



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 virtually as a Zoom meeting, on Thursday, March 4, 2021.

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

Absent: Bob Gette

President Joel Kaczynski called the meeting to order. The February minutes were reviewed and noted that Margaret Wall was left off the roll call. **Josh Dozak made a motion to approve the minutes from the February 7, 2021, meeting with that correction. Chris Johnson seconded the motion, and the motion carried.**

Roger Richels shared an update on the Foundation's investments. The foundation investment balance is \$29,205,000. This total includes funds that will be disbursed for the Career Workforce Academy. As the building process begins, funds will be moved from the investment accounts to cover costs.

Kim gave the Foundation's operating report. The land rent has been received. Insurance and taxes have been paid. The overall budget continues to be on track. Technology expenses were a little higher than usual due to the purchase of laptops for two new staff and an iPad for the office. Temporary help expense increased with the transition of staff last fall.

Stephanie Curtis shared the Alumni Annual Giving Campaign Status report. The FY21 Annual Campaign is currently at \$103,060, which is 84% of the \$122,000 goal. We have received more Club gifts following the second letter, emails and follow up calls.

Kim discussed the Foundation budget for FY22. She will bring a draft to the April Executive Committee Meeting and will finalize with the Full Board in May. Hugh Veit offered to assist Kim if needed.

Kim gave an update on the DREAMS Auction. She explained the limited seating due to the venue. Tables are sold out, however, we will be offering online bidding during the live auction. The team is working with Cary Aasness Auctioneer and The Wahpeton Event Center to ensure the technology will support both a live and online auction simultaneously. Many of the gifts are in, many are to come. The support for DREAMS has been wonderful. All staff and volunteers will wear masks at the event. Masks will be encouraged by guests when they are not sitting at their tables.

Yoney Fobb gave an update on the 2021 Homecoming Honorees. Ballots were counted and the following were named Honorees for 2021.

NDSCS Alumnus of the Year: Vanessa Kummer
NDSCS Parade Grand Marshall: Ardeith Richter
NDSCS Friend of the College "Distinguished Service": Smith Motors
NDSCS Family Tradition: The Keller Family
NDSCS Commitment to Excellence: Tana Erbes and Leslie Shirek.

A date for 2021 Homecoming has not been set. Kim reminded the Executive Committee of the 2020 Homecoming weekend on April 23-24, 2021, encouraging participation if possible.

Dr. Richman and Kim Nelson gave an update on the Career Workforce Academy.

- Design meetings are being held with the Architect and Construction Manager at Risk. Bids are expected to go out in March.
- The Legislative process for the CWA funding was shifted from a bonding bill to a Senate Bill 2019 related CTE funding to be heard on March 5, 2021.
- The land sale for the 5-acre building site is complete as well as the 10-acre donation The Foundation now owns 15 acres of land in South Fargo. The closing was February 25, 2021.
- Working with several contractors on in-kind donations, companies are responding positively to the project.
- An operation budget with four school districts is in process.
- A new agreement between the Alumni Foundation and the College will be drafted for the new property, similar to what is currently in place.

Dr. Richman was approached by Sanford EMS to have an ambulance hub on the property of the new Career Workforce Academy. While still in the beginning stages of exploration, there are several positive outcomes to partnering with Sanford EMS. This may add an additional income stream for the Foundation, could provide a potential partnership for additional learning lab space, as well as the possibility of adjunct instructors for the EMS program.

Kim reported to the board that we are still on track to pay off the balloon loan at Bank of the West in December of 2022, on the existing 19th Avenue Building. Another option is to pay it off with the line of credit through Bell Bank as it is a lower interest rate. The committee agreed to wait until construction costs are finalized before making any decisions.

Kelly Hubrig and Kim updated the board on the RFP for a commercial Realtor for the 19th Avenue Building. Three proposals were received. Interviews will be held with the sub-committee. After discussion it was decided to expedite the process via email. **Chris Johnson made a motion for the sub-committee to bring their recommendation to the Executive Committee for a vote via email, Margaret Wall seconded it, motion carried.**

Dr. Richman gave a College update.

- The reduction in force discussed earlier has been avoided by a resignation of an instructor as well as a proposal of the Powersports and Automotive Technology Departments. They have derived a plan of sharing instructors, restructuring internships, as well as a plan to pursue partnerships with K-12 schools.
- The Budget Alignment Task Force has come forward with guidelines to balance the budget.
- Dr. Richman is planning to take the month of March to have direct conversations with employees and students to learn and get input. Final numbers will be available from the state in late April, with a balanced budget due the middle of May.
- The Senate has indicated a 2% salary increase each year for the next biennium. The retirement and insurance packages will remain the same. There is an increase in the weighted value per credit. At best NDSCS is looking at a \$900,000 reduction over two years.
- The Dual Credit Bill is still being discussed in the legislative session, while the Challenge Grant Bill did not go well, it is still on the table for further discussion with supporters to regroup and address.
- The Covid status on campus remains static. Active cases are low, while all precautionary measures continue to be followed, including mask wearing, social distancing, increased cleaning, and weekly testing.

Other business discussed was determining a Foundation policy and process for open records request. Kim will draft a process to be reviewed at the next Executive Committee Meeting.

Motion to adjourn was made by Chris Johnson and seconded by Margaret Wall.

Respectfully submitted by Stephanie Curtis

Approved April 1, 2021