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

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 **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 8, 2010 Regular Meeting**
- **May 13, 2010 Regular Meeting**
- **June 10, 2010 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 OF FEBRUARY 11, 2010**

See backup pages 1 through 9.

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 February, 2010**

- General Fund: $915,148.42
- Child Care Fund: $1,254.02
- Capital Outlay Projects Fund
- NVC Bldg. Fund/Series B (BOND): $3,455,012.71

6.1.2 **Approval of Total Gross Payroll for February, 2010**

$2,332,522.46

6.2 **Approval of Personnel Document of March 4, 2010**

6.3 **Approval of Revised 2010 – 2011 Contract/Regular Faculty Salary Step and Status Document**

This is an annual, routine approval of the status document that lists each academic employee by contract, salary step, and anniversary date. The document recommended for approval is printed on backup page 10 through 13.

6.4 **Proposed Change Orders for the Library and Learning Resource Center**

It is recommended that the Board of Trustees ratify acceptance of Edge Development, Inc. proposed change orders numbered 105R1, 123, 129, 150R2, 180, 182R1, 190, 204, 205, 207, 210, 215, 223, 224, and 226 as given in the attached Proposed Change Order Log dated
February 26, 2010. The net INCREASE for these proposed change orders is $40,848.00  See backup pages 14 through 27.
Construction Percent Complete: 85%
Contingency on Original Contract: 7%
Actual Contingency Used: 3.53%

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 50R, 94, 95, 96, 97, 101, and 103 as given in attached Proposed Change Order Log dated January 29, 2010. The net INCREASE for these proposed change orders is $21,885.89. See backup pages 28 through 34.
Construction Percent Complete: 88%
Contingency on Original Contract: 5%
Actual Contingency Used: 1.5%

6.6 Proposed Change Orders – Bldg. 3700 Art Center Remodel Phase I
It is recommended that the Board of Trustees ratify acceptance of Bell Products, Inc. proposed change orders 1 and 2 as given in the attached Proposed Change Order Log dated January 29, 2010. The net INCREASE for these proposed change orders is $29,484.00. See backup page 35.
Construction Percent Complete: 2%
Contingency on Original Contract: 6.5%
Actual Contingency Used: 3.0%

6.7 Proposed Change Orders – PAC Wenger Furniture and Equipment
It is recommended that the Board of Trustees ratify acceptance of Wenger Corporation change order 1 as given in the attached Proposed Change Order Log dated February 26, 2010. The net DECREASE for this proposed change order is (13,811.89). See backup page 36.

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 INFORMATION ITEMS

8.1 Budget Update
Staff will provide an overview of the State Budget. The current status of the Napa Valley College 2010 – 2011 Budget will be discussed in light of the administrative team’s recommendations to address the projected $2.6 million shortfall.

8.2 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 land at the corner of Imola and Soscol Avenues.

8.3 **Update on Presidential Search Process**
The Napa Valley College Board of Trustees is in the process of 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.

8.4 **Community College Update**
Board members will share information on matters including, but not limited to: accreditation, legislative issues, conference/training information, CCCT and ACCT issues and priorities.

8.5 **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.

9.0 **ACTION ITEMS**

9.1 **LLRC AudioVisual Project Re-Bid Award**
Bids were opened in public on March 2, 2010 for this project to install audiovisual equipment in the new Library and Learning Resource Center.

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

9.2 **Approval of Resolution to Adopt the PARS (Public Retirement Services) Supplemental Retirement Plan**
Over the last several months, the District has explored options for addressing an anticipated $2.6 million shortfall for the 2010 – 11 fiscal year that would contribute to the fiscal stability of the college while protecting its core mission. The administrative team has determined that one effective means of realizing a cost savings for the 2010 – 2011 year and subsequent years is to offer a retirement incentive to eligible employees who wish to voluntarily exercise their option to separate (retire or resign) from District service no later than June 30, 2010. Public Agency Retirement Services (PARS) has made available to the District a Supplementary Retirement Plan that qualifies under the relevant sections of 403(b) of the Internal Revenue Code. Employee participation levels have been analyzed and found to partially meet District’s fiscal objectives. Implementation of this plan will allow the District some options for reorganization to protect the critical operations of the college. A copy of the resolution and plan summary appear on backup pages 37 through 39.
Recommendation: It is recommended that the Board of Trustees approve the resolution to adopt the PARS (Public Agency Retirement Services) Supplemental Retirement Plan.

9.3 Approval to Move the Operation of the Child Development Center to Ten Months
On a regular basis, the District uses general funds to offset the operating deficit of the Child Development Center. Low enrollment significantly impacts the deficit. During Summer 2010, the credit class offerings are being cut by 50%. It is anticipated that this will further negatively affect the enrollments in the center. If this occurs, the deficit will be even greater. Sue Nelson, Vice President, Instruction will provide information related to the operating costs of the Child Development Center and the recommendation to move the operation of the Child Development Center to ten months.

Recommendation: It is recommended that the Board of Trustees approve moving the operation of the Child Development Center to 10 months. This will save the district approximately $100,000 per year.

9.4 Approval of 2010 – 2011 Academic Calendar
The proposed calendar meets the 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 page 40 and 41.

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

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 Development of Corner Property
   a) Development of Definition of “Educational Mission” to Guide Potential Projects
   b) Excavation of Site to Determine Site Constraints
11.3 Retiree Medical Benefits

12.0 ADJOURNMENT