

**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, April 9, 2019 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 12:05 p.m.

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

Director Epstein arrived at 12:15 p.m.

Staff Present Katie Fairbairn, Executive Director
Anna Kvinsland, Development Director- Contract

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

Guests Present None

Public Comments Introduction of Kristi McCoy, Administrative Assistant II – Foundation Office. Kristi has a start date of April 11, 2019 following approval by the Mendocino College Board of Trustees.

Mission Moment Esmeralda Muniz, 2018 Floyd Ross Scholarship Recipient was introduced and congratulated on her educational success. Ms. Muniz is a Ukiah High School graduate with plans to attend Sonoma State University and obtain a degree in Administration of Justice. She is just finishing up her first year at Mendocino College with a 4.0 grade point average.

Approval of Agenda **M/S/C (Herman/Chaney)** To approve the agenda as presented.
The matter passed unanimously.

Approval of Minutes **M/S/C (Chaney/DeMeulenaere)** To approve the minutes of the regular meeting of the Mendocino College Foundation Board of Directors held on February 12, 2019 as amended.
The matter passed unanimously.

Closed Session At 12:20 p.m. Pursuant to Government Code #54957 Performance Evaluation of Foundation Executive Director the board adjourned the regular meeting to enter closed session.

The board reconvened to open session at 1:20 p.m.

M/S/C (Chaney/Herman) That the Foundation Board of Directors accept the summary of the performance evaluation of the Executive Director as prepared by the Mendocino College Foundation Board of Directors and as presented.

M/S/C (Epstein/Cornell) That the Foundation Board of Directors requested the Foundation President to create a cover letter to be sent with the evaluation summary of the foundation's executive director to Superintendent/President Reyes, Mendocino College Human Resources, and each member of the Mendocino College Board of Trustees.

The matter passed unanimously.

DISCUSSION/ACTION

Replacement of full-time permanent position in the Foundation Office

Director Fairbairn explained the program review process and staffing request. She suggested that the board consider requesting a replacement position using the same classification as previously used by retiree Lana Eberhard.

M/S/C (Cornell/Turner), RESOLVED, that the Mendocino College Foundation, Inc. does hereby authorize the executive director to complete the Mendocino College Program Review process and corresponding staffing request to replace the Foundation Marketing/Program Specialist position.

The matter passed unanimously.

Ad Hoc Trustees/Directors meeting update

Director DeMeulenaere provided a brief recap of the meeting between Directors Dow, Scott, DeMeulenaere and Mendocino College Trustee's Geck, Martinez and Nickerman.

DeMeulenaere shared a copy of the meeting agenda, a fact sheet about the Foundation and examples of how the Foundation has supported the college over the years.

The committee will meet again in April and the directors involved in the meeting felt that it was a productive conversation.

Ad-hoc Bylaws Committee

President Harden informed the board that the bylaws committee would be meeting directly following this meeting for an initial discussion regarding possible changes to the foundation's bylaws.

Approve a Special Finance Committee Meeting

M/S/C (Chaney/Cornell) RESOLVED, that the Mendocino College Foundation Finance Committee will add a special meeting to their 2019 meeting schedule on May 28, 2019 for a presentation by Main Street Research.

The matter passed unanimously.

COMMITTEE REPORTS

Finance Committee

Investment reports. Current investment reports were provided for information. Chairperson DeMeulenaere read a specific paragraph from a recent investment letter update. He discussed the charts and sectors and where our funds are invested.

2018-2019 Budget Update. The current expense/revenue report was provided for information and Chair DeMeulenaere reported that we are under budget in expenditures; the deans for innovation donation of \$20,000 has been moved over to the college and he praised Joe Atherton for his assistance in creating new foundation budget reports using the new Escape system. He expects that the Foundation will come in under budget at year end in all categories.

2019-2020 Budget Update. As presented, next year's budget uses a spending rate of 5.6% instead of this year's 5.9%. A thorough review of estimated expenses and revenue has taken place.

Directors' contributions. Total contributions to date are \$27,730.

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

Scholarship Committee

The 2019-2020 scholarship application period began on January 1, 2019 and ended on March 1, 2019. Over 380 students accessed the application process with 195 completing the application packet.

The congratulatory letter which is sent to all recipients was included in the packet. The letter describes in detail how they access their scholarship funds and meet eligibility to receive their specific award.

Executive Director Fairbairn reported that 31 Adopt A Fifth Grader recipients are set to graduate from high school this year and are eligible to access either their \$500 or \$1,000 scholarship.

The congratulatory letter to Adopt A Fifth Grader recipients was included for information and those letters were mailed out earlier in the week.

To date, there are 72 AAFG recipients for the 2019 program from Lake and Mendocino counties.

A plaque is being designed and created to showcase every recipient of the John Bogner Scholarship. Professor Edelman is working with Fairbairn to create the plaque which will be placed in the entrance to the theatre inside the Center for Visual and Performing Arts.

A thank you letter from scholarship recipient Amy Adams was shared with the Foundation Board.

Land Committee

Land Committee Chair, Tom Herman shared with the board that he and Director Fairbairn had spoken with Chief Maynard of CalFire with regard to creating a firebreak on foundation property which adjoins college property. This would also create easier access between the college and foundation property in case of an emergency and utilization of a secondary egress. The primary issue is the removal of grass which will mostly likely be done by hand crews.

Special Events Committee

No report.

Governance Committee

Director Cornell reported that he has two individuals on his list for potential recruitment.

REPORTS FOR INFORMATION

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

Assistant Superintendent Cichocki reported out on behalf of the Superintendent/President. The college continues to discuss the access road; housing issues and Vice President Velasco would like to make a presentation to the Foundation Board of Directors regarding the Promise Program.

***Foundation President's
Report***

President Harden commented on the hiring of Kristi McCoy and how helpful it will be to have an additional staff member in the Foundation Office

***Dean's Innovation Funding
List***

The list from Vice President Polak was included in the board packet for information.

Executive Director Report

The new affiliate brochure was distributed to the board of directors. Copies will be distributed to the twelve affiliate organizations of the foundation.

Press releases were provided for information.

Coastal development – The Development Director- contractor, provided a written and verbal report regarding activities at the Coast Campus of Mendocino College. The partnership with Fort Bragg Rotary Club continues to thrive with them providing a donor match program for the Adopt A Fifth Grader Program.

The Executive Director's monthly Foundation Report which is provided to the Mendocino College Board of Trustees was included for information.

Director Fairbairn reported on three recent meetings with legacy donors and how their support would aid students attending Mendocino College.

Director Fairbairn reported on a recent donation request that she made for \$2,000 to support the college's Student Emergency Fund. It was explained how this fund helps struggling students stay in school. Donations are always needed and welcomed. The Foundation began this fund roughly four years ago with an initial donation of \$5,000.

An update about Rebeca Orteaga was provided for information. Rebecca was our first AAFG recipient at Hopland Elementary School in 2007. She is graduating from UC Berkeley with honors and will begin a year of traveling abroad.

Director Epstein left the meeting at 2:08 p.m.

Directors Reports

Planned giving moment. **Director Chapman** talked about building relationships and how it can take a long time before a legacy gift is received by an organization.

Affiliate 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). No report.

Friends of Mendocino College Culinary Arts Management (FMCCAM). Director Fairbairn reported that they recently received a very generous donation from Experience Rose in San Francisco.

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. The LCFMC was praised for donating funds to the Lake Campus in order to augment student success in Lake County.

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 2:20 p.m.

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