Napa Valley Community College District

THE REGULAR MEETING OF THE BOARD OF TRUSTEES
October 11, 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)  Medical-Surgical Nursing Instructor (tenure-track)
2)  In-Service Corrections Academy Coordinator (academic administrator)
3)  Regional Simulation Lab Coordinator (grant-funded classified administrator)
4)  Director, Upward Bound (Grant-funded academic administrator FTE change)

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
1)  Physical Education & Athletics Equipment Attendant II (1.0 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**

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)
- November 8, 2007 Regular Meeting
- December 13, 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 September 13, 2007**
See backup pages 1 through 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 August, 2007**
6.1.1 **Approval of Warrants**
- General Fund $1,056,296.14
- Child Care Fund $5,009.22
- Capital Outlay Projects Fund $125,611.24
- NVC Bldg. Fund/Series B (BOND) $2,441,973.80

6.1.2 **Approval of Total Gross Payroll** $2,579,615.04

6.2 **Approval of Personnel Assignments Dated October 4, 2007**

6.3 **Agreement with the County of Napa to Provide a Diagnosis and Business Retention Service for Local Businesses**
It is recommended that the Board of Trustees approve an agreement with the County of Napa to have the Small Business Development Center provide a County Rx Business Program for diagnosis and business retention services for “potentially at risk” local businesses. The agreement will begin October 1, 2007 and run through June 30, 2009. The maximum reimbursement is $12,500.

6.4 **Agreement with the Peralta Community College District for the Bay Area Regional Tech Prep Collaborative (BARTPC) Program.**
It is recommended that the Board of Trustees approve an agreement with the Peralta Community College District, acting as fiscal agent for the State Chancellor’s Office, to support the Bay Area Regional Tech Prep Collaborative (BARTPC). The goals and objectives of BARTPC are all directed toward improving technical training opportunities and programs and involve ROP/high school programs, community colleges, and community partners. The term of the grant is from July 1, 2007 to June 30, 2008. Total payments under this grant shall not exceed $40,000.

6.5 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.

6.6 Approval of Ratification of Acceptance of Proposal from AHC Glass of San Francisco, CA
Napa Valley college invited responses to a formally advertised Request for Proposal to provide storefront windows and entrance doors at the Little Theater, Building 1200 from five firms. AHC Glass of San Francisco, CA submitted a responsive proposal for the lowest cost of $29,700.

6.7 Proposed Change Orders – Central Chiller Plant
It is recommended that the Board of Trustees ratify acceptance of Bell Products, Inc., proposed Change Order Log dated September 28, 2007. The net credit for this proposed change order is $4,809.00. See pages 8 through 10.

6.8 Proposed Change Orders – Life Science Building
It is recommended that the Board of Trustees ratify acceptance of Bell Products, Inc. proposed 45.1, 49RR, 50RR, 55, 56, and 59 as given in attached Proposed Change Order Log dated September 28, 2007. The net increase for these proposed change orders is $16,962.00. See backup pages 11 through 17.

6.9 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 13 and 14, as given in attached Proposed Change Order Log dated September 28, 2007. The net increase for these changes is $962.00. See backup pages 18 through 19.

6.10 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 3, as given in attached Proposed Change Order Log dated September 28, 2007. The net increase for this proposed change order is $3,888.00. See backup page 20.

6.11 Proposed Change Orders – Performing Arts Center Increment I – North Site Development
It is recommended that the Board of Trustees ratify acceptance of O. C. Jones & Sons, Inc. proposed change orders numbered PT-1, 1R.3, 2, 4, 5, 11, 13, 14, 19R.1, 22, 23, and 24, as given in the attached Proposed Change Order Log dated September 28, 2007. The net increase for these proposed change orders is $86,302.97. See backup pages 21 through 23.

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 APPROVAL OF QUARTERLY FINANCIAL STATEMENT Report (CCFS311Q)
(Will be mailed separately and distributed at the meeting)

9.0 INFORMATION ITEMS

9.1 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.

9.2 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.

9.3 Community College Initiative
Dr. McCarthy will brief the board on the Community College Initiative that will be on the February, 2008 ballot. He will outline the college’s involvement, fundraising goals and other college responsibilities regarding the initiative.

9.4 Compensation for Board Meetings
The compensation rate for meetings attended by board members has not been raised since January 1, 2001. The board discussed the compensation rate for board members at its last meeting and agreed that they would like to see a survey of compensation for Districts across the State. The board will continue its review of compensation options.

10.0 ACTION ITEMS

10.1 Approval of Force Options for the Napa Valley College Police Department
Following the tragedy at Virginia Tech, the Board of Trustees initiated discussions regarding
campus safety. During those discussions, the board stressed its commitment to providing a safe and secure campus environment in which faculty can teach, students can learn, and staff can work. The board also underscored the need for campus input into this decision. Ken Arnold, Chief, Campus Police Department, has met with all constituent groups to solicit their input and to present comparative information regarding the force options at other community colleges.

**Recommendation:** It is recommended the Board of Trustees at Napa Valley College approve revised force options for the Napa Valley College Police Department.

10.2 **Approval of 2008 – 2009 College Planning Priorities**
At its meeting on September 14, 2007, the Planning Committee agreed to recommend seven college-wide planning priorities for the 2008 – 2009 academic year. These priorities are taken from the Napa Valley College Strategic Plan. The priorities will be used by the budget center managers in developing their unit level plans and budgets for 2008 – 2009. See backup page 24.

**Recommendation:** It is recommended that the Board of Trustees approve the 2008 – 2009 College Planning Priorities.

10.3 **Adoption of 2008 – 2009 Budget Parameters**
Each year the Budget Development Parameters/Priorities are forwarded to the college president for approval by the Board of Trustees. The parameters are being presented two months earlier than normal because the budget development process has been modified and improved, but will required more preparation time. No changes were made to the parameters/priorities this year, other than date changes. A representative of the Budget Committee will be available to answer questions. See backup pages 25 and 26.

**Recommendation:** It is recommended that the Board of Trustees approve the 2008 – 2009 Budget Parameters/Priorities.

10.4 **Agreement for Services with TBWB Public Financial Strategies for Ballot Measure Feasibility Assessment, Public Information, Community Outreach, and Media Management Services.**
The Board of Trustees is currently reviewing information regarding the possibility of putting another bond measure before the voters of the District. Part of that analysis includes ballot measure feasibility assessment, community outreach, and public information.

The District used TBWB for the same process for the bond that the board approved in 2002 and was very satisfied with TBWB throughout that process. The District has already used TBWB for some support functions in relation to the current feasibility review. The agreement would start July 1, 2007 and run until November 9, 2007 or such time as the board adopts a resolution placing a ballot measure on the February 5, 2008 ballot. The total cost of the agreement will not exceed $12,500.

**Recommendation:** It is recommended that the Board of Trustees approve an agreement for professional consulting services with TBWB Public Financial Strategies for a not to exceed cost of $12,500.
10.5 Approval of Salary Increase 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 $37.62 per hour to $38.00, effective spring semester, 2008. This is the same increase being recommended for the Part-time, Hourly Credit Salary Schedule.

**Recommendation:** It is recommended that the Board of Trustees approve an hourly increase for noncredit faculty to $38.00 per hour.

10.6 Approval of Hourly Increase for Part-time, Hourly Classified and Part-time, Hourly Professional Employees
(revised)
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 September 13, 2007.

**Recommendation:** It is recommended that the Board of Trustees approve an hourly increase for part-time, hourly classified and part-time, hourly professional employees.

10.7 Approval of Award of Bid for Baseball/Softball Winter Practice Project
This project will add an asphalt surface to one of the college’s existing ballfields to facilitate winter practice for the baseball and softball programs. Bids will be opened in public on October 11, 2007.

**Recommendation:** It is recommended that the Board of Trustees award the Baseball/Softball Winter Practice Project to the lowest responsive bidder as presented.

10.8 Approval of Contracts with 63 Organizations to Provide Health Occupations Students with Clinical Experience in Community Facilities
The registered nursing program has been preparing for a registered nursing accreditation visit in Fall, 2007. Part of the visit will include a review of all agreements with community facilities for clinical experience opportunities. A preliminary review of these agreements revealed that some of the current agreements did not include all of the terms and conditions currently required by the accrediting organization. The consent form and requirements were sent to legal counsel to develop a new template. All of the agreements are being updated using the new template. This template is available for review in the President’s Office.

**Recommendation:** It is recommended that the Board of Trustees approve update agreements with the 63 facilities identified in the Attachment shown on pages 27 and 28 of the backup packet for the provision of clinical experience in community facilities.

10.9 Approval of Purchase Order for Wireless, Digital Simulator from Medical Education Technologies, Inc.
Grant funds from the Napa Valley College Wine Auction enabled Napa Valley College to expand its nursing program and establish a state-of-the-art training lab at the Yountville
Veterans’ Hospital. A critical part of the lab is simulators that provide an outstanding learning environment for students. This simulator represents the physical characteristics of an adult and has the great advantage of being wireless and digital and will augment the seven simulators currently in use in the Simulation Lab at the Yountville Veterans’ Hospital. Shifting funding will allow for the purchase of this simulator out of grant funds.

**Recommendation:** It is recommended that the Board of Trustees approve the purchase order for a wireless, digital simulator from Medical Education Technologies, Inc.

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**