Napa Valley Community College District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
April 10, 2014

4:00 p.m. Board Workshop – Veterans Resource Center, Room 1233
4:30 p.m. Call to Order & Classified Appreciation/Reception, Room 1538 – Board Room
5:00 p.m. (approximate time) Closed Session, Room 1538 – Board Room
6:00 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.
Governing Board Members, staff, and the public gathered in the Veterans Resource Center, Building 1200, Room 1233, for a presentation on educational benefits for veterans and eligible dependents seeking educational and/or vocational training.

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

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

Absent: none

2.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
Board Chair Bruce Ketron opened Public Comment on closed session agenda items and, finding none, moved to the next order of business.

3.0 Adopt Resolution in Honor of Napa Valley College Classified Professionals Including Those Who Have Achieved 15 or More Years of Service
Members of the Board of Trustees read a resolution honoring classified professionals, including five who had achieved 15 years of service at Napa Valley College. Those five employees were Gina Stofan (Secretary III, LADS), Sergio Hernandez (Maintenance Specialist, UVC), Eugene Rualo (Custodian II, Facilities Services), Martin Olguin (Student Services Specialist, Student Support Services), and Lori Barron (Instructional Assistant IV, Writing Center). The trustees complimented Martin Olguin, who was present, for his many years of service and passion for student success and the Student Support Services program.

Board Chair Bruce Ketron recessed the meeting at 4:42 p.m. and convened to Closed Session at 5:00 p.m.
4.0 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:

4.1 With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Superintendent/President
Review/Evaluation of Superintendent/President Goals

4.2 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

4.3 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

4.4 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

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

5.0 RETURN TO PUBLIC SESSION
Board Chair Bruce Ketron reconvened to Public Session at 6:10 p.m.

5.1 Announcement of Items from Closed Session
Board Chair Bruce Ketron announced that the Board had taken no action in Closed Session.

5.2 Pledge of Allegiance
Board Chair Bruce Ketron led the Pledge of Allegiance.

5.3 Adopt Agenda
M/S/C (Baldini, Mancuso) to adopt the agenda, by unanimous vote, with the following changes:

REORDER Agenda Item 8.2 - Strategic Communications – Office of Institutional Advancement (Foundation Annual Report) to follow agenda Item 6.0 – Public Comment.

DELETE Agenda Item 9.2 - March 29, 2014, Special Meeting Minutes
REVISE Agenda Item 11.5 - Approve MTV-U Contract for Activities Center -
Contract end date should read April 17, 2017, not February 28, 2017.

REVISE Agenda Item 11.13 - Accept Proposal and Approve Contract for Proposition
39 Energy Efficiency Project Retro-fit LED Lighting – Total estimated project cost
should read $193,906, not $153,406.

6.0 PUBLIC COMMENT — GENERAL
Craig Scott, president of the Bayard Rustin LGBT Political Club, requested that the Board consider a
resolution supporting the Day of Silence event organized by Napa Valley College students. Mr. Scott
referred to his request that the item be agendized and asked for clarification as to why the issue was not
deemed to be board business.

Marial Islas and Yael Cruz announced a new Puente program scholarship for working parents and invited
the Board to attend a dine-and-donate fundraiser.

Devin Neufeld asked the Board to adopt a resolution in support of the National Day of Silence event and
take a small step toward supporting lesbian, gay, bi-sexual, and transgender students.

Dave Angelovich, instructor of Accounting and co-advisor to the Tennis Club, addressed the Board as a
follow up to his presentation at the March regular meeting. Mr. Angelovich thanked the Board for listening
to all of the presentations and said that conditions for play had improved. Mr. Angelovich reported
increased court usage and said the community was pleased. He also offered his support to the LED lighting
conversion project at the tennis courts.

REORDERED AGENDA ITEM:

8.2 Strategic Communications – Office of Institutional Advancement
Lissa Gibbs, executive director of the Napa Valley College Foundation, and Bruce Cakebread, president of
the NVC Foundation Board of Directors, summarized a report on the Foundation’s financial activities for
fiscal year 2012-2013. Endowment earning are improved and $909,300 total revenues were received. The
Foundation expended $556,167 to support scholarships, college programs, and Foundation operations. The
Foundation’s audit was unqualified.

7.0 CONSTITUENT GROUP REPORTS
7.1 Academic Senate Report – Maria Biddenback, president
Ms. Biddenback reported that she would be attending the spring plenary session of the
statewide Academic Senate and that the local senate would likely pass a resolution in
support of the baccalaureate program following resolution of questions on costs and
minimum qualifications for instructors.

7.2 Administrative Senate Report – Ken Arnold, president
Mr. Arnold reported that Bob Harris, associate dean of Physical Education &
Athletics, volunteered to fill the vacant vice president position on the senate’s board.

7.3 Associated Students of Napa Valley College Report – Janine Bedon, president
Ms. Bedon reported that associated student elections were scheduled for May 14-15,
2014. She also reported that the ASNVC board had adopted a resolution in support of
the Day of Silence event.
7.4 Classified Association Report – Mark Cratty, president
Mr. Cratty reported that Sue McNerney-Simich had stepped down and that Dixie Larson was the new vice president of the association.

7.5 Classified Senate Report – Valerie Exum, president
Ms. Exum reviewed her written report that was distributed and posted to the Board’s website. Topics included the Employee of the Month winner for March (Stacy Hitchcock) and April (Rosie Carver), upcoming senate board elections, committee assignment review, updates to the senate bylaws, and a new procedure for Classified Emeritus Status applications.

7.6 Faculty Association Report - Denise Rosselli, president
Ms. Rosselli distributed a handout and used a powerpoint presentation to highlight the contributions of part-time faculty. Ms. Rosselli also congratulated classified staff and offered her regrets that she could not attend the upcoming luncheon.

8.0 SUPERINTENDENT/PRESIDENT’S REPORT
8.1 President’s Report
President Ronald Kraft began his report by reading a statement from the college’s Inclusivity Committee related to the Day of Silence event. Dr. Kraft and the Board thanked Student Trustee Alex Shantz for bringing the issue forward. Dr. Kraft also discussed departmental realignments that would be coming forward for review at future meetings.

Robert Butler, dean of Institutional Technology, joined Dr. Kraft for a presentation on total cost of ownership related to equipment and infrastructure needed to support 21st century learning.

9.0 APPROVAL OF MINUTES
9.1 March 13, 2014, Regular Meeting
M/S/C (Busenbark, Rios) to approve the minutes of March 13, 2014 as presented by unanimous vote.

9.2 March 29, 2014, Special Meeting
Consideration of the minutes of March 29, 2014 was deferred to a future meeting.

10.0 DEVELOPMENT OF CONSENT CALENDAR
The Board of Trustees identified the following items to be excluded from the calendar of general consent items. Excluded items were discussed separately under Item 12.0 Action Items.

11.1 - Approval of CCCT Election.
11.2 - Resolution in Support of Baccalaureate Degree Pilot Program
11.4 - Approve Contract with Bond Counsel
11.12 - Award Bid – Buildings 800 & 1000 Roofs
11.13 - Accept Proposal and Approve Contract for Retro-fit LED Lighting

11.0 ADOPTION OF CONSENT CALENDAR
M/S/C (Baldini, Digardi) to adopt the Consent Calendar, excluding items 11.1, 11.2, 11.4, 11.12, and 11.13, by unanimous vote.
OPERATIONS:

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

BUDGET & FINANCE:

11.3 Ratify Financial Documents

11.3.1 Approved Warrants for March 31, 2014

- General Fund (Fund: 11, 12) $1,076,516.94
- Child Care Fund (Fund: 33, 35) $3,545.14
- Capital Outlay Projects Fund (Fund: 41) $179.63

11.3.2 Approved Total Gross Payroll

- March 31, 2014 $2,155,430.45

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

11.5 Approve MTV-U Contract for Activities Center

The Board of Trustees approved the agreement with MTV-U. MTV University has offered to fit the new Student Activities Center with two monitors to broadcast the MTV-U programming. MTV-U is University based programming content available free of cost. The term of this agreement is from the date of Board approval through April 17, 2017 February 28, 2017. The District will provide utilities for monitors and receivers provided and installed by MTV-U. There are no other costs to the District. (De Haro)

11.6 Approve Agreement For Training For Academic Purposes Between Marin General Hospital and Napa Valley College Respiratory Care Program

The Board of Trustees approved the agreement with Marin General Hospital Corporation. This agreement allows Health Occupations Respiratory Therapy students to attend clinical rotations and work with Preceptors. The term of this agreement is from July 1, 2014 through June 30, 2017. There is no cost to the District. (Giugni)

11.7 Approve Independent Contractor Services Agreement Between Queen of the Valley Hospital and Napa Valley College Paramedic Program

The Board of Trustees approved the agreement with Queen of the Valley Medical Center. This agreement allows Paramedic Program students to attend clinical rotations and work with Preceptors. The term of this agreement is from March 20, 2014 through March 19, 2018. There is no cost to the District. (Giugni)

11.8 Approve Agreement with Higher One Refund Management Services

The Board of Trustees approved the agreement with Higher One, Inc. for Refund Management Services for student financial aid disbursements and student refunds. This agreement will provide NVC students with the option to have their financial aid disbursements paid directly to a debit card or personal bank account (ACH) instead of receiving a check by mail. In addition, Higher One, Inc. will place and maintain up to
2 ATMs on the NVC campus for student use. The term of this agreement is from March 11, 2014 through October 1, 2019 that will automatically extend for three additional three-year periods unless terminated. The cost to the District is $5,000 per year. (Aguada)

11.9 Approval of Cooperative Agreement with Humboldt State University Sponsored Programs Foundation
The Board of Trustees approved a cooperative agreement with the Humboldt State University Sponsored Programs Foundation. The cooperative agreement authorizes Napa Valley College’s Small Business Development Center to incur costs, which will be reimbursed, for providing small business advising and training services for the period of 1/1/14 through 12/31/14. The total costs that may be incurred are $53,574. As soon as appropriations for the entire fiscal year are approved by Congress, the college will receive its full proposal amount of $193,901. (Kraft/Pratt)

PERSONNEL:

11.10 The Board of Trustees approved the Personnel Document of April 1, 2014 (Ecklin)

INFORMATION:

11.11 The Board of Trustees accepted the Quarterly Update of the Fiscal Health Checklist (Kraft/Aguada)

CAPITAL PROJECTS:

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

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

12.0 ACTION ITEMS
This item is placed on the agenda to allow separate consideration and discussion of items not included on the Consent Calendar.

11.1 Approval of California Community College Trustee (CCCT) Election
The election of members to the CCCT Board of the Community College League will take place between March 10 and April 25. There are seven (7) three-year vacancies on the board and one (1) one-year vacancy. Each member community college district has one vote for each of the eight vacancies on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. Board Chair Bruce Ketron recommended a slate of candidates that consisted of five incumbents and three additional candidates with adequate experience. The recommended candidates were: Richard Watters, Paul Gomez, Jim Moreno, Laura Casas, Pam Haynes, Jim Moreno, Stephan Castellano, and Nancy Chadwick.

M/S/C (Baldini, Digardi) to approve the Board’s ballot as recommended, by unanimous vote.
11.2 **Adopt Resolution In Support Of Senate Bill 850 (Block) Authorizing Pilot Baccalaureate Degree Program At Community Colleges**
Vice President of Instruction Terry Giugni reviewed the resolution in support of the California Community Colleges Pilot Baccalaureate Degree Program (SB850), as recommended by the Chancellor. Following general discussion, Trustee JoAnn Busenbark motioned to adopt the resolution as presented. Trustee Mary Ann Mancuso seconded the motion and it carried by unanimous vote.

11.4 **Approve Contract with Bond Counsel**
Following review and discussion of responses received to the District’s Request for Qualification by Glenna Aguada, director of Fiscal Service, Trustee Dan Digardi motioned to approve an agreement with Stradling Yocca Carlson & Rauth, for all aspects of legal services relating to the issuance of a public General Obligation bond, from the preliminary analysis and feasibility phases through issuance, if the measure is approved by the voters. Trustee Rafael Rios seconded the motion and it carried by unanimous vote.

11.12 **Award Bid – Buildings 800 & 1000 Roofs**
As part of the state Scheduled Maintenance Program, the District requested bids for the replacement of roofs on the 800 and 1000 Buildings. Bids were opened on Friday, April 4, 2014 and presented at the board meeting. Matt Christensen, director of Facilities Services, validated the lowest responsive bid receive and recommended that the Board of Trustees award the project to Stronger Building Services, Inc. of Hayward, CA, the lowest responsible bidder, for a cost of $240,000. It is anticipated that state Scheduled Maintenance funds of $109,000 will supplement District funds. Mr. Christensen reported that neither building’s roof had been replaced during the Measure N bond implementation program and that both had now reached the end of useful life. Trustee Mary Ann Mancuso motioned to award the bid to Stronger Building Services. Trustee Rafael Rios seconded the motion and the bid was awarded by unanimous vote.

11.13 **Accept Proposal and Approve Contract for Proposition 39 Energy Efficiency Project Retro-fit LED Lighting**
Prop 39 funds, coupled with PG&E rebates, have been allocated to the District for energy efficiency projects including lighting. The District requested proposals for installing LED lighting in the gymnasium, tennis courts, and the parking lot of the Upper Valley Campus. Proposals were due on Friday, April 4, 2014. Matt Christensen, director of Facilities Services reviewed the proposals received and reported that the lowest cost proposal, from Green Energy Products of Chico, CA, was deemed to be responsive. Mr. Christensen reported that the Green Energy Products proposal of $201,840 was higher than the project estimate of $193,906 but an additional $8,300 would be made available by the state. The project will be funded by State/Proposition 39 funds of approximately $154,029, PG&E incentives of $45,000, and District General Funds of $2,800. Once completed, the project will result in annual savings of approximately $31,000 due to reduced electricity usage and maintenance requirements. Student Trustee Alex Shantz motioned to accept the proposal from Green Energy Products. Trustee Rafael Rios seconded the motion and the proposal for $201,840 was accepted by unanimous vote.
13.0 BOARD REPORTS

13.1 Board Chair Report
Board Chair Bruce Ketron thanked classified staff for their many contributions and deferred the remainder of his report.

13.2 Board Committee Reports
- Audit Committee
  No report.

13.3 Trustee Reports

Trustee Bill Blair had no report.

Trustee Rafael Rios announced a Napa Valley Vintners Association scholarship fundraising event and invited the Board to attend.

Trustee Dan Digardi reported on his attendance at this year’s Annual High School Breakfast event and said it was impressive how the college and high schools were collaborating. Mr. Digardi also shared that he had learned a great deal about water usage and mandatory vineyard irrigation plans at the 9th Annual Wine Country Hospitality Symposium.

Trustee Mary Ann Mancuso reflected on the inspirational aspects of a recent women in leadership event that raised funds for Napa Emergency Women’s Services. Ms. Mancuso also reported on a recent meeting with the American Canyon High School vice principal who would be acting as liason between the college and the high school.

Trustee JoAnn Busenbark applauded Ms. Mancuso for having been one of eight American Canyon women honored at a leadership event.

Student Trustee Alex Shantz shared his experience at a recent American Association of University Women event where he found excellent speakers on pay equity and other topics. The college’s own Janet Stickmon, instructor of Humanities was a presenter. Mr. Shantz also attended a recent Classified Senate meeting where he acquainted himself further with staff who were often the first and last points of contact with students.

Trustee Michael Baldini reported that he has been appointed to the Napa Valley Transportation Agency’s citizen advisory committee. Mr. Baldini also recently attended a Storm baseball game where his nephew acquitted himself well as the relief pitcher. Mr. Baldini also commented on the condition of the soccer field and thanked Vice President of Student Services Oscar De Haro and Martha Navarro, administrative assistant in Student Services, for an enjoyable and productive experience at the Annual High School Breakfast. Lastly, Mr. Baldini expressed his gratitude to Mr. Shantz for his thoughtful and insightful tenure as student trustee.
14.0 CONTINUANCE OF CLOSED SESSION
   None required.

15.0 ANNOUNCEMENT OF FUTURE MEETING(S)
   May 8, 2014, Regular Meeting

16.0 ADJOURNMENT
   Board Chair Bruce Ketron adjourned the meeting at 7:55 p.m.