

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

**REGULAR BOARD MEETING**

**WEDNESDAY, JUNE 24, 2015**

11:00am, Closed Session: Stutzman Room, Library & Technology Center  
1:30pm, Regular Meeting (Business): Sam Karas Room, Library & Technology Center  
3:00pm, Regular Meeting (Reports): Sam Karas Room, Library & Technology Center

980 Fremont Street, Monterey CA 93940

<http://www.mpc.edu/about-mpc/leadership/board-of-trustees>

**AGENDA**

*The Monterey Peninsula College Governing Board welcomes you to the Governing Board of Trustees Regular Meeting. Documents that are public records and are provided to the Governing Board regarding a Regular Meeting item on this Agenda will be made available for public inspection in the Superintendent/President's Office at Monterey Peninsula College, 980 Fremont Street, Monterey, California, during normal business hours the Thursday preceding the meeting. If you intend to submit documents at this meeting, the Brown Act requires you to bring enough copies for the Trustees and the audience. In compliance with the Americans with Disabilities Act, those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at a Board meeting, can contact the Superintendent's Office at (831) 646-4272. Notification at least 72 hours prior to the Board meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids, or translation services.*

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

*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) One case involving salary schedule placement

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

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

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

- a) Employee Organization: MPCTA/CTA
- b) Agency Representatives: Susan Kitagawa, David Brown, and Michael Gilmartin

**5. RECONVENE TO OPEN SESSION / CALL TO ORDER**

**6. ROLL CALL**

**7. PLEDGE OF ALLEGIANCE**

*The Board of Trustees will recite the Pledge of Allegiance. Participation by meeting attendees is at their option.*

**8. REPORT OF ACTION TAKEN IN CLOSED SESSION**

**9. APPROVAL OF AGENDA**

*The Board will take action to approve the Agenda. Agenda items may be rearranged here. If there are any urgent items that arose after the 72-hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3-majority vote is required.)*

**10. OATH OF OFFICE – swearing in of Student Trustee Stephen Lambert**

**11. RECOGNITION**

A. Acknowledgment of Guests

- 1) Mr. Maury Vasquez, Student Trustee, 2013-2015
- 2) Ms. Kiran Kamath, Vice President of Academic Affairs

B. Moment of Silence

- 1) Mr. Charles Earl Davis, retired Vice President of Administrative Services, deceased June 2, 2015.

**12. PUBLIC COMMENTS**

*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.*

**13. CORRESPONDENCE AND PUBLICATIONS**

A. Written Communications

B. MPC All User Emails

- 1) Julie Osborne: “ASMPCC Student Elections – May 20<sup>th</sup>”
- 2) Dr. Walt Tribbley: “2015 Employee Recognition Event on May 29”
- 3) Carlis Crowe-Johns: “Float Day Prizes”
- 4) Shawn Anderson: “MPC Governing Board Meetings, May 27, 2015 – Please note times”
- 5) Creative Arts Division: “Barbara Smallwood-ASMPCC Classified Employee of the Year!”
- 6) Creative Writing Club of MPC: “Ghost Stories Wanted!”
- 7) Carlis Crowe-Johns: “Float Day Prize Winners”
- 8) Dr. Walt Tribbley: “May Revise”
- 9) Dr. Walt Tribbley: “Employee Awards Celebration”
- 10) Dr. Walt Tribbley: “Please welcome Ms. Kiran Kamath, VPAA”
- 11) Dr. Walt Tribbley: “Thank you Michael”
- 12) Dr. Walt Tribbley: “Update on VPSS and VPAS positions”
- 13) Amy Cavender: “Graduation 2015”
- 14) Dr. Walt Tribbley: “Announcement of Career Pathways Trust Program Grantees”
- 15) Dr. Alfred Hochstaedter: “Reflections, Committees, Flex and Updates”
- 16) Kelly A. Fletes: “Latino Recognition Ceremony June 4<sup>th</sup>”
- 17) Distance Education Support Team: “MPC Online Training Beginning June 22<sup>nd</sup>”
- 18) Kelly A. Fletes: “Muchas Gracias MPC! Latino Recognition Ceremony”
- 19) Dr. Walt Tribbley: “The Passing of Mr. C. Earl Davis”
- 20) Dr. Walt Tribbley: “Commencement 2015”
- 21) Dr. Walt Tribbley: “Reception for Kiran Kamath, VP Academic Affairs July 13”
- 22) Amy Cavender: “Graduation Survey and Photo Information”
- 23) Shawn Anderson: “MPC Special Board Meeting, June 9, 2015”

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

- 1) Monterey Herald / May 27, 2015: “Monterey Peninsula College trustees hear teachers’ claims about budget discrepancies”
- 2) *Monterey Herald* / June 4, 2015: “MPC instructor James Lawrence honored by auto teachers association”
- 3) *Monterey Herald* / June 11, 2015: “Study: Online courses at community colleges not as successful”

#### 14. **CONSENT CALENDAR**

*Items listed under the Consent Calendar are considered to be routine and are acted on by the Board of Trustees in one motion. There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests that specific item(s) be discussed and/or removed from the Consent Calendar. It is understood that the Administration recommends approval on all Consent items. Each item on the Consent Calendar approved by the Board of Trustees shall be deemed to have been considered in full and adopted as recommended.*

BE IT RESOLVED,

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

- 1) That the Governing Board approves the minutes of the Regular Board meeting on May 27, 2015 and of the Special Board meeting on June 9, 2015.
- 2) That the Governing Board accepts gifts donated to the College with appropriate acknowledgement to the donors.
- 3) That the May 29<sup>th</sup> payroll in the amount of \$2,198,667.82 and the June 10<sup>th</sup> payroll in the amount of \$39,303.76 be approved.
- 4) That Commercial Warrants:  
12153113 through 12153161, 12153875 through 12153902, 12154640 through 12154666,  
12155248 through 12155259, 12156757 through 12156838, 12158609 through 12158670, in  
the amount of \$712,592.69 be approved.
- 5) That Purchase Orders B1500772 through B1500835 in the amount of \$231,080.76 be approved.

##### B. Faculty Personnel

- 1) That the Governing Board approve the following item(s)
  - a) Employment of tenure-track, EOPS Counselor, Kacey Giammanco, under faculty service area Counsel. Step and Column placement pending verification, effective August 1, 2015.
  - b) Grant Equivalency to Minimum Qualifications to Kacey Giammanco in Counseling: EOPS, effective Summer 2015.
  - c) Employment of tenure-track Counselor, Carrie Ballard, under faculty service area Counsel. Step and Column placement pending verification, effective August 3, 2015.
  - d) Resignation of Kimberly Christoff-Mansfield, Counselor, effective June \_\_\_\_, 2015.
  - e) Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Spring 2015.

##### C. Classified Personnel

- 1) That the Governing Board approve the following item(s):
  - a) Employment of Gabino Valladares, Library Systems Technology Coordinator, 40 hours per week, 12 months per year, effective July 1, 2015.
  - b) Employment of Amber Thompson, Athletics and Division Office Manager, Physical Education, 40 hours per week, 12 months per year, effective July 6, 2015.

- c) Employment of Danielle Parker, Unit Office Manager, Child Development Center, 29 hours per week, 10 months per year, effective July 1, 2015.
- d) Employment of Kalen Edwards, Sciences Laboratory Manager, Life Science, 40 hours per week, 11 months per year, effective August 21, 2015.
- e) Title change from Division Office Manager, in Physical Education, to Athletics and Division Office Manager, and the attached job description for Athletics and Division Office Manager at Range 19, effective July 1, 2015.
- f) The attached, updated job description for Media Technician, Audio/Visual at Range 16, effective July 1, 2015.
- g) The attached, updated job description for Administrative Assistant I, effective July 1, 2015.
- h) The attached, updated job description for Administrative Assistant II, effective July 1, 2015.
- i) The attached, updated job description for Administrative Assistant III, effective July 1, 2015.
- j) The attached, updated job description for Division Office Manager, effective July 1, 2015.
- k) The attached, updated job description for Library Specialist-Interlibrary Loans, Periodicals & Circulation Desk, effective July 1, 2015.
- l) The attached, updated job description for Network Engineer, effective July 1, 2015.
- m) The attached, updated job description for Programmer Analyst, effective July 1, 2015.
- n) The attached, updated job description for Unit Office Manager, Facilities, effective July 1, 2015.
- o) The attached, updated job description for Unit Office Manager, Library, effective July 1, 2015.
- p) The attached, updated job description for Unit Office Manager, Marina Education Center, effective July 1, 2015.
- q) Resignation of David Jodoin, Campus Security Officer, Administrative Services, 40 hours per week, 12 months per year, effective at the end of the day, June 1, 2015.
- r) Resignation of Christian Sanchez, Instructional Technology Specialist, Business & Technology, 40 hours per week, 12 months per year, effective at the end of the day, June 15, 2015.
- s) Retirement, in lieu of layoff, of Marie Wright, Child Development Specialist, Child Development Center, 18 hours per week, 9 months and 11 days per year, effective at the end of the day, June 30, 2015.
- t) Retirement, in lieu of layoff, of Cindy Campbell, Child Development Specialist, Child Development Center, 40 hours per week, 9 months and 11 days per year, effective at the end of the day, June 30, 2015.

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.

**15. 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 agreement to employ Kiran Kamath as the Vice President of Academic Affairs, effective July 1, 2015 and ending June 30, 2018, be approved.

B. INFORMATION: Program Review for the Maurine Church Coburn School of Nursing Division.

- C. BE IT RESOLVED, that the Governing Board approves the Memorandum of Understanding with Community Hospital Foundation for the funding and operation of the Maurine Church Coburn School of Nursing for 2015-2016.
- D. BE IT RESOLVED, that the 2014-2015 Monthly Financial Report for the period ending May 31, 2015, be accepted.
- E. BE IT RESOLVED, that the Governing Board approve the 2015-16 Tentative Budget, and set the date for public hearing for approval of the 2015-16 Final Budget to be on Monday, September 14, 2015 at 3 p.m. at the Sam Karas Room of the Library Technology Center, at Monterey Peninsula College, 980 Fremont St., Monterey, CA.
- F. BE IT RESOLVED, that the 2014-2015 Bond Expenditure Report for the period ending May 31, 2015, be accepted.
- G. BE IT RESOLVED, that the Governing Board ratify the contracts with Corporate Chef for the food service concession operations and with Canteen for vending service operations with Monterey Peninsula College.
- H. BE IT RESOLVED, that the following new courses and new programs be approved:

New Courses:

BUSI 64	Customer Service
LNSK 341A	Beginning Reading Strategies Lab
LNSK 341B	Intermediate Reading Strategies Lab
LNSK 342A	Beginning Writing Strategies Lab
LNSK 342B	Intermediate Writing Strategies Lab
NUTF 25	Basic Medical Nutrition Therapy and Modified Diets
NUTF 101	Dietetic Supervised Practice I

New Programs:

Business – Fast Track: Business Technology (Certificate of Training – Credit Only)  
 Business – Fast Track: Human Resources (Certificate of Training – Credit Only)  
 Business – Fast Track: Leadership (Certificate of Training – Credit Only)  
 Music AA-T (Associate in Arts for Transfer)  
 Theatre Arts AA-T (Associate in Arts for Transfer)  
 Spanish AA-T (Associate in Arts for Transfer)

- I. BE IT RESOLVED, that the Board of Trustees approve the attached agreement to continue the employment of Susan Kitagawa as the Associate Dean of Human Resources from July 1, 2015 through June 30, 2018.
- J. BE IT RESOLVED, that the Board of Trustees approve the agreement with Laurence Walker to continue to serve as Interim Vice President of Student Services, effective July 1, 2015 through June 30, 2016.
- K. BE IT RESOLVED, that the revised job description for the classified supervisor position of Custodial/Evening Site Supervisor be approved; and

BE IT FURTHER RESOLVED, that the Governing Board authorize the recruitment to fill the position.

- L. BE IT RESOLVED, that the Governing Board approve the attached 2015/16 salary schedule to update the listing of classifications and corresponding placements, effective July 1, 2015.
- M. BE IT RESOLVED, that the Governing Board approve the Memorandum of Understanding, “Additional Days,” dated May 18, 2015, between Monterey Peninsula College Teachers Association and the Monterey Peninsula Community College District.
- N. BE IT RESOLVED, that the Board of Trustees approve the Memorandum of Understanding regarding Distance Education, dated May 28, 2015, between Monterey Peninsula Community College District and the Monterey Peninsula College Teachers Association (MPCTA).
- O. INFORMATION: Modifications to the 2015/16 salary schedule for Administrative employees.
- P. BE IT RESOLVED, that \_\_\_ p.m. be designated as the time of the regular meetings of the Monterey Peninsula Community College District Governing Board for the remainder of 2015, effective June 24, 2015.
- Q. BE IT RESOLVED, that the resolution of appreciation for Muary Vasquez’s service as the Student Trustee and member of the Citizens’ Bond Oversight Committee, be approved.
- R. INFORMATION: District Funds (Agency Funds) Managed by the MPC Foundation
- S. RESOLUTION: BE IT RESOLVED, that the Governing Board ratify the General Fiscal Agent Agreement between the Monterey Peninsula Community College District and the Monterey Peninsula College Foundation, for the period July 1, 2014 through June 30, 2017.
- T. INFORMATION: Calendar of Events

**16. REPORTS AND PRESENTATIONS**

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

- A. Student Success and Achievement Report: “2015 Scorecard: First Year Course Completion Rates,” Dr. Rosaleen Ryan
- B. Superintendent/President’s Report: Dr. Walter Tribley
- C. Academic Affairs Report: Mr. Michael Gilmartin
- D. Student Services Report: Mr. Larry Walker
- E. Academic Senate Report: Dr. Alfred Hochstaedter
- F. MPCEA Report: Mr. Loran Walsh, President
- G. MPCTA Report: Ms. Paola Gilbert, President
- H. ASMPC Report: Mr. Stephen Lambert, Student Trustee
- I. College Council Report: Ms. Stephanie Perkins and Ms. Diane Boynton, Co-chair
- J. MPC Foundation
  - 1) Executive Director Report: Ms. Beccie Michael
  - 2) Monthly Donations: To be announced at June Board meeting.
- K. Governing Board Reports
  - 1) Community Human Services (CHS) Report
  - 2) Trustee Reports

**17. ADVANCE PLANNING**

- A. Regular Board Meeting, Wednesday, July 22, 2015 at Education Center at Marina:
  - 1) Closed Session, time and room to be announced
  - 2) Open Session, time and room to be announced

- B. Regular Board Meeting, Wednesday, August 26, 2015 at MPC:
  - 1) Closed Session, Stutzman Room, LTC (time to be announced)
  - 2) Open Session, Sam Karas Room (time to be announced)
  
- C. Future Topics
  - 1) Board Self-Evaluation (July)

**18. ADJOURNMENT**

**19. 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](http://www.mpc.edu/GoverningBoard).*

*Posted June 18, 2015*