



MONTEREY PENINSULA COLLEGE

Tuesday, May 5, 2020
Special Meeting: Board Subcommittee for Governing Board Policies

Time: 3:30 p.m., via Zoom

The Monterey Peninsula College Governing Board welcomes you to the meeting of the Board Subcommittee for Governing Board Policies. Anyone wishing to attend or participate in this meeting may do so via the Zoom link listed on the agenda.

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ZOOM TELECONFERENCE - JOIN FROM:

PC, Mac, Linux, iOS or Android:

https://cccconfer.zoom.us/j/96572130944?pwd=SGhCRGpuZE9Bc2VwL0laclQvNzErQT09

Password: 403953

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OR iPhone one-tap (US Toll): +16699006833,96572130944# or +12532158782,96572130944#

OR Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 253 215 8782 (US Toll)

+1 346 248 7799 (US Toll)

+1 312 626 6799 (US Toll)

+1 646 876 9923 (US Toll)

+1 301 715 8592 (US Toll)

Meeting ID: 965 7213 0944

International numbers available: https://cccconfer.zoom.us/j/ab4vwqDzoo

OR Skype for Business (Lync):

SIP:96572130944.403953@lync.zoom.us

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PUBLIC COMMENTS

Public comments may be made at the time of the meeting or submitted electronically by emailing JFinnell@mpc.edu.

- Electronic submissions must be received prior to the posted start time of the meeting.
- Please include in the email subject line: "Public Comments for the Governing Board Meeting of (insert meeting date).
- Please indicate in your email if you are addressing a specific agenda item or if you are making a comment regarding an item not on the agenda

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Please note the following:

- Submissions of public comments will be considered a public record under the Public Records Act and are therefore subject to public disclosure.
- Submissions will be read aloud at the meeting and must comply with the three-minute time limit.
- Submissions must either address an item listed on the agenda or be within the subject matter jurisdiction of the Board.

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SUSPENSION OF CERTAIN REQUIREMENTS OF THE BROWN ACT AND BAGLEY-KEENE ACT

Governor Gavin Newsom issued Executive Order No. N-25-20 on March 12, 2020, and Executive Order No. N-29-20 on March 17, 2020, announcing the suspension of certain meeting requirements of the Brown Act and Bagley-Keene Act in response to the increasing threat posed by the novel Coronavirus (COVID-19). These orders:

- authorize state and local bodies to hold public meetings by teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local or state agencies (N-25-20);
- waive the requirements expressly or impliedly requiring the physical presence of members, the

**clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting (N-25-20); and**  
**- state that "such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment." (N-29-20)**

## **1. OPENING BUSINESS**

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**Subject**                    **A. Roll Call**

Meeting                    May 5, 2020 - Special Meeting: Board Subcommittee for Governing Board Policies

Category                    1. OPENING BUSINESS

Access                      Public

Type                         Procedural

**Subject**                    **B. Approval of Agenda**

Meeting                    May 5, 2020 - Special Meeting: Board Subcommittee for Governing Board Policies

Category                    1. OPENING BUSINESS

Access                      Public

Type                         Action

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

### **Motion & Voting**

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

Motion by Marilyn Dunn Gustafson, second by Loren Steck.

Final Resolution: Motion Carries

Aye: Loren Steck, Marilyn Dunn Gustafson

## **2. PUBLIC COMMENT**

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**Subject**                    **A. Public Comment**

Meeting                    May 5, 2020 - Special Meeting: Board Subcommittee for Governing Board Policies

Category                    2. PUBLIC COMMENT

Access                      Public

Type                         Information, Procedural

Anyone wishing to address the Board Subcommittee for Governing Board Policies on matters not listed on the agenda, and within the jurisdiction of the Governing Board, may do so now. Anyone wishing to address the Board Subcommittee for Governing Board Policies 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 subcommittee. 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 subcommittee and others present may identify the speaker.

Public Comment:

## **3. BOARD POLICY SUBCOMMITTEE BUSINESS**

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<b>Subject</b>	<b>A. INFORMATION: Board Policy Review Schedule for 2020-21 and CCLC Legal Updates</b>
Meeting	May 5, 2020 - Special Meeting: Board Subcommittee for Governing Board Policies
Category	3. BOARD POLICY SUBCOMMITTEE BUSINESS
Access	Public
Type	Discussion, Information, Procedural
Goals	<p>2020 Board Goal 4. Fiscal Stewardship</p> <p>2020 Board Goal 2. Institutional Quality</p> <p>2020 Board Goal 1. Student Access, Success, and Completion</p> <p>Goal 3: Review, revise, and communicate policies and procedures to support the college mission.</p>

### **Background:**

In May 2012, the District approved a new approach for revision of board policies where the policy language provided through the Community College League of California (CCLC) Policy and Procedure Subscription Service would be adopted without change, including the numbering, except in limited circumstances. The acceptance of the CCLC policy language was advised to safeguard the District from potential liability. The now completed adoption of CCLC's policy manual as a replacement for the District's former policies ensures the District has the essential policies in place.<sup>1, 2</sup>

### Board Policy Review

Each year, the District engages in the review of at least one chapter of board policies.<sup>3</sup> In December 2019, as part of this ongoing assessment of board policies, the Governing Board established the 2020 Board Subcommittee for Governing Board Policies, comprising Trustee Marilyn Dunn Gustafson and Vice Chair Loren Steck.

The policies scheduled for review in 2020-21 are indicated below.<sup>4</sup>

1. Policies impacted by recent CCLC legal updates.<sup>5</sup>
2. Chapter 3 - General Institution
3. Chapter 4 - Academic Affairs

On May 5, 2020, the Board Subcommittee for Governing Board Policies will review the information listed below.

1. The list of policies updated by the CCLC in partnership with the law firm of Liebert Cassidy Whitmore.
2. The draft schedule for campus review of the policies updated by the CCLC.

### **Budgetary Implications:**

None

### **Prepared by:**

Shawn Anderson, Assistant to the President

### **Recommended by:**

Mr. David Martin, Interim Superintendent/President

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<sup>1</sup> The Board of Trustees has not adopted CCLC recommended policies that do not apply to the District (e.g. BP 4110 — Honorary Degrees). Similarly, the Board of Trustees has elected, in certain circumstances, to establish local policies for which the CCLC has no counterpart (e.g. BP 7261 — Health & Welfare Benefits: Management, Supervisory, and Confidential Employees).

<sup>4</sup> Board policies are not intended to, and cannot conflict with or override, the law. If a conflict arises, the applicable law prevails. Similarly, the District has collective bargaining agreements with many of its employees that cannot be altered through board policy.

<sup>3</sup> ACCJC Accreditation Standards I.B.7, I.C.5, and IV.C.7

<sup>4</sup> [Administrative Procedure 2410 - Board Policies and Administrative Procedures](#)

Note: District review of chapter 7 (Human Resources), which was initially scheduled for the 2018-19 academic year, was postponed due to the retirement, in 2018, of Susan Kitagawa, MPC's former associate dean of human resources. The previous Board Subcommittee for Governing Board Policies agreed to postpone the review of chapter 7 policies until a permanent chief human resources officer is hired.

<sup>5</sup> CCLC provides the District and other subscribers with biannual updates that ensure continued compliance with relevant laws and regulations.

#### Additional References

- [Education Code Section 70902](#)
- [MPC Board Policies 2200 — Board Duties and Responsibilities](#)
- [Board Policy 2410 — Board Policies and Administrative Procedures](#)

#### File Attachments

[Board Policies - CCLC Legal Updates as of 4\\_2020.pdf \(141 KB\)](#)

[Board Policies - Draft MPC Review Schedule for CCLC Legal Updates.pdf \(64 KB\)](#)

<b>Subject</b>	<b>B. INFORMATION: New Administrative Procedures</b>
Meeting	May 5, 2020 - Special Meeting: Board Subcommittee for Governing Board Policies
Category	3. BOARD POLICY SUBCOMMITTEE BUSINESS
Access	Public
Type	Discussion, Information, Procedural
Goals	<p><a href="#">2020 Board Goal 4. Fiscal Stewardship</a></p> <p><a href="#">2020 Board Goal 2. Institutional Quality</a></p> <p><a href="#">2020 Board Goal 1. Student Access, Success, and Completion</a></p> <p>Goal 3: Review, revise, and communicate policies and procedures to support the college mission.</p>

#### **Background:**

The Monterey Peninsula Community College District is in the process of adopting procedures from the Community College League of California's (CCLC) Policy and Procedure Subscriber Service Manual. The administrative procedures listed below are recommended by the CCLC in partnership with the law firm Liebert Cassidy Whitmore and have been reviewed by the appropriate MPC governance groups. The procedures were recommended for approval to Interim Superintendent/President Martin by President's Cabinet, as part of the President's Advisory Group (PAG) meeting, on April 28, 2020.

<b>ADMINISTRATIVE PROCEDURE</b>	<b>CCLC DESIGNATION</b>	<b>MPC BOARD POLICY - FOR INFORMATION ONLY</b>	<b>PARTICIPATORY GOVERNANCE REVIEW</b>
AP 6200 - Budget Preparation	Required	BP 6200 - Budget Preparation	<b>Administrative Services Advisory Group:</b> 4/8/20 and <b>PAG:</b> 4/14/20 and 4/28/20
AP 6250 - Budget Management	Required	BP 6250 - Budget Management	<b>Administrative Services Advisory Group:</b> 4/8/20 and <b>PAG:</b> 4/14/20 and 4/28/20
AP 6300 - Fiscal Management	Required	BP 6300 - Fiscal Management	<b>Administrative Services Advisory Group:</b> 4/8/20 and <b>PAG:</b> 4/14/20 and 4/28/20
AP 6307 - Debt Issuance and Management	Required	BP 6307 - Debt Issuance and Management	<b>Administrative Services Advisory Group:</b> 4/8/20 and <b>PAG:</b> 4/14/20 and 4/28/20
AP 6345 - Bids and Contracts: UPCCAA	Required	BP 6340 - Bids and Contracts	<b>Administrative Services Advisory Group:</b> 4/8/20 and <b>PAG:</b> 4/14/20 and 4/28/20
AP 6540 - Insurance	Required	BP 6540 - Insurance	<b>Administrative Services Advisory Group:</b> 4/10/20 and <b>PAG:</b> 4/14/20 and 4/28/20
AP 6600 - Capital Construction	Required	BP 6600 - Capital Construction	<b>Administrative Services Advisory Group:</b> 4/8/20 and <b>PAG:</b> 4/14/20 and 4/28/20
AP 6750 - Parking	Required	BP 6750 - Parking	<b>Administrative Services Advisory Group:</b> 4/8/20 and <b>PAG:</b> 4/14/20 and 4/28/20

These administrative procedures are provided for information to the Board Subcommittee for Governing Board Policies in accordance with [MPC Board Policy 2410](#) and [MPC Administrative Procedure 2410 - Board Policies and Administrative Procedures](#). These procedures will be provided for information to the Governing Board of Trustees on May 27, 2020.

**Budgetary Implications:**

None

**Prepared by:**

Shawn Anderson, Assistant to the President

**Recommended by:**

Mr. David Martin, Interim Superintendent/President

## 4. ADVANCE PLANNING

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**Subject**                    **A. Next Meeting of the 2020 Board Subcommittee for Governing Board Policies**

Meeting                    May 5, 2020 - Special Meeting: Board Subcommittee for Governing Board Policies

Category                    4. ADVANCE PLANNING

Access                    Public

Type                    Discussion, Information, Procedural

Pursuant to the process for, and schedule of, MPC board policy review, it is recommended that the Board Subcommittee for Governing Board Policies schedule their next meeting during the week of June 1, 2020, following PAG review.<sup>1</sup> The recommended purpose of the next meeting is for the subcommittee to review the policies for which CCLC legal updates were issued.

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<sup>1</sup> [Administrative Procedure 2410 - Board Policies and Administrative Procedures](#)

## 5. ADJOURNMENT

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**Subject**                    **A. Time Meeting Adjourned**

Meeting                    May 5, 2020 - Special Meeting: Board Subcommittee for Governing Board Policies

Category                    5. ADJOURNMENT

Access                    Public

Type                    Information, Reports

**TIME:**