1.0 CALL TO ORDER  5:30 p.m.

1.1 Roll Call
Members Present:  Michael Baldini, Bruce Ketron, Tom Andrews, Bill Blair, JoAnn Busenbark and Brenda Knight.
Members Present for Public Session: Ruscal Cayangyang, Student Trustee
Members Absent: None

1.2 Adopt Current Agenda
Trustee Bruce Ketron made a motion to adopt the agenda with Item 12.1 moved to follow Item 7.0. Student Trustee Ruscal Cayangyang seconded the motion and it carried.

2.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
Board Chair Michael Baldini opened public comment and, finding none, closed public comment.

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

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
Title(s):
Director, Child Development Center (academic administrator)
Interim Associate Director, Alumni and Annual Fund Development (classified administrator)
Interim Supervising Custodian (classified administrator)
Foster and Kinship Care Education Program Specialist (classified)
Research Analyst (classified, 50% grant-funded)
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 PERFORMANCE EVALUATION
Title: Acting Superintendent/President

4.0 RETURN TO PUBLIC SESSION
Board Chair Michael Baldini reconvened to Public Session at 6:50 p.m.

4.1 Pledge of Allegiance
Trustee Bruce Ketron led the Pledge of Allegiance

4.2 Announcement of Items from Closed Session
Board Chair Michael Baldini said that the Board had no action to report at this time and would return to Closed Session under Item 14.0.

Mr. Baldini went on to report that, at a Special Meeting held earlier in the day, the Board had approved an employment contract with Dr. Ronald Kraft as Interim Superintendent/President and that Dr. Kraft would begin work on August 1, 2012.

4.3 Introduction of New Staff and Guests
None

4.4 Announcement of Future Meetings
Board Chair Michael Baldini reviewed the meeting dates listed below.

- August 9, 2012, Regular Meeting
- September 7, 2012, Educational Master Plan (visioning) Retreat
- September 13, 2012, Regular Meeting
- October 11, 2012, Regular Meeting

5.0 PUBLIC COMMENTS — GENERAL
Board Chair Michael Baldini opened Public Comment 6:52 p.m. Mr. Baldini found no members of the public wishing to offer general public comment and closed Public Comment.

6.0 SUPERINTENDENT/PRESIDENT'S REPORT
Acting President Armond Phillips reported that he and Cabinet have been working to address expected budget shortfalls and that he was pleased with efforts to date.

Mr. Phillips also reported that he had met with faculty and staff today to develop a program that will strengthen the college’s relationship with the local community. The group met to discuss efforts to increase communication and to promote community awareness of the college’s many services and connections within the community. The college has many advisory board members from the community and provides many volunteers to service and other groups. Betty Malmgren, Director of Community Relations, will lead the effort and develop a public relations campaign.
Another focus of the campaign will be to increase the public’s general knowledge about how the college is funded, regulated, and accredited.

Mr. Phillips offered kudos to Oscar DeHaro, Vice President of Student Services, for completing submission of an Upward Bound Math & Science grant despite a short timeline. Mr. DeHaro received recognition for successful efforts to cover all grant writing expenses through donations, in cooperation with Lissa Gibbs, Executive Director of the Napa Valley College Foundation.

Mr. Phillips thanked faculty, staff, and administrators for their dedication and hard work on behalf of students, particularly given the challenging budget environment. He expressed his appreciation for the opportunity to work again for the college and offered his belief that the institution would succeed through these difficult times.

Board Chair Michael Baldini led the audience in a standing ovation and offered his, and the Board’s, appreciation to Mr. Phillips for serving the college so well as Acting President.

7.0 AD HOC SUPERINTENDENT/PRESIDENT HIRING COMMITTEE REPORT

Board Chair Michael Baldini thanked Vice President JoAnn Busenbark, Trustee Bruce Ketron, and Trustee Bill Blair for their work to date and congratulated them on having secured a contract with Dr. Ronald Kraft as Interim Superintendent/President.

REORDERED AGENDA ITEM

12.1 - Presentation on Superintendent/President Hiring Process and Approval of Schedule

At its May 16, 2012 Board meeting, the Board of Trustees acted to retain Professional Personnel Leasing, Inc. (PPL) to assist the District in its search for a new Superintendent/President. At the request of the ad hoc hiring committee of the Board of Trustees, PPL will present on the upcoming steps in the hiring process for a permanent superintendent/president including: a schedule to be determined by the Board. Three calendar scenarios and a summary of future steps were included in the backup package.

Vice President and Committee Chair JoAnn Busenbark introduced Dr. Guy Lease and Dr. Robert Griffon of PPL, Inc. Ms. Busenbark said that the Board would consider and approve a calendar for the Superintendent/President hiring process. Three scenarios were presented with conclusion dates of January 28, 2013 (Scenario 1); December 13, 2012 (Scenario 2), and July 1, 2013 (Scenario 3).

Trustee Brenda Knight said she was looking forward to Dr. Lease’s presentation and said her initial reaction was that Scenario 3 would be best, particularly given that Interim President Ronald Kraft is well qualified to take the college through its obligations in the coming months. Additionally, Ms. Knight was in favor of allowing adequate time for orientation of new trustees elected in November.

Trustee Bill Blair agreed with Ms. Knight and added that a more typical spring hiring cycle would increase the number of candidates. Trustee Tom Andrews also agreed with the selection of Scenario 3 despite the significance of his retirement and abbreviated involvement in the hiring of a new president. Ms. Busenbark again expressed her preference for Scenario 3.

Board Chair Michael Baldini invited comment and recognized Academic Senate President Ann Gross. Ms. Gross commented in favor of Scenario 3 and said Scenarios 1 and 2 would present scheduling challenges for faculty participation.
Student Trustee Ruscal Cayangyang moved to adopt Scenario 3. Ms. Busenbark seconded the motion.

Trustee Bruce Ketron said he looked forward to hearing from the consultants present and suggested that activities such as the development of core values, should be added to the early portion of Scenario 3. Ms. Busenbark agreed to provide direction on increased fall activity of the hiring committee.

The motion carried and Scenario 3 was adopted.

Dr. Lease and Dr. Griffin of PPL, Inc. reviewed details of Scenario 3 and said they would begin work prior to November to refine the Superintendent/President job description, identify core values for the position. Approval of the job announcement will likely be agendized in December 2012 and circulated for the following two months.

Ms. Busenbark said she hoped to get the nineteen members of the hiring committee together in September 2012 to begin the planning process and review a meeting schedule. Some committee members will receive training at around this same time.

Laura Ecklin, Dean of Human Resources, expressed concern with flexibility in the calendar if a large number of applications were received. Scenario 3 shows a one week period for the committee to review applications and over sixty applications had been received during the previous presidential hiring process.

Dr. Griffin recommended that calendar modifications be kept to a minimum and that participating groups consider availability when selecting their representatives. Ms. Busenbark said that this hiring process would have the same ground rules regarding participation and that if a participant did not attend, that group’s representation would be diminished.

Ms. Gross asked for clarification regarding previous proposals for finalists to meet with various small campus groups such as Cabinet and the Academic Senate Executive Committee. Dr. Lease expressed concern that messages from candidates might be inconsistent between groups and recommended that all discussion with candidates take place in the public forum. Ms. Busenbark agreed with Dr. Lease, but said she appreciated Ms. Gross’ desire for creativity in the evaluation process. Dr. Griffin suggested that each constituent group submit two questions to the candidate to provide representation and avoid the pitfalls associated with small group meetings.

8.0 CONSTITUENT GROUP REPORTS

- Classified Association Report
  Jan Schardt, a representative of the Classified Association, was pleased to report that a new field representative from the union, Nathan Hansford, was in place. Ms. Schardt also reported that representatives had been selected to sit on the hiring committee to represent classified professionals and the community as a whole. She recommended the Board employ an open application process for selecting committee members from the community at large to better identify participants without existing connections to the college.

  Ms. Schardt also said that classified leadership speaks only on behalf of classified professionals. Classified leadership was working to expand communication with other constituent groups and will be very active in promoting the Governor’s tax measure in their personal time.

- Classified Senate Report
No report.

- Administrative Senate Report
  No report.

- Napa Valley College Associated Students Report
  No report.

- Academic Senate Report
  Ann Gross, Academic Senate President, thanked Acting President Armond Phillips and said it had been a pleasure to work with him again. Ms. Gross said plans were coming together for a faculty retreat in the fall and that the primary focus of the retreat would be an analysis of workload and strategies for increasing efficiency. Ms. Gross referenced the Minutes of the Regular Meeting of the Board of Trustees dated May 16, 2012 and requested that her statement regarding other retreat agenda items be corrected to only reflect workload issues as a topic, not the Educational Master Plan or college Mission. Ms. Gross said that topics to be addressed at the retreat had originated from a survey of faculty.

- Faculty Association Report
  No Report.

Board Chair Michael Baldini called a ten minute recess at 7:50 p.m.

9.0 APPROVAL OF MINUTES

9.1 April 19, 2012, Special Meeting
9.2 April 26, 2012, Special Meeting
9.3 May 16, 2012, Regular Meeting
9.4 June 14, 2012, Regular Meeting

Student Trustee Ruscal Cayangyang proposed corrections to the May 16, 2012 minutes related to locations of various events he had reported attending. Trustee Bruce Ketron said that Closed Session on that date had ended at 11:14 p.m.

Vice President JoAnn Busenbark motioned to approve the minutes of April 19, 2012, April 26, 2012, May 16, 2012 and June 14, 2012, with the discussed corrections and Trustee Bill Blair seconded the motion. The motion carried.

10.0 CONSENT AGENDA

Vice President JoAnn Busenbark moved to approve the Consent Agenda as presented. Student Trustee Ruscal Cayangyang seconded the motion and it carried.

10.1 Ratification of Financial Documents

10.1.1 Approval of Warrants for June 30, 2012

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<td>Child Care Fund (Fund: 33, 35)</td>
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<tr>
<td>NVC Bldg. Fund/Series C (BOND) (Fund: 44)</td>
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10.1.2 Approval of Total Gross Payroll

June 30, 2012                           $1,909,949.19

10.2 Approval of Personnel Document of July 10, 2012

10.3 Approval of Agreement with San Francisco Fire Department

It is recommended that the Board of Trustees approve an agreement between Napa Valley Community College District and the San Francisco Fire Department for the purpose of providing field experience for Napa Valley College EMT-Paramedic students as required by the State of California EMT-Paramedic Training program. The field experiences provided pursuant to this agreement will be through an internship program with the San Francisco Fire Department. Each student participating in this program will be required to pay $2,435 directly to the San Francisco Fire Department. The term of the agreement is from June 8, 2012 and shall continue until such time that the student named in the agreement has accumulated a combined total of 480 hours of field experience and 40 hours of Advanced Life Support (ALS) patient contact. There are no financial obligations for the District.

10.4 Approval of Agreement CCTR-2160 with the California Department of Education for General Child Care & Development Programs

It is recommended that the Board of Trustees approve agreement number CCTR-2160 with the California Department of Education for General Child Care & Development programs. The term of the agreement is from July 1, 2012 through June 30, 2013. The District will be reimbursed at a rate not to exceed $34.20 per child per day of full-time enrollment for child development programs up to the maximum contract amount of $292,813.

10.5 Approval of Agreement CSPP-2310 with the California Department of Education for California State Preschool Program

It is recommended that the Board of Trustees approve agreement number CSPP-2310 with the California Department of Education for California State Preschool program. The term of the agreement is from July 1, 2012 through June 30, 2013. The District will be reimbursed at a rate not to exceed $34.16 per child per day of full-time enrollment for child development preschool programs up to the maximum contract amount of $244,259.

10.6 Approval of Memorandum of Understanding with Napa Valley Unified School District (NVUSD) regarding Federal TRIO Program Educational Talent Search

It is recommended that the Board of Trustees approve a memorandum of understanding between Napa Valley Community College District and Napa Valley Unified School District regarding the federal TRIO program Educational Talent Search to continue supplementing student services at selected sites in the Napa Valley Unified School District. The term of this agreement is from September 1, 2012 through August 31, 2013.

10.7 Approval of Amendment to Grant Agreement #11-101-014 with Chancellor’s Office, California Community Colleges for the MESA (Math, Engineering, Science Achievement) Project for fiscal year 2011-12

It is recommended that the Board of Trustees approve an amendment to grant agreement #11-101-014 with the Chancellor’s Office, California Community Colleges. The purpose of the amendment is to extend the grant funding period to
October 31, 2012. Napa Valley College has participated in this program since 1999. The grant provides $50,500 of funding to support the program.

10.8 **Approval of Agreement #12112350 with Commission on Peace Officer Standards and Training (P.O.S.T.)**

It is recommended that the Board of Trustees approve agreement #12112350 with the State of California, Commission on Peace Officer Standards and Training (POST) for the coordination, management and delivery of the POST Instructor Development Institute (IDI) Program. The term of the agreement is from July 1, 2012 to June 30, 2013. The maximum amount of the agreement is $1,004,943.

10.9 **Approval of Agreement #11112121 with Commission on Peace Officer Standards and Training (P.O.S.T.) for the provision of Emergency Vehicle Operations Course (EVOC) Training**

It is recommended that the Board of Trustees approve an agreement with the Commission on Peace Officer Standards and Training to provide EVOC training to qualified law enforcement personnel. The agreement provides funding for 150 students to attend the course. The term of the agreement is from July 1, 2012 through June 30, 2013. The total funding provided from this agreement is $66,750.

10.10 **Approval of Application for Approval to Participate in Federal Student Financial Aid Programs**

It is recommended that the Board of Trustees ratify the submission of an Application to Participate in Federal Student Financial Aid Programs to the U.S. Department of Education. The electronic submission was completed on June 27, 2012 by the Financial Aid Office. The application submission allows the Napa Community College District to continue to participate in Federal Student Financial Aid Programs without interruption.

10.11 **Approval of Agreement #12-REC-50 with the Chancellor’s Office of the California Community Colleges for Student-Right-To-Know Reporting**

It is recommended that the Board of Trustees approve an agreement with the Chancellor’s Office of the California Community Colleges for the purpose of facilitating the District’s compliance with the information reporting requirements of the Federal Student-Right-To-Know Act. The District will supply data to the Chancellor’s Office, who will then submit the data and/or generate other reports as required by federal law. The term of the agreement is from July 1, 2012 through June 30, 2013. The total cost to the District is $3,900.

10.12 **Amendment to Clinical Training Affiliation Agreement with Queen of the Valley Medical Center for the Napa Valley College Paramedic Program**

It is recommended that the Board of Trustees approve Amendment No. 1 to the Training Affiliation Agreement with Queen of the Valley Medical Center for the Napa Valley College Paramedic Program. The amendment extends the term of the original agreement for a one year period commencing on July 1, 2012 and expiring on June 30, 2013. The original agreement provides clinical experiences for students of the Napa Valley College Paramedic Program that do not require a school instructor on the medical center premises. There are no financial obligations for the District.
11.0 EDUCATION TOPIC, INFORMATION/DISCUSSION ITEMS

11.1 Accreditation Update
Sue Nelson, Vice President of Instruction, reported that the accreditation required mid-term report and developing Educational Master Plan were both on schedule. A draft of the mid-term report will be presented to the Board in August. The deadline for submission of the report is October 15, 2012 and the final report will be presented to the Board for approval at the September meeting.

11.2 1st Read – New and Revised Board Policies
Napa Valley College has undertaken a full review of the existing Board policy manual. The review process will be completed in several phases over the coming months and is focused on developing new and revised policies to address legal and other mandates. Additionally, some existing policies may be removed if found obsolete. Annotated versions of proposed new and revised policies are included in the backup packet. These policies are scheduled to come before the Board for approval at the August 9, 2012 meeting.

Acting President Armond Phillips introduced the agenda item and reported that all policies before the Board had been reviewed through the college’s shared governance process. He reported that three policies (BP4010, BP5055, and BP5130) had received comment from the Academic Senate that included recommended language to specify collaboration with the Academic Senate or “appropriate groups.” Mr. Phillips proposed to add that language to the approved form of the policies.

Trustee Bruce Ketron said he had he would email his recommended changes and that they related to instituting accreditation standards directly as Board policy.

Board Chair Michael Baldini said he recommended some minor language changes and gave his notes to Mr. Phillips.

11.3 Update on 2011/2012 Budget and 2012/2013 Budget Development
John Nahlen, Vice President of Business & Finance said he had no significant news to share since his last report. Mr. Nahlen said he would be attending a Chancellor’s office budget workshop on August 2, 2012 where cash flow and revenue expectations would be discussed. Mr. Nahlen will present additional information on 2012/2013 budget development at the August 9, 2012 Board meeting.

Mr. Nahlen has completed 2011/2012 budget closeout and the reserve remains at approximately 9%. The anticipated budget deficit for next fiscal year is expected to be at least $1.5 million and will grow to $3.3 million should the Governor’s tax measure fail in November. A workload reduction of 300 Full Time Equivalent Students (equivalent to approximately 100 classes) will be required should the tax measure fail.

Student Trustee Ruscal Cayangyang requested an update on the Budget Blog and Acting President Armond Phillips reported that, although Cabinet had evaluated all of the blog entries, no report had been formalized.

Mr. Phillips said that recommendations resulting from Cabinet discussions on the budget would be forwarded to the Budget Committee who will then make a recommendation on the Final Budget to the president.
12.0 ACTION ITEMS

12.1 Reordered to follow 7.0
Presentation on Superintendent/President Hiring Process and Approval of Schedule

12.2 Approval of Five Year Capital Outlay Construction Plan
The Chancellor’s Office requires an annual review of the Five Year Capital Outlay Construction Plan by the Board of Trustees. The District’s Order of Priority, a list of capital improvement projects based on the Bond Implementation Plan and Volumes I-IV of the Facilities Master Plan, was included in the backup packet. Approval of the Five Year Capital Outlay Construction Plan does not constitute a commitment to spend or a constraint on project development. John Nahlen, Vice President of Business & Finance, reminded the Board that the first item on the list, Modernization of Building 1800 – Physical Sciences, had been approved by the Chancellor’s office but was awaiting state funds to become available. If any of the other projects were approved in the future, further project proposals would be developed and submitted.

M/S/C (Busenbark, Cayangyang) to the Five Year Capital Outlay Construction Plan as presented.

12.3 Agenda Items

12.3.1 Listing of Agenda Items Previously Approved
Board Chair Michael Baldini reviewed the approved future agenda items below and requested that a Closed Session item to evaluate the Interim Superintendent/President be included on every regular meeting agenda until further notice.

12.3.1.1 Early Retirement Program (tentatively scheduled for August 2012)
12.3.1.2 Facilities Usage Update (tentatively scheduled for August 2012)
12.3.1.3 Information/Discussion – Hiring Procedures (tentatively scheduled for August 2012)

12.3.2 Discussion and Approval of Newly Proposed Agenda Items
Student Trustee Ruscal Cayangyang requested an update on technology improvements as described in the Institutional Technology roadmap.

13.0 BOARD OF TRUSTEES REPORTS

Student Trustee Ruscal Cayangyang reported that he had attended a meeting of the Solano Community College Board of Trustees with Board Chair Michael Baldini and Trustee Bruce Ketron. He also reported that he has been working in the Welcome Center to assist students with registration. Additionally, Mr. Cayangyang had recently administered the oath of office to various board members of the Associated Students of Napa Valley College. Mr. Cayangyang said he would email the remainder of his report to the Board.

Trustee Tom Andrews said he had greatly enjoyed his recent trip to Alaska and had nothing to report.
Trustee Bill Blair offered his appreciation to Lissa Gibbs, Executive Director of the Foundation, for her efforts related to Shakespeare in the Park and a recent letter to the editor about that event. Mr. Blair said the performance was enjoyable and congratulated all involved for its success.

Trustee Brenda Knight thanked Mr. Cayangyang for his assistance during the American Canyon Relay for Life event where she had served as master of ceremonies for twenty-four hours. Ms. Knight also thanked those Board members who had accompanied her to the Black Rodeo and suggested the trustees attend every year as a group.

Vice President JoAnn Busenbark had no report.

Board Chair Michael Baldini reported that his visit to the Solano Community College District’s Board meeting had been informative and that he would discuss information from the meeting at a later date.

14.0 CONTINUANCE OF CLOSED SESSION (as needed)
Board Chair Michael Baldini reconvened to Closed Session at 8:33 p.m.

Upon returning to Public Session at 8:37 p.m., Mr. Baldini announced that the Board had approved the following individuals for employment at Napa Valley College.

Doris Gentry, Foster and Kinship Care Education Program Specialist (classified), Range 20, Step D

Christopher Farmer, Research Analyst (classified, 50% grant-funded), Range 25, Step C

Monique Villagran, Director, Child Development Center (academic administrator), Range 14, Step C

Katherine Baird, Interim Associate Director, Alumni and Annual Fund Development (classified administrator), Range 9, Step C

Duane Almeida, Interim Supervising Custodian (classified administrator), Range 10, Step C

Mr. Baldini reported that Trustee Bruce Ketron had recused himself and not been present for the approval of employment actions.

15.0 ADJOURNMENT
Board Chair Michael Baldini proposed to adjourn the meeting in honor of John Boyd. Trustee Bill Blair motioned to adjourn in Mr. Boyd’s honor and Student Trustee Ruscal Cayangyang seconded the motion. The motion carried and the meeting was adjourned at 8:50 p.m.