



## Minutes

District Auxiliary Services Foundation -- Board of Directors  
November 6, 2013 at 8:30 a.m.

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

- 1.0 CALL TO ORDER** – The meeting was called to order at 8:45 a.m.
  - 1.1 Roll Call**

Present: Ronald Kraft, Oscar De Haro, Glenna Aguada, Lissa Gibbs, and John Johnson

Absent: none
  - 1.2 Adopt Agenda** – The agenda was adopted as presented.
- 2.0 PUBLIC COMMENT**

None.
- 3.0 APPROVE MINUTES of 10/9/13** - This item was deferred to a later meeting.
- 4.0 BOARD OF DIRECTOR REPORTS**

Glenna Aguada reported that the bank account at West American bank was nearly complete. Lissa Gibbs reported that she was in contact with the Chancellor's Office regarding their approval of the foundation.
- 5.0 INFORMATION/DISCUSSION ITEMS**
  - 5.1** Discuss College Properties/Assets – John Johnson led a discussion of college properties and ongoing site assessment activities. John will order title reports as needed.
  - 5.2** Strategic & Operational Planning – Discuss potential programs and projects – Discussion included identifying and reviewing activities of other community colleges where property was developed.
  - 5.3** College/DAS accounting and timeline. Lissa Gibbs facilitated a discussion of the foundation's budget and her role as fund manager. The foundation's unrestricted funds will be identified within Fund 83 and individual projects will have associated activity, project and/or budget center code identifiers. Bookstore income will be moved into foundation accounts soon. Quarterly reporting of finances may begin in December 2013.

## **6.0 ACTION ITEMS**

- 6.1** Approve Facilities Use Agreement (no fees at this time) – This item was deferred to a future meeting as no facilities are needed for foundation operations at this time.
- 6.2** Approve Document Retention Policy – M/S/C (Johnson, De Haro) to approve the Document Retention Policy with minor revisions to the schedule of documents.
- 6.3** Approve Whistleblower Policy – M/S/C (Johnson, Aguada) to approve the Whistleblower Policy as presented.

## **7.0 FUTURE ITEMS**

- 7.1** Approve human resource/employment related policies and handbook – Discussion included the likely adoption of policies following completion of review by Human Resources, possibly as soon as December 2013.
- 7.2** Approve/select CPA/Audit firm – Discussion included upcoming discussion by Glenna Aguada with Christy White Accountancy, the District's audit firm.
- 7.3** Approve select policies (See GCCCD Auxiliary Policy Manual Table of Contents.) – Discussion included a need to assure that auxiliary organization policies are not in conflict with Board Policies. Ron Kraft and Lissa Gibbs to identify other policies for approval in the short term.

## **8.0 ADJOURNMENT** – Ron Kraft adjourned the meeting at 9:50 a.m.