



**LTCC Foundation Board of Directors**

Wednesday, March 16, 2016  
 Lake Tahoe Community College  
 Board Room  
 6:00 p.m.

**AGENDA**

	<b>Info Item</b>	<b>Action Item</b>	<b>Materials Provided</b>
<b>I. Call To Order - Bob Novasel</b>			
<b>A. Public Comments On Items Not on Agenda</b>			
Members of the public may address the Board on items not on the agenda subject to a five-minute time limit (groups to 15-minutes on any one topic or item) that may be extended by the Board President or by Board action. The Board cannot act upon any request or proposal that is not on the meeting agenda.			
<b>B. Public Comments on Agenda Items</b>			
Members of the public can speak on each action item listed on this agenda when the item is before the Board subject to a five-minute time limit (groups to 15-minutes on any one topic or item) that may be extended by the President of the Board or by Board action.			
<b>C. Approval of Minutes - February 11, 2016 Board Meeting</b> Please review the board minutes included in the packet.		<b>X</b>	<b>X</b>
<b>D. Introduce New Board Member - Tyler Fair</b>	<b>X</b>		
<b>II. Treasurer's Report - Jeff DeFranco</b>			
<b>A. Annual Fiscal Year 2014-2015 Audit Report</b> (Terri Montgomery, Partner, Vavrinek, Trine, Day & Co., LLP)	<b>X</b>		
<b>B. Progress on 2014 Foundation Tax Return (Montgomery)</b>	<b>X</b>		
<b>C. Foundation Portfolio Update</b>	<b>X</b>		
<b>III. Superintendent/ President's Report - Dr. Kindred Murillo</b>			
<b>IV. Foundation Executive Director Report - Nancy Harrison</b>			
<b>A. Speaker Spotlight Series Update</b>			
<b>1. Report on Eric Munsing talk on March 2</b>	<b>X</b>		
<b>2. Upcoming Speaker: (6:00P.M. Aspen/Board Room)</b> Jamie Orr, PhD. - An Introduction to 3D Printing - Wed., May 25	<b>X</b>		
<b>B. Events Update</b>			
<b>1. Community Games - Saturday, May 7, 2016</b>	<b>X</b>		<b>X</b>
<b>2. Scholarship Awards Luncheon New Date - Friday, June 24</b>	<b>X</b>		
<b>3. Taste of Gold</b>	<b>X</b>		<b>X</b>
<b>C. Foundation Activity Update</b>	<b>X</b>		

	Info Item	Action Item	Materials Provided
<b>V. New Business</b>			
A. Consideration of Approval for Name Change from "Friends of LTCC Soccer" to "Coyote Club"	X	X	
B. Consideration of Approval of Faculty Awards Reception	X	X	X
C. Consideration of Approval of 2016 Distinguished Alumni Jeff Braun	X	X	X
<b>VI. Next Regular Meeting</b> - Wednesday, April 20, 2016 at 6:00 p.m.	X		
<b>VII. Upcoming Board Meetings</b>	X		
May 18th - Board Retreat			
June 15th			
<b>VIII. Upcoming LTCC Events</b>			
Cram Night - immediately following the Board meeting in the Library until 9:00 p.m.	X		
<i>The Musical Comedy Murders of 1940</i> by John Bishop - March 17- 19 at 7:30 p.m. and Sunday matinee on March 20 at 2:00 p.m.	X		
<b>IX. Adjournment</b>			



## LTCC Foundation Board of Directors Meeting MINUTES

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Regular Meeting

Lake Tahoe Community College  
Thursday, February 11, 2016  
Board Room  
6:00 p.m.

**Attendance:** Deanna Brothers, Bob Cliff, Jeff DeFranco, Nancy Harrison, Natalie Lehman, Adele Lucas, Leon Malmed, Kindred Murillo, Roberta Mason, Bob Novasel, Jamie Orr, and Jessica Sota

**Absent:** Ron Alling, Diane Bisbee, Kerry David, Ryan Forvilly, Georgillis Ortega, Jeff Tillman, and Joe Tillson, Walter Morris

- I. **Call to Order** – Board President, Bob Novasel (Novasel) called the meeting to order at 6:17 p.m.
  - A. Public Comments on Items Not on Agenda – None.
  - B. Public Comments on Agenda Items – None.
  - C. Consideration of Approval of Minutes – Jessica Sota (Sota) moved/Novasel seconded/approved unanimously the October 21, 2015 board meeting minutes as presented.
  - D. Introductions – Natalie Lehman, Foundation Assistant. Nancy Harrison (Harrison) introduced Natalie to the board. Natalie started the assistant position in December, 2015 and has a fundraising and foundation background.
- II. **Treasurer's Report** – Jeff DeFranco (DeFranco)
  - A. Quarterly Financial Report – DeFranco reported that the foundation is doing well so far this year. There have been some unrealized gains that have helped continue to keep the finances on track. DeFranco gave an overview of the Ledbetter Scholarship, which has been funded for the next five years. The balance of this scholarship is \$200,000 and will show in the balance sheet in Q3 of this fiscal year.
  - B. Gift in-kind donations were finalized in Q1 for Taste of Gold along with the final numbers for

the event. Overall the event raised less money from the previous year. Expenses were higher with the foundation spending more money on catering and equipment.

- C. University Center Fund Investment Update - DeFranco reviewed the University Center's fund totaling \$1.9 million. At the direction of the board, the money was placed in CDs at several different banks. The investment cycle of the fund was also outlined. DeFranco also showed the board the floor plans and designs for the center.
- D. Update on AAUW Scholarship Fund Investment - DeFranco reviewed the fund and the investment strategy that was decided on and approved by the board and fund donors. DeFranco reported per Payden & Rygel that the fund balance is too low to move into a stand-alone investment account.
- E. Unrestricted Program Support- DeFranco reviewed the fund and stated that some of the expenses trend from year to year and others are a one-time expense during the year. Examples of the expenses that will continue from year to year are: the scholarship award luncheon, faculty awards and donor recognition board.
- F. Consideration to add Andrea Salazar, Director of Fiscal Services as a Signor for Foundation Bank Account- Novasel moved/ Adele Lucas (Lucas) seconded/approved unanimously for Andrea Salazar, Director of Fiscal Services to become a signor for the Foundation checking account.

III. **Superintendent/President's Report** – Dr. Kindred Murillo (Murillo) – Shared with the board that she will be leaving the college in June 2017.

- A. University Center – Murrillo reviewed the plans for the University Center, which will break ground spring 2017 and is on track to open in fall 2018. The goal for the center is to have 3-4 partnering universities. Murillo is currently pursuing UC Davis, CSU Chico, CSU Humboldt, UNR and Sierra Nevada College.  
Murillo also reported on the good neighbor policy. Western Nevada College will be supporting the good neighbor program. A final approval of the policy should be passed in April. The goal is to have the program running by fall 2016.  
Lastly, Murillo reported the college is doing well financially and is working to maintain this stability throughout the fiscal year. She also thanked the Foundation for raising \$55,000 for the Measure F campaign.

IV. **Foundation Executive Report** – Nancy Harrison (Harrison)

- A. Annual Fund Update – Harrison updated the board on the annual fund and had the board review the donors that have given this year to the fund. Each donor received a “thank you” phone call and a hand-written note. The foundation will be sending out a mailing this spring along with an email and will be more targeted asking donors for funds for specific projects.
- B. Scholarship Update
  - 1. Donor Recognition – Harrison reported that holiday cards were sent to all scholarship donors. The foundation had a scholarship signing day for scholarship recipients to sign the holiday cards, but only had a small amount of students participate. It was noted

that the event was held during finals week, and maybe a different time would draw more attendees.

2. Fund Updates – Harrison reported that she is calling scholarship donors to see if they are continuing to fund their scholarships this year and if any parameters need to be changed. Also, she discussed the Mitch Underhill Mountain Fund. Foundation staff will be sending out a letter to Sarah Underhill's contact list in March to raise awareness for the fund.
3. Awards Luncheon – Harrison reported that the Scholarship Awards Luncheon will be held on Thursday, June 23rd at 11:30AM at MontBleu Resort Casino. Novasel informed the board that the executive committee had discussed if this luncheon was an appropriate use of foundation funds. Novasel stated that the amount was approved by the executive committee, but it did not pass unanimously. Sota stated that as a scholarship recipient she enjoyed the event and was excited to be recognized for her hard work. Cliff stated that in previous years that the event was held in the Duke Theatre and that as a donor he was happy with the event and did not want to spend that amount of money on this event. Murillo reminded the board that the \$6,500 was already approved in the budget and did not need to be voted on again by the board.

#### C. Consideration of Expenses for Unrestricted Program Support

1. Zoology Field Trip – Harrison brought a request forth from Madelyn Rios, who would like to take her Biology 212 class on a field trip and requested the funds from the foundation. Lucas moved/ Novasel seconded/ approved unanimously to fund the zoology field trip for \$606.50.
2. Adjunct Faculty Award - Harrison requested that the foundation fund an award for an adjunct faculty member in addition to the two current full-time faculty awards. Bob Cliff (Cliff) moved/Novasel seconded/approved unanimously to establish the adjunct faculty member award at \$500.
3. Current Negative Balance for the Writers Series – Harrison reported that this fund was allowed to go into the negative last year and requested that the board move funds from unrestricted program support to cover the negative balance. Cliff moved/Novasel seconded/approved unanimously for the foundation to cover the \$388.00 of the negative balance for the writers' series fund.

#### D. Speaker Spotlight Series Update

1. Report on the Walter Morris talk on January 27- Harrison reported that there were 50 people in attendance for Walter's talk and Walter offered to give his \$200 honorarium to the annual fund.
2. Upcoming Speakers: (6:00P.M. Aspen/Board Room)
  - Eric Munsing, PhD. - Cars that Run on Sunshine - Wed., March 2
  - Jamie Orr, PhD. - An Introduction to 3D Printing - Wed., May 25

#### E. Events Update

1. SnowSports Week – Harrison reported that there were some board members that participated in SnowSports week. The final amount raised will be reported at the next board meeting.
  2. Community Games - Saturday, May 7 – Harrison reported that the community games will take place again this year. Depending on the construction, the event may change dates or location from the field to the gym. More information will follow at the next board meeting.
  3. Graduation and Faculty Reception – Harrison reported that graduation will take place on Friday, June 24. Harrison is considering having the post-graduation event possibly at Sidellis Lake Tahoe Brewery.
  4. Taste of Gold – Harrison reported she is placing an advertisement in the Mountain Democrat to recognize the previous year’s wine tasting competition winners. The Stanford Camp food and beverage director offered to ask their suppliers to donate products to the event this year. Edgewood is planning on sponsoring the event again this year. Harrison discussed that there is a concern of where attendees will park for the event. She has contacted the US Forest Service for attendees to park in that lot and have the trolley bring people to the event. Novasel also reported that Edgewood has let the Foundation use golf carts in the past. Orr suggested that the board do more than sell tickets and raise money in additional sponsorship.
- F. Consideration of Purchase of New Database Software, Bloomerang, for the Foundation – Harrison asked the board to approve the purchase of new database software for the foundation. DeFranco moved/Orr seconded/ approved unanimously the purchase of new database software, Bloomerang for the foundation.
- G. Foundation Activity Update – Foundation staff have kept the website updated with current events and posted SnowSports, and cleaned up some other information. Considering a photo contest to generate photos. Currently doing database management through the annual fund mailing, holiday card mailing and mailed year end giving statements with a cover letter, continue to clean up data. Found many inconsistencies between “address” mailing name and “donor” mailing name during the mailing of the year-end giving statements. Processes and procedures – Have further streamlined donation and expense processing with fiscal services. Data entered on foundation side and one communication to fiscal per transaction versus previous back and forth. Donor relations – Holiday cards were mailed to all scholarship donors and donors who gave \$75 or more in the past year. Employees who gave less than \$75 in the past year and didn’t receive a holiday card received a handwritten thank you note. Harrison also reported on the social media strategy. The winter email was sent. Open rate. 41% open rate with an industry average of 25%. 57% mobile device and 43% desktop, 30 click through to the donation page and one donation. Spring Enewsletter will have a stronger ask. Also, staff have started Facebook posts, “Thank you Thursdays”, third one this week. Response and interaction seems to be good. Cliff requested a written report on the activity report within the minutes and include any difficulties that Harrison is experiencing with meeting her goals.

V. **New Business**

- A. Consideration of Approval of Membership Nomination - Tyler Fair – Novasel moved/Murillo seconded/approved unanimously to accept Tyler Fair onto the foundation board.
- B. Consideration of Approval of Board Retreat on May 18th and Michael Ward, Facilitator – Harrison informed the committee that Lisa Schafer secured the use of the lakefront home of donors Jan and Chet Pipkin for the retreat. Also, she suggested using Michael Ward as the facilitator for the retreat to ensure that every board member is able to be actively engaged in the day and discussion. Several board members discussed the need for a set agenda for the retreat to ensure that the goals of the day are met. Novasel motioned/DeFranco seconded/approved unanimously to hold the board retreat on May 18<sup>th</sup>. Murillo suggested that the board focus on the bylaws during the board retreat. Lucas stated that she did not think a facilitator was needed for the retreat, especially if there are only a few goals to be completed in the afternoon. Several board members agreed with Lucas. After some discussion, DeFranco stated that due to the high amount of discussion, that he thought it would be best to have a facilitator for the retreat to ensure that all of the goals for the day were accomplished. DeFranco motioned to hire Michael Ward at \$1,500 to facilitate/Jaime Orr (Orr) seconded/Novasel, Cliff, Leon Malmed (Malmed), Deanna Brothers (Brothers), Lucas approved/Sota and Roberta Mason (Mason) opposed to hire Michael Ward as the facilitator for the board retreat and pay him \$1,500.
- C. Consideration of Foundation Board Member Participation on Distinguished Alumni Committee – Harrsion requested that one of the board members participate on the Distinguished Alumni committee. Lucas agreed to participate on the committee. Malmed stated that he would participate also as a back-up to Lucas.

VI. **Next Regular Meeting** – March 16, 2016 at 6:00PM

VII. **Upcoming Board Meetings**

April 20<sup>th</sup>

May 18<sup>th</sup> – Board Retreat

June 15<sup>th</sup>

VIII. **Adjournment** – Meeting adjourned at 7:53PM

# LAKE TAHOE COMMUNITY COLLEGE FOUNDATION



## Gift-In-Kind Donation Form

A gift-in-kind is a non-cash gift of physical property or service. Examples of gifts-in-kind include, but are not limited to products, supplies, equipment, artwork, and furniture.

### Donor Information

Individual or Corporation Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Preferred Method of Contact:  Phone  Email

Email: \_\_\_\_\_

Item(s) to be donated: (Please include a description or attach an inventory for multiple donations and when appropriate, a serial number.)

\_\_\_\_\_  
\_\_\_\_\_

Purpose of Donation: \_\_\_\_\_

Fair Market Value (As determined by the donor): \_\_\_\_\_

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To be completed by the LTCC Foundation

Date contribution received: \_\_\_\_\_

Received by: \_\_\_\_\_

Value of item(s): \_\_\_\_\_

Contribution value established by:  Donor Invoice  Appraisal  Sales Receipt

Donor Stated Value  Other: \_\_\_\_\_

Acknowledgement sent  Donor entered into database



Plan to theme/ tag line the event **“Celebrating and Supporting Student Success”**

VIP Reception - Possible showing of alum Ian Ruhter’s artwork and alum Chris Sidellis pouring his brewery’s beer

Include an appeal at the event to raise money for “Student Success” (annual fund)

#### **Marketing and Promotions**

- Will Create a FB Event page in March and post regularly including mentions and thanks to wineries
- Plan to run ads in the Mountain News beginning in April
- Print and web materials will include a donation option if attendance isn’t an option

#### **Sponsorships**

- Will start asking for sponsor commitment in March

#### **Food & Beverage and Volunteers**

- Meeting with Stephanie Jee, Kasey DeFranco and Virginia Boyar to discuss creating a culinary and a wine class to recruit students and coordinate food prep and food and wine serving

#### **Vendors**

- Sidellis Lake Tahoe Brewery agreed to participate
- Wineries confirmed: 3 over 50, Mt. Akum, Crystal Basin, Luminare, Jodar, Madrona, Windwalker
- Plan to begin contacting restaurants

#### **Entertainment**

- Asked Dreu Murin to emcee the event, no confirmation yet
- Josh Pfeiffer Band to return

### **2016 Faculty Awards Reception**

**Date:** Friday, June 24, 2016

**Time:** 8pm following 6pm LTCC Graduation Ceremony at the South Tahoe Middle School Multi-Purpose Room

**Location:** Sidellis Lake Tahoe Brewery, 3350 Sandy Way, South Lake Tahoe

**Attendance:** Approximately 50-60 attendees. Graduation presenters including distinguished alumni, faculty award winners and select faculty and staff, LTCC Board of Trustees and foundation board members.

**Event Details:** Brewery will be closed to the public, wine, beer and appetizers will be served

**Cost:** \$1,700 per year in the past two years. In the past, the event was paid for in the following fiscal year. Foundation staff would like to pay for the reception in the current fiscal year with funds from unrestricted program support.

### Distinguished Alumni Award

Jeff Braun graduated from Lake Tahoe Community College in 1978 with an Associate's Degree in natural science/ math. Jeff's LTCC degree is his only college degree.

While at LTCC Jeff served on the student council and as the student member of the LTCC Board of Trustees. Jeff attended classes when the campus occupied a motel which is now the Econolodge at 2659 Lake Tahoe Blvd. During Jeff's tenure on the board, the LTCC Trustees approved the purchase of the land that the campus sits on today.

After graduation, Jeff had a series of entrepreneurial efforts and resulting failures. Then in 1988 Jeff co-founded and served as the CEO of Maxis, a video game software publisher. Maxis is world famous for creating The Sims, one of the best-selling video games of all time. Jeff retired from Maxis and the video game business in 2000.

An avid backpacker, Jeff loves to explore the exposed granite surface of the Sierra Nevada Batholith. Jeff completed the John Muir Trail in 2012, the High Sierra Trail in 2013 and aspires to hike the entire Sierra High Route. Most of the Sierra High Route is above timberline at higher elevations – between 9,000 – 11,500' and the route runs east of and parallel to much of the John Muir Trail.