

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD OF TRUSTEES  
SPECIAL MEETING**

**JOINT STUDY SESSION WITH GOVERNING BOARD OF TRUSTEES AND  
FOUNDATION BOARD OF DIRECTORS**

Open Session 3:00-4:30pm  
Sam Karas Room, Library and Technology Center  
980 Fremont Street, Monterey, California 93940

**Tuesday, August 11, 2009**

**MINUTES**

**I. OPENING BUSINESS**

- A. Call Public Session to Order – Dr. Tunney called the Special Joint Study Session to order at 3:05pm.
- B. Roll Call – Ms. Robinson called roll.

MPC Governing Board Members Present:

Dr. Jim Tunney, Chair  
Mr. Charles Page, J.D. Vice Chair  
Mr. R. Lynn Davis J.D. Trustee  
Mr. Carl Pohlhammer, Trustee  
Dr. Loren Steck, Trustee  
Absent: Mr. Michael Dickey, Student Trustee

MPC Foundation Board of Directors Present:

Honorable Dan Albert	Bradley Smith
Shelley Brown	Mary Anne Teed
Dr. Peggy Downes Baskin	Charlotte Tinker
Marilyn Gustafson, Executive Director	Ilene Tuttle
Allye Hobson-Robinson, President	Malcolm Weintraub
Alex Hulanicki	
Pam Lehman	Staff and Visitors Present:
Val Llanos	Margaret Ann Coppernoll
Skip Lloyd	Steve Emerson
John Mahoney	Jeanette Haxton
Martie Myszak	Rich Montori
Don Newmark	
Kelly Norwood Saunders	
Sidney Slade	

- C. Take Action to Add Items That Arose Since Posting of Agenda (if any) – none.

## II. COMMUNICATIONS

- A. Comments from Visitors – Dr. Tunney invited comments from Visitors. There were no comments.

## III. NEW BUSINESS

- A. Information Only: The Governing Board and Foundation Board of Directors received a report on the recommendations from the Joint Master Agreement Sub-committee.

Dr. Garrison introduced the recommendations from the MPCCD/MPCF Master Agreement Sub-committee by providing a brief history of the need to review the Foundation Master Agreement, due to the expiration of the Agreement on June 30, 2009, and the impending retirement of the Executive Director Marilyn Gustafson. The members of the Sub-committee were Lynn Davis, Doug Garrison, Richard Kezirian, Sidney Slade, Loren Steck and Malcolm Weintraub. Meetings were held in March-May, 2009. The Subcommittee agreed on their primary charge to revise the Master Agreement and suggest operational procedures, reviewed similar agreements from other successful college foundations, and discussed the legal status options of independent vs. auxiliary agreements.

The subcommittee agreed on their primary goals: 1) review the Master Agreement for renewal; 2) promote greater integration and collaboration between the College and Foundation; 3) build the Foundation's capacity to fulfill its mission; and 4) structure staffing and operations to ensure fiscal stability.

Dr. Garrison then presented the Sub-committee's 10 recommendations:

1. Revise the Master Agreement from independent status to auxiliary status.
2. Foundation employees are to remain independent of MPC. However, due to auxiliary status, employees can become eligible for PERS retirement benefits at the joint expense of the employee and the Foundation.
3. Annual MPC support remains at \$100,000 plus auditing costs.
4. Implement an Institutional Advancement Structure with Public Information Office (PIO) and the Foundation with guidance from the Superintendent/President (S/P).
5. The Foundation Director will report to MPC Foundation Board for policy and planning, and to S/P for operational guidance.
6. Foundation 'signature' activities are retained: Academic Excellence; Baskin Series on Ethics; Scholarship grants; and President's Address. Their primary focus will be unrestricted fund raising.
7. Non-cultivation events will be eliminated.
8. An operational budget reserve will be established through MPC Foundation Board Policy.
9. Staffing costs must be within the annual Foundation's unrestricted revenues.
10. Grant support is to be sought for specific activities.

Recommendations for Staffing were:

1. Hire a full-time Office Manager
2. Maintain 50% part-time Bookkeeper
3. Hire full-time Development Director
4. Continue to support Foundation activities with PIO staff.
5. Review staffing annually as part of program review.

Discussion from members of the Governing Board and Foundation Board of Directors asked:

1. The status of the search for a Development Director, with the implications of Marilyn's retirement, and was there a new job description; who should receive applications?
2. What benefits would the Foundation support for employees? Would MPC pay any of those costs? The ability to hire and retain quality employees is enhanced by the CalPERS benefit as an auxiliary and this was an important consideration.
3. Benefits and concerns of an auxiliary or an independent status, and maintaining the Foundation's identity. How does the Foundation integrate their activities and goals and also promote their role at MPC?
4. Timelines for revisions and process for day-to-day operations: staffing, payroll, supplies.
5. The two Boards need to be cooperative in the process, and that the Foundation Executive Committee can determine the procedural changes.

Dr. Garrison completed the presentation by reviewing the process for further review:

- Present revised Master Agreement recommendations to the MPC Governing Board meeting on August 25, 2009
- Present the recommendations to the MPC Foundation Board of Directors meeting on September 2, 2009.
- Implement the final revisions, if approved, as soon as possible thereafter.

Dr. Tunney thanked the Foundation for all their efforts and hard work on behalf of MPC.

**IV. ADJOURNMENT** – the Joint Study Session was adjourned at 4:21pm.

Respectfully submitted,

Douglas R. Garrison, Ed.D.  
Secretary to the Board

Posted August 28, 2009