1.0 CALL TO ORDER 5:30 p.m.
Board president Charles Meng called the meeting to order at 5:30 p.m.

2.0 CLOSED SESSION (5:30 p.m.): As there were no public 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, PUBLIC EMPLOYMENT, Approval/Ratification of Full-Time Employment
  1) Child Care Food Program Assistant (1.0 FTE)

*With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT, Consideration of Acceptance of Resignation of Academic Employee

*With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT, Consideration of Intent to Suspend Classified Employee

*With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT, Consideration of Non-Renewal of Contract for Academic and Classified Administrators

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: Kevin Luckey, Laura Ecklin, Faye Smyle
Name of organization representing employees: NVCFA/CTA/NEA
Name of agency negotiators: Laura Ecklin, Judie Walter-Burke
Name of organization representing employees: NVC-ACP/SEIU
Name of agency representatives: Armond Phillips
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: Faculty Members (Annual Evaluation)

3.0 RETURN TO PUBLIC SESSION

3.1 Members Present: Charles Meng, Michael Baldini, Brenda Knight, JoAnn Busenbark, Bruce Ketron, Steve Reinbolt, Robert Holst
Members Absent: Tom Andrews
Staff Present: Armond Phillips, Sue Nelson, John Nahlen, Oscar DeHaro, Diane Van Deusen, Shawna Bynum, Dan TerAvest, Judie Walter-Burke, Sonia Wright, Kathy Baird
Guests Present: Kathryn Lehner, Superintendent/President, Mendocino College; Natalie Hoffman, Napa Valley Register; Stephanie Arguello, President, Associated Students of Napa Valley College

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

3.3 Introduction of Visitors, Guests, and New Staff
Guests noted above (3.1) were introduced.

3.4 Announcement of Items from Closed Session
Board president Charles Meng announced the following:
   a) Approval/Ratification of Full-Time Employment for Massimiliano Fantucci, Child Care Food Program Assistant (1.0 FTE)
   b) Non-renewal of contract for Associate Dean, Admissions and Records

3.5 Adoption of Current Agenda
M/S/C (Busenbark/Holst) to adopt the current agenda

3.6 Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session)
Board president Charles Meng announced the following upcoming meetings:
March 11, 2010 Regular Meeting; April 8, 2010 Regular Meeting; May 13, 2010 Regular Meeting

4.0 PUBLIC COMMENTS — GENERAL
Dan TerAvest, Director of Campus Planning and Construction, gave a quick report on the exterior of the Performing Arts Center, noting that some individuals have voiced concern over the irregularity of the surface. He said the recommendation of the architects had previously been sandblasting, but currently the recommendation is for sacking. However, the District is in contract to seal the building, and that process precludes the sacking option. This item will be discussed at Core Group next Tuesday and the decision will be made by Core Group at the Tuesday meeting.

5.0 APPROVAL OF MINUTES OF JANUARY 14, 2010
See backup page 1 – 10.

6.0 CONSENT CALENDAR
M/S/C (Busenbark/Baldini) to approve the following items on the consent calendar, with the exception of agenda item 6.13, which was pulled for discussion by Bruce Ketron. See discussion and action on this item below.

6.1 Ratification of Financial Documents

   6.1.1 Approval of Warrants for January, 2010
   General Fund $1,442,182.53
   Child Care Fund $3,299.54
   Capital Outlay Projects Fund
   NVC Bldg. Fund/Series B (BOND)
NVC Bldg. Fund/Series C (BOND) $2,982,250.59

6.1.2 Approval of Total Gross Payroll for January, 2010 $1,918,909.95

6.2 Approval of Personnel Document of February 4, 2010

6.3 Approval of 2010 – 2011 Contract/Regular Faculty Salary Step and Status Document
   This is an annual, routine approval of the status document that lists each academic employee by contract, salary step, and anniversary date. The board approved this document.

6.4 Approval of Agreement with Sutter Medical Foundation, Sutter Health Sacramento Sierra Region (SHSSR)
   The Board of Trustees approved an agreement with Sutter Medical Foundation, Sutter Health Sacramento Sierra Region (SHSSR) for the purpose of providing health occupations students the required clinical and/or non-clinical experience at their facility/facilities. The term of this agreement is from January 1, 2010 through December 31, 2012 or until terminated by either party. There are no financial obligations for either party.

6.5 Approval of Agreement with the California Department of Education for Child Development Services
   The Board of Trustees approved an agreement with the California Department of Education for child development services. The term of this agreement is from July 1, 2009 through June 30, 2010. The total amount of potential payment to the college is $1,374.

6.6 Approval of Career Technical Education Community College Collaborative Project Grant from the State Chancellor’s Office, California Community Colleges
   The Board of Trustees approved a Career Technical Education Community College Collaborative Project Grant from the State Chancellor’s Office, California Community Colleges. The grant is for green technologies. The funds will be used in existing programs such as science, engineering, and energy. We will be the fiscal agent for this grant and will be partnering with the College of Main, Santa Rosa Junior College, and the Sonoma County Office of Education. The term of the grant is from February 1, 2010 through February 28, 2012. This will overlap with the current Green CTE Grant that is scheduled to the end of June 30, 2010. The total amount of grant funds is $310,000.

6.7 Approval of an Agreement with the Berkeley Fire Department for Paramedic Student Field Internship
   The Board of Trustees approved an agreement with the Berkeley Fire Department for field internships for paramedic students. The agreement is from February 1, 2010 until terminated by either party. There is no cost to the District.

6.8 Proposed Change Orders for the Library and Learning Resource Center
   The Board of Trustees ratified acceptance of Edge Development, Inc. proposed change orders numbered 109R1, 138, 159R1, 160R1, 162, 164, 177, 178, 187, 192, 198, and 199 as given in the attached Proposed Change Order Log dated January 29, 2010. The net INCREASE for these proposed change orders is $57,169.00.
6.9 Proposed Change Orders – the Performing Arts Center
The Board of Trustees ratified acceptance of Broward Builders, Inc. proposed change orders numbered 42, 49R, 75, 77, 82 and 86 as given in attached Proposed Change Order Log dated January 29, 2010. The net INCREASE for these proposed change orders is $15,846.91.

6.10 Proposed Change Orders – North Gym
The Board of Trustees ratified acceptance of Broward Builders, Inc. proposed change orders 34, 38, 39R, 40, 41, and 42 as given in the attached Proposed Change Order Log dated January 29, 2010. The net INCREASE for these proposed change orders is $16,532.49.

6.11 Proposed Change Orders – Mechanical Equipment Enclosures Replacement
The Board of Trustees ratified acceptance of Bell Products, Inc. proposed change orders 1, 2, and 3 as given in the attached Proposed Change Order Log dated January 29, 2010. The net DECREASE for these proposed change orders is ($3,742.00).

6.12 Proposed Change Orders – Building 600 Team Rooms Remodel
The Board of Trustees ratified acceptance of Kel-Tech Builders, Inc. proposed change orders 1 and 2 as given in the attached Proposed Change Order Log dated January 29, 2010. The net DECREASE for these proposed change orders is ($938.79).

6.13 TLCD Architecture Building 1500 Remodel – DD Phase
Trustee Bruce Ketron questioned the timing of moving forward with the remodel of Building 1500 to house administrative functions of the college. He suggested postponing this decision until the new superintendent/president has been selected. This would give the new superintendent/president the opportunity to reorganize staffing, which could then affect the remodeling plans. Dan TerAvest said it would be difficult to postpone beginning the design phase, noting that we are beginning to phase out bond personnel and the Oversight Committee. JoAnn Busenbark supported the project moving forward, and Armond Phillips noted that the plans have been in place for a number of years. Brenda Knight stressed the importance of providing adequate facilities for student services.

The contract includes design services from Programming to Design Development. The guaranteed maximum price for these services is $90,612.00, including reimbursable expenses.

M/S/C (Knight/Busenbark) to approve the TLCD Architecture Building 1500 Remodel – DD Phase. (Ketron opposed).

7.0 CONSTITUENT GROUP REPORTS

- Academic Senate Report
  Shawna Bynum reported the Academic Senate is working on policies for faculty hiring, faculty ethics, and a student learning outcomes assessment handbook. They are also working on the CSU general education course review.

- Faculty Association Report
  Diane Van Deusen said she had nothing to report.

- Classified Senate Report
Kathy Baird said the Classified Association was working on several no-cost workshops utilizing the talents of our own staff. She said the focus of classified staff during the budget crisis was on maintaining quality service.

- Administrative Senate Report
  No report.
- Napa Valley College Associated Students Report
  Stephanie Arguello, President, Napa Valley Associated Students, reported on Club Rush and the African American Dinner scheduled for February 26. Rob Holst thanked Oscar De Haro and JoAnn Busenbark for their willingness to speak at the upcoming spring retreat. He also reported on the work of the Social Justice Coalition and disaster relief for Haiti.

8.0 FINANCIAL REPORTS

8.1 Quarterly Financial Status of Income and Expenditures for the Period Ending December 31, 2010

8.2 California Community College Chancellor's Office Quarterly Financial Status Report for the period ending December 31, 2009 (CCFS-311Q)

John Nahlen, Vice President, Business and Finance briefly reviewed the two financial reports, noting that the college had utilized the TRANS, as it had in the past. He reported no significant changes from the previous financial reports.

9.0 INFORMATION ITEMS

9.1 Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges Evaluation Report for Napa Valley College

Judie Walter-Burke, Director, Research, Planning and Development, reported that Napa Valley College had received the final evaluation report prepared by the team who visited the college October 19 – 22, 2009 from the Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges. She said that it was now official that Accrediting Commission had reaffirmed accreditation for Napa Valley College. The self-study is in the library and on the website. The recommendations are already beginning to be addressed and have been included on the planning agenda. The next site visit will be in 2015. Charles Meng thanked Judie Walter-Burke and Mary Shea for their leadership throughout the process and for their contribution to the excellent result.

9.2 Report on Public Property Development – North Corner

At its board meeting of October 9, 2008, the board discussed its interest in agendizing a standing informational item over upcoming months regarding the development of college property, including land at the corner of Imola and Soscol Avenues.

Armond Phillips asked Charles Meng to read a draft definition of “educational mission” that staff has prepared to assist the board in focusing on what kinds of projects may be suited for the development of the corner property. The draft states: “The development of the college property located at the corner of Soscol and Imola Avenues (northeast corner of the college property) must directly support instructional program(s) throughout the duration of the lease. Specifically, any development would have to provide any of the following for all students in an academic program offered by the college: lecture, lab, lecture/lab instruction; practicum or
internship opportunities; work-study opportunities in students’ fields of study.” JoAnn Busenbark recommended that the definition be broadened to include programs that have not yet been created. Mr. Phillips stated that the President’s Council has not yet reviewed the definition, but would do so at its next meeting.

9.3 **Update on Presidential Search Process**
The board received an update on the presidential search process. The brochure announcing the vacancy has been completed, and the position is being advertised throughout the country. The search consultant has contacted approximately 1,900 individuals in the firm’s database, and extensive outreach has been done to diverse media. The deadline for submission of applications is March 22. JoAnn Busenbark stated that applications must be submitted online, and materials will be reviewed online. The consultant has reported a lot of interest in the position, and Brenda Knight said she was pleased with the outreach to diverse applicants, and Charles Meng encouraged everyone to contact those who would be outstanding applicants. Armond Phillips praised Marilynn Cole for her work and thanked Jon Cornelison for putting the application online. The next step of the process will be the development of interview questions, and suggestions for questions may be submitted to the co-chairs of the interview committee.

9.4 **Community College Update**
Charles Meng reported on a recent CCCT meeting at which trustees were asked to endorse a Chancellor’s Office report developed with the Consultation Council regarding improvements in the operations of the Accrediting Commission. Mr. Meng said that, at the meeting, he stated his disagreement with the Consultation Council’s report to the CCCT board, explaining that he felt the recommendations weakened the accreditation process by making it more informal. He also said he did not support the recommendation to develop more non-public ways to communicate to campuses their need for improvement, as he felt the public needed to be kept informed. He said the CCCT board did not vote to endorse the Chancellor’s Office recommendations.

Bruce Ketron reported on the legislative conference he attended and was alarmed by the economic outlook for the State of California. He stressed the importance of developing plans to cope with the serious budget crisis.

9.5 **Review Calendar of Upcoming Campus and Community Events**
The board reviewed upcoming campus events, including the Annual African American Dinner scheduled for February 25. Rob Holst stated that he would be donating at the upcoming blood drive on Tuesday.

10.0 **ACTION ITEMS**

10.1 **Award of Bid for LLRC Audio Visual Project**
Dan TerAvest updated the board on the current status of the bidding for the audiovisual equipment on the new library and learning resource center., which he explained has had significant problems. Because of bidding issues, including protests, attorneys recommended rejecting all bids and rebidding the project immediately. Mr. TerAvest stated that there would be a short window to bid, and it should be ready for the March board meeting.
M/S/C (Ketron/Busenbark) to award the bid to the lowest responsible bidder as presented.

10.2 **PAC Sound Video Communication Potential Change Order 91 (CR 45)**
The Sound Video Communication system in the PAC was designed as all analog system, consistent with the technology available at the time of design. Due to legislation and restrictions on encryption signals, staff requested that Blu-Ray players replace the originally specified DVD players. PCO 91 (CR 45), totaling $143,216.81, incorporates the system changes that are required to make the requested Blu-Ray players and HD projectors functional now and in the future.

M/S/C (Busenbark/Knight) to approve PAC PCO 91, in the amount of $143,216.81.

10.3 **One Work Place L. Ferrari Library Learning Resource Center Furniture Proposal Acceptance**
One Work Place L. Ferrari of San Francisco submitted a proposal to provide and install office furniture in the new Library Learning Resource Center. This package is the last of four furniture purchases for the new 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 JPA.

M/S/C (Busenbark/Knight) to authorize acceptance of Library Learning Resource Center proposal from One Work Place L. Ferrari for $202,196.44.

10.4 **One Work Place L. Ferrari Performing Arts Center Furniture Proposal Acceptance**
One Work Place L. Ferrari of San Francisco submitted a proposal to provide and install office furniture in the new Performing Arts Center 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 JPA.

M/S/C (Ketron/Reinbolt) to authorize acceptance of Performing Arts Center proposal from One Work Place L. Ferrari for $111,794.11.

10.5 **Performing Arts Center Furniture & Equipment Bid Procurement**
Bids were opened in public on February 9, 2010 for this project to provide and install specialty theater furniture and equipment in the new Performing Arts Center (musician chairs, costume shop racks, and sheet music storage, etc.)

M/S/C (Busenbark/Knight) to award the bid to Wenger of Owatonna, Minnesota for $148,274.74.

11.0 **OTHER REPORTS:** Note that no action can be taken regarding any report item.
11.1 **Staff Reports**
- **Dean, Human Resources**
  Laura Ecklin said it was a busy time in her office and announced upcoming trainings. She said it would be a good time to provide workshops for adjunct faculty who have been impacted by the budget crisis.
- **Vice President, Business and Finance**
  John Nahlen said the first budget committee meeting has been held and he is keeping an eye on the news regarding the State budget.
- **Vice President, Student Services**
  Oscar De Haro thanked Rob Holst and Stephanie Arguello for their leadership in student government. He said enrollment from the previous spring is relatively flat.
- **Vice President, Instruction**
  Sue Nelson said it was a critical time to keep communication open as budgets have been cut. She reminded everyone that there are positive, exciting things happening, including the upcoming openings of the library and performing arts center. She reported on a meeting with representatives from the Department of Transportation and the successful internship of four students.

11.2 **Superintendent/President’s Report**
- **Armond Phillips** said he had spoken with the editor of the American Executive Magazine regarding a feature on Napa Valley College that will be published in May. The president of Solano College, formerly from Haiti, thanked the board for its letter of condolences following the Haiti earthquake. He praised the campus community for working well together during a stressful time.
- **Robert Holst** thanked JoAnn Busenbark and Oscar for attending an upcoming student retreat. He reported on various causes students are working on, including raising money for earthquake victims in Haiti. He said he left board members a letter for their review.

11.3 **Reports from Board Members**
- **Steve Reinbolt** said he attended the Winery Foundation Board meeting, and the winery now has a business license. This fall, 150 cases of wine were sold for $6,000. He said that the goal of the winery was to be self-sustaining. Paying back the college’s original investment of $50,000 was also a goal. The next wine offering will be in May. He said he attended the American Canyon Chamber of Commerce installation with Brenda Knight, and he announced an upcoming Chamber Mixer next Thursday.
- **Michael Baldini** said he attended the Napa Valley Vintners Open House and suggested the college join as soon as it is eligible. He praised the Napa Valley Museum Art Show at which faculty member Fain Hancock showed her work along with three other artists. He said he did a walkabout and would report to Board President Charles Meng on his findings.
- **Bruce Ketron** praised the dedication ceremony for the North Gym. He said the Director’s Handbook for the Napa Valley College Foundation was wonderful and provided good information.
- **JoAnn Busenbark** said she attended the Napa Chamber Dinner. She reported on the Magnolia Committee, an UpValley group that includes Bonnie Thoreen, JoAnn Busenbark, and other key players in the Upper Valley that meets to share and discuss UpValley programs, issues, concerns, and plans.
Robert Holst referred to the letter he wrote to his fellow board members asking for financial support to attend a Phi Theta Kappa conference in Orlando. This matter would be looked into.

Brenda Knight stressed the importance of communicating with American Canyon high school students and their parents about what the college would be offering on the American Canyon High School campus so that they could plan effectively. Sue Nelson said she would be working on this. Ms. Knight reported on her Ladies in Red Conference at which attendees simultaneous called in donations to Haiti. She reported on the American Canyon Chamber Mixer and requested the meeting be adjourned in honor of Black History Month.

Charles Meng commented on the dedication ceremony for the North Gym, including the remarkable thunder clap that occurred during the ceremony. He thanked everyone for their teamwork and for working together on the difficult challenges we are facing. He said the entire Board of Trustees appreciates everyone at the college and is confident that we will be successful in getting through the challenges.

12.0 FUTURE AGENDA ITEMS

12.1 Board Listening Session
12.2 Development of Corner Property
   a) Development of Definition of “Educational Mission” to Guide Potential Projects
   b) Excavation of Site to Determine Site Constraints
12.3 Retiree Medical Benefits

13.0 ADJOURNMENT
Board president Charles Meng adjourned the meeting at 8:20 p.m. in recognition of Black History Month.