Napa Valley Community College District
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 9, 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: Dr. Edna Baehre
   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
   Titles:
   1) Contract Modification: Superintendent/President
With respect to every item of business to be discussed in closed session pursuant to Section 54957,
PUBLIC EMPLOYMENT
Titles:
1) Custodian I/II
2) Interim Administrative Assistant to the Vice President, Instruction

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 Resolution Honoring Armond Phillips
   Armond Phillips will be honored for his service as the interim superintendent/president of

3.5 Welcome to Newly-Tenured Faculty
   The following faculty members have completed their probationary periods and are advancing
to tenured status: Jessica Amato, Steve Ball, Michael Derby, Aaron DiFranco, Wayne
   Fortier, Donna Geiger, Alex Guerrero, Michelle Hobbs, Tia Madison, Angela Moore, Janet
   Stickmon, Lisa Yanover. They have been invited to attend the board meeting and will be
   introduced by the Vice President, Instruction and congratulated by the Board of Trustees.

3.6 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.

3.7 Adoption of Current Agenda

3.8 Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session)
   October 14, 2010 Regular Meeting
   October 23, 2010 Special Meeting (9:00 a.m. public session; 12:30 closed session)
   November 18, 2010, Regular Meeting (American Canyon)
   December 9, 2010, Regular Meeting
   January Special Meeting with Napa Valley College Foundation (date to be determined)

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 AUGUST 3, 2010
   See backup pages 1 through 8.
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

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$1,127,117.06</td>
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<tr>
<td>Child Care Fund</td>
<td>$1,590.93</td>
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<tr>
<td>Capital Outlay Projects Fund</td>
<td></td>
</tr>
<tr>
<td>NVC Bldg. Fund/Series C (BOND)</td>
<td>$1,698,486.45</td>
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</tbody>
</table>

6.1.2 Approval of Total Gross Payroll for August, 2010

$1,891,825.99

6.2 Approval of Personnel Document of September 2, 2010

6.3 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 5, 39R2, 59, 66, 68, and 69 as given in attached Proposed Change Order Log dated 8/25/10. The net INCREASE for these proposed change orders is $5,076.60. See backup pages 9 through 12.

6.4 Proposed Change Orders – Building 800

It is recommended that the Board of Trustees ratify acceptance of JDS Builders proposed change orders 8, 9, 14, 15, 16, 17, 18, 19, 20, 21, 22, and 23 as given in the attached Proposed Change Order Log dated 8/25/10. The net INCREASE for these proposed change orders is $64,372.20. See backup pages 13 through 15.

Construction Percent Complete: 73.28%
Contingency on Original Contract: 10%
Actual Contingency Used: 8.3%

6.5 Proposed Change Orders – Building 3900

It is recommended that the Board of Trustees ratify acceptance of JDS Builders proposed change orders 12 and 13 as given in the attached Proposed Change Order Log dated 8/25/10. The net DECREASE for these proposed change orders is $11.00. See backup pages 16 and 17.

Construction Percent Complete: 86%
Contingency on Original Contract: 7%
Actual Contingency used: .56%
6.6  **Ratify Notice of Completion and Accept Project as Complete – Building 1500 Re-Roof**
The project to replace the roof of the 1500 building is complete. A Notice of Completion was filed with the County Recorder’s Office on August 26, 2010.

6.7  **Ratify Notice of Completion and Accept Project as Complete – Building 3900**
The project to renovate the 3900 Building is complete. A Notice of Completion was filed with the County Recorder’s Office on August 26, 2010.

6.8  **Ratify Notice of Completion and Accept Project as Complete – North Gym**
The project to construct the North Gym Building (400) is complete. A Notice of Completion was filed with the County Recorder’s Office on August 26, 2010.

6.9  **Approval of an Agreement with the Ukiah Fire Department for Paramedic Student Field Internship**
It is recommended that the Board of Trustees approve an agreement with the Ukiah Fire Department for field internship experience for paramedic students. The agreement is from September 1, 2010 and shall be reviewed annually, or until terminated by either party. There is no cost to the District.

6.10 **Approval of an Agreement with the City of Vacaville for Paramedic Student Field Internship**
It is recommended that the Board of Trustees approve an agreement with the City of Vacaville for field internship training program for paramedic students. The term of the agreement is from August 1, 2010 through July 31, 2015, or until terminated by either party. There is no cost to the District.

6.11  **Approval of Agreement with Alta Bates Summit Medical Center for the Purpose of Providing Clinical Training for Napa Valley College Respiratory Therapy Students**
It is recommended that the Board of Trustees approve an agreement with Alta Bates Summit Medical Center for the purpose of providing clinical training for students enrolled in the respiratory therapy program. The term of the agreement is from September 1, 2010 through August 31, 2011, or until terminated by either party. There are no financial obligations for either party.

6.12  **Approval of Sub-Contract for Career Technical Education Community Collaborative Workforce Innovative Partnership Grant with Santa Rosa Junior College**
It is recommended that the Board of Trustees approve a Career Technical Education Community Collaborative Workforce Innovative Partnership Grant with Santa Rosa Junior College. The grant is shared among regional partners (Napa Valley College, College of Marin, and Sonoma County Office of Education) and will continue to support continued development and implementation of the nuMedia Careers website and Summer Digital Media Academies. Napa Valley College will utilize the funds for faculty liaisons from NVC and NCOE (ROP), software, on-line training, grant coordination, and the development and implementation of a Summer Digital Arts Academy in June 2011. The term of the grant is from July 1, 2010 through June 30, 2011. The total amount of grant funds is $23,482.
6.13 **Approval of Agreement #8591, Amendment #6 with the City of Napa for the Purpose of Providing Small Business Support Services**

It is recommended that the Board of Trustees approve agreement #8591, Amendment #6 with the City of Napa for the purpose of providing small business support services including one-on-one counseling, training, and technical assistance. This is an amendment to the original agreement entered on July 1, 2004. The term of this agreement is July 1, 2010 through June 30, 2011. The maximum amount of funding available from this program is $7,500.

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 **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.

8.2 **Career Technical Education/Economic Workforce Development**

In 2008, Napa Valley College focused on the importance of Career Technical Education/Economic Workforce Development (CTE/EWD) through a reorganization of the vocational education area. Since that reorganization, the Perkins VTEA and TechPrep funds were maximized, and NVC received many CTE/EWD grants, including community collaboratives, Business Entrepreneurial Center, Small Business Development, and Green training grants.

Greg Miraglia, Dean of Career Technical Education and Workforce Development and Beth Pratt, Director, Career Technical Education Programs, will review the grants, the initiatives these grants supported, and the impact on the community.

9.0 **ACTION ITEMS**

9.1 **Five Year Capital Outlay Construction Plan – District Order of Priority**

The Chancellor’s Office requires an annual review of the Five Year Capital Outlay Construction Plan by the trustees. Enclosed is the District’s Order of Priority, based on the Bond Implementation Plan, evolving Master Construction Schedule, and Volumes I – IV of the Facilities Master Plan. Approval of the plan does not constitute a commitment to spend or a constraint on project development.

**Recommendation:** It is recommended that the Board of Trustees approve the Five Year Capital Outlay Construction Plan District Order of Priority as distributed.
9.2 **Resolution to Authorize Submission of Final Project Proposal to Modernize Building 1400 – Mallacomes Hall**

Last year, the District submitted an Initial Project Proposal (IPP) to the Chancellor’s Office for modernizing Building 1400 – Mallacomes Hall, which currently houses Business & Computing Studies. This project has been selected by the state to advance to the next phase of the application process, the Final Project Proposal (FPP). An FPP was previously submitted for this project in June 2008 but was not selected for funding by the State. The potential state funds available for this project are approximately $1.6 million. The Final Project Proposal requires a resolution authorizing the application. See backup page x.

**Recommendation:** It is recommended that the Board of Trustees adopt the resolution and authorize submission of a Final Plan Proposal for Building 1400 (old 800) Modernization.

9.3 **Print Shop Bid Award**

In order to maintain critical path construction schedules, it is requested that the Board of Trustees shall authorize the award of bid for the Print Shop construction contract to the lowest responsive and responsible bidder. Bid results will be distributed at a future meeting.

**Recommendation:** It is recommended that the Board of Trustees authorizes the award of bid for the Print Shop construction contract to the lowest responsive and responsible bidder.

9.4 **Ratification of Recruitment for Administrative Position**

This a request for the Board of Trustees to ratify the District’s decision to begin the recruitment process for the following administrative position: Director, Student Support Services. The District recently received notice that this TRIO Program has been refunded for a period of five years. As a part of the reorganization that occurred as a result of retirements, Jose Hernandez was assigned as the Director of Student Support Services, in addition to his duties as Director of MESA. The Department of Education has informed the District that the program must have a full-time director. Thus, the district has initiated the recruitment process since this hire is time-sensitive.

**Recommendation:** It is recommended that the Board of Trustees ratify the decision to recruit for the position. The anticipated start date for the position is November 1, 2010.

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**

10.3 **Reports from Board Members**
11.0 FUTURE AGENDA ITEMS

11.1 Online Education at Napa Valley College

12.0 ADJOURNMENT