Napa Valley Community College District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
February 13, 2014

4:00 p.m. Board Workshop – Student Health Center, Building 2250
4:30 p.m. Closed Session, Room 1538 – Board Room
5:30 p.m. (approximate time) Return to Public Session, Room 1538 – Board Room

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

Pre-Board Meeting Presentation 4:00 p.m.
The Pre-Board Meeting presentation was rescheduled to March 13, 2014.

1.0 CALL TO ORDER
Board Chair Bruce Ketron called the meeting to order at 4:30 p.m.

1.1 Roll Call & Trustee Attendance
Present: Bruce Ketron; Bill Blair, JoAnn Busenbark, Dan Digardi, Michael Baldini, Rafael Rios, Mary Ann Mancuso, and Alex Shantz

Absent: none

1.2 PUBLIC NOTICE – Real Property Negotiator (Added by Addendum)
Board Chair Bruce Ketron reviewed the Public Notice designating President Ronald Kraft as the Napa Valley Community College District negotiator for transactions related to the following Real Property: 1360 Menlo Avenue, Napa, CA 94558; 500 First Street, Napa, CA 94558; and 6463 Dry Creek Road, Napa, CA 94558.

2.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
Board Chair Bruce Ketron opened Public Comment on closed session agenda items and, finding none, convened to Closed Session at 4:31 p.m.

3.0 CLOSED SESSION

3.1 With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
Title(s):
Business Services Director, Napa and Sonoma Small Business Development Centers (grant-funded, classified-administrator)
Human Resources Assistant (confidential)
Secretary IV, Physical Education/Athletics (classified)
3.2 With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYEE PERFORMANCE EVALUATION Faculty Evaluations (2013/2014)

3.3 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: NVCF/CTA/NEA
Organization representing classified: NVC-ACP/SEIU
Organization representing administrative/confidential: NVC Administrative Senate

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

3.5 With respect to every item of business to be discussed in closed session pursuant to Section 54956.8: Conference with Real Property Negotiator
Property: 500 First Street, Napa, CA 94558
Napa Valley Community College District Negotiator: Ronald Kraft, Ph.D.
Negotiating Parties: Napa Valley Community College District and ACA Financial Guarantee Corporation
Under Negotiation: Price and Terms of Payment

3.6 With respect to every item of business to be discussed in closed session pursuant to Section 54956.8: Conference with Real Property Negotiator
Property: 1360 Menlo Avenue, Napa, CA 94558
Napa Valley Community College District Negotiator: Ronald Kraft, Ph.D.
Under Negotiation: Price and Terms of Payment

3.7 With respect to every item of business to be discussed in closed session pursuant to Section 54956.8: Conference with Real Property Negotiator
Property: 6463 Dry Creek Road, Napa, CA 94558
Napa Valley Community College District Negotiator: Ronald Kraft, Ph.D.
Under Negotiation: Price and Terms of Payment

4.0 RETURN TO PUBLIC SESSION
Board Chair Bruce Ketron reconvened to Public Session at 5:35 p.m.

4.1 Announcement of Items from Closed Session
Board Chair Bruce Ketron reported that the Board had unanimously approved public employment for the following individuals:
Lauren Lee, Secretary IV, Physical Education/Athletics
Kimberly Smith, Human Resources Assistant

Mr. Ketron also reiterated that President Ronald Kraft had been unanimously approved as the Napa Valley Community College District negotiator for transactions related to the following Real Property: 1360 Menlo Avenue, Napa, CA 94558; 500 First Street, Napa, CA 94558; and 6463 Dry Creek Road, Napa, CA 94558.

4.2 Pledge of Allegiance
Board Chair Bruce Ketron led the Pledge of Allegiance.
4.3 Adopt Agenda
Board Chair Bruce Ketron reviewed agenda items that had been added by an addendum and the following changes:

Delete Agenda Item 11.10 - Memorandum of Understanding Between the Napa Valley College District and the Napa Valley Emergency Medical Group

Revise Agenda Item 11.5 - Adopt Revised Board Policies (2nd Reading) to reflect only board policy BP 2105 and defer BP 5055 to a later date

M/S/C (Busenbark, Mancuso) to adopt the agenda as revised.

5.0 PUBLIC COMMENT – GENERAL
Board Chair Bruce Ketron opened Public Comment and Nadine Wade-Gravett, instructor of Physical Education, addressed the Board. Ms. Wade-Gravett requested that the Board consider placing charging stations for electric vehicles on campus.

Norma Ortiz, a student, addressed the Board regarding the right of students to clear communications and an upcoming meeting with Laura Ecklin, dean of Human Resources, to review concerns related to the Child Care Center.

6.0 BOARD REPORTS
6.1 Board Chair Report
Board Chair Bruce Ketron reviewed a recent update to the Brown Act that requires meeting minutes to reflect the vote of each trustee. Mr. Ketron also reported on his attendance at the Community College League of California conference in Sacramento where he attended the session focused on community college legislation. This year’s topic was related to improving relationships with the local community and identifying ways to best meet community needs.

Mr. Ketron also recommended that two ad hoc committees be formed to review BP 2210 – Officers and BP 2720 – Communications Among Board Members. Trustee JoAnn Busenbark, Trustee Michael Baldini, and Trustee Dan Digardi agreed to review BP 2210 with Mr. Digardi acting as chair of the ad hoc committee. Trustee Rafael Rios and Trustee Mary Ann Mancuso agreed to review BP 2720.

Mr. Ketron announced a Special Meeting scheduled for March 29, 2014 to focus on bond feasibility and facilities master planning.

6.2 Board Committee Reports
• Audit Committee – Board Chair Bruce Ketron announced that the Audit Committee will meet on February 21, 2014 at 2:00 p.m. to review a proposal from a new audit firm.

6.3 Trustee Reports
Trustee Mary Ann Mancuso reported on her attendance at the Community College League of California conference where she attended sessions on effective trusteeship and career technical education. Ms. Mancuso also shared that she had attended a California Workforce Investment Board meeting and the American Canyon Chamber of Commerce installation dinner. President Ronald Kraft joined her at a meeting of the Green Island Road Business Group and discussed future potential partnerships.
Trustee Dan Digardi also attended the League’s conference session on effective trusteeship as well as several others over the weekend and found information on the Brown Act and CEO/Board relationships very useful. Mr. Digardi also reported that, as Vice President of the Board, he had attended the monthly Board agenda review meeting with Board Chair Bruce Ketron.

Trustee Rafael Rios also attended the conference session on effective trusteeship and found it very helpful toward increasing his depth of knowledge on the student scorecard and board policies and procedures. Mr. Rios also recently met with Oscar De Haro, vice president of Student Services, and representatives from the University of Baja to discuss education and training needs in the viticulture and winery technology field.

Trustee Michael Baldini attended the legislative workshop at the League conference. He also met the representatives from the University of Baja when they visited Trefethan Winery. Mr. Baldini participated in a roundtable discussion of parcel taxes and the state budget with local leaders. Mr. Baldini is on the Viticulture and Winery Technology Foundation Board of Directors and recently represented the college at a meeting of the Napa Valley Vintners Association with Mr. Rios. He will continue attending and working to raise awareness of the college and the work that our students do in the wine business.

Trustee Bill Blair reported on a meeting with a local welder and the need for welding students to have advanced skills. Mr. Blair recommended that more outreach and communication with career technical program advisory committees be a priority of the college.

Trustee JoAnn Busenbark thanked Mr. De Haro and the Health Center staff for the brief overview of their area. The continued operation of the Health Center under a new management company is a value to our students. Mr. Busenbark also reported on her participation at the 17th annual meeting of the Ladies in Red. Ms. Busenbark also gave an overview of a recent discussion at Core Group where 21st Century School technology at the college and K-12 schools was a primary topic.

Student Trustee Alex Shantz reported on an forum held with the associated students on the strategic plan that he had attended. Mr. Shantz will be speaking at the 4th annual Dreamers conference. Mr. Shantz plans a future report on his membership in the Napa County Gang Prevention Task Force which is meeting next Wednesday. Mr. Shantz recommended that the Board form a standing committee to review legislative issues that may impact the college and develop advocacy activities to increase support for students.

7.0 CONSTITUENT GROUP REPORTS

7.1 Academic Senate Report
Maria Biddenback, president of the Academic Senate, reported that senate members were very busy with hiring committee participation. She also shared that it was increasingly difficult to recruit and retain qualified faculty. Ms. Biddenback urged the Board to approve two sabbatical leave requests that were before them tonight.

7.2 Administrative Senate Report
Ken Arnold, president of the Administrative Senate, reported on a continuing series of leadership coffees.
7.3 Associated Students of Napa Valley College Report
Janine Bedon, president of the Associated Students of Napa Valley College, reported on the recent opening of a student activity center in the Cafeteria and said that students were very excited about the enhancement of student life on campus. Mr. Bedon also reported on the annual African American dinner and the upcoming March in March event.

7.4 Classified Association Report
Sue McNerney-Simich, vice president of the Classified Association, reported that Napa Valley College will host the SEIU 1021 Schools Industry Summit 2014 in the McCarthy Library Community Room on March 8, 2014. Northern California SEIU 1021 members will attend a day of training on local control funding, schools budget, pension, bargaining, and other topics.

7.5 Classified Senate Report
Valerie Exum, president of the Classified Association, reported on an upcoming retreat, renovation of the classified staff lounge, and a classified leadership conference.

7.6 Faculty Association Report
Denise Rosselli, president of the Faculty Association, made a presentation on challenges related to recruiting and retaining part time, full time, and tenured faculty.

8.0 SUPERINTENDENT/PRESIDENT’S REPORT
8.1 President’s Report
President Ronald Kraft began his report by thanking Denise Rosselli, president of the Faculty Association, for her presentation on faculty recruitment. Dr. Kraft provided a summary of his written report and discussed staffing plans, hiring timelines for a new vice president of Administrative Services, campus master planning, facilities master planning, strategic planning, and wireless network implementation. Terry Giugni, vice president of Instruction, joined Dr. Kraft to provide an overview of spring enrollment and full time equivalent student projections for summer. Dr. Kraft also reported on activities of the Budget Committee and college finances.

Board Chair Bruce Ketron called a ten minute recess at 7:18 p.m.

8.2 Strategic Communications – Office of Institutional Advancement
Lissa Gibbs, director of the Office of Institutional Advancement, summarized her written report and said that the Napa Valley College Foundation would likely generate earnings at 4% this year. Ms. Gibbs also reported on a new scholarship from the Napa Valley Grapegrowers, a new grant application for career pathway enhancement, and outreach efforts to K-12 schools.

9.0 APPROVAL OF MINUTES
9.1 December 30, 2013, Special Meeting
9.2 January 9, 2014, Regular Meeting
9.3 January 22, 2014, Special Meeting

M/S/C (Busenbark, Rios) to approve the minutes of December 30, 2014, January 9, 2014, and January 22, 2014, by unanimous vote.
10.0 DEVELOPMENT OF CONSENT CALENDAR
The following items were discussed and identified to be excluded from the Consent Calendar:

11.1 - Accept Progress Report on 2011-2014 Strategic Plan
11.2 - Review of Preliminary Draft of 2014-2019 Institutional Strategic Plan
11.3 - 2014-2015 College Planning Priorities
11.14 - Faculty Sabbatical Leave Requests for 2014-2015
11.16 - Accept 1st Reading of Revised Board Policies

The Board reached consensus on addressing Item 11.14 – Faculty Sabbatical Leave Requests for 2014-2015 as the first Action item under 12.0.

11.0 ADOPTION OF CONSENT CALENDAR
Trustee JoAnn Busenbark motioned to adopt the consent calendar, excluding Item 11.1, Item 11.2, Item 11.3, Item 11.14, and Item 11.16. Trustee Dan Digardi seconded the motion. Board Chair Bruce Ketron polled those present for any intent to address the Board on any item on the agenda. No members of the public came forward and the Consent Agenda was approved unanimously as revised.

PLANNING AND BUDGET DEVELOPMENT:

11.1 This item was removed from the Consent Calendar and considered under Item 12.0
11.2 This item was removed from the Consent Calendar and considered under Item 12.0
11.3 This item was removed from the Consent Calendar and considered under Item 12.0
11.4 2014-2015 Budget Assumptions
The Board of Trustees approved the 2014-2015 Budget Assumptions. Each year, the Budget Committee reviews, modifies (if necessary), and forwards the next year’s budget development assumptions to the college president for approval by the Board of Trustees. (Kraft/Aguada/Angelovich)

OPERATIONS:

11.5 Adopt Revised Board Policies (2nd Reading)
The Board of Trustees adopted the following revised board policy:

BP 2105 – Election of Student Member

BP 5055 – Enrollment was deferred to a future date following further review by staff. In keeping with board policy D1140 – Shared Governance, these policies were reviewed by the Council of Presidents. (Kraft)

11.6 Resolution Authorizing Trustee Absences
The Board of Trustees adopted a resolution confirming Trustee Bill Blair and Trustee JoAnne Busenbark’s absences on December 30, 2013, were due to hardships deemed acceptable by the Board.
BUDGET & FINANCE:

11.7 Ratify Financial Documents

11.7.1 Approval of Warrants for January 31, 2014

General Fund (Fund: 11, 12) $1,513,581.25
Child Care Fund (Fund: 33, 35) $3,350.60
Capital Outlay Projects Fund (Fund: 41) $3,850.00

11.7.2 Approval of Total Gross Payroll

January 31, 2014 $1,691,140.48

11.8 Approval of Financial Statements

11.8.1 Quarterly Financial Status Report (CCFS-311Q) for the quarter ending December 31, 2013

11.8.2 Quarterly Financial Status of Income and Expenditures for the quarter ending December 31, 2013

11.9 Acceptance of Napa Valley Community College District Governmental Accounting Standards Board (GASB) Actuarial Valuation and Approval of Revised Funding Plan for Other Post-Employment Benefits (OPEB)

The Board of Trustees accepted the Napa Valley Community College District Actuarial Valuation Report for the Retiree Health Program, dated June 30, 2013, and approve a revised OPEB Funding Plan.

11.10 THIS ITEM WAS DELETED DURING ADOPTION OF THE AGENDA Memorandum of Understanding Between the Napa Valley College District and the Napa Valley Emergency Medical Group

11.11 Napa and Sonoma Small Business Development Center Consultant Service Agreement with City of Sonoma

The Board of Trustees approved a contract with the City of Sonoma to provide Sonoma residents with small business training and advising. The Napa and Sonoma Small Business Development Center will provide City of Sonoma residents participating in the Sonoma Community Development Block Grant microenterprise program with small business training and business advising commencing January 22, 2014 through December 31, 2014. The City of Sonoma will reimburse Napa Valley College SBDC for training and advising up to a maximum of $25,000 for calendar year 2014. (Pratt)

11.12 Grant Sub-Agreement with Solano Community College District

The Board of Trustees accepted and approved a Faculty Entrepreneurship Program Grant, pursuant to a sub-contract with Solano Community College. The Faculty Entrepreneurship Program Grant is provided by the Chancellor’s Office and then via a sub-contract from Solano Community College. Napa Valley College will receive $4,200, which will be used to revise the Entrepreneurial Certificate, create a 3-unit Business and Entrepreneurial Leadership class, and offer an Entrepreneurial Train-the-Trainer workshop. The period of the grant is 12/19/13 through June 30, 2014. (Pratt)
PERSONNEL:

11.13 Approval of Personnel Document of February 4, 2014
The Board of Trustees approved the Personnel Document.

11.14 This item was removed from the Consent Calendar and considered under Item 12.0

(Giugni/Ecklin)

INFORMATION:

11.16 This item was removed from the Consent Calendar and considered under Item 12.0

CAPITAL PROJECTS:

11.17 Authorization To Proceed – Campus Master Plan/Facilities Master Plan – Consultant Contracts
The Board of Trustees authorized President Ronald Kraft to solicit proposals from engineering, environmental, and design consultants to determine their scope of work and fees for work in support of the Campus Master Plan and Facilities Master Plan.
(Kraft)

12.0 ACTION ITEMS
The items below were considered separately and not included on the Consent Calendar.

11.14 Faculty Sabbatical Leave Requests for 2014-2015 –
Two faculty members have been recommended by the Academic Senate for sabbatical leaves during the 2014-2015 academic year. Upon completion of a sabbatical leave the faculty member shall submit a report to the Office and Instruction and may be asked to present to the Board of Trustees. One one-semester and one full-year sabbaticals were recommended by the Academic Senate for approval as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Semester(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eileene Tejada</td>
<td>Professor of English</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>Jessica Amato</td>
<td>Professor of Anthropology</td>
<td>Fall 2014 &amp; Spring 2015</td>
</tr>
</tbody>
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Terrence Giugni, vice president of Instruction, reviewed the sabbatical leave requests. Mr. Giugni noted that associated costs were approximately $20,000 and that his office would work to coordinate backfilling of instructors. Diana Chiabotti, instructor of Child & Family Studies, addressed the Board and urged approval of the sabbatical leaves.

Eileen Tejada and Jessica Amato, sabbatical applicants, also addressed the Board and reviewed their projects. Following general discussion, Trustee JoAnn Busenbark moved to approve the two requested sabbatical leaves. Student Trustee Alex Shantz seconded the motion and, following further discussion, the motion was unanimously approved.
11.1 **Accept Progress Report on 2011-2014 Strategic Plan**
Following discussion of equity analysis methodology, Trustee JoAnn Busenbark motioned to accept this year’s Progress Report on the 2011-2014 Strategic Plan. Trustee Rafael Rios seconded the motion and it carried unanimously. (Wornall/Monger)

11.2 **Review of Preliminary Draft of 2014-2019 Institutional Strategic Plan**
Following review of comments received and next steps, Trustee JoAnn Busenbark motioned to accept the Preliminary Draft of the 2014-2019 Institutional Strategic Plan. Trustee Michael Baldini seconded the motion and it carried unanimously. The current NVC Strategic Plan spans 2011 to 2014. This academic year, the Planning Committee is engaged in drafting a Strategic Plan spanning the next five years (2014 to 2019). The Planning Committee drafted the Preliminary 2014-2019 Strategic Plan based on existing college documents (including the Mission Statement, Educational Master Plan, Board of Trustees 2013-2015 Goals, NVC Fact Book, and Area Plans) as well as input collected through forums held among constituent groups in fall 2013. The Planning Committee approved the Preliminary Draft of the 2014-2019 Strategic Plan in December 2013. The Preliminary Draft has been shared with the campus community and feedback is being collected through constituent group forums and electronic forums. (Wornall/Monger)

11.3 **2014-2015 College Planning Priorities**
Following an overview of the priority development process and general discussion, Trustee JoAnn Busenbark motioned to approve the 2014-2015 College Planning Priorities. Trustee Rafael Rios seconded the motion and it carried unanimously. Each year, the Planning Committee recommends college-wide planning priorities for approval by the Board of Trustees. The planning priorities are drawn from the Institutional Strategic Plan and are used to guide unit-level planning by budget center managers for the upcoming annual planning and budget process. (Kraft/Wornall/Monger)

11.14 **Accept 1st Reading of Revised Board Policies**
This is the first reading of the following revised board policy:

**BP 2015 – Student Member**

Following discussion, Trustee JoAnn Busenbark motioned to accept the first reading of BP 2015 – Student Member with one sentence referencing the associated student constitution removed. Trustee Bill Blair reiterated his opposition to the policy containing academic standards of a 2.25 GPA. Trustee Rafael Rios seconded the motion and it carried with all trustee voting aye except Mr. Blair who voted nay.

13.0 **CONTINUANCE OF CLOSED SESSION**
None needed.

14.0 **ANNOUNCEMENT OF FUTURE MEETING**
Board Chair Bruce Ketron reviewed the next Regular meeting date of March 13, 2014

15.0 **ADJOURNMENT**
Board Chair Bruce Ketron adjourned the meeting at 8:52 p.m.