

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

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

TUESDAY, FEBRUARY 23, 2010

AGENDA

The Monterey Peninsula College Governing Board welcomes you to the Governing Board of Trustees Meeting. Documents that are public records and are provided to a majority of the Governing Board regarding an Open Session item on this agenda will be made available for public inspection in the Superintendent/President's Office at Monterey Peninsula College, 980 Fremont Street, Monterey, California, during normal business hours the Wednesday preceding the meeting. If you intend to submit documents at this meeting, the Brown Act requires you to bring enough copies for the Trustees and the audience.

1. OPENING BUSINESS

A. Call Public Session to Order and Roll Call

B. Closed Session

The Governing Board will meet in Closed Session (before the Open Session on regular agenda items) to consider matters appropriate for Closed Session as authorized by Sections 3549.1 and 54956.7 through 54957.7, Government Code and Section 72122, Education Code, and as otherwise provided by law. Required action on these matters will be taken when the Board meets in Open Session (or at the next public meeting).

Items under discussion:

- 1) Conference with Real Property Negotiator: Parcels E2c.3.1 and E2c.2. Negotiating Party – Monterey Peninsula Community College District, Doug Garrison.
- 2) Superintendent/President Quarterly Evaluation.

C. Reconvene to Open Session

D. Reporting of Any Action Taken During Closed Session

2. RECOGNITION

A. Acknowledgment of Visitors

B. Monterey Peninsula College Foundation Donations for January, 2010 totaling \$32,530.00.

3. COMMUNICATIONS

Note to Audience: Anyone wishing to address the Governing Board on matters within the jurisdiction of the Board may do so now. Please state the matter on which you wish to speak. Matters not appearing on the Agenda will not receive action at this meeting, but may be referred to staff for consideration at a future meeting. Presentations will be limited to three minutes, or as established by the Board. (Persons are not required to give their name or address, but it is helpful for a person to state their name in order that the Board and others present may identify the speaker.)

- A. Comments from Visitors:
 - 1) United Way Presentation by Co-chairs Linda Pridmore, Gail Fail, Elizabeth Bishop and Barbara Lee.

- B. Written Communications:
 - 1) Email to MPC from Dr. Doug Garrison on Passing of Sherman Smith, January 21st.
 - 2) Email to MPC from Dr. Doug Garrison on Passing of Jack Bessire, January 20th.
 - 3) Letter of appreciation to Bruce Wilder and Jeffery Hilla for assistance to Conrad Selvig, Drama Instructor/Producer, February 5th.

The following articles were published in the Monterey County Herald, January 20, 2010 to February 15, 2010:

- 1) Sherman William Smith, Sr. Obituary, January 20th.
- 2) Jack D. Bessire Obituary, January 23rd.
- 3) "Lobos Let Loose – Ray, Welch Lead MPC Women to 59-42 Win Over Hartnell" January 21st.
- 4) "Monterey High Grad Has Eyes on Berth with U.S. Olympic Team" (Nick Cunningham is an MPC graduate in Fall 2005 with Honors) January 18th.
- 5) "Rent" Audition Ad, January 21st in Herald/Go!
- 6) "2009 Ruth Vreeland Award for Public Official of the Year Goes to MPC Trustee Jim Tunney" February 1st.
- 7) "Local Roundup: MPC Softball Picks Up First Win" February 1st
- 8) "Monterey Native Leads State Guard: Brigadier General Mary Kight's Appointment Breaks Gender, Racial Barriers" February 3rd.
- 9) "Pirate's Tale: MPC Storybook Theatre Hoists Sails for a Voyage to Treasure Island" February 5th.
- 10) "The Monterey Peninsula Chamber of Commerce 102nd Annual Awards Dinner Honors Jim Tunney, 2009 Ruth Vreeland Award" February 9th.
- 11) "Monterey Bobsledder Nick Cunningham Lives Out Olympic Dream Tonight" February 12th.
- 12) "Monterey Peninsula College Honor Roll" February 14th.

C. Reports and Presentations:

Routine status reports and announcements regarding campus activities, meeting schedules, conferences attended and recent developments from:

- 1) INSTITUTIONAL REPORT - David Clemens, Sabbatical Leave Report on Great Books Certificate Program.
- 2) SUPERINTENDENT REPORT [Report S-P February 2010.pdf](#)
- 3) VICE PRESIDENTS' REPORTS
- 4) ACADEMIC SENATE REPORT
- 5) MPCEA REPORT
- 6) MPCTA REPORT
- 7) ASMPC REPORT
- 8) COLLEGE COUNCIL REPORT
- 9) MPC FOUNDATION REPORT
- 10) GOVERNING BOARD REPORT – Community Human Services Meeting Minutes from January 21, 2010.

- 11) SPECIAL REPORT - Bond Update Reports, Joe Demko:
 - a. Active Bond/Facility Projects Update
 - b. MPC Master Schedule/Construction Phase Only
 - c. Cost Control Report
 - d. Bond Expenditure Report
 - [Report Kitchell Bond-Facility Update 2-10-10.pdf](#)
 - [Report Kitchell Master Project Update 2-10-10.pdf](#)
 - [Report Kitchell Cost Control 2-10-10.pdf](#)
 - [Report Fiscal Bond Expend Report.pdf](#)

4. CONSENT CALENDAR

Items listed under the Consent Calendar are considered to be routine and are acted on by the Board of Trustees in one motion. There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests that specific item(s) be discussed and/or removed from the Consent Calendar. It is understood that the administration recommends approval on all Consent items. Each item on the Consent Calendar approved by the Board of Trustees shall be deemed to have been considered in full and adopted as recommended.

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

BE IT RESOLVED:

- 1) That the Governing Board approves the minutes for the Regular Meeting on January 26, 2010.
- 2) That the Governing Board accepts gifts donated to the college with appropriate acknowledgement to donors. [Consent A.2 Gift List.docx](#)
- 3) That the January manual and regular payrolls, and the February supplemental payrolls, in the amount of \$1,841,305, be approved.
- 4) That commercial warrants numbers for January, 2010, totaling \$2,001,024 be approved:
12760981 through 12761008; 12762018 through 12762048;
12762525 through 12762545; 12763012 through 12762043;
12763406 through 12763417; 12765114 through 12765154.
- 5) That purchase order numbers for January, 2010, totaling \$802,664 be approved: 100695 through 100780.
- 6) That the following budget adjustments in the Restricted General Fund for the period January 13, 2010 through February 8, 2010 totaling \$134,612, be approved:
Net decrease in the 1000 (Certificated Salary) Object expense for \$882;
Net decrease in the 2000 (Classified Salaries) Object expense category for \$43,428;
Net decrease in the 3000 (Benefits) Object expense for \$15,350;
Net increase in the 4000 (Supplies) Object expense for \$1,658;
Net decrease in the 5000 (Other/Services) Object expense for \$52,595;
Net increase in the 6000 (Capital Outlay) Object expenses for \$783;
Net decrease in the 7000 (Other Outgo) Object expense category for \$24,798.

Restricted General Fund adjustments: Decrease of \$134,612 in revenue and matching expenses, to reflect funds received for FY 2009-2010.

- 7) That the following budget adjustments for the period of January 13, 2010 through February 8, 2010, be ratified:
Net decrease in the 1000 (Certificated Salary) Object expense for \$54,919;
Net increase in the 2000 (Classified Salaries) Object expense category for \$270;
Net decrease in the 3000 (Benefits) Object expense for \$6,878;
Net increase in the 5000 (Other/Services) Object expense for \$15,641;
Net increase in the 6000 (Capital Outlay) Object expenses for \$9,624;
Net increase in the 7000 (Other Outgo) Object expense category for \$36,262.
- 8) That the following budget adjustments in the Unrestricted General Fund for the period January 13, 2010 through February 8, 2010, be ratified:
Net decrease in the 1000 (Certificated Salaries) Object expense for \$100,000;
Net decrease in the 2000 (Classified Salary) Object expense for \$73;
Net decrease in the 3000 (Benefits) Object expense for \$12,927;
Net increase in the 4000 (Supplies) Object expense for \$635;
Net Increase in the 5000 (Other/Supplies) Object expense for \$111,153;
Net increase in the 6000 (Capital Outlay) Object expense for \$1,212;

B. Faculty Personnel:

- 9) That the Governing Board approves the academic personnel actions listed:
- a. Authorize the full-time, tenure track replacements for Counselor and English and Study Skills Center Director (two positions).
 - b. Accept resignation of Laurie Buchholz, English and Study Skills Center Director, effective August 31, 2010.
 - c. Each month individuals are hired as part-time, substitute, and overload. The attached list includes faculty hires for Fall 2009, Spring and Summer 2010.

C. Classified Personnel:

- 10) That the Governing Board approves the classified personnel actions listed:
- a. Employment of _____, Accounting Specialist, Fiscal Services, 40 hours per week, 12 months per year, effective _____, 2010.
 - b. Employment of _____, Custodian, Facilities, 40 hours per week, 12 months per year, effective _____, 2010.
 - c. Resignation for the purpose of retirement of Dale Adamson, Admissions and Records Specialist, Admissions and Records, 40 hours per week, 12 month per year, effective at the end of the day May 3, 2010.
 - d. Establish new position, Lead Custodian, Facilities, 40 hours per week, 12 months per year, effective February 24, 2010.

- D. Short Term, Non-continuing and Substitute Personnel:
11) 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.

5. **NEW BUSINESS**

- A. BE IT RESOLVED, that the 2009-2010 Monthly Financial Reports for the period ending January 31, 2010, be accepted.
- B. FOR INFORMATION ONLY: County of Monterey Investment Report for the quarter ending December 31, 2010.
- C. BE IT RESOLVED, that the Governing Board approve the nomination of Christine Hunsley for the California Community College Board of Governors' Community College Classified Employee of the Year award.
- D. BE IT RESOLVED, that Monterey Peninsula College enter into a contract with the following contract (probationary) employees for the 2010-2011 academic year:
1) Mr. Henry Marchand, as a contract (probationary) English/Creative Writing Instructor.
2) Ms. Pamela Sanborn, as a contract (probationary) Medical Assisting Instructor/Coordinator.
3) Mr. Damanjit Singh as a contract (probationary) Computer Systems/Information Technology Instructor.
- E. BE IT RESOLVED, that Monterey Peninsula College enter into a contract with the following contract (probationary) employees for the 2010-2011 and 2011-2012 academic years:
1) Ms. Kathleen Clark as a contract (probationary) COOP Instructor.
2) Ms. Merry Dennehy as a contract (probationary) English Composition and Developmental Writing Instructor.
3) Ms. Alethea DeSoto-Stewart as a contract (probationary) Matriculation Coordinator/Counselor.
4) Ms. Sunshine Giesler as a contract (probationary) Interior Design/Family and Consumer Science Instructor.
5) Mr. Jamie Gerard as a contract (probationary) English Composition and Developmental Writing Instructor.
6) Ms. Karoline Grasmuck as a contract (probationary) Dental Assisting Coordinator/Instructor.
7) Mr. Elias Kary as a contract (probationary) Anthropology Instructor.
8) Mr. Daniel Phillips as a contract (probationary) Physical Education Instructor/Men's Baseball Coach.
- F. BE IT RESOLVED, that Monterey Peninsula College enter into a contract with the following probationary employees as tenured employees for all subsequent academic years starting with the 2010-2011 academic year:

1. Mr. Kevin Bransfield as a regular Photography Instructor.
 2. Dr. Susan Joplin as a regular Reading Instructor.
 3. Dr. Kevin Raskoff as a regular Biology Instructor.
- G. BE IT RESOLVED, that the following course be approved:
WRLD 99.4, Travel Study: Historic Pennsylvania and Delaware.
- H. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment (PAA) #02-E with HGHB Architects, in the amount of \$16,551 for additional architectural services for the new Student Services Building.
- I. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment (PAA) #08 at the fixed fee of \$288,252 with Kitchell CEM, for construction management services in conjunction with the MPC Education Center at Marina.
- J. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment (PAA) #24 with HGHB Architecture, Planning, Urban Design, for architectural schematic design service for renovation to the existing swimming pool, the tennis courts, and adjacent changing rooms, at a fixed fee of \$21,000.
- K. INFORMATION ONLY: That the Governing Board review the Tree Replacement Plan for MPC Construction Projects.
- L. BE IT RESOLVED, that the Governing Board approve the designation of a tree and installation of a commemorative plaque to honor Sherman Smith.
- M. BE IT RESOLVED, that the Governing Board ratify the purchase and placement of eleven benches throughout the main campus.
- N. BE IT RESOLVED: That the Governing Board adopt Board Policy 1000, Governing Board Code of Ethics and Conduct.
- O. BE IT RESOLVED: That the Governing Board adopt Board Policy 1005, Composition and Authority of the Board.
- P. BE IT RESOLVED: That the Governing Board adopt Board Policy 1010, Annual Organizational Meeting and Officers of the Board.
- Q. INFORMATION ONLY: Accreditation Process – remaining steps and the accreditation status outcomes from the ACCJC.
- R. INFORMATION ONLY: 2010-2011 District Scheduled Maintenance and Special Repairs Five Year Plan.
- S. INFORMATION ONLY: Calendar of Events.

6. **ADVANCE PLANNING**

A. Meeting Dates:

Special Study Session, Tuesday, March 9th, 3:00pm, Swing Space Classroom

- Open Study Session on Shared Governance and Collective Bargaining

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

Regular Meeting Tuesday, April 27, 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 - Construction Process and Projects

7. **CLOSED SESSION**

When required on non-routine matters and/or to continue discussion of items from earlier Closed Session.