Napa Valley Community College District

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
November 14, 2013
Room 1538 – Board Room

4:30 p.m. Call to Order
6:30 p.m. (approximate time) Closed Session
7:15 p.m. (approximate time) Return to Public Session

1.0 CALL TO ORDER
Board Chair Bruce Ketron called the meeting to order at 4:42 p.m.

1.1 Roll Call & Trustee Attendance
Present: Bruce Ketron; Bill Blair, JoAnn Busenbark, Dan Digardi, Michael Baldini,
Rafael Rios, and Ruscal Cayangyang

Absent: none

1.2 Adopt Agenda
M/S/C (Busenbark, Digardi) to adopt the agenda as presented.

2.0 BOARD VACANCY
This item was placed on the agenda to allow the Board of Trustees to interview applicants and
consider next steps toward a provisional appointment to the Board. A vacancy existed following
the resignation of the representative of Trustee Area 3. Following presentations by seven of eight
qualified applicants, the Board appointed Mary Ann Mancuso to the Board and administered the
Oath of Office. Ms. Mancuso’s appointment was motioned by Trustee JoAnn Busenbark and
seconded by Student Trustee Ruscal Cayangyang. Presentations were offered by the following
applicants: Mary Ann Mancuso, Arvind Nischal, Devin Reza, Vic Nienu, Peter (Tony) Zitko, Eva
Garcia, and Louis Garcia.

Following presentations, Board Chair Bruce Ketron recessed the Board until 5:35 p.m.

3.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
Board Chair Bruce Ketron opened public comment on closed session agenda items at 6:00 p.m.
and Mark Cratty, president of the Napa Valley College classified association, urged the board to
approve the classified contract before them tonight. The contract was ratified by the classified
body. Mr. Ketron convened to Closed Session following Mr. Cratty’s comment.

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
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):
Custodial Supervisor (classified-administrator)
Child Development Center Program Specialist (classified)
Coordinator of Student Life (classified)
Custodian III (classified)
Secretary III, Arts and Humanities Division (classified)
Secretary III, Learning Services (classified)

5.0 RETURN TO PUBLIC SESSION
Board Chair Bruce Ketron reconvened to Public Session at 7:17 p.m.

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

5.2 Announce Board Appointment
Board Chair Bruce Ketron welcomed Mary Ann Mancuso to the Board and announced her provisional appointment as the representative of Trustee Area Three.

5.3 Announcement of Items from Closed Session
Board Chair Bruce Ketron reported that the Board of Trustees had acted in Closed Session to approve the District/NVC-ACP Labor Agreement for 2013-2015 that includes a 2.15% increase to the classified salary schedule retroactive to July 1, 2013. The revised salary schedule will come before the Board at the December 12, 2013 meeting.

The Board also approved a 3.3% increase to Schedule 1 of the Part-Time, Credit Faculty Salary Schedule, retroactive to August 15, 2013. This increase is covered by categorical funds earmarked for part-time parity and may be revised in the future if there is an increase or decrease in the allocation of these funds.

Mr. Ketron reported that the Board had voted unanimously to uphold the recommendation of the hearing officer to suspend employee # 267358267358 in a matter of employee discipline.

The Board also approved the following Public Employment actions:
James B Snook as Custodial Supervisor effective November 4, 2014; Benjamin Quesada as Coordinator of Student Life effective November 18, 2013; M’Kormik
Hamilton as Secretary III effective November 18, 2013; and, Barbara Benson as Secretary III effective November 18, 2013.

5.4 Announcement of Adopted Agenda Modifications
There were no modifications to the agenda.

5.5 Announcement of Future Meetings & Events
Board Chair Bruce Ketron reviewed the meetings listed below:
December 12, 2013, Annual Organizational and Regular Meeting
January 9, 2014, Regular Meeting (tentative)

5.6 Introduction of New Staff and Guests
There were no introductions.

6.0 PUBLIC COMMENT — GENERAL

Alex Shantz announced that he was a candidate in the upcoming special election for the position of Student Trustee. He thanked retiring Student Trustee Ruscal Cayangyang for his successful representation of the associated students on many issues. Mr. Shantz went on to say that he would like to see the Board prioritize the campus wide wireless project that was identified as the students’ top priority for funds derived by the Technology Fee.

Ashley Michaels, the senator of social sciences for the Associated Students of Napa Valley College, reiterated Mr. Shantz’s call for campus wide wireless access and said it would enliven campus life.

7.0 APPROVAL OF FINANCIAL REPORTS

7.1 California Community College Chancellor’s Office Quarterly Financial Status Report for the period ending September 30, 2013 (CCFS-311Q)
Approval of this report was deferred to a later meeting.

7.2 Quarterly Financial Status of Income and Expenditures for the period ending September 30, 2013.
M/S/C (Busenbark, Cayangyang) to approve the Quarterly Financial Status report.

8.0 SUPERINTENDENT/PRESIDENT’S REPORT
President Ronald Kraft summarized his written report and shared information on the vice president hiring process, auxiliary services, a mini project grant program, facilities, Student Trustee Ruscal Cayangyang’s resignation, and changes at the student health center. Oscar De Haro, vice president of Student Services, provided additional detail on the departure of Clinic Ole from campus and described new partnerships that will keep the center open.

9.0 STRATEGIC COMMUNICATIONS
Board Chair Bruce Ketron reviewed highlights of the written report provided by Lissa Gibbs, director of the Office of Institutional Advancement.
10.0 CONSTITUENT GROUP REPORTS

10.1 Associated Students of Napa Valley College Report
Mike Ogle, chief financial officer for the Associated Students of Napa Valley College, reported on an upcoming special election for student trustee and to ratify changes to the ASNVC constitution.

10.2 Classified Association Report
Mark Cratty, president of the Classified Association, reported that classified professionals were pleased that the Board had approved the new labor agreement.

10.3 Classified Senate Report
Valerie Exum, president of the Classified Senate, said that the annual food drive is starting soon. Ms. Exum invited the Board to the classified staff holiday party and summarized a new employee of the month program.

10.4 Administrative Senate Report
Ken Arnold, president of the Administrative Senate, had no report.

10.5 Academic Senate Report
Maria Biddenback, president of the Academic Senate, attended a plenary session for the statewide academic senate where Jack Pond presented upcoming changes to the accrediting process. Ms. Biddenback also reported that the senate had heard a presentation on the Educational Master Plan and that curriculum development was on track for presentation at the December 2013 Board meeting.

10.6 Faculty Association Report
Dianna Chiabotti, reported on a association conference and said faculty were reviewing contract changes. Ms. Chiabotti said faculty were glad for augmentations to the part-time salary schedule.

11.0 APPROVAL OF MINUTES

11.1 September 30, 2013, Special Meeting
11.2 October 10, 2013, Regular Meeting
M/S/C (Baldini, Cayangyang) to approve the Minutes of the September 30, 2013 Special Meeting and the October 10, 2013 Regular Meeting.

12.0 CONSENT AGENDA
M/S/C (Digardi, Cayangyang) to approve the Consent Agenda.

12.1 Ratification of Financial Documents

12.1.1 Approval of Warrants for October 31, 2013
General Fund (Fund: 11, 12) $1,151,666.57
Child Care Fund (Fund: 33, 35) $3,439.71
Capital Outlay Projects Fund (Fund: 41) $13,400.00

12.1.2 Approval of Total Gross Payroll
October 31, 2013 $2,078,932.22
12.2 Approval of Personnel Document of November 5, 2013

12.3 Approval of Agreement to Lease Real Property to Robert J. Fitzgerald
It is recommended that the Board of Trustees approve an agreement with Mr. Robert J. Fitzgerald to continue a lease of vineyard property located at the District’s Upper Valley Campus at 1088 College Avenue, St. Helena, parcel number 009-070-021-000. The college will receive rent of $50 per month. The term of the agreement is one year from November 14, 2013. The lease agreement was initiated in 2010 and renews annually.

12.4 Approval of Agreement with Boys & Girls Club of Napa Valley
It is recommended that the Board of Trustees approve an agreement with the Boys & Girls Club of Napa Valley for the purpose of providing internships to eligible college students in the Human Services Program. The term of the agreement is from August 23, 2013 until terminated by either party. There is no cost to the District.

12.5 Approval of Memorandum of Understanding with California Partnership for Achieving Student Success (CAL-PASS PLUS)
It is recommended that the Board of Trustees approve a memorandum of understanding with California Partnership for Achieving Student Success (CAL-PASS PLUS). St Helena Unified School District has approved the Cal-Pass MOU and Data Sharing Agreement form. The MOU is entered into with St. Helena Unified School District by institutions which include Napa Valley College. There is no fiscal impact to the District.

12.6 Approval of Cooperative Agreement #13-CCC-PUENTE-29
It is recommended that the Board of Trustees approve cooperative agreement #13-CCC-PUENTE-29 between the Regents of the University of California/Puente Project and Napa Valley College to continue to provide a program for educationally disadvantaged students at Napa Valley College. The term of this agreement is from July 1, 2013 through June 30, 2014. The total cost to the College will be $5,000 to cover the implementation of the program. The maximum amount of funding available from the University of California/Puente Project is $1,500.

12.7 Approval of Agreement with Chabot-Las Positas Community College District, California Early Childhood Mentor Program (Grant #CN130165)
It is recommended that the Board of Trustees approve an agreement with the Chabot-Las Positas Community College District on behalf of its California Early Childhood Mentor Program. This grant program provides resources to recruit and train early childhood mentors and for placement of student teachers with mentors to complete their practicum. The term of the agreement is from August 1, 2013 through July 31, 2014. The maximum funding available to Napa Valley College students from this grant agreement totals $19,160 plus reimbursement for travel expense related to the program. There are no costs to the District.

12.8 Approval of Agreement #13-14-4124 with Yosemite Community College District, Child Development Training Consortium
It is recommended that the Board of Trustees approve agreement #13-14-4124 with Yosemite Community College District, Child Development Training Consortium for the purpose of providing training to students desiring to obtain a new or renew a
currently held Child Development Permit. The term of the agreement is from
September 1, 2013 through June 30, 2014. The District will be reimbursed up to a
maximum amount of $13,750. There are no direct costs to the District above the
reimbursement amount.

12.9 Approval of Agreement Pearson VUE
It is recommended that the Board of Trustees approve an agreement with Pearson
VUE to for computer-based GED Testing beginning January 2014. The cost to the
District will be the initial set-up fee of $450.00. The term of the agreement is 12
months from its execution date and will automatically renew on the same terms and
conditions for one year periods.

12.10 Approval of Agreement with Tour Resource Consultants – Study Spanish in
Costa Rica
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 Costa
Rica from June 14, 2014 through June 29, 2014. There is no cost to the District. The
maximum cost to the student $2,363. The agreement requires a minimum of 15
participating students. There are no costs associated with this agreement.

12.11 Approval of Agreement with Sonoma County Junior College District (Santa Rosa
Junior College)
It is recommended that the Board of Trustees approve an agreement with Sonoma
County Junior College District (Santa Rosa Junior College) to provide the 2014 CTE
Employment Outcomes Survey. The term of the agreement will begin in the 2013-
2014 academic year ending September 1, 2014. The fee of $6,888 to survey the CTE
graduates will be covered through the CTE Community Collaborative Grant
(SB1070).

12.12 Approval of 2014-2015 Academic Calendar
It is recommended that the Board of Trustees approve the 2014-2015 academic
calendar. The proposed calendar meets the legal mandates and the holidays and breaks
coincide with those scheduled by the Napa Valley Unified School District. The
District and the Faculty Association have reached agreement on this calendar, which
is an item of bargaining.

12.13 Special Privileges for Nonresident Foreign Student
The administrative regulations to Board Policy S6210 Tuition, relate to the non-
resident Foreign Student Tuition Waiver. The regulations state that the Napa Valley
College Board of Trustees authorizes tuition waivers for no more than 20 percent of
the nonresident foreign students enrolled at the college each semester. The waiver is
to be used in unusual and extraordinary situations. The waiver is granted for one
semester, subject to renewal each semester, up to a maximum of four semesters. The
student’s circumstances must meet three criteria, including: 1) the student’s financial
situation has changed beyond his/her control; 2) failure to grant the waiver would
cause the student undue hardship; and 3) the president recommends approval of the
waiver. Mr. Arturo Macias is a nonresident foreign student and is requesting a
nonresident foreign tuition fee for Spring, 2014 semester. This would be Mr. Macias
first time in requesting this waiver.
12.14 Resolution Delegating Authority to Make Licensing Applications on Behalf of the Child Development Center
It is recommended that the Board of Trustees adopt a resolution designating President Ronald D. Kraft as the authorized agent of the Child Development Center (NVC-Child and Family-Infant and NVC-Child and Family-Preschool) to apply for and submit and receive all documents pertaining to the facility. The resolution is requested by the California Department of Social Services Community Care Licensing Division. Resolutions do not require a roll call vote.

12.15 Resolution Authorizing Trustee Absence
Per the request of the Board, a proposed resolution confirming Trustee Rafael Rios’ absence on October 10, 2013, was due to 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.” Resolutions do not require a roll call vote.

13.0 EDUCATION TOPIC, INFORMATION/DISCUSSION ITEMS

13.1 Update on The Way Forward and Budget
President Ronald Kraft provided an update on this year’s operating budget, expectations for fiscal year 2013/2014 and The Way Forward, a comprehensive multi-year plan to achieve fiscal stability.

President Ronald Kraft reported that the financial plan was to be finalized with the input of a soon to be hired vice president of Administrative Services. Dr. Kraft also reported on a meeting of the Budget Committee, review of indices and ratios, and an annual update calendar for the document’s data.

13.2 Board Operations Discussion
This item was placed on the agenda to allow further discussion of Board operations such as meeting times, meeting management, and the order of business on board agendas. This continues discussion that was initiated at the September 30, 2013 Special Meeting.

President Ronald Kraft reviewed a revised agenda template that is aimed at increased efficiency during meetings and better focus on priority issues. A pre-board meeting workshop will be added to most 2014 meetings to address the Board’s wish for further information on college staff, programs, and facilities. The workshops will be optional and will take place in various departments on campus. Other changes include placing Board reports at the beginning of the meeting and initial placement of all action items on the Consent Calendar. The Board discussed the new order of business, methods for public input, and methods for tracking items “pulled” from the Consent Calendar. Constituent groups provided comment on the revisions. It is expected that the new agenda format will be implemented in January 2014.
13.3 **Policy Review Status Report**
President Ronald Kraft provided a status report on the review process for Board policies. The Board reached consensus on accepting the report and format.

14.0 **ACTION ITEMS**

14.1 **Revised Board Policy**
This was the second reading of the following revised board policy:

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

In keeping with board policy D1140 – Shared Governance, D1130 was reviewed by District constituent groups through the Council of Presidents. The Board also reviewed this policy at the October 10, 2013 meeting.

**M/S/C (Digardi, Cayangyang) to adopt revised board policy D1130 Equal Employment and Educational Opportunities and Unlawful Discrimination.**

14.2 **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, Rios) to approve Salary Advancement Projects for 2013-2014 as presented.**

14.3 **Assembly Bill 620 Point of Contact**
Assembly Bill 620 modifies portions of the Equity in Higher Education Act and was signed into law in October of 2011 to become part of sections 66010.2, 66027, 66251, 66260.7, 66271.2, 66271.3, 66302, 67380 of the California Ed. Code. One element of the bill ask that the governing board of each community college district to designate an employee as a point of contact to address the needs of lesbian, gay, bisexual, and transgender faculty, staff, and students. Staff and the Inclusivity Committee recommend Greg Miraglia, dean of Career Technical Education and coordinator of the college’s Safe Space program, to be the point of contact for purposes of AB620.

**M/S/C (Baldini, Rios) to appoint Greg Miraglia as the point of contact for purposes of AB620.**

14.4 **Discuss and Approve Future Agenda Items**

14.4.1 **List of Future Agenda Items Previously Approved**

14.4.1.1 Update on the Hospitality Program
14.4.1.2 Update on Accreditation Benchmarks
14.4.1.3 Update WebAdvisor/Technology Plan progress
14.4.1.4 Presentation on Counseling/Transfer Center
14.4.1.5 Presentation on Community Access to Campus Facilities including the Performing Arts Center
14.4.2 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.

Trustee JoAnn Busenbark requested that Item 14.1.5 appear for discussion in the near future as she and other trustees were receiving calls from constituents.

Student Trustee Ruscal Cayangyang requested specific information on the implementation of wireless on campus as funded by the student technology fee.

Trustee Michael Baldini asked that the Board receive protocols and expectations for next month’s officer elections.

15.0 BOARD OF TRUSTEES REPORTS

Trustee Mary Ann Mancuso thanked the Board for selecting her as the provisional trustee representing Trustee Area Three.

Trustee Michael Baldini thanked Ms. Mancuso for joining the Board and said that all of the candidates for provisional trustee had shown the strength of American Canyon’s leadership.

Trustee Rafael Rios reported that he had missed the October meeting because of a trip to Mexico City to meet with viticulture and enology education leaders. He found a need for technical winemaking training for educators and students and discussed opportunities for partnerships and short-term courses. Oscar De Haro, vice president of Student Services, will continue conversations and increased international students are possible.

Mr. Rios also reported on his participation at college night in Calistoga where increased partnerships are possible, particularly with regard to augmenting skills of high school students in the drafting program.

Trustee Joann Busenbark played in the Storm Classic golf tournament and shared that she was impressed with Bob Harris, the new director of Athletics. Ms. Busenbark said the Culinary School graduation was a meaningful event.

Student Trustee Ruscal Cayangyang also enjoyed the Culinary School graduation and said it was very rewarding to meet students moving on to great things.

Trustee Dan Digardi reported on an accreditation workshop he had attended with staff that he found very informative.

Trustee Bill Blair offered congratulations to Ms. Mancuso and welcomed her to the Board.

Board Chair Bruce Ketron said he was grateful to all who were involved in the process to fill the Board vacancy and welcomed Ms. Mancuso to the Board.
16.0 CONTINUANCE OF CLOSED SESSION (as needed)
None.

17.0 ADJOURNMENT
Trustee Michael Baldini motioned to adjourn the meeting at 8:52 p.m. Trustee Dan Digardi seconded the motion and the meeting was adjourned.