

NOTICE OF PUBLIC MEETING

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

Thursday, May 19, 2016, at 12:15 pm

Video Conference from the Meeting Site to:

GBC – Pahrump Center
551 E. Calvada Blvd./GBC PVC 119
Pahrump, Nevada

GBC – Winnemucca Center
5490 Kluncy Canyon Road/ GBC 123
Winnemucca, Nevada

GBC – Ely Center
2115 Bobcat Dr.
Ely, Nevada/ GBC 105

MINUTES

Call to Order of the The Great Basin College Foundation Board of Trustees meeting was called to order at 12:15 p.m. by Chair Mark Laffoon.

ROLL CALL:

Members in Attendance: Mark Laffoon (Chair), Maria Anderson, Dr. Robert Colon, Tana Gallagher, Zach Gerber, Danny Gillins, James Glennon, John Pryor, Dave Roden, Kaley Sproul Jim Winer

Members Absent: Gregory Hafen, Chris Johnson, Pamela Smith, Holly Wilson

Others in Attendance: Mark Curtis, Gregory Brorby, Mardell Wilkins, Kimberly Hess

- 1. Public Comment** *(see foregoing notation regarding public comment)* **Information**
Greg Brorby reported he has hired the new administrative assistant for the Foundation, Kimberley Hess, and he introduced her to the Trustees.

- 2. Approval of Minutes – Mark Laffoon** **Information/Action**
A. GBC Foundation Trustees reviewed the minutes of the GBCF Board of Trustees meeting/workshop on March 17, 2016. **MOTION:** by Dave Roden to approve the minutes; seconded by John Pryor; motion was **APPROVED**.

- 3. Foundation Board Chair Report - Mark Laffoon** **Information**
Mark Laffoon reported he attended a planned giving seminar by Gerber Law Offices. He encouraged all to attend a planned giving seminar as it is very good information to have. Zach Gerber thanked the college for providing the location for the seminar.

The GBC Foundation needs more revenue sources. Our mission is to raise money for the college and the goal is to be self-sustaining. We are currently operating in a deficit position and we are going to try to change that. The need is now greater than it has been.

- 4. Finance Committee Report – James Glennon** **Information/Action**
- The GBC Foundation Trustees will discuss and/or take action on the Finance Committee's recommendations for the following:
- A. The Finance Committee recommends approval of the record of expenditures/check register for the months of February and March 2016. **MOTION:** by Dave Roden to approve the expenditures/check register for February and March 2016; motion seconded by John Pryor; motion was **APPROVED**.
 - B. The Finance Committee recommends approval of the income/deposits for the months of February and March 2016 – **MOTION:** by Dave Roden to approve the February and March 2016 income/deposits; motion seconded by Tana Gallagher; motion was **APPROVED**.
 - C. Review of pledge receivables and aging report – the report had pledges from the early 2000's and the Finance Committee has recommended canceling those early pledges. **MOTION:** by Dave Roden to cancel the pledges as recommended by the Finance Committee; motion seconded by John Pryor; motion was **APPROVED**.
 - D. The Finance Committee recommends approval of the CD transfer/purchase – the Finance Committee is tracking the due date, but the market rate at the time of the transfer is what it will be. Greg Brorby is the authorizer. **MOTION:** by Dave Roden to approve the CD transfers when they become due; motion was seconded by Tana Gallagher; motion was **APPROVED**.
 - E. Alumni Association Expenditures – Greg Brorby asked for a budget of \$4,080 to get the alumni association up and going. See attachment of the breakdown. There was an attempt in the past to create an association. Mark Curtis reported that we started publishing 4 different news letters to a questionable mailing list. Over 4000 mailers were mailed out and 1/3 were coming back. Mark was not aware of the Liberty Mutual account so he was paying for it out of his discretionary account. So, a decision was made to go to an electronic newsletter and at about that time we had the transition in the Foundation. When Greg was hired he has taken up the cause and assembled a taskforce. Historically, alumni associations are hard to pull off at the community college level. President Curtis thinks we are on the right track now. We are cleaning up the mailing lists.
- 5. Governance Committee Report – Dave Roden** **Information/Action**
- Discuss and/or take action on the nominations to the Board of Trustees as recommended by the Governance Committee. **New Trustee Member to be considered:** Jodi Brandis, Manager of Nevada Bank and Trust, Ely. Dave Roden says she is interested in joining the board. **MOTION:** by Robert Colon to approve the new trustee member; motion seconded by Jim Winer; motion was **APPROVED**.
- 6. President's Report – Mark Curtis** **Information/Action**
- President Curtis will give an update on the following topics:

- A. Pahrump Campus Fundraising Committee establishing – President Curtis reported the need to eventually establish a fund raising committee for the Pahrump campus. GBC has meet all the requirements for the land grant and completed all the surveys and architectural updates, etc. All of the information is with the BLM and the memo of understanding is with their solicitor. Once approved we will assemble a committee and do a role out. SR Architects has developed 3 D model of the campus. It will be a very beautiful site. Valley Electric has a trunk line and fiber optics at the property and will be working with us on that. Greg Hafen will probably be asked to take the lead on the fund raising committee once it is time.
- B. Golden anniversary plans – President Curtis reported there will be a year- long celebration for the 50 year anniversary of the college starting Commencement May 2017 to Commencement May 2018. President Curtis has assembled a planning committee. There are four surviving Founders that will be honored at Commencement as well as one of the remaining first graduates. In Spring of 1968 it was determined that the college would probably have to close because they didn't raise enough money. One week after that announcement Governor Paul Laxalt announced from the Stockmen's Hotel & Casino that they received a \$250,000 donation from the Howard Hughes Foundation to fund the community college in Elko (\$125,000) and four community colleges in Reno, Carson City and Las Vegas (\$125,000). President Curtis suggested that if possible any fundraising conducted during that year should be reenacted to match the timing of what occurred in 1967 and 1968. The City of Elko will be celebrating 100 years on March 14, 1917. The City of Elko celebrations will be shorter: from March 14 to June 1, 2017. Some fundraising ideas that tie into the history is the Give A Day's Pay initiative and when faculty return in Spring 2017 President Curtis will ask faculty and staff to consider giving a day's pay.

- 7. GBC Foundation Director's Report – Greg Brorby** **Information/Action**
- A. New Trustee Introduction – Greg Brorby introduced the new trustees and they talked about themselves. Kaley Sproul is the Executive Director Nevada Cattlemen's Association and a GBC alumni. She grew up in southern Nevada. Zach Gerber grew up here is 5th generation. He practices law with his brother at Gerber Law. Danny Gillins is a financial advisor with Raymond James Financial and has been in Elko for 14 years.
 - B. Alumni Association Update – Greg reported the Alumni Association will be launching at the GBC Commencement on May 21, 2017. The website will go live that day as well. The current benefits to becoming a member are discounted insurance with Liberty Mutual, discounted room rates worldwide with Hotel Storm, discount at the GBC Fitness Center, access to the GBC Library and archives. The Alumni Task Force is still talking to local businesses for additional discounts. All graduates will become members automatically for 11 months then they can renew for \$10 and then after that it is \$35 per year. Alumni is defined as those enrolled to get a certificate or degree even if they did not graduate. Katrinka Russell will be at Commencement to hand out the packets.
 - C. Donor Appreciation Event Update – Greg reported receiving \$1000 in donations from the donor appreciation event. We sent out 345 invitations with an attendance of 62. Out of that 13 were Trustees and spouses and 28 were employees and spouses and then other.

The turnout was not what we were hoping for. The invitation could have been clearer. There was a mixed signal with event being called donor appreciation but we did not recognize donors. Greg will take back to the Development Committee for further review and action.

- D. Administrative Assistant Search Update – Greg said he is excited to have hired Kimberly Hess. She starts on June 1st.
- E. FY 16/17 Budget Strategy –

Greg reported the NEH grant match is a priority and he is working to certify the matches. We need \$900,000 by July 1st to meet the next step of the grant. The NEH grant transactions need to be completed before the Endowments can be transferred to the NSHE pool. Greg reported he is telling donors we have raised \$800,000 of the \$1 million. The top 25 donors have not been asked recently so he is getting good feedback from those he has approached. The final deadline in July 1, 2018.

A Development Committee will be convened in the next couple of weeks. There is an \$86,000 gap in the budget from our normal revenue and expenses. This fiscal year the operational reserve has funded the gap. They will be discussing a signature event to cover the gap. We would raise an addition 5% over expenses for contingencies and special projects. So, the goal would be to raise over \$87,000. Mark Curtis wanted to add that Greg's new assistant will be paid by the college. The signature event could grow long term to potentially fund the administrative position as well. Mark Laffoon said a signature event is needed. Greg said we will try to take on the other centers as well for their own events whether it be similar or virtual. We need help from others to help plan these things. Jim Winer said the successful events involve the community and volunteers from the community.

8. Discuss and/or approve an invoice for DWRP to reimburse GBC for (2) electrical engines – James Glennon Information/Action

James Glennon deferred item to Greg Brorby. Greg reported the engines run the pumps in the creek. The college paid \$7,106 for one motor. This item should have gone through the Finance Committee first, but it is within the parameter of what the DWRP is there for. **MOTION:** by Jim Winer to approve the invoice to reimburse GBC for (2) electrical engines; motion seconded by Tana Gallahger; motion was **APPROVED**.

9. Discuss and/or approve a donation for an ambulance from Elko County – Greg Brorby Information/Action

Greg Brorby reported Amber Donnelly, Dean of Health Science, got Elko County to donate a working ambulance to the college. The gift acceptance policy states the Trustees need to discuss and approve/or deny any such donations. The ambulance is in good condition and the department is eager to get it licensed. A mechanic has looked at it. It will be used for training at the Elko campus and Winnemucca center. Everything is in good condition and the program

is anxious to get the ambulance licensed. We would be accepting the ambulance on behalf of the college. **MOTION:** by Dave Roden to accept the donation of the ambulance by Elko County; motion seconded by James Glennon; motion was **APPROVED**.

- 10. Discuss and/or approve Letter of Support for GBC becoming a state college – Greg Brorby** **Information/Action**

Greg Brorby presented the letter of support for state college for discussion. The first paragraph is identical as that of the GBC Faculty Senate support letter. President Curtis wanted to add that this has been something we have been working on for 9 or 10 months now. GBC State College Status is on the June 9-10, 2016 Board of Regents' Agenda. When we submitted the agenda item it was to be an information item. However, it has been fast tracked to a potential action item. We will need some well-placed public comment. We will need someone from the Foundation to speak during public comment on how state college status would enhance the college's ability to raise money. Public comment is limited to two minutes per person. **MOTION:** by Jim Winer to approved letter of support for state college with the addition of a comment that state college status would enhance the Foundation's ability to raise more funds; motion seconded by Tana Gallagher; motion was **APPROVED**.
- 11. Faculty Senate Report – Mary Doucette** **Information**

President Curtis reported that Mary Doucette is attending the Radiology Pinning Ceremony. Mary is the outgoing Faculty Senate Chair. The incoming Faculty Senate is John Rice.
- 12. Items from Board Members** **Information**

Nothing additional was brought up by the Trustees.
- 13. Public Comment** *(see foregoing notation regarding public comment)* **Information**

None.
- 14. Adjourn** **Information**

The meeting was adjourned at 1:30 p.m. by Chair Mark Laffoon.