



## Minutes

District Auxiliary Services Foundation  
Board of Directors  
April 16, 2015 at 1:30 pm

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

*"Creating tangible financial benefits for Napa Valley College"*

### 1.0 CALL TO ORDER – 1:40pm

#### 1.1 Roll Call

Board Members: Dr. Ron Kraft, Dr. Jeanine Hawk, Beth Pratt,  
Lissa Gibbs (Absent: Oscar DeHaro)

Other: Glenna Aguada, Dan Digardi

#### 1.2 Adopt Agenda – M/S/C–Gibbs/Hawk

### 2.0 PUBLIC COMMENT – None

### 3.0 APPROVE MINUTES of 1/7/2015

Minutes approved with addition of mission statement. M/S/C–  
Gibbs/Hawk

### 4.0 GOVERNANCE

4.1 Discussion – Appointment of NVCF Board member to DAS Board  
John Johnson has resigned from Board. Dr. Kraft will reach out  
for a new Board Member from the Foundation Board.  
Possibilities – Ira Schwartz, Bill Hardy. Discussion was held  
regarding asking a Board of Trustee member to be on DAS  
Board.

4.2 2015–16 Goal/Priorities (Pratt)  
Ms. Pratt reviewed draft and looked at Board for  
discussion/input.

Bookstore. Maintain \$157,000 annual revenue from Barnes & Noble. NVC is anticipating more than \$175,000 for 2017

NVC Estate Sales. Currently under VWT Foundation and needs to be moved. (Hold for discussion later)

Contract Vending. Canteen is under current contract and DAS is currently seeking new contracts for new vending machines. Discussion was held regarding concessions at athletic events. Goals are to provide services to students and people on campus and provide revenue.

Public/Private Partnerships Discussions. Add Foundation & VWTF. Focus on grants that are coming in. Emergent opportunities – Does it fit into strategic plan? Licensing?. Expand identifying partnerships, add golf academy, spread responsibilities. Ms. Pratt suggested narrowing down focus because of capacity. Dr. Hawk discussed a strategic plan that lists a smaller work plan & annual plan. Dr. Kraft suggests that the Board come back with a work group for strategic plan. Discuss at Operations Meeting & layout a template. Have Operations meeting in May to work on overall strategic plan. Adopt strategic plan in June for 2015–16 work plan. Start strategic plan in July.

#### **4.3 2015–16 Draft Work plan Review (Pratt)**

Dr. Kraft discussed DAS HR section of work plan. Dr. Hawk noted that state CFO is developing District Auxiliary guidelines which should be ready by fall.

### **5.0 RESOURCE DEVELOPMENT**

#### **5.1 Discuss incoming CTE Enhancement Funds (Pratt)**

Food (60%)

Brew (40%)

#### **5.2 RFP CAFÉ ( Hawk)**

Dr. Hawk said that the only response was not very well developed and was not what the college was looking for. Dr. Hawk has ideas that she will talk to Ms. Pratt about. There will be more discussion regarding topic during the

**5.3 Donations (Gibbs)**

AHF – grossed \$11,020 / netted \$5,632.00

NVCF –2015/16 CY \$125,000 designated funds “quasi restricted”

Ms. Gibbs suggested that a policy should be adopted regarding endowments. Verbiage for policy can be discussed at next Operations meeting.

**5.4 Facilities Usage Group Report (Pratt)**

Ms. Pratt reviewed meeting. She discussed “Ambassadors” and description being developed by Ms. Pratt and Matt Christensen. Site Ambassadors will be PT Hourly (no job duties will be taken away from classified). Ms. Gibbs was asked to clarify and develop policy for definition of a “college sponsored event”.

**5.5 Cal–China MOU and June 5<sup>th</sup> Event (Pratt)**

Ms. Pratt discussed June 5<sup>th</sup> summit in Sacramento. On June 8<sup>th</sup> and 9<sup>th</sup> Chinese delegates will be at Napa Valley College. An MOU will be developed.

**6.0 BUDGET & FINANCE**

**6.1 Treasurer’s Report (Aguada) – None.**

**7.0 PERSONNEL**

**7.1 DAS/ Business office Accountant (Hawk)**

Retired NVC employee Laura Brookman will be in position of Grants Accountant for the rest of fiscal year (thru 6/30/15).

The goal is to begin open recruitment for permanent position.

**8.0 BOARD OF DIRECTOR REPORTS – None**

**9.0 PROPOSED MEETINGS 2015: 6/3/15, 9/2/15, 12/2/15**

**9.1 Proposed Meeting Times - 2-3 PM**

**10.0 ADJOURNMENT - Meeting adjourned @ 3:10 PM**