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: Kevin Luckey, Laura Ecklin, Faye Smyle
Name of organization representing employees: NVCFA/CTA/NEA
Name of agency negotiators: Laura Ecklin, Judie Walter-Burke
Name of organization representing employees: NVC-ACP/SEIU
Name of agency representatives: Armond Phillips
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) Child Care Food Program Assistant (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) Interim Basic Law Enforcement Academy Coordinator
3.0 RETURN TO PUBLIC SESSION

3.1 Roll Call

3.2 Pledge of Allegiance

3.3 Introduction of Visitors, Guests, and New Staff

3.4 Presentation of Certificates of Appreciation for Judie Walter-Burke and Mary Shea, Accreditation Co-Chairs

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)
Wednesday, December 9, 2009 Rescheduled Regular Meeting
January 14, 2009 Regular Meeting
February 11, 2009 Regular Meeting

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
5.1 Approval of Minutes of October 20, 2009 (See backup pages 1 through 8)
5.2 Approval of Minutes of October 26, 2009 (See backup pages 9 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

6.1.1 Approval of Warrants for September, 2009
General Fund $1,010,157.57
Child Care Fund $2,649.86
Capital Outlay Projects Fund
NVC Bldg. Fund/.Series B (BOND) $500,018.36
NVC Bldg. Fund/Series C (BOND) $3,510,237.28
6.1.2 Approval of Total Gross Payroll for October, 2009

$2,423,246.64

6.2 Approval of Personnel Document of November 5, 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 77R1, 86R1, 89R2, 142R1, 155, and 161 as given in attached Proposed Change Order Log dated October 29, 2009. The net INCREASE for these proposed change orders is $48,057.00. See backup pages 11 through 21.
Construction Percent Complete: 70%
Contingency on Original Contract: 7%
Actual Contingency Used: 2.87%

6.4 Proposed Change Orders – North Gym

It is recommended that the Board of Trustees ratify acceptance of Broward Buildings, Inc. proposed change orders numbered 24 and 27 as given in attached Proposed Change Order Log dated October 29, 2009. The net INCREASE for these proposed change orders is $3,538.80. See backup pages 22 through 24.
Construction Percent Complete: 86%
Contingency on Original Contract: 5%
Actual Contingency Used: 1.7%

6.5 Proposed Change Orders – the Performing Arts Center

It is recommended that the Board of Trustees ratify acceptance of Broward Builders, Inc. proposed change orders numbered 45, 56, 57, 59R, and 68 as given in attached Proposed Change Order Log dated October 29, 2009. The net INCREASE for these proposed change orders is $15,997.59. See backup pages 25 through 29.
Construction Percent Complete: 82%
Contingency on Original Contract: 5%
Actual Contingency Used: 1.2%

6.6 Approval of Agreement with CBPCA Home Performance Contracting Curriculum Use

It is recommended that the Board of Trustees approve and agreement with the California Building Performance Contractors Association (CBPCA) technical training curriculum for building science-based contractor personnel training located on the Napa Valley College campus to do a nine-day training sequence as a part of its training and support program to meet the urgent need for deep energy savings in all housing units throughout the state by 2020.

6.7 Approval of Agreement with the Department of Developmental Services, Sonoma Developmental Center

It is recommended that the Board of Trustees approve an agreement with the Department of Developmental Services, Sonoma Developmental Center to provide a learning experience in a clinical facility for the Vocational Nursing Student Program. The term of this agreement is
from January 1, 2010 through December 31, 2011, or until terminated by either party. There are no financial obligations for either party.

7.0 CONSTITUENT GROUP REPORTS
- Academic Senate Report
- Faculty Association Report
- Classified Association Report
- Classified Senate Report
- Administrative Senate Report
- Napa Valley College Associated Students Report

8.0 FINANCIAL REPORTS

8.1 Approval of Quarterly Financial Status of Income and Expenditures for the Period Ending September 30, 2009 (Will be distributed at meeting).

8.2 Approval of Quarterly Financial Status Report (CCFS-311Q) (Will be distributed at meeting).

9.0 INFORMATION ITEMS

9.1 Presentation from the Napa County Assessor on the 2009 – 2010 Assessment Roll
John Tuteur, Napa County Assessor, will provide an update on the 2009 – 2010 assessment roll, outlook for the 2010 – 2011 assessment roll and answer questions. See backup pages 30 through 37.

9.2 Update on Presidential Search Process
The Napa Valley College Board of Trustees is currently gathering information related to conducting a search for a new superintendent/president of the college. The board is committed to an open, inclusive process and will take under careful consideration all input/suggestions. To that end, there will be a standing item on the agenda to support the open communication, transparency, and inclusivity that are critical to a successful search. The board will provide an update on the process at this time. Any member of the public or the campus community will be given the opportunity to speak, make comments, suggestions, or ask questions.

9.3 Report on Public Property Development – North Corner
At its board meeting of October 9, 2008, the board discussed its interest in agendizing a standing informational item over upcoming months regarding the development of college property, including ideas for development of college property, including land at the corner of Imola and Soscol Avenues.

9.4 Community College Update
Board members will share information on matters including, but not limited to: accreditation, legislative issues, conference/training information, and CCCT issues and priorities.
9.5 **Review Calendar of Upcoming Campus and Community Events**
The board will review upcoming campus events and identify which board members will attend to ensure effective communication and visibility. As appropriate, the board will also be informed of relevant community events.

9.6 **Student Right to Know Report**
The Student Right to Know Report is an annual report required by the Department of Education. It outlines specific security policies and procedures and the occurrence of specified crimes. Copies are available in the President’s Office.

9.7 **Napa Valley Police Department Annual Report**
The Napa Valley Police Department Annual Report provides a summary of its activity, accomplishments, and challenges. Copies are available in the President’s Office.

9.8 **Accountability Reporting for Community Colleges (ARCC), 2009 ARCC Report**
ARCC is the accountability system for evaluating the performance of community colleges. ARCC was implemented in 2007 and includes statewide/system measures as well as college/campus-level measures of student progress and achievement, pre-collegiate skills improvement, and participation. Dr. Robyn Wornall, Director of Institutional Research, will describe the ARCC measures, discuss NVC’s data from the 2009 ARCC report, outline the ARCC process, and identify the Board’s role regarding the ARCC report. See backup pages 38 through 43.

9.9 **Measure N Project Update**
Dan TerAvest, Director, Campus Planning and Construction, will provide an update on the status of future bond-funded projects.

9.10 **Napa Valley College Strategic Plan, 2008 – 2009 Annual Report**
The 2008 – 2009 Progress Report includes highlights of activities undertaken and data that indicate progress that has been made to support the goals of the Napa Valley College Strategic Plan. Copies are available in the President’s Office.

10.0 **ACTION ITEMS**

10.1 **Approval of 2010 – 2011 College Planning Priorities**
Each year, the Planning Committee, with input from the President, Vice President, Instruction, and Vice President, Student Services, recommends college-wide planning priorities for approval by the Board of Trustees. These priorities are taken from the NVC Strategic Plan. The priorities will be used by budget center managers in developing their unit level plans and budgets for 2010 – 2011. See backup page 44.

**Recommendation:** It is recommended that the Board of Trustees approve the 2009 – 2010 College Planning Priorities.

10.2 **Approval of 2010 – 2011 Budget Parameters**
Each year, the Budget Committee reviews, modifies if necessary, and forwards the next year’s budget development parameters/priorities to the college president for approval by the Board of Trustees. Changes were made to the language under Section 1.1, Section 2.1 and 2.2, Section 4.1, Section 5.1, as well as date changes are being recommended this year. See backup page 45.

**Recommendation:** It is recommended that the Board of Trustees approve the 2010 – 2011 Budget Parameters/Priorities.

10.3 **Building 600 Phase 1 – Team Rooms Project Bid Award**
Bids were opened in public on November 10, 2009 for this project to convert the old weight room in building 600 to two team rooms.

**Recommendation:** It is recommended that the Board of Trustees award the bid to the lowest bidder, as presented.

10.4 **LLRC Open Line Furniture Project Bid Award**
Bids were opened in public on October 29, 2009 for this project to supply Open Line furniture for the new Library and Learning Resource Center.

**Recommendation:** It is recommended that the Board of Trustees award the bid to the lowest bidder as presented.

10.5 **Entry Sign Design Award**
Staff reviewed multiple designs from multiple vendors and has selected this vendor to place and entry sign at the North and South ends of campus.

**Recommendation:** It is recommended that the Board of Trustees award entry sign design to Weidner Architectural Signage.

10.6 **Approval of Board Policy 5500: Speech: Time, Place and Manner (First Reading)**
Napa Valley College welcomes the free exchange of ideas and recognizes the legal protections rightfully afforded to free speech in public colleges. This policy outlines the expectations that those on campus must conduct their expressive activities in a manner that promotes education and maintains the ideals of respect, equality, diversity and freedom from harassment. Chief of Police Ken Arnold will present this policy, provided by the Community College League Policy and Procedure Service and reviewed by college counsel. See backup page 46.

**Recommendation:** It is recommended that the Board of Trustees approve Board Policy 5500: Speech: Time, Place, and Manner (First Reading).

10.7 **Approval of Composition of Presidential Search Advisory Committee**
The composition of the presidential search advisory committee used for the search conducted in 2001 included eighteen individuals, with three representatives from each of the following groups: Students; Academic Senate; Classified Senate; Administrative Senate; Board of Trustees; Community (two from the NVC Foundation and one board-appointed
community member.) The board will also discuss the process it will use for selection of the community member and make a recommendation at the meeting.

**Recommendation:** It is recommended that the Board of Trustees approve the composition of the presidential search advisory committee to include three representatives from each of the following groups: Students; Academic Senate; Classified Senate; Administrative Senate; Board of Trustees; and Community (two from the NVC Foundation and one board-appointed community member).

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 Winery and Viticulture and Winery Technology Program**
12.3 **Development of Corner Property/Housing**

13.0 **ADJOURNMENT**