

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

Monterey Peninsula College
980 Fremont Street
Monterey, California 93940

**TUESDAY
July 28, 2009**

1:30-1:35pm Open Session – Stutzman Conference Room, Library and Technology Building
1:35-2:52pm Closed Session – Stutzman Conference Room, Library and Technology Building
3:00-6:00pm Open Session – Sam Karas Room, Library and Technology Building

MINUTES

I. OPENING BUSINESS

1:30pm Chair Dr. Jim Tunney called the Governing Board meeting to order. Ms. Robinson called roll and left the meeting. Dr. Tunney read the Closed Session statement and that the following item would be covered - Superintendent/President's Annual Evaluation.
1:35pm the Open Session adjourned to begin the Closed Session.
2:52pm The Closed Session adjourned.
3:01pm Dr. Tunney called the Open Session to order. Ms. Robinson called roll.

MEMBERS PRESENT:

Dr. Jim Tunney, Chair
Mr. Charles Page, J.D. Vice Chair
Mr. R. Lynn Davis, J.D., Trustee
Mr. Carl Pohlhammer, Trustee
Dr. Loren Steck, Trustee
Mr. Michael Dickey, Student Trustee

STAFF PRESENT:

Dr. Douglas R. Garrison, Superintendent/President
Mr. Carsbia Anderson, Vice President for Student Services
Mr. Joe Bissell, Vice President for Administrative Services
Dr. John Gonzalez, Vice President for Academic Affairs
Vera Coleman, Registrar
Ms. Laura Franklin, Dean of Instruction, Economic Development and Off-Campus Programs
Mr. Michael Gilmartin, Dean of Instruction, Occupational and Economic Development
Ms. Barbara Lee, Associate Dean, Human Resources

STAFF PRESENT (con't)

Mr. Richard Montori, Public Information Officer

Mr. Steve Morgan, Director, Facilities, Planning & Management

Ms. Vicki Nakamura, Assistant to the President

Eric Ogata, EOPS Coordinator/Counselor

Julie Osborne, Student Activities Coordinator

Ms. Carla Robinson, Executive Assistant to the Superintendent/President and the Governing Board

Dr. Rosaleen Ryan, Director, Institutional Research

OTHERS PRESENT:

Dr. Margaret-Anne Coppernoll

Steve Emerson

Joyce Halabi

Dr. Tunney reported there was no action taken during the Closed Session.

II. RECOGNITION

Dr. Tunney welcomed Carla Robinson, new Executive Assistant to Superintendent/President and the Governing Board, and Michael Dickey, 2009-2010 Student Trustee, to the Board meeting.

- A. Acknowledgment of Visitors – Dr. Tunney pointed out two potential candidates for Board positions: Dr. Margaret-Anne Coppernoll and Steve Emerson.
- B. Dr. Tunney acknowledged the Monterey Peninsula College Foundation's donations of \$11,825.00 for June, 2009.

III. COMMUNICATIONS

- A. Comments from Visitors - Dr. Tunney asked if anyone wanted to address the Governing Board, and there were no comments.
- B. Written Communications – Dr. Tunney noted the written communications:
 - 1.* Paul Lee, MPC Hospitality/Culinary Arts Instructor, thanking the Hyatt Regency for the loaning of tableware and catering equipment for the Chancellor Luncheon on May 29th.
 - 2.* Sylvia Panetta, Director of the Panetta Institute, thanking Dr. Garrison for his participation in the Panetta Institute's Tenth Annual Education for Leadership in Public Service Seminar.
 - 3.* Dr. Margaret-Ann Coppernoll's letter to Dr. Garrison expressing her gratitude for his hosting of the future trustee presentation.
 - 4.* Flyer for the 8th Annual MATE International ROV Competition, June 24-26, 2009, at the Massachusetts Maritime Academy in Buzzards Bay, Massachusetts. "ROVs: The Next Generation of Submarine Rescue Systems." (MPC's MATE Summer Institute was July 21-25, 2009).
 - 5.* Save the Date Postcard! Thursday, September 17th - the Foundation for Monterey County Free Libraries, invites citizens to hear Dr. Jim Tunney, Trustee and former NFL Referee,

motivational speaker and author, and honoring Don Chapin, businessman and community benefactor, at the 15th Annual Author's Dinner, Embassy Suites, Seaside.
*Signifies item is included in the Board packet.

The following articles were published in the Monterey County Herald:

6. Congratulations Article on May 29th to "Our heroes!" congratulating nine nominees for Nurse of the Year, including MPC's Eileen La Mothe. The winner was Kristi Marotta.
7. Letter to the Editor on May 29th asking why MPC's Schedule of Classes was mailed to homes in Pacific Grove, due to the expense of postage.
8. Advertisement on June 21st inviting Prospective MPC Trustees to an Orientation Session on June 25th.
9. Sports article written June 24th on former MPC athletic Blake Pacheco who is now playing Division I football at Michigan State University.
10. Article dated July 3rd on MPC awarding the construction contract for the Student Services Building to Swinerton Builders at the Special Board Meeting on July 6th.
11. Letter to the editor dated July 3rd announcing that Dr. Richard Kezirian, MPC History Instructor, would give an introduction to the reading of the Declaration of Independence at the Pacific Grove Chamber's July 4th BBQ.
12. Obituary for William "Bill" McChrystal, Jr. (1954-2009), a 20-year employee at MPC in the bookstore, warehouse, mailroom and School of Nursing Instructional Technician.
13. Dr. Tunney pointed out Article #13, the obituary for Anita Constance Arellano, wife of Trustee Carl Pohlhammer and MPC Faculty member, and announcement of her memorial reception on August 8th in the MPC Music Room from 1:00-3:00pm. August 8th would have been Anita's 77th birthday; all are invited to the Music Room for her memorial.
14. Education article by Claudia Melendez Salinas, "CSU Cuts Hit MPC, Hartnell" on July 17th. "At the community colleges, enrollment will necessarily be capped because there will not be enough teachers and classrooms to meet the expected demand."
15. Editorial dated July 17th - "Higher education cuts diminish our future" – "Let us use this low point, this pause in the normal course of process, to take inventory of the college system and determine how best to rebuild it into what it needs to be... It took money and lots of it to build the wonderful system that we seek to preserve and restore, and it will take lots of money to make it wonderful again."

C. Reports and Presentations:

Report #1 – INSTRUCTIONAL REPORT – TRiO Programs: Dr. Garrison began the presentations by announcing the focus on the Institutional Report would be the three TRiO Programs. Larry Walker, Associate Dean of Student Services, provided a PowerPoint presentation on TRiO, a federal program to provide educational opportunities for first-generation, low-income, and disabled students, regardless of race or ethnicity, to enter college, graduate and move on, established under Title IV of the Higher Education Act of 1964. Larry's program overview spoke to TRiO's program components: Upward Bound for grades 9-12; Talent Search for grades 6-12; and Educational Opportunity Centers for college students. To ensure continuity of services for college preparation and support, TRiO expanded to the Educational Opportunity Centers involving the community in higher educational opportunities; Training Grants for professional development for TRiO professionals; Veterans Upward Bound for veteran services; McNair

Programs for transitioning students into post baccalaureate programs; and Math Science Upward Bound, emphasizing intensive instruction in Math and Science for grades 9-12. TRiO Programs charge is to identify, recruit, and serve promising students who come from low-income, first-generation college households; and to develop academic, personal and social skills that will enable these students to gain access and successfully participate in higher education.

Grace Anongchanya - Coordinator/Counselor for SSS program, presented the Student Support Services brochure. The program objective is that 66% of its students must be a first generation and low income student; currently SSS is serving 80% first generation and low income students this year. The other objective is defined as persistence with their education; 79% of this year's 200 students have persisted; with good academic standing at 2.0 or above GPA; meeting that objective at 94% (set at 75%); and lastly, a graduate or transfer rate set at 50%; this year's class had a 24% transfer rate to 4-year programs. Grace noted the success for this year's graduates and transfers, especially for those seeking scholarships. By adding their personal statements, the number of awarded scholarships was doubled. She is also working with our athletic students where 7 students received scholarships this June.

Two students spoke of their experience in the program: Andrea Arroyo-Flores, former Upward Bound and SSS student, says TRiO provided her with motivation, one-on-one counseling, and a strong family support. She learned to network, grow and mature as a student, and as a McNair Scholar she is now motivated to pursue her Ph.D. Julia Ramirez, a Math Science Upward Bound student, SSS, and now Tutor in Upward Bound, started as a middle school student in the summers and was introduced to UCSC and UCB. These experiences helped her grow as a person, become independent, and gave her the motivation to do the hard work for herself. She plans to transfer to a four-year university and pursue her Master's Degree.

Larry closed with the strengths of the program: counseling is available year-round on days, evenings, weekends and summer; counselors have a passion for their work and appreciate the opportunity to highlight their services. Funding does not appear to be in jeopardy as it is a nationally funded program. The challenge now is to stabilize funds to alleviate some of the budget cuts to other categorical programs. Carsbia Anderson added that competition for funding grants is very competitive and that MPC is fortunate to have past performance points in grant scores.

Report # 2 - SUPERINTENDENT - Dr. Garrison opened with thanks to TRiO and that the work Larry, Grace, Sandra, Janine and all the staff do in the three programs is extraordinary, and many colleges do not have these services. Dr. Garrison encouraged all members to attend the Upward Bound demonstrations at the end of the summer, as this is a special event.

Dr. Garrison shared that the last of the Governing Board orientations was held June 25th in Marina with 14 attendees, 3 in the room tonight: Margaret-Anne Coppernoll, Michael Dickey and Steve Emerson. The orientations are an excellent way to "teach college" and better understand what we do. There is now a budget from Sacramento and fees will increase to \$26.00 per unit for fall. The VP's are working diligently on a budget reduction strategy to continue primary instruction programs to ensure that students who are coming as redirects from UC and CSU will be served.

Two items in agenda were noted:

1. Ratifying side letter on retirement incentive.
2. Leave of absence for Kendra Cabrera. Kendra has been offered a Fulbright Scholarship Award in Mexico; MPC is very proud of her and this is another testament of the quality of our faculty.

Report #3 – VICE PRESIDENTS

1. **Student Services:** Carsbia Anderson, Vice President, spoke of enrollment increases at Monterey campus is up 8% and Marina up 17% in credit enrollment. Vera Coleman, Registrar, is weekly reviewing class lists to manage our schedule; day one classes are filled. The challenge is to maintain basic skills services and to accommodate late registrations. Student Services has lost two positions: Dean of Student Services and Dean of Support Services. A reorganization chart will be completed shortly. Special attention was called to JoAnn Busenbark, Interim Dean of Support Services, who has assisted our programs with expertise for disabled veterans and disabled students and with our association with CHOMP; she was thanked for her outstanding service. Larry and Carsbia attended a preconstruction meeting for the new Student Services Building to be occupied by spring of 2011. Financial Aid will have a booth at the County Fair to represent MPC August 12-16th. On August 8th at Del Monte Center a team will be at the "Back to School Days" event. On July 23rd there was a significant computer glitch where registration transactions were lost between Thursday and Friday morning. 80% of lost files have been recovered with the expectation that all files will be recovered, and a public notification will be sent to students who are having their schedules reconstructed. A series of management discussions is ongoing on bringing on a windows-based registration process by this spring and the schedule for that program transition.
2. **Administration Services: Joe Bissell, Vice President,** reported all business items are under the bond report.
3. **Academic Affairs: Dr. John Gonzalez, Vice President,** is pleased to report that Academic Affairs has been engaged in serious and difficult conversations with division chairs on enrollment management for 2009-10 based on projections from the League on workload reductions. The Academic Affairs Division is examining enrollment management for fall 09; with the primary interest to maximize student access given resource reductions and to focus on primary strands of our mission. These efforts will be reported to Academic Senate and College Council soon. Next week will begin an examination of spring 2010 schedule of classes. Academic Affairs is being reorganized due to staff reductions. The Dean of Arts and Sciences vacancy has been deferred. In consultation with division chairs the new organization chart is completed. A meeting with the DOM's updated them on the changes. In addition, a list of frequently asked questions has been developed to highlight these changes. In accreditation news, the P/VP's have been engaged in a detailed review of accreditation self study with two extended meetings; those suggestions are being incorporated into the draft. College Council will review the draft in August. Curriculum Advisory Committee met this week to review course outlines;

since committees do not normally meet in summer, Dr. Gonzalez commended the committee for their dedication and professionalism. He also commended Mr. Anderson for his news on the growth of the Education Center, and it is gratifying to see the vision unfold after two years, in large part to the cooperation of the division chairs and faculty in expanding their schedules and the work of Laura Franklin's staff in publicizing course offerings. Also effective has been the engaging strategic planning of courses to meet the educational needs of our community. Lastly, the Police Academy Class of SB95 will hold graduation on July 30th at 11am, LF103. All are invited to attend

4. **ACADEMIC SENATE:** no report.
5. **MPCEA:** no report.
6. **MPCTA:** no report.
7. **ASMPC: Joyce Halabi, VP of Representation,** reported that ASMPC has held three meetings in June/July; has completed a tentative budget and are awaiting quorum to approve/amend the budget. ASMPC has a full Senate. All computers were upgraded with thanks to our IT Dept., especially Linda Sasaki. Joyce is working hard to ensure student representation on all committees, and offered congratulations to Michael Dickey, VP of Student Senate of California, for his appointment.
8. **COLLEGE COUNCIL:** no report.
9. **MPC FOUNDATION: Marilyn Gustafson, Executive Director,** reported the Foundation is progressing on bringing the Norma Lewis Sculpture to campus, with plans and specifications for the sculpture base in process with Steve Morgan. It has been a busy summer with the President's Circle Committee. John Mahoney and Kelly Saunders have enlisted new members and developed prospects lists and benefits for each support level. They have infused a level of interest in the President's Circle and are inputting new procedures to ensure timely responses to new prospects. The Foundation's written report details the new benefit levels. The Alumni Association is much energized and meeting almost weekly, and is planning an exciting homecoming event – they will introduce the championship team of 1950 at half time. This Association is a shining example of the MPC community, as the nucleus of this group attributes their own success in life to their own experience as students at MPC. The Foundation is working on scholarship letters and gifts, and thanks Dr. Steck for his assistance. The next Peggy Downes Baskins Series on Ethics will be "21st Century Technology: Who Owns Life?" by Stanford professors Dr. David Magnus and Dr. Hank Greely on Monday, November 9th, 7:00pm at the Monterey Conference Center. The Foundation is also meeting with the Governing Board on August 11th, 3:00-4:30pm, Sam Karas Room, to review revisions to the Foundation Master Agreement. Trustee Davis announced a reception to honor Marilyn Gustafson for her eight years of exceptional service as the Foundations Executive Director. The reception will be on Thursday, September 10th, 4:00pm, at La Mirada Museum.

10. **GOVERNING BOARD:**

- a. Dr. Steck pointed out the Community Human Services Regular Board Meeting Minutes of June 18th would serve as his report. He asked for consensus to continue with two alternates to the Community Human Services Board, naming Carl Pohlhammer and Victoria Phillips, which was granted.
- b. Trustee Page spoke to a citizen's letter published in The Herald of an incident involving MPC's security on campus. This incident occurred at CSUMB and Mr. Page thanked Monterey Chief of Police for clarifying the incident's location.
- c. Leadership Monterey Peninsula presents "Advanced Boardsmanship for Nonprofits: Beyond Roles and Responsibilities" on August 4th, 5:30-8:30pm, at Shoreline Conference Center, Marina.

11. **SPECIAL REPORT – BOND UPDATE:**

- a. Active Bond/Facility Projects Update – Joe Bissell and Joe Demko: Joe Bissell shared the next state funded building project is three-fold: 1) Humanities; 2) old Student Services; and 3) demolition of the old Business Humanities. MPC is set to begin that project July 1 but the State has yet to go get that money and may not for some particular time. As an option we can start the project and use our bond money and then get reimbursed by the State. There are a number of projects affected by the delay in State monies, but we can continue our process to go thru drawing stages, which requires \$400,000 in architect fees. Trustee Pohlhammer asked when the BH building will be demolished, and Mr. Bissell noted that date is not set yet. All accommodations to staff in Business Humanities will be done first. The Facility Master Plan is being revised for September with a Board action item by October. Trustee Davis asked if we can speed up our construction staging, particularly as the awarded bids are lower than projected. Mr. Bissell reported that many projects could not be altered until the Student Services Building is demolished. We do have a number of projects that can go forward as they are not dependent on swing space: the gym, music theater and art complex. The goal is to be significantly less dependent on state monies but speed all projects up to be substantially completed at the end of five years, which will be reflected in the revised Facilities Master Plan. Lastly, the County has written off \$1,878,835 to the Bond Fund. This is approximately the same amount of interest income we anticipate getting for last year.
- b. MPC Master Schedule/Construction Phase Only – Joe Demko: the PE elevator work is ongoing; PSTC has expansive water work going on with water line testing is to be done in the next few weeks, including notifying neighbors. PSTC is in good shape to move in for the Police and Fire. The pathway is being done to connect the buildings for handicap access and landscaping will be done at the end of the project. The Marina Education Center is coming along fine; DSA is cooperating to get the drawings out. Kitchell is researching advertising bids on websites as well as bid results. For infrastructure projects, Parking Lot J's remodel will provide 17 more parking spaces and will be done in the next three weeks. New Student

Services started proceedings on July 27th. The Auto Tech Building will go out to bid soon with the award in September. Baseball Backstop needs more structural calculations to get that in order. Swing Space Building has had a lot of time devoted to it with good support from staff to accommodate space needs; this eliminates the need for portables. Joe has met with Rich Montori and Jeanette Haxton on schedule of classes for 2012 to alleviate classrooms not being fully utilized. The PSTC will be ready for the beginning of term. Scheduling ceremonies for both the groundbreaking for the Student Services Building and the new PSTC will be set soon.

- c. Cost Control Report – attached.

IV. CONSENT CALENDAR

Dr. Tunney asked if there were any comments and/or additions to the Consent Calendar. Dr. Garrison noted there were two changes on the Consent Calendar... 1) Item #7 is corrected; and 2) on the minutes of June 23rd, page 7, the ASMPCC Representative’s name should be Joyce Halabi.

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

09-02

BE IT RESOLVED, that the following routine matters were approved:

1. That the Governing Board approves the amended minutes for the Regular Meeting held on June 23, 2009 and the Special Meeting on July 6, 2009.
2. That the Governing Board accepts gifts donated to the college with appropriate acknowledge to the donors.
3. That the June 30th Regular Payroll in the amount of \$1,977,550.12 and the July 10th Supplemental Payroll in the amount of \$48,083.22 be approved, for \$2,045,633.34.
4. That Commercial Warrants #'s:
12719999 through 12720051; and 12720667 through 12720694; and
12721969 through 12722042; and 12723232 through 12723292; and
12724178 through 12724221; and 12725095 through 12725147; and
12726972 through 12727070 - in the amount of \$2,711,139.92, be approved.
5. That purchase orders #'s 901614 through 901671, in the amount of \$1,063,289.01, be approved.
6. That the following budget adjustments in the Unrestricted General Fund be ratified:

Net decrease in the 1000 Object expense category	\$ 1,100
Net increase in the 2000 Object expense category	\$21,588

Net increase in the 3000 Object expense category	\$ 5,752
Net increase in the 4000 Object expense category	\$20,802
Net decrease in the 5000 Object expense category	\$65,727
Net increase in the 6000 Object expense category	\$18,685

7. That the following budget adjustments in the Restricted General Fund be approved:

Net decrease in the 4000 Object expense category	\$ 1,387
Net increase (amended) in the 6000 Object expense category	\$ 1,387

8. That the following budget increases in the Restricted General Fund be approved:

Net increase in the 1000 Object expense category	\$28,464
Net increase in the 2000 Object expense category	\$16,744
Net increase in the 3000 Object expense category	\$ 8,747
Net increase in the 4000 Object expense category	\$16,846
Net increase in the 5000 Object expense category	\$106,699
Net increase in the 6000 Object expense category	\$12,522
Net increase in the 7000 Object expense category	\$27,976
Total increase in expense lines budgeted	\$162,046.

B. Faculty Personnel

9. That the Governing Board approves the academic personnel actions listed to include:

- a. Requested leave of absence without pay totaling 13.5 days during the period March 28 through June 5, 2010 for Kendra Cabrera.
- b. Resignation of Richard Janick, effective June 29, 2009, for the purpose of retirement, and confer upon him the title of Professor Emeritus.
- c. Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Spring and Summer, 2009.

C. Classified Personnel

10. That the Governing Board approves the classified personnel actions listed to include:

- a. Employment of Carla Robinson, Executive Assistant to the President, (SC 8, Confidential), Office of the President, 40 hours per week, 12 months per year, effective July 29, 2009.
- b. Change resignation date for purposes of retirement of Eleuteria Advincula, Administrative Assistant III, Academic Affairs, from July 31, 2009 to August 31, 2009.

11. That the individuals on the recommended list (Short Term and Substitute Classified Employees) employed for short term and substitute assignments subject to future modifications, be approved.

V. NEW BUSINESS

- A. BE IT RESOLVED, that the 2008-2009 Monthly Financial Reports for the period ending June 30, 2009 be accepted.
Motion Steck; Second Page; Carried **09-03**

Joe Bissell reported that our cash basis looks good. The reported FTES are significantly higher than anticipated in our projection numbers. We should receive all of our restoration numbers back; it would also give us a possible surplus from last year. Unfortunately, students will have to be billed who paid \$20/unit because the State is now requiring \$26/unit. Joe also acknowledged and thanked all the individuals involved in making up \$4.7 million in cuts at MPC which has been a tremendous amount of work.

- B. BE IT RESOLVED, that the Board of Trustees ratify the attached Retirement Incentive Side Letter of Agreement between MPCTA and the District.
Motion Steck; Second Davis; Carried **09-04**

- C. BE IT RESOLVED, that the Governing Board approve the signing of the revised 2009-2010 contract for General Child Care and Development Programs at Monterey Peninsula College.
Motion Page; Second Steck; Carried **09-05**

- D. BE IT RESOLVED, that the Governing Board approve the signing of the 2009-2010 Funding Terms and Conditions (FT&C) Contract for the Full Day Pre-School Program at Monterey Peninsula College.
Motion Steck; Second Pohlhammer; Carried **09-06**

- E. BE IT RESOLVED, that the Board finds that use of the area requested on parcel E19A.5 for a groundwater monitoring well will not interfere with the current educational program or activities of the District, and

BE IT FURTHER RESOLVED, that the Memorandum of Agreement between Monterey Peninsula College and the Seaside Basin Watermaster regarding license for installation of a Groundwater Monitoring Well on Property To Be Transferred to Monterey Peninsula College at the Former Fort Ord, for a period of five years, effective July 29, 2009, be approved.
Motion Steck; Second Pohlhammer; Carried **09-07**

Watermaster representative Bob Gates was thanked for attending the meeting. Watermaster appreciates the Board's approval so they can get water quality data to manage those water resources.

- F. FIRST READING – Board Policy 4105 Admissions Policy **INFORMATION**

Trustee Pohlhammer questioned Item 2 of the Admissions Policy in that the language is confusing and suggested adding “or” in that sentence. This correction will be made and an amended version returned at the August meeting.

- G. BE IT RESOLVED, that the Governing Board approve Administrative Procedure 5100, Monterey Peninsula College Equal Employment Opportunity Plan, as submitted.
Motion Page; Second Davis; Carried

09-08

Barbara Lee reported that the EEO Plan is a minimum condition on receiving Title V funding, and that the Plan took two years to draft. It is based on the model plan from the Chancellor's Office. Ms. Lee was complimented on how well thought out and comprehensive the Plan was put together, with acknowledgement to the many staff and community leaders volunteering their time. The EEO Plan will be submitted to the Chancellor's Office.

- H. FIRST READING – Revised Board Policy 5100 – Equal Employment Opportunity and Commitment to Diversity in Employment

INFORMATION

Ms. Lee advised that the revised Board Policy 5100 is to update the former 1993 version to be in line with Prop 209's restructure language. Dr. Garrison noted this revision is the Board Policy that deals with Equal Employment Opportunity and Commitment to Diversity in Employment, whereas Item G is an administrative procedure, not a Board Policy.

BREAK: A five-minute break was taken from 4:55-5:00pm.

- I. PROGRAM REVIEWS conducted in the Student Services Areas: Child Development Center; International Student Programs; Admissions and Records; Counseling; EOPS; and Student Financial Services

INFORMATION

Carsbia Anderson introduced the six program reviews. The revised program review process brings much information on resource allocation, provided services, and program review team evaluation summary of each department.

Child Development Center (CDC) - Director Cathy Nyznyk noted the CDC was founded in 1974 and is well known for quality child care. The Center is committed to providing educational experiences in early children education for adults, development for students, and preschool services for our students and families. With 13 employees the CDC serves 105 family-students. The Center is used for lab class for child development students doing practicum, such as nursing pediatric interviews, English speech students for group projects; CSUMB students performing observation hours; and visitors to see our model program. The challenges are ongoing with fundraising to raise money for supplies, supporting an active parent club, and seeking grants and in-kind donations. The new building was well planned and beautifully completed. Changes occurring are the increase in Hispanic families, so that many documents are now translated into Spanish. Strengths are the CDC's passionate and dedicated staff and their appreciation of the leadership of the Board and Administration. The CDC's Program Review Book was presented to the Board. Larry Walker summarized the findings of the CDC Program Review Evaluation (attached). The CDC continues to have a waiting list, provides a valuable resource for students, and has clear and complete SLO's.

Admissions and Records (A&R) - Vera Coleman, Registrar, outlined the A&R Program Review. Services includes: comprehensive admission; registration and transcription services, including lifetime student recordkeeping; AB540 processing, a service for exempt, undocumented students and exempt eligibility for students leaving and returning to CA; verifying athletic eligibility; attendance accounting; challenge procedures and eligibility; resident status; credits for AP exams; military credit; CLEFT exams; eligibility for graduation and certificates of achievement; evaluating transcripts from other colleges; processing veteran assistance certificates; registration; signing I-20's for Int'l students; and overall student record maintenance. The mission of A&R is to consistently provide the maximum level of positive service to students, staff and community. It is the primary contact area for faculty, staff and students regarding student enrollment, grades and graduation. One important trend is that more students are using online registration, and there is an increased Latino student enrollment, increasing the need for translation services. JoAnn Busenbark summarized the Admissions and Records Program Review (attached). Joanne also noted the increased use of web registration, the need to service the Marina campus and other off campus programs. The strengths of this well managed department are the staff's excellent customer service, dedication to student services, and sensitivity to wait times.

Student Financial Services (SFS) – Carsbia Anderson, introduced SFS as the sound steward of federal, state, and local funds, thru BOG's (Board of Governor fee waivers), federal work study, federal loans and scholarships. The increased need for student aid is evident in MPC's funding trends: in 2002-2003 \$2,400,000 was awarded; in 2008-2009 \$6,406,000 was awarded, a tremendous increase in need. BOG recipient numbers also increased dramatically. In 2002-2003 MPC had 1,600 BOG recipients, and in 2008-2009 we had 3,475 BOG recipients. Student satisfaction surveys have rated waiting times and award timeliness with a score of 3.38 out of 5, a marvelous improvement over 2-3 years. Larry Walker summarized the Student Financial Services Program Review (attached). Strengths of the program are SFS's dynamite website, interdepartmental training on financial aid, and outreach activities. Areas to address are trends related to Latino increases, and updating timelines for goals. Lastly, the Board was provided statistics on student need for Pell Grants and fee waivers: Currently 4,500 students are receiving grants (52% of students). The Federal census data shows no eligibility for Pell Grants in our district but existing "pockets of poverty" in Seaside, parts of Monterey, and Marina are eligible for grants/fee waivers.

Counseling – Carsbia Anderson reported on counseling services in academic, personal, and supportive student needs, in English and Spanish, and thru the MPC website. Faculty is responsible for new orientations, resources for instructional faculty, classroom visits, campus resources, and shared governance activities. Counselors are assigned to each high school in the area, continuation high schools, and adult schools. They have increased the number of PERS 50 sections to eight in 2008-09, up from two sections in 2005-2006. Larry Walker summarized the strengths for Counseling in their Program Review Evaluation (attached). Goals are specific and thorough, to support basic skills, develop and implement SLO's. and utilize data collection and technology. Trends will be to play an integral role in access initiatives; to support counseling at Marina Education Center; and to increase the numbers of students receiving counseling services. One charge for Counseling is to look at data to track individuals and where they are going.

International Student Program (ISP) – Carsbia Anderson outlined services to 170 international students including F-1 students and students on other Visas, all paying nonresident tuition, from 60 countries, aged 17-70. ISP recruits, admits, counsels and services international students, and is the liaison for community and government entities. They are the study abroad clearinghouse; provide personalized services such as transportation, insurance, health care referrals and visa processing. ISP contributes a substantial amount to the General Fund thru international student tuition. Trends show that international students are staying a shorter period of time than expected, and increased transitional services will be assessed to address this challenge. JoAnn Busenbark summarized the ISP Program Review (attached). The increased number of international students is burdening existing staff, and there is a need to evaluate data to support the program’s growth and improve outreach activities without expensive travel.

EOPS/CARE – Eric Ogata overviewed EOPS/CARE Student Services. EOPS is state funded program designed to assist low-income, educationally disadvantaged students gain access to and successfully complete their program of study in higher education. To help students succeed, EOPS provides academic and instructional support services that are specifically designed to meet each student’s particular needs. EOPS has consistently served more students than they are funded for. CARE (Cooperative Agencies Resources for Education) provides campus meal plan vouchers and childcare grants for childcare expenses for single parents. The new Student Services Building will improve facilities, and the improved website collaboration has already increased student assistance. One FT Spanish Counselor is assisting the increased Latino population. EOPS goal is to use trends and data to enhance services, and to evaluate outreach activities for best possible practices. Their textbook reduction voucher service, reduced due to the state budget, is being cut from \$300,000 to \$100,000. Jo Ann Busenbark reviewed EOPS and CARE Program Review Plan (attached), noting their well managed and customer service orientation. EOPS has done a good job in creating SLO’s; recognizing trends in increased number of Latino students and adjusting services for that population. The goals are survival, by utilizing funds to enhance services, and to evaluate current activities that could be improved with limited resources.

J. PROGRAM REVIEW for Maurine Church Coburn School of Nursing
by Debra Schulte, Director

INFORMATION

Debra Schulte began the review of the School of Nursing as being established in 1982 by a large endowment by Maurice Church Coburn through CHOMP. The program is approved by the California Board of Registered Nursing as well as the voluntary National League of Nursing Accreditation which only fewer than one-third of CA nursing programs have attained. Our faculty is creative, enthusiastic and excited about producing wonderful nurses. Strengths are the patient simulation lab -- as a model for the area; the Nursing School was asked to host the Western Regional Patient Simulation Conference to be held in August. The men in nursing project is successful in attracting and enabling men in this non-traditional profession, and the Nursing Program will look to work with other college programs to disseminate their best practices. Special challenges are in finding local employment, maintaining adequate resources, maximizing the use of the simulator lab, and assuring qualified instructors for years to come, even with \$573,000 less than last year’s budget from reduced grants and bequests. Goals are to obtain approval of the California Board of Registered Nursing with the site visit in fall of 2011;

obtain continued accreditation from the National League for Nursing Accreditation Commission with the site visit also in the fall of 2011; expand and integrate the use of the patient simulation lab; develop innovative nursing curriculum; and continue examining student admission policies to assure fairness and efficiency. The School of Nursing has spent all summer restructuring, looking at complex issues of keeping high quality instruction and students not only for 2009-2010 but for the first year student graduating in 2013.

Michael Gilmartin listed the overarching issues of the Nursing School: adequate parking can be a challenge for instructors traveling between CHOMP/MPC; security issues; cleanliness issues; facilities involved in moving where to relocate as we determine swing space; staff development as ongoing staff activities for nursing teachers and the need to look for additional funds for continuing education technologies, which is vital in the nursing field. The Program Review is attached.

K. PROGRAM REVIEW for Business and Technology Division Program,
by Leandro Castillo, Business Division Chair

INFORMATION

Leo outlined the Program Review and noted a division cohesiveness and positive direction for the Business Program. There are positive changes in our IT area, as noted in the support team recommendations, and by the hiring of new computer instructor D.J. Singh, the curriculum has been updated, advertisement increased in the community, and a positive and dramatic increase in student enrollment. With D.J. Singh, Tom Rebold and J.C. Prado's efforts, a networking partnership grant has been established with CSUMB, Cabrillo, UCSC, Hartnell and MPC, working to develop a real world approach to instruction of our networking students and to look at nonpaid and paid internships for this fall. In additional, we have expanded the mentoring program where potential teachers are being brought in to work with seasoned faculty to give them an opportunity to participate in the course, and then have them teach the next semester, and hire them in the third semester. Plans are to continue updating curriculum, develop online courses in concert with campus groups dealing with online learning policies, and develop a plan to deal with challenges of creating SLO's that are measurable, and to collect meaningful data to predict trends. A complete online offering is close to being completed for the Business Division.

Michael Gilmartin reviewed the overarching issues: qualified instructors to hire with an expanded mentoring program for adjunct faculty; facilities renovate the BC Building in conjunction with the old Business building to reconfigure for upcoming swing space needs; to develop curriculum along with the implementation of the new CurricuNET software. This online program will take the entire curriculum process online to reduce the labor intensive process to help expedite the large number of courses needing yearly curriculum development.

VP John Gonzalez reminded the Board of the need for program review process, as part of the accreditation visit in March of 2010 to ensure that we are adopting a continuous improvement philosophy. The Academic Affairs Advisory Group formed a Program Review Subcommittee which developed a model for program reviews which will be field tested in spring.

- L. SURVEY from Monterey County School Board Association to Governing Board on Training Needs Interests for 2009-2010 Letter

INFORMATION

Dr. Steck stated we have a unique knowledge in that we could collaborate with regional community colleges on board training and develop our own training program. Dr. Garrison agreed to reach out to Hartnell, Gavilan and Cabrillo to ascertain interest in this area and report back to the Board.

VI. ADVANCE PLANING

- A. Special Study Session and Joint Meeting with MPC Foundation Board of Directors on August 11th, 3:00-4:30pm, Sam Karas Room, to consider recommendations on revising the Foundation Master Agreement.
- B. Meeting Dates:
Regular Board Meeting is on Tuesday, August 25, 2009:
- 1:30pm - Stutzman Seminar Room, Library and Technology Center
 - 3:00pm - Karas Room, Library and Technology Center
- C. Suggested Future Agenda Items:
1. Governing Board Policies
 2. Board Tour of Facilities
 3. LOBO TLC Report

ADJOURNMENT - The Open Session was adjourned at 6:27pm.

Respectfully submitted,

Douglas R. Garrison, Ed.D.
Secretary to the Board

Posted August 26, 2009