



ADMINISTRATIVE PROCEDURES

No. 3600.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

MENDOCINO COLLEGE FOUNDATION, INC.

The Mendocino College Foundation, Inc., as an auxiliary organization, may only provide services, functions, or programs as specified in Section 59259 of Title 5 of the California Code of Regulations, including facilities and equipment; loans, scholarships, grants-in-aid; workshops, conferences, institutes, and federal projects; gifts, bequests, devises, endowments and trusts; and public relations programs.

The Board of Trustees of Mendocino College shall:

- (a) Ensure that an audit of the Mendocino College Foundation, Inc. is performed annually;
- (b) Periodically review and submit any changes in district implementing regulations to the Chancellor for approval;
- (c) Submit to the Chancellor any changes made in any written agreement, articles of incorporation, bylaws or other governing instrument pertaining to the Foundation;
- (d) Once per year, or as necessary, review the Foundation for compliance with pertinent Education and Title 5 codes and district implementing regulations, including the bylaws of the Foundation, and the written agreement between the Board of Trustees and the Foundation.
- (e) Prepare and keep a list of auxiliary organizations;
- (f) Report to the Chancellor as may be required on the Foundation's operations.

A certified public accountant (CPA) shall be selected by the Foundation, and the Superintendent/President, or designee, shall forward the applicable auditing and reporting procedures to the selected CPA.

The Superintendent/President shall be responsible for ascertaining the integrity, propriety, and compliance with policies and regulations of the Foundation's expenditures.

The purposes and operations of the Foundation shall conform to all applicable regulations, agreements, bylaws, and laws, including the pertinent sections in the Education Code and Title 5.

The Board of Directors of the Foundation shall approve all expenditures and fund appropriations of the Foundation. Expenditures/appropriations outside the normal business of the Foundation shall be approved by the Superintendent/President and the Chief Business Official of Mendocino College.

The Board of Directors of the Mendocino College Foundation, Inc. shall conduct its business

in public meetings in accordance with the provisions of Education Code, Government Code and Title 5.

No member of the Board of Directors shall have any financial interests which are directly and materially affected by the contracts or transactions of the Foundation.

References: Education Code Sections 72670 et seq.;
Government Code Sections 12580 et seq.;
Title 5 Sections 59250 et seq.