Napa Valley Community College District
REGULAR MEETING OF THE BOARD OF TRUSTEES
April 19, 2012

5:30 p.m. Recognition of Classified Staff and Closed Session, Room 1538 – Board Room
6:30 p.m. Return to Public Session, Room 1538 – Board Room

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

Regular meetings of the Napa Valley Community College District Board of Trustees are held the second Thursday of each month. Special meetings may be called by the Board Chair, by the Board at a regular meeting, or by the Board Chair at the request of a majority of the board members. The agenda is distributed to trustees, the news media, legal counsel, college administration, and heads of college constituent groups; it is also posted on campus and at the Upper Valley Campus. All regular and special meetings are open to the public, whose interest is encouraged and appreciated. The district adheres to the Americans with Disabilities Act. In compliance with Government code section 54954.2 (a) Napa Valley College will, on request, make this agenda available in appropriate alternative format. Any member of the public in need of a disability-related modification or accommodation in order to participate in the meeting should contact the President’s Office, 2277 Napa Vallejo Highway, Napa, California, (707) 256-7161.

In addition to time provided for public comments under Roll Call, any member of the audience wishing to address the board regarding an agenda item should go to the podium when the item is under consideration and, after being recognized by the Board Chair, give his/her name and address and state any comments or questions. To give all interested parties an opportunity to speak, comments should be brief and be limited to the specific subject under discussion. Time shall be limited at the discretion of the Board Chair. Items marked with an asterisk (*) require a roll call vote. Any member of the board may request a roll call vote on any item.

1.0 CALL TO ORDER 5:30 p.m.
    1.1 Roll Call

1.2 Adoption of Current Agenda

2.0 Adopt Resolution in Honor of Napa Valley College Classified Professionals Including Those Who Have Achieved 15 or More Years of Service
At its June 16, 2006 meeting, the Board of Trustees approved designating time each April to celebrate Napa Valley College classified professionals and the contributions they make to our educational community. In addition to the reading of this resolution, there will be an event on April 20, 2012 where a PowerPoint highlighting classified appreciation feedback forms will be shown, lunch will be served, and door prizes will be awarded. Thirty-five classified professionals, identified in the resolution, have reached or exceeded 15 years of service at Napa Valley College. To honor these individuals, their portraits have been installed on the Classified Appreciation board outside of the Classified Staff Lounge.
3.0 **PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS**
At this time, the board will devote a total of up to fifteen minutes for comments to the Board of Trustees regarding closed session agenda items.

4.0 **CLOSED SESSION**
Following any public comments regarding closed session items, the board will go immediately into closed session to consider and/or take action upon any of the following items:

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
Title(s):
Counselor/Articulation Officer (tenure-track faculty)
IT Network Specialist (classified)

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 54957.6, 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: Superintendent/President

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

5.1 Pledge of Allegiance

5.2 Announcement of Items from Closed Session

5.3 Introduction of New Staff and Guests

5.4 Announcement of Future Meetings
   May 17, 2012, Regular Meeting (tentative date)
   June 14, 2012, Regular Meeting
   July 12, 2012, Regular Meeting

6.0 **PUBLIC COMMENTS — GENERAL**
At this time, the board will devote a total of up to fifteen minutes for comments to the Board of Trustees regarding any subject NOT APPEARING AS AN AGENDA ITEM FOR THIS MEETING but over which the board has jurisdiction. The public may ask the board to place an item on a future board agenda. No action or discussion will occur at this time on such items. Individuals will be limited to a five-minute presentation. At this time, the Board Chair will poll those in attendance regarding their intent to speak on any item on the agenda.

7.0 **SUPERINTENDENT/PRESIDENT’S REPORT**
CONSTITUENT GROUP REPORTS
- Classified Association Report
- Classified Senate Report
- Administrative Senate Report
- Napa Valley College Associated Students Report
- Academic Senate Report
- Faculty Association Report

APPROVAL OF MINUTES
9.1 March 1, 2012 Special Meeting
9.2 March 8, 2012 Regular Meeting

CONSENT AGENDA
The following items listed on the consent calendar are considered to be routine matters requiring approval or ratification by the board. They are accepted or approved by a single motion without discussion. Any item(s) may be removed from the consent calendar for discussion or other reasons at the request of a board member.

10.1 Ratification of Financial Documents

10.1.1 Approval of Warrants for March 31, 2012
- General Fund $959,231.62
- Child Care Fund $6,501.39
- Capital Outlay Projects Fund $0
- NVC Bldg. Fund/Series C (BOND) $275,377.07

10.1.2 Approval of Total Gross Payroll
March 31, 2012 $2,135,305.72

10.2 Approval of Personnel Document of April 10, 2012

10.3 Approval of an Agreement with the California Department of Veterans Affairs
It is recommended that the Board of Trustees approve an agreement with the California Department of Veterans Affairs for the purpose of providing clinical training opportunities to NVC nursing students in all areas of practice at the Veterans Home of California – Yountville. The term of the agreement is from July 1, 2012 through June 30, 2013. There is no cost to the District.

10.4 Approval of Agreement with Children’s Hospital & Research Center at Oakland
It is recommended that the Board of Trustees approve an agreement between Napa Valley Community College District and Children’s Hospital & Research Center at Oakland for the purpose of providing NVC respiratory therapy students clinical training opportunities and experiences. The term of this agreement is from February 1, 2012 until terminated by either party. There are no financial obligations for either party.

10.5 Approval of Agreement with the City of Fairfield for the use of the Fairfield Police Department Range and Training Facility
It is recommended that the Board of Trustees approve an agreement between Napa Valley Community College District Police Academy and the City of Fairfield for the use of the Fairfield Police Department Range and Training Facility. The term of this agreement is from March 1, 2012 through February 28, 2013. The agreement requires
facility rental payments as follows: Pistol and Rifle Ranges, Full Day $400/Half Day $300; Mat Room, Full Day $200/Half Day $100; Classroom, Full Day $200/Half Day $100.

10.6 Approval of Agreement #28513 with the State of California, Department of Rehabilitation
It is recommended that the Board of Trustees approve an agreement between the State of California, Department of Rehabilitation and Napa Valley College for the purpose of providing vocational rehabilitation services to Department of Rehabilitation (DOR) consumers/students who are also students at Napa Valley College. The services provided will include Vocational Assessment services, Vocational Educational Training services and Employment services to DOR consumers/students. The term of this agreement is from July 1, 2012 through June 30, 2015. The agreement provides funding to Napa Valley College in the amount of $321,644 for each of the next three fiscal years up to a maximum amount of $964,932.

10.7 Approval of Memorandum of Understanding with Calistoga Family Center to Provide Parent Education Training to the Residents of the Upper Valley
It is recommended that the Board of Trustees approve a Memorandum of Understanding between Napa Valley College and Calistoga Family Center to provide funding for an instructor who will oversee the contextualization of course content for a non-credit Family Education Class (FAMN 889) to address the specific needs of the Calistoga community. The District will be reimbursed $50 per hour, not to exceed $500. The term of this agreement is from March 20, 2012 through June 30, 2012.

10.8 Approval of an Entrance Testing Services Agreement with Assessment Technologies Institute, LLC
It is recommended that the Board of Trustees approve an Entrance Testing Services Agreement between Assessment Technologies Institute, LLC and Napa Valley College for the purpose of contracting with Napa Valley College to administer ATI’s web-based, Test of Essential Academic Skills (TEAS®). The agreement provides for payment to NVC of a $15 Proctor Fee and a $10 Staff Support Fee for each exam administered by NVC. The term of this agreement is from April 1, 2012 through April 1, 2013.

10.9 Approval of Agreement with Old Path Church
It is recommended that the Board of Trustees approve an agreement with Old Path Church for the purpose of providing internships to eligible students in the Human Services Program. The term of the agreement is from January 31, 2012 until terminated by either party. There is no cost to the District.

10.10 Approval of Agreement with Tour Resource Consultants
It is recommended that the Board of Trustees approve an agreement with Tour Resource Consultants for the purpose of providing an opportunity for students enrolled in Spanish 110, 111, 130, 131, 260, 261 and 282 to study abroad in Salamanca, Spain from June 9 through June 30, 2012. There is no cost to the District. The maximum cost to the student $3,615. The agreement requires a minimum of 15 participating students.

10.11 Approval of Agreement with School Project for Utility Rate Reduction (SPURR)
It is recommended that the Board of Trustees approve an agreement with School Project for Utility Rate Reduction (SPURR), for the purpose of providing the District the opportunity to join an aggregated natural gas acquisition program. SPURR is a California joint powers authority, whose members are California public K-12 school
districts, community college districts, and county offices of education. It is estimated that the District could realize approximately $5,000 per year in savings by joining this natural gas purchasing program. The term of the agreement is from April 20, 2012 until terminated by either party.

10.12 Approval of Amendment to an Affiliation Agreement with the Regents of the University of California
It is recommended that the Board of Trustees approve Letter of Amendment No. 9 to Agreement No. 97-10179 with the Regents of the University of California for the purpose of providing the clinical training experiences to NVC students in the Nursing and Paramedic programs at University of California, Davis Health System Facilities. The term of this agreement will be extended through June 30, 2015. There is no cost to the District.

11.0 EDUCATION TOPIC, INFORMATION/DISCUSSION ITEMS

11.1 Presentation on Bias and Crime on Campus
Greg Miraglia, Dean of Career Technical Education and Workforce Development, will update the Board on the Bias Incident Response Team activities, the Stop the Hate program, and any discriminatory or “hate” crimes on campus in recent history.

11.2 Quarterly Report on Status of Board Policy Review
A comprehensive review of all Napa Valley College board policies was initiated in Fall of 2010. An initial review and comparison of college policies to policy templates provided by the Community College League has been completed by members of cabinet. Two sets of new and revised policies have been circulated via the Council of Presidents to constituency groups for comment. Additional sets will begin circulation in the fall of 2012. Of 235 total policies, 23 are complete or require no revisions and 25 have been circulated. The President’s office is compiling comments received and policies will be sent to the Board for review and approval in the coming months. A summary of policy review completion and this spring’s timeline is included in the backup packet.

11.3 New Board Policy – Camping & Storage of Camping Related Personal Property (1st Reading)
Oscar DeHaro, Vice President of Student Services, and Ken Arnold, Police Chief, propose a new policy to address camping activities on campus. The new policy is based upon existing regulations used by the City of Napa and has been reviewed and commented upon through the Council of Presidents, a shared governance committee. (DeHaro)

11.4 Accreditation Update
Staff will present options and information related to Accreditation requirements and deadlines including information on the Mid-Term Report, Educational Master Plan, and a workshop by the Accrediting Commission for Community and Junior Colleges (ACCJC) on April 12, 2012. (Bachre-Kolovani)

11.5 Update on 2011/2012 Budget and 2012/2013 Budget Development
Staff will present information on the current year (2011/2012) budget as well as information on the budget development process for the 2012-2013 annual operating budget of Napa Valley College. Topics of discussion may include revenue &
12.0 ACTION ITEMS

12.1 Action on matter placed on the agenda by a member of the public pursuant to Education Code section 72121.5 and Board Policy 2340.

Education Code section 72121.5 and Board Policy 2340 permit members of the public to place matters on the agenda of a community college district governing board meeting, if the item is directly related to community college district business. Consistent with Napa Valley College's procedures for doing so, students Jena Goodman, Guadalupe Garcia, Pablo Cruz, Daisy Aravez, Carly Grote, Alex Shantz, Haley Rekdahl, Julio Soriano, Sam Brown, and Andrew Lidaas, have submitted a request to have the following item placed on the agenda: "Failure of Napa Valley College [Trustee] Steven Reinbolt to perform duties of office for three consecutive months." The requests are included in the backup packet and include signed statements asserting that, by the terms of Board Policy 2110, Trustee Reinbolt has vacated his seat by failing to attend meetings for more than three months. The statement asserts that the Board should take action to address this violation of policy and the law it seeks to enforce. The item meets the requirements of law and policy that it be "directly related to community college district business." It is therefore placed on this agenda for board consideration.

Recommendation: None. This action item was generated by a member of the public and not District staff. It is not appropriate for the District to expend public resources supporting or opposing any ballot measure, including supporting or opposing an elected official's campaign for office or retention of his/her office. Placing it on the agenda does not indicate that District staff endorse the item or the factual and legal claims asserted in the supporting documents. Whether to take action, and what sort of action, is within the sole purview of the Board of Trustees

12.2 Approval of CCCT Election

The election of members of the CCCT Board of the Community College League will take place between March 10 and April 25. There are eight, three-year vacancies on the board. Each member community college district has one vote for each of the eight vacancies on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. Board members will discuss and select candidates to support. Additional information is included in the backup packet. (Baldini)

Recommendation: It is recommended that the Board of Trustees approve the slate of candidates for the CCCT election as discussed.

12.3 American Canyon High School Joint Use Agreement

Staff members, from Napa Valley College and the Napa Valley Unified School District, have met to put together an agreement for the use of three classrooms and an office by the Napa Valley College at American Canyon High School. The agreement, approved by the Napa Valley Unified School District, is for 66 years (maximum time allowed by Ed Code) for the sum of $891,276.00 (actual cost). A copy of the agreement is included in the backup packet. (Baehre-Kolovani)

Recommendation: It is recommended that the Board of Trustees approve the joint use agreement with the Napa Unified School District for three classrooms and one
office at American Canyon High School, pending State Board of Education ratification.

12.4 John W. Rice Diversity and Equity Award Nomination - 2012
The Board will discuss nominations received from members of the campus community for the 2012 James Rice Diversity Award. The Board may approve one person or program for submission to the Chancellor’s Office. Nominations are due on or before May 4, 2012. The prestigious Rice Award program honors the memory of the late John W. Rice, who served on the Board of Governors from 1995 to 2000. Rice, the father of Secretary of State Condoleezza Rice, was known as a tireless advocate for equity and equality in the California community colleges. (Baehre-Kolovani)

Recommendation: It is recommended that the Board of Trustees approve a nominee for the 2012 James Rice Diversity Award.

12.5 Acceptance of Napa Valley Community College District GASB Actuarial Valuation
As a result of joining the CalPERS California Employers’ Retiree Benefit Trust Program (CERBT), the District is required to provide GASB actuarial valuations on the same reporting cycle as the CalPERS CERBT program. To comply with this GASB requirement, the District is required to provide an actuarial report identifying the District’s liability at June 30, 2011. The District’s total liability at June 30, 2011 is $42.1 Million, which is $2.5 Million less than what was calculated in the June 30, 2010 report.

Recommendation: It is recommended that the Board of Trustees accept the Napa Valley Community College District GASB Actuarial Valuation Report for the Retiree Health Program at June 30, 2011

12.6 Suspension of Preliminary Budget Fiscal Year 2012-2013
Due to the timing of the release of the Governors’ May revision budget, the Budget Committee is recommending that the Board of Trustees consider suspending the Preliminary Budget Development process for Fiscal Year 2012-13 as required by Board Policy 1150. A draft Budget Development Timeline and Board Policy D1150 – Planning & Budgeting is included in the backup packet. (Baehre-Kolovani/Nahlen)

Recommendation: It is recommended that the Board of Trustees suspend the required Preliminary Budget Development Process for Fiscal Year 2012-13.

12.7 Napa Valley College Cooking School Fee Increase
The Napa Valley College Cooking School offers high quality, intensive training for aspiring chefs. The goal of the program is to provide each student with hands-on, quality, culinary and pastry skills required for a career in a fine-dining establishment. In order to cover the rising costs of the program, it is recommended that the fees be increased from $17,700 to $20,000 for the 14-month program beginning Fall 2012. Tuition includes instruction, textbooks, chef's tool kit, three uniforms, one meal per instructional day, field trips, and accident insurance. (Nelson)

Recommendation: It is recommended that the fees be increased to $20,000 beginning Fall 2012.
12.8 Future Agenda Items

12.8.1 Listing of Agenda Items Previously Approved

12.8.1.1 Presentation on Student Success Task Force Recommendations (tentatively scheduled for May 2012)

12.8.1.2 Facilities Usage Update (tentatively scheduled for May 2012)

12.8.1.3 Presentation on the Six Recommendations and Seventy Planning Agenda items from the Accrediting Commission for Community and Junior Colleges (ACCJC) (tentatively scheduled for May 2012)

12.8.1.4 Information/Discussion – Hiring Procedures (tentatively scheduled for May 2012)

12.8.1.5 Information/Discussion – Veterans programs and benefits (tentatively scheduled for June 2012)

12.8.2 Discussion and Approval of Newly Proposed Agenda Items

13.0 BOARD OF TRUSTEES REPORTS

14.0 CONTINUANCE OF CLOSED SESSION (as needed)

15.0 ADJOURNMENT