

The board reconvened to open session at 12:35 p.m.

M/S/C (Epstein/Cavalin) That the Foundation Board of Directors will conduct a performance evaluation of the Executive Director. The evaluation process will be led by the Foundation Board President.

The matter passed 13-0 via roll call

DISCUSSION/ACTION

Adler & Colvin Contract

M/S/C (Herman/Dow), RESOLVED, that the Mendocino College Foundation, Inc. does hereby approve a contract with Adler and Colvin as presented for up to \$10,000 in legal fees to obtain legal advice in order to protect the foundation's non-profit status and ensure compliance with all local, state and federal regulations, policies and procedures should the board decide to pursue dissolution as an auxiliary organization of Mendocino College.

The matter passed 13-0 via roll call

Director Resignation

M/S/C (Chapman/Cornell), ACCEPT a resignation letter from Foundation Director Charley Myers with regret.

The matter passed 13-0 via roll call

Ad-hoc Committee with Board of Trustees

M/S/C (Epstein/Herman) RESOLVED, to accept the recommendation of the Foundation's Executive Committee recommendation to appoint Directors Dow, Scott and DeMeulenaere to the ad-hoc committee which will meet with the Mendocino College Board of Trustees ad-hoc committee to discuss the relationship between the Foundation and College.

The matter passed 13-0 via roll call

Ad-hoc Bylaws Committee

M/S/C (Epstein/Dow) RESOLVED, to accept the recommendation of the Foundation's Executive Committee to add Director Cornell to the existing bylaw review committee which is comprised of Directors Chaney, Harden, and DeMeulenaere.

The matter passed 13-0 via roll call

Management Connections Personnel Staffing Services

M/S/C (Dow/Chapman) RESOLVED, to approve a contract with Management Connections following the 2/14/19 deadline for the college's current recruitment for a short-term non-continuing Administrative Assistant II position in the Foundation Office.

Directors expressed their concerns with regards to an inability to recruit and hire a short-term non continuing employee through the district's new process. Staff started the new process for advertising the Admin Assist II position in August 2018. There was a failed recruitment in December 2018 and the position is currently being advertised with an initial closing date of 2/14/19.

The board shared their frustrations and asked Vice President Cichocki if she wouldn't defend the position that the Foundation Board has been placed in and what we have been up against with regards to hiring assistance for the office. She stated that she would not defend the Board's decision were they to approve a contract with a staffing services company.

Vice President Cichocki stated that approving a contract with a personnel staffing service to fill the Administrative Assistant II position is a violation of the classified bargaining agreement and she anticipates will lead to a grievance by the classified bargaining unit. She urged the board not to approve the contract for a personnel service.

Directors felt that the Foundation has experienced a series of road blocks and have simply not been allowed to do what needs to be done in order to appropriately staff the foundation office. This solution is a last resort effort to maintain existing programs and in particular the coordination of the Foundation's scholarship program.

The matter passed 11-2 (with Directors Cavalin and Turner voting no) via roll call

1:35 p.m.

Directors Cavalin and Scott left the meeting.

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 and Chair DeMeulenaere made mention that budgetary expenses are well under the budgeted amounts and expectations for being mid-year. Undesignated donations have far exceeded the budgeted amount. Other annual revenues are tracking and on target to meet the annual goals.

2019-2020 budget update. A planning meeting is scheduled for March 5 to begin building the 2019/20 budget. Directors DeMeulenaere and Dow will be present and any other directors that have an interest in the process are welcome to attend.

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

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

Scholarship Committee

The 2019-2020 scholarship application period began on January 1, 2019 and will end on March 1, 2019. To date over 250 students have begun the application process.

Scholarships are being advertised on campus monitors; emails are being sent out to every student enrolled at Mendocino College; and emails have been sent out to every high school counselor in Lake and Mendocino counties. There will be one more press release to the local media outlets.

Land Committee

Foundation property update. No report

Special Events Committee

No report.

Governance Committee

Director Cornell reported that he has been in contact with one potential new director. He will continue his recruitment efforts.

EXECUTIVE & STAFF REPORTS

Foundation President's Report

President Harden reported that an Administrative Assistant II position is being advertised by the district. The initial closing date is February 14. The last attempt to find a short-term non-continuing employee ended in a failed search.

Executive Director

The director provided a written report which highlighted fundraising and foundation activities from January 7 to present. Highlights include donations from several donors to support the Friends of the Gallery donation (\$11,000); AAFG donations; Marketing support for the Friends of the Theatre Arts and their campaign to send students to a festival in Oregon and support provided to the Coast Campus for their recent dine out event.

-Press releases. Current press releases were provided for information.

Coastal development. A written report was provided for information.

The Foundation has approved a funding request for \$450.00 for the Financial Aid Office. They are planning a "Financial Aid Awareness Day" on February 26 and 27 to encourage students to submit a FAFSA/Dream Act and Foundation Scholarship application by the March 1st deadline. The \$450 will be used to purchase an iPad as a "prize" for participants.

Special Recognition- Fairbairn recognized and introduced Yasmin Muniz who has helped out in the foundation office for the past few Friday's. She is a graduate of Ukiah High and Sonoma State University. She has been instrumental in helping Fairbairn complete some time sensitive projects in the office.

Directors Reports

Planned giving moment. Chapman led a planned giving moment and how to potentially identify possible legacy givers based on certain demographics.

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.

Mendocino College Athletic Boosters (MCAB). No report.

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

Future Agenda Items

Director Epstein asked about the recent SEIU 1021 action in the newspaper and a request was made to review the job description that former employee Lana Eberhard held while employed in the foundation office.

ADJOURNMENT

The meeting of the Board of Directors of the Mendocino College Foundation, Inc. adjourned at 1:55 p.m.

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