

NOTICE OF PUBLIC MEETING

GREAT BASIN COLLEGE FOUNDATION

Finance Committee Meeting

1500 College Parkway

Elko, Nevada 89801

McMullen Hall 102 Conference Room

Thursday, May 3, 2018, at 12:15 p.m.

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

Battle Mountain – BM 3; Ely – GBC 118; Pahrump – GBC PVC 120; Winnemucca – GBC 123

AGENDA

Call to Order of the Great Basin College Foundation Finance Committee

ROLL CALL: James Glennon, Tana Gallagher, Danny Gillins, 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 September 15, 2017.
3. **Finance Committee Chair Report –James Glennon** **Information only**
4. **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 July through and December 2017 and January through March 2018.
 - B. The GBCF Finance Committee will discuss and/or take action to approve the income/deposits for the months of July through and December 2017 and January through March 2018.
 - C. The GBCF Finance Committee will discuss and/or take action to approve the income/deposits from Online Giving for the months of July through and December 2017 and January through March 2018.
 - D. FY 17/18 Summary of Activity by fund
 - E. Operating Cash flow Report
 - F. CommonFund Investment Performance Report for FY 17/18
 - G. NSHE Pooled Endowment Report for first, second and third quarters of FY 17/18
 - H. Statement of Financial Position for FY 17/18
 - I. Trial Balance Report FY 17/18
 - J. Revenue and Expenditure Statement Report FY 17/18
5. **Update on FY 17/18 Review - James Glennon** **Information/Action**
6. **Donald W. Reynolds Foundation (DWRF) Expenditures – Matt McCarty** **Information/Action**
Discussion and potential approval regarding expenditures from DWRF.

7. **Winnemucca Health Science & Technology Building – Matt McCarty** **Information/Action**
Discussion and potential approval regarding activities related to donor outreach for Winnemucca building.
8. **Review of Updated Accounting Procedures for FY 17/18 – Matt McCarty** **Information/Action**
 - A. Discussion and potential approval of procedures to establish P&L reports for Foundation Board and Committees
9. **Review, Discussion, and Potential Approval for FY 17/18 Preliminary Budget Variance Report – Matt McCarty** **Information/Action**
10. **Discussion for FY 18/19 Budget – Matt McCarty** **Information/Action**
 - A. Discussion and potential approval of up to a \$15,000 line item to hire a CPA to review the Foundation account codes, accounting system, and numerous associated spreadsheets.
11. **National Endowment for the Humanities (NEH) Certification** **Information/Action**
Discuss and potentially approve the final fund transfer request which was part of the annual NEH certification.
12. **Director’s Report – Matt McCarty** **Information/Action**
This item is for updates on Foundation financial matters by the Director.
 - A. \$2,500 “donation” to Scholarship Fund – **For Possible Action**
 - B. Signatory Authority – **For Possible Action**
 - C. CD Status – **Information only**
 - D. Progress on Administrative Assistant Hiring Process – **Information only**
13. **Controller’s Office Update – Sonja Sibert or Tami Potter** **Information only**
This item is for updates on financial matters by the Controller.
14. **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
15. **Public Comment (see foregoing notation regarding public comment)** **Information only**
16. **Adjourn**

This notice and agenda have been posted at or before April 30, 2018, 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 at 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 web page at <http://www.gbcnv.edu/foundation/board.html>. To request a copy of supporting documentation please contact Matt McCarty at (775) 753-2260.

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.