

**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 12, 2017 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 11:35 a.m.

Members Present	Charley Myers, President	Present	Mark DeMeulenaere	Present
	Marilyn Harden, Vice President	Present	Jay Epstein	Present
	Arturo Reyes, Secretary/Treasurer	Present	Jamey Gill	Absent
	Brian Carter (arrived 11:59)	Present	Tom Herman (arrived 11:42)	Present
	Greg Cavalin	Present	Tod Kong (arrived 11:59)	Present
	Jerry Chaney	Present	Todd McMahan	Absent
	Linda Chapman	Present	Lynda Myers (departed 1:31)	Present
	Richard Cooper	Absent	Barbara Rice	Present
	Channing Cornell	Present	Travis Scott	Absent
	Donald Coursey	Present	Irma Turner	Present

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

College Staff Present Joe Atherton, Director of Fiscal Services

Guests Present Wilda Shock, Lake County Friends of Mendocino College
James Demmert, Main Street Research, LLC Wealth Management
Aaron Stern, Main Street Research, LLC Wealth Management
Kate McClintock, Santa Rosa Junior College Foundation

Public Comments President Myers welcomed new board members, Barbara Rice and Greg Cavalin. Each gave a brief introduction about themselves.

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

The matter passed 12-0.

Approval of Minutes M/S/C (Chaney/Cornell) To approve the minutes of the regular meeting of the Mendocino College Foundation Board of Directors held on October 19, 2017 as presented.

The matter passed 12-0.

ANNUAL ORGANIZATIONAL MEETING

Directors **Re-election of Directors at end of 3-year term.**
The following Directors' terms end on December 31, 2017 and are presented for re-election:

- Richard Cooper
- Channing Cornell

- Donald Coursey
- Tom Herman
- Tod Kong

M/S/C (Chaney/DeMeulenaere) 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 2018 and ending December 2020: Richard Cooper, Channing Cornell, Donald Coursey, Tom Herman and Tod Kong.

The matter passed 12 – 0.

Set maximum number of Directors for 2018.

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

M/S/C (Cornell/L. Myers) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does hereby set the maximum number of Directors for 2018 to be 21 with the goal of making our Board more ethnically diverse and limiting the number of new directors in the future.

The matter passed 12 – 0.

Officers

M/S/C (DeMeulenaere/Cornell) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does hereby elect the 2018 slate of officers as presented Marilyn Harden, President; Donald Coursey, Vice President; and Arturo Reyes, Secretary/Treasurer.

The matter passed 12 – 0.

Committee Membership

M/S/C (Turner/Reyes) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does hereby approve the 2018 Committee Chairs, Vice Chairs and Committee members as presented with Scott replacing Harden and Harden replacing Myers.

The matter passed 12 – 0.

Meeting Schedules

M/S/C (Chaney/DeMeulenaere) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does hereby approve the 2018 Committee meeting schedules as presented.

The matter passed 12 – 0

Herman arrived at 11:42 a.m.

DISCUSSION/ACTION

Bylaws Revision, 6.4 vacancies (second read)

Revised bylaws were presented for review and approval that included the revisions requested by the Board at the October 19 meeting.

M/S/C (DeMeulenaere/Coursey) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does approve the revised Bylaws as presented.

The matter passed 13-0.

**2017-2018 revised
Ending Fund Balance
budget**

Revised 2017-2018 Ending Fund Balance was presented for review and approval.

M/S/C (Chaney/Coursey) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does approve the revised 2017-2018 ending fund balance.

The matter passed 13-0.

Kong & Carter arrived at 11:59 a.m.

**2017-2018 revised
Foundation budget**

A proposed revised budget was presented for review and discussion. Due to the recent local disasters it is anticipated that donations will be below anticipated levels for the year. A shortfall is anticipated in the projected expenditures. A recommendation was made for a one time spending increase from the General Fund of up to 6.7% from 5% to cover the deficit.

M/S/C (DeMeulenaere/Chaney) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does hereby approve an increase from 5% up to 6.7% in one-time spending from the General Fund.

A revised 2017-2018 Foundation budget was presented for review and approval.

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

The matter passed 15-0.

REPORTS FOR INFORMATION

COMMITTEES

Finance Committee

Investment reports. Current investment reports were provided for information.

Directors contributions. Total contributions to date are \$16,035.

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

2016-2017 audit report status. There were no findings in the Foundation's audit report.

Scholarship Committee

AwardSpring Scholarship Management update. The web-based application is almost complete and will go live on January 2, 2018. Scholarship Readings will take place on Friday, March 16, 2018.

Land Committee

Feasibility study and master plan for Foundation property. The Foundation owns 400 acres west of the college and it currently is being assessed to determine potential best use of the land. It is anticipated that a report will be provided by the end of January.

Maintenance and improvements. Tim Marsh has agreed to help maintain property the Foundation owns.

***Special Events
Committee***

Gala 2018 – Saturday, August 11, 2018. The Gala has been scheduled for 2018 and meetings will start taking place the beginning of next year.

Ukiah Greater Chamber of Commerce Mixer – March 15, 2018 at 5:30 p.m. The Foundation will partner with Handley Cellars.

Governance Committee Fairbairn, Chaney and Cornell met with a potential new board member.

EXECUTIVE & STAFF REPORTS

Mendocino College Superintendent/President Report Reyes thanked Fairbairn and C. Myers for attending the Strategic Planning meeting held at the college Friday, December 8.

- **Housing Survey.** A survey went out to students to obtain feedback on potential campus housing.
- **Coyote Valley – Pomo Pathways.** Twenty students have enrolled to take their first three semesters of pre-collegiate courses at Coyote Valley. The students receive childcare, counseling, tutoring, support services and more.
- **Integrated Plan.** The State of California has asked all Community Colleges to create an integrated plan.
- **Guided Pathways.** This is a multi-year state program providing California Community College with guided pathways to help improve student outcomes and prepare to transfer to a 4-year college.

Foundation President's Report **Holiday Party.** The annual Holiday party will take place on Tuesday, December 12 at 5:30 p.m. at Dora's Gourmet Café.

Staffing – Foundation Support Specialist. The Foundation has withdrawn their request for the Support Specialist position.

Executive Director A written report provided for information.

Coastal development. A written report was provided for information. Highlights included meeting with representatives from Fort Bragg Rotary proposing matching donations for a long-term Adopt A Fifth Grader program. A student survey was conducted to determine how to better support Coast Center students. Coast Affiliate fundraising is underway.

Directors Reports No reports.

Affiliates Reports **Friends of the Mendocino College Coast Center (FMCCC).** A written report was provided for information. Rice added that the affiliate is working hard to establish a textbook lending library.

Friends of the Mendocino College Coastal Field Station and Natural Sciences (FMCCFNS). A written report was provided for information. L. Myers spoke about the new roofing being installed at the Field Station.

Friends of Mendocino College Culinary Arts Management (FMCCAM). No report.

Friends of the Mendocino College Gallery (FMCG). A written report was provided for information.

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

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

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

Friends of Mendocino College Recording Arts Technology (FMCRAT). No report.

Friends of the Mendocino College Theatre (FMCT). A written report was provided for information. Last theater production, Sueños, has been nominated for an award and the theater students are looking for donations to fund the trip to Spokane, Washington.

Lake County Friends of Mendocino College (LCFMC). A written report was provided for information. Working on Pianist benefit concert in Lakeport. Raising funds for scholarships, tutors and other programs.

Mendocino College Athletic Boosters (MCAB). No report.

North County Friends of Mendocino College (NCFMC). A written report was provided for information.

TIMED ITEM

James Demmert, Founder/Managing Partner of Main Street Research, presented a PowerPoint presentation on the Foundation's investments.

TIMED ITEM

Kate McClintock, Executive Director of Santa Rosa Junior College Foundation, gave a presentation about SRJC's 100th Anniversary Campaign and recommendations for Board member fundraising.

L. Myers departed at 1:31 p.m..

Future Agenda Items

None.

ADJOURNMENT

The meeting of the Board of Directors of the Mendocino College Foundation, Inc. adjourned at 1:37 p.m.

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