



MINUTES

District Auxiliary Services Foundation -- Board of Directors
January 7, 2015 at 2 pm

Napa Valley Community College
President's Office, Rm. 1530
2277 Napa-Vallejo Hwy.
Napa, CA 94558

1.0 CALL TO ORDER

Board Chair Dr. Ronald Kraft called the meeting to order at 2:04 pm.

1.1 Roll Call

Present: Dr. Ronald Kraft, Oscar DeHaro, Lissa Gibbs, Beth Pratt,
John Johnson. (Absent: Jeanine Hawk)

Guests: Amar Abbott, Glenna Aguada

1.2 Adopt Agenda - M/S/C (Kraft/Gibbs)

2.0 PUBLIC COMMENT - None

3.0 DEAN'S REPORT (Pratt)

Dean Pratt reviewed highlights of written report. Topics included
Contracts & Community Service, Earned Income,

3.1 Contracts & Community Service. NV Community Foundation not NVC Foundation

4.0 APPROVE MINUTES of 10/3/14

Corrections - Café earnings averaged \$1900 per day.
Motion - Accept correction. M/S/C (Kraft/Johnson)

5.0 GOVERNANCE (Pratt)

5.1 Mission Statement Adopted (see workplan)

2014-15 DAS Board of Directors

Dr. Ronald Kraft, Superintendent/President - Chair

Oscar DeHaro, Vice President, Student Services - Vice-Chair

Jeanine Hawk, Interim Vice President, Administrative Services - Treasurer

Lissa Gibbs, Director, Office of Institutional Advancement, Foundation - Member

Motion – Adopt mission statement. M/S/C (Gibbs/Hawk)

5.2 Goal/Priorities. Goals/Priorities were broken into categories on workplan by Lissa Gibbs & Dean Pratt and a road map was created.

5.3 Workplan. Reviewed 2014–15 workplan. Lissa emphasized that DAS is in start-up phase and workplan documents are all steps under operations & planning. Dean Pratt explained that the workplan for 2015–16 will be more fine-tuned.

- a. Financials are adopted budget
- b. Facilities Rentals should be sub-category under “Stewardship of Resources”
- c. Add Napa Valley College, St. Helena
- d. Operations & Procedures. Amar questioned this category. Dean Pratt explained that DAS is still looking for clarity. Dr. Kraft confirmed that DAS will definitely have employees in about 6 months.
- e. Governance. Add HR/AB policy to workplan under Operations/Procedures. Per Lissa Gibbs the goal is to follow BP 3600 rules for HR. Activity is to make sure we are keeping up with the rules. Lissa Gibbs explained that changes in workplan will be given to accreditation team as evidence.

6.0 RESOURCE DEVELOPMENT (Pratt/Gibbs)

6.1 Discuss incoming CTE and CP Grants (Pratt)

New grants:

- Regional Career Pathways – NCCPA (3 years), Vallejo City Unified School District \$260,000 (3 years)
- CTE Enhancement 60% \$144,676 – Funds will go towards Culinary Arts, Wine, Hospitality, Credit or Non-Credit Classes. Possibly update cafeteria to training facility (Jan 2015–Mar 2016)
- CTE Enhancement 40% – Negotiations are currently underway, this grant is more competitive and collaborative. Estimate funding of \$400–\$500,000.

Renewal of Grants – SBDC & DSN

6.2 Donations (Gibbs)

Lissa Gibbs reviewed in-kind donations list.

Motion – Accept in kind donations list. M/S/C (DeHaro/Kraft)

6.3 Menlo/Mt Veeder

Mt. Veeder (Johnson). Discussion of rental of property vs leaving property vacant. Property needs maintenance & improvements. Dr. Kraft suggested leasing property and John Johnson suggested hiring a property manager.

John Johnson suggested a joint venture with a vintner for lease of land. Board approval would be needed to proceed. Possible RFP for summer. Board would rather lease than sell. Lissa Gibbs suggested moving quickly due to water concerns in the county. Dr. Kraft will talk to the BOT in closed sessions about property proposal.

Motion – Engage Property Manager for Lease of Mt. Veeder house. M/S/C (Gibbs/DeHaro)

Menlo (Johnson). Property is worth \$1,000,000. Property manager contacted and no response – not interested. Options are sell or lease property. Commercial leasing agent needed. John Johnson recommended exclusion of school district.

Motion – Direct Dr. Kraft to explore a commercial leasing agent for Menlo property. M/S/C (Gibbs/DeHaro)

7.0 BUDGET & FINANCE

7.1 Acceptance of FY 2013–14 Audit & Filing 990 (Aguada)

7.2 RFP for 2014–15 Audit (Hawk)

7.3 Treasurer’s Report (Aguada)

Revise income statement to move café fund under income.
Glenna will add a schedule. Beth will work with Glenna regarding
revision of income statement.

8.0 OPERATIONS

8.1 Discussion of communication/marketing protocol (Gibbs)

9.0 PERSONNEL

9.1 Foundation/DAS/ Business office Accountant (Hawk)

10.0 BOARD OF DIRECTOR REPORTS

11.0 PROPOSED MEETINGS 2015: 1/7/15, 3/4/15, 6/3/15, 9/2/15, 12/2/15

11.1 Proposed Meeting Times – 2–3 pm

12.0 ADJOURNMENT

Meeting adjourned at 3:30 pm