

Napa Valley Community College District

THE REGULAR MEETING OF THE BOARD OF TRUSTEES

March 13, 2008

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, Kevin Luckey, 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 EMPLOYEE EVALUATION: Faculty Members (Annual Evaluation)

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)

April 10, 2008 Regular Meeting

May 8, 2008 Regular Meeting

June 12, 2008 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 FEBRUARY 21, 2008

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 February, 2008

6.1.1 Approval of Warrants

General Fund	\$1,090,174.14
Child Care Fund	\$2,395.16
Capital Outlay Projects Fund	\$33,931.55
NVC Bldg. Fund/Series B (BOND)	\$768,700.78

6.1.2 Approval of Total Gross Payroll \$2,385,401.95

6.2 Approval of Personnel Assignments Dated Mar 6, 2008

6.3 Ratification of Revision of Superintendent/President's Contract

It is recommended that the Board of Trustees approve the superintendent/president's contract as revised through December 31, 2011.

6.4 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 75R and 99 as given in attached Proposed Change Order Log dated March 3, 2009. The net increase for these proposed change orders is \$3,756.00 See backup pages 8 through 16.

6.5 Proposed Change Orders – Performing Arts Center Increment I – North Site Development

It is recommended that the Board of Trustees ratify acceptance of O. J. Jones & Sons, Inc. proposed change order number 37R and 38, as given in attached Change Order Log dated March 3, 2008. The net increase for this change order is \$93,808.56. See backup pages 17 through 19.

6.6 Proposed Change Orders – Wine Storage Building

It is recommended that the Board of Trustees ratify acceptance of McCrary Construction Company, Inc. proposed change order number 19, as given in attached Proposed Change Order Log dated March 3, 2008. The net increase for this proposed change order is \$260.00. See backup pages 20 – 22.

6.7 Proposed Change Orders – Baseball/softball Dugouts

It is recommended that the Board of Trustees ratify acceptance of Ridgeview Builders, Inc. proposed change order number 7, as given in attached Proposed Change Order Log dated March 3, 2008. The net increase for this proposed change order is \$20,172.68. See backup pages 23.

6.8 Approval of Agreement with Credentials, Inc.

It is recommended that the Board of Trustees approve and agreement with Credentials, Inc. to provide an automated software interface for the retrieval, logging and production of transactions offered by Credentials, Inc. for the institution. The college currently has an agreement with Credentials, Inc. to provide transcripts and attendance verification. This agreement will add the interface. The term of this agreement is three years from the effective date. The cost of the agreement is the software maintenance fee of \$125 per month. Some or all of this cost could be offset by increased system utilization generation increased revenue sharing.

6.9 Approval of Agreement with Heartland Hospice.

It is recommended that the Board of Trustees approve an agreement with Heartland Hospice to provide facilities for clinical experience for NVC students in the nursing, psychiatric technician and respiratory therapy programs. This is a no cost agreement is it will commence upon approval.

6.10 Approval of Agreement with Humboldt State University Sponsored Programs Foundation

It is recommended that the Board of Trustees approve an agreement with Humboldt State University Sponsored Programs Foundation, Agreement Number 8-603001-0065-03 for the continuation of the Small Business Administration sponsored program in support of the Small Business Development Center. The term of the contract is January 1, 2008 through December 31, 2008. The total amount of the grant is \$70,000.

6.11 Approval of Final Academic Personnel Status Document for Academic Year 2008 - 2009

This is the final annual, routine approval of the status document that lists each academic employee by contract status, salary step, and anniversary date. The document recommended for approval is printed on backup page 24 through 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 ACTION ITEMS

8.1 Acceptance of Final Certified Results of the February 5, 2008 General Obligation Bond Election

John Tuteur, Napa County Registrar of Voters, will present the final certified results of the February 5, 2008, General Obligation Bond Election. See backup pages 28 through 35.

Recommendation: It is recommended that the Board of Trustees accept the final certified results of the February 5, 2008, General Obligation Bond Election.

8.2 Approval of Credit Curriculum, Spring, 2008

Many changes to the curriculum have been made during the Spring, 2008, semester. Those changes have been carefully reviewed and approved by each appropriate division, division chairperson, and the Curriculum Committee. The Academic Senate and the District have reached mutual agreement on those changes and recommend them for approval. The curriculum packet for Spring, 2008, is available in the President's Office.

Recommendation: It is recommended that the Board of Trustees approve the changes to the credit curriculum for Spring, 2008.

8.3 Approval of Academic Calendar for 2008 – 2009

The proposed academic calendar has been established to coincide with the semester break scheduled by Napa Valley Unified School District. The calendar has been agreed upon in a memo of understanding with the Faculty Association. See backup pages 36 and 37.

Recommendation: It is recommended that the Board of Trustees approve the proposed academic calendar.

8.4 Approval of Agreement with New Level Group

The college is partnering with Santa Rosa Junior College and several local organizations,

Including the Gasser Foundation and the Workforce Investment Board to present the first Napa Valley College Green Technology Summit planned for June, 2008.

The college hopes to establish working relationships with all the green technology industry leaders in wine, agriculture, hospitality, energy and construction and helps everyone develop a better understanding of what green technology and workforce needs are now, and what they are expected to be in the future. In addition, the summit will help to raise awareness about NVC's role in the future of green technology.

The events will be supported by a Bay Area regional Collaborative Tech Prep grant. New Level Group will provide conference production services for the entire event, including program development, speaker selection, revenue selection and support on the day of the event. The total fee will be \$8,000.

Recommendation: It is recommended that the Board of Trustees approve an agreement with New Level Group for a total fee of \$8,000.

8.5 **Approval of Resolution Related to Issuance and Sale of 2008 – 2009 Tax and Revenue Anticipation Notes**

For the past several years, the District has issued tax and revenue anticipation notes (TRANS) to provide cash flow until property taxes and other revenues are received. The projected cash for 2008 – 2009 will again require issuance of TRANS to meet our ongoing obligations. The notes must be repaid before the end of the fiscal year 2008 – 2009. The TRANS will be issued through a statewide financial program sponsored by the Community College League of California.

The resolution (to be distributed at the meeting) authorizes the issuance by the District of tax and revenue anticipation notes (TRANS) in an amount not to exceed \$5,000,000. The resolution authorizes the Superintendent/President or Vice President, Business and Finance to sign financing documentation in connection with the issuance of TRANS. The resolution appoints the law firm of Stradling, Yocca, Carlson and Rauth as bond counsel to the District. Stradling is a regional law firm that specializes in municipal bond law.

Recommendation: It is recommended that the Board of Trustees approve a Resolution Related to Issuance and Sale of 2008 – 2009 Tax and Revenue Anticipation Notes.

8.6 **One Work Place L. Ferrari Life Science Furniture Proposal Acceptance**

One work Place L. Ferrari of San Francisco submitted a proposal to provide and install furniture in the new Life Science Building offices and labs. Installation work is subject to prevailing wage. One Work Place L. Ferrari was the successful vendor during the District's RFP and furniture standardization process.

Recommendation: It is recommended that the Board of Trustees authorize acceptance of the proposal for One Work Place L. Ferrari for \$146,558.60.

8.7 **Performing Arts Center Bid Award**

Bids were opened on February 28, 2008 for the new Instructional Center for the Performing

Arts Building. The project will build a new 45,616 assignable square foot building to house a 500-seat theater, black box theater, and music and vocal labs and practice rooms. The project also includes reconstruction of the north parking lot, Lot A. Broward Brothers, Inc. of Woodland, CA submitted the lowest response bid of \$31,500,00.

Recommendation: It is recommended that the Board of Trustees award the Performing Arts Center Increment II Project to Broward Brothers, Inc. of Woodland for \$31,500,000.

8.8 Transit Mall Parking Lot Bid Award

This project includes construction of a new transit shelter on Diemer Drive, pedestrian path, and parking lot elements such as lighting, hardscape and landscaping. This project will improve bus circulation on campus and provide a shelter for students and staff using public transit. Bids will be opened on March 6, 2008 at 2:00 p.m.

Recommendation: It is recommended that the Board of Trustees award the Transit Mall Parking Lot B Project to the lowest responsive bidder as presented.

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

9.1 **Superintendent/President's Report**

9.2 **Reports from Board Members**

10.0 **ADJOURNMENT**