

**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, JUNE 27, 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

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 Government Code Sections 3549.1 and 54956.7-54957.7, and Education Code Section 72122, 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 Real Property Negotiators (Government Code Section 54956.8)

a) Property: Parcel Number 001-781-023

b) Agency Negotiator: Steve Ma

c) Negotiating Parties: Automotive Heritage and Preservation Foundation

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

5) Conference with Legal Counsel Regarding Existing Litigation (Government Code Section 54956.9(a))

a) Name of Case: Coppernoll v. Monterey Peninsula College, et al,
Case No. M117870

E. Reconvene to Board Study Session and Roll Call (3:00pm, Sam Karas Room)

F. Report Action Taken In Closed Session

2. BOARD STUDY SESSION

A. Facilities Planning Report, Steve Ma, Vice President of Administrative Services

B. Citizens' Bond Oversight Committee Report, Vicki Nakamura, Assistant to President

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:

a) Henry Baron, French Adjunct Instructor, passed May 15

B. Recognition of Visitors

C. 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) Monterey County Business Education Research Institute (MCBERI) Certificate of Appreciation of Service to Career Technical Education to Dr. Douglas Garrison, President, and Monterey Peninsula College / May 11

2) The Panetta Institute for Public Policy thank you letter to Dr. Elizabeth Mullins, History Instructor, for student participation in Panetta Institute Lecture Series Revolutions of the 21st Century: Changing Our Way of Life / May 31

3) Chancellor's Office Information Sheet: Impact of Budget Cuts on the California Community Colleges and Value of the System to California / May 31

4) Chancellor's Office Press Release: California Community Colleges Chancellor Scott and California State University Chancellor Charles Reed Laud Frist Students to Graduate with New Joint Transfer Degrees / June 4

5) Nomination of Fred Hochstaedter to the Academic Senate for California Community Colleges and to the Research & Planning Group for California Community Colleges for the 2012 POWER Awards. The POWER Awards stand for "Promising Outcomes Work and Exemplary Research Awards," focusing on two areas – assessment activities and assessment leaders. / June 11

MPC All User Emails:

- 1) TRiO Support Services Annual Recognition Celebration May 25 / May 22
- 2) Latino Recognition Ceremony and Reception May 31 / May 25
- 3) Kente 2012 Rites of Passage Ceremony June 1 / May 29
- 4) Dr. Garrison's Open Forum on the Changing Landscape for California Community Colleges and Budget Implications May 30 and PowerPoint / May 25
- 5) Dr. Garrison's link to recording of May 30 Open Forum on Budget / May 31
http://www.youtube.com/watch?v=QMsvrGpZc9o&list=PLD12CC4151D6D38CD&feature=plpp_play_all
- 6) Governing Board and Citizens' Bond Oversight Committee tour of MPC facilities construction projects June 11 / June 7
- 7) Marine Advanced Technology Education (MATE) International ROV Competition In Florida June 21-23 (one MPC team) / June 12
- 8) HR Employment Opportunity: Director of Student Financial Services / June 13
- 9) HR Employment Opportunity: Instructional Technology Specialist, Humanities / June 14
- 10) HR Employment Opportunity: Instructional Specialist, Reading Center / June 14
- 11) MPC Theatre Company presents CABARET June 29-July 15 / June 18

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

- 1) Yes to Nursing: CSUMB partners with local colleges on B.S.N. Degree, *CSUMB.Edu/News* / Spring Summer 2012 Issue
- 2) Fees increasing at MPC as students graduate from Pacific Grove High School, *Cedar St Times* / May 25-June 1
- 3) Obituary: Henry Baron, French Adjunct Instructor, passed May 15 / June 3
- 4) 2012 Weston Photo Scholarships Awarded (MPC students awards) / June 4
- 5) Monterey Peninsula Swimming Association: Marko Blazevski Invited to 2012 Olympics (trained at MPC) / June 10
- 6) MPC Trustee's Lawsuit Gets An 'A' For Irony, (Margaret-Anne Coppernoll, Board Trustee) *Pine Cone* / June 15
- 7) Ad: MPC Superintendent/President search, initial review August 6, 2012 / June 17
- 8) Ad: MPC Superintendent/President search, *The Chronicle of Higher Education* / June 18-22
- 9) Sports: Nick Grim Inks Deal with Orioles; Michael Aldrete with St. Louis Cardinals (baseball alumni) / June 18
- 10) Sports: Janessa Keahi Slugs Her Way to Scholarship at Cleveland State (softball) / June 18.

C. Reports and Presentations:

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

- 1) Institutional Report – no Institutional 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, Fred Hochstaedter, President
- 5) MPCEA Report, Loran Walsh, President
- 6) MPCTA Report, Mark Clements, President
- 7) ASMPC Report, Joshua Gess, Director of Representation
- 8) College Council Report, Dr. Alan Haffa, Co-chair

- 9) MPC Foundation, Robin Venuti, Executive Director
 - a) Executive Director Report
 - b) Monthly Donations \$29,494.01
- 10) Governing Board Reports
 - a) CHS Report, Loren Steck
 - b) Trustee Reports
- 11) Legislative Advocacy Report, Dr. Douglas Garrison
 - a) Dr. Douglas Garrison's letter of concern regarding proposed budget cuts for Child Care and Development in May Revise / May 22
 - b) Dr. Douglas Garrison's letter of support to include Redevelopment Agenda (RDA) hold harmless language in 2012-13 Budget Act / May 29
- 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 Regular Board Meeting on May 23, 2012.
- 2) That the Governing Board accept gifts donated to the College with appropriate acknowledgement to donors.
- 3) That May regular payroll in the amount of \$2,193,795.29 and the June supplemental payroll in the amount of \$67,632.17 for a total payroll of \$2,261,427.46 be approved.
- 4) That Commercial Warrants be approved:

Number 12932879 through Number 12932902	\$ 152,992.37
Number 12933501 through Number 12933513	\$ 23,720.85
Number 12934500 through Number 12934538	\$ 960,915.07
Number 12935652 through Number 12935683	\$ 450,586.83
Number 12936200 through Number 12936216	\$ 50,720.78
Number 12936729 through Number 12936751	\$ 113,989.76
Number 12938243 through Number 12938305	\$ 228,506.07
Number 12939094 through Number 12939111	<u>\$ 82,897.48</u>
Totaling	\$2,064,329.21
- 5) That May 2012 Purchase Orders 121166 through 121254 in the amount of \$750,479.15, be approved.

- 6) That the following budget adjustments in the Restricted General Fund be approved:
Increase of \$736.00 in funds carried forward from FY 2010-2011 to FY 2011-2012,
and increase of \$9,800.00 in funds received for FY 2011-2012.
- 7) That the following budget adjustments in the Restricted General Fund be approved:

Net increase in the 4000 (Supplies) Object expense	\$ 100.00
Net increase in the 5000 (Other/Services) Object expense	\$ 2,300.00
Net decrease in the 6000 (Capital Outlay) Object expense	\$ 1,000.00
Net decrease in the 7000 (Other Outgo) Object expense	\$ 140.00
- 8) That the following budget adjustments in the Unrestricted General Fund be approved:

Net increase in the 2000 (Classified Salary) Object expense	\$ 234.00
Net increase in the 3000 (Benefits) Object expense category	\$ 94.00
Net increase in the 4000 (Supplies) Object expense category	\$ 6,369.00
Net increase in the 5000 (Other/Services) Object expense category	\$ 3,887.00
Net increase in the 6000 (Capital Outlay) Object expense category	\$ 2,154.00
- 9) That the following budget increase in the Capital Outlay Fund be approved:
Increase of \$20,320.00 in funds received for FY 2011-2012

B. Faculty Personnel:

- 10) That the Governing Board approve the following items:
 - a) Employment of John Cristobal, Mathematics Instructor, under faculty service areas MathBA and MathDev.
 - b) Continue the employment of: Grace Anongchanya, TRIO Coordinator/Counselor; Christopher Calima, Upward Bound Counselor; Amber Kerchner, Counselor (First 5 Grant); Sandra Washington, Upward Bound Counselor; and Janine Wilson, Math Science Upward Bound Coordinator, as categorically funded employees are ratified for 2012-2013, pending continued funding.
 - c) Grant Equivalency to Beth Truso to teach Art 38P, Special Printmaking Techniques II, effective Summer 2012.
 - d) Resignation of Debeliah Anthony, effective at the end of the day, June 2, 2012, for the purpose of retirement, and confer upon her the title of Professor Emeritus.
 - e) Resignation of Brett Enge, Math Learning Center Coordinator, effective June 2, 2012.
 - f) Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Summer 2012.

C. Classified Personnel:

- 11) That the Governing Board approve the following items:
 - a) Employment of Sylvia Leal-Malone, Food Preparer, Child Development Center, 18 hours per week, 9 months and 11 days per year, effective August 13, 2012.
 - b) Establish new position and approve attached job description for Coordinator, Academic Support Center, 40 hours per week, 8 months and 11 days per year, effective July 1, 2012. Salary Placement will be Range 22.
 - c) Approval of the attached updated job description for Public Information/Graphics and Publications Production Specialist, effective July 1, 2012.

- d) Approval of the attached updated job description for Sciences Laboratory Manager, effective July 1, 2012.
- e) Establish new position of Instructional Specialist, Mathematics Learning Center, 27 hours per week, 32 weeks per year, effective July 1, 2012.
- f) Resignation of Constance St. Amour, Instructional Specialist, English & Study Skills Center, 18 hours per week, 7 months and 19 days per year, effective at the end of the day, May 31, 2012.

D. Short Term and Substitute Personnel:

- 12) 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 May 31, 2012 be accepted.
- B. BE IT RESOLVED, that the Fiscal Year 2012-2013 Tentative Budget be approved, and the public hearing for the adoption of the Final Budget be scheduled for August 22, 2012, 3:00pm at the Sam Karas Room of the Library and Technology Center, Monterey Peninsula College, 980 Fremont Street, Monterey, CA.
- C. BE IT RESOLVED, that the Governing Board authorize the Vice President for Administrative Services to enter into a contract with Kitchell for Program Management Services for the period July 01, 2012 through December 31, 2012.
- D. BE IT RESOLVED, that the Governing Board ratify the renewal of the lease agreement with Monterey Bay Certified Farmers Market, Inc., for the period July 1, 2012 through June 30, 2013, at the lease rate of \$186.54 per week.
- E. BE IT RESOLVED, that the Governing Board accept the resignation of Dr. Douglas R. Garrison, Superintendent/President, for the purposes of retirement effective August 31, 2012, and confer upon him the title of Superintendent/President Emeritus.
- F. INFORMATION: The Governing Board will receive update on the Superintendent/President search process.
- G. BE IT RESOLVED, that the Governing Board adopt the electronic version of the 2012-2013 Monterey Peninsula College Catalog.
- H. BE IT RESOLVED that the Governing Board approve the Fort Ord Center Needs Study for submission to the Chancellor's Office.

- I. BE IT RESOLVED, that the Governing Board ratify the attached Tentative Agreement between Monterey Peninsula College Teachers Association (MPCTA) and the Monterey Peninsula College District which addresses the 2012-2013 budget deficit by reducing Faculty salaries by 2.02% for 2012-2013 only, and extends the Agreement between the District and MPCTA/CTA/NEA through June 30, 2013; and
- BE IT FURTHER RESOLVED, that the Governing Board approve the attached 2012-2013 Faculty Salary Schedules A, B1, B2, C1, C2, and Coaching effective July 1, 2012.
- J. BE IT RESOLVED, that the Governing Board ratify the attached Tentative Agreement between Monterey Peninsula College District and MPCEA/CSEA #245 which establishes furloughs equal to a 2.02% salary concession for Classified employees for the 2012-2013 year, effective July 1, 2012.
- K. BE IT RESOLVED, that the Governing Board approve the attached job description for the Associate Dean of Instructional Technology and Development, an academic administrator, and authorize the recruitment to fill the position; and
- BE IT FURTHER RESOLVED, that the Governing Board approve the attached job description for the Classified Manager position of Director of Information Services at Range 67 (overtime exempt) on the Management/Supervisory Salary Schedule, and authorize the recruitment to fill the position.
- L. BE IT RESOLVED, that the Governing Board approve the attached 2012-2013 Salary Schedule for Administrative and Management/Supervisory employees effective July 1, 2012.
- M. BE IT RESOLVED, that the Governing Board approve the attached 2012-2013 Salary Schedule for Confidential employees effective July 1, 2012.
- N. BE IT RESOLVED, that the Governing Board approve the attached 2012-2013 Salary Schedule for Classified employees effective July 1, 2012.
- O. BE IT RESOLVED, that the Governing Board approve the attached 2012-2013 Salary Schedule for Short Term, Non-Continuing employees effective July 1, 2012.
- P. BE IT RESOLVED, that the Governing Board approve the attached 2012-2013 Salary Schedule for Older Adult Instructors effective July 1, 2012.
- Q. BE IT RESOLVED, that the Governing Board approve a Memorandum of Understanding between Monterey Peninsula College and the Community Hospital Foundation for operating expenses for the Maurine Church Coburn School of Nursing for 2012-2013.
- R. INFORMATION: Calendar of Events.

7. ADVANCE PLANNING

- A. Regular Board Meeting Wednesday, July 25, 2012, at MPC:
- Closed Session, 1:30pm, Stutzman Room, Library and Technology Center
 - Regular Meeting, 3:00pm, Sam Karas Room, Library and Technology Center
- B. Regular Board Meeting Wednesday, August 22, 2012, at PSTC, Seaside:
- Closed Session, 1:30pm, Public Safety Training Center, Seaside
 - Regular Meeting, 3:00pm, Public Safety Training Center, Seaside
- C. Future Topics:
- 1) Education Master Plan, July
 - 2) Board Goals, August; approve evaluation instrument/process/calendar
 - 3) Distance Education Follow-up Report #2, August or September
 - 4) SLO Response to ACCJC Recommendations 1 through 3, August or September

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 a Regular Meeting Agenda Item will be made available for public inspection in the Monterey Peninsula College Administration 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.