

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

REGULAR BOARD MEETING

1:30pm, Closed Session, Classroom MA 104, Marina Education Center
3:00pm, Regular Meeting, Classroom MA 402, Marina Education Center
289 12th Street, Marina CA 93933
www.mpc.edu/GoverningBoard

WEDNESDAY, JANUARY 23, 2013

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 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 Performance Evaluations (Government Code Section 54957)

Faculty: American Sign Language, Art History, Chemistry, Child Development, Computer Science and Information Systems (CSIS), English, History, Mathematics, Medical Assisting, Microbiology, Political Science, Psychology, and Sociology.

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

a) Agency Negotiators: Stephen Ma and Barbara Lee

b) Employee Organizations: MPCTA/CTA/NEA and MPCEA/CSEA

3) Conference with Legal Counsel - Existing Litigation

(Government Code Section 54956.9 (a)): Name of case: Howard Jarvis Taxpayers

Association, et al vs. MPC, et al, Monterey County Superior Court Case No. GNM120520

4) Public Employee Performance Evaluation: Superintendent/President

E. Reconvene to Regular Board Meeting and Roll Call

F. Report of Action Taken In Closed Session

G. Approval of Agenda

The Board will take action to approve the Agenda. Agenda items may be rearranged here. If there are any urgent items that arose after the 72-hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3-majority vote is required.)

2. RECOGNITION

A. Acknowledgement of Visitors

B. Moment of Silence:

- 1) Student Sara Jean Blakely, aka Sara Rowe, deceased December 2, 2012.
- 2) Former Instructor Peter Stuber, deceased December 27, 2012.

C. Recognition:

- 1) Ms. Shawn Anderson, Executive Assistant to the Superintendent/President and the Governing Board

3. COMMUNICATIONS

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. Comments from the Public

B. Written Communications:

- 1) MPC Press Release: Farewell to Dr. Doug Garrison
- 2) Letter from Sheila Johnson, RN, thanking MPC President Dr. Walt Tribley and Board Members for “the high quality of education available at our beloved Monterey Peninsula College” and specifically acknowledging the high quality of instruction she received from instructors Tuyen Nguyen and John Provost.
- 3) Holiday Greetings from the Monterey Museum of Automotive Arts.
- 4) Proclamation for Carla Robinson from 2012 Board Chair, Dr. Loren Steck, on behalf of MPC.
- 5) Letter from Nancy A. Martin, Executive Director of Monterey County Business Council (MCBC), to Dr. Walt Tribley congratulating him on the selection of MPC as one of MCBC’s 2013 Economic Vitality Award recipients to be awarded at the 17th Anniversary Gala and Annual Economic Vitality Awards ceremony at Hyatt Regency Monterey on February 2nd.

MPC All User Emails:

- 1) Email from Dr. Doug Garrison: December 12, 2012 Farewell Edition of MPC Notes
- 2) Email from Carla Robinson, Executive Assistant to Dr. Doug Garrison: Announcement of the 2013 Governing Board Meeting Calendar approved at its Regular Meeting on December 12, 2012, Charles Brown as the Governing Board’s new chair, Dr. Loren Steck as the Governing Board’s Vice Chair, and the arrival of new Superintendent/President Dr. Walter Tribley on December 17, 2012.
- 3) Email from Carlis Crowe-Johns, Human Resources Administrative Assistant, on behalf of HR Analyst Kali Viker: Notice of Employment Opportunity for a part-time Instructional Specialist in the Reading Center.
- 4) Email from Carlis Crowe-Johns, Human Resources Administrative Assistant, on behalf of HR Analyst Kali Viker: Notice of Employment Opportunity for a Full-Time, Tenure Track Reading/Writing Instructor.

- 5) Email from Carlis Crowe-Johns, Human Resources Administrative Assistant, on behalf of HR Analyst Kali Viker: Notice of Employment Opportunity on behalf of the MPC Foundation for a full-time Executive Director.
- 6) Email from Carlis Crowe-Johns, Human Resources Administrative Assistant, on behalf of HR Analyst Kali Viker: Notice of Employment Opportunity for full time, tenure track faculty positions starting in Fall 2013 (Counselor, Digital Services Librarian, Human Physiology Instructor, Mathematics Instructor, Mathematics Learning Center Coordinator, Reading/Writing Instructor).
- 7) Email from Dr. Nancy Kotowski, Monterey County Superintendent of Schools regarding the review of the CSBA's School Safety resource Web Page.
- 8) Email from Sigrid Klein, Administrative Assistant to the VP of Student Services: Reminder regarding the Karl S. Pister Scholarship deadline.
- 9) Email from Paige Marlatt Dorr, California Community Colleges' Director of Communications: Announcement of priority enrollment changes approved by the California Community Colleges Board of Governors in September 2012 for implementation in the fall of 2014.
- 10) Press Release from California Community Colleges Chancellor Brice W. Harris praising Governor Jerry Brown for his leadership in passing Proposition 30 and for including additional funding for community colleges in his proposed 2013-14 budget.
- 11) Email from Brice Harris celebrating Governor Brown's January Budget Proposal.
- 12) Email from Dr. Walter Tribley welcoming Shawn Anderson as the new Executive Assistant to the Superintendent/President and the Governing Board.

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

- 1) *The Herald* on December 10, 2012 and December 13-19, 2012: Human Resources Ads for MPC Foundation Executive Director.
- 2) *The Herald* on December 13, 2012: Ad for MPC Dance Studio Concert on December 14, 2012 at 7:30 pm.
- 3) Monterey County Business Council "Friday Facts" email blast includes a feature announcing Dr. Walt Tribley as MPC's new Superintendent/President as of December 17, 2012.
- 4) *The Herald* on December 14, 2012: Obituary for former MPC student Sara Jean Blakely, aka Sara Rowe.
- 5) *The Herald* on December 24, 2012: School Bytes blog noting Dr. Doug Garrison's nomination for the 2013 Harry Buttimer award.
- 6) *The Herald*: Obituary for former MPC Instructor Peter Stuber.
- 7) *The Herald* on January 5, 2013: Announcement in "Sports Local Roundup" that four MPC members were named to the Region III All-California football first team.
- 8) *The Herald* on January 6, 2013: Ad for Full-Time, Tenure Track Faculty for the Fall of 2013 (Counselor, Digital Services Librarian and Governing Board, Human Physiology Instructor, Mathematics Instructor, Mathematics Learning Center Coordinator, Reading/Writing Instructor) and Part-Time Faculty for the Spring of 2013 (Business, Dance, English, History, Photography, Spanish, and all other disciplines). Also an ad for Gentrain Society Lecture (in MPC LF 103), "Baroque Era Performance Practices for Modern Listeners" by Dr. Todd Samra, Director of Music at All Saints' Episcopal Church in Carmel.
- 9) *The Herald* on January 7, 2013: Article introducing Dr. Walt Tribley as the new Superintendent/President of MPC, focusing on his background and on his goals for MPC.
- 10) *The Herald* on January 7, 2013: Ad for Continuing Education (Computer Skills, Film, Personal Development, Literature, Photography, and Job Training) at MPC.
- 11) *The Herald* on January 10, 2013: Announcement in "Sports Local Roundup" that MPC's women's basketball team opened up its Coast Conference South Division season on January 9 with a 59-52 win over Ohlone College Renegades and that MPC's men's basketball team also won their Coast Conference opener against Gavilan 64-21. The Lobos will face De Anza College in Cupertino on Friday. Barbara Rose Shuler announced

the “Young Mozart” concert performances by Ensemble Monterey Chamber Orchestra, conducted by John Anderson and presented at MPC and Cabrillo College.

- 12) *The Herald's* GO! (January 10-16, 2013): Article announcing a book launch party for “The Inherited Heart,” a memoir written by former MPC instructor Bill Minor.
- 13) *The Herald* on January 11, 2013: Article regarding Governor Jerry Brown’s budget.
- 14) *The Herald* on January 14, 2013: Obituary for former MPC Instructor Ron James, ad for Gentrain Society Lecture (in MPC LF 103), “Following Papyrus: Studying Trade Networks in the Ancient Mediterranean World and Beyond,” and piece by John Devine regarding former MPC student and basketball player, Andrew Young.

C. Reports and Presentations:

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

- 1) Institutional Report: Update on SB 1440, the Transfer Act, Michael Gilmartin and Carsbia Anderson
- 2) Superintendent/President’s Report, Dr. Walter Tribley
- 3) Vice Presidents’ Reports: Steve Ma, Dr. Céline Pinet, and Carsbia Anderson
- 4) Academic Senate Report: No report
- 5) MPCEA Report, Loran Walsh, President
- 6) MPCTA Report, Mark Clements, President
- 7) ASMPAC Report, Matthew Ganier, Director of Representation
- 8) College Council Report, Dr. Alan Haffa or Stephanie Perkins, Co-chairs
- 9) MPC Foundation, Sharon Crino, Interim Executive Director
 - a) Executive Director Report
 - b) Monthly Donations \$101,582.34
- 10) Governing Board Reports
 - a) CHS Report
 - b) Trustee Reports
- 11) Legislative Advocacy Report, Dr. Walter Tribley:
 - a) CCC Chancellor’s Office Press Release: CCC Chancellor lauds Gov. Brown’s budget proposal. The proposal provides increases in several areas of the budget and earmarks funding for online education noting that 27% of CCC students take at least one online course. / January 11.
- 12) Special Report – Bond Update Reports, Joe Demko, Kitchell
 - 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 Meetings on November 28 and December 12, 2012.
- 2) That the Governing Board accept gifts donated to the college with appropriate acknowledgement to donors.

3) That the December supplemental payroll in the amount of \$63,436.19; and the December regular payroll-classified in the amount of \$775,717.36 and the January regular payroll-certificated in the amount of \$1,423,910.93; and the January supplemental payroll in the amount of \$45,635.80; for a total payroll of \$2,308,700.28, be approved.

4)

a) That Commercial Warrants for November 2012:

Number 12963112 through Number 12963132	\$ 63,361.13
Number 12963886 through Number 12963972	\$ 977,484.34
Number 12964651 through Number 12964681	\$ 231,908.87
Number 12965015 through Number 12965042	\$ 123,613.55
Number 12965644 through Number 12965681	\$ 90,545.48
Number 12966655 through Number 12966670	\$ 624,270.47
Number 12967304 through Number 12967305	<u>\$ 7,559.51</u>
in the amount of.....	\$2,118,743.35

be approved.

b) And that Commercial Warrants for December 2012:

Number 12967721 through Number 12967778	\$ 211,961.91
Number 12968569 through Number 12968585	\$ 596,175.00
Number 12969179 through Number 12969200	\$ 66,914.92
Number 12969635 through Number 12969717	<u>\$ 701,004.44</u>
in the amount of.....	\$1,576,056.27

be approved.

5)

a) That November 2012 Purchase Orders, Numbers 130544 to 130613, in the amount of \$220,031.46, be approved.

b) That December 2012 Purchase Orders, Numbers 130614 through 130654, in the amount of \$183,181.78, be approved.

6) That the following budget increases in the Restricted General Fund be approved:

Net increase in the 1000 (Certificated Salary) Object expense	\$ 3,300.00
Net increase in the 2000 (Classified Salary) Object expense	\$ 2,985.00
Net increase in the 3000 (Benefits) Object expense	\$ 1,271.00
Net increase in the 4000 (Supplies) Object expense	\$ 231.00
Net increase in the 5000 (Other/Services) Object expense	\$ 19,269.00
Net increase in the 7000 (Other Outgo) Object expense	\$ <u>1,560.00</u>
Total increase in funds received for FY 2012-2013.....	\$ 28,616.00

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

Net increase in the 1000 Object expense category	\$ 1.00
Net increase in the 2000 Object expense category	\$ 320.00
Net increase in the 4000 Object expense category	\$ 4,700.00
Net decrease in the 5000 Object expense category	\$ 4,021.00
Net decrease in the 7000 Object expense category	\$ 1,000.00

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

Net increase in the 2000 Object expense category	\$ 5,693.00
Net decrease in the 3000 Object expense category	\$ 4,230.00
Net increase in the 4000 Object expense category	\$ 862.00
Net decrease in the 5000 Object expense category	\$ 2,325.00

- 9) That the following budget increases in the Child Development Fund be approved:
- | | |
|--|---------------------|
| Net increase in the 2000 (Classified Salary) Object expense category | \$ 16,147.00 |
| Net increase in the 3000 (Benefits) Object expense category | \$ 897.00 |
| Net increase in the 5000 (Other/Services) Object expense category | \$ 1,000.00 |
| Net increase in the 7000 (Other Outgo) Object expense category | \$ <u>31,956.00</u> |
| Total increase in revenue and matching expenses, to reflect funds received for FY 2012-2013: | \$ 50,000.00 |
- 10) That the following budget increases in the Capital Outlay Fund 01 be approved:
- | | |
|--|------------------|
| Net increase in the 4000 (Supplies) Object expense category | \$ 16,466.00 |
| Net increase in the 5000 (Other/Services) Object expense category | \$ <u>803.00</u> |
| Total increase in funds carried forward from FY 2011-2012 to FY 2012-2013: | \$ 17,269.00 |
- 11) That the following budget adjustments in the Capital Outlay Fund 14 be approved:
- | | |
|---|-------------|
| Net decrease in the 5000 (Other/Services) Object expense category | \$ 2,252.00 |
| Net increase in the 6000 (Capital Outlay) Object expense category | \$ 2,252.00 |

B. Management Personnel:

- 12) That the Governing Board approve the following items:
- a) Employment of Shawn Anderson, Executive Assistant to the Superintendent/President and the Governing Board, Office of the President, 40 hours per week, 12 months per year effective January 24, 2013.
 - b) Resignation for the purpose of retirement of Natalie Rodda, Program Coordinator, Fire Academy, 40 hours per week, 12 months per year, effective at the end of the day June 28, 2013.

C. Faculty Personnel:

- 13) That the Governing Board approve the following items:
- a) Grant Course Specific Equivalency to Marcus Evans to teach AUTO 100: Introduction to Automotive Technology effective Spring 2012.
 - b) Grant Course Specific Equivalency to Brian Schlining to teach CSIS 10A: Beginning Programming, and CSIS 10B: Advanced Programming effective Spring 2013.
 - c) Grant Equivalency to Minimum Qualifications to Kari Galer to teach Child Development, effective Spring 2013.
 - d) Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Spring 2013.

D. Classified Personnel:

- 14) That the Governing Board approve the following items:
- a) Employment of Alyssa Huerta, Matriculation Services Specialist, Senior, Student Services, 40 hours per week, 12 months per year, effective January 24, 2013.
 - b) Employment of Linda Kloth, Instructional Specialist, Reading Center, 18 hours per week, 8.5 months per year, effective January 24, 2013.
 - c) Resignation of Jamie Malos, Instructional Specialist, English & Study Skills Center, 18 hours per week, 7 months & 19 days per year, effective at the end of the day, January 2, 2013.

E. Short Term and Substitute Personnel:

- 15) 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 2012-2013 Monthly Financial Reports for the period ending December 31, 2012, prior to year-end closing be accepted.
- B. BE IT RESOLVED, that the 2013-2014 nonresident tuition rate for the District be established in accordance with ECS 76140 at \$184 per semester unit.
- C. BE IT RESOLVED, that the Governing Board approve the contract with Keygent LLC as the Disclosure Dissemination Agent for MPC's general obligation bonds.
- D. BE IT RESOLVED, that the Governing Board approve the contract with Keygent Advisors as the Structuring and Pricing Consultant on the proposed 2013 bond refunding.
- E. BE IT RESOLVED, that the Governing Board authorize the District to file a Notice of Completion of Contract with the County of Monterey for the Child Development Center Shade Structure Project, DSA Application No. 01-112797, File No. 27-C1.
- F. BE IT RESOLVED, that the Governing Board approve the awarding of the Lighting Equipment for the newly renovated Theater Building to Entertainment Lighting Services in the amount of \$ 150,136.92.
- G. BE IT RESOLVED, that the Governing Board approve the appointment of Dr. Walter Tribley (Superintendent/President) as the District's alternate representative to the Bay Area Community College District's Pool-JPA for Property and Liability, for Monterey Peninsula College.
- H. BE IT RESOLVED, that the Governing Board approve Dr. Walter Tribley, Superintendent/President, and Mr. Stephen Ma, Vice President for Administrative Services, to be authorized signatories for all expenditure warrants, contracts, and other official documents on behalf of Monterey Peninsula Community College District, as requested by the Monterey County Office of Education.
- I. BE IT RESOLVED, that the Governing Board approve Dr. Walter Tribley, Superintendent/President, Stephen Ma, Vice President for Administrative Services, and Rosemary Barrios, Controller, to be authorized signatories for the bankcard accounts maintained by Monterey Peninsula College at Union Bank (formerly Santa Barbara Bank and Trust), as requested by the Monterey County Office of Education.
- J. BE IT RESOLVED, that the following courses be approved:
- ANTH 15, Introduction to Language and Culture
 - PERS 10, Orientation to College
 - PSYC 10, Introduction to Research Methods in Psychology
 - THEA 15D, Contemporary Acting Techniques
 - THEA 18C, Advanced Directing
 - THEA 40A, Main Stage Production – Comedy
 - THEA 40B, Main Stage Production – Dramatic
 - THEA 40C, Main Stage Production – Classical
 - THEA 40D, Main Stage Production – Original Experimental

- K. BE IT RESOLVED, that the Governing Board approve the Institutional Midterm Report for submission to the Accrediting Commission for Community and Junior Colleges.
- L. BE IT RESOLVED, that the Governing Board receive the District's annual Financial Audit Report for the fiscal year ended June 30, 2012.
- M. BE IT RESOLVED, that the Governing Board receive the District's Measure I General Obligation Bonds Performance Audit and Independent Auditors' reports for the fiscal year ended June 30, 2012.
- N. BE IT RESOLVED, that the Governing Board adopt the following resolution designating the payment of employee CalPERS contributions for only those management, confidential, supervisory personnel and classified employees who do not meet the CalPERS definition of "new members" effective January 1, 2013.
- O. BE IT RESOLVED that the Governing Board nominates _____ to be a candidate for the California Community College Trustees Board.
- P. BE IT RESOLVED that the Governing Board adopt the Proposed Monterey Peninsula College Governing Board Goals for 2013.
- Q. INFORMATION: Calendar of Events.

6. ADVANCE PLANNING

- A. Regular Board Meeting Wednesday, February 27, 2013, at PSTC, Seaside:
 - Closed Session, 1:30pm, Classroom _____, Public Safety Training Center
 - Regular Meeting, 3:00pm, Classroom _____, Public Safety Training Center
- B. Regular Board Meeting Wednesday, March 27, 2013, at MPC:
 - Closed Session, 1:30pm, Stutzman Room, Library and Technology Center
 - Regular Meeting, 3:00pm, Sam Karas Room, Library and Technology Center
- C. Future Topics:

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/GoverningBoard.

Posted January 17, 2013