

SPECIAL EXECUTIVE COMMITTEE MEETING
Monday, March 23, 2020, 3:30 p.m.
Large Conference Room, MPC Administration Building
Meeting Minutes

MEMBERS PRESENT:

Angelica Arroyo
Susie Boutonnet
Lewis Leader
Rob Lee
Stephan Lins
Ruth Thompson

MEMBERS ABSENT:

David Martin

STAFF PRESENT:

Beccie Michael
Gerardo Olivares
Allison Payne
Gina Bianchi
Karen Kelly

1. CALL TO ORDER

Meeting called to order: 3:35 p.m. by Ruth Thompson

2. RECOGNITION/GUESTS

None

3. PUBLIC COMMENT

None

4. APPROVAL OF MINUTES – Ruth Thompson

Approval of September 11, 2019 minutes

Motion by Ruth Thompson to approve minutes as presented

Second: Rob Lee

Ayes: Arroyo, Boutonnet, Lee, Lins, Thompson

Nays: None

Abstentions: Leader

Motion Carries.

5. UPDATES TO PERSONNEL POLICY – Beccie Michael

- Beccie Michael started by sharing that there is a document in the meeting packet, please review and follow along. The document is titled, Personnel Policy Updates - Models for Discussion.
- Beccie explained the options for the personnel policy proposed changes and elaborated on how these updates would impact the operations of the Foundation considering the circumstances of the pandemic.
- The committee discussed the models, including how they would be sustained and what impact they would have on operations and employees. Beccie confirmed that the operational budget for the 2020 year has already been approved, and our budget would not be impacted negatively by the proposed updates.
- The committee continued to discuss the circumstances of the pandemic. Ideas and comparisons to how other companies and similar nonprofits are responding to the situation were also discussed.
- After reviewing the options for the updates and various pros and cons, the committee decided to focus on choosing between options C and D (as outlined in the Personnel Policy Updates - Models for Discussion document).
- Stephan Lins asked about the main differences between Models C and D, and Beccie replied that

the main difference is the five extra days of PTO given in option C, which would require adopting a Resolution/Action Plan in response to the Covid-19 Pandemic in addition to updating the policy. In model D, there is no additional PTO because it is not dealing specifically with Covid-19 circumstances.

- Following additional discussion about Model D, Beccie suggested we add under number 2, a letter **c**. Letter **c** under number 2 would add, “The Executive Director may recommend additional Paid Time Off (PTO) days to be provided to employees, which would be recommended to the Executive Committee for approval.”
- After further discussion, the Committee asked that we add letter **d** to state, “The Executive Committee will review this policy for long-term closures every six weeks, as needed.”

Susie Boutonnet made a motion to approve Model D proposal with the amendments presented (addition of letters c and d under number 2)

Second: Rob Lee

Ayes: Arroyo, Boutonnet, Leader, Lee, Lins, Thompson

Nays: None

Abstentions: Leader

Motion Carries.

ANNOUNCEMENTS

Beccie informed the committee that we have added a new option to the “Donate Now” called Covid-19 Relief Fund to help all MPC students.

Beccie will email the MPC Foundation BOD with the outcome of today’s meeting regarding updates to the personnel policy.

Meeting adjourned at 4:37 p.m. by Ruth Thompson

Minutes respectfully submitted by Gerardo Olivares, Data and Digital Communications Manager