

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

REGULAR BOARD MEETING

1:30pm, Closed Session, Stutzman Room, LTC
3:00pm, Board 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

MINUTES

1. OPENING BUSINESS

- A. Call To Order – Chair Loren Steck called the Regular Meeting to order at 1:30pm.
- B. Roll Call – present:
Mr. Charles Brown, Vice Chair
Dr. Margaret-Anne Coppernoll, Trustee
Dr. Douglas Garrison, Superintendent/President
Ms. Marilyn Dunn Gustafson, Trustee
Mr. Rick Johnson, Trustee
Dr. Loren Steck, Chair
- Staff:
Mr. Carsbia Anderson
Mr. Barbara Lee
Mr. Steve Ma
- C. Public Comments on Closed Session Items – no comments.
- D. Closed Session – items under discussion
- 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
Student #1, ID 900-903-337, elected to speak to the Governing Board during Closed Session.
 - 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 Board Study Session at 3:02pm.

Roll Call – present:
Mr. Charles Brown, Vice Chair
Dr. Margaret-Anne Coppernoll, Trustee
Dr. Douglas Garrison, Superintendent/President
Ms. Marilynn Dunn Gustafson, Trustee
Mr. Rick Johnson, Trustee
Dr. Loren Steck, Chair
Mr. Daniel Cervantes, Student Trustee

- F. Report Action Taken In Closed Session – Chair Loren Steck reported that in Closed Session the Governing Board took action to suspend Employee #5429 for sixteen hours without pay.

RECOGNITIONS

Vice President Carsbia Anderson asked to move Recognitions to this time to introduce Men's Basketball Coach Blake Spiering and the All Conference Basketball Team members in attendance.

Carsbia introduced the three players selected to the All Conference Team: Andrew Young, Shayne Perryman and Conor Byrne. Coach Spiering thanked the Board for recognizing the three players for their All Conference selection. The three players are all team captains and fine ambassadors for MPC, working hard on and off the court while maintaining excellent GPA's. The Board congratulated Coach Spiering and Andrew, Shayne and Conor for their recognition as All Conference players and as MPC student-athletes.

2. STUDY SESSION – Steve Ma, Vice President of Administrative Services and Rosemary Barrios, Controller. [VP Ma Presentation Budget Development.pdf](#)

- A. Understanding Budget Development and Management – Vice President Steve Ma's Study Session provided the Governing Board with the rules and regulations of MPC's budget development and management process, within the highly regulated procedures of Prop 13, Prop 98, Education Code and Title 5, Board policies, labor contracts, shared governance process within Budget Committee and College Council, GASB regulations, Chancellor's Office accounting system, and external audits. He illustrated MPC's college planning and resource allocation process, budget planning timelines for 2012-2013, principles of fiscal stability and practices of sound budgeting, and a summary of MPC's funds, revenue and apportionment calculations. The Study Session reviewed the restricted revenues in our eighteen categorical programs, and the state and federal funding cuts since 2009. Steve discussed how budget monies are spent – 84% of the budget is dedicated to employee compensation, comprised of salaries and benefits. The state has used inter-year deferrals as a major tool in balancing K-14 education budgets, and these deferrals may cause MPC to borrow externally in 2012-2013 if reserves continue to be depleted.

Audit Principles – Controller Rosemary Barrios explained the use of yearly audits as required by Education Code and the Chancellor's Office. The annual audit examines all funds and account groups of the District, and ensures that all laws and regulations are followed within our internal controls. Rosemary described what financial statements are included in the financial audit, and the role and responsibility of the Board in receiving the audit. The Study Session concluded with a question and answer period.

- B. Reconvene from Study Session to Regular Board Meeting Agenda – Chair Loren Steck reconvened the Regular Meeting at 4:15pm.

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

Due to availability of the Auditor, Item No. A and B were considered at this time.

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

Motion Johnson / Second Coppernoll / Carried **2011-2012/104**

Bill Rausch, Auditor with Vavrinek, Trine, Day & Co., LLP, overviewed the Independent Auditors’ Report for MPC in the year ending June 30, 2011, and conveyed the Audit’s “unqualified opinion” of the financial statements, the highest possible rating for a financial audit.

- 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.

Motion Gustafson / Second Johnson / Carried **2011-2012/105**

Auditor Bill Rausch reported that MPC’s second audit, Measure I General Obligation Bonds Performance Audit, also received an “unqualified opinion.”

Following New Business Item No. A and Item No. B, the Governing Board returned to the standard Agenda.

4. RECOGNITIONS (continued)

- A. Moment of Silence – Atalaya Stover, MPC student, passed January 21, 2012.
- B. Recognition – United Way Campaign Committee: Eric Ogata, Brian Streetman and Jessica Ramirez kicked off this year’s United Way Campaign; the Committee, also consisting of members Shirley Kim and Rosaleen Ryan, asked the Governing Board and the MPC community for support. The United Way Campaign runs February 22 to March 21. Brian listed the many services United Way provides to our students and employees. Eric noted that last year MPC contributed \$11,229.00, and the Committee is striving to reach out to the Board and faculty/staff for another successful campaign, especially in these difficult times. Jessica presented the United Way 2012 video which highlighted the various partners now serving one of every three citizens in Monterey Peninsula through counseling services, free tax help, 2-1-1 referrals, prescription drug discounts, and youth, family and senior peer programs. Jessica promoted two valuable United Way services: 1) tax services for anyone making \$50,000 or less; and 2) the discount drug service which everyone can access with a local discount card. Savings of up to 34% are available on many prescriptions. The free discount cards are offered at www.FamilyWize.org. Eric noted the Committee will host bake sales and raffles on March 6 and March 20, 11:30am-1:30pm, in front of the LTC, to continue promoting United Way Services. The committee asked for donations through payroll deductions or one-time contributions. Pledge cards were distributed to the Board and public.

- C. Recognition of Visitors – Chair Loren Steck invited Dr. Garrison to introduce the eight Faculty members under consideration today for tenure. Dr. Garrison acknowledged the special importance of gaining tenure status in recognition of excellence in teaching after the four year evaluation process. The Board congratulated the eight faculty members for their achievement: Kathleen Clark, Cooperative Work Experience; Mary Dennehy, English; Alethea DeSoto, Counseling; Jamie Gerard, English; Sunshine Giesler, Interior Design; Karoline Grasmuck, Dental Assisting; Elias Kary, Anthropology; and Daniel Phillips, Baseball Coach and Physical Fitness.

NEW BUSINESS ITEM NO. F

In recognition of faculty in attendance, New Business Item No. F was considered at this time.

- 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

Motion Gustafson / Second Coppernoll / Carried

2011-2012/106

4. RECOGNITIONS *(continued)*

- D. Comments from Visitors – no comments.

5. COMMUNICATIONS

- A. Comments from Visitors – no comments.

- 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.

Dr. Garrison reviewed the contents of the letter from ACCJC, which directed MPC to include an additional follow-up report on distance education with the other recommendations in our October follow-up report on progress regarding recommendation on student learning outcomes. ACCJC wants assurance that MPC has complied with every element of the standards related to distance education and not only our plans for compliance. The October Report will detail our strategic plans for distance education to address these elements.

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:

- 1) Institutional Report – no report in lieu of Open Study Session.
- 2) Superintendent/President’s Report, Dr. Douglas Garrison
Dr. Garrison is monitoring enrollments and emerging developments on budgets. / He reported that over the last several months MPC has been investigating collaborative efforts with area institutions: CSUMB on international student programs and another on enhancement of existing partnerships in Computer Sciences. These partnerships will leverage local assets with the continuing reduction of state resources. / Dr. Garrison is also working on cooperative efforts with the Monterey County Business Council in the promotion of hospitality and tourism. It has been requested that MPC collaborate with a potential tourism

academy where our customer service curriculum within our hospitality program might be adapted to a short course format to increase advancement opportunities to local jobs in hospitality. / Dr. Garrison has had discussions with Jim Cook, acting in the role of Director of Economic Development for Monterey County. The County has contracted with Stanford Research Institute to perform a detailed examination of the primary drivers of our regional economy. Dr. Garrison's discussion with Mr. Cook reviewed areas in which MPC can play an integral role in the promotion of those particular areas of economic development. This investigation is looking at ways MPC assets can be used to promote training and enhance economic development in an effort to attract business to the Monterey Peninsula. / Finally, Dr. Garrison noted that Céline Pinet would report on the recent letter she wrote in response to Jill Biden's letter included in the communications section.

3) Vice Presidents' Reports

Dr. Céline Pinet, Vice President of Academic Affairs.

Céline reported that she and Cheryl Jacobson, MCCSN Director of Nursing, responded to Dr. Jill Biden in her request for information on local partnerships, writing on MPC's Nursing program and how we are collaborating to meet local nursing workforce needs. / Céline attended a Rotary meeting with Trustee Johnson and learned about the MATE program. / Today she learned of a collaboration with a tool called Smart Pen, where notes are recorded with the instructor's voice of instructor for students to use after class. This is a product Support Services is using with the Math Department. / Tomorrow the Humanities Department hosts the Book Grant Awards, a heartwarming event for students and staff.

Carsbia Anderson, Vice President of Student Services

Carsbia highlighted an article in the Herald featuring quotes by Cathy Nyznyk, Director of the CDC, on reduced state funding. An advocacy bus is leaving the Monterey Peninsula on March 1 to attend and speak at the budget hearings on child care. / On March 10, MPC's EOPS, TRiO, and CalWORKS programs, UCSC's African American Theater Arts Troupe (AATAT), and the City of Seaside are sponsoring the 21st annual play in celebration of Black History Month. This year's play entitled "Ruined" is at 7:00pm at the Oldemeyer Center. AATAT and EOPS also hold workshops for Upward Bound students, and Seaside and Marina High School students. / *I Journal*, an electronic magazine, started in Region III and IV by Chief Student Service Officers, now celebrating its tenth year anniversary, provide information for CSSO's unable to attend annual conferences. As the current board chair, Carsbia reported that the next edition of *I Journal* will feature the theme of "exploring ways to assist community college students in achieving success in reaching their AA or AS degree." The magazine talks about best practices, Student Success Task Force (SSTF) recommendations, and the reasons why to support those recommendations. He will provide the Board with copies of the *I Journal* when published.

4) Academic Senate Report, Kathleen Clark, Vice President of Academic Senate.

Kathleen reported that Academic Affairs is putting forth proactive efforts to participate in the very difficult budget decisions they see coming. / Academic Affairs is seeking clarification of the distinction among task forces, focus groups,

and committees to understand their charge and decision making processes. The number of participants in Academic Senate is shrinking, and this examination will ask members to participate in the most critical of these groups. / Spring Flex Days were successful and planning is underway for fall, to ensure communications with all constituencies of upcoming legislative action regarding Student Success Task Force recommendations. / The first report was received from an Academic Affairs subcommittee charged with improving collaboration of Administration and Student Services to implement an early warning system based on SSTF recommendations / Academic Senate will soon be addressing their response to ACCJC regarding SLO's.

- 5) MPCEA Report, Loran Walsh, President – Loran directed the Board's attention to MPCEA's "2012-2013 Initial Contract Proposal" confirming MPCEA's intent to reopen negotiations with the District, and agreeing to address the district's budgetary deficit for 2012-2013. Loran is hopeful that MPCEA will reach an agreement that assists MPC in reaching its goals and mission statement, and that concessions from members will be fair to all 154 members. The 2012-2013 negotiation team is Loran Walsh, Paula Norton, Susan Villa and Laura Mock, representing all areas on campus, Administrative Services, Academic Affairs and Student Services.
- 6) MPCTA Report, Mark Clements, President – Mark thanked the Board for their support of faculty in averting layoffs last spring. / MPCTA is concentrating on Faculty Service Areas, in ways by which FSA's affect reductions in force, Education Code regulations, hire dates, and reviewing the process of updating FSA's. MPCTA is working with faculty members and division chairs, as the key personnel responsible for faculty hiring, evaluations, and assignments. / The second focus of MPCTA is on political advocacy and they have formed relationships with UCSC, CSUMB, Gavilan, Hartnell, Cabrillo and now high schools to form a larger coalition to address political action, as the Monterey Bay Coalition of Higher Education. The Coalition will be involved with the March 1st National Day of Education, joining the advocacy busses to Sacramento. Local high school students taking political science classes are invited to join them to educate students on what political advocacy is, and working on education issues at a national level. / MPCTA bylaws are being updated. / Work is ongoing related to the state budget and the legislative issues causing these mid-year changes. / Mark directed the Board to the "Initial Proposal from MPCTA" in today's New Business Agenda Item No. I, for 2012-2013 negotiations.
- 7) ASMPc Report, Stephen Rose, Director of Student Representation. Student Trustee Daniel Cervantes introduced Stephen Rose as new Director of Student Representation. / Stephen reported on ASMPc's successful Lobo Day held today as their semi-annual event, with all clubs giving out refreshments, advertising their club interests, and presenting what ASMPc is all about for students and staff. This is the first Lobo Day where ASMPc checked student ID's before goods are handed out, and this is working out well as a way to ensure that student monies dedicated to ASMPc are going back to students. / ASMPc is now planning a second LOL day as a stress busting event, with bounce houses, games and refreshments. / March 7 is the bone marrow drive and volunteers are being solicited. The bone marrow drive is a registering event and donors get a check

swab to add them to the registry database to match bone marrow needs. / ASMPCC is reviewing their budget carefully to align budget with needs and to find solutions to keep on target. / The current constitution was written in different economic times, and ASMPCC is recognizing that with recent budget changes there is a need to increase fundraising. A fundraising ad hoc committee is meeting to promote potential fundraising ideas; the most promising idea is to host a whiffle ball tournament which may be combined with LOL day. / The Elections Committee met to plan 2012-2013 elections to be held March 21.

- 8) College Council Report, Dr. Alan Haffa, Co-chair -- no report.
- 9) MPC Foundation Report, Allison Payne, Development Associate.
 - a) Allison reported that the February 12 Celebration of Philanthropy was very successful with 110 attendees. The Celebration recognized members of the esteemed President's Circle (donations of \$1,000/+ as unrestricted funds), Campus Circle (donations of \$1,000/+ as restricted funds) and Legacy Society (donors making provisions in their estate plans to contribute to MPC). / Allison acknowledged current faculty and staff members of the President's Circle: Carsbia Anderson, Vera Coleman, Douglas Garrison, Fred Hochstaedter, Alex Hulanicki, Marlene Martin, Deborah Ruiz, Stephanie Tetter, and Larry Walker. Sharon Colton is a member of the Legacy Society. Allison also reported that new Vice President Celine Pinet has joined the President's Circle. / MPC's Lobo Hall of Fame banquet is March 9th at the Embassy Suites. Tickets can be purchased online or through the Foundation Office. / Applications for Faculty and Staff Advancement Awards are due February 29 by Noon, and all faculty and staff are encouraged to submit an application. / Grants are in process for the Nancy Buck Ransom Foundation in support of Upward Bound, Bernie Segal support of MPC Nursing School, and to solicit sponsorships for the Annual President's Address.
 - b) January donations were \$98,371.85.
- 10) Governing Board Reports:
 - a) CHS Board Minutes from January 19, 2012. Chair Loren Steck reported for Representative Marilyn Gustafson that CHS is also a recipient of United Way funds, and CHS is back on track with strategic planning and staffing. Loren will take the place of Marilyn as the Governing Board's representative to CHS, and Marilyn will act as alternate.
 - b) Jeanette Mann's Update for Trustees (CCCT President) / February 9, 2012. Dr. Garrison commented on the update emailed to California Community College Trustees and CEO's by CCCT President Jeanette Mann. The CCCT Board adopted an advocacy platform strongly in support of the November 2012 ballot tax initiative. President Mann also commented on the legislative program to implement recommendations of the SSTF, specifically noting "the board reviewed the legislative program by the Chancellor's Office to implement recommendations of the Student Success Task Force. Since concerns have been expressed over unintended consequences of the task force's report, the board will carefully consider each implementation proposal." And she closed by saying, "Of course, the details will be worked out through the legislative process. Your feedback will be critical to shaping

the final legislation and implementing regulations.” President’s Mann’s comments were encouraging to Dr. Garrison on the unintended consequences of the report, and that it would be important for our Board to communicate with the CCCT to express our opinions.

It was agreed that Dr. Garrison and Chair Loren Steck, on behalf of the MPC’s Board, would send a packet to the nominees of the CCCT Board. The packet will include Board Resolution 2011-2012/55, Dr. Garrison’s letter of November 1, 2011, and Loren Steck’s email of November 30, 2011. It was deemed important to express MPC’s concerns on the Student Success Task Force recommendations with the current and nominated CCCT board.

c) Trustee Reports:

- Loren Steck – attended Flex Days, CCLC Conference/Board Chair Workshop.
- Margaret Anne Coppernoll – attended Flex Days and NAACP Banquet.
- Charlie Brown – attended Flex Days, CCLC Conference/Board Chair Workshop, and NAACP Banquet.
- Rick Johnson – attended Flex Days, CCLC Conference and NAACP Banquet.
- Marilyn Gustafson – attended Flex Days, CCLC Conference and Foundation Celebration of Philanthropy.
- Daniel Cervantes – attended conference call for California Community College Student Trustees, and was invited by ASMPC Chief Justice to attend Academic Senate meeting.

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:

Humanities / Old Student Services / Business Humanities – The project is receiving State matching funds. Phase 1 (Old Student Services Building) construction is ahead of schedule and the interior work is 95% completed. Furniture will be installed early March, and the move-in is scheduled over spring break (in late March).

Theatre – Concrete work on the orchestra pit is nearly completed. The substructure for the elevator is complete, and the elevator walls will begin to be constructed. As of this date, no significant unforeseen conditions have been discovered that could impact budget and schedule. Work is progressing as scheduled and completion is still scheduled for February, 2013.

Life Science / Physical Science Buildings – There are two phases in this project with the First Phase being the Life Science building, and once it is completed, the renovation of Physical Science will commence. The interior framing and metal stud walls have been installed. HVAC duct work is being installed. Electrical and plumbing pipe have been installed in the walls, and drywall installation has begun. The old windows have been removed and replaced with new high performance windows (which will lower utility bills). Work on Life Science is progressing as scheduled with completion in June of 2012. The Life Science building will then be occupied and the Physical Science departments will be relocated to interim housing that the Life Sciences have vacated.

Gym First Floor – The hazardous materials were abated over the holiday break when the campus was vacated. Main construction work began in January 2012, and the demolition is mostly completed. Concrete floors are being sawcut for trenching for the utilities and foundations for the lockers. The project is on schedule and anticipated to be completed in November, 2012.

Swing Space – The Swing Space Village is located adjacent to and south of the Theatre, and classes are being conducted in the building. The General Classrooms Building has been modified to accommodate Life Science and Physical Science programs, and Life Science classes are being conducted in the building. The architect has received approval from DSA to convert the General Classrooms building to accommodate the Physical Science department this summer (construction on the Physical Science building is scheduled to begin late summer).

Infrastructure – Site work (directional kiosks, lighting, parking lots, sidewalks) will be ongoing for the next few years.

Pool / Tennis Courts – Work can only begin after the gym first floor work has been completed in December of 2012.

Student Center – The Architect has prepared schematic drawings for available space options. Planning meetings have involved student representatives and ASMPC has reviewed and approved the schematic drawings.

Facilities Committee – The Committee meets on a regular basis to review project budgets and schedules. A report will be forthcoming on the Committee's recommendations.

Arts Complex – The Arts Complex project is comprised of the Art Studio Building, Graphic Arts (Drafting), Art Ceramics Building and the Art Dimensional Building. Preliminary design work and a series of meetings have been conducted to identify potential scope so that the architect can move forward with the drawings and estimate.

- b) Cost Control Report
- c) Master Schedule/Construction Phase Only
- d) Bond Expenditure Report

BREAK – Chair Loren Steck closed the Regular Meeting for a break from 5:47-5:52pm.

6. CONSENT CALENDAR

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

Motion Brown / Second Johnson / Carried 2011-2012/107

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 Man Kim, Art Studio Specialist, Creative Arts, 19 hours per week, 11 months per year, effective February 23, 2012.
 - b) Employment of Alicia Cadriel, Unit Office Manager, Facilities, 40 hours per week, 12 months per year, effective February 27, 2012.
 - c) Employment of Kathleen Michael, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective February 23, 2012.
 - d) 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.
 - e) 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.
 - f) 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

- A. BE IT RESOLVED, that the Governing Board receive the District's annual Financial Audit Report for the fiscal year ended June 30, 2011.
Due to availability of the Auditor, Item No. A and B were considered at the conclusion of the Board Study Session. The Board continued its consideration of New Business Items at Item No. C.

Motion Johnson / Second Coppernoll / Carried **2011-2012/104**
- 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.

Motion Gustafson / Second Johnson / Carried **2011-2012/105**
- C. BE IT RESOLVED, that the Governing Board receive the District's annual Financial Audit Report for the fiscal year ended June 30, 2011.

Motion Johnson / Second Coppernoll / Carried **2011-2012/108**

Report by Vice President of Administrative Services, Steve Ma.
 Steve clarified the terminology "deferred revenue and reversing" in the monthly financial report. Revenue is considered deferred when the service or product has not been provided. Deferred revenue is considered a liability in accrued accounting. When

the service or product is finally provided, the deferred revenue journal entry is reversed to become revenue and an asset. Steve reported that on February 16 the Chancellor's Office released the first principal apportionment and the proposed deficit coefficient, thought to be around 2-2.5% range, was worse than that, and is now at 3.5%, which means MPC is getting only 96.5 cents on every dollar, thereby reducing our current year's apportionment by \$822,000. This is shocking news and is an unexpected mid-year cut very late in the year. As we are well into spring term it is unlikely that we will be able to identify any substantial cost saving measures in the current fiscal year, and the additional \$822,000 deficit will be added to the 2012-2013 budget measures. The Community College League of California (CCLC) recognizes this is catastrophic news to districts at this late date. The CCLC will push the Legislative to ask for some kind of temporary fix. In K-12's when there is a shortage of property tax there is automatic backfill funding but community colleges do not have that same backfill. This issue will be looked at the state level. As presented by Dr. Garrison at Flex Days, MPC's budget is a multi-level and multi-year process and there is no way to have known this additional cut in apportionment was coming. Given that only three months remain in our spring operating term, and the limited number of months in this fiscal year, the majority of that obligation will have to roll forward into the 2012-2013 budget. With MPC reserves, we can absorb some of the impact.

Summary of January 31, 2012 Monthly Financial Reports:

Operating Fund - net revenue through January 31, 2012 is \$25,022,342 which is 3.7% less than the same period last fiscal year. Expenditures year-to-date total \$24,628,730 which is .60 % more than the same time last fiscal year, for a net difference of \$393,612. We project the revenue and expenditures within the Operating Fund overall will closely match the budget plan adopted for the 2011-2012 fiscal year.

Revenues - the January advanced apportionment payment received was \$759,035, which is 8% of the total certified apportionment. The certified state apportionment is the largest revenue source of the District. This makes up 92.4% of the Unrestricted General Fund revenue.

- Funds of \$419,388 were moved from the Unrestricted General Fund to the Restricted General Fund this month; therefore, the Restricted General Fund revenue is up compared to last month. These monies came in as part of the monthly apportionment payment.
- The District received the First Quarter Lottery funds this month of \$239,393 and other local student fees.
- Prior year deferred revenue was reversed in the unrestricted general fund this month of \$550,007, consisting of student fees. This was done because fees collected in the prior year are for current year enrollment fees.
- Prior year deferred revenue was reversed in the restricted general fund this month of \$498,080, consisting of state categorical revenues, and local grants. This was done because revenues received in the prior year were not spent.

- The District received \$29,652 in current year federal grant funds this month as reflected in the Restricted General Fund.

Expenditures – overall, the District operating funds expenditures continue to track as projected.

Self Insurance Fund - Self Insurance expenses are at 53.9% of budgeted expenditures. The expenditure amount is 3.2% less than the amount for the same period last fiscal year. No conclusions can be drawn from the rate of current expenses. We will continue to track this fund closely each month.

Parking Fund - prior year deferred revenue was reversed in the parking fund this month of \$307,725, consisting of daily parking fees. This was done because parking fees received in the prior year are for the current fiscal year and other parking revenues were not spent. Parking revenues are 107.1% of budget, indicating total revenue for the year to be significantly higher than budgeted. Expenses are on budget at 53.5%.

Fiduciary Funds - all Fiduciary Funds are tracking close to budget with the exception of the Associated Student Fund. Revenues are currently at 24.2% less than last fiscal year. We will continue to track this fund closely and we may need to adjust the budgeted revenue by the end of the third quarter.

Cash Balance - the total cash balance for all funds is \$71,233,394 including bond cash of \$49,051,611 and \$22,181,783 for all other funds. Operating funds cash is \$9,950,448. The District's cash balance is sufficient to manage cash flow demands (payroll and accounts payable) for the next two months. The next large property tax installment is due in late April.

Other - the Chancellor's office has recently announced that a deficit factor will be applied to this year's apportionment because student fee revenue was over estimated in the state adopted budget. This deficit will be reported at P1 (February) and will result in less apportionment revenue than budgeted in MPC's final budget. Administration is working with the Budget Committee to identify ways to address the current year deficit.

- D. BE IT RESOLVED, that the amended Citizens' Bond Oversight Committee Bylaws, as attached hereto, be approved.

Motion Gustafson / Second Johnson / Carried

2011-2012/109

- 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.

Motion Coppernoll / Second Brown / Carried

2011-2012/110

Student Trustee Daniel Cervantes abstained for the vote.

- F. New Business Item No. F - in recognition of faculty in attendance, New Business Item No. F was resolved on the Agenda under #3 Recognitions (see Minutes, page 3).

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 Giesler, 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

Motion Gustafson / Second Coppernoll / Carried

2011-2012/111

- 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

Motion Johnson / Second Cervantes / Carried

2011-2012/112

- 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

Motion Cervantes / Second Coppernoll / Carried

2011-2012/113

- I. PUBLIC HEARING: Initial proposal of Monterey Peninsula College Teachers Association (MPCTA)/CTA/NEA for negotiations for 2012-2013.

PUBLIC HEARING

Chair Loren Steck closed the Regular Meeting to open a Public Hearing. Mark Clements, President, MPCTA, presented the Initial Proposal from MPCTA as follows:

“Monterey Peninsula College Teachers Association proposes to extend the teaching contract from July 1, 2012 through June 30, 2013, not to include the wage concessions that sunset June 30, 2012. Additionally, MPCTA proposes that both sides agree to

continue to utilize the strategy currently in place, which is for the chief negotiators to meet on a regular basis, in order to resolve issues left over from the last negotiation. The meetings are to address issues that may arise from time to time and to keep each other informed of pertinent matters. MPCTA further proposes that both sides agree to utilize memoranda of understanding/assignment to codify future agreements or assignments.”

- J. PUBLIC HEARING: Initial proposal of California School Employees Association, Chapter #245, MPCEA/CSEA for 2012-2013.

PUBLIC HEARING

Chair Loren Steck opened a second Public Hearing. Loran Walsh, President, MPCEA, presented the MPCEA 2012-2013 Initial Contract Proposal as follows:

“Monterey Peninsula College California School Employees Association (MPCEA) – Chapter 245 intends to negotiate Article XX – Negotiations – 20.1. MPCEA acknowledges and appreciates the interest-based negotiations method used in the past and wishes to continue the process. By this document, we are respectfully submitting our Initial Contract Proposal for 2012-2013 Contract Negotiations to be placed on the next Board Agenda.

MPCEA proposes that all language, except that which may be affected by any negotiated changes, continue in effect during the life of a new Agreement. Each initial proposal submitted by MPCEA below is of significant “need” or “interest” which requires a solution for our bargaining unit members. These needs and interests will be shared during the bargaining process. Our initial proposal for each topic is presented in general terms rather than specific terms. This successor proposal assumes the parties will develop specific contract language upon general agreement of the issue.

MPCEA proposes the following articles be looked at during negotiations:

Article 20 – Negotiations – 20.1 Reopeners – During the term of this Agreement, the District and the CSEA waive and relinquish the right to meet and negotiate except as set forth in Article XXIII (Duration).

Article 20–20.2 – Commencement of Negotiations – Within ten working days of satisfaction of the public notice requirements, and no later than forty-five days following submission of new proposals at a regular board meeting, negotiations shall commence, unless otherwise agreed to, at a mutually acceptable time and place.

MPCEA is agreeing to address and/or look at the District’s budgetary deficit for 2012-2013. MPCEA Chapter 245 is enthusiastic about working with the District to achieve successful negotiations that benefit the association members and improve the service.”

- K. INFORMATION: Fall 2011 Student Honor Roll, High Honors Roll, and Highest Honors Roll. **INFORMATION**

Vice President Carsbia Anderson is pursuing publishing MPC Honor Rolls with the local media.

- L. INFORMATION: Fall 2011 Applicants for Certificate of Achievement, Associate of Arts Degrees, and Associate of Science Degrees. **INFORMATION**

- M. BE IT RESOLVED, that the following course number be approved:
- NURS 160A, Role Development for Nursing Students Guided Laboratory.

Motion Coppernoll / Second Johnson / Carried

2011-2012/114

- 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.

Motion Gustafson / Second Cervantes / Carried

2011-2012/115

- O. INFORMATION: Calendar of Events.

INFORMATION

- P. BE IT RESOLVED, that the Governing Board approve the suspension of Student ID # 900-903-037

Motion Gustafson / Second Brown / Carried

2011-2012/116

8. ADVANCE PLANNING

Chair Loren Steck invited attendees to the Lobo Hall of Fame with Mel Mason as emcee on Friday, March 9, at Embassy Suites. Tickets can be purchased through the MPC Foundation.

- 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 Wednesday, April 11, 2012 – time and location to be confirmed.
- C. Regular Board Meeting Wednesday, April 25, 2012, at Marina Education Center
- Closed Session, 1:30pm, Classroom MA105
 - Open Study Session 3:00pm, Classroom MA 402; topics Accountability Reports: ACCJC, ARCCC, IPEDS, and Mandated Reports,
 - Regular Board Meeting, 4:00pm, Classroom MA402

The Board asked that the local media sources be contacted to publish the Regular Board Meeting to be held at the Education Center in Marina with the Monterey Herald, Marina Gazette, and Seaside community newspaper.

- D. Future Topics:
- 1) Institutional Report – SB 1440, the Transfer Act
 - 2) Tour of Bond Projects with Citizens Bond Oversight Committee (CBOC)

9. **ADJOURNMENT** – Chair Loren Steck adjourned the Regular Meeting at 6:17pm to return to Closed Session.

10. **CLOSED SESSION** – The Governing Board adjourned to return to Closed Session.

Report Action Taken In Closed Session – no action was taken in the reconvened Closed Session.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'D. R. Garrison', written over a faint grid background.

Douglas R. Garrison, E.D.
Superintendent/President

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 March 22, 2012