

BOARD OF DIRECTORS MEETING MINUTES

Wednesday, Feb 17, 2021

4:00 PM

MEETING HELD VIA ZOOM

MEMBERS PRESENT

Angelica Arroyo
Andrew Ausonio
Susie Boutonnet
Dr. Linda Bynoe
Jeremy Green
Jason Griffin
Steve Haigler
Evelyne Lamson
Rob Lee
David Martin
Dr. Patsy Tinsley McGill
Dr. Peter Purdue
Kelly Saunders
Joe Servi
Joyce Simon
Lin Sullivan
Ruth Thompson
Linda Yellich

STAFF PRESENT

Beccie Michael
Gina Bianchi
Gerardo Olivares
Karen Kelly
Allison Payne
Laura Loop

MEMBERS ABSENT

Rosalyn Green
Jean Hurd
Stephan Lins
Andrew Liu
Nathan Steen

1. **Meeting called to order by Rob Lee, President at 4:03PM.**
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. **APPROVAL OF JANUARY 13, 2021 MINUTES – ROB LEE, PRESIDENT**
Susie Boutonnet made a motion to approve the January 13th, 2021 Board meeting minutes as presented.

Second: Dr. Peter Purdue

All in Favor: Angelica Arroyo, Susie Boutonnet, Jeremy Green, Jason Griffin, Steve Haigler, Evelyn Lamson, Rob Lee, Dr. Patsy Tinsley McGill, Dr. Peter Purdue, Kelly Saunders, Joyce Simon, Lin Sullivan, Ruth Thompson and Linda Yellich.

Nays: None

Abstentions: None.

Motion Carries.

5. **CAMPUS PRESENTATION: MPC'S NURSING PROGRAM (LAURA LOOP)**

- Laura Loop, Director of the MPC's Nursing School, also known as the Maurine Church Coburn School of Nursing, presented to the Board. The particular name comes from the first donor that gave a donation to MPC and then a partnership was born with CHOMP, or Montage Health as it is now known.
- All Faculty for this program are employed by Montage Health and teach at MPC according to all rules and regulations of the State Colleges.
- Laura shared a presentation with details of the Nursing Program and gave an update of how the school has been doing during Covid times. The challenges were complex and there was some confusion in the beginning, but luckily after 5 or 6 weeks, there were mandated state regulations about essential workers which included the Nursing field.
- The challenges were met with teamwork, readiness and creativity, and the students were able to continue with their classes (including certain limitation and some wavers). Students were able to complete their required clinicals in nearby hospitals and followed all safety guidelines given by the state. Lara concluded her presentation by sharing the MCCSN website: www.mpd.edu/schollofnursing.
- Joyce asked a question about the dual enrollment of MPC students and CSUMB.
- Laura explained the particular instances when this would apply; one example is that there could be a student that is already a RN (registered nurse) but could be working on a bachelor's degree. She also explained that all the MPC classes are transferrable into the CSU system.

6. **REPORTS**

A. **COLLEGE REPORT – DAVID MARTIN**

- Mr. Martin started by sharing his pride about MPC's nursing program after Laura's presentation, and let the Board of Directors how our nursing graduates are very successful at finding jobs at our local community and they make us proud.
- David commented that MPC continues to monitor closely when vaccination will be widely available and will determine when we can bring back students in large quantities. We do see a light at the end of the tunnel, but we are still waiting for state guidelines to plan our timeline.
- David shared that if a class involves outdoor activities, we could bring students back following all protocols in a limited and controlled environment. These are mainly the athletics and kinesiology classes; this is a big step and we are slowly proceeding with this.
- In addition to these classes, we are re-opening our Student Center on a limited basis. This is by appointment only, and we are currently helping 15 to 20 students a day (throughout the day), following all safety protocols. This is a service provided to our most disadvantaged students that do not have the space or means to complete their coursework at home. David wanted to share how great our Student Services has planned this effort and we plan on slowly expanding the service on campus as the safety guidance gets updated.
- David wanted to thank the MPC Foundation and the Office of Advancement for being such a great asset to our students during these difficult times.

B. **PRESIDENT'S REPORT – ROB LEE, BOARD PRESIDENT**

- Rob Lee reminded all board members about our donor appreciation party next Thursday - it would be great to have a high turnout from our Board of Directors so we can help the foundation thank our donors.
- Another reminder that as a board we try to achieve 100% participation in board contributions. If you have the opportunity, we greatly appreciate everyone's participation.

C. EXECUTIVE DIRECTOR'S REPORT – BECCIE MICHAEL

- Beccie started her report by reminding the board that we are still promoting our Scholarship application and if you wish to join the review group, or if you think of somebody who might want to join, please let Beccie know. We always love to have new scholarship application readers on our Scholarship Advisory Group.
- Beccie wanted to share more about the naming of MPC's Athletics Stadium. We have been approached by the families spearheading the naming campaign about serving as fiscal agent for the fundraising campaign that will support the construction of naming-related signage at the stadium. Beccie has discussed this with President Lee, and is currently working with President Martin and VP Haigler on the details and next steps associated with this project. If we do get involved with facilitating the fundraising, we will be sure to have a written agreement in place outlining various roles and responsibilities. More information to follow as it becomes available.
- Beccie also had an update regarding E-teams. For the past several years, with the support of the Booster Club, MPC Coaches have utilized a software program called e-teams to reach out to athletes' contacts and ask for donations for their teams. The Booster Club's fundraising, on the other hand, focuses on athletics-wide fundraising. However, starting in March, the Foundation will more involved with e-teams and will begin to process donations made through this system. In the past, contributions went through the e-teams' non-profit organization, so this transition will provide a great opportunity for us to build relationships with more athletics supporters and also means much more of the funds raised will go directly to the program (approx. 92% vs. 80%).
- On January 28, we held a virtual Spring success party for College Incentive Program (CIP) students. Students participated in a gratitude project, received guidance, and were connected with a CSUMB Transfer Representative who specifically works with MPC students. The following week, all students who are meeting program requirements received a \$750 Spring incentive payment via PayPal, while those who are not are being contacted by Student Services staff to help them get back on track.
- Finally, Beccie added that we are currently preparing grant proposals to the Nancy Buck Ransom Foundation and Bank of America Foundation, both due this week.

D. INVESTMENT COMMITTEE REPORT – JASON GRIFFIN in lieu of NATHAN STEEN

- Jason will present in lieu of Nathan Steen who was not able to join the meeting.
- Jason shared that the MPC Foundation passed the ten-million-dollar mark as an organization, and after meeting a few weeks back, he is happy to announce that our finances are doing great despite a very difficult year.
- Jason shared that there are not significant allocations on the MPC Financial Portfolio so far this year. The finance committee had some discussions about value versus growth and will continue to monitor closely in future meetings if any minor adjustments are necessary.
- Jason continued to share the performance numbers as of December 31st, 2020. The balance on the intermediate fund was \$860K and that was up 9.66% for the year and our long-term fund had reached \$9,940,000 and this performance for the year was at about 12%.

7. BUSINESS

A. 2020 ANNUAL FINANCIAL STATEMENTS – JEREMY GREEN, TREASURER

- Jeremy Green asked the board to please follow along with the documentation provided. Following Jason's report, Jeremy shared that we had a good year overall considering the current circumstances.
- Jeremy pointed out a few columns on the totals of the balance sheet, like the two large estate gifts the Foundation received which coupled with a large donation to Scholarships, put the programs income at \$1.2 million above what was budgeted.
- Jeremy explained how the Special events income was down for obvious reasons (no events or gatherings were held in 2020 due to the pandemic). Despite this, the Foundation's total income was

still up at about \$1 million. This is real cash flow and not just investment gains, which really puts the Foundation in a strong position.

- Jeremy also shared that the \$150K that the Foundation gave for the bond measure for MPC was money well invested since it yielded a bond for \$230 million. Money well spent by the Foundation and great for Campus support.
- As Jason pointed out, our Investments did great last year.
- Finally, Jeremy concluded that our overall income was about \$1 million above what was budgeted, and with that, he recommends that the board approves the 2020 Financial Statements as presented.

Lin Sullivan made a motion to approve the 2020 Annual Financial Statements as presented

Second: Ruth Thompson

All in Favor: Angelica Arroyo, Andrew Ausonio, Susie Boutonnet, Dr. Linda Bynoe, Jeremy Green, Jason Griffin, Steve Haigler, Evelynne Lamson, Rob Lee, David Martin, Dr. Patsy Tinsley McGill, Dr. Peter Purdue, Kelly Saunders, Joyce Simon, Lin Sullivan, Ruth Thompson and Linda Yellich.

Nays: None

Abstentions: None.

Motion Carries.

B. PROPOSED PERSONNEL POLICY UPDATES - BECCIE MICHAEL

- Beccie shared that she is so thankful for everyone's participation and your comments regarding this item, which is a continuation of an information item brought to the board last month. Several people contacted her after the meeting and shared valuable insights that she has taken into account. She is very glad to hear that everyone supports our valuable employees here at the Foundation, and is also thinking about our organization's long-term financial health.
- Beccie explained that the options on how to proceed with this item are in the document attached, and she believes that these are rather conservative approaches and slowly making improvements for the employees at the Foundation.
- Beccie explained that the changes pertain to a financial incentive for education available to Foundation employees and the retirement plan, which has two parts - one is to raise the employer contribution and the other is to add an incentive for longevity.
- Ruth made a comment that this seems to be the right direction and hopes to make changes soon for the Foundation employees to be at the same level as other comparable organizations in the area as well as the college.
- Kelly Saunders wanted to mention that after reviewing the personnel policy, she had a question about Paid Time Off (PTO). She mentioned that the PTO for an employee after five years is 24 days a year plus 12.5 days of paid holidays. She expanded that this is about two months and wondered if this is normal for this industry.
- Linda Yellich replied that for businesses that she has worked in the past that would be normal.
- Beccie explained that these are paid holidays that are standard and aligned with MPC and the 24 days of PTO is a combination of vacation and sick time, since the Foundation keeps both together.
- Joyce Simon also commented that this is pretty normal.
- Beccie commented that the PTO section of the policy has not been reviewed since she started working at the Foundation.
- David Martin mentioned that this is very similar to the College's plan.
- Beccie asked Kelly if she would like further review of the PTO section, which we could revisit at a later board meeting. Kelly Saunders replied that it was okay to leave it at this time.

- Beccie went back to the recommendations and pointed out that in the section regarding retirement, it is not specified whether retirement benefits apply to temporary or part time employees, and she would like to clarify this.
- Linda Bynoe asked whether we have any employees in this category now, and Beccie clarified that we do have a part-time employee. Linda suggested that we should provide retirement benefits to part-time employees.
- After some further discussion, Beccie added to her recommended policy updates (option one on the attached document) that we include language to clarify that part-time employees will receive retirement benefits, but temporary employees will not.

Andrew Ausonio made a motion to approve the proposed personnel policy updates option one as presented

Second: Jason Griffin

All in Favor: Angelica Arroyo, Andrew Ausonio, Susie Boutonnet, Dr. Linda Bynoe, Jeremy Green, Jason Griffin, Steve Haigler, Evelyne Lamson, Rob Lee, David Martin, Dr. Patsy Tinsley McGill, Dr. Peter Purdue, Joe Servi, Joyce Simon, Lin Sullivan, Ruth Thompson and Linda Yellich.

Nays: Kelly Saunders

Abstentions: None.

Motion Carries.

C. FASA ADVISORY GROUP RECOMMENDATIONS - DR. PURDUE, FASA CHAIR

- Dr. Purdue started by sharing the new process for FASA since it is a significant change from last year. The program used to have two windows of opportunity to apply per year and that is how the program was run since its inception. Last year it was proposed to leave the FASA submissions open throughout the year, and funds will be available quarterly to fund any of these applications. The FASA Advisory Group needs to meet more often to discuss and make recommendations on these submissions. The idea behind this is that these FASA proposals would be brought up (as they come in) for recommendation of approval or denial by the time there is a next board meeting.
- These are the two proposals we have received so far in 2021. The FASA Advisory Group met and is bringing its recommendation forward at this board meeting. (Please see the documents attached.) The two proposals are great, the committee was able to review them very thoroughly since there were only two, and they are recommended for funding.
- Dr. Purdue presented the proposals and the reasons why the committee is recommending them for full funding. The total funding would be \$2,735.00 for which is way under the available funding for this particular quarter.

Ruth Thompson made a motion to approve the FASA Advisory Group recommendations as presented

Second: Linda Yellich

All in Favor: Angelica Arroyo, Andrew Ausonio, Susie Boutonnet, Dr. Linda Bynoe, Jeremy Green, Jason Griffin, Steve Haigler, Evelyne Lamson, Rob Lee, David Martin, Dr. Patsy Tinsley McGill, Dr. Peter Purdue, Kelly Saunders, Joe Servi, Joyce Simon, Lin Sullivan, Ruth Thompson and Linda Yellich.

Nays: None

Abstentions: None.

Motion Carries.

D. RECOMMENDATION REGARDING MACKENZIE FAMILY TRUST GIFT - BECCIE MICHAEL

- Beccie asked the board members to follow along the document included in the board packet.
- discussing with Gina, the recommendation is that the bulk of the estate gift should be endowed, and the Scholarship Advisory Group will decide how many students and at what amount they are awarded each year.
- Beccie mentioned that of the total gift, \$1,000 would be set aside to award a scholarship this year to start giving the opportunity to students, and to start honoring the McKenzie's gift right away.
- This Scholarship would be available to current students as well as HS students who are planning to apply to MPC.

Joyce Simon made a motion to approve the recommendation regarding McKenzie Family Trust Gift as presented

Second: Dr. Patsy Tinsley McGill

All in Favor: Angelica Arroyo, Andrew Ausonio, Susie Boutonnet, Dr. Linda Bynoe, Jeremy Green, Jason Griffin, Steve Haigler, Evelyne Lamson, Rob Lee, David Martin, Dr. Patsy Tinsley McGill, Dr. Peter Purdue, Kelly Saunders, Joe Servi, Joyce Simon, Lin Sullivan, Ruth Thompson and Linda Yellich.

Nays: None

Abstentions: None.

Motion Carries.

8. ANNOUNCEMENTS

- Beccie reminded everyone to please RSVP to our event next week if you haven't already.
- Next Board Meeting will be on March 17, 2021 (Virtual Meeting) at 4:00 p.m.

9. Meeting Adjourned by Rob Lee at 5:18 PM

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