

**MENDOCINO COLLEGE FOUNDATION, INC.
MINUTES OF THE BOARD OF DIRECTORS MEETING
APPROVED**

A regular meeting of the Mendocino College Foundation, Inc. Board of Directors convened on Tuesday, December 13, 2016 at Mendocino College, Room 1060, 1000 Hensley Creek Road, Ukiah, California.

GENERAL MATTERS

Call to Order The meeting was called to order by Foundation President Myers at 12:00 p.m.

Members Present	Charley Myers, President	Present	Diane Daubeneck	Present
	Marilyn Harden, Vice President	Absent	Mark DeMeulenaere	Present
	Arturo Reyes, Secretary/Treasurer	Present	Jay Epstein	Present
	Brian Carter	Absent	Tom Herman	Present
	Jerry Chaney	Present	Tod Kong	Absent
	Linda Chapman	Present	Lynda Myers	Present
	Richard Cooper	Present	Gary Nix	Present
	Channing Cornell	Present	Devra Wolf	Present
	Donald Coursey	Present		

Staff Present Katie Fairbairn, Executive Director
Lana Eberhard, Marketing/Program Specialist
Anna Kvinsland, Coast Development Director

College Staff Present Joe Atherton, Director of Fiscal Services
Lisa Rosenstreich, MFA, Assistant Professor of Art, Gallery Director

Guests Present James Demmert and Aaron Stern, Main Street Research, LLC Wealth Management

Public Comments None.

Approval of Agenda M/S/C (Cornell/Cooper) To approve the agenda as presented.

The matter passed 14-0.

Approval of Minutes M/S/C (Chaney/Cooper) To approve the minutes of the regular meeting of the Mendocino College Foundation Board of Directors held on October 11, 2016 as presented.

The matter passed 14-0.

ANNUAL ORGANIZATIONAL MEETING

Directors **Re-election of Directors at end of 3-year term.**
The following Directors' terms end on December 31, 2016 and are presented for re-election:

- Brian Carter
- Linda Chapman
- Mark DeMeulenaere
- Marilyn Harden
- Lynda Myers

M/S/C (Herman/Cooper) Resolved, That the Mendocino College Foundation, Inc. Board of Directors does hereby approve the re-election of the following Directors to a 3-year term beginning January 2017 and ending December 2019: Brian Carter, Linda Chapman, Mark DeMeulenaere, Marilyn Harden and Lynda Myers.

The matter passed 14 – 0.

Set maximum number of Directors for 2017.

The Board discussed the pros and cons of the size of the Board and goals for the future of the organization.

M/S/C (DeMeulenaere/Nix) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does hereby set the maximum number of Directors for 2017 to be 20 with the goal of making our Board more ethnically diverse and limiting the number of new directors in the future.

The matter passed 14 – 0.

Officers

M/S/C (DeMeulenaere/Cornell) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does hereby elect the 2017 slate of officers as presented Charley Myers, President; Marilyn Harden, Vice President; and Arturo Reyes, Secretary/Treasurer.

The matter passed 14 – 0.

Committee Membership

M/S/C (L. Myers/DeMeulenaere) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does hereby approve the 2017 Committee Chairs, Vice Chairs and Committee members as presented with Cornell replacing Nix and Daubeneck is leaving the Special Events Committee chair vacant.

The matter passed 14 – 0.

Meeting Schedules

M/S/C (Cooper/L. Myers) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does hereby approve the 2016 Committee meeting schedules as presented. Add June 5, 2017 as a Board Development Workshop.

The matter passed 14 – 0.

TIMED ITEM

Lisa Rosenstreich, MFA, Assistant Professor and Art Gallery Director is requesting the formation of an affiliate called Friends of the Mendocino College Gallery to provide financial support to the gallery and art students through fundraisers and donations. Revenues would help fund field trips that would expose many students to fine art, museums and art leaders for the first time. Proceeds would also allow for more diversity in the shows offered at the gallery and provide honorariums to guest artists. Since 1984, the Mendocino Art Gallery has held 100 shows and averages 700 guests per show.

DISCUSSION/ACTION

Affiliate Recommendation and Approval

A recommendation was made and proposed bylaws submitted for a new affiliate called Friends of Mendocino College Gallery (FMCG). The recommendation included \$1,000 start-up funding. Director Linda Chapman has agreed to act as the affiliate liaison to the Board. (Moved to after 5.2)

M/S/C (Cooper/L. Myers) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does approve Friends of Mendocino College Gallery

(FMCG) affiliate, the attached bylaws and \$1,000 start-up funding.

The matter passed 14 – 0.

***New Director
Recommendations***

The Governance Committee recommended for approval the appointment of Jamey Gill and Todd McMahon as Directors on the Board. Director Cooper recommended Gill who is the Director of Marketing and Community Development at Mendocino Lake Credit Union and resides in Lake County. McMahon is co-owner of North Coast Resource Management in Calpella providing forestry and environmental consulting services. McMahon was recommended by Director Herman.

Cooper and Herman provided background information about the candidates and how their membership will benefit the Foundation.

M/S/C (Nix/Chaney) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does approve the appointment of Jamey Gill and Todd McMahon to the Board.

The matter passed 14 – 0.

***Reclassification
Recommendation***

A recommendation was made to fund the reclassification of the Mendocino College Foundation Marketing/Program Specialist from a Range 28 to a Range 30 to align with the recent reclassification of the Mendocino College Marketing & Community Relations Specialist.

M/S/C (Nix/Wolf) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does approve the increased funding of a reclassification of the Mendocino College Foundation Marketing/Program Specialist from a Range 28 to a Range 30.

Fairbairn informed the Board that the College's reclassification process will be followed.

The matter passed 14 – 0.

TIMED ITEM

James Demmert, Founder, Managing Partner; and Aaron Stern, Portfolio Manager of Main Street Research, LLC Wealth Management gave a PowerPoint presentation entitled "Managing Risk & Return in a Volatile Market" which gave an overview of MCF's current portfolio. Main Street Research is the Foundation's investment manager. The presentation was followed by discussion and questions from the Board. The Board invited Main Street to report to the full board each December.

REPORTS FOR INFORMATION

COMMITTEES

Land Committee

Property update. Bob Blanc continues to work on behalf of the Foundation with regard to the Foundation land.

An appraisal of all Foundation land must be completed before June 30, 2017 for audit purposes.

***Scholarship
Committee***

Scholarship Update.

- **New perpetual awards – Natalie McCoy Foucault Memorial Scholarship and**

Tom Goforth Scholarship. The two new perpetual scholarships were moved to the Foundation by the Ukiah High School Alumni Association (UHSAA) and are designated for graduating Ukiah High School seniors. Director Cornell said UHSAA is very happy to have the Foundation managing their scholarships that are designated for high school seniors planning to attend Mendocino College. Any future scholarships so designated will be directed to the Foundation. President Myers acknowledged the great work Cornell has done bringing scholarships from the Alumni Association to the Foundation.

- **Application reading.** Scholarship applications will be read by the committee members on Friday, March 10, 2017 beginning at 9:00 a.m.
- **Awards Ceremonies.** The Foundation Scholarship Award Ceremony is scheduled for Friday, May 19. The District Award Ceremony, hosted by the Foundation, is scheduled for Friday, May 12.

Finance Committee

Investment reports. Current investment reports were provided for information. A portfolio summary was provided at the meeting.

Investment Policy update. The revised Investment Policy, approved at the October 11 Board meeting, was provided for information and review.

2015-2016 audit report. The audit report was provided for information.

After Timed Item:

Budget reports. Budget reports were provided for information. A summary report was provided for information at the meeting.

2016-2017 budget update. An update of the current budget was provided for information. Revenues are expected to exceed the projected budgets. Expenses are within projected budgets.

Update on approved expenditures of ending fund balance. A summary report was provided for information at the meeting. It is anticipated the 17-18 ending fund balance will be less than the current year.

Donations Summary report. The donations summary report was provided for information.

Directors contributions. Total contributions to date are \$16,420.

Special Events Committee

Gala update.

- **Gala 2016 expense/revenue report.** The draft expense/revenue report was provided for information.
- **Gala 2017.** Refinements will be made for the 2017 event.

Director Chapman left at 1:30 p.m.

Governance Committee

Meeting update. Nix has been actively recruiting new board members. He also reminded Board members to refer the names of prospective Directors to the Governance committee for consideration and recommendation to the Board.

EXECUTIVE & STAFF REPORTS

Mendocino College

Reyes thanked the Board for all the work being done in support of Mendocino College

***Superintendent/
President Report***

students and programs.

- Enrollments remain strong.
- Equity Scorecard Initiative – evaluating student performance measures continues to address achievement gaps and increase student success
- International Student Program – approval is pending by the State
- Middle College – implementation is anticipated in February for high school students to take college classes while attending high school so that when they graduate they will have 30 college units completed
- Round Valley – working to increase the number of Native American students who attend college
- Hiring four new counselors to better serve students
- In-Service is on Friday, January 20 and all are invited to attend
- The addition of a Physical Therapist Assistant Program is under review
- July 1, 2017 the Coast Campus will officially be a part of the Mendo Lake Community College District

***Foundation
President's Report***

Myers thanked the Board for all their support and work for the College and students over the last year.

Executive Director

Marketing update.

- **Mendocino College Promise Program.** Work is being done to develop a Promise Program for Mendocino County high school seniors planning to attend Mendocino College that would pay their tuition for the first year.
- **Newsletter.** The fall newsletter was mailed in early November and highlighted the redesigned website.
- **Appeal letter.** An appeal letter was mailed in late November. We have received \$4,350 in donations to date.
- **Giving Tuesday fundraiser.** On Tuesday, November 29 the Foundation raised money for the Mendocino College Food Pantry during the national day of giving known as #GivingTuesday. We exceeded our \$1,000 goal with a total of \$3,009 in donations.
- **TI-84 calculators for North County campus.** The Foundation funded TI-84 calculators for the North County campus which were purchased at a discounted rate from the Mendocino College bookstore. The calculators can be checked out by students to use in class.
- **Website analytics.** Analytics for the redesigned Foundation website show that visitor traffic and retention time have improved with the launch of the new site.
- **2016 Holiday Trolley.** The Foundation and the college are co-sponsoring Ukiah's Holiday Trolley. Our trolley stop is at the Alex Thomas Plaza.
- **Emeritus event.** The annual emeritus event is planned for Wednesday, February 8.
- **Scoreboard – football/soccer field.** A proposal was submitted to Community First Credit Union (Mendo Lake Credit Union) to sponsor a new scoreboard through the Athletic Boosters affiliate.

Reyes left at 1:55 p.m.

- **Rural Health Rocks fundraiser – April 29, 2017.** This year's event will be held at Cotton Auditorium in Fort Bragg featuring Michael McDonald with 20% of proceeds supporting the Mendocino College Nursing program with some revenues earmarked for Coastal students.
- **News releases.** The most recent news releases were provided for information.

Professional development. The Foundation staff participated in a Giving Tuesday webinar that inspired them to organize a Giving Tuesday fundraiser.

Holiday dinner. The annual holiday dinner is on December 13 at Dora's Gourmet Café.

College of the Redwoods scholarship funds. We anticipate receiving the scholarship funds from College of the Redwoods in the first quarter of 2017.

Coastal development. A written report was provided for information. Highlights included the Adopt A Fifth Grader program and the Rotary support of providing a match. Their goal is to have an AAFG sponsor for every fifth-grader at Dana Gray Elementary School. To date, there are 14 coastal sponsorships for 2017.

Directors Reports

No reports.

Affiliates Reports

Mendocino College Athletic Boosters (MCAB). No report

Friends of the Mendocino College Library (FMCL). No report.

Lake County Friends of Mendocino College (LCFMC). A written report was provided for information.

Friends of the Mendocino College Theatre (FMCT). A written report was provided for information.

North County Friends of Mendocino College (NCFMC). No report.

Friends of the Mendocino College Coastal Fields Station and Natural Sciences (FMCCFSNS). A written report was provided for information. Director L. Myers shared that a January 12 workshop is scheduled for the Point Arena community.

Epstein left at 2:03 p.m.

Friends of the Mendocino College Nursing Program (FMCNP). No report.

Friends of the Mendocino College Human Services Program (FMCHSP). A written report was provided for information.

Future Agenda Items

ADJOURNMENT

The meeting of the Board of Directors of the Mendocino College Foundation, Inc. adjourned at 2:05 p.m.

Submitted by: Charley Myers, President, Mendocino College Foundation, Inc.