

**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 Thursday, October 19, 2017 at Mendocino College Ukiah Campus, Room 1060, 1000 Hensley Creek Rd, Ukiah, California.

**GENERAL MATTERS**

**Call to Order**                    The meeting was called to order by Foundation President Myers at 12:13 p.m.

<b>Members Present</b>	Charley Myers, President	Present	Mark DeMeulenaere	Present
	Marilyn Harden, Vice President	Present	Jay Epstein	Present
	Arturo Reyes, Secretary/Treasurer (left 1:35pm)	Present	Jamey Gill	Absent
	Brian Carter	Present	Tom Herman	Present
	Jerry Chaney	Present	Tod Kong	Absent
	Linda Chapman	Absent	Todd McMahon	Present
	Richard Cooper	Absent	Lynda Myers	Absent
	Channing Cornell	Present	Travis Scott (left 1:37pm)	Present
	Donald Coursey	Present	Irma Turner	Present

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

**College Staff Present**        Eileen Cichocki, Assistant Superintendent/Vice-President of Administrative Services  
Joe Atherton, Director of Fiscal Services

**Guests Present**                Wilda Shock, Lake County Friends of the Mendocino College

**Public Comments**            None.

**Approval of Agenda**        M/S/C (Epstein/DeMeulenaere) To approve the agenda as presented.  
  
The matter passed 13-0.

**Approval of Minutes**        M/S/C (Cornell/Harden) To approve the minutes of the regular meeting of the Mendocino College Foundation Board of Directors held on August 8, 2017 as presented.  
  
The matter passed 13-0.

**DISCUSSION/ACTION**

**New Director Recommendations**    The Governance Committee recommended for approval the appointment of Greg Cavalin and Barbara Rice as Directors. Director Cornell recommended Cavalin, a local CPA in Ukiah. Director Cornell recommended Rice, retired and currently the President of the Friends of the Mendocino College Coast Campus affiliate.

Recommendation forms and letters of interest were provided for both candidates.

**M/S/C (Turner/Cornell) RESOLVED, That the Mendocino College Foundation, Inc.**

**Board of Directors does hereby approve the appointment of Greg Cavalin and Barbara Rice to the Board.**

The matter passed 13 – 0.

***Affiliate  
Recommendation and  
Approval***

A recommendation was made and proposed bylaws submitted for a new affiliate called Friends of Mendocino College Recording Arts Technology (FMCRAAT). The recommendation included \$1,000 start-up funding. Director Myers agreed to be the affiliate's liaison.

**M/S/C (Harden/Cornell) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does hereby approve Friends of Mendocino College Recording Arts Technology (FMCRAAT) affiliate, the attached bylaws and \$1,000 start-up funding.**

The matter passed 13-0.

***Affiliate  
Recommendation and  
Approval***

A recommendation was made and proposed bylaws submitted for a new affiliate called Friends of Mendocino College Culinary Arts Management (FMCCAM). The recommendation included \$1,000 start-up funding. Director Scott agreed to be the affiliate's liaison.

**M/S/C (Scott/Chaney) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does hereby approve Friends of Mendocino College Culinary Arts Management (FMCCAM) affiliate, the attached bylaws and \$1,000 start-up funding.**

The matter passed 13-0.

***Bylaws Revision, 6.4  
vacancies – first read***

A proposed revision to the bylaws was provided for a first reading and review. The recommended revision is as follows:

Revise 6.4 Vacancies, last sentence under removal: A Director's absence from three (3) consecutive meetings of the Board or a standing committee shall, at the Board's discretion, constitute sufficient cause for removal from the committee or Board.

It was the consensus of the committee that final approval of the amended bylaws will take place at the December 12, 2017 Board meeting.

***Staffing – Foundation  
Support Specialist***

At the June Board meeting, the Directors approved payment for a new permanent classified position in the Foundation office. It was submitted for review and approval through the College's PBC Staffing Committee. The position was not among those selected to be filled in 2017-2018. After discussing the College's hiring process and the Foundation's desire to hire a permanent Support Specialist, it was suggested that the Executive Committee further review the matter to determine if there are other options that would allow having the position filled within this academic year

**M/S/C (DeMeulenaere/Chaney) To authorize the Executive Committee to investigate options the Foundation might have for filling the Foundation Support Specialist position in 2017-2018.**

The matter passed 13-0.

***Mendocino College  
Emergency Fund and  
Foundation Classy***

Due to the recent wildfires in Lake and Mendocino Counties, the Foundation Board of Directors were asked to authorize a \$2,500 donation to the emergency fund to help with fire relief to Mendocino College students, faculty and staff.

*Donation Website*

**M/S/C (Herman/McMahon) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does hereby approve a \$2,500 donation to assist Lake and Mendocino County wildfire survivors.**

The matter passed 13-0.

**REPORTS FOR INFORMATION**

**COMMITTEES**

*Finance Committee*

**Investment reports.** Current investment reports were provided for information.

**2016-2017 budget report.** The final 2016-2017 budget reports were provided for information.

**2016-2017 ending fund balance expenditures update.** The final 2016-2017 ending fund balance report was provided for information.

**2017-2018 budget report.** Current budget reports were provided for information.

**2017-2018 ending fund balance expenditures update.** An update on the ending fund balance expenditures was provided for information.

**2017-2018 Directors' contributions.** Total contributions to date are \$6,750.

**Donations summary report.** The 2017-2018 donations summary report was provided for information.

*Scholarship Committee*

**AwardSpring Scholarship Management.** Our new web-based scholarship management program is in development, and the site testing will begin in the near future. The new site will make it easier for students to apply for a scholarship and for staff to manage the program by centralizing tasks and automating many things that were done manually in the past. The site will go live on January 2, 2018 with the beginning of the Mendocino College Scholarship Application period.

*Land Committee*

**Foundation land feasibility study and master plan.** The Land Committees meeting with Derivi Architects was rescheduled for November 13.

**Pond Management.** The pond on the Marsh property has regulatory obligations that need to be met. The Land Committee is considering options to meet those obligations.

*Special Events Committee*

**Gala 2017 – next Gala August 11,**

- **Revenue/Expense Report.** The report was provided for information.
- **2017 Gala Thank You – Ukiah Daily Journal.** A Thank You ad ran in the Ukiah Daily Journal on Sunday, September 10, 2017.

**Ukiah Greater Chamber of Commerce Mixer hosted my MC Foundation and Handley Cellars.** Due to recent events, the mixer has been postponed to the spring semester.

**Giving Tuesday benefitting the MC Food Pantry.** Giving Tuesday continues to move forward.

**Governance  
Committee**

The Foundation is actively seeking new directors.

**EXECUTIVE & STAFF REPORTS**

***Mendocino College  
Superintendent/  
President Report***

- **Mendocino and Lake County Fires.** The college cancelled classes for a week at all campuses due to the wildfires. Mendocino College housed and fed 15 to 20 people that were displaced by the fires. On October 16, the fire shelter was moved from Ukiah High School to Mendocino College. Red Cross, Federal Emergency Management Agency (FEMA), mental health and many other government agencies assisted fire victims at Mendocino College.
- **AB-19 statewide college promise program.** California Governor Jerry Brown signed the AB 19 Bill allowing the first year of community college free for new students. The Bill will take effect on January 1, 2018 and students must enroll in 12 or more units.

***Foundation  
President's Report***

**Holiday Party.** The Holiday party will be on Tuesday, December 12. Over the years, attendance has declined. Directors were encouraged to attend.

**Emeritus Event.** The event will be held in the spring.

**December Organizational Meeting.** The Board was reminded that we have a different schedule for the December organizational meeting.

Superintendent/President Reyes left at 1:35 p.m.

***Executive Director***

**Marketing update.** Written Report was provided for information. It was added that the Foundation will be coordinating the silent auction for a Fundraiser benefitting the fire victims at the Fairgrounds.

**Coastal development.** Written Report was provided for information.

Director Scott left at 1:37 p.m.

**Directors Reports**

**No report.**

**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).** A written report was provided for information.

**Friends of the Mendocino College Coastal Fields Station and Natural Sciences (FMCCFSNS).** A written report was provided for information.

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

**Friends of the Mendocino College Human Services Program (FMCHSP).** No report.

**Friends of Mendocino College Gallery (FMCG).** No report.

**Friends of the Mendocino College Coast Campus (FMCCC).** A written report was provided for information

**Future Agenda Items** None.

**ADJOURNMENT** The meeting of the Board of Directors of the Mendocino College Foundation, Inc. adjourned at 1:42 p.m.

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