Napa Valley Community College District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
February 14, 2013

2:00 p.m. Closed Session, Room 1538 – Board Room
2:30 p.m. (approximate time) Return to Public Session, Room 1538 – Board Room

Building 1500 – McPherson Administration Building
2277 Napa-Vallejo Highway
Napa, California 94558

1.0 CALL TO ORDER
Board Chair Michael Baldini called the meeting to order at 2:00 p.m.

1.1 Roll Call
Members Present: Michael Baldini, Bruce Ketron, Bill Blair, Brenda Knight, Dan Digardi, Rafael Rios, and Ruscal Cayangyang.

Members Absent: JoAnn Busenbark

1.2 Adopt Current Agenda
M/S/C (Blair, Digardi) to adopt the agenda as presented.

2.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
Board Chair Michael Baldini opened Public Comment on closed session items at 2:04 p.m., and, finding none, convened to Closed Session.

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):
Digital Design and Graphics Technology Instructor (temporary, leave replacement)

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
4.0 RETURN TO PUBLIC SESSION 2:38 p.m.
Board Chair Michael Baldini reconvened to Public Session at 2:38 p.m.

4.1 Pledge of Allegiance
Board Chair Michael Baldini led the Pledge of Allegiance.

4.2 Announcement of Items from Closed Session
Board Chair Michael Baldini announced that the Board had voted unanimously to employ Gary Strommen for the position of temporary Digital Design and Graphics Technology Instructor.

4.3 Announcement of Adopted Agenda Modifications
Board Chair Michael Baldini announced that there were no changes to the published agenda order and advised of an addendum that added two letters of intent to the Consent Agenda.

4.4 Introduction of New Staff and Guests
No introductions were made.

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

   - February 28, 2013, Special Meeting
   - March 14, 2013, Regular Meeting
   - April 11, 2013, Regular Meeting
   - April 25, 2013, Special Meeting

5.0 PUBLIC COMMENT — GENERAL
Board Chair Michael Baldini opened Public Comment at 2:43 p.m.

Benjamin Quesada, interim coordinator of student life, announced a black history month dinner and reported on an ongoing initiative to improve branding of the Associated Students of Napa Valley College. Mr. Quesada requested permission to add a short presentation on ASNVC to the next Board of Trustees agenda.

Lilia Navarro, a member of a Latino outreach group, expressed concern that students were impacted by high prices of textbooks. Ms. Navarro’s statement is attached to and included in these minutes.

Conchita Marusich, co-chair of Latino outreach group, agreed with Ms. Navarro and commented on concerns that barriers to education were increasing. Ms. Marusich’s statement is attached to and included in these minutes.

6.0 SUPERINTENDENT/PRESIDENT'S REPORT
President Ron Kraft reviewed a new, periodic campus report that was released on February 7, 2013. The report is a collection of news and information about college programs, faculty, staff, students and the community.

Dr. Kraft reviewed campus news found in the report related to a positive letter from the Accrediting Commission for Community and Junior Colleges following submission of the mid-term report, an upcoming visit from the Office of Civil Rights, annual audit results, a circulating
Request for Proposals for bookstore services, and parking lot use by Bottle Rock event participants.

Trustee Bruce Ketron requested that Dr. Kraft write a letter to Armond Phillips communicating the college’s appreciation for his efforts while interim president to complete the accreditation required mid-term report.

7.0 SUPERINTENDENT/PRESIDENT SELECTION COMMITTEE REPORT
Board Chair Michael Baldini introduced Trustee Bruce Ketron as co-chair of the selection committee and asked him to report in Trustee JoAnn Busenbark’s absence. Mr. Ketron and Laura Ecklin, dean of Human Resources, reported on committee activities and the timeline for candidate selection.

8.0 CONSTITUENT GROUP REPORTS
8.1 Classified Association Report
Cristine Vasquez, president of the Association of Classified Professionals, reported that the association was soon to hold elections for their executive board. Ms. Vasquez also reported that the association planned to form a subcommittee to evaluate their existing contract to aid in negotiations. Three classified employees were recently transferred and all parties are satisfied with the new assignments. Ms. Vasquez said she appreciates President Ron Kraft’s open door policy.

8.2 Classified Senate Report
No report

8.3 Administrative Senate Report
No report

8.4 Associated Students of Napa Valley College Report
Jeannine Madrone – vice president of the Associated Students of Napa Valley College announced an upcoming African American dinner. She also reported that a student forum on The Way Forward was being advertised in classes and that events related to club rush were successful.

8.5 Academic Senate Report
Ann Gross, president of the Academic Senate, reported that the Educational Master Plan development process was on track. Ms. Gross also shared that the senate was reviewing part-time faculty hiring processes with an eye at better developing pools of qualified applicants. She also reported that the senate was restructuring committees, that they had received multiple presentations on The Way Forward from Sue Nelson, vice president of Instruction, and President Ron Kraft, and that the Learning Outcomes Assessment Committee continued to review institutional level learning outcomes.

8.6 Faculty Association Report
Denise Rosselli, president of the Faculty Association, reported that she and Laura Ecklin, dean of Human Resources, were to attend a conference on the affordable care act. Ms. Rosselli also reported that at an association membership meeting today, a representative of the California Teachers Association gave an overview of the grievance process. Ms. Rosselli reported that she had attended a conference where much discussion reflected an interest in evaluating the accreditation process.
9.0  APPROVAL OF MINUTES
9.1  January 10, 2013, Regular Meeting
     M/S/C (Blair, Ketron) to approve the Minutes of January 10, 2013 as presented.

10.0  CONSENT AGENDA

M/S/C (Cayangyang, Digardi) to approve the Consent Agenda, including Items 10.9 and 10.10, that were added by addendum.

10.1  Ratification of Financial Documents

10.1.1  Approval of Warrants for January 31, 2013

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<td>General Fund (Fund: 11, 12)</td>
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<td>NVC Bldg. Fund/Series C (BOND) (Fund: 44)</td>
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10.1.2  Approval of Total Gross Payroll

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<td>January 31, 2013</td>
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10.2  Approval of Personnel Document of February 5, 2013


The Academic Personnel Status Document lists each contract/regular faculty member by contract status, salary step, and anniversary date and applicable tenure status for academic administrators for academic year 2013-2014. The document recommended for approval is included in the backup packet. It is recommended that the Board approve this document and the changes in contract status and salary steps listed for 2013-2014.

10.4  Approval of Agreement with A Place To Live

It is recommended that the Board of Trustees approve an agreement with A Place To Live for the purpose of providing internships to eligible students in the Human Services Program. The term of the agreement is from November 12, 2012 until terminated by either party. There is no cost to the District.

10.5  Approval of Agreement with Friendship Missionary Baptist Church

It is recommended that the Board of Trustees approve an agreement with Friendship Missionary Baptist Church for the purpose of providing internships to eligible students in the Human Services Program. The term of the agreement is from November 29, 2012 until terminated by either party. There is no cost to the District.

10.6  Approval of Agreement with County of Solano, Solano County Library

It is recommended that the Board of Trustees approve an agreement with County of Solano to continue to provide automation services to the Napa Valley College Library by the County of Solano, Solano County Library. The not to exceed cost for services is $45,000. The term of this agreement is from July 1, 2012 through June 30, 2013.
10.7 Approval of Memorandum of Understanding with the Regents of the University of California for Transfer Opportunity Program with University of California, Davis
It is recommended that the Board of Trustees approve agreement #UCD13-01768 with the Regents of the University of California for the renewal of Napa Valley College District’s participation in the University of California, Davis Transfer Opportunity Program for academic year 2012-2013. The term of the agreement is from July 1, 2012 through June 30, 2013. The total cost to the District has been waived this year.

10.8 Ratify Proposed Change Orders – NVC Fire Alarm Monitoring Upgrade:
Ratify acceptance of Napa Electric’s proposed change orders as provided in the attached Proposed Change Order Log dated 1/31/2013. The INCREASE for the proposed change orders for this cycle is $11,400.00. Construction Percent Complete: 92.5% Contingency on Original Contract: 10% Contingency used: 8.77%

10.9 Approval of Letter of Intent for Small Business Development Center Contract with Humboldt State University Sponsored Programs Foundation for Calendar Year 2013
It is recommended that the Board of Trustees approve a letter of intent with the Humboldt State University Sponsored Programs Foundation for continuance of Small Business Development Center services. Napa Valley Community College may continue to incur costs for normal business activities at a level of $63,000 ($70,000 minus 10%) pending the final approval of budgets by the foundation. Amounts may be different to those stated in the letter of intent and will be reflected in the final contracts. The funding will be used to provide direct services, training and one-on-one counseling to Napa County businesses. The term of the agreement is from January 1, 2013 through December 31, 2013.

10.10 Approval of Letter of Intent for Small Business Development Center Contract with Humboldt State University Sponsored Programs Foundation in Sonoma County
It is recommended that the Board of Trustees approve a letter of intent with the Humboldt State University Sponsored Programs Foundation for Small Business Development Center services in Sonoma County. Napa Valley Community College will participate as a sub-recipient on the foundation’s anticipated award and may continue to incur costs for normal business activities at a level of $127,168 ($141,298 minus 10%) pending the final approval of budgets by the foundation. Amounts may be different to those stated in the letter of intent and will be reflected in the final contracts. The funding will be used to provide direct services, training and one-on-one counseling to Sonoma County businesses. The term of the agreement is from January 1, 2013 through December 31, 2013.

11.0 EDUCATION TOPIC, INFORMATION/DISCUSSION ITEMS

11.1 Update on Educational Master Plan
President Ron Kraft reported on progress related to the developing Educational Master Plan (EMP). The EMP will guide strategic institutional planning and the disposition of physical resources over approximately the next ten years. Dr. Kraft reviewed the EMP development calendar and reported 400 hundred respondents to staff, student, and community surveys. Dr. Kraft reported that Sue Nelson, vice president of Instruction, and Ann Gross, president of the Academic Senate, had recently assumed co-chair
positions on the EMP coordinating committee. Dr. Kraft also reviewed a sample template of the draft programmatic summary pages.

11.2 Update on The Way Forward and Budget
President Ron Kraft reported that development of The Way Forward (TWF), a multi-year financial plan, was on schedule although some calendar adjustments had been made due to delayed information related to Proposition 30.

Dr. Kraft announced an upcoming Budget Committee meeting (February 21, 2013) where Glenna Aguada, co-chair, would provide information on the college’s budget, including both year to date information and year end projections. This information has not been routinely shared with the campus in years past and this initiative is hoped to increase transparency and understanding.

11.3 Update on Staffing and Contract Renewals
Laura Ecklin, dean of Human Resources, provided an overview of existing staffing conditions and expectations for 2013-2014. Ms. Ecklin reported that no recommendations related to nonrenewal of contracts were anticipated. A small change to the dean position in Physical Education and Athletics is expected at some point in the future but no existing employees will be affected. Ms. Ecklin reported that the college had met their Faculty Obligation Number (FON).

11.4 Report by Trustees on the Community College League of California Legislative Conference
Student Trustee Ruscal Cayangyang and Trustee Bruce Ketron reported on the Legislative Conference of the Community College League of California that was held on Sunday, January 27, 2013 in Sacramento.

Mr. Cayangyang met with other trustees from all over the state and reviewed board roles and policies. Trustees serve as a bridge between the community and the institution and set policies to assure that operations are prudent and practical.

Mr. Cayangyang also attended a fiscal presentation where panelists discussed adult education, online access, and the state’s current budget projection.

Mr. Ketron called the public’s attention to his written report and asked that it be included in the minutes. Mr. Ketron summarized his report by describing impacts of Proposition 30 and the increasing use of metrics to evaluate standards and student success. Mr. Ketron’s report is attached to and included in these minutes.

11.5 Trustee Email Accounts
President Ron Kraft and Robert Butler, dean of Institutional Technology, facilitated a discussion of trustee email accounts and other communication options. Mr. Butler has surveyed other colleges but did not find any level of standardization with regard to institutional email accounts (as opposed to personal accounts), inclusion in distribution lists (“all staff” or “everyone”), or whether individual trustee contact information was published. Individual Napa Valley College trustees could make these determinations or the Board may adopt a procedure defining best practices.

Following general discussion of trustee email accounts, retiree and emeritus access to institutional email accounts, and implications related to various distribution lists, Board Chair Michael Baldini recommended the Board form an ad hoc committee to develop recommendations and guidelines related to trustee email accounts. Trustee
Brenda Knight and Trustee Bill Blair were identified as co-chairs of the ad hoc committee and Trustee Dan Digardi will also participate. Mr. Baldini asked that the committee bring information back to the next regular meeting of the Board.

12.0 ACTION ITEMS

12.1 Agreement #12112370 with Commission on Peace Officer Standards and Training (P.O.S.T.)

It is recommended that the Board of Trustees approve agreement #12112370 with the State of California, Commission on Peace Officer Standards and Training (P.O.S.T.). The Napa Valley College Criminal Justice Training Center will provide Critical Thinking courses to qualified law enforcement personnel. The term of the agreement is from February 1, 2013 through May 31, 2013. Proceeds described in the agreement are estimated at $40,924.80 and are based on projected course offerings.

M/S/C (Ketron, Knight) to approve Agreement #12112370 with the Commission on Peace Officer Standards and Training. (Nelson)

12.2 Request for Authorization to Advertise for Faculty Positions

Staff request authorization to advertise for up to six tenure-track (contract) faculty positions to support the needs of instructional and student service areas. This authorization will allow the Office of Human Resources to finalize job announcements and begin advertising the positions as soon as possible, with start dates of Fall 2013.

The number of positions to be filled will be determined by the anticipated Faculty Obligation Number (FON) and faculty separations. The Vice President of Instruction will work with the Instruction Council to prioritize positions in accordance with written guidelines that take into consideration workload (FTES) and staffing ratios in the discipline.

M/S/C (Knight, Cayangyang) to authorize staff to advertise for up to six tenure track (contract) faculty positions. (Ecklin)

12.3 Special Privileges for Nonresident Foreign Student

The administrative regulations to Board Policy S6210 Tuition, relate to the Non-resident Foreign Student Tuition Waiver. The regulations state that the Napa Valley College Board of Trustees authorizes tuition waivers for no more than 20 percent of the non-resident foreign students enrolled a the college each semester. The waiver is to be used in unusual and extraordinary situations. The waiver is granted for one semester, subject to renewal each semester, up to a maximum of four semesters. The student’s circumstances must meet three criteria, including: 1) the student’s financial situation has changed beyond his/her control; 2) failure to grant the waiver would cause the student undue hardship; and 3) the president recommends approval of the waiver.

Oscar Lopez is an international student from South America and is requesting a waiver of the nonresident foreign tuition fee for Spring, 2013 semester. This is the first semester he is requesting a waiver.

The last time the BOT approved a waiver was in December 12, 2012, for Mr. Wael Shenouda for the Spring, 2013 semester.
M/S/C (Cayangyang, Knight) to approve a Non-resident Foreign Student Tuition Waiver for Oscar Lopez for the Spring 2013 semester. (DeHaro)

12.4 Discuss and Approve Future Agenda Items

12.4.1 Listing of Future Agenda Items Previously Approved

None

12.4.2 Discuss and Approve Newly Proposed Agenda Items

12.4.2.1 Presentation on Online Courses
12.4.2.2 Update on Wireless Service on Campus

Board Chair Michael Baldini reviewed future agenda items as listed above and added that trustee email accounts, accreditation benchmarks, and audit recommendations would be discussed again at future meetings. Trustee Bill Blair requested a future presentation on the hospitality program. The Board reached consensus on future agenda items as listed below.

- Presentation on Online Courses
- Update on Wireless Service on Campus (April)
- Update on the Hospitality Program
- Update on Accreditation Benchmarks
- Update on Audit Recommendations Status (June)

13.0 BOARD OF TRUSTEES REPORTS

Board Chair Michael Baldini invited Trustee Rafael Rios to join him on an ad hoc committee and meet with the City of Napa and other community groups regarding potential joint projects. Mr. Rios agreed.

Trustee Dan Digardi reported that he had attended a Boys and Girls Club crab feed.

Student Trustee Ruscal Cayangyang referred to a report he had emailed that is included below:

To: Students and citizens

From: Ruscal Cayangyang

Item: Ruscal's Napa Valley College Trustee report for Feb '13

Although there's a lot of activity, here are the highlights:

I would like to thank the Associated Students of Napa Valley College for Club Rush on campus. More student life = more students caring about college = student success

Promoted the Cash for College / Financial Aid workshops happening at our high schools. There's one at Jesse Bethel High School in Vallejo on Wednesday, February 20, 6-8pm. Also there's a workshop at the college on Saturday, February 23, 10am-2pm, NVC McCarthy Library.
Working in Sacramento this Friday for the CA Campaign for College Opportunity regarding state legislation such as SB1440, and will present proposed state legislation to the community, whether it be our upcoming board meetings or hosting a town hall meeting. Your feedback is much appreciated.

I will be helping out at the Black History Month Dinner, open to the public, on February 21 from 6-8pm in the NVC Cafeteria. Contact Tia Madison for more info. Hope to see you there.

I will be helping Tony Pearsall (former NVC Police Instructor / retired Vallejo police captain) and volunteers with painting out graffiti in the neighborhoods on a upcoming Saturday.

I encourage our students and citizens to attend a special board meeting on February 28 called "The Way Forward" presented by Dr. Ron Kraft.

If there's anything else, I will report other items via email throughout the week. Thank you for your time.

~Ruscal. Sent from my iPhone

Trustee Brenda Knight reported on her work at American Canyon High School on an accreditation workgroup. Ms. Knight suggested that staff install promotional materials (posters, picture collages, etc.) at the high school that focus on the culinary program, criminal justice program, and the college in general.

Trustee Bruce Ketron reported that he had also attended a crab feed event and that the broad based support for fundraising had been impressive.

14.0 CONTINUANCE OF CLOSED SESSION (as needed)

none

15.0 ADJOURNMENT

Board Chair Michael Baldini adjourned the meeting at 4:35 p.m. in memory of Marie Henry, a well-respected nursing instructor who retired from Napa Valley College.
Buenas Tardes, My name is Lilía Navarro and I am a member of the Latino Outreach Committee. Our committee is very concerned about the cost of text books that are necessary to take classes at Napa Valley College. On many college websites, the added cost of textbooks can go as high as $1,000 per semester. An individual textbook can cost as much as $100 or more. This is just too much for many students. One possible solution is for the teachers to make the written material available on the internet so that students would have free access to the material. We urge you to look at solutions to this very important issue facing our students.

Muchas gracias, and thank you for your time.

Lilía Navarro
Latino Outreach Committee of the Democrats of Napa Valley
1416 Second Street
Napa, CA 94558
My name is Conchita Marusich. I am the Co-Chair of the Latino Outreach Committee. Thank you for this opportunity to address the Board of Trustees. Our committee is concerned about the growing barriers to education and to job skills training. The cost of getting an education is becoming a problem for many students. One area of concern is the high cost of text books. We support the ability of students to be able to access free open-sourced material and digital textbooks on the internet. New technology can help end the reliance on expensive hard-bound text books. Digital material can also be updated more easily and make the most current information readily available. We urge you to explore this important area that will benefit our students.

Thank you

Conchita Marusich
Latino Outreach Committee of the Democrats of Napa Valley
1416 Second Street
Napa, CA. 94558
Sacramento CCLC Leg Conf 1/27/13 Review/REPORT of Trustee Bruce Ketron

1-Prop 30 stopped the down trend BUT IS NOT THE SOLUTION!

Top funding was in 2007 -- down each year since. Prop 30 passage in Nov 2012 stopped the decreases but will not restore 2007 level (That will never again be seen per #2 below). DANGER: The public perception is that Prop 30 “Solved” school finance. Must revise or manage public misperception to avoid blame and retaliation [Looming unmet expectations!] Cannot “trend water” in this time of “reprise”. “The future of state appropriation is not rosy” despite Calif history to support higher ed. In practice higher ed gets cut when $ is limited. Cutbacks in next shortage.

2-Change is assumed: All speakers said things have changed and things will not look the same in 2020. “Remove the word “restoration” from usage. There is no looking in the rear-mirror [of state funding]. Talk of ‘renewal’ and ‘transformation’ …The future is a knowledge based economy.”

Comm College (and all school discussions/debate) were driven in the past by the articulate/well spoken but current approach is all about “data driven”. Though “not everything worthwhile is measurable” it is clear “metrics to meet goals” has arrived. Expected but unknown impact of internet/IT. The route to middle class is thru higher ed with rare “Bill Gates” success but most are headed minimum wage except those who get ed & training after high school. Big deficit in trained workforce with baby boomer retirements. Calif promise of higher ed to all high school grads is history.

3-School $ NOT upon “access” but upon “success” [What about “For Profits”?]

The Student Success Task Force report is grist for the mill. Convergence of many forces/years of discussions about accountability, outcomes, need for job skills, 21st century education, consumer demand. Mention was made that “we have crossed the Rubicon as access already being deprived of over 400,000 students. Too late to go back. No longer about ‘getting students into the seats’ but to incentives for student success. The “For Profit” sector is real, potent and expected to cherry-pick the easiest market and profitable items.

4-Local control matched by local responsibility/blame [CCSF fall-out] It is up to local boards to win voter approval by accomplishments (or shame as in CCSF.) Gov Brown is “driving this train”. Subsidiarity: From his State-of-the-State address:

“This year, as you consider new education laws, I ask you to consider the principle of subsidiarity. Subsidiarity is the idea that a central authority should only perform those tasks which cannot be performed at a more immediate or local level. In other words, higher or more remote levels of government, like the state, should render assistance to local school districts, but always respect their primary jurisdiction and the dignity and freedom of teachers and students.

Subsidiarity is offended when distant authorities prescribe in minute detail what is taught, how it is taught and how it is to be measured. I would prefer to trust our teachers who are in the classroom each day, doing the real work -- lighting fires in young minds.”

Republicans are looking for “relevancy” with voters so they are responding to the buzz while Democrats are claiming “Higher Ed is our thing”
5-Legacy of Jerry Brown

His attention is in direct proportion of the “band-width” Comm Colleges contribute to his emerging sense of legacy especially in light of his knowledge of the “Pat Brown” factor. Keep in mind his attention span and the appeal to him of “BIG IDEAS”. In contrast is public perception of public official “complacency” including in failed cities of Stockton, Vallejo, San Luis Obispo. Is the problem dysfunctional legislators or more like dysfunctional voters?

Summary: We are not going back to “the good old days.”

Local college & trustees’ role of “messaging” especially in light of decline of media, desire of voters to be informed verses the appeal of platitudes, beliefs, the “quick fix”, distractibility.

What is the new “normal”???
   [Partnering? Change itself? Conversation on where we need to be?]