



NDSCS Foundation Executive Board Meeting Minutes

Pursuant to due call and notice thereof, as a regular meeting of the Foundation Executive Board of NDSCS, Wahpeton North Dakota, was duly called and held at the Red River Valley Room of the Hektner Student Center, on May 6, 2021.

Members present Joel Kaczynski, (Brd. President) Josh Dozak, (VP) Bob Gette, Linda Hopkins, Kelly Hubrig, Chris Johnson, Megan Kummer, Roger Richels, Margaret Wall, and Hugh Veit. Ex-officio members present were Kim Nelson, Dr. John Richman, Michelle Nelson, Yoney Fobb, and Stephanie Curtis.

President Joel Kaczynski called the meeting to order. The April minutes from both the regular meeting and special meeting were reviewed. **Chris Johnson made a motion to approve the minutes from April 1, 2021, and April 26, 2021 meetings. Josh Dozak seconded the motion, motion carried.**

Roger Richels gave an update on the Foundation's investments. The balance of investment account is \$24,757,000. The Madge Vertin fund balance is \$4,000,029. The market continues to be at an all-time high. Kim gave the Foundation's operating report. She highlighted that expenses are on track for the fiscal year. Income is showing less than budgeted, however, will level out after DREAMS income, parking lot rent, and funds from the STTC account is applied.

Kim discussed the Foundation budget for FY22. One significant change is the cost of software. The Foundation has had a fund through a previous Challenge Grant earmarked for software purchases and subscriptions. As that fund has depleted, the expenses will be paid out of the operating budget. Contract services will be less with full-time staff in place. Mailing and postage is projected to be less as a multi-media approach has been used including social media and email in conjunction with regular mailings. Other line items will be consistent with previous years. **Chris Johnson made a motion to approve the budget draft and present to the full board, Margaret Wall seconded it, motion passed.**

Dr. Richman gave an update on the Challenge Grant. It has gone through legislation with an amendment. It is currently under review by Governor Burgum. The Board will be updated as soon as a decision is made.

Kim drafted an Open Records Request process with the assistance of Megan Kummer. The written process will ensure all requests are handled in a consistent manner. **Margaret Wall made a motion to adopt the Open Records Request process and forward on to the full board for approval, Hugh Veit seconded, motion passed.**

Josh Dozak reviewed the Foundation Board member terms, Board officers, and new Board member nominations. The following appointments will need Full Board approval: Slate of officers and board members for FY22, is as follows. Josh Dozak to serve as President, Hugh Veit to serve as Vice President, Jeff Leinen and Chad Wehri added, as members of the Executive Board. Board members to serve an additional

3-year term are Art Grochow, Joel Kaczynski, James Kapitan, Megan Kummer, Jeff Leinen, Andrew Mauch, Trudy Tischer, and Hugh Veit. Nominations as new Board members will include Paige Kjesbo and Rich Slagel. **Chris Johnson made a motion to move forward the new office appointments and nominations for Full Board approval. Linda Hopkins seconded it; motion carried.**

Kim gave a report on the 2021 DREAMS Auction. In comparison to 2019, the event netted about \$17,000 more in 2021. A hybrid model of in-person and online bidding allowed for participants to purchase items without attending. The generosity of donors through purchases and item donations was phenomenal. Kim thanked the Board for supporting DREAMS and asked for feedback on next year's venue choice. While holding it at the Event Center allows for less people to attend, the cost of holding it there is much lower and less labor intensive than holding it at the BAC on campus. It was noted that there is less opportunity for student involvement at the event center. The Board will revisit and come to a decision next month. Overall, this was the most successful DREAMS Auction held and was enjoyed by guests both in person and online.

Kelly Hubrig reported on the commercial realtor and progress of the sale on the 19th Avenue Building. They have had one local showing and one national party showing interest. The realtor will implement the full marketing plan as soon as the final approval for the future Career Workforce Academy agreement is in place.

Dr. Richman gave an update on the Career Workforce Academy:

- Dr. Richman met with the State Board of Higher Education the end of April, requesting approval of the draft lease agreement to take effect in August of 2022, between the College and the Alumni Foundation. The State Board of Higher Ed requested additional information.
- Dr. Richman has requested to meet with the State Board of Higher Education Board Chair and Chancellor and will present the Foundation Board approved lease agreement.
- The ground-breaking will take place following the approval of the lease agreement.
- Lake Agassiz has been hired as the EDA Grant Manager and will assist with all reporting, ensuring compliance with the grant regulations.
- Sanford EMS has proposed adding an ambulance hub to the future CWA campus. This is only in discussion stages. There are several factors that will have to be explored, including cost and any covenances in the land documents.

Dr. Richman gave a College update. The budget realignment process has been announced. Prior to any decisions, several listening sessions took place. The budget shortfall is 1.2 million over the next biennium. A portion of that is due to slightly but steady declining enrollment. Three main areas will be adjusted to balance the budget.

- Tuition will increase of 4% each year for two years.
- Operating costs will be reduced by 3% in every department, except for utilities.
- Staff reductions to eliminate seven positions, of which six positions are vacant. Restructuring of Administrative positions is taking place with recent retirements and departures.

Kim, Yoney, and Stephanie were asked to leave the room so the Executive committee could discuss salaries for the Executive Director. **Margaret Wall made a motion to increase Kim's salary by 1.5%, seconded by Megan Kummer, the motion passed unanimously.**

A Motion to adjourn was made by Josh Dozak and seconded by Margaret Wall.

Respectfully submitted by Stephanie Curtis

Approved 6/3/2021