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

1.1 Roll Call
Members Present: Michael Baldini, JoAnn Busenbark, Bruce Ketron, Brenda Knight, Bill Blair, and Ruscal Cayangyang.

Members Absent: Rafael Rios and Dan Digardi

1.2 Adopt Current Agenda
M/S/C (Cayangyang, Ketron) to adopt the agenda with the following changes:

Remove Item 7.3 - Resolution Honoring Outgoing Student Trustee as Trustee Ruscal Cayangyang was re-elected and will be re-sworn into office.

Modify Item 16.2 – Revised Board Policies to remove BP 4225 and BP 4250 from consideration at this meeting. They will return for consideration in late May or June of this year.

2.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
Board Chair Michael Baldini opened Public Comment on closed session agenda items at 5:34 p.m. and, finding none, convened to Closed Session.

3.0 CLOSED SESSION
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, PUBLIC EMPLOYMENT
Title(s): Superintendent/President
   English Composition Instructor (tenure-track)
With respect to every item of business to be discussed in closed session pursuant to Section 54957.6, CONFERENCE WITH LABOR NEGOTIATORS

Organization representing faculty: NVCFA/CTA/NEA
Organization representing classified: NVC-ACP/SEIU
Organization representing administrative/confidential: NVC Administrative Senate

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

4.0 RETURN TO PUBLIC SESSION
Board Chair Michael Baldini reconvened to Public Session at 6:40 p.m.

4.1 Pledge of Allegiance
Kevin Luckey, dean of Physical Education/Athletics, led the Pledge of Allegiance.

4.2 Announcement of Items from Closed Session
Board Chair Michael Baldini announced that the Board had acted unanimously to approve employment of Dr. Iris J. Dunkle in the position of English Composition Instructor at step 7 of the Faculty Salary Schedule beginning August 15, 2013.

Mr. Baldini announced that the Board would next take action on Item 5.2 – Ratification of Contract for Superintendent/President

5.2 Ratification of Contract for Superintendent/President
The Board of Trustees has offered the position of Superintendent/President to Dr. Ronald Kraft. Trustee Bruce Ketron moved to ratify the employment contract with Dr. Kraft and Trustee Bill Blair seconded the motion. The motion carried by unanimous vote. Board Chair Michael Baldini reported that Trustee Dan Digardi and Trustee Rafael Rios, both of whom were unavoidably absent, had expressed their unqualified support for the selection of Dr. Kraft.

Mr. Baldini invited Dr. Kraft to execute the contract and announced the effective start date as May 10, 2013. Dr. Kraft thanked the Board and those present for granting him the honor of serving as Napa Valley College’s president.

4.3 Announcement of Adopted Agenda Modifications
Board Chair Michael Baldini reviewed the following changes to the agenda:

Remove Item 7.3 - Resolution Honoring Outgoing Student Trustee as Trustee Ruscal Cayangyang was re-elected and will be re-sworn into office.

Modify Item 16.2 – Revised Board Policies to remove BP 4225 and BP 4250 from consideration at this meeting. They will return for consideration in late May or June of this year.

4.4 Introduction of New Staff and Guests
President Ron Kraft shared that there were many guests at tonight’s meeting and they would be recognized throughout the meeting.

4.5 Announcement of Future Meetings
Board Chair Michael Baldini reviewed the upcoming meetings listed below. Trustee JoAnn Busenbark requested that the July 11, 2013 Regular Meeting be rescheduled to
July 18, 2013. Mr. Baldini directed staff to poll the trustees for their availability on July 18, 2013.

Trustee Brenda Knight requested a similar move of the August 8, 2013 Regular Meeting and staff were asked to poll the trustees for their availability on August 15, 2013. Trustee Bruce Ketron advised that he would be travelling on August 15, 2013.

May 23, 2013, Special Meeting
June 13, 2013, Regular Meeting (in American Canyon, tentative location)
July 11, 2013, Regular Meeting
July 25, 2013, Special Meeting (Board Self-Evaluation – replaces previously scheduled June 27, 2013 meeting)
August 8, 2013, Regular Meeting

5.0 SUPERINTENDENT/PRESIDENT SELECTION

5.1 Superintendent/President Selection Committee Report
Trustee JoAnn Busenbark reported that the job of the committee was complete. Board Chair Michael Baldini thanked the committee members and all contributors for their time and effort saying the Board was delighted with the result.

5.2 Ratification of Contract for Superintendent/President
Addressed earlier in the meeting following 4.2 – See above.

6.0 PUBLIC COMMENT — GENERAL
Board Chair Michael Baldini opened Public Comment and, finding none, closed Public Comment.

7.0 ASSOCIATED STUDENTS OF NAPA VALLEY COLLEGE – STUDENT TRUSTEE

7.1 Annual Review and Approval of Privileges Granted to the Student Trustee and Included in Board Policy BP 2015 – Student Member
As required by Education Code Section 72023.5, the Board of Trustees shall annually approve the privileges afforded the student member of the board. Board Policy BP 2015 – Student Member identifies the following privileges of the Student Trustee; to attend student trustee orientation, to make and second motions, to attend closed session at the invitation of the board, to receive compensation for meeting attendance at a level consistent with other board members, to serve a one year term commencing on May 15 of each year, and, to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board.

M/S/C (Busenabark, Knight) to approve the privileges afforded the Student Trustee in Board Policy BP 2015 – Student Member as presented.

7.2 Swearing-in of Student Trustee
President Ron Kraft administered the Oath of Office to Student Trustee Ruscal Cayangyang.

7.3 Resolution Honoring Outgoing Student Trustee
This agenda item was deleted.
8.0 YEAR END RECOGNITION

8.1 Napa Valley College Students of the Year
Napa Valley College students Leila Camel Norris and Nicholas Giaccio are recipients of the Napa Chamber of Commerce's Napa Valley College Student of the Year award. Nominated by community members at large, these NVC students are recognized with this award for their outstanding work as scholars and community members. Ms. Norris and Mr. Giaccio were not in attendance. Board Chair Michael Baldini reviewed their accomplishments and congratulated them on their receipt of award. Ms. Norris arrived later in the evening and addressed the Board (see 8.4 below).

8.2 Phi Theta Kappa Awards for 2012-2013
This year's Phi Theta Kappa board was recognized by the International Honor Society for the following regional and international awards: 5 star Chapter recognition (highest level available regionally and internationally), Honors in Action Award internationally (out of 1500+ chapters) for their research and writing on sustainability and food in the Napa Valley, 1st place for the Honors in Action project and essay in the Region (out of 51+ chapters), recognition regionally for “Get out the Vote” (NVC Election Bash event) and “Make a Difference Day” efforts (visits to Napa’s juvenile hall), and an International Award for being in the top 100 out of 1500+ chapters. Two Phi Theta Kappa students also excelled personally. Erin Evans and Nancy Lopez-Prado were recognized by Cathy Gillis, PTK Advisor, and the Board for having become All-California Academic Team Award winners.

8.3 Napa Valley College Student Ambassador Appreciation
Certificates of Appreciation were awarded to Student Ambassadors Ruscal Cayangyang and Rachel Sturm for their work to create the face and backbone of the ambassador program. Jolie SanClair, a student services specialist and coordinator of the ambassador program, spoke of the accomplishments of the student ambassadors.

8.4 Resolution Honoring 2012 – 2013 Retiring Faculty Member
Vice President Sue Nelson introduced Michael Derby, a faculty member who is retiring: Michael Derby. Ms. Nelson invited Mr. Derby to the podium to receive the recognition of the Board. Board Chair Michael Baldini read a resolution honoring Mr. Derby into the record. Kate Benescoter, dean of Health Occupations, acknowledged his outstanding work on behalf of students.

Ms. Nelson also recognized the efforts of Kate Benescoter and Kevin Luckey as employees who are transitioning. Ms. Bensescoter is stepping down as dean and returning to the classroom and Mr. Luckey is separating from the district at the end of June. Both spoke briefly and were much applauded for their contributions.

Student of the Year award recipient, Leila Norris, arrived following her evening class and briefly addressed the Board saying she was honored to have been selected.

8.5 2012-2013 McPherson Distinguished Teaching Awards
This award was established by founding college president Dr. Harry McPherson to recognize excellence in teaching. The recipients of the McPherson Distinguished Teaching Award for 2012-2013 are Antonio Castro (Science Math & Engineering), Tia Madison (Language & Developmental Studies), and Martha Elizalde de Pereira (Language & Developmental Studies, adjunct). Vice President Sue Nelson congratulated the three recipients and said it was the first year that a part-time instructor had been honored with the award. Mr. Castro and Ms. Madison were present to thank the Board for recognizing them and supporting the awards program.
Resolution Honoring Retiring Vice President of Instruction Sue Nelson
The Board of Trustees recognized the exemplary service of retiring Vice President Sue Nelson. Ms. Nelson has been a dedicated and professional member of the Napa Valley College team for 38 years. Board Chair Michael Baldini read a resolution honoring Ms. Nelson and proclaiming May 21, 2013 as Sue Nelson Day.

Mr. Baldini called a short recess at 7:45 p.m.

SUPERINTENDENT/PRESIDENT’S REPORT
Board Chair Michael Baldini reconvened the meeting at 7:55 p.m. President Ron Kraft thanked the Board and recognized the work of staff. Dr. Kraft introduced Lissa Gibbs, Director of the Office of Institutional Advancement and Executive Director of the Foundation, and reported they had been working strategies to enhance information sharing with the Board. To that end, a new standing report has been added to the agenda: Strategic Communications.

STRATEGIC COMMUNICATIONS (New Standing Report)
Lissa Gibbs, director of the Office of Institutional Advancement, as the college’s public information officer, shared information with the Board of Trustees that included BottleRock traffic information, upcoming events and opportunities for Board participation in the community, and future press releases.

CONSTITUENT GROUP REPORTS
11.1 Classified Association Report
Mark Cratty, president of the Classified Association, reported that the association had donated $1000 to the veteran’s center coming to Napa Valley College. Mr. Cratty also reported that the association’s negotiations proposal was in progress.

11.2 Classified Senate Report
Valerie Exum, president of the Classified Senate, reported that they were preparing for a retreat in June and that a $300 scholarship had been awarded to Marian Wouters, an employee in Admissions & Records, to assist her in continuing her studies. New officers will be announced soon.

11.3 Administrative Senate Report
Ken Arnold, president of the Administrative Senate, thanked the board for selecting Dr. Ron Kraft as Superintendent/President.

11.4 Associated Students of Napa Valley College Report
Student Trustee Ruscal Cayangyang said that the report will be emailed to the Board following the meeting.

11.5 Academic Senate Report
Ann Gross, president of the Academic Senate, reported that Maria Biddenback had been elected as the new president. Ms. Gross also announced other new officers including First Vice President Tia Madison, Second Vice President Shawna Bynum, Treasurer Julie Hall, and Secretary Nadine Wade-Gravett. Ms. Gross wished President Ron Kraft a long, positive, and productive future at the college.

Ms. Gross thanked Sue Nelson, retiring vice president of Instruction, for her years of service and unfailing efforts to build relationships on campus.
This was Ms. Gross’ last Board meeting as president of the Academic Senate and she thanked the Board for their openness and for caring deeply about the college.

11.6 Faculty Association Report
Denise Rosselli, president of the Faculty Association, congratulated President Ron Kraft. She also reported that she would continue as association president. The remainder of the association board will include Dianna Chiabotti as vice president, Diane Van Deusen as treasurer, and Glen Bell as grievance officer.

12.0 APPROVAL OF MINUTES
12.1 April 11, 2013
12.2 April 15, 2013
12.3 April 22, 2013
12.4 April 23, 2013
12.5 April 24, 2013

Board Chair Michael Baldini requested that the minutes of April 15, 2013 be corrected to reflect that Student Trustee Ruscal Cayangyang called the meeting to order. Trustee JoAnn Busenbark motioned at approve the minutes of April 11, 2013, April 15, 2013, April 22, 2013, April 23, 2013, and April 24, 2013 with the noted correction. Trustee Bill Blair seconded the motion and it carried.

13.0 APPROVAL OF FINANCIAL REPORTS
13.1 California Community College Chancellor’s Office Quarterly Financial Status Report for the period ending March 31, 2013 (CCFS-311Q)
13.2 Quarterly Financial Status of Income and Expenditures for the period ending March 31, 2013

Trustee JoAnn Busenbark motioned to approve the quarterly financial reports and Student Trustee Ruscal Cayangyang seconded the motion. Trustee Bruce Ketron asked for more information in the future on the financial success of the Café. The motion carried.

14.0 CONSENT AGENDA

M/S/C (Busenbark, Knight) to approve the Consent Agenda as presented.

14.1 Ratification of Financial Documents

14.1.1 Approval of Warrants for April 30, 2013
General Fund (Fund: 11, 12) $1,165,068.89
Child Care Fund (Fund: 33, 35) $701.60
Capital Outlay Projects Fund (Fund: 41) $81,940.99
NVC Bldg. Fund/Series C (BOND) (Fund: 44) $0

14.1.2 Approval of Total Gross Payroll
April 30, 2013 $2,033,099.60

14.2 Approval of Personnel Document of April 30, 2013
14.3 Approval of Agreement with California Department of Veterans Affairs  
It is recommended that the Board of Trustees approve an agreement with the California Department of Veterans Affairs for the purpose of providing student interns fieldwork opportunities at the Veterans Home of California – Yountville. The term of the agreement is from July 1, 2013 through June 30, 2015. There is no cost to the District.

15.0 EDUCATION TOPIC, INFORMATION/DISCUSSION ITEMS

15.1 Update on 2013/2014 Budget Development  
President Ron Kraft and Glenna Aguada, director of Fiscal Services, provided an update on budget expectations and the budget development process for fiscal year 2013/2014. The development calendar was reviewed and a budget worksession is planned for May 23, 2013 following the Governor’s “May Revise” and in advance of the Tentative Budget.

Trustee Brenda Knight excused herself at 8:15 p.m.

Trustee Bruce Ketron urged caution with regard to Proposition 30 monies saying they would best be used to build up the reserve and that future “lean” years should be expected. Mr. Ketron referenced The Way Forward, a multi-year financial plan, and said the college should evaluate financial scenarios over the next five to seven years.

15.2 Update on Campus Wireless Service  
Per the request of the Board, Robert Butler, dean of Institutional Technology, presented a PowerPoint on 21st Century Campus initiatives and the campus Wi-Fi network. Mr. Butler’s presentation expanded on the April 2013 presentation by NapaLearns board member Chuck McMinn.

Mr. Butler recommended a district committee or workgroup be formed to discuss Wi-Fi on campus and determine where and how to best allocated technology fee funds.

General discussion included project cost and NapaLearns technology infrastructure projects including a high-speed digital backbone planned to link schools in the Napa Valley. At this point the college is not included in the project but Mr. Butler is working to expand the project scope to include the Upper Valley Campus and main campus. To date the college has collected approximately $130,000 in student approved technology improvement fees.

15.3 Report on Career Technical Education Bi-Annual Review  
Greg Miraglia, dean of Career Technical Education, and Robyn Wornall, director of Institutional Research, reported on this year’s bi-annual review of Career Technical Education (CTE) programs as required by Education Code section 78016. The law requires that every two years, the Board of Trustees review all CTE programs to be sure they:

- Meet labor market demands
- Don't create unnecessary duplication with other work force training programs
- Have demonstrated effectiveness as measured by the completion and success rates of students

If a program fails in any of these areas, the code requires that the program be terminated within one year. No Napa Valley College CTE programs fail to meet the
above identified minimum requirements. The code does not require the board to take any action and compliance is demonstrated through meeting minutes.

The Board reviewed data related to employment and degrees/certificates awarded. More complete data on employment is expected in July of this year. Trustee Bruce Ketron asked for additional detail related to CTE program costs in future reports.

15.4 **John W. Rice Diversity & Equity Award Nomination – 2013**
Oscar de Haro, vice president of Student Services, provided an update on the work of the Inclusivity Committee. The committee is working to identify nominees prior to the May 17, 2013 deadline and will report further at the next Board meeting on May 23, 2013.

15.5 **Update on the Affordable Care Act**
Laura Ecklin, dean of Human Resources, provided an overview of the requirements of the Affordable Care Act. Ms. Ecklin said that, in response to the act, the college would most likely need to limit use of hourly employees, as most other community colleges and public agencies were planning. A resolution to establish the “look back period” is expected at the June 13, 2013 Board meeting. Significant workload for staff in Human Resources and Payroll is expected to monitor employee hours and administer the added health care plan or plans. Additional information on part-time faculty calculation methods is still pending. Trustee Bruce Ketron requested written background materials in advance of future agenda items on the Affordable Care Act.

16.0 **ACTION ITEMS**

16.1 **Trustee Email Accounts**
Trustee Dan Digardi reported that the ad hoc committee evaluating email accounts and distribution lists for Board members would be complete with their work and have a recommendation by the next Board meeting in June. Trustee Bruce Ketron asked for the recommendation in writing.

16.2 **Revised Board Policies**
The Board deferred consideration of BP 4225 and BP 4250 until a later meeting. This is the second reading of the following revised board policy and is a part of regular and systematic review of Board policies:

- **BP 2725 – Board Member Compensation (revised)**

In keeping with board policy D1140 – Shared Governance, BP 2725 was reviewed by the Council of Presidents and BP 4225 and BP 4250 were addressed through the Mutual Agreement process with the Academic Senate. The Board also reviewed these policies at the March 14, 2013 meeting.

M/S/C (Ketron, Busenbark) to adopt revised board policy BP 2725 – Board Member Compensation.

16.3 **Request for Authorization to Advertise for Administrative Positions**
Staff request authorization to advertise for the administrative positions identified below to support the instructional, student services, and administrative needs of the District. This authorization allows the Office of Human Resources to finalize job announcements and begin advertising the positions in May 2013, with start dates as early as June 2013.
• Vice President of Administrative Services (title subject to change)
• Vice President of Instruction (acting, interim, and/or permanent)

M/S/C (Ketron, Busenbark) to authorize staff to advertise for the Vice President of Administrative Services and Vice President of Instruction.

16.4 Discuss and Approve Future Agenda Items
Board Chair Michael Baldini reviewed the agenda items listed below and requested a presentation on the roles and functions of constituency groups, senates and associations.

16.4.1 Listing of Future Agenda Items Previously Approved

16.4.1.1 Presentation on Online Courses
16.4.1.2 Update on the Hospitality Program
16.4.1.3 Update on Accreditation Benchmarks
16.4.1.4 Update on Audit Recommendations Status (June)
16.4.1.5 Update on Inclusivity

16.4.2 Discuss and Approve Any Newly Proposed Agenda Items

17.0 BOARD OF TRUSTEES REPORTS
Trustee Bruce Ketron recommended the Board defer reports and Board Chair Michael Baldini concurred.

18.0 CONTINUANCE OF CLOSED SESSION (as needed)
None

19.0 ADJOURNMENT
Board Chair Michael Baldini adjourned the meeting in honor of Sue Nelson Day and Mother’s Day at 9:17 p.m.