

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT GOVERNING BOARD OF TRUSTEES

REGULAR BOARD MEETING

Note: Change of Meeting Location to
Education Center in Marina
Address: 289 12th Street, Marina, CA 93933

1:30pm, Closed Session, Classroom MA104
3:00pm, Board Study Session, Classroom MA402
4:00pm, Regular Meeting, Classroom MA402
www.mpc.edu/GoverningBoard

WEDNESDAY, APRIL 25, 2012

AGENDA

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 (1:30pm, Classroom MA104, Education Center at Marina)

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 Labor Negotiators (Government Code Section 54957.6)

a) Agency Negotiators: Steve Ma and Barbara Lee

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

E. Reconvene to Open Study Session and Roll Call

F. Report Action Taken In Closed Session

2. BOARD STUDY SESSION (3:00pm, Classroom MA402, Education Center at Marina)
Rosaleen Ryan, Director, Institutional Research and Michael Gilmartin, Dean, Instructional Planning:
 - A. Accountability Reports
 - B. Reconvene to Regular Board Meeting
3. 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) Randy Meyers, student and former TRiO employee, passed December 26, 2011
 - 2) Robert Watman, 91 year old student, passed March 24, 2012
 - B. Recognition:
 - 1) Matsui Scholarship Awardees Annamarie Dominno Cailles and Monique Dodson
 - 2) Baskin Scholarship Awardee Victoria Wade
 - 3) Steve Albert (Economics) and Rodney Oka (Chemistry), ASMPC and MPC Alpha Gamma Sigma Honor Society Educator of the Year (tie)
 - 4) Maureen Church Coburn School of Nursing Accreditation, 2012-2019
 - C. Recognition of Visitors
 - D. Comments from Visitors
4. 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) California Community College Chancellor's Office Media Advisory: "Chancellor Jack Scott to Visit Cabrillo High School: Long Beach College Promise Report shows improvement, aligns well with Student Success Task Force Recommendations that focus on better cohesion with K-12 schools" / March 19.
 - 2) Email to California Community College Trustee Board Nominees on Monterey Peninsula College's Response to SSTF Recommendations, from Dr. Douglas Garrison and MPC Board Chair Dr. Loren Steck / March 20.
 - 3) Chancellor Jack Scott's letter on selection of Stephen Ma and Vicki Nakamura to oversight boards for the dissolved Redevelopment Agencies of Monterey, Sand City, Seaside and Marina, as representatives of Monterey Peninsula Community College District / April 6.
 - 4) Dr. Dianne Harrison's support letter for MPC's application for full education status for the Ford Ord Education Center / April 11.

MPC All User Emails:

- 1) Robin Venuti, MPC Foundation: Faculty and Staff Advancement Awards, Spring 2012 Grant Recipients; 20 grants awarded totaling \$20,260 / March 13.
- 2) HR Employment Opportunity: Accounting Specialist, Fiscal / March 15.
- 3) HR Employment Opportunity: Food Preparer, CDC / March 15.
- 4) Student Health Services: Red Flag Campaign Workshop on April 4th, focusing on dating violence and tips on healthy relationships / March 15.
- 5) Judee Timm: Distance Education Workshop March 21, "Five Ways to Improve Interaction in Your Online Courses" / March 15.
- 6) Governing Board and College Council: Community Forum on March 22, seeking community, faculty and staff input on Superintendent/President replacement process / March 19.
- 7) Laura Franklin: New Spring Classes beginning April 2 / March 21.
- 8) ASMPC, AGS Honor Society, and Hospitality Club: Annual Staff and Faculty Appreciation Event April 10 / March 23.
- 9) Gary Bolen, Theatre Arts Dept: "The Musical of Musicals, The Musical!" playing at Bruce Ariss Theater on Old Fisherman's Wharf, April 5-29 / April 3.
- 10) Tuyen Nguyen, Asian Student Association Annual Culture Show April 14 / April 5, and thank you email to performers, supporters and local politicians / April 16.
- 11) Robin Venuti, MPC Foundation: Faculty Designated Student Scholarship Program to grant twenty-eight \$1,000 student scholarships, apply by April 23 / April 9.
- 12) Henry Marchand, Guest Author Series Coordinator: Pulitzer Prize Winning Author Jane Smiley Reads at MPC on April 19 / April 10.
- 13) Dr. Celine Pinet, Academic Affairs: Town Hall Study Sessions for 2012 Education Master Plan on April 16, 3-4pm and April 17, 1-2pm / April 10.
- 14) Student Services: Registration Kick-off Event on May 7 at Education Center at Marina / April 12.
- 15) Dr. Douglas Garrison: Cal Poly Arab Music Ensemble plays MPC on April 19, 5:30-6:30pm in MU101 / April 12.
- 16) Julie Osborne, ASMPC and Alpha Gamma Sigma Honor Society: Winners for the Educator of the Year Award – Steve Albert and Rod Oka (tie!) / April 13.
- 17) Transfer Center: Transfer Day at Education Center in Marina on April 23, 4-7pm / April 17.
- 18) United Way Campaign Team Thanks MPC for \$10,500 in donations / April 17.

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

- 1) CDC Ad: CDC enrolling for August, part day preschool, ages 3-5 years / March 16.
- 2) HR Ad: Food Preparer and Accounting Specialist / March 26.
- 3) Obituary: Robert Watman, 1921-2012, MPC student / March 29.
- 4) Letter to Editor: Kudos for Garrison of MPC, by Jim Tunney and R. Lynn Davis, former MPC Trustees / March 29.
- 5) Education Article: MPC Chief may be asked to extend stay: new college president expected to be in place by year's end / April 3.
- 6) Letter to Editor: Kudos for Garrison, by Charles Page, MPC Board of Trustee member for the last eight years / April 3.
- 7) Cedar Street Times (Pacific Grove): Experience the music of 'Steppin' Out' April 13, guitar duo debut of Robert McNamara and Chris Hart, MPC instructors / April 6.
- 8) Go! Magazine: 'The Musical of Musicals' brings the work of five different Broadway composers to the Wharf Theater / April 6.
- 9) Community News: MPC to discuss five-year plan (Education Master Plan) / April 16.
- 10) Seniors: MPC's Gentrain class could get budget ax / April 16.

- 11) Article: Mixed Results in Accountability Report for Harnell, MPC: both show high completion rate in vocational courses / April 18.
- 12) Sports: MPC hoop star Andrew Young signs with Texas A&M / April 18.
- 13) Sports: MPC's Alyssa Razo tosses no-hitter at Cabrillo, 4-0 win / April 18.

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 Board Study Session
- 2) Superintendent/President's Report, Dr. Douglas Garrison
- 3) Vice Presidents' Reports: Steve Ma, Dr. Céline Pinet, and Carsbia Anderson
- 4) Academic Senate Report, Sue Hanna
- 5) MPCEA Report, Loran Walsh, President
- 6) MPCTA Report, Mark Clements, President
- 7) ASMPAC Report, Joshua Gess, Director of Representation
- 8) College Council Report, Dr. Alan Haffa, Co-chair
- 9) MPC Foundation, Robin Venuti, Executive Director
 - a) Report
 - b) March Donations \$64,145.00
- 10) Governing Board Reports
 - a) CHS Report, Loren Steck:
 - i) Letter from Robin McCrae, Chief Executive Officer, CHS: JPA Allocation Status Quo for 2012-2013 / April 2.
 - b) Trustee Reports
- 11) Legislative Advocacy Report, Dr. Douglas Garrison:
 - a) Opposition letter to SB 1560, proposed legislation to implement performance based funding at California community colleges / March 5.
 - b) Support letter for AB 1614, the Fort Ord Reuse Authority Extension, from June 30, 2014 to June 30, 2024, to Assemblymembers Bill Monning and Luis Alejo, and Senators Sam Blakeslee and Anthony Cannella from Dr. Douglas Garrison / March 26.
 - d) Letter of support for AB 2591, Property Tax Revenues Amendment; community colleges funding protection, creating automatic backfill funding mechanism / April 11.
- 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

5. 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 Special Meeting on March 2, and the Regular Board Meeting on March 21, 2012.
- 2) That the Governing Board accept gifts donated to the college with appropriate acknowledgement to donors.
- 3) That the manual payroll in the amount of \$2,106.59; and the March regular payroll in the amount of \$2,159,449.82; and the April supplemental payroll in the amount of \$57,316.33; for a total payroll of \$2,218,872.74, be approved.

- 4) That Commercial Warrants:

Number 12920363 through Number 12920397	\$ 168,253.17
Number 12921377 through Number 12921428	\$ 456,254.74
Number 12922537 through Number 12922573	\$ 58,564.24
Number 12923318 through Number 12923336	\$ 413,166.88
Number 12924071 through Number 12924118	\$ 235,173.62
Number 12924737 through Number 12924747	\$ 508,078.43
Number 12926509 through Number 12926554	<u>\$ 678,426.56</u>
Total	\$2,517,917.64

- 5) That March 2012 Purchase Orders, Numbers 120934 through 121023, in the amount of \$1,611,330.58, be approved.
- 6) That the following budget increases in the Restricted General Fund be approved:

Net increase in the 1000 (Certificated Salary) Object expense	\$ 21,792.00
Net increase in the 2000 (Classified Salary) Object expense	\$ 2,731.00
Net increase in the 3000 (Benefits) Object expense	\$ 3,583.00
Net increase in the 4000 (Supplies) Object expense	\$ 23,473.00
Net increase in the 5000 (Other/Services) Object expense	\$ 6,721.00
Net increase in the 6000 (Capital Outlay) Object expense	\$ 914.00
Net decrease in the 7000 (Other Outgo) Object expense	<u>\$ 33,664.00</u>
Total increase in expense lines budgeted	\$ 25,550.00

Increase of \$12,864.00 in funds carried forward from FY 2010-2011 to FY 2011-2012; and the increase of \$12,686.00 in funds received for FY 2011-2012.

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

Net decrease in the 4000 Object expense	\$ 200.00
Net increase in the 5000 Object expense	\$ 200.00
- 8) That the following budget adjustments in the Unrestricted General Fund be approved:

Net decrease in the 2000 (Classified Salary) Object expense	\$ 13.00
Net decrease in the 3000 (Benefits) Object expense	\$ 13.00
Net decrease in the 4000 (Supplies) Object expense	\$ 10,622.00
Net increase in the 5000 (Other/Services) Object expense	\$ 8,540.00
Net increase in the 6000 (Capital Outlay) Object expense	\$ 2,082.00

- 9) That the following budget increases in the Child Development Fund be approved:

Net increase in the 2000 (Classified Salary) Object expense	\$ 5,801.00
Net increase in the 3000 (Benefits) Object expense	\$ 354.00
Net increase in the 4000 (Supplies) Object expense	\$ 5,000.00
Net increase in the 5000 (Other/Services) Object expense	\$ 300.00
Total increase in expense lines budgeted	\$ 11,455.00

Increase of \$11,455.00 in revenue and matching expenses, to reflect funds carried forward from FY 2010-2011 to FY 2011-2012.

- 10) That the following budget adjustments in the Child Development Fund be approved:

Net decrease in the 4000 Object expense	\$ 210.00
Net increase in the 5000 Object expense	\$ 210.00

- 11) That the following budget increases in the Capital Outlay Fund be approved:

Net increase in the 4000 (Supplies) Object expense	\$ 28,384.00
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Increase of \$28,384 in revenue and matching expenses, to reflect funds carried forward from FY 2010-2011 to FY 2011-2012.

- 12) That the following budget decrease in the Associated Student Trust Fund be approved:

Revenue decrease	\$ 31,726.00
Expense decrease	\$ 31,726.00

B. Management Personnel:

- 13) That the Governing Board approve the following item:

- a) Resignation for the purpose of retirement of Claudia Martin, Director of Financial Aid, effective at the end of the day, September 4, 2012.

C. Faculty Personnel:

- 14) That the Governing Board approve the following items:

- a) Resignation of Dr. Judee Timm, effective June 4, 2012, for the purpose of retirement, and confer upon her the title of Professor Emeritus.
b) Each month individuals are hired as part-time, substitute, and overload. The attached list includes hires for Spring 2012.

D. Classified Personnel:

- 15) That the Governing Board approve the following item:

- a) Employment of _____, Accounting Specialist, Fiscal Services, 40 hours per week, 12 months per year, effective _____, 2012.

E. Short Term and Substitute Personnel:

- 16) 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.

6. 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 2011-2012 Monthly Financial Reports for the period ending March 31, 2012 be accepted.
- B. BE IT RESOLVED, that the Quarterly Financial Status Report for the quarter ending March 31, 2012, as presented on Form CCFS 311Q, be accepted and made part of the minutes of this meeting.
- C. BE IT RESOLVED, that the Governing Board award the contract for administrative search services to Professional Personnel Leasing, Inc., and authorize the Vice President for Administrative Services to finalize the contract details for subsequent ratification by the Board of Trustees.
- D. INFORMATION: The Governing Board will provide direction on the design of the Superintendent/President search process. Any items requiring Board action will be presented at future Board meetings.
- E. BE IT RESOLVED, the Governing Board appoint members of the Superintendent/President selection committee.
- F. BE IT RESOLVED, that the Governing Board delegates to the Vice President for Administrative Services the authority to withdraw Monterey Peninsula College from the Community College Insurance Group (CCIG) for dental and vision, effective July 1, 2012, if it is determined that there is a more beneficial arrangement for MPC and its employees.
- G. BE IT RESOLVED, that the annual authorization for the Student Trustee to have an advisory vote and the ability to make and second motions, to be in effect until May 31, 2013, be approved.
- H. BE IT RESOLVED, that the Governing Board formally reviews, discusses, and accepts the 2012 Accountability Reporting for the Community Colleges Report.
- I. BE IT RESOLVED, that the following courses and programs be approved:
 - Program: ENSL Advanced Level Certificate of Completion
 - Program: ENSL Intermediate Level Certificate of Completion
- J. BE IT RESOLVED, that the 2012-2013 allocation of \$2,975.00 to Community Human Services, be approved.
- K. BE IT RESOLVED, that the Governing Board approve an increase in the student health services fee to \$15.00 for Summer 2012, to \$19.00 for Fall 2012 and Spring 2013, and to \$16.00 for Summer 2013.

- L. BE IT RESOLVED that the Governing Board adopt the following resolution recognizing the contributions of the Classified Employees of Monterey Peninsula College and designating May 20-26, 2012, as Classified School Employee Week.

WHEREAS, Classified professionals provide valuable services to the students of Monterey Peninsula Community College District and contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, Classified professionals serve a vital role in the efficient and productive operations of Monterey Peninsula College; and

WHEREAS, Classified professionals employed by Monterey Peninsula College District strive for excellence in the performance of their duties; and

WHEREAS, the Monterey Peninsula College District wishes to acknowledge and thank the Classified employees for their dedication and hard work;

THEREFORE, BE IT RESOLVED, that the Monterey Peninsula Community College District hereby recognizes and wishes to honor the contributions of the Classified professionals to the quality education of the students at Monterey Peninsula College and declares the week of May 20-26, 2012, as Classified School Employee Week in the Monterey Peninsula Community College District.

- M. BE IT RESOLVED, that the Governing Board accept the framed oil painting titled "Clearly There" donated by Mrs. Ripp Matteson from the estate of Ripp Matteson, former art instructor at Monterey Peninsula College.
- N. BE IT RESOLVED, that the Governing Board accept the framed archival inkjet print, measuring 10¾" x 14½" titled "Nebraska, Sunday Morning," 2009 by Mel Edelman, donated to Monterey Peninsula College by the artist.
- O. BE IT RESOLVED, that the Governing Board accept the framed silver gelatin print, measuring 7½" x 9½" titled "Seep, Badwater, Death Valley," 1983 by Al Weber, former photography instructor at Monterey Peninsula College donated to Monterey Peninsula College Foundation by Robin Venuti and Joseph Rock.
- P. INFORMATION: Calendar of Events.

7. ADVANCE PLANNING

- A. Regular Board Meeting Wednesday, May 23, 2012, at MPC:
- Closed Session, 1:30pm, Stutzman Room, Library and Technology Center
 - Board Study Session, 3:00pm, Sam Karas Room, Library and Technology Center; Topics: Demographics and Multi-Site Vision
 - Regular Meeting, 4:00pm, Sam Karas Room, Library and Technology Center

- B. Regular Board Meeting Wednesday, June 27, 2012, at MPC:
- Closed Session, 1:30pm, Stutzman Room, Library and Technology Center
 - Board Study Session, 3:00pm, Sam Karas Room, Library and Technology Center; Topics: Facilities Planning and Citizens' Bond Oversight Committee
 - Regular Meeting, 4:00pm, Sam Karas Room, Library and Technology Center
- C. Future Topics:
- 1) Board Goals, August; approve evaluation instrument/process/calendar

8. ADJOURNMENT

9. CLOSED SESSION

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

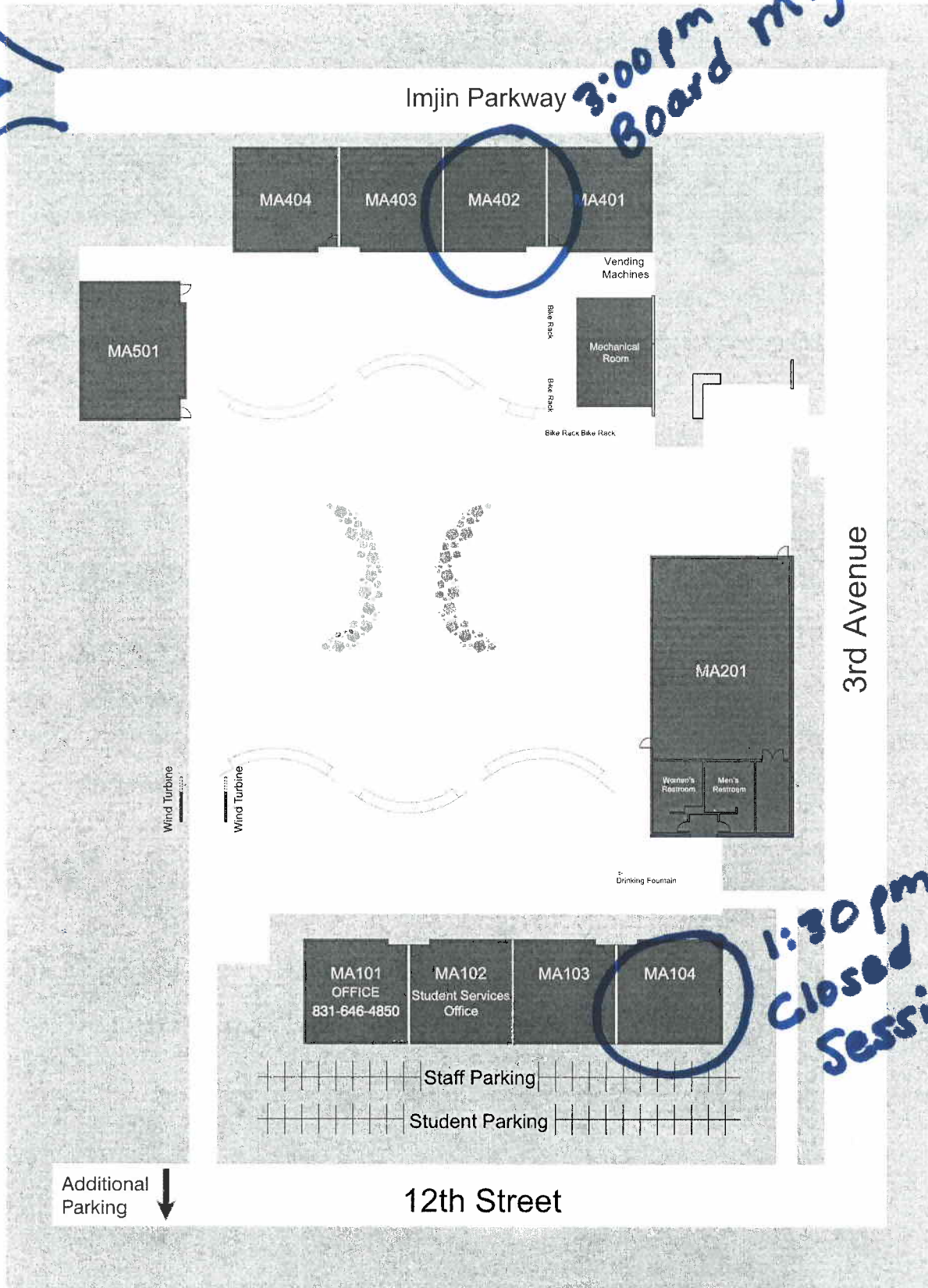
Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this Agenda will be made available for public inspection in the District Office located at 980 Fremont Street, Monterey, CA, during normal business hours. Governing Board documents are also available on the Monterey Peninsula College website at www.mpc.edu/GoverningBoard.

Posted April 19, 2012

Hwy 1
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3:00pm
Board Mtg

April 25 MPC Board Meeting



1:30pm
Closed
Session