NOTE: Closed session begins at 5:30 p.m. and public session begins at 7:00 p.m.

Napa Valley Community College District

THE REGULAR MEETING OF THE BOARD OF TRUSTEES
March 16, 2006
5:30 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 5:30 p.m.

2.0 Consideration of Public Employee Discipline
A classified employee has asked to exercise the right to an open hearing before the board in response to a pending disciplinary action.

2.0 CLOSED SESSION (5:30 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, Sue Nelson
Name of organization representing employees: NVCFA/CTA/NEA
Name of agency negotiators: Scott Miller, Bonnie Thoreen, Judie Walter-Burke
Name of organization representing employees: NVC-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 EMPLOYEE DISCIPLINE

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT, Employee Evaluation
1) Evaluation of Superintendent/President

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
Title:
1) Dean, Human Resources
With respect to every item of business to be discussed in closed session pursuant to Section 87483 and 22713
PUBLIC EMPLOYMENT, Reduction in Workload for Faculty Member

With respect to every item of business to be discussed in closed session pursuant to Section 54957,
PUBLIC EMPLOYMENT, Consideration of Resignation of Academic Employee

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) Instructional Computer Support Specialist
2) Secretary II
3) Student Services Specialist

3.0 RETURN TO PUBLIC SESSION (7:00 p.m.)

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 (5:30 p.m. closed session, 6:00 p.m. public session)
   April 13, 2006, Regular Meeting
   April 19, 2006, Special Meeting (Interviews for Provisional Trustee Appointment)
   5:00 p.m.
   April 21, Special Meeting (Announcement of Provisional Trustee Appointee)
   5:00 p.m.
   May 11, 2006, 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 9, 2006
   (See backup pages 1-7).

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, 2006**

6.1.1 **Approval of Warrants**

- General Fund $967,881.05
- Child Care Fund $5,282.45
- Capital Outlay Projects Fund
- NVC Bldg. Fund/Series A (BOND) $809,395.37

6.1.2 **Approval of Total Gross Payroll** $1,651,908.67

6.2 **Approval of Personnel Assignments Dated March 9, 2006**

6.3 **Approval of WorkAbility III contract for 2006 – 2009**

Attached is the WorkAbility III contract for 2006 – 2009 with the Department of Rehabilitation. The Santa Rosa District of the Department of Rehabilitation (DOR) and Napa Valley College combine staff and resources to provide vocational rehabilitation services to DOR clients/students who are also students at Napa Valley College. The NVC program provides vocational assessment, training, and employment services to students not offered elsewhere on campus. It is recommended that the Board of Trustees approve the WorkAbility III contract.

6.4 **Approval of Contract Education Agreement with the County of Napa**

It is recommended that the Board of Trustees approve an agreement with the County of Napa to provide a contract education program for Customer Service Training. The total contract amount is $2,690.00.

6.5 **Approval of Agreement with the California Department of Education**

It is recommended that the Board of Trustees approve an agreement with the California Department of Education Child Development Services for the purchase of instructional materials and supplies. The total amount of the agreement is $2,143.00. See backup page 8.

6.6 **Renewal of NVC’s Participation in the California Partnership for Achieving Student Success (Cal-PASS)**

Napa Valley College has been participating in the North Bay Consortium of the California Partnership for Achieving Student Success (Cal-PASS) since October, 2003. A Memorandum of Understanding (MOU) regarding Napa Valley college’s participation in Cal-PASS will be extended until 2010. It is recommended that the Board of Trustees approve the Memorandum of Understanding through 2010.

6.7 **Ratification of Acceptance of Proposal from Birds Away/Pigeons Away of Concord**

Napa Valley College invited responses to a formally advertised Request for Proposal to provide Bird Netting at Building 1100/Gymnasium from three bird-control firms. One responsive proposal was received from Birds Away/Pigeons Away of Concord, CA for $64,640. Work has begun, as swallows are expected to return on March 20.

7.0 **CONSTITUENT GROUP REPORTS**
8.0 FINANCIAL REPORTS
8.1 Quarterly Financial Status of Income and Expenditures for the Period Ending 12/31/06
(will be mailed separately and distributed at the meeting)
8.2 Quarterly Financial Statement Report (CCFS311Q)
(will be mailed separately and distributed at the meeting)

9.0 INFORMATION ITEMS

9.1 Data for Strategic Plan 2004 – 2005 Progress Report

9.2 Update on the California Partnership for Achieving Student Success (Cal-Pass)
Napa Valley College has been participating in the North Bay Consortium of the California Partnership for Achieving Student Success (Cal-PASS) since October, 2003. Dr. Robyn Wornall, Director, Institutional Research, will share recent developments in Cal-PASS with the board.

9.3 Jessamyn West Creative Writing Contest
Denise Roselli, program coordinator of the English Department, and Lisa Yanover, coordinator of the Jessamyn West Creative Writing Contest, will make a brief presentation on exciting changes in the Jessamyn West Creative Writing Contest. They will also distribute copies of the new anthology of winners of the 2005 Jessamyn West Creative Writing Contest.

10.0 ACTION ITEMS

10.1 Proposed Building Names
As a part of the signage and wayfinding project, campus buildings will be renumbered to correct inconsistencies in building adjacencies. As a part of that process, many buildings will also be given names, many of which stem from historic Napa place and land grants.

**Recommendation:** It is recommended that the Board of Trustees approve the campus building name plan as presented.

10.2 ADA Handrail Replacement Project Bid Award
The adopted ADA Transition Plan called for the replacement of approximately 1,500 lineal feet of handrail on campus. This project is one of several going to bid this spring to address all Part One Transition Plan priorities. Two bids were received on February 14, 2006: Olgetree’s of St. Helena bid $312,753, and Bell Products bid $243,272.
Recommendation: It is recommended to award the Handrail Replacement Project to Bell Products for $243,272.

10.3 ADA Drinking Fountain Replacement Project Bid Award
The adopted ADA Transition Plan called for the replacement of approximately 16 drinking fountains throughout the campus. The new drinking fountains will be ADA compliant and will mainly consist of high and low fountain arrangements that are sided by side rails for the visually impaired. This project is one of several going to bid this spring to address all Part One Transition Plan priorities. Bids will be opened in public on Tuesday, March 14, 2006 at 3:00 p.m.

Recommendation: It is recommended that the Board of Trustees award the Drinking Fountain Replacement project to the lowest bidder as presented.

10.4 Approval of Resolution Related to Issuance and Sale of 2006-2007 Tax and Revenue Anticipation Notes
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 2006-2007 will again require issuance of TRANS to meet our ongoing obligations. The notes must be repaid before the end of the fiscal year 2006-2007. The TRANS will be issued through a statewide financial program sponsored by the Community College League of California.

The resolution (to be distributed at the meeting) 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.

Recommendation: It is recommended that the Board of Trustees approve the resolution to authorize the issuance of Tax and Revenue Anticipation Notes.

10.5 Approval of New Committee 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-bide taxpayers’ association; a support organization for the college; and the community at large. Applications have been reviewed by a number of board members and Dr. Chris McCarthy to select representatives for the required groups. A recommendation will be made at the meeting.

10.6 Approval of Academic Calendar
The proposed academic calendar has been established to coincide with the semester break scheduled by Napa Valley Unified School District. The calendar has been agreed upon in a memo of understanding with the Faculty Association. See backup pages 21.
Recommendation: It is recommended that the Board of Trustees approve the proposed academic calendar, as submitted.

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