Please note: This meeting will begin at 3:30 p.m. on June 14, 2012.

Napa Valley Community College District
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 14, 2012

3:30 p.m. Closed Session, Room 1538 – Board Room
6:30 p.m. Return to Public Session, Room 1538 – Board Room

Building 1500 – McPherson Administration Building

2277 Napa-Vallejo Highway
Napa, California 94558

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 3:30 p.m.

1.1 Roll Call

1.2 Adopt 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 EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
Title(s):
Counselor/Articulation Officer (tenure-track faculty)
English Composition Instructor (tenure-track faculty)
History Instructor (tenure-track faculty)
Physics Instructor (tenure-track faculty)
Counselor/Instructor (STEM Grant)
Mathematics Instructor (STEM Grant)
Counselor/Coordinator, WorkAbility III (grant-funded)
Director, Child Development Center (academic administrator)
Foster and Kinship Care Education Program Specialist (classified)

With respect of every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
Contract Renewal - Vice President, Instruction

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
Contract Renewal - Vice President, Business and Finance

With respect to every item of business to be discussed in closed session pursuant to Section 54957.6, CONFERENCE WITH LABOR NEGOTIATORS
Organization representing faculty: NVCF/CTA/NEA
Organization representing classified: NVC-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 – both out-going and in-coming/acting Superintendent/President

4.0 RETURN TO PUBLIC SESSION approximately 6:30 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
July 12, 2012, Regular Meeting
August 9, 2012, Regular Meeting
September 2012, Planning & Visioning Retreat (date to be determined)
September 13, 2012, Regular Meeting
October 11, 2012, 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. At this time, the Board Chair will poll those in attendance regarding their intent to speak on any item on the agenda.

6.0 SUPERINTENDENT/PRESIDENT’S REPORT

7.0 AD HOC PRESIDENT/SUPERINTENDENT HIRING COMMITTEE 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 April 19, 2012, Regular Meeting
9.2 April 19, 2012, Special Meeting
9.3 April 26, 2012, Special Meeting
9.4 May 16, 2012, Regular Meeting
9.5 May 23, 2012, Special Meeting

10.0 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.

10.1 Ratification of Financial Documents

10.1.1 Approval of Warrants for May 31, 2012
- General Fund (Fund: 11, 12) $1,380,980.65
- Child Care Fund (Fund: 33, 35) $5,595.78
- Capital Outlay Projects Fund (Fund: 41) $0
- NVC Bldg. Fund/Series C (BOND) (Fund: 44) $56,105.48

10.1.2 Approval of Total Gross Payroll
May 31, 2012 $2,160,333.10

10.2 Approval of Personnel Document of June 5, 2012

10.3 Approval of 2011-2012 Inter-fund Transfer
It is recommended that the Board of Trustees authorize the fiscal year-end inter-fund transfer from the General Fund to the Child Development Center Fund for an amount up to $300,000 for fiscal year 2011-2012.
10.4 Approval of Fiscal Year 2012-2013 District Fee Schedule
It is recommended that the Board of Trustees approve the District Fee Schedule for Fiscal Year 2012-2013. Certain fees have been adjusted in the following areas: HEOC, Library/Materials, Facilities/Materials, Printing, and Student Services. The schedule establishes fee amounts for the new fiscal year beginning July 1, 2012.

10.5 Approval of Agreement with Sutter East Bay Hospitals, dba Alta Bates Summit Medical Center
It is recommended that the Board of Trustees approve an agreement between Napa Valley Community College District and Sutter East Bay Hospitals, dba Alta Bates Summit Medical Center for the purpose of providing clinical training experience to respiratory care students. The term of the agreement is from September 1, 2012 through August 31, 2014. There are no financial obligations for either party.

10.6 Approval of Amendment for Grant Agreement #11-311-038 with the Board of Governors, California Community Colleges Chancellor’s Office
It is recommended that the Board of Trustees approve an amendment to Grant Agreement #11-311-038 with the Board of Governors, California Community Colleges, Chancellor’s Office. The grant provides Economic and Workforce Development funding for the Napa Valley College Business & Entrepreneurship Center. Total funding provided by the grant is $205,000.

10.7 Approval of Agreement for Professional Services with Dannis Woliver Kelley (DWK)
It is recommended that the Board of Trustees approve an agreement for professional services with Dannis Woliver Kelley (DWK) for the purpose of providing facilities related legal services to the District. The agreement establishes the following rates for services: $225-$300 per hour for attorney shareholders, special counsel and counsel attorneys; $185-$225 per hour for associate attorneys; and $120-$140 per hour for paralegals and law clerks. The term of the agreement is from July 1, 2012 through June 30, 2013.

10.8 Approval of Cal Grant Programs Institutional Participation Agreement with California Student Aid Commission
It is recommended that the Board of Trustees approve a Cal Grant Programs Institutional Participation Agreement with the California Student Aid Commission for 2012-16. The agreement governs the terms and conditions of the institutions eligibility to participate in the Cal Grant Programs. The term of the agreement is from July 1, 2012 through June 30, 2016.

10.9 Approval of Agreement for Special Services with Liebert Cassidy Whitmore
It is recommended that the Board of Trustees approve an agreement for special services with Liebert Cassidy Whitmore for expert training and consulting services to assist the District in its relations and negotiations with its employee organizations. The agreement is offered to NVC pursuant to the college’s relationship with a consortium of 11 Northern California community colleges who have agreed to share training and consulting opportunities and costs. The total cost to the district is $2,000. The term of the agreement is July 1, 2012 through June 30, 2012.
10.10 Approval for Disposal of Surplus Property
It is recommended that the Board of Trustees approve the sale of the following surplus broadcast television equipment to the California State Veterans Home of Yountville pursuant to their high bid of $2,000: Newtek Tricaster 350 Educational and a Newtek Live Control LC11

11.0 EDUCATION TOPIC, INFORMATION/DISCUSSION ITEMS

11.1 Granting of Emeritus Status
The Academic Senate’s Faculty Standards and Practices Committee has granted emeritus status to the following retiring faculty member: Emily Cosby. (Nelson)

11.2 Accreditation Update
Staff will present information related to Accreditation requirements and deadlines including information on the Mid-Term Report, assessment, and Educational Master Plan. (Nelson)

11.3 Veterans Services Presentation
At the request of the Board of Trustees, Oscar DeHaro, Vice President of Student Services, and his staff will present information related to Napa Valley College programs and services that are available to veteran students. The presentation will include information on the types of educational benefits and academic counseling services available including referrals to off-campus services, a revised website for Veterans and a summary of results from a recent survey taken by the Veteran student population. (DeHaro)

11.4 Nonrenewal of Upward Bound Program Grant
The grant application submitted by Napa Valley College for the 2012 Upward Bound Program competition was unsuccessful. The Department of Education received 1299 applications and only the top 780 applications were funded; NVC did not rank in the top 780. One of the reasons for the college’s low score, as noted by readers of NVC’s application, was that income levels in NVC’s service area is higher than those in the state and nation as a whole, indicating a lack of need as it related to the competition criteria. If awarded, the grant renewal would have extended funding for the program for five years.

The previous five year Upward Bound grant generated a total of $1.24 million to provide academic services to eligible students at Napa and Vintage High Schools. This program included Saturday and Summer school and assisted students with all aspects necessary to transition to a college after graduation.

The District is currently exploring options to avoid layoffs as a result of this nonrenewal. The effects of layoff are subject to negotiations for represented employees. (DeHaro)

12.0 ACTION ITEMS

12.1 Napa Valley College Fire Alarm Monitoring Upgrade Bid.
Bids were opened on May 31, 2012 for a project to consolidate all campus digital fire alarm panels installed during Bond construction for central monitoring. Construction is expected to be complete in the fall of 2012. Two bids were received. The lowest
A qualified bid was received from Napa Electric of Napa, CA for $111,450.00. The second, higher, bid was submitted by Engineered Monitoring System, Inc. of Rancho Cordova, CA for $123,469.00. (Nahlen)

**Recommendation:** It is recommended that the Board of Trustees award the bid for the Fire Alarm Monitoring Upgrade project to Napa Electric of Napa, CA as the lowest responsible Bidder with a bid of $111,450.00

12.2 **Adopt Resolution Condemning Hate and Bias**
Following a presentation from Greg Miraglia, Dean of Career Technical Education and Workforce Development, in April of this year, the Board of Trustees requested that a resolution be placed before them that would allow them to reaffirm their united stance in support of diversity and inclusivity, as well as their condemnation of acts of hate and bias. The proposed resolution is included in the backup packet.

12.3 **Approve Process for Filling Vacancy in Trustee Area One Pending the November 2012 Election.**
Trustee Reinbolt has tendered his resignation, effective June 13, 2012. Pursuant to Education Code Section 5091, the Board of a community college district has 60 days from the date the resignation is filed with the County Superintendent to make a provisional appointment or call a special election. The Board will take action to determine the process it wishes to use to fill the vacancy.

12.4 **Ratification of Superintendent/President Contract**
The ad hoc committee was authorized to select, and negotiate a contract with, an acting superintendent/president. It did so and successfully negotiated a contract with Armond Phillips. The Board will take action to ratify the contract.

12.5 **Resolution in Support of the Community College System Budget Priorities and the Governor’s November Ballot Initiative**
As discussed in April 2012, the Board will adopt a resolution proposed by the Chancellor’s office in support of the community college system budget priorities and the Governor’s November ballot initiative and 2012 budget plan. The resolution, slightly revised following minor changes to the Governor’s tax initiative, is included in the backup packet. (Phillips)

12.6 **Adoption of 2012-2013 Tentative Budget**
The proposed 2012-2013 Tentative Budget includes budgets for the General Fund, Capital Outlay Projects Funds, Bond Projects Fund C, Debt Service Fund Series A, Series B & Series C, Child Development Center Fund, Post-Retirement Fund, Bookstore Account, Associated Student Body Account, Farm Account, Student Representation Fee Trust Fund and Cafè Fund. The President is circulating and gathering feedback on the recommendations of the Budget Committee prior to formalizing his recommendation(s) related to adoption of the Tentative Budget. (Nahlen)

**Recommendation:** It is recommended that the Board of Trustees adopt the 2012-2013 Tentative Budget as recommended by the President.

12.7 **Approve Reorganization of the Office of Institutional Advancement**
The Board will review the functional organization of the Office of Institutional Advancement, including areas related to planning, research, development,
accreditation, and grants. The Board may also review related job titles, reclassification requests, and internal recruitment for a new, interim administrative position. (Phillips)

**Recommendation:** It is recommended that the Board of Trustees approve the proposed organizational structure for the Institutional Advancement Office, corresponding job titles, and any recommended recruitment, as presented.

12.8 **Adopt Resolutions: Signing Authority for John Nahlen, Daniel TerAvest, Matt Christensen and Laura Ecklin**

It is recommended that the Board of Trustees approve four resolutions that authorize the following staff members to sign documents on behalf of the District from July 1, 2012 through June 30, 2013: Vice President, Business & Finance; Director of Facilities; Director of Campus Planning and Construction; and the Dean of Human Resources.

12.9 **Adopt Resolution: Rescind Signing Authority for Dr. Edna V. Baehre-Kolovani**

It is recommended that the Board of Trustees adopt a resolution to rescind all previously delegated signing authority of Dr. Edna V. Baehre-Kolovani, Superintendent/President, effective May 31, 2012.

12.10 **Adopt Resolution: Signing Authority for Armond Phillips**

It is recommended that the Board of Trustees approve a resolution that authorizes the Acting President Armond Phillips to sign documents on behalf of the District from June 1, 2012 through June 30, 2012 and July 1, 2012 through August 20, 2012.

12.11 **Approval of Resolution Establishing 2012-2013 Appropriations Limit**

Government Code Section 7910 states that each year the governing board of a local jurisdiction shall, by resolution, establish its appropriations limit for the following fiscal year at a regularly scheduled or noticed special meeting. Pursuant to established guidelines provided by the State Chancellor’s Office, the Napa Valley Community College District’s 2012-2013 Appropriations Limit is calculated to be $42,524,251. Calculations used to determine the appropriations limit are shown on the California Community Colleges Gann Limit Worksheet that is included in the backup packet. (Nahlen/Phillips)

**Recommendation:** It is recommended that the Board of Trustees approve the resolution establishing the 2012-2013 Appropriations Limit at $42,524,251.

12.12 **Approval of Contracts with Ellucian (formerly named Datatel)**

At the February 2012 Board of Trustees meeting, the Dean of Institutional Technology presented the Institutional Technology Departments’ Three-Year Roadmap. The Roadmap included certain recommendations to contract with our current enterprise resource planning (ERP) software vendor to provide additional software, training and consulting to assist NVC in upgrading and enhancing our current system to increase the district’s overall efficiency and effectiveness. (Nahlen)

The following agreements are presented for approval:

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<th>Attachment</th>
<th>Description</th>
<th>Amount</th>
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<td>A-050812-N03</td>
<td>Perpetual Term Software</td>
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<tr>
<td>C-050812-N03</td>
<td>Extended Services</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>$139,298</strong></td>
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Recommendation: It is recommended that the Board of Trustees approve the above referenced contracts with Ellucian (formerly Datatel) for the total amount of $139,298.

12.13 Citizens’ Bond Oversight Committee Reporting
The Measure N Citizens’ Bond Oversight Committee (CBOC) is required to submit an Annual Report to the Board of Trustees. The most recent Annual Report was for the period April 2010 through March 2011 and was presented to the Board in July of 2011. As it is anticipated that bond funds will be fully expended in the coming months, the CBOC proposes to extend the Annual Reporting period to encompass the period of April 2011 through the completion of all projects and the full expenditure of all bond funds. At their regular meeting on March 8, 2012, the Board authorized an extension of the reporting period to June of 2012. Staff are requesting additional authorization to extend the reporting period until such time as all bond funds are expended. The CBOC shall automatically terminate and disband concurrently with the Committee’s submission of its final Annual Report which reflects the final accounting of the expenditure of all Measure N monies. (Phillips)

Recommendation: It is recommended that the Board of Trustees approve an extension of the period to be covered by the Annual Report of the Citizens’ Bond Oversight Committee to encompass April 2011 through the completion of all projects and the full expenditure of all bond funds.

12.14 Approval of Changes to the Curriculum Made in the Spring 2012 Semester
Changes were made to the curriculum during the Spring 2012 semester. The Curriculum committee and each appropriate division and division chairperson have reviewed the changes. The Academic Senate recommends them for board approval. Curriculum change recommendations are included in the backup packet. (Nelson)

Recommendation: It is recommended that the Board of Trustees approve the changes to the curriculum for the Spring 2012 semester.

12.15 Agenda Items

12.15.1 Listing of Agenda Items Previously Approved

12.15.1.1 Early Retirement Program (tentatively scheduled for July or August 2012)

12.15.1.2 Facilities Usage Update (tentatively scheduled for August 2012)

12.15.1.3 Information/Discussion – Hiring Procedures (tentatively scheduled for August 2012)

12.15.2 Discussion and Approval of Newly Proposed Agenda Items

13.0 BOARD OF TRUSTEES REPORTS

14.0 CONTINUANCE OF CLOSED SESSION (as needed)

15.0 ADJOURNMENT