



LTCC Foundation Board of Directors

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

AGENDA

	Info Item	Action Item	Materials Provided
I. Call To Order - Bob Novasel			
A. Public Comments On Items Not on 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 Board President or by Board action. The Board cannot act upon any request or proposal that is not on the meeting agenda.			
B. Public Comments on Agenda Items			
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.			
C. Approval of Minutes - October 21, 2015 Board Meeting Please review the board minutes included in the packet.		X	X
D. Introductions - Natalie Lehman, Foundation Assistant	X		
II. Treasurer's Report - Jeff DeFranco			
A. Quarterly Financial Review	X		X
B. University Center Fund Investment Update	X		X
C. Update on AAUW Scholarship Fund Investment	X		
D. Unrestricted Program Support	X		X
E. Consideration to Add Andrea Salazar, Director of Fiscal Services as a Signor for Foundation Bank Account		X	X
III. Superintendent/ President's Report - Dr. Kindred Murillo			
A. University Center Reciprocity Agreement	X		
IV. Foundation Executive Director Report - Nancy Harrison			
A. Annual Fund Update	X		
B. Scholarship Update			
1. Donor recognition	X		
2. Fund updates	X		
3. Awards Luncheon - Thursday, June 23 at 11:30AM at MontBleu Resort Casino	X		
C. Consideration of Expenses for Unrestricted Program Support			X
1. Zoology Field Trip	X	X	X
2. Adjunct Faculty Award	X	X	X
3. Current Negative Balance for the Writers Series Fund	X	X	

LTCC Foundation Board of Directors Agenda Continued

	Info Item	Action Item	Materials Provided
D. Speaker Spotlight Series Update			
1. Report on Walter Morris talk on January 27	X		
2. Upcoming Speakers: (6:00P.M. Aspen/Board Room)	X		
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	X		
2. Community Games - Saturday, May 7 (Kris Gaffney)	X		X
3. Graduation and Faculty Reception	X		
4. Taste of Gold	X		
F. Consideration of Purchase of New Database Software, Bloomerang, for the Foundation	X	X	X
G. Foundation Activity Update	X		
V. New Business			
A. Consideration of Approval of Membership Nomination - Tyler Fair	X	X	X
B. Consideration of Approval of Board Retreat on May 18th and Michael Ward, Facilitator	X	X	
C. Consideration of Foundation Board Member Participation on Distiguated Alumni Committee	X	X	
VI. Next Regular Meeting - March 16, 2016 at 6:00 p.m.			
VII. Upcoming Board Meetings			
April 20th			
May 18th* Proposed Board Retreat			
June 15th			
VIII. Adjournment			



LTCC Foundation Board of Directors Meeting MINUTES

Regular Meeting

Lake Tahoe Community College
Wednesday, October 21, 2015
Board Room
6:00 p.m.

Attendance: Diane Bisbee, Dr. Deanna Brothers, Dr. Bob Cliff, Kerry David, Jeff DeFranco, Adele Lucas, Leon Malmed, Roberta Mason, Bob Novasel, Georgillis Ortega, Jessica Sota, Jeff Tillman

Absent: Ron Alling, Ryan Forvilly, Dr. Kindred Murillo, Jamie Orr, Joe Tillson

I. Board Photo

II. Call to Order – Board President, Bob 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 – August 18, 2015
Moved Cliff/Seconded David/approved unanimously the August 18, 2015 Board of Director meeting minutes as presented.
- D. Introductions – Nancy Harrison (Harrison) introduced new student board member Jessica Sota (Sota) and new Foundation Assistant Karyn Lacey (Lacey). Harrison stated that the Foundation Assistant position is posted again as Lacey will be moving to Utah.

III. Treasurer's Report – Jeff DeFranco (DeFranco)

- A. Modification to 2014-15 Audit Report – DeFranco stated the current report is accurate and will go before the board of trustees in November to be formally accepted.
- B. 2015-16 Quarterly Financial Report – DeFranco pointed out that the revenue is doing well but reminded the board that the budget bottom line includes an \$11K deficit which was approved last year, and will eat into the reserves. This was the best

first quarter in the past four years. Reminder that the second quarter is the time to work on the annual fund campaign with a target this year of \$45K. Taste of Gold is looking at \$46K in gross revenue. Expenses were up this year to enhance the event so there was a net income of approximately \$30K. We are currently sitting on \$2M for the University Fund.

- C. Consideration of Budget Expense for Foundation Assistant Position, Temporary versus Classified Status – DeFranco explained the difference between the two classes, temporary versus classified. The assistant position was agreed upon at the board retreat. DeFranco pointed out that Dr. Kindred Murillo would like to see it become a permanent position with a higher wage. Harrison pointed out this will lead to a more qualified candidate pool as she has only seen one application since reposting the job. The Executive Committee has recommended a higher salary but still at a part-time status, not permanent. If a person works out in this position, then a consideration of changing status after one year will take place.

Moved Lucas/Seconded Kerry/approved unanimously to hire a part-time, hourly position at a higher wage as recommended by the Executive Committee.

- D. Consideration of Investment of AAUW Scholarship Funds in Intermediate Bond Portfolio per Donor's Request – DeFranco reviewed the discussion that took place during the Executive committee meeting earlier regarding the benefits of putting the money into an enhanced portfolio allowing for more return.

Moved Mason/Seconded Lucas/approved unanimously that AAUW scholarship funds will be put into an intermediate bond portfolio as recommended by the Executive Committee.

IV. Superintendent/President's Report – Dr. Kindred Murillo (absent)

V. Old Business – Nancy Harrison

- A. Donor Wall Review and Cost – Harrison requested that all members look at the donor wall to ensure everything is correct. A revision is currently planned. Additionally, she thanked Cliff for directing that effort. The wall went over budget by \$400.

- B. Consideration of Approval of Executive Director 2015-16 Goals – As was indicated in the Executive Committee meeting, Harrison will update board members monthly on goal progress.

Moved Novasel/Seconded Georgillis/approved unanimously that the Executive Director will update the board monthly on progression of goals.

- C. Foundation Office Activity Report – Harrison did an interview with Lake Tahoe TV that Diane Lewis purchased and is now on the college website. Harrison intends to join Kiwanis as Kiwanis continues to be a great partner and provide generous support for student scholarships each year. Harrison worked with a designer for an email newsletter to keep in touch with donors and not simply continuously ask for money. The template was sent out to all board members. Harrison visited with Lisa Maloff showing her the blueprints for the university center. Both Lisa Maloff and Roberta Mason were nominated by Harrison for the Bernard Osher Philanthropist of the Year Award. The audit of the Foundation office was completed and submitted. Harrison attended the Conference on Community College Advancement and feels she made

some great contacts for the future.

- D. Annual Fund / Student Success Campaign Updates – Harrison is asking for 100% board participation with regard to the Annual Fund as this would be a great talking point when approaching other donors. Additionally, Harrison would like to have a specific letter targeted toward each board members' donors. Dr. Bob Cliff (Cliff) pointed out that this has never been done in the past but that it should be done. He would also like for each board member to personally sign their letters and likes the idea of letters as opposed to emails. Harrison also obtained a list of current and former LTCC students with a bachelor's degree as they are a great potential target audience for fundraising. Sota inquired if there was a way to compile a list of former scholarship recipients who would maybe want to give back and help as someone formerly helped them. Finally, Harrison asked for updated contact lists for all board members.

VI. New Business

- A. Consideration of Investment of University Center Funds (DeFranco) – Board would like a no-risk investment strategy for the \$5.8M pledge for the Maloff University Center.
Moved Lucas/Seconded David/approved unanimously to invest the funds with Bank of the West CD program as suggested by the Executive Committee.
- B. Consideration of Purchase of New Database Software for the Foundation (Harrison) – Harrison reviewed companies that she has been researching discussing positives and negatives of all. Bloomerang stood out to her after inquiring with current customers. All current databases are cloud-based systems resulting in the increase in cost that would be incurred, explained DeFranco. Leon Malmed (Malmed) suggested looking at the company's financials, how many users they currently have and whether or not they offer a trial period with their product. Novasel suggested getting some answers before the next meeting and more general company information. The board is concerned about the increase in cost; currently the Foundation pays \$650/year and that will increase to \$2300/year. Additionally it is an extra \$4K this year to purchase the software. Discussion tabled until next meeting.
- C. Consideration of Foundation Sponsorship of and Participation in College Events (Harrison)
 - 1. Friday, October 30 – Fan Appreciation at Home Soccer Double Header
Harrison explained the BBQ that will take place between the men's and women's soccer games. Classic Cue is donating 300 hamburgers and 200 hot dogs. Mike Spina agreed to using Friends of LTCC Soccer funds to purchase buns, condiments and beverages. Diane Lewis, Harrison and Lacey will be doing the barbecuing. The new Coyote mascot will also be introduced at the game. Novasel suggested everyone visit the Classic Cue to thank them for supporting the college. Diane Lewis will have ads promoting the Classic Cue at the game.
 - 2. Saturday, October 31 – Treat Street 5-8 p.m.
Harrison discussed the event. The Foundation will staff a table and hand out candy. Thirty vendors will be at the college handing out candy.
 - 3. \$500 for Fall Writer Series
Suzanne Roberts has asked the Foundation for \$500 to support the series. Harrison

pointed out that it needs to be done because Suzanne Roberts already committed to it. The money will come from unrestricted program support which DeFranco explained to the board members. Currently, unrestricted program support has \$21,500. Novasel would like a breakdown of where exactly that money goes and DeFranco said he will look into past years.

4. Faculty Speaker Series

Harrison requested that the Foundation support Scott Lukas' scheduled talk. She would like to give \$200 as with other speakers and include a question and answer session afterwards with snacks and drinks. Novasel questioned where the money would be coming from and DeFranco stated the Foundation could afford this saying it would be around \$5K to address this issue. Cliff offered to donate \$200 for the talk as it is a good way to say "thank you" to the speakers.

Moved Lucas/Seconded David/approved to pay each of the three speakers \$200 with Dr. Walter Morris abstaining from the vote.

5. LTCC Community Games Tentatively Scheduled for Saturday, May 21, 2016

Harrison explained that the event is used to raise scholarship money for the Future Business Leaders of Tahoe and is hosted by the interclub committee. Last year the event gave out three scholarships for \$400 each. DeFranco suggested in the future putting the scholarships through the Foundation.

Moved Morris/Seconded David/approved unanimously to partner and help with the LTCC Community Games in 2016.

- D. Consideration of Designating a Portion of Unrestricted Funds for 2015-16 Faculty Program Sponsorship (Harrison) – Harrison discussed the option for using some of the unrestricted funds for faculty program sponsorship. Novasel would like clarification on the allocation of the \$21,500. The board would like to establish a process for using the funds and suggests that there should be criteria for giving out funds to different departments. Harrison inquired as to whether she has a dollar amount that she can distribute without needing the boards' approval. Kerry David (David) gave reasons as to why she should not have discretionary funds. For example, word will travel within departments and she will continuously have people approaching her for various reasons to use the funds. Discussion was tabled until there is a clearer picture of where the funding has gone in the past which DeFranco will research.
- E. Consideration of Allocation of \$500 for Adjunct Faculty Award (Harrison) – Cliff discussed the importance of having \$500 for both best teacher and faculty. He mentioned that Sara Pierce, faculty member, was unable to be at the meeting due to a prior commitment but expressed her gratitude for the Foundation's willingness to support part-time faculty. Additionally, Sota expressed the importance of this in that during the past year she took 102 credits and only had two full-time faculty members as instructors. The discussion is tabled until the next meeting when further information can be brought back to the board.
- F. Consideration of Approval of Date for 2016 Taste of Gold – Saturday, July 9
Harrison said it does not conflict with Celebrity Golf. Novasel expressed concerns of conflicting with the July 4th holiday. Additionally, the idea was brought up to not have it on a Saturday but it was agreed that there is more participation on a Saturday. Furthermore, there was discussion among board members to continue to hold the

event on the second Saturday of July every year.

Moved Lucas/Seconded Cliff/unanimously approved for the 2016 Taste of Gold to be held on July 9th.

VII. Next Regular Meeting – November 18, 2015 at 6:00 p.m.

VIII. Adjournment – Meeting adjourned at 7:33 p.m.

UNADOPTED

LTCC FOUNDATION
 FY 15/16 Budget vs Actual
 As of December 31, 2015.

	FY 15/16 Approved Budget July 1, 2015 - June 30, 2016		2nd Quarter Actual October 1, 2015 - December 31, 2015		Year-to-Date Actual July 1, 2015 - December 31, 2015		Year-to-Date Variance FY 15/16 Budget vs Actual	
	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
Beginning Balance at July 1, 2015	340,428	3,064,170			340,428	3,064,170		
Revenues								
Annual Fund	45,000		14,772		22,957	-	(22,043)	-
University Center Income					-	-	-	-
Taste of Gold	45,500		450		42,429	-	(3,071)	
Art Auction	4,500	4,500			-	-	(4,500)	(4,500)
Investment Income	11,000	15,000	5,079	8,064	7,387	11,645	(3,613)	(3,355)
Program Support		10,000		6,474		8,980		(1,020)
¹ Scholarships & Awards		65,000		¹ 208,163		246,337		181,337
Other Revenue Sources						-		
Total Income	106,000	94,500	20,301	222,701	72,773	266,962	(33,227)	172,462
Expenses								
Director/Special Assistant Salary	34,358		9,960		21,091		(13,267)	-
Director/Special Assistant Benefits	16,549		4,372		9,362		(7,187)	-
PT/Temp/Clerical Assistant	5,749		2,470		2,470		(3,279)	-
Taste of Gold	14,000		369		16,207		2,207	-
University Center		295,000		33,750		33,750		(261,250)
Program Support	21,500	33,000	449	7,145	4,294	13,637	(17,206)	(19,363)
Art Auction	500				-		(500)	-
Advertising & Marketing Promotions	5,000		2,783		3,828		(1,172)	-
Office Supplies	400		86		100		(300)	-
Meeting Supplies	860		192		422		(438)	-
Printing & Reproduction	1,000		891		1,390		390	-
Bank & Credit Card Merchant Fees	1,000		132	14	252	14	(748)	14
Investment Expense	1,000	1,500	247	407	500	1,398	(500)	(102)
Scholarships & Awards		75,000		20,710		70,112		(4,888)
Foundation for the Future	10,000						(10,000)	-
Software	700				45		(655)	-
Insurance	1,550						(1,550)	-
Miscellaneous/Contingency	3,000		238		238		(2,762)	-
Total Expenses	117,166	404,500	22,189	62,025	60,197	118,911	(56,969)	(285,589)
Net Income/(Loss) from Operations	(11,166)	(310,000)	(1,888)	160,676	12,575	148,051	23,741	458,051
Unrealized Gain/(Loss) on Investments					(8,690)	(12,449)	(8,690)	(12,449)
Ending Balance	329,262	2,754,170	(1,888)	160,676	344,314	3,199,772	15,052	445,602

1. Scholarship & Awards total includes Ledbetter Scholarship donation of \$200,193.65

**LTCC Foundation
FY 2015-2016**

July 1, 2015 - December 31, 2015.

Revenue

Unrestricted	\$ 72,773
Restricted	<u>266,962</u>

Total Revenue **\$ 339,735**

Operating Expenses

Unrestricted	\$ 55,903
Restricted	<u>1,412</u>

Total Operating Expenses **57,315**

Scholarships & Program Support

Unrestricted	\$ 4,294
Restricted	<u>117,499</u>

Total Scholarships & Program Support **121,793**

Net Income/(Loss) **\$ 160,627**

LTCC FOUNDATION

Unrestricted

	FY 13/14 Actual July 1, 2013 - June 30, 2014	FY 14/15 Actual July 1, 2014 - June 30, 2015	FY 15/16 Budget July 1, 2015 - June 30, 2016	FY 15/16 YTD Actual July 1, 2015 - December 31, 2015
Revenues	\$ 103,098	\$ 109,489	\$ 106,000	\$ 72,773
Expenses	\$ 117,544	\$ 106,995	\$ 117,166	\$ 60,197
Net Income/(Loss)	<u>\$ (14,446)</u>	<u>\$ 2,494</u>	<u>\$ (11,166)</u>	<u>\$ 12,575</u>

LTCC Foundation ANNUAL FUND

Revenue Comparison

Qtr #	Quarter Period	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 14/15 to FY 15/16 \$ Change	FY 14/15 to FY 15/16 % Change
Q1	July 1 - September 30	\$ 6,474	\$ 6,759	\$ 1,323	\$ 8,185	\$ 6,862	518.67%
Q2	October 1 - December 31	12,797	15,482	24,350	14,772	\$ (9,578)	-39.33%
Q3	January 1 - March 31	6,410	1,539	10,647			
Q4	April 1 - June 30	58,443	8,684	3,596			
FY TOTAL		\$ 84,125	\$ 32,465	\$ 39,916	\$ 22,957	\$ (2,716)	

**LTCC Foundation
Balance Sheet
As of December 31, 2015.**

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Assets				
Current Assets				
Checking	16,634	96,416		113,050
Money Market ^(AAUW)	137	26,110		26,247
Deposits in transit	1,745			1,745
Accounts Receivable	3,090			3,090
Total Current Assets	21,606	122,526	-	144,132
Other Assets				
Baretta, K. Memorial Endowment		137	10,000	10,137
Endowment Challenge		231,498	345,000	576,498
Fatehyar, S. Memorial Endowment		220	11,300	11,520
Foundation Endowment	171,467	88,948		260,415
General Investment 01	97,101	280,470		377,571
General Investment 02	56,761			56,761
Haldan Art Gallery Investment		76,670		76,670
Ledbetter Scholarship Fund				-
Matt Luerken Memorial Investment		8,376		8,376
Osher Endowment			13,334	13,334
Strong, W. Memorial Investment			44,968 ¹	44,968
University Center CDAR 2WK0		225,000		225,000
University Center CDAR ABJ3		185,000 ²		185,000
University Center CDAR ART0		240,000 ²		240,000
University Center CDAR DE30		240,000		240,000
University Center CDAR DF94		225,000		225,000
University Center CDAR J2G5		225,000		225,000
University Center CDAR JNW0		100,000		100,000
University Center CDAR LVN0		225,000		225,000
University Center CDAR PNR3		240,000		240,000
University Center Investment - Payden & Rygel		61,385		61,385
Total Other Assets	325,329	2,652,704	424,602	3,402,635
Total Assets	346,935	2,775,230	424,602	3,546,767
Liabilities				
Accounts Payable	2,621	60		2,681
Total Current Liabilities	2,621	60	0	2,681
Net Assets				
Beginning Balance	340,428	2,639,536	424,634	3,404,598
Net Income/(Loss) from Operations & Investments	3,886	135,634	(32)	139,488
Ending Balance	344,314	2,775,170	424,602	3,544,086
Total Liabilities & Net Assets	346,935	2,775,230	424,602	3,546,767

Notes:

1. Strong Endowment CD closed and replaced with Investment in Payden & Rygel. Includes Principal Investment of \$45,000.00 and December investment loss of \$32.00

2. CDARs Interest activity deposited directly into the Checking Account:

CDAR ABJ3	\$167.26
CDAR ART0	\$461.26

LTCC Foundation
IN KIND DONATIONS

1st Quarter (July - September)	\$ 13,094
2nd Quarter (October - December)	300
3rd Quarter (January - March)	
4th Quarter (April - June)	
TOTAL	<hr/> \$ 13,394 <hr/>

LTCC FOUNDATION
2015-2016 Restricted Program Support
As of December 31, 2015.

<u>Restricted Program</u>	<u>Expensed</u>
Art Program	400
Friends of LTCC Soccer	500
Haldan Gallery	4,139
ISSI	605
Rock Ensemble	1,300
Speaker Spotlight Series	200
Total	<u><u>\$ 7,144</u></u>

LTCC Foundation
TASTE OF GOLD
As of December 31, 2015.

	2012	2013	2014	2015
Income				
Sponsorships	17,850	28,000	27,300	25,650
Ticket Sales	11,710	9,675	13,425	10,705
Auction	4,610	2,505	3,871	4,710
Donations	125	150	639	1,364
Total	<u>34,295</u>	<u>40,330</u>	<u>45,235</u>	<u>42,429</u>
Expense				
4410 · Auction Expense	75	4,091	735	686
4450 · Special Event Supplies Expense	1,469	3,642	8,129	11,173
4460 · Special Events Prof Services	3,048		3,697	4,348
Other Operational Expense	726	264		
Total Expense	<u>5,318</u>	<u>7,997</u>	<u>12,561</u>	<u>16,207</u>
Net Income	<u>28,977</u>	<u>32,333</u>	<u>32,674</u>	<u>26,222</u>

Date: February 1, 2016

To: Foundation Board

From: Foundation Treasurer

Subject: Purchased Certificates of Deposit (CDs) as an Investment Strategy for the University Center Donation as approved by the Board on 10/21/15.

As recommended by Gerard V. Tamparong, CFA, CFP, Vice President & Portfolio Manager for Payden & Rygel Investment Management and approved by the Board, the majority of the initial \$2,000,000 charitable donation offered by Lisa Maloff toward the completion of a stand-alone University Center building project (\$1,905,000), has been invested into brokered CD services through Bank of the West as a short-term investment strategy to safely maximize interest earnings prior to project expenditures. College staff has worked with the Architect/Engineering firm to develop estimated cash flow needs for the University Center project. Investments were made based on these needs and can be seen in detail on the attached document which reflects the investment institution, the amount invested, maturity dates and the potential rate of return. In order to ensure security of these monies the amounts actually invested in each institution, including potential returns, are below the Federal Deposit Insurance Corporation (FDIC) insurable threshold of \$250,000 (amount insured in the case a bank becomes insolvent).

<u>Description</u>	<u>Amount</u>	<u>Term</u>	<u>Coupon</u>	<u>Maturity</u>	<u>Settlement Date</u>	<u>Interest</u>
BMO Harris Bank National Association	240,000.00	6 months	0.4	5/12/16	11/12/15	At maturity
Discover Bank	225,000.00	18 months	0.85	5/12/17	11/12/15	Semi-annual
Ally Bank	225,000.00	18 months	0.85	5/12/17	11/12/15	Semi-annual
American Express Centurion Bank	225,000.00	18 months	0.9	5/12/17	11/12/15	Semi-annual
Goldman Sachs Bank USA	225,000.00	18 months	0.95	5/18/17	11/18/15	Semi-annual
Apple Bank for Savings	100,000.00	18 months	0.8	5/25/17	11/25/15	Semi-annual
Compass Bank	240,000.00	24 months	1.15	11/16/17	11/16/15	Semi-annual
Firstbank PR	240,000.00	24 months	1.15	11/20/17	11/18/15	Monthly
Connectone Bank	185,000.00	24 months	1.1	11/20/17	11/20/15	Monthly
	1,905,000.00					

LTCC Foundation
Unrestricted Program Support Expense Detail

Program	FY 13-14	FY 14-15	FY 15-16
40th Anniversary	2,339	900	-
Back to School Picnic	316		-
Book Lending	5,000	5,000	-
CDC 20th Anniversary	1,065		-
Community Events		238	735
Donors Wall		1,452	1,360
Events Wall		956	-
Faculty Awards & Reception		1,673	1,749
ISSI 20th Anniversary	723		-
Kiwanis Fair		479	-
Open House (Measure F)		471	-
Osage County Play		151	-
Physics & You	199		-
Scholarships Award Luncheon		1,500	-
Soccer		3,464	323
Speaker, Others			56
Speaker Spotlight Series		504	71
Writers' Series		5,000	-
TOTAL	9,642	21,787	4,294

Foundation Authorized Signors

The current authorized signors for the Lake Tahoe Community College Foundation are as follows:

Kindred Murillo, Superintendent/President

Kerry David, Foundation Board Member

Bob Novasel, Foundation Board Member

Jeff DeFranco, Foundation Board Member

It is recommended the LTCC Foundation Board of Trustees approve the addition of Andrea Salazar, director of fiscal services, as an additional authorized signor. Current authorized signors, Kindred Murillo, Kerry David, Bob Novasel and Jeff DeFranco will be confirmed as continuing authorized signors through this process.

Checks written under \$500 require one (1) signature. Checks written over \$500 require two (2) signatures. Having an additional LTCC staff authorized signor will help expedite checks to students and vendors.

Upon submission of the authorized signors form, each signor is then required to show picture I.D. at Bank of the West and sign the signor card on file. Minutes must be provided to remove prior signors from the Authorized Signor Card on file at the bank.

LTCC Foundation

Unrestricted Program Support Expense Detail

Program	FY 13-14	FY 14-15	FY 15-16
40th Anniversary	\$ 2,339.00	\$ 900.00	-
Back to School Picnic	\$ 316.00		-
Book Lending	\$ 5,000.00	\$ 5,000.00	-
CDC 20th Anniversary	\$ 1,065.00		-
Community Events		\$ 238.00	\$ 735.00
Donors Wall		\$ 1,452.00	\$ 1,360.00
Events Wall		\$ 956.00	-
Faculty Awards & Reception		\$ 1,673.00	\$ 1,749.00
ISSI 20th Anniversary	\$ 723.00		-
Kiwanis Fair		\$ 479.00	-
Open House (Measure F)		\$ 471.00	-
Osage County Play		\$ 151.00	-
Physics & You	\$ 199.00		-
Scholarships Award Luncheon		\$ 1,500.00	\$ 6,500.00
Soccer		\$ 3,464.00	\$ 323.00
Speaker, Others			\$ 56.00
Speaker Spotlight Series		\$ 504.00	\$ 471.00
Writers' Series		\$ 5,000.00	\$ 888.00
TOTAL	\$ 9,642.00	\$ 21,787.00	\$ 12,082.00
Zoology Field Trip			\$ 607.00
2016 Faculty Awards/2 full, 1 adjunct			\$ 2,500.00
To be paid 2015 and 2016 Faculty Awards			\$ 1,500.00
Facilitator fee for the board retreat			\$ 1,500.00
Estimated total			\$ 18,189.00

Zoology Field Trip Proposal

It is my pleasure to share the details of this incredible field trip! Our biology students look forward to this trip all quarter and I truly try to make it an outstanding experience for them. In the past, the logistics of traveling to and staying near Monterey, CA have placed an economic burden on our students. With the assistance of the Foundation, I hope to ease them of this distraction so they can fully enjoy and benefit from this extraordinary event!

Biology 212 is an introductory survey of vertebrate and invertebrate zoology. Topics include animal ecology, physiology, reproduction, behavior, evolution, classification, and characteristics of the major animal phyla. Emphasis is placed on natural history and diversity of animal morphology. Students dedicate on average eight hours of studying outside of lecture and lab hours per week in order to succeed in this course. Despite this dedication, many students still struggle with the details of animal classification, form, and function. Experiencing the animals that we have talked about in class makes a huge impression on my students and allows them to better understand the nuances of zoology. Fortunately, we live near some of the most wonderful places to observe and study numerous animals first hand.

Biology 212 takes advantage of nearby coastal habitats by visiting the Monterey Aquarium. This wonderful facility houses many of the major animal phyla we study and have been well received by past classes. In addition to the aquarium visit, I am hoping to add a guided kayak tour of the nearby Elkhorn Slough National Estuarine Research Reserve to this weekend field trip so students can observe sea life, birds, and coastal animals in their natural habitat. This reserve, one of 28 National Estuarine Research Reserves established nationwide as a field laboratory for scientific research and estuarine education, is an amazing resource for biological education as it encompasses an array of animals and habitats. I have been working with Monterey Bay Kayaks to customize an economical tour of one of the most diverse and unique marine environments of the central coast to meet the learning outcomes of this course.

In addition to this tour, I am also collaborating with CSU Monterey Bay for a campus and relevant facility tour as they are an obvious choice for students interested in marine biology. The student population of Biology 212 is historically split between science majors looking to transfer to a 4-year school with an emphasis in zoology-related fields, general education non-science majors, and students who have already obtained a 4-year degree and are taking classes to satisfy graduate admission requirements. Because of the unique make-up of my class, students can choose between the campus tour or a hike at Ellicott Slough National Wildlife Refuge where they can observe endemic salamander species and other incredible animals. This option allows students to choose what is most specific to their needs.

With the generous assistance of the LTCC Foundation, our students will not only learn about animals, but will experience the wondrous world of zoology in a trip that will make a lasting impact on them and their future studies. Students from last year's trip have gone onto to study wildlife biology at Humboldt State University (one of the leading Wildlife Programs in California), while others are working on transferring to pursue marine biology degrees.

The itinerary and budget below outlines our trip and the funding requested for this trip. Thank you for your consideration and time. Please don't hesitate to contact me with any questions or concerns.

Madelyn Rios

Associate Adjunct, LTCC

Lake Tahoe Community College

Biology 212, Zoology

Class website: <https://sites.google.com/site/ltccbiol212/>

Field Trip Itinerary
BIO 212: 13 students

Friday, March 4

- 3 p.m. option 1: Hike at Ellicott Slough National Wildlife Refuge
- option 2: CSUMB tour and residence hall check in

Saturday, March 5

- 9 a.m. Kayak at Elkhorn Slough
- non-kayakers hike with brochure

*A one-hour tour including all gear and rentals is \$40.50 per student after a discount. Eleven of my students have indicated they can pay \$20 each for this tour; the other four students do not wish to kayak and will take a self-guided hike. **Funding of \$225.50 will allow the class to learn about wildlife found in this unique habitat.***

Noon Monterey Aquarium tour and activities
Entrance is free for our class.

- 5 p.m. Students meet to discuss events of day and summarize learning objectives over dinner
- Pelican Pizza 522 Lighthouse Ave, Monterey, CA 93940: (2) \$25 XXL = \$50

Sunday, March 6

- 8 a.m. Student Presentations at beach then departure for home

Travel and Lodging

Housing: I am currently working with CSUMB to secure free housing for students. If the STEM program there can find volunteers to share their dorm room with students, then this option will work. I plan on reserving campsites in case this option does not work out as campsites fill up quick in this region (just snagged the last one!).

Housing Alternate: campsites at Sunset State Beach Campground \$35/night

Transportation: Our class of 15 will arrange themselves into 3 cars and drive independently in their own vehicles. **Funding of \$70 per driver for a total \$210 will be an incredible relief for these students.** This amount assumes cars get 25 miles per gallon and gas costs \$3/gallon. The mileage to the aquarium is 575 miles round trip.

Camping: 2 sites, 2 nights	\$121.00
Kayak Tour: Student Portion	\$220.00
Kayak Tour: Funded Portion	\$225.50
Saturday Dinner	\$50.00
Mileage: \$70/driver, 3 drivers	\$210.00
TRIP TOTAL	\$826.50
<i>Less student portion</i>	-\$220.00
Funding Requested	\$606.50

**DISTINGUISHED PART-TIME FACULTY AWARD
PROCESS AND NOMINATION FORM**

It is time to think about going that extra step to recognize our colleagues for the Part-time Faculty of the Year Award. The faculty member awarded this recognition will receive \$500 from the LTCC Foundation. The awardee will also be recognized on campus (with a certificate), at the faculty/Foundation gathering at the end of the spring quarter, and in the local news media.

Because this is meant to be a meaningful accomplishment, one that comes from one's faculty peers and one that comes with a financial award, please take care in filling out the following nomination form to suggest someone you believes merits such recognition. You do not have to fill in every category (certainly people have particular strengths at particular times and are not expected to excel in every possible area), but please provide as much detail as possible in the areas for which you think this faculty member should be recognized specifically. Those nominated must be part-time faculty members at LTCC.

ELIGIBILITY:

- Must be a LTCC employee for the current Academic Year.
- Must have taught a minimum of 24 units at LTCC.

TIMELINE:

- Please submit your completed nomination forms to the Academic Senate President or another Academic Senate officer by _____.
- Part-time faculty members who have received this award in the last five years may not be nominated.
- The committee will contact nominees for a statement of acceptance and to collect any additional information the nominee might want to provide.
- The winner of this recognition will be announced at the Foundation-sponsored spring quarter gathering of Foundation Board members and faculty.

SELECTION COMMITTEE:

- One faculty from each of the four Representative Senate areas will be appointed by the Academic Senate President to form the selection committee.
- The three Academic Senate officers
- Anyone nominated currently in those positions excuses self from committee

NOMINATION FORM

1. NAME OF PART-TIME FACULTY MEMBER BEING NOMINATED

2. NAME OF NOMINATING FACULTY MEMBER (YOUR NAME)

3. NAMES OF TWO OTHER FACULTY MEMBERS WHO SUPPORT THIS NOMINATION

4. PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE ABOUT HOW THE NOMINATED FACULTY MEMBER EXCELS IN THE FOLLOWING AREAS (WHERE APPROPRIATE)

- a. Credit to the Institution
- b. Compassionate and Skilled Educator
- c. College Work
- d. Community Work
- e. Leadership
- f. Professional Excellence in Field
- g. Commitment to Professional Development
- h. Innovation and Uniqueness

LTCC Community Games

Vision: Annual destination event in the South Lake Tahoe area

Mission: Create a long-term, sustainable event known as the “LTCC Community Games” with the intent to build and strengthen relationships between the South Lake Tahoe community and Lake Tahoe Community College.

Objective: Raise money for scholarships and other charitable causes.

Strategy/Detail: The LTCC Community Games are a variety of sporting events and activities developed by the Interclub effort at LTCC. It is open to families and people all ages. The following are the featured activities:

Dodgeball, charity basketball game(SLT Firefighters vs. SLT Police), science fair, paper airplane contest, table tennis, live music, raffle, food and drinks, and more...

Slogan: *LTCC Community Games for Community Success*

Bloomerang - Fundraising Database Software Review

**Bloomerang
First Year
costs
Bloomerang
Second Year
Costs**

Data Transfer Cost	Monthly Subscription Cost for Four Months	Support at \$70/ month	Total Cost 2015/16	Total Cost 2016/17	Notes
\$ 2,750.00	\$ 796.00	\$ 280.00	\$ 3,826.00		\$280 is for phone support, may not be needed.
	\$ 2,388.00	\$ 840.00		\$ 3,228.00	

Why Bloomerang:

We are losing staff time working with difficult to run reports in DonorWorks. The latest report was a comparison of 2014 and 2015 annual fund donors. Should have been a straight-forward query, but there was a major glitch with the report showing 180 pages of blank donoros and donations before any data appeared. DonorWorks had to send the issue to their developers to determine the problem. Over a week wait time to resolve the issue, and as of packet posting, still no response from DonorWorks. For the 2015 giving statements, employees with payroll
Bloomerang reports easy to run and all reports export to Excel with one button.
Bloomerang researched and hired designer to create screen views, very easy to use and all information right up front.
Synches with QuickBooks, synches with website and loads contact information entered on the website into the databse. Synches with Word to print letters, etc.
Analyzes donor data entered and suggests next steps and tasks based on fundraising best practices
I talked to two of three Bloomerang referrals, of course glowing reviews, but the right comments:
Tech support responds quickly and solves problems.
The program is easy to use, the data transfer was thorough, she used Raiser's Edge before and found data in Bloomerang she never could find in Raiser's Edge.
2nd reviewer used eTapstry prior to Bloomerang, and when she contacted eTapestry support, they weren't helpful and implied she was dumb
The TOG Event page will be built to look like our existing web pages and include name, address, email, phone and eight additional fields
Bloomerang Terms: Recurring fees billed annually, Data conversion billed 50% at start of conversion with balance due 14 days later.

Bob Novasel is nominating Tyler Fair to join the LTCC Foundation Board of Directors. Tyler was born and raised in South Lake Tahoe, he then moved away to attend college and received his B.A. from the University of California at Santa Barbara, and his J.D. from the University of Pacific, McGeorge School of Law.

After a decade away from home, Tyler returned to Lake Tahoe with the goal of providing comprehensive estate planning, trust administration and probate services. The planning practice covers a broad spectrum of families and does foundational estate planning to wealth transfer to charitable planned giving and the firm also provides probate and trust administration and trustees.