from Student in a Non Credit Class
A student has requested that an item be placed on the agenda to review her concerns regarding a non-credit class held at an off-campus location in which she was enrolled.

8.2 Comments from Citizen Regarding a Non Credit Class
A citizen has requested that an item be placed on the agenda to review his concerns regarding a non-credit class held at an off-campus location.

8.3 Update on Emergency Text-Messaging System
Napa Valley College has been invited to be one of five sites in the State of California to pilot an emergency test-messaging system for students, faculty and staff. Ken Arnold, Chief, Napa Valley College Police Department, will provide details of the system that enables the college to send emergency text messages campus-wide.

8.4 Diversity Task Force Plan, 2007 Progress Report
In the fall of 2001, the Napa Valley College Board of Trustees approved a comprehensive Diversity Task Force Plan to: a) foster a climate at the college in which there is a proactive commitment to diversity as a basic value of the college; b) enhance the value and consciousness of faculty, staff and students so that diversity is a cherished ideal of the institution; and c) coordinate education and training and new staff orientation efforts related to diversity.

For the past five and one-half years, the college has moved forward to address the recommendations of the plan. Included in this document is a listing of each recommendation, the office(s) of the college assigned primary responsibility for addressing each recommendation, and a summary of actions taken to date. The report was distributed to the entire campus for its input of additional information to inclusion in the final report.

8.5 Review of Process for Approval of Personnel Actions
At the last board meeting, board member Brenda Knight asked for clarification on the appropriate process to approve personnel actions. College legal counsel has provided guidance for publicly reporting action taken in closed session and voting, consistent with Government Code section 54947.1(a)(5). See backup page 23.

8.6 Compensation for Board Meetings
The compensation rate for meetings attended by board members has not been raised since January 1, 2001. The board will review the level of compensation.
9.0 ACTION ITEMS

9.1 Adoption of 2007 – 2008 Final Budget

9.1.1 Public Hearing on the 2007 – 2008 Final Budget
This hearing is held to allow for public comment on the proposed budget, as required by California Title 5 Administrative Regulations, Section 58191. The proposed budget is available for public inspection in the President's Office during normal business hours after September 1, 2007.

9.1.2 Adoption of the 2007 – 2008 Final Budget
The proposed 2007 – 2008 budget will be distributed to trustees, budget center managers, and constituent group presidents. The plan and budget were developed by the Planning and Budget committees and were reviewed in various drafts at several forums on campus.

Recommendation: It is recommended that the Board of Trustees adopt the 2007 – 2008 Final Budget.

9.2 Request to Add Two Positions to the Classified Employee Group and to Authorize Advertising for These Positions
With large construction projects scheduled for the 2007 – 2008 academic year and thereafter, additional regular staffing is needed in the office of Campus Planning and Construction. Currently, a temporary, hourly Secretary II is assisting in the department; the District is requesting that this position be filled on a full-time, regular basis. The District is also requesting a Construction Project Coordinator to provide oversight on bond construction projects.

Recommendation: To ensure effective operation of the Office of Campus Planning and Construction and appropriate oversight of construction projects, it is recommended that the Board of Trustees authorize the addition and advertisement of the following two positions to the Classified Employee Group: Secretary II and Construction Project Coordinator. Both of these positions will be funded out of Measure N funds. The Napa Valley College Association of Classified Professionals supports the addition of these positions.

9.3 Approval of Salary Increase for Salaried Professional Employees
It is recommended that salaried professional employees receive an increase to their monthly salary that equals the same COLA increase agreed to for regular classified employees retroactive to July 1, 2007.

9.4 Approval of Salary Increase for Part-time, Hourly Classified and Part-time, Hourly Professional Employees
It is recommended that part-time, hourly classified and part-time, hourly professional employees receive an increase to their hourly rate that equals the same COLA increase agreed to for regular classified employees beginning October 13, 2007.

9.5 Approval of Salary Increase for Grant-funded Administrators

It is recommended that grant-funded administrators receive an increase to their monthly salary that equals the same COLA increase agreed to for regular administrative/confidential staff retroactive to July 1, 2007.

9.6 Authorization to Advertise for Faculty Positions

This is a request for authorization to advertise for the following positions:

a) Winery Technology Instructor (tenure track)
b) Counselor/Instructor (one-semester leave replacement)

This authorization allows the Office of Human Resources to finalize job announcements and begin advertising the positions.

Recommendation: It is recommended that the Board of Trustees authorize advertising for the following positions: a) Winery Technology Instructor (tenure track); and b) Counselor/Instructor (one-semester leave replacement).

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

10.1 Reports from Vice Presidents
10.2 Superintendent/President’s Report
10.3 Reports from Board Members

11.0 ADJOURNMENT