



AGENDA

Regular Meeting

Wednesday, June 18, 2014
Lake Tahoe Community College
Room L104
6:00 p.m. Open Session

I. Call to Order – Bob Novasel

II. Open Session

Hearing of the Public on Items Not on the Agenda

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 President of the Board or by Board action. The Board, however, cannot act upon any request or proposal unless the item is on the meeting agenda.

Hearing of the Public on Items on the Agenda

Members of the public will be given the opportunity to 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.

III. Discussion and Reports

- A. Foundation Event and Campaign Updates (McVean)
 - 1. Fill the Frame Campaign & Post 40th Anniversary Celebration Updates
 - 2. 40th Anniversary Commemorative Banners
 - 3. 2014 Annual Taste of Gold Event
- B. Finance Committee Report (McVean/DeFranco)
- C. Superintendent/President's Report (Murillo)
 - 1. LTCCD General Obligation Bond Campaign Support
 - 2. ByLaws Committee & Membership Committee Report

IV. Action Items

- A. Consideration of Approval of Minutes – May 21, 2014
- B. Consideration of Approval of Fiscal Year 2014/15 Tentative Foundation Budget
- C. Consideration of Approval of 2014/15 TRiO Booklending Program Support
- D. Consideration of Approval of 2014/15 Writers' Series Program Support
- E. Consideration of Approval of Gifts and Donations, AP Architects

- F. Consideration of Approval of Gifts and Donations, Jeanne R. Prestella
- G. Consideration of Approval of 2014/15 Foundation Board of Directors Meeting Calendar and Annual Board of Director's Retreat

V. Announcements and Comments

- A. Board Member Comments
- B. Student Comments

VI. Next Meeting – August 20, 2014

VII. Adjournment

VIII. Disability Access

The Administration Building and Room L104 are wheelchair accessible. The following services are available when request are made by 4:00 p.m. of the Friday before the Board meeting: American Sign Language interpreters or use of a reader during a meeting; large print agenda or minutes in alternative format; assistive listening devices. Please contact, Julie Booth, (530) 541-4660 ext. 245, if you need assistance in order to participate in a public meeting or if you need the agenda and public documents modified as required by Section 202 of the Americans with Disabilities Act.

LAKE TAHOE COMMUNITY COLLEGE FOUNDATION

☐ CLOSED SESSION ☒ REPORTS & FIRST READINGS ☐ ACTION ITEMS ☐ INFORMATION

DATE: June 18, 2014

TO: Foundation Board

FROM: Superintendent/President

SUBJECT: Foundation Event and Campaign Updates

1. *Fill the Frame Campaign & Post 40th Anniversary Celebration Updates*

Staff will review the progress of the Fill the Frame Campaign and the successful unveiling of the sculpture that took place on June 7th, 2014.

2. *40th Anniversary Commemorative Banners*

Staff will update the Foundation Board on the donation of the 40th Anniversary Commemorative banners provided by AP Architects.

3. *2014 Annual Taste of Gold Event*

In preparation for the LTCC Foundations largest annual fund supporting event, staff is working towards identifying sponsorships, filling out grant applications, and contacting wineries, breweries and eateries for the July 12, 2014 event. Tickets sales are now on sale and the event is generating a great of deal of excitement due to this year's entertainment, the Josh Pfeiffer Band.

Other Upcoming Events:

June 27th

LTCC Scholarship Awards Ceremony ~ Duke Theatre from 1:00 – 2:30 p.m.

LTCC's 39th Commencement Ceremony ~ Community Play Fields at 6:00 p.m.

Faculty of the Year Award Reception ~ Student Center at 7:30 p.m.

LAKE TAHOE COMMUNITY COLLEGE FOUNDATION

☐ CLOSED SESSION ☒ REPORTS & FIRST READINGS ☐ ACTION ITEMS ☐ INFORMATION

DATE: June 18, 2014

TO: Foundation Board

FROM: Superintendent/President

SUBJECT: Finance Committee Report

Aaron McVean and Jeff DeFranco will update the Foundation Board of Directors on items discussed and reviewed at the June 18th, 2014 Finance Committee Meeting.

LAKE TAHOE COMMUNITY COLLEGE FOUNDATION

☐ CLOSED SESSION ☒ REPORTS & FIRST READINGS ☐ ACTION ITEMS ☐ INFORMATION

DATE: June 18, 2014

TO: Foundation Board

FROM: Superintendent/President

SUBJECT: Superintendent/President's Report

Superintendent/President Dr. Kindred Murillo will update the Foundation Board of Directors on the work of the By-Laws Sub-Committee.

Dr. Murillo will also provide an update regarding the potential 2014 general obligation bond campaign.

LAKE TAHOE COMMUNITY COLLEGE FOUNDATION

BOARD OF DIRECTORS

Regular
Meeting

Wednesday, May 21, 2014
Lake Tahoe Community College
Room L104
6:00 p.m. Open Session

MINUTES

Present: Ron Alling, Diane Bisbee, Dr. Bob Cliff, Adele Lucas, Leon Malmed, Dr. Kindred Murillo, Gina Niceforo, Bob Novasel, Janet Smith, Joe Tillson, Jeff Tillman

Absent: Dr. Deanna Brothers, Kerry David, Jeff DeFranco, Ryan Forvilly

Staff: Julie Booth, Aaron McVean, Anna Lee

Guests: None

Call to Order Board President Mr. Bob Novasel called the meeting to order at 6:12 p.m.

***Hearing of the Public on
Items Not on the Agenda*** No public comments

***Hearing of the Public on
Items On the Agenda*** No public comments

Discussion & Reports

TRiO Program Presentation Anna Lee updated the Board on the Textbook Lending Program noting this program is one of the most desirable services that LTCC offers.

Books each year are on average \$1,000 to \$2,200. Students who are TRiO participants, CTE students, Veterans and their dependents, EOPS students, and CalWORKs students are eligible for free textbooks.

The LTCC Foundation is the largest contributor of the program totaling \$17,445 since 2011. From this, over 2,600 checkouts have been made and low-income students have saved over \$154,000 in three years.

UNADOPTED MINUTES

Dr. Bob Cliff asked Anna to try to analyze how many additional funds would be needed to help additional students. Anna noted \$5,000 would provide the Textbook Lending Program the opportunity to replenish the inventory of changing books for the 2014/15 fiscal year.

(Attachment A)

**Foundation Event &
Campaign Updates**

Aaron McVean reviewed the following:

Fill the Frame Campaign: The sculpture is on target for the big reveal scheduled for June 7th, 2014. Additional costs have been realized due to some unforeseen expenses. Currently, over \$63,000 has been raised and almost \$50,000 in expenses has been spent. Following the final payment to the Foundry and misc. contingent expenses, Annual Fund dollars may be needed to cover the final costs of the project.

40th Anniversary Book Campaign: Diane Lewis has been working with Kim Wyatt to finalize the first chapter of the book. Dr. Murillo noted Del Laine has been instrumental to help raise the remaining \$15,000 needed. They are looking to have 15 people pledge \$1,000 dollar donations; \$3,000 has already been raised. Staff has the rare and unique opportunity to work closely with Dr. Duke, Mrs. Roberta Mason, and Dr. Fritz Wenck, Jr. who has been with the District since its inception

2014 Taste of Gold Event: Aaron asked the Board for their support to increase the level of attendance along with sharing sponsorship information with anyone who might be interested. Last year nearly half of the Taste of Gold revenue came from corporate and private sponsors; any help from the Board is welcomed.

2013/14 Scholarships: Staff is hopeful to raise the same amount of dollars as last year. Aaron reviewed the new scholarships that have been created for this season.

(Attachment B, C, D, E, F, G, H)

Finance Committee Report

The Finance Committee will be bringing forward two items for consideration of approval later in the agenda which include funds to support the Adult ESL Scholarship.

The Art Auction raised approximately \$4,000 For the Foundation's Annual Fund. Dr. Murillo thanked the Foundation Board for their support. Foundation Investments funds were also reviewed noting further discussion of these investments will take place at a future meeting.

Superintendent/President's Report

Dr. Kindred Murillo reminded the Foundation Board about the upcoming 40th Anniversary celebration scheduled for June 7, 2014 and noted this event has been generating excitement in the community. This event will be the launch of what may be the beginning of the General Obligation Bond. The evening will also reveal the new mascot while encouraging the community to re-invest in the classrooms, and the college.

The General Obligation Bond process is moving forward and Dr. Murillo is working with the District attorney to identify how/if the Foundation can support the efforts. The campaign will be ran efficiently and honestly.

Staff will also be distributing chapter one of the 40th Anniversary Book for attendees of the dinner.

Action Items

Consideration of Approval of Minutes – March 19, 2014

Moved Dr. Bob Cliff/Seconded Bob Novasel/Passed unanimously to approve the minutes of March 19, 2014 as presented. *(Attachment I)*

Consideration of Approval of Funding the Foundation Recognition Wall

This item will be postponed to a future reading for consideration of approval.

Consideration of Approval of ESL Scholarship Fund

Moved Ron Alling/Seconded Janet Smith/Passed unanimously to approve the ESL Scholarship Fund in the amount of \$3,000 for 2014/15 as presented.

The Adult ESL Scholarship would identify how funds are dispersed through a small subcommittee comprised of a Foundation Board member, Tere Tibbetts and a community member. This group would identify the eligibility criteria and provide a report in the spring of 2015 to review on the outcomes of the funds distributed. Further funding will be reviewed at that time. *(Attachment J)*

Announcements & Comments

Board Member Comments

None

Student Comments

None

Next Meeting Date

The next regular meeting of the Lake Tahoe Community College Foundation is scheduled for Wednesday, May 21, 2014 at 6:00 p.m., in room L104 on the College campus.

Adjournment

The meeting adjourned at 7:17 p.m.

Signed by Kindred Murillo, Secretary

Submitted by Julie Booth

ADOPTED AND ORDERED INTO THE MINUTES

Kindred Murillo, Secretary

Date

LAKE TAHOE COMMUNITY COLLEGE FOUNDATION

☐ CLOSED SESSION ☐ REPORTS & FIRST READINGS ☒ ACTION ITEMS ☐ INFORMATION

DATE: June 18, 2014

TO: Foundation Board

FROM: Executive Director

SUBJECT: Consideration of Approval of the Fiscal Year 2014/15 Tentative Foundation Budget

Each year staff brings forward a tentative budget for consideration and adoption as the final budget for the upcoming fiscal year. The Fiscal Year 2014/15 budget is based on conservative revenue assumptions. Expenses are largely in line with those budgeted for Fiscal Year 2013/14.

Recommendation

It is recommended the Foundation Board approve the tentative 2014/15 Foundation budget as presented.

<u>Revenue</u>	<u>Account Code</u>	<u>Category</u>	FY 2013-14 Adopted Budget		FY 2013-14 Working Budget		FY 2014-15 Tentative Budget	
			<u>Unrestricted</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Restricted</u>
	8110	Annual Fund - Student Success Campaign	\$ 40,000.00		\$ 32,465.00		\$ 40,000.00	
	8120	40th Anniversary	\$ 7,500.00		\$ 7,770.00		\$ -	
	8120	Taste of Gold	\$ 40,000.00		\$ 40,330.00		\$ 40,000.00	
	8123	Art Auction	\$ 5,000.00	\$ 5,000.00	\$ 4,863.88	\$ 4,863.88	\$ 6,000.00	\$ 6,000.00
	8180	President's Circle	\$ 10,000.00		\$ -		\$ -	
	8500	Investment Income	\$ 14,000.00		\$ 9,430.00	\$ 14,251.00	\$ 13,000.00	
	8170	Program Support		\$ 15,000.00		\$ 71,529.00		\$ 30,000.00
	8210	Scholarships and Awards		\$ 60,000.00		\$ 42,822.00		\$ 60,000.00
	8260	Other Revenue Sources		\$ 40,000.00			\$ 10,000.00	
Total Income			\$ 116,500.00	\$ 120,000.00	\$ 94,858.88	\$ 133,465.88	\$ 109,000.00	\$ 96,000.00

<u>Expenses</u>	<u>Account Code</u>	<u>Category</u>	FY 2013-14 Adopted Budget		FY 2013-14 Adopted Budget		FY 2014-15 Tentative Budget	
			<u>Unrestricted</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Restricted</u>
	2110	Executive Director (.25 FTE)	\$ 40,050.00		\$ 40,050.00		\$ 22,564.25	
	3000	Executive Director Benefits (.33 FTE)	\$ 15,460.00		\$ 15,460.00		\$ 7,188.58	
	2120	Coordinator/Special Assistant					\$ 18,703.08	
	3000	Coordinator/Special Assistant Benefits					\$ 10,042.63	
	2340	CalWORKS Student	\$ 3,100.00		\$ 3,100.00		\$ -	
Compensation Sub-Total			\$ 58,610.00		\$ 58,610.00		\$ 58,498.54	
	4400	Taste of Gold	\$ 6,000.00		\$ 6,000.00		\$ 8,000.00	
	4400	40th Anniversary	\$ 7,500.00		\$ 7,500.00		\$ -	
	4110	Program Support	\$ 15,000.00	\$ 20,000.00	\$ 15,000.00	\$ 20,000.00	\$ 15,000.00	\$ 30,000.00
	4410	Art Auction	\$ -		\$ -		\$ 500.00	
	5210	Advertising	\$ 3,000.00		\$ 3,000.00		\$ 3,000.00	
	5240	Marketing & Promotion	\$ 4,400.00		\$ 4,400.00		\$ 4,000.00	
	5260	Meeting Supplies	\$ 1,500.00		\$ 1,500.00		\$ 1,500.00	
	5320	Bank Service Charges	\$ 390.00		\$ 390.00		\$ 400.00	
	5330	Printing and Repro.	\$ 1,500.00		\$ 1,500.00		\$ 1,000.00	

5340	Credit Card/PayPal Fees	\$	400.00			\$	400.00			\$	1,000.00		
5450	Investment Expense	\$	1,000.00			\$	1,000.00			\$	1,000.00		
7100	Scholarships & Awards	\$	-	\$	60,000.00	\$	-	\$	60,000.00	\$	-	\$	80,000.00
7110	Foundation for the Future	\$	10,000.00	\$	15,000.00	\$	10,000.00	\$	15,000.00	\$	10,000.00	\$	15,000.00
7110	Ascending Sculpture Project	\$	-	\$	25,000.00	\$	-	\$	25,000.00	\$	-		
5360	Contingency	\$	7,200.00	\$	-	\$	7,200.00	\$	-	\$	5,000.00	\$	-
Operations Sub-Total		\$	57,890.00	\$	120,000.00		57,890.00	\$	120,000.00	\$	50,400.00	\$	125,000.00
Total Expenses		\$	116,500.00	\$	120,000.00		116,500.00	\$	120,000.00	\$	108,898.54	\$	125,000.00

LAKE TAHOE COMMUNITY COLLEGE FOUNDATION

☐ CLOSED SESSION ☐ REPORTS & FIRST READINGS ☒ ACTION ITEMS ☐ INFORMATION

DATE: June 18, 2014

TO: Foundation Board

FROM: Superintendent/President

SUBJECT: Consideration of Approval of 2014/15 TRiO Booklending Program Support

In November 2011, the LTCC Foundation provided \$9,445 in seed money to start a book lending program for TRiO students and other low-income, educationally disadvantaged students since the cost of purchasing textbooks three times each year is the greatest financial barrier these students face. Currently, there is approximately \$2,266 remaining in the restricted account, and the TRiO-SSS program that manages the book lending program has expressed interest in additional funding from the Foundation in the amount of \$5,000 to continue to purchase updated texts and keep the inventory current.

Recommendation

It is recommended the Foundation Board approve support for the 2014/15 TRiO Booklending Program in the amount of \$5,000 as presented.

LAKE TAHOE COMMUNITY COLLEGE FOUNDATION

☐ CLOSED SESSION ☐ REPORTS & FIRST READINGS ☒ ACTION ITEMS ☐ INFORMATION

DATE: June 18, 2014

TO: Foundation Board

FROM: Superintendent/President

SUBJECT: Consideration of Approval of 2014/15 Writers' Series Program Support

Staff will bring forward a recommendation from the Finance Committee meeting to the Foundation Board of Directors for Program Support to the Writers' Series program for the 2014/15 Fiscal Year.

Recommendation

It is recommended the Foundation Board approve support to the Writers' Series program for the 2014/15 Fiscal Year as presented.

LAKE TAHOE COMMUNITY COLLEGE FOUNDATION

☐ CLOSED SESSION ☐ REPORTS & FIRST READINGS ☒ ACTION ITEMS ☐ INFORMATION

DATE: June 18, 2014

TO: Foundation Board

FROM: Superintendent/President

SUBJECT: Consideration of Approval of Gifts and Donations, AP Architects

Consistent with Board policy concerning the acceptance of gifts and donations, the following recommendation is offered:

DONATION:

Item	Qty	Total
In-kind gift services of planning and architectural engineering for the steel sculptures placed in the Demonstration Garden		\$8,350
Total Estimated Value of Donation		\$8,350

DONATED TO: Lake Tahoe Community College Foundation

DONATED BY: AP Architects

Recommendation

It is recommended the Foundation Board accept the gifts and donations from AP Architects as presented.

LAKE TAHOE COMMUNITY COLLEGE FOUNDATION

☐ CLOSED SESSION ☐ REPORTS & FIRST READINGS ☒ ACTION ITEMS ☐ INFORMATION

DATE: June 18, 2014

TO: Foundation Board

FROM: Superintendent/President

SUBJECT: Consideration of Approval of Gifts and Donations, Jeanne R. Prestella

Consistent with Board policy concerning the acceptance of gifts and donations, the following recommendation is offered:

DONATION:

Item	Qty	Total
One week of timeshare anywhere in the world (upon availability) through the RCI resort directory for the 2014 Taste of Gold auction.		\$1,200
Total Estimated Value of Donation		\$1,200

DONATED TO: Lake Tahoe Community College Foundation

DONATED BY: Jeanne R. Prestella

Recommendation

It is recommended the Foundation Board accept the gifts and donations from Jeanne R. Prestella as presented.

LAKE TAHOE COMMUNITY COLLEGE FOUNDATION

☐ CLOSED SESSION ☐ REPORTS & FIRST READINGS ☒ ACTION ITEMS ☐ INFORMATION

DATE: June 18, 2014

TO: Foundation Board

FROM: Superintendent/President

SUBJECT: Consideration of Approval of the 2014/15 Foundation Board of Directors Meeting Calendar and Annual Board of Directors Retreat

Below is the proposed 2014/15 meeting schedule for the LTCC Foundation's Board of Directors. Foundation Finance Committee meetings will be scheduled prior to the regular Board meetings to improve efficiency. Staff would also like to schedule the 2014 Board of Directors Retreat proposing Friday, September 12th as a tentative date for discussion. This meeting would include regular business for the month of September, providing the Board Directors the opportunity to establish goals and objectives for the upcoming year.

Foundation Board of Directors Meeting Schedule

August 20, 2014 (Special Finance Committee Meeting to review Fiscal Year 2013/14 Actuals and Revise Fiscal Year 2014/15 Budget)

October 15, 2014 (Special Finance Committee Meeting to review quarterly financials)

November 19, 2014

January 21, 2015

March 18, 2015

April 15, 2015 (Special Finance Committee meeting to review quarterly financials)

May 20, 2015

June 17, 2015

August 19, 2015

Recommendation

It is recommended the Foundation Board approve the 2014/15 Foundation Board of Directors meeting schedule as presented.