

LTCC Foundation Executive Committee Meeting AGENDA

Regular Meeting

Wednesday August 19, 2015
Lake Tahoe Community College
Board Room
5:00 – 6:00 p.m.

Call to Order

I. Discussion and Reports

- A. Treasurer's Report (DeFranco)
 - 1. Year End Report for Fiscal Year 2014/15 Foundation Budget
 - 2. Discussion of Investment Strategies for Ledbetter and Strong Scholarship Funds
- B. Discussion (Murillo)
 - 3. Board Goals for the Foundation for Fiscal Year 2015/16

II. Action Items

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

III. Next Regular Meeting – October 21, 2015 at 5:00 p.m.

IV. Adjournment

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

		Unrestricted	Restricted
Revenues			
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	
Total Income		106,260	150,000
Expenses			
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	
Total Expenses		106,260	162,000

LTCC FOUNDATION

FY 14/15 Budget vs Actual As of June 30, 2015

Beginning Balance at July 1, 2014

Revenues

8110	Annual Fund
8120	Taste of Gold
8123	Art Auction
8500 & 8600	Investment Income
8270	University Center Income
8220	Program Support
8210	Scholarships & Awards
8210	Foundation for the Future
8130 & 8150	Other Revenue Sources

Total Income

Expenses

2000	Director/Special Assistant Salary
3000	Director/Special Assistant Benefits
4400	Taste of Gold
4110 U & 7110/7200 R	Program Support
4400	Art Auction
5210 & 5240	Advertising & Marketing Promotions
5250	Office Supplies
5260	Meeting Supplies
5330	Printing & Reproduction
5320 & 5340	Credit Card Merchant Fees
5350 & 7001	Investment Expense
7100	Scholarships & Awards
4100	Foundation for the Future
4460 & 5360	Miscellaneous/Contingency

Total Expenses

	Net Income/(Loss) from Operations
	Unrealized Gain/(Loss) on Investments
	Ending Balance

FY 14/15 Approved Budget July 1, 2014 - June 30, 2015	
Unrestricted	Restricted
335,905	1,077,355
40,000	
45,260	
6,000	6,000
10,000	14,000
	65,000
	60,000
5,000	5,000
106,260	150,000
37,509	
20,991	
8,000	
15,000	87,000
500	
5,000	
400	
860	
1,000	
1,000	
1,000	
10,000	70,000
5,000	5,000
106,260	162,000
0	(12,000)
0	0
335,905	1,065,355

4rd Quarter Actual April 1 - June 30, 2015	
Unrestricted	Restricted
3,596	
2,283	
4,025	7,550
2,332	3,572
	(6,022)
	23,213
6,107	
18,343	28,313
6,808	
4,421	
4,260	17,497
506	
743	
186	
293	
254	397
411	19,036
1,987	
19,868	36,930
(1,524)	(8,617)
(1,524)	(8,617)

Year-to-Date Actual July 1, 2014 - June 30, 2015	
Unrestricted	Restricted
335,905	1,077,355
39,916	
45,235	
4,025	7,550
13,536	21,074
	2,000,000
	61,111
	80,616
6,677	
109,389	2,170,352
37,509	
20,991	
12,561	101,172
11,787	
939	
2,114	
679	
537	
1,101	
993	1,546
	77,137
13,411	
4,375	
106,995	179,855
2,393	1,990,497
2,030	3,557
340,328	3,071,409

Year-to-Date Variance FY 14/15 Budget vs Actual	
Unrestricted	Restricted
(84)	-
(25)	-
(1,975)	1,550
3,536	7,074
-	(3,889)
-	20,616
1,677	-
3,129	25,352
-	-
-	-
4,561	14,172
439	-
(2,886)	-
(400)	-
(181)	-
(463)	-
101	-
(7)	1,546
-	7,137
3,411	(5,000)
(625)	-
3,949	17,855
2,393	2,002,497
2,030	3,557
4,423	2,006,054

LTCC FOUNDATION

Unrestricted

	FY 13/14 Revised Budget July 1, 2013 - June 30, 2014	FY 13/14 Actual July 1, 2013 - June 30, 2014	FY 14/15 Budget July 1, 2014 - June 30, 2015	FY 14/15 YTD Actual July 1, 2014 - June 30, 2015
Revenues	\$ 116,500	\$ 103,098	\$ 106,260	\$ 109,389
Expenses	\$ 116,500	\$ 117,544	\$ 106,260	\$ 106,995
Net Income/(Loss)	<u>\$ -</u>	<u>\$ (14,446)</u>	<u>\$ -</u>	<u>\$ 2,393</u>

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

Revenue

Unrestricted	\$ 109,389	
Restricted	<u>2,170,352</u>	
Total Revenue		\$ 2,279,740

Operating Expenses

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

Scholarships & Program Support

Unrestricted	\$ 25,198	
Restricted	<u>178,308</u>	
Total Scholarships & Program Support		\$ 203,506
Net Income/(Loss)		<u>\$ 1,992,890</u>

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%
FY TOTAL		\$ 84,125	\$ 32,465	\$ 39,916	\$ 7,451	23%

LTCC Foundation
Balance Sheet
As of June 30, 2015.

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Assets				
Current Assets				
Checking	2,539	135,199		137,738
Money Market	127	27,110		27,237
Prepaid Expense	4,894			4,894
Total Current Assets	7,560	162,309	-	169,869
Other Assets				
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	178,171	83,412		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
Total Other Assets	345,243	2,489,034	424,634	3,259,063
Total Assets	352,803	2,651,344	424,634	3,428,932
Liabilities				
Accounts Payable	884	4,569		5,453
Deferred Income	11,591			11,591
Total Current Liabilities	12,475	4,569	0	17,044
Net Assets				
Beginning Balance	335,905	652,721	424,634	1,413,260
Net Income/(Loss) from Operations & Investments	4,423	1,994,054		1,998,478
Ending Balance	340,328	2,646,775	424,634	3,411,738
Total Liabilities & Net Assets	352,803	2,651,344	424,634	3,428,782

LTCC Foundation
IN KIND DONATIONS

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



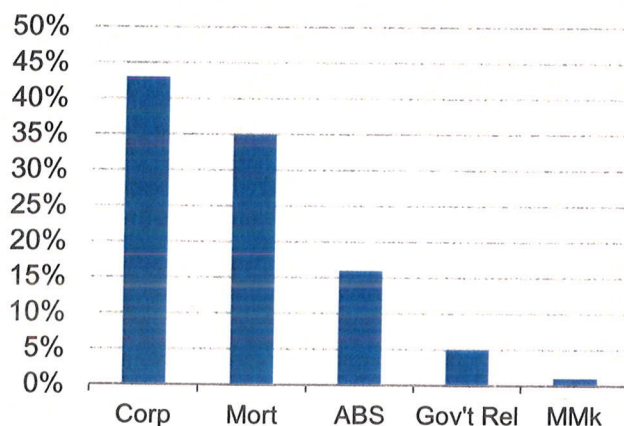
As of 7/31/15

Intermediate Bond Portfolio

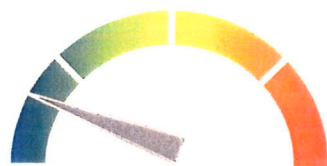
Characteristics

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
Intermediate Bond Strategy	1.2%	1.7%	3.0%

Balanced Portfolio – 20% Stock

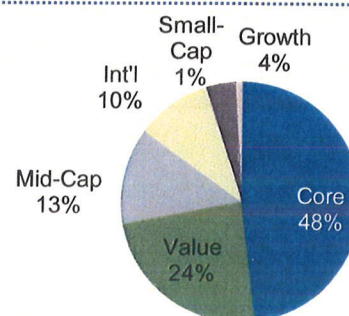
Stock

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%

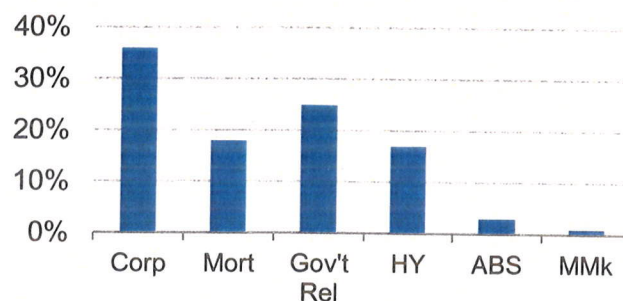
Portfolio Yield 2.4%

Bond

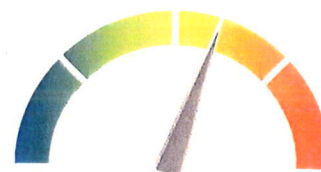
Stock Sectors



Bond Sectors



Investment Style



Conservative

Aggressive

Historical Performance	Trailing 3 Yrs	Trailing 5 Yrs	Trailing 10 Yrs
20% Stock Balance Portfolio	4.7%	5.9%	5.4%

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

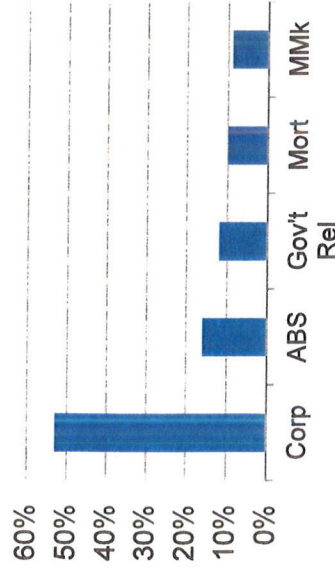
As of 7/31/15

Enhanced Cash Portfolio

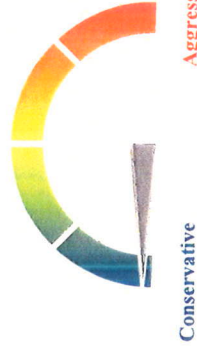
Characteristics

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

Bond Sectors



Investment Style



Historical Performance

Intermediate Bond Strategy

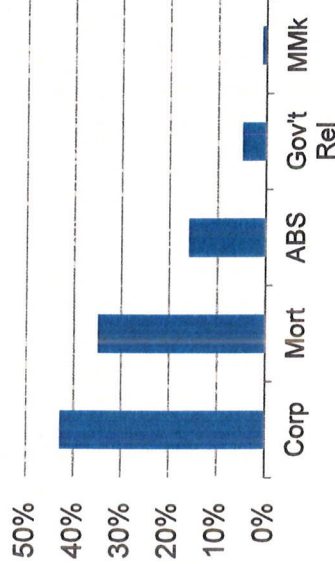
Trailing 3 Yrs	Trailing 5 Yrs	Trailing 10 Yrs
0.8%	0.9%	1.6%

Intermediate Bond Portfolio

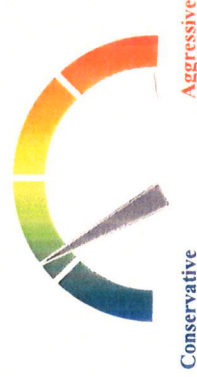
Characteristics

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

Bond Sectors



Investment Style



Historical Performance

Intermediate Bond Strategy

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

Balanced Portfolio – 20% Stock

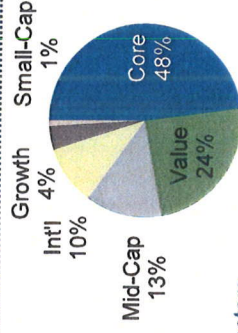
Stock

P/E Ratio 19x
Avg. Mkt. Cap \$90.5 B
Dist. Yield 2.3%

Bond

Avg. Credit Quality A
Avg. Duration 4.0 yrs
SEC Yield 2.4%

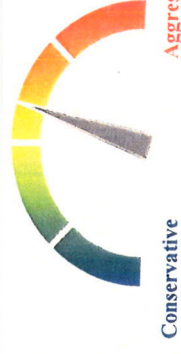
Stock Sectors



Bond Sectors



Investment Style

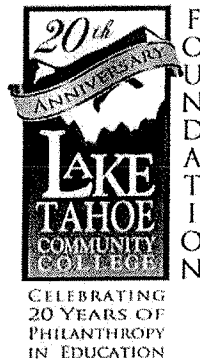


Historical Performance

20% Stock Balance Portfolio

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 Executive Committee Meeting MINUTES

Regular Meeting

Wednesday June 17, 2015
Lake Tahoe Community College
Board Room
5:00 – 6:00 p.m.

Attendance: Joe Tillson, Roberta Mason, Kerry David, Ron Alling, Leon Malmel, Bob Cliff, Bob Novasel, Jeff DeFranco, Kindred Murillo, Julie Booth

Call to Order

I. Discussion and Reports

- A. Treasure's Report (DeFranco)
 - 1. Fiscal Year 2015/16 Tentative Foundation Budget
Jeff DeFranco reviewed the Tentative Budget for the 2015/16 year. For the first time in several years, the Foundation reached the Annual Fund goal of \$40k. Program support is notably lower this year as staff is awaiting direction from the Foundation Board. Conversation about raising the unrestricted revenue goals by \$12,000 to balance the budget took place. Additionally, discussion about creating a capped contingency to fund programs on campus or to fund special projects that are outside the adopted budget took place.

II. Action Items

- A. Consideration of Approval of Minutes – April 15, 2015
Moved Leon/Seconded Cliff/approved with three abstentions (Roberta Mason, Kerry David, Joe Tillson) to approve the April 15, 2015 Finance Committee meeting minutes as presented.
- B. Consideration of Approval of Fiscal Year 2015/16 Tentative Budget
Moved David/Seconded Cliff/approved unanimously to approve the Fiscal Year

2015/16 Tentative Budget as amended.

This item was amended to reflect an increase to the Annual Fund revenue by \$12,000 in an effort to establish a balanced budget.

- C. Consideration of Approval of Designating Program Support to the Book Lending Program for 2015/16
Moved David/Seconded Alling/approved unanimously to approve designating program support to the Book Lending Program in the amount of \$5,000 from the Unrestricted General Fund as amended.
This item was amended to designate funds before the close of the 2014/15 fiscal year from the unrestricted general fund for the 2015/16 academic year.
- D. Consideration of Approval of Designating Program Support for the Adult ESL Program for 2015/16
Moved Malmed/Seconded Alling/approved unanimously to approve designating \$3,000 from the Unrestricted General fund to the Adult ESL program as presented.
- E. Consideration of Approval of the Conflict of Interest Policy
This item will be postponed to a future meeting following further discussion from Terri Montgomery, the LTCC District's and Foundation's auditor, in addition to seeking advice from legal counsel.

III. Next Regular Meeting – August 19, 2015 at 5:00 p.m.

IV. Adjournment

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				

