Napa Valley Community College District  
MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
October 10, 2013

4:30 p.m. e-Governance Training, Room 1538 – Board Room  
5:30 p.m. Closed Session, Room 1538 – Board Room  
6:30 p.m. (approximate time) Return to Public Session, Room 1538 – Board Room

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

1.1 Roll Call & Trustee Attendance  
Present: Bruce Ketron; Bill Blair, JoAnn Busenbark, Dan Digardi, Michael Baldini, Ruscal Cayangyang  
Absent: Rafael Rios  
Trustee Dan Digardi motioned to excuse Trustee Rafael Rios’ absence on the grounds that he was performing work on behalf of the District. Trustee Michael Baldini seconded the motion and it carried.

1.2 Adopt Agenda  
Board Chair Bruce Ketron reviewed the agenda modification below and Trustee Michael Baldini motioned to adopt the agenda with Item 13.3 deleted. Trustee Bill Blair seconded the motion and the agenda was adopted as modified.

Delete Item 13.3 - Substantive Change Proposal for Community Colleges  
Following training by the ACCJC, staff recommends expanding the scope of the change proposal. The item will return at a future meeting for approval.

2.0 e-Governance Training  
The Board participated in orientation and training related to BoardDocs.

3.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS  
Board Chair Bruce Ketron opened Public Comment on Closed Session agenda items at 5:15 p.m. and recognized Mark Cratty, president of Napa Valley College chapter of classified employees. Mr. Cratty read a statement related and provided other information on classified salaries in relation to increases in housing, gas, and other costs of living. Mr. Cratty’s statement is attached to and included in these minutes.
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):
   Dean, Health Occupations and Physical Education/Athletics (academic-administrator)
   Custodial Supervisor (classified-administrator)

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 approved the employment of John Mercer as dean of Health Occupations and Physical Education/Athletics.

5.3 Announcement of Adopted Agenda Modifications
   Board Chair Bruce Ketron reported that Item 13.3 had been deleted and reviewed Item 13.10 that had been added by addendum.

5.4 Announcement of Future Meetings & Events
   Board Chair Bruce Ketron reviewed the upcoming meetings for the Board of Trustees and Viticulture Winery Technology Foundation Board.

   December 12, 2013, Annual Organizational and Regular Meeting
   January 9, 2014, Regular Meeting (tentative)

5.5 Introduction of New Staff and Guests
   None

6.0 PUBLIC COMMENT — GENERAL
   Cindy Watters, who served on the Napa City Council with Trustee JoAnn Busenbark, thanked the Board for their commitment to the college and public service. Ms. Watters, a local high school teacher, shared successes of her students and her son at Napa Valley College.
Benjamin Quesada, interim coordinator of Student Life, acknowledged eighteen members of the Associated Students of Napa Valley College who had developed a recent survey and implemented it by going from class to class.

Arthur Pena, a part time community education instructor, addressed the Board and expressed concern over the college’s process for calculating maximum part-time hours. Mr. Pena’s statement is attached to and included in these minutes.

Mark Cratty, president of classified union, read a statement on behalf of the classified staff. Mr. Cratty’s statement is attached to and included in these minutes.

7.0 SUPERINTENDENT/PRESIDENT’S REPORT
President Ronald Kraft reviewed highlights of his written report and discussed the first meeting of the District Auxiliary Services Foundation board, the first meeting of the Facilities Master Plan Core Group, and an opportunities and constraints report for the Upper Valley campus that is underway. Trustees interested in participating on the Core Group were asked to contract the Board Chair. Dr. Kraft also reported on efforts to expand the international student program and develop new partnerships to replace Clinic Ole as the provider of on-campus student health services.

8.0 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 thanks for their help cleaning the Glade in the rain and highlights of future events.

9.0 CONSTITUENT GROUP REPORTS
9.1 Associated Students of Napa Valley College Report
Janine Bedon, president of the Associated Students of Napa Valley College, advised the Board of a recent student survey focused on identifying student interests in on-campus activities and services.

9.2 Classified Association Report
Mark Cratty, president of the Classified Association, reported that efforts to finalize the classified contract were continuing.

9.3 Classified Senate Report
Board Chair Bruce Ketron reported that the Classified Senate Report was available in writing to interested parties and summarized highlights of the report.

9.4 Administrative Senate Report
Ken Arnold, president of the Administrative Senate, reported on a series of leadership coffees that will address differences between a leader and a manager and the top 10 traits of leadership.

9.5 Academic Senate Report
Maria Biddenback, president of the Academic Senate, reported on hiring committee placements and efforts to finalize summary statements for each program for the Educational Master Plan.

Faculty Association Report
Denise Rosselli, president of the Faculty Association, had no report.

10.0 APPROVAL OF MINUTES
10.1 September 12, 2013, Regular Meeting
M/S/C (Digardi, Baldini) to approve the Minutes of September 12, 2013 as presented.

11.0 CONSENT AGENDA
M/S/C (Busenbark, Cayangyang) to approve the Consent Agenda as presented.

11.1 Ratification of Financial Documents

11.1.1 Approval of Warrants for September 30, 2013
- General Fund (Fund: 11, 12) $940,981.06
- Child Care Fund (Fund: 33, 35) $4,534.85
- Capital Outlay Projects Fund (Fund: 41) $147.00

11.1.2 Approval of Total Gross Payroll
- September 30, 2013 $ 2,047,573.31

11.2 Approval of Personnel Document of October 1, 2013

11.1 Approval of Contract with the Lavin Agency for Speaker
It is recommended that the Board of Trustees approve a contract with Lavin Agency for a speaker, George Packer, to participate at the Napa Valley Writer’s Conference. The estimated expenses for this contract are the following: $8,400 (air and out of pocket expenses included); hotel accommodations; and ground transportation. All expenses will be paid from income received by the Napa Valley Writer’s Conference. The term of the contract is from March 22, 2014 through March 22, 2014.

11.2 Request For Authorization to Sign Municipal Lease for Xerox Copy Machines
Staff request authorization to enter into a 36 month lease with Inland Business Systems for thirteen (13) Xerox copy machines in various locations throughout campus under the Western States Contracting Alliance (WSCA) contract. WSCA is a cooperative purchasing organization for approved government agencies. The new lease and maintenance agreement is for $3,610.00 a month or $43,320.00 annually and provides an annual estimated savings of $24,750.00 for a savings of $74,250.00 over 3 years.

11.3 Provide Simulation Support to Queen of the Valley Medical Center
It is recommended that the Board of Trustees approve a contract education agreement with Queen of the Valley Medical Center for Napa Valley College to provide three
skills fair days of simulated clinical experience. The college will receive between $1,600 to $3,000 to cover expenses.

11.4 Approval of Agreement with Tour Resource Consultants – Study Music in Italy
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 Music 160 and 161 to study abroad in Italy from June 13 through June 22, 2014 as a part of this year’s Board approved International Education program. The maximum cost to the student $4,300. The agreement requires a minimum of 15 participating students. There are no direct costs to the District associated with this agreement.

11.5 Approval of Agreement with Child Start
It is recommended that the Board of Trustees approve an agreement with Child Start for the purpose of providing internships to eligible students in the Human Services Program. The term of the agreement is from August 23, 2013 until terminated by either party. There are no direct costs to the District associated with this agreement.

12.0 EDUCATION TOPIC, INFORMATION/DISCUSSION ITEMS
12.1 Update on The Way Forward and Budget
President Ronald Kraft provided an update on this year’s operating budget and reviewed the fiscal health checklists and changes since the last quarterly review.

12.2 Update on Educational Master Plan
Educational Master Plan Coordinating Committee Co-Chairs Faye Smyle and Ann Gross reported on EMP progress and reviewed the approval timeline and finalized purpose statement for the document. The EMP will guide strategic institutional planning over the next ten years. The EMP website is available at http://www.napavalley.edu/President/Pages/EMP.aspx.

12.3 Update on Strategic Plan Development
This year, Napa Valley College is developing a new Institutional Strategic Plan. The plan will span 2014 through 2019. Robyn Wornall, director of Institutional Research, outlined the process that will be used to draft the 2014-2019 Strategic Plan and highlighted anticipated changes to the structure of both the plan and annual progress report.

12.4 Student Success Scorecard Report 2013
The Student Success Task Force recommended that a new accountability system be developed for California Community Colleges. The Student Success Scorecard builds on a previous reporting system (Accountability Reporting for the Community Colleges, or ARCC), which was in effect 2007-2012. The 2013 Student Success Scorecard was released by the Chancellor’s Office in March 2013. The Scorecard tracks institutional performance on seven indicators related to student completion and achievement of educational milestones.

Robyn Wornall, director of Institutional Research reviewed the college’s performance within all seven indicators and provided an orientation to the Scorecard. Napa Valley College exceeds the 75th percentile for five of the seven indicators and exceeds the
system-wide average on six of seven indicators. NVC is second in the state in Career Technical Education success.

Trustee JoAnn Busenbark remarked that the scorecard, as presented, was very clear and informative. Ms. Wornall and the board discussed each indicator. General discussion also included the implications of the persistence measure as well as the low scores in Basic Skills indicators in math and English.

12.5 2012 Program Evaluation & Planning (PEP) Report
Robyn Wornall, director of Institutional Research provided a report on the 2012 Program Evaluation & Planning cycle that has just concluded. During 2012, five instructional programs completed the Program Evaluation & Planning (PEP) Process: Accounting, Administration of Justice, Digital Design Graphics Technology, Geology/Earth Science, and Psychiatric Technician. The reports included analysis of program-level data and assessment results. The reports, data, and resulting plans and resource requests were reviewed by verification teams. The annual PEP forum was held on March 15, 2013. All PEP reports spanning 2005 through 2012 are posted on the Research, Planning & Institutional Effectiveness portion of the NVC website at http://www.napavalley.edu/AboutNVC/Planning/PEP/Pages/default.aspx.

12.6 Tenure Track Faculty Hiring 2014/2015
Faye Smyle, interim vice president of Instruction, and Laura Ecklin, dean of Human Resources facilitated a discussion of faculty hiring proposed for the 2014/2015 fiscal year and an overview the college’s Faculty Obligation Number (FON) and the 50% law.

12.7 Distribute Student Right to Know Report and Napa Valley Police Department Annual Report
Ken Arnold, police chief for the Napa Valley College Police Department, presented the Student Right to Know Report. This is an annual report required under the Clery Act and by the Department of Education. It outlines specific security policies and procedures and the occurrence of specified crimes. Mr. Arnold will also present the police department’s annual report that includes a summary of activities and accomplishments. There were two serious crimes on campus in 2012; one rape and one aggravated assault. The assault took place at the college’s transit stop and did not involve students.

12.8 Policy Review Status Report
President Ronald Kraft and staff provided an overview of a new policy website and the policy review process within the context of accreditation standard IV.

12.9 Revised Board Policy (1st Read)
The board reviewed the following board policy: 

D1130 -- Equal Employment and Educational Opportunities and Unlawful Discrimination (revised)

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 November 14, 2013 Regular meeting. Administrative Regulations for the policy are in development.
13.0 ACTION ITEMS

13.1 Revised Board Policies
This is the second reading of the following revised board policies:

    BP 3600 – Rules for Auxiliary Organizations
    BP 3820 – Gifts

In keeping with board policy D1140 – Shared Governance, BP 3600 and BP 3820
were reviewed by District constituent groups through the Council of Presidents. The
Board also reviewed these polices at the September 12, 2013 meeting.

M/S/C (Busenbark, Cayangyang) to adopt revised board policies BP 3600 and BP
3820.

13.2 Resolution - District Volunteers and Worker’s Compensation Coverage
Upon the advice of the District’s self-insurance administrator, this resolution is placed
before the board to further formalize the recognition of volunteers as employees of the
District for the purposes of Workers’ Compensation coverage while performing duties
and services for the benefit of the college. This resolution conforms with existing
board policy D1240 -- Workers’ Compensation Coverage For Personnel Performing
Volunteer Services and further protects the district and volunteers under current labor
code.

M/S/C (Busenbark, Digardi) to adopt the Resolution to Provide Workers’
Compensation coverage to volunteers.

13.3 Substantive Change Proposal for Community Colleges
This item was removed during agenda adoption

13.4 Approval of Salary Advancement Projects 2013-2014
The District provides opportunities for salary advancements as an expression of its
commitment to reward improved competence and/or performance of its certificated
staff. Criteria are stated in order to define conditions that must be met for approval of
a salary advancement request proposal.

M/S/C (Busenbark, Baldini) to approve Salary Advancement Projects for 2013-2014
as presented.

13.5 Viticulture Winery Technology Foundation Revised Bylaws
The bylaws of the Viticulture Winery Technology (VWT) Foundation were revised to
clarify procedures, revise membership and increase adherence to best practices for
public benefit non-profit corporations. The VWT Foundation board approved revised
bylaws at its meeting on September 12, 2012. The revised bylaws are included in the
backup packet.

M/S/C (Baldini, Cayangyang) to adopt the revised Viticulture Winery Technology
Foundation bylaws as presented.
13.6 Viticulture Winery Technology Foundation Board Members

As described in agenda item 13.6 above, changes are proposed to the bylaws of the Viticulture Winery Technology (VWT) Foundation. The proposed changes include revisions to foundation board membership. The Board will consider approving members of the VWT Foundation’s Board of Directors and appointing a member of the Board of Trustees to the VWT Foundation Board.

As described in VWT Foundation bylaws:

A. One member shall be a member of the Board of Trustees of the Napa Valley Community College District, who shall be appointed by the Board of Trustees of the college district.
B. One member shall be the Superintendent/President of Napa Valley College or his or her designee.
C. One member shall be the Vice President of Administrative Services of Napa Valley College, or his or her designee.
D. Two members shall be faculty members from the District’s Viticulture and Winery Technology program who shall be appointed by the Superintendent/President of Napa Valley College.
E. Two members shall be appointed by the Viticulture and Winery Technology Foundation’s Board of Directors from members of the Napa County community who are involved in or who have demonstrated interest in the viticulture and wine industry.

Trustee JoAnn Busenbark nominated Trustee Rafael Rios as the Napa Valley College Board of Trustees member of the VWT board of directors. Ms. Busenbark nominated Trustee Michael Baldini as the alternate representative.

Student Trustee Ruscal Cayangyang seconded the motion and general discussion followed.

Ms. Busenbark amended her motion to also include approval of the following appointees: Ronald Kraft (District Superintendent/President), Glenna Aguada (Director of Fiscal Services as designee of Vice President of Administrative Services), Stephen Krebs (faculty), Bryan Avila (faculty), Patrick Burke (community), and Debi Cali (community). Trustee Dan Digardi seconded the amended motion and it carried.

13.7 Resolution Authorizing Trustee Absence

Per the request of the Board, a proposed resolution confirming Student Trustee Ruscal Cayangyang’s absence on September 30, 2013, was due to a hardship deemed acceptable by the Board is included in the backup packet. Board Policy BP 2725 - Board Member Compensation and California Education Code Section 72024(5d) provide that “a member (of the Board of Trustees) may be paid for any meeting when absent if the Board by Resolution duly adopted and included in its minutes find that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board.”

Trustee JoAnn Busenbark motioned to adopt the resolution and excuse Student Trustee Ruscal Cayangyang’s absence on September 30, 2013. Trustee Michael Baldini seconded the motion and it carried with all trustees voting aye except Mr. Cayangyang who abstained.
13.8 Resolution Authorizing Trustee Absence
Per the request of the Board, a proposed resolution confirming Trustee Brenda Knight’s absence on September 30, 2013, was due to Ms. Knight performing services outside the meeting for the community college district, is included in the backup packet. Board Policy BP 2725 - Board Member Compensation and California Education Code Section 72024(5d) provide that “a member (of the Board of Trustees) may be paid for any meeting when absent if the Board by Resolution duly adopted and included in its minutes find that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board.”

Trustee JoAnn Busenbark motioned to adopt the resolution and excuse Trustee Brenda Knight’s absence on September 30, 2013. Trustee Michael Baldini seconded the motion and it carried with all trustees voting aye.

13.9 Discuss and Approve Future Agenda Items

13.9.1 List of Future Agenda Items Previously Approved

- 13.9.1.1 Presentation on Online Courses
- 13.9.1.2 Update on the Hospitality Program
- 13.9.1.3 Update on Accreditation Benchmarks
- 13.9.1.4 Update WebAdvisor/Technology Plan progress
- 13.9.1.5 Presentation on Counseling/Transfer Center
- 13.9.1.6 Presentation on Community Access to Campus Facilities including the Performing Arts Center

13.9.2 Newly Proposed Future Agenda Items for Discussion and Approval

President Ronald Kraft led a discussion of the board’s wish for additional information on particular topics. The board reached consensus that this information could be provided outside of an in-person presentation. The board will request presentations, if needed, after reviewing written materials.

ITEM ADDED BY ADDENDUM #1

Trustee Brenda Knight has tendered her resignation, effective October 2, 2013. Pursuant to Education Code Section 5091, the Governing Board of a community college district has 60 days from the date the resignation is filed with the County Superintendent to make a provisional appointment or call a special election.

Trustee JoAnn Busenbark motioned.fill the vacancy by provisional appointment. Student Trustee Ruscal Cayangyang seconded the motion and it carried. General discussion of process followed and Trustee Michael Baldini motioned to adopt the timeline with adjustments, criteria, and other documents. Student Trustee Ruscal Cayangyang seconded the motion and it carried.

14.0 BOARD OF TRUSTEES REPORTS
The Board of Trustees reached consensus on deferring Board Reports due to the lateness of the hour.

15.0 CONTINUANCE OF CLOSED SESSION (as needed)
None

16.0 ADJOURNMENT
Board Chair Bruce Ketron adjourned the meeting at 9:15 p.m.
Good afternoon, 10 October 2013

I stand before you as a member of the Napa Valley College Association of Classified Professionals and on their behalf I would like to convey to you the following statement.

In our previous statement before this body, on September 30th, we voiced to you that our concern that increases in the price of food, gas, healthcare, and other basic necessities for ourselves and our families have diminished the value of our paychecks every year for the past six years. We believe that this continued trend negatively impacts the morale, engagement, and the livelihoods of our membership.

To clarify this issue, we would like to present to you this example provided my one of our member’s:

As an example of the hardships:

Classified employee range 20 step H monthly income $4541.

Deductions, taxes, two party Kaiser, etc. = $1697.27

Take-home pay = $2843.73

Expenses

Housing = $1700

PG&E = $150

Water = $75

Garbage = $40

Insurance = $125

Phone and cable = $100

Gasoline * = $160

Car payment = $259

Medicine and Dr. = $65

Groceries and incidentals = $500

Total expenses = $3174

Net Loss = $330.27

Rotate bills. Pay every other month.
a concern over including unpaid hours in determining part-time status

My name is Arthur Peña, my address is 1140 Zinfandel Lane, Saint Helena, CA, 94574; and I am a part-time non-credit Community Education teacher at Napa Valley College.

A letter from the Napa Valley College Office of Human Resources, signed by Laura Ecklin, Dean of Human Resources, which was stapled to my Fall 2013 contract, reads in part as follows:

Dear Temporary, Hourly Employee with Combined Assignments:

....By accepting multiple assignments, employee agrees not to exceed 25 service hours in any week..... Please note that for every paid class hour employees must calculate a total of two service hours to account for preparation and grading.

Let me read this last sentence again:

Please note that for every paid class hour employees must calculate a total of two service hours to account for preparation and grading.

To the best of my ability to understand what is being said here, it would seem that the college is limiting me to a total of 25 hours of work per week, half of which must be calculated as unpaid prep time.

Thus, 12.5 hours of in-class teaching per week, for which I am paid, and 12.5 hours of prep time per week, for which I am not paid.

The net result of this new policy has been to cut my paid work hours in half, from the approximately 25 hours per week of paid in-class teaching that I have been doing over the past 10 years or so, to only 12.5 paid hours now.

Until this fall, I was receiving what for me was a livable income; this is obviously no longer the case.

Naturally, this has had an effect on my ESL and Spanish Language students as well, as it means I can no longer offer 25 hours of instruction, but only 12.5 hours of class. Classes have been cut as a result.

If I remember correctly, I was told by Laura Ecklin that this new policy is both a result of the college attempting to come into compliance with the Affordable Care Act, otherwise known as Obamacare, and also as the result of attempting to deal with an alleged college budget deficit of some sort.

However, to me, at least, it hardly seems fair to ask an employee to calculate 25 service hours, and then pay him or her for only half of those hours worked.

I would ask the trustees to look into this matter.

Thank you.
Hello,

On behalf of our classified professionals, I would like to read the following statement.

Being a leader is a challenging task. Making decisions that directly impact the lives of many is not easy. When times are plentiful, everyone loves their leaders, but in times of adversity, leaders are forced to choose between options that may not be as well received. It is in these moments a truly successful leader is able to recognize, and hold onto that which drives all successful endeavors, value.

We the classified staff value this campus. We value our jobs, our peers, and our leaders. We value the vision of open-access education, and its importance to our region. However, there are times when the roles that we fill, and the tasks that we accomplish for our institution do not seem to merit the same level of value. As you know, if an individual does not perceive value in their efforts, it becomes harder and harder for that individual to continue those efforts, let alone improve upon them.

Currently Napa Valley College has several valuable employees. Their value lies in their knowledge of our institution, the inter-connected relationships that have been forged between our selves, administrators, faculty and students, and perhaps most of all, their desire to make this region, our home, a great place to work and live. It may not be an easy decision, but we ask you to consider that the value of these employees is worth investing in.

We are a member driven Chapter

Mark Cratty, Chapter President

NVC-ACP SEIU 1021

Napa Valley College