

Napa Valley Community College District
THE REGULAR MEETING OF THE BOARD OF TRUSTEES
October 20, 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: Armond Phillips

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) Maternal-Newborn Nursing Instructor (Temporary, leave replacement)

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)

November 12, 2009 Regular Meeting

December 10, 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 September 24, 2009 (See backup pages 1 through 9.)

5.2 Approval of Minutes of September 29, 2009 (See backup pages 10 through 11.)

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 September, 2009

| | |
|--------------------------------|----------------|
| General Fund | \$1,072,957.13 |
| Child Care Fund | \$3,883.33 |
| Capital Outlay Projects Fund | |
| NVC Bldg. Fund/Series B (BOND) | \$2,002,755.57 |
| NVC Bldg. Fund/Series C (BOND) | \$1,713,118.47 |

6.1.2 Approval of Total Gross Payroll for September, 2009 \$2,344,897.57

6.2 Approval of Personnel Document of October 13, 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 131R1, 132R1, 143, 147, and 149 as given in attached Proposed Change Order Log dated October 8, 2009. The net INCREASE for these proposed change orders is \$67,199.00. See backup pages 12 through 21.

Construction Percent Complete: 69%
Contingency on Original Contract: 7%
Actual Contingency Used: 2.66%

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 16, 19R, 22, 23, 25, 26, 28, 29, and 30 as given in attached Proposed Change Order Log dated October 8, 2009. The net INCREASE for these proposed change orders is \$19,149.24. See backup pages 22 through 24.

Construction Percent Complete: 86%
Contingency on Original Contract: 5%
Actual Contingency Used: 1.6%

6.5 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 51R, 53, 60, 62, and 64 as given in attached Proposed Change Order Log dated October 8, 2009. The net INCREASE for these proposed change orders is \$3,365.56. See backup pages 25 through 29.

Construction Percent Complete: 80%
Contingency on Original Contract: 5%
Actual Contingency Used: 1.2%

6.6 Approval of Salary Advancement Projects 2009 - 2010

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 30 through 31.

6.7 Approval of Resolution: Signing Authority for Armond Phillips

It is recommended that the Board of Trustees approve a resolution that authorizes the following staff member to sign documents on behalf of the District from October 5, 2009 through June 30, 2010: Armond Phillips. See backup page 32.

6.8 Approval of Agreement with the State of California, Department of Rehabilitation

It is recommended that the Board of Trustees approve an agreement with the State of California, Department of Rehabilitation in the amount of \$76,091 for the purpose of providing employment services to shared consumers of both the Department of Rehabilitation and Napa Valley College via the Napa Valley College-Workability III Program. This agreement is funded via the American Recovery and Reinvestment Act (ARRA) federal program. The term of the agreement is from July 1, 2009 through September 30, 2010. See backup page 33.

7.0 CONSTITUENT GROUP REPORTS

- Academic Senate Report
- Faculty Association Report
- Classified Association Report
- Classified Senate Report

- Administrative Senate Report
- Napa Valley College Associated Students Report

8.0 INFORMATION ITEMS

8.1 **Presentation of Community Hero Award from American Red Cross**

At the First Annual Real Heroes Breakfast hosted by the Napa County American Red Cross, The Education Hero Award was presented to Dr. Amy LaPan, Dean, Health Occupations Division and Ted Peterson, Program Director, Emergency Medical Services and Battalion Chief at Novato Fire Protection District. The two collaborated on developing a program of high level training for paramedics to address the statewide shortage of qualified paramedics. They also developed a bridge program that enables paramedics, much like vocational nurses, to enter the RN program as second year students. Frank Lucier, Executive Director, Napa County American Red Cross will be present to discuss the award and to answer questions.

8.2 **Update on Presidential Search Process**

The Napa Valley College Board of Trustees is currently gathering information related to conducting a search for a new superintendent/president of the college. The board is committed to an open, inclusive process and will take under careful consideration all input/suggestions. To that end, there will be a standing item on the agenda to support the open communication, transparency, and inclusivity that are critical to a successful search. The board will provide an update on the process at this time. In addition, any member of the public or the campus community will be given the opportunity to speak, make comments, suggestions, or ask questions.

8.3 **Report on Napa Valley College Student Life**

As part of its self-evaluation, the board reaffirmed its commitment to become 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 academic year.

8.4 **Report on Public Property Development – North Corner**

At its board meeting of October 9, 2008, the board discussed its interest in agendaing a standing 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.

8.5 **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.

8.6 **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.

9.0 ACTION ITEMS

9.1 Naming of the Building in Honor of Dr. McCarthy

Since the passing of Dr. McCarthy, there has been spontaneous discussion across the campus regarding the naming of one of the new buildings in honor of his lasting contribution to Napa Valley College and to the transformation of campus facilities. Because he loved language, was a gifted writer of poetry and fiction, and was appreciated campus-wide for his eloquence, the consensus from the campus community has been that the new Library and Learning Resource Center would be the most fitting building to be named in his honor.

To ensure broad participation and respect the importance of shared decision-making, input from students, faculty, staff, Board of Trustees, and the Napa Valley College Foundation has been solicited, and feedback is currently being accepted. Based on that input, a recommendation will be made at the meeting. Included in the discussion will be selecting from among the following names for the library: The Dr. J. Christopher McCarthy Library (this more formal name was Dr. McCarthy's preference for the dedication plaque for the new Ceramics Building); The Dr. Chris McCarthy Library; The Chris McCarthy Library; The McCarthy Library; or the McCarthy Center.

If appropriate, the board will take action at the meeting.

9.2 Approval of the Use of a Presidential Search Consultant

As stated in agenda item 8.2 above, the board is considering the use of a presidential search consultant to assist the college in identifying appropriate applicants for a new superintendent/president. Contingent upon input, suggestions, and discussion that takes place on agenda item 8.2 above, the board may decide to move forward on the process to select a presidential search consultant. If appropriate, the board may take action at the meeting.

9.3 Award of Bid for the Performing Arts Center Signage Project Bid Award

Bids were opened in public on October 14, 2009 for this project to manufacture and install a building monument sign, room identification signs, and wayfinding signs in the Performing Arts Center.

Recommendation: It is recommended that the Board of Trustees award the bid to the lowest bid, as presented.

9.4 LLRC Brayton Furniture Project Bid Award

Bids were opened in public on October 13, 2009 for this project to supply Brayton furniture for the Library and Learning Resource Center. A recommendation will be made at the meeting.

9.5 Approval of Resolution of the Napa Valley Community College District to Withdraw from the School Excess Liability Fund Joint Powers Authority

Currently, the Schools Excess Liability Fund Joint Powers Agreement (SELF) provides \$20,000,000 of excess liability coverage to Napa Valley Community College District beyond the \$5,000,000 primary liability coverage provided by the Statewide Association of Community College Joint Powers Agreement (SWACC). SELF has been steadily increasing rates for several years and is no longer seen as the best vehicle for that layer of excess liability coverage. Notice of intent to withdraw from SELF must be filed by December 31, 2009 to withdraw on July 1, 2010. See backup page 34.

Recommendation: Staff recommends approval of resolution to withdraw from SELF and recommends purchasing excessive liability insurance coverage directly from SWACC.

9.6 **Approval of Revision to the Planning and Budget Process Policy**

The Planning and Budget Process Policy, originally drafted in 1994, has been updated to reflect current job titles; identify proper Education Code sections; recognize the Classified and Administrative Senates, which were created since the policy was written; recognize the name change to the Associated Students of Napa Valley College; and add two non-voting members (Director of Institutional Research and the Student Learning Outcomes and Assessment Coordinator) to the Planning Committee. As noted in the policy, changes shall be determined by mutual agreement of the Board of Trustees and the Academic Senate. The changes have been recommended by the Planning Committee and approved by the Academic Senate. See backup pages 35 through 51.

Recommendation: It is recommended that the Board of Trustees approve the revision to the Planning and Budget Process 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 Winery and Viticulture and Winery Technology Program**

12.3 **Development of Corner Property/Housing**

13.0 **ADJOURNMENT**