

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

**REGULAR BOARD MEETING**

**WEDNESDAY, NOVEMBER 29, 2017**

11:00 a.m., Stutzman Room, Library & Technology Center

1:30 p.m., Regular Meeting, Sam Karas 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. 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.*

**4. 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. Public Employee Discipline/Dismissal/Release/Complaint (Government Code Section 54957)

B. Conference with Labor Negotiators (Government Code Section 54957.6)

1) Employee Organization: MPCEA/CSEA

2) Agency Representatives: Susan Kitagawa, Laurence E. Walker, Dr. Steven L. Crow

C. Conference with Labor Negotiators (Government Code Section 54957.6)

1) Employee Organization: MPCTA/CTA

3) Agency Representatives: Darren Kameya, Susan Kitagawa, Dr. Jon Knolle, Kiran Kamath, and Dr. Steven L. Crow

**5. RECONVENE TO OPEN SESSION / CALL TO ORDER**

**6. ROLL CALL**

**7. PLEDGE OF ALLEGIANCE**

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

**8. REPORT OF ACTION TAKEN IN CLOSED SESSION**

**9. 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.)*

**10. RECOGNITION**

A. Acknowledgement of Guests

1. Introduction: Dr. Vincent van Joolen, Dean of Instruction – STEM
2. Lyndon Schutzler, MPC Physical Education Division Chair and representatives from:
  - a. Football (Coach Mike Rasmussen)
  - b. Men’s and Women’s Cross Country (Coach Marcus Carroll)
3. Celebrating Success: Michael Midkiff, Director of Information Services

**11. 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.*

**12. 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 Regular Board meeting on September 27, 2017.
2. That the Governing Board accepts the gifts donated to the College with appropriate acknowledgement to the donor.
3. That the October 13<sup>th</sup> manual payroll in the amount of \$1,849.76, the October 31<sup>st</sup> regular payroll in the amount of \$2,310,572.65, and the November 9<sup>th</sup> supplemental payroll in the amount of \$67,393.48 be approved.
4. That Commercial Warrants: 12345473 through 12345519, 12346173 through 12346208, 12347227 through 12347290, 12347907 through 12347922, 12348649 through 12348684, 12349530 through 12349562, 12350367 through 12350397, 12351845 through 12351874, 12352630 through 12352674, in the amount of \$3,372,746.63 be approved.
5. That Purchase Orders B1800356 through B1800424 in the amount of \$7,593,302.72 be approved.
6. That the following budget adjustments in the Restricted General Fund be approved:
 

Net increase in the 5000 (Other/Services) Object expense category	\$	15,240
Net decrease in the 6000 (Capital Equip) Object expense category	\$	15,240

7. That the following budget adjustments in the Unrestricted General Fund be approved:
 

Net decrease in the 1000 (Certificated Salary) Object expense category	\$	488
Net decrease in the 2000 (Classified Salary) Object expense category	\$	14,907
Net increase in the 4000 (Supplies) Object expense category	\$	11,718
Net increase in the 5000 (Other/Services) Object expense category	\$	3,677
  
8. That the following budget adjustments in the Restricted General Fund be approved:
 

Net increase in the 2000 (Classified Salary) Object expense category	\$	9,830
Net increase in the 3000 (Benefits) Object expense category	\$	170
Net increase in the 4000 (Supplies) Object expense category	\$	700
Net increase in the 6000 (Capital Outlay) Object expense category	\$	3,500
Net decrease in the 7000 (Other Outgo) Object expense category	\$	14,200
  
9. That the following budget adjustments in the Unrestricted General Fund be approved:
 

Net increase in the 2000 (Classified Salary) Object expense category	\$	2,904
Net increase in the 3000 (Benefits) Object expense category	\$	96
Net increase in the 4000 (Supplies) Object expense category	\$	1,355
Net decrease in the 5000 (Other/Services) Object expense category	\$	4,355

**B. Faculty Personnel**

1. That the Governing Board ratifies the following item(s):
  - a) Each month, individuals are hired as part-time, substitute, and overload. The attached lists include hires for Fall 2017.

**C. Management, Supervisor, Confidential Personnel**

1. That the Governing Board approves the following item(s):
  - a) Employment of Maddison Burton, Human Resources Benefits and Retirement Coordinator, Human Resources, 40 hours per week, 12 months per year, effective November 30, 2017.
  - b) Resignation of Susan Kitagawa, Associate Dean, Human Resources, effective June 30, 2018 for the purpose of retirement.
  - c) Approve the recruitment for the Associate Dean, Human Resources.

**D. Classified Personnel**

1. That the Governing Board ratifies the following item(s):
  - a) Employment of Alicia Rocha, Administrative Assistant III, Academic Affairs, Range 18, 40 hours per week, 12 months per year, effective November 30, 2017.
  - b) Employment of Jennifer Taylor, Administrative Assistant III, Planning, Research & Institutional Effectiveness, Range 18, 40 hours per week, 12 months per year, effective November 30, 2017.
  - c) Resignation of Hugo Quiroz, Custodian, Facilities, Range 6, 40 hours per week, 12 months per year, effective October 20, 2017.
  - d) Resignation of Curtis Harrison, Categorical Services Coordinator, Student Services, Range 17, 40 hours per week, 12 months per year, effective November 22, 2017.
  - e) Resignation of Carolyn Lake, Instructional Specialist, English & Study Skills Center, effective January 2, 2018 for the purpose of retirement.
  - f) Establish new position, Categorical Services Coordinator, TRIO, 29 hours per week, 9 months per year, effective November 30, 2017. Placement on the salary schedule at Range 17.

**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.

- F. Volunteers
  - 1. That the Governing Board ratifies the individuals listed for volunteer assignments.

**13. 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. INFORMATION: Accreditation Recommendations – Progress Report
- B. BE IT RESOLVED, that the 2017-2018 Monthly Financial Report for the period ending October 31, 2017, be accepted.
- C. INFORMATION: County of Monterey Investment Report for the quarter ending September 30, 2017
- D. INFORMATION: Budget Calendar for FY 2017-18
- E. BE IT RESOLVED, that the Governing Board approves the addendum to the AB 288 College and Career Access Pathways (CCAP) Agreement between Monterey Peninsula College and Monterey Peninsula Unified School District for 2017-2018, highlighting the Automotive Technology Pathway to be available at Seaside High School.
- F. INFORMATION: Student Success Scorecard 2017
- G. INFORMATION: Program Review for the Physical Education Division
- H. BE IT RESOLVED, that the Governing Board approves the employment agreement with Mr. David Martin to serve as the Vice President of Administrative Services of Monterey Peninsula Community College District, effective January 1, 2018 through December 31, 2020.
- I. INFORMATION: First Reading of Board Policies: 4230 – Grading and Academic Record Symbols; 4231 – Grade Changes; 4235 – Credit by Examination; 4240 – Academic Renewal; and 4400 – Community Services Programs
- J. BE IT RESOLVED, that Board Policy 7440 – Whistleblower Protection, be renumbered Board Policy 7700 – Whistleblower Protection.
- K. INFORMATION: 2017 Governing Board Self-Evaluation
- L. INFORMATION: Proposed Governing Board Goals for 2018
- M. BE IT RESOLVED, that the Governing Board submits potential nominees for the Monterey County School Boards Association’s 2018 *Excellence in Education* Award to the Monterey County Office of Education.
- N. INFORMATION: Calendar of Events

**14. REPORTS AND PRESENTATIONS**

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

- A. MPC Foundation
  - 1) Report: Ms. Beccie Michael, Vice President of Advancement
  - 2) Monthly Donations: \$241,818.00.
- B. Academic Senate Report: Dr. Heather Craig, President
- C. MPCEA Report: Mr. Kevin Haskin, President
- D. MPCTA Report: Ms. Lauren Blanchard, President
- E. ASMPCC Report: Mr. Stephen Lambert, ASMPCC President
- F. Academic Affairs Report: Ms. Kiran Kamath, Vice President of Academic Affairs
- G. Student Services Report: Mr. Laurence Walker, Interim Vice President of Student Services
- H. Administrative Services Report: Dr. Steven Crow, Vice President for 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

**15. ADVANCE PLANNING**

- A. Regular Board Meeting, December 20, 2017 at MPC Library & Technology Center
  - 1. Closed Session: 11:00am, Stutzman Room
  - 2. Regular Meeting: 1:30pm, Sam Karas Room
- B. Regular Board Meeting, January 24, 2017 at MPC Library & Technology Center (date to be confirmed)
  - 1. Closed Session: 11:00am, Stutzman Room
  - 2. Regular Meeting: 1:30pm, Sam Karas Room
- C. CCLC Effective Trusteeship Workshop & Board Chair Workshop, January 26-28, 2018
- D. CCLC Annual Legislative Conference, January 28-29, 2018

**16. ADJOURNMENT**

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

*Posted November 22, 2017*