

# LTCC Foundation Board of Directors AGENDA

Regular Meeting

Wednesday, August 19, 2015  
Lake Tahoe Community College  
Board Room  
6:00 p.m.

**Call to Order – Bob Novasel**

## **I. 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.

## **II.**

## **III. Discussion and Reports**

- A. Thank you Julie Booth – Great Effort for the Foundation (Murillo)
- B. Foundation Event and Campaign Updates (Harrison)
  - 1. Taste of Gold 2015 Recap
  - 2. Support of the Soccer Program Discussion
  - 3. Annual Fund Update
  - 4. 2015/16 Scholarships Report
  - 5. Foundation Activity Report
  - 6. Donor Recognition Wall Update
- C. Executive Committee Report (Novasel)
  - 1. Discussion of Investment Strategy Options for Ledbetter and Strong Scholarship Funds
  - 2. Year End Report on Fiscal Year 2014/15 Foundation Budget (DeFranco)
  - 3. Discussion – Board Goals for the Foundation for Fiscal Year 2015/16 (Murillo)

## **IV. Action Items**

- A. Consideration of Approval of Minutes – June 17, 2015
- B. Consideration of Approval of Designating Program Support to the Book lending Program for 2015/16
- C. Consideration of Approval of Investment Strategy for Ledbetter Scholarship Fund
- D. Consideration of Approval of Investment Strategy for Strong Scholarship Fund

**V. Announcements and Comments**

- A. Board Member Comments
- B. Student Comments

**VI. Next Meeting – October 21, 2015**

**VII. Adjournment**

**VIII. Disability Access**

The Administration Building and the Board Room 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, Nancy Harrison, (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

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

**DATE:** August 19, 2015

**TO:** Foundation Board

**FROM:** Superintendent/President

**SUBJECT:** Thank You Julie Booth

Superintendent/President Dr. Kindred Murillo will thank and recognize Julie Booth for her hard work in the Foundation Office over the past year.

## LAKE TAHOE COMMUNITY COLLEGE FOUNDATION

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

**DATE:** August 19, 2015

**TO:** Foundation Board

**FROM:** Executive Director, Foundation & College Advancement

**SUBJECT:** Foundation Event and Campaign Updates

### **1. *2015 Taste of Gold Recap***

Staff will review the income to date for the 2015 Taste of Gold event. Sponsorships totaled \$27,500 with \$12K still due. Ticket revenue dropped and the auction and firefly sales were up slightly from last year. One unclaimed silent auction basket remains unclaimed or paid for, and will be available for purchase at the meeting!

### **2. *Foundation Support for the Men's and Women's Coyote Soccer Teams***

Staff is looking for board input on time and effort to allocate to support the men's and women's LTCC Coyotes intercollegiate soccer teams. A large number of international players are on campus for the men's team and the women begin practice the week of the board meeting. Plans are in place to introduce the mascot this year and start building momentum to go for record-setting attendance in 2016 when the new fields are in place.

### **3. *Annual Fund Update***

Beginning week four in the office, the ED is looking for history and guidance from the board to then jump into the annual fund campaign and strategize a plan to reach the \$45K goal for 2015/16.

### **4. *2015/16 Scholarship Report***

With some schools starting, students are requesting funds and staff is working to ensure all funds are received in time for students' needs.

### **5. *Foundation Activity Report***

Staff will update the board on activity in the foundation office over the last few weeks including Taste of Gold sponsor "thank you" calls and personal visits, attending the Hot August Pipes Soiree with Roberta Mason, getting up to speed on office processes for receipt of payments and expenses, and meeting college staff.

**6. *Donor Recognition Wall Update***

The vendor making the letters for the "Donor Wall" made a mistake on letter size and caught the mistake just before shipping, so the wall is delayed. Maintenance staff are busy with getting the new one-stop shop together, so the once the letters are received the week of August 17, hopefully the sign will be posted the week of the meeting.

**Upcoming College and Community Events**

**See attached Coyote Soccer Schedule**

**Saturday, September 19**

City of SLT 50th Anniversary Parade

LTCC Soccer Celebration of Mexican Independence Day at 1pm Home Game

**Wednesday, September 23 5:30pm at Riva Grill Barton Foundation Signature  
Cocktail Contest**

**LTCC Foundation**  
**TASTE OF GOLD**  
**Draft 2015 Financials**

	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
	<b>Income</b>	<b>Income</b>	<b>Income</b>	<b>Income</b>
<b>Income</b>				
Sponsorships	17,850	28,000	27,300	15,483
Sponsorships Receivable	-	-	-	12,500
Ticket Sales	11,710	9,675	13,425	10,255
Auction	4,610	2,505	3,871	4,340
Donations	125	150	639	1,364
<b>Total</b>	<b><u>34,295</u></b>	<b><u>40,330</u></b>	<b><u>45,235</u></b>	<b><u>43,942</u></b>
<b>Expense</b>				
4410 · Auction Expense	75	4,091	735	631
4450 · Special Event Supplies Expense	1,469	3,642	8,129	9,068
4460 · Special Events Prof Services	3,048		3,697	3,925
Other Operational Expense	726	264		1,127
<b>Total Expense</b>	<b><u>5,318</u></b>	<b><u>7,997</u></b>	<b><u>12,561</u></b>	<b><u>14,751</u></b>
<b>Net Income</b>	<b><u>28,977</u></b>	<b><u>32,333</u></b>	<b><u>32,674</u></b>	<b><u>29,192</u></b>

# LTCC ATHLETICS - SOCCER

## MEN'S SCHEDULE

DATE	OPPONENT	LOCATION	TIME
<u>SATURDAY, AUGUST 29, 2015</u>	<u>FRESNO CITY COLLEGE</u>	<u>LAKE TAHOE</u>	<u>1:00 PM</u>
<u>MONDAY, AUGUST 31, 2015</u>	<u>FOLSOM LAKE COLLEGE</u>	<u>FOLSOM</u>	<u>12:00 PM</u>
<u>FRIDAY, SEPTEMBER 04, 2015</u>	<u>HARTNELL COLLEGE</u>	<u>SALINAS</u>	<u>11:00 AM</u>
<u>SATURDAY, SEPTEMBER 05, 2015</u>	<u>CERRITOS COLLEGE</u>	<u>SALINAS</u>	<u>12:00 PM</u>
<u>SUNDAY, SEPTEMBER 06, 2015</u>	<u>IRVINE VALLEY COLLEGE</u>	<u>SALINAS</u>	<u>12:00 PM</u>
<u>SATURDAY, SEPTEMBER 12, 2015</u>	<u>DE ANZA COLLEGE</u>	<u>LAKE TAHOE</u>	<u>1:00 PM</u>
<u>SATURDAY, SEPTEMBER 19, 2015</u>	<u>WEST HILLS CC</u>	<u>LAKE TAHOE</u>	<u>4:00 PM</u>
<u>SUNDAY, SEPTEMBER 20, 2015</u>	<u>WEST HILLS VS LASSEN COLLEGE</u>	<u>LAKE TAHOE</u>	<u>1:00 PM</u>
<u>MONDAY, SEPTEMBER 21, 2015</u>	<u>LASSEN CC</u>	<u>LAKE TAHOE</u>	<u>1:00 PM</u>
<u>THURSDAY, SEPTEMBER 24, 2015</u>	<u>FOOTHILL COLLEGE</u>	<u>PALO ALTO</u>	<u>2:00 PM</u>
<u>FRIDAY, SEPTEMBER 25, 2015</u>	<u>CONTRA COSTA COLLEGE</u>	<u>RICHMOND</u>	<u>2:00 PM</u>
<u>TUESDAY, SEPTEMBER 29, 2015</u>	<u>LASSEN CC*</u>	<u>SUSANVILLE</u>	<u>4:00 PM</u>
<u>TUESDAY, OCTOBER 06, 2015</u>	<u>FEATHER RIVER COLLEGE*</u>	<u>QUINCY</u>	<u>4:00 PM</u>
<u>FRIDAY, OCTOBER 09, 2015</u>	<u>BUTTE COLLEGE*</u>	<u>LAKE TAHOE</u>	<u>2:00 PM</u>
<u>TUESDAY, OCTOBER 13, 2015</u>	<u>COLLEGE OF THE REDWOODS*</u>	<u>BUTTE</u>	<u>4:00 PM</u>
<u>TUESDAY, OCTOBER 20, 2015</u>	<u>SHASTA COLLEGE*</u>	<u>REDDING</u>	<u>4:00 PM</u>
<u>SATURDAY, OCTOBER 24, 2015</u>	<u>GAVILAN COLLEGE</u>	<u>LAKE TAHOE</u>	<u>3:00 PM</u>
<u>TUESDAY, OCTOBER 27, 2015</u>	<u>LASSEN COLLEGE*</u>	<u>LAKE TAHOE</u>	<u>4:00 PM</u>
<u>FRIDAY, OCTOBER 30, 2015</u>	<u>FEATHER RIVER COLLEGE*</u>	<u>LAKE TAHOE</u>	<u>2:00 PM</u>
<u>TUESDAY, NOVEMBER 03, 2015</u>	<u>BUTTE COLLEGE*</u>	<u>CHICO</u>	<u>2:00 PM</u>
<u>FRIDAY, NOVEMBER 06, 2015</u>	<u>COLLEGE OF THE REDWOODS*</u>	<u>SHASTA</u>	<u>12:00 PM</u>
<u>FRIDAY, NOVEMBER 13, 2015</u>	<u>SHASTA COLLEGE*</u>	<u>LAKE TAHOE</u>	<u>11:00 AM</u>

## WOMEN'S SCHEDULE

DATE	OPPONENT	LOCATION	TIME
<u>FRIDAY, AUGUST 28</u>	<u>DIABLO VALLEY COLLEGE</u>	<u>LAKE TAHOE</u>	<u>4:00 PM</u>
<u>TUESDAY, SEPTEMBER 1</u>	<u>SANTA ROSA JC</u>	<u>LAKE TAHOE</u>	<u>2:00 PM</u>
<u>FRIDAY, SEPTEMBER 4</u>	<u>CABRILLO COLLEGE</u>	<u>APTOS</u>	<u>7:00 PM</u>
<u>SATURDAY, SEPTEMBER 5</u>	<u>WEST VALLEY COLLEGE</u>	<u>SARATOGA</u>	<u>1:00 PM</u>
<u>SATURDAY, SEPTEMBER 12</u>	<u>COLLEGE OF THE SEQUOIAS</u>	<u>VISALIA</u>	<u>10:00 AM</u>
<u>TUESDAY, SEPTEMBER 15</u>	<u>SIERRA COLLEGE</u>	<u>LAKE TAHOE</u>	<u>5:00 PM</u>
<u>FRIDAY, SEPTEMBER 18</u>	<u>CONSUMES RIVER COLLEGE</u>	<u>SACRAMENTO</u>	<u>4:00 PM</u>
<u>SATURDAY, SEPTEMBER 19</u>	<u>SANTA ROSA JC</u>	<u>SANTA ROSA</u>	<u>1:00 PM</u>
<u>TUESDAY, SEPTEMBER 29</u>	<u>LASSEN CC*</u>	<u>SUSANVILLE</u>	<u>2:00 PM</u>
<u>TUESDAY, OCTOBER 6</u>	<u>FEATHER RIVER COLLEGE*</u>	<u>QUINCY</u>	<u>2:00 PM</u>
<u>FRIDAY, OCTOBER 9</u>	<u>BUTTE COLLEGE*</u>	<u>LAKE TAHOE</u>	<u>4:00 PM</u>
<u>TUESDAY, OCTOBER 13</u>	<u>COLLEGE OF THE REDWOODS*</u>	<u>BUTTE</u>	<u>2:00 PM</u>
<u>TUESDAY, OCTOBER 20</u>	<u>SHASTA COLLEGE*</u>	<u>REDDING</u>	<u>2:00 PM</u>
<u>TUESDAY, OCTOBER 27</u>	<u>LASSEN COLLEGE*</u>	<u>LAKE TAHOE</u>	<u>2:00 PM</u>
<u>TUESDAY, OCTOBER 30</u>	<u>FEATHER RIVER COLLEGE*</u>	<u>LAKE TAHOE</u>	<u>4:00 PM</u>
<u>FRIDAY, NOVEMBER 3</u>	<u>BUTTE COLLEGE*</u>	<u>CHICO</u>	<u>12:00 PM</u>
<u>FRIDAY, NOVEMBER 6</u>	<u>COLLEGE OF THE REDWOODS*</u>	<u>SHASTA</u>	<u>2:00 PM</u>
<u>FRIDAY, NOVEMBER 13</u>	<u>SHASTA*</u>	<u>LAKE TAHOE</u>	<u>1:00 PM</u>

\*GOLDEN VALLEY CONFERENCE GAMES ~ HOME GAMES (ALL CAPS & UNDERLINED)

PLEASE CHECK WEBSITE FOR THE MOST CURRENT SCHEDULE INFORMATION: [HTTP://WWW.LTCC.EDU/WEB/ATHLETICS/SOCCER](http://www.ltcc.edu/web/athletics/soccer)

## LAKE TAHOE COMMUNITY COLLEGE FOUNDATION

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

**DATE:** August 19, 2015

**TO:** Foundation Board

**FROM:** Superintendent/President

**SUBJECT:** Executive Committee Report

Board President Bob Novasel and Board Treasurer Jeff DeFranco will update the Foundation on the progress of the Executive Committee meeting held on August 19, 2015.



# Lake Tahoe Community College Foundation – Ledbetter Donation



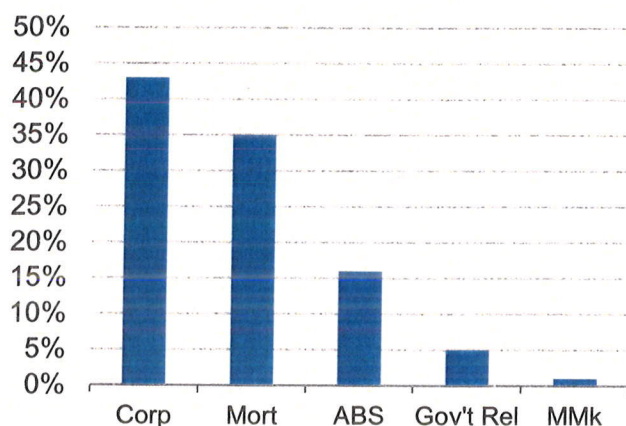
As of 7/31/15

## Intermediate Bond Portfolio

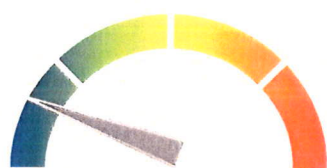
### Characteristics

Average Credit Quality	AA-
Weighted Average Duration	3.9 yrs
SEC Yield	2.4%

### Bond Sectors



### Investment Style



Conservative

Aggressive

Historical Performance	Trailing 3 Yrs	Trailing 5 Yrs	Trailing 10 Yrs
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Intermediate Bond Strategy	1.2%	1.7%	3.0%
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## Balanced Portfolio – 20% Stock

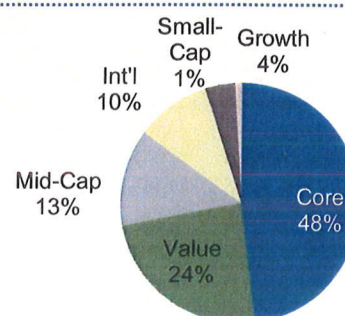
### Stock

P/E Ratio	19x	Avg. Credit Quality	A
Avg. Mkt. Cap	\$90.5 B	Avg. Duration	4.0 yrs
Dist. Yield	2.3%	SEC Yield	2.4%

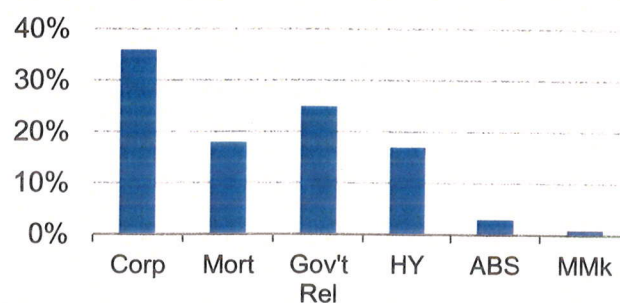
Portfolio Yield 2.4%

### Bond

### Stock Sectors



### Bond Sectors



### Investment Style



Conservative

Aggressive

Historical Performance	Trailing 3 Yrs	Trailing 5 Yrs	Trailing 10 Yrs
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20% Stock Balance Portfolio	4.7%	5.9%	5.4%
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Annualized; Based on historical returns of static portfolios with similar strategies. Past performance does not guarantee future performance.



# Lake Tahoe Community College Foundation – Strong Donation

As of 7/31/15

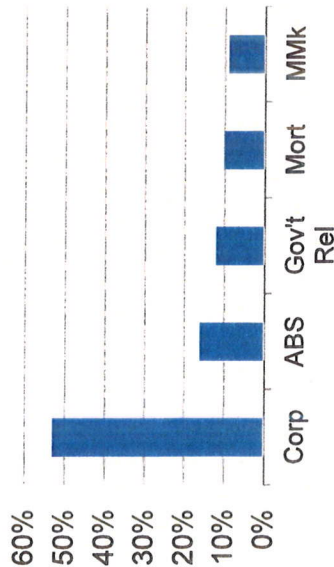


## Enhanced Cash Portfolio

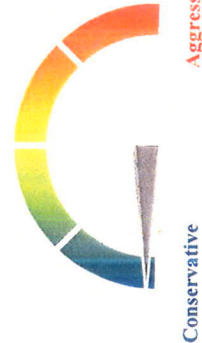
### Characteristics

Average Credit Quality A  
Weighted Average Duration 0.7 yrs  
SEC Yield 1.1%

### Bond Sectors



### Investment Style



### Historical Performance

Intermediate Bond Strategy 0.8% 0.9% 1.6%

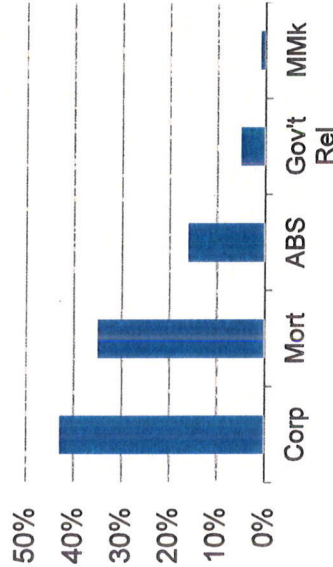
Trailing 3 Yrs	Trailing 5 Yrs	Trailing 10 Yrs
0.8%	0.9%	1.6%

## Intermediate Bond Portfolio

### Characteristics

Average Credit Quality AA-  
Weighted Average Duration 3.9 yrs  
SEC Yield 2.4%

### Bond Sectors



### Investment Style



### Historical Performance

Intermediate Bond Strategy 1.2% 1.7% 3.0%

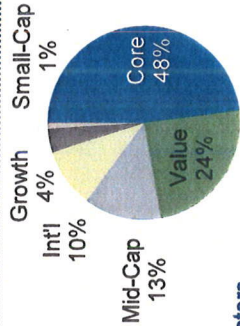
Trailing 3 Yrs	Trailing 5 Yrs	Trailing 10 Yrs
1.2%	1.7%	3.0%

## Balanced Portfolio – 20% Stock

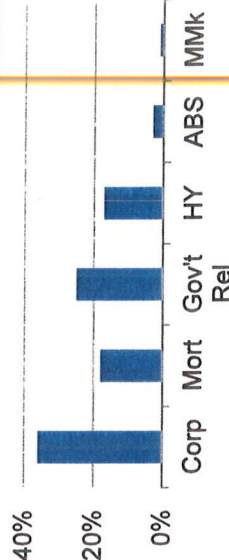
### Stock

P/E Ratio 19x  
Avg. Mkt. Cap \$90.5 B  
Dist. Yield 2.3%  
Avg. Credit Quality A  
Avg. Duration 4.0 yrs  
SEC Yield 2.4%  
Portfolio Yield 2.4%

### Stock Sectors



### Bond Sectors



### Investment Style



### Historical Performance

20% Stock Balance Portfolio 4.7% 5.9% 5.4%

Trailing 3 Yrs	Trailing 5 Yrs	Trailing 10 Yrs
4.7%	5.9%	5.4%

Annualized; Based on historical returns of static portfolios with similar strategies. Past performance does not guarantee future performance.





**LTCC FOUNDATION**  
**FY 14/15 Approved Budget**  
 July 1, 2014 - June 30, 2015

		Unrestricted	Restricted
<b>Revenues</b>			
8110	Annual Fund	40,000	
8120	Taste of Gold	45,260	
8123	Art Auction	6,000	6,000
8500 & 8600	Investment Income	10,000	14,000
8220	Program Support		65,000
8210	Scholarships & Awards		60,000
4100	Foundation for the Future		5,000
	Other Revenue Sources	5,000	
<b>Total Income</b>		<b>106,260</b>	<b>150,000</b>
<b>Expenses</b>			
2000	Director/Special Assistant Salary	37,509	
3000	Director/Special Assistant Benefits	20,991	
4400	Taste of Gold	8,000	
	Program Support	15,000	87,000
4410	Art Auction	500	
5210 & 5240	Advertising & Marketing Promotions	5,000	
5250	Office Supplies	400	
5260	Meeting Supplies	860	
5330	Printing & Reproduction	1,000	
5340	Credit Card Merchant Fees	1,000	
5350 & 7831	Investment Expense	1,000	
7100	Scholarships & Awards		70,000
	Foundation for the Future	10,000	5,000
5360	Miscellaneous/Contingency	5,000	
<b>Total Expenses</b>		<b>106,260</b>	<b>162,000</b>



## LTCC FOUNDATION

### Unrestricted

	<b>FY 13/14 Revised Budget</b> July 1, 2013 - June 30, 2014	<b>FY 13/14 Actual</b> July 1, 2013 - June 30, 2014	<b>FY 14/15 Budget</b> July 1, 2014 - June 30, 2015	<b>FY 14/15 YTD Actual</b> July 1, 2014 - June 30, 2015
<b>Revenues</b>	\$ 116,500	\$ 103,098	\$ 106,260	\$ 109,539
<b>Expenses</b>	\$ 116,500	\$ 117,544	\$ 106,260	\$ 106,995
<b>Net Income/(Loss)</b>	<u>\$ -</u>	<u>\$ (14,446)</u>	<u>\$ -</u>	<u>\$ 2,543</u>

**LTCC Foundation**  
**FY 2014-2015**  
**July 1, 2014 - June 30, 2015.**

**Revenue**

Unrestricted	\$ 109,539	
Restricted	<u>2,170,352</u>	
<b>Total Revenue</b>		<b>\$ 2,279,890</b>

**Operating Expenses**

Unrestricted	\$ 81,797.73	
Restricted	<u>1,546.38</u>	
<b>Total Operating Expenses</b>		<b>\$ 83,344</b>

**Scholarships & Program Support**

Unrestricted	\$ 25,198	
Restricted	<u>178,308</u>	
<b>Total Scholarships &amp; Program Support</b>		<b>\$ 203,506</b>
<b>Net Income/(Loss)</b>		<b><u>\$ 1,993,040</u></b>



**LTCC Foundation**  
**ANNUAL FUND**  
 FY 12-13/FY 13-14/FY 14-15 Revenue Comparison

Qtr #	Quarter Period	FY 12-13	FY 13-14	FY 14-15	FY 13-14 to FY 14-15 \$ Change	FY 13-14 to FY 14-15 % Change
Q1	July 1 - September 30	\$ 6,474	\$ 6,759	\$ 1,323	\$ (5,436)	-80%
Q2	October 1 - December 31	12,797	15,482	24,350	8,867	57%
Q3	January 1 - March 31	6,410	1,539	10,647	9,108	592%
Q4	April 1 - June 30	58,443	8,684	3,596	(5,088)	-59%
<b>FY TOTAL</b>		<b>\$ 84,125</b>	<b>\$ 32,465</b>	<b>\$ 39,916</b>	<b>\$ 7,451</b>	<b>23%</b>

LITCC Foundation  
Balance Sheet  
As of June 30, 2015.

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
<b>Assets</b>				
<b>Current Assets</b>				
Checking	2,539	135,199		137,738
Money Market	127	27,110		27,237
Prepaid Expense	4,894			4,894
<b>Total Current Assets</b>	<b>7,560</b>	<b>162,309</b>	-	<b>169,869</b>
<b>Other Assets</b>				
General Investment 01	110,705	85,642		196,347
AAUW Investment (see Money Market, restricted)				0
Haldan Art Gallery Investment		76,285		76,285
Matt Luerken Memorial Investment		8,376		8,376
University Center Investment		2,000,077		2,000,077
Foundation Endowment	182,277	79,456		261,734
General Investment 02	56,368			56,368
Endowment Challenge		234,437	345,000	579,437
K Baretta Mem Endowment		137	10,000	10,137
S Fatehyar Mem Endowment		220	11,300	11,520
W Strong Mem Endowment		448	45,000	45,448
Osher Endowment (Held with Fiscal Agent)			13,334	13,334
<b>Total Other Assets</b>	<b>349,349</b>	<b>2,485,078</b>	<b>424,634</b>	<b>3,259,063</b>
<b>Total Assets</b>	<b>356,909</b>	<b>2,647,388</b>	<b>424,634</b>	<b>3,428,932</b>
<b>Liabilities</b>				
Accounts Payable	4,840	613		5,453
Deferred Income	11,591			11,591
<b>Total Current Liabilities</b>	<b>16,431</b>	<b>613</b>	<b>0</b>	<b>17,044</b>
<b>Net Assets</b>				
<b>Beginning Balance</b>	<b>335,905</b>	<b>652,721</b>	<b>424,634</b>	<b>1,413,260</b>
Net Income/(Loss) from Operations & Investments	4,573	1,994,054		1,998,628
<b>Ending Balance</b>	<b>340,478</b>	<b>2,646,775</b>	<b>424,634</b>	<b>3,411,888</b>
<b>Total Liabilities &amp; Net Assets</b>	<b>356,909</b>	<b>2,647,388</b>	<b>424,634</b>	<b>3,428,932</b>

**LTCC Foundation**  
**IN KIND DONATIONS**

<b>1st Quarter</b> (July - September)	4,405
<b>2nd Quarter</b> (October - December)	-
<b>3rd Quarter</b> (January - March)	1,003
<b>4th Quarter</b> (April - June)	<u>3,267</u>
<b>TOTAL</b>	<u><u>8,675</u></u>

Preliminary information pending further research

**LTCC FOUNDATION**  
**2014-2015 Restricted Programs**  
As of June 30, 2015.

<u>Restricted Program</u>	<u>Expensed</u>
40th Anniversary Book	350
Anatomy & Physiology	2,160
Art Program	200
Barkley Sculpture	1,150
Book Lending Program	12,009
Culinary Arts Program	1,626
Friends of LTCC Soccer	1,244
Friends of the Music Department	1,095
Friends of the Theatre	375
ISSI	2,731
Ledbetter Terrace	6,532
Measure F	42,993
Nordic Center	128
Rock Ensemble	1,697
Speaker Spotlight Series	1,653
Writers' Series	5,428
Haldan Art Gallery	19,801
Total	<u><u>101,172</u></u>

## LAKE TAHOE COMMUNITY COLLEGE FOUNDATION

### BOARD OF DIRECTORS

Regular  
Meeting

Wednesday, June 17, 2015  
Lake Tahoe Community College  
Room L104  
6:00 p.m. Closed Session  
6:20 p.m. Open Session

## MINUTES

Present: Ron Alling, Diane Bisbee, Dr. Deanna Brothers, Dr. Bob Cliff, Paul Camacho, Kerry David, Jeff DeFranco, Adele Lucas, Roberta Mason, Dr. Kindred Murillo, Bob Novasel, Gina Niceforo, Georgillis Ortega, Jeff Tillman, Joe Tillson

Absent: Ryan Forvilly, Dr. Walter Morris, Jaime Orr

Staff: Julie Booth

Guests: Anna Lee, Megan Waskiewicz

***Call to Order*** Board President Mr. Bob Novasel called the meeting to order at 6:02 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

***Recess to Closed Session*** The meeting recessed to Closed Session at 6:02 p.m.

***Recess*** Board President Bob Novasel called a recess at 6:02 p.m.

***Reconvene to Open Session*** The meeting reconvened to Open Session at 6:17 p.m.

***Announcement of Reportable Actions taken by Board of Directors in Closed Session*** Approval of Public Employment and to move forward with an offer to the final candidate for the Executive Director, Foundation and College Advancement.

### Discussion & Reports

UNADOPTED MINUTES

***TRiO Program Presentation***

TRiO-SSS Coordinator/Specialist, Anna Lee provided a detailed report to the Foundation Board regarding the TRiO program and how the Booklending program serves students who are generally low income and first generation college students. Anna Lee described how the books are purchased as well as the process on how to identify frequently requested and standard books that are required for the majority of the students. Currently, the program only covers printed books as they can be used more than once quarter per year, versus e-books which can only be used once. The average annual cost of textbooks run students \$1,000-2,000 dollars and the rising cost of textbooks is the greatest barrier for low-income students who are pursuing an education. Currently the LTCC Foundation provides nearly 40% of the annual Booklending program support. Since 2011, the Booklending program has saved low-income students over \$200,000 in textbook costs.

***Adult English as a Second Language (ESL) Program Update***

Megan Waskiewicz and Georgillis Ortega reviewed the computer workshop recently offered through the CONNECT program for Spanish speakers. Students were given the opportunity to learn how to navigate the internet, research jobs online and build resumes. Babysitting services were also provided to students who had families, and this proved to be a huge success. This course was full within a matter of hours proving these workshops are valuable for our local community and that there is a huge interest for these opportunities.

***Foundation Event & Campaign Updates***

Julie Booth reviewed the following:

***1. Taste of Gold 2015 Committee Report***

With the help of Kasey DeFranco, LTCC faculty member, 12 wineries have been committed to the event versus the seven from last year. All of the wineries are excited about partnering with the college Foundation this year and a great deal of appreciation to Casey for her efforts was noted. Board members are working to reclaim sponsors from last year and Julie reminded the Board to continue to network with friends, business partners, and community members to add sponsors and to volunteer in any capacity to help the event planning move forward. Silent Auction items are also needed in addition to volunteers.

***2. 2014/15 Scholarships***

Scholarships have increased again this year, totaling over \$114,000 while serving 105 students. The Board was encouraged to RSVP for the luncheon next week and to attend the post-graduation faculty reception hosted by the Foundation.

***3. Annual Fund Report***

As the academic and fiscal year come to an end, staff was happy to report the Foundation has raised over \$40,000 for the annual fund as this is the first time to achieve this goal in several years. Julie thanked the board for all of their efforts and for completing several other major fundraising campaigns this year.

**4. Donor Recognition Wall Update**

The donor wall is hopeful to arrive early next week and staff would like to install it prior to the Faculty Awards reception on June 26<sup>th</sup>. Julie will be circulating the print of the walls for final review.

**Finance Committee Report**

Jeff DeFranco reviewed the tentative budget reflecting a rollover of existing commitments while noting that the final budget will come before the Board in the early fall for approval.

Other discussion included using Unrestricted General Fund dollars to support programs such as Adult ESL or the Booklending program took place. Additionally, considering allocating a capped contingency to fund programs or special projects on campus also took place.

**Superintendent/President's Report**

Dr. Murillo reported that Governor Sandoval was important in the Good Neighbor opportunity provided to LTCC. This item recently passed through the Senate and the next stop is the Assembly, and thanked everyone who wrote letters and helped to make this possible. Moving forward, the district will be looking at how to strategically improve the financial need of the students who would attend LTCC.

**Action Items**

**Consideration of Approval of Minutes – April 15, 2015**

Moved Alling/Seconded Lucas/Passed with three abstentions (Kerry David, Joe Tillson, and Roberta Mason) to approve the Board minutes of April 15, 2015 as presented.

(Attachment L)

**Consideration of Acceptance of the 2014/15 Distinguished Alumni Award Nomination**

Moved Lucas/Seconded David/Passed unanimously to accept the 2014/15 Distinguished Alumni Award Nomination of Ian Ruhter as presented.

**Consideration of Approval of the Conflict of Interest Policy**

This item was postponed to a future meeting.

**Consideration of Approval of Establishing a Donor Naming Opportunity Campaign**

Moved Lucas/Seconded Murillo/Passed unanimously to approve establishing a donor naming campaign as presented.

This campaign will be led by Director Dr. Deanna Brothers.

**Consideration of Approval of the 2015/16 Foundation Board of Directors Meeting Calendar**

Moved Lucas/Seconded Malmed/Passed unanimously to approve the 2015/16 Foundation Board of Directors meeting calendar as presented.

***Consideration of Approval of Fiscal Year 2015/16 Tentative Foundation Budget***

Moved Alling/Seconded Cliff/Passed unanimously to approve the Fiscal Year 2015/16 Tentative Foundation Budget as amended.

The amendment reflected a \$12,000 increase to the Unrestricted Annual Fund Revenue.

***Consideration of Approval of Designating Program Support to the Booklending Program for 2015/16***

This item was postponed to a future meeting

***Consideration of Approval of Designating Program Support to the Adult ESL Program for 2015/16***

Moved Cliff/Seconded Malmed/Passed unanimously to approve designating program support from the Unrestricted General fund for 2015/16 as amended.

The amendment will reflect a transfer for \$3,500 from the Unrestricted General Fund for the 2014/15 budget.

***Consideration of Approval of the Transfer of Funds from the Measure F Account to the Unrestricted General Fund***

Moved David/Seconded Alling/Passed unanimously to approve transferring funds in the amount of \$6,107.14 from the Measure F account to the Unrestricted General fund.

***Consideration of Approval of Public Employment, Executive Director, Foundation and College Advancement***

This item was announced in the reportable actions taken by Board of Directors in Closed Session.

Approval of Public Employment and to move forward with an offer to the final candidate for the Executive Director, Foundation and College Advancement.

**Announcements & Comments**

***Board Member Comments***

Kerry David acknowledged Julie Booth for her efforts in the Foundation and for her dedication over the last two years.

***Student Comments***

Gina Niceforo thanked the Foundation Board for their support over the last two years and looks forward to graduating next week and transferring to UC Berkeley in the fall.

***Next Meeting Date***

The next regular meeting of the Lake Tahoe Community College Foundation is scheduled for Wednesday, August 19, 2015 at 6:00 p.m., in room L104 on the College campus.

***Adjournment***

The meeting adjourned at 7:39 p.m.

Signed by Kindred Murillo, Secretary  
Submitted by Julie Booth



ADOPTED AND ORDERED INTO THE MINUTES

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Kindred Murillo, Secretary

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Date

## LAKE TAHOE COMMUNITY COLLEGE FOUNDATION

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

**DATE:** August 19, 2015

**TO:** Foundation Board

**FROM:** Superintendent/President

**SUBJECT:** Consideration of Approval of Designating Program Support to the Book Lending Program for 2015/16

Since 2013, the Foundation has supported designating funds to the Book Lending Program in the amount of \$5,000 through the transfer of funds from the Unrestricted General Fund account. Staff is bringing this item back for the 2015/16 academic year for consideration of approval. The estimated total needed for 2015-16 is \$6,528.

***Recommendation***

It is recommended the Foundation Board hold on approval of this motion until the next meeting when staff will provide detailed information on alternate and available funding sources.

LTCC Book Lending Program  
Known Costs for 15-16

Text	Class	ISBN	Current Inventory	Edition Now Used	Price	Anticip. # Needed	Cost	Running Total
Campbell Essential Biology	BIO 110-111	9780133917789	8 total (7 are 4th, 1 is 5th)	6th	\$155	8	\$1,240	\$1,240
Campbell Biology	BIO 101-103	9780321775658	6 (all 9th)	10th	\$160	6	\$960	\$2,200
A People and a Nation	HIS 113	9781133312727	5 (all 9th)	10th	\$220	5	\$1,100	\$3,300
An Introduction to Intercultural Communication :								
Identities in a G	SPE 102	9781483344300	4 (all 7th)	8th	\$82	4	\$328	\$3,628
Give Me Liberty! Vol. 1	HIS 112	9780393920307	8 (all 3rd)	4th	\$50	7	\$350	\$3,978
Give Me Liberty! Vol. 2	HIS 113	9780393920314	7 (all 3rd)	4th	\$50	7	\$350	\$4,328
Music: An Appreciation	MUS 101	9780078025082	3 (2 7th, 1 10th)	11th	\$140	2	\$280	\$4,608
Nutrition for Health, Fitness and Sport	PEH 102	9780078021329	2 (9th edition)	10th	\$140	2	\$280	\$4,888
Changing Earth	GEL 103	9781285733418	6 (1 4th, 3 5th, 2 6th)	7th	\$200	4	\$800	\$5,688
We the People	POL 101	9780073379173	6 (all 9th)	10th	\$140	6	\$840	\$6,528
Anatomy and Physiology--new instructor, text not yet announced								
BIO 203-205								
Chemistry--new instructor, text not yet announced	CHM 101- 103, CHM 100, 116-117							
Culinary Arts--new instructor, texts not yet announced	Many							
Puntos de Partida	SPA 101-103, 201-203	9780073385419	15 total (11 are 8th, 4 are 9th)	9th--may be going to				

## LAKE TAHOE COMMUNITY COLLEGE FOUNDATION

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

**DATE:** August 19, 2015

**TO:** Foundation Board

**FROM:** Superintendent/President

**SUBJECT:** Consideration of How to Invest the Ledbetter Scholarship Fund for the next five years

Jessica Ledbetter is giving \$100,000 this year to fund the next five years of the Ledbetter Scholarship. Payden & Rygel is offering investment options with varying degrees of risk for the funds. Is the foundation board willing to deviate from the agreed upon investment strategy for these scholarship funds?

***Recommendation***

It is recommended the Foundation Board direct the ED on how to move forward with a five-year investment plan for the Ledbetter scholarship funds.

## LAKE TAHOE COMMUNITY COLLEGE FOUNDATION

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

**DATE:** August 19, 2015

**TO:** Foundation Board

**FROM:** Superintendent/President

**SUBJECT:** Consideration of Investment strategy for the Strong Scholarship Fund

Roberta Mason is the trustee of the Strong Scholarship Fund and would like the fund to maintain a balance of \$45,000 in perpetuity. Payden & Rygel is offering investment options with varying degrees of risk for the funds. Is the foundation board willing to deviate from the agreed upon investment strategy for these scholarship funds?

### **Recommendation**

It is recommended the Foundation Board direct the ED on how to move forward with a five-year investment plan for the Ledbetter scholarship funds.

