CALL TO ORDER 4:00 p.m.

Board Chair Brenda Knight called the meeting to order at 4:00 p.m.

1.1 Roll Call

Members Present: Brenda Knight, Michael Baldini, Bruce Ketron, JoAnn Busenbark, and Bill Blair

Members Present for Public Session: James Holliday, Student Trustee

Members Absent: Steve Reinbolt, Tom Andrews,

Staff Present: Edna Baehre-Kolovani, Sue Nelson, John Nahlen, Laura Ecklin, Judie Walter-Burke, Oscar DeHaro, Ann Gross, Maria Villagomez, Jose Sanchez, Valerie Exum, and Robyn Wornall

1.2 Adoption of Current Agenda

M/S/C (Busenbark/Baldini) to adopt the agenda with the following modifications:

- Move Item 12.1 – Anticipated Loss of Nursing Grant to follow item 6.0
- Move Item 12.2 – Update on WebAdvisor and Information Technology to follow item 6.0 and 12.1
- Correct Item 5.5 – Announcement of Future Meetings to reflect December 7, 2011, not December 8, 2011

2.0 BOARD STUDY SESSION ON RECOMMENDED FINAL BUDGET

In preparation of Board action on the Napa Valley Community College District’s Final Budget, as recommended by the Budget Committee and the President/Superintendent, the Board of Trustees reviewed various budget related documents including but not limited to the Budget Worksheet, Budget Blog Comments, applicable Board Policies, and preliminary staffing reports. President Edna Baehre-Kolovani began the session by pointing out that the Budget Blog includes a total of over $400,000 in cost savings measures as suggested by members of the campus community. John Nahlen, Vice President of Business and Finance, presented the latest draft of the Budget Strategies Worksheet and discussed workload reduction targets. Mr. Nahlen also said that the college had increased current year savings by around $500,000 over previous estimates and that this money would be rolled into next year’s budget, leaving a shortfall of approximately $1.1
million for fiscal year 11/12. The additional 10/11 savings was primarily due to the still unfilled positions in the Information Technology department. He shared that some blog suggestions were still being quantified and that approximately $325,000 in savings still needs to be identified to balance the 11/12 budget.

Trustee Bill Blair commented that the 11/12 ending balance was higher that he had ever seen at 16%. Mr. Nahlen pointed out that retiree liability was not included in the presented Final Budget but that a funding plan for that line item was under development through the Budget committee and would be presented in the coming months. He also explained that he and Robert Butler, Interim Director of Information Technology were working on a maintenance plan for IT.

Mr. Nahlen went on to say that additional mid-year cuts of $600,000 to $700,000 were projected and also not yet addressed in the Final Budget. He pointed out that in years past, the college had reacted to similar information from the Chancellor’s office regarding reduced funding levels by negotiating furlough days with Administrative and Classified groups only to receive growth monies in the same year. He stated that mid-year cuts would be best dealt with when they were finalized.

Mr. Nahlen went on to say that any further budget reduction measures would need to take the 50% law into consideration as the District was only just in compliance for 10/11. He said that possible future cuts would need to be to non-instructional areas and those departments were already operating on a skeleton crew, as are all departments. He pointed out that the reserve could carry the budget shortfall if necessary.

With regard to the Child Development Center’s budget, Mr. Nahlen said its funding had been cut 17% and was now being subsidized by the District’s general fund by about $393,000. The college bookstore was also experiencing reduced income due to the increasing trend of students purchasing books off-campus. He said many colleges were moving to outside vendors, such as Barnes & Noble, to operate their bookstores, or they were subsidizing the operations.

Sue Nelson, Vice President of Instruction, discussed enrollment data saying that despite reductions in the number of class offerings, the District’s Full Time Equivalent Student (FTES) numbers remained flat due to increases in the number of students per class. Ms. Nelson said that this may result in approximately 100 sections needing to be cut in the spring. She indicated that she was working with Instruction Council to identify section cuts using the priority rubric.

Dean of Human Resources Laura Ecklin presented information on the staffing assessment process which began last spring. Ms. Ecklin stated that the results had shown staffing to be very thin, particularly in the areas of Student Services and Instruction, and that most analysis resulted in identifying the need for additional staff, not ways to reduce staff through increased efficiencies. She recommended that the District should now aim at achieving appropriate staffing levels by identifying what staffing patterns would result in being “right-staffed.” Once determined, positions would be prioritized through Cabinet. Ms. Ecklin stated that Sue Nelson has an existing process for prioritizing faculty hires and making recommendations to Cabinet. She also stated that all decisions would need to address Full-Time Faculty Obligation (FON) mandates and the 50% Law.

Board Chair Brenda Knight referenced the Budget Blog and expressed her interest in seeing further information on facilities rental and procedures related to increased accessibility to facilities for the community at large. Trustee JoAnn Busenbark said that she receives a high number of complaints from her constituents about facilities use, particularly regarding the new Performing Arts Center (PAC), and not feeling welcome at the college. Ms. Busenbark asked about the status of potential pool memberships and requested additional information on plan
development timelines. Mr. Nahlen said that the blog ideas were for staff to get feedback from the trustees and determine if various options should be pursued. A discussion of facilities usage in general and at the PAC followed. Ms. Nelson shared the difficulties related to staffing at the PAC, where only one technician was expert in the building’s complex systems and he was employed full time with college duties. Arts & Humanities Division Chair Eric Shearer said that he was developing long lead performance calendars which will allow additional outside users to be scheduled. Ms. Nelson said that she had been directed to develop facilities usage costs by January and was actively working on it. Ms. Busenbark reiterated her desire for additional information and urged that community outreach increase.

Ms. Knight asked if information on the Budget Blog had gone back out to the campus. Mr. Nahlen said that nothing had gone out lately but that it would soon. Ms. Knight asked for future agenda items on those blog comments related to revenue. Following discussion it was determined that the board would get an update approximately every three months on the status of blog comments/strategies.

Ms. Nelson gave an update on the Institute for Business Excellence (IBx) saying that existing programs in Hospitality, Workforce Investment, and the Small Business Development Center were projected to earn $50,000 per year. Other programs were new and still ramping up. She estimated an increase in fees of $12,000-20,000 for the coming academic year. Ms. Busenbark asked for additional updates on the IBx before the end of the year. Trustee Baldini complimented the entrepreneurial efforts.

Vice President of Student Services Oscar DeHaro presented information on a proposed Student Technology Fee, a Budget Blog item, saying his research had shown it to be allowable and that it had been well implemented at Butte College. He estimated that the fee might be in place for the spring semester and that students had been particularly interested in increasing Wi-Fi access throughout campus. The voluntary fee was likely to be $10 per student per semester which would result in approximately $90,000-$100,000 per year. Mr. DeHaro reported that the Associated Students of Napa Valley College would shortly undertake a survey of the student body regarding the technology fee. Mr. Blair asked what the income estimates were based on and Mr. DeHaro said it was based on an estimate of approximately 4,500, of the 7,000 total student body, participating in the voluntary fee program.

President Baehre-Kolovani reiterated that potential set-asides from the budget were likely in the next few months to address retiree liability funding and IT. Ms. Busenbark inquired about the status of possible reorganizations in Student Services and Instruction. She requested additional information on the progress of reorganization before the state budget comes out in January.

3.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
Finding none, Board Chair Brenda Knight convened to Closed Session
4.0 CLOSED SESSION

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
Titles:
Credit Program Developer (classified)

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 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, Employee Evaluation: Faculty Members (Annual Evaluation)

With respect to every item of business to be discussed in closed session pursuant to Section 54956.6, 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 54956.9(b) CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION & STATUS OF MEDIATION: Potential exposure to litigation predicated on progress of mediation: one case.

With respect to every item of business to be discussed in closed session pursuant to Section 54956.95, CONSIDERATION OF LIABILITY CLAIM
Claimant: Charlotte Carey
Agency Claimed Against: Napa Valley Community College District

5.0 RETURN TO PUBLIC SESSION  6:30 p.m.

5.1 Pledge of Allegiance
The board and audience recited the pledge of allegiance.

5.2 Introduction of Visitors, Guests, and New Staff
Ms. Knight welcomed the staff, guests and other members of the audience.

5.3 Announcement of Items from Closed Session
Board Chair Brenda Knight reported that the trustees had voted unanimously to deny the appeal and uphold administrative findings in the case of a discrimination complaint from a staff member. Ms. Knight also reported that the trustees had voted unanimously to reject the liability claim of Charlotte Carey.

5.4 Welcome to Newly-Tenured Faculty
Sue Nelson announced that the following faculty members have completed their probationary periods and are advancing to tenured status: Peggy Carroll, Michael Gianvecchio, Sherry Lohse, Sean McCann, Regina Orozco.
5.5 **Announcement of Future Meetings**
Ms. Knight announced the following upcoming meetings:

- October 13, 2011, Regular Meeting
- October, Special Meeting – Retreat (date to be determined)
- November 3, 2011, Regular Meeting (revised date)
- December 7, 2011, Regular Meeting & Annual Organization Meeting
- January 12, 2012, Regular Meeting (tentative)

6.0 **PUBLIC COMMENTS — GENERAL**

Ben Quezada of the Associated Students of Napa Valley College invited the trustees to an open forum with students to hear student opinions on the state of the college.

Ruscal Cayangyang handed out a flyer on Unity Day, an event in Vallejo to promote cultural heritage, where the college would have a table and volunteers assisting with the event.

Aria DesJardan, President of the Child Care Family Club, urged the board to return the Child Development Center to regular ours as the new pick up time of 3:15 p.m. was a challenge to student parents. Ms. DesJardan stated that the early pick up time was interfering with classes as well as students’ ability to complete homework and studying.

**Re-ordered Agenda Item 12.1 -- Anticipated Loss of Nursing Grant**

Kate Benscoter, Dean of Health Occupations, presented information on recent communications from the Chancellor’s Office that the Workforce Investment Act (WIA) Nursing Education Initiative (NEI) will not be funded after December 31, 2011, three years earlier than anticipated. Ms. Benscoter said that the program had been very successful and that 272 additional nurses had completed the program due to the grant funding. Teaching assignments will be reorganized and the spring start nursing classes will be cancelled. Any students currently in the program would continue but new students will have to wait until fall to begin the program. Also in jeopardy due to the loss of the grant is the college’s Simulation Center in Yountville. Partnerships to enhance funding are being sought for the simulations lab which is currently funded 100% by the grant. The presentation included discussion of the job market with Sue Engle, Associate Dean of Health Occupations, and Barbara Brock, the grant director, sharing that the local job market was tight but worldwide there exists a great demand for nurses.

**Re-ordered Agenda Item 12.2 -- Update on WebAdvisor and Information Technology**

John Nahlen, Vice President of Business & Finance, introduced the item saying that approximately one year ago the trustees had heard an information item on a plan to bring IT up to current level of service standards. Mr. Nahlen said that progress had been limited due to a lack of success in filling vacant positions in the department and that department staffing should consist of 12-15 positions but only six were filled. Mr. Nahlen thanked Robert Butler, Acting Director of Information Technology, and his staff for their efforts and for keeping IT operations running. Mr. Nahlen said that a new plan for hiring and IT improvements was developing and that it might include pay scale upgrades for IT positions in order to attract qualified candidates.

Mr. Butler introduced himself and said that fall 2011 was his first fall registration period as acting director. He shared that comments on WebAdvisor, and the Datatel system in general, had been gathered, categorized and passed on to the software provider. The provider acknowledged that
there were deficiencies in the product and issues with a recent software upgrade. Mr. Butler shared that the company will be on campus in mid October to meet with departments and fact find in order to develop recommendations for improvements.

A discussion of recruitment efforts for IT vacancies followed and Laura Ecklin, Dean of Human Resources, said that her department was now sending customized letters to computer science departments around the state. Ms. Ecklin pointed out that increasing the salaries associated with IT positions was more difficult than it seemed. Ms. Ecklin said that the factoring system used to place positions on the salary schedule would be compromised and that it is a collective bargaining issue.

Trustee JoAnn Busenbark shared that the highest number of complaints received by board members from their constituents were related to the functionality of IT systems. Ms. Busenbark requested a presentation of the revised IT improvement plan before the end of the year. She urged staff to be comprehensive in their planning and to include remedies as well as maintenance and expansion over the long term. Trustee Bill Blair asked if the IT department had completed the Program Evaluation Process (PEP) and said that the elements of the improvement plan should have resulted from that process. Mr. Butler said that his predecessor, not he, had completed the most recent PEP reports but that he had included all outstanding IT needs in his budget and unit plan package. Mr. Blair reiterated that the board would like to see further information on the revised plan by the end of the year but advised that the list be practical and prioritized, not a “dream list.”

Ann Gross, President of the Academic Senate, expressed her concern regarding the seeming bypass of the PEP and Planning processes and evaluation of the strategic plan. President Edna Baehre-Kolovani stated that the current version of the strategic plan includes reference to IT as a priority. Discussion followed and Board Chair Brenda Knight stated that this agenda item was a follow up to earlier presentations and investigation by the board.

7.0 CONSTITUENT GROUP REPORTS

- Classified Association Report
  Jose Sanchez, President of the Classified Association, introduced new union board members, stewards, and delegates as follows: Cristine Vasquez – Vice President, Sue McNerney – Treasurer/Clerical Steward, Karen Smith – Secretary, Jan Schardt – Childcare Steward, Tereasa Snowder – Delegate, Laura Rodrigues – Delegate, Lars Christianson – Maintenance Steward, Amar Abbott – Technology Steward, Dixie Larson – Rotational Steward, and Kalen Brinkman – Instructional Steward. Mr. Sanchez thanked Trustee Bruce Ketron for attending the induction ceremony for new officers. He also thanked the President Baehre-Kolovani and the board in general for their Congratulations and well wishes. He went on to say that the union board was committed to positive and constructive relationships with the trustees and the campus.

- Classified Senate Report
  Valerie Exum, President of the Classified Senate, introduced herself and shared that she has been working at the college for 27 years. Ms. Exum shared her commitment to her position and efforts to foster team spirit.
• Administrative Senate Report
Robyn Wornall, Administrative Senate President, said that the senate held their first business meeting last week. Ms. Wornall shared that the following election results: Barbara Brock - Vice President, Sherry Melton - Treasurer, and Jessica Millikan - Secretary.

• Napa Valley College Associated Students Report
Guadalupe Gonzalez, President of ASNVC, said that club rush was underway. She also invited the trustees to attend two upcoming student events: Constitution Day and a student forum on September 29, 2011.

• Academic Senate Report
Ann Gross, President of the Academic Senate, reported on the progress of Student Learning Outcomes assessment saying that all faculty hours over the fall semester were focused on that process. Ms. Gross also reported that the senate had approved a revised faculty hiring procedure and was evaluating procedures and standards related to tenure. She also said that the senate was working on board policy review and identifying those policies with direct impact on faculty. Additionally, Ms. Gross discussed the recent board self-evaluation and asked that the internal goals of the board be made available to the community. Ms. Gross’ written report is attached to and included in these minutes.

• Faculty Association Report
Maria Villagomez, Faculty Association President, reported that the association held their first business meeting and were in the process of revising their by-laws. Additionally, Ms. Villagomez reported that a retreat had been planned for September. She expressed that the group was looking forward to upcoming Interest Based Bargaining training.

8.0 APPROVAL OF MINUTES OF July 26, 2011 and August 11, 2011
Trustees JoAnn Busenbark and Michael Baldini moved and seconded the approval of the minutes of July 26, 2011 and August 11, 2011. Discussion followed with Trustee Bruce Ketron passing out his notes from the July 26, 2011 board self-study and saying that the workshop had included open discussion led by a capable workshop facilitator in a public meeting. Mr. Ketron outlined topics discussed and asked that his notes and list of topics discussed be included in the minutes. Ms. Busenbark moved to amend the minutes of July 26, 2011 to include the list of topics discussed. Mr. Baldini seconded the motion and all minutes were approved.

9.0 APPROVAL OF FINANCIAL REPORTS

9.1 California Community College Chancellor’s Office Quarterly Financial Status Report for the Period Ending June 30, 2011 (CCFS-311Q).
John Nahlen, Vice President of Business and Finance, presented the quarterly report and said it showed interesting data pertaining to the last four years’ ending balance figures. Trustee Bruce Ketron said he was concerned with how the ending fund balance was being reported out and said the “17%” reference was meaningless because there are obligations against it. He said that the retiree liability will need to be addressed. Trustee JoAnn Busenbark moved and Bill Blair seconded to approve the Quarterly Financial Status Report for the period ending June 30, 2011. The motion carried.
CONSENT AGENDA
M/S/C (Busenbark/Blair) to approve the entirety of the Consent Agenda as presented below.

10.1 Ratification of Financial Documents

10.1.1 Approval of Warrants for August 31, 2011

<table>
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<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$1,597,822.43</td>
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<tr>
<td>Child Care Fund</td>
<td>$3,542.98</td>
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<tr>
<td>Capital Outlay Projects Fund</td>
<td>$0</td>
</tr>
<tr>
<td>NVC Bldg. Fund/Series C (BOND)</td>
<td>$365,839.05</td>
</tr>
</tbody>
</table>

10.1.2 Approval of Total Gross Payroll

August 31, 2011 $1,884,718.03

10.2 Approval of Personnel Document of August 30, 2011

10.3 Proposed Change Orders- Building 1500 Remodel:
Ratify acceptance of SW Allen, Inc. proposed change orders # 44r, 65, and 97 as given in the attached Proposed Change Order Log dated 8/26/2011. The INCREASE for the proposed change orders for this cycle is $3,151.00
Construction Percent Complete: 99.78%
Contingency on Original Contract: 10%
Contingency Used: 5.65%

10.4 Approval of Agreement #11112350 with Commission on Peace Officer Standards and Training (P.O.S.T.)
It is recommended that the Board of Trustees approve agreement #11112350 with the State of California, Commission on Peace Officer Standards and Training (POST) for the coordination, management and delivery of the POST Instructor Development Institute (IDI) Program. The term of the agreement is from September 1, 2011 to June 30, 2012. The maximum amount of the agreement is $656,860.

10.5 Approval of Agreement with Lake County Fire Department
It is recommended that the Board of Trustees approve an agreement with Lake County Fire Department for the purpose of providing health occupations student’s clinical experiences in a variety of clinical settings. The agreement allows for student training in Napa Valley College’s nursing, psychiatric technician, respiratory therapist and paramedic programs. The term of this agreement is from September 1, 2011 until terminated by either party. There are no financial obligations for either party.

10.6 Approval of Agreement with Dept. of Developmental Services, Sonoma Developmental Center
It is recommended that the Board of Trustees approve an agreement with Dept. of Developmental Services, Sonoma Developmental Center to provide a learning experience in a clinical facility for the Psychiatric Technician Student Program. The term of this agreement is from July 1, 2011 through June 30, 2013, or until terminated by either party. There are no financial obligations for either party.

10.7 Approval of Contract with the Chancellor of the California Community Colleges
It is recommended that the Board of Trustees approve a contract with the Chancellor of the California Community Colleges for the purpose of collecting outstanding debt owed to Napa Valley Community College District through the State Franchise Tax
Board’s Interagency Offset Program. The Chancellor’s Office Tax Offset Program (COTOP) requires the District to pay 25% of the amount which the Chancellor collects on behalf of the District from the Franchise Tax Board to the State Chancellor. In fiscal year 2010/2011 the college received $6,222.65 from the program and the Chancellors Office received $2,074.21 for a total collection of $8,296.86. The term of the contract is from October 1, 2011 to December 20, 2012.

10.8 Approval of Grant-Sub Agreement #10-172-055 with Rancho Santiago Community College District for the purpose of the “Entrepreneurship Career Pathways Project” grant
It is recommended that the Board of Trustees approve a grant-sub agreement between Napa Valley College and Rancho Santiago Community College District for the purpose of the “Entrepreneurship Career Pathways Project grant #10-172-055 from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Career Technical Education Division, to disseminate funds to community colleges to continue to implement the “Faculty Entrepreneurship Project.” The mini-grant funds will be used to further develop entrepreneur curriculum and train NVC instructors on entrepreneur instruction. The term of this agreement is from July 25, 2011 through June 15, 2012. The maximum amount of funding available from this program is $10,000.

10.9 Approval of Memorandum of Understanding with Napa Valley Unified School District (NVUSD) regarding Federal TRIO Programs
It is recommended that the Board of Trustees approve a memorandum of understanding between Napa Valley Community College District and Napa Valley Unified School District regarding the federal TRIO programs Educational Talent Search and Upward Bound to continue supplementing student services at selected sites in the Napa Valley Unified School District. The term of this agreement is from September 1, 2011 through August 31, 2012.

10.10 Approval of Memorandum of Understanding with American Canyon Family Resource Center
It is recommended that the Board of Trustees approve a memorandum of understanding between Napa Valley Community College District and American Canyon Family Resource Center for the purpose of providing health occupations student’s clinical experiences in a variety of clinical settings. The MOU allows for student training opportunities in nursing, psychiatric technician and respiratory therapy. The MOU shall commence on September 1, 2011 and remain in effect until terminated by either party via a written thirty (30) day notice.

10.11 Approval of Agreement with Sutter East Bay Hospitals, dba Alta Bates Summit Medical Center
It is recommended that the Board of Trustees approve an agreement between Napa Valley Community College District and Sutter East Bay Hospitals, dba Alta Bates Summit Medical Center for the purpose of providing respiratory therapy student’s clinical training experiences. The term of the agreement is from September 2, 2011 through September 1, 2012. There are no financial obligations for either party.
11.0 ACTION ITEMS

11.1 Adoption of 2011 – 2012 Final Budget

11.1.1 Public Hearing on the 2011 – 2012 Final Budget

Board Chair Brenda Knight opened the public hearing at 8:30 p.m.

This hearing is held to allow for public comment on the proposed budget as required by California Title 5 Administrative Regulations, Section 58191.

Dave Angelovich, Co-Chair of the Budget Committee, commented that the hearing was opened late and suggested the board be judicious in moving agenda items in the future.

Ms. Knight closed the public hearing at 8:35 p.m.

11.1.2 Adoption of the 2011 – 2012 Final Budget

The proposed 2011 – 2012 Final Budget was developed by the Planning and Budget Committees. The proposed Final Budget includes financial plans for the General Fund, Capital Outlay Projects Funds, Bond Project Funds, Bond Redemption Funds, Child Care Fund, Post-Retirement Employee Benefits Fund, Associated Student Body Account, Student Representation Fee Account, Bookstore Account, Farm Account, and Café fund. Immediately following an open public forum on September 1, 2011, Budget Committee members took action to recommend the Final Budget to the college Superintendent/President. The Superintendent/President has reviewed the budget and supports its adoption as presented by the Budget Committee.

Trustee JoAnn Busenbark invited Dave Angelovich, Co-Chair of the Budget Committee, to share his comments on the Final Budget. Mr. Angelovich stated that it was recognized that the 16% ending fund balance would be impacted by the developing funding strategy for retiree liabilities. He also said that extensive cuts had been made to the budget over the last few years and it now appears that no further cuts are available. He suggested the college look at other means such as revenue to balance the budget. Mr. Angelovich said that the Budget Committee recommended adoption of the 2011-2012 Final Budget.

Trustee Michael Baldini asked when the retiree liability funding plan would be presented to the board and Mr. Angelovich said that it was likely two options would be presented soon for the board to consider in the development of a funding policy. He indicated that a policy could be in place by the end of the year.

M/S/C (Baldini/Blair) to adopt the 2011 – 2012 Final Budget as recommended by the college Superintendent/President and the Budget Committee.

11.2 Napa Valley College Foundation Board Appointee

In order to bring the Napa Valley College Foundation into compliance with the laws regarding supporting organizations, the Foundation Board by-laws require one member of the Foundation Board of Directors to be appointed by the Board of Trustees. The by-laws read: “At least one member of the Board of Directors must be appointed by the Napa Valley College Board of Trustees and possess the same
authority and responsibilities as those of the Directors. The Board of Trustees may not
appoint one of its Trustees or an employee of the Foundation as its appointee and no
member of the Board of Trustees may serve as a Director regardless of whether such
person was appointed by the Board of Trustees.” Previously, the by-laws allowed the
Executive Director of the Foundation to act as the NVC Board’s appointee and this
role was filled by Sonia Wright.

Trustee Bruce Ketron opened discussion of this item saying he did not support it.

M/S/C (Busenbark/Blair) (Busenbark, Blair, Baldini, and Knight approved, Ketron
opposed) to designate the current and all future Presidents of the Foundation Board of
Directors as its appointee to the Napa Valley College Foundation until otherwise
resolved by the board.

11.3 Future Agenda Items

Board Chair Brenda Knight requested that diversity data be included in the
presentation on Hiring Policies (11.3.1.2). Ms. Knight asked the trustees for other
topics of interest and Trustee Bruce Ketron requested an update on video surveillance
on campus.

11.3.1 Listing of Agenda Items Previously Approved

11.3.1.1 Update on Student Learning Outcomes Assessments

11.3.1.2 Presentation on Hiring Policies and Negotiations (tentatively set
for October)

11.3.1.3 Presentation on the Six Recommendations of the Accrediting
Commission for Community and Junior Colleges (ACCJC)
(tentatively set for January 2012)

11.3.2 Discussion and Approval of Newly Proposed Agenda Items

11.3.2.1 None

12.0 INFORMATION/DISCUSSION ITEMS

12.1 Item moved to follow Item 6.0 - Anticipated Loss of Nursing Grant

12.2 Item moved to follow Item 6.0 Update on WebAdvisor and Information
Technology

13.0 SUPERINTENDENT/PRESIDENT’S REPORT

College President Edna Baehre-Kolovani began by handing out a Cabinet report to the trustees.
That report is attached to and included in these minutes. Ms. Baehre-Kolovani went on to report
that she had attended accreditation training and was sharing information on new standards with
Cabinet. She also said she had met with faculty in the winery program regarding potential
benefits from her participation on the education panel at an upcoming Great Wines of the World
event. Ms. Baehre-Kolovani also met with Cathy Gillis regarding a Phi Theta Kappa regional
event to be held on campus. Ms. Baehre-Kolovani reported that, in her role as interim Executive
Director of the Foundation, she was continuing to meet with interested parties with the ability to help the college.

14.0 BOARD OF TRUSTEES REPORTS

James Holliday, Student Trustee, shared his appreciation of the many vendors on campus. He also offered to share an invitation to a Historically Black College and University event with the trustees.

Michael Baldini said he had second thoughts about item 11.2-Foundation Board Appointment, because it might be a useful tool for promoting donor appreciations, similar to an honorary degree program. Mr. Baldini also said that his Flex Day speech was possibly a source of confusion due to his failure to communicate well and that he had passed a Napa Valley College speech class over 20 years ago.

JoAnn Busenbark reported that she had tried one of the food trucks on campus and was in favor of the program. Ms. Busenbark also shared that she would be participating in the volunteer painting crew on campus this week.

Brenda Knight offered to speak at the ASNVC Constitution Day event on September 19th. Ms. Knight also announced that a letter regarding the CEO evaluation process would be sent to constituent group presidents on September 9th. Ms. Knight summarized some of the points of the letter saying that the District has retained ACCT to develop and administer a survey to promote objectivity and address concerns about confidentiality. Ms. Knight also shared that she had been invited to participate in a California Community College Trustees association task force. She invited the public and the board to the 6th annual free concert series in American Canyon.

15.0 ADJOURNMENT

Board Chair Brenda Knight adjourned the meeting at 9:10 p.m.
Academic Senate President’s Report to Board of Trustees

September 8, 2011

Ann Gross

1. **SLO Assessment** – The Learning Outcome Assessment Committee has been working with Judie, Robyn and other administrators to develop a comprehensive outcomes assessment plan. In line with that plan, faculty are focusing on expanding their data collection and discussions at all levels (course, program, GE, institutional). This fall’s Faculty Hours are dedicated to continuing the process.

2. **Final approval of revised Faculty Hiring Regulations** for full-time faculty. Last year, FS&P committee worked with Laura Ecklin and Sue Nelson on revisions. Process now has more emphasis on NVC’s commitment to diversifying faculty, particularly in outreach/recruitment and training for hiring committees.

3. **Academic Senate is establishing an ad hoc committee to continue revising our Contract Faculty Evaluation procedures**. We plan to clarify and tighten up the standards. Also, Sue, Laura and Dianna Chiabotti (A.S. VP of Evaluation) are working with our current contract evaluation teams to clarify the importance of meticulous documentation and adherence to process.

4. **Board Policy Review** – The A.S. has identified which policies impact faculty/instruction. We will be working with Dr. Baehre-Kolovani and the Cabinet on revisions.

5. **Follow up on issue of Board’s self-evaluation retreat and development of priorities for the college** –

    To review briefly, during the opening remarks on Flex Day this semester, both a Board member and the President announced that the Board had developed high level priorities for the college, that they would be sharing at the August BOT meeting, and which would be posted on the web-page. The Academic Senate raised several concerns at the BOT meeting that night, and the Board’s priorities were not mentioned.

    The senate followed up with a general email describing our specific concerns about possible process violations, to which the Board President
responded with a detailed explanation of the purpose of the retreat’s goal-setting exercise.

While faculty appreciated the Board’s response, we were surprised to find that the minutes of the retreat, which just came out as part of this month’s Backup Information Packet, also omitted any reference to the priorities that were developed. This has left faculty members frustrated and confused.

Originally, we were told that these “high level priorities” for the college were going to be announced and available on line. The minutes from the retreat state that the Board’s priorities were intended to serve as “benchmarks against which trustees can measure their own and the Board’s performance over time. If priorities are not met, trustees will be in a position to discuss whether the Board’s goals were in sync with the rest of the college.” We believe that if the Board is measuring its own effectiveness against internal goals and priorities for the college, then the college community has the right to know what those goals and priorities are, particularly when that appears to have been the original intent of the Board.

What we are asking for is more transparency. In light of last year’s pattern of top-down decision making and apparent disregard for our shared governance processes, faculty are looking for clarity. We need more communication, not less. For these reasons, we respectfully request that the Board, having clarified the context under which their priorities were developed, release this list of priorities to the college.

Thank you.
OFFICE OF THE PRESIDENT

TO: Board of Trustees       DATE: 9/8/11
From: Dr. Edna V. Baehre-Kolovani, Superintendent/President
on behalf of President’s Cabinet
Re: September 2011 Monthly Report

OFFICE OF INSTRUCTION – SUE NELSON, VICE PRESIDENT
Update on Online Education enrollment: This fall, we have 139 sections offered as a hybrid or online course. To date, there are 3869 individual student accounts in the system. This is a dramatic increase from last fall where the number topped out at around 2700. It is clear that students enrolled early as many of even the late start online classes are already full with waiting lists.

Classes are bursting at the seams. Although we cut many classes for fall, we are still accommodating more students. This is because classes are filling, but also because faculty are taking students above their class cap. I would like to acknowledge faculty for their dedication to helping students succeed by taking more students in their classes. Faculty are also busily working on Student Learning Outcomes (SLO) assessment. We are making good progress.

STUDENT SERVICES – OSCAR DE HARO, VICE PRESIDENT
The month of August was light on activities and mostly dedicated to preparing for the new school year. Here is a list of activities and happenings in Student Services for the month of September: **ASNVC Club Rush** – Monday, September 12 and Tuesday, September 13. Over 30 clubs will participate from 12:30 to 2:00 in the campus mall/midway; **Transfer Day**, sponsored by the Transfer Center – Over 40 colleges and universities will participate, including – 16 Independents, 6 out of state, 8 CSUs, 5 UCs; **Constitution Day**, sponsored by ASNVC – The week of September 19 an activity will take place on the theme of the Constitution.

Student Services Year-End Report for the 2010/11 year, produced by the Office of Student Services on the accomplishments, challenges, and students served from each of the Student Services programs. To access this report online go to the President’s Blog site at: [http://www.napavalley.edu/President/Pages/default.aspx](http://www.napavalley.edu/President/Pages/default.aspx)

INSTITUTIONAL ADVANCEMENT – FOUNDATION – EDNA BAEHRE-KOLOVANI, INTERIM EXECUTIVE DIRECTOR
The NVC Foundation has restructured the staffing assignments to align with the foundation’s strategic goals. The board has revised its committee structure, and the members are eager to partner with the college to increase our visibility in the community, establish an alumni association, and promote increased giving. Sponsorships for our upcoming Storm Golf Tournament on Oct. 14th have been sought, as well as for our upcoming NVC Athletic Hall of Fame event on Oct. 1st. The job announcement for the new Executive Director has been
widely announced and distributed; the hiring process should be completed this semester. The Foundation will host a gala fundraising event this spring; the date is to be determined.

**BUSINESS & FINANCE – JOHN NAHLEN, VICE PRESIDENT**
Nothing to report aside from Final Budget development, which will be covered during the September 8, 2011 Board meeting.

**INSTITUTIONAL ADVANCEMENT – RESEARCH PLANNING & GRANTS – JUDIE WALTER-BURKE, DEAN**
On Flex Day, August 11 and 12, Robyn Wornall presented workshops for managers and staff from all Student Services, Academic support, and Administrative Services units. Robyn presented information on Student Service Outcomes and Administrative Unit Outcomes that need to be developed to meet accrediting commission standards related to student learning outcomes and outcomes assessment. She provided each department with a binder outlining the process and including a range of resources for staff to use to develop outcomes and assessment methods. Office staff met together to review and modify unit mission statements and began work on identifying unit level outcomes and developing assessment plans. The Planning Committee met on August 25 and is working on updating the 2010-2011 Planning Priorities and preparing the 2011-2012 Planning Priorities. The committee hopes to have these completed and presented to the Board of Trustees at the October meeting.

**HUMAN RESOURCES – LAURA ECKLIN, DEAN**
The Office of Human Resources is preparing for open enrollment for health and welfare benefits. Following up on Flex Day activities, the department is working on administrative unit outcomes and an assessment plan. The employee data for the MIS submission will be prepared in the next few months for November submission. The Office of Human Resources is happy to report that we will receive eight (8) free hours of training from our Employee Assistance Program. These workshops will be provided throughout the year, focusing on areas of interest that were identified in the spring 2011 staff survey.

**COMMUNITY RELATIONS – BETTY MALMGREN, DIRECTOR**
The Community Relations Office has moved from temporary space back into Room 1545 in the former library/current administration building. According to Meltwater News, a global media monitoring company, Napa Valley College has double the “hits” (items published) than other colleges our size, both two and four year, nationally. The Community Relations Office generated and/or recorded a total of 1,355 free column inches of publicity and 303 column inches of paid advertising for the period of July 1 through Aug. 22, 2011. Media work resulted in: Page 1 story in the St. Helena Star on our new dean Judi Watkins; Page 1 story in the Napa Valley Register on the start of the fall semester, help tables, and the food trucks; Page 1 story in the Napa Valley Register on the Athletic Hall of Fame. Community Relations worked with the County Office of Education and NVC received two “free” pages of space in a newspaper tab insert. Content and photos were provided. This publication was inserted in all Register product newspapers from American Canyon to Calistoga.

Back to school printing kept Printing Services busy and they generated 531,130 (more than half a million) copies for the period of July 1 through Aug. 22, 2011. The majority of those jobs were for Instruction. Other jobs provide needed supplies for college offices. More jobs are being received electronically which is more efficient for the “customer” but requires staff time and computer expertise to process. In addition, the workload is increasing as other college machines are phased out as a cost saving measure.