

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

**Thursday, September 17, 2015, at 3:00 p.m.**

Video Conference from the Meeting Site to:

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

Great Basin College – Winnemucca Center  
5490 Kluncy Canyon Road/ GBC 110  
Winnemucca, Nevada

*Call to Order of the Great Basin College Foundation Board of Trustees*

**ROLL CALL:**

**Voting members in attendance:**

Dave Roden, Maria Anderson, Tana Gallagher, James Glennon, Chris Johnson, Mark Laffoon, John Pryor, Pamela Smith, Holly Wilson

**Voting members unable to attend:** Dr. Robert Colon, Gregory Hafen, Jim Winer

**Others in attendance:** Mark Curtis, Mary Doucette, Sonja Sibert, Greg Brorby, Mardell Wilkins

1. **Public Comment** *(see foregoing notation regarding public comment)* **Information**  
No public comment.
2. **Approval of Minutes – Dave Roden** **Information/Action**  
A. Holly Wilson made a **MOTION** to approve the minutes of the GBCF Trustee meeting on May 14, 2015; seconded by Tana Gallagher; motions was **APPROVED** unanimously. Tana Gallagher made **MOTION** to approve the minutes of the GBCF Trustee meeting on June 24, 2015; seconded by Mark Laffoon; motion was **APPROVED** unanimously.
3. **Foundation Board Chair Report - Dave Roden** **Information**  
Dave Roden reported a good summer and just gearing up for the fall.
4. **Finance Committee – James Glennon** **Information/Action**  
A. Greg Brorby reported there were no expenditures to approve for the period due to the ongoing audit process and the Foundation office transition.  
B. Greg Brorby presented the budget for the GBC Foundation FY15-16. It is the same budget that President Curtis presented at the June meeting with no changes. The Finance Committee recommends approval. Holly Wilson mad a **MOTION** to approve the GBCF budget for FY15-16; seconded by John Pryor; motion was **APPROVED** unanimously.

- C. Discussion on the sustainability of the Foundation. Greg Brorby reminded the Trustees that the GBCF budget of \$165,000 for FY 15-16 that was just approved will have to be self-sustaining. Our current fee policy allows us to withhold 10% on some types of donations. That would mean that we would have to raise \$1.6 million to sustain the budget. The GBCF averages about \$300,000 in donations per year. UNR brings in about \$700,000 in unrestricted funds, so we would have to double that. It is not realistic for us. We need to identify alternative funding mechanisms for the Foundation. Greg has started the research and will be presented to the Finance Committee. Something to think about would be an administrative fee on the whole account instead of the corpus. There is also \$700,000 that this board has made restricted for the start-up of new programs. This could be put back to unrestricted.
- D. The Finance Committee recommended to affirm the automatic renewal of the laddered Morgan Stanley CD's that were automatically renewed in July. Tana Gallagher made a **MOTION** to affirm the automatic renewal of the Morgan Stanley CD that were renewed in July; seconded by Pamela Smith; motion was **APPROVED** unanimously.
- E. Discussion of the GBC Foundation Investment Policy focusing on the dividends. Greg Brorby reported that the dividends have not been being reinvested as the Investment Policy states. Going forward the dividends will be reinvested. The Investment Policy has not been reviewed since 2008 and will be brought forward for review in the near future.
- F. The Finance Committee recommends eliminating the Petty Cash fund (balance under \$59.00) as it is very seldom used. John Pryor made a **MOTION** to eliminate the Petty Cash fund; seconded by Mark Laffoon; motion was **APPROVED** unanimously.
- G. The Finance Committee recommends the new signature authorities for all GBC Foundation accounts be as follows: new signatories: Jim Winer, Mark Laffoon, Chris Johnson, James Glennon, Tana Gallagher, and Greg Brorby with Sonja Sibert and Tami Potter given access to the accounts. Holly Wilson made a **MOTION** to approve the new signature authorities; seconded by Pamela Smith; motion was **APPROVED** unanimously.

5. **Governance Committee - Dave Roden** **Information/Action**

- A. Dave Roden reported that the Governance Committee will soon be looking into the number of Trustees serving on the Board and review committee roles and membership. The Board currently has twelve voting members. There was a discussion on whether to add another member so that it is not an even number. If you have any recommendations please give them to Dave Roden for consideration.

6. **Great Basin College President's Report – Dr. Mark Curtis** **Information**

President Curtis started by commending the wisdom of this Board to hire Greg Brorby as the new Foundation director.

The college enrollment is up 3%. There is a 20% increase in high school students taking dual credit courses. Students and their parents are seeing the importance of getting a few courses under their belts before graduating high school.

The Board of Regents approved the two new bachelor degrees in English and Biology at their September meeting. Select niche has been the argument and we argued that niche for us is rural Nevada. The next aspiration is to move to state college status. There is a lot of ground to cover before we can get there. President Curtis will be meeting with the Chancellor next week to discuss it further. GBC changed its name some time ago and took the community college out of it because we started offering bachelor degrees. We are a mature 4 year degree offering institution for all intense purposes. There have been 700 bachelor degrees awarded since we started offering bachelor degrees.

President Curtis reported that the new funding formulas hurt us because they removed the rural factor. Even though we received bridge funding we still have to cut another \$600,000 by the beginning of FY 18 to balance. The Chancellor recognized there were unintended consequences for the community colleges. He's asked what can be done to make it a fairer from the president. We get our money 20% from registration fee (tuition) 80% comes from the state appropriation. In answer to that we are negotiating a better multiplier for each weighted credit hour. There are up to 8 multipliers currently, and we get a multiplier of 2. We are working to increase that multiplier because our CTE classes and nursing and radiology classes have high equipment costs and are smaller class sizes. We have requested a multiplier of 3.

Online classes are 55% of our enrollment and we do get extra for online classes. We charge extra for the development and the technology. The students are showing their preferences. 40% of students are working 40 hours or more per week. 85% of students are working a fair amount and with family obligations they are preferring the asynchronous classes.

- 7. Great Basin College Faculty Senate Report - *Mary Doucette* Information**

Mary Doucette reported on the Veteran's Resource Center serving the whole community and fitting into the GBC mission. The Child and Family Center recently received a 5 star rating – one of only three in Nevada to receive the 5 star rating. The Theatre program is back on track and the music series being revitalized. There is a Tony Furtado concert tomorrow at the Western FolkLife Center. The GBC Concert Choir has 25 students in the choir. There is a field trip planned to Yellow Stone National Park for the Geology students. The Health Science and Human Services department is expanding programs with a new paramedic program in Winnemucca and nursing program being offered in Pahrump and Winnemucca. The Radiology State Board meeting this year will be in Elko at GBC.
- 8. Discussion of the role of the Controller's Office and its support of the Foundation – *Sonja Sibert* Information**

Sonja Sibert reported with the reorganization of the Foundation, the Controller's office has taken over the accounting function for the Foundation and the Mardell Wilkins will be doing deposits for separation of duties. We will continue using Account Mate. The College and the other NSHE institutions are in the middle of implementing WorkDay, a financial/hr system. The

Foundation accounts will be moved over to WorkDay after the test period with GBC. The go live date is fall of 2016 for GBC; so 6 months after that will be working on rolling over the Foundation data. Tami Potter will be the primary person doing the financial transactions. She has a bachelor's degree in accounting. We have contracted with someone who is helping us clean some things up with some finances and the audit. We do have a draft of the financial statements this week.

- 9. GBC Foundation Director's Report – Greg Brorby** **Information/Action**
- A. Greg Brorby reported the Finance Committee has asked him to develop a list of the college's needs and priorities. He is working with the college and meeting with key college personnel to develop the needs list. The needs list that was created for the major donor appreciation event in April garnered many donations. Greg met with a donor this morning who is prepared to give a substantial donation soon and we also receive \$4,000 for the veteran's center.
  - B. Greg Brorby provided an update on possible fund raising approaches including, but not limited to, employee giving, alumni, those who have not recently given, and rebuilding relationships. Greg Brorby has identified a great sub set of donors who have given only one time. The task is what we can do to look at the life time value of those donors and see if we can get them to donate more than once. He is working on a pledge card that will be included in a Thanksgiving mailer. We will be having multiple communications with donors throughout the year. There are 5,000 alumni. The Foundation doesn't have a very good record with alumni donating and we will focus on that. Greg is working on the details of an alumni membership program. He is also looking into an employee campaign. The Foundation has access to a marketing specialist, Kayla McCarron, to help. Liberty Mutual has a contract with NSHE to sell discounted insurance to alumni and GBCF in turn gets a check on a percentage of what they sell. That account has \$47,000 in it. Build better relationship with the alumni.
  - C. Greg Brorby is working on a report on annual giving to present to the Rotary club on October 21.
  - D. Greg Brorby reported meeting with key stakeholders within the college and the Trustees. He will continue with meeting with key stakeholders on a regular basis.
  - E. Greg Brorby reported the Finance Committee will start discussing NSHE Investment Proposal at their October 1<sup>st</sup> meeting.
  - F. Greg Brorby reported that we will be surveying the Trustees for the best meeting times for next semester.
- 10. Campus Reports** **Information only**
- A. Winnemucca center update – Dave Roden reported the nursing program is up and running and the electrical system program is up and running well. There is a new Lowry high school principal and now it seems they are more involved in the dual credit. Hawthorne has 18 students enrolled in dual credit courses.
  - B. Ely center update - Holly Wilson reported high school dual credit enrollment is up as well.

C. Pahrump Center update – President Curtis reported it has been quite the process acquiring the BLM land. We have completed the environmental surveys. The land deeded over to us had the BLM fire station and the helicopter pad still on the property so we had to make adjustments to that part of the parcel back to them. When we get the land in a month or so we will start a local fund raising plan there to accumulate funds for the infrastructure and roads. We don't have water rights yet. Greg Hafen is in the water rights business and understands it well. They will help us when the time comes. Greg has had some feedback from the community that they are incredibly happy with the nursing program.

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| <b>11.</b> | <b>Items from Board Members</b><br>No discussion.   | <b>Information only</b> |
| <b>12.</b> | <b>Public Comment</b> <i>(see foregoing notation regarding public comment)</i><br>No public comments. | <b>Information only</b> |
| <b>13.</b> | <b>Adjourn</b><br>Meeting was adjourned at 4:05 p.m.  | <b>Information only</b> |