

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

A regular meeting of the Mendocino College Foundation, Inc. Executive Committee convened on Tuesday, March 26, 2019 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	Absent
		Tom Dow	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

***Staff Present***           Katie Fairbairn, Executive Director

***College Staff Present*** Eileen Cichocki, Assistant Superintendent/Vice-President of Administrative Services  
Mac Lojowsky, Director of Facilities

***Public Comments***    None

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

***Approval of Minutes***   M/S/C (Chaney/Cornell) To approve the minutes of January 29, 2019 as presented.

**DISCUSSION/ACTION**

**Finance Committee**

***Investment Portfolio Review***

Finance Chair DeMeulenaere provided a brief update regarding the investment portfolio and the market in general.

***18-19 Foundation Budget Update***

This year’s budget is on track at this time of year. The college’s purchase order deadline is quickly approaching at which time all purchase orders need to be completed.

***19/20 Foundation Budget Update***

Budget building for next year’s Foundation budget has begun and a draft will be taken to the April board of directors meeting.

***Director’s Contributions to date***

The board reviewed the amount.

**Dean’s Innovation  
Funding List**

Vice President Polak provided a list of how the \$20,000 would be used to support student success at Mendocino College.

<b>Foundation President's Report</b>	Status of Short Term Non-Continuing (STNC) position for Foundation Office An individual has been interviewed and offered the position. Once the official employment paperwork has been completed and approved, the board of trustee's we anticipate having someone begin on April 11, 2019.
<b><i>Approval to Recommend a Replacement Position</i></b>	M/S/C (Herman/Cornell) To approve the agenda as presented. To request that the Foundation Board of Directors approve an Administrative Assistant II type position for the Foundation Office. This would replace the position that became vacant in December due to a retirement.
<b><i>Ad-Hoc Committee</i></b>	Ad-Hoc Committee update (Board of Trustee's and Foundation Directors) Their meeting is scheduled for March 27, 2019
<b><i>Ad-Hoc Committee</i></b>	Ad-Hoc Committee for Foundation Bylaw Review The committee is comprised of Harden, Cornell, Chaney and DeMeleneare and they decided to meet in early April to begin the review process.
<b>Scholarship Committee</b>	Fairbairn reported that 388 students began the application process. 195 students completed their application. Scholarships will be awarded later in the week. The Foundation will disburse over \$190,000 in scholarship funds this year.
<b>Land Committee</b>	Assistant Superintendent Cichocki asked the committee for consideration of constructing a road between the college and foundation property leading out to Orr Springs Road for an emergency access.  Committee Chair Herman explained that the recent land sale did not include as much as they originally had hoped to sell, as such the revenue was less than expected, and that they were unable to finance the construction of a road at this time. Herman shared ideas and a lengthy discussion took place regarding how the Foundation can lobby or help in any way to create the road.
<b>Special Events Committee</b>	No report.
<b>Superintendent/ President Report</b>	No report.
<b>Executive Director Report</b>	Donations from local hospitals Fairbairn reported that all three hospitals have again generously agreed to fund a categorically funded nursing position at a cost of \$115,000.  Revised Affiliate Brochure A draft of the brochure was included for the committee's review.  News Release Recent releases were included for review.  Newsletter and Appeal Letter A spring/summer newsletter and appeal letter are planned.  AAFG Update To date, there are 68 AAFG adoptions for the 2019 program.

**Future Agenda Items** A special Finance Committee is scheduled for May 28, 2019 with asset manager James Demmert, Main Street Financial and Research.

**ADJOURNMENT** The meeting of the Executive Committee of the Mendocino College Foundation, Inc. adjourned at 4:21 p.m.

Submitted by: Katie Fairbairn, Executive Director  
Mendocino College Foundation, Inc.