

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

A regular meeting of the Mendocino College Foundation, Inc. Executive Committee convened on Thursday, November 1, 2018 at Mendocino College, 1000 Hensley Creek Road, Room 4134, Ukiah, California.

**GENERAL MATTERS**

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

<b><i>Members Present</i></b>	Committee Chair	Marilyn Harden	Present
	Committee Members	Arturo Reyes	Present (arrived 3:10 p.m.)
		Donald Coursey	Absent
		Charley Myers	Present
		Mark DeMeulenaere	Present
		Jerry Chaney	Present

<b><i>Ad Hoc Committee Chairs Present</i></b>	Channing Cornell	Present
	Tom Herman	Present
	Travis Scott	Absent (arrived 3:28 p.m.)

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

***College Staff Present***   Ulises Velasco, Vice President Student Services  
Eileen Cichocki, Assistant Superintendent/Vice-President of Administrative Services

***Public Comments***       None

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

***Approval of Minutes***   M/S/C (Chaney/Cornel) To approve the minutes of the regular meeting of the Mendocino College Foundation, Inc. Executive Committee held May 22, 2018 and the Special Meeting held on September 28, 2018 as presented.

**DISCUSSION/ACTION**

***Scholarship Program***   **Recommended Changes.** The 2019-2020 Scholarship application period opens on January 2, 2019. With staffing at its current level and with no additional office support available in the near future, the following changes to the Mendocino College Foundation Scholarship Program were recommended:

- Discontinue administering pass-through scholarships or scholarships not funded by Mendocino College Foundation
- Discontinue scholarship award ceremonies for 2019

**M/S/C (Chaney/DeMeulenaere) To recommend for approval to the Mendocino College Foundation Board of Directors the recommended changes to the Mendocino College Foundation Scholarship program as presented.**

**4 – Yes - Harden, Myers, DeMeulenaere, Chaney  
1 – No - Reyes**

*Ad Hoc Bylaws  
Review Committee*

**Recommended revisions.** Current committee members are President Harden and Directors Chaney and DeMeulenaere.

Committee members reported that they have made an initial review of the bylaws. A discussion took place expressing concerns about changes in District operating procedures that change how the Foundation does business without communication from the District. Foundation staffing levels have changed limiting their ability to do their jobs. MCF's mission is support student success, and the MCF Board relies on the expertise of staff to support our mission.

A recommendation was made to have the District administrators meet with ad hoc committee members to review the bylaws. It was agreed that the bylaws could be jointly reviewed at a meeting scheduled to take place on November 13, 2018.

Discussion also addressed concerns about how Foundation employees are hired and who funds those positions. Discussion also included barriers for MCF to hire staff as needed in spite of the fact that the positions were approved by the MCF Board of Directors. It was noted that the Foundation has experienced great success because of the continuity they have in our staff and the MCF Board.

**ADJOURNMENT**

The meeting of the Executive Committee of the Mendocino College Foundation, Inc. adjourned at 4:30 p.m.

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