1.0 CALL TO ORDER  5:30 p.m.

2.0 RECOGNITION OF CLASSIFIED PROFESSIONALS
As part of Classified Professionals Week being celebrated at Napa Valley College during the week of April 7 – 11, the board honored NVC classified staff. In particular, new classified staff hired since the beginning of 2007 were introduced to the board by their supervisors, who highlighted their special qualifications and job performance. Dann Solomon, who has worked at the college for 20 years, was introduced by his supervisor Matt Christensen, who praised Mr. Solomon for his loyal service, his contribution to the classified union, his contributions to the community, and his family’s support of the Napa Valley College Foundation by opening of John’s Rose Garden each year.

President Bruce Ketron adjourned the public session portion of the meeting, to be reconvened at 6:30 p.m. The board met with classified staff honorees at a short reception prior to going into closed session.

3.0 CLOSED SESSION  (6:00 p.m.): 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 54957.6, CONFERENCE WITH LABOR NEGOTIATORS
Name of agency negotiators: Scott Miller, Kevin Luckey, Laura Ecklin
Name of organization representing employees: NVCFA/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
1) Construction Project Coordinator (1.0 FTE)
4.0 RETURN TO PUBLIC SESSION  (6:30 p.m.)

4.1 Members Present:  Bruce Ketron, Brenda Knight, Charles Meng, Steve Reinbolt, JoAnn Busenbark  
Members Absent:  Tom Andrews, Michael Baldini  
Staff Present:  Chris McCarthy, Sue Nelson, Dan TerAvest, Kathy Baird, Dianna Chiabotti  
Guests Present:  Students: Jose Ganuntan, Mary Guerrero, Nicholas Garcia, Jose Carillo

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

4.3 Introduction of Visitors, Guests, and New Staff

4.4 Announcement of Items from Closed Session  
President Bruce Ketron announced the unanimous approval of the Napa Valley College Faculty Association/District Labor Agreement for 2006 – 2009.  
He also announced the unanimous approval of employment for two construction project coordinators: Robert Cunningham and James Petty. These two positions are related to the bond projects and are not permanent positions.

4.5 Adoption of Current Agenda  
M/S/C (Adams/Meng) to adopt the current agenda.

4.6 Announcement of Future Meetings  (5:30 p.m. closed session, 6:30 p.m. public session)  
President Bruce Ketron announced the following upcoming meetings, with a change to the May meeting: May 15 (changed from May 8); June 12, 2008 Regular Meeting (Upper Valley Campus); July, 2008 TBA; and August 14, 2008. Steve Reinbolt stated that he would be unable to attend the May 15 meeting.

5.0 PUBLIC COMMENTS — GENERAL  
There were no public comments.

6.0 APPROVAL OF MINUTES OF MARCH 13, 2008  
M/S/C (Busenbark/Meng) to approve the minutes of March 13, 2008.

7.0 CONSENT CALENDAR  
M/S/C (Busenbark/Meng) to approve the following items on the consent calendar: 7.1 through 7.6 and 7.8 through 7.10. (Item 7.7 was pulled, as an alternative plan was put in place).

7.1 Ratification of Financial Documents for March, 2008  
7.1.1 Approval of Warrants  
General Fund $1,102,779.32  
Child Care Fund $21,643.12  
Capital Outlay Projects Fund $11,873.06  
NVC Bldg. Fund/Series B (BOND) $676,881.94

7.1.2 Approval of Total Gross Payroll $2,614,418.74
7.2 Approval of Personnel Assignments Dated Mar April 3, 2008

7.3 Proposed Change Orders – Life Science Building
The Board of Trustees ratified acceptance of McCrory Construction Company, Inc. proposed change orders numbered 111, 116, 120, and 122 as given in attached Proposed Change Order Log dated March 31, 2008. The net CREDIT for these proposed change orders is ($3,953.00).

7.4 Performing Arts Center Increment I and II (PAC)
The Board of Trustees ratified acceptance of Division of State Architect (DSA) plan check fees paid to date for this project totaling $139,450.00.

7.5 Library and Learning Resource Center (LLRC)
The Board of Trustees ratified acceptance of Division of State Architect (DSA) plan check fees paid to date for this project totaling $157,300.
The Board of Trustees ratified acceptance of California Community Colleges Chancellor’s Office plan check fees for this project totaling $92,000.00.

7.6 Approval of Agreement with Napa Valley Unified School District for Supplemental Services
The Board of Trustees approved an agreement with the Napa Valley Unified School district whereby Napa Valley College assists Napa Valley Unified School district in providing supplemental students services at selected sites. These include activities related to the Educational Talent Search Program, the Upward Bound Program and Technology Services. The term of the agreement is from September 1, 2007 through August 31, 2009. There is no cost to either party.

7.7 Approval of Agreement with the Regents of the University of California for an Environmental Leadership Pathway Program
The Board of Trustees approved an agreement with the Regents of the University of California for an Environmental Leadership Pathway Program. The NVC-MESA program will recruit participants for the ELP Program. The Program is designed to serve groups that are underrepresented in the scientific environmental fields. Students will be paid a stipend to participate in the program and will make weekly trips to UC Berkeley to participate in sponsored activities. The total grant award is $73,139. The term is from October 1, 2007 through September 30, 2008.

7.8 Approval of Agreement with Crestwood Healing Center for Health Occupations Students
The Board of Trustees approved an agreement with the Crestwood Healing Center for Health Occupations students to participate in educational caring activities for clinical experience. The agreement started March 18, 2008 and continues until terminated. There are no costs.

7.9 Approval of Agreement with Laurel Creek Health Center
The Board of Trustees approved an agreement with Laurel Creek Health Center at Paradise Valley Estates for health occupations students to participate in educational learning activities for clinical experience. The agreement starts April 1, 2008 and continues until terminated. There are no costs.

7.10 Agreement with Migrant Education Regional II/Area I for Providing Internships
The Board of Trustees approved an agreement with Migrant Education Region II/Area I for the purpose of providing internships to eligible students in the Human Services Program. The agreement starts on April 10, 2008 and continues until terminated. There are no costs.

8.0 CONSTITUENT GROUP REPORTS

- Academic Senate Report
  Faculty is busy with hiring seven new instructors for Fall. The Academic Senate approved a sexual harassment policy.
- Faculty Association Report
  Diane Van Deusen thanked the board for approving the faculty contract.
- Classified Association Report
- Classified Senate Report
- Kathy Baird attended the meeting on behalf of the classified staff. She reported that Jan Schardt was attending a staff development conference. She thanked the board for honoring classified staff at this evening’s meeting and also for the retroactive pay. She recognized the work of Human Resources and Payroll in completing this large effort. She reported on the brown bag lunch hosted by classified staff.
- Associated Student Body Report
  Jose Carillo of MESA reported on Earth Day Celebration scheduled for April 19 and a MESA project demonstrating fluorescent light bulb use.

9.0 INFORMATION ITEMS

9.1 Update on Sonoma State University Liberal Studies on the Napa Valley College Campus
Sandra Harrison Feldman, coordinator of the Sonoma State University Liberal Studies Program that is held on the Napa Valley College campus, provided an update on the Sonoma State University Liberal Studies Program held in the evening on the Napa Valley College Campus. She said she was pleased by the quality of the Napa Valley College students and thanked Dr. McCarthy and the board for their support.

9.2 Report from Exchange Student from Launceston, Tasmania, Australia
Vanessa Vanderpols, exchange student from Launceston, Tasmania, Australia reported on her experience this semester at Napa Valley College. She is studying nutrition and athletic training and expressed great satisfaction with her studies at Napa Valley College.

10.0 ACTION ITEMS
10.1 **Acceptance of Fiscal Year 2006 – 2007 Single Year Audit Report**
Bryce Gibbs, representative of Mason and Isom Accountancy Corporation, the District’s current auditors, was present to answer questions about the fiscal year 2006 – 2007 single year audit. The board’s Audit Committee met with the auditors during March and reviewed the entire report. He said his firm issued an unqualified auditor’s report regarding the District’s financial statements, an unqualified report regarding compliance for federal awards, and a qualified report for compliance for state awards. (The reportable condition involved course repeatability, and a new computer system will allow the college to strictly enforce the regulation.) Mr. Gibbs suggested establishing the future practice of meeting with the District Audit Committee prior to the audit to identify areas of concern.

M/S/C (Busenbark/Reinbolt) to accept the Fiscal Year 2006 – 2007 Single Year Audit Report.

10.2 **Approval of Division Chair Election, Counseling Division**
The Counseling Division held an election for an interim division chair. Sue Nelson reported that Margo Kennedy had been elected as interim division chair, Counseling Division.

M/S/C (Adams/Meng) to approve Margo Kennedy the new division chair, Counseling Division.

10.3 **Approval of CCCT Election**
The election of members of the CCCT Board of the Community College League will take place between March 10 and April 25. There are ten two-year vacancies on the board. Each member community college district has one vote for each of the ten vacancies on the CCCT board. Charles Meng, currently a member of the CCCT board, provided his recommendation for the ten open positions, and the board accepted his recommendations. Napa Valley College’s ballot will be submitted to the Community College League, based on recommendations from Charles Meng.

**Recommendation:** M/S/C (Busenbark/Knight) to approve the slate of candidates for the CCCT election, as recommended.

10.4 **Approval of Revision of Board Policy D1130, Equal Employment and Educational Opportunities and Unlawful Discrimination**
Based on an advisory from the California Community College Chancellor’s Office, revisions to Board Policy D1130, Equal Employment and Educational Opportunities and Unlawful Discrimination, are being recommended. The proposed revisions have been reviewed by the constituent groups who have approved all of the recommended changes. Legal counsel has also reviewed the revisions.

**Recommendation:** M/S/C (Busenbark/Knight) to adopt and approve the recommended revisions to Board Policy D1130.

10.5 **Acceptance of Proposal from Kurt Hirtzer Inspection Services**
Kurt Hirtzer Inspection Services of Healdsburg, CA submitted a proposal to provide the professional service of certified Inspector of Record for the new Instructional Center for the Performing Arts building project and the Transit Mall Parking Lot B project.

**Recommendation:** It is recommended that the Board of Trustees authorize acceptance of the proposal from Kurt Hirtzer Inspection Services for $472,500.00.

10.6 **Acceptance of Proposal from Signet Testing Labs**
Signet Testing Lab of Cotati, CA submitted a proposal to provide materials and testing construction inspection services for the Instructional Center for the Performing Arts building project in response to a Request for Proposal advertised by the District.

M/S/C (Busenbark/Meng) to authorize acceptance of the proposal from Signet Testing Labs for $199,336.00.

10.7 **Proposed Change Orders – Performing Arts Center Increment I – North Site Development**
It is recommended that the Board of Trustees ratify acceptance of O. J. Jones & Sons, Inc. proposed change order number 34, 35, 40 and 41, as given in attached Change Order Log dated March 31, 2008. The net increase for this change order is $188,760.27 (project interface coordination: $94,692.79, soft subgrades: $87,834.88). Dan TerAvest explained (and distributed an explanatory sheet) that Change Order 34 included additional work to pave parking area over old Diemer Drive prior to the start of the semester. PCO 30 was for a credit of $125,150 to delete lime treating of subsoils on Magnolia Drive and Diemer Drive. Based on this credit, though the board is approving change order 35 for $87,834.88, there is a net savings of $37,315.

M/S/C (Busenbark/Meng) to approve proposed change orders for the Performing Arts Center Increment I – North Site Development.

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

11.1 **Superintendent/President’s Report**
Dr. McCarthy congratulated the Fine and Performing Arts staff for a fine production of *La Cage Aux Folles*. He announced the two All-California Team Awards to Amy Breashears and Katelyn McLeod; a marketing strategist visit on April 15; two accreditations visits to Hartnell and Mira Costa Colleges; the Annual High School Breakfast; Annual Trustee Conference; Jessamyn West Awards on May 15; McPherson Distinguished Teaching Award on May 16; American Canyon High School groundbreaking on May 13. He reminded the board that the NVC Cooking School luncheon for the board is scheduled for May 9.

11.2 **Staff Reports**
Dean, Human Resources
- Laura Ecklin reported on faculty hiring, policy updates, and workshops on long-term care.

Vice President, Instruction
• Sue Nelson reported on the possibility of a Hewlitt Foundation Grant for best practices in basic skills.

11.3 Reports from Board Members
• Charles Meng congratulated the college on the good audit. He reported on CCCT activities.
• Steve Reinbolt said that his son Keith would attend Napa Valley College. He announced that Napa High School Choir earned four gold medals in Hawaii. He praised Career Day.
• JoAnn Busenbark attended an opening reception at the Menlo Art Gallery and will attend a CCCT conference.
• Chris Adams reported on a new student fax in the ASB Office; Phi Theta Kappa and ASB elections; Women’s History Month, PTK conference and awards; changing contract and bylaws; Relay for Life Team. Chris Hagerman was elected regional president of Phi Theta Kappa for California/Nevada, representing 80 chapters.
• Bruce Ketron reviewed what would be discussed at a future board retreat, including a review of bond projects and a process/approach for examining the possibilities of developing the corner property at Soscol and Imola. Options for tour dates during the month of May would be distributed to board members.

12.0 FUTURE AGENDA ITEMS

(President Bruce Ketron explained that these items will not be addressed at this meeting; they are noted here for a future agenda.)

12.1 Campus Police Update
Brenda Knight brought to the board’s attention that the board would like an update on the change in police firearms training and protection. The board will schedule this with input on the suggested time and information desired.

12.2 Update on Mitigation Efforts for Softball and Baseball Fields
Steve Reinbolt brought to the board’s attention its prior interest in results of the mitigation efforts to address problems with the fields in wet weather. The board will schedule this with input on the suggested time and information desired.

12.3 Update on the Criminal Justice Training Program
Michael Baldini and Bruce Ketron have expressed interest in hearing from Greg Miraglia about the Criminal Justice Training Program. The board will schedule this with input on the suggested time and information desired.

13.0 ADJOURNMENT
President Bruce Ketron adjourned the meeting in honor and recognition of Napa Valley College classified professionals.