Napa Valley Community College District

THE REGULAR MEETING OF THE BOARD OF TRUSTEES

September 24, 2009

5:30 p.m. Closed Session
6:30 p.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  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: Kevin Luckey, Laura Ecklin, Faye Smyle
Name of organization representing employees: NVCFA/CTA/NEA
Name of agency negotiators: 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, PUBLIC EMPLOYMENT, Approval/Ratification of Full-Time Employment
1) Associate Dean, Admissions and Records

With respect to every item of business to be discussed in closed session regarding CONSIDERATION OF LIABILITY CLAIM
Claimant: Rico Nel
Agency Claimed Against: Napa Valley Community College District

3.0 RETURN TO PUBLIC SESSION

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)
October 20, 2009 Regular Meeting (rescheduled to coincide with Accreditation Site Visit)
November 12, 2009 Regular Meeting
December 9, 2009, Regular Meeting

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 Approval of Minutes of August 1, 2009 (See backup pages 1 through 6)
5.2 Approval of Minutes of August 13, 2009 (See backup pages 7 through 16)

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

6.1.1 Approval of Warrants for August, 2009
General Fund $1,356,172.74
Child Care Fund $1,327.61
6.1.2 Approval of Total Gross Payroll for August, 2009

$2,232,003.27

6.2 Approval of Personnel Document of September 17, 2009

6.3 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 34R1, 44R2, 53R2, 66R1, 72R1, 74R1, 84, 95R1, 98R1, 100, 106, 111, 120, 122, 126, 127R1, 141, 144, and 145 as given in attached Proposed Change Order Log dated September 11, 2009. The net INCREASE for these proposed change orders is $172,404.00. See backup pages 17 through 26.

Construction Percent Complete: 65%
Contingency on Original Contract: 7%
Actual Contingency Used: 2.37%

6.4 Proposed Change Orders – North Gym
It is recommended that the Board of Trustees ratify acceptance of Broward Buildings, Inc. proposed change orders numbered 12, 14, 15, 17, and 18 given in attached Proposed Change Order Log dated September 11, 2009. The net INCREASE for these proposed change orders is $46,256.26. See backup pages 27 through 29.

Construction Percent Complete: 80%
Contingency on Original Contract: 5%
Actual Contingency Used: 1.4%

6.5 Proposed Change Orders – New Ceramics Building
It is recommended that the Board of Trustees ratify acceptance of SW Allen Construction, Inc. proposed change orders numbered 15R, 17R, 34, 36, 41R, 43, and 45R as given in attached Proposed Change Order Log dated September 11, 2009. The net INCREASE for these proposed change orders is $30,542.00. See backup pages 30 through 33.

Construction Percent Complete: 99%
Contingency on Original Contract: 5%
Actual Contingency Used: 5.48%

6.6 Proposed Change Orders – the Performing Arts Center
It is recommended that the Board of Trustees ratify acceptance of Broward Builders, Inc. proposed change orders numbered 43, 44, 56, 47, and 48 as given in attached Proposed Change Order Log dated September 11, 2009. The net INCREASE for these proposed change orders is $23,752.08. See backup pages 34 through 38.

Construction Percent Complete: 76%
Contingency on Original Contract: 5%
Actual Contingency Used: 1.1%

6.7 Approval of an Agreement with Calistoga Family Center
It is recommended that the Board of Trustees approve an agreement with Calistoga Family Center for the purpose of providing internships to eligible students in the Human Services Program. The term of the agreement is from August 21, 2009 until terminated by either party. There are no financial obligations for either party.

6.8 Approval of Agreement with Laurel Creek Health Center at Paradise Valley Estates
It is recommended that the Board of Trustees approve an agreement with Laurel Creek Health Center at Paradise Valley Estates for the purpose of providing health occupations students experience in a variety of clinical settings. The term of this agreement is from September 1, 2009 until terminated by either party. There are no financial obligations for either party.

6.9 Approval of Agreement with the San Ramon Valley Fire Protection District for Paramedic Student Field Experience
It is recommended that the Board of Trustees approve an agreement with the San Ramon Valley Fire Protection District for field experience for paramedic students. The agreement is from September 1, 2009 until terminated by either party. There is no cost to the District.

7.0 APPROVAL OF QUARTERLY FINANCIAL STATUS REPORT, CCFS-311Q, FOR THE PERIOD ENDING JUNE 30, 2009
(See backup pages 39 through 41).

8.0 CONSTITUENT GROUP REPORTS
- Academic Senate Report
- Faculty Association Report
- Classified Association Report
- Classified Senate Report
- Administrative Senate Report
- Napa Valley College Associated Students Report

9.0 INFORMATION ITEMS

9.1 Report on Napa Valley College Student Life
As part of its self-evaluation, the board reaffirmed its commitment to becoming more knowledgeable and up-to-date about all the college’s programs and services. To that end, a short, informational report highlighting program/department accomplishments will be scheduled for each board meeting. Victoria Worch, coordinator of Student Life, will present the 2008 – 2009 Student Life End-of-Year Annual Report. She will review current services, changes and objectives for the 2009 – 2010 school year.

9.2 Program Evaluation and Planning Process and Integrated Planning
Judie Walter-Burke will provide an overview and update of the Program Evaluation and Planning (PEP) process. PEP is a major piece of the college’s integrated planning and budget process.

9.3 Report on Public Property Development – North Corner
At its board meeting of October 9, 2008, the board discussed its interest in agendizing an informational item over upcoming months regarding the development of college property,
including ideas for development of college property, including land at the corner of Imola and Soscol Avenues.

9.4 **Community College Update**
Board members will share information on matters including, but not limited to: accreditation, legislative issues, conference/training information, and CCCT issues and priorities.

9.5 **Review Calendar of Upcoming Campus and Community Events**
The board will review upcoming campus events and identify which board members will attend to ensure effective communication and visibility. As appropriate, the board will also be informed of relevant community events.

9.6 **Report on Status of Board of Trustees Goals and Objectives for 2009-2010**
The Board of Trustees identified goals and objectives for 2009-2010 as part of its self-evaluation during Spring, 2009. The status of these goals and objectives is reflected in back-up pages 42 and 43.

10.0 **ACTION ITEMS**

10.1 **Adoption of the 2009 – 2010 Final Budget**

10.1.1 **Public Hearing on the 2009 – 2010 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 17, 2009.

10.1.2 **Adoption of the 2009 – 2010 Final Budget**
The proposed 2009 – 2010 Final Budget will be distributed to trustees, budget center managers, and constituent group presidents. The plan and budget were developed by the Planning Budget Committee and were reviewed in various drafts at several forums on campus.

**Recommendation:** It is recommended that the Board of Trustees adopt the 2009 – 2010 Final Budget.

10.2 **Adoption of Final Draft of Facilities Master Plan Volume IV**
Staff will present information on the Final Draft of Volume IV of the Facilities Master Plan. Volume IV includes updated project information sheets and budgets for future projects, updated campus maps, and project phasing and scheduling requirements.

**Recommendation:** It is recommended that the Board of Trustees adopt the Final Draft of the Facilities Master Plan Volume IV.

10.3 **Award of Bid for the Performing Arts Center/North Gym Backbone Cabling System**
Two competitive quotes were received for running fiber and phone to the Performing Arts Center and North Gym projects. A quote from Napa Electric came in at $92,975.00
and the low quote of $76,900.00 was received from Royal Electric.

Recommendation: It is recommended that the Board of Trustees award the bid to Royal Electric.

10.4 Approval of Revision for Advanced Placement Test Policy
This policy establishes the award of credit for College Board Advanced Placement (AP) examinations. The revised policy stipulates that students will be awarded units by achieving the required score on Advanced Placement examinations. However, they will not receive credit for specific classes. This revision is consistent with the practice at the CSU and UC systems. The policy has been signed into mutual agreement. See backup page 44.

Recommendation: It is recommended that the Board of Trustees approve the revised Advanced Placement Test Policy.

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

11.1 Staff Reports
- Dean, Human Resources
- Vice President, Business and Finance
- Vice President, Student Services
- Vice President, Instruction

11.2 Superintendent/President’s Report

11.3 Reports from Board Members

12.0 FUTURE AGENDA ITEMS

12.1 Board Listening Session

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

12.3 Development of Corner Property/Housing

13.0 ADJOURNMENT