Napa Valley Community College District
MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
April 19, 2012

5:30 p.m. Recognition of Classified Staff and Closed Session, Room 1538 – Board Room
6:30 p.m. Return to Public Session, Room 1538 – Board Room

Building 1500 – McPherson Administration Building

1.0 CALL TO ORDER 5:30 p.m.

1.1 Roll Call
Members Present: Michael Baldini, JoAnn Busenbark, Brenda Knight, Bruce Ketron, Tom Andrews, Steve Reinbolt, and Bill Blair

Members Present for Public Session: Ruscal Cayangyang, student trustee

Members Absent:
Staff Present for Public Session: Edna Baehre-Kolovani, Sue Nelson, John Nahlen, Oscar DeHaro, Ann Gross, Maria Villagomez, Valerie Exum, Dixie Larson, and Robyn Wornall

1.2 Adopt Current Agenda
Trustee Bruce Ketron moved to remove item 10.6 - Approval of Agreement #28513 with the State of California, Department of Rehabilitation from the Consent Agenda. The motion was seconded by Student Trustee Ruscal Cayangyang. Mr. Ketron amended his motion to also remove a Closed Session agenda item to hire for the position of Counselor/Articulation Officer (tenure-track faculty). Mr. Cayangyang seconded the amended motion and it carried.

2.0 Adopt Resolution in Honor of Napa Valley College Classified Professionals Including Those Who Have Achieved 15 or More Years of Service
At its June 16, 2006 meeting, the Board of Trustees approved designating time each April to celebrate Napa Valley College classified professionals and the contributions they make to our educational community. In addition to the reading of this resolution, there will be an event on April 20, 2012 where a PowerPoint highlighting classified appreciation feedback forms will be shown, lunch will be served, and door prizes will be awarded. Thirty-five classified professionals, identified in the resolution, have reached or exceeded 15 years of service at Napa Valley College. To honor these individuals, their portraits have been installed on the Classified Appreciation board outside of the Classified Staff Lounge.

Board Chair Michael Baldini welcomed the audience and thanked everyone present participating in the day’s activities, including the Building 1300 Open House and this opportunity to honor classified staff. He thanked the classified staff for their dedication, hard work and focus on the college’s mission. Mr. Baldini then read a Resolution honoring classified staff into the record.

3.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
Board Chair Michael Baldini invited comment on closed session. Finding none, Mr. Baldini closed public comment and adjourned to Closed Session at 5:45 p.m.

4.0 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:

With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
Title(s):
Counselor/Articulation Officer (tenure-track faculty)
IT Network Specialist (classified)

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

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

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

5.0 RETURN TO PUBLIC SESSION 6:30 p.m.

5.1 Pledge of Allegiance
Board Chair Michael Baldini led the Pledge of Allegiance.

5.2 Announcement of Items from Closed Session
Board Chair Michael Baldini announced that the Board had taken action in Closed Session to hire Timothy McDowell as a 1.0 FTE IT Network Specialist, at Range 24.5, Step B, and that he would begin work in the Institutional Technology department of April 23, 2012.

5.3 Introduction of New Staff and Guests
Board Chair Michael Baldini solicited introductions of any new staff or guests in the audience and found none.

5.4 Announcement of Future Meetings
The Board reviewed the following upcoming meeting dates.
May 17, 2012, Regular Meeting (tentative date)
June 14, 2012, Regular Meeting
July 12, 2012, Regular Meeting
Trustee Brenda Knight requested that the meeting of May 17, 2012 be rescheduled to May 16, 2012. The trustees agreed to change the meeting date to May 26, 2012.
6.0 PUBLIC COMMENTS — GENERAL

Board Chair Michael Baldini opened Public Comment at 6:50 p.m.

Eileen Tejada, Professor of English, introduced herself and said that she was serving her third term as a commissioner with the Accrediting Commission for Community and Junior Colleges. She responded to a recent letter from the Academic Senate leadership to the Board of Trustees. Ms. Tejada disagreed with several points in the letter and explained her reasoning. Ms. Tejada said that she would forward a copy of her statement to the President’s Office for inclusion with the minutes. Her statement is attached to and included in these minutes.

Jose Sanchez, President of the Classified Union, made a statement to the Board. That statement is attached to and included in these minutes.

Mark Cratty from the college’s Institutional Technology department addressed the Board regarding Shared Governance and campus climate. Mr. Cratty’s statement is attached to and included in these minutes.

Elizabeth Hall, a first year student at the college, addressed the Board regarding offered summer math classes and the lack of a trigonometry course. She said that she had been advised by her instructors to take trigonometry over the summer but no trigonometry class was offered this summer. She explained that trigonometry is necessary for Physics 120, which she planned to take in the fall – the only time it is offered. Ms. Hall explained that her entire education plan would be pushed out by a full year. Ms. Hall said she had investigated the possibility of private fundraising to support a trigonometry class but had been told by her instructors that private funding was not allowed.

David Carrasco and Jorge Gonzalez introduced themselves as Napa Valley ethnic studies advocates and said that they were involved as volunteers in an organization of students, parents, and educators. Mr. Carrasco said that research shows ethnic studies programs increase success rates of students and provide greater knowledge of other people’s ethnic background. Mr. Gonzalez invited the Board to attend a screening of Precious Knowledge, a documentary addressing Arizona’s ban on ethnic studies.

Mr. Baldini closed Public Comment at 7:23 p.m.

7.0 SUPERINTENDENT/PRESIDENT’S REPORT

President Edna Baehre-Kolovani said that she had no report this evening.

8.0 CONSTITUENT GROUP REPORTS

- Classified Association Report
  Dixie Larson, representing Classified Association President Jose Sanchez, offered her gratitude to departing President Edna Baehre-Kolovani and said that her tenure at the college had brought great change. Ms. Larson described the president as open and cooperative and said that our loss was Tidewater College’s gain. Ms. Larson also said that Classified Staff were pleased that the Board had approved the filling of the Institutional Technology specialist position. She also expressed gratitude to the board for their efforts to honor Classified Staff.

- Classified Senate Report
  Classified Senate President Valerie Exum had no report.

- Administrative Senate Report
Robyn Wornall, Administrative Senate President, said the senate was working on an ethics policy and was reviewing recently distributed policy revisions, along with other constituency groups. Ms. Wornall also said that the senate was working on several issues through the mutual gains process.

- Associated Students of Napa Valley College Report
Alex Shantz, President of the associated students, said that had recently endorsed Jerry Brown’s tax measure and asked that the Board consider doing the same. He said that the students have organized a petition urging the addition of a trigonometry class to the summer schedule. Mr. Shantz also announced the 2nd Annual Dreamers Conference on April 28, 2012 in the Little Theater and said that ASNVC was an active sponsor of the event. He invited the Board to attend on May 3rd at 6:00 p.m. Mr. Shantz also shared that he had attended a silent demonstration event put on by the Queer Student Alliance and aimed at raising awareness of the high number of suicides found in the Gay Lesbian Bi-Sexual and Transgender (GLBT) community. Lastly, Mr. Shantz reported that the ASNVC had adopted a statement of solidarity with the students of Santa Monica Community College and the opposition to a two tier enrollment fee system.

- Academic Senate Report
Ann Gross, President of the Academic Senate had no report

- Faculty Association Report
Maria Villagomez, President of the Faculty Association, gave a power point presentation in recognition of part-time faculty appreciation month. She said that the college honored the contributions of part-time faculty members. Ms. Villagomez described challenges faced by the college and part-time faculty related, primarily, to low salaries. Ms. Villagomez said that part-time faculty contributed greatly to the college community and undertook a significant amount of uncompensated work such as meeting with students outside of the classroom, helping prepare for and complete student learning outcomes assessment, attending division and other meetings, and participating in art and athletic events. Ms. Villagomez explained that many challenges were linked to low hourly wages and a lack of rehire rights, no due process, health insurance benefits, and professional development opportunities. She also identified insignificant retirement benefits and the seven step salary schedule as issues.

Ms. Villagomez’s powerpoint presentation is included in and attached to these minutes, per the request of Board Chair Michael Baldini.

9.0 APPROVAL OF MINUTES
Trustee Bruce Ketron moved to delay approval of the below listed minutes until the Board’s next regular meeting. Trustee Tom Andrews seconded the motion and it carried.

9.1 March 1, 2012 Special Meeting

9.2 March 8, 2012 Regular Meeting

10.0 CONSENT AGENDA
Trustee Bruce Ketron moved to approve the Consent Agenda below except items 10.2 and 10.6. Student Trustee Ruscal Cayanyang seconded the motion. Trustee JoAnn Busenbark asked if a full presentation on items 10.2 and 10.6 was being requested. The motion carried with Ms. Busenbark voting no.

10.1 Ratification of Financial Documents
10.1.1 Approval of Warrants for March 31, 2012

- General Fund $959,231.62
- Child Care Fund $6,501.39
- Capital Outlay Projects Fund $0
- NVC Bldg. Fund/Series C (BOND) $275,377.07

10.1.2 Approval of Total Gross Payroll

March 31, 2012 $2,135,305.72

10.2 Approval of Personnel Document of April 10, 2012

This item was moved to the Action Item agenda, following reordered Item 10.6

10.3 Approval of an Agreement with the California Department of Veterans Affairs

It is recommended that the Board of Trustees approve an agreement with the California Department of Veterans Affairs for the purpose of providing clinical training opportunities to NVC nursing students in all areas of practice at the Veterans Home of California – Yountville. The term of the agreement is from July 1, 2012 through June 30, 2013. There is no cost to the District.

10.4 Approval of Agreement with Children’s Hospital & Research Center at Oakland

It is recommended that the Board of Trustees approve an agreement between Napa Valley Community College District and Children’s Hospital & Research Center at Oakland for the purpose of providing NVC respiratory therapy students clinical training opportunities and experiences. The term of this agreement is from February 1, 2012 until terminated by either party. There are no financial obligations for either party.

10.5 Approval of Agreement with the City of Fairfield for the use of the Fairfield Police Department Range and Training Facility

It is recommended that the Board of Trustees approve an agreement between Napa Valley Community College District Police Academy and the City of Fairfield for the use of the Fairfield Police Department Range and Training Facility. The term of this agreement is from March 1, 2012 through February 28, 2013. The agreement requires facility rental payments as follows: Pistol and Rifle Ranges, Full Day $400/Half Day $300; Mat Room, Full Day $200/Half Day $100; Classroom, Full Day $200/Half Day $100.

10.6 Approval of Agreement #28513 with the State of California, Department of Rehabilitation

This item was moved to the Action Item agenda, following Item 12.8.2

10.7 Approval of Memorandum of Understanding with Calistoga Family Center to Provide Parent Education Training to the Residents of the Upper Valley

It is recommended that the Board of Trustees approve a Memorandum of Understanding between Napa Valley College and Calistoga Family Center to provide funding for an instructor who will oversee the contextualization of course content for a non-credit Family Education Class (FAMN 889) to address the specific needs of the Calistoga community. The District will be reimbursed $50 per hour, not to exceed $500. The term of this agreement is from March 20, 2012 through June 30, 2012.

10.8 Approval of an Entrance Testing Services Agreement with Assessment Technologies Institute, LLC
It is recommended that the Board of Trustees approve an Entrance Testing Services Agreement between Assessment Technologies Institute, LLC and Napa Valley College for the purpose of contracting with Napa Valley College to administer ATI’s web-based, Test of Essential Academic Skills (TEAS®). The agreement provides for payment to NVC of a $15 Proctor Fee and a $10 Staff Support Fee for each exam administered by NVC. The term of this agreement is from April 1, 2012 through April 1, 2013.

10.9 Approval of Agreement with Old Path Church
It is recommended that the Board of Trustees approve an agreement with Old Path Church for the purpose of providing internships to eligible students in the Human Services Program. The term of the agreement is from January 31, 2012 until terminated by either party. There is no cost to the District.

10.10 Approval of Agreement with Tour Resource Consultants
It is recommended that the Board of Trustees approve an agreement with Tour Resource Consultants for the purpose of providing an opportunity for students enrolled in Spanish 110, 111, 130, 131, 260, 261 and 282 to study abroad in Salamanca, Spain from June 9 through June 30, 2012. There is no cost to the District. The maximum cost to the student $3,615. The agreement requires a minimum of 15 participating students.

10.11 Approval of Agreement with School Project for Utility Rate Reduction (SPURR)
It is recommended that the Board of Trustees approve an agreement with School Project for Utility Rate Reduction (SPURR), for the purpose of providing the District the opportunity to join an aggregated natural gas acquisition program. SPURR is a California joint powers authority, whose members are California public K-12 school districts, community college districts, and county offices of education. It is estimated that the District could realize approximately $5,000 per year in savings by joining this natural gas purchasing program. The term of the agreement is from April 20, 2012 until terminated by either party.

10.12 Approval of Amendment to an Affiliation Agreement with the Regents of the University of California
It is recommended that the Board of Trustees approve Letter of Amendment No. 9 to Agreement No. 97-10179 with the Regents of the University of California for the purpose of providing the clinical training experiences to NVC students in the Nursing and Paramedic programs at University of California, Davis Health System Facilities. The term of this agreement will be extended through June 30, 2015. There is no cost to the District.

11.0 EDUCATION TOPIC, INFORMATION/DISCUSSION ITEMS

11.1 Presentation on Bias and Crime on Campus
Greg Miraglia, Dean of Career Technical Education and Workforce Development, provided an update to the Board on the Bias Incident Response Team activities, and the Stop the Hate program. Mr. Miraglia’s powerpoint presentation is available from the President’s Office.

Trustee Bill Blair asked if the college had an anti-discrimination policy and if discrimination was discussed in the student handbook. Mr. Miraglia said that the college did have policies and that they were being revised to cover more protected categories and include expanded definitions of bullying and similar behavior. Mr.
Blair proposed that the Board adopt a resolution to further demonstrate opposition to discrimination. Board Chair Michael Baldini agreed that demonstrating that the Board was united and had no tolerance for discrimination. Trustee Bruce Ketron also expressed support for the proposed resolution.

11.2 Quarterly Report on Status of Board Policy Review
President Edna Baehre-Kolovani reviewed the ongoing policy review project and described progress to date. A comprehensive review of all Napa Valley College board policies was initiated in Fall of 2010. An initial review and comparison of college policies to policy templates provided by the Community College League has been completed by members of cabinet. Two sets of new and revised policies have been circulated via the Council of Presidents to constituency groups for comment. Additional sets will begin circulation in the fall of 2012. Of 235 total policies, 23 are complete or require no revisions and 25 have been circulated. The President’s office is compiling comments received and policies will be sent to the Board for review and approval in the coming months. A summary of policy review completion and this spring’s timeline is included in the backup packet.

President Baehre-Kolovani explained that one accreditation team recommendation that the college was addressing was to develop a procedure to formalize regular policy review. Additionally, she said, it was an accreditation standard to regularly review college policies.

11.3 New Board Policy – Camping & Storage of Camping Related Personal Property (1st Reading)
Oscar DeHaro, Vice President of Student Services, and Ken Arnold, Police Chief, propose a new policy to address camping activities on campus. The new policy is based upon existing regulations used by the City of Napa and has been reviewed and commented upon through the Council of Presidents, a shared governance committee.

JoAnn Gifford, Napa community member, addressed the Board and said that she was actively involved in the recent Occupy NVC event. Ms. Gifford said that it looked like this policy sought to prevent similar events and she urged the Board to exempt Occupy events specifically in the policy.

Mr. DeHaro responded and said that this policy had been in development for twelve months, prior to any Occupy events being proposed on campus. He also said that the policy doesn’t exclude overnight activities such as the long standing walk for life but it does codify how it is to be dealt with through facilities.

Trustee Bruce Ketron suggested that the policy language be further refined by the inclusion of the word “unauthorized” in reference to camping activities, as appropriate. Trustee JoAnn Busenbark and Trustee Bill Blair agreed and Board Chair Michael Baldini requested that the change be implemented prior to the policy returning for approval.
Accreditation Update
Staff presented options and information related to Accreditation requirements and deadlines including information on the Mid-Term Report, Educational Master Plan, and a workshop by the Accrediting Commission for Community and Junior Colleges (ACCJC) on April 12, 2012.

President Edna Baechre-Kolovani updated the Board on assessment progress and a recent debrief meeting with the Learning Outcomes Assessment Committee. She addressed concerns about integrated planning saying that despite an accreditation commission Program Evaluation Process commendation, assessment is an area the college needs to improve, include in our EMP process, and make sure it goes from unit level to strategic and upper level plans of the college.

Trustee Bill Blair asked for President Baechre-Kolovani’s opinion as to the most important topic the college should focus on. She said that the Educational Master Plan, under development by Sue Nelson, Vice President of the Office of Instruction, was important. President Baechre-Kolovani said that a visioning retreat was planned for the fall with a facilitator.

Update on 2011/2012 Budget and 2012/2013 Budget Development
Staff presented information on the current year (2011/2012) budget as well as information on the budget development process for the 2012-2013 annual operating budget of Napa Valley College.

At 8:20 p.m. following a five minute break, John Nahlen, Vice President of Business and Finance, began his review by summarizing projections for the current fiscal year. Mr. Nahlen compared a previously presented projection from January 2012 to a more current one on of March 31, 2012. He explained that the “February surprise” which reduced anticipated income by $955,000 was a significant change that hadn’t been included in previous calculations. Mr. Nahlen said that the Board had adopted a balanced budget last September that had a stable reserve of around 16.5%. Current projections had an ending balance of $3.6 million or 10.9%. Mr. Nahlen said that his estimate did not include actual expenditure data for part-time faculty for spring 2012. He said that it had been planned to cut part-time faculty and part-time classified salaries by $250,000 but existing estimates showed that line item over expended by $150,000.

Mr. Nahlen said that little new news was available from Sacramento regarding the 12/13 budget and he was waiting on the Governor’s May budget revise. He said that an additional $9 billion shortfall was expected at the state level. Mr. Nahlen also said it was expected that deferred apportionment payments were expected to increase by 20%.

ACTION ITEMS

12.1 Action on matter placed on the agenda by a member of the public pursuant to Education Code section 72121.5 and Board Policy 2340.
Education Code section 72121.5 and Board Policy 2340 permit members of the public to place matters on the agenda of a community college district governing board meeting, if the item is directly related to community college district business. Consistent with Napa Valley College's procedures for doing so, students Jena Goodman, Guadalupe Garcia, Pablo Cruz, Daisy Aaravez, Carly Grote, Alex Shantz, Haley Rekdahl, Julio Soriano, Sam Brown, and Andrew Lidaas, have submitted a
request to have the following item placed on the agenda: "Failure of Napa Valley College [Trustee] Steven Reinbolt to perform duties of office for three consecutive months." The requests are included in the backup packet and include signed statements asserting that, by the terms of Board Policy 2110, Trustee Reinbolt has vacated his seat by failing to attend meetings for more than three months. The statement asserts that the Board should take action to address this violation of policy and the law it seeks to enforce. The item meets the requirements of law and policy that it be "directly related to community college district business." It is therefore placed on this agenda for board consideration.

Board Chair Michael Baldini invited Ann Brown to address the Board. Ms. Brown introduced herself as a local teacher and said she had concerns about Trustee Steve Reinbolt not fulfilling his responsibilities as an elected official. She said that she had reviewed public records and that Steve had received $1000 per hour in compensation (health benefits reimbursement) for three hours of work during the months he was absent from board meetings. Ms. Brown also stated that she thought that, given that the student trustee had been recalled for similar issues, the Board should address Trustee Reinbolt’s attendance. She said she wondered what other issues the Board was ignoring and that she had lost faith in the Board.

Nick Watter, a Napa Valley College student, told the Board that, given the ongoing challenges in higher education, it was important that the Board do their job. He urged the Board to represent the college’s students at the regularly scheduled meetings. Mr. Water also referenced the recent student trustee recall.

Cindy Watter, a Napa Valley Unified School District employee, said that 75% of her students come to Napa Valley College. She said she addressed the Board last December with concerns related to Steve’s attendance. She said that she had written to and received a reply from President Edna Baehre-Kolovani. She said she disagreed with the President’s statement that absence from a meeting does not necessarily constitute abandonment of position.

Alex Shantz, President of the Associated Students of Napa Valley College, said that ASNVC hadn’t taken an official position on Mr. Reinbolt’s absences and he was addressing the Board as a private individual. He said it was important that people uphold the duties of their office, particularly when students are facing such challenging issues. He urged the Board to develop a procedure for removing a trustee and to apply it to Mr. Reinbolt.

Joann Gifford, a longtime resident of Napa and former student, local educator, and parent of existing and future students, introduced herself to the Board. Mr. Gifford said that she is offended and appalled by Mr. Reinbolt’s lack of attention to his duties.

Board Chair Michael Baldini called for a motion and Trustee Brenda Knight moved to take no action against Trustee Steve Reinbolt. Trustee JoAnn Busenbark seconded the motion and Mr. Baldini opened discussion on the item.

Mr. Reinbolt spoke first and said he wished to set the record straight. Mr. Reinbolt said that he had served as a trustee for five years and had had perfect attendance during that time until recent life changing events (death, divorce, unemployment, new employment) had impacted his attendance during the summer and fall. Mr. Reinbolt said that he had obtained a new position in the transportation industry and had had difficulty arranging his schedule as a new employee. Mr. Reinbolt said that it was a fallacy that he had abandoned his position as he had been in close contact with then
Board Chair Brenda Knight. Mr. Reinbolt also said that he had not received any pay for missed meetings but had been reimbursed for health insurance premiums.

Ms. Busenbark requested further detail about education code and other legal requirements related to abandonment of position by a trustee.

The college’s legal counsel, Laura Schulkind, addressed the trustees and said that she had examined the circumstances of Mr. Reinbolt’s absences and found that it was not clear that he had abandoned his position and thereby created a vacancy on the Board. Mr. Schulkind said that abandonment needed to be complete and include intent to abandon.

Ms. Schulkind said that clear abandonment by a trustee may occur due to death, felony conviction, or recall. Ms. Schulkind explained that the Board was not in the position to recall a Board member because only the electorate had the authority to impeach a member or vacate his or her position.

Ms. Schulkind advised the Board that they did have the ability to censure its members and adopt a resolution indicating their displeasure with certain conduct.

Ms. Knight said that she had taken exception to accusations that Mr. Reinbolt abandoned his position because people seemed to not be appreciating that she had been in contact with him. She said that Mr. Reinbolt took his responsibilities very seriously and that she had accepted his absences as legitimate and excused.

Ms. Busenbark said she supported the motion to take no action against Mr. Reinbolt because no recall action had been initiated by the electorate as had occurred with the Student Trustee.

Mr. Baldini called for the vote and the motion carried. Mr. Ketron and Student Trustee Ruscal Cayangyang voted against the motion and Mr. Baldini did not vote.

Mr. Baldini recommends that, in the future, the Board take more active interest in absences and that they institute a procedure for following up on absences.

Ms. Busenbark

12.2 Approval of CCCT Election
The election of members of the CCCT Board of the Community College League will take place between March 10 and April 25. There are eight, three-year vacancies on the board. Each member community college district has one vote for each of the eight vacancies on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. Board members will discuss and select candidates to support. Board Chair Michael Baldini recommended that all incumbents receive the vote of the Napa Valley College Board of Trustees. Trustee Brenda Knight said she preferred to vote for Deborah LeBlanc instead of Ann Ransford.

M/S/C (Busenbark/Andrews) to approve the slate of candidates for the CCCT election as discussed.
12.3  **American Canyon High School Joint Use Agreement**

Staff members, from Napa Valley College and the Napa Valley Unified School District, have met to put together an agreement for the use of three classrooms and an office by the Napa Valley College at American Canyon High School. The agreement, approved by the Napa Valley Unified School District, is for 66 years (maximum time allowed by Ed Code) for the sum of $891,276.00 (actual cost).

M/S/C (Knight/Blair) to approve the joint use agreement with the Napa Unified School District for three classrooms and one office at American Canyon High School, pending State Board of Education ratification.

12.4  **John W. Rice Diversity and Equity Award Nomination - 2012**

The Board will discuss nominations received from members of the campus community for the 2012 James Rice Diversity Award. The Board may approve one person or program for submission to the Chancellor’s Office. Nominations are due on or before May 4, 2012. The prestigious Rice Award program honors the memory of the late John W. Rice, who served on the Board of Governors from 1995 to 2000. Rice, the father of Secretary of State Condoleezza Rice, was known as a tireless advocate for equity and equality in the California community colleges. (Baehre-Kolovani)

Trustee Brenda Knight and Trustee Bill Blair reported that no nominations for this award had been put forward. Ms. Knight expressed her disappointment and reaffirmed her commitment to continue working with campus for next year’s award cycle.

12.5  **Acceptance of Napa Valley Community College District GASB Actuarial Valuation**

As a result of joining the CalPERS California Employers’ Retiree Benefit Trust Program (CERBT), the District is required to provide GASB actuarial valuations on the same reporting cycle as the CalPERS CERBT program. To comply with this GASB requirement, the District is required to provide an actuarial report identifying the District’s liability at June 30, 2011. The District’s total liability at June 30, 2011 is $42.1 Million, which is $2.5 Million less than what was calculated in the June 30, 2010 report.

M/S/C (Busenbark/Blair) to accept the Napa Valley Community College District GASB Actuarial Valuation Report for the Retiree Health Program at June 30, 2011.

12.6  **Suspension of Preliminary Budget Fiscal Year 2012-2013**

Due to the timing of the release of the Governors’ May revision budget, the Budget Committee is recommending that the Board of Trustees consider suspending the Preliminary Budget Development process for Fiscal Year 2012-13 as required by Board Policy 1150.

M/S/C (Knight/Blair) to suspend the required Preliminary Budget Development Process for Fiscal Year 2012-13.

12.7  **Napa Valley College Cooking School Fee Increase**

The Napa Valley College Cooking School offers high quality, intensive training for aspiring chefs. The goal of the program is to provide each student with hands-on, quality, culinary and pastry skills required for a career in a fine-dining establishment. In order to cover the rising costs of the program, it is recommended that the fees be increased from $17,700 to $20,000 for the 14-month program beginning Fall 2012. Tuition includes instruction, textbooks, chef's tool kit, three uniforms, one meal per instructional day, field trips, and accident insurance. (Nelson)
Future Agenda Items

Board Chair Michael Baldini reviewed items 12.8.1.1 through 12.8.1.5 below.

12.8.1.1 Presentation on Student Success Task Force Recommendations (tentatively scheduled for May 2012)

12.8.1.2 Facilities Usage Update (tentatively scheduled for May 2012)

12.8.1.3 Presentation on the Six Recommendations and Seventy Planning Agenda items from the Accrediting Commission for Community and Junior Colleges (ACCJC) (tentatively scheduled for May 2012)

12.8.1.4 Information/Discussion – Hiring Procedures (tentatively scheduled for May 2012)

12.8.1.5 Information/Discussion – Veterans programs and benefits (tentatively scheduled for June 2012)

Discussion and Approval of Newly Proposed Agenda Items

Board Chair Michael Baldini asked the Board if there were other topics they would like to see on upcoming agendas. Student Trustee Ruscal Cayangyang asked that the resolution in support of the Governor’s tax initiative, as presented for information last March, be brought back for approval, if the language was now finalized.

Trustee Bill Blair said that he would like to see standing agenda items for the Educational Master Plan, budget, accreditation and assessment.

Trustee Bruce Ketron asked that all agenda items come before the board for approval, not ratification. He expressed concern that items with already passed effective dates were presented to the Board for approval.

Item 10.6 -- Approval of Agreement #28513 with the State of California, Department of Rehabilitation

It is recommended that the Board of Trustees approve an agreement between the State of California, Department of Rehabilitation and Napa Valley College for the purpose of providing vocational rehabilitation services to Department of Rehabilitation (DOR) consumers/students who are also students at Napa Valley College. The services provided will include Vocational Assessment services, Vocational Educational Training services and Employment services to DOR consumers/students. The term of this agreement is from July 1, 2012 through June 30, 2015. The agreement provides funding to Napa Valley College in the amount of $321,644 for each of the next three fiscal years up to a maximum amount of $964,932.

Trustee Bruce Ketron asked if the income for this program covered all of the associated costs. Vice President of Student Services Oscar DeHaro said that the program had been on campus for twelve year and that for every dollar the college spent on the program, it received three dollars in return.
Mr. Ketron moved approval of the agreement with the Department of Rehabilitation. Student Trustee Ruscal Cayangyang seconded the motion and it carried.

**Item 10.2 - Approval of Personnel Document of April 10, 2012**

Trustee Bruce Ketron said that the personnel document had included retroactive items in previous months and that he would like to discuss, in the future, what information is given to the Board. Mr. Ketron moved approval of the Personnel Document of April 10, 2012 and Trustee Bill Blair seconded the motion. The motion carried.

**13.0 BOARD OF TRUSTEES REPORTS**

Student Trustee Ruscal Cayangyang summarized a variety of events and activities that he had undertaken including several youth oriented events in American Canyon.

Trustee Brenda Knight passed out flyers for an April 28th fundraising concert and announced Relay for Life and other events. Ms. Knight said she had just returned from Memphis and had found the history of the city, particularly from the Civil Rights movement era, to be inspirational. Ms. Knight also said she had visited a community college there and thought a transfer relationship with that school would be beneficial.

Trustee Steve Reinbolt shared that his son Keith Reinbolt had been accepted to Oxford for the next semester.

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

No additional Closed Session was necessary.

**15.0 ADJOURNMENT**

Board Chair Michael Baldini adjourned the meeting in honor of those who stood on Lexington Green and witnessed the shot heard round the world.
TO: Mr. Michael Baldini, Chair Board of Trustee, NVC  
Ms. Brenda Knight, Immediate Past Chair Board of Trustee, NVC  
Laura Schulkind, District Counsel

FROM: Eileene C. Tejada, Professor of English, (LOAC), Co-Chair

DATE: April 17, 2012

RE: Packet From Academic Senate to the BOT dated April 9, 2012

I am writing to inform your likely response to a letter of April 9, 2012 as written by certain elected members of the Academic Senate who jointly address the Board of Trustees (BOT). I presume the right to comment on their letter not just because it specifically names me, but far more importantly, because its contents seem to suggest that my earlier letter writing action in some way may have provoked some aspects of said letter.

My viewpoint on this communiqué from Senate Officials to the BOT is one that I share with each of you here with grave concern. I am frustrated, fearful, and anxiously concerned about the welfare of all faculty regarding what some of us experience as the deteriorating status of our academic freedom, our long tradition of faculty organizing and self-governance, which includes our custom and our right to communicate honestly with each other about issues involving our deteriorating working conditions and instructional operations. There is also the lack of sufficient support that we and our students suffer, and a potential sanction by the Commission to Napa Valley College that threatens our reputation and the career potential of all our students, past, present and future.

In this statement I refer to the Senate Officials-to-BOT letter as SO/BOT. My reading of it raises several problems. First, it complains about certain actions of College President Edna Baehre-Kolovani in defense of actions by AS President Ann Gross. I will let President Baehre-Kolovani speak for herself regarding the charges, but reading my letter to AS President Ann Gross and the faculty, a main concern is voiced. The gist of my concern is expressed by the question, why was President Baehre-Kolovani charged with violating shared governance policies during Senate meetings. Then later those remarks were struck from the minutes because they were found to be unsubstantiated. These unsubstantiated claims fostered a “witch hunt” atmosphere that corroded the faculty’s trust in her leadership. In this context, the SO/BOT criticisms of President Baehre-Kolovani must be evaluated.

Second, the SO/BOT letter only cites one comment made in my letter to the AS President and the faculty. It ignores the substance of my letter which was a list of questions that some of us faculty are needing to have addressed. In short, I asked,
• Why haven’t you complained to the Board of Trustees about the Office of Instruction having not revised the Ed Master Plan, an academic and professional matter within the purview of the Senate?

• Why haven’t you complained to the Board of Trustees about the lack of leadership in the Office of Instruction to meet the SLO/Assessment deadline of 2012, forcing faculty to meet the ACCJC 2012 in one year. This offered no lead time to create institutional infrastructures and resources to assist in meeting the deadline.

• Why have you, as Senate President, tolerated a lack of advocacy from the Office of Instruction for institutional resources needed to support faculty whose workload has increased substantially to meet the assessment deadline?

• Why would you collude with - by not formerly complaining about it to the Board of Trustees - the lack of will in the Office of Instruction to help the faculty to meet the assessment deadline of 2012?

• Why, furthermore, would you tolerate the conflict of interest violation that occurred when former Napa Valley College administrator did not recues themselves from the pink slip discussion?

• Why did you tolerate the use of our reserve to bankroll stipends to inordinately enrich the pockets of administrators who already draw a handsome salary?

• Why did you not intervene and actually seem to collude by your silence when one faculty member at the Board of Trustees meeting explained her opposition to the proposal for the lay-off of certain administrators by emphasizing how much she liked the people who were on the list to receive pink slips?

Rather than to address these questions to the faculty and myself, the Academic Senate President continues in the SO/BOT letter to challenge the credibility of President Baehre-Kolovani in a bullying way that has been so undermining that it has prompted her to remove herself from our college just when we need her most to help the college to avoid a sanction. And we do need her for that, since the conditions that have elicited a potential sanction were created by administrators already here before President Baehre-Kolovani took office.

Rather than to address these questions themselves, the signatories of the SO/BOT letter complain that I make serious misstatements where in their view I misrepresent the AS President by complaining about the issue of inequitable
representation in her reports. I did not address her reports. I asked her questions to understand her silence on these important issues. Even suggesting that I inaccurately charged her with inequitable representation seems to ignore the fact that the purpose of my e-mail was to question her silence on the matter. The SO/BOT letter ignores the duty of AS President to address my questions.

Finally, the SO/BOT letter includes an attachment that contains defenses of her office written to me by the AS President, but she omits from them the entire conversational e-mail stream. In response to her complaints about my tone and about falsely accusing or intentionally attacking her personally, I judiciously explain to her that I have no complaint about her personally but do have questions that the faculty deserve to be addressed. She ignored those questions then, and they are ignored in the SO/BOT letter. Specifically, the AS President told me in her e-mails that my asking these questions in an e-mail was inappropriate; that she considered my tone to be hostile; and that she has been principled and her reputation speaks for itself.

In response, I wrote her, “I am asking honest questions about your silence in these matters precisely because I have worked closely with you, respect you, and quite frankly, find your silence out of character.” See the entire attached e-mail exchange. I have questions, especially about our institution having only one year to complete work we have been given a decade to do.

In closing, I do believe that my use of the term bullying above is no exaggeration. Rather than respond to my questions either to the faculty as a whole or even just to me, the AS President gathered her AS forces behind her to produce the SO/BOT letter in her defense. She also had her lawyer to write a letter to me defining my tone as unprofessional and asking me in the future to observe proper protocol. Her resort to having a lawyer write me is perceived by me and by others as an act of intimidation. It seems to say, stop asking the hard questions no one in charge is going to answer.

Censoring my voice this way only affirms my claim that some voices count at NVC and others do not. Not only have my questions been silenced by the SO/BOT letter but the hostile communication the AS President and elected Senate Officers say they perceive, but this maneuver effectively attempts to gag me and stuff my important questions into oblivion. I write you here to resurrect them from that fate.

Where the AS President, her lawyer, and the authors of the SO/BOT letter perceive hostility on my part, I perceive what may be a case of racial discrimination at Napa Valley College. Is it not a case of racial discrimination when certain well connected white faculty and administrators get to write e-mails with impunity, asking any questions they want and using any tone they want, while my e-mail asking important collegial questions is tagged as hostile
and summarily dismissed? The literature on racism codifies the dominant racial practice of characterizing the ‘native’ as being ‘hostile’ as a pretext for subjugating and/or exterminating them.

I would hope that no one at Napa Valley College would want to continue in that austere colonial tradition.
Good evening everyone. My name is Jose Sanchez and I am the President of the classified employee union here at NVC. At the conclusion of last month’s board meeting, I asked if it was an appropriate time for me to comment on one of the topics from that evenings’ discussion and Board Chairman Baldini graciously welcomed my comments. While I spoke as honestly as possible, my words were spontaneous and off the cuff. I am concerned that I might have forgotten to say something important or perhaps my message was improperly received or unclear. I was also concerned that very few members of our campus community were present in the audience to hear my comments. Since that board meeting, I have had the time to properly reflect on that evening’s discussion. More importantly, it has provided the opportunity to listen to the collective classified voice. My role as union President is to carry that message forward and it is in that spirit that I speak today.

There was a great deal of emotion and deeply considered discussion surrounding the administrative employee “pink slip” item on last month’s Board agenda. While the discussion was not about actually laying anyone off, the Board considered the impact of waiting until July 1st to renew our administrative group’s contracts. When deliberating, the words used by the board conveyed that they were deeply concerned with the morale and trust of the college’s employee’s. While the final decision was based on a split vote, the message communicated was that the Board wanted to show a vote of confidence in our administrative staff’s ability to help our college navigate through these challenging and turbulent times. It was also made clear that any action which appears to erode the mutual trust with (and confidence in) our administrators, should be avoided and the college should renew our administrative staff’s contracts as of March 15th, 2012. I have worked in many environments and in cases where my managers demonstrated great trust in my abilities and performance, I felt supported and inspired to continue putting forward my best efforts. In that sense, the Board’s desire to show its employee’s support and respect is understandable. However, there is more to the decision that I fear can get lost in the discussion.

As President of the classified union, I have become well-versed with the contract language applicable to our employment at the college. A provision in our contract specifies that classified employees can be laid off with a 45 day notice. In public discussions with the classified body, the district has repeatedly made sure we understand the terms of that 45 day provision. However, the Board was able to make a commitment to our administrators that they need not worry about their job security or income levels for at least the coming 15 months.

The question I feel must be asked on behalf of all classified, is what kind of commitment to job security can the Board make to the classified staff? Pay cuts and layoffs affect everyone, there is no denying that; however, the bulk of classified staff live in a much different income bracket than our administrative staff. As such, reductions in pay and/or layoffs can have a magnified impact. The reminder of the 45 day layoff provision has already caused significant stress and loss of morale to the classified body. Despite those deep concerns, the classified staff work hard every day, apply themselves with dedication and provide the best and most professional service possible, to our students and our college community.

I realize that the question posed is a very challenging. Promising job security is a significant request, especially given the current economic climate. The classified staff also understands that as part
of our contract, the 45 day provision is set policy. However, in light of the commitment the Board made to our administrative staff (and the concerns expressed about morale and trust), I feel bound by my role as a voice for the classified staff, to ask what assurances the Board can extend to our group over the next 15 months.

I have also had time to reflect on a second concern that came to light during the March 15th renewal discussion. California Ed. Code. Section 72411 basically states that there are two options which can be exercised with regard to renewal of our college’s administrative employee contracts of one year or less. They can either be renewed as of March 15th, or we can wait up until July 1st, at which time they automatically renew. The option chosen last month by the Board, was to renew all administrative employee contracts, as of March 15th. My impression was that among the most significant concerns to the Board, was that the decision not to renew contracts early had never been taken before and it seemed like a rash decision. If that is the case, then perhaps now we should discuss whether that past practice is or isn’t a good policy.

I believe the key to any organization’s success is empowering supervisors to do their jobs and holding those supervisors accountable for the results. We must also rely on supervisors to reorganize their areas to better utilize staff and other resources. “Right of assignment” is one of the tools regularly cited by the District as essential for managers to achieve best results. Right of assignment basically says that we must trust supervisors to do their job and let them assign work appropriately within their units. When looking at ed. code 72411 (the source of the March 15th deadline), it reads not unlike the “right of assignment” that the district exercises with classified staff. Since all our administrative staff are supervisors, could the college be well served by using the time between March 15th and July 1st in the same established manner that the district uses right of assignment with the classified staff?

Elaborating a bit, the President is the topmost day-to-day decision maker in our institution and directly supervises the Vice-Presidents. Our Vice-Presidents also supervise a staff of administrators. Each of our administrative staff has a contract with unique and specific provisions. If our college never changes or grows, those positions can remain static and automatic contract renewals are not an issue. However, education is a very dynamic environment and our needs can indeed change from year to year. If we renew all administrative contracts by rote, does that eliminate a valuable tool for growth and create an environment where individuals can feel singled out when the institution needs to make changes? Perhaps the 4 month window between March 15th and July 1st should be considered a time when our leadership thinks long and hard about how to possibly redesign administrative positions, reassign our executive staff and reorganize the topmost decision making structures of our college. That is certainly not to say that EVERY year we should absolutely make changes, but it is healthy for our institution to have a process in place that allows for us to make changes without going through unusual steps. If it is normal for that review to happen every year, then individuals won’t feel singled out when the discussion is brought up and the Board can have confidence that the decision is not rash or unilateral.

It is my sincere hope that my words this evening are taken as thoughts from a concerned and committed employee who is looking for ways in which our institution can operate better. I am not advocating for anyone to lose their job, nor is any of what I am saying part of a personal agenda for advancement or gain. I believe that a healthy institution that serves the needs of our community is the goal of all employees of the college. So I challenge us all to be cooperative in our thinking and
committed to open, honest discussion that focuses on healthy processes. I believe we SHOULD be able to have serious discourse on issues such as this one and welcome positive and constructive change as appropriate. We must ensure that our students are well served by a dynamic, proactive and evolving staff from top to bottom and we should always look beyond ourselves to do what is best for the institution, our staff, our students and our community.
California Education Code Section 72411

(a) Every educational administrator shall be employed, and all other administrators may be employed, by the governing board of the district by an appointment or contract of up to four years in duration. The governing board of a community college district, with the consent of the administrator concerned, may at any time terminate, effective on the next succeeding first day of July, the term of employment of, and any contract of employment with, the administrator of the district, and reemploy the administrator, on any terms and conditions as may be mutually agreed upon by the board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

(b) If the governing board of a district determines that an administrator is not to be reemployed by appointment or contract in his or her administrative position upon the expiration of his or her appointment or contract, the administrator shall be given written notice of this determination by the governing board. For an administrator employed by appointment or contract, the term of which is longer than one year, the notice shall be given at least six months in advance of the expiration of the appointment or contract unless the contract or appointment provides otherwise. For every other administrator, notice that the administrator may not be reemployed by appointment or contract in his or her administrative position for the following college year shall be given on or before March 15.

(c) If the governing board fails to reemploy an administrator by appointment or contract in his or her administrative position and the written notice provided for in this section has not been given, the administrator shall, unless the existing appointment or contract provides otherwise, be deemed to be reemployed for a term of the same duration as the one completed with all other terms and conditions remaining unchanged.

(d) Subdivisions (b) and (c) do not apply to any administrator who holds a position that is funded for less than a college year, is assigned to an acting position whose continuing right to hold the position depends on being selected for the position on a regular basis, is terminated pursuant to Section 87743, 88017, or 88127, or is dismissed for cause.
After reading Education Code, Title 5 and AB1725. I have come to the conclusion that shared governance was originally created for equal and open discourse between all constituent groups for what is best for the institution with the students being the main focus. At present it appears that shared governance has lost its collegiality; one group is dominating discussion and wants to stall or impede progress of the District for their political agenda. Shared governance is not applied equally throughout the college community. Some programs/groups do not participate nor are required to participate in the collegial process. In my research I believe that if shared governance is applied properly it would be an invaluable tool to the District, and the community as a whole. I believe with a little hard work, that the derailed trail that is called ‘Shared Governance’ will be planted firmly on new tracks moving forward.

These are the sections researched Education Code sections 70902, 72400, 87002 Title 5 sections 53200-53204
Napa Valley College

April 2012

Part-time Faculty Appreciation Month

Honoring the contributions and challenges of Part-time Faculty Members.

CONTRIBUTIONS

Part-time Faculty are a significant part of the Napa Valley College community.
In Fall 2011, NVC employed 254 Part-time faculty.*

In Spring 2012, NVC employed 203 Part-time faculty.

This represents approximately a 20% reduction.

Currently at NVC, Part-time faculty members teach approximately 950 units (3 units-376.6 course)

With an average class size of 25 students, Part-time faculty teach approximately (9,415) NVC students

Additionally, Part-time faculty work in labs, counseling, and in the CJT program; thus, they serve many more NVC students

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Uncompensated Work:

- Meeting with students
- SLOs and assessment
- Department, division, and other meetings
- Art, music, theatre rehearsals and shows
- Athletic practices and games
CHALLENGES

Napa Valley College Part-time Faculty face significant challenges

- Low hourly wages
- NO rehire rights
- NO due process rights
- Little or NO pay for office hours
Napa Valley College - Board of Trustees
June 14, 2012 Regular Meeting
Agenda Item 9.1

**CHALLENGES**

NVC Part-time faculty face:

- NO health insurance
- Insignificant retirement benefits
- NO professional development
- Paid on a 7-step salary schedule

**WAGES**

In 2010 - 11, NVC Part-time faculty ranked average pay at 51st out of 72 districts at $55.97 per hour vs. the statewide average of $68.00 per hour for a maximum, state-mandated workload of 10 hours per week.
REHIRE RIGHTS

Part-time faculty:
► Are contingent, temporary, at-will employees
► Can be laid-off or terminated at any time
► Can be displaced by less expensive, new hire
► Have no guarantee of rehire regardless of longevity in the district

REHIRE RIGHTS

In the past three years, NVC has cut MANY courses, and this coming year threatens more cuts.

This lack of job security is a major source of anxiety and frustration for loyal, dedicated Part-time faculty.
Student success is predicated on one-on-one contact with teachers
Scheduling office hours and finding space are challenges

Student Equity

Ed. Code Section 87880:
The Legislature finds and declares that
community college part-time faculty are required to fulfill the same teaching responsibilities as full-time faculty members although students have little or no access to part-time faculty members outside of the classroom.
Student Equity

Ed. Code Section 87880:
It is the intent of the Legislature that students have the same opportunity for academic assistance and guidance without regard to whether a course is taught by a full-time or a part-time faculty member.

Student Equity

Ed. Code Section 87880 cont.:
It is the further intent of the Legislature that community college part-time faculty teaching a minimum number of courses be compensated for providing academic counseling and assistance to students outside of the classroom.
All groups are valuable to NVC, but without our Part-time faculty, our college would cease to function.

Thank you for all the work that you do for NVC students!

Napa Valley College
April 2012

Part-time Faculty Appreciation Month

Honoring the contributions and challenges of Part-time Faculty Members.
Napa Valley Community College District
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES
May 23, 2012

9:15 a.m. Closed Session, Room 1538 – Board Room
9:45 a.m. Return to Public Session, Room 1538 – Board Room

Building 1500 – McPherson Administration Building

1.0 CALL TO ORDER 9:15 a.m.

1.1 Roll Call
Members Present: Michael Baldini, Brenda Knight, Bruce Ketron, Tom Andrews, JoAnn Busenbark, and Bill Blair
Members Absent: Steve Reinbolt
Members Present for Public Session: Ruscal Cayangyang
Staff Present for Public Session: Edna Baehre-Kolovani, Sue Nelson, Laura Ecklin, Oscar DeHaro, Maria Villagomez, and Robyn Wornall

1.2 Adopt Current Agenda
M/S/C (Busenbark/Knight) to adopt the agenda as presented.

2.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
Board Chair Michael Baldini invited comment on Closed Session agenda items and finding none, closed Public Comment. The Board convened to Closed Session.

3.0 CLOSED SESSION

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

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

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

4.0 RETURN TO PUBLIC SESSION

Backup Packet Page 31 of 95
Board Chair Michael Baldini reconvened to Public Session at 10:45 a.m.

4.1 Pledge of Allegiance
Board Chair Michael Baldini led the pledge of allegiance.

4.2 Announcement of Items from Closed Session
Board Chair Michael Baldini stated that there was nothing to report from Closed Session.

5.0 PUBLIC COMMENTS — GENERAL
Board Chair Michael Baldini invited public comments and finding none, closed Public Comment at 10:47 a.m.

6.0 ACTION ITEMS

6.1 Accept Proposal from Presidential Search Firm or Firms
An ad hoc committee of the Board of Trustees was formed in April 2012 to develop and implement a process for filling the positions of interim and permanent Superintendent/President. Two search firms (Professional Personnel Leasing, Inc. and Community College Search Services) presented proposals to the Board on May 16, 2012. The ad hoc committee chaired by Trustee JoAnn Busenbark and having Trustees Bill Blair and Bruce Ketron as additional members, made a recommendation to the Board to accept the proposal submitted by Professional Personnel Leasing, Inc. (PPL).

Ms. Busenbark added that the committee had discussed the college’s needs with Guy Lease of PPL and were recommending that PPL assist with both the interim and permanent hiring processes.

Ms. Busenbark said that a timeline would be prepared soon. She thanked constituent group representatives for meeting with the committee last week. Ms. Busenbark said that concerns about timing would be considered but that it was the hope of the committee to have a permanent president before June 2013.

M/S/C (Knight/Cayangyang) to accept the recommendation of the ad hoc committee and the proposal from Professional Personnel Leasing, Inc. for $27,500 for presidential search services.

7.0 BOARD CHAIR REPORT/COMMENTS
Board Chair Michael Baldini reported that he had received a phone call from Trustee Steve Reinbolt and that Trustee Reinbolt intended to resign from the Board of Trustees. Mr. Baldini directed staff to include an item on the next meeting agenda to address the anticipated vacancy.

Mr. Baldini invited Trustee Brenda Knight on a visit to the Napa Pipe development site and she accepted.
8.0 CONTINUANCE OF CLOSED SESSION (as needed)
Board Chair Michael Baldini announced that no additional Closed Session was required.

9.0 ADJOURNMENT
At the request of Student Trustee Rascal Cayangyang, Board Chair Michael Baldini adjourned the meeting in recognition of this year’s graduating class at 11:05 a.m.
TO: Armond Phillips, Acting Superintendent/President
FROM: Laura Ecklin, Dean, Human Resources
DATE: June 5, 2012
SUBJECT: Approval/Ratification of Personnel Assignments

**Board of Trustees Personnel Document**

1.0 Approval of Temporary Faculty
   1.1 Credit
   1.2 Credit Substitutes

2.0 Approval of Instructional Extra Pay and Overload
   2.1 Faculty
   2.3 Classified

3.0 Approval of Non-Academic Extra Pay Assignments
   3.1 Academic Employee with non-academic extra pay assignment
   3.2 Administrative/Confidential

4.0 Approval of Short-Term (Non-Classified Service) Employment
   4.1 Short-Term
   4.2 Short-Term Temporary Employee Filing Vacant Positions Pending Permanent Hiring
   4.3 Short-Term Substitutes for Regular Employee Temporary Absence
   4.5 Professional experts (as defined in Ed Code Section 88003)

5.0 Approval of Independent Contractors (paid more than $15,000 per year)

6.0 Notification of Transfers and Reassignments

7.0 Notification of Unpaid Leave or Reduction in Workload

9.0 Notification of Miscellaneous Personnel Transactions
GUIDE TO PERSONNEL DOCUMENT

CLASS HOURS ASSIGNED TO INSTRUCTOR PER COURSE
The number of hours listed are those assigned to instructor per course. Hours are per week unless "Total" or "Maximum" is stated. "Total" indicates the total assigned hours for the term and is used when weekly hours vary for the semester/session. "Maximum" indicates that an instructor will be issued a Notice of Assignment for up to the maximum hours listed, and the department administrator will assign hours as needed.

SEMESTER CLASS HOURS ASSIGNED TO INSTRUCTOR
The number of hours listed are those an instructor is approved to teach during a particular semester or session. Hours are per week unless "Total" or "Maximum" is indicated. It is not always possible to compute teaching hours on a weekly basis because some instructors are scheduled to teach on an irregular basis (team-taught or short-term classes). Tracking hours per semester is done to ensure that part-time hourly instructors are not scheduled to teach more than 67% of a full-time assignment and that those with limited service credentials are not scheduled to teach more than 40% of a full-time assignment.

PAYMENT NOT TO EXCEED
"Payment Not to Exceed" columns are included throughout the BOT Personnel Document. "Maximum" is noted when an hourly faculty member or short-term employee is forwarded for a Maximum number of hours per term or week. The hours assigned can vary from week to week based on the needs of the department. Faculty and staff are not always assigned the maximum hours approved. The amount listed in the "Payment Not to Exceed" column is based on the maximum hours for which approved, not the actual hours worked.

SYMBOLS
* Indicates the instructor has not been previously approved to teach for Napa Valley College. The class or substitute assignment being approved is the instructor's first teaching assignment for the district. "MMQ" indicates instructor meets minimum qualifications; "MMQE" indicates instructor meets minimum qualifications by eminence; "C.C." indicates that instructor qualifies through community college credential; "MMQFI" indicates instructor meets minimum qualifications through faculty intern; "MMQWE" indicates instructor meets minimum qualifications through work experience; and "MMQED" indicates instructor meets minimum qualifications through equivalent to academic degree.

# Indicates possession of a California Community College Limited Service Credential. The holder of a limited service credential may not teach more than forty percent of a full-time assignment in the area covered by the credential. Some instructors have both fully-satisfied and limited service credentials.

■ Indicates overload assignment which is an exception and must be reported to the Board of Trustees. Exceptions include faculty who are teaching more than one class or over 20% of a normal workload for that employee.

^ Indicates class is co-taught.

+ Part-time, hourly instructors of the following classes shall receive one office hour per week during the fall and spring semesters: ENGL 85, 90, 91, 120; ESL 110; and MATH 55, 90, 94, 96, 97, 98, and 99. As per the Faculty/District Agreement, these hours are outside of regular load calculations.

□ Salaried employee teaching Community Service Class

ABBREVIATIONS
PTLR = Instructor is teaching course as a part-time, hourly leave replacement. ST = Short-term Class
1.0 APPROVAL OF PART-TIME ACADEMIC FACULTY

1.1 CREDIT

**2012-2013 ACADEMIC YEAR, 2012-2013 INTERSESSIONS AND SUMMER 2012 SESSION**

**CRIMINAL JUSTICE TRAINING TEAM MEMBERS AND SUBSTITUTES -- (Items in bold have been added or revised)**

The following credit instructors are being forwarded for approval of 174 maximum hours per semester and 40 hours maximum per week during the intersessions and summer session unless otherwise noted. The instructors in this pool teach in the CJT program as needed. The Academy Director, Criminal Justice Training Center must approve all part-time, hourly CJT assignments before the hours are worked. There is no guarantee that approved hours will be assigned. Hours approved per semester will be reduced if the faculty member teaches in a different department during the academic year.

**CJT 200 Basic Police Academy**

**CJT 203 Module 3 - Arrest and Firearms**

**CJT 204 Module 2 - Reserve Officer**

**CJT 205 Module 1 - Reserve Officer**

**CJT 296 Public Safety Dispatchers' Basic Course**

**CJT 297 Basic Academy Recertification Course**

**CJT 302 Skills and Knowledge Modular**

Aguirre, Manuel
Arnold, Kennet**
Bagos, Albert
Baker, Nicholas
Becker, Steve
Bertsch, Aaron
Buhlis, Roger
Cameron, Don
Cappiali, Christa
Carli, John
Carrancho, Tony
Charmatz, Alan
Commander, Thomas
Costa, Anthony
Courtemanche, Craig
Covington, Mark
Crouse, Dennis
Datzman, Jeffrey
DeGuilio, Vincent
Denton, Robert
Dexheimer, Steven

Dischinger, Todd**
Donaldson, Mark
Ferrara, Thomas
Fox, Donna
Freeman, Troy
Garcia, John
Geissberger, John
Ginnodo, Ritchie
Giugni, Thomas
Glock, Robert
Hall, James
Hartman, David
Holm, James (Alex)
Hopkins, Beth-Ann
Hughes, Timothy
Hullquist, Clyde
Johnson, Carl
Kasper, James

Keith, Paul
Kimmel-Lake, Donna
Lee, Gregg
Lee, Jimmy
Livingston, Otha
Loughran, Michael
Lydon, Matthew
Martin, Timothy
Marsh, David
Mazaika, Darran
McCann, Sean***
Miller, Douglas
Miller, John
Miraglia, Gregory**
Mort, Donald**
Nunez, John
Olson, Teresa
Ortiz, Oscar
Park, Kenny

Reece, Kevin
Relliar, Herman
Rose, David
Ruff, Marvin
Sandoval, Damien**
Schmutzler, Ian
Simpkins, Steven
Spruil, Charlie
Staten, Samuel
Stone, Brayton
Terry, David
Tetzloff, Donald
Tigert, Chad
Todd, Edward
Tremlay, Thomas
Troendly, Jeff
Upson, Erik
Van Artsdalen, Clay
Walsh, David

Wegner, Art***

Wells, Michael
White, Andrew
Whitney, John
Willat, David
Wold, Brad
Yin, Dominic
Young, James
Zamolo, Craig

**Extra pay assignment for administrative employee. CJT assignment when combined with another extra pay teaching assignments cannot exceed 40%.

***Current full-time faculty. Overload for AY approved for up to 40%. Intersessions and summer session up to 40 hours per week.

****Full-time classified employee who can perform CJT hours with prior written approval from HR.
1.0 APPROVAL OF PART-TIME ACADEMIC FACULTY

1.2 CREDIT SUBSTITUTES

2011-2012 ACADEMIC YEAR

Approval is being requested for all instructors under Section 1.1 (Credit, Part-time Instructors) to substitute during the 2011-2012 academic year in the area(s) which they are listed to teach.

BUSINESS AND COMPUTER STUDIES

Computer Studies
CISA
Meade, Dawn

TECHNICAL

LGBT (Education)
Miraglia, Greg
2.0 APPROVAL OF INSTRUCTIONAL EXTRA PAY AND OVERLOAD

Instructional credit extra pay and overload assignments are paid hourly based on the Part-time, Hourly Credit Salary Schedule. Hourly, credit instructors are placed and advanced on the NVCCD Part-Time, Hourly Credit Salary Schedule per the NVCCD/NVC Faculty Association Labor Agreement. The Part-time, Hourly Credit Salary Schedule is a negotiable item, which currently includes 7 steps ranging from $50.08 to $63.36. Instructional noncredit extra pay assignments are paid $36.10 per hour.

2.1 FACULTY

### SPRING 2012 SEMESTER

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Section Name/Number</th>
<th>Class Hours Assigned To Instructor Per Course (Weekly Unless Total Noted)</th>
<th>Semester Class Hours Assigned to Instructor (Weekly Unless Total Noted)</th>
<th>Payment for Class Not to Exceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delacruz</td>
<td>Austin</td>
<td>RESP-292-51081</td>
<td>33.5 Total</td>
<td>33.5 Total</td>
<td>$1,814.36</td>
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<tr>
<td>Fortier</td>
<td>Wayne</td>
<td>RESP-292-51081</td>
<td>32 Total</td>
<td>32 Total</td>
<td>$2,027.52</td>
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<tr>
<td>Fortier</td>
<td>Wayne</td>
<td>RESP-160-51075</td>
<td>15 Total</td>
<td>15 Total</td>
<td>$950.40</td>
</tr>
</tbody>
</table>

2.3 CLASSIFIED

### SUMMER SESSION 2012

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Section Name/Number</th>
<th>Class Hours Assigned To Instructor Per Course (Weekly Unless Total Noted)</th>
<th>Semester Class Hours Assigned to Instructor (Weekly Unless Total Noted)</th>
<th>Payment for Class Not to Exceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Siewert</td>
<td>Gregory</td>
<td>VWT-282-55836</td>
<td>4</td>
<td>4</td>
<td>$1,602.56</td>
</tr>
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</table>
### APPROVAL OF NON-ACADEMIC EXTRA PAY ASSIGNMENTS

#### ACADEMIC EMPLOYEE WITH NON-ACADEMIC EXTRA PAY ASSIGNMENT

<table>
<thead>
<tr>
<th>NAME</th>
<th>ASSIGNMENT</th>
<th>RATE OF PAY</th>
<th>MAXIMUM PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2011-2012</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ward, Kristin</td>
<td>EMS Coordinator (change to existing assignment)</td>
<td>$37.45/hour</td>
<td>$22,996.00</td>
</tr>
<tr>
<td><strong>Spring 2012</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bynum, Shawna</td>
<td>STEM Mathematics Coordinator</td>
<td>Stipend</td>
<td>$890.00</td>
</tr>
<tr>
<td>Cadelago, Harry</td>
<td>Conductor for <em>Sweeney Todd</em></td>
<td>Stipend</td>
<td>$2,000.00</td>
</tr>
<tr>
<td><strong>Spring &amp; Summer 2012</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bewick, Andrea</td>
<td>Napa Valley Writers' Conference Managing Director</td>
<td>Stipend</td>
<td>$7,000.00</td>
</tr>
<tr>
<td><strong>Summer 2012</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bynum, Shawna</td>
<td>Prerequisite Challenge Reviewer</td>
<td>$50.00/session</td>
<td>$500.00</td>
</tr>
<tr>
<td>Bynum, Shawna</td>
<td>HSI/STEM Mathematics Coordinator</td>
<td>Stipend</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Dunkle, Iris</td>
<td>Napa Valley Writers' Conference Assistant</td>
<td>Stipend</td>
<td>$500.00</td>
</tr>
<tr>
<td>Kim-McPherson, Jeannie</td>
<td>Napa Valley Writers' Conference Poetry/Fiction Assistant</td>
<td>Stipend</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Palella, Christy</td>
<td>Napa Valley Writers' Conference Events Assistant and Community Housing Coordinator</td>
<td>Stipend</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Rosselli, Denise</td>
<td>Division Chair -- Summer 2012</td>
<td>Stipend</td>
<td>$1,473.57</td>
</tr>
<tr>
<td>Liscano, John</td>
<td>Division Chair -- Summer 2012</td>
<td>Stipend</td>
<td>$1,382.01</td>
</tr>
<tr>
<td>Moore, Bonnie</td>
<td>Division Chair -- Summer 2012</td>
<td>Stipend</td>
<td>$1,426.47</td>
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<tr>
<td>Hurtado, Jose</td>
<td>Division Chair -- Summer 2012</td>
<td>Stipend</td>
<td>$1,473.75</td>
</tr>
<tr>
<td>Shearer, Erik</td>
<td>Division Chair -- Summer 2012</td>
<td>Stipend</td>
<td>$2,229.40</td>
</tr>
</tbody>
</table>
3.0 APPROVAL OF NON-ACADEMIC EXTRA PAY ASSIGNMENTS

3.1 ACADEMIC EMPLOYEE WITH NON-ACADEMIC EXTRA PAY ASSIGNMENT

**Summer 2012**
- Avila, Bryan: Planning Committee Participants, $47.55, $190.20
- Ball, Steve: Planning Committee Participants, $49.46, $197.84
- Bell, Glen: Planning Committee Participants, $49.46, $197.84
- Biddenback, Maria: Planning Committee Participants, $49.46, $197.84
- Burns, Stephanie: Planning Committee Participants, $49.46, $197.84
- Ellingson, David: Planning Committee Participants, $49.46, $197.84
- Krebs, Steven: Planning Committee Participants, $49.46, $197.84
- Monger, Lynda: Planning Committee Participants, $49.46, $197.84
- Shea, Mary: Planning Committee Participants, $49.46, $197.84

**2012-2013**
- Engeldinger, Brad: Hospitality Coordinator, Stipend, $2,956.00
- Ignacio, Maricel: CalWorks/Care Coordinator, $30.82/hour, $5,055.00

**FALL 2012 SEMESTER**
- Wade-Gravett, Nadine: Academic Senate 1st Vice President, Stipend, $1,710.72

3.2 ADMINISTRATIVE/CONFIDENTIAL

**Summer 2012**
- Martinez-Rivero, Anna: Upward Bound On-site Supervisor, Stipend, $1,000.00

**2012-2013**
- Miraglia, Greg: Online Education Administrator, Stipend, $5,004.00
- Miraglia, Greg: Coordinator, Stop the Hate, Stipend, $2,000.00
### 4.0 APPROVAL OF SHORT-TERM (NON-CLASSIFIED SERVICE) EMPLOYEES

#### 4.1 SHORT-TERM

<table>
<thead>
<tr>
<th>Employee</th>
<th>Title</th>
<th>Department</th>
<th>Maximum Hours Per Week</th>
<th>Hourly Pay</th>
<th>Approval Dates</th>
<th>Payment Not To Exceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brusstar Warren</td>
<td>Event Site Overseer</td>
<td>Facilities</td>
<td>20</td>
<td>$11.15</td>
<td>5/6-6/30/12</td>
<td>$1,784.00</td>
</tr>
<tr>
<td>Escobar Cesar</td>
<td>Assistant Coach, Men's Soccer</td>
<td>P.E./Athletics</td>
<td>20</td>
<td>$11.15</td>
<td>4/1-5/31/12</td>
<td>$2,007.00</td>
</tr>
<tr>
<td>Espinoza Fernando</td>
<td>Event Worker</td>
<td>P.E./Athletics</td>
<td>10</td>
<td>$11.15</td>
<td>5/12-5/12/12</td>
<td>$111.50</td>
</tr>
<tr>
<td>George April</td>
<td>Theater Technician</td>
<td>Arts &amp; Humanities</td>
<td>40</td>
<td>$21.10</td>
<td>3/1-6/30/12</td>
<td>$15,192.00</td>
</tr>
<tr>
<td>Kranvak Alexandra</td>
<td>Theater Technician</td>
<td>Arts &amp; Humanities</td>
<td>20</td>
<td>$21.10</td>
<td>4/8-4/9/12</td>
<td>$422.00</td>
</tr>
<tr>
<td>Parks Susan</td>
<td>Event Worker</td>
<td>Dance</td>
<td>16</td>
<td>$11.15</td>
<td>5/7-5/10/12</td>
<td>$178.40</td>
</tr>
<tr>
<td>Ramirez Amado</td>
<td>Campus Service Officer</td>
<td>Facilities</td>
<td>20</td>
<td>$14.87</td>
<td>4/1-6/30/12</td>
<td>$3,866.20</td>
</tr>
<tr>
<td>Siner Gaylord</td>
<td>Athletic Event Manager</td>
<td>P.E./Athletics</td>
<td>8 games</td>
<td>$39/game</td>
<td>4/1-5/31/12</td>
<td>$312.00</td>
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</table>

#### 4.2 APPROVAL OF SHORT-TERM TEMPORARY EMPLOYEES FILLING VACANT POSITIONS PENDING PERMANENT HIRING

<table>
<thead>
<tr>
<th>Employee</th>
<th>Title</th>
<th>Department</th>
<th>Maximum Hours Per Week</th>
<th>Hourly Pay</th>
<th>Approval Dates</th>
<th>Payment Not To Exceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Felardo Marijean</td>
<td>Instructional Assistant III</td>
<td>Health Occupations</td>
<td>20</td>
<td>$18.10</td>
<td>6/1-7/31/12</td>
<td>$3,620.00</td>
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</tbody>
</table>

#### 4.3 SHORT-TERM SUBSTITUTES FOR REGULAR EMPLOYEE TEMPORARY ABSENCE

<table>
<thead>
<tr>
<th>Employee</th>
<th>Title</th>
<th>Department</th>
<th>Maximum Hours Per Week</th>
<th>Hourly Pay</th>
<th>Approval Dates</th>
<th>Payment Not To Exceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones Casey</td>
<td>Secretary III</td>
<td>Human Resources</td>
<td>30</td>
<td>$16.92</td>
<td>5/11-6/30/12</td>
<td>$3,553.20</td>
</tr>
<tr>
<td>Maddox Troy</td>
<td>Bookstore Receiving Clerk</td>
<td>Bookstore</td>
<td>40</td>
<td>$14.62</td>
<td>6/11-6/30/12</td>
<td>$1,754.40</td>
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</tbody>
</table>

#### 4.5 SHORT-TERM PROFESSIONAL EXPERTS

<table>
<thead>
<tr>
<th>Employee</th>
<th>Title</th>
<th>Requesting Department</th>
<th>Maximum Hours Per Week</th>
<th>Hourly Pay</th>
<th>Approval Dates</th>
<th>Payment Not To Exceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conn Nathan</td>
<td>Upward Bound Trainer</td>
<td>Upward Bound</td>
<td>11</td>
<td>$19.00</td>
<td>6/18-6/21/12</td>
<td>$209.00</td>
</tr>
<tr>
<td>Conley Jason</td>
<td>Sound Engineer</td>
<td>Arts &amp; Humanities</td>
<td>10</td>
<td>$17.00</td>
<td>5/2-6/30/12</td>
<td>$1,530.00</td>
</tr>
<tr>
<td>Kimball Raymond</td>
<td>SBDC Advisor</td>
<td>Small Bus. Dev. Center</td>
<td>25</td>
<td>$33.44</td>
<td>1/1-6/30/12</td>
<td>$21,736.00</td>
</tr>
<tr>
<td>Kyle Tyler</td>
<td>Upward Bound Teacher, English</td>
<td>Upward Bound</td>
<td>13</td>
<td>$38.72</td>
<td>6/4-6/30/12</td>
<td>$2,013.44</td>
</tr>
<tr>
<td>Kyle Tyler</td>
<td>Upward Bound Teacher English, Prep</td>
<td>Upward Bound</td>
<td>10</td>
<td>$33.56</td>
<td>6/4-6/30/12</td>
<td>$1,342.40</td>
</tr>
<tr>
<td>Soto Martha</td>
<td>Upward Bound Teacher, Spanish</td>
<td>Upward Bound</td>
<td>19</td>
<td>$31.82</td>
<td>6/11-6/30/12</td>
<td>$1,813.74</td>
</tr>
<tr>
<td>Soto Martha</td>
<td>Upward Bound Teacher Spanish, Prep</td>
<td>Upward Bound</td>
<td>15</td>
<td>$31.82</td>
<td>6/4-6/30/12</td>
<td>$1,909.20</td>
</tr>
</tbody>
</table>
4.0 APPROVAL OF SHORT-TERM (NON-CLASSIFIED SERVICE) EMPLOYEES

4.5 SHORT-TERM PROFESSIONAL EXPERTS -- COMMUNITY SERVICES

Community Services courses are authorized by Education Code Section 78300, which states “Governing Boards shall not expend General Fund moneys to establish and maintain community service classes.” Community Services teachers are paid hourly or via fee-split payment. Fee-split payments are paid based on a percentage of student fees collected minus expenses. Payment information is not available at the time the assignment is forwarded to the board for approval.

<table>
<thead>
<tr>
<th>EMPLOYEE</th>
<th>TITLE</th>
<th>DEPARTMENT</th>
<th>MAXIMUM HOURS PER WEEK</th>
<th>HOURLY PAY</th>
<th>APPROVAL DATES</th>
<th>PAYMENT NOT TO EXCEED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexander</td>
<td>Barbara</td>
<td>Community Services Teacher</td>
<td>UVC</td>
<td>50%</td>
<td>Summer 2012</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Arnold</td>
<td>Ken</td>
<td>Community Services Primary IBx Teacher</td>
<td>UVC</td>
<td>$50.00/hr</td>
<td>Summer 2012</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Bagos</td>
<td>Albert</td>
<td>Community Services Alternate IBx Teacher</td>
<td>UVC</td>
<td>$50.00/hr</td>
<td>Summer 2012</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Brown</td>
<td>Bruce</td>
<td>Community Services Teacher</td>
<td>UVC</td>
<td>40%</td>
<td>Summer 2012</td>
<td></td>
</tr>
<tr>
<td>Cameron</td>
<td>Don</td>
<td>Community Services Primary IBx Teacher</td>
<td>UVC</td>
<td>$50.00/hr</td>
<td>Summer 2012</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Dexheimer</td>
<td>Steven</td>
<td>Community Services Alternate IBx Teacher</td>
<td>UVC</td>
<td>$50.00/hr</td>
<td>Summer 2012</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Heim</td>
<td>Jennifer</td>
<td>Community Services Teacher</td>
<td>UVC</td>
<td>40%</td>
<td>Summer 2012</td>
<td></td>
</tr>
<tr>
<td>Hughes</td>
<td>Timothy</td>
<td>Community Services Alternate IBx Teacher</td>
<td>UVC</td>
<td>$50.00/hr</td>
<td>Summer 2012</td>
<td>$400.00</td>
</tr>
<tr>
<td>Lee</td>
<td>Laura</td>
<td>Community Services Teacher</td>
<td>UVC</td>
<td>50%</td>
<td>Summer 2012</td>
<td></td>
</tr>
<tr>
<td>Mazaika</td>
<td>Darran</td>
<td>Community Services Primary IBx Teacher</td>
<td>UVC</td>
<td>$50.00/hr</td>
<td>Summer 2012</td>
<td>$400.00</td>
</tr>
<tr>
<td>Piazza</td>
<td>Heather</td>
<td>Community Services Teacher</td>
<td>SBDC</td>
<td>$33.44/hr</td>
<td>Summer 2012</td>
<td>$601.92</td>
</tr>
<tr>
<td>Rafanan</td>
<td>Neil</td>
<td>Community Services Alternate IBx Teacher</td>
<td>UVC</td>
<td>$50.00/hr</td>
<td>Summer 2012</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Riddell</td>
<td>Bruce</td>
<td>Community Services Teacher</td>
<td>UVC</td>
<td>40%</td>
<td>Summer 2012</td>
<td></td>
</tr>
<tr>
<td>Rose</td>
<td>David</td>
<td>Community Services Alternate IBx Teacher</td>
<td>UVC</td>
<td>$50.00/hr</td>
<td>Summer 2012</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Ruff</td>
<td>Marvin</td>
<td>Community Services Alternate IBx Teacher</td>
<td>UVC</td>
<td>$50.00/hr</td>
<td>Summer 2012</td>
<td>$400.00</td>
</tr>
<tr>
<td>Shearer</td>
<td>Erik</td>
<td>Community Services Teacher</td>
<td>UVC</td>
<td>40%</td>
<td>Summer 2012</td>
<td></td>
</tr>
<tr>
<td>Staten</td>
<td>Sam</td>
<td>Community Services Alternate IBx Teacher</td>
<td>UVC</td>
<td>$50.00/hr</td>
<td>Summer 2012</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Watkins</td>
<td>Judith</td>
<td>Community Services Teacher</td>
<td>UVC</td>
<td>40-50%</td>
<td>Summer 2012</td>
<td></td>
</tr>
<tr>
<td>Whitney</td>
<td>John</td>
<td>Community Services Primary IBx Teacher</td>
<td>UVC</td>
<td>$50.00/hr</td>
<td>Summer 2012</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>Young</td>
<td>Adam</td>
<td>Community Services Teacher</td>
<td>SBDC</td>
<td>$33.44/hr</td>
<td>Summer 2012</td>
<td>$401.28</td>
</tr>
<tr>
<td>Young</td>
<td>James</td>
<td>Community Services Primary IBx Teacher</td>
<td>UVC</td>
<td>$50.00/hr</td>
<td>Summer 2012</td>
<td>$400.00</td>
</tr>
<tr>
<td>Zamolo</td>
<td>Craig</td>
<td>Community Services Alternate IBx Teacher</td>
<td>UVC</td>
<td>$50.00/hr</td>
<td>Summer 2012</td>
<td>$4,000.00</td>
</tr>
</tbody>
</table>
5.0 APPROVAL OF INDEPENDENT CONTRACTORS (paid more than $15,000 per year)

<table>
<thead>
<tr>
<th>Contractor</th>
<th>2012-2013 Maximum Total Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hernandez, Mellisa</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>Marshall, Sheri</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>McKinney, Rosanna</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>Rivers, Anthony</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>Tomek, Virginia</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>Weiler, Michelle</td>
<td>$35,000.00</td>
</tr>
<tr>
<td>Williams, Chuck</td>
<td>$35,000.00</td>
</tr>
</tbody>
</table>

6.0 NOTIFICATION OF TRANSFERS AND REASSIGNMENTS

6.3 CLASSIFIED

Barros, Sandra

Ms. Barros is being laterally-transferred from the position of Secretary IV in Special Services to Secretary IV for the STEM Grant, effective July 1, 2012.

7.0 NOTIFICATION OF UNPAID LEAVE OR REDUCTION IN WORKLOAD

7.1 FACULTY

Moore, Angela

Ms. Moore has requested a reduction in workload to 90 percent of full time for the 12-13 academic year and extra days. The President’s Cabinet supports this request for reduced workload.

7.2 ADMINISTRATIVE/CONFIDENTIAL

Dischinger, Todd

Mr. Dischinger has requested a leave of absence from July 1, 2012 through June 30, 2013 from his regular position of Basic Law Enforcement Academy Coordinator to temporarily fill the P.O.S.T. Instructional Skills Program Director position. The Vice President, Instruction recommends approval of this request.
7.0 **NOTIFICATION OF UNPAID LEAVE OR REDUCTION IN WORKLOAD**

7.3 **CLASSIFIED**

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
<th>Load Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elliott, Paul</td>
<td>Mr. Elliott has requested an unpaid leave of absence from June 1 - 7, 2012, under Article 10 of the NVCCD/Classified Agreement. The Dean, Human Resources recommends approval of this request.</td>
<td></td>
</tr>
<tr>
<td>Ignacio, Maricel</td>
<td>8/1/12 - 12/15/12; 1/15/13-5/24/13</td>
<td>0.50</td>
</tr>
<tr>
<td>Siewert, Gregory</td>
<td>6/12/12 - 7/17/12</td>
<td>0.10</td>
</tr>
</tbody>
</table>

The following classified employees are reducing their regular classified assignment in order to teach/counsel during the terms listed below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
<th>Load Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thompson, Lance</td>
<td>5/29/12 - 8/17/12</td>
<td>0.25</td>
</tr>
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</table>

9.0 **NOTIFICATION OF MISCELLANEOUS PERSONNEL TRANSACTIONS**

**RATIFICATION OF CLASSIFIED RECLASSIFICATION RECOMMENDATIONS**

<table>
<thead>
<tr>
<th>CURRENT POSITION/RANGE</th>
<th>RECOMMENDED POSITION/RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aguada, Glenna</td>
<td>Coordinator of Fiscal Services/Range 28 ($6,517/mo)</td>
</tr>
<tr>
<td>Chief Accountant/Range 26.5 ($6,087/mo)</td>
<td></td>
</tr>
</tbody>
</table>

**RATIFICATION OF DISTRICT-INITIATED RECLASSIFICATION RECOMMENDATIONS**

<table>
<thead>
<tr>
<th>CURRENT POSITION/RANGE</th>
<th>RECOMMENDED POSITION/RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>VACANT</td>
<td>Supervising Custodian/Range 10 ($4,836-6,530/mo)</td>
</tr>
<tr>
<td>Supervising Custodian/Range 8 ($4,387-5,922/mo)</td>
<td></td>
</tr>
</tbody>
</table>
9.0 NOTIFICATION OF MISCELLANEOUS PERSONNEL TRANSACTIONS

2012-2013 ADMINISTRATIVE ASSIGNMENTS

ACADEMIC ADMINISTRATORS -- TEMPORARY, GRANT FUNDED

Dischinger, Todd
Requesting that Mr. Dischinger serve as Director, P.O.S.T Instructional Skills Program beginning July 1, 2012 through June 30, 2013 under Education Code Sections 72411.5 and 87470. This grant-funded assignment is full time and the monthly salary is equivalent to Range 15, Step G ($8133/month) on the Administrative/Confidential Salary Schedule. This is a temporary assignment that includes administrative-staff vacation days, paid holidays, and fringe benefits.

Mort, Donald
Requesting that Mr. Mort serve as Interim Basic Law Enforcement Academy Coordinator beginning July 1, 2012 through June 30, 2013 under Education Code Section 72411.5. This temporary, at-will assignment is full time and the monthly salary is equivalent to Range 14, Step D ($6803/month) on the Administrative/Confidential Salary Schedule. This is a temporary assignment that includes administrative-staff vacation days, paid holidays, and fringe benefits.

PROFESSIONAL ASSIGNMENT

Miller, Sheri
Interim General Manager, Performing Arts Center
Continuation of interim professional position through December 31, 2012 ($4,836/month).
Inter-fund Transfers

The Governing Board of the Napa Valley Community College District hereby authorizes the following additional inter-fund transfer amounts for FY 2011-2012.

<table>
<thead>
<tr>
<th>Transfer From:</th>
<th>Transfer To:</th>
<th>Maximum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>Child Development Center Fund</td>
<td>$300,000</td>
</tr>
</tbody>
</table>

Secretary of the Governing Board

Form updated 5/24/12
**Facility Rental Fees**  
Cafeteria Dining Area  
$40 / $120
ASNVC Lounge  
$20 / $60
Classified Lounge  
$20 / $40
Little Theatre – Rehearsals  
$20-$120
Little Theatre – Performances  
$60 / $200 (4 hr. minimum)
PAC Theatre – Rehearsals  
$350-$700 (8 hr. minimum)
PAC Theatre – Monday-Thursday Performances  
$750 / $1000 (8 hr. minimum)
PAC Theatre – Friday-Sunday Performances  
$1050 / $1300 (8 hr. minimum)
Community Room  
$25 / $50
Community Room – Kitchen  
$15 / $30 ($250 deposit required)
General Classroom  
$20 / $40
Room 838 (lecture hall)  
$40 / $80
Gymnasium Complex:
  Main Gym  
  $45 / $200
  Locker Rooms (each)  
  $20 / $70
  Pool  
  $64 / NA
  Dance Studio  
  $20 / $40
  Tennis Courts (per court)  
  $10 / $20
  Track/Field (per field)  
  $20 / $100 + $20 an hour
  Baseball Field  
  $20 / $100 + $20 an hour
  Soccer Field  
  $20 / NA
  Softball Field  
  $20 / $100 + $20 an hour
UVC Culinary Kitchen  
$50 / $200

**HEOC Fees**
ADN (1st semester):
  Lab Kit  
  $122.88
  Testing Fee/Case Studies  
  $152
  Background Check & Drug Screening  
  $88
  Healthstream  
  $14.50
ADN (2nd semester):
  Lab Kit  
  $0
  Testing Fee  
  $56
ADN (3rd semester):
  Lab Kit  
  $24.78
  Testing Fee  
  $56
  Healthstream  
  $14.50
ADN (4th semester):
  Lab Kit  
  $36.63
  Testing Fee  
  $47
  Drug Screening  
  $45
  Fit Testing  
  $20
R.T. (1st semester):
  Lab Kit  
  $160
  Background Check  
  $43
  Healthstream  
  $14.50
  Drug Screening  
  $45
  Fit Testing  
  $20
R.T. (3rd semester):
  Testing Fee  
  $35
### Healthstream
- Testing Fee $90

### PTEC:
- Lab Kit $89
- Background Check $43

### LVN (1st semester):
- Lab Kit $102
- Testing Fee $21
- Background Check $43
- Healthstream $14.50

### LVN (2nd semester):
- Testing Fee $21
- Healthstream $14.50

### LVN (3rd semester):
- Testing Fee $49

### EMT Class:
- EMT 90 (First Responder) $90
- EMT 95 (EMT) $100

### Paramedic:
- Lab Kit $195
- Fit Testing $20

### Library/Material Fees
- Book/Media Overdue Fee $0.20 per day/up to $6 maximum
- Instructors’ Reserves Overdue Fee $0.50-$1 per day/up to $6 maximum
- Lost Materials Replacement cost + $10 processing fee

### Laptop:
- Half-hour late $5
- Day late $25
- Damaged/Lost $2,000 + $10 processing fee

### Calculator Rental Fee:
- $15 per semester
- Lost $75 + $10 processing fee

### Copy Fee:
- B&W prints $0.10 each page
- Color prints $1 each page

### Material/Facility Fees (Fall 2011 only)
- Art $25
- Biology $20-$25
- C.J.T. $70
- DART (Digital Art) $25
- DDGT (AutoCAD) $8-$149
- E.M.T. $90
- Machine $25-$50
- P.E. $15-$50
- Photo $20
- PTEC $150
- V.W.T. $95-$175
- Welding $25
- Cooking School $75-$450
NAPA VALLEY COMMUNITY COLLEGE DISTRICT
DISTRICT FEE SCHEDULE - F.Y. 2012 – 2013

Culinary Program
$20,000
Trips & Tours
$39-$4000
SBDC
$10-$200
Community Ed.
$5-$350

Parking Fines

Blocking Disabled Access
$290
Curb Parking – over 18”
$40
Improper Parking
$40
Loading Zone – Misuse
$55
Loading Zone – Not Authorized
$55
Not Parked Within Marked Spaces
$40
Parking – Disable Space
$315
Parking – Bicycle Lane
$40
Parking – Bus Zone
$290
Parking – Crosswalk
$90
Parking – Driveway
$45
Parking – Fire Hydrant/FDC
$90
Parking – Posted “NO PARKING”
$60
Parking – Red Zone
$90
Parking – Sidewalk
$90
Parking – Wrong Side of Street
$40
Parking Permit – Counterfeit
$165
Parking Permit – Misuse
$115
Parking Permit – Required¹
$45
Parking Permit – Staff Permit Required
$40
Passenger Loading Zone – Misuse
$55
Visitor’s Parking – Over Time Limit
$40

Printing Fees

NCR – Per Set:

8.5x11 – 2 part
$0.15
8.5x11 – 3 part
$0.22
8.5x11 – 4 part
$0.26
8.5x11 – 5 part
$0.32
8.5x14 – 2 part
$0.16
8.5x14 – 3 part
$0.26
8.5x14 – 4 part
$0.31
8.5x14 – 5 part
$0.39
8.5x11 – 2 part, 2 sides
$0.18
8.5x11 – 3 part, 2 sides
$0.27
8.5x11 – 4 part, 2 sides
$0.30
8.5x11 – 5 part, 2 sides
$0.36
8.5x14 – 2 part, 2 sides
$0.20
8.5x14 – 3 part, 2 sides
$0.30
8.5x14 – 4 part, 2 sides
$0.35
8.5x14 – 5 part, 2 sides
$0.44

#20 All Colors:

8.5x11 – 1 side
$0.027
8.5x14 – 1 side
$0.037
8.5x11 – 2 sides
$0.047
NAPA VALLEY COMMUNITY COLLEGE DISTRICT
DISTRICT FEE SCHEDULE - F.Y. 2012 – 2013

8.5x14 – 2 sides $0.057

#60:
8.5x11 – 1 side $0.037
11x17 – 1 side $0.06
8.5x11 – 2 sides $0.06
11x17 – 2 sides $0.09

#90 Index:
8.5x11 – 1 side $0.06
8.5x11 – 2 sides $0.07

Letterhead – Per Ream $20

Envelopes:
#10 Reg. – each $0.06
#10 Reg. – per 500 $22
#10 Win. – each $0.07
#10 Win. – per 500 $24
#10 Security – each $0.08
#10 Security – per 500 $27
#9 Reg. – each $0.05
#9 Reg. – per 500 $21

Business Cards:
100 $10.50
250 $22.25
500 $32.50

Shrink Wrap 8.5x11 $0.75

Drill $0.25

Bookstore:
1 side $0.045
2 sides $0.071

Collating $0.005 per page

Comb Binding:
Under 5” $0.50
Over 5” $0.75

Bookletmaking $0.10 each

Color Copier:
Color $0.20; two sided $0.28
Black & White $0.10; two sided $0.18

Student Fees
Resident Enrollment Fee $46 per unit

Non-Resident Tuition:
Enrollment Fee $46 per unit
Non-Resident $200 per unit
International $200 per unit

Class Audit $15 per unit

Health Fees (required) $8
3 units or less $8
More than 3 units $17

Accident Insurance (required) $1

Student Rep. Fee (required) $1

Student Activities Fee (optional) $5

Student Technology Fee (optional) $10
## International Student Application Fee (non-refundable)
- Fee: $25

### Parking:
- Daily: $2
- Summer: $16
- Fall/Spring: $32
- Fall/Spring (BOGW students): $20

### Transcript
- Fee: $4 per copy

### Transcript – Rush Fee
- Fee: $10

### Degree Verify
- Fee: $3

### Diploma/GED
- Fee: $10

### GED Testing
- Fee: $150

### Proctored Exams
- Fee: $25

### Refund Processing Fee
- Fee: $5

### Return Check Fee
- Fee: $40

### Student I.D. Card
- Fee: $5

### Misc. Fees

**LiveScan/Fingerprinting:**
- Faculty/Adjunct: $32
- Police/HEOC: $51
- CFS: $76

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**Updated 5/17/12**

Approved by the Board of Trustees – June 14, 2012

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1. Fee pending on State Legislature
2. Fee set by State Legislature
3. Students who depend exclusively upon prayer for healing are exempt from this fee. Students eligible for a refund of this fee must contact Student Health Center for more information on receiving a refund of this fee.
4. Students may request to be refunded of this fee for religious, political, financial, or moral reasons. Please see “Fees Page” at napavalley.edu for the form to receive a refund of this fee.
5. It is an optional fee to be charged for fall and spring semesters only. Please go to “Fees Page” at napavalley.edu for the form to receive a refund of this fee.
6. Same as footnote 5
### 2012-2013 Application for Emeritus Status

#### Applicant Information

<table>
<thead>
<tr>
<th>Full Name:</th>
<th>Cosby</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last</td>
<td>Emily</td>
</tr>
<tr>
<td>First</td>
<td>R</td>
</tr>
<tr>
<td>Address:</td>
<td>4014 Withers Rd</td>
</tr>
<tr>
<td>Street Address</td>
<td>Napa</td>
</tr>
<tr>
<td>City</td>
<td>CA</td>
</tr>
<tr>
<td>State</td>
<td>CA</td>
</tr>
<tr>
<td>ZIP Code</td>
<td>94559</td>
</tr>
<tr>
<td>Home Phone</td>
<td>707-226-9464</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:emcosby@yahoo.com">emcosby@yahoo.com</a></td>
</tr>
<tr>
<td>Preferred Academic Title</td>
<td>Professor Basic Skills, Learning Disabilities Specialist</td>
</tr>
</tbody>
</table>

#### Eligibility Information

- **Retirement Status:** [ ] Retired
- [X] Not Retired

- **Name of school from which you retired:** Napa Valley College
- **Years served as full-time instructor/professor at Napa Valley College:** August 1998 to May 2012

#### Emeritus Benefits

**Please indicate which of the Emeritus privileges you would like (check all that apply):**

- [X] Official document certifying emeritus status endorsed by the President of the Academic Senate.
- [X] A business card (and, if appropriate, identification card) which indicates emeritus status.
- [X] Listing with the faculty in all appropriate directories*
- [X] Listing with the faculty in the college catalogue*
- [X] Courtesy campus parking with a faculty sticker
- [X] A faculty library card allowing full use of Library & Learning Resource Center
- [X] Complimentary or reduced price admission to NVC performances and events, on the same basis as that provided to other faculty.
- [X] The opportunity to visit classes, subject to the consent of the professor.
- [X] Use of recreational and social facilities of the college, on the same basis as that provided to other faculty.

*Four (4) year limit, must reapply to continue

**I hereby authorize the Senate and its appointed committee on Emeritus Status to verify the above statements as it deems necessary and useful for its determinations, and gather information as it deems needful and useful.**

**I am acquainted with the rules and regulations governing the granting and holding of Emeritus Status at Napa Valley College.**

**Signature:** Emily R. Cosby  **Date:** 5/9/2012

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Status granted August 1984, continued to 8/1995 when began full time.
Faculty Standards and Practices Committee

FOR COMMITTEE USE ONLY

Name of Applicant: Emily Cosby

Disposition: Granted

If granted:
Academic Title: Emeritus Professor of Basic Skills and Learning Disabilities Specialist
Effective as of: 8/1/2012
Date of application: 5/9/2012
Years served: 28 (tenure status), 36 (total including part-time off-campus)
As of: 1984 (tenure status)

If not granted or modified:

Signed Daniel Clemens Date: 5/14/2012
Chair, Faculty Standards and Practices Committee
TO:          NVC Board of Trustees

FROM:        Oscar De Haro, Vice President for Student Services

DATE:        June 4, 2012

SUBJECT:     Services for Veterans at Napa Valley College

In early spring semester after concerns shared by former students and members of the Veterans community, the Board requested a presentation on the services offered to our student Veterans and identification of venues where this information can be easily accessed. Dr. Baehre-Kolovani directed me to coordinate the task of organizing a presentation on the comprehensive services available to our Veterans.

I assembled a group of NVC staff as the NVC Veterans Task Force to assist with this project. The members are:

- Maricel Ignacio - Veterans Representative, Financial Aid/Veterans Services Office
- Allahno Hughes - School Certifying Official for Veterans Educational Benefits, FA/VA Office
- Lynda Monger - Veterans Counselor, Counseling Center
- Jose Hurtado - Veterans Advocate, Counseling Center
- Patti Morgan - Dean of Financial Aid/Veterans Services & EOPS/Trio Programs
- Edward Beanes - Career Center Specialist and Veterans Advocate
- Mary Shea - Faculty Veterans Advocate
- Ann Gross - Faculty Veterans Advocate
- Martha Navarro - Office of Student Services

The components of the presentation to the BOT include:

**Available educational and academic services**
NVC assists, in collaboration with staff in the Financial Aid/Veterans Services Office, with administering more than 10 different educational benefits programs for Veterans and their dependents. Two counselors/advisors have assignments dedicated to advising veterans on their academic needs.

**Off-campus referral resources**
More than six local, county and state referral resources related to health, mental health and benefits are shared with our Veterans.
**Statistics related to our NVC Veterans student population**

In the 2011 year, 190 veterans and dependents of veterans received educational and academic services. In fall 2011, 59 of our veterans resided in Napa County and 44 resided in Solano County.

**Feedback from a student survey of NVC Veterans**

In late April and early May, 2012, a survey was conducted via Zoomerang to 241 student veterans. Forty-six replied for a 19% response rate. The intended outcome of the survey was to help us better assess whether our students are aware of the services offered to Veterans at NVC, which ones they have used and of those how satisfied the students were with the services utilized.

**Advertising tools and venues for marketing available services**

Both a brochure and our Veterans Services website were updated for a more comprehensive inclusion of the available services to our veterans.

**Future events organized and supported by NVC focused on Veterans**

On July 11, 2012, the Napa Valley College Veterans Conference will be held at NVC in collaboration with the US Department of Labor. Workshops on topics of interest to Veterans and the general public will be presented in addition to a job fair for employers to hire veterans. Resume-writing workshops by Edward Beanes of the Career Center will be offered in advance of the conference for veterans to come prepared with an updated resume.

On August 16, 2012, the general session and breakout sessions at the Fall Faculty Flex Day will feature Veterans training and awareness for NVC staff. Mary Shea has arranged for a presentation from noted Clinical Psychologist, Dr. David M. Joseph to share on the readjustments (combat) veterans are faced with upon return from service and how NVC can create a welcoming campus climate for the returning veterans.

The updated Veterans Services brochure has been included in your packet for your review. A copy of the PowerPoint presentation will be distributed at the Board meeting.

We hope that you and our Veteran community find the work of our efforts as a notable and satisfactory improvement.

Thank you.
Veterans Services Office
This county office is an entity of local government and is made up of a trained VA accredited claims staff. As advocates they assist their customers with filing claims for benefits from the U.S. Department of Veterans Affairs and provide case management after the USDVA renders its decision.

Napa County
Patrick Jolly, Veterans Service Officer
Office: 900 Coombs St. Suite 257
Mail: 2261 Elm St, Napa, CA 94559-3721
Toll Free: 800.498.9455
F 707.299.1489
Email: Patrick.jolly@countyofnapa.org
www.napavets.com

Solano County
675 Texas St, Suite 4700
Fairfield, CA 94533
P 707.784.6590, F 707.784.0927
www.solanocounty.com/depts/veterans/

Local Vet Centers
Vet centers offer broad readjustment services. They focus on counseling for military traumas, employment and family problems. They also provide referral services for VA benefits and medical assistance and liaisons with community agencies.

Northbay Vet Center
6225 State Farm Suite 101
Rohnert Park, CA 94928
P 707.586.3295, 877.927.8387, F 707.586.9055

Concord Vet Center
1333 Willow Pass Rd.
Concord, CA 94520
P 925.680.4526, F 925.680.0410

Financial Aid
Administers federal and state financial aid programs which provide financial aid resources to eligible students.
Bldg. 1100, Rm 1132, P 707.256.7300, F 707.256.3043
Email: financialaid@napavalley.edu
Website: www.napavalley.edu/financialaid

Counseling Center
Provide comprehensive academic support.
Bldg. 1300, P 707.256.7220

Career Center
Addresses the career development and employment needs of students and employers.
Bldg. 1300, P 707.256.7330

Transfer Center
Provides counseling and advising to students planning to transfer to a four-year university.
Bldg. 1300, P 707.256.7333

Student Health Center
Provides physical and mental health services.
Bldg. 2250, P 707.259.8005

Disabled Students Programs and Services
Provides academic advising, counseling, accommodation services, and instructional support to students with disabilities.
Bldg. 1700, Rm. 1766
P 707.253.3080, 707.253.3084 (TTY)

Office of Student Services
Provides various specialized assistance to students.
Bldg. 1300, Rm. 1330, P 707.256.7360, F 707.253.3380

Admissions & Records
Assists students with various issues related to registration, student record, and residency status.
Bldg. 1300, P 707.256.7200, F 707.253.3064
EDUCATION PROGRAMS
ADMINISTERED AT NVC

1. Post 9/11 GI Bill, chapter 33
2. Montgomery GI Bill—Active Duty (MGIB-AD, chapter 30)
3. Montgomery GI Bill—Selected Reserve (MGIB-SR), chapter 1606
4. Reserve Educational Assistance Program (REAP), chapter 1607
5. Veterans Educational Assistance Program (VEAP), chapter 32
6. Survivors' and Dependents' Educational Assistance Program (DEA), chapter 35
7. National Call to Service Program
8. Veterans Retraining Assistance Program
9. Vocational Rehabilitation & Employment (VR&E), chapter 31
10. California College Fee Waiver (CWF)/Veterans Dependents Educational Assistance

Please refer to the following websites for program descriptions and eligibility requirements:

www.gibill.va.gov
Chapter 30, 33, 1606, 1607, 32, and 35
www.vba.va.gov/bln/vre
Chapter 31
www.calvet.ca.gov/VetServices/Education.aspx
CA College Fee waiver/Veterans Dependents Educational Assistance

VA EDUCATION PROGRAM
APPLICATION CHECKLIST

1. Determine your eligibility with the Department of Veterans Affairs.
2. New students must complete an online admission application at www.napavalley.edu.
3. Submit official copies of transcripts from previous colleges attended, copy of VA form DD-214 Member Copy-4 (if a veteran) or form DD-2384 Notice of Basic Eligibility (NOBE, if in the Reserves) to the Financial Aid Office.
4. Make an appointment to see Lynda Monger at the Counseling Center to develop an Educational Plan one week after you submit your official copies of transcripts.
5. Submit all the following documents to the Financial Aid Office:
   - First time applying for a VA Education Program?
     □ Yes—Go to 5A □ No—Go to 5B
   5A. Initial Application or Certificate of Eligibility
      Chapter 30, 33, 1606, 1607: VA form 22-1990*
      Chapter 35: VA form 22-5490*
      Chapter 31: VA form 28-1900*
   5B. Transfer Students/Change of Program or Place of Training
      Chapter 30, 33, 1606, 1607: VA form 22-1995
      Chapter 35: VA form 22-5495
      You may apply online through the Veterans Online Application (VONAPP) at www.gibill.va.gov. Click on Apply Online, and then Education. Print a copy of your online application.
   5C. VA Educational Plan
   5D. Statement of Understanding of VA Educational Benefits*
   5E. VA Regulations and Student Responsibilities*
   5F. Math and English Placement Scores if remedial coursework is needed (below MATH 94 and ENGL 120)
   5G. Request for VA Enrollment Certification Form* (required every semester)

   *Forms are available online at www.napavalley.edu/va. Click on “Forms.”

Note: Incomplete application packet will not be processed.

Napa Valley College - Board of Trustees
June 14, 2012 Regular Meeting
Agenda Item 11.3

CONTACT US!

NVC Veterans Ed. Benefits Services

Maricel Ignacio, Veterans Representative
P 707.256.7312 F 707.256.3043
Email: mignacio@napavalley.edu
Financial Aid Office, Bldg. 1100, Rm 1132

Allahno Hughes, School Certifying Official for Veterans Ed. Benefits
P 707.256.7307 F 707.256.3043
Email: ahughes@napavalley.edu
Financial Aid Office, Bldg. 1100, Rm 1132

Lynda Monger, Veterans Counselor
P 707.256.7232
Email: lmonger@napavalley.edu
Counseling Center, Bldg. 1300, Rm. 1339A

Department of Veterans Affairs—GI Bill

Toll Free Number for Students: 1-888-442-4551
Website: www.gibill.va.gov
This site is great for locating information regarding your VA educational benefits, eligibility and payment information.
Muskegon Regional Processing Office
P.O. Box 8888
Muskegge, OK 74402-8888

Ch 30, 1606, 1607 Enrollment Verification:
1-877-823-2378 or WAVE online at https://www.gibill.va.gov/wave

College Fee Waiver

Children, spouses, and unmarried surviving spouses of veterans may be eligible to have tuition and fees waived at any CA Community College, California State University or University of California.

Submit your application to your local County Veterans Office. Print an application and locate the nearest County Veterans Office online at www.calvet.ca.gov/VetServices/Education.aspx
May 17, 2012

P047A120356

Ms. Anna Martinez-Rivero
Napa Valley Community College District
2277 Napa Vallejo Highway
Napa, CA 94558

Dear Ms. Martinez-Rivero:

I regret to inform you that your application for a grant under the fiscal year (FY) 2012 Upward Bound (UB) Program competition did not score high enough to be recommended for a new grant award. Further, as discussed below, your application did not score within the "funding band" for this grant competition; and, therefore, you may not request a second review of your application.

The Department of Education (Department) received 1299 eligible applications for new grant awards under the FY 2012 UB competition requesting over $398 million. With the approximately $254 million in funds available for new and continuation grant awards under the first slate of the competition, we were able to fund in rank order the top 780 applications based on the total score assigned to the application. (The total score is the average of the scores assigned to the application by the three non-federal reviewers plus prior experience (PE) points, if applicable.) All applications recommended for funding on the first slate scored 108.00 points or higher.

In accordance with the requirements of the Higher Education Opportunity Act of 2008, which amended the Higher Education Act of 1965, the Department will conduct a second review for some applicants. Consistent with the regulatory guidelines for this process, only those applicants that fall within the established “funding band” for the competition are eligible to request a second review (see 34 CFR 645.35(c)(d) and (e)). For this competition, applications with a total score below the cut-off score of 108.00 points for the first slate, but above 106.33, are considered part of the “funding band”. Because the total score assigned to your application was 87.00 points, your application is not included in the “funding band”; therefore, as stated earlier, you may not request a second review of your application and you will not receive a grant award under this competition.

A set of the non-federal reviewers’ evaluations of your application is enclosed. If your application is also eligible for PE points, we have also enclosed a PE Points Report that shows the PE points awarded your application.
Thank you for your continued interest in the UB Program.

Sincerely,

[Signature]

Linda Byrd-Johnson, Ph.D.
Director
Student Service

Enclosures:
A set of three Non-federal Reviewers’ Evaluations
Prior Experience Points Report and Appendix, if applicable
RESOLUTION OF THE BOARD OF TRUSTEES
OF NAPA VALLEY COMMUNITY COLLEGE DISTRICT
CONDEMNING ACTS OF HATE AND BIAS

WHEREAS, the Board of Trustees of the Napa Valley Community College District is committed to creating a safe place for all students to learn and for staff to work; and

WHEREAS, the Board of Trustees of the Napa Valley College Community College District recognizes the importance of providing a campus climate that appreciates diversity, inclusivity, and a safe space where the free exchange of ideas and differences can be expressed, explored, and discussed; and

WHEREAS, the Board of Trustees of the Napa Valley Community College District has openly stated that all members of its campus community should conduct themselves with integrity and respect for the rights and dignity of others and;

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of the Napa Valley Community College District condemns all hate crimes and acts of hate community on campus or in the greater community; and

AND BE IT FURTHER RESOLVED, the Board of Trustees of the Napa Valley Community College District does not tolerate acts of hate, discrimination, harassment, profiling, bullying, acts of intimidation or other harm to individuals on the basis of expression of race, color, ethnicity, gender, age, disability, religious beliefs, political preference, sexual orientation, gender identity or expression, citizenship, or national origin among other personal characteristics.

PASSED AND ADOPTED by the Governing Board of the Napa Valley Community College District in Napa County, California, this 14th day of June, 2012, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

Mr. Michael Baldini, President
Napa Valley Community College
Board of Trustees

Armond Phillips, Secretary
Napa Valley Community College
Board of Trustees
Napa Valley Community College District

PROFESSIONAL SERVICES CONTRACT
FOR ACTING SUPERINTENDENT/PRESIDENT

This professional services contract ("Agreement") is made and entered into by and between the Napa Valley Community College District of Napa County, State of California ("District") acting by and through its Board of Trustees ("Board"), and Armond Phillips ("Acting Superintendent/President").

WITNESSETH

It is mutually agreed to by and between the Board and the Acting Superintendent/President as follows:

1. Employment: The Board employs and Armond Phillips accepts employment as the Acting Superintendent/President.

2. Term: The term of this Agreement shall be from June 1, 2012 through August 20, 2012, or until an Interim Superintendent/President is hired, which ever occurs first. This contract is entered into pursuant to Title 5, Section 53021(c)(7) of the California Code of Regulations, and the parties understand that this contract may not be renewed or otherwise extended beyond one year without approval of the State Chancellor. The parties further understand and agree that the District has no obligation to seek such an extension.

3. Duties and Responsibilities: The Acting Superintendent/President will perform the duties of the position as prescribed by all applicable laws, rules and regulations of the State of California and the District. The Acting Superintendent/President will also perform the duties prescribed in the job announcement, job description, and at the direction of the Board of Trustees. The Acting Superintendent/President understands that this is a short-term position while the Board selects an Interim Superintendent/President and that regular communication with the Board of Trustees is expected.

4. Salary: The salary for the Acting Superintendent/President shall be paid in monthly installments equivalent to the monthly proration of an annual salary of $220,000.

5. Travel Reimbursement: Upon production of receipts, the Board shall pay the board-adopted per mile rate for the use of an automobile owned by the Acting Superintendent/President and used in the performance of assigned duties, which excludes regular commute to and from work. The Board's adopted rate of automobile reimbursement per mile may not fully reimburse the Superintendent/President for his incurred expenses.

6. Business Expense Reimbursement: Upon production of receipts, the District shall reimburse the Acting Superintendent/President for actual and necessary

Backup Packet Page 61 of 95
expenses incurred on behalf of the District. Expenses related to conference attendance must be approved in advance by the Board.

7. **Mobile Telephone Allowance:** Instead of providing the Acting Superintendent/President with a mobile telephone, the District shall pay him one hundred dollars ($100.00) per month for the cost of using his personal mobile telephone to conduct District business.

8. **Health and Welfare Benefits:** The Acting Superintendent/President is not entitled to receive health and welfare benefits from the District.

9. **Holidays and Leaves:** The Acting Superintendent/President shall accrue one (1) day per month of sick leave. The Acting Superintendent/President shall also be entitled to all paid holidays provided to all other District administrative employees. The Acting Superintendent/President is not entitled to any other paid leave.

10. **Outside Consulting:** Outside consulting is permitted during the term of this contract if: (a) authorized in writing by the President of the Board of Trustees; (b) it does not interfere with the completion of responsibilities within the District, (c) it is done outside normal working hours or on vacation days, and (d) it does not involve the use of District equipment, supplies, or personnel.

11. **Termination of Contract:** This contract is terminated upon the death, or voluntary resignation of the Acting Superintendent/President, or upon its termination by the Board, with or without cause.

11.1 **Voluntary Resignation:** Contract termination based on voluntary resignation will be effective on a date mutually agreed between the District and Acting Superintendent/President.

11.2 **Termination Without Cause:** This contract may be terminated prior to its expiration date of August 20, 2012 without notice and without cause. In consideration for exercising this right, the District shall pay the Acting Superintendent/President the unexpired term of his contract. Termination without cause shall include termination prior to August 20, 2012 due to the hiring of an Interim Superintendent/President as set forth in Article 2.

11.2.a. In the event this contract is terminated without cause pursuant to Article 11.2, the Acting Superintendent/President shall provide services from time-to-time during the 2012-2013 academic year at the direction of the Board of Trustees for the amount of time equal to the remaining time on the contract at the rate of pay of the contract.

11.3 **Termination With Cause:** The Acting Superintendent/President may be terminated for failure to meet the terms of this Agreement. Such termination shall only occur upon written notice and an opportunity to address the Board in closed session. Termination under this Article constitutes termination for cause and shall not entitle the Acting
Superintendent/President to receive the payout of the unexpired term of his contract.

12. **Reassignment**: To meet the educational or administrative needs of the District, during the term of the contract, the duties and/or title of the Acting Superintendent/President may be changed, or the Acting Superintendent/President may be reassigned to another position in the District. This may include acting in a different capacity upon the termination of the contract pursuant to Article 11.2. The salary provided under this contract would continue until the expiration of the contract.

13. **Entire Agreement**: This instrument contains the entire agreement of the parties and supersedes all prior and contemporaneous, oral or written agreements, understandings and the like between the parties, including, without limitation any letter offering employment.

14. **Severability**: If any term or provision of this Agreement is to any extent held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the terms and provisions of the Agreement shall continue in effect.

15. **Other Provisions**: All terms and conditions of employment not specifically provided for by this Agreement shall be in accordance with the policies, rules and regulations of the Board.

16. **Advice of Counsel**: The parties acknowledge that they each have the right to obtain independent legal advice regarding the terms of this Agreement before accepting its terms. By their signatures below, the Parties accept that they have obtained such advice or expressly and voluntarily have waived their right to do so. This Agreement shall be construed and interpreted under the laws of the State of California.

By:  
John Busenbark  
Chair, Ad Hoc Hiring Committee  
On behalf of the Board of Trustees  
Napa Valley Community College District

By:  
Date: May 29, 2012

Date: May 29, 2012
RESOLUTION BY THE BOARD OF TRUSTEES
OF THE NAPA VALLEY COMMUNITY COLLEGE DISTRICT
IN SUPPORT OF COMMUNITY COLLEGE SYSTEM BUDGET PRIORITIES
AND THE GOVERNOR’S NOVEMBER BALLOT INITIATIVE

WHEREAS, community colleges have taken extensive cuts to funding over recent years, while trying to educate the largest high school graduating classes in California history and need funding to provide the programs and services necessary to increase the number of successful degree and certificate holders;

WHEREAS, community colleges have been forced to turn away as many as 130,000 potential students in a single year due to the need to reduce course sections, generally from 5 – to 15 percent annually per district;

WHEREAS, community colleges have carried an estimated 252,000 students over the last five years (2007-08 to 2011-12) for whom they have not received any apportionment, categorical, or student support funding;

WHEREAS, community colleges are operating with $996 million (23%) less in total programmatic support in 2011-12 than in 2007-08, including cuts to both apportionment and categorical funding;

WHEREAS, community colleges have operated on per-student funding which has been reduced from $5,659 in 2007-08 to $5,115 in 2011-12, a loss of 9.6% over this five-year period, while the unfunded cost-of-living (2008-09 to 2011-12) has increased by a compounded 20.5%;

WHEREAS, the changes to the Cal Grant B and Cal Grant Community College Transfer Entitlement programs which would require a higher grade point average under the governor’s proposal, would eliminate an estimated 30% of Cal grant entitlement recipients; and the governor’s proposed caps on grants for those transferring to independent, nonprofit institutions would primarily affect community college students who are disproportionately African–Americans and Latinos, with an average parental income of $19,184, and who receive the grants to buy books and assist with necessary living expenses;

WHEREAS, the Legislature has increased fees from $600 annually in 2008-09 to $1,380 for the 2012 -13 school year, while the majority of community college students have incomes so low that they are eligible for the Board of Governors’ (BOG) Fee Waiver;

WHEREAS, the California community colleges are essential for providing higher education opportunity for over two million Californians annually;

WHEREAS, California community colleges are essential for providing students with the skills to be economically success in the California economy,

WHEREAS, without the “Temporary Taxes to Fund Education” Initiative, community colleges and other segments of education in California are likely to have funding curtailed for years;

THEREFORE, the Board of Trustees of the Napa Valley Community College District supports the passage of the Governor’s initiative, which has the official title, “Temporary Taxes to Fund Education. Guaranteed Local Public Safety Funding,” is proposed to be placed on the November 2012 ballot, and will limit the cuts which would otherwise be made to community college and K-12, while providing budget stability from the temporary increases in sales and personal income taxes for four years.

THEREFORE, the Board of Trustees of the Napa Valley Community College District also:

- Opposes the reduction of general fund moneys for assumed redevelopment revenues until increased revenue from the wind-down of redevelopment materializes and other deficits are addressed;
- Supports development of an alternative to the proposed deferral buy-down that would include a positive trigger with some funds for debt buy-down as well as funds for access focused on job training, student success, and veterans’ issues;
- Opposes the apportionment and categorical language in the budget bill which provides increased flexibility to the Chancellor’s Office and Board of Governors;
- Opposes cuts to the Cal Grants that disproportionately impact community college students, both before and after transfer.
- Opposes cuts to the CalWORKs and child care programs that will limit educational opportunity in community colleges for parents transitioning from welfare-to-work.
- Opposes any re-characterization of general obligation bond debt from non-Proposition 98 to Proposition 98, and will work to support other solutions that mitigate non-Proposition 98 general fund cuts.

Michael J. Baldini, President

Armond Phillips, Secretary
### NAPA VALLEY COMMUNITY COLLEGE DISTRICT
### TENTATIVE BUDGET
### GENERAL FUND BUDGET SUMMARY
### FISCAL YEAR 2012-2013

#### Scenario A
November Tax Initiative Passes

<table>
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<tr>
<th></th>
<th>FY 2011-2012</th>
<th>FY 2012-2013</th>
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<tbody>
<tr>
<td><strong>ADOPTED BUDGET</strong></td>
<td>(1)</td>
<td>(5)</td>
</tr>
<tr>
<td><strong>ACTUAL TO DATE</strong></td>
<td>(2)</td>
<td>(6)</td>
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<tr>
<td><strong>ESTIMATE</strong></td>
<td>(3)</td>
<td>(7)</td>
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<tr>
<td><strong>% OF TOTAL</strong></td>
<td>(4)</td>
<td></td>
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<tr>
<td><strong>UNRESTRICTED FUNDS</strong></td>
<td></td>
<td></td>
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<tr>
<td>BEGINNING BALANCE</td>
<td>4,999,954</td>
<td>3,028,382</td>
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<tr>
<td>Federal Income</td>
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<td>28,268</td>
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<td>State Income</td>
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<td>8,470,201</td>
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<td>Local Income</td>
<td>21,582,470</td>
<td>22,077,116</td>
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<td>Other Financing Sources</td>
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<td>1,215,700</td>
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<td>31,791,285</td>
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<tr>
<td><strong>INCOME - RESTRICTED SOURCES</strong></td>
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<td><strong>TOTAL GENERAL FUND INCOME</strong></td>
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<td>38,791,285</td>
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#### EXPENDITURES - UNRESTRICTED

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<th>FY 2012-2013</th>
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<tr>
<td>Faculty Salaries - Permanent</td>
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<td>7,083,815</td>
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<td>Faculty Salaries - Temporary</td>
<td>4,219,000</td>
<td>3,732,728</td>
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<td>Administrative - Academic Permanent</td>
<td>1,715,823</td>
<td>1,709,775</td>
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<td>Classified Salaries - Permanent</td>
<td>5,227,236</td>
<td>5,309,900</td>
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<td>Classified Salaries - Temporary</td>
<td>777,538</td>
<td>461,182</td>
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<td>Administrative/Confidential - Permanent</td>
<td>1,032,234</td>
<td>1,407,053</td>
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<td><strong>Total Salaries</strong></td>
<td>19,395,043</td>
<td>19,704,453</td>
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<thead>
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<th><strong>EMPLOYEE BENEFITS:</strong></th>
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<tr>
<td>State Teachers Retirement System</td>
<td>800,058</td>
<td>825,000</td>
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<td>Public Employees Retirement Syst</td>
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<td>1,248,924</td>
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<td>Social Security System</td>
<td>858,778</td>
<td>796,851</td>
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<td>Health &amp; Welfare Benefits</td>
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<td>3,149,892</td>
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<td>Unemployment Insurance</td>
<td>355,233</td>
<td>218,840</td>
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<td>Workers Compensation Insurance</td>
<td>466,910</td>
<td>395,338</td>
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<td>Other Employee Benefits</td>
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<td>7,004,342</td>
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<th><strong>GASB 45 LIABILITY</strong></th>
<th>FY 2011-2012</th>
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<tr>
<td>GASB 45 Liability</td>
<td>1,808,294</td>
<td>328,000</td>
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<table>
<thead>
<tr>
<th><strong>BOOKS AND SUPPLIES</strong></th>
<th>FY 2011-2012</th>
<th>FY 2012-2013</th>
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</thead>
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<tr>
<td>Books and Supplies</td>
<td>595,024</td>
<td>599,576</td>
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<thead>
<tr>
<th><strong>OTHER OPERATING EXPENSES</strong></th>
<th>FY 2011-2012</th>
<th>FY 2012-2013</th>
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<tbody>
<tr>
<td>Other Operating Expenses</td>
<td>3,511,074</td>
<td>4,039,355</td>
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### Capital Outlay Shift from Categorical Programs

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<thead>
<tr>
<th>Program</th>
<th>FY 2011-2012</th>
<th>FY 2012-2013</th>
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<tbody>
<tr>
<td>DSPS Program #3041</td>
<td>222,626</td>
<td>201,000 *</td>
<td>(21,626)</td>
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<tr>
<td>Financial Aid Programs</td>
<td>172,785</td>
<td>172,856</td>
<td>0.52%</td>
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<td>Matriculation - Credit #9937</td>
<td>222,856</td>
<td>222,856</td>
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<tr>
<td>Parking #9772</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Student Support Services #8905</td>
<td>104,430</td>
<td>97,959</td>
<td>0.05%</td>
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<tr>
<td>Upward Bound #8907</td>
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<tr>
<td>Other Misc. Programs</td>
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<td></td>
<td></td>
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<tr>
<td>Total Overspent Restricted Programs</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>0</td>
<td>345,380</td>
<td>1.55%</td>
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### Other Outgo

<table>
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<tr>
<th>Category</th>
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<th>FY 2012-2013</th>
<th>Increase (Decrease)</th>
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<tbody>
<tr>
<td>Total Unrestricted Expenditures</td>
<td>32,462,273</td>
<td>33,158,426</td>
<td>725,153</td>
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<td>EXPENDITURES - RESTRICTED</td>
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<tr>
<td>TOTAL GENERAL FUND EXPENDITURES</td>
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<td>40,158,426</td>
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<td>EXCESS OF CURRENT YEAR INCOME</td>
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<td>1,367,141</td>
<td>1,367,141</td>
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<tr>
<td>OVER CURRENT YEAR EXPENDITURES</td>
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<tr>
<td>ENDING BALANCE</td>
<td></td>
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</table>

* Move $200K from Classified Salaries Temporary to Capital Outlay for computer refresh.
## NAPA VALLEY COMMUNITY COLLEGE DISTRICT
### TENTATIVE BUDGET
#### CAPITAL OUTLAY PROJECTS FUND
##### FISCAL YEAR 2012-2013

<table>
<thead>
<tr>
<th></th>
<th>FY 2011-2012</th>
<th>FY 2012-2013</th>
<th>INCREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADOPTED BUDGET</td>
<td>ACTUAL TO DATE</td>
<td>ESTIMATE</td>
</tr>
<tr>
<td>BEGINNING BALANCE</td>
<td>620,574</td>
<td>620,574</td>
<td>620,574</td>
</tr>
<tr>
<td>INCOME</td>
<td></td>
<td></td>
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<tr>
<td>Schedule Maintenance</td>
<td>50,000</td>
<td>45,776</td>
<td>63,776</td>
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<tr>
<td>Local Income</td>
<td>10,491</td>
<td>3,527</td>
<td>4,703</td>
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<tr>
<td>Total Income</td>
<td>60,491</td>
<td>49,303</td>
<td>68,479</td>
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<tr>
<td>EXPENDITURES</td>
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<tr>
<td>CLASSIFIED SALARIES/BENEFITS</td>
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<td>OTHER SUPPLIES</td>
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</tr>
<tr>
<td>OTHER OPERATING EXPENSES</td>
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<td>0</td>
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<tr>
<td>CAPITAL OUTLAY</td>
<td>100,000</td>
<td>0</td>
<td>18,000</td>
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<td>OTHER OUTGO</td>
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<tr>
<td>TOTAL PROPOSED EXPENDITURES</td>
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<td>0</td>
<td>90,196</td>
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<tr>
<td>EXCESS OF CURRENT YEAR INCOME OVER CURRENT YEAR EXPEND.</td>
<td>(49,509)</td>
<td>49,303</td>
<td>(21,717)</td>
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<tr>
<td>ENDING BALANCE</td>
<td>571,065</td>
<td>669,877</td>
<td>598,857</td>
</tr>
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5/30/12 1:50 PM

Napa Valley College - Board of Trustees
June 14, 2012 Regular Meeting
Agenda Item 12.6
## NAPA VALLEY COMMUNITY COLLEGE DISTRICT
### TENTATIVE BUDGET
#### BOND PROJECTS FUND - SERIES "C"
#### FISCAL YEAR 2012-2013

<table>
<thead>
<tr>
<th></th>
<th>FY 2011-2012</th>
<th>FY 2012-2013</th>
<th>INCREASE (DECREASE)</th>
</tr>
</thead>
<tbody>
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<td></td>
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<tr>
<td></td>
<td>4,007,937</td>
<td>4,007,937</td>
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<tr>
<td></td>
<td>4,007,937</td>
<td>1,510,727</td>
<td>(2,497,210)</td>
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<td><strong>INCOME</strong></td>
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<td>Local Income</td>
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<td>Other Financing Source (Bond Sale)</td>
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<td>Total Income</td>
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<tr>
<td></td>
<td>25,335</td>
<td>25,335</td>
<td>(16,235)</td>
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<td><strong>EXPENDITURES</strong></td>
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<td>Classified Salaries (FT, PT)</td>
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<td>189,419</td>
<td>50,100</td>
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<td>Employee Benefits</td>
<td>53,787</td>
<td>43,243</td>
<td>11,022</td>
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<td>Books and Supplies</td>
<td>25,000</td>
<td>27,134</td>
<td>6,500</td>
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<td>Other Operating Expenses</td>
<td>175,000</td>
<td>35,999</td>
<td>20,000</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>12,270,810*</td>
<td>2,109,414</td>
<td>1,432,205</td>
</tr>
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<td>Total Proposed Expenditures</td>
<td>12,659,195</td>
<td>2,405,209</td>
<td>1,519,827</td>
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<tr>
<td><strong>EXCESS OF CURRENT YEAR INCOME OVER CURRENT YEAR EXPEND.</strong></td>
<td>(12,599,195)</td>
<td>(2,386,208)</td>
<td>(1,510,727)</td>
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<td>1,621,729</td>
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<td></td>
<td>(1,510,727)</td>
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<td>(1,510,727)</td>
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## NAPA VALLEY COMMUNITY COLLEGE DISTRICT
### TENTATIVE BUDGET
#### DEBT SERVICE FUND - SERIES "A"
#### FISCAL YEAR 2012-2013

<table>
<thead>
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<td>ESTIMATE</td>
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<tr>
<td></td>
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<td>(2)</td>
<td>(3)</td>
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<td>Property Taxes</td>
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<td>2,110,494</td>
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<td>Interest Income</td>
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<td>9,661</td>
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<td>Total Income</td>
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<td>2,120,155</td>
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<td>EXPENDITURES</td>
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<tr>
<td>DEBT INTEREST &amp; REDUCTION</td>
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<td>2,477,581</td>
<td>2,477,581</td>
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# Napa Valley Community College District

## Tentative Budget

### Debt Service Fund - Series "B"

**Fiscal Year 2012-2013**

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<tr>
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<th>FY 2011-2012</th>
<th>FY 2012-2013</th>
<th>INCREASE (DECREASE)</th>
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## NAPA VALLEY COMMUNITY COLLEGE DISTRICT
### TENTATIVE BUDGET
#### DEBT SERVICE FUND - SERIES "C"
#### FISCAL YEAR 2012-2013

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## NAPA VALLEY COMMUNITY COLLEGE DISTRICT
### TENTATIVE BUDGET

**CHILD DEVELOPMENT CENTER FUND**

**FISCAL YEAR 2012-2013**

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<thead>
<tr>
<th>FY 2011-2012</th>
<th>FY 2012-2013</th>
<th>INCREASE (DECREASE)</th>
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<td>ESTIMATE (3)</td>
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### BEGINNING BALANCE

- **(1)**
- **(2)**
- **(3)**
- **(4)**

### INCOME

- **Federal Income**
  - **(1)**
  - **(2)**
  - **(3)**
  - **(4)**
- **State Income**
  - **(1)**
  - **(2)**
  - **(3)**
  - **(4)**
- **Local Income**
  - **(1)**
  - **(2)**
  - **(3)**
  - **(4)**
- **Other Financing Sources**
  - **(1)**
  - **(2)**
  - **(3)**
  - **(4)**

### EXPENDITURES

#### SALARIES:

- **Administrative - Academic Permanent**
  - **(1)**
  - **(2)**
  - **(3)**
  - **(4)**
- **Faculty Salaries - Temporary**
  - **(1)**
  - **(2)**
  - **(3)**
  - **(4)**
- **Classified Salaries - Permanent**
  - **(1)**
  - **(2)**
  - **(3)**
  - **(4)**
- **Classified Salaries - Temporary**
  - **(1)**
  - **(2)**
  - **(3)**
  - **(4)**

### EMPLOYEE BENEFITS:

- **State Teachers Retirement System**
  - **(1)**
  - **(2)**
  - **(3)**
  - **(4)**
- **Public Employees Retirement Syst**
  - **(1)**
  - **(2)**
  - **(3)**
  - **(4)**
- **Social Security System**
  - **(1)**
  - **(2)**
  - **(3)**
  - **(4)**
- **Health & Welfare Benefits**
  - **(1)**
  - **(2)**
  - **(3)**
  - **(4)**
- **GASB 45 Benefits**
  - **(1)**
  - **(2)**
  - **(3)**
  - **(4)**
- **Unemployment Insurance**
  - **(1)**
  - **(2)**
  - **(3)**
  - **(4)**
- **Workers Compensation Insurance**
  - **(1)**
  - **(2)**
  - **(3)**
  - **(4)**
- **Other Employee Benefits**
  - **(1)**
  - **(2)**
  - **(3)**
  - **(4)**

### Total Income

- **(1)**
- **(2)**
- **(3)**
- **(4)**

### Total Salaries

- **(1)**
- **(2)**
- **(3)**
- **(4)**

### Total Employee Benefits

- **(1)**
- **(2)**
- **(3)**
- **(4)**

### FY 2012-2013

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<th><strong>(6)</strong></th>
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<td>1,303,206</td>
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**Napa Valley College - Board of Trustees**

*June 14, 2012 Regular Meeting*

*Agenda Item 12.6*
# NAPA VALLEY COMMUNITY COLLEGE DISTRICT
## TENTATIVE BUDGET
### CHILD DEVELOPMENT CENTER FUND
#### FISCAL YEAR 2012-2013

<table>
<thead>
<tr>
<th></th>
<th>FY 2011-2012</th>
<th>FY 2012-2013</th>
<th>INCREASE (DECREASE)</th>
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<td><strong>BOOKS AND SUPPLIES</strong></td>
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<td>876,688</td>
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<td>(86,851)</td>
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### NAPA VALLEY COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET
POST RETIREMENT BENEFITS FUND
FISCAL YEAR 2012-2013

<table>
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<tr>
<th>FY 2011-2012</th>
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<td><strong>ADOPTED BUDGET</strong></td>
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<td><strong>ESTIMATE</strong></td>
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<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
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<td>Other Outgo</td>
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<td>1,006,952</td>
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<td>EXCESS OF CURRENT YEAR INCOME OVER CURRENT YEAR EXPEND.</td>
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<td>3,175,569</td>
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5/30/12 12:08 PM
### NAPA VALLEY COMMUNITY COLLEGE DISTRICT
#### TENTATIVE BUDGET
#### NAPA VALLEY COLLEGE BOOKSTORE
#### FISCAL YEAR 2012-13

<table>
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<th>FY 2012-13</th>
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<td>ESTIMATE</td>
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<td>BUDGET</td>
<td>TO DATE</td>
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<td></td>
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<td>1,604,772</td>
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<td>64,963</td>
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### NAPA VALLEY COMMUNITY COLLEGE DISTRICT
### TENTATIVE BUDGET
### NAPA VALLEY COLLEGE BOOKSTORE
### FISCAL YEAR 2012-13

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<td>GASB 45 LIABILITY</td>
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### NAPA VALLEY COMMUNITY COLLEGE DISTRICT
### TENTATIVE BUDGET
### ASSOCIATED STUDENT NVC FUND
### FISCAL YEAR 2012-13

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<td>Transfer from Bookstore</td>
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<td>11,600</td>
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<tr>
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<td>Classified Salaries - Regular</td>
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<td>Classified Salaries - Hourly</td>
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<td>11,018</td>
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5/29/2012
### NAPA VALLEY COMMUNITY COLLEGE DISTRICT
### TENTATIVE BUDGET
### ASSOCIATED STUDENT NVC FUND
### FISCAL YEAR 2012-13

<table>
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<th></th>
<th>FY 2011-12</th>
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<tbody>
<tr>
<td></td>
<td>ADOPTED BUDGET</td>
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<tr>
<td>Workers Compensation</td>
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<td>APPLE</td>
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<td>Total Employee Benefits</td>
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<tr>
<td>GASB 45 LIABILITY</td>
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<td>BOOKS AND SUPPLIES</td>
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</tr>
<tr>
<td>CAPITAL OUTLAY</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>OTHER OUTGO</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL PROPOSED EXPENDITURES</td>
<td>45,722</td>
<td>17,789</td>
</tr>
<tr>
<td>EXCESS OF CURRENT YEAR INCOME OVER CURRENT YEAR EXPEND.</td>
<td>(24,222)</td>
<td>(8,190)</td>
</tr>
<tr>
<td>ENDING BALANCE</td>
<td>5,889</td>
<td>21,921</td>
</tr>
</tbody>
</table>
# NAPA VALLEY COMMUNITY COLLEGE DISTRICT
## TENTATIVE BUDGET
### FARM ACCOUNT
### FISCAL YEAR 2012-13

<table>
<thead>
<tr>
<th></th>
<th>FY 2011-12</th>
<th>FY 2012-13</th>
<th>INCREASE (DECREASE)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADOPTED BUDGET</td>
<td>ACTUAL TO DATE</td>
<td>ESTIMATE</td>
</tr>
<tr>
<td><strong>Beginning Balance</strong></td>
<td>20,861</td>
<td>20,861</td>
<td>20,861</td>
</tr>
<tr>
<td><strong>INCOME</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations &amp; Contributions</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sale of Farm Products</td>
<td>16,242</td>
<td>1,354</td>
<td>1,354</td>
</tr>
<tr>
<td>Sale of Equipment</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td>16,242</td>
<td>1,354</td>
<td>1,354</td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Employee Benefits</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>GasB 45 Liability</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>3,000</td>
<td>2,856</td>
<td>3,200</td>
</tr>
<tr>
<td>Other Operating Expenses</td>
<td>7,000</td>
<td>2,601</td>
<td>2,700</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL PROPOSED EXPENDITURES</strong></td>
<td>10,000</td>
<td>5,457</td>
<td>5,900</td>
</tr>
<tr>
<td>Excess of Current Year Income Over Current Year Expend.</td>
<td>6,242</td>
<td>(4,103)</td>
<td>(4,546)</td>
</tr>
<tr>
<td><strong>ENDING BALANCE</strong></td>
<td>27,103</td>
<td>16,758</td>
<td>16,315</td>
</tr>
</tbody>
</table>
# NAPA VALLEY COMMUNITY COLLEGE DISTRICT
## TENTATIVE BUDGET
### STUDENT REPRESENTATION FEE TRUST FUND
#### FISCAL YEAR 2012-13

<table>
<thead>
<tr>
<th></th>
<th>FY 2011-12</th>
<th>FY 2012-13</th>
<th>INCREASE (DECREASE)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADOPTED BUDGET</td>
<td>ACTUAL TO DATE</td>
<td>ESTIMATE</td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>20,799</td>
<td>20,799</td>
<td>20,799</td>
</tr>
<tr>
<td><strong>INCOME</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Representation Fee</td>
<td>18,000</td>
<td>16,251</td>
<td>16,251</td>
</tr>
<tr>
<td>Recovery of Prior Year Account</td>
<td>0</td>
<td>65</td>
<td>65</td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td>18,000</td>
<td>16,316</td>
<td>16,316</td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Employee Benefits</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>GASB 45 Liability</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>200</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Operating Expenses</td>
<td>14,800</td>
<td>11,625</td>
<td>11,825</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Outgo</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL PROPOSED EXPENDITURES</strong></td>
<td>15,000</td>
<td>11,625</td>
<td>11,825</td>
</tr>
<tr>
<td>Excess of Current Year Income Over Current Year Expend.</td>
<td>3,000</td>
<td>4,691</td>
<td>4,491</td>
</tr>
<tr>
<td><strong>ENDING BALANCE</strong></td>
<td>23,799</td>
<td>25,490</td>
<td>25,290</td>
</tr>
</tbody>
</table>
## NAPA VALLEY COMMUNITY COLLEGE DISTRICT

### TENTATIVE BUDGET

#### CAFÉ FUND

#### FISCAL YEAR 2012-13

<table>
<thead>
<tr>
<th></th>
<th>FY 2011-12</th>
<th></th>
<th></th>
<th></th>
<th>FY 2012-13</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADOPTED BUDGET</td>
<td>ACTUAL TO DATE</td>
<td>ESTIMATE</td>
<td>% OF TOTAL</td>
<td>TENTATIVE BUDGET</td>
<td>% OF TOTAL</td>
<td>INCREASE (DECREASE)</td>
<td></td>
</tr>
<tr>
<td><strong>BEGINNING BALANCE</strong></td>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
<td>(Col. 5 - Col. 3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>17,870</td>
<td>17,870</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>INCOME</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales</td>
<td>108,000</td>
<td>182,735</td>
<td>203,000</td>
<td>94.82%</td>
<td>200,000</td>
<td>97.13%</td>
<td>(3,000)</td>
<td></td>
</tr>
<tr>
<td>Rental of Other Facilities</td>
<td>36,000</td>
<td>10,225</td>
<td>10,500</td>
<td>4.90%</td>
<td>5,400</td>
<td>2.62%</td>
<td>(5,100)</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>500</td>
<td>1,134</td>
<td>600</td>
<td>0.28%</td>
<td>500</td>
<td>0.24%</td>
<td>(100)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td>144,500</td>
<td>194,094</td>
<td>214,100</td>
<td>100.00%</td>
<td>205,900</td>
<td>100.00%</td>
<td>(8,200)</td>
<td></td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Employee Benefits</td>
<td>30,000</td>
<td>58,090</td>
<td>64,000</td>
<td>32.61%</td>
<td>60,000</td>
<td>29.78%</td>
<td>(4,000)</td>
<td></td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>10,800</td>
<td>22,068</td>
<td>25,200</td>
<td>12.84%</td>
<td>24,000</td>
<td>11.91%</td>
<td>(1,200)</td>
<td></td>
</tr>
<tr>
<td>Cost of Sales</td>
<td>75,800</td>
<td>93,005</td>
<td>98,000</td>
<td>49.94%</td>
<td>110,000</td>
<td>54.59%</td>
<td>12,000</td>
<td></td>
</tr>
<tr>
<td>Other Operating Expenses</td>
<td>5,400</td>
<td>6,093</td>
<td>6,300</td>
<td>3.21%</td>
<td>7,500</td>
<td>3.72%</td>
<td>1,200</td>
<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>0</td>
<td>2,730</td>
<td>2,730</td>
<td>1.39%</td>
<td>0</td>
<td>0.00%</td>
<td>(2,730)</td>
<td></td>
</tr>
<tr>
<td>Other Outgo</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL PROPOSED EXPENDITURES</strong></td>
<td>121,800</td>
<td>181,986</td>
<td>196,230</td>
<td>100.00%</td>
<td>201,500</td>
<td>100.00%</td>
<td>5,270</td>
<td></td>
</tr>
<tr>
<td>Excess of Income Over Expenditures</td>
<td>22,700</td>
<td>12,108</td>
<td>17,870</td>
<td></td>
<td>4,400</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ending Balance</td>
<td>22,700</td>
<td>12,108</td>
<td>17,870</td>
<td></td>
<td>22,270</td>
<td></td>
<td>4,400</td>
<td></td>
</tr>
</tbody>
</table>

5/20/2012
Resolution No. ______________
the Board of Trustees of the Napa Valley Community College District
County of Napa, State of California

AUTHORIZATION TO SIGN ON BEHALF OF THE GOVERNING BOARD

Napa, California
June 14, 2012

The members of the Board of Trustees of Napa Valley Community College District hereby authorize the officer or employee whose name and specimen signature appears below to sign orders and other documents on behalf of the Governing Board during the period July 1, 2012 through June 30, 2013, (not to exceed one fiscal year) subject to further board action limiting or extending this authority and notification of the County Superintendent of Schools and the County of such action.

Individual who is authorized to sign on behalf of the Board:

Name (typed) John Nahlen
Specimen signature

The above-named individual is authorized to sign:

Please indicate "yes" or "no"

Contracts of employment ................................................................. No
Payroll order ......................................................................................... Yes
Register of Warrants ................................................................................. Yes
Warrants .................................................................................................. Yes
Inter-district Attendance Agreements .................................................. Yes
Applications under PL 874, PL 815, and NDEA Projects ....................... Yes
Endorsement of Checks ......................................................................... Yes
Purchase Orders ..................................................................................... Yes
All state and federal reports ................................................................. Yes
Grant and special funding applications ............................................... Yes
Other - Legal contracts and agreements .............................................. Yes

President of the Board of Trustees

3 copies:
1 - Board Minutes
2 - County Superintendent of Schools
   (1 - County auditor)
   (2 - County supt. file)
To include Certification of Board Action

Form revised 5/24/12
Resolution No. _____________

of the Board of Trustees of the Napa Valley Community College District

County of Napa, State of California

AUTHORIZATION TO SIGN ON BEHALF OF THE GOVERNING BOARD

Napa, California

The members of the Board of Trustees of Napa Valley Community College District hereby authorize the officer or employee whose name and specimen signature appears below to sign orders and other documents on behalf of the Governing Board during the period July 1, 2012 through June 30, 2013, (not to exceed one fiscal year) subject to further board action limiting or extending this authority and notification of the County Superintendent of Schools and the County of such action.

Individual who is authorized to sign on behalf of the Board:

Name (typed)                     Daniel J. TerAvest

Specimen signature  

Please indicate "yes" or "no"

Contracts of employment ................................................................. No
Payroll order ................................................................................. No
Register of Warrants ................................................................. No
Warrants ...................................................................................... No
Inter-district Attendance Agreements ........................................ No
Applications under PL 874, PL 815, and NDEA Projects ............... No
Endorsement of Checks ................................................................. No
Purchase Orders ................................................................. No
All state and federal reports ......................................................... No
Grant and special funding applications ....................................... No
Other – Bond related contracts and agreements ............................ Yes
Other – Notice of Completion Filings ............................................. Yes

President of the Board of Trustees

3 copies:
1 - Board Minutes
2 - County Superintendent of Schools
   (1 - County auditor)
   (2 - County supt. file)
To include Certification of Board Action

Form revised 5/24/12
Resolution No. ____________
of the Board of Trustees of the Napa Valley Community College District
County of Napa, State of California

AUTHORIZATION TO SIGN ON BEHALF OF THE GOVERNING BOARD

Napa, California June 14, 2012

The members of the Board of Trustees of Napa Valley Community College District hereby authorize the
corporate or employee whose name and specimen signature appears below to sign orders and other documents
on behalf of the Governing Board during the period July 1, 2012 through June 30, 2013, (not to exceed one
fiscal year) subject to further board action limiting or extending this authority and notification of the County
Superintendent of Schools and the County of such action.

Individual who is authorized to sign on behalf of the Board:

Name (typed) __________________ Matt Christensen

Specimen signature

The above-named individual is authorized to sign:

Please indicate "yes" or "no"

Contracts of employment ......................................................................................... No
Payroll order ............................................................................................................. No
Register of Warrants ................................................................................................. No
Warrants ................................................................................................................... No
Inter-district Attendance Agreements ...................................................................... No
Applications under PL 874, PL 815, and NDEA Projects ...................................... No
Endorsement of Checks ............................................................................................ No
Purchase Orders ........................................................................................................ No
All state and federal reports ..................................................................................... No
Grant and special funding applications .................................................................... No
Other – Facilities related contracts and agreements .............................................. Yes

President of the Board of Trustees

3 copies:
1 - Board Minutes
2 - County Superintendent of Schools
   (1 - County auditor)
   (2 - County supt. file)
To include Certification of Board Action
Resolution No. ____________
of the Board of Trustees of the Napa Valley Community College District
County of Napa, State of California

AUTHORIZATION TO SIGN ON BEHALF OF THE GOVERNING BOARD

Napa, California
June 14, 2012

The members of the Board of Trustees of Napa Valley Community College District hereby authorize the officer or employee whose name and specimen signature appears below to sign orders and other documents on behalf of the Governing Board during the period July 1, 2012 through June 30, 2013, (not to exceed one fiscal year) subject to further board action limiting or extending this authority and notification of the County Superintendent of Schools and the County of such action.

Individual who is authorized to sign on behalf of the Board:

Name (typed) .......................................................... Laura Ecklin

Specimen signature ..........................................................

The above-named individual is authorized to sign:

Please indicate "yes" or "no"

Contracts of employment ............................................................................................................ Yes
Payroll order ............................................................................................................................... No
Register of Warrants .................................................................................................................. No
Warrants ......................................................................................................................................... No
Inter-district Attendance Agreements ......................................................................................... No
Applications under PL 874, PL 815, and NDEA Projects ......................................................... No
Endorsement of Checks .............................................................................................................. No
Purchase Orders ......................................................................................................................... No
All state and federal reports ........................................................................................................ No
Grant and special funding applications ...................................................................................... No
Other – Bond related contracts and agreements ........................................................................ No

President of the Board of Trustees

3 copies:
1 - Board Minutes
2 - County Superintendent of Schools
   (1 - County auditor)
   (2 - County supt. file)
To include Certification of Board Action

Form revised 5/24/12
RESOLUTION OF THE BOARD OF TRUSTEES
OF NAPA VALLEY COMMUNITY COLLEGE DISTRICT
RESCINDING RESOLUTION 11-10 – AUTHORIZATION TO SIGN ON
BEHALF OF THE GOVERNING BOARD

WHEREAS, on June 9, 2011, the Napa Valley Community College Board of Trustees
duly adopted Resolution 11-10, Authorization to Sign on Behalf of the Governing Board; and,

WHEREAS, Resolution 11-10 did authorize Dr. Edna V. Baehre-Kolovani to sign orders and other documents on behalf of the Governing Board during the period July 1, 2011 through June 30, 2012, subject to further board action limiting or extending this authority and notification of the Napa County Superintendent of Schools and Napa County of such action; and,

WHEREAS, as of May 31, 2012, Dr. Edna V. Baehre-Kolovani is no longer acting as Superintendent/President of Napa Valley College;

NOW, THEREFORE, BE IT RESOLVED that this Board does rescind Resolution 11-10 and all authorization to sign on behalf of the Governing Board that was granted to Dr. Edna V. Baehre-Kolovani;

PASSED AND ADOPTED by the Governing Board of the Napa Valley Community College District in Napa County, California, this 14th day of June, 2012, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

_______________________________  ______________________________
Mr. Michael Baldini, President   Armond Phillips, Secretary
Napa Valley Community College   Napa Valley Community College
Board of Trustees               Board of Trustees

Copy to: Napa County Superintendent of Schools and Napa County Auditor
Resolution No. 11-10
of the Board of Trustees of the Napa Valley Community College District
County of Napa, State of California

AUTHORIZATION TO SIGN ON BEHALF OF THE GOVERNING BOARD

Napa, California June 9, 2011

The members of the Board of Trustees of Napa Valley Community College District hereby authorize the officer or employee whose name and specimen signature appears below to sign orders and other documents on behalf of the Governing Board during the period July 1, 2011 through June 30, 2012, (not to exceed one fiscal year) subject to further board action limiting or extending this authority and notification of the County Superintendent of Schools and the County of such action.

Individual who is authorized to sign on behalf of the Board:

Name (typed) Dr. Edna V. Bachrach-Kolovani
Specimen signature

The above-named individual is authorized to sign:

Please indicate "yes" or "no"

Contracts of employment ....................................................................................... Yes
Payroll order ......................................................................................................... Yes
Register of Warrants ............................................................................................ Yes
Warrants ................................................................................................................. Yes
Inter-district Attendance Agreements .................................................................... Yes
Applications under PL 874, PL 815, and NDEA Projects ...................................... Yes
Endorsement of Checks ....................................................................................... Yes
Purchase Orders .................................................................................................... Yes
All state and federal reports .................................................................................. Yes
Grant and special funding applications ................................................................. Yes
Other - Legal contracts and agreements ................................................................ Yes

President of the Board of Trustees

3 copies:
1 - Board Minutes
2 - County Superintendent of Schools
   (1 - County auditor)
   (2 - County supt. file)
   To include Certification of Board Action
Resolution No. ______________
of the Board of Trustees of the Napa Valley Community College District
County of Napa, State of California

AUTHORIZATION TO SIGN ON BEHALF OF THE GOVERNING BOARD

Napa, California  June 14, 2012

The members of the Board of Trustees of Napa Valley Community College District hereby authorize the officer or employee whose name and specimen signature appears below to sign orders and other documents on behalf of the Governing Board during the period July 1, 2012 through August 20, 2012, (not to exceed one fiscal year) subject to further board action limiting or extending this authority and notification of the County Superintendent of Schools and the County of such action.

Individual who is authorized to sign on behalf of the Board:

Name (typed)  ________________ Armond Phillips

Specimen signature __________________________

The above-named individual is authorized to sign:

Please indicate "yes" or "no"

Contracts of employment ................................................................. Yes
Payroll order ................................................................................. Yes
Register of Warrants ................................................................. Yes
Warrants ..................................................................................... Yes
Inter-district Attendance Agreements ........................................ Yes
Applications under PL 874, PL 815, and NDEA Projects ................. Yes
Endorsement of Checks ............................................................. Yes
Purchase Orders ........................................................................ Yes
All state and federal reports .............................................................. Yes
Grant and special funding applications ........................................ Yes
Other - Legal contracts and agreements ........................................ Yes

President of the Board of Trustees

3 copies:
1 - Board Minutes
2 - County Superintendent of Schools
   (1 - County auditor)
   (2 - County supt. file)
To include Certification of Board Action
Napa Valley Community College District

Resolution No. ____________

RESOLUTION OF THE BOARD OF TRUSTEES
OF NAPA VALLEY COMMUNITY COLLEGE DISTRICT
ESTABLISHING 2012/2013 APPROPRIATIONS ("GANN") LIMIT

WHEREAS, in November of 1979, the California electorate did adopt proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called “Gann Limits”, for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann Limit for the 2011/2012 fiscal year and a projected Gann Limit for the 2012/2013 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann Limits for the 2011/2012 and 2012/2013 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the budget for the 2011/2012 and 2012/2013 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent/President provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

PASSED AND ADOPTED by the Governing Board of the Napa Valley Community College District in Napa County, California, this 14th day of June, 2012, by the following vote:

AYES: ________________________________
NOES: ________________________________
ABSENT: ______________________________
ABSTAINED: __________________________

Mr. Michael Baldini, President
Napa Valley Community College
Board of Trustees

Mr. Armond Phillips, Secretary
Napa Valley Community College
Board of Trustees
DISTRIBUTION NAME: Napa Valley Community College District
DATE: May 31, 2012

I. 2012-13 APPROPRIATIONS LIMIT:
   A. 2011-12 Appropriations Limit
      $43,776,659
   B. 2012-13 Price Factor: 1.0377
   C. Population factor:
      1. 2010-11 Second Period Actual FTES 5,934.80
      2. 2011-12 Second Period Actual FTES 5,555.33
      3. 2012-13 Population change factor .9361
         (line C.2. divided by line C.1.)
   D. 2011-12 Limit adjusted by inflation and population factors
      (line A multiplied by line B and line C.3.)
      $42,524,251
   E. Adjustments to increase limit:
      1. Transfers in of financial responsibility
         $0
      2. Temporary voter approved increases
      3. Total adjustments - increase
         Sub-Total
      $42,524,251
   F. Adjustments to decrease limit:
      1. Transfers out of financial responsibility
      2. Lapses of voter approved increases
      3. Total adjustments - decrease
      $0
   G. 2012-13 Appropriations Limit
      $42,524,251

II. 2012-13 APPROPRIATIONS SUBJECT TO LIMIT:
   A. State Aid (General Apportionment, Apprenticeship
      Allowance, Basic Skills, and Partnership for Excellence)
      $7,600,694
   B. State Subventions (Home Owners Property Tax Relief,
      Timber Yield tax, etc.)
      132,500
   C. Local Property taxes
      17,813,600
   D. Estimated excess Debt Service taxes
   E. Estimated Parcel taxes, Square Foot taxes, etc.
   F. Interest on proceeds of taxes
      7,500
   G. Local appropriations from taxes for unreimbursed State,
      court, and federal mandates
      $25,554,294
   H. 2012-13 Appropriations Subject to Limit
To: Board of Trustees
VIA: Dr. Edna Baehre-Kolovani
From: Amanda Badgett, Co-Chair, Curriculum Committee
       Sue Nelson, Co-Chair, Curriculum Committee
Date: June 6, 2012
Subject: Curriculum Approval, Spring 2012

The following curriculum proposals have been carefully reviewed and approved by the appropriate division, division chair, the Curriculum Committee and the Academic Senate. They are hereby recommended for approval by the Board of Trustees. All changes listed in the curriculum packet go into effect in August 2012.

1.0 New Courses
   1.1 PHIL 129 Introduction to Epistemology and Metaphysics 3 units
      54 hours lecture, 54 hours total, AA degree applicable
      *This course was approved by the Curriculum Committee in December 2011 but left off the Fall 2012 Curriculum Packet approved by the Academic Senate and the Board of Trustees on 1/19/12.
      Catalog Description: Epistemology and metaphysics are central to the study of theoretical philosophy. Epistemology deals with how we can distinguish the differences between knowledge and mere opinion or belief. The epistemologist asks, "How do we know that we truly know something? How can we acquire genuine knowledge?" Metaphysics deals with the ultimate nature of reality. The metaphysician endeavors to acquire knowledge (as opposed to mere opinion or belief) of all things natural, human and divine. Metaphysicians ask, "Are we free or are all of our actions determined by past causes? Is there a God, and if so, what must God be like? What is the nature of evil?" This course will emphasize the established historical classical works that provide a foundation for understanding contemporary works in epistemology and metaphysics.
      Rationale: This course is offered in most four-year colleges and universities as a lower division requirement for Philosophy majors. The Napa Valley College Philosophy Department will offer a transferable AA in Philosophy modeled after the SB 1440 recommendations. This course will be on the SB 1440 list as essential for a Philosophy major to take before enrolling in upper division classes for a BA in Philosophy.

2.0 Consent Review (Non-substantive changes)
   2.1 Archive Degrees
      2.1.1 Associate of Arts degree in Arts – Transfer Emphasis
              Replaced by new Associate in Arts Degree for Transfer (SB 1440)
      2.1.2 Associate of Science degree in Business with Concentration in Office Administration (Online)
Archival of the online degree consolidates all Business degree concentrations under one A.S. Business degree

2.2 Archive Courses

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2.2.56 GEOL 112
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2.2.58 GEOL 190
2.2.59 ITAL 130
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2.2.61 LRNS 77
2.2.62 MATH 109
2.2.63 MATH 91
2.2.64 MATH 95
2.2.65 MUSI 137
2.2.66 MUSI 165
2.2.67 PHOT 130
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2.2.72 PHOT 300
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2.2.76 PHYE 109
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2.2.78 PHYE 119
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2.2.80 PHYE 144
2.2.81 PHYE 177
2.2.82 PHYE 204
2.2.83 PHYE 205
2.2.84 PSYC 200
2.2.85 RESP 121
2.2.86 RESP 124
2.2.87 SOCI 129

2.3 Assignment of Courses to Appropriate Discipline
The following courses have been reassigned from Arts to the Art History Discipline:
2.3.1 ARTH 105 Art History: Prehistoric to Medieval
2.3.2 ARTH 106 Art History: Renaissance to Modern
2.3.3 ARTH 110 History of Graphic Design
2.3.4 ARTH 114 Renaissance and Baroque Art
2.3.5 ARTH 118 Survey of Modern Art
2.3.6 ARTH 120 History of American Art
2.3.7 ARTH 130 History of Asian Art
2.3.8 ARTH 135 Survey of World Art
2.3.9 ARTH 140 History of Islamic Art
2.3.10 ARTH 180 History of Photography
2.3.11 ARTH 210 Survey of Contemporary Art

2.4 Assignment of Prerequisite to Course
   2.4.1 CFS 122 Principles and Practices of Teaching Young Children
          Prerequisite: TB Test and Good Health Statement
   2.4.2 CFS 223 Student Teaching - Practicum
          Prerequisite: TB Test and Good Health Statement

2.5 Assignment of Courses to General Education Categories
   The following courses have been assigned to the respective General Education Categories for
   Articulation purposes (see Appendix for category descriptions).
   2.5.1 ENGL 224 Survey of Native American Literature
          • Category C: Humanities
          • Category E: Multicultural/Gender Studies
   2.5.2 ENGL 225 Survey of African American Literature 1
          • Category C: Humanities
   2.5.3 ENGL 226 Survey of African American Literature 2
          • Category C: Humanities
   2.5.4 LGBT 120 Introduction to Lesbian, Gay, Bisexual and Transgender Studies
          • Category C: Humanities
          • Category E: Multicultural/Gender Studies
   2.5.5 PHIL 127 Feminist Philosophy
          • Category C: Humanities
   2.5.6 PHIL 128 Social and Political Philosophy
          • Category C: Humanities
   2.5.7 PHIL 129 Introduction to Epistemology and Metaphysics
          • Category C: Humanities
   2.5.8 PHIL 131 Introduction to Logic and Critical Thinking
          • Category C: Humanities
          • Category D-3: Communication and Analytical Thinking
   2.5.9 PHIL 137 Comparative Religions
          • Category C: Humanities

2.6 Adjustment of Variable Contact Hours from 54-162 to 36-108 (No Unit Change)
   The contact hours for the following variable-unit courses have been adjusted to reflect the
   correct hours with respect to their units:
   2.6.1 MUSI 170
   2.6.2 MUSI 172
   2.6.3 THEA 151
   2.6.4 THEA 152
   2.6.5 THEA 153
   2.6.6 THEA 154
   2.6.7 THEA 155
   2.6.8 THEA 156

2.7 Adjustment of Variable Contact Hours from 36-72 (No Unit Change)
   The contact hours for the following variable-unit courses have been adjusted to reflect the
   correct hours with respect to their units:
   2.7.1 THEA 161
   2.7.2 THEA 162
   2.7.3 THEA 163