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, Sue Nelson, Laura Ecklin
Name of organization representing employees: NVCFA/CTA/NEA
Name of agency negotiators: Scott Miller, Laura Ecklin, 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
1) Instructional Assistant II, Basic Police Academy (1.0 FTE)

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, 6:30 p.m. public session)
- December 13, 2007 Regular Meeting
- January 17, 2008 Regular Meeting
- February 14, 2008 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**
5.1 **September 29, 2007 Special Meeting**
See backup pages 1 and 2.
5.2 **October 11, 2007 Regular Meeting**
See backup pages 3 through 10.

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 October, 2007**
6.1.1 **Approval of Warrants**
- General Fund $1,033,179.67
- Child Care Fund $4,983.30
- Capital Outlay Projects Fund $590.90
- NVC Bldg. Fund/Series B (BOND) $3,986,750.84
6.1.2 **Approval of Total Gross Payroll** $2,547,688.54

6.2 **Approval of Personnel Assignments Dated October 29, 2007**

6.3 **Agreement with the St. Helena Hospital Center for Behavioral Health**
It is recommended that the Board of Trustees approve and agreement with the St. Helena Hospital Center for Behavioral Health to provide health care learning activities for college nursing students. The agreement will commence July 1, 2007. There is no cost with this agreement.

6.4 **Agreement with the Yosemite Community College District for Child Development Permit Training**
It is recommended that the Board of Trustees approve an agreement with the Yosemite Community College District Child Development Training Consortium to provide training for individuals to obtain a new or renew a currently held Child Development Permit. The term of the agreement is from July 1, 2007 to June 30, 2008. The maximum income from this agreement is $13,750. This continues an existing program.
6.5 Agreement with Novato Community Hospital
It is recommended that the Board of Trustees approve an agreement with Novato Community Hospital to provide hospital based health care learning opportunities to college nursing students. The agreement will commence November 1, 2007. There is no cost with this agreement.

6.6 Approval of Salary Advancement Projects 2007 – 2008
The District provides opportunities for salary advancement as an expression of its commitment to reward improved competence and/or performance of its certificated staff. Criteria are stated in order to define conditions that must be met for the approval of a salary advancement request proposal. See backup page 11 and 12.

6.7 Approval of Special Privileges for Nonresident Foreign Student
The administrative regulations to Board Policy S6210 Tuition related to the non-resident Foreign Student Tuition Waiver. The regulation state that the Napa Valley College Board of Trustees authorizes tuition waivers for no more than 10 percent 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 beyond his/her control; 2) the failure to grant the waiver would cause the student undue hardship; and 3) the president recommends approval of the waiver. Miss Vanderpols is an international student from Tasmania and is requesting a waiver of the nonresident foreign tuition fee for Spring, 2008 semester. This is the first semester she is requesting a waiver. See backup page 13.

6.8 Proposed Change Orders – Central Chiller Plant
It is recommended that the Board of Trustees ratify acceptance of Bell Products, Inc. proposed Proposed change orders numbered 32R, 33 and 35, as given in Proposed Change Order Log dated October 12, 2007. The net increase for these proposed change orders is $27,884.00. See backup pages 14 through 17.

6.9 Proposed Change Orders – Life Sciences Building
It is recommended that the Board of Trustees ratify acceptance of McCrary Construction Company, Inc. proposed change order number 54R is given in attached Proposed Change Order Log dated October 12, 2007. The net increase for this proposed change order is $779.00. See backup pages 18 – 24.

6.10 Proposed Change Orders – Wine Storage Building
It is recommended that the Board of Trustees ratify acceptance of McCrary Construction Company, Inc. proposed change order number 6, as given in attached Proposed Change Order Log dated October 23, 2007. The net increase for this proposed change order is $1,306.00. See back pages 25 and 26.

6.11 Proposed Change Orders – Athletic Field Improvements – Baseball/Softball Dugouts
It is recommended that the Board of Trustees ratify acceptance of Ridgeview Construction Company, Inc. proposed change orders numbered 4 and 6, as given in attached Proposed Change Order Log dated October 23, 2007. The net increase for these proposed change orders is $28,897.00. See backup page 27.

6.12 **Proposed Change Orders – Performing Arts Center Increment I – North Site Development**
It is recommended that the board of Trustees ratify acceptance of O.C. Jones & Sons, Inc. proposed change orders number 7R, 8R, 9R, 10R, and 30, as given in attached Proposed Change Order Log dated October 23, 2007. The net increase for these proposed change orders is $132,524.19. See backup pages 28 – 30.

6.13 **Proposed Change Orders – Little Theater Renovation**
It is recommended that the Board of Trustees ratify acceptance of Kenridge Construction Company, Inc. proposed change orders numbered 2R, 3R, 4R, 5, 6, 7, 8, 11, 12, 13 and 14, as given in attached Proposed change Order Log dated October 23, 2007. The net increase for these proposed change orders if $28,037.00. See backup pages 31 and 32.

6.14 **Notice of Completion and Project Acceptance – Campus Signal Cabling Upgrade**
It is approved that the Board of Trustees approve the project to provide additional campus cabling is complete. A Notice of Completion was filed with the County Recorder on October 11, 2007.

6.15 **Advisory Committee Lists, 2007 – 2008**
The Occupation Education Office has submitted the updated 2007 – 2008 lists of advisory committees for Napa Valley College occupational education programs. The lists have been mailed to board members and are available in the President’s Office upon request.

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 **Phi Theta Kappa**
Student representatives from Napa Valley College’s Beta Beta Sigma Chapter of Phi Theta Kappa will provide the board an update on its activities.

8.2 **Program Evaluation and Planning**
In 2005, Napa Valley College began to implement a new program review process, Program Evaluation and Planning (PEP), for all instructional, student services, and administrative services programs. Judie Walter-Burke, Dean, Research, Planning, and Development, will briefly describe the PEP process and the six-year evaluation cycle. Dr. Robyn Wornall, Director, Institutional Research, will identify the data elements included in Program Evaluation
and Planning for all instructional programs and present a sample data file. The PEP schedules and a sample summary report appear on back pages 33 through 41.

8.3 **Development of District Corner Property**
Over recent years, the Board of Trustees has expressed an interest in exploring various opportunities for development of the district’s property on the corner of Soscol and Imola. As preparation for future discussions, a Community College League of California publication, “Maximizing District Assets: Implementing Successful Joint Ventures” is included in backup pages 42 through 47.

8.4 **Rotation of Board Officers for 2007**
Board Policy B8110: Officers and duties describes the rotation of board members into officer position. The policy states that “at the November board meeting, board members who have moved into officer position are polled to establish their willingness to serve in the upcoming year. If an individual does not want to serve when his/her name is moved into officer position, his or her name may be held over for subsequent elections, rather than moving to the bottom of the list. Board members reserve the right to nominate candidates to stand for election in addition to those who qualify on the basis of the standard rotational sequence. This nomination process can take place only in an open meeting.” See backup page x for the entire policy. The rotational sequence as it now stands (from top to bottom is: Bruce Ketron, Charles Meng, JoAnn Busenbark, Steve Reinbolt, Tom Andrews, and Brenda Knight, Michael Baldini. See backup page 48.

9.0 **ACTION ITEMS**

9.1 **Approval of Resolution Ordering an Election and Establishing Specifications of the Election Order Related to Placing a Bond Proposition on the February 4, 2008 Ballot**
At the March 17, 2007 board meeting, the Board of Trustees reviewed options to address construction shortfalls for bond facilities projects and scheduled a board retreat for an in-depth discussion. At a special meeting of the board of trustees held on April 14, 2007, the board reviewed financial options for raising money for currently unfunded bond projects and discussed options for completing the projects. At the May 10, 2007 meeting, the board approved a contract for an independent pollster to determine the overall feasibility of conducting a successful bond campaign. The results, based on interviews with 600 registered voters, indicated a highly positive view of the college in the community and supported the feasibility of a potential bond.

The board held another special meeting on September 29, 2007 to receive an update from the District’s bond marketing strategist. The board also reviewed financial options for a potential bond as well as possible projects and their scope descriptions.

The Resolution Ordering an Election and Establishing Specifications of the Election Order Related to Placing a Bond Proposition on the November 5, 2002 Ballot appears on backup pages 49 through 58.

9.2 **Garnett Sign Studio, Inc. Campus Signage Phase II Project Proposal Acceptance**
This project will implement Phase II of the campus signage program. This work was approved as a sole source contract by School and college Legal Services, as per Public Contract Code
section 3400 and 20651, which provide exceptions to the requirement that projects in excess of $15,000 are publicly bid. Phase II will provide vehicle directional and other signage for campus roadways and parking lots.

**Recommendation:** It is recommended that the Board of Trustees authorize acceptance of the proposal from Garnett Sign Studio, Inc. for $149,906.52.

9.3 **North Site Development Proposed Change Order for Parking Lot B Expansion**

In order to ensure that replacement parking will be in place for the start of the spring, 2008, semester on January 23rd, Napa Valley College has solicited a change order proposal from the North Site Improvement Project contractor, O.C. Jones & Sons. Work included in the change order will be funded from the existing Library and Learning Resource Center and Parking Lot B budget. Completion of the work will result in a net increase of 120 parking spaces. See backup page 59.

**Recommendation:** It is recommended that the Board of Trustees authorize acceptance of Proposed Change Order #31 from O.C. Jones & Sons, Inc. for $435,914.46.

9.4 **Authorization to Advertise for Faculty Positions**

This is a request for authorization to advertise the following tenure-track positions for employment beginning in the 2008 – 2009 academic year.

1) Art History Instructor
2) Business Instructor
3) Chemistry Instructor
4) Counselor/Instructor
5) Engineering/Physics Instructor
6) English Composition Instructor
7) Photography Instructor

This authorization allows the Office of Human Resources to finalize job announcements and begin advertising the positions. The anticipated start date for these positions is August, 2008.

**Recommendation:** It is recommended the Board of Trustees authorize the above tenure-track positions for the 2008 – 2009 academic year.

9.5 **Approval of Salary Schedule for Temporary Academic Employees**

Education Code Section 87780 states that every governing board of a community college district shall adopt a salary schedule for temporary academic employees and that salary schedule shall indicate a salary for all categories or classes of academic employees of the District.

Napa Valley College has the following categories or classes of academic employees:

1) Academic Administrators. The current Administrative/Confidential Salary Schedule shall be used to determine the salary or hourly rate for an employee replacing an academic administrator who is on leave due to illness or accident.

2) Noncredit Faculty. The current Noncredit Hourly Rate shall be used to determine the hourly rate for an employee replacing a noncredit faculty member who is on leave due to illness or accident.
3) Credit Faculty. In accordance with Article 11.3.8 of the District/Faculty Agreement (Difference Pay), the current Part-time, Hourly Credit Salary Schedule shall be used to determine the hourly rate for an employee replacing a credit faculty member who is on leave due to illness or accident.

In the event that the employee is on “difference pay” after exhausting paid leave and a substitute is not hired to replace the employee, the amount deducted from the faculty member’s salary shall be an amount equal to the number of student contact hours multiplied by Step 1 of the Part-time, Hourly Credit Salary Schedule.

**Recommendation:** It is recommended that the Board of Trustees approve the salary schedule for temporary academic employees.

9.6 Approval of Resolution in Support of the California Community College Initiative

The California Community College Initiative would provide separate funding for K – 12 and the community college system, protecting K-12 funding while providing stable funding, predictable student fees, and local control for the community college system. Napa Valley College would receive an additional $2.1 million in state funds over the next five years, without raising taxes. See backup pages 60 and 61.

**Recommendation:** It is recommended that the Board of Trustees approve the Resolution in Support of the California Community College Initiative.

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

11.1 Reports from Vice Presidents
11.2 Superintendent/President’s Report
11.3 Reports from Board Members

12.0 ADJOURNMENT