

# BOARD OF DIRECTORS MEETING MINUTES

**September 14, 2022 7:30-9:30 a.m.**

Dandini Campus  
Sierra Building, Room 211  
Zoom Option

1. **Welcome & Introductions:** Dr. Mindy Lokshin called the meeting to order at 7:30am. Members present include Katy Simon Holland, Matt Thornton, Dr. Mindy Lokshin, Gigi Chisel, Fred Altmann, Yanus Nelson and Dan Lofrese. Ex Officio members present include Dr. Karin Hilgersom, Gretchen Sawyer, Tina May, John Fenton and Amy Cavanaugh. Guests and staff include Dr. Kathleen Kolbet, Connie Christiansen, Karen McKenna, Stephanie Sellers, Dave Kary, Michel Aurnague, Becky Josten and Krystyna Sokowski.
2. **Public comment:** None
3. **Review June 15, 2022 Foundation Board of Trustees Board Minutes:**
  - a. Gigi moved to approve the June 15 minutes, Matt seconds and motion passes.
4. **Review and Approve Fiscal Year 2022 Reviewed Financial Statements:** Pangborn & Co., Ltd.
  - a. Pangborn & Co., Ltd. were engaged to perform a review of the procedures used in the Financial Statements of the TMCC Foundation as of June 30, 2022. They conducted their review engagement in August. Based on their review, they are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.
    - i. Fred moved to approve the Financial Review, Katy seconds and motion passed.
5. **Science Labs Update:** Dr. Katie Kolbert, Department Chair in Physical Sciences
  - a. The Pennington Foundation provided the funds to renovate the science labs on the Dandini Campus. The renovation included construction of new labs in RDMT 325 and 326 and renovations of RDMT 303 and 304. These new rooms provide additional storage space for equipment, additional sinks, additional fume hoods required for organic courses, additional heat and chemical resistant counter tops and increased capacity. Having the additional lab space means we can offer labs at more popular times to the students. We're hoping to continue to grow and meet student demands at the times that they would like. These labs have also been used to house Engineering Design classes. RDMT 325 provided the engineers additional space for their hovercraft project and a safer space for use of soldering equipment.
6. **President Update:** Dr. Karin Hilgersom
  - a. The decline in enrollment has been slowing and we are up 1% in new students.
  - b. Over the summer the faculty made great progress in the TMCC Open Educational Resource Initiative. The number one complaint the students have regarding the cost of college is in text books. Open Educational Resource is an initiative where faculty received a stipend to find materials that are affordable or free, and repackage and synthesize the materials for students. We now have over 50 faculty participating in this initiative. One department alone has calculated 1,100 students being impacted by this initiative in the Fall of 2022.
  - c. Our Veterinary Nursing faculty, Julie McMahon, has received a national award – educator of the year for the AVTE National Organization.
  - d. TMCC's international student services were recognized by the federal Department of Commerce with an E-Award to Dr. Natalie Brown and Amanda Stibick for their international export efforts.
  - e. TMCC nursing student Marrisonette Asiedu received an award from the Nevada Hospital Association for her winning essay about her calling to become a nurse.

- f. We received the renewal of the VUB grant for \$2.2mil over 5 years. We serve eight counties with the Veterans Upward Bound grant, which we have had for 34 years.
- g. In June, we received \$1.6mil from GOED to work in partnership with Panasonic to open a new manufacturing training facility on Plumb lane near the airport.
- h. We will be sending some talking points to the IAC as we move into the legislative session. There are several important requests that we hope will all get funded. One of the most important is in regards to raises for faculty and staff. Another being the workforce investment fund. If we don't get the workforce investment fund request funded, we will experience a severe cut since our capacity enhancement dollars are being eliminated. The effect on TMCC would be about \$2.4mil per year. And then there is Hold Harmless – Nevada accounts for completed student credits every other year. That count was last year. Three out of the four Community Colleges, including TMCC and CSN, are really hurting due to enrollment declines during the pandemic. We are requesting, and our NSHE Regents are in full support, of what we call an enrollment recovery or hold harmless year.

## 7. Committee Updates:

- a. Board Development Committee – Yanus Nelson
  - i. Last meeting was held on August 18<sup>th</sup>. The committee reviewed the new board member prospect list. There was also discussion about the board recruiting packet as well as board member onboarding and training. One meeting has been scheduled with a prospective member, Jeff Frame.
- b. Investment Committee – Matt Thornton
  - i. The committee has been working through the challenges of inflationary risk and looking closely at the US Treasury rates. We have been investing in short term Treasuries for maximum returns. We want to keep our funds safe while still having the maximum return we can possibly have. We don't want to get into something long term and risk missing out on an opportunity as the interest rates hike.
- c. Strategic Master Plan Committee – Mindy Lokshin
  - i. As part of the SMP agenda item for this quarter Mindy suggested that all board members could give a brief report during introductions at future meetings to highlight the ways in which they've provided support to TMCC – event participations, donations, new donor introductions, etc.

## 8. Review Gift Report & Financials: Gretchen Sawyer and Connie Christensen

- a. We have our total assets at just under \$8.2mil. We moved \$1mil from the Meadows Bank Money Market into the Charles Schwab account. Our promises to give are over \$500k due to the four-year Jacobs pledge. We're just under \$19k in operating income for the first two months of the FY. The unrealized gain on investment is about \$40k. When we look at budget to actuals, we're \$7k to the good. In the unrestricted cash report, we have about \$515k as of August 31st. For the deferred revenue, we have about \$75k in Endowments, just over \$5mil in programs, just under \$1mil in scholarships and about \$800k in deferred pledges.
- b. Contributions for FY22 totaled \$5.4mil. We received \$340k from the Pennington Foundation for scholarships in Vet Nursing, Nursing and Dental Hygiene. This year they've added an additional \$50k to help with the paramedic program, C.N.A. and the new Vet Assisting program. We've received some generous gifts in memory of Garret Lauf who was in our Diesel program. A planned gift was received from Claudia Hoffer for \$25k and we continue to receive gifts for the Amy Holland Memorial Scholarship for Nursing. A new scholarship to mention is the Altmann Builders scholarship totaling \$12k. And we received additional support from Ralph & Goldy Lewis and Robert E. Lewis. In total, we've received over \$1mil in support for scholarships this year.
- c. For program support, we received \$3.8mil in gifts for the expansion of the HSC. And since we received the \$2mil appropriation for this project, it is likely we will not need to use the \$140k match that the board had earlier approved. We received another year of support for the TMCC Foster Youth from the Walter S. Johnson foundation. We also continue to serve as Adopt A Vet fiscal agent while the Pennington Foundation sends support for that program. And the Herb and Maxine S. Jacobs Presidential Scholars program continues their support and has committed to four years of support. Program support totals \$4.3mil.

- i. Katy moved to approve the Financials and Gift reports, Yanus seconds and motion passed.

9. **Executive Director Update:** Gretchen Sawyer

- a. This year's Fall Kickoff had a different format. It was held outdoors with booths set up by different divisions and even included a session on sustainability. This year at TMCC has been designated the year of sustainability.
- b. Some upcoming events include the sculpture dedication, an employee donor reception and the Legacy scholarship dinner reception. Our Distinguished Speaker Series is back to being held in person on November 3<sup>rd</sup> with Fly Ranch. The second scholarship dinner will be held on November 4<sup>th</sup> at the Applied Tech Center for the Pennington scholarship recipients.
- c. In addition to our audit review this year, the legislature is auditing all the foundations for all the institutions as well. We are in the middle of that audit right now. We are not anticipating any issues.
- d. We are looking forward to receiving the 100% Board Giving Award from the Community Foundation of Northern Nevada.
- e. The Health Science Center expansion will be completed Summer 2023 and is going well.
- f. Finally, we have some staffing updates. We had a candidate who was chosen for the Director of Grants position but unfortunately, she backed out due to relocation issues. We also are in search of a Grants Administrator due to the departure of Laura Vargas.

10. **Possible allocation of \$10,000 in unrestricted funds to use for campus-wide Sustainability Grants to tie into the College's Year of Sustainability:** Gretchen Sawyer

- a. We have the opportunity to provide awards across campus for the year of sustainability. This would help our faculty and staff with any funding needs for any sustainable project they propose. Teams or individuals can apply by Oct. 14. A committee, which will include a board member, will review the applications and choose those to award. We are asking the board for approval to use \$10k out of the \$515k in unrestricted funds to support this project and help provide these awards to campus.
  - i. Fred moves to approve the use of \$10k in unrestricted funds for Sustainability Grants, Matt seconds and motion passes.

11. **TMCC Foundation Strategic Master Plan Update, Goal 1, Objectives 1-4:** Gretchen Sawyer

- a. Goal 1, objective 1 is to continuously assess and improve the administrative structure and board membership while maintain responsible stewardship of the growth of the Foundation. The board packet goes into detail on how we operate on a shoe string. The primary funding support for the Foundation is the 1.25% management fee we receive from the endowment. That translates to \$115k-\$120k a year. The funding sources that we have for the positions in the Foundation mostly come from the indirect rate that we charge on state/federal grants that fund four of our positions. And we have one position that is funded entirely from our endowment interest that we have on unrestricted endowments. The total spending rates set by the Board of Regents hasn't changed in quite a while, which is 4.5%. We use 3.25% to fund the scholarships and programs as outlined by the donors and 1.25% for the management fee. We have the ability to use 1.5% for the management fee but prefer to keep that as low as possible.
- b. Objective 2 is for educating and engaging board members. Incorporating the SMP into the quarterly board meetings has been really valuable.
- c. Objective 3 is cultivating a diverse and engaged board to provide advice on local industry needs, trends and perspectives. In the packet we have a list of potential board members.
- d. Finally, objective 4 is to maintain responsible stewardship of the growth of the Foundation. This is the reporting of the different areas in which the Foundation supports and has initiatives each year. The packet dives into more detail pertaining to all four objectives.

12. **Development Update:** Stephanie Sellers, Associate Director of Development

- a. Stephanie was able to secure four sponsors for the Legacy Reception – AT&T, Cashman Equipment, Robert E. Lewis and Velocity Truck Centers. Also, we will be holding our employee donor reception on Sept. 22. Stephanie continues to meet one on one with employees that may not know about our payroll deduction and contribution opportunities.

- b. Stephanie continue to work on building up the 1971 society and asks that if the board members have anyone in mind that they think would interested in joining, let Stephanie know and she will reach out for a meeting/coffee.
- 13. **Grant Update:** Karen McKenna, Grants Administrator
  - a. We have an NSF grant through our applied tech area and she recently had the opportunity to meet the new professors who are helping out with that grant. They were very enthusiastic to learn about the grant and be involved.
- 14. **Scholarship Update:** Rebecca Josten, Scholarship Manager
  - a. As of May, the endowments total \$13.8mil. We have \$166k in new contributions and we have two endowments underwater.
  - b. We're holding two separate Legacy events this year. One will be Sept. 30 for all our non-Pennington scholarship students and the other will be Nov. 4 for the Pennington scholarship students.
  - c. Applications for scholarships continue to come in. As of this day, we have 2,366 applications. Last year we had 1,500. As of Sept. 2 we've awarded 519 awards to 483 students totaling \$618,994.
- 15. **Old Business:** None
- 16. **New Business:** Mindy is suggesting a board social. More details to follow along with a doodle poll.
- 17. **Public comment:** Amy Cavanaugh commented on what finally convinced her to become an employee donor. She was convinced once she found out how many of her own biology faculty get supported through those contributions. And that it doesn't matter what dollar amount but that the percentage of those who do donate help.
- 18. Next Meeting Dates
  - a. December 7, 2022Adjourn at 9:18 a.m.