NOTE: Early 6:00 p.m. Start Time
For Closed Session

Napa Valley Community College District

REGULAR MEETING OF THE BOARD OF TRUSTEES
April 28, 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) Mathematics Instructor, Tenure-Track
2) Psychology Instructor, Tenure-Track
3) Drama Instructor, Tenure-Track

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)
May 19, 2005, Regular Meeting
Commencement Ceremony May 27, 2005
June 16, 2005, Regular Meeting
July – No 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 March 17, 2005 (See backup pages 1-5)
APPROVAL OF MINUTES of April 8, 2005 (See backup pages 6-8)

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 March, 2005
6.1.1 Approval of Warrants
General Fund $1,269,409.73
Child Care Fund $4,774.40
Capital Outlay Projects Fund $32,500.00
NVC Bldg. Fund/Series A (BOND) $929,955.70

6.1.2 Approval of Total Gross Payroll
$1,814,749.68

6.2 Award of Contract for Faculty Office Renovation Casework
The project to renovate the 1000B second floor and Health Occupations faculty offices will include casework. California’s Custom Cabinetry Co. of Petaluma presented the low bid of $30,980. It is recommended that the Board of Trustees ratify the award of bid to California’s Custom Cabinetry Co. for $30,980.

6.3 Approval of Landscape Master Plan Proposal
The landscape master plan has developed beyond the programming phase. TLCD Architecture of Santa Rosa, a pre-qualified architectural firm for Napa Valley College, proposes to complete the schematic phase of design for $65,000. It is recommended that the Board of Trustees ratify approval of the proposal as presented.
6.4 **Proposed Change Orders – UVC Library and Kitchen Expansion:**

It is recommended that the Board of Trustees approve the James Nolan Construction, Inc. proposed change orders as given here and in attached Proposed Change Order Log dated April 8, 2005. The net cost of these proposed change orders is $32,338.57. See pages 9 and 10.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>200-001R2</td>
<td>Re-route gas line</td>
<td>$16,833.06</td>
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<tr>
<td>200-002R2</td>
<td>Add floor sink</td>
<td>$4,575.01</td>
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<td>200-003R</td>
<td>Credit for reduced footing</td>
<td>-$1365.46</td>
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<tr>
<td>200-005</td>
<td>Provide utilities to washer/dryer</td>
<td>$10,078.29</td>
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<tr>
<td>200-006R</td>
<td>Re-route sink and dishwasher vents</td>
<td>$4,909.95</td>
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<tr>
<td>200-008R</td>
<td>Credit for deleted canopy</td>
<td>-$2052.47</td>
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<tr>
<td>200-010R</td>
<td>Remove sidewalk, replace with sod</td>
<td>$1,194.82</td>
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<tr>
<td>200-011</td>
<td>Credit for eliminating carpet</td>
<td>-$1,214.85</td>
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<td>200-012</td>
<td>Credit for eliminating insulation</td>
<td>-$412.00</td>
</tr>
<tr>
<td>200-017</td>
<td>Credit for deleting moisture barrier</td>
<td>-$207.78</td>
</tr>
</tbody>
</table>

6.5 **Approval of Lease Agreements for Modular Classrooms**

Two new modular buildings will be provided by Custom Modular Structures of Pleasanton, CA for use as classrooms. Some existing modular classroom space will be converted to swing space for student services in order to clear the building site for Tech III, Visual & Graphic Vocational Center. The lease for each building is proposed for a term of five years at a cost of $10,740 per year. It is recommended that the Board of Trustees ratify the approval of contract to lease modular buildings.

6.6 **Approval of Contract Amendment with the University of California, Davis**

It is recommended that the Board of Trustees approve a contract amendment to agreement Number 94-051300 with the University of California, Davis. This agreement is for a clinical facility for respiratory therapy students. The amendment extends the agreement from September 26, 2004 to September 25, 2005.

6.7 **Approval of Agreement with the Community College Foundation**

It is recommended that the Board of Trustees approval an agreement with the Community College Foundation for an Independent Living Program. The period of the contract is from July 1, 2004 to June 30, 2005. The total amount of the contract is $15,490. This is a continuing program.

6.8 **Approval of Contract with Strata Information Group**

It is recommended that the Board of Trustees approve a contract with Strata Information Group to install, configure and set up, and provide training for the ARGOS reportwriter software that will be used in conjunction with the Datatel software. The total cost of the contract will not exceed $10,000.

6.9 **Approval of Agreement with Saint Mary’s College**

It is recommended that the Board of Trustees approve a contract with Saint Mary’s College for housing and classrooms for the Upward Bound Program for July 5, 2005 through July 9, 2005. The total contract will not exceed $12,500.
6.10 **Approval of Contract Amendment with Napa County**  
It is recommended that the Board of Trustees approve amendment number 2 to Napa County Agreement Number 3832. This amendment incorporates Version 5 of the County’s general terms and conditions, reduces the prior year maximum to $17,000, approves an increase to $25,500 for 2004-2005 and extends the contract through 2005-2006 for $25,500. This contract is for learning disabilities assessment for CalWorks individuals.

6.11 **Approval of Special Privileges for Nonresident Foreign Students**  
The administrative regulations to Board Policy S6210, Tuition, relate to the Non-resident Foreign Student Tuition Waiver. The regulations state that the Napa Valley College Board of Trustees authorize tuition waivers for no more than 10% of the non-resident foreign students enrolled at the college each semester. The waiver is to be used in unusual and extraordinary situations. The waiver is granted for one semester, subject to renewal each semester, up to a maximum of four semesters. The student’s circumstances must meet three criteria, including: 1) the student’s financial situation has changed because of circumstances beyond his/her control; 2) failure to grant the waiver would cause the student undue hardship; and 3) the president recommends approval of the waiver. Ms. Villegas is an international student from the Philippines and is requesting a waiver of the nonresident tuition fee for the Spring, 2005 semester. This is the first semester she is requesting a waiver. See backup page 11.

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 **Discussion of Modification of Facilities Master Plan**  
During the process of working with HGA, architects for the proposed new theater building, a possible modification to the Facilities Master Plan has emerged. It includes moving the proposed new TECH III building from South campus near the library to North campus, West of the proposed site for the theatre building. The new building site for Tech III would be the current location of college tennis courts. The modification would require no change to the timeline for building the theater. Dan TerAvest will review the advantages to moving Tech III and explain the adjustments to cash flow and sequencing of other projects required by the proposed modification.

8.2 **Report on Napa Valley College Puente Project**  
The Puente Project is a year-long writing, mentoring, and counseling program with a curriculum that focuses on Latino/Mexican-American authors and issues. It is designed for students who want to transfer to four-year colleges and universities. Cathy Gillis, Christina Rivera, and Mary Salceda will make a brief presentation to the board.
Dr. Ed Shenk will give an FTES report for Spring, 2004-05 and an analysis of Year 2004-05. The report will be distributed at the meeting.

9.0 ACTION ITEMS

9.1 Approval of Fiscal Year 2003-2004 Single Year Audit Report
A representative of Matson and Isom Accountancy Corporation, the district’s current auditors, will be present to answer questions about the fiscal year 2003-2004 single year audit. The Board’s Audit Committee met with auditors to review a draft of the document. The auditors commended the district for the accuracy of its financial report. For the eleventh consecutive year, the audit firm is rendering an unqualified opinion and made no adjustments to the District’s financial statements. Vice President of Business and Finance Scott Miller and his staff, along with the entire campus, deserve commendation. Because of our limited number of copies the audit report is distributed separately to trustees. It is available for review in the President’s Office.

Recommendation: It is recommended that the Board of Trustees approve the Fiscal Year 2003-2004 Single Year Audit Report, as presented.

9.2 Five Year Capital Outlay Construction Plan
The Chancellor’s Office requires an annual review of the Five Year Capital Outlay Construction by the Board of Trustees. The District’s Order of Priority is based on the Bond Implementation Plan and evolving Master Construction Schedule and appears on backup pages 12 and 13.

Recommendation: It is recommended that the Board of Trustees approve the Five Year Capital Outlay Construction Plan.

9.3 Approval of Tennis Courts and Riparian Corridor Proposal
TLCD Architecture of Santa Rosa, a pre-qualified architectural firm for Napa Valley College, proposes to complete plans and specifications for construction of new, lighted tennis courts, a riparian corridor, and an extension of the services road, for fees not to exceed $110,000. It is recommended that the Board of Trustees ratify approval of the proposal as presented. See Backup packet pages 14 and 15.

9.4 Approval of Division Chair Election Results
The following are the results of the recent division chair elections: Laura Ecklin, Counseling; Eve-Anne Wilkes, Fine and Performing Arts; and Richard DellaValle, Sciences, Mathematics and Engineering. The term for these positions is July 1, 2005 to June 30, 2008.

Recommendation: It is recommended that the Board of Trustees approve the results of division chair elections as follows: Laura Ecklin, Counseling; Eve-Anne Wilkes, Fine and Performing Arts; and Richard DellaValle, Sciences, Mathematics, and Engineering.

9.5 Approval of Increase in Parking Fees, Effective Fall, 2005
With the implementation of Datatel, the District is seeking approval to implement a new parking fee schedule that can be maintained by a new permitting process that is compatible with Datatel. This new process will allow students to purchase parking permits online and be able to move
This increase in parking fees is being reviewed by the ASB Board at their April 21 meeting and their recommendation will be reported to the Board of Trustees. See backup packet page 16.

**Recommendation:** It is recommended that the Board of Trustees approve the increase in parking fees, effective Fall, 2005.

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**