

# Monterey Peninsula Community College District

## Governing Board Agenda

December 12, 2012

Consent Agenda Item No. A.1

Superintendent/President  
Office

**Proposal:**

That the Governing Board accept and acknowledge the following donations to Monterey Peninsula College.

**Background:** The following donations have been made to Monterey Peninsula College:

- Kim Herndon                      Donation of book to the Library
- Charles Page                      Donation of 59 books to the Library

**Budgetary Implications:**

None.

**RESOLUTION: BE IT RESOLVED**, that the Governing Board accept the gifts donated to the College with appropriate acknowledgement to the donors.

**Recommended By:** Dr. Douglas Garrison, Superintendent/President

**Prepared By:**   
Carla Robinson, Executive Assistant to Superintendent/President and the Governing Board

**Agenda Approval:**   
Dr. Douglas Garrison, Superintendent/President

# Monterey Peninsula Community College District

## Governing Board Agenda

December 12, 2012

Consent Agenda Item No. A.2

Fiscal Services  
College Area

### Proposal:

Approve the November regular payroll. Approve November 30<sup>th</sup> payroll.

### Background:

November 30, 2012	Regular Payroll	<u>\$ 2,188,544.46</u>
Total		\$ 2,188,544.46

### Budgetary Implications:

Budgeted.



**RESOLUTION: BE IT RESOLVED**, that the:

November regular payroll in the amount of \$2,188,544.46  
for a total payroll of \$2,188,544.46 be approved.

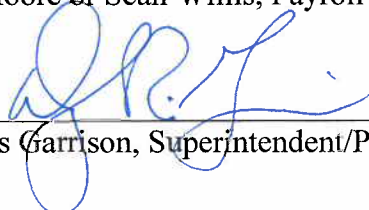
Recommended By:

  
\_\_\_\_\_  
Stephen Ma, Vice President, Administrative Services

Prepared By:

   
\_\_\_\_\_  
Michelle Moore or Sean Willis, Payroll Analyst    Rosemary Barrios, Controller

Agenda Approval:

  
\_\_\_\_\_  
Dr. Douglas Garrison, Superintendent/President

# Monterey Peninsula Community College District

## Governing Board Agenda

December 12, 2012

Consent Agenda Item No. B

Human Resources  
College Area

### Proposal:

To approve the Faculty personnel actions shown in the table below.

Item	Action	Details	Fiscal Implication
a)	Resignation for the Purpose of Retirement	Resignation of Richard Weigle, effective at the end of the day June 29, 2013, for the purpose of retirement, and confer upon him the title of Professor Emeritus. Mr. Weigle has served as a faculty member since 1989.	Included in budget
b)	Recruitments	Authorize the recruitment for a full-time, tenure track Counselor, Supportive Services to replace Richard Weigle.	Included in budget; funded by DSPS (90%) and CalWorks (10%)
c)	Employment (list attached)	Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Fall 2012.	Included in budget

### Budgetary Implications:

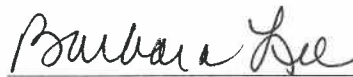
See Table.



### RESOLUTION: BE IT RESOLVED, that the Governing Board approve the following items:

- a) Resignation of Richard Weigle, effective June 29, 2013, for the purpose of retirement, and confer upon him the title of Professor Emeritus.
- b) Authorize the recruitment for Counselor, Supportive Services.
- c) Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Fall 2012.

Recommended By:



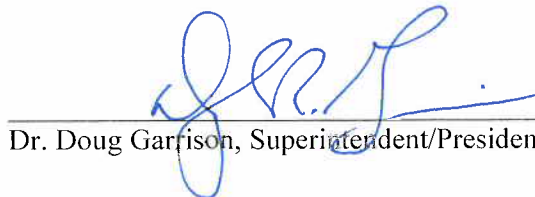
Barbara Lee, Associate Dean of Human Resources

Prepared By:



Kali F. Viker, Human Resources Analyst

Agenda Approval:



Dr. Doug Garrison, Superintendent/President

**Monterey Peninsula College**  
**Part-time, substitute, and/or overload**  
Fall 2012 - December

**B2-Teaching Without Benefits**

Araghi	Massoud	FACD
Bulut	Murat	PHYS
Dias	James	FIRE
High	Dennis	PHOT

**C1-Non-Teaching With Benefits**

Singh	Damanjit	CSIS
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# Monterey Peninsula Community College District

## Governing Board Agenda

December 12, 2012

Consent Agenda Item No. C

Human Resources  
College Area

**Proposal:**

To approve the Classified personnel actions listed in the table below.

**Background:**

Item	Action	Details	Fiscal Implication
a)	Employment	Employment of _____, Matriculation Services Specialist, Senior, Student Services, 40 hours per week, 12 months per year, effective _____.	Included in budget
b)	Employment	Employment of _____, Instructional Specialist, Adaptive Physical Education, Student Supportive Services, 18 hours per week, 7 months and 18 days per year, effective _____.	Included in budget
c)	Employment	Employment of _____, Instructional Specialist, Adaptive Physical Education/ Supportive Services, Student Supportive Services, 18 hours per week, __ months per year, effective _____.	Included in budget
d)	Employment	Employment of _____, Library Specialist-Interlibrary Loans, Periodicals & Circulation Desk, Library, 40 hours per week, 12 months per year, effective _____.	Included in budget
e)	Employment	Employment of _____, Instructional Specialist, English & Study Skills Center, 18 hours per week, 7 months and 19 days per year, effective _____.	Included in budget
f)	Resignation for the purpose of retirement	Resignation for the purpose of retirement of Elsa Sandoval, Information Systems Specialist, Information Systems, 40 hours per week, 12 months per year, effective at the end of the day December 30, 2012.	N/A

**Budgetary Implications:**

See table.



**RESOLUTION: BE IT RESOLVED,** that the Governing Board approve the following items:

- a) Employment of \_\_\_\_\_, Matriculation Services Specialist, Senior, Student Services, 40 hours per week, 12 months per year, effective \_\_\_\_\_.
- b) Employment of \_\_\_\_\_, Instructional Specialist, Adaptive Physical Education, Student Supportive Services, 18 hours per week, 7 months and 18 days per year, effective \_\_\_\_\_.

- c) Employment of \_\_\_\_\_, Instructional Specialist, Adaptive Physical Education/ Supportive Services, Student Supportive Services, 18 hours per week, \_\_ months per year, effective \_\_\_\_\_.
- d) Employment of \_\_\_\_\_, Library Specialist- Interlibrary Loans, Periodicals & Circulation Desk, Library, 40 hours per week, 12 months per year, effective \_\_\_\_\_.
- e) Employment of \_\_\_\_\_, Instructional Specialist, English & Study Skills Center, 18 hours per week, 7 months and 19 days per year, effective \_\_\_\_\_.
- f) Resignation for the purpose of retirement of Elsa Sandoval, Information Systems Specialist, Information Systems, 40 hours per week, 12 months per year, effective at the end of the day December 30, 2012.

**Recommended By:** Barbara Lee  
Barbara Lee, Associate Dean of Human Resources

**Prepared By:** Kali F. Viker  
Kali F. Viker, Human Resources Analyst

**Agenda Approval:** Dr. Douglas Garrison  
Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

December 12, 2012
Board Meeting Date

Consent Agenda Item No. D

Human Resources
College Area

Proposal:

To approve the employment of the individuals on the attached list for short term and substitute assignments.

Background:

Education Code 88003 authorizes the Governing Board to hire short term and substitute employees to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Employment of the individuals on the attached list is consistent with District policy and Education Code provisions.

Budgetary Implications:

The cost to employ short term and substitute employees is included in division/department budgets.

[X] Resolution: BE IT RESOLVED, 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.

Recommended By: Barbara Lee
Barbara Lee, Associate Dean of Human Resources

Prepared By: Kali F. Viker
Kali F. Viker, Human Resources Analyst

Agenda Approval: Dr. Douglas Garrison, Superintendent/President

**MONTEREY PENINSULA COLLEGE**

**SHORT TERM AND SUBSTITUTE EMPLOYEES**

BOARD AGENDA: 12-Dec-12

**ADMINISTRATION**

LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES		HOURS
				FROM:	TO:	
Deschenes	Allen	Substitute-Security Officer	\$13.95	11/19/12	11/21/12	24 Total Hrs.
Rivas	Albert	Substitute-Security Officer	\$13.95	11/30/12	11/30/12	10 Total Hrs.
Deschenes	Allen	Substitute-Security Officer	\$13.95	11/29/12	11/30/12	13 Total Hrs.

**ACADEMIC AFFAIRS**

LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES		HOURS
				FROM:	TO:	
Mettler	Greg	Professional Expert	\$418.00	11/06/12	11/08/12	Flat Rate

**STUDENT FINANCIAL AID**

LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES		HOURS
				FROM:	TO:	
Dimas	Irma	Substitute- Student Fin Serv Outreach Advisor	\$17.85	12/05/12	12/20/12	25-30 Hrs. Per Wk
Dimas	Irma	Substitute- Student Fin Serv Outreach Advisor	\$17.85	01/02/12	01/31/12	25-30 Hrs. Per Wk



# Monterey Peninsula Community College District

## Governing Board Agenda

December 12, 2012

Consent Agenda Item No. E

Superintendent/President  
Office

### Proposal:

That the Governing Board accept the attached new or revised Board Policies.

### Background:

At the May 23, 2012 Regular Board Meeting, MPC agreed to a new approach for revising Board policies which is to adopt the policy subscription service from the Community College League of California (CCLC) in its entirety. The acceptance of the CCLC policy manual is advised to safeguard the District and avoid the need for review of language modifications by legal counsel. The suggested timeline for adoption by chapter and presentation on the Board's Consent Agenda is:

September 2012	Chapter 1	The District	Dr. Doug Garrison/Carla Robinson
October 2012	Chapter 2	Board of Trustees	Dr. Doug Garrison/Carla Robinson
November 2012	Chapter 6	Business & Fiscal Affairs	VP Steve Ma/Suzanne Ammons
February 2013	Chapter 4	Academic Affairs	VP Celine Pinet/Leslie Procive
March 2013	Chapter 5	Student Services	VP Carsbia Anderson/Sigrid Klein
April 013	Chapter 7	Human Resources	Barbara Lee, Associate Dean, Human Resources
May 2013	Chapter 3	General Institution	PVP/Assistants


### Budgetary Implications:

None.

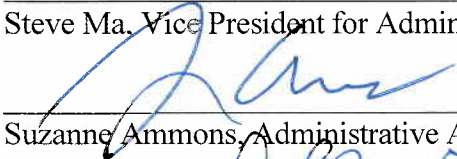
**RESOLUTION: BE IT RESOLVED**, that the Governing Board accept the attached new or revised Board Policies:

BP 6330 Purchasing  
BP 6340 Bids and Contracts  
BP 6459 Wireless or Cellular Phone Use

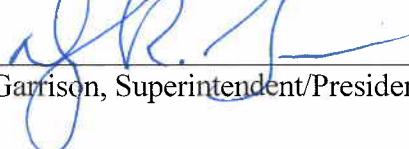
### Recommended By:

  
\_\_\_\_\_  
Steve Ma, Vice President for Administrative Services

### Prepared By:

  
\_\_\_\_\_  
Suzanne Ammons, Administrative Assistant, Administrative Services

### Agenda Approval:

  
\_\_\_\_\_  
Dr. Douglas Garrison, Superintendent/President

## MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

### BP 6330 Purchasing

#### References:

Education Code Section 81656;  
Public Contract Code Section 20650

<b>Note:</b> This policy is legally required.
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The Superintendent/President or designee is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Public Contract Code Section 20651 as amended from time to time.

All such transactions shall be reviewed by the Board every 60 days.

Board Approved December 2012  
Former BP #2130 Purchasing  
See AP #6330

## MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

### BP 6340 Contracts

#### References:

Education Code Sections 81641 et seq.;  
Public Contract Code Sections 20650 et seq.

<b>Note:</b> This policy is legally required.
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The Board delegates to the Superintendent/President or Vice President for Administrative Services the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contract Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

If the Superintendent/President or Vice President for Administrative Services concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contract Code Section 20652, the Superintendent/President or Vice President for Administrative Services is authorized to proceed with a contract.

Board Approved December 2012  
Former BP #2132 Bids and Contracts  
See AP #6345

## MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

### BP 6450 Wireless or Cellular Telephone Use

#### References:

Vehicle Code Sections 12810.3, 23123, and 23124;  
Internal Revenue Code (I.R.C.) Sections 274(d)(4) and 280F(d)(4)

**NOTE:** *This policy is legally advised.*

The Superintendent/President shall determine if it is in the best interests of the District to provide a cellular or wireless phone at District expense.

Cellular telephones provided by the District for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee's gross income.

The value of a cellular telephone provided by the District primarily for non-compensatory business purposes is excludable from an employee's income. Record keeping of business and personal use of District-issued cellular telephones shall not generally be required when the telephones are issued for non-compensatory business reasons.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device and shall comply with all requirements of California law regarding the use of wireless or cellular telephones in vehicles.

There shall be no expectation of privacy in the use of a District-issued cellular telephone.

Board Approved December 2012  
See AP 6450