

**MENDOCINO COLLEGE FOUNDATION, INC.
MINUTES OF THE BOARD OF DIRECTORS MEETING
MINUTES**

A regular meeting of the Mendocino College Foundation, Inc. Board of Directors convened on Tuesday, June 11, 2019 at Mendocino College, 2565 Parallel Drive, Lakeport, CA 95453, Round Room.

GENERAL MATTERS

Call to Order The meeting was called to order by Foundation President Harden at 12:10 p.m.

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

Staff Present Katie Fairbairn, Executive Director
Anna Knivslund, Development Director-contractor

College Staff Present Joe Atherton, Director of Fiscal Services
Judy Kanavle, Lake Center Director

Guests Present Wilda Shock, Emeritus Foundation Director and Chair of Lake County Friends of Mendocino College (LCFMC) affiliate organization.

Public Comments None

Mission Moment Multiple scholarship recipient, Kiersten Simpson Cole was scheduled to introduce herself to the board, however, her work schedule changed so ED Fairbairn read a thank you note from Simpson Cole.

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

Approval of Minutes M/S/C (Chaney/Dow) To approve the minutes of the regular meeting of the Mendocino College Foundation Board of Directors held on April 9, 2019.

Closed Session None

DISCUSSION/ACTION

2019/20 Foundation Budget M/S/C (Dow/Chaney) To approve the 2019/20 Foundation Budget as presented. The budget was changed from a 5.6% distribution to 5.9% to include additional funding for an Administrative Assistant II position in the Foundation.

**2019/20 Foundation
Affiliate Budgets**

M/S/C (DeMeulenaere/Herman) To approve the 2019/20 foundation affiliate budgets as presented.

**Administrative Assistant
II funding**

M/S/C (Dow/Cavalin) To approve the funding (salary and benefits) for an Administrative Assistant II position in the foundation office.

**Ad-hoc
Trustees/Directors
meeting update**

Directors Dow, DeMeulenaere and Scott serve on this committee with Trustee's Geck, Nickerman and Martinez. Dow reported out that a second meeting was held to discuss administrative issues between the college and foundation. Trustee Geck was the only trustee able to attend the meeting. Topics of discussion included staffing, purchase order processing and organizational processes at the college. The consensus was to meet again in a month or so.

**Approve revisions to
Foundation Bylaws**

M/S/C (Epstein/Dow) To table this discussion until the August 11, 2019 Foundation Board meeting. The primary change to the bylaws would be to change the designee for the secretary/treasurer on the Foundation Board. Currently, the position is held by the college's superintendent/president. The proposed change would be to make the foundation's finance chair the secretary/treasurer to the board. The board expressed concerns that the secretary/treasurer be someone who is familiar with and works with the budget and understands our fiduciary responsibilities.

**Approve Revisions to
Affiliate Bylaws**

M/S/C (DeMeulenaere/Chapman) To table this discussion until the August 11, 2019 Foundation Board meeting.

**REPORTS FOR
INFORMATION
COMMITTEES**

Finance Committee

Investment reports. Current investment reports were provided for information. A brief recap was provided regarding the recent special meeting with our asset manager, James Demmert. Chair DeMeulenaere shared that there will be changes to how foundation's report net assets. The new rules which go into effect in July will show only two categories, net assets without restrictions and net assets with restrictions. Previously there were additional categories that included temporarily restricted. DeMeulenaere feels that a review of the endowments is necessary to ensure that none of the account balances are lower than the original corpus amount. He closed the discussion with stating that the changes should bring an even clearer picture to the financial statements.

2018-2019 budget update. The finance chair reported that we will end the year without having exceeded the budget parameters.

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

Donations Summary report. An updated donations summary report was provided for information.

Scholarship Committee

Scholarship Chair Chaney reported that in 2019-2020 scholarship dollars totaled \$179,000 and were awarded to 143 students.

The foundation hosted a scholarship luncheon for this year's recipients on

Thursday, May 16 which was well attended. Everyone agreed that the format was better and attendance was higher as a result of having it during the school day.

A plaque honoring all of the John Bogner perpetual scholarship recipients has been installed in the lobby of the CVPA.

Land Committee Land Committee Chair Herman provided an update on the land which included information about CalFire's firebreak efforts, communications with a property owner adjacent to the foundation property and the recent appraisal.

Special Events Committee No report.

Governance Committee No report.

EXECUTIVE & STAFF REPORTS

Mendocino College Superintendent/President

ED Fairbairn explained that the Vision for Success Goals included in the packet provide an overview of the priorities at the college.

Foundation President's Report

President Harden provided a review of board lunches and the consensus was that everyone will continue paying \$60 per year. An invoice will be sent out to every board member in early August for the year.

Strategic planning- Harden discussed our plan for the future and reminded everyone of the AAA's as provided by Kay Sprinkel Grace in the past.

Ad hoc committee on student housing- President Harden was invited to attend a recent meeting and provided a brief report.

Executive Director **Appeal letter-** Kiersten Simpson Cole is highlighted. The letters will be mailed out later this week to over 1,000 homes.

Press releases. Current press releases were provided for information.

Coastal development. A written report was provided for information.

Foundation Report to Mendocino College Board of Trustees. The written report is attached to the packet.

Donation to support the Emergency Fund, Fairbairn shared that the student emergency fund is being used by students on a more regular basis. This year, 14 students have received financial assistance. The requests average \$300, but range from \$150 to \$750 and are used to help students with rent, utilities, school supplies, car repairs and in one case a delay in receiving VA benefits.

AAFG analysis Fairbairn shared that a brief analysis over the past three years shows that it is getting harder to reach students once we lose good contact

information for them. The program will continue to be watched to determine success goals.

2019 AAFG program saw 84 total adoptions in Lake and Mendocino counties.

Mendocino College application for AT & T Grant. Previously the grant was in the amount of \$20,000 and provided a stipend to students who took math and English coursework at Mendocino College.

Promise Program- Director Fairbairn provided a brief recap about the program and suggested that future consideration be given to a specific campaign to raise the funds necessary to create said program.

Possible Fundraising Plan- Director Fairbairn provided a verbal report on fundraising ideas for the future.

Annual Thank You advertisement in the UDJ- The annual Thank You ad will run on Father's Day, June 16 in the Ukiah Daily Journal.

Foundation Office closure the first two weeks of July- Fairbairn has requested vacation for the first two weeks in July and as the only staff member the office will be closed during her absence.

The Foundation has approved a funding request for \$300 to support the summer Adelante program. This summer program provides instruction in math and English for children of migrant families and English language learners. The funds will pay their enrollment fees and provide bus passes.

Special Recognition- Fairbairn recognized and thanked Kristi McCoy for her efforts in the Foundation Office. McCoy was employed in the office for a month and provided wonderful support during the Adopt A Fifth Grader program deadlines.

Directors Reports

Ambassadors and Advocates

Director Rice shared that she attended Fort Bragg High Schools recent scholarship ceremony representing the college and foundation.

Affiliates Reports

Friends of the Mendocino College Coast Center (FMCCC). A written report was provided for information.

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

Friends of Mendocino College Culinary Arts Management (FMCCAM). No report.

Friends of the Mendocino College Gallery (FMCG). A written report was provided for information.

Friends of the Mendocino College Human Services Program (FMCHSP). No report.

Friends of the Mendocino College Nursing Program (FMCNP). A written report was provided for information.

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). A written report was provided for information. Wilda Shock provided an update and put out an ask for sponsors to help with the Shakespeare on the Lake event in July.

Mendocino College Athletic Boosters (MCAB). No report.

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

Future Agenda Items

Approve the Friends of the Coast Campus 19/20 budget.

Include the Student Emergency Fund on the next agenda.

Affiliate Bylaw revisions first reading.

Foundation Bylaw revisions first reading.

Promise Program next steps.

ADJOURNMENT

The meeting of the Board of Directors of the Mendocino College Foundation, Inc. adjourned at 2:08 p.m.

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