

DATE: OCTOBER 19, 2016

TO: EXECUTIVE COMMITTEE

FROM: DR. WALTER TRIBLEY

RE: PORPOSAL TO TRANSITION THE EXECUTIVE DIRECTOR POSITION TO MPC DISTRICT EMPLOYEE

Background

Currently the MPCF Executive Director (ED) and all other MPCF staff are employees of the Foundation, which is legally an auxiliary non-profit organization to the College. There is an agreement between the College and Foundation that describes the roles each entity plays, including the \$100,000 commitment the College provides to the Foundation annually. This agreement is due to be updated, however, we are waiting to learn the outcome of the process explained here to do so as it will differ depending on what is decided.

Since becoming Superintendent/President of MPC, I have initiated discussion around the ED position becoming a college employee, including with both the immediate past and current Board Presidents, as part of the ED's evaluation process during closed session with the Board of Directors, and recently with the Executive Committee.

An Advancement Office Model

Many other California Community Colleges have Advancement Offices where the ED of their Foundation is a college employee (though the specific title of the position varies). This model provides multiple benefits, including:

- Effectively keeping the organizations closely aligned and integrated by directly connecting the ED to the college.
- It contributes to the long-term sustainability of the Foundation financially and structurally.
- The ED would receive the same benefits (primarily health and retirement) as other college employees, which will allow us to retain and recruit highly competitive professionals (particularly from within the California community college system, who are less likely to take a position outside of the CalPERS retirement system).
- It provides the ED with greater access to professional development opportunities, associations and networks within the community college field.

Process & Tentative Timeline

The tentative timeline for the transition is as follows:

October 19, 2016: Dr. Tribley will seek support from the Foundation Board of Directors for his proposal to transition the ED position.

October 26, 2016: Dr. Tribley will present his staffing plan to the Board of Trustees for information and discussion. It should be noted that the ED position is one of several positions included in this plan.

November 16, 2016: Dr. Tribley will seek approval from the Board of Trustees to create the ED position (which will be a new position for the college) and to incur the additional expense to the 2016-2017 budget.

All other steps below assume the Board of Trustees approves, otherwise the process would end here.

December 2016: The College and Foundation update the Master Agreement to reflect the ED transition. This will require Foundation Board approval at its December 8th meeting.

January 2017: The College will enter into an agreement with Beccie Michael as a professional expert to perform assigned projects within the scope of the responsibility of the ED of the Foundation.

January-May 2017: MPC will engage in the recruitment and search process, following MPC's standard hiring procedures. The College shall conduct an open recruitment encouraging all qualified persons to apply. Some members of the Foundation Board, in addition to the Foundation Board President, shall serve on the ED hiring committee to recommend finalists to the College President.

June 2017: The College President shall recommend the employment of the ED to the College Board of Trustees. The ED's employment contract is taken to the Board of Trustees for approval.

July 1, 2017: The ED employment period begins.

The Transition Outcome

Following the transition, the ED position will directly to the College Superintendent/President, and therefore will no longer formally report to the Board of Directors. The Foundation Board's role in regards to the ED would be the same as the College Superintendent/President's role is now, which is essentially:

- Maintain close contact and frequent communications regarding the activities of the Foundation.
- Serve on the ED's hiring committee
- Participate in the evaluation survey for the ED as part of the MPC Management Team Evaluation process.

Once the college is paying for the salary and benefits associated with the ED position, the college will discontinue its \$100,000/year cash commitment to the Foundation.