

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

A regular meeting of the Mendocino College Foundation, Inc. Board of Directors convened on Tuesday, August 13, 2019 at Mendocino College, Mendocino College Coast Campus, 1211 Del Mar Drive, Fort Bragg, California

GENERAL MATTERS

Call to Order The meeting was called to order by Foundation President Harden at 12:05 p.m.

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|------------------------|------------------------------------|---------|----------------|---------|
| Members Present | Marilyn Harden, President | Present | Donald Coursey | Present |
| | Tom Dow, Vice President | Present | Jay Epstein | Absent |
| | Eileen Cichocki, Interim Supt/Pres | Present | Tom Herman | Absent |
| | Kim Bradley | Absent | Tod Kong | Present |
| | Greg Cavalin | Absent | Todd McMahan | Present |
| | Jerry Chaney | Present | Irma Turner | Present |
| | Linda Chapman | Present | Barbara Rice | Present |
| | Channing Cornell | Present | Travis Scott | Absent |
| | Mark DeMeulenaere | Present | | |

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

College Staff Present Ulises Velasco, Vice President of Student Services
 Katherine Brown, Coast Operations Supervisor

Guests Present Robert Pinoli, President of the Mendocino College Board of Trustees
 Wade Koeninger, Member of the FMCCFSNS affiliate organization
 Julie Bawcom, Member of the FMCCFSNS affiliate organization
 Lynda Myers, Member of the FMCCFSNS affiliate organization
 Brianna Zuber, Biology Professor at Mendocino College

Public Comments Katherine Brown thanked the board for holding their meeting at the coast campus and explained how the support for the food pantry at the coast campus has benefitted students this past year.

Mission Moment MC Scholarship Recipient Jack Ortega introduced himself and thanked the board for his scholarship and explained how the funds have helped him stay in school and move towards achieving his goals.

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

Approval of Minutes M/S/C (Coursey/Dow) To approve the minutes of the regular meeting of the Mendocino College Foundation Board of Directors held on June 11, 2019.

Closed Session None

Promise Program Leo Buc provided a presentation explaining how the Foundation could permanently fund a tuition free promise program through either a parcel or sales tax ballot initiative.

COMMITTEE REPORTS

Finance Committee

Committee chair Mark DeMeulenaere provided a verbal report which included a report that showed how the foundation's investments compare or measure against the index or industry standards. Mark shared the good news, that our equities out performed those of the index. Additional reports shared included the fees the Foundation paid for the asset manager in the 2018/19 fiscal year; the portfolio has gained \$1.3 million since inception with our current asset manager Main Street Financial. The 2018/19 budget is being closed out and it is anticipated that we spent less than budgeted in the overall budget. The 2019/20 fiscal year budget, is a balanced budget. The donations summary report was shared for information.

Applying the audit approved formula for establishing the foundation's ending fund balance/reserve is estimated to be \$1,041,376. No funds were approved or distributed last year from the ending fund balance and with gains in the investments and having a great investment year the fund has risen considerably. However, the chair cautioned that the amount expended would come from the ending fund balance and is still a decrease when it comes to future years calculations. The chair recommended spending up to \$250,000 in reserve funds for one time expenditures.

Scholarship Report

Committee Chair Chaney reported that over \$170,000 was distributed in scholarship dollars this year. The scholarship luncheon hosted by the Foundation in May was well attended and the Foundation staff have received positive feedback from the students who attended. Next year's event is already scheduled. The Bogner perpetual plaque has received positive feedback and remarks from donors.

Land Committee

Land Committee Chair Tom Herman was unable to attend the meeting but Executive Director Fairbairn provided a brief report indicating that the annual land appraisal was performed and completed prior to June 30, 2019. A tree fell down on the Orr Springs property and neighbor Tim Marsh volunteered his time to remove the tree and clear the road.

Special Events

Special events chair Travis Scott was unable to attend the meeting but Executive Director Fairbairn indicated that several fundraising ideas are being pursued.

Governance Committee

Governance Committee Chair Channing Cornell reported out that several potential board members have been contacted to determine their interest and ability to serve on the foundation board of directors.

DISCUSSION/ACTION

Administrative Assistant II

M/S/C (Dow/Cornell) To approve an adjustment to the distribution rate from 5.9% to 5.99% for the 2019/20 budget to accommodate the increased \$15,000 to cover the salary and benefit costs of the position.

Promise Program

M/S/C (Chaney/Cornell) To approve a contract for \$5,000 for Mr. Leo Buc to develop a concept and timeline for a tuition free promise program.

Promise Ad-Hoc Committee

M/S/C (Rice/Cornell) To approve the creation of an ad-hoc committee and members include Tom Herman, Linda Chapman and Eileen Cichocki.

MLCCD Funding Requests

No action taken. The interim Superintendent/President will bring back a detailed description of the \$75,000 expenditure for the creation of a physiology lab on the

coast campus. The list of requested items will be brought back to the October Foundation Board meeting for review and consideration.

Donation to FMCCFSNS M/S/C (Dow/McMahon) To approve a donation to the Friends of the Mendocino College Coastal Field Station and Natural Sciences in the amount of \$25,000. Up to \$5,000 of the gift will be used to create a permanent sign on the property which thanks donors George and Dorothy Halliday and any others that meet the criteria for placement on the sign.

Affiliate Bylaws M/S/C (Dow/Chaney) To approve the proposed changes to the affiliate bylaws.

Foundation Bylaws M/S/C (Dow/DeMeulenaere) To table the discussion about proposed changes to the Foundation's bylaws.

REPORTS FOR INFORMATION

Mendocino College Superintendent/President

Interim Superintendent/President Eileen Cichocki introduced herself to the board and discussed the upcoming accreditation and other district priorities.

Foundation President's Report

President Harden provided a review of board lunches and reminded everyone to please pay their \$60 for the annual lunch program.

Executive Director

Admin Assistant II- A comprehensive training program is planned for the new employee which includes attending the CASE conference for community college advancement; Brown Act Training in November; Award Spring Scholarship Software training in September.

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 was attached to the packet.

Foundation Website, Fairbairn shared that she is working with Josh Bowers to update and refresh the Foundation's website over the next four weeks.

AAFG Thank You Flyer, Fairbairn shared that the demographics from the email message was higher than the average when it came to the number of individuals who opened the AAFG thank you flyer email and clicked through to read the information.

Biennial Report, Giving Tuesday Campaign, are all under consideration depending on availability of staff time and budgeting.

Scholarship Recognition for 2020, a luncheon is scheduled for May 7, 2020.

Foundation Board's Annual Dinner- Director Fairbairn asked the Board if they would like to schedule their annual holiday dinner/party for the same day as the December Board Meeting.

Affiliate Fundraising Match Program- Director Fairbairn let the board know that to date, four of the affiliates have requested the match funds.

Directors Reports

None.

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). A written report was provided for information.

Friends of the Mendocino College Gallery (FMCG). No report.

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

Friends of the Mendocino College Nursing Program (FMCNP). No report.

Friends of Mendocino College Recording Arts Technology (FMCRAT). No report.

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.

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.

Special Reserve funding requests.

Affiliate Bylaw revisions second reading.

Promise Program next steps.

Update on donation to the Friends of the Point Arena Field Station.

Foundation's Annual Board Dinner.

ADJOURNMENT

The meeting of the Board of Directors of the Mendocino College Foundation, Inc. adjourned at 2:15 p.m.

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