

**GREAT BASIN COLLEGE FOUNDATION**  
**Board of Trustee Meeting**  
**1025 Chilton Circle, Elko, Nevada 89801**  
**Thursday, September 18, 2025, at 12:15 pm**  
**MINUTES**

1. Call to Order: Chair Colon 12:20 p.m.

2. Roll Call:

Present:

Absent:

Dr. Robert Colon (Chair)  
Stacy Smith (Vice-Chair)  
James Glennon (Treasurer) (12:22 p.m.)  
Caroline McIntosh  
Brandon Shedd  
Alan Morris  
Zach Gerber  
Shirley Alen-Kellerman  
Dave Roden  
Linda Fitzgibbons  
Kaley Sproul Chapin (12:36 p.m.)

Chris Johnson  
Shane Valentine

Others Present:

Dr. Amber Donnelly, GBC, President  
Leslie Maple, Executive Director, Institutional Advancement  
John Evans, GBC, Vice President for Finance and Operations  
Sadie Crabb, Development Specialist  
Kelli Baker, Administrative Assistant

\*\*\*Items were taken out of order.

3. Public Comment. *Pursuant to NRS 241 this time is devoted to comments by the general public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item on the agenda until the matter itself has been specifically included on a successive agenda and identified to be an action item. ACTION WILL NOT BE TAKEN*

No public comment.

**4. Introduction of Sadie Crabb, Development Specialist. INFORMATION ONLY – NON ACTION ITEM**

**5. Possible approval of May 15, 2025, Minutes – *Dr. Robert Colon*. FOR POSSIBLE ACTION**

GBC Foundation Trustees will review, recommend changes, and/or approve the GBC Foundation Board of Trustees meeting minutes of May 15, 2025.

*ESTIMATED TIME: 5 mins*

***A motion to approve the minutes of May 15, 2025, was made by Trustee McIntosh, seconded by Trustee Roden, motion passed unanimously.***

**6. Review, consideration, and possible approval of the Great Basin College Foundation external audit for FY25, and matters related thereto. FOR POSSIBLE ACTION**

Jessica Sayles, HRC P.C., will discuss the GBC Foundation FY25 audit. Included in the packet are the Financial Statements and the Management Letter.

*ESTIMATED TIME: 10 mins*

Ms. Sayles reported there are no concerns regarding financial accuracy or continued operations. The Foundation remains in a strong financial position, with current assets significantly exceeding liabilities. Investments increased due to favorable market conditions.

Despite an operating loss, typical for foundations, strong investment performance resulted in an increase in net position of just over \$1 million. Cash increased by approximately \$93,000 during the year.

Ms. Sayles reported there were no significant changes were noted in the financial statement notes. The Management Letter reported no audit findings or internal control deficiencies.

***A motion to approve the Great Basin College Foundation external audit for FY25, was made by Trustee Roden, seconded by Vice-chair Smith, motion passed unanimously.***

**7. President's Report – *Interim President Amber Donnelly*. INFORMATION ONLY – NON ACTION ITEM**

Interim President Donnelly may give an update on GBC matters.

*ESTIMATED TIME: 5 mins*

Vice President Negrete reported for President Donnelly in her absence. Vice President Negrete reported enrollment increased 3% over last year, following a 17% increase the prior year, resulting in nearly 20% growth over two years. She stated that several new and expanded programs were approved or launched, including construction technology in Ely (planned for January), industrial maintenance, diesel, and hybrid electrical and

instrumentation programs in Winnemucca, and a hybrid diesel program in Elko. These hybrid programs expand access for working students.

Vice President Negrete stated the childcare center expanded to include infant and toddler rooms, which opened September 15 and are fully enrolled.

The College will host its mid-cycle accreditation visit by the Northwest Commission on Colleges and Universities on October 22.

Vice President Negrete also reported a new student orientation was launched this fall across multiple campuses, with more than 150 students and guests participating and a 98% satisfaction rate reported.

**8. Finance and Administration Report. INFORMATION ONLY – NON ACTION ITEM**

The Board may receive an update from the GBC Finance and Administration.

*ESTIMATED TIME: 5 mins*

ice President Evans stated that Great Basin College received an \$803,000 budget increase due to enrollment growth through the small institution factor, along with \$4.5 million in capital improvement funding for Berg Hall renovations, HVAC upgrades on the Elko campus, and concrete improvements across all campuses.

He reported GBC will continue to receive \$500,000 annually for nursing expansion for the next two years, received \$260,000 for a behavioral health micro-credential initiative, and allocated \$400,000 for campus access control upgrades.

Vice President Evans stated that these funds will support the hiring of six faculty and two support positions and the development of a facilities master plan. He stated that Griswold Hall remains habitable with ongoing roof repairs and no current health or mold issues, and that long-term solutions will be addressed through the facilities master plan.

He also reported housing renovations will be addressed through a five-year housing plan once a new VPSA is hired.

**9. Faculty Senate Report –Oscar Sida. INFORMATION ONLY – NON ACTION ITEM**

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

*ESTIMATED TIME: 5 mins*

**10. 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.

**11. 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; Lynn Terras; and Brandon Shedd.

- a. Possible approval of the Finance Reports for April, May, June, and July 2025. FOR POSSIBLE ACTION

*ESTIMATED TIME: 5 mins*

***A motion to approve the Finance Reports for April, May, June, and July 2025, was made Trustee McIntosh, seconded by Trustee Roden, motion passed unanimously.***

**12. 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; Alan Morris; Dave Roden; and Caroline McIntosh.

*ESTIMATED TIME: 5 mins*

No report.

**13. Development Specialist Update – *Sadie Crabb*. INFORMATION ONLY – NON ACTION ITEM**

Sadie Crabb may give an update on GBC Foundation matters.

*ESTIMATED TIME: 5 mins*

Ms. Crabb stated that the primary short-term goal is to launch a donor engagement and reengagement campaign focused on retaining existing donors. Planned efforts include seasonal appeals in November and May and the production of an annual impact report, with a streamlined version this year. She also stated that long-term planning includes diversifying revenue through endowments, corporate partnerships, planned giving, capital campaigns, major donor cultivation, and strategically evaluating events based on return on investment.

**14. Executive Director of Institutional Advancement Update – *Leslie Maple*. INFORMATION ONLY – NON ACTION ITEM**

Leslie Maple may give an update on GBC Foundation matters.

*ESTIMATED TIME: 10 mins*

Ms. Maple stated the annual report will be presented at the December Board of Regents quarterly meeting. This year included five new scholarships, new contributions, and ongoing donor outreach. Efforts continue to increase giving through improved marketing, planned giving materials, donor impact reporting, and engagement.

Ms. Maple reported the golf tournament was very successful, with 84 golfers and a 34% increase in net revenue, totaling \$25,670. Ms. Maple thanked Ms. Crabb and supporting board members.

Ms. Maple reported that town halls are scheduled for December 2 (Pahrump), December 9 (Elko), December 10 (Winnemucca), and December 11 (Ely), with Foundation participation included.

**15. 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*

Vice-chair Sawyer reported that the upcoming Remote Area Medical event is scheduled for October 4–5. The event serves approximately 300–400 patients over one weekend. Support includes volunteers from UNLV School of Dentistry, private practitioners, state and government agencies, and community volunteers. Great Basin College nursing students will assist with immunizations and triage in coordination with state health nurses.

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

No public comment.

**17. ADJOURN 1:04 p.m.**