NOTE: Call to Order at 5:00 p.m.
Closed Session Begins at 5:30 p.m.
Public session begins at 6:30 p.m.

Napa Valley Community College District

THE REGULAR MEETING OF THE BOARD OF TRUSTEES
April 13, 2006
5:30 p.m. Closed Session
6:30 p.m., Return to Public Session
Room 211, McPherson Administration Building
Napa Valley College, Napa, California

AGENDA

1.0 CALL TO ORDER AND ANNOUNCEMENT OF INTERVIEWEES AND INTERVIEW TIMES FOR PROVISIONAL APPOINTMENT TO DISTRICT 1 SEAT ON THE BOARD OF TRUSTEES (5:00 p.m.)
To fill on a provisional basis the vacancy created by the recent loss of long-time trustee Margaret Lee, the board reviewed applications from interested individuals from District 1 on April 7. Board president Tom Andrews will announce the names of applicants who will be interviewed on April 19, beginning at 5:00 p.m. in Room 211, Napa Valley College Main Campus. Based on a random drawing, interview times for each interviewee will be determined. The board will review the process for interviewing candidates, in light of the number of candidates selected for interview.

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 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 Assistant III, Choral/Vocal Music
2) Secretary III, Fine & Performing Arts
3) Secretary II, Faculty Offices

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
1) Men's Basketball Head Coach/Physical Education Instructor (tenure-track)
2) Respiratory Care Clinical Coordinator/Instructor (tenure-track)
3) English Instructor (tenure-track)

3.0  RETURN TO PUBLIC SESSION (6:30 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 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 MARCH 8, 2006
See backup pages 1 and 2.

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, 2006**

6.1.1 **Approval of Warrants**

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<th>Amount</th>
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<td>General Fund</td>
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<td>Child Care Fund</td>
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<td>Capital Outlay Projects Fund</td>
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<td>NVC Bldg. Fund/Series A (BOND)</td>
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6.1.2 **Approval of Total Gross Payroll**

$2,049,582.30

6.2 **Approval of Personnel Assignments Dated April 6, 2006**

6.3 **Approval of Contract with Strata Information Group for Procurement Coordination**

It is recommended that the Board of Trustees approve a contract with Strata Information Group to provide procurement coordination and overall management for the purchase of an imaging system. The contract will be effective through June 30, 2006 with a maximum amount of $25,200.

6.4 **Approval of Agreement with Doctors Medical Center, West Contra Costa Healthcare District**

It is recommended that the Board of Trustees approve an agreement with Doctors Medical Center to provide a clinical learning experience facility for NVC registered nursing students. The agreement will be in place for three years.

6.5 **Approval of Agreement No. 06-014 with the Humboldt State University to Continue Small Business Administration Support of the Napa Valley Small business Development Center**

It is recommended that the Board of Trustees approve an agreement with Humboldt State University to continue Small Business Administration support of the Napa Valley College Small Business Development Center (SBDC). The agreement runs from January 1, 2006 through December 31, 2006 with a maximum amount of $60,000.

6.6 **Ratification of Agreement with Sandis for Engineering and Design of Ballfield Parking Expansion and Pathway**

It is recommended that the Board of Trustees ratify an agreement with Sandis, a civil engineering firm, for design services and construction documents for expansion of the ballfield parking lot and pathway improvements. This agreement will also include engineering services for one existing and one new pedestrian bridge to span the future riparian corridor between the new tennis courts and the running track. The proposed fee if $50,500, plus reimbursable expenses.

6.7 **Proposed Change Orders – Gym Floor & Bleacher Modernization Project**
It is recommended that the Board of Trustees approve Helmer & Sons, Inc., proposed change orders number 17, 49, 50, 55, 57, 58R, 59, 60, and 63 as given in attachment Proposed Change Order Log dated April 4, 2006. The net cost of these proposed change orders is $20,547.74.

6.8 **Proposed Change Orders – UVC Kitchen & Library Expansion**

It is proposed that the Board of Trustees approve James Nolan Construction, Inc. proposed change orders numbered 4R2, 7R, 14R, 16R, 18R, 24R, 28R, 31, and 32 as given in attached Proposed Change Order Log dated April 4, 2006. The net costs of these proposed change orders is $8,498.51.

6.9 **Proposed Change Order – Central Boiler Plan**

It is recommended that the Board of Trustees approve proposed change order numbered 10, 14, 15, 16, 17, 18, 19, 28, 39, 46, 47, 49, 51, 52, 53, 54, 55 56, 57, 58, 59, 60 and CCD1 as given in the attached Proposed Change Order Log dated April 4, 2006. The net cost of these proposed change orders is $163,597.90.

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 **Update on Napa Valley Unified School District Presence in American Canyon**

John Glaser, Superintendent of the Napa Valley Unified School District, will give the board an update on the status of Unified’s plans in American Canyon. He will answer questions from the board regarding opportunities for Napa Valley College to increase its presence in American Canyon.

8.2 **Report From Chair, Citizens’ Bond Oversight Committee**

At its last meeting, the Citizens’ Bond Oversight Committee approved its annual report. Tom Timar, chair of the committee, will present the report to the Board of Trustees and answer questions from board members. The report has been distributed to members of the Board of Trustees and is available on the college website. See backup page 3.

8.3 **Completion of the Board Self-Evaluation**

At the March 8, 2006 board retreat, the consulting group of Bodine, Inc. suggested a follow-up meeting to address issues regarding board self-evaluation that the board did not have time to complete. In particular, the Bodine consulting group offered to meet with the board to discuss two issues: a) goal-setting and b) board ethics. The board will review options for completing the self-evaluation.

9.0 **ACTION ITEMS**
9.1 **Approval of Fiscal Year 2004-2005 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 2004-2005 single year audit. The Board’s Audit Committee is scheduled to meet with the auditors prior to the board meeting. Because of the 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 2004 - 2005 Single Year Audit Report, as presented.

9.2 **Acceptance of the Actuarial Report from the Epler Company**
The college provides retiree health benefits for employees who meet certain qualifying criteria. The Governmental Accounting Standards Board (GASB) recently approved new criteria for the reporting of retiree health benefit information on the District financial statements. District staff sent Request for Proposals to several actuaries to prepare a study to assess the current outstanding liability for retiree health benefits. The last time a study was done for the District was in 1998.

The board approved hiring the Epler Company at its December, 2005 meeting. The Epler Company has competed its report. A representative of the company will be at the meeting to present the report to the Board.

**Recommendation:** It is recommended that the Board of Trustees accept the Actuarial Report from the Epler Company.

9.3 **Proposed Building Names**
As a part 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. The Facilities Committee has endorsed a modified plan for using historical names. Stephanie Grohs will present the proposed plan to the board.

**Recommendation:** It is recommended that the Board of Trustees adopt the campus building names.

9.4 **Building & Room Signage Project Bid Award**
The first phase of the Signage and Wayfinding project will include building and room identification signs for the entire Napa campus as well as directory maps at various exterior locations. Firms were pre-qualified to bid on this project. Bids will be opened in public on April 12, 2006.

**Recommendation:** It is recommended to award the Building and Room Signage Project to the lowest responsible bidder, as presented.
9.5 **Building 100 Roof Replacement Project Bid Award**
The roof at Building 100 is due for replacement. The college has been approved to use approximately $15,000 in Scheduled Maintenance matching funds on this project. Bids will be opened in public on April 11, 2006.

**Recommendation:** It is recommended that the Board of Trustees award the Building 100 Roof Replacement project to the lowest responsible bidder, as presented.

9.6 **Gym Transformer Installation Project Bid Award**
The electrical transformer at the gymnasium has reached its useful life expectancy. During a recent planned power shutdown the unit was difficult to re-energize. This project will replace the transformer. The college has been approved to use approximately $49,000 in Scheduled Maintenance matching funds on this project. Bids were opened on March 30, 2006 and Long Electric of Napa was the apparent low bidder with a bid of $114,900.

**Recommendation:** It is recommended that the Board of Trustees award the Gym Transformer Installation project bid to Long Electric for $114,900.

9.7 **Notice of Completion and Project Acceptance – UVC Library and Kitchen Expansion**
The project to expand both the kitchen and library at the Upper Valley Campus is complete. A Notice of completion was filed with the county Recorder on Mach 20, 2006.

**Recommendation:** It is recommended that the Board of Trustees ratify the Notice of Completion for the UVC kitchen and library expansion project and accept the project as complete.

9.8 **Notice of Completion of Project Acceptance – Central Boiler Plant**
The project to replace the central plant boilers and run new utility piping throughout the campus is complete. A Notice of Completion was filed with the County Recorder on February 9, 2006.

**Recommendation:** It is recommended that the Board of Trustees ratify the Notice of Completion for the gym floor and bleachers project and accept the project as complete.

9.9 **Notice of Completion and Project Acceptance – Gym Floor and Bleachers**
The project to replace the gym floor and bleachers and generally renovate the upper floor of the gymnasium is complete. A Notice of Completion was filed with the County Recorder on March 20, 2006.

**Recommendation:** It is recommended that the Board of Trustees ratify the Notice of completion for the gym floor and bleachers project and accept the project as complete.

9.10 **Approval of Lease Agreement for Real Property for a Period of Five Days to Five**
The Board approved a resolution at the February 9, 2006 board meeting to lease a small parcel (approximately 0.4 acres) located at 1088 College Avenue in St. Helena. The provisions of the resolutions indicate that the successful bidder will be selected based on the best interests of the District, as determined by the Board of Trustees.

Two parties have expressed interest in the parcel. Staff will make a recommendation at the meeting regarding the proposals. A recommendation will be presented to the Board of Trustees at the meeting.

9.11 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. See backup page 3.

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

9.12 Approval of CCCT Election
The election of members of the CCCT Board of the Community College League will take place between March 10 and April 25. There are ten two-year vacancies on the board. Each member community college District 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. Charles Meng, currently a member of the CCCT board, will make his recommendations to the board at the meeting.

9.13 Approval of Resolution in Honor of Napa Valley College Classified Professionals
At its June 16, 2006 meeting, the Board of Trustees approved designating a week in April to celebrate Napa Valley College classified professionals and the contributions they make to our educational community. During the week of April 3 – 7, classified professionals are being honored by the entire college community at various events. See backup page 4.

**Recommendation:** It is recommended that the Board of Trustees approve the Resolution in Honor of Napa Valley College Classified Professionals.

9.14 Authorization to Advertise for Dean, Physical Education and Athletics
Based on recommendations from consultant Armond Phillips regarding Napa Valley College’s organizational structure, a newly configured position of Dean, Physical Education and Athletics has been developed. This authorization allows the Office of Human Resources to finalize a job announcement and begin advertising the position.

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