Napa Valley Community College District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
September 12, 2013

5:30 p.m. e-Governance Training, Room 1538 – Board Room
6:00 p.m. Closed Session, Room 1538 – Board Room
6:30 p.m. (approximate time) Return to Public Session, Room 1538 – Board Room

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

1.0 CALL TO ORDER
Board Chair Bruce Ketron called the meeting to order at 5:30 p.m.

1.1 Roll Call
Present: Bruce Ketron; Bill Blair, JoAnn Busenbark, Brenda Knight, Dan Digardi;
Michael Baldini, Rafael Rios and Ruscal Cayangyang.

Absent: none

1.2 Adopt Agenda
M/S/C (Rios, Knight) to adopt the agenda with the following revisions:

Item 4.4 - Delete Consideration of Public Employment for Dean, Health Occupations and
Physical Education/Athletics (academic-administrator) and In-Service and Corrections
Academy Coordinator (academic-administrator)

Item 15.5 – Delete Approval of Agreement #13112370 with Commission on Peace
Officer Standards and Training from the Consent Calendar.

2.0 e-Governance Training
The board participated in orientation and training related to college email and Chromebooks.

3.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS approximately 6:00 p.m.
Board Chair Bruce Ketron opened Public Comment on closed session agenda items and, finding
none, convened to Closed Session at 6:00 p.m.

4.0 CLOSED SESSION

4.1 With respect to every item of business to be discussed in closed session pursuant to
Section 54957, PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Titles: Superintendent/President
4.2 With respect to every item of business to be discussed in closed session pursuant to Section 54957.6, CONFERENCE WITH LABOR NEGOTIATORS
Organization representing faculty: NVCFA/CTA/NEA
Organization representing classified: NVC-ACP/SEIU
Organization representing administrative/confidential: NVC Administrative Senate

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

4.4 With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
Title(s):
Athletic Trainer (classified)
Dean, Health Occupations and Physical Education/Athletics (academic-administrator)
In-Service and Corrections Academy Coordinator (academic-administrator)
Secretary IV, Counseling Division (classified)

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

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

5.2 Announcement of Items from Closed Session
Board Chair Bruce Ketron announced that the board had unanimously accepted and approved the first year (interim) evaluation of President Ronald Kraft. Mr. Ketron also reported that the board had approved public employment for Melissa Bartholomew as Athletic Trainer (classified) and Renate Sicard as Secretary IV, Counseling Division (classified).

5.3 Announcement of Adopted Agenda Modifications
Board Chair Bruce Ketron announced the agenda changes described in Item 1.2 above.

5.4 Recognition of Newly-Tenured Faculty
Faye Smyle, interim vice president of Instruction, reported that Antonio Castro, an instructor in the Engineering and Physics program, had successfully completed his evaluation in spring 2013 and had achieved tenure status as of fall 2013:

5.5 Announcement of Future Meetings
October 10, 2013 – Regular Meeting
November 14, 2013 – Regular Meeting
December 12, 2013 – Regular & Annual Organizational Meeting
January 9, 2014 – Regular Meeting (tentative)

5.6 Introduction of New Staff and Guests
This item was deferred.

6.0 SPARKPOINT PRESENTATION
Representatives of the American Canyon Family Resource Center, lead agency for SparkPoint American Canyon, SparkPoint at Skyline College, and United Way of the Bay Area presented information on the successful SparkPoint Center model. Created by United Way of the Bay Area,
SparkPoint Centers are financial education centers that help individuals and families who are struggling to make ends meet.

7.0 PUBLIC COMMENT — GENERAL
Alex Shantz, a student and member of a Napa County committee working on a plan to reduce gang and youth violence urged the board to participate in prevention efforts.

Board Chair Bruce Ketron thanked Mr. Shantz for his comments and called a recess from 8:00 p.m. to 8:10 p.m.

8.0 PUBLIC HEARING – 2013-2014 Final Budget for Napa Valley Community College District

8.1 This hearing was held to allow for public comment on the proposed budget as required by California Title 5 Administrative Regulations, Section 58300. The proposed budget was available for public inspection in the President’s office during normal business hours after September 6, 2013. Board Chair Bruce Ketron opened the Public Hearing at 8:10 p.m. and, finding no comment, closed the Public Hearing.

9.0 PUBLIC HEARING – Establish and Recognize District Auxiliary Services Foundation

9.1 This hearing was held to allow for public comment on the establishment of a community college auxiliary organization per California Administrative Code Title 5 section 59255. See also item 17.5 - Establish District Auxiliary Services Foundation by Adoption of Bylaws & Master Agreement. Board Chair Bruce Ketron opened the Public Hearing at 8:11 p.m. and, finding no comment, closed the Public Hearing.

10.0 APPROVAL OF FINANCIAL REPORTS
The following three items were summarized, discussed, and approved together.

10.1 California Community College Chancellor’s Office Quarterly Financial Status Report for the period ending June 30, 2013 (CCFS-311Q)

10.2 Quarterly Financial Status of Income and Expenditures for the period ending June 30, 2013

10.3 Adopt 2013-2014 Final Budget
The proposed 2013-2014 final budget was distributed to trustees, budget center managers, and constituent group presidents on September 6, 2013. The budget was developed by the Budget Committee and was reviewed in various drafts at several budget forums on campus.

President Ronald Kraft introduced the two financial reports and the Final Budget. Dr. Kraft and Glenna Aguada, director of Fiscal Services, facilitated review of the reports and budget. Topics included Proposition 30 timelines, the increasing trend toward unreliable funding sources at the state level, and growth funds. The Final Budget projects a $113,000 surplus at the end of the fiscal year which will bring the General Fund reserve to 12.60%.

Student Trustee Ruscal Cayangyang motioned to approve the two quarterly financial reports and the Final Budget. Trustee JoAnn Busenbark seconded the motion and it carried.
11.0 SUPERINTENDENT/PRESIDENT’S REPORT
President Ronald Kraft reported on several hiring processes, recruitment efforts for the Vice President of Administrative Services, and a developing Staffing Plan. Dr. Kraft also reported on the emerging role of the Office of Institutional Advancement and a recently executed Memorandum of Understanding with the Napa Valley College Foundation. Other topics included reconvening the Core Group, campus tours, and Student Health Center changes as a result of changes in the operations of Clinic Ole.

12.0 STRATEGIC COMMUNICATIONS
Lissa Gibbs, director of the Office of Institutional Advancement, as public information officer shared general information with the Board of Trustees that included the October 2, 2013 Presidential Investiture ceremony and other events. Ms. Gibbs also shared information a recent contributions to the Belle Rhodes endowment which is expected to exceed $1 million.

13.0 CONSTITUENT GROUP REPORTS
13.1 Classified Association Report
Mark Cratty, president of the Classified Association, had no report.

13.2 Classified Senate Report
No report.

13.3 Administrative Senate Report
Ken Arnold, president of the Administrative Senate, reported that the senate met on September 11, 2013 and approved agreements with the District on benefit allotments and programs. Mr. Arnold also reported that leadership workshops were to be offered to administrators in the coming months.

13.4 Associated Students of Napa Valley College Report
Elizabeth Hall, executive board member of the Associated Students of Napa Valley College reported on upcoming events such as Constitution Day, Club Rush, and a monthly student forum. She also described a survey on campus activities that had gone out to the student body.

13.5 Academic Senate Report
Maria Biddenback, president of the Academic Senate, reported on a recent meeting with President Ronald Kraft and Laura Ecklin, dean of Human Resources, to review minimal qualifications and the job description for the soon to be advertised vice president of Instruction position.

13.6 Faculty Association Report
Denise Rosselli, president of the Faculty Association, reported on member participation at a recent conference and Interest Based Bargaining training. She also thanked the board, on behalf of the association and part time faculty for their approval of parity monies for part time faculty. Ms. Rosselli asked the board to consider adding future parity dollars to the part time salary schedule.

14.0 APPROVAL OF MINUTES
14.1 July 18, 2013, Regular Meeting
14.2 July 25, 2013, Special Meeting – Board Self-Evaluation
Student Trustee Ruscal Cayangyang requested that his title be revised in the Public Comment section of the minutes of July 18, 2013 as he was presenting as a member of the public and an advocate for the Campaign for College Opportunity, not as a trustee.

Trustee Bill Blair motioned to approve the minutes with that correction and Trustee Michael Baldini seconded the motion. The minutes of July 18, 2013, July 25, 2013 and August 8, 2013 were approved.

15.0 CONSENT AGENDA

Trustee Michael Baldini motioned to approve the Consent Agenda. Student Trustee Ruscal Cayangyang seconded the motion and the Consent Agenda was approved.

15.1 Ratification of Financial Documents

15.1.1 Approval of Warrants for August 31, 2013

- General Fund (Fund: 11, 12) $ 1,423,697.66
- Child Care Fund (Fund: 33, 35) $ 3,425.83
- Capital Outlay Projects Fund (Fund: 41) $ 20,062.27

15.1.2 Approval of Total Gross Payroll

August 31, 2013 $ 1,939,250.90

15.2 Approval of Personnel Document of September 3, 2013

15.3 Approval of Participation in the Chancellor’s Office Tax Offset Program

It is recommended that the Board of Trustees approve participation in the Chancellor’s Office Tax Offset Program (COTOP) to allow staff to proceed with contract negotiations for the purpose of collecting outstanding debt owed to Napa Valley Community College District through the State Franchise Tax Board’s Interagency Offset Program.

15.4 Approval of Agreement #13112350 with Commission on Peace Officer Standards and Training

It is recommended that the Board of Trustees approve agreement #13112350 with the State of California, Commission on Peace Officer Standards and Training (P.O.S.T.) for the coordination, management and delivery of the P.O.S.T. Instructor Development Institute (I.D.I.) Program. The term of the agreement is from August 24, 2013 through June 30, 2014. The maximum amount of the agreement is $1,003,787.48.

A letter of intent and pending contracts were approved by the Board of Trustees at the April 11, 2013 regular meeting. This item is placed before the board again for approval due to slight changes in contract amounts and terms. The previously reported contract amount was $1,004,943. The previously reported contract term was July 1, 2013 through June 30, 2014.
15.5 **Approval of Agreement #13112370 with Commission on Peace Officer Standards and Training**  
This item was removed during adoption of the agenda under Item 1.2.

15.6 **Approval of Memorandum of Understanding with Bay Area Models’ Guild**  
It is recommended that the Board of Trustees approve a memorandum of understanding with Bay Area Models’ Guild to provide modeling services for required major transfer preparation and general education courses within the visual arts department. The college has had an MOU with the Bay Area Models’ Guild for over 20 years. The term of this agreement is from August 1, 2013 through June 30, 2015. The estimated cost to the Division of Arts and Humanities is $4,000 per year.

15.7 **Approval of Agreement with the City Of San Rafael for Paramedic Field Internship Program**  
It is recommended that the Board of Trustees approve an agreement with the City of San Rafael for field internship training program to provide pre-hospital care training to paramedic students. The term of the agreement is from September 13, 2013 until terminated by either party. There is no cost to the District.

15.8 **Approval of Memorandum of Understanding with Napa-Lake Workforce Investment Board and the Workforce Napa Partners**  
It is recommended that the Board of Trustees approve a memorandum of understanding with Napa-Lake Workforce Investment Board and the Workforce Napa Partners in providing twelve (12) one-stop partners, including Napa Valley College, to offer in-kind services and outreach to Napa county job seekers, employers, youth, seniors, CALWORKS clients, Veterans, individuals with disabilities, migrant and seasonal farmworkers, Workforce Investment Act (WIA) clients and the general public. The term of the agreement is from July 1, 2013 through June 30, 2018. No direct funds are being exchanged, but total annual in-kind contributions of $28,000 are included to cover staffing, marketing and use of facilities. Staff time and any expenses related to in-kind related contributions will be funded through categorical funds.

16.0 **EDUCATION TOPIC, INFORMATION/DISCUSSION ITEMS**

16.1 **Update on The Way Forward and Budget**  
President Ronald Kraft reported that the presentation of budget and associated information had occurred during discussion of the Final Budget.

16.2 **Revised Board Policies (1st Read)**  
Board Chair Bruce Ketron reviewed two policies and indicated that this was the first reading of revised board policies BP 3600 – Rules for Auxiliary Organizations and BP 3820 – Gifts

In keeping with board policy D1140 – Shared Governance, these policies are also under review by the Council of Presidents. It is anticipated that the Board will take action on these policies at the October 10, 2013 Regular meeting.
17.0 ACTION ITEMS

17.1 **2013-2015 Board Goals**
This item was placed on the agenda to allow discussion and adoption of a Board Goals. The Board held a Self-Evaluation retreat on July 25, 2013 where preliminary goals were reviewed. Further discussion at the August 8, 2013 Regular meeting resulted in slight revisions to the goals. President Ronald Kraft reviewed the goals and further revisions related to accreditation language provided by Robyn Wornall, director of Institutional Research.

M/S/C (Cayangyang, Baldini) to adopt 2013-2015 Board Goals.

17.2 **Proclamation in Honor of Small Business Development Center 25th Anniversary**
Lissa Gibbs, director of Institutional Advancement, and Beth Pratt, director of the Small Business Development Center, presented a Proclamation in honor of the Napa Valley College Small Business Development Center’s 25th Anniversary which included designation of September 25, 2013 as Napa Valley College’s Small Business Development Center Day in recognition of the centers contribution to Napa Valley College and the Napa Valley Community.

Trustee Bill Blair motioned to approve the proclamation and Trustee Michael Baldini seconded the motion. The proclamation was approved by unanimous roll call vote.

17.3 **Grant Agreement #13-159-005 with Board of Governors, California Community Colleges Chancellor’s Office for the Workforce and Economic Development Division Deputy Sector Navigator: Small Business**
The District has been awarded a grant to continue regional work in small business development and entrepreneurship. Grant agreement #13-159-005 between Napa Valley College and the Board of Governors, California Community Colleges Chancellor’s Office provides funding in the amount of $300,000 to be allocated for workforce training to businesses and other assistance to develop career pathways in Career Technical Education. The term of this agreement is from July 9, 2013 through June 30, 2014.

M/S/C (Cayangyang, Digardi) to approve grant agreement #13-159-005 between Napa Valley College and the Board of Governors, California Community Colleges Chancellor’s Office.

17.4 **Revised Institutional Learning Outcomes**
John Dotta, co-chair of the Student Learning Outcomes committee, reviewed Institutional Learning Outcomes (ILOs) – the Student Learning Outcomes that the college has identified at the institutional level. Napa Valley College’s ILOs are published alongside the college mission and values statements. In 2012-2013, staff reviewed and revised the ILOs that were established in 2006. The Learning Outcomes Assessment Committee coordinated the review process and revised the ILOs based on campus-wide input. Mr. Dotta reviewed the previous and revised ILOs

M/S/C (Digardi, Cayangyang) to approve revised Institutional Learning Outcomes.
17.5 Establish District Auxiliary Services Foundation by Adoption of Bylaws & Master Agreement (2nd Read)
The Board of Trustees recognized and established the District Auxiliary Services Foundation (DAS) and approved related bylaws and a master agreement. The establishment of DAS required bylaws for its board of directors as well as a master agreement to establish the parameters of the relationship between the District and DAS. The intent of the auxiliary is to provide benefits, including financial resources, to the District. Proposed bylaws and a draft master agreement were reviewed at the August 8, 2013 Regular meeting of the Board. Copies of the bylaws and agreement were included in the backup packet.

President Ronald Kraft reviewed highlights of the bylaws as well as some of the preliminary expectations of DAS activities.

Trustee JoAnn Busenbark motioned to recognize and establish the District Auxiliary Services Foundation and approve bylaws and a master agreement for same. Trustee Rafael Rios seconded the motion and general discussion followed.

After discussion of instruction office and academic representation on the DAS board of directors, the motion carried to establish the District Auxiliary Services Foundation and approve the bylaws and master agreement.

17.6 Board Appointments – District Auxiliary Services Foundation Board
As described in agenda item 17.5 above, the District established a public benefit nonprofit corporation to function as an auxiliary organization to promote and assist the programs of Napa Valley College. The Board considered appointing members of the District Auxiliary Services (DAS) Foundation’s Board of Directors. As described in DAS bylaws, members are Ronald Kraft (District Superintendent/President), Glenna Aguada (Director of Fiscal Services as designee of Vice President of Administrative Services), Oscar De Haro (Vice President of Student Services), Lissa Gibbs (Director of the Office of Institutional Advancement), and John Johnson (Member of the Board of Directors of the Napa Valley College Foundation).

M/S/C (Busenbark, Baldini) to appoint Ronald Kraft, Glenna Aguada, Oscar De Haro, Lissa Gibbs, and John Johnson to the District Auxiliary Services Foundation Board of Directors.

17.7 Discuss and Approve Future Agenda Items
Board Chair Bruce Ketron reviewed the future agenda items listed below.

17.7.1 List of Future Agenda Items Previously Approved
17.7.1.1 Presentation on Online Courses
17.7.1.2 Update on the Hospitality Program
17.7.1.3 Update on Accreditation Benchmarks
17.7.1.4 Update WebAdvisor/Technology Plan progress
17.7.1.5 Presentation on Counseling/Transfer

17.7.2 Newly Proposed Future Agenda Items for Discussion and Approval
This item was placed on the agenda to allow the Board to discuss and approve future agenda items. Items for discussion may be added prior to or at the Board meeting. Items added prior to the meeting are shown below.
17.7.2.1 Presentation on Community Access to Campus Facilities including the Performing Arts Center

Trustee Michael Baldini clarified his previous request for financial information on facilities usage and the Performing Arts Center saying he would like to see what is budgeted for performances and better understand how specific shows are selected. President Ronald Kraft agreed to provide additional information for the Performing Arts Center and other facilities, some of which may be incorporated into the new auxiliary services foundation in the future.

18.0 BOARD OF TRUSTEES REPORTS

Trustee Michael Baldini reported on a recent trip to Champagne, France and said it was interesting to compare public outreach and education efforts there to the level of detail that is offered locally on the business of wine production. He said he found the approach in France, of offering top to bottom, vineyard to bottle information, to be a good approach that the college should evaluate.

Trustee Dan Digardi thanked Party on the Plaza organizers and said that he and his wife had a great time. Mr. Digardi also reported that his recent participation in Interest Based Bargaining training had been valuable, enjoyable, and had allowed him to meet many college constituent group members.

Trustee Rafael Rios also said that POP was very enjoyable. Mr. Rios reported on his participation in a recent Mexican American Vintners Association event with Trustee Michael Baldini and college instructor Carol Hagedorn.

Trustee JoAnn Busenbark shared that she had attended the faculty art show today and found it to be interesting and informative.

Student Trustee Ruscal Cayangyang reported that he is holding office hours in Building 1300 every Friday from 11:00 a.m. to 12:00 p.m. The remainder of Mr. Cayangyang’s report was distributed in paper form and is attached to and included in these minutes.

Trustee Brenda Knight reported that she would be participating in the American Canyon Halloween Extravaganza on October 26, 2013, and asked if the college would consider putting up a table and assisting her with outreach. Ms. Knight also reported on her work with the American Canyon Arts Foundation.

Trustee Bill Blair congratulated Beth Pratt, director of the Small Business Development Center, for her successful tenure and the many successes of the center. Mr. Blair thanked her for her efforts and identified her as a great leader. Mr. Blair also congratulated Lissa Gibbs, director of the Office of Institutional Advancement, on the successful Party on the Plaza event.

Board Chair Bruce Ketron said he was to attend a Hispanic Network meeting this week. Mr. Ketron also expressed concern that the deadline to file for graduation in the spring was October 11, 2013 and requested that an April date be considered by college staff.

19.0 CONTINUANCE OF CLOSED SESSION (as needed)

None
20.0 ADJOURNMENT
Board Chair Bruce Ketron acknowledged the passing of Gilbert Donald Murray, a former trustee, and motioned to adjourn the meeting in his honor. Trustee JoAnn Busenbark seconded the motion and the meeting was adjourned at 9:37 p.m.
-----Original Message-----
From: Ruscal Cayangyang [mailto:ruscalcayangyang1@icloud.com]
Sent: Thursday, September 12, 2013 11:24 AM
To: Bruce Ketron
Subject: Ruscal's Board of Trustees report for Sep '13

To: Fellow Trustees, students and the community

From: Ruscal Cayangyang

Item: Ruscal's September Report

Here are 5 things I would like to report and to be included in our meeting minutes:

I attended the Associated Students of Napa Valley College (ASNVC) Policy meeting to review State Assembly and Senate bills, such as the ramifications of AB 955 on our students. I provided updates to ASNVC from my work in the capitol, and made recommendations of best practices to contact Senators and Assemblymembers

In addition I attended the ASNVC events meeting, where they will be organizing Constitution Day on Tuesday, September 17, and Club Rush on September 18-19. They will provide more info in their report to the Board. Hope you can attend these events.

From my work in Sacramento, I received awards of recognition from State Senator Lois Wolk and Assemblymember Susan Bonilla. Its an honor to be an Education Ambassador, representing our college, our community and our state, especially with the development and passage of SB 440.

I will be volunteering for Glade cleanup on Saturday Sept 21 in preparation for the big day on October 2.

Finally, one of the major community events this weekend is the annual Unity Day, this Sunday, September 15, from 10am-5pm at Vallejo City Park, 1248 Sacramento St. Hope you can attend and celebrate commUnity!

If there is any questions, feel free to reply back. Thank you for your time

~Ruscal. Sent from my iPhone