



*The mission of the Mendocino College Foundation is to educate leaders, foster intellectual growth and enrich lives by creating opportunities to invest in a better future for our students and communities.*

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**MENDOCINO COLLEGE FOUNDATION, INC.**  
**BOARD OF DIRECTORS**  
**Special Joint Workshop with the Mendocino College Board of Trustees**  
Wednesday, January 13, 2021  
3:00 – 4:00 pm

Effective March 18, 2020, the Mendocino College Foundation Board of Directors meetings will be conducted virtually and not available for in person public participation (pursuant to State Executive Order N-29-20). Meetings will be conducted via Zoom (<https://cccconfer.zoom.us/j/99125795633> ). In order to minimize the risk of exposure during this time of emergency, the public may participate digitally in meetings by sending comments to [foundation@mendocino.edu](mailto:foundation@mendocino.edu), in lieu of personal attendance. All public comment will be made immediately available to the Directors, staff, and the general public as they are received. We thank you for your understanding during this difficult time, and thank you for your continued interest.

Please join via Zoom: <https://cccconfer.zoom.us/j/99125795633> or by phone at +1 346 248 7799 (US Toll)

Meeting ID: 961 2579 5633

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| <b>1. CALL TO ORDER</b>   | 3:00 |
| <b>2. PUBLIC COMMENTS</b><br>Members of the public are welcome to make comments on all open session agenda items after being recognized by the chair.   | 3:05 |
| <b>3. WORKSHOP AGENDA</b><br>3.1 Approval of Agenda<br>3.2 Self-Introductions by Foundation Directors and Trustees<br>3.3 How Directors/Trustees Can Help Their Foundation and College Thrive | 3:10 |
| <b>4. ADJOURNMENT</b>   | 4:00 |

**Compliance:** Persons with disabilities needing assistance, please notify the Foundation Office at 467-1018 no later than 24 hours prior to the scheduled meeting. Meetings are held in wheelchair accessible rooms.

**Agenda Packet and Supporting Documents Notice:** The agenda packet and supporting materials can be viewed in the Foundation Office, Room 5110, Mendocino College, 1000 Hensley Creek Road, Ukiah, California or online at <http://foundation.mendocino.edu>.



#### *College Mission*

*Mendocino College partners with a dynamic community of diverse students to help them achieve their educational goals. Informed by research, reflection and dialogue, the College offers programs in Basic Skills, Transfer Preparation and Career and Technical Education as well as Workforce Improvement. The College demonstrates its commitment to student success and achievement through high-quality and innovative instruction, providing individual attention to student needs in an inclusive and accessible learning environment, and providing services to students at all stages of their educational and/or career path. Mendocino College embraces its role as an intellectual, economic and cultural anchor for the region.*

#### *Foundation Mission*

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## **How Foundation Directors and College Trustees Can Help Their Foundation and College Thrive**

1. Promote Mendocino College and the Foundation in the community; talk about the positive differences the foundation makes for their community through the support of the college; talk about the impact the college makes on our students and community.
2. Talk about College and Foundation accomplishments and needs when you are in a Rotary, Chamber, Book Club, or other civic or social meeting.
3. Donate to the Foundation's annual campaign via the appeal letter or individual campaigns; include the foundation in your will; and contribute to active campaigns.
4. Recommend potential board members for the College and Foundation or encourage community members to seek open seats on the College Board of Trustees or Foundation Board of Directors.
5. Serve on a sub-committee of the Foundation Board or the College's Board of Trustees as needed.
6. Make connections between our community supporters, contacts, and organizations and our Foundation.
7. Recommend potential donors.



8. Accompany Foundation Directors or members of the Board of Trustees on a major ask for a gift from someone you know.
9. Attend College and Foundation celebrations, e.g. Foundation Gala, Giving Tuesday event, end of campaign celebrations, Week of Welcome, In-service, commencement, cultural celebrations.
10. Include reports from the college in the Foundation meetings and reports from the Foundation at meetings of the college.
11. Give a personal report at regular board meetings about some way in which you supported the College or Foundation.
12. Write individual thank-you notes to those who donate to the College or Foundation.
13. Attend workshops and read articles to learn more about successful initiatives at other colleges and foundations.
14. Articulate the vision and plans to our constituents so they understand why the College needs a Foundation that strives to increase its friends and funds.
15. Publicly praise fund-raising and relationship-building successes that the College and Foundation achieves.
16. Co-author appeal letters to the community for contributions to an annual campaign.
17. Host or help host small community discussions that explain college needs or student scholarship needs.
18. Provide feedback to the Superintendent/President about what you hear and observe regarding the Foundation that will help him/her provide leadership to the Foundation Executive Director and/or board.
19. Be the most reliable, excited, participative cheerleader our College and Foundation board has!