Napa Valley Community College District
REGULAR MEETING OF THE BOARD OF TRUSTEES
January 10, 2013

5:30 p.m. Closed Session, Room 1538 – Board Room
6:30 p.m. (approximate time) Return to Public Session, Room 1538 – Board Room

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

Regular meetings of the Napa Valley Community College District Board of Trustees are held the second Thursday of each month. Special meetings may be called by the Board Chair, by the Board at a regular meeting, or by the Board Chair at the request of a majority of the board members. The agenda is distributed to trustees, the news media, legal counsel, college administration, and heads of college constituent groups; it is also posted on campus and at the Upper Valley Campus. All regular and special meetings are open to the public, whose interest is encouraged and appreciated. The district adheres to the Americans with Disabilities Act. In compliance with Government code section 54954.2 (a) Napa Valley College will, on request, make this agenda available in appropriate alternative format. Any member of the public in need of a disability-related modification or accommodation in order to participate in the meeting should contact the President’s Office, 2277 Napa Vallejo Highway, Napa, California, and (707) 256-7161.

In addition to time provided for general public comment, any member of the audience wishing to address the board regarding an agenda item should go to the podium when the item is under consideration and, after being recognized by the Board Chair, give his/her name and address and state any comments or questions. To give all interested parties an opportunity to speak, comments should be brief and be limited to the specific subject under discussion. Time shall be limited at the discretion of the Board Chair. Items marked with an asterisk (*) require a roll call vote. Any member of the board may request a roll call vote on any item.

1.0 CALL TO ORDER 5:30 p.m.

1.1 Roll Call

1.2 Adopt Agenda

2.0 PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
At this time, the board will devote a total of up to fifteen minutes for comments to the Board of Trustees regarding closed session agenda items.

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

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

4.0 RETURN TO PUBLIC SESSION approximately 6:30 p.m.

4.1 Pledge of Allegiance

4.2 Announcement of Items from Closed Session

4.3 Announcement of Adopted Agenda Modifications

4.4 Introduction of New Staff and Guests

4.5 Announcement of Future Meetings
January 31, 2013, Special Meeting
February 14, 2013, Regular Meeting
February 28, 2013, Special Meeting

5.0 PUBLIC COMMENT — GENERAL
At this time, the board will devote a total of up to fifteen minutes for comments to the Board of Trustees regarding any subject NOT APPEARING AS AN AGENDA ITEM FOR THIS MEETING but over which the board has jurisdiction. The public may ask the board to place an item on a future board agenda. No action or discussion will occur at this time on such items. Individuals will be limited to a three minute presentation. At this time, the Board Chair will poll those in attendance regarding their intent to speak on any item on the agenda.

6.0 SUPERINTENDENT/PRESIDENT'S REPORT

7.0 SUPERINTENDENT/PRESIDENT SELECTION COMMITTEE REPORT
Trustee JoAnn Busenbark, chair of the selection committee, will provide an update on the search process.

8.0 CONSTITUENT GROUP REPORTS
8.1 Classified Association Report
8.2 Classified Senate Report
8.3 Administrative Senate Report
8.4 Associated Students of Napa Valley College Report
8.5 Academic Senate Report
8.6 Faculty Association Report

9.0 APPROVAL OF MINUTES
9.1 December 12, 2012, Regular Meeting
10.0 APPROVAL OF FINANCIAL REPORTS
10.1 California Community College Chancellor’s Office Quarterly Financial Status Report for the period ending September 30, 2012 (CCFS-311Q)

11.0 CONSENT AGENDA
The following items listed on the consent calendar are considered to be routine matters requiring approval or ratification by the board. They are accepted or approved by a single motion without discussion. Any item(s) may be removed from the consent calendar for discussion or other reasons at the request of a board member.

11.1 Ratification of Financial Documents

11.1.1 Approval of Warrants for November 30, 2012
- General Fund (Fund: 11, 12) $1,297,663.45
- Child Care Fund (Fund: 33, 35) $7,460.09
- Capital Outlay Projects Fund (Fund: 41) $0
- NVC Bldg. Fund/Series C (BOND) (Fund: 44) $3,085.93

11.1.2 Approval of Total Gross Payroll
December 31, 2012 $2,101,297.21

11.2 Approval of Personnel Document of December 18, 2012

11.3 Approval of Amendment No. 4 to Agreement with Napa Chamber of Commerce
It is recommended that the Board of Trustees approve Amendment #5 to the original agreement between Napa Chamber of Commerce and Napa Valley College/Small Business Center for the leasing of office space located at 1556 First Street, Napa, CA. The agreement extends the original lease for one year effective January 1, 2013 through December 31, 2013. All other terms of the agreement remain the same. The increased monthly base rent is $948.60 per month to be funded via grant funding.

11.4 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 and 282 to study abroad in Antigua, Guatemala from June 16 through June 30, 2013. There is no cost to the District. The maximum cost to the student $2,225. The agreement requires a minimum of 15 participating students.

11.5 Approval of Agreement with Santa Rosa Memorial Hospital and SRM Alliance Hospital Services d.b.a. Petaluma Valley Hospital
It is recommended that the Board of Trustees approve an agreement with Santa Rosa Memorial Hospital and SRM Alliance Hospital Services d.b.a. Petaluma Valley Hospital for the purpose of providing clinical training for students in health care program(s). The term of this agreement is from November 19, 2012 through November 18, 2016. There are no costs associated with this agreement.

11.6 Approval of Extension of Agreement with Sutter Medical Foundation, Sutter Health Sacramento Sierra Region (SHSSR)
It is recommended that the Board of Trustees approve an extension of agreement with Sutter Medical Foundation, Sutter Health Sacramento Sierra Region (SHSSR) for the purpose of providing health occupation students the required clinical and/or non-
clinical experience at their facility. The term of agreement has been extended from January 1, 2013 through March 31, 2013. There are no costs associated with this agreement.

11.7 Approval of Employee Assistance Program Services Agreement with Managed Health Network
It is recommended that the Board of Trustees approve an agreement with Managed Health Network for the purpose of providing Employee Assistance Program (EAP) services to Napa Valley College employees. The agreement provides EAP services for a monthly fee of $5.49 per District employee. The term of the agreement is from September 1, 2012 through August 31, 2013.

11.8 College Partner Membership with the American Association of University Women
It is recommended that the Board of Trustees approve a partnership with the American Association of University Women and Napa Valley College. The benefits of this partnership to our faculty, students and staff include workshops on skills development, fellowships and grants for leadership training and other opportunities. The initial membership fee of $130.00 will be waived for Napa Valley College.

12.0 EDUCATION TOPIC, INFORMATION/DISCUSSION ITEMS

12.1 Update on Educational Master Plan
Staff will report on progress related to the developing Educational Master Plan (EMP). The EMP will guide strategic institutional planning and the disposition of physical resources over approximately the next ten years. The EMP website is available at http://www.napavalley.edu/President/Pages/EMP.aspx. (Kraft)

12.2 Update on The Way Forward and Budget
President Ron Kraft will provide an update on this year’s operating budget, expectations for fiscal year 2013/2014 and highlights of The Way Forward, a developing comprehensive multi-year plan to achieve fiscal stability. When completed, The Way Forward will include analysis of the college’s financial health and strategies for increased revenue, reduced costs, and increased efficiencies. (Kraft)

12.3 Update on Digital Design & Graphics Technology Program
The Office of Instruction identified the Digital Design & Graphics Technology (DDGT) program for review through the program discontinuance process. A Program Continuance Committee, comprised of the vice president, instruction, the dean of Career-Technical Education, representatives from the Academic Senate including faculty within and outside of the division, representation from the Associated Students of Napa Valley College, and institutional research, met during fall 2012 semester. After reviewing data and the impact on the community and local industry, the Program Continuance Committee recommended to the president that the DDGT program not be discontinued. Staff will report on the process and data collected that resulted in this recommendation. Recommended next steps will also be reviewed. (Nelson)

12.4 Presentation on Financial Aid
Staff will present an overview of the financial assistance programs available to students through the Financial Aid/EOPS Office. The presentation will include basic demographics of the students served, funds disbursed, and program growth during a
lagging economy. Staff will also discuss the challenges of compliance in an ever-changing regulatory environment. (De Haro/Morgan)

12.5 **Update On Institutional Technology Roadmap/Enterprise Resource Planning Projects**
Staff will present a progress report on implementation of the Institutional Technology (IT) Roadmap and year one Enterprise Resource Planning (ERP) (Datatel/Ellucian) projects. (Butler)

13.0 **ACTION ITEMS**

13.1 **Reorganization of the Office of Business and Finance**
Staff propose a reorganization of the Office of Business and Finance. The reorganization includes a change in the staffing pattern of the department, reclassifications of existing staff as a result of realigning and reassigning duties, and the conversion of one classified position into a classified administrator. The President’s Cabinet and the Napa Valley College Association of Classified Professionals (NVC-ACP) support the proposed reorganization. The reorganization will not require additional staffing and all current payroll and business services staff will be retained. The board will review the proposed reorganization of the Office of Business and Finance.

**Recommendation:** It is recommended that the Board of Trustees approve the reorganization of the Office of Business and Finance. (Kraft/Ecklin)

13.2 **Division Chair Election Results**
The current counseling division chair, Jose Hurtado, has resigned as division chair beginning Spring 2013. The guidelines provide for a special election. A division chair election is being held December 6 through December 19, 2012. There is one candidate: Marci Sanchez. As provided in the division chair election guidelines, the candidate securing the majority of votes shall be forwarded to the superintendent/president for review and recommendation to the Board of Trustees for approval. The term for this position will be January 1, 2013 to June 30, 2014. The final results of the election and a recommendation will be presented at the meeting. (Nelson)

**Recommendation:** It is recommended that the Board of Trustees approve the results of the division chair elections as presented.

13.3 **2013-2014 Nonresident Tuition Fee**
Education Code Section 76140 requires the governing board to establish the nonresident tuition fee for 2013-2014 by February 1, 2013. The fee may be established by using a variety of methods, including (1) the statewide average current expense of education per FTES, adjusted for inflation, (2) the District’s 2010-2011 current expense of education per FTES, adjusted for inflation, (3) District average cost with 10% or more noncredit FTES, (4) no more than the rate established by a contiguous district, (5) No more than the District average cost; no less than the statewide average cost, (6) Highest Years Statewide Average Tuition – Use the greater of the succeeding year, the current year or any of the four prior year’s statewide average, or (7) No more than 12 Comparable States ‘average tuition’ – No greater than the 2011-12 average nonresident tuition fee of public community colleges in a minimum of 12 states comparable to California in cost of living.
In addition, Education Code Section 76141 authorizes each district to charge nonresident students a capital outlay fee. This section was recently amended to allow this fee to be charged to any non-resident except for “AB 540” students. Prior to the change only students who were residents of a foreign country were subject to the capital outlay fee.

The California Community College Chancellor’s Office will issue the 2013-2014 Nonresident Tuition Fee memorandum and worksheet on or about January 2, 2013. Staff will present the calculated fees at the meeting on January 10, 2013. The 2013-2014 fees are not expected to differ greatly from 2012-2013 fees of $190 per semester unit for non-resident tuition and $10 per semester unit for nonresident capital outlay.

**Recommendation**: It is recommended that the Board of Trustees approve the District’s 2013-2014 non-resident tuition fee and the 2013-2014 nonresident capital outlay fee as presented. (Kraft)

**13.4 Annual Audit for Fiscal Year 2011-2012**
A representative from Christy White Accountancy, the District’s audit firm will present their audit report for the fiscal year ending June 30, 2012. The Board’s Audit Committee and staff met with representatives from Christy White Accountancy on December 12, 2012 to review the draft audit reports.

**Recommendation**: It is recommended that the Board of Trustees accept the 2011-2012 annual audit report as presented. (Kraft)

**13.5 Bond Audit Reports for Fiscal Year 2011-2012**
In June 2002, the District voters approved Measure N, which provided $133,800,000 for campus improvements. The bond measure was approved and passed subject to the rules and regulations specified in Proposition 39. One of the requirements of a Proposition 39 bond measure is that the local governing board must authorize annual financial and performance audits of all expenditures of Measure N bond funds. The Board’s Audit Committee and staff met with representatives from Christy White Accountancy on December 12, 2012 to review the draft reports.

**Recommendation**: It is recommended that the Board of Trustees accept the 2011-2012 financial and performance audits for Measure N Bond funds as presented. (Kraft)

**13.6 Discuss and Approve Future Agenda Items**

**13.6.1 Listing of Future Agenda Items Previously Approved**
None

**13.6.2 Discussion and Approval of Newly Proposed Agenda Items**

**14.0 BOARD OF TRUSTEES REPORTS**

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

**16.0 ADJOURNMENT**