NOTE: Please note that this meeting will be held at the Upper Valley Campus.

Napa Valley Community College District

THE REGULAR MEETING OF THE BOARD OF TRUSTEES

June 12, 2008

5:30 p.m. Closed Session
6:30 p.m. Return to Public Session
Upper Valley Campus
1088 College Avenue, St. Helena, 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.

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, 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) Custodian I/II (1.0 FTE)
2) Secretary III, Health Occupations (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) Photography Instructor (Tenure-track)
2) English Composition Instructor (Tenure-track)
3) Chemistry Instructor (Tenure-track)

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

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

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 Resolution Honoring Bill Blair, Retiring Interim Dean, Occupational Education/Economic and Workforce Development

3.5 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.

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)
July 17, 2008 Special Meeting
August 14, 2008
September 11, 2008

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 Minutes of May 15, 2008 (See backup pages 1 through 11)

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 May, 2008
   6.1.1 Approval of Warrants
   
   General Fund $1,543,362.14
   Child Care Fund $4,789.89
   Capital Outlay Projects Fund
   NVC Bldg. Fund/Series B (BOND) $1,489,064.69

   6.1.2 Approval of Total Gross Payroll $2,539,960.85

6.2 Approval of Personnel Assignments Dated June 5, 2008

6.3 Proposed Change Orders – Transit Mall Parking Lot B Improvement
It is recommended that the Board of Trustees ratify acceptance of O.C. Jones & Sons, Inc. proposed change orders numbered 2 and 3 as given in attached Proposed Change Order Log dated May 30, 2008. The net increase for these proposed change orders is $47,941.00. See backup page 12.

6.4 Proposed Change Orders – Life Sciences Building
It is recommended that the Board of Trustees ratify acceptance of McCrary Construction Company proposed change orders numbered 81R, 91A, 110R, 114, 115R, 119, 123, 125, 126, 127 as given in attached Proposed Change Order Log dated May 30, 2008. The net increase for these proposed change orders is $3,291.00. See backup page 13 through 20.

6.5 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 order numbers 12, 42, 43 and 49 as given in attached Proposed Change Order Log dated May 30, 2008. The net increase for these proposed change orders is $45,926.39. See backup page 21 – 24.

6.6 Proposed Change Orders – Performing Arts Center Increment II
It is recommended that the Board of Trustees ratify acceptance of Broward Brothers, Inc. Proposed Change Order Log dated May 30, 2008. The net increase for these proposed change orders is $59,254.74. See backup page 25.

6.7 Energy Conservation Project
The rooftop air conditioning units on the Child Care Center are well beyond their service life expectancy at 17 years of age. Under Government Code Section 4217, the District proposes to use Scheduled Maintenance Funds to take advantage of an opportunity to participate in an energy conservation project that will replace these units with newer hybrid system air conditioning. This project has a net cost to the District of about $75,000 and is eligible for an approximate 50% rebate from PG&E. A nine-year payback on the investment is anticipated.

6.8 Agreement with Veterans Home of California, Martinez
It is recommended that the Board of Trustees approve an agreement with the Veterans Home of California, Martinez to provide educational learning activities for the college’s student health occupations students. The agreement will commence on June 1, 2008 and will continue until terminated by either party. There is no expense related with this agreement.

6.9 Agreement with Marin General and Sutter Marin Hospitals
It is recommended that the Board of Trustees approve an agreement with Marin General and Sutter Marin Hospitals to provide educational learning activities for the college’s respiratory therapy students. This is a renewal of a previous agreement. The agreement renews on July 2, 2008 and continues for three years unless cancelled by either party. There is no expense related with this agreement.

6.10 Approval of Close of Year Transfer Resolutions
The resolution pertaining to this routine annual action appears on backup page 26.

6.11 Approval of Resolutions: Signing Authority for Christopher McCarthy, Scott Miller, Daniel TerAvest, Matt Christensen, and Laura Ecklin
It is recommended that the Board of Trustees approve five resolutions that authorize the following staff members to sign documents on behalf of the District from July 1, 2008 through June 30, 2009: the college president; vice president, Business and Finance; director, Campus Planning and Construction; and dean, Human Resources. The resolutions appear on backup pages 27 through 31 and will be signed subsequent to the board meeting.

6.12 Approval of 2007 - 2008 Interfund Transfer
It is recommended that the Board of Trustees approve the interfund transfer documents on backup page 32.

6.13 Agreement with Commission on Peace Officer Standards and Training
It is recommended that the Board of Trustees approve an agreement with the Commission on Peace Officer Standards and Training (P.O.S.T.) for the renewal of a grant for providing an instructor workshop training program. The term of the agreement will be from July 1, 2008 to June 30, 2009. The total amount of the grant will not exceed $380,000.

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 Response to Grand Jury Report
The Napa Valley Community College District has received the Grand Jury Report pertaining to the college. After receipt of the report, the college has 90 days to offer a written response. The board will discuss the response in preparation for formal action in July.

8.2 Campus Police Update
Brenda Knight requested an update on the firearms training of the campus police and other changes that followed the board’s decision to expand the force options available for campus police for use in protecting the campus community. Ken Arnold, Chief, Campus Police, will make a presentation and answer questions.

8.3 Update on the Criminal Justice Training Program
Michael Baldini and Bruce Ketron have requested an update on the Criminal Justice Training Program. Greg Miraglia, Director, Criminal Justice Training Center, will make a presentation and answer questions.

8.4 2008 – 2009 Negotiations Proposal from the Napa Valley College Faculty Association
The 2008 – 2009 Negotiations Proposal from the Napa Valley College Faculty Association appears on backup page x. Copies are posted in the Administration Building and are available in the Office of Human Resources. See backup page 33.

8.5 Napa Valley Community College District Proposal for Negotiations with the Napa Valley College Faculty
The District Proposal for Negotiations with the Napa Valley College Faculty Association for the contract period between July 2, 2008 and June 30, 2009 appears on backup page x. Copies are posted in the Administration Building and are available in the Office of Human Resources. See backup page 34.

8.6 2008 – 2009 Negotiations Proposal from the Napa Valley College Association of Classified Professionals (NVC – ACP)
The 2008 – 2009 Negotiations Proposal from the Napa Valley College Association of Classified Professionals appears on back page x. Copies are posted in the Administration Building and are available in the Office of Human Resources. See backup page 35.

8.7 Napa Valley Community College District Proposal for Negotiations with the Napa Valley College Association of Classified Professionals for the Contract Period Beginning July 1, 2008
The District proposal for Negotiations with the Napa Valley College Association of Classified Professionals for the contract period between July 1, 2008 and June 30, 2009 appears on backup page x. Copies are posted in the Administration Building and are available in the Office of Human Resources. See backup page 36.

8.8 Other Post Employment Benefits (OPEB) Liability Options
One of the recommendations in the recent Grand Jury report was to continue to look at options for funding the district’s outstanding liability for retiree medical benefits. One option is to issue a bond to cover some or all of this liability. District staff and others will present information regarding various options that are available.

9.0 ACTION ITEMS

9.1 Acceptance of 2008 – 2009 Negotiations Proposal from the Napa Valley College Faculty Association
The 2008 – 2009 Negotiations Proposal from the Napa Valley College Faculty Association appears on backup page x. See agenda item 8.4.

Recommendation: It is recommended that the Board of Trustees accept the 2008 – 2009 Negotiations Proposal from the Napa Valley College Faculty Association.

9.2 Approval of the Napa Valley Community College District Proposal for Negotiations with the Napa Valley College Faculty Association for the Contract Period Beginning July 1, 2008
The District Proposal for Negotiations with the Napa Valley College Faculty Association for the contract period between July 1, 2008 and June 30, 2009 appears on backup page x. See agenda item 8.5.

Recommendation: It is recommended that the Board of Trustees approve the Napa Valley Community College District Proposal for Negotiations with the Napa Valley College Faculty Association for the contract period beginning July 1, 2008.

9.3 Acceptance of 2008 – 2009 Negotiations Proposal from the Napa Valley College Association of Classified Professionals
The 2008 – 2009 Negotiations Proposal from the Napa Valley College Association of Classified Professionals appears on backup page x. See agenda item 8.6.

Recommendation: It is recommended that the Board of Trustees accept the 2008 – 2009 Negotiations Proposal from the Napa Valley College Association of Classified Professionals.

9.4 Approval of the Napa Valley Community College District Proposal for Negotiations with the Napa Valley College Association of Classified Professionals for the Contract Period Beginning July 1, 2008
The District Proposal for Negotiations with the Napa Valley College Association of Classified Professionals for the contract period between July 1, 2008 and June 30, 2009 appears on backup page x. See agenda item 8.7.

Recommendation: It is recommended that the Board of Trustees approve the Napa Valley Community College District Proposal for Negotiations with the Napa Valley College Association of Classified Professionals for the contract period beginning July 1, 2008.

9.5 Approval of Napa Valley College Technology Plan
A campus technology plan completed in May, 2008 by the District Technology Advisory Committee and the Instructional Technology Committee is forwarded for review by the NVC Board of Trustees. The plan, developed with campus-wide collaboration, was recently endorsed by the Faculty, Classified, and Administrative Senates. The Planning Committee finds the technology plan to be consistent with the NVC mission, vision, and values. The plan is necessary for accreditation. The plan has been mailed to board members and is available in the President’s Office.

**Recommendation:** It is recommended that the Board of Trustees approve the Napa Valley College Technology Plan.

### 9.6 Adoption of the 2008 – 2009 Tentative Budget

The proposed 2008 – 2009 Tentative Budget includes budgets for the General Fund, Capital Outlay Projects Funds, Bond Projects, Bond Redemption, Child Care Fund, Post-Retirement Fund, Bookstore Account, Associated Student Body Account, Farm Account, and Trust Account. The Budget, as developed through the planning and budget process, has been mailed separately to the trustees. The college president has reviewed the budget and supports its adoption, as proposed by the Budget Committee. Copies are available in the Business and Finance Office.

### 9.7 Public Hearing on and Approval of Resolution Setting the Appropriations Limit for 2008 – 2009

**9.7.1 Public Hearing on the 2008 – 2009 Appropriations Limit**
This hearing is held to allow for public comment on the Appropriations Limit for 2008 – 2009. Government Code Section 7910 states that each year the governing body of the local jurisdiction shall, by resolution, establish its appropriations limit for the following fiscal year at its regularly scheduled or noticed special meeting.

**9.7.2 Approval for Resolution Setting the Appropriations Limit for 2008 – 2009**
See back pages 37.

**Recommendation:** It is recommended that the Board of Trustees approve the 2008 – 2009 appropriations limit resolution, which reads as follows: “Pursuant to Section 7910 of Title 1 of the Government Code, the Board of Trustees of the Napa Valley Community College District establishes its 2008 – 2009 appropriations limit in the amount of $44,782,428.

### 9.8 Acceptance of Fiscal Year 2006 – 2007 Measure N Bond Fund Financial Audit and Measure N Bond Fund Performance Audit

Measure N was approved by the voters in November, 2002. This was a bond that was approved under the guidelines contained in Proposition 39. The Proposition 39 guidelines include a requirement that the District Board ensure that the bond funds receive two audits each year, a performance audit and a financial audit. Matson and Isom Accountancy Corporation performed these two audits for the 2006 – 2007 fiscal year. District staff will be available to answer questions regarding these audits.
Recommenda**tion:** It is recommended that the Board of Trustees accept the Fiscal Year 2006 – 2007 Measure N Bond Funds Performance Audit and Fiscal Year 2006 – 2007 Measure N Bond Funds Financial Statements with Independent Auditors Report.

9.9 **Approval of Resolution Order Governing Board Member Election**
The terms of two current board members and two provisional appointees end in 2008. Elections for trustee areas 1, 3, 6, and 7 will be held on November 4, 2008. The resolution ordering the governing board member election requires board action prior to submission to County Superintendent of Schools. See backup page 38.

Recommenda**tion:** It is recommended that the Board of Trustees approve the Resolution Ordering the Governing Board Member Election.

9.10 **Kurt Hirtzer Inspection Services Proposal Acceptance**
Kurt Hirtzer Inspection Services of Healdsburg, CA submitted a proposal to provide the professional service of certified Inspector of Record for the new Library and Learning Resource Center project. This proposal will cover the next two (2) years of construction and provide for two (2) full-time inspectors. See backup pages 39 and 40.

Recommenda**tion:** It is recommended that the Board of Trustees authorize acceptance of the proposal from Kurt Hirtzer Inspectional Services for $552,000.00.

9.11 **Approval of International Education Program Offerings for Summer, 2009**
The following courses have been approved by the International Education Advisory Committee and the Office of Instruction to be offered in France from July 1 – August 1, 2009: French 120, 121, 240, 241. Classes will be taught by Anne-Marie McEligot at the Sorbonne in Paris, France.

The following courses have been approved by the International Education Advisory Committee and by the Office of Instruction to be offered in Mexico from June 26 – July 19, 2009: Anthropology 121, 199; Spanish 130, 131, 110, 111, 114, 116. Classes will be taught by Jessica Amato and Maria Villagomez in Merida, Mexico.

Recommenda**tion:** It is recommended that the Board of Trustees approve the following courses for Summer, 2009: French 120, 121, 240, 241; and Anthropology 121, 199; Spanish 130, 131, 110, 111, 114, 116.

9.12 **Approval of Results of Division Chair Election**
The result of the Division chair election for the Fine and Performing Arts Division is as follow: Eve-Anne Wilkes. The term for this position will be July 1, 2008 to June 30, 2011.

Recommenda**tion:** It is recommended that the Board of Trustees approve Eve-Anne Wilkes, Division Chair, Fine and Performing Arts Division.

9.13 **Authorization to Hire Leave Replacement Position**
This is a request for authorization to hire an English Composition instructor and a Career Counselor/Coordinator as leave replacements for Fall 2008 and Spring 2009.

**Recommendation:** It is recommended that the Board of Trustees authorize the hiring of an English composition instructor as a leave replacement for Fall, 2008 and Spring, 2009.

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

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

10.2 **Superintendent/President’s Report**

10.3 **Reports from Board Members**

11.0 **FUTURE AGENDA ITEMS**

11.1 **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.

11.2 **Update on Bicycle Path to College**
The board expressed an interest in determining how soon access to Napa Valley College via a bicycle path will be completed.

11.3 **Development of College Property on Corner of Soscol and Imola**

11.4 **Update on Solar Energy Savings**

12.0 **ADJOURNMENT**