Napa Valley Community College District

THE REGULAR MEETING OF THE BOARD OF TRUSTEES

April 10, 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 RECOGNITION OF CLASSIFIED PROFESSIONALS
As part of Classified Professionals Week being celebrated at Napa Valley College during the week of April 7 – 11, the board will honor classified staff who have been hired since the beginning of 2007. They have been invited, along with their supervisors, to attend the board meeting to be introduced to the Napa Valley College Board of Trustees. The board will also honor classified staff who have reached 20 years of service to Napa Valley College.

3.0 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, 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 EMPLOYMENT
1) Construction Project Coordinator (1.0 FTE)

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

4.1 Roll Call

4.2 Pledge of Allegiance
4.3 **Introduction of Visitors, Guests, and New Staff**

4.4 **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.*

4.5 **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.

4.6 **Announcement of Future Meetings**
- May 8, 2008 Regular Meeting
- June 12, 2008 Regular Meeting (Upper Valley Campus)
- July, 2008 TBA
- August 14, 2008

5.0 **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.

6.0 **APPROVAL OF MINUTES OF MARCH 13, 2008**
See backup pages 1 through 8.

7.0 **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.

7.1 **Ratification of Financial Documents for March, 2008**

7.1.1 **Approval of Warrants**
- General Fund $1,102,779.32
- Child Care Fund $21,643.12
- Capital Outlay Projects Fund $11,873.06
- NVC Bldg. Fund/Series B (BOND) $676,881.94

7.1.2 **Approval of Total Gross Payroll** $2,614,418.74

7.2 **Approval of Personnel Assignments Dated Mar April 3, 2008**

7.3 **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 111, 116, 120, and 122 as given in attached Proposed Change Order Log dated March 31, 2008. The net CREDIT for these proposed change orders is ($3,953.00). See backup pages 9 through 17.

7.4 **Performing Arts Center Increment I and II (PAC)**
It is recommended that the Board of Trustees ratify acceptance of Division of State Architect (DSA) plan check fees paid to date for this project totaling $139,450.00.

7.5 **Library and Learning Resource Center (LLRC)**
It is recommended that the Board of Trustees ratify acceptance of Division of State Architect (DSA) plan check fees paid to date for this project totaling $157,300.
It is recommended that the Board of Trustees ratify acceptance of California Community Colleges Chancellor’s Office plan check fees for this project totaling $92,000.00.

7.6 **Approval of Agreement with Napa Valley Unified School District for Supplemental Services**
It is recommended that the Board of Trustees approve an agreement with the Napa Valley Unified School district whereby Napa Valley college assists Napa Valley Unified School district in providing supplemental students services at selected sites. These include activities related to the Educational Talent Search Program, the Upward Bound Program and Technology Services. The term of the agreement is from September 1, 2007 through August 31, 2009. There is no cost to either party.

7.7 **Approval of Agreement with the Regents of the University of California for an Environmental Leadership Pathway Program**
It is recommended that the Board of Trustees approve an agreement with the Regents of the University of California for an Environmental Leadership Pathway Program. The NVC-MESA program will recruit participants for the ELP Program. The Program is designed to serve groups that are underrepresented in the scientific environmental fields. Students will be paid a stipend to participate in the program and will make weekly trips to UC Berkeley to participate in sponsored activities. The total grant award is $73,139. The term is from October 1, 2007 through September 30, 2008.

7.8 **Approval of Agreement with Crestwood Healing Center for Health Occupations Students**
It is recommended that the Board of Trustees approve an agreement with the Crestwood Healing Center for Health Occupations students to participate in educational caring activities for clinical experience. The agreement started March 18, 2008 and continues until terminated. There are no costs.

7.9 **Approval of Agreement with Laurel Creek Health Center**
It is recommended that the Board of Trustees approve an agreement with Laurel Creek Health Center at Paradise Valley Estates for health occupations students to participate in educational learning activities for clinical experience. The agreement starts April 1, 2008 and continues until terminated. There are no costs.

7.10 **Agreement with Migrant Education Regional II/Area I for Providing Internships**
It is recommended that the Board of Trustees approve and agreement with Migrant Education Region II/Area I for the purpose or providing internships to eligible students in the Human Services Program. The agreement starts on April 10, 1008 and continues until terminated. There are no costs.
8.0 CONSTITUENT GROUP REPORTS
- Academic Senate Report
- Faculty Association Report
- Classified Association Report
- Classified Senate Report
- Administrative Senate Report
- Associated Student Body Report

9.0 INFORMATION ITEMS

9.1 Update on Sonoma State University Liberal Studies on the Napa Valley College Campus
Sandra Harrison Feldman, coordinator of the Sonoma State University Liberal Studies Program that is held on the Napa Valley College campus, will provide an update on the program.

9.2 Report from Exchange Student from Launceston, Tasmania, Australia
Vanessa Vanderpols, exchange student from Launceston, Tasmania, Australia will report on her experience this semester at Napa Valley College.

10.0 ACTION ITEMS

10.1 Acceptance of Fiscal Year 2006 – 2007 Single Year Audit Report
A representative of Mason and Isom Accountancy Corporation, the District’s current auditors, will be present to answer questions about the fiscal year 2006 – 2007 single year audit. The board’s Audit Committee met with the auditors during March 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 2006 – 2007 Single Year Audit Report.

10.2 Approval of Division Chair Election, Counseling Division
The Counseling Division is holding an election for an interim division chair. The results of the election will be presented at the meeting, and a recommendation will be made at that time.

10.3 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.

Recommendation: It is recommended that the Board of Trustees approve the slate of candidates for the CCCT election, as recommended.
10.4 Approval of Revision of Board Policy D1130, Equal Employment and Educational Opportunities and Unlawful Discrimination
Based on an advisory from the California Community College Chancellor’s Office, revisions to Board Policy 1130, Equal Employment and Educational Opportunities and Unlawful Discrimination, are being recommended. The proposed revisions have been reviewed by the constituent groups who have approved all of the recommended changes. Legal counsel has also reviewed the revisions. See backup pages 18 and 19.

**Recommendation:** It is recommended that the Board of Trustees adopt and approve the recommended revisions to Board Policy D1130.

10.5 Acceptance of Proposal from Kurt Hirtzer Inspection Services
Kurt Hirtzer Inspection Services of Healdsburg, CA submitted a proposal to provide the professional service of certified Inspector of Record for the new Instructional Center for the Performing Arts building project and the Transit Mall Parking Lot B project.

**Recommendation:** It is recommended that the Board of Trustees authorize acceptance of the proposal from Kurt Hirtzer Inspection Services for $472,500.00.

10.6 Acceptance of Proposal from Signet Testing Labs
Signet Testing Lab of Cotati, CA submitted a proposal to provide materials and testing construction inspection services for the Instructional Center for the Performing Arts building project in response to a Request for Proposal advertised by the District.

**Recommendation:** It is recommended that the Board of Trustees authorize acceptance of the proposal from Signet Testing Labs for $199,336.00.

10.7 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 34, 35, 40 and 41, as given in attached Change Order Log dated March 31, 2008. The net increase for this change order is $188,760.27 (project interface coordination: $94,692.79, soft subgrades: $87,834.88). See backup pages 20 through 23.

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

11.1 Superintendent/President’s Report
11.2  **Staff Reports**  
Dean, Human Resources  
Vice President, Business and Finance  
Vice President, Student Services  
Vice President, Instruction

11.3  **Reports from Board Members**

12.0  **FUTURE AGENDA ITEMS**

12.1  **Campus Police Update**  
Brenda Knight brought to the board’s attention that the board would like an update on the change in police firearms training and protection. The board will schedule this with input on the suggested time and information desired.

12.2  **Update on Mitigation Efforts for Softball and Baseball Fields**  
Steve Reinbolt brought to the board’s attention its prior interest in results of the mitigation efforts to address problems with the fields in wet weather. The board will schedule this with input on the suggested time and information desired.

12.3  **Update on the Criminal Justice Training Program**  
Michael Baldini and Bruce Ketron have expressed interest in hearing from Greg Miraglia about the Criminal Justice Training Program. The board will schedule this with input on the suggested time and information desired.

13.0  **ADJOURNMENT**