Napa Valley Community College District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
September 10, 2015

4:00 PM (by Addendum One) Call to Order & Closed Session, Room 1538 – Board Room
6:00 p.m. (approximate time) Return to Public Session, Room 1538 – Board Room
6:15 p.m. Public Hearing on 2015/2016 Adoption Budget, Room 1538 – Board Room

Building 1500 – McPherson Administration Building
2277 Napa-Vallejo Highway
Napa, California 94558

1.0 CALL TO ORDER
Board Chair Dan Digardi called the meeting to order at 4:03 p.m.

1.1 Roll Call
Present: Dan Digardi, Rafael Rios, JoAnn Busenbark, Mary Ann Mancuso, Kyle Iverson, Michael Baldini, Amy Martenson, Gabriel Sanchez (Public Session)

Absent: none

2.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
Board Chair Dan Digardi opened Public Comment on Closed Session agenda items and, finding none, closed Public Comment and convened to Closed Session.

3.0 CLOSED SESSION
Following any public comments regarding closed session items, the board will go immediately into closed session to consider and/or take action upon any of the following items:

3.1 With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957, PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Superintendent/President
Review/Evaluation of Superintendent/President Goals

3.2 With respect to every item of business to be discussed in closed session pursuant to Government Code 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
3.3 With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957, PUBLIC EMPLOYMENT Titles:
- Mathematics Instructor (temporary, full-time faculty leave replacement for 2015-2016)
- Interim Coordinator, Business and Entrepreneurship Center (classified administrator)
- Child Care Food Program Assistant (classified)
- Child Development Center Assistant (classified, 4 positions)
- Credit Program Technician (classified)
- Secretary III, Health Occupations (classified)

3.4 With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54956.8: Conference with Real Property Negotiator Property: 1360 Menlo Avenue, Napa, CA 94558 Napa Valley Community College District Negotiator: Ronald Kraft, Ph.D. Under Negotiation: Price and Terms of Payment

3.5 With respect to every item of business to be discussed in closed session pursuant to Section 54956.8: Conference with Real Property Negotiator Property: 6463 Dry Creek Road, Napa, CA 94558 Napa Valley Community College District Negotiator: Ronald Kraft, Ph.D. Under Negotiation: Price and Terms of Payment

3.6 With respect to every item of business to be discussed in closed session pursuant to Government Code 54957(b): Hearing of complaints or charges pertaining to an employee.

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

4.0 RETURN TO PUBLIC SESSION
Board Chair Dan Digardi reconvened to Public Session at 6:25 p.m.

4.1 Announcement of Items from Closed Session
Board Chair Dan Digardi reported that, per the District’s policy and regulation BP/AR 2435 – CEO Evaluation, the Board is to report out whether the annual evaluation of Superintendent/President is satisfactory or unsatisfactory. No other rating level is provided and no comment is to be made regarding the details of the evaluation. Consistent with this process, Mr. Digardi reported that the Board had conducted the annual evaluation and found the Superintendent/President’s performant to be satisfactory. Mr. Digardi thanked President Ronald Kraft for his continued service and leadership.

Mr. Digardi further reported that the Board had acted unanimously in closed session to approve public employment for the following individuals.

Lisa Nussdorfer – Mathematics Instructor
Jovita De La Cruz – Child Care Food Program Assistant
Mr. Digardi reported that the Board had received one bid from public agencies on the college’s real property located at 1360 Menlo Avenue. The bid received was not satisfactory and the District will not open the bidding to all parties.

Lastly, Mr. Digardi announced that the Board had unanimously approved a three year compensation agreement with the Administrative Senate. The terms of the agreement were retroactive in year one and included a three percent increase to the Administrative/Confidential salary schedule, renaming Steps G and H to Longevity Increments L1 and L2, and an increase to the L2 step of two and one-half percent. For 2016-2017, the salary schedule shall be adjusted to reflect a five percent increase between each step at each range. In 2016-2017 and 2017-2018 the District and senate will prepare for and conduct a classification/compensation study.

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

4.3 Adoption of Agenda
Board Chair Dan Digardi reviewed known changes to the agenda as listed below.

Defer Item 10.1 – Approval of Minutes of the August 13, 2015 Regular Meeting to the October meeting.

Delete BP 5010 – Admissions and Concurrent Enrollment from Item 11.4 – 1st Reading of New/Revised Policies.

Trustee Mary Ann Mancuso motioned to adopt the agenda with the above changes. Student Trustee Gabriel Sanchez seconded the motion and it carried by unanimous vote.

5.0 PUBLIC HEARING – 2015-2016 Final Budget for Napa Valley Community College District
Board Chair Dan Digardi opened a Public Hearing on the 2015-2016 Final Budget at 6:31 p.m. Mr. Digardi invited members of the public to address the Board and, finding none, closed the Public Hearing. This hearing was held to allow for public comment on the proposed budget as required by California Title 5 Administrative Regulations, Section 58300. The proposed 2015-2016 Final Budget was noticed for public inspection beginning September 1, 2015. The proposed budget was available for public inspection in the Administrative Services office (Room 1542, Building 1500) during normal business hours.

6.0 APPROVAL OF FINANCIAL DOCUMENTS

6.1 2015-2016 Adoption Budget for Napa Valley Community College District
The Board of Trustees adopted the 2015-2016 Adoption (Final) Budget as presented following a powerpoint presentation by Budget Committee Co-Chairs Jeanine Hawk and Julie Hall and Vice President of Instruction Terry Giugni. Trustee JoAnn Busenbark motioned to adopt the budget. Trustee Kyle Iverson seconded the motion and it carried with all trustees voting in favor except Trustee Amy Martenson who
abstained. The complete 2015-2016 Adoption Budget document was distributed to trustees, budget center managers, and constituent group presidents on September 11, 2015. The proposed 2015-2016 Adoption Budget was presented at a campus forum on August 27, 2015. The budget was developed through Budget Committee review and was recommended to the President at the September 4, 2015 Budget Committee meeting.

7.0 PUBLIC COMMENT — GENERAL
Board Chair Dan Digardi opened Public Comment at 7:32 p.m. and, finding none, closed Public Comment.

8.0 CONSTITUENT GROUP REPORTS
8.1 Academic Senate Report – Amanda Badgett, president
Ms. Badgett reported on an interview with Jeff Schechtman, president of Napa Broadcasting, and an informal survey circulated to faculty regarding the Main Campus Master Plan and a potential bond. Ms. Badgett asked the Board to consider constituent group input before acting on large scale plans.

8.2 Administrative/Confidential Senate Report – Ken Arnold, president
Mr. Arnold, thanked the Board for recognizing the valuable contributions of the Administrative/Confidential staff and approving revisions to the salary schedule.

8.3 Associated Students of Napa Valley College Report – Eleni Tham, president
Alexander Redman, senator for facilities and technological infrastructure, reported on new members on the associated student board, club rush, an upcoming Halloween event, and improvements to the student activities center.

8.4 Classified Association Report – Jan Schardt, president
Ms. Schardt, expressed concerns related to shared governance processes and timelines. Ms. Schardt also thanked the Board for approving employment for three part-time employees who had become eligible for permanent status.

8.5 Classified Senate Report – Christopher Farmer, president
Mr. Farmer announced that the new employee of the month was Ana Montanez, custodian. Mr. Farmer also shared classified staff’s desire to engage in professional development activities and participate more fully in Flex Day.

8.6 Faculty Association Report – Dianna Chiabotti, president
Ms. Chiabotti reported on a productive meetings with Vice President of Instruction Terry Giugni on campus harmony and Vice President of Administrative Services Jeanine Hawk on budget. Ms. Chiabotti expressed concerns related to an email President Ronald Kraft sent his CEO listserve exploring development of student housing. Ms. Chiabotti also expressed concern related to consultant expenses.

9.0 SUPERINTENDENT/PRESIDENT’S REPORT
9.1 President’s Report
President Ronald Kraft summarized his written report that included a NASA grant award to Napa Valley College students, the Transfer Fair, and ongoing Chancellor’s Office conversations related to an accreditation task force.
9.2 Napa Valley College Foundation Report
Bill Hardy, president of the NVCF, reported on the development of a wine industry
group to evaluate the possible roles the foundation could play in supporting the
Viticulture & Winery Technology program. Mr. Hardy also reported on new
foundation board members and the hiring of a part-time office assistant.

9.3 Vice Presidents’ Reports
Vice President of Instruction Terry Giugni reported that faculty were working hard at
the start of the semester and welcomed students back to campus. Dr. Giugni also
shared expectations that enhanced non-credit offerings, and associated revenue, would
be increased in the coming year. He thanked Curriculum Committee members and
others for the work that has led to the college exceeding compliance requirements
related to associate degrees for transfer.

Vice President of Student Services Oscar de Haro reported on a successful Transfer
Day that saw representatives from over 50 colleges and several hundred high school
students in attendance.

9.4 Strategic Communications Report
Board Chair Dan Digardi directed the Board and public to the written report included
in the backup packet.

10.0 APPROVAL OF MINUTES
10.1 August 13, 2015 Regular Meeting
This Item was deferred to a future meeting during adoption of the agenda.

11.0 INFORMATION/DISCUSSION ITEMS

11.1 Accreditation Update
Accreditation Steering Committee Co-Chair Robyn Wornall, dean of Research
Planning and Institutional Effectiveness, provided an update to the Board of Trustees
on the District’s accreditation efforts including the self-evaluation report, quality
focus essay, and annual report, as well as expectations related to the evaluation team
visit scheduled for September 28, 2015 through October 1, 2015.

11.2 Potential General Obligation Bond & Timeline
Per the request of the Board, this item was placed on the agenda to allow continued
discussion of the Measure E After Action Report and a potential new bond measure.

Mary Shea, co-chair of the Planning Committee, addressed the Board and referenced
Strategic Plan goal 2 (promote a culture of connectedness and inclusivity) while
complimenting President Ronald Kraft and Vice President of Instruction Terry Giugni
on effective Flex Day activities including a luncheon. Ms. Shea juxtaposed this team
oriented effort with the section of the After Action Report describing a lack of
communication with campus constituencies.

Ann Gross, profession of Speech Communications and past president of the Academic
Senate, referred to a systematic shortcoming addressed in the After Action Report
related to a highly compressed decision making timeframe. Ms. Gross advised that
further dialogue was needed to cement stakeholder support and finalize any plan.
The Board and constituent group leaders engaged in general discussion of the sample bond election timeline, educational and facilities master planning timelines, space needs, concerns related to a potential campaign and election, and next steps. This item will return for further discussion at the next Regular Meeting.

11.3 Consent Calendar Reformat
This item was placed on the agenda to allow discussion of a proposed change to the Consent Calendar section of the Board of Trustees Regular Meeting Agenda. Vice President of Administrative Services Jeanine Hawk reviewed the proposed new format for contract and agreement listing that was included in the backup packet. The Board reached general consensus on utilizing a table format for contracts and agreements on the Consent Calendar.

11.4 1st Reading of New, Revised or To Be Repealed Board Policies
This was the first reading of the following new or revised board policies:

<table>
<thead>
<tr>
<th>Policy #</th>
<th>Notes/Status</th>
<th>Policy Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP 2720</td>
<td>Revised</td>
<td>Communications Among Board Members</td>
</tr>
<tr>
<td>BP 3500</td>
<td>Revised</td>
<td>Campus Safety</td>
</tr>
<tr>
<td>BP 3501</td>
<td>New</td>
<td>Campus Security and Access</td>
</tr>
<tr>
<td>BP 3510</td>
<td>Revise</td>
<td>Workplace Violence Plan</td>
</tr>
<tr>
<td>BP 3515</td>
<td>New</td>
<td>Reporting of Crimes</td>
</tr>
<tr>
<td>BP 3518</td>
<td>New</td>
<td>Child Abuse Reporting</td>
</tr>
<tr>
<td>BP 3520</td>
<td>New</td>
<td>Local Law Enforcement</td>
</tr>
<tr>
<td>BP 3530</td>
<td>New</td>
<td>Weapons on Campus</td>
</tr>
<tr>
<td>BP 3550</td>
<td>Revised</td>
<td>Drug Free Environment and Drug Prevention Program</td>
</tr>
<tr>
<td>BP 5040</td>
<td>Revised</td>
<td>Admissions and Concurrent Enrollment</td>
</tr>
</tbody>
</table>

This policy was removed from the agenda during adoption of the agenda.

<table>
<thead>
<tr>
<th>Policy #</th>
<th>Notes/Status</th>
<th>Policy Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>H0130</td>
<td>Repeal</td>
<td>Accredited Degrees</td>
</tr>
</tbody>
</table>

Continued next page...
<table>
<thead>
<tr>
<th>Policy #</th>
<th>Notes/Status</th>
<th>Policy Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>H0320</td>
<td>Repeal (superseded by H2420 and Classified Collective Bargaining Agreement)</td>
<td>Fitness Program for Staff</td>
</tr>
<tr>
<td>H0612</td>
<td>Repeal &amp; convert to AR 7132 (to become an AR under Compensation policy)</td>
<td>Overtime &amp; Extra Pay</td>
</tr>
<tr>
<td>H0650</td>
<td>Repeal &amp; convert to AR 7131</td>
<td>Payroll Errors</td>
</tr>
<tr>
<td>H0860</td>
<td>Repeal (obsolete, no longer a college practice)</td>
<td>Staff Release Time for Trips &amp; Tours Escort Program</td>
</tr>
</tbody>
</table>

In keeping with board policy D1140 – *College Governance, Decision Making, and Responsibilities*, these policies were reviewed through the Council of Presidents and, as appropriate, by the Mutual Agreement Committee. It is anticipated that the Board will take action on these policies at the October 2015 Regular meeting. (Kraft)

Trustee Mary Ann Mancuso asked about the lack of disciplinary measures in BP 3530 – Weapons on Campus in comparison to the consequences spelled out in BP 3550 - Drug Free Environment and Drug Prevention Program. Ken Arnold, police chief for the Napa Valley College Police Department facilitated discussion of policy language in relation to the penal code. Ms. Mancuso requested additional language in BP 3530, or the associated Administrative Regulations, to address consequences related to violations of the policy.

Following general discussion of BP 27200 – Communications Among Board Members, the Board reached consensus on removing section six as it was deemed to not address communications and would be better suited for inclusion in another policy.

### 12.0 CONSENT CALENDAR
The items listed on the Consent Calendar are considered to be routine matters requiring approval or ratification by the board. They are accepted or approved by a single motion without discussion.

M/S/C (Sanchez, Rios) with all trustees voting in favor except Trustee Michael Baldini who abstained on the grounds of potential conflict of interest due to a payment included in the approval of warrants to a sporting goods store owned by a member of his family.

Board Chair Dan Digardi called a ten minutes recess at 9:30 p.m.

### 12.1 Ratified Financial Documents

#### 12.1.1 Approved Warrants for August 31, 2015

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund (Fund: 11, 12)</td>
<td>$1,567,933.40</td>
</tr>
<tr>
<td>Child Care Fund (Fund: 33, 35)</td>
<td>$3,517.29</td>
</tr>
</tbody>
</table>
| Capital Outlay Projects Fund  | $90,500.00      | (Fund: 41)
12.1.2  Approved Total Gross Payroll
August 31, 2015  $2,214,697.03

12.2  Personnel Document of September 1, 2015

12.3  Dwight David Eisenhower Community College Transportation Fellowship Program 2015
The Board of Trustees approved an agreement with the U.S. Department of Transportation Federal Highway Administration for the Dwight David Eisenhower Community College Transportation Fellowship awarded to the college’s Mathematics, Engineering and Science Achievement (MESA) program. Four participating students will receive grant funds in the amount of a $3,500 paid stipend and a $1,500 travel stipend to attend a January 2016 conference for a total of $5,000 per student, or $15,000, for the academic year. There are no direct costs to the District.

12.4  Contract with Tour Resource Consultants - Study Spanish in Salamanca, Spain
The Board of Trustees approved a contract with Tour Resource Consultants for the purpose of providing an opportunity for students enrolled in SPAN 110, SPAN 111, SPAN 130, SPAN 131, SPAN 260, SPAN 261 and SPAN 282 to study abroad in Salamanca, Spain from June 10 through July 2, 2016. The maximum cost to the student $2,370. The agreement requires a minimum of 15 participating students. There are no direct costs to the District for the travel services in this contract.

12.5  Participation in the Chancellor’s Office Tax Offset Program
The Board of Trustees approved participation in the Chancellor’s Office Tax Offset Program (COTOP) to allow staff to proceed with contract negotiations for the purpose of collecting outstanding debt owed to Napa Valley Community College District through the State Franchise Tax Board’s Interagency Offset Program.

12.6  Contract with Vallejo Unified School District at Dan Mini Elementary School
The Board of Trustees approved a contract with Vallejo Unified School District for Dan Mini Elementary School to become an internship site for the purpose of providing internships to eligible students in the Human Services Program. The term of this agreement will be from September 10, 2015 until terminated by either party. There is no exchange of funds associated with this contract.

12.7  Memorandum of Understanding and Addendum with Butte-Glenn Community College District - OpenCCCApply Institution Participation
The Board of Trustees ratified a memorandum of understanding and approved an addendum with Butte-Glenn Community College that relates to the online electronic admission application system known as CCCApply and the CCC federated student account system known as OpenCCC, collectively both systems are known as OpenCCCApply. The term of the MOU was from January 23, 2014 through June 30, 2015. The term of the addendum is from July 1, 2015 to June 30, 2018. There are no direct costs to the District.
At 9:26 p.m., Board Chair Dan Digardi reordered the agenda and invited those members of the public wishing to present information on a proposed expansion of Syar Industries to address the Board.

Item 14.1

**Agenda Request by Members of the Public - “Stop Syar Expansion”**

In accordance with Board Policy BP 2340 – *Agendas*, this item was placed on the agenda at the request of members of the public (Kathy Felch, Richard Blair, Steven Booth, Sandra Booth, and Julia Winiarski). This item allowed the Board to receive a presentation related to the impacts of the Syar project on the environment adjacent to the main campus and in the valley in general. It was requested by members of the “Stop Syar Expansion” board that Napa Valley College adopt a resolution urging Napa County and the Napa Planning Commission to adopt a “No Project” option as outlined in an Alternative Analysis Memo of July 2015 authored by Donald Barrella, Planner III, County of Napa. Sandra Booth, Steve Booth, Kathy Felch, Dan Mufson, James Hinton, and Glynda Velasco addressed the Board. The Board did not take any formal action on the proposed project.

13.0 **ACTION ITEMS**

13.1 **Board of Trustees Self-Evaluation and 2015/16 – 2017/18 Board Goals**

This item was placed on the agenda to allow continued discussion of the Board’s biennial self-evaluation and consideration of proposed Board Goals for 2015/16 to 2017/18. This item was carried forward from the August 13, 2015 Regular Meeting. (Digardi/Kraft)

Trustee JoAnn Busenbark motioned to approve the proposed Board Goals for 2015/16 to 2017/18. Ms. Busenbark’s motion did not receive a second and she motioned to defer consideration of the goals until the October meeting. Trustee Amy Martenson seconded the motion and it carried by unanimous vote. Board Chair Dan Digardi asked for volunteers to form an ad hoc committee to review and revise the proposed goals. Ms. Martenson, Trustee Mary Ann Mancuso and Trustee Kyle Iverson were appointed to the ad hoc committee.

13.2 **Changes to the Curriculum**

It was recommended by the Curriculum Committee and Vice President of Instruction Terrence Giugni that the Board of Trustees approve changes to the curriculum as presented.

M/S/C (Busenbark, Mancuso) by unanimous vote to approve changes to the curriculum as presented.

13.3 **New or Revised Board Policies (2nd Reading)**

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

Chapter 4 – Academic Affairs

- BP 4040 – Library and Other Instructional Services (revised since adoption on 7/9/15)

M/S/C (Busenbark, Iverson) by unanimous vote to adopt revisions to BP 4040 as presented.
13.4 Board Policy Manual – Administrative Regulations for Chapter 2 – Board of Trustees
It was recommended that the Board of Trustees approve new and revised Administrative Regulations related to Chapter 2 of the Napa Valley College Board Policy Manual listed below.

Chapter 2 – Board of Trustees
- AR 2320 - Special & Emergency Meetings

M/S/C (Busenbark, Baldini) by unanimous vote to approve AR 2320 as presented.

14.0 INFORMATION – PUBLIC REQUEST FOR AGENDA ITEM

14.1 Agenda Request by Members of the Public - “Stop Syar Expansion”
This item was reordered to follow Item 12.7.

15.0 BOARD REPORTS

15.1 Standing Committee & Other Appointment Reports
15.1.1 Viticulture & Winery Foundation Board of Directors (Rios)
No report

15.1.2 Redevelopment Oversight Committee (Busenbark)
No report

15.1.3 Legislative Committee (Digardi, Mancuso, Sanchez)
Board Chair Dan Digardi and Trustee Mary Ann Mancuso summarized the work of the committee to date. A purpose statement and meeting calendar will be forward to the Board for discussion at the next Regular Meeting.

15.2 Ad Hoc Committee Reports
15.2.1 Communications (Baldini, Martenson)
Board Chair Dan Digardi dissolved this committee following confirmation that the work of the committee was complete.

15.2.2 Accreditation (Digardi, Baldini, Busenbark)
No report. It is projected that this committee will remain active until completion of the Accreditation Site Visit on October 2, 2015.

15.2.3 BP 2720 – Communications Among Board Members Review (Digardi, Busenbark, Iverson)
Board Chair Dan Digardi dissolved this committee following confirmation that the work of the committee was complete.

15.3 Trustee Reports

Trustee Amy Martenson requested a report on energy usage and proposed further inquiry into additional solar panels on campus. Ms. Martenson described a “no cost” solution that Napa Valley Unified School District is utilizing. Utility cost savings would assist with the expected budget shortfall.
Ms. Martenson reported that she and 35 high school students had participated in Transfer Day on the college campus and advised that many students would be interested in a tour of the police academy. Ms. Martenson described the transfer event as beneficial and a success.

Trustee Michael Baldini thanked staff for information on a continuing education course.

Trustee Mary Ann Mancuso reported on a meeting of the Napa Solano Central Labor Council and a recent conversation with California State Superintendent of Public Instruction Tom Torlakson related to Proposition 30. The proposition will sunset without a ballot initiative.

Trustee Kyle Iverson thanked constituent group representatives for their input and the administration for its handling of a recent crime on campus.

Student Trustee Gabriel Sanchez thanked staff for a helpful and inspirational Transfer Day. Mr. Sanchez advised that he believes the Board should discuss the recent assault on campus as some members of the student body were anxious about their personal safety. Mr. Sanchez thanked staff for responding quickly to the report and for providing counseling services to students.

15.4 Board Chair Report
Board Chair Dan Digardi reported on a recent apprenticeship meeting and suggested the college host an apprenticeship fair in the future. Mr. Digardi also attended a meeting of the Napa County Alliance on Aging where classes of interest to older adults was discussed.

16.0 CONTINUANCE OF CLOSED SESSION (as needed)
None required.

17.0 ANNOUNCEMENT OF FUTURE MEETING(S)
Board Chair Dan Digardi announced the future meeting below.
17.1 October 8, 2015, Regular Meeting

18.0 ADJOURNMENT
Board Chair Dan Digardi adjourned the meeting at 10:49 p.m.