

# MEETING MINUTES

**June 13, 2019 7:30 a.m.**

TMCC Meadowood Center, North Building  
CAN Area – Room 152

1. Welcome, Gigi Chisel, Chair - Gigi Chisel called the meeting to order at 7:35 a.m. Members present include Gigi Chisel, Jesse Murray, Alan Olive, Mindy Lokshin, Dan Lofrese, Yanus Nelson and Matt Thornton. Ex Officio Members include Gretchen Sawyer and Karin Hilgersom. Staff and Guests include Connie Christensen, Mike Holmes, Hallie Madole, Jeannie Byassee, Becky Josten, Laura Vargas, Ashlyn Moreno, Sarah Rosenbloom, and Julie Hill.
2. Public comment - None
3. Review and Approval of March 6, 2019 Foundation Board of Trustees Board Minutes
  - a. Alan moved, Mindy second, motion passed.
4. President Update - President Karin Hilgersom  

Legislative Update - The 2019 Legislative Session turned out well for Community Colleges. One of the budget increases we were hoping to receive is the Capacity Enhancement, which is funding used to improve advising to student ratios, to improve the Gateway program, and to enhance tutoring and supplemental instructors. The Operating Budget was cut by \$300,000 due to missed enrollment targets but TMCC was aware of that early on, so more energy went into protecting the Capacity Enhancement funding.

COLA - The Legislature and the Governor agreed to a 3% COLA increase for Classified and Professional employees. Unfortunately, there was an error in the calculation and only 64% of the increase was funded and the discrepancy was discovered only after the Legislature had voted and the Governor had signed the increase. The Legislature and Governor's office decided it was a technical error and NSHE needed to come up with the difference in funds to satisfy the 3% increase. Total amount to be funded by TMCC is about \$127,000 a year (about \$260,000 for the biennium).

EATS project - Dr. Hilgersom mentioned to the group that it will now be called the East View building and the culinary restaurant may be called EATS. The new name reflects the geographical location of the building. We have added a flex-space called Action Link in the new building that includes space for entrepreneurship, coding (especially for mobile applications), Robotics and cyber security. The building project is slow, but very strategic and we may have better building conditions like construction costs and labor shortages if we wait a year or two.
5. Review and Approve Draft FY 2020 Budget – Gretchen Sawyer presented the proposed FY 2020 Budget to the group and mentioned the host expense increase this upcoming year that will help given the increased restrictions on host expenses at the college level. Gretchen noted the decrease in expenses for our office database and scholarship database and the slight increase in accounting fees and asked the group to approve the FY2020 budget.
  - a. Jesse moved, Yanus second, motion passed.
6. Review Gift Report & Financials – Connie Christiansen summarized the Financial and Gift Report to the group. Connie explained that due to the ending of some larger projects like the Technical Pathways remodel, the revenue appears to be less this year compared with last year because there were large construction expenses paid from grants and other funding at the end of last fiscal year. Deferred revenue including scholarship, endowment and program funds, also dipped about \$500,000 from last year due to the Technical Pathways completion. Connie mentioned that the Packer Stock has performed well this year, as well as the interest income. Expenses decreased slightly and the Foundation remains on track. Unrestricted cash is also up this year, and is one of the hardest types of funding for the Foundation to raise.

Gretchen presented the Gift Report to the group, with contributions totaling \$1.7 million, and estimating at the end of the month to be at \$2.2 million once end of year has closed. We are expecting a \$500,000 donation from the Pennington Foundation, which is a matching gift to Vet Tech. Construction for Vet Tech begins on Monday at the Meadowood Center. Once we hear from Perkins this month, we will have raised \$167,000 of the \$200,000 match. Gretchen thanked the Board for their participation in the NV Big Give for helping reach the goals for the Vet Tech expansion. The Foundation was also able to generate a lot of new gifts and interest with this matching gift effort. Gretchen explained to the group that last year the Foundation reached \$2.6 million in fundraising, and this year we are at \$2.2 – much of which is due to the \$1.6 million grant from the Pennington Foundation for the Dental Renovation during the last fiscal year. The Foundation will fall short of reaching its fundraising goals this year, and after reflection this year we realized the goals set for 10% increases year over year were a bit aggressive. Gretchen reminded the group how important the Pennington gifts are to TMCC, and the need for greater diversification. An alumni of TMCC named Leonard Moser recently passed away and left his annuity to TMCC in the amount of \$159,000. There was little information about Mr. Moser and his time at TMCC, but we learned he took some culinary classes and the Foundation thought it appropriate with no more information about his intentions for his gift – to put that gift toward the new East View building which will house the Culinary program, and possibly name a room after Mr. Moser. Gretchen mentioned this is a good example of an individual giving a gift through their estate and not informing the organization of their intentions for their gift, which happens often. This is another reason why it is so important for us to be talking about planned gifts. Planned giving can be an easy way to set aside a percentage of your will or estate to be left to TMCC. Gigi mentioned sometimes gifts can be too specific and ultimately not fund the intended project because the project no longer fits the criteria of the overly-specific expectation of the gift. Gigi asked the group to approve the gift report and financials.

a. Mindy moved, Jesse second, motion passed.

7. Veterinary Technician Fundraising Update and approve unrestricted funds from Foundation to complete the match requirement and the need for Foundation furniture. Gretchen requested approval from the group to use unrestricted funds in the budget totaling up to \$48,000 to make up the difference in the \$215,000 match requirement from the Pennington donation for Vet Tech, as well as provide unrestricted funds for furniture for the Foundation offices. Gretchen explained that the deadline for the match is June 30<sup>th</sup>. Any gifts that would be received prior to June 30<sup>th</sup> for Vet Tech would be deducted from the \$48,000 amount requested. A review of the unrestricted funds available to the Foundation was presented to the group for both the Vet Tech match requirement and the new furniture for the new Foundation office space. This summer, five Foundation employees including all of the Grants team, the Development Officer and the Scholarship Manager will move to the new space. The classroom just down the hall from the existing Foundation office will be renovated for the five offices and meeting space. We are asking for \$11,500 for the furniture. In total the Foundation is requesting \$59,425 from unrestricted funds. Gigi asked for clarification on how gifts or grants that are received by the Foundation after June 30<sup>th</sup> for Vet Tech would be applied to the total. Gretchen answered that these gifts after the June 30, 2019 deadline will be used in addition to Vet Tech donations for the project, as just about every renovation project at the college is coming in over budget to date. There was discussion from the group to split the motion into two separate requests for funding each project.

a. Mindy Lokshin, Board Treasurer, motioned that the Board permit \$48,000 of Unrestricted funds to go to the Vet Tech program to allow the match with the Pennington Foundation assuming no further grant would be received before June 30, 2019, if another grant was received it would reimburse the Unrestricted funds, Jesse second, motion passed.

b. Mindy moved that the Board approve \$12,000 to be moved from unrestricted funds to support the furniture for the new Foundation offices, Yanus second, the motion passed.

8. Investment Committee Update and Investment Options: Gretchen informed the group that we are the first Foundation of all Foundations in NSHE to be audited this past spring. There were only a few minor findings we were asked to respond to. There was a concern that the Foundation is carrying a high balance in our bank accounts, which is earning only a half of one percent in interest. Gretchen presented some different investment options to invest funds that would also allow easy access to liquid funds when necessary. Gretchen asked the group to consider allocating one million of the balance to invest in a money market or CD. There was much discussion about the different investment options from the group. Ultimately the Board decided to revisit the investment options within the Investment Committee to make recommendations to the Board, while investing

\$250,000 into a nine month CD with Wells Fargo to help with the interest rate and the insurance issue on that amount.

a. Mindy moved, Matt second, motion passed.

9. Grant Update – Laura Vargas updated the group on the projects in the Grants office, including Vet Tech and Summer Bridge Programs. Laura mentioned that the graduation numbers for some of the grants are in and the students in the Summer Bridge Program for 2018 were at a 49% graduation rate, compared with non-Summer Bridge graduates at 24% graduation rate - proving that Summer Bridge continues to be a successful program for our students. Laura mentioned the Grants team recently submitted a proposal to the Robert Wood Johnson Foundation's Forward Promise Grant that focuses on funding for men of color. In 2016, TMCC put together a program where staff presents to local high schools and targets Jr. and Sr. young men of color to prepare them for college. TMCC would now like to create a curriculum focused on Men's Studies, psychology classes and EPY classes for these students when they are enrolled, continuing the work in the high schools. Dr. Hilgersom mentioned the legislature approved continued funding for the WINN Fund, which was originally designed to help fund workforce programs in Nevada. Dr. Hilgersom is in discussion with CSN to apply for WINN funding for cyber security programs. Ashlyn Moreno updated the group on her work with Perkins funding at TMCC including \$100K toward the Dental Renovation in FY 2019, \$80K to Vet Tech, and \$35K to the Dental Program in FY20. Ashlyn mentioned some changes that are coming to the Perkins grants this FY20 that will impact funding focusing more on high skill, high wage, in demand jobs. Ashlyn explained to the group that the Grants office is successfully becoming the oversight office for all grants at TMCC.
10. Strategic Plan Objectives – Review of Goal III, Provide Resources to Faculty and Staff to Support Academic Excellence at TMCC – Gretchen updated the group that the Foundation is reviewing awards that they have committed to funding. She explained that the Foundation provides \$1000 in unrestricted funds for the Classified Staff of the year. In addition, the Foundation provides \$100 scholarships for a student chosen by the Professional of the Month. We will be meeting with the Faculty Senate Recognition Committee to discuss raising the amount for the student or reformatting the award. Gretchen will report back to the Board regarding that meeting. Jesse mentioned that he enjoyed helping to present at the Faculty and Staff awards ceremony this year, and appreciates how the college recognizes faculty and staff.
11. Executive Director Update – Gretchen Sawyer - The executive director report was included in the materials. Gretchen updated the group on a partnership with Tesla and Pennington for ACE High School (a charter school in WCSD providing training for the workforce). This Fall semester Tesla, in partnership with the Pennington Foundation, will be providing transportation for students to ACE High School from twenty different locations around Reno/Sparks. Gretchen updated the group on the status of the \$1.6 million Pennington grant for Phase I to move CNA from Dandini Campus to Meadowood Center, and Phase II will be the construction on the 4<sup>th</sup> floor of Red Mountain building at Dandini campus for the expansion of Dental Hygiene and a clinic for the Adopt a Vet Dental program completed by the end of August, 2019. Construction begins next Monday for the Vet Tech program at the Meadowood Center, also to be completed by the start of the new semester in August. Athletics has some ribbon cutting events and the first game will be August 15<sup>th</sup> on the new field.
12. Scholarship Update – Becky updated the board on the Galena Firefighters Endowment of \$50K for upcoming FY20. The Foundation has decided to use unrestricted scholarship funds to make endowed scholarships that have more than \$400 but less than \$500 in interest whole so that they are able to award those scholarships. As of this week there are 1,151 applications for scholarships, and we are still accepting applications for Applied Tech, and have awarded over \$195K in awards. There was a 9.4% increase over last year in awards overall, and new scholarships including the Pennington Applied Tech and Vet Tech scholarships, the Marguerite Petersen Re-Entry scholarship, the Pamela McDonough Vet Tech scholarship, the Sergeant Andrew E. Hughes Sr. Scholarship, the Kathleen Suzette Rand International scholarship and the Kathleen Suzette Rand Native American scholarship. Becky reminded the board that the Pennington Foundation funds more than 65% of the scholarships at TMCC to date.
13. Development Officer Update – Jeannie Byassee updated the group on the projects she is working on including growing the 1971 Society and the Dental expansion. She provided promotional materials that went out to local dentists in the area for the Dental Program expansion. Gretchen mentioned that the Dental expansion is coming in over budget, and the Foundation is working to raise more funds to cover that shortage.

14. Presentation by Susan Bluhm, Professor, Coordinator of Certified Nursing Assistant and Clinical Lab Specialist Programs – Susan outlined the terrific new space for CNA and highlighted the new equipment to the CNA program including an additional two beds, two sinks and other new spaces for the lab. Susan gave some highlights of the CNA program including now being on the bus route at Meadowood, which make it more accessible for students. She also highlighted a grant for English Language Learners from the Department of Education benefitting students in the CNA program. The CNA program currently has about an 85-90% success rate, as well as an apprenticeship with Renown Hospital with 15 students currently enrolled. The group took a tour of the new facility and the lab where a class was in session.
15. Old Business- none
16. New Business -none
17. Public comment- none
18. Next Meeting Dates
  - a. Wednesday, September 11, 2019Adjourn at 9:20am to tour the CNA renovated area