



Fullerton College Foundation

Fullerton College Foundation Special Executive Committee Meeting Minutes May 1, 2014

MINUTES OF THE MEETING OF THE SPECIAL EXECUTIVE COMMITTEE OF THE FULLERTON COLLEGE FOUNDATION, Inc. Thursday, May 1, 2014 at the Fullerton Chamber of Commerce conference room.

Executive Committee Members Present: Mary Dalessi, Jerry Callaghan, Dr. Rajen Vurdien, Bob Miranda, Carol Dodson, Mark Von Esch, Chuck Allen and Mary Shaw

Others present: None

FCF President Mary Dalessi called the meeting to order at 1:00PM.

The Minutes of the previous meeting were not reviewed since this meeting was not a regularly scheduled meeting. They will be reviewed at the next regularly scheduled meeting to be held on May 22, 2014 at 9:30AM.

Personnel Committee Report to the Executive Committee:

Mary Dalessi handed out the Personnel Committee report from their three meetings held on March 10, March 24 and April 11, 2014.

The Personnel Committee was charged with studying three issues:

- 1) Take \$90,000 in labor costs out of the 2014-2015 Foundation Budget
- 2) Develop a policy on how to handle accrued Sick Leave and Vacation hours and a policy regarding additional accruals starting July 1, 2014.
- 3) Review the Dress Code policy of the Foundation.

The report was discussed in great detail and the following recommendations are to be included in the 2014-2015 Budget to be presented at the next Executive Committee meeting on May 22, 2014

Issue #1 – Reduce the labor costs by \$90,000 annually

- 1) Contract employee cost not to exceed \$9,000.00 for the 2014-2015 Fiscal Year.
- 2) The Executive Director's salary is to be reduced from \$100,000 to \$80,000 annually and it will remain a full-time position (Chuck Allen abstained from the discussion)
- 3) The Foundation will hire a work-study person to assist the staff.
- 4) The recommendation that the office only open 4 days a week was not accepted by the Executive Committee.

Issue #2 Sick Leave/Vacation Pay Policy

- 1) Sick leave will continue to accrue and will be accounted for as a Foundation Liability on an annual basis in the Foundation's Financial Statements.
- 2) Accrued vacation hours as of June 30, 2014 will have to be taken as follows:
 - a. 1/3 of the accrued vacation hours will be used in 2014-2015
 - b. 1/3 of the accrued vacation hours will be used in 2015-2016
 - c. 1/3 of the accrued vacation hours will be used in 2016-2017
- 3) Effective 7/1/2014 all earned vacation hours will have to be used by the end of the Fiscal Year. No "carry-over" will be allowed into the following Fiscal Year.

Issue #3 – Dress Code – Not included in report

Mary Dalessi adjourned the meeting at approximately 2:15PM