



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

**REGULAR MEETING  
WEDNESDAY, MAY 27, 2015**

**REPORTS AND PRESENTATIONS**

## Academic Affairs Report

### CTE Funding

The college submitted our annual Perkins application on May 15. This year the college will receive \$156,643 in the Perkins 1C allocation and \$45,119 for the CTE Transitions program. The college will fund the following CTE programs with this funding in 2015-16:

- Auto Technology
- Business
- Medical Assisting
- Nursing
- Dental Assisting
- Interior Design
- Early Childhood Education
- Administration of Justice

### Meetings

- Dr. Tribley and attended the CTE Leadership Group on April 28. The group discussed how the allocation of the enhanced CTE funding was proceeding. There was also a presentation on Net Lab in which MPC and 24 other community colleges will be participating. At the meeting we also discussed the CTE Employment Outcomes Survey. This survey will allow the colleges to have information on how their CTE graduates are doing in the workplace. MPC participated in this on our own this year. So we should have some interesting job placement data this fall.
- I attended Monterey Rotary and presented Rotary Scholarships to:
  - Crystal M. Dean      Early Childhood Education AS/Transfer
  - Kaitlyn M. Fletcher      Art History AA-Transfer
  - Gloria E. Fletes      General Ed-IGETC
  - Michael C. Malach      Engineering AA-IGETC
  - Ricardo Martinez-Escobar      Engineering AA-CSU GE
  - Thao Nguyen      Business Administration AA-IGETC
  - Jennifer Campbell      Nursing AS-MPC GE
  - April Diaz      Nursing AS-MPC GE
  - Jeanette Hildebrandt      Fashion Merchandising Certificate of Achievement
  - Jeanette Little Crow      Human Services AS-MPC GE

### Fire Academy Accreditation

The State Fire Marshall's Office paid their regular visit for accreditation to our Fire Academy at the Public Safety Center on May 15. Rodney Slaughter, State Fire Training, stated at the exit interview that he would be recommending reaffirmation of our accreditation to the State Fire Marshall's Office based on his visit.

### Auto Instructor of the Year

James Lawrence, MPC Auto Instructor, was named Community College Auto Technology Instructor of the Year by the California Community College Association of Auto Instructors.

## Governing Board Report for Student Services

Presented by:  
Larry Walker, Interim Vice President for Student Services  
May 27, 2015

### **Athletics**

Track- Anna Welsh- Northern California champion in the 10,000 meters and runner-up in the 5,000 meters. She represented MPC at the state championships.

Golf Team- third in Northern California and represented MPC at the state championships. Will Cross was division MVP, Taylor Daniels and Brandon Hoskins All-Conference. Taylor Daniels placed 3<sup>rd</sup> in Northern California as an individual.

Softball Team- finished second in their division. Clarissa Cortez 21 wins as a pitcher.

### **Child Development Center**

Cathy Nyznyk and Mary Johnson submitted a successful grant to the CDE-EESD for additional resources to provide State Preschool program services to our MPC community. MPC is to receive \$244,690 for 2015-16. These additional funds will definitely go a long way to support the transition efforts that are underway at the CDC.

### **Outreach**

The Special Olympic event was organized by Cathy White from MPUSD and involves school districts from all over Monterey County. This is the second year MPC hosted the event and it involved staff from Facilities, Audio Visual and a special effort by Security for parking, especially for the approximately 30 busses involved. This year the MPC football coaches and players organized a football throwing event and also provided helmets and shoulder pads for the kids to try on. The football players were very involved in the set-up and break-down of the event as well. The college has received high commendation for all parties involved.

A team of MPC faculty and staff were at Heald College in early May to provide students impacted by the closure of Heald information about MPC enrollment services including admission, financial aid, counseling, as well as various occupational programs. Former Heald students were also invited to participate in the MPC Registration Kick-off event at the Education Center at Marina.

On May 27, MPC is collaborating with the Community of Caring Monterey Peninsula to host the Monterey County College Challenge. This event will host approximately 250 4<sup>th</sup> grade students from the Monterey Peninsula Unified School District. The goal is to introduce fourth graders to the opportunities and benefits of pursuing high education.

The Registration Kick-off Event is scheduled for May 20, 2015 at the Education Center at Marina. Representatives from Student Services and instructors from many Career Technical Education programs are scheduled to provide information sessions as well as assist students in the enrollment process, including admissions, financial aid and counseling. The event runs from 10am to 6pm and will also include ENSL counseling services, internship opportunity orientations and Continuing Education Program information is also included.

### **Schedule Building Workshops (SBW)**

The High Assessments that took place on Saturday April 11th & 18th assessed 327 students from our area high schools and from southern and northern California. The SBW served 299 students and was conducted from April 25th through May 12th (included 2 Saturdays and Tuesday, Thursday and Friday late afternoons. Student received a 20 minute review *i* how to build a schedule and the rest of the time was spent viewing their assessment scores and planning their first semester. Most of the workshops had 2 counselors and 2 staff supporting each workshop. Each workshop helped approximately 30 students per lab.

### **Job Center**

MPC hosted its annual Job Fair on May 7 in the Student Center. Approximately, 40 employers participated in this year's Job Fair. Hundreds of MPC students engaged in job seeking activities throughout the day. It was a very successful event and every employer is looking forward to attend again next year. Please see the list of participating employers below.

#### **MPC Annual Job Fair Employers List 2015**

Apple Inc.	Massage Envy Monterey
Bubba Gump Shrimp Co	MBS Business Systems
CA Department of Corrections & Rehabilitation	Monterey Bay Aquarium
California Conservation Corps	Monterey County Health Department
Carmel Valley Ranch	Monterey Jet Center
City of Monterey	Monterey Peninsula Engineering
City of Salinas	Monterey Peninsula Unified School District
Comcast Cable Company	Monterey Police Department
EDD-Employment Development	Natividad Medical Center
Education First	OfficeTeam/Accountemps
Entravision Communications	Planned Parenthood Mar Monte
Gonzales Unified School District	Post Ranch Inn
Hyatt Regency Monterey	Quail Lodge & Golf Club
InterContinental The Clement of Monterey	San Francisco Police Department
KBA Docusys	Service Systems Associate
La Playa Carmel	The Wharf's General Store
Language Line, LLC	Turning Point of Central California, Inc
Light & Motion	Vector Marketing
Verizon	Western ECI
	YMCA of Monterey Peninsula

## Address to Board of Trustees from Kevin Haskin, MPCEA Chapter Vice President

Good Afternoon Board Members,

May 27 2015

MPCEA and the District continue to negotiate the contract. We are attempting to move forward by offering to close the 14-15 contract and we are waiting on a response from the district

As another semester and academic year wraps up MPCEA members continue to work as hard as ever getting the work done- despite lack of staff. MPCEA continues to feel the impact of our structural shortfall as well, with the announcement of no monies for members that qualified for reclassification and are not getting paid for that work.

MPCEA would like to thank ASMPC for their acknowledgement of MPCEA members on May 21, 2015 in the form of an appreciation lunch for our members- honoring them during Classified School Employees Week. Their heartfelt acknowledgement helps Classified Staff realize that our hard work is acknowledged by our students.

MPCEA would also like to acknowledge the District for allowing our members to attend a CalPERS presentation on Thursday, May 21, 2015 as well. Our MPCEA members appreciate the time that was spent by our Administrators and Board Members for participating in the tradition of honoring our members every year with Root Beer Floats and annual glass ware.

MPCEA is in the first stages of addressing a Complaint from the School of Nursing with the district concerning classified personnel performing cleaning duties outside their job description. We recognize this is not a problem isolated to just the Nursing Department. We realize departments are impacted differently when key personnel are lost, but when a department which oversees the entire campus is experiencing a serious lack of supervision, and too little is being done to address the need, it sends a clear message that poor quality work is acceptable and departments who care about the safe and sanitary conditions of their staff and students should just continue to fend for themselves.

As always,

**“There is No Class without Classified”**



The CSEA mission is:

*“To improve the lives of our members, students and community.”*

## College Council Report

TO: MPC Board of Trustees

FROM: Diane Boynton and Stephanie Perkins, Co-Chairs

DATE: May 18, 2015

As a “key component of MPC’s integrated planning and institutional review processes,” College Council members have been working on key issues. Goals include:

1. Understand the college’s budget. We have discussed the structural deficit, budget transfers, and budget decisions. Not all of the questions posed have been answered; we anticipate learning more during College Council’s May 26, 2015 meeting.
2. Determine if TracDat, a data collection tool, would benefit the college. Catherine Webb provided a TracDat demonstration during the May 12, 2015 meeting. College Council requested feedback from AAAG, SSAG, and ASAG regarding TracDat’s use and cost effectiveness.
3. Develop an Education Master Plan that supports the college’s mission, goals, and objectives. At the May 12 meeting, a draft of an EMP, created in large part with information provided by the Vice President of Academic Affairs and the Vice President of Student Services, was shared. This plan will be discussed during a special meeting of College Council (May 19, 2015). Members of College Council have been asked to consider:
  - a. What appears to be missing? For example, do we need to take other steps to increase enrollments?
  - b. Should we prioritize any of the items? If so, how do we do so?
  - c. There are references to additional positions in the EMP, and Dr. Tribley mentioned the need for other positions at the 5-12-15 College Council meeting. How do we recognize and/or prioritize additional funding needs, including:
    - i. TracDat (or other data software)
    - ii. Administrative positions (e.g. Facilities Director, Institutional Effectiveness Dean, Public Information Officer, International Students Director)
    - iii. Faculty positions (Nutrition, etc.)
    - iv. Tech needs
    - v. ERP

To clarify the discussion, a simplified Education Master Plan will be discussed. This plan includes the college’s goals, objectives, and initiatives, whereas the more robust EMP includes Lead Responsibility, Measurable Outcomes, and Accomplishments related to each initiative. This plan

is in its infancy. It is not a strategic master plan, which reflects integrated planning and institutional review processes.

At its May 12, 2015 meeting, Catherine Webb provided information regarding the Institutional Effectiveness Partnership Initiative, which reflects new legislation designed to help colleges work together. This legislation requires the college to set goals that are, in large part, already set by the college. Catherine will be requesting Board approval very soon.

*The College Council is the central campus body of the shared governance process. It serves to confirm the institutional support for recommendations brought to the Board by the President/Superintendent and is a key component of MPC's integrated planning and institutional review processes. College Council is responsible for establishing the institution's direction by developing the institutional mission statement and long-term goals, in concert with the Governing Board and Accreditation Standards.*

*College Council subcommittees are*

- *Budget Committee*
- *Technology Committee*
- *Facilities Committee*



## Education Master Plan: Goals, Objectives, Initiatives

<b>Goal 1: Help students achieve their educational goals.</b>	
<b>Objective</b>	<b>Initiative</b>
1.1: Create, delete, and/or revise programs and curriculum to help students transfer or build job-related skills.	1.1a: Develop SB 1440 programs in all relevant and appropriate areas.
	1.1b: Develop and/or strengthen articulation agreements with transfer institutions.
1.2: Develop and implement Student Success and Equity plans.	1.2a: Create a 3SP planning shell to submit to the state.
	1.2b: Determine details of 3SP plan.
	1.2c: Create an equity plan.
1.3: Continue to develop continuing ed program encompassing community education, contract education, and workforce development.	1.3a: Increase community education offerings.
	1.3b: Establish annual schedule for health care training courses.
	1.3c: Explore potential additional CE offerings with divisions/departments.
1.4: Provide essential support services for the Marina Ed Center and the Seaside Public Safety Center.	1.4a: Provide essential student services at the Marina Ed Center and PSTC.
	1.4c: Provide essential student services for online education.
1.5: Implement the online learning strategic plan that includes institutional support, protocols, and assessment.	1.5a: Implement a process for managing student enrollment requests from states where MPC is not authorized.
	1.5b: Develop and implement strategies for gathering data about online student needs, exit/drop trends, demographics, and satisfaction.
	1.5c: Develop a faculty certification program and series of workshops for effective online instruction.
	1.5d: Develop initial structure for online learning strategic plan.
	1.5e: Set strategic goals for distance education support, protocol, and assessment.
	1.5f: Present first draft of online learning strategic plan to shared governance.
1.6: Maximize systematic participation in the Instructor and Program Reflections for continuous quality improvement.	1.6a: Streamline the IR form.
	1.6b: Create ongoing opportunities to participate in the IR and PR processes.

<b>Goal 1: Help students achieve their educational goals.</b>	
<b>Objective</b>	<b>Initiative</b>
1.7: Review and revise scheduling processes to meet student needs and increase class size average.	1.7a: Review data and discuss scheduling, enrollment, and fill rates at division chair meetings.
	1.7b: Develop annual schedule.
	1.7c: Create and post sequenced program courses.
	1.7d: Reallocate adjunct and other instructor salaries to maximize FTES generation.
	1.7e: Work with Student Services to obtain student need information from Ed Plans (including major information).
1.8: Meet the college's Institution-Set Standards.	1.8a: Review methodology.
	1.8b: Report out 15-16 proposed standards.
	1.8c: Disaggregate data and discuss appropriate accountability issues.

<b>Goal 2: Establish and maintain fiscal stability.</b>	
<b>Objective</b>	<b>Initiative</b>
2.1: Improve institutional efficiencies.	2.1a: Participate in BPA to improve student enrollment process.
	2.1b: Reorganize Office of Academic Affairs.
	2.1c: Discuss and implement systems for easier access to data.
	2.1d: Implement appropriate administrative structure for institutional effectiveness.
2.3: Strategically improve and enhance enrollment and retention rates.	2.3a: Develop nutrition program.
	2.3b: Increase ESL program outreach efforts.
	2.3c: Increase support for basic skills and EOPS math students.
	2.3d: Increase retention in online courses.
	2.3e: Implement new online tutoring platform: World Wide Whiteboard.
	2.3f: Improve scheduling to increase FTES (see 1.7).
	2.3g: Combine basic skills English reading and writing strands.
	2.3h: Increase outreach activities and 3SP services.
2.4: Develop and implement a plan to increase the number of international students.	2.4a: Develop an outreach and recruitment plan.
	2.4b: Collaborate with CSUMB.
	2.4c: Create Director of ISP position.
	2.4d: Establish an English Language Program.
	2.4e: Create an online ISP student application.
	2.4f: Create a PERS 10 for international students.
	2.4g: Add additional PDSO, DSO.
2.5: Create opportunities to partner with public and private organizations.	2.5a: Identify potential partnerships with other educational institutions, community programs, and agencies.
	2.5b: Participate in regional meetings and memberships.
	2.5c: Collaborate with other community colleges on CTE programs.
	2.5d: Collaborate with BSI counterparts to establish regional professional development hub.
2.6: Obtain extramural funding.	2.6a: Seek grants to support student services.
	2.6b: Implement funding relevant to SB 852.

<b>Goal 3: Review, revise, and communicate policies and procedures to support the college mission.</b>	
<b>Objective</b>	<b>Initiative</b>
3.1: Review and revise Board policies and administrative procedures as needed.	3.1a: Review and update as required Board policies that relate to Student Services.
	3.1b: Review and update as required Board policies that relate to Academic Affairs.
	3.1c: Review and update as required Board policies that relate to Administrative Services.
3.2: Develop and distribute handbooks to clarify committee functions and shared governance processes.	3.2a: Review and revise as needed Shared Governance Handbook.
	3.2b: Development a Committee Handbook describing charges and memberships.
	3.2c: Review and revise as needed AAAG bylaws.
	3.2d: Review and revise as needed SSAG bylaws.
	3.3e: Review and revise as needed ASAG bylaws.

<b>Goal 4: Establish and maintain effective infrastructure to promote student learning and achievement.</b>	
<b>Objective</b>	<b>Initiative</b>
4.1: Strengthen connectivity, security, and sustainability of technology structure.	4.1a: Implement help desk software for IT/AV.
	4.1b: Create a new computer/network Acceptable Use Agreement (AUA).
	4.1c: Develop an established IT maintenance window.
	4.1d: Address IT staffing needs.
	4.1e: Implement hosted email, storage and collaboration solution.
	4.1f: Enhance network infrastructure.
	4.1g: Wi-Fi validation, plan and upgrade
	4.1h: Implement network management/monitoring software.
	4.1i: Develop disaster preparedness/recovery plan.
4.2: Implement an information management system.	4.2a: Perform a Business Performance Analysis (BPA).
	4.2b: Procure and implement Enterprise Resource Planning (ERP) software.
	4.2c: Enhance institutional reporting in concert with the new ERP system.
4.3: Develop funding and sustainability model for technology.	4.3a: Develop and update a sustainable technology refreshment strategy.
	4.3b: Develop processes for departments to partner with IT for investigation, purchase and implementation of technology.
4.4: Review and revise facilities plan.	4.4a: Determine facility needs.
	4.4b: Review and revise as needed criteria for decision-making.
	4.4c: Prioritize projects.
	4.4d: Seek out new funding sources to support facility needs.
4.5: Create and implement a human resources plan.	4.5a: Develop a staffing plan reflecting administrative, faculty, and classified needs.
	4.5b: Determine criteria for prioritizing positions.
	4.5c: Determine funding sources to support positions.
	4.5d: Review/revise criteria as needed.
4.6: Update and implement an emergency response plan.	4.6a: Create Preparedness Manual.
	4.6b: Operationalize an Emergency Communication Texting system.
	4.6c: Program all network computers to alert users regarding an emergency event.
	4.6d: Provide radio communications in each building on the Monterey, Marina, and Seaside campuses.
	4.6e: Ensure that Security, Facilities, and IT personnel have radio connectivity.
	4.6f: Establish radio repeater system at Administration, Security and Marina sites.

## Education Master Plan Draft – 5-12-15

Goal 1: Help students achieve their educational goals.					
Objective 1.1: Create, delete, and/or revise programs and curriculum to help students transfer or build job-related skills.					
Influence	Initiative	Description	Lead Responsibility	Measurable Outcomes	Accomplishments
SB 1440	1.1a. Review potential programs completed by state committee and add programs when feasible.	Develop SB 1440 programs in all relevant and appropriate areas.	Dean of Institutional Planning	<ol style="list-style-type: none"> <li>By November 2014, compare number of courses added to or revised in catalog due to student needs and SB 1440.</li> <li>Complete program and course work as needed in Biology, Chemistry, Spanish Economics, Geology, Music, and Theatre Arts.</li> </ol>	Developed programs in Administration of Justice, Anthropology, Art History, Business Admin, Communications, Computer Science, Early Childhood Education, English, History, Kinesiology, Math, Philosophy, Physics, Political Science, Psychology, Sociology, Studio Arts
SB 440	1.1b. Develop and/or strengthen articulation agreements with transfer institutions.	The Articulation Office will work collaboratively with the Counseling, instructional faculty and the Curriculum Advisory Committee (CAC) to establish campus based protocols and articulation agreements with other colleges and universities.	Articulation Officer	<p>To compare the number of articulation agreements completed to prior year numbers.</p> <p>Identify the campus-based protocols established for articulation.</p>	<ul style="list-style-type: none"> <li>Since January: 34 submitted; 20 approved (2 denied)</li> <li>Between August 2014 and March 2015, C-ID courses for Associate Degrees for Transfer (SB1440 TMCs) articulation submissions: 10 submitted; 6 approved                             <ul style="list-style-type: none"> <li>Figures for the last three months since January: 7 submitted; 5 approved</li> </ul> </li> <li>Articulation activities have occurred with 21 schools (15 CSUs; 6 UCs).</li> <li>The Counseling Department has implemented since the beginning of this month a google spreadsheet called "ASSIST Log" in which all counselors are invited to enter missing articulations they see on ASSIST as they advise students, which I then submit to the schools.</li> <li>Established priority list for articulation agreements as follows: SB1440, CSUMB courses, CID courses.</li> <li>Flex Day presentation by Articulation Officer</li> </ul>

**Goal 1: Help students achieve their educational goals.**

**Objective 1.2: Develop and implement Student Success and Equity plans.**

<b>Influence</b>	<b>Initiative</b>	<b>Description</b>	<b>Lead Responsibility</b>	<b>Measurable Outcomes</b>	<b>Accomplishments</b>
Student Success Initiative	1.2a. Create a 3SP planning shell to submit to the state.	Each CCC is responsible for submitting a 3SP program plan and budget using the approved Chancellor's Office template and format.	<b>VP of Student Services</b>	Submit 3SP to Chancellor's Office by 10/17/14 deadline	<ul style="list-style-type: none"> <li>• Submitted 3SP to Chancellor's Office by 10/17/15 deadline</li> </ul>
	1.2b. Determine details of 3SP plan; submit to shared governance groups.	Establish an institutional 3SP subcommittee to develop the details to be included in the 3SP plan and budget.	<b>VP of Student Services</b>	Establish 3SP institutional committees that includes representation from administration, management, faculty and classified that are responsible for completed and presenting the 3SP plan and budget to the various shared governance groups.	<ul style="list-style-type: none"> <li>• Formed a 3SP submitted comprised of administration, faculty and classified.</li> <li>• Presented 3SP plan and budget to the following groups:                             <ul style="list-style-type: none"> <li>○ SSAG</li> <li>○ AAAG</li> <li>○ ASMPC on 10/10/15</li> <li>○ Senate</li> <li>○ College Council</li> <li>○ Board of Trustees</li> </ul> </li> </ul>
	1.2c. Create an equity plan.	Each CCC is responsible for submitting a Student Equity plan and budget using the approved Chancellor's Office template and format.	<b>VP of Student Services</b>	Chancellor's Office by 1/1/15 deadline	<ul style="list-style-type: none"> <li>• Submitted Student Equity Plan to Chancellor's Office prior to 1/1/15 deadline</li> <li>• Presented Student Equity plan to the following groups:                             <ul style="list-style-type: none"> <li>○ SSAG</li> <li>○ AAAG</li> <li>○ ASMPC on 10/10/15</li> <li>○ Senate</li> <li>○ College Council</li> </ul> </li> <li>• Board of Trustees</li> </ul>

**Goal 1: Help students achieve their educational goals.**

**Objective 1.3: Continue to develop continuing education program encompassing community education, contract education, and workforce development.**

Influence	Initiative	Description	Lead Responsibility	Measurable Outcomes	Accomplishments
Community needs	1.3a: Increase community education offerings.		Dean of Instruction	By May 2015, increase number of community ed offerings by 15%.	
	1.3b: Establish annual schedule for health care training courses	Offer Pharmacy Technician training, Phlebotomy Technician training, and Certified Nurse Assistant training 2-3 times per year.	Dean of Instruction	Establish and list training courses on website by June 25 (a year in advance).	
	1.3c: Explore potential additional CE offerings with Division/Depts.	Move Landscape Water Management course from ORNH to CE by June 2015. Explore possible studio portfolio course/s, additional Photography offerings, meeting with off-campus art studio training organization to explore possible partnership.	Dean of Instruction	Complete change in course by June 25.  Meet with art studio training organization.	



**Goal 1: Help students achieve their educational goals.**

**Objective 1.4: Provide essential support services for the Marina Education Center and the Seaside Public Safety Center.**

Influence	Initiative	Description	Lead Responsibility	Measurable Outcomes	Accomplishments
Accreditation standards	1.4a:	Provide essential student services to enable student success at the Marina Education Center and PSTC.	<b>VP of Student Services Dean of Instruction</b>	Identify what enrollment, retention, and student success services are provided at the MEC and PSTC sites and assess the level of utilization of services to determine the level of student need.	<ul style="list-style-type: none"> <li>• Student Portal Online Enhancement (see student portal)</li> <li>• 20% of FT Counselor (BS emphasis) assigned to location to provide services;</li> <li>• 60% of FT classified load assigned to location;</li> <li>• Fall &amp; Spring registration events;</li> <li>• HS Counselors' Breakfast @ MEC;</li> <li>• PT BSI Counselor assigned to locations;</li> <li>• Admissions, registration, financial aid, veterans services onsite</li> <li>• EPT/ESL assessments &amp; accommodations provided at location;</li> <li>• HS outreach to Marina High;</li> <li>• Flex Day activity;</li> <li>• Pers. Dev. Class offered;</li> <li>• FA/Cash for College;</li> <li>• Student Health 101;</li> <li>• Bookstore onsite for 1<sup>st</sup> week of each semester;</li> <li>• Personal study areas;</li> <li>• Go Print access for students;</li> <li>• Student ID cards;</li> <li>• Online registration process implemented at PSTC</li> </ul>
Accreditation Standards	1.4.b. PSTC	<ol style="list-style-type: none"> <li>1. Assist students with registration.</li> <li>2. Place support material on tables in the PSTC hallway for students to access.</li> <li>3. Provide students with academic counseling.</li> </ol>	Director, PSTC	<ol style="list-style-type: none"> <li>1. Increase number of students registering by at least 10%.</li> <li>2. Increase number of students receiving academic counseling.</li> </ol>	

	1.4.c. Online Education	<ol style="list-style-type: none"> <li>1. Implemented an online help desk to support distance education students.</li> <li>2. Integrated library systems into MPC Online for easier access to library resources by DE students.</li> <li>3. Development of online course template with embedded student support resource links.</li> <li>4. Implementation of live chat support for online students.</li> <li>5. Pilot online tutorial services to support distance education students.</li> <li>6. Participate in the pilot for the Online Education Initiative—including student readiness and tutorial resources.</li> <li>7. Implement an online “Ask a Counselor” tool.</li> </ol>	VP AA, VPSS, Associate Dean of Instructional Technology, Library Division	Implement each activity.	<ol style="list-style-type: none"> <li>1. Implemented online help desk Fall 2014.</li> <li>2. To be implemented Fall 2015</li> <li>3. Implemented summer 2015.</li> <li>4. To be implemented Fall 2015.</li> <li>5. To be implemented Fall 2106 – Spring 2016.</li> <li>6. Implemented Spring 2015</li> <li>7. Implemented Fall 2014 (I think)</li> </ol>
--	-------------------------	---	---	--------------------------	---

**Goal 1: Help students achieve their educational goals.**

**Objective 1.5: Implement the online learning strategic plan that includes institutional support, protocols, and assessment.**

Influence	Initiative	Description	Lead Responsibility	Measurable Outcomes	Accomplishments
Accreditation	1.5a:	<ol style="list-style-type: none"> <li>1. Obtain State Authorization or exemption for all states as possible, document exceptions and requirements for compliance with State Authorization, and implement a process for managing student enrollment requests from states where MPC is not authorized.</li> <li>2. Develop and implement strategies for gathering data about online student needs, exit/drop trends, demographics, and satisfaction.</li> <li>3. Develop a faculty certification program and series of workshops for effective online instruction.</li> <li>4. Develop initial structure for online learning strategic plan.</li> <li>5. Set strategic goals for distance education support, protocol, and assessment.</li> <li>6. Present first draft of online learning strategic plan to shared governance.</li> </ol>	Associate Dean of Instructional Technology and Development VP AA	<ol style="list-style-type: none"> <li>1. Implement spring/fall 2014.</li> <li>2. Follow up on implementation.</li> <li>3. Creation of program and workshops.</li> <li>4. Creation of distance education goals.</li> <li>5. See above.</li> <li>6. Create draft plan by Fall 2015</li> </ol>	<ol style="list-style-type: none"> <li>1. Implemented spring/fall 2014, ongoing follow-up.</li> <li>2. Implemented summer 2014, ongoing follow-up</li> <li>3. Complete spring/fall 2014, ongoing.</li> <li>4. Distance education strategic goals for 2013-2014 and 2014-2015 created and published in respective years.</li> <li>5. See above.</li> <li>6. Introduce draft plan fall 2015.</li> </ol>

**Goal 1: Help students achieve their educational goals.**

**Objective 1.6: Maximize systematic participation in the Instructor and Program Reflections process for continuous quality improvement.**

<b>Influence</b>	<b>Initiative</b>	<b>Description</b>	<b>Lead Responsibility</b>	<b>Measurable Outcomes</b>	<b>Accomplishments</b>
Accreditation	1.6a: Streamline the IR form.	Acquire a new system for processing Instructor Reflections forms.	VP AA Academic Senate President	Obtain the system.	
	1.6b: Create ongoing opportunities to participate in the Instructor Reflections and Program Review processes.	1. Offer flex day presentations and breakout sessions related to the reflections and program review processes. 2. Set aside time for all units to complete Program Reflections every fall semester.		Increase in participation at breakout sessions  Increase in participation in Program Reflections	

**Goal 1: Help students achieve their educational goals.**

**Objective 1.7: Review and revise scheduling processes to meet student needs and increase class size average.**

<b>Influence</b>	<b>Objective</b>	<b>Activities</b>	<b>Lead Responsibility</b>	<b>Measurable Outcomes</b>	<b>Accomplishments</b>
Fiscal stability	1.7: Review and revise scheduling processes to meet student needs and increase class size average	<ol style="list-style-type: none"> <li>1. Discuss scheduling and enrollment at Division Chair meetings</li> <li>2. Provide data at meetings</li> <li>3. Discuss block scheduling with Division Chairs</li> <li>4. Work on development of annual schedule</li> <li>5. Create and post sequenced program courses</li> <li>6. Examine fill-rates for courses</li> <li>7. Reallocate adjunct and other instructor salaries to maximize FTES generation</li> <li>8. Review and purchase enrollment management system</li> <li>9. Work with Student Services to obtain student needs information from Ed Plans</li> </ol>	VP Academic Affairs	<ol style="list-style-type: none"> <li>1. Discuss at following DC Meetings: 10/8/14, 11/12/14, 2/11/15, &amp; 3/11/15</li> <li>4. Ongoing</li> <li>5. End of Spring 2015 semester</li> <li>6. Fall 2015</li> <li>8. 2015-2016 fiscal year</li> <li>9. 2015-2016 fiscal year</li> </ol>	

**Goal 1: Help students achieve their educational goals.**

**Objective 1.8: Meet the college's Institution-Set Standards**

<b>Influence</b>	<b>Objectives</b>	<b>Activities</b>	<b>Lead Responsibility</b>	<b>Measurable Outcomes</b>	<b>Completion Date</b>
Accreditation	1.8a	1. Review evaluation methodology to confirm it is still reasonable 2. Report out the 15-16 proposed standards 3. Continue discussions about CTE Institutional set standards	VP Academic Affairs ALO Institutional Researcher	Evidence: Accreditation standards and various presentations	1. Done 2014-2015 2. 2015-2016 3. 2015-2016
Student Equity	1.8b	Disaggregate data and discuss appropriate accountability issues			

**Goal 2: Establish and maintain fiscal stability.**

**Objective 2.1: Improve institutional efficiencies.**

<b>Influence</b>	<b>Initiative</b>	<b>Description</b>	<b>Lead Responsibility</b>	<b>Measurable Outcomes</b>	<b>Accomplishments</b>
Accreditation	2.1a	Student Services will take part in a “Business Process Analysis (BPA)” or “process mapping” to identify ways to improve to the efficiency and effective for the student enrollment process.	VP of Student Services	Each Student Services areas will complete a “process mapping” exercise that identifies and documents ways to improve the delivery of services to students in their respective area.	<ul style="list-style-type: none"> <li>• All Student Services Business Process Analysis (BPA) exercise-get supporting documents from all student services BPA analysis</li> <li>• A&amp;R Laserfiche Project</li> <li>• A&amp;R online forms</li> <li>• Concurrent Enrollment Process (Jazz Camp0</li> <li>• Student Portal Online Enhancements (see student portal)</li> </ul>
	2.1b Administrative Reorganization	Reorganize Office of Academic Affairs.	VP Academic Affairs	Complete move of the ISA contracts to the PSTC; establish a full-time Admin Assistant to the Dean of Instruction and move NOE processing into OAA	1. 2014-2015  2. English 111 completed in 2014-2015. The rest of the courses will be completed in 2015-2016
Accreditation, New State Mandates	2.1c Data Access	Discuss and implement systems for easier access to data.	VP Academic Affairs	1. Discuss in all shared governance committees. 2. Implement system for data access.	
	2.1d Administrative Structure	Work with college leadership to implement appropriate admin structure for institutional effectiveness			

**Goal 2: Establish and maintain fiscal stability.**

**Objective 2.3: Strategically improve and enhance enrollment and retention rates.**

<b>Influence</b>	<b>Initiative</b>	<b>Description</b>	<b>Lead Responsibility</b>	<b>Measurable Outcomes</b>
	2.3a	Develop nutrition program	VP Academic Affairs	<ol style="list-style-type: none"> <li>1. Complete needs assessment.</li> <li>2. Design courses and program.</li> <li>3. Hire faculty.</li> <li>4. Create schedule of classes.</li> </ol>
		<ol style="list-style-type: none"> <li>1. Increase Counseling support for ESL program community outreach and student follow-up activities</li> <li>3. MLC Coordinator working with online tutoring projects to help BSI students</li> <li>4. Various activities occurring for online to increase retention and success</li> <li>5. New online tutoring platform: World Wide Whiteboard</li> <li>6. Scheduling - improvement/discussion to increase FTES</li> <li>7. New website: improved access and enhanced enrollment</li> </ol>	VP Academic Affairs	
	BSI	1. Create WebReg guide to assist ENSL students navigate enrollment	1. Dean of Instruction	<ol style="list-style-type: none"> <li>1. Guide implemented at several locations on Monterey and Marina campuses at opening of Spring 2015 registration</li> <li>2. Spring 2015: new group</li> </ol>



		<p>2. Basic Skills math support</p> <p>3. Math tutor training</p> <p>4. ENSL adjunct counselor</p> <p>5. Intensive Algebra with SI tutoring support</p> <p>6. Summer bridge program for EOPS students in math</p>	<p>2. BS math faculty; MLC Coordinator</p> <p>3. MLC Coordinator; MLC Instructional Specialist</p> <p>4. Counseling dept; ENSL dept; Dean of Instruction</p> <p>5. Math dept; Dean of Instruction</p> <p>6. EOPS, Math faculty,</p>	<p>tutoring for Math 261, 263, 351 and 360 students</p> <p>3. MLC student tutors trained on best practices for tutoring Basic Skills students</p> <p>4. New adjunct counselor position focused on support of ENSL students established and filled by start of Spring 2015 semester</p> <p>5. 1 section each of Beginning and Intermediate Algebra offered in sequential 8 weeks sessions—Spring 2015</p> <p>6. 30 students assessed for Math 351 who meet criteria for EOPS will participate in 2-week program August 2015</p>	
Student retention and progression	2.1c Combine basic skills English strands	Combine basic skills English reading and writing strands	English Department / IRW Chair	<p>1. Combine ENGL 111 and 112.</p> <p>2. Combine ENGL 301 and 302.</p> <p>3. Combine ENGL 321 and 322.</p> <p>4. Increase lab units;</p>	

				change labs to credit.	
Student Success	2.2a	Identify student success efforts outlined in the 3SP and Student Equity Plans and move to implement both plans.	<b>VP of Student Services</b>	Implement the student success efforts outlined in the 3SP and Student Equity plans.	<ul style="list-style-type: none"> <li>• Outreach activities <ul style="list-style-type: none"> <li>○ EOPS</li> <li>○ DSPS</li> <li>○ Financial Aid</li> </ul> </li> <li>• ESL activities (Kelly) <ul style="list-style-type: none"> <li>○ Outreach</li> <li>○ Orientation</li> <li>○ Counseling</li> <li>○ Follow-up services</li> </ul> </li> <li>• 3SP Services <ul style="list-style-type: none"> <li>○ HS assessment</li> <li>○ event, application workshop at HS</li> <li>○ Orientation, PERS 10 and Online w/Comevo</li> <li>○ Schedule Building Workshops</li> </ul> </li> <li>• Student Porta Online Enhancements (see student portal)</li> <li>• Create 3SP established funded positions to focus on orientation and follow-up services</li> </ul>

**Goal 2: Establish and maintain fiscal stability.**

**Objective 2.4: Develop and implement a plan to increase the number of international students.**

<b>Influence</b>	<b>Initiative</b>	<b>Description</b>	<b>Lead Responsibility</b>	<b>Measurable Outcomes</b>	<b>Accomplishments</b>
Enrollment	2.4	Develop and implement a plan to increase the number of international students	<b>VP of Student Services</b>	Prepared ISP program plan that includes, staffing, enrollment and retention strategies, and collaboration with CSUMB international students programs.	<ul style="list-style-type: none"> <li>• Recommendation to add an administrative position, Director of ISP</li> <li>• Add additional PDSO, DSO</li> <li>• Establish an English Language Program</li> <li>• Develop an outreach &amp; recruitment plan</li> <li>• CSUMB Collaboration</li> <li>• Online ISP student application</li> <li>• PERS 10 for International Students</li> <li>• Updated SLO/SAO</li> </ul>

**Goal 2: Establish and maintain fiscal stability.**

**Objective 2.5: Create opportunities to partner with public and private organizations.**

<b>Influence</b>	<b>Initiative</b>	<b>Description</b>	<b>Lead Responsibility</b>	<b>Measurable Outcomes</b>	<b>Accomplishments</b>
	2.5a		<b>VP of Student Services</b>	Identified partnership with other educational institutions, community programs and agencies.	<ul style="list-style-type: none"> <li>• Community of Caring Monterey Peninsula (4<sup>th</sup> grade college challenge)</li> <li>• F5MC contract provides funding for FT ECED Counselor</li> <li>• Chapman Foundation grant provides funding for TRiO/UB tutoring</li> <li>• Village Project, campus youth tour program</li> <li>• BGCMC/PAL Mentoring Activity</li> <li>• MIIS MOU with Language Program to waive TOELF with successful completion of MIIS courses</li> <li>• Approved MSW Intern site CSUMB's MSW program</li> <li>• CHOMP site supervisor for MSW Interns</li> <li>• Upward Bound MOU with MPUSD.</li> <li>• Evan Incentive Program Grant partnership with BGCMC to oversee "advocacy" component of program</li> </ul>
SB 1070	2.5b	<p>1. Attend Southwest Pathways Consortium (SWPC) regional meetings;</p> <p>2. Continue as member of System Alignment Workgroup</p>	VP AA, VP SS, VP AS & Pres	Fall 2015 Articulation Breakfast Colloquium; Spring 2016 CTE Career Pathways LMI Review; Meet/exceed number of TechEd Career Pathways	

SB 852 CTE Enhancement Funds 40% Collaborations	2.5c	Public Partners - Collaborated with multiple community colleges on CTE 40% applications: 1. NetLab+ (28 CCs), 2. Sustainable Hospitality & Core Transfer degree (8 CCs), 3. Mobile Apps (14 CCs),		Momentum Points: Vary by application	
	2.5d	1. Workforce Investment Board with local county to train economically disadvantaged students in CTE/Vocational programs 2. CSUMB meetings 3. Hospitality 2+2 with CSUMB 4. Business collaboration with CSUMB 5. Partnership with Gavilan is being developed for regional professional development			2. Throughout 2014-2015 3. Done in 2014-2015 4. 2015-2016 5. 2015-2016
Faculty need/desire for professional development opportunities	2.5e	Work with BSI counterparts at Gavilan College to establish regional professional development "hub" re BSI	BSI committee	By December 2015, a preliminary plan to begin regional professional development is drafted.	

**Goal 2: Establish and maintain fiscal stability.**

**Objective 2.6: Obtain extramural funding.**

Influence	Initiative	Description	Lead Responsibility	Measurable Outcomes	Accomplishments
	2.6a		VP of Student Services		<ul style="list-style-type: none"> <li>• Federal TRiO Grant (3) totaling over 1M annually;</li> <li>• F5MC contract provides funding for FT ECED Counselor (\$101,000 annually) extended for through 2017</li> <li>• Chapman Foundation grant provides funding for TRiO/UB tutoring (10K annually)</li> <li>• MPC Foundation, Howard Evans Incentive Awards @ 500K, 100 scholarships</li> <li>• \$244K grant from CDE to provide expanded Early Childhood Education at CDC Lab School</li> </ul>
SB 852 CTE Enhancement Funds 60% local share	2.6b	1. Implement proposed funding uses; 2. Track & Report using Launchboard.		Momentum Points: MP9 - Completed college orientation & assessment; MP12 - Completed counselor-approved Ed Plan; MP 15 - Completed two courses in same CTE pathway; MP 18 - Completed a CCCCCO-approved certificate within a CTE pathway	
SB 852 CTE Enhancement Funds 40% Collaborations	2.6c	<i>Public Partners</i> - Collaborated with multiple community colleges on CTE 40% applications: 1. NetLab+ (28 CCs), 2. Sustainable Hospitality & Core Transfer degree (8 CCs), 4. Mobile Apps (14 CCs),		Momentum Points: Vary by application	

<p>SB 852 CTE Enhancement Funds 40% local share</p>	<p>2.6d</p>	<p>1. Implement proposed funding uses; 2. Track &amp; Report using Launchboard.</p>	<p>Momentum Points: MP9 - Completed college orientation &amp; assessment; MP12 - Completed counselor-approved Ed Plan; MP 15 - Completed two courses in same CTE pathway; MP 18 - Completed a CCCCO-approved certificate within a CTE pathway</p>	
---	-------------	---	---	--

**Goal 3: Review, revise, and communicate policies and procedures to support the college mission.**

**Objective 3.1: Review and revise Board policies and administrative procedures as needed.**

<b>Influence</b>	<b>Initiative</b>	<b>Description</b>	<b>Lead Responsibility</b>	<b>Measurable Outcomes</b>	<b>Accomplishments</b>
Accreditation	3.1a	Review and update as required Board Policies that relate to Student Services	<b>VP of Student Services</b>	All relevant Board policies updated.	In process, refer to list of completed vs to do
Accreditation	3.1b	Review and update as required Board policies that related to Academic Affairs.	VP Academic Affairs	All relevant Board policies updated.	Completed in December 2014. The updated Board policies have been posted to the MyMPC Academics page for review by the Board.
Accreditation	3.1c	Review and update as required Board Policies that relate to Administrative Services	VP of Administrative Services	All relevant Board policies updated.	

**Objective 3.2: Develop and distribute handbooks to clarify committee functions and shared governance processes.**

<b>Influence</b>	<b>Initiative</b>	<b>Description</b>	<b>Lead Responsibility</b>	<b>Measurable Outcomes</b>	<b>Accomplishments</b>
Accreditation	3.2.a. Shared Governance Handbook	Review the handbook describing MPC's shared governance and integrated planning process	Accreditation Liaison	Shared Governance Handbook sent to all users and made available online.	
Accreditation	3.2.b. Committee Handbook	Develop a handbook describing MPC's committee charges and memberships.	Academic Senate	Committee Handbook sent to all users and made available online.	
Accreditation	3.2d	Review and update AAAG Bylaws.	<b>VP of Academic Affairs</b>	Complete by May 2015	Completed
Accreditation	3.2.c. Shared Governance Handbook	Review SSAG By laws	<b>VP of Student Services</b>	Update SSAG By Laws	In process



**Goal 4: Establish and maintain effective infrastructure to promote student learning and achievement.**

**Objective 4.1: Strengthen connectivity, security, and sustainability of technology structure.**

<b>Influence</b>	<b>Initiative</b>	<b>Description</b>	<b>Lead Responsibility</b>	<b>Measurable Outcomes</b>	<b>Accomplishments/Findings</b>
			Director of Information Systems		

**Objective 4.2: Implement an information management system.**

<b>Influence</b>	<b>Initiative</b>	<b>Description</b>	<b>Lead Responsibility</b>	<b>Measurable Outcomes</b>	<b>Accomplishments/Findings</b>

**Goal 4: Establish and maintain effective infrastructure to promote student learning and achievement.**

**Objective 4.3: Develop funding and sustainability model for technology.**

<b>Influence</b>	<b>Initiative</b>	<b>Description</b>	<b>Lead Responsibility</b>	<b>Measurable Outcomes</b>	<b>Accomplishments/Findings</b>
Accreditation					
Fiscal stability					

**Objective 4.4: Review and revise facilities plan.**

<b>Influence</b>	<b>Initiative</b>	<b>Description</b>	<b>Lead Responsibility</b>	<b>Measurable Outcomes</b>	<b>Accomplishments/Findings</b>
Accreditation					
Fiscal Stability					
Program Needs					

**Goal 4: Establish and maintain effective infrastructure to promote student learning and achievement.**

**Objective 4.5: Create and implement a human resources plan.**

<b>Influence</b>	<b>Initiative</b>	<b>Description</b>	<b>Lead Responsibility</b>	<b>Measurable Outcomes</b>	<b>Accomplishments/Findings</b>
Accreditation	4.5a	Create human resources plan	Director of Human Resources		
Fiscal Stability					
Equity					

**Objective 4.6: Update and implement the emergency response plan.**

<b>Influence</b>	<b>Initiative</b>	<b>Description</b>	<b>Lead Responsibility</b>	<b>Measurable Outcomes</b>	<b>Accomplishments/Findings</b>
Safety needs, Accreditation?	4.6.a. Printed Plan Update	Preparedness Manual	Public Safety Training Center Director	Complete by April 17, 2015	
	4.6.b. Emergency Communication Texting	Emergency messages texted, voice to phone numbers pre-programmed, email addresses preprogrammed.	Director of Information Systems	Operational	
	4.6.c. Emergency communications internet	Computer software programed to alert all network computers regarding an emergency invent	Director of Information Systems	Operational by April 17, 2015	
	4.6.d. Emergency Communications Radios	Building Response Teams Radio communications to EOC in each building on the Monterey, Marina and Seaside Campus	Director of Security	Operational	
	4.6.e. Emergency Communications Radios	Security, Facilities, and IT personnel to have radio connectivity	Art St. Laurent	Operational	
	4.6.f. Emergency Base Stations	Radio repeater system at Administration, Security, and Marina sites	Art St. Laurent	Operational	



## EXECUTIVE DIRECTOR'S REPORT TO MPC GOVERNING BOARD OF TRUSTEES May 27, 2015

*Monterey Peninsula College Foundation supports MPC by being a strong advocate for the College in the community and by raising significant financial support for the College.*

### FUNDRAISING

1. **Total Monthly Donations Received in April 2015: \$182,278.05**

2. **President's Circle Campaign**

The Foundation is currently inviting community members to serve as President's Circle Ambassadors, who will assist with soliciting members to the 2015 President's Circle. The Campaign Kick-Off Breakfast is scheduled for June 10, 2015.

3. **Grants**

The Foundation recently received two grant awards from the Chapman Foundation totaling \$48,400. The first is to provide supplemental support to the MPC TRiO Upward Bound program (\$15,400), while the other is to fund *College In Sight*, an outreach program that will encourage local youth to attend college (\$33,000).

In addition, the Foundation recently submitted its first Federal grant to SAMHSA (Substance Abuse and Mental Health Services Administration) to continue the work of the Student Mental Health Program.

4. **Howard & Karin Evans College Incentive Program**

The *Howard & Karin Evans College Incentive Program* will provide scholarships to 100 students graduating from high school this Spring. The program will offer students a three-part scholarship incentive, as well as motivation and support while attending MPC. Students will receive \$500/semester for two years while enrolled full-time at MPC (contingent upon meeting all criteria); as well as a \$1,000 transfer incentive if they enroll at a four-year university or college within four years of admittance into the program.

The Foundation is working in collaboration with the Student Services division to welcome these students to MPC in the Fall. An informational and inspirational welcome meeting is scheduled for August 17, 2015, when the students will receive their first checks.

### EVENTS

1. **President's Address to the Community, Presented by Union Bank**

In collaboration with the Superintendent/President's Office, the Foundation hosted the 9<sup>th</sup> Annual President's Address to the Community on May 1, 2015 with over 320 guests in attendance. The 2015 President's Awardee is Mr. Charles Page.

### COLLEGE SUPPORT

1. The Foundation is working in collaboration with the Student Financial Services office to award scholarships this Spring. The total number and amount of scholarships will be reported at the next Board meeting once all information is finalized.
2. The Foundation Board approved \$10,000 in unrestricted funds to assist the college with grant-writing efforts in 2015.
3. The Foundation is partnering with Pacific Motor Services to provide additional support for the Faculty & Staff Advancement Award (FASA) program. Each time someone takes their vehicle to PacMo for servicing and mentions MPC, 10% of the repair costs will be donated to the MPC Foundation for the FASA Program.

### ADMINISTRATION

1. The next Foundation Board meeting will be held May 20, 2015.

www.chservices.org  
831.658.3811 phone  
831.658.3815 fax

Administration Office  
P.O. Box 3076  
Monterey, CA 93942-3076



community  
human services

hope. help. here.

**HIGHLIGHTS OF  
REGULAR BOARD MEETING  
April 16, 2015**

1. *Mary Ann Carbone, Board Chair, called the meeting to order at 11:13 a.m. at the City Hall of Sand City.*
2. *Board approved Consent items: March 19, 2015 Board minutes and Disbursements for the period of March 2015.*
3. *Silvia Lopez, Program Coordinator Safe Passage, gave a great presentation of the program. Safe Passage is a transitional housing and supportive services program for transition-age youth, 18 to 21 years of age. Safe Passage is a drug and alcohol free environment. Youth can stay up to 18 months, or their stay can be extended up to 24 months with justification. Safe Passage offers 6 beds, currently housing 4 girls and 2 boys. The youth also receive counseling from our very own Safe Place counselors. Youth have weekly case management meetings with the program coordinator to help them stay focused on care plans and to motivate them to achieve their goals.*
4. *Robin McCrae, CEO, reported that the four agency vans that the Board declared as surplus were sold for a grand total of \$540.00. One of the vans was purchased by a former client who is now starting a handyman business.*

*Robin also met with grant evaluator Jan Roehl regarding evaluation methodology for our Seaside CalGRIPS grant. With that grant we will be providing the City of Seaside with parenting education classes and youth drug intervention classes, all aimed at reducing youth violence.*

*Robin met with County Behavioral Health staff and other county contractors to discuss the upcoming Medi-Cal Waiver that, when approved, will allow residential programs over 12 beds to provide Medi-Cal services. A follow up meeting was held among Door to Hope, Sun Street and CHS to discuss the waiver and other required services not currently being provided in the county. It was determined that more specific information is needed before we can respond to the County's request for response, such as how services would be reimbursed.*

*The Contractor's Association will have two representatives on the selection committee for the new Behavioral Health Director. Barbara Mitchell will represent mental health and Robin will represent alcohol and drug.*

5. *Rob Rapp, Development Director, reviewed the development report. Rob thanked the board for donations, almost at 100% for Board contributions.*

*Rob mentioned that in honor of National Foster Care Awareness Month, Salinas Valley Leadership Class 33 will partner with our very own Family to Family program to help support children in foster care through a Foster Care Awareness Community BBQ on May 30<sup>th</sup> at Star Market in Salinas from 11:00 a.m. to 3:00 p.m. Tickets are \$10.*

6. *Annette Yee-Steck, Finance Committee Chair, reported that the Finance Committee met earlier in the day. The dashboard is looking cleaned up; County receivables are down; the new balance sheet ties to the dashboard. CFO Sharon Lagana is working hard to make a clean break from old software to a new updated version of the software in the near future.*
7. *Harvey Kuffner, Personnel Committee chair, reported that the Evaluation Committee (the Personnel Committee and the Executive Committee) met to go over CHS' CEO evaluation and compensation, and that a discussion/action item is on the agenda.*
8. *The board approved making Cedric Otsuki, former CFO, an Emeritus Member of CHS as proposed.*
9. *The board approved the CEO's compensation package as proposed.*
10. *Board Chair Mary Ann Carbone reported that Board Retreat is confirmed for Friday, May 8<sup>th</sup> at the Shoreline Conference Center in Marina.*

***The next regular board meeting is scheduled for Thursday, May 21, 2014 from 11:00 a.m. to 1:00 p.m. at the Sand City City Hall, Sand City, CA.***