



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 as a virtual conference meeting, on Thursday, June 4, 2020, at 8:00 a.m.

The following members were present: Josh Dozak, Robert Gette, Kelly Hubrig, Chris Johnson, Joel Kaczynski, Annette Loken, Roger Richels, Hugh Veit and Margaret Wall. Ex-officio members present were Dr. John Richman, Kim Nelson, Michelle Nelson, Perry Miller, and Melissa Wynn. Absent - Linda Hopkins.

President Wall called the meeting to order. **Hugh Veit made a motion to approve the minutes from the May 7, 2020 meeting. Joel Kaczynski seconded the motion and the motion carried.**

Annette Loken shared an update on the Foundation's investments. The current amount in the Foundation's portion is \$19,138,808. The M. Vertin Fund has a balance of \$3,330,593. The increases compared to a month ago show the market is recovering. The Investment Sub-Committee will meet in July and review the entire portfolio.

Kim Nelson gave an overview of the Operating Budget with year-end projections. The PPP loan was a nice addition to the budget, and we will soon complete the paperwork to file for forgiveness.

Kim sent in \$111,600 for the June round of the Challenge Grant. The next round is in September. Currently, donated land is also eligible for a Challenge Grant fund match.

Chris Johnson reported on the NDSCS Kosel Agriculture Land Lab. He shared that wheat has been planted and herbicide was applied on June 3. A cover crop will be put in soon. RDO had to cancel a live tillage training session and is planning to put together a video to use virtually. Joel Kaczynski shared that he thought it may be in a format that could be used with NDSCS Ag students as well.

Kim gave a report on the progress of restructuring the staff positions of the Alumni Foundation Office. The positions outlined included: Executive Director, Donor Development Officer, Office Manager/Event Coordinator and Data Management Officer as full-time. The plan also includes utilizing a part-time Planned Giving Officer and the assistance of the College Relations/Marketing and the Business Office. She will continue to make sure all current duties and responsibilities are assigned to the appropriate positions. She would appreciate the Board's assistance in promoting the position openings and encouraging potential candidates to apply.

The progress of the Madge Vertin Loan repayment was shared by Kim, Michelle, Margaret and Roger. Kelly Bisek, Director of the Student Loan Finance Center in Fargo, is working on letters to be sent to all who still owe on their loans offering no interest and no fees if amount is paid within a designated time period. Letters will be sent with the hopes of engaging in a one-on-one conversation to discuss a payment plan. The goal is to get all the letters out in the next two months.

Kim discussed upcoming Alumni events. The Otter Tail Lake Area Meet-n-Greet has been cancelled, as the venue does not offer good social distancing options. Scheduled events include: Wildcat Open Golf Tournament on July 23; Bismarck Meet-n-Greet on July 30; GR Memorial Golf Tournament on Aug. 6 at the Dakota Winds Golf Course in Hankinson; and NDSCS Commencement Ceremony Aug. 21 at 4 p.m. The NDSCS Homecoming is scheduled for September 25-26. Kim is also working to set dates with those who purchased DREAMS Auction packages.

Hugh Veit shared an update on the Career Academy. The architectural firm, EAPC, has been secured and negotiations have been completed. Monday, June 8, the grant writer and architects will be meeting to discuss the project budget and outline the parameters of the grant application. The land donation proposed for the Career Academy includes a landowner giving 10 acres with an agreement for the purchase of an additional 5 acres. Legal representatives for the landowner and the NDSCS Foundation are negotiating the details. To move forward on the grant application and the proposed Career Academy site, the NDSCS Foundation would need to sign a pledge agreement for up to \$3.5 million. The pledge agreement used would be the same as the one used for other public entities pledging donations to the project. **Hugh Veit made a motion that the NDSCS Foundation pledge \$3.5 million toward the Career Academy project, Josh Dozak seconded the motion and it carried.** A special board meeting will be held in June with the Full Board to update and share details of the project. Kim will set a date for the special Foundation Full Board meeting and contact board members.

President Richman commented that the Cass County Commissioners are committed to securing funds to move forward in applying for the EDA grant. The Career Academy project includes building a 125,000 sq. ft. facility. The current NDSCS Fargo campus building would be put on the market when the Career Academy project is approved and ready for groundbreaking.

President Richman's Report:

- NDSCS completed its Spring semester by distance learning. The special hands-on Skill Session is scheduled for Aug. 3-21.
- Enrollment is currently down around 342 students compared to last year at this time, however, we have not had our regular scheduled fall registration sessions.
- President Richman just released a phased re-entry plan. The plan has four phases, we are now in phase two.
- We are moving forward with some on campus events. NDSCS Athletic Summer Sports Camps are still in question, but a decision will be made soon.
- NJCAA Sports will release guidelines for fall sports on June 15. Our NDSCS fall sports compete in two different leagues, Football is in a Minn. league and Volleyball is in a ND league.

The following is the motion from the Executive Committee meeting June 4, 2020, regarding Kim's salary. **Hugh Veit made a motion to increase Kim Nelson's salary by \$9200 effective July 1, 2020. The motion was seconded by Josh Dozak and unanimously passed.**

Motion to adjourn was made by Joel Kaczinski and seconded by Bob Gette.

Respectfully submitted by Melissa Wynn

Approved August 6, 2020