

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT GOVERNING BOARD OF TRUSTEES

REGULAR BOARD MEETING

1:30pm, Closed Session, Stutzman Room, LTC
3:00pm, Open Study Session, Sam Karas Room, LTC
4:00pm, Regular Meeting, Sam Karas Room, LTC
980 Fremont Street, Monterey, California 93940
www.mpc.edu/GoverningBoard

WEDNESDAY, FEBRUARY 22, 2012

AGENDA (REVISED)

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) Consideration of Student Discipline (Suspension, Expulsion/Other Action)

(Education Code Section 72122):

a) Student #1, ID 900-903-337

b) Student #2, ID 903-113-119

2) Public Employee Discipline/Dismissal/Release (Education Code Section 54957)

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

a) Agency Negotiators: Steve Ma and Barbara Lee

b) Employee Organizations: MPCTA/CTA/NEA and MPCEA/CSEA

4) Conference with Legal Counsel Regarding Anticipated Litigation (one)

(Government Code Section 54956.9(b))

5) Superintendent/President Quarterly Evaluation (Government Code Section 54947)

E. Reconvene to Open Study Session and Roll Call

F. Report Action Taken In Closed Session

2. **STUDY SESSION (3:00pm)** – Steve Ma, Vice President of Administrative Services and Rosemary Barrios, Controller

A. Understanding Budget Development and Management/Audits

B. Reconvene to Regular Board Meeting

3. **NEW BUSINESS ITEM NO. A AND B**

Due to availability of Auditor, Item No. A and B will be considered at this time. Following New Business Item No. A and B, the Board will return to the standard Agenda.

A. BE IT RESOLVED, that the Governing Board receive the District's annual Financial Audit Report for the fiscal year ended June 30, 2011.

B. BE IT RESOLVED, that the Governing Board receive the District's Measure I General Obligation Bonds Performance Audit and Independent Auditors' Reports for the fiscal year ended June 30, 2011.

4. **RECOGNITIONS**

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. Moment of Silence:

1) Atalaya Stover, MPC student, passed January 21, 2012

B. Recognition:

1) United Way Campaign

C. Recognition of Visitors

D. Comments from Visitors

5. **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) Jill Biden, U.S. Second Lady, Office of the Vice President, letter seeking news of local workforce partnerships and means of measuring student success in those programs / February 2.

2) ACCJC letter directing MPC to resolve Accreditation Report's four recommendations through Follow-up Report due October 15, 2012 / February 1.

MPC All User Emails:

- 1) Student Health Services: Student Health 101 new online subscription service for MPC students / January 13.
- 2) Theatre Arts Department: sponsoring Documentary “Boyhood Shadows...I swore I’d never tell,” effects of childhood sexual abuse on adult men / January 18.
- 3) Fred Hochstaedter/Academic Senate: Flex Day Schedules / January 17 and 23.
- 4) Gaozong Thao, Veterans Rep: VA Medical Mobile Van at MPC / January 24.
- 5) Melissa Pickford, Art Gallery: “Sense of Other” exhibit by artist Teresa Cunniff, January 31-March 2 / January 30 and February 8.
- 6) HR Employment Opportunity: Director of Admissions & Records / January 31.
- 7) Dr. Doug Garrison: ‘MPC Notes, Budget Response Edition’ / February 3.
- 8) David Joplin for Great Books Club: Great Books Club meeting every Wednesday, 12:30-1:30pm, Humanities Conference Room / February 6.
- 9) Gaozong Thao, Veterans Rep: Operation Welcome Home, Employment Development Department, returns to Costanoan Room, Thursdays 10am-3pm / February 6.
- 10) Erin O’Hare, Women’s Basketball Coach: Basketball hosting 4th Annual Coaches vs. Cancer Night on February 8 / February 6.
- 11) HR Employment Opportunity: Unit Office Manager, Library / February 7.
- 12) Robin Venuti, Foundation: Faculty and Staff Advancement Awards applications due February 29 and Awards announced March 14 / February 9.
- 13) Vera Coleman, Registrar: Course Repetition and Withdrawal Changes, effective Summer 2012 / February 10.
- 14) Robin Venuti, Foundation: Circle of Philanthropy / February 13.

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

- 1) Success a la carte, Chef Paul Lee and instructors at Drummond Culinary Academy at Rancho Cielo in Salinas / January 13.
- 2) Rocky Lewycki, Ceramics Instructor, recipient of Rydell Visual Arts Fellowship with \$20,000 prize / January 19.
- 3) HR Ad: Custodian; Full Time Faculty: Counselor, Instructor for ASL, Math, Psychology and Sociology / January 22 and 30.
- 4) Dr. Doug Garrison and Robin Venuti: Endowment Benefits MPC, Peggy Downes Baskin contributed \$250,000, starting endowment for professional development / January 31.
- 5) MPC Storybook Theatre presents ‘The Ant and the Grasshopper’ / January 27.
- 6) MPC’s ‘Ant and the Grasshopper’ imparts moral lessons / February 2-8.
- 7) MPC’s Terry Poole heads to SDSU (football offensive lineman) / February 9.

C. Reports and Presentations:

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

- 1) Institutional Report – no report in lieu of Open Study Session
- 2) Superintendent/President’s Report, Dr. Douglas Garrison
- 3) Vice Presidents’ Reports: Steve Ma, Celine Pinet and Carsbia Anderson
- 4) Academic Senate Report, Dr. Fred Hochstaedter, President
- 5) MPCEA Report, Loran Walsh, President
- 6) MPCTA Report, Mark Clements, President
- 7) ASMPC Report, Daniel Cervantes, Student Trustee
- 8) College Council Report, Dr. Alan Haffa, Co-chair
- 9) MPC Foundation Report, Robin Venuti, Executive Director
 - a) January donations \$98,371.85

- 10) Governing Board Reports:
 - a) CHS Board Minutes from January 19, Representative Marilynn Gustafson
 - b) Jeanette Mann's Update for Trustees (CCCT President) / February 9
 - c) Trustee Reports

- 11) Legislative Advocacy Report, Dr. Douglas Garrison:
 - a) ACCCA Legislative Update, February 6.
 - b) CCC Chancellor Jack Scott's Update on Student Success Task Force Recommendations / February 7.
 - c) Legislative Analyst's Office Analyzes Governor's Budget Proposals for K-14 Education / February 8.
 - d) Media Statement : CCC Chancellor Jack Scott praises President Obama's call to provide the nation's community colleges with \$8 billion; funding plan will help community colleges and businesses expand partnerships to train two million workers / February 13.

- 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

6. 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 Study Session on January 18, 2012, and the minutes of the Regular Board Meeting on January 24, 2012.
- 2) That the Governing Board accept gifts donated to the college with appropriate acknowledgement to donors.
- 3) That the January regular payroll in the amount of \$1,690,080.39; and the February manual payroll in the amount of \$4,933.62; and the February supplemental payroll in the amount of \$20,097.15; for a total payroll of \$1,715,111.16, be approved.
- 4) That Commercial Warrants:

Number 12908354 through Number 12908392	\$ 63,259.37
Number 12909147 through Number 12909211	\$565,528.50
Number 12909860 through Number 12909887	\$222,790.32
Number 12910569 through Number 12910585	\$698,613.19
Number 12911090 through Number 12911111	\$ 53,710.31
Number 12912093 through Number 12912139	\$550,663.12
Number 12913729 through Number 12913795	\$294,185.02

 in the amount of \$2,448,749.83, be approved.

5) That January 2012 Purchase Orders, Numbers 120754 through 120829, in the amount of \$577,159.92, be approved.

6) That the following budget increases in the Restricted General Fund be approved:

Net increase in the 1000 (Certificated Salary) Object expense	\$ 13,230.00
Net increase in the 2000 (Classified Salary) Object expense	\$ 13,474.00
Net increase in the 3000 (Benefits) Object expense	\$ 2,980.00
Net increase in the 4000 (Supplies) Object expense	\$ 5,367.00
Net increase in the 5000 (Other/Services) Object expense	\$ 26,557.00
Net increase in the 7000 (Other Outgo) Object expense	\$ 8,500.00
Total increase in expense lines budgeted	\$ 70,108.00

Increase of \$2,138.00 in funds carried forward from FY 2010-2011 to FY 2011-2012.

Increase of \$67,970.00 in funds received for FY 2011-2012.

7) That the following budget adjustments in the Unrestricted General Fund be approved:

Net decrease in the 2000 Object expense	\$ 202.00
Net increase in the 3000 Object expense	\$ 202.00
Net decrease in the 4000 Object expense	\$ 3,650.00
Net decrease in the 5000 Object expense	\$ 22,586.00
Net increase in the 6000 Object expense	\$ 26,236.00

B. Faculty Personnel:

8) That the Governing Board approve the following item:

- a) Each month individuals are hired as part-time, substitute, and overload. The attached list includes hires for Spring 2012.

C. Classified Personnel:

9) That the Governing Board approve the following items:

- a) Employment of _____, Library Specialist, Circulation Desk, 21.25 hours per week, 8 months and 7 days per year, effective _____, 2012.
- b) Employment of Man Kim, Art Studio Specialist, Creative Arts, 19 hours per week, 11 months per year, effective February 23, 2012.
- c) Employment of Alicia Cadriel, Unit Office Manager, Facilities, 40 hours per week, 12 months per year, effective February 27, 2012.
- d) Employment of _____, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective _____, 2012.
- e) Placement of employee 0502, Unit Office Manager, Library, 40 hours per week, 12 months per year, on the 39 month re-employment list, effective February 16, 2012, pursuant to Education Code 88195.
- f) Approve unpaid leave of absence requested by Jacqueline Evans, Workability Program Coordinator, Supportive Services, not to exceed 73 hours, starting February 27, 2012 and ending May 24, 2012.
- g) Release of employee 6048 from probation, effective January 24, 2012.

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.

7. 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.

ITEM NO. A AND B:

Due to availability of Auditor, Item No. A and B were considered at the conclusion of the Open Study Session. The Board will continue its consideration of New Business Items at Item No. C.

- A. BE IT RESOLVED, that the Governing Board receive the District's annual Financial Audit Report for the fiscal year ended June 30, 2011.
- B. BE IT RESOLVED, that the Governing Board receive the District's Measure I General Obligation Bonds Performance Audit and Independent Auditors' Reports for the fiscal year ended June 30, 2011.
- C. BE IT RESOLVED, that the 2011-2012 Monthly Financial Reports for the period ending January 31, 2012 be accepted.
- D. BE IT RESOLVED, that the amended Citizens' Bond Oversight Committee Bylaws, as attached hereto, be approved.
- E. BE IT RESOLVED, that the appointment of Daniel Cervantes as a member of the Citizens' Bond Oversight Committee, effective February 23, 2012, be approved.
- F. BE IT RESOLVED, that Monterey Peninsula College employ the following probationary employees as tenured employees for all subsequent academic years, starting with the 2012-2013 academic year:
- Ms. Kathleen Clark, COOP Instructor
 - Ms. Merry Dennehy, English Composition/Developmental Writing Instructor
 - Ms. Alethea DeSoto, Matriculation Coordinator/Counselor
 - Mr. Jamie Gerard, English Composition/Developmental Writing Instructor
 - Ms. Sunshine Geisler, Interior Design/Family and Consumer Science Instructor
 - Ms. Karoline Grasmuck, Dental Assisting Coordinator/Instructor
 - Mr. Elias Kary, Anthropology Instructor
 - Mr. Daniel Phillips, Physical Education Instructor/Men's Baseball Coach
- G. BE IT RESOLVED, that Monterey Peninsula College enter into a contract with the following contract (probationary) employees for the 2012-2013 and 2013-2014 academic years:
- Ms. Kimberly Christoff-Mansfield
 - Mr. Brett Enge
 - Ms. Adria Gerard
 - Ms. Lauren Handley
 - Ms. Catherine Webb

- H. BE IT RESOLVED, that Monterey Peninsula College enter into a contract with the following contract (probationary) employees for the 2012-2013 academic year:
 - Ms. Monika Bell
 - Ms. Heather Craig
 - Ms. Sarah Gerhardt
 - Ms. Mary Johnson
 - Ms. Elizabeth Mullins
- I. PUBLIC HEARING: Initial proposal of Monterey Peninsula College Teachers Association (MPCTA)/CTA/NEA for negotiations for 2012-2013.
- J. PUBLIC HEARING: Initial proposal of California School Employees Association, Chapter #245, MPCEA/CSEA for 2012-2013.
- K. INFORMATION: Fall 2011 Student Honor Roll, High Honors Roll, and Highest Honors Roll.
- L. INFORMATION: Fall 2011 applicants for Certificate of Achievement, Associate of Arts Degrees, and Associate of Science Degrees.
- M. BE IT RESOLVED, that the following course number be approved:
 - NURS 160A, Role Development for Nursing Students Guided Laboratory.
- N. BE IT RESOLVED, that the following course number be corrected and approved:
 - MUSI 199.1, Travel Study: The Choral Music and Culture of Poland, Germany, Belgium and Holland.
- O. INFORMATION: Calendar of Events.
- P. BE IT RESOLVED, that the Governing Board approve the suspension of Student ID #900-903-337.

8. ADVANCE PLANNING

- A. Regular Board Meeting Wednesday, March 21, 2012
 - Closed Session, 1:30pm, Stutzman Room, Library and Technology Center
 - Regular Meeting, 3:00pm, Sam Karas Room, Library and Technology Center
- B. Board Retreat April, 2012– date, time and location to be confirmed
- C. Regular Board Meeting Wednesday, April 25, 2012, at Marina Education Center
 - Closed Session, 1:30pm
 - Open Study Session 3:00pm, on Accountability Reports: ACCJC, ARCCC, IPEDS, and Mandated Reports
 - Regular Board Meeting, 4:00pm
- D. Future Topics:
 - 1) Institutional Report – SB 1440, the Transfer Act

9. ADJOURNMENT

10. 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/GoverningBoard.

Posted February 16, 2012