

**GREAT BASIN COLLEGE FOUNDATION**  
**Board of Trustee Meeting**

**Thursday, March 18, 2021, at 12:15 pm**

**MINUTES**

**1. Call to Order**

**2. Roll Call:**

Present:

**Dr. Robert Colon (Chair)**

**Holly Wilson (Vice Chair)**

**Danny Gillins**

**Caroline McIntosh**

**Dave Roden**

**James Glennon**

**John Pryor**

**Melanie Newton**

**Alan Morris**

**Zach Gerber**

**Chris Johnson**

**Shirley Alen-Kellerman**

Absent

**Molly Popp**

**Gregory Hafen**

**Kaley Sproul**

Others Present:

**Joyce Helens, President**

**Sonja Sibert, Vice President for Business Affairs**

**Jake Hinton Rivera, Vice President for Academic Affairs**

**Geneil White, Foundation Director**

**Jennifer Sprout, Director, Institutional Advancement and Communications**

**Brian Zeiszler, Faculty Senate Chair**

**John Albrecht, Esq., General Counsel**

**Kelli Baker, Administrative Assistant**

**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 Colon introduced the new Director of the Foundation, Geneil White. Ms. White gave the Trustees a brief overview of herself.

**5. Approval of Minutes – Dr. Robert Colon. POSSIBLE ACTION**

GBC Foundation Trustees will review, recommend changes, and/or approve the minutes of the GBCF Board of Trustees Meeting on January 21, 2021.

***ESTIMATED TIME: 5 mins***

**A Motion was made by Trustee Roden, seconded by Trustee Pryor, to approve the minutes of January 21, 2021. Motion passed unanimously.**

**6. Board of Trustees Open Meeting Law Training. INFORMATION ONLY**

John Albrecht, attorney for GBCF, will provide an overview of the Nevada Open Meeting Law.

Included in the packet is a self-assessment test.

***ESTIMATED TIME: 30 mins***

Mr. Albrecht, General Counsel, provided the Board of Trustees training.

**7. Review of IRS Form 990 for FY20. POSSIBLE ACTION**

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

The Finance Committee recommended approval of the 990 Form at their March 11, 2021 meeting.

***ESTIMATED TIME: 5 mins***

Trustee Glennon stated this is a recap of the audit that Teri Gage, with Eide Bailly did. Trustee Glennon reported everything matched, the revenues less expenses were about \$600,000 and no issues were found.

**A Motion was made by Trustee Roden, seconded by Trustee Pryor, to approve the IRS Form 990 for FY20. Motion passed unanimously.**

**8. Review and possible action to approve the proposed FY2022 Budget, and matters related thereto. POSSIBLE ACTION**

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

The Finance Committee recommended approval of the proposed FY2022 Budget at their March 11, 2021 meeting.

***ESTIMATED TIME: 10 mins***

Vice President Sibert gave an overview of the proposed budget to the Trustees. Vice President Sibert stated that this is through December 31, 2020, we put in \$30,000 in related expenses and \$80,000 for revenue for events, if we are able to hold them this year. Vice President Sibert stated that the capital is 100% related to the Winnemucca building and construction will start first part of April with the groundbreaking after that. Vice President Sibert said the majority of the scholarships are in the endowment income and the expenses are what have been paid out to the students. She also reported that there is \$20,000 in operations that are miscellaneous contributions to support the general operations of the college and included in that amount is \$4,600 for the administrative fee that Trustee Glennon will present later on. Vice President Sibert said the investment income is the interest income received from miscellaneous cash deposits outside of the NSHE endowment pool. Vice President Sibert stated the other major expenses are salary and fringe benefits.

**A Motion was made by Trustee Roden, seconded by Trustee Pryor, to approve the FY2022 Budget. 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**

The Finance Committee approved to retain Eide Bailly at their March 11, 2021 meeting.

***ESTIMATED TIME: 5 mins***

Trustee Glennon reported that the Finance Committee recommended to retain Eide Bailly. Trustee Glennon also recommended maybe in November or December go to bid for services. Vice President Sibert agreed that it is too late in process for this year.

**A Motion was made by Trustee Roden, seconded by Trustee Pryor, to retain Eide Bailly to prepare the FY2021 Financial Statement and Audit. Motion passed unanimously.**

**10. Review and possible action to fund a request in the amount of \$550.00 for the Hoop House, and matters related thereto. 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.

The Finance Committee recommended approval of the request of the Hoop House funding at their March 11, 2021 meeting.

***ESTIMATED TIME: 5 mins***

Trustee Glennon stated this is scaled back due to COVID, but the Finance Committee recommended the request.

**A Motion was made by Trustee Roden, seconded by Vice Chair Wilson, to fund the request in the amount of \$550.00 for the Hoop House. Motion passed unanimously.**

#### **11. President's Report – *President Joyce Helens.***

President Helens may give an update on GBC matters. **INFORMATION ONLY**

***ESTIMATED TIME: 5 mins***

President Helens reported to the Trustees that this has been a very challenging year, but we are in a stable place and we have out-performed other institutions in enrollment and FTE enrollment and our close association with UNR has helped us stabilize. President Helens stated they are looking into models to help us more closely align with UNR and since there is talk in the legislation of trying to separate colleges in system. President Helens stated her beliefs are no matter where you are, we should be able assist you to further your skills.

President Helens stated that the Vice President Sibert made sure everything kept moving with the Winnemucca building went and we are looking at a groundbreaking ceremony in May and we have the renovation and rebuild of our welding lab.

President Helens said she is excited about Ms. White being here and hopefully events can get going again and she also thanked Ms. Sprout for all her work.

#### **12. Faculty Senate Report – *Brian Zeiszler/Kevin Seipp.***

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

***ESTIMATED TIME: 5 mins***

Mr. Zeiszler welcomed Ms. White.

Mr. Zeiszler reported there is a Faculty Senate meeting tomorrow and there will be a Phi Beta Kappa update. He also reported that Lynette McFarlan has organized a food drive in Elko and Pahrump on April 2<sup>nd</sup> from 9:00 a.m. to 1:00 p.m. and the food in Elko will go to the Head Start Program and Community in Schools.

Mr. Zeiszler reported they are continuing to update policies and bylaws to make sure they are up to date and they are in the process of curricular review.

Mr. Zeiszler informed the Trustees that there were three (3) individuals who were awarded tenure Dave Ellis, Denise Padilla, and Oscar Sida.

**13. Foundation Board Chair Report – Dr. Robert Colon.**

The Board may receive an update from the Board Chair. **INFORMATION ONLY**  
**ESTIMATED TIME: 5 mins**

Dr. Colon welcomed Ms. White.

**14. Development Committee Report – Chris Johnson.**

The Board may receive an update from the Development Committee.  
**INFORMATION ONLY**

- a. Discussion and possible approval of a campaign for the Great Basin College Welding Lab Expansion, a lead gift of \$500,000, possible naming opportunities, and matters related thereto. **POSSIBLE ACTION**

Included in the packet is a presentation on the Welding Lab Expansion.

This Development Committee recommended approval of the campaign and the lead gift of \$500,000 at their March 11, 2021 meeting.

**ESTIMATED TIME: 5 mins**

Trustee Johnson reported that he has positive feedback from potential donors and at the Development meeting they voted on a \$500,000 lead gift. Trustee Johnson said there will be naming opportunities and we will be working on a donor wall

Trustee Roden asked if they needed to take action. Chair Colon stated to leave it for a later date. Trustee Johnson agreed, this is an update and to keep it flexible agreed not to take action.

**No action was taken.**

## 15. Finance Committee Report – James Glennon.

The Board may receive an update from the Finance Committee. **INFORMATION ONLY**

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

Trustee Glennon stated these reports were recommended approval at the Finance Committee meeting.

**A Motion was made by Trustee Roden, seconded by Trustee Pryor, to accept the Finance Committee Reports. Motion passed unanimously.**

- b. Discussion and possible approval of a 3% administrative fee on cash donations to help support the operations of the Great Basin College Foundation, and matters related thereto. **POSSIBLE ACTION**

The Finance Committee recommended approval of a 3% administrative fee on cash donations to help support the operations of the Great Basin College Foundation at their March 11, 2021 meeting.

***ESTIMATED TIME: 20 mins***

Trustee Glennon stated this is a survey from other foundations and found out quite a few of them do charge and the Finance Committee came out with a possible 3% administrative fee for cash donations, although grants don't allow that.

Chair Colon inquired how the Committee arrived at 3%? Vice President Sibert replied the Committee had discussion on the level of the admin fee and they looked at a 1-5%, it was discussed to start off at a lower rate, but the Committee as a whole thought 1% was too low. Trustee Pryor stated it used to be at 10%. Vice President Sibert agreed and stated that most of the time it was waived. Trustee Roden asked if we still have the fee that comes from the funds we hold? Vice President Sibert replied yes, we still receive the management fee for endowment accounts. Ms. White asked how much is that? Vice President Sibert replied it is a 1.5% management fee, which is split between spending and management fee, most of it goes to spend so we can offer scholarships to students.

Chair Colon asked if this is a one-time fee on any donation. Vice President Sibert replied yes. Chair Colon stated we can debate, but I am happy with it.

Trustee Roden made a motion to approve the 3% for administrative fee. Trustee McIntosh seconded the motion.

Before the motion carried Ms. White, asked when will this begin, next fiscal year or immediately? Vice President Sibert said her suggestion is at the start of the fiscal year, for anything that is under the old policy and it would give time to set up donor database split appropriately. Ms. White stated we need to be transparent so when donors do make a donation, they are aware of it ahead of time. Ms. White asked if the date could be part of the motion.

Trustee Roden stated he would amend the motion to put the fee in place at the start of July 1, 2021. Trustee McIntosh stated she would amend her second to reflect Trustee Roden.

Trustee Morris inquired what that will raise based on last year's donations? Vice President Sibert replied she had budgeted \$4,600 initially, but at 3% it will be \$15,000.

**An Amended Motion was made by Trustee Roden, seconded by Vice Chair Wilson, to approve a 3% administrative fee on cash donations to commence on the next fiscal year, July 1, 2021. Motion passed unanimously.**

## **16. Executive Director, Institutional Advancement and Communications Report** *– Jennifer Sprout.*

Jennifer Sprout may give an update Communications and Marketing for Foundation.

### **INFORMATION ONLY**

***ESTIMATED TIME: 5 mins***

Ms. Sprout thanked Vice President Sibert and Ms. Baker for keeping the Foundation going.

Ms. Sprout said Ms. White has jumped into the Foundation full throttle and the awareness as a whole.

Ms. White gave the Trustees an overview of her first three (3) weeks. Ms. White informed the Trustees that some of her ideas are doing a newsletter, social shares, communicating with donors on how their donations have helped and what kind of programs they are supporting, and start getting student photographs for scholarship

promotion as some of her ideas. Ms. Sprout said that all the social media is looped into one now.

Trustee Morris asked if the outreach and marketing includes Pahrump, Clark County schools, or other places that wouldn't necessarily think about the mining programs as a career path?

Ms. Sprout replied yes, the College markets all over Nevada and outlying states, but as to the Foundation, this is more of an awareness campaign.

Trustee Johnson said that this is great, and these databases will be key to get all this organized. Trustee Johnson stated the function of the Foundation is to raise money for college, specifically in the areas that the state will not fund, that is our mission. Trustee Johnson stated he wanted to say good job and just reaffirm our mission for GBC.

**17. Vice President for Business Affairs Report – *Sonja Sibert.***

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

**INFORMATION ONLY**

- a. Update on the Winnemucca Health Sciences and Technology Building.
- b. FY2021 Budget, Biennial Budget, and Legislative Session update.

**INFORMATION ONLY**

***ESTIMATED TIME: 5 mins***

Vice President Sibert reported for the FY21 budget that fall enrollment was strong that it was flatter for the spring semester, but with addition of the stimulus money that the College received in round two, which was about 1 million, that the college is not anticipated needing the \$500,000 that the Foundation earmarked last summer after the economic downturn. Vice President Sibert stated that as of this time the money should be returned by the end of the fiscal year. Vice President Sibert thanked the Trustees and said she appreciates the generosity of the Trustees.

**18. 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.

**None.**



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

**None.**

**ADJOURN 1:28 p.m.**