

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT GOVERNING BOARD OF TRUSTEES

REGULAR MEETING

1:30pm, Closed Session, Stutzman Seminar Room, LTC
3:00pm, Regular Meeting, Sam Karas Room, LTC
980 Fremont Street, Monterey, California 93940
www.mpc.edu/GoverningBoard

TUESDAY, JUNE 28, 2011

AGENDA

Updates Underlined (3)

The Monterey Peninsula College Governing Board welcomes you to the Governing Board of Trustees Regular Meeting. Documents that are public records and are provided to the Governing Board regarding a Regular Meeting 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 Thursday 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. In compliance with the Americans with Disabilities Act, those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at a Board meeting, can contact the Superintendent's Office at (831) 646-4272. Notification at least 72 hours prior to the Board meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids, or translation services.

1. **OPENING BUSINESS**

A. Call To Order

B. Roll Call

C. Public Comments on Closed Session Items

This is an opportunity for visitors to make comments regarding any closed session items. When the Chair recognizes a member of the public for oral comments, such comments shall be limited to three minutes.

D. Closed Session – items under discussion:

The Governing Board will meet in Closed Session (before the Regular Meeting on regular agenda items) to consider matters appropriate for Closed Session as authorized by Sections 3549.1 and 54956.7-54957.7, 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 Regular Meeting or at the next public meeting.

1) Conference with Real Property Negotiator (Government Code 54956.8)

a) Property Parcel: E19a.5.

b) Agency Negotiator: Steve Ma

c) Negotiating Parties: Fort Ord Reuse Authority

d) Under Negotiation: Price or Terms of Payment

2) Conference with Labor Negotiators (Government Code Section 54957.6)

a) Agency Negotiators: Steve Ma and Barbara Lee

b) Employee Organization: MPCEA (Monterey Peninsula College Employees Association) and MPCTA (Monterey Peninsula College Teachers Association)

3) Conference with Legal Counsel Regarding Anticipated Litigation (one) (Government Code Section 54956.9 (b), Barbara Lee.

4) Superintendent/President Quarterly Evaluation (Government Code Section 54947).

E. Reconvene to Regular Meeting and Roll Call

F. Reporting of Any Action Taken During Closed Session

2. RECOGNITIONS

A. Moment of Silence:

1) Paula Travaille, Business Skills Center Instructional Assistant and Adjunct Instructor, passed June 12, 2011.

B. Recognition of Visitors

3. COMMUNICATIONS

A. Comments from Visitors

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.

B. Written Communications:

1) Joey Gomez, thank you letter as first awardee of the Dr. Richard Kezirian Endowed Scholarship / June 6.

2) California Community College Trustees (CCCT) Board announcement of CCCT Student Trustee Members Election - 2011 / June 7.

3) Sylvia Panetta, Panetta Institute, thank you letter to Dr. Richard Kezirian for MPC students attending Lecture Series / June 9.

4) Jack Scott, Chancellor, State of California, approval of MPC Foundation establishment as an auxiliary organization / June 20.

5) American Cancer Society acknowledgement of MPC's Men's and Women's Basketball Teams' participation in annual Cancer Fundraising Event / June 20.

MPC All User Emails:

1) Job Opportunity: Food Preparer, Child Development Center / June 8.

2) 2011-2012 Catalog/Class Schedule online, Leslie Procive, Academic Affairs / June 8.

3) Passing of Paula Travaille on June 12 / June 15.

4) KSBW TV coverage of MPC Nursing School and Simulation Lab / June 16-17.

Articles published/aired in *The Herald*, *The Californian*, and other media:

1) Bid Notice: Theatre Modernization Project / May 19 and May 24.

2) Notice of Public Hearing on May 24 to Convey Easement to Pacific Bell Telephone Company / May 19.

3) Peninsula Losing Photography Legacy, by Helen Ogden / May 19.

4) Ads: Orientation Schedule for Prospective MPC Trustees / May 20, May 24, May 26, May 29, June 1, June 8 and June 15.

5) Three Seats to Open on MPC Board / May 21.

6) College Baseball: All-California All-American Team Names Michael Aldrete and All-Northern California Team Names Nick Grim / May 25.

- 7) Memorial Day Concert at NPS (free parking at MPC) / May 25.
- 8) Teachers Adjust to Student ‘Customers’ by Mel Edelman, MPC Instructor / May 26.
- 9) Six MPC Hoop Stars Moving On: Julian Demalleville, Ryan Stanley, Patrick Kilty, Dominic Zanella, Quinczy Spencer and Cameron Johnson / May 29.
- 10) Ad: Classified Staff Lab Specialist II, Auto Tech and Adjunct Faculty in Math, Speech, Anatomy, English and All Disciplines / May 29.
- 11) The War on Culture: from kindergarten to community college, art education budgets are slashed to the bone (Kim and Gina Weston Scholarship Awards Ceremony) / June 2.
- 12) Cathy Haas Points Green Thumb Toward Retirement / June 4.
- 13) Ads: MPCCD Redistricting Committee Volunteers Needed / May 20, May 27, June 2, June 5, June 9, June 12 and June 13.
- 14) MPC Teachers, Administrators Reach Tentative Agreement / June 8.
- 15) MPC’s Nick Grim Drafted by Marlins / June 8.
- 16) Bid Notice: Life and Physical Science Modifications Buildings / June 9 and June 14.
- 17) Hartnell Trustees Rebuked by Colleagues (regarding MPC support of website) / June 9.
- 18) Summer Jazz Camp / June 10.
- 19) Cabrillo drops golf (five players transfer to MPC) / June 10.
- 20) Your Town: Scholarship applications due June 20 (for MPC students interested in journalism career) / June 14.
- 21) Helping employers keep staff, by Eric Wright (MPC negotiations) / June 16.
- 22) MPC Theatre Company is seeking volunteers / June 16.
- 23) MPC Union Saves Jobs With Pay Cuts (Faculty) / June 17.

Reports and Presentations:

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

- 1) Institutional Report – none
- 2) Superintendent/President’s 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
- 10) Governing Board Reports:
 - a) Community Human Services
 - b) Trustee Reports
- 11) Legislative Advocacy Report:
 - a) AB 1029 Support for Stand Alone Courses
 - b) ACCCA Legislative Update Report as of June 8, 2011
- 12) 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 May 24, 2011.
- 2) That the Governing Board accept gifts donated to the college with appropriate acknowledgement to donors.
- 3) That the May 31 regular payroll in the amount of \$2,296,648.47; and the June 3 manual payroll in the amount of \$1,082.40; and the June 10 supplemental payroll in the amount of \$52,051.49; for a total payroll of \$2,349,782.36, be approved.
- 4) That Commercial Warrants:

Number 12857849 through Number 12857922	\$ 135,364.75
Number 12859119 through Number 12859165	\$ 147,990.96
Number 12860079 through Number 12860107	\$ 244,714.53
Number 12860684 through Number 12860730	\$ 249,222.52
Number 12861449 through Number 12861474	\$ 142,632.00
Number 12862944 through Number 12862976	\$ 162,393.30
Number 12863864 through Number 12863901	\$ 353,552.24

in the total amount of \$1,435,870.30, be approved.
- 5) That Purchase Order Numbers 112407 through 112510 in the amount of \$548,145.66 be approved.
- 6) That the following budget increases in the Restricted General Fund be approved:

Net increase in the 6000 (Capital Outlay) object expense category	\$ <u>16,000</u>
Increase of \$16,000 in funds received for FY 2010-2011.	\$ 16,000
- 7) That the following budget adjustments in the Restricted General Fund be approved:

Net increase in the 4000 (Supplies) object expense category	\$ 1,250
Net decrease in the 5000 (Other/Services) object expense category	\$ 1,250
- 8) That the following budget adjustments in the Unrestricted General Fund be approved:

Net increase in the 2000 (Classified Salary) object expense category	\$ 1,200
Net decrease in the 4000 (Supplies) object expense category	\$ 6,711
Net decrease in the 5000 (Other/Services) object expense category	\$ 886
Net increase in the 6000 (Capital Outlay) object expense category	\$ 6,397
- 9) That the following budget adjustments in the Child Development Fund be approved:

Net increase in the 2000 (Classified Salary) object expense category	\$ 13,195
Net decrease in the 4000 (Supplies) object expense category	\$ 1,426
Net decrease in the 5000 (Other/Services) object expense category	\$ 2,403
Net increase in the 5000 (Other/Services) object expense category	<u>\$ 1,362</u>

Total increase in expense lines budgeted

\$ 18,386

Increase of \$11,500 in revenue and matching expenses to reflect funds received for FY 2010-2011; and

increase of \$6,886 in revenue and matching expenses to reflect funds carried forward from FY 2009-2010 to FY 2010-2011.

- 10) That the following budget increase in the Orr Estate Fund be approved, to adjust the Orr Estate revenue due to additional revenue received from the MPC Foundation for student scholarships and additional revenues from students repaying loans:

Increase of \$25,693 in revenue and matching expenses to reflect funds received for FY 2010-2011.

- 11) 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 \$1,338,957

Expense increase of \$1,338,957

B. Faculty Personnel:

- 12) That the Governing Board approve the following Faculty personnel items:

- a) Continue the employment of Grace Anongchanya, TRiO Coordinator/Counselor; Christopher Calima, Upward Bound Counselor; Sandra Washington, Upward Bound Counselor, and Janine Wilson, Math Science Upward Bound Coordinator as categorically funded employees are ratified for 2011-2012, pending continued funding.
- b) Grant Equivalency to Minimum Qualifications to David Michaels to teach Mathematics, effective Spring 2011.
- c) Employment of Microbiology Instructor Heather Craig under faculty service area Biology (Biol), effective Fall 2011.
- d) Employment of Chemistry Instructor Sarah Gerhardt under faculty service area Chemistry (Chem), effective Fall 2011.
- e) Employment of Child Development Instructor Mary Johnson under faculty service area Child Development (ChildDev), effective Fall 2011.
- f) Grant Equivalency to Minimum Qualifications to Mary Johnson to teach Child Development, effective Fall 2011.
- g) Employment of History Instructor Elizabeth Mullins under faculty service area History (His), effective Fall 2011.
- g) Approve the hired part-time, substitute, and overload for Spring 2011.

C. Classified Personnel:

- 13) That the Governing Board approves the following items:

- a) Accept the resignation of Yesenia Salinas, Re-entry Counseling Specialist, Women's Programs, 40 hours per week, 12 months per year, effective at the end of the day, June 30, 2011.
- b) Accept the resignation of Kimberly Vogt, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective at the end of the day, June 3, 2011.

- c) Accept the resignation of Veronica Sosa, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective at the end of the day, June 3, 2011.

D. Short Term and Substitute Personnel:

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

5. **NEW BUSINESS**

Public comments on New Business agenda items will be heard at the time the matter is under Board consideration. If you wish to address the Board on an agenda item, please do so when that item is called. Presentations will be limited to a maximum of 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. BE IT RESOLVED, that the 2010-2011 Monthly Financial Reports for the period ending May 31, 2011 be accepted.
- B. BE IT RESOLVED, that the Fiscal Year 2011-2012 Tentative Budget be approved, and the public hearing for the adoption of the final budget be scheduled for August 23, 2011, 3:00pm at the Karas Room of the Library and Technology Center, Monterey Peninsula College, 980 Fremont Street, in Monterey, CA.
[2011-2012 Tentative Budget.pdf](#)
- C. 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, 2011 through December 31, 2011.
- D. BE IT RESOLVED, that the Governing Board ratify the contract with GBMI, Inc., (Inspector) for on-going inspection services.
- E. BE IT RESOLVED that the Governing Board ratify the Project Assignment Amendment 01 (PAA) with GBMI, Inc., Inspector of Record (IOR), to perform inspection services on an hourly basis not to exceed \$21,000 in conjunction with the Parking Lot B construction project.
- F. BE IT RESOLVED, that the Governing Board authorize a Notice of Intent to enter into a lease agreement with the Monterey Bay Certified Farmers Market, Inc., at \$175 per week for the period of August 1, 2011 through July 31, 2012, and direct staff to publish the Notice of Intent in a newspaper of general circulation once a week for three consecutive weeks commencing with the week of July 4, 2011.
- G. BE IT RESOLVED, that the Governing Board approve the awarding of the Theater Modernization project to _____ in the amount of \$ _____.
- H. BE IT RESOLVED, that the Governing Board approve professional non-auditing services with Vavrinek, Trine, Day & Company, LLP, Certified Public Accountants, to assist with developing an indirect cost plan for Federal approval. The total cost for the project is not expected to exceed \$9,500.

- I. BE IT RESOLVED, that the Governing Board approve a Memorandum of Understanding between Monterey Peninsula College and the Community Hospital Foundation for operating expenses for the Maurine Church Coburn School of Nursing for 2011-2012.
- J. BE IT RESOLVED, that the appointment of Dan Albert, Kathryn Badon, ~~Carl Drummond~~, Jean Grace, Marilyn Gustafson, Jay Hudson, Donna Jett, Karen Kadushin, Mel Mason, Thomas Moore, and Paula Pelot, as members of the Citizens Redistricting Advisory Committee, be approved.
- K. BE IT RESOLVED, that the contract amendment with EMC Planning Group for land planning and CEQA compliance services, be ratified.
- L. BE IT RESOLVED, that the agreement to employ Marty Johnson as the Interim Vice President of Academic Affairs, effective July 18, 2011 and ending no later than the end of spring 2012 semester, be ratified.
- M. BE IT RESOLVED, that the Governing Board ratify the attached tentative agreement between MPCTA and the District which addresses the 2011-2012 budget deficit by reducing salaries and rescinding layoffs.
- N. BE IT RESOLVED, that the Governing Board rescind the layoffs of full-time faculty Daniel Phillips, Walter White, Sunshine Giesler, Kevin Bransfield, David Michaels, Alethea DeSoto, Carolyn Hansen, and Kimberly Christoff-Mansfield and authorize Administration to notify these individuals that the layoff notices are withdrawn.
- O. BE IT RESOLVED, that the Governing Board approve the attached 2011-2012 salary schedule for Administrative employees effective July 1, 2011.
- P. BE IT RESOLVED, that the Governing Board approve the attached 2011-2012 salary schedule for Management/Supervisory employees effective July 1, 2011.
- Q. BE IT RESOLVED, that the Governing Board approve the attached 2011-2012 salary schedule for Confidential employees effective July 1, 2011.
- R. BE IT RESOLVED, that the Governing Board approve the attached 2011-2012 salary schedule for Classified employees effective July 1, 2011.
- S. BE IT RESOLVED, that the Governing Board adopt the electronic version of the 2011-2012 Monterey Peninsula College Catalog.
- T. BE IT REVOLVED, that the Governing Board approve travel from June 25, 2011 through June 29, 2011 to Vancouver, British Columbia, Canada for Deidre Sullivan and Jill Zande.
- U. INFORMATION: Board Policy 2130 Purchasing.
- V. INFORMATION: Board Policy 2132 Bids and Contracts.

- W. INFORMATION: Board Policy 2206 Bicycles, Skateboards, Roller Skates, Roller Blades, Scooters, and Other Similar Non-Motorized Devices on District Property.
- X. INFORMATION: Calendar of Events.

6. **ADVANCE PLANNING**

- A. Regular Meeting Tuesday, July 26, 2011
 - Closed Session, 1:30pm, Stutzman Seminar Room, Library and Technology Center
 - Regular Meeting, 3:00pm, Sam Karas Room, Library and Technology Center

Regular Board Meeting, Tuesday, August 23, 2011

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

- B. Future Topic:
 - 1) Assessment of Board Goals for 2010-2011 – July 26, 2011
 - 2) Citizens Redistricting Advisory Committee Recommendations – August 23, 2011

7. **ADJOURNMENT**

8. **CLOSED SESSION**

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

Any writings or 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 District Office located at 980 Fremont Street, Monterey, CA, during normal business hours. Governing Board documents are also available on the Monterey Peninsula College website at www.mpc.edu.

Posted June 30, 2011