

**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, February 13, 2018 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 Harden at 12:02 p.m.

<b>Members Present</b>	Marilyn Harden, President	Present	Jay Epstein (left 12:51)	Present
	Donald Coursey, Vice President	Present	Jamey Gill	Absent
	Arturo Reyes, Secretary/Treasurer	Present	Tom Herman	Present
	Brian Carter	Absent	Tod Kong	Absent
	Greg Cavalin	Absent	Todd McMahon	Present
	Jerry Chaney	Present	Charley Myers	Present
	Linda Chapman	Present	Lynda Myers	Absent
	Richard Cooper	Absent	Barbara Rice	Present
	Channing Cornell	Present	Travis Scott (left 1:15)	Present
	Mark DeMeulenaere	Present	Irma Turner	Absent

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

**College Staff Present**       Rodney Grisanti, Recording Arts Technology  
Joe Atherton, Director of Fiscal Services

**Guests Present**               None.

**Public Comments**           Rodney Grisanti, Mendocino College Recording Arts Technology instructor and Friends of the Mendocino College Recording Arts Technology affiliate gave an update on the Recording Arts degree and certificate program. The program has partnered with the Ukiah Community Concert Association which provides students with real-time experience and the association is providing financial support to the program which assists students with purchasing the required software for their coursework. Additionally, students are working with KZYX radio by participating in panel discussions and recording student music.

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

**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 December 12, 2017 as presented.  
  
The matter passed 13-0.

**DISCUSSION/ACTION**

**Director Resignation**       Director Gill submitted a letter of resignation from the Board on February 7, 2018. Gill has served on the Board since December 2016.

**M/S/C (Cornell/Coursey) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does accept the resignation of Jamey Gill with regret.**

The matter passed 13-0.

***New Director  
Recommendations***

The Governance Committee recommended for approval the appointment of Thomas Dow as Director. Director Cornell recommended Dow, who moved to area 3 years ago and has an extensive background in tourism.

Recommendation forms and a letter of interest were provided.

**M/S/C (Chaney/Cornell) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does hereby approve the appointment of Thomas Dow to the Board.**

The matter passed 13-0.

**REPORTS FOR INFORMATION**

**COMMITTEES**

***Finance Committee***

**Investment report.** Current investment reports were provided for information. The investment policy is in the process of being updated. Main Street Research will provide a portfolio performance update on February 27. All Directors are invited to attend.

**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 \$20,694.

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

**Approved audit report.** The Foundation's audit report for the 16/17 fiscal year was approved by the Mendocino College Trustees. Copies of the report were available for board members.

**Halliday Trust II.** The Trust has grown from \$380,000 on 1/1/17 to \$471,000 on 12/31/17. The funds will be disbursed in 2019 with the Foundation receiving half of the trusts distribution.

***Scholarship  
Committee***

**AwardSpring Scholarship Management.** To date, 377 Mendocino College students have started the application process with 88 completed applications.

**Scholarship applications read and score.** The Scholarship Committee will read applications on March 16 at 9 a.m. in MacMillan Hall, Room 1290. Scholarship applications will be scored online for the first time using the new web-based program. Training will be provided at the committee meeting. Directors were encouraged to participate.

*Land Committee*

**Foundation land feasibility study and master plan.** The Foundation contracted with Derivi Construction & Architecture, Inc. for a highest and best use study for the Foundation land. The Land committee will meet on March 14 to hear the results of the study.

*Special Events Committee*

**Gala 2018.** This year's Gala will take place on Saturday, August 11, 2018 in the Mendocino College Pomo Plaza. The committee has decided to return to the seated meal format. The Foundation is again partnering with Mendocino Winegrowers, Inc. and Senator Mike McGuire has agreed to be the auctioneer.

**Ukiah Greater Chamber of Commerce Mixer hosted by MC Foundation and Handley Cellars.** The Mixer will take place on March 15 at 5:00 p.m. in the CVPA lobby. The Mixer will feature a pop-up art show, music played by Mendocino College students, and Mendocino College Culinary Arts food paired with Handley Cellars wine. There will be a fundraiser for the Adopt a Fifth Grader Program.

*Governance Committee*

**Number of Directors.** In December, the board set the maximum directors to 21 and there are currently 20 directors.

**Affiliate liaison vacancies.** Lake County Friends of Mendocino College and the Friends of the Library affiliates have liaison vacancies that need to be filled by current MCF Directors.

**EXECUTIVE & STAFF REPORTS**

*Mendocino College Superintendent/President Report*

- **Physical Therapist Program.** A Physical Therapy Assistant program is currently in the accreditation process. It is anticipated it will be open for enrollment in Fall 2019 or Spring 2020.
- **Pomo Pathways.** – Currently there are 27 new students enrolled. The College and Coyote Valley are providing childcare, tutoring, counseling, books, and stipends.
- **FYI Mural** – On January 20 a dedication took place of the mural in the First Year Institute (FYI) office. FYI initiative started through Hispanic institution grant, serving over 100 students.
- **Ukiah High School** – Middle College for High School students to accrue college credits. Participants attend classes at MC while still enrolled in high school.

Epstein left at 12:51.

*Foundation President's Report*

Harden attended a meet and greet event at the North County campus with Reyes. They were able to interact with students and instructors in the English and Math labs.

*Executive Director*

- Visited three area hospitals with Directors Chaney and Coursey and successfully solicited continued support to fund a full time nursing faculty position.
- Staff listened to an online presentation about a California State sponsored college scholarship savings program.
- The Gratitude Report has been disbursed via email, USPS and the MCF website.
- Adopt A Fifth Grader (AAGF) donor letters have been mailed out to prior donors. To date there are 32 donors and 9 are new. Recruitment continues. A series of press releases highlighting AAFG alumni currently attending MC is underway.

- Co-hosting the upcoming Ukiah Greater Chamber of Commerce mixer with Handley Cellars.
- 443 charitable contribution letters have been mailed out to 2017 donors.
- A new scholarship video was produced by Kirk Fuller. A new AAFG video will be completed in March.
- Gala planning continues with volunteer and sponsor recruitment being high priorities.
- Recording Arts Technology students and affiliate members have partnered with the Professional Pianist Concert.
- Rural Health Rocks. The event will take place on April 14 & 15 in the CVPA Center Theatre. The nursing program will receive 15% of all proceeds to fund grants for MC nursing graduates to obtain a Bachelor's degree.
- The MCF Operations and Procedures manual is in process.

**Press Releases.** Recent press releases were provided for information.

**Coastal development.** Written Report was provided for information. Highlights included 9 AAFG donors, Fort Bragg Rotary will provide the match program this year as well as a match for long term AAFG donors. The Fort Bragg Guild has committed to providing a \$1,500 scholarship. Worked with Katie to set up first bequest to support fine woodworking program. FMCCC has been busy and received 90 responses to a recent survey. A Chamber mixer is scheduled for February 23 at the Coast Center.

Director Scott left the meeting at 1:15.

#### **Directors Reports**

**Cornell.** The Ukiah High School Alumni Association has created a new perpetual scholarship in memory of Floyd Ross. The scholarship will be available for students studying business with an emphasis being given to those entering the banking or finance area.

**C. Myers** – Acknowledged Rodney Grisanti's comments and his report on the Friends of Recording Arts Technology. He noted that presentations by the Affiliates groups are welcome.

#### **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).** No report.

**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 1:34 p.m.

Submitted by: Marilyn Harden, President, Mendocino College Foundation, Inc.