Napa Valley Community College District

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES
March 8, 2006
7:00 p.m. Public Session
Room 211, McPherson Administration Building
Napa Valley College, Napa, California

AGENDA

1.0 CALL TO ORDER (7:00 p.m.)

1.1 Members Present: Tom Andrews, Bruce Ketron, Michael Baldini, Joan Bennett, Charles Meng, JoAnn Busenbark, Ray Brown

1.2 Pledge of Allegiance
The audience recited the pledge of allegiance.

1.3 Adoption of Current Agenda
M/S/C Ketron/Baldini to adopt the current agenda.

2.0 INFORMATION ITEM

2.1 DISCUSSION OF THE OPTIONS TO ADDRESS A VACANCY ON THE BOARD OF TRUSTEES
Currently, a vacancy exists on the Napa Valley College governing board, due to the recent death of Margaret Lee, Trustee from District 1. When a vacancy occurs on the governing board of a college district, the Board of Trustees has up to 60 days (Ed. Code section 5091) from the date of the vacancy to either order a special election or make a provisional appointment to the board. If an individual is appointed to the vacant position, he/she shall hold office only until the next regularly scheduled election of the district governing board.

The board reviewed its options, in light of the responsibilities of the governing board and the pros and cons of a provisional appointment versus leaving the position vacant until November. Of particular importance to the board was the potential of an additional vacancy in June created by another board member running for a city office, requiring a resignation from the board, if successful.

3.0 ACTION ITEM

3.1 APPROVAL OF PROCESS TO ADDRESS A VACANCY ON THE BOARD OF TRUSTEES
M/S/C Meng/Bennett to begin the process to make a provisional appointment to fill a vacancy on the board. (AYES: Meng, Bennett, Ketron, Baldini, Andrews, Ray; NOES: Busenbark). This appointment would be effective through the last board meeting of 2006. The individual elected in the November election will take office in January, 2007, and serve out the remainder Margaret Lee’s term, through 2008.
3.2 APPROVAL OF PROCESS, APPLICATION MATERIALS, AND CRITERIA FOR SELECTION OF PROVISIONAL TRUSTEE

As the board elected to begin the process to make a provisional appointment to fill the current vacancy, it moved on to discuss the details of the process.

The board first established the timeline for the process, which was finalized as follows:

<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>March 10</td>
<td>Begin advertising vacancy and appointment process</td>
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<tr>
<td>April 6, 5:00 p.m</td>
<td>Deadline for receipt of applications in the President’s Office</td>
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<td>April 7, 12:00 p.m.</td>
<td>Review of applications by subcommittee of Board of Trustees</td>
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<td>April 8</td>
<td>Submission of names of applicants to John Tuteur, Registrar of Voters to confirm eligibility</td>
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<td>April 13, 5:00 p.m.</td>
<td>Announcement of interviewees and interview times at regularly scheduled board meeting</td>
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<td>April 19, 5:00 p.m.</td>
<td>Interview applicants in public session of the Board of Trustees</td>
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<tr>
<td>April 21, 5:00 p.m.</td>
<td>Selection and Announcement of Provisional Appointee to District 1 Seat on the Napa Valley College Board of Trustees</td>
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The board then reviewed the desirable qualifications of applicants and application questions.

Finally, the board established questions interview questions.

It was agreed that the ad hoc committee to review applications on April 7 would consist of Michael Baldini, JoAnn Busenbark, and Bruce Ketron.

Depending on the number of applicants selected for interview, the board may revise the interview process, including the length of opening statement and the number of questions, etc. The board agreed that each candidate would be allotted one-half hour, to include a five-minute prepared statement by the applicant and eight interview questions. Because interviews are conducted in public session, all applicants have the right to be present during the interviews of other candidates. However, as a courtesy to other applicants, interviewees may elect to wait outside the board room while other applicants are being interviewed.

4.0 ADJOURNMENT

The board adjourned the meeting at 8:45 p.m.