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

Napa Valley Community College District

RESCHEDULED REGULAR MEETING OF THE BOARD OF TRUSTEES  
August 4, 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, Sue Nelson  
Name of organization representing employees: NVCF/NCTA/NEA  
Name of agency negotiators: Scott Miller, Bonnie Thoreen, Judie Walter-Burke  
Name of organization representing employees: NC-ACP/SEIU  
Name of agency representatives: Chris McCarthy  
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, Approval/Ratification of Full-Time Employment Titles:
1) Maternal-Newborn Nursing Instructor (30% of full-time, leave replacement) for Fall, 2005  
2) EOPS Counselor (tenure-track)  
3) Interim Athletic 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 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** (6:00 p.m. closed session, 7:00 p.m. public session)
- September 15, 2005, Rescheduled Regular Meeting
- October 27, 2005, Regular Meeting
- November 17, 2005, Regular Meeting
- December 8, 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 June 16, 2005**
See backup pages 1-6.

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 June, 2005**

6.1.1 Approval of Warrants
- General Fund $189,994.01
- Child Care Fund $678.73
- Capital Outlay Projects Fund
- NVC Bldg. Fund/Series A (BOND) $838,538.47

6.1.2 Approval of Total Gross Payroll $1,871,273.00
- Approval of Supplemental Payroll $183,550.25

6.2 **Approval of Personnel Assignments Dated July 21, 2005**

6.3 **Approval of Contract for the Campus Child Care Program**
This California Department of Education contract number CCAM-5006 is to provide funds for Child Development programs. The maximum amount of this contract is $232,026. The Department of Education requires a board resolution contract adoption. This is the 2005-2006 version of a recurring contract. It is recommended that the Board of Trustees approve the contract. See backup page 7 and 8.

6.4 **Approval of Contract for a Full-Day Preschool**
This California Department of Education contract number CFDP-5040 is to provide funds for Full-Day Preschool programs. The maximum amount of this contract is $137,831. The Department of Education requires a board resolution contract adoption. This is the 2005-2006 version of a recurring contract. It is recommended that the Board of Trustees approve the contract. See backup page 7 and 9.
6.5 Approval of Contract for General Child Care Programs
This California Department of Education contract number CCTR-5230 is to provide funds for General Child Care Programs. The maximum amount of this contract is $166,920. The Department of Education requires a board resolution contract adoption. This is the 2005-2006 version of a recurring contract. It is recommended that the Board of Trustees approve the contract. See backup page 7 and 10.

6.6 Approval of Contract with Commission on Peace Officer Standards and Training
This POST contract number 05-011-016 is for the second year of management and facilitation services to present Basic Academy Instructor Development courses and Facilitation Skills for Academy Instructors courses. The term of the contract is July 16, 2005 through June 30, 2006 for a maximum amount of $345,000. It is recommended that the Board of Trustees approve the contract. See backup page 11.

6.7 Approval of an Agreement with Marin General Hospital
This agreement with Marin General Hospital to provide hospital facilities for Respiratory Care Program students. The agreement runs from July 1, 2005. This is no cost to the district. It is recommended that the Board of Trustees approve the agreement with Marin General Hospital. See backup page 12.

6.8 Approval of Agreement with Novato Community Hospital
It is recommended that the Board of Trustees approve an agreement with Novato Community Hospital to provide hospital facilities for Respiratory Care Program students. The agreement runs from July 1, 2005 to June 30, 2008. There is no cost to the district. It is recommended that the Board of Trustees approve the contract. See backup page 13.

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 Development of New College Logo
At the special meeting of the Board of Trustees held on April 8, 2005 that focused on bond projects, the board briefly discussed issues of identity, including: signage, logos, and consistent color schemes. At that time, the board expressed its interest in following the development of a new college logo. Dan TerAvest of Campus Planning and Construction will update the committee on the status of logo development.

8.2 Update on State Budget
Dr. McCarthy and Scott Miller will provide an update on the State budget.
9.0 ACTION ITEMS

9.1 Approval of Site License Contract with Metro PCS Communications
The District and Metro PCS are finalizing the proposal agreement with their respective legal counsels. If the contract is completed in time for the board meeting, it will be presented for approval. Metro PCS did agree to the District’s proposed modifications.

Recommendation: It is recommended that the Board of Trustees approve an agreement with Metro PCS to provide a location for a wireless communications site, including a tower on District property.

9.2 Approval of Proposal from TLCD Architecture for Master Utility Plan
TLCD Architecture has proposed to provide architectural and engineering services for a Preliminary Design (Schematic and Design Development) for the renovation and modernization of the existing science building (building 700) and for the new life sciences building (referenced in the current Master Plan as Tech 1). Design shall be based upon the program requirements established in the Science Building Expansion Program Document (DRAFT) by TLCD Architecture, dated June 20, 2005.

Recommendation: It is recommended that the Board of Trustees approve a proposal from TLCD Architecture of Santa Rosa and authorize staff to enter into a contract for services for $339,652.00.

9.3 Approval of Request to the County Superintendent of Schools to Become Fiscally Accountable for Vendor Warrants
The County Superintendent of Schools has approved the District’s vendor checks and payroll checks and coordinated the submittal of information to the County treasurer, where the District’s funds are held. The new Datatel software system has complicated the process for both the County Superintendent and the District. Education Code Section 85266 provides a mechanism for a District to become fiscally accountable. This allows the District to prepare and sign their own checks and provide reports directly to the County Treasurer.

Preliminary meetings with the County Superintendent of Schools representatives indicate support for the proposal. The request needs to be submitted by September 1. An outside auditor then needs to review the District’s management and accounting controls. The County Superintendent of Schools and the County Auditor then review and approve or disapprove the request. If approved, the change would be effective July 1, 2006. The Board also needs to designate a District Disbursing Officer. This process will cover vendor warrants only. Payroll checks will still be processed by the County Office of Education. See backup page 14.

Recommendation: It is recommended that the Board of Trustees authorize the Superintendent/President or his designee to apply to the County Superintendent of Schools to become fiscally accountable for the issuance of vendor checks. It is further recommended that the Board of Trustees appoint the Vice President, Business and Finance as the District disbursing officer.
9.4 Approval of Board Policy on Leave for Part-Time Credit and Non-Credit Faculty

Legal counsel has recommended that the college adopt a policy that covers sick leave for credit instructors who are non-unit members and noncredit instructors. Part-time, hourly credit unit members as defined by the current District/Faculty Agreement are subject to leave provisions outlined in the current Faculty Agreement. It is the District’s intention to provide equal leave benefits to all part-time, hourly credit instructors regardless of the unit member status. Additionally, it is the intention that noncredit instructors begin receiving equal leave benefits with the exception of personal necessity leave. Administrative regulations have been developed that outline specific details regarding leave accrual and usage for all part-time, hourly instructors (those regulations do not require approval of the Board of Trustees). See backup page 14b.

Recommendation: It is recommended that the Board of Trustees approve proposed new Leave for Part-Time Credit and Non-Credit Faculty Policy.

9.5 Constitution Day

On May 24, 2005 the U.S. Department of Education released a Notice of Implementation, announcing that all educational institutions receiving federal funding must provide an educational program pertaining to the United States Constitution on September 17 of each year (unless September occurs on a Saturday, Sunday, or holiday, and then programming must be held during either the preceding or following week). The Office of Student Services and the Office of Instruction will work together to plan and implement an educational program each year; this year’s program will occur on September 19. See backup page 15 – 18.

Recommendation: It is recommended that the Board of Trustees establish September 17 or the following Monday as Constitution Day at Napa Valley College, to have the date noted in the campus calendar, and to direct the Office of Student Services and the Office of Instruction to plan accordingly each year.

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