

GREAT BASIN COLLEGE FOUNDATION
Board of Trustee Annual Meeting

Thursday, May 20, 2021, at 12:15 pm

MINUTES

1. Call to Order

2. Roll Call:

Present:

Dr. Robert Colon (Chair)
Holly Wilson (Vice Chair)
James Glennon (Treasurer)
Caroline McIntosh
John Pryor
Kaley Sproul
Alan Morris
Chris Johnson
Shirley Alen-Kellerman
Melanie Newton
Dave Roden

Absent:

Gregory Hafen
Danny Gillins
Zach Gerber
Molly Popp

Other's Present:

Joyce Helens, President
Sonja Sibert, Vice President for Business Affairs
Jake Hinton-Rivera, Vice President for Academic Affairs
Jennifer Sprout, Director, Institutional Advancement and Communications
Geneil White, Director
Kelli Baker, Administrative Assistant III

3. Public Comment *(see notation below regarding public comment).* **INFORMATION ONLY**

None.

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

GBC Foundation Trustees will review, recommend changes, and/or approve the minutes of the GBCF Board of Trustees Meeting on March 18, 2021.

ESTIMATED TIME: 5 mins

A Motion was made by Trustee Roden, seconded by Trustee Pryor to approve the minutes of March 18, 2021. Motion passed unanimously.

5. Faculty Senate Report – Brian Zeiszler/Kevin Seipp. INFORMATION ONLY

The Board may receive an update from the GBC Faculty Senate.

ESTIMATED TIME: 5 mins

Ms. White reported that Mr. Seipp is unable to attend and that he is the new chair for Faculty Senate.

6. Foundation Board Chair Report – Dr. Robert Colon. INFORMATION ONLY

The Board may receive an update from the Board Chair.

ESTIMATED TIME: 5 mins

Chair Colon stated he did not have anything to report at this time.

7. Executive Committee Report – Dr. Robert Colon. INFORMATION ONLY

The Board may receive an update from the Executive Committee. The Executive Committee consists of Dr. Robert Colon, Chair; Holly Wilson, Vice Chair; (Vacant) Immediate Past Chair; James Glennon, Treasurer/Finance Chair; Chris Johnson, Development Chair; Joyce Helens, Secretary; Geneil White, Foundation Director.

ESTIMATED TIME: 5 mins

a. Consideration and approval of the reappointment of the following individuals to the GBC Foundation Board of Trustees for three-year terms commencing July 2021, and matters related thereto. FOR POSSIBLE ACTION

- Dr. Robert Colon (2024) (Year of term expiration)
- Mr. Chris Johnson (2024) (Year of term expiration)
- Ms. Holly Wilson (2024) (Year of term expiration)

Trustee Hafen has requested that his term not be renewed and will not be attending the meeting. These reappointments will be approved at the Annual NSHE Board of Regents, Great Basin College Foundation Meeting of the Member of the Corporation to be held in December of 2021.

ESTIMATED TIME: 5 mins

Ms. White stated she approached Chair Colon, Vice-Chair Wilson, Trustee Johnson, and Trustee Gregory Hafen. Ms. White reported that Trustee Hafen did not wish to be reappointed due to his commitments as Assemblyman. Chair Colon stated these names have to be submitted to the NHSE Board of Regents meeting.

A Motion was made by Trustee Roden, seconded by Trustee Pryor to approve the reappointments of Dr. Robert Colon, Mr. Chris Johnson, and Ms. Holly Wilson for a term to expire in 2024. Motion passed unanimously.

- b. **Consideration and possible approval of officer appointment of a new Board of Trustees Chair, Vice Chair, and Treasurer commencing January 2022, and matters related thereto. FOR POSSIBLE ACTION**
ESTIMATED TIME: 10 mins

Ms. White stated the officer years are two-year terms that will start in January and also will be confirmed with Board of Regents. Trustee Roden explained that this always coincides with the Legislation. Ms. White stated this order of business came from the Bylaws as business to take place at the Annual Meeting in April/May. Chair Colon asked if this could be voted on at next meeting to be able to talk to the individuals. Ms. White stated that would be fine.

Chair Colon asked the Vice Chair and Treasurer if they had any oppositions to another 2-year term? Trustee Glennon and Vice Chair Wilson stated they were not opposed to continue in their roles, as did Chair Colon.

A Motion was made by Trustee Roden, seconded Trustee Glennon, to continue with the current Chair, Dr. Robert Colon; Vice-Chair, Holly Wilson; and Treasurer, James Glennon. Motion passed unanimously.

- c. **Review of the position of the Secretary as a honorary ex-officio non-voting position held by the President of Great Basin College and the Assistant Secretary as an ex-officio, non-voting position, who is appointed from Foundation staff by the Executive Director and affirmed by the Board of Trustees, and matters related thereto. INFORMATION ONLY**

According to the By-Laws these positions are as follows:

The Secretary position is an honorary, ex-officio, non-voting position held by the President of Great Basin College, serving as the central link between the College and the Board of Trustees, ensuring a dynamic and synergistic relationship that reflects mutual respect and a clear understanding of shared and distinctive responsibilities. This includes communicating institutional priorities and long-term plans as established by the College and Members of the corporation.

The Assistant Secretary, an ex-officio, non-voting position, appointed from Foundation staff by the Executive Director and affirmed by the Board of Trustees, and accountable to the Chair of the Board, shall keep accurate minutes of the proceedings of any committees and the Board of Trustees; shall see that all notices are duly given in accordance with the provisions of these bylaws and the Nevada Open Meeting Law requirements as defined

by Nevada Revised Statutes Chapter 241; shall be custodian of the records and of the seal of the corporation, and shall attest the affixing of the seal of the corporation when authorized by the Board of Trustees; in general, shall perform all duties incident to such office and such other duties as may from time to time be assigned to such person by the Chair or by the Board of Trustees.

ESTIMATED TIME: 5 mins

Ms. White stated in reviewing the Bylaws this is just confirming that President Joyce Helens is the ex-officio Secretary and that Ms. Baker is the Foundation staff secretary, appointed by the Director to take the meeting minutes and is also the Director's secretary.

- d. **Consideration and possible approval to recruit new members from the Pahrump area, and matters related thereto. FOR POSSIBLE ACTION**
ESTIMATED TIME: 5 mins

Discussion revolved around recruitment of trustees representing the Pahrump area.

Chair Colon asked Ms. White if she would be able to recruit someone by the September 2021 meeting for the Board of Regents approval in December? Ms. White stated that since she also serves on the Executive Committee, she did not have a problem with that. Ms. Sprout suggested that Ms. White ask the potential person(s) to submit a letter of interest. Ms. White asked if the prospects are asked to intend the meeting? Ms. Sprout said they could attend virtually. Trustee Johnson stated that typically they vote on them first. Ms. White said they would still be able to attend the open meetings as guests.

Chair Colon asked Ms. White to contact any possible members and then to contact him.

No action was taken.

- e. **Consideration and possible approval to set meetings for the Board of Trustees and the respective Committees for FY22, and matters related thereto. FOR POSSIBLE ACTION**

Listed below are proposed dates for each meeting.

Proposed Board of Trustee Meeting Dates:

- September 16, 2021
- November 18, 2021
- January 20, 2022
- March 17, 2022
- May 19, 2022

Proposed Finance Committee Meeting Dates:

- September 2, 2021
- November 4, 2021
- January 6, 2022
- March 3, 2022
- May 5, 2022

Proposed Development Committee Meeting Dates:

- Special Meeting TBD
- September 9, 2021
- November 11, 2021
- January 13, 2022
- March 10, 2022
- May 12, 2022

Executive Committee (prior to Annual Meeting)

- TBD

ESTIMATED TIME: 5 mins

Ms. White said these dates are just to get them on the calendar and make sure the Trustees want to continue with the same schedule and also adding the special meeting for the Executive Committee to discuss about recruitment of new members and to assist in election prior to the Annual Meeting. Ms. White also stated when the Development Committee met last week, they said they wanted to set a meeting this summer, perhaps for the last week of July for anyone one from the Development Committee wants to discuss a date now or you can email. Trustee Roden replied he thought they were waiting to see where we were at with the Welding Lab. Ms. White said her thoughts were that it was more of a discussion on future planning. Ms. Sprout asked Ms. Baker to send a poll.

Trustee Roden asked if there was a motion needed on this, although it is subject to change. Vice President Sibert informed the Trustees that the Finance Committee meeting in March 2022, meeting may be in conflict with the Board of Regents meeting. Chair Colon responded that this is just tentative and should be subject to change.

A Motion was made by Trustee Roden, seconded by Vice Chair Wilson to accept the meeting dates as is, subject to change. Motion passed unanimously.

8. Finance Committee Report – James Glennon. INFORMATION ONLY

The Board may receive an update from the Finance Committee. Committee Members include James Glennon, Chair; Danny Gillins; Shirley Alen-Kellerman; and John Pryor.

ESTIMATED TIME: 5 mins

Trustee Glennon reported they have been spending time and effort signing checks and getting the accounts in order.

a. **Accept the Finance Committee Reports. FOR POSSIBLE ACTION**

Included in the packet are the reports from the May 6, 2021 Finance Committee meeting.

ESTIMATED TIME: 5 mins

A Motion was made by Trustee Roden, seconded by Trustee Pryor to approve the Finance Committee reports. Motion passed unanimously.

b. **Consideration review and possible approval of the revised Fee Policy for the Great Basin College Foundation, and matters related thereto. FOR POSSIBLE ACTION**

Included in the packet is a revised Fee Policy which includes the new administrative fee and updates the Management Fee language to refer to NSHE Board of Regents Handbook. The Finance Committee approved the updated Fee Policy at their May 6, 2021 meeting.

ESTIMATED TIME: 5 mins

Trustee Glennon said this would be the formal policy and asked if there were any objections? Chair Colon replied that this is an important item. Trustee Roden stated that this fee came right in the middle compared to other colleges. Ms. White informed the Trustees that this policy would be posted on the website for transparency, which includes all the fees on one document.

Vice President Sibert stated that there will be a set of procedures that will document the process of posting of fees to the appropriate accounts.

A Motion was made by Trustee Roden, seconded by Vice Chair Wilson, to approve the revised fee policy for the Great Basin College Foundation. Motion passed unanimously.

9. **Development Committee Report – Chris Johnson. INFORMATION ONLY**

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

a. **Discussion and review of lead gifts, time frame of receiving gifts, and naming opportunities for the Welding Lab Campaign, and matters related thereto. INFORMATION ONLY**

ESTIMATED TIME: 5 mins

Trustee Johnson completed one meeting have another scheduled and at the end of May, June or first part of July to have lead gift completed. Trustee Johnson reported that is has been great to get in front of businesses and talk about workforce development and it has been positive.

b. Review of the Great Basin College Foundation program support for Great Basin College over the last five (5) years, and matters related thereto. INFORMATION ONLY

Included in the packet is a spreadsheet that contains a list of program support that the Foundation has helped provide for GBC over the last five (5) years.

ESTIMATED TIME: 5 mins

Trustee Johnson reported this spreadsheet is to reflect on what has been accomplished. Trustee Johnson reported he had a meeting regarding BuildNV and the vocations and there is a number of students participating in the program.

Trustee Johnson briefly went over the spreadsheet with the Trustees.

10. President's Report – President Joyce Helens. INFORMATION ONLY

President Helens may give an update on GBC matters.

ESTIMATED TIME: 10 mins

*****This item was taken out of order.**

*****Chair Colon departed the meeting at 1:23 p.m. and Vice Chair Wilson took over the meeting after the presentation was over at 1:37 p.m.**

President Helens showed a presentation to the Trustees on Great Basin College's Metrics Update which was presented to the Board of Regents on April 16, 2021.

11. Vice President for Business Affairs Report – Sonja Sibert. INFORMATION ONLY

Vice President Sibert may give an update on College finance related items.

ESTIMATED TIME: 5 mins

Vice President Sibert reported for the status of current fiscal year budget that after huge cuts from the special session of the Legislation, she is happy to report after strong enrollments in the fall and the stimulus money that was received to backfill the budget cuts, that we do not need \$500,000 that the Foundation graciously earmarked for the College.

Vice President Sibert also reported that the Welding Lab Expansion Project passed through all its committees and is still on target to be approved by the Senate and Assembly.

Vice President Sibert said that at the May 13, 2021, joint Money Committees meeting, the budgets were approved, which included the 12% budget reduction from the Governor's request, and that on May 15th NSHE received news that the committee had funded position restoration through the American Rescue Plan and for NSHE wide that is 93 million dollars over two years and Great Basin College's portion is 1.3 million, which will bring back approximately 14 full-time positions and 13 part-time positions.

Chair Colon asked if there is consideration in the Legislation for the community colleges getting away from the current situation? Vice President Sibert responded there is an Interim Study Bill, AB450, which is looking at the community college's workforce development funding and they will make recommendations in the 2023 session.

12. Foundation Director Update – Geneil White. INFORMATION ONLY

Geneil White may give an update on GBC Foundation matters.

ESTIMATED TIME: 5 mins

Ms. White reported that everyone has been welcoming and Vice President Sibert and Ms. Sprout have provided lots of guidance, along with Ms. Baker. Ms. White also reported on the Scholarship Committee, which met and selected students for most scholarships.

Ms. White said there have been website updates on the Foundation's pages and a Social Media Campaign for Thankful Thursday.

Ms. White also reported that in June the open meeting laws will revert back to normal.

13. Items from Board Members. INFORMATION ONLY

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.

Trustee Roden may report on the Winnemucca HST Groundbreaking Ceremony.

Trustee Roden reported that the Winnemucca groundbreaking ceremony was good, and the County is excited about the development. Vice President Sibert stated the project is on schedule.

14. Public Comment (see notation below regarding public comment). INFORMATION ONLY

None.

ADJOURN 1:39 p.m.