

NOTICE OF PUBLIC MEETING

GREAT BASIN COLLEGE FOUNDATION
Finance Committee Meeting
1500 College Parkway
Elko, Nevada 89801
McMullen Hall 102 Conference Room

Thursday, September 1, 2016, at 12:00 p.m.

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

AGENDA

Call to Order of the Great Basin College Foundation Finance Committee

ROLL CALL: James Glennon, Tana Gallagher, Mark Laffoon, Jim Kelley, John Pryor

- 1. Public Comment** (*see foregoing notation regarding public comment*) **Information only**
- 2. Approval of Minutes – James Glennon** **Information/Action**

GBC Foundation Finance Committee will review, recommend changes to, and/or potentially take action to approve the minutes of the GBCF Finance Committee meeting on May 5, 2016.
- 3. Finance and Accounting Information /Action Items – James Glennon** **Information/Action**
 - A. The GBCF Finance Committee will discuss and/or take action to approve the record of expenditures/check register for the months of April, May, and June 2016.
 - B. The GBCF Finance Committee will discuss and/or take action to approve the income/deposits for the months of April, May, and June 2016.
 - C. The GBCF Finance Committee will discuss and potentially take action to approve the write-off of 1 pledge for a former GBC employee.
 - D. The GBCF Finance Committee will review and discuss a summary of any pledges that are outstanding 30 days or more with potential action to direct staff on proceeding with the aforementioned pledges.
 - E. The GBCF Finance Committee will discuss and/or take action to approve the CD transfers/purchases from Morgan Stanley.
 - a. The CD that matured April 15, 2016 was re-invested at 0.8%, as decided by this committee March 3, 2016.
 - b. Discussion of three Brokered Laddered CD's and possible action in direction to staff on reinvestment of CD's that matured on June 1, 2016 and will mature November 9, 2016, February 15, 2017 and on giving the GBCF Director the authority to decide whether or not to renew CD's as they mature.
 - F. The GBCF Finance Committee will discuss and potentially take action to approve reimbursing GBC landscaping expenses, totaling \$11,018.79 from the DWRF fund.
 - G. The GBCF Finance Committee will discuss and potentially take action to approve the transfer of funds from the DWRF investment account to the DWRF brokerage account and DWRF checking account to cover GBC maintenance expenses that meet the DWRF criteria.

4. **NEH Grant Fulfillment Update – Greg Brorby** **Information/Action**
 - A. Update from Staff on the July 31, 2016 annual certification.
 - B. Update on and possible action on recommended fund transfers to meet the terms of the matching grant.
5. **NSHE Endowment Pool Transfers– Greg Brorby** **Information/Action**

Update on the transfer. Discussion and possible action to approve which funds will be transferred.
6. **Director’s Report – Greg Brorby** **Information/Action**
 - A. Update on Business after Hours event.
 - B. Update on upcoming events for the Alumni Association.
 - C. Update on August 31, 2016 GBCF Development Committee meeting.
 - D. Update on miscellaneous file clean-up and clarification on fund descriptions.
 - E. Update on staff credit card limits.
7. **Talisa Online Giving Module – Greg Brorby** **Information/Action**

Discussion of the module and possible action in giving approval for the GBCF Director to sign an agreement with Talisma for an online giving module with the associated training and set-up fees.
8. **Scholarship Funds – Greg Brorby** **Information/Action**

Review and discussion of two scholarships that were not renewed but were awarded to recipients; one for \$500 and one for \$3,000. Discussion of and potential action to approve the transfer of the funds needed to cover these scholarships from the Theodore Laibly Board-Designated Scholarship fund.
9. **Fiscal Year 2016/2017 Budget Preparation – Greg Brorby** **Information/Action**

Greg Brorby will present the FY 16/17 budget for discussion and possible action to approve.
10. **Endowment for New Programs – Greg Brorby** **Information/Action**

The GBCF Finance Committee will discuss and potentially take action on the final numbers for the new board-designated Endowment for New Programs.
11. **Annual Foundation Audit – James Glennon** **Information**

James Glennon will present an update on the annual Foundation Audit which was performed by Eide Bailly in August.
12. **Controller’s Office Update – Sonja Sibert** **Information**
13. **Items from committee members** **Information only**

Committee members may bring to the attention of the committee items pertaining to the Foundation that might be of interest to the group. No action may be taken on a matter raised under this agenda items
14. **Public Comment (see foregoing notation regarding public comment)** **Information only**
15. **Adjourn**

This notice and agenda has been posted at or before August 29, 2016, no later than 9:00 am, which is the third business day before the meeting, in accordance with NRS 241.020, at the meeting location and at the following public locations:

- GBC Foundation's website (<http://www.gbcnv.edu/foundation/board.html>)
- The Nevada Public Notice website pursuant to NRS 232.2175 (<http://notice.nv.gov/>)
- Meeting location: Great Basin College, 1500 College Parkway, Elko, NV 89801, Berg Hall
- Meeting location: Great Basin College Ely Center, 2115 Bobcat Drive, Ely, NV 89301
- Great Basin College Pahrump Valley Center, 551 E. Calvada Blvd., Pahrump, NV 89048
- Great Basin College Winnemucca Center, 5490 Kluncy Canyon Rd., Winnemucca, NV 89445

IMPORTANT INFORMATION ABOUT THE AGENDA AND PUBLIC MEETING

NOTE: Above is an agenda of all items scheduled to be considered. Notification is hereby provided that items on the agenda may be taken out of order and presented, two or more agenda items may be combined for consideration, and an agenda item may be removed from the agenda or discussion relating to an item on the agenda may be delayed at any time.

Some agenda items are noted as having accompanying reference material. Reference material may be accessed on the electronic version of the agenda by clicking the reference link associated with a particular item. The agenda and associated reference material may also be accessed on the Internet by Great Basin College Foundation's webpage at: <http://www.gbcnv.edu/foundation/board.html>. To request a copy of supporting documentation please contact Mardell Wilkins at (775) 753-2265.

Reasonable efforts will be made to assist and accommodate physically disabled person attending the meeting. Please call the GBC Office of the President at (775) 753-2265 in advance so that arrangements may be made.

PUBLIC COMMENTS: Public comment will be taken during this agenda item. No action may be taken on a matter raised under this item until the matter is included on an agenda as an item on which action may be taken. Comments will be limited to two minutes per person. Persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Council Chair may elect to allow additional public comment on a specific agenda item when that agenda item is being considered.

In accordance with Attorney General File No. 00-047 (April 27, 2001), as restated in the Attorney General's Open Meeting law Manual, the Council Chair may prohibit comment if the content of that comment is a topic that is not relevant to, or within the authority of, the GBC Institutional Advisory Council, or if the content is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.