

NOTICE OF PUBLIC MEETING

GREAT BASIN COLLEGE FOUNDATION

Board of Trustee Meeting

APPROVED MINUTES

(approved at the GBCF Trustee Meeting on 11/18/21)

DUE TO TECHNICAL DIFFICULTIES THE 12:15 P.M. MEETING STARTED LATE

1. Call to Order – 12:46 p.m. (Vice Chair Holly Wilson)

2. Roll Call:

Present:

Absent:

Dr. Robert Colon (Chair) (12:58pm) Caroline McIntosh

Holly Wilson (Vice Chair)

Kaley Sproul Chapin

James Glennon (Treasurer)

Zach Gerber

Danny Gillins

Alan Morris

John Pryor

Shirley Alen-Kellerman

Molly Popp

Chris Johnson

Melanie Newton

Dave Roden

Others present:

Geneil White, Director

Veronica Nelson, Ely Center Director

Jennifer Sprout, Director, Communications, and Institutional Advancement

Kelli Baker, Administrative Assistant

Becky Coleman, Winnemucca Center Director (*Ms. Coleman was present for the meeting, due to technical difficulties she could not be heard*)

3. Public Comment (see notation below regarding public comment). INFORMATION ONLY

No public comment.

4. Approval of Minutes – Dr. Robert Colon. FOR POSSIBLE ACTION

GBC Foundation Trustees will review, recommend changes, and/or approve the minutes of the GBCF Board of Trustees Meeting on May 19, 2021.

ESTIMATED TIME: 5 mins

A motion was made by Trustee Roden, seconded by Trustee Gillins to approve the minutes of May 19, 2021. Motion passed unanimously.

5. Discussion and possible approval of two (2) new Trustees, and matters related thereto. POSSIBLE ACTION

Provided in the packet are resumes and letters of interest from two (2) potential new Trustees.

ESTIMATED TIME: 5 mins

Ms. White stated that both of the potential trustees are active community members in Pahrump. Ms. White stated Ms. Stacy Smith is the CEO of the Nye County Communities and Ms. Linda Fitzgibbons is retired from the Nye County School District.

A motion was made by Trustee Roden, seconded by Trustee Pryor to approve Stacy Smith and Linda Fitzgibbons as new Trustees for the Great Basin College Foundation. Motion passed unanimously.

6. President's Report – President Joyce Helens. INFORMATION ONLY

President Helens may give an update on GBC matters.

ESTIMATED TIME: 5 mins

Ms. Sprout reported that President Helens was at a meeting in Carson City.

7. Vice President for Business Affairs Report – Sonja Sibert. INFORMATION ONLY

Vice President Sibert may give an update on College finance related items.

ESTIMATED TIME: 5 mins

Ms. White reported that Vice President Sibert was unable to attend due to a conflict with another meeting.

8. Faculty Senate Report –Kevin Seipp. INFORMATION ONLY

The Board may receive an update from the GBC Faculty Senate.

ESTIMATED TIME: 5 mins

Ms. Sprout reported that due to the recent pause for in-person classes for the next three (3) weeks due to rising cases for COVID cases across the GBC area, that a lot of the faculty are busy preparing to go all on-line.

9. Foundation Board Chair Report – Dr. Robert Colon. INFORMATION ONLY

The Board may receive an update from the Board Chair.

ESTIMATED TIME: 5 mins

No update.

10. Review, discussion, and possible direction for use of funding received for a scholarship that is in a temporary holding fund by the Foundation, and matters related thereto. FOR POSSIBLE ACTION

A donation in memory of Dr. Thomas H. Gallagher was received in 2017 by the Foundation and placed in a temporary holding fund. The donor has since passed away and staff has attempted to contact his family members to no avail. The donor's intent was to create a scholarship for graduates of Wells High School.

Staff is seeking direction on what parameters to use in the creation of this scholarship so the donor's wishes may be carried out. Included in your packet is a draft criteria sheet for your review.

****At the September 2, 2021 Finance meeting a Motion was made by Mr. Gillins, seconded by Mr. Pryor, to name the scholarship after Dr. Thomas Gallagher with the scholarship criteria as presented. Motion passed unanimously.*

ESTIMATED TIME: 10 mins

Ms. White reported since the Finance Committee meeting, that she has spoken with the family of Dr. Gallagher and they are comfortable naming the scholarship after him. Ms. White reported if it could be awarded to seven (7) students at \$2,000 a year, the money would be expended in three (3) years.

A motion was made by Trustee Roden, seconded by Trustee Pryor to approve the recommendation from the Finance Committee to name the scholarship after Dr. Thomas Gallagher with the scholarship criteria as presented. Motion passed unanimously.

11. Review, consideration, and possible approval to ratify the Foundation Director's decision to write off a pledge in the amount of \$380.00 as of June 30, 2021, and matters related thereto. FOR POSSIBLE ACTION

There has been no contact with the person who initiated the pledge in two (2) years, therefore it is unlikely that any more monies will be received on the pledge.

****At the September 2, 2021 Finance meeting a Motion was made by Mr. Gillins, seconded by Ms. Alen-Kellerman to write off the pledge in the amount of \$380.00. Motion passed unanimously.
ESTIMATED TIME: 5 mins*

Ms. White reported that this is a pledge that was written off and any pledge over the amount of \$250.00 needs to be approved by the Board of Trustees, and since this pledge was written off in FY21 it needs to be reflected that it was approved as of June 30, 2021, for the financials.

A motion was made by Trustee Roden, seconded by Trustee Pryor to approve the write off the pledge in the amount of \$380.00. Motion passed unanimously.

12. Finance Committee Report – James Glennon. INFORMATION ONLY

The Board may receive an update from the Finance Committee. Committee Members include James Glennon, Chair; Danny Gillins; Shirley Alen-Kellerman; and John Pryor.

Trustee Glennon reported it is a very busy time with the ongoing audit and with trying to find an accountant. Trustee Glennon stated GBC is taking a step back from doing the Foundation's accounting, which has a pros and cons, and we have been in contact with a potential person to provide accounting services. Trustee Glennon asked Ms. White if there is an update on the accounting? Ms. White stated that the person is still interested, and she has signed him up for classes for training, but it has not been decided whether he is a part-time employee or an independent contractor.

a. Accept the Finance Committee Reports. FOR POSSIBLE ACTION

Included in the packet are the reports from the September 2, 2021 Finance Committee meeting.

ESTIMATED TIME: 5 mins

Dr. Colon arrived at 12:58 p.m.

A motion to approve the Finance Committee Reports was made by Trustee Roden, seconded by Trustee Pryor. Motion passed unanimously.

13. Development Committee Report – *Chris Johnson*. INFORMATION ONLY

The Board may receive an update from the Development Committee. Committee Members include Chris Johnson, Chair; Dave Roden; and Caroline McIntosh.

- a. **Discussion and review of lead gifts, time frame of receiving gifts, and naming opportunities for the Welding Lab Campaign, and matters related thereto. INFORMATION ONLY**
ESTIMATED TIME: 5 mins

Trustee Johnson reported that we are at a critical time but should hear next month whether we have a lead gift. Trustee Johnson said it's a great project, he would like to be further along, but it puts the Trustees in good position to give to the campaign.

Ms. White reported that Trustee Johnson did pledge \$5,000 to the campaign and the Foundation received his first payment today. Ms. White updated the Trustees as to what has been received and the next presentation that will take place. She also noted that if we can say 100% of the Trustees are contributing to the project it will help the momentum. A pledge form was included in the packet for the project.

Chair Colon asked Ms. White what consequences there are to the College if we are not able to raise the money? Ms. White replied that GBC has already paid the match portion for the public works project, so the consequence would be if we did not raise the full amount, we would not be able to reimburse the college for the full amount. Chair Colon asked that if we fall short it will not impact the project? Ms. White replied no, it is already funded.

14. Foundation Director Update – *Geneil White*. INFORMATION ONLY

Geneil White may give an update on GBC Foundation matters.

ESTIMATED TIME: 5 mins

- a. GBCF Accounting services
This item was discussed under Item 12.
- b. Eide Bailly FY2020-2021 Audit
Ms. White reported that we should hopefully have the draft financials soon and will be able to forward to Vice President Sibert.
- c. Legislative Counsel Bureau Audit
Ms. White reported the Foundation is being audited as part of the legislation that passed and they are auditing all of NSHE Institutions and will be ongoing for the next few years.
- d. GBCF RFP for Audit/Review services
Ms. White reported the request for proposals process has begun and by January the committee should have a recommendation to the Finance Committee.
- e. GBCF Board Designated Funds Update as of June 30, 2021.
Ms. White reported there is still \$391,000 that has been designated by the Board and the \$346,000 for NEH has been transferred to NSHE and will remain there designated for its

purpose. She also reported that there is \$45,670 still for the Winnemucca Building that will remain as contingency funds.

f. Development: communications and website

Ms. White reported changes have been made to the website and the first thing you see is the Welding Campaign, FAQ's page has buttons to other pages, still waiting for a few headshots from some of the Trustees, have created a new page with employee giving forms and internal project forms. Ms. White also stated there will also be a drawing for employee payroll deduction for an iPad; one ticket for every 5 dollars that will go to unrestricted funds. Ms. White said that she hoped everyone received the e-newsletter that was sent out last month.

g. Direct mail campaign

Ms. White said that December will be 40th anniversary of the Foundation and looking at a possible \$40 for 40 Years of Service campaign for Annual Fund "unrestricted".

h. CDL update

Ms. White reported the program is now in the third year and we are hoping to solicit new consortium members and that the total costs are approximately \$147,000 per year. Ms. White added this program graduates 28 students per year with a CDL Class A license.

i. Grant submittals

Ms. White reported she has submitted several grants throughout the year. One was for the VRC which revamped their kitchen space. Also received were CDL and CTE scholarships, as well as Nursing scholarships. An application has been submitted to help fund the dual credit program and we received word that this will also be awarded.

j. New scholarships

Press release about the new Rural Nevada Behavioral Health Workforce Development Scholarship that is awarded to a student enrolled and accepted to the University of Nevada Reno (UNR) in the final year of the UNR/GBC 3+1 Social Work Program. Worked with Northeastern Nevada Regional Hospital and Wendy Charlebois to do a photo-op with the student. Increase awareness of the program and reasons for creating the scholarship to address the shortage of workers in the mental health industry in honor of Wendy's son Luke Anderson. \$3,000 a year.

The Kathy and Mark Chilton Endowed Fund has been created with donations of \$100,000. Future NSHE distributions will go toward scholarships for students within the Health and Human Services Field.

15. Items from Board Members. INFORMATION ONLY

Board members may bring to the attention of the board items pertaining to the Foundation that might be of interest. No action may be taken on a matter raised under this agenda item, though items may be designated to be added to the next agenda.

None.

16. Public Comment (see notation below regarding public comment). INFORMATION ONLY

No public comment.

ADJOURN 1:21 p.m.