

Napa Valley Community College District

THE REGULAR MEETING OF THE BOARD OF TRUSTEES

August 14, 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

Regular meetings of the Napa Valley Community College District Board of Trustees are held the second Thursday of each month. Special meetings may be called by the president of the board, by the board at a regular meeting or by the president of the board at the request of a majority of the board members. The agenda is mailed to trustees, the news media, legal counsel, college administration, and heads of college constituent groups; it is also posted on campus and at the Upper Valley Campus. All regular and special meetings are open to the public, whose interest is encouraged and appreciated. The district adheres to the Americans with Disabilities Act. In compliance with Government code section 54954.2 (a) Napa Valley College will, on request, make this agenda available in appropriate alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the President's Office, 2277 Napa Vallejo Highway, Napa, California, (707) 253-3365.

In addition to time provided for public comments under Roll Call, any member of the audience wishing to address the board regarding an agenda item should go to the podium when the item is under consideration and, after being recognized by the Board President, give his/her name and address and state any comments or questions. To give all interested parties an opportunity to speak, comments should be brief and be limited to the specific subject under discussion. Time shall be limited at the discretion of the President of the Board of Trustees.

Items marked with an asterisk (*) require a roll call vote. Any member of the board may request a roll call vote on any item.

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 EMPLOYMENT, Approval/Ratification of Full-Time Employment

- 1) Child and Family Studies Instructor (Full-time, temporary leave replacement for 2008 – 2009)

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT, Approval/Ratification of Full-Time Employment

- 1) Child Care Specialist I (1.0 FTE) – 3 positions
- 2) Child Care Food Program Assistant – (1.0 FTE)
- 3) Child Development Center Program Specialist (1.0 FTE)
- 4) Instructional Assistant III, Chemistry (1.0 FTE)
- 5) Instructional Assistant III, Diagnostic Learning Services (.875 FTE) – 2 positions
- 6) Secretary III, Student Support Services (1.0 FTE)

With respect to every item of business to be discussed in closed session pursuant to Section 54956.95, LIABILITY CLAIMS

Claimant: Jennifer Carlin

Agency Claimed Against: Napa Valley Community College District

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT, Approval of 2008 Reclassification Recommendations for Classified Staff

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

- 1) Evaluation of Superintendent/President

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.

35 **Adoption of Current Agenda**

Items will be heard following 4.0 (Public Comments). Other items may be moved, at the discretion of the board president.

3.7 **Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session) September 11, 2008**

October 9, 2008 (in American Canyon, rescheduled from the September meeting)
November 13, 2008
December 11, 2008

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

5.1 **Minutes of July 17, 1008** will be included in the September packet.

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 June, 2008

6.1.1 Approval of Warrants

General Fund	\$1,150,766.73
Child Care Fund	\$3,996.65
Capital Outlay Projects Fund	\$18,420.80
NVC Bldg. Fund/Series B (BOND)	\$1,527,031.75

6.1.2 Approval of Total Gross Payroll \$2,407,016.30

6.2 Approval of Personnel Assignments Dated August 10, 2008

6.3 Approval of Agreement with Santa Rosa Junior College for Career and Technical Education

It is recommended that the Board of Trustees approve an agreement with Santa Rosa Junior College (SRJC) for Career and Technical Education. This agreement will be supported by a grant from the Chancellor's Office of the California Community Colleges to SRJC. The grant is a CTE collaborative for the North Bay, including Sonoma, Napa and Marin Counties. The grant will establish a career development continuum based upon the industry standards of the art, media, and entertainment sectors. The term of the grant is from July 1, 2008 through December 31, 2009. The amount of the subcontract will be \$179,598. The cooperative agreement numbers applicable to this award are 07-0170,07-0171 and 07-0170A.

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 **Student Life Update**

Student Life Coordinator Victoria Estrella will present the Annual Report of Student Life for the 2007 – 2008 academic year.

8.2 **Student Participation in Division Chair Meetings**

Associated Student Body Senators have asked that they be allowed to attend division chair meetings in order to fully participate in the shared governance process. In response, Academic Senate President Dianna Chiabotti outlined a process for student attendance at specified meetings to discuss appropriate topics. See backup page x. ASB Senators have asked that this item be placed on the agenda for discussion and input from board members.

8.3 **Outreach Master Plan**

Vice President, Instruction Oscar De Haro will provide an update on the activities of the Outreach Committee during the 2007 – 2008 academic year. He will also share a copy of the current Outreach Master Plan.

8.4 **Update on State Budget**

Scott Miller will provide a brief update on the State budget.

8.5 **Update on Bicycle Path to the College**

Dan TerAvest will give a brief update on the status of the bicycle path to the college.

8.6 **Compensation for Board Members**

At a previous board meeting, trustees discussed the amount of compensation they receive for attendance at board meetings. At its last meeting, board members agreed that the topic should be placed on a future agenda.

8.7 **Supporting a Diverse and Inclusive Campus Community**

As part of its ongoing commitment to celebrate diversity and support inclusivity on the Napa Valley College campus, the college worked with a consultant during the Spring, 2008, semester. The goal of that work was to review the Diversity Plan and Recommendations approved by the board in 2001 and to identify additional initiatives related to diversity and inclusivity. Thomas Brown, managing principal consultant of Thomas Brown & Associates, LLC, has prepared a report, “Supporting the Strategic Development of a Diverse and Inclusive Campus Community at Napa Valley College.” Copies have been mailed to the board and are available in the President’s Office.

9.0 ACTION ITEMS

9.1 **Kurt Hirtzer Inspection Services Proposal Acceptance**

Kurt Hirtzer Inspection Services of Healdsburg, CA submitted a proposal to provide the professional service of certified Inspector of Record for the new North Gym/Fieldhouse project. This proposal will cover the next 14 months of construction and provide for one (1) full-time inspector.

Recommendation: It is recommended that the Board of Trustees authorize acceptance of the proposal from Kurt Hirtzer Inspection Services for \$73,760.00.

9.2 **Materials Testing & Inspection Services – North Gym**

Signet Testing Lab of Cotati, CA submitted a proposal to provide Materials Testing and Construction Inspection Services for the North Gym (aka Fieldhouse) project.

Recommendation: It is recommended that the Board of Trustees authorize acceptance of the proposal from Signet Testing Labs for \$118,537.00.

9.3 **Approval of Agreement with TLCD Architecture for Design Services for the Mechanical Penthouses Project**

It is recommended that the Board of Trustees approve an agreement with TLCD Architecture for design services related to connecting existing buildings to the Central Chiller Water Plant. The project includes replacing mechanical penthouses and HVAC units on buildings 900, 1100, 1300, 1400, 1500, and 1600. In order to complete the work over the summer of 2009, design will need to begin immediately. The contract will include design services from design development through construction administration. A formal estimate of construction costs will be provided at mid-point of design and will verify the project budget. The not-to-exceed fee for these services is \$277,900.00, which is approximately 10% of the construction estimate and appropriate to a modernization project.

Recommendation: It is recommended that the Board of Trustees approve an agreement with TLCD Architecture for \$277,900.00.

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

10.1 **Staff Reports**

Dean, Human Resources
Vice President, Business and Finance
Vice President, Student Services
Vice President, Instruction

10.2 **Superintendent/President's Report**

10.3 **Reports from Board Members**

11.0 **FUTURE AGENDA ITEMS**

11.1 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.

Matt Christensen, Director of Facilities, is working with a civil engineer on the drainage of the baseball field. The report from the engineer should be completed in time for the September board meeting, at which time Matt Christensen will make a presentation to the board on recommendations and possible estimates.

11.2 Development of College Property on Corner of Soscol and Imola

11.3 Update on Solar Energy Savings

12.0 ADJOURNMENT