



MONTEREY PENINSULA COLLEGE

Wednesday, November 18, 2020
MPC Regular Governing Board Meeting

2:00 pm., Closed Session, via Zoom Meeting:

https://cccconfer.zoom.us/j/630209623?pwd=ZFIPaS9FaklaVkRjB1ZEckZybG0rZz09

Password: 970101

4:00 p.m., Regular Meeting, via Zoom Webinar:

https://cccconfer.zoom.us/j/95204624221?pwd=Tm5ERlJkTkIMaTgzQ3FYcWIyZ3dUZz09

Passcode: 628249

The Monterey Peninsula College Governing Board welcomes you to the Governing Board of Trustees Regular Meeting. Anyone wishing to attend or participate in a meeting of the MPC Governing Board may do so via the Zoom link listed on the agenda.

To the members of the Monterey Peninsula Community College School District, community members, organizations and those radio stations, television stations, digital media, and newspapers of general circulation and all individuals who have requested in writing notice of meetings of the Governing Board.

PUBLIC COMMENTS

In order to equitably facilitate public comments, please:

- Public comments submitted electronically by emailing GoverningBoard@mpc.edu no later than 5pm the day before the meeting.
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

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.

MPC BOARD CONDUCTS MEETING USING ZOOM WEBINAR BEGINNING OCTOBER 28, 2020

Join from PC, Mac, Linux, iOS or Android:

https://cccconfer.zoom.us/j/95204624221?pwd=Tm5ERlJkTkIMaTgzQ3FYcWIyZ3dUZz09

Passcode: 628249

Or iPhone one-tap :

US: +16699006833,,95204624221#,,,,,0#,,628249# or +13462487799,,95204624221#,,,,,0#,,628249#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 646 876 9923 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 952 0462 4221

Passcode: 628249

International numbers available: https://cccconfer.zoom.us/u/aCiBzcebJ

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 implicitly 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."

1. OPENING ITEMS

Subject **A. Roll Call for Closed Session**

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 1. OPENING ITEMS

Access Public

Type Procedural

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

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 1. OPENING ITEMS

Access Public

Type Procedural

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.

2. CLOSED SESSION

Subject **A. Public Employee Appointment/Employment (Government Code Section 54957)**

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 2. CLOSED SESSION

Access Public

Type Procedural

Title: Superintendent/President

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

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 2. CLOSED SESSION

Access Public

Type Procedural

Agency Representative: Yuri C. Anderson

Unrepresented Employee: Superintendent/President

3. RECONVENE TO OPEN SESSION / CALL TO ORDER

Subject **A. Roll Call**

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 3. RECONVENE TO OPEN SESSION / CALL TO ORDER

Access Public
Type Procedural
Subject B. Pledge of Allegiance
Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting
Category 3. RECONVENE TO OPEN SESSION / CALL TO ORDER
Access Public
Type Procedural

Subject C. Report of Action Taken in Closed Session
Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting
Category 3. RECONVENE TO OPEN SESSION / CALL TO ORDER
Access Public
Type Information, Procedural
Chair Report:

Subject D. Approval of Agenda
Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting
Category 3. RECONVENE TO OPEN SESSION / CALL TO ORDER
Access Public
Type Action
Recommended Action BE IT RESOLVED, That the Governing Board approves today's agenda.

4. PUBLIC COMMENT

Subject A. Public Comment
Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting
Category 4. PUBLIC COMMENT
Access Public
Type Information, Procedural

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.

Public Comment:

5. ORGANIZATIONS' & STAFF REPORTS & PRESENTATIONS

Subject A. ASMPC Report

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 5. ORGANIZATIONS' & STAFF REPORTS & PRESENTATIONS

Access Public

Type Information, Reports

Report: The ASMPC President or another representative from the Associated Students of MPC will provide the Governing Board with a report.

File Attachments

[11-18-20 ASMPC Report.pdf \(136 KB\)](#)

Subject B. Academic Senate Report

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 5. ORGANIZATIONS' & STAFF REPORTS & PRESENTATIONS

Access Public

Type Information, Reports

Report: The Academic Senate President or another representative from the MPC Academic Senate will provide the Governing Board with a report.

File Attachments

[11-18-20 AS Report.pdf \(1,705 KB\)](#)

Subject C. MPCEA Report

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 5. ORGANIZATIONS' & STAFF REPORTS & PRESENTATIONS

Access Public

Type Information, Reports

Report: The MPCEA President or another representative from the MPCEA will provide the Governing Board with a report.

Subject D. MPCTA Report

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 5. ORGANIZATIONS' & STAFF REPORTS & PRESENTATIONS

Access Public

Type Information, Reports

Report: The MPCTA President or another representative from the MPCTA will provide the Governing Board with a report.

Subject E. Superintendent/President & Staff Reports

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 5. ORGANIZATIONS' & STAFF REPORTS & PRESENTATIONS

Access Public

Type Information, Reports

Report(s): Mr. David Martin, Interim Superintendent/President and/or staff representatives will provide the Governing Board with updates.

File Attachments

[11-18-20 VP Advancement Report.pdf \(553 KB\)](#)

[11-18-20 VPAS Report.pdf \(727 KB\)](#)

[11-18-20 VPAA Report.pdf \(423 KB\)](#)

6. CONSENT CALENDAR

Subject A. Approval of the Consent Calendar

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 6. CONSENT CALENDAR

Access Public

Type Action (Consent), Procedural

Recommended Action Approval of the 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.

Subject B. Minutes from the October 28, 2020 Regular Board Meeting

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 6. CONSENT CALENDAR

Access Public

Type Action (Consent), Minutes, Procedural

Recommended Action BE IT RESOLVED, that the Governing Board approves the minutes of the Regular Board meeting on October 28, 2020.

Minutes [View Minutes](#) for Oct 28, 2020 - MPC Regular Governing Board Meeting

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

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Subject C. Donations

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 6. CONSENT CALENDAR

Access Public

Type Action (Consent), Minutes

Recommended Action BE IT RESOLVED, that the Governing Board accepts the gifts donated to the College with appropriate acknowledgement to the donor.

Minutes [View Minutes](#) for Oct 28, 2020 - MPC Regular Governing Board Meeting

Donor Name: Knox Foundation Trustees
Items Donated To: Maurine Church Coburn School of Nursing
Description of Donation: \$10,000 to provide scholarships for single parents

Donor Name: Sharon Donnelly, DNP, RN
Items Donated To: Maurine Church Coburn School of Nursing
Description of Donation: \$1500 to fund three \$500 scholarships outside the Monterey County who have few options for support

Donor Name:
Items Donated To:
Description of Donation:

Donor Name:
Items Donated To:
Description of Donation:

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Subject D. INFORMATION: Twelve New Administrative Procedures

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 6. CONSENT CALENDAR

Access Public

Type Discussion, Information, Procedural

Goals 2020 Board Goal 2. Institutional Quality
2020 Board Goal 1. Student Access, Success, and Completion
Goal 3: Review, revise, and communicate policies and procedures to support the college mission.

Background:

The Monterey Peninsula Community College District is in the process of developing/updating administrative procedures for policy implementation. Twelve new administrative procedures in the area of Academic Affairs have been completed.* These administrative procedures are recommended by the CCLC Policy and Procedure Subscriber Service (to which the District subscribes), in partnership with law firm Liebert Cassidy Whitmore, and reflect the CCLC's procedural language, when provided, as well as its numbering structure.

The twelve administrative procedures have been endorsed by the MPC participatory governance groups reflected in the attached spreadsheet. The 2020 Board Subcommittee for Governing Board Policies received these procedures in November 2020 for information and to ensure consistency with board policy.

These administrative procedures (below and attached) are provided for information to the Governing Board of Trustees in accordance with [MPC Board Policy 2410](#).

	Administrative Procedure <i>For information & to ensure consistency with board policy</i>	CCLC Designation	Board Policy <i>For information</i>	Participatory Governance Review
1	AP 4050 - Articulation	Legally required	BP 4050 - Articulation	Academic Affairs Advisory Group: 9/2/20 Academic Senate: 9/17/20 & 10/1/20 President's Advisory Group: 10/13/20
2	AP 4070 - Course Auditing and Auditing Fees	Legally advised if District permits auditing	Not yet adopted	Academic Affairs Advisory Group: 9/18/19 Academic Senate: 10/3/19

				<i>President's Advisory Group: 9/8/20</i>
3	AP 4101 - Independent Study	Legally required	BP 4100 - Graduation Requirements for Degrees and Certificates	<i>Academic Affairs Advisory Group: 9/18/19 Academic Senate: 10/3/19 President's Advisory Group: 9/8/20</i>
4	AP 4102 - Career and Technical Education Programs	Legally required	BP 4100 - Graduation Requirements for Degrees and Certificates	<i>Academic Affairs Advisory Group: 9/2/20 Academic Senate: 9/17/20 & 10/1/20 President's Advisory Group: 10/13/20</i>
5	AP 4103 - Work Experience	Legally required if District permits work experience	BP 4100 - Graduation Requirements for Degrees and Certificates	<i>Academic Affairs Advisory Group: 9/2/20 Academic Senate: 9/17/20 & 10/1/20 President's Advisory Group: 10/13/20</i>
6	AP 4106 - Nursing Program	Optional	BP 4106 - Nursing Programs	<i>Academic Affairs Advisory Group: 3/4/20 Academic Senate: 9/17/20 & 10/1/20 President's Advisory Group: 10/13/20</i>
7	AP 4226 - Multiple and Overlapping Enrollments	Legally required	BP 4226 - Multiple and Overlapping Enrollments	<i>Academic Affairs Advisory Group: 10/30/19 & 3/4/20 Academic Senate: 9/17/20 & 10/1/20 President's Advisory Group: 10/13/20</i>
8	AP 4227 - Repeatable Courses	Legally required	BP 4226 - Multiple and Overlapping Enrollments	<i>Academic Affairs Advisory Group: 9/2/20 Academic Senate: 9/17/20 & 10/1/20 President's Advisory Group: 10/13/20</i>
9	AP 4228 - Course Repetition - Significant Lapse of Time	Legally advised	BP 4226 - Multiple and Overlapping Enrollments	<i>Academic Affairs Advisory Group: 9/2/20 Academic Senate: 9/17/20 & 10/1/20 President's Advisory Group: 10/13/20</i>
10	AP 4229 - Course Repetition - Variable Units	Legally advised	BP 4226 - Multiple and Overlapping Enrollments	<i>Academic Affairs Advisory Group: 9/2/20 Academic Senate: 9/17/20 & 10/1/20 President's Advisory Group: 10/13/20</i>
11	AP 4232 - Pass/No Pass	Legally advised if District offers pass-no pass courses	BP 4231 - Grade Changes	<i>Academic Affairs Advisory Group: 10/30/19 & 3/4/20 Academic Senate: 9/17/20 & 10/1/20 President's Advisory Group: 10/13/20</i>
12	AP 4236 - Advanced Placement Credit	Legally required	BP 4235 - Credit for Prior Learning	<i>Academic Affairs Advisory Group: 9/2/20 Academic Senate: 9/17/20 & 10/1/20 President's Advisory Group: 10/13/20</i>

Budgetary Implications:

None

Prepared by:

Shawn Anderson, Assistant to the President

Recommended by:

Mr. David Martin, Interim Superintendent/President

** Under the District's former, now defunct board policy structure, administrative procedures were referred to as board policy appendices. These new administrative procedures supersede all related board policy appendices approved under the former, now defunct, structure.*

File Attachments

Academic Affairs Administrative Procedures_11-18-20 Board Meeting - Chapter 4 (OAA).pdf (59 KB)

Subject	E. ACTION: October 2020 Monthly Financial Statement
Meeting	Nov 18, 2020 - MPC Regular Governing Board Meeting
Category	6. CONSENT CALENDAR
Access	Public
Type	Action (Consent)
Recommended Action	BE IT RESOLVED, that the 2020-2021 Monthly Financial Report for the period ending October 31, 2020, be accepted.

Proposal:

That the Governing Board review and discuss the 2020-21 Monthly Financial Report for the period ending, October 31, 2020.

Background:

That the Board routinely reviews financial data regarding expenses and revenue to monitor District Fiscal Operations.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that the 2020-2021 Monthly Financial report for the period ending October 31, 2020, be accepted.

Recommended By:**File Attachments**

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Subject	F. ACTION: November 2020 Monthly Budget Transfers - Building Fund
Meeting	Nov 18, 2020 - MPC Regular Governing Board Meeting
Category	6. CONSENT CALENDAR
Access	Public
Type	Action (Consent)
Recommended Action	BE IT RESOLVED, that the following budget adjustments in the Building Fund (Bond Fund) be approved.

Proposal:
Approve bond project budget transfer for the period ending November 30, 2020. This transaction accounts for the change in allocation of a portion of the General Obligation Bond projects budget for the addition of the Bullpens that is part of Granite Constructions previously board approved bid and contract.

Background:
Board Policy 2120 requires Board Approval of budget adjustments to the Fiscal Year budget.

Budgetary Implications:
Building Fund
This proposal has no effect on the overall budget and only alters the allocation of budget between the Baseball Field project and the balance budgeted for contingency. See attached

Recommended By:
David J. Martin, Superintendent/President

File Attachments
[Building Fund Trf 11-2020.docx \(12 KB\)](#)

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Subject	G. Action: Approve October 2020 Purchase Orders
Meeting	Nov 18, 2020 - MPC Regular Governing Board Meeting
Category	6. CONSENT CALENDAR
Access	Public

Type Action (Consent)
Recommended Action Resolution: Be it Resolved, that Purchase Order B21-00221 through B21-00255 in the amount of \$ 2,385,535.86 be approved.

Background:

Purchase Orders B21-00221 through B21-00255 were produced in October 2020. The list of Purchase Orders is attached.

Budgetary Implications:

Budgeted

Recommended By:

File Attachments
[October 2020 \(2\).pdf \(112 KB\)](#)

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Subject H. Action: Approve October 2020 Monthly Commercial Warrants

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 6. CONSENT CALENDAR

Access Public

Type Action (Consent)

Recommended Action RESOLUTION: BE IT RESOLVED, that Commercial Warrants for October 2020: 12581415 through 12581485, 12582634 through 12582687, 12583748 through 12583804, 12584593 through 12584616, 12586138 through 12586170 in the amount of \$ 1,529,133.96 be approved.

Background:

Number 12581415 through Number 12581485.....	\$ 479,334.78
Number 12582634 through Number 12582687.....	\$ 147,491.38
Number 12583748 through Number 12583804.....	\$ 283,556.73
Number 12584593 through Number 12584616.....	\$ 49,557.31
Number 12586138 through Number 12586170.....	\$ 569,193.76

Total..... \$ 1,529,133.96

Budgetary Implications:

Budgeted

Recommended By:

File Attachments
October 2020.pdf (694 KB)

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Subject **I. Action: Accept the October and November payrolls**

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 6. CONSENT CALENDAR

Access Public

Type Action (Consent)

Recommended Action BE IT RESOLVED, that the October 30, 2020 regular payroll and the November 10, 2020 supplemental payroll be accepted.

Background:

Payroll Type	Date	Amount
Regular Payroll	October 30, 2020	2,821,854.75
Supplemental Payroll	November 10, 2020	21,617.10
	Total:	\$2,843,471.85

Budgetary Implications:

Resolution: Be it resolved that the: October 30, 2020, regular payroll in the amount of \$2,821,854.75 and the November 10, 2020, supplemental payroll in the amount of \$21,617.10 be approved.

Recommended By:

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Subject	J. ACTION: Governing Board Nominates EL CENTRO - the Center for Excellence in Transfer College Readiness and Opportunities to be added to the list for the 2021 Monterey County School Boards Association (MCSBA) Excellence in Education Award
Meeting	Nov 18, 2020 - MPC Regular Governing Board Meeting
Category	6. CONSENT CALENDAR
Access	Public
Type	Action (Consent)
Recommended Action	BE IT RESOLVED, that the Governing Board elects to submit a new MPC nominee, EL CENTRO - the Center for Excellence in Transfer College Readiness and Opportunities, for the Monterey County School Boards Association's 2021 Excellence in Education Award to the Monterey County Office of Education.
Goals	2019 Board Goal 3. Institutional Quality 2019 Board Goal 1. Student Access, Success, and Completion

Background:

The Monterey County School Boards Association wishes to express its deepest appreciation to the many outstanding organizations that have quickly responded to the challenges of the COVID-19 pandemic and have stepped up to meet the diverse needs of our children and their families amid school closures and economic uncertainties.

In selecting a recipient for the 2021 Excellence in Education Award, we would like to encourage school districts to consider nominating organizations that quickly adapted in their efforts to support our youth and/or mobilized critical services during the course of this pandemic; whether it was providing meals, creating child care services, developing youth engagement and learning opportunities, offering mental health and family support services, developing strategies to meet the immediate needs of students and families, or adjusting their service methods to meet the protocols of these new times.

The core criteria for the award will remain the same: An agency, institution, organization or collaborative entity that provides:

- The opportunity is available and accessible to students Countywide
- The impact on students' quality of life is transformative and significant
- It highlights an unmet, countywide student need
- It demonstrates a commitment to exceeding expectations in pursuit of addressing the challenge

MPC Board responsibility:

- Identify nominee(s)
- Provide an explanation of how the criterion is met for each nominee (attached)

Attachments:

- A list of previous award winners, and a list of organizations still being considered.
- An explanation of how EL CENTRO responded to the pandemic and criteria submission

Next Step(s):

- December 16, 2020 - MPC Regular (Organizational) Board Meeting, the MPC Governing Board select their **top three** organizations for consideration in order of preference.
- January 25, 2021 - an award recipient will be selected by the Monterey County School Boards Associations's Executive Council Representatives at Executive Council Meeting
- In 2021 - MCSBA will make plans for how best to honor and recognize the award recipient in 2021.

Budgetary Implications:

No direct budgetary impact is anticipated

Prepared by:

JoRene Finnell, Executive Assistant to Superintendent/President and the Governing Board

Recommended by:

Mr. David Martin, Superintendent/President

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Subject	K. ACTION: Appoint Celine Pinet as a Member of the Citizens' Bond Oversight Committee
Meeting	Nov 18, 2020 - MPC Regular Governing Board Meeting
Category	6. CONSENT CALENDAR
Access	Public
Type	Action (Consent), Discussion, Information, Procedural
Recommended Action	BE IT RESOLVED that the appointment of Dr. Celine Pinet, as a member of the Citizens' Bond Oversight Committee, effective November 18, 2020, be approved.
Goals	Goal 4: Establish and maintain effective infrastructure to promote student learning and achievement. 2019 Board Goal 2. Fiscal Stewardship

Background:

In the November 5, 2002, election, the Monterey Peninsula Community College District conducted a bond election under Proposition 39 regulations and was successful in obtaining voter approval to issue general obligation bonds in the amount of \$145,000,000 for facility projects. Education Code 15278 requires the districts to establish a citizens' oversight committee to satisfy the accountability requirements of Proposition 39.

The Governing Board established the Citizens' Bond Oversight Committee in February 2003, with a minimum of seven members representing the local business community, senior citizens' organization, taxpayers organization, students, college support organization, and the community. Trustees and employees of the district and vendors, contractors, or consultants serving the District are prohibited by law from being members of the committee.

Dr. Celine Pinet is being recommended for appointment to a two-year term as a Citizen-at-Large. Dr. Pinet's application is attached for the Governing Board's consideration.

Per the Committee Bylaws, the term of this appointment will extend to November 2022.

Budgetary Implications:

None

Prepared by:

Shawn Anderson, Assistant to the President

Recommended by:

Mr. David Martin, Superintendent/President

File Attachments

[CBOC Application_Celine Pinet 11-18-20.pdf \(762 KB\)](#)

[CBOC Bylaws-Ethics Statement rev 10-2015.pdf \(45 KB\)](#)

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Subject L. ACTION: Ratify Management Personnel Actions

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 6. CONSENT CALENDAR

Access Public

Type Action (Consent)

Recommended Action Be it resolved that the Board ratify the Management Personnel actions listed in the table below.

Background:

Item	Action	Details	Fiscal Implication
a)	Employment	Employment of Travis Richardson, Theatre Technical Director and Operations Manager, Creative Arts, 40 hours per week, 12 months per year, effective November 19, 2020.	Unrestricted Funds

Budgetary Implications: See table.

Recommended By: Kayla Valentine, Acting Human Resources Director

Prepared By: Samara Simeone, Human Resources Specialist

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Subject M. ACTION: Ratify Employment Agreements for Short-Term and Substitute Assignments.

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 6. CONSENT CALENDAR

Access Public

Type Action (Consent)

Recommended Action 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.

Background:

Education Code 88003 designates the Governing Board to employ substitute employees to replace any classified employee who is temporarily absent from duty. Education Code 88003 also designates the Governing Board to employ short-term employees to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Employment of the individuals on the attached list is consistent with District policy and Education Code provisions. The attached list of assignments meet the employment justification, length, and responsibilities outlined within the Education Code, Section 88003.

Budgetary Implications:

The cost to employ short-term and substitute employees is included in division/departement budgets.

Recommended By:

Prepared By:

File Attachments
[Board Agenda Items 11.18.2020.pdf \(309 KB\)](#)

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.

7. NEW BUSINESS

Subject **A. INFORMATION: Verbal Summary of Financial Terms of Superintendent/President Employment Agreement**

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 7. NEW BUSINESS

Access Public

Type Information

Goals 2019 Board Goal 7. Superintendent/President
2019 Board Goal 1. Student Access, Success, and Completion
2019 Board Goal 6. Campus Climate
2019 Board Goal 2. Fiscal Stewardship
2019 Board Goal 3. Institutional Quality
2019 Board Goal 4. Advocacy and Engagement
2019 Board Goal 5. Board Professional Development

Background:

Per Governing Board Policy 2431, the Board of Trustees is responsible for the selection and appointment of the Superintendent/President.

Proposal:

Budgetary Implications:

Included in budget.

Recommended By:

Ms. Yuri Anderson, Chair, Board of Trustees

Prepared By:

Kayla Valentine, Acting Director of Human Resources

Subject **B. ACTION: Consider Approval of Employment Agreement with Superintendent/President - Mr. David J. Martin**

Meeting	Nov 18, 2020 - MPC Regular Governing Board Meeting
Category	7. NEW BUSINESS
Access	Public
Type	Action
Recommended Action	BE IT RESOLVED, that the Governing Board approve the employment agreement with Mr. David J. Martin to serve as the Superintendent/President from January 1, 2021 to June 30, 2024.
Goals	2019 Board Goal 7. Superintendent/President 2019 Board Goal 1. Student Access, Success, and Completion 2019 Board Goal 6. Campus Climate 2019 Board Goal 2. Fiscal Stewardship 2019 Board Goal 3. Institutional Quality 2019 Board Goal 4. Advocacy and Engagement 2019 Board Goal 5. Board Professional Development

Background:

Per Governing Board Policy 2431, the Board of Trustees is responsible for the selection and appointment of the Superintendent/President.

The Governing Board conducted a rigorous nationwide search which returned an exemplary candidate pool, coordinated by Community College Search Services. A diverse Search Committee of campus and community members, led by Board Chair Yuri Anderson and Trustee Marilynn Dunn Gustafson, narrowed the list of applicants down to five finalists, who presented at public forums held October 19 & 20, 2020. The finalists were then invited for final interviews with the Governing Board on October 22 & 23, 2020.

Governing Board is pleased to announce the decision of selecting and offering a three and one-half contract to Mr. David J. Martin, for the MPC Superintendent/President position. Mr. Martin has served as MPC's Interim Superintendent/President since July 2019. During that time, the District has accomplished a comprehensive strategic planning cycle, completed its full accreditation mid-term report, worked collaboratively with both faculty and classified labor partners to achieve multi-year labor contracts, and passed Measure V, a \$230 million facilities and technology bond initiative on the November 2020 ballot.

Proposal:

That the Governing Board employ Mr. David J. Martin as Superintendent/President, subject to final approval by both parties of the employment agreement describing the terms and conditions of employment. Following a nationwide search and a thorough selection process which included screening, interviews, public forums, final interviews, reference checks and a site visit, it is recommended that Mr. David J. Martin be employed as Superintendent/President.

Budgetary Implications:

Included in budget.

Recommended By:

Ms. Yuri Anderson, Chair, Board of Trustees

Prepared By:

Kayla Valentine, Acting Director of Human Resources

File Attachments
SP Final Contract.pdf (591 KB)

Subject C. INFORMATION: Citizens' Bond Oversight Committee Annual Report for 2019-20

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 7. NEW BUSINESS

Access Public

Type Information, Procedural

Background:

In the November 5, 2002, election, the Monterey Peninsula Community College District conducted a bond election under Proposition 39 regulations and was successful in obtaining voter approval to issue general obligation bonds in the amount of \$145,000,000 for facility projects. Education Code 15278 requires the District to establish a citizens' oversight committee to satisfy the accountability requirements of Proposition 39.

The Citizens' Bond Oversight Committee Bylaws state that the Committee shall present an annual written report to the Board of Trustees in public session. Per the Bylaws, the annual report includes a statement regarding the District's compliance with Proposition 39 accountability requirements as well as a summary of the Committee's activities for the year. In addition, the annual report provides a comprehensive summary of projects in the bond program, completed, underway, or planned for the future.

The Citizens' Bond Oversight Committee is anticipated to approve the attached Citizens' Bond Oversight Committee Annual Report for 2019-20 at the Committee meeting on November 16, 2020.

President Martin will introduce the report to the Board. Mr. Rob Lee, Chair of the Citizens' Bond Oversight Committee, will be available for questions or comments from the Board.

Budgetary Implications:

None

Prepared By:

Shawn Anderson, Assistant to the President

Recommended By:

Mr. David Martin, Interim Superintendent/President

File Attachments

CBOC Annual Report for 2019-2020_DRAFT - 11-18-20 Board Meeting.pdf (1,846 KB)

Subject D. ACTION: Supplementary Retirement Plan (SRP) resolution and associated PARS Agreement for Administrative Services.

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 7. NEW BUSINESS

Access Public

Type Action

Recommended Action BE IT RESOLVED, that the Governing Board approve Resolution No. 20:3X to approve the Supplementary Retirement Plan (SRP) for eligible District employees, provided there is sufficient employee participation and demonstrated fiscal savings to the District, and the associated PARS Agreement for Administrative Services.

Background:

The Monterey-Peninsula Community College District has worked with Public Agency Retirement Services (PARS) to design a Supplementary Retirement Plan (SRP), which is a retirement incentive that is designed to encourage senior eligible District employees to retire/separate from service. The goal of the program is to generate savings to the District by increasing the number of retirements in the 2020-21 academic year. The program allows the District to offer the plan, conduct enrollments, analyze the participation and elect to move forward or cancel the program depending on the participation and overall projected savings or cost of the program.

As the administrator of the SRP, PARS will assist the District in the design, perform plan communication and enrollment, and conduct all ongoing administration of the program. PARS is a specialist in retirement incentive plans having worked with community college districts and other governmental agencies since 1984. The proposed administrative agreement with PARS is attached to this board item and will be approved collectively with the offering of a retirement incentive pending board

consideration.

The SRP would provide participating employees with a tax-qualified annuity that costs 75% of their final year salary paid into the plan over a five-year period. The program requires all employees to resign from District employment at the end of the academic year (no later than June 30, 2021). The retirement incentive will be offered to all full-time district employees across all employee groups.

It is recommended that the Board of Trustees approve Resolution No. 20:3X to approve the Supplementary Retirement Plan (SRP) for eligible District employees, provided there is sufficient employee participation and demonstrated fiscal savings to the District, and the associated PARS Agreement for Administrative Services.

Budgetary Implications:

The ultimate savings or cost of the program will be determined based on the actual number of enrolled employees, resulting replacement employee costs, and the number of positions backfilled. A final analysis based on the actual enrolled employees will be presented to the Board of Trustees after the close of the enrollment window. If the program is unable to demonstrate fiscal savings, the program may be rescinded.

Recommended By: David Martin, Interim Superintendent/President

Prepared By: David Martin, Interim Superintendent/President

File Attachments

11-18-20 SERP Resolution.pdf (265 KB)

11-18-20 Administrative Services Agreement.pdf (47 KB)

Draft - MPC Plan Language - Draft.pdf (136 KB)

Subject	E. ACTION: Approve New Programs & Courses
Meeting	Nov 18, 2020 - MPC Regular Governing Board Meeting
Category	7. NEW BUSINESS
Access	Public
Type	Action
Recommended Action	BE IT RESOLVED that the Governing Board approves the new programs and courses as listed.
Goals	2020 Board Goal 1. Student Access, Success, and Completion EMP Goal 1. Excellent Education - Provide programs and services that meet student and community needs.

Background:

The courses/programs listed below are recommended by the Curriculum Advisory Committee and endorsed by the MPC Administration.

New Programs:

1. Sustainable Culinary Arts Certificate of Completion (*Noncredit*)

New DE Courses:

1. DANC 5 - Dance Appreciation
2. FASH 20 - Apparel Production
3. HOSP 420 - Catering (*Noncredit*)
4. HOSP 421 - Urban Agriculture Culinary Arts (*Noncredit*)
5. HOSP 422 - Farm-to-Table Sustainable Cooking (*Noncredit*)
6. HOSP 423 - Culinary Foundations I (*Noncredit*)
7. HOSP 424 - Culinary Foundations II (*Noncredit*)
8. HOSP 425 - Cottage Food Business (*Noncredit*)
9. HOSP 464 - Customer Service (*Noncredit*)

10. HOSP 480 - Food Safety Certification (*Noncredit*)
11. NUTF 35 - Foodservice I: Production, Sanitation, and Food Safety
12. NUTF 45 - Foodservice II: Facility and Human Resource Management
13. SPAN 10 - Spanish for the Professions
14. SPAN 32 - Medical Interpretation English-Spanish

Budgetary Implications:

When offered, courses generate instructor and support costs which are offset by student attendance driven income.

Recommended By:

Dr. Jon Knolle, Interim Vice President of Academic Affairs

Prepared By:

Kim Kingswold, Curriculum Coordinator

File Attachments

[11-18-20 New Programs and Courses - descript and justifications.pdf \(155 KB\)](#)

Subject F. ACTION: Appoint one Trustee as the Alternate Representative for the MPC Foundation Board of Directors effective January 1, 2021 through December 31, 2021

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 7. NEW BUSINESS

Access Public

Type Action

Recommended Action BE IT RESOLVED, that _____ be designated as Alternate Representative Director, effective January 1, 2021 through December 31, 2021.

Background:

At the Governing Board’s November 20, 2019, meeting, the Board designated **Trustee Rosalyn Green** to serve as the January 2020 - December 2021 Designated Director (two-year term).

An alternate Representative Director will be needed due to Trustee Rick Johnson will no longer be serving on the Board in 2021.

In December 2020, the MPC Foundation will host a new Board Member orientation one day following the MPC Governing Board’s annual organizational meeting. Therefore, it is recommended that the Governing Board designates the 2021 MPC Foundation alternate at the November 18, 2020, Board meeting, effective January 1, 2021 through December 31, 2021.

This will enable the Representative Director and Alternate Representative Director to attend, if necessary, the MPC Foundation Board member **orientation on Thursday, December 10, 2020, from 2:30pm -4:00 p.m.**

November 2020 Changes:

The Foundation recently (fall 2019) updated the language in its Bylaws to clarify the role and process by which the Trustee, faculty, staff, and Gentrain representatives join the Foundation Board, who are now referred to as “**Representative Directors.**” Each group nominates a representative director who is then elected by the Foundation Board. New Board terms begin January 1, 2020. **Terms are for three years;** however, the Trustees may nominate a different representative during the term should they wish to. The Foundation respectfully requests that the Trustees nominate its Representative Director at its November meeting, who will begin serving in January 2021.

Budgetary Implications:

None.

Prepared by:

JoRene Finnell, Executive Assistant to Superintendent/President and the Governing Board

Recommended by:

David Martin, Superintendent/President

Subject **G. ACTION: Approve/Adopt Resolution #20:3X Recognize and Acknowledge Outgoing Trustee Ms. Marilyn Dunn Gustafson**

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 7. NEW BUSINESS

Access Public

Type Action

Recommended Action BE IT RESOLVED, That the Board of Trustees hereby acknowledges and recognizes Ms. Marilyn Dunn Gustafson for her nine years of outstanding service, dedication, and contributions to Monterey Peninsula College, its students, staff, faculty, and administrators.

Recommended By:

David Martin, Superintendent/President

Prepared By:

JoRene Finnell, Executive Assistant to the Superintendent/President

File Attachments

[11-18-20 Marilyn Dunn Gustafson Recognition Resolution.pdf \(160 KB\)](#)**Subject** **H. ACTION: Approve/Adopt Resolution #20:3X Recognize and Acknowledge Outgoing Trustee Mr. Rick Johnson**

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 7. NEW BUSINESS

Access Public

Type Action

Recommended Action BE IT RESOLVED, That the Board of Trustees hereby acknowledges and recognizes Mr. Rick Johnson for his nine years of outstanding service, dedication, and contributions to Monterey Peninsula College, its students, staff, faculty, and administrators

Recommended By:

David Martin, Superintendent/President

Prepared By:

JoRene Finnell, Executive Assistant to the Superintendent/President

File Attachments

[11-18-20 Rick Johnson Recognition Resolution.pdf \(161 KB\)](#)**8. TRUSTEE & COMMITTEE COMMENTS & REPORTS**

Subject **A. Board Ad Hoc Committee Reports**

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 8. TRUSTEE & COMMITTEE COMMENTS & REPORTS

Access Public

Type Information

- **2020 Superintendent/President Search Process (Ad Hoc: Chair Yuri Anderson and Trustee Marilyn Dunn Gustafson):**

• **Board Policies Subcommittee (Vice Chair Loren Steck and Trustee Marilynn Dunn Gustafson):**

Subject	B. Governing Board Comments
Meeting	Nov 18, 2020 - MPC Regular Governing Board Meeting
Category	8. TRUSTEE & COMMITTEE COMMENTS & REPORTS
Access	Public
Type	Information, Reports
TRUSTEE COMMENTS:	

9. ADVANCE PLANNING

Subject	A. Advance Planning (Tentative Schedule): Future Topics, Annual Items, and Items for Study Sessions/Retreats
Meeting	Nov 18, 2020 - MPC Regular Governing Board Meeting
Category	9. ADVANCE PLANNING
Access	Public
Type	Information

2020 Advanced Planning / Future Topics / Study Sessions
(Future items **are tentative** and may change)
Last revised on: 11/13/20

NOVEMBER 18, 2020 BOARD MEETING

13. MPC Mission Statement Revise (Tentative - Spring 2021)

a. Resources:

- i. [Integrated Planning Handbook](#) (via [PRIE Integrated Planning webpage](#)). Mission Statement review process begins on page 7.
- ii. [Planning and Evaluation Calendar](#) (via [PRIE Integrated Planning webpage](#))

DECEMBER 16, 2020 BOARD MEETING (TBD by Election certification)

14. Swearing in new trustees

15. Organizational Meeting

QUARTERLY / ANNUAL / CONTINUOUS

16. Board Reviews the Board Goals Quarterly: Jan, April,

a. June – Ad Hoc is appointed

b. Aug – Oct Board Eval, survey & new Goals drafted

17. Board Policy / Administrative Procedures: cycle, process, review

a. Resources: [BP 2410](#) and [AP 2410](#) – Board Policies and Administrative Procedures

b. Suggestion: Review in January since new trustees will be seated in December.

18. Curriculum Approval Process – internal and external (local / Chancellor Office approval)

a. Resources:

- i. [BP 4020 – Program, Curriculum, and Course Development](#);
- ii. [AP 4020 – Student Learning Hours and Units of Credit](#);
- iii. [Resource Guide to Institutional Decision-Making](#)
- iv. [Curriculum Advisory Committee webpage](#)

19. Accreditation / Course & Program Assessment updates

a. Resource:

- i. [Outcomes Assessment webpage](#) (via [PRIE webpage](#))
- ii. [Program Review webpage](#) (via [PRIE webpage](#))

2021 TOPICS:

1. MPC Mission Statement Revise, feedback and approval (spring)
2. Budget Calendar (annual spring)
3. Tentative Budget (annual spring)
4. Board Goals (annual spring/fall TBD)
5. ACCJC Self Evaluation (fall)
6. **Presentation/Discussion on:**
 1. Student Homelessness and Food Security
 2. Student Experience
 3. South Bay (Public Safety Training Center)
 4. I.D.E.A Task Force
 5. Guided Pathways
 6. Scoreboard Report (annual spring)
 7. Student Success (Equity Gap) (annual fall)
 8. Student Enrollment Comparison (annual fall)
 9. Marketing Update

File Attachments

[11-18-20 Advanced Planning Schedule.pdf \(143 KB\)](#)

Subject	B. November 17-20, 2020 - 2020 Annual CCLC Trustee Convention - Virtual Event
Meeting	Nov 18, 2020 - MPC Regular Governing Board Meeting
Category	9. ADVANCE PLANNING
Access	Public
Type	Information

2020 Annual CCLC Trustee Convention

Tue, Nov 17, 2020 to Fri, Nov 20, 2020

Virtual Event

For 30 years, the Community College League of California (League) has served the California Community College system through advocacy, leadership development, and district services. **This year, we are proud to present the 2020 Annual Convention as a fully online virtual event, November 17-20, 2020.** The Annual Convention is the state's premier professional development conference for California community college leadership. This event brings together CEOs, trustees, faculty, staff, administrators, and partners from across the system to share tools, models, and solutions to system issues.

While the statewide impacts of the Novel Coronavirus 2019 (COVID-19) continue to evolve daily, California's community colleges have not only played a pivotal role in educating and training the state's first responders but will also be critical in the state's recovery. The Annual Convention's theme, **Resilience Reimagined: Advancing California Community Colleges**, spotlights our colleges' ability to transform their institutions and exhibit resiliency in the wake of COVID-19.

As we continue to address the current crisis, the League invites you to our first virtual Annual Convention to discuss advancing our system and maintaining our service for the next 30 years.

Subject	C. **December 16, 2020 - Annual Organization / Regular Board Meeting
Meeting	Nov 18, 2020 - MPC Regular Governing Board Meeting
Category	9. ADVANCE PLANNING
Access	Public
Type	Information

* *Per AB 2449: the December Board Meeting (Organizational meeting) must held between Dec 11 – 25, a 15-day period from the 2nd Friday of December, to swear in new trustee(s) and commence at the "Organizational" meeting.

The December 2020 Regular/Annual Organizational Meeting will be held on December 16, 2020.

Subject **D. January 22-24, 2021: 2021 CCLC Annual Effective Trusteeship & Board Chair Workshops:**

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 9. ADVANCE PLANNING

Access Public

Type Information

[2021 Effective Trusteeship & Board Chair Workshops \(Sacramento\)](#)

The Effective Trusteeship & Board Chair Workshops provide an overview of responsibilities required for board members at California Community Colleges. State leaders and experienced trustees will provide comprehensive information on the knowledge and skills necessary to be an effective trustee and board chair.

Subject **E. January 24 & 25, 2021: 2021 Legislative Conference**

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 9. ADVANCE PLANNING

Access Public

Type Information

[2021 Legislative Conference \(Sacramento\)](#)

The Effective Trusteeship & Board Chair Workshops provide an overview of responsibilities required for board members at California Community Colleges. State leaders and experienced trustees will provide comprehensive information on the knowledge and skills necessary to be an effective trustee and board chair.

10. ADJOURNMENT

Subject **A. Time Meeting Adjourned**

Meeting Nov 18, 2020 - MPC Regular Governing Board Meeting

Category 10. ADJOURNMENT

Access Public

Type Information, Reports

TIME: