1.0 CALL TO ORDER 5:30 p.m.
Michael Baldini called the meeting to order at 5:30 p.m.

2.0 CLOSED SESSION (5:30 p.m.): As there were no comments regarding closed session items, the board went 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 54957.6, CONFERENCE WITH LABOR NEGOTIATORS
Name of agency negotiators: Scott Miller, Sue Nelson, Laura Ecklin
Name of organization representing employees: NVCFCA/CTA/NEA
Name of agency negotiators: Scott Miller, Laura Ecklin, Judie Walter-Burke
Name of organization representing employees: NVC-ACP/SEIU
Name of agency representatives: Chris McCarthy
Name or organization representing employees: NVC Administrative Senate

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT, Employee Evaluation
1) Evaluation of Superintendent/President

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
1) Accountant II (1.0 FTE)
2) Accountant II, Bond (.65FTE)
3) IT Support Specialist (1.0 FTE)

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
1) Dean of Instruction (1.0 FTE)
2) Human Resources Assistant (1.0 FTE each ) (2 confidential positions)
With respect to every item of business to be discussed in closed session pursuant to Section 54957, 
PUBLIC EMPLOYMENT
1) Counselor/Instructor (leave replacement)

With respect to every item of business to be discussed in closed session pursuant to Section 54957, 
CONSIDERATION OF RECOMMENDATION TO TERMINATE CLASSIFIED EMPLOYEE

3.0 RETURN TO PUBLIC SESSION (6:30 p.m.)

3.1 Members Present: Tom Andrews, Joann Busenbark, Michael Baldini, Charles Meng, 
Steve Reinbolt, Brenda Knight, Chris Adams
Staff Present: Chris McCarthy, Sue Nelson, Scott Miller, Oscar DeHaro, Laura Ecklin, 
Erik Shearer, Betty Malmgren, Sonia Wright, Dan TerAvest

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

3.3 Introduction of Visitors, Guests, and New Staff

3.4 Announcement of Items from Closed Session
Michael Baldini announced the unanimous approval of the following:
Marlene Holden, Accountant II, Business and Finance (1.0 FTE); Adriana Hoffman, 
Accountant II (.65 FTE), Campus Planning and Construction; Jose Sanchez, Information 
Technology Support Specialist (1.0 FTE); Kerri Thompson (1.0 FTE), Human Resources 
Confidential Staff; Michelle Bullock (1.0 FTE) Human Resources Confidential Staff

With respect to every item of business to be discussed in closed session pursuant to Section 
54957, CONSIDERATION OF RECOMMENDATION TO TERMINATE CLASSIFIED EMPLOYEE: “No reportable action was taken.”

Trustee Brenda Knight suggested introducing new staff to the board, once hired.

3.5 Resolution Honoring Outgoing Board President Michael Baldini
Dr. Chris McCarthy read the resolution honoring outgoing board president Michael Baldini 
and thanked him for his leadership. Mr. Baldini stressed the importance of Napa Valley 
College in opening up new possibilities for students and the community.

3.6 Adoption of Current Agenda
M/S/C (Ketron/Busenbark) to adopt the current agenda, moving up item 9.2 to follow 
item 8.1.
3.7 Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session)
It was agreed there would be two January meetings: a special meeting would be held on January 17 for approval of personnel assignments, and the January 24, 2008 meeting would be the regular monthly meeting. Dianna Chiabotti stated that the Academic Senate may need a special meeting in for curriculum approval.

4.0 PUBLIC COMMENTS — GENERAL
There were no public comments.

5.0 APPROVAL OF MINUTES OF NOVEMBER 8, 2007
(M/S/C) Busenbark/Andrews to approve the minutes, as submitted.

6.0 CONSENT CALENDAR
(M/S/C) Busenbark/Reinbolt to approve the following items on the consent calendar.

6.1 Ratification of Financial Documents for November, 2007
6.1.1 Approval of Warrants
- General Fund $1,126,596.99
- Child Care Fund $4,649.04
- Capital Outlay Projects Fund $112,433.02
- NVC Bldg. Fund/Series B (BOND) $3,075,947.91

6.1.2 Approval of Total Gross Payroll $2,478,573.12.

6.2 Approval of Personnel Assignments Dated December 6, 2007

6.3 Proposed Change Orders – Central Chiller Plant
The Board of Trustees ratified acceptance of Bell Products, Inc., proposed change orders numbered 24, 38, 38, and 100, as given in attached proposed change order log dated November 26, 2007. The net increase for these proposed change orders is $13,257.00.

6.4 Proposed Change Orders – Life Sciences Building
The Board of Trustees ratified acceptance of McCrary Construction Company, Inc. proposed change orders numbered 57, 68, 69, 74, 77, 78, 85, 86, and 92 as given in attached proposed change order log dated November 26, 2007. The net increase for these proposed change orders is $11,727.00.

6.5 Proposed Change Orders – Wine Storage Building
The Board of Trustees ratified acceptance of McCrary Construction Company, Inc., proposed change orders numbered 11, 12, and 15, as given in attached proposed change order log dated November 26, 2007. The net increase for these proposed change orders is $2,500.00.

6.6 Proposed Change Orders – Performing Arts Center Increment I – North Site
Development
The Board of Trustees ratified acceptance of O.C. Jones & Sons, Inc. proposed change orders numbered 26, 29, and 32, as given in attached Proposed Change Order Log dated November 26, 2007. The net CREDIT for those proposed change orders is ($7,683.28).

6.7 Proposed Change Orders – Little Theater Restroom Renovation
The Board of Trustees ratified acceptance of Kenridge Construction Company, Inc. proposed change orders numbered 9 and 15 as given in attached proposed change order log dated November 26, 2007. The net increase for these proposed change orders is $3,021.00.

6.8 Agreement with the San Francisco Community College District for the California Early Childhood Mentor Program
The Board of Trustees approve an agreement with San Francisco Community College District for the California Early Childhood Mentor Program. This program provides resources to recruit and train early childhood mentors and then place student teachers with mentors to complete their practicum. The term of this agreement is from September 1, 2007 to June 30, 2008. The maximum amount available through this grant is $28,048.

6.9 Agreement with the Department of Mental Health—Vacaville Psychiatric Program
It is recommended that the Board of Trustees approve an agreement with the Department of Mental Health—Vacaville Psychiatric Program. This agreement allows the students who are enrolled in the college’s health occupations programs to receive experience in a variety of clinical settings within the referenced organization. The agreement commences on July 1, 2007 and continues until cancelled by either party. There is no cost associated with this agreement.

7.0 CONSTITUENT GROUP REPORTS
- Academic Senate Report
  Dianna Chiabotti said faculty have been appointed to hiring committee. She praised the Erik Shearer, Curriculum Committee co-chair and said the committee deserved acknowledgement for their diligent work.

- Associated Student Body Report
  ASB reported on approving funds for Measure L and the Angel Tree Project. Students will participate on hiring committees and are being trained for that task. There will be a Black Tie Ball at the end of February. They have been work with the cafeteria service to address some concerns.

8.0 INFORMATION ITEMS

8.1 Presentation on Student Health Services
Charlene Reilly, coordinator of Student Health Services, made a presentation on the services available through the Student Health Services Department. She gave a history of what has been provided and the strides that have been made. Staff praised Ms. Reilly for her work in providing an excellent service for students.

8.2 Napa Valley College Foundation Annual Report, 2006 – 2007
Sonia Wright, Executive Director, Napa Valley College Foundation, presented the Foundation Annual Financial Report for the period July 1, 2006 through June 30, 2007. She said it had been a spectacular year, and thanked JoAnn Busenbark for her efforts regarding the donation of real estate that she helped facilitate. Dr. McCarthy praised Sonia Wright for her leadership in bringing the work of the Napa Valley College Foundation to a whole new level.

8.3 **Update on Ceramics Building**
In the interests of keeping the board up-to-date on the progress of bond projects, informational reports will be made to the board at regularly scheduled meetings. Dan TerAvest provided update on the progress of the new Ceramics Building for this month’s update. He noted that the Ceramics Program had been operating with only six kickwheels, and the new facility will bring that to 24 kickwheels.

8.4 **Update on Measure L: Napa Valley College Higher Education/Career Training Measure**
Dr. McCarthy presented information regarding Measure L activities, including fundraising efforts for the campaign. He reviewed the many speaking engagements that he has made to groups throughout Napa County to provide information regarding the facilities needs of the college, including leadership groups, chambers of commerce, real estate groups, and local newspapers, and others. He reported on the strong volunteer efforts by student leaders and thanked them for their dedication.

9.0 **ACTION ITEMS**

9.1 **Napa Valley College Foundation**
Sonia Wright, Executive Director of the Napa Valley College Foundation, explained the need bring the NVC Foundation into compliance with the new laws regarding supporting organizations and the options regarding that process: “At least one member of the Board of Directors must be appointed by the Napa Valley College Board of Trustees and possess the same authority and responsibilities as those of the Directors. The Board of Trustees must designate either the director of the Napa Valley College Foundation as its appointee or select one of its trustees as its appointee.”

M/S/C (Andrews/Busenbark) to designate the executive director of the Napa Valley College Foundation as its appointee.

9.2 **Approval of Credit Curriculum for Fall, 2007**
Curriculum Committee Co-Chair Erik Shearer reported on the many changes to the curriculum have been made during the Fall, 2007, semester. He said most were in response to program evaluation and planning. He noted that all new courses had to be approved to be included in the Napa Valley College Catalog, so the committee has been very busy reviewing those courses. He said there would be a new curriculum committee handbook soon. Sue Nelson praised the work Mr. Shearer for his leadership in the area of curriculum and in emerging areas, such as on-line courses.

M/S/C (Busenbark/Meng) to approve the changes to the credit curriculum for Fall, 2007.
9.3 **Chaudhary & Associates, Inc. Proposal Acceptance for Civil Engineering and Construction Administration Services for Multiple Projects**

Chaudhary & Associates, Inc. proposes to provide civil engineering and construction administration services for multiple projects over approximately the next 12 months including: Magnolia Drive/North Site Development, Instructional Center for the Performing Arts, Auxiliary Gym, Parking Lot B & C Phases I and II.

M/S/C (Meng/Andrews) to authorize acceptance of proposal from Chaudhary & Associates, Inc. for $243,420.00.

9.4 **Approval of Panel to Hear Appeals Regarding Pre-Qualification Process for General and Sub-Contractors**

There is a prequalification process for general and sub-contractors. General and sub-contractors have the right to appeal this process. The District needs to appoint a panel to hear any such appeals.

M/S/C (Ketron/Busenbark) to appoint a panel to hear appeals regarding the pre-qualification process for general and sub-contractors: Chris McCarthy, Dan TerAvest, and Scott Miller. Dan TerAvest would be non-voting. Charles Meng said he would be willing to serve, if needed.

9.5 **Approval of Purchase Order for New Network Switches**

The District’s existing network equipment is obsolete and cannot support additional growth or new buildings. This new equipment is the beginning of a modernization process for the entire network. The proposed new equipment provides reliability, security and performance that will position the District to meet current and future networking needs. This purchase includes two new core switches, one new switch for the new life science building, and a spare switch in case any other switches malfunction. The equipment is manufactured by Cisco. It will be purchased and installed through AT & T under the State’s Calnet 2 group contract bid. The total cost of this purchase is $453,530.91.

M/S/C (Ketron/Knight) to approve a purchase order to AT & T for Cisco network switches using the Calnet contract pricing for a total of $453,530.91.

9.6 **Approval of Agreement with UBS Investment Bank for Investment Banking Services**

The District has been using UBS Investment Bank for all of the bond sales and advisory activity related to the Measure N Bond and the District has enjoyed a positive working relationship with the UBS representatives who have supported our activity.

When the District started to consider the option of going out for a new bond, UBS was asked to submit a new proposal for these services. The proposal showed that UBS is the clear leader for California Community College general purpose bonds. UBS has supported more
bond sales than any other group in California over the past five years. In addition, this
proposal includes an improved financial arrangement from the prior agreement.

M/S/C (Ketron/Knight) to approve an agreement with UBS Investment Bank to provide
investment banking services conditioned on voter-approval of Measure L bond.

9.7 Approval of Equal Employment Opportunity (EEO) Plan
The State Chancellor’s Office requires that each community college district develop and
adopt a written Equal Employment Opportunity (EEO) Plan that addresses the requirements
of the Education Code and Title 5 of the California Code of Regulations. This plan must be
submitted to the Chancellor’s Office by December, 2007.

The plan is a written document in which the district’s workforce is analyzed and specific
plans and procedures are set forth for ensuring equal employment opportunity. “Equal
Employment Opportunity” means that all qualified individuals have a full and fair
opportunity to compete for hiring and promotion and to enjoy the benefits of employment at
all levels and in all job categories within the district. The following constituent groups have
reviewed and endorsed the plan: Academic Senate, Administrative Senate, and the
Associated Student Body. The Classified Senate intends to inform the Office of Instruction
of its endorsement prior to December 13. At its October 12, 2007 meeting, the Planning
Committee also endorsed the plan and confirmed that it was consistent with the college’s
planning and budget philosophy.

Brenda Knight stressed the importance of letting organizations know that we have a EEO
Plan. She suggested adding to component 9 the list of organizations that will receive the plan,
including community organizations. The board discussed other ways or ensuring equal
opportunity. Regarding component 14, Brenda Knight suggested that publications in which
the college advertises new positions should be included.

M/S/C (Busenbark/Meng) to adopt the Equal Employment Opportunity (EEO) Plan, which
includes components one through ten (1 – 10) and fourteen (14), with the following addition:
to component 9 will be added the list of community organizations that will receive the plan.
To component 14 will be added a list of publications in which the college advertises open
positions. Components eleven through thirteen (11-13) and fifteen (15) are dependent on
“availability data” that has yet to be provided to college districts, so these components of the
plan are not required at this time.

9.8 Adoption of Calendar of 2008 Board Meetings
M/S/C (Ketron/Busenbark) to adopt the 2008 calendar of board meeting, with January 17
As a special meeting and January 24 a regular meeting. The February meeting would be
changed from February 14 to February 21.

9.9 Election of Board Officers for 2008
Consistent with Board Policy B8110: Election of Officers, board members who are scheduled to rotate into officer positions for 2008 are: Bruce Ketron, Charles Meng, JoAnn Busenbark.

M/S/C (Ketron/Busenbark) to approve the following slate of officers for 2008: Bruce Ketron, president; JoAnn Busenbark, vice president; and Steve Reinbolt, clerk. (Mr. Meng will resume his position in the rotation for the 2009 slate of officers).

10.0 OTHER REPORTS: Note that no action can be taken regarding any report item.

10.1 Reports from Vice Presidents
- Laura Ecklin said she had been working hard on the EEO Report and sexual harassment trainings. She reported that eight students had been trained for hiring committees. She also said she has been busy hiring staff for the Human Resources Office.
- Oscar DeHaro reported on a student from Tasmania and wished everyone a happy holiday season.
- Sue Nelson reported on the exciting Umoja Project, a learning communities project for African American students.
- Scott Miller said he was pleased by the hiring of the two accountant positions the board approved this evening. He said he would attend a training for CBOs in Sacramento tomorrow.

10.2 Superintendent/President’s Report
Dr. McCarthy said Krista Garcia, chef in the Napa Valley Cooking School, would be leaving the college to start a bakery in Eureka. He said she would be missed. He said the recent Salon event was wonderful. He said the Napa Chamber of Commerce Annual Dinner is scheduled for January 25, and Mel Engle will be honored as Citizen of the Year. He said he felt fortunate to be working at Napa Valley College.

10.3 Reports from Board Members
- Chris Adams said ASB is working on Women’s History Month. He said the tennis team placed 8th at tournament held at Stanford recently. He reported on the highly successful Religion Forum and said another one may be held in the spring. The presentation at Juvenile Hall was highly successful, and minors will excited about the opportunities at Napa Valley College.
- Brenda Knight thanked Laura Ecklin for her work on the EEO Plan and said we need to keep working on making excellent hires. In her work with Leadership Napa Valley, she was concerned to see the number of people in need in Napa County.
- Tom Andrews thanked staff and said it was a pleasure to be a board member at the college. He thanked Michael Baldini for his work as board president and wished Bruce Ketron well on his upcoming year as president.
- JoAnn Busenbark wished everyone a happy holiday and said it has been a tremendous semester. She praised the collegial working relationship between board and staff.
- Steve Reinbolt said he enjoyed the cooking school lunch and Foundation reception. He thanked Dr. McCarthy for his speech on the Measure L campaign. He reported that Kiwanis had made a donation for scholarships for a winery and technology student.
• Charles Meng said retention has to be a high priority and was pleased about the upcoming UMOJA project. He thanked Michael Baldini for his year as board president. He underscored the importance of board unity, working together to reach a decision as a board, and supporting the new board officers.
• Bruce Ketron attended the police academy graduation. He acknowledged Ms. Imrie for her generous gift to fund EMT equipment. He honored Michael Baldini for his service and invited input from board members.

11.0 **ADJOURNMENT**
Board president Michael Baldini adjourned the meeting in honor of the holiday season.