

Mr. Michael Gilmartin, Dean of Instruction, Occupational
& Economic Development
Dr. John Gonzalez, Vice President for Academic Affairs
Ms. Barbara Lee, Associate Dean for Human Resources
Dr. Susan Steele, Interim Dean of Instruction, Liberal Arts
Mr. John Anderson, Chair, Creative Arts Division
Ms. Kathleen Clark, Human Resources
Mr. Dave Clemens, English
Dr. Alfred Hochstaedter, Earth Sciences
*Mr. Richard Montori, Public Information Office
Ms. Vicki Nakamura, Assistant to the President
Ms. Mary Nelson, Family & Consumer Science
*Ms. Victoria Phillips, Executive Assistant to the
Superintendent/President and the Governing Board
Dr. Rosaleen Ryan, Director, Institutional Research
Mr. Bruce Wilder, Instructional Technology Specialist

OTHERS PRESENT: Ms. Lashandra Batiste
Ms. Katherine Bell
Mr. Joe Demko
Mr. Michael Dickey
Mr. Jonevan Di Simone
Ms. Marilynn Gustafson
Ms. Renee Infelise
Mr. Richard Smith
Mr. Louis Solton
Ms. Mary Zeeb

Mr. Davis reported that the following action was taken during Closed Session. “Due to the expiration of the specially funded project and as authorized by Education Code 87470, the Board took action in Closed Session to release categorically funded employee #1511 effective June 30, 2008.”

SPECIAL STUDY SESSION – REVIEW OF COMMUNITY COLLEGE LEAGUE OF CALIFORNIA PUBLICATION, INTRODUCTION TO FISCAL RESPONSIBILITY

Mr. Joe Bissell began the discussion by saying that he was going to cover material in 50 minutes which normally is a three unit course taught over a full semester. He had requested that the Trustees bring the Community College League of California, Introduction to Fiscal Responsibilities booklet which was given to them with the April Governing Board meeting packet. He stated that the fiscal operations of today's community colleges are highly complex. It is virtually impossible for any group of lay people to assess the fiscal operations and condition of a college on their own. Reviewing budget line items, individual warrants and expenditures is not a reliable way to monitor the fiscal condition or to discover wrongdoing. Fraud and inefficiency are best detected through systematic controls, not individual board members. Effective boards require a system of checks and balances to prevent and detect fraud and waste. Boards monitor

and review the controls to assure they are working. Boards capitalize on the expertise provided by their Superintendent/President, their administrators, and the external agencies and professional auditors. Boards also ensure their own performance is ethical and accountable. They also promote a culture that prevents fiscal waste and misuse of funds.

Mr. Bissell continued by saying that Trustees make policy decisions. They monitor policy implementations and that does not mean micromanaging.

Mr. Bissell briefly spoke about each of the chapters in the booklet, “Introduction to Fiscal Responsibilities.” Chapter 1, Governing Board & CEO Roles. Chapter 2, State & Federal Fiscal Environment. Chapter 3, Local Revenue and Debt. Chapter 4, Laws, Regulations & Standards. Chapter 5, The Importance of Planning. Chapter 6, Budget Development. Chapter 7, Fiscal Management. Chapter 8, Board Policies & Parameters. Chapter 9, Monitoring Fiscal Health. Chapter 10, Audit Functions. Chapter 11, Facilities Construction & Maintenance.

Trustee Chair Davis asked, “How do we protect ourselves against long-term debt service and transferring of funds to the general fund?” Mr. Bissell stated that we give the Trustees reports each month. If you see large amounts of money being transferred, you should be asking questions. Planning goes into the budget ahead of time and large amounts of money should not be transferred without a good explanation. You should be asking yourselves, “Does this seem reasonable?” Dr. Garrison said that your Superintendent/President and Vice President for Administrative Services should be keeping you informed of what is happening through sessions like this one and through the monthly budget reports.

Mr. Bissell said that Trustees fulfill their fiduciary role by keeping in mind their responsibilities:

1. Maintain equity between generations.
2. Inspect and monitor planning.
3. Strive for long-term equilibrium.
4. Establish and monitor financial controls.

Mr. Bissell asked the Trustees to answer the following questions.

1. Deficit Spending. Is this area acceptable? Is the District spending within their revenue budget in the current year? Has the District controlled deficit spending over multiple years? The answer was “Yes.”
2. Fund Balance – Is this area acceptable? Is the District’s fund balance stable? The answer was “Yes.”
3. Enrollment – Is this area acceptable? Has the District’s enrollment been increasing or stable for multiple years? Are the District’s enrollment projections updated at least semiannually? Are staffing adjustments consistent with enrollment projections? The answer was “Yes.”

4. Unrestricted General Fund Balance – Is this area acceptable? Is the District’s unrestricted general fund balance consistently maintained at or above the recommended minimum prudent level (5% of the total unrestricted general fund expenditures)? The answer was “Yes. In fact we have a 10% reserve.”
5. Cash Flow Borrowing – Is this area acceptable? Can the District manage its cash flow without interfund borrowing? Is the District repaying TRANS and/or borrowed funds within the required statutory period? The answer was “Yes.”
6. Bargaining Agreements – Is this area acceptable? Has the District settled bargaining agreements within new revenue sources during the past three years? The answer was “Yes.”
7. Unrestricted General Fund Staffing – Is this area acceptable? Is the District ensuring it is not using one-time funds to pay for permanent staff or other ongoing expenses? Is the percentage of District general fund budget allocated to salaries and benefits at or less than the statewide average? The answer was “Yes.”
8. Internal Controls – Is this area acceptable? Does the District have adequate internal controls to insure the integrity of the general ledger? Does the District have adequate internal controls to safeguard the District’s assets? The answer was “Yes.”
9. Management Information Systems – Is this area acceptable? Is the District data accurate and timely? Are the county and state reports filed in a timely manner? The answer was “Yes.”
10. Position Control – Is this area acceptable? Is position control integrated with payroll? Does the District control unauthorized hiring? The answer was “Yes.”
11. Budget Monitoring – Is this area acceptable? Is there sufficient consideration to the budget, related to long-term bargaining agreements? The answer was “Yes.”
12. Retiree Health Benefits – Is this area acceptable? Has the District completed an actuarial calculation to determine the unfunded liability? Does the District have a plan for addressing the retiree benefits liabilities? The answer was “Yes.”
13. Leadership/Stability – Is this area acceptable? Has the District experienced recent turnover in its management team (including the Chief Executive Officer, Chief Business Officer, and Board of Trustees)? The answer was “Yes.”
14. District Liability – Is this area acceptable? Has the District performed the proper legal analysis regarding potential lawsuits that may require the District to maintain increased reserve levels? The answer was “Yes.”
15. Reporting – Is this area acceptable? Has the District filed the annual audit report with the System Office on a timely basis? Has the District taken appropriate actions to address material findings cited in their annual audit report? The answer was “Yes.”

Following those questions and answers, Mr. Bissell said it appears that the District is in pretty good financial shape.

The Trustees thanked Mr. Bissell for his presentation.

The Special Study Session ended at 2:59 p.m.

The Open Session began at 3:08 p.m.

Recognition

Mr. Davis recognized \$39,890.00 in donations to the Monterey Peninsula College Foundation.

Comments from Visitors

Ms. Renee Infelise, former MPC Student Trustee, invited everyone to support the West Coast Poetry Slam sponsored by ASMPC to be held at the Henry Miller Library, Big Sur, on July 12th and 13th. Donations will be accepted and will go to the Monterey County Reads Program under the leadership of Sylvia and Leon Panetta.

Mr. Michael Dickey reported that he will be returning to the Student Council next year and has heard that the Trustees are considering a total ban on smoking on campus. He has spoken with lots of students on campus and more than half of them are against that happening. They would like to keep smoking available to students and community members in the parking lots. They would also like to see that some type of awning be made available so that when it rains they are sheltered.

Written Communications

- a) A letter to Dr. Douglas Garrison, dated April 15 2008, from Shirley Short, Association of California Community College Administrators, thanking Dr. Garrison for his participation in the 2008 Mentor Program Retreat at the Jesuit Retreat Center in Los Altos.
- b) An email from Jeanette Haxton regarding HECA Environment Forums 2008 "Where do we grow from here?" dated April 15, 2008.
- c) An email from Mark Jenkins, dated April 16, 2008, regarding fundraising activity for the Latino Club...tamales for sale.
- d) The Monterey County Herald, Wednesday, April 16, 2008, MPC 11, De Anza 1.
- e) The Monterey County Herald, Friday, April 18, 2008, JC Baseball, MPC 13, Gavilan 6.
- f) An "All Users" email from Dr. Sharon Colton regarding Energy Savings, dated April 18, 2008.
- g) An "All Users" email from Marilyn Gustafson regarding "MPC Difference Makers Award," dated April 21, 2008.
- h) The Monterey County Herald, Monday, April 21, 2008, the Yellow Brick Road Benefit Shop awards MPC's Women's Program/Food Pantry, \$1,000.
- i) A letter to Dr. Douglas Garrison, dated April 21, 2008, from Karen Csejtey, Executive Director, Leadership Monterey Peninsula, thanking him for participating in the panel during their Education & History Class Day on April 9th.
- j) The Monterey County Herald, Wednesday, April 23, 2008, JC Baseball, MPC 2, CCSF 1.

- k) The Monterey County Herald, Thursday, April 24, 2008, A Dylan Thomas Tribute, Friday, May 2nd @ 7:30 p.m., MPC, LF 103.
- l) An invitation to the MPC Faculty and Staff Luncheon in the Sam Karas Room on April 24th, from 11:30 a.m. until 2:00 p.m. Sponsored by Alpha Gamma Sigma and allied MPC clubs.
- m) The Monterey County Herald, Friday, April 25, 2008, MPC 11, Ohlone 10.
- n) The Monterey County Herald, Sunday, April 27, 2008, Your Town, Monterey, Job Fair planned Thursday at MPC.
- o) The Monterey County Herald, Sunday, April 27, 2008, A Dylan Thomas Tribute, Friday, May 2nd, @ 7:30 p.m., MPC LF 103.
- p) A letter from Leon and Sylvia Panetta addressed to Dr. Douglas Garrison thanking him for his attendance, insights, and graciousness at the April 18, Panetta Institute, Academic Advisory Committee meeting.
- q) Go!...The Monterey County Herald Thursday, 1-7, 2008. Gentrain Society Lecture...Weimar and We, by Dr. Richard Kezirian and MPC's Annual Mother's Day Jewelry Sale and Fundraiser.
- r) The Monterey County Herald, Thursday, May 1, 2008, President's Address to the Community by Dr. Douglas Garrison, Honoring Peggy Bates, Friday, May 9, 2008, Hyatt Regency Hotel.
- s) An email message from Jill Zande dated May 1, 2008, regarding the Monterey Bay Regional ROV Contest.
- t) An announcement about the Asian Student Association Annual Culture Show scheduled for Saturday, May 3, 2008 from 7:30 p.m. – 9:30 p.m. in the Music Hall at MPC.
- u) The Monterey County Herald – Class Notes, Monday, May 5, 2008, Doug Garrison, annual president's address announcement.
- v) The Monterey County Herald, Monday, May 5, 2008, President's Address to the Community by Douglas Garrison, honoring Peggy Bates, Friday, May 9, 2008.
- w) An email regarding Free Health Fair, Monday, May 5, 2008, 11 a.m. – 2 p.m., MPC Library.
- x) An email from Tuyen Nguyen thanking everyone for their support of the Asian Student Association at MPC, dated May 5, 2008.
- y) The Monterey County Herald, Tuesday, May 6, 2008, President's Address to the Community.
- z) The Monterey County Herald, Wednesday, May 7, 2008, The State, Sacramento, Community Colleges Get Large Donation & Lobos Golf.
- aa) GO!...The Monterey County Herald, Thursday, May 8-14, 2008, Plaza Suite; MPC String Ensemble, MPC Art Gallery, MPC Theatre Company, "Urinetown, the Musical;" "This ... Is...NOW!" performance salon; and Luncheon and MPC "President's Address."
- bb) The Monterey County Herald, Thursday, May 8, 2008, Quickbooks, Pro 2007 Accounting Software.
- cc) Monterey Coast Weekly, May 8-14, 2008, Plaza Suite at MPC Morgan Stock Stage, Thursday-Sunday; MPC Student Film Festival; & MPC String Ensemble Performance.

- dd) GO!...the Monterey County Herald, Thursday, May 8-14, 2008, MPC Theatre Company's Production of 'Plaza Suite' Makes 11 Neil Simon Plays for the Company, by Kathryn Petrucci.
- ee) An email from Gary Bolen dated Thursday, May 8, 2008, regarding "Plaza Suite."
- ff) The Monterey County Herald, Friday, May 9, 2008, PASSION TO LEARN, Longtime Educator Wins Award, by Clarissa Aljentera.
- gg) The Monterey County Herald, Sunday, May 11, 2008, Lobos set four school records, Herald Staff Reports.
- hh) An email addressed to Victoria Phillips from Dan Beck dated May 12, 2008, thanking Dr. Garrison for the new lighting control console in the Theater.
- ii) A letter addressed to Dr. Douglas Garrison from Andrea Purl, Education Coordinator, thanking him for his help and support of the Steinbeck Young Authors Program.
- jj) An "All Users" email from the MPC Foundation dated Tuesday, May 13, 2008, regarding the President's Address to the Community.
- kk) An email to "All Users" from Julie Bailey regarding the Ornamental Horticulture Department Plant Sale scheduled for Thursday, May 15, 2008, 9 a.m. to Noon.
- ll) An "All Users" email regarding Monterey Bay Regional ROV Contest Results, dated May 13, 2008, from Jill Zande, MATE Program.
- mm) The Monterey County Herald, Thursday, May 14, 2008, Monterey, MPC offering seminar for QuickBook software.
- nn) GO!...The Monterey County Herald, Thursday, May 15, 2008, Plaza Suite & Gentrain Society Lecture, Edna Burleigh Norton.
- oo) The Monterey County Herald, Thursday, May 15, 2008, MPC Theatre Co. delivers highly entertaining 'Plaza Suite,' by Nathalie Plotkin.
- pp) The Monterey County Herald, Sunday, May 18, 2008, Your Town, MPC band to perform 'Carmina Burana' opera today, and JC Track, DiSimone breaks record.

Reports and Presentations

Institutional Report: Family & Consumer Sciences Programs: Ms. Mary Nelson

Ms. Mary Nelson presented her hospitality and fine dining slide show. She reported that MPC once had a full-time instructor in the Hospitality Program. She displayed all the courses we have in our Hospitality Management Program. She is the only full-time person in the Consumer Science Program and she serves with two adjunct instructors: Paul Lee, Hospitality and Culinary Arts instructor, and Andre Adam who is the Baking and Pastry instructor. While she spoke about the program, Mr. & Mrs. Paul Lee distributed a beautifully prepared salad and dessert.

Ms. Nelson stated that the future goals for the Hospitality Management Program are: · Add a Customer Service Academy. · Add on-line courses such as Hospitality 53 & 58. · Increase certificate and degree completion rates. · Increase industry participation in the

hospitality program. · Work directly with professional and trade associations. · Work on articulation agreements with CSUMB for resort management programs. · Affiliate with American Hotel and Lodging Association; Monterey County Hospitality Association; American Culinary Federation; International Council on Hotel, Restaurant and Institutional Education.

Ms. Nelson reported that the District also offers a Food Safety Certification, Hospitality 180, which is required by the State of California. She added that our students have been hired locally and are working at Casa Munras Hotel, Monterey Plaza Hotel and Spa, and El Torito Mexican Restaurant. She also invited the Trustees to visit the MPC website, mpchospitalityprogram.com where they will find more information regarding the program.

The Trustees thanked Ms. Nelson for her presentation.

- Academic Senate - Due to the class commitment of Dr. Hochstaedter, Academic Senate President, he gave his report at this time. Dr. Hochstaedter reported that Anita Johnson, Debbie Anthony, and he attended the State Academic Conference in Palm Springs, where accreditation, curriculum, and a variety of other topics were discussed. He also got a chance to talk at length with Trustee Pohlhammer and get to know him better, which he appreciated. Dr. Hochstaedter said that he had gone through the Program Review Process twice now and reported that the District is starting to get a critical eye. He recognized Dr. Susan Steele for her work this past year. She asked some hard questions and was willing to work to resolve some of these questions and issues with us.

Chair of the Board, Mr. Davis, moved New Business B to the next item on the agenda with the consent of the other Trustees in light of the visitors to our meeting.

COUNTY OF MONTEREY INVESTMENT REPORT FOR THE QUARTER ENDING MARCH 31, 2008

INFORMATION

Mr. Joe Bissell introduced Mr. Louis Solton, Mr. Richard Smith, and Ms. Mary Zeeb from the Monterey County Treasurer-Tax Collector's Office. Mr. Solton said that Monterey Peninsula Community College District has \$9,004,530.00 in Taxable General Obligation Bonds, Series B, and \$95,994,769.60 in Tax-Exempt General Obligation Bonds, Series C, for a total of \$104,999,299.00 of General Obligation Bonds. The summary of estimated MPCCD earnings for the period of January 24, 2008 to May 27, 2008 will be \$1,334,000.00. The average estimated net portfolio yield for 2008 was 3.64%. Mr. Solton said we do have a little flexibility in managing District funds, but we are restricted. We are less active and more passive. We would rather be wrong than surprised. We are fairly conservative in our investment approach.

In light of student schedules, Board Chair, Lynn Davis, allowed Mr. Carsbia Anderson, to introduce two student athletes, LaShandra Batiste and Jonevan DiSimone. Both competed in the State Track and Field Championships and did very well. Both students

are in line to graduate. LaShandra was the recipient of the Matsui Scholarship Award and Jonevan's father was a graduate of the Maurine Church Coburn School of Nursing.

Superintendent's Report:

1. Dr. Garrison reported that the attention being given to the program review reports and process is based on our planning process and is key to each of our disciplines. We must take a careful look to assess where we are and identify where we'd like to be rather than just lauding that which is.
2. Dr. Garrison reported that the list of monthly events he attended was included in the Board packet and will stand as his written report. He said this is the time of year for recognition and celebration. It is a wonderful time to acknowledge people and their achievements.
3. Dr. Garrison said that Dr. Hochstaedter recognized Dr. Susan Steele and he wanted to do so also. She has given us a year of her talents. She was able to hit the ground running. We are very proud of her. She will end her duties soon and we want to acknowledge her contributions to the College. Thank you, Susan!
4. Dr. Garrison noted that he, Carsbia Anderson, John Gonzalez, Rosaleen Ryan, Larry Walker, and Karen Engelsen, met with local Superintendents and Principals on May 20th and the conversation was lively and informative. We are past putting names to faces and are into concrete dialogue. Every local high school senior will receive a letter of acceptance to Monterey Peninsula College. We think this is an important message to send our local seniors. We are strengthening our ties and connections with the local high schools. Thanks to all those who have contributed to this effort. We are all MPC recruiters.

Vice Presidents' Reports:

John Gonzalez - Vice President for Academic Affairs. Dr. Gonzalez echoed the comments of Dr. Fred Hochstaedter and Dr. Garrison in thanking Dr. Susan Steele for her work on program and curriculum review. He talked about the May 2nd Accreditation Self-Study Retreat that Mr. Davis attended. We need to make sure that we are all on the same page. We did some trust building exercises. There were 23 participants. There was representation from different parts of the campus and he was pleased with the progress that was made. However, we need to expand the group. It is important for us to continue to improve the process. The theme that runs through the accreditation standards is the dialogue ...the institutional commitments, organization and institutional integrity. More and more institutions are being sanctioned. Dr. Gonzalez reported that he had been working very closely with Fred Hochstaedter and Rosaleen Ryan to develop a calendar to release marking the steps that the District has to take in order to be ready for the accreditation self-study. You may also visit the accreditation website: www.mpcfacyanet/accreditation/home htm. The calendar is on the web for everyone to access. It will require everyone to look at it. Everything will be posted on the website 8 weeks before the team arrives on campus. We want the visiting team to have access to everything they need.

Dr. Gonzalez reported that he met with Michael Gilmartin, Vicki Nakamura, Alan Butler, and Fire Chiefs' in the area on May 22, 2008. We are moving in the right direction in terms of the project for Parker Flats and at the MOUT. Michael Gilmartin and Vicki Nakamura will be prepared to share information with us at a Special Study session next month.

Dr. Gonzalez reported that we are very fortunate this year to be in the process of hiring quite a number of faculty to join MPC in Fall 2008 and we are at various stages of hiring. Consent item #10 lists 6 new faculty members in the Academic Affairs area. Merry Dennehy, English Composition and Developmental Writing; Jamie Gerard, English Composition and Developmental Writing; Damanjit Singh, Computer Systems/Information Technology; Alethea DeSoto-Steward, Matriculation Coordinator/Counselor; Elias Kary, Anthropology Instructor; Josh Muller, Psychology; Sunshine Christensen, Interior Design/Family & Consumer Science. He gave a brief summary of each of their backgrounds.

Carsbia Anderson – Vice President for Student Services. Mr. Anderson reported that Alethea DeSoto is being recommended for the position of Matriculation Coordinator and he gave a brief description of her background. · Mr. Anderson thanked everyone who helped with the end-of-the-year barbeque on Friday, May 16th. It was a success. · Mr. Anderson reported that all local high school seniors will be receiving a letter of acceptance from Monterey Peninsula College. · Mr. Anderson reported that he participated in the “Relay for Life” two Saturday’s ago held on our campus. MPC was thanked many times. · The Scholarship Awards Ceremony was held Wednesday, May 14th, in the Student Center and \$125,000 was awarded to students. Many different panels made the decision; there was not just one panel making the decisions. · Spring sports brought All Conference Baseball accolades: Kevin Lucas and Jesper Landon were named to the All Conference Team. 1st Team honors went to Anthony Ramirez. 2nd Team honors went to JP Wilner and Luke Matthews. 1st Team Softball honors went to Britton Larson and Shiloh Cabatinga. 2nd Team honors: Ashley Rappa and Renee Halcon. · Mr. Anderson reported that lots of scholarship money will be distributed on Saturday, June 14th, at The Coalition of Scholarship Organizations Annual Breakfast meeting. · Mr. Anderson thanked everyone who attended the Upward Bound Recognition ceremony. · Mr. Anderson reported that he and his table thoroughly enjoyed the President’s Address to the Community. There were a lot of “Aha” moments. He congratulated Dr. Garrison and Ms. Gustafson for their work on this project. · Mr. Anderson reminded everyone of the Latino Celebration to be held on Thursday, June 5th, at 6 p.m. in the Student Center, and of the Kente Ceremony to be held on Friday, June 6th in the Music Hall at 7 p.m. He also reminded everyone of the MPC graduation ceremony on Saturday, June 7th, line up in the gym at 11:15 a.m. Graduation is at noon in the Amphitheater. The Nursing pinning ceremony will begin at 3:00 p.m. in the Amphitheater. · Mr. Anderson handed out a paper entitled, Smoking Practices on Community College Campuses, dated February 26, 2006, which listed community colleges and their smoking sanctions (smoking restricted, monitors, sanctions, cessation programs, and success rates.) A smoking survey has been placed on line for our college

community. Our goal is to have the results available for the June Governing Board meeting.

Joe Bissell – Vice President for Administrative Services. Mr. Bissell said he had no report this month except for his financial reports later in the meeting.

MPCTA – No report this month.

MPCEA – No report this month.

ASMPC – Ms. Katherine Bell, Vice President of Student Representation, reported that on May 1st and 2nd, 8 ASMPC student reps went to the Student Senate for California Community Colleges Conference in Los Angeles. They elected the SSCCC Senate and Michael Dickey was elected Region IV Representative. They also support MST bus service to the newly designed bus stop. The Bus Pass Committee sold all bus passes and was left with a deficit of \$1,964.74. The final LOBO Letter was recently distributed. ASMPC will donate \$1,000 through the Red Cross to Beichuan for emergency relief efforts. On graduation, ASMPC will serve a light lunch. Jason Walters, ASMPC President, resigned for personal reasons. The 2008 elections were held on May 7th and 8th, and Michael Dickey was elected the new ASMPC President. The ASMPC Constitution & By-laws Committee amended and ratified both the By-laws and Constitution. The By-laws were ratified in early May and the Constitution was ratified on May 22nd. The ASMPC Constitution include an increase in stipends and a \$20,000 increase in the Council's total income. The Activities Council has had three successful film showings in the past months; two "Monday Movie Nights", and a "Student Film Shorts." The Clubs are very active and are producing lots of activities. Ms. Bell also reported on the ASMPC Budget. In conclusion, continuing Council members bid farewell to some truly outstanding and exceptional students and look forward to the upcoming 2008-2009 year.

College Council - No report this month.

MPC Foundation – Director Marilyn Gustafson reported that the April donations for the Foundation totaled \$39,890. She also reported that two thousand appeal letters were mailed on Friday to Foundation donors and attendees of the recent luncheon. The Board of Directors is considering a proposal to increase the annual undesignated giving to the Foundation to \$300,000 in 2008, \$400,000 in 2009, and \$500,000 in 2010 from the current level of \$90,000. More information will be provided in the coming months. Grants totaling \$25,000 were awarded at a special luncheon on May 21st. MPC faculty have received a total of \$308,714 for these awards from the Foundation. The Scholarship Awards Reception was held on May 14th, during which \$7,800 was given to MPC students from Foundation donors. The Difference Makers Awards were given to those employees who have made a significant contribution to the College during the academic year at the end-of-the-year barbecue held on Friday, May 16th. They were Gary Bolen, Lavester Boykin, Andres Durstenfeld, and Jeannie Kim. They were given a

modest monetary award from the Foundation, and their names and descriptions of their contributions will appear in the next "Connections." Helmut Schonwalder was selected as the recipient of the Classified Appreciation Award for 2008. The President's Address to the Community was a rousing success. We all gathered at the Hyatt Regency on Friday, May 9th, to learn more about MPC and to honor Peggy Bates. Ms. Gustafson had lots of people to thank. The Metal Arts sale was held the week of May 5th. The MPC Foundation obtained the resale license and processed all transactions for the jewelry sale. More than \$15,000 in jewelry and sculpture/pottery was sold. In closing, Ms. Gustafson reported that over 30,000 copies of "Connections" were inserted in The Herald the week of May 2nd.

Special Reports:

Board Reports – No reports given at this meeting.

Bond Update

Mr. Joe Demko reported that the Public Safety Training Center, permanent building project will go out to bid on June 20th. · The utilities lines are being transferred to the new lecture forum bridge. The infrastructure project is expected to be completed in the summer of 2008. The project is in the final stages of completion. The demolition of the existing transformers will begin. Landscaping will follow. · Modifications of existing structural systems are underway along with roof replacement in the Old Library/new Administration Building. The project is scheduled for completion in January 2009. · Bids were received May 7, 2008 for the Parking Lots D, E, & F. Granite was the low bidder and within budget. Parking lots D & E will be demolished and new parking lots constructed beginning June 9th after the spring semester is completed. New Lots D & E have been configured to provide additional parking as well as a bus turnaround. Lot F is a new parking lot and will be constructed on the site of the old Child Development Center commencing May 19th. · Gym drawings have been submitted to the Department of State Architect and approval is pending. During summer 2008, the gym floor is scheduled to be replaced. The gym will undergo a seismic upgrade and accessibility improvements. New bleachers will be installed in fall 2008. · The IPP/FPP processing continues, and they will be submitted to the State Chancellor's Office in June 2008. MPC will then have four FPPs submitted: 1. Business/Math/Sciences FPP (FPP has been approved and will be funded when the next State Bond is passed); 2. Humanities/Business Humanities/Old Student Services FPP (has been approved and will be funded when the next State Bond is passed); 3. Music/Theatre FPP (will be evaluated by the Chancellor's Office for potential future State Funding); 4. Art Complex (Art Dimensional/International Center/Art Studio/Art Ceramics/Drafting – FPP will be evaluated by the Chancellor's Office for potential future State funding). An IPP for the Fort Ord Regional Public Safety Training Center at Parker Flats will be submitted in June 2008.

Mr. Davis thanked Mr. Demko for his report. At 4:54 p.m., a short break was taken. The meeting resumed at 5:02 p.m.

IPP/FPP Processing – Michael Gilmartin & Vicki Nakamura

Dr. Garrison introduced Mr. Michael Gilmartin and Ms. Vicki Nakamura who reported on Initial Project Proposals (IPPs) and Final Project Proposals (FPPs). These are the final project proposals for this campus. We are going to resubmit for the Music modernization which combines the Music and Theatre building and the demolition of the Music building. The Theatre will include recital hall for rehearsals and support space and the theatre will be completely renovated with new lighting and sound system for drama productions. The budget for the Music/Theatre project is estimated at \$23 million. The Art Complex project will remodel and relocate existing Art facilities. The Graphic Arts Program/Lab/Computer Lab will be moving. The Photography Lab will be moving to the Art Dimensional. The Art Dimensional will be moving to the Graphic Arts building. The District will be seeking 50% funding. The project is estimated at \$11.1 million. We submitted the MOUT/ Public Safety project last year and we will resubmit a scaled down version this year to meet our budget constraints. This project includes facilities for Public Safety (police, fire, and park ranger). Facilities include high speed emergency vehicle, live burn building at the Parker Flats facilities or at the MOUT facilities. This is a \$12.3 million IPP, 50% will be paid by the College and 50% will be paid by the State through bond monies. The District has comprised a five-year capital outlay plan. We will conduct a special Study Session for the Trustees to discuss the Five-Year Plan which we will submit to the Chancellor's office.

The five-year Capital Outlay Plan includes locally funded projects: · The new Student Services building. · Fort Ord Public Safety, Phase 1 (Colonel Durham). · Fort Ord Education Center – Phase 1 (Marina Education Center). The 50-50 Bond/State Fund Projects include: · Modernize old Library (currently underway). · Business, Math, and Science Buildings (FPP/Approved). · Humanities, Business/Humanities, Student Services (FPP/Approved) \$7.7 million. · Music/Theater. · Art Complex. · Fort Ord Public Safety – Phase 2 (Parker Flats/IPP). We will submit to the State on June 30, 2008.

Mr. Davis asked if there were any questions or comments on the Consent Calendar or if anyone wished to have an item pulled for separate action. Mr. Page said he would move approval of the Consent Calendar as amended.

Consent Calendar

A. Routine Matters:

MSC Page, Steck

07-106

BE IT RESOLVED, That the following routine matters were approved:

1. Governing Board minutes for the Regular meeting held on Tuesday, April 22, 2008, and the Special meeting held Friday, May 16, 2008, are approved.
2. Governing Board accepts \$52,204.00 and other gifts donated to the College with appropriate thanks to the donors.
3. April 30th Regular Payroll in the amount of \$2,658,715.39 and the May 9th Supplemental Payroll in the amount of \$62,886.89, be approved.
4. Commercial Warrants #12621837 through #12621883, #12622701 through #12622734, #12623719 through #12623815, #12625130 through #12625187, #12625955 through #12626009, #12626635 through #12626656, #1262881 through #12628969 in the amount of \$2,529,560.83, be approved.
5. Purchase Orders #803015 through #803281 in the amount of \$1,237,910.97, be approved.
6. The following budget adjustments in the unrestricted general fund be ratified.

Net increase in the 2000 Object expense category	\$ 3,774
Net increase in the 3000 Object expense category	\$ 424
Net decrease in the 4000 Object expense category	\$ 4,000
Net increase in the 5000 Object expense category	\$ 2,751
Net increase in the 6000 Object expense category	\$ 2,553.

7. The following budget increases in the Restricted General Fund be approved:

Net increase in the 1000 Object expense category	\$ 300
Net decrease in the 2000 Object expense category	\$2,607
Net increase in the 4000 Object expense category	\$2,092
Net increase in the 5000 Object expense category	\$ 215.

8. The following budget increases in the Restricted General Fund be approved:

Increase of \$15,899 in revenue and matching expenses, to reflect funds received for FY 2007-2008.

9. The following courses and program changes be approved:

ART 52C, Film/Video Narrative Production
 DRAM 16B, Acting for the Camera II
 ENGL 14, Mastering College Reading: Analysis and Interpretation

FIRE 130, Crisis Intervention Training for Dispatch, Fire/Medical Personnel

General Studies (with emphasis) Program

GENT 99.64, Travel Study Live Drama in Oregon

GENT 99.72, Travel Study: Pasadena Craftsman Weekend

GENT 99.73, Travel Study: New York Theatre Tour

Human Services Program

ORNH 210.3, Current topics in Ornamental Horticulture: Sustainable Landscaping

ORNH 210.4, Current Topics in Ornamental Horticulture: Greenhouse Gardening.

C. Academic Personnel

10. The Governing Board approves the following academic personnel items:
 - a) Employment of Merry Dennehy, English Composition and Developmental Writing Instructor, Step and Column placement pending verification, effective Fall 2008.
 - b) Employment of Jamie Gerard, English Composition and Developmental Writing Instructor, Step and Column placement pending verification, effective Fall 2008.
 - c) Employment of Damanjit Singh, Computer Systems/Information Technology Instructor, Step and Column placement pending verification, effective Fall 2008.
 - d) Employment of Alethea DeSoto-Stewart, Matriculation Coordinator/Counselor, Step and Column placement pending verification, effective July 1, 2008.
 - e) Employment of Elias Kary, Anthropology Instructor, Step and Column pending verification, effective Fall 2008.
 - f) Employment of Josh Muller, Psychology Instructor, Step and Column pending verification, effective Fall 2008.
 - g) Employment of Sunshine Christensen, Interior Design/Family & Consumer Science Instructor, Step and Column pending verification, effective Fall 2008.
 - h) Grant Equivalency Based on Eminence to Deborah Sturt to teach SPCH 1 Public Speaking, effective Summer 2008.
 - i) Each month individuals are hired as part-time, substitute, and overload. The lists include hires for Spring and Summer 2008.

D. Classified Personnel

11. The Governing Board approves the classified personnel actions listed to include:

- a) Employment of Robin Clouse, Division/Unit Office Manager (Service Category 5) Library, 40 hours per week, 12 months per year, effective June 9, 2008.
- b) Employment of Karen Warburton, Laboratory Technician-Science II (Service Category 7) Life Sciences, 40 hours per week, 12 months per year, effective June 2, 2008.
- c) Transfer of Pat Esterline, Instructional Specialist II (Service Category 3), Reading Center, 12 to 18 hours per week, 8 months & 11 days per year to Instructional Specialist II (Service Category 3), Reading Center, 12 to 18 hours per week, 10 months & 11 days per year, effective May 27, 2008.
- d) Resignation for the purpose of retirement of Relita B. Dalit-Pierson, Health Services Specialist (Service Category 5) Student Health Services, 40 hours per week, 12 months, effective at the end of the day June 30, 2008.
- e) Resignation of Dominique Lupisan, Matriculation Assistant Coordinator (Service Category 4) Counseling, 40 hours per week, 12 months per year effective June 2, 2008.
- f) Resignation of Susanne Rodriguez, Library Specialist (Service Category 4) Library, 19 hours per week, 9 months & 6 days per year, effective May 15, 2008.
- g) Resignation of Sharon Tolley, Division/Unit Office Manager (Service Category 5) Facilities, 40 hours per week, 12 months per year, effective, May 9, 2008.

12. The individuals on the recommended list (Short Term and Substitute Classified Employees) employed for short term and substitute assignments subject to future modifications, be approved.

New Business

Mr. Bissell reported that the Governor is proposing raising \$15.2 billion through borrowing against future State Lottery revenues. This will require a ballot measure to accomplish. If the ballot measure fails, his proposal is to increase sales tax to generate the same amount. In the Governor's May Revise major highlights directly affecting community colleges included: · Full funding for Prop 98. · Backfill a portion of the estimated \$92 million current year property tax shortfall. · Fund growth at 1.67%. · Keep student registration fees at \$20 per unit. · Continue to cut categorical programs an average of 7%. · No cost of living adjustment.

MSC Page, Steck

07-107

BE IT RESOLVED, That the 2007-2008 Monthly Financial Reports for the period ending April 30, 2008 be accepted.

Trustee Pohlhammer asked if we had received feedback about Keenan and Associates. Mr. Bissell said that we had. We aren't without some unfavorable comments, but we can't keep making changes every year. We have to give companies a chance. Most comments have been positive and he recommended that the District approve the following resolution.

MSC Pohlhammer, Tunney

07-108

BE IT RESOLVED, The Governing Board authorize the Vice President for Administrative Services to renew the current three year agreement with Keenan and Associates as the broker of record and consultant for the District's employee fringe benefits.

Mr. Bissell reported that Hallmark Construction had withdrawn its proposal and he recommended DMC Construction in the amount of \$450,200.00 which was the second lowest bid received. He indicated that this is a reputable company and recommended that the Trustees accept this bid. It had already been motioned by Mr. Page and seconded by Mr. Tunney. Mr. Page withdrew his motion.

MSC Steck, Tunney

07-109

BE IT RESOLVED, That the Governing Board approve the awarding of the contract for the seismic reinforcement project for the Physical Education Building to DMC Construction in the amount of \$450,200.00.

Mr. Bissell reported that we only had one bid for the bleachers and it was lower than what we anticipated. He recommended that the Trustees approve the following resolution.

MSC Tunney, Page

07-110

BE IT RESOLVED, That the Governing Board approve the awarding of the contract for the Physical Education Building bleachers to Southwest Interiors in the amount of \$182,800.00.

HEALTH SERVICES FEE INCREASE OF \$1

INFORMATION

Mr. Anderson reported that the allowable fee for Health Services, as approved by the System's Office in accordance with the Education Code, has increased one dollar. On June 26, 2007, the District requested permission to align the Health Fee increase to the annual maximum approved by the System's Office. The Governing Board and ASMPC will be informed of any increase prior to implementation.

Ms. Barbara Lee, Associate Dean of Human Resources, reported that there have been slight changes in Title 5 of the California Code of Regulations requiring the revision of local procedures regarding discrimination. Many of the changes are technical or clarifying. The most substantive changes are the addition of definitions of gender, sexual orientation, association with a person or group with actual or perceived characteristics of a protected category, and expansion of the definition of sexual harassment. "Perceived characteristics" is now also included as a protected category. These changes in Governing Board Policy 3435 have been recommended for approval by the College Council and other appropriate parties as outlined in the shared governance policies.

MSC Steck, Page

07-111

BE IT RESOLVED, That the Governing Board approve Administrative Procedure 3435, Procedures for Complaints of Unlawful Discrimination, Including Sexual Harassment, as submitted.

PROGRAM REVIEW REPORT FOR THE CREATIVE ARTS DIVISION

INFORMATION

Dr. John Gonzalez, Dr. Susan Steele, and Dr. John Anderson were invited to discuss Program Review for the Creative Arts Division. Dr. Gonzalez said this program review process is very important as it ties in with the Accreditation Commission's adopted procedures for continuous improvement model ensuring that we are following that process. Currently the Commission has indicated that we are at the proficient program level review.

Dr. Susan Steele reported that during the 2006-2008 academic years, program reviews were conducted for the following programs in the Creative Arts Division: Creative Arts Division Office, Arts, Drama, and Music. The review was divided into six sections: Program Strengths and Support Team Commendations; Challenges, Issues, Support Team Recommendations, and Overarching Issues. The strengths of the Creative Arts Division are the combination of curriculum and professional involvement. The biggest challenge is the budget.

The Support Team recommendation was to improve classroom and studio space with special attention paid to the health and safety issues that the program review identified. Also, the Support Team acknowledged that the Division was particularly vulnerable to reductions or instability in operating budgets, because of the relatively high cost of instructional supplies and their necessity. The Support Team encouraged the Division to think strategically about its programs and their direction for the future.

Dr. Garrison and the Trustees thanked Mr. David Clemens and his committee for all the work they did on Governing Board Policy 3000. The administration recommends approval of the following resolution.

BE IT RESOLVED, That the Governing Board approve Board Policy 3000, Educational Programs and Standards, revised subsection, Board Policy 3120, Academic Freedom Policy.

REVIEW THE DISTRICT’S PROGRESS ON ENERGY AND RESOURCE CONSERVATION EFFORTS

INFORMATION

Mr. Bissell said the District has engaged in numerous efforts over the past several years to help reduce its water consumption, waste production, incorporate sustainability within buildings renovation and construction projects and to improve overall energy efficiencies across the campus. However, we can still do more. Dr. Steck asked that the College create a policy that asks that we use recycled materials. Trustee Pohlhammer said that we need to develop in a college mind set of recycling and reducing paper use, etc.

SALINAS RURAL FIRE DISTRICT’S PROPOSED ANNEXATION OF PROPERTY IN THE PARKER FLATS AREA ON THE FORMER FORT ORD

INFORMATION

Ms. Vicki Nakamura reported that the Fort Ord Reuse Authority has entered into an Environmental Services Cooperative Agreement (ESCA) with the Army, the Environmental Protection Agency, and DTSC to allow FORA to conduct munitions cleanup on 3,500 acres of former Fort Ord property, leading to early transfer of these parcels. During the cleanup period, FORA will take ownership of the property. The Army will no longer be responsible for providing public safety response for these areas.

The College’s parcels at Parker Flats and the MOUT facility are included in FORA’s ESCA program. These parcels are located primarily within Monterey County’s jurisdiction. Salinas Rural Fire District plans to provide fire protection and emergency response services to the Parker Flats area and has prepared an annexation application to be submitted to LAFCO for approval.

Ms. Nakamura reported that staff met with Salinas Rural Fire District’s Fire Chief, Michael Urquides, to discuss the annexation, which includes 8 parcels in the MOUT facility. Most of our parcels are located within the MOUT. SRFD expects the annexation process to conclude in approximately two (2) months with a public hearing. The College welcomes this annexation and looks forward to a mutually beneficial relationship.

“FIRST READING” ON BOARD POLICY 1435, NAMING OF BUILDINGS AND OTHER PROPERTY COMPONENTS

INFORMATION

Only one correction was made in the third line of the first paragraph; “baseball” was removed and “courts” was added. As this was the “First Reading,” the policy will be back on the agenda for the June 24th Governing Board meeting.

“FIRST READING” ON BOARD POLICY 3810,
CLAIMS AGAINST THE DISTRICT

INFORMATION

As this was the “First Reading,” the policy will be brought back at the June 24th meeting.

CALENDAR OF EVENTS

INFORMATION

It was noted that the MPC Foundation Board will be meeting on June 4th and the June 24th Governing Board meeting will be held at the Marina Education Center. The Closed Session will begin at 5:30 p.m. and the Open Session will begin at 7:00 p.m. in room MT-2.

Advance Planning

The next Regular meeting will be held:

Tuesday, June 24, 2008, 5:30 p.m. – Closed Session
MT-2, Marina Education Center.

7:00 p.m. - Open Session
MT-2, Marina Education Center.

Agenda item/s:

- Update on Governing Board Policy 2240, No Smoking Policy
- Discussion on Student Services Building Architecture
- Discussion on Review of Board Policies: 2-3 policies a meeting

Adjournment

Mr. Davis adjourned the meeting at 6:19 p.m.

Respectfully submitted,

Douglas R. Garrison, Ed.D.
Secretary to the Board

*Attended the Special Study Session

Minutes May 27, 2008
May 2008