AGENDA

1.0 CALL TO ORDER  5:30 p.m.

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, 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, 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
1) Accountant II (1.0 FTE)
2) Accountant II, Bond (.65FTE)
3) IT Support Specialist (1.0 FTE)

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
1) Dean of Instruction (1.0 FTE)
2) Human Resources Assistant (1.0 FTE each) (2 confidential positions)

With respect to every item of business to be discussed in closed session pursuant to Section 54957,
PUBLIC EMPLOYMENT
1) Counselor/Instructor (leave replacement)

With respect to every item of business to be discussed in closed session pursuant to Section 54957, CONSIDERATION OF RECOMMENDATION TO TERMINATE CLASSIFIED EMPLOYEE

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 Resolution Honoring Outgoing Board President Michael Baldini

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 (5:30 p.m. closed session, 6:30 p.m. public session)
   January 24, 2008 Rescheduled Regular Meeting
   February 21, 2008 Rescheduled 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 NOVEMBER 8, 2007
   (see backup pages 1 through 8)

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 November, 2007
   6.1.1 Approval of Warrants
      General Fund $1,126,596.99
      Child Care Fund $4,649.04
      Capital Outlay Projects Fund $112,433.02
      NVC Bldg. Fund/Series B (BOND) $3,075,947.91
6.1.2 Approval of Total Gross Payroll

$2,478,573.12.

6.2 Approval of Personnel Assignments Dated December 6, 2007

6.3 Proposed Change Orders – Central Chiller Plant
It is recommended that the Board of Trustees ratify acceptance of Bell Products, Inc., proposed change orders numbered 24, 38, 38, and 100, as given in attached proposed change order log dated November 26, 2007. The net increase for these proposed change orders is $13,257.00.

6.4 Proposed Change Orders – Life Sciences Building
It is recommended that the Board of Trustees ratify acceptance of McCrary Construction Company, Inc. proposed change orders numbered 57, 68, 69, 74, 77, 78, 85, 86, and 92 as given in attached proposed change order log dated November 26, 2007. The net increase for these proposed change orders if $11,727.00.

6.5 Proposed Change Orders – Wine Storage Building
It is recommended that the Board of Trustees ratify acceptance of McCrary Construction Company, Inc. proposed change orders numbered 11, 12, and 15, as given in attached proposed change order log dated November 26, 2007. The net increase for these proposed change orders of $2,500.00.

6.6 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 numbered 26, 29, and 32, as given in attached Proposed Change Order Log dated November 26, 2007. The net CREDIT for those proposed change orders is ($7,683.28).

6.7 Proposed Change Orders – Little Theater Restroom Renovation
It is recommended that the Board of Trustees ratify acceptance of Kenridge Construction Company, Inc. proposed change orders numbered 9 and 15 as given in attached proposed change order log dated November 26, 2007. The net increase for these proposed change orders is $3,021.00.

6.8 Agreement with the San Francisco Community College District for the California Early Childhood Mentor Program
It is recommended that the Board of Trustees approve an agreement with San Francisco Community College District for the California Early Childhood Mentor Program. This program provides resources to recruit and train early childhood mentors and then place student teachers with mentors to complete their practicum. The term of this agreement is from September 1, 2007 to June 30, 2008. The maximum amount available through this grant is $28,048.

6.9 Agreement with the Department of Mental Health—Vacaville Psychiatric Program
It is recommended that the Board of Trustees approve an agreement with the Department of Mental Health—Vacaville Psychiatric Program. This agreement allows the students who are enrolled in the college’s health occupations programs to receive experience in a variety of clinical settings within the referenced organization. The agreement commences on July 1, 2007 and continues until cancelled by either party. There is no cost associated with this agreement.

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 Presentation on Student Health Services
Charlene Reilly, coordinator of Student Health Services, will make a brief presentation on the services available through the Student Health Services Department.

8.2 Napa Valley College Foundation Annual Report, 2006 – 2007
Sonia Wright, Executive Director, Napa Valley College Foundation, will present the Foundation Annual Financial Report for the period July 1, 2006 through June 30, 2007. The report will be distributed at the meeting and is available in the President’s Office.

8.3 Update on Ceramics Building
In the interests of keeping the board up-to-date on the progress of bond projects, informational reports will be made to the board at regularly scheduled meetings. Dan TerAvest will provide an update on the progress of the new Ceramics Building for this month’s update.

8.4 Update on Measure L: Napa Valley College Higher Education/Career Training Measure
Dr. McCarthy will present information regarding Measure L activities.

9.0 ACTION ITEMS

9.1 Napa Valley College Foundation
In order to bring the NVC Foundation into compliance with the new laws regarding supporting organizations, the Napa Valley College Foundation Board approved the following motion at its November 20, 2007 meeting: “At least one member of the Board of Directors must be appointed by the Napa Valley College Board of Trustees and possess the same authority and responsibilities as those of the Directors. The Board of Trustees must designate either the director of the Napa Valley College Foundation as its appointee or select one of its trustees as its appointee.”
Recommendation: It is recommended that the Board of Trustees designate either the director of the Napa Valley College Foundation as its appointee or select one of its trustees as its appointee.

9.2 **Approval of Credit Curriculum for Fall, 2007**
Many changes to the curriculum have been made during the Fall, 2007, semester. Those changes have been carefully reviewed and approved by each appropriate division, division chairperson, and the Curriculum Committee. The Academic Senate and the District have reached mutual agreement on those changes and recommend them for approval. The curriculum packet for Fall, 2007, is available in the President’s Office.

Recommendation: It is recommended that the Board of Trustees approve the changes to the credit curriculum for Fall, 2007.

9.3 **Chaudhary & Associates, Inc. Proposal Acceptance for Civil Engineering and Construction Administration Services for Multiple Projects**
Chaudhary & Associates, Inc. proposes to provide civil engineering and construction administration services for multiple projects over approximately the next 12 months including: Magnolia Drive/North Site Development, Instructional Center for the Performing Arts, Auxiliary Gym, Parking Lot B & C Phases I and II. See backup pages 9 – 14.

Recommendation: It is recommended that the Board of Trustees authorize acceptance of proposal from Chaudhary & Associates, Inc. for $243,420.00.

9.4 **Approval of Panel to Hear Appeals Regarding Pre-Qualification Process for General and Sub-Contractors**
There is a prequalification process for general and sub-contractors. General and sub-contractors have the right to appeal this process. The District needs to appoint a panel to hear any such appeals.

Recommendation: It is recommended that the District appoint a panel to hear appeals regarding the pre-qualification process for general and sub-contractors.

9.5 **Approval of Purchase Order for New Network Switches**
The District’s existing network equipment is obsolete and cannot support additional growth or new buildings. This new equipment is the beginning of a modernization process for the entire network. The proposed new equipment provides reliability, security and performance that will position the District to meet current and future networking needs. This purchase includes two new core switches, one new switch for the new life science building, and a spare switch in case any other switches malfunction. The equipment is manufactured by Cisco. It will be purchased and installed through AT & T under the State’s Calnet 2 group contract bid. The total cost of this purchase is $453,530.91.

Recommendations: It is recommended that the Board of Trustees approve a purchase order to AT & T for Cisco network switches using the Calnet contract pricing for a total of $453,530.91.
9.6 Approval of Agreement with UBS Investment Bank for Investment Banking Services

The District has been using UBS Investment Bank for all of the bond sales and advisory activity related to the Measure N Bond and the District has enjoyed a positive working relationship with Jim Roth and Ivory Li, the two UBS representatives who have supported our activity.

When the District started to consider the option of going out for a new bond, UBS was asked to submit a new proposal for these services. The proposal showed that UBS is the clear leader for California Community College general purpose bonds. UBS has supported more bond sales than any other group in California over the past five years. In addition, this proposal includes an improved financial arrangement from the prior agreement.

**Recommendation:** It is recommended that the Board of Trustees approve an agreement with UBS Investment Bank to provide investment banking services conditioned on voter-approval of Measure L bond.

9.7 Approval of Equal Employment Opportunity (EEO) Plan

The State Chancellor’s Office requires that each community college district develop and adopt a written Equal Employment Opportunity (EEO) Plan that addresses the requirements of the Education Code and Title 5 of the California Code of Regulations. This plan must be submitted to the Chancellor’s Office by December, 2007.

Each district was provided with a model plan that was developed through a grant from the State Chancellor’s Office. The plan is a written document in which the district’s workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity. “Equal Employment Opportunity” means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment at all levels and in all job categories within the district.

The Napa Valley College plan has been developed in accordance with the model guidelines that were legally approved and reviewed by the Board of Governors at its January 2006 meeting. The following constituent groups have reviewed and endorsed the plan: Academic Senate, Administrative Senate, and the Associated Student Body. The Classified Senate intends to inform the Office of instruction of its endorsement prior to December 13. At its October 12, 2007 meeting, the Planning Committee also endorsed the plan and confirmed that it was consistent with the college’s planning and budget philosophy.

**Recommendation:** It is recommended that the Board of Trustees adopt the Equal Employment Opportunity (EEO) Plan, which includes components one through ten (1 – 10) and fourteen (14). Components eleven through thirteen (11-13) and fifteen (15) are dependent on “availability data” that has yet to be provided to college districts, so these components of the plan are not required at this time.

9.8 Adoption of Calendar of 2008 Board Meetings

The proposed calendar for the 2008 regularly scheduled board meetings appears in backup page 15. Regular meetings are scheduled for the second Thursday of each month, with public session beginning at 6:30 p.m.
**Recommendation:** It is recommended that the Board of Trustees adopt the 2008 calendar of board meetings.

9.9 **Election of Board Officers for 2008**

Consistent with Board Policy B8110: Election of Officers, board members who are scheduled to rotate into officer positions for 2008 are: Bruce Ketron, Charles Meng, JoAnn Busenbark.

At the November meeting, Trustee Meng asked that his name not be put forward as an officer this year, but that it be held in position for the following year. Steve Reinbolt will move into position instead of Mr. Meng for the upcoming 2008 year, and next year Mr. Meng will resume his position in the rotation.

**Recommendation:** It is recommended that the board of trustees approve the following slate of officers: Bruce Ketron, president; JoAnn Busenbark, vice president; and Steve Reinbolt, clerk. (Mr. Meng will resume his position in the rotation for the 2009 slate of officers).

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

10.1 **Reports from Vice Presidents**

10.2 **Superintendent/President’s Report**

10.3 **Reports from Board Members**

11.0 **ADJOURNMENT**