Napa Valley Community College District

THE REGULAR MEETING OF THE BOARD OF TRUSTEES
September 11, 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 Care Specialist I (1.0 FTE)
2) Instructional Assistant III, DLS (.875 FTE)
3) Instructional Assistant III, DDGT (.50 FTE)
4) Secretary IV, Counseling (1.0 FTE)
5) Child Care Specialist I (1.0 FTE)

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.

3.5 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.

3.6 Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session)
   October 9, 2008, American Canyon
   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, 2008 See backup pages 1 through 12
   5.2 Minutes of August 14, 2008 See backup pages 13 - 19

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, 2008
   6.1.1 Approval of Warrants
       General Fund $1,302,427.25
       Child Care Fund $1,086.96
       Capital Outlay Projects Fund $53,036.57
       NVC Bldg. Fund/Series B (BOND) $2,662,266.45
6.1.2 Approval of Total Gross Payroll $2,345,718.19

6.2 Approval of Personnel Assignments Dated September 3, 2008

6.3 Approval of Agreement with Redwood Regional Medical Group for Clinical Experience

It is recommended that the Board of Trustees approve an agreement with Redwood Regional Medical Group for Napa Valley College Health Occupations students to receive experience in clinical settings available through Redwood Regional Medical Group. The agreement would start September 1, 2008 and would continue until terminated by either party. There is no cost to either party as a result of this agreement.

6.4 Proposed Change Orders – Library and Learning Resource Center

It is recommended that the Board of Trustees ratify acceptance of Edge Development, Inc. proposed change orders numbered 2R, 3R, 6R1 and 7 as given in attached Proposed Change Order Log dated August 29, 2008. The net increase for these proposed change orders is $77,316.00. See backup page 20.

6.5 Proposed Change Orders – Instructional Center for the Performing Arts

It is recommended that the Board of Trustees ratify acceptance of Broward Brothers, Inc. Proposed Change Order Log dated August 29, 2008. The net increase for these proposed change orders is $10,350.00. See backup page 21.

6.6 Proposed Change Orders – Transit Mall Parking Lot B Improvements

It is recommended that the Board of Trustees ratify acceptance of O.C. Jones and Sons, Inc. Proposed Change Order Log dated August 29, 2008. The net increase for these proposed change orders is $8,599.53. See backup page 22.

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 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. See backup pages 23 and 24.

8.2 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.
8.3 **Napa Valley Police Department Annual Report**
The Napa Valley Police Department Annual Report provides a summary of its activity, accomplishments, and challenges. Copies are available in the President’s Office.

8.4 **Accreditation Self-Study Update**
Mary Shea and Judie Walter-Burke will provide an update on the Accreditation Self Study process.

8.5 **California Uniform Cost Construction Act**
Staff will present information regarding the California Uniform Cost Construction Act. Many districts that have bonds have found this act to be very helpful in maintaining steady work for projects. There are three major benefits to the Act:

1) The bid limit for construction when issuing a contract or purchase order goes from $15,000 to $30,000.
2) Informal bidding up to $125,000 is allowed without the normal posting in a newspaper and waiting for formal board approval.
3) If the District does not receive any responses to a bid using these procedures, the District can negotiate a contract with these guidelines without additional bidding.

A suggested Board policy and a suggested resolution regarding this proposal are included on backup pages 25 and 26.

8.6 **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 27. ASB Senators have asked that this item be placed on the agenda for discussion and input from board members.

8.7 **Outreach Master Plan**
Vice President, Student Services Oscar De Haro and Dean, Admissions and Records Beth Hauscarriague 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.

8.8 **Fall Advertising**
Community Relations Officer Betty Malmgren will give a short report on Fall advertising, including new college brochure revision, and show the cable TV ad and the new college DVD.

9.0 **ACTION ITEMS**

9.1 **Approval of Agreement with Stop the Hate, Campus Pride, Inc.**
It is recommended that the Board of Trustees approve an agreement with Stop the Hate, Campus Pride, Inc. regarding national program coordination. The agreement names Greg Miraglia as the national program coordinator for the Stop the Hate Program. Stop the Hate is an educational program for bias and hate crime prevention efforts at colleges and universities. The term of the agreement will be from September 1, 2008 to June 30, 2010. Stop the Hate will pay $1,000 per 3-day workshop and $250 per one-day seminar.

9.2 Adoption of 2008 – 2009 Final Budget

9.2.1 Public Hearing on the 2008 – 2009 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 10, 2008.

9.2.2 Adoption of the 2008 - 2009 Final Budget
The proposed 2008 – 2009 Final Budget will be distributed to trustees, budget center managers, and constituent group presidents. The plan and budget were developed by the Planning and Budget Committee and were reviewed in various drafts at several forums on campus.

Recommendation: It is recommended that the Board of Trustees adopt the 2008 – 2009 Final Budget.

9.3 Substantive Change Proposal for Community Colleges
The Accrediting Commission for Community and Junior Colleges requires that changes to a member institution that are substantive be evaluated and approved to ensure that they meet accreditation standards. A Substantive Change Proposal is required where there is a change in the mode of delivery of courses that represents a significant departure from current practice. Last year, NVC added online courses so that the courses constituting 50% or more of a program are offered at a distance or through electronic delivery. The Board of Trustees has already approved each of these individual courses. However, before the substantive Change Proposal can be submitted, the Board of Trustees must approve the establishment of online degrees. The A.S. degree programs included in the Substantive Change Proposal are Administration of Justice, Business, and Hospitality and Tourism Management. Erik Shearer and Greg Miraglia will join Sue Nelson to provide an update on distance education at Napa Valley College.

Recommendation: It is recommended that the Board of Trustees approve the establishment of online degrees, including Administration of Justice, Business, and Hospitality and Tourism Management.

9.4 Ceramics Building Project Bid Award
Bids were opened in public on September 4, 2008 for this project to construct a new Ceramics Building adjacent to the existing Art Center, Building 3700. The project also includes an extension of chill water and other infrastructure to the south campus and Art Center.

**Recommendation:** It is recommended that the Board of Trustees award the bid to for the Ceramics Building to the lowest responsible bidder as presented.

9.5 **College Computer Network Upgrades**

The current computer network was installed almost ten years ago. The network has received all necessary maintenance but very little of the equipment has been replaced or upgraded over that time. All of the equipment has exceeded its normal service life. Much of the equipment has reached a lifecycle point where the manufacturer will no longer support it. The current hardware switches and routers need to be replaced, and the system needs to be expanded to support the new Life Sciences Building and the other new buildings that will be opening over the next few years.

The network platform is currently based on Cisco equipment, and in order for the system to continue operating correctly the current equipment must be replaced with Cisco equipment. The District has received a legal opinion designating CISCO as a sole source vendor for this equipment.

The best pricing for this equipment is through a state bid (CALNET) for equipment. AT&T was the low bid provider on this bid so the college can actually purchase the equipment more economically through this bid than by purchasing from Cisco directly. The total cost of this purchase is $1,187,141, based on a five-year lease purchase agreement through AT&T. The board has approved using $500,000 of bond funds designated for network upgrades for this purpose. The balance will come from the general fund. The actual cost may be less because the bond funds may be used to make a larger initial payment so the interest payments will be less.

**Recommendation:** It is recommended that the Board of Trustees approved a purchase order with AT & T Capital Services, Inc. for Cisco networking equipment for $1,187,141.

9.6 **Compensation for Board Members**

At a previous board meeting, trustees discussed the level 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 for action.

**Recommendation:** It is recommended that the Board of Trustees set and approve trustee compensation.

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 Development of College Property on Corner of Soscol and Imola

11.2 Update on Solar Energy Savings

11.3 Development of Armory Project

12.0 ADJOURNMENT