Jerry Dunlap was honored at the 24th Napa High School Hall of Fame Awards Dinner. Jerry is both a hero and a legend in Napa Valley, and I was honored to witness his induction into the Hall of Fame. He was in good company, as Ira Smith (Sports Voice of Napa Valley) and Marty James (40 years at the Napa Register) also were inducted.

Enrollment declined dramatically again SPR 2022. This is a very worrisome trend that has to turn around in the year ahead. Any further declines, and the college will lose competitiveness in facilities funds, potential bond program, and new program development for our communities. I urge the college community to focus on enrollment restoration.

Salaries at NVC are low. Constituency groups have made this point clear and I agree with them. I want the community to know that we will initiate salary studies so that the permanent president and their team can have data on hand so that, WHEN the college returns to fiscal health, this can be a top priority for the district. Simply put, while it is a top priority to improve to the median of our peer group in salaries, it is simply not possible to do so without recovery of a healthy reserve account, and a sustainable budget.

Housing is moving forward. Monthly updates, a staff public forum, and results from environmental testing are all good news, given the slow progress over the past year.

Administrative Procedures (APs) are under review and in progress in response to the many calls for improvement and progress in this area. It was called out in the recent ACCJC questions we received, and so we expect further direction on progress in the many APs still not approved and posted. I have provided an additional page of rationale and recommendation on streamlining our processes.

Governance. In the days ahead, I will send an All Staff email with a proposal to form an Interim College Council. We need a deliberative body that can better inform constituency groups and help us achieve better consultation and collegial governance practices. The ONLY related change is the disbanding of the President’s Council, which, frankly, has not received any support to keep.

Return to Campus. We will send an All Staff email Friday morning on this. April 18 NVC offices are fully open. August 1 Fully Open with all employees back on campus.

FCMAT and ACCJC Reports: We anticipate receiving these reports any day now and will post them to the President’s webpage and RPIE respectively upon receipt and email the campus the link.

Study Session on Mt. Veeder property? Very worthwhile discussion took place in Real Estate Committee and suggestion was made to consider for April or May.

Graduation: Thank you Oscar De Haro for assembling and working with a great team on this year’s graduation ceremony.

Foundation Reception for Bill Hardy was very enjoyable and included community members with ideas on wine, art, and further collaborations between college and community. Thank you, Jessica Thomason, Malcolm de Sieyes, and David Cauble for hosting and creating such a welcome reception.

IT Upgrades. Oscar De Haro, Daniel Vega and the IT team are developing plans for fiber, switching, wifi and other upgrades for this summer. IT is doing everything they can to have the campus at “full power” for the Fall 2022.
We are in a very difficult time of the year, and in a very difficult time in NVC’s history. The financial challenges of the college are great and will require 3-5 years minimum for a full recovery that includes healthy reserves of 15-18% of total budget.

A full recovery includes addressing our financial gaps, our enrollment drop and our organizational climate, which I was told was at its lowest point in a decade, upon my arrival 2 months ago. I know the decisions I have made in the past two months have not helped the climate, but I appreciate the many staff who have told me privately how much they appreciate our efforts.

Our options are very limited this Spring of 2022. We need to address our budget deficit immediately, or face an audit while insolvent, additional lay-offs, and further difficult discussions.

Please know we are doing EVERYTHING we can to avoid impact to student instruction and services.

**Extension of the SERP**

We did not have enough time in the months of January and February to make staffing decisions, and, most importantly, the respond to the SERP was less than we anticipated. As a result, today I sent a message to all staff regarding an extension of the SERP until April 18th.

Because we need more time, especially with the SERP extension, we will notice ALL Administrators. Once we have final SERP data the week of April 18th, we can give Admin a better description about when call backs will be initiated.

**Admin Procedures**

I have reviewed extensively BP2410 and AP2410, among other policy. Some of this is confusing but there is a clear distinction that needs to be made between authority given in Ed Code, and Title 5 language relating to the 10+1, rely primarily on, and mutual agreement.

We are not going to resolve this tonight, but I do want to make clear again that I will keep OPEN collegial consultation on any of the procedures I approve and post during my time here and am confident the permanent president will understand this need for ongoing dialogue, even when there is disagreement, regarding updated college procedures.

It is my sincere belief that only through working forward, together, can we organize our time focused on our education mission, instead of spending an inordinate amount of time in policy debates.

This week I shared a draft letter with Dr. Parker and Dr. Tejada, which requires agreement to the service, requesting the State Academic Senate and League provide training for NVC. This is the next step.

Additionally, I have put together (attached below) a set of talking points that I will be happy to discuss further regarding the president’s office’s role in policy and procedure formation, review, updates, and approvals.
NVC Policy & Procedure

• Imagine Napa Valley College where all our policies and procedures were approved and on a regular update/review cycle….and we had time again to think about our future. That is my goal.

• Currently, the college lacks over 100 procedures and at least 12 policies that have never reached approval stage. Some policies recently approved for this month’s agenda were questioned and some removed by request.

• Our current system is cumbersome, often resulting in starting over when drafts are not completed in an academic year. A simpler model will allow us to spend time in other areas.

• Ed Code, Title 5, and the ACCJC Accreditation Standards put board policy under the purview of the governing board. (*Education Code Section 70902; Accreditation Standards IV.B.5, IV.C.12 & IV.D.1; NVC BP 2430 Deleg. of Authority to CEO*). BP 2410 assigns responsibility to the S/President.

• The governing board delegates the work of advising on policy and developing procedures to implement them to their single employee - the superintendent/president (S/P).

• Collegial consultation, with recognition of the 10+1, provides for input and recommendations by constituent groups.

• The NVC Board of Trustees has instructed the S/P to subscribe to and use the CA Community College League Policy/Procedure Services templates as the basis for our governing documents. These documents are legally vetted and determined to be legally required or advised by Ed Code, Title 5, and the ACCJC.

• In 2018, the district contracted with the CCLC policy service to review and provide all the language and steps necessary to bring our governing documents into compliance. It was expected that this project would take six months to two years to complete. NVC is still missing nearly half of the governing documents that we are required to have in place.

• In an accreditation evaluation year, we have little time before Fall to show results.

• Given our difficult budget situation, the small cost of the policy service seems reasonable, compared to the many hours staff spend wordsmithing policy and procedure only to remain, in many cases for years, out of compliance. We can save valuable time through a simpler review process.

• We are a small, rural college, serving 4000 students, with limited funds. We need to spend our precious resources on instructional and service endeavors.

• We have been advised by legal counsel to review (30 days) and post procedures in order to then implement a 4–5-year review and updating cycle. Thus, everyone’s voice is heard, and the strength of Title 5, 10+1 agreements and commitment from the S/P Office, ensure ongoing collegial consultation will occur. This will allow for the start of a regular review cycle, in which all documents are regularly reviewed and updated to maintain consistent compliance.

• Legally compliant governing documents insure us from many unforeseen liabilities.

• Legally compliant governing documents also provide guidance and processes to ensure institutional integrity, preserving our time for serving the needs of students.

• Follow-through on our Policy and Procedure updates will assist us in other important governance updates, including work on planning and decision-making guides, an Interim College Council, and other revised practices generated through NVC dialogue.