Napa Valley Community College District  
MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF TRUSTEES  
January 31, 2015

8:30 a.m. Call to Order & Public Session, Room 1731 – Community Room  
Building 1700 – McCarthy Library  
2277 Napa-Vallejo Highway  
Napa, California 94558

1.0 CALL TO ORDER  
Board Chair Dan Digardi called the meeting to order at 8:45 a.m.

1.1 Roll Call  
Present: Dan Digardi, JoAnn Busenbark, Mary Ann Mancuso, Rafael Rios, Kyle Iverson, Michael Baldini, Amy Martenson, April Clary  
Absent: None

1.2 Pledge of Allegiance  
Board Chair Dan Digardi led the Pledge of Allegiance.

1.3 Adopt Agenda  
M/S/C (Baldini, Clary) to adopt the agenda as presented by unanimous vote.

2.0 NOTICE OF INTENT TO LEASE REAL PROPERTY: 6463 DRY CREEK ROAD, NAPA, CA  
Pursuant to Education Code 81378.1, the Board of Trustees declared its intent to lease real property and authorized staff to publish that intent, solicit proposals, establish fair market value, and initiate preliminary lease negotiations, upon the motion and second of Trustee JoAnn Busenbark and Trustee Rafael Rios. The motion was approved by unanimous vote. Notice of this intent will be published in the Napa Valley Register once a week for three successive weeks. The notice will solicit proposals from interested parties. The property is located at 6463 DRY CREEK ROAD in Napa, CA.

3.0 INSTITUTIONAL BUDGET AND OVERVIEW  

3.1 Napa Valley College Institutional Overview  
President Ronald Kraft welcomed those present and gave a general overview of the Board of Trustees Resource webpage which includes information on institutional organization, the Board’s annual planning calendar, and student success indicators.
3.2 **Board of Trustee Operations & Development**
Laura Ecklin, dean of Human Resources, facilitated discussion of effective Board characteristics, traits, role, and ethics. Board members discussed personal values within the context of their trustee responsibilities and obligations. The discussion also included the Board’s role organizationally and in relation to the CEO.

President Ronald Kraft facilitated discussion of board operational procedures including preferred communications models and meeting schedules. Board Policy BP 2720 – Communications Among Board Members was reviewed and further discussion of policy language was scheduled.

The Board also discussed and revised the order of business on the Board agenda to include a fuller use of the “Action Items” section and reintroduction of the “Information/Discussion” section. Commentary related to staff reports and presentation items was shared by members of the board and staff with general consensus reached around general definitions and the need for a review of Board of Trustees related procedures in the Board Policy manual.

3.3 **California Community College Environment**
President Ronald Kraft provided an overview laws and mandates that govern the activities of the college including Title V, Title IX, Education Code, Affordable Care Act, Government Contract Code. Dr. Kraft’s review included a summary of key legislation as well as areas of legislative conflict and unintended consequences.

3.4 **2015/2016 Budget**
Vice President of Student Services Jeanine Hawk presented an overview of the California community college funding model including base allocation, funding formulas for credit, non-credit, enhanced non-credit, and categorical funds. Dr. Hawk also discussed options for generating additional income such as leveraging District assets, local taxing authority, and non-residential student programs.

Vice President of Instruction Terry Giugni presented enrollment data and targets for academic year 2013/2014 and 2014/2015. Dr. Giugni estimated that summer 2015 would need to generate approximately 400 additional full-time equivalent students to reach restoration funding targets. Current estimates are based on projections. Approximately 60 late start classes are still enrolling. Dr. Giugni also reported on current analysis of the class schedule and capacity.

Laura Ecklin, dean of Human Resources, provided an overview of employee classifications, numbers of college employees, mandated staffing levels related to the Faculty Obligation Number (FON), and the 50 percent law. Discussion included the re-employment of retirees and their rate of pay at the lowest step of the salary schedule, not their previously held salary.

Dr. Hawk projected and discussed the college’s current and projected 2014/2015 budget and expenditures including recalculation of 2013/2014 enrollment and apportionment, restoration targets, increased expenditures for adjunct faculty and part-time classified staff. The 2014/2015 adopted budget did not include restoration funding as it was not determined if the college would achieve those targets. It now
appears that at least some of those funds may be captured. The overall budget deficit has grown and there is some risk that the college will not be able to maintain the required 5 percent reserve.

Dr. Hawk reviewed three year budget projections within the framework of the state’s new funding formula. The new funding formula provides increased funding for college’s in communities with high poverty rates, low high school graduation rates, and other factors that do not apply to Napa Valley College. The college’s future growth funding will be limited to 1 percent. Dr. Hawk also discussed funding and enrollment levels at the St. Helena center.

Budget Values, as recommended by the District’s Budget Committee, were reviewed and will be recommended to the Board in March.

3.5 The Way Forward - Future Resource Development
Beth Pratt, dean of Economic Workforce Development and District Auxiliary Services presented information and facilitated discussion of District asset development and other revenue opportunities such as increased donations, contract education, career pathway and other grants, and economic workforce development. The auxiliary transferred approximately $250,000 to the District’s general fund in 2014. President Ronald Kraft gave a brief overview of real property under the college’s stewardship. Dr. Kraft asked the Board to consider policy level authorization to proceed with auxiliary initiatives including revenue generating opportunities at Mt. Veeder, Menlo Avenue, and St. Helena locations. The Campus Master Plan, current in draft form, will be reviewed at the March meeting of the Board.

4.0 ADJOURNMENT
Board Chair Dan Digardi adjourned the meeting at 4:35 p.m. in honor of retired dean of Research Planning & Institutional Effectiveness who passed away that morning.