

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

Closed Session, Stutzman Room, LTC, 1:30-2:55pm
Open Session, Sam Karas Room, LTC, 3:00-5:43pm
980 Fremont Street, Monterey, California 93940

TUESDAY, JANUARY 26, 2010

MINUTES

1. OPENING BUSINESS

- A. Call Public Session to Order and Roll Call
- B. Closed Session

Items under discussion:

- 1) Conference with Real Property Negotiator: Parcels L23.5.1. and L23.5.2 and Parcels E2c.3.1 and E2c.2. Negotiating Party – Monterey Peninsula Community College District, Joe Bissell.
 - 2) Public Employees Discipline/Dismissal/Release.
 - 3) Public Employee Evaluations - Faculty: Anthropology, Biology, Computer Systems/Information Technology, COOP, Counselor, Dental Assisting, English (three positions), Interior Design, Medical Assisting, Photography, Physical Education/ Baseball, and Reading.
- C. Reconvene to Open Session
 - D. Reporting of Any Action Taken During Closed Session:
BE IT RESOLVED, that the Governing Board approved the dismissal of classified employee #4477 effective December 18, 2009, and terminated the employee's health and welfare benefits effective January 31, 2010.

PRESENT:

Mr. Charles Brown, Trustee
Dr. Margaret-Anne Coppernoll, Trustee
Mr. Lynn Davis, Chair
Dr. Douglas Garrison, Secretary
Mr. Charles Page, Trustee
Dr. Loren Steck, Vice Chair

ABSENT:

Mr. Michael Dickey, Student Trustee

2. RECOGNITION

- A. Acknowledgment of Visitors - Lynn Davis introduced Robin Venuti, Executive Director of MPC Foundation, who begins her employment February 1, 2010.
- B. Moment of Silence for Sherman Smith, our 32-year Board member from 1965-1997 who passed away January 12th and Jack Bessire, Vice President for Instruction and Student Services and Interim Superintendent/President, serving 27-years from 1967-1995, who passed away January 17th. Also included in the Moment of Silence was the passing of Lynn Davis' brother, Cec Davis, who passed away the end of December.
- C. Proclamation honoring Sherman Smith - Lynn Davis read MPC's Proclamation honoring Sherman Smith and in closing recited, "The Monterey Peninsula College Governing Board would like to honor Sherman Smith by recognizing his distinguished military career, his years of community service to the Greater Monterey Peninsula, his dedication to his family and wife Elizabeth, and the 32 years of leadership and counsel he afforded Monterey Peninsula College."
[Sherman Smith Proclamation.pdf](#)
- D. Monterey Peninsula College Foundation Donations for December, 2009, totaling \$67,022.
[Recog A.2. Foundation Donations December 2009.pdf](#)

3. COMMUNICATIONS

- A. Comments from Visitors – none.
- B. Written Communications:
 - 1) Email reminder from LULAC: "Guest speaker Charlie Brown to speak at LULAC meeting, January 9th, at Oldemeyer Center."

The following articles were published in the Monterey County Herald, December 4, 2009 to January 15, 2010:

- 2) Christmas spirits bring yuletide rebirth to MPC Theatre Company classic "A Christmas Carol."
- 3) MPC Storybook Theatre presents "Treasure Island."
- 4) MPC Theater Company presents Cole Porter's "Anything Goes."
- 5) MPC Seeks General Contractor: ad for Marina Education Center bids.
- 6) Letter to Editor: "Go for the four-year colleges."
- 7) Letter to Editor: "MPC an affordable option."
- 8) Obituary for Ronald Wayne Rinehart, former Chemistry Lab Manager.
- 9) Letter to Editor: "Suggestions for Pacific Grove teacher 'dismayed' that seniors plan to attend MPC instead of a four-year college."
- 10) Letter to Editor: Dr. Jim Tunney, outgoing MPC Board Chair, "MPC: Out on High Note, In Good Hands."
- 11) Liz Horvath, Senior Advocate: "Business and life both need plans."
- 12) Seniors Page: Leon Stutzman: "A full life blended with harmony."
- 13) Your Town: "MPC Foundation names executive director Robin Venuti."
- 14) Gentrain Society Lecture: "Telling stories of the seas - 25 years at the Monterey Bay Aquarium, January 20, LF103, 1:30-2:30pm."

C. Reports and Presentations:

1) INSTITUTIONAL REPORT – DIANE EISENBACH’S SABBATICAL REPORT ON CERMIC ART IN TURKEY

Diane was granted sabbatical leave in fall of 2007 to travel to Turkey to explore ceramic art. Her own art work after the sabbatical was exhibited in the Art Gallery in September of 2009. Diane’s presentation highlighted slides of both finished ceramic pieces and works in progress. During her excursion in September she saw mosques with hundreds of tiles lining the walls from artisans in the 15th century combining glass with ceramics. Diane visited both cities and the countryside, learning of their pottery used for daily food preparation, cooking and serving dishes, with intricate designs, simple firing methods, and everyday uses. Another form of expression was the ceramic lanterns hung from ceilings which filled the country’s mosques, marketplaces and homes. Istanbul’s light was amazing and the mosques at night were colorful and vibrant. Inspired by these images, Diane focused her own exhibition on ceramic forms hung from the ceiling with their emphasis on the changing light, and additional ceramic pieces were hung on the Art Gallery walls.

2) SUPERINTENDENT REPORT – DR. DOUG GARRISON

Dr. Garrison accompanied Trustees Dr. Coppernoll and Mr. Brown to the new trustee workshop in Sacramento last weekend. The workshop provided further insight into the 2010-11 academic years and the current governmental environment which will influence our spring activities: reviewing Institutional Goals, updating the Fiscal Stability Plan, and updating the Educational Master Plan. The administrative staff held a retreat this month to talk about these tasks. Flex Days is tomorrow and Dr. Garrison will talk about the Governor’s proposed budget. We must reexamine our priorities as a college as that message has been further underscored from clear directives from Sacramento. Finally, he was both happy and sad to announce that Vice President Joe Bissell will retire at the end of August, 2010 and an employment search will begin.

[Report Super-P January 2010.pdf](#)

3) VICE PRESIDENT, ACADEMIC AFFAIRS REPORT - DR. JOHN GONZALEZ

John Gonzalez is pleased to report that enrollment at the Marina Education Center is very healthy with 923 class enrollments, the largest enrollment in the post-Fort Ord era. Strategic planning is continuing with Dean Laura Franklin. The Center is increasing from four to eight classrooms in the fall of 2011. Overall enrollment for MPC’s spring 2010 is also very healthy and there is a 7-page list of closed classes. This trend is evident in our changing demographics; more students are looking to transfer and they need general education classes. In keeping with the increased focus from Sacramento on transfers, career education and basic skills; we are engaging in strategic planning to reassess our services. Academic Affairs and the Division Chairs are involved in enrollment management to maximize student access, reallocating resources due to high demand, recognizing the aforementioned shifting demographics, and meeting the challenges of opening new sections with the proper instructional discipline

experts. It is imperative that we communicate with students to be proactive as they enter as freshman. The final Accreditation Self Study Report was distributed, with the attached Addendum updating strategic activities from July 2009 through December 2009. John reiterated his thanks to Diane Boynton as co-editor, all the standards co-chairs, Public Information Officer Rich Montori and PIO Assistant Jeanette Haxton for the Report's production, and to Kim Panis for the hot links. The Visit Team has access to both the hard copy and the documentation links. Lastly, thanks went to Fred Hochstaedter for being co-chair of the Steering Committee. The accreditation process at MPC was very smooth because of the relationship with Administration and Academic Senate and the cooperation between the two groups. This Friday's previsit by the accreditation chair and his assistant sets the logistics of the March 8-11 visit, and John distributed the roster of the 13-member visit team. The Board congratulated John, Fred and the entire team on their hard work over the last two years and looks forward to the visit.

VICE PRESIDENT OF STUDENT SERVICES - CARSBIA ANDERSON

Carsbia Anderson attended the memorial service for Sherman Smith and was proud to have the representation from MPC. He appreciated the comments made by Lynn Davis, Don Freeman and Charlie Page. Mr. Smith's contributions were too numerous to mention. Jack Bessire's passing, as former Dean of Student Services, and the first Vice President of Student Services and Academic Affairs, was also a tremendous loss to our community. Carsbia walked in the MLK March last Saturday and was happy to report that MPC had a financial aid table at the event staffed by Claudia Martin, Director of Student Financial Services. On February 17th from 6:00-8:00pm in LF1023, MPC is hosting a Veterans Outreach presentation, one of eight in the state, headed by Colonel Rocky Chavez, Undersecretary of VA Affairs for California. Gaozong Thao, our Matriculation Specialist, arranged for the outreach visit which will provide information on home loans, education and jobs. Undersecretary Chavez will be accompanied by the Secretary of AV Affairs Mr. Brodigan and Senator Maldonado. We currently have 200 veterans and those numbers are growing; these student-veterans constitute the highest number of veterans since Fort Ord was open. Admissions and Records is very busy in registering students and there are more closed classes than open classes; we may have to turn away students. Counseling is also very busy along with EOPS. Both EOPS and TRIO are capped in enrollment. Our CDC has 73 families on the waiting list with only seven new families accepted this term. Financial Services has done local outreach to high schools in Carmel, Monterey, and Pacific Grove; they will be at Marina High School and Seaside High this week. Tram service will be eliminated February 26th and methods to negotiate campus have been addressed. Lastly, Student Health Services has been responsive to current conditions and Lara Shipley, our RN from CHOMP, held a depression clinic for faculty and staff, and is busy offering workshops addressing student suicides and grief, managing the CERT program, and hosting several H1N1 free clinics, all services making a real difference at MPC.

VICE PRESIDENT, ACADEMIC SERVICES – JOE BISSELL

Joe Bissell attended the Community College Budget Workshop recently and four main themes emerged: 1) community college budgets will get worse; 2) the economy is recovering slowly with California's behind the national recovery; 3) the Governor's Office is recognizing the importance of community colleges in the recovery of the state of California; and 4) the last governor's budget listed all of the projects being approved with existing bond funding. MPCCD's humanities, old student services and BH buildings are on that list for \$4,485,000. This is good news as our construction was originally waiting until a bond was approved in 2010. On the state list of 85 pending projects, our project was funded. Joe pointed out New Business item #7, which is a large budget transfer of \$845,000, significantly larger than normal. This transfer is to carry forward balances from the prior year due to carry over instructional equipment monies, basic skills reserves in anticipation of possible cuts, and EOPS/DSPS/Matriculation balances held over to pay current salaries.

4) ACADEMIC SENATE REPORT – DR. FRED HOCHSTAEDTER

Fred Hochstaedter noted there are five faculty members on the visiting team roster and is pleased to see that representation. He has met Frederick Trapp, a retired researcher and former dean, who is a trusted person working with the accrediting agency on student learning outcomes, how to measure student success, and examination of institutional effectiveness. Fred invited the Board to Flex Day activities. The keynote speaker is Dr. Patrick Perry, Vice Chancellor of Information Technology and Information Systems, to speak on changing demographics in California for community colleges and where students are going. Following staff presentations there are breakout sessions on both days.

5) CSEA REPORT – BRENDA KALINA, PRESIDENT

Brenda Kalina introduced herself to the two new Board members as President of the CSEA, Chapter 245. The CSEA held their elections in December, and two new Board members were selected: Loran Walsh, Vice President, and Paula Norton, Secretary. It has been hard to replace Ron Rinehart, our previous Secretary for over twelve years. Linda Ransom, CSEA's Treasurer for several years, works in the Financial Aid Office with Brenda. On January 8-10 the CSEA Leadership Institute was held at Asilomar. CSEA attended their installation dinner, and this past Saturday there was a workshop at MCOE on bargaining. Two members are attending job steward training. Loran attended a recent rally in Sacramento on health care. Brenda makes herself available to the Board for classified issues.

6) MPC FOUNDATION REPORT – LYNN DAVIS, CHAIR

Lynn Davis reported on last month's Foundation Board meeting activities. First passed were three funding resolutions: 1) to take \$100,000 in unrestricted reserves; 2) to approve \$40,000 for scholarships; and 3) to fund another \$40,000 for Academic Excellence grants. The Foundation has done an excellent job in increasing their support. The President's Circle, contributors of \$1,000 or more, increased from 40 donors in 2008 for \$50,000 to 87 donors, to total \$164,000. This accomplishment is due to the management by John Mahoney and Kelly

Saunders who were commended for their achievement in this economy. A \$15,000 grant came in last month for instructor David Clemens' Great Books Program which brings in writers and poets for seminars. With the new direction and leadership within the Foundation Board, and the new Executive Director's background in development and fundraising, 2010 looks to be an excellent year for the Foundation.

7) GOVERNING BOARD REPORT – TRUSTEES

Charles Brown attended the new board member conference in Sacramento which was informative with qualified speakers, extra mentors to help new trustees, and great workshops. Dr. Coppernoll concurred with Charlie Brown's and Dr. Garrison's prior remarks that the conference was well run and organized, imparting substantial and significant information. There were messages from state legislators and the CCLC's Chancellor presenting a grim picture in terms of the types of reductions in curriculum offerings. The state treasurer's message, although also grim, had a positive outlook for California as being the best state in terms of youth and that we are going to have great opportunities to educate these young people at community colleges. Charlie Page commented that our campus is very fortunate to have unique sculptures and expressed his appreciation to Steve Morgan and Facilities in maintaining them. Lynn Davis attended the Dr. Martin Luther King scholarship breakfast at NPS with Dr. Garrison and the Sherman Smith service.

8) BOND UPDATE REPORTS – JOE DEMKO

Joe Demko commented on the bid held today for the Marina Education Center. With 22 bidders it was the largest response that Joe has ever seen. 18 of the 22 bids were in the \$4M range which means that the documents from the architect were clear and that it was a fair bid for all contractors. Other good news is that this building is substantially under budget. Kitchell is pleased to see the sub-contractor list which has many local contractors, a positive aspect of this bid, and Dilbeck and Sons is excited to get started on the Marina project. It is anticipated to have \$1.5M returned to bond funding after completion of the Marina Education Center.

- a. Active Bond/Facility Projects Update
- b. MPC Master Schedule/Construction Phase Only
- c. Cost Control Report

[Report Bond-Facility Update 1-14-10.pdf](#);

[Report Constru Sched.pdf](#);

[Report Cost Control 1-14-10.pdf](#)

4. CONSENT CALENDAR

- A. Routine Business Transactions, Annual Renewal of Programs, Bids, Agreements, Notice of Public Hearings and Proclamations.

Motion Page / Second Steck / Carried

10-60

BE IT RESOLVED:

- 1) That the Governing Board approves the minutes for the Regular Meeting on December 15, 2009.

[..\2009 Board Meetings and Forms\12 December 2009\12.15.09 Regular Meeting Minutes.pdf](#)

- 2) That the Governing Board accepts gifts donated to the college with appropriate acknowledgement to donors.
[Consent A.2 Donations.pdf](#)
- 3) That the December manual, supplemental and regular payrolls, and the January regular and supplemental payrolls, in the amount of \$2,344,236, be approved.
- 4) That commercial warrants numbers for November, 2009, totaling \$2,520,938 be approved:
12749671 through 12749716; 12750699 through 12750722;
12752071 through 12752123; 12752903 through 12752933;
12754117 through 12754159.
- 5) That commercial warrant numbers for December, 2009, totaling \$1,600,436 be approved:
12754807 through 12754823; 12755327 through 12755354;
12756464 through 12756503; 12757518 through 12757558;
12758481 through 12758488; 12760063 through 12760065.
- 6) That purchase order numbers for December, 2009, totaling \$450,016 be approved:
100646 through 100694.
- 7) That the following budget increases in the Restricted General Fund totaling \$845,690, be approved:
Net increase in the 1000 (Certificated Salary) Object expense for \$344,379;
Net increase in the 2000 (Classified Salaries) Object expense category for \$58,622;
Net increase in the 3000 (Benefits) Object expense for \$62,342;
Net increase in the 4000 (Supplies) Object expense for \$137,855;
Net increase in the 5000 (Other/Services) Object expense for \$49,679;
Net increase in the 6000 (Capital Outlay) Object expenses for \$144,964;
Net increase in the 7000 (Other Outgo) Object expense category for \$47,849.

Restricted General Fund increases: Increase of \$2,592 in revenue and matching expenses to reflect funds received for FY 2009-2010.
Increase of \$843,098 in revenue and matching expenses to reflect funds carried forward from FY 2008-2009 to FY 2009-2010.
[Consent A.7 Restricted General Fund.pdf](#)
- 8) That the following budget adjustments in the Unrestricted General Fund for the period October 12, 2009 through January 11, 2010, be ratified:
Net decrease in the 2000 (Classified Salary) Object expense for \$1,964
Net decrease in the 3000 (Benefits) Object expense for \$628
Net increase in the 7000 (Other Outgo) Object expense for \$2,592
[Consent A.8 Unrestricted General Fund.pdf](#)

- 9) That the following budget increases in the Child Development Fund be approved:

Increase of \$13,751 in revenue and matching expenses, to reflect funds carried forward from FY 2008-2009 to FY 2009-2010.

[Consent A.9. CDC.pdf](#)

- 10) That the following budget adjustment in the Parking Fund be ratified:

Net increase in the 2000 (Classified Salary) Object expense for \$6,200

Net increase in the 3000 (Benefits) Object expense for \$3,819

Net decrease in the 5000 (Other/Services) Object expense for \$10,019.

[Consent A.10 Parking Funds.pdf](#)

B. Faculty Personnel:

- 11) That the Governing Board approves the academic personnel actions listed:

a. Resignation of Eleanor Szaszy, English Instructor, effective January 30, 2010, for the purpose of retirement and confer upon her the title of Professor Emeritus. Dr. Garrison acknowledged Eleanor for her 36½ years of service to MPC and of the level of knowledge she maintains as a senior Faculty member.

b. Grant Equivalency Based on Eminence to Margarett Foster to teach MEDA112, effective Spring 2010.

c. Grant Equivalence to Minimum Qualifications to Annette Scheibner to teach German, effective Spring 2010.

d. Each month individuals are hired as part-time, substitute, and overload. The attached list includes faculty hires for Fall 2009, Early Spring 2010 and Spring 2010.

C. Classified Personnel:

- 12) That the Governing Board approves the classified personnel actions listed:

a. Employment of Leslie Procive, Administrative Assistant IV, to Vice President of Academic Affairs, 40 hours per week, 12 months per year, effective January 27, 2010.

b. Resignation of George Perez, Admissions and Records Specialist, 40 hours per week, 12 months per year, effective December 7, 2009.

D. Short Term, Non-continuing and Substitute Personnel:

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

[Consent D. Short Term List.pdf](#)

5. **NEW BUSINESS**

- A. BE IT RESOLVED, that the 2009-2010 Monthly Financial Reports for the period ending December 31, 2009, be accepted.

Motion Steck / Second Page / Carried

10-61

Joe Bissell reported most funds continue to track as projected. One fund not tracking is the self insurance fund because expenses are significantly higher than budgeted. Local property tax shortfalls cannot be estimated at this time of year. The Governor's Budget is projecting a \$19.9B shortfall, which he is proposing to close using expenditure reductions, assumed federal aid increases, and alternative funding or funding shifts. Dr. Garrison commented that one of the new trustee workshop sessions talked about best practices in monitoring fiscal conditions, and pointed out for our new trustees that each month's financial report highlights the district's current budget, year to date actual, cash balance and any other factor impacting the Financial and Budgetary Report.

- B. BE IT RESOLVED, that the Quarterly Financial Status Report for the quarter ending December 31, 2009, as presented on form CCFS 311Q, be accepted.

Motion Page / Second Coppernoll / Carried

10-62

- C. BE IT RESOLVED, that the Governing Board receive the District's Annual Financial Audit Report for the fiscal year ended June 30, 2009.

Motion Page / Second Steck / Carried

10-63

<..\Audits & Financial Docs\Monterey Peninsula CCD Audit August 2009-2008.pdf>

Bill Rauch, representative from Vavrinek, Trine, Day & Co., Certified Public Accountants, highlighted the summary of the auditors' results for the year ended June 30, 2009, noting the audit reported findings in three areas:

- 1) Financial Statements received an unqualified opinion, which means this was a clean report and that the financial statements are materially correct (see page 63), and there were no findings to report. This is an excellent audit result.
- 2) Federal Awards received a qualified opinion on the TRIO Program as there were three findings which have been addressed and corrected. There were no findings in the Student Financial Assistance Cluster, the Marine Advanced Technology Education Resource Center and the Polar Hydrobot Simulator Funds, and all three programs received an unqualified opinion, which is commendable.
- 3) State Awards received an unqualified opinion with no findings to report, again commendable.

Mr. Rauch advised the Board they should feel very comfortable with the information they receive from the District, that the financial information is reliable, and there are no adjustments required to the audited financial statements, which is why page 51 of the Report is blank. Joe Bissell introduced Rosemary Barrios, Controller, and credited her staff for putting all the numbers together for this strong audit report.

Mr. Rauch spoke to the District's benefits provided to retirees which currently have an unfunded actuarial accrued liability of \$11M. The current fund balance in the District's Self Insurance Fund is \$8.5M of which \$3M has been designated for the retiree health benefit reserve. It was not recommended to set aside this reserve liability in an irrevocable trust as it cannot be used for any other reason and cannot be pulled back. Also reported was that Gentrain was included in this year's audit and the auditors noted they were following all internal controls over disbursements and are now operating through the district's accounting department.

- D. BE IT RESOLVED, that the Governing Board receive the Monterey Peninsula College Foundation Accountant's Review Report for the years ending December, 2006 and December, 2007, and the Annual Audit Report for the year ending December, 2008.
Motion Coppernoll / Second Steck / Carried

10-64

[..\Audits & Financial Docs\Monterey Peninsula College Foundation Audit 2008.pdf](#)

Bill Rauch, representative from Vavrinek, Trine, Day & Co., Certified Public Accountants, continued his audit reports by summarizing the results of the Foundation audits. The district contracted for a review of years 2006 and 2007 and a full audit of 2008 which received an unqualified opinion. This is important so that all donors can be assured that the financial statements are audited, clean and materially correct. The Foundation is now caught up on financial reviews as of December 31, 2008. The Foundation is already looking to contract for the 2009 audit to allow for more timely and current financial statements for donors. Lastly, page 3 lists all Foundation funds; it was noted that Unrestricted Funds had a decrease of \$95,000 due to the loss in last year's investment portfolio. With the strong direction now evident in the Foundation, the auditors anticipate a positive audit for the 2009 Review Report. Dr. Garrison commended the Foundation and the College for the strong statement of all the work being done within the college for all three great audit reports.

- E. BE IT RESOLVED, that the Governing Board receive the District's Measure I General Obligation Bonds Performance Audit and Independent Auditor's Report for the fiscal year ending June 30, 2009.

Motion Steck / Second Page / Carried

10-65

[..\Audits & Financial Docs\Monterey Peninsula CCD Audit Measure I Bond 2009.pdf](#)

Mr. Rauch, representative from Vavrinek, Trine, Day & Co., Certified Public Accountants, continued his audit reports. This audit was for the 2009 Measure I General Obligation Bonds Performance. Again, an unqualified opinion was received, and the financial statements in all material respects are being presented fairly. A bond audit is required annually to verify that bond funds are applied in accordance with applicable laws, to verify compliance with expenditure allowances related to local bond funding, and to verify that the local bond proceeds and expenditure of funds are accounted for separately as required. This unqualified opinion is important to note for the assurance that the bond funds are being expended as reported.

- F. PUBLIC HEARING: Recommendation to Establish Monterey Peninsula College Foundation as an Auxiliary Organization of the Monterey Peninsula Community College District.

PUBLIC HEARING

[New Bus F. Public Hearing Foundation.pdf](#)

Chair Lynn Davis opened the public hearing and invited public comment on the recommendation. As there were no public comments Mr. Davis closed the public hearing. Dr. Garrison spoke to the history of the change in the Foundation's direction, and of the path to move from continuing as an independent foundation to the discussions held to recommend changing to an auxiliary foundation. The Governing Board, upon approval of this change, will direct Dr. Garrison to submit for approval the new Master Agreement along with the Auxiliary Regulations to the Chancellor's Office,

and that the Master Agreement would go into effect upon approval by the Chancellor's Office. The discussions on revising the Master Agreement were necessary due to the scheduled expiration of the existing Master Agreement which expired in July of 2009; that Agreement contained an expiration clause so that it stayed in effect until a new agreement was enacted. Also of concern were the Foundation's financial developments where the assets of the Foundation had the unrealized gain noted in the audit. In December of 2008 the Governing Board and the Foundation Board of Directors formed a joint subcommittee to examine the agreement and address the operating procedures. The subcommittee met in March-May 2009 and presented their recommendations to the Foundation Executive Committee in July. One recommendation called for a joint study session that occurred on August 11, and on August 25 the Governing Board approved the recommendations of that subcommittee. This recommendation authorized Dr. Garrison to work toward the development of a revised Master Agreement which was done in consultation with the district's legal firm, Lozano Smith. The revised Master Agreement was then reviewed by Dr. Garrison and by Mr. Lynn Davis, as both an attorney and prior president of the Foundation. The revised Master Agreement was presented to the Foundation Board of Directors in January of 2010 for approval and is being now brought to the Governing Board for approval. This Master Agreement's primary goal is to strengthen the integration between the Foundation and the College and to further underscore its support for the future. The Governing Board already adopted a series of Regulations for Auxiliary Organizations in October of 2000 and this proposal for a revised Master Agreement is being presented to the Governing Board in concert with those regulations.

- G. BE IT RESOLVED, that the Governing Board approve the new Master Agreement between the Monterey Peninsula College Foundation and the Monterey Peninsula Community College District for a four year term, wherein the Monterey Peninsula College Foundation is recognized as an auxiliary foundation as described in Education Code Section 72672 and California Code of Regulations, Title 5, Sections 59255 and 59257; and,

[New Bus G. Foundation Aux Status.pdf](#)

BE IT FURTHER RESOLVED, that the Superintendent/President is directed to submit for approval the new Master Agreement in accordance with the MPCCD Regulations for Auxiliary Organizations to the Chancellor's Office of the California Community College System; said Master Agreement to be effective on approval of the Chancellor's Office.

[New Bus G. Foundation Master Agreement.pdf](#)

Motion Page / Second Coppernoll / Carried

10-66

- H. BE IT RESOLVED, that the Governing Board approve the contribution of \$339,728 from the Nellie Irons Orr Fund, also known as the MPC Scholarship Trust, to the California Community Colleges Scholarship Endowment Fund (CCCSEF) established by the Osher Foundation, and direct the Superintendent/President to execute a revised Fiscal Agent Agreement and Fund Transfer Exhibit as required, and,

[New Bus H. Orr-Osher Transfer.pdf](#)

BE IT FURTHER RESOLVED, that the Governing Board designate the recipients of the CCCSEF as Orr Scholars as part of the Osher Initiative for California Community College Students.

Motion Steck / Second Brown / Carried

10-67

Dr. Steck provided an overview of the history of the Bernard Osher family plan for student scholarships and how MPC received a share of this endowment determined by the number of our FTES. This endowment amounted to eight and one-half \$1,000 scholarships awarded per year in perpetuity. Using monies from the Nellie Irons Orr Fund, the Foundation will be able to increase scholarship funds by meeting the conditions and challenge from the Osher Foundation on a 2:1 match; by the Foundation committing to this match, student scholarships will be increased to award twenty-five scholarships annually, again in perpetuity, starting in the fall of 2010. Dr. Steck was complimented for his stewardship of the Foundation's scholarship program. MPC is only the seventh community college of the 110 community colleges to have met this matching challenge. The neediest of our students qualify for these scholarships by demonstrating their financial need, enrollment as part time students, and BOG fee waivers.

- I. BE IT RESOLVED, that the 2010-2011 non-resident tuition rate for the District be established in accordance with ECS 76140 at \$183 per semester unit, with no fee for capital outlay.

Motion Steck / Second Page / Carried

10-68

- J. BE IT RESOLVED, that the Governing Board approve the awarding of the Marina Education Center construction project to Dilbeck and Sons, Inc., in the amount of \$4,309,949.

Motion Coppernoll / Second Brown / Carried

10-69

Architect Ken Skates, president of HGH Architects, presented the building plan for the Marina Education Center. This project is located at Imjin and Third Streets in Marina, and Phase I is a 12,000 square foot build-out with five structures in a courtyard plan, which is a planning methodology allowing for future expansion. This plan contains two classroom wings of two classrooms each with one multipurpose room on the third side, and a small support building, for a total of eight classrooms. Successive phases will be built on the east side. The buildings will have sloping roofs and the design screens off the winds in Marina. Grounds have concrete pathways, which allow the property's trees to remain. A wind turbine 16 foot tall produces power for the school and also provides a focal point for the campus.

- K. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment (PAA) #23 with David Foord, Inspector of Record (IOR), to perform inspection services in conjunction with the construction of the Education Center at Marina on an hourly basis not to exceed \$98,000.

Motion Page/ Second Coppernoll / Carried

10-70

- L. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment (PAA) #21 with HGHB Architecture, Planning, Urban Design, for architectural services in conjunction with swing space needs utilizing relocatable classrooms in the area adjacent to the Theater and Social Sciences site for a fixed fee of \$103,000.

Motion Steck / Second Page / Carried

10-71

- M. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment (PAA) #22 with HGHB Architecture, Planning, Urban Design, for schematic design architectural services for the first phase of renovation of the first floor of the Gymnasium for a fixed fee of \$28,000.
Motion Steck / Second Page / Carried **10-72**
- N. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment (PAA) #23 with HGHB Architecture, Planning, Urban Design, for architectural services in conjunction with swing space needs for the Physical Education Department for a fixed fee of \$3,850.
Motion Coppernoll / Second Steck / Carried **10-73**
- O. INFORMATION ONLY: Report on Office Depot Processes and Purchase Order Review.
As directed by the Board, a review of Office Depot processes and prices was completed by the Fiscal Department. Joe Bissell reported that in 2002 the poor economy and the elimination of one position at MPC necessitated a general online contract with Office Depot allowing for decentralized, departmental online ordering with Office Depot with discounted purchasing prices. The contract with Office Depot has saved MPC thousands of dollars over the last eight years. The Accounting Department audit confirmed the process is working well with no overcharging and verified shipping confirmations and billings. MPC will continue to perform regular audits to verify the office supply process. Dr. Garrison emphasized that it is good practice to spot check ordering systems and we welcome the question. It is more efficient to have point of contact ordering rather than the previous process of centralized warehousing, delivery, and individual processing of invoices.
- P. SECOND READING, Addendum to the Institutional Self Study Report compiled for the Accrediting Commission for Community and Junior Colleges (ACCJC) in preparation for MPC's Comprehensive Evaluation Visit scheduled for March 8-11, 2010.
Motion Steck / Second Brown / Carried **10-74**
[New Bus P. Second Reading Addendum.pdf](#)
- Q. INFORMATION ONLY: Institutional Self Study Report and Visiting Team Roster.
See Vice President' Report from Dr. John Gonzalez's, #3.C.3).
[New Bus Q. Self Study Report.pdf](#)
- R. BE IT RESOLVED, that the Governing Board authorize the District to file a Notice of Completion of Contract with the County of Monterey for the Building 24 Fitness Center Elevator Addition, DSA Application No. 01-109278, File No. 27-C1.
Motion Page / Second Coppernoll / Carried **10-75**
- S. BE IT RESOLVED, that the Governing Board authorize the Vice President for Administrative Services to enter into a contract with Kitchell for Program Management Services for the period January 1, 2010 through June 30, 2010.
Motion Page / Second Steck / Carried **10-76**

- T. BE IT RESOLVED, that the Governing Board approve the signing of the 2009-2010 contract with the California Department of Education for the purchase of instructional materials and supplies for the Child Development Program.
Motion Brown / Second Steck / Carried **10-77**
- U. BE IT RESOLVED, that the Governing Board approve Dr. Douglas Garrison, Superintendent/President, Joseph Bissell, Vice President for Administrative Services, and Rosemary Barrios, Controller, to be authorized signatories for the bankcard accounts maintained by Monterey Peninsula College at First National Bank of Central California, as requested by the Monterey County Office of Education.
Motion Steck / Second Brown / Carried **10-78**
- V. BE IT RESOLVED, that the Governing Board approve Dr. Douglas Garrison, Superintendent/President, and Joseph Bissell, Vice President for Administrative Services, to be authorized signatories for all expenditure warrants, contracts and other official documents on behalf of Monterey Peninsula Community College District, as requested by the Monterey County Office of Education.
Motion Steck / Second Coppernoll / Carried **10-79**
- W. INFORMATION ONLY: Discussion of proposed Board Policy 1000, Governing Board Code of Ethics and Conduct.
[New Bus W. BP 1000 Board Code of Ethics.pdf](#);
[New Bus W. BP 1000 Policy.pdf](#)
- X. INFORMATION ONLY: Discussion of proposed Board Policy 1005, Composition and Authority of the Board.
[New Bus X. BP1005 CompAuthorBoard.pdf](#)
[New Bus X. BP 1005 Policy.pdf](#)
- Y. INFORMATION ONLY: Discussion of proposed Board Policy 1010, Annual Organizational Meeting and Officers of the Board.
[New Bus Y. BP1010 Annual Org Mtg Agenda Item.pdf](#)
[New Bus Y. BP 1010 Policy.pdf](#)
- Z. INFORMATION ONLY: Calendar of Events.

6. ADVANCE PLANNING

- A. Meeting Dates:
- Regular Meeting Tuesday, February 23, 2010
- Closed Session, 1:30pm - Stutzman Seminar Room, Library and Technology Center
 - Open Session, 3:00pm - Karas Room, Library and Technology Center
- Regular Meeting Tuesday, March 23, 2010
- Closed Session, 1:30pm - Stutzman Seminar Room, Library and Technology Center
 - Open Session, 3:00pm - Karas Room, Library and Technology Center
- B. Future Topics, to be confirmed:
- 1) Board Goals
 - 2) Study Session - Budgets and FTES

- 3) Study Session - Shared Governance and Collective Bargaining
- 4) Study Session - Construction Process and Projects

ADJOURNMENT - The Regular Board Meeting was adjourned at 5:43pm.

Respectfully Submitted,

Douglas R. Garrison, Ed.D.
Superintendent/President

Reposted March 24, 2010