

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

REGULAR BOARD MEETING

WEDNESDAY, NOVEMBER 19, 2014

1:30pm, Closed Session, Stutzman Room, Library & Technology Center
3:00pm, Regular Meeting, Sam Karas Room, Library & Technology Center

980 Fremont Street, Monterey CA 93940
www.mpc.edu/GoverningBoard

AGENDA - REVISED

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

This is an opportunity for visitors to make comments regarding any closed session items. When the Chair recognizes a member of the public for oral comments, such comments shall be limited to three minutes.

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. Conference with Legal Counsel—Anticipated Litigation (Government Code Section 54956.9(b))

- a) Significant exposure to litigation
- b) Two potential cases

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

- a) Employee Organization: MPCEA/CSEA
- b) Agency Representatives: Susan Kitagawa & Larry Walker

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

- a) Employee Organization: MPCTA/CTA/NEA
- b) Agency Representatives: Susan Kitagawa & Michael Gilmartin

5. RECONVENE TO OPEN SESSION / CALL TO ORDER

6. ROLL CALL

7. REPORT OF ACTION TAKEN IN CLOSED SESSION

8. 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.)

9. RECOGNITION

A. Moment of Silence

- a. MPC Student, Erii Oshima, deceased October 23, 2014.
- b. MPC Custodian, Greg Gumbrell, deceased November 9, 2014.
- c. MPC Professor Emeritus, Arthur James "A.J." Farrar, deceased November 13, 2014.

B. Acknowledgment of Guests

10. PUBLIC COMMENTS

Note to Audience: Anyone wishing to address the Governing Board on matters within the jurisdiction of the Board may do so now. Please state the matter on which you wish to speak. 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. Presentations 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.

11. CORRESPONDENCE AND PUBLICATIONS

A. Written Communications

- 1) Letter to MPC Superintendent/President Dr. Walter Tribbley from Mr. Tom Nelson, Lyceum of Monterey County Executive Director, commending MPC Student Trustee, Maury Vasquez.

B. MPC All User Emails

- 1) Beccie Michael: "STE(A)M Center Workshop & Survey"
- 2) MPC Online: "MPC Online Training Opportunity – Introduction to Online Teaching & Learning"
- 3) Suzanne Ammons: "CA Shakeout October 16th – Supplemental"
- 4) MPC Foundation: "You Could Win \$1,000" (Lobos Booster Club's Rubber Chicken Drop Fundraiser)
- 5) School of Nursing: "Pizza My Heart Fundraiser for School of Nursing"
- 6) Dental Assisting Program: "Fundraiser for the Dental Assisting Club"
- 7) Jeanette Haxton: "Chamber of Commerce Business Expo"
- 8) Veterans Assistance Office: "Salute to Veterans Event"
- 9) Christine Vincent: "CARE Holiday Party"
- 10) Cathy Nyznyk: "CDC Bake Sale, 10/29"
- 11) ASMPC: "Dia de Los Muertos – November 4th"
- 12) MPC Theatre Company: "Dracula Opens at MPC Theatre!"
- 13) Veteran's Assistance Office: "Mobile Veteran's Center: 11/3"
- 14) Career Transfer Resource Center: "Transfer Day Activities"
- 15) EOPS, TRiO, CalWORKS, Veterans: "2nd Scholarship Workshop"
- 16) Lara Shipley: "At-Risk Students – You Can Make a Difference!"
- 17) Amy Cavender: "Student Center Grand Re-Opening 11/17"

C. Articles Published in *The Herald*, *The Weekly*, *The Californian*, and Other Media

- 1) *Salinas Californian* / October 24, 2014: "Anytime is good time for Hartnell, MPC"
- 2) *Monterey Herald* / October 26, 2014: "MPC football half-time showcases \$1000 rubber chickens"
- 3) *Monterey Herald* / October 26, 2014: "Hartnell runs over MPC in 44-29 win"
- 4) *Monterey County Weekly* / October 30, 2014: "MPC Theatre's Dracula sinks in teeth for two weeks"

12. REPORTS AND PRESENTATIONS

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

- A. Institutional Report: Student Success and Support Plan, Mr. Larry Walker
- B. Superintendent/President’s Report: Dr. Walter Tribley
- C. Administrative Services Report: Mr. C. Earl Davis
- D. Academic Affairs Report: Mr. Michael Gilmartin
- E. Student Services Report: Mr. Larry Walker
- F. Academic Senate Report: Dr. Alfred Hochstaedter
- G. MPCEA Report: Mr. Loran Walsh, President
- H. MPCTA Report: Ms. Paola Gilbert, President
- I. ASMPC Report: Mr. Justyn Jones, Director of Representation
- J. College Council Report: Ms. Stephanie Perkins and Ms. Diane Boynton, Co-chair
- K. MPC Foundation
 - 1) Executive Director Report: Ms. Beccie Michael
 - 2) Monthly Donations: To be announced at the November 19, 2014 Board meeting.
- L. Governing Board Reports
 - 1) Community Human Services (CHS) Report
 - 2) Trustee Reports
- M. Legislative Advocacy Report, Dr. Walter Tribley
- N. Student Success Report: “A View through a Student Equity Lens: Success,” Dr. Rosaleen Ryan
- O. Special Report: Bond Expenditure Report – No report.

13. 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.

- A. Routine Business Transactions, Annual Renewal of Programs, Bids, Agreements, Notice of Public Hearings and Proclamations:

BE IT RESOLVED,

- 1) That the Governing Board approves the minutes of the Regular Board meeting on October 22, 2014.
- 2) That the Governing Board accepts gifts donated to the College with appropriate acknowledgement to the donors.
- 3) That the October 31st payroll in the amount of \$2,231,353.89 be approved.
- 4) That Commercial Warrants:
12108822 through 12108836, 12109448 through 12109487, 12109953 through 12109976,
12111249 through 12111275, 12112063 through 12112119, 12112684 through 12112699,
12114680 through 12114732, in the amount of \$2,027,064.47 be approved.
- 5) That Purchase Orders B1500393 through B1500452 in the amount of \$1,798,168.76 be approved.
- 6) That the following budget adjustments in the Restricted General Fund be approved:

Net decrease in the 2000 Object expense category	\$	7,411
Net decrease in the 3000 Object expense category	\$	1,589
Net decrease in the 4000 Object expense category	\$	3,616

Net increase in the 5000 Object expense category \$ 12,616

- 7) That the following budget increases in the Debt Service Fund be approved:
Increase of \$1,176,628 in Expense funds and \$1,054,845 in Revenue funds received for FY 2013-2014.
- 8) That the following budget increases in the Building Fund be approved:
Increase of \$9,090,848 in Expense funds and \$6,959 in Revenue funds received for FY 2013-12014.
- 9) That the following budget increases in the Restricted General Fund be approved:
Increase of \$79,467 in funds received for FY 2013-2014.
- 10) That the following budget adjustments in the Parking Fund be approved:

Net increase in the 2000 Object expense category	\$	1,487
Net increase in the 3000 Object expense category	\$	45
Net decrease in the 5000 Object expense category	\$	1,532
- 11) That the following budget adjustments in the Unrestricted General Fund be approved:

Net decrease in the 1000 Object expense category	\$	1,764
Net decrease in the 2000 Object expense category	\$	2,500
Net decrease in the 3000 Object expense category	\$	236
Net increase in the 4000 Object expense category	\$	36,470
Net increase in the 5000 Object expense category	\$	4,452
Net decrease in the 6000 Object expense category	\$	36,422

B. Faculty Personnel

- 1) That the Governing Board approve the following items:
 - a) Resignation for the purpose of retirement of Constance Gamiere, Counselor, effective at the end of the day, December 19, 2014 and confer upon her the title of Professor Emeritus.
 - b) Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Fall 2014.

C. Classified Personnel

- 1) That the Governing Board approve the following item(s):
 - a) Employment of [Julia Fields](#), Sciences Laboratory Manager, Life Science, 40 hours per week, 11 months per year, effective [December 1](#), 2014.
 - b) Employment of [Linda Marie Johnson](#), Instructional Specialist, Access Resource Center, 18 hours per week, 7 months and 18 days per year, effective [December 1](#), 2014.
 - c) Increase in work year schedule of Instructional Technology Specialist, Humanities (#328), from current 36 hours per week, 10 months & 12 days per year, to 40 hours per week, 12 months per year, effective November 20, 2014.
 - d) Resignation of Ayzza Camacho, Administrative Assistant III, Academic Affairs, 40 hours per week, 12 months, effective at the end of the day, November 13, 2014.
 - e) Approval of the attached job description for Academic Curriculum, Scheduling & Catalog Technician effective August 1, 2014.
 - f) Approval of the attached job description for CurricUNET Specialist effective August 1, 2014.
 - g) Approval of the attached job description for Scheduling Technician effective August 1, 2014.
 - h) Approval of the attached job description for Administrative Assistant III effective August 1, 2014.
 - i) Approve title change from Administrative Assistant III, in Academic Affairs, to Administrative Assistant III/Faculty Contracts for positions #5 and #330, and approve the attached job description for Administrative Assistant III/Faculty Contracts effective 7/1/2014.
 - j) Establish new position and approve attached job description for Unit Office Manager, Public Safety Training Center, 40 hours per week, 12 months per year, salary range 18, effective August 1, 2014.

- k) Approve title change for position #180 from Administrative Assistant III/Instructional Contracts Coordinator to Administrative Assistant III effective August 1, 2014.
- l) Transfer positions out of the bargaining unit and change to confidential status for positions #99 and #136, Administrative Assistant IV, Academic Affairs and Administrative Assistant IV, Student Services, effective 8/1/2014.

D. 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 approved.

14. 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 Quarterly Financial Status Report for the quarter ending September 30, 2014, as presented on form CCFS 311Q, be accepted and made part of the minutes of this meeting.

- B. BE IT RESOLVED, that the following course revisions and new courses be approved:

Course Revisions:

LIBR 50 Introduction to Library and Research Skills
 MEDA 105 Medical Terminology
 WOMN 11 Literature by and About Women

New Courses:

BUSI 49 Professional Selling
 CSIS 76A Networking Fundamentals
 CSIS 177A Routing and Switching Basics
 HOSP 20 Catering
 HOSP 25 Chef Assistant
 HOSP 26 Baking and Pastry Chef
 HOSP 40 Wine Fundamentals
 HOSP 41 Wine Appreciation and Analysis
 PFIT 16C Tai Chi III
 PFIT 16D Tai Chi IV
 PHED 12D Competitive Swimming III

- C. BE IT RESOLVED, that the Governing Board approve Dr. Dawn Rae Davis to travel to San Juan, Puerto Rico, November 13-16, 2014 to attend the National Women’s Studies Association conference.
- D. BE IT RESOLVED, that the Governing Board review and accept the MPC Foundation Audit Statements and Management Letters for the years ended December 31, 2012 and December 31, 2013.
- E. BE IT RESOLVED, that the Superintendent/President be authorized to enter into an agreement with the Fort Ord Reuse Authority for the purchase of \$5 million of insurance coverage in FORA’s basewide environmental insurance program for the ten year period from January 1, 2015 through December 31, 2024.

- F. BE IT RESOLVED, that the Monterey Peninsula College's Institutional Goals for 2014-2020, be adopted.
- G. INFORMATION: 2014 Governing Board self-evaluation
- H. BE IT RESOLVED, that the Monterey Peninsula College Governing Board Goals for 2015, be adopted.
- I. BE IT RESOLVED, that Resolution No. 2014-2015/62 - Resolution to Amend MPC's Conflict of Interest Code (Appendix to Board Policy 1300), be approved.
- J. INFORMATION/ACTION: Pledge of Allegiance at Board Meeting
- K. BE IT RESOLVED, that the Governing Board ratify the Memorandum of Understanding regarding the Academic Affairs and Student Services Reorganization dated October 17, 2014, between the California School Employees Association Chapter #245-MPCEA/CSEA and the Monterey Peninsula Community College District.
- L. INFORMATION: Calendar of Events

15. ADVANCE PLANNING

- A. Regular Board Meeting, Wednesday, December 10, 2014, 2014 at MPC:
 - 1) Closed Session, 1:30pm, Stutzman Room, LTC
 - 2) Open Session, 3:00pm, Sam Karas Room
- B. Regular Board Meeting, January 2014 (Date TBD) at MPC:
 - 1) Closed Session, 1:30pm, Location TBD
 - 2) Open Session, 3:00pm, Location TBD
- C. Governing Board Retreat: Friday, January 23 or Saturday, January 24
- D. Future Topics
 - 1) Tour of PSTC (Public Safety Training Center) Phase II (tentative)
 - 2) Governing Board Retreats: February and March

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 November 14, 2014