Napa Valley Community College District

THE REGULAR MEETING OF THE BOARD OF TRUSTEES

November 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

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, Contract Extension
Vice President, Business and Finance

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
Reduction in Workload Under Education Code Sections 87483 and 22713 for Spring, 2008
With respect to every item of business to be discussed in closed session pursuant to Section 54956.95, LIABILITY CLAIMS
Claimant: David Kallaby
Agency Claimed Against: Napa Valley Community College District and listed employees and agents

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
December 11, 2008 (American Canyon)
January 15, 2009
February 12, 2009
March 12, 2009

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 five-minute presentation.

5.0 APPROVAL OF MINUTES
5.1 Minutes of September 5, 2008 (see backup pages 1 – 4)
5.2 Minutes of October 9, 2008 (see backup pages 5 -13)

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 October, 2008
6.1.1 Approval of Warrants
General Fund $1,297,832.29
Child Care Fund $8,801.72
Capital Outlay Projects Fund $19,752.71
6.1.2 Approval of Total Gross Payroll

6.2 Approval of Personnel Assignments Dated November 6, 2008

6.3 Approval of Emeritus Status for 2008 Faculty Retirees
Bill Blair, Andrew McConnell, and Gary Silva retired after completion of the 2007-2008 academic year and have earned emeritus status and associated privileges. It is recommended that the Board of Trustees approve emeritus status and privileges for Bill Blair, Andrew McConnell, and Gary Silva.

6.4 Proposed Change Orders – Library Learning Resource Center
It is recommended that the Board of Trustees ratify the acceptance of Edge Development, Inc. proposed change orders numbered 4, 5, 33, 36 and 37 as given in attached Proposed Change Order Log dated October 31, 2008. The net increase for these proposed change orders is $31,497.00. See backup pages 14 – 16.

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 orders numbered 8R, 14 and 16 as given in attached Proposed Change Order Log dated October 31, 2008. The net increase for these proposed change orders is $103,445.06. See backup pages 17 and 18.

6.6 Proposed Change Orders – North Gym
It is recommended that the Board of Trustees ratify acceptance of Broward Brothers, Inc. proposed change orders numbered 1 and 2 as given in attached Proposed Change Order Log dated October 31, 2008. The net increase for these proposed change orders is $1,166.24. See backup page 19.

6.7 Approval of Agreement with Sutter Medical Center of Santa Rosa
It is recommended that the Board of Trustees approve an agreement with Sutter Medical Center of Santa Rosa for the purpose of providing health occupations students experience in a variety of clinical settings. The term of the agreement is from November 1, 2008 until terminated by either party. There are no financial obligations for either party.

6.8 Approval of Agreement with Napa Valley Support Services
It is recommended that the Board of Trustees approve an agreement with Napa Valley Support Services for the purpose of providing health occupations students experience in a variety of clinical settings. The term of this agreement is from November 1, 2008 until terminated by either party. There are no financial obligations for either party.

6.9 Approval of Agreement with Healthstream, Inc. for Hospital Student Orientation Training
It is recommended that the Board of Trustees approve an agreement with Healthstream, Inc. for the provision of hospital orientation training courses for nursing students. Currently, a
great number of nursing instructors time is spent orienting student placement to each hospital facility. The college applied for a grant for funding to use standardized training materials that are actually used by the hospital teachers in place of the individual training. Most of the agencies we work with have agreed to accept this training for the students so they do not need to be training at each facility, thereby saving time for the instructor and the students. The term of the agreement is three years from the launch date of the training websites. The total cost is up to $14,837.50 depending on the number of students who participate.

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 Discussion of Process to Seek Community Input for Development of College Property
At its meeting of October 9, 2008, the board discussed its interest in agendizing an informational item over upcoming months that would allow members of the public to present ideas for development of college property, including the corner of Imola and Soscol, the armory, and the Mt. Veeder property.

As background, Dan TerAvest, Director, Campus Planning and Construction, and Suzanne Reed of Scholl and Colleges Legal Services will present procedures and considerations for development, sale, or lease of the undeveloped college property. The discussion will include the necessary procedural steps to an outright sale, long-term lease, joint use and joint occupancy.

In addition, the board will discuss the parameters of what it considers to be appropriate use of the land. This information will be provided to individuals who express an interest in presenting an idea or a plan at a future board meeting (to be scheduled over approximately the next six months).

8.2 Accreditation Update
Judie Walter-Burke and Mary Shea, accreditation co-chairs, will provide a very brief update on the status of work on the accreditation self-study.

8.3 Napa Sanitation Easement
Dan TerAvest will update the board on the Napa Sanitation Easements. The pipeline providing reclaimed water to the college ballfields is now complete and the easement for that work can be recorded. The 24” pipeline along the highway remains in development and Napa Sanitation District has requested to revive its original plan to place the line in the college vineyard.

8.4 National Incident Management System (NIMS) Training Requirements
The Governor’s Office of Emergency Services (OES) outlines a five-year training plan that went into effect this year. The section on “elected officials” clearly states that elected officials must take a NIMS Executive Course by 2009. At the last board meeting, board members agreed to come to the November board meeting with their calendars in order to select a date for the four-hour training. The board will select a Saturday date at this meeting.

8.5 **Rotation of Board Officers for 2008**

Board Policy B8110: Officers and Duties describes the rotation of board members into officer position. The policy states that “at the November board meeting, board members who have moved into officer position are polled to establish their willingness to serve in the upcoming year. If an individual does not want to serve when his/her name is moved into officer position, his or her name may be held over for subsequent elections, rather than moving to the bottom of the list. Board members reserve the right to nominate candidates to stand for election in addition to those who qualify on the basis of the standard rotational sequence. This nomination process can take place only in an open meeting.”

The rotational sequence as it now stands is JoAnn Busenbark, Charles Meng, Steve Reinbolt, Tom Andrews, Brenda Knight, Michael Baldini, Bruce Ketron. (In 2007, Charles Meng requested that his name be held over for a subsequent election. His name now is replaced in the rotation in the position of vice president, the same position in which he would have served had he not voluntarily removed his name from the rotation.

9.0 **ACTION ITEMS**

9.1 **Approval of an Agreement with Apple, Inc. to Become an Apple Authorized Training Center for Education**

The instructional program has been interested in using the new Apple Mac Computer lab for Apple-authorized training. An Apple Authorized Training Center is a training facility that is authorized by Apple to deliver instructor-led Apple Certification Curriculum training classes to the general public through Apple-certified trainers who have met Apple’s quality standards. The term of the agreement is through June 30, 2009, and it can be extended for additional one-year terms. The only expense will be exams which are $40 each and can be charged to students. John Dota, new full-time photography instructor, will make a brief presentation and answer questions.

**Recommendation:** It is recommended that the Board of Trustees approve an agreement with Apple, Inc. to become an Apple-Authorized Training Center for Education.

9.2 **Approval of Revision to NVC Mission, Vision, and Values Statement**

In preparation for the Accreditation Self Study, the Planning Committee reviewed the NVC Mission, Vision and Values and is recommending revisions to the statements. The committee requested comments from the campus community via email. See backup packet page 20.

9.3 **Approval of Policy Implementing Resolution Adopting the California Uniform Cost Construction Act (Second Reading)**
The Board of Trustees approved this policy on first reading at its October 9, 2008 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 policy was included in the October 9, 2008 board packet, has been distributed again to trustees, and is available in the President’s Office.

**Recommendation:** It is recommended that the Board of Trustees approve the second reading of the above board policies.

### 9.4 Approval of New Board Policies (Second Reading)
The Board of Trustees approved the following policies at its meeting of October 9, 2008.

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<td>5800 Prevention of Identity Theft in Student Financial Transactions</td>
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<td>TBA Voluntary Enrollment of Confidential Employees in College Courses</td>
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Policies were included in the October 9, 2008 board addendum packet, have been distributed again to trustees, and are available in the President’s Office.

**Recommendation:** It is recommended that the Board of Trustees approve the following new policies (second reading): BP 2432, BP 3200, BP 3505, BP 5800 and the three Human Resources policies, with numbers to be assigned.

### 9.5 Approval of Revisions of Board Policies (Second Reading)
Minor revisions of the following board policies were approved at the October 9, 2008 board meeting.

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<td>2105 Election of Student Members</td>
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<td>2200 Board Duties and Responsibilities</td>
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<td>2315 Closed Sessions</td>
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<td>2310 Travel and Professional Growth, Administrative Confidential</td>
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<td>2411 Administrative/Confidential Salary Schedule</td>
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<td>2412 Evaluation of Administrative/Confidential Personnel</td>
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<td>2420 Administrative Physical Fitness Plan</td>
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Policies were included in the October 9, 2008 board packet, have been distributed again to
trustees, and are available in the President’s Office.

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

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 **Board Listening Session**

11.2 **Update on Bonding of College Winery and Viticulture and Winery Technology Program**

11.3 **Board Self-Evaluation**

11.4 **Trustee Orientation**

12.0 **ADJOURNMENT**