

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

Monterey Peninsula College
MT-2 – Marina Education Center
289 12th Street
Marina, California 93933

Tuesday
June 24, 2008

5:30 p.m. -- Closed Session
7:00 p.m. -- Public Session

MINUTES

The President of the Board, Mr. R. Lynn Davis, called the Governing Board meeting to order at 5:30 p.m. Mr. Davis called roll and declared a quorum present. Mr. Davis read the Closed Session statement and reported that the following items would be covered: a. Public Employee Discipline/Dismissal/Release/Complaint. b. Conference with Labor Negotiators: Monterey Peninsula Community College District: Joe Bissell and Barbara Lee – Monterey Peninsula College Employees Association #245. c. Conference with Legal Counsel Regarding Potential Litigation. There is one (1) potential lawsuit. d. Public Employee Performance Evaluation. Superintendent/President.

At 5:35 p.m., the Open Session adjourned to the Closed Session. The Closed Session adjourned at 6:53 p.m. At 7:01 p.m., the Open Session was called to order by Mr. Davis. Ms. Phillips called roll.

MEMBERS PRESENT: Mr. R. Lynn Davis, Chair
Mr. Charles Page
Mr. Carl Pohlhammer
Dr. Jim Tunney
Ms. Eleanor Morrice, Student Trustee

MEMBERS ABSENT: Dr. Loren Steck, Vice Chair

STAFF PRESENT: Dr. Douglas R. Garrison, Superintendent/President
Mr. Carsbia Anderson, Vice President for Student Services
Mr. Joe Bissell, Vice President for Administrative Services
Mr. Michael Gilmartin, Dean of Instruction, Occupation and Economic Development
Dr. John Gonzalez, Vice President for Academic Affairs
Dr. Susan Steele, Interim Dean of Instruction, Liberal Arts
Dr. Caroline Carney, Chair, Social Science Division

Dr. Alfred Hochstaedter, Earth Sciences
Ms. Claudia Martin, Director, Student Financial Services
Mr. Richard Montori, Public Information, Marketing, & Audio Visual
Ms. Vicki Nakamura, Assistant to the President
Ms. Victoria Phillips, Executive Assistant to the Superintendent/
President and the Governing Board
Dr. Rosaleen Ryan, Director, Institutional Research
Mr. Bruce Wilder, Instructional Technology Specialist

OTHERS PRESENT: Mr. Joe Demko

Mr. Davis reported in Closed Session the Board took action to suspend employee #1914 for five days without pay.

Recognition

Mr. Davis noted the donations for the Monterey Peninsula College Foundation for May 2008 were \$15,595.00 and applauded the Foundation's efforts on behalf of the College.

Communication

Mr. Davis noted that there were no visitors this evening. However, Ms. Claudia Martin said she was a resident of Marina and was attending tonight's Board meeting as a visitor.

Written Communications

Mr. Davis called attention to the following written communications:

- a) A letter from Andrea Purl, Education Coordinator, National Steinbeck Center, thanking Rich Montori for his support of the Steinbeck Young Authors Program held at MPC on May 12th.
- b) A letter from Andrea Purl, Education Coordinator, National Steinbeck Center, thanking Jeanette Haxton for her support of the Steinbeck Young Authors Program held at MPC on May 12th.
- c) A letter to Dr. Richard Kezirian dated May 14, 2008 thanking him for sending students to the afternoon academic program of the Leon Panetta 2008 Lecture Series that was held on Monday, May 5th.
- d) A letter to Dr. Garrison dated May 16, 2008 from United States Senator Barbara Boxer telling him that she is now serving on the Senate's Community College Caucus and saying that she would like to be of service to community colleges.
- e) The Monterey County Herald, Monday, May 26, 2008, MPC Jazz Combo and Big Band Concert, 7 p.m. in the Music Hall.
- f) An email to All Users dated May 28, 2008 inviting everyone to the 7th Annual Latino Student Recognition Ceremony on Thursday, June 5th from 6 – 8 p.m. in the Student Center.

- g) The Monterey County Herald, Monday, June 2, 2008, Edwards camp & MPC's spring dance concert...8 p.m., Thursday and Friday, June 5 & 6, in the MPC Theatre, Main Stage.
- h) The New York Times, Monday, June 2, 2008, Student Loans Start to Bypass 2-Year Colleges, by Jonathan D. Glater. (Claudia Martin quoted in the article.)
- i) A letter from Kathryn Brookshire dated June 3, 2008 regarding the fine service she received from Zuline Hardy, Admissions employee.
- j) An email from Carsbia Anderson dated June 4, 2008 regarding the Kente Ceremony on Friday, June 6, at 7:00 p.m. in the Music Hall.
- k) A letter from Debbie Alexander dated June 5, 2008 regarding Dr. Hazel Ross, a wonderful Mathematics Instructor.
- l) The Monterey County Herald, Monday, June 9, 2008, Edwards Camp, June 28 & 29, 2008.
- m) Monterey County Weekly, June 12-18, 2008, Taking Stock...A grandfather of local theater looks back with a self-published book, by Walter Ryce.
- n) Monterey County Weekly, June 12-18, 2008, Lecture...Life on Mars Talk at MPC...Dr. David Des Marais & Morgan Stock Book signing at MPC.
- o) mbug-pc...Harnessing the Power of PowerPoint...Bruce Wilder, Instructional Technologist at Monterey Peninsula College.
- p) Monterey County Herald, Monday, June 16, 2008, Summer camps at MPC.

Reports and Presentations

Institutional Report: Marina Education Center – Dr. John Gonzalez

Dr. Gonzalez opened his report by welcoming everyone to the Marina Education Center. He gave a brief overview of enrollments since the Center opened. Dr. Gonzalez said we are meeting the needs of the community and are on our way to meeting our goals. He reported that in Spring 2007, a team conducted a tour of the Education Center in Watsonville, which is highly successful. It has grown from one classroom to a robust Center over twenty years. The team learned a lot from that visit. The people of the Watsonville Center were generous with their time and information. Dr. Gonzalez reported that in 2005 a community survey of residents from Marina and Seaside was conducted and nearly 6,000 surveys were mailed asking what types of courses they would be interested in taking. We received 437 responses and 410 responses were tabulated. He noted that this is a typical number of responses a survey would receive. A very high percentage wanted world languages, art, social sciences, English, Humanities, natural sciences, general education classes and mathematics. They also wanted occupational courses such as computer software applications, business, computer networking, real estate, office technology, child development. The survey also asked their reasons for enrolling and what services they would need to support them. He shared the results of the survey with the group. He also said that the survey would be given again after the students were enrolled. He also displayed courses that were offered, how many students were enrolled, what semester they were offered, and which courses were cancelled due to low enrollment. He also indicated that some courses were allowed to continue even though they did not meet the minimum class size just to show the good intent of the College to support the Center and its students and instructors. He also reported that the classes that were cancelled were not “core” courses. Actually, only a few courses were cancelled showing that

planning has been effective. In conclusion, he showed the architectural plans for the first phase of our Center. Mr. Davis asked, "How many classes do you have in the day?" Dr. Susan Steele said we started the program with morning and evening classes Monday through Thursday and light on Friday with a few weekend classes. He also asked, "How do we advertise the Marina Education Center?" The answer was that we advertise in our Schedule of Classes and we send a large postcard out to Marina and Seaside residents announcing our classes and encouraging them to enroll.

The Trustees thanked Dr. Gonzalez for his comprehensive report.

Superintendent's Report:

1. Dr. Garrison reported that once Physical Education courses are added to Education Centers, it generally means a robust boost in enrollment.
2. Dr. Garrison noted that in Sunday's Herald the District ran an advertisement that the MPC Trustees would be holding its meeting in Marina and invited the Mayor of Marina, Gary Wilmot, to the meeting. Ms. Claudia Martin, a resident of Marina and an MPC employee, attended the meeting as a Marina resident.
3. Dr. Garrison reported that summer enrollment looks very good as students have increased the amount of units they are taking by 21%. Thus, retention becomes very important.
4. Dr. Garrison said that hiring of faculty positions and classified positions continues.
5. Dr. Garrison shared the MPC trifold "Pathways to Success" pocket brochure produced by the Public Information Office (Rich Montori and Jeanette Haxton) for the MPC Foundation. Twenty-five hundred (2,500) of these in-house produced brochures are being used in the community to inform and they are also being used in discussion with potential donors. These brochures will be updated periodically.
6. Dr. Garrison reported that he and Dr. Jim Tunney again participated in the Annual Leon and Sylvia Panetta Leadership Forum where they host student leaders from CSU campuses, Dominican College, and Santa Clara University. They each addressed the group and then there was a question and answer period. They enjoyed being with the student leaders and it was also nice to be able to respond in the affirmative to the Panetta invitation.
7. Dr. Garrison reported that we will be hosting the Monterey Blues Festival and, in September, the Jazz Festival overflow parking. This also is part of strengthening our relationships and partnering with the community.
8. On Saturday and Sunday, we will host the Herman Edwards Football Camp at our new Community Stadium. Dr. Garrison said he will be on campus on Saturday to welcome Coach Edwards, assistant coaches, and the kids to our field.
9. Dr. Garrison said we are holding our breaths on the status of the Education Construction Bonds scheduled for 2008. Two major projects are scheduled for this bond: Business/Humanities and Math/Science Project. At the moment, the Bond looks doubtful. There is a great deal of political dialogue going on and it isn't in our favor. There are a lot of K-12 schools who don't have the matching money and so they aren't pushing for the Bond Measure. It will have a significant impact on our facilities project and our redo committee as to how these projects will go forward. The alternatives may need to be looked at. If a State Education Construction Bond doesn't make the November 2008 ballot, we may have to wait until the 2010 general election.

10. Dr. Garrison attended a joint sub-committee meeting with OEDC (Overall Economic Development Commission) and Workforce Investment Board (WIB) to close the gap between the two on economic development. Ten people attended the meeting representing constituencies that will bring together the efforts and he sees this as a very good thing.

Vice Presidents' Reports:

Dr. John Gonzalez – Dr. Gonzalez thanked Kelly Fletes and Yesenia Calderon, as well as the committee, for their efforts on the Latino Recognition Ceremony. He said the new College catalog is out and it has been revised in a major way this year. He thanked Carsbia Anderson, Vera Coleman, Michael Gilmartin, Karen Engelsen, He Seon Ihn, Susan Walters, Susan Steele, and Rich Montori for their efforts. He reported that the District is recommending the hiring of Laura Franklin for the Dean of Instruction, Economic Development. He reported that Ms. Franklin earned her Bachelor of Science in Home Economics from the University of Arizona and her Master of Arts in Teaching English as a Second Language from the University of California, Los Angeles. Ms. Franklin's educational program leadership experience includes serving as the Interim Dean, Instruction and Student Services, Santa Ana College School of Continuing Education; the Director, Community Education Cerritos College; the Project Director, Title III, Strengthening Institutions Grant, Saddleback College; the Assistant Director, Education and Social Science, University Extension, University of California, Irvine; the Co-Director and then the Project Director for federally-funded Bilingual Vocation Instructor Training and the Contract Education Coordinator at El Camino College; and the English as a Second Language Coordinator at L.A.O.R.T. Technical Institute. The District is also recommending Karoline Grasmuck for the full-time Dental Assisting Coordinator/Instructor position for Fall 2008. Ms. Grasmuck earned her Associate of Science in Business Administration from San Joaquin Valley College. She was a dental assistant and laboratory technician for 12 years before she became a dental assisting instructor at San Joaquin Valley College. Ms. Grasmuck received her certificate as a Registered Dental Assistant from the State of California Board of Dental Examiners in 1981. He also reported that we are recommending the employment of Joyce Treulieb for the Math Learning Center Coordinator for Fall 2008. Ms. Treulieb earned her Bachelor of Science in Physics and Energy Science and her Master of Science in Applied Mathematics from the University of Colorado at Colorado Springs. She has taught math at Pikes Peak Community College and at the University of Colorado at Colorado Springs where she also tutored in all math subject areas and levels.

Mr. Carsbia Anderson: Mr. Anderson indicated that Dr. Gonzalez did not give himself credit for the revision/updating of the catalog, but he should have, as he played an important role in its update. Mr. Anderson reported on the MPC graduation ceremony, which was a wonderful experience for our students and their families. He said that Dr. Robert Infelise, former Board member, thanked him for giving him the opportunity to give his daughter, Renee, her diploma. Mr. Anderson reported that the Kente Ceremony was very successful as well as the Nursing Pinning Ceremony which was held in the Amphitheater this year. The One-Stop Orientation will be held at 9 a.m. twice in July and student ambassadors will be available to show new students around the campus. ASMPC will also be involved. He also mentioned that letters to graduating seniors at Pacific Grove and Monterey Peninsula Unified School Districts have been

sent saying they have been accepted at Monterey Peninsula College and giving them information on enrolling here. Letters to seniors at Carmel Unified School District will be mailed soon. Mr. Anderson gave a brief report on enrollment figures for the Summer Session. We have increased our enrollment figures in the African-American category by 100 students. We have increased our enrollment in Latino students by 300 students. We are up 33.1% in enrollment over last year at this time. Mr. Anderson introduced two new recommendations for hires in his area. He began with Mr. Daniel Phillips, Physical Education and Baseball Coach. Daniel has been with the College since 2003 as a part-time instructor and while he worked here earned his B.A. and Master of Science Degrees. Mr. Anderson also reported that Ms. Janine Wilson is being recommended for the Math/Science Upward Bound Coordinator, effective Summer 2008. She earned her AA degree, BA Degree in English Literature, and M.A. in Counseling. The job description for this position was revised and Ms. Wilson will be recruiting students from local high schools, promoting student success, and following up on students who have transferred on to other schools. Mr. Anderson also read aloud a letter he received from Victoria Beach regarding our new Child Development Center. Ms. Beach was very complimentary about the program/set-up and Dr. Caroline Carney added that she has received many positive comments about the Center, too.

Mr. Joe Bissell: Mr. Bissell reported that he attended a meeting on June 12th with other community college business officers and they talked about the community college budget situation. He learned that there will probably be no Bond measure on the election ballot this year. This means that the projects that were unfunded will be thrown back in the pool along with all the new projects being presented. This means we will need to look at our project planning again and revise our existing plans. Good news is that he received a notice that our Business/Humanities project received 162 points. It is very probable that this project will be funded in 2009-2010. We should know for sure in a couple of months. Mr. Bissell reported that he contacted Mr. Rocky Young about solar energy use. Mr. Young is on vacation now, but plans to meet were made and Mr. Bissell said he would report back to the Trustees after his meeting with Mr. Young. Mr. Bissell reported that the emergency mass communication system is being installed and should be operational by mid-July.

Academic Senate: President of the Academic Senate, Dr. Fred Hochstaedter, reported that he had included the Senate's Annual Report for 2008 in the Governing Board packet. Trustee Page quickly added that it was an amazing piece of work. Dr. Hochstaedter went through the document with the Trustees. He said that the previous year, the Academic Senate set goals and this year they worked on achieving those goals. Dr. Hochstaedter listed the following goals and then spoke about how the Senate worked to achieve them: *Foster academic excellence and critical thinking across the curriculum. Spearhead a faculty-led effort to articulate the meaning and value of SLOs at MPC. Spearhead a faculty-led effort to establish Basic Skills best practices on the MPC campus. Host invigorating and engaging Flex Days each semester. Review and revise Board policy that pertains to academic and professional matters. Assure that faculty members are represented on shared governance committees. Ensure academic excellence and integrity at the Education Center. Create and sustain effective faculty leadership. Inspire and encourage cross-disciplinary curriculum and program development.* Dr. Hochstaedter reported that articulating Student Learning Outcomes (SLOs) at the course

level consumed a large part of their energy. A fruitful dialogue emerged and the SLO model provides a framework for faculty to engage in dialogue about what it is that students ought to know and be able to do as they exit MPC courses. A form was developed for faculty to record a) the SLOs they have developed for each course taught during the semester, b) techniques they used to evaluate the student attainment of those SLOs, and c) what they plan to do to improve student learning based on the results. This form will be distributed during the Fall 2008 and Spring 2009 semesters as a pilot project. The Academic Senate also appointed and supported the efforts of the Basic Skills Initiative Committee in their efforts to complete a self-study of developmental education at MPC and then developed plans and goals to improve efforts to serve this segment of our student population. The Academic Senate also planned and hosted two Flex Day sessions; proposed a complete revision of our Academic Freedom Policy, which was eventually submitted to the Board of Trustees for approval; and also stayed involved with the State Academic Senate by sending representatives to the Plenary Sessions and receiving funding to send the CAC chair to the Curriculum Institute on a yearly basis. They submitted a resolution to the spring plenary session supporting the repeatability of non-credit courses. They also established a joint MPCTA/Academic Senate committee to look at Distance Education issues. He concluded his report by saying that MPCTA, at the request of the Academic Senate, successfully negotiated 40% release time for the Curriculum Advisory Committee Chair.

At this time in the meeting, Chair Davis with the consent of the rest of the Trustees, moved New Business M. "FIRST READING" OF THE REVISED MONTEREY PENINSULA COLLEGE MISSION STATEMENT, to this part of the meeting.

"FIRST READING" OF THE REVISED MONTEREY
PENINSULA COLLEGE MISSION STATEMENT

INFORMATION

In the absence of Ms. Bernie Abbott, Co-Chair of the College Council, Dr. Hochstaedter read the statement: *"Monterey Peninsula College is committed to fostering student learning and success by providing excellence in instructional programs, facilities, and services to support the goals of students pursuing transfer, career, basic skills, and life-long learning opportunities. Through these efforts MPC seeks to enhance the intellectual, cultural, and economic vitality of our diverse community."*

Dr. Hochstaedter reported that every three years the campus takes a look at the mission statement. This year a sub-committee came up with a general statement. It came back to the College Council for review and then it was sent out to other shared governance groups for their input and suggestions. It came back to the College Council and was considered and approved.

Dr. Garrison stated that since this was a "First Reading" no action was required at this time.

MPCEA: No report this month.

MPCTA: No report this month.

ASMPC: In the absence of Katherine Bell, Student Trustee, Eleanor Morrice, gave the ASMPC report. The Student Council met on Friday, June 20th, and decided to strive for more consensus

building, better outreach, and to leave more of a paper trail. Mr. Dickey plans to meet with students, administrators, and campus constituencies to build a network of resources for ASMPC. Ms. Alicia O'Neill, psychology instructor, offered her services to speak about group dynamics and group psychology. Ms. Morrice indicated that an August dinner is being planned for ASMPC officers and administrators to promote dialogue between the two groups. ASMPC plans to attend student orientation and promote student government involvement and participation. They also want to make better use of Lobo Services Day, which is being planned for the second or third week in the semester. They elected a Bus Pass Committee Chair so that they could figure out a better way of making this program financially viable. They support the Marina Education Center and would like to enhance the student services there. They want students to know that the CSUMB library is open to them if they have an MPC library card.

MPC Foundation: In the absence of Ms. Marilyn Gustafson, Dr. Garrison distributed Ms. Gustafson's written report. He talked about the fundraising effort toward the increase of staffing. He reported that the Foundation received an anonymous donation of \$25,000 toward that aim. The Foundation would like two Trustees to work on the Bernard Osher Foundation Grant with the Foundation. Trustee Pohlhammer volunteered to be part of the committee and Dr. Loren Steck was volunteered for this committee. Two events were mentioned: August 17th, the MPC Foundation will hold a Theater event and the play will be "Urinetown." On September 8th, the Peggy Downes Baskin Lecture Series will host Arianna Huffington. Everyone was asked to save those dates and support the College and the Foundation.

Board Reports: There were no reports from the Trustees.

Bond Report:

Mr. Joe Demko reported that the drawings for the P.E. Fitness elevator are being reviewed by the Division of State Architect. The project will then go out to bid in early July with construction starting August/September 2008. · On the MPC Education Center Temporary Modular we are trying to meet with PG&E to get it set up for the fall semester. · The Infrastructure project will be completed in the summer of 2008, well ahead of the December 2008 contractual completion date. Granite has been doing a good job. In July or August we will be seeing the "notice of completion." · The new Lecture Forum Bridge will be completed July 9th. · Working drawings for the new Student Services Building have been submitted to the Division of State Architect and construction is expected to start in Spring 2009. · Parking lots D & E are being demolished and the new parking lots are under construction. We have configured them to provide additional parking as well as a bus turnaround. We would like to expedite Parking Lot F, which is a new parking lot, and is being constructed on the site of the old Child Development Center. · The Old Gym floor has been removed, and the new floor will be installed this summer. The new bleachers will be installed in the Fall of 2008. The main portion of the painting and electrical fixtures work has been completed. · We are having some problems with the old Library conversion to the new Administration Building. We found some underground lines which weren't supposed to be there and it has put us behind in the project.

Mr. Davis asked if any items needed to be removed from the Consent Calendar or if anyone had any comments or questions. Dr. Garrison asked that Consent item B.7.a., Employment of Dean of Instruction, Liberal Arts; C.d. Employment of COOP Instructor; and D.9.b., Employment of Division/Unit Office Manager, Facilities be pulled from the agenda as the District is not ready to submit names for consideration. There were several fill-ins such as Consent item B.7.a., Ms. Laura Franklin, Dean of Instruction, Economic Development and Off-Campus Programs, 8.b. Karoline Grasmuck, Dental Assisting Coordinator/Instructor, and D.9.a. Shaune Burke, Supervisor, Custodians, Facilities, are all being recommended for hire. With those changes, the Consent Calendar moved forward.

Consent Calendar

A. Routine Matters:

MSC Page Pohlhammer

07-113

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

1. The Governing Board minutes for the Regular meeting held on Tuesday, May 27, 2008, are approved.
2. The Governing Board accepts \$26,562.09 and other gifts donated to the College with appropriate thanks to the donors.
3. The May 30th Regular Payroll in the amount of \$2,278,491.61 and the June 10th Supplemental Payroll in the amount of \$91,032.27 be approved.
4. The Commercial Warrants #12630181 through #12630342, #12631266 through #12631335, #12632491 through #12632547, #12633464 through #12633477, #12634260 through #12634297, #12635125 through #12635158, and #12637014 through #12637070 in the amount of \$3,026,480.06 be approved.
5. The purchase orders #803282 through #803421 in the amount of \$2,433,361.56 be approved.
6. The following programs deletion and course(s) be approved:

CHDV 250, Learning More About Your Preschool Child
ENGR 52, Introduction to MATLAB
MAST 232, Scuba Diving Certification Course
MAST 233, Advanced Scuba Diving Certification Course

Delete

University Studies – Emphasis in Forestry
University Studies – Emphasis in Wildlife

B. Administrative Personnel

7. The Governing Board approve the administrative personnel actions listed to include:
 - a. Employment of Laura Franklin, Dean of Instruction, Economic Development and Off-Campus Programs, Track III, Step pending verification of education and experience, effective August 4, 2008.

C. Academic Personnel

8. The Governing Board approves the following academic personnel items:
 - a) Employment of Janine Wilson, Math Science Upward Bound Coordinator, Step and Column placement pending verification, effective Summer 2008.
 - b) Employment of Karoline Grasmuck, Dental Assisting Coordinator/Instructor, Step and Column placement pending verification, effective Fall 2008.
 - c) Employment of Daniel Phillips, Physical Education Instructor/Men's Baseball Coach, Step and Column placement pending verification, effective Fall 2008.
 - d) Employment of Joyce Treulieb, Math Learning Center Coordinator, Step and Column pending verification, effective Fall 2008.
 - e) Resignation of Christa Peacock, Director of Health Services, effective July 31, 2008.
 - f) Grant Emergency Equivalency to Eminence to Marvin Goldstein to teach PFIT 17 Yoga, effective Summer 2008.
 - g) Each month individuals are hired as part-time, substitute, and overload. The lists include hires for Spring and Summer 2008.

D. Classified Personnel

9. The Governing Board approves the following classified personnel items:
 - a) Employment of Shaune Burke, Supervisor, Custodians (Service Category 34), Facilities, 40 hours per week, 12 months per year, effective June 25, 2008.
 - b) Approval of job description for Human Resources Benefits and Retirement Coordinator, formerly Personnel Benefits and Retirement Specialist effective June 25, 2008.
 - c) Establish new position, and approve job description, Unit Office Manager, Marina Education Center (Service Category 5), Academic Affairs, 40 hours per week, 12 months per year effective June 25, 2008.

- d) Approve increase in hours of Laboratory Specialist, Science I (Service Category 5), Physical Science, from 25 hours per week, 10 months per year, to 40 hours per week, 10 months per year, effective July 1, 2008.
 - e) Resignation for the purpose of retirement of Mary Kay Jones, Personnel Benefits & Retirement Specialist (Service Category 5) Human Resources, 40 hours per week, 12 months, effective at the end of the day August 31, 2008.
10. 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.

Old Business

DISCUSSION OF GOVERNING BOARD
POLICY 2240, NO SMOKING POLICY

INFORMATION

Mr. Anderson gave a brief history of Governing Board Policy 2240. The District policy outlines a phased approach to restricting smoking, including a final phase of No Smoking anywhere on campus. However, despite talking about the policy numerous times, the District never moved into that final stage for a variety of reasons. Mr. Anderson reported on the results of the recent smoking survey, which was conducted by Dr. Rosaleen Ryan, Director of Institutional Research, at MPC. She received 261 responses to the survey, which he added was a good return. He displayed a number of graphs showing responses to questions asked. He asked, "What is all this information telling us?" Mr. Anderson concluded there is no clear group decision. He said people think things are working okay. It was his recommendation that we pay attention to certain areas like the Library where students seem to congregate to smoke near the "No Smoking" sign. He encouraged people, when they see someone smoking in a non-designated area to ask them if they are aware that smoking is restricted to the parking lots.

Trustee Page asked that this item, Governing Board Policy 2240, be placed on the agenda for a future Governing Board meeting.

MSC Page, Tunney 07-114

BE IT RESOLVED, That the Governing Board approve revised Board Policy 1435, Naming of Buildings and Other Property Components.

MSC Page, Tunney 07-115

BE IT RESOLVED, That the Governing Board approve Board Policy 3810, Claims Against the District.

DISCUSSION OF THE GOVERNING BOARD REVIEW
PROCESS FOR CONSTRUCTION PROJECTS AND THE

ARCHITECTURAL ELEMENTS OF THE NEW STUDENT SERVICES BUILDING

INFORMATION

Dr. Garrison reminded everyone that at the March 15, 2004 meeting of the Governing Board, the process for Governing Board review of construction projects was presented for discussion and confirmed. This process has been followed to ensure the Board's ability to review proposed projects and give feedback. This process was followed for review of the new Student Services Building with two examinations by the Board on March 18 and April 22, 2008. If there were to be another review and change in the architectural elements of the Student Services Building, it would cause substantial time delays and increased costs since working drawings are scheduled to be submitted to the Division of State Architect very soon. Dr. Garrison also noted that the architectural elements of the new Student Services Building were developed in concert with the design elements of the neighborhood of buildings in proximity to the new building including the College Center, Gym, and Theatre. These 3 buildings share a common architectural language characterized by angular shapes and the new Student Services Building was designed to blend with the characteristics of those buildings. These buildings are not part of the original campus Monterey Adobe look. They are in another zone of campus which has broad concrete walls and angular features.

Trustee Pohlhammer suggested putting in landscape to soften the look of the building as he has heard concern expressed about the design of the building and perhaps this would allay some people's concerns. It was noted that the drawings of the building do not include landscape, but landscape is planned for the building's future.

Trustee Chair Davis suggested and with the consent of the other Trustees, moved New Business N, Program Review report for the Social Science Division, to this time in the meeting.

PROGRAM REVIEW REPORT FOR THE SOCIAL SCIENCES DIVISION

INFORMATION

Dr. Caroline Carney reported that during 2007-2008 the Social Sciences Division conducted program reviews for the following programs: Anthropology, Child Development, Economics, Education, Ethnic Studies, Gentrain, Geography, History, Political Science, Psychology, Sociology, Women's Studies, Women's Programs, and Re-Entry Multi-Cultural Center. Support Team members who participated in these reviews included John Anderson, Homer Bosserman, Kathleen Rozman, and Susan Steele. Commendations from the team members included kudos to the faculty (adjunct and full-time); course revisions have all been completed with the exception of Child Development, due to external factors. Most department programs made a significant effort to ensure that their offerings and degree programs are appropriately aligned with 4-year institutions to support student transfer. The Support Team noted the diversity of the various parts of Social Sciences Division. Also, the Support Team was impressed with the care with which the Division reviewed its programmatic data and its responses to what the data indicate.

The Support Team noted a major challenge facing the Division: retirement of its faculty. Another challenge is the recent developments and contemplated changes in the number of times a course can be repeated which may negatively impact enrollments. A second curricular issue impacting the Gentrain

Program has to do with a required revision in the status of the non-credit courses, from basic skills to older adult. Until and unless the revision is approved, Gentrain's course offerings are constrained. Another development has to do with staffing. Part of the program is dependent on the availability and commitment of adjunct faculty.

Dr. Carney reported that the renovation of the Social Sciences building in the summer of 2007 has provided a much improved physical environment for faculty and students. However, the Division faces an immediate space shortage in Women's Programs and there is no room in the building for the expansion of the current programs or to accommodate the addition of other programs, should any kind of reorganization take place.

Dr. Carney said a number of Social Sciences programs have no full-time faculty assignments associated with them (Education and Geography) and are entirely dependent on adjunct faculty or faculty in other programs.

Dr. Carney reported that a high priority goal of the Division is to increase enrollment. Some of the initiatives on this score do not necessarily involve additional faculty. The Division would like to expand the size of some classes, offering weekend workshops or other condensed offerings for credit, improving student retention in divisional offerings, and reaching out to student sectors that are underrepresented in selected programs.

Trustee Pohlhammer stated that a real concern of his is the lack of office space for adjunct professors and he suggested that this challenge/concern be addressed by the College. He also recommended that there be one location where our distance learning students could take make-up tests so that our DOMs aren't burdened with that task.

Dr. Steele and Dr. Carney were thanked for their report on the Social Sciences Division Program Review.

New Business

Mr. Joe Bissell stated that the Tentative Budget must be approved by July 1 and a public hearing for the adoption of the final budget is scheduled for August 26, 2008 at 3:00 p.m. at the Karas Room of the Library and Technology Center. Today the Tentative Budget for the 2008-2009 fiscal year is presented for consideration, discussion, and approval by the Governing Board. This is the District's spending plan until a final budget is adopted. Projections used in the Tentative Budget will be reviewed and adjusted, where appropriate, to reflect more accurate projections before presentation of the final budget.

Mr. Bissell reported that the District has seven (7) major fund groups: General (Unrestricted and Restricted); Special Revenue (Child Development – Unrestricted; Child Development – Restricted; Student Center; Parking); Debt Service (Student Center and Lease Payment); Capital Projects; Building; Self-Insurance; and Fiduciary (Financial Aid; Associated Students, Scholarship and Loans; Trust Funds and Orr Scholarship). Projections show positive beginning balances for all funds of the District, and revenues and expenses budgeted for the 2008-2009 result in positive year-end balances for

all funds. As of July 1, 2008, we had \$4,079,114 in the General Fund. The District has a 10% Reserve. State revenues for the District's tentative budgets were based on the Governor's May Revise. The Governor's May Revise proposes better funding for education than was proposed in January, but there are still problems associated with the May proposal, including funding for less than actual growth, no COLA, and categorical cuts. The Senate and Assembly versions of the State budget as currently proposed both allocate more funds for community colleges than the Governor's May Revise. Therefore, it is not probable that the final budget approved by the State would give the District less funding. Amounts budgeted for revenue and expense in the Unrestricted General Fund show revenue to exceed expenses by \$28,802 and an ending balance of \$4,107,916.

Mr. Bissell reported that total revenues are projected to increase 1.9% or \$760,720 from the current 2007-2008 Revised Budget. We should receive \$623,848 increase in Apportionment. The District expects to see a projected decline next year in revenue from Lottery, Apprenticeship, Non-Resident Enrollments, and Part-Time Faculty Compensation funding. One-time funds totaling \$511,555 are budgeted for 2007-2008 property tax backfill.

Mr. Bissell reported that the five largest sources of revenue totaling 97.9% of the Unrestricted General Fund are dependent on enrollment. Apportionment is the largest source of revenue and represents 92% of total unrestricted revenue and it is calculated by the State Chancellor's office based on in-state enrollment figures by the District. Although the District is working to grow, the Tentative Budget uses the same in-state enrollments as the District projected for last year.

Mr. Bissell reported that the long-term debt principal, interest, and related costs of the District are accounted for in the Debt Service Fund. There are two obligations accounted for in this fund: the annual long-term debt payment of \$20,775 for the Student Center and \$517,063 for the energy conservation projects (Sun Trust lease). Student Use Fees in the Student Center operating accounts pays the Student Center obligation. Transfers from the Unrestricted General Fund of \$275,324, representing projected energy savings, and rebates from PG&E for the energy projects are budgeted to cover the required payments to Sun Trust.

Mr. Bissell indicated that revenues and expenses used to account for the District's self-insured medical benefit plan and run out claims from workers compensation are accounted for in the Self-Insurance Fund. The total fund balance is projected to be over \$6 million including \$2.25 million designated for GASB 45 liability. A total contribution of \$6,555,923 is budgeted as transfers from other funds. Considering the current fund balance, and prior year's experience, the rate used to determine the amount of funds to transfer to the Self-Insurance Fund is being left basically the same as 2007-2008, using a composite rate of \$1,213.83 per month per employee plus \$450.08 per month per employee for the retiree expenses. For MPC, GASB 45 standards will become effective in the 2008-2009 fiscal year; therefore, all required accounting must be implemented by June 30, 2009.

Dr. Garrison said this budget reflects a good budget scenario and that our sister colleges are in considerably worse shape. Some colleges use salaries savings in the budget and we do not as it is risky business. The District budget is a conservative budget. Our summer enrollment figures look good and, hopefully, they will maintain.

MSC Page, Pohlhammer

07-116

BE IT RESOLVED, That the Fiscal Year 2008-2009 Tentative Budget be approved, and the public hearing for the adoption of the final budget be scheduled for August 26, 2008, 3:00 p.m. at the Karas Room of the Library and Technology Center, Monterey Peninsula College, 980 Fremont Street, Monterey, California.

Mr. Bissell reported that May is the 11th month of the fiscal year and we are tracking acceptably. Mr. Bissell noted that commercial warrants are checks written by the County for the District. He did mention that the District has the ability to write small checks also.

MSC Page, Tunney

07-117

BE IT RESOLVED, That the 2007-2008 Monthly Financial Reports for the period ending May 31, 2008 be accepted.

MSC Page, Pohlhammer

07-118

BE IT RESOLVED, That the Tentative Agreement between MPCEA and the District that continues the contract for the period July 1, 2008 through June 30, 2011, be ratified.

MSC Pohlhammer, Morrice

07-119

BE IT RESOLVED, That the Governing Board approve the signing of the 2008-2009 Funding Terms and Conditions (FT&C) contract for General Child Care and Development Programs at Monterey Peninsula College.

Mr. Bissell reported that the bid received came in under what the District anticipated and he was pleased and recommended approval of the following resolution.

MSC Tunney, Pohlhammer

07-120

BE IT RESOLVED, That the Governing Board approve the awarding of the Public Safety Training Center to Dilbeck and Sons in the amount of \$4,255,000.

Trustee Chair Davis stated that he had received some community concern regarding how many oak trees were going to be lost due to the parking lot construction project and recommended that more study be conducted before approval was granted. Perhaps we could reconfigure the parking spaces without doing away with the trees. Mr. Bissell reported that we have agreed to plant 3 trees for every tree we cut and if we don't approve the resolution now, the parking lot won't be ready for the fall term and we will have 30 fewer parking spaces. He also indicated that this parking lot project went through

the Facilities Committee and the shared governance process. We will plant 210 more trees on the campus if this resolution is passed.

Motioned: Page

Seconded: Pohlhammer

Ayes: Tunney, Steck, Morrice

Noes: Davis

07-121

BE IT RESOLVED, That the Governing Board ratify the Project Assignment Amendment 18 (PAA) in the amount of \$65,000 with Alfa Tech Cambridge Group, Inc. to provide engineering services for the Upper Level Parking Lot A-South construction project.

MSC Tunney, Pohlhammer

07-122

BE IT RESOLVED, That the Governing Board approve a three-year contract for professional auditing services for the fiscal years ending 2009, 2010, 2011, with Vavrinek, Trine, Day & Company, LLP, Certified Public Accountants.

REVIEW OF 2007-2008 ANNUAL REPORT TO THE
ACCREDITING COMMISSION FOR COMMUNITY
AND JUNIOR COLLEGES

INFORMATION

Dr. John Gonzalez reported that the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, requires each member institution to submit an annual report to the Commission. The Commission is required by the U.S. Department of Education to track trends and changes at member institutions on various issues between comprehensive visits. Relevant information from the annual report is forwarded to the chair of the visiting team at each institution's next comprehensive visit. Monterey Peninsula College is scheduled for its next comprehensive visit in spring 2010. The 2007-2008 report requests new and/or updated information pertaining to the following four categories: (1) potential substantive changes (if any), (2) distance learning, (3) off-campus sites and (4) Student Learning Outcomes (SLOs).

In Spring 2008, Dr. Gonzalez reported, all segments of MPC's academic community including all the departments and divisions as well as Student Services were asked to update data on SLO's for their areas. Also included in the report were the Education Center, South Bay Regional Public Safety Training Program, and Farmworkers Institute of Education and Leadership Development (FIELD). The Dean of Occupational and Economic Development, the Dean of Technology, and the Director of Institutional Research also provided relevant information and data for the report.

Mr. Joe Bissell began talking about the next item, classified job descriptions. He thanked the group who has been working on the job descriptions over the past 9 years: Barbara Lee, Cheryl Lincoln, Kali Viker, Sean Willis, Paula Norton, Ron Rinehart, and Brenda Kalina. This was a negotiated process. The group agreed to keep the job descriptions up-to-date; all 82 jobs. This was a two-step process. The job descriptions were sent to employees and supervisors for final input, and changes were

negotiated. Final agreement was reached on the job descriptions in February 2008. MPCEA ratified the job descriptions on March 13th, and there were 68 yes votes and 9 no votes. 149 members were eligible to vote.

Mr. Bissell stated that the District and MPCEA are continuing negotiations on the salary placements for positions and an implementation schedule. It is anticipated that this phase will be completed in early fall. Until this phase is completed and implemented, current salaries will remain the same.

MSC Page, Tunney

07-123

BE IT RESOLVED, That the recommended job descriptions for classified employees be approved.

Trustee Pohlhammer said he had reservations about the rifle range proposal at Parker Flats. Mr. Bissell stated this is an IPP and he would like to move forward on it since submittal is at least three years prior to the first fiscal year of State funding and if successful, IPPs are recommended by the Chancellor's Office to be developed into Final Project Proposals (FPPs). IPPs are evaluated for State-supportable scope using the capital outlay criteria adopted by the Board of Governors. Mr. Bissell added that this only puts us in the queue for potential funding. Mr. Bissell recommended that the Trustees approve the following resolution.

MSC Page, Morrice

07-124

BE IT RESOLVED, That the Board approve the Initial Project Proposal (IPP) for the MPC Regional Public Safety Training Facility at Parker Flats and Final Project Proposals (FPPs) for the Art Complex and the Music and Theater Buildings projects for submittal to the Chancellor's Office for July 1, 2008.

Mr. Bissell reported that each California Community College is required annually to complete a Five-Year Capital Outlay Plan in order to be considered for state funding of capital projects. Our Five-Year Capital Outlay Plan is due July 1, 2008 and reflects a combination of state and local funding projects.

MSC Pohlhammer, Tunney

07-125

BE IT RESOLVED, That the Governing Board approve the submittal of the District's 2010-2014 Five-Year Capital Outlay Plan.

2007-2008 ANNUAL REPORT FOR
COLLEGE COUNCIL ACTIVITIES

INFORMATION

This item was held over to the July 22, 2008 Governing Board meeting.

CALENDAR OF EVENTS

INFORMATION

The Trustees reviewed the Calendar of Events.

Advance Planning

Regular Governing Board meeting: Tuesday, July 22, 2008

Closed Session: 1:30 p.m., Stutzman Seminar Room, Library and Technology Center

Open Session: 3:00 p.m., Sam Karas Room, Library and Technology Center.

Suggested future Agenda items:

1. Governing Board Policy 2240, No Smoking Policy (when school begins again)
2. 2007-2008 Annual Report for College Council Activities.

Adjournment

The meeting was adjourned at 10:48 p.m.

Respectfully submitted,

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

Minutes6242008
June2008