



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

**REGULAR MEETING
WEDNESDAY, AUGUST 26, 2015**

REPORTS AND PRESENTATIONS



Annual Applicant Pool and Employee Demographics Report

2015

The Value of Diversity

There are numerous federal, state, and systems laws and regulations, that govern and direct our hiring practices, including but not limited to:

Title VI & VII Civil Rights Act of 1964, Title IX, Americans with Disabilities Act, the Age Discrimination Act, Accreditation Standards, Ca. Government Code, Ca. Constitution, Ca. Education Code, Ca. Code of Regulation-Title 5, Board Policies and Procedures.

- **Education Code**

Academic excellence can best be sustained in a climate of acceptance and with the inclusion of persons from a wide variety of backgrounds and preparations to provide service to an increasingly diverse student body. [EC87100(a)(2)]

"Equal employment opportunity" means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and fully enjoy the benefits of employment by a community college district. Ensuring equal employment opportunity is advanced in an inclusive environment that fosters cooperation, acceptance, democracy, and the free expression of ideas. An inclusive environment is welcoming to men and women, persons with disabilities, individuals from all ethnic groups, and individuals from all other groups protected from discrimination by this article.

[EC87101 (a)]

- **Accreditation Standard III.A.12**

Through its policies and practices, the institution creates and maintains appropriate programs, practices, and services that support its diverse personnel. The institution regularly assesses its record in employment equity and diversity consistent with its mission. (Cf. 2012 Standard IIIA4, IIIA4a, IIIA4b)

- **Mission Statement**

Monterey Peninsula College is an open-access institution that fosters student learning and achievement within its diverse community. MPC provides high quality instructional programs, services, and infrastructure to support the goals of students pursuing transfer, career training, basic skills, and lifelong learning opportunities.

Proposition 209

- Post Affirmative Action: In 1996, Proposition 209 prohibited public employers from “discriminating against, or granting preferential treatment to, any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting.

Legislative Response to 209

- Government Code 11139.6

“It is the intent of this section that all governmental agencies shall engage in general recruitment and outreach programs to all individuals, including persons who are economically disadvantaged.”

“...recruitment that should result in increasing diversity of the public sector workforce” to include general circulation newspapers, radio and TV, electronic media, and in the same recruitment sources whose primary audience are audience is comprised of minority and low-income communities and women.

Equal Employment Opportunity Plan

- **Equal Employment Opportunity Plan**

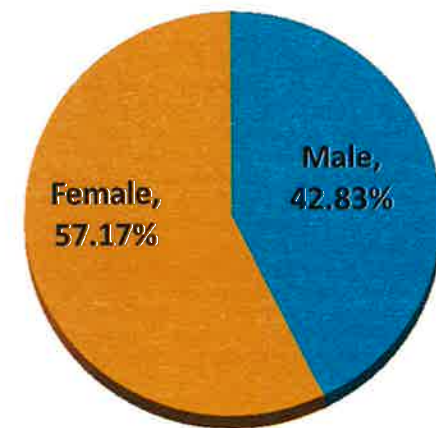
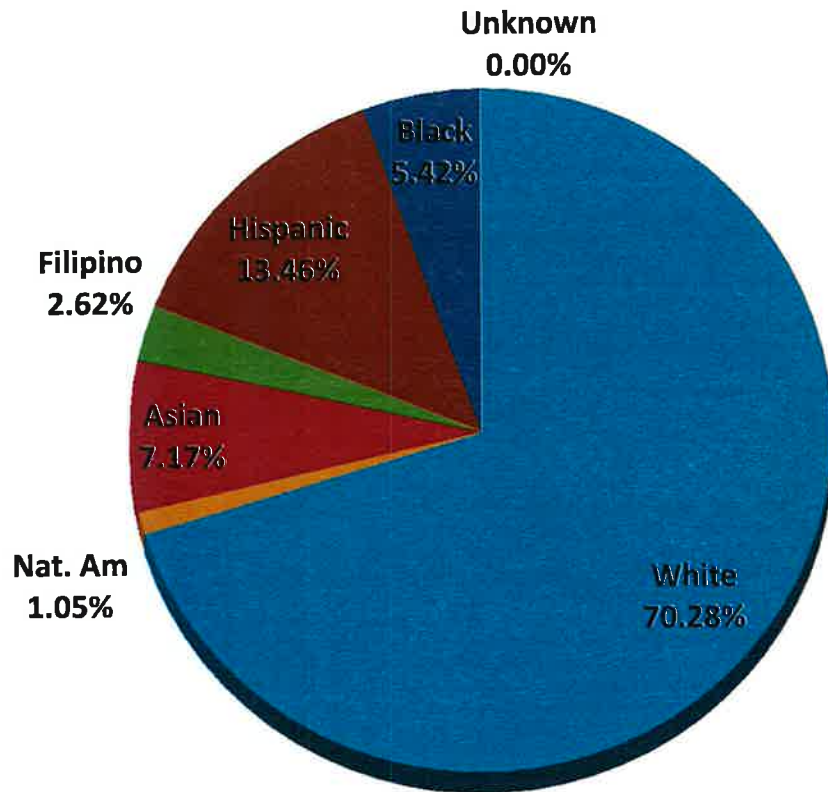
Human Resources will annually survey the District's workforce composition to evaluate progress in implementing the plan, to provide data needed for required reports and to determine if any group is underrepresented.

(California Code of Regulations, Title 5 Section 53000, et seq.)

Workforce by Category - All

	Total	Male	% M	Female	% F	White	% W	Nat. Am	% NA	Asian	% A	Filipino	% F	Hispanic	% H	Black	% B
All Employees- Fall 2014	572	245	42.83%	327	57.17%	402	70.28%	6	1.05%	41	7.17%	15	2.62%	77	13.46%	31	5.42%

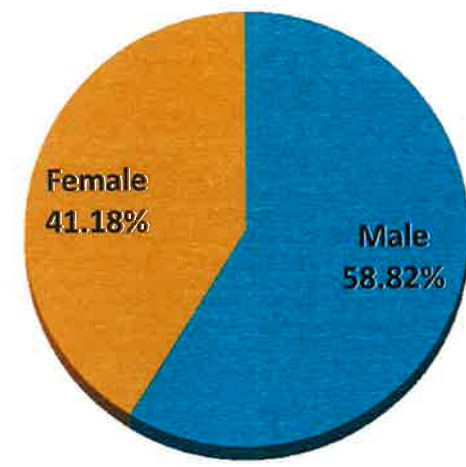
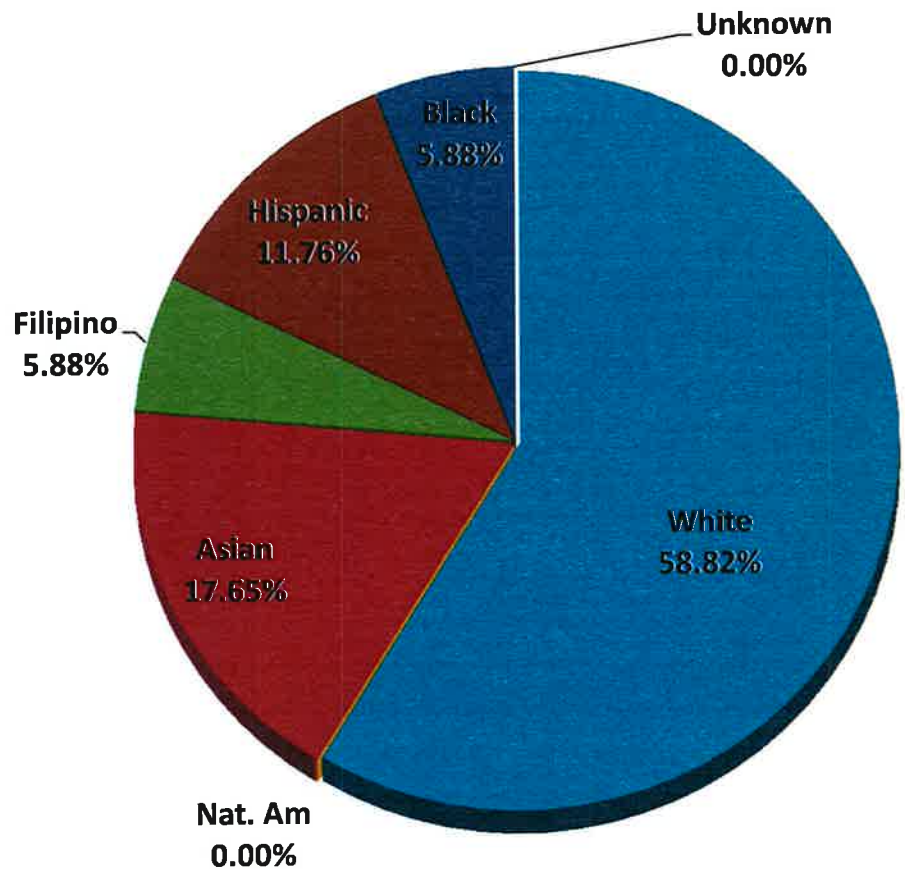
Disability: 17



Census Date: 12/31/2014

Exec./ Managerial Demographics

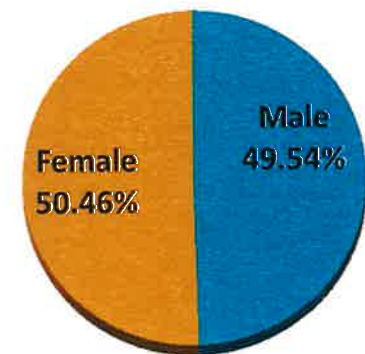
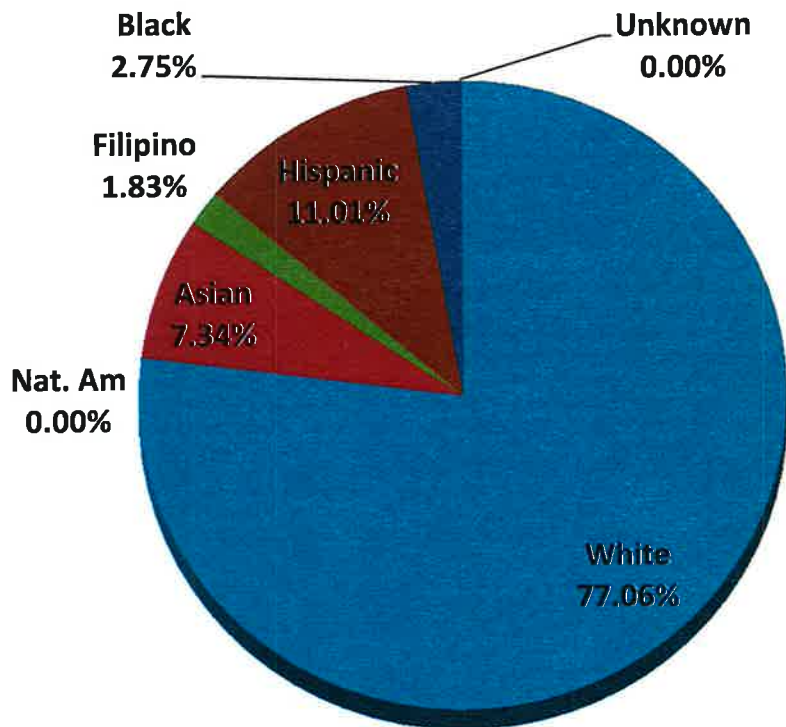
	Total	Male	%M	Female	% F	White	%W	Nat. Am	% NA	Asian	% A	Filipino	% F	Hispanic	% H	Black	% B
Exec/ Admin/ Mgmt	17	10	58.82%	7	41.18%	10	58.82%	0	0.00%	3	17.65%	1	5.88%	2	11.76%	1	5.88%



Census Date: 12/31/2014

Full Time Faculty- Demographics

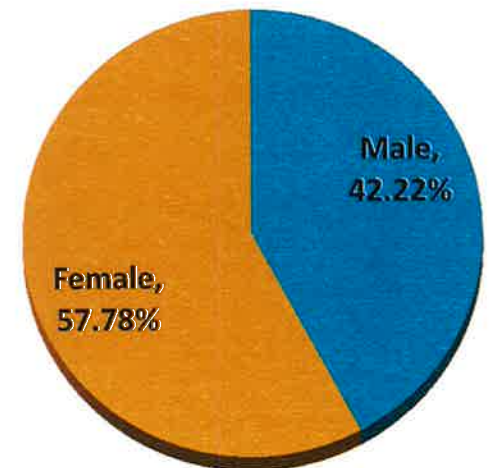
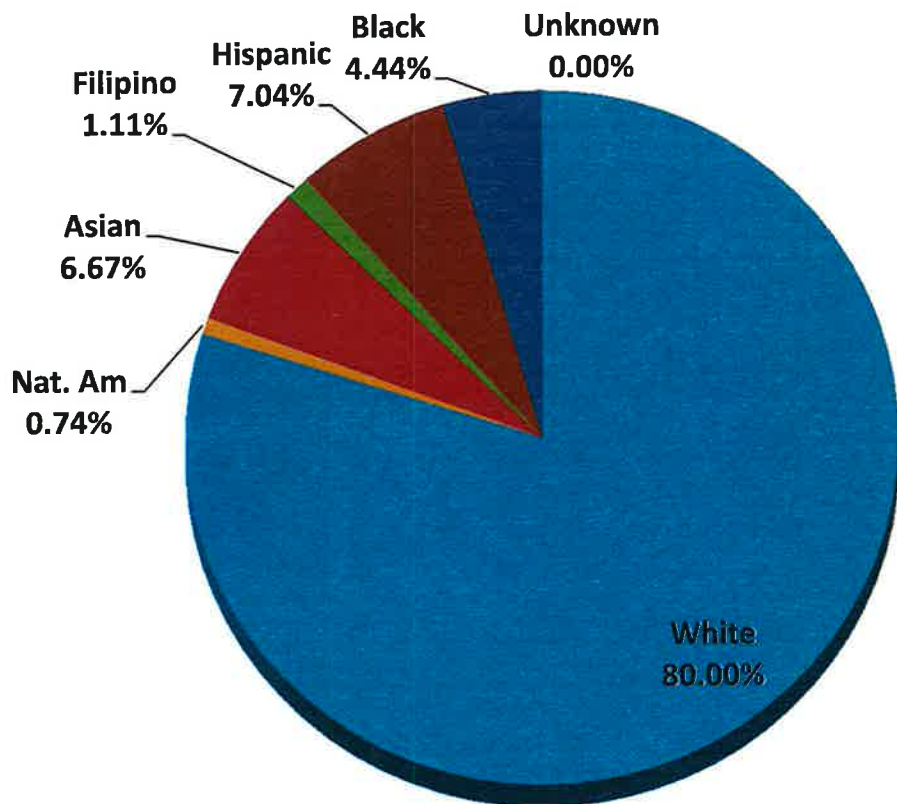
	Total	Male	%M	Female	% F	White	%W	Nat. Am	% NA	Asian	% A	Filipino	% F	Hispanic	% H	Black	% B
Faculty-Career Education	13	8	62%	5	38%	11	85%	0	0%	1	8%	0	0%	1	8%	0	0%
Faculty-English	17	8	47%	9	53%	17	100%	0	0%	0	0%	0	0%	0	0%	0	0%
Faculty-Health & PE	7	5	71%	2	29%	6	86%	0	0%	1	14%	0	0%	0	0%	0	0%
Faculty-Humanities	14	7	50%	7	50%	11	79%	0	0%	0	0%	0	0%	3	21%	0	0%
Faculty-Inst & Spp Srvs	22	8	36%	14	64%	13	59%	0	0%	3	14%	1	5%	4	18%	1	5%
Faculty-Mathematics	12	6	50%	6	50%	8	67%	0	0%	2	17%	1	8%	1	8%	0	0%
Faculty-Natural Sciences	12	7	58%	5	42%	8	67%	0	0%	1	8%	0	0%	2	17%	1	8%
Faculty-Social Science	12	5	42%	7	58%	10	83%	0	0%	0	0%	0	0%	1	8%	1	8%
	109	54	49.54%	55	50.46%	84	77.06%	0	0.00%	8	7.34%	2	1.83%	12	11.01%	3	2.75%



Census Date: 12/31/2014

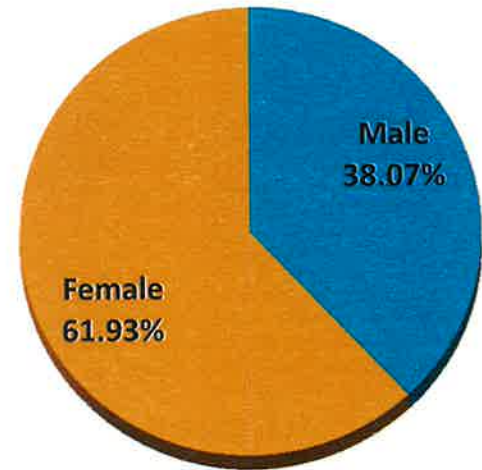
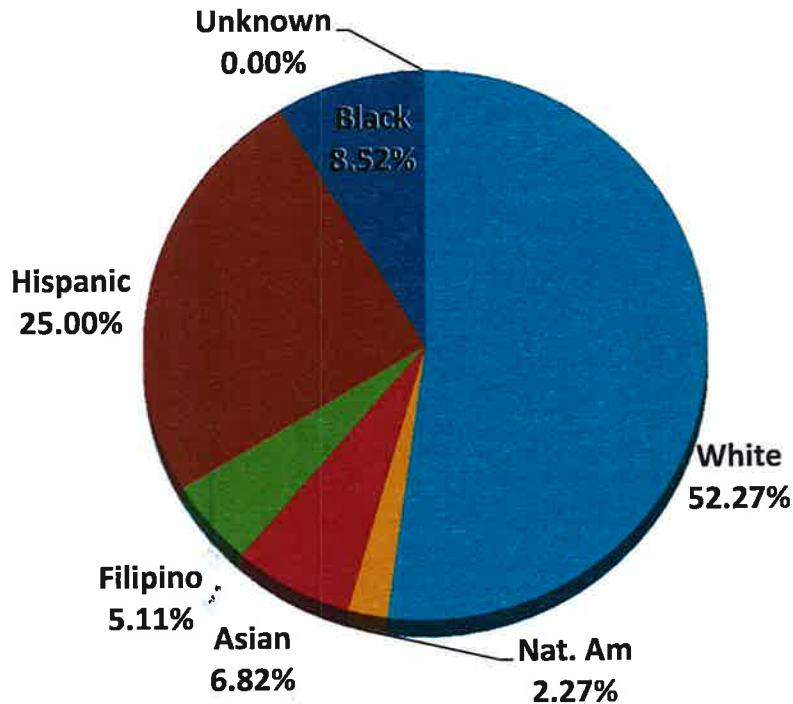
Fall 2014 Adjuncts- Demographics

	Total	Male	% Male	Female	% F	White	% W	Nat. Am	% NA	Asian	% A	Filipino	% F	Hispanic	% H	Black	% B
Adjunct- Fall 2014	270	114	42.22%	156	57.78%	216	80.00%	2	0.74%	18	6.67%	3	1.11%	19	7.04%	12	4.44%



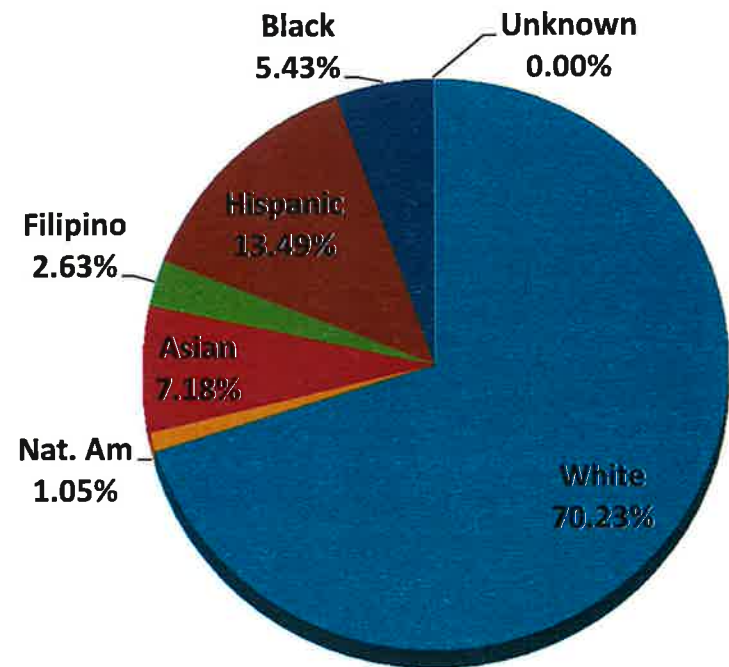
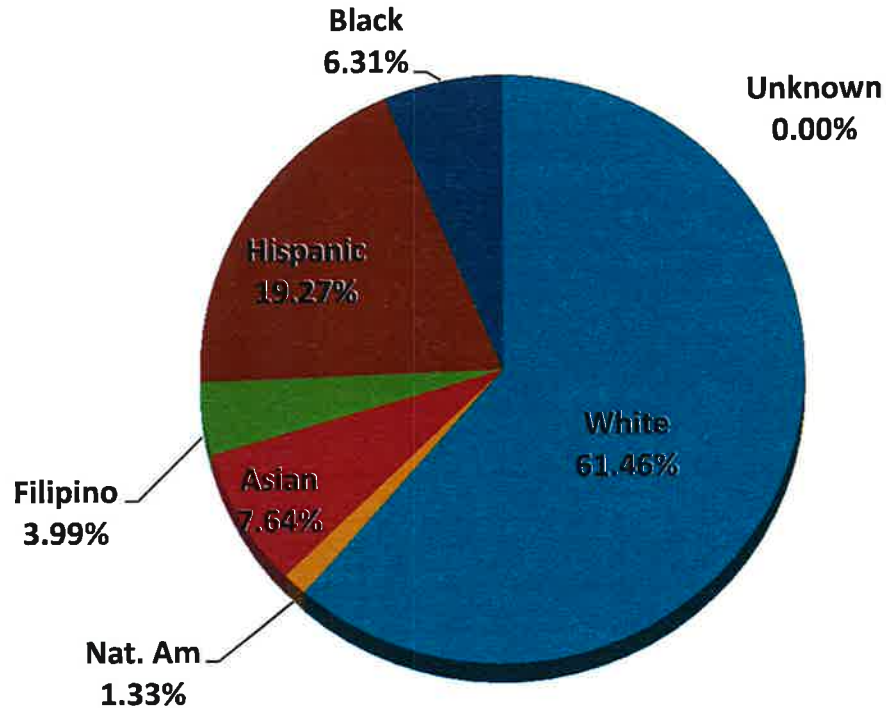
Classified Workforce- Demographics

	Total	Male	%M	Female	% F	White	%W	Nat. Am	% NA	Asian	% A	Filipino	% F	Hispanic	% H	Black	% B
Clerical/ Secretarial	40	6	15%	34	85%	21	53%	1	3%	2	5%	3	8%	8	20%	5	13%
Professional Non-Faculty	20	3	15%	17	85%	12	60%	0	0%	1	5%	1	5%	6	30%	0	0%
Service/ Maintenance	26	18	69%	8	31%	6	23%	0	0%	0	0%	0	0%	15	58%	5	19%
Skilled Crafts	9	8	89%	1	11%	4	44%	0	0%	2	22%	0	0%	3	33%	0	0%
Technical/ Paraprofessional	81	32	40%	49	60%	49	60%	3	4%	7	9%	5	6%	12	15%	5	6%
	176	67	38.07%	109	61.93%	92	52.27%	4	2.27%	12	6.82%	9	5.11%	44	25.00%	15	8.52%



Census Date: 12/31/2014

Demographics of Current Workforce Permanent vs. All



Hiring Summary-2014

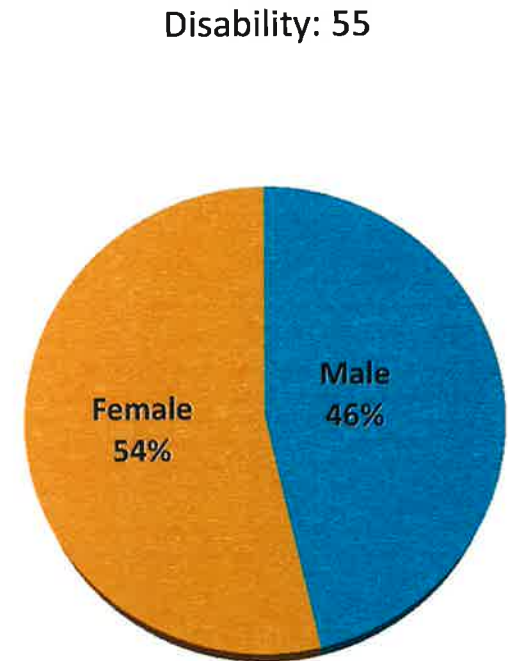
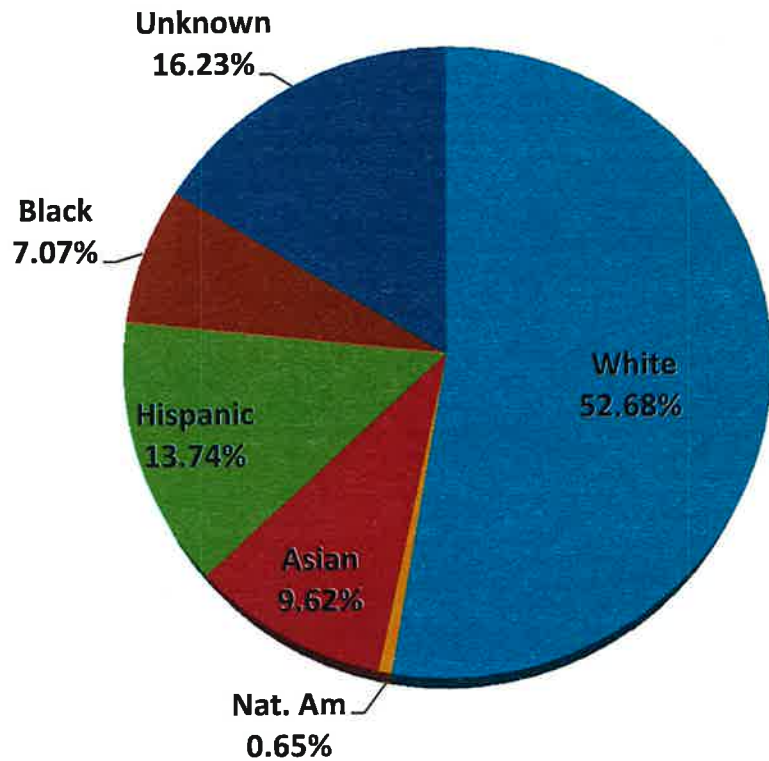
	Recruitments	Positions Filled
Administrative	7	6
Classified	27	27
Full Time Faculty	11	10
Adjuncts	49	61
Totals	94	104

Includes Full-Time Academic recruitments- Spring 2014; Classified Recruitments (completed 1/1/14- 12/31/14); Specific Adjunct Recruitments from 1/1/2014 to 12/31/2014- does not include the continuously open pools for all disciplines

Demographics of Applicant Pools

	Total	Male	% M	Female	% F	White	% W	Nat. Am	% NA	Asian	% A	Hispanic	% H	Black	% B	Unknown	% U
All Applicant Pools*	1528	709	46.40%	819	53.60%	805	52.68%	10	0.65%	147	9.62%	210	13.74%	108	7.07%	248	16.23%

*Full-Time Academic recruitments- Spring 2014; Classified Recruitments (completed 1/1/14- 12/31/14); Adjunct Pool as of 12/31/14

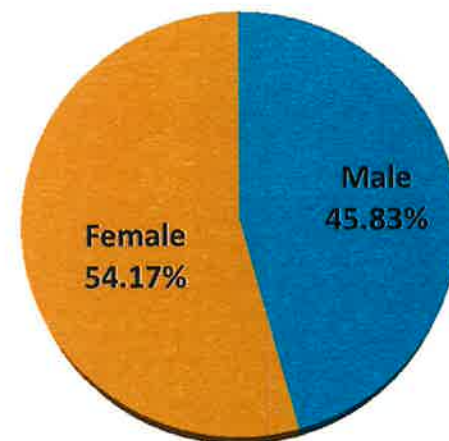
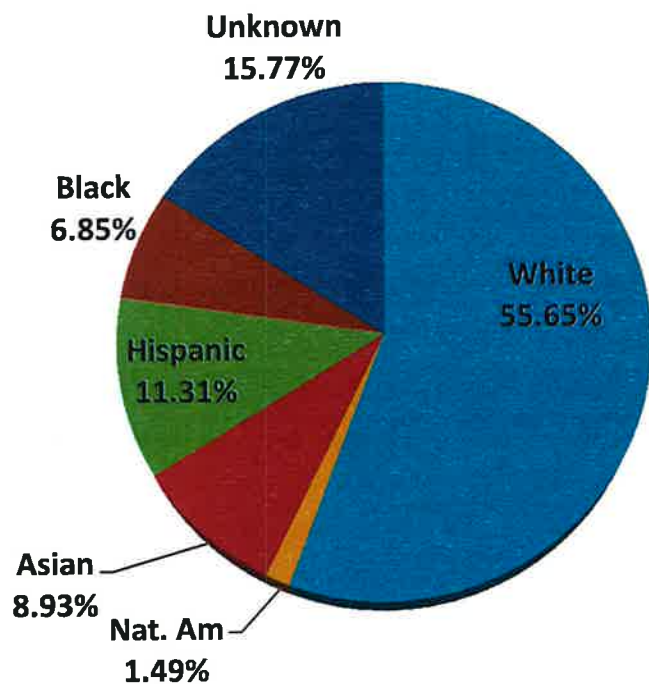


Disability: 55

Applicant Pool- FT Faculty

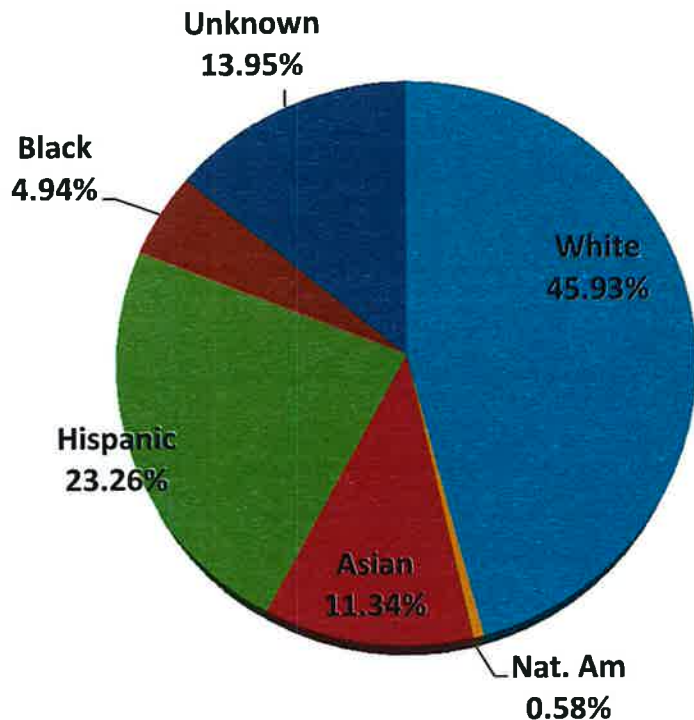
	Total	Male	%M	Female	% F	White	%W	Nat. Am	% NA	Asian	% A	Hispanic	% H	Black	% B	Unknown	% U
Faculty-Career Education	107	56	52%	51	48%	59	55%	1	1%	9	8%	11	10%	10	9%	17	16%
Faculty-English	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Faculty-Health & PE	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Faculty-Humanities	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Faculty-Inst. & Spprt Serv.	77	27	35%	50	65%	36	47%	1	1%	6	8%	17	22%	5	6%	12	16%
Faculty-Mathematics	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Faculty-Natural Sciences	73	40	55%	33	45%	40	55%	2	3%	12	16%	6	8%	6	8%	7	10%
Faculty-Social Science	79	31	39%	48	61%	52	66%	1	1%	3	4%	4	5%	2	3%	17	22%
	336	154	45.83%	182	54.17%	187	55.65%	5	1.49%	30	8.93%	38	11.31%	23	6.85%	53	15.77%

Positions =10 recruitments; 10 persons hired; 1 positions unfilled

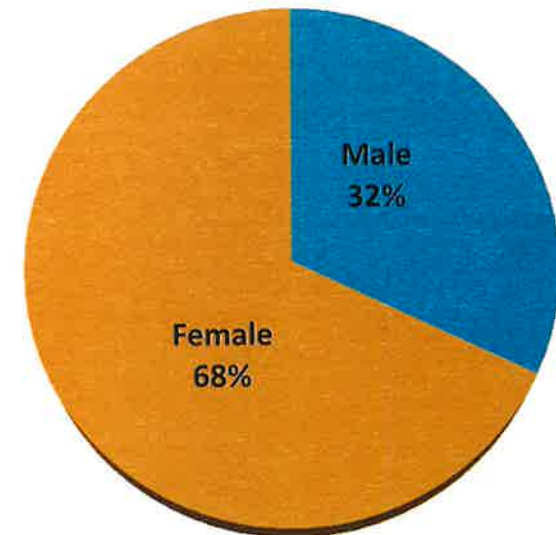


Applicant Pool- Classified

	Total	Male	%M	Female	% F	White	%W	Nat. Am	% NA	Asian	% A	Hispanic	% H	Black	% B	Unknown	% U
Clerical/ Secretarial	125	29	23%	96	77%	55	44%	0	0%	16	13%	33	26%	4	3%	17	14%
Professional Non-Faculty	77	24	31%	53	69%	28	36%	1	1%	7	9%	25	32%	6	8%	10	13%
Service/ Maintenance	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Skilled Crafts	17	9	53%	8	47%	13	76%	0	0%	0	0%	2	12%	0	0%	2	12%
Technical/ Paraprofessional	125	48	38%	77	62%	62	50%	1	1%	16	13%	20	16%	7	6%	19	15%
	344	110	31.98%	234	68.02%	158	45.93%	2	0.58%	39	11.34%	80	23.26%	17	4.94%	48	13.95%



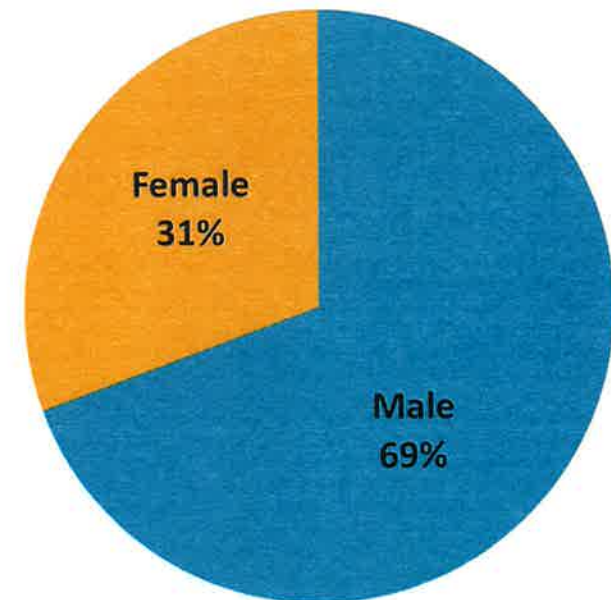
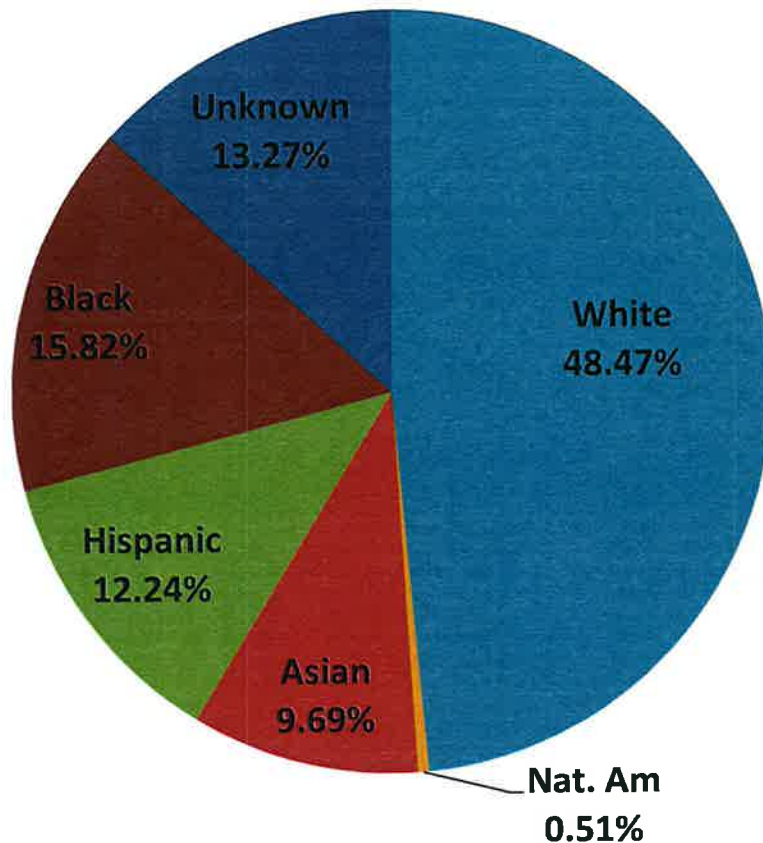
Recruitments= 16 with 20 hired



Applicant Pool- Administrative

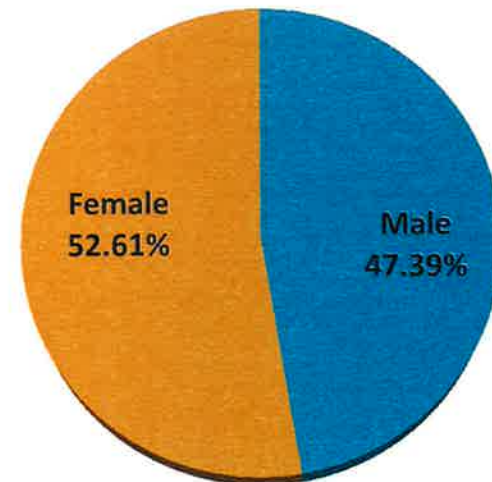
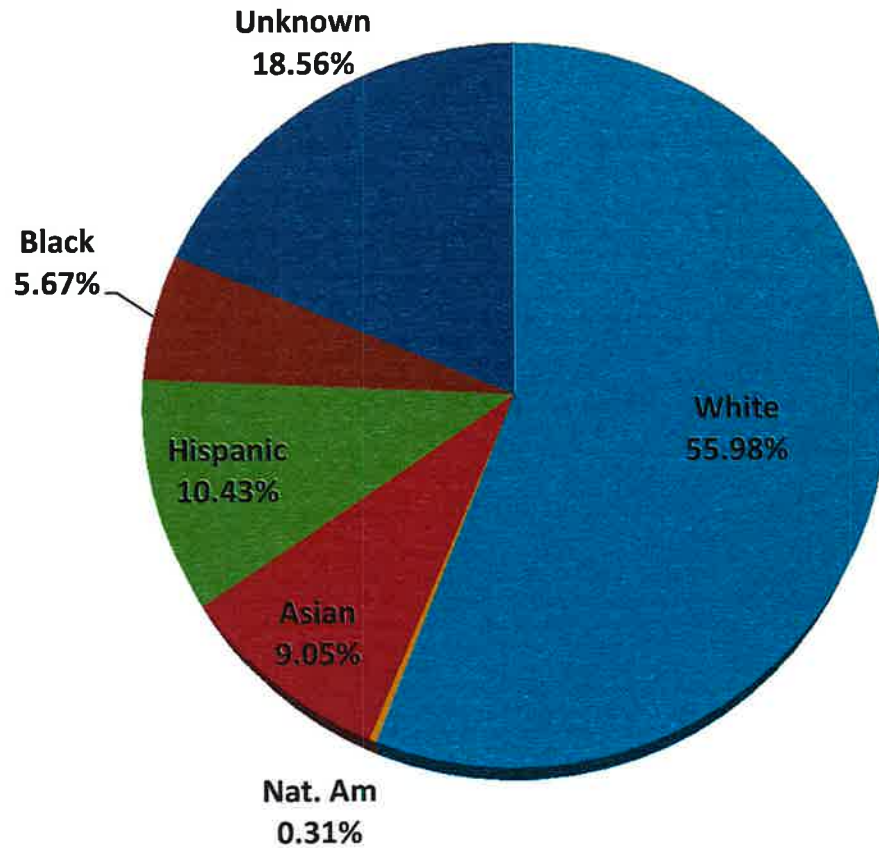
	Total	Male	%M	Female	%F	White	%W	Nat. Am	%NA	Asian	%A	Hispanic	%H	Black	%B	Unknown	%U
Executive/Admin/Managerial	196	136	69.39%	60	30.61%	95	48.47%	1	0.51%	19	9.69%	24	12.24%	31	15.82%	26	13.27%

Recruitments =6 with 4 resulting in hire

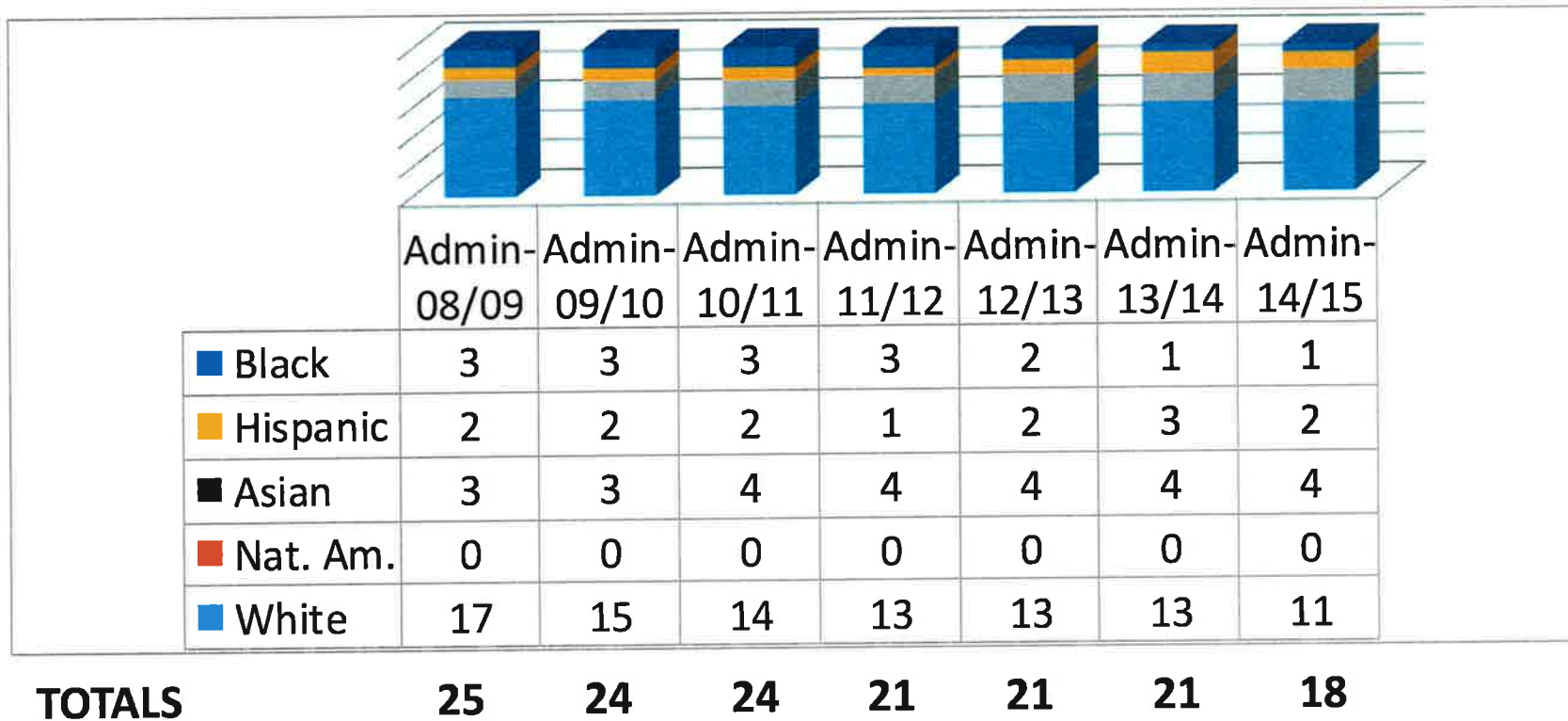


Applicant Pool- Adjuncts

	Total	Male	%M	Female	%F	White	%W	Nat. Am	%NA	Asian	%A	Hispanic	%H	Black	%B	Unknown	%U
Adjunct- 1/1 to 12/31/2014	652	309	47.39%	343	52.61%	365	55.98%	2	0.31%	59	9.05%	68	23.81%	37	5.67%	121	18.56%

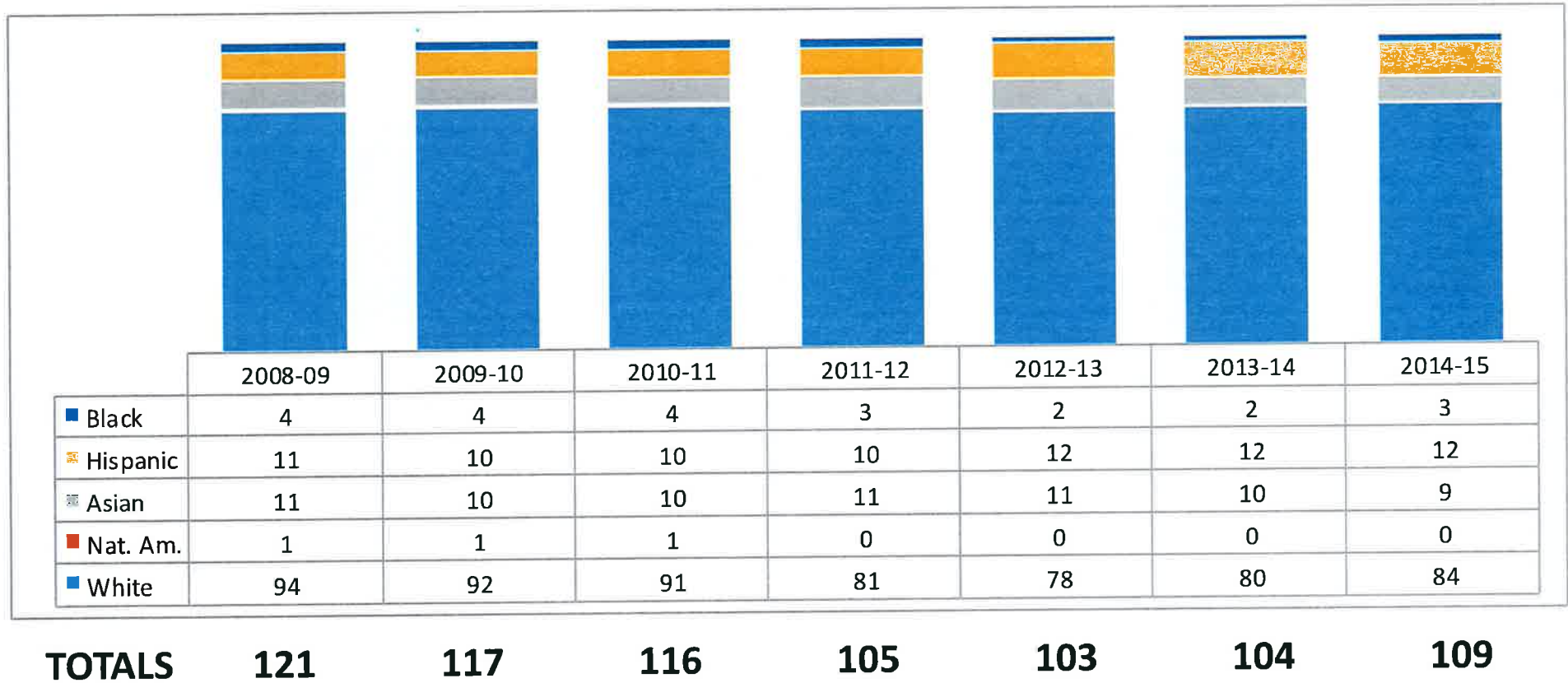


Progress- Administrative Workforce



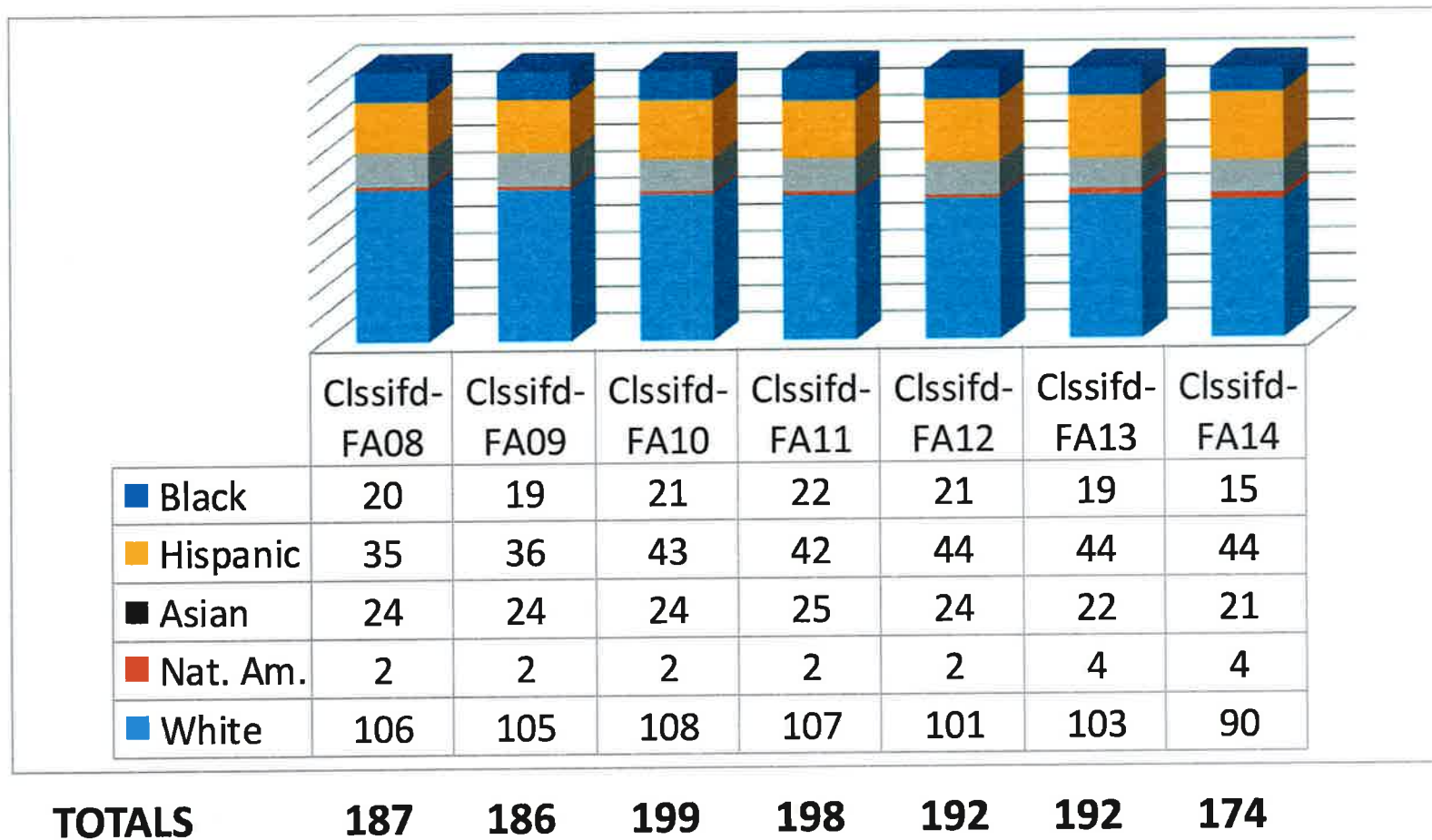
Does not include Adjunct Faculty

Progress- Faculty Workforce



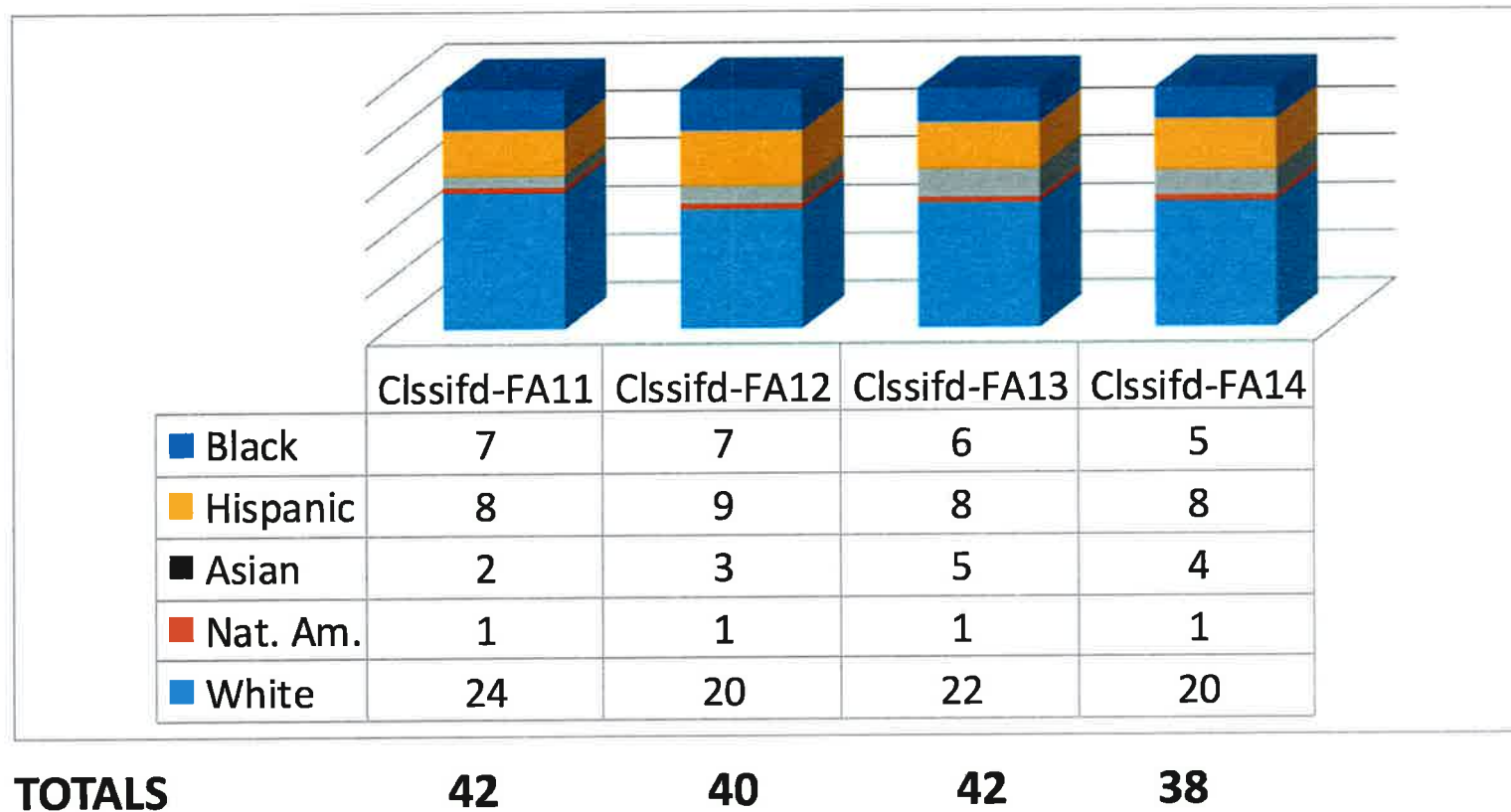
Progress- Classified Workforce

Includes Confidential staff



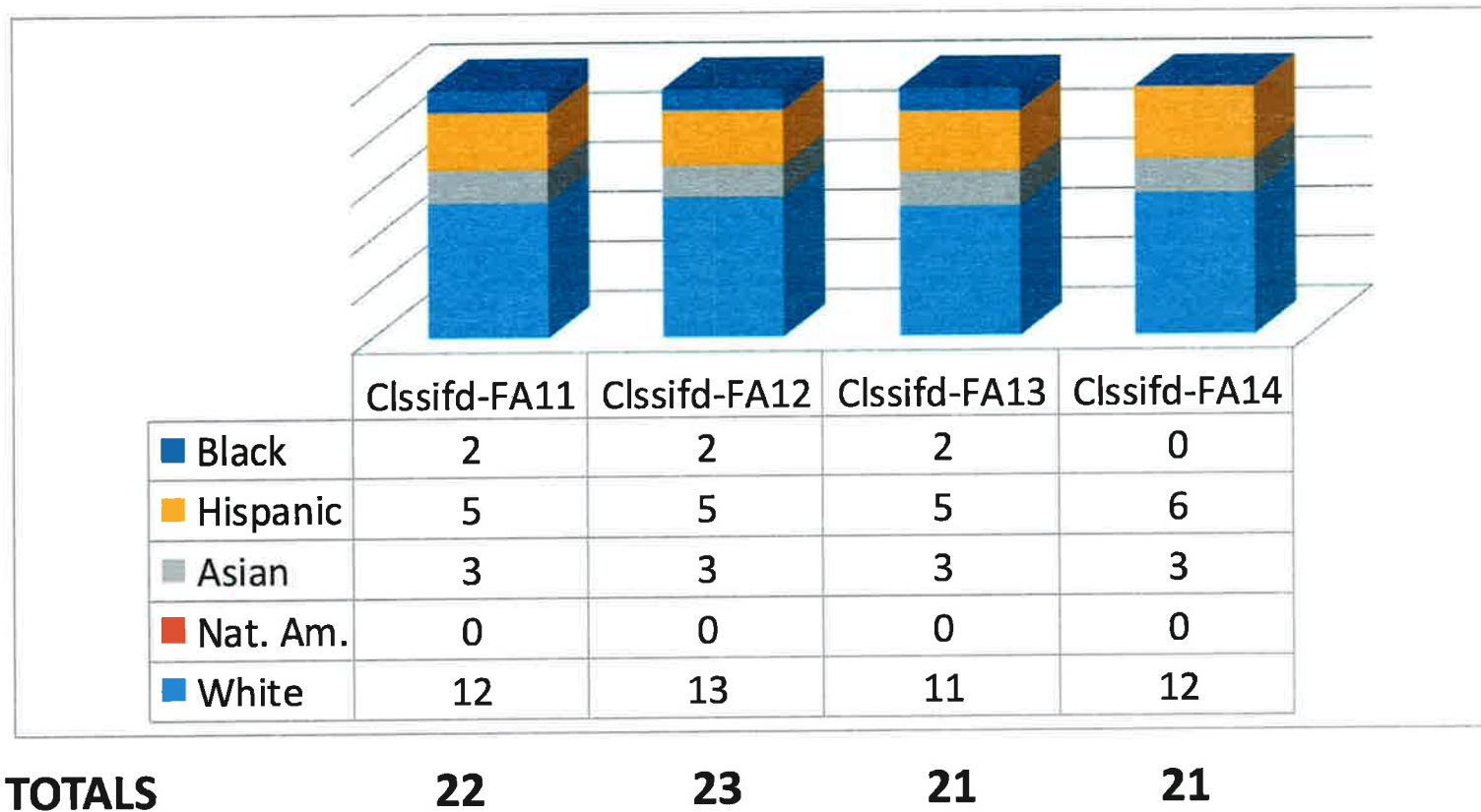
Progress- Classified Workforce Clerical/Secretarial

Includes Confidential staff



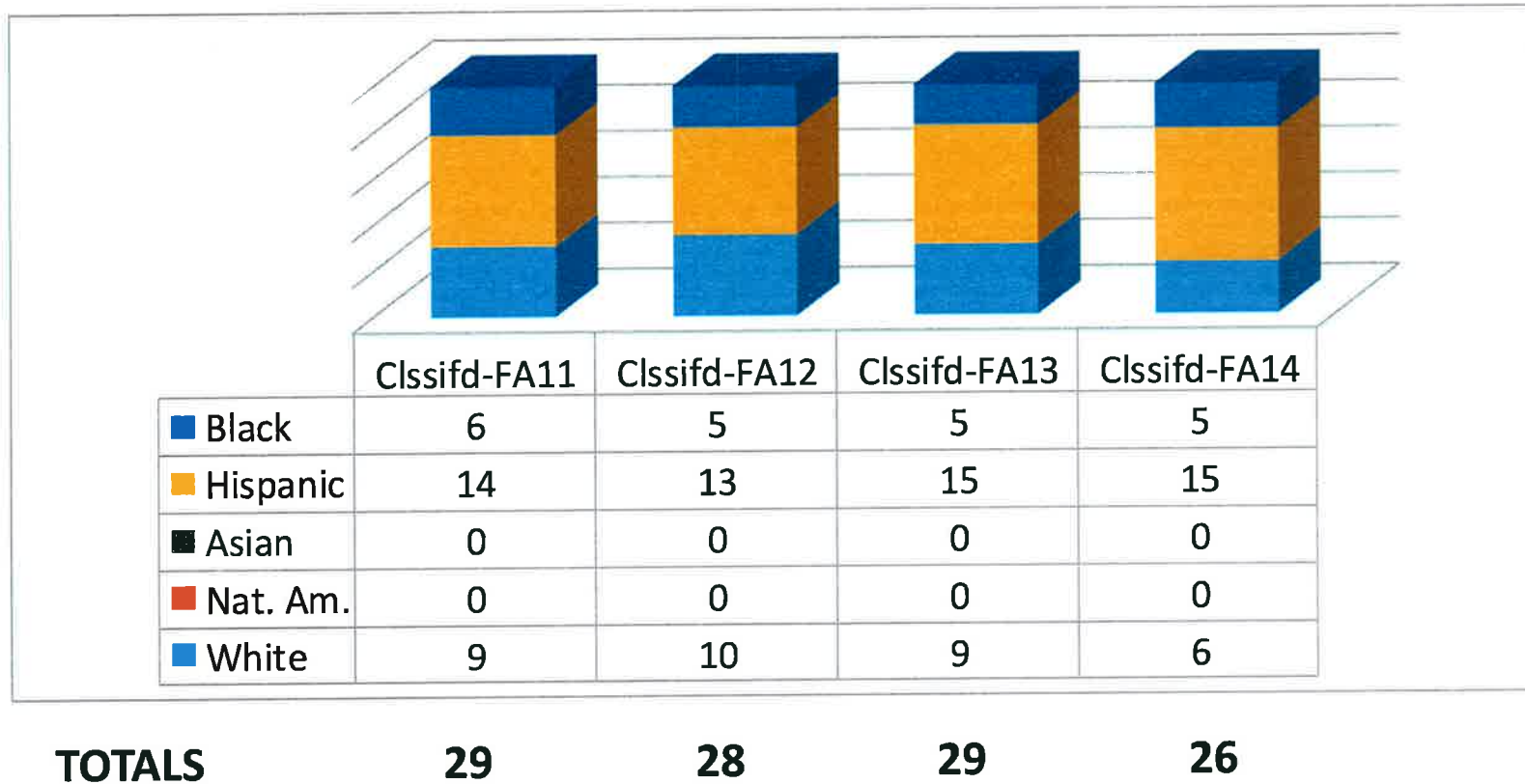
Progress- Classified Workforce Professional Non-Faculty

Includes Confidential staff



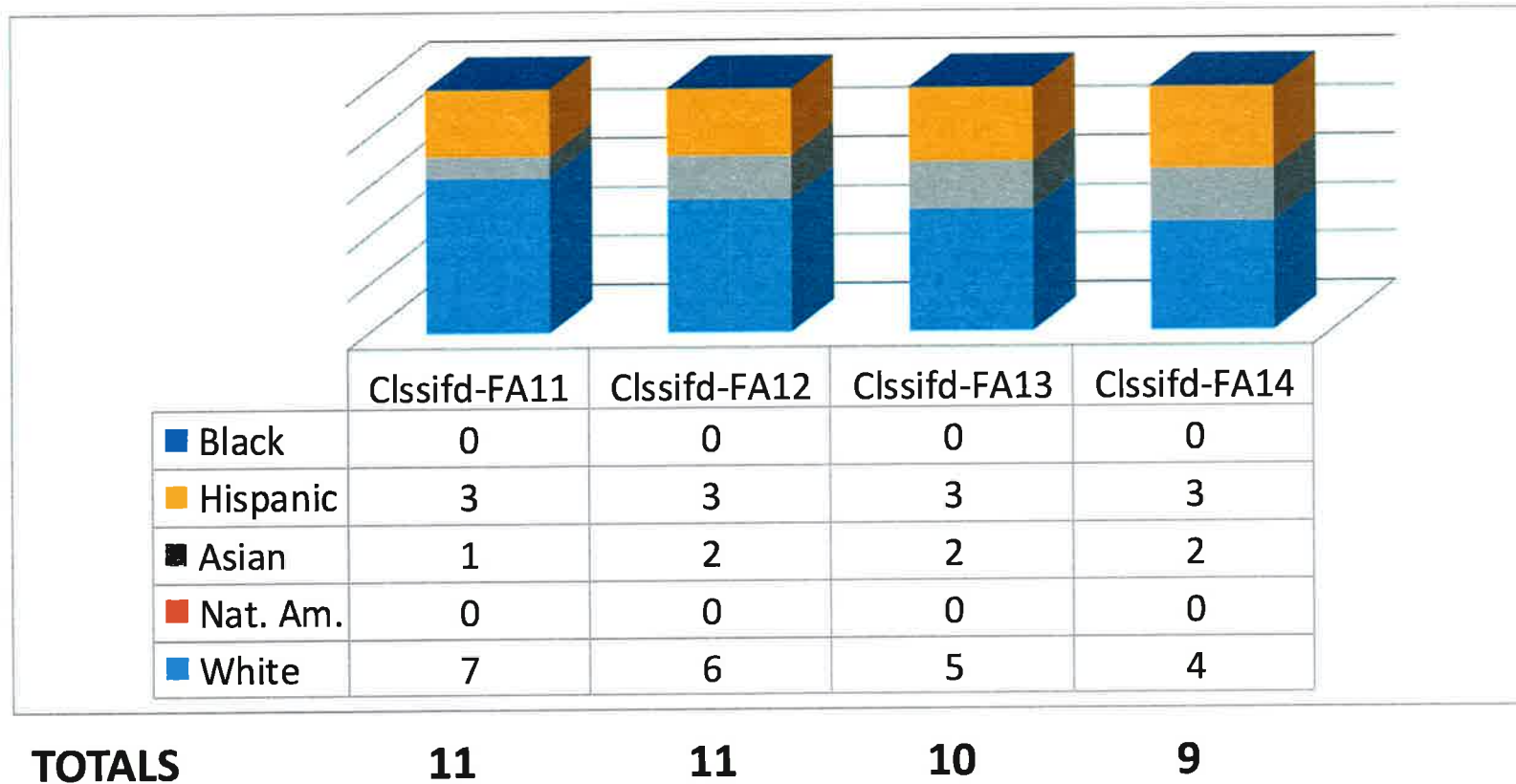
Progress- Classified Workforce Service/Maintenance

Includes Confidential staff



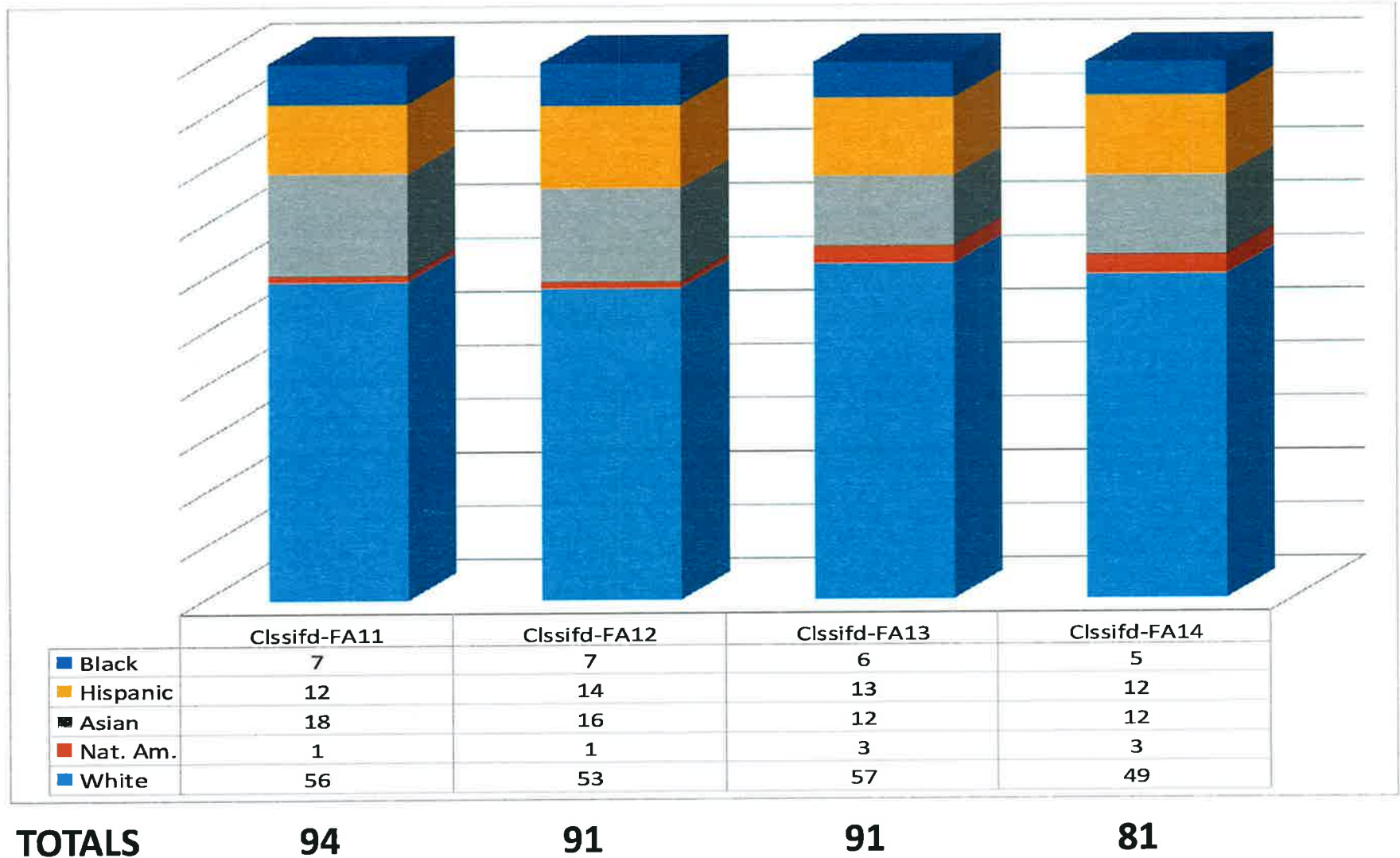
Progress- Classified Workforce Skilled Crafts

Includes Confidential staff

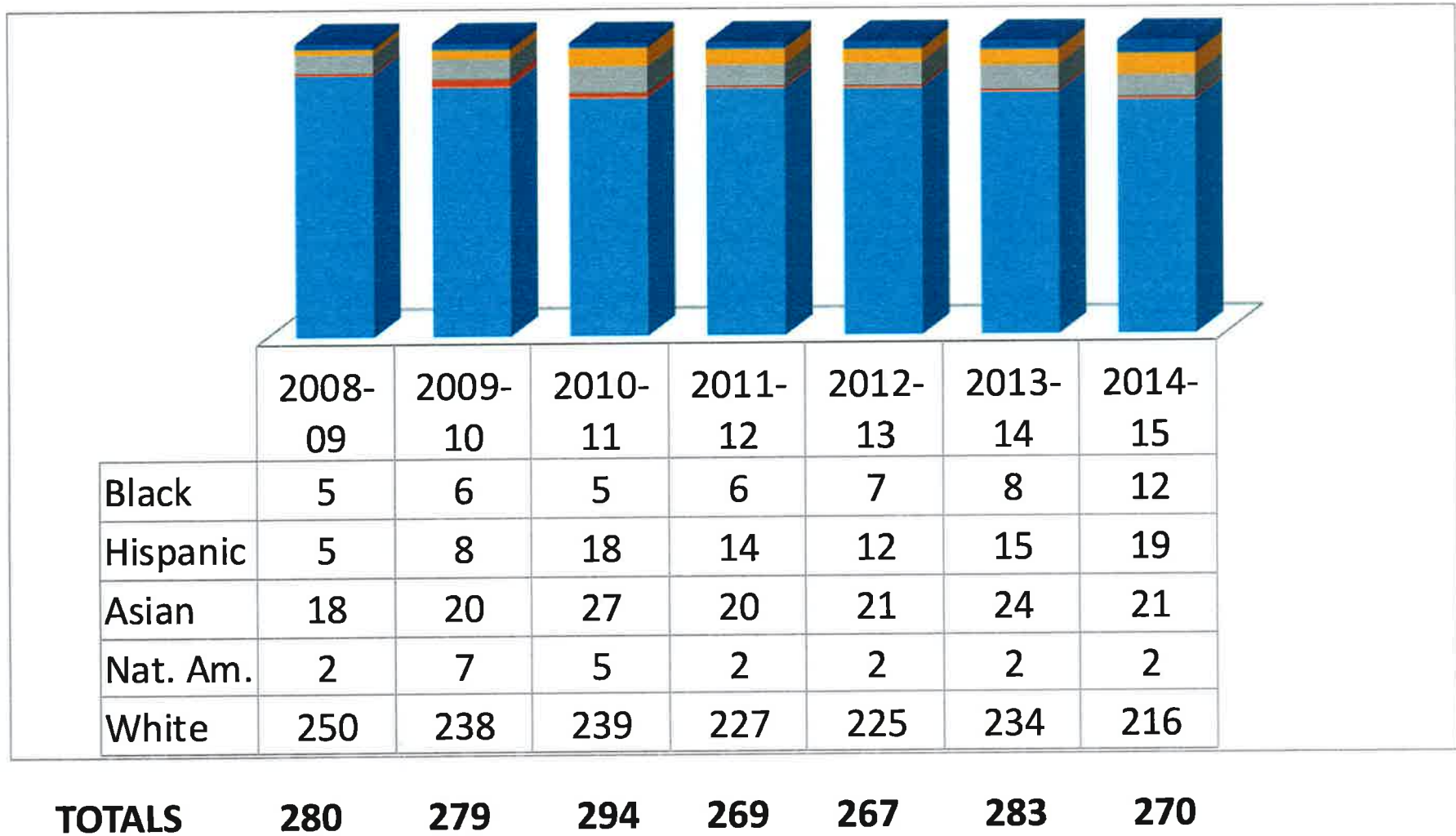


Progress- Classified Workforce Technical Paraprofessionals

Includes Confidential staff



Progress- Adjunct Workforce



What MPC is doing. . .

- Requirement for all positions:
 - Demonstrate an understanding of, sensitivity to and appreciation for the academic, ethnic, socio-economic, disability and gender diversity of community college students (required by EC87360 for administrators and faculty)
- Broad recruitment
- Training for all search committees on the principles of Equal Employment Opportunity, bias in interviews, and effective interview techniques
- Implemented updated adjunct hiring procedures Fall 2012
 - Open Recruitments for all disciplines
- Speakers and activities on diversity related topics
 - Chet McDoniel, Spring 2014 Flex Day Keynote
- EEO Representatives on Faculty recruitments received specialized training. Ten (10) faculty members have been trained.
- EEOAC continues to meet regularly

Recruitment & Advertising

- Academic Positions
 - Chronicle Online
 - Higher Ed Jobs.com
 - Edjoin.org
 - Scholarly hires.com
 - National professional organization
- Specialized Recruitments
 - Trade or professional organizations
 - List Serves
- All
 - MC Herald
 - MC Weekly
 - Craigslist
 - EDD/CalJobs
 - CCC Registry
 - ALL USERS emails
 - NEOGOV auto-emails candidate who signed up for alerts by job category

Future Plans

- Continue exploring new recruitment sources
- Continue meeting with the EEO Advisory Committee to investigate programs, speakers, progress, and hiring processes.
- Monitor and report demographics on an annual basis.
- Update EEO Plan for review through the participatory governance process and approval by the Board of Trustees in 2015-2016.

Board of Trustees Meeting
August 24, 2015
Academic Affairs Report

1. New Faculty

Two new teaching faculty have joined Monterey Peninsula College in fall 2015.

- Francisco de Borja Caballero de la Cuadra, Spanish
- Gabriela Stanica, Mathematics

2. New Curriculum

As there have been no meetings of the Curriculum Advisory Committee since May 2015, there are no new courses for Board approval.

3. A critical focus area for the college is **Growing Enrollments; and Scheduling for Student Success and Fiscal Responsibility**. An operations team is working hard to develop and program automated productivity reports to provide Enrollment Reports regularly to the college.

To build institutional knowledge and capacity on Enrollment Management, a team of eleven – faculty, staff, managers and the President/Superintendent - participated in a professional learning experience. The Institutional Effectiveness Partnership Initiative (IEPI) from the California Community College Chancellor’s Office hosted a two-day workshop on Enrollment Management at the College of San Mateo. The team learned a lot and will continue the work by participating along with additional campus colleagues in an “R2C Retreat” (Recruitment to Completion) in September to explore barriers from recruitment to completion, and work towards exploring solutions.

Presented by:
Larry Walker, Interim Vice President for Student Services
August 26, 2015

Student Services Staff Training

A team of MPC faculty, staff and administrators attended a two day training focusing on Enrollment Management at the College of San Mateo. The workshop focused on strategies and practices targeted to reduce unintended barriers created by colleges in efforts to build enrollments. The entire pathway from recruitment to completion was explored throughout the workshop with the expectation that colleges would initiate a plan of action to address student needs at each step in the enrollment process from recruitment through completion.

MPC TRiO/Student Support Services Grant 2015-2020

After a lengthy and extensive process lead by Grace Anongchanya-Calima, MPC has received confirmation that the TRiO/SSS (Student Support Services) program has been awarded \$1.5M from 2015 through 2020. On September 1st, TRiO will continue their legacy of inspiring and preparing first-generation college and/or low-income students to be able to successfully earn their Associate's degree AND transfer to four-year institutions. Extended thanks go to Joanne Hagerty, Kacey Giammanco, Rustin Beam, Chris Calima, and Laurencia Walker for their contributions, and their help to make the grant a success. TRiO Works!

Admissions and Records – eTranscript CA Testing

A&R is excited to announce that A&R and IT have moved into the testing phase of eTranscript CA and have begun testing eTranscripts with CSUMB. "eTranscript CA" is another avenue to send electronic transcripts, in addition to the current partnership through the National Student Clearinghouse. A&R is hopeful to complete the project before December 2015.

CDC Kick-Off BBQ

The CDC held a kickoff BBQ at the Early Childhood Education Lab School on August 21st to celebrate the new Early Childhood Education Assistants, Lab Mentors and the new Unit Office Manager. The CDC staff have been working hard enrolling students and preparing the classrooms and playground; their energy and hard work is outstanding!

Counseling Tent Days: August 12th, 13th, 17th & 19th

- Counseling Table:
 - Offers students an opportunity to drop off their pre-requisite forms without waiting in line
 - Check-in to meet with a counselor before they go to the counseling department
 - Provide first time freshman students with Schedule Building Workshops – where they meet with a counselor and register for classes
 - Students who do not need to see a counselor for drop-in service because their session requires an appointment are given a handout on "How to schedule an appointment online"
 - Answer general questions that may not require a student to stand in line
 - Drop-in appointments are available for both general students and 1st semester Veteran Ed. Plans
- Veterans Table:
 - Offer prospective VA students with a "things to do list" to get started with their benefits
 - Offer Counseling appointment for 2nd semester educational plans – these are 1 hour appointments with a counselor

Extended Student Services Hours for Opening of Semester

Fall office hours will be in effect for Student Services as of Monday, August 17:

- Monday-Thursday from 8:00am-5:30pm
- Friday from 8:00am-12:00pm

Student Services will have extended office hours as follows for the first week of the semester:

- 8/24/15 through 8/27/15 from 8:00am-6:00pm
- 8/28/15 from 8:00am-12:00pm



College Council Report

TO: MPC Board of Trustees

FROM: Diane Boynton and Stephanie Perkins, Co-Chairs

DATE: August 17, 2015

College Council met on June 9, June 23, and August 11, 2015 to discuss new and open positions, as well as resource allocation/budget needs for the 2015-16 academic year.

Recommendations. College Council recommended unanimously (by vote) the following to the Board:

1. New positions
 - a. ARC Instructional Specialist
 - b. ARC Administrative Assistant
 - c. Custodial Supervisor (new job description to provide more flexibility)
 - d. Director of the Child Development Center
2. TracDat purchase with end-year funds
3. Tentative Budget 2015-16 (information provided by Joe Bissell, Rosemary Barrios, Dr. Tribley)

College Council also recommended the following at its August 11, 2015 meeting: *Complete an operational audit to include a review, recommendations, and implementation guidance.*

Information Items. At its most recent meetings, College Council was informed of the importance of filling the following **positions**:

1. Campus Security Officer
2. Instructional Technology Specialist – Business
3. Instructional Technology Specialist – Humanities
4. Budget Operations Analyst
5. Administrative Assistant II – Marina Education Center
6. Custodian
7. Human Resources Analyst
8. ESSC Instructional Specialist (2 positions)
9. Reading Center Instructional Specialist (3 positions)

As part of the **program review process**, Laura Loop, Director of the School of Nursing, shared the school's executive summary with College Council members. Members appreciated the fine work being done by members of the nursing school even as challenges to the program abound (high faculty vacancy rate, lack of funding for student stipends or modified wages, the expense of the program).

As part of the **budget** conversation, Rosemary Barrios, Connie Andrews, and Dr. Tribley shared documents describing the college's unrestricted general fund, 2015-16 draft final budget, including expenses (ongoing and one-time) and revenue. New expenses may/will include:

- An estimated 2.02% one-time payment based on 2012-13 for classified and confidential (salary and roll-ups)
- An estimated 1.08% increase to 2015-16 salary scales (salary and roll-ups)
- An estimated 1.08% one-time payment to all groups (salary and roll-ups)
- One-time for faculty overload back-pay
- Efficiency/right sizing: consultants, software and process improvement
- Staffing/reorganization
- PIO, facilities, marketing
- Technology refreshment
- ERP preparation
- Interest-based bargaining services
- Replacement of 3 vans

College Council will meet on August 25, 2015 with an expectation of recommending the 2015-2016 budget to the Board.

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*



EXECUTIVE DIRECTOR'S REPORT TO MPC GOVERNING BOARD OF TRUSTEES

August 26, 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 July 2015:** \$118,493.14

2. **President's Circle Campaign**

The 2015 President's Circle Campaign is officially underway! Funding from this campaign provides vital resources for the Foundation, allowing us to support a variety of campus and student assistance programs.

3. **Grants**

In July, we submitted a grant proposal to the Community Foundation for Monterey County for a historic preservation project that involves the MPC Library and Interior Design departments. The project involves preserving MPC's collection of work by local interior designer, Francis Elkin, which would also make the materials more accessible to MPC students and the public. Ms. Elkins' work holds great significance on the Monterey Peninsula as she worked on many local historical landmarks.

4. **New Scholarships**

Thanks to the generosity of our donors, we are in the process of establishing some new scholarships that we hope to award in the 2015-2016 school year. More information will be provided as details are finalized.

EVENTS

1. **Alumni Committee BBQ**

The Alumni Committee will hold its annual BBQ on Saturday, September 12, 2015 at 3pm. Advanced reservations can be made until Wednesday, September 9, 2015 online or at the Foundation office.

2. **Lobos Booster Club Rubber Chicken Drop**

Tickets on sale now! Get yours before they are all gone! Some people drop names, others drop the ball...but the Lobos Booster Club prefers to drop Rubber Chickens! Only 100 tickets will be sold again this year for this fun-spirited fundraiser benefiting MPC Athletics. The silliness takes place during half-time at the November 7th Football game vs. Gavilan College.

3. **Art Facility Open-House**

The Foundation is working in collaboration with the President's Office and Art Department to present a community open house celebrating the re-opening of the Art Facility. The Open House will be on September 24, 2015 from 5-7pm, with a private reception in the Gallery from 4-5pm.

COLLEGE SUPPORT

1. Working alongside our colleagues in Student Services, the Foundation recently welcomed 76 Evans College Incentive Program Scholars to MPC. An orientation was held on August 17th, 2015, where students received guidance, support, and financial incentives to be successful at MPC.
2. The next round of Faculty & Staff Advancement Award (FASA) will be available at the beginning of the Fall semester.

ADMINISTRATION

1. The next Foundation Board meeting will be held August 19, 2015.