

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

1:30-1:34pm Open Session – Stutzman Room, LTC
1:35-2:46pm Closed Session -Stutzman Room, LTC
3:00-6:34pm Open Session - Sam Karas Room, LTC

TUESDAY, OCTOBER 27, 2009

MINUTES

1. OPENING BUSINESS

- A. Call Public Session to Order – Dr. Tunney called the Governing Board Meeting to order at 1:30pm.
- B. Roll Call – Ms. Robinson called roll and exited the meeting.
- C. Closed Session
Items under discussion:
 - 1) Conference with Real Property Negotiator: Parcels L23.5.1. and L23.5.2.
Negotiating Party - Monterey Peninsula Community College District - Joe Bissell
 - 2) Public Employee Discipline/Dismissal/Release - Barbara Lee
 - 3) Public Employee Evaluation - Superintendent/President Annual Evaluation

Members Present:

Dr. Jim Tunney, Chair
Charles Page, J.D., Vice Chair
Lynn Davis, J.D., Trustee
Carl Pohlhammer, Trustee
Dr. Loren Steck, Trustee

Staff Present:

Dr. Doug Garrison, Superintendent/President
Barbara Lee, Associate Dean, Human Relation

- D. Reconvene to Open Session - Dr. Tunney called the Regular Meeting to order at 3:00pm.

Members Present:

Michael Dickey, Student Trustee

Staff Present:

Carsbia Anderson, Vice President, Student Services
John Gonzalez, Vice President, Academic Affairs
Laura Franklin, Dean of Instruction

Michael Gilmartin, Dean of Instructional Planning
Barbara Lee, Associate Dean, Human Resources
Richard Montori, Public Information Officer
Vicki Nakamura, Assistant to the President
Carla Robinson, Executive Assistant
Rosaleen Ryan, Director, institutional Research

Visitors:

Assemblymember Bill Monning and Monterey Field Representative Ann McDowell
Charles Brown, uncontested candidate from Seaside
Kit Elliott, candidate from Marina
Steve Emerson, candidate from Marina

- E. Reporting of Any Action Taken During Closed Session – Employee #2392 suspended forty hours without pay.

2. RECOGNITION

- A. Acknowledgment of Visitors – Dr. Tunney welcomed Assemblymember Bill Monning, Charles Brown, uncontested Trustee candidate from Seaside, Marina Trustee candidates Steve Emerson and Kit Elliott, and a large representation of visitors from the EOPS Department and past and present EOPS students.
- B. Monterey Peninsula College Foundation Donations for September, 2009, totaled \$50,287.78.

3. COMMUNICATIONS

- A. Comments from Visitors - Assemblymember Monning was invited to provide overview of the current legislative activities affecting Monterey County. See report under Institutional Reports.
- B. Written Communications:
 - 1) MPC's groundbreaking announcement for the new Student Services Center; event held Friday, October 9th at Noon.
 - 2) "Windows" Newsletter from Foundation for Monterey County Free Libraries, with front page article on Foundation raising over \$60,000 in support of literacy for the County Libraries, with Dr. Jim Tunney, featured author and guest speaker.

The following articles were published in the Monterey County Herald and Marina Gazette:

- 3) 'MPC rallies too late' article on Lobos football game on September 12th.
- 4) Public Inspection notice for MPC's 2009-2010 Budget, September 16th.
- 5) 'High-flying Ali Baba delights kids, adults' theater review, September 17th.
- 6) 'Kit Elliott Running for Marina MPC Trustee Seat', September 21st, Marina Gazette.
- 7) Helen McCaig obituary, 1909-2009, retired English instructor, September 25th.
- 8) 'MPC trustee candidate forum fizzles', September 25th.
- 9) 'Monterey High acting like bad neighbor' letter to the Editor, October 2nd, relating to night football games at MPC.

- 10) 'Hurting, MPC Drops to 1-3 After another Injury-Filled Game', October 4th.
- 11) 'MPCC Endorses Candidates, Steve Emerson', October 5th.
- 12) 'MPC Finds Late Magic, Lobos erase 11-point 4th quarter deficit', October 11th.
- 13) 'Coppernoll more qualified for MPC trustee' letter to the Editor, October 13th.
- 14) 'MPC candidate Emerson in touch with Marina' letter to the Editor, October 14th.
- 15) 'Neil Simon masterfully balances sadness and humor in his comedy Chapter Two' theater review, October 15th.

C. Reports and Presentations:

- 1) INSTITUTIONAL REPORT – Assemblymember Bill Monning, Democrat, 27th District, discussed current bills and resolutions related to education issues and legislation affecting Monterey County. He started his presentation by discussing the difficulties in achieving a two-thirds majority vote on legislation resulting in an inefficient governance system, and said California is one of three states that does not have majority rule, which causes filibusters by the minority party and the majority party negotiating among themselves. Assemblymember Monning stated that although the state's economy is experiencing a 35% loss in income, spending obligations make up 85% of that budget. The budget is not set by the Legislature but by prior ballot initiatives where voters have added constitutional amendments for certain funding levels for specific objectives, such as Prop 98, three strikes prison funding, and others. He believes the challenge we face and will continue to face is experiencing the worst recession since the great depression, loss of prior revenue sources to the state, and yet a growing state population with increasing demands in education, health care, social services and public safety. He believes the path to recovery is the recovery of our state, national and global economy. He expressed his belief that rebuilding the economy needs to be focused on being consistent with green technology, green construction, and teaching students to be mindful of where the economic opportunities of the future will lie.

Assemblymember Monning discussed three bills of particular interest to the Board: AB 540, authorizing any student, including undocumented students who meet specific criteria, to pay in-state tuition; this bill is under review and until a final resolution is made, is still in effect as law. AB 656, a bill to institute an oil and gas severance tax which dedicates the funds for higher education, is on a two year track and the House will revisit this issue next year. AB 1008 is also under review; it requires the Board of Governors of California Community Colleges to make findings and recommendations regarding statewide assessments that can be utilized to test the basic skills of students as they enter community college. It is important for citizens to express preferences on how these bills can best be tailored or addressed.

In closing, Assemblymember Monning says that despite the frustration of the budget crisis, it has been most rewarding to have the privilege of working within the communities of San Luis Obispo, Santa Cruz, North Santa Cruz, West Salinas, Castroville, Monterey, Marina, and north into Southern Santa Clara. From the Assemblyman's field office in Monterey, and with Field Representative Ann McDowell's assistance, their most rewarding work is in providing constituent services in the district.

A question and answer period with the Board followed his presentation. Board members expressed frustration with the lack of agreement among the state government; funding on Prop 98; delay in passing budgets; gravity of cuts to education; Prop 11 redistricting; three strikes prison laws; student tuition regulations; and changing the two thirds majority rule. Assemblymember Monning completed his report with an invitation for all residents to visit and use the services of his office. Dr. Tunney thanked Assemblymember Monning for his presentation and his thoughts on behalf of MPC.

- 2) SUPERINTENDENT REPORT – Dr. Garrison opened his remarks that this meeting will be the first reading of our institutional self study, and the faculty and staff have worked for over a year to prepare the document. Dr. Garrison’s recent experience on an accreditation team visit to Napa Valley Community College was very helpful in terms of how to be better prepared for our own visit. Fred Hochstaedter also had a positive experience on his accreditation visit to Las Positas College. Our accreditation visit will be March 8-11, 2010, and the team chair is Dr. Francisco Rodriguez, Superintendent/President of Mira Costa Community College. This Friday Dr. Garrison is taking part in Monterey Council Business Council Higher Education Cluster Leadership Summit, a chance to interact with local business leaders to give them a better understanding of the economic impact our education institutions have in the Monterey area. Tonight we announce the retirement of three faculty members: Mark Jenkins, Bernie Abbott, and Bill Jones, collectively a tremendous number of years of service, expertise and wisdom, and a bittersweet issue as they move on the next stage of their lives. We have been selected to participate in a research project with UC Berkeley and the Research and Planning Group of the California Community Colleges, focusing on best practices of basic skills instruction and support. It is an honor to be asked among the 14-16 schools to be part of the sample in their examination of how we go about basic skills instruction.
- 3) VICE PRESIDENTS REPORT – Carsbia Anderson was keynote speaker for the October 19th NorCal and Nevada Westop 2009 Professional Development Seminar. He thanked all Board members for attending the new Student Services Building groundbreaking on October 8th and there will be an open house next year to celebrate the opening of the new building. Last weekend COSO, the Coalition of Scholarship Organizations, had a student workshop and Maribel Quiroz, Outreach Coordinator, gave a workshop on financial aid to a large number of students. The CDC will have a market day at the Seaside American Legion on November 14, 10-3. Carsbia recognized Bill Jones, long term faculty member, for his service to the college and particularly his service in Support Services for many years.

Mr. Anderson explained that many of the guests here today are to celebrate the 40th year for MPC’s EOPS Program. 40 years ago Assembly Bill SRC34 started the EOPS Program and MPC was one of the original fourteen programs in California. Carsbia was an MPC student in 1969 and was an original student of the EOPS Program along with newest Board Trustee Charles Brown. Carsbia was hired to be an EOPS recruiter fresh out of graduate school, and here we are now forty years later, celebrating the good work of the program. EOPS and TRIO determined that they could do much better as one program instead of two separate programs. Larry Walker came on board after Carsbia was

promoted to Vice President, Student Services. Larry worked in TRIO before coming to EOPS, and he has worked as an outreach counselor going to local high schools, then a TRIO counselor/coordinator, and now as an Associate Dean. Eric Ogata is the current EOPS Coordinator/Counselor. Accomplishments of our EOPS students include the receipt of a Pister award, a Matsui award, and a San Jose State engineering scholarship, all for \$20,000 each.

Eric Ogata continued the EOPS report with acknowledging the California State Senate recognizing EOPS programs statewide for its 40th anniversary by designating the month of October 2009 as EOPS month thru State Concurrent Resolution (SCR) #34. He acknowledged the Board for their presentation of the SCR #34 proclamation, and he distributed an EOPS program brochure and the Proclamation Resolution. EOPS celebrates and supports the primary goals of EOPS which are to encourage the enrollment, retention and transfer of students that are handicapped by language, social, economic and educational disadvantages, and to facilitate the successful completion of their goals and objectives in college. EOPS offers academic and personal counseling, financial aid and other support services. Eric introduced the EOPS Staff: Lawrence Walker, Associate Dean of Student Services, Stephanie Perkins, Unit Office Manager, Christine Vincent, EOPS Counselor and CARE Coordinator, Kelly Fletes, EOPS Counselor, Stan Armstead, EOPS Counselor, Eric Ogata, Coordinator/Counselor of EOPS, and Chris Calima and Sandra Washington, Upward Bound Counselors. He also acknowledged Kacey Giammanco, CalWORKS Coordinator who helps Grace Anongchanya, Coordinator/Counselor, Eileen Crutchfield, Program Specialist, and tutors Julia Ramirez and Chinyere Page for their support of EOPS thru the TRIO Learning Center. Eric acknowledged current and former EOPS students in the audience. Former EOPS students Ina Rosa and Kit Elliot commented on using all the resources of TRIO and EOPS and how invaluable these services have been to their college careers to reach their potential.

Chair Tunney moved up New Business Item #M “EOPS Resolution” to address the EOPS community, and to thank the attendees of this wonderful program and for those who serve so hard on behalf of EOPS.

- M. BE IT RESOLVED, that the Governing Board pass a resolution proclaiming the month of October as “Extended Opportunity Programs and Services Month” to honor the mission and purposes of Extended Opportunity Programs and Services (EOPS).

Motion Steck / Second Page / Carried

09-33

- 4) VICE PRESIDENT REPORT – John Gonzalez thanked the Carmel Authors and Ideas Festival and their sponsors for providing twenty tickets for faculty to attend the Carmel Authors and Ideas Festival. The ACCJC Committee on Substantive Changes reviewed and approved the Substantive Change Report for the Public Safety Training Center in Seaside. The Committee also ruled that the Education Center in Marina does not require a substantive change proposal because we do not offer 50% of the program there yet. This sets the tone of our accreditation site visit and demonstrates MPC is serious about maintaining good relations with the ACCJC. We received commendation for our 2008 Progress Report and this marks the second report that has been accepted by ACCJC.

- 5) ACADEMIC SENATE – Fred Hochstaedter - Fred will report next month due to the accreditation self study review today.
- 6) MPCTA – Mark Clemens reported that MPC is currently a model institution in the sense that we are not dealing with layoffs, that we are working collegially to address SLO's, and that we are in a good condition even with the poor economic situation. Now is an opportunity from CTA's point of view to work more proactively rather than reactively, and he thanked the Administration and the Board for that opportunity.
- 7) MPC FOUNDATION - \$50,287.78 has been contributed to the Foundation in September.
- 8) GOVERNING BOARD
 - a. Dr. Steck presented the Community Human Services (CHS) Regular Board meeting minutes of September 17th.
 - b. Student Trustee Michael Dickey attended a leadership conference in Sacramento last weekend. He was asked by the organization to lead a workshop on how to present a resolution, and this gave him an opportunity to engage students with student government statewide. He noted it was interesting that hundreds of students gathered to discuss the budget and exhibited good involvement.
- 9) SPECIAL REPORT - Bond Update Reports by Joe Demko:
 - a. Active Bond/Facility Projects Update
 - b. MPC Master Schedule/Construction Phase Only
 - c. Cost Control Report

5. CONSENT CALENDAR

- A. Routine Business Transactions, Annual Renewal of Programs, Bids, Agreements, Notice of Public Hearings and Proclamations:
Motion Page / Second Steck / Carried

09-34

BE IT RESOLVED:

- 1) That the Governing Board approves the minutes for the Regular Meeting on September 22, 2009, and the Special Meeting on October 9, 2009.
- 2) That the Governing Board accepts gifts donated to the college with appropriate acknowledgement to donors.
- 3) That the September 30th Regular Payroll in the amount of \$2,257,105.74, and the October 9th Supplemental Payroll in the amount of \$67,025.93, totaling \$2,324,131.67, be approved.
- 4) That Commercial Warrants listed, totaling \$2,038,169.66, be approved: 12737399 through 12737420; and 12738059 through 12738079; and 12739082 through 12739136; and 12739639 through 12739672; and 12740510 through 12740555; and 12741086 through 12741108; and 12742447 through 12742495.

- 5) That purchase orders #'s 100324 through 100450, totaling \$11,960,751.93, be approved.
 - 6) That budget adjustments for the period of September 2, 2009 through October 9, 2009, in the Restricted General Fund, be approved:
Net decrease in the 1000 (Certificated Salary) Object expense for \$478;
Net decrease in the 2000 (Classified Salary) Object expense for \$7,000;
Net increase in the 3000 (Benefits) Object expense for \$2,645;
Net increase in the 4000 (Supplies) Object expense for \$23,601;
Net decrease in the 5000 (Other/Service) Object expense for \$2,000;
Net increase in the 6000 (Other/Services) Object expenses for \$5,174;
Net decrease in the 7000 (Other Outgo) Object expense for \$21,942.
 - 7) That budget increases for the period of September 2, 2009 through October 9, 2009, in the Restricted General Fund totaling of \$122,367, be approved:
 - a. Increase of \$99,662 in revenue and matching expenses, to reflect funds received for FY 2008-2009.
 - b. Increase of \$22,705 in revenue and matching expenses, to reflect funds carried forward from FY 2007-2008 to FY 2008-2009:
Net increase in the 1000 (Certificated Salary) Object expense for \$90,737;
Net increase in the 2000 (Classified Salary) Object expense for \$1,113;
Net increase in the 3000 (Benefits) Object expense for \$16,407;
Net increase in the 4000 (Supplies) Object expense for \$7,726;
Net increase in the 5000 (Other/Service) Object expense for \$2,887;
Net increase in the 6000 (Other/Services) Object expenses for \$1,497;
Net increase in the 7000 (Other Outgo) Object expense for \$2,000.
- B. Faculty Personnel:
- 8) That the Governing Board approves the faculty personnel action listed:
 - a. Resignation of Bill Jones, effective June 6, 2010, for the purpose of retirement, and confer upon him the title of Professor Emeritus.
 - b. Resignation of Mark Jenkins, effective June 6, 2010, for the purpose of retirement, and confer upon him the title of Professor Emeritus.
 - c. Resignation of Bernadine Abbott, effective June 30, 2010, for the purpose of retirement, and confer upon her the title of Professor Emeritus.
 - d. Each month individuals are hired as part-time, substitute and overload. The attached list includes Faculty hires for Summer and Fall 2009.
- C. Classified Personnel
- 9) That the Governing Board approves the classified personnel actions listed:
 - a. Employment of Erin O'Hare, Instructional Specialist, Fitness Center, 19 hours per week, 9 months per year, effective October 28, 2009.
 - b. Each month individuals are hired as part-time, substitute and overload. The attached list includes Classified hires for Summer and Fall 2009.

5. **NEW BUSINESS**

- A. BE IT RESOLVED, that the 2009-2010 Monthly Financial Reports for the period ending September 30, 2009, be accepted.
Motion Davis / Second Page / Carried **09-35**
- B. BE IT RESOLVED, that the Governing Board recognize the service of Eleanor Morrice on the Citizens' Bond Oversight Committee.
Motion Steck / Second Pohlhammer / Carried **09-36**

Eleanor is working as student teacher in Washington Elementary School in Salinas. It has been her pleasure to participate so fully at CBOC and she hopes to pass on her volunteer enthusiasm to her 8th grade class.

- C. BE IT RESOLVED, that the Governing Board amend the District's medical coverage to include a formulary and revised co-payments for prescription drugs effective January 1, 2010.
Motion Steck / Second Pohlhammer / Carried **09-37**

Revised co-payments as follows:

- 1) 30 day supply
 - \$5.00 co-payment for generic
 - \$20.00 co-payment for brand prescriptions on the formulary
 - \$35.00 co-payment for brand prescriptions not on the formulary
- 2) 90 day supply; Mail-Order
 - \$10.00 co-payment for generic
 - \$40.00 co-payment for brand prescriptions on the formulary
 - \$70.00 co-payment for brand prescriptions not on the formulary

Dr. Garrison commented that this proposal comes as a result of the Health and Welfare Cost Containment Committee as both the MPCTA and MPCEA strive to reduce costs to prescription costs.

- D. BE IT Resolved, that the Governing Board declares fifteen projectors, three printers and one scanner as excess equipment. It is further requested that the Board of Trustees authorize the sale of the property on eBay.
Motion Dickey / Second Steck / Carried **09-38**
- E. BE IT RESOLVED, that the following course be approved:
WOMN2, "Redefining Leadership: Women and Social Justice."
Motion Steck / Second Page / Carried **09-39**
- F. BE IT RESOLVED, that the Governing Board ratify the awarding of the Life Science Greenhouse Project to the following contractors:
- McGuire and Hester for site work in the amount of \$86,650.00

- DRP Builders for general construction in the amount of \$89,908.00
- International Greenhouse for the greenhouse in the amount of \$45,982,35
- Central Electric for electrical work in the amount of \$13,363.00, for a total building cost of \$234,903.35.

Motion Steck / Second Page / Carried

09-40

A question was asked as to why multiple contracts were awarded on one building. Per Joe Demko the job was broken up to get more companies involved. In the future all awards will be listed as a separate agenda item. Dr. Garrison requested that at a future meeting Joe Demko give an information item to the Board on the relative benefits and drawbacks to the two choices of using a general and multi-prime contractor.

- G. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment (PAA) #19 with HGHB Architecture, Planning, Urban Design, at a fixed fee of \$412,500.00 in conjunction with the design and DSA approval for the renovation of the existing Humanities and Student Services Buildings.

Motion Davis / Second Steck / Carried

09-41

- H. INFORMATION ONLY: The Governing Board received a copy of the Substantive Change Proposal being submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC) on the Family Research Studies program.

INFORMATION

Dr. Gonzalez explained these courses were converted to distance learning in 2001 and the ACCJC guidelines indicate any program offered online needs to undergo a substantive change proposal. The proposal is to make certain we are in compliance with guidelines and to help us determine whether we have the ability to maintain the educational quality of our programs and services. Our quality control measures demonstrate that students receive services ensuring achievement, retention and completion, and we have designed a process to evaluate their quality. This is a mini-self study which evaluated the impact of the program as we demonstrate our commitment to continue to meet the standards and the minimum qualifications of MPC.

- I. INFORMATION ONLY: Discussion of proposed Board Policy 1000 "Governing Board Code of Ethics and Conduct." Dr. Tunney commented on Part B. Censure, item 2, referring to "Board President" twice, which will be changed to "Board Chair." Dr. Garrison informed the Board that this policy is an important part of our preparation for our visit. The Commission requires a code of ethics that includes a procedure to deal with any violations of the code of ethics.

INFORMATION

- J. INFORMATION ONLY: Discussion of proposed Board Policy 1008, "Organization and Procedures for the Governing Board." Trustee Davis suggested under page two, "the Board Chair shall see that a retreat is scheduled" to be changed to "the Board Chair may..." Dr. Steck also asked for an addition of "if desired by the Board." Dr. Garrison will revise language.

INFORMATION

K. INFORMATION ONLY: Discussion of proposed Board Policy 1010, "Annual Organizational Meeting and Officers of the Board." No revisions. **INFORMATION**

L. INFORMATION ONLY: Discussion of proposed Board Policy 1011, "The Board Chair." Dr. Steck asked for a revision on page two, item 5, for an unclear sentence. Dr. Garrison and Dr. Steck will rework the sentence. **INFORMATION**

BREAK - the Board meeting was recessed for a short break from 4:45-4:51pm.

M. BE IT RESOLVED, that the Governing Board pass a resolution proclaiming October as "Extended Opportunity Programs and Services Month" (EOPS) to honor the mission and purposes of the Extended Opportunity Programs and Services, (as moved and reported under Carsbia Anderson's Vice President Report).
Motion Steck / Second Page / Carried **09-33**

N. FIRST READING: Institutional Self Study Report - Co-Chairs of each Standard presented a brief overview of their component of the Self Study Report. Designated Board members joined discussion of Standards. **FIRST READING**

Fred Hochstaedter introduced the self study process and began by commending John Gonzalez's efforts which were extremely impressive with his level of comments, in getting the MPC story out, in getting each group to look at evidence, and demonstrating how well we met the standards at MPC. Starting two and one-half years ago in 2007, John was appointed as the accreditation liaison officer. The Academic Senate and John collaborated to select faculty members to the steering committee who were to take on the role of guiding each of the standards components. In March of 2008 training was held for the committee and we met with the ACCJC. In May of 2008 the self study steering team held a retreat as an opportunity to engage all members and, based on our enthusiasm, to add more team members. The teams were assembled and work started on writing these components. On fall of 2008 Flex Day committee activities reviewed the components. Throughout 2008-2009 each component group reported to the Academic Senate at least twice. Each report generated dialogue and focused on the evaluation aspect of the Self Study Report. The Academic Senate conducted a faculty and staff survey directed by Rosaleen Ryan and those results were incorporated into the Report. On spring 2009 Flex Day we reported on the survey results which were substantially better than the last survey in 2002. During the spring of 2009 we had reports to College Council and all three advisory groups as a final snapshot of the college's activities. Over the summer of 2009 the entire document was rewritten by Diane Boynton to be in one voice. At the fall 2009 Flex Day a mock visiting team visit was presented in order to prepare faculty and staff on the kinds of questions the team may ask. We also had two small breakouts dealing with various aspects of the self study, student learning outcomes, planning and program review. The Self Study Report was endorsed by both the Academic Senate and College Council. Editorial revision is ongoing and an addendum will be written before the team visit in order to address recent changes since spring 2009.

- 1) Standard I – Institutional Mission and Improving Institutional Effectiveness, co-chaired by Dr. Rosaleen Ryan, Fred Hochstaedter and Brenda Kalina, and reviewed by Board Chair Dr. Jim Tunney.
Dr. Ryan addressed Standard I.A., as to how all components have been met.
 - a) Institutional Mission:
 - i. MPC has a defined mission statement
 - ii. It focuses on student learning
 - iii. It is approved by Board and appears in variety of places
 - iv. Our governance structure and decision-making process allows us to revise and revisit the mission statement on a regular basis.
 - b) Improving Institutional Effectiveness was reviewed by Fred Hochstaedter.
This standard is central to our planning and decision making which is accomplished through our institutional goals, component goals, and yearly program goal evaluations. As developed by our three Vice Presidents, through program reviews, a coherent research and planning process, prioritized action plans, and recommendations to the President and finally to the Board, improvements are now made in one integrated process. Student Learning Outcomes (SLO's) are integrated into program reviews to evaluate the effectiveness of our student programs and services.

- 2) Standard II – Student Learning Programs and Services, chaired by John Gonzalez, Eric Ogata and Susan Villa.
 - a) Instructional Programs – introduced by Michael Gilmartin, co-chair with Anita Johnson, and reviewed by Trustee Charles Page. Standard II focuses on instructional programs and instructional delivery systems such as online classes, learning centers, work experience courses and lab classes, and how we promote student success in the classroom. We talked about SLO's and how we have made changes to methods of delivery of instruction, the need to be centralize faculty communications so that curriculum forms and processes are in place, and to ensure quality and rigor of instruction is adequate. Discussed were our methods of awarding credit, types of degrees and certificates awarded, job placement services, accuracy of communications to students, college catalogs, online resources, what processes are used to serve the community, academic freedom, and providing evidence of minutes, policies and curriculum development. Trustee Page commented on how coherent and exhaustive this section is and the depth of how the institution is defined. The standard's outcomes are clear and well evidenced.
 - b) Student Support Services – introduced by Larry Walker, co-chair with Carsbia Anderson and Eric Ogata, and reviewed by Trustee Carl Pohlhammer. Standard II.B. seeks to present evidence that student services support the diverse needs of all its students. MPC offers a comprehensive system of student support services in line with the college's mission, as represented by various committees, student service management team, Basic Skills Initiative, annual updates, SLO's, and resource allocation process. A significant finding was the student success survey in 2008 where 80% of

faculty and staff were satisfied with services to students. One area to improve access is our services at the Marina Education Center which is now addressed on an as-needed basis. A diverse committee of faculty, staff and administrators had extensive dialog and went well beyond the review of student services. It took considerable time for everyone to have an opportunity for reflection and represent all views in the document. Trustee Pohlhammer approves of this section and reflected on the committee's diligent efforts to evaluate our student support services.

- c) Library and Learning Support Services – Laura Franklin, was co-chair with Bernie Abbott, and this Standard reviewed by Student Trustee Michael Dickey. Laura gave Bernie credit for developing this Standard's report, as she joined MPC just over one year ago. The report is in two main sections: efficiency of services and evaluation of services. In addition to the library resources, services include the academic support center, English as second language center, English and study skills center, the reading center, high tech center for students with disabilities, math and TRIO learning center, nursing learning center, three computer labs, and the Marina Education Center. The review determined a need to address the coordination of services, publicity of both the breadth of services and hours of operation, and specific goals for each center. An educational examination of materials and equipment reviewed the status of on-campus computer usage and develop a plan to replace equipment and update software as funding allows. This section reports on how the college has examined security issues, access points to buildings, and challenges for maintenance and security personnel. An additional challenge has been the lack of identifying a director for the library and technology center. Student Trustee Michael Dickey appreciated being assigned this section as he has used many of the services of the Library and Technology Center, and is proud of the college's self study document.

- 3) Standard III – Resources: Joe Bissell, Gary Fuller and Linda Ransom were co-chairs of the Standard III committee.

- a) Human Resources – Barbara Lee and Caroline Carney co-chaired the Standard IIIA component with a review by Trustee Dr. Loren Steck. Barbara reported on their committee research as to how we employ qualified personnel, what evaluation processes are in place, our commitment to equitable treatment of employees, and commitment to diversity. The section describes formal mentoring programs and new employee orientation programs, the EEO advisory committee, our mechanism for developing professional development activities for all faculty and staff, human resource planning thru action plans, and allocation resource processes. One particular challenge in this component is student learning outcomes , and if they are a component of evaluations. MPC has defined SLO's as a measurable completion of course work, and they have now become part of the faculty evaluation process. This issue received considerable dialogue and as reported by Fred, is of grave concern to faculty. Dr. Garrison stated the standard calls for a certain level of consideration of SLO's and that we do

meet this standard. Dr. Steck recognized the committee for their well written component and for the extensive work done in rewriting the section on human resources.

- b) Physical Resources – Co-chair Lyndon Schutzler spoke on behalf of the physical resources Committee and co-chair Joe Bissell, with a review by Trustee Lynn Davis. The standards are being met in all areas, centered on planning and what we do to ensure our physical resources support the programs of the college. This examination demonstrates safe and sufficient physical resources, with effective utilization, healthy learning and working environments, planning for and evaluation of facilities and equipment, and sufficient facilities, budgets and institutional goals relating to students and staff. Integrated planning is accomplished through our Education Master Plan, Facility Condition Assessment Report, Educational/Facilities Master Plan, the Facility Master Plan implementation, Physical Master Plan, Education Center Physical Master Plan, Five-Year Construction Plan, Five Year Schedule Maintenance Plan, Storm Water Management Plan, Universal Waste Plan 2006, Accessibility Surveys, and the Fire Alarm Assessment. The college has done an excellent job in managing our bond resources and facility improvements over the last six years. Trustee Davis suggested adding supporting evidence to several areas. He agrees with all the report's findings and applauds the many impressive facility accomplishments.
- c) Technology Resources – Co-chair Sharon Colton reported for co-chair Tom Rebold and the technology committee, with a review by Trustee Dr. Loren Steck. All components of technology resources are being met with a very robust planning process thru action planning processes and our Technology Plan. This standard required examination of current technology needs, enhancing the college's operations and effectiveness with quality training, providing the planning, integration, acquiring and maintaining of technology. Highlights of our resources are the distribution, evaluation and utilization of resources. The new data center is impressive and the SharePoint website are two highlights of this component. The website serves as a distance learning model, along with class site storage, Wikipedia, Techapedia, storage devices, and storage of daily updates to student data. Another highlight is the distance learning consortium with CSUMB, Gavalin, DeAnza, Humboldt State and UCLA based on a cost effective software called Moodle. Telephone system is voice over digital bond funded. Student email is now required for all financial aid communications, and its usage is increasing across campus. The upcoming upgrade to Santa Rosa system will take place this spring. Over 90% of our classrooms are converted to smart classrooms at an economical conversion cost of \$10,000 for each classroom. Training is ongoing and on demand, and provided on Flex Days and during new faculty orientation. We have distance learning student orientations. The final component review dealt with student computers. We have two times the baseline per the chancellor's office above the standards, although there is a need to reduce those numbers and refresh the computers with available funding. Dr. Steck

commended technology for their many reasons to be proud of its representation.

- d) Financial Resources – Gary Fuller and Joe Bissell were co-chairs, with a review by Trustee Lynn Davis. Gary summarized the mission, goals and planning ongoing in financial resources. He spoke of meeting the standards of evaluating realistic financial assessments, short-range and long-range financial planning, defining and following financial guidelines, financial integrity, sharing financial information, financial stability, effective oversight, the use and support of the college mission and goals, contract agreements, financial management evaluations, and financial resource evaluation. Trustee Davis suggested making an addendum change to page 26-28 due to recent changes within the Foundation. Dr. Garrison agreed an addendum would address the change from the Foundation’s independent to auxiliary status.
4. Standard IV – Leadership and Governance – co-chairs were Trustees Dr. Jim Tunney and Lynn Davis, Gail Fail and Paula Norton, with an overview by Dr. Jim Tunney.
- a) Decision-Making Roles and Processes – Mark Clemens spoke for co-chairs Carsbia Anderson, Gail Fail, and himself on both Standards IV.A and IV.B as to how MPC has established shared governance and how it demonstrates continuous improvements through various levels of shared governance. Sections included an overview of leadership and governance, with the shared reporting of a variety of voices and roles in decision making, institutional reliance on faculty recommendations, working together with honesty and integrity, and evaluating leadership and governance.
 - b) Board and Administrative Organization – Mark also spoke to the Governing Board’s responsibilities. The Governing Board is independent yet united in its role at MPC. The committee reviewed the Governing Board’s mission statement and management of college’s resources, and their role in our publications, policy review development, self-evaluation, ethics, accreditations, and oversight of the Superintendent/President. MPC’s administrative organization was scrutinized under the components of the President’s Office and its leadership, administrative structure, instructional improvements and student learning, compliance, budgets, and the President’s communication avenues. Per Mark, the Board is practicing continuous improvement in its shared governance process, as well as by our faculty and staff.

Dr. Garrison commended all the committees for their dedicated involvement and recognized that in such a large document there are certain strands which interplay planning, program review, and student outcomes. We have anchored all our outcomes to our resource and planning process. The final preparation for the visit will be to help us to understand the consistency of the self study message, having centrality as to the way that we organize, plan and accomplish goals, and that the Self Study Report does a good job of capturing who we are and how we operate. It has been a solid self assessment.

John Gonzalez thanked the Board for agreeing to this in-depth review of the self study, and it demonstrates how seriously we take our documents. He also pointed out the level of knowledge and expertise which the co-chairs and staff have now acquired for being involved in the self study. He particularly thanked Fred Hochstaedter and Diane Boynton for their input. In closing, is the document a thorough and accurate reflection of MPC? Yes. We do continuous planning, resource allocation is solid, and we have a strong shared self governance process. Dialog and feedback is encouraged, and programming reviews now incorporate SLO's. We may receive recommendations in several areas: SLO'S; the academic affairs program review is new and therefore has no track record; having no librarian may be of concern; and perhaps quality control in distance education. The continuing role of planning agendas is for us to keep working on future planning. Dr. Tunney sincerely thanked Dr. Gonzalez for the full review, and also thanked the attendees and the Board for listening to all sections of the long report. The entire committee is to be commended.

O. CALENDAR OF EVENTS - November 3rd is an important day for board elections.

6. ADVANCE PLANNING

A. Meeting Dates, 1:30 PM, in Sam Karas Room:

- Special Open Meeting Friday, November 6th, for Board annual self evaluation
- Regular Meeting Tuesday, November 24th, swearing in of officers
- Regular Meeting Tuesday, December 15th, election of officers

B. Suggested Future Agenda Items:

- 1) Governing Board Policies
- 2) Board Tour of Facilities
- 3) Partnering for Academic Student Success (PASS) Report
- 4) Sabbatical Leave Reports

7. CLOSED SESSION

When required on non-routine matters and/or to continue discussion of items from earlier Closed Session.

8. **ADJOURNMENT** – the meeting was adjourned at 6:34pm.

Respectfully submitted,

Douglas R. Garrison, Ed.d.
Superintendent/President

Posted: November 25, 2009