



MPC

FOUNDATION

MONTEREY PENINSULA COLLEGE

BOARD OF DIRECTORS MEETING MINUTES

Wednesday, November 9, 2022

4:00 PM

MEETING HYBRID - VIA ZOOM AND IN-PERSON

MEMBERS PRESENT

Debbie Anthony
Carla Becerra
Dr. Linda Bynoe
Susie Boutonnet
Jeremy Green
Jason Griffin
Dr. Alfred Hochstaedter
Jean Hurd
Evelyne Lamson
Stephan Lins
Rob Lee
Mary Alice Rennick
Joe Servi
Joyce Simon
Maria Ruess
Theresa Wright
Dr. Patsy Tinsley McGill
Marc Zacovic, Ph.D.

STAFF PRESENT

Gina Bianchi
Beccie Michael
Gerardo Olivares
Annie Tarbox
Allyson Payne

MEMBERS ABSENT

Andrew Ausonio
Tom Clifford
Steve Haigler
Steve Cardinalli
Linda Yellich
Lin Sullivan
Nathan Steen

1. **Meeting called to order by Rob Lee, President at 4:03 P.M.**

2. **PUBLIC COMMENT**

There was no public comment.

3. **RECOGNITION /GUESTS**

4. **APPROVAL of September 21, 2021, MINUTES – Rob Lee, PRESIDENT**

Jean Hurd made a motion to approve the September 21, 2022, minutes as presented

Second: Joyce Simon

All in Favor: Debbie Anthony, Carla Becerra, Susie Boutonnet, Jeremy Green, Jason Griffin, Dr. Alfred Hochstaedter, Jean Hurd, Evelynne Lamson, Stephan Lins, Rob Lee, Mary Alice Rennick, Joe Servi, Joyce Simon, Maria Ruess, Theresa Wright, and Dr. Patsy Tinsley McGill.

Nays: None

Abstentions: Maria Ruess

Motion Carries.

5. **BUSINESS**

A. **Determine Format For Board Meeting – Rob Lee**

- President Lee shared that this is a procedure that was also presented at our last board meeting, and this will be a recurring item on our agendas every month until it is no longer required. This is a resolution to authorize remote meetings if we choose to approve it.

Joyce Simon made a motion to adopt the Resolution to allow remote meeting (Via Zoom) only for the next 30 days.

Second: Maria Ruess

All in Favor: Debbie Anthony, Carla Becerra, Susie Boutonnet, Linda Bynoe Jeremy Green, Jason Griffin, Dr. Alfred Hochstaedter, Jean Hurd, Evelyne Lamson, Stephan Lins, Rob Lee, Mary Alice Rennick, Joe Servi, Joyce Simon, Maria Ruess, Theresa Wright, and Dr. Patsy Tinsley McGill.

Nays: None

Abstentions: None

Motion Carries.

B. Board Nominations (Jean Hurd, Nominations Advisory Group Chair)

- Jean Hurd thanked all members of the Nominations Advisory Group. The board submitted potential new members and the committee decided on the candidates who best fit our needs at this time.
- The Advisory Group is recommending two individuals are elected by the Board today: Pat Milowicki and Jeanette Walton, who would begin their terms on January 1, 2023 following completion of a Board Orientation session in December.
 - Pat Milowicki
 - Retired Attorney and Retired R.N. Current nonprofit volunteer.
 - Current Member of the World Affairs Council of Monterey Bay, Peninsula Club, Carmel Women's Club, Carmel Valley Women's Club, and Women of Wine. Past member of the Asian Art Society of Monterey Bay Board.
 - Past Program Chair and Scholarship Committee Member on the Asian Art Society of Monterey Bay Board.
 - Jeanette Walton
 - Retired Director of Associate Engagement and Diversity
 - Westside Community Services, The International Association of Black Actuaries, INROADS, Inc.,
 - The Village Project, NAACP and Democratic Club of the Monterey Peninsula
 - Director of Finance for the Democratic Club of the Monterey Peninsula.
 - Ms. Walton and her family are highly respected members of the Seaside Community for many years and have participated in MPC events throughout the years.
- Three Board members will complete their terms on the Board in Dec 2022 (Bynoe, Lee, Tinsley McGill).
- With the two proposed new board members and the recently elected Classified Staff Representative, Carla Becerra, we will have 22 board members in 2023.

Debbie Anthony made a motion to accept the board nominations as presented.

Second: Dr. Linda Bynoe

All in Favor: Debbie Anthony, Carla Becerra, Susie Boutonnet, Linda Bynoe Jeremy Green, Jason Griffin, Dr. Alfred Hochstaedter, Jean Hurd, Evelyne Lamson, Stephan Lins, Rob Lee, Mary Alice Rennick, Joe Servi, Joyce Simon, Maria Ruess, Theresa Wright, and Dr. Patsy Tinsley McGill.

Nays: None

Abstentions: None

Motion Carries.

C. Faculty & Staff Advancement Award (FASA) Recommendations Jason in Lieu of Linda Yellich, FASA Advisory Group Chair

- Jason Griffin reminded the Board that there is a memo in the Board meeting packet to provide additional information regarding this item. Four applications were reviewed.
- Of the four requests, the FASA Advisory Group recommended one to be fully funded, two partially funded and one not funded. (See the attached documents for full breakdown).

- The board discussed and asked some questions. Jason responded to the questions and gave explanation of the FASA Group's reasoning.

Dr. Alfred Hochstaedter made a motion to accept the FASA recommendations as presented.

Second: Dr. Patsy Tinsley McGill

All in Favor: Debbie Anthony, Carla Becerra, Susie Boutonnet, Linda Bynoe Jeremy Green, Jason Griffin, Dr. Alfred Hochstaedter, Jean Hurd, Evelyne Lamson, Stephan Lins, Rob Lee, Mary Alice Rennick, Joe Servi, Joyce Simon, Maria Ruess, Theresa Wright, Dr. Patsy Tinsley McGill, and Dr. Marc Zacovic.

Nays: None

Abstentions: None

Motion Carries.

D. Approve 3rd Quarter Financial Statements - Beccie in Lieu of Jeremy Green

- Beccie presented the 3rd quarter financial statements since Jeremy was recovering from a cold. Beccie shared her screen and asked the Board to follow along.
- Overall, we are doing great and are over budget in income on the restricted side as well as on the unrestricted side. Congratulations team on that!
- Looking at expenses there are some minor variances between budget and actuals, but overall we are doing well and keeping on with our annual budget. As far as operating expenses, we are a little bit behind on payroll and benefits expenses, and we are over budget on services, one of the reasons being the auditor's fees increased this year. We do not choose the firm, MPC does.
- Foundation programs are working well; note that we have paid internships with grant monies which came in unbudgeted. Regarding scholarships, we are a little bit behind on the seasonalized budget as well, but this will level out by end of year.
- In general, net ordinary income (income minus expenses) is at \$510K and our budget was predicted to be at a deficit of \$162K, so we are almost at \$673K over budget.
- On Page 3, investments (investment income and expenses) have been rough. Due to the economic climate, we have lost about \$2.5 million. This is consistent with what is going on throughout the country, but we have invited Monterey Private Wealth to visit our next board meeting in December and explain this situation in more detail.
- Looking at the balance sheet, we are looking at balance as of September 30, 2022. Overall, we are growing and we have performed better than last year and that is always good news.
- The Long term investment accounts are at \$8.5 million.
- Other than the unrealized losses from investment accounts, we are doing very well.

Joe Servi made a motion to accept the 2022 3rd Quarter Financial Statements as presented.

Second: Debbie Anthony

All in Favor: Debbie Anthony, Carla Becerra, Susie Boutonnet, Linda Bynoe Jeremy Green, Jason Griffin, Dr. Alfred Hochstaedter, Jean Hurd, Evelyne Lamson, Stephan Lins, Rob Lee, Mary Alice Rennick, Joe Servi, Joyce Simon, Maria Ruess, Theresa Wright, Dr. Patsy Tinsley McGill, and Dr. Marc Zacovic.

Nays: None

Abstentions: None

Motion Carries.

E. Update to Cash & Cash Equivalent and Credit Card Policies Beccie in Lieu of Jeremy Green

- Beccie presented updates for these two policies on behalf of Jeremy Green and the Finance Committee. Please see the documents attached.
- After review and further modifications by the Finance Committee, these policies are being presented for Board approval.
- The Cash & Cash Equivalent policy is both an update and consolidation of former practices and procedures. There is a change in terms of the current practice for checks - we are updating the requirement for two signatures for checks to a larger amount, this amount being \$5K instead of

\$500. We will instead rely on our internal forms to provide needed multi-level review and approvals, which is more enforceable than a second signature on checks.

- The biggest change in the Credit Card Policy is to remove the credit limit, which we have no control over anyway.

Dr. Patsy Tinsley McGill made a motion approved the Cash & Cash Equivalent and Credit Card Policies as presented

Second: Maria Ruess

All in Favor: Debbie Anthony, Carla Becerra, Susie Boutonnet, Linda Bynoe Jeremy Green, Jason Griffin, Dr. Alfred Hochstaedter, Jean Hurd, Evelynne Lamson, Stephan Lins, Rob Lee, Mary Alice Rennick, Joe Servi, Joyce Simon, Maria Ruess, Theresa Wright, Dr. Patsy Tinsley McGill, and Dr. Marc Zacovic.

Nays: None

Abstentions: None

Motion Carries.

F. Approve 2023-2025 Strategic Plan - Patsy Tinsley McGill, Strategic Planning Advisory Group (SPAG) Chair

- Dr. Patsy Tinsley McGill introduced and presented the new Strategic Plan for the MPCF which will be followed for the years, which is aligned with MPC Plans.
- Dr. Linda Bynoe brought up some good ideas about the Foundation's policies regarding equity, and Patsy explained how this language of equity is threaded throughout the plan, but more specific language will be developed as MPC's equity plans are updated, allowing us to add to and use it as a stronger principal in our next plan.
- Another area that needed more clarification, also pointed out by Dr. Bynoe, was the demographic data for faculty and staff. In response to that, Appendix C has been added to our Strategic Plan which includes and addresses this matter. If the Plan is approved by the Board today, Dr. McGill recommends that we include the revisions to the introduction to accommodate the new appendices and the renumbering of existing appendices (within the introduction statement).
- These are the highlights of the feedback we received and the modifications that happened.
- Dr. McGill thanked all SPAG members, it was hard work, and it was great working with all.
- Dr. Bynoe was satisfied with the changes and mentioned how important is for our students and their parents to see their representation on our faculty and staff.

Linda Bynoe made a motion to Approve 2023-2025 Strategic Plan as presented with the additions discussed above.

Second: Debbie Anthony

All in Favor: Debbie Anthony, Carla Becerra, Susie Boutonnet, Linda Bynoe Jeremy Green, Jason Griffin, Dr. Alfred Hochstaedter, Jean Hurd, Evelynne Lamson, Stephan Lins, Rob Lee, Mary Alice Rennick, Joe Servi, Joyce Simon, Maria Ruess, Theresa Wright, Dr. Patsy Tinsley McGill, and Dr. Marc Zacovic.

Nays: None

Abstentions: None

Motion Carries.

G. Request COLA Increase - Beccie Michael

- Beccie explained this item and let the Board know that MPC employees had a Cost of Living Adjustment (COLA) increase in July of 2022.
- Beccie reminded the Board that we just reviewed our financial statements, and we are in a very healthy place financially.
- Beccie is asking the Board to approve a 6% COLA increase for all Foundation employees, retroactive to July 1, 2022. This allows us to keep up with inflation and housing in this area and remain competitive as a place of work. This will also help with employee retention, which is one of our goals in the new strategic plan.
- Additionally, the cost of this COLA increase would be approximately \$14,000, which is about one tenth of our upcoming tax credit due to employee retention.

- Beccie also mentioned that this COLA increase does not affect her personally, as she is an MPC employee. This will affect all MPC Foundation employees retroactively to July 2022.

Joyce Simon made a motion to approve the 6% COLA increase as presented

Second: Joe Servi

All in Favor: Debbie Anthony, Carla Becerra, Susie Boutonnet, Linda Bynoe Jeremy Green, Jason Griffin, Dr. Alfred Hochstaedter, Jean Hurd, Evelynne Lamson, Stephan Lins, Rob Lee, Mary Alice Rennick, Joe Servi, Joyce Simon, Maria Ruess, Theresa Wright, Dr. Patsy Tinsley McGill, and Dr. Marc Zacovic.

Nays: None

Abstentions: None

Motion Carries.

H. Adopt Resolution Acknowledging Legacy Gift - Beccie Michael

- Beccie Michael shared that one of our very generous donors is establishing a million-dollar legacy gift. Half of the gift will establish the Comeback Scholarship, which is targeted for adult students to come back and finish their degree, and the other half will establish an endowment dedicated to our College Incentive Program.
- The endowments' annual disbursement will be about \$40K per year, \$20K for the Comeback program and \$20K for CIP.
- The Foundation would like to acknowledge this donor by presenting a resolution to her.
- The Board discussed more ideas for expressing gratitude to the donor. Beccie will follow up.
- Board members discussed more about the MPC Foundation Legacy Society and how we can honor our members. Beccie explained that this is also part of our Strategic Plan to do more for our Legacy Society.

Debbie Anthony made a motion to adopt the Resolution Acknowledging the Legacy Gift as presented

Second: Susie Boutonnet

All in Favor: Debbie Anthony, Carla Becerra, Susie Boutonnet, Linda Bynoe Jeremy Green, Jason Griffin, Dr. Alfred Hochstaedter, Jean Hurd, Evelynne Lamson, Stephan Lins, Rob Lee, Mary Alice Rennick, Joe Servi, Joyce Simon, Maria Ruess, Theresa Wright, Dr. Patsy Tinsley McGill, and Dr. Marc Zacovic.

Nays: None

Abstentions: None

Motion Carries.

6. INFORMATION/REPORTS

A. Gala Debrief – Rob Lee

- President Lee congratulated the team on our last Evening of Opportunity event, he had a great time, and seeing the donations and hearing the stories from the students was really great!
- The board continued to share their experiences about attending the event, which were all very positive.
- Beccie shared some statistics: we had 153 paid attendees (51% increase from last year) and the money raised was a total of with \$158K, which is a 38% increase from last year. While this is still not quite as high as pre pandemic, we are really pleased with the outcome. Also, 68 people raised their paddles (about 50% of attendees).
- Beccie shared a few more technical changes we tried this year compared to prior years and encouraged the Board to please communicate with her if any board member had any comments or suggestions. Overall, it was a successful event and we are looking forward to the next one!

B. College Superintendent/President's Report - Mark Zacovic, Ph.D.

- Dr. Zacovic started his report by sharing that MPC Basketball game started at 5pm so he will be brief since he wants to go and cheer for the Lobos!
- Dr. Zacovic shared his gratitude for the Gala and what a great event it was.

- We are only one month away from the end of semester. At this time, the College is very engaged and involved in the selection of a software program to integrate financial aid, registration, student information, etc. This project is funded by the Bond measure, and it is a multimillion-dollar project. We have two companies leading the bid and we are close to picking one. This will be a significant improvement for MPC.
- The recent Music in the Stacks event was great, make sure to check our next one. Great music and delicious food from our Hospitality department.
- Happy holidays and thank you to the Foundation board for your service this year!
- Dr. McGill asked if the new software had integration with student assessment. Dr. Zacovic was not sure if this was a specific part of the new software, but he believes it is. This software is very robust as far as protection goes.
- Debbie Anthony reminded Dr. Zacovic about the search for the new permanent President/Superintendent for MPC and Dr. Zacovic shared that the search is open. The Ad Hoc Search Committee is working hard on this process, and he also mentioned that he will not be applying for this permanent position.

C. President's Report – Rob Lee, Board President

- President Lee shared that based on the responses from the board, we will have an in-person Holiday Party on December 15th. Stay tuned for all the details to be shared by Beccie via email soon.
- The 2021 Tax return form 990 was filed by the deadline of November 15th.
- The December 7th Board meeting will be our last board meeting of the year. Please try to attend this one since there will be a lot of important actions items that will affect our next year.
- Lastly, we are on the MC Gives! Campaign, our big idea this year is STEM. This is another way to help MPC students if you feel so inclined.

D. Executive Director's Report & Event Updates – Beccie Michael

- Fundraising
 - We are happy to announce a new endowed scholarship established by an MPC faculty member who contributed \$10k this month!
- Grants:
 - Awarded:
 - Union Bank Foundation – we received an \$8,000 grant award in support of the Evans College Incentive Program. (We were invited to submit this application in addition to the \$12,000 grant that we already received from Union Bank for CIP earlier this year.)
 - Monterey Peninsula Foundation – we received a \$54,000 grant in support of the Evans College Incentive Program.
 - In Progress:
 - Rotary Club of Carmel-by-the-Sea – we will submit a grant requesting \$7,500 to support the Equity-Based Student Internship Endowment
 - Arts Council for Monterey County – we will submit a grant application requesting \$5,000 to support the MPC Guest Authors Series
 - Pacific Grove Rotary Club – we will submit a grant application requesting support for the Internship Endowment
 - Chevron – we will submit a grant application requesting support for an MPC STEM project
- Events
 - Board & Volunteer Holiday Party on 12/15
 - Board Orientation - tentatively 12/12 noon to 4pm at MPC. All board members are welcomed to attend this. Confirmation is still pending.

E. Review Preliminary 2023 Budget - Beccie Michael

- Beccie Michael presented the preliminary budget, noting this is not an action item yet, but it will be presented as an action item for our next board meeting. Please follow with the budget documents provided in the agenda packet.
- Our budget will be aligned with our 2023 Strategic Plan starting January 1st, 2023.
- Notable changes are consistent with our revenue and our Strategic Plan.
- Another significant change, we are thinking of having a President Award Luncheon in Fall of 2023 to honor Bill McClintock, who received the award in 2020 but the event was cancelled.

- Updates to payroll and benefits: As you can see from the graphs, these costs have been steadily growing since we have grown significantly as an organization. Overall the budget includes a year-to-year 14% increase of our payroll and benefits. This includes the COLA, benefits increases, and some modest increases to secure employee retention and reach competitive levels, which aligns with our Strategic Plan.
- Endowment distributions are calculated by banded inflation, which means good news for students since this year inflation is so high - so we will be distributing about \$294K in scholarships. This is how we achieve intergenerational equity.
- Beccie concluded the presentation of preliminary budget sharing that the needs of our students will increase, and we are hoping to maintain and increase the help we provide as well. These are the main points.
- President Lee asked if there was any specific recommendation from the finance committee in regards to the 2023 budget and Jason Griffin explained some of their recommendations regarding formatting, which have been made to this version.

7. ANNOUNCEMENTS

- Final Board of Directors meeting for the year on December 7th at 4pm via Zoom
- Holiday Party (in Person) on December 15th from 4-6pm

8. Meeting Adjourned by Rob Lee at 5:54 PM

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