Napa Valley Community College District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
November 13, 2014

4:00 p.m. Board Workshop – Transfer & Career Center, Room 1335
4:30 p.m. Call to Order & 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

**Pre-Board Meeting Presentation 4:00 p.m.**
Governning Board Members, staff, and the public gathered in the Transfer & Career Center Building 1300, Room 1335, for an overview of the centers.

1.0 **CALL TO ORDER** 4:30 p.m.

1.1 Roll Call
Present: Bruce Ketron, Mary Ann Mancuso, Rafael Rios, Dan Digardi, Michael Baldini, Bill Blair, JoAnn Busenbark, April Clary

Absent: none

2.0 **PUBLIC NOTICE – Real Property Negotiator**
The Napa Valley Community College District Board of Trustees designates President Ronald Kraft as negotiator for transactions related to the following Real Property:
2277 Napa-Vallejo Highway, Napa, CA 94558; and, 1088 College Avenue, St. Helena, CA 94574.

3.0 **PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS**
Board Chair Bruce Ketron opened Public Comment on closed session agenda items and, finding none, convened to Closed Session.

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
Title: Superintendent/President
Review/Evaluation of Superintendent/President Goals
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 EMPLOYMENT
Titles:
- Instructional Assistant IV, Chemistry (classified)
- Learning Resources Assistant (classified; 2 positions)

4.4 With respect to every item of business to be discussed in closed session pursuant to Section 54956.9(b) CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION: Fantucci vs. Napa Valley Community College District

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

5.0 RETURN TO PUBLIC SESSION
Board Chair Bruce Ketron reconvened to Public Session at 6:13 p.m.

5.1 Announcement of Items from Closed Session
Board Chair Bruce Ketron announced that the Board had, in accordance with Board Policy BP2435 – CEO Evaluation, completed the annual review of President Ronald Kraft. The Board enthusiastically commended Dr. Kraft as to his goals and objectives as established for the 2013/2014 academic year as satisfactory. The Board will complete and disseminate a written evaluation to be completed by December 2014.

Mr. Ketron also reported that the Board had acted unanimously to approve public employment for the following personnel:
- Kyle Wilkerson, Instructional Assistant IV, Chemistry
- Stephen Miller, Learning Resources Assistant
- Chanthara Soungpanya, Learning Resources Assistant

5.2 Pledge of Allegiance
Trustee Bill Blair led the Pledge of Allegiance.

5.3 Adoption of Agenda
M/S/C (Busenbark, Digardi) to adopt the agenda as presented by unanimous vote.

5.4 Update on General Election of November 4, 2014
President Ronald Kraft advised that final certification of election results was expected in the next week or so.

5.5 Update on Audit – Audit Committee of the Board of Trustees
Board Chair Bruce Ketron reported that the Audit Committee had met today and unanimously supported the president’s recommendation to circulate a Request for Proposal for independent audit services. Approval of the annual audit report is expected in December.
6.0 **PUBLIC COMMENT — GENERAL**  
Board Chair Bruce Ketron opened Public Comment and, finding none, closed Public Comment.

7.0 **APPROVAL OF FINANCIAL DOCUMENTS**  
Vice President of Administrative Services Jeanine Hawk reviewed the quarterly reports below. Trustee JoAnn Busenbark motioned to approve the reports as presented. Trustee Mary Ann Mancuso seconded the motion and it carried by unanimous vote.

7.1 **Quarterly Financial Status of Income and Expenditures for the period ending June 30, 2014**

7.2 **Quarterly Financial Status of Income and Expenditures for the period ending September 30, 2014**

7.3 **California Community College Chancellor’s Office Quarterly Financial Status Report for the period ending September 30, 2014 (CCFS-311Q)**

8.0 **CONSTITUENT GROUP REPORTS**

8.1 Academic Senate Report – Maria Biddenback, president  
Not present

8.2 Administrative Senate Report – Ken Arnold, president  
Mr. Arnold reported on the senate’s efforts, in partnership with the District, to develop a process for an administrator of the year program.

8.3 Associated Students of Napa Valley College Report – William Cruz, vice president  
Mr. Cruz discussed ASNVC participation in the cooking school graduation, and upcoming photo shoot fundraiser, student support during finals week, and activity center improvements.

8.4 Classified Association Report – Mark Cratty, president  
Mr. Cratty reported that negotiations would be starting soon and that he was looking forward to positive dialogue with the District.

8.5 Classified Senate Report – Valerie Exum, president  
Ms. Exum reported that the Employee of the Month is Qui Vuy who has been on staff since 1987. The Classified holiday party, which will include retiree recognition, will be held on December 10, 2014 from 4:00-6:00 p.m. Ms. Exum also reported on accreditation writing team activities.

8.6 Faculty Association Report - Denise Rosselli, president  
Forrest Quinlan, Chemistry Instructor, represented the Association on behalf of Denise Rosselli and advised that there was no report.

9.0 **SUPERINTENDENT/PRESIDENT’S REPORT**

9.1 President’s Report  
President Ronald Kraft summarized his written report that included election results, a Napa Valley Vintners presentation, the Board of Governors recommendation that accreditation be allowed from other agencies, and community and outreach meetings.
9.2 Vice President Reports

Vice President of Instruction Terrence Giugni reviewed a report on the college’s history of degree and certificate granting, transfer degrees, the baccalaureate degree pilot program, and other topics.

Vice President of Student Services Oscar De Haro thanked those who attended the Pre-Board Workshop in the Transfer Center and reported on outreach activities including Vet Connect.

Vice President of Administrative Services Jeanine Hawk introduced and reported on the college’s revamped website.

9.3 Accreditation Update – Accreditation Steering Committee Co-Chairs

Co-Chairs Erik Shearer and Robyn Wornall provided an update on self-evaluation and writing team progress, approaches to addressing new standards, and an upcoming webinar. The college’s recent Substantive Change Proposal was approved and a letter is expected next week.

9.4 Strategic Communications Report

President Ronald Kraft reviewed the Strategic Communications report.

10.0 APPROVAL OF MINUTES

10.1 September 11, 2014, Regular Meeting

10.2 October 9, 2014, Regular Meeting

M/S/C (Digardi, Mancuso) to adopt the minutes as presented. All trustees voted in favor with the exception of Trustee Rafael Rios who abstained from voting on the September 11, 2014 minutes as he was not in attendance at that meeting.

11.0 DEVELOPMENT OF CONSENT CALENDAR

At this time the Board of Trustees identified 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.

No changes were made to the Consent Calendar.

12.0 ADOPTION OF CONSENT CALENDAR

M/S/C (Busenbark, Baldini) to adopt the Consent Calendar as presented by unanimous vote.

OPERATIONS:

12.1 Changes to the Curriculum

It is recommended by the Curriculum Committee and Vice President of Instruction Terry Giugni that the Board of Trustees approve changes to the curriculum as presented. (Giugni/Badgett)
12.2 Memorandum of Understanding with Santa Rosa Junior College for Distance Education.
The Board of Trustees approved a Memorandum of Understanding with Santa Rosa Junior College for distance education specific to SRJC students and the Napa Valley College Respiratory Therapy program. The term of this agreement is from October 10, 2014 through a two-year period commencing on the date last signed by one of the contracting parties, and may be renewed by mutual agreement for additional periods of one year at a time, or a mutually agreed upon timeframe until terminated by either party. There is no financial impact to the District. (Giugni)

12.3 Memorandum of Understanding with Department of State Hospitals - Vacaville for Napa Valley College Health Occupations Psychiatric Technician Program Clinical Rotations
The Board of Trustees approved a Memorandum of Understanding with Department of State Hospitals - Vacaville to allow the Napa Valley College Health Occupations Psychiatric Technician Program students access to the hospital as a clinical training site/facility. The term of this agreement is from October 1, 2014 until terminated by either party. There is no financial impact to the District. (Giugni)

12.4 Memorandum of Understanding with Russian River Fire Protection District
The Board of Trustees approved a Memorandum of Understanding with Russian River Fire Protection District to allow NVC Health Occupations EMS/Paramedic students to attend clinical rotations and training. The term of this agreement is from October 1, 2014 until terminated by either party. There is no financial impact to the District. (Giugni)

12.5 Amendments to Section 125 Flexible Benefit Plans 501, 502 & 503
The Board of Trustees approved amendments to the American Fidelity Assurance Company’s Section 125 Flexible Benefit Plans 501 (original plan dated 10/1/1992), 502 (original plan dated 10/1/2006) and 503 (original plan dated 10/1/2006) currently offered by the District. The effective date of the benefit plan changes will be January 1, 2015 through December 31, 2015. There is no financial impact to the District. (Kraft/Ecklin)

12.6 Contract with American Canyon Family Resource Center
The Board of Trustees approved a contract with American Canyon Family Resource Center to allow the center to become an internship site for eligible students in the college’s Human Services Program. The term of this agreement is from November 17, 2014 until terminated by either party. There is no cost to the District associated with this contract. (De Haro)

BUDGET & FINANCE:

12.7 Ratified Financial Documents

12.7.1 Approval of Warrants for October 31, 2014
   General Fund (Fund: 11, 12) $1,519,275.17
   Child Care Fund (Fund: 33, 35) $5,351.16
   Capital Outlay Projects Fund (Fund: 41) $12,000.00
12.7.2 Approved Total Gross Payroll

October 31, 2014 $2,234,233.83

12.8 Agreement to Lease Real Property with Robert J. Fitzgerald

The Board of Trustees approved 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 term of the agreement is one year from November 13, 2014. The lease agreement was initiated in 2010 and renews annually. The college will receive rent of $50 per month. (Hawk/Manno)

12.9 Subcontract Agreement 2014-2015 State of California Funding for Napa-Sonoma Small Business Development Center

The Board of Trustees approved subcontract agreement 2014-2015 State of California Funding for Napa-Sonoma Small Business Development Center. Humboldt State University Sponsored Programs Foundation (HSU-SPF) has entered into a contract with the State of California’s Governor’s Office of Business and Economic Development (“GO-Biz”). Napa-Sonoma SBDC will participate as a sub-recipient as part of the GO-Biz Award issued to HSU-SPF. The subcontract agreement will allow for the Napa-Sonoma SBDC to provide business advising for regional businesses seeking capital for their ventures. The period of the subcontract is from October 1, 2014 through September 30, 2015. The amount of the award is $50,000. (Kraft/Pratt)

12.10 Facilitator Agreement with Simon Wiesenthal Center, Inc.

The Board of Trustees approved a facilitator agreement with Simon Wiesenthal Center, Inc. The Simon Wiesenthal Center Museum of Tolerance is contracting with the Criminal Justice Training Center at Napa Valley College to provide a 24 hour Cultural Diversity Train the Trainer course, certified by the California Commission on Peace Officer Standards and Training. This training will be provided for law enforcement personnel from law enforcement agencies and training academies from around California in April 2015. The term of the agreement is from April 22, 2015 through April 24, 2015. The College will receive $6,120. (Giugni)

12.11 Memorandum of Understanding with Dr. Mark Singer

The Board of Trustees approved a Memorandum of Understanding with Dr. Mark Singer. California Education Code and Title 5 authorizes the District to use Student Health Fees for the following costs related to the provision of health services authorized by the governing board pursuant to Section 54702: (d). Consultant directly involved in the student health service program. The term of this agreement is from November 17, 2014 and shall be renewed automatically on an annual basis on the anniversary of its effective date until terminated by either party. Dr. Mark Singer assumes this collaborative supervisory responsibility with financial compensation of $300 per month paid for through the Student Health Center Budget. (De Haro)

PERSONNEL:

12.12 Approved Personnel Document of November 4, 2014 (Ecklin)
INFORMATION:

The Board of Trustees accepted the report on Salary Advancement Projects for 2014-15. The District provides opportunities for salary advancements as an expression of its commitment to reward improved competence and/or performance of its faculty. (Giugni)

12.14 Accepted 1st Reading of New or Revised Board Policies
This was the first reading of the following new or revised board policies:

   BP 7340 – Leave Policy
   BP 7335 – Health Examinations
   BP 4040 – Library Services
   BP 4070 – Auditing & Auditing Fees
   BP 4226 – Multiple and Overlapping Enrollments

In keeping with board policy D1140 – Shared Governance, the above listed policies were reviewed by the Council of Presidents. It is anticipated that the Board will take action to approve these policies at the December 11, 2014 Regular meeting. (Kraft)

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

None

14.0 BOARD REPORTS
14.1 Trustee Reports
Trustee Bill Blair had no report

Trustee Rafael Rios reported that he had enjoyed the Storm Golf Classic with Trustee Dan Digardi and President Ronald Kraft. Mr. Rios appreciated meeting the coaches and athletes. Mr. Rios also attended the Culinary School graduation and a screening at the Film Festival related to migrant farm workers in Florida and Napa Valley. Mr. Rios reported that the film cast a negative light on farm worker conditions in the valley and hoped that the college would have a role in improving matters in the future.

Trustee JoAnn Busenbark also discussed the film “Food Chains” and said she also say possible opportunities for college participation. Ms. Busenbark also commended departing trustees Bill Blair and Bruce Ketron for the many years of service to the college. Trustee Bill Blair thanked Ms. Busenbark and said her deeply cares for the college and its students. Mr. Blair hoped that new trustees shared his “students first” priorities.

Trustee Dan Digardi thanked trustees Bill Blair and Bruce Ketron for welcoming and mentoring him upon his election to the board. Mr. Digardi expressed his regret at his departure. Mr. Digardi also enjoyed the Storm Golf Tournament and is participating on an accreditation writing team.
Trustee Michael Baldini thanked Forrest Quinlan for his grade and a great chemistry class that will help Mr. Baldini in his career path as he moves toward the production side of the wine business.

Trustee Mary Ann Mancuso reported on upcoming attendance at an executive board meeting in San Diego and her participation in American Canyon Chamber of Commerce government affairs committee activities.

14.2 Board Chair Report
No report

15.0 CONTINUANCE OF CLOSED SESSION (as needed)
None

16.0 ANNOUNCEMENT OF FUTURE MEETING(S)
16.1 December 11, 2014, Annual Organizational & Regular Meeting (tentative date)
Board Chair Bruce Ketron announced the December meeting.

17.0 ADJOURNMENT
Board Chair Bruce Ketron adjourned the meeting at 7:25 p.m.