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 Board Chair, by the Board at a regular meeting, or by the Board Chair at the request of a majority of the board members. The agenda is distributed 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. Any member of the public in need of 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) 256-7161.

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 Chair, 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 Board Chair. 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 2:30 p.m.

1.1 Roll Call

1.2 Adoption of Current Agenda

2.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
At this time, the board will devote a total of up to fifteen minutes for comments to the Board of Trustees regarding closed session agenda items.
3.0 CLOSED SESSION
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, PUBLIC EMPLOYMENT, Employee Evaluation: Faculty Members (Annual Evaluation)

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

With respect to every item of business to be discussed in closed session pursuant to Section 54957.6, CONFERENCE WITH LABORNEGOTIATORS

Organization representing faculty: NVCF/A/CTA/NEA
Organization representing classified: NV-C/ACP/SEIU
Organization representing administrative/confidential: NVC Administrative Senate

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Superintendent/President

4.0 RETURN TO PUBLIC SESSION  3:00 p.m.

4.1 Pledge of Allegiance

4.2 Announcement of Items from Closed Session

4.3 Introduction of New Staff and Guests

4.4 Announcement of Future Meetings
   March 1, 2012, Special Meeting
   March 8, 2012, Regular Meeting
   April 12, 2012, Regular Meeting

5.0 PUBLIC HEARING - REDISTRICTING

Public Comment is solicited on proposed trustee area boundaries based on 2010 Census Data, drawn in compliance with the California Voting Rights Act and Federal Voting Rights Act and revisions to Board Policy 2100 which will be revised to reflect the new trustee boundary areas. County Registrar of Voters John Tuteur will present his recommendations for revised trustee boundary areas to the Board and members of the public. The Board will consider the final proposal on trustee area boundaries and revisions to Board Policy 2100 for adoption Revisions to trustee area boundaries have previously come before the Board and the public on October 13, 2011, November 3, 2011, and December 7, 2011. Maps, legal descriptions of boundary areas, proposed revisions to Board Policy 2100 and other informational materials are included in the backup packet and are available in the President’s Office.

6.0 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. At this time, the Board Chair will poll those in attendance regarding their intent to speak on any item on the agenda.
7.0 SUPERINTENDENT/PRESIDENT’S REPORT

8.0 CONSTITUENT GROUP REPORTS
• Classified Association Report
• Classified Senate Report
• Administrative Senate Report
• Napa Valley College Associated Students Report
• Academic Senate Report
• Faculty Association Report

9.0 APPROVAL OF MINUTES
9.1 January 19, 2012

10.0 APPROVAL OF FINANCIAL REPORTS
10.1 California Community College Chancellor’s Office Quarterly Financial Status Report for the Period Ending December 31, 2011 (CCFS-311Q).

10.2 Quarterly Financial Status of Income and Expenditures for the quarter ending December 31, 2011

11.0 CONSENT AGENDA
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.

11.1 Ratification of Financial Documents

11.1.1 Approval of Warrants for January 31, 2012
General Fund $1,032,528.26
Child Care Fund $1,810.48
Capital Outlay Projects Fund $0
NVC Bldg. Fund/Series C (BOND) $535,552.42

11.1.2 Approval of Total Gross Payroll
January 31, 2012 $1,728,179.53

11.2 Approval of Personnel Document of February 14, 2012

11.3 Approval of 2012 – 2013 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 included in the backup packet.
11.4 Proposed Change Orders – Library Learning Resource Center
Ratify acceptance of EDGE Development’s proposed change order # 302R as given in the attached Proposed Change Order Log dated 11/14/2011, contingent on all parties signing off on a window related settlement agreement. The INCREASE for the proposed change orders for this cycle is $77,110.00

Construction Percent Complete: 100%
Contingency on Original Contract: 10%
Contingency Used: 4.17%

11.5 Proposed Change Orders – Building 1500 ADA Compliance Project:
Ratify acceptance of Bay West Construction’s proposed change orders # 1, 2, 3, 4, and 5 as given in the attached Proposed Change Order Log dated 1/26/2012. The INCREASE for the proposed change orders for this cycle is $4,718.00

Construction Percent Complete: 78%
Contingency on Original Contract: 10%
Contingency Used: 0.03%

11.6 Approval of Agreement with Child Start
It is recommended that the Board of Trustees approve an agreement with Child Start for the purpose of providing off-campus internship sites to eligible students in the Human Services Program. The term of the agreement is from October 24, 2011 until terminated by either party. There is no cost to the District.

11.7 Approval of Grant Agreement #11-172-050 with the Board of Governors, California Community Colleges Chancellor’s Office for the Economic and Workforce Development Youth Entrepreneurship Project (YEP)
It is recommended that the Board of Trustees approve grant agreement #11-172-050 between Napa Valley College and the Board of Governors, California Community Colleges Chancellor’s Office. The grant agreement provides funding in the amount of $75,000 for NVC for its participation in the YEP project. The primary purpose of the Youth Entrepreneurship Project is to bring business ownership concepts to youth ages 14-27 with the intention of replacing misconceptions of vocational education and blue-collar jobs with increased awareness of and aspirations to self-employment as a legitimate lifetime career path providing reliable wages. Examples of specific activities are business plan competitions, entrepreneurship training for instructors, 30-hour summer business plan boot camps and entrepreneurship tours for youth. The term of this agreement is from January 10, 2012 through March 31, 2014.

11.8 Approval of Cooperative Agreement #11-CCC-PUENTE-30 with the Regents of the University of California Puente Project
It is recommended that the Board of Trustees approve cooperative agreement #11-CCC-PUENTE-30 between Napa Valley College and the Regents of the University of California Puente Project. The grant agreement provides mentor support funds of $1,500. The agreement requires the District to contribute at least $5,000 for program operating costs for student field trips, trips to universities, participation in the annual student motivational conference, mentor, academic and cultural activities, office supplies, books and curriculum materials. The term of this agreement is from July 1, 2011 through June 30, 2012.
11.9 Approval of Amendment to an Affiliation Agreement with the Regents of the University of California for the purpose of providing NVC Nursing Students Clinical Learning Experiences

It is recommended that the Board of Trustees approve Letter of Amendment No. 7 to Agreement No. 01-00712A with the Regents of the University of California for the purpose of providing UC Davis Health System facilities to the NVC Nursing Program to provide clinical learning experiences to NVC students. The term of this agreement will be extended through April 30, 2013. There is no cost to the District.

11.10 Approval of a Contract Education Agreement with Touro University for the use of the Napa Valley College’s Wine Country Simulation Center

It is recommended that the Board of Trustees approve a contract education agreement with Touro University for the purpose of providing training for the university’s Physician Assistant Program. The agreement provides for two training sessions that will occur prior to May 2012. Touro University will pay NVC a total of $5,050 for the two sessions.

11.11 Approval of Employee Benefits Consulting Services Agreement with Keenan & Associates

It is recommended that the Board of Trustees approve an agreement with Keenan & Associates for the purposes of analyzing and advising the district on its benefit programs. Keenan will provide consulting services to the District’s health benefits task force and will also provide services to assist the District in assessing its current employee benefit program for effectiveness and cost efficiency. The total cost to the District is $20,000.

12.0 ACTION ITEMS

12.1 Adopt Resolution to Adjust Trustee Area Boundaries Based on 2010 Census Data.

The District’s governing board is required by law to adjust the boundaries of all of the trustee areas of the District following each decennial federal census. Adjustments are required to achieve trustee areas where the population of each area is, as nearly as may be: a) the same proportion of the total population of the district as the ratio that the number of governing board members elected from the area bears to the total number of members of the governing board; and/or b) the same proportion of the total population. The District retained the services of County Registrar of Voters John Tuteur to develop proposed adjustments in conformance with the requirements of the California Education Code, the California Voting Rights Act and the Federal Voting Rights Act. Registrar Tuteur presented said proposal to the Board and members of the public at the October 13, 2011, November 3, 2011, and December 7, 2011 meetings of the Trustees. The resolution and associated maps and legal descriptions of boundary areas are included in the backup packet under item 5.0 – Public Hearing: Redistricting and are available in the President’s Office. (Baehre-Kolovani)

Recommendation: It is recommended that the Board of Trustees adopt the resolution to adjust trustee area boundaries based on 2010 census data as presented.

12.2 Approval of Revised Board Policy 2100 - Board Elections (2nd Reading)

President Edna Baehre-Kolovani will present information related to proposed revisions to Board Policy 2100 – Board Elections. The proposed revisions adopt in Board policy the revised Trustee Area Boundaries proposed by the County Registrar of Voters and recommended by the Superintendent/President. The Board will consider the final proposal on trustee area boundaries and revisions to Board Policy 2100 for adoption at the February 22, 2012 Regular Meeting. Revisions to trustee area boundaries have
previously come before the Board and the public at the October 13, 2011, November 3, 2011, and December 7, 2011 meetings. Maps, legal descriptions of boundary areas, proposed revisions to Board Policy 2100 and other informational materials are included in the backup packet and available in the President’s Office. (Baehre-Kolovani)

**Recommendation:** It is recommended that the Board of Trustees approve the proposed revisions to Board Policy 2100 – Board Elections, incorporating adjustments to the trustee boundary areas proposed by the County Registrar of Voters and recommended by the Superintendent/President, as presented.

12.3 **Approval of 2012-2013 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. The proposed calendar is included in the backup packet. (Nelson)

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

12.4 **Resolution to Eliminate Vacant Administrative and Classified Positions**

As a result of unprecedented budget reductions over the last four years, retirements and reorganizations, and the expiration of bonds funds, a number of vacant administrative and classified positions are no longer needed. This resolution authorizes the elimination of these vacant positions. (Ecklin)

**Recommendation:** It is recommended that the Board of Trustees approve the resolution to eliminate four classified administrative positions and five classified positions that are currently vacant. Since the District is committed to retaining regular faculty and staff to the extent possible, it is in the best interest of the District to eliminate the identified vacant positions.

12.5 **Approval of 2012-2013 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. (Nahlen)

**Recommendation:** It is recommended that the Board of Trustees approve the 2012-2013 Budget Parameters/Priorities.

12.6 **Amendment of 2011-12 Final Budget**

The Dean of Institutional Technology will present the Institutional Technology Departments’ Three-Year Roadmap to the Board of Trustees. Pursuant to the recommendations contained in the Roadmap document and upon the Board of Trustees concurrence, it is recommended that the Board of Trustees approve the following transfer to provide funding for Year 1 of the Roadmap document recommendations. (Nahlen)

From-Fund 11 – Un-Restricted General Fund Ending Balance ($220,000) To Fund 11 – Un-Restricted General Fund - Operating Budget $220,000

**Recommendation:** It is recommended that the Board of Trustees approve an amendment of the 2011-2012 final budget as presented.
12.7  Future Agenda Items

12.7.1  Listing of Agenda Items Previously Approved

12.7.1.1  Information/Discussion/Workshop - Board of Trustees’ Role in Accreditation (March 1, 2012)

12.7.1.2  Presentation on Student Success Task Force Recommendations (tentatively scheduled for April 2012)

12.7.1.3  Departmental Reorganization Update (tentatively scheduled for April 2012)

12.7.1.4  Facilities Usage Update (tentatively scheduled for May 2012)

12.7.1.5  Presentation on the Six Recommendations and Seventy Planning Agenda items from the Accrediting Commission for Community and Junior Colleges (ACCJC) (tentatively scheduled for May 2012)

12.7.1.6  Information/Discussion – Hiring Procedures (tentatively scheduled for May 2012)

12.7.1.7  Information/Discussion – Veterans programs and benefits (tentatively scheduled for May 2012)

12.7.2  Discussion and Approval of Newly Proposed Agenda Items

13.0  EDUCATION TOPIC
NONE

14.0  BOARD OF TRUSTEES REPORTS

15.0  RECESS  5:00 p.m.

16.0  RECONVENE PUBLIC SESSION  6:00 p.m. Room 1731 in Building 1700, McCarthy Library

16.1  Joint Session with the Napa Valley College Foundation Board
The Napa Valley Foundation Board of Directors, Foundation Executive Director Lissa Gibbs, and President Edna Baehre-Kolovani will facilitate a discussion of the Foundation’s developing major gifts campaign in support of unmet institutional needs. The Foundation’s strategic plan 2012-2015 will be the basis for the review.

17.0  ADJOURNMENT