



December Meeting

DRAFT - December 14, 2023

Agenda

1. Update on PCF Executive Director

Members Present:

Dyana Delfin Polk
Robyn Fisher
Linda Handy
Adam Sanchez
Sally Swanson
Louis Quindlen

PCCD Staff (non-voting members present)

Interim Chancellor, Dr. Jannett Jackson
President, Berkeley City College, Dr Denise (Cynthia) Richardson
President College of Alameda, Dr. Diana Bajrami
President, Laney College, Dr. Rudy Besikof

Members Absent:

William Wilson
Mahiri Wise
Sarah Yoell

PCCD Staff (non-voting members absent)

President Merritt College, Dr. David M. Johnson
Tachetta Henry – Exec Secretary, Chancellor

A historical review of the Executive Director Search Process was provided by Interim Chancellor Jackson:

Jan 2023

Executive Director LaNeice Jones resigned.
PCF Board President, Dr Joseph Simmons, accepted an interim appointment as the PCF Executive Director, until June 30, 2023, as a search for a permanent replacement was launched.

Prior Executive Director, LaNeice Jones agreed to work 10 hours per month to assist in the transition of the interim appointment to his new role until June 30, 2023.

April 2023

PCCD Interim Chancellor Jannett Jackson, was asked to assist in the recruitment efforts and the posting of the job description on the district webpage, statewide job vacancy website "The Registry", as well as INDEED and LinkedIn. Applications were processed by the PCCD Human Resources Office during April 2023

4 Applications/Letters of Interest were received:

1 applicant withdrew due to family health issues

2 candidates withdrew indicating they were no longer interested

1 candidate was interviewed by was not forwarded for consideration.

May/June 2023

No additional viable candidates were identified, and the PCF Board approved that Prior Executive Director, LaNeice Jones would continue to assist, (in the absence of a permanent Executive Director) and increase her hours to 10 hours per week (40 hours/month), until December 31, 2023.

Summary & Recommendation

Efforts to find a permanent Executive Director have not been fruitful, and the **Recommendation** is to ask former Executive Director, La Neice Jones to increase her hours so that operations can continue, while we continue to recruit applicants for the position.

Concern: Fulltime Pay is just over \$124,000. Notwithstanding the governor approved an 8.22% increase in COLA. PCF Board may want to establish an ad-hoc taskforce to review and revise a contract that builds incentives based on performance in order to recruit talented applicants.

Discussion:

Consensus was reached that we Do Not increase the billable hours but ask that the hours not exceed 40hrs/month, given LaNeice has a very demanding full-time position.

Dr William (Bill) Riley will voluntarily assist during the period January through April, and focus on the fundraising efforts for the Swing to Success Golf Tournament.

ACTION ITEMS:

- 1) Re-look and Re-think the role of
 - the independent contract (ICC) for Ms. Jones, for the upcoming months to ensure the focus and the needs of the PCF organization are being fulfilled. Dr Jackson agreed to send out the existing ICC to the PCF Board for their input and possible modification, prior to the end of the year. Consensus from the PCF Board is that once this action occurs an extension to Ms. Jones' contract can be initiated to extend to June 30, 2024.
 - Review the job description of the permanent Executive Director for possible changes/additions. Also, a review of other community college foundation executive directors' salaries will be conducted. PCF Board member, Adam Sanchez corrected the \$124,000 yearly salary so that it accurately reflects a salary of \$140,000.
- 2) Require the sitting PCF Board members to reaffirm their commitment to the organization or ascertain if they wish to continue to be a member.
- 3) Bylaws:

Post the Bylaws on the PCF webpage, along with an online application process for becoming a member. PCF Board member Sanchez will provide the name and contact information to Dr Jackson so that this can be accomplished.

Research the existing membership to identify if there are term limits and post that information on the web and bring it to the next PCF Board meeting.

The meeting was adjourned at 6:12 p.m.

DocuSigned by:
Lamea Jones
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june 12, 2024

In Process