Napa Valley Community College District
REGULAR MEETING OF THE BOARD OF TRUSTEES
January 9, 2014

4:00 p.m. Board Workshop, Room TBD
4:45 p.m. Closed Session, Room 1538 – Board Room
5:30 p.m. (approximate time) Return to Public Session, Room 1538 – Board Room

Building 1500 – McPherson Administration Building
2277 Napa-Vallejo Highway
Napa, California 94558

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 Board Chair, by the Board at a regular meeting, or by the Board Chair at the request of a majority of the board members. The agenda is distributed 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. Any member of the public in need of 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) 256-7160.

In addition to time provided for general public comment, 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 Chair, 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 Board Chair. Any member of the board may request a roll call vote on any item.

Pre-Board Meeting Presentation 4:00 p.m.
Governing Board Members will gather in the Welcome Center, Meeting Room 101, for a presentation and discussion focusing on the Board’s role in accreditation. This meeting continues the Conversations about Student Success series advancing NVCCD’s Student Success and Completion Initiative.

1.0 CALL TO ORDER 4:45 p.m.
1.1 Roll Call

2.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
At this time, the board will devote a total of up to fifteen minutes for comments to the Board of Trustees regarding closed session agenda items.

3.0 CLOSED SESSION
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:
3.1 With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
Title(s):
<SAMPLE>

3.2 With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

3.3 With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Titles: Superintendent/President

3.4 With respect to every item of business to be discussed in closed session pursuant to Section 54957.6, CONFERENCE WITH LABOR NEGOTIATORS
Organization representing faculty: NVCFA/CTA/NEA
Organization representing classified: NVC-ACP/SEIU
Organization representing administrative/confidential: NVC Administrative Senate

4.0 RETURN TO PUBLIC SESSION approximately 5:30 p.m.

4.1 Pledge of Allegiance

4.2 Announcement of Items from Closed Session

4.3 Adopt Agenda & Call for Removal of Items from and/or Changes to the Order of Business

4.4 Announcement of Next Meeting
February 13, 2014 (Pre-board Workshop will be…)

5.0 PUBLIC COMMENT — 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 three minute presentation. At this time, the Board Chair will poll those in attendance regarding their intent to speak on any item on the agenda.

6.0 BOARD REPORTS

6.1 Board Chair Report
6.2 Board Committee Reports
6.3 Trustee Reports

7.0 SUPERINTENDENT/PRESIDENT’S REPORT

7.1 President’s Report
7.2 Other Staff Reports
7.3 Strategic Communications – Office of Institutional Advancement
8.0 APPROVAL OF MINUTES
8.1 September 30, 2013, Special Meeting
8.2 October 10, 2013, Regular Meeting

9.0 DEVELOPMENT OF CONSENT CALENDAR
At this time the Board of Trustees will identify items to be included and excluded from the calendar of general consent items. Members of the Board or the public may request that any specific item or items be removed from the Consent Calendar for discussion. Excluded items will be discussed separately under Action Items.

10.0 ADOPTION OF CONSENT CALENDAR
The 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.

OPERATIONS:

10.1 Revised Board Policies
This is the second reading of the following revised board policies:

- BP 3600 – Rules for Auxiliary Organizations
- BP 3820 – Gifts

In keeping with board policy D1140 – Shared Governance, BP 3600 and BP 3820 were reviewed by District constituent groups through the Council of Presidents. The Board also reviewed these polices at the September 12, 2013 meeting.

Recommendation: It is recommended that the Board of Trustees adopt revised board policies BP 3600 and BP 3820. (Kraft)

10.2 Resolution - District Volunteers and Worker’s Compensation Coverage
Upon the advice of the District’s self-insurance administrator, this resolution is placed before the board to further formalize the recognition of volunteers as employees of the District for the purposes of Workers’ Compensation coverage while performing duties and services for the benefit of the college.

Recommendation: It is recommended that the Board of Trustees adopt the Resolution to Provide Workers’ Compensation coverage to volunteers. (Christensen)

10.3 Viticulture Winery Technology Foundation Board Members
As described in agenda item 13.6, changes are proposed to the bylaws of the Viticulture Winery Technology (VWT) Foundation. The proposed changes include revisions to foundation board membership. The Board will consider approving members of the VWT Foundation’s Board of Directors and appointing a member of the Board of Trustees to the VWT Foundation Board.

Recommendation: It is recommended that the Board of Trustees approve Ronald Kraft (District Superintendent/President), Glenna Aguada (Director of Fiscal Services as designee of Vice President of Administrative Services), Stephen Krebs (faculty), Bryan Avila (faculty), Patrick Burke (community), Debi Cali (community), and a member of the Napa Valley College Board of Trustees as members of the Viticulture Winery Technology Foundation Board of Directors. (Kraft)
BUDGET & FINANCE:

10.4 Ratification of Financial Documents

10.4.1 Approval of Warrants for December 31, 2013

- General Fund (Fund: 11, 12) $940,981.06
- Child Care Fund (Fund: 33, 35) $4,534.85
- Capital Outlay Projects Fund (Fund: 41) $147.00

10.4.2 Approval of Total Gross Payroll

December 31, 2013 $ 2,047,573.31

10.5 Budget Status and Requested Changes
Accept a report on the current budget status, and grant authority to the President to approve budget changes.

10.6 Budget Revisions
Accept revenues, new grants, and revisions to the working budget, and grant authority to the President to budget these funds.

10.7 Purchase Orders (and Warrants?)
Ratify the action of the President in approving purchase orders (and warrants) issued during the month of XXXXXXX, and grant authority to execute appropriate documents.

10.8 Ratification of Signatures on Agreements
Ratify the action of the President in signing agreements, and grant authority to accept, budget, and spend any proceed therefrom.

PERSONNEL:

10.9 Approval of Personnel Document of October 1, 2013

10.10 Approval of Salary Advancement Projects 2013-2014
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 approval of a salary advancement request proposal.

PUBLIC WORKS PROJECTS:

10.11 Award Bid on Project to Renovate Building XXXX <SAMPLE>
It is recommended that the Board of Trustees award the bid to the lowest responsive bid to XXXXX of Napa, CA.
**INFORMATION:**

10.12 Revised Board Policy (1st Read)
This is the first reading of the following revised board policy:

D1130 -- Equal Employment and Educational Opportunities and Unlawful Discrimination (revised)

In keeping with board policy D1140 – Shared Governance, these policies are also under review by the Council of Presidents. It is anticipated that the Board will take action on these policies at the November 14, 2013 Regular meeting. (Kraft)

10.13 Student Success Scorecard Report (Accountability Reporting for the Community Colleges) <SAMPLE>
2013 Student Success Scorecard Report (Accountability Reporting for the Community Colleges) and presentation to the Governing Board for interaction.

10.14 District Quarterly Financial Reports <SAMPLE>
XXX Community College District quarterly financial reports: a) Quarterly Financial Status Report for the period ending March 31, 2013; b) Quarterly Report on Trust Fund Balances as of May 9, 2013; and c) Schedule of Investments Report as of April 23, 2013.

10.15 XXX Community College District Child Development Centers’ Agency Self-Evaluation Reports and Action Plans <SAMPLE>
XXX Community College District Child Development Centers’ Agency Self-Evaluation Reports, as required by the Child Development Division of the California Department of Education.

11.0 ACTION ITEMS
This item is placed on the agenda to allow separate consideration and discussion of items not included on the Consent Calendar.

12.0 CONSTITUENT GROUP REPORTS
Constituent Group reports are to inform the Board of Trustees of college activities, events, and issues. These reports are emailed to the Board by constituent group leadership prior to each board meeting and are available to members of the public upon request.

12.1 Academic Senate Report
12.2 Administrative Senate Report
12.3 Associated Students of Napa Valley College Report
12.4 Classified Association Report
12.5 Classified Senate Report
12.6 Faculty Association Report

13.0 CONTINUANCE OF CLOSED SESSION (as needed)

14.0 ADJOURNMENT