Napa Valley Community College District
REGULAR MEETING OF THE BOARD OF TRUSTEES
January 9, 2014

4:00 p.m. Board Workshop, Lobby, Building 1300
4:30 p.m. Closed Session, Room 1538 – Board Room
5:30 p.m. (approximate time) Return to Public Session, Room 1538 – Board Room

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

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) 256-7160.

In addition to time provided for general public comment, 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. Any member of the board may request a roll call vote on any item.

**Pre-Board Meeting Presentation 4:00 p.m.**
Governing Board Members, staff, and the public are invited to gather in the Welcome Center, Building 1300, for a presentation focusing on the Welcome Center and the Student Ambassador program.

1.0 CALL TO ORDER 4:30 p.m.

1.1 Roll Call & Trustee Attendance

2.0 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.
3.0 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:

3.1 With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
Title(s):
- Mathematics Instructor (tenure-track faculty)
- IT Network Specialist (classified-two positions)
- Secretary III, Academic Senate (classified)

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

3.3 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

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

4.0 RETURN TO PUBLIC SESSION approximately 5:30 p.m.

4.1 Announcement of Items from Closed Session

4.2 Pledge of Allegiance

4.3 Adopt Agenda

4.4 Swearing-in of Student Trustee
President Ronald Kraft will administer the Oath of Office to Alex Shantz, the newly elected Student Member of the Napa Valley College Board of Trustees.

4.5 Napa Valley College Trustee Area 3 Provisional Appointment
This item is placed on the agenda to allow the Board to review and consider necessary action related to the decision of Napa County Superintendent of Schools Barbara Nemko on a petition calling for an election that was filed with her office. Ms. Nemko has until than January 11, 2014 to advise the college and public of her decision.

4.6 Introduction of New Staff and Guests

5.0 PUBLIC COMMENT ─ 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 three minute presentation. At this time, the Board Chair will poll those in attendance regarding their intent to speak on any item on the agenda.
6.0 BOARD REPORTS
6.1 Board Chair Report
6.2 Board Committee Reports
6.3 Trustee Reports

7.0 SUPERINTENDENT/PRESIDENT’S REPORT
7.1 President’s Report
Topics: Facilities Master Planning, the Educational Master Plan, baccalaureate degrees, auxiliary services, institutional planning, and board policy review.
7.2 Strategic Communications – Office of Institutional Advancement

8.0 CONSTITUENT GROUP REPORTS
8.1 Academic Senate Report
8.2 Administrative Senate Report
8.3 Associated Students of Napa Valley College Report
8.4 Classified Association Report
8.5 Classified Senate Report
8.6 Faculty Association Report

9.0 APPROVAL OF MINUTES
9.1 December 12, 2013, Regular Meeting

10.0 DEVELOPMENT OF CONSENT CALENDAR
At this time the Board of Trustees will identify items to be included and excluded from the calendar of general consent items. Members of the Board or the public may request that any specific item or items be removed from the Consent Calendar for discussion. Excluded items will be discussed separately under Action Items.

11.0 ADOPTION OF CONSENT CALENDAR
The 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.

OPERATIONS:

11.1 Appoint Trustee Members to Board Committees for 2014
The Board Chair will select appointees to the Audit Committee and the McPherson Distinguished Teaching Award Committee for calendar year 2014 in keeping with board policies BP2220 – Committees of the Board and BP 2210 - Officers.

11.2 Adopt 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 Dianna Chiabotti 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. This resolution replaces the resolution adopted on November 14, 2013 designating Dr. Ronald Kraft as the authorized agent.(Kraft)
11.3 **Adopt Revised Board Policies (2nd Reading)**
This is the second reading and proposed adoption of the following new or revised board policies:

- BP 3101 -- *Emeritus Status – Academic, Classified & Administrative Staff* (new)
- BP 3250 – *Institutional Planning* (new*)
- BP 6200 – *Budget Preparation* (new*)
- BP 6250 – *Budget Management* (new*)
- BP 6300 – *Fiscal Management* (new*)

*BP 3250 – Institutional Planning, in conjunction with BP 6200 – Budget Preparation, BP 6250 – Budget Management, and BP 6300 – Fiscal Management, will replace existing policy D1150 – Planning & Budget Process.*

In keeping with board policy D1140 – *Shared Governance*, these policies were reviewed by the Council of Presidents. (Kraft)

11.4 **Repeal Board Policy**

**BUDGET & FINANCE:**

11.5 **Ratify Financial Documents**

11.5.1 **Approval of Warrants for December 31, 2013**

<table>
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<tr>
<th>Fund (Fund: 11, 12)</th>
<th>$943,024.40</th>
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<tbody>
<tr>
<td>Child Care Fund (Fund: 33, 35)</td>
<td>$3,984.81</td>
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<tr>
<td>Capital Outlay Projects Fund (Fund: 41)</td>
<td>$500.00</td>
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11.5.2 **Approval of Total Gross Payroll**

| December 31, 2013 | $2,121,914.34 |

11.6 **Approve 2014-2015 Nonresident Tuition Fee**
It is recommended that the Board of Trustees approve the District’s 2014-2015 nonresident tuition fee at $193 per semester unit and the 2014-2015 nonresident capital outlay fee at $5 per semester unit. (Kraft/Aguada)

11.7 **Approve Agreement #13112350 with Commission on Peace Officer Standards and Training (P.O.S.T.)**
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 has decreased to $943,086.98. The original agreement for a maximum amount of $1,003,787.48 was approved by the Board of Trustees at the September 12, 2013 meeting. (Smyle)
11.8 2014 Napa- Sonoma Small Business Development Center Contract Letter of Intent.
It is recommended that the Board of Trustee accept the Letter of Intent from Humboldt State University Sponsored Programs (HSU) authorizing funding for the 2014 Napa & Sonoma Small Business Development Center contract. Although the total funding for the 2014 year is $194,456, a federal Continuing Resolution (CR) has resulted in a limited commitment for the first quarter of 2014 of $53,574. Until the government is released from the CR and HSU submits a revised notice of award from the Small Business Administration, expenditures will not exceed $53,574. (Smyle/Pratt)

11.9 Approval of Agreement with City of Napa Parks and Recreation
It is recommended that the Board of Trustees approve an agreement with the City of Napa Parks and Recreation to initiate a pilot program in which the Upper Valley Campus community service program will provide program seats to prospective Parks and Recreation participants. (Smyle/Watkins)

PERSONNEL:

11.10 Approval of Personnel Document of December 17, 2013

INFORMATION:

11.11 Adopt 2013-2023 Educational Master Plan
President Ronald Kraft and Faye Smyle and Ann Gross, Educational Master Plan Coordinating Committee co-chairs, will present the 2013-2023 Educational Master Plan (EMP) to the Board. The EMP will guide strategic institutional planning and the disposition of physical resources over approximately the next ten years. The EMP will be reviewed annually and updated on a three year cycle. The final EMP document is available on the Board of Trustees website. (Kraft/Smyle/Gross)

11.12 Accept 1st Reading of Revised Board Policies
This is the first reading of the following revised board policies:

BP 2015 – Student Member
BP 2105 – Election of Student Member
BP 5055 – Enrollment Priorities

In keeping with board policy D1140 – Shared Governance, these policies were or are under review by the Council of Presidents. It is anticipated that the Board will take action on these policies at the February 13, 2014 Regular meeting. (Kraft)

CAPITAL PROJECTS:
None.

12.0 ACTION ITEMS
This item is placed on the agenda to allow separate consideration and discussion of items not included on the Consent Calendar.

13.0 CONTINUANCE OF CLOSED SESSION (as needed)

14.0 Announcement of Future Meetings
February 13, 2014, Regular Meeting

15.0 ADJOURNMENT