

# Verification Team Report

2/5/07

## **A. Program Under Review**

NVC Foundation

### **Self Study Team**

Sonia Wright, Kathy Baird

### **Verification Team**

Mary Shea, Kate Benscoter, Matt Christensen

## **B. Statement of Completion**

The verification team believes that the Program Evaluation submitted by the NVC Foundation is complete.

## **C. Strengths of the Unit**

The verification committee agrees with the reported strengths:

- Friendly, professional, knowledgeable, hard working staff.
- Dedicated, well-connected Board.
- Support from the College President.
- New ideas toward fund-raising using available technologies.
- Distribution of \$200,000 in student scholarships nearly doubled from 5 years ago.

## **D. Challenges**

The verification committee agrees with the Program Evaluation identifying the following challenges:

- Raising awareness about the Foundation and its expanding mission through better communications.
- Balancing support for existing programs/scholarships with support needed for programs.
- Need additional support staff position and space for additional staff function.
- Merging of Data from various databases on campus and connection to Datatel. As the Foundation increases work with various departments on campus, they are finding duplicate and often outdated mailing lists. Coordination through Datatel or a campus-wide list management system would be beneficial.
- Increasing space to accommodate future staff increases. Plans for relocation are tied to the Bond Implementation Plan. Short-term solutions should be discussed to accommodate any additional support staff.

## **E. Summary of Verification Team's Recommendations**

The verification team was impressed with the Foundation Program Evaluation Report and the magnitude of their activities at Napa Valley College and with the community. Given the impressive growth of the Foundation over the last several years and the projected growth, the committee supports the items identified in the Unit Plan and encourages the Foundation to work toward these goals.

# NVC Foundation Evaluation

## 1. Mission

Mission Statement –

This section should be a short, clearly stated purpose of the program or services. In other words, what does the department contribute to the Napa Valley College's (NVC) Mission. Write or review your mission statement in the space below. The NVC Mission is provided for reference.

*Napa Valley College Foundation Mission*

The mission of the Napa Valley College Foundation is to develop resources for Napa Valley College.

Working with students, alumni, employees and the community at large, the Napa Valley College Foundation will identify and communicate the needs of Napa Valley College in order to promote and solicit funds from the community for scholarship, instructional equipment, employee development and campus improvement.

## 2. Services

### A. What specific services does the office/unit offer?

The Foundation office offers comprehensive fund-raising for scholarships, programs, instructional equipment, employee development and campus improvement. We work collaboratively with a 32-member Board of Directors, campus leadership and campus departments to advance the quality of the college's academic endeavors. The Foundation has 10 active committees which meet monthly, bi-monthly or quarterly to accomplish the annual and long-term goals. The staff prepares agendas, minutes and assignments for the Board, Executive Committee, Board Governance, Development Committee, Investment & Finance Committee, Planned Giving Committee, Scholarship Committee, Business Development Committee, Special Events Committee, and Ad Hoc Special Gifts Committee. Descriptions of all the committees and the standing rules are listed in the Foundation Board of Director's Handbook.

The office accepts donations and distributes payments from over 200 different funds. The majority of those funds are endowed scholarships, but the Foundation office also has funds or creates funds as needed for grants, instructional equipment and program support.

The Foundation office provides assistance to other departments on campus with their fund-raising efforts, from determining businesses to target, logistically accepting gifts, to the stewardship of the donors. Stewardship includes gift acknowledgement letters, informing donors on the status of their funds, acknowledging awards made, sending birthday and holiday cards, and taking special donors to lunch.

We conduct donor recognition through thank you letters, annual reports, certificates, and recognition ceremonies, such as the Honoring Excellence Awards presented to businesses.

The Foundation office collaborates with the Financial Aid Office to host the annual Scholarship Awards Ceremony, the Instruction Office to host an Instructional Excellence Day event (a lunch or reception) and the McPherson lunch, and campus departments to host the Foundation Annual Donor Dinner.

Many of the activities the Foundation office conducts are to promote and build long-term relationships with donors. Some examples include Salon, solar panel naming and room naming. The Salon is three intimate events (one focused on music, one on drama, one on fine arts) at \$350 per couple, with a maximum of 50 people, held at unique facilities. The Foundation is creating an endowment for the sciences through solar panel naming opportunities. A recognition display board will be placed on the new science building. The new Performing Arts Center for Education provides many room naming opportunities for donors.

B. How does the office/unit ensure that these services are meeting the needs of students and/or other clients? How do you evaluate how well the services are meeting the needs of students/clients?

In 2005-2006 we distributed approximately \$200,000 in annual and endowed scholarships to students, which is nearly twice the amount from 5 years ago. That amount of money serves 90% or more of the applicants who apply.

Approximately 30 faculty members benefit from Foundation sponsored faculty grants each year. This program is administered by the Academic Senate Professional Development Committee.

Evaluation of services are conducted by talking to campus departments and administrators about program and funding needs which we could meet through new or existing resources. The Executive Director attends the President's Staff meetings, meets regularly with the College President, and the 10 Foundation committees that meet monthly, bi-monthly or quarterly.

Each Foundation committee sets annual goals and develops strategies for accomplishing the goals. Those outcomes are reviewed at the Board Retreat, usually held annually.

C. How does this office/unit support student learning in NVC instructional programs?

The Foundation dedicates between \$13,000-18,000 annually toward grants for full-time or adjunct faculty. Funds may be used to purchase equipment or supplies, pay for conference registration, or program or project costs that increase student success, establish, apply or maintain college-wide standards of excellence, increase access, or improve facilities.

The Foundation has participated in specific instructional funding such as the Auction Napa Valley nursing expansion grant and raised money at the Foundation Annual Dinner for instructional equipment.

Foundation Board members were instrumental in the fund-raising for the construction of the Teaching Winery. Most recently they have been involved in the process of bonding the Teaching Winery (this allows the college to sell for-profit the wine student's produce), which will take the Winery & Viticulture program to a new level.

Additionally the Foundation raises institutional support funds through non-scholarship endowments (example: library endowments). Some of those endowments have restrictions for use, others do not.

D. What future trends are likely to impact the office/unit?

One future trend is the need to maximize our planned giving audience. The 50+ aged individuals in our community who could make a bequest to the Foundation are a group of "savers" who have the ability to leave a significant legacy. We are competing with other non-profits in the valley for these individuals. The significance is that the generations following them are "spenders" and will not have the ability to leave a significant legacy upon their demise. Our office must expend

significant resources on this audience segment in the next 10 years if the Foundation hopes to be successful in receiving some of the valley's wealth.

A new gift acceptance policy currently in the development stage could lead to new types of significant gifts the college has not previously accepted, such as real property, collections, etc. The Foundation must do one of two things: provide the time for the Executive Director to process those types of gifts, or contract out to a third party the processing of those gifts.

The Foundation is in the early stages of applying GIS technology toward prospect research to target those most likely to donate to Napa Valley College. The success of this could impact the workload of the Foundation office negatively and positively. It could create the need for more frequent targeted appeals to individuals that would increase the workload, but it could result in more, and larger, gifts to the Foundation.

Campus facility development (i.e. new buildings) increases the need for Foundation fund-raising. Construction costs have generally been more than anticipated and the College looks to the Foundation to back-fill some of the shortfall. The campus bond project includes 4-5 new structures and the remodel of many of the others. Fund-raising expectations have expanded beyond the traditional scholarship needs into campus improvement.

Growth of the Foundation has stretched the office personnel to its limits. Increased fund-raising and service to all areas of campus through campus outreach has increased the workload. The office is doing targeted marketing to particular segments (individuals, businesses, specialized audiences, webpage) in each committee (Business Development, Special Events, Special Gifts, Planned Giving, and Scholarship) which increases the amount of direct mail, follow-up phone calls, stewardship letters, and committee meetings. The number of donor records to be managed has nearly doubled in the last five years. Personnel support in the office must grow to meet those needs. A half-time position is needed now. Currently the Foundation personnel has only increased at 6% per year over the last five years; however, at the current growth of the Foundation at 10% per year, a three-quarters or full-time personnel position will need to be added by 2011.

E. Are services being offered on-line? If yes, describe.

The Foundation provides a description of services offered on the Foundation web pages, such as ways to give, scholarship information, recent achievements by the Foundation, donors, board of directors and staff, and downloadable documents.

F. Reflect on your responses to *Section 2. Services*. If improvements are needed, write objectives on Schedule A Unit Plan.

### **3. Student Success and Equity**

A. Describe programs, practices, and services that support and enhance student and/or employee understanding and appreciation of diversity.

Culturally diverse groups have established scholarships through the Foundation. The scholarship program is administered by the Financial Aid Office who assure that a diversity of students are served by scholarships.

The NVCF Board Governance committee strives to include community members of diverse backgrounds and varying business/community sectors.

The faculty grants are administered by the Academic Senate Professional Development Committee who assure awards meet college goals.

The Foundation invites students to speak at, and attend, fund-raising events. Faculty and students are invited to make presentations at the quarterly meetings of the Foundation Board.

B. What methods are used by staff to address the needs of a diverse student population?

Scholarships are awarded on a non-discriminatory basis. The Foundation office has used the services of a variety of student groups (i.e. Puente, SSS, MESA, athletic teams) when putting on events for the community.

C. How does this office support student services within the college?

The Foundation office promotes events and opportunities sponsored by the college to our board members and committees. In our relationships with community businesses we recommend that they work with our Career Center and other relevant departments.

The Foundation actively seeks financial support for under-funded services (i.e. Upward Bound).

The Foundation replenishes the emergency loan fund each year, administered by the Financial Aid office. Students who have not received their financial aid packages may access one of three different emergency loan funds totaling \$6,000. Each year approximately \$2,000 is not repaid and the Foundation replenishes the unpaid portion to the loan fund.

D. What has the office done to formalize links with instructional programs?

The Foundation office has talked with campus departments to determine instructional needs which could be promoted to the community.

All instructional programs were represented in the Special Gifts instructional equipment campaign, also designed to meet the needs of Category 2 bond funding.

E. Reflect on your responses to *Section 3. Student Success and Equity*. If improvements or changes are needed, write objectives Schedule A Unit Plan Form.

#### **4. Enrollment Trends and Client Satisfaction**

A. Review available data and describe recent trends.

- Have there been significant fluctuations in the level of service over the past five years? If so, explain
- Are there external factors such as community demographics or the economy that have affected the program? What are the plans to address these factors?
- Are there internal factors that have affected the program? What are the plans to address these factors?

The Foundation's ability to raise funds relies on a strong economy, a successful track record of College programs and consistent & apparent marketing and public relations messages.

The Foundation strives to support all students, full and part-time; however, the majority of students who complete the Scholarship Application are full-time students.

The jump in construction costs related to the facilities bond motivated increased activity of board and staff to find resources to off-set costs.

B. How does the office/unit impact student enrollment and retention?

Foundation scholarships provide a much needed resource for many of our students. Although for some students it is a small amount, such as the price of a \$200 textbook, however, that textbook may be what allows a student to succeed in class and thus stay in college.

The Foundation is able to provide funding for state-of-the-art equipment, such as mannequin simulators in support of the health occupations, which provides the college an edge over other student educational choices which do not have the state-of-the-art equipment. Napa Valley College and Solano College received an \$8 million (over 5 years) state nursing grant in 2005-06; the donation of equipment from the Foundation helped provide a portion of the necessary community matching funds for the grant.

C. Review the hours of operation and the results of satisfaction surveys. Discuss whether the office/unit hours are scheduled appropriately to meet needs.

The office is open during standard college operating hours, 8:00 a.m.-5:00 p.m.. Additionally the Foundation staff attend other events outside the normal operating hours as needed to assist with fund-raising or friend-raising.

D. Discuss the results of the satisfaction survey identifying areas for improvement and continued success.

Overall our audience (administrators, board members, classified staff, full & part-time faculty and student) was satisfied with the services provided by the Foundation office (81%). Strengths identified included the friendly, professional, knowledgeable, hard-working staff; fund-raising for programs and scholarships; new fund-raising projects; and a dedicated board. Three-quarters of the respondents agreed or strongly agreed that the Foundation provides leadership, responds in a timely & professional manner, provides accurate, useful and high quality information, and is welcoming and accessible. More than 65% agreed or strongly agreed that the Foundation office communicates effectively, involves others in the decision-making process, is adaptable to current trends, is involved in effective community outreach and meets the needs of students, faculty and staff. The 10% who didn't know whether the Foundation office is welcoming and accessible and the 24% unknown/neutral response to informing and communicating with the campus community effectively indicates the Foundation office could improve their communication to the campus. Just barely over half of the survey respondents said they were involved or very involved, which means half the people don't feel very involved with the Foundation. Increased communication could change that perception in the future. Only one-third of the respondents have ever looked at our web page, however, those who have viewed it reported it's easy to use. Raising awareness about the Foundation through better communications was the most prevalent comment for improvement followed by seeking out campus needs. One respondent summed it up well: A challenge is to continue to balance support for existing programs/scholarships with support needed for new programs, building, etc. and new demands on the office.

E. Review client/staff ratios and financial data and describe recent trends.

The Foundation office has maintained 1.6 FTE since the late 1990s, and that was increased to 2.0 FTE in June 2005, approximately a 25% increase of personnel time. The Foundation raised \$482,000 in 2001 and \$665,000 in 2005, a 38% increase in the last five years. Scholarship awards have nearly doubled in 5 years times from \$100,000 to \$200,000. The number of gifts donated and the size of gifts have both increased in the last five years. The Foundation database has doubled from 3,000 individual records to 6,000. Personnel at this time are not keeping up with the growing fund-raising efforts.

F. Reflect on your responses to *Section 4 Trends and Satisfaction*. If improvements or changes are needed, write objectives Schedule A Unit Plan Form.

## 5. Community Outreach and Articulation

A. What recruitment/community outreach activities has the office engaged in or initiated?

Community outreach is a major focus of the Foundation. The Foundation participates in a partnership with The Community Foundation of Napa Valley, the Queen of the Valley Hospital Foundation, and St. Helena Hospital Foundation to sponsor four annual meetings per year for the professional community (CPA's, attorneys, financial planners). The mission of the Allied Professional Network is to strengthen that partnership by sharing education expertise and friendship.

The Foundation is partnering with seven other non-profit organizations in the community to hire a firm that specializes in planned giving education for our donors.

The Foundation supported the College's Measure N Bond Campaign and contributed money and time to assure the success of the campaign.

The Foundation board initiated the process toward bonding the Teaching Winery. State legislation was changed to allow sales of wine from community college winery programs. The bonding process is still underway.

The Foundation has established a Scholarship Club in order to attract individuals, organizations, and businesses to actively participate in scholarships every year. The Club has over 130 members. Scholarship donations were \$135,000 in 2001 and increased to \$191,000 in 2005. The goal for 2005-06 was \$150,000 and it broke the \$214,000 mark.

Unrestricted giving (Friends) was initiated in 2001 to allow the Foundation to continue with its mission. The Development Committee now raises over \$40,000 for unrestricted uses from donors who support the mission of the Foundation.

The Foundation Business Leaders Advisory Council was started in 2005 to connect business leaders with college leaders.

The Foundation office launched the Special Gifts Committee and corresponding fund-raising campaign in fall 2006 to enhance the bond projects. This has the potential to be a multi-million dollar campaign over several years. The Salon was begun in fall 2006 to reach those who support the arts. This is a new event that requires staff time

- B. What has the office/unit done to establish relationships with secondary schools and/or four-year institutions?

The Foundation provides scholarships to graduating high school seniors from all Napa County High Schools who plan to attend Napa Valley College.

The Foundation invites the District and County Superintendents to participate in the Business Leaders Advisory Council.

- C. What has the program done to establish relationships with businesses and community organizations?

The Foundation has established the Business Development Committee. They annually sponsor the Building Bridges and Honoring Excellence Awards event, as well as host the Business Leaders Advisory Roundtable which meets a couple times a year. Businesses have been honored with the Success Through Education Award and the Commitment to Education Award.

The Business Development Committee members have encouraged businesses who started scholarships to continue to enhance them and businesses who haven't started scholarships to start a scholarship or program endowment.

The Business Development Committee influenced an increase in contributions from businesses: from 66 businesses contributing \$48,000 in 2001 to 130 businesses contributing \$133,000 in 2005.

Additionally the Executive Director is participating in Leadership Napa Valley during the 2006-2007 academic year.

- D. Reflect on your responses in *Section 5 Community Outreach*. If improvements or changes are needed, write objectives Schedule A Unit Plan Form.

## 6. Accreditation and External Reviews

- A. Review the Accreditation Self-Study Planning Agenda, Accreditation Final Report, and results of previous program evaluations. Discuss the status of the recommendations of the review teams relevant to the office/unit and how the unit responded.

Not applicable

- B. Indicate the sources of information used in Question 6.A.

\_\_\_ Accreditation Self-Study Planning Agenda

\_\_\_ Accreditation Final Report

\_\_\_ Previous program evaluation recommendations/objectives

Not applicable

- C. Review the recommendations from any other licensing, evaluation, or accreditation bodies. Discuss the recommendations of the review teams relevant to the unit and how the unit responded.

Not applicable

- D. If this office/unit is responsible for maintaining ACCJC Accreditation Standards, attach a description of how NVC is addressing each standard. This information will be used in the next Accreditation Self Study.

Standard III, D, 2, e. All financial resources, including those from auxiliary activities, fund-raising efforts, and grants are used with integrity in a manner consistent with the mission and goals of the institution.

The Foundation has an extensive Investment & Finance Committee Financial Governance Issue policy to assure fiduciary responsibility of internal management of Foundation funds. Additionally the Investment & Finance Committee has extensive policy guidelines for the outside investments and expenditures of Foundation funds. Both of these policies are aligned to the Foundation and College mission and goals.

Annually the Foundation pays for a comprehensive external audit of the financial books.

- E. Reflect on your responses in Section 6. Accreditation and External Reviews and write objectives as needed for improvement on the Unit Plan form.

## 7. Resources

The results of program evaluation feed into the planning and budget process. Consider the staffing and financial data provided for your office, as well as the Unit Plan forms you completed during the evaluation, while answering the questions in this section. Requests should be linked to the 2005-2011 NVC Strategic Plan Goals and Objectives.

- A. **Staffing.** Summarize the staffing resource needs identified in the unit plans. Discuss any changes needed. Complete *Schedule B. Staffing* form as needed.

As the Foundation grows, increased staffing will need to be addressed. The Foundation is growing at about 10% per year, whereas the personnel have only grown at 6% per year. Personnel, at this time, are not keeping pace with the growth of the Foundation. In the last five years the Foundation has doubled the number of donor records to be managed, as well as doubled the amount of money coming in. A half-time position is needed now. If this trend continues, as the Foundation expects it will, the Foundation income will grow by 50% in the next five years, which means a three-quarters or full-time personnel position will need to be added by 2011.

- B. **Program Specific Equipment.** Discuss the strengths and weaknesses of the program-specific equipment available to enhance program success. What needs remain? What strategies are planned to meet those needs? Complete *Schedule C Request for Budget Augmentation* form, as needed.

The Foundation office needs the ability to access the reports and data prepared by the district for the Foundation.

The Foundation will need to work with the College to evaluate and acquire software with allows on-line donations and alumni cultivation.

- C. **Facilities Improvement/Renovation.** Discuss the strengths and weaknesses of the physical resources available to enhance the program success. What needs remain? What strategies are planned to meet those needs? Complete *Schedule F. Building Improvement/Renovation*, as needed.

Currently, the Foundation office has a student worker for 10 hours a week, but we do not have a workstation, nor do we have adequate storage space for donated items for auction or the bevy of materials we process via direct mail. A short-term solution until we move into the projected new office space after the library is built, would be to work with facilities to remove the small conference table, move the wine storage unit and place a work station in that place, if it were agreeable to office suitemates of Research, Planning and Development. Current Foundation committee meetings held at that conference table would have to find a new space on campus for holding meetings.

The Foundation office needs a meeting room for the 10 active committees which meet monthly, bi-monthly and quarterly. The campus bond renovation, if accomplished as planned, will address this need in the next five years, if that bond renovation move is not accomplished, this issue will need to be addressed.

- D. **Technology.** Discuss the strengths and weaknesses of the technology available to enhance program success. What needs remain? What strategies are planned to meet those needs? Complete *Schedule E. Request for Technology* form, as needed.

As the Foundation office works more closely with other departments, we are finding duplication of departmental database list management efforts, as well as out-dated contact information, not connected to the Datatel database. Recently we have worked cooperatively with the Fine & Performing Arts Department and the PE Department to send out mailings. In each case they maintained their own database mailing list (Excel or Access) outside of the Datatel system, as does the Foundation. It's difficult to determine which database, the department or the Foundation Office has the most current address of the prospects we're sending mail to. A campus-wide list management sharing system would benefit many departments.

E. **Professional Development.**

1. Using the results of the Faculty/Staff Accomplishments survey, summarize the professional development activities undertaken by staff.

The Executive Director and Assistant have attended the Network of California Community College Foundations symposium and the Council for Resource Development regional conferences. Additionally they have taken the Customer Service Training, Basic Skills for Supervisor Training, the Preventing Harassment & Discrimination Training and Interviewing Training. The Executive Director is participating in Leadership Napa Valley during 2006-07, and the Assistant will participate in 2007-08.

2. Based on the goals that resulted from this program evaluation, complete *Schedule F. Professional Development Needs* form to indicate what areas of focus have been identified for future staff development.

(Note: budget requests for Travel and Conference should be included in 7.G. Operational Budget)

F. **Learning Resources.** Discuss the strengths and weaknesses of the learning resources (i.e. books, periodicals, videos, etc.) available to enhance the program. What needs remain? What strategies are planned to meet those needs? Complete *Schedule G Learning Resources Needs* form.

Not applicable

G. **Operational Budget.** Are operational funds appropriate to enhance program success? If not, how would additional operational funds be used to enhance program success? Complete *Schedule H. Request for Budget Augmentation* form, as needed.

Not applicable

#### H. **Budget**

1. Since the last review, what percentage increase or decrease has occurred in the budget?

The Foundation budget is separate from the College Budget. It is developed in coordination with Foundation Board Committees.

2. Are the funds adequate?

3. What progress has been made by the office to obtain funds or donations to enhance the budget?

4. Based on the objectives on Schedule A, what budget changes are needed? What strategies are planned to meet those needs? Complete budget request forms as needed

## Program Evaluation Summary for NVC Foundation

Complete the following sections based on the program evaluation completed. This summary will be forwarded to the Planning Committee after the verification phase is complete.

Program Achievements (major achievements, changes, implementations, progress since last program review)

- Conducted a feasibility study and developed a long-range plan. Conducted two board retreats to set measurable, achievable short-term goals with an active on-going review process. Realigned committee structure to support Foundation goals. Worked with the Foundation leadership to clarify roles and specific responsibilities of staff and board.
- Increasing staff from 1.5 FTE to 2 FTE and a student worker 10 hours per week.
- Created a Business Development Committee to develop community business contacts. Held two Building Bridges events and two Business Leaders Advisory Roundtables.
- Engaged the community in serving on Foundation committees.
- Partnered with faculty to fund program needs (i.e. \$75,000 for simulator mannequins) and support their fund-raising efforts.
- Increased the total amount available for faculty grants and changed the faculty grants to provide the same funding for conferences as equipment.
- Hosted Instructional Excellence Day events and held an Annual Dinner on campus.
- Supported the Measure N Bond Campaign.
- Launched a Special Gifts Campaign to support the bond projects.
- Developed marketing materials to promote the Foundation and giving opportunities for the College.
- Partnered with the Grants office for the Auction Napa Valley \$184,000 nursing expansion grant.
- Created the Scholarship Club to encourage annual donations to scholarships.
- Engaged Foundation Board members in the bonding of the Teaching Winery.
- Partnered with other community non-profits to conduct charitable estate planning with our donors.
- Increased the level to establish an endowment from \$5,000 to \$10,000.
- Expanded the Foundation web pages.
- Developed an annual unrestricted giving campaign, Friends of Napa Valley College.

Strengths (unique characteristics, special capacities)

- Friendly, professional, knowledgeable, hard-working staff.
- Dedicated, well-connected Board.
- Support from the College President.
- New ideas toward fund-raising.

Challenges (concerns, difficulties, areas for improvement)

- Raising awareness about the Foundation through better communications.
- Balancing support for existing programs/scholarships with support needed for new programs, building, etc. and new demands on the office.
- Need additional support staff position; negotiating reworking office space to accommodate staff position.

Optional: What additional data, if any, would have been helpful to effectively evaluate the program?

The program evaluation report is reviewed by the program faculty or staff, signed by the program evaluation chair and division chair or supervisor, and forwarded to the Office of Research, Planning and Development by \_\_\_\_\_, 2005, for the verification phase.

<b>Program Evaluation Chair Signature:</b> _____
<b>Division Chair/Supervisor Signature:</b> _____
<b>Date:</b> _____

### Verification Phase

The verification team will review the Program Evaluation Report for accuracy and completeness, and the process used to develop the report (see verification team duties). The program evaluation will be verified by \_\_\_\_\_, 2005. Once the report is verified and shared with the PEP team, it is forwarded to the appropriate Vice President or President (for administrative services) by \_\_\_\_\_, 2005.

<b>Verified On:</b> _____
<b>Verification Committee Signatures:</b> _____

### Acknowledgement Phase

The Vice President (or president for administrative services) reads and acknowledges the program and planning document and sends a letter to the program team and discipline/program faculty or staff, with copies to the Academic Senate President, the Planning Committee, and the President of the college (who will forward them to the Board of Trustees). The Vice Presidents and/or President will use program review results to (1) base discussions and decision making on data and evaluation provided by program evaluation; (2) inform program planning; and (3) advocate for program needs.

<b>Vice President/President</b> _____
<b>Date Letter Sent:</b> _____
<b>Recommend review in 2 years:</b> <b>Yes</b> <b>No</b>

## **Program Evaluation and Planning Professional Development Information**

*All full time faculty and regular staff in each program undergoing Program Evaluation and Planning are instructed to fill out one copy of this survey. This information is to be used in Section 7, Professional Development Resources.*

Name Sonia Wright & Kathy Baird  
Program NVC Foundation

Please list the notable flex activities, workshops and/or courses you have attended in the past 6 years in the following categories. Attach additional page if necessary.

- Customer Service Training modules, Oct.-Nov. 2005. (Kathy, Sonia)
- Network for California Community College Foundation's Symposium, Oct. 5-7, 2005. (Kathy, Sonia)
- Webinar on e-mail marketing, Feb. 13, 2006 (Kathy, Sonia)
- Foundation Board retreats (Kathy & Sonia)
- Academic classes in accounting and statistics (Kathy)
- TLC laptop workshop (Kathy)
- Planned Giving Symposium & Gift Annuity Symposium, 2000 (Kathy)
- Investment workshop, 2004 (Kathy)
- MyNVC web page management training, Feb. 22, 2006 (Kathy)
- Hiring committee training, April 2006. (Kathy)
- Web user training for the campus platform, March 2006. (Kathy)
- Council for Resource Development Region X Conference, April 25-28, 2006. (Sonia)
- Zoomerang workshop, March 1, 2006. (Sonia)
- Basic Supervisory Skills, October 2006 (Sonia)
- Leadership Napa Valley, 2006-2007 Academic year. (Sonia)

Please list the professional activities (grants, sabbaticals, scholarly projects, research, publications, presentations) you have completed in the past 6 years. Attach additional page if necessary.

Please list the campus committees and/or other activities you have been a member of in the past 6 years:

- NVC Foundation has 10 committees of which Sonia and Kathy assist and participate in.
- Program verification team review spring 2006. (Sonia)
- NVC-ACP Union Treasurer. (Kathy)

Please list any professional organizations and/or community organizations in which you are a member.

- Network for California Community College Foundation (Sonia & Kathy)
- Council for Resource Development (Sonia)
- American Association of University Women, Napa County Branch (Sonia)
- Leadership Napa Valley Class XX (Sonia)
- Leadership in Parent Club organization at children's schools (Kathy)

Identify professional development needs (*use format from TLC form*)

- Organizational/Group Dynamics
- Graphic Design Tools/Software Training