

**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 11, 2018 at Mendocino College, 1000 Hensley Creek Road, Room 4210, Ukiah, California.

GENERAL MATTERS

Call to Order The meeting was called to order by Foundation President Harden at 12:03 p.m.

Members Present	Marilyn Harden, President	Present	Tom Dow	Present
	Donald Coursey, Vice President	Absent	Jay Epstein	Present
	Arturo Reyes, Secretary/Treasurer	Absent	Tom Herman	Present
	Kim Bradley	Absent	Tod Kong	Present
	Greg Cavalin	Absent	Todd McMahon	Present
	Jerry Chaney	Present	Charley Myers	Present
	Linda Chapman	Present	Barbara Rice	Present
	Channing Cornell	Present	Travis Scott	Present
	Mark DeMeulenaere	Present	Irma Turner	Present

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

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

Guests Present Wilda Shock, Lake County Friends of Mendocino College
James Demmert, Main Street Research, LLC Wealth Management
Natalie McMahon, Main Street Research, LLC Wealth Management

Public Comments None

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

The matter passed 14-0.

Approval of Minutes M/S/C (Herman/Dow) To approve the minutes of the regular meeting of the Mendocino College Foundation Board of Directors held on October 16, 2018 as presented.

The matter passed 14-0.

TIMED ITEM: Main Street Research Investment Portfolio Update James Demmert, Main Street Research, LLC Wealth Management, gave an update on the Foundation’s investment portfolio and investment strategies in the current investment climate.

ANNUAL ORGANIZATIONAL MEETING

Directors **Re-election of Directors at end of 3-year term.**
The following Directors’ terms end on December 31, 2018 and are presented for re-election:

- **Linda Chapman**
- **Mark DeMeulenaere**
- **Marilyn Harden**
- **Todd McMahon**

M/S/C (Chaney/Scott) 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 2019 and ending December 2021: Linda Chapman, Mark DeMeulenaere, Marilyn Harden, and Todd McMahon.

The matter passed 14-0

Set maximum number of Directors for 2019.

After a brief discussion, it was recommended that the maximum number of Directors remained unchanged from 2018 at 21.

M/S/C (Chaney/Cornell) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does hereby set the maximum number of Directors for 2019 to be 21.

The matter passed 14-0

Officers

Director Coursey has stepped down as Vice President due to health issues in the family that will take him out of town. Directors DeMeulenaere and Chaney nominated Tom Dow as Vice President for 2019. It was the consensus of the Board that he be added to the slate for election.

M/S/C (Herman/Cornell) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does hereby elect the 2019 slate of officers as presented for Marilyn Harden, President; and Arturo Reyes, Secretary/Treasurer; and Tom Dow as Vice President.

The matter passed 14-0

Committee Membership

M/S/C (Dow/Cornell) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does hereby approve the 2019 Committee Chairs, and Committee members as presented with the following addition of Linda Chapman and Tod Kong to the Special Events Committee.

The matter passed 14-0

Meeting Schedules

M/S/C (Cornell/Scott) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does hereby approve the 2019 Committee meeting schedules as presented.

The matter passed 14-0

DISCUSSION/ACTION

Mid-Year Budget Augmentation

A recommendation was presented to augment the mid-year budget to increase Coastal Outreach by \$6,000 and move \$20,000 from the ending fund balance for staffing into the general budget. The surplus funds became available with the mid-year resignation of staff member Eberhard and increased revenue from the Gala.

Coastal development staff had requested a \$6,000 increase to the budget rather than \$2,500, as indicated on the agenda, for additional marketing and outreach.

M/S/C (Chaney/Cornell) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does approve the following augmentations to the 2018-2019 budget:

- **Coastal outreach program \$6,000**
- **\$20,000 for staffing move from ending fund balance to the general budget**

The matter passed 14-0

A recommendation was made to consider giving the affiliates financial support when the budget allows. The discussion also included the possibility of restoring the affiliate match program of up to \$1,000 for fundraising. This topic will be addressed when the 2019-2020 budget is developed.

***Promise Program
Funding***

A recommendation was made to consider funding the Mendocino College Promise Program for 2019-2020 and 2020-2021.

M/S/C (Chaney/Herman) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does not approve funding the Mendocino College Promise Program.

A discussion took place on the pros and cons of funding the program and the fiscal impact to the Foundation over time especially in the current uncertain financial climate.

The matter passed 13-1, with Director Turner opposed.

***Deans Fund for
Innovation Funding
Spring 2019***

A recommendation was made to donate \$20,000 for Mendocino College's Deans Fund for Innovation for the 2019 spring semester. A request was made for the District to present a list of proposed projects the donation would fund before transferring the money.

M/S/C (Dow/Scott) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does hereby approve donating \$20,000 to the Mendocino College Deans Fund for Innovation for the 2019 spring semester and requires a report of how the funds will be used.

The matter passed 14-0

***Scholarship Program
Restructuring Proposal***

A recommendation was made to restructure the scholarship program due to reduced staffing to include tabling the scholarship award ceremonies for 2019. Foundation staff has been in conversations with the College since October to take over administration of the pass-through scholarships, but to-date no firm commitment has been made by the College.

M/S/C (Chaney/Dow) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does hereby approve tabling the scholarship ceremonies for spring 2019.

The matter passed – 14-0

M/S/C (Chaney/Dow) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does hereby approve the restructuring of the scholarship program to include discontinuing the administration of the pass-through scholarships.

Staff was instructed to notify pass-through scholarship donors about the change if the College has not reached a decision by Monday, December 17.

The matter passed – 14-0

Dissolve Friends of the Mendocino College Library Affiliate

A recommendation was made to dissolve the Friends of the Mendocino College Library affiliate due to inactivity. It was recommended that the funds of \$2,761 remaining in the affiliate account be moved to the Library’s Trust account.

M/S/C (Cornell/DeMeulenaere) RESOLVED, That the Mendocino College Foundation, Inc. Board of Directors does hereby approve the dissolution of the Mendocino College Library affiliate as recommended with the balance of funds that remain in the affiliate account of \$2,761 be moved into the Library’s Trust account.

Myers left at 1:09 p.m.

REPORTS FOR INFORMATION

COMMITTEES

Finance Committee

Investment reports. Current investment reports were provided for information.

2018-2019 budget update. The current expense/revenue report was provided for information.

Directors’ contributions. Total contributions to date are \$27,630.

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

2017-2018 audit report status. The Foundation’s 2017-2018 audit report will be presented to the Mendocino College Board of Trustees for adoption at their December meeting. There were no exceptions. A draft copy of the completed audit was made available to Board members. This will be the first audit report by the District’s new audit firm CWDL.

Scholarship Committee

The 2019-2020 scholarship application period begins on January 2, 2018.

Land Committee

Foundation property update. The land sale has closed.

Special Events Committee

No report.

Governance Committee

No report.

EXECUTIVE & STAFF REPORTS

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

Report given by Assistant Superintendent/Vice-President Cichocki.

- Two new trustees will be sworn in at next Board meeting on December 12, 2018.
- There are a number of events taking place on campus, most recently the Job Fair which was very successful.

***Foundation President's
Report***

Staffing. Carina Lopez was selected for the short term temporary Administrative Assistant II position in the Foundation office. Her employment will begin once Human Resources has completed her employment paperwork and has been approved by the College Board of Trustees. It was noted that the College's process for hiring Lopez took over 4 months and is flawed.

Eberhard's resignation letter was provided for information.

Gwen Mathews retirement letter. A retirement acknowledgement letter to Adventist Health Ukiah Valley CEO Gwen Mathews was provided for information. Adventist Health Ukiah Valley has been the Foundation's largest donor in support of the Foundation's fundraising efforts and the College's nursing program. The letter received enthusiastic support and endorsement by the entire Foundation board and staff.

Executive Director

A verbal report provided for information. Both the fall newsletter and fall appeal letter have been mailed. The affiliate brochure is close to completion.

Press releases. Current press releases were provided for information.

Coastal development. A written report was provided for information. Highlights include AAFG adoptions of 34 to date for 2019 due in part to the Fort Bragg Rotary's match program. The Coast appeal letter has brought a steady stream of donations.

Directors Reports

Planned giving moment. Chapman led a planned giving moment and provided 5 points to consider when identifying a potential planned giving donor.

1. Person with means to make major gift
2. Frequent past donations
3. Belief in the institution and mission
4. Desire to make a major gift
5. Positive interactions with the institution.

Chapman stated that she will provide a planned giving moment at each Board meeting going forward.

Definitions and expectations of affiliate groups. The process has started and further information will be provided at the February Board meeting.

Affiliates Reports

Friends of the Mendocino College Coast Center (FMCCC). Cornell is working with Jim Xerogeanes and will provide a report at the February Board meeting.

Friends of the Mendocino College Coastal Field Station and Natural Sciences (FMCCFSNS). A written report and the recent FMCCFSNS newsletter were provided for information.

Friends of Mendocino College Culinary Arts Management (FMCCAM). The affiliate has not yet met. Affiliate membership is still being cultivated.

Friends of the Mendocino College Gallery (FMCG). Gallery exhibits are bringing new students to the college. A plea was made for donors to support this affiliate.

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). A written report was provided for information.

Friends of the Mendocino College Theatre (FMCT). A written report was provided for information.

Lake County Friends of Mendocino College (LCFMC). Wilda Shock thanked Eberhard for her support over the years. She also announced that scholarship funds are currently being solicited. LCFMC is working with the Lake Center Interim Director on a wish list to support the Center. A Welcome Week BBQ is planned for the first week in February. Tutor support continues for the Spring Semester.

Mendocino College Athletic Boosters (MCAB). No report.

North County Friends of Mendocino College (NCFMC). No report.

Future Agenda Items

None.

ADJOURNMENT

The meeting of the Board of Directors of the Mendocino College Foundation, Inc. adjourned at 2:10 p.m.

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