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**MONTEREY PENINSULA COLLEGE****March 25, 2020 - MINUTES**

*The minutes are considered draft form until the Governing Board approves.*

**MPC Regular Governing Board Meeting - TELECONFERENCE (Wednesday, March 25, 2020)**

Generated by JoRene Finnell on Wednesday, March 25, 2020

**Members Present:**

- Chair Yuri Anderson
- Vice Chair Loren Steck
- Trustee Rosalyn Green
- Trustee Marilyn Dunn Gustafson
- Trustee Rick Johnson
- Interim Superintendent/President Mr. David Martin
- Student Trustee Robert Mountain

**OPEN BOARD Meeting called to order at 4:04 PM****1. OPENING ITEMS****A. Roll Call for Closed Session**

Verbal Roll call taken at 2:02pm

**B. Public Comments on Closed Session Items**

Public Comment:

None

*Board adjourned to Closed Session at 2:06pm*

**2. CLOSED SESSION****A. Threat to Public Services or Public Facilities: Novel Coronavirus Emergency (Government Code Section 54957)****3. RECONVENE TO OPEN SESSION / CALL TO ORDER****A. Roll Call**

Verbal Roll taken at 4:02pm

**B. Pledge of Allegiance**

Chair Yuri Anderson led the Pledge of Allegiance

**C. Report of Action Taken in Closed Session**

Chair Yuri Anderson reported that there was no action taken during Closed Session

**D. Approval of Agenda - 2019-2020/116**

BE IT RESOLVED, That the Governing Board approves today's agenda.

Motion by Loren Steck, second by Marilyn Dunn Gustafson.

Final Resolution: Motion Carries

Aye: Yuri Anderson, Loren Steck, Rosalyn Green, Marilyn Dunn Gustafson, Rick Johnson

**4. PUBLIC COMMENT****A. Public Comment**

Public Comment:

- No Comments via email or public by phone nor video

**5. ORGANIZATIONS REPORTS AND PRESENTATIONS****A. ASMPC Report**

*Report attached and received.*

Superintendent/President David Martin reported that the state is addressing the issue regarding withdrawals and refunds.

Student Trustee Robert Mountain has joined the meeting at 4:13pm and commented on the report.

**B. Academic Senate Report**

*No Report*

**C. MPCEA Report**

*No Report*

**D. MPCTA Report**

*No Report*

*Chair Yuri Anderson commented the need for written reports and encourages the organizations to submit reports if they are unable to attend.*

**6. CONSENT CALENDAR****A. Approval of the Consent Calendar - 2019-2020/117**

Resolution: Approval of the Consent Calendar

Approval of the Consent Calendar

Motion by Marilyn Dunn Gustafson, second by Loren Steck.

Final Resolution: Motion Carries

Aye: Yuri Anderson, Loren Steck, Rosalyn Green, Marilyn Dunn Gustafson, Rick Johnson, Student Trustee Robert Mountain  
Advise Vote Only

**B. Minutes from the February 26, 2020 Regular Board Meeting**

Resolution: BE IT RESOLVED, that the Governing Board approves the minutes of the Regular Board meeting on February 26, 2020.

Approval of the Consent Calendar

Motion by Marilyn Dunn Gustafson, second by Loren Steck.

Final Resolution: Motion Carries

Aye: Yuri Anderson, Loren Steck, Rosalyn Green, Marilyn Dunn Gustafson, Rick Johnson, Student Trustee Robert Mountain  
Advise Vote Only

**C. ACTION: Approve February 2020 Monthly Commercial Warrants**

Resolution: RESOLUTION: BE IT RESOLVED, that Commercial Warrants for February 2020: 12537092 through 12537155, 12537971 through 12537973, 12538643 through 12538704, 12540050 through 12540094, 12542079 through 12542120, in the amount of \$ 1,265,229.86 be approved.

Approval of the Consent Calendar

Motion by Marilyn Dunn Gustafson, second by Loren Steck.

Final Resolution: Motion Carries

Aye: Yuri Anderson, Loren Steck, Rosalyn Green, Marilyn Dunn Gustafson, Rick Johnson, Student Trustee Robert Mountain  
Advise Vote Only

**D. ACTION: Approve February 2020 Purchase Orders**

Resolution: Resolution: Be it Resolved, that Purchase Orders B2000469 through B2000532 in the amount of 1,270,360.26 be approved

Approval of the Consent Calendar

Motion by Marilyn Dunn Gustafson, second by Loren Steck.

Final Resolution: Motion Carries

Aye: Yuri Anderson, Loren Steck, Rosalyn Green, Marilyn Dunn Gustafson, Rick Johnson, Student Trustee Robert Mountain  
Advise Vote Only

**E. ACTION: Approve February 2020 and March 2020 Monthly Payrolls**

Resolution: BE IT RESOLVED, that the February 28, 2020 Regular Payroll, and the March 10, 2020 Supplemental Payroll be approved.

Approval of the Consent Calendar

Motion by Marilyn Dunn Gustafson, second by Loren Steck.

Final Resolution: Motion Carries

Aye: Yuri Anderson, Loren Steck, Rosalyn Green, Marilyn Dunn Gustafson, Rick Johnson, Student Trustee Robert Mountain  
Advise Vote Only

**F. Action: Approve Ms. Judy Cutting, Dean of Instruction, Contract**

Resolution: RESOLUTION: BE IT RESOLVED, that the Governing Board approves the employment agreement between the Monterey Peninsula Community College District and Judy Cutting to serve as the Dean of Instruction for the period of July 1, 2020 through June 30, 2022.

Approval of the Consent Calendar

Motion by Marilyn Dunn Gustafson, second by Loren Steck.

Final Resolution: Motion Carries

Aye: Yuri Anderson, Loren Steck, Rosalyn Green, Marilyn Dunn Gustafson, Rick Johnson, Student Trustee Robert Mountain  
Advise Vote Only

**G. Action: Approve Dr. Vincent van Joolen, Dean of Instruction, Contract**

Resolution: RESOLUTION: BE IT RESOLVED, that the Governing Board approves the employment agreement between the Monterey Peninsula Community College District and Dr. Vincent van Joolen to serve as the Dean of Instruction for the period of July 1, 2020 through June 30, 2022.

Approval of the Consent Calendar

Motion by Marilyn Dunn Gustafson, second by Loren Steck.

Final Resolution: Motion Carries

Aye: Yuri Anderson, Loren Steck, Rosalyn Green, Marilyn Dunn Gustafson, Rick Johnson, Student Trustee Robert Mountain  
Advise Vote Only

**H. ACTION: Faculty Personnel Actions**

Resolution: BE IT RESOLVED, that the Governing Board ratifies the faculty personnel actions listed in the table.

Approval of the Consent Calendar

Motion by Marilyn Dunn Gustafson, second by Loren Steck.

Final Resolution: Motion Carries

Aye: Yuri Anderson, Loren Steck, Rosalyn Green, Marilyn Dunn Gustafson, Rick Johnson, Student Trustee Robert Mountain  
Advise Vote Only

**I. ACTION: Management Personnel Actions**

Resolution: Be it resolved that the Board ratify the Management Personnel actions listed in the table below.

Approval of the Consent Calendar

Motion by Marilyn Dunn Gustafson, second by Loren Steck.

Final Resolution: Motion Carries

Aye: Yuri Anderson, Loren Steck, Rosalyn Green, Marilyn Dunn Gustafson, Rick Johnson, Student Trustee Robert Mountain  
Advise Vote Only

**J. ACTION: Classified Personnel**

Resolution: BE IT RESOLVED, that the Governing Board ratifies the Classified personnel actions listed in the below table.

Approval of the Consent Calendar

Motion by Marilyn Dunn Gustafson, second by Loren Steck.

Final Resolution: Motion Carries

Aye: Yuri Anderson, Loren Steck, Rosalyn Green, Marilyn Dunn Gustafson, Rick Johnson, Student Trustee Robert Mountain  
Advise Vote Only

**K. ACTION: Employment for Short-Term and Substitute Assignments.**

Resolution: BE IT RESOLVED, that the Governing Board ratifies that the individuals on the recommended list (Short-Term Non-Continuing and Substitute Employees) be employed for short-term and substitute assignments, subject to future modifications, be ratified.

Approval of the Consent Calendar

Motion by Marilyn Dunn Gustafson, second by Loren Steck.

Final Resolution: Motion Carries

Aye: Yuri Anderson, Loren Steck, Rosalyn Green, Marilyn Dunn Gustafson, Rick Johnson, Student Trustee Robert Mountain Advise Vote Only

#### **L. ACTION: Volunteer Assignments**

Resolution: BE IT RESOLVED, that the Governing Board ratifies the individuals listed for volunteer assignments.

Approval of the Consent Calendar

Motion by Marilyn Dunn Gustafson, second by Loren Steck.

Final Resolution: Motion Carries

Aye: Yuri Anderson, Loren Steck, Rosalyn Green, Marilyn Dunn Gustafson, Rick Johnson, Student Trustee Robert Mountain Advise Vote Only

## **7. NEW BUSINESS**

### **A. ACTION: Approve Monterey Peninsula Community College District Resolution No. 2019-20/119 - Reaffirmation of Commitment to Public Health and Safety and the District's Mission during the Novel Coronavirus (COVID-19) Pandemic - 2019-20/119**

#### **Public Comments:**

- Ms. Laura Loop, MSN, RN, CNE submitted a public comment in regard to Public Health and Safety and the District's Mission during the COVID-19 Pandemic.
- Interim Superintendent/President David Martin and Student Trustee Robert Mountain had a robust discussion which included the other Trustees as well

BE IT RESOLVED, that the Governing Board approves Resolution No. 2019-20/119 - Reaffirmation of Commitment to Public Health and Safety and the District's Mission during the Novel Coronavirus (COVID-19) Pandemic.

Motion by Rick Johnson, second by Marilyn Dunn Gustafson.

Final Resolution: Motion Carries

Aye: Yuri Anderson, Loren Steck, Rosalyn Green, Marilyn Dunn Gustafson, Rick Johnson, Student Trustee Robert Mountain Advise Vote Only

### **B. ACTION: Approve Monterey Peninsula Community College District Resolution No. 2019-20/120 - State Of Emergency Declaration and Delegation of Authority to Implement CUPCCAA Emergency Actions Superintendent/President David Martin reviewed the document and provided clarification. - 2019-20/120**

#### **Public Comment:**

- No public comment verbal or submitted before the meeting.

BE IT RESOLVED, that the Governing Board Approve Monterey Peninsula Community College District Resolution No. 2019-20/120 - State Of Emergency Declaration And Delegation Of Authority to Implement CUPCCAA Emergency Actions

Motion by Loren Steck, second by Rick Johnson.

Final Resolution: Motion Carries

Aye: Yuri Anderson, Loren Steck, Rosalyn Green, Marilyn Dunn Gustafson, Rick Johnson, Student Trustee Robert Mountain Advise Vote Only

### **C. ACTION: Accept the February 2020 Monthly Financial Statement - 2019-20/121**

#### **Public Comment:**

- No public comment verbal or submitted before the meeting.

BE IT RESOLVED, that the 2019-2020 Monthly Financial Report for the period ending February 29, 2020, be accepted.

Motion by Rick Johnson, second by Loren Steck.

Final Resolution: Motion Carries

Aye: Yuri Anderson, Loren Steck, Rosalyn Green, Marilyn Dunn Gustafson, Rick Johnson, Student Trustee Robert Mountain Advise Vote Only

**D. ACTION: Approve Memorandum of Understanding (MOU) dated March 16, 2020, between Monterey Peninsula Community College District and Monterey Peninsula College Teachers Association regarding Spring 2020 Emergency Planning for Instructional Continuity - 2019-20/122**

Interim Superintendent/President David Martin reviewed and provided additional information including commending Dr. Jon Knolle. The MOU was signed by Dr. Jon Knolle and Ms. Lauren Blanchard, MPCTA President.

**Public Comment:**

- No public comment verbal or submitted before the meeting.

BE IT RESOLVED, that the Governing Board approves the Memorandum of Understanding (MOU) dated March 16, 2020, between Monterey Peninsula Community College District and Monterey Peninsula College Teachers Association regarding Spring 2020 Emergency Planning for Instructional Continuity

Motion by Loren Steck, second by Marilynn Dunn Gustafson.

Final Resolution: Motion Carries

Aye: Yuri Anderson, Loren Steck, Rosalyn Green, Marilynn Dunn Gustafson, Rick Johnson, Student Trustee Robert Mountain  
Advise Vote Only

**E. ACTION: Amend Monterey-Salinas Transit (MST) Contract to Expand Free Zone Program - 2019-20/123**

Interim Superintendent/President David Martin reported on the partnership's growth and the diligence by Mr. Larry Walker regarding the expanded contract.

Ms. Lisa Rheinheimer, from MST, reported during the COVID-19 pandemic, MST is offering free bus transportation. Ms. Rheinheimer noted that MST looks forward to the expanded contract and serving MPC students.

**Public Comment:**

- No public comment verbal or submitted before the meeting.

BE IT RESOLVED, that the Governing Board approves the proposed contract with MST to expand the free zone program system-wide.

Motion by Rick Johnson, second by Rosalyn Green.

Final Resolution: Motion Carries

Aye: Yuri Anderson, Loren Steck, Rosalyn Green, Marilynn Dunn Gustafson, Rick Johnson  
Abstain: Student Trustee Robert Mountain Advise Vote Only

**F. ACTION: Proclaim the Week of April 13 - 17, 2020, as the "Week of the Young Child." - 2019-20/124**

Interim Superintendent/President David Martin provided the history of the "Week of the Young Child" both locally at MPC and nationally.

**Public Comment:**

- No public comment verbal or submitted before the meeting.

BE IT RESOLVED, That the Governing Board proclaims the week of April 13-17, 2020 as the "Week of the Young Child."

Motion by Rosalyn Green, second by Marilynn Dunn Gustafson.

Final Resolution: Motion Carries

Aye: Yuri Anderson, Loren Steck, Rosalyn Green, Marilynn Dunn Gustafson, Rick Johnson, Student Trustee Robert Mountain  
Advise Vote Only

**8. TRUSTEE COMMENTS & ADMINISTRATOR REPORTS**

**A. Superintendent/President's Report**

*Report attached and was available for questions.*

Interim Superintendent/President David Martin highlighted the perseverance, strength and dedication for all the people at MPC during this uncharted historical time.

Trustee Rick Johnson commended Interim Superintendent/President David Martin and Chair Yuri Anderson for their leadership.

**B. Office of Advancement Report**

*Report attached and was available for questions.*

Ms. Rebecca Michael, Vice President of Advancement, highlighted the amount received in grants for the month including the donations already received for the COVID-19 Relief Fund. The President's Address Luncheon has currently been postponed until further noticed. She provided a brief marketing update and scholarship scoring.

**C. Academic Affairs Report**

Dr. Jon Knolle, Vice President of Academic Affairs, reported all hands on deck this month. Dr. Knolle highlighted the transition from face-to-face instruction to online. He commended all for their help. He recognized the support to and from faculty and supporting students, are all at the forefront of MPC Administration. Dr Knolle stated administration continues to stay informed and are receiving guidance by the Chancellor's Office daily. He commended Steve Bremner, online specialist, Jared Turner & Christina Nicolaides for their faculty support, Zoom trainers, Mike Midkiff - Director of IT, Larry Walker and Student Services, the library staff with technology support and equipment for faculty and students. MPC continues to disperse free computers and other resources.

Dr. Knolle was available for questions.

**D. Student Services Report**

Mr. Larry Walker, Vice President of Student Services, wanted to take a moment to highlight the experience he has had while working with the President's Cabinet these past few weeks.

Mr. Walker reported that all student services and support are fully online and available to students. See all details below. Resources are being distributed for 9 hours a day at the General Classrooms. Checks are mailed. Food is by appointment and can be picked up on campus.

**STUDENTS PLEASE CONTINUE TO CHECK YOUR MPC EMAIL DAILY FOR UPDATES.**

Assistance with online learning continues to be available through the Online Education support team as follows:

Submit an online education help desk ticket. The MPC Canvas support team is available Monday-Friday 8:00 am - 5:00 pm to help answer questions about how to access Canvas, how to find your course, how to complete activities and assignments online.

Call the Canvas student help desk 24-hours a day, 7 days a week at (877) 890-0169.

Refer to the following Canvas Student Guides for common questions about online learning:

What is Canvas?

How do I login to Canvas?

What are the Computer Requirements for Canvas?

Can I Use Canvas from my Mobile Device?

Which browsers does Canvas support?

How do I update my Canvas notification preferences?

How do I submit assignments in Canvas?

How do I participate in discussion forums in Canvas?

If your teacher uses ConferZoom to deliver class videos online you can refer to the following guides:

Join a Zoom meeting

Configuring audio and video for Zoom meeting

Understanding the Zoom controls once I am in the meeting

How to share a screen in a Zoom Meeting

Student Services has moved to online and/or virtual access to accommodate students' transition to online learning. Below are a few student support resources you may find helpful at this time:

Student Financial Services has emergency grant assistance available. Email [financialaid@mpc.edu](mailto:financialaid@mpc.edu) or call 831-646-4030 for more information and assistance.

Students seeking health and wellness support can contact Student Health Services. In addition, Basic Needs Information and Personal Counseling services remain available to students at this time. Email [studenthealthservices@mpc.edu](mailto:studenthealthservices@mpc.edu) or call 831-646-

4017 for assistance.

Students can still access the MPC Food Pantry by contacting admissions@mpc.edu.

If you need access to technology, such as a chrome book, please email admissions@mpc.edu or call 831-646-4002 for assistance.

Comcast is offering 2 free months of Internet Service to those affected by the closure of schools and move to virtual settings. Find more information at <https://www.internetessentials.com/covid19>

Accommodations to support your online learning is available through the Access Resource Center.

We encourage you to contact Counseling for additional academic guidance and support during the transition period.

A Directory of Student Services and Learning Resources is another quick reference guide to contact programs and services.

The California Community Chancellor's Office has developed a Student Resource website that may be useful for students at this time.

All other student support services inquiries can be directed to admissions@mpc.edu or by calling 831-646-4002.

Additional community resources that may be useful during this challenging time:

Emotional Support & Counseling Services:

Monterey County Behavioral Health can provide counseling and help with referrals. The line is open 24 hours a day, seven days a week, and it is answered by a clinician after-hours. Call the agency at 1-888-258-6029.

The Suicide Prevention Hotline provides free and confidential emotional support to those who feel suicidal or who are in emotional distress. It is available 24/7. Call the Suicide Prevention Hotline at 1-877-663-5433.

The California Peer-Run Warm Line allows people to talk to peers who have lived with mental health challenges who can provide emotional support and referrals to mental health resources. The 24/7 line can be reached at 1-855-845-7415 or through an online chat.

Community Information & Referrals

211 Monterey County provides up-to-date information about COVID-19. Call 211, visit 211MontereyCounty website, or text "Coronavirus" or "Covid19" to 211-211 for information in English and Spanish.

## **E. Administrative Services Report**

*Report attached and was available for questions.*

Mr. Steve Haigler, Vice President of Administrative Services, provided additional information regarding a community survey being sent for the Facilities Master Plan.

## **F. Governing Board Comments**

- Vice Chair Loren Steck provided a report on how Community Human Services is conducting their support during the COVID-19 pandemic. He also reported on the Student Centered Funding Formula Taskforce. He is actively sending out campaign materials for CA Community College Trustee (CCCT) Board elections.
- Trustee Marilyn Dunn Gustafson commented on the CCCT Board nominations/elections. She highlighted that MPC faculty member, Dr. Bill Little, was nominated Best Teacher in the Monterey County Weekly. Trustee Dunn Gustafson saluted interim Superintendent/President David Martin for his leadership during the COVID-19 pandemic. She mentioned that she would like to be a part of the Superintendent/President search before the end of her term.
- Trustee Rosalyn Green commended the MPC Family for the swift transition moving instruction online during the "shelter-in-place" order. Trustee Green commented on the 3D printing of hospital grade masks created by the Creative Arts department and student.
- Trustee Rick Johnson wanted everyone to be commended for the swift transitioned from face-to-face to online. He mentioned the closing of the Alvarado Farmers Market and noted that the MPC Farmers Market has transitioned to Del Monte Shopping Center. Trustee Johnson commented on "social distancing" and how detrimental it is on students but encourages all to take advantage of Zoom-like meetings. He echoed Trustee Dunn Gustafson about wanting to be a part of the Superintendent/President search before the end of his term.
- Student Trustee Robert Mountain mentioned the hardships on students during the shelter in place.

- Chair Yuri Anderson commended all for the job well done during this historical transition, pandemic shelter in place and is hopeful it will be lifted soon.

**9. ADVANCE PLANNING**

A. April 22, 2020: Regular Board Meeting

B. Employee Recognition Ceremony: MAY TBD

C. MPC Scholarship Awards Ceremony: MAY TBD

D. List of Graduation Celebrations / Ceremony: MAY TBD

E. MAY 25, 2020: Memorial Day Observance

F. May 27, 2020: Regular Board Meeting

G. May 30, 2020: Commencement TBD

**10. ADJOURNMENT**

**A. Time Meeting Adjourned - 6:29pm**