



## Proposed Minutes

### District Auxiliary Services Foundation Board of Directors June 7, 2016 at 4:00 – 5:00 pm

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 4:03 PM

##### 1.1 Roll Call

Present: Ronald Kraft, Oscar De Haro, Robert Parker

Guests: none

##### 1.2 Adopt Agenda

M/S/C (Kraft/DeHaro), Unanimous

#### 2.0 PUBLIC COMMENT

None

#### 3.0 APPROVE MINUTES OF 2/2/16

M/S/C (DeHaro/Kraft), Unanimous

#### 4.0 GOVERNANCE

##### 4.1 Update Designee – Carollee Cattolica for OIA

Dr. Kraft noted that Ms. Cattolica's new role will be Managing Director of the college foundations and as the budget committee Designee.

M/S/C De Haro/Parker, Unanimous

Board of Trustees

Dr. Kraft motioned the appointment of Bill Hardy as the Executor.

M/S/C (Kraft/DeHaro), Unanimous

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DAS Board of Directors: Ronald Kraft, Bill Hardy, Bob Parker, Oscar De Haro, Carollee Cattolica

Other Distribution: Amar Abbott, Dianna Chiabotti, Glenna Aguada, Mark Cratty, Michael Baldini, Mary Ann Mancuso, Oliver Grey, Solange Kada, Karen Taylor, Kathy Peralta

- 4.2** Update member from NVC Foundation  
Bill Hardy as Emeritus  
M/S/C (Kraft/DeHaro), Unanimous

- 4.3** Adopt 2016 Meeting Calendar

September 6, 2016, 4:00 PM
December 6 or 13, 2016, 4:00 PM
March 7, 2017, 4:00 PM
June 6, 2017, 4:00PM

December meeting will be held on either the 6<sup>th</sup> or 13<sup>th</sup>, adopt as 6<sup>th</sup> or 13<sup>th</sup>.  
M/S/C (DeHaro/Cattolica), Unanimous

Discussion of adopting meeting calendar, formal meetings when agreed upon, meetings for agenda planning. Research meetings will be Ad-Hoc – no action/voting will be taken.

## **5.0 RESOURCE DEVELOPMENT**

### **5.1 NVC Café Update**

On track and making profits. Trucks were not good idea for commencement. Will take a look into it, create budget center \$10,000.

Met with Oli, Solange and Carollee to transition what needs to shift, all of Food Services (including food trucks). Will shift to Café, June 30.

### **5.2 Bookstore Update**

Dr. Kraft mentioned that the bookstore should have books. Carollee will set up. Bob Parker will be exploring user friendly tools, controller Redding Arca is a good resource

Bookstore rolling along, balance should be received June 29.

### **5.3 Vending Services RFP**

Food Trucks pay \$25 to come to NVC site. Vending Services RFP, invite on paper in a week. Seven vendors interested. Ben will provide how many and where. Student Activities Center

Dr. Kraft mentioned prior to signing with RFP, a survey should be given to students on what they want, taking into consideration nutritional value.

Oscar suggested sampling food from RFP

Dr. Kraft suggested considering a matrix of who does what as to the food service, vending, revised contract, marketing plan.

Oscar questioned a coffee cart. Dr. Kraft suggested NVC Café, and Bob suggested perhaps in front of Library. Dr. Kraft recommended placing them in high traffic areas. Oscar suggested placing near swimming pool area and change the current machine. Dr. Kraft guesses that there would be gross of \$100,000. He also suggested concessions contract for swim meets. Bob is concerned about our groups, in regards with funds. However, Dr. Kraft suggested that over a period of time, consider concessions, all pieces will work thru. Oscar shared that clubs used to raise money, machines should have ice cream sandwiches, popsicles. In regards to middle school visits, he suggests that students bring \$3.00 to \$4.00 with them to purchase food items in regards to purchasing cold items.

## **6.0 BUDGET & FINANCE**

### **6.1 Financial Reports**

Bob updates for March what has come on thru the period of March 31. Cash Schedule 1 – NVC Foundation. Annually, Foundation has larger investment pool. This did not all come in this year started with cash balance and added from indirect budgetary and Foundation. \$800,000 not coming into DAS on yearly basis.

After discussion, the board voted to accepting information to approve 2016/2017 budget.

M/S/C (Cattolica/Parker), Unanimous

## **7.0 OPERATIONS**

### **7.1 DAS/Grant Accountant Position**

The Accountant position will funded as 50% general fund and 50% categorical fund. Carollee will meet with Charro.

### **7.2 Employee Handbook**

Dr. Kraft should have the finished HR booklet for DAS by September  
Recommend Oli will be a DAS employee @ 40 hours, ACA does not apply

## **8.0 ADJOURNMENT**

M/S/C (DeHaro/Kraft), Unanimous