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) Broadcast Television Systems Engineer (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) Dean, Instruction

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) Dance Instructor (tenure track)
2) Mathematics Instructors (two positions), (Full-time leave replacements for 2008 - 2009)
3) English Composition Instructor (Full-time leave replacement for 2008 - 2009)
4) Career Center Counselor/Coordinator (Full-time leave replacement for 2008 - 2009)
5) Hospitality and Tourism Management Instructor (Full-time leave replacement for 2008 - 2009)
6) Medical-Surgical Nursing Instructor/Health Occupations Skills Lab (Full-time leave replacement for 2008 -2009)

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 4.0 (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)
 August 14, 2008
 September 11, 2008
 October 9, 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 June 12, 2008  (See backup pages 1 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 June, 2008  
6.1.1  Approval of Warrants  
General Fund $1,562,200.68  
Child Care Fund $7,909.71  
Capital Outlay Projects Fund $16,294.50  
NVC Bldg. Fund/Series B (BOND) $1,657,151.52  

6.1.2  Approval of Total Gross Payroll $2,360,151.66  

6.2  Approval of Personnel Assignments Dated July 10, 2008  

6.3  Approval of Agreement with Vintage Academy of Hair Design, Inc. for Cosmetology Training  
It is recommended that the Board of Trustees approve an agreement with Vintage Academy of Hair Design, Inc. for Cosmetology training. This is a continuation of an existing agreement. The term of the agreement is from July 1, 2008 to June 30, 2009. The rate of $2.51 per hour remains the same.  

6.4  Approval of Agreement with St. Joseph Home Care for Clinical Experience for Nursing Students  
It is recommended that the Board of Trustees approve an agreement with St. Joseph Home Care for clinical experience for nursing students. The term of this agreement is from July 1, 2008 until cancelled by either party. There is no financial commitment with this agreement.  

6.5  Approval of Agreement with the Veterans Home of California for Nursing Student Clinical Experience  
It is recommended that the Board of Trustees approve an agreement with the Veterans Home of California – Yountville for nursing student clinical experience. The term of this agreement is from July 1, 2008 to June 30, 2009. There is no financial commitment with this agreement.  

6.6  Approval of Agreement with Children’s Hospital & Research Center, Oakland for Respiratory Care Students Clinical Experience  
The term of this agreement will be from July 1, 2008 until terminated by either party. There is no financial commitment with this agreement.
6.7 Approval of Agreement with MHM, a Health Net Company for Employee Assistance Program Services
It is recommended that the Board of Trustees approve an agreement with MHN, a Health Net Company for Employee Assistance Program Services. This is a continuation of an existing program. The renewal term of the agreement will be from September 1, 2008 through August 31, 2009. The monthly rate remains the same at $5.49 per employee per month, with a 12-month rate guarantee.

6.8 Approval of Agreement CFDP – 8051 with the California Department of Education for Child Development Services.
It is recommended that the Board of Trustees approve agreement number DFDP-8051 with the California Department of Education for Child Development Services. The term of the agreement is from July 1, 2008 through June 30, 2009. The District will be reimbursed at a rate not to exceed $34.09 per child per day with a maximum amount of $164,387.

6.9 Approval of Agreement CCTR – 8233 with the California Department of Education for Child Development Services
It is recommended that the Board of Trustees approve an agreement number CCTR-223 with the California Department of Education for Child Development Services. The term of this agreement is from July 1, 2008 through June 30, 2009. The District will be reimbursed at a rate not to exceed $34.20 per child per day with a maximum amount of $607,135.

6.10 Approval of Agreement with the Napa Community Redevelopment Agency, the City of Napa, and the Napa Valley College Small Business Development Center
It is recommended that the Board of Trustees approve an agreement between the Napa Community Redevelopment Agency, the City of Napa, and the Small Business Development Center for consulting services to Napa business owners. This agreement extends an existing agreement. The term is extended from July 1, 2008 to June 30, 2009. The Redevelopment Agency agrees to a not to exceed amount of $5,000 and the City agrees to a not to exceed amount of $2,500.

6.11 Approval of Agreement with Blackboard for Software Licensing and Hosting Support
It is recommended that the Board of Trustees approve an agreement with Blackboard for software licensing and hosting support services. This renews a previous software licensing and hosting agreement with Blackboard. The current amount is a 3 percent increase from the prior year. The term of the agreement is from July 20, 2008 to July 19, 2010. The cost for the period July 20, 2008 to July 19, 2009 is $30,278 and for the period July 20, 2009 to July 19, 2010 is $31,187.

6.12 Approval of Agreement with Datatel for Active Campus Portal Implementation
It is recommended that the Board of Trustees approve an agreement with Datatel for Active Campus Portal Implementation Services. The Datatel Active Campus Portal portal provides integration to every function within the Datatel enterprise system, as well as single sign-on access to third-party applications and reporting tools. This will greatly improve a student’s ability to use this system. The implementation services are needed to set up the portal. It is a
one-time expense. The term of this agreement is from June 24, 2008 to June 24, 2009 or completion, whichever is earlier. The total implementation services cost is $47,370.

6.13 Approval of Agreement Amendment with Chancellor’s Office, California Community Colleges for MESA
It is recommended that the Board of Trustees approve an amendment to Agreement 07-101-014 with the Chancellor’s Office California Community Colleges for the MESA program. The amendment extends the agreement term from June 30, 2008 to September 30, 2008. The agreement also augments the original budget by $3,015.

6.14 Approval of Agreement with the Commission on Peace Officer Standards and Training for Emergency Vehicle Operations Course 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 Emergency Vehicle Operations Course (EVOC) training to qualified law enforcement personnel. The college will offer training courses to qualified personnel and will be reimbursed by P.O.S.T. based on the number of individuals trained up to a maximum amount of $89,000. The term of this agreement is from July 1, 2008 through June 30, 2009. The maximum amount for the agreement is $89,000.

6.15 Agreement with the University of California San Francisco Medical Center for Respiratory Therapy Students Clinical Experience
It is recommended that the Board of Trustees approve an agreement with the University of California San Francisco Medical Center for respiratory therapy students clinical experience. The term of the agreement is from May 1, 2008 to May 1, 2013. There are no financial obligations with this agreement.

6.16 Approval of Agreement with the California Fire Explorer Academy for the Fire Explorer Spring Academy Program
It is recommended that the Board of Trustees approve an agreement with the California Fire Explorer Academy for the Spring Fire Explorer Academy Instructional Program. The college works with the Academy to verify that the courses taught and our instructors qualify for college credit. The college will receive state funding for the students who enroll and complete the program. Students throughout California enroll in this annual program organized by the Academy and the college. The term of the agreement is from March 1, 2008 through June 30, 2008. The college will pay the association $2.00 per student for every hour of credit instruction provided up to a maximum of $35,000.

6.17 Approval of Agreement with the Chancellor’s Office California Community Colleges for a Nursing Education Program
It is recommended that the Board of Trustees approve an agreement with the Chancellor’s Office, California Community Colleges for a nursing education program. This will be a collaboration between Napa Valley College, acting as fiscal agent, and Solano Community College, Mendocino College, College of Marin, Santa Rosa Junior College, Sonoma State University and Pacific Union College. The grant will be used to develop programs with approved curriculum to allow for a seamless transition from the ADN Program to the BSN and MSN programs. The term of the grant will be from June 26, 2008 through June 15, 2010. The total amount of the grant is $100,000.
6.18 **Approval of Agreement with XAP Corporation**
It is recommended that the Board of Trustees approve an agreement with XAP Corporation to provide an online electronic admission application system. The agreement includes the standard application and a Spanish application. The agreement will be in effect from July 1, 2008 to June 30, 2009. The total cost is $14,499.

6.19 **Approval of Agreement with ACFEA Tour Consultants**
It is recommended that the Board of Trustees approve an agreement with ACFEA Tour Consultants for the December 2008 vocal performance tour to Japan, Music Course 165. The tour departs December 14, 2008 and returns December 23, 2008. The cost per person for a 15 person minimum is $3,976 and for a 20-person minimum is $3,738.

6.20 **Approval of Noncredit ESL Course Revisions**
Noncredit English as a Second Language (ESL) courses were revised to meet the Requirements for enhanced funding through the California Community College Chancellor’s Office. The course revisions were approved by the Curriculum Committee on April 3, 2008. Pending board approval, the revisions will be submitted to the Chancellor’s Office. It is recommended that the Board of Trustees approve the revisions of the noncredit ESL courses: ESL Beginning Literacy Level; ESL I, Beginning Low; ESL II, Intermediate Low; ESL III, Intermediate High.

6.21 **Proposed Change Orders – Transit Mall Parking Lot B Improvements**
It is recommended that the Board of Trustees ratify acceptance of O.C. Jones & Sons, Inc. proposed change orders numbered 1, 4R, 5, 6 and 7 as given in attached Proposed Change Order Log dated July 3, 2008. The net increase for these proposed change orders is $16,708.42. See backup page 11.

6.22 **Proposed Change Orders – Life Science Building**
It is recommended that the Board of Trustees ratify acceptance of McCrary Construction Company proposed change orders numbered 128 and 129R as given in attached Proposed Change Order Log dated July 3, 2008. The net decrease for these proposed change orders is ($1,010.00). See backup pages 12 – 19.

6.23 **Proposed Change Orders – Performing Arts Center**
It is recommended that the Board of Trustees ratify acceptance of Broward Brothers, Inc. proposed change orders numbered 4 and 5 as given in attached Proposed Change Order Log dated July 3, 2008. The net increase for these proposed change orders is $46.95. See backup page 20.

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 Discussion of Possible Scenarios for Prioritizing Projects Within Remaining Measure N Funds
Staff will present a variety of scenarios on remaining bond projects for discussion of construction sequencing, setting priorities, and establishing budgets to complete the Measure N Bond Implementation Plan.

9.0 ACTION ITEMS

9.1 Acceptance of Annual Report of Measure N Independent Citizens’ Oversight Committee
At its last meeting on June 16, the Measure N Independent Citizens’ Oversight Committee approved its annual report. Greg Rodeno, chair of the committee, will present the report to the Board of Trustees and answer questions. The report has been distributed to trustees and is available in the President’s Office.

Recommendation: It is recommended that the Board of Trustees accept the Annual Report of the Measure N Independent Citizens’ Oversight Committee.

9.2 Contract Amendment Additional Architectural Services – Performing Arts Center
HGA Architectures is requesting a contract amendment for architectural services on the Performing Arts Center, Phase II project. HGA Architecture’s fee currently stands at 7.4% of construction costs. Typical contracts for architectural services, for new construction are 8% of construction costs. Due to additional services required for Phase I and II coordination and excessive review by the Division of the State Architect, this amendment will increase their fee to 8.1%. The total amount of additional fees for additional services is $302,100.

Recommendation: It is recommended that the Board of Trustees authorize acceptance of Additional Services Request letter submitted by HGA Architecture, dated May 22, 2008, for $302,100.

9.3 North Gym/Fieldhouse Consent to Withdraw Bid
Bids were opened July 1, 2008 on this project, to build a new two-story auxiliary gym north of the main gym to house a Criminal Justice Training room, Adaptive P.E. room and a traditional weight room. The low bidder, J.W. & Sons of Petaluma, has petitioned to withdraw their bid of $7,242,000, under Public Contract Code 5103 due to a clerical error that has caused a material difference in the amount of the bid. Specifically, J.W. & Sons left a subcontractor’s bid amount of $395,620 for stainless steel railing and joists off the bid submitted to the college. As allowed by Public Contract Code 5103, a bidder may withdraw its bid if the error was purely clerical and not the result of an error in judgment or due to carelessness in inspecting the site of work.

Recommendation: It is recommended that the Board of Trustees consent to relieve J.W. & Sons of their bid, pre Public Contract Code 5103.
9.4 North Gym/Fieldhouse Consent Award of Bid

Bids were opened July 1, 2008 on this project, to build a new two-story auxiliary gym north of the main gym to house a Criminal Justice Training room, Adaptive P.E. room and a traditional weight room. The lowest responsive bid received was submitted by Broward, Inc. of Woodland in the amount of $7,373,000. See backup pages 21 and 22.

Recommendation: It is recommended that the Board of Trustees award the North Gym/Fieldhouse Project to Broward Brothers, Inc. in the amount of $7,376,000.

9.5 Materials Testing & Inspection Services – Library & Learning Resource Center

Signet Testing Lab of Cotati, CA submitted a proposal to provide Materials Testing and Construction Inspection Services for the Library & Learning Resource Center project.

Recommendation: It is recommended that the Board of Trustees authorize acceptance of the proposal from Signet Testing Labs for $220,032.00.

9.6 Call for Bid – New Ceramics Building

The new Ceramics Building construction documents are approved by the Division of the State Architect and ready to be bid. DSA approvals are valid for one (1) year. In order to complete construction of the building foundation before the rainy season, it is advisable that the college advertise the project for bid no later than July 25, 2008.

Recommendation: It is recommended that the Board of Trustees authorize staff to bid the Ceramics Building as soon as possible.

9.7 Response to Grand Jury Report

The Napa Valley Community College District has received the Grand Jury Report pertaining to the college. The board reviewed the comments and recommendations of the Grand Jury at its June 12, 2008 meeting and provided its input. A formal response has been prepared and requires the board’s approval prior to submission to the Grand Jury.

Recommendation: It is recommended that the Board of Trustees approve the formal response to the Grand Jury’s Report on Napa Valley College.

9.8 Approval of Resolution Regarding the Board’s Intention to Issue Tax-Exempt Certificates of Participation to Partially Finance the Costs of Equipping, Constructing, and Repairing Educational Facilities of the District.

The Board of Trustees heard an informational presentation regarding the use of Certificates of Participation at their June 12, 2008 meeting. One potential use is to finance construction projects so that other funds can be released for other purposes. The Library and Learning Resources Center (LLRC) is a project that clearly qualifies for the use of Certificate of Participation Bonds.

In order to maximize the potential benefit from such an action, the Board needs to declare its intent to issue Certificates of Participation and to reimburse project costs incurred prior to the issuance of the obligations with proceeds of the obligations.
This action is not a commitment to use the bonds. This action, if approved, fixes a point in time for which construction expenses can be paid with funds from the obligation. That point in time starts sixty (60) days prior to the approval of this action. See backup pages 23 – 26.

**Recommendation:** It is recommended that the Board of Trustees approve a Resolution regarding the Board’s intent to issue tax-exempt Certificates of Participation to be used to finance the costs of equipping, constructing and repairing educational facilities of the District.

9.9 **Approval of New Audit Contract with Matson and Isom**
The District is required to have an audit performed each year by an independent audit firm. The District is also required to have a financial audit and a performance audit completed for Proposition 39 bond funds. Matson and Isom has submitted a proposed contract to provide auditing services for the 2007 -2008 fiscal year. This includes the regular District audit, the Measure N financial audit, and the Measure N Performance Audit.

**Recommendation:** It is recommended that the Board of Trustees approve the new Audit Contract with Matson and Isom.

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