

**GREAT BASIN COLLEGE FOUNDATION
Board of Trustee Annual Meeting
1025 Chilton Circle, Elko, Nevada 89801**

Thursday, May 16, 2024, at 12:15 pm

Minutes

1. Call to Order 12:17 p.m.

2. Roll Call:

Present:	Absent
Dr. Robert Colon (Chair)	Holly Wilson (Vice-Chair)
James Glennon (Treasurer)	Shane Valentine
Kaley Sproul Chapin	Zach Gerber
Alan Morris	
Shirley Alen-Kellerman	
Linda Fitzgibbons	
Caroline McIntosh (12:18 p.m.)	
Chris Johnson	
Dave Roden	
Stacy Smith	
Brandon Shedd	

Others Present:

Leslie Maple, Executive Director
Tony Asti, GBC Executive Director Finance and Administration
Hillary Baker, Associate Development Director
Dave Sexton, Faculty Senate Chair
Kelli Baker, Administrative Assistant

3. Public Comment. *Pursuant to NRS 241 this time is devoted to comments by the general public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item on the agenda until the matter itself has been specifically included on a successive agenda and identified to be an action item.* ACTION WILL NOT BE TAKEN

No public comment.

4. Approval of March 21, 2024, Minutes – *Dr. Robert Colon.* FOR POSSIBLE ACTION

GBC Foundation Trustees will review, recommend changes, and/or approve the GBC Board of Trustees meeting minutes of March 21, 2024.

ESTIMATED TIME: 5 mins

A motion to approve the minutes of March 21, 2024, was made by Trustee Roden, seconded by Trustee Smith, motion passed unanimously.

5. President's Report – *President Joyce Helens*. INFORMATION ONLY – NON ACTION ITEM

President Helens may give an update on GBC matters.

ESTIMATED TIME: 5 mins

6. Finance and Administration Report – *Executive Director, Anthony Asti*. INFORMATION ONLY – NON ACTION ITEM

The Board may receive an update from the GBC Finance and Administration.

ESTIMATED TIME: 5 mins

7. Faculty Senate Report – *Dave Sexton*. INFORMATION ONLY – NON ACTION ITEM

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

ESTIMATED TIME: 5 mins

Mr. Sexton reported that the last faculty senate meeting for the year will be held tomorrow. At the prior meeting Oscar Sida was voted in as Vice-chair and he will remain Chair for another year.

8. Executive Committee Report – *Dr. Robert Colon*. INFORMATION ONLY

The Board may receive an update from the Executive Committee. The Executive Committee consists of Dr. Robert Colon, Chair; Holly Wilson, Vice-Chair; (Vacant) Immediate Past Chair; James Glennon, Treasurer/Finance Chair; Chris Johnson, Development Chair; Joyce Helens, Secretary; Leslie Maple, Foundation Executive Director.

a. Consideration and approval of the reappointment of the following individuals to the GBC Foundation Board of Trustees for three-year terms commencing July 2024, and matters related thereto. FOR POSSIBLE ACTION

- Mr. Chris Johnson (2027) (*Year of term expiration*)
- Ms. Holly Wilson (2027) (*Year of term expiration*)
- Mr. Dave Roden (2027) (*Year of term expiration*)
- Ms. Stacy Smith (2027) (*Year of term expiration*)
- Ms. Linda Fitzgibbons (2027) (*Year of term expiration*)

Trustee Wilson has requested her term not be renewed.

These reappointments will be approved at the NSHE Board of Regents, Great Basin College Foundation Meeting of the Member of the Corporation to be held in December of 2024.

ESTIMATED TIME: 5 mins

A motion to approve the reappointment Chris Johnson, Dave Roden, Stacy Smith, and Linda Fitzgibbons for a term to expire in 2027 was made Trustee Glennon, seconded by Trustee Alen-Kellerman, motion passed unanimously.

- b. Consideration and possible approval of officer appointments of a Vice Chair, for a one-year term commencing July 2024, and matters related thereto. FOR POSSIBLE ACTION

Due to the resignation of Trustee Wilson, a new Vice-Chair will need to be appointed for the remainder of the unexpired portion of the term.

ESTIMATED TIME: 5 mins

Trustee McIntosh suggested Trustee Smith since Pahrump will be the focus. Trustee Smith volunteered.

A motion to approve the appointment Trustee Smith to Vice Chair was made by Trustee Roden, seconded by Trustee McIntosh, motion passed unanimously.

9. Review, discussion, and possible approval to redirect Board Designated Funding, and matters related thereto. FOR POSSIBLE ACTION

Included in your packet is a draft memo, a draft resolution, and research on prior minutes of the Board of Trustees.

****This item was approved to move forward by the Finance Committee on May 2, 2024.**

ESTIMATED TIME: 10 mins

Trustee Glennon stated that under his direction, a memo was drafted outlining the background on Board Designated Funding. In the early 2000s, previous boards allocated unrestricted funds to projects that have not been completed or are not in use. The board would like to revert these funds back to unrestricted status. Trustee Glennon also stated that he conducted GASB research and found that the same process needs to be followed to unrestrict the funds.

A motion to approve to move the money from 095-Board Designated and 855- Board Directed Endowment for New Prog to Fund #010-Operations, was made by Trustee Roden, seconded by Trustee Smith, motion passed unanimously.

10. Review, discussion, and possible approval to allow an administration fee for capital campaigns projects, and matters related thereto. FOR POSSIBLE ACTION

Included in the packet is a draft of the updated Admin Fee and Distribution Policy, if approved.

****This item was approved to move forward by the Finance Committee on May 2, 2024.**

ESTIMATED TIME: 10 mins

Trustee Glennon raised a concern that the staff is currently handling all the work on capital campaigns, but the organization is not receiving any revenue from them. Chair Colon asked if this is a fixed 10% fee or a floating fee? Ms. Maple suggested that we should evaluate the

fee for each project instead of setting it in stone. It should be aligned with each specific campaign. Ms. Maple will work with administration to assess the costs and determine the best practice, which is currently set at 10%. If additional support is required, the minimum fee should be set at 10%. The final fee structure would need approval from the board for each campaign.

A motion to allow for setting a minimum fee of 10% for capital campaigns, with the amount of fee to be set and approved at the time of the approval of the capital campaign, was made by Trustee Roden, seconded by Trustee Smith, motion passed unanimously.

11. Review, discussion, and possible approval of a final budget for FY25 for the GBC Foundation, and matters related thereto. FOR POSSIBLE ACTION

The packet you have received contains the final budget for FY25. The draft budget has been revised as the college has agreed to pay the salaries of GBC Foundation employees. This will result in savings for the Foundation, which includes current salaries for two professional employees with an 11% cola for 8 months, along with fringe benefits. Additionally, the college already supports the administrative assistant. Changes have also been made to the event miscellaneous category.

**This item was approved to move forward by the Finance Committee on May 2, 2024.
ESTIMATED TIME: 10 mins

Ms. Maple stated moving forward that college will be paying the salaries for the employees of the Foundation. This final budget includes this update as well as more funding has been put into the miscellaneous category.

A motion to approve the GBC Foundation budget for FY25, was made by Trustee Glennon, seconded by Trustee Fitzgibbons, motion passed unanimously.

12. Review, discussion, and possible approval for a change in the Bylaws of Great Basin College Foundation that would rename the position of Foundation Executive Director to Executive Director of Institutional Advancement, and matters related thereto. FOR POSSIBLE ACTION

This change in the bylaws would reflect the title that is currently held by the Foundation Executive Director. Updates to the Bylaws are included in the agenda packet for review. If this change is approved, the changes will be placed on the Board of Regents meeting in December of 2024 for their approval.

ESTIMATED TIME: 5 mins

Ms. Maple explained that President Helens asked her to consider overseeing the communications department. She explained there is a director, and she will be handling most of the duties. Trustee McIntosh voiced her concerns of waiting for Dr. Donnelly to weigh in on this decision.

No action was taken on this item.

13. Review, discussion, and possible approval to allocate funding from Board Directed GBCF Scholarship to support two students in the Radiologic Sciences program in the amount of \$500.00 each, and matters related thereto. FOR POSSIBLE ACTION

Included in the packet is a memo regarding the allocation of funding.

ESTIMATED TIME: 5 mins

A motion to allocate funding from Board Directed GBCF Scholarship to support two students in the Radiologic Sciences program in the amount of \$500.00 each, was made by Trustee Roden, seconded by Trustee Glennon, motion passed unanimously.

14. Foundation Board Chair Report – *Dr. Robert Colon*. INFORMATION ONLY – NON ACTION ITEM

The Board may receive an update from the Board Chair.

ESTIMATED TIME: 5 mins

No report.

15. Finance Committee Report – *James Glennon*. INFORMATION ONLY – NON ACTION ITEM

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

- a. Accept the Finance Committee Reports. FOR POSSIBLE ACTION

A motion to accept the Finance Committee Reports, was made by Trustee Roden, seconded by Trustee Smith, motion passed unanimously.

16. Development Committee Report – *Chris Johnson*. INFORMATION ONLY – NON ACTION ITEM

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

ESTIMATED TIME: 5 mins

No report.

17. Associate Development Director Update – *Hillary Baker*. INFORMATION ONLY – NON ACTION ITEM

Hillary Baker may give an update on GBC Foundation matters.

ESTIMATED TIME: 5 mins

Hillary reported that every fourth Thursday here on campus, in front of our building we will hold, we will hold Beats & Bites, right now we have four (4) food trucks confirmed. Hillary stated this will be the last meeting before these events kick off, so please consider joining us and enjoying some food. There will be a DJ for June and live music from local musicians in July and August. September is in the works.

Hillary reported that again this will be our last meeting before our golf tournament, which is on August 3rd. Her and Trustee Johnson finalized the sponsorship and golf fees. She will send an email with information about how to get involved in sponsoring and participating.

18. Executive Director of Institutional Advancement Update – *Leslie Maple*. INFORMATION ONLY – NON ACTION ITEM

Leslie Maple may give an update on GBC Foundation matters.

ESTIMATED TIME: 5 mins

Ms. Maple wanted to express my appreciation for Trustee Wilson's 20 years of dedication and leadership at the foundation. She and her husband Bill have been longstanding supporters. I haven't worked with her for long, but I'm grateful for her wisdom. She has made a significant impact on our students and the college.

Ms. Maple also welcomed Hillary back to the and they will be working on priority projects following graduation this summer.

We're still working on the mining center of excellence. Due to a leadership transition, we've paused some projects to allow time for the new team members to get acquainted. We've had success with reconnecting to existing donors and securing a \$10,000 grant. We're also being considered for the LDS Church's giving machines project and working on funding for radiology scholarships as well as support for the ceramics class.

19. Items from Board Members. INFORMATION ONLY – NON ACTION

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.

ESTIMATED TIME: 5 mins

Trustee Smith stated she wanted to recognize GBC's participation in NyECC Hope Floats awards. Christopher Salute, Pahrup Campus Director, also was presented with the hope rock award by the community.

Trustee Roden reported that there was an article in the Winnemucca newspaper about the NV Energy scholarships. Ms. Maple stated that her and Hillary are trying to reengage with donors. Trustee Fitzgibbons reported that Trustee Smith was a commencement speaker at graduation, and she was very well received and it was nice to have someone from the Foundation as a speaker.

Trustee McIntosh reported they recently held the nursing pinning. Ms. McIntosh also reported on the ESL program in Ely, saying that is a thanks to Meachell Walsh here at the college.

Trustee McIntosh is also working on the construction program to be held on Fridays at the school district.

20. Public Comment (*see notation below regarding public comment*). ACTION WILL NOT BE
TAKEN

No public comment.

21. ADJOURN - 1:14 p.m.