

NORTHERN NEW MEXICO COLLEGE



**NORTHERN NEW MEXICO
COLLEGE FOUNDATION BOARD
MEETING**

FEBRUARY 4, 2021



NOTICE

Northern New Mexico College Foundation Board will hold a special meeting on **Friday, March 4, 2022 at 2:00PM, Via Zoom.**

Join Zoom Meeting

<https://nmc.zoom.us/j/93970028439>

Meeting ID: 939 7002 8439

One tap mobile

+12532158782,,93970028439# US (Tacoma)

+13462487799,,93970028439# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 939 7002 8439

Find your local number: <https://nmc.zoom.us/u/aeoeFi68lB>

FINAL AGENDA

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA – Action Required**
- IV. PRESENTATION OF AUDIT BY EXTERNAL FINANCIAL AUDITORS – Action Required**
- V. MONEY OWED FOUNDATION TO COLLEGE – Action Required**
- VI. MAJOR GIFTS UPDATE – Informational**
- VII. FOUNDATION RECOMMENDATIONS – Action Required**
- VIII. ADJOURNMENT – Action Required**

In accordance with the Americans with Disabilities Act (ADA), physically challenged individuals who require special accommodations should contact the President's Office at 505-747-2140 at least one week prior to the meeting or as soon as possible.

Philanthropic Activities

1. Total Donations FY22 (July 1, 2021 - February 28, 2022) multiple funds and campaigns: **\$166, 583**

2. Notable scholarships from LANL Contractors:
 - A. N3B – Agreement renewed for 2 - \$9000 scholarships to NNMC Biology, Chemistry and Environmental Sciences Department (BCES) students.
Awardee: Alyssa Aguilar, BCES

 - B. Longenecker & Associates – Agreement for 2 - \$5000 scholarships, one for BCES Department and one for Business Administration.
Awardees:
Chris Mae Palalon, BCES scholarship
Marissa Armijo, Business scholarship.

Longenecker is also providing a summer internship for a Business Administration student at their Los Alamos offices.

- C. Northern Scholarship Fund Campaign – for fall 2022 awards, exceeded the \$50,000 goal by \$11,000. The total of \$61,000 in donations along with the \$50,000 match from the College will provide 111 \$1000 scholarships to eligible students.

- D. In October, 2020 the Jemez House Resale Store in White Rock, NM dissolved its 501c3 tax status and generously donated the remaining cash assets of \$299,257.11 to the NNMC Foundation’s Endowed Scholarship Fund. Discussion is in process with the Jemez House remaining board members of honoring this significant gift with a plaque at the NNMC Student Food Pantry and Clothing Closet.

- E. Proposed Funding Opportunities
 - a. Activities Van – developing potential donor list and campaign marketing pieces
 - b. Technical Trades Program – reviewing program needs and potential donor list.

DRAFT
First Pass 3/2/22 jp

Foundation Program Assistant, provide support to Foundation Operations
Contract – 20 -30 hours monthly

Duties:

- Attends Foundation Board Meetings, generating Board Minutes and Reports
- Assists with meeting planning
- Communicates with Accounting and Financial Aid student scholarship funds available for awards
- Tracks third party donations for accurate distribution to programs and departments
- Provides liaison with President and Major Gifts Officer as appropriate

Requirements:

- Be extremely detail-oriented with good analytical, organizational, and written/oral communications skills
- Possess a level of excellence in Microsoft Office products, especially Excel, Outlook, and Word
- Be able to maintain confidentiality in working with sensitive donor information
- Have knowledge of donor Raiser's Edge software