



DRAFT Minutes

**District Auxiliary Services Foundation
Board of Directors
February 2, 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 4:10 PM.

1.1 Roll Call

**Present: Dr. Kraft, Bill Hardy, Bob Parker, Carollee Cattolica,
Oscar De Haro**

Absent: None

**Guests: Glenna Aguada, Oliver Gray, Solange Kada, Kathy
Peralta,
Amar Abbott**

1.2 Adopt Agenda

M/S/C (Hardy/ De Haro), Unanimous

2.0 PUBLIC COMMENT

None

3.0 APPROVE MINUTES OF 4/1/14, 9/3/14, 10/7/15, 11/12/15

M/S/C (De Haro/Aguada) Unanimous

Abstained: Carollee Cattolica

4.0 GOVERNANCE

4.1 Leadership Transition Strategies

**Dr. Kraft noted Ms. Cattolica's new role as managing
director of the college foundations.**

4.2 Discussion on Reorganization & Timelines

**The group discussed possible expansion of the Board of
Directors.**

**The DAS board consists of: the college president, the Vice
President of Administrative Services, the Vice President of
Student Services, the Director of Institutional
Advancement, and a member of the NVC Foundation. One
possible idea is to add a member from the Council of**

Presidents that is designated by the president of the college.

The Board of Trustees designated a board member to attend meetings, but not be a member of the DAS board. Mary Ann Mancuso was chosen as this year's designee.

4.3 Revise bylaws

Dr. Kraft is working on procedures for the bylaws to clearly show the process that DAS uses. The DAS Board of Directors (BOD) recommends, then Dr. Kraft takes the recommendation to the Board of Trustees. The DAS BOD cannot act independently.

5.0 RESOURCE DEVELOPMENT

5.1 NVC Café Update

New Café Manager Oliver Gray was introduced to the board. He has already made several changes already and feels the café can be a revenue maker. A survey has gone out to students to gather their preferences. The credit card machine is now working properly and lines have been going out the door and around the building. Mr. Gray is focusing on food safety, marketing, budget and service. Streamlining and decluttering has improved the space.

5.2 Bookstore update

A meeting has been set with Barnes & Nobel to renegotiate their contract. They will be developing a marketing plan for increased sales. Currently rentals are up. The bookstore shares revenue with NVC.

5.3 Other Updates

Campus vending machines were discussed. An RFP will be going out soon. The board also discussed concession deals with groups who meet on campus, such as swim meets. Currently, off-campus users run their concessions. There may be a way to negotiate sharing these revenues.

Also discussed was the possibility of turning the old cafeteria into a credit instructional program that also sells food to students and staff. The kitchen is currently out of compliance and will be expensive to fix. The college is looking at designs now. Food trucks might also be operated by the program. Another idea is to rent out the kitchen to off-campus food trucks.

The Viticulture, Wine Technology Foundation has been discussing a Wine Institute. It would be funded privately funded.

6.0 BUDGET & FINANCE

6.1 Financial Reports

Controller Glenna Aguada presented the financial reports for the periods ending September 30, 2015 and December 31, 2015.

After discussion, the board voted to accept the financial reports as presented.

M/S/C (De Haro/Aguada) Unanimous

7.0 PERSONNEL

DAS employees are different from Classified employees. They don't incur the liability of long-term employees. A handbook is needed for clarity. A solid DAS team should be in place by the end of the spring semester.

8.0 BOARD OF DIRECTOR REPORTS

No reports due to time constraints

9.0 2016 BOARD MEETING DATES

Karen Taylor will poll the board for meeting dates. The DAS BOD meets quarterly.

10.0 ADJOURNMENT

The meeting was adjourned at 5:29 PM. M/S/C (De Haro/Aguada) Unanimous.