

MENDOCINO COLLEGE FOUNDATION, INC.
EXECUTIVE COMMITTEE AGENDA

Tuesday, May 22, 2018

3:00 – 5:00 p.m.

Mendocino College Ukiah Campus
1000 Hensley Creek Road, Room 4134
Ukiah, California

1. CALL TO ORDER

2. PUBLIC COMMENTS

The public is welcome to make comments on any items after being recognized by the Chair.

3. APPROVAL OF AGENDA AND MINUTES

3.1 Approval of agenda

3.2 Approval of March 13, 2018 meeting minutes

4. DISCUSSION/ACTION

4.1 Finance Committee

4.1.1 Foundation portfolio review – James Demmert, Main Street Research

4.1.2 Investment Policy update review and recommendation for approval

CLOSED SESSION

4.2 Real Property: GC 54956.8

Title: Terms and conditions Negotiator: Tom Herman, Land Committee Chair

4.3 Finance Committee (continued)

4.3.1 2017-2018 updated ending fund balance budget

4.3.2 2017-2018 updated budget

4.3.3 2018-2019 proposed budget

4.3.4 2018-2019 proposed ending fund balance budget

4.3.5 Donations summary report

4.3.6 Directors contributions - \$27,894 to date

4.4 Land Committee

4.4.1 Foundation property appraisal

4.4.2 Foundation property pond

4.5 Special Events Committee

4.5.1 2018 Gala – August 11, 2018

4.6 Scholarship Committee

4.6.1 Scholarship award presentations

4.7 Governance Committee

4.7.1 Board recruitment

4.8 Superintendent/President Report

4.9 Foundation President Report

4.9.1 Support for Ukiah Valley housing project

- 4.10 Executive Director Report
 - 4.10.1 Marketing update
 - New Foundation promotional videos
 - 2018 AAFG program
 - Professional development
 - News releases
 - 4.10.2 Elwood Fund
 - 4.10.3 Operations Procedures manual
 - 4.10.4 Coastal development

5. **FUTURE AGENDA ITEMS**

6. **ADJOURNMENT**

Next meeting: July 31, 2018

**MENDOCINO COLLEGE FOUNDATION, INC.
MINUTES OF THE EXECUTIVE COMMITTEE MEETING
DRAFT**

A regular meeting of the Mendocino College Foundation, Inc. Executive Committee convened on Tuesday, March 13, 2018 at Mendocino College, 1000 Hensley Creek Road, Room 750, Ukiah, California.

GENERAL MATTERS

Call to Order The meeting was called to order by Committee Chair Harden at 3:00 p.m.

Members Present	Committee Chair	Marilyn Harden	Present
	Committee Members	Arturo Reyes	Present (3:08p)
		Donald Coursey	Present
		Charley Myers	Present
		Mark DeMeulenaere	Present
		Jerry Chaney	Present

Ad Hoc Committee Chairs Present	Channing Cornell	Present
	Tom Herman	Present
	Travis Scott	Absent

Staff Present Katie Fairbairn, Executive Director
Lana Eberhard, Marketing/Program Specialist

College Staff Present None

Public Comments None

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

Approval of Minutes M/S/C (Chaney/Herman) To approve the minutes of the regular meeting of the Mendocino College Foundation, Inc. Executive Committee held on December 5, 2017 as presented with the following correction:

Remove the sentence immediately following Staffing.

DISCUSSION/ACTION

**Superintendent/
President Report** Report following President’s report.

The State funding formula is changing for the all State colleges. This change could negatively impact Mendocino College’s budget funding in the near future.

**Foundation President
Report** **Staffing.** Taylor Denham has notified staff that she has accepted a position at another organization. Her last day is Friday, March 16, 2018. A recommendation was made to send Denham an acknowledgement for her service.

**Executive Director
Report** **Marketing update.**

- **Promotional videos.** Promotional videos for both the scholarship and Adopt A Fifth Grader programs are completed and are posted on the Foundation’s website and Facebook page. Kirk Fuller produced both videos and will complete two more before the end of the year.
- **2018 Adopt A Fifth Grader Program (AAFG).** Preparations for the upcoming AAFG program. Renewal letters have been sent to past sponsors and recruitment

is underway for new sponsors. An updated PowerPoint recruitment presentation will be shared at the next Board meeting. A mini fundraiser for AAFG is being offered at the Ukiah Chamber mixer.

- **Professional development.** Fairbairn and Eberhard attended an iModules workshop. The multi-level program is targeted at alumni and it was determined would not be a good fit for the Foundation at this time.
- **News releases.** Current press releases were provided for information which highlighted AAFG recipients, fire survivors, ESL book award recipient, and scholarship recipients.

Operations Procedures. The procedures manual is under development. All documentation has been submitted. Staff met with the consultant earlier today to determine next steps.

Coastal development. A year-end donor and scholarship recipient reception is in the planning stages, and is scheduled to take place on June 20 at 5:00 p.m. at the Coast Center. A recent Chamber mixer was very successful and well attended.

COMMITTEES REPORTS

Land Committee

Highest and Best Use analysis update. Land committee is meeting with the assessment providers on March 14 who will report on their findings.

Finance Committee

Portfolio review. Current investment reports and a portfolio summary were provided for information. Performance has been good. Main Street Research gave an investments performance presentation at a recent Special Finance Committee.

Investment Policy update. Revisions to the current investment policy are under review by the Finance Committee and will be recommended for approval at the April 10 Board meeting.

2017-2018 ending fund balance budget update. A written report was provided for information.

2017-2018 budget update. A written report was provided for information.

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

Directors' contributions. Directors' contributions to date are \$20,694.

Special Events Committee

Greater Ukiah Chamber of Commerce Mixer. The mixer, hosted by the Foundation and Handley Cellars, will take place on Thursday, March 15, 2018 at 5:00 p.m. on the Ukiah campus. A mini-fundraiser for the AAFG program will offer a prize drawing entry for each \$5.00 donation. The event invitation was provided for information.

2018 Gala. The Gala is scheduled for Saturday, August 11. The event will be a throwback to the style featuring a catered sit-down dinner and will take place in Pomo Plaza. MWI is partnering with us again this year.

Rural Health Rocks (RHR). The Foundation is a sponsor of the 2018 RHR concert. It will be a 2-day event on April 14 and 15, 2018. Once again, Michael McDonald is the featured performer.

**Scholarship
Committee**

Web-based Scholarship application update. The application period ended on March 1, 2018. While over 500 students applied only 240 completed the application. What can be done to get students to complete the application and follow-up to ensure recommendation letters have posted?

2018-2019 Scholarship selection committee. Scholarship application review is scheduled for Friday, March 16 from 9:00 a.m. to 2:00 p.m.

**Governance
Committee**

Recruitment of additional Board members continues.

Future Agenda Items

None.

ADJOURNMENT

The meeting of the Executive Committee of the Mendocino College Foundation, Inc. adjourned at 4:05 p.m.

Submitted by: Lana Eberhard, Program/Marketing Specialist
Mendocino College Foundation, Inc.

**ENDING FUND BALANCE
2017-2018**

	ITEM COST	EXPENDED through 10/3/17	EXPENDED through 2/28/18	ITEM COST BALANCE	RESERVE FUNDS BALANCE	
Special Reserve Dollars available for 2017/2018					\$262,305	
Reserve spending items budgeted by the Board- June 2017						
Coastal Outreach Coordinator (79-099-120-0-671017-55100)	\$30,000	\$2,600		\$27,400	\$259,705	Anna K's position
Coastal Budget (79-099-120-0-671017-54510)	\$15,000	\$303		\$14,697	\$259,402	Anna K's budget
Foundation Support (79-099-120-0-671010-52310)- Salary	\$60,000	\$3,078		\$56,922	\$256,324	Taylor
Foundation Support (79-099-120-0-671010-52310)- Benefits	\$5,000	\$287		\$4,713	\$256,037	Taylor
SEO optimization from prior year contract (budgeted prior year)	\$1,400	\$1,400		\$1,400	\$254,637	Contract Terminated
Total Approved Budget	\$111,400	\$7,668				

Effective 11/16/17

Reserve spending items budgeted by the Board- June 2017						
Coastal Outreach Coordinator (79-099-120-0-671017-55100)	\$30,000	\$2,600	\$13,400	\$16,600	\$248,905	Anna K's position
Coastal Budget (79-099-120-0-671017-54510)	\$15,000	\$303	\$6,500	\$8,500	\$242,405	Anna K's budget
Foundation Support (79-099-120-0-671010-52310)- Salary	\$25,000	\$3,078	\$14,229	\$10,771	\$228,176	Taylor
Foundation Support (79-099-120-0-671010-52310)- Benefits	\$1,500	\$287	\$1,326	\$174	\$226,850	Taylor
SEO optimization from prior year contract (budgeted prior year)	\$1,400	\$1,400	\$0		\$0	Contract Terminated
Total Approved Budget	\$72,900	\$7,668	\$35,455	\$36,045		

Mendocino College
Budgeted Statement of Operations for Fiscal 2017/2018

Category	Actual	Revised	Variance to	Revenue/Sources 2017-2018 Revised for December Board Meeting						
	Revenue/Source 2017-2018	Budget 2017/2018 as of 12/12/17		Budget	Total	Restricted Donor	Unrestricted General Fund	Source Unrestricted Donor	Unrestricted Total	Control Total
Scholarship Donations										
8823	Adopt a Fifth Grader Award	\$53,173	\$38,500	\$14,673	\$38,500	\$38,500			\$0	\$38,500
8824	Yvonne Sligh Book Award	\$3,050	\$8,000	(\$4,950)	\$8,000	\$8,000	\$0		\$0	\$8,000
8822	Directors and Trustees Donations	\$1,715	\$1,000	\$715	\$1,000	\$1,000			\$0	\$1,000
8825	Designated Donations	\$147,489	\$200,000	(\$52,511)	\$200,000	\$200,000			\$0	\$200,000
8825	Disaster Relief Fund	\$26,434	\$16,000	\$10,434	\$16,000	\$16,000	\$0	\$0	\$0	\$16,000
	Sub total	\$231,861	\$263,500	(\$31,639)	\$263,500	\$263,500	\$0	\$0	\$0	\$263,500
Endowment Accounts										
8861	Foote Endowment	\$43,500	\$43,621	(\$121)	\$43,621	\$43,621			\$0	\$43,621
8865	Halliday Endowment	\$7,500	\$8,221	(\$721)	\$8,221	\$8,221			\$0	\$8,221
8867	Salmen Endowment	\$1,250	\$1,290	(\$40)	\$1,290	\$1,290			\$0	\$1,290
	Perpetual Endowment	\$20,000	\$20,000	\$0	\$20,000	\$20,000			\$0	\$20,000
	AAFG Endowment	\$18,152	\$18,375	(\$223)	\$18,375	\$18,375			\$0	\$18,375
	John Bogner Endowment	\$1,250	\$1,237	\$13	\$1,237	\$1,237			\$0	\$1,237
	Coast Funds	\$8,000	\$8,000	\$0	\$8,000	\$8,000			\$0	\$8,000
	Sub total	\$99,652	\$100,744	(\$1,093)	\$100,744	\$100,744	\$0	\$0	\$0	\$100,744
General										
8863	Calculated Budget Allotment-Gen	\$200,000	\$405,792	(\$205,792)	\$405,792		\$405,792		\$405,792	\$405,792
8826	Undesignated donations	\$13,498	\$5,000	\$8,498	\$5,000		\$5,000		\$5,000	\$5,000
8890	Misc. Local Revenue (lunches)	\$924	\$2,000	(\$1,076)	\$2,000	\$2,000			\$0	\$2,000
	Sub total	\$214,422	\$412,792	(\$198,370)	\$412,792	\$2,000	\$405,792	\$5,000	\$410,792	\$412,792
Special Events Gala										
8890	Misc. Local Revenue	\$124,007	\$122,957	\$1,050	\$122,957	\$122,957		\$0	\$0	\$122,957
Underwritten events										
8869	Underwritten Events		\$1,000	(\$1,000)	\$1,000			\$1,000	\$1,000	\$1,000
8860	Note Receivable Interest	\$10,600	\$20,343	(\$9,743)	\$20,343			\$20,343	\$20,343	\$20,343
	Total Revenue	\$680,542	\$921,336	(\$240,795)	\$921,336	\$489,201	\$405,792	\$26,343	\$432,135	\$921,336

Mendocino College
Budgeted Statement of Operations for Fiscal 2017/2018

Category	Actual	Revised	Variance to		Expenses/Disbursements 2017/2018 Revised for December Board Meeting					
	Exp./Disburse. 2017-2018	Budget 2017/2018	Budget	Budget	Total	Restricted Donor	Unrestricted General Fund	Unrestricted Donor	Unrestricted Total	Control Total
Scholarship Donations										
5935 Foundation Scholarships	\$81,060	\$81,125	\$65	\$81,125	\$81,125	\$55,860	\$25,265	\$0	\$25,265	\$81,125
5936 Foundation Donations	\$9,966	\$120,000	\$110,034	\$120,000	\$120,000	\$115,000	\$5,000	\$0	\$5,000	\$120,000
5936 Disaster Relief Fund	\$26,434	\$16,000	(\$10,434)	\$16,000	\$16,000	\$16,000	\$0	\$0	\$0	\$16,000
5937 Yvonne Sligh Book Awards	\$6,461	\$18,000	\$11,539	\$18,000	\$18,000	\$8,000	\$10,000	\$0	\$10,000	\$18,000
5938 District Pass Through Scholarships	\$47,150	\$65,000	\$17,850	\$65,000	\$65,000	\$65,000	\$0	\$0	\$0	\$65,000
Sub total	\$171,071	\$300,125	\$129,054	\$300,125	\$300,125	\$259,860	\$40,265	\$0	\$40,265	\$300,125
Endowments										
5935 Foote Endowment	\$43,500	\$43,621	\$121	\$43,621	\$43,621	\$43,621	\$0	\$0	\$0	\$43,621
5935 Halliday Endowment	\$7,500	\$8,221	\$721	\$8,221	\$8,221	\$8,221	\$0	\$0	\$0	\$8,221
5935 Salmen Endowment	\$1,250	\$1,290	\$40	\$1,290	\$1,290	\$1,290	\$0	\$0	\$0	\$1,290
5935 Perpetual Endowment	\$18,000	\$20,000	\$2,000	\$20,000	\$20,000	\$20,000	\$0	\$0	\$0	\$20,000
5935 AAFG Endowment	\$21,500	\$18,375	(\$3,125)	\$18,375	\$18,375	\$18,375	\$0	\$0	\$0	\$18,375
5935 John Bogner Endowment	\$1,250	\$1,237	(\$13)	\$1,237	\$1,237	\$1,237	\$0	\$0	\$0	\$1,237
5935 Coast Funds	\$8,000	\$8,000	\$0	\$8,000	\$8,000	\$8,000	\$0	\$0	\$0	\$8,000
Sub total	\$101,000	\$100,744	-\$256	\$100,744	\$100,744	\$100,744	\$0	\$0	\$0	\$100,744
Adopt a School Award Portfolio Fund		\$38,500	\$38,500	\$38,500	\$38,500	\$38,500	\$0	\$0	\$0	\$38,500
General										
2's and 3's	\$213,075	\$251,000	\$37,925	\$251,000	\$251,000	\$0	\$251,000	\$0	\$251,000	\$251,000
4's and 5's	\$62,748	\$92,000	\$29,252	\$92,000	\$92,000	\$0	\$92,000	\$0	\$92,000	\$92,000
Reimbursement to Business Service		\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$10,000	\$0	\$10,000	\$10,000
Affiliates and Fire	\$2,000	\$4,500	\$2,500	\$4,500	\$4,500	\$0	\$4,500	\$0	\$4,500	\$4,500
Sub total	\$277,823	\$357,500	\$79,677	\$357,500	\$357,500	\$0	\$357,500	\$0	\$357,500	\$357,500
Special Events/ Gala										
4's and 5's	\$62,899	\$62,097	(\$802)	\$62,097	\$62,097	\$62,097	\$0	\$0	\$0	\$62,097
Underwritten Events										
4's and 5's		\$2,100	\$2,100	\$2,100	\$2,100	\$0	\$2,100	\$0	\$2,100	\$2,100
Marketing										
4's and 5's	\$11,986	\$25,000	\$13,014	\$25,000	\$25,000	\$0	\$25,000	\$0	\$25,000	\$25,000
Fund A Need- Gala	\$28,000	\$28,000	\$0	\$28,000	\$28,000	\$28,000	\$0	\$0	\$0	\$28,000
Total Expense	\$679,213	\$914,066	\$234,853	\$914,066	\$914,066	\$489,201	\$424,865	\$0	\$424,865	\$914,066
Total Revenue	\$680,542	\$921,336	\$240,795	\$921,336	\$921,336	\$489,201	\$405,792	\$26,343	\$432,135	\$921,336
Difference	\$1,329	\$7,270	\$5,941	\$7,270	\$7,270	\$0	(\$19,073)	\$26,343	\$7,270	\$7,270

Mendocino College Foundation

2017-2018 Donation Summary Report

Purpose	Donations to date	
2017 Gala	\$	124,007
Adopt A Fifth Grader	\$	53,173
Area of Greatest Need	\$	11,392
Designated	\$	102,534
Directors/Trustees Annual Fund	\$	1,715
Scholarships	\$	118,819
Yvonne Sligh Book Awards	\$	3,050
Foundation Donations Total To Date	\$	415,501
Affiliate Donations		
Athletic Boosters	\$	18,976
Friends of Mendocino College Coast Center	\$	3,184
Friends of the Coastal Field Station	\$	10,290
Friends of Mendocino College Culinary Arts	\$	1,475
Friends of the Gallery	\$	910
Friends of the Library	\$	215
Friends of the Nursing Program	\$	24,229
Friends of Mendocino College Recording Arts & Technology	\$	3,300
Friends of Mendocino College Human Services	\$	-
Friends of the Theatre	\$	5,858
Lake County Friends	\$	6,486
North County Friends	\$	1,365
Total Affiliate Donations to Date	\$	76,287
Combined Total Donations to date	\$	491,788
<i>Current Appeal Letter Donations to date</i>	\$	20,514.00



MENDOCINO COLLEGE
Foundation

NEWS RELEASE

Katie Fairbairn, Executive Director
Mendocino College Foundation
707-468-3164
April 23, 2018

1000 Hensley Creek Road
Ukiah, California 95482
<http://foundation.mendocino.edu>

“Coastal Student Mikhaila Keaton Receives Hedley Scholarship”



Fort Bragg, CA... Poised, articulate, and confident, Mikhaila Keaton is pursuing the American dream in her studies at the Mendocino College Coast Campus. Born in Cambodia, she was adopted into a Fort Bragg family when she was five months old. She has five sisters, also of Asian birth — two from Cambodia, two from China, and one from Vietnam. “We have the greatest kids in the world,” her father says, “and Mikhaila is the budding artist in our family.”

Mikhaila has always loved art. When she was little and asked if she was going to be an artist when she grew up, she replied, “I already am one!” Mikhaila is currently studying for an Associate Degree in Art. She plans to transfer to a four-year college offering courses specific to her goal, a career in the field of graphic design.



MENDOCINO COLLEGE
Foundation

NEWS RELEASE

While in middle school at Three Rivers Charter School, Mikhaila took a field trip with her class to the Coast Campus. “I got to see what it looked like, an actual community college. It was really nice. It seemed like a good place to start out.”

For her senior project at Fort Bragg High School, Mikhaila worked at radio station KCRE in Crescent City, broadcasting on an early morning talk show. KOZT-FM in Fort Bragg helped her complete her project, supporting the creation of her own radio station and program. This was instrumental in winning her the Ron R. Hedley Scholarship for Recording Arts Technology.

Mikhaila is grateful for the financial assistance provided by her scholarships. “I don’t know that I would be able to take as many classes if it hadn’t been for the scholarships. They pay for a lot.”

Mikhaila’s advice for aspiring students is “Do not procrastinate! Apply for scholarships as soon as you can. Find people who will write your letters of recommendation as soon as possible, to give them time to think about it and time to write it.

As she nears the completion of her college freshman year at Mendocino College, Mikhaila states that she is having a good, positive college experience. She has compliments for both teachers and staff. “I’ve taken more than one class with Anne Beck, my painting and drawing teacher. My painting has improved because of her. I like her style of teaching.”

She is also happy to point out that “I used to consider math my absolute Achilles heel. Now that I am taking a Beginning Algebra class at the College, I realize how easy math actually is. I understand it a lot better now. “

And she is especially grateful for Imil Ferrera, at the front desk of the Mendocino College Coast Campus. “I’ve asked him about a hundred questions by now. He is always so helpful.”

When not attending classes at Mendocino College, Mikhaila works at the family business, the Mendocino Chocolate Company. She can walk to school — “I live only one mile away!” — and is happily taking full advantage of educational opportunities at Mendocino College. “I love this College. It’s not too big and it’s not too small for me. I like the fact that it’s where I live, it’s right here!”

For more information about the Mendocino College Foundation activities on the Mendocino Coast or to donate towards any of their programs, contact Coast Development Director Anna Kvinfosland at akvinfosland@mendocino.edu or call 961-2203.