



Draft Minutes

District Auxiliary Services Foundation -- Board of Directors
April 1, 2014 at 3:30 p.m.

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

1.0 CALL TO ORDER

Dr. Kraft called the meeting to order at 3:37PM.

1.1 Roll Call

Present: Ron Kraft, Oscar De Haro, Glenna Aguada, Lissa Gibbs, John Johnson, Bruce Ketron, Carollee Cattolica

Guests: Beth Pratt, Matt Christensen, Bruce Ketron

1.2 Adopt Agenda

The agenda was adopted as presented
(De Haro/Aguada)

2.0 PUBLIC COMMENT

None

2.0 DEAN'S REPORT

Ms. Pratt went over a list of current grants, Contracts and Program Income, Earned Income, Donations and personnel updates, see attached report. The board discussed the college's garden and greenhouse as a potential revenue stream in the future connected to fee-based sustainability classes. They also discussed connecting the sustainability classes with agriculture and the possibility of raising sheep and cattle someday.

4.0 APPROVE MINUTES of 2/5/14 & 3/5/14

The minutes of 2/5/14 were deferred to a future meeting.

The minutes of 3/5/14 were passed as presented.

(De Haro/Johnson)

5.0 DEVELOP CONSENT CALENDAR

No consent items

6.0 RESOURCE

DEVELOPMENT

Facilities

6.1 Menlo Lease Update: NVUSD's modular buildings, broker proposal, title status, property lines, and zoning (Johnson)

Mr. Johnson reported that there will need to be a lot line adjustment or permanent easement at the Menlo property because the Unified District's

driveway is over the lot line. Our building there is problematic so we may sell it. Mr. Johnson stated that we need more information before we can make an informed decision to pass on to the Board of Trustees.

6.2 Review next steps for the Peggy Volmer Preserve & Dale Peters Clyde Preserve (Bumpy Camp) (Kraft/Johnson)

The group discussed the Bumpy Camp deed. We will need legal help; Ms. Gibbs is lining up for us. Currently, we are discussing three possible ways to use the Mt. Veeder property: 1) Education based use (classes, maybe retreats, 2) leave it alone, 3), cut down trees, etc. and use the property for a retreat/conference center. It would need to be program based. Currently, the title needs to be cleaned up and we need to do more research into possible uses according to the leases. Ms. Gibbs stated that Dickerson, Peteman and Fogerty are land use attorneys and may do the work on a pro-bono basis for the college. The first step is to look up the definition of "education use". Mr. Christensen noted that the Peggy Volmer Preserve is a nature conservatorship and Dale Peters Clyde Preserve is a land trust and the two will have different restrictions. Other suggestions for use were housing, a residential care facility, family day care, farm workers housing, recreation vehicle park, and agriculture. The college would have the liability of people not caring for the land around our reserves.

7.0 BUDGET & FINANCE

7.1 Approval of consultant contract & expenses (Pratt)

Stan Schroder's March 21st visit cost \$666.47. The amount was approved. (De Haro/Gibbs)

7.2 Discussion of Bookstore contract (Aguada)

The minimum paid is \$14,000.00 a month, up to 2 million, plus commission. Year one minimum is guaranteed. Glenna will budget the amount using Datatel.

7.3 Discussion of food service (Pratt & Aguada)

We are going out for a request for proposal for a summer coffee truck and food trucks, using day rental fees. Dr. Kraft suggested that we ask the County for a list of approved vendors so we don't need to do a RFP. Having a community meeting for those interested was also suggested.

Ms. Pratt will get the summer schedule and look into a vendor list from the county.

8.0 OPERATIONS

8.1 Review/approve budget and payment procedures (Pratt/Gibbs)

Ms. Aguada handed out a sample chart of accounts, which she went over. It was used for scholarships. The 691 codes will be removed and Ms. Aguada and Ms. Gibbs will go over the chart, making the labels clearer for the board. DAS is part of the college's audit.

8.2 Treasurer's Report (Aguada)

Deferred to a future meeting

9.0 PERSONNEL

9.1 Discuss hiring timeline for part-time/shared accountant position (Pratt/Aguada)

Ms. Aguada said she thought there would be two people hired. Ms. Aguada also pointed out that she currently has a vacancy in her office which is on the Cabinet agenda. This may be a shared person. Dr. Kraft, Ms. Aguada and Ms. Gibbs will discuss the needs.

10.0 BOARD OF DIRECTOR REPORTS

Dr. Kraft: Dr. Kraft discussed AB 1906 and asked the board to please fill out the Conflict of Interest form for DAS and return it as soon as possible.

Oscar De Haro: No report

Glenna Aguada: No report

Lissa Gibbs: No report

John Johnson: No report

11.0 Future Meetings: 5/7/14, 7/9/14, 10/8/14

12.0 ADJOURNMENT

Dr. Kraft adjourned the meeting at 5:00 PM



To: DAS Board

From Elizabeth Pratt

May 7, 2014

April- May Updates

I have outlined the monthly activities into four categories reflecting the areas of DAS: Contracts/Program Income, Earned Income, Grants and Donations. I have also listed operational activities attended to during April and early May.

1. Contracts and Program Income

- Contract with SRJC for \$15,750 for providing agripreneur training to small farmer/ranchers June-August 2014
- Three contracts from county Workforce. Two contracts to reimburse eligible WIA students going to BOT tomorrow.
- WIB Rx contract to NVC SBDC \$18,700.
- Program Revenue \$10,515 in program revenue for workforce and SBDC training 1/1/14 through 3/31/14.
- \$2,400 in silent auction revenue from Hospitality Symposium

Bookstore:

Met to discuss MOU to BOT for DAS to manage Bookstore

2. Earned Income:

Vending/Food:

- Met with "Canteen" representative, Trey Dumia, regarding vending machines and temporary options for upgrading and moving machines. Trey will provide us with possible options.
- Advertisement and revised contract mailed to Food Vendors approved by county in anticipation of summer classes
- Contacted Subway Franchise to seek options for cafeteria

Facilities:

- Marie Bianco is working with Garden Club. Green house is up and running. There will be a plant sale tomorrow on the commons.

3. Grants

April and May are notoriously a busy month for grant activities.

Submitted:

- 2014 Napa-Sonoma Small Business Development Center grant was approved at the BOT \$194,456 to increase to \$216,824
- Funding for the CP Trust grants will be announced in mid to late May. I have been working with both consortiums and funding for the 3-4 year grant looks promising.
 - NCCPA \$222,504 for 2014-15 with 9.5% indirect
 - VCUCD \$167,32 for 2014-15 with 9.5% indirect

Current:

- We submitted a renewal for the 2014-15 Deputy Sector Navigator- Small Business on May 4th for \$200,000.
- Perkins Title I-C and CTE Transitions will be completed by May 14th
 - 2014-15 Perkins VTEA \$158,224
 - 2014-15 CTE Transitions \$43,269

Under Review:

- Statewide Accountability Launch board Technical Assistance from CO \$700,000 due June 5th.
- EWD Contract Ed TAP Provider from CO \$212,000 due June 5th.
- USDA Farmer Rancher Technical Assistance \$200,000 due June 14th possible partner with Farm Bureau and SRJC.
- DOL TAACCCT regional grant possible application with North Bay community colleges

4. Donations:

- Need IRS 50c 3 certification letter to accept donations
- In the future we will have updates on Student Club Fundraising
- Lissa Gibbs, Glenna and I are working on migrating the programs support funds of \$195,000

5. Operations/Personnel:

- Worked closely with the Dean HR on EWD & DAS Dean position, possibly going to the BOT in June or July. I'm now getting a stipend for DAS work.
- Further discussion on part-time Accountant or Bookkeeper Laura, and with Glenna and Lissa.

- Lissa and I met to organize program support budgets and review grant opportunities
- Resource Working group met to review mini-grant applications
- Draft revenue table 2014-15 DAS revenue streams.
- Development of timeline for DAS launch.
- Personal Note: My Transformational Change Project for the my doctorate was approved- it's on Launching a DAS in a Community College.