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, (707) 256-7160.

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. Any member of the board may request a roll call vote on any item.

### Pre-Board Meeting Presentation 4:00 p.m.
Governing Board Members, staff, and the public are invited to gather in Room 1538, Building 1500, for a presentation on the Vine Trail.

1.0 **CALL TO ORDER**  4:30 p.m.

1.1 Roll Call

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. Individuals will be limited to a three minute presentation.
3.0 CLOSED SESSION
Following any public comments regarding closed session items, the board will go immediately into closed session to consider and/or take action upon any of the following items:

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

3.2 With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957.6, CONFERENCE WITH LABOR NEGOTIATORS
Organization representing faculty: NVCF/CTA/NEA
Organization representing classified: NVC-ACP/SEIU
Organization representing administrative/confidential: NVC Administrative Senate

3.3 With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957, PUBLIC EMPLOYMENT Titles:
- Associate Dean, Physical Education and Athletics (academic-administrator)
- Office Assistant I, Office of Instruction (classified)

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

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

4.0 RETURN TO PUBLIC SESSION (approximately 5:30 p.m.)

4.1 Announcement of Items from Closed Session

4.2 Pledge of Allegiance

4.3 Adoption of Agenda
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 related to the business of the District 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 CONSTITUENT GROUP REPORTS
6.1 Academic Senate Report – Amanda Badgett, president
6.2 Administrative/Confidential Senate Report – Ken Arnold, president
6.3 Associated Students of Napa Valley College Report – Eleni Tham, president
6.4 Classified Association Report – Jan Schardt, president
6.5 Classified Senate Report – Christopher Farmer, president
6.6 Faculty Association Report – Dianna Chiabotti, president

7.0 SUPERINTENDENT/PRESIDENT’S REPORT
7.1 President’s Report
7.2 Napa Valley College Foundation Report
7.3 Vice Presidents’ Reports
7.4 Strategic Communications Report

8.0 APPROVAL OF MINUTES
8.1 October 8, 2015 Regular Meeting
8.2 October 22, 2015 Special Meeting

9.0 INFORMATION/DISCUSSION ITEMS

9.1 Educational Master Plan Update
Staff will provide an update on the status of this year’s regular update of the District’s 2013-2023 Educational Master Plan. The master plan is updated every three years as part of a regular cycle of integrated planning and evaluation. The 2015-2016 EMP Update will be smaller in scope than the larger 2013-2023 plan. It will include updated internal and external scan data, highlighting recent changes that are likely to impact the college. The EMP Update will identify goals, recommendations, and challenges for the District and focus on local needs. The EMP Update will be used to inform planning in the coming years. Staff will provide an outline of the project, the working timeline, and a status report. (Kraft/Wornall)

9.2 Vendor Guide: “How to Do Business with Napa Valley Community College District"
The Board of Trustees expressed an interest in developing value statements in regard to environment, diversity, and fair wage elements for District suppliers. In response a guide was developed for vendors that helps vendors understand the purchasing process at Napa Valley College and also articulates Board values that influence purchasing decisions. (Hawk)
9.3 Report on Umpqua Community College Site Visit
Ken Arnold, chief of police, will report on his travel to Umpqua Community College and recovery efforts there following a mass shooting on their campus. (De Haro/Arnold)

9.4 1st Reading of New, Revised, or To-Be Repealed Board Policies
This is the first reading of the following new, revised, or to-be repealed board policies:

<table>
<thead>
<tr>
<th>Policy #</th>
<th>Policy Title</th>
<th>Notes/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chapter 4 – Instructional Affairs</td>
<td></td>
</tr>
<tr>
<td>BP 4050</td>
<td>Articulation</td>
<td>Mutual Agreement Committee recommended adoption &amp; associated repeals 10/26/15</td>
</tr>
<tr>
<td>I7910</td>
<td>High School And University Articulation</td>
<td>Repeal, replaced by BP/AR 4050</td>
</tr>
<tr>
<td>I7920</td>
<td>High School Vocational Articulation</td>
<td>Repeal, replaced by BP/AR 4050</td>
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<tr>
<td></td>
<td>Chapter 5 – Student Services</td>
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</table>

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

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

10.1 Ratify Financial Documents (Hawk)

10.1.1 Approve Warrants for October 31, 2015
- General Fund (Fund: 11, 12) $925,248.93
- Child Care Fund (Fund: 33, 35) $3,415.80
- Capital Outlay Projects Fund (Fund: 41) $37,764.00

10.1.2 Approve Total Gross Payroll
October 31, 2015 $2,392,817.84

10.2 Personnel Document of November 3, 2015 (Ecklin)
10.3 **Ratify Agreements, Contracts & Memorandums of Understanding**

Education Code 81655 stipulates that no contract is an enforceable obligation of the District until it has been approved by the Board of Trustees. Board Policy 6100 - *Delegation of Authority, Business & Fiscal Affairs* establishes the authority of certain administrators to approve contracts under the bid limit prior to formal Board approval. This consent item presents for Board approval: all Memorandums of Understanding, administratively approved contracts, as well as additional instructional contracts.

(Hawk)

<table>
<thead>
<tr>
<th>Item #</th>
<th>NAME</th>
<th>TYPE &amp; TERM</th>
<th>DESCRIPTION</th>
<th>FISCAL IMPACT TO DISTRICT</th>
<th>SUBMITTED BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.3.1</td>
<td>Napa Valley Support Services</td>
<td>MOU 9/1/15</td>
<td>Clinical education site for Health Occupation students</td>
<td>No direct cost to the District</td>
<td>Robert Harris, Dean Health Occ.</td>
</tr>
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<td></td>
<td></td>
<td>until terminated by either party</td>
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<tr>
<td>10.3.2</td>
<td>Santa Rosa Memorial Hospital, SRM Alliance Hospital Services</td>
<td>Amendment #2 12/1/15 through 11/18/16</td>
<td>Additional clinical &amp; non-clinical sites - St. Joseph Home Care Network</td>
<td>No direct cost to the District</td>
<td>Robert Harris, Dean Health Occ.</td>
</tr>
<tr>
<td>10.3.3</td>
<td>PACE - Solano</td>
<td>MOU 10/1/15</td>
<td>Clinical education site for Health Occupation students</td>
<td>No direct cost to the District</td>
<td>Robert Harris, Dean Health Occ.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>until terminated by either party</td>
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<tr>
<td>10.3.4</td>
<td>Solano County Behavioral Health</td>
<td>Contract 11/11/15</td>
<td>Internship site for Human Services Program students</td>
<td>No direct cost to the District</td>
<td>Hope Scott, Human Services Program Coordinator</td>
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<td></td>
<td>until terminated by either party</td>
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<tr>
<td>10.3.5</td>
<td>Clarke &amp; Associates Educational Consultants</td>
<td>Contract 10/19/15 through 8/31/20</td>
<td>Planning, developing, writing, submitting &amp; evaluation of the U.S. Dept. of Ed. Talent Search Program grant application proposal</td>
<td>$7,500 one-time fee</td>
<td>Oscar De Haro, Vice President, Student Services</td>
</tr>
<tr>
<td>10.3.6</td>
<td>Extension of Agreement to Lease Real Property with Robert J. Fitzgerald</td>
<td>Lease Agreement Month to Month</td>
<td>To continue to lease vineyard property located at the District’s Upper Valley Campus.</td>
<td>The District receives rent of $50 per month.</td>
<td>Jeanine Hawk, Vice President, Admin. Services</td>
</tr>
</tbody>
</table>

*ITEM 10.3 Continued on Next Page*
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Details</th>
<th>Amount</th>
<th>Signatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.3.7</td>
<td>Humboldt State University Sponsored Programs Foundation</td>
<td>Subaward Agreement 7/1/15 through 5/31/16</td>
<td>Napa-Sonoma SBDC, as a sub-recipient, for GO-BIZ 15/16 program</td>
<td>$15,000 is the maximum amount of this award to the District</td>
</tr>
<tr>
<td>10.3.8</td>
<td>Napa County, Agreement</td>
<td>Agreement 11/12/15 through 6/30/16</td>
<td>Napa Valley College to provide small business check-up for At-Risk Businesses of Napa County</td>
<td>Maximum amount of compensation and reimbursement to District is $15,000</td>
</tr>
<tr>
<td>10.3.9</td>
<td>Cabrillo Community College District</td>
<td>Amendment to CTE Enhancement Fund Grant Sub-Agreement through 6/30/16</td>
<td>An amendment to extend the termination date from 2/28/16 to 6/30/16 and adjust the project schedule accordingly.</td>
<td>No change to existing grant funding of $347,702.</td>
</tr>
<tr>
<td>10.3.10</td>
<td>The Regents of the University Of California</td>
<td>Agreement execution through 6/30/16</td>
<td>Renewal of agreement for the District to participate in the U.C. Davis Transfer Opportunity Program for the academic year 2015-2016</td>
<td>Total Cost to District $7,000 – paid from SSSP Funds</td>
</tr>
<tr>
<td>10.3.11</td>
<td>Sonoma County Junior College District</td>
<td>Agreement 2015-2016 academic year ending 9/1/16</td>
<td>Survey of NVC students who have in past years completed CTE courses at Napa Valley College</td>
<td>NVC share of survey costs are $5,000 – paid from Career Technical Education Enhancement Funds Grant/Bay Area Community College Consortium</td>
</tr>
<tr>
<td>10.3.12</td>
<td>Elsevier, Inc.</td>
<td>Agreement 1 Year from Effective Date (execution)</td>
<td>Consultative services for the overall academic preparation and curriculum of the Associate Degree in Nursing program</td>
<td>$15,000</td>
</tr>
</tbody>
</table>
11.0 ACTION ITEMS

11.1 Changes to the Curriculum
It is recommended by the Curriculum Committee and Vice President of Instruction Terrence Giugni that the Board of Trustees approve changes to the curriculum as presented. (Giugni/Gianvecchio)

11.2 Annual Audit for Fiscal Year 2014-2015
It is recommended that the Board of Trustees accept the 2014-2015 Annual Audit report. John Dominguez from Cossolias, Wilson, Dominguez and Leavitt C.P.A, the District’s audit firm will present the audit report for the fiscal year ending June 30, 2015. The Board’s Audit Committee and staff met with representatives from Cossolias, Wilson, Dominguez and Leavitt C.P.A on November 12, 2015 to review draft audit reports and consider a recommendation to the Board of Trustees. (Hawk/Aguada)

11.3 Budget Update and Financial Statements
Interim Vice President Jeanine Hawk will provide an update on Napa Valley Community College District finances including current and future year budget expectations as well as an overview of the financial action items below. (Hawk)

   11.3.1 Quarterly Financial Status of Income and Expenditures for the period ending September 30, 2015

   11.3.2 California Community College Chancellor’s Office Annual Financial 2014-2015 & Budget 2015-2016 311 Report

   11.3.3 California Community College Chancellor’s Office Quarterly Financial Status Report for the period ending September 30, 2015 (CCFS-311Q)

   11.3.4 Fiscal Health Checklist for the period ending September 30, 2015

   11.3.5 Budget Revision – Augment 2015-2016 Unrestricted General Fund Budget for Additional One-Time Mandated Cost Appropriation.

11.4 Sale of Real Property: 1360 Menlo Avenue, Napa, CA
It is recommended that the Board of Trustees accept an offer in the amount of $950,000 from Napa Valley Unified School District (NVUSD) and authorize execution of purchase contract for the sale of the District’s real property located at 1360 Menlo Avenue, Napa, CA. (Hawk)
11.5 **New, Revised or To-Be Repealed Board Policies (2nd Reading)**

This is the second reading and recommended adoption of the following new, revised or to-be repealed board policies

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<tbody>
<tr>
<td>BP 6310</td>
<td>Travel</td>
<td>Revised (old F3350) (also replaces H0820)</td>
</tr>
<tr>
<td>H0820</td>
<td>Travel &amp; Conference Expenses</td>
<td>Repeal</td>
</tr>
</tbody>
</table>

In keeping with board policy D1140 – *College Governance, Decision Making, and Responsibilities*, these policies were reviewed through the Council of Presidents and, as appropriate, by the Mutual Agreement Committee. (Kraft)

12.0 **BOARD REPORTS**

12.1 **Standing Committee & Other Appointment Reports**

12.1.1 Viticulture & Winery Foundation Board of Directors (Rios)

12.1.2 Redevelopment Oversight Committee (Busenbark)

12.1.3 Legislative Affairs Committee (Digardi, Mancuso, Sanchez)

12.2 **Ad Hoc Committee Reports**

12.2.1 CEO Annual Goals (Baldini, Rios, Martenson, Kraft)

12.3 **Trustee Reports**

Under Section 54954.2(a)(2) of the Brown Act, trustees are permitted to make a brief announcement or to make a brief report on his or her own activities. Reports from trustees and all groups are intended to be non-controversial and used for reporting on conferences, meetings, and other activities related to District business. No action will be taken.

12.4 **Board Chair Report**

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

14.0 **ANNOUNCEMENT OF FUTURE MEETING(S)**

14.1 December 10, 2015, Regular Meeting

15.0 **ADJOURNMENT**