

BOARD OF DIRECTORS MEETING MINUTES

Wednesday, January 13, 2021

4:00 PM

MEETING HELD VIA ZOOM**MEMBERS PRESENT**

Andrew Ausonio
Susie Boutonnet
Dr. Linda Bynoe
Jeremy Green
Rosalyn Green
Jason Griffin
Steve Haigler
Jean Hurd
Evelyne Lamson
Rob Lee
Stephan Lins
David Martin
Dr. Patsy Tinsley McGill
Dr. Peter Purdue
Kelly Saunders
Nathan Steen
Lin Sullivan
Ruth Thompson
Linda Yellich

STAFF PRESENT

Beccie Michael
Gina Bianchi
Gerardo Olivares
Karen Kelly
Allison Payne
Daisy Chaidez

MEMBERS ABSENT

Angelica Arroyo
Andrew Liu
Joe Servi
Joyce Simon

1. **Meeting called to order by Rob Lee, President at 4:02PM.**
2. **PUBLIC COMMENT**
There was no public comment.
3. **RECOGNITION /GUESTS**
Our guest speakers will be introduced during the special presentation; otherwise, there are no guests.
4. **INTRODUCTION OF BOARD MEMBERS (Rob Lee)**
 - Rob Lee introduced himself to the rest of the board and asked every board member and staff to do a brief introduction and share something about themselves. The board then welcomed the new board members, Andrew Ausonio, Evelyn Lamson, and Linda Yellich.
5. **APPROVAL OF DECEMBER 9, 2020 MINUTES – ROB LEE, PRESIDENT**
Jason Griffin made a motion to approve the December 9, 2020 Board meeting minutes.

Second: Ruth Thompson

All in Favor: Andrew Ausonio, Susie Boutonnet, Jeremy Green, Rosalyn Green, Jason Griffin, Steve Haigler, Jean Hurd, Evelyn Lamson, Rob Lee, Stephan Lins, David Martin, Dr. Peter Purdue, Kelly Saunders, Nathan Steen, Lin Sullivan, Ruth Thompson and Linda Yellich.

Nays: None

Abstentions: Dr. Patsy Tinsley McGill and Dr. Linda Bynoe

Motion Carries.

6. SPECIAL PRESENTATION: EVANS COLLEGE INCENTIVE PROGRAM (Beccie Michael)

- Beccie Michael introduced Daisy Chaidez from the College Incentive Program and Daniel Garcia, College Incentive Program (CIP) student and MPCF Intern. Beccie then presented to the board regarding the CIP, including an overview, history, and outcomes to date (a copy of the presentation is available upon request).
- Daisy Chaidez shared a little bit about her role in the Evans CIP. She described the resources that are provided for these students and her role as the students' primary point of contact.
- Daniel Garcia, a CIP student shared his experience as a student and the importance of the program for first generation students. He also shared how this program has helped him focus on school and believe in himself. He is also currently interning at the MPC Foundation, hosting virtual social events to engage and connect with other CIP students, in particular those who are new to the program/MPC.
- Beccie thanked Daisy and Daniel for sharing their presentation and experiences. Linda Yellich made a comment and thanked the presenters as well.

7. REPORTS

A. COLLEGE REPORT – DAVID MARTIN

- President Martin will be combining his report 7A and item 8A (**MPC'S RE-OPENING PLAN**) under the same item.
- Mr. Martin shared that MPC is currently in between semesters, so it is a quiet time at MPC as students and faculty rest from their hard work in the fall semester and get ready to return in spring of 2021.
- David shared that the district recently passed Measure V and we are going to go through a lot of enhancements and renovations of our campus. These projects will be prioritized depending on campus needs.
- David then explained which classes are currently offered on campus (face-to-face) and why. Degrees like the dental assisting program, automotive and others are in high demand and require hands on training.
- David then shared the plans for campus reopening. One of the big steps is to open the Student Center following all the safety protocols, socially distant and with all the proper cleaning procedures and by appointment only. This initiative is moving forward based on the demand from students who take their teste from their cars, while utilizing the Wi-Fi at MPC. MPC is continuing to consider options and the changes will not be ready on day one of the spring semester, but rather they will move along with the state plans. MPC will do everything in its power to move forward with the re-opening plans; the next stage is stage two and while we do not have a definitive date, we are working hard and observing all safety guidelines.
- David concluded his report by asking if there were any questions from board members and thanked everyone for the opportunity to present MPC's plans. Patsy McGill asked a question about enrollment for Spring 2021. David explains that when comparing to last year's (pre-Covid) enrollment, it is not a normal decrease, but it is something that has been seen statewide in higher education. We are hoping for our numbers to increase as the beginning of Spring 2021 gets closer. One possible explanation that has been discussed throughout higher education circles is since some students are thinking that face-to-face will return in fall semester of 2021 with the arrival of the vaccine, they are thinking that maybe is a good idea to take Spring 2021 off.

B. PRESIDENT’S REPORT – ROB LEE, BOARD PRESIDENT

- Rob Lee started his report by thanking all board members who contributed to the MPC Foundation in 2020, even though it was a very challenging year, it was a successful year for the Foundation which means that ultimately more resources will be available for our students.
- Rob also shared that the final results of 2020 fundraising efforts will be presented on the next BOD meeting since we are still working on closing 2020 financials
- An update on our participation on the MC Gives! Campaign: the latest report for our 2020 donations through that campaign are \$19,721 before the matching funds from CFMC. This is our best year yet - last year we raised under \$15K.
- Also, there is an update on the Payroll Protection Program, which is open for a second round, so we are looking into whether the Foundation qualifies for a second forgivable loan and will inform the board as to how this progresses.
- Lastly, please mark your calendars for Feb. 25th for donor appreciation zoom virtual event! Please attend, those events are a lot of fun, having attended two last year, they have set the bar really high and I can’t wait for this next event.

C. EXECUTIVE DIRECTOR’S REPORT – BECCIE MICHAEL

- Beccie started her report by reminding the board that she emailed the 2021 board member binder on December of 2020. Please let her know if you have any questions.
- Beccie wanted to thank new board member Andrew Ausonio for signing his company as a new Business Partner at the \$5K level! It is a great way to start your time here with us at the MPC Foundation. Beccie expanded her thanks to all board members since we had a really high board engagement last year - thank you for all your donations!
- Beccie explained that at our last meeting, she mentioned that we had just received a \$75,000 estate gift from Edward and Elizabeth MacKenzie. They have designated this very generous gift to be used for scholarships “at the Board’s discretion.” Gina and Beccie will be working on pulling together some information and Beccie will present the board with some options at our next board meeting in February.
- Beccie added that we are now actively promoting our 2020-2021 scholarships and accepting online applications through March 12, 2021. This year we have more than \$500,000 in scholarships to award (this is in addition to the CIP program we reported on earlier). Gina Bianchi is holding a series of application workshops and holding virtual office hours for students to get help with their applications. Reminder that our advisory group will meet in early March for an orientation and will then begin scoring applications; and our virtual Scholarship Ceremony is scheduled for the evening of Thursday, May 13.
- Beccie shared a summary of recently awarded grants, which include:
 - \$20,000 received from Chevron in support of STEM programming at MPC (specifically the Astrophotography project which will enhance MPC’s existing telescope systems with photographic equipment and allow the College to develop a digital imaging component for Astronomy and Physics courses.
 - \$20,000 received from the Nancy Buck Ransom Foundation to be used for general operating support.
- Beccie then listed a few grant proposals that were recently submitted:
 - Monterey Peninsula Foundation/Chevron – Aces for Access grant proposal submitted; Funds requested in the \$20,000 - \$30,000 range to support STEM internship opportunities for MPC students.
 - National Science Foundation (NSF) - Improving Undergraduate STEM Education (HSI) – Submitted all documents required to apply as a partner in this CSUMB-led grant proposal to

support the *Inclusive and Integrative STEM Education through Undergraduate Research* project. If funded, MPC would receive \$85,311 over two years.

D. BOOSTER COMMITTEE REPORT – STEPHANS LINS, CHAIR

- Stephan shared that the Booster committee had a great event, which was very successful on December 17th last year. Our zoom event was well attended and very well received.
- The theme for the event was overcoming adversity and we invited two MPC alum as our key speakers.
- We had about 70 people who joined us. Great event for the Booster Club, overall a success so we are beginning to think about another event, which we hope will bring even more people.

8. BUSINESS

A. MPC'S RE-OPENING PLAN – DAVID MARTIN

- This item was covered by David Martin as part of his report, see item 7.A.

B. CONFLICT OF INTEREST FORM – ROB LEE

- Rob Lee explained that as per our regulations, we, as board members, need to fill out a Conflict of Interest form annually, and we have confirmed with our auditors that this can be filled out electronically. It is a Google form and the link to complete it will be shared in the chat box, as well as sent to the Board later this evening by email.

C. POTENTIAL PERSONNEL POLICY UPDATES - BECCIE MICHAEL

- Beccie wanted to bring an information item and get some feedback from board members for this item which will later be brought forward as an action item.
- Beccie explained that as the board knows, we have a program named FASA that is available grants for MPC employees, but this is not available for Foundation employees. Beccie continued explaining how the Foundation has a budget for professional development each year for Foundation employees to attend conferences, meetings, etc. Beccie mentioned that a few Foundation employees brought up the topic of wanting to advance their degrees and she would like to explore whether the Foundation would be able to help with reimbursing part of that cost.
- The goal of the Foundation has always been that of trying to emulate MPC employees benefits and provide those when possible for our own employees. Beccie looked at MPC's benefits and found that MPC's classified employees can get up to \$1,600 per year for educational reimbursement and they can also apply for FASA, but as a Foundation employee, as of now, you don't get either. Beccie would like to hear what the board members think about a potential model for Foundation employees.
- Patsy supports the initiative and thinks that from the planning perspective for the employee and the Foundation as well, having a set amount might be beneficial.
- Jean agreed that having a set amount for the employee might be beneficial.
- Linda Bynoe made a comment that if MPC employees can access up to \$1,600 per year and they can also apply for FASA, she thinks that Foundation employees should have the same resources being that she is an equal opportunity advocate. The budgets or funding might be different, but the resources should mirror MPCs.
- Stephan mentioned that maybe having some kind of language that aligns with available funding depending on the year and the budget of that year might be a more realistic way of planning from an administrative point of view, having a set amount for the employee could be beneficial, but it should align with our budget.
- Jeremy Green mentioned that open ended might be beneficial for the same reasons Stephan mentioned.

- Beccie thanked everyone for their feedback and mentioned that since this is a board item, you cannot email the whole board with your thoughts and comments due to the Brown Act, but you can definitely email her so she can work on a plan to bring this matter to our next board meeting.
- Beccie continued that the second potential update has to do with Foundation employee retirement and loyalty. Beccie continued to share that we have a great team at the Foundation. One employee in particular has surpassed the ten-year mark, and another couple are coming up to that milestone, too. Beccie shared that the MPC Foundation employee retirement plan has been in effect since 2017, at that time a 4% employer contribution was established for all full-time employees.
- As the Foundation grows and employees gain more experience, other opportunities with benefits are presented to our staff, and in an effort to incentivize our staff to stay with the Foundation, especially given the benefits this has to the Foundation as a relationship-driven organization.
- Again, Beccie drew a comparison with what MPC employees' benefits are, and she is aware that the Foundation does not have the capacity to match that. Beccie continued that at the time the retirement plan for our employees was, when compared with similar regional nonprofit institutions was about 4 to 6% so we are on the lower end of that range. As we have employees at the ten-year mark, and we are looking to keep them, and to help them secure a retirement, it would be great to increase the 4% that the Foundation currently has written in the policy. This will be a very manageable budgetary increase and it will be predictable since we know the time the employees started and where they are in their salary.
- Jason shared that what is seem the most in the industry is about 6%, so he suggested that it would be increased to 6%, and subsequently to 8% once the employee reaches a milestone of loyalty.
- Patsy suggested a 5-year step since 10 years is a long time and the workforce is very mobile now a days.
- The discussion continued with different ideas and suggestions from many board members and Beccie concluded that she will draft an idea to bring forward on our next board meeting. Again, if you have any thoughts or ideas, just email Beccie, but remember that the Brown Act does not allow the whole board to email back and forth about this matter.

9. ANNOUNCEMENTS

- No further announcements.
- Next Board Meeting will be on February 17, 2021 (Virtual Meeting) at 4:00 p.m.
- Kelly Saunders brought up the Conflict-of-Interest form, Beccie shared it in the chat and will email the board the link for the google form.

10. Meeting Adjourned by Rob Lee at 5:35 PM

Minutes presented by Gerardo Olivares on behalf of Susie Boutonnet, Secretary.