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 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 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:
Associate Dean, Associate Degree Nursing Program (academic administrator)
Dean, Library and Learning Resources (academic administrator)
Human Resources Assistant (confidential)
Interim Basic Law Enforcement Academy Coordinator (temporary, academic administrator)
Respiratory Care Instructor/Clinical Coordinator (tenure-track faculty)
Vice President, Student Services (contract renewal)

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

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

July 14, 2011, Regular Meeting
August 11, 2011, Regular Meeting
September 8, 2011, Regular Meeting
October 13, 2011, 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 CONSTITUENT GROUP REPORTS

- Classified Association Report
- Classified Senate Report
- Administrative Senate Report
- Napa Valley College Associated Students Report
- Academic Senate Report
- Faculty Association Report

7.0 APPROVAL OF MINUTES OF May 12, 2011
8.0 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.

8.1 Ratification of Financial Documents

8.1.1 Approval of Warrants for May 26, 2011

- General Fund $ 1,197,784.36
- Child Care Fund $ 3,256.49
- Capital Outlay Projects Fund $0
- NVC Bldg. Fund/Series C (BOND) $ 693,729.05

8.1.2 Approval of Total Gross Payroll

May 31, 2011 $ 2,224,289.96

8.2 Approval of Personnel Document of May 31, 2011

8.3 Proposed Change Orders- Building 1500 Remodel:

Ratify acceptance of SW Allen, Inc. proposed change orders 25, 35, 60, 62, 80, and 83 as given in the attached Proposed Change Order Log dated May 26, 2011. The net INCREASE for the proposed change orders for this cycle is $12,243.00.

Construction Percent Complete: 68.03%
Contingency on Original Contract: 10%
Contingency Used: 5.58%

8.4 Approval of Special Privileges for Nonresident Foreign Student

The administrative regulations to Board Policy S6210 Tuition, relate to the non-resident Foreign Student Tuition Waiver. The regulations state that the Napa Valley College Board of Trustees authorizes tuition waivers for no more than 20 percent of the non-resident foreign students enrolled at the college each semester. The waiver is to be used in unusual and extraordinary situations. The waiver is granted for one semester, subject to renewal each semester, up to a maximum of four semesters. The student’s circumstances must meet three criteria, including: 1) the student’s financial situation has changed beyond his/her control; 2) failure to grant the waiver would cause the student undue hardship; and 3) the president recommends approval of the waiver. Ms. Soshizaki is an international student from Japan and is requesting a waiver of the nonresident foreign tuition fee for Fall, 2011 semester. This is the first semester she is requesting a waiver. See backup documents for this agenda item.

8.5 Addition to Curriculum Packet for 9-1-1 Dispatcher Certificate

It is recommended that the Board of Trustees approve a modification to the existing 9-1-1 Dispatcher certificate that was inadvertently left off an earlier curriculum packet. The modification changes the total units required from 16 to 18 units. The Academic Senate’s Curriculum Committee has approved this modification. The Bay Area Community College Consortium (BACCC) has also approved this as a Career Technical Education program Certificate of Achievement.
8.6 Approval of Resolutions: Signing Authority for Dr. Edna V. Baehre-Kolovani, John Nahlen, Daniel TerAvest, Matt Christensen and Laura Ecklin

It is recommended that the Board of Trustees approve five resolutions that authorize the following staff members to sign documents on behalf of the District from July 1, 2011 through June 30, 2012: the Superintendent/President; Vice President, Business & Finance; Director of Campus Planning and Construction; and the Dean of Human Resources. The resolutions appear in the backup documents.

8.7 Approval of 2010-2011 Inter-fund Transfer

It is recommended that the Board of Trustees approve the inter-fund transfer documents as presented in the backup documents.

8.8 Approval of Close-of-Year Transfer Resolutions

The resolution pertaining to this routine annual action appears in the backup documents.

8.9 Approval of Agreement with Migrant Child Education Program (Region II) for Educational Programs

It is recommended that the Board of Trustees approve an agreement with Migrant Child Education Program (Region II) to provide educational programs, including non-credit courses, leading to a high school diploma. The term of this agreement is from June 16, 2011 through July 28, 2011. The college shall pay to the contractor a sum not to exceed $18,000. The college will claim all contact hours for non-credit apportionment.

8.10 Approval of Agreement with the Products Services & Industries to Provide Vocational Education Programs

This is a renewal of an existing program. The term of the agreement is from July 1, 2011 through June 30, 2012. The college will pay $1.60 per student hour up to a total of $33,500. The college will claim all contact hours for non-credit apportionment.

8.11 Approval of Agreement with Napa Valley Support Services to Provide Vocational Educational Programs

It is recommended that the Board of Trustees approve an agreement with Napa Valley Support Services to provide vocational education programs to prepare students for community employment. This is a renewal of an existing program. The term of the agreement is from July 1, 2011 through June 30, 2012. The college will pay $1.75 per student hour up to a total of $100,000. The college will claim all contact hours for non-credit apportionment.

8.12 Approval of Agreement #11112121 with Commission on Peace Officer Standards and Training (P.O.S.T.) for the provision of Emergency Vehicle Operations Course (EVOC) Training

It is recommended that the Board of Trustees approve an agreement with the Commission on Peace Officer Standards and Training to provide EVOC training to qualified law enforcement personnel. The term of the agreement is from July 1, 2011 through June 30, 2012. The total funding provided from this agreement is $66,750.
8.13 Approval of 1st Amendment to Grant-Sub agreement #09-172-041 with Rancho Santiago Community College District for the purpose of the “Entrepreneurship Career Pathways Project” grant
It is recommended that the Board of Trustees approve the 1st amendment to grant-sub agreement between Napa Valley College and Rancho Santiago Community College District for the purpose of extending the term of the agreement from April 1, 2011 to June 30, 2011.

8.14 Approval of Agreement #10-140-241 Career Technical Education Pathways Initiative grant from the State Chancellor’s Office, California Community Colleges
It is recommended that the Board of Trustees approve a Career Technical Education Community Collaborative Grant from the State Chancellor’s Office, California Community Colleges. This green grant will fund development of fee-based training classes, equipment upgrades and programs to strengthen pathways for middle and high school students to explore career opportunities in green technologies. The grant is a collaborative grant that also provides funding for Santa Rosa Junior College, College of Marin, Sonoma County Office of Education, and the Napa County Office of Education. Napa Valley College is the lead agency for the grant. The term of the grant is from April 1, 2011 through March 31, 2013. The total funding provided from this grant is $400,000.

8.15 Approval of Agreement #10-141-241 Career Technical Education Pathways Initiative grant from the State Chancellor’s Office, California Community Colleges
It is recommended that the Board of Trustees approve a Career Technical Education Community Collaborative Grant from the State Chancellor’s Office, California Community Colleges. This green grant will fund development and enhancement of sustainable agriculture, energy and hospitality programs and provide funding to strengthen pathways for middle and high school students to explore career opportunities in green technologies. The grant is a collaborative grant that also provides funding for Santa Rosa Junior College, College of Marin, Sonoma County Office of Education, and the Napa County Office of Education. Napa Valley College is the lead agency for the grant. The term of the grant is from April 1, 2011 through March 31, 2013. The total funding provided from this grant is $130,000.

8.16 Approval of Agreement with County of Napa, Commission for Arts and Culture (NCCAC)
It is recommended that the Board of Trustees approve an agreement with County of Napa, Commission for Arts and Culture (NCCAC) for expanding the current business trainings and counseling available to artists and local entrepreneurs in the Napa community through the Small Business Development Center. The term of the agreement is from April 2011 through June 30, 2012. The County has awarded funds towards the completion of the Grantee’s Project as set forth.

8.17 Approval of Agreement #F2143 with Humboldt State University Sponsored Programs Foundation
It is recommended that the Board of Trustees approve agreement #F2143 with the Humboldt State University Sponsored Programs Foundation. The agreement will provide continuation funding for the purpose of assisting local business in advising and training through the Napa Valley Small Business Development Center. The term
of the agreement is from January 1, 2011 through December 31, 2011. The total amount of the agreement is $46,451.

8.18 Approval of Agreement #S2143 with Humboldt State University Sponsored Programs Foundation
It is recommended that the Board of Trustees approve agreement #S2143 with the Humboldt State University Sponsored Programs Foundation. The agreement will provide advising and training to local businesses through the Napa Valley Small Business Development Center. The term of the agreement is from January 1, 2011 through June 30, 2011. The total amount of the agreement is $69,530.

8.19 Approval of Amendment to Grant Agreement #10-317-033 with the Board of Governors, California Community Colleges Chancellor’s Office for the Economic and Workforce Development Statewide Leadership
It is recommended that the Board of Trustees approve amendment #1 to grant agreement #10-317-033 between Napa Valley College and the Board of Governors, California Community Colleges Chancellor’s Office. The amendment provides additional funding in the amount of $97,903 to cover additional expenses related to the planning and execution of a Statewide Environmental Technology Conference. The Conference is scheduled for summer 2012. Additionally, the amendment extends the terms of the agreement to December 31, 2012.

9.0 ACTION ITEMS

9.1 Approval of Results of Division Chair Elections
The division chair election has been completed, with the following results:

Arts & Humanities    Erik Shearer

As provided in the division chair election guidelines, the candidate securing the majority of votes shall be forwarded to the superintendent/ president for review and recommendation to the Board of Trustees for approval. The term for this position will be July 1, 2011. The length of term may be one semester or through June 30, 2013, depending on further budget discussions.

Recommendation: It is recommended that the Board of Trustees approve the following results of the division chair elections: Erik Shearer – Arts & Humanities.

9.2 Approval of 2011-2014 Strategic Plan
The Planning Committee has developed the 2011-2014 Strategic Plan, with input from the college community. The plan includes six goals that are consistent with the goals in the California Community Colleges Chancellor’s Office Strategic Plan. Napa Valley College’s plan includes strategies, activities/measures, and assigns primary responsibility for each strategy.

Recommendation: It is recommended that the Board of Trustees approve the 2011-2014 Strategic Plan.
9.3 Approval of Contract for the Provision of Legal Services

The District distributed a request for proposal (RFP) for the provision of legal services to commence July 1, 2011. Nine attorneys/firms responded, and each proposal was assessed with regard to the attorney/firm’s ability to meet the District’s needs in the following areas of law: employment; collective bargaining; governance and general business law; facilities law; real estate/land law; and student law. Finalists were interviewed by the president and staff, and references were checked. (Baehr-Kolovani)

Recommendation: It is recommended that the Board of Trustees approve a contract for the 2011-2012 fiscal year with the attorney(s)/firm(s) as presented by staff.

9.4 Adoption of 2011-2012 Tentative Budget

The proposed 2011-2012 Tentative Budget includes budgets for the General Fund, Capital Outlay Projects Funds, Bond Projects, Bond Redemption, Child Care Fund, Post-Retirement Fund, Bookstore Account, Associated Student Body Account, Farm Account, and Trust Account. The Budget, as developed through the planning and budget process, has been mailed separately to the trustees. The college president has reviewed the budget and supports its adoption, as proposed by the Budget Committee. Copies are available in the Business & Finance Office. (Nahlen)

Recommendation: It is recommended that the Board of Trustees adopt the 2011-2012 Tentative Budget.

9.5 Approval of Resolution establishing 2011-2012 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 2011-2012 Appropriations Limit is calculated to be $42,704,769. See backup document(s) for this agenda item. (Nahlen)

Recommendation: It is recommended that the Board of Trustees approve the resolution establishing the 2011-2012 Appropriations Limit at $42,704,769.

9.6 Approval of Five Year Capital Outlay Construction Plan

The Chancellor's Office requires an annual review of the Five Year Capital Outlay Construction Plan by the Board of Trustees. Attached to the agenda is the District’s Order of Priority, based on the Bond Implementation Plan, evolving Master Construction Schedule, and Volumes I-IV of the Facilities Master Plan. Approval of the Five Year Capital Outlay Construction Plan does not constitute a commitment to spend or a constraint on project development. (Nahlen)

Recommendation: It is recommended that the Board of Trustees approve the Five Year Capital Outlay Construction Plan as presented.
9.7 Approval of Agreement And Election Of Napa Valley Community College District To Prefund Other Post Employment Benefits Through CalPERS via the California Employer’s Retiree Benefit Trust Program (“CERBT”)

The approval of the Agreement and Election of Napa Valley Community College District to Prefund Other Post Employment Benefits (OPEB) through CalPERS is a requirement for NVC to establish the recommended irrevocable trust for the deposit of any and all funds that NVC has identified or will identify in the future for the funding of the District’s other post employment benefits liability. The District’s most recent actuarial study estimates the District’s liability at June 30, 2010 to be $44.6 million.

The CERBT program through CalPERS currently has 290 members, including American Canyon Fire Protection District, City of American Canyon, City of Napa, County of Napa, Napa County Mosquito Abatement District, Napa County Office of Education, Napa County Transportation and Planning Agency and Napa Sanitation District. At market close on 5/25/2011 the CERBT fund balance was $1.744 Billion.

Recommendation: It is recommended that the Board of Trustees approve the Agreement and Election of Napa Valley Community College District to Prefund Other Post Employment Benefits Through CalPERS as presented.

9.8 Approval of Delegation of Authority to Request Disbursements for CalPERS CERBT Program

The CalPERS California Employer’s Retiree Benefit Trust Program (CERBT) requires that the Board of Trustees delegate the authority to request disbursements from the Napa Valley Community College District’s Other Post Employment Prefunding Plan to two positions at the District. (Nahlen)

Recommendation: It is recommended that the Board of Trustees delegate the authority to request disbursements from the Napa Valley Community College District’s Other Post Employment Prefunding Plan to the Superintendent/President and the Vice President, Business and Finance positions.

9.9 Approve Digital Signage & Enterprise TV Equipment Purchase with ExtraTeam

ExtraTeam has provided bulk purchase pricing through the California Department of General Services California Multiple Award Schedules (CMAS) to provide software and equipment to support digital signage in the Library Learning Resource Center. The equipment package also includes a control module and software for existing and future digital signage. Additionally, the package includes equipment needed to convert television signal so that it can be carried and received over the campus network.

Recommendation: It is recommended that the Board of Trustees approve ExtraTeam quote # NVCDMM110401-1 for $128,649.01.

9.10 Approve Furniture Purchase with One Work Place L. Ferrari for Building 1500

One Work Place L. Ferrari of San Francisco submitted a proposal to provide and install office furniture in portions of the renovated Administration building. One Work Place L. Ferrari was the successful vendor during the District’s RFP and furniture standardization process. Pricing is based on group purchasing contracts through a national Joint Powers Association (JPA).

Recommendation: It is recommended that the Board of Trustees approve the furniture purchase with One Work Place L. Ferrari for Building 1500.
**Recommendation:** It is recommended that the Board of Trustees authorize acceptance of the Building 1500 proposal from One Work Place L. Ferrari as presented.

9.11 **Adopt Revised Board Policy 8110 - Officers**

An ad hoc committee was formed at the March 10, 2011 meeting of the Board of Trustees to review existing Board Policy related to the election of board officers. Committee members reported on and discussed changes in policy language at the April 14, 2011 and May 12, 2011 meetings of the Board of Trustees. At the May 12, 2011 meeting the board adopted a revised policy to instate an election process for board officers as well as modify the President of Board’s title to Board Chair for internal communications. Under a separate discussion item, committee members were directed to further revise the policy to eliminate the position of Clerk of the Board. Committee members are JoAnn Busenbark, Bruce Ketron, and Michael Baldini. A revised Policy, eliminating the Clerk position, will be presented for adoption. (Busenbark)

**Recommendation:** It is recommended that the Board of Trustees adopt the revised Board Policy 8110 – Officers.

9.12 **Future Agenda Items**

9.12.1 **Listing of Agenda Items Previously Approved**

9.12.1.1 Report on Chiller Plant (July)

9.12.1.2 Presentation on Strategic Enrollment Management (SEM) – Education Topic

9.12.2 **Discussion and Approval of Newly Proposed Agenda Items**

9.12.2.1 None

10.0 **INFORMATION/DISCUSSION ITEMS**

10.1 **Redistricting Presentation on Current Trustee Areas by John Tuteur**

The presentation will focus on the current trustee areas and the deviations that have occurred because of the population growth between 2000 and 2010.

11.0 **SUPERINTENDENT/PRESIDENT’S REPORT**

12.0 **BOARD OF TRUSTEES REPORTS**

13.0 **ADJOURNMENT**