

## **NOTICE OF PUBLIC MEETING**

**GREAT BASIN COLLEGE FOUNDATION  
Board of Trustee Meeting/Workshop  
1500 College Parkway  
Elko, Nevada 89801  
Berg Hall Conference Room**

**Thursday, January 21, 2016, at noon**

Video Conference from the Meeting Site to:

GBC – Pahrump Center  
551 E. Calvada Blvd./GBC PVC 124  
Pahrump, Nevada

GBC – Winnemucca Center  
5490 Kluncy Canyon Road/ GBC 115  
Winnemucca, Nevada

GBC – Ely Center  
2115 Bobcat Dr.  
Ely, Nevada/ GBC 114

Members of the public may attend the meeting and provide testimony or public comment at these sites via video conference connection.

### **MINUTES**

*The meeting of the Great Basin College Foundation Board of Trustees was called to order 12:05 p.m. by Chair Dave Roden*

**Trustees Present:** Dave Roden (Chair), Maria Anderson, Dr. Robert Colon, Tana Gallagher, James Glennon, Chris Johnson, John Pryor, Jim Winer

**Trustees Absent:** Pamela Smith, Greg Hafen, Holly Wilson, Mark Laffoon

**Staff Present:** Greg Brorby, Mardell Wilkins

- 1. Public Comment** *(see foregoing notation regarding public comment)* **Information**  
None.
- 2. Approval of Minutes – Dave Roden** **Information/Action**  
A. GBC Foundation Trustees will review, recommend changes, and/or approve the minutes of the GBCF Board of Trustees meetings on November 19, 2015. **MOTION:** by James Glennon to approve the minutes of the meeting on November 19, 2015; seconded by John Pryor; motion was **APPROVED**.
- 3. Foundation Board Chair Report - Dave Roden** **Information/Action**  
The GBC Foundation Trustees will discuss and/or take action on the following:  
A. Longevity Awards –Tana Gallagher was presented her longevity award and Mark Laffoon will also receive his award at a later date.

- B. The Governance Committee has recommended that Mark Laffoon be the new chair and Tana Gallagher be the new vice chair effective immediately. Both have indicated their willingness to serve in their new capacity. **MOTION:** by Jim Winer to approve the Governance Committee's recommendation that Mark Laffoon be approved as the new chair and Tana Gallagher be approved as new vice chair of the GBC Foundation Trustees effective immediately; seconded by Bob Colon; motion was **APPROVED**.
- C. Discuss and possibly approve the term renewals for Trustees whose terms expire in June 2016 as recommended by the Governance Committee. **MOTION:** by Bob Colon to approve the new terms for James Glennon, John Pryor and Tana Gallagher that will expire in June 2019; seconded by Jim Winer; motion was **APPROVED**.

4. **Form 990 – James Glennon** **Information/Action**  
The GBC Foundation Trustees were presented the Form 990 for submittal to the IRS. James Glennon informed the Trustees the IRS needs the Board of Trustees to approve the form before submitting. The Form 990 was prepared by NSHE staff. It had some small errors that were fixed. **MOTION:** by Tana Gallagher to approve the Form 990 for submittal to IRS; seconded by Jim Winer; motion was **APPROVED**.
5. **Additional Insurance Coverage for Board - Dave Roden** **Information/Action**  
The GBC Foundation Trustees reviewed correspondence from GBC General Counsel stating the Board is covered under the state of Nevada Tort policy and does not require additional insurance coverage. Greg Brorby stated this is a follow up from the last meeting that the Trustees requested that we get something in writing that we do not need this insurance (attached email from John Albrecht). There is another policy for a surety bond for employee dishonesty that lapsed yesterday. We are also covered under the state of Nevada for this as well. The premium for the surety bond was \$600 that we will be saving.
6. **Additional Staff Position for GBC Foundation Office – Dave Roden** **Information/Action**  
The GBC Foundation Trustees will discussed the need for an additional position for the GBCF office. Greg Brorby has met with President Curtis regularly on this and they both agree there is need for another person in the Foundation. President Curtis has said the college will fund the position. The Foundation will not have to fund the new position. Greg has been working on the position description. The key part of the position would be scholarship administration, accounting duties, donor and prospect management, special projects, creating presentations, coordinating special events, maintaining data base, and help with the alumni association. The position will likely be in the high \$30,000 for salary. Jim Winer wanted to be sure this is what Greg wants. James Glennon recommended the salary be an in-kind donation to offset the expense of the salary. Greg said we definitely need the help. **MOTION:** by James Winer to approve the concept of hiring additional personnel to help the Foundation to be funding by the Great Basin College; seconded by James Glennon; motion was **APPROVED**.
7. **President's Report – via Greg Brorby** **Information**

A written report was presented to the GBC Trustees and an update on the status of the state college discussion. Greg Brorby reported President Curtis is in Pahrump to meet with business leaders to talk about the status of the Pahrump land acquisition from the BLM and future campus plans. He is also going to be attending the special Board of Regents' meeting tomorrow. President Curtis wanted the Trustees to know that in our quest for state college designation we do not have to worry about accreditation. Northwest Commission on Colleges and Universities already considers GBC a 4 year college and we would not need further accreditation if we become a state college. As part of Special Board of Regents meeting tomorrow a discussion on formula funding and whether to increase the weighted student credits for the CTE programs. The GBC Institutional Advisory Council met this morning and voted to write a letter of support for the state college designation. President Curtis would like us to consider as an agenda item for next meeting to do something similar to what the IAC has done. John Pryor and Chair of Trustees should be the signatory on a letter of support from the Trustees.

**8. Trustee Workshop – *Greg Brorby* Information/Action**

The GBC Trustees will begin planning campaigns and events for the rest of the year and identifying ways to improve donor/prospect management. Develop strategies and plans for the year.

Creation of an Alumni Association – we would need to have something that could be launched at the May 2016 graduation. There are people who have already indicated that they would be interested in being on a taskforce. The taskforce would consist of students, alums, faculty, staff and volunteers. The taskforce would have to determine dues, benefits, and who is an alumni. Jim Winer said we have been talking about this for 4 years and it's good to be acting on it.

Events – Last April the Foundation hosted a major donor appreciation event. At that event we sent out 150 invites and 60 people attended. There were some needs that were met and it was a success. We should have another donor appreciation event in April. Greg has been working on a new needs list for the college. He will create a catalog of needs which will be a shopping list for our donors. Perhaps the Trustees can help match potential donors with the needs. We have not had a Legacy Society event in quite a while. Jim Winer asked if there were plans to join in some way an Alumni Association and Legacy Society event as that makes sense. President Curtis is establishing a planning committee for the college's Golden Anniversary. Events for the Golden Anniversary will begin May 2017 on graduation and continue for a full year to conclude at the graduation May 2018. The theme will be determined but they are looking at the beginning of the college and the "Give A Day's Pay" concept and also looking at the growth and transition to state college potentially. This will be a fun project.

Planned giving initiative – Greg said it has been some time since we have had a planned giving initiative.

Annual giving campaign motives – we have just completed the fall Thanksgiving mailer. We have yet to fulfill the NEH Grant match. The Board of Trustees originally to a 3 to 1 match, but it

is actually a 2 to 1. We are just under \$400,000 that we still have to raise by August 1<sup>st</sup>. The money has to be raised after we were awarded the grant and must be unrestricted.

Pahrump land acquisition – the land acquisition is in the final stages. As soon as that is finished they will be thinking about brick and mortar. Perhaps this is something that Greg could take the lead on and create a committee along with Mark Kimball and Gregory Hafen. Greg's family is a founding family in the Pahrump area.

We do not want to lose track of donor retention and lifetime value. The donor recognition levels are loose right now and need to be revisited and improved.

Chris Johnson asked if there are any other needs right now. The expansion of the welding facility has been a need for many years. GBC does not know yet what it will be receiving from the State. The trustees talked about student housing needs. Greg will inquire if there is a need in the student housing area. Maria Anderson talked about the Barrick Employee Giving program established in 2015. The funds are automatically placed in unrestricted, but if there is a desire for it to go elsewhere just let her know. Newmont has the Legacy Fund. We need to be more proactive and engage with those mine employees. Perhaps a marketing effort to everyone, but highlight if they are employed by certain companies that match their gift. GBC is one of the default organizations for Barrick. Last year alumni gave \$450. The GBCF haven't been communicating with them because the check is done by DonateNow.

Discussion on logos and Greg will get some prices on logo ware for Trustees. We can probably find some discretionary dollars for this.

The Trustees discussed prioritizing the top three goals. In short term if we are to move forward it will be a team effort and help from this group.

Priority #1 – NEH Grant Match

Priority #2 – Alumni Association

Need put together a task force that can develop an alumni association that will define what it stands for, determine dues and membership by the May graduation. Jim Winer volunteered to be on the task force. The new Foundation staff person (when hired) will be on the task force. The current SGA president, Toni Milano (GBC part time instructor, alumni, *Argentum* editor, and Kayla McCarron (GBC marketing and social media expert) are also on the task force.

Priority #3 – Prepare for the Golden Anniversary

Priority #4 – Identify motives for annual giving

Please email Greg or call him to let him know what you would like to be a part of.

Greg Brorby thanked Holly Wilson for being a member of the Finance Committee for so long. She recently resigned from the committee.

The GBCF disbursed \$87,000 for the spring scholarships. That is on average \$1,000 per student.

The next Board of Regents meeting is in March. They will be voting on the investment pool transfer as part of the agenda. Greg needs to get documentation to them by February 2. They want endowment agreements and report out of FundDriver with balances. We are not finding the signed agreements in the files. Documentation is an issue with the scholarship files. Some just have sticky notes. Greg is expecting a report from Lisa Reed on highlights in terms of scholarships, no formal process on how to distribute funds to the departments. We need to go back to June and make sure funds are being transferred to the right department and the proper person within the department acknowledges the donation as well. There will be a third letter from the president if the donation is over \$1,000. There is no process on how we accept in-kind donations. There are pledges from 2000 and 2001 that are on a "Hold" status and we are researching what can be written off. We need a process for employee pledges that will stop taking money out of their checks when the pledge is fulfilled.

Greg reported the Wells Fargo operating account far exceeds what is insured by FDIC. This account is where everything is deposited.

Greg reported we do not have a budget variance report. He is working to get that solved. Greg will also be creating a pledge receivable account. He is reviewing the process to include encouraging donors to continue the pledge. It has been a good decision to bring Lisa Reed in to address these things.

Greg reported the goal we set for the Fall Mailer was \$25,000. At this time we have raised \$6,300 from that mailer. It was sent to 340 people. About 15% responded with updated contact information and that is a positive result.

Dr. Colon left meeting at 1:25 p.m.

- |   |                         |
|---|-------------------------|
| <b>10. Items from Board Members</b><br>None.  | <b>Information only</b> |
| <b>11. Public Comment</b> <i>(see foregoing notation regarding public comment)</i><br>None. | <b>Information only</b> |
| <b>12. Adjourn</b><br>Meeting was adjourned by Chair Dave Roden at 1:26 p.m.                | <b>Information only</b> |