



Western Nevada College  
**FOUNDATION**

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**WNC FOUNDATION BOARD OF TRUSTEES**

Quarterly Meeting Summary  
Western Nevada College Library  
Western Nevada College  
Carson City, Nevada  
Thursday, January 17, 2019  
8:00 a.m. – 10:00 a.m.

**Board Members Present:**

Carol McIntosh	Sean Davison
Laura Carrion	Scott Fields
Rochelle Tisdale	Kathy Halbardier
Daphne DeLeon	Sena Loyd
Chuy Ampudia	Michelle Ketten
Larry Goodnight	Tonya Champa
Darcy Houghton	Robert Ramsdell

**Board Members Via Phone:**

Ronele Dotson	Julie Wood
Jamie De Vega	

**WNC Staff Present:**

Niki Gladys, Executive Director  
April Flynt, Development Specialist  
Mark Ghan , WNC Vice-President  
Musu Torres, WNC Student  
Melisa Castaneda, WNC Student

**Board Members Absent:**

Barbara D'Anneo	Amy Clemens
Jeff Brigger	Kerstin Plemel
Lisa Granahan	

**1. Introductions and Welcome**

Carol McIntosh called the meeting to order at 8:12 a.m.

**2. Public Comment**

No public comments were made

### **3. October 18, 2018 Board Minutes Approval**

Ms. McIntosh presented the October 18, 2018 WNC Foundation Board Meeting Minutes. Correction of the date and location of the meeting. Darcy Houghton motioned to approve the corrected minutes. Sean Davison seconded the motion. The corrected minutes were approved.

### **4. Finance Committee Report (Sean Davison)**

Sean Davison presented the financials for FY2018 and year to date December 2018 FY2019. Mr. Davison reminded the board of the changes in the accounting practices and highlighted the growth in scholarship income. Mr. Davison also discussed event income and investment income. He also highlighted the work the Finance Committee has done to strengthen the investment portfolio.

### **5. State of The College (WNC Vice-President, Mark Ghan)**

Vice President (VP) Mark Ghan provided an update on the state of the college. VP Ghan highlighted upcoming events and provided updates on various programs. VP Ghan also discussed the legislative budget process and noted some anticipated changes in the budgeting. VP Ghan discussed the Latino Cohort success in completion rate, highlighted the growth in the prison program, and told the group that enrollment has declined 11% from prior year. Because this is problematic, enrollment and retention is a major priority for FY 2020, which is a count year.

VP Ghan also updated the Board on the number of employee searches, and noted the new HR director search has just completed. The VP of Instruction, Chief Enrollment Success Officer, and VP of Finance & Administration searches will begin soon.

In addition, VP Ghan noted that WNC is looking for a permanent home for the Always Lost art display, and welcomed suggestions from the Board regarding any possible locations.

### **6. Advancement Committee Updates**

#### **Advancement/Events**

Ms. Gladys provided an update on the upcoming We Are Western, scholarship celebration on March 8, 2019 and requested others to help identify donors and committee members.

Ms. Gladys advised the Board that the Evening at the Ranch date is not set yet and will update the Board when the date is confirmed.

Ms. Gladys, advised the Board of the upcoming Friends of Western, Fallon fundraiser dinner scheduled for April 5<sup>th</sup>. The event is being planned by Holly O'Toole and Angela Viera.

Ms. McIntosh advised the Board that WNC Commencement is scheduled for May 20, 2019 and requested all board members to attend.

Ms. McIntosh updated the committee on the Reach for the Stars: Black Tie Gala event on August 10, 2019. Ms. McIntosh planning has begun and ticket sales have begun and requested the Board to gather auction items, identify sponsors and purchase of tables and tickets.

Ms. McIntosh provided an update on the Golf for Education 20<sup>th</sup> Annual Golf Classic on September 27, 2019. Ms. McIntosh advised that the golf committee is in need to members and requested the Board members to volunteer or find other volunteers to participate. Scott Fields volunteered for the committee.

## **7. Advancement/Marketing**

Ms. Gladys advised the Board that she met with Ronele Dotson to discuss reinvigorating the marketing committee and stated that additional members are needed for the committee. Ms. Gladys advised that the committee will be working on the We Are Western Scholarship magazine, press releases, updating the web page, newsletter as well communicating events and updating social media. Darcy Houghton, Larry Goodnight, Sena Loyd and Tonya Champa volunteered to be on the marketing committee.

### **Advancement/Gratitude**

Ms. Gladys explained the different committees, and thanked the members of the gratitude committee and those who have contributed. Ms. Gladys also advised that new members are being sought.

### **Advancement/Board Development**

Ms. Gladys discussed creating a board development arm to onboard new board members and develop ways to keep board members engaged while on the Board. Kathy Halbardier suggested new Board members be assigned a mentor. Rochelle Tisdale and Ms. Halbardier agreed to co-chair the committee. This will segment the advancement committee into four committees. Mr. Goodnight motioned to approve the new committee, Ms. Houghton seconded the motion. The motion was approved.

## **8. 2019 Capital Projects**

Ms. Gladys reviewed the current capital projects including the library remodel. Ms. Gladys identified the spaces that have been sponsored by NV Energy and advised that Carson City Rotary is reviewing a request to sponsor some offices.

Ms. Gladys advised the Board that the biology lab funded by the William N. Pennington Foundation is in the design phase and on schedule to be completed over the summer.

Mr. Ghan advised the Board that the Board of Regents meeting in September will be held at WNC and Nugget Hall will be renovated to accommodate the meeting.

## **9. Quarterly Board Development**

Ms. McIntosh introduced the Board of Trustee Feedback form, and reviewed the commitment of the individual board members. Ms. McIntosh agreed to email the form to the board members and requested everyone to complete the form and return to Carol within next two weeks.

## **10. Conflict of Interest Policy**

Mr. Davison explained that a question of a conflict of interest was raised within the finance and investment area of the Foundation and therefore legal representation was obtained. The legal opinion was there is no conflict of interest. Legal council did recommend the adoption of the conflict of interest policy for the 501(c)(3) organization found on the IRS website. Mr. Davison provided examples of what a conflict of interest may look like for members of the Board. Scott Fields asked if there was an existing policy, Mr. Davison, confirmed that there was not a formal policy, however the Board has been acting as though a policy was in place in general business activities.

Ms. Houghton made recommendation in specific wording in the policy. Ms. McIntosh requested to take the suggestions off-line and make some changes. There will be an executive committee meeting to review the suggestions and provide an updated policy at the next meeting.

## **11. Grant Proposal Writer & Coordinator**

Ms. Gladys explained that the executive Committee and the college have agreed to share the funding of a grant writer between the Foundation and the college in order to increase grant proposal writing productivity. This position will increase the Foundation contributions to the college. Grant opportunities require much detail and compliance creating more work than Ms. Gladys can keep up with currently, due to other responsibilities.

## **12. Scholarship Update**

April Flynt provided an update to the Board on the status of scholarship awarding for the 2018/2019 academic year. Ms. Flynt discussed the challenges of the awarding process for this year, including the arduous process with awarding the Pennington CTE grant scholarships. Ms. Flynt advised the committee that the foundation is in the process of implementing Award Spring scholarship management software for the scholarship awarding process for the 2019-2020 academic year. The new scholarship application will be available in February.

**13. New Business**

No new business was presented

**14. Public Comment**

No public comments were made.

**15. Board Member Recognition**

Ms. Flynt acknowledged Board members celebrating birthdays.

**16. Adjourn Meeting**

The next regularly scheduled WNC Foundation Board meeting is April 18, 2019.