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 54957, PUBLIC EMPLOYMENT

Title:

1) Interim Director, Small Business Development Center
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  Adoption of Current Agenda

3.6  Announcement of Future Meetings  (5:30 p.m. closed session, 6:30 p.m. public session)  
  April 9, 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 FEBRUARY 12, 2009  (See backup pages 1 – 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 February, 2008

6.1.1  Approval of Warrants
  General Fund $979,075.99
  Child Care Fund $4,029.11
  Capital Outlay Projects Fund $84,892.15
  NVC Bldg. Fund/Series B (BOND) $3,186,715.05

6.1.2  Approval of Total Gross Payroll $2,032,701.64

6.2  Approval of Personnel Assignments Dated  March 3, 2009
6.3 **Proposed Change Orders – Library and Learning Resource Center**

It is recommended that the Board of Trustees ratify acceptance of Edge Development, Inc. proposed change orders numbered 30 and 42 as given in attached Proposed Change Order Log dated March 2, 2009. The net INCREASE for this proposed change order is $4,463.00. See backup pages 9 through 12.

6.4 **Proposed Change Orders – North Gym**

It is recommended that the Board of Trustees ratify acceptance of Broward Buildings, Inc. proposed change order numbered 4 as given in attached Proposed Change Order Log dated March 2, 2009. The net INCREASE for this proposed change order is $21,426.33. See backup pages 13.

6.5 **Proposed Change Orders – Instructional Center for the Performing Arts**

It is recommended that the Board of Trustees ratify acceptance of Broward Builders, Inc. proposed change orders numbered 10R, 15, 19R, 22, and 26 as given in attached Proposed Change Order Log dated March 2, 2009. The net INCREASE for these proposed change orders is $45,468.53. See backup page 14 through 16.

6.6 **Proposed Change Orders – Telephone Copper Cabling Upgrade**

It is recommended that the Board of Trustees ratify acceptance of Napa Electric proposed change order number 30 as given in attached Proposed Change Order Log dated March 2, 2009. The net INCREASE for these proposed change orders is $6,167.00. See backup page 17.

6.7 **Approval of an Agreement for Digital Design and Graphics Technology Development with Optima Development Corporation and the National Science Foundation**

It is recommended that the Board of Trustees approve an agreement with Optima Development Corporation and the National Science Foundation. The grant tasks will be completed by the NVC Digital Design and Graphics Technology faculty and students and will involve the students using design software such as AutoCAD, AutoDesk Inventor, Rhino 3D and Optema’s Shapemaker Technology. The term of this agreement is from March 1, 2009 through May 31, 2009. The initial term may be extended for additional periods. The total amount of funds available to the college is $30,000.

6.8 **Approval of an Agreement for Mobile Communication Emergency Alert Services with Waterfall Mobile, Inc.**

It is recommended that the Board of Trustees approve an agreement with Waterfall Mobile, Inc. for the mobile communication emergency alert services. This program is a system-wide agreement under the administration of the Foundation for California Community Colleges. The agreement is for a twelve-month period based on the signing date. The program selected by the college has corporate sponsorship so there is no cost to the college.
6.9 Approval of Agreement with John Muir Health Walnut Creek for Health Occupations Clinical Experience
It is recommended that the Board of Trustees approve an agreement with John Muir Health Walnut Creek that allows NVC Health Occupations students to receive experience in a variety of clinical settings. The term of the agreement is from April 1, 2009 until terminated by either party. There is no cost to the District.

6.10 Approval of Agreement with John Muir Medical Center in Concord for Health Occupations Clinical Experience
It is recommended that the Board of Trustees approve an agreement with John Muir Medical Center in Concord that allows NVC Health Occupations students to receive experience in a variety of clinical settings. The term of this agreement is from April 1, 2009 until terminated by either party. There is no cost to the District.

6.11 Approval of Agreement with the San Francisco Veterans Affairs Medical Center for Health Occupations Clinical Experience
It is recommended that the Board of Trustees approve an agreement with the San Francisco Veterans Affairs Medical Center which allows NVC Health Occupations students to receive experience in a variety of clinical settings. The term of this agreement is from March 13, 2009 until terminated by either party. There is no cost to the District.

6.12 Approval of Agreement with Piner’s Napa Ambulance Services, Inc. for Paramedic Students Clinical Experience
It is recommended that the Board of Trustees approve an agreement with Piner’s Napa Ambulance Service, Inc. that allows NVC Paramedic students to receive experience in a variety of settings. The term of this agreement is effective from January 1, 2009 until terminated by either party. There is no cost to the District.

6.13 Approval of an Articulation Grant Augmentation from the State Chancellor’s Office, California Community Colleges
It is recommended that the Board of Trustees approve an Articulation Grant Augmentation from the State Chancellor’s Office, California Community Colleges. The period of the grant is from July 1, 2008 to June 30, 2009. The total amount of the augmentation is $4,000.

6.14 Approval of Career Technical Education Community Collaborative Program Grant No. 08-140 from the State Chancellor’s Office, California Community Colleges
It is recommended that the Board of Trustees approve a Career Technical Education Community Collaborative Program Grant No. 08-140 from the State Chancellor’s Office, California Community Colleges. The grant is for green technologies. The funds will be used in existing programs such as science, engineering, and energy. We will be the fiscal agent for this grant and will be partnering with College of Marin, Santa Rosa Junior College, and the Napa County Office of Education. The term of the grant is from February 1, 2009 through August 31, 2010. The total amount of grant funds is $399,695.
6.15 Approval of Agreement for an Infant and Toddler Child Care Resource Program with the California Department of Education.

It is recommended that the Board of Trustees approve an agreement for an Infant and Toddler Child Care Resource Program with the California Department of Education. The project number is 28-6627-00-8. The term of the agreement is from July 1, 2008 to June 30, 2009. The total amount of the grant is $3,194.

6.16 Approval of Augmentation to the Enrollment Growth for Associate Degree Nursing (RN) Program with the State Chancellor’s Office, California Community Colleges

It is recommended that the Board of Trustees approve an augmentation to the enrollment growth for Associate Degree Nursing (RN) programs. The term of the agreement is from July 1, 2008 through December 31, 2009. The total amount of the augmentation is $78,684.

6.17 Approval of an Agreement for the Development of GIS Courses and Program with the Contra Costa Community College District

It is recommended that the Board of Trustees approve an agreement for the development of GIS courses and programming with the Contra Costa Community College District. This is part of a statewide GIS program involving the development of classes at the high school and community college levels. The term of this agreement is from January 1, 2009 through September 30, 2009. The total funds available to the college is $36,500.

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 FINANCIAL REPORTS

8.1 Quarterly Financial Status of Income and Expenditures for the Period Ending December 31, 2008

8.2 Quarterly Financial Statement Report (CCFS311Q)

9.0 INFORMATION ITEMS


The 2007 – 2008 Progress Report includes highlights of activities undertaken and data that indicate progress that has been made to support the goals in the NVC Strategic Plan. Copies of the report are available in the President’s Office. Judie Walter-Burke will provide an update.
During 2008, nine instructional programs, two student services, and three administrative services completed the Program Evaluation and Planning Process. Their program data, self-study reports, plans and resource requests were reviewed by verification teams. The annual PEP forum was held on February 26, 2009, where the verification teams summarized their final reports and recommendations. Judie Walter-Burke will provide an update.

10.0 ACTION ITEMS

10.1 Acceptance of Fiscal Year 2007 – 2008 Single Year Audit Report
A representative from Mason and Isom Accountancy Corporation, the District’s current auditors, will be present to answer questions about the fiscal year 2007 – 2008 audit report. The Board’s Audit Committee will have met with the auditors prior to the meeting and will have reviewed the entire report.

Recommendation: It is recommended that the Board of Trustees accept the Fiscal Year 2007 – 2008 Single Year Audit Report.

10.2 Approval of Resolution Related to Issuance and Sale of 2009 – 2010 Tax and Revenue Anticipation Notes
For the past several years, the District has issued tax and revenue anticipation notes (TRANS) to provide cash flow until property taxes and other revenues are received. The projected cash flow for 2009 – 2010 will again require issuance of TRANS to meet our ongoing obligations. The notes must be repaid before the end of the fiscal year 2009 – 2010. TRANS will be issued through a statewide financial program sponsored by the Community College League of California. See backup pages 18 and 19.

The resolution (to be distributed at the meeting) authorizes the issuance by the District of tax and revenue anticipation notes (TRANS) in an amount not to exceed $5,000,000. The resolution authorizes the superintendent/president or vice president, Business and Finance to sign financing documentation in connection with the issuance of TRANS. The resolution appoints the law firm of Stradling, Yocca, Carlson and Rauth as bond counsel to the District. Stradling is a regional law firm that specializes in municipal bond law.

Recommendation: It is recommended that the Board of Trustees approve a resolution related to Issuance and Sale of 2009 – 2010 Tax and Revenue Anticipation Notes.

10.3 Approval of Agreement with TLCD Architecture for Design Services for Modernization of the Art Center – Bldg. 3700
Following completion of the new Ceramics Building, portions of the Art Center, Building 3700 that were formerly occupied by the Ceramics Program will need renovation in order to be fully useable by other programs. TLCD Architecture has submitted a proposal to provide design services, including Construction Documents for DSA approval, for modernization of the Art Center. Bidding and construction will be phased, with Phase I to include renovation of vacated Ceramics space and Phase II to include a full modernization of the remainder of the building (as included in the Facilities Master Plan and Bond Implementation Plan). The not-to-exceed fee for these services is $166,319.00, including reimbursable expenses.
**Recommendation:** It is recommended that the Board of Trustees approve an agreement with TLCD Architecture for Design Services for Modernization of the Art Center – Bldg. 3700 for $166,319.00.

10.4 **Approval of Salary Advancement Project 2008 – 2009**
The District provides opportunities for salary advancement as an expression of its commitment to reward improved competence and/or performance of its certificated staff. The following faculty salary advancement projects have been submitted to the Office of Instruction for the 2008 – 2009 academic year. See backup pages 20 and 21.

**Recommendation:** It is recommended that the Board of Trustees approve a salary advancement Alan Skinner.

10.5 **Authorization to Advertise for Faculty Position**
This is a request for authorization to advertise the following tenure-track position for employment beginning in the 2009 – 2010 academic year: medical-surgical nursing instructor. After thorough review and analysis of the college’s fiscal status and instructional needs, the District is recommending the hire of this tenure-track faculty member in the Health Occupations Skills Lab. This authorization allows the Office of Human Resource to finalize the job announcement and begin advertising the position. The anticipated start date for the position is August, 2009.

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

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

11.2 **Superintendent/President’s Report**

11.3 **Reports from Board Members**

12.0 **FUTURE AGENDA ITEMS**

12.1 **Board Listening Session**

12.2 **Update on Bonding of College Winery and Viticulture and Winery Technology Program (April Meeting)**

12.3 **Development of Corner Property/Housing**

13.0 **ADJOURNMENT**