Napa Valley Community College District

SPECIAL MEETING OF THE BOARD OF TRUSTEES

August 1, 2009

9:00 a.m. Closed Session
10:00 a.m. Return to Public Session
Room 1340 McPherson Administration Building
Napa Valley College, Napa, California

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 9:00 a.m.

2.0 CLOSED SESSION (9:00 a.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, Employee Evaluation
Evaluation of Superintendent/President

With respect to every item of business to be discussed in closed session pursuant to Section 54957, CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
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
Vice President, Business and Finance (Classified Administrator)

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) Simulation Center Technician (.80 FTE)

3.0 RETURN TO PUBLIC SESSION (10:00 a.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

4.0 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.

4.1 Approval of Personnel Assignments Dated July 23, 2009

5.0 INFORMATION ITEMS

5.1 Update on State Budget
District staff will provide an update on the State budget, review its impact on Napa Valley College, and discuss options that will help shape the Napa Valley College 2009 – 2010 Final Budget.

5.2 Napa Valley College Board of Trustees Self-Evaluation (continued)
As part of the Napa Valley College Board of Trustees Self-Evaluation process begun at its special meeting of February 28, 2009, the board identified priorities for strengthening board functioning. Two broad areas that emerged as areas for growth included: a) communication and clarification of role; and b) continuing education, including training activities to assure compliance and application of best practices.

Laura Ecklin, Dean, Human Resources, facilitated the board’s discussion at its initial self-evaluation session in February and will facilitate this follow-up discussion.
5.3 **Effective Communication with the Media**
In its self-evaluation conducted on February 28, 2009, the board identified effective communication with the media as one of the areas to improve board effectiveness. Betty Malmgren, Napa Valley College Public Relations Officer, will make a presentation on effective communication with the media, explaining such concepts as: news, new media, message, image, and audience. She will review skills related to being a spokesperson, adding value to an interview, sound bites/quotes, and crisis communication management.

6.1 **ACTION ITEMS**

6.1 **Board Compensation and Travel Budget**
At its meeting of June 11, 2009, the board announced out of closed session its intention to review board compensation and the board travel budget at a future meeting in light of the current budget crisis and take appropriate action.

6.2 **Approval of Salary Reduction for Noncredit Faculty**
In response to the significant budget shortfall for 2009 – 2010, the District is recommending that the hourly rate for noncredit instructors be decreased from $38.00 per hour to $36.10, effective fall semester, 2009. The rate of decrease is five (5) percent. Similar reductions will be discussed with other employee groups in accordance with the Educational Employment Relations Act (EERA) and local policy and procedures.

**Recommendation:** It is recommended that the Board of Trustees approve a five (5) per cent salary reduction for non-credit faculty, effective Fall, 2009, resulting in an hourly rate change from $38.00 per hour to $36.10 per hour.

7.0 **ADJOURNMENT**