



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 EXECUTIVE COMMITTEE MEETING
Approved at the Executive Committee Meeting on May 18, 2021**

A regular meeting of the Mendocino College Foundation, Inc. Executive Committee convened on Tuesday, March 16, 2021 via Zoom.

GENERAL MATTERS				
Call to Order	The meeting was called to order by Foundation President Dow at 3:04pm.			
Members Present	Tom Dow, President	Present	Channing Cornell	Present
	Linda Chapman, Vice President	Present	Mark DeMeulenaere	Present
	Marilyn Harden, Immediate Past President	Present	Tom Herman	Absent
	Timothy Karas, Secretary/Treasurer	Present	Travis Scott	Present
	Jerry Chaney	Present		
Staff Present	Eliza Fields, Administrative Assistant II/Scholarship Coordinator			
College Staff Present	Eileen Cichocki, Assistant Superintendent/Vice President of Administrative Services Joe Atherton, Director of Fiscal Services			
Guests Present	None.			
Public Comment <i>Director Cornell arrived at 3:07pm</i>	None.			
Approval of Agenda	M/S/C (Scott/Chapman). To approve the agenda as presented and to approve the minutes from December 1, 2020 as presented. The matter passed 8-0.			
DISCUSSION/ACTION				
Finance Committee	Investment Portfolio. February 28, 2021 reports attached for information.			
	Donations Summary Report. An updated donations summary report was provided for information.			



	<p>20/21 Budget Update. Director DeMeulenaere reported on the meeting of foundation staff and fiscal staff to review the 20/21 budget. There has been a cost savings due to the departure of the Executive Director. Foundation expenditures are projecting as budgeted.</p>
	<p>21/22 Budget Preparation. Director DeMeulenaere advised that Foundation staff and Fiscal staff have begun meeting to prepare the draft 21/22 budget. There will be a cost savings due to the Executive Director position being vacant until January 2022.</p>
	<p>Administrative Costs – Investments. Director DeMeulenaere presented the idea of implementing a fee to pay for the Foundation’s administration costs associate with the endowment accounts. This is a normal and customary fee that many Foundations charge to administer the portfolios in their charge and one the Foundation has not levied in the past. This was part of a larger discussion regarding generating revenue during these difficult times. The suggested fee level was 1% in line with surrounding foundation rates of .5%-2%.</p>
<p>Foundation President Report</p>	<p>Director’s Contributions. Foundation President Dow thanked the directors who made their annual contribution to date.</p>
	<p>Ad Hoc Committee – Review & Assess Structure & Operations. Foundation President Dow provided an update on the Ad Hoc Committee reviewing and assessing the structure and operations of the Foundation. The Executive Director job description has been reviewed and updated. The job description will go to the Foundation Board of Directors for approval in early April. Additionally, the hiring committee is beginning to be formed. The projected hire date is November 2021.</p>
<p>Scholarship Committee</p>	<p>21-22 Scholarship Season. Scholarship applications are currently in the review process. Over 160 applications were completed for the 21-22 season. Congratulation letters and certificates will be mailed out mid-April. The Lake County Friends of Mendocino College affiliate will be putting together their first ever virtual Scholarship Reception to be held on Saturday, May 1st.</p>
<p><i>Director Scott departed at 4:10pm</i></p>	<p>AAFG Transfer Scholarship. Joe Atherton, Director of Fiscal Services, proposed a new initiative for the AAFG program to provide a transfer scholarship to those students who complete their AA/AS degree, certificate completion or move on to transfer to a 4-year college or university from Mendocino College.</p>
<p>Land Committee</p>	<p>Foundation Properties Easement. The district has received a resiliency grant from Community Foundation of Mendocino County to review the road proposal and conduct some studies to create an emergency egress road out of the College over to Orr Springs Road.</p>



Special Events Committee	No Report.
Superintendent/President Report	2021 Commencement. President Karas asked for the Foundation’s support in providing lawn signs and restaurant meal for students to celebrate commencement again this year. This celebration was well received and with students not being able to participate in a tradition ceremony these options give it a special touch.
Foundation Staff Report	Brown Act Training. Vice President Cichocki reached out to School & College Legal Services regarding a condensed version of the Brown Act training they offer. School & College Legal Services has offered a one hour training of Brown Act basics and Q+A. This training will take place at the full Board of Directors meeting in early April.
	News Releases. News Releases were provided for information.
	Finish Line Scholarship. 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. The second round of funding will need to be distributed mainly through scholarships. The district is working with the Foundation to use their scholarship software, “AwardSpring”, to conduct the identification of these students.
	MEDSTAR EMT Student Stipends. Thank you to the generous donation from MEDSTAR ambulance, the foundation has been able to provide \$250 stipends to 32 EMT students to assist with the costs associated with the program.
	AAFG Adoptions 2021. To date, there is 54 AAFG adoptions. Emails will begin going out to schools and their principals to begin making selections for the awards.
	Nursing Donation. The Foundation has received two of the three donations for the categorically funded nursing faculty position. These donations are for the 21-22 fiscal year.
	Food Pantry Funding. The Foundation has received a grant from the Community Foundation of Mendocino County for Food Pantry Funding. This funding will be distributed in the form of grocery giftcards to Mendocino College students in need.
FUTURE AGENDA ITEMS	
ADJOURNMENT	The meeting of the Board of Directors of Mendocino College Foundation, Inc. adjourned at 4:36 pm by Foundation President Dow.



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Foundation

	Submitted by: Eliza Fields, Administrative Assistant, Mendocino College Foundation, Inc.
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