GREAT BASIN COLLEGE FOUNDATION
Board of Trustee Meeting
1025 Chilton Circle, Elko, Nevada 89801
Thursday, November 17, 2022, at 12:15 pm

MINUTES

1. Call to Order: 12:15 p.m.

2. Roll Call:

Present:	Absent:
James Glennon (Treasurer)	Dr. Robert Colon (Chair)
Kaley Sproul Chapin *(12:16 pm)*	Holly Wilson (Vice-Chair)
Alan Morris	Zach Gerber
Dave Roden	Shirley Alen-Kellerman
Linda Fitzgibbons	
Chris Johnson	
Caroline McIntosh	
Brandon Shedd	
Stacy Smith	

Others Present:
Karrie Barrett, Executive Director of Communications and Institutional Advancement
Joyce Helens, President
Hillary Fruge, Associate Development Director
Kelli Baker, Administrative Assistant
Mary Dugan, Legal Counsel, UNR
Jessica Sayles, HRC, PC

Trustee Glennon presided over the meeting in the absence of Chair Colon and Vice-Chair Wilson.

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

No public comment.

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

GBC Foundation Trustees will review, recommend changes, and/or approve the GBC Board of Trustees meeting minutes on September 15, 2022.
ESTIMATED TIME: 5 mins

A motion to approve the minutes of September 15, 2022, was made by Trustee Roden, seconded by Trustee McIntosh, motion passed unanimously.

5. Discussion and possible approval of a new Trustee, and matters related thereto. FOR POSSIBLE ACTION

A resume and letter of interest from a potential new Trustee are provided in the packet.
ESTIMATED TIME: 5 mins

A motion to approve Shane Valentine as a new trustee was made by Trustee Roden, seconded by Trustee Johnson, motion passed unanimously.

6. Review, consideration, and possible approval of the Great Basin College Foundation external audit for FY22, and matters related thereto. FOR POSSIBLE ACTION

Jessica Sayles, HRC P.C., will discuss the GBC Foundation FY22 audit. Included in the packet are the Financial Statements and the Management Letter.
ESTIMATED TIME: 10 mins

Ms. Sayles gave a brief overview of the audit. She stated the Foundation is in a great financial position, the assets are well in excess of liabilities. There were some decreases in investments. Pledges have decreased.

Ms. Sayles went over the management letter. There were a few adjustments with accounts payable accrued assets and revenue reconciliation, and a transaction that was recorded in the wrong period.

A motion to approve Great Basin College Foundation's external audit for FY22 was made by Trustee Roden, seconded by Trustee Johnson, motion passed unanimously.

7. Review, consideration, and possible approval of a donor's request to transfer a pledge payment of $2,500 made toward the GBC Welding Lab to the balance owed towards the existing NEH pledge, and matters related thereto. FOR POSSIBLE ACTION

The donor's payment towards the Welding Lab campaign was received in September 2021. The donor would like to have this payment applied to his existing NEH pledge. At the Finance Committees November 3, 2022, meeting, they approved the transfer of the pledge.
ESTIMATED TIME: 5 mins

Ms. Barrett stated she had received a request from the donor to transfer the pledge payment.

A motion to approve the transfer of the pledge payment, was made by Trustee Roden, seconded by Trustee Morris, motion passed. Trustee Johnson abstained.

8. Review, consideration, and possible approval for a change in the Bylaws of Great Basin College Foundation that would rename the position of Foundation Director to Executive Director of Communications and 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 Director. Updates to the Bylaws are included in the agenda packet for review. If this change is approved, the changes would be forwarded to the Board of Regents meeting in December of 2023 for their approval.
ESTIMATED TIME: 5 mins

Ms. Barrett stated that she was hired as the Foundation Director, but since that time she has had additional job duties that were added, though nothing has changed with her duties as Foundation Director.

Trustee Morris inquired if her title was for the college or for the foundation. Ms. Barrett stated she is still the Foundation Director for the Foundation, as well as the Communication Director for the College.

A motion to change the title from Foundation Director to Executive Director of Communications and Institutional Advancement was made by Trustee Roden, seconded by Trustee Johnson, motion passed unanimously.

9. Review, consideration, and possible approval of raising the Executive Director of Communications and Institutional Advancement's discretionary disbursement limit to $2,000.00, and matters related thereto. FOR POSSIBLE ACTION

At the Finance Committees September 1, 2022, meeting, they approved raising the amount from $500 to $2,000.00. This requires a change in the Authorization Parameters policy. An updated policy is included in the agenda packet for review.
ESTIMATED TIME: 5 mins

Trustee Glennon explained the Finance Committee voted to raise the amount, and that $500 is low.

A motion to amend Item #9 to include the change to the Authorization Parameters and to approve raising the Executive Director of Communications and Institutional Advancement's discretionary disbursement limit to $2,000.00 was made by Trustee Roden, seconded by Trustee Johnson, motion passed unanimously.

10. Review, consideration, and possible approval of transferring $1,445.37 from Unrestricted funds to the General Scholarship Fund, and matters related thereto. POSSIBLE ACTION

This fund has been in the negative since the Fall of 2020 due to the fund being overspent. Parameters have been put in place between the Foundation and Financial Aid to ensure this does not happen again. At the Finance Committees September 1, 2022, meeting, they approved the transfer of funds.

A motion to approve transferring the funds was made by Trustee Roden, seconded by Trustee Johnson, motion passed unanimously.

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

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

President Helens reported that there will be an all-college meeting today to focus on mental health. She reported that in collaboration with UNR our local public radio station will return. President Helens thanked Ms. Barrett for facilitating the dedication of GTA 130. She also reported that GBC is still pursuing consolidation with UNR and we are dedicated to keeping our legacy.

12. Faculty Senate Report –*Kevin Seipp.* INFORMATION ONLY – NON ACTION ITEM

The Board may receive an update from the GBC Faculty Senate.
ESTIMATED TIME: 5 mins

No report.

13. 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.

14. 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; and Lynn Terras.

a. Accept the Finance Committee Reports. FOR POSSIBLE ACTION

Included in the packet are the reports from the November 3, 2022, Finance Committee meeting.
ESTIMATED TIME: 5 mins

A motion to accept the finance committee reports was made by Trustee Roden, seconded by Trustee Johnson, motion passed unanimously.

15. 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; Dave Roden; and Caroline McIntosh.
ESTIMATED TIME: 5 mins

Trustee Johnson said the Committee did not meet.

16. Foundation Update – *Karrie Barrett.* INFORMATION ONLY – NON ACTION ITEM

Karrie Barrett may give an update on GBC Foundation matters.
ESTIMATED TIME: 5 mins

Ms. Barrett recognized Trustee Fitzgibbons for being recognized at the 34th Annual National Association for the Education of Homeless Children and Youth. She received the Sandra Neese Lifetime Achievement Award recently for her work at Nye County School District working with homeless students in Nye County.
Ms. Barrett reported that Melanie Newton has resigned from the Board as she is moving.
Ms. Barrett reported that John Pryor will no longer be able to sit on the Board.
Ms. Barrett welcomed Trustee Shedd to the Board.
Ms. Barrett reported the Foundation will be hosting its first annual golf tournament on June 24th.

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

Trustee Smith invited everyone to join the Nye County Coalition's NAC Chocolate Buffet on December 21st in Tonopah for a Christmas celebration.

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

No public comment.

19. ADJOURN: 12:53 p.m.