



ADMINISTRATIVE PROCEDURES

No. 314.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

MENDOCINO COLLEGE FOUNDATION, INC. PROCEDURES

1. The MCF, 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.
2. The BOT shall:
 - (a) Insure that an audit of the MCF 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 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.
3. A certified public accountant shall be selected by the Foundation, and the President of the college, or his designee, shall forward the applicable auditing and reporting procedures to the selected CPA.
4. The President of the college shall be responsible for ascertaining the integrity, propriety, and compliance with policies and regulations of the Foundations expenditures.
5. 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.
6. 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 President of the college and the Chief Financial Officer of the college. (Reference ECS 72675)
7. The Board of Directors of the MCF shall conduct its business in public meetings in accordance with the provisions of Chapter 9 (commencing with Section 54950) of Part 1 of the Government Code. (Reference ECS 72674)
8. No member of the Foundation Board of Directors shall have any financial interests which are directly and materially affected by the contracts or transactions of the Foundation.

Adopted: November 4, 1998