



**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, October 8, 2019 at Mendocino College, North County Campus, 372 East Commercial Street, Room 8020, Willits, CA 95490.

GENERAL MATTERS

Call to Order *The meeting was called to order by Foundation President Harden at 12:08pm*

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

Staff Present Katie Fairbairn, Executive Director
 Eliza Fields, Administrative Assistant II/Scholarship Coordinator

College Staff Present Rose Mehtlan, Center Director
 Barbara Nobles, Center Assistant

Guests Present Josh Bowers
 Leo Buc

Public Comment None

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

 The matter passed 13-0.

Approval of Minutes **M/S/C (Dow/Turner)** To approve the minutes of the regular meeting of the Mendocino College Foundation Board of Directors held on August 13, 2019.

 The matter passed 13-0.

Timed Items

Leo Buc – A written report from Leo Buc on the Promise Program was provided for information. Leo Buc gave a brief recap of the report.

Josh Bowers – Introduction and sneak peek of the new Foundation Website platform.

**COMMITTEE
REPORTS**

Finance Committee **Investment Portfolio.** August 30, 2019 reports were attached. Main Street Research will provide a presentation at the December Foundation Board of Directors Meeting.

19/20 Budget. Director DeMeulenaere advised that the Foundation has been in good shape throughout the audit.

Annual Audit. Caught up with requests from Joe Atherton for auditors. Foundation is continuing with new auditing standards. Director Fairbairn will be attending a “Legal Changes for Charities in 2020” Conference in San Francisco.

Donation Summary Report. An updated donations summary report was provided for information.

Ending Fund Balance. The Foundation Board will revisit the ending fund balance. The board to spend money to meet obligations to students and donors.

Scholarship Committee **Thank You Letter.** Letter provided for information. Director Chaney reminds fellow Directors that these letters are why we do what we do.

Pass Through Scholarships. Program discontinued after absence of Scholarship Coordinator. Foundation Office has received requests to reinstate the program. Director Chaney included that this is another avenue to support college success.

Land Committee **No Report.**

***Special Events
Committee*** **No Report.**

Governance Committee **Possible New Director.** Director Fairbairn, in the absence of Director Cornell, discussed the possible new director, Tina Rader, Human Resources Director of Savings Bank, to fill a vacant director position. Board recommended appointment of Mrs. Rader in December.

DISCUSSION/ACTION

Promise Program Ad Hoc Committee reported out that based on Leo Buc’s assessment the MLCCD is receiving sufficient funding from the state to fund the Promise Program. Should the state funding formula change or growth exceed 10% the Foundation may be asked in the future to provide supplementary funding. The board discussed the need for a survey in coordination with the

College to determine exactly what services are needed for our students (i.e. housing, childcare, rent).

Foundation Budget – Postponed until December 10 meeting.
Augment Request for Marketing

Nursing Program – Director Fairbairn asked that up to \$30,000 be set aside if needed in
Leadership Transition negotiations for a contracted Nursing Director for academic year of 2020.

M/S/C (Chaney/Coursey). \$30,000 be set aside if needed in negotiations for a contracted Nursing Director for academic year of 2020.

Director DeMeulenare requested to amend that the funds come from the ending fund balance.

M/S/C (DeMeulenare/Chaney). The motion was to amended that the funds come from the ending fund balance.

The matter passed 13-0.

Funding Requests from MLCCD – Priority List of Projects Foundation Board of Directors reviewed list from MLCCD and discussed to approve digital monument entrance sign at \$100,000 coming out of the ending fund balance.

M/S/C (Scott/Chaney). To approve digital monument entrance sign at \$100,000 coming out of the ending fund balance.

M/S/C (Scott/Chaney). To amend the motion to stipulate that the Foundation’s name is on the monument sign.

The amended matter passed 11-2 (no: Epstein/Rice), motion carried.

Student Emergency Fund No Report.

Affiliate Bylaw Revisions – Second Reading **M/S/C (Chapman/Scott).** To approve Affiliate Bylaw Revision – second reading.

The matter passed 13-0.

Friends of Mendocino College Coast Campus – Approve 19/20 Budget **M/S/C (DeMeulenare/Chaney).** To approve Friends of Mendocino College Coast Campus – Approve 19-20 Budget.

The matter passed 13-0.

Tom Herman departed at 2:01pm

Affiliate Liaison Opportunity – Vacancy Friends of the Mendocino College Coastal Field Station and Natural Sciences has a vacant affiliate liaison position. Director Rice offered to attend the next affiliate meeting to determine if she can fill the vacancy.

Friends of the Mendocino College Human Services Program Friends of the Mendocino College Human Services Program is inactive. Director Fairbairn requested that the funds be transferred to the Student Emergency Fund.

M/S/C (Chapman/Scott). Director Fairbairn to dissolve the affiliate and work with Joe Atherton in Fiscal Services to transfer money.

The matter passed 13-0.

REPORTS FOR INFORMATION

Mendocino College Superintendent/President Interim Superintendent/President Cichocki advised that the College is working with PG&E on the current Public Safety Power Shutoff. Cichocki explained that the College's top priority for now is the upcoming Accreditation visit in February 2020.

Foundation President **Holiday Dinner.** President Harden directed staff to proceed with negotiating amount for Holiday Dinner at Dora's Café and to email out invitations for RSVP once amount is negotiated.

Board Lunches. President Harden provided a reminder to those who have not paid the \$60 per year.

Foundation and Trustee Workshop. President Harden reminded the directors that a joint workshop would be held on October 9th with the Board of Trustees. "How Trustees and Directors help their Foundations Thrive" handout was distributed.

Executive Director **Giving Tuesday Campaign.** Director Fairbairn discussed the importance of Giving Tuesday in response to Black Friday and Cyber Monday as a day of giving. Proceeds will go to support the Food Pantry and Student Emergency Fund to provide direct support to students.

Foundation Infographic. Infographic designed by Angie Lagle. Infographic completed, finalized, and printed. Director Fairbairn asked that all Directors be ambassadors for the Foundation by sharing what we do as described in the Infographic.

Fall Appeal Letter. Fall Appeal Letter is in production and will be mailed out in Mid-November.

News Releases. Current releases were provided in the packet for information.

Coastal Field Station – Monument Sign. Anyone who has given to the Coastal Field Station in excess of \$2,500 will be memorialized on the monument sign at the Coastal Field Station.

Coastal Development Report. A written report was provided for information. Director Fairbairn encouraged fellow Directors to attend "Brews & Bites" on the Coast, November 10.

Foundation Report – Mendocino College Board of Trustees. A written report was included for information.

Fundraiser – Friends of the Mendocino College Theatre – KCACTF.
The Foundation developed fundraising flyers and distributed them through email; received donations totaling \$4,000 to date.

Director Reports **Planned Giving Moment.** Director Chapman tabled due to time constraints.

Irma Turner departed at 2:16pm

Travis Scott departed at 2:18pm

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

Lake County Friends of Mendocino College (LCFMC). A written report was provided for information.

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

Friend of the Mendocino College Theatre (FMCT). A written report was provided for information. Director Chapman encouraged fellow directors to participate on an affiliate because it is the direct contact with students that brings home the mission of why we are here.

FUTURE AGENDA ITEMS

Approval of new Mendocino College Foundation Board Director, Tina Rader.

Budget augment for Mendocino College Foundation Marketing Fund.

ADJOURNMENT

The meeting of the Board of Directors of Mendocino College Foundation, Inc. adjourned at 2:20pm by Foundation President Harden.

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