2.0 BOARD SELF-EVALUATION (continued from February 28, 2009 meeting)

2.1 Development of Goals and Objectives
The board began a self-evaluation process at its retreat on February 28, 2009. As a result of identifying strengths and challenges, four themes emerged: communication, compliance, clarification of role, and continuing education. The board agreed to conduct some follow-up sessions to develop goals and objectives related to these four themes. Laura Ecklin, Dean, Human Resources will facilitate the board’s discussion and development of specific goals and objectives.

2.2 Approval of By-Laws of the Board of Trustees

2.2.1 BP 2745 Board Self-Evaluation Policy (Revision) See backup page 1.
2.2.2 AP 2745 Board Self-Evaluation Administrative Regulations (New) See backup Pages 1 and 2.
2.2.3 BP 2715 Code of Ethics/Standards of Practice Policy (revision) See backup pages 3 and 4.
2.2.4 **AP 2435 CEO Evaluation Administrative Regulations (New)** See backup pages 5 and 6.

2.2.5 **BP 2015 Student Trustee** The board will establish student trustee privileges for the upcoming year. See backup page 7.

3.0 **CLOSED SESSION** (4:30 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

With respect to every item of business to be discussed in closed session pursuant to Section 54957, **PUBLIC EMPLOYMENT**

**Title:**

1) Engineering/Physics Instructor (tenure-track)

With respect to every item of business to be discussed in closed session pursuant to Section 54957, **PUBLIC EMPLOYMENT, Approval of 2008 – 2009 Reclassification Recommendations for Classified Staff**

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 87483 and 22713, 2009 – 2010**

4.0 **RETURN TO PUBLIC SESSION**

4.1 **RECOGNITION OF CLASSIFIED PROFESSIONALS** (5:30 p.m.)

As part of Classified Professionals Week being celebrated at Napa Valley College during the week of April 6 - 10, the board will honor classified staff who have been hired within the last year. They have been invited, along with their supervisors, to attend the board meeting to be introduced to the Napa Valley College Board of Trustees and welcomed to the college community.

4.2 **Roll Call**
4.3 Pledge of Allegiance

4.4 Introduction of Visitors, Guests, and New Staff

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

4.7 Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session)
   May 14, 2009 Regular Meeting
   May 29, 2009 Commencement Ceremony
   June 11, 2009 Regular Meeting
   August 13, 2009 Regular Meeting

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 five-minute presentation.

6.0 APPROVAL OF MINUTES

6.1 February 21, 2009 Emergency Training (See backup pages 8 and 9 )
6.2 February 28, 2009 Board Self-Evaluation (See backup pages 10 through 13)
6.3 March 12, 2009 Regular Board Meeting (See backup pages 14 through 22)

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 March, 2009

7.1.1 Approval of Warrants
   General Fund $1,111,848.70
   Child Care Fund $4,144.71
   Capital Outlay Projects Fund $1,465.22
   NVC Bldg. Fund/Series B (BOND) $2,484,726.71

7.1.2 Approval of Total Gross Payroll $2,472,355.72

7.2 Approval of Personnel Assignments Dated April 2, 2009

7.3 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 21, 43R1, 47, 51R, 55, and 69 as given in attached Proposed Change Order Log dated March 27, 2009. The net INCREASE for this proposed change order is $10,090.00. See backup pages 23 through 27.

7.4 **Proposed Change Orders – North Gym**
It is recommended that the Board of Trustees ratify acceptance of Broward Buildings, Inc. proposed change order numbered 6 and 7 as given in attached Proposed Change Order Log dated March 27, 2009. The net INCREASE for this proposed change order is $8,942.42. See backup page 28.

7.5 **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 2R, 20, and 23 as given in attached Proposed Change Order Log dated March 27, 2009. The net INCREASE for these proposed change orders is $10,624.00. See backup pages 29 and 30.

7.6 **Proposed Change Orders – Telephone Copper Cabling Upgrade**
It is recommended that the Board of Trustees ratify acceptance of Napa Electric proposed change orders numbered 3 and 4 given in attached Proposed Change Order Log dated March 27, 2009. The net INCREASE for these proposed change orders is $10,155.71. See backup page 31.

7.7 **Approval of an Agreement with Napa State Hospital for Adult Education Classes**
It is recommended that the Board of Trustees approve an agreement with Napa State Hospital to offer adult education classes at Napa State Hospital. NVC will provide the instructors and will keep all the FTES generated by the classes. There is no cost to NVC for the use of facilities. The term of the agreement is from July 1, 2008 until cancelled by either party. This agreement updates a previous agreement.

7.8 **Approval of an Agreement with Milestones of Development for Student Experience in a Variety of Clinical Settings**
It is recommended that the Board of Trustees approve an agreement with Milestones of Development for Health Occupations students to participate in educational learning activities in a variety of clinical settings. The agreement is effective April 1, 2009 and shall continue until terminated by either party. There is no cost to the District.

7.9 **Approval of Agreement with Piner’s Nursing Home for Student Experience in a Variety of Clinical Settings**
It is recommended that the Board of Trustees approve an agreement with Piner’s Nursing Home for health occupations students to participate in educational learning activities in a variety of clinical settings. The agreement is effective April 1, 2009 and shall continue until terminated by either party. There is no cost to the District.

7.10 **Approval of Agreement with the California Department of Education for a School-Age**
Child Care Resource Program
It is recommended that the Board of Trustees approve an agreement the California Department of Education for a school-age child care resource program, contract number CSCC-8193. The term of the agreement is from July 1, 2008 to June 30, 2009. The maximum amount payable to NVC is $2,000.

7.11 Approval of an Amendment to Agreement CCTR 8223 with the California Department Of Education
It is recommended that the Board of Trustees approve an amendment to Agreement CCTR 8223 with the California Department of Education. The amendment makes several changes to the wording of the funding terms and conditions. The term of the agreement remains from July 1, 2008 to June 30, 2009 and the amount that can be claimed by NVC remains $607,135.

7.12 Approval of Final Academic Personnel Status Document for Academic Year 2009 – 2010
This is the final annual, routine approval of the status document that lists each academic employee by contract status, salary step, and anniversary date. The document recommended for approval is printed on backup pages x through x. This update reflects salary advancement projects that have recently been completed and approved. See backup pages 32 through 35.

7.13 Approval of Agreement with Commission on Peace Officer Standards and Training for DVD Facilitation Training Skills Training Instructor Workshops
It is recommended that the Board of Trustees approve an agreement with the Commission on Peace Officer Standards and Training (POST) for 25 presentations of the DVD Facilitation Skills Training Instructor Workshops. The term of this agreement is from July 1, 2009 through June 3, 2010. The maximum amount of the agreement is $380,000. This is a continuation of a previous agreement.

7.14 Approval of Agreement with the Veterans Home of California-Yountville for Nursing Students to Receive Clinical Nursing Experiences
It is recommended that the Board of Trustees approve an agreement with the Veterans Home of California-Yountville for the provision of clinical facilities so NVC nursing students can gain nursing experience in a variety of clinical settings. The term of this agreement is from July 1, 2009 through June 30, 2010. There is no cost to either party.

7.15 Contract for Architectural Services for the Facilities Master Plan Volume IV – TLCD Architecture
It is recommended that the Board of Trustees ratify acceptance of Agreement for Architectural Services for updates and additions to the Facilities Master Plan. Volume IV will include updated project information sheets and budgets for future projects, updated campus maps, revisions to standard project specifications, and project phasing and scheduling requirements. The not-to-exceed fee for these services is $90,000.00, including reimbursable expenses.

8.0 CONSTITUENT GROUP REPORTS
9.0 INFORMATION ITEMS

9.1 Presentation from the Napa County Assessor on the 2008 – 2009 Assessment Roll and Outlook for the 2009 – 2010 Roll
John Tuteur, Napa County Assessor, Napa County Assessor, will provide an update on the 2008 – 2009 assessment roll, outlook for the 2009 – 2010 assessment roll and answer questions. See backup pages 36 through 40.

9.2 Input for Development of College Property
At its meeting of October 9, 2008, the board discussed its interest in agendizing an informational item over upcoming months that would allow members of the public to present ideas for development of college property, including land at the corner of Imola and Soscol and the Community Education Center (Armory) on Menlo Avenue.

10.0 ACTION ITEMS

10.1 Approval of Board Policy on Employee Identification Cards (First Reading)
For some time, the college has discussed the need for a way to recognize college staff quickly and accurately. Currently, college faculty and staff have no way of definitively establishing that they work at the college. An ID card or badge will provide the campus community a easy way to differentiate Napa Valley College employees from outside contractors and to prevent misrepresentation of an outsider as an employee. The attached policy and regulations appear on backup page 41.

Recommendation: It is recommended that the Board of Trustees approve the Employee Identification Policy and Regulations.

10.2 Approval of 2009 – 2010 Academic Calendar
The proposed academic calendar meets legal mandates and the holidays and breaks coincide with those scheduled by the Napa Valley Unified School District. The District and the Faculty Association have reached agreement on this calendar, which is an item of bargaining. See backup pages 42 and 43.

Recommendation: It is recommended that the Board of Trustees approve the proposed academic calendar.

10.3 California Community College Trustees Election
The election of members of the CCCT Board of the California Community College League
will take place between March 10 and April 25. There are seven three-year vacancies on the board. Each member community college district has one vote for each of the seven vacancies on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. Charles Meng, currently a member of the CCCT board, has provided the board with a list of recommendations.

Recommendation: It is recommended that the Board of Trustees approve the slate of candidates for the CCCT election, as recommended.

10.4 Approval of Results of Division Chair Elections
The Language and Developmental Studies Division, the Business and Computer Studies Division, and the Counseling Division have recently completed the election process for division chairs. The results of those elections are: David Angelovich Business and Computer Studies; Margo Kennedy, Counseling; Agapito de la Garza, Language and Developmental Studies.

As provided in the division chair election guidelines, the candidate securing the majority of votes shall be submitted to the superintendent/president for review and recommendation, then to the Board of Trustees for approval. The division chair term will be July 1, 2009 to June 30, 2012.

Recommendation: It is recommended that the Board of Trustees approve the following division chair election results: David Angelovich, Business and Computer Studies; Margo Kennedy, Counseling; Agapito de la Garza, Language and Developmental Studies.

10.5 Approval of Resolution Commemorating Week of the Young Child
The Week of the Young Child was established by the National Association for the Education of Young Children in 1971 to focus public attention on the needs of young children and their families and to acknowledge the early childhood programs and services that meet those needs. The Week of the Young Child is a time to recognize that children’s opportunities are our responsibility and to recommit ourselves to ensuring that every child experiences the type of early environment—at home, at child care, at school, and in the community—that will promote their early learning. See backup page 44.

Recommendation: It is recommended that the Board of Trustees approve a resolution authorizing the Week of the Young Child, April 19 – 25, 2009.

10.6 Authorization to Advertise a Child and Family Studies Position
This is a request to advertise the following position for employment, beginning in 2009 – 2010: Director, Child Development Center/Lab Coordinator. The administration is currently examining the appropriate classification of this position, the duties of which are both administrative and instructional. This authorization allows the Office of Human Resources to finalize the job announcement and begin advertising the position once the classification is determined. The anticipated start date for this position is August, 2009.

Recommendation: It is recommended that the Board of Trustees authorize advertising for the following position: Director, Child Development Center/Lab Coordinator.
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  (May Meeting)

12.3 Development of Corner Property/Housing

13.0 ADJOURNMENT