

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

12:00-12:30pm, Open Session, Stutzman Seminar Room, LTC,
Roll Call and Lunch

12:35-1:20pm, Tour of Construction Projects on Campus,
by van with Joe Bissell and Joe Demko

1:30pm, Closed Session, Stutzman Seminar Room, LTC

3:00pm, Open Session, Sam Karas Room, LTC
980 Fremont Street, Monterey, California 93940

TUESDAY, JULY 27, 2010

AGENDA

The Monterey Peninsula College Governing Board welcomes you to the Governing Board of Trustees Meeting. Documents that are public records and are provided to a majority of the Governing Board regarding an Open Session item on this agenda will be made available for public inspection in the Superintendent/President's Office at Monterey Peninsula College, 980 Fremont Street, Monterey, California, during normal business hours the Wednesday preceding the meeting. If you intend to submit documents at this meeting, the Brown Act requires you to bring enough copies for the Trustees and the audience.

1. OPENING BUSINESS

- A. Call Public Session to Order and Roll Call.
- B. Comments from Visitors.
- C. Lunch and Tour of Campus Construction Projects, Joe Demko.
- D. Closed Session.

The Governing Board will meet in Closed Session (before the Open Session on regular agenda items) to consider matters appropriate for Closed Session as authorized by Sections 3549.1 and 54956.7 through 54957.7, Government Code and Section 72122, Education Code, and as otherwise provided by law. Required action on these matters will be taken when the Board meets in Open Session (or at the next public meeting).

Items under discussion:

- 1) Conference with Labor Negotiators for MPCEA, Joe Bissell and Barbara Lee.
- 2) Public Employees Discipline/Dismissal/Release, Joe Bissell and Barbara Lee.
- 3) Pending Litigation, Joe Bissell.
- 4) Superintendent/President's Evaluation.

- E. Reconvene to Open Session.
- F. Reporting of Any Action Taken During Closed Session.

2. RECOGNITION

- A. Acknowledgement of Visitors.

3. COMMUNICATIONS

Note to Audience: Anyone wishing to address the Governing Board on matters within the jurisdiction of the Board may do so now. Please state the matter on which you wish to speak. Matters not appearing on the Agenda will not receive action at this meeting, but may be referred to staff for consideration at a future meeting. Presentations will be limited to three minutes, or as established by the Board. (Persons are not required to give their name or address, but it is helpful for a person to state their name in order that the Board and others present may identify the speaker.)

A. Comments from Visitors.

B. Written Communications:

- 1) Hawaii247.com Media Release: "MATE's 2010 international ROV competition underway...MATE Center headquartered at MPC in Monterey, California," June 25.
- 2) The Chronicle of Higher Education Job Ad: "Medical Assisting Instructor/Program Coordinator, at MPC," June 29.
- 3) KION news story: "Summer School Students Face Few Options, Hartnell students enrolling at MPC," July 1.
- 4) Letter of appreciation from Pister Scholarship recipient Jonah Mulski, July 2.
- 5) You Tube video: "Life in The Arts, Suminagashi Japanese Paper Marbling, by MPC Art Instructor Rebecca Ramos," July 6.
- 6) California Community Colleges Board of Governors Action Item: "Appointments to Accounting Ethics Committee, Mr. Jon Mikkelsen from MPC," July 6.
- 7) All Users Email from Student Services and MPC Bookstore: "Rent-A-Text," announcing the Bookstore's launch of the Rent-A-Text program for fall, July 6.
- 8) Letter from Accrediting Commission for Community and Junior Colleges, "taking action to reaffirm accreditation" at MPC, July 7.
- 9) All Users Email on passing of Mamie Nubin, former Instructional Assistant in the Business Department, July 7.
- 10) Letter from Sylvia Panetta, Director, Panetta Institute, to Dr. Garrison thanking him for participation on the 11th Annual *Education for Leadership in Public Service*, July 8.
- 11) Letter from Freddie Silveria, Saint Mary's College President, Student Association, to Dr. Garrison thanking him for dialogue at Panetta Institute, July 12.
- 12) Amateur Golf article on Kevin Lucas, "Lucas laps field," former MPC golfer, setting tournament record at Poppy Hills, July 12.
- 13) Military Installations Newsletter: "Presidio of Monterey, College/Technical Training...MPC local college partner," July 12.
- 14) Bookshare Blog: "University Partners Help Each Other," MPC Supportive Services scans and pools books for students with print disabilities; books accessible in the U.S. through Bookshare's University Partners Program, July 13.
- 15) All Users Email - employment opportunity: Lead Custodial, Facilities, June 14.

Articles published in The Monterey County Herald, June 20-July 15, 2010:

- 1) "The Role of Sports in Today's Society," ad benefitting MPC Alumni Association Scholarship Fund," June 21.
- 2) Letter to Editor: "Losing Patience with Open...farmers market at MPC closed," June 20.
- 3) Letter to Editor: "MPC parking used by volunteers...U.S. Open," June 22.

- 4) Letter to Editor: "Open a huge benefit to the Peninsula," June 23.
- 5) "Edwards, Rivera and Tunney to speak at MPC," Sports News, June 24.
- 6) "Monterey Peninsula College Graduates; picture of Carsbia Anderson," June 27.
- 7) "Former NFL coach Herman Edwards, NFL coordinator Ron Rivera and ex-NFL referee Jim Tunney to speak at MPC," Herald Staff Report, June 24.
- 8) "MANN on a Mission: Former Monterey High, MPC gridman getting healthy for strong season in CFL," July 7.
- 9) Obituary: Ira J. Lively, former adjunct professor at MPC, 4/18/26-7/4/10, July 9.
- 10) Obituary: Mamie Katherine Nubin, Instructional Assistant, Business Skills Center, 2/13/23-7/1/10, July 18.

C. Reports and Presentations:

Routine status reports and announcements regarding campus activities, meeting schedules, conferences attended and recent developments.

- 1) INSTITUTIONAL REPORT – Community Health Services, Robin McCrae, Executive Director.
- 2) SUPERINTENDENT REPORT
- 3) VICE PRESIDENTS' REPORTS
- 4) ACADEMIC SENATE REPORT
- 5) MPCEA REPORT
- 6) MPCTA REPORT
- 7) ASMPC REPORT
- 8) COLLEGE COUNCIL REPORT
- 9) MPC FOUNDATION REPORT
 - a) Monterey Peninsula College Foundation Donations for May, 2010, totaling \$86,840.00.
 - b) Report attached.
- 10) GOVERNING BOARD REPORT:
 - a) Community Human Services (CHS) - Meeting Minutes, May 20, 2010
 - b) Trustee Reports
- 11) SPECIAL REPORT - Bond Update Reports, Joe Demko:
 - a) Active Bond/Facility Projects Update
 - b) Cost Control Report
 - c) Master Schedule/Construction Phase Only
 - d) Bond Expenditure Report

4. **CONSENT CALENDAR**

Items listed under the Consent Calendar are considered to be routine and are acted on by the Board of Trustees in one motion. There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests that specific item(s) be discussed and/or removed from the Consent Calendar. It is understood that the administration recommends approval on all Consent items. Each item on the Consent Calendar approved by the Board of Trustees shall be deemed to have been considered in full and adopted as recommended.

A. Routine Business Transactions, Annual Renewal of Programs, Bids, Agreements, Notice of Public Hearings and Proclamations:

BE IT RESOLVED:

- 1) That the Governing Board approve the minutes of the Regular Board Meeting on June 22, 2010.

- 2) That the Governing Board accept gifts donated to the college with appropriate acknowledgement to donors.
- 3) That the Governing Board approve the following payroll, for a total of \$1,994,826:
the regular payroll of June 30th in the amount of \$1,977,886;
and the manual payroll of July 2nd in the amount of \$540.00;
and the supplemental payroll of July 9th in the amount of \$16,400.
- 4) That commercial warrants #'s for June 2010, in the amount of \$2,209,138, be approved:
Number 12790198 through Number 12790262 - \$427,476.53
Number 12790848 through Number 12790882 - \$108,135.68
Number 12792003 through Number 12792051 - \$570,944.53
Number 12793043 through Number 12793082 - \$379,567.97
Number 12793725 through Number 12793760 - \$ 64,915.49
Number 12794580 through Number 12794650 - \$352,938.87
Number 12796511 through Number 12796597 - \$305,159.25
- 5) That purchase order #'s 101268 through 101344 for June, 2010, in the amount of \$2,352.875, be approved.
- 6) That the following budget increase in the Federal Student Financial Aid fund be approved:
To adjust the Federal Student Financial Aid revenue and expense budget for Pell Grant funds awarded and disbursed to students:
Revenue increase of \$625,681;
Expense increase of \$625,681.
- 7) That the following budget increase in the Scholarship and Loan fund be approved:
Increase of \$915,000 in revenue and expense budgets.

This reflects additional funds received for student subsidized and unsubsidized loans.
- 8) That the following budget increase in the Trust Fund be approved:
To adjust the Trust Fund revenue budgets.
Revenue increase of \$75,000.

This is due to an increase of revenue received into the trust accounts for this fiscal year.
- 9) That the following budget decrease in the Orr Estate fund be approved:
To adjust the Orr Estate revenue due to less interest received from the Community Foundation from Monterey County.
Revenue decrease of \$24,000.

- B. Faculty Personnel:
- 10) That the Governing Board approves the faculty personnel actions listed:
 - a. Employment of Technical Services Librarian, Catherine Webb.
 - b. Employment of Counselor, Kimberly Christoff Mansfield.
 - c. Employment of English Skills & Study Center and Reading Center Director, Adria Gerard.
 - d. Each month individuals are hired as part-time, substitute, and overload. The attached list includes hires for Spring and Summer, 2010.
- C. Classified Personnel:
- 11) That the Governing Board approve the classified personnel action listed:
Accept the resignation of Amy Bassel, Food Preparer, CDC, effective at the end of the day, July 10, 2010.
- D. Short Term and Substitute Personnel:
- 12) That the individuals on the recommended list (Short Term and Substitute Employees) employed for short term, non-continuing and substitute assignments subject to future modifications, be approved.

5. NEW BUSINESS

- A. BE IT RESOLVED, that the 2009-2010 Monthly Financial Reports for the period ending June 30, 2010 (prior to year-end closing), be accepted.
- B. BE IT RESOLVED, that the attached resolution allowing Monterey Peninsula Community College District's continued participation in the Monterey County Educational Delinquent Tax Finance Program to be underwritten by Plymouth Park Tax Services, be approved.
- C. BE IT RESOLVED, that the Governing Board authorize the Vice President, Administrative Services to enter into an agreement with the Chancellors' Office of the California Community Colleges, State of California, to participate in the Chancellor's Office Tax Offset Program (COTOP).
- D. BE IT RESOLVED, that the Governing Board approve the 2010-2011 Appropriation Limit per Article XIII-B, California Constitution (Gann Limit) as computed on the attached worksheet.
- E. BE IT RESOLVED, that the Governing Board authorize the District to file a Notice of Completion of Contract with the County of Monterey for the Administrative Services/Building 16 Interior Modifications, DSA Application No. 01-110321, File No. 27-C1.
- F. BE IT RESOLVED, that the Governing Board ratify the renewal of the lease agreement with Monterey Bay Certified Farmers Market, Inc., for the period July 1, 2010 through June 30, 2011, at the lease rate of \$175 per week.

- G. BE IT RESOLVED, that the Governing Board receive a presentation on the Life Sciences and Physical Sciences Building renovation and approve the Preliminary Plans.
- H. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment #29 (PAA) with HGHB Architecture, Planning, Urban Design, for architectural design services in conjunction with the renovation of Life Sciences and Physical Sciences Buildings at a fixed fee of \$912,692.
- I. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment #04-A (PAA) with HGA Architects in the amount of \$40,000 for additional architectural services for the renovation of the Theater.
- J. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment #30 (PAA) with HGHB Architecture, Planning, Urban Design, for schematic design architectural services at a fixed fee of \$25,000 for the renovation of the pedestrian access ways and landscaping which extends from the northeast corner of Parking Lot C, easterly past the Theater, Gymnasium, Amphitheater, Pool, College Center and New Student Services.
- K. BE IT RESOLVED, that the agreement to employ Stephen Ma as the Vice President of Administrative Services, effective September 7, 2010 and ending June 30, 2013, be ratified.
- L. BE IT RESOLVED, that the Governing Board ratify the attached Agreement on Medical Benefits and furloughs between MPCEA and the District, effective July 1, 2010.
- M. BE IT RESOLVED, that the Governing Board ratify the attached Agreement between MPCEA and the District, subject to ratification by MPCEA, on the conversion of temporary positions to regular classified positions, effective August 1, 2010, and establish the following positions:
- Two (2) Instructional Specialist positions in the Reading Center at 18 hours per week, 8-1/2 months per year;
 - One (1) Library Specialist – Circulation position in the Library at 12 hours per week, 36 weeks per year;
 - One (1) Library Specialist – Circulation position in the Library at 16 hours per week, 36 weeks per year;
 - Two (2) Instructional Specialist positions in the Library at 18 hours per week, 34 weeks per year;
 - One (1) Administrative Assistant I position in Supportive Services (Workability) at 12 hours per week, 11 months per year;
 - Four (4) Instructional Specialist positions in Supportive Services at 18 hours per week, 34 weeks per year;
 - One (1) Instructional Specialist position in TRIO/Upward Bound at 19 hours per week, 9 months per year; and,

BE IT FURTHER RESOLVED, that the Board of Trustees establish the positions of, approve the attached job descriptions for, and designate salary placement of the following positions:

- One (1) Job Developer – Workability position at salary Range 17 at full implementation of the equity study, at 10 hours per week, 11 months per year;
- One (1) Tutorial Site Coordinator – TRIO/Upward Bound at salary Range 14 at full implementation of the equity study, at 19 hours per week, 10 months per year.

N. BE IT RESOLVED, that Board of Trustees ratify the attached Agreement between MPCEA and the District on the reorganization of identified positions in TRIO, Workability and Public Information, subject to ratification by MPCEA, effective July 1, 2009; and

BE IT FURTHER RESOLVED, that the Board of Trustees eliminate the positions of:

- Program Specialist – College Readiness;
- Program Specialist – Upward Bound;
- Program Specialist – Math Science Upward Bound;
- Job Placement Specialist – Workability; and,

BE IT FURTHER RESOLVED, that the Board of Trustees establish the positions of, approve the attached job descriptions for, and designate salary placement of the following:

- One (1) Workability Program Coordinator position at salary Range 22 at full implementation of the equity study, at 40 hours per week, 12 months per year;
- One (1) Categorical Services Coordinator position at salary Range 17 at full implementation of the equity study, at 40 hours per week, 12 months per year;
- One (1) Public Information/Graphics and Publication Production Specialist position at salary Range 22 at full implementation of the equity study, at 40 hours per week, 12 months per year; and,

BE IT FURTHER RESOLVED, that the Board of Trustees reassign the following incumbent employees at the salary placement described in the Agreement to the newly established positions effective July 1, 2009:

- Jacquelyn Evans – Workability Program Coordinator;
- Eileen Crutchfield – Categorical Services Coordinator;
- Jeanette Haxton – Public Information/Graphics and Publication Production Specialist.

O. BE IT RESOLVED, that Board of Trustees ratify the attached Agreement between MPCEA and the District on the reclassification of selected positions, subject to ratification by MPCEA, effective July 1, 2010; and,

BE IT FURTHER RESOLVED, that the Board of Trustees approve the attached updated job descriptions:

- Assessment Specialist;
- Athletic & PE Equipment Specialist;

- Assistant Coordinator, Academic Support Center (title changed from Instructional Specialist);
- IT Support Technician;
- Library Circulation Desk Coordinator;
- Library Specialist – Interlibrary Loans, Periodicals and Circulation Desk;
- Matriculation Services Specialist, Senior;
- Purchasing Coordinator (title changed from Purchasing Agent);
- Unit Office Manager, EOPS/CARE; and,

BE IT FURTHER RESOLVED, that the Board of Trustees approve the following salary placements at full implementation of the equity study:

<u>Position</u>	<u>Range</u>
▪ Assessment Specialist	14
▪ Athletic & PE Equipment Specialist	7
▪ Assistant Coordinator, Academic Support Center	16
▪ Library Circulation Desk Coordinator	16
▪ Library Specialist – Interlibrary Loans, Periodicals and Circulation Desk	12
▪ Matriculation Services Specialist, Senior	13
▪ Purchasing Coordinator	23

and,

BE IT FURTHER RESOLVED, that the Board of Trustees assign the following incumbent employees at the salary placement described in the Agreement to the reclassified positions effective July 1, 2010:

- Stacey Jones, Assessment Specialist;
- Renee D'Aquisto, Athletic & PE Equipment Specialist;
- Linda Pridmore, Assistant Coordinator, Academic Support Center;
- Roseann Erwin, Library Circulation Desk Coordinator;
- Kirk Hall, Library Specialist – Interlibrary Loans, Periodicals and Circulation Desk;
- Gaozong Thao, Matriculation Services Specialist, Senior; and,
- Peter Buechel, Purchasing Coordinator.

- P. BE IT RESOLVED, that the Governing Board approve the 2010-2011 salary schedule for Classified Employees as presented, effective July 1, 2010.
- Q. INFORMATION: Accreditation Evaluation Report.
- R. BE IT RESOLVED, that the Governing Board adopt the electronic version of the 2010-2011 Monterey Peninsula College Catalog.
- S. BE IT RESOLVED, that the Governing Board approve the signing of the 2010-2011 Funding Terms and Conditions (FT&C) Contract for the Full Day Pre-School Program at Monterey Peninsula College.
- T. INFORMATION: Discussion of proposed Board Policy 1040 Closed Sessions of the Governing Board.

U. INFORMATION: Calendar of Events.

6. **ADVANCE PLANNING**

A. Meeting Dates:

Regular Meeting Tuesday, August 24, 2010

- Closed Session, 1:30pm, Stutzman Seminar Room, Library and Technology Center
- Open Session, 3:00pm, Sam Karas Room, Library and Technology Center

Regular Meeting Tuesday, September 28, 2010

- Closed Session, 1:30pm, Stutzman Seminar Room, Library and Technology Center
- Open Session, 3:00pm, Sam Karas Room, Library and Technology Center

B. Future Topics, to be confirmed:

- 1) Board Goals

7. **CLOSED SESSION**

When required on non-routine matters and/or to continue discussion of items from earlier Closed Session.

Posted July 22, 2010