

FRESNO FREE COLLEGE FOUNDATION BOARD OF DIRECTORS MEETING
draft minutes

3/19/2013 1902hours Mike Beevers chair
IAM Union Hall 454 W. Olive Fresno California

Present: Rick Flores, , Mike Beevers, Mark Hernandez, Leni V Reeves, Rych Withers, Jan Slagter,
Gerry Bill, Mel Sanders, Sue Kern, Jewell Riversmith, Yezdyar Kaoosji,

Guests: none

Call to order Determination of Quorum

I Agenda adopted with following changes: President's Report moved to Executive Session,
Budget, Governance, PNA, and KFCF rep to KPFA LSB pulled from consent agenda

II Excused: Eduardo Stanley

III Minutes of February approved

Subsequently discovered that the printed minutes distributed at the meeting were incomplete.
Motion to Amend Something Previously Adopted will be offered at next meeting to achieve
approval of complete minutes.

IV Public Comment: none

V Consent Agenda - adopted (as modified above)

VI President - Exec Session

VII Executive Director/Programming Director - written

VIII Chief Engineer -written.

IX Regular Reports

Committees

1) Budget Committee - written report; Budget Committee will investigate bank loan
options.

2) Fundraising – written report.

3) Community Outreach- written report

4) Governance Committee- written report

5) PNA- Evaluations of *Clearing the Air* and *Sat Eve Classics* done. Updated *Keeping
it Real* proposal from Willo Greene not yet received. PNA voted to make no
recommendation at this time regarding *Keeping it Real*. This will be on the April
agenda again.

6) Personnel - Executive session

7) Election – did not meet.

8) KFCF Representative to KPFA LSB -written report

X Old Business

a) Engineers Handbook - no update

b) Board Retreat followup -

1. Conflict of interest forms not yet prepared

3. Rych will give Sue copy of contract with KPFA for her to review.

c) Executive Director evaluations- Exec. Session

d) Committee assignments: Rick Flores, Fundraising

e) Video camera for studio - tabled

XI New Business

a) Governance committee proposals

Membership:

Article 2, Section 3 currently reads: Qualification and Admission of Members.

"Applicants shall be admitted to membership upon completion of an application and payment of the first months dues as a member."

Proposed amendment of Article 2, Section 3 as follows:

Individuals shall be admitted to membership upon payment of a minimum amount of annual dues as set by the Board of Directors.

Sections 4 & 5 to remain unchanged.

This is proposed as a bylaws amendment for inclusion with a regular Board of Directors election, when it next occurs.

m - LVR, 2nd - GB, passed unan

Conflict Resolution, Mediation, and Grievance Procedures:

Move to adopt the following procedures to apply to any problems or conflicts arising on or after 3/19/13.

CONFLICT RESOLUTION, MEDIATION AND GRIEVANCE PROCEDURES

The following conflict resolution procedures are to be followed by management, programmers, staff members, Fresno Free College members, and volunteers. For example management shall use these procedures in cases of proposed discipline, suspension, or termination for cause of programmers, staff members, or volunteers if the individual challenges the management decision. Programmers, staff members, and volunteers shall use these procedures in cases of perceived inequitable work practices, seriously disruptive behaviors, arbitrary management actions, or management's failure to follow procedures provided in this handbook. As an additional step, a grievance procedure is provided to permit programmers, employees, and volunteers to challenge adverse actions on the part of management by appeal to the Board of Directors.

INFORMAL CONFLICT RESOLUTION:

The first step of the conflict resolution procedure is for the party with a complaint to prepare a concise written statement of the issue with a proposed solution, and to submit it to the other party to the dispute and to the chair of the Personnel Committee with a request for a meeting, which shall be held not to exceed 15 days from receipt of the complaint unless mutually agreed. A copy of this document should be kept for future reference if further resolution procedures are required. The Chair of the Personnel Committee should arrange a time for the parties to hold a discussion of the problem, clarifying points of disagreement and agreement, proposing solutions, and if possible, coming to a resolution.

MEDIATION:

If Informal Conflict Resolution does not resolve the matter, a second meeting of the parties shall be held within 15 days of the informal meeting, unless otherwise mutually agreed upon. This meeting will include but not be limited to: (1) a mutually agreed upon mediator, or if the parties cannot agree, a mediator selected by the Personnel Committee (2) The representative of the Personnel Committee, (3) the program director, if a programmer is involved, and (4) the parties involved. The contents of the meeting shall be documented in writing by the Personnel Committee representative and shall include any decisions and/or intended actions by management. A copy shall be placed in appropriate personnel files and given to all parties within

30 days of the mediation..

GRIEVANCE PROCEDURE:

If mediation does not resolve the dispute, the grievance procedure may be initiated by programmers, staff members, Fresno Free College members, and volunteers to appeal management decisions and actions resulting from the mediation meeting described above. Within 90 days from the date of receipt of the mediator's report, the grievant shall present to the President of the Board of Directors a written statement of the grievance along with a copy of the meeting record of the mediation meeting. The President shall refer it to the Personnel Committee of the Board of Directors. The committee chair shall convene a meeting of the committee within 15 days of receipt of the grievance for the purpose of hearing said grievance. Said hearing will be scheduled at a time and date mutually agreeable to the parties involved.

Grievance hearings shall not be bound by judicial procedures. Detailed minutes of the hearing shall be kept and/or be recorded electronically. Records of this meeting shall remain with the committee in their confidential files. Grievance hearings are not open to the public. (But) The staff member, programmer, or volunteer requesting the hearing shall be present, as should other parties requested by the committee chair. The aggrieved party may request that other parties directly relevant to the grievance be present at the hearing. The committee chair should generally honor such requests but has discretion to exclude individuals who are disruptive to the process. Failure of the aggrieved party to appear may result in dismissal of the grievance.

Within 15 days of completion of the hearing, the committee chair shall prepare a written statement of the decision of the committee specifying the reasons supporting the decision. Copies shall be sent to each member of the Board of Directors, management and the grievant.

The committee shall make its report at the next board meeting, in closed session. The decision shall be final when ratified by a majority of the Board. In the event that the decision is not ratified, the grievance shall come before the full board, also in closed session. This decision shall be binding on all parties. A copy of the decision shall be given the grievant and another copy placed in his/her personnel file.

Management may suspend a grievant for cause during the grievance process but may not terminate the grievant until the process is completed and in accordance with the committee's findings and decision.

m - MH, 2nd- LVR, passed unan.

Recess into Executive Session 2020 hrs

Reconvene into open session 2145 hrs

Move that the Board takes no action at this time regarding the process currently before the Personnel and Ad Hoc Committees.

m- MH, 2nd - MS, passed unan.

Move that the Personnel Committee and the Executive Director review staffing requirements and capacity to hire.

m - MH, 2nd - SK, passed unan.

Move to request that Governance Committee further define "local host."

m - MH, 2nd - MS, passed unan.

adjourn 2150 hrs

signed - Leni V Reeves, Secretary

(Not part of official minutes: a guide to abbreviations used:

Names: SK Sue Kern, RF Rick Flores, LVR Leni V Reeves, MS Mel Sanders, RW Rych Withers, MH Mark Hernandez, JS Jan Slagter, GB Gerry Bill, ES Eduardo Stanley, JR Jewell Riversmith, YK Yezdyar Kaoosji, MB Mike Beevers
m- moved, Unan - unanimous)