

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

**REGULAR BOARD MEETING**

**THURSDAY, JUNE 29, 2017**

9:00 a.m., Regular Meeting, Sam Karas Room, Library & Technology Center  
Closed Session - Following conclusion of the Regular Meeting, Stutzman Room,  
Library & Technology Center

980 Fremont Street, Monterey, CA 93940

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

**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. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

*The Board of Trustees will recite the Pledge of Allegiance. Participation by meeting attendees is at their option.*

**4. 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.)*

**5. OATH OF OFFICE – swearing in of Student Trustee Golnoush Pak**

**6. RECOGNITION**

A. Mr. Stephen Lambert, Student Trustee, 2015-2017

B. Acknowledgement of Guests

**7. PUBLIC COMMENTS**

*Anyone wishing to address the Governing Board on matters not listed on the agenda, and within the jurisdiction of the Board, may do so now. Anyone wishing to address the Board on an agenda item may do so when that item is called. 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. Comments 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.*

**8. 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.*

**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 Special Board meeting on May 9, 2017 and of the Regular Board meeting on May 31, 2017.
- 2) That the Governing Board accepts gifts donated to the College with appropriate acknowledgement to the donors.
- 3) That the May 15<sup>th</sup> manual payroll in the amount of \$724.51, the May 31<sup>st</sup> regular payroll in the amount of \$2,286,899.84, the June 5<sup>th</sup> manual payroll in the amount of \$1,319.91 and the June 9<sup>th</sup> supplemental payroll in the amount of \$71,118.25 be approved.
- 4) That Commercial Warrants: 12310933 through 12310988, 12311894 through 12311926, 12312925 through 12312967, 12313871 through 12313895, 12314769 through 12314809, 12315516 through 12315534, 12316366 through 12316400, 12317944 through 12317999, in the amount of \$3,622,153.85 be approved.
- 5) That Purchase Orders B1700647 through B1700703 in the amount of \$668,028.01 be approved.
- 6) That the following budget increases in the Restricted General Fund be approved:  
Increase of \$43,200.00 in funds received for FY 2016-2017.
- 7) That the following budget adjustments in the Restricted General Fund be approved:

Net increase in the 1000 (Certificated Salary) Object expense category	\$	4,851
Net increase in the 2000 (Classified Salary) Object expense category	\$	51
Net increase in the 3000 (Benefits) Object expense category	\$	786
Net increase in the 4000 (Supply) Object expense category	\$	8,612
Net decrease in the 5000 (Other/Services) Object expense category	\$	5,800
Net decrease in the 6000 (Capital Outlay) Object expense category	\$	8,500

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

Net decrease in the 2000 (Classified Salary) Object expense category	\$	2,493
Net increase in the 3000 (Benefits) Object expense category	\$	2,493
Net decrease in the 4000 (Supply) Object expense category	\$	76
Net decrease in the 5000 (Other/Services) Object expense category	\$	5,454
Net increase in the 6000 (Capital Outlay) Object expense category	\$	5,530

**B. Management Personnel**

- 1) That the Governing Board approves the following item(s):
  - a) Employment of Nancy Morales, Human Resources Technician, Human Resources, 40 hours per week, 12 months per year, effective July 10, 2017.
  - b) Dr. Steve Crow will assume the additional duties of serving on the MPCEA and MPCTA District negotiating teams for the 2017-2018 academic year.
  - c) Ms. Susan Kitagawa will assume the additional duties of serving on the MPCEA and MPCTA District negotiating teams for the 2017-2018 academic year.
  - d) Dr. Jon Knolle will assume the additional duties of serving on the MPCTA District negotiating team for the 2017-2018 academic year.

- e) Mr. Laurence Walker will assume the additional duties of serving on the MPCEA District negotiating team for the 2017-2018 academic year.
- f) Dr. Kim McGinnis will assume the additional duties of serving on the MPCEA District negotiating team for the 2017-2018 academic year.
- g) Ms. Kiran Kamath will assume the additional duties of serving on the MPCTA District negotiating team for the 2017-2018 academic year.

C. Faculty Personnel

- 1) That the Governing Board ratifies the following item(s):
  - a) Employment of tenure-track Gender & Women’s Studies Instructor, Dawn Rae Davis, under faculty service area WS, effective August 16, 2017.
  - b) Resignation of Sarah Gerhardt, Chemistry Instructor, Physical Science, effective May 31, 2017.
  - c) Each month, individuals are hired as part-time, substitute, and overload. The attached lists include hires for Spring 2017.

D. Classified Personnel

- 1) That the Governing Board ratifies the following item(s):
  - a) Employment of John Kaehler, Programmer Analyst, Information Systems, Range 30, 40 hours per week, 12 months per year, effective June 29, 2017.
  - b) Employment of Selina Ayala-Patlan, Categorical Services Coordinator II, Student Services, Range 22, 40 hours per week, 12 months per year, effective June 29, 2017.
  - c) Resignation of Allison Watson, Accounting Specialist III, Fiscal Services, Range 18, 40 hours per week, 12 months per year, effective June 14, 2017.

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 ratified.

**9. 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. Comments 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 resolution of appreciation for Stephen Lambert’s service as the Student Trustee, be approved.
- B. INFORMATION: Accreditation Recommendations – Progress Report
- C. BE IT RESOLVED, that the 2016-2017 Monthly Financial Report for the period ending May 31, 2017, be accepted.
- D. BE IT RESOLVED, that the Fiscal Year 2017-2018 Tentative Budget be approved, and the public hearing for the adoption of the Final Budget be scheduled for August 23, 2017, at 1:30 p.m. at the Sam Karas Room of the Library Technology Center, at Monterey Peninsula College, 980 Fremont St., Monterey, CA.
- E. BE IT RESOLVED, that the Governing Board approves the Salary Schedule A-Contract Faculty, Schedules B1 and B2, Schedules C1 and C2, and the Coaching Pay Schedule for 2017-2018.
- F. BE IT RESOLVED, that the Governing Board approves the Classified Salary Schedule for 2017-2018.

- G. BE IT RESOLVED, that the Governing Board approves the Confidential Salary Schedule for 2017-2018.
- H. BE IT RESOLVED, that the Governing Board approves the Management-Supervisory Salary Schedule for 2017-2018.
- I. BE IT RESOLVED, that the Governing Board approves the Administrative Salary Schedule for 2017-2018.

BE IT FURTHER RESOLVED, that the Governing Board approves the equivalent salary increase to the Superintendent/President's salary.

- J. BE IT RESOLVED, that the Governing Board approves the Memorandum of Understanding between Monterey Peninsula College and Middlebury Institute of International Studies at Monterey as a non-exclusive partner program to assist conditionally-admitted students and referral source for the Intensive English as a Second Language program, from Fall 2017 through Spring 2020.
- K. INFORMATION: Monterey Peninsula College's submission of the CCC Chancellor's Office 2014-16 Annual Distance Education Survey.
- L. BE IT RESOLVED, that the Governing Board approves the agreement with the Collaborative Brain Trust Consulting Firm to prepare a Human Resources Staffing Plan for the Monterey Peninsula Community College District.
- M. BE IT RESOLVED, that the Governing Board approves the employment agreement with Ms. Rebecca Michael to serve as the Vice President of Advancement, effective July 1, 2017 through June 30, 2020.
- N. BE IT RESOLVED, that the Governing Board approves the employment agreement with Ms. Susan Kitagawa to continue serving as the Associate Dean of Human Resources from July 1, 2017 through June 30, 2020.
- O. BE IT RESOLVED, that the Governing Board approves the addendum to the employment agreement with Dr. Paul Long to continue serving as Dean of Instruction for the period of July 1, 2017 through October 31, 2017.
- P. BE IT RESOLVED, that the Governing Board approves the employment agreement with Dr. Jon Knolle to continue serving as Dean of Instruction from July 1, 2017 through June 30, 2019.
- Q. BE IT RESOLVED, that the Governing Board approves the employment agreement with Dr. Cathryn Wilkinson to serve as Dean of Instruction, effective July 17, 2017 through June 30, 2019.
- R. BE IT RESOLVED, that the Governing Board approves the employment agreement with Ms. Judith Cutting to serve as Dean of Instruction, effective July 17, 2017 through June 30, 2019.
- S. BE IT RESOLVED, that the Governing Board approves the employment agreement with Mr. Laurence Walker to continue serving as Dean of Student Services from July 1, 2017 through June 30, 2019.
- T. BE IT RESOLVED, that the Governing Board approves the employment agreement with Dr. Christine Erickson to serve as Dean of Student Services, effective July 24, 2017 through June 30, 2019.

- U. BE IT RESOLVED, that the Governing Board approves extending the independent contract with TMD Creative for professional services as related to strategic marketing consulting, public relations, media planning, and related advertising services from July 1, 2017 through June 30, 2018.
- V. BE IT RESOLVED, that the Governing Board approves the independent contract with Ed Johnson for professional services as related to facilities planning consultant services through September 30, 2017.
- W. BE IT RESOLVED, that the Governing Board ratifies the agreement with Professional Personnel Leasing, Incorporated to utilize the professional services of Diane Clerou to review and revise the Administrative and Adjunct Hiring Procedures.
- X. BE IT RESOLVED, That Board Policies: 2340 – Agendas; 2355 – Decorum; 2360 - Minutes; 2365 – Recording; 2750 – Governing Board Member Absence from the State; 4021 – Program Discontinuance; 4025 – Philosophy and Criteria for Associate Degree and General Education; 4040 – Library and Learning Support Services; 4100 – Graduation Requirements for Degrees and Certificates; 4220 – Standards of Scholarship; and 5220 – Shower Facilities for Students, be adopted.
- Y. BE IT RESOLVED, That 2100 – Board Elections; 2105 – Election of Student Trustee; 2345 – Public Participation at Governing Board Meetings; 2350 – Speakers; 2610 – Presentation of Initial Collective Bargaining Proposals; 2710 – Conflict of Interest; 2716 – Political Activity; 2720 – Communication among Governing Board Members; 2721 – Communications by Governing Board Members with College Staff; 2725 – Governing Board Member Compensation; 2730 – Governing Board Member Health Benefits; 2735 – Governing Board Member Travel; 2800 – Complaints and Charges Made to the Governing Board; 3100 – Organizational Structure; 3250 – Institutional Planning; 3255 – Outcomes Assessment; 3600 – Auxiliary Organizations; 3950 – Display of Flags; 6620 – Naming of Facilities; and 6740 – Citizens’ Bond Oversight Committee, be adopted.
- Z. BE IT RESOLVED, That former Board Policies: 1065 – Community Relationships; 1070 – Dissemination of Information; 2130 – Purchasing; 2132 – Bids and Contracts; 2165 – Disposal of College Property; 2195 – Capital Construction; 4025 – College Readiness; 4030 – Academic Support Center; 4040 – Student Employment Services; 4045 – Housing Service; 4050 – Education Community Volunteer Program; 4135 – Attendance Policy; and 4420 – Advisors and Sponsors or Student Clubs and Organizations, be rescinded.
- AA. BE IT RESOLVED, That the renumbering of Board Policies 4610 – Instructional Service Agreements (ISA) and 4615 – Contract Education, be adopted.
- BB. BE IT RESOLVED, That Resolution No.2016-2017/173, to amend the Monterey Peninsula Community College District’s Conflict of Interest Code (Administrative Procedure 2712 – Conflict of Interest Code), be adopted.
- CC. INFORMATION: Administrative Procedure: 5500 – Standards of Student Conduct
- DD. INFORMATION: Calendar of Events

**10. REPORTS AND PRESENTATIONS**

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

- A. MPC Foundation

- 1) Professional Expert, Institutional Advancement Report: Ms. Beccie Michael
- 2) Monthly Donations: To be reported on June 29, 2017.
- B. Academic Senate Report: Dr. Heather Craig, President
- C. MPCEA Report: Mr. Kevin Haskin, President
- D. MPCTA Report: Ms. Lauren Blanchard, President
- E. ASMPC Report: Mr. Stephen Lambert, ASMPC President
- F. Academic Affairs Report: Ms. Kiran Kamath, Vice President of Academic Affairs
- G. Student Services Report: Dr. Kim McGinnis, Vice President of Student Services
- H. Administrative Services Report: Dr. Steven Crow, Vice President of Administrative Services
- I. Superintendent/President's Report: Dr. Walter Tribley, Superintendent/President
- J. Governing Board Comments
  - 1) Community Human Services (CHS) Report
  - 2) Trustee Comments

## **11. ADVANCE PLANNING**

- A. Regular Board Meeting, July 26, 2017 at MPC Library & Technology Center
  - 1) Closed Session: 11:00am, Stutzman Room
  - 2) Regular Meeting: 1:30pm, Sam Karas Room
- B. Board Retreat – Friday, July 28, 9:30am, Location TBA
- C. Board Study Session (Budget), August 10, 2017, 1:30pm, MPC Library & Technology Center (Sam Karas Room)
- D. Regular Board Meeting, August 23, 2017 at MPC Library & Technology Center
  - 1) Closed Session: 11:00am, Stutzman Room
  - 2) Regular Meeting: 1:30pm, Sam Karas Room
- E. Future Topics

## **12. ADJOURNMENT**

### **13. PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

*Public comments on Closed Session items will be heard now. 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.*

### **14. CLOSED SESSION**

*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.*

- A. Conference with Labor Negotiators (Government Code Section 54957.6)
  - 1) Employee Organization: MPCEA/CSEA
  - 2) Agency Representatives: Susan Kitagawa, Laurence E. Walker, Dr. Kim McGinnis, Dr. Steven L. Crow
- B. Conference with Labor Negotiators (Government Code Section 54957.6)
  - 1) Employee Organization: MPCTA/CTA
  - 2) Agency Representatives: Darren Kameya, Susan Kitagawa, Dr. Jon Knolle, Kiran Kamath, Michael Gilmartin, and Dr. Steven L. Crow

### **15. REPORT OUT FROM 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](http://www.mpc.edu/GoverningBoard).*

*Posted June 23, 2017*