1.0 CALL TO ORDER
Board Chair Dan Digardi called the meeting to order at 5:07 p.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

2.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
Amar Abbot, chief steward, classified association, addressed the Board about the commitment and passion of Napa Valley College classified professionals and requested that the District examine ways to increase career path opportunities through mentorship programs and job shadowing.

3.0 CLOSED SESSION
Board Chair Dan Digardi convened to Closed Session at 5:10 p.m.

3.1 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
3.2 With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT

Titles:
- Dean, Arts and Humanities (academic-administrator)
- Director, Child Development Center (classified-administrator)
- English Composition Instructor (temporary, full-time faculty leave replacement for spring 2015)
- Speech Communication Instructor (temporary, full-time faculty leave replacement for spring 2015)
- Instructional Assistant III, Criminal Justice Training Center (classified)

3.3 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

Board Chair Dan Digardi reconvened to Public Session at 6:10 p.m.

4.1 Announcement of Items from Closed Session

Board Chair Dan Digardi announced that the Board had acted unanimously in closed session to approve the following individuals for public employment at Napa Valley College.

- Dr. Cathryn Wilkinson - Dean, Arts and Humanities
- Darrell Whitacre - Director, Child Development Center
- Brian Larsen - English Composition Instructor
- Kr. Sydne Kasle - Speech Communication Instructor
- Michael Rayford - Instructional Assistant III, Criminal Justice Training Center

4.2 Pledge of Allegiance

Board Chair Dan Digardi led the Pledge of Allegiance.

4.3 Adoption of Agenda

M/S/C (Iverson, Baldini) to adopt the agenda with the below described amendment by unanimous vote.

REORDER ITEM 10.15 - Napa Valley College Bond Committee Measure E Report To Follow Item 5.0 - Public Comment

5.0 PUBLIC COMMENT — GENERAL

Alex Shantz, former student trustee, addressed the Board and offered congratulations to Trustee Amy Martenson and Trustee Kyle Iverson on their election. Mr. Shantz also congratulated Trustee Mary Ann Mancuso and Trustee Michael Baldini on retaining their seats. Mr. Shantz shared his thoughts on the board agenda order of business and format. When Mr. Shantz served on the Board, he was concerned about the Consent Calendar and he urged the Board to evaluate the order of events.

Gary Orten, a member of the public, asked that Item 10.1 be advanced on the agenda and pulled from the Consent Calendar. In response, Trustee Michael Baldini motioned to further revise the Board agenda as described below. Student Trustee April Clary seconded the motion and the agenda was amended by unanimous vote.

REORDER ITEM 10.1 – New or Revised Board Policies (2nd Reading) To Follow Item 10.15 – Napa Valley College Bond Committee Measure E Report
REORDERED AGENDA ITEM

10.15  Napa Valley College Bond Committee Measure E Report

Board Chair Dan Digardi introduced the item and briefly reviewed pre-election voter survey data. President Ronald Kraft gave an overview of key questions and reported that an after action report would be useful in expanding dialogue with the community. Following general discussion of the after action report, facilities bonds, and election environment factors, the Board reached consensus on the need for the report. Trustee Michael Baldini requested additional information on the administration’s plan to address critical facilities needs without bond funds.

Mr. Digardi recognized community members who wished to address the Board on the after action report. Leon Braunning of the Napa Valley Taxpayers Association addressed the Board and commented favorably on the report. He requested that the report development process include him and other members of the public.

Dr. Doug Yarris, former student, addressed the Board and offered his commendation to Dr. Kraft for recognizing the high priority of Measure E to the welders, cops, nurses, and others seeking training at Napa Valley College.

Jack Gray, president of the Napa Valley Taxpayers Association, addressed the Board and affirmed his support for seeing Napa Valley College prosper and remain a resource for college students in our community. Mr. Gray invited the Board to avail themselves of his feedback to increase understanding of his opposition to Measure E. Mr. Digardi requested to attend the taxpayer association’s next meeting and Mr. Gray relayed meeting information.

REORDERED AGENDA ITEM

10.1  New or Revised Board Policies (2nd Reading)

This is the second reading and recommended adoption of the following new or revised board policies:

- BP 6320 – Investments (New)
- BP 6340 – Contracts
- D 1130 – Equal Employment and Educational Opportunities and Unlawful Discrimination

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

Board Chair Dan Digardi recognized Gary Orten and invited his comment on Board Policy BP 6320– Investments. Mr. Orten, an attorney, thanked the Board for advancing this agenda item and shared that he had been a member of the Belmont City Council for many years and had participated in a study of municipal investment policies. Investment policy guidelines should be more than an administrative tool and involve the elected body who shares a fiduciary duty with the CEO for the District. Mr. Orton also said that many agencies’ policies are more restrictive than statute provides.

Trustee Amy Martenson commented that the draft lacked specifics and suggested revised language for the policy. Following discussion, Trustee JoAnn Busenbark motioned to return BP 6320 – Investments to staff for further review and revision. Trustee Michael Baldini seconded the motion and it carried by unanimous vote.
Following further discussion of BP 6340 – Contracts and D 1130 – Equal Employment and Educational Opportunities and Unlawful Discrimination, Ms. Busenbark motioned to adopt the policies as presented. Trustee Kyle Iverson seconded the motion and BP 6340 and D 1130 were adopted by unanimous vote.

6.0 CONSTITUENT GROUP REPORTS

6.1 Academic Senate Report – Maria Biddenback, president
Ms. Biddenback thanked those who attended the recent shared governance workshop and reported that the 40 participants had represented all campus constituent groups. Ms. Biddenback also reported that approximately 45 faculty members would be participating on nine hiring committees in the spring.

6.2 Administrative Senate Report – Ken Arnold, president
The Board reviewed Mr. Arnold’s written report that included an Administrator of the Year program.

6.3 Associated Students of Napa Valley College Report – William Cruz, interim president. Angela Ituriaga, president
Mr. Cruz reported that leadership was in a period of realignment following the resignation of ASNVC President Angela Ituriaga. Mr. Cruz is filling the role of interim president. Mr. Cruz also reported that students were participating on hiring committees.

6.4 Classified Association Report – Mark Cratty, president
Amar Abbott, steward, reported that the association was looking forward to the start of collegial conversations and negotiations related to wages and benefits on February 3, 2015.

6.5 Classified Senate Report – Valerie Exum, president
No report.

6.6 Faculty Association Report – Denise Rosselli, president
Ms. Rosselli reported recent action by association membership to ratify revisions to the full and part time salary schedules. Ms. Rosselli thanked team members for their commitment to interest based bargaining. Ms. Rosselli also shared that the California Teachers Association had awarded the Napa Valley College Faculty Association $800 to provide coffee makers and water to faculty.

7.0 SUPERINTENDENT/PRESIDENT’S REPORT

7.1 President’s Report
President Ronald Kraft deferred his report and welcomed Bill Hardy, president of the Napa Valley College Foundation board. Mr. Hardy’s report is described below.

7.2 Napa Valley College Foundation Report
Bill Hardy, president of the foundation board, reported the foundation had held a retreat where priorities had been discussed and expanded to address both scholarships and other needs of the college. The foundation intends to broaden support for college initiatives as well as increase community connections with the college. Additionally, the foundation will undertake concerted alumni outreach as a piece of the broader mission. Trustee Kyle Iverson invited Mr. Hardy to present to his rotary club.
7.3 Vice Presidents’ Reports

Vice President of Instruction Terry Giugni provided an update on the college’s baccalaureate degree program application, one of 32 received by the Chancellor’s Office. A response is expected on January 22, 2015 when up to 15 programs will be selected.

Dr. Giugni also updated the Board on spring enrollment which is approximately 3 percent lower than this time last year. Fill rates are expected to reach 75 – 80 percent by the start of classes and additional in-demand math, science, and English classes are being added as qualified instructors are found. A significant summer schedule is planned to assist the college in reaching enrollment goals.

Vice President of Student Services Oscar De Haro reported on the upcoming high school breakfast (March 19, 2015 at 7:30 to 10:30 a.m.) where around 18 high schools are expected to attend. Mr. De Haro also shared information on commencement (May 29, 2015).

Vice President of Administrative Services Jeanine Hawk provided a brief summary of the newly released Governor’s budget and statewide budget projections over the coming years. Dr. Hawk provided an overview of college budget expectations this year and for 2015/2016.

7.4 Accreditation Update – Accreditation Steering Committee Co-Chairs
The Board received a written report to supplement the earlier Pre-Board Workshop.

7.5 Strategic Communications Report
Lissa Gibbs, director of Institutional Advancement, provided an overview of advancement office activities in support of enrollment growth and fundraising. Ms. Gibbs summarized her written report and invited those present to join in following the college on social media.

8.0 APPROVAL OF MINUTES
8.1 December 11, 2014, Regular Meeting
M/S/C (Busenbark, Mancuso) to approve the minutes with one clarification related to a lack of direct student polling results in the after action report on the Earthquake, by unanimous vote.

9.0 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. Trustee Amy Martenson identified items 10.3, 10.7.1, and 10.7.2 and Student Trustee April Clary identified item 10.2 to be excluded from the Consent Calendar. President Ronald Kraft requested that item 10.14 also be excluded as sabbatical applicant Jennifer King was present and available to address the Board.

10.0 ADOPTION OF CONSENT CALENDAR
M/S/C (Busenbark, Baldini) to adopt the Consent Calendar, excluding item 10.2, 10.3, 10.7.1, 10.7.2, and 10.14, by unanimous vote.

OPERATIONS:

10.1 This Item Was Reordered To Follow Item 5.0 – Public Comment And Item 10.15 - Napa Valley College Bond Committee Measure E Report
10.2 This item was removed from the Consent calendar and considered under Item 14.0 – Action Items.

10.3 This item was removed from the Consent calendar and considered under Item 14.0 – Action Items.

10.4 Amendments to the District’s 2015 Section 125 Flexible Benefit Plans
Two new election plan changes have been authorized by the Internal Revenue Service. The new election change events include the opportunity for employees to revoke 125 Plan major medical plan elections prospectively to take advantage of eligibility opportunities through the state or federal exchanges established by the Healthcare Reform Act and to avoid double coverage or a gap in coverage. American Fidelity Assurance Company administers the District’s plan. (Hawk)

10.5 Agreement with Up Valley Family Center to Provide Non-Credit English as a Second Language Classes
The Board of Trustees approved a Memorandum of Understanding with the Up Valley Family Center for the college to provide non-credit English as a Second Language Classes at various locations provided by the Up Valley Family Center in the cities of St. Helena and Calistoga. The Up Valley Family Center will recruit students through outreach efforts, provide volunteers to assist students, and provide childcare for students. Based on class enrollment, the College will receive apportionment for the contact hours to offset the cost of instruction. This agreement runs through June 1, 2015. (Giugni)

10.6 Agreement with the City of Calistoga to Provide Non-Credit Classes
The City of Calistoga has requested that the college provide non-credit classes. The City will provide a location and community outreach to support enrollment. NVC will provide the instructor and curriculum for the class. Based on class enrollment, the College will receive apportionment for the contact hours to help offset the cost of instruction. The agreement runs through June 1, 2015. (Giugni)

BUDGET & FINANCE:

10.7 Ratify Financial Documents

10.7.1 This item was removed from the Consent calendar and considered under Item 14.0 – Action Items.

10.7.2 This item was removed from the Consent calendar and considered under Item 14.0 – Action Items.

10.8 2015-2016 Nonresident Tuition
The Board of Trustees approved the District’s 2015-2016 non-resident tuition fee of $200 per semester unit and the 2015-2016 nonresident capital outlay fee at $1.45 per semester unit. (De Haro/Hawk)

10.9 Amendment to Increase 2014-15 Contract CSPP-4298 for California State Preschool Programs
California Department of Education contract number CSPP-4298 provides funds to the Napa Valley College Child Development Center for California State Preschool Programs. The maximum amount of this contract is increasing from $270,197 to
$285,935. The Department of Education requires a board resolution to accept this contract amendment. (Giugni/Hawk)

10.10 **Amendment to Increase 2014-15 Contract CCTR-4151 for California State General Child Care and Development Programs**
California Department of Education contract number CCTR-4151 provides funds to the Napa Valley College Child Development Center for General Child Care and Development Programs. The maximum amount of this contract is increasing from $338,656 to $357,973. The Department of Education requires a board resolution contract adoption. (Giugni/Hawk)

10.11 **2015 Napa-Sonoma Small Business Development Center Contract Letter of Intent**
The Board of Trustees accepted the Letter of Intent from Humboldt State University Sponsored Programs authorizing funding for the 2015 Napa & Sonoma Small Business Development Center contract in the amount of $215,000. (Kraft/Pratt)

10.12 **Agreement with Napa Valley Grapegrowers to Provide Non-Credit English as a Second Language Classes**
The Board of Trustees approved a Memorandum of Understanding with the Napa Valley Grape Growers for the college to provide non-credit English as a Second Language Classes at the Upper Valley Campus. The Napa Valley Grape Growers will recruit students through outreach efforts with the over 690 Napa County grape growers and vineyard owners to encourage enrollment. NVC will provide classes and modify existing curriculum for future offerings. Based on class enrollment, the College will receive apportionment for the contact hours to offset the cost of instruction. Classes that do not achieve adequate enrollment to offset expenses will be cancelled. Napa Valley Grapegrowers will directly compensate the college for curriculum development for this course in the amount of $1500. This agreement runs through June 1, 2015 and is a renewal of a past partnership. (Giugni)

**PERSONNEL:**

10.13 **Personnel Document of January 6, 2015** (Ecklin)

10.14 This item was removed from the Consent calendar and considered under Item 14.0 – Action Items.

**INFORMATION:**

10.15 This Item Was Reordered To Follow Item 5.0 – Public Comment

**ACTION ITEMS**

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

10.2 **Changes to the Curriculum**
Vice President of Instruction Terry Giugni summarized the recommended curriculum changes including those for an accelerated math class and additional online offerings. Student Trustee April Clary motioned to approve the changes to the curriculum as presented. Trustee Kyle Iverson seconded the motion and the changes were approved by unanimous vote.
10.3 Award of Contract for Audit Services
Board of Trustees Audit Committee members and Vice President of Administrative Services Jeanine Hawk summarized a recently circulated request for proposal for audit services and the subsequent proposal evaluation process. Board Chair Dan Digardi, Trustee Mary Ann Mancuso, and Trustee Kyle Iverson are appointees to the Audit Committee in 2015. The committee recommended to renew the District’s contract with the existing auditor, Cossolias, Wilson, Dominguez, Leavitt, Certified Public Accountants (CWDL).

Trustee JoAnn Busenbark expressed concern that CWDL had improperly addressed record keeping requirements for disabled student funds. Following discussion of RFP respondents and general auditor selection best practices, Trustee Kyle Iverson motioned to approve a three year contract with CWDL bringing their total length of service to the college to five years. Trustee Rafael Rios seconded the motion and selection of CWDL was approved. All trustees voted in favor except Trustee JoAnn Busenbark who voted against approval and Trustee Amy Martenson who abstained from the vote.

10.7.1 Approval of Warrants for December 31, 2014
General Fund (Fund: 11, 12) $1,161,340.23
Child Care Fund (Fund: 33, 35) $2,808.49
Capital Outlay Projects Fund (Fund: 41) $0

Following discussion of supporting materials for this standing item, Trustee Mary Ann Mancuso motioned to approve the warrants for December 31, 2014 and Trustee Kyle Iverson seconded the motion. The warrants were approved by unanimous vote.

10.7.2 Approval of Total Gross Payroll
December 31, 2014 $2,233,474.67

M/S/C (Iverson, Baldini) to approve the total gross payroll by unanimous vote.

10.14 Faculty Sabbatical Leave Request for 2015-2016
Jennifer King, professor of Theater Arts, was recommended by the Academic Senate for sabbatical leave during the Fall 2015 semester. Upon completion of any approved sabbatical leave Ms. King shall submit a report to the Office of Instruction and may be asked to present to the Board of Trustees.

Ms. King and Vice President of Instruction Terry Giugni addressed the Board in favor of the sabbatical proposal. Trustee JoAnn Busenbark motioned to approve the sabbatical leave as presented. Trustee Michael Baldini seconded the motion and the leave was approved by unanimous vote.

12.0 BOARD REPORTS
12.1 Audit Committee Report
The Audit Committee report was addressed during Item 10.3 – Award of Contract for Auditor Services.

12.2 Trustee Reports
Trustee Amy Martenson requested a review of Board Goals at the upcoming retreat. Goal D – Communication was of particular interest to Ms. Martenson given her campaign objective to increased interconnection between the college and community.
Ms. Martenson requested the Board form an ad hoc committee to advise the Board on improved communications and related Board goals.

Trustee Rafael Rios reported on his upcoming attendance at a Community College League of California conference.

Trustee Michael Baldini reported that Finger Lake College had recently opened a winery facility and that Sonoma State had received a Napa Valley Vintners grant. Mr. Baldini urged the board members to connect with the community and expressed frustration that Napa Valley College had not received a similar grant.

Trustee JoAnn Busenbark requested that the January 31, 2015 Special meeting agenda include discussion of board protocol related to public comment and managing time limits. Ms. Busenbark also requested that today’s meeting be adjourned in honor of Jan Braun, a local, longtime advocate for the disabled.

Trustee Mary Ann Mancuso reported on several community events including meetings of the American Canyon Chamber of Commerce’s government affairs committee. The committee had recently discussed a labor shortage in the Green Island business district. Ms. Mancuso urged additional trustee participation in discussions related to the labor needs of local businesses and other topics. Ms. Mancuso reported that “digital natives,” not “millennials” were the newest entrants to the job market and that a reevaluation of both employment and education was needed.

Trustee Kyle Iverson reported on his participation in a workshop on the Brown Act and planned attendance at the CCLC conference. Mr. Iverson shared Mr. Baldini’s concerns related to the college’s role in the valley’s wine industry.

Student Trustee April Clary reported that she had attended a recent college-wide workshop on shared governance. Ms. Clary was pleased the workshop was open to students but hoped future trainings would be scheduled further in advance of final examinations. Ms. Clary reminded the Board of her campaign platform and desire to bring healthier food options to students. Ms. Clary recommended a monthly potluck to address this goal as well as increase collaboration and team building.

**12.3** Board Chair Report

Board Chair Dan Digardi reported that videotaping of the February meeting had been under discussion and that President Ronald Kraft and his staff were investigating that option. Ms. Busenbark advised that closed captioning was legally required. Mr. Digardi also shared that he had nominated Vice President of Administrative Services Jeanine Hawk and Glenna Aguada, controller, for the county’s treasury oversight committee.

Mr. Digardi identified and appointed members to three new ad hoc committees as listed below.

Communications (Baldini, Martenson)
Accreditation (Digardi, Baldini, Busenbark)
Legislative (Digardi, Mancuso, Clary)

**13.0** CONTINUANCE OF CLOSED SESSION (as needed)

None required.
14.0 ANNOUNCEMENT OF FUTURE MEETING(S)
Board Chair Dan Digardi reviewed the upcoming meetings listed below.

14.1 January 31, 2015, Special Meeting
14.2 February 12, 2015, Regular Meeting

15.0 ADJOURNMENT
The Board adjourned in honor of Jan Braun.