Napa Valley Community College District
THE REGULAR MEETING OF THE BOARD OF TRUSTEES
January 15, 2009
5:30 p.m. Closed Session
6:30 p.m. Return to Public Session
Room 1340 McPherson Administration Building
Napa Valley College, Napa, California

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 (6:30 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 54956.8, CONFERENCE WITH NEGOTIATOR OVER REAL PROPERTY
Discussion of terms related to a permanent utility easement on the real property of Napa Valley College for a Napa Sanitation District reclaimed water pipeline
With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
Title:
1) Director, Career Technical Education Programs (grant-funded, classified administrator)

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
Title:
1) Construction Project Coordinator (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 Resolution Honoring Outgoing Board President Bruce Ketron
Trustee Bruce Ketron completed his term as board president at the December 11, 2008 board meeting. He will be honored for his service during the 2008 board year.

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

3.7 Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session
February 12, 2009
February 21, 2009 Special Meeting (NIMS Training)
February 28, 2009 Special Meeting (Board Self-Evaluation)
March 12, 2009

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 five-minute presentation.

5.0 APPROVAL OF MINUTES OF DECEMBER 11, 2008 (See backup pages 1 – 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 December, 2008
6.1.1 Approval of Warrants

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$1,414,443.07</td>
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<tr>
<td>Child Care Fund</td>
<td>$2,819.54</td>
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<tr>
<td>Capital Outlay Projects Fund</td>
<td>$47,710.60</td>
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<tr>
<td>NVC Bldg. Fund/Series B (BOND)</td>
<td>$4,406,553.26</td>
</tr>
</tbody>
</table>

6.1.2 Approval of Total Gross Payroll

$2,506,038.88

6.2 Approval of Personnel Assignments Dated January 7, 2009

6.3 Approval of Agreement with California Department of Education for Child Development Institutional Materials Project Number 28-6627-00-8

It is recommended that the Board of Trustees approve an agreement with the California Department of Education for Child Development Instructional Materials, Project Number 28-6627-00-8. The term of the agreement is from July 1, 2008 through June 30, 2009. The total amount payable to NVC is $2,705.

6.4 Approval of Agreement with Taher, Inc. for Cafeteria Food Services

It is recommended that the Board of Trustees approve an agreement with Taher, Inc. for cafeteria food services. The term of the agreement is from August 1, 2008 to July 31, 2009. This is a renewal of the prior contract. All terms and conditions remain the same.

6.5 Approval of Agreement with the San Francisco Community College District for an Early Childhood Mentor Program

This is a renewal of a previous agreement. The funding for this grant is provided by the California State Department of Education. San Francisco Community College District is the fiscal agent for the grant. The term of this agreement is from September 1, 2008 through June 30, 2010. The total possible payment to NVC is $41,273, depending on the number of mentors who participate.

6.6 Proposed Change Orders – Library Learning Resource Center

It is recommended that the Board of Trustees ratify acceptance of Edge Development, Inc. proposed change orders numbered 20R1, 35, and 41 as given in attached Proposed Change Order Log dated January 5, 2009. The net INCREASE for these proposed change orders is $3,626.00. See backup pages 12 – 14.

6.7 Proposed Change Orders – New Ceramics Building

It is recommended that the Board of Trustees ratify acceptance of SW Allen Construction, Inc. proposed change orders numbered 3, 4, and 5 as given in attached Proposed Change Order Log dated January 5, 2009. The net INCREASE for these proposed change orders is $4,340.00. See backup page 15.

7.0 CONSTITUENT GROUP REPORTS

- Academic Senate Report
- Faculty Association Report
- Classified Association Report
8.0 INFORMATION ITEMS

8.1 P.O.S.T. Instructional Skills Program
For the past several years, the college has been under a contract with the Commission on Peace Officer Standards and Training (P.O.S.T.) to develop an instructor workshop training program. Todd Dischinger, coordinator of the P.O.S.T. Instructional Skills Program, will provide an update on the program.

8.2 Status Report on the Governor’s Budget for 2009 – 2010
Scott Miller, Vice President, Business and Finance, will provide a status report on the governor’s budget for 2009 – 2010.

8.3 Bond Funding Update
Dan TerAvest, Director, Campus Planning and Construction, will provide an update on the recent freeze on state matching funds and how it might affect the Library and Learning Resource Center Project.

8.4 Discussion of Opportunities for Federal Funding of Capital Improvement Projects
Staff will present priorities for any potential funds that may become available through a Federal economic stimulus package. The discussion will include opportunities to assist the college’s health occupations programs and projects included in the Facilities Master Plan.

9.0 ACTION ITEMS

9.1 Notice of Completion and Project Acceptance – Transit Mall – Parking Lot B Improvements
The project to construct a transit mall and improve Parking Lot B is complete. A Notice of Completion was filed with the County Recorder on December 5, 2008.

Recommendation: It is recommended that the Board of Trustees ratify the Notice of Completion for the Transit Mall Parking Lot B Improvements Project and accept the project as complete.

9.2 Establishment of the 2009 – 2010 Non Resident Tuition Fee
Education Code Section 76140 requires the governing board to establish the non-resident tuition fee for 2009 – 2010 by February 1, 2009. The fee may be established by using a variety of methods, including (1) the District’s 2007 – 2008 current expense of education per FTES, adjusted for inflation, or (2) the statewide average current expense of education per FTES, adjusted for inflation, or (3) no more than the rate established by a contiguous district. Comparison of fee per semester unit, based on the options below, is as follows:

a) District Current Expense $189.00
b) Statewide Average Expense $189.00  
c) Contiguous District (Solano College) $189.00

The worksheet for the nonresident tuition fee is reprinted on backup pages 16 and 17. In addition to the District rate computed above, the Education Code Section 76141 authorizes each district to charge nonresident students who are both citizens and residents of a foreign country an amount not to exceed the funds expended for capital outlay in 2007 – 2008, divided by the actual FTES. Any fee charged for capital outlay should not exceed 50 percent of the nonresident tuition fee established by the District. In addition, any fee collected pursuant to ECS 76141 must be expended for capital outlay projects. The fee for the additional amount charged to foreign students is computed to be $10 per unit.

The fees charged by the District for 2008 – 2009 are as follows:

<table>
<thead>
<tr>
<th>Non-resident Tuition Fee</th>
<th>$181.00</th>
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</thead>
<tbody>
<tr>
<td>Additional Charge for Foreign Student</td>
<td>$ 11.00</td>
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</tbody>
</table>

**Recommendation:** It is recommended that the Board of Trustees set the District’s 2009 – 2010 non-resident tuition fee at $189 per semester unit. In addition, foreign students should be charged an additional $10 per unit, pursuant to Education Code Section 76141.

9.3 **Telecommunications Systems Maintenance Agreement with Advanced Telecommunications, Inc.**

The District has been contracting with NEC Unified Solutions, Inc. for telecommunications systems maintenance support. Concerns have developed regarding various aspects of this service. The Informational Technology Department has researched alternative options and is recommending that this service be provided by Advanced Telecommunications, Inc. Their offices are located in Emeryville, CA. The reference checks all come back with strong support. The proposed rate is guaranteed for two years and will save the district approximately $40,000 from the current NEC cost. The annual savings are estimated to be approximately $15,000 each year.

**Recommendation:** It is recommended that the Board of Trustees approve an agreement with Advanced Telecommunications, Inc. (ATI) for the period February 1, 2009 through January 31, 2011 for a total cost of $35,880.77.

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 Board Listening Session

11.2 Update on Bonding of College Winery and Viticulture and Winery Technology Program

12.0 ADJOURNMENT