



*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.*

**MENDOCINO COLLEGE FOUNDATION, INC.**  
**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
**Approved at Board of Directors Meeting on April 6, 2021**

A regular meeting of the Mendocino College Foundation, Inc. Board of Directors convened on Tuesday, February 2, 2021 via Zoom.

<b>GENERAL MATTERS</b>				
<b><i>Call to Order</i></b>	President Dow called the meeting to order at 12:04 pm.			
<b><i>Members Present</i></b>	Tom Dow, President	Present	Jay Epstein	Present
	Linda Chapman, Vice President	Present	Tom Herman	Present
	Marilyn Harden, Immediate Past President	Present	Matthew Kendall	Absent
	Timothy Karas, Secretary/Treasurer	Present	Tod Kong	Present
	Kim Bradley	Present	Todd McMahon	Present
	Greg Cavalin	Absent	Tina Rader	Present
	Jerry Chaney	Present	Barbara Rice	Present
	Channing Cornell	Present	Travis Scott	Absent
	Donald Coursey	Present	Irma Turner	Absent
	Mark DeMeulenaere	Present		
<b><i>Staff Present</i></b>	Eliza Fields, Administrative Assistant II/Scholarship Coordinator Anna Kvinsland, Coastal Development Contractor			
<b><i>College Staff Present</i></b>	Eileen Cichocki, Assistant Superintendent/Vice-President of Administrative Services Joe Atherton, Director of Fiscal Services			
<b><i>Guests Present</i></b>	Wilda Shock, Lake County Friends of Mendocino College			
<b><i>Public Comment</i></b>	None.			
<b><i>Approval of Agenda &amp; Minutes</i></b>	<b>M/S/C (Cornell/Chapman).</b> To approve the agenda as presented and the minutes from the regular meeting held on December 7, 2020.  The matter passed 15-0.			
<b>COMMITTEE REPORTS</b>				
<b><i>Finance Committee</i></b>	<b>Investment Portfolio.</b> Schwab reports ending on December 31, 2020 were included and reviewed for information.			



	<b>Donations Summary.</b> An updated donations summary report was provided for information.
	<b>20/21 Budget Update.</b> Director DeMeulenaere advised that expenses are tracking to what was budgeted for the 20/21 fiscal year.
	<b>21/22 Budget Preparation.</b> Director DeMeulenaere reviewed that Foundation Staff and the Director of Fiscal Services will begin budgeting for the next fiscal year.
<b>Scholarship Committee</b>	<b>21/22 Scholarship Application Review.</b> Directors will begin reviewing applications after the scholarship deadline along with pass-through donors to make selections for recipients of each scholarship.
	<b>AwardSpring – Reviewer Login.</b> Staff has ensured that everyone has a login and password for AwardSpring to begin reviewing applications after the application deadline on March 1 <sup>st</sup> .
	<b>Scholarship Outreach.</b> Scholarship application workshops are available to students and outreach to school counselors has been conducted. Text messages have been sent out to students via Regroup, a software that Admissions & Records oversees. Emails are being sent out to students who have not completed their applications and emails are being sent out to recommenders that have not completed letters of recommendations for the students.
<b>Land Committee</b>	<b>No Report.</b>
<b>Special Events Committee</b>	<b>No Report.</b>
<b>Governance Committee</b>	<b>No Report.</b>
<b>DISCUSSION/ACTION</b>	
<b>Review and approve any changes to the AAFG Strategic Plan</b>	The AAFG Strategic Plan was reviewed for information and no changes were made to the current plan for the year. The plan will be included at upcoming meetings to be reviewed by the board.
<b>Update report - ad-hoc committee about choosing a winning essay for the AAFG Alumni Newsletter Essay Competition</b>	The ad-hoc committee was chosen at the December board meeting which includes Foundation President, Tom Dow, Scholarship Committee Chair, Jerry Chaney, Director Rader and Coastal Development Director, Anna Kvinsland. The essay competition deadline concluded on January 29th. The ad-hoc committee will convene to choose a winner for the competition.



<p><b><i>Update report - ad-hoc committee for reviewing and assessing the structure and operations of the Foundation</i></b></p>	<p>Foundation President Dow advised that the ad-hoc committee met at the beginning of January to review and assess the structure and operations of the Foundation. The committee will begin looking over the job description to adjust and make any changes as well as form a timeline for the hiring process. The next meeting will convene on Tuesday, February 16<sup>th</sup>.</p>
<p><b><i>Extension of Assignment – Director of Fiscal Services &amp; Out of Class Compensation – Foundation Administrative Assistant II</i></b></p>	<p><b>M/S/C (Chaney/Harden).</b> To approve the extension of the assignment and compensation for Joe Atherton, Director of Fiscal Services and the out of class compensation of 5% for the Foundation Administrative Assistant II, Eliza Fields, until the Foundation Executive Director position is filled.</p> <p>The matter passed 15-0.</p>
<p><b>REPORTS FOR INFORMATION</b></p>	
<p><b><i>Mendocino College Superintendent/President</i></b></p> <p><i>Director Kendall entered at 12:51pm</i></p>	<p><b>College Update.</b> President Karas advised that there is a decrease in enrollment in comparison to fall 2020 enrollment. The enrollment is 14% reduction in enrollment from the previous spring semester enrollment due to the pandemic; this percentage is the average for the region.</p> <p>A survey was sent out to all college staff and faculty regarding their interest in COVID-19 vaccinations. Hopeful that with vaccinations, the college will see a higher level of enrollment for the fall. The college has been working with the health department in hopes to begin getting staff and faculty vaccinated.</p>
	<p><b>California State Budget.</b> Governor Newsom released his budget for the coming fiscal year – July 1, 2021. The fiscal outlook at the state level is good but it is an inconsistent recovery or otherwise known as a “K Shaped” recovery. Income to the state is much better than anticipated and tax revenues look to completely wipe out that deficit. The governor’s proposal had three main themes; address the needs that were created by the COVID-19 pandemic, to pay off any debts and to build more of a reserve, and very modest ongoing allocations. One-time allocations in direct aid to students and funding to the college to reconnect with the students who have not returned to school or students who have dropped their number of units.</p>
<p><b><i>Foundation President</i></b></p>	<p><b>Directors Annual Contributions.</b> Foundation President Dow advised that donations have been coming in from Directors for their annual contributions and he is pleased to report that all directors have participated.</p>
<p><b><i>Foundation Staff</i></b></p>	<p><b>Charitable Contribution Letters.</b> Foundation Staff is working on Charitable Contribution Letters for the year of 2020 and they will go out in the mail this week.</p>
	<p><b>AAFG Alumni Newsletter.</b> The first ever AAFG Alumni Newsletter was mailed out the first week of January to all AAFG Alumni. The newsletter</p>



	includes information about attending college, clubs & sports, an essay competition and much more.
	<b>News Releases.</b> News releases are included in packet for information.
	<b>Adopt A Fifth Grader - Update.</b> The AAFG postcard will go out to all AAFG Alumni as a reminder to update contact information with the foundation. There is a struggle to keep good information on the students along the 7-year span from fifth grade to high school graduation.
	<b>Board of Directors and Staff Contact List.</b> Foundation Staff will be sending out the Board of Directors and Staff Contact list for any updates that may need to be made.
	<b>Finish Line Funding - Student Emergency Fund.</b> The district received \$125,000 in Finish Line Funding for emergency funds to students to limit educational gaps and provide students the support to get to the “finish line” of their college and educational goals from the Foundation for California Community Colleges.
<b>Directors Reports</b>	<b>No Report.</b>
<b>Affiliate Reports</b>	<b>Friends of the Mendocino College Coastal Field Station and Natural Sciences (FMCCFSNS).</b> No Report.
	<b>Lake County Friends of Mendocino College (LCFMC).</b> Report attached for information.
	<b>Friends of Mendocino College Coast Center (FMCCC).</b> Report attached for information.
	<b>Friends of the Mendocino College Theatre (FMCT).</b> No Report.
	<b>Friends of Mendocino College Culinary Arts Program (FMCCAP).</b> No Report.
	<b>Friends of Mendocino College Recording Arts &amp; Technology (FMCRAT).</b> No Report.
	<b>Friends of the Mendocino College Gallery (FMCG).</b> No Report.
	<b>Friends of the Mendocino College Nursing Program (FMCNP).</b> No Report.
	<b>Mendocino College Athletic Boosters (MCAB).</b> No Report.
	<b>North County Friends of Mendocino College (NCFMC).</b> Director Harden announced that the NCFMC are planning a meeting for next month.



	<b>Friends of Mendocino College Agriculture (FMCA).</b> Director Cornell advised that the FMCA is meeting tomorrow, February 3 <sup>rd</sup> for their first meeting of the year.
<b>FUTURE AGENDA ITEMS</b>	<ul style="list-style-type: none"> <li>• Review of future Board of Directors meetings days and times</li> </ul>
<b>ADJOURNMENT</b>	<p>The meeting of the Board of Directors of Mendocino College Foundation, Inc. adjourned at 1:33 pm by Foundation President Dow.</p> <p>Submitted by: Eliza Fields, Administrative Assistant II, Mendocino College Foundation, Inc.</p>