



MINUTES

**District Auxiliary Services Foundation
Board of Directors
July 1, 2015 at 2:00 pm**

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

1.0 CALL TO ORDER

1.1 Roll Call

Board: Dr. Ron Kraft, Jeanine Hawk, Lissa Gibbs

Missing: Oscar DeHaro

Staff: Beth Pratt, Glenna Aguada

1.2 Adopt Agenda

Agenda adopted – M/S/C (Gibbs/Hawk)

2.0 PUBLIC COMMENT

None

3.0 APPROVE MINUTES of 4/16/2015

Minutes approved with the following changes.

Remove Beth Pratt from Board to Staff

Change Other to Staff

M/S/C (Hawk/Gibbs)

4.0 GOVERNANCE

4.1 Leadership Transition Strategies

Administrative Changes. Food, Drink & Bookstore will now report to Administrative Services effective 07/01/15. Administrative duties will be handled by Administrative Services or President's Office.

Fundraising. Fundraising should go through Office of Institutional Advancement. Advancement is activity – DAS is accountability. Beth suggested creating a flow chart to show how fundraising works.

Funding. The Board agreed that DAS should not be run from government grants, but from private grants only. Ms. Gibbs discussed the difference. Indirect costs should not to DAS but back to the general fund. 2015-16 indirect costs will go directly to the general fund. Ms. Gibbs questioned the campus' perception of grant funds now that Dean Pratt is leaving. Dr. Kraft said a list should be developed to show accountability of EWD Grant funds.

Radio Station. Dr. Kraft suggested that Dean Pratt do an exit interview and that it is time to look at reviewing Jeff Schechtman's 2nd year plan.

- 4.2** Discussion on Reorganization & Timelines
Dr. Kraft is looking at hiring a DAS Director by early August.
- 4.3** Job Description for DAS Director
Dr. Kraft will work on developing a job description. A discussion regarding funding was held. Dean Pratt suggested looking at using a Contract Ed person as DAS Director. Dr. Hawk mentioned that managing vs accountability might be an issue. Ms. Gibbs mentioned that a DAS Director should not be split between job duties.

A discussion as held regarding the feasibility of having a DAS Director. Dr. Hawk felt that the majority of DAS duties should be with VP of Administrative Services. Ms. Gibbs expressed concerns about parceling out duties.
- 4.4** Appointment of NVCF Board member to DAS
Dr. Kraft and Ms. Gibbs discussed appointing Bill Hardy to DAS Board. Ms. Gibbs made a recommendation to appoint Bill Hardy as a representative on DAS Board.
- 4.5** Signature Authority
Café – Jeanine Hawk
Foundation Accts, Other – Dr. Kraft, Lissa Gibbs.
Beth Pratt's signature authority should be removed from "Request for Payments".

5.0 RESOURCE DEVELOPMENT

- 5.1** NVC Café Update
Revisit of status of Café RFP. Dr. Hawk reported that only 1 person applied. Dean Pratt recommended that the RFP should be less demanding and inviting more local businesses to apply. Dr. Hawk is working on Plan B. She is working with Mai DeFiesta, café manager to upgrade café. Ms. Gibbs suggested partnering with other businesses regarding bringing in food service. Dean Pratt recommended using Charlie Monahan as a contact. Dean Pratt also suggested utilizing Merrick McKeig.
- 5.2** Bookstore update
Dean Pratt reported that Janelle Maiwald is leaving effective 6/30/15. Board discussed Marilyn King as a possible replacement. She would have to apply for the position through Barnes & Noble.
- 5.3** Donations (Gibbs)
Ms. Gibbs reviewed donations received.
- 5.4** Tasting Room Update
Item should have been deleted from agenda.

6.0 BUDGET & FINANCE

6.1 Treasurer's Report (Aguada)

Ms. Aguada presented and reviewed Treasurer's report.

7.0 PERSONNEL

8.0 BOARD OF DIRECTOR REPORTS

9.0 NEXT BOARD MEETING(S) 2015: 10/7/15

10.0 ADJOURNMENT

Meeting adjourned at 3:30 pm