



Minutes

District Auxiliary Services Foundation -- Board of Directors
December 16, 2013 at 2:00 p.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 2:00 p.m.
 - 1.1 Roll Call**

Present: Ronald Kraft, Glenna Aguada, and John Johnson
Absent: Oscar De Haro and Lissa Gibbs
Guests: Amar Abbott, Beth Pratt, Matt Christensen
 - 1.2 Adopt Agenda** – The agenda was adopted as presented.

- 2.0 PUBLIC COMMENT**

None.

- 3.0 APPROVE MINUTES of 10/9/13 & 11/6/13**

M/S/C (Johnson, Aguada) by unanimous vote.

- 4.0 DEVELOPMENT:**
 - 4.1 College Menlo Property Initial Site Assessment**

The Board discussed the site and reviewed a proposal for seismic assessment of the building.
 - 4.2 College Properties/Assets**

The Board discussed opportunities & constraints for Main Campus, Peggy Volmer Preserve (Bumpy Camp), Dale Peters Clyde Preserve, and Upper Valley Campus.

American Canyon High School and current use was also discussed. The Board requested a copy of the long term lease agreement with Napa Valley Unified School District for review.
 - 4.3 Strategic & Operational Planning**

The Board briefly discussed potential programs and projects for the Peggy Volmer Preserve and Upper Valley Campus.

5.0 OPERATIONS

- 5.1** Discuss Campus Master Plan & Facilities Master Plan
The Board discussed the CMP and FMP within the context of the Educational Master Plan. The EMP will be a source for both plans.
- 5.2** Discuss Foundation Management and Operational Personnel
A handbook from the college's Human Resources department is in development and will address categorically funded District employee(s), foundation employees and other employment guidelines.
- 5.3** Logo Review
The Board reviewed the proposed logo and discussion centered around branding efforts.

6.0 BUDGET & FINANCE

- 6.1** Approve CPA/Audit Firm
M/S/C (Johnson, Aguada) by unanimous vote to approve Christy White Accountancy as the auditors for the District Auxiliary Services Foundation.
- 6.2** Review And Consider Approval Of Proposal For Seismic Assessment Of Menlo Property from Vertex Construction Services, Inc.
M/S/C (Johnson, Aguada) to conditionally approve the Vertex Construction Services, Inc. proposal pending addition of an addendum specifying additional terms/receivables.
- 6.3** Budget
The Board discussed the developing budget for the auxiliary foundation. Bookstore income has been moved to the DAS fund and budgeted at \$175,000 (the minimum bookstore vendor payment) for fiscal year 2013/2014. Future income from facilities rentals was also discussed.

7.0 BOARD OF DIRECTOR REPORTS

None.

8.0 Future Meetings: 1/8/14, 4/9/14, 7/9/14, 10/8/14

The Board reached consensus on adding meetings in February and March.

9.0 ADJOURNMENT

M/S/C (Johnson, Aguada) by unanimous vote to adjourn at 3:33 p.m.