

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

**REGULAR BOARD MEETING**

MPC Education Center in Marina  
289 12<sup>th</sup> Street, Marina, CA 93933  
1:30-2:58pm, Closed Session, Classroom MA104  
3:03-3:58pm, Board Study Session, Classroom MA402  
4:00pm, Regular Meeting, Classroom MA402  
[www.mpc.edu/GoverningBoard](http://www.mpc.edu/GoverningBoard)

**WEDNESDAY, APRIL 25, 2012**

**MINUTES**

1. OPENING BUSINESS

- A. Call To Order – Chair Steck called the meeting to order at 1:30pm.
- B. Roll Call – present:
  - Mr. Charles Brown, Vice Chair
  - Dr. Margaret-Anne Coppernoll
  - Dr. Douglas Garrison
  - Ms. Marilynn Dunn Gustafson
  - Mr. Rick Johnson
  - Dr. Loren Steck, Chair
- C. Public Comments on Closed Session Items – no comments.
- D. Closed Session – items under discussion
  - 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 – Chair Steck called the Study Session to order at 3:03pm.
  - Present:
    - Mr. Charles Brown, Vice Chair
    - Dr. Margaret-Anne Coppernoll
    - Dr. Douglas Garrison
    - Ms. Marilynn Dunn Gustafson
    - Mr. Rick Johnson
    - Dr. Loren Steck, Chair
    - Mr. Daniel Cervantes, Student Trustee
- F. Report Action Taken In Closed Session – Chair Steck reported no action was taken.

- 2, BOARD STUDY SESSION (3:00pm, Classroom MA402, Education Center at Marina)  
Rosaleen Ryan, Director of Institutional Research, Michael Gilmartin, Dean of Instructional Planning, and Dr. Céline Pinet, Vice President of Academic Affairs:

A. Accountability Reports: To Whom Do We Submit Accountability Reports?

Dr. Rosaleen Ryan and Michael Gilmartin provided an overview of the types of accountability reports mandated by the State of California, the Federal Government, and for accreditation with the Accrediting Commission for Community and Junior Colleges (ACCJC). Dr. Céline Pinet reported on ACCJC reporting: MPC's Distance Education and SLO follow-up reports are due to ACCJC in October of 2012; the Substantive Change Report on Distance Education, the Annual Report, and the Midterm Report are due to ACCJC in spring of 2013.

[arcc\\_presentation\\_2012.pdf](#)

Accountability Reporting for the Community Colleges (ARCC) Report:

Dr. Ryan provided a framework overview of the ARCC Report. There are four categories for reporting: 1) student progress and achievement by degree/certificate/transfer; 2) student progress and achievement by occupational/workforce development; 3) pre-collegiate skills; and 4) participation rates. Graphs illustrated the ARCC Report indicators:

- Annual number of graduates from UC/CSU who originally attended a CCC
- Annual number of CCC transfers to baccalaureate granting institutions
- Transfer rate from the CCCs
- Annual number of degrees/certificates conferred by vocational programs
- Increase in income following completion of vocational degree/certificates
- Annual number of credit basic skills improvements
- Participation rates

Individual tables provided data on student groupings:

- Percentage of first-time students who within 6 years "progressed" or "achieved"
- Percentage of first-time students who earned at least 30 units in a CCC
- Percentage of first-time students who returned to any CCC the subsequent fall
- Annual successful course completion rate for credit vocational courses
- Annual successful course completion rate for credit Basic Skills courses
- Improvement rates for ESL courses
- Improvement rates for credit Basic Skills courses

MPC's 2012 ARCC Report College Profile indicates a shift in demographics: younger students due to the decrease in noncredit course offerings, more male students than females possibly due to the reductions in public safety trainings, and ethnicity changes for 2010 and beyond. The direction of future ARCC reporting indicates the Chancellor's Office will implement robust accountability reporting via a publicly understandable "scorecard" which will include progress made on intermediate measures of student success as well as completion outcomes. To the extent possible, implementation of this recommendation will rely on existing ARCC measures. Reporting trends will focus on outcomes, rather than inputs, i.e., "measures of student success" and "momentum points" and the importance of tracking students over time.

- B. Break and Reconvene to Regular Board Meeting – Chair Steck called the Regular Board Meeting to order at 4:15pm.

### 3. RECOGNITIONS

- A. Moment of Silence – requested by Chair Steck:
  - 1) Randy Meyers, student and former TRiO employee, passed December 26, 2011
  - 2) Robert Watman, 91 year old student, passed March 24, 2012
- B. Recognitions – Dr. Garrison congratulated and highlighted the following achievements:
  - 1) Matsui Scholarship Awardees Annamarie Dominno-Cailles and Monique Dodson
  - 2) Baskin Scholarship Awardee Victoria Wade
  - 3) Pister Leadership Awardee Rachel Rivera
  - 4) Steve Albert (Economics) and Rodney Oka (Chemistry), ASMPc and Alpha Gamma Sigma Honor Society Educator of the Year (tie)
  - 5) Maureen Church Coburn School of Nursing Accreditation, 2012-2019
- C. Recognition of Visitors – Eric Ogata, representing the MPC United Way Campaign Team, thanked the Board and MPC for their support. Nearly \$10,500 was raised for United Way of Monterey County through one-time donations, monthly contributions, and purchases at the two bake sales.
- D. Comments from Visitors – none.

### 4. COMMUNICATIONS

- A. Comments from Visitors – none.
- 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 4<sup>th</sup>, 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) ASMPCC, 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, ASMPCC 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:

- 1) Institutional Report – no report in lieu of Board Study Session.

2) Superintendent/President's Report, Dr. Douglas Garrison

Dr. Garrison thanked the ASMPC and Alpha Gamma Sigma for hosting the annual Faculty and Staff Appreciation Luncheon on April 10<sup>th</sup>. / He welcomed the Board to the Education Center in Marina; future meetings will continue to be at the Monterey campus, PSTC and Education Center. / Georgina Leyva, Division Office Manager in Marina, shared with him that the April 23<sup>rd</sup> Transfer Day in Marina was very successful with twelve colleges providing information on transfer opportunities. Dean Laura Franklin added that this first Transfer Day was a positive experience at the Education Center. / Dr. Garrison referred to the recent article in *The Monterey Herald* which indicated the demise of the Gentrain Program, which is incorrect. The reporter did speak with the President of Gentrain Society who accurately indicated the changes in priorities from the state. A group of faculty and staff under the direction of Academic Affairs and Alan Haffa are working on our continuing education program. There will be changes to Gentrain but it will always be supported as an important part of MPC. / On April 19<sup>th</sup> two events took place: 1) the High School Automotive Technology Competition had a record number of high schools teams competing; four \$1,000 awards were given to both high school and our Automotive Technology students; and 2), the spring meeting of High School Principals and Superintendents imparted information on our priority registration process, the challenges of limited enrollment seats, and the need to align core standards at the high schools with community college entrance standards. Following that meeting, several of the principals attended the Automotive Technology competition.

3) Vice Presidents' Reports: Steve Ma, Dr. Céline Pinet, and Carsbia Anderson

Dr. Céline Pinet, Vice President for Academic Affairs.

Céline Pinet reported that two public forums were held to discuss the process of revising the Education Master Plan. Although there was small attendance, good feedback was gathered. The Education Master Plan documents are published on the MPC website for anyone to view. / Late spring classes had good enrollments and have increased FTES for spring. /

Carsbia Anderson, Vice President for Student Services

Larry Walker, Dean of Student Services, reported for Carsbia Anderson. Regarding the passing of Randy Myers and Robert Watman, a letter of condolence will be sent to the families. / On April 5<sup>th</sup> 200 Colton Middle School students were hosted with a campus tour; ASMPC helped to provide tour guides. / A very successful high school counselor breakfast was held on April 13<sup>th</sup>, and twenty-six area counselors attended with many from the Salinas area. The breakfast topics focused on the classes available at the Marina Education Center as a bridge between the Monterey campus and the Marina/Seaside campus, and the April 21st high school assessment event. Counselors provided information on how to navigate the website with hands-on training. / The Saturday, April 21<sup>st</sup> high school assessment day reached out to local high school graduating seniors to take the English and math assessments, with almost 400 seniors attending; these numbers increased from 70 students last year. As a follow-up event the seniors are scheduled to return to MPC on May 5<sup>th</sup> or May 8<sup>th</sup> for individual counseling sessions to plan their first semester's courses. / On May 7<sup>th</sup> the Education Center at

Marina is hosting a registration event to make services and program information available to Marina students.

- 4) Academic Senate Report, Sue Hanna, Senator  
Sue Hanna reported for Academic Senate's meeting last week. Judee Timm provided a report on the institutional committee making recommendations for distance education and an evaluation tool for SLO's specific to the online student environment. / Fred reported that SLO recommendations are being put together to respond to the three recommendations from ACCJC, which includes a historical look at SLOs and changes responding to the recommendations. / Academic Senate is looking into the possibility of offering +/- grading and all faculty will be surveyed for their interest in this grading option.
- 5) MPCEA Report, Loran Walsh, President  
Loran Walsh reported that MPCEA has met three times with the District in negotiations. / He thanked Chair Steck for inviting MPCEA and himself to serve on the subcommittee to choose a consultant firm to assist in hiring the new Superintendent/President.
- 6) MPCTA Report, Mark Clements, President – no report.
- 7) ASMPC Report, Daniel Cervantes, Student Trustee reported for Joshua Gess.  
Daniel reported that ASMPC has a healthy budget of \$37,800. / Elections for Fall 2012 were held; holding two election days increased participation. Daniel will continue as the 2012-2013 Student Trustee. / Proposed changes to ASMPC's constitution were approved. / Earth Day was held on April 25<sup>th</sup>. / The Faculty and Staff Appreciation luncheon on April 10<sup>th</sup> honored Instructors Rod Oka and Steve Albert who tied for Educator of the Year Award. / ASMPC will host a LOL Day on May 16<sup>th</sup> as a stress buster event before finals week. / Most of the Faculty Committees now have a Student Representatives and Director of Student Representation Joshua Gess is working on filling the remaining vacancies.
- 8) College Council Report, Dr. Alan Haffa, Co-chair – no report.
- 9) MPC Foundation, Robin Venuti, Executive Director
  - a) Executive Director's Report – Robin Venuti reported that The Foundation will hold its June meeting at the Education Center in Marina. / In response to the Fund Development Audit, the Foundation has scheduled two study sessions for their Board to prioritize the next steps in development of the Foundation. / The President's Address to the Community has 226 attendees to date, with seven major sponsors and ten table sponsors. / The Faculty Breakfast is June 2<sup>nd</sup>, 8:30am, at the Marriott Ferrante Room. / The Foundation is currently working on several grants; in progress is a grant with the Monterey Peninsula Foundation and another to the California Community College League in support of counseling. / Robin reported that the Foundation had an audit the week of March 26<sup>th</sup> and very few issues were found. Credit belongs to Bookkeeper Charlotte Tinker as this is the cleanest audit received. / The Annual Report has now become a Foundation project and will be distributed at the President's Address.
  - 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. The CHS annual meeting is May 11<sup>th</sup> and Marilynn Gustafson will attend in Loren's place.

b) Trustee Reports:

- Rick Johnson – the article on Gentrain was upsetting and he received one call of protest. / The Monterey Downtown Business Association is bringing back the 4<sup>th</sup> of July parade, and MPC is invited to provide a float.
- Charlie Brown – attended the Asian Culture club event, and the Monterey County School Board Association's annual recognition event on April 26<sup>th</sup>.
- Margaret-Anne Coppernoll – Marina is also having a parade for Labor Day on September 1<sup>st</sup>, which will honor the MPC Veterans Club and all veterans. An MPC float would be welcomed.
- Loren Steck – attended the High School Automotive Technology competition which was an exciting and fun event for students.
- Marilynn Gustafson – Marilynn attended the MPC play at the wharf. 'The Musical' was a delightful event.
- Dr. Garrison was asked to speak on the Arab Ensemble concert on April 19<sup>th</sup> in the Music Hall. There was a great turnout from campus and community members. The Arab American Association was invited and Gentrain members also attended. AMP filmed the event, and it is on U-tube.
- Daniel Cervantes – attended the Asian Students Association Culture Show, which was an awesome show.

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. Dr. Garrison reported this has been removed from the Senate Education Committee calendar.
- 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.
- c) Letter of support for AB 2591, Property Tax Revenues Amendment; community colleges funding protection, creating automatic backfill funding mechanism / April 11. Dr. Garrison indicated this item passed out of Assembly Committee on Education, a positive move.

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 has been completed. Construction on Phase 2 (Humanities Building) will begin in January of 2013 with completion scheduled for November of 2013.

Theatre – Work is focusing primarily on the electrical and mechanical systems. 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 building will commence. Drywall installation has been completed. All interior painting has been completed. The epoxy floors in the labs have been completed. The casework and cabinets have been delivered and are being installed. Exterior painting will commence in the next few weeks when the weather permits. Work on Life Science is progressing as scheduled with completion in June 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 under-slab plumbing has been completed and the floors have been poured. Wall framing and electrical rough-in installation has begun. 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 the Life Science program, 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. The Architect will begin the Design Development drawings (this stage of the Architectural process involves determining and engineering the most cost-effective electrical, mechanical and structural systems).

Arts Complex – The Arts Complex project is comprised of the Art Studio Building, Art Ceramics Building and the Art Dimensional Building. Preliminary design work has been completed, and the architect is now working on the design drawings. Once the Construction Drawings are complete (anticipated this summer), plans and specifications will then be submitted to DSA for review and approval.



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.

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

5. CONSENT CALENDAR

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

Motion Gustafson / Second Brown / Carried

2011-2012/127

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	\$ 678,426.56
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 – item No. D pulled:

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.~~

D. 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

- A. BE IT RESOLVED, that the 2011-2012 Monthly Financial Reports for the period ending March 31, 2012 be accepted.

Motion Johnson / Second Cervantes / Carried

2011-2012/128

Steve Ma, Vice President for Administrative Services Report:

Operating Fund net revenue through March 31, 2012 is \$28,033,909 which is 1.9% less than the same period last fiscal year. Expenditures year-to-date total \$32,360,698 which is 2% more than the same time last fiscal year, for a net difference of \$4,326,789.

Highlights of financial activities year-to-date are as follows.

Revenues:

- Revenues continue to lag behind expenses for the fiscal year. This is the result of the significant deferral of apportionment revenue (\$5.4M) imposed by the state. The March advance apportionment payment received was \$501,925, which is 8% of the total certified apportionment.
- The District receives a percentage of the total certified state apportionment revenue each month. The certified state apportionment is the largest revenue source of the District. This makes up 92.4% of the Unrestricted General Fund revenue.
- The District received \$301,732 in local property tax receipts this month and \$376,943 in other student fees and charges as reflected in the current revenue column of the unrestricted general fund report.
- The District received \$231,243 in current year federal grant funds this month as reflected in the current revenue column of the restricted general fund report.

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

Self Insurance Fund:

- Self Insurance expenses are at 63.2% of budgeted expenditures. The expenditure amount is 6.2% less than the amount for the same period last fiscal year.

- The Health and Welfare Cost Containment Committee will be reviewing the first premium and claims report on April 25th compiled by the new medical benefits consultant (Alliant). This will provide a clearer picture of medical expenses and claims trends for the fiscal year. In addition, Alliant will provide their data analysis on whether the various employee groups will move to Phase 2 of the medical benefit plan.

**Parking Fund:**

- Parking revenues are 117% of budget, indicating total revenue for the year to be significantly higher than budgeted. Expenses are at 67% of budgeted expenditures.

**Fiduciary Funds:**

- All Fiduciary Funds are tracking close to budget. We have adjusted the revenue and expense budgets of the Associated Student Fund this month to be more realistic in our projection for this fiscal year.

**Cash Balance:**

- The total cash balance for all funds is \$62,476,792 including bond cash of \$45,605,864 and \$13,088,903 for all other funds. Operating funds cash is \$3,782,025. The District's cash balance is sufficient to manage cash flow demands (payroll and accounts payable) for the next month. The next large property tax installment is due in late April.

**Other:**

A number of cost saving measures identified in the 2011-12 adopted budget have either under-performed or will not materialize. This combined with the mid-year revenue cut (deficit coefficient) will result in an out of balance budget. In the coming months, a number of budget transfers from district reserves will be instituted to balance the budget. Use of district reserves (one-time funds) to balance the current year budget will mean these funds will not be available to help mitigate the impact of the governor's worst case budget proposal for MPC.

- 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.

Motion Gustafson / Second Johnson / Carried

**2011-2012/129**

- C. BE IT RESOLVED, that the Governing Board award the contract for administrative search services to Professional Personnel Leasing, Inc. (PPL), and authorize the Vice President for Administrative Services to finalize the contract details for subsequent ratification by the Board of Trustees.

Motion Gustafson / Second Johnson / Carried

**2011-2012/130**

MPCEA Chapter President Loran Walsh reported for subcommittee members Stephanie Tetter, Barbara Lee, Dr. Loren Steck and himself that four consultant firms' proposals were reviewed on April 3<sup>rd</sup>. Two firms were selected to make presentations on April 11<sup>th</sup> to the subcommittee: 1) Professional Personnel Leasing, Inc. (PPL), and

2) Community College Search Services (CCSS). The subcommittee is recommending the Board retain the services of PPL for administrative search services to replace Dr. Garrison, Superintendent/President.

- 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.

#### **INFORMATION**

Chair Loren Steck announced the composition of the Superintendent/President Search Advisory Committee, based upon recommendations of the MPC Academic Senate, MPCEA and Administration:

- Diane Boynton, Faculty
- Jamie Dagdigian, Faculty
- Chicha Guzman, Classified
- Gaozong Thao, Classified
- Rosaleen Ryan, Management
- Birt Johnson, Community
- Dean Flippo, Foundation
- Daniel Cervantes, Students
- Barbara Lee, Human Resources

The Search Advisory Committee will hold its first meeting on May 8<sup>th</sup>, at 1:30pm, in the Administration Building's Large Conference Room. An announcement will be sent to the MPC community. Monthly updates will be provided to the Board as to the Search Advisory Committee's recommendations and progress.

- E. BE IT RESOLVED, the Governing Board appoint members of the Superintendent/President selection committee.

Motion Gustafson / Second Brown / Carried

**2011-2012/131**

- 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.

Motion Cervantes / Second Brown / Coppernoll

**2011-2012/132**

- 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.

Motion Cervantes / Second Gustafson / Carried

**2011-2012/133**

- H. BE IT RESOLVED, that the Governing Board formally reviews, discusses, and accepts the 2012 Accountability Reporting for the Community Colleges Report.

Motion Gustafson / Second Coppernoll / Carried

**2011-2012/134**

- 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

Motion Johnson / Second Cervantes / Carried

**2011-2012/135**

- J. BE IT RESOLVED, that the 2012-2013 allocation of \$2,975.00 to Community Human Services, be approved.

Motion Gustafson / Second Coppernoll / Carried

**2011-2012/136**

- 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.

Motion Cervantes / Second Gustafson / Carried

**2011-2012/137**

- 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.

Motion Brown / Second Gustafson / Carried

**2011-2012/138**

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 Community College District strive for excellence in the performance of their duties; and

WHEREAS, the Monterey Peninsula Community 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.

Motion Johnson / Second Coppernoll / Carried

**2011-2012/139**

- 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.

Motion Gustafson / Second Brown / Carried

2011-2012/140

- 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.

Motion Johnson / Second Coppernoll / Carried

2011-2012/141

- P. INFORMATION: Calendar of Events.

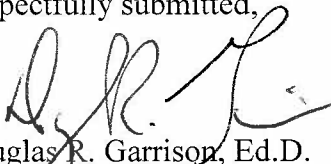
7. ADVANCE PLANNING

- 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 – Chair Steck adjourned the Regular Meeting at 6:13pm.

9. CLOSED SESSION – not required.

Respectfully submitted,



Douglas R. Garrison, Ed.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](http://www.mpc.edu/GoverningBoard).*

Posted May 24, 2012