THE REGULAR MEETING OF THE BOARD OF TRUSTEES
May 15, 2008
5:30  p.m. Closed Session
6:30  p.m. Return to Public Session
Room 1340 McPherson Administration Building
Napa Valley College, Napa, California

AGENDA

Regular meetings of the Napa Valley Community College District Board of Trustees are held the second Thursday of each month. Special meetings may be called by the president of the board, by the board at a regular meeting or by the president of the board at the request of a majority of the board members. The agenda is mailed to trustees, the news media, legal counsel, college administration, and heads of college constituent groups; it is also posted on campus and at the Upper Valley Campus. All regular and special meetings are open to the public, whose interest is encouraged and appreciated. The district adheres to the Americans with Disabilities Act. In compliance with Government code section 54954.2 (a) Napa Valley College will, on request, make this agenda available in appropriate alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the President’s Office, 2277 Napa Vallejo Highway, Napa, California, (707) 253-3365.

In addition to time provided for public comments under Roll Call, any member of the audience wishing to address the board regarding an agenda item should go to the podium when the item is under consideration and, after being recognized by the Board President, give his/her name and address and state any comments or questions. To give all interested parties an opportunity to speak, comments should be brief and be limited to the specific subject under discussion. Time shall be limited at the discretion of the President of the Board of Trustees.

Items marked with an asterisk (*) require a roll call vote. Any member of the board may request a roll call vote on any item.

1.0 CALL TO ORDER  5:30 p.m.
Bruce Ketron called the meeting to order at 5:30 p.m.

2.0 END-OF-YEAR RECOGNITION  5:30 p.m.

2.1 Phi Theta Kappa Awards for 2007 – 2008
Napa Valley College’s Beta Beta Sigma Chapter of Phi Theta Kappa once gain this year earned many honors, including being named in the Top 100 of all chapters (out of 1500). Katelyn McCloud and Amy Breashears were named to the All-California Academic Team. Christopher Hagen was appointed Regional President, presiding over approximately 80 chapters in our region. Catherine Gillis received her 5-year Chapter Advisor Award recognition, and Napa Juvenile Hall recognized the chapter with a certificate of appreciation. Representatives of the chapter will be present at the meeting.

2.2 Napa Valley College Women’s Volleyball Team Honored
Kelly Van Winden, coach of the Napa Valley College Women’s Volleyball Team had a perfect record in the Bay Valley Conference this year, winning the Bay Valley Conference Championship. They lost to Fresno City College in the first round of the regional play-offs,
but took them to the wire in three games. Athletic Director Kevin Lucky and team representatives will be present.

2.3 **Napa Valley College Women’s Softball Team**
The Napa Valley College Women’s Softball team earned second place in the Bay Valley Conference race. They finished one game behind Solano College. They women participated in the regional play-offs and completed well. Athletic Director Kevin Lucky and team representatives will be present.

2.4 **Welcome to New Tenured Faculty**
Three Napa Valley College faculty, having completed their probationary period, are advancing to tenured status. Sandra Buckley, Thomas Dana, and Tom Smeltzer will be introduced by Academic Senate President Dianna Chiabotti and congratulated by the Board of Trustees.

2.5 **Resolution in Honor of Outgoing Student Trustee Christopher Adams**

2.6 **2007 – 2008 McPherson Distinguished Teaching Awards**
This award was established by founding college president Harry McPherson to recognize excellence in teaching. The recipients of the McPherson Awards for 2007 - 2008 are Sable Hughes and Ann Gross. The awards will be presented at a luncheon held on Friday, May 16 in honor of past and current recipients.

3.0 **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, Kevin Luckey, 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, Approval Ratification of Full-Time Employment

1) Secretary II, Business & Computer Studies/Social Science Divisions (1.0 FTE)
2) Secretary II, Community Relations (1.0 FTE)
3) Bookstore Cashier (1.0 FTE)
4) Two Custodian I/II (1.0 FTE)
5) Secretary II, Transfer Center (.5 FTE)
6) Secretary II, Criminal Justice Training Center (1.0 FTE)

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) Human Resources Assistant (1.0 FTE) (Confidential Position)

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) Art Instructor (tenure-track)
2) Business Instructor (tenure-track)
3) Counselor/Instructor (tenure-track)

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

Academic Administrative Position
1) MESA Program Director
2) Instructional Skills Coordinator
3) Interim Basic Law Enforcement Academy Coordinator

Grant-funded, Academic Administrative Position
1) Workability III Program Director
2) Director, Talent Search
3) Director, Upward Bound (80% FTE)

Temporary, Grant-Funded Classified Administrative Position
1) Regional Simulation Lab Coordinator

Temporary, Grant-Funded Faculty Position
1) Health Occupations Career Counselor/Instructor

Grant-Funded Classified Administrative Position
1) Project Coordinator, Nursing Expansion and Innovation Project
2) Director, Small Business Development Center

With respect to every item of business to be discussed in closed session pursuant to Section 54957,
PUBLIC EMPLOYMENT
Reduction in Workload Under Education Code Sections 87483 & 22713

4.0 RETURN TO PUBLIC SESSION  (6:45 p.m.)

4.1 Roll Call

4.2 Pledge of Allegiance

4.3 Introduction of Visitors, Guests, and New Staff

4.4 Swearing-in of New Student Trustee
4.5 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.

4.6 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.

4.7 Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session)
June 12, 2008 Regular Meeting (Upper Valley Campus)
July 17, 2008 Special Meeting
August 14, 2008

5.0 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.

6.0 APPROVAL OF MINUTES OF APRIL 10, 2008
6.11 Minutes of April 10, 2008 (See backup pages 1 through 7)

7.0 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.

7.1 Ratification of Financial Documents for April, 2008
7.1.1 Approval of Warrants
General Fund $1,550,135.79
Child Care Fund $3,850.28
Capital Outlay Projects Fund $1,021.03
NVC Bldg. Fund/.Series B (BOND) $797,083.64

7.1.2 Approval of Total Gross Payroll $2,431,857.14

7.2 Approval of Personnel Assignments Dated May 8, 2008

7.3 Proposed Change Orders – Life Science Building
It is recommended that the Board of Trustees ratify acceptance of McCrary Construction proposed change orders numbered 71A, 87, 111A and 121 as given in attached Proposed Change Order Log dated May 2, 2008. The net increase for these proposed change orders is $3,236.00. See backup pages 8 through 15.

7.4 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 order number 39 as given in attached Proposed Change Order Log dated
May 2, 2008. The net increase for this proposed change order is $519.35. See pages 16
through 19.

7.5 Approval of Agreement with Foundation for California Community Colleges for the
Independent Living Program
It is recommended that the Board of Trustees approve an agreement with the Foundation for
California Community Colleges for the California State Department of Social Services,
Independent Living Program. This is a renewal of a long-standing program. The term of the
agreement is from July 1, 2007 to June 30, 2008. The total revenue to the District shall not
exceed $3,350.

7.6 Approval of Agreement with the Migrant Child Education Program (Region II) for
Educational Programs
It is recommended that the Board of Trustees approve an agreement with the Migrant Child
Education Program (Region II) to provide educational programs, including non-credit
courses, leading to a high school diploma. The term of this agreement is from June 18, 2008
through July 30, 2008. The college shall pay to the contractor a sum not to exceed $20,000.
The college can claim all FTES generated through non-credit courses.

7.7 Approval of Agreement with the Products Services & Industries to Provide Vocational
Education Programs
This is a renewal of an existing program. The term of the agreement is from July 1, 2008
through June 30, 2009. The college will pay $1.60 per student hour up to a total of $264,000.
The college can claim all FTES generated through non-credit courses.

7.8 Approval of Agreement with Napa Valley Support Services to Provide Vocational
Education Programs
It is recommended that the Board of Trustees approve an agreement with Napa Valley
Support Services to provide vocational education programs to prepare students for
community employment. This is a renewal of an existing program. The term of the
agreement is from July 1, 2008 to June 30, 2009. The college will pay $1.85 per student hour
up to a total of $300,250. The college can claim all FTES generated through non-credit
courses.

7.9 Approval of Agreement with Commission on Peace Officer Standards and Training
(P.O.S.T) to for the Delivery and Management of the Basic and Intermediate Levels of
the Instructor Development Institute
This is a renewal of an existing grant. The contract period will be from July 1, 2008 to June
30, 2009. The total amount of funds available for the District is $650,000.

7.10 Agreement with the HOPE Resource Center for Student Health Occupations
Experience
It is recommended that the Board of Trustees approve an agreement with the Hope Resource Center regarding the college’s health occupations students participating in educational learning activities that include health care delivery and health promotion opportunities at the clinical agency. The agreement shall commence on May 1, 2008 and shall remain in effect until terminated by either party. There are no financial resources associated with this agreement.

7.11 Agreement with the Agencies Listed for Student Health Occupations, including Paramedic Experience
It is recommended that the Board of Trustees approve agreements with the listed agencies regarding the health occupations students, including paramedics participating in educational learning activities that include health care delivery and health promotion opportunities at the various agencies. The agencies are: Marin County Fire Department; Vacaville Fire Department; City of Napa Fire Administration; Piner’s Napa Ambulance; Novato Fire Protection District. The agreement shall commence on May 1, 2008 and shall remain in effect until terminated by either party. There are no financial resources associated with this agreement.

7.12 Agreement with American United Life (AUL) for Providing a FICA Alternative Retirement Plan
It is recommended that the Board of Trustees approve an agreement with American United Life for the provision of a FICA alternative retirement plan for those temporary employee who desire to participate. The current carrier, IMG, is leaving the FICA alternative market place. The agreement with American United Life will include the provision of an alternative plan and the transfer of all funds currently held by IMG to AUL. The agreement will commence on June 1, 2008 and will continue until cancelled by either party.

8.0 CONSTITUENT GROUP REPORTS
• Academic Senate Report
• Faculty Association Report
• Classified Association Report
• Classified Senate Report
• Administrative Senate Report
• Associated Student Body Report

9.0 FINANCIAL REPORTS
9.1 Quarterly Financial Status of Income and Expenditures for the Period Ending 3/31/08
9.2 Quarterly Financial Statement Report (CCFS 3311Q)

10.0 INFORMATION ITEMS
10.1 **Accreditation Self-Study**
Napa Valley College is accredited by the Accrediting Commission for Community and Junior College, part of the Western Association of Schools and Colleges. NVC is beginning the process of conducting a rigorous self study during which the college appraises itself in terms of the Commission Standards. The Comprehensive Self Study is required every six years and is to be completed prior to the peer review team visit, tentatively scheduled in October, 2009. Self study co-chairs May Shea and Judie Walter-Burke will present an overview of the process.

10.2 **2007 Program Evaluation and Planning (PEP) Update**
During 2007, a total of 14 instructional programs, student services, and administrative departments completed the Program Evaluation and Planning process, including: Biology; Broadcast Television; Drama; Office Administration; Speech; Work Experience; Counseling; Financial Aid; Health Services; Matriculation; Occupational Education, Economic and Workforce Development; Bookstore; Institutional Research; and Planning and Development. The PEP verification teams presented their reports at a college forum in February. Copies of the complete reports, summaries, and planning documents are available in the Office of Research, Planning, and Development.

10.3 **Accountability Reporting for Community Colleges (ARCC)**
ARCC is the new accountability program for evaluating the performance of community colleges. ARCC was implemented in 2007 and includes statewide/system measures as well as college/campus-level measures of student progress and achievement, pre-collegiate skills improvement, and participation. Dr. Robyn Wornall, Director of Institutional Research, will describe the ARCC measures, discuss NVC’s data from 2006 – 2007, outline the ARCC process, and identify the Board’s role regarding the ARCC Report. See pages 20 – 23.

11.0 **ACTION ITEMS**

11.1 **Adoption of 2008 – 2009 Preliminary Budget**
The proposed 2008 – 2009 Preliminary Budget includes budgets for the General Fund, Capital Outlay Projects Funds, Bond Project Funds, Bond Redemption Funds, Child Care Fund, Post-Retirement Employee Benefits Fund, Associated Student Body Account, Student Representation Fee Account, Bookstore Account, Farm Account, and Trust Account. The budget, as developed through the planning and budget process, has been mailed to the Board of Trustees. The college president has reviewed the budget and supports its adoption, as recommended by the Budget Committee. Copies of the Preliminary Budget are available in the business and Finance Office.

**Recommendation:** It is recommended that the Board of Trustees approve the 2008 – 2009 Napa Valley College Preliminary Budget as recommended by the college president and the Budget Committee.

11.2 **Approval of Resolution to Authorize Submission of Final Project Proposal to Modernize Building 600 – Gymnasium**
Last year, the District submitted an Initial Project Proposal (IPP) to the Chancellor’s Office for modernizing the lower floor of Building 600 – Gymnasium. The project has been selected by the State to advance to the next phase of the application process, the Final Project Proposal (FPP). The potential state funds available for this project are approximately $3.4 million. The Final Project Proposal, due on July 1, 2008, requires a resolution authorizing the application. See backup page 24.

**Recommendation:** It is recommended that the Board of Trustees adopt the resolution and authorize submission of a Final Plan Proposal for Building 600 (old 1100) Modernization.

11.3 **Approval of Resolution to Authorize Submission of Final Project Proposal to Modernize Building 1400 – Mallacomes Hall**

Last year, the District submitted and Initial Project Proposal (IPP) to the Chancellor’s Office for modernizing Building 1400 – Mallacomes Hall, which currently houses Business & Computing Studies. The project has been selected by the State to advance to the next phase of the application process, the Final Project Proposal (FPP). The potential State funds available for this project are approximately $1.6 million. The final Project Proposal, due on July 1, 2008, requires a resolution authorizing the application. See backup page 25.

**Recommendation:** It is recommended that the Board of Trustees adopt the resolution and authorize submission of a Final Plan Proposal for Building 1400 (old 800) Modernization.

11.4 **Five-Year Capital Outlay Construction Plan**

The Chancellor’s Office requires an annual review of the Five Year Capital Outlay Construction Plan by the trustees. Enclosed is the District’s Order of Priority, based on the Bond Implementation Plan and evolving Master Construction Schedule. Approval of the plan does not constitute a commitment to spend or a constraint on project development. See pages 26 and 27.

**Recommendation:** It is recommended that the Board of Trustees approve the Five-Year Capital Outlay Construction Plan as submitted.

11.5 **Notice of Completion and Project Acceptance – Wine Storage**

The project to construct a wine storage warehouse is complete. A Notice of Completion was filed with the County Recorder on April 4, 2008.

**Recommendation:** It is recommended that the Board of Trustees ratify the Notice of Completion for the Wine Storage Project and accept the project as complete.

11.6 **Notice of Completion and Project Acceptance – North Campus Site Improvement**

The project to re-align Diemer Drive, reconstruct the Magnolia Drive intersection, and prepare the Performing Arts Center site for construction is complete. A Notice of Completion was filed with the County Recorder on May 5, 2008.

**Recommendation:** It is recommended that the Board of Trustees ratify the Notice of Completion for the North Campus Site Improvement project and accept the project as complete.
11.7 **Five Year Capital Outlay Construction Plan**
The Chancellor’s Office requires an annual review of the Five Year Capital Outlay Construction Plan by trustees. Enclosed is the District’s Order of Priority, based on the Bond Implementation Plan and evolving Master Construction Schedule. Approval of the plan does not constitute a commitment to spend or a constraint on project development.

**Recommendation:** It is recommended that the Board of Trustees approve the Five-Year Capital Outlay Construction Plan as submitted.

11.8 **Library & Learning Resource Center Bid Award**
Bids were opened on this project, to build a new two-story, 46,000 assignable square foot Library and Learning Resource Center, on May 6, 2008. This project has been awarded approximately $16.4 million from the State. The building, when complete, will house the Library and other departments such as Teaching Learning Center, Diagnostic Learning Services, Testing & Tutoring Center, Learning Skills & Testing Center, Distance Learning, and Media Services. Award of this bid will also require authorization from the Chancellor’s Office.

**Recommendation:** It is recommended that the Board of Trustees award the Library and Learning Resource Center Project to the lowest responsive bidder as presented, contingent upon the authorization from the Chancellor’s Office.

11.9 **Authorization to Advertise for Academic Positions**
This is a request for authorization to advertise the following positions for employment beginning in Fall, 2008.

1) Mathematics Instructor – two positions (One-year leave replacements)
2) Hospitality Instructor (One-Year Leave Replacement)
3) Vice President, Business and Finance (Classified Administrator)

The authorization allows the Office of Human Resources to finalize the job announcements and begin advertising the position.

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

12.1 **Superintendent/President’s Report**

12.2 **Staff Reports**
Dean, Human Resources
Vice President, Business and Finance
Vice President, Student Services
Vice President, Instruction

12.3 **Reports from Board Members**

13.0 **FUTURE AGENDA ITEMS**
13.1 **Campus Police Update**
Brenda Knight brought to the board’s attention that the board would like an update on the change in police firearms training and protection. The board will schedule this with input on the suggested time and information desired.

13.2 **Update on Mitigation Efforts for Softball and Baseball Fields**
Steve Reinbolt brought to the board’s attention its prior interest in results of the mitigation efforts to address problems with the fields in wet weather. The board will schedule this with input on the suggested time and information desired.

13.3 **Update on the Criminal Justice Training Program**
Michael Baldini and Bruce Ketron have expressed interest in hearing from Greg Miraglia about the Criminal Justice Training Program. The board will schedule this with input on the suggested time and information desired.

14.0 **ADJOURNMENT**