



Minutes

District Auxiliary Services Foundation -- Board of Directors
January 8, 2014 at 4:00 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 4:05 p.m.

1.1 Roll Call

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

Absent: None

Guests: Laura Ecklin, Beth Pratt, Matt Christensen

1.2 Adopt Agenda – The agenda was adopted as presented.

2.0 PUBLIC COMMENT

None.

3.0 APPROVE MINUTES

This item was deferred.

4.0 DEVELOPMENT:

4.1 College Menlo Property Initial Site Assessment

The Board discussed the seismic assessment received from Vertex Construction Services, Inc. that included a scope of work for retrofitting the building. No work is recommended at this time pending potential lessor inquiries and negotiations. The Board reviewed those portions of the property that are in use by Napa Unified School District.

4.2 College Properties/Assets

The Board reviewed and discussed information related to a meeting earlier in the day with land planning, engineering and biological resources consultants. Proposals are expected from vanderToolen Associates, Environmental Collaborative, and Fould, Gomez & Associated, Inc.

The Board discussed possible future uses for the Peggy Volmer Preserve (Bumpy Camp) within the limitations of the original land grant that restricts use to educational purposes. The property has not been used for such in many years and is not serving to support

the college's mission. Biology or Environmental Sciences programs may utilize the resource if the property can be renovated to restore interpretive trails and other infrastructure.

- 4.3 Strategic & Operational Planning**
This item was deferred.

5.0 OPERATIONS

- 5.1 Discuss Campus Master Plan & Facilities Master Plan**
The Board discussed an upcoming Board of Trustees retreat on January 22, 2014. The retreat will focus on the FMP, budget, revenue sources, and bond feasibility.
- 5.2 Discuss Foundation Management and Operational Personnel**
Laura Ecklin, dean of Human Resources, updated the Board on development of an employee handbook for auxiliary personnel and how, operationally, the datatel system will address auxiliary payroll needs. It was discussed that a short term solution to payroll needs might be best met through PayCheck or another outside payroll service provider. The auxiliary has a separate tax identification number from the college and W-2 form processing needs to be separate.

6.0 BUDGET & FINANCE

- 6.1 Discussion/Approval of Consultant Contracts**
The Board approved a recommendation to President Ronald Kraft to engage Kevin Block, attorney at law, to clean up the Menlo property title documents and Strong & Hayden to provide listing services for the property. Preliminary proposals from each firm need revision to reflect this scope of work and associated fees.
- 6.2 Budget**
This item was deferred.

7.0 BOARD OF DIRECTOR REPORTS

None.

8.0 Future Meetings:

The Board reached consensus on meeting the first Wednesday of each month.

9.0 ADJOURNMENT

The meeting was adjourned at 5:30 p.m.