



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 August 9, 2022

A regular meeting of the Mendocino College Foundation, Inc. Board of Directors convened on Tuesday, June 14, 2022 at Mendocino College, Main Campus, Board Room 1060, 1000 Hensley Creek Road, Ukiah, CA 95482 and via Zoom.

GENERAL MATTERS				
Call to Order	President Chapman called the meeting to order at 12:07pm.			
Members Present	Linda Chapman, President	Present	Marilyn Harden	Present
	Travis Scott, Vice President	Present	Matthew Kendall	Absent
	Timothy Karas, Secretary/Treasurer	Present	Tod Kong	Present
	Greg Cavalin	Present	Todd McMahon	Present
	Jerry Chaney	Absent	Tina Rader	Present
	Channing Cornell	Present (@ 12:15pm)	Barbara Rice	Present
	Donald Coursey	Present	Irma Turner	Present
	Jay Epstein	Present		
Staff Present	Julie McGovern, Foundation Executive Director Eliza Fields, Administrative Assistant II/Scholarship Coordinator			
College Staff Present	Joe Atherton, Director of Fiscal Services			
Guests Present	James Demmert, Main Street Research Wilda Shock, Lake County Friends of Mendocino College			
Public Comment	None.			
Approval of Agenda & Minutes	Foundation Executive Director, Julie McGovern, requested to add "Coastal Development" under Foundation Staff - Reports for Information. M/S/C (Scott/Harden). To approve the agenda as presented with addition of "Coastal Development" under Foundation Staff report for information for June 14, 2022, and to approve the minutes from the regular meeting held on February 8, 2022. The matter passed 12-0.			



TIMED ITEMS	
James Demmert, Main Street Research <i>Director Epstein left @ 12:19pm</i>	Portfolio Update. James Demmert discussed the importance of managing risk. Stop losses did exactly what they were supposed to do throughout the last year; buy or sell a specific stock once the stock reaches a certain price. James Demmert advised that currently there is a bearish market. The market is experiencing decline associated with rising rates.
COMMITTEE REPORTS	
Finance Committee	Investment Portfolio. Schwab reports ending on May 31, 2022 were included and reviewed for information.
	Donations Summary Report. An updated donations summary report was provided for information.
	Foot Endowment – Distribution Policy. Recommendation from the Executive Committee to increase the distribution policy from 4% to 5% distribution. Regarding increasing the distribution out of the Foote endowment, this will increase the number of scholarships therefore reduce the scholarships out of the General endowment while still providing the same number of scholarships. This distribution will be based on the market value of the endowment for each fiscal year.
	22/23 Foundation Budget. Foundation Staff and Fiscal Staff have revisited and reviewed the 22/23 budget on several occasions over the last few months including with the Finance and Executive Committees. The annual distribution has been set at 6.0% spend rate and a one-time 5% allocation out of the Coast endowment to cover the cost of Coastal Development as well as a 5% spend out of the Foote endowment for scholarships which provides a balanced budget going into 22/23.
Scholarship Committee	22/23 Scholarship Season Review. Over 400 students logged in to complete a scholarship application for the 22/23 scholarship season. Upon the deadline, 234 students had filled out and completed their scholarship applications. Over \$206,000 was given out in scholarship funds to 119 students.
	Scholarship Thank You Letters. Thank you letters from scholarship recipients were included for review.
Land Committee	No Report.
Special Events Committee	Mendocino College 50th Anniversary – Foundation Gala 2023. The Special Events Committee continues to meet monthly. A full picture report will be available at the next Board of Directors meeting. The date of the 2023 Gala is Saturday, May 13 th .



<i>Governance Committee</i>	New Director. Director Cornell discussed that ED, Julie McGovern and himself had met with Jared Hull after he expressed his interest in joining the Foundation Board. Director Cornell indicated that he recommended Jared Hull with no reservations and that he would be a wonderful addition to the Board of Directors.
DISCUSSION/ACTION	
<i>Foote Endowment – Distribution Policy</i>	M/S/C (Harden/McMahon). To approve the revised Distribution Policy to the Foote Endowment as presented. The matter passed 11-1 (no: Coursey), motion carried.
<i>22/23 Foundation Budget</i>	M/S/C (Scott/Turner). To approve the 22/23 Foundation Budget as presented. The matter passed 12-0.
<i>22/23 Affiliate Budgets</i>	M/S/C (Turner/Harden). To approve the 22/23 Affiliate Budgets as presented. The matter passed 12-0.
<i>Land Loan Repayment – Access Road</i>	The District will be taking the Emergency Access Road to bid in August with the cost coming in at roughly \$1.4 million to begin work in Fall 2022. The District is requesting \$325k from the Foundation land sale to alleviate a portion of the costs of the road. M/S/C (Rader/Scott). To approve the Land Loan Repayment for the Emergency Access Road as presented. The matter passed 11-1 (no: Turner), motion carried.
<i>New Director – Jared Hull, Farmers Insurance</i>	M/S/C (McMahon/Cornell). To approve new Director, Jared Hull, to the Foundation Board of Directors as presented. The matter passed 12-0.
<i>Affiliate Review – Ad Hoc Committee</i>	The Foundation will begin to review all affiliates. Joe Atherton, Director Scott and Director Turner will be apart of the Ad Hoc Committee. M/S/C (Rader/Karas). To approve the Affiliate Review – Ad Hoc Committee as presented. The matter passed 12-0.
<i>KZYX Program Coordinator</i>	KZYX and Mendocino College have partnered through the generous underwriting of previous Foundation President, Tom Dow, to begin conducting a “Mendocino College Moment” on KZYX. The Foundation is looking for a volunteer to be program coordinator for this show.



2022 Meeting Schedule	To continue through the 2022 year, all Foundation Board of Directors meeting will be in a hybrid setting.
REPORTS FOR INFORMATION	
Mendocino College Superintendent/President	<p>College Update. The 22/23 California State budget is being passed and the District's budget for 22/23 is a balanced budget. The emergency conditions under the pandemic will not continue through this fiscal year which means that the District is no longer under the "hold harmless" conditions therefore the District will receive funding for how many full-time students are enrolled at Mendocino College.</p> <p>Commencement. The 2022 Commencement Ceremony took place on campus this year for the first time in three years. Graduating classes from 2020, 2021 and 2022 participated with over 400 graduates attending. Congratulations Classes of 2020, 2021 and 2022!</p>
Foundation President	Director's Annual Contributions. Foundation President Chapman provided a reminder for Director's Annual Contributions.
	Foundation Board Member Responsibility. Foundation President Chapman reviewed a letter she had written regarding board member participation and responsibilities. The letter will be sent to all Board of Directors following the meeting. Letter attached for review.
Foundation Staff	New Releases. News releases were included for information.
<i>Director Coursey left @ 1:33pm</i>	Adopt A Fifth Grader – Update. There was 82 AAFG adoptions for 2022. Foundation Staff visited AAFG schools through Mendocino and Lake counties for award ceremonies delivering certificates and checks to the AAFG recipients. Letters were mailed out at the beginning of May to AAFG recipients that are graduating High School Seniors for 2022 on how to take advantage of their scholarship. Outreach to those seniors will continue throughout the summer.
	Board of Directors Bios – Website. Foundation Staff requested that all Directors supply a photo and short one to two sentence biography to be placed on the Foundation's website. Over the coming months, the website will be revamped.
	Annual Thank You advertisement – Ukiah Daily Journal. The donor thank you ad for the Ukiah Daily Journal has been submitted. The ad will appear on Father's Day Sunday, June 19 th .
	NCLEX Exam Fee Campaign – Nursing Graduation. The Nursing Graduation took place on Thursday, May 21 st in Pomo Plaza on the Ukiah Campus. Executive Director, Julie McGovern, participated in congratulating



	the nursing students on their success and surprising them with checks to cover the cost of their NCLEX Exam Fees.
	Redwood Credit Union – Food Pantry Grant. Foundation Staff reported that after applying for grant funding through Redwood Credit Union a total of \$12k has been distributed for the Food Pantry. Thank you, Redwood Credit Union!
	Jantzen-Romelli Fund – CTE Scholarships. Donor advised, Jantzen-Romelli Fund, managed through the Community Foundation has generously given \$15k for CTE Scholarships for Mendocino College students. Thank you to the Community Foundation and the Jantzen-Romelli Fund!
	Alumni Association – Soft Launch. A long-term goal of creating a Mendocino College Alumni Association was realized with a soft launch at Commencement. Students from 2020, 2021 and 2022 received an invitation to join by emailing alumni@mendocino.edu . There is also a landing page on the Foundation website for Alumni: https://foundation.mendocino.edu/alumni-association/
	Coastal Development Director. Applications closed for the Coastal Development and Community Liaison on June 5 th . A hiring committee will be conducting interviews at the end of June. A full report will be provided at the next Board of Directors meeting.
Directors Reports	No Report.
Affiliate Reports	Friends of the Mendocino College Coastal Field Station and Natural Sciences (FMCCFSNS). Report attached for information.
	Lake County Friends of Mendocino College (LCFMC). Report attached for information.
	Friends of Mendocino College Coast Center (FMCCC). No Report.
	Friends of the Mendocino College Theatre (FMCT). No Report.
	Friends of Mendocino College Culinary Arts Program (FMCCAP). No Report.
	Friends of Mendocino College Recording Arts & Technology (FMCRAT). No Report.
	Friends of the Mendocino College Gallery (FMCG). No Report.
	Friends of the Mendocino College Nursing Program (FMCNP). No Report.



	Mendocino College Athletic Boosters (MCAB). No Report.
	North County Friends of Mendocino College (NCFMC). No Report.
	Friends of Mendocino College Agriculture (FMCA). No Report.
	Friends of Mendocino College Veterans and Dependents (FMCVD). No Report.
	Friends of Mendocino College Music Program (FMCMP). No Report.
FUTURE AGENDA ITEMS	<ul style="list-style-type: none"> • KZYX Program Coordinator • Adopt A Fifth Grader - Update
ADJOURNMENT	<p>The meeting of the Board of Directors of Mendocino College Foundation, Inc. adjourned at 2:01pm by Foundation President Chapman.</p> <p>Submitted by: Eliza Fields, Administrative Assistant II, Mendocino College Foundation, Inc.</p>

Mendocino College Foundation Affiliate Budget Form

Proposed Annual Budget July 1, 2022 - June 30, 2023

Affiliate Organization Name Friends of the Mendocino College Gallery

Prepared by: Lisa Rosenstreich

Proposed income may include donations; sales of; matching funds; or anything other.

This budget should be discussed or shared with the members of your affiliate or steering committee

*Please note, all affiliate budgets need to be submitted to the Foundation in May of each year.

Beginning Balance (can be assumed/proposed) **\$ 5,943.00**

Proposed Income

Request for Proposal National Call Entry Fee \$500.00

Total Income **\$500.00**

Proposed Expenses

Guest Artist Speaker Series \$ 1,000.00

Digital display for video and other presentations * \$800.00

Total Expense **\$1,800.00**

Proposed ending balance **\$4,643.00**

* Funds requested for this expense through Program Review. If approved, will not use Affiliate funds.

Annual Budget July 1, 2022 – June 30, 2023

Friends of Mendocino College Coast Center

Prepared by: Barbara Rice

Proposed income may include donations; fundraising events; matching funds; or anything other

Beginning Balance			\$3376	
Proposed Income				
General Appeal			\$ 500	
December E-Mail Appeal			\$ 500	
Fundraising Events			\$1000	
Total Income			\$2000	
Proposed Expenses				
FMCCC Scholarship			\$1000	
Student and Center Needs			\$2000	
Ending Balance			\$2376	

Mendocino College Foundation Affiliate Budget Form

Proposed Annual Budget July 1, 2022 - June 30, 2023

Affiliate Organization Name Friends of the Mendocino College Veterans and Dependents (FMCVD)

Prepared by: Anastasia Simpson-Logg

Proposed income may include donations; sales of; matching funds; or anything other.

This budget should be discussed or shared with the members of your affiliate or steering committee

*Please note, all affiliate budgets need to be submitted to the Foundation in May of each year.

Beginning Balance (can be assumed/proposed) **\$ 3,025.00**

Proposed Income 1,000.00

Total Income **\$ 4,025.00**

Proposed Expenses

Support Students initiating VA Educational Benefits \$ 1,500.00
Support Students in PTA Program \$ 1,500.00

Total Expense **\$ 3,000.00**

Proposed ending balance **\$ 1,025.00**



June 14, 2022

To MC Foundation Board Members,

The level of attendance at scheduled board meetings and committee meetings has declined over time. Much of this can be attributed to COVID. It is not as simple as logging onto Zoom for meetings as many of you have increased responsibilities at home and work.

That said, the Foundation is a multi-million-dollar entity and the responsibilities of board members include a commitment to the mission and bylaws of the Foundation. Without full participation of members, the work of the Foundation is compromised. If we do not have a quorum, we cannot vote on issues that may need action in a timely manner. Returning to the specific requirements outlined in the bylaws in the fairest way to address this issue. This does not mean there is no room for special circumstances that require missing meetings. Board members with consistent absences will have to determine if they have the time and commitment to continue as a board member. Circumstances change and may result in an inability participate in Foundation meetings and activities as intended.

Each of you is a valued member of the Foundation that continues to thrive because of you. Your work on the Foundation is a very important and impactful way to contribute to our community.

Lastly, I urge you all to attend the special events of the Foundation that involve our students. They are so eager to speak to adults who can validate their career choices. And they are so grateful for the foundation support and express it freely. If you are not attending any of these events when possible, I am of the opinion you are missing out on one of the most inspiring aspects of foundation board membership.

I look forward to our continued work together.

With appreciation,

Linda Chapman
President