Napa Valley Community College District
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 7, 2011

5:30 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 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. Any member of the public in need 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 5:30 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
Titles:
Director, Talent Search (grant-funded, academic administrator)
Applications Support Analysts (classified)
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 LABOR NEGOTIATORS

Organization representing faculty: NVCFA/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

4.0 RETURN TO PUBLIC SESSION 6:30 p.m.

4.1 Pledge of Allegiance

4.2 Introduction of Visitors, Guests, and New Staff

4.3 Announcement of Items from Closed Session

4.4 Announcement of Future Meetings

January 19, 2012, Regular Meeting (tentative)

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 at the January 19, 2012 Regular Meeting. Revisions to trustee area boundaries have twice previously come before the Board and the public on October 13, 2011 and November 3, 2011. 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.

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 CONSTITUENT GROUP REPORTS

• Classified Association Report
• Classified Senate Report
• Administrative Senate Report
• Napa Valley College Associated Students Report
8.0 APPROVAL OF MINUTES
8.1 October 27, 2011, Special Meeting
8.2 November 3, 2011, Regular Meeting
8.3 November 3, 2011, Special Meeting

9.0 Presentation on Viticulture Winery Technology Program
Staff will present an update on the Viticulture and Winery Technology program with particular emphasis on contract training and research.

10.0 APPROVAL OF FINANCIAL REPORTS
10.1 California Community College Chancellor’s Office Quarterly Financial Status Report for the Period Ending September 30, 2011 (CCFS-311Q). (Available in the President’s Office and at the board meeting.)
10.2 Quarterly Financial Status of Income and Expenditures for the quarter ending September 30, 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 November 30, 2011
   General Fund $ 968,016.20
   Child Care Fund $ 3,395.71
   Capital Outlay Projects Fund $ 0
   NVC Bldg. Fund/Series C (BOND) $ 212,479.72

11.1.2 Approval of Total Gross Payroll
   November 30, 2011 $2,214,591.50

11.2 Approval of Personnel Document of November 29, 2011

11.3 Approval of Agreement with Sutter Medical Center of Santa Rosa
It is recommended that the Board of Trustees approve an agreement with Sutter Medical Center of Santa Rosa for the purpose of providing health occupations students’ clinical and non-clinical hospital based experiences. The term of this agreement is from November 1, 2011 through October 31, 2014. There are no financial obligations for either party.
11.4 Approval of Agreement with American Medical Response
It is recommended that the Board of Trustees approve an agreement with American Medical Response for the purpose of providing emergency medical technician, emergency medical technician-paramedic and other similar health care and pre-hospital providers an instructional program leading to certification or license. The term of this agreement is from December 7, 2011 through December 7, 2013. There are no financial obligations for either party.

11.5 Approval of Agreement with Phyterra Yeast, Inc.
It is recommended that the Board of Trustees approve an agreement with Phyterra Yeast, Inc. for the purpose of engaging the Viticulture and Winery Technology (V.W.T.) Program to perform a specific applied research project during the normal course of program instruction. Phyterra Yeast, Inc. will provide payment to the College in the amount of $1,200.00. The term of the agreement is from November 1, 2011 through December 31, 2011, or until the final installment payment is made.

11.6 Ratify Award of Bids for Phase 1, 1300 Building Remodel Currently Under Construction
Construction is expected to be complete in the spring of 2012. Occupants will move into their ultimate locations in the 1100/1300 Building shortly thereafter. The project includes implementation of the new campus Voice Over Internet Protocol (VOIP) phone system and will necessitate a change in telephone numbers for all moved departments. Once remodeled, the building will consolidate Student Services. The following bids were received and accepted in October and November of 2011. Board ratification of awards is recommended.

Bids:

<table>
<thead>
<tr>
<th>Trade</th>
<th>Company</th>
<th>Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Work</td>
<td>Cal, Inc.</td>
<td>$35,500.00</td>
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<tr>
<td>Carpentry</td>
<td>Napa Valley Drywall</td>
<td>$55,900.00</td>
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<tr>
<td>Doors</td>
<td>Hardware Tech Inc.</td>
<td>$13,798.00</td>
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<tr>
<td>Glass</td>
<td>R &amp; S Glazing</td>
<td>$3,581.00</td>
</tr>
<tr>
<td>Carpet/Tile/Base</td>
<td>Kim’s Flooring</td>
<td>$74,500.00</td>
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<tr>
<td>Roller Shades</td>
<td>Drapery Concepts</td>
<td>$14,400.00</td>
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<tr>
<td>HVAC</td>
<td>Bell Products</td>
<td>$44,360.00</td>
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<tr>
<td>Electrical</td>
<td>Napa Electric</td>
<td>$142,850.00</td>
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<tr>
<td>Casework</td>
<td>Fremont Millwork Co.</td>
<td>$27,754.00</td>
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<tr>
<td>Overhead Coiling Door</td>
<td>Barton Overhead Door</td>
<td>$8,718.00</td>
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<tr>
<td>Acoustical Ceiling Tile</td>
<td>W.A. Adams</td>
<td>$22,250.00</td>
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<tr>
<td>Painting</td>
<td>Dean’s Painting</td>
<td>$38,777.77</td>
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| TOTAL                |                            | $482,388.77   |

11.7 Approval of agreement with Reed Martin Austin Tichenor for the licensing of “The Ultimate Christmas Show” (abridged)
It is recommended that the Board of Trustees approve the agreement with Reed Martin Austin Tichenor for the licensing of “The Ultimate Christmas Show” (abridged). The Napa Valley College Arts and Humanities Division presented 14 public performances in September and October. The term of the agreement is from
August 2, 2011 through November 2, 2011. The total licensing cost of the agreement is $1,190.00.

11.8 Approval of Amendment to Agreement to Provide Small Business Support Services to the City of Napa
It is recommended that the Board of Trustees approve Amendment #7 to Agreement #8591 with the City of Napa for the purpose of providing small business support services including one-on-one counseling, training, and technical assistance to Napa business owners or individuals interested in starting a business in Napa. This is an amendment to the original agreement entered on July 1, 2004. The term of this agreement is July 1, 2011 through June 30, 2012. The maximum amount of funding available to the college is $7,500.

11.9 Approval of Amendment No. 4 to Agreement with Napa Chamber of Commerce
It is recommended that the Board of Trustees approve Amendment #4 to the original agreement between Napa Chamber of Commerce and Napa Valley College/Small Business Center for the leasing of office space located at 1556 First Street, Napa, CA. The agreement extends the original lease for one year effective January 1, 2012 through December 31, 2012. All other terms of the agreement remains the same. The monthly base rent is $860.25 per month to be funded via grant funding.

11.10Approval of Amendment to Agreement No. F0304 with Humboldt State University Sponsored Programs Foundation
It is recommended that the Board of Trustees approve an Amendment to Agreement No. F0304 with the Humboldt State University Sponsored Programs Foundation for the purpose of providing increased funding in the amount of $15,000 for the NVC Small Business Development Center. The term of the amendment is December 7, 2011 through June 30, 2012.

11.11 Approval of Resolution correcting 2011-2012 Appropriations Limit
The original appropriation limit presented at the June 9, 2011 Board of Trustees meeting contained a calculation error. 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 2011-2012 Appropriations Limit is calculated to be $43,776,659. The original appropriations worksheet (dated May 31, 2011) and a revised worksheet (dated November 30, 2011) are included in the backup packet.

12.0 ACTION ITEMS

12.1 Annual Organization Meeting Items
12.1.1 Adoption of Calendar of 2012 Board Meetings
The proposed calendar for the 2012 regularly scheduled board meetings appears in the backup package. Regular meetings are scheduled for the second Thursday of each month, with public session beginning at 6:30 p.m.
12.1.2 **Election of Board Officers for 2012**  
Per Board Policy BP8110 – Officers, the Board will elect a president and vice president.

12.2 **Adoption of Resolution Honoring Judie Walter-Burke, Dean of Research Planning and Development**  
Judie Walter-Burke, retiring Dean of Research Planning and Development, will retire as of January 4, 2012 after twenty-four years of exemplary service to Napa Valley College.

**Recommendation:** It is recommended that the Board of Trustees adopt the Resolution honoring Judie Walter Burke for twenty-four years of exemplary service to Napa Valley College.

12.3 **Approval of International Education Program for Summer, 2012**  
The following courses have been approved by the International Education Committee to be offered as part of the Summer, 2012 International Education Program: SPAN 110: First Semester Spanish, Part A; SPAN 111: First Semester Spanish, Part B; SPAN 130: First Semester Spoken Spanish; SPAN 131: Second Semester Spoken Spanish; Spanish 260, 261 and 282.

**Recommendation:** It is recommended that the Board of Trustees approve the following courses as part of the Summer, 2012 International Education Program: SPAN 110: First Semester Spanish, Part A; SPAN 111: First Semester Spanish, Part B; SPAN 130: First Semester Spoken Spanish; SPAN 131: Second Semester Spoken Spanish; Spanish 260, 261 and 282.

12.4 **Phase 2, Building 1300 ADA Compliance Project Bid Award**  
Phase 2 of the remodel of the 1300 Building into Student Services includes full demolition and renovation of the restrooms to meet ADA compliance. Two ADA Compliant ramps will also be added to the south side of the 1300 Building. Bids for the Phase 2, 1300 Building ADA Compliance Project were opened on November 22, 2011 at 2:00 p.m. Bay West Construction of Santa Rosa submitted the low bid of $186,000. Complete bid results are included in the backup packet.

**Recommendation:** It is recommended that the Board of Trustees award the bid Bay West Construction as the lowest responsible Bidder with a bid of $186,000.

12.5 **Approval of Revised Board Policy 2100 - Board Elections (1st 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 January 19, 2012 Regular Meeting. Revisions to trustee area boundaries have twice previously come before the Board and the public on October 13, 2011 and November 3, 2011. 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.

**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.

12.6 Approval of Funding Plan for Other Post Employment Benefits (OPEB) Liability.
It is recommended that the Board of Trustees approve the Budget Committee’s recommended funding plan for the District’s Other Post Employment Benefits (OPEB) Liability as presented.

Recommendation: It is recommended that the Board of Trustees approve the Funding Plan for Other Post Employment Benefits (OPEB) Liability.

12.7 Amendment of the 2011-2012 Final Budget
It is recommended that the Board of Trustees approve the following transfer to provide funding for Other Post Employment Benefits for the un-restricted general fund:

From - Fund 11 - Un-Restricted General Fund Ending Balance ($180,829) To Fund 11 Un-Restricted General Fund - GASB 45 Liability $180,829

Recommendation: It is recommended that the Board of Trustees approve the amendment of the 2011-2012 final budget as presented.

12.8 Approval of Proposal to Napa Valley Unified School District for Joint Occupancy of American Canyon High School
Napa Valley Unified School District (NVUSD) has solicited proposals for Joint Occupancy Agreements related to American Canyon High School. In order to finalize any Joint Occupancy Agreement with NVUSD, the District must submit a proposal in response to this solicitation. A copy of the proposal is included in the backup packet.

Recommendation: It is recommended that the Board of Trustees approve submission of a proposal to Napa Valley Unified School District for joint occupancy at American Canyon High School.

12.9 Future Agenda Items
12.9.1 Listing of Agenda Items Previously Approved
12.9.1.1 Presentation on Information Technology Department and Infrastructure Plan (tentatively scheduled for January 2012)
12.9.1.2 Presentation on the Six Recommendations of the Accrediting Commission for Community and Junior Colleges (ACCJC) (tentatively scheduled for February 2012)
12.9.1.3 Facilities Usage Update (tentatively scheduled for February 2012)
12.9.1.4 Departmental Reorganization Updates (tentatively scheduled for April 2012)

12.9.2 Discussion and Approval of Newly Proposed Agenda Items
12.9.2.1 Information/Discussion - Board of Trustees’ Role in Accreditation
13.0 INFORMATION/DISCUSSION ITEMS

13.1 Accountability Reporting for Community Colleges (ARCC), 2011 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. The 2011 ARCC Report was released by the Chancellor’s Office in March 2011. Dr. Robyn Wornall, Director of Institutional Research, will introduce the report and answer questions.

13.2 Presentation on Student Support Services
Howard Willis, Director of Student Support Services and the TRIO program, will present on information services offered as well as recent activities and accomplishments of the program.

13.3 Presentation on the Institute for Business Excellence
The leadership team for the Institute for Business Excellence (IBx) is comprised of Faye Smyle, Dean of Instruction, Judi Watkins, Associate Dean of the Upper Valley Campus, and Beth Pratt, Director of the Career Technical Education Programs & Small Business Development Center. The team will present information on the institute, including existing programs, services offered, and timelines for new centers to come online.

14.0 SUPERINTENDENT/PRESIDENT’S REPORT

15.0 BOARD OF TRUSTEES REPORTS

16.0 ADJOURNMENT