

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

Monterey Peninsula College  
980 Fremont Street  
Monterey, California 93940

**TUESDAY, August 25, 2009**

1:30-1:35pm Open Session – Stutzman Conference Room, Library and Technology Building  
1:35-2:36pm Closed Session – Stutzman Conference Room, Library and Technology Building  
3:00-6:00pm Open Session – Sam Karas Room, Library and Technology Building Building

**MINUTES**

**1. OPENING BUSINESS**

1:30pm-Chair Dr. Tunney called the Governing Board meeting to order at 1:30pm. Ms. Robinson called roll and left the meeting. Dr. Tunney read the Closed Session statement and announced the following items to be covered:

- A. Conference with Real Property Negotiator: Parcels L23.5.1. and L23.5.2.  
Negotiating Party: Monterey Peninsula Community College District - Mr. Joe Bissell.
- B. Conference with Legal Counsel Regarding Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9. There is one potential lawsuit.
- C. Public Employee Evaluation - Superintendent/President Annual Evaluation.

1:35pm-Open Session adjourned to begin the Closed Session.

2:42pm-Closed Session adjourned.

3:00pm-Dr. Tunney called the Open Session to order. Ms. Robinson called roll.

**MEMBERS PRESENT:**

Dr. Jim Tunney, Chair  
Charles Page, J.D., Vice Chair  
Lynn Davis, J.D., Trustee  
Carl Pohlhammer, Trustee  
Dr. Loren Steck, Trustee  
Michael Dickey, Student Trustee

**STAFF PRESENT:**

Dr. Doug Garrison, Superintendent/President  
Carsbia Anderson, Vice President, Student Services  
Joe Bissell, Vice President, Administrative Services  
John Gonzalez, Vice President, Academic Affairs  
Laura Franklin, Dean of Instruction  
Michael Gilmartin, Dean of Instructional Planning

Barbara Lee, Associate Dean, Human Resources  
Richard Montori, Public Information Officer  
Steve Morgan, Director, Facilities, Planning & Management  
Vicki Nakamura, Assistant to the President  
Carla Robinson, Executive Assistant  
Rosaleen Ryan, Director, Institutional Research

**OTHERS PRESENT:**

Charles Brown  
Margaret-Anne Coppernoll  
Joe Demko  
Kit Elliott  
Steve Emerson  
Joyce Halabi  
Pamela Sanborn

Dr. Tunney reported there was no action taken during Closed Session.

**2. RECOGNITION**

- A. Acknowledgment of Visitors: Charles Brown, Seaside/Sand City district future trustee; and Steve Emerson, Margaret Anne Coppernoll and Kit Elliott, trustee candidates from Marina.
- B. Dr. Tunney acknowledged the Monterey Peninsula College Foundation's donations for July, 2009 of \$12,489.08.

**3. COMMUNICATIONS**

- A. Comments from Visitors - Dr. Tunney asked if anyone wanted to address the Governing Board. There were no comments.

- B. Written Communications – Dr. Tunney noted the written communications:

- 1) Letter from Dr. Jill Biden, spouse of Vice President Joe Biden, referring community colleges to recent changes in financial aid policies (see [www.opportunity.gov](http://www.opportunity.gov)).
- 2) Letters supporting the Older Adult Program from Jana Weston, Kathleen O'Shaughnessy and Celia Pamintuan.

The following articles were published in the Monterey County Herald:

- 3) Opinion piece from John Wm. Schiffeler, "Special interests have narrow focus," July 27.
- 4) GO! Cover page and two-page article on MPC premier of Mel Brooks' Broadway play 'The Producers' running August 6-23.

- C. Reports and Presentations:

- 1) **INSTITUTIONAL REPORT – JOHN GONZALEZ**  
John Gonzalez introduced two new faculty members: Henry Marchand, teacher of English and Creative Writing, and Pamela Sanborn, Medical Assisting Program Coordinator.

- 2) **PRESIDENT'S REPORT – DR. DOUG GARRISON**  
Dr. Garrison reported that the start of school on August 24<sup>th</sup> went well and enrollments are running strong. Redirected students are evident in the number of full/closed classes and increased enrollment figures. There is a good tone around campus with excited students and returning faculty/staff. Flex Day was last Thursday and discussions were held on budget issues and the resiliency of MPC. Next month we will share with the Board reorganization information with the impact of unfilled vacancies. Also to be presented next month will be the final budget; there may be a special study session early in September for the budget presentation. Dr. Garrison pointed out New Business Item #M is the revisions to the Master Agreement between the Governing Board and Foundation. The work being done on revising the Master Agreement reflects an excellent example of cooperative work among MPC's Board of Trustees, Administration and the Foundation's Board of Directors.
- 3) **VICE PRESIDENT, ACADEMIC AFFAIRS REPORT - JOHN GONZALES**  
Dr. Gonzalez was thanked by Chair Tunney for hosting the accreditation panel at last week's Flex Day and Dr. Gonzalez thanked the Academic Senate for their participation and enthusiasm. Dr. Gonzalez is pleased to report that enrollment is very healthy. Enrollment management is normally done the first week of each semester but was completed last month to anticipate budget changes. Although 5% of classes were cancelled, we are serving the same number of students as last semester, showing that our efficiency rate has gone up this semester. All Faculty were thanked for their acceptance of larger class loads. The Accreditation Self Study is being read by the College Council on September 1<sup>st</sup>. The second reading will be a few weeks later. Dr. Gonzalez is working with standards co-chairs and encourages everyone to read the Self Study which is posted on the website, under the Academic Senate page. It has been refreshing to have worked with both faculty and staff on this enormous work of Self Study.
- 4) **VICE PRESIDENT, ADMINISTRATIVE SERVICES REPORT - JOE BISSELL**  
An HP mainframe failure impacted registration for several hours on Monday, and an additional electrical transformer failure brought down telephone and computer services in both the Administration and Student Services buildings on Tuesday. Steve Morgan, Director of Facilities, gave an overview of the power problem, that generators were being brought in for temporary service, and advised that the new transformer would be installed early Thursday morning. He thanked IT and Maintenance staff for their swift response, and our faculty who worked even with a major power outage. Mr. Bissell reported two related items for future planning: to complete the installation of a generator in the Administration Building after receipt of necessary permits; and to alleviate registration problems to convert our HP student record system this year to a Windows platform. Mr. Bissell attended a statewide budget workshop last Friday; budget numbers are still tentative although our general fund appears to be cut by \$3 million: approximately \$1.3M in unrestricted and \$1.7M in restricted funds. Our \$3M deficit may be reduced by \$400,000 to be received from the American Recovery and Reinvestment Act, one time funds from the State. MPC does have a balanced budget based on the

work done previously, and will present the final budget at the September Board meeting. The State is cautioning on five upcoming budget risks: 1) uncertainty regarding federal funds; 2) mid-year cuts; 3) property tax shortfalls; 4) the State's structural imbalance; and 5) additional deferrals. Workload measures will be reduced accordingly due to mid-year cuts which may affect next year's classes.

5) VICE PRESIDENT, STUDENT SERVICES REPORT – CARSBIA ANDERSON

Mr. Anderson welcomed future Board member Charles Brown from Seaside, an MPC alumni and teammate and high school classmate. Categorical budgets are bearing the brunt of the \$1.6M program reduction and services are struggling to balance budget and service students. Mr. Anderson appreciates everyone's efforts, support from P/VP's, and continuing discussions. It has been an interesting opening; enrollment reports one week ago showed a 19.3% increase district wide and 18% campus wide. Today's enrollment numbers show an increase of 9.2% district and 8% campus wide. These increases may have included more of our traditional students as well as redirected students from UC and CSU and analysis is ongoing. Thank you's go out to Sharon Colton, John Kalina, Steve Morgan, Joe McCarley, Pete Olsen, Larry Walker, Vera Coleman and the A&R staff, Ron Johnson and all counselors who worked as a team to have a very successful opening day even with the technology shutdowns. Outreach occurred at the County Fair and Del Monte Center's Welcome Back to School Day; staff has been generous with their time, and again appreciation to Debbie Anthony, Claudia Martin and Vera Coleman, as well as alumni Dan and Joanne Albert. At the Marina Education Center, Counseling has held classroom presentations and group orientations, and is scheduling student appointments. A&R is guaranteeing one day turnaround at Marina, with daily pickups of registrations, and the Marina bookstore service is working well. The Foundation Alumni Association is having their kickoff event on September 12<sup>th</sup> for the homecoming game vs. Cabrillo, celebrating 1950's undefeated football team for all MPC fans. The BBQ is at 5:00pm with a 7:00pm kickoff time. One rewarding experience was yesterday's awarding of the Jack and Peggy Downes Baskin Scholarship of \$20,000 to Maria Resendiz who is transferring to UC Davis to major in Economics. Ms. Resendiz had a 3.5 GPA while working 30 hours a week, and was recommended because of her academic achievement, outreach assistance to other struggling students, and her positive attitude. She will be a tremendous asset to any program. Lastly, the PE/athletic brochure was distributed.

6) ASMPC REPORT – JOYCE HALABI, VP OF REPRESENTATION

ASMPC has an approved budget of \$114,000. Lobo Day "Fiesta" is Wednesday, September 16<sup>th</sup> from 10:00-2:00. There are two vacancies on the ASMPC Council. The bylaws are revised. The first ICC meeting will be September 1<sup>st</sup>. ASMPC will be attending the Leadership Conference on October 16-18 and the Community College General Assembly on November 6-8.

7) FOUNDATION REPORT – MARILYN GUSTAFSON

In attending her last Board meeting after eight years, Ms. Gustafson shared recollections of Foundation events. The Renaissance Campaign was just starting and the college was moving forward on its bond campaign; the Foundation contributed \$60,000 to financing

the bond program. She thanked Trustee Page for his long time support of the Foundation's work on the renaissance campaign and remembered the dedication of the Caroline Page Garden. A grant from the Monterey Peninsula Foundation provided for the Sam Karas Room. Lynn Davis and Charlie Page had to step down from the Foundation when elected as Board Trustees. There have been many positive changes around campus. The Foundation held many development lunches, both in the F&CS Building and around campus. She is proud of the Foundation awarding over \$300,000 in faculty excellence grants, which has a \$100,000 endowment to perpetuate the faculty grants, and the awarding of over \$200,000 in new endowed scholarships for students. Additionally, over \$500,000 was raised for the community stadium. The President's Address is a very well respected and supported event in the community. Ms. Gustafson is encouraged by the positive direction as the Foundation and College moves closer together with a strong president's circle committee committed to increasing participation by 50% and an energetic alumni committee. She is delighted with the direction of Peggy Downes Baskins Series on Ethics and with CHOMP's co-sponsorship. The personnel committee and nominating committee are moving forward for her replacement. Remaining tasks are the statute placement in front of Administration, planned giving, alumni scholarship bequests, and developing webpage opportunities. The Board thanked Ms. Gustafson for her service and invited everyone to celebrate her tenure on Thursday, September 10<sup>th</sup> at La Mirada, at 4:00pm.

8) GOVERNING BOARD

As reported by Chair Tunney and Trustee Page, "The Producers" was an excellent production, the cast enthusiast, and the Drama Department exceptional. Trustee Davis acknowledged Marilyn Gustafson's upcoming retirement, and congratulated her on her wonderful tenure.

9) BOND UPDATE – JOE DEMKO (Reports attached)

- a. Active Bond/Facility Projects Update – Joe Demko commended Don Chapin Co. for completing the "J" Parking Lot remodeling in a short time. Steve Morgan also commended Joe Demko and Kitchell for their supervision of that project.
- b. MPC Master Schedule/Construction Phase Only.
- c. Cost Control Report – Joe Demko, building costs are coming in fine.

4. CONSENT CALENDAR

Dr. Tunney asked if there were any comments and/or additions to the Consent Calendar – none.

- A. Routine Business Transactions, Annual Renewal of Programs, Bids, Agreements, Notice of Public Hearings, or Proclamations.  
Motion Page / Second Steck / Carried

**09-09**

BE IT RESOLVED,

- 1) That the Governing Board approve the minutes for the Regular Meeting held on July 28, 2009 and the minutes of the Special Joint Meeting with the Governing Board and the Foundation Board of Directors on August 11, 2009.

- 2) That the Governing Board accept gifts donated to the college with appropriate acknowledgement to the donors.
- 3) That the July 31<sup>th</sup> Regular Payroll in the amount of \$1,459,542.17 and the Supplemental Payroll of August 10th in the amount of \$60,088.85 be approved, totaling \$1,519,631.02.
- 4) That Commercial Warrants #'s:  
12728148 through 12728158; and 12728684 through 12728686; and  
12729233 through 12729257; and 12729841 through 12729858; and  
12730484 through 12730521; and 12731042 through 12731130; and  
12732263 through 12732275 - in the amount of \$1,580,436.42, are approved.
- 5) That purchase orders #'s 100011 through 100192 for \$2,853,628.85 be approved.  
*Correction: Future purchase order reports will contain both the PO number and an item description.*
- 6) That the following budget adjustments in the Unrestricted General Fund be ratified:

|  |       |
|--|-------|
| Net decrease in the 4000 Object expense category | \$812 |
| Net increase in the 5000 Object expense category | \$536 |
| Net increase in the 6000 Object expense category | \$276 |
- 7) That the following budget adjustments in the Restricted General Fund be approved:

|  |          |
|--|----------|
| Net increase in the 1000 Object expense category | \$21,606 |
| Net increase in the 2000 Object expense category | \$ 9,253 |
| Net increase in the 3000 Object expense category | \$ 1,602 |
| Net decrease in the 4000 Object expense category | \$ 8,350 |
| Net decrease in the 5000 Object expense category | \$20,496 |
| Net increase in the 6000 Object expense category | \$ 490   |
| Net decrease in the 7000 Object expense category | \$ 4,105 |

B. Faculty Personnel:

- 8) That the Governing Board approve the academic personnel actions listed to include:
  - a. Grant Equivalency to Minimum Qualifications to Beth Penney to teach Reading, effective Fall, 2009.
  - b. Each month individuals are hired as part-time, substitute, and overload.  
The attached lists include hires for Summer and Fall, 2009.

C. Classified Personnel:

- 9) That 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.

5. **NEW BUSINESS**

- A. BE IT RESOLVED, that the 2009-2010 Monthly Financial Report for the period ending July 31 2009 (prior to closing entries) is accepted.  
*Correction: Mr. Bissell's Financial and Budgetary Report was moved from*

- 3.C.(3): Communications/Reports/Vice Presidents to 5.A.: New Business.*
- Motion Davis / Second Steck / Carried **09-10**
- B. BE IT RESOLVED, that the Quarterly Financial Status Report for the quarter ending June 30, 2009 (prior to closing entries) as presented on form CCFS 311Q be accepted and made part of the minutes of this meeting.  
Motion Steck / Second Pohlhammer / Carried **09-11**
- C. BE IT RESOLVED, that the Governing Board authorize the Vice President for Administrative Services to enter into an agreement with the Chancellor's Office of the California Community Colleges, State of California, to participate in the Chancellor's Office Tax Offset Program (COTOP).  
Motion Steck / Second Davis / Carried **09-12**
- D. BE IT RESOLVED, that the Governing Board approve 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.  
Motion Steck / Second Page / Carried **09-13**
- E. BE IT RESOLVED, that the Governing Board adopt revised Board Policy 4105 – Admissions Policy.  
Motion Page / Second Pohlhammer / Carried **09-14**
- F. BE IT RESOLVED, that the Governing Board approves Board Policy 5100 – Equal Employment Opportunity and Commitment to Diversity in Employment.  
*Approved with one correction: "The Monterey Peninsula Community College District is committed to the concept and the principles of equal employment opportunity. To this end, the District has established and will maintain (deleting 'will implement') a comprehensive program to put that concept and those principles into practice."*  
Motion Steck / Second Pohlhammer / Carried **09-15**
- G. BE IT RESOLVED, that the Governing Board approve the following new courses:
- 1) LETP 140, PC 832 Laws of Arrest
  - 2) LETP 260, Background Investigator
  - 3) LETP 276, Jail Training Practicum
  - 4) LETP 280.3, Field Training Officer Update
  - 5) MATH 113, Preparation for Calculus I
  - 6) MATH 271, Preparation for Intermediate Algebra
  - 7) Math 273, Preparation for Precalculus
  - 8) Math 381, Preparation for Elementary Algebra
- Motion Steck / Second Page / Carried **09-16**
- H. BE IT RESOLVED, that the Governing Board approve the 2010-2011 College Calendar.  
Motion Davis / Second Page / Carried **09-17**

- I. BE IT RESOLVED, that the Governing Board authorize the Vice President for Administrative Services to enter into a contract with Kitchell for program management services for the period July 1, 2009 through December 31, 2009.  
Motion Pohlhammer / Second Davis / Carried **09-18**
- J. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment #05B (PAA) with HGHB Architecture, Planning, Urban Design, at a fixed fee of \$78,000 in conjunction with the renovation of the Public Safety Training Center in Seaside.  
Motion Page / Second Steck / Carried **09-19**
- K. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment #7 (PAA) at the fixed fee of \$383,346 with Kitchell CEM, for construction management services in conjunction with the Student Services Bldg.  
Motion Davis / Second Dickey / Carried **09-20**
- L. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment #18 (PAA) with HGHB Architecture, Planning, Urban Design, for schematic plans in conjunction with the Life Science and Physical Science renovation project at a fee not to exceed \$40,000.  
Motion Steck / Second Page / Carried **09-21**
- M. BE IT RESOLVED, that the Governing Board adopt the recommendations of the Monterey Peninsula Community College District/Monterey Peninsula College Foundation Master Agreement Sub-Committee (August 11, 2009), and
- BE IT FURTHER RESOLVED, that the Board authorize the Superintendent/President to develop a revised Master Agreement between the Monterey Peninsula Community College District and the Monterey Peninsula College Foundation based on the recommendations, wherein the Monterey Peninsula College Foundation becomes an auxiliary foundation as described in Education Code 72670 et. seq.  
Motion Page / Second Steck / Carried **09-22**
- Dr. Garrison presented the Master Agreement Subcommittee's recommendations from the Joint Master Agreement Study Session held August 11, 2009. Summarized recommendations are:
- 1) Change the Foundation from independent status to auxiliary status
  - 2) Employees will be independent of MPC
  - 3) Annual support from MPC remains at \$100,000
  - 4) Primary goal is to integrate the Foundation with the college
  - 5) Operational guidance from Superintendent/President
  - 6) Maintain signature activities
  - 7) Eliminate non-cultivation events
  - 8) Develop donor database
  - 9) Establish operational budget reserve
  - 10) Seek grant support for Baskin Series
  - 11) Staffing costs must remain within Foundation unrestricted revenues



- 12) Staffing recommended:
  - a) Hire full time office manager
  - b) Maintain 50% bookkeeper
  - c) Hire full time development director

Dr. Garrison reported that Executive Director Marilyn Gustafson has given her support fully to this revised direction for the Foundation. Trustee Page expressed gratitude to Superintendent Garrison and to all those involved for their support of the Foundation. Trustee Pohlhammer also thanked the community at large for their support, and to Dr. Garrison, noting these revisions are a win-win for the Foundation and the College. Trustee Davis acknowledged these revisions as a significant challenge of Dr. Garrison's leadership and thanked him for his time on this major task. Dr. Tunney added his thanks to Dr. Garrison in bringing about this historic event. This item will be returned to the Board after the Foundation's Board of Directors meeting on September 2<sup>nd</sup>. A Foundation personnel committee is now formed and will be charged with development of a job description, to conduct the personnel search, and select candidates after Foundation Board approval.

- N. BE IT RESOLVED, that the Governing Board ratify the transfer of weapons to the Pacific Grove Police Department and South Bay Regional Public Safety Training Consortium.  
Motion Davis / Second Pohlhammer / Carried **09-23**
  
- O. BE IT RESOLVED, that the Governing Board formally reviews, discusses, and accepts the Substantive Change Proposal to the Accrediting Commission for Community and Junior Colleges (ACCJC) on the MPC Education Center at Marina.  
Motion Steck / Second Page / Carried **09-24**

Dr. John Gonzalez presented his Report on the Substantive Change Proposal for the Accrediting Commission for Community and Junior Colleges (ACCJC) on the MPC Education Center at Marina. The Proposal provides extensive background information on the thoughtful, deliberate steps taken by MPC to implement the MPC Education Center at Marina to better serve the educational needs of the community residing in the north end of our service area. The Proposal demonstrates that this initiative is fully vetted through the institution's shared governance process and is a part of the college wide planning and resource allocation process. It further shows that: 1) MPC will continue to maintain the educational quality of its programs and services; 2) the initiative is consistent with the mission of the college; and 3) MPC will continue to meet the accreditation standards. The Proposal further demonstrates the need for comparable services at Marina Education Center, with library database access, and the historical support of the community for both the Education Center and the Public Safety Training Center stemming from the days of Fort Ord. The Proposal will be disseminated to the campus and will then be presented to the ACCJC Substantive Change Committee meeting in October. Dr. Gonzalez was commended by Trustee Pohlhammer for the excellence of the Proposal, and specifically by Dr. Garrison for his stewardship of the accreditation self study with co-chair Diane Boynton, co-chairing the steering committee with co-chair

Fred Hochstaedter, and rewriting the Substantive Change Proposal twice because of ACCJC's change in direction. We owe Dr. Gonzalez a debt of gratitude.

P. CALENDAR OF EVENTS

INFORMATION

**6. ADVANCE PLANNING**

A. Meeting Dates:

Regular Meeting Tuesday, September 22, 2009

1:30pm – Stutzman Seminar Room, Library and Technology Center

3:00pm – Karas Room, Library and Technology Center

B. Suggested Future Agenda Items:

1) Governing Board Policies

2) Board Tour of Facilities

ADJOURNMENT – the Open Session was adjourned at 4:55pm.

Respectfully submitted,

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

Posted: September 23, 2009