

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

1:00pm, Closed Session, Stutzman Seminar Room, LTC  
(Note: Special Start Time for Closed Session at 1:00pm.)  
3:00pm, Open Session, Sam Karas Room, LTC  
980 Fremont Street, Monterey, California 93940

**TUESDAY, AUGUST 24, 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. 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) Pending Litigation, Conference with Legal Counsel.

2) Superintendent/President's Evaluation.

D. Reconvene to Open Session.

E. 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) "California Community Colleges Go Live with Regent Financial Aid Software," including MPC, July 16<sup>th</sup>.
- 2) All Users Email: Employment Opportunity for Food Preparer, CDC, July 20<sup>th</sup>.
- 3) All Users Email: Employment Opportunity for Instructional Specialist, Reading Center, July 22<sup>nd</sup>.
- 4) "Ma resigns San Dieguito school post to head for Monterey," Del Mar Times, July 20<sup>th</sup>.
- 5) "Family, Friends Nominate John Russo to Fly with the Thunderbirds," John Russo student at MPC with 3.7 GPA; KION46 TV, July 26<sup>th</sup>.
- 6) 15<sup>th</sup> Annual IT Salary Survey: Good Times Ahead?" quote from Helmut Schonwalder, IT Support Technician, Redmond Magazine, August 2<sup>nd</sup>.
- 7) "Monterey Peninsula College Project Ecuador, Itinerary for Elias Kary's Students Trip" Gap Adventures Group, August 2<sup>nd</sup>.
- 8) All Users Email: Robynn Smith's Exhibit at Monterey Museum of Art," August 5<sup>th</sup>.
- 9) All Users Email: 'Rent' appearing at MPC Stage 8/5-8/22, August 5<sup>th</sup>.
- 10) All Users Email: Employment Opportunity for Custodian, Facilities, August 6<sup>th</sup>.
- 11) "Great Farmers' Markets on the Monterey Peninsula: MPC's Monterey College Farmers' Market on Fridays," Associated Content Guide, August 16<sup>th</sup>.
- 12) Press Release: Automotive Heritage & Preservation Foundation," working with MPC and CSUMB to develop curriculum, August 16<sup>th</sup>.

Articles published in The Monterey County Herald and The Californian Newspapers:

- 1) "Monterey County students excited about a weeklong space adventure," visiting MPC Library, July 20<sup>th</sup>.
- 2) "Monterey County space camp teaches students about rocketry principles," visit to MPC's Astronomy Room, July 23<sup>rd</sup>.
- 3) "Cousins Hurdle into Big Race," Patrick Ramanand and Adonis Singletary running track at MPC, July 22<sup>nd</sup>.
- 4) Public Notice: "Public Hearing will be held in the City Council Chambers, Marina, to consider adopting the resolution, approving General Plan Land Use Map and text amendment...to include the Monterey Peninsula College Marina Satellite Campus," July 23<sup>rd</sup>.
- 5) "Nonprofits: The Yellow Brick Road Benefit Shop awarded grant in July to MPC Theatre Arts Department, \$1,000," July 26<sup>th</sup>.
- 6) "Tyndall Joins Brother at Cal," Bill Tyndall, MPC offensive tackle, July 28<sup>th</sup>.
- 7) "Your Town: MPC Farmer's Market Moves to Fridays," August 4<sup>th</sup>.
- 8) "Praise for MPC: MPC earns praise from accrediting board," August 5<sup>th</sup>.
- 9) "Groundbreaking Pop-rock Operetta 'Rent' Challenges Preconceived Notions of Musical Theater," August 5<sup>th</sup>.
- 10) "Obituary: Captain Harold F. Smith, Jr., April 8, 1923-August 3, 2010, former adjunct instructor of finance and accounting," August 8<sup>th</sup>.
- 11) Letter to the Editor: "Proud of MPC's high marks," from Jane Haines, August 10<sup>th</sup>.
- 12) Theater Review: "Lack of clarify mars MPC's rendition of Broadway hit 'Rent,'" August 12<sup>th</sup>.
- 13) "Good Monday Morning: Salinas native launches culinary academy at Rancho Cielo...with help from Bert Cutino and chef Paul Lee," August 16<sup>th</sup>.
- 14) "An auto museum for Monterey? Donors interested, but plenty of hurdles ahead," August 16<sup>th</sup>.

C. Reports and Presentations:

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

- 1) Institutional Report – Student Health Services, Lara Shipley, R.N.
- 2) Superintendent/President 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 July, 2010, totaling \$5,614.
- 10) Governing Board Report:
  - a) Community Human Services (CHS) – Annual Meeting Minutes, July, 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 July 27, 2010, and the Special Session on July 30, 2010.
- 2) That the Governing Board accept gifts donated to the college with appropriate acknowledgement to donors.
- 3) That the July 15<sup>th</sup> manual payroll in the amount of \$7,000.00; and that the July 30<sup>th</sup> regular payroll in the amount of \$1,404,385.70; and that the August 10<sup>th</sup> supplemental payroll in the amount of \$33,145.42, for the total payroll of \$1,444,531.12, be approved.

- 4) That Commercial Warrants:
  - Number 12797932 through Number 12797943 - \$359,178.50
  - Number 12798606 through Number 12798673 - \$602,597.63
  - Number 12799494 through Number 12799533 - \$272,412.17
  - Number 12800022 through Number 12800059 - \$686,589.45
  - Number 12800371 through Number 12800418 - \$862,753.91
  - Number 12801477 through Number 12801518 - \$146,458.01
 in the amount of \$2,929,989.67, be approved.
  
- 5) That Purchase Order #'s 11112 through 11341, in the amount of \$4,295,467.25, be approved.
  
- 6) That the following budget adjustments in the restricted general fund be ratified:
 

Net increase in the 1000 (Certificated Salary) object expense category	\$ 25,000
Net increase in the 2000 (Classified Salary) object expense category	\$ 1,813
Net increase in the 3000 (Benefits) object expense category	\$ 355
Net decrease in the 4000 (Supplies) object expense category	\$ 971
Net decrease in the 5000 (Other/Services) object expense category	\$ 1,197
Net decrease in the 7000 (Other Outgo) object expense category	\$ 25,000
  
- 7) That the following budget adjustments in the unrestricted general fund be ratified:
 

Net increase in the 1000 (Certificated Salary) object expense category	\$100,000
Net decrease in the 2000 (Classified Salary) object expense category	\$ 33,709
Net increase in the 3000 (Benefits) object expense category	\$ 1,107
Net increase in the 4000 (Supplies) object expense category	\$ 1,547
Net decrease in the 5000 (Other/Services) object expense category	\$ 70,236
Net increase in the 6000 (Capital Outlay) object expense category	\$ 1,381

B. Faculty Personnel:

- 8) That the Governing Board approves the faculty personnel actions listed:
  - a. Grant Equivalency to Minimum Qualifications to Curtis Erikson to teach SOC140: Marriage & Family Life, effective Fall, 2010.
  - b. Accept the resignation of Dr. Gail Fail, effective July 15, 2011 for the purpose of retirement, and confer upon her the title of Professor Emeritus.
  - c. Grant Equivalency to Minimum Qualifications to Jennifer Keller to teach Speech, effective Fall 2010.
  - d. Grant Equivalency Based on Eminence to Elizabeth Alasko to teach HLTH205: CPR and HLTH5: First Aid, effective Fall 2010.
  - e. Each month individuals are hired as part-time, substitute, and overload. The attached list includes hires for Spring and Summer, 2010.

C. Classified Personnel:

- 9)
  - a. Approve the employment of Linda Bergen, Instructional Specialist, Reading Center, Step A, 18 hours per week, 8.5 months per year, effective August 1, 2010.
  - b. Approve the employment of \_\_\_\_\_, Instructional Specialist, Reading Center, Step A, 18 hours per week, 8.5 months per year, effective August 1, 2010.

- c. Approve the employment of Robert Llanos-Hinson, Library Specialist-Circulation Desk/Instructional Specialist, Step A, Library, 26 hours per week, 36 weeks per year, effective August 1, 2010.
- d. Approve the employment of Aletia Egipciaco, Library Specialist-Circulation Desk, Library, Step B, 16 hours per week, 36 weeks per year, effective August 1, 2010.
- e. Approve the employment of Richard McNelly, Instructional Specialist, Library, Step A, 16 hours per week, 36 weeks per year, effective August 1, 2010.
- f. Approve the employment of Lori George, Administrative Assistant I, Step A, Supportive Services, 12 hours per week, 11 months per year, effective August 1, 2010.
- g. Approve the employment of Ellen Stevens, Job Developer- Workability, Supportive Services, Step A, 10 hours per week, 11 months per year, effective August 1, 2010.
- h. Approve the employment of Melodie Bahou, Instructional Specialist, Step B, Supportive Services, 18 hours per week, 34 weeks per year, effective August 1, 2010.
- i. Approve the employment of Marvin Crutchfield, Tutorial Site Coordinator-TRIO/Upward Bound, TRIO, Step D, 19 hours per week, 10 months per year, effective August 1, 2010.
- j. Approve the employment of Chinyere Paige, Instructional Specialist, TRIO, Step A, 19 hours per week, 9 months per year, effective August 1, 2010.
- k. Approve the employment of \_\_\_\_\_, Instructional Specialist, Adaptive PE, Step A, 18 hours per week, 34 weeks per year, effective August 1, 2010.
- l. Accept the resignation of Jackie Trytten, Instructional Specialist, English & Study Skills Center, 18 hours per week, 7 months and 19 days, effective at the end of the day, August 10, 2010.

D. Short Term and Substitute Personnel:

- 10) 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**

- A. BE IT RESOLVED, that the 2010-2011 Monthly Financial Reports for the period ending July 31, 2010, be accepted.
- B. PUBLIC HEARING: Review the transfer of funds allowed by Assembly Bill X4 2 (Extraordinary Session #4, Bill #2).
- C. BE IT RESOLVED, that the Board authorize the transfer of \$68,674 from Apprenticeship funding to Disabled Students Programs and Services (DSPS) and authorize further reallocations among the categorical programs listed in Assembly Bill X4 2 (Extraordinary Session #4, Bill #2).

- D. PUBLIC HEARING: Review the Final Budget for Fiscal Year 2010-11 prior to its adoption.
- E. BE IT RESOLVED, that the Governing Board approve the Final Budget for Fiscal Year 2010-11.
- F. INFORMATION ONLY: County of Monterey Investment Report for the quarter ending June 30, 2010.
- G. BE IT RESOLVED, that the Quarterly Financial Status Report for the quarter ending June 30, 2010 (prior to year-end closing) as presented on form CCFS 311Q, be accepted and made part of the minutes of this meeting.
- H. BE IT RESOLVED, that the Governing Board approve Dr. Douglas Garrison, Superintendent/President, Stephen Ma, Vice President for Administrative Services, and Rosemary Barrios, Controller, to be authorized signatories for the bankcard accounts maintained by Monterey Peninsula College at First National Bank of Central California, as requested by the Monterey County Office of Education, effective September 7, 2010.
- I. BE IT RESOLVED, that the Governing Board approve Dr. Douglas Garrison, Superintendent/President, and Stephen Ma, Vice President for Administrative Services, to be authorized signatories for all expenditure warrants, contracts and other official documents on behalf of Monterey Peninsula College District, as requested by the Monterey County Office of Education, effective September 7, 2010.
- J. BE IT RESOLVED, that the Governing Board approve the appointment of Stephen Ma, Vice President for Administrative Services, as the District's representative, and Barbara Lee, Associate Dean of Human Resources, as the alternate representative, to the Northern California Community College Pool-JPA for Workers Compensation for Monterey Peninsula College.
- K. BE IT RESOLVED, that the Governing Board approve the appointment of Stephen Ma, Vice President for Administrative Services, as the District's representative, and Dr. Douglas Garrison, Superintendent/President, as the alternate representative, to the Bay Area Community College District's Pool-JPA for Property and Liability for Monterey Peninsula College.
- L. BE IT RESOLVED, that the 2012-2016 Five-Year Construction Plan be approved.
- M. BE IT RESOLVED, that the Governing Board approve the updated Facility Construction Plan (revised August 3, 2010) as recommended by the district's Facilities Committee and College Council.
- N. BE IT RESOLVED, that the following courses be approved:
- AUTO 116, BAR 2009 Smog Check Update
  - LETP 231.95, Officer Safety-Field Tactics

- O. BE IT RESOLVED, that the appointment of Michael Dickey, as a member of the Citizens' Bond Oversight Committee, effective August 25, 2010, be approved.
- P. BE IT RESOLVED, that the Board approve the signing of the 2010-2013 Contract for facilities renovation and repair of the Child Development Center.
- Q. BE IT RESOLVED, that the Board of Trustees approve the change in the hours and weeks of the following positions:
- One Instructional Specialist position in the Library from 18 hours per week, 34 weeks per year, to 14 hours per week, 36 hours per year; and
  - One Instructional Specialist position in the Library from 18 hours per week, 34 weeks per year, to 16 hours per week, 36 hours per year.
- R. INFORMATION: Discussion of proposed Governing Board self-evaluation procedure and draft Board goals.
- S. INFORMATION: Discussion of the role of the Governing Board liaison to the Monterey Peninsula College Foundation Board of Directors.
- T. INFORMATION: Calendar of Events.

6. **ADVANCE PLANNING**

A. Meeting Dates:

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

Regular Meeting Tuesday, October 26, 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:

7. **CLOSED SESSION**

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

Posted August 18, 2010