Please note: This meeting will be held on Wednesday, May 16, 2012 at 5:00 p.m.

Napa Valley Community College District
REGULAR MEETING OF THE BOARD OF TRUSTEES
May 16, 2012

5:00 p.m. Closed Session, Room 1538 – Board Room
6:30 p.m. Return to Public Session, Room 1538 – Board Room

1.0 CALL TO ORDER  5:00 p.m.

1.1 Roll Call
   Members Present:  Michael Baldini, JoAnn Busenbark, Brenda Knight, Bruce Ketron, Tom Andrews, and Bill Blair
   Members Present for Public Session:  Ruscal Cayangyang, Student Trustee
   Members Absent:  Steve Reinbolt

1.2 Adopt Current Agenda
   Board Chair Michael Baldini announced that this item would be deferred to later in the meeting following Closed Session.

2.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
At this time, the board will devote a total of up to fifteen minutes for comments to the Board of Trustees regarding closed session agenda items.

Board Chair Michael Baldini invited the public to comment on Closed Session agenda items and, finding none, closed public comment. Mr. Baldini 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 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):
Counselor/Articulation Officer (tenure-track faculty)
Counselor/Instructor (STEM Grant)
English Instructor (tenure-track faculty)
Mathematics Instructor (STEM Grant)
Physics Instructor (tenure-track faculty)
Welding Instructor (tenure-track faculty)
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: Superintendent/President

With respect to every item of business to be discussed in closed session pursuant to Section 54956.86:
CHARGE OR COMPLAINT INVOLVING INFORMATION PROTECTED BY FEDERAL LAW

Closed Session Item Added by Addendum

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
Title(s): Interim Superintendent/President

4.0 RETURN TO PUBLIC SESSION
Board Chair Michael Baldini reconvened to Public Session at 6:49 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 announced that the District unanimously voted to uphold an administrative finding related to a complaint of sexual harassment. Mr. Baldini read the resolution below into the record.

RESOLUTION OF THE BOARD OF TRUSTEES
OF NAPA VALLEY COMMUNITY COLLEGE DISTRICT
UPHOLDING ADMINISTRATIVE DETERMINATION

WHEREAS, the Napa Valley Community College District (“District”) undertook a timely investigation into a complaint of sexual harassment; and

WHEREAS, the District issued an Administrative Determination finding that no sexual harassment occurred; and

WHEREAS, the complainant exercised her right to appeal the Administrative Determination to the Board of Trustees; and

WHEREAS, the Board of Trustees reviewed the appellate record and deliberated on it in closed session and found the Administrative Determination to be supported by the record;

THEREFORE, BE IT RESOLVED that the appeal is denied and the Administrative Determination is sustained by unanimous vote of the Board of Trustees.
READ, PASSED AND ADOPTED by the Governing Board of the Napa Valley Community College District in Napa County, California, this 16th day of May, 2012, by the following vote:

AYES: Andrews, Baldini, Blair, Busenbark, Ketron, Knight
NOES: none
ABSENT: Reinbolt
ABSTAINED: none

Mr. Baldini further reported that the Board had approved full-time, tenure-track employment of Eric Wade as Welding Instructor – Contract Status I, Step 6 on the Contract/Regular Academic Faculty Salary Schedule starting on August 16, 2012. Mr. Baldini explained that this hire was necessary for the welding program to continue at the college.

Mr. Baldini also reported on other agendized hiring actions and said that, in light of planned adoption of the tentative budget next month, the Board would delay consideration of all remaining hiring items until June 2012.

Mr. Baldini announced that the Board had received and accepted President Edna Baehre-Kolovani’s letter of resignation. Mr. Baldini said that the effective date of resignation was given as July 15, 2012. Mr. Baldini thanked President Baehre-Kolovani, on behalf of the Board, for her professionalism and perseverance, and for the leadership she had brought to the college.

Adopt Current Agenda

Board Chair Michael Baldini announced the following changes to the agenda in addition to those shown under Closed Session:

- Remove Closed Session item to hire Mathematics Instructor (STEM Grant) due to the hiring process being incomplete.
- Remove approval of meeting minutes for April 19, 2012, Regular Meeting, April 19, 2012, Special Meeting, and April 26, 2012, Special Meeting.
- Reorder Agenda Items:
  Item 12.2 (Student of the Year) to follow Item 4.4 (Introductions)
  Items 12.1, (PTK) and 12.3 through 12.5 (Retirees, Emeritus, McPherson) to follow 12.2 (Student of the Year)
  Item 12.12 (Child Care Self-Study) to follow Item 4.5 (Announcement of Future Meetings)

Student Trustee Ruscal Cayangyang motioned to adopt the agenda with presented changes. Trustee Bruce Ketron seconded the motion and it carried.

4.3 Swearing-in of Student Trustee

Board Chair Michael Baldini said he was delighted to see Ruscal Cayangyang sworn in as student trustee for the coming year. Mr. Baldini said Mr. Cayangyang has been an outstanding representative of college for students as a student ambassador and on the whole.
President Edna Baehre-Kolovani administered the oath of office to Mr. Cayangyang.

4.4 Introduction of New Staff and Guests

Re-Ordered End of Year Recognition Information/Discussion Items:

12.2 *Napa Valley College Student of the Year*

Napa Valley College student Marissa Castaneda was recognized by the Board as one of seven individuals selected as winners in the sixth annual Napa Valley Community Awards program, “Celebrating Community.” This annual event is held in honor of individuals who make a significant contribution to enhance life in the valley.

Board Chair Michael Baldini introduced Marissa Castaneda and summarized highlights from her list of achievements. Ms. Castaneda thanked the Board and other college staff for their support and attributed her acceptance to University of California Berkeley to that support. She said she is an aspiring attorney and wants to return to the community and continue her philanthropic and progressive efforts.

12.1 *Phi Theta Kappa Awards for 2011-2012*

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 stars available internationally), the Pinnacle Award for recruitment activity, and regionally: Jennifer Jelinek received a Competitive Edge certificate for research, Jessica Whitmire took home the Art Award for her line drawing, and an Honors In Action Team award for an essay on "Education."

Cathy Gillis, PTK Coordinator, thanked her co-advisor Glen Bell for his two year service to the society and said a new advisor would be announced in the near future. Ms. Gillis also thanked President Edna Baehre-Kolovani for conducting society inductions and for her steadfast support during the President’s tenure.

Board Chair Michael Baldini congratulated and thanked Ms. Gillis and the society.

12.3 *Resolution Honoring 2011 – 2012 Retiring Faculty Members*

Vice President Sue Nelson introduced retiring faculty members Rick Donohoe and Emily Cosby. Ms. Nelson said that both were past winners of the McPherson Distinguished Teaching Award and thanked them for their many years of service. Board Chair Michael Baldini read resolutions honoring both Mr. Donohoe and Ms. Cosby into the record.

12.4 *Granting of Emeritus Status*

The Academic Senate’s Faculty Standards and Practices Committee has granted emeritus status to retiring faculty member Rick Donohoe.

Board Chair Michael Baldini announced that Rick Donohoe had been granted emeritus status.

12.5 *2011-2012 McPherson Distinguished Teaching Awards*

This award was established by founding college president Dr. Harry McPherson to recognize excellence in teaching. The recipient of the McPherson Distinguished Teaching Award for 2011-2012 is Andrea Bewick. The award was scheduled to be presented to Ms. Bewick on May 11, 2012.
Sue Nelson, Vice President of Instruction, introduced the award and said that Andrea Bewick was not able to attend tonight’s meeting but had been honored in a ceremony last Friday. Board Chair Michael Baldini congratulated Ms. Bewick.

12.13 Report of the Ad Hoc Committee re: Sup/Pres hiring
Board Chair Michael Baldini introduced committee members Trustee Bill Blair, Vice President JoAnn Busenbark, and Trustee Bruce Ketron.

Ms. Busenbark said that committee members had been working closely to gather information and identify persons in the community and on campus who wanted input on the hiring process. She said they had listened to public comment and had met yesterday with constituent group leaders. Ms. Busenbark announced that two search firms had been invited tonight to present.

Mr. Blair said that both companies were able to assist the Board in finding an interim and permanent president. Mr. Blair introduced Carl Ehlen as representative of PPL and Mr. Ehlan summarized a presentation he had given earlier to the ad hoc committee.

Fran of Community College Search Services was invited to present to the Board. She summarized a presentation given earlier to the ad hoc committee.

Ms. Busenbark thanked both presenters and said that the committee recommended that a special meeting be held to select a search firm and begin evaluating the existing job description.

Mr. Baldini appointed Ms. Busenbark as chair of the ad hoc presidential search committee and asked staff to schedule a special board meeting within ten days.

4.5 Announcement of Future Meetings
June 14, 2012, Regular Meeting
July 12, 2012, Regular Meeting
August 9, 2012, Regular Meeting
September 2012, Planning & Visioning Retreat (date to be determined)
September 13, 2012, Regular Meeting

Board Chair Michael Baldini announced the meetings listed above.

Trustee Brenda Knight requested that the agenda for the August 9, 2012 meeting be kept as minimal as possible because she has a full calendar that day.

Trustee Tom Andrews requested that the July meeting be moved to after July 13th.

Mr. Baldini said he would evaluate both requests and make every effort to maintain full board participation at meetings.
Re-Ordered Child Development Center Annual Self-Study Information/Discussion Item (due to staff schedule issues)

Please note: this item was added by addendum.

12.12 Child Development Center Annual Self-Study
Monique Villagran, Coordinator of the Child Development Center, presented a summary of findings and program action steps related to this year’s self-evaluation. As required by state contracts (California Center Based Child Care and California State Preschool Program), the results of the college’s annual program self-evaluation must be presented to the governing board. This year the self-evaluation focused on the Desired Results Developmental Profile (DRDP) and identifying educational goals for children.

Ms. Villagran introduced herself and gave a powerpoint presentation on the annual self-evaluation. Student Trustee Ruscal Cayangyang requested that staff send a copy of Ms. Villagran’s presentation to the Board and that presentation is attached to and included in these minutes.

5.0 PUBLIC HEARING – Negotiations Proposals
Board Chair Michael Baldini opened a public hearing on negotiations proposals at 8:10 p.m. Mr. Baldini read item 5.1 below, invited public comment and found none. Mr. Baldini read item 5.2 below, invited public comment and, finding none, closed the public hearing.

5.1 2012-2013 Negotiations Proposal from the Napa Valley College Faculty Association
The 2012-2013 Negotiations Proposal from the Napa Valley College Faculty Association appears in the backup packet. Copies are also posted in the Administration Building and are available in the Office of Human Resources. The Board will consider approval of this and the District’s proposal under Action Items.

5.2 Napa Valley Community College District Proposal for Negotiations with the Napa Valley College Faculty Association for the Contract Period Beginning July 1, 2012
The District Proposal for Negotiations with the Napa Valley College Faculty Association for the contract period between July 1, 2012 and June 30, 2013 appears in the backup packet. Copies are also posted in the Administration Building and are available in the Office of Human Resources.

6.0 PUBLIC COMMENTS — GENERAL
Board Chair Michael Baldini polled those present as to their intent to address the Board and Steve Rogal identified himself. Mr. Baldini acknowledged Mr. Rogal and referred to a submitted speaker card for Mr. John Whorton who had also indicated his intent to speak.

Mr. Whorton approached the podium and said he is a long time participant in the college’s Adaptive Physical Education program. Mr. Whorton warned the Board that a lack of trained personnel in the classroom has created potentially unsafe conditions for disabled persons. Mr. Whorton said that he had sent a letter on this issue to Larua Ecklin, Dean of Human Resources, two weeks ago but had not yet heard back. Mr. Whorton requested a response to his concerns and that the APE program be included on a future Board Agenda so that a presentation on the
Mr. Whorton said that budget cuts to the APE program bordered on illegality.

Steve Rogal introduced himself as a representative of Napa Pipe Redevelopment Partners and invited the Board to tour the project site. Mr. Rogal said he was also in attendance to open discussion with college leadership to explore common interests such as student or faculty housing.

Mr. Baldini called a fifteen minute recess at 8:15 p.m.

7.0 SUPERINTENDENT/ PRESIDENT’S REPORT
President Edna Baehre-Kolovani began her report with an update on potential partnership opportunities with Solano Community College to consolidate services and reduce expenses. Ms. Baehre-Kolovani credited Board Chair Michael Baldini with the idea and said it looked hopeful that successful partnership agreements could be developed in several areas such as joint personnel recruiting and joint participation in a regional data center. Ms. Baehre-Kolovani also said that other potential service sharing arrangements were being investigated with the unified school district and county office of education.

Ms. Baehre-Kolovani congratulated Financial Aid personnel for successfully closing out the 2010/2011 direct loan program by finalizing all applications and disbursing all loan monies.

Ms. Baehre-Kolovani discussed a package of information resources that had been distributed to the Board as background information on the upcoming planning retreat in the fall. Ms. Baehre-Kolovani said that additional data, including that which had been specifically requested by the Board, would be added to the binder in the coming months. In particular, she pointed out the existing college Mission statement, a draft of Section 5 of the accreditation required mid-term report, a development plan for the Education Master Plan writing process, and an annual planning calendar of Board action.

Lastly, Ms. Baehre-Kolovani reported that the information binder included an outline of legal obligations and potential next steps related to development of the north corner property.

8.0 CONSTITUENT GROUP REPORTS
• Classified Association Report
  Kalen Brinkman, Classified Association representative, used the audio video system to introduce the Board to the Classified Association website and the statement there regarding shared governance on campus and the classified staff’s participation in that process. Ms. Brinkman’s statement is attached to and included in this statement.

• Classified Senate Report
  The Classified Senate had no report.

• Administrative Senate Report
  Robyn Wornall, President of the Administrative Senate, announced that the senate had recently held elections and it was her great pleasure to announce Ken Arnold as the president-elect. Ms. Wornall also announced other new executive board members as Barbara Brock as Vice President, Jessica Millikan as Secretary and Carollee Cattolica as Treasurer.
Alex Shantz, ASNVC President, reported that the student government had also held elections. Mr. Shantz presented the new officers as: President Jena Goodman, Vice President Karla Marquez, Chief Financial Officer Araceli Diaz de Leon, Public Relations Officer Cristhian Ayvar, Student Trustee Ruscal Cayangyang, and Legislative Advisor I Fahad Ahmad.

Mr. Shantz also asked for further information on the hiring process for the interim president position. Vice President JoAnn Busenbark responded saying that the successful search firm would be used to complete the interim president search and hiring process.

Ann Gross, Academic Senate President, said that faculty group members were busy with end of the semester activities. She said that faculty would be holding a series of retreats in the fall to discuss the changing roles of faculty related to assessment, budget impacts, and other topics. Ms. Gross said that the faculty would also undertake work on the Mission and Educational Master Plan within the retreats.

Maria Villagomez, Faculty Association President, announced new officers for the association as Denise Rosselli as President, Jessica Amato as 1st Vice President, Maria Villagomez as Grievance Officer, Dave Angelovich as Treasurer and negotiations team member, Lisa Yanover as Secretary, Christy Palella as Part Time Faculty Representative, Dave Ellingson as Lead Negotiator, and Glen Bell as negotiations team member.

Ms. Villagomez also reported that the Association membership had recently ratified revised by-laws and adopted a fair share structure. In August, the Association will become a fee based agency.

9.0 APPROVAL OF MINUTES

9.1 March 1, 2012 Special Meeting (revised)

Trustee Bruce Ketron requested that the paragraph below, addressing accreditation and the role of the CEO, be added to the minutes of March 1, 2012 and motioned to adopt the minutes with that change. Vice President JoAnn Busenbark seconded the motion and it carried.

Addition to the Special Meeting Minutes of March 1, 2012, new paragraph on page 2, following “She also said issues with board governance were increasingly another trigger for sanctions.”

“Accreditation’s role is significant and based upon how well the college performs its stated mission. From the Accrediting Commission’s point of view it is up to the college to define its mission. Then the college is going to be evaluated upon the basis of its mission performance. Accreditation review has grown in importance and there are changes. Dr. Beno said that Student Learning Outcomes were only at “Program Level” until June 2011 when they were then applied to “Course Level”. This and other requirements of accreditation requires many things of the Board. The Board provides Mission Directed Leadership and High Performance by setting standards of excellence and monitoring by measuring performance to District goals. The Board leads the district though its relationship with the CEO and accountability of all to assure compliance and timeliness. Constant accreditation questions are “Why didn’t
9.2 March 8, 2012 Regular Meeting (revised)
Trustee Bill Blair said that his statement on page 12, Item 9.1 regarding pay reductions should be corrected to clarify that his discussion of pay reduction was an example of previous tactics used to address budget shortfalls and was not a discussion of negotiable contract terms.

Trustee Bruce Ketron summarized several errata corrections that he had previously distributed in writing to the Board and the Board’s assistant. Mr. Ketron motioned that the minutes be approved with his and Mr. Blair’s corrections and changes. Vice President JoAnn Busenbark seconded the motion and it carried.

9.3 April 4, 2012, Special Meeting
M/S/C (Andrews/Cayangyang)

10.0 APPROVAL OF FINANCIAL REPORTS
10.1 California Community College Chancellor’s Office Quarterly Financial Status Report for the period ending March 31, 2012 (CCFS-311Q)
M/S/C (Cayangyang/Blair) to approve the Quarterly Financial Status Report for the period ending March 31, 2012.

10.2 Quarterly Financial Status of Income and Expenditures for the period ending March 31, 2012
M/S/C (Cayangyang/Andrews) to approve the Quarterly Financial Status of Income and Expenditures for the period ending March 31, 2012

11.0 CONSENT AGENDA
M/S/C (Cayangyang/Busenbark) to approve the Consent Agenda as presented.

11.1 Ratification of Financial Documents

11.1.1 Approval of Warrants for March 31, 2012

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<th>Amount</th>
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<tr>
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<td>NVC Bldg. Fund/Series C (BOND)</td>
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</tr>
</tbody>
</table>

11.1.2 Approval of Total Gross Payroll

April 30, 2012
$2,210,225.32

11.2 Approval of Personnel Document of May 8, 2012

11.3 Approval of Agreement with Stop the Hate, Campus Pride, Inc.
It is recommended that the Board of Trustees approve an agreement with Stop the Hate, Campus Pride, Inc. for the purpose of establishing a partnership with the Napa
Valley College Criminal Justice Training Center to provide national program coordination, training and other services to facilitate the successful delivery of the “Stop the Hate” national educational program for bias and hate crime prevention efforts at colleges and universities. NVC will receive $1,000.00 per 3-day workshop and $250.00 per 1 day special seminar. The term of this agreement is from July 1, 2012 through June 31, 2014. The agreement provides funding for both coordination activities and reimbursement for other expenses related to the program.

11.4 Approval of Addendum with Corporate Screening
It is recommended that the Board of Trustees approve an addendum with Corporate Screening for the purpose of providing background screening for students enrolled in NVC health occupation programs. Health occupations students will pay Corporate Screening directly and then Corporate Screening will send applicable reports to authorized NVC health occupations staff. NVC screening programs vary in price from $43.00 to $133.00.

11.5 Approval of Small Business Development Center Subcontract No. F2143 with Humboldt State University Sponsored Programs Foundation
It is recommended that the Board of Trustees approve SBDC Subcontract No. F2143 with the Humboldt State University Sponsored Programs Foundation. The subcontract provides $48,056 in funding from the Jobs Act of 2010 (ABJA10) to support the Norcal SBDC regional network. The purpose of the SBDC program is to provide high quality business and economic development assistance to small businesses and prospective small businesses in order to promote growth, expansion, innovation, increased productivity, and management improvement. The term of the agreement is from January 1, 2012 through December 31, 2012.

11.6 Approval of Small Business Development Center Subcontract No. F0404 with Humboldt State University Sponsored Programs Foundation
It is recommended that the Board of Trustees approve SBDC agreement No. F0404 with the Humboldt State University Sponsored Programs Foundation. The subcontract provides $70,490 in funding from the Small Business Administration to support the Norcal SBDC regional network. The purpose of the SBDC program is to provide high quality business and economic development assistance to small business and prospective small businesses in order to promote growth, expansion, innovation, increased productivity, and management improvement. The term of the agreement is from January 1, 2012 through December 31, 2012.

11.7 Approval of Contract #DO-12-005 with Rancho Santiago Community College District for the “Youth Entrepreneurship Program (YEP)”
It is recommended that the Board of Trustees approve contract #DO-12-005 between Napa Valley College and Rancho Santiago Community College District for the purpose of providing funding in the amount $50,000 from the California Community Colleges Chancellor’s Office, Economic and Workforce Development, for continued implementation of the “Youth Entrepreneurship Program (YEP)”. The primary purpose of the YEP program is to provide information and training to replace misconceptions of vocational education and blue-collar jobs with increased awareness of and aspirations to self-employment as a legitimate lifetime career path providing livable wages. The term of this agreement is from April 1, 2012 through January 31, 2013. The maximum amount of funding available from this program is $50,000.
11.8 Approval of Contract Education Agreement with North Bay Medical Center for Nurse Training
It is recommended that the Board of Trustees approve a contract education agreement with North Bay Medical Center for the purpose of providing perioperative nurse training for North Bay Medical Center nursing staff. North Bay Medical Center will pay NVC a total of $6,484 for its two enrolled nurses.

11.9 Approval of Contract Education Agreement with Sutter Medical Center of Santa Rosa for Nurse Training
It is recommended that the Board of Trustees approve a contract education agreement with Sutter Medical Center of Santa Rosa for the purpose of providing perioperative nurse training to Sutter Medical Center of Santa Rosa nursing staff. Sutter Medical Center of Santa Rosa will pay NVC a total of $3,242 for its one enrolled nurse.

11.10 Approval of Contract Education Agreement with Kaiser Permanente Vallejo Medical Center for Nurse Training
It is recommended that the Board of Trustees approve a contract education agreement with Kaiser Permanente Vallejo Medical Center for the purpose of providing perioperative nurse training for Kaiser Permanente Vallejo Medical Center nursing staff. Kaiser Permanente Vallejo Medical Center will pay NVC a total of $6,484 for its two enrolled nurses.

11.11 Approval of Contract Education Agreement with Queen of the Valley Medical Center for Nurse Training
It is recommended that the Board of Trustees approve a contract education agreement with Queen of the Valley Medical Center for the purpose of providing perioperative nurse training for Queen of the Valley Medical Center nursing staff. Queen of the Valley Medical Center will pay NVC a total of $6,484 for its two enrolled nurses.

11.12 Approval of Contract Education Agreement with St. Helena Hospital/Adventist Health for Nurse Training
It is recommended that the Board of Trustees approve a contract education agreement with St. Helena Hospital/Adventist Health for the purpose of providing perioperative nurse training to St. Helena Hospital/Adventist Health nursing staff. St. Helena Hospital/Adventist Health will pay NVC a total of $3,242 for its one enrolled nurse.

11.13 Acceptance of Letter of Intent from Commission on Peace Officer Standards and Training (P.O.S.T.)
It is recommended that the Board of Trustees accept a letter of intent from the State of California, Commission on Peace Officer Standards and Training (POST). The Commission on POST approved a recurring contract with the Napa Valley College Criminal Justice Training Center (NVC) on February 23, 2012, in the amount of $756,504 for fiscal year 2012/2013. NVC will present Instructor Development Institute (IDI) Levels I and II training courses and provide Program oversight for POST. Additionally, the Commission approved POST to enter into a new contract with NVC to present IDI training for public safety dispatchers in the amount of $250,000 for fiscal year 2012/2013. The term of the contracts will be July 1, 2012 through June 30, 2013.

11.14 Approval of a Conference Program Agreement with Saint Mary’s College of California
It is recommended that the Board of Trustees approve a Conference Program Agreement with Saint Mary’s College of California for the use of Saint Mary’s
College facilities for the purpose of providing Upward Bound students with an in-residence experience as required by the Upward Bound Program Grant. The residential experience will be July 16, 2012 through July 20, 2012. The cost to the Upward Bound program will be $43.00 per person for double occupancy in the residential halls and $1,455.00 for the use of lounge and classroom facilities.

11.15 Approval of Amendment #1 to Grant Agreement #11-317-033 with Board of Governors, California Community Colleges Chancellor’s Office
It is recommended that the Board of Trustees approve amendment #1 to grant agreement #11-317-033 between Napa Valley College and the Board of Governors, California Community Colleges Chancellor’s Office. The grant is being augmented with 2011-12 Economic and Workforce Development funds in the amount of $75,000 and extends the performance period to March 31, 2013. The project provides strategic priority leadership, coordination and technical assistance to support the process, application and integration of economic and workforce development and its tools into the community college system.

11.16 Approval of Grant Agreement #12-317-033 with Board of Governors, California Community Colleges Chancellor’s Office
It is recommended that the Board of Trustees approve grant agreement #12-317-033 between Napa Valley College and the Board of Governors, California Community Colleges Chancellor’s Office. The grant provides funding in the amount of $172,500 to provide strategic priority leadership, coordination and technical assistance to support the process, application and integration of economic and workforce development and its tools into the community college system for fiscal year 2012/2013.

11.17 Approval of Grant Agreement #12-109-XXX with Board of Governors, California Community Colleges Chancellor’s Office
It is recommended that the Board of Trustees approve grant agreement #12-109-XXX between Napa Valley College and the Board of Governors, California Community Colleges Chancellor’s Office. The grant provides funding in the amount of $50,500 for fiscal year 2012/2013 to support the renewal and continuation of the MESA (Mathematics, Engineering, Science Achievement) California Community College Program (CCCP) Center that has been operating since 1999. The MESA/CCCP Center is designed to provide academic and support services for financially and educationally disadvantaged students majoring in calculus based fields who seek to transfer to four-year universities.

12.0 EDUCATION TOPIC, INFORMATION/DISCUSSION ITEMS

12.6 Report on Listening Post Themes
President Edna Baehre-Kolovani presented a report on Listening Post Themes. The full report was included in the backup packet. President Baehre-Kolovani summarized the three question process that had been used to develop the report and said that she would have a recommendation for the make-up of the Blue Ribbon Panel in June. (Baehre-Kolovani)

12.7 Accreditation Update
Sue Nelson, Vice President of Instruction presented a development plan and timeline for a new Educational Master Plan. A copy of the development plan was included in the backup packet and in the Board members “resource binder.”
12.8 Update on 2011/2012 Budget and 2012/2013 Budget Development

John Nahlen, Vice President of Business & Finance, presented information on the current year (2011/2012) budget and on the budget development process for the 2012-2013 annual operating budget of Napa Valley College. Mr. Nahlen summarized a Chancellor’s Office webinar he and President Edna Baehre-Kolovani had participated in. Mr. Nahlen updated the Board on the current budget version (May Revise) and its impact on the college.

Mr. Nahlen said that the state deficit was now projected at $15.7 billion and that additional trigger cuts are anticipated in January at the state and local levels. If the governor’s tax initiative fails, the community college system will receive a mid-year funding cut of $300 million. Mr. Nahlen and Vice President JoAnn Busenbark both described any potential funding from the dismantling of redevelopment agencies statewide as around two years away.

Mr. Nahlen said that the released state budget calculations were not showing an increased mid-year cut to the college. If the tax initiative fails, the estimated mid-year cut for NVC is estimated to increase by $190,129 to $1,532,791. This reduction will result in a workload reduction of 6.4% or 331 full time equivalent students.

Mr. Nahlen presented a comparison of fiscal year 2011-2012 year end projections as of March 31, 2012 and May 2012. The March 31st summary had reflected a $1.4 million dollar operating deficit and May summary showed a lower $1.3 million deficit due to cost reduction measures undertaken by the college. The May budget summary included reduced income data and cost overruns in categorical and grant funds.

Cost overruns in categorical and grant funds were reported at approximately $660,000 and President Edna Baehre-Kolovani said that cabinet had undertaken an analysis of grant funded programs using the Budget Reduction Rubric. She also said that modifications to budget management procedures were pending.

Mr. Nahlen presented two budget summary scenarios for the fiscal year 2012-2013 Tentative Budget. Scenario A, predicated on passage of the governor’s tax initiative, included a $1.367 million operating budget deficit and gave the ending reserve balance as $1.66 million (5.01%). The Scenario A Tentative Budget included approximately $700,000 for vacant staff positions including six faculty members, a custodial supervisor and a half time research assistant. Approximately 30 other existing vacancies were not included in the funding plan.

Scenario B, based upon failure of the governor’s tax initiative, resulted in projections of a $2.899 million operating deficit and an ending balance of $128,450 or .039%.

Mr. Nahlen recommended that services offered at the college be redesigned to meet the budget reality, to meet existing revenue projections. Mr. Nahlen reported that the college has done a thorough job of reducing operating expenses while maintaining services. He recommended that college leadership undertake operational changes and reduction in services to effect savings in salaries and benefits budget categories.

Mr. Nahlen summarized the two tax initiatives expected on the November ballot; the Munger initiative that doesn’t include funding for community colleges, and the governor’s initiative that does.
Trustee Tom Andrews asked if the fiscal year 2012-2013 Tentative Budget scenarios included funding for Other Post-Employment Benefits (OPEB). Mr. Nahlen said that OPEB expenses were budgeted at the year two level of $360,000, as per the funding plan the Board had approved.

12.9 Early Retirement Programs
Laura Ecklin, Dean of Human Resources, and John Nahlen, Vice President of Business & Finance, provided an update on a developing early retirement program and the college. Ms. Ecklin reviewed a timeline for development and implementation of a potential program and said that next steps would include a feasibility study and a recommendation to the Board. Ms. Ecklin estimated that it would take six months complete the retirement process for participants once the program was launched.

Trustee Bruce Ketron asked what the college was currently paying for retirees who had participated in the 2010 early retirement program. Mr. Nahlen said it was $363,000 annually but that the college had realized net savings over the past two years from the program. Mr. Nahlen estimated that the college had saved in excess of $1 million. He also said that there were now 37 fewer people (2010 retirees) in the college’s workforce.

12.10 Update on Disposition of North Corner Property (Surplus Property)
President Edna Baehr-Kolovani reviewed options and procedures related to the disposition of real property at the north end of campus. This presentation was a part of an ongoing study into potential uses of college owned property on the corner of Soscol and Imola Avenues. Procedures, reports, and other information was included in the backup package and included in the Board’s “resource binder.” Ms. Baehr-Kolovani called a report from an environmental services firm to the Board’s attention and said that the first step towards potential future development would be an environmental review of the site for hazardous materials (landfill), wetland mitigation, and other remediation. The proposed cost for the initial environmental survey was given at $17,000. Ms. Baehr-Kolovani recommended that, should the Board wish to pursue development, they direct staff to proceed with a Request for Proposal that would put the burden of environmental review on the successful developer.

Board Chair Michael Baldini asked Trustee Bruce Ketron to chair an ad hoc committee to further investigate legal requirements related to development of the north corner property. Mr. Baldini said that he would also participate on the committee. Vice President JoAnn Busenbark expressed her interest in the topic and requested that the Board be informed of all issues and progress.

12.11 Update on Student Success Task Force Recommendations
Sue Nelson, Vice President of Instruction, and Oscar DeHaro, Vice President of Student Services presented an update on the current status of Student Success Task Force recommendations. The purposes of task force’s 22 recommendations, as they are currently understood, are to foster students success and rebalance priorities within the community college system.

Mr. DeHaro said that many expected requirements of the recommendations were already in place at the college.

Board Chair Michael Baldini directed staff to include a hardcopy of the presentation in the minutes. That presentation is attached to and included in these minutes.
The SSTF recommendations include increasing college readiness through coordination with local K-12 districts and promoting use of educational plans for students. The college will see an increase in student need for counseling to develop the plans but technology (Datatel modules) to assist with plan writing is included in the IT Roadmap that is being implemented, according to Mr. DeHaro.

Trustee Brenda Knight expressed concern that some elements of the SSTF recommendations will create hardships for minority students to gain entry into the community college system.

Ms. Nelson said mandated placement testing would be beneficial to student success in several areas, and Math & English in particular. Student are not currently required to take assessment testing and are self-identifying their level of proficiency in classes. Trustee Bill Blair said this would lead to increased efficiency and should reduce the time required to achieve educational goals.

Another recommendation addresses increased alignment of course offerings and the college will be using technology to extract data and plan class offerings in coordination with students’ educational plans. Technology will also aid the college in developing a newly required scorecard that will be used to inform the public on how well the college is reaching performance goals in areas of transfer, degree/certificate, basic skills, and vocational programs.

Funding is addressed under Chapter 8 of the SSTF recommendations summary and Ms. Nelson expressed concern for potentially unfunded mandates or state funding based on the above referenced scorecard.

Student Trustee Ruscal Cayangyang expressed concern that students may face a loss of priority registration and financial aid eligibility if they do not complete their educational plan within a certain period of time. Trustee Brenda Knight expressed concern that the community college system would focus on recruiting students from high achieving demographic groups and disenfranchise under-achieving students who need the system most.

Ann Gross, President of the Academic Senate, stated that these concerns should be discussed in the context of the college Mission. She said there were tremendous external pressures to limit the community college mission.

Valerie Exum, President of the Classified Senate, agreed with Ms. Gross and asked how the college would cover expenses related to increased assessment testing. Ms. Knight requested additional information on the number of students who were assessed currently.

13.0 ACTION ITEMS

13.6 Acceptance of 2012-2013 Negotiations Proposal from the Napa Valley College Faculty Association
The 2012-2013 Negotiations Proposal from the Napa Valley College Faculty Association appears in the backup packet under Agenda Item 5.1.

M/S/C (Andrews/Ketron) to accept the 2012-2013 Negotiations Proposal from the Napa Valley College Faculty Association.
13.7 Approval of the Napa Valley Community College District Proposal for Negotiations with the Napa Valley College Faculty Association for the Contract Period Beginning July 1, 2012
The District Proposal for Negotiations with the Napa Valley College Faculty Association for the contract period between July 1, 2012 and June 30, 2012 appears in the backup packet under Agenda Item 5.2.

M/S/C (Knight/Ketron) to approve the Napa Valley Community College District Proposal for Negotiations with the Napa Valley Faculty Association for the contract period beginning July 1, 2012.

13.8 Annual Review 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 (Knight/Blair) to approve the privileges afforded the Student Trustee in Board Policy BP 2015 – Student Member.

13.9 Approve New Board Policy – Camping & Storage of Camping Related Personal Property (2nd Reading)
Oscar DeHaro, Vice President of Student Services, and Ken Arnold, Police Chief, proposed a new policy to address camping activities on campus. The new policy is based upon existing regulations used by the City of Napa and has been reviewed and commented upon through the Council of Presidents, a shared governance committee.

M/S/C (Blair/Andrews) to approve the Camping & Storage of Camping Related Personal Property as presented.

13.10 Adopt Resolution Ordering Governing Board Member Election
Pursuant to Education Code sections 5000, 5304 and 5322, the Board of Trustees shall order school district elections for Trustee Areas whose governing board member terms are to expire in December 2012. The election specifications are included in the Resolution and identify the need to elect members of the governing board from Trustee Areas 1, 6, and 7.

M/S/C (Knight/Cayangyang) to adopt the Resolution Ordering Governing Board Member Election.

13.11 Appoint Board Representative to Viticulture & Winery Technology Foundation
Trustee Steve Reinbolt resigned from the Viticulture and Winery Technology Foundation board. Pursuant to Viticulture and Winery Technology Foundation bylaws, the Napa Valley College Board of Trustees is to have three representatives on the VWT Foundation Board. Relevant sections of the bylaws were included in the backup packet. Board Chair Michael Baldini and Trustee Bruce Ketron are currently
appointed to the VWT Foundation Board. The three appointees’ terms are scheduled to expire in 2013.

Mr. Baldini announced the Trustee Bruce Ketron was recently installed as the new Vice President of the VWT Foundation Board.

Mr. Baldini motioned to nominate Trustee Bill Blair as the replacement member on the VWT Foundation Board and Trustee Brenda Knight seconded the motion. The motion carried to appoint Mr. Blair as the third trustee member of the VWT Foundation Board.

13.12 Future Agenda Items

13.12.1 Listing of Agenda Items Previously Approved

Board Chair Michael Baldini reviewed the existing list of future agenda items.

13.12.1.1 Facilities Usage Update (tentatively scheduled for June 2012)

13.12.1.2 Information/Discussion – Hiring Procedures (tentatively scheduled for June 2012)

13.12.1.3 Information/Discussion – Veterans programs and benefits (tentatively scheduled for June 2012)

13.12.2 Discussion and Approval of Newly Proposed Agenda Items

Board Chair Michael Baldini directed staff to provide an update on Student Success Task Force requirements, as well as data on assessment testing, as requested by Trustee Brenda Knight, within sixty days.

Trustee Bill Blair said that he would like to hear an update on the Educational Master Plan and the plan development process at each meeting, including updates on Student Learning Outcomes and Assessment.

Student Trustee Ruscal Cayangyang said he would like an update on the IT Roadmap and the status of the $200,000 that had been allocated for year one. John Nahlen, Vice President of Business & Finance, said that the year one Datatel contract would be coming before the Board in June and that he would provide an update then.

14.0 BOARD OF TRUSTEES REPORTS

Trustee Brenda Knight thanked the campus for attending a multicultural event in American Canyon and said that the college was well represented. She reported that the event raised over $14,000 for a leadership program at American Canyon High School.

Trustee Bruce Ketron reported that he had seen the on campus showing of the film Precious Knowledge and that the audience had been energized and much affected by the film.

Student Trustee Ruscal Cayangyang thanked students and citizens for their support. He reported that he had attended a general assembly in Ontario and a scholarship ceremony. Mr. Cayangyang said he was looking forward to commencement. Mr. Cayangyang said that due to the late hour, he would email the rest of his report.

Trustee Tom Andrews and Trustee Bill Blair had no report.
Board Chair Michael Baldini suggested that the college and local high schools have a joint meeting.

15.0 CONTINUANCE OF CLOSED SESSION (as needed)
None.

16.0 ADJOURNMENT
Board Chair Michael Baldini adjourned the meeting in honor of nurses at 11:01 p.m.
I would like to first acknowledge the attendance of our SEIU1021 union representative, Tim West. Thank you, Tim for joining us tonight.

I would like to discuss some of the philosophies of Shared Governance, as taken from the Classified Senate Website:

“A Foundation of Trust” entails a number of factors including truth-telling, candid communications, genuine listening, accountability, and consistency. In a climate of trust, we can depend on one another to work toward the mission and goals of the college. We also have the right to expect the best from one another and to hold one another to the highest standards of ethical professionalism.

On April 23rd the classified instructional staff received an email from Sue Nelson, VP of Instruction, regarding possible summer redeployments. While the classified union recognizes, and thanks, the VP of instruction for her efforts to inform our staff, the classified union membership as a whole feels the redeployment process could have been done in a more professional, collegial manner. Notification of affected classified employees has been very inconsistent and resulting decisions have been made that don’t foster the trust our shared governance process promises. We ask that the Board take the necessary steps to ensure that classified staff believe they are treated fairly and equitably.

Another philosophy of Shared Governance is:

“Joint Effort” requires a sense of ownership and acceptance of responsibility to participate in matters affecting the direction of the college. Ideally this principle facilitates as much participation as is reasonable and appropriate, given the scope and significance of the matter at hand, and is based on the key assumptions that:

1. Contribution from all constituencies is essential to the democratic process in the governance of the college, with recognition of differences in levels of authority, responsibility, expertise and perspective.

2. Issues and proposals can be initiated at any level of the college.

It is the general feeling of the classified union membership that this process was rushed and did not properly allow for cooperative discussion before decisions were made.
Lastly, we will examine the philosophy of:

“Transparency” is demonstrated with effective communication of the content and rationale of the decision making process. If shared governance is valued in the college, then an informed and engaged community of discourse is necessary. Decision making must entail genuine opportunities both to persuade and to be persuaded. When effective communication conveys decisions that have been reached and identifies the reasons for which these decisions have been made, both the decisions themselves and the processes involved should be open to assessment, review and judgment.

In the spirit of Transparency, the classified body as a whole should have been called together to allow for a question and answer period. We are hardworking, dedicated employees and decisions like this affect our livelihood. The board needs to recognize that the classified staff are AGAIN bearing a disproportionate burden due to the budget problems of the college, while faculty and administrators don’t look to be experiencing the same type of duress, risk and resultant loss of morale.

In closing, I would like to reiterate the concerns stated by several board members at the April 19th Board of Trustees meeting. It was the general consensus of the Board that “pink slips” would foster mistrust and a lack of confidence. The classified union membership employees find themselves in a similar situation now. We ask the board to recognize our concerns and assure the classified staff, that we will be treated with the same respect and dignity as our faculty and administrators.
2011-2012 Program Self Evaluation

Child Development Center

State Preschool Contract (CSPP)
Infant/Toddler Contract (CCTR)

Child Development Division
California Department of Education

Fiscal Year 11-12

The Program Self Evaluation is intended to focus on the educational content of the Desired Results System- the children’s developmental profiles.

This is a measurement of learning outcomes for the children of the Child Development Center.
KEY FINDINGS

Infants (ages 2-18 months)

Measure 23 - Memory:
- 89% Acting with purpose
- 11% Expanding Responses
**Measure 35 - Safety**
100% of children Acting with Purpose

All children seek caregivers if they feel unsafe or insecure

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**Toddlers (18-36 months)**

**Measure 12 - Relationship with peers**

58% Developing Ideas  
11% Discovering Ideas  
29% Acting with purpose  
2% Expanding Responses

**Measure 8 - Impulse Control**

61% Developing Ideas  
29% Discovering Ideas  
11% Acting with purpose
Preschool 3 - 5 years old

**Measure 19 - Concepts about Print**
- 21% Exploring
- 18% Developing
- 54% Building
- 7% Integrating

**Measure 20 - Phonological Awareness**
- 4% Not yet at first level
- 14% Exploring
- 29% Developing
- 43% Building
- 11% Integrating

**Measure 37 - Patterning**
- 14% Not yet at first level
- 11% Exploring
- 21% Developing
- 43% Building
- 11% Integrating
Program Action Plan

• Educational goals (what will be accomplished for children)

• Actions Steps (materials, training needed)

• Expected Completion date and Persons responsible

• Follow-up and Reflection
Update on Student Success Task Force Recommendations

Presentation to the BOT

May 16, 2012, Board Meeting

Sue Nelson, Vice President of Instruction
Oscar De Haro, Vice President of Student Services

Student Success Task Force Recommendations

Overview

Refocusing California Community Colleges toward student success

This comprehensive plan to improve the System’s capacity to serve students:

- **Would rebalance priorities within the community college system** to better focus on the core missions of workforce preparation and transfer, while protecting access
- **Would make community colleges more responsive** to the needs of students and the economy
- **Would increase student success rates** for certificate and degree completion and transfer to four-year institutions
Recommendation:
Chapter 1. Increase College and Career Readiness

<table>
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<tr>
<th>NVC Current Practice</th>
<th>NVC Response</th>
<th>Anticipated Resources</th>
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<tr>
<td>While many efforts are made through assessment, high school articulation of courses, concurrent courses, and outreach, too many HS graduates come to college unprepared.</td>
<td>NVC will take the lead locally to collaborate with K-12 and others to respond to state requirements once they are adopted. The recommendation provides for state-level reforms to set clear expectations for college, develop a definition of career readiness, and develop common standards for college and career.</td>
<td>Unknown.</td>
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Recommendation:
Chapter 2. Strengthen Support for Entering Students

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<td>The current “Five Steps to Successfully Enroll as a New Student” includes placement assessment, orientation and advising. Assessment for English is currently mandated and math will be mandated in spring 2013. Students not associated with a support program that requires an educational plan are encouraged but not required to participate in support resources such as education plans or declare a program of study within their first three semesters.</td>
<td>Mandating Educational Plans for all students is a goal NVC will strive towards and gradually implement with upgrades to the technology applications and training associated with Degree Audit and Electronic Educational Plans. A task force has been identified to implement the educational plan system for better efficiency. NVC would need to modify the requirements in these two areas.</td>
<td>Additional counselors and advisors. Funds for training and development of Datatel modules are included in Year One of the IT Roadmap.</td>
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At NVC there have been initial discussions of giving high enrollment priority to incoming high school graduates. This increased priority for high school graduates would be a departure from the current lower priority this group receives. Currently students who receive the Board of Governors Fee Waiver are not required to maintain academic progress. Our current practice at NVC does not require students to address basic skills deficiencies in their first year.

NVC will continue to follow the recommendations and subsequent legislatively authorized priority for high school students. NVC will apply the Federal, Title V, standard of academic progress to the BOG Fee Waiver. NVC will strive to add identified basic skills courses to support students.

Use existing staff to change enrollment priorities and BOG fee Waiver incentives. Additional basic skills instructors and classes.
**Recommendation:**

**Chapter 4. Align Course Offering to Meet Student Needs**

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<td>Based on available information, courses are scheduled to meet students’ objectives for CTE, transfer and basic skills. However, we currently cannot extract the information needed from educational plans to better inform our schedule. Personal enhancement courses have been moved to fee-based.</td>
<td>Once the application and technology for educational plans are implemented, course offerings and schedule will be refined based on student educational plans.</td>
<td>Use existing course funding allocation. Funds for training and development of Datatel modules to meet these outcomes are included in Year One of the IT Roadmap.</td>
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**Recommendation:**

**Chapter 5. Improve the Education of Basic Skills Students**

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<tr>
<td>NVC has consistently provided instruction and services to support the basic skills student. Efforts include learning communities, counseling, tutoring, and professional development for faculty and staff.</td>
<td>The state will develop clear guidelines for strategies to move basic skills students to career and college readiness, including training faculty on special needs of basic skills students, identifying and funding best practices (e.g. learning communities), and identifying appropriate credit and noncredit levels.</td>
<td>Unknown. If required, funds will be needed for additional learning communities and other strategies.</td>
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### Recommendation:

**Chapter 6. Revitalize and Re-Envision Professional Development**

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<td>Institutionally there are very limited funds set aside for professional development</td>
<td>An institutional commitment must be made to adequately support this effort.</td>
<td>Unknown. Funding will be needed for increased professional development for full- and part-time faculty and staff.</td>
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<td>towards improving basic skills instruction and services. Basic Skills Initiative (BSI)</td>
<td>NVC is positioned to work with the Academic Senate to respond to requirements on professional development.</td>
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<td>funds and other grant/categorical funds are currently used.</td>
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### Recommendation:

**Chapter 7. Enable Efficient Statewide Leadership and Increase Coordination Among Colleges**

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<tr>
<td>Not applicable at this time.</td>
<td>Waiting for details from the State Legislature. NVC will respond to local requirements such as publishing a “scorecard” with identified success metrics using ARCC reporting system.</td>
<td>Existing staff &amp; faculty will assist in meeting this outcome.</td>
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Recommendation:
Chapter 8. Align Resources with Student Success Recommendations

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<td>Categorical funding at NVC is not sufficient to meet the current need. Available funds are used for student support services such as diagnostic assessment, orientation and educational plan advising.</td>
<td>As funds permit, NVC will improve and expand those support services identified in the SSTF report. Realignment and streamlining of categorical resources will be made to extent possible and to limit the silos as discussed in the report.</td>
<td>Unknown. There is concern that the SSTF recommendations will become unfunded or partially unfunded mandates, which may add to the NVC budget dilemmas.</td>
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Recommendation:
Chapter 9. A review of Outcomes-Based Funding

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<td>N/A</td>
<td>This is not being recommended at this time. No response is needed.</td>
<td>N/A</td>
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