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.

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 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 Section 54957.6, CONFERENCE WITH LABOR NEGOTIATORS
Organization representing faculty: NVCFA/CTA/NEA
Organization representing classified: NVC-ACP/SEIU
Organization representing administrative/confidential: NVC Administrative Senate

3.3 With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
Titles:
- Police Officer Trainee (classified)
- Biology Instructor (tenure-track faculty)
- Chemistry Instructor (tenure-track faculty)
- College Librarian (tenure-track faculty)
- Counselor (tenure-track faculty)
- English Composition Instructor (tenure-track faculty)
- Hospitality and Tourism Management Instructor (tenure-track faculty)
- Psychology Instructor (tenure-track faculty)
- Speech Communication Instructor (tenure-track faculty)
- Viticulture and Winery Technology Instructor (tenure-track faculty)

3.4 With respect to every item of business to be discussed in closed session pursuant to Section 54957, PUBLIC EMPLOYMENT
Review of advisory recommendation regarding grievance and appeal thereon, and action on the appeal.

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: 1360 Menlo Avenue, Napa, CA 94558
Napa Valley Community College District Negotiator: Ronald Kraft, Ph.D.
Under Negotiation: Price and Terms of Payment

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

3.7 With respect to every item of business to be discussed in closed session pursuant to Section 54956.8: Conference with Real Property Negotiator
Property: 2277 Napa-Vallejo Hwy, Napa, CA 94558
Napa Valley Community College District Negotiator: Ronald Kraft, Ph.D.
Under Negotiation: Price and Terms of Payment
3.8 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 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 ASSOCIATED STUDENTS OF NAPA VALLEY COLLEGE – STUDENT TRUSTEE

6.1 Resolution Honoring Outgoing Student Trustee
The Board of Trustees recognizes the commendable service of Student Member April Clary. Mx. Clary served the Associated Students of Napa Valley College as a member of the Board from May 2014 to May 2015.

6.2 Annual Review and Approval of Privileges Granted to the Student Trustee and Included in Board Policy BP 2015 – Student Member
As required by Education Code Section 72023.5, the Board of Trustees shall annually approve the privileges afforded the student member of the board. Board Policy BP 2015 – Student Member identifies the following privileges of the Student Trustee; to attend student trustee orientation, to make and second motions, to attend closed session at the invitation of the board, to receive compensation for meeting attendance at a level consistent with other board members, to serve a one year term commencing on May 15 of each year, and, to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board. It is recommended that the Board of Trustees approve the privileges afforded the Student Trustee in Board Policy BP 2015 – Student Member as presented.

6.3 Swear In Student Trustee
President Ron Kraft will administer the Oath of Office to Gabriel Sanchez. Mr. Sanchez is the newly elected Student Member of the Napa Valley College Board of Trustees.
7.0 YEAR END RECOGNITION

7.1 Outstanding Napa Valley College Storm Athletes 2014/-2015

Students who participate in intercollegiate athletics are required by the governing body of California Community College Athletic Association to carry a minimum load of 12 units per semester and pass a minimum of 24 units per year. Students must also maintain a minimum 2.0 GPA in order to be eligible to compete on an intercollegiate team. Of special note, the following student athletes carry a cumulative GPA of 3.5 or higher in addition to being talented athletes and outstanding ambassadors of the best that Napa Valley College has to offer. Seven have earned a perfect 4.0 GPA. (Kraft /Harris)

Tierney Bates  
Javier Hernandez  
John Malcolm  
Hamish Witters  
Sadie Irvine  
Katie Morris  
Melissa Castellucci  
Jesus Reyes  
Jalen Dupree  
Hannah Scurti-Molinari  
Austin Fitzpatrick  
Thomas Weaver  

Marcus Solis  
Megan Schweizer  
Dylan Hassard  
Maura Wilson  
Kasey Holt  
Kacy Perkins  
Jasmine Washington  
Roberto Hernandez-Mendoza  
Cole Chait  
Jason Porter  
Kelauni Sanders

7.2 Phi Theta Kappa Awards for 2014-2015

This year's Phi Theta Kappa board was recognized by the International Honor Society for the following regional and international awards: 5 star achievement (out of 5 stars possible) for completing all scholarship, fellowship, leadership and service activities for the year and the accompanying written essays with the topic “Frontiers in Health;” recognition and certificates for Make a Difference day for holding our first ever S.A.D. (Suicide, Anxiety, Depression) Awareness event and for the Give a Little campaign where students regularly helped out residents at The Meadows with IT issues; Lastly, chapter and PTK board member James Gonzalez made the C4 pledge (college completion) at the Phi Theta Kappa Internationals Conference in San Antonio. (Kraft/Gillis)

7.3 Napa Valley College Student Ambassador Appreciation

Certificates of Appreciation are to be awarded to Student Ambassadors Stephanie Brandt, Guadalupe Garcia, Robert Lortz III, Jesus Martinez, Ednanaomi Oceguera, Ejiroghene Okotie and Brenda Rodriguez. These students have been instrumental in promoting and representing Napa Valley College in a variety of capacities while serving as Student Ambassadors in the Welcome Center. Welcome Center staff and Student Ambassadors demonstrate a comprehensive and personal approach to assisting students and are committed to providing exceptional customer service. Student Ambassadors share their knowledge of the CCCApply application, registration via Web Advisor, financial aid and the matriculation processes, while guiding students through the necessary steps needed to complete their entry or re-entry to college life. The caliber of their work, along with their patience and sensitivity towards students of diverse academic, cultural, social and educational
backgrounds, has been exceptional, and has had a major impact in creating clear pathways for students to follow. (De Haro/Brown)

7.4 **Resolutions Honoring 2014 – 2015 Retiring Faculty Members**
Vice President of Instruction Terry Giugni and Vice President of Student Services Oscar De Haro will introduce the following distinguished faculty members who are retiring: Debbie Saunders and Betty Hopperstad. (Giugni/De Haro)

7.5 **Approve Emeritus Status**
It is recommended by the Academic Senate’s Faculty Standards and Practices Committee and Vice President of Instruction Terry Giugni that the Board of Trustees grant emeritus status to the following retiring faculty members: Betty Hopperstad and Debbie Saunders. Emeritus status is an honorary title awarded to recognize the distinguished and honorable service of retirees and to encourage continued association with the college. Emeritus status may be granted to qualified academic, classified, and administrative staff upon retirement or other separation from the district. (Giugni)

7.6 **McPherson Distinguished Teaching Awards 2014-2015**
This award was established by founding college president Dr. Harry McPherson to recognize excellence in teaching. The recipients of the McPherson Distinguished Teaching Award for 2014-2015 are Ms. Maria Villagomez, Dr. Forest Quinlan and Dr. Mani Subramanian. Recipients were recognized at a special luncheon held on May 8, 2015. (Giugni)

7.7 **Administrative/Confidential Employee of the Year - 2014-2015**
Faye Smyle, dean of Instruction, has been selected as the Administrator/Confidential Employee of the Year for 2014/2015. Ms. Smyle is a fierce protector of student rights, a dedicated advocate for students, and demonstrates all the best qualities of a public servant, educator, and educational leader. Ms. Smyle is always collegial and collaborative (not to mention pleasant, polite, and funny) in every interaction. Ms. Smyle also has the distinction of being the first person to be selected as the Administrator/Confidential of the Year. (Arnold/Kraft)

8.0 **RECESS AND BOARD RECEPTION** (approximately 6:30 p.m.)

9.0 **CONSTITUENT GROUP REPORTS**
9.1 Academic Senate Report – Maria Biddenback, president
9.2 Administrative Senate Report – Ken Arnold, president
9.3 Associated Students of Napa Valley College Report – William Cruz, acting president
9.4 Classified Association Report – Mark Cratty, president
9.5 Classified Senate Report – Valerie Exum, president
9.6 Faculty Association Report – Denise Rosselli, president

10.0 **SUPERINTENDENT/PRESIDENT’S REPORT**
10.1 President’s Report
10.2 Napa Valley College Foundation Report
10.3 Vice Presidents’ Reports
10.4 Accreditation Update – Accreditation Steering Committee Co-Chairs
10.5 Strategic Communications Report

Napa Valley College – Board of Trustees
May 14, 2015 Regular Meeting Agenda
11.0 APPROVAL OF MINUTES
11.1 March 12, 2015 Regular Meeting (revised)
11.2 April 9, 2015 Regular Meeting
11.3 April 30, 2015, Special Meeting

12.0 INFORMATION/DISCUSSION ITEMS

12.1 Budget Update
Vice President Jeanine Hawk will provide an update on Napa Valley Community College District finances including current and future year budget expectations. (Hawk)

12.2 Report on Career Technical Education Bi-Annual Review
Staff will report on this year’s bi-annual review of Career Technical Education (CTE) programs as required by Education Code section 78016. The law requires that every two years, the Board of Trustees review all CTE programs to be sure they:

- Meet labor market demands
- Don't create unnecessary duplication with other work force training programs
- Have demonstrated effectiveness as measured by the completion and success rates of students

If a program fails in any of these areas, the code requires that the program be terminated within one year. No Napa Valley College CTE programs fail to meet the above identified minimum requirements. The code does not require the board to take any action and compliance is demonstrated through meeting minutes. (Giugni/Miraglia)

12.3 Student Success Scorecard Report 2015
It is recommended that the Board of Trustees review, discuss, and accept the 2015 Napa Valley College Student Success Scorecard. The 2015 Student Success Scorecard was released by the California Community Colleges Chancellor’s Office (CCCCO) in March. The Scorecard tracks institutional performance on seven indicators related to student completion and achievement of educational milestones. The legislation that established the Accountability Reporting for Community Colleges (ARCC, the precursor to the Scorecard) requiring local Board of Trustees interaction with the ARCC report applies to the Scorecard as well. The presentation will include an orientation to the Scorecard information available on the CCCCO website (http://scorecard.cccco.edu/scorecard.aspx) as well as the college’s internal report. (Wornall)

Planning Committee Co-Chairs Robyn Wornall, dean of Research Planning & Institutional Effectiveness, and Mary Shea, professor of Spanish, will provide an overview of the 2013-2014 Progress Report on the 2011-2014 Strategic Plan. (Wornall/Shea)

Napa Valley College – Board of Trustees
May 14, 2015 Regular Meeting Agenda
12.5 **2015-2016 “College Plan – Summary Report of College Initiatives”**
The Planning Committee has been refining some of its processes and communication practices this year. As part of the review and improvement process, the Planning Committee has compiled unit-level plans for 2015-2016 (developed by programs and services across the institution during the annual planning and budget cycle) into one document. This is the first time that the Planning Committee has compiled this information to share with the campus community. The intent is to provide information about activities that will occur across the college in 2015-2016. The document identifies unit-level initiatives linked directly to objectives of the 2014-2019 Institutional Strategic Plan. (Wornall/Shea)

In 2014, seven instructional programs, one academic support program, one student service, and three administrative services completed Program Evaluation and Planning (PEP). The PEP process incorporates several effective practices for program review, including: review and evaluation of program effectiveness and linkage with institutional mission, use of data and analysis to measure performance and identify areas for improvement, development of unit-level plans linked to Institutional Strategic Plan, identification of resources needed to implement improvements, verification by representatives of college constituent groups, and communication of results among the campus community. (Wornall)

12.7 **1st Reading of Board Policies Recommended to be Repealed**
This is the first reading of the following board policies that are recommended for repeal:

- H4520 – Salary Checks & Deductions (replaced by BP 7385 – Salary Deductions)
- I7331 – Withdrawal (included in BP 4225 – Course Repetition & Withdrawal)

In keeping with board policy D1140 – *Shared Governance*, these policies were reviewed through the Council of Presidents. It is anticipated that the Board will take action on these policies at the June 2015 Regular meeting.

13.0 **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.

13.1 **Ratify Financial Documents** (Hawk)

13.1.1 **Approve Warrants for April 30, 2015**
- General Fund (Fund: 11, 12) $1,173,219.41
- Child Care Fund (Fund: 33, 35) $7,782.59
- Capital Outlay Projects Fund (Fund: 41) $48,867.22

13.1.2 **Approve Total Gross Payroll**
April 30, 2015 $2,246,068.31

13.2 **Personnel Document of May 5, 2015** (Ecklin)
13.3 Memorandum of Understanding with WomenAlive
It is recommended that the Board of Trustees approve a memorandum of understanding between Napa Valley College and WomenAlive to become an internship site for the purpose of providing internships to eligible students in the Human Services Program. The term of this agreement is from May 14, 2015 until terminated by either party. There are no direct costs to the District for this agreement. (Willis/De Haro)

13.4 Amendment No. 10 to University Agreement No. H97-10179A
It is recommended that the Board of Trustees approve amendment No.10 to the University of California Agreement No. H97-10179A for students in the nursing and paramedic programs of Napa Valley College. The term of this agreement has been extended from July 1, 2015 through June 30, 2017. There are no direct costs to the District for this agreement. (Harris/Giugni)

14.0 ACTION ITEMS

14.1 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/Baggett)

14.2 Financial Reports

14.2.1 Quarterly Financial Status Report (CCFS-311Q) for the quarter ending March 31, 2015 (Hawk)

14.2.2 Quarterly Financial Status of Income and Expenditures for the quarter ending March 31, 2015 (Hawk)

14.2.3 Quarterly Financial Health Checklist for the quarter ending March 31, 2015 (Hawk)

14.3 Resolution Initiating Sale of Surplus Property
Subject to Education Codes 81365 and 33050 this resolution initiates the sale process for 1360 Menlo Avenue, Napa, CA which includes: (i) a finding that the property is not, and will not, be needed by the District for classroom buildings; (ii) a declaration the property is surplus to the District’s needs; and (iii) the solicitation of offers for the purchase of the property. The minimum bid requirement contained in the resolution is $950,000.

The District must send a written offer to specified entities whose District falls within the property boundaries in addition to public agencies. If a sale of the property does not proceed to either an entity or agency, the District may proceed to sell the property at fair market value to the public. At that time the District must also publish notice within for three successive weeks informing the public of its desire to sell the property. (Hawk/Kraft)

Napa Valley College – Board of Trustees
May 14, 2015 Regular Meeting Agenda
14.4 Proposition 30 – Education Protection Account Spending Plan
The Board of Trustees adopted a resolution establishing a plan to expend Education Protection Account funds on salaries, benefits and operating expenses related to instructional activities and capital outlay. Proposition 30 established the Education Protection Account (EPA). All temporary tax revenues collected from Proposition 30 over the next seven years for income tax and four years for sales tax, will be collected into the EPA and distributed to K-12 and higher education. There are several requirements for spending determination, disclosure, and reporting related to the use of EPA funds. The Board of Trustees must determine the use of the funds in an open session of a public meeting by resolution. The funds must be accounted for separately and not used for administrative costs. Increased emphasis must be placed on cash flow analysis and monitoring as a result of the creation of the EPA due to the timing of revenues received. Additionally, the college is required to annually report on its website an accounting of the EPA funds received and how those funds were spent. (Hawk)

14.5 Broadcast of Board Meetings
This item is placed on the agenda to allow the Board of Trustee to discuss and provide direction related to preferred audio or video broadcast and/or streaming systems for Board meetings. (Digardi/Kraft)

14.6 New or Revised Board Policies (2nd Reading)
This is the second reading and recommended adoption of the following new or revised board policies

Chapter 5 – Student Services
BP 5050 – Student Success and Support Programs
BP 5400 – Associated Students Organization

Chapter 7 – Human Resources
BP 7130 – Compensation
BP 7320 – Fingerprinting
BP 7330 – Medical Examinations: Tuberculosis Test
BP 7336 – Employee Identification Cards
BP 7337 – Personnel Files

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)

15.0 BOARD REPORTS

15.1 Standing Committee & Other Appointment Reports
15.1.1 Viticulture & Winery Foundation Board of Directors (Rios)
15.1.2 McPherson Distinguished Teaching Award Selection Committee (Martenson)
15.1.3 Audit Committee (Digardi, Mancuso, Iverson)
15.1.4 Redevelopment Oversight Committee (Busenbark)
15.1.5 Legislative Committee (Digardi, Mancuso, Clary)
15.2  Ad Hoc Committee Reports  
15.2.1  Communications (Baldini, Martenson)  
15.2.2  Accreditation (Digardi, Baldini, Busenbark)  

15.3  Trustee Reports  

15.4  Board Chair Report  

16.0  CONTINUANCE OF CLOSED SESSION (as needed)  

17.0  ANNOUNCEMENT OF FUTURE MEETING(S)  
17.1  May 28, 2015, Special Meeting – Budget Workshop  
17.2  June 11, 2015, Regular Meeting  

18.0  ADJOURNMENT