

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

Monterey Peninsula College  
980 Fremont Street  
Monterey, California 93940

Tuesday  
July 31, 2007

1:30 p.m. -- Closed Session  
3:00 p.m. -- Public Session

**MINUTES**

The President of the Board, Mr. R. Lynn Davis, called the Governing Board meeting to order at 1:31 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 Performance Evaluation: Superintendent/President. b. Conference with Labor Negotiators: Monterey Peninsula Community College District: Joe Bissell and Barbara Lee – Monterey Peninsula College Employees Association #245. c. Conference with Real Property Negotiator. Marina Land swap. Parcels: L23.1. and L23.1.5. Negotiating Parties: City of Marina and Monterey Peninsula Community College District – Mr. Joe Bissell.

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  
Dr. Robert Infelise  
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, Occupation and Economic Development  
Dr. John Gonzalez, Vice President for Academic Affairs

Ms. Barbara Lee, Associate Dean, Human Resources  
Dr. Susan Osorio, Associate Dean, Supportive Services  
Ms. Kathleen Clark, Human Resources  
Ms. Jeanette Haxton, Public Information  
Mr. Richard Montori, Public Information, Marketing, & Audio Visual  
Mr. Steve Morgan, Director, Facilities, Planning & Management  
Ms. Vicki Nakamura, Assistant to the President  
Ms. Kim Panis, Instructional Technology  
Ms. Victoria Phillips, Executive Assistant to the Superintendent/  
President and the Governing Board  
Dr. Rosaleen Ryan, Director, Institutional Research

OTHERS PRESENT: Mr. Jeff Burghardt  
Mr. Joe Demko  
Mr. Joaquin Garza, Jr.  
Ms. Marilyn Gustafson  
Ms. Bobbie Infelise  
Ms. Linda Kiell  
Mr. Enrique Medina Ochoa  
Mr. Carl Pohlhammer  
Mr. David Villarina

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

#### Recognition

A “moment of silence” was held for William John Kennedy, former part-time instructor in the Administration of Justice Program. Mr. Davis noted that he was also an MPC student and worked as a detective in the Pacific Grove Police Department for a number of years.

Mr. Davis noted that donations for June 2007 to the MPC Foundation were \$40,957.21. He thanked the Foundation for all of their efforts on behalf of the College.

Mr. Davis paid tribute to Dr. Robert Infelise who has served on the Board for sixteen years and who also served on the Gavilan Board for two terms before serving on the Monterey Peninsula College Board. Mr. Davis highlighted Dr. Infelise’ educational career as he served as Superintendent/President in Gilroy and Carmel Unified School District. He also served as Interim Superintendent at Monterey Unified School District twice as well as Pajaro, Gonzalez, and King City. Dr. Jim Tunney introduced Mrs. Bobbie Infelise to the audience and she received a warm welcome. Dr. Tunney presented Dr. Infelise with an “apple” as a token of appreciation on behalf of the Board for his years of service to the District and he also received a picture from the District in appreciation of his service. Mr. Charles Page also praised Dr. Infelise for his 50 years of service on behalf of students in his community. Dr. Infelise said he has served and observed many Governing Boards, but thought this particular Board put “what’s best for the students and the community” at the top of every decision. He concluded that he was happy to have made a contribution to Monterey Peninsula College.

Mr. Davis called attention to Dr. Jim Tunney's recent selection as The National Speakers Association Nido Qubein Philanthropist of the Year at its 2007 NSA Convention in San Diego, California. "Jim gives generously and humbly of his time, talent, and resources with no expectations of anything in return and that is something I admire and respect," stated Mr. Davis.

#### Communication

Mr. Davis asked if anyone wished to address the Trustees. Hearing no comments, he moved on in the agenda.

#### Written Communications

Mr. Davis called attention to the following written communications:

- a) The Monterey County Herald, Thursday, June 21, 2007, MPC redistricting proposal denied, by Clarissa Aljentera.
- b) GO! The Monterey County Herald, Thursday, June 21, 2007, The MPC Theatre Company, "Guys and Dolls," August 2-19, 2007.
- c) GO! The Monterey County Herald, Thursday, June 21, 2007, Members of Hells Angels gather at the football field at Monterey Peninsula College.
- d) A letter to Dr. Garrison from Leon and Sylvia Panetta dated June 22, 2007, regarding his support of the Panetta Institute's Education for Leadership in Public Service seminar.
- e) The Monterey County Herald, Monday, June 25, 2007, MPC's BATISTE NAMED JC ALL-AMERICAN, and Football Camp.
- f) The Monterey County Herald, Wednesday, June 27, 2007, CAMP AND ALL THAT JAZZ, MUSIC FESTIVAL HELPS HONE YOUNG MUSICIANS, by Andre Biscoe.
- g) The Monterey County Herald, Monday, July 2, 2007, Free lunches available to children through federal program.
- h) GO! The Monterey County Herald, Thursday, July 5-11, 2007, Gentrain Society of Monterey Peninsula College, PRESENTS A SHORT COURSE: Integral Philosophy.
- i) The Monterey County Herald, Saturday, July 7, 2007, Monterey Peninsula College honor roll.
- j) The Monterey County Herald, Tuesday, July 10, 2007, MONTEREY PENINSULA COLLEGE.
- k) GO! The Monterey County Herald, Thursday, July 12-18, 2007, Gentrain Society, Integral Philosophy and The MPC Theatre Company. "Guys and Dolls," August 2 – 19, 2007.
- l) GO! The Monterey County Herald, Thursday, July 12-18, 2007, Gentrain Society Lecture, Wednesday, July 18, 2007, Cultural Literacy in America Today.

- m) The Monterey County Herald, Sunday, July 15, 2007, Students enter community colleges, and stay there, Low Tuition Lures Them In, But Many Never Finish, Transfer, by Justin Pope.
- n) The Monterey County Herald, Monday, July 16, 2007, MPC tries to attract board candidates, Applicants can Take Out Papers Today, by Clarissa Aljentera.

At this time in the meeting, Mr. Davis asked to bring Mr. Jeff Burghardt, Anda/Burghardt Advertising, to the podium to make his presentation. The Trustees agreed to move New Business G to this time on the agenda.

PRESENTATION ON BRANDING OF  
 MONTEREY PENINSULA COLLEGE BY  
 JEFF BURGHARDT, ANDA/BURGHARDT  
 ADVERTISING

INFORMATION

Dr. Garrison reported that the College initiated this process at the beginning of last year as we made a major commitment to increasing our enrollment. As part of the outreach, we wanted to improve our website, which included bringing a consistency to our branding and positioning ourselves for more effective marketing. He also noted that Mr. Burghardt had made his presentation to the College Council and to other groups of individuals on campus and found enthusiasm and acceptance. Dr. Garrison said Mr. Burghardt will also make his presentation during the Flex-Day Program to the staff.

Dr. Garrison introduced Mr. Jeff Burghardt, who helped us with developing a new branding look for continuity and consistency for the College. Mr. Burghardt began his presentation by telling us who his clients are: CHOMP, Quail Lodge, Pebble Beach Company, City of Carmel, Seascape, Tickle Pink, various wine companies, etc.; a very impressive list. Examples of the new logo were shown as it would appear on letter head and business cards, along with examples of how the new schedule of classes and catalogs would look so that each year would have its own similar identification through the year. He also demonstrated how each division/department might set up a flyer so that it would have a consistent look with other departments or divisions. He talked about co-branding for departments such as the Maurine Church Coburn School of Nursing, the Physical Education Department, the Drama Department, etc., and how they might appear. He also showed images of how sweatshirts and caps might look. He even showed how an MPC monument might appear.

The Trustees thanked Mr. Burghardt for his presentation.

Reports and Presentations

Institutional Report: Instructional Agreements

Dr. John Gonzalez

Dr. Gonzalez distributed a copy of his report to the Trustees and thanked them for the opportunity to share this information with them. He recommends that the College regularly review and report on Instructional Service Agreements. First, he asked, "What is an Instructional Service Agreement?" He

explained that it is a partnership between a community college and an outside organization to provide college level training for its employees, trainees, or members. ISAs are mutually beneficial because instructional costs are shared; individuals with special expertise can be assigned to teach courses that are approved through the college's curriculum approval process; and the college can claim participating students for state apportionment. Dr. Gonzalez explained that MPC chose to go into instructional contracts when Fort Ord closed. MPC studied its options at that time and decided that this was the best course of action to replace FTES.

Dr. Gonzalez reported that we have Instructional Service Agreements in the following areas: Personal Fitness, Drama, Law Enforcement Training, Fire Technology, Parks and Recreation, Physical Education (Swimming), Nursing (Child Birth Education), Emergency Medical Services, State Park Docents, Monterey Bay Aquarium, and Nautical Science. On his pie charts, he displayed the percent of FTES the College generates from each of these ISAs.

Dr. Gonzalez reached the following conclusions:

- It takes 96% of MPC's general fund dollars to produce 62% of our FTES through traditional courses.
- It takes only 4% of MPC's general fund dollars to produce 38% of our FTES through instructional services agreements.
- ISAs are very cost effective, and therefore, very appealing.
- Not all Instructional Service Agreements are created equal.
- Certain ISAs are extremely dependent on external factors (i.e., the economy, changes in regulations, politics). This makes them very volatile.
- ISAs provide quality control of instructional delivery.
- It behooves MPC to reduce its dependency on certain types of ISAs and move toward increasing credit offerings and dependable ISAs.

The Trustees suggested that we need to wean ourselves off of these types of instructional agreements. Dr. Garrison cautioned them by saying that the District generates up to \$5 million annually through ISAs and that we need to do this judiciously.

Mr. Davis repeated a recommendation from the latest Accreditation Report that we should wean ourselves away from ISAs. Dr. Garrison explained that MPC is a unique district. We won't get rid of ISAs completely because of our unique population and the cost effective nature of many ISAs. It is possible that the State will make changes in the law regulations effecting repeatability, but we don't know what changes they will make at this point. It is premature to make drastic decisions until we know exactly what the State is going to do. We do have some influence on the State's decisions and we need to inform them of our needs.

Dr. Gonzalez introduced Mr. David Villarina, Farmworker Institute for Education and Leadership Development (FIELD), who then introduced Enrique Ochoa and Joaquin Garza. Mr. Villarina said his program promotes economic prosperity and strengthens families. His organization became very concerned when they began thinking about the baby boomers and their retirement. Who would become the new leaders? According to the statistics, 50% of the high school population drops out of high school and of those 50% who stay in school only 5% matriculate to a U.C. system. In their

studies of field workers, they found that no one had documented skill levels so they developed a skill set for laborers. After doing so, they found that many field laborers were illiterate. They began working with Schools such as Taft College, College of Sequoias, L.A. Trade, Miracopa in Phoenix, and other schools to develop vocational English courses and programs to offer field workers. They have found a great demand for these courses and programs. The colleges offer the courses/programs and FIELD offers support such as counseling, babysitting services, etc. FIELD has found that what their clients need is confidence. Most have the skills. Mr. Villarina reported that most students come in as non-credit student, but matriculate to credit FTES status.

Dr. Infelise asked about the retention rate for those entering the courses/program. Mr. Villarina reported 80 – 85% completion rate.

Dr. Garrison reported that we are looking for new target markets and this one makes sense. We are attempting to make some real, positive changes in our community. We are outreaching to new populations.

#### Superintendent's Report:

1. Dr. Garrison reported that he attended ACCCA Board Retreat on June 27-29, 2007.
2. On July 11<sup>th</sup>, Dr. Garrison met with Douglas Atkins, Director, Chartwell School.
3. Dr. Garrison reported that he held the second of two orientation sessions on July 11<sup>th</sup>, for potential candidates for the MPC Board of Trustees and he was pleased with the number of attendees.
4. Dr. Garrison reported that he attended a July 12<sup>th</sup> meeting with the Monterey County Police Chiefs Association.
5. On July 13<sup>th</sup>, Dr. Garrison attended the FORA Board of Directors meeting.
6. On July 17<sup>th</sup>, Dr. Garrison reported that Joe Bissell, Bill Melendez, and he visited the San Mateo Community College District affordable housing project, "College Vistas," which has been in business for two years and has 44 units. The people there were very gracious about sharing information with us. We have had additional meetings with other providers in this field for funding and management of their programs. We have another meeting scheduled with the City of Monterey. We are moving on it seriously within this academic year.
7. Dr. Garrison also attended on July 17<sup>th</sup>, the MPC Foundation Executive Committee meeting.
8. On July 19<sup>th</sup>, Dr. Garrison attended the MPUSD Administrative Retreat at MPC's Library & Technology Center.
9. Also on July 19<sup>th</sup>, Dr. Garrison attended a meeting with Ms. Andrea Purl, Education Coordinator, National Steinbeck Center.
10. That same day, Ms. Clarissa Aljentera, The Herald, interviewed Dr. Garrison.
11. On July 20<sup>th</sup>, Dr. Garrison attended an introduction event at Hartnell College for Dr. Phoebe Helm, Interim Superintendent/President of Hartnell College.
12. On July 24<sup>th</sup>, Dr. Garrison attended a meeting with representatives of the South Bay Regional Public Safety Training Consortium.
13. On July 25<sup>th</sup>, Dr. Garrison attended a meeting of the Monterey County Business Council Education Cluster.
14. On July 26<sup>th</sup>, Dr. Garrison attended the Monterey County Business Council monthly luncheon.

15. On July 30<sup>th</sup>, Dr. Garrison attended the Monterey Peninsula Chamber of Commerce Annual Leadership Luncheon.
16. Dr. Garrison wanted to share some information about the Nursing Program. In June, 41 nursing students graduated, of whom 35 received scholarships from CHOMP. Of those 41 graduates, 22 will be employed by CHOMP and the remainder will be employed by local hospitals. He also indicated that 50% of the male nursing students drop out of the program and Dr. Schulte Hacker has assembled a problem-solving group to look into the situation. She has been awarded a \$50,000 grant to develop a program to enhance gender equity and Dr. Garrison said he was pleased.
17. Dr. Garrison stated that we are seriously focusing on outreach. We hosted MPUSD's leadership workshop last week. We are making connections on a personal level.
18. In conclusion, Dr. Garrison said that we are all looking forward to the fall semester.

Vice Presidents' Reports:

Dr. John Gonzalez – Dr. Gonzalez took the opportunity to thank Michael Gilmartin, Maggie Caballero, HeSeon Ihn, Terry Advincula, and Pat Xavier for their assistance in researching historical data to make sure that every course over the past fifty years has gone through the approval process so that we will be in compliance with Title 5 regulations. As new courses are approved, they will come before the Trustees for approval as a regular practice. This is all in an effort to ensure compliance with regulations and become less dependent on contract education.

Mr. Carsbia Anderson: Mr. Anderson thanked Dr. Gonzalez for all his efforts in bringing all the courses up-to-date with the approval process. He also stated that it was nice to hear Dr. Steven Packard, President of CHOMP, speak so eloquently about the Maurine Church Coburn School of Nursing as he serves as a Board member. Mr. Anderson reported that registration is going well, although he didn't have specific numbers to report yet. He reported that Cathy Nyznyk and the Child Development staff are packing and preparing themselves for their move. He also reported that his staff is accepting sign-ups for staffing the MPC booth for the Monterey County Fair, August 14-19<sup>th</sup>. He read a letter from Diane Scott, President of Diablo Valley College, regarding unauthorized grade changes. MPC's staff has reviewed its practices and strengthened them and feels secure that we have done all possible to make sure that this could not happen at MPC.

Mr. Joe Bissell: Mr. Bissell reported that Consent D. items h) through n) are eight new classified positions or equivalent to six full-time positions. One hundred and fifty thousand dollars is coming from improvement and growth funds and \$270,000 is coming from excessive revenue in the Unrestricted General Fund Tentative Budget.

Academic Senate: No report this month.

MPCEA: No report this month.

MPCTA: No report this month.

ASMPC: Ms. Eleanor Morrice, Student Trustee, submitted a written ASMPC report to the Trustees and highlighted portions as a verbal report. The students are looking forward to Constitution Day to be held on September 17<sup>th</sup>. She reported that the student identification machine has been repaired and students will be ready to start processing I.D. card requests on August 7<sup>th</sup>. The students are nearly ready to give out student discount bus passes, and the program begins at the end of August and continues through the end of May 2008. Students are looking forward to the new MPC website, and are anxious to work with the Information Systems staff to create and maintain a vibrant and robust ASMPC presence. ASMPC also requests access to an interim, temporary, or permanent Student Advisor who would be able to train and support the Council and supervise activities. Dr. Garrison said he was well aware of the situation and is working on a solution for the students. He also noted that there will be a student orientation on August 16.

College Council: No report this month.

MPC Foundation: Director Marilynn Gustafson reported that the Foundation is busy working on the next fundraising theater event, "Guys and Dolls." She encouraged everyone to send in their reservations as soon as possible, as it will be a fun event with great silent auction items. She reported that she attended the Pacific Grove Rotary meeting where Gary Bolen gave a great presentation. In conclusion, she was happy to report that the Foundation was able to give two checks to MPC from the Orr Estate, \$28,939, and from the Wilder (Nursing) Fund, \$24,200.

Board Reports: Ms. Phillips reported that she attended the Community Human Services annual meeting at which they honored long-time employees with service awards. In addition, they awarded two perfect attendance awards: one to MPC for Dr. Loren Steck, designee, and Ms. Victoria Phillips (alternate); and to Annette Yee Steck from Carmel Unified School District. In addition, clients gave personal testimonies from each of their programs. "The testimonies were very powerful and attest to what Community Human Services does for the community," reported Ms. Phillips.

Dr. Steck reported that the Elm Street "Open House" was very successful and many people attended.

#### Special Reports:

##### Bond Report:

Mr. Joe Bissell said there were four reports included in the Board packet this month: 1) Bond/Facility Projects Update, July 19, 2007; 2) MPC Monthly Bond Expenditure Status, July 1, 2006 through June 30, 2007; 3) Cost Control Report: 7/19/07; 4) MPC Master Schedule (Construction Phase Only). Hopefully, this will help the Trustees and others understand where we are on our construction projects.

Mr. Joe Demko said most of his information was given to the Trustees and others in their Board packets and he only had a few updates. ·The Child Development Center flooring was being installed today. The workers have been working hard and on Saturdays, too. · Public Safety Training Center plans went to the Department of State Architect and they were quite reasonable. We will be self-certifying and this is a new process. · Education Center:



Procuring utilities - water, sewer, electricity – has been challenging, but progress has been made. · Infrastructure. Granite Construction has been making significant progress and is ahead of schedule on the inner portion of the campus. Fishnet Road was opened on July 23<sup>rd</sup> and Costanoan Drive will open August 13<sup>th</sup>. The inner quad area is facing some problems. · Infrastructure/Bridge. The District received six bids. It was a good competition and there were few core issues. · Social Science building is progressing and will be ready for the fall term. · Lecture Forum seats are to arrive next week and will be installed. The big screen will arrive soon, too. Lecture Forum bathrooms needed more work than originally anticipated. However, the District is still on schedule.

A five minute break was taken at this time.

Mr. Davis asked if any items needed to be removed from the Consent Calendar or if anyone had any comments or questions. Mr. Page stated that he had a correction on Page 5 of the June 26, 2007 meeting minutes. He was in attendance at the annual Scholarship Breakfast on June 9<sup>th</sup>, and asked that his name be added to the list. Ms. Phillips said she would make the correction to the meeting minutes. Ms. Phillips reported that there were several other changes to the Consent Calendar as follows: D.14.f) should read *Life Science/Library*; D.14.j.) should read Category 9) on Page 10 of the Agenda. Under New Business C, the first blank should be *Granite Construction Company* and the other blank should be *\$1,780,096.00*.

### Consent Calendar

A. Routine Matters:

MSC Steck, Page

07-1

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

1. The Governing Board minutes for the Special meeting held on Wednesday, June 13, 2007 and the Regular meeting held on Tuesday, June 26, 2007, are approved.
2. The Governing Board accepts \$40,957.21 and other gifts donated to the college with appropriate thanks to the donors.
3. The June 14<sup>th</sup> Manual Payroll in the amount of \$2,867.50 and the June 29<sup>th</sup> Regular Payroll in the amount of \$1,893,952.05 and the July 10<sup>th</sup> Supplemental Payroll in the amount of \$40,949.33, be approved.
4. The Commercial Warrants #12547543 through #12547682, #12549501 through #12549534, #12550425 through #12550515, #12551315 through #12551372, #12552295 through #12552346, #12554881 through #12554991, in the amount of \$2,587,509.29, be approved.
5. The purchase orders #701651 through #701780 in the amount of \$3,079,157.36, be approved.

6. The following budget adjustments in the Unrestricted General Fund be ratified:

Net decrease in the 2000 Object expense category	\$1,581
Net increase in the 3000 Object expense category	\$ 593
Net increase in the 4000 Object expense category	\$1,046
Net decrease in the 5000 Object expense category	\$5,872
Net increase in the 6000 Object expense category	\$5,814.

7. The following budget increases in the Restricted General Fund be approved:

Increase of \$5,500 in revenue and matching expenses, to reflect funds received for Fiscal Year 2006-2007.

Increase of \$15,200 in revenue and matching expenses, to reflect funds carried forward from Fiscal Year 2005-2006 to Fiscal Year 2006-2007.

8. The following budget adjustments in the Restricted General Fund be ratified:

Net increase in the 2000 Object expense category	\$1,240
Net increase in the 3000 Object expense category	\$ 60
Net decrease in the 5000 Object expense category	\$1,300.

9. The following budget increases in the Child Development Fund be approved:

Increase of \$27,639 in revenue and matching expenses, to reflect funds received for Fiscal Year 2006-2007.

10. The following course(s) be approved:

SPECIAL TOPICS:

MUSI 96.60, From Satchmo to Marsalis: The Evolution of Improvisation

PFIT 96.9, Body Sculpting.

11. The following classes be approved:

1. ADMJ 53 POLICE FIELD OPERATIONS
2. ADMJ 57 INTRODUCTION TO CORRECTIONS
3. ADMJ 70 JUVENILE LAW AND PROCEDURE
4. ADPE 13 PHYSICAL EDUCATION: ADAPTED
5. ADPE 14 ADAPTED AEROBICS
6. ANTH 22 CULTURES OF AFRICA
7. ANTH 30 WOMEN IN CROSS-CULTURAL PERSPECTIVE
8. ANTH 31 NATIVE AMERICAN WOMEN

9. ART 6 SURVEY OF AMERICAN ART
10. HISTORY OF ARCHITECTURE
- ART 9
11. ART 15 ART OF MONTEREY IN THE OAKLAND MUSEUM
12. ART 23 DESIGN II: THREE-DIMENSIONAL DESIGN
13. ART 32 LANDSCAPE DRAWING AND PAINTING
14. ART 53 ADVANCED FILM AND VIDEO WORKSHOP
15. ART 63B SCULPTURE II
16. ART 66 METAL SCULPTURE
17. ART 74A CERAMIC SCULPTURE I
18. ART 75 INTRODUCTION TO GLAZE EXPERIMENTATION
19. ART 425 SCULPTOR'S WORKSHOP
20. ART 445 INTRODUCTION TO CERAMICS
21. ART 450 SCULPTURE FROM THE LIVE MODEL
22. ART 460 CLAY HANDBUILDING
23. ASTR 21 ASTRONOMY SEMINARS AND OBSERVATIONS
24. AVIA 101 PRIVATE PILOT GROUND SCHOOL
25. AVIA 105 INSTRUMENT PILOT GROUND SCHOOL
26. BUSC BUSINESS MACHINE CALCULATIONS I 117A
27. BUSC BUSINESS MACHINE CALCULATIONS II 117B
28. BUSC INTRODUCTION TO SPREADSHEETS: MICROSOFT EXCEL III 119C
29. BUSI 80 INTRODUCTION TO ADMINISTRATIVE MANAGEMENT
30. CHEM 1A GENERAL CHEMISTRY I
31. CHEM 1B GENERAL CHEMISTRY II
32. CHEM 30B ORGANIC AND BIOLOGICAL CHEMISTRY FOR HEALTH SCIENCES
33. CHDV 60 EFFECTIVE PARENTING
34. CHDV 63 THE SPECIAL NEEDS CHILD
35. CHDV 452 CHILD CARE LAB
36. COMM 8 WRITING FOR MASS MEDIA
37. COOP 91 COOPERATIVE WORK EXPERIENCE
38. COOP 92 GENERAL COOPERATIVE WORK EXPERIENCE
39. CSIS 1 INTRODUCTION TO COMPUTER SCIENCE AND INFORMATION SYSTEMS
40. CSIS 51A BUSINESS DATA PROCESSING
41. CSIS 70 MICROCOMPUTER OPERATING

		SYSTEMS
42.	CSIS 82	UNIX AND LINUX SYSTEM ADMINISTRATION
43.	CSIS 98	COMPUTER PROJECTS
44.	DANC 1	INTRODUCTION TO DANCE
45.	DANC 10A	MODERN DANCE I
46.	DANC 12C	BALLET III
47.	DANC 21	INTRODUCTION TO REPERTORY
48.	DANC 92	TEACHING AID – DANCE
49.	DRAM 31	ACTING IMPROVISATION
50.	DRAM 40	PLAY PRODUCTION – COMEDY
51.	DRAM 41	PLAY PRODUCTION – DRAMATIC
52.	DRAM 68	REHEARSAL AND PERFORMANCE WORKSHOP- DRAMA
53.	ENGL 22	INTRODUCTION TO POETRY
54.	ENGL 24	INTRODUCTION TO THE SHORT STORY
55.	ENGL 42	WRITERS OF MODERN AMERICA
56.	ENGL 46	SURVEY OF BRITISH LITERATURE I
57.	ENGL 47	SURVEY OF BRITISH LITERATURE II
58.	ENGL 49	THE NOVEL
59.	ENGL 113	TECHNICAL WRITING
60.	ENGR 12	ENGINEERING CIRCUITS
61.	ENGR 50	ROBOTICS
62.	ENSL 346	AMERICAN CULTURE (ESL)
63.	ENSL 348	CROSS-CULTURAL COMMUNICATION AND ADJUSTMENT
64.	ENSL 446	AMERICAN CULTURE (ESL)
65.	ENSL 448	CROSS-CULTURAL COMMUNICATION AND ADJUSTMENT
66.	ETNC 16	AFRICAN-AMERICANS IN AMERICAN GOVERNMENT
67.	ETNC 20	NORTH AMERICAN INDIANS
68.	ETNC 21	ANCIENT CULTURS OF MEXICO AND CENTRAL AMERICA
69.	ETNC 30	WOMEN IN CROSS-CULTURAL PERSPECTIVE
70.	ETNC 31	NATIVE AMERICAN WOMEN
71.	ETNC 32	AFRICAN-AMERICAN WOMEN
72.	ETNC 40	THE AFRICAN EXPERIENCE
73.	FACD 130	COMMAND 2A: COMMAND TACTICS AT MAJOR FIRES
74.	FACD 142	PREVENTION 2C: SPECIAL HAZARD OCCUPANCIES
75.	FACD 148	FIRE INSTRUCTOR 2C: EMPLOYING AUDIO-VISUAL AIDS
76.	FACD 166	ETHICAL LEADERSHIP IN THE

CLASSROOM		
77.	FASH 52	HISTORY OF FASHION
78.	FASH 53	APPAREL ANALYSIS AND SELECTION
79.	FASH 63	TAILORING
80.	FASH 65	COUTURE TECHNIQUES
81.	FASH 68	FLAT PATTERN DESIGN
82.	FASH 71	FITTING AND PATTERN ALTERATION
83.	FASH 73	CONTEMPORARY TAILORING
84.	FASH 116	SPINNING AND DYEING
85.	FIRE 102	FIRE HYDRAULICS
86.	FIRE 116	FIRE INSTRUCTOR 1A: INSTRUCTIONAL TECHNIQUES PART I
87.	FIRE 118	INCIDENT COMMAND SYSTEM 100/200
88.	FIRE 120	FIRE PREVENTION 1C: FLAMMABLE LIQUIDS AND GASES
89.	FIRE 123	DRIVER OPERATOR 1A
90.	FIRE 124	DRIVER OPERATOR 1B
91.	FIRE 125	RESCUE SYSTEMS I
92.	FIRE 126	SAFETY OFFICER (S-404) "ALL RISK"
93.	FIRE 127	FIRE COMMAND 1C
94.	FIRE 211	PUBLIC FIRE EDUCATION PLANNING
95.	FIRE 222	VOLUNTEER FIREFIGHTER
96.	GEOG 4	INTRODUCTION TO CULTURAL GEOGRAPHY
97.	GEOG 5	WORLD REGIONAL GEOGRAPHY
98.	GERM 1B	ELEMENTARY GERMAN II
99.	GERM 2B	ADVANCED GERMAN
100.	HIST 6	HISTORY OF WORLD RELIGIONS
101.	HIST 13	WOMEN IN HISTORY
102.	HIST 40	THE AFRICAN EXPERIENCE
103.	HIST 50	AMERICAN HISTORY
104.	HIST 55	HISTORY OF MONTEREY COUNTY
105.	HOSP 54	BEVERAGE SERVICE MANAGEMENT
106.	HOSP 55	LODGING OPERATIONS
107.	HUMA 4	IMAGES OF WOMEN IN THE ARTS
108.	HUMA 40	INTRODUCTION TO FEMINIST THEORY
109.	INTD 50A	INTERIOR DESIGN I
110.	LETP 151	CRIMINAL JUSTICE/ACADEMY INTERNSHIP
111.	LETP 180	CITIZEN'S ACADEMY
112.	LETP 231	ADVANCED LAW ENFORCEMENT TRAINING
113.	LETP 240	ADVANCED TECHNICAL LAW ENFORCEMENT TRAINING
114.	LNSK 92	TEACHING AIDE – SPECIAL EDUCATION
115.	LNSK 301	WORKABILITY: JOB SEARCH

		STRATEGIES
116.	LNSK 303	FUNCTIONAL READING
117.	LNSK 304	CONSUMER MATH I
118.	LNSK 305	CONSUMER MATH II
119.	LNSK 350	SPEECH/LANGUAGE ASSESSMENT
120.	LNSK 351	SPEECH PRODUCTION SKILLS
121.	MATH 262	PLANE GEOMETRY
122.	MEDA 124	MICROBIOLOGY FOR MEDICAL ASSISTANTS
123.	MEDA 128	ADMINISTRATION OF MEDICATIONS
124.	MUSI 4	THE CONTEMPORARY MUSICAL THEATRE
125.	MUSI 17A	JAZZ ARRANGING AND COMPOSITION I
126.	MUSI 20	CHORUS I
127.	MUSI 31	PIANO ENSEMBLE
128.	MUSI 32	JAZZ ENSEMBLE
129.	MUSI 33	STUDIO REHEARSAL BAND
130.	MUSI 41	VOICE LITERATURE
131.	MUSI 43	BRASS INSTRUMENTS
132.	MUSI 44	WOODWIND INSTRUMENT: FLUTE - BEGINNING/INTERMEDIATE
133.	MUSI 45	WOODWIND INSTRUMENT: SAX, CLARINET
134.	MUSI 46	PERCUSSION INSTRUMENTS
135.	MUSI 47	STRING INSTRUMENTS: BASS
136.	MUSI 50C	INTERMEDIATE PIANO
137.	MUSI 50D	ADVANCED PIANO
138.	MUSI 455	ORGAN AND PIANO (BEGINNING)
139.	MUSI 495	SPECIAL TOPICS IN MUSIC
140.	NSCI 6	BASIC SAILING II
141.	NSCI 7	RACING
142.	NURS 65	NURSING ROLE TRANSITION
143.	NURS 201	PREPARATION FOR REGISTERED NURSE LICENSURE EXAM
144.	NURS 252	PHYSICAL ASSESSMENT
145.	NUTF 51	CREATIVE COOKERY
146.	NUTF 58	SANITATION, SAFETY, EQUIPMENT
147.	NUTF 401	FAMILY AND CONSUMER NUTRITION
148.	NUTF 460	CONSUMER AWARENESS
149.	ORNH 70	IRRIGATION DESIGN AND WATER ECONOMY
150.	ORNH 203	ORGANIC VEGETABLE GARDENING
151.	PARK 209	LAW ENFORCEMENT LEADERSHIP
152.	PFIT 92	TEACHING AIDE - PHYSICAL FITNESS
153.	PFIT 421	PERSONAL FITNESS FOR OLDER ADULTS

- 154. PHED 8 WATER POLO
- 155. PHED 15A VOLLEYBALL I
- 156. PHED 15C VOLLEYBALL III
- 157. PHED 20.7 SKILL DEVELOPMENT FOR SWIMMING
- 158. PHED SKILL DEVELOPMENT FOR  
20.10 VOLLEYBALL
- 159. PHED 60 SELF-DEFENSE AND EMPOWERMENT  
FOR WOMEN
- 160. PHED 92 TEACHING AIDE - PHYSICAL  
EDUCATION
- 161. PHIL 40 INTRODUCTION TO FEMINIST THEORY
- 162. PHOT 1C PHOTOGRAPHY III
- 163. PHOT 22 HISTORY OF PHOTOGRAPHY
- 164. PHOT 53 PHOTOJOURNALISM
- 165. PHOT 60 COLOR PRINTING
- 166. PHOT 85 ALTERNATIVE PROCESSES
- 167. PHOT 86 EXPERIMENTAL PHOTOGRAPHY
- 168. POLS 3 POLITICAL THEORY AND ANALYSIS
- 169. POLS 6 ASIAN POWERS: CHINA AND JAPAN
- 170. POLS 16 AFRICAN-AMERICANS IN AMERICAN  
GOVERNMENT
- 171. PSYC 57 ADULT DEVELOPMENT AND AGING
- 172. PSYC 451 DREAMS AND THE SECOND HALF OF  
LIFE
- 173. REAL 54 REAL ESTATE ECONOMICS
- 174. RUSS 1B ELEMENTARY RUSSIAN II
- 175. SPAN 35B SPANISH FOR SPANISH SPEAKERS II
- 176. SPAN BASIC CONVERSATIONAL SPANISH II  
225B
- 177. SSKD 400 STUDY SKILLS  
DEVELOPMENT/SUPERVISED TUTORING
- 178. WOMN 1B LITERATURE/COMPOSITION
- 179. WOMN 12 WOMEN IN AMERICAN HISTORY
- 180. WOMN 13 WOMEN IN HISTORY
- 181. WOMN 31 NATIVE AMERICAN WOMEN
- 182. WOMN 32 AFRICAN-AMERICAN WOMEN
- 183. WOMN 40 INTRODUCTION TO FEMINIST THEORY
- 184. WOMN 54 WOMEN AND RELIGION
- 185. WOMN COMMUNICATION IN COLLEGE: THE  
310 WOMAN WHO WRITES

B. Administrative Personnel

- 12. The Governing Board approve the administrative personnel item listed:

- a) Temporary salary for Dr. Sharon Colton, Associate Dean of Instructional Technology and Staff Development, Track II, Step 5, \$10,034.00 per month, effective July 31, 2007 and ending September 30, 2007.

C. Academic Personnel

- 13. The Governing Board approve the following academic personnel items:
  - a) Employment of Sarah Mawhirter, Women's Studies Instructor/Director of Women's Programs/Women's Studies, Re-entry and Multicultural Resource Center, Step and Column placement pending verification of education and teaching experience, effective Fall 2007.
  - b) Grant Equivalency Based on Eminence to Diane Cheney to teach LNSK 330 Learning Skills Assessment, effective Fall 2007.
  - c) Each month individuals are hired as part-time substitute, and overload. The lists include hires for Spring and Summer 2007.

D. Classified Personnel

- 14. The Governing Board approve the following classified personnel items:
  - a) Employment of Sharon Tolley, Division Office Manager (Service Category 5), Facilities, 40 hours per week, 12 months per year, effective July 31, 2007.
  - b) Employment of Rebecca Holtzer, Fire Academy Assistant (Service Category 4), Fire Academy, 40 hours per week, 12 months per year, effective July 31, 2007.
  - c) Employment of Betty Macias, Financial Aid Advisor (Service Category 5) Student Financial Services, 19 hours per week, 12 months per year, effective July 31, 2007.
  - d) Employment of Susan Torleton, Police Academy Assistant (Service Category 4), Police Academy, 40 hours per week, 12 months per year, effective July 31, 2007.
  - e) Resignation for the purpose of retirement of Arnold Pereyda, Tram Driver/Coordinator (Service Category 3), Supportive Services, 40 hours per week, 12 months per year, effective at the end of the day, August 13, 2007.
  - f) Reduction in work year schedule of Eugen Matei, Instructional Technology Specialist (Service Category 7), Life Science, from current 19 hours per week, 11 months per year, to 16 hours per week, 11 months per year, effective July 31, 2007.
  - g) Reduction in work year schedule of Secretary (Service Category 4), Academic Affairs, from current 19 hours per week, 12 months per year, to 19 hours per week, 11 months per year, effective July 31, 2007.



- h) Establishment of 2 new positions, Custodian (Service Category 2), Facilities, 40 hours per week, 12 months per year, effective July 31, 2007.
- i) Establish new position, Groundskeeper (Service Category 3), Facilities, 40 hours per week, 12 months per year, effective July 31, 2007.
- j) Establish new position, Network Engineer (Service Category 9), Information Systems, 40 hours per week, 12 months per year, effective July 31, 2007.
- k) Establish new position, Instructional Technology Specialist (Service Category 7), Library, 40 hours per week, 12 months per year, effective July 31, 2007.
- l) Establish new position, Clerical Assistant II (Service Category 3), English Study Skills Center, 19 hours per week, 12 months per year, effective July 31, 2007.
- m) Establish new position, Clerical Assistant II (Service Category 3), Business & Technology, 18 hours per week, 8 months per year, effective July 31, 2007.
- n) Establish new management position, and approve job description, P.O.S.T. – Continuing Education Coordinator (Service Category 37), Police Academy, 19 hours per week, 12 months per year, effective July 31, 2007. This position is exempt from overtime.
- o) Approve increase in hours of Lab Specialist (Service Category 5), Auto Technology, from 19 hours per week, 11 months per year, to 40 hours per week, 11 months per year, effective July 31, 2007.
- p) Approve increase in hours of Theatre Management Specialist (Service Category 5), Creative Arts-Drama, from 32 hours per week, 12 months per year to 40 hours per week, 12 months per year, effective July 31, 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

Mr. Bissell reported that the Budget workshop he was to attend was cancelled due to the fact that there was no State Budget.

MSC Page, Tunney

07-02

BE IT RESOLVED, That the 2006-2007 Monthly Financial Reports for the period ending June 30, 2007 be accepted.

Mr. Bissell stated that according to standard procedure for public works projects, a filing of a Notice of Completion is required to be filed within the County of the project's location. Upon the Board's

approval to authorize the filing of the Notice of Completion with the County, a 35 day period will follow in which sub-contractors, vendors, and related material suppliers formally satisfy all liens and unpaid bills. After the 35 days, the District will release any remaining funds to the contractor less adequate funds to satisfy outstanding issues.

MSC Tunney, Steck

07-03

BE IT RESOLVED, That the Board authorize the District to file a Notice of Completion of Contract with the County of Monterey for the Physical Education Complex, Phase 1A, Stadium, Track and Field and Softball Facility, DSA Application No. 01-106898, File No. 270C1.

MSC Tunney, Page

07-04

BE IT RESOLVED, That the Governing Board approve the awarding of the New Lecture Forum Bridge bid to Granite Construction Company in the amount of \$1,780,096.00.

MSC Page, Steck

07-05

BE IT RESOLVED, That the Governing Board ratify the Project Assignment Amendment 10 A (PAA) in the amount of \$5,500 with Alfa Tech, Inc. to provide additional services necessary to satisfy DSA (Division of State Architect) requirements for the replacement of the existing Lecture Forum Bridge.

MSC Steck, Tunney

07-06

BE IT RESOLVED, That the Governing Board approve the signing of the 2007-2008 Funding Terms and Conditions (FT&C) contract for Program Requirements for the Infant and Toddler Child Care Resource Program at Monterey Peninsula College.

Chair of the Board, Lynn Davis, stated that the Board has been conducting an on-going evaluation of Dr. Garrison as this was his first year at MPC. We set goals and objectives for him and not only did Dr. Garrison fulfill those goals and objectives, but he exceeded them. We are compensating him based on comparables and we feel that we have a real bargain with him. It was the unanimous decision of the Board that the following resolution be supported.

MSC Page, Steck

07-07

BE IT RESOLVED, That the employment agreement with Dr. Douglas R. Garrison be amended to increase the annual salary to \$203,000 effective August 1, 2007; and,

BE IT FURTHER RESOLVED, That all other terms of the employment agreement remain unchanged and in full force and effect.

REPORT ON DEMOGRAPHICS OF 2007  
GRADUATING CLASS

INFORMATION

Mr. Carsbia Anderson reported that MPC graduated 229 female and 162 male students and of those students, 288 received Associate of Arts degrees and 103 received Associate of Science degrees. Forty-nine students received Certificates of Achievement or Completion. One hundred and forty-four students declared University Studies/UC/CSU Transfer as their major; 85 declared General Studies; 22 declared Business Administration; 40 declared Nursing; 13 declared Art; 14 declared World Languages; and 22 declared Administration of Justice or Fire Protection as their major. There were 76 Asian Pacific Islanders; 21 Black; 48 Hispanic; 8 Middle Eastern; 32 undeclared; 205 white; and 1 Native American. Two hundred and forty-two students lived in the MPC district; 83 students lived in Hartnell College District; 6 students lived in the Cabrillo District; 19 were listed as California; 16 were listed as out-of-state; and 25 were listed as international.

Mr. Anderson reported that 141 graduates received financial aid and the average grade point average was 3.2.

Mr. Anderson stated that 43 graduates applied to UC Berkeley and 16 were admitted. MPC's percentage rate of acceptance was 37%; State average was 31.6%. Fifty MPC graduates applied to UC Santa Cruz and 48 were admitted. MPC's rate of admission was 91%; the State's rate was 66%. Thirty of MPC's graduates applied to UC Santa Barbara and 22 were admitted. MPC's rate of admission was 73%; the State's rate of admission was 65.3%. One hundred and twenty-four of MPC's graduates applied for admission to CSUMB and 65 were admitted. MPC's graduates were the 5<sup>th</sup> highest in the State to be accepted. One hundred and twenty-nine of MPC's graduates applied to San Jose State and 79 were admitted.

Mr. Anderson distributed a flyer on the Extended Opportunity Programs and Services Graduates & Transfers Class of 2007. This is a State-funded program designed to assist low-income and educationally disadvantaged students gain access to and successfully complete a program of higher education. He also pointed to the scholarship recipients listed, many of whom have been invited to the Board meetings and spoken to the Trustees, such as Richard Cathey, recipient of the Karl S. Pister Leadership Opportunity Program Scholarship at UCSC; LaShandra Batiste, student/athlete; and John P. O'Brien, MPC Honor Society.

Mr. Anderson also distributed a flyer on the MPC Upward Bound Class of 2007. This program is a federally-funded program that assists low-income, first-generation college students attending Seaside, Marina, and Monterey High Schools in completing high school and successfully preparing for college. The flyer listed students, their accomplishments, their majors, and where they intend to attend college.

Mr. Anderson also shared some letters sent to Congressman Sam Farr from students who had taken advantage of the Upward Bound program and how it had positively impacted their lives.

The Trustees thanked Mr. Anderson for his comprehensive and informative report.

REPORT ON NEW STUDENT SERVICES  
BUILDING

INFORMATION

Mr. Carsbia Anderson gave a presentation with schematics on the new Student Services building which has gone through several iterations. It will be located near the Student Center so the buildings should have similar lines and work well together. The project team has discussed this over many sessions with the architect and have designed the function and use of this building all within budget. The Trustees were interested to know who was on the team and who would be using this facility. Mr. Anderson reported that the Counselors, Admissions and Records, Transfer Center, EOPS, TRIO, Financial Aid, and Health Services will be housed in the building.

Dr. Garrison reported that the Student Services building has been sited three times since his tenure. The Student Services building will take a few of Parking Lot E parking spaces. However, we will gain additional parking spaces when the Child Development portable is taken away and the Supportive Services building is demolished. The District is also looking for bus service to drop students off at that location rather than at the bottom of the campus.

Dr. Tunney asked if the District should have one architect for the campus so that the buildings would have a similar look and feel. It was noted that there is a campus Master Plan and there is an established color and scheme to be followed for campus buildings.

Mr. Davis asked for clarification on the Board's role in review and approval of capital projects. Dr. Garrison said he would meet with the Chair and the Vice Chair of the Governing Board and devise a process.

MSC Tunney, Steck

07-08

BE IT RESOLVED, That the Governing Board approve the 2007-2008 Appropriation Limit per Article XIII-B, California Constitution (Gann Limit) as computed on the attached worksheet.

CALENDAR OF EVENTS

INFORMATION

The Trustees reviewed the Calendar of Events.

Advance Planning

Regular Governing Board meeting: Tuesday, August 28, 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.

Adjournment

The meeting was adjourned at 5:50 p.m.

Respectfully submitted,

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

Minutes7312007  
July2007