CALL TO ORDER  5:30 p.m.
Bruce Ketron called the meeting to order at 5:30 p.m.

END-OF-YEAR RECOGNITION  5:30 p.m.

2.1 Phi Theta Kappa Awards for 2007 – 2008
Cathy Gillis, advisor to Phi Theta Kappa, reported that Napa Valley College’s Beta Beta Sigma Chapter of Phi Theta Kappa earned many honors this year: named in the Top 100 of all chapters (out of 1500). She introduced Katelyn McCuld and Amy Breshears who were named to the All-California Academic Team. PTK Co-Chair Andrea Bewick noted that Christopher Hagerman was appointed Regional President, presiding over approximately 80 chapters in our region, the highest office anyone in the Beta Beta Sigma chapter has achieved. She said that Napa Juvenile Hall recognized the chapter with a certificate of appreciation. The board congratulated the Phi Theta Kappa honorees and thanked them for the distinction they have brought to Napa Valley College.

2.2 Napa Valley College Women’s Volleyball Team Honored
Kelly Van Winden, coach of the Napa Valley College Women’s Volleyball Team, said that the team had a perfect record in the Bay Valley Conference this year, winning the Bay Valley Conference Championship. She introduced her team whose success was remarkable, as they only had seven members on the team. Athletic Director Kevin Lucky praised Kelly Van Winden as a superb veteran coach. She thanked the board for its support of the athletic program.

2.3 Napa Valley College Women’s Softball Team
Ron Smith, assistant to the Napa Valley College Women’s Softball team introduced the woman, as Coach Michelle Hobbs was an athletic meeting in Southern California. The team earned second place in the Bay Valley Conference race. They finished one game behind Solano College. Athletic Director Kevin Lucky praised the team and thanked the board for its support. JoAnn Busenbark said she had watched this team play during the season and was
very impressed. She said she appreciated that this recognition event included athletics and scholarship.

2.4 **Welcome to New Tenured Faculty**

Three Napa Valley College faculty, having completed their probationary period, are advancing to tenured status. Sandra Buckley, Thomas Dana, and Tom Smeltzer. Sue Nelson introduced each faculty member and made brief comments on their outstanding qualities. Sandra Buckley, Thomas Dana, and Tom Smeltzer each said how much they appreciated being part of the college community. The board congratulated all three on their advancement to tenured status.

2.5 **Resolution in Honor of Outgoing Student Trustee Christopher Adams**

Dr. McCarthy read the resolution honoring outgoing student trustee Christopher Adams. Board members congratulated him on his service, noting that they would continue to work with him in his new role of ASB president.

2.6 **2007 – 2008 McPherson Distinguished Teaching Awards**

Sue Nelson, Vice President, Instruction introduced the two McPherson Award winners, Sable Howard-Hughes and Ann Gross. This award was established by founding college president Harry McPherson to recognize excellence in teaching. She spoke of their long and dedicated service and the lasting contributions they have made to the college. The board congratulated them on this important honor and thanked them for their dedication to Napa Valley College and its students.

3.0 **CLOSED SESSION** (6:00 p.m.): Bruce Ketron adjourned the meeting to 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, Approval Ratification of Full-Time Employment

1) Secretary II, Business & Computer Studies/Social Science Divisions (1.0 FTE)
2) Secretary II, Community Relations (1.0 FTE)
3) Bookstore Cashier (1.0 FTE)
4) Two Custodians I/II (1.0 FTE)
5) Secretary II, Transfer Center (.5 FTE)
6) Secretary II, Criminal Justice Training Center (1.0 FTE)
With respect to every item of business to be discussed in closed session pursuant to Section 54957,
PUBLIC EMPLOYMENT, Approval/Ratification of Full-time Employment
1) Human Resources Assistant (1.0 FTE) (Confidential Position)
With respect to every item of business to be discussed in closed session pursuant to Section 54957,
PUBLIC EMPLOYMENT, Approval/Ratification of Full-Time Employment
1) Art Instructor (tenure-track)
2) Business Instructor (tenure-track)
3) Counselor/Instructionor (tenure-track)
With respect to every item of business to be discussed in closed session pursuant to Section 54957,
PUBLIC EMPLOYMENT, Approval/Ratification of Full-Time Employment
Academic Administrative Position
1) MESA Program Director
2) Instructional Skills Coordinator
3) Interim Basic Law Enforcement Academy Coordinator
Grant-funded, Academic Administrative Position
1) Workability III Program Director
2) Director, Talent Search
3) Director, Upward Bound (80% FTE)
Temporary, Grant-Funded Classified Administrative Position
1) Regional Simulation Lab Coordinator
Temporary, Grant-Funded Faculty Position
1) Health Occupations Career Counselor/Instructionor
Grant-Funded Classified Administrative Position
1) Project Coordinator, Nursing Expansion and Innovation Project
2) Director, Small Business Development Center

With respect to every item of business to be discussed in closed session pursuant to Section 54957,
PUBLIC EMPLOYMENT
Reduction in Workload Under Education Code Sections 87483 & 22713

4.0 RETURN TO PUBLIC SESSION (6:45 p.m.)
Board president Bruce Ketron reconvened the meeting at 7:10. He apologized for the late return to
closed session discussions.

4.1 Members Present: Bruce Ketron, JoAnn Busenbark, Michael Baldini, Tom Andrews, Charles
Meng, Brenda Knight.
Members Absent: Steve Reinbolt
Staff Present: Dr. Chris McCarthy, Sue Nelson, Scott Miller, Oscar DeHaro, Dan TerAvest,
Andrea Bewick, Cathy Gillis, Kevin Luckey, Kelly Van Winden, Ron Smith,
Judie Walter-Burke, Robyn Wornall, Mary Shea, Walt Unti, Erik Shearer
Guests Present: Amy Breshears, Katelyn McCleod, Chris Adams

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

4.3 Introduction of Visitors, Guests, and New Staff
4.4 Swearing-in of New Student Trustee
Dr. McCarthy administered the oath of office to Chris Hagerman, new student trustee.

4.5 Announcement of Items from Closed Session
President Bruce Ketron announced the approval of staffing considered in closed session. He said the board unanimously reaffirmed its commitment to the interest-based bargaining process.

4.6 Adoption of Current Agenda
M/S/C (Busenbark/Baldini) to adopt the agenda, with 11.11 to be considered after 6.0.

4.7 Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session)
June 12, 2008 Regular Meeting (Upper Valley Campus)
Bruce Ketron noted that this meeting would take place at the Upper Valley Campus in St. Helena. He noted that the board has previously met in American Canyon, and Trustee Knight stated her support of a future meeting being held in American Canyon.
July 17, 2008 Special Meeting
August 14, 2008

5.0 PUBLIC COMMENTS — GENERAL
Students Katelyn McCleod and Amy Breshears praised their experiences at Napa Valley College and thanked everyone for their personal support. Bruce Ketron asked that Katelyn McCleod and Amy Breshears both keep the college informed of their academic progress, and both students said they would.

6.0 APPROVAL OF MINUTES OF APRIL 10, 2008
6.11 M/S/C (Busenbark/Baldini) to approve the Minutes of April 10, 2008.

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

7.1 Ratification of Financial Documents for April, 2008
7.1.1 Approval of Warrants
General Fund $1,550,135.79
Child Care Fund $3,850.28
Capital Outlay Projects Fund $1,021.03
NVC Bldg. Fund/Series B (BOND) $797,083.64

7.1.2 Approval of Total Gross Payroll $2,431,857.14

7.2 Approval of Personnel Assignments Dated May 8, 2008

7.3 Proposed Change Orders – Life Science Building
The Board of Trustees ratified acceptance of McCrary Construction proposed change orders numbered 71A, 87, 111A and 121 as given in attached Proposed Change Order Log dated May 2, 2008. The net increase for these proposed change orders is $3,236.00.

7.4 Performing Arts Center Increment I - North Site Development
The Board of Trustees ratified acceptance of O.C. Jones & Sons, Inc. proposed change order number 39 as given in attached Proposed Change Order Log dated May 2, 2008. The net increase for this proposed change order is $519.35.

7.5 Approval of Agreement with Foundation for California Community Colleges for the Independent Living Program
The Board of Trustees approved an agreement with the Foundation for California Community Colleges for the California State Department of Social Services, Independent Living Program. This is a renewal of a long-standing program. The term of the agreement is from July 1, 2007 to June 30, 2008. The total revenue to the District shall not exceed $3,350.

7.6 Approval of Agreement with the Migrant Child Education Program (Region II) for Educational Programs
The Board of Trustees approved an agreement with the 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 18, 2008 through July 30, 2008. The college shall pay to the contractor a sum not to exceed $20,000.

7.7 Approval of Agreement with the Products Services & Industries to Provide Vocational Education Programs
The board approved an agreement which is a renewal of an existing program. The term of the agreement is from July 1, 2008 through June 30, 2009. The college will pay $1.60 per student hour up to a total of $264,000.

7.8 Approval of Agreement with Napa Valley Support Services to Provide Vocational Education Programs
The Board of Trustees approved 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, 2008 to June 30, 2009. The college will pay $1.85 per student hour up to a total of $300,250.

7.9 Approval of Agreement with Commission on Peace Officer Standards and Training (P.O.S.T) to for the Delivery and Management of the Basic and Intermediate Levels of the Instructor Development Institute
The Board of Trustees approved an agreement with the commission on Peace Officer Standards and Training. It is a renewal of an existing grant. The contract period will be from July 1, 2008 to June 30, 2009. The total amount of funds available for the District is $650,000.

7.10 Agreement with the HOPE Resource Center for Student Health Occupations Experience
The Board of Trustees approve an agreement with the Hope Resource Center regarding the college’s health occupations students participating in educational learning activities that include health care delivery and health promotion opportunities at the clinical agency. The agreement shall commence on May 1, 2008 and shall remain in effect until terminated by either party. There are no financial resources associated with this agreement.
7.11 Agreement with the Agencies Listed for Student Health Occupations, including Paramedic Experience

The Board of Trustees approved agreements with the listed agencies regarding the health occupations students, including paramedics participating in educational learning activities that include health care delivery and health promotion opportunities at the various agencies. The agencies are: Marin County Fire Department; Vacaville Fire Department; City of Napa Fire Administration; Piner’s Napa Ambulance; Novato Fire Protection District. The agreement shall commence on May 1, 2008 and shall remain in effect until terminated by either party. There are no financial resources associated with this agreement.

7.12 Agreement with American United Life (AUL) for Providing a FICA Alternative Retirement Plan

The Board of Trustees approved an agreement with American United Life for the provision of a FICA alternative retirement plan for those temporary employee who desire to participate. The current carrier, IMG, is leaving the FICA alternative market place. The agreement with American United Life will include the provision of an alternative plan and the transfer of all funds currently held by IMG to AUL. The agreement will commence on June 1, 2008 and will continue until cancelled by either party.

8.0 CONSTITUENT GROUP REPORTS

- Academic Senate Report
  Dianna Chiabotti said she has been elected to the State Academic Senate. She said faculty is busy with end-of-year planning. The Senate is working on Tenured Faculty Evaluations and is also reviewing the Technology Plan.

- Faculty Association Report
  Diane Van Deusen reported on the yearly board elections, the donation to the end of year party, and four scholarships donated by faculty.

- Classified Report
  Kathy Baird reported on an upcoming classified retreat at which faculty will be conducting some of the workshops. It is funded by the classified union and senate at the Upper Valley Campus. She said the classified staff appreciates the release time to participate in the retreat. Jan Schardt has been selected to go to the SEIU convention in Puerto Rico.

- Associated Student Body Report
  Chris Adams, new student body president reported on the Night of Dance, the last ASB meeting of the year, and the completion of student body elections. Students have made recommendations to the Technology Plan. Chris Hagerman said there were 22 active clubs on campus, and the end-of-the-year party was very successful. Amy Breshears reported on Phi Theta Kappa’s visit to Juvenile Hall’s incarcerated youth as part of outreach. She said they will bring the legacy project to the next board meeting. She reported on: filling of all Phi Theta Kappa positions; Project Graduation; Napa Food Bank; Tour de Cure; and the Induction Ceremony. Chris Hagerman reported on student participation on hiring committees and Relay for Life.

9.0 FINANCIAL REPORTS
9.1 Quarterly Financial Status of Income and Expenditures for the Period Ending 3/31/08
9.2 Quarterly Financial Statement Report (CCFS 3311Q)
Scott Miller reviewed the two reports, saying that there are statewide challenges. However, current projections suggest we will exceed 6,000 FTES for the year, the highest that this District has ever attained. He complimented Dianna Chiabotti for her work with the Child Development Program budget. He said Series A of the bond has been expended, and Series B will be expended the next fiscal year.

10.0 INFORMATION ITEMS

10.1 Accreditation Self-Study
Napa Valley College is accredited by the Accrediting Commission for Community and Junior College, part of the Western Association of Schools and Colleges. NVC is beginning the process of conducting a rigorous self study during which the college appraises itself in terms of the Commission Standards. The Comprehensive Self Study is required every six years and is to be completed prior to the peer review team visit, tentatively scheduled in October, 2009. Self study co-chairs May Shea and Judie Walter-Burke presented an overview of the process. Ten writing teams will be assembled. President’s Council will function as the steering committee. The board expressed its interest in being involved in the process and in being familiar with the self-study. The board will review Standard Four in the Fall. Brenda Knight, Charles Meng, and Chris Hagerman will be a subcommittee of the board regarding accreditation.

10.2 2007 Program Evaluation and Planning (PEP) Update
Judie Walter-Burke explained that during 2007, a total of 14 instructional programs, student services, and administrative departments completed the Program Evaluation and Planning process. She emphasized the link between planning and budgeting has been strengthened, and the ongoing process has been very effective. The PEP reports have also proved very useful, and staff use the data for assessment purposes to change and improve their programs. The PEP verification teams presented their reports at a college forum in February. Copies of the complete reports, summaries, and planning documents are available in the Office of Research, Planning, and Development.

10.3 Accountability Reporting for Community Colleges (ARCC)
Dr. Robyn Wornall explained that ARCC is the new accountability program 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. Dr. Robyn Wornall described the ARCC measures and discussed NVC’s data from 2006 – 2007. The board expressed great interest in the measures and the report in which Napa Valley College is compared with other similar colleges on various measures.

11.0 ACTION ITEMS

11.1 Adoption of 2008 – 2009 Preliminary Budget
Scott Miller, Vice President, Business and Finance, explained that the preliminary budget is based on the January version of the Governor’s Budget, which included a guaranteed base, no COLA, and no growth. He further explained that the budget process was changed in January so that it is no longer a rollover budget. Departments were asked to work with a 90% level of funding, and noted that many people said they learned more about their budgets through this process than they had previously understood. He said the new process is more integrated with the program evaluation process.

He introduced Walt Unti who is now co-chair of the Budget Committee, replacing David Angelovich. Walt Unti praised Scott for making this significant change in moving away from a rollover budget. He said it could free up some money for other programs.

He reviewed the May Revision of the Governor’s Budget, noting that there would be no increase in the enrollment fee. It also restores the current year’s deficit, so the budget is favorable to the community colleges. The preliminary budget includes a strong reserve.

M/S/C (Busenbark/Andrews) to approve the 2008 – 2009 Napa Valley College Preliminary Budget as recommended by the college president and the Budget Committee.

11.2 Approval of Resolution to Authorize Submission of Final Project Proposal to Modernize Building 600 – Gymnasium
Last year, the District submitted an Initial Project Proposal (IPP) to the Chancellor’s Office for modernizing the lower floor of Building 600 – Gymnasium. The project has been selected by the State to advance to the next phase of the application process, the Final Project Proposal (FPP). The potential state funds available for this project are approximately $3.4 million. The Final Project Proposal, due on July 1, 2008, requires a resolution authorizing the application.

M/S/C (Busenbark/Baldini) to adopt the resolution and authorize submission of a Final Plan Proposal for Building 600 (old 1100) Modernization.

11.3 Approval of Resolution to Authorize Submission of Final Project Proposal to Modernize Building 1400 – Mallacomes Hall
Last year, the District submitted and Initial Project Proposal (IPP) to the Chancellor’s Office for modernizing Building 1400 – Mallacomes Hall, which currently houses Business & Computing Studies. The project has been selected by the State to advance to the next phase of the application process, the Final Project Proposal (FPP). The potential State funds available for this project are approximately $1.6 million. The Final Project Proposal, due on July 1, 2008, requires a resolution authorizing the application.

M/S/C (Busenbark/Hagerman) to adopt the resolution and authorize submission of a Final Plan Proposal for Building 1400 (old 800) Modernization.

11.4 Five-Year Capital Outlay Construction Plan
The Chancellor’s Office requires an annual review of the Five Year Capital Outlay Construction Plan by the trustees. Enclosed is the District’s Order of Priority, based on the
Bond Implementation Plan and evolving Master Construction Schedule. Approval of the plan does not constitute a commitment to spend or a constraint on project development.

M/S/C (Busenbark/Baldini) to approve the Five-Year Capital Outlay Construction Plan as submitted.

11.5 **Notice of Completion and Project Acceptance – Wine Storage**

The project to construct a wine storage warehouse is complete. A Notice of Completion was filed with the County Recorder on April 4, 2008.

M/S/C (Busenbark/Hagerman) to ratify the Notice of Completion for the Wine Storage Project and accept the project as complete.

11.6 **Notice of Completion and Project Acceptance – North Campus Site Improvement**

M/S/C (Busenbark/Hagerman) to approve

M/S/C (Busenbark/Hagerman) to ratify the Notice of Completion for the North Campus Site Improvement project and accept the project as complete.

11.7 **Five Year Capital Outlay Construction Plan**

The Chancellor’s Office requires an annual review of the Five Year Capital Outlay Construction Plan by trustees. Enclosed is the District’s Order of Priority, based on the Bond Implementation Plan and evolving Master Construction Schedule. Approval of the plan does not constitute a commitment to spend or a constraint on project development.

**Recommendation:** It is recommended that the Board of Trustees approve the Five-Year Capital Outlay Construction Plan as submitted.

11.8 **Library & Learning Resource Center Bid Award**

Dan TerAvest said that bids were opened on this project, to build a new two-story, 46,000 assignable square foot Library and Learning Resource Center, on May 6, 2008. It is a shared project with the State Chancellor’s Office, and approximately $3 to $4 million has been taken off the original $16 million from the State contribution. Dan TerAvest introduced John Bangstrom from Edge Development of Temecula and Dave Herson, field supervisor. He said two of the major sub-contractors are local. The building, when complete, will house the Library and other departments such as Teaching Learning Center, Diagnostic Learning Services, Testing & Tutoring Center, Learning Skills & Testing Center, Distance Learning, and Media Services.

Bruce Ketron asked if it would be possible to lessen the staging area for the project in order to reduce the negative impact on student parking.

M/S/C (Busenbark/Knight) to award the Library and Learning Resource Center Project to the lowest responsive bidder as presented, contingent upon the authorization from the Chancellor’s Office.

11.9 **Authorization to Advertise for Academic Positions**

This is a request for authorization to advertise the following positions for employment
beginning in Fall, 2008.
1) Mathematics Instructor – two positions (One-year leave replacements)
2) Hospitality Instructor (One-Year Leave Replacement)
3) Vice President, Business and Finance (Classified Administrator)
The authorization allows the Office of Human Resources to finalize the job announcements and begin advertising the position.

M/S/C (Busenbark/Baldini) to authorize the advertising of the following positions: mathematics instructor (two positions, one-year leave replacement); hospitality instructor (one-year leave replacement); vice president, Business and Finance.

11.10 Approval of Procedure for Introduction of Guests at Napa Valley College Board Meetings (from addendum)
Bruce Ketron stated that members of the public are encouraged to attend board meetings and also encouraged to offer comments. The public may attend without signing in or providing any further information about themselves, unless they choose to do so. The board agreed to not changing the procedure for public attendance at board meetings.

11.11 Approval of Credit Curriculum Approval for Spring, 2008.
The board thanked Erik Shearer for his excellent work on the curriculum. M/S/C (Busenbark/Baldini) to approve the curriculum changes for Spring, 2008.

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

12.1 Superintendent/President’s Report
Dr. McCarthy addressed a regional meeting regarding Foster Youth. He thanked Betty Malmgren for her efforts for Earth Day, praised the Cooking School luncheons, and said the Matriculation Site Visit went well. He congratulated Charles for his election to the CCCT board and praised his service and leadership. He attended the press conference in Sacramento at which California community colleges received a large grant from the Bernard Osher Foundation. He thanked Bruce Ketron for attending the American Canyon High School groundbreaking and Earth Day. He said the Grand Jury Report was very positive, and the college would address the recommendations made by the grand jurors.

12.2 Staff Reports
Vice President, Business and Finance
Scott Miller said the new budget process allowed more information to be included in the budget sooner than it previously had been. Division chairs will soon be able to get current information on their budgets. He said he appreciated everyone’s support.

Vice President, Student Services
Oscar DeHaro announced the May 22 Scholarship Ceremony and the May 30th Commencement Ceremony. He thanked everyone for a good year.

Vice President, Instruction
Sue Nelson reported on the MESA awards and Puente Event. Christina Rivera received the club Advisor of the Year Award. She thanked everyone for a great instructional year and
acknowledged faculty for all their efforts.

12.3 **Reports from Board Members**
- Brenda Knight congratulated Dr. McCarthy for his appointment to the Council of Higher Education Accreditation. She attended the American Canyon groundbreaking and will complete Leadership Napa Valley soon. She congratulated Charles Meng on his re-election to CCCT.
- Charles Meng praised the board luncheon. He attended an accreditation at Peralta CCD and will attend the League Conference in Palm Springs.
- Tom Andrews asked about the status of the bicycle path to the campus. He praised the work of Oscar DeHaro on outreach efforts.
- Michael Baldini congratulated Brenda Knight in her appointment to the African American Vintner’s Association. He suggested a horticulture program at the college.
- Chris Hagerman said he was honored that students elected him and excited about working with Brenda Knight and Charles Meng on accreditation.
- JoAnn Busenbark attended the art opening and the League conference. She distributed a flyer she received at the conference on developing college property.
- Bruce Ketron asked that the board be updated at a future meeting on the subject of the impact of our solar field and the savings the college has made.

13.0 **FUTURE AGENDA ITEMS**

13.1 **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.

13.2 **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.

13.3 **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.

14.0 **ADJOURNMENT**
President Bruce Ketron adjourned the meeting in recognition of the historic $70 million funding program from the Bernard Osher Foundation to support student scholarships.