

BOARD OF DIRECTORS MEETING MINUTES

Wednesday, April 21, 2021

4:00 PM

MEETING HELD VIA ZOOM

MEMBERS PRESENT

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

STAFF PRESENT

Beccie Michael
Gerardo Olivares
Allison Payne

MEMBERS ABSENT

Angelica Arroyo
Rosalyn Green
Evelyne Lamson
Andrew Liu
Joe Servi
Lin Sullivan

1. **Meeting called to order by Rob Lee, President at 4:05 P.M.**
2. **PUBLIC COMMENT**
There was no public comment.
3. **RECOGNITION /GUESTS**
Our guest speaker (Jacque Evans) will be introduced during the special presentation; otherwise, there are no guests.
4. **APPROVAL OF MARCH 17, 2021 MINUTES – ROB LEE, PRESIDENT**
Jean Hurd made a motion to approve the March 17th, 2021 Board meeting minutes as presented.

Second: Linda Yellich

All in Favor: Susie Boutonnet, Dr. Linda Bynoe, Jeremy Green, Jason Griffin, Jean Hurd, Rob Lee, Stephan Lins, David Martin, Kelly Saunders, Joyce Simon, Ruth Thompson and Linda Yellich.

Nays: None

Abstentions: Patsy Tinsley, Peter Purdue

Motion Carries.

5. **CAMPUS PRESENTATION: (Jacque Evans, ARC)**

- Jacque Evans presented regarding ARC (the Access Resource Center) at MPC and how it helps students with any disabilities. She explained the qualification process and how this program really minimizes the challenges that some students might experience by accommodating their needs.
- The services provided by the ARC center are instructional, counseling and supportive services. Using the High Tech Center and Adapted Physical Education, ARC helps provide a wide range of resources.
- The ARC center continues to support students virtually by phone, google meet and zoom. There are cases for accommodation authorizations for online facilitation and many other ways like equipment and technology loans.
- This year, ARC will be doing a virtual ARC Scholarship ceremony.
- Contact information for ARC and Ms. Evan's presentation is available upon request.
- Joyce Simon asked about how many students are helped by ARC every year, and Jacque Evans replied about 700 to 750 in a normal year, but during the pandemic these numbers have decreased significantly. Jacque also confirmed that ARC collaborates with many other local programs.

6. **BUSINESS**

A. **GIFT ACCEPTANCE POLICY UPDATE (BECCIE MICHAEL, EXECUTIVE DIRECTOR)**

- Susie Boutonnet started by explaining the purpose of the gift acceptance policy and how the taskforce worked to clean it up and update it since it had not been revised in a while. The document was organized, and some new sections were added based on questions from donors, staff and board members and given some conversations brought up in previous board meetings.
- Jean Hurd made a suggestion that acknowledgement letters include the date of the donation.
- Beccie pointed out that the Sustainability section is new to this policy but not new for the Foundation; it is a regular procedure that we currently follow, but we wanted to add it to this section in writing. That way we are being really transparent with our donors about our practices.

Jean Hurd made a motion to approve the updated gift acceptance policy as presented, including the suggested to include the date of donation in acknowledgement letters in section II F.

Second: Ruth Thompson

All in Favor: Andrew Ausonio, Susie Boutonnet, Dr. Linda Bynoe, Jeremy Green, Jason Griffin, Steve Haigler, Jean Hurd, Rob Lee, Stephan Lins, David Martin, Dr. Peter Purdue, Kelly Saunders, Joyce Simon, Ruth Thompson, Dr. Patsy Tinsley McGill and Linda Yellich.

Nays: None

Abstentions: None.

Motion Carries.

B. **FACULTY AND STAFF ADVANCEMENT AWARD ADVISORY GROUP RECOMMENDATION (DR. PETER PURDUE, FASA Chair)**

- Dr. Purdue presented the two FASA applications for this period. The first proposal was from Chris Kalima in the general counseling department, and the request was to get some embroidered polo shirts and jackets with the counseling department logo to wear at MPC events and off campus. The committee approved the jackets for a recommended amount of \$1,070.
- The second proposal was from Teddy Eck, and was for professional development for his theatre work. This is for an online conference with SIT, giving him two advantages by attending, to see how other people are conducting virtual classes and then implementing these methods to his teaching as well. The group recommends fully funding this proposal at \$1,700.

- Dr. Purdue recommended that both proposals are approved as presented.

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

Second: Linda Yellich

All in Favor: Andrew Ausonio, Susie Boutonnet, Dr. Linda Bynoe, Jeremy Green, Jason Griffin, Steve Haigler, Jean Hurd, Rob Lee, Stephan Lins, David Martin, Dr. Peter Purdue, Kelly Saunders, Joyce Simon, Nate Steen, Ruth Thompson, Dr. Patsy Tinsley McGill and Linda Yellich.

Nays: None

Abstentions: None.

Motion Carries.

7. REPORTS

A. COLLEGE REPORT – DAVID MARTIN

- David Martin started his report by sharing that we are almost done with the Spring semester and students are excited and getting ready for finals and graduation. This year there will be a virtual commencement ceremony with pre-recorded speeches and presentation videos.
- In addition to the virtual ceremony, we are attempting to replicate the graduation drive thru at the MPC Monterey Campus, similar to the one we had last year. This will happen sometime in late May.
- David shared that MPC is in the process of concluding the full-time faculty hiring process. This is a cyclical process that occurs every year and they are making five offers - stay tuned for future announcements.
- MPC Athletics has resumed with outdoor non-contact sporting events. We held our first baseball event in our brand-new renovated baseball stadium vs. Cabrillo College last week. The Lobos won, so that was a great way to open our new field. Also, the MPC track and field team went up to San Mateo to compete in an outdoor event following all safety precautions.
- We are also almost finished with updating the MPC mission statement. This is required to be updated every 7 years in the state of California and this is our year. Keep an eye out for the new mission statement to be unveiled in the near future.
- David shared updates regarding the Marina Ed. Center. Since receiving Measure V that started with a generous and humbling donation from the MPC Foundation, the plan is to develop an allied health center in Marina. There have been some preliminary conversations with CHOMP with them having a healthcare center across the street from MPC Marina Campus. This will be the central location for all of our health programs. We will continue to offer a wide array of general education courses in Marina, but we are looking to update the facilities to match all the needs of our health programs. No final decisions have been made, but local partners and the community are excited about this idea and we will keep our community and campus informed in the near future.
- Joyce Simon asked about the development and implementation of the Marina Campus for the health allied center and if there would be new buildings or transforming the building that is already there. David replied that there would be new buildings on land parcels adjacent to the campus. Joyce asked if having that CHOMP/Montage Facility in Marina will be integrated with our campus. David replied that currently our health program students need to travel to CHOMP and Montage as part of their training. Having the MPC Marina Campus and the Marina location of Montage would provide a great synergy for all health students having these two located less than a block away.
- Dr. Purdue asked about the possibility of MPC reopening for in-person classes in the Fall of 2021. David shared some information, since complete guidelines will be clearer by our next meeting, and

as of now, we are talking to faculty to see who will be interested in face-to-face teaching. David explained the moving light switch as a metaphor, and that instead of going from 0 to 100, we will have more options in the Fall and eventually keep opening more classes, with an idea of implementing in 10 to 15% increments.

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

- Robe Lee shared that the Financial Auditors have completed their virtual site visit, and the report will be ready for the June Board meeting most likely. The audit will follow the normal channels, going to the audit committee first and then brought to the board after that.
- We are continuing to work with the trustees of one of our donors who passed away, working with his attorneys and financial advisors. Mr. Pilat was a retired Faculty member in the creative arts department and he established an endowed Scholarship and an instructional materials endowment to support the creative arts department. We received \$525K in 2019 and we are expecting to receive another \$280K from his estate in the next few months.

C. EXECUTIVE DIRECTOR'S REPORT – BECCIE MICHAEL

- Beccie started her report by sharing an update on a generous gift. As many of you recall, our dear friend Jim Valentine passed away in March 2020. Jim was a wonderful supporter of MPCF for many years; he was a long-time PC member and attended nearly all of our events, including each of our EOO Galas. Jim has left us an incredibly generous unrestricted estate gift. He has established an endowment at CFMC and we are one of the primary beneficiaries. Based on the information we recently received from them, we anticipate receiving \$43k this year from his fund, and \$85k each year from 2022 onwards. This is going to have an enormous impact on our operating budget, which we will be discussing in our budget conversations and planning later this year.
- ERAP Update: we received 56 applications from students have applied already with minimal to no marketing (just an email to faculty and staff). We are working through each application with help from Financial Aid staff and have awarded approx. \$15k so far, with several other awards to be sent soon. In some cases, we are seeing students who are 8 months behind on rent and/or who have amassed significant utilities bills due to the pandemic.
- News in the College Incentive Program CIP: so far 41 HS seniors have been accepted and returned their acceptance letters. We are encouraging them all to attend "Join the Pack Day" on May 7th which is a special event to help incoming students complete the application and registration process. They are also invited to attend a summer bridge program to help prepare them to be successful college students.
- We also received another large (\$30k) gift from Mr. and Mrs. Evans this month, who continue to be very pleased with the program.
- Beccie shared the following grant updates:
Grants awarded:
 - \$20,000 received from Bank of America in support of the Evans College Incentive program and Student Internship program.Grant Reports/Proposals Submitted:
 - Barnet Segal Charitable Trust – We requested a \$15,000 grant in support of Maurine Church Coburn School of Nursing (MCCSN) students participating in the ADN-BSN Nursing degree program.
 - Union Bank Foundation and Union Bank – Both grant reports have been submitted (for Evans College Incentive Program support and Business Partners support).
 - Pebble Beach Company Foundation – Annual site visit was held (via phone conference) re: our 2021 grant application for CIP support.Grants in progress:
 - Yellow Brick Road Benefit Shop
 - Arts Council for Monterey County

- Union Bank Foundation and Union Bank

- Beccie also shared that we are seeing a wonderful response to both the Spring appeal and President's Circle mailings – she will share more information at the next meeting.

D. SCHOLARSHIP ADVISORY GROUP REPORT – BECCIE MICHAEL IN LIEU OF LIN SULLIVAN, CHAIR

- Beccie presented this report on Lin's behalf as she was unable to attend.
- Beccie thanked the Scholarship advisory group for their hard work, it is so rewarding to see our students getting some financial help. Beccie read the names of all members of the Scholarship Advisory group that includes board members, community members and some staff and faculty as well.
- So far, we have 255 completed applications vs 322 last year, but this is paired with how the attendance at community colleges has been impacted by the pandemic as well as a drop in financial aid applications statewide.
- In better news, we have 71 scholarships available vs 62 last year, and 349 awards pending vs 246 last year. We have \$396,000 to be awarded vs \$286,000 last year (plus \$40,000 for Baskin and Pister "outside scholarships").
- Beccie asked all Board members to please plan on attending the Scholarship Ceremony on May 13th at 5pm (zoom link will be sent in a few weeks).

8. ANNOUNCEMENTS

- Upcoming Event, Scholarship Ceremony May 13, 2021 Via Zoom 5:00pm
- Next Board Meeting will be on May 19, 2021 (Virtual Meeting) at 4:00 p.m.
- No more announcements.

9. Meeting Adjourned by Jeremy Green in Lieu of Rob Lee at 5:02 PM

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