

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

REGULAR MEETING

Closed Session, 1:30-2:55pm, Stutzman Seminar Room, LTC
Regular Meeting, 3:00-5:11pm, Sam Karas Room, LTC
980 Fremont Street, Monterey, California 93940
www.mpc.edu/GoverningBoard

TUESDAY, SEPTEMBER 27, 2011

MINUTES

1. OPENING BUSINESS

- A. Call To Order – Chair Lynn Davis called the Regular Meeting to order at 1:30pm.
- B. Roll Call – present:
Mr. Charles Brown, Vice Chair
Dr. Margaret-Anne Coppernoll, Trustee
Mr. Lynn Davis, Chair
Dr. Douglas Garrison, Superintendent/President
Mr. Charles Page, Trustee
Dr. Loren Steck
- Staff:
Ms. Barbara Lee
Mr. Steve Ma
- C. Public Comments on Closed Session Items – no comments.
- D. Closed Session – items under discussion:
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 – Chair Lynn Davis reconvened the Regular Meeting to order at 3:00pm.
- Roll Call – present:
Mr. Charles Brown, Vice Chair
Dr. Margaret-Anne Coppernoll, Trustee
Mr. Lynn Davis, Chair
Dr. Douglas Garrison, Superintendent/President
Mr. Charles Page, Trustee
Dr. Loren Steck
Mr. Daniel Cervantes, Student Trustee

- F. Reporting of Any Action Taken During Closed Session – Trustee Loren Steck reported the annual evaluation of Superintendent/President Douglas Garrison was completed with an excellent review. After finishing his fifth year as Superintendent/President, the Board is appreciative of Dr. Garrison’s management of many difficult situations and in the current direction of the college. Dr. Garrison was congratulated for his stewardship.

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

Chair Lynn Davis swore into office Daniel Cervantes as the 2011-2012 Student Trustee and welcomed him to the Governing Board.

3. **RECOGNITIONS**

- A. Marilyn Gustafson was congratulated by Chair Lynn Davis for running unopposed in Trustee Area 4. She will begin her four-year term in December, 2011.
- B. Antron Kage Williams, 2010-2011 Student Trustee, was recognized by the Governing Board for his service to ASMPC and MPC. Kage thanked the Board for the certificate of appreciation, was proud to be part of the process during a difficult year of budget cuts, and wished everyone a good year.

4. **COMMUNICATIONS**

- A. Comments from Visitors – no comments.
- 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: Alfred Hochstaedter was appointed to 2011-2012 Student Learning and Assessment Committee / September 9.
 - 3) California Community College Athletic Association 2010-2011 Year in Review: Melvin Mason, CCCAA Hall of Fame inductee for MPC, 1961 and 1967 Basketball.

MPC All User Emails:

- 1) MPCEA Agreements approved by members / 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) REMC Suicide Prevention Awareness event September 13 / August 29.
- 7) Women Supporting Women donation appeal / August 29.
- 8) Lobo Day on September 14, 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, 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 Bid: 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: MPC Education Center at Marina / September 18, 21.

C. Reports and Presentations:

- 1) Institutional Report – Community Health Services Annual Report by Robin McCrae, Executive Director.

Robin reported Trustee Loren Steck has been a very active partner of Community Human Services serving as Vice-Chair for 2011-2012, Committee Chair of the Strategic Planning Committee, and member of the Facilities Committee and Bylaws Committee. The CHS Annual Report will be published after the annual audit is accepted. Robin distributed a summary of services provided at CHS: family service centers, homeless youth services and transitional housing, narcotic replacement therapy and residential drug treatment, and transitional housing for women in recovery. She pointed out that data is collected under the JPA member cities, not individual school districts, from Carmel, Del Rey Oaks, Marina, Monterey, Pacific Grove, Salinas, Sand City and Seaside. Long term intensive services provided by CHS have provided significant counseling services to MPC students and staff, and serve annually over 3,000 county residents. The programs have a huge impact on citizens, especially for low income clients and their families. Trustee Steck commended Robin for managing thirteen different programs with amazing results.

- 2) Superintendent/President's Report, Dr. Douglas Garrison.
Dr. Garrison reported that MPC has received good press coverage this month with stories on auto technology and football programs. He was pleased to see Saturday's front page coverage of the grand opening of the Education Center in Marina which brought together 200 attendees. / Last week Dr. Garrison participated in a panel discussion at the public access television station AMP for a "New Ecology of Learning" broadcast, based on the same book by Dr. Peter Smith, past President of CSUMB. / Under legislative issues Governor Brown signed the deferral to increase

student fees to \$46 per unit from spring 2012 to summer 2012, which would be implemented if a “Tier 2” State budget is triggered. This deferral allows logistical planning on the impacts of another fee increase. Dr. Garrison indicated he is meeting this week with leadership to talk about FTES issues. / A substantial list of legislative items was sent to the Governor’s desk for action by October 9. AB 1029 was signed into law, expediting the process for approving stand-alone courses, a continuation of current practice helpful to MPC. / Dr. Garrison called attention to today’s consent warrants and purchase orders with an unusually large total, due to the number of construction program orders and beginning of the year start-up costs. Two personnel items on the agenda are the resignation of Art St. Laurent as Evening Campus Supervisor as Art is now assuming the role of Director of Security, and the employment approval of Dr. Gamble Madsen, Art History Instructor, effective Spring 2012.

3. Vice President Reports:

Carsbia Anderson, Vice President of Student Services.

TRiO held a fundraiser last weekend at the Salinas Air Show. / Larry Walker and Kelly Fletes will be at Seaside High School tonight for Parents Night. / The CDC waiting list is going well; 68 children are in the preschool and the grant license allows up to 78 preschoolers. / Carsbia thanked Kage Williams for his service as last year’s Student Trustee. He welcomed Daniel Cervantes, 2011-2012 Student Trustee and Quincy Venter, ASMPC President. / Project Truth presented a controversial demonstration last week, and the Security Department, ASMPC and staff did a good job providing counsel to our students. / The policy on a tobacco-free campus has been updated from the previous no smoking on campus policy. It will now move forward to all advisory committees for campus discussion, including ASMPC. The movement to a tobacco free movement requires examination of language with reference to due process and collective bargaining processes, while recognizing the Board direction for enforcement of a smoke free policy. / Gaozong Thao, Matriculation Coordinator and Veteran’s Representative, was presented a commemorative plaque for MPC’s recognition as a Military Friendly School for 2012, an elite designation nationally. Gaozong was applauded for helping military veterans transition from service to campus life. She is committed to connecting all services within the County to MPC veterans. MPC now has over 900 veteran-students. Dr. Garrison congratulated Gaozong for establishing collaborative relationships with service providers, making MPC a welcoming place for veterans.

Marty Johnson, Vice President of Academic Affairs.

Marty announced the employment of Dr. Gambel Madsen, Art History Instructor who has a Doctorate of Philosophy in Art History and Masters in Museum Studies. / The work of the Distance Education Committee was recognized with Coordinator Dr. Judee Timm, Dean Laura Franklin, Administrative Assistant Leslie Procive and the entire committee, writing an extraordinary master plan as outlined in today’s ACCJC Institutional Follow-up Report on Recommendation #4 – Distance Education. / Marty reported the start of the next step for the accreditation recommendation on SLO’s. The committee of Fred Hochstaedter, co-chairing with Marty, and members Grace Anongchanya-Calima and Diane Boynton with input from Sharon Colton, are meeting weekly this Fall and Spring semester to prepare the report and integrate the SLO’s and program reflections across divisions. The goal is to go beyond what

ACCJC has asked for to take steps to forward the SLO process, showing how beneficial the SLOs are to our students in a manner different from many institutions. / Marty attended a White House initiative conference in Washington, D.C., with an expense paid grant, on cyber-attacks, the number one threat to U.S. in the next 10 years. The involvement of the entire federal government was impressive. Actions are to integrate planning, training and workforce development with three initiatives: 1) increase awareness; 2) educate and train; and 3) add professional development. Much of the western U.S. is devoid of comprehensive cyber-security education. There is opportunity for MPC to develop a program to serve students and provide transfer degrees. / Faculty and staff are working hard on scheduling issues. The spring schedule is completed. October will include Summer 2012 scheduling, and November is Fall 2012 scheduling.

- 3) MPCEA Report – Loran Walsh, President.
Loran reported a recent survey of members on future health care choices will be shared with the Governing Board as soon as the results are ratified.
- 4) MPCTA Report – no report.
- 5) ASMPC Report – Konnor Holzwart, Director of Representation.
Konnor congratulated Daniel as the new Student Trustee for ASMPC. / Lobo Day was a huge success this month with 300 students joining in festivities and exploring clubs. Constitution Day pamphlets were handed out and many students registered to vote. / A future event planned for Halloween will be pumpkins and a BBQ. / ASMPC will attend October's CCCSAA leadership skills conference.
- 6) College Council Report – no report.
- 7) MPC Foundation Report, Robin Venuti, Executive Director:
 - a) Robin invited everyone to the October 22nd Alumni Homecoming BBQ reunion. / 29 applications were received for Faculty and Staff Advancement Awards. The committee will meet October 3 to award \$20,000-\$25,000. / The Foundation Board's new endowment expenditure policy will be explained next month. / President's Circle funds are at \$73,500 with 40 members and growing. / Work is progressing on naming opportunities at the Education Center in Marina for bricks or pavers and to fund seating at the baseball field. / The next President's luncheon is October 22 hosted by Bill Doolittle. / Several small grants are in process.
 - b) Donations for August, 2011 were \$250,141.
- 8) Governing Board Report:
 - a) Community Human Services – CHS Board meeting minutes, August 18, 2011.
 - b) Trustees Report – Dr. Coppernoll commented on the wonderful grand opening of the Education Center, and that the event was inspirational and rewarding. Lynn Davis is serving on the Foundation Development Audit Committee to determine how the Foundation is structured for a major campaign, and interviewing audit companies. Charles Brown recounted that the grand opening of the Marina Education Center was an inspiring event on a beautiful campus. He also thanked Dean Michael Gilmartin, Dean Larry Walker and President's Assistant Vicki Nakamura for their management assistance on both campuses.

- 9) Legislative Advocacy Report, as of September 9, 2011 – see attached report.
Dr. Garrison highlighted several bills pending Governor's approval or veto by October 9, 2011. Of particular note is AB 795, Smoke-free Campuses. AB 795 expands language to mandate that the California Community Colleges post signs denoting where smoking tobacco is prohibited and where it is permitted. AB 795 also grants the governing boards of the CCC's the authority to enact enforcement procedures by imposing a fine for offenses. The Governor has until October 9th to sign or veto this bill. If no action is taken the measure automatically goes into law.
- 10) Special Report - Bond Update Reports, Joe Demko.

a) Active Bond/Facility Projects Update:

MPC Education Center (at Marina) Permanent Buildings – Grand Opening was September 23, 2011.

Infrastructure – Site work (lighting, parking lots, sidewalks) will be ongoing for the next few years. Phase II signage (kiosks) has been completed. Parking Lot B has been completed. New gooseneck lighting, benches and a solar panel directory have been installed at Student Services.

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 Life Science and Physical Science programs. Work included modifying six existing classrooms into four science classrooms, six offices and five lab preparation rooms. Swing Space was ready for Fall semester of 2011.

Facilities Committee – The Committee met September 23 and will meet again the end of October.

Humanities / Old Student Services / Business Humanities – The project is receiving State matching funds. Phase one (Old Student Services Building) hazmat abatement and demolition of interior/exterior walls has been completed and interior framing is 75% complete. Plumbing was poured September 26.

Theatre – Bids were received August 16, 2011. Abatement and demolition work has been completed. Main construction commences in late September 2011. The project is expected to be completed in Spring of 2013.

Life Science / Physical Science Buildings – Abatement and demolition work has been completed. Main construction has commenced. 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 will commence. The project is phased to minimize the cost and need for additional Swing Space.

Gym First Floor – Bids are due October 11, 2011, and the bid award will be on the October Board Meeting Agenda for approval. The Gym first floor work has to be completed before work on the pool and tennis courts can be done. Swing Space needs are being accommodated.

Pool / Tennis Courts – Work will begin after the gym first floor is complete.

Music Buildings – The Architect (HGA) has prepared schematic drawings with different design options, and the Facilities Committee is reviewing the options and budgets for the different alternatives.

Student Center – The Architect (HGHB) has prepared schematic drawings for available space options. Planning meetings have involved student representatives.

- 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 Page / Second Steck / Carried **2011-2012/29**

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:

- a) 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:

- a) Employment of Art History Instructor Gamble Madsen, faculty service area Art, with step and column placement pending verification, effective Spring 2012.
- b) 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 Enrique Preciado, Library Specialist-Circulation Desk, Library, 21.25 hours per week, 8 months and 7 days per year, effective October 3, 2011.
- c) Employment of Julie Himes, Sciences Laboratory Manager, Life Science, 40 hours per week, 11 months per year, effective October 17, 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 weeks 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.

6. **NEW BUSINESS**

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

Motion Page / Second Coppernoll / Carried

2011-2012/30

Vice President's Report – Steve Ma, Vice President of Administrative Services.

The Health and Welfare Cost Containment Committee met September 9. After reviewing premiums and claims for the twelve month period ending June 30, 2011, Steve reported the good news that the expense loss ratio for active employees was under 100%. As negotiated, medical benefits for Faculty and Management will remain at Phase 1. Claims and expenses will be reviewed in six months. / Steve distributed a new article called the *Trigger Tracker*, a publication from the 2011 School Services of California Community College Update. *Trigger Tracker* helps to capture monthly State revenues to determine if public education will experience midyear cuts. The report informed community colleges that as of August 2011, revenue projections are behind \$465 million and the Department of Finance will have to determine if additional cuts are needed to address this shortfall. Steve does not see the State achieving revenue projections. / Dr. Garrison asked Steve to comment on MPC's self insurance funds, remarking that expenses are 8.3% more than this time last fiscal year. Steve noted that at just two months into the fiscal year, it is early to see if this trend continues, as medical claims are not linear. The data will be examined extensively at mid-year to determine if we are ahead or behind in projections.

- B. PUBLIC HEARING: Trustee Area Redistricting Plan B-1 recommended by the MPC Citizens Trustee Area Redistricting Advisory Committee. PUBLIC HEARING

The Regular Meeting was closed by Chair Davis to open the Public Hearing. There were no public comments and the Public Hearing was closed.

- C. BE IT RESOLVED, that the Governing Board adopt the Redistricting B-1 Plan.

Motion Brown / Second Page / Carried

2011-2012/31

- D. 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, Marilynn 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.

Motion Steck / Second Coppernoll / Carried

2011-2012/32

- 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.
- Motion Page / Second Brown / Carried **2011-2012/33**
- F. BE IT RESOLVED, that the 2013-2017 Five-Year Construction Plan be ratified.
- Motion Coppernoll / Second Steck / Carried **2011-2012/34**
- 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.
- Motion Steck / Second Coppernoll / Carried **2011-2012/35**
- 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.
- Motion Brown / Second Steck / Carried **2011-2012/36**
- I. BE IT RESOLVED, that the Governing Board approve the attached 2011-2012 salary schedule for Older Adult Instructors, effective August 1, 2011.
- Motion Steck / Second Cervantes / Carried **2011-2012/37**
- 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.
- Motion Steck / Second Page / Carried **2011-2012/38**
- K. BE IT RESOLVED, that the Governing Board approve the attached 2011-2012 salary schedules for Classified Employees, effective September 1, 2011.
- Motion Coppernoll / Second Page / Carried **2011-2012/39**
- L. BE IT RESOLVED, that the Governing Board approve an increase of one dollar in the Student Health Services Fee to \$18.00 for Spring and Fall semesters, effective Spring 2012, and \$15.00 for Summer Session, effective Summer, 2012.
- Motion Page / Second Cervantes / Carried **2011-2012/40**
- 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.
- Motion Steck / Second Page / Carried **2011-2012/41**

N. INFORMATION: ASMPC Budget Management Report.

INFORMATION

Carsbia Anderson introduced Julie Osborne, Student Activities Coordinator, to report on the ASMPC budget. Julie began her presentation with a summary of the many events ASMPC has hosted this past year by the Inter-Club Council, Activities Council, and Student Representation Council. ASMPC's 2011-2012 budget is addressing the Board's concern on reduced reserves and has now designated a 10% reserve of \$11,500 from the total budget of \$115,000. With the 2010-2011 end of year balance of \$16,122, the total reserve is projected to total \$27,622 at the end of 2011-2012. Chair Lynn Davis reminded ASMPC that by asking every MPC constituent to reduce their budget by 15% for 2011-2012, it is vital that ASMPC not spend down reserves. It was suggested ASMPC could put the \$27,622 into a temporary restricted fund to build up the account. Trustee Steck noted that with more students waiving the ASMPC fee and with reduced student enrollment, it is important to ensure ASMPC is fiscally responsible. / The subject of discounted bus passes was discussed. ASMPC sells 650 discounted bus passes yearly and has an unmet need for more passes. Many students cannot afford a bus pass even at the discounted price. A worthwhile project would be to pursue with MST the free bus pass program at CSUMB. [ASMPC Board Presentation Fall 2011.pdf](#)

- O. BE IT RESOLVED, that the Governing Board approve the ACCJC Institutional Follow-up Report: Recommendation #4 – Distance Education.

Motion Steck / Second Coppernoll / Carried

2011-2012/42

Dean Laura Franklin introduced Dr. Judee Timm, Coordinator of Distance Education, and Judee gave a brief overview of the ACCJC Institutional Follow-up Report. The ACCJC last evaluated MPC in spring 2010 and required that the first Follow-up Report be submitted by October 15, 2011 to demonstrate MPC's resolution to increase effectiveness of distance education offerings. The Institutional Committee on Distance Education (ICDE) was formed to develop the Follow-up Report in the 2010-2011 academic year. The ICDE developed the Report in four parts: resolution of recommendation; evaluation of progress with defined short term and long term goals; evidence links of documents, presentations, and meeting minutes; and additional plans. Dr. Timm and the ICDE vetted the Report through the shared governance committees. This extensive document provides for evaluation of online student learning experiences, our academic and student services experiences, and protocols and strategic goals to support distance education student success. Protocols were included to establish a cost center for Distance Education in Spring 2011 which is funded in the 2011-2012 budget. The Committee will review the ACCJC's response before developing the Substantive Change Report to continue defining the plan for long term goals.

- 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

Motion Steck / Second Brown / Carried

2011-2012/43

- Q. INFORMATION: Maurine Church Coburn School of Nursing (MCCSN) Accreditation Self-Study Executive Summary. INFORMATION

Cheryl Jacobson, MS, RN, CS, Director of MCCSN, reported that every eight years the Nursing School has a site visit to continue accreditation by the National League for Nursing Accrediting Commission (NLNAC). This year's site visit is October 18-20, and the public is invited to attend the visiting team public forum on October 19 at 4:00pm in NU101. The Board was provided the Self-Study Executive Summary as an overview of the governance structure of the MCCSN, the history of the nursing education unit, a summary of standards and criteria, analysis and summary of strengths and areas needing development, and future plans. The full Self-Study Report provides a comprehensive analysis of how the MCCSN meets the six standards for accreditation required by the National League for Nursing. The California Board of Registered Nursing is also scheduled for a site visit in December to continue accreditation from the BRN. Cheryl and Laura Loop, MSN, RN, Assistant Director of MCCSN, were commended by the Board, noting that in the last nursing class 35 of 36 nursing students passed the National Council Licensing Examination (NCLEX). Dr. Garrison highlighted pages 7-8 of the Executive Summary on the commendable strengths of the nursing program and its unique partnership with CHOMP.

- R. INFORMATION: Calendar of Events. INFORMATION

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

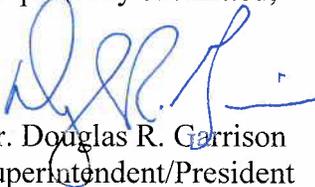
- Closed Session, 1:30pm, Stutzman Seminar Room, Library and Technology Center
- Regular Meeting, 3:00pm, Sam Karas Room, Library and Technology Center

- 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** – Chair Davis adjourned the Regular Meeting at 5:11pm.

9. **CLOSED SESSION** – not required.

Respectfully submitted,



Dr. Douglas R. Garrison
Superintendent/President