1.0 CALL TO ORDER 4:30 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
Acting Board Chair Dan Digardi opened Public Comment on closed session agenda items and, finding none, closed Public Comment.

3.0 NOVEMBER 4, 2014 GENERAL ELECTION

3.1 Administration of Oaths
The November 4, 2014 General Election for Napa County saw Mary Ann Mancuso and Michael Baldini run unopposed and successfully retain their seats as representatives of trustee area 3 and 5 respectively. E. Amy Martenson was elected to represent trustee area 2. William “Kyle” Iverson was elected to represent trustee 4. Ms. Mancuso, Mr. Baldini, Ms. Martenson, and Mr. Iverson were administered the oath of office by President Ronald Kraft.

4.0 ACKNOWLEDGEMENT ITEMS

4.1 Acknowledgement of Classified and Administrative Retirees
Resolutions and certificates of appreciation honoring the important contributions of the following retired or soon to retire Napa Valley College employees were presented.
Acting Board Chair Dan Digardi reviewed the list of retirees and their years of service. Robert Harris, acting dean of Kinesiology, Health, Athletics and Dance, recognized Susan Engle and presented her with a certificate of appreciation. Trustee JoAnn Busenbark thanked Ms. Engle for her spirit and offered her best wishes. Michael Conroy, director of the Writing Center, introduced Maureen Dolan’s career at Napa Valley College and presented her with a certificate of appreciation. No other retirees were present.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Years of Regular Service</th>
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<tbody>
<tr>
<td>Palu, Malia</td>
<td>Secretary III, WorkAbility III</td>
<td>14.3</td>
</tr>
<tr>
<td>Rualo, Eugene</td>
<td>Custodian II</td>
<td>15.5</td>
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<tr>
<td>Weston, James</td>
<td>Instructional Lab Technician</td>
<td>14.4</td>
</tr>
<tr>
<td>Dolan, Maureen</td>
<td>Instructional Assistant IV</td>
<td>12.3</td>
</tr>
<tr>
<td>Vu, Quy</td>
<td>Custodian II</td>
<td>23.7</td>
</tr>
<tr>
<td>Chaplin, Nancy</td>
<td>Coordinator, Regional Simulation Lab</td>
<td>6.7</td>
</tr>
<tr>
<td>Dischinger, Todd</td>
<td>Basic Law Enforcement Academy Coordinator &amp; Director, P.O.S.T Instructional Skills Programs</td>
<td>13.0</td>
</tr>
<tr>
<td>Engle, Susan</td>
<td>Associate Dean, A.D.N.</td>
<td>9.0</td>
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5.0 RECESS & BOARD RECEPTION
Acting Board Chair Dan Digardi called a short recess at 4:45 p.m. and convened to Closed Session at 5:10 p.m.

6.0 CLOSED SESSION

6.1 With respect to every item of business to be discussed in closed session pursuant to Section 72122, STUDENT DISCIPLINE – EXPULSION
One Case – Student Discipline – ID #0154916

6.2 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

6.3 With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
Titles:
- Dean, Counseling Services and Student Success (academic-administrator)
- Digital Design and Graphics Technician (classified)
- Instructional Assistant III, Criminal Justice Training Center (classified)
- Instructional Assistant III, Viticulture and Winery Technology (classified)
- Instructional Assistant IV, Physics/Engineering/Geology (classified)
6.4  With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

7.0  RETURN TO PUBLIC SESSION  (approximately 6:00 p.m.)

7.1  Announcement of Items from Closed Session
Acting Board Chair Dan Digardi announced that the Board had acted in Closed Session to uphold a recommended student expulsion by unanimous vote. Additionally, the Board acted unanimously to approve public employment for the following individuals and positions:

- James Kisel - Digital Design and Graphics Technician (classified)
- Thomas Muscatine - Instructional Assistant III, Viticulture and Winery Technology (classified)
- Lars Christensen - Instructional Assistant IV, Physics/Engineering/Geology (classified)

All other employment actions were deferred to a future meeting.

7.2  Pledge of Allegiance
Acting Board Chair Dan Digardi led the Pledge of Allegiance.

7.3  Adoption of Agenda
Trustee JoAnn Busenbark motioned to adopt the agenda with a correction to Item 15.3 - Appoint Trustee Members to Board Committees and Auxiliary Board to correctly reference the Viticulture & Winery Technology Foundation Board and not the District Auxiliary Services Board; and move of Item 15 - Election of Board Officers for 2015 to immediately follow Item 8.0 Public Comment. Trustee Mary Ann Mancuso seconded the motion and it carried by unanimous vote.

8.0  PUBLIC COMMENT – GENERAL
Acting Board Chair Dan Digardi opened Public Comment and invited Denise Rosselli, president of the Faculty Association, to address the Board. Ms. Rosselli recommended to the Board, public and staff to view the documentary Ivory Tower. The film is an outstanding documentary evaluating higher education in the nation today.

REORDERED AGENDA ITEM:

15.1  Election of Board Officers
Acting Board Chair Dan Digardi and President Ronald Kraft introduced the item and reviewed the nomination and election process for the positions of Board Chair (President) and Vice President. Mr. Digardi invited public comment from the audience or trustees on the election process. No comments were made.

Trustee JoAnn Busenbark nominated Trustee Michael Baldini for the position of Board Chair based on his seniority and past officer experience. Student Trustee April Clary seconded the nomination and Dr. Kraft asked for additional nominations.
Mr. Baldini nominated Acting Board Chair Dan Digardi for the position of Board Chair and Trustee Kyle Iverson seconded the motion to nominate.

Ms. Busenbark motioned to close nominations and Ms. Mancuso seconded the motion. Nominations were closed by unanimous vote.

Dr. Kraft asked for a vote on the nomination of Mr. Baldini for Board Chair. Ms. Busenbark, Ms. Mancuso, and Ms. Clary voted in favor but a majority vote was not achieved.

Dr. Kraft asked for a vote on the nomination of Mr. Digardi for Board Chair. Mr. Iverson, Mr. Digardi, Trustee Amy Martenson, and Mr. Baldini voted in favor and Mr. Digardi was elected Board Chair.

Dr. Kraft opened nominations for the position of Vice President of the Board and Mr. Digardi nominated Mr. Baldini. Mr. Iverson seconded the motion to nominate.

Ms. Busenbark motioned to close nominations for Vice President and Ms. Mancuso seconded the motion. Nominations were closed by unanimous vote.

Dr. Kraft announced Mr. Baldini as the new Vice President.

9.0 CONSTITUENT GROUP REPORTS

9.1 Academic Senate Report – Maria Biddenback, president
Ms. Biddenback invites those present to attend a December 12, 2014 Shared Governance Training. Ms. Biddenback also shared information about the baccalaureate pilot program application and appointments to hiring committees.

9.2 Administrative Senate Report – Ken Arnold, president
Mr. Arnold shared that the senate was developing an administrator of the year program which would roll out in May.

9.3 Associated Students of Napa Valley College Report – Graciela Ramirez, event coordinator
Ms. Ramirez described “Final Survival” activities including handing out free blue books, scantrons and food. The ASNVC also hosted an angel tree where 90 children, 25 more than last year, received gifts. Ms. Ramirez announced the annual African American celebration coming in February.

9.4 Classified Association Report – Mark Cratty, president
Mr. Cratty had no report.

9.5 Classified Senate Report – Valerie Exum, president
Ms. Exum announced Amy Guan as employee of the month. Ms. Exum also thanked those who participated in the prior day’s holiday celebration.

9.6 Faculty Association Report – Denise Rosselli, president
Ms. Rosselli announced that the association and District had reached agreement on a revised part-time faculty salary schedule and full-time compensation. Both negotiated items are pending ratification by the association and approval by the Board.
10.0  SUPERINTENDENT/PRESIDENT’S REPORT

10.1  President’s Report
President Ronald Kraft deferred his report to follow Item 10.2 and introduced Napa Valley College Foundation President Bill Hardy.

10.2  Napa Valley College Foundation Report
Napa Valley College Foundation President Bill Hardy addressed the Board and shared that he was elected in August of this year. Mr. Hardy described his background as a trial lawyer and Foundation Board member as integral to his role in managing the Foundation’s endowment and fundraising activities.

Mr. Hardy provided an overview of Foundation activities, events, goals, member volunteers, and mission. Mr. Hardy expressed his hope that the Foundation, Board, and college community would work more closely in the future to address the needs of the college and students.

Following Mr. Hardy’s presentation, President Ronald Kraft gave his report that included upcoming trustee workshop opportunities, and overview of the policy review project, and a review of a recent Napa Valley Vintners powerpoint on the demographics and trends in Napa County.

10.3  Vice President Reports
Vice President Terrence Giugni provided an update on successful health occupations related accreditation site visits for emergency medical services and respiratory therapy programs. Dr. Giugni also provided an update on the District’s application to pilot a Bachelor of Science in Respiratory Therapy program.

Vice President Jeanine Hawk shared that she and her staff had developed a partnership with a vendor for electric vehicle charging stations on the main and St. Helena campuses. Installation of the stations will not result in direct costs to the District and the college will share revenue with the vendor.

Vice President Oscar De Haro reported on the first ever counseling class for students in high school and reviewed priority registration categories and dates.

10.4  Accreditation Update – Accreditation Steering Committee Co-Chairs
Robyn, dean of Research Planning & Institutional Effectiveness, and Erik Shearer, faculty co-chair of the committee, gave an overview of their written report and an update on the development of the District’s written self-evaluation.

10.5  Strategic Communications Report
Lissa Gibbs, director of Institutional Advancement, provided a report on the recent sculpture unveiling event and last night’s holiday gathering with the Napa Valley College Foundation, donors, supporters, and others.

Ms. Gibbs also reviewed other active campaigns, events, and the new design of the Community Education catalog.
11.0 APPROVAL OF MINUTES

11.1 December 4, 2014, Special Meeting
Acting Board Chair Dan Digardi reviewed a requested change by retired Trustee Bruce Ketron to the minutes. Mr. Ketron recommended replacing “The resolution passed by consensus” with “Emeritus status was conferred upon Mr. Ketron” in the last sentence of Item 11.2 - Nomination of Trustee Bruce Ketron for Emeritus Status.

Trustee JoAnn Busenbark motioned to approve the Minutes of December 4, 2014 with the above referenced change. Trustee Michael Baldini seconded the motion. Trustee Kyle Iverson and Trustee Amy Martenson abstained from the vote. All other trustees voted in favor and the motion carried.

12.0 DEVELOPMENT OF CONSENT CALENDAR

Following discussion, Items 13.1, 13.2, 13.7, 13.11, and 13.12 were excluded from the Consent Calendar for separate discussion under Item 14.0 Action Items.

13.0 ADOPTION OF CONSENT CALENDAR

M/S/C (Busenbark, Mancuso) to adopt the Consent Calendar excluding Items 13.1, 13.2, 13.7, 13.11, and 13.12 by unanimous vote.

OPERATIONS:

13.1 This item was removed from the Consent Calendar and considered under Item 14.0

13.2 This item was removed from the Consent Calendar and considered under Item 14.0

13.3 Changes to the Curriculum
The Board of Trustees approved changes to the curriculum as presented.

13.4 Waiver of Enrollment Fees
The Board of Trustees approved waiving enrollment fees for students who, at the time of enrollment, are enrolled in K-12 grades taking courses at Napa Valley College as part time students only. K-12 students who enroll for more than 11 units per semester would not be exempt from enrollment fees as specified in Education Code 76001, 76300(f).

13.5 Resolution Authorizing Agents – Disaster Relief Funds
The Board of Trustees adopted a resolution authorizing the Vice President of Administrative Services and Facilities Services Director to act on behalf of the District for the purpose of obtaining federal and/or state financial assistance following a disaster including provision of all materials to the California Governor’s Office of Emergency Services. The District may be eligible for up to $22,000 in relief.
BUDGET & FINANCE:

13.6 Ratify Financial Documents

13.6.1 Approved of Warrants for November 30, 2014
- General Fund (Fund: 11, 12) $789,036.20
- Child Care Fund (Fund: 33, 35) $4,342.86
- Capital Outlay Projects Fund (Fund: 41) $0.00

13.6.2 Approved of Total Gross Payroll
- November 30, 2014 $2,288,510.35

13.7 This item was removed from the Consent Calendar and considered under Item 14.0.

13.8 Memorandum of Understanding with Vallejo City Unified School District
The Board of Trustees approved a Memorandum of Understanding with Vallejo City Unified School District. This MOU describes the overarching agreements, values, policies and operating agreements reached by the Vallejo City Unified School District (VCUSD) Vallejo Careers Pathway Trust (VCPT) Grant Initiative (VCPT) in March 2014. The Vallejo Careers Pathway Trust Grant Initiative will be operated in compliance with the California Department of Education, Career & College Transition division through the AB 86 California Careers Pathway Trust grant. NVC will work cooperatively with VCUSD to fulfill the mission of the VCPT Trust grant commencing 12/1/14 through 6/30/17, or through any extension of the grant.

VCUSD will provide NVC with a minimum of $281,000 through the grant period to ensure that the milestones are met. Funding is expected to both increase and have carry over in each fiscal year.

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<tr>
<td>2014-2015 (Year 1)</td>
<td>$113,000</td>
</tr>
<tr>
<td>2015-2016 (Year 2)</td>
<td>$86,000</td>
</tr>
<tr>
<td>2016-2017 (Year 3)</td>
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13.9 Napa Valley Community Foundation for Disaster Relief Fund Grant
The Board of Trustees approved a grant with Napa Valley Community Foundation for Disaster Relief Fund. The Napa Valley Community Foundation is executing an agreement with the Napa-Sonoma Small Business Development Center at Napa Valley College to award a Phase II grant and has provided a letter of intent to indicate that the Napa Valley Community Foundation plans to enter into a contract with Napa Valley College for delivery of services pursuant to the award. The amount of this award is $30,000.

PERSONNEL:

13.10 Approved Personnel Document of December 2, 2014 (Ecklin)
INFORMATION:

13.11 This item was removed from the Consent Calendar and considered under Item 14.0

13.12 This item was removed from the Consent Calendar and considered under Item 14.0

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

13.1 New or Revised Board Policies (2nd Reading)
This was the second reading and recommended adoption of the following new or revised board policies:

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

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

* BP 7335 – Health Examinations will replace two existing policies when adopted [H4460 – Health Requirements and H5211 - Physical Examinations]. See Item 13.2 - Repeal of Board Policies (2nd Reading) below.

** BP 7340 – Leaves will replace four existing policies when adopted [H0560 – Maternity Leave, H4535 – Industrial Accident and Illness Leave (academic), H4550 – Sabbatical Leave, and H5420 – Industrial Accident and Illness Leave (classified)]. See Item 13.2 - Repeal of Board Policies (2nd Reading) below.

Trustee JoAnn Busenbark motioned to adopt the above referenced policies except BP 4040 – Library Services. Trustee Mary Ann Mancuso seconded the motion. All trustees voted in favor except Trustee Amy Martenson and Student Trustee April Clary who voted no. The motion carried and BP 7335, BP 7340, BP 4070, and BP 4226 were adopted.

13.2 Repeal of Board Policies (2nd Reading)
It was recommended that the Board of Trustees repeal the following Board Policies.

H0560 - Maternity Leave**
H4460 - Health Requirements*
H4535 - Industrial Accident and Illness Leave**
H4550 - Sabbatical Leave**
H5211 - Physical Examinations*
H5420 - Industrial Accident and Illness Leave**

In keeping with board policy D1140 – Shared Governance, these policies were reviewed by the Council of Presidents. The first reading of these policies occurred in March 2014.
* Two existing policies [H5211 - Physical Examinations and H4460 – Health Requirements] will be replaced by BP 7335 – Health Examinations when adopted. See Item 13.1 - New or Revised Board Policies (2nd Reading) above.

** Four existing policies [H0560 – Maternity Leave, H5420 – Industrial Accident and Illness Leave (classified), H4535 – Industrial Accident and Illness Leave (academic), and H4550 – Sabbatical Leave] will be replaced by BP 7340 – Leaves when adopted. See Item 13.1 - New or Revised Board Policies (2nd Reading) above. (Kraft)

Trustee JoAnn Busenbark motioned to repeal the above referenced policies except BP H4550 – Sabbatical Leave. Trustee Mary Ann Mancuso seconded the motion. Following discussion, all trustees voted in favor except Trustee Amy Martenson and Trustee Kyle Iverson who abstained. The motion carried and board policies H0560, H4460, H5211, H5420, H4535, were repealed.

13.7 Student Equity Plan
Following a presentation by Vice President Oscar De Haro and Chris Farmer, research analyst, Trustee Mary Ann Mancuso motioned to approve the Student Equity Plan as required by the Chancellor’s Office for the fiscal year of 2014-2015. Trustee Amy Martenson seconded the motion and it carried by unanimous vote.

The Student Equity Plan was developed by the Inclusivity Committee and includes analysis of student success scorecard data. The plan is focused on equitable access, successful course completion, ESL and basic skills improvement, degree/certificate completion, and transfer rates for all student groups. The plan has been shared with the Academic Senate, Planning Committee, Counseling Division and Associated Students of Napa Valley College. Napa Valley College will receive an allocation of $254,579 to support student equity activities.

13.11 Accept 1st Reading of Revised Board Policies
This was the first reading of the following 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 or are under review by the Council of Presidents. It is anticipated that the Board will take action on these policies at the January 2015 Regular meeting. (Kraft)

Trustee Mary Ann Mancuso inquired as to the Board’s ability to specify sustainable business practices, living wages and/or and union shop status in BP 6340 – Contracts. Vice President Jeanine Hawk described opportunities for vendor specifications during any Request for Proposal or pre-qualification processes, in the Board’s sustainability policy, and developing administrative regulations. The District is limited by code as to grounds for excluding vendors and contractors.

Trustee JoAnn Busenbark motioned to accept the first reading of BP 6320, BP 6340, and D 1130.
Trustee Amy Martenson requested that language requiring socially responsible investing be added to BP 6320 – Investments. Discussion of allowable investment options and the county’s investment pool followed.

Trustee Michael Baldini reaffirmed Ms. Busenbark’s motion to accept the first reading of the policies. Trustee Kyle Iverson seconded the motion and it carried by unanimous vote.

13.12 Accept “After Action Report” – August Earthquake Response
The After Action Report was a review of the College’s response to the August 2014 earthquake. The report described the impact on the College, how the college responded, what could be improved, and specific actions steps that the College should take. Trustee Amy Martenson commented that the description of what could be improved did not include the concerns of staff that they were unprepared to return to work on the day following the earthquake. Ken Arnold, police chief, presented that the report development process had included a poll that indicated that it was not a universally held opinion that staff and students were not ready to return.

Discussion included the broader implications of closing the campus such as a risk to apportionment, the college’s obligation to offer instruction to students, methods of consulting with constituent group leadership following a natural disaster, and lessons learned.

Trustee JoAnn Busenbark motioned to accept the After Action report. Trustee Mary Ann Mancuso seconded the motion and it carried by unanimous vote.

15.0 ANNUAL ORGANIZATIONAL ITEMS

15.1 Election of Board Officers for 2015
This item was reordered during adoption of the agenda to follow Item 8.0 – Public Comment.

15.2 Adoption of 2015 Board Meeting Calendar
The proposed calendar for 2015 regularly scheduled board meetings appeared in the backup package. Regular meetings are scheduled for the second Thursday of each month with public session typically beginning at 5:30 p.m.

M/S/C (Busenbark, Mancuso) to adopt the 2015 Meeting Calendar by unanimous vote.

15.3 Appoint Trustee Members to Board Committees and Auxiliary Viticulture & Winery Technology Board for 2015
Following discussion, Board Chair-Dan Digardi appointed Trustee Mary Ann Mancuso, Trustee Kyle Iverson, and himself to the Audit Committee. Trustee Amy Martenson was appointed to the McPherson Distinguished Teaching Award Committee for calendar year 2015. Trustee Rafael Rios was appointed to the Viticulture. Trustee Michael Baldini will serve as backup to the VWT board.
16.0 BOARD REPORTS

16.1 Trustee Reports

Student Trustee April Clary reported on statewide workshops, the developing diversity speaker series, and her applications to UC Davis and other schools.

Trustee Kyle Iverson shared that he was looking forward to working on the Board on many issues facing Napa Valley College and higher education in general.

Trustee Mary Ann Mancuso welcomed new Board members and congratulated new Board officers. Ms. Mancuso reported on her participation with the American Canyon Chamber of Commerce’s Governmental Affairs committee.

Trustee Michael Baldini welcomed new Board members and expressed his appreciation for the sculpture unveiling event at the St. Helena campus.

Trustee JoAnn Busenbark also commented favorably on the unveiling ceremony and the increased connection with the community. Ms. Busenbark also reported on a recent lunch with K-12 superintendents in the valley that saw a synergistic increase in connection to the college.

Trustee Rafael Rios expressed his regret at missing the unveiling ceremony. He was pleased to hear it was productive and a great opportunity for positive conversations with local leaders and community members.

Trustee Amy Martenson said she was happy to be on the Board and had greatly enjoyed a performance in the Performing Arts Center last weekend.

16.2 Board Chair Report

Dan – also liked the unveiling. Liked the event and the art. Also liked seeing folks at Churchill manor – should see some of those folks more often.

17.0 CONTINUANCE OF CLOSED SESSION (as needed)

18.0 ANNOUNCEMENT OF FUTURE MEETING(S)

18.1 January 15, 2015, Regular Meeting

19.0 ADJOURNMENT

Board Chair Dan Digardi adjourned the meeting at 9:08 pm.