

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

AGENDA

REGULAR MEETING

TUESDAY, SEPTEMBER 27, 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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TUESDAY, SEPTEMBER 27, 2011

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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) Public Employee Discipline/Dismissal/Release (Government Code Section 54957)

2) 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. **OATH OF OFFICE** – swearing in of Student Trustee Daniel Cervantes

3. **RECOGNITIONS**

A. Recognition of former Student Trustee Antron Kage Williams

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) Robin McCrae, Executive Director, Community Human Services, Year-End Summary of Services for 2010-2011 / August 26.
- 2) Academic Senate for California Community Colleges appointment of Alfred Hochstaedter to the Student Learning and Assessment Committee for 2011-2012 / September 9.
- 3) California Community College Athletic Association Hall of Fame induction of Melvin Mason, 1961 and 1967 Basketball / CCCAA 2010-2011 Year in Review.

MPC All User Emails:

- 1) MPCEA Agreements Approved by Members, Dr. Garrison / August 19.
- 2) Passing of Leon Stutzman on August 17, MPC supporter / August 22 and obituary and service information / August 30.
- 3) Operation Welcome Home veterans' services / August 22.
- 4) Veterans Affairs Medical Mobile Van returns to MPC / August 25.
- 5) Press Release for presentation of "Beowulf" by MPC Storybook Theatre / August 26.
- 6) Suicide Prevention Awareness event September 13 by REMC / August 29.
- 7) Women Supporting Women donation appeal / August 29.
- 8) Lobo Day on September 14 by Student Services and ASMPC / August 29.
- 9) HR Employment Opportunity: Sciences Laboratory Manager for Physical Science / September 6.
- 10) Artist Reception and Art Gallery Exhibit: "Narrating the Feminine" / September 6.
- 11) Project Truth campus visit September 12-13 / September 7 and 9.
- 12) Library Event: Author Dr. Rudy Martin presentation September 15 / September 8.
- 13) Commemoration of 9/11 on 9/12 with flag half-mast / September 9.

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

- 1) MPC Alumni Association awards \$1,000 scholarships / August 14.
- 2) HR Ad: VP for Academic Affairs; Administrative Assistant III; Sciences Lab Manager; Instructional Technology Specialist / Library Specialist / August 16 and August 29.
- 3) Public Inspection and Hearing for 2011-2012 Budget / August 17-18.
- 4) Candidates file for School Boards / August 20.
- 5) College leaders warn anew of midyear budget cuts / August 23.
- 6) Your Town: MPC Trustees rescind layoff notices / August 24.
- 7) Notice to Bidders: Lower Level Gym Modifications Project / August 25 and August 30.
- 8) MPC: Course compares efficiency of electric vehicles; auto students plug in, turn on 'converted' hybrid / August 27.
- 9) Central Coasting: Missing the Ramp to the Online Highway / August 29.
- 10) Obituary: Leon H Stutzman, 1924 - 2011 / August 29.
- 11) Sports: Back for More: Quarterback David Fales returns to build on strong year / September 7.

- 12) Go! The First Superhero: MPC 2011 Storybook Theatre features the story of literature's first superhero, Beowulf / September 8.
- 13) Tech Gear Rental Program Expands from Cal State Monterey Bay (to MPC and MIIS) / September 14.
- 14) Ad: Grand Opening Celebration, Monterey Peninsula College Education Center at Marina / September 18 and 21.

C. Reports and Presentations:

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

- 1) Institutional Report – Community Health Services Annual Report, Robin McCrae, Executive Director
- 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 August, 2011 – \$250,141.89
- 10) Governing Board Report:
 - a) Community Human Services – minutes of CHS Board meeting, August 18
 - b) Trustee Reports
- 11) Legislative Advocacy Report, as of September 9, 2011
- 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 August 23, 2011.
- 2) That the Governing Board accept gifts donated to the college with appropriate acknowledgement to donors.
- 3) That the August 31 manual payroll in the amount of \$1,801, 530.42, and the September 9 supplemental payroll in the amount of \$30,234.53, for a total payroll of \$1,831,764.95, be approved.

- 4) That Commercial Warrants:
- | | |
|---|---------------------|
| Number 12876858 through Number 12876946 | \$950,230.84 |
| Number 12877444 through Number 12877475 | \$164,785.46 |
| Number 12878062 through Number 12878090 | \$182,282.67 |
| Number 12878603 through Number 12878631 | \$272,816.20 |
| Number 12879106 through Number 12879140 | \$144,780.00 |
| Number 12879737 through Number 12879769 | \$ 96,174.68 |
| Number 12880361 through Number 12880393 | \$110,297.70 |
| Number 12882048 through Number 12882119 | <u>\$229,183.03</u> |
| in the total amount of \$2,150,550.58, be approved. | \$2,150,550.58 |

- 5) That Purchase Order Numbers 120193 through 120344 in the amount of \$15,407,245.59 be approved.

- 6) That the following budget increase in the Restricted General Fund be approved:
- | | |
|--|-----------------|
| Net increase in 1000 (Certificated Salary) Object expense category | \$ 12,939 |
| Net decrease in 2000 (Classified Salary) Object expense category | \$ 3,795 |
| Net increase in 3000 (Benefits) Object expense category | \$ 4,548 |
| Net increase in 4000 (Supplies) Object expense category | \$ 16,000 |
| Net increase in 5000 (Other/Services) Object expense category | \$ <u>1,382</u> |
| Total increase in expense lines budgeted | \$ 31,074 |
- Increase of \$31,074 in funds received for FY 2010-2011

- 7) That the following budget adjustments in the Restricted General Fund be approved:
- | | |
|--|-----------|
| Net increase in 1000 Object expense category | \$ 16,657 |
| Net decrease in 2000 Object expense category | \$ 2,153 |
| Net increase in 3000 Object expense category | \$ 2,048 |
| Net increase in 4000 Object expense category | \$ 2,059 |
| Net increase in 5000 Object expense category | \$ 161 |
| Net increase in 6000 Object expense category | \$ 1,056 |
| Net decrease in 7000 Object expense category | \$ 19,828 |

- 8) That the following budget adjustments in the Parking Fund be approved:
- | | |
|--|--------|
| Net increase in the 2000 Object expense category | \$ 623 |
| Net decrease in the 3000 Object expense category | \$ 288 |
| Net decrease in the 5000 Object expense category | \$ 335 |

B. Management Personnel:

- 9) That the Governing Board approve the following item:
- Resignation of Art St. Laurent, Evening Campus Supervisor, 18 hours per week, 11 months per year, effective at the end of the day, October 1, 2011.

C. Faculty Personnel:

- 10) That the Governing Board approve the following Faculty personnel items:
- Employment of Art History Instructor Gamble Madsen, faculty service area Art, with step and column placement pending verification, effective Spring 2012.
 - Each month individuals are hired as part-time, substitute, and overload. The attached list includes hires for Fall 2011.

D. Classified Personnel:

11) That the Governing Board approve the following items:

- a) Employment of Timothy McKnew, Sciences Laboratory Manager, Physical Science, 40 hours per week, 10 months per year, effective September 28, 2011.
- b) Employment of _____, Library Specialist-Circulation Desk, Library, 21.25 hours per week, 8 months and 7 days per year, effective _____, 2011.
- c) Employment of _____, Sciences Laboratory Manager, Life Science, 40 hours per week, 11 months per year, effective _____, 2011.
- d) Increase in hours of Sciences Laboratory Manager, Life Science, from 35 hours per week, 11 months per year, to 40 hours per week, 11 months per year, effective January 1, 2012.
- e) Eliminate position of Instructional Specialist, English & Study Skills Center, 18 hours per week, 7 months and 19 days per year, effective September 28, 2011.
- f) Establish new position of Instructional Specialist, Mathematics Learning Center, 18 hours per week, 7 months and 19 days per year, effective September 28, 2011.
- g) Resignation of Daniel Bifano, Instructional Specialist, Supportive Services-Adaptive PE, 34 weeks per year, effective at the end of the day, August 21, 2011.
- h) Resignation of Gregg Yearwood, Library Systems Technology Coordinator, Library, 40 hours per week, 12 months per year, effective at the end of the day, October 6, 2011.

E. 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.

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. BE IT RESOLVED, that the 2010-2011 Monthly Financial Reports for the period ending August 31, 2011 be accepted.
Vice President's Report - Steve Ma, Vice President of Administrative Services.
- B. PUBLIC HEARING: Trustee Area Redistricting Plan B-1 recommended by the MPC Citizens Trustee Area Redistricting Advisory Committee.
- C. BE IT RESOLVED, that Resolution No. 2011-2012/31 to adjust trustee area boundaries consistent with Redistricting Plan B-1, as recommended by the MPC Citizens Trustee Area Redistricting Advisory Committee, be approved.
- D. RESOLUTION: BE IT RESOLVED, that the Monterey Peninsula Community College District Governing Board does hereby express its sincere appreciation and gratitude to Dan Albert, Kathryn Badon, Jean Grace, Marilyn Gustafson, Jay Hudson, Donna Jett; Karen Kadushin, Melvin Mason, Thomas Moore, and Paula Pelot for their service as members of the MPC Citizens Trustee Area Redistricting Advisory Committee, and to Fran Gaver, for her leadership and service as facilitator.

- E. BE IT RESOLVED, that the Governing Board approve a three-year contract for professional auditing services for the fiscal years ending 2012, 2013 and 2014 with Vavrinek, Trine, Day & Company, LLP, Certified Public Accountants.
- F. RESOLUTION: BE IT RESOLVED, that the 2013-2017 Five-Year Construction Plan be ratified.
- G. BE IT RESOLVED, that the Governing Board approve the attached 2011-2012 salary schedule for Administrative, Management/Supervisory and Confidential employees, effective July 1, 2011.
- H. BE IT RESOLVED, that the Governing Board approve the attached 2011-2012 salary schedules A, B1, B2, C1, C2 and Coaching, effective July 1, 2011.
- I. BE IT RESOLVED, that the Governing Board approve the attached 2011-2012 salary schedule for Older Adult Instructors, effective August 1, 2011.
- J. BE IT RESOLVED, that the Governing Board approve the attached 2011-2012 salary schedule for Short Term, Non-Continuing employees, effective September 1, 2011.
- K. BE IT RESOLVED, that the Governing Board approve the attached 2011-2012 salary schedules for Classified Employees, effective September 1, 2011.
- L. BE IT RESOLVED, that the Governing Board approve an increase of one dollar in the Student Health Services Fee to \$18.00 per semester, effective Spring 2012, and \$15.00 for the summer session, effective Summer, 2012.
- M. BE IT RESOLVED, that the Governing Board approve the signing of Amendment 01 to the 2011-2012 contract for the California State Pre-School Program at Monterey Peninsula College.
- N. INFORMATION: ASMPC Budget Management Report.
- O. BE IT RESOLVED, that the Governing Board approve the ACCJC Institutional Follow-up Report: Recommendation #4 – Distance Education.
- P. BE IT RESOLVED, that the following courses be approved:
 - LETP 132, Organizational Leadership
 - LETP 232.4 Advanced Peace Officer Training: S.W.A.T. Update
- Q. INFORMATION: Maurine Church Coburn School of Nursing Accreditation Self-Study Executive Summary.
- R. INFORMATION: Calendar of Events.

7. ADVANCE PLANNING

- A. Regular 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

Regular Board Meeting, Tuesday, November 22, 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) Review and discussion of Board Self Evaluation Survey Results and Board Goals
- 2) Board Policy 1435 – Report from Board Subcommittee on Naming Opportunities
- 3) Board Policy 2205/2206 - Motorized and Non-Motorized Vehicles
- 4) Institutional Report – SB 1440, the Transfer Act

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.

Posted September 22, 2011