

GREAT BASIN COLLEGE FOUNDATION
Finance Committee Meeting

Thursday, March 11, 2021 at 11:00 am

Minutes

Call to Order of the Great Basin College Foundation Finance Committee

1. CALL TO ORDER

2. ROLL CALL:

Present:

James Glennon (Chair)
Shirley Alen-Kellerman
Danny Gillins
John Pryor

Others Present:

Sonja Sibert, Vice President for Business Affairs
Geneil White, Foundation Director
Jennifer Sprout, Director, Institutional Advancement and Communications
Kelli Baker, Administrative Assistant III

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

None.

4. Introduction of Geneil White, Great Basin College Foundation Director.
INFORMATION ONLY

Chair Glennon introduced the new Foundation Director, Geneil White. Ms. White provided the Committee a brief overview of herself.

5. Approval of Minutes. POSSIBLE ACTION

GBC Foundation Finance Committee Members will review, recommend changes, and/or approve the minutes of the GBCF Finance Committee Meeting on January 7, 2021.

ESTIMATED TIME: 5 mins

A Motion was made by Mr. Gillins, seconded by Ms. Alen-Kellerman, to approve the minutes of January 7, 2021. Motion passed unanimously.

6. Review and possible action to fund a request in the amount of \$550.00 for the Hoop House. POSSIBLE ACTION

Provided in the packet is an overview of the Hoop House funding provided by George Kleeb, Management and Marketing Professor for GBC. Also provided is an invoice in the amount of \$550.00.

ESTIMATED TIME: 5 mins

Chair Glennon inquired about there being a certain threshold where items do not have to come to the Committee under a certain amount. Ms. Alen-Kellerman responded yes there has been discussion and this is a yearly item.

Vice President Sibert informed the Committee that this is an annual request, with amounts varying each year. Vice President Sibert said it is scaled back this year.

Chair Glennon stated this is a program and to move forward with it. Chair Glennon also suggested anything under \$2,000 does not need to come before the Committee. Vice President Sibert stated the Policies and Procedures would need to be updated to reflect the level of spending the Foundation Director would have discretion over.

A Motion was made by Mr. Gillins, seconded by Ms. Alen-Kellerman, to approve the fund request in the amount of \$550.00 for the Hoop House. Motion passed unanimously.

7. Review of IRS Form 990 for FY20. INFORMATION ONLY

Provided in the packet is the 990 Form that was submitted to the Internal Revenue Service.

ESTIMATED TIME: 10 mins

Trustee Glennon stated this is pretty much the audit that Eide Bailly just did. Trustee Glennon stated he gets all his information from Vice President Sibert and Ms. Potter and everything matched.

8. Review of proposed FY2022 Budget, and matters related thereto. POSSIBLE ACTION

A proposed FY2022 Budget is provided in the agenda packet for review.

ESTIMATED TIME: 10 mins

Vice President Sibert explained these are numbers through December 31, 2020, and operations are scaled back due to the Pandemic and with the Foundation not having a Director for months. Vice President Sibert said this includes scholarships, the Winnemucca Building and going forward with the Welding Lab. Vice President Sibert said in capital the Winnemucca Building should be done by 2022, and we have a couple of outstanding pledges. In the program directed, which includes the CDL program, the \$53,000 reflects the money that is brought in from the consortium members to the Foundation then transferred to the College to pay for the students and program costs.

Vice President Sibert stated there are monies coming into operations from the NSHE Endowment Pool that are transferred out to the College to the students in fall and spring. Vice President Sibert also said there is about \$109,000 coming in from the management fees through the endowment program, that is at the system office and some investment income from other funds from other institutions. Vice President Sibert stated she did provide for the administrative fee contingent on the Committee and Full Boards decision to move forward. She stated that in hopes of doing events that would provide for another \$80,000 in revenue and \$30,000 in expenses.

Vice President Sibert reported that the \$500,000 the Foundation approved for the College to use for operations due to the budget reductions related to the pandemic, fall enrollments were strong, but spring is flat. Vice President informed the Committee that from the stimulus money and the fall enrollment, the College may not need to use that money, but we will need about thirty (30) more days to finalize everything.

A Motion was made by Mr. Pryor, seconded by Mr. Gillins, to approve the FY2022 Budget as presented. Motion passed unanimously.

**9. Review and possible designation to retain Eide Bailly to prepare the FY2021 Financial Statement and Audit, and matters related thereto. POSSIBLE ACTION
*ESTIMATED TIME: 10 mins***

Vice President Sibert informed the Committee that based on last year's conversation and where are at right now, her thought is to retain Eide Bailly.

There was brief discussion over how to proceed in the future.

A Motion was made by Ms. Alen-Kellerman, seconded by Mr. Pryor, to retain Eide Bailly to prepare the FY2021 Financial Statement and Audit. Motion passed unanimously.

10. Review, discussion, and possible consideration of approval of an administrative fee to help support the operations of the Great Basin College Foundation. POSSIBLE ACTION

Provided in your packet is a spreadsheet that contains policy information from foundations located in neighboring states.

ESTIMATED TIME: 10 mins

Chair Glennon said this has been done in the past and honestly it was used as salesmanship not to charge it, and his thoughts are if we want to get ourselves out of the budget and not be constrained by having to do this by fundraising. Chair Glennon stated we need to sell the value a little bit and we have to retain staff.

Mr. Gillins said he agreed exactly with that and in the past, we had it waived it, we just can't get into that mindset. Mr. Gillins also said he was surprised because in previous discussions

he remembers that a lot of places did not charge that fee. Vice President Sibert replied that it is within NSHE that the institutions at the community college level do not do it.

Ms. Alen-Kellerman stated that amounts vary, and it leaves us a lot of room open to consider it. She also agreed it's all on the way you sell it.

Mr. Pryor stated he is also in agreement.

Vice President Sibert stated that her feelings are that 6% or 10% is way too high and a smaller fee like 5% or less, but this is an opportunity to sell it and show what it does and how it will help.

Mr. Gillins inquired what numbers were used in the budget? Vice President Sibert stated 1% and they estimated about \$4,600.

Chair Glennon stated his thoughts were if you want to retain staff the money has to come from somewhere. Ms. Sprout stated she agreed you have to have operations to run a successful non-profit and that's where this would go and retaining the talent and putting money back into it to be able to grow. Ms. Sprout agreed that it needs to start low then reevaluate.

Ms. White said from the administrative side, it becomes a little bit more difficult and convoluted and she would suggest it be tiered depending on what type of donation that is. Ms. White suggested with grants and contracts it could be built into the agreement and maybe with a larger fee. Ms. White stated it really needs to be clear and transparent that there will be a fee taken from the donation on the website. Ms. White suggested if there are large donors that are really opposed to this idea, will you lose that money - if it is totally 100% mandatory, so it should maybe be evaluated. Ms. White said so you're not losing companies that refuse to pay an admin fee, then maybe give them another option to where you would put in another proposal for unrestricted funding. Ms. White questioned how is it all handled?

Chair Glennon stated if we don't do something and we don't express that value, there won't be jobs unless all you do is fundraise, and if that's where we want to head, that's fine, but we have to get revenues coming in somewhere.

Ms. Sprout said it is about calling the donor and saying thank you and so much goes toward the admin fee and the rest goes to the program, it's just how we sell it. Ms. Sprout said she does like adding something on the website of donating to unrestricted funds, but in the past GBC hasn't been successful with that.

Chair Glennon suggested that maybe we do tier it, anything below a hundred dollars is at 1% or even zero. Chair Glennon also like the idea of negotiating it in a grant.

Ms. Sprout said in a recent discussion with Ms. White they discussed building up the awareness campaign and then institute the fee.

Ms. Alen-Kellerman stated we have been talking about it for a while and we either need to make sure it's going to work or figure out a way to make it work.

Mr. Gillins stated he was thinking about 3%, but we certainly do need to take Ms. White's input into account. Mr. Gillins suggested maybe Ms. Sprout and Ms. White get together and come up with some sort of a tiered recommendation for us?

Ms. White replied that for simplicity purposes on, on the website, if you're going to publish and be transparent it is easier to just come up with one flat fee, you know, just, just because it will be published everywhere.

Vice President Sibert stated many of the foundations that are private foundations will not pay the administrative fee and to start out by keeping it simple and a flat percentage and then see where it goes.

Ms. White said that 3% is standard. Mr. Gillins agreed, and his thoughts are 3%. Ms. White said that is good for cash donations, but then if you do start looking at endowments, stock, real estate, things that take that extra amount of work, that it's not just as easy as accepting the money.

A Motion was made by Mr. Gillins, seconded by Ms. Alen-Kellerman, to charge a 3% administrative fee on all cash donations. Motion passed unanimously.

11. Finance Committee Chair Report. INFORMATION ONLY

The Committee may receive an update from the Chair.

ESTIMATED TIME: 5 mins

No report.

12. Finance & Accounting Information/Action Items

- a. The GBCF Finance Committee will discuss and/or take action to approve the record of expenditures/check register for the months of November and December 2020, and January 2021. **POSSIBLE ACTION**
- b. The GBCF Finance Committee will discuss and/or take action to approve the Gift Summary Report Income/Deposit Report for the months of January and February 2021. **POSSIBLE ACTION**
- c. The Gift Summary Report FY21 Summary of Activity by Fund Report. **POSSIBLE ACTION**
- d. Account Balance Change Report. **POSSIBLE ACTION**
ESTIMATED TIME: 5 mins

A Motion was made by Mr. Gillins, seconded by Ms. Alen-Kellerman, to approve Item 12 a-d as a whole. Motion passed unanimously.

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

Vice President Sibert may give an update on GBC Foundation Matters.

ESTIMATED TIME: 5 mins

Vice President Sibert stated she wanted to remind the Committee of the Investment Workshop for our next meeting in May. She informed the Committee there will be a couple of guest speakers, one that works possibly with the foundations, and Vic Redding who is the Vice President for the Finance Administration at UNR. Vice President Sibert did mention if the legislative sessions are still going on then, we may have to defer until the session ends.

14. Committee Members Reports. INFORMATION ONLY

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.

15. Public Comment (*see foregoing notation regarding public comment*) INFORMATION ONLY

16. Adjourn 11:49 a.m.