

MEETING MINUTES

Foundation Board Meeting September 14, 2016 TMCC Meadowood Campus, room 219

1. Welcome, Brad Woodring, Chair: The meeting was called to order at 7:33 by Brad Woodring. Members present include: Brad Woodring, Anne Beroza, Gigi Chisel and Cary Groth. Other attendees include Dr. Karin Hilgersom, Gretchen Sawyer, Marie Murgolo-Poore, Tara Hawkins, Becky Josten, Laura Vargas, Tammy Freeman, Caleb Jensen, Dave Stark and Connie Christensen (phone).
2. Public Comment: There was no public comment.
3. Review March 9, 2016 Foundation Board of Trustees Board Meeting Minutes (Action Item – approve March 9 minutes) Motion to approve minutes- Anne Beroza, Second- Cary Groth. Approved. As noted on the agenda, the June 15 board meeting was cancelled due to travel plans.
4. Update – Marie Murgolo-Poore, Dean of the Business Division:
 - a. The Business Division includes Accounting, Business, Entrepreneurship, Economics, Logistics, Marketing, Management, Real Estate, Administrative Professional, Retail Management, as well as the non-credit workplace and community education at the Meadowood campus. TMCC also has the LTAP grant for the state in which we partner with NDOT for training. The Business Division also provides High School Equivalency, Adult Basic Education and English as a Second Language classes. Last year during the fall semester we experienced a 20% increase in FTE and an 11% increase in the spring semester. We achieved our goal of onboarding a tenure track logistics professor and converting the degree from an AAS to a BAS. We created a Center for Applied Logistics Management (CALM), which was approved at the March 2015 BOR meeting. TMCC has the only BAS of logistics in Nevada. We have met with the Advisory Board to find the needs of the community and to help raise funds for the center, which is housed at Meadowood North.
5. Update – President Karin Hilgersom:
 - a. Campus Update: We are working on a rebranding campaign and trying to discern what the unique qualities of TMCC are and how we can capture that distinctiveness. Enrollments are down about 4-5% this fall, so we need to focus on retention. Many students don't return after year one, so our goal is to create conditions for students to continue after their first year. Many students attend part-time, which makes it hard to complete a degree. We have moved the Tutoring and Learning Center to the library, which has proven to be very successful since it is more visible. We're very proud of our 30% completion rate.
 - b. Board of Regents Meeting Update: There are two areas we need to focus on. The first is the process of capital and how to build new buildings since the state is not providing support. The money for maintenance is tied to casino revenue and with casino revenue falling so does our maintenance fund. The second area is mission differentiation. There has been some encroachment. There is a special meeting in Las Vegas next week to discuss this issue.
 - c. Institutional Advisory Committee Update: The IAC is a great committee. This advisory board is going to help the President be responsive and engage with the community.

- d. Vision for the Arts: We spend about \$10,000 a month for renting space at the Redfield Performing Arts Center that does not meet all of the needs of our students and is not in a great area of town. A theater on the Dandini campus would allow for more student involvement. We could expand the idea to hospitality and entertainment, and growing the culinary program. A possible culinary expansion could be named the Sierra Culinary Arts Institute.
 - e. Sports: The students want sports, such as soccer, swimming and track. We are looking at a possible student fee.
6. Update, Brad Woodring:
- a. He is looking to grow the board and he is planning to stand for reelection as President at the December Annual meeting. There was discussion about a pipeline and progression of officers. An outline of board member terms will be presented at the December meeting.
7. Review Gift Report, Approve FY 2017 Budget & Draft Audit – Gretchen Sawyer & Pangborn and Company (Action Item – approve gift report, budget and draft audit):
- a. Caleb Jensen talked about the audit, which was uneventful and had the full cooperation of everyone involved; there were no material adjustments. We also have a governance letter that goes along with the financial statements. Anne had a comment about page 10 of the audit about cash equivalents which Connie indicated is a standard disclosure. Caleb stated there we have no investments that are considered cash equivalents. The control event was also good, with no issues. There was a motion to approve the audit by Anne and a second by Cary. The motion was approved.
 - b. The financials are as follows: \$604,000 in scholarship funds and \$6.03 million in program. A significant portion of the program revenue was for the Health Science Center and payments for the Applied Technology Center. The fiscal year revenue to date total is a little over \$110,000. Our budget for the fiscal year is in really good shape. We are excited about our next initiatives working with performing arts and culinary. There was a motion to approve the budget by Gigi and a second by Cary. The motion was approved. There was a motion to approve the gift report by Cary and a second by Brad. The motion was approved.
8. Executive Director Update:
- a. Upcoming Events – Pennington Applied Technology Center Ribbon Cutting, September 20 at 1 p.m.; Food, Wine, and the Future event on September 22 at 5:30 p.m.; and Legacy Scholarship Event on Friday, October 7 at 4:30 p.m.: Next week is a very busy week for the Foundation.
 - i. We have over 100 people planning to attend the Pennington Applied Technology Center Ribbon Cutting. We are moving the program inside due to the number of attendees and will be able to announce the partnership with IGT with the naming of the IGT Manufacturing Hub. Ace Charter School has 23 students and WCSD has 9 students participating in the new Tech Pathways Option.
 - ii. Food, Wine, and the Future is on Thursday the 22nd. Thanks to Tara for getting all the logistics together. Bruce and Nora James are the co-chairs of this event. This is the start of a creative new event, a tech fair. We currently have eight sponsors. We have secured scholarship support from people who are not able to attend the event. There will be lots of demonstrations; the Culinary Arts program is doing the food. 114 people have RSVP'd for Food, Wine, and the Future, 150 or so with sponsors. There will be a Job Awareness Fair on Friday.

- iii. The Legacy Scholarship Event is on October 7 which will honor all of the students who were awarded scholarships.
 - b. Staff update- Gretchen mentioned the addition of Brianna Soloski to the team as Annual Fund Coordinator. Gigi mentioned the need to have a list of people we can continue to reach out to and the new coordinator will help with that.
 - c. Ad Hoc Investment Committee Update – Anne Beroza: We decided after the March board meeting to have an investment committee. We have money in a Charles Schwab money market account that isn't earning much interest. Gigi, Sean, Anne, and Gretchen had a phone meeting to figure out how the money should be handled. Anne offered to take on drafting a policy and that's where we are now. It was a very good committee and a productive meeting. Anne is going to begin working on the policy to review with the committee prior to the December board meeting.
 - d. New Board Members (Action Item – approve nomination and elect Directors. Elect additional ex-officio board members to represent classified council and faculty senate): Alan Olive, CEO of Northern Nevada Medical Center and Jesse Murray, Director of Renewable Energy Programs at NV Energy. Cary made a motion to approve the two new board members and Gigi made a second to the motion, which was approved.
 - e. There was a resolution for the addition of an ex-officio TMCC classified staff and faculty member to join the board. There were a few suggestions to revise the resolution and send it to the faculty senate and the classified employee council.
9. Scholarship Update – Tara Hawkins, Development Officer/Scholarship Manager (Action item – approve policy):
 - a. The fair market value of our endowments, as of June 30th, was \$9.4 million. We have nine endowments underwater, compared to the 14 we reported in June. Endowment reports will be going out to endowment holders shortly to give them an update on their fair market values. We have a new endowment, the Virginia Prentice Endowment Fund, funded by AT&T of Nevada. They are providing \$5,000 to us this year. Virginia is a longtime volunteer of AT&T and they are providing an endowment to honor her service. This endowment will officially be announced at the Legacy Scholarship Event. We have received about 1,500 scholarship applications since January of this year. We have awarded almost \$500,000 in scholarships this year, with the average being \$1,060. We have nearly \$300,000 left to award. If all goes well, we will award \$700,000 in scholarships this year. There was a motion to accept the scholarship disbursement policy as presented by Gigi, the motion was seconded by Anne and approved.
10. Grant Update – Tammy Freeman, Grants Manager:
 - a. Most of our grants renew in July. A proposal was submitted with UNLV to EPSCOR as a partnership with the Discovery Museum. A dual enrollment grant from NV Department of Education provides instruction for both high schools and college students. High school students get both high school and college credits. We are the only community college in the state that directly received money. Other funds were given to school districts. We were awarded \$224,480 for ten classes a year.
11. Old Business: There was no old business.
12. New Business: We will outline board member terms and succession for officers and plan to present to the board in December.
13. Public Comment: There was no public comment.

14. Next Meeting Dates – Locations TBA

- a. December 7, 2016 – Annual Meeting: The December 7 meeting will be at the Pennington Health ScienceCenter.
- b. March 8, 2017
- c. June 14, 2017
- d. September 13, 2017

Adjourn: The meeting was adjourned at 9:39 a.m. with a motion by Anne.

FOUNDATION BOARD MEETING AGENDA

September 14, 2016 at 7:30 a.m.

Regular Meeting

TMCC Meadowood Campus, Room 219

1. Welcome, Brad Woodring, Chair
2. Public comment
3. Review March 9, 2016 Foundation Board of Trustees Board Minutes
(Action item – approve March 9 minutes)
June 15, 2016 Board Meeting was cancelled due to travel plans.
4. Update – Marie Murgolo-Poore, Dean, Business Division
5. Update - President Karin Hilgersom
 - a. Campus Update
 - b. Board of Regents Meeting Update
 - c. Institutional Advisory Committee Update
6. Update, Brad Woodring
7. Review Gift Report, Approve FY 2017 Budget & Draft Audit - Gretchen Sawyer & Pangborn and Company
(Action item – approve gift report, budget and draft audit)
8. Executive Director Update
 - a. Upcoming Events – Pennington Applied Technology Center Ribbon Cutting, September 20 at 1p.m., Food Wine and the Future event on September 22 at 5:30 p.m. and Legacy Scholarship Event on Friday, October 7 at 4:30 p.m.
9. Ad Hoc Investment Committee update – Anne Beroza
10. New Board Members
(Action item – approve nomination and elect Directors. Elect additional ex officio board members to represent classified council and faculty senate)
 - a. Alan Olive, CEO Northern Nevada Medical Center
 - b. Jesse Murray, Director, Renewable Energy Programs, NV Energy
 - c. Resolution for addition of ex officio TMCC classified staff and faculty member representation on the board

11. Scholarship Update – Tara Hawkins, Development Officer/Scholarship Manager
 - a. Scholarship disbursement policy
(Action item – approve policy)
12. Grant Update – Tammy Freeman, Grants Manager
13. Old Business
14. New Business
15. Public comment
16. Next Meeting Dates – Locations TBA
 - a. December 7, 2016, Annual Meeting
 - b. March 8, 2017
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Adjourn