

**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, June 13 at Mendocino College Lake Center, Room 7050, 2565 Parallel Drive, Lakeport, California.

GENERAL MATTERS

Call to Order The meeting was called to order by Foundation President Myers at 12:06 p.m.

Members Present	Charley Myers, President	Present	Mark DeMeulenaere	Present
	Marilyn Harden, Vice President	Present	Jay Epstein	Absent
	Arturo Reyes, Secretary/Treasurer	Absent	Jamey Gill	Absent
	Brian Carter	Absent	Tom Herman	Present
	Jerry Chaney	Absent	Tod Kong	Present
	Linda Chapman	Present	Todd McMahon	Present
	Lynn Chevalier	Absent	Lynda Myers	Present
	Richard Cooper	Absent	Travis Scott	Present
	Channing Cornell	Present	Irma Turner	Present
	Donald Coursey	Absent		

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

College Staff Present Kurt Combs, Counselor and Articulation Officer

Guests Present Wilda Shock, Lake County Friends of Mendocino College
Peggy Campbell, Lake County Friends of Mendocino College
John Tomkins, Mendocino College Trustee
David Geck, Mendocino College Trustee

Public Comments Fairbairn introduced Kurt Combs Counselor and Articulation Officer. Combs welcomed the Board to the Lake Center.

Approval of Agenda M/S/C (**Herman/L.Myers**) To approve the agenda as presented.

The matter passed 11-0.

Approval of Minutes M/S/C (**Cornell/DeMeulenaere**) To approve the minutes of the regular meeting of the Mendocino College Foundation Board of Directors held on April 18, 2017 as presented with the following amendment to add “2017” after April 18.

M/S/C (**Demeulenaere/Harden**) To approve the minutes of the Board Development workshop held on June 5, 2017.

The matter passed 11-0.

DISCUSSION/ACTION

Proposed 2017-2018 Budget The proposed 2017-2018 budget was presented for a second reading and approval. An amendment was made to increase expenses by \$7,000 to cover the cost of a new computer

for staff (\$2,000) and increase the Gala budget (\$5,000).

M/S/C (DeMeulenaere/Herman) RESOLVED, that the Mendocino College Foundation Board of Directors, Inc. does hereby approve the revised 2017-2018 budget as presented.

The matter passed 11-0.

***Proposed 2017-2018
Ending Fund Balance
and Expenditures***

The proposed 2017-2018 Ending Fund Balance and expenditures were presented for a second reading and approval. The proposed expenditures include:

- \$30,000 Coast Development Director
- \$15,000 Coast Outreach & Marketing
- \$65,000 Foundation support staff

M/S/C (DeMeulenaere/Turner) RESOLVED, that the Mendocino College Foundation Board of Directors, Inc. does hereby approve the 2017-2018 ending fund balance and expenditures as presented.

The matter passed 11-0.

***Proposed Student
Housing Market
Survey and Associated
Costs***

It was the consensus of the Board to postpone voting on this action item until after the presentation by Derivi Castellanos Architects at 12:30 p.m.

***Proposed 2017-2018
Affiliates Budgets***

The proposed budgets for 2017-2018 Mendocino College Foundation Affiliates were presented for review and approval. Budget proposals were not provided by the Mendocino College Athletic Boosters, Friends of the Mendocino College Library, Friends of the Mendocino College Theatre, and Friends of the Mendocino College Nursing Program. These budgets will be presented for approval at the August 8, 2017 Board meeting.

M/S/C (L.Myers/Cornell) RESOLVED, that the Mendocino College Foundation Board of Directors, Inc. does hereby approve the budgets for the following affiliates as presented:

1. Lake County Friends of Mendocino College (LCFMC)
2. North County Friends of Mendocino College (NCFMC)
3. Friends of the Mendocino College Coastal Field Station and Natural Sciences (FMCCFSNS)
4. Friends of the Mendocino College Gallery (FMCG)
5. Friends of the Mendocino College Human Services Program (FMCHSP)

The matter passed 11-0.

***Proposed Funding for
Student ID Stickers
for MTA Bus Passes***

A recommendation was made to fund stickers to adhere to Mendocino College Student IDs in order for students to receive a free MTA bus pass. The cost of the stickers is \$1,500.

M/S/C (Cornell/ DeMeulenaere) RESOLVED, that the Mendocino College Foundation Board of Directors, Inc. does hereby approve the funding student ID stickers in the amount of \$1,500 for free MTA bus passes.

The matter passed 11-0.

REPORTS FOR INFORMATION

COMMITTEES

Finance Committee

Investment reports. Current investment reports were provided for information.

THE REMAINING FINANCE COMMITTEE REPORTS TOOK PLACE AFTER THE 12:30 P.M. TIMED ITEM.

TIMED ITEM

Derivi Castellanos Architects. Juan Barroso, Managing Partner, and Chris Brown, Director of Operations provided a proposal to conduct the following:

- Phase 1: a market feasibility study for student housing
- Phase 2: a recommendation for the highest and best use analysis of the Foundation-owned land
- Phase 3: a master plan study for the property

Barroso and Brown discussed and provided a PowerPoint highlighting the firm's background and experience in the area of student housing. They provided an overview of the general content of the proposal and other considerations with regard to Foundation or College land use.

Proposed Student Housing Market Survey and Associated Costs

The Board discussed the proposal provided by Derivi Castellanos Architects.

Director Herman stated that the Land Committee had reviewed and discussed the proposal and parameters as well as the associated costs at a recent meeting. It was the consensus and the recommendation of the Committee to conduct Phase 1 of the proposal. College administration recommended that Phase 2 of the proposal also take place.

A recommendation was made to authorize the Land Committee to spend up to \$30,000 to hire a consulting firm to conduct Phase 1: market feasibility study for student housing and Phase 2: recommendation for the highest and best use of Foundation-owned land. There is a tentative commitment from the College to fund the cost of the student housing survey. Before hiring a consultant firm to conduct the studies, the Land Committee would bring their recommendation to the Executive Committee for approval.

M/S/C (Herman/Chapman) RESOLVED, that the Mendocino College Foundation Board of Directors, Inc. does hereby approve hiring a consulting firm to conduct a student housing market survey, as well as a study of the highest and best use of Foundation property for up to \$30,000 upon recommendation of the Land Committee and approval of the Executive Committee.

That matter passed 11-0.

Finance Committee (continued)

2016-2017 budget report. Current budget reports were provided for information.

2016-2017 ending fund balance expenditures update. An update on the ending fund balance expenditures was provided for information.

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

Directors' contributions. Total contributions to date are \$16,708.

Scholarship Committee

Scholarship update.

- **Awards Ceremonies recap.** The scholarship awards ceremonies on May 12 and May 19 honored 216 recipients who received 184 scholarships totaling \$234,000. Handouts from both ceremonies were provided for information.
- **Scholarship recipients' acknowledgements.** A binder containing thank you notes

from this year's recipients was presented for information.

Land Committee

Foundation land feasibility study and master plan. This agenda item was discussed earlier in the meeting after the timed item and prior to the action item for a student housing survey.

March Road purchase update. Escrow has closed on the property. Bob Blanc was acknowledged for his help in negotiating this purchase.

Special Events Committee

Gala update.

- **Gala 2017- August 12, 2017** – taking place on the Mendocino College Stadium Field under the Really Big Tent from 4:00 to 7:30 p.m.
- **Golden Ticket** – A maximum of 100 tickets will be sold for \$100 each. The recipient will choose from one of three all-inclusive trips.
- **Fund A Need** – new scoreboard for the College's baseball field
- **Directors** – A request was made for all Directors to participate by purchasing a ticket to the Gala. In addition, all Directors were asked to call or email 10 friends to invite to the event.

Governance Committee

Lynn Chevalier will be resigning from the Board due to personal reasons. The committee is in the process of recruiting another Director with a financial background.

EXECUTIVE & STAFF REPORTS

Mendocino College Superintendent/President Report

No report.

Foundation President's Report

Board Development Workshop recap. Painting The Picture: The Future of The Mendocino College Foundation workshop was led by Paul Lanning, Ed.D., CFRE. It was attended by 8 directors, 1 trustee, 4 staff members and 1 affiliate member. Mr. Lanning led the group in a discussion of the Foundation's strengths, weaknesses, opportunities and threats in relation to Mendocino College. It was noted that the College is a hidden gem and a "best kept secret." President Myers stated that hosting/co-sponsoring events like the Greater Ukiah Chamber of Commerce dinner exposes community members to our campus.

Linda Chapman left at 1:43 p.m.

Activities. Myers participated in AAFG year-end award ceremonies at St. Mary's and Nokomis. He also attended the Rural Health Rocks concert in Fort Bragg.

Executive Director

Marketing update.

- **Adopt A Fifth Grader (AAFG) year-end ceremonies.** Foundation representatives and donors attended year-end ceremonies to present certificates and \$25 checks to 83 2017 AAFG recipients. Fairbairn thanked all those who helped make presentations and gave special acknowledgement to the Fort Bragg Rotary Club for generously providing an AAFG matching gift program.
- **Athletic field scoreboard update.** The scoreboard has been ordered and is scheduled for installation during the week of July 6, 2017.
- **News releases.** Recent news releases were provided for information.
- **Campus tours.** A recommendation was made to provide campus tours during the fall and spring semesters. The tours were well attended in the past and were a great way to expose individuals and groups to the campus and its facilities. Tours can be scheduled

by appointment through the Foundation office.

- **Appeal letter.** The next appeal letter is in production.
- **Newsletter.** The next newsletter is in production.
- **Events.**
 - April 29 – Rural Health Rocks concert (FMEMC).** The event was very successful. Thirty percent of the proceeds support the Mendocino College Nursing program.
 - June 2 – Ukiah Greater Chamber of Commerce Awards Ceremony & Dinner.** The event was well attended.
 - October 5 – Ukiah Greater Chamber of Commerce mixer in conjunction with the College Art Show opening.** The Foundation will host the mixer.

Professional Development.

- **Continuing education.** Fairbairn completed four courses over the past year to receive a certificate in Nonprofit Executive Leadership from Indiana University.
- **CASE Summit 2017** – July 17, 2017 in San Francisco.

Staffing request update. The request has been submitted and is in process.

Scott left at 1:49. Quorum was lost.

ADJOURNMENT

Due to the lack of a quorum, the meeting of the Board of Directors of the Mendocino College Foundation, Inc. adjourned at 1:49 p.m.

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