Please note: This meeting will be held on Wednesday, May 16, 2012 at 5:00 p.m.

Napa Valley Community College District

REGULAR MEETING OF THE BOARD OF TRUSTEES

May 16, 2012

5:00 p.m. Closed Session, Room 1538 – Board Room
6:30 p.m. 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) 256-7161.

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 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. 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 5:00 p.m.

1.1 Roll Call

1.2 Adopt Current Agenda

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:

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

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
Title(s):
Counselor/Articulation Officer (tenure-track faculty)
Counselor/Instruction (STEM Grant)
English Instructor (tenure-track faculty)
Mathematics Instructor (STEM Grant)
Physics Instructor (tenure-track faculty)
Welding Instructor (tenure-track faculty)

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

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

With respect to every item of business to be discussed in closed session pursuant to Section 54956.86:
CHARGE OR COMPLAINT INVOLVING INFORMATION PROTECTED BY FEDERAL LAW

4.0 RETURN TO PUBLIC SESSION approximately 6:30 p.m.

4.1 Pledge of Allegiance

4.2 Announcement of Items from Closed Session

4.3 Swearing-in of Student Trustee

4.4 Introduction of New Staff and Guests

4.5 Announcement of Future Meetings
June 14, 2012, Regular Meeting
July 12, 2012, Regular Meeting
August 9, 2012, Regular Meeting
September 2012, Planning & Visioning Retreat (date to be determined)
September 13, 2012, Regular Meeting
5.0 PUBLIC HEARING – Negotiations Proposals

5.1 2012-2013 Negotiations Proposal from the Napa Valley College Faculty Association
The 2012-2013 Negotiations Proposal from the Napa Valley College Faculty Association appears in the backup packet. Copies are also posted in the Administration Building and are available in the Office of Human Resources. The Board will consider approval of this and the District’s proposal under Action Items.

5.2 Napa Valley Community College District Proposal for Negotiations with the Napa Valley College Faculty Association for the Contract Period Beginning July 1, 2012
The District Proposal for Negotiations with the Napa Valley College Faculty Association for the contract period between July 1, 2012 and June 30, 2013 appears in the backup packet. Copies are also posted in the Administration Building and are available in the Office of Human Resources.

6.0 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. At this time, the Board Chair will poll those in attendance regarding their intent to speak on any item on the agenda.

7.0 SUPERINTENDENT/PRESIDENT’S REPORT

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

9.0 APPROVAL OF MINUTES
9.1 March 1, 2012 Special Meeting (revised)
9.2 March 8, 2012 Regular Meeting (revised)
9.3 April 4, 2012, Special Meeting
9.4 April 19, 2012, Regular Meeting
9.5 April 19, 2012, Special Meeting
9.6 April 26, 2012, Special Meeting

10.0 APPROVAL OF FINANCIAL REPORTS
10.1 California Community College Chancellor’s Office Quarterly Financial Status Report for the period ending March 31, 2012 (CCFS-311Q)
10.2 Quarterly Financial Status of Income and Expenditures for the period ending March 31, 2012
11.0 CONSENT AGENDA
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.

11.1 Ratification of Financial Documents

11.1.1 Approval of Warrants for March 31, 2012

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<th>Fund</th>
<th>Amount</th>
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<tr>
<td>General Fund</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>
<tr>
<td>NVC Bldg. Fund/Series C (BOND)</td>
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</tr>
</tbody>
</table>

11.1.2 Approval of Total Gross Payroll

April 30, 2012 $2,210,225.32

11.2 Approval of Personnel Document of May 8, 2012

11.3 Approval of Agreement with Stop the Hate, Campus Pride, Inc.

It is recommended that the Board of Trustees approve an agreement with Stop the Hate, Campus Pride, Inc. for the purpose of establishing a partnership with the Napa Valley College Criminal Justice Training Center to provide national program coordination, training and other services to facilitate the successful delivery of the “Stop the Hate” national educational program for bias and hate crime prevention efforts at colleges and universities. NVC will receive $1,000.00 per 3-day workshop and $250.00 per 1 day special seminar. The term of this agreement is from July 1, 2012 through June 31, 2014. The agreement provides funding for both coordination activities and reimbursement for other expenses related to the program.

11.4 Approval of Addendum with Corporate Screening

It is recommended that the Board of Trustees approve an addendum with Corporate Screening for the purpose of providing background screening for students enrolled in NVC health occupation programs. Health occupations students will pay Corporate Screening directly and then Corporate Screening will send applicable reports to authorized NVC health occupations staff. NVC screening programs vary in price from $43.00 to $133.00.

11.5 Approval of Small Business Development Center Subcontract No. F2143 with Humboldt State University Sponsored Programs Foundation

It is recommended that the Board of Trustees approve SBDC Subcontract No. F2143 with the Humboldt State University Sponsored Programs Foundation. The subcontract provides $48,056 in funding from the Jobs Act of 2010 (ABJA10) to support the Norcal SBDC regional network. The purpose of the SBDC program is to provide high quality business and economic development assistance to small businesses and prospective small businesses in order to promote growth, expansion, innovation, increased productivity, and management improvement. The term of the agreement is from January 1, 2012 through December 31, 2012.
11.6 Approval of Small Business Development Center Subcontract No. F0404 with Humboldt State University Sponsored Programs Foundation
It is recommended that the Board of Trustees approve SBDC agreement No. F0404 with Humboldt State University Sponsored Programs Foundation. The subcontract provides $70,490 in funding from the Small Business Administration to support the Norcal SBDC regional network. The purpose of the SBDC program is to provide high quality business and economic development assistance to small business and prospective small businesses in order to promote growth, expansion, innovation, increased productivity, and management improvement. The term of the agreement is from January 1, 2012 through December 31, 2012.

11.7 Approval of Contract #DO-12-005 with Rancho Santiago Community College District for the “Youth Entrepreneurship Program (YEP)”
It is recommended that the Board of Trustees approve contract #DO-12-005 between Napa Valley College and Rancho Santiago Community College District for the purpose of providing funding in the amount $50,000 from the California Community Colleges Chancellor’s Office, Economic and Workforce Development, for continued implementation of the “Youth Entrepreneurship Program (YEP)”. The primary purpose of the YEP program is to provide information and training to replace misconceptions of vocational education and blue-collar jobs with increased awareness of and aspirations to self-employment as a legitimate lifetime career path providing livable wages. The term of this agreement is from April 1, 2012 through January 31, 2013. The maximum amount of funding available from this program is $50,000.

11.8 Approval of Contract Education Agreement with North Bay Medical Center for Nurse Training
It is recommended that the Board of Trustees approve a contract education agreement with North Bay Medical Center for the purpose of providing perioperative nurse training for North Bay Medical Center nursing staff. North Bay Medical Center will pay NVC a total of $6,484 for its two enrolled nurses.

11.9 Approval of Contract Education Agreement with Sutter Medical Center of Santa Rosa for Nurse Training
It is recommended that the Board of Trustees approve a contract education agreement with Sutter Medical Center of Santa Rosa for the purpose of providing perioperative nurse training to Sutter Medical Center of Santa Rosa nursing staff. Sutter Medical Center of Santa Rosa will pay NVC a total of $3,242 for its one enrolled nurse.

11.10 Approval of Contract Education Agreement with Kaiser Permanente Vallejo Medical Center for Nurse Training
It is recommended that the Board of Trustees approve a contract education agreement with Kaiser Permanente Vallejo Medical Center for the purpose of providing perioperative nurse training for Kaiser Permanente Vallejo Medical Center nursing staff. Kaiser Permanente Vallejo Medical Center will pay NVC a total of $6,484 for its two enrolled nurses.

11.11 Approval of Contract Education Agreement with Queen of the Valley Medical Center for Nurse Training
It is recommended that the Board of Trustees approve a contract education agreement with Queen of the Valley Medical Center for the purpose of providing perioperative nurse training for Queen of the Valley Medical Center nursing staff. Queen of the Valley Medical Center will pay NVC a total of $6,484 for its two enrolled nurses.
11.12 Approval of Contract Education Agreement with St. Helena Hospital/Adventist Health for Nurse Training

It is recommended that the Board of Trustees approve a contract education agreement with St. Helena Hospital/Adventist Health for the purpose of providing perioperative nurse training to St. Helena Hospital/Adventist Health nursing staff. St. Helena Hospital/Adventist Health will pay NVC a total of $3,242 for its one enrolled nurse.

11.13 Acceptance of Letter of Intent from Commission on Peace Officer Standards and Training (P.O.S.T.)

It is recommended that the Board of Trustees accept a letter of intent from the State of California, Commission on Peace Officer Standards and Training (POST). The Commission on POST approved a recurring contract with the Napa Valley College Criminal Justice Training Center (NVC) on February 23, 2012, in the amount of $756,504 for fiscal year 2012/2013. NVC will present Instructor Development Institute (IDI) Levels I and II training courses and provide Program oversight for POST. Additionally, the Commission approved POST to enter into a new contract with NVC to present IDI training for public safety dispatchers in the amount of $250,000 for fiscal year 2012/2013. The term of the contracts will be July 1, 2012 through June 30, 2013.

11.14 Approval of a Conference Program Agreement with Saint Mary’s College of California

It is recommended that the Board of Trustees approve a Conference Program Agreement with Saint Mary’s College of California for the use of Saint Mary’s College facilities for the purpose of providing Upward Bound students with an in-residence experience as required by the Upward Bound Program Grant. The residential experience will be July 16, 2012 through July 20, 2012. The cost to the Upward Bound program will be $43.00 per person for double occupancy in the residential halls and $1,455.00 for the use of lounge and classroom facilities.

11.15 Approval of Amendment #1 to Grant Agreement #11-317-033 with Board of Governors, California Community Colleges Chancellor’s Office

It is recommended that the Board of Trustees approve amendment #1 to grant agreement #11-317-033 between Napa Valley College and the Board of Governors, California Community Colleges Chancellor’s Office. The grant is being augmented with 2011-12 Economic and Workforce Development funds in the amount of $75,000 and extends the performance period to March 31, 2013. The project provides strategic priority leadership, coordination and technical assistance to support the process, application and integration of economic and workforce development and its tools into the community college system.

11.16 Approval of Grant Agreement #12-317-033 with Board of Governors, California Community Colleges Chancellor’s Office

It is recommended that the Board of Trustees approve grant agreement #12-317-033 between Napa Valley College and the Board of Governors, California Community Colleges Chancellor’s Office. The grant provides funding in the amount of $172,500 to provide strategic priority leadership, coordination and technical assistance to support the process, application and integration of economic and workforce development and its tools into the community college system for fiscal year 2012/2013.
11.17 Approval of Grant Agreement #12-109-XXX with Board of Governors, California Community Colleges Chancellor’s Office

It is recommended that the Board of Trustees approve grant agreement #12-109-XXX between Napa Valley College and the Board of Governors, California Community Colleges Chancellor’s Office. The grant provides funding in the amount of $50,500 for fiscal year 2012/2013 to support the renewal and continuation of the MESA (Mathematics, Engineering, Science Achievement) California Community College Program (CCCP) Center that has been operating since 1999. The MESA/CCCP Center is designed to provide academic and support services for financially and educationally disadvantaged students majoring in calculus based fields who seek to transfer to four-year universities.

12.0 EDUCATION TOPIC, INFORMATION/DISCUSSION ITEMS

12.1 Phi Theta Kappa Awards for 2011-2012

This year’s Phi Theta Kappa board was recognized by the international honor society for the following regional and international awards: 5 star Chapter recognition (highest stars available internationally), the Pinnacle Award for recruitment activity, and regionally: Jennifer Jelinek received a Competitive Edge certificate for research, Jessica Whitmire took home the Art Award for her line drawing, and an Honors In Action Team award for an essay on "Education." Students Paul Martinez-Everett, Jacqueline Prescott, and Susannah Grier placed on the Phi Theta Kappa state academic teams for Napa Valley College and were honored at the state capital by advisors, NVC president Edna Baehre-Kolovani, legislators and Phi Theta Kappa representatives.

12.2 Napa Valley College Student of the Year

Napa Valley College student Marissa Castaneda is one of seven individuals and a nonprofit organization selected as winners in the sixth annual Napa Valley Community Awards program, “Celebrating Community.” This annual event is held in honor of individuals who make a significant contribution to enhance life in the valley. The award luncheon will be held on May 24, 2012 and is sponsored by the Napa Chamber Foundation and Mechanics Bank.

12.3 Resolution Honoring 2011 – 2012 Retiring Faculty Members

Vice President Sue Nelson will introduce the following distinguished faculty members who are retiring: Rick Donohoe and Emily Cosby.

12.4 Granting of Emeritus Status

The Academic Senate’s Faculty Standards and Practices Committee has granted emeritus status to the following retiring faculty member: Rick Donohoe.

12.5 2011-2012 McPherson Distinguished Teaching Awards

This award was established by founding college president Dr. Harry McPherson to recognize excellence in teaching. The recipient of the McPherson Distinguished Teaching Award for 2011-2012 is Andrea Bewick. The award is scheduled to be presented to Ms. Bewick on May 11, 2012.

12.6 Report on Listening Post Themes

President Edna Baehre-Kolovani will present her report on Listening Post Themes and make recommendations related to membership on a blue ribbon panel to review the themes. The full report is included in the backup packet. (Baehre-Kolovani/Nelson)
12.7 Accreditation Update
Staff will present options and information related to Accreditation requirements and deadlines including information on the Mid-Term Report and Educational Master Plan. (Baehre-Kolovani/Nelson)

12.8 Update on 2011/2012 Budget and 2012/2013 Budget Development
Staff will present information on the current year (2011/2012) budget as well as information on the budget development process for the 2012-2013 annual operating budget of Napa Valley College. Topics of discussion may include revenue & expenditure expectations, budget development timelines and trigger dates, and any new concerns for 2011/2012 and 2012/2013. (Nahlen)

12.9 Early Retirement Programs
At the request of the Board, staff will present information on early retirement programs, including “Golden Handshakes” provided by CalPERS and CalSTRS and other incentive programs. In the event the BOT wishes to further investigate an Early Retirement Incentive (ERI), staff has also identified process steps and a timeline for such a program. (Ecklin/Nahlen)

12.10 Update on Disposition of North Corner Property (Surplus Property)
President Edna Baehre-Kolovani will review options and procedures related to the disposition of real property. This is part of an ongoing study into potential uses of college owned property that is located at the corner of Soscol and Imola Avenues. (Baehre-Kolovani)

12.11 Update on Student Success Task Force Recommendations
Staff will provide an update on Student Success Task Force recommendations and implications for Napa Valley College. (Nelson, DeHaro, Nahlen)

13.0 ACTION ITEMS

13.1 Acceptance of 2012-2013 Negotiations Proposal from the Napa Valley College Faculty Association
The 2012-2013 Negotiations Proposal from the Napa Valley College Faculty Association appears in the backup packet under Agenda Item 5.1.

Recommendation: It is recommended that the Board of Trustees accept the 2012-2013 Negotiations Proposal from the Napa Valley College Faculty Association.
13.2 Approval of the Napa Valley Community College District Proposal for Negotiations with the Napa Valley College Faculty Association for the Contract Period Beginning July 1, 2012

The District Proposal for Negotiations with the Napa Valley College Faculty Association for the contract period between July 1, 2012 and June 30, appears in the backup packet under Agenda Item 5.2.

**Recommendation:** It is recommended that the Board of Trustees approve the Napa Valley Community College District Proposal for Negotiations with the Napa Valley Faculty Association for the contract period beginning July 1, 2012.

13.3 Annual Review of Privileges Granted to the Student Trustee and Included in Board Policy BP 2015 – Student Member

As required by Education Code Section 72023.5, the Board of Trustees shall annually approve the privileges afforded the student member of the board. Board Policy BP 2015 – Student Member identifies the following privileges of the Student Trustee; to attend student trustee orientation, to make and second motions, to attend closed session at the invitation of the board, to receive compensation for meeting attendance at a level consistent with other board members, to serve a one year term commencing on May 15 of each year, and, to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board. (Baehre-Kolovani)

**Recommendation:** It is recommended that the Board of Trustees approve the privileges afforded the Student Trustee in Board Policy BP 2015 – Student Member.

13.4 Approve New Board Policy – Camping & Storage of Camping Related Personal Property (2nd Reading)

Oscar DeHaro, Vice President of Student Services, and Ken Arnold, Police Chief, propose a new policy to address camping activities on campus. The new policy is based upon existing regulations used by the City of Napa and has been reviewed and commented upon through the Council of Presidents, a shared governance committee. (DeHaro)

**Recommendation:** It is recommended that the Board of Trustees approve the Camping & Storage of Camping Related Personal Property as presented.

13.5 Adopt Resolution Ordering Governing Board Member Election

Pursuant to Education Code sections 5000, 5304 and 5322, the Board of Trustees shall order school district elections for Trustee Areas whose governing board member terms are to expire in December 2012. The election specifications are included in the Resolution and identify the need to elect members of the governing board from Trustee Areas 1, 6, and 7. (Baehre-Kolovani)

**Recommendation:** It is recommended that the Board of Trustees adopt the Resolution Ordering Governing Board Member Election.

13.6 Appoint Board Representative to Viticulture & Winery Technology Foundation

Trustee Steve Reinbolt has resigned from the Viticulture and Winery Technology Foundation board. Pursuant to Viticulture and Winery Technology Foundation bylaws, the Napa Valley College Board of Trustees is to have three representatives on the VWT Foundation Board. Relevant sections of the bylaws are included in the
backup packet. Board Chair Michael Baldini and Trustee Bruce Ketron are currently appointed to the VWT Foundation Board. The three appointees’ terms were scheduled to expire in 2013. (Baehre-Kolovani)

**Recommendation**: It is recommended that the Board of Trustees appoint a third trustee member to the VWT Foundation Board.

13.7 **Future Agenda Items**

13.7.1 **Listing of Agenda Items Previously Approved**

13.7.1.1 Facilities Usage Update (tentatively scheduled for June 2012)

13.7.1.2 Information/Discussion – Hiring Procedures (tentatively scheduled for June 2012)

13.7.1.3 Information/Discussion – Veterans programs and benefits (tentatively scheduled for June 2012)

13.7.2 **Discussion and Approval of Newly Proposed Agenda Items**

14.0 **BOARD OF TRUSTEES REPORTS**

15.0 **CONTINUANCE OF CLOSED SESSION** (as needed)

16.0 **ADJOURNMENT**