NOTE: This meeting is scheduled for a Tuesday.

Napa Valley Community College District
RESCHEDULED REGULAR MEETING OF THE BOARD OF TRUSTEES
August 3, 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 54957.6, 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, Consideration of Discipline of Classified Employee

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
Titles:
1) Contract Modification: Vice President, Business and Finance
With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT

1) Medical-Surgical Nursing Instructor (one-year, temporary, categorically funded)
2) Respiratory Therapy Instructor (one-semester, temporary, leave replacement)
3) Interim Associate Dean, Admissions & Records (one-year, temporary, academic administrator)
4) Interim Director, Upper Valley Campus (one-year, temporary, academic administrator)

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT

Titles:
1) Custodian I/II (three positions)
2) Groundskeeper

3.0 RETURN TO PUBLIC SESSION (6:30 p.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

3.6 Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session)

- September 9, 2010 Regular Meeting
- October 14, 2010 Regular Meeting (American Canyon) (possible date change)
- November 18, 2010, Regular Meeting
- December 9, 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 JUNE 24, 2010
See backup pages 1 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 June, 2010**
- General Fund: $1,643,230.12
- Child Care Fund: $4,396.25
- Capital Outlay Projects Fund
- NVC Bldg. Fund/Series C (BOND): $4,437,220.44

6.1.2 **Approval of Warrants for July, 2010**
- General Fund: $676,347.48
- Child Care Fund: $2,996.97
- Capital Outlay Projects Fund
- NVC Bldg. Fund/Series C (BOND): $2,368,333.63

6.1.3 **Approval of Total Gross Payroll for June, 2010**
- $2,186,402.15

6.1.4 **Approval of Total Gross Payroll for July, 2010**
- $1,758,600.65

6.1.5 **Approval of Supplemental Payroll**
- $255,813.05

6.2 **Approval of Personnel Document of July 27, 2010**

6.3 **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 231R1, 258, and 271 as given in the attached Proposed Change Order Log dated 07/21/10. The net INCREASE for those proposed change orders is $29,431.00. See backup pages 12 through 28.

- Construction Percent Complete: 98.67%
- Contingency on Original Contract: 7%
- Actual Contingency Used: 4.14%

6.4 **Proposed Change Orders –Performing Arts Center**

It is recommended that the Board of Trustees ratify acceptance of Broward Builders, Inc. proposed change orders 87, 98, 102, 119, 123, 129, 130, 131, 132, 133, 134, 135, and 136 as given in the attached Proposed Change Order Log dated 7/21/10. The net INCREASE for these proposed change orders is $94,958.97. See back pages 29 through 38.

- Construction Percent Complete: 98.94%
- Contingency on Original contract: 5%
- Actual Contingency Used: 2.8%
6.5 **Proposed Change Orders – Bldg. 3700 Art Center Remodel Phase 1**
It is recommended that the Board of Trustees ratify acceptance of SW Allen Construction, Inc. proposed change orders 19, 42R, 44R, 50, 52, 53, 54, 55, 57, 60, 62 and 63 as given in attached Proposed Change Order Log dated 07/21/10. The net INCREASE for these proposed change orders is $10,004.00. See backup pages 39 through 42.
Construction Percent Complete: 57.66%
Contingency on Original Contract: 6.5%
Actual Contingency Used: 6.88%

6.6 **Proposed Change Orders – Mechanical Equipment Enclosures Replacement**
It is recommended that the Board of Trustees ratify acceptance of Bell Products, Inc. proposed change order 17 as given in the attached Proposed Change Order Log dated 07/21/10. The net INCREASE for these proposed change orders is $28,896.00. See backup pages 43 and 44.
Construction Percent Complete: 95.5%
Contingency on Original Contract: 5%
Actual Contingency Used: 2.8%

6.7 **Proposed Change Orders – Building 800**
It is recommended that the Board of Trustees ratify acceptance of JDS Builders proposed change orders 1, 2, 3.1, 4.1, 4, 6, 7, 10, 11, 12, and 13 as given in the attached Proposed Change Order Log dated 7/21/10. The net INCREASE for these proposed change orders is $79,495.66. See backup pages 45 and 46.
Construction Percent Complete: 27.80%
Contingency on Original Contract: 13.08%
Actual Contingency Used: 8.3%

6.8 **Proposed Change Orders – Building 3900**
It is recommended that the Board of Trustees ratify acceptance of JDS Builders proposed change orders 1R, 4R, 5, 6, 7, 8, 9 and 10 as given in the attached Proposed Change Order Log dated 7/21/10. The net INCREASE for these proposed change orders is $2,506.00. See backup pages 47 and 48.
Construction Percent Complete: 63%
Contingency on Original Contract: 6.3%
Actual Contingency used: .9%

6.9 **Approval of Agreement #00112350 with Commission on Peace Officer Standards and Training (P.O.S.T.)**
It is recommended that the Board of Trustees approve agreement number 00112350 with the Commission on Peace Officer Standards and Training (POST) for the coordination, management and delivery of the POST Instructor Development Institute (IDI) Program. The term of the agreement is from July 1, 2010 to June 30, 2011. The maximum amount of the agreement is $600,000.
6.10 Approval of Agreement CSPP-0330 with the California Department of Education for Child Development Services
It is recommended that the Board of Trustees approve agreement number CSPP-0330 with the California Department of Education for Child Development Services. The term of the agreement is from July 1, 2010 through June 30, 2011. The District will be reimbursed for child development services at a rate of $34.16 per child day up to a maximum amount of $339,647.00.

6.11 Approval of an Amendment to the Agreement with Kaiser Foundation Hospitals
It is recommended that the Board of Trustees approve an amendment to the original agreement dated November 1, 1991 with Kaiser Foundation Hospitals to add the paramedic program as an additional clinical program effective June 1, 2010. There is no cost to the District.

6.12 Approval of Resolution: Signing Authority for Dr. Edna Baehre
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 August 9, 2010 through June 30, 2011: Superintendent/President.

6.13 Approval of Resolution: Rescinding Signing Authority for Armond Phillips
It is recommended that the Board of Trustees approve a resolution rescinding the signing authority of Armond Phillips, Interim Superintendent/President effective July 31, 2010.

6.14 Approval of Contract with the Chancellor of the California Community Colleges
It is recommended that the Board of Trustees approve a contract with the Chancellor of the California Community Colleges for the purpose of collecting outstanding debt owed to Napa Valley Community College District through the State Franchise Tax Board’s Interagency Offset Program. The Chancellor’s Office Tax Offset Program (COTOP) requires the District to pay 25% of the amount which the Chancellor collects on behalf of the District from the Franchise Tax Board to the State Chancellor. The term of the contract is from October 1, 2010 to December 20, 2011.

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

8.0 INFORMATION ITEMS

8.1 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 development of college property, including land at the corner of Imola and Soscol Avenues.

8.2 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.

8.3 **District Liability for Retiree Medical Benefits**
John Nahlen, Vice President, Business and Finance, will provide an overview of the District’s liability for retiree medical benefits.

9.0 **ACTION ITEMS**

9.1 **Approval of Revision of Instructional Materials Fee Policy** (Second Reading)
This is a revision of the Instructional Materials Fee Policy based on the sample provided by the Policy and Procedure Service to which the college subscribes. See backup page 49.

**Recommendation**: It is recommended that the Board of Trustees approve a revision of the Instructional Materials Fee Policy.

9.2 **Request for Authorization to Advertise for an Administrative Position**
This is a request for authorization to advertise the following administrative position for employment beginning as early as January, 2011: Dean, Health Occupations. After thorough review and analysis of the college’s fiscal status and instructional needs, the district is recommending this hire, following the resignation of the former dean. This authorization allows the Office of Human Resources to finalize the job announcement and open the position. The anticipated start date for the position is January, 2011.

**Recommendation**: It is recommended that the Board of Trustees authorize advertising for Dean, Health Occupations, with employment to begin as early as January, 2011.

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

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

10.2 **Superintendent/President’s Report**

11.3 **Reports from Board Members**

11.0 **FUTURE AGENDA ITEMS**

11.1 **Board Listening Session**

11.2 **Development of Corner Property**
   a) **Excavation of Site to Determine Site Constraints**

12.0 **ADJOURNMENT**