

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

Monterey Peninsula College  
980 Fremont Street  
Monterey, California 93940

Tuesday  
September 25, 2007

1:30 p.m. -- Closed Session, Stutzman Seminar Room, Library & Technology Center  
3:00 p.m. -- Public Session, Karas Room, Library & Technology Center

**MINUTES**

The President of the Board, Mr. R. Lynn Davis, called the Governing Board meeting to order at 1:30 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. Conference with Labor Negotiators: Monterey Peninsula Community College District: Joe Bissell and Barbara Lee – Monterey Peninsula College Employees Association #245. b. Conference with Labor Negotiators: Monterey Peninsula Community College District: Joe Bissell and Barbara Lee. Monterey Peninsula College Teachers Association. c. Public Employee Discipline/Dismissal/Release/Complaint. d. Conference with Legal Counsel Regarding Pending Litigation. Significant exposure to litigation pursuant to subdivision (b) of Government Code section 54956.9: There is one potential lawsuit.

Mr. Davis reported that during the “Comments from Visitors” before the Closed Session, Ms. Judy K. Cortes spoke about her employment at Monterey Peninsula College.

At 1:35 p.m., the Open Session adjourned to the Closed Session. The Closed Session adjourned at 2:57 p.m. At 3:01 p.m., the Open Session was called to order by Mr. Davis. Ms. Phillips called roll.

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

MEMBERS ABSENT: No one absent

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. Sharon Colton, Associate Dean, Instructional Technology & Development

Mr. Michael Gilmartin, Dean of Instruction, Occupational and Economic Development  
Dr. John Gonzalez, Vice President for Academic Affairs  
Ms. Barbara Lee, Associate Dean, Human Resources  
Dr. Susan Steele, Interim Dean of Instruction, Liberal Arts  
Mr. Larry Walker, Associate Dean, Student Services  
Ms. Bernie Abbott, Library Services  
Ms. Judy Cortes, Spanish  
Mr. A.J. Farrar, Administration of Justice  
Dr. Debra Schulte Hacker, Director, Nursing School  
Dr. Fred Hochstaedter, Earth Sciences  
Mr. Richard Montori, Public Information, Marketing, & Audio Visual  
Mr. Steve Morgan, Director, Facilities, Planning & Management  
Ms. Vicki Nakamura, Assistant to the President  
Ms. Victoria Phillips, Executive Assistant to the Superintendent/  
President and the Governing Board  
Ms. Natalie Rodda, Coordinator, Fire Academy  
Dr. Rosaleen Ryan, Director, Institutional Research

OTHERS PRESENT: Dr. Diane Cordero de Noriega  
Mr. Joe Demko  
Mr. Alvin Edwards  
Ms. Marilynn Gustafson  
Mr. Carl Pohlhammer  
Mr. Randy Porter  
Ms. Katie Swam

Mr. Davis reported that as authorized by Education Code 87665, the Board voted unanimously to ratify the release of temporary employee #0027 from their current assignment, effective at the end of the week, September 14, 2007, without prejudice to further employment. The Board authorizes the Administration to provide the employee with the necessary notification.

#### Recognition

Mr. Davis noted that donations for August 2007 to the MPC Foundation were \$26,157.16. He thanked the Foundation for all of their efforts on behalf of the College.

Mr. Davis also acknowledged the following visitors and candidates for the MPC Governing Board: Mr. Alvin Edwards, Dr. Diane Cordero de Noriega, and Mr. Carl Pohlhammer.

A “moment of silence” was held for Munir Khalidy, a well-respected and admired retired adjunct Arabic Instructor, 1974 – 1997.

#### Communication

Mr. Davis asked if anyone wished to address the Trustees. Hearing none, the meeting moved forward.

### Written Communications

Mr. Davis noted the following written communications:

- a) GO! The Monterey County Herald, Thursday, August 23-29, 2007, GENTRAIN at Monterey Peninsula College Interdisciplinary Course in Western Culture.
- b) GO! The Monterey County Herald, Thursday, August 23-29, 2007. Gentrain Society of Monterey Peninsula College Presents Seven Plays at Ashland, August 28, 30, and September 4, 6, 2007. 1:00 – 4:00 p.m. MPC Lecture Forum 103.
- c) GO! The Monterey County Herald, Thursday, August 23-29, 2007. MPC Art Gallery Exhibit.
- d) The Monterey County Herald, Monday, August 27, 2007, Full first year for MPC's head, Garrison Praised by Employees, by Clarissa Aljentera.
- e) A letter from Darlene Drain, Clerk to the Board of Supervisors, dated August 28, 2007, regarding Dr. Garrison's appointment to the Monterey County Workforce Investment Board for a term ending August 21, 2010.
- f) The Monterey County Herald, Thursday, August 30, 2007, 2007 JC Football Previews: MPC, Hartnell bring energy, excitement to new campaigns...LOBOS RETOOLING LINEUP, by Dennis Taylor.
- g) The Monterey County Herald, Thursday, August 30, 2007, MPC women spike SJCC, Herald Staff Report.
- h) GO! The Monterey County Herald, Thursday, August 30 – September 5, 2007, Missed connections...The Original Play 'Without Why' Zeroes in on Modern Day Communication Overload, by Kathryn Petruccelli.
- i) GO! The Monterey County Herald, Thursday, August 30 – September 5, 2007, MPC "Every Day Excess," an exhibit of oil paintings by Melissa Gwyn and ceramics by Pamela Murakami, and The MPC Theatre Company's "I Hate Hamlet."
- j) The Monterey County Herald, Friday, August 31, 2007, MPC Players presents, "Without Why."
- k) The Monterey County Herald, Saturday, September 1, 2007, Hartnell, MPC open season today, Herald Staff Report.
- l) The Monterey County Herald, Sunday, September 2, 2007, MPC scores early, not often, by Todd R. Hansen.
- m) The Monterey County Herald, Tuesday, September 4, 2007, Monterey Peninsula College.
- n) GO! The Monterey County Herald, Thursday, September 6 – September 12, 2007, an assortment of small announcements.
- o) Monterey County Weekly, September 6 – 12, 2007, Ensemble Monterey Chamber Orchestra.
- p) Monterey County Herald, Sunday, September 9, 2007, JC Football: MPC stops Hartnell's rally, Rivalry Renewed, by John Devine.
- q) Monterey County Herald, September 10, 2007, MPC hails higher enrollment, Numbers Rising for First Time Since 2003, by Clarissa Aljentera.

- r) ACHIEVE...Microsoft's Commitment to California...SharePoint Eases Tech Woes for Monterey Peninsula College.
- s) GO! Monterey County Herald, Thursday, September 13-19, 2007, GENTRAIN at Monterey Peninsula College Now Looks East and West.
- t) GO! Monterey County Herald, Thursday, September 13-19, 2007, MPC Drama Department, An Evening with Suzan-Lori Parks; and Gentrain Society of Monterey Peninsula College, A Door to Lifelong Learning, Presents a Short Course, Portrait of An Age: The Victorians.
- u) GO! Monterey County Herald, Thursday, September 13-19, 2007, Clear your mind... 'An Evening with Suzan-Lori Parks' Comprised of 38 Short Vignettes Taken From Parks' 365 Days/365 Plays.
- v) A letter to Dr. Doug Garrison dated September 10, 2007, from Steven T. Cushing, Executive Director, South Bay Regional Public Safety Training Consortium.
- w) Monterey County Herald, Friday, September 14, 2007, Women's Volleyball, West Valley 3, MPC 0.
- x) MPC Notes, September 14, 2007, by Dr. Douglas R. Garrison.
- y) Monterey County Herald, Saturday, September 15, 2007, MPC seeks committee members.
- z) Monterey County Herald, Saturday, September 15, 2007, Your Town-MPC has 4 Openings on Bond Committee.
- aa) Monterey County Herald, Sunday, September 16, 2007, MPC Makes Final Stand, by Mike Kaufmann.
- bb) Monterey County Herald, Monday, September 17, 2007, The Conversion of Fort Ord, A Distant Dream Turns into Reality, by Larry Parsons.
- cc) Monterey County Herald, Monday, September 17, 2007, The Monterey Peninsula Volunteer Services has awarded grants to the following: MPC Women's Programs: \$3,000; MPC: \$1,000.

### Reports and Presentations

#### Institutional Report: Dr. Debra Schulte Hacker, Nursing Program

Dr. Schulte Hacker and Ms. Cheryl Davidson presented a PowerPoint presentation with the assistance of Bill McChrystal, Nursing School technician. Dr. Schulte Hacker reviewed the history of the School of Nursing which was established in 1982 with a \$6.6 million grant which was given to CHOMP from Maurine Church Coburn. The first graduating class was in 1984. Nursing students earn an Associate Degree in Nursing. The school was accredited in 1990 by the NLNAC. Currently the school has 106 students, 14 faculty, one division manager, one support technician, and one Director. The School's retention is 93% and the state-wide average is 72%. Employment rate is 100% after graduation. The faculty retention is excellent. Many of the full-time faculty have been with the program for 14 years, and most faculty have been with the program from 3 to 20 years. Dr. Schulte Hacker listed the many strengths of the program: · Relationship with CHOMP. · Salary of the faculty is paid 50% by CHOMP/50% by MPC. · Expert and experienced faculty. · Strong MPC Life Science, Physical Science faculty; high standards, rigorous standards/courses. · Supportive Administration and Governing Board. · Funding through grants/donations/scholarships.

Dr. Schulte Hacker said the School of Nursing faces some challenges: · Faculty works really hard and long hours. · The School has faced disappointed students. The School receives 150 applications for 50 openings. · School will be losing faculty members through retirement. · New legislation regarding program administration. · New technology always coming in; keeping up with training.

Ms. Cheryl Davidson spoke about the new clinical simulations and the Nursing instructors interacting with their students. There are three different phases: 1) Training of faculty (statewide, national level conferences). 2) Theory classes. 3) Running first simulation labs. (Students are loving it. VATEA money plus CHOMP funds are paying for it and for equipment.)

Dr. Schulte Hacker reported that she had noted that half of the male nursing students dropped out. After reviewing statistics for a number of years, she noted that this was an on-going trend for over twenty years. Working with the Mental Health Program at CHOMP, they decided to go to the men for answers. They obtained a \$45,000 grant to study the problem and to find ways to support the men in the program.

The Trustees thanked Dr. Hacker for her presentation and for taking the leadership in documenting the male Nursing School problem and for finding ways to encourage male nursing students.

#### Superintendent's Report:

1. Dr. Garrison reported that on August 29<sup>th</sup> he attended the MPC Foundation Board of Directors meeting.
2. On August 30<sup>th</sup>, Dr. Garrison and Joe Bissell attended a meeting with Fred Meurer, Monterey City Manager, to discuss affordable housing collaboration.
3. Also on August 30<sup>th</sup>, Dr. Garrison and Dr. John Gonzalez attended a meeting with Monterey County Police Chiefs regarding affiliation with SBRPSTC.
4. On August 31<sup>st</sup>, Dr. Garrison attended a Board of Trustees Special Study Session regarding plans for the new Student Services Building.
5. On September 5<sup>th</sup>, Dr. Garrison participated in the Workforce Investment Board "Meeting of the Minds" workforce training conference.
6. On September 6<sup>th</sup>, Dr. Garrison reported that he participated in the ACCCA Executive Committee meeting.
7. On September 6<sup>th</sup>, Dr. Garrison also attended the MPC Academic Senate meeting.
8. On September 7<sup>th</sup>, Dr. Garrison presented a lecture to the Gentrain Society, "California's EDGE: Keeping California Competitive."
9. On September 11<sup>th</sup>, Dr. Garrison attended the ACCJC/WASC team training workshop in preparation for participation on the accrediting team for Marymount College. This was a very valuable experience as it gave him a concrete set of materials to go through for MPC's visitation. He has had a couple of meetings on this subject with Fred Hochstaedter, Marianne Ide, and Robynn Smith.
10. On September 12<sup>th</sup>, Dr. Garrison attended the United Way Kick-Off Breakfast with Karen Engelsen and Linda Pridmore.

11. On September 14<sup>th</sup>, Dr. Garrison welcomed participants to the Basic Skills Initiative Workshop, sponsored by the statewide Academic Senate. Marlene Martin served as the Chair and MPC served as the host.
12. Dr. Garrison also attended the FORA Board of Directors meeting on September 14<sup>th</sup>.
13. On September 17<sup>th</sup>, Dr. Garrison attended the Maurine Church Coburn School of Nursing Back to School BBQ and Open House.
14. On September 18<sup>th</sup>, Dr. Garrison served as the guest speaker for the Pacific Grove Rotary Club.
15. Also on September 18<sup>th</sup>, he attended the MPC Foundation Executive Committee meeting.
16. On September 19<sup>th</sup>, Dr. Garrison attended the ASMPC Lobo Day/Club Day/Constitution Day events.
17. On September 20<sup>th</sup>, Dr. Garrison attended the SBRPSTC Board of Directors meeting and the Monterey Higher Education Leadership Collaboration meeting at CSUMB.
18. Later that evening, September 20<sup>th</sup>, Dr. Garrison attended the 50<sup>th</sup> anniversary Monterey Jazz Festival Thursday Night Pre-Festival BBQ.
19. On September 21<sup>st</sup>, Dr. Garrison participated in ACCCA Commission for Legislative Advocacy teleconference.
20. In conclusion, Dr. Garrison reported that the Bond Oversight Committee announced opportunities for membership, and 12 interested people responded. They will be mailed applications.

#### Vice Presidents' Reports:

Dr. John Gonzalez: Dr. Gonzalez publicly thanked Marlene Martin for her leadership role on the Basic Skills conference held here on September 14<sup>th</sup>. He also wanted to thank Susan Walters and Michael Gilmartin for their September 19<sup>th</sup> training workshop on stand-alone courses. Dr. Gonzalez also announced that ten of our faculty members had been granted access to the Carmel Writers Conference this weekend due to a generous donor's gift. The fee is \$500 per person.

Mr. Carsbia Anderson: Mr. Anderson reported on enrollment, which appear to be up significantly, especially in African-American and Latino enrollments. We are hoping to end up with at least 3-5% increase at the end of the semester. Last Wednesday, ASMPC had three events rolled into one Lobo Day: Constitution Day/Lobo Day/Club Day in the Caroline Page Garden, Amphitheater, and near the Student Services Building. It was quite successful and the students, staff, and faculty seemed to enjoy themselves. Mr. Anderson talked about the TRIO program which encompasses three programs and brings over \$1 million per year. The College has to apply for the grant, which was quite competitive. New guidelines have been established and points are no longer given to campuses who have hosted these programs. Grant writers have to identify pockets of poverty and these grants are extremely competitive. No school is guaranteed that their grants will be refunded. MPC's three programs are: College Readiness, Upward Bound, Math/Science Upward Bound. Assistance in writing the grants was provided by Dr. Rosaleen Ryan and Vicki Nakamura in addition to Mr. Larry Walker and his staff. In the past Victoria Phillips has provided proofreading services. These programs serve the disadvantaged students and we have enjoyed the programs for over twenty years. This year, the program has been funded again. Mr. Anderson praised and applauded the able leadership of Mr. Larry Walker.

Mr. Joe Bissell: Mr. Bissell reported that he had returned from vacation and after the meeting he was probably going to be the proud grandfather of a new baby girl, and that was his report until the budget presentation later in the meeting.

Academic Senate: No report until Dr. Fred Hochstaedter, President, Academic Senate, arrived at the meeting.

MPCEA: No report this month.

MPCTA: No report this month.

ASMPC: Ms. Eleanor Morrice, Student Trustee, reported that Jordan Galdo will be giving the ASMPC reports from now on. Forty (40) students have expressed interest in ASMPC and he will soon begin the process of matching students with assignments. Ms. Morrice noted that on October 10<sup>th</sup> there will be an Energy Awareness Day and several activities are planned for that day. Bus passes are available for currently enrolled students only.

College Council: Ms. Bernie Abbott, Co-Chair, reported that the Council has met twice. They reviewed and approved the Final Budget for 2007-2008. They are in the process of reviewing the two Academic Dean positions: Dean of Instruction and Dean of Technology. They have distributed the Institutional Goals for college-wide review and are now seeking input. The Trustees thanked Ms. Abbott for her report.

MPC Foundation: Director Marilyn Gustafson reported that the Foundation received an exciting and valuable donation from Shirrel Rhoads of 136 Kevin Bradsfield original photographs. These photographs will be formally presented to the Trustees later. Ms. Gustafson noted that applications for the Academic Excellence Award are due by 5:00 p.m. today and they have already received twenty-two (22). The MPC Foundation is busy working on their annual report, their Speakers Series, and they had a very productive meeting on the Community Stadium Opening.

Board Reports: Mr. Davis reported on the Wall of Fame at the Community Stadium. All the tiles are up and a few remain for sale. If you'd like to purchase a tile, there is still time. He reported that reaction to the wall has been very positive.

Academic Senate: President Fred Hochstaedter reported that they have been hard at work on the Academic Freedom proposed policy. They have been scrutinizing the wording for four meetings. The Academic Senate will hold a town hall meeting on Friday, October 19<sup>th</sup>, at 1 p.m. Then they will vote whether or not to forward the policy on to the next step.

Special Reports:

Bond Report:

Mr. Joe Demko reported that the architect continues to design both buildings for the Public Safety Training Center at Seaside. The architect will submit drawings to the Division of the

State Architect in October 2007 and it is anticipated that DSA will review and comment by December 2007. The architect will then make the necessary modifications, and if DSA approval is received, the project will be bid in February/March of 2008 and construction will begin in April or May 2008. · The interiors of the Child Development Center buildings are essentially complete with the exception of punchlist items. Before occupancy, the Fire/Safety systems have to be tested and approved. Furniture has been delivered to the site and is scheduled for installation to begin. Yesterday we learned that the ramps were out of compliance. Contractors are now working on landscaping and irrigation. Hopefully, staff, students, and children will be in soon. · Granite continues to focus their efforts in the Quad area, and the utilities, with the exception of site lighting and irrigation, are complete. The goal is to have the Quad concrete done by the end of October and the site lighting, landscaping and irrigation done by December. The project is 75% complete, significantly ahead of schedule. · The drawings for the Bridge have been submitted to the Chancellor's Office for approval to go to bid. Once approval is obtained, the project will be bid. The goal is to award the bid at the October 30<sup>th</sup> Governing Board meeting. Construction could then start in November 2007 with construction completed in late 2008. · On the Old Library/New Administration Building, the drawings have been submitted to the Chancellor's office for approval to go to bid. Once approval is obtained from the Chancellor's office, the project will be bid. He is hoping to bring the bid to the October 30<sup>th</sup> Governing Board meeting and that construction can begin in November with construction completed in late 2008. He added that this is a \$5 million project and is partially paid for by the State. · The design work has begun on the new Student Services Building. · The final punchlist items are being completed for the Lecture Forum HVAC. Facilities personnel have been trained to operate the system. · It appears that the Lecture Forum project came in under budget. However, we are still receiving bills, so we will not know the total cost until all the bills have been paid.

Mr. Davis asked if any items needed to be removed from the Consent Calendar or if anyone had any comments or questions. Board Chair said there were some items on the Consent Agenda which needed to be pulled and/or revised. Consent Agenda D.14. a. Employment of Tram Driver was to be removed from the Consent Calendar. Consent Agenda D.14.b. should have the effective date, October 3, 2007. Consent Agenda item 14.c. fill-in should be, Kim Panis, effective September 26, 2007. Consent Agenda 14.d. should be Laura Mock, effective October 1, 2007. Consent Agenda 14.e. should be Vicki Rhea, effective September 26, 2007. Consent Agenda 14.f. should be Jeremy Hertzberg, effective October 1, 2007. Consent Agenda 14.g. should be effective September 26, 2007.

#### Consent Calendar

A. Routine Matters:  
MSC Steck, Davis

07-22

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

1. The Governing Board minutes for the Regular meeting held on Tuesday, August 28, 2007, and the Special meeting held August 31, 2007, are approved.



2. The Governing Board accept \$28,457.16 and other gifts donated to the College with appropriate thanks to the donors.
3. The August 31<sup>st</sup> Regular Payroll in the amount of \$1,910,929.93 and the September 5<sup>th</sup> Manual Payroll in the amount of \$8,689.93 and the September 10<sup>th</sup> Supplemental Payroll in the amount of \$30,163.32, be approved.
4. The Commercial Warrants #12562127 through #12562155, #12562986 through #12563061, #12564220 through #12564246, #12565417 through #12565476, #12566276 through #12566330, #12567993 through #12568064, in the amount of \$2,298,039.08, be approved.
5. The purchase orders #801962 through #802216 in the amount of \$14,052,792.86, be approved.
6. The following budget increases in the Restricted General Fund be approved:  
  
Increase of \$148,639 in revenue and matching expenses, to reflect funds received for FY 2006-2007.
7. The following budget adjustments in the Unrestricted General Fund be ratified:  
  

Net decrease in the 4000 Object expense category	\$ 375
Net increase in the 5000 Object expense category	\$ 629
Net decrease in the 6000 Object expense category	\$ 254.
8. The following budget adjustments in the Restricted General Fund be ratified.  
  

Net decrease in the 1000 Object expense category	\$ 446
Net decrease in the 2000 Object expense category	\$2,000
Net increase in the 3000 Object expense category	\$ 146
Net increase in the 4000 Object expense category	\$ 300
Net increase in the 5000 Object expense category	\$2,000.
9. The following budget increases in the Child Development Fund be approved.  
  
Increase of \$53,211 in revenue and matching expenses, to reflect funds received for FY 2006-2007.
10. The following course(s) be approved:  
  
ART 21A, Professional Practices: Photographing Your Artwork  
ART 35, Introduction to Printmaking  
ART 35F, Special Printmaking Techniques I: Miniatures  
ART 35G, Special Printmaking Techniques I: Print Studio  
ART 35H, Special Printmaking Techniques I: The Experimental Print Studio  
ART 36A.1, Experimental Relief Printmaking

ART 36B.1, Experimental Intaglio Printmaking  
ART 36C, Book Arts  
ART 37A.1, Experimental Monotype Printmaking  
ART 38F, Special Printmaking Techniques II: Individualized Projects  
ART 38G, Special Printmaking Techniques II: Mixed Media  
ART 55F, Special Printmaking Techniques I: Painting Studio  
ENGL 43, Comics as Literature  
INTD 59, Introduction to Kitchen and Bath Design  
INTD 61, Visual Presentation for Interior Designers.

11. The Governing Board declares the two Fire Academy vehicles as surplus property for proper disposal.

B. Administrative Personnel

12. The Governing Board approve the administrative personnel item listed:
  - a) Employment of Dr. Susan Steele, as Interim Dean of Instruction, Liberal Arts, Track III, Step 2, effective September 4, 2007.
  - b) Temporary salary for Dr. Sharon Colton, Associate Dean of Instructional Technology and Development, Track II, Step 5, \$10,034.00 per month, effective October 1, 2007 and ending October 31, 2007.

C. Academic Personnel

13. The Governing Board approve the following academic personnel items:
  - a) Grant Equivalency Based on Eminence to Nicholas Blank-Spadoni to teach ENGL 1A Composition and Analytical Reading and ENGL 111 Introduction to College Writing, effective Fall 2007.
  - b) Grant Equivalency Based on Eminence to Robert Cruickshank to teach ETNC 16/POLS 16 African-Americans in American Government, effective Fall 2007.
  - c) Grant Equivalency Based on Eminence to Paula Stoddard to teach CHDV 75 working with Families, effective Fall 2007.
  - d) Grant Equivalency Based on Eminence to Andrea Coniglio-Ibessaine to teach ENGL 111 Introduction to College Writing, effective Fall 2007.
  - e) Grant Equivalency Based on Eminence to Pascual Nakauchi to teach AUTO 108 Manual Transmissions and Drivelines, effective Fall 2007.
  - f) Grant Equivalency Based on Eminence to Nancy Fowler to teach MUSI 34 Swing Band, effective Fall 2007.
  - g) Grant Equivalency Based on Eminence to Deborah Sturt to teach ENGL 300 Individualized English and Study Skills, effective Fall 2007.
  - h) Each month individuals are hired as part-time, substitute, and overload. The lists include hires for Fall 2007.

D. Classified Personnel

14. The Governing Board approve the following classified personnel items:
- a) Employment of Jacqueline Evans, Job Placement Coordinator (Service Category 5), Workability, 40 hours per week, 12 months per year, effective October 3, 2007.
  - b) Employment of Kimberly Panis, Network Engineer (Service Category 9), Information Systems, 40 hours per week, 12 months per year, effective September 26, 2007.
  - c) Employment of Laura Mock, Secretary (Service Category 4), Academic Affairs, 19 hours per week, 11 months per year, effective October 1, 2007.
  - d) Employment of Vicki Rhea, Clerical Assistant II (Service Category 3), Business & Technology, 18 hours per week, 8 months per year, effective September 26, 2007.
  - e) Employment of Jeremy Hertzberg, Laboratory Specialist (Service Category 5), Automotive Technology, 40 hours per week, 11 months per year, effective October 1, 2007.
  - f) Employment of Henry Guevara, Theatre Management Specialist (Service Category 5), Creative Arts, 40 hours per week, 12 months per year, effective September 26, 2007.
  - g) Resignation of Allen Andrews, Laboratory Specialist I (Service Category 5), Physical Science, 25 hours per week, 10 months per year effective at the end of the day September 2, 2007.
  - h) Resignation for the purpose of retirement of Bill McChrystal, Instructional Technology Specialist (Service Category 7), School of Nursing, 40 hours per week, 12 months per year effective at the end of the day December 30, 2007.
15. 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.

New Business

MSC Page, Tunney

07-23

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

COUNTY OF MONTEREY INVESTMENT  
REPORT FOR THE QUARTER ENDING  
JUNE 30, 2007

INFORMATION

The report was noted as presented and there were no questions.

PUBLIC HEARING FOR THE FINAL BUDGET FOR  
FISCAL YEAR 2007-2008

INFORMATION

Mr. Davis adjourned the meeting for a public hearing of the Final Budget for Fiscal Year 2007-2008. No one wished to address the Governing Board. The public hearing was adjourned. The public meeting was called back to order.

Mr. Bissell noted that the Trustees approved a Tentative Budget at their June 24, 2007 meeting. Since that time, budgets have been revised to reflect funding changes due to ongoing review of actual revenue and expenditures, and budget priorities. All funds remain balanced and the 10% target reserve, \$3.9 million, in the General Fund has been maintained. Mr. Bissell noted that the District's projected revenue for 2007-2008 would be \$97,598,485 and projected expenses would be \$82,949,980, which would leave the District with an ending balance (6/30/2008) of \$34,590.780.

Mr. Bissell noted that the Governor approved the State Budget on August 24<sup>th</sup> which provides an ongoing increase of \$377 million for community colleges. Major ongoing funding increases include a 4.53% cost of living allowance and 2% for enrollment growth. The State COLA will provide the MPC Unrestricted Fund with projected additional on-going funding of \$1,584,451. Although the District is working to grow, no additional funding for enrollment growth has been included in the District's Final Budget. Mr. Bissell added he had prepared a conservative District budget.

Mr. Bissell reported that he has spent a lot of his time on the Unrestricted General Fund budget since that offers the most flexibility to the District. The District's primary source of revenue for day-to-day operations comes from enrollments. Enrollment declines have been reported for three years (2003-2004, 2004-2005, and 2005-2006.) For 2006-2007, total enrollments were reported up .92% (credit enrollments were reported down 2.8%, non-resident down 7.9% and non-credit up 9.3%.) FTES reported in 2006-2007 include 229 credit FTES generated in the 2007-2008 Summer Session ending June 30<sup>th</sup>. We have a 7.1% increase for on-campus, credit, non-duplicated headcount. A 10.3% increase over last year this time for district-wide credit, non-duplicated headcount. We anticipate an increase of 3-5% in FTES at the end of the semester. We are experiencing a continual slide in non-resident enrollment since our high in 1997-1998.

Mr. Bissell reported that employment contracts for most employees call for raises based on a formula that calculates the net percentage increase in apportionment income for the year and allocates the same percentage to pay for total compensation increases for employees. This ties increases in salaries and fringe benefits with the District's ability to pay. The total cost of employee benefits represents the second largest object expense for the District. Costs for self insured medical benefits are projected to decrease primarily because of a change in medical claims administration effective October 1. In addition, the Self-Insurance Fund balance is projected to be \$4.6 million which includes \$1.9 million designed for retiree benefits.

Mr. Bissell continued his PowerPoint presentation. He went through his "Summary of All Funds" which include seven: · General – Unrestricted & Restricted; · Special Revenue – Unrestricted Child

Development, Restricted Child Development, Student Center, Parking. (The sale of parking stickers is up. Parking ticket revenues are down.) · Debt Service – Student Center, Lease Payments. · Capital Projects. · Building. · Self Insurance. · Fiduciary - Financial Aid Associated Students, Scholarship and Loans, Trust Funds, Orr Scholarship.

Mr. Bissell indicated that the budgets included all approved permanent positions. The savings from positions that will not be filled for the full year is calculated to be \$417,475.00 and is being used to fund other one-time expenses.

Mr. Bissell reported that Capital Projects are accounted for in two funds: Capital Outlay and Building. Expenses in the Capital Outlay Fund are budgeted at \$4.6 million which include \$4 million in State funded projects, the new CDC and old Library renovation projects, in addition to donations for the Library and Technology Center and PE, and District funds for new furniture, a transfer for sabbaticals, processing requests for additional State funding for projects, and Fort Ord environmental insurance. Expenses in the Building Fund are budgeted at \$24.1 million to complete Phase I bond projects approved by the Board. In addition, the District will have spent the required 85% of the first bond series and will be going out for the second series during 2007-2008.

In conclusion, Mr. Bissell said that major factors that affect community college budgets include the economy of California, growth in the local community, enrollments at MPC, employee compensation, and cost trends for expenses.

The Trustees thanked Mr. Bissell and the Fiscal Services staff for his report.

MSC Steck, Page

07-24

BE IT RESOLVED, That the Governing Board approve the Final Budget for Fiscal Year 2007-2008.

Dr. Garrison introduced Ms. Vicki Nakamura who spoke to the next resolution on the Memorandum of Agreement with FORA regarding reporting requirements to the California Department of Toxic Substances Control (DTSC). She reported that this agreement is supposed to reduce the cost to the District. Properties at the former Fort Ord that have been or will be transferred to the College are subject to land use restrictions for Munitions and Explosives of Concern (MEC) and groundwater contamination. California Department of Toxic Substances Control (DTSC) will be requiring the College to monitor and report compliance with these restrictions on an annual basis. The College is also required to reimburse DTSC for their compliance review costs. This reporting requirement will continue as long as the land use restrictions are in place.

Ms. Nakamura stated that this DTSC reporting requirement extends to all of the five land use jurisdictions (the Cities of Marina, Seaside, Del Rey Oaks, Monterey, and Monterey County) and the state public universities (California State University at Monterey Bay and the University of California, Santa Cruz) with property at the former Fort Ord. The Fort Ord Reuse Authority (FORA) has worked with the parties and DTSC to develop a Memorandum of Agreement. FORA will act as the coordinator of the annual reporting process until FORA ceases to exist. When FORA's dissolution

occurs, the County has agreed to take over the coordinating responsibility. The agreement outlines the reporting process and the responsibilities of the various parties. The agreement is expected to reduce costs for all of the parties by establishing one reporting mechanism and point of contact with DTSC. She added that the District counsel has reviewed the agreement.

Ms. Nakamura said that the DTSC oversight costs are estimated at \$20,000 annually for all of the parties. FORA will charge the parties a 15% administrative fee to cover its staff costs associated with compiling and filing the reports. The College's annual pro-rata share of the oversight costs has been calculated at approximately \$1,669 for its parcels in Monterey County, and the Cities of Marina and Seaside. FORA has agreed to pay for DTSC and FORA's costs for the first two years of the agreement, and FORA will not request reimbursement from the other parties. For FY 2010-2011, funds to cover this expense will be allocated in the College's budget.

Dr. Garrison indicated that the Trustees need to approve this resolution if they want him to sign this Memorandum of Agreement.

MSC Page, Tunney

07-25

BE IT RESOLVED, That the Memorandum of Agreement among the Fort Ord Reuse Authority; the County of Monterey; the Cities of Seaside, Marina, Del Rey Oaks, and Monterey; California State University, Monterey Bay; University of California, Santa Cruz; Monterey Peninsula College; and the California Department of Toxic Substances Control, regarding monitoring and reporting on environmental restrictions on the former Fort Ord, be approved.

REPORT ON THE PROCESS FOR NAMING  
COLLEGE BUILDINGS AND OTHER PROPERTIES  
BASED ON GOVERNING BOARD POLICY 1435

INFORMATION

Dr. Garrison stated that at the last Governing Board meeting the Trustees asked him to place this policy on the Board meeting agenda so they could discuss the policy. The policy specifies that the Board retains authority for naming College facilities and properties. The policy also provides criteria for naming opportunities for significant monetary contributions and non-monetary reasons. He said while this might seem obvious, once a naming opportunity has occurred it becomes permanent and lost opportunity for gifting.

Noting the importance of this policy, the Trustees agreed to schedule a Special Study Session to review Board Policy 1435 on Tuesday, October 2<sup>nd</sup>, at 4:00 p.m.

CALENDAR OF EVENTS

INFORMATION

The Trustees reviewed the Upcoming Calendar of Events.

### Advance Planning

Special Governing Board meeting: Tuesday, October 2, 2007, 4:00 p.m., Stutzman Seminar Room, Library and Technology Center.

Regular Governing Board meeting: Tuesday, October 30, 2007

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. Sabbatical Leave Report: Theresa Lovering-Brown, October 30, 2007 meeting
2. Assemblymember John Laird – November 27, 2007 meeting.

### Adjournment

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

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

Minutes9252007  
September2007