

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

Thursday, November 21, 2024, at 12:15 pm

Minutes

1. Call to Order: 12:20 p.m.

2. Roll Call:

Present:

Dr. Robert Colon (Chair)
Stacy Smith (Vice-Chair)
James Glennon (Treasurer)
Alan Morris
Linda Fitzgibbons
Kellerman Chris Johnson
Dave Roden
Brandon Shedd

Absent:

Shane Valentine
Caroline McIntosh
Zach Gerber
Kaley Sproul Chapin
Shirley Alen-

Others Present:

Leslie Maple, Executive Director, Institutional Advancement
Hillary Baker, Associate Director of Development
Jeff Winrod, Facilities Director
Tony Asti, Executive Director Finance and
Administration Kelli Baker, Administrative Assistant
Jessica Sayles, HRC, P.C.
Kathryn Jacobs, Umbrella Bookkeeping

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. Possible approval of September 19, 2024, Minutes – Dr. Robert Colon. FOR POSSIBLE ACTION

GBC Foundation Trustees will review, recommend changes, and/or approve the GBC Foundation Board of Trustees meeting minutes of September 19, 2024.

ESTIMATED TIME: 5 mins

A motion to approve the minutes of September 19, 2024, was made by Trustee Roden, seconded by Trustee Johnson, motion passed unanimously.

5. Review, consideration, and possible approval of the Great Basin College Foundation external audit for FY24, and matters related thereto. FOR POSSIBLE ACTION

Jessica Sayles, HRC P.C., will discuss the GBC Foundation FY24 audit. Included in the packet are the Financial Statements and the Management Letter.

ESTIMATED TIME: 10 mins

Ms. Sayles reported that first several pages of the audit include the management's discussion and analysis, it provides an overview of the year's activities and summarizes financial information. Ms. Sayles stated the auditor's report reflects our unmodified opinion—signifying that your financial statements are materially in accordance with accounting standards.

Ms. Sayles presented a summary of the overall audit to the board.

Ms. Sayles stated the management letter is an additional communication we provide to you, as the governing board, outside of the audit process and the purpose is to inform you of any deficiencies we identified during the audit that need to be addressed. Ms. Sayles reported there are no deficiencies to bring to your attention. She stated that serves as a confirmation that we have completed the audit without any difficulties working with management, and there were no necessary adjustments to your financial records.

A motion to approve the GBC Foundation FY24 audit, was made by Trustee Roden, seconded by Trustee Smith, motion passed unanimously.

6. President's Report – Interim President Amber Donnelly. INFORMATION ONLY – NON ACTION ITEM

Interim President Donnelly may give an update on GBC matters. ESTIMATED TIME: 5 mins

No report.

7. 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

Mr. Asti reported that the budget continues to look good, and tuition was up for the fall semester. He stated it's early, but it looks like it is up again for the spring semester.

Mr. Asti stated they are in the process of doing a midterm kind of audit review.

8. 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

No report.

9. Review, consideration and possible approval to use funding from the Alumni fund in the amount of \$6,000 to support subscription fees for an email marketing platform (MailChimp) and a direct mail campaign, and matters related thereto. FOR POSSIBLE ACTION

Use of the funds requires Board approval.

GBC Foundation Finance Committee approved at their November 7, 2024, meeting.
ESTIMATED TIME: 5 mins

Ms. Maple stated that we are trying to implement an alumni network and hope to start market more regularly. Ms. Maple stated there is approximately \$79,000 in the fund and we would like to use a portion for this.

Chair Colon asked if this is a one-time request? Ms. Maple stated she expects this to be a one-time expense.

A motion to approve to use funding from the Alumni fund in the amount of \$6,000 to support subscription fees for an email marketing platform (MailChimp) and a direct mail campaign, was made by Trustee Fitzgibbons, seconded by Trustee Shedd, motion passed unanimously.

10. Review, consideration and possible approval to repurpose funding in GF04254 “Foundation Gift Online Editing Program” (\$25,000) for the purchase of a scholarship management system, and matters related thereto. FOR POSSIBLE ACTION

On September 18, 2008, the Board of Trustees voted to allocate \$25,000 in unrestricted funding to the GBC Online Editing Program over a three-year period. The funding is currently available for repurposing. Included in the packet are the minutes from the meeting

GBC Foundation Finance Committee approved at their November 7, 2024, meeting.
ESTIMATED TIME: 5 mins

Ms. Maple stated this was established by the Board of Trustees in September 2008, with \$25,000 allocated but unused. Currently, scholarship management relies on manual spreadsheet processes, requiring the committee two to three days to review applications. We propose repurposing these funds to purchase a scholarship management system that would automate many processes simplify the process.

Chair Colon asked if this is something you have to subscribe to every year? Ms. Maple stated there will be annual subscription, but she will look into it more.

A motion to approve the repurpose funding in GF04254 “Foundation Gift Online Editing Program” (\$25,000) for the purchase of a scholarship management system, was made by Trustee Glennon, seconded by Trustee Roden, motion passed unanimously.

11. Review, consideration and possible approval to allocate funding from the Elizabeth Griswold Building Fund to Great Basin College to reroof Griswold Hall, and matters related thereto. FOR POSSIBLE ACTION
ESTIMATED TIME: 5 mins

Mr. Winrod stated they are exploring options for the Griswold roof. He stated he does not know the exact age of the last replacement, but currently there are several leaks. Mr. Winrod stated that the maintenance staff has attempted multiple repairs. Mr. Winrod said he received a quote last year for an overlay of about \$128,000 and this exceeds our purchasing thresholds, we would need to put the project out to bid. The total cost will likely be higher once we finalize the project details.

Ms. Maple stated that what is in the Griswold fund will not cover the full cost, but it would help the college be able to move that project forward with, you know, potentially some state funding or funding from other accounts.

Chair Colon asked if the entire amount would be used from the fund. Ms. Maple replied yes.

Discussion took place regarding the cost, having a design, and an engineers estimate and for GBC to come back to the board with a more concrete cost of what the actual cost is for the project. Mr. Winrod stated he would reach out to Ms. Maple if he runs into any issues.

A motion to postpone action on this matter until more information is gathered and bring it back to the next meeting, was made by Trustee Morris, seconded by Trustee Fitzgibbons, motion passed unanimously.

12. 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.

13. 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. Possible approval of the Finance Reports. FOR POSSIBLE ACTION ESTIMATED TIME: 5 mins

A motion to approve the Finance Reports for August and September, 2024 was made Trustee Roden, seconded by Trustee Morris, motion passed unanimously.

14. 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.

15. Associate Director of Development Update – Hillary Baker. INFORMATION ONLY – NON ACTION ITEM

Hillary Baker may give an update on GBC Foundation matters.

ESTIMATED TIME: 5 mins

- Newsletter launch – Ms. Baker reported that we are collecting about 2,500 addresses for students, past donors, and community partners for our newsletter. Ms. Baker said that there is a print version of the newsletter, and they will be mailed out. Ms. Baker reported some statistics: The email went to 3,147 people and was opened 1,497 times. It included links that were clicked 208 times, with the most popular being the press release about the Armory and the Welding Lab expansion.
- Alumni Network - Ms. Baker reported that the newsletter launch is aimed at engaging our alumni and fostering communication within our alumni network. Ms. Baker stated that we are running a raffle where participants can sign up for the newsletter and join the alumni network for a chance to win an Apple Watch. We have placed posters on each of our campuses, allowing students and visitors to scan a QR code to enter. Next week, we will also be promoting the raffle on social media, enabling people to join online. The winner of the Apple Watch will be drawn on January 7th, after the fall break.

- 2025 Golf Tournament Contests and Prizes - Ms. Baker discussed three key items for the golf tournament: registration fees, capacity, and contests. First, she recommended increasing registration fees by \$20 for season pass holders and \$15 for non-season pass holders due to sold-out status and rising costs. Second, she proposed raising the capacity from 72 to 120 golfers, which Rudy View Golf Course can accommodate. She stated this would generate additional revenue but may slow the pace of play. To manage this, two teams will play on certain holes while maintaining a shotgun start. Ms. Baker reported for contests and prizes, there will be a \$20,000 hole-in-one package with a 50/50 charity split and a putting contest offering a seven-night resort stay. The total projected cost for prizes in 2024 is \$1,414.00. For 2025, she suggests a package that includes a \$10,000 cash prize for a hole-in-one with no extra cost for golfers and a \$1,000,000 shot opportunity. Raffle tickets will be sold at a higher price, with one ticket drawn on tournament day. The winner can attempt a shot for \$250 insurance. Each shot will be 165 yards for men and 150 yards for women, with a payout of \$1,000,000 for a successful attempt.

Ms. Maple reported that we will be looking for volunteers for August 2nd.

16. 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: 10 mins

- New Donor Database – Ms. Maple stated that she mentioned this in an earlier meeting, but our database is sunsetting and we have been looking at new systems and we should have something on the next agenda for it.
- Implementation of an application process to request support from the GBC Foundation – Ms. Maple stated she is working on an application that allows different groups to request funding from us. This year's funding is limited. For example, our golf tournament raised about \$18,000, but we gave around a third of that to PTK. Ms. Maple stated they want to create a process where we can understand the needs of other student groups, departments, or locations on campus. This could help us share the funding among more recipients. Ms. Maple said the Finance Committee is open to this idea but wants to set limits on how much money each group can request
- Giving Machines Initiative in Elko -Ms. Maple reported the Foundation has been chosen to participate in the Giving Machines initiative organized by The Church of Jesus Christ of Latter-day Saints. This initiative features vending machines that allow individuals to make donations directly to local nonprofits. She reported this is the first time the Giving Machines are in Elko. The machine will provide options for donations towards textbooks, nursing uniforms, tools for trade students, and graduation packages. Ms. Maple stated the official kickoff will take place with a ribbon-cutting ceremony on December 13th at 2:00 PM, and the machines will be in operation until January 1st. If anyone is interested in volunteering, we would love

your help. The machines will be located at the Raley's Shopping Center and will be open from 4:00 PM to 9:00 PM on weekdays and from 1:00 PM to 9:00 PM on weekends. Ms. Maple said if you're unable to volunteer but would like to support the cause, we would greatly appreciate your participation by making a donation during this campaign.

- Year End and Giving Tuesday – Ms. Maple reported that an appeal will go out in our newsletter and on Giving Tuesday and there is a video featuring a student with an inspiring story, which will be shared on social media and asked the board share them with their networks and encourage anyone considering year-end gifts to support the Great Basin College Foundation.
- BOR Annual Report – Ms. Maple stated the Board of Regents meeting for the foundations is on December 5th and Vice-Chair Smith will present the annual report.

17. 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

No reports.

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

No public comment.

19. ADJOURN 1:34 p.m.