NOTE: Closed Session
Begins At 6:00 p.m.

Napa Valley Community College District

REGULAR MEETING OF THE BOARD OF TRUSTEES
May 19, 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, Full-Time, Temporary Leave Replacement for the 2005-2006 academic year
2) Chemistry Instructor, Full-time, Temporary Leave Replacement for the 2005-2006 academic year
3) Psychology Instructor, Tenure-Track
4) Studio Art Instructor, Tenure-Track
5) Biology Instructor, Tenure-Track
6) Physical Education Instructor/Softball Coach, Tenure-Track
7) Talent Search Director
8) Upward Bound Director

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 **Resolution Honoring Outgoing Student Trustee, Emery Meeks**

3.5 **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.

3.6 **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.

3.7 **Announcement of Future Meetings**
(6:30 p.m. closed session, 7:00 p.m. public session)
Commencement Ceremony May 27, 2005
June 16, 2005, Regular Meeting
July – No meeting
August 25, 2005

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 April 28, 2005**
(Minutes will be distributed separately).

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 April, 2005**

6.1.1 **Approval of Warrants**
General Fund $1,184,184.11
Child Care Fund $5,822.79
Capital Outlay Projects Fund $3,400.00
NVC Bldg. Fund/Series A (BOND) $2,924,005.25

6.1.2 **Approval of Total Gross Payroll**
$1,840,632.81

6.2 **Approval of Personnel Assignments Dated April 12, 2005**
Approval of Personnel Assignments Dated May 10, 2005

6.3 **Approval of Contract for the Small Business Development Center**
The United States Small Business Administration has an agreement with the San Jose State University Foundation to administer the Northern California Small Business Development Center Program. This contract between Napa Valley College and the San Jose State University Foundation will not exceed $60,000. It is recommended that the Board of Trustees approve the contract with the San Jose State University Foundation.
6.4 Community Education Curriculum Approval
The following new community education courses are being submitted for board approval:
Beginning Beaded Jewelry; Intermediate Beaded Jewelry; Altered Art: Book or Myth or Notion; Being Your Own Best Healer; Wines of South America. See backup packet page 1. It is recommended that the Board of Trustees approve these courses.

6.5 Approval of Contract with SBC for Wireless Internet Service
It is recommended that the Board of Trustees approve a contract with SBC for a wireless network at Napa Valley College. The installation will be free of charge to Napa Valley College. SBC will install up to five servers around the campus to provide wireless services at various locations. Not all areas will be covered. Certain services, such as faculty and staff email, library reference databases, and campus Datatel web services would be provided free of charge. If users wanted to access the internet, they would have to subscribe to SBC Freedom link. Both monthly and daily subscription options are available. SBC is responsible for the maintenance of the system. This is a three-year agreement.

7.0 FINANCIAL REPORTS

7.1 Quarterly Financial Status of Income and Expenditures for the Period Ending 3/31/05
(Will be mailed separately and distributed at the meeting)

7.2 Quarterly Financial Statement Report (CCFS311Q)
(Will be mailed separately and distributed at the meeting)

8.0 CONSTITUENT GROUP REPORTS
- Academic Senate Report
- Faculty Association Report
- Classified Association Report
- Classified Senate Report
- Administrative Senate Report
- Associated Student Body Report

9.0 INFORMATION ITEMS

9.1 Phi Theta Kappa Awards for 2004-2005
Napa Valley College’s Beta Beta Sigma Chapter of Phi Theta Kappa has earned many significant awards in the last several months at three levels: Phi Theta Kappa International Awards; Phi Theta Kappa Regional Awards, and State of California Awards, as noted below.

International Awards
Continued Excellence Advisor Award: Dr. Melody Seymour
Distinguished Officer Award: Jennifer Vargas
All USA First Academic Team (top 20 students in the USA): Nida Qureshi
Guistwhite Award (top 20 students in Phi Theta Kapaa): Nida Qureshi

Regional Awards
5-Star Chapter Award (highest level of achievement in scholarship, service, leadership, and fellowship)
Bronze Pinnacle Award (membership exceeds previous years)
Leadership Hallmark Award (First Place in Nevada/California)
Outstanding Chapter Officer Award (First Place in Nevada/California): Jennifer Vargas
Top Three Chapter Advisors in Nevada/California: Dr. Melody Seymour
State of California Awards
All-California First Academic Team (top twenty in state): Nida Qureshi
All-California Second Academic Team (top forty in state): Amber Matusiek
New Century Scholar (top student in California): Nida Qureshi

9.2 Community College Public Relations Organizations Awards Earned by NVC
The 2004-2006 Napa Valley College Catalog earned recognition at the Community College Public Relations Organization meeting held in April in Long Beach. Tying for third place honors for the catalog, catalog staff include: Beth Hauscarriague, editor and design/layout; Jolie Sidney Brown, assistant editor; Michael Henry, cover design and layout; Robert Buehler, Betty Malmgren, and Richard Bruns, photography; Jolie Sidney Brown and Kearna Hall, typography; and Betty Malmgren, student profiles.

Betty Malmgren also received an award for photography. Her photograph, “Dancing for Irving Berlin” that appeared on posters, collateral pieces for Fine and Performing Arts, and the Napa Valley College News, received third prize at the CCPRO April meeting.

9.3 Welcome to New Tenured Faculty
Seven Napa Valley College faculty members, having completed their probationary period, are advancing to tenured status, including: Dianna Chiabotti, Julie Hall, Benjie Heu, Robert Millay, Geraldine Ritchie, Walter Unti, and Cliff Zykowski. At this meeting, new tenured faculty will be awarded their assistant professor certificates and welcomed to the tenured faculty.

9.4 Signage Program and Logo/Identity Development
A public forum on the developing signage program and new college logo is scheduled for May 17, 2005. The project is in preliminary planning and early phase schematic design. Several logo styles are under development and a preliminary sign site plan is nearly complete. Dan TerAvest will present the project status with the aid of a PowerPoint presentation.

9.5 MetroPCS Proposal
Dan TerAvest will present a recently received proposal from MetroPCS to install a cellular phone antenna on campus. The lease of space for the tower, approximately 216 square feet (a 12’ x 18’ equipment pad) to MetroPCS will provide income, and a lease agreement is currently being negotiated by the Business and Finance Office.

10.0 ACTION ITEMS

10.1 Adoption of 2005-2006 Preliminary Budget
The Budget Committee developed the 2005-2006 Preliminary Budget and held a college-wide forum on May 12, 2005. Following the process established in the planning and budget policy, after the forum, the Budget Committee made final changes to the Preliminary Budget and forwarded it to the college president and Board of Trustees. The college president reviewed the preliminary budget and now recommends approval to the Board of Trustees. The president will inform the board of any funding changes in the Governor’s May revision that could impact the budget. Copies are available in the President’s Office.
10.2 **Approval of Proposal for First Phase of Reconstruction of Magnolia Drive**

Mark Thomas & Co. has proposed to provide engineering services, final design and environmental clearance documentation for three phases of roadway and parking improvements. The first phase will be reconstruction of Magnolia Drive and the Magnolia Drive intersection at Highway 221 (Napa-Vallejo Highway) to allow for two-way traffic, both ingress and egress from the campus. This phase will involve significant coordination with CalTrans and various studies such as traffic, geotechnical, cultural resources, and hazardous materials. Phase two will include the Magnolia Drive extension intersection to allow for a possible future Imola connection. Phase three will re-align Diemer Drive to add parking and eliminate the “hook ramp” entry onto campus.

**Recommendation:** It is recommended that the Board of Trustees approve a proposal from Mark Thomas & Company and authorize staff to enter into a contract for services for $339,946.

10.3 **Approval of Resolution to Authorize Submission of Final Project Proposal for Building 900, Little Theater**

Last year the Board of Trustees authorized staff to submit three Initial Project Proposals (IPP’s) as the first step toward receiving state funding for modernization projects in buildings 400-700, and 900. Modernizing building 900 was the only project approved by the Chancellor’s Office to advance to the next level of funding application, the Final Project Proposal (FPP). Staff has prepared an FPP for modernizing the Little Theater, Building 900. The FPP is due on June 1, 2005, and will request approximately $1.9 million, or 50% of the conceptual plan estimate, from the State. A resolution authorizing the application is a required element of the FPP package and appears on backup pages 2 and 3.

**Recommendation:** It is recommended that the Board of Trustees adopt the resolution and authorize submission of a Final Plan Proposal for Building 900 Modernization.

10.4 **Curriculum Approval for Spring, 2005**

Many changes to the curriculum have been made during the Spring, 2005 semester. These changes have been carefully reviewed and approved by each appropriate division, division chairperson, and the Curriculum Committee. The Academic Senate and District have reached mutual agreement on the changes and recommend them for board approval. Copies are available in the President’s Office.

**Recommendation:** It is recommended that the Board of Trustees approve the curriculum for Spring, 2005.

10.5 **Authorization to Advertise for Faculty Position for 2005-2006**

At the December 9, 2004 board meeting, the board authorized advertising faculty positions for 2005-2006. This vacancy, created by the retirement of EOPS counselor Gerard Perez, falls outside the process and timeline for those faculty replacements because it is categorically funded. The authorization allows the Office of Human Resources to finalize a job announcement and begin advertising the position.

**Recommendation:** It is recommended that the Board of Trustees authorize advertising for an EOPS Counselor for 2005-2006.
10.6 Approval of Student Equity Plan
In order to promote student success for all students, the governing board of each community college district is required to adopt a student equity plan. The Board of Governors identified five success indicators that were measured at NVC and appear in the report. These are access, successful course completion (retention), ESL and basic skills improvement, degree and certificate completion, and transfer. The plan also includes college goals and objectives that were taken from the 2005-2011 Strategic Plan. The plan was approved by the Planning Committee and was sent to the constituent groups for their review and comment. Members of the Board of Trustees were mailed a copy of the Student Equity Plan as well as comments from the Coordinator, New Majority Affairs and Transfer. Copies are available in the President’s Office.

Recommendation: It is recommended that the Board of Trustees approve the NVC Student Equity Plan.

10.7 Approval of a Revision of the Academic Honesty Policy
In April, 2003, the Board of Trustees approved the Academic Honesty Policy. At that time, the policy did not include a section on the consequences of academic dishonesty. The proposed new policy does include that language. The policy has been through the mutual agreement process. See backup packet pages 4 and 5.

Recommendation: It is recommended that the Board of Trustees approve the revised Academic Honesty Policy.

10.8 Approval of Revised Program Evaluation Policy (First Reading)
In response to a recommendation from the accreditation report, a committee of Sue Nelson, Dr. Melody Seymour, Jerry Somerville, Dr. Robyn Wornall, Judie Walter-Burke, Diana Chiabotti, and Dr. Sally Fitzgerald worked over the last two years to revise the program review process. In addition to visiting other campuses and studying their procedures, the committee brought in a consultant. The new procedures have been accepted through the mutual agreement process and do not require board approval. The proposed Program Evaluation Policy has been adapted from the policy recommended by the California Community College League Policy and Procedures Service to which the college subscribes. See backup page 6.

Recommendation: It is recommended that the Board of Trustees approve the Program Evaluation Policy (First Reading).

10.9 Approval of Program Discontinuance Policy (First Reading)
Faculty members Glen Bell, Robert Chudnofsky, Faye Smyle, and Bill Blair have worked with Dr. Sally Fitzgerald over the past year to adapt a program discontinuance policy from those of seven other California community colleges. The final version was adopted by the Senate Academic Standards Committee and has been approved through the mutual agreement process with the administration. While the college is required to have a program discontinuance policy for vocational programs, the faculty opted for broader procedures that cover all instructional programs, as is typical of other colleges. The proposed policy was provided by the League and is offered in tandem with the Program Evaluation Policy for board approval. See backup packet page 7.

Recommendation: It is recommended that the Board of Trustees approve the Program Discontinuance Policy (First Reading).
10.10 Approval of International Education Program
The following course has been approved by the International Education Advisory Program to be offered during Intersession, 2005: PHOTOGRAPHY 160: Documentary Photography in Myanmar (Zak). The following courses have been approved by the International Education Advisory Program to be offered during Summer Session, 2006: SPANISH 110, 111, 114, 116, 130, 131 in Costa Rica (Villagomez); MUSIC 165: Vocal Performance in Northern Italy (Wilkes); FRENCH 120, 121, 240, 241 in Paris (McEligot); ART 118: Art History in England (Badgett).

10.11 Approval of Revised Parking Penalty Schedule
The college’s original parking penalty schedule was established in 1993 and has not been reviewed since that time. To the extent possible, issuing agencies within the same county shall standardize parking penalties. The Napa Valley College Parking Penalty Schedule has been revised to be consistent with the schedule of the City of Napa. See backup page 8.

10.12 Approval of New Member(s) to the Independent Citizens’ Bond Oversight Committee
Since its initial meeting in March of 2003, the Citizens’ Bond Oversight Committee has lost members and representation of the required groups, as established in the bylaws: students; the business community; a senior citizen’s organization; a bona-fide taxpayers’ association; a support organization for the college; and the community at large.

New members of the oversight committee were solicited through press releases and paid advertisements. Those applications have been reviewed by a subcommittee of the Board of Trustees; a recommendation from that group will be made at the meeting.

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

11.1 Superintendent/President’s Report

11.2 Reports from Board Members