Napa Valley Community College District
THE REGULAR MEETING OF THE BOARD OF TRUSTEES
February 11, 2010
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, PUBLIC EMPLOYMENT, Approval/Ratification of Full-Time Employment
1) Child Care Food Program Assistant (1.0 FTE)

*With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT, Consideration of Acceptance of Resignation of Academic Employee

*With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT, Consideration of Intent to Suspend Classified Employee

*With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT, Consideration of Non-Renewal of Contract for Academic and Classified Administrators

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
With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT, Employee Evaluation: Faculty Members (Annual Evaluation)

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

3.5 Adoption of Current Agenda

3.6 Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session)
   March 11, 2010 Regular Meeting
   April 8, 2010 Regular Meeting
   May 13, 2010 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 OF JANUARY 14, 2010

See backup page 1 – 10.

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 December, 2009

<table>
<thead>
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<th>Fund</th>
<th>Amount</th>
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<tr>
<td>General Fund</td>
<td>$1,442,182.53</td>
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<td>Child Care Fund</td>
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<tr>
<td>Capital Outlay Projects Fund</td>
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<tr>
<td>NVC Bldg. Fund/Series B (BOND)</td>
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<tr>
<td>NVC Bldg. Fund/Series C (BOND)’</td>
<td>$2,982,250.59</td>
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6.1.2 Approval of Total Gross Payroll for January, 2010 $1,918,909.95

6.2 Approval of Personnel Document of February 4, 2010

6.3 Approval of 2010 – 2011 Contract/Regular Faculty Salary Step and Status Document
   This is an annual, routine approval of the status document that lists each academic employee by contract, salary step, and anniversary date. The document recommended for approval is printed on backup page 11 through 14.

6.4 Approval of Agreement with Sutter Medical Foundation, Sutter Health Sacramento Sierra Region (SHSSR)
   It is recommended that the Board of Trustees approve an agreement with Sutter Medical Foundation, Sutter Health Sacramento Sierra Region (SHSSR) for the purpose of providing health occupations students the required clinical and/or non-clinical experience at their facility/facilities. The term of this agreement is from January 1, 2010 through December 31, 2012 or until terminated by either party. There are no financial obligations for either party.

6.5 Approval of Agreement with the California Department of Education for Child Development Services
   It is recommended that the Board of Trustees approve an agreement with the California Department of Education for child development services. The term of this agreement is from July 1, 2009 through June 30, 2010. The total amount of potential payment to the college is $1,374.

6.6 Approval of Career Technical Education Community College Collaborative Project Grant from the State Chancellor’s Office, California Community Colleges
   It is recommended that the Board of Trustees approve a Career Technical Education Community College Collaborative Project Grant from the State Chancellor’s Office, California Community Colleges. The grant is for green technologies. The funds will be used in existing programs such as science, engineering, and energy. We will be the fiscal agent for this grant and will be partnering with the College of Main, Santa Rosa Junior College, and the Sonoma County Office of Education. The term of the grant is from February 1, 2010 through February 28, 2012. This will overlap with the current Green CTE Grant that is scheduled to the end of June 30, 2010. The total amount of grant funds is $310,000.

6.7 Approval of an Agreement with the Berkeley Fire Department for Paramedic Student Field Internship
   It is recommended that the Board of Trustees approve an agreement with the Berkeley Fire Department for field internships for paramedic students. The agreement is from February 1, 2010 until terminated by either party. There is no cost to the District.

6.8 Proposed Change Orders for the Library and Learning Resource Center
   It is recommended that the Board of Trustees ratify acceptance of Edge Development, Inc. proposed change orders numbered 109R1, 138, 159R1, 160R1, 162, 164, 177, 178, 187, 192, 198, and 199 as given in the attached Proposed Change Order Log dated January 29, 2010.
The net INCREASE for these proposed change orders is $57,169.00. See backup pages 15 through 27.
Construction Percent Complete: 82%
Contingency on Original Contract: 7%
Actual Contingency Used: 3.35%

6.9 **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 42, 49R, 75, 77, 82 and 86 as given in attached Proposed Change Order Log dated January 29, 2010. The net INCREASE for these proposed change orders is $15,846.91. See backup pages 28 through 34.
Construction Percent Complete: 88%
Contingency on Original Contract: 5%
Actual Contingency Used: 1.3%

6.10 **Proposed Change Orders – North Gym**
It is recommended that the Board of Trustees ratify acceptance of Broward Builders, Inc. proposed change orders 34, 38, 39R, 40, 41, and 42 as given in the attached Proposed Change Order Log dated January 29, 2010. The net INCREASE for these proposed change orders is $16,532.49. See backup pages 35 through 38.
Construction Percent Complete: 99%
Contingency on Original Contract: 5%
Actual Contingency Used: 1.9%

6.11 **Proposed Change Orders – Mechanical Equipment Enclosures Replacement**
It is recommended that the Board of Trustees ratify acceptance of Bell Products, Inc. proposed change orders 1, 2, and 3 as given in the attached Proposed Change Order Log dated January 29, 2010. The net DECREASE for these proposed change orders is ($3,742.00). See backup page 39.
Construction Percent Complete: 15%
Contingency on Original Contract: 5%
Actual Contingency Used: -0.1%

6.12 **Proposed Change Orders – Building 600 Team Rooms Remodel**
It is recommended that the Board of Trustees ratify acceptance of Kel-Tech Builders, Inc. proposed change orders 1 and 2 as given in the attached Proposed Change Order Log dated January 29, 2010. The net DECREASE for these proposed change orders is ($938.79). See backup page 40.

6.13 **TLCD Architecture Building 1500 Remodel – DD Phase**
It is recommended that the Board of Trustees ratify acceptance of TLCD Architecture’s contract for architectural design services related to the Bldg. 1500 Remodel – DD Phase. The contract will include design services from Programming to Design Development. The guaranteed maximum price for these services is $90,612.00, including reimbursable expenses.

7.0 **CONSTITUENT GROUP REPORTS**
8.0 FINANCIAL REPORTS

8.1 Quarterly Financial Status of Income and Expenditures for the Period Ending December 31, 2010 (To be distributed at the meeting)

8.2 California Community College Chancellor’s Office Quarterly Financial Status Report for the period ending December 31, 2009 (CCFS-311Q) (To be distributed at the meeting.)

9.0 INFORMATION ITEMS

9.1 Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges Evaluation Report for Napa Valley College
Napa Valley College has received the final evaluation report prepared by the team who visited the college on October 19 – 22, 2009 from the Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges. A letter reaffirming accreditation for Napa Valley College is included in backup page 41 and 42. The full evaluation report can be found on the college website: www.napavalley.edu. (See Accreditation under “About NVC” on the homepage.) Judie Walter-Burke, Director, Research, Planning and Development, will be present to answer questions.

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

9.3 Update on Presidential Search Process
The Napa Valley College Board of Trustees is in the process of 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. Any member of the public or the campus community will be given the opportunity to speak, make comments, suggestions, or ask questions.

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

10.0 **ACTION ITEMS**

10.1 **Award of Bid for LLRC Audio Visual Project**
Bids were opened in public on February 4, 2010 for this project to install audiovisual
equipment in the new Library and Learning Resource Center.

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

10.2 **PAC Sound Video Communication Potential Change Order 91 (CR 45)**
The Sound Video Communication system in the PAC was designed as all analog system,
consistent with the technology available at the time of design. Due to legislation and
restrictions on encryption signals, staff requested that Blu-Ray players replace the originally
specified DVD players. The end users also requested that additional instructor station
computer station input locations be provided and projection at the Theatre and Orchestra
Rehearsal be revised to full high definition resolution. These directions, along with the
legislation, have resulted in a need to make system changes to ensure future video
connectivity. PCO 91 (CR 45), totaling $143,216.81, incorporates the system changes that
are required to make the requested Blu-Ray players and HD projectors functional now and in
the future. The requested change represents a 16% increase over the original contract
amount. See backup pages 43 through 46.

**Recommendation:** It is recommended that the Board of Trustees approve PAC PCO 91, in
the amount of $143,216.81.

10.3 **One Work Place L. Ferrari Library Learning Resource Center Furniture Proposal
Acceptance**
One Work Place L. Ferrari of San Francisco submitted a proposal to provide and install office
furniture in the new Library Learning Resource Center. This package is the last of four
furniture purchases for the new building. One Work Place L. Ferrari was the successful
vendor during the District’s RFP and furniture standardization process. Pricing is based on
group purchasing contracts through a national JPA.

**Recommendation:** It is recommended that the Board of Trustees authorize acceptance of
Library Learning Resource Center proposal from One Work Place L. Ferrari for $202,196.44.

10.4 **One Work Place L. Ferrari Performing Arts Center Furniture Proposal Acceptance**
One Work Place L. Ferrari of San Francisco submitted a proposal to provide and install office
furniture in the new Performing Arts Center building. One Work Place L. Ferrari was the
successful vendor during the District’s RFP and furniture standardization process. Pricing is based on group purchasing contracts through a national JPA.

**Recommendation:** It is recommended that the Board of Trustees authorize acceptance of Performing Arts Center proposal from One Work Place L. Ferrari for $111,794.11.

### 10.5 Performing Arts Center Furniture & Equipment Bid Procurement

Bids were opened in public on February 9, 2010 for this project to provide and install specialty theater furniture and equipment in the new Performing Arts Center (musician chairs, costume shop racks, and sheet music storage, etc.)

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

### 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 Development of Corner Property
  a) Development of Definition of “Educational Mission” to Guide Potential Projects
  b) Excavation of Site to Determine Site Constraints

#### 12.3 Retiree Medical Benefits

### 13.0 ADJOURNMENT