

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

REGULAR BOARD MEETING

WEDNESDAY, JANUARY 24, 2018

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, David J. Martin

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 David J. Martin

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. Moment of Silence

1. Dr. Robert Infelise, MPC Board of Trustees, 1991-2007 – deceased, January 12, 2018

B. Acknowledgement of Guests

1. Introductions:

- a. David Martin, Vice President for Administrative Services
- b. Steve Napoleon, Director of Marketing and Communications

2. Recognition:

- a. Shawn Anderson, Assistant to the Superintendent/President

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 accepts the gifts donated to the College with appropriate acknowledgement to the donors.
2. That the December 22nd regular payroll in the amount of \$2,400,862.36, the January 5th manual payroll in the amount of \$2,137.12, and the January 10th supplemental payroll in the amount of \$40,462.10 be approved.
3. That Commercial Warrants 12360312 through 12360345, 12361129 through 12361227, 12362140 through 12362186, 12363201 through 12363258, in the amount of \$1,282,901.06 be approved.
4. That Purchase Orders B1800459 through B1800480 in the amount of \$249,986.09 be approved.
5. That the following budget increases in the Restricted Fund be approved:
Increase of \$669,385.00 in funds received for FY 2017-2018.
6. That the following budget adjustments in the Unrestricted General Fund be approved:

Net decrease in the 1000 (Certificated Salary) Object expense category	\$ 1,500
Net increase in the 2000 (Classified Salary) Object expense category	\$ 1,000
Net decrease in the 5000 (Other/Services) Object expense category	\$ 1,953
Net increase in the 6000 (Capital Outlay) Object expense category	\$ 407
Net increase in the 7000 (Other Outgo) Object expense category	\$ 2,046

7. That the following budget increases in the Capital Outlay Fund be approved:

Increase of \$592,828 in revenue

Increase of \$167,376 in expense

B. Management, Supervisor, Confidential Personnel

1. That the Governing Board approves the following item(s):

- a) Employment of Shawn Anderson, Assistant to the Superintendent/President, President's Office, 40 hours per week, 12 months per year, effective January 25, 2018.

C. Faculty Personnel

1. That the Governing Board ratifies the following item(s):

- a) Employment of Laura Cote, full-time, temporary, non-tenure track Theatre Instructor, Column and Step placement pending verification of education and experience, for Spring 2018, effective January 18, 2018.
- b) Each month, individuals are hired as part-time, substitute, and overload. The attached lists include hires for Spring 2018.

D. Classified Personnel

1. That the Governing Board ratifies the following item(s):

- a) Employment of Lynn Anderson, Accounting Specialist, Fiscal Services, Range 12, 40 hours per week, 12 months per year, effective January 25, 2018.
- b) Employment of Edy Ortega Velasco, Custodian-Lead, Facilities, Range 8, 40 hours per week, 12 months per year, effective January 25, 2018.
- c) Change in assignment, Christine Ramsey-Wood, Sciences Laboratory Manager, Physical Science, Range 23, 40 hours per week, 12 months per year, to Sciences Laboratory Manager, Physical Science, Range 23, 40 hours per week, 11 months per year, effective August 18, 2017.
- d) Change in assignment, Timothy McKnew, Sciences Laboratory Manager, Physical Science, Range 23, 40 hours per week, 10 months per year, to Sciences Laboratory Manager, Physical Science, Range 23, 40 hours per week, 11 months per year, effective August 18 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.

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. BE IT RESOLVED, that the Governing Board receives the District's annual Financial Audit Report for the fiscal year ending June 30, 2017.

B. BE IT RESOLVED, that the Governing Board receives the District's Measure I General Obligation Bonds Performance Audit and Independent Auditors' reports for the fiscal year ended June 30, 2017.

- C. BE IT RESOLVED, that the Governing Board reviews and accepts the MPC Foundation Audit Statements and Management Letters for the years ending December 31, 2015 and December 31, 2016.
- D. INFORMATION: Accreditation Recommendations – Progress Report
- E. BE IT RESOLVED, that the 2017-2018 Monthly Financial Report for the period ending December 31, 2017, be accepted.
- F. BE IT RESOLVED, that the Quarterly Financial Status Report for the quarter ending December 31, 2017, as presented on form CCFS 311Q, be accepted and made part of the minutes of this meeting.
- G. BE IT RESOLVED, that the Governing Board approves the Tentative Agreement (TA) between the Monterey Peninsula Community College District and Monterey Peninsula College Employees Association, Chapter #245, dated December 4, 2017, increasing the Classified Salary Schedule by 1%, effective January 1, 2018.

BE IT FURTHER RESOLVED, that the Governing Board approves the Classified Salary Schedule effective January 1, 2018.

- H. BE IT RESOLVED, that the Governing Board approves the Confidential Salary Schedule, effective January 1, 2018 reflecting a 1% increase.
- I. BE IT RESOLVED, that the Governing Board approves the Management-Supervisory Salary Schedule, effective January 1, 2018 reflecting a 1% increase.
- J. BE IT RESOLVED, that the Governing Board approves the Administrative Salary Schedule, effective January 1, 2018 reflecting a 1% increase.
- K. BE IT RESOLVED, that the 2018-2019 nonresident tuition fee for the District be established in accordance with ECS 76140 at \$258.00 per semester unit.
- L. BE IT RESOLVED, that the Governing Board declares as surplus the two 2004 GMC passenger vans and direct the disposal of these items in accordance with Board guidelines and Education Code requirements.
- M. BE IT RESOLVED, that the Governing Board appoints Mr. David J. Martin, Vice President of Administrative Services, as the District's primary representative and reappoints Dr. Walter Tribbley, 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, effective February 1, 2018.
- N. BE IT RESOLVED, that the Governing Board appoints Mr. David J. Martin, Vice President of Administrative Services, as the District's primary representative and reappoints Susan Kitagawa, Associate Dean of Human Resources, as the District's alternate representative to the Northern California Community College Pool-JPA for Workers Compensation, for Monterey Peninsula College, effective February 1, 2018.
- O. BE IT RESOLVED, that the Memorandum of Agreement with MATE Inspiration for Innovation be approved as proposed.
- P. BE IT RESOLVED, that the Governing Board approves the Memorandum of Understanding between the Monterey County Office of Education, Quality Matters, and Monterey Peninsula

College Child Development Center, for Professional Development Stipend not to exceed \$7,000.00. This agreement for services and compensation of staff time is effective December 1, 2017 to June 30, 2018.

Q. BE IT RESOLVED, that the independent contractor's agreement with Vicki Nakamura for consultant services related to Fort Ord planning issues and special projects, be approved.

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

New Courses

LETP 207	Homicide Investigation
LETP 236	Advanced Officer Skills II

S. INFORMATION: First Reading of Board Policies: 3260 – Sustainability; 3280 – Grants; 3300 – Public Records; 3501 – Campus Security and Access; 3503 – Missing Student Notification; 3550 – Drug Free Environment and Drug Prevention Program; 3560 – Alcoholic Beverages; 3710 – Securing of Copyright; 3715 – Intellectual Property; 3720 – Computer and Network Use; 3820 – Gifts; 3900 – Speech: Time, Place, and Manner; 4060 – Delineation of Functions Agreements; 4115 – College Catalog; 6307 – Debt Issuance and Management; 7140 – Collective Bargaining; 7210 – Academic Employees; 7230 – Classified Employees; 7236 – Substitute and Short-Term Employees; 7250 – Educational Administrators; 7260 – Classified Supervisors and Managers; 7360 – Discipline and Dismissal, Academic Employees; and 7365 – Discipline and Dismissal, Classified Employees

T. INFORMATION: Administrative Procedures 2410 – Board Policies and Administrative Procedures and 7121 – Recruitment and Hiring: Administrators and Managers

U. BE IT RESOLVED, that the Governing Board endorses _____, _____, and _____ as candidates for the 2018 Monterey County School Boards Association Excellence in Education Award.

V. 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: To be announced on January 24, 2018.

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: Mr. Laurence Walker, Interim Vice President of Student Services

H. Administrative Services Report: Mr. David J. Martin, 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, February 21, 2018 at MPC Library & Technology Center

1. Closed Session: 11:00am, Stutzman Room
 2. Regular Meeting: 1:30pm, Sam Karas Room
- B. Special Board Meeting: Board Study Session – Self-Insurance, March 16, 2018, 12:00 p.m., at MPC Library & Technology Center, Sam Karas Room
- C. Regular Board Meeting, March 28, 2018 at MPC Library & Technology Center
1. Closed Session: 11:00am, Stutzman Room
 2. Regular Meeting: 1:30pm, Sam Karas Room
- D. Special Board Meeting: Board Study Session – Roles and Responsibilities of the Board, date to be determined

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.

Posted January 19, 2018