

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD OF TRUSTEES**
www.mpc.edu/GoverningBoard

AGENDA

REGULAR MEETING

TUESDAY, AUGUST 23, 2011

1:30pm, Closed Session, Stutzman Seminar Room, LTC
3:00pm, Regular Meeting, Sam Karas Room, LTC
980 Fremont Street, Monterey, California 93940

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The Monterey Peninsula College Governing Board welcomes you to the Governing Board of Trustees Regular Meeting. Documents that are public records and are provided to the Governing Board regarding a Regular Meeting item on this Agenda will be made available for public inspection in the Superintendent/President's Office at Monterey Peninsula College, 980 Fremont Street, Monterey, California, during normal business hours the Thursday preceding the meeting. If you intend to submit documents at this meeting, the Brown Act requires you to bring enough copies for the Trustees and the audience. In compliance with the Americans with Disabilities Act, those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at a Board meeting, can contact the Superintendent's Office at (831) 646-4272. Notification at least 72 hours prior to the Board meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids, or translation services.

1. OPENING BUSINESS

A. Call To Order

B. Roll Call

C. Public Comments on Closed Session Items

This is an opportunity for visitors to make comments regarding any closed session items. When the Chair recognizes a member of the public for oral comments, such comments shall be limited to three minutes.

D. Closed Session – items under discussion:

The Governing Board will meet in Closed Session (before the Regular Meeting on regular agenda items) to consider matters appropriate for Closed Session as authorized by Sections 3549.1 and 54956.7-54957.7, Government Code and Section 72122, Education Code, and as otherwise provided by law. Required action on these matters will be taken when the Board meets in Regular Meeting or at the next public meeting.

1) Conference with Real Property Negotiator (Government Code 54956.8)

a) Property Parcel: E19a.5.

b) Agency Negotiator: Steve Ma

c) Negotiating Parties: Fort Ord Reuse Authority

d) Under Negotiation: Price or Terms of Payment

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

a) Agency Negotiators: Steve Ma and Barbara Lee

b) Employee Organization: MPCEA (Monterey Peninsula College Employees Association)

3) Conference with Legal Counsel Regarding Anticipated Litigation (one)
(Government Code Section 54956.9 (b), Steve Ma

4) Superintendent/President Annual Evaluation (Government Code Section 54947)

- E. Reconvene to Regular Meeting and Roll Call
- F. Reporting of Any Action Taken During Closed Session

2. RECOGNITIONS

- A. Recognition of Visitors
- B. Recognition of New Faculty:
 - 1) Heather Craig, Microbiology
 - 2) Sarah Gerhardt, Chemistry
 - 3) Mary Johnson, Child Development
 - 4) Elizabeth Mullins, History
 - 5) Amber Russell, Counseling

3. 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) Dr. Jill Biden's letter to Dr. Garrison, promoting *Joining Forces*, a national initiative mobilizing society to support and engage America's military families and veterans / August 2
 - 2) California Community Colleges Scholarship Endowment letter to Robin Venuti, to congratulate MPC for its contribution to the Osher Initiative / August 8

MPC All User Emails:

- 1) Foundation's announcement of Faculty and Staff Advancement Awards for Fall, with application deadline of September 21 / July 25
- 2) HR: 2011-2012 Salary Schedules posted, reflecting 3.83% pay reduction / July 29
- 3) HR Employment Opportunity: Instructional Technology Specialist, Humanities / August 2
- 4) Administrative Service's Security Alert for three burglaries 7/29-8/1 / August 10
- 5) HR Employment Opportunity: Library Specialist, Circulation Desk / August 11
- 6) MPC Theatre Calendar Update / August 12

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

- 1) San Jose teens get a simulated lesson in distracted driving at the South Bay Regional Training Consortium / July 1
- 2) Ad: Vice President for Academic Affairs; Instructional Specialist, Reading Center; Sciences Lab Manager, Physical Science / July 25
- 3) Community college transfers lag state / July 26
- 4) Chamber honors Businesses: MPC wins Education Excellence Award / July 29
- 5) MPC redistricting panel meets today / August 3
- 6) Letter to *Herald* from Gary Bolen: Give MPC Theatre some credit, please / August 4

- 7) Get Involved: Cars for Technology; MPC Auto Tech Program seeking cars / August 4
- 8) Your Town: Panel recommends MPC trustee areas / August 6
- 9) Your Town: MPC auto program seeks vehicle donations / August 8
- 10) Ad: Vice President for Academic Affairs / August 12

Reports and Presentations:

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

- 1) Institutional Report – no report
- 2) Superintendent/President’s Report
- 3) Vice Presidents’ Reports
- 4) Academic Senate Report
- 5) MPCEA Report
- 6) MPCTA Report
- 7) ASMPA Report
- 8) College Council Report
- 9) MPC Foundation Report:
 - a) Executive Director, Robin Venuti
 - b) Donations for July, 2011 – \$44,411.25
- 10) Governing Board Report:
 - a) Community Human Services – minutes of Annual Board meeting, July 21.
 - b) Trustee Reports
- 11) Legislative Advocacy Report
- 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

4. 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 July 26, 2011.
- 2) That the Governing Board accept gifts donated to the college with appropriate acknowledgement to donors.
- 3) That the July 15 manual payroll in the amount of \$1,234.14; and the July 29 regular payroll in the amount of \$1,433,553.84; and the August 10 supplemental payroll in the amount of \$47,961.06; for a total payroll of \$1,482,749.04, be approved.

- 4) That Commercial Warrants:

Number 12872175 through Number 12872175	\$ 51,205.00
Number 12872485 through Number 12872491	\$ 111,051.51
Number 12873145 through Number 12873191	\$ 412,010.92
Number 12873712 through Number 12873715	\$ 9,312.44
Number 12874067 through Number 12874135	\$ 398,576.89
Number 12874675 through Number 12874709	\$ 594,065.36
Number 12876129 through Number 12876149	\$ 81,325.99

 in the total amount of \$1,657,548.11, be approved.

- 5) That Purchase Order Numbers 120002 through 120192 in the amount of \$3,330,671.09 be approved.

- 6) That the following budget increase in the Restricted General Fund be approved:
Increase of \$25,000 in funds received for FY 2010-2011.

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

Net decrease in the 4000 (Supplies) object expense category	\$ 110
Net increase in the 5000 (Other/Services) object expense category	\$ 110

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

Net decrease in the 4000 (Supplies) object expense category	\$ 20,199
Net increase in the 5000 (Other/Services) object expense category	\$ 450
Net increase in the 6000 (Capital Outlay) object expense category	\$ 19,749

- 9) That the following budget increase in the Unrestricted General Fund be approved:
Increase of \$50,000 in funds received for FY 2010-2011

B. Management Personnel:

- 10) That the Governing Board approve the following item:
 - a) Resignation for the purpose of retirement of Joe McCarley, Maintenance Supervisor, 40 hours per week, 12 months per year, effective July 29, 2011. Retirement to be effective July 30, 2011.

C. Faculty Personnel:

- 11) That the Governing Board approve the following Faculty personnel items:
 - a) The redistribution of funding from the Physics and Astronomy position to the area of greatest institutional need as determined by the Superintendent/President.
 - b) Each month individuals are hired as part-time, substitute, and overload. The attached list includes hires for Fall 2011.

D. Classified Personnel:

- 12) That the Governing Board approve the following items:
 - a) Employment of Ian Sanchez, Laboratory Specialist II, Automotive Technology, 40 hours per week, 11 months per year, effective August 24, 2011.
 - b) Employment of Erin Cuentas, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective August 24, 2011.
 - c) Employment of Daniel Kotin, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective August 24, 2011.
 - d) Employment of Michael Tomblinson, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective August 24, 2011.

- e) Change in work year schedule of Instructional Technology Specialist, Humanities, from current 40 hours per week, 9.5 months per year, to 36 hours per week, 10 months and 12 days per year, effective August 23, 2011. This position is currently vacant.
- f) Decrease in work year schedule of Sciences Laboratory Manager, Life Science, from current 40 hours per week, 12 months per year, to 40 hours per week, 11 months per year, effective, August 23, 2011. This position is currently vacant.
- g) Approve unpaid leave of absence requested by Jacqueline Evans, Workability Program Coordinator, Supportive Services, for 6 hours per week, starting August 15, 2011 and ending December 16, 2011.
- h) Approve unpaid leave of absence requested by Robin Clouse, Unit Office Manager-Library, starting October 14, 2011 and ending February 15, 2012.
- i) Resignation of Jorge DaCosta, Library Specialist-Circulation Desk, Library, 21.25 hours per week, 8 months and 7 days per year, effective at the end of the day, August 2, 2011.
- j) Resignation for the purpose of retirement of Elizabeth Benoit, Science Laboratory Manager, Life Sciences, 35 hours per week, 11 months per year, effective at the end of the day December 30, 2011.

E. Short Term and Substitute Personnel:

- 14) 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.

5. **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. INFORMATION: Receive report on trustee area redistricting plans, including the recommended redistricting plan, from the MPC Citizens Trustee Area Redistricting Committee.
- B. PUBLIC HEARING: Trustee area redistricting plans, including plan recommendation, from the MPC Citizens Trustee Area Redistricting Advisory Committee.
- C. BE IT RESOLVED, that the Governing Board ratify the attached Memorandum of Understanding between Monterey Peninsula Community College District and MPCEA/CSEA #245 which addresses the 2011-2012 budget deficit through furloughs and reducing salaries and rescinding layoffs; and,

BE IT FURTHER RESOLVED, that the Governing Board reinstate the Classified positions currently occupied by Classified employees which were identified for elimination on July 7, 2011, rescind the layoffs of those Classified employees, and authorize the Administration to notify these individuals that the layoff notices are withdrawn; and,

BE IT FURTHER RESOLVED, that the Governing Board approve the attached 2011-2012 salary schedule for Classified employees effective September 1, 2011.

D. BE IT RESOLVED, that the Governing Board ratify the attached Memorandum of Understanding between Monterey Peninsula Community College District and MPCEA/CSEA #245 which continues the collective bargaining agreement for the period July 1, 2011 through June 30, 2014.

E. BE IT RESOLVED, that the 2010-2011 Monthly Financial Reports for the period ending July 31, 2011 be accepted.

Vice President's Report - Steve Ma, Vice President, Administrative Services.

F. BE IT RESOLVED, that the Quarterly Financial Status Report for the quarter ending June 30, 2011 (prior to year-end closing) as presented on form CCFS 311Q be accepted and made part of the minutes of this meeting.

G. INFORMATION: County of Monterey Investment Report for the quarter ending June 30, 2011.

H. PUBLIC HEARING: Review the Final Budget for Fiscal Year 2011-2012 prior to its adoption.

I. BE IT RESOLVED, that the Governing Board approve the Final Budget for Fiscal Year 2011-2012.

J. BE IT RESOLVED that the Governing Board approve the awarding of the Life and Physical Science Modifications – Buildings 10 and 15 project to Otto Construction in the amount of \$7,352,350.

K. BE IT RESOLVED, that the Governing Board approve the awarding of the Theater Modernization project to West Bay Builders, Inc., in the amount of \$7,783,055.00.

L. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment (PAA) 02 with GBMI, Inc., Inspector of Record (IOR), to perform inspection services on an hourly basis not to exceed \$189,000 in conjunction with the Theater Modernization project.

M. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment (PAA) 26 with David Foord, Inspector of Record (IOR), to perform inspection services on an hourly basis not to exceed \$220,500 in conjunction with the Life Science and Physical Science Modifications (Buildings 10 and 15).

N. BE IT RESOLVED, that the following courses be approved:

- LING 46, Introduction to Psycholinguistics
- ENSL 118, High-Advanced Speaking: Public Speaking
- ENSL 355, Advanced Reading: American Culture
- ENSL 455, Advanced Reading: American Culture
- Mathematics, Associate in Science for Transfer Degree Program

O. INFORMATION: Discussion of proposed Governing Board self-evaluation assessment tool and Board goals.

- P. BE IT RESOLVED, that the Governing Board approve Board Policy 2130.
- Q. BE IT RESOLVED, that the Governing Board approve Board Policy 2132.
- R. INFORMATION: Calendar of Events.

6. **ADVANCE PLANNING**

- A. Regular Meeting Tuesday, September 27, 2011
 - Closed Session, 1:30pm, Stutzman Seminar Room, Library and Technology Center
 - Regular Meeting, 3:00pm, Sam Karas Room, Library and Technology Center

- Regular Board Meeting, Tuesday, October 25, 2011
 - Closed Session, 1:30pm, Stutzman Seminar Room, Library and Technology Center
 - Regular Meeting, 3:00pm, Sam Karas Room, Library and Technology Center

- B. Future Topics:
 - 1) Institutional Report – SB 1440, the Transfer Act
 - 2) Report from Board subcommittee on naming opportunities
 - 3) MPC Foundation Fiscal Agent Agreements
 - 4) Board Policy 2206 Bicycles, Skateboards, Roller Skates, Roller Blades, Scooters, and Other Similar Non-motorized Devices on District Property

7. **ADJOURNMENT**

8. **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.

Posted August 18, 2011