

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

12:00 p.m. – Opening of Public Session - Stutzman Seminar Room – Library and
Technology Center
12:05 p.m. – Closed Session – Stutzman Seminar Room – Library and Technology
Center
2:00 p.m. – Open Session - Karas Room – Library and Technology Center

Monterey Peninsula College
980 Fremont Street
Monterey, CA 93940-4799

Wednesday
June 13, 2007

MINUTES

Mr. R. Lynn Davis, Chair of the Board of Trustees, called the meeting to order at 12:00 p.m. Roll call was taken by Ms. Phillips. Mr. Davis declared a quorum present. Mr. Davis read the Closed Session statement and reported that the following items would be covered: a) Public Employee Evaluation – Superintendent/President. b) Conference with Legal Counsel Regarding Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9. There is one potential lawsuit.

At 12:05 p.m. the Open Session adjourned to the Closed Session. The Closed Session adjourned at 1:58 p.m. At 2:05 p.m., the Open Session was called to order by Chair Lynn Davis. Ms. Phillips called roll.

MEMBERS PRESENT: Mr. R. Lynn Davis, J.D., Chair
Dr. Loren Steck, Vice Chair
Mr. Charles H. Page, J.D.
Dr. Jim Tunney
Dr. Robert Infelise

MEMBERS ABSENT: None

STAFF PRESENT: Dr. Douglas R. Garrison, Superintendent/President
Mr. Joe Bissell, Vice President for Administrative Services
Dr. Karen Engelsen, Dean, Matriculation and Counseling
Dr. John Gonzalez, Vice President for Academic Affairs
Ms. Barbara Lee, Associate Dean of Human Resources
Mr. Richard Montori, Public Information Office
Ms. Victoria Phillips, Executive Assistant to the Superintendent/
President and Governing Board

OTHERS PRESENT: Ms. Marilyn Gustafson
Ms. Eleanor Wylde Morrice

Mr. Davis asked if there were any items which needed to be considered for addition to the agenda for this meeting. No one replied in the affirmative. Mr. Davis congratulated Ms. Eleanor Morrice who will be the next Student Trustee and will be sworn in at the regular Governing Board meeting to be held on June 26th. There were no public comments.

Mr. Davis stated that there was no reportable action taken during the Closed Session.

Dr. Garrison began the discussion on Review of 2007-2008 Operational Goals. He requested that each of the Vice Presidents present their area goals, objectives, action plans and include their timelines, resource allocations, and share this information with him. Included in the Governing Board packet for the Trustees are the Vice Presidents' goals, objectives, and activity plans to give an idea of where the College intends to be this time next year and to give an opportunity to see how the Trustees feel about this revelation and obtain feedback.

Dr. Garrison reported that in the absence of Mr. Carsbia Anderson, he would begin with the Student Services' operational goals and ask Dr. Engelsen to assist. · *Review and update, when appropriate, Board Policies and related administrative procedures for Student Services area.* · *Outreach.* · *Provide technical resources to Student Services.* · *Integration and coordination of services and timelines to ensure student needs are met.* · *Collaborate with Academic Affairs.* · *Develop Men's and Women's soccer program to attract target populations.* · *Develop a student support program for basic skills students.* · *Develop Student Learning Outcomes.*

Dr. Garrison mentioned that with the Board packet each of these goals has included activities to help the Student Services, Academic Affairs, and Administrative Services areas reach their goals.

Dr. Engelsen added that many of our counselors, faculty, and staff do their own outreach into the community, but it could be better organized and coordinated. The District would like to create a more functional outreach program that carries a meaningful, pro-active, and well-planned message going out to our business community and to those individuals who aren't in our community and that we don't see. We would like to target certain populations, who we either aren't reaching presently or that we aren't seeing on our campus now. We would like to get rid of unintended barriers for our students. We would like to provide technical resources to Student Services and maximize our use of the Santa Rosa system.

Dr. John Gonzalez, Vice President for Academic Affairs, thanked the Trustees for the opportunity to share the goals of the Academic Affairs area with them. He said he joined the staff in January 2007 and has learned as much as possible about the College so that he could make the recommendations he is making to the Trustees today. He mentioned Burton Clark's study entitled, "Cooling Out Function of the Community College," which was welcoming students coming from high schools who were ill-prepared to achieve their goals. The job of the community college was to provide an opportunity to students where they could succeed. Dr.

Gonzalez believes that community colleges should serve a “warming up” function: to encourage students to see that they, too, can go on to universities. He began listing the goals for his area: · *Ensure that Academic Affairs processes support the academic mission of Monterey Peninsula College.* · *Promote collaboration between academic, administrative and student services deans and managers to ensure the free flow of communication as well as the adoption of programmatic policies that enhance student success, retention, and persistence.* · *In collaboration with the Academic Senate, Division Chairs and other constituent groups, continue to review and update Board policies pertaining to Academic Affairs.* · *With the collaboration of Administrative Services, Student Services, Division Chairs, the MPC Education Center project team and other constituents, continue the development and implementation of a transitional and long-range plan leading to the construction and occupancy of the MPC Education Center at Marina.* · *In collaboration with the Academic Senate, Division Chairs, Student and Administrative Services, and other constituents, develop Student Learning Outcomes for courses, programs, and departments.* · *In collaboration with Division Chairs and Student Services, develop and expand a formalized Concurrent Enrollment program to meet the needs of the Community.* · *In collaboration with Division Chairs and other constituents, explore viable expansion opportunities of partnership between MPC and other educational institutions in the area including Defense Language Institute and California State University at Monterey Bay.* · *In collaboration with Division Chairs, Student Services and other constituents, explore the possibility of implementing nationally-recognized student support programs such as Mathematics, Engineering and Science Achievement and Puente Program to enhance student success, retention and persistence to goal attainment.* · *In collaboration with the Academic Senate, Division Chairs and the Institutional Research Office, explore the possibility of program development and expansion based on information gathered from community needs assessments and statewide data on potential industry clusters and identify possible funding sources.* · *In collaboration with Division Chairs and the Curriculum Advisory Committee and the support of the Academic Senate, revise curriculum and curriculum approval processes to ensure compliance with Title 5 guidelines.*

The Trustees thanked Dr. Gonzalez for his efforts in preparing his area report.

Mr. Joe Bissell, Vice President for Administrative Services reported on his area’s goals. · *Continue implementation of the Facilities Master Plan.* · *Implement energy conservation measures that would provide financial savings while improving efficiencies.* · *Enhance and maintain MPC’s Information Technology and Instructional Technology resources in order to serve the faculty, students, staff and community while also providing a positive image representative of MPC.* · *Complete Classification and Compensation study for classified and Management/Supervisory/Confidential.* · *Update Board policies in appropriate areas.* · *Update the Faculty, Staff, and Diversity Plan to become the Equal Employment Opportunity Plan.* · *Provide better efficiencies between Fiscal Services and users.* · *Work in collaboration with Information Systems and Student Financial Aid to insure maximum student accessibility and reduce artificial barriers that hinder the enrollment process.*

The Trustees thanked Mr. Bissell for his report.

Adjournment

The meeting was adjourned at 3:05 p.m.

Respectfully submitted,

Dr. Douglas R. Garrison
Secretary to the Board