

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

**REGULAR BOARD MEETING**

**WEDNESDAY, JULY 22, 2015**

11:00am, Closed Session: Classroom MA402, Education Center at Marina  
1:30pm, Regular Meeting (Business): Classroom MA404, Education Center at Marina  
3:00pm, Regular Meeting (Reports): Classroom MA404, Education Center at Marina

980 Fremont Street, Monterey CA 93940

<http://www.mpc.edu/about-mpc/leadership/board-of-trustees>

**MINUTES**

- 1. CALL TO ORDER** – Chair Rick Johnson called the meeting to order at 11:00 a.m.
- 2. ROLL CALL**  
Mr. Rick Johnson, Chair  
Dr. Loren Steck, Vice Chair  
Mr. Charles Brown, Trustee  
Dr. Margaret-Anne Coppernoll, Trustee  
Ms. Marilyn Dunn Gustafson, Trustee  
Dr. Walter Tribley, Superintendent/President
- 3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS** - None
- 4. CLOSED SESSION**
  - A. Conference with Legal Counsel – Existing Litigation (Government Code Section 54956.9(a))  
Name of Case: Coppernoll v. Monterey Peninsula College, et al, Case No. M117870
  - B. Conference with Labor Negotiators (Government Code Section 54957.6)
    - a) Employee Organization: MPCEA/CSEA
    - b) Agency Representatives: Susan Kitagawa and Larry Walker
  - C. Conference with Legal Counsel – Existing Litigation (Government Code Section 54956.9(a))
    - a) Name of Case: Grievance by Monterey Peninsula College Teachers’ Association regarding May 24, 2012 Tentative Agreement
  - D. Conference with Labor Negotiators (Government Code Section 54957.6)
    - a) Employee Organization: MPCTA/CTA
    - b) Agency Representatives: Susan Kitagawa, David Brown, Michael Gilmartin, and Kiran Kamath
  - E. Public Employee Evaluation (Government Code Section 54957)  
Title: Superintendent/President
- 5. RECONVENE TO OPEN SESSION / CALL TO ORDER**
- 6. ROLL CALL** – Chair Johnson asked for Roll Call at 1:30 p.m.  
Present:  
Mr. Rick Johnson, Chair  
Dr. Loren Steck, Vice Chair  
Mr. Charles Brown, Trustee  
Dr. Margaret-Anne Coppernoll, Trustee  
Ms. Marilyn Dunn Gustafson, Trustee

Dr. Walter Tribley, Superintendent/President

Absent:

Mr. Stephen Lambert, Student Trustee

**7. PLEDGE OF ALLEGIANCE**

The Board of Trustees recited the Pledge of Allegiance.

- 8. REPORT OF ACTION TAKEN IN CLOSED SESSION** – Chair Johnson reported that the Board unanimously voted to accept a settlement of a pending grievance with MPCTA regarding the implementation of a tentative agreement for adjustments to the salary schedules. The Board will consider the revised salary schedules at its regular August meeting.

**9. APPROVAL OF AGENDA**

Motion Steck / Second Coppernoll / Carried.

2015-2016/01

Student Advisory Vote: ABSENT: Lambert

AYES: 5 MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck

NOES: 0 MEMBERS: None

ABSENT: 0 MEMBERS: None

ABSTAIN: 0 MEMBERS: None

**10. RECOGNITION**

A. Moment of Silence

- 1) Mr. David Gitin, former MPC Humanities Professor, deceased June 27, 2015.

B. Acknowledgement of Guests – None

**11. PUBLIC COMMENTS** – None

**12. CORRESPONDENCE AND PUBLICATIONS**

A. Written Communications

- 1) Letter to Dr. Walt Tribley from Ms. Karen Csejtey, Leadership Monterey Peninsula (LMP) Executive Director, thanking him for his keynote address at the LMP's Class of 2015 Graduation Celebration on June 11, 2015. / June 18, 2015.
- 2) Letter to Dr. Walt Tribley from Leon and Sylvia Panetta, chairs of the Panetta Institute for Public Policy. Mr. and Mrs. Panetta expressed their gratitude for Dr. Tribley's support of the Panetta Institute and for his presentation at the Institute's sixteenth annual *Education for Leadership in Public Service Seminar*. / June 26, 2015.

B. MPC All User Emails

- 1) Vicki Nakamura: "Citizens" Bond Oversight Committee Meeting Agenda for Monday, June 15, 2015"
- 2) Shawn Anderson: "MPC Regular Board Meeting, June 24"
- 3) Dr. Walter Tribley: "Invitation to July 13 Reception for Kiran Kamath, VP of Academic Affairs"
- 4) Gary Bolen: "MPC Theatre opens "SWEET CHARITY"
- 5) Dr. Walter Tribley: "Passing of David Gitin, Poet and Former MPC Professor"
- 6) Creative Writing Club of MPC: "Monterey Ghost Stories Wanted!"

- C. Articles Published in *The Herald*, *The Weekly*, *The Californian*, and Other Media
- 1) *Monterey Herald* / June 23, 2015: “Bears quarterback David Fales returns to his roots at MPC”
  - 2) *Monterey Herald* / June 24, 2015: “Greenfield High grad escaped the streets with football”
  - 3) *Monterey Herald* / June 29, 2015: “Former Carmel and MPC catcher Dominic Bifano gets baseball scholarship”
  - 4) *Monterey Herald* / Business Digest / July 8, 2015: “MPC names academic affairs VP”
  - 5) *Monterey Herald* / July 10, 2015: “Talented cast makes for a sweet ‘Charity’ ”

**13. CONSENT CALENDAR**

BE IT RESOLVED,

A. Routine Business Transactions, Annual Renewal of Programs, Bids, Agreements, Notice of Public Hearings and Proclamations:

- 1) That the Governing Board approves the minutes of the Regular Board meeting on June 24, 2015.
- 2) That the Governing Board accepts gifts donated to the College with appropriate acknowledgement to the donors.
- 3) That the June 30<sup>th</sup> payroll in the amount of \$1,850,975.93 and the July 10<sup>th</sup> payroll in the amount of \$47,316.05 be approved.
- 4) That Commercial Warrants:  
12159550 through 12159583, 12160236 through 12160252, 12161856 through 12161894, 12162589 through 12162670, 12163393 through 12163419, 12164123 through 12164167, 12166510 through 12166593, in the amount of \$1,412,921.51 be approved.
- 5) That Purchase Orders B1500836 through B1500864 in the amount of \$578,394.02 be approved.
- 6) That the following budget increases in the Restricted General Fund be approved:  
Increase of \$4,945 in funds received for FY 2014-2015.  
Increase of \$1,535 in funds carried forward from FY 2013-14 to FY 2014-15.
- 7) That the following budget adjustments in the Restricted General Fund be approved:

Net increase in the 1000 Object expense category	\$	215
Net increase in the 2000 Object expense category	\$	5,251
Net decrease in the 3000 Object expense category	\$	7,476
Net decrease in the 4000 Object expense category	\$	2,228
Net decrease in the 5000 Object expense category	\$	22,594
Net increase in the 6000 Object expense category	\$	26,832
- 8) That the following budget adjustments in the Unrestricted General Fund be approved:

Net increase in the 2000 Object expense category	\$	34,565
Net decrease in the 3000 Object expense category	\$	6,095
Net increase in the 4000 Object expense category	\$	2,834
Net decrease in the 5000 Object expense category	\$	14,286
Net increase in the 6000 Object expense category	\$	57,780
- 9) That the following budget adjustments in the Workers Comp Fund and the Self Insurance Fund be approved:

Fund 68 – Net decrease in the 7000 Object expense category	\$	597,000
Fund 35 – Net increase in the 8900 Object expense category	\$	597,000

B. Management Personnel

- 1) That the Governing Board approve the following item(s):
  - a) Increase in hours of Catherine Nyznyk, Director, Child Development Center, from full-time (exempt), 11 months per year, to full-time (exempt), 12 months per year, effective July 1, 2015.

C. Faculty Personnel

- 1) That the Governing Board approve the following item(s):
  - a) Each month, individuals are hired as part-time, substitute, and overload. The attached lists include hires for Summer 2015.

D. Classified Personnel

- 1) That the Governing Board approve the following item(s):
  - a) Increase in hours of Vicki Rhea, Administrative Assistant I, Access Resource Center, from 12 hours per week, 11 months per year, to 18 hours per week, 11 months per year, effective July 23, 2015.
  - b) Increase in hours of Melodie Bahou, Instructional Specialist, Supportive Services, from 18 hours per week, 7 months and 11 days per year, to 25 hours per week, 9 months and 16 days per year, effective July 23, 2015.
  - c) Resignation of Patricia Nelson, Instructional Specialist, Reading Center, 18 hours per week, 8 months and all days per year, effective at the end of the day, May 28, 2015.
  - d) Resignation of Raymond Porrez, Custodian, Facilities Department, 40 hours per week, 12 months per year, effective at the end of the day July 4, 2015.

E. Short Term and Substitute Personnel

- 1) 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.

Motion Steck / Second Coppernoll / Carried.

2015-2016/02

Student Advisory Vote:	ABSENT:	Lambert
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

**14. NEW BUSINESS**

- A. BE IT RESOLVED, that the 2014-2015 Monthly Financial Report for the period ending June 30, 2015 (prior to year-end closing entries) be accepted.

Motion Dunn Gustafson / Second Coppernoll / Carried.

2015-2016/03

Student Advisory Vote:	ABSENT:	Lambert
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

- B. BE IT RESOLVED, that the Quarterly Financial Status Report for the quarter ending June 30, 2015, as presented on form CCFS 311Q, be accepted and made part of the minutes of this meeting.

Motion Steck / Second Coppernoll / Carried.

2015-2016/04

Student Advisory Vote:		ABSENT:	Lambert
AYES:	5	MEMBERS:	Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS:	None
ABSENT:	0	MEMBERS:	None
ABSTAIN:	0	MEMBERS:	None

- C. BE IT RESOLVED, that the 2014-2015 Bond Expenditure Report for the period ending June 30, 2015, be accepted.

Motion Steck / Second Dunn Gustafson / Carried.

2015-2016/05

Student Advisory Vote:		ABSENT:	Lambert
AYES:	5	MEMBERS:	Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS:	None
ABSENT:	0	MEMBERS:	None
ABSTAIN:	0	MEMBERS:	None

- D. BE IT RESOLVED, that the Governing Board approve the agreement (No. CSPP-5284) with the California Department of Education for the purpose of providing child care and development services; and

BE IT FURTHER RESOLVED, that Laurence E. Walker, Interim Vice President of Student Services, and Dr. Walter A. Tribley, Superintendent/President, be authorized to sign contract documents for Fiscal Year 2015-16.

Motion Brown / Second Coppernoll / Carried.

2015-2016/06

Student Advisory Vote:		ABSENT:	Lambert
AYES:	5	MEMBERS:	Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS:	None
ABSENT:	0	MEMBERS:	None
ABSTAIN:	0	MEMBERS:	None

- E. BE IT RESOLVED, that the following new courses be approved:

New Courses:

MEDA 200	Basic Phlebotomy
MEDA 201	Advanced Phlebotomy
MEDA 202	Phlebotomy <b>Externship</b>

Motion Steck / Second Coppernoll / *Chair Steck revised his motion to correct the title of MEDA 202 from "Phlebotomy" to "Phlebotomy Externship"*. Carried.

2015-2016/07

Student Advisory Vote:	ABSENT:	Lambert
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

- F. BE IT RESOLVED, that the Governing Board adopt the electronic version of the 2015-2016 Monterey Peninsula College Catalog.

Motion Dunn Gustafson / Second Brown / Carried. 2015-2016/08

Student Advisory Vote:	ABSENT:	Lambert
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

- G. BE IT RESOLVED, that the Governing Board approve the one-time, off schedule restoration payment of 2.02%, equal to the furlough hours taken, to all classified employees employed between July 1, 2012 and June 30, 2013 based upon the gross salary paid by the District during this period.

Motion Coppernoll / Second Steck / Carried. 2015-2016/09

Student Advisory Vote:	ABSENT:	Lambert
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

- H. BE IT RESOLVED, that the Governing Board approve the one-time, off schedule restoration payment of 2.02%, equal to the furlough hours taken, to all Confidential employees employed between July 1, 2012 and June 30, 2013 based upon the gross salary paid by the District during this period.

Motion Coppernoll / Second Steck / Carried. 2015-2016/10

Student Advisory Vote:	ABSENT:	Lambert
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

- I. BE IT RESOLVED, that the Governing Board approve an expansion of the 5% stipend earned by an administrator serving on a District negotiating team, with the stipend to be applied for each team the administrator is a member of, effective July 1, 2015.

Motion Dunn Gustafson / Second Coppernoll / Carried. 2015-2016/11

Student Advisory Vote:	ABSENT:	Lambert
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck

NOES: 0 MEMBERS: None  
ABSENT: 0 MEMBERS: None  
ABSTAIN: 0 MEMBERS: None

- J. INFORMATION: Contract with American Fidelity to purchase services and access to the software program, Worxtime, for the 2015-2016 fiscal year.  
Ms. Susan Kitagawa, Associate Dean of Human Resources, reported that Worxtime, which was referred to MPC by the health insurance broker Alliant, will assist MPC to meet federally mandated reporting requirements of the Affordable Care Act (ACA). She explained that Worxtime, which is housed off-site, will allow MPC to monitor the work schedules of up to 600 employees and will identify those who are eligible for health benefits. She noted additional advantages of this service, including a reasonable price, assistance with report preparation, and the mitigation of the cost of human resources. / Dr. Tribley explained that although the \$6,000 cost of the service does not meet the minimum amount required for Board approval, he chose to bring this forward to the Board to ensure that the District and the campus is aware of the additional work and obligations related to the ACA.
- K. INFORMATION: Governing Board self-evaluation process for 2015  
Trustees Charles Brown and Marilynn Dunn Gustafson were identified to serve as an ad hoc subcommittee to work with Dr. Tribley on the Board self-evaluation process.
- L. INFORMATION: Calendar of Events  
Dr. Tribley highlighted Fall Flex Day on Thursday, August 20, 2015, as well as the special Board meeting scheduled for Monday, September 14, 2015.

**RECESS: 2:05-3:00 p.m.**

## **15. REPORTS AND PRESENTATIONS**

- A. Student Success and Achievement Report: “Student Success & Achievement Report Calendar”  
Dr. Tribley presented the [calendar](#) prepared by Dr. Rosaleen Ryan, Director of Institutional Research.
- B. Superintendent/President’s Report: Dr. Walter Tribley  
Dr. Tribley presented the MPC promotional video, “[Real Students, Real Stories](#),” which was produced by Terri DeBono and Steve Rosen of Mac + Ava Motion Pictures. He acknowledged Ms. Beccie Michael for her work with Mac + Ava, as well as the MPC Foundation, which provided most of the funding for the video. He reported that the video will be used to raise funds for MPC and to create TV commercials. He also noted that it will be posted on the MPC website and shown on Fall Flex Day. / Dr. Tribley reported that he will be engaging a consultant to perform an operations audit of MPC, which is supported by many at MPC, including the MPCTA.
- C. Academic Affairs Report: Ms. Kiran Kamath  
Ms. Kamath highlighted items from the [Academic Affairs report](#). She thanked her colleagues in Academic Affairs: Mr. Michael Gilmartin, Ms. Laura Franklin, Dr. Jon Knolle, and the faculty and division chairs for their work on the items included in her report, which she noted predate her start date at MPC. / A discussion ensued regarding the efforts being researched and undertaken to support basic skills students at MPC. Ms. Kamath explained the issues that negatively impact the success rate of basic skills students. She also spoke of the different methods that colleges are undertaking to address this issue, such as acceleration and alternate pathways. Ms. Franklin explained the methods that MPC has undertaken (and hopes to undertake) to provide extra support to basic skills students, including accelerated programs, supplemental instructional tutoring, pull-out tutoring in learning environments well-suited to basic skills students, and increasing the

duration of a beginning algebra course. Dr. Tribley noted that MPC also should examine CSUMB's methods, since CSUMB has experienced tremendous success with developmental math. / The Board engaged in a discussion regarding the accreditation site visit. Dr. Tribley reported that the Board will be provided with a training session to prepare for the visit. He noted that ACCJC President, Dr. Barbara Beno, will be invited to the training per Ms. Kamath's suggestion. The Board also will be shown the first draft of the standard for which they are responsible. / A discussion regarding MPC's transfer programs also ensued. Ms. Kamath reported that the development of transfer model curricula (TMCs) will be an on-going process and that community colleges will be asked to develop TMCs in alignment with the state. / Ms. Kamath was welcomed to MPC by the Board.

- D. Student Services Report: ~~Mr. Larry Walker~~ Ms. Cathy Nyznyk  
Ms. Nyznyk highlighted items from the [Student Services report](#).
- E. Academic Senate Report: Dr. Alfred Hochstaedter – No report.
- F. MPCEA Report: Mr. Kevin Haskin, Vice President – Mr. Haskin wasn't present to read his report. His report is available [online](#) via the Board of Trustees webpage.
- G. MPCTA Report: Ms. Paola Gilbert, President  
Ms. Gilbert thanked the Board for their approval of the retroactive salary adjustment. / She expressed concern that two recent grievances moved to the level of mediation, which she indicated was an unnecessary expense. She also stated her hope that the Board would investigate the reason for this escalation. / She expressed dissatisfaction with the communication between the District and the MPCTA. She also spoke of the importance of listening skills and prompt and honest communication. / She conveyed her belief that the MPCTA should have the opportunity to meet privately with the Board, outside of the monthly Board meetings. She reported that she will be researching the types of communication the MPCTA may have with the Board. / She spoke of the urgent need to hire a Vice President of Administrative Services at MPC. / She requested that the Board be fully involved in the future operations audit of MPC, including in the selection of the auditor. / Chair Johnson requested that Ms. Gilbert submit a written report to the Board for future Board meetings. / Ms. Kiran Kamath, Vice President of Academic Affairs, cautioned against the Board to getting too deeply involved in the operations of the institution, noting that it is one of the most common causes for sanctions by the Accrediting Commission for Community and Junior Colleges (ACCJC). A discussion ensued regarding the involvement of the Board in MPC operations, as well as the communication between the Board and the MPCTA. Dr. Tribley spoke of the Board's role and of the Superintendent/President's role as the Board's only employee, as well as the ACCJC's expectations for those roles.
- H. ASMPC Report: Mr. Stephen Lambert, Student Trustee – No report.
- I. College Council Report: Ms. Stephanie Perkins and Ms. Diane Boynton, Co-chair – No report.
- J. MPC Foundation
  - 1) Executive Director Report: Ms. Beccie Michael  
Ms. Michael highlighted items from the [Executive Director's report](#). / She also reported that three commercials have been created from the MPC promotional video produced by Mac + Ava Motion Pictures. The commercials will begin airing at the end of July. She also mentioned Dr. Tribley's plans for sharing the video with MPC, as well as their plans for sharing the video with the community. / She reported that the Foundation staff is scheduling a series of STEM grant meetings to assist MPC in developing proposals for two NSF grants. / She also reported back to the Board on their question from the June Board meeting regarding the investment of certain District Funds (Agency Funds) in the intermediate, as opposed to long-term, portfolio. She stated that Dr. Tribley has since directed the Foundation to invest

those funds in the long-term portfolio, which the Foundation is in the process of doing. / She reported that proceeds from the President's Circle Campaign currently total just over \$100,000. The goal is to raise \$250,000. / Ms. Michael was complimented on the collateral for the President's Circle Campaign. / Ms. Michael reported that the Foundation has applied to the Save Mart S.H.A.R.E.S. program. She provided information regarding the S.H.A.R.E.S. program and noted that Foundation proceeds from that program will benefit the Faculty & Staff Advancement Award (FASA).

2) Monthly Donations: \$68,287.92

**K. Governing Board Reports**

1) Community Human Services (CHS) Report – Vice Chair Steck reported that he and his wife, Annette, received perfect attendance awards at CHS' annual meeting, which they were unable to attend.

2) Trustee Reports

a) Trustee Brown: No report.

b) Trustee Dunn Gustafson reported that three trustee seats are up for election in November and noted that the three incumbents will be seeking reelection. / She complimented Chair Johnson and the City of Monterey on the 4<sup>th</sup> of July parade. A discussion regarding the inclusion of an MPC fire truck in future parades ensued. Chair Johnson explained that MPC was unable to include a fire truck in the parade this year due to the fires in the area. / Trustee Dunn Gustafson noted that she is on the CSU Summer Arts Board and encouraged Board meeting attendees to attend the CSU Summer Arts Program. / She announced the next luncheon of the World Affairs Council Board, to which she is a delegate.

c) Trustee Coppernoll invited Board meeting attendees to the City of Marina's 40<sup>th</sup> Anniversary Labor Day Parade, for which she is the chair at the request of the Marina mayor. She shared details about the celebration, including plans for a special tribute to veterans involving Congressman Sam Farr, Senator Bill Monning, and Assemblymember Mark Stone. / Trustee Coppernoll also spoke of the Save Mart S.H.A.R.E.S. program.

d) Vice Chair Steck: No report.

e) Chair Johnson reported that he filed his election papers.

**16. ADVANCE PLANNING**

A. Regular Board Meeting, Wednesday, August 26, 2015 at MPC:

1) Closed Session: 11:00am, Stutzman Room, LTC

2) Regular Meeting (Business): 1:30pm, Sam Karas Room, LTC

3) Regular Meeting (Reports): 3:00pm, Sam Karas Room, LTC

B. Special Board Meeting, Monday, September 14, 2015: 3:00pm, Sam Karas Room, LTC

C. Regular Board Meeting, Wednesday, September 23, 2015 at MPC:

1) Closed Session: 11:00am, Stutzman Room, LTC

2) Regular Meeting (Business): 1:30pm, Sam Karas Room, LTC

3) Regular Meeting (Reports): 3:00pm, Sam Karas Room, LTC

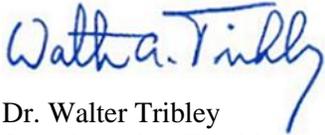
D. Future Topics

1) Board Self-Evaluation Instrument, Process, and Calendar (August)

**17. ADJOURNMENT** – Chair Johnson adjourned the meeting at 4:05pm.

**18. CLOSED SESSION** – Not required.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Walter Tribley". The signature is written in a cursive style with a large, sweeping initial 'W'.

Dr. Walter Tribley  
Superintendent/President

*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](http://www.mpc.edu/GoverningBoard).*

*Posted August 27, 2015*