CALL TO ORDER 4:30 p.m.
Board president Brenda Knight called the meeting to order at 4:30 p.m.

CLOSED SESSION (4:30 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
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 EMPLOYMENT, Employee Evaluation: Faculty Members (Annual Evaluation)

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT, Employee Evaluation: Superintendent/President (Six-month performance evaluation)

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
Title: Coordinator, Business and Entrepreneurship Center, a grant-funded classified administrator

With respect to every item of business to be discussed in closed session pursuant to Section 54956.95, CONSIDERATION OF CLAIM
Claimant: Ivanna Del Carmen Rocha Del Hoya
Agency Claimed Against: Napa Valley Community College District

3.0 AMERICAN CANYON COMMUNITY RECEPTION (5:15 – 6:30 p.m., Cabernet Room, Holiday Inn Express)
A reception for community members of American Canyon to meet Dr. Edna Baehre, the new superintendent/president of Napa Valley College, who began her tenure in August, 2010, was held in the Cabernet Room of the Holiday Inn Express in American Canyon. Food for the reception was donated by local restaurants.
4.0 RETURN TO PUBLIC SESSION (5:30 p.m.)

4.1 Roll Call
Members Present: Brenda Knight, Michael Baldini, Bruce Ketron, Steve Reinbolt, JoAnn Busenbark, Bill Blair, Tom Andrews, James Holliday.
Staff Present: Dr. Edna Baehre, Sue Nelson, John Nahlen, Laura Ecklin, Oscar DeHaro, Sonia Wright, Erik Shearer, Diane Van Deusen, Jan Schardt, Sue Engle, Jose Hernandez.
Guests Present: Peter Hassen – the Values Project, Barbara Miles- American Cancer Society, Alex Shantz – ASNVC President, Jim Hurwitz – Telecast Fiber Systems, Inc.

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

4.3 Introduction of Visitors, Guests, and New Staff
No visitors, guests or new staff were introduced.

4.4 Announcement of Items from Closed Session
Brenda Knight announced that the following actions were taken by the Board of Trustees in closed session:
   A) Accepted Faculty Evaluations
   B) Rejected Claim of Ivanna Del Carmen Rocha Del Hoya

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

4.6 Announcement of Future Meetings (5:30 p.m. closed session, 6:30 p.m. public session)
Board President Brenda Knight announced the following upcoming meetings:
   March 10, 2011 Regular Meeting
   March 23, 2011, 4:00 p.m., Special Meeting with Napa Valley College Foundation
   April 14, 2011 Regular Meeting

5.0 PUBLIC COMMENTS — GENERAL
Public Comments was as follows:
   A) Peter Hassen representing the Values Project, a privately funded public art project that paints value messages such as “Gratitude,” “Respect” and “Compassion” at parking spaces. Mr. Hassen indicted he has submitted a proposal, met with Oscar De Haro, Vice President of Student Services, and Ken Arnold, NVC Police Chief, and would soon meet with Matt Christensen, Director of Facilities Services. He offered project information and his contact information to the board.

   B) Barbara Miles, a volunteer ambassador for the American Cancer Society requested that the board consider partnering with the American Cancer Society to support upcoming relay events and the California Cancer Research Act. The Act may be on the June ballot if a special election goes forward. The Act will raise cigarette taxes from $0.87 to $1.00 to raise funds for cancer research and prevention. Ms. Miles also invited the board to participate in a Relay for Life event on June 25, 2011 in American Canyon.

   C) Alex Shantz, President of the Associated Students of Napa Valley College, expressed great interest in expanding the shared governance role of the student body. Of particular
interest, according to Mr. Shantz, was student participation in helping to shape decision making on board policies and the developing administrative reorganization. Mr. Shantz requested that adequate time be allotted for all constituent groups to reach consensus on the administrative reorganization.

6.0 CONSTITUENT GROUP REPORTS

- Classified Association Report
  Jan Schardt reported that Classified Staff continue to work hard in support of the college. Ms. Schardt express concern on behalf of the classified staff regarding the continuing budget challenges the college will likely face.

- Classified Senate Report
  No report.

- Academic Senate Report
  Erik Shearer reported that faculty are back at work and facing large classes. Mr. Shearer said that Amanda Badgett had been appointed to the Curriculum Committee and that Maria Biddenbock had been appointed to the Planning Committee to fulfill the remainder of Stephanie Burns’ term. Mr. Shearer further reported that Academic Senate elections had been moved up to April to allow more overlap with existing senate members, which will be particularly important given the anticipated high turnover.
  Mr. Shearer also reported on the recently held first business meeting of the Academic Senate where the proposed reorganization of instructional divisions was discussed. He expressed concern that the reorganization was being developed without passing through the usual channels of communication. He stated that it was accepted that the Board of Trustees has full control of the administrative structure of the college but noted the process was underway without the usual collaboration. He recalled that the college had been commended on collaborative efforts in the 2009 accreditation report.

- Faculty Association Report
  Diane Van Deusen reported the Faculty Association had their first membership meeting on February 10, 2011. She seconded Erik Shearer’s comments and asked that the college continue the practices of Interest Based Bargaining and shared governance.

- Administrative Senate Report
  No report.

- Napa Valley College Associated Students Report
  No report.

7.0 OVERVIEW OF AMERICAN CANYON HIGH SCHOOL PARTNERSHIP

Dr. Edna Baehre, Superintendent/President, thanked Faye Smyle, Dean of Instruction, and Sue Nelson, Vice President of Instruction, for their hard work in implementing the startup of college course instruction at American Canyon High School. Ms. Nelson presented information on the status of the existing pilot program at American Canyon High School saying that there are currently four classes offered. Ms. Nelson complimented the staff of the high school for their hard work and cooperation. It was reported that there are not yet any high school students taking college courses but this is due to the age of current high school students. It is anticipated that high school will enroll in college courses next fall. It is also planned for Napa Valley Unified School District to offer a college level chemistry class that students of NVC can take.
8.0 APPROVAL OF MINUTES OF JANUARY 13, 2011
M/S/C (Busenbark/Ketron) to approve the minutes as presented.

9.0 CONSENT AGENDA
M/S/C (Busenbark/Baldini) to approve the following items listed on the consent calendar.

9.1.1 Approval of Warrants for January, 2011
- General Fund $1,397,703.84
- Child Care Fund $1,063.80
- Capital Outlay Projects Fund $232,630.78

9.1.2 Approval of Total Gross Payroll for January, 2011 $1,806,142.19

9.2 Approval of Personnel Document of February 3, 2011

9.3 Proposed Change Orders- Building 1500 Remodel:
It is recommended that the Board of Trustees approve acceptance of SW Allen, Inc. proposed change orders 1, 2 and 4 as given in the attached Proposed Change Order Log dated January 26th, 2011. The net INCREASE for these proposed change orders is $27,003.00.
- Construction Percent Complete: 5%
- Contingency on Original Contract: 10%
- Actual Contingency Used: 1.16%

9.4 Proposed Change Orders- Print Shop Relocation:
It is recommended that the Board of Trustees ratify acceptance of BayWest Construction, Inc. proposed change orders 1 and 3 as given in the attached Proposed Change Order Log dated January 26th, 2011. The net INCREASE for these proposed change orders is $18,857.00.
- Construction Percent Complete: 100%
- Contingency on Original Contract: 10%
- Actual Contingency Used: 7.28%

9.5 Proposed Change Orders- LLRC Audio Visual
It is recommended that the Board of Trustees ratify acceptance of Spinitar proposed change order 6 as given in the attached Proposed Change Order Log dated January 26th, 2011. The net INCREASE for this proposed change order is $3,291.19.
- Construction Percent Complete: 95%
- Contingency on Original Contract: 5%
- Actual Contingency Used: 3.2%
9.6 **Approval of Agreement with Governet**

It is recommended that the Board of Trustees approve a professional services agreement with Governet to provide the implementation of the CurricUNET system for Automated Curriculum Development and Approval Tracking System for the institution. This system is currently being utilized by the State Chancellor’s Office and is being recommended to all Districts for standardization. The term of this agreement is from November 1, 2010 through October 31, 2011. The one-time fee of the Core System Customization and Implementation is $40,000 and the Annual Maintenance and Support Fee (beginning in year 2) of $12,000.

9.7 **Approval of Agreement with New Beginnings: CalSAFE & Teen Parent Center**

It is recommended that the Board of Trustees approve an agreement with New Beginnings: CalSAFE & Teen Parent Center for the purpose of providing nursing students participation in educational learning activities that includes health care delivery and health promotion opportunities. The term of this agreement is from January 1, 2011 until terminated by either party. There are no financial obligations for either party.

9.8 **Approval of Agreement with Napa Creek Manor Senior Living**

It is recommended that the Board of Trustees approve an agreement with Napa Creek Manor Senior Living for the purpose of providing nursing students participation in educational learning activities that includes health care delivery and health promotion opportunities. The term of this agreement is from January 1, 2011 until terminated by either party. There are no financial obligations for either party.

9.9 **Approval of Agreement with the Marin General Hospital**

It is recommended that the Board of Trustees approve an agreement with the Marin General Hospital for the purpose of providing NVC psychology technology students training at a facility to fulfill their academic requirements. The term of the agreement is from January 1, 2011 through December 31, 2014 or until terminated by either party. There is no cost to the District.

9.10 **Approval of Agreement with St. Joseph Home Care**

It is recommended that the Board of Trustees approve an agreement with St. Joseph Home Care for the purpose of providing health occupations student’s clinical experiences in a variety of clinical settings. The term of this agreement is from January 1, 2011 until terminated by either party. There are no financial obligations for either party.

9.11 **Approval of Agreement with Napa Pre-School Program**

It is recommended that the Board of Trustees approve an agreement with Napa Pre-School Program for the purpose of providing health occupations student’s experiences in a variety of clinical settings. The term of this agreement is from January 1, 2011 until terminated by either party. There are no financial obligations for either party.

9.12 **Approval of Grant Agreement #10-172-050 with the Board of Governors, California Community Colleges Chancellor’s Office for the Economic and Workforce Development Youth Entrepreneurship Project (YEP)**

It is recommended that the Board of Trustees approve grant agreement #10-172-050 between Napa Valley College and the Board of Governors, California Community Colleges Chancellor’s Office. The grant agreement provides funding in the amount of $90,000 for
NVC for its participation in the YEP project. The term of this agreement is from December 1, 2010 through June 30, 2011.

9.13 Approval of Agreement #1-603001-Z-0065-06 with Humboldt State University Sponsored Programs Foundation  
It is recommended that the Board of Trustees approve agreement #1-603001-Z-0065-06 with the Humboldt State University Sponsored Programs Foundation. The agreement will provide continuation funding in the amount of $70,000 for Small Business Development Center Services.

This is an annual, routine approval of the status document that lists each academic employee by contract status, salary step, and anniversary date.

10.0 ACTION ITEMS

10.1 Approval of Changes to the Curriculum Made in the Fall, 2010 Semester  
Changes were made to the curriculum during the Fall, 2010 semester. The Curriculum committee and each appropriate division and division chairperson have reviewed the changes. The Academic Senate and District have reached mutual agreement on these changes and recommend them for board approval. Copies are available in the President’s Office.

M/S/C (Busenbark/Baldini) to approve the changes to the curriculum for the Fall, 2010 semester.

10.2 Acceptance of Agreement with Napa County for Redistricting Following 2010 Census  
Following each federal census, and using population figures as validated by the Population Research Unit of the Department of Finance as a basis, the governing board of each school district or community college district in which trustee areas have been established are required to adjust the boundaries of any or all of the trustee areas of the district as necessary to meet the population criteria. The college has the option of contracting with the Napa County Registrar to redistrict the college trustee areas for the 2012 and subsequent elections. The cost to the District will be $7,500.

M/S/C (Busenbark/Andrews) to contract with the Napa County Registrar to redistrict trustee areas of the district following the 2010 census.

10.3 Approval of Discontinuance of Instructional Program  
Sue Nelson explained the history of program discontinuance with regard to the Broadcast Television Engineering (BTE) program and Board Policy I7840: Program Discontinuance. She explained that the process began two years ago when budget issues prompted an evaluation of low enrollment programs and the labor market. BTE was identified as a candidate for discontinuance following surveys of local employers, analysis of enrollment data, interviews with the coordinator, and evaluation of the existing equipment used by the program. One primary concern was the need for approximately $1 million worth of equipment to bring the program up to current technological standards. The Program Continuance Review Committee (PCRC) tasked with evaluating BTE recommended discontinuance and Dr. Bachre concurred.
Bruce Ketron asked how many students were in the program to which Ms. Nelson answered that there were 12 students enrolled. All existing students will have the opportunity to graduate and there are none in the pipeline for Fall 2011 as registration has not started.

Bill Blair said he recalled the discontinuance process was longer in the past. Sue Nelson said that, if undertaken for budgetary reasons, it can be implemented more quickly.

James Holliday asked if the college had looked at other revenue sources for the program and if any high school students had been polled to see if they have future interest. Mr. Holliday also asked if the program had ever had proper equipment. Sue Nelson answered that there were considerations other than incoming student interest in this particular case. She also indicated that the program had indeed had state of the art technology at one point, due to donations from Sony Corporation and others, but it had proved too expensive to keep the equipment technologically current to industry standards.

At this point it appeared discussion had ended on the agenda item and it passed following a motion by Tom Andrews and a second by JoAnn Busenbark. Audience member Jim Hurwitz, Director of Product Management & Marketing at Telecast Fiber Systems Inc., requested to speak on the item and the board voted to rescind their prior vote following a motion by Bruce Ketron and a second by Michael Baldini.

Jim Hurwitz proceeded to address the board and requested that the vote on discontinuance be delayed. He indicated that the broadcast industry was in dire need of trained personnel and hardware engineers in particular. He said that the loss of NVC’s BTE program would make a difficult situation worse. He indicated that NVC’s program was one of only 11 programs accredited with the Society of Broadcast Engineers in the US. He said that a review of our program had revealed a sound curriculum but he admitted that the equipment did need to be upgraded.

Brenda Knight asked if there was any funding available from Jim Hurwitz’s organization or other industry related companies such as Sony. Interest in industry funding was also shared by James Holliday and Michael Baldini. Jim Hurwitz indicated that the only commitment he could offer at that time was to open a dialogue. The board indicated they would be open to the dialogue following their vote, that the program would be archived and that reactivation was possible.

M/S/C (Busenbark/Andrews) to approve the discontinuance of the Broadcast Television Engineering program beginning Fall, 2011 semester.
AYES: Busenbark, Andrews, Reinbolt, Knight, Ketron, Baldini, Blair, Holliday
NOES: None

10.4 Approval of Resolution Regarding Academic Reduction in Force (1.0 F.T.E – Layoff)
Based up on the discontinuance of the Broadcast Television Engineering Program (agenda item 10.3 above), the board considered a resolution to reduce or discontinue certain kinds of services for the 2011-2012 school year, specifically, 1.0 F.T.E Regular Faculty from the Broadcast Television Engineering Program.

M/S/C (Busenbark/Andrews) to adopt the Resolution regarding the Reduction or Discontinuance of Certain Particular Kinds of Services for the 2011-2012 School Year.

10.5 Approval of Resolution Regarding Classified Service Reduction in Force (1.0 F.T.E. – Eliminates Vacant Position)
Based up on the discontinuance of the Broadcast Television Engineering Program (item 10.3 above), the board considered a resolution to decrease the number of classified positions by the equivalent of 1.0 full-time equivalent employee for the ensuing 2011-2012 school year.

M/S/C (Busenbark/Baldini) to adopt the Resolution to Reduce the Classified Service Due to Lack of Work.

10.6 **Appointment to Board Committees for 2011**
Brenda Knight recommended the following committee memberships for board members:
- Audit Committee – JoAnn Busenbark and Brenda Knight
- Viticulture and Winery Technology Foundation – Bruce Ketron, Michael Baldini and Steve Reinbolt
- Bond Core Group – Bill Blair and Tom Andrews (alternate)

M/S/C (Busenbark/Blair) to approve the committee appointments as presented.

10.7 **Approval of Board Policy 2800: Trustee Emeritus/Emerita (First Reading)**
Brenda Knight thanked Bill Blair and Bruce Ketron for their work on the Emeritus/Emerita policy development. Michael Baldini began discussion and asked that the policy further refine the description of the honored trustee as “retired”.

M/S/C (Baldini/Blair) to approve Board Policy B 2800: Trustee Emeritus/Emerita (first reading).

10.8 **Authorization to Advertise for Administrative Position at the Upper Valley Campus**
Edna Baehre advised the board that this was one step in the Institute for Business Excellence implementation. She also indicated that the job description was under development and would be finalized soon. Bruce Ketron asked that the final job description be shared with the board. Laura Ecklin indicated that the job description could be brought back as an informational item when finalized.

M/S/C (Busenbark/Andrews) to authorize the advertising for Administrative Position at the Upper Valley Campus.

10.9 **Adopt Resolution in Support of California Community Colleges Budget Priorities and Principles**
Edna Baehre shared with the board that the Community College League of California has asked all community colleges to pass a resolution in support of particular budget priorities for submission to the legislature. The primary goal was to support the fee increase and tax extension proposed under one scenario.

M/S/C (Busenbark/Blair) to adopt the resolution in support of community colleges budget priorities and principles.
10.10 **Future Agenda Items**

Brenda Knight reviewed the pending Report on Chiller Plant as the only previously approved future agenda item.

11.0 **INFORMATION ITEMS**

11.1 **Update on the Declare Yourself Campaign**

Oscar DeHaro, Vice President of Student Services, introduced Jose Hernandez, Hispanic Serving Institution Eligibility Developer, to give the board an update on the college’s efforts to achieve Hispanic-Serving Institution (HSI) status and thereby become eligible to apply for up to $5 million in grants. Jose Hernandez indicated that the college was very close to achieving documentation to support qualification as a HSI. Jose Hernandez indicated that it was always assumed NVC had 25% Hispanic students (the minimum for an HSI) but that it was a matter of documenting another 2-3% in order to qualify.

Following inquiry by Michael Baldini, Jose Hernandez indicated that HSI status would make the college eligible for new program funding, primarily in math and science.

Brenda Knight asked what percentage of college faculty are Hispanic. Laura Ecklin indicated she would look into that data and respond.

Once Napa Valley College qualifies as a Hispanic Serving Institution, it is eligible to apply for competitive grants. All Napa Valley College students would benefit once this goal is achieved.

11.2 **Update on the Textbook Rental Program**

Oscar DeHaro, Vice President, Student Services gave the board an update on the status of the Textbook Rental Program. The program is designed to mitigate the high costs of textbooks and its impact on the cost of education. NVC has contracted with the Nebraska Book Company, a reseller of used books to provide support for the rental program. Students will be able to purchase new or used books or rent new or used books, giving them additional options for procuring textbooks. Oscar DeHaro said that research indicated that the bookstore would not experience reduced profits due to the program. Oscar DeHaro thanked Glen Bell, Chris Adams, Alex Shantz, and Sherry Melton for their time and effort in developing the book rental program for implementation in fall 2011.

12.0 **BOARD OF TRUSTEES REPORTS**

- James Holliday invited the board members and community to the 10th Annual Black History Month Dinner on February 25, 2011 at 6 pm. He indicated that Dr. Weddington, Dr. Curry, Ms. Sable Hughs and Board President Brenda Knight would be in attendance. Mr. Holliday also indicated that he would like to see the college pursue other grant opportunities, similar to HSI, and collect Asian/Pacific Islander demographic data.

- Steve Reinbold said he had recently attended a Viticulture and Winery Technology foundation board meeting in the Ag Lab. He reported that Robert Mondavi’s wine bottle collection had been donated and was on display there.

- Bill Blair reported that he had completed training for new trustees a couple of weeks ago with Brenda Knight and Dr. Edna Baehre. The training changed his outlook and he was now less inclined to micromanage. Mr. Blair also said her was fully committed to the principles of
shared governance and Interest Based Bargaining, which had saved the college years ago. He stated his commitment to open and inclusive dialogue.

- Michael Baldini said he enjoyed the Foundation’s Winter Gala and appreciated all of the hard work by staff. He also said he supported James Holliday’s interest in pursuing other grants. Additionally, Mr. Baldini shared that his niece, a NVC music student, had recently left Egypt for Palestine and was now in an Irish bar playing the flute.

- JoAnn Busenbark asked if the college has a full membership in the St. Helena Chamber of Commerce and was pleased with the affirmative answer. Ms. Busenbark also reported that she had recently had lunch with the Ladies in Red, a great event where 450 women sat down to dine.

- Tom Andrews said that Charles Meng would have seconded Bill Blair’s statement that shared governance had saved our institution.

- Brenda Knight informed the board that the California Community College Trustee election would be an agenda item in March. She also shared her experience at a Martin Luther King Jr. event where Dr. Jowel Laguerre, President/Superintendent of Solano Community College District, spoke highly of Dr. Baehre and the developing new relationship between the two colleges.

13.0 SUPERINTENDENT/PRESIDENT’S REPORT
Dr. Baehre updated the board on her ongoing speaking engagements in the community saying that she was scheduled at various chapters of the Chamber of Commerce, Rotary, Kiwanis and several local government councils. She said that the two Town Hall meetings held on campus thus far were well received. She indicated that much of her time of late had been spent on budget issues.

14.0 ADJOURNMENT
Brenda Knight adjourned the meeting at 7:45 p.m. in honor and memory of David Haymond, a one-time student in the Machine Tool program.