Note: 6:00 p.m. Start Time
For Closed Session

Napa Valley Community College District

REGULAR MEETING OF THE BOARD OF TRUSTEES
March 17, 2005
6:00 p.m. Closed Session
7:00 p.m., Return to Public Session
Room 211, McPherson Administration Building
Napa Valley College, Napa, California

AGENDA

1.0 CALL TO ORDER 6:00 p.m.

2.0 CLOSED SESSION (6:00 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: Scott Miller, Ed Shenk
Name of organization representing employees: NVCFA/CTA/NEA

Name of agency negotiators: Scott Miller, Bonnie Thoreen, Judie Walter-Burke
Name of organization representing employees: NC-ACE/SEIU
Name of agency representatives: Chris McCarthy

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 Titles:
1) Executive Director, Napa Valley College Foundation
2) Human Resources Assistant

3.0 RETURN TO PUBLIC SESSION (7:00 p.m.), Room 211, McPherson Administration Building

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**
Items will be heard following 5.0 (Public Comments). Other items may be moved, at the discretion of the board president.

3.6 **Announcement of Future Meetings** (6:30 p.m. closed session, 7:00 p.m. public session)
- April 28, 2005, Regular Meeting
- May 19, 2005, Regular Meeting
- Commencement Ceremony May 27, 2005
- June 16, 2005, 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 three-minute presentation.

5.0 **APPROVAL OF MINUTES of February 24, 2005** (See backup pages 1-8)

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 for February, 2005**

6.1.1 **Approval of Warrants**
- General Fund $878,391.65
- Child Care Fund $1,896.29
- Capital Outlay Projects Fund
- NVC Bldg. Fund/Series A (BOND) $333,691.22

6.1.2 **Approval of Total Gross Payroll** $1,822,315.75

6.2 **Academic Personnel Status Document for Academic Year 2005-2006**
This is an annual, routine approval of the status document that lists each academic employee by contract status, salary step, and anniversary date. The document recommended for approval is printed on backup packet pages 9 through 12.

6.3 **Approval of Contract Renewal with the Veterans Home of California for Clinical Experience and the Use of Clinical Facilities**
It is recommended that the Board of Trustees renew the contract with the Veterans Home of California, Yountville for clinical experience and the use of clinical facilities for Napa Valley College nursing students. There is no cost related to this contract. The renewal will be from July 1, 2005 through June 30, 2006.

7.0 **CONSTITUENT GROUP REPORTS**
- Academic Senate Report
- Faculty Association Report
- Classified Association Report
- Classified Senate Report
- Administrative Senate Report
- Associated Student Body Report
8.0 INFORMATION ITEMS

8.1 Board Retreat Planning
The board has expressed interest in scheduling retreats on the subjects of the Facilities Master Plan and on board roles and responsibilities. Dr. McCarthy will present options for the process to develop board roles and responsibilities. Possible dates, times and format will be discussed by the board.

8.2 Discussion of the Transportation Component of the Facilities Master Plan
The board has requested a discussion of the transportation component of the Facilities Master Plan. Dan TerAvest will review potential transportation improvements prior to the board discussion.

9.0 ACTION ITEMS

9.1 Award of Bid for Central Boiler Plant
The aged and inefficient boiler plant, which has far exceeded its useful life expectancy, will be replaced and a new utility trench dug down the central mall of the campus. The new trench will hold piping to provide existing buildings with hot water for heat. NVC will open bids only from general contractors who have successfully completed the pre-qualification process and will accept only bids listing subcontractors who have successfully completed the Pre-Qualification Process for Mechanical/Plumbing and Electrical Trades. Bids will be opened on March 15, 2005 at 2:00 p.m.

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

9.2 Approval of Contract for Installation of Photovoltaic Array
PowerLight was approved as the chosen contractor to build and coordinate P.G.& E. rebates for a photovoltaic array project that will provide approximately one megawatt of electrical power to Napa Valley College. The contract is now being presented for approval. The amount of the contract will be distributed at the meeting.

Recommendation: It is recommended that the Board of Trustees approve the contract for the installation of the photovoltaic array.

9.3 Approval of Tennis Court Plan
The specifics of the tennis court plan have been finalized as an element of the Facilities Master Plan. Staff has met with Physical Education and community tennis players to discuss options to the Facilities Master Plan. A final plan will be presented at the meeting.

Recommendation: It is recommended that the Board of Trustees approve the new tennis court plan as presented.

9.4 Authorization of the Purchase of Task Furniture
To guarantee delivery of furniture per the construction schedule for the renovation of faculty offices in 1000 A First Floor and 1000 B Second Floor, the order must be placed prior to the April 28, 2005 meeting of the board. Pricing will be through a U.S. Communities Term Contract, and the estimated cost will be presented at the meeting.
Recommendation: It is recommended that the Board of Trustees authorize the purchase of task furniture.

9.5 Approval of Agreement with the State of California Psychiatric Technician Unit 18 Joint Apprenticeship Committee
The college had partnered with Napa State Hospital to provide a special psychiatric technician training program, supported by a state grant. Current hospital employees who qualified for the program were paid for forty hours of work but attended twenty hours of classes. The grant supported the employee’s salaries and the college claimed the enrollment for the classes.

Program funding was cancelled in the fall, effective at the end of the semester. The hospital and District searched for a method to continue the program understanding that the students could not afford to reduce their employment. The best solution was to establish a Psychiatric Technician Program that addresses a lack of trained candidates for their positions. The college continues to offer and receive funding for a program that addresses a critical community need.

The agreement specifies that the revenue generated from the apprenticeship program will be shared 50/50 between the hospital and the college. The agreement commences January 1, 2005, and ends December 31, 2005.

Recommendation: It is recommended that the Board of Trustees approve the agreement with the State of California Psychiatric Technician Unit 18 Joint Apprenticeship Committee to offer an apprenticeship program for the period January 1, 2005 to December 1, 2005.

9.6 Approval of Resolution Related to Issuance and Sale of 2005-2006 Tax and Revenue Anticipation Note
For the past several years, the District has issued tax and revenue anticipation notes (TRANS) to provide cash flow until property taxes and other revenues are received. The projected cash flow for 2005-2006 will again require issuance of TRANS to meet ongoing obligations. The notes must be repaid before the end of the fiscal year 2005-2006. The TRANS will be issued through a statewide financial program sponsored by the Community College League of California.

The resolution (see backup packet page 13) authorizes the issuance by the District of tax and revenue anticipation notes (TRANS) in an amount not to exceed $5,000,000. The resolution authorizes the Superintendent/President or Vice President, Business and Finance to sign financing documentation in connection with the issuance of the TRANS. The resolution appoints the law firm of Stradling, Yocca, Carlson and Rauth as bond counsel to the District. Stradling is a regional law firm that specializes in municipal bond law. The full text of the resolution has been provided to the trustees and is available in the President’s Office upon request.

Recommendation: It is recommended that the Board of Trustees approve the resolution as presented.

9.7 CCCT Board Election, 2005
The election of members of the CCCT Board of the League will take place between March 10 and April 25. There are ten two-year vacancies on the board. Each member community college district board has one vote for each of the ten vacancies on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. The ten candidates who receive the most votes will serve two-year terms. In the event of a tie vote for the last position to be filled, the CCCT board will vote to break the tie. Charles Meng has reviewed the nominees and will make a recommendation to the board at the meeting.
9.8 Approval of Revised Board Policy 3720: Computer Use Policy (Second Reading)
This revised policy, provided by the California Community College League Policy and Procedures Service, has been through the college’s shared governance process and has received the approval of all constituent groups. It was approved on first reading at the February 24, 2005 board reading. It is available in the President’s Office.

Recommendation: It is recommended that the Board of Trustees approve the revised Computer Use Policy.

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

10.1 Superintendent/President’s Report

10.2 Reports from Board Members