

## NDSCS Foundation Full Board Meeting Minutes

Pursuant to due call and notice thereof, as a regular meeting of the Foundation Full Board of NDSCS, Wahpeton, North Dakota, was duly called and held at the Red River Valley Room of the Hektner Student Center on May 7, 2021.

Present: Mark Beyer, Laurie Christensen, Josh Dozak (VP), Bob Gette, Art Grochow, Jeff Hilgemann, Linda Hopkins, Kelly Hubrig, Chris Johnson, Joel Kaczynski (Brd. Pres), James Kapitan, Megan Kummer, Jeff Leinen, Roger Richels, Trudy Tischer, Hugh Veit, Adam Wahler, Margaret Wall, Chad Wehri, Mike Worner, Dr. John Richman, Stu Engen, Michelle Nelson, Kim Nelson, Yoney Fobb, and Stephanie Curtis

**Absent:** Chris Johnson, Andrew Mauch, Justin Neppi, and Mike Neppi

Joel Kaczynski opened the meeting. ***A motion to approve the minutes was made by James Kapitan and was seconded by Trudy Tischer, motion carried.***

Roger Richels reported on investments. The market is at an all time high. The investment portfolio balance is \$24,757,000 and the Madge Vertin fund balance is \$4,000,029. According to a verbal report from Bell Investment team, the expectation is for the return rate to decrease. Interest rates are expected to remain low through 2021. The outlook is very optimistic for the coming months.

Kim shared the Operating Report. Expenses are on track with nothing unexpected thus far. The income is showing to be over budget but will level out when parking lot income, DREAMS income, and STTC funds are applied.

Stephanie Curtis gave an Annual Giving Campaign update. We are currently at 91% of the \$122,000 goal. The campaign went very well. Kim expressed how fortunate we were to receive donations from many first-time givers and those that have not given the last few years. The campaign goes through June 30, 2021. The annual and club gifts help to off-set the operating budget.

Kim reported on the 2021 DREAMS Auction. In comparison to 2019, the last year a live event was held, DREAMS 2021 netted \$17,000 more. People were able to participate from all over through the online auction platform. Kim shared the overwhelming response with both donations and purchasing of items. Overall, gifts went for 136% of value. Kim asked for feedback on where to hold DREAMS 2022. While the Event Center does not accommodate as many people as the BAC, the cost to host it there and the labor for set up and tearing down is considerably less. Discussion was held regarding student involvement being limited at the Event Center, which is another consideration. The executive board will revisit next month and come to a decision.

Kim shared an overview of the FY22 budget. Income was discussed and includes the Annual Campaign, DREAMS, parking lot rental, and receipt fees. Receipt fees occur when a new endowment is established.

A one-time fee of 8% is charged for the set up and administration of the fund. Expenses were discussed. Contract wages will decrease as permanent staff is in place. Kim is planning for more travel in the upcoming year as 2020 was limited. Kim explained how software and subscriptions will substantially increase. There was a previous Challenge Grant fund earmarked for software which has depleted, funds will now come out of the operating budget. Postage will decrease due to the use of social media and email. **Jim Kapitan moved to approve the FY22 budget, Jeff Leinen seconded the motion, it passed.**

Kim gave a Challenge Grant update. There was an amendment added which could jeopardize many of the colleges from taking advantage of the Challenge Grant. Governor Burgum is currently reviewing the bill. 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. Kim explained how having a process in place will ensure all requests are handled consistently. **Roger Richels made a motion to approve the Process for Records Request, Josh Dozak seconded it, motion carried.**

Josh Dozak shared the Slate of Officers for FY22. The following appointments are 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 Committee. Board members to serve an additional three-year term are Art Grochow, Joel Kaczynski, James Kapitan, Megan Kummer, Jeff Leinen, Andrew Mauch, Trudy Tischer, and Hugh Veit. Nominations for new Board members include Paige Kjesbo and Rich Slagle. **Megan Kummer made a motion to approve the Slate of Officers for FY22, Linda Hopkins seconded it, motion carried.**

Kim gave an update on the Ag Land Lab. Spring planting is going well. A new lease was signed with Linda Patterson for an additional five years, with no cost to the Foundation or NDSCS, other than our own liability insurance. Several in-kind donations have been received including fertilizer, seed, and use of equipment. The collaborative effort with the agricultural community has been appreciated.

Kim gave an overview of Homecoming 2020, held April 23 and 24, 2021. The feedback from the Honorees was very positive. The events were well attended. Homecoming 2021 will be held September 20-25. Kim discussed how the Foundation will work with the Campus to strive to increase community involvement and awareness of events. Kim reviewed the award winners for 2021. Communication with Honorees will begin as we plan for the upcoming events.

Stu Engen gave an update on athletics. All teams participated in sports this past year except for football. Football recruiting is going very well. Wildcat Volleyball had an exceptional year. Both men's and women's basketball has also had a successful recruiting year and are optimistic about next year. Stu visited about the baseball programs first year, a few struggles, but did have good participation. Budgets have been a concern as Covid limited the number of events held, participants allowed, concessions, as well as facility rentals that would increase income. Stu shared how the Athletics Staff was very cognizant of the budget shortfalls and have been decreasing expenditures where possible. The Wildcat Open Golf

Tournament is scheduled for June 10, 2021, where they will have their annual car raffle. Stu also shared that summer camps are being planned which will also help increase revenue and opportunity for area kids to get back to the camps they missed from last year.

Dr. Richman gave an update on the Career Workforce Academy. He shared the process, of approval for the future lease agreement, from the State Board of Higher Education. He met with them to get approval of the draft lease agreement at the end of April. The State Board of Higher Education requested additional information. Dr. Richman requested to meet with the State Board of Higher Ed Chair and the Chancellor to bring a final copy of the lease for approval. Bid openings and ground-breaking are postponed while approval is being sought. The Foundation Board agreed to finalize the lease with projected numbers of the future Career Workforce Academy, taking into consideration the cost of interest on the construction loan, insurance, admin fees, and land specials.

Kim shared that Lake Agassiz has been hired as Grant Manager for the EDA Grant awarded for the Career Workforce Academy. This will ensure the Foundation is compliant with the grant requirements.

Sandford EMS has approached NDSCS about building an ambulance hub on the CWA site. This is only in discussion stages. Both parties agreed to explore the idea.

Kelly Hubrig gave an update on the sale of the 19<sup>th</sup> Avenue Building. NAI North Central Real Estate was selected from three candidates. They have had one local showing and interest from a national party. They will implement their full marketing plan upon approval of the lease for the future Career Workforce Academy.

Dr. Richman gave an update on the College:

- The legislative session concluded. NDSCS will receive \$827,000 less in state funding due to slightly decreased enrollment.
- The Dual Credit Bill passed. This will allow high school students to apply for reimbursement of Dual Credit courses.
- The budget realignment process is nearly complete. Several listening sessions have been conducted. To balance the 1.2 million deficit the following adjustments have been made: A tuition increase of 4% a year for two years, the elimination of seven positions, six of which are currently vacant, and restructuring of Administrative positions due to retirements. There will also be a 3% reduction of expenses across all departments except utilities.
- Covid protocols will continue through the end of the College year and will be revisited after graduation.
- Graduation will be held Friday, May 14<sup>th</sup>, at the Ed Were Arena, each student is allowed four guests.

Other business included the review of the lease draft for the Career Workforce Academy. The amount of the yearly lease increased to included interest on the construction loan. A clause was added under

number 3 to include a yearly lease review by the Foundation, to be no later than May 1. If changes are made, the College has until June 1 to respond or they will be considered in default. **Hugh Veit made a motion to approve the lease with the changes, Jim Kapitan seconded it, motion passed unanimously.**

It was recommended by a few board members that a letter of support should be drafted and sent to the Chancellor and those Dr. Richman will be meeting on Monday, May 10<sup>th</sup>. **Jim Kapitan made a motion and Megan Kummer seconded the motion to have Mike Worner draft a letter with the approval of the board President and Foundation Executive Director. The letter will be shared with the entire board. Motion carried.**

Dr. Richman commended the Foundation Board for their engagement as Board members and shared his appreciation for their due diligence in the processes of the Foundation.

The next Full Board meeting will be held August 20, 2021 with new officers and members. An updated photo will be taken. The November 19, 2021 meeting will be held as a full day meeting, including a strategic planning session.

**The meeting was adjourned by Joel Kaczynski.**

Respectfully submitted by Stephanie Curtis

**Approved August 20, 2021**