

Napa Valley College
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The draft report submitted to the Commission represents the findings of the Peer Review Team that conducted Follow-up visit on April 8, 2024 to Napa Valley College.

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In order to meet the Standards, the Commission requires that the Board delegate full responsibility and authority to the CEO without Board interference.

adherence to the review timeline, has enabled the College to keep pace with its established timeline in the past two years. (I.B.7)

With its implementation of a new website in December 2022, the College established new practices to ensure the consistency of the information it provides about its mission, vision, and values, as well as for programs and services. These include linking each board policy reference to the official document and establishing a single web location for the mission, vision, and values, and for each program and service area. (I.C.5)

The College indicated it has begun to incorporate a more deliberate evaluation of effectiveness in its review of institutional practices, providing examples that included its survey and evaluation of the mission statement. In addition to this, the College has done a great deal of work to clarify the appropriate roles of different constituencies in the regular review and evaluation of its governance and decision-making policies, procedures, and processes— by establishing mutual agreement between Senate and the District regarding the BPs and APs subject to collegial consultation, by revising AP 2410 to reflect this, and by adding references to AP 2410 to their Council of Presidents agendas. As confirmed by campus interviews, these steps have helped the College work collaboratively to meet its obligation to regularly evaluate its policies and processes, share the results, and make improvements. (IV.A.7)

The institution has addressed the requirement, corrected the deficiencies, and now meets Standards I.B.7, I.C.5, and IV.A.7.

In order to meet the Standards, the Commission requires that the College plan for and evaluate total cost of ownership of its physical and technological resources.

Based on the team's review of evidence and interviews, the College is developing tools to plan for and evaluate total cost of ownership of its physical and technological resources. However, the tools have not been fully developed and applied to inform its long-range planning and resource allocation process and thus the College has not fully implemented College Requirement 3.

The College has developed a template to evaluate Total Cost of Ownership for facilities and is in the process of developing a similar template to evaluate the Total Cost of Ownership for technology. The College has not yet conducted the analysis. When completed, the College intends to use this analysis

operating expenses (nearly 17%) to support long-term fiscal stability. It has also implemented operational procedures to closely monitor the revenue and expenses in the current year, as well as forecast revenue and expenses for future years, with regular updates to the governing board and constituency groups. As noted in College Requirement 3, the College contracted for a Total Cost of Ownership Report and analysis template to inform resource needs and allocations for facilities and technology but has not completed the analysis, used it to inform long-term planning, or to inform resource allocation. (III.D.2)

The College clearly defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets. Administrative Procedures (APs) to guide Budget Preparation (6200), Budget Management (6250) and Fiscal Management (6300) were added or revised to increase definition and clarity and ensure compliance with Board Policies and financial goals. AP 6300 was revised to include the Planning and Budget Committee as a stakeholder group that would be regularly apprised of the College's financial status and a reporting calendar was incorporated into the AP. In addition to revisions to APs and updating its institutional plans (EMP, FMP, TMP), the College has revised its annual planning and resource allocation process, improving

