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 END-OF-YEAR RECOGNITION

2.1 Phi Theta Kappa Awards for 2008 - 2009
Napa Valley College’s Beta Beta Sigma Chapter of Phi Theta Kappa once again this year earned many honors, including: the Pinnacle award for chapter recruitment and Five Star Status (top achievement). Other honors and recognitions include: art award; runner-up scholarship essay/participation award; Bridge to Peace recognition; Stand Up and Speak Out recognition; Chapters United recognition; Certificate of Special Congressional Recognition. Dr. McCarthy earned the Shirley P. Gordon Award for Outstanding College President and Walt Unti earned the Horizon New Advisor Award to Walt Unti. Chris Adams, Katelyn McLeod, and Chris Hagerman were elected to Alumni Executive Board; Tiffany Hopp was inducted into the Alumni Association. Robert Holst was selected as Coca Cola National Finalist and All-State Academic First Team. Adrian Atman earned All-State Academic Third Team.

2.2 Napa Valley College Student of the Year
Napa Valley College student Kirsten Raschko is one of seven individuals and a nonprofit organization selected as winners in the third annual Napa Valley Community Awards program, “Celebrating Community.” The event is sponsored by the Napa Chamber
Foundation and Mechanics Bank to honor individuals who make a contribution to enhance life in the valley. Kirsten Raschko will be present to receive the congratulations of the Board of Trustees.

2.3 **Napa Valley College Women’s Volleyball Team Honored**
The Napa Valley College Women’s Volleyball Team won the Bay Valley Conference Championship for 2008. Coach Kelly Van Winden and representatives of the team will be present to receive congratulations from the Board of Trustees.

2.4 **Bay Valley Conference Player of the Year**
Tyler Cravy, Napa Valley College freshman baseball player, was named the Bay Valley Conference Player of the Year in a vote of conference coaches. He was 8-3 this season in his pitching role. He will be recognized by the board for his achievement.

2.5 **Welcome to New Tenured Faculty**
The following faculty members, having completed their probationary period, are advancing to tenured status: Janice Ankenmann, Rhue Bruggeman, Stephanie Burns, Jennifer Carlin, Daniel Clemens, Susan Engle, Fain Hancock, Jennifer King, Maria Salceda-Nunez, and Janice Whitmer. They have been invited to the board meeting and will be introduced by Academic Senate President Dianna Chiabotti and congratulated by the Board of Trustees.

2.6 **2008 – 2009 McPherson Distinguished Teaching Awards**
This award was established by founding college president Dr. Harry McPherson to recognize excellence in teaching. The recipients of the McPherson Distinguished Teaching Award for 2008 – 2009 are Dr. Linda Napholz and Michael Conroy. The awards will be presented at a luncheon on Friday, May in honor of past and current recipients.

2.7 **Resolution in Honor of Outgoing Student Trustee Christopher Hagerman**

2.8 **Resolution Honoring Dr. Melody Seymour, Retiring English Professor**

2.9 **Emeritus Status**
The Faculty and Standards and Practices Committee has granted emeritus status to Dr. Melody Seymour and Richard Thompson-Bremer.

3.0 **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, Approval/Ratification of Full-Time Employment

Academic Administrators
1) Instructional Skills Coordinator (Grant-Funded)
2) Interim Basic Law Enforcement Academy Coordinator

Grant-Funded Academic Administrator
1) Workability III Program Director

Temporary Grant-Funded Classified Administrators
1) Project Coordinator, Nursing Expansion and Innovation Project
2) Regional Simulation Lab Coordinator (80% of Full-Time)

Temporary Classified Administrators (Grant-funded)
1) Director, CTE Programs
2) Interim Director, Small Business Development Center

Grant-Funded Academic Administrators
1) Director, Talent Search
2) Director, Upward Bound (80% FTE)

Regular Classified Employment
1) Web Development Specialist

4.0 RETURN TO PUBLIC SESSION

4.1 Roll Call

4.2 Pledge of Allegiance

4.3 Introduction of Visitors, Guests, and New Staff

4.4 Swearing-in of New Student Trustee

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 29, 2009 Commencement Ceremony
June 25, 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 OF APRIL 9, 2009
See backup pages 1 through 12.

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 April, 2009

7.1.1 Approval of Warrants
General Fund $1,263,967.62
Child Care Fund $13,116.78
Capital Outlay Projects Fund
NVC Bldg. Fund/Series B (BOND) $3,122,416.33

7.1.2 Approval of Total Gross Payroll $2,447,799.21

7.2 Approval of Personnel Assignments Dated May 7, 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 17, 18R1, 52, 57, 60, 82, 83, 88, and 90 as given in attached Proposed Change Order Log dated May 1, 2009. The net INCREASE for this proposed change order is $20,081.00. See backup pages 13 through 17.

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 9 as given in attached Proposed Change Order Log dated May 1, 2009. The net DECREASE for this proposed change order is $397.00. See backup page 18.

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 24, 28, 29, 30, AND 31 as given in attached Proposed Change Order Log dated May 1, 2009. The net INCREASE for these proposed change orders is $18,763.00. See backup pages 19 through 21.

7.6 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 17, 23, 25R, 27, 28, 30, 33, 34, and 35 as given in attached Proposed Change Order Log dated May 1, 2009. The net INCREASE for these proposed change orders is $30,532.70. See backup pages 22 through 25.
7.7 **Approval of an Agreement with the Sonoma Development Center for Student Experience in a Variety of Clinical Settings**

It is recommended that the Board of Trustees approve an agreement with the Sonoma Development Center for Psychiatric Technician students to participate in educational learning activities in a variety of clinical settings. The agreement is effective July 1, 2009 through June 30, 2011. There is no cost to the District.

7.8 **Approval of an Agreement with Medic Ambulance Service for Student Experience in a Variety of Clinical Settings**

It is recommended that the Board of Trustees approve an agreement with Medic Ambulance Service for EMT-Paramedic training in clinical and field settings. The term of this agreement is from May 14, 2009 until cancelled by either party. There is no cost to the District.

7.9 **Approval of Agreement with California Medical Facility for Health Occupations Students in a Variety of Clinical Settings**

It is recommended that the Board of Trustees approve an agreement with California Medical Facility for health occupations students to participate in educational learning activities in a variety of clinical settings. The term of this agreement is from May 1, 2009 until cancelled by either party. There is no cost to the District.

7.10 **Approval of an Amendment to Agreement with the Queen of the Valley Medical Center for Student Experience in a Variety of Clinical Settings**

It is recommended that the Board of Trustees approve an agreement with Queen of the Valley Medical Center for emergency services students to participate in educational learning activities in a variety of clinical settings.

7.11 **Approval of Agreement with Commission on Peace Officer Standards and Training (P.O.S.T.) for the provision of Emergency Vehicle Operations Course (EVOC) Training**

It is recommended that the Board of Trustees approve an agreement with the Commission on Peace Officer Standards and Training to provide EVOC training to qualified law enforcement personnel. The term of the agreement will be from July 1, 2009 to June 30, 2010. The total funds available for the District is $89,000.

7.12 **Approval of Agreement with Migrant Child Education Program (Region II) for Educational Programs**

It is recommended that the Board of Trustees approve an agreement with Migrant Child Education Program (Region II) to provide educational programs, including non-credit courses, leading to a high school diploma. The term of this agreement is from June 17, 2009 through July 31, 2009. The college shall pay to the contractor a sum not to exceed $18,000. The college can claim all FTES generated through non-credit courses.

7.13 **Approval of Agreement with the Products Services & Industries to Provide Vocational Education Programs**
This is a renewal of an existing program. The term of the agreement is from July 1, 2009 through June 30, 2010. The college will pay $1.60 per student hour up to a total of $264,000. The college can claim all FTES generated through non-credit courses.

7.14 Approval of Agreement with Napa Valley Support Services to Provide Vocational Education Programs

It is recommended that the Board of Trustees approve an agreement with Napa Valley Support Services to provide vocational education programs to prepare students for community employment. This is a renewal of an existing program. The term of the agreement is from July 1, 2009 to June 10, 2010. The college will pay $1.85 per student hour up to a total of $305,250. The college can claim all FTES generated through non-credit courses.

7.15 Approval of Agreement with Commission on Peace Officer Standards and Training (P.O.S.T.) to for the Delivery and Management of the Basic and Intermediate Levels of the Instructor Development Institute

This is a renewal of an existing grant. The contract period will be from July 1, 2009 to June 30, 2010. The total amount of funds available for the District is $600,000.

7.16 Approval of an Agreement with the California Fire Explorers Association for the Purposes of Providing a Fire Academy

It is recommended that the Board of Trustees approve an agreement with the California Fire Explorers Association for the purposes of providing an annual Fire Explorers Academy. Students can earn 1.5 units of credit and the course will be taught by a part-time NVC faculty member. The term of this agreement is from April 13 through April 19, 2009. The college will pay the Association $2.00 per student for every hour of credit instruction to help defray the costs of uniforms and facilities. The college will collect FTES for the program.

7.17 Approval of Agreement with Taher, Inc. for Upward Bound Summer Food Service Program

It is recommended that the Board of Trustees approve an agreement with Taher, Inc. for the Upward Bound Summer Food Services Program. Upward Bound has funding support from the California Department of Education for low income students to receive a subsidized lunch. The term of the agreement is from June 15, 2009 through July 24, 2009. The maximum total cost to the District is $4,320.

7.18 Approval of an Agreement with Sonoma County Junior College District for Program Development Related to Green Technologies

It is recommended that the Board of Trustees approve an agreement with SRJC for program development related to green technologies. NVC has been awarded a Community Collaborative Grant in conjunction with Santa Rosa Junior College, Sonoma County Office of Education, the College of Marin, and the Napa County Office of Education. NVC is acting as the fiscal agent for this grant so agreements will be generated with all the other institutions. SRJC will be developing and implementing career technical programs emphasizing green technologies. The term of this agreement shall be from May 14, 2009 through June 30, 2010. The maximum payment to SRJC shall be $134,718.
7.19 Approval of an Agreement with Sonoma County Office of Education for Program Development Related to Green Technologies

It is recommended that the Board of Trustees approve an agreement with the Sonoma County Office of Education for program development related to green technologies. NVC has been awarded a Community Collaborative Grant in conjunction with Santa Rosa Junior College, Sonoma County Office of Education, the College of Marin, and the Napa County Office of Education. NVC is acting as the fiscal agent for this grant so agreements will be generated with all the other institutions. Sonoma County Office of Education will be working with local school districts to implement several programs emphasizing green technologies. The term of this agreement shall be from May 14, 2009 through June 30, 2010. The maximum payment to the Sonoma County Office of Education shall be $45,826.

7.20 Approval of Agreement with Napa County Office of Education Regional Occupational Programs (NCOE ROP) for Programs Related to Green Technologies

It is recommended that the Board of Trustees approve an agreement with NCOE ROP for programs related to green technologies. NVC has been awarded a Community Collaborative Grant in conjunction with Santa Rosa Junior College, Sonoma County Office of Education, the College of Marin, and the Napa County Office of Education. NVC is acting as the fiscal agent for this grant so agreements will be generated with all the other institutions. NCOE ROP will be providing leadership and coordination for several programs with middle and high school students and local businesses. All of these programs will be related to green technologies. The term of this agreement shall be from May 14, 2009 through June 30, 2010. The maximum payment to NCOE ROP shall be $20,000.

8.0 APPROVAL OF FINANCIAL REPORTS

8.1 Quarterly Financial Status of Income and Expenditure for the Period Ending
8.2 Quarterly Financial Statement Report (CCFS 311Q)

(Financial documents have been distributed to board members, will be available at the meeting and upon request).

9.0 CONSTITUENT GROUP REPORTS

- Academic Senate Report
- Faculty Association Report
- Classified Association Report
- Classified Senate Report
- Administrative Senate Report
- Associated Student Body Report

10.0 INFORMATION ITEMS

10.1 Report on Public Property Development – North Corner
At its board meeting of October 9, 2008, the board discussed its interest in agendizing an informational item over upcoming months regarding the development of college property. Staff and Howard Siegel of Planning Consulting Services will present background information on development parameters of college-owned property located at the north corner of the main campus at Imola and Soscol Avenues.

10.2 **Accreditation Self-Study Update**
Dr. McCarthy will provide an update on the certification component of the accreditation self-study. As part of the report, campus leadership must certify that there was broad participation by the campus community in the self-study process and that the report accurately reflects the nature and substance of the institution. Constituent groups will sign off on the certification of the document at the President’s Council meeting on May 11, 2008. The document will be presented to the board for certification and acceptance at its June meeting.

10.3 **Debriefing on Critical Incident on Campus May 20, 2009**
Chief Ken Arnold will conduct a debriefing on the critical incident that occurred on the Napa Valley College campus on May 20, 2009 that resulted in a campus lockdown that lasted several hours. Chief Arnold will review the events of the day and the measures the college has taken to improve its response to critical incidents on campus.

10.4 **2009 – 2010 Negotiations Proposal from the Napa Valley College Faculty Association**
The 2009 – 2010 Negotiations Proposal from the Napa Valley College Faculty Association appears on backup page xxx. Copies are posted in the Administration Building and are available in the Office of Human Resources. See backup page 26.

10.5 **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 1, 2009 and June 30, 2010 appears on backup page x. Copies are posted in the Administration Building and are available in the Office of Human Resources. See backup page 27.

11.0 **ACTION ITEMS**

11.1 **Acceptance of 2009 – 2010 Negotiations Proposal from the Napa Valley College Faculty Association**
The 2009 – 2010 Negotiations Proposal from the Napa Valley College Faculty Association Appears on backup page 14. See agenda item 10.4.

**Recommendation:** It is recommended that the Board of Trustees accept the 2009 – 2010 Negotiations Proposal from the Napa Valley College Faculty Association.

11.2 **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, 2009
The District Proposal for Negotiations with the Napa Valley College Faculty Association for the contract period between July 1, 2009 and June 30, 2010 appears on backup page 15. See agenda item 10.5.

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, 2009.

11.3 Adoption of 2009 – 2010 Preliminary Budget
The proposed 2009 – 2010 Preliminary Budget includes budgets for the General Fund, Capital Outlay Projects Funds, Bond Project Funds, Bond Redemption funds, Child Care Fund, Post-Retirement Employee Benefits Fund, Associated Student Body Account, Student Representation Fee Account, Bookstore Account, Farm Account, and Trust Account. The budget, as developed through the planning and budget process, has been mailed to the Board of Trustees. The college president has reviewed the budget and supports its adoption, as recommended by the Budget Committee. Copies of the Preliminary Budget are available in the Business and Finance Office.

Recommendation: It is recommended that the Board of Trustees approve the 2009 – 2010 Napa Valley College Preliminary Budget as recommended by the college president and the Budget Committee.

11.4 Approval of Agreement to Lease Real Property for a Period of Five Days to Five Years
The Board of Trustees approved a resolution to lease the small vineyard at the Upper Valley Campus during the February 12, 2009 Board of Trustees meeting. The availability of the property was advertised as required by law. One proposal was received. The proposal meets all requirements. The District has also been investigating the potential for photovoltaic solar power at the Upper Valley Campus. Reports have shown that the vineyard land would be necessary for a successful solar development partnership.

The original lease proposal included an initial three year term. In an effort to keep all options open for this property, the District asked the individual who submitted the proposal if he would accept a lease modification to a 7-month lease with an option to renew for additional one-year periods and he accepted that modification. The rent is $150 per month.

Recommendation: It is recommended that the Board of Trustees approve an agreement with Mr. Robert J. Fitzgerald for the lease of the property described as AP# 009-070-021-000 located at 1088 College Avenue, St. Helena, CA for a rental of $150 per month and a term from May 15, 2009 through November 14, 2009.

11.5 Five-Year Capital Outlay Construction Plan
The Chancellor’s Office requires an annual review of the Five Year Capital Outlay Construction Plan by the trustees. Enclosed is the District’s Order of Priority, based on the Bond Implementation Plan, evolving Master Construction Schedule, and Volumes I – IV of
the Facilities Master Plan. Approval of the plan does not constitute a commitment to spend or a constraint on project development. (The plan has been distributed to board members).

**Recommendation:** It is recommended that the Board of Trustees approve the Five-Year Capital Outlay Construction Plan as distributed.

11.6 **Approval of Agreement with TLCD Architecture for Design Services for Modernization of Catacula Hall – Bldg. 800**
Following completion of the new Library Learning Resource Center, portions of the Catacula Hall, Bldg. 800, that were formerly occupied by Learning Services Testing and Tutoring, and Media Services 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 Catacula Hall. The not-to-exceed fee for these services is $175,920, including reimbursable expenses.

**Recommendation:** It is recommended that the Board of Trustees approve an agreement with TLCD Architecture for $175,920.

11.7 **Approval of Board Policy on Employee Identification Cards (Second 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 28.

**Recommendation:** It is recommended that the Board of Trustees approve the board policy on Employee Identification Cards (second reading).

11.8 **Deletion of Outdated, Obsolete Board Policies**
The following board policies have been recommended for deletion by college staff as outdated and obsolete: H 4220 Employment Past Normal Retirement; H 4230 Early Retirement; and H 3720 Emergency Loans.

**Recommendation:** It is recommended that the Board of Trustees approve the deletion of outdated board policies H 4220 Employment Past Normal Retirement; H 4230: Early Retirement; and H 3720: Emergency Loans.

11.9 **Approval of Results of Division Chair Elections**
The Social Sciences Division recently completed the election process for division chair and elected John Liscano. 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 result: John Liscano, Social Sciences Division Chair.
11.10 **Curriculum Approval, 2008 – 2009 Academic Year**
Many changes to the curriculum have been made during the 2008 – 2009 academic year. These changes have been carefully reviewed and approved by each appropriate division, division chairperson, and the Curriculum Committee. The Academic Senate and District have reached mutual agreement on these changes and recommend them for board approval. Copies are available in the President’s Office.

**Recommendation:** It is recommended that the Board of Trustees approve the changes to the curriculum for the 2008 – 2009 academic year.

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

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

12.2 **Superintendent/President’s Report**

12.3 **Reports from Board Members**

13.0 **FUTURE AGENDA ITEMS**

13.1 **Board Listening Session**

13.2 **Update on Bonding of College Winery and Viticulture and Winery Technology Program**

13.3 **Development of Corner Property/Housing**

14.0 **ADJOURNMENT**