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: NVCF/CTA/NEA
Name of agency negotiators: Scott Miller, Laura Ecklin, Judie Walter-Burke
Name of organization representing employees: NV-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) Secretary III, Student Support Services (1.0 FTE)
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

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

3.6 Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session)

November 13, 2008
December 11, 2008 (American Canyon)

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 11, 2008 (See backup pages 1 – 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 September, 2008

6.1.1 Approval of Warrants

General Fund $1,116,204.33
Child Care Fund $6,338.32
Capital Outlay Projects Fund $35,673.24
NVC Bldg. Fund/Serial B (BOND) $2,356,441.26

6.1.2 Approval of Total Gross Payroll $2,568,729.70

6.2 Approval of Personnel Assignments Dated October 2, 2008

6.3 Approval of Agreement with Three Angels Children and Family Services
It is recommended that the Board of Trustees approve an agreement with Three Angels Children and Family Services for the purpose of providing internships to eligible students in the Human Services Program. The term of the agreement is from July 1, 2008 until terminated by either party. There are no financial obligations for either party.

6.4 **Approval of Agreement with Solano County Office of Education**

It is recommended that the Board of Trustees approve an agreement with Solano County Office of Education regarding student nurses participating in learning activities that include health care delivery and health promotion opportunities. The term of the agreement is from October 1, 2008 until terminated by either party. There are no financial obligations for either party.

6.5 **Approval of Agreement with Tour Resource Consultants for an International Education Spanish Language Program**

It is recommended that the Board of Trustees approve an agreement with Tour Resource Consultants for a Spanish Language Program in Playa Del Carmen, Mexico for June 15, 2009 through July 18, 2009. The price per student ranges from $2,495 per student if 12 – 14 students participate to $2,400 per student if 20 – 24 students participate. The board previously approved this international education course.

6.6 **Approval of Agreement with Tour Resource Consultants for an International Education Anthropology Program**

It is recommended that the Board of Trustees approve an agreement with Tour Resource Consultants for an anthropology program in Playa Del Carmen, Mexico from June 15, 2009 through July 9, 2009. The price per student ranges from $2,280 per student for 12-14 students to $2,185 for 20 – 24 students.

6.7 **Approval of Agreement with Accent International for an International Education French Language Program**

It is recommended that the Board of Trustees approve an agreement with Accent International for a French language program at the Sorbonne in Paris, France from June 30, 2009 through August 1, 2009. The price per student ranges from $3,450 per student for 15 – 19 students to $3,330 per student for 25 or more students.

6.8 **Ratification of the Notice of Completion and Acceptance of Project as Complete -- Life Sciences Building**

The project to construct the Life Sciences Building is complete. A Notice of Completion was filed with the County Recorder on August 27, 2008.

6.9 **Approval of Salary Advancement Projects 2008 – 2009**

The District provides opportunities for salary advancements as an expression of its commitment to reward improved competence and/or performance of its certificated staff. Criteria are stated in order to define conditions that must be met for the approval of a salary advancement request proposal. See backup pages 8 and 9.

6.10 **Proposed Change Orders – Library & Learning Resource Center**

The Board of Trustees ratified acceptance of Edge Development, Inc. proposed change
orders numbered 9R1, 12R1 and 13 as given in attached Proposed Change Order Log dated September 26, 2008. The net increase for these proposed change orders is $26,143.00. See backup pages 10 through 12.

6.11 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 orders numbered 9R and 12 as given in attached Proposed Change Order Log dated September 26, 2008. The net increase for these proposed change orders is $12,774.22. See backup pages 13 and 14.

6.12 Approval of Agreement with Yosemite Community College District, Child Development Training Consortium

It is recommended that the Board of Trustees an agreement with the Yosemite Community College District, Child Development Training Consortium. The agreement stipulates that Napa Valley College will provide students with courses required by the California Commission on Teacher Credentialing to obtain a new or renew a currently held Child Development Permit. The term of the agreement is from September 1, 2008 to June 30, 2009. The maximum payment to NVC for this agreement is $13,750. Payment is based on the number of units of college credit completed.

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 Disaster Preparedness

National Incident Management System (NIMS – Federal) and Standardized Emergency Management System (SEMS- State) establishes standardized incident management processes, protocols, and procedures for all levels of government, including the college. With responders using the same standardized procedures, they will all share a common focus and will be able to place full emphasis on incident management when a homeland security incident or natural disaster occurs. The training required of elected officials takes approximately four hours to complete.

Chief, Campus Police Ken Arnold will outline possibilities for board training, which must at be four hours in length. The board may schedule a future board training.

9.0 ACTION ITEMS

9.0 Approval of Resolution of the Napa Valley Community College District Declaring an
**Emergency Pursuant to the Public Contract Code Section 20654**

Public Contract Code (section 20654) allows that, in the case of emergency repairs and with the approval of the County Superintendent of Schools, a community college may contract for goods and services in excess of $15,000 without soliciting bids.

Matt Christensen, Director of Facilities Services, will present information on a water main rupture that occurred on September 13, 2008 at the Library and Learning Resource Center construction site. The break resulted in a significant water intrusion into the lower level of the Physical Sciences Building 1800. Liability for the water main break, and resulting damage, has been accepted by Edge Development, the general contractor for the LLRC.

The exact value of contracts let for the remediation and replacement equipment will not be known until all estimates and invoices have been received. Some portions of the work will be directly contracted on behalf of the college by the college’s self-insurance administrator, Keenan & Associates, while other portions of the work will be contracted by the college and reimbursed at a later time. One known contract to be executed by Keenan & Associates on behalf of the college will be with American Technologies, Inc., in a not to exceed amount of $250,000 for remediation and repair services.

**Recommendation:** It is recommended that the Board of Trustees adopt a resolution declaring an emergency pursuant to Public Contract Code Section 20654 and authorize staff to contract as needed for necessary remediation, repairs and replacement equipment. See backup pages 15 and 16.

9.1 **Approval of 2009 – 2010 College Planning Priorities**

Each year, the Planning Committee, with input from the President, Vice President, Instruction and Vice President, Student Services, recommends college-wide planning priorities for approval by the Board of Trustees. These priorities are taken from the NVC Strategic Plan. The priorities will be used by budget center managers in developing their unit level plans and budgets for 2009 – 2010.

**Recommendation:** It is recommended that the Board of Trustees approve the 2009 – 2010 College Planning Priorities.

9.2 **Approval of 2009 – 2010 Budget Parameters**

Each year, the Budget Committee reviews, modifies if necessary, and forwards the next year’s budget development parameters/priorities to the college president for approval by the Board of Trustees. No changes other than date changes were recommended this year. See backup pages 17 and 18.

**Recommendation:** It is recommended that the Board of Trustees approve the 2009 – 2010 Budget Parameters/Priorities.

9.3 **Approval of Resolution Regarding the California Uniform Cost Construction Act**

The board was presented with information at the last board meeting regarding the benefits of Provided by the Uniform Cost Construction Act. The three major benefits to the Act are:
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.

The laws establish this act require that a local public agenda adopt a resolution to establish the use of this cost accounting standard, and that the appropriate City Clerk notify the State Controller of the local agencies adoption of this procedure. See backup pages 19 and 20.

**Recommendation:** It is recommended that the Board of Trustees approve the proposed resolution regarding the adoption of the California Uniform Cost Accounting Procedures.

9.4 Approval of Policy Implementing Resolution Adopting the California Uniform Cost Construction Act

The Board of Trustees was presented information regarding the Uniform Cost Construction Act at their September meeting. There is a resolution regarding the adoption of this act on this agenda. If the board approves the resolution and adopted the use of this act, then there needs to be a board policy regarding implementation. The proposed policy is shown on backup page 21.

**Recommendation:** It is recommended that the Board of Trustees approve the board policy as shown on backup page x.

9.5 Approval of New Board Policies

The policy and procedures service subscription service to which the college subscribes has Recommended the following new board policies to be current with accreditation standards and other legal practices.

BP 2432 CEO Succession
BP 2610 Presentation of Initial Collective Bargaining Proposals
BP 3200 Accreditation
BP 3505 Emergency Response Plan
BP 5800 Prevention of Identity Theft in Student Financial Transactions
H TBA Administrative/Confidential Personnel Files
H TBA Confidential Staff Development Opportunities
H TBA Voluntary Enrollment of Confidential Employees in College Courses

Policies will be distributed in addendum to backup packet to follow.

**Recommendation:** It is recommended that the Board of Trustees approve the following new policies: BP 2432, BP 2610, BP 3200, BP 3505, BP 580 and the three Human Resources policies, with numbers to be assigned.

9.7 Approval of Revisions of Board Policies

Minor revisions of the previously approved board policies have been recommended by the
Policy and Procedure Service subscribed to by Napa Valley College or have been initiated by the college.

BP 2015 Student Member
BP 2100 Board Elections
BP 2105 Election of Student Members
BP 2200 Board Duties and Responsibilities
BP 2315 Closed Sessions
BP 2350 Speakers
BP 2710 Conflict of Interest
BP 2715 Statement of Ethics and Conduct
BP 2716 Political Activity
BP 2725 Board Member Compensation

H 2412 Evaluation of Administrative/Confidential Personnel
H 2411 Administrative/Confidential Salary Schedule
H 2310 Travel and Professional Growth, Administrative Confidential
H 2420 Administrative Physical Fitness Plan

Policies will be distributed in addendum to backup packet to follow.

**Recommendation:** It is recommended that the Board of Trustees approve the policy revisions noted above: BP 2015, BP 2100, BP 2105, BP 2200, BP 2315, BP 2350, BP 2710, BP 2716, BP 2717, BP 2725, H 2412, H 2411, H 2310, and H 2420.

### 9.8 Deletion of Redundant Board Policies

The following board policies were not formally deleted at the time new policies covering the same material were adopted. They have been replaced by new policies (in parentheses) and are now redundant.

B 8020 Definition of Board of Trustees (BP 2100)
B 8040 Statement of Ethics and Conduct (BP 2715)
B 8050 Administrative Authority in Absence of Governing Board (BP 2430)
B 8210 Time and Place of Meetings (BP 2315 and BP 2320)
B 8220 Agenda (BP 2340)
B 8230 Quorum (BP 2330)
B 8240 Voting (BP 2330)
B 8250 Public and Closed Session (BP 2315)
B 8260 Minutes (BP 2360)
B 2410 Policies (BP 2410)
B 8320 Board Self-Evaluation (BP 2745)
B 8410 Travel and Reimbursement (BP 2725 and BP 2735)

**Recommendation:** It is recommended that the Board of Trustees approve the deletion of the following board policies: B 8020, B 8040, B 8050, B 8210, B 8220, B 8230, B 8250, B 8260, B 2410, B 8320, B 8410, B 8110, B 8130, and B 8240.

### 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/Community Education Building

11.4 Update on Bonding of College Winery and Viticulture and Winery Technology Program

12.0 ADJOURNMENT