2012 - 2013 Napa Valley College Association of Classified Professionals Negotiations Proposal

In the spirit of interest-based bargaining, the Napa Valley College Association of Classified Professionals SEIU 1021 (hereafter referred to as the Association) is addressing the following concerns and issues regarding classified employment at Napa Valley College (hereafter referred to as the District). It is the hope of the Association that during the bargaining process, the District and the Association will be able to create an agreement that is mutually beneficial.

The Association has an interest in discussing and bringing resolution to the following issues:

- Compensation and health and welfare benefits for regular, classified employees
- Improved working conditions and career progression for all regular, classified employees
- MOU updates
- Renewing a multi-year contractual agreement between the District and the Association

The Association reserves the right to amend, modify, delete, add to, or subtract from this proposal until such time as a complete agreement is reached.

Jose I. Sanchez
President NVC Association of Classified Professionals
SEIU 1021
Napa Valley Community College District

District Proposal for Negotiations with the Napa Valley College Association of Classified Professionals for the Contract Period Beginning July 1, 2012

In the spirit of interest-based bargaining, the district seeks to address interests and concerns related to the employment of classified professionals at Napa Valley College. The district has an interest in working collaboratively with the Association of Classified Professionals (NVC-ACP) to create a multi-year agreement that will be mutually beneficial.

Salaries
The district has an interest in negotiating compensation within the context of the district’s goal of operating in a fiscally responsible manner.

Health and Welfare Benefits
The district recognizes that the cost of health and welfare benefits financially impact both the district and the membership of the Napa Valley College Association of Classified Professionals. The district wishes to explore options to address the issue of increasing costs of both employee and retiree benefits, as well as the unfunded liability for retiree health benefits.

Other Terms of Employments
- The district has an interest in reviewing language in the collective bargaining agreement to ensure clarity and mutual understanding.
- The district has an interest in assessing all Memorandums of Understanding for continuance and/or modification.

The district reserves the right to amend, modify, delete, add to, or subtract from this proposal until such time as a completed agreement is reached.

5/25/12
1.0 CALL TO ORDER 5:30 p.m.

1.1 Roll Call
   Members Present: Michael Baldini, Bruce Ketron, Tom Andrews, Bill Blair, JoAnn Busenbark and Brenda Knight.
   Members Present for Public Session: Ruscal Cayangyang, Student Trustee
   Members Absent: None

1.2 Adopt Current Agenda
   Trustee Bruce Ketron made a motion to adopt the agenda with Item 12.1 moved to follow Item 7.0. Student Trustee Ruscal Cayangyang seconded the motion and it carried.

2.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
   Board Chair Michael Baldini opened public comment and, finding none, closed public comment.

3.0 CLOSED SESSION
   With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYEE DISCIPLINE/DISMISSALRELEASE

   With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
   Title(s):
   Director, Child Development Center (academic administrator)
   Interim Associate Director, Alumni and Annual Fund Development (classified administrator)
   Interim Supervising Custodian (classified administrator)
   Foster and Kinship Care Education Program Specialist (classified)
   Research Analyst (classified, 50% grant-funded)
With respect to every item of business to be discussed in closed session pursuant to Section 54957.6, CONFERENCE WITH LABOR NEGOTIATORS

**Organization representing faculty:** NVCFA/CTA/NEA  
**Organization representing classified:** NVC-ACP/SEIU  
**Organization representing administrative/confidential:** NVC Administrative Senate

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

### 4.0 RETURN TO PUBLIC SESSION

Board Chair Michael Baldini reconvened to Public Session at 6:50 p.m.

- **4.1 Pledge of Allegiance**  
  Trustee Bruce Ketron led the Pledge of Allegiance

- **4.2 Announcement of Items from Closed Session**  
  Board Chair Michael Baldini said that the Board had no action to report at this time and would return to Closed Session under Item 14.0.

  Mr. Baldini went on to report that, at a Special Meeting held earlier in the day, the Board had approved an employment contract with Dr. Ronald Kraft as Interim Superintendent/President and that Dr. Kraft would begin work on August 1, 2012.

- **4.3 Introduction of New Staff and Guests**  
  None

- **4.4 Announcement of Future Meetings**  
  Board Chair Michael Baldini reviewed the meeting dates listed below.

  - August 9, 2012, Regular Meeting  
  - September 7, 2012, Educational Master Plan (visioning) Retreat  
  - September 13, 2012, Regular Meeting  
  - October 11, 2012, Regular Meeting

### 5.0 PUBLIC COMMENTS — GENERAL

Board Chair Michael Baldini opened Public Comment 6:52 p.m. Mr. Baldini found no members of the public wishing to offer general public comment and closed Public Comment.

### 6.0 SUPERINTENDENT/PRESIDENT’S REPORT

Acting President Armond Phillips reported that he and Cabinet have been working to address expected budget shortfalls and that he was pleased with efforts to date.

Mr. Phillips also reported that he had met with faculty and staff today to develop a program that will strengthen the college’s relationship with the local community. The group met to discuss efforts to increase communication and to promote community awareness of the college’s many services and connections within the community. The college has many advisory board members from the community and provides many volunteers to service and other groups. Betty Malmgren, Director of Community Relations, will lead the effort and develop a public relations campaign.
Another focus of the campaign will be to increase the public’s general knowledge about how the college is funded, regulated, and accredited.

Mr. Phillips offered kudos to Oscar DeHaro, Vice President of Student Services, for completing submission of an Upward Bound Math & Science grant despite a short timeline. Mr. DeHaro received recognition for successful efforts to cover all grant writing expenses through donations, in cooperation with Lissa Gibbs, Executive Director of the Napa Valley College Foundation.

Mr. Phillips thanked faculty, staff and administrators for their dedication and hard work on behalf of students, particularly given the challenging budget environment. He expressed his appreciation for the opportunity to work again for the college and offered his belief that the institution would succeed through these difficult times.

Board Chair Michael Baldini led the audience in a standing ovation and offered his, and the Board’s, appreciation to Mr. Phillips for serving the college so well as Acting President.

7.0 AD HOC SUPERINTENDENT/PRESIDENT HIRING COMMITTEE REPORT
Board Chair Michael Baldini thanked Vice President JoAnn Busenbark, Trustee Bruce Ketron, and Trustee Bill Blair for their work to date and congratulated them on having secured a contract with Dr. Ronald Kraft as Interim Superintendent/President.

REORDERED AGENDA ITEM
12.1 - Presentation on Superintendent/President Hiring Process and Approval of Schedule

At its May 16, 2012 Board meeting, the Board of Trustees acted to retain Professional Personnel Leasing, Inc. (PPL) to assist the District in its search for a new Superintendent/President. At the request of the ad hoc hiring committee of the Board of Trustees, PPL will present on the upcoming steps in the hiring process for a permanent superintendent/president including: a schedule to be determined by the Board. Three calendar scenarios and a summary of future steps were included in the backup package.

Vice President and Committee Chair JoAnn Busenbark introduced Dr. Guy Lease and Dr. Robert Griffon of PPL, Inc. Ms. Busenbark said that the Board would consider and approve a calendar for the Superintendent/President hiring process. Three scenarios were presented with conclusion dates of January 28, 2013 (Scenario 1); December 13, 2012 (Scenario 2), and July 1, 2013 (Scenario 3).

Trustee Brenda Knight said she was looking forward to Dr. Lease’s presentation and said her initial reaction was that Scenario 3 would be best, particularly given that Interim President Ronald Kraft is well qualified to take the college through its obligations in the coming months. Additionally, Ms. Knight was in favor of allowing adequate time for orientation of new trustees elected in November.

Trustee Bill Blair agreed with Ms. Knight and added that a more typical spring hiring cycle would increase the number of candidates. Trustee Tom Andrews also agreed with the selection of Scenario 3 despite the significance of his retirement and abbreviated involvement in the hiring of a new president. Ms. Busenbark again expressed her preference for Scenario 3.

Board Chair Michael Baldini invited comment and recognized Academic Senate President Ann Gross. Ms. Gross commented in favor of Scenario 3 and said Scenarios 1 and 2 would present scheduling challenges for faculty participation.
Student Trustee Ruscal Cayangyang moved to adopt Scenario 3. Ms. Busenbark seconded the motion.

Trustee Bruce Ketron said he looked forward to hearing from the consultants present and suggested that activities such as the development of core values, should be added to the early portion of Scenario 3. Ms. Busenbark agreed to provide direction on increased fall activity of the hiring committee.

The motion carried and Scenario 3 was adopted.

Dr. Lease and Dr. Griffin of PPL, Inc. reviewed details of Scenario 3 and said they would begin work prior to November to refine the Superintendent/President job description, identify core values for the position. Approval of the job announcement will likely be agendized in December 2012 and circulated for the following two months.

Ms. Busenbark said she hoped to get the nineteen members of the hiring committee together in September 2012 to begin the planning process and review a meeting schedule. Some committee members will receive training at around this same time.

Laura Ecklin, Dean of Human Resources, expressed concern with flexibility in the calendar if a large number of applications were received. Scenario 3 shows a one week period for the committee to review applications and over sixty applications had been received during the previous presidential hiring process.

Dr. Griffin recommended that calendar modifications be kept to a minimum and that participating groups consider availability when selecting their representatives. Ms. Busenbark said that this hiring process would have the same ground rules regarding participation and that if a participant did not attend, that group’s representation would be diminished.

Ms. Gross asked for clarification regarding previous proposals for finalists to meet with various small campus groups such as Cabinet and the Academic Senate Executive Committee. Dr. Lease expressed concern that messages from candidates might be inconsistent between groups and recommended that all discussion with candidates take place in the public forum. Ms. Busenbark agreed with Dr. Lease, but said she appreciated Ms. Gross’ desire for creativity in the evaluation process. Dr. Griffin suggested that each constituent group submit two questions to the candidate to provide representation and avoid the pitfalls associated with small group meetings.

### 8.0 CONSTITUENT GROUP REPORTS

- **Classified Association Report**
  
  Jan Schardt, a representative of the Classified Association, was pleased to report that a new field representative from the union, Nathan Hansford, was in place. Ms. Schardt also reported that representatives had been selected to sit on the hiring committee to represent classified professionals and the community as a whole. She recommended the Board employ an open application process for selecting committee members from the community at large to better identify participants without existing connections to the college.

  Ms. Schardt also said that classified leadership speaks only on behalf of classified professionals. Classified leadership was working to expand communication with other constituent groups and will be very active in promoting the Governor’s tax measure in their personal time.

- **Classified Senate Report**
No report.

- **Administrative Senate Report**
  No report.

- **Napa Valley College Associated Students Report**
  No report.

- **Academic Senate Report**
  Ann Gross, Academic Senate President, thanked Acting President Armond Phillips and said it had been a pleasure to work with him again. Ms. Gross said plans were coming together for a faculty retreat in the fall and that the primary focus of the retreat would be an analysis of workload and strategies for increasing efficiency. Ms. Gross referenced the Minutes of the Regular Meeting of the Board of Trustees dated May 16, 2012 and requested that her statement regarding other retreat agenda items be corrected to only reflect workload issues as a topic, not the Educational Master Plan or college Mission. Ms. Gross said that topics to be addressed at the retreat had originated from a survey of faculty.

- **Faculty Association Report**
  No Report.

Board Chair Michael Baldini called a ten minute recess at 7:50 p.m.

9.0 **APPROVAL OF MINUTES**

9.1 April 19, 2012, Special Meeting
9.2 April 26, 2012, Special Meeting
9.3 May 16, 2012, Regular Meeting
9.4 June 14, 2012, Regular Meeting

Student Trustee Ruscal Cayangyang proposed corrections to the May 16, 2012 minutes related to locations of various events he had reported attending. Trustee Bruce Ketron said that Closed Session on that date had ended at 11:14 p.m.

Vice President JoAnn Busenbark motioned to approve the minutes of April 19, 2012, April 26, 2012, May 16, 2012 and June 14, 2012, with the discussed corrections and Trustee Bill Blair seconded the motion. The motion carried.

10.0 **CONSENT AGENDA**

Vice President JoAnn Busenbark moved to approve the Consent Agenda as presented. Student Trustee Ruscal Cayangyang seconded the motion and it carried.

10.1 **Ratification of Financial Documents**

10.1.1 **Approval of Warrants for June 30, 2012**

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10.1.2 Approval of Total Gross Payroll
June 30, 2012 $1,909,949.19

10.2 Approval of Personnel Document of July 10, 2012

10.3 Approval of Agreement with San Francisco Fire Department
It is recommended that the Board of Trustees approve an agreement between Napa Valley Community College District and the San Francisco Fire Department for the purpose of providing field experience for Napa Valley College EMT-Paramedic students as required by the State of California EMT-Paramedic Training program. The field experiences provided pursuant to this agreement will be through an internship program with the San Francisco Fire Department. Each student participating in this program will be required to pay $2,435 directly to the San Francisco Fire Department. The term of the agreement is from June 8, 2012 and shall continue until such time that the student named in the agreement has accumulated a combined total of 480 hours of field experience and 40 hours of Advanced Life Support (ALS) patient contact. There are no financial obligations for the District.

10.4 Approval of Agreement CCTR-2160 with the California Department of Education for General Child Care & Development Programs
It is recommended that the Board of Trustees approve agreement number CCTR-2160 with the California Department of Education for General Child Care & Development programs. The term of the agreement is from July 1, 2012 through June 30, 2013. The District will be reimbursed at a rate not to exceed $34.20 per child per day of full-time enrollment for child development programs up to the maximum contract amount of $292,813.

10.5 Approval of Agreement CSPP-2310 with the California Department of Education for California State Preschool Program
It is recommended that the Board of Trustees approve agreement number CSPP-2310 with the California Department of Education for California State Preschool program. The term of the agreement is from July 1, 2012 through June 30, 2013. The District will be reimbursed at a rate not to exceed $34.16 per child per day of full-time enrollment for child development preschool programs up to the maximum contract amount of $244,259.

10.6 Approval of Memorandum of Understanding with Napa Valley Unified School District (NVUSD) regarding Federal TRIO Program Educational Talent Search
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 program Educational Talent Search to continue supplementing student services at selected sites in the Napa Valley Unified School District. The term of this agreement is from September 1, 2012 through August 31, 2013.

10.7 Approval of Amendment to Grant Agreement #11-101-014 with Chancellor’s Office, California Community Colleges for the MESA (Math, Engineering, Science Achievement) Project for fiscal year 2011-12
It is recommended that the Board of Trustees approve an amendment to grant agreement #11-101-014 with the Chancellor’s Office, California Community Colleges. The purpose of the amendment is to extend the grant funding period to
October 31, 2012. Napa Valley College has participated in this program since 1999. The grant provides $50,500 of funding to support the program.

10.8 **Approval of Agreement #12112350 with Commission on Peace Officer Standards and Training (P.O.S.T.)**

It is recommended that the Board of Trustees approve agreement #12112350 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 July 1, 2012 to June 30, 2013. The maximum amount of the agreement is $1,004,943.

10.9 **Approval of Agreement #11112121 with Commission on Peace Officer Standards and Training (P.O.S.T.) for the provision of Emergency Vehicle Operations Course (EVOC) Training**

It is recommended that the Board of Trustees approve an agreement with the Commission on Peace Officer Standards and Training to provide EVOC training to qualified law enforcement personnel. The agreement provides funding for 150 students to attend the course. The term of the agreement is from July 1, 2012 through June 30, 2013. The total funding provided from this agreement is $66,750.

10.10 **Approval of Application for Approval to Participate in Federal Student Financial Aid Programs**

It is recommended that the Board of Trustees ratify the submission of an Application to Participate in Federal Student Financial Aid Programs to the U.S. Department of Education. The electronic submission was completed on June 27, 2012 by the Financial Aid Office. The application submission allows the Napa Community College District to continue to participate in Federal Student Financial Aid Programs without interruption.

10.11 **Approval of Agreement #12-REC-50 with the Chancellor’s Office of the California Community Colleges for Student-Right-To-Know Reporting**

It is recommended that the Board of Trustees approve an agreement with the Chancellor’s Office of the California Community Colleges for the purpose of facilitating the District’s compliance with the information reporting requirements of the Federal Student-Right-To-Know Act. The District will supply data to the Chancellor’s Office, who will then submit the data and/or generate other reports as required by federal law. The term of the agreement is from July 1, 2012 through June 30, 2013. The total cost to the District is $3,900.

10.12 **Amendment to Clinical Training Affiliation Agreement with Queen of the Valley Medical Center for the Napa Valley College Paramedic Program**

It is recommended that the Board of Trustees approve Amendment No. 1 to the Training Affiliation Agreement with Queen of the Valley Medical Center for the Napa Valley College Paramedic Program. The amendment extends the term of the original agreement for a one year period commencing on July 1, 2012 and expiring on June 30, 2013. The original agreement provides clinical experiences for students of the Napa Valley College Paramedic Program that do not require a school instructor on the medical center premises. There are no financial obligations for the District.
11.0  EDUCATION TOPIC, INFORMATION/DISCUSSION ITEMS

11.1  Accreditation Update
Sue Nelson, Vice President of Instruction, reported that the accreditation required mid-term report and developing Educational Master Plan were both on schedule. A draft of the mid-term report will be presented to the Board in August. The deadline for submission of the report is October 15, 2012 and the final report will be presented to the Board for approval at the September meeting.

11.2  1st Read – New and Revised Board Policies
Napa Valley College has undertaken a full review of the existing Board policy manual. The review process will be completed in several phases over the coming months and is focused on developing new and revised policies to address legal and other mandates. Additionally, some existing policies may be removed if found obsolete. Annotated versions of proposed new and revised policies are included in the backup packet. These policies are scheduled to come before the Board for approval at the August 9, 2012 meeting.

Acting President Armond Phillips introduced the agenda item and reported that all policies before the Board had been reviewed through the college’s shared governance process. He reported that three policies (BP4010, BP5055, and BP5130) had received comment from the Academic Senate that included recommended language to specify collaboration with the Academic Senate or “appropriate groups.” Mr. Phillips proposed to add that language to the approved form of the policies.

Trustee Bruce Ketron said he would email his recommended changes and that they related to instituting accreditation standards directly as Board policy.

Board Chair Michael Baldini said he recommended some minor language changes and gave his notes to Mr. Phillips.

11.3  Update on 2011/2012 Budget and 2012/2013 Budget Development
John Nahlen, Vice President of Business & Finance said he had no significant news to share since his last report. Mr. Nahlen said he would be attending a Chancellor’s office budget workshop on August 2, 2012 where cash flow and revenue expectations would be discussed. Mr. Nahlen will present additional information on 2012/2013 budget development at the August 9, 2012 Board meeting.

Mr. Nahlen has completed 2011/2012 budget closeout and the reserve remains at approximately 9%. The anticipated budget deficit for next fiscal year is expected to be at least $1.5 million and will grow to $3.3 million should the Governor’s tax measure fail in November. A workload reduction of 300 Full Time Equivalent Students (equivalent to approximately 100 classes) will be required should the tax measure fail.

Student Trustee Ruscal Cayangyang requested an update on the Budget Blog and Acting President Armond Phillips reported that, although Cabinet had evaluated all of the blog entries, no report had been formalized.

Mr. Phillips said that recommendations resulting from Cabinet discussions on the budget would be forwarded to the Budget Committee who will then make a recommendation on the Final Budget to the president.
12.0 ACTION ITEMS

12.1 Reordered to follow 7.0

Presentation on Superintendent/President Hiring Process and Approval of Schedule

12.2 Approval of Five Year Capital Outlay Construction Plan

The Chancellor’s Office requires an annual review of the Five Year Capital Outlay Construction Plan by the Board of Trustees. The District’s Order of Priority, a list of capital improvement projects based on the Bond Implementation Plan and Volumes I-IV of the Facilities Master Plan, was included in the backup packet. Approval of the Five Year Capital Outlay Construction Plan does not constitute a commitment to spend or a constraint on project development. John Nahlen, Vice President of Business & Finance, reminded the Board that the first item on the list, Modernization of Building 1800 – Physical Sciences, had been approved by the Chancellor’s office but was awaiting state funds to become available. If any of the other projects were approved in the future, further project proposals would be developed and submitted.

M/S/C (Busenbark, Cayangyang) to the Five Year Capital Outlay Construction Plan as presented.

12.3 Agenda Items

12.3.1 Listing of Agenda Items Previously Approved

Board Chair Michael Baldini reviewed the approved future agenda items below and requested that a Closed Session item to evaluate the Interim Superintendent/President be included on every regular meeting agenda until further notice.

12.3.1.1 Early Retirement Program (tentatively scheduled for August 2012)

12.3.1.2 Facilities Usage Update (tentatively scheduled for August 2012)

12.3.1.3 Information/Discussion – Hiring Procedures (tentatively scheduled for August 2012)

12.3.2 Discussion and Approval of Newly Proposed Agenda Items

Student Trustee Ruscal Cayangyang requested an update on technology improvements as described in the Institutional Technology roadmap.

13.0 BOARD OF TRUSTEES REPORTS

Student Trustee Ruscal Cayangyang reported that he had attended a meeting of the Solano Community College Board of Trustees with Board Chair Michael Baldini and Trustee Bruce Ketron. He also reported that he has been working in the Welcome Center to assist students with registration. Additionally, Mr. Cayangyang had recently administered the oath of office to various board members of the Associated Students of Napa Valley College. Mr. Cayangyang said he would email the remainder of his report to the Board.

Trustee Tom Andrews said he had greatly enjoyed his recent trip to Alaska and had nothing to report.
Trustee Bill Blair offered his appreciation to Lissa Gibbs, Executive Director of the Foundation, for her efforts related to Shakespeare in the Park and a recent letter to the editor about that event. Mr. Blair said the performance was enjoyable and congratulated all involved for its success.

Trustee Brenda Knight thanked Mr. Cayangyang for his assistance during the American Canyon Relay for Life event where she had served as master of ceremonies for twenty-four hours. Ms. Knight also thanked those Board members who had accompanied her to the Black Rodeo and suggested the trustees attend every year as a group.

Vice President JoAnn Busenbark had no report.

Board Chair Michael Baldini reported that his visit to the Solano Community College District’s Board meeting had been informative and that he would discuss information from the meeting at a later date.

14.0 CONTINUANCE OF CLOSED SESSION (as needed)
Board Chair Michael Baldini reconvened to Closed Session at 8:33 p.m.

Upon returning to Public Session at 8:37 p.m., Mr. Baldini announced that the Board had approved the following individuals for employment at Napa Valley College.

Doris Gentry, Foster and Kinship Care Education Program Specialist (classified), Range 20, Step D

Christopher Farmer, Research Analyst (classified, 50% grant-funded), Range 25, Step C

Monique Villagran, Director, Child Development Center (academic administrator), Range 14, Step C

Katherine Baird, Interim Associate Director, Alumni and Annual Fund Development (classified administrator), Range 9, Step C

Duane Almeida, Interim Supervising Custodian (classified administrator), Range 10, Step C

Mr. Baldini reported that Trustee Bruce Ketron had recused himself and not been present for the approval of employment actions.

15.0 ADJOURNMENT
Board Chair Michael Baldini proposed to adjourn the meeting in honor of John Boyd. Trustee Bill Blair motioned to adjourn in Mr. Boyd’s honor and Student Trustee Ruscal Cayangyang seconded the motion. The motion carried and the meeting was adjourned at 8:50 p.m.
TO: Dr. Ronald Kraft, Interim Superintendent/President
FROM: Laura Ecklin, Dean, Human Resources
DATE: July 31, 2012
SUBJECT: Approval/Ratification of Personnel Assignments

**Board of Trustees Personnel Document**

1.0 Approval of Temporary Faculty
   1.1 Credit
   1.2 Credit Substitutes
   1.3 Noncredit

2.0 Approval of Instructional Extra Pay and Overload
   2.2 Administrative

3.0 Approval of Non-Academic Extra Pay Assignments
   3.1 Academic Employee with Non-Academic Extra Pay Assignment
   3.2 Administrative/Confidential

4.0 Approval of Short-Term (Non-Classified Service) Employment
   4.1 Short-Term
   4.2 Short-Term Temporary Employee Filing Vacant Positions Pending Permanent Hiring
   4.5 Professional experts (as defined in Ed Code Section 88003)

7.0 Notification of Unpaid Leave or Reduction in Workload
GUIDE TO PERSONNEL DOCUMENT

CLASS HOURS ASSIGNED TO INSTRUCTOR PER COURSE
The number of hours listed are those assigned to instructor per course. Hours are per week unless "Total" or "Maximum" is stated. "Total" indicates the total assigned hours for the term and is used when weekly hours vary for the semester/session. "Maximum" indicates that an instructor will be issued a Notice of Assignment for up to the maximum hours listed, and the department administrator will assign hours as needed.

SEMESTER CLASS HOURS ASSIGNED TO INSTRUCTOR
The number of hours listed are those an instructor is approved to teach during a particular semester or session. Hours are per week unless "Total" or "Maximum" is indicated. It is not always possible to compute teaching hours on a weekly basis because some instructors are scheduled to teach on an irregular basis (team-taught or short-term classes). Tracking hours per semester is done to ensure that part-time hourly instructors are not scheduled to teach more than 67% of a full-time assignment and that those with limited service credentials are not scheduled to teach more than 40% of a full-time assignment.

PAYMENT NOT TO EXCEED
"Payment Not to Exceed" columns are included throughout the BOT Personnel Document. "Maximum" is noted when an hourly faculty member or short-term employee is forwarded for a Maximum number of hours per term or week. The hours assigned can vary from week to week based on the needs of the department. Faculty and staff are not always assigned the maximum hours approved. The amount listed in the "Payment Not to Exceed" column is based on the maximum hours for which approved, not the actual hours worked.

SYMBOLS
* Indicates the instructor has not been previously approved to teach for Napa Valley College. The class or substitute assignment being approved is the instructor's first teaching assignment for the district. "MMQ" indicates instructor meets minimum qualifications; "MMQE" indicates instructor meets minimum qualifications by eminence; "C.C." indicates that instructor qualifies through community college credential; "MMQFI" indicates instructor meets minimum qualifications through faculty intern; "MMQWE" indicates instructor meets minimum qualifications through work experience; and "MMQED" indicates instructor meets minimum qualifications through equivalent to academic degree.

# Indicates possession of a California Community College Limited Service Credential. The holder of a limited service credential may not teach more than forty percent of a full-time assignment in the area covered by the credential. Some instructors have both fully-satisfied and limited service credentials.

■ Indicates overload assignment which is an exception and must be reported to the Board of Trustees. Exceptions include faculty who are teaching more than one class or over 20% of a normal workload for that employee.

^ Indicates class is co-taught.

+ Part-time, hourly instructors of the following classes shall receive one office hour per week during the fall and spring semesters: ENGL 85, 90, 91, 120; ESL 110; and MATH 55, 90, 94, 96, 97, 98, and 99. As per the Faculty/District Agreement, these hours are outside of regular load calculations.

□ Salaried employee teaching Community Service Class

ABBREVIATIONS
PTLR = Instructor is teaching course as a part-time, hourly leave replacement. ST = Short-term Class
These professional experts are approved for up to 40 hours per week for the dates listed below. These assignments combined for the duration of the “Approval Dates” below will not exceed a total of 2900 combined hours for staff approved as Clinical Lab Specialists for the First Responder/EMT/Paramedics.

These professional experts are approved for up to 40 hours per week for the dates listed below. These assignments combined for the duration of the “Approval Dates” below will not exceed a total of 1300 combined hours for staff approved as Clinical Lab Specialists for the Respiratory Care Program.

These professional experts are approved for up to 40 hours per week for the dates listed below. These assignments combined for the duration of the “Approval Dates” below will not exceed a total of 2300 combined hours for staff approved as Coordinator, Perishable Skills Facilitator, Recruit Training Officer, and Scenario Evaluator.
Personnel to Board -- Meeting of August 9, 2012

1.0 APPROVAL OF PART-TIME ACADEMIC FACULTY

1.1 CREDIT

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<th>Section Name/Number</th>
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<td>Morikone</td>
<td>Ruth</td>
<td>NURS-233-63279^</td>
<td>209 HOURS MAXIMUM</td>
<td>209 HOURS MAXIMUM</td>
<td>$12,245.31</td>
</tr>
</tbody>
</table>
1.0 APPROVAL OF PART-TIME ACADEMIC FACULTY

1.2 CREDIT SUBSTITUTES

2012-2013 ACADEMIC YEAR

Approval is being requested for all instructors under Section 1.1 (Credit, Part-time Instructors) to substitute during the 2012-2013 academic year and summer 2012 session in the area(s) which they are listed to teach.

COUNSELING
Alvarado, Roberto *MMQFI & **

LANGUAGE AND DEVELOPMENTAL STUDIES

English
Winter, Haidee (Kathleen) *MMQ

**Full-time classified employees can only substitute with prior written approval from the Office of Human Resources.
1.0 APPROVAL OF PART-TIME ACADEMIC FACULTY

1.3 NONCREDIT

FALL 2012 SEMESTER

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Section Name/Number</th>
<th>Class Hours Assigned To Instructor Per Course (Weekly Unless Total)</th>
<th>Semester Class Hours Assigned to Instructor (Weekly Unless Total Noted)</th>
<th>Payment for Class Not to Exceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meyer</td>
<td>Theresa</td>
<td>ABEN-750-63682</td>
<td>3.00</td>
<td>13.00</td>
<td>$1,299.60</td>
</tr>
<tr>
<td>Meyer</td>
<td>Theresa</td>
<td>ABEN-750-63683</td>
<td>3.00</td>
<td></td>
<td>$1,191.30</td>
</tr>
</tbody>
</table>
2.0 APPROVAL OF INSTRUCTIONAL EXTRA PAY AND OVERLOAD

Instructional credit extra pay and overload assignments are paid hourly based on the Part-time, Hourly Credit Salary Schedule. Hourly, credit instructors are placed and advanced on the NVCCD Part-Time, Hourly Credit Salary Schedule per the NVCCD/NVC Faculty Association Labor Agreement. The Part-time, Hourly Credit Salary Schedule is a negotiable item, which currently includes 7 steps ranging from $50.08 to $63.36. Instructional noncredit extra pay assignments are paid $36.10 per hour.

2.2 ADMINISTRATIVE

FALL 2012 SEMESTER

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Section Name/Number</th>
<th>Class Hours Assigned To Instructor Per Course (Weekly Unless Total Noted)</th>
<th>Semester Class Hours Assigned To Instructor (Weekly Unless Total Noted)</th>
<th>Payment for Class Not to Exceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miraglia</td>
<td>Greg</td>
<td>LGBT-120-63367</td>
<td>3.00</td>
<td>9.00</td>
<td>TEACHING AS PART OF ADMINISTRATIVE ASSIGNMENT PER SOU</td>
</tr>
</tbody>
</table>
3.0 APPROVAL OF NON-ACADEMIC EXTRA PAY ASSIGNMENTS

3.1 ACADEMIC EMPLOYEE WITH NON-ACADEMIC EXTRA PAY ASSIGNMENT

<table>
<thead>
<tr>
<th>NAME</th>
<th>ASSIGNMENT</th>
<th>RATE OF PAY</th>
<th>MAXIMUM PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring 2012</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ankenmann, Janice</td>
<td>QSEN Participant</td>
<td>Stipend</td>
<td>$981.54</td>
</tr>
<tr>
<td>Biddenback, Maria</td>
<td>QSEN Participant</td>
<td>Stipend</td>
<td>$981.54</td>
</tr>
<tr>
<td>Cantin, Shelley</td>
<td>HEOC Orientation Participant</td>
<td>$42.28/hour</td>
<td>$253.68</td>
</tr>
<tr>
<td><strong>Summer 2012</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>King, Jennifer</td>
<td>Artistic Director for Shakespeare Production</td>
<td>Stipend</td>
<td>$5,000.00</td>
</tr>
<tr>
<td><strong>Fall 2012</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conroy, Michael</td>
<td>ESL Coordinator</td>
<td>Stipend</td>
<td>$1,478.00</td>
</tr>
<tr>
<td>Fawl, Steven</td>
<td>Science Coordinator</td>
<td>Stipend</td>
<td>$3,421.50</td>
</tr>
<tr>
<td><strong>2012-2013</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baracco, Aaron</td>
<td>EMT Coordinator</td>
<td>$30.82/hour</td>
<td>$2,958.72</td>
</tr>
<tr>
<td>Carlson, Cori</td>
<td>Paramedic Program Director</td>
<td>$37.45/hour</td>
<td>$35,952.00</td>
</tr>
<tr>
<td>Nothmann, Andrew</td>
<td>Medical Director, Paramedic Program</td>
<td>Stipend</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Ward, Kristen</td>
<td>EMS Coordinator</td>
<td>$37.45/hour</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

3.2 ADMINISTRATIVE/CONFIDENTIAL

<table>
<thead>
<tr>
<th>NAME</th>
<th>ASSIGNMENT</th>
<th>RATE OF PAY</th>
<th>MAXIMUM PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer/Fall 2012</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rivera, Christina</td>
<td>Puente Mentor Coordinator</td>
<td>Stipend</td>
<td>$3,390.00</td>
</tr>
<tr>
<td><strong>2012-2013</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Butler, Robert</td>
<td>Technology Systems &amp; Applications Administrator</td>
<td>Stipend</td>
<td>$5,652.00</td>
</tr>
</tbody>
</table>
### Approval of Short-Term (Non-Classified Service) Employees

The Short-Term employees listed below are approved for a maximum number of hours per week. Hours are assigned by the supervisor of the assignment on an as needed, intermittent basis. Hours vary per week and the maximum number of hours is not assigned for the entire span of the “Approval Dates” listed below for the majority of these assignments. There is no guarantee that approved hours will be assigned.

#### Short-Term

<table>
<thead>
<tr>
<th>Employee</th>
<th>Title</th>
<th>Department</th>
<th>Hours</th>
<th>Hourly Pay</th>
<th>Approval Dates</th>
<th>Payment Not To Exceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brusstar Warren</td>
<td>Assistant Coach</td>
<td>P.E./Athletics</td>
<td>40</td>
<td>$11.15</td>
<td>7/9-7/26/12</td>
<td>$1,338.00</td>
</tr>
<tr>
<td>Brusstar Warren</td>
<td>Event Site Overseer</td>
<td>Facilities Services</td>
<td>20</td>
<td>$11.15</td>
<td>7/1-12/30/12</td>
<td>$6,021.00</td>
</tr>
<tr>
<td>Dalrymple Rahman</td>
<td>Theater Technician</td>
<td>Research Planning &amp; Development</td>
<td>40</td>
<td>$21.10</td>
<td>7/1-7/31/12</td>
<td>$4,220.00</td>
</tr>
<tr>
<td>Dugan Timothy</td>
<td>Theater Technician</td>
<td>Research Planning &amp; Development</td>
<td>40</td>
<td>$21.10</td>
<td>7/1-7/31/12</td>
<td>$4,220.00</td>
</tr>
<tr>
<td>Estrada Erik</td>
<td>Instructional Assistant I, Adaptive P.E.</td>
<td>P.E./Athletics</td>
<td>6</td>
<td>$13.40</td>
<td>7/1-8/2/12</td>
<td>$402.00</td>
</tr>
<tr>
<td>Flores Orbin</td>
<td>Dishwasher</td>
<td>NV Cooking School</td>
<td>20</td>
<td>$11.40</td>
<td>7/1-12/22/12</td>
<td>$5,700.00</td>
</tr>
<tr>
<td>Freitas Paul</td>
<td>Assistant Coach</td>
<td>P.E./Athletics</td>
<td>40</td>
<td>$11.15</td>
<td>7/9-7/26/12</td>
<td>$1,784.00</td>
</tr>
<tr>
<td>Freitas Paul</td>
<td>Event Site Overseer</td>
<td>Facilities Services</td>
<td>20</td>
<td>$11.15</td>
<td>7/1-12/30/12</td>
<td>$6,021.00</td>
</tr>
<tr>
<td>George April</td>
<td>Theater Technician</td>
<td>Research Planning &amp; Development</td>
<td>40</td>
<td>$21.10</td>
<td>7/1-7/31/12</td>
<td>$4,220.00</td>
</tr>
<tr>
<td>Houle Brian</td>
<td>Assistant Coach</td>
<td>P.E./Athletics</td>
<td>40</td>
<td>$11.15</td>
<td>7/9-7/26/12</td>
<td>$1,784.00</td>
</tr>
<tr>
<td>Jackson Leesa Anne</td>
<td>Instructional Assistant III</td>
<td>Community Education</td>
<td>10</td>
<td>$15.19</td>
<td>7/1-12/22/12</td>
<td>$3,797.50</td>
</tr>
<tr>
<td>James Douglas</td>
<td>Campus Service Officer</td>
<td>College Police</td>
<td>32</td>
<td>$14.87</td>
<td>7/1-12/31/12</td>
<td>$12,847.68</td>
</tr>
<tr>
<td>Kiser Courtney</td>
<td>Child Care Assistant</td>
<td>Child Development Ctr</td>
<td>40</td>
<td>$14.01</td>
<td>7/1-12/31/12</td>
<td>$15,130.80</td>
</tr>
<tr>
<td>Larsen Brita</td>
<td>Instructional Assistant II</td>
<td>WorkAbility III</td>
<td>20</td>
<td>$15.19</td>
<td>8/20-12/22/12</td>
<td>$5,468.40</td>
</tr>
<tr>
<td>Marcelius Freya</td>
<td>Theater Technician</td>
<td>Research Planning &amp; Development</td>
<td>40</td>
<td>$21.10</td>
<td>7/1-7/31/12</td>
<td>$4,220.00</td>
</tr>
<tr>
<td>Murray-Walker Paula Angela</td>
<td>Secretary II</td>
<td>Upper Valley Campus</td>
<td>40</td>
<td>$15.57</td>
<td>7/1-12/22/12</td>
<td>$15,570.00</td>
</tr>
<tr>
<td>Parker Daniel</td>
<td>Assistant Coach</td>
<td>P.E./Athletics</td>
<td>40</td>
<td>$11.15</td>
<td>7/9-7/26/12</td>
<td>$1,784.00</td>
</tr>
<tr>
<td>Patterson Ellen</td>
<td>Accompanist</td>
<td>Arts &amp; Humanities</td>
<td>20</td>
<td>$18.49</td>
<td>8/21-12/31/12</td>
<td>$7,396.00</td>
</tr>
<tr>
<td>Ramirez Amado</td>
<td>Police Officer</td>
<td>College Police</td>
<td>40</td>
<td>$23.53</td>
<td>7/1-12/31/12</td>
<td>$25,412.40</td>
</tr>
<tr>
<td>Ramirez Maria</td>
<td>Child Care Assistant</td>
<td>Child Development Ctr</td>
<td>40</td>
<td>$14.01</td>
<td>7/1-12/31/12</td>
<td>$14,010.00</td>
</tr>
<tr>
<td>Renfrow Patricia</td>
<td>Student Services Specialist</td>
<td>Financial Aid</td>
<td>20</td>
<td>$19.74</td>
<td>7/1-12/21/12</td>
<td>$9,870.00</td>
</tr>
<tr>
<td>Ruiz nelso</td>
<td>Instructional Assistant I, Adaptive P.E.</td>
<td>P.E./Athletics</td>
<td>6</td>
<td>$13.40</td>
<td>7/4-8/2/12</td>
<td>$402.00</td>
</tr>
</tbody>
</table>
### Personnel to Board -- Meeting of August 9, 2012

**4.0 APPROVAL OF SHORT-TERM (NON-CLASSIFIED SERVICE) EMPLOYEES**

<table>
<thead>
<tr>
<th>EMPLOYEE</th>
<th>TITLE</th>
<th>DEPARTMENT</th>
<th>HOURS PER WEEK</th>
<th>HOURLY PAY</th>
<th>APPROVAL DATES</th>
<th>PAYMENT NOT TO EXCEED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ruygt</td>
<td>Jennifer Theater Technician</td>
<td>Arts &amp; Humanities/Research Planning &amp; Development</td>
<td>40</td>
<td>$21.10</td>
<td>7/1-7/31/12</td>
<td>$4,220.00</td>
</tr>
<tr>
<td>Sanderson</td>
<td>Susan Instructional Assistant III</td>
<td>Health Occupations</td>
<td>30/month</td>
<td>$18.10</td>
<td>7/1-12/31/12</td>
<td>$3,258.00</td>
</tr>
<tr>
<td>Sercu</td>
<td>Jenny Trainer, Trips &amp; Tours</td>
<td>Upper Valley Campus Stipend</td>
<td>40</td>
<td>$6,000.00</td>
<td>7/1-12/22/12</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Tofanelli</td>
<td>Brandon Instructional Assistant II</td>
<td>WorkAbility III</td>
<td>20</td>
<td>$15.19</td>
<td>8/20-12/22/12</td>
<td>$5,468.40</td>
</tr>
</tbody>
</table>

**4.2 APPROVAL OF SHORT-TERM TEMPORARY EMPLOYEES FILLING VACANT POSITIONS PENDING PERMANENT HIRING**

<table>
<thead>
<tr>
<th>EMPLOYEE</th>
<th>TITLE</th>
<th>DEPARTMENT</th>
<th>HOURS PER WEEK</th>
<th>HOURLY PAY</th>
<th>APPROVAL DATES</th>
<th>PAYMENT NOT TO EXCEED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carter</td>
<td>James Instructional Assistant III, Chemistry</td>
<td>Science, Math &amp; Engineer</td>
<td>40</td>
<td>$18.10</td>
<td>7/1-12/30/12</td>
<td>$18,100.00</td>
</tr>
<tr>
<td>Difilippo</td>
<td>Shannon Secretary II</td>
<td>Community Relations</td>
<td>30</td>
<td>$15.57</td>
<td>7/1-8/31/12</td>
<td>$4,203.90</td>
</tr>
<tr>
<td>Felardo</td>
<td>Marjean Instructional Assistant III</td>
<td>Health Occupations</td>
<td>40</td>
<td>$18.10</td>
<td>8/1-12/31/12</td>
<td>$16,652.00</td>
</tr>
<tr>
<td>Morgan</td>
<td>Charlotte Community Education Technician</td>
<td>UVC/Writer’s Conference</td>
<td>15</td>
<td>$16.92</td>
<td>7/1-8/30/12</td>
<td>$2,284.20</td>
</tr>
<tr>
<td>Muscatine</td>
<td>Thomas Instructional Assistant III</td>
<td>Viticulture &amp; Winery Tech</td>
<td>20</td>
<td>$18.10</td>
<td>7/1-12/31/12</td>
<td>$9,050.00</td>
</tr>
<tr>
<td>Schaefer</td>
<td>Janet Graphic Designer</td>
<td>Community Relations</td>
<td>20</td>
<td>$18.10</td>
<td>7/1-8/31/12</td>
<td>$3,258.00</td>
</tr>
<tr>
<td>Singh</td>
<td>Gurpreet Printing Services Technician</td>
<td>Print Shop</td>
<td>40</td>
<td>$18.49</td>
<td>7/1-8/31/12</td>
<td>$6,656.40</td>
</tr>
</tbody>
</table>

**4.5 SHORT-TERM PROFESSIONAL EXPERTS REQUESTING DEPARTMENT**

- These professional experts are approved for up to 40 hours per week for the dates listed below. These assignments combined for the duration of the “Approval Dates” below will not exceed a total of 2900 combined hours for staff approved as Clinical Lab Specialists for First Responder/EMT/Paramedics.

- These professional experts are approved for up to 20 hours per week for the dates listed below. These assignments combined for the duration of the “Approval Dates” below will not exceed a total of 1300 combined hours for staff approved as Coordinators, Perishable Skills Facilitators, Recruit Training Officers, and Scenario Evaluators.

- These professional experts are approved for up to 40 hours per week for the dates listed below. These assignments combined for the duration of the “Approval Dates” below will not exceed a total of 2300 combined hours for staff approved as Coordinators, Perishable Skills Facilitators, Recruit Training Officers, and Scenario Evaluators.

<table>
<thead>
<tr>
<th>EMPLOYEE</th>
<th>TITLE</th>
<th>DEPARTMENT</th>
<th>HOURS</th>
<th>HOURLY PAY</th>
<th>APPROVAL DATES</th>
<th>PAYMENT NOT TO EXCEED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conley</td>
<td>Jason Sound Engineer</td>
<td>Arts &amp; Humanities</td>
<td>10</td>
<td>$17.00</td>
<td>8/21-12/31/12</td>
<td>$3,400.00</td>
</tr>
<tr>
<td>Gentry</td>
<td>Doris Foster &amp; Kinship Care Education Trainer</td>
<td>Health Occupations</td>
<td>20</td>
<td>$31.84</td>
<td>7/1-12/31/12</td>
<td>$17,193.60</td>
</tr>
<tr>
<td>Gentry</td>
<td>Doris Foster &amp; Kinship Care Education Prgm Specialist</td>
<td>Health Occupations</td>
<td>20</td>
<td>$25.74</td>
<td>7/1-12/31/12</td>
<td>$13,899.60</td>
</tr>
<tr>
<td>Howard</td>
<td>Linda Musician</td>
<td>Research Planning &amp; Development</td>
<td>12 sessions</td>
<td>$55.56</td>
<td>7/1-7/31/12</td>
<td>$3,333.60</td>
</tr>
<tr>
<td>Sanderson</td>
<td>Susan Foster &amp; Kinship Care Education Trainer</td>
<td>Health Occupations</td>
<td>10/month</td>
<td>$31.84</td>
<td>7/1-12/31/12</td>
<td>$1,910.40</td>
</tr>
<tr>
<td>TerAvest</td>
<td>Daniel Interim Director</td>
<td>Campus Planning</td>
<td>40</td>
<td>$58.58</td>
<td>7/1-12/31/12</td>
<td>$58,580.00</td>
</tr>
</tbody>
</table>
### 4.0 APPROVAL OF SHORT-TERM (NON-CLASSIFIED SERVICE) EMPLOYEES

#### 4.5 SHORT-TERM PROFESSIONAL EXPERTS -- COMMUNITY SERVICES

Community Services courses are authorized by Education Code Section 78300, which states “Governing Boards shall not expend General Fund moneys to establish and maintain community service classes.” Community Services teachers are paid hourly or via fee-split payment. Fee-split payments are paid based on a percentage of student fees collected minus expenses. Payment information is not available at the time the assignment is forwarded to the board for approval.

<table>
<thead>
<tr>
<th>EMPLOYEE</th>
<th>TITLE</th>
<th>DEPARTMENT</th>
<th>MAXIMUM HOURS</th>
<th>HOURLY PAY</th>
<th>APPROVAL DATES</th>
<th>PAYMENT NOT TO EXCEED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arnold</td>
<td>Kenneth</td>
<td>Community Services Primary IBx Teacher</td>
<td>$50.00/hour</td>
<td>Fall 2012</td>
<td>$800.00</td>
<td></td>
</tr>
<tr>
<td>Carlson</td>
<td>Cori</td>
<td>Community Services IBx Teacher</td>
<td>$50.00/hour</td>
<td>Fall 2012</td>
<td>$400.00</td>
<td></td>
</tr>
<tr>
<td>Kenney</td>
<td>Sean</td>
<td>Community Services Alternate IBx Teacher</td>
<td>$50.00/hour</td>
<td>Summer 2012</td>
<td>$400.00</td>
<td></td>
</tr>
<tr>
<td>Kiyoi</td>
<td>Marie</td>
<td>Community Services IBx Teacher</td>
<td>$50.00/hour</td>
<td>Fall 2012</td>
<td>$800.00</td>
<td></td>
</tr>
<tr>
<td>Riley</td>
<td>Tamara</td>
<td>Community Services IBx Teacher</td>
<td>$50.00/hour</td>
<td>Fall 2012</td>
<td>$800.00</td>
<td></td>
</tr>
<tr>
<td>Rose</td>
<td>Gregory</td>
<td>Community Services IBx Teacher</td>
<td>$50.00/hour</td>
<td>Summer 2012</td>
<td>$1,200.00</td>
<td></td>
</tr>
<tr>
<td>Rose</td>
<td>Gregory</td>
<td>Community Services IBx Teacher</td>
<td>$50.00/hour</td>
<td>Fall 2012</td>
<td>$1,600.00</td>
<td></td>
</tr>
<tr>
<td>Ruff</td>
<td>Marvin</td>
<td>Community Services Primary IBx Teacher</td>
<td>$50.00/hour</td>
<td>Summer 2012</td>
<td>$400.00</td>
<td></td>
</tr>
<tr>
<td>Spruill</td>
<td>Charlie</td>
<td>Community Services Primary IBx Teacher</td>
<td>$50.00/hour</td>
<td>Fall 2012</td>
<td>$800.00</td>
<td></td>
</tr>
<tr>
<td>Spruill</td>
<td>Charlie</td>
<td>Community Services Primary IBx Teacher</td>
<td>$50.00/hour</td>
<td>Summer 2012</td>
<td>$1,200.00</td>
<td></td>
</tr>
<tr>
<td>Tidwell</td>
<td>Kathy</td>
<td>Community Services Primary IBx Teacher</td>
<td>$50.00/hour</td>
<td>40% Summer 2012</td>
<td>$800.00</td>
<td></td>
</tr>
<tr>
<td>Tidwell</td>
<td>Kathy</td>
<td>Community Services IBx Teacher</td>
<td>$50.00/hour</td>
<td>Fall 2012</td>
<td>$800.00</td>
<td></td>
</tr>
<tr>
<td>Willis</td>
<td>Nancy</td>
<td>Community Services Teacher</td>
<td>$50.00/hour</td>
<td>50% Summer 2012</td>
<td>$400.00</td>
<td></td>
</tr>
<tr>
<td>Young</td>
<td>James</td>
<td>Community Services Primary IBx Teacher</td>
<td>$50.00/hour</td>
<td>Summer 2012</td>
<td>$400.00</td>
<td></td>
</tr>
</tbody>
</table>
7.0 **NOTIFICATION OF UNPAID LEAVE OR REDUCTION IN WORKLOAD**

7.3 **CLASSIFIED**

<table>
<thead>
<tr>
<th>Name</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almeida, Duane</td>
<td>Mr. Almeida has requested a leave of absence for August 1, 2012, to July 31, 2013, from his regular position of Maintenance Mechanic/Carpenter in the Facilities Services Department to temporarily fill the Interim Supervising Custodian position. The supervisor and the Dean of Human Resources recommend approval of this request.</td>
</tr>
<tr>
<td>Baird, Katherine</td>
<td>Ms. Baird has requested a leave of absence for August 1, 2012, to July 31, 2013, from her regular position of Secretary IV in the Foundation Office to temporarily fill the Interim Associate Director, Alumni and Annual Fund Development position. The supervisor and the Dean of Human Resources recommend approval of this request.</td>
</tr>
</tbody>
</table>
TO: Armond Phillips

FROM: Oscar De Haro

DATE: July 26, 2012

SUBJECT: Request for Waiver of the International/Foreign Student Fees for Fall 2012 for Ms. Nicole Marcelino (ID. 0305515)

Attached is a letter from Ms. Nicole Marcelino requesting a waiver of the foreign fees for the fall 2012 semester. Board Policy S6210 permits the district to “authorize a waiver of not more than 20 percent of the nonresident foreign students attending the college,” on an individual basis, for up to a maximum of four semesters. Nicole would like to continue attending Napa Valley College as an international F-1 Visa student and this is her first request for a waiver.

Nicole started taking classes at NVC during the spring 2012 semester and during her first semester at NVC earned a 3.75 GPA (three As and one B), thus showing her dedication and commitment to her studies as a psychology major despite struggling with depression and financial issues. Nicole would like to continue taking classes in the fall in order to transfer to a university in the future, but, unfortunately, her father was recently laid off from work and it has become extremely hard for her family to provide financial assistance for her studies.

Nicole is actively seeking other methods to pay for her studies like finding a scholarship and an on campus job to help her pay for her studies. She has already registered for 9 units for the fall semester but would like to take 12 units. She has also worked out a payment plan with the Business Office to pay her international tuition fees so that she would not be deregistered from her fall classes, but it has become extremely difficult for her to pay the international fees at this time. This is the reason why she is seeking a waiver of the international/foreign student fees.

If granted the waiver, except for the nonresident and foreign tuition, she would pay all other fees including the student health fee, accident insurance fee, technology fee and student activities fee.

Therefore, I recommend that a fee waiver be granted to Ms. Nicole Marcelino. If you concur with this recommendation, please forward the request to the Board of Trustees.

Thank you.

Attachment
Nicole Marcelino
334 Summerwood Dr.
American Canyon, CA 94503
Cellphone No: 4154081961
July 4, 2012

Oscar De Haro
Dean of Student Services
Napa Valley College
Admissions and Records
1300 Student Services Building
2277 Napa-Vallejo Highway
Napa, CA 94558

Dear Oscar De Haro:

Good day!

I am Nicole Marcelino, a freshman majoring in Psychology in Napa Valley College. I am an international student from the Philippines.

Living in a different country has taught me a lot of things and helped me find myself. Everything hasn’t been easy but who says that life would be a smooth journey? Every experience I had here in America was very new to me. Adjusting was very difficult since everything is so different, whatever seemed normal and comfortable was left back at the Philippines. I reached a state where I became depressingly lonely. I was in a very dark place falling deeper and deeper each day. I turned to my books as a form of escape and enveloped myself in fantasy. This lasted for months, I lost the fire I had for life. One day, I hated myself so much I wanted to end it then and there but I knew better. I told myself that this was enough. Emotions and thoughts became an interest to me so I began to research how the mind worked.

Psychology is something that I wanted to study in depth every since high school. I realized that this was my chance to have a solid education because there are many world renowned schools here in America. I decided to apply for a student visa and for school. During the first few days of class I felt the heavy depressing feeling lift away. I never worked so hard in school before and never felt more passion to do great. By the end of the spring semester of 2012 my professors commended my performance in class. One of them even told me that I was his top student. I was on my way to becoming somebody. School not only saved my life but also helped me realize who I wanted to become, a professor. I want to give back by helping students feel like they have a purpose and to make them see that they aren’t useless.
As the economy worsens, money became harder and harder to come by. Everyone has been affected in one way or another. My father was let go recently. The expenses at home got harder to pay off but because of the hard work of my mother we were able to manage. Enrollment came and tuition got higher.

My family has done so much for my brother and I to have the best life possible. I feel guilty to be such a financial burden. I decided to just stop school and go back to the Philippines. I told my mother about my concerns and she told me she didn't like the idea. She didn't want me to stop, she wanted me to continue reaching for my aspirations. She told me she has never seen me so happy since I started going to school and she simply loved the fact that we were all together under one roof, that it would break her heart to put me back in a plane and say goodbye for the nth time.

I promised myself to help her. I went to Mr. Nahlen of the Admissions and Record Office, together we made a payment plan in which I would pay the tuition fee little by little. Then to Ms. Laura Rodriguez of the financial aid office and applied for an on campus job and to Ms. Dixie Larson the international student coordinator to help me find a scholarship. A major difference from the Philippines and America are the people. Back at the Philippines you almost have to argue with the staff in order for them to assist you. Here in America they genuinely care about your education and endeavors.

I humble myself and ask for your help during this difficult time in my life. All I ask is to have at least this semester's tuition to waive my out of state fees. This would buy me more time to find a scholarship and an on campus job. I hope that you would be so kind as to grant my request. Thank you for taking the time to read my letter and I look forward to your response.

Sincerely,

Nicole Marcelino
STANDARD I  
Institutional Mission and Effectiveness

A. Mission

General Observations:
In general, regarding Standard I.A., the Self Study Report is clearly written and complete. For the most part, evidence, especially for important assertions, is available and adequate.

The mission statement, “NVC engages its students in high quality programs and services that promote learning and personal growth; enhance academic success and workforce development; and prepare lifelong learners for their roles in a diverse, dynamic and interdependent world,” is found on the college’s website in the Accreditation section and also published in the college catalog.

Findings and Evidence:

The self-study indicates that the college has a mission statement that defines its broad educational purposes and its commitment to achieving student learning. The mission statement does not specifically address its intended student population, however, other than to acknowledge that it is an open access institution for those attending for learning, personal growth, academic success, workforce development and lifelong learning. The data indicate that the out-of-district students are appreciably different (ethnically at least) from the in-district students, but there is more analysis needed of how the college addresses all students’ needs. Greater analysis could assist NVC in providing services tailored more appropriately to both out-of-district and in-district students. (Standard I.A.1., I.A.2.)

The mission has a clear focus on student engagement which includes “high quality programs and services.” The mission details what it means by student engagement: promotion of learning and personal growth, enhancement of academic success and workforce development; and preparation of lifelong learners. The PEP requires each program to write/revise its own mission statement connecting it to the college mission; nevertheless, there needs to be much more focus on just who is being served and how programs are established and aligned with their needs. Moreover, the PEP doesn’t always clearly focus on measuring how the college engages students in promotion of learning and personal growth, enhancement of academic success and workforce development; and preparation of life-long learners as suggested by the emphasis in the mission statement. Some elements of the Strategic Plan do address engagement, but the majority does not. If the true intent of the college is to make student engagement central to its work, this notion needs to play a more prominent role in all of the assessment and evaluation processes such as the...
Strategic Plan, PEP, annual plans and assessments, SLOA process, and faculty/staff and student satisfaction surveys. (Standard I.A.3., I.A.4.)

The mission, as well as the Strategic Plan and the PEP, have been approved by the Board, and the mission has been appropriately reviewed and revised through the participatory governance process. Clearly, the mission statement appears to be “central to institutional planning and decision making” -- at least in terms of process. Constituency groups, committees, etc., appear to use it as they plan and evaluate, and there is considerable evidence to support this assertion. Still, the key notion that the College “engages” students does not emerge as all that important. (Standard I.A.2., I.A.3., I.A.4.)

**Conclusions:**

While student engagement and personalized, friendly service to students are deliberately at the heart of the mission statement of NVC, the college needs to continue and strengthen the engagement of students in outcomes and assessment changes/improvements. The 2008 statement adds an emphasis on student success as well. These outcomes pervade discussions at meetings, in documents and processes such as PEP, and in individual discussions. Administrators, faculty, and staff express agreement and support for the mission statement and the values statements that accompany it. The mission statement has been developed collaboratively with wide input, dialogue, and debate. It has been approved by all constituencies including the Board, and by written Board policy and apparent practice, it appears to guide all planning and evaluation/assessment of effectiveness and decision-making at the College. NVC meets this standard. (Standard I.A.1., I.A.2., I.A.3., I.A.4.)

**Recommendations:**

Recommendation 1: The team recommends enhancing existing processes by using ongoing data-driven assessments to revise stated goals and objectives as needed; developing integrated and comprehensive staff development activities to strengthen effectiveness in improving student learning; and ensuring the program review processes are consistently completed with similar levels of analysis and detail. (Standard I.A., I.B., II.A., II.B., III.C.)

Recommendation 2: In order to increase effectiveness, the team recommends that the college explore the means to provide additional research capacity to ensure the continuation of the integrated program review and college planning processes. (Standard I.A., I.B.3., I.B.5., IV.B.2.b.)

See also Recommendation 5.

Inserted:

**Recommendation 5:**
In order to increase effectiveness, the team recommends that the college regularly assess its progress toward a sustained environment in which all constituents are empowered to engage in a collaborative effort that recognizes the value of diversity. (Standard I.A., I.B., III.A.4., IV.A.)
Standard I.A. MISSION

The institution has a statement of mission that defines the institution’s broad educational purposes, its intended student population and its commitment to achieve student learning.

Existing Mission

Napa Valley College engages its students in high quality programs and services that promote learning and personal growth; enhance academic success and workforce development; and prepare life-long learners for their roles in a diverse, dynamic, and interdependent world.

Approved Draft Revised Mission

Napa Valley Community College District is an open-access, degree and certificate granting institution that promotes student learning and success through high quality programs and services; and a commitment to continuous evaluation and improvement. The District is committed to achieving student learning for diverse student populations in the following areas:

- Lower division programs to enable students to transfer to baccalaureate institutions; and
- Occupational education and training directed toward career development in cooperation with business, industry, labor and public service agencies; and
- Basic Skills education in language and computational skills required for the successful completion of educational goals; and
- Services to assist students in attaining their educational and career goals; and
- Self-supporting community education classes, contract education and training, and related services focused on the human and economic development of the community.
Viticulture and Winery Technology
Results from an Appreciative Inquiry Retreat
Provocative Propositions & Strategic Plan Talking Points

1. **Brand the VWT Program and Organization**
   - Winery
   - Retail
   - Applied Winemaking Research Center
   - Viticulture and Winery Technology Institute
   - International Center for Winery Partnerships (China and Great Wine Capitals of the World)
   - Initiate **coordinated events** that bring together food, art and wine with other college programs in order to highlight student success and learning, involve the community, and promote instructional programs:
     - Wine Competitions (sponsored or at NVC site)
     - Organize a **Series of Wine Conversations** with the most recognized and important leaders in the world of wine, hospitality, food, and art (i.e. Warren Winiarski)
     - **Lecture Series or Round Table Conversations** (Videotape them and video stream them to larger audiences)

2. **Develop a NVC Viticulture and Winery Technology Institute** that provides a credential recognized by the industry in each of the following areas:
   - Winery—Production; Operations; Management; Safety & Compliance
   - Winemaking—Quality Assurance & Quality Control
   - Sales & Marketing
   - Finance, Compliance, Business & Administration

3. Become the premier **Applied Winemaking Research and Training Institute**. This Institute will provide the bridge between applied cellar practice and the understanding of how process alterations affect ultimate wine quality. In addition, the Institute will also be known for its practical business training programs to the Napa Valley wineries. Working in collaboration with industry partners in applied winemaking research and training will allow industry partners to participate and see first-hand examples of student/faculty competence as well as illustrate where donations/contributions can be well applied.
   - Students gain a 3rd educational experience (1) pedagogical (2) hands-on cellar (3) new “How”? “What if” interactive aspect?
   - It builds another potential revenue stream-applied research and training for fee
   - Through practical understanding, it builds a basis for tangible **donations**
   - It will take administrative agility and flexibility to have productive interface
   - Contract training (IB, )
4. Initiate a series of **inter-related internship programs** encompassing the production, growing, marketing and sale of wine. These programs will be recognized in the wine industry as a source for high-quality employees with hands-on experience.

- Exchange/Internship Program/Externship
- Expanded program with coordinator that places students in wineries throughout the world
- Exchange students within the program (some students coming in from other colleges and our students being placed in schools/wineries in other countries.)
- Build on the network through the Great Wine Capitals of the World and new initiative with China
- Have an **industry driven job fair** once a year for VWT students and community persons interested in employment in the wine industry

5. Develop a **Napa Valley College Viticulture and Wine Technology Alumni Association** and create a self-sustaining, student-led, social network.

- This network will be a tool for job placement and networking and will also become the source of wine-related student groups
- Get the word out by (on-line and with media signage) by:
  1. Napa Valley Viticulture Alumni Association
     a) Events/Parties
     b) Fundraising
  2. Speaker Series
     a) Event signage
  3. Hall of Fame
     a) Honor roll
     b) Alumni
     c) Library
  4. Wine Competition
     a) Sponsored
     b) at a NVC site

6. Develop **interdisciplinary courses** that tie the VWT curriculum and program in with other programs, such as the CPS or Chemistry, for interdisciplinary cooperation, improved efficiencies, greater impact across the disciplines, as well as new choice for students.

7. Offer **fee based courses over the summer** that are focused, self-financed, short 4-6 week modules on industry topics and wines of smaller regions, e.g. Wines of France and current topics in winemaking, viticulture, etc. These will create strong ties to the students, alumni, and community, and keeps current and past students involved with the NVC community.
8. **Align the VWT program and Organization (See Overview of Proactive Proposition from report out at the AI Session)**

- Distinguish the academic program from the wine business and ensure that policies and processes support each function appropriately
- Conduct Needs Assessment (see attached overview)
- Identify an Executive Director as per the Bylaws of the VWT Foundation (see attached overview)

9. **Building/Expansion/Facilities**

- Resource Library with books, tapes, videos, etc. available on-line and in expanded facility
- Wine tasting room
- Lounge
- Stage for live bands
BP 2015  Student Member

Reference:  

*Education Code Section 72023.5*

The Board shall include one non-voting student member. The term of office shall be one year commencing May 15.

The student member shall be a resident of California at the time of nomination, and during the term of service, and shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain a minimum cumulative grade point average of 2.5. The student member shall conform to any additional requirements of office as given in the Constitution of the Associated Students of Napa Valley College.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.

*On or before May 15 of each year, The Board shall consider whether to afford the student member any of the following privileges:*

- The privilege to attend the student trustee orientation;
- The privilege to make and second motions;
- The student trustee may be invited to closed session when appropriate;
- The privilege to receive compensation for meeting attendance at a level consistent with other board members. See BP 2725 – Board Member Compensation;
- The privilege to serve a term commencing on May 15.
- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board.

Approved 3/04 (replaces B 8510); Revised 10/08; Revised 4/09

*Revised XX/XX*
BP 2200 Board Duties and Responsibilities

Reference:

*Accreditation Standard IVB.1.d*

The Board of Trustees governs on behalf of the citizens of the [Napa Valley Community College District](https://www.napavalleycollege.edu) in accordance with the authority granted and duties defined in Education Code Section 70902. Board duties and responsibilities are also reflected throughout the Board Policy Manual and are addressed in BP 2715 – Code of Ethics/Standards of Practice.

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations
- Hire and evaluate the CEO Superintendent/President
- Delegate power and authority to the Superintendent/President chief executive to effectively lead the district
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the district
- Prescribe and enforce by-laws and rules not inconsistent with law or regulations of the California Community College Board of Governors
- Approve annual and long-range plans and programs and oversee the administration of the college.
- Review and adopt the district’s annual plan and budget and five-year facilities plan.
- Approve the appointment or dismissal of personnel as required by the Education Code upon recommendation of the superintendent/president.

Revised 3/04 (Replaces B 8030); revised 10/08, Revised XX/XX
BP 2305  Annual Organizational Meeting

Reference:

*Education Code Section 72000(c)(2)(A)*

The annual organizational meeting of the Board will be held at the December board meeting. The purpose of the annual organizational meeting is to elect a president, and vice-president, and clerk, and to conduct any other business as required by law or determined by the Board.

Revised 3/04; (also contained in BP 8110), Revised XX/XX
BP 2310  Regular Meetings of the Board

Reference:

Education Code Section 72000(d); Government Code 54952.2, 54953 et seq.; 54961

Regular meetings of the Board shall be held on the second Thursday of each month. Regular
meetings of the Board shall normally be held in Room 1340 Administration Building, Napa
Valley College Main Campus, 2277 Napa-Vallejo Hwy., Napa, CA 94558. (As possible, the board
conducts a meeting per year at its Upper Valley Campus or other locations in the District.)

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted
at least ten (10) days prior to the meeting and shall remain posted until the day and time of the
meeting. All regular meetings of the Board shall be held within the boundaries of the District except
in cases where the Board is meeting with another local agency or is meeting with its attorney to
discuss pending litigation if the attorney’s office is outside the District. See also BP2340 – Agendas.

All regular and special meetings of the Board shall be open to the public, be accessible to persons
with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by
law.

Revised 3/04, Replaces B 8210
Revised XX/XX, Room # changed
An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an “emergency situation” as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Superintendent/President. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the Superintendent/President in consultation with the Board President.

Agenda items submitted by members of the public must be received by the office of the Superintendent/President two weeks prior to the meeting, but at least 72 hours to assure compliance with the Brown Act prior to the regularly scheduled board meeting.

Agenda items initiated by members of the public shall be placed on the Board’s agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90 day period following the initial submission.

Revised 03/04 (replaces B 8220)

Revised XX/XX (typographical error correction)
BP 2345  Public Participation at Board Meetings

Reference:

Government Code Sections 54954.3, 54957.5; Education Code 72121.5

The Board shall provide opportunities for members of the general public to participate in the business of the Board.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of two ways:

There will be a time at each regularly scheduled board meeting for the general public to discuss items not on the agenda.

Members of the public may place items on the prepared agenda in accordance with Board Policy 2340 - Agendas.

Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the board meeting. Written communication regarding items on the Board's agenda should be directed to the office of the President not later than five working days prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.

New 3/04, Revised XX/XX
BP 2432  CEO Succession

Reference:

*Education Code Sections 70902(d); 72400; Title 5 Section 53021(b)*

The Board delegates authority to the Superintendent/President to appoint an acting Superintendent/President to serve in his or her absence for short periods of time, not to exceed 30 calendar days at a time. In the absence of the Superintendent/President and when an acting president has not been named, administrative responsibility shall reside with (in order):

- **Vice President of Instruction**
- **Vice President of Student Services**
- **Vice President of Business & Finance**

The Board shall appoint an acting superintendent/president for periods exceeding 30 days.

*New 10/08, Revised XX/XX*
BP 8410-2730 Board Member Health Benefits

Members of the Board shall be permitted to participate in the District's health benefit programs at the same rate allowed for certificated staff.

Revised 3/04, Revised XX/XX

Note:
Former policy B 8410 (Travel and Reimbursement) covered issues of travel, compensation, and health and welfare benefits. Language in new policy BP 2735 Travel and new policy BP 2725 Board Member Compensation now address travel and compensation.
BP 4010 Academic Calendar (NEW)

Reference:

*Education Code Section 70902(b)(12)*

The Superintendent/President or designee shall, in consultation with the appropriate groups, submit to the Board for approval an academic calendar.

*Adopted XX/XX*

**Advisory Note (not to be included in the policy):** The work year calendar is a mandatory subject of bargaining under Government Code Section 3540 et seq., and must be negotiated in those districts where the faculty are represented by an exclusive representative and negotiate a collective bargaining agreement.
I7610-BP 4300  Field Trips and Excursions

Reference:
Title 5, Section, 55220

Pursuant to Education Code section 72640, an instructor at Napa Valley College may conduct an educational field trip with the written approval of the division chair and Dean of Instruction. Students involved in field trips shall be supervised by academic employees of the district. Field trips shall be financed on a cost-recovery basis. Each student will be charged a fee based upon an estimate of the total cost of the trip and the number of student attending. The cost per student shall be established by the Dean of Instruction. However, no student shall be prevented from making a field trip because lack of sufficient funds. Students who feel they qualify for a financial exclusion must apply for a field trip fee waiver with the Director of Financial Aid/EOPS at least 20 days prior to the trip.

Napa Valley College Board of Trustees recognizes that field trips are valuable experiences beyond the classroom. Field trips shall be scheduled to the extent of the District’s resource availability and within the requirements of Education Code section 87706.

The Superintendent/President shall establish regulations that direct the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from district funds.

No student shall be prevented from taking a field trip or excursion, which is integral to the completion of a course because of lack of sufficient funds, with the exception of field trips or excursions offered as part of fee-based community services offerings.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

See Administration Regulations (AR 4300).

Revised 08/97

Adopted 3/9/65 (old No 6153) and Deleted 3/10/83
Adopted 9/8/83 (old No I7610)
Revised xx/xx
AR 4300 Field Trips and Excursions (new)
Napa Valley College BP 4300

Reference:
Title 5, Section, 55220

1. The District may conduct field trips or excursions in connection with courses of instruction or instructionally-related social, educational, cultural, athletic, or performance activities to and from places in the state of California, or any other state, the District of Columbia, or a foreign country for enrolled students.

2. The District shall provide supervision of students involved in field trips or excursions by academic employees and may engage instructors, supervisors, and other personnel as may be necessary for such field trips or excursions.

3. Students participating in field trips or excursions shall at all times adhere to the standards of conduct as stated in Board Policy 5500, Standards of Student Conduct and Discipline, and to other District policies and procedures regulating student conduct.

4. Transportation for field trips or excursions may be provided, at the discretion of the Vice President of Instruction or Vice President of Student Services, by use of District equipment, by contracting with a transportation provider, or by arranging transportation by the use of other equipment. When District equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

5. All persons making a field trip or excursion shall be deemed to have waived all claims against the District and the Board of Trustees for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips or excursions and all parents or guardians of minor students taking field trips or excursions shall sign a statement, in a form prescribed by the District, waiving such claims.

6. No student shall be prevented from taking a field trip or excursion, which is integral to the completion of a course because of lack of sufficient funds, with the exception of field trips or excursions offered as part of fee-based community services offerings. The college and the Community Education will develop procedures to assure the participation of students in required field trips and excursions, lack of funding notwithstanding. Nothing shall be construed to prevent a district from offering a study abroad course (International Education) because a particular student or group of students is unable to participate in the course or program due to lack of funding.

7. Payments or reimbursements by the District in conjunction with field trips or excursions shall be in accordance with BP4300, Field Trips and Excursions, and shall require itemization and validation of expenses in a form prescribed by the Vice President of Finance/designee.

8. The Vice President of Finance shall establish procedures that regulate the use of District funds for travel and attendance in conjunction with field trips and excursions authorized pursuant to this policy.
9. Expenses of students participating in a field trip or excursion may not be paid with District funds unless the expenditure is authorized pursuant to Sections 1, 6 and 10 of this policy.

10. The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the statutory, regulatory, or contractual conditions applicable to the expenditure of such funds.

11. The expense of instructors, chaperones, and other personnel participating in an authorized field trip or excursion may be paid from District funds. The District may pay from District funds all incidental expenses for the use of District equipment during an authorized field trip or excursion.

Adopted XX/XX/XX
BP 4400  Community Services Programs (NEW)

Note: A district is not required to have a community services program; but if it chooses to do so, it is not required to seek approval from the Board of Governors. The following policy would be appropriate.

Reference:
Education Code Section 78300

The Napa Valley Community College District shall establish and maintain community services classes in civic, vocational, literacy, health, homemaking, technical and general education, including but not limited to classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics. These classes shall be designed to provide instruction and to contribute to the physical, mental, moral, economic or civic development of the individuals or groups enrolled in it.

Community services courses shall be open for admission of adults and of minors who can benefit from the programs.

The Napa Valley Community College District shall not expend general fund monies to establish or maintain community services classes. The Napa Valley Community College District shall provide instruction in community service classes and be compensated through charging age a fee not to exceed the cost of maintaining community service classes, or may provide instruction in community service classes for remuneration by contract, or through contributions or donations of individuals or groups. The Napa Valley Community College District shall adopt guidelines defining the acceptable reimbursable costs for which a fee may be charged and shall collect data and maintain uniform accounting procedures to ensure that general fund moneys are not used for community services classes.

See Administrative Regulations Procedure [ # ].

Revised: Adopted xx/xx
S6210 BP 5020 Nonresident Tuition

References:

  Education Code Sections 68050, 68051, 68130, 68130.5, 76140b, 76141, and 76142
  Title 5 Section 54045.5

1. Students who are not residents of California shall be charged a tuition fee as prescribed by Education Code Section 76141.

2. The nonresident tuition fee shall be set by the Board of Trustees no later than January-February 1 of each year for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

3. As specified in Education Code Section 76140b, the district may authorize a waiver of not more than 20 percent of the nonresident foreign students attending the college. Such exemptions may be made on an individual basis.

4. Pursuant to Education Code Section 76141, the district may charge nonresident students who are both citizens and residents of a foreign country an amount not to exceed the amount that was expended by the district for capital outlay in the preceding year divided by the full-time equivalent students.

5. Pursuant to Education Code Section 76142, the district may charge nonresident student applicants who are both citizens and residents of a foreign country a processing fee not to exceed the lesser of (1) the actual cost of processing an application and other documentation required by the federal government or (2) $100, which may be deducted from the tuition fee at the time of enrollment.

See Administrative Regulations (#).

Approved 1/25/79
Revised 4/14/88, 5/12/88, 2/18/93
Education Code Updates 4/00
Education Code Updates 6/09
Revised XX/XX
It is the policy of the Napa Valley Community College District that, unless specifically exempted by statute or regulation, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

Adopted 2/24/77
Updated language per Community College League Policy and Procedure Service, 2009
Revised XX/XX (renumbered, title changed)
S6630BP 5055 Registration-Enrollment Priorities

References:
Title 5 Section 51006, 58106, and 58108

All courses of the Napa Valley Community College District shall be open to enrollment, subject to a priority system that may be established by the Board of Trustees. The registration priorities reflect the college's commitment to access and student success. Enrollment may also be limited to students meeting properly validated pre-requisites and co-requisites, or due to other practical considerations.

The Superintendent/President shall, in collaboration with the Academic Senate, establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

See Administrative Regulations (#).

Approved 1/19/95
Language Update per League Policy and Procedure Service, 2009
Revised XX/XX
BP 5130   Financial Aid (NEW)

References:
    Education Code Section 76300;
    20 U.S. Code Sections 1070 et seq.;
    34 Code of Federal Regulations Section 668

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.

The Superintendent/President shall, in collaboration with the Academic Senate, ensure that policies are developed that establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

See Administration Regulations (   #   ).

Adopted XX/XX
Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The Superintendent/President shall assure that the EOPS program conforms to all requirements established by the relevant law and regulations.

See Administrative Regulations [ # ].

Adopted XX/XX
Employees, at any time, shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Governing Board. This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.
Board Policy 7510 Domestic Partners (NEW)

References:
Family Code Sections 297, 298, 298.5, 297.5, 299, 299.2, and 299.3

Domestic partners registered with the California Secretary of State shall have, insofar as permitted by California law, all of the same rights, protections, and benefits, as well as the same obligations, responsibilities, and duties of married persons (spouses) under state law. Former domestic partners shall have all of the rights and obligations of former spouses. Surviving domestic partners shall have the same rights, protections, and benefits as are granted to a surviving spouse of a decedent.

Therefore, all references to “spouses” in the District’s policies or procedures shall be read to include registered domestic partners as permitted by California law.

New xx/xx
BP 7700  Whistleblower Protection (NEW)

References:
Education Code Sections 87160-87164;
Labor Code Section 1102.5,
Government Code Section 53296,
Private Attorney General Act of 2004 (Labor Code Section 2698)

The Superintendent/President shall establish procedures regarding the reporting and investigation of suspected unlawful activities by district employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or District policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not:
1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or
2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

See Administrative Regulation (#)

New xx/xx