MINUTES OF THE
NORTHWEST STATE COMMUNITY COLLEGE
FOUNDATION BOARD OF DIRECTORS MEETING
July 25, 2013 – 7:30 a.m.
Room H104

PRESENT: S. Barber, P. Beck, D. Bernath, L. Escobar, A. Freels, R. Hall, G. Keys, M. Klopfenstein, D. Miller, T. Myers, R. Ordway, J. Rickenberg, K. Soards, F. Strobel, N. Weaks, R. Wilcox, B. Winzeler, and M. Yoder.

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A meeting of the Northwest State Community College Foundation Board of Directors was held on Thursday, July 25, 2013 at 7:30 a.m. in Room H104.

Foundation Chair, Peter Beck, called the meeting to order and welcomed those in attendance.Board of Trustee members Sandra Barber and Robert Hall were introduced. It was noted that representation from the College Board of Trustees will now rotate for each Foundation Board meeting. Trustees will have voting rights on the Foundation Board.

Mr. Louis Escobar moved to approve the minutes of the April 25, 2013 meeting. The motion was seconded by Mr. Todd Myers.

ROLL CALL: Aye: Beck, Bernath, Escobar, Freels, Keys, Klopfenstein, D. Miller, Myers, Ordway, Rickenberg, Soards, Strobel, Weaks, Wilcox, Winzeler, Yoder, Barber, and Hall. Nay: None. Thereupon the Chair declared the motion approved.

Foundation Update

Peter Beck and Robbin Wilcox announced that they had presented a “ceremonial” check to the College Board of Trustees at their June meeting in the amount of $354,900 for 2013/2014 student scholarships. Information was also presented regarding number of donors, planned gifts, scholarships and fundraising campaign results over the past five years.

Treasurer’s Report – K. Soards

2012-2013 year-to-date donations and pledges total $303,023.20 compared to the previous year total of $251,864.61.

Board Education Segment

Evan Weaks spoke to the group on his experience as a post-secondary enrollment option student at NSCC. Evan began his education at the College as a high school junior and finished his degree prior to high school graduation. He had earned 62 credit hours of coursework when he graduated and transferred that to Youngstown State where he received a full-tuition scholarship. As a result of this he received six years of

"free" education. Evan listed the following as benefits of being a post-secondary student:

- Time/money savings.
- Post-secondary education students receive books free of charge.
- Selection of classes was great…better than his high school.
- Flexibility in scheduling classes.
- Was still able to be involved in the golf team and the musical at his home school.

Challenges included:

- Time management.
- Responsibility level as a student changes from high school to college.

Evan felt that NSCC had prepared him well for the next step in his education and for his future career.

SJS Investment Update

Kirk Ludwig from SJS Investment Consulting, Inc. was present to review the investment portfolio for fiscal year 2013. He was pleased to announce that the net investment gain effective July 22, 2013 had reached $1,029,210. The current market value of the investment now stands at $5,205,463.

Finance Committee – Mark Klopfenstein

- The finance committee met and devoted their meeting time to reviewing the investment policy which is required on an annual basis. Revisions to be brought to the Foundation Directors at this meeting include:
    - A change in the monitoring procedure.
    - Changes in the minimum quality rating of fixed-income securities to a minimum of Baa/BBB with the overall quality rating changing to A.

Nominating/Membership Committee

- The committee is not looking for new individuals to serve on the Foundation at this time.
- Discussion has taken place regarding Custom Training Solutions (CTS) becoming more involved with the Foundation. Jim Drewes, from CTS, sits on a Foundation ad hoc committee.
- The committee reviewed member attendance and the support provided throughout the year. This information will be emailed to each Foundation Director.

Fundraising/Friend raising Committee – Dennis Miller

- Below are totals for donations to date:

Changing Lives	$3,713,947.88
Allied Health Campaigning Update	$ 314,163.18

- The Green Carpet Event raised $54,426.71 which is a 25% increase over previous years.
- The dedication of the nursing lab and treatment rooms has been confirmed for Thursday, August 22 at 5 p.m. The lab has been named the Parkview Physicians Group Nursing Lab thanks to their generous donation. Individual treatment rooms have also been named in recognition of donor contributions.

Public Relations Committee – Louis Escobar

- The committee met on June 13 and spent time brainstorming about a theme for next year's Green Carpet Event. Possibilities such as a carnival, a Triple Crown event and a Mardi Gras were discussed; however, no decision has been made.
- The Making a Difference Award process will be led by Ryan Miller and David Meekison. They plan to look at all applicants received from past years as well as new applications for the 2014 award. They would like to have applications for the Award from all five counties in our service area.
- The committee members are looking for the best way to get information to the public regarding the College and the Foundation. (e.g., Facebook, Twitter, campus tours, special events, speaking engagements, etc.).
- The Foundation's annual report has received a public relations/marketing award for the past four years.

Planned Giving Committee

- The Planned Giving Committee has welcomed Jason Kryder as a new ad hoc member. He is employed with Prudential Insurance Company.
- The committee is working to update the planned giving brochure.
- Committee will be reviewing the gift acceptance policy.
- College tours should continue for outside groups. The committee will be contacting those who have not signed up for a tour. Peter Beck and Nathan Weaks are working on the next tour for August/September.

Approved Resolution

1. **CONSIDERATION OF A RESOLUTION TO APPROVE REVISIONS TO THE NORTHWEST STATE COMMUNITY COLLEGE FOUNDATION INVESTMENT POLICY.**

Mr. Keys moved and Mr. Miller seconded the following motion:

WHEREAS, the investment policy of the Northwest State Community College Foundation is designed to ensure that the financial resources to support the continued needs of the Northwest State Community College are perpetuated through the growth of the Foundation assets; and

WHEREAS, to assure continued relevance of the guidelines, objectives, financial status and capital market expectations of the investment policy, the Finance Committee will review the policy at least on an annual; and

WHEREAS, the finance committee reviewed the Foundation's Investment Policy on June 13, 2013 and is proposing changes to the policy; and

WHEREAS, the Finance Committee and the Executive Committee of the Foundation recommend:

NOW, THEREFORE BE IT RESOLVED, that the following revisions be made to the Northwest State Community College Investment Policy:

VI. ASSET ALLOCATION
Defining the optimal portfolio for the investment of the Foundation's assets is influenced and determined by (a) the time horizon available for investment; (b) the liquidity needs of the Foundation; (c) the risk tolerance of the Directors; (d) investment return expectations; and (e) Laws and Regulations that govern the "Prudent ~~Person~~ INVESTOR Rule."

VII. GUIDELINES FOR INVESTMENTS

The following guidelines for investments state the preferences of the Directors with regard to acceptable investments for Foundation assets:

1. EQUITIES

The equity securities in which the funds may be invested include convertible issues, preferred stock, common stock and mutual funds. The equity securities held in the portfolio should be reasonably diversified across equity markets, industrial sectors and within industry groups and geographical regions.

- Generally, no single common stock will represent more than 5% of the market value of the equity portion of the portfolio.
- Not more than 20% of the total equity asset class (valued at market) shall be held in any one-industry category as defined by the S&P 500 index classification.

2. FIXED INCOME

The fixed-income securities in which the funds may be invested include:

- U.S. Treasury or State of Ohio securities
- Obligations of government-sponsored enterprises
- Federal Agency obligations

- Corporate bonds, notes and debentures

Global Fixed Income
Fixed-income securities are to be selected and managed so as to secure an appropriate balance of quality, maturity and rates consistent with current economic conditions.

Fixed-income securities, other than convertible bonds, are to have a minimum quality rating at the time of purchase of ~~A~~ Baa/BBB (as rated by Moody's Investors Services or Standard & Poor's) with the dollar value of the fixed-income portfolio, on average, having an overall quality rating of not less than ~~Aa/AA~~ A.

- MONITORING PROCEDURE – THE FOUNDATION'S INVESTMENT MANAGER WILL CALCULATE AND MONITOR THE INVESTMENT PORTFOLIO TO ASSURE THE STATED GUIDELINES ARE ADHERED TO AND RERORT THEIR FINDINGS TO THE FOUNDATION.

VIII. INVESTMENT PERFORMANCE GOALS TO BE ACHIEVED BY INVESTMENT MANAGERS

2) The goal of the investment manager shall be to exceed the return of the Lehman Brothers
Government/Corporate Bond Index or other relevant indices with the fixed income portion of the portfolio and exceed the return of the Standard and Poor's 500 Stock Composite Index or other relevant INDICES with the equity portion of the portfolio.

IX. GUIDELINES FOR INVESTMENT MANAGER(S)

6) Investment Restrictions

- No ~~funds~~ INDIVIDUAL HOLDINGS shall be invested in unregistered or restricted stock, options, future contracts, or other derivative instrument, or commodities including gold or currency futures. There shall be no investments in non-marketable securities.
- All investments shall be restricted from margin trading or short selling. ~~and no sinking funds shall be purchased.~~

7) Investments shall be made solely in the interest of NSCC FOUNDATION and shall be so diversified as to minimize risk of large losses.

10) INVESTMENT ADVISORS WILL PRESENT THEIR ANNUAL REVIEW OF THE PORTFOLIO BIANNUALLY.

ROLL CALL: Aye: Beck, Bernath, Escobar, Freels, Keys, Klopfenstein, D. Miller, Myers, Ordway, Rickenberg, Soards, Strobel, Weaks, Wilcox, Winzeler, Yoder, Barber, and Hall. Nay: None. Thereupon the Chair declared the motion approved.

Other

- Louis announced that a Hispanic Fiesta will be held on campus on Saturday, October 12.
- John Wilson updated Foundation Directors on the work being done with Ohio State University to develop and Associate of Technical Studies Degree in Soil Sciences.
- Peter Beck closed the meeting by reading one of the thank you notes sent by a scholarship recipient.

With no further business to be brought before the Board of Directors the meeting adjourned at 8:45 a.m.

Respectfully submitted,

Lynda Cramer
Recording Secretary