

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

**REGULAR BOARD MEETING**

**FRIDAY, JANUARY 22, 2016**

11:00am, Closed Session: Stutzman Room, Library Technology Center  
1:30pm, Regular Meeting: Sam Karas Room, Library Technology Center

980 Fremont Street, Monterey CA 93940

<http://www.mpc.edu/about-mpc/leadership/board-of-trustees>

**AGENDA**

*The Monterey Peninsula College Governing Board welcomes you to the Governing Board of Trustees Regular Meeting. Documents that are public records and are provided to the Governing Board regarding a Regular Meeting 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 Thursday 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. In compliance with the Americans with Disabilities Act, those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at a Board meeting, can contact the Superintendent's Office at (831) 646-4272. Notification at least 72 hours prior to the Board meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids, or translation services.*

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

**4. CLOSED SESSION**

*The Governing Board will meet in Closed Session (before the Regular Meeting on regular agenda items) to consider matters appropriate for Closed Session as authorized by Sections 3549.1 and 54956.7-54957.7, 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 Regular Meeting or at the next public meeting.*

**A. Conference with Labor Negotiators (Government Code Section 54957.6)**

a) Employee Organization: MPCTA/CTA

b) Agency Representatives: Susan Kitagawa, Michael Gilmartin, Kiran Kamath, and Steven L. Crow, Ed.D

**B. Conference with Labor Negotiators (Government Code Section 54957.6)**

a) Employee Organization: MPCEA/CSEA

b) Agency Representatives: Susan Kitagawa, Laurence E. Walker, and Steven L. Crow, Ed.D

**5. RECONVENE TO OPEN SESSION / CALL TO ORDER**

**6. ROLL CALL**

**7. PLEDGE OF ALLEGIANCE**

*The Board of Trustees will recite the Pledge of Allegiance. Participation by meeting attendees is at their option.*

**8. REPORT OF ACTION TAKEN IN CLOSED SESSION**

**9. APPROVAL OF AGENDA**

*The Board will take action to approve the Agenda. Agenda items may be rearranged here. If there are any urgent items that arose after the 72-hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3-majority vote is required.)*

## **10. RECOGNITION**

A. Acknowledgement of Guests

## **11. PUBLIC COMMENTS**

*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.*

## **12. CORRESPONDENCE AND PUBLICATIONS**

A. MPC All User Emails

- 1) Dr. Walt Tribley and Ms. Catherine Webb: "Getting Ready for Reaffirmation of Accreditation and the ACCJC Site-Visit October 2016"
- 2) Dr. Walt Tribley: "American Flags at Half-Staff to Honor Victims of the Attack in San Bernardino, California"
- 3) Theresa Lovering-Brown: "MPC's 19<sup>th</sup> Annual Holiday Art Sale"
- 4) Beccie Michael: "Giving Tuesday is here!"
- 5) MPC History Club: "*Grave of the Fireflies* Movie Event"
- 6) Shawn Anderson: "MPC Regular Board Meeting, December 9, 2015"
- 7) Taylor Wilson: "CNSA Fundraiser"
- 8) Jon Knolle and the MPC Online Team: "Spring 2016 MPC Online Shells Now Available"
- 9) Dr. Walt Tribley: "Welcome Dr. Steve Crow: MPC's New VP of Administrative Services"
- 10) Kacey Giammanco: "Thank You"
- 11) Dr. Walt Tribley: "Happy Holidays MPC!"

B. Articles Published in *The Herald*, *The Weekly*, *The Californian*, and Other Media

- 1) *Monterey Herald* / December 3, 2015: "MPC women win first of season"
- 2) *Monterey Herald* / December 15, 2015: "Men's basketball preview: MPC sophomores stepping up their games"
- 3) *Monterey Herald* / December 18, 2015: "MPC men beat Hartnell in West Valley Tournament"

## **13. 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.*

BE IT RESOLVED,

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

- 1) That the Governing Board approves the minutes of the Regular Board meeting on November 18, 2015.
- 2) That the Governing Board accepts gifts donated to the College with appropriate acknowledgement to the donors.

- 3) That the December 10<sup>th</sup> supplemental payroll in the amount of \$44,037.83 and the December 30<sup>th</sup> regular payroll in the amount of \$2,234,511.51 and the January 8<sup>th</sup> supplemental payroll in the amount of \$77,426.82 be approved.
- 4) That Commercial Warrants: 12198584 through 12198643, 12199421 through 12199460, 12200970 through 12201012, 12202023 through 12202129, 12202864 through 12202890, in the amount of \$2,826,349.96 be approved.
- 5) That Purchase Orders B1600374 through B1600410 in the amount of \$298,958.00 be approved.

**B. Management Personnel**

- 1) That the Governing Board approves the following item(s):
  - a) Employment of Kayla Garcia, Human Resources Specialist, Human Resources, 40 hours per week, 12 months per year, effective January 25, 2016.
  - b) Employment of Rachelle Uganiza, Human Resources Specialist, Human Resources, 40 hours per week, 12 months per year, effective January 27, 2016.
  - c) Employment of Roger Satof, Budget & Operations Analyst, Fiscal Services, 40 hours per week, 12 months per year, effective January 25, 2016.

**C. Faculty Personnel**

- 1) That the Governing Board approves the following item(s):
  - a) Each month, individuals are hired as part-time, substitute, and overload. The attached list includes hires for Spring 2016.

**D. Classified Personnel**

- 1) That the Governing Board approve the following item(s):
  - a) Employment of Daisy Chaidez, Administrative Assistant II, Bilingual, Academic Affairs, 24 hours per week, 10 months, 11 days per year, effective January 25, 2016.
  - b) Establish new position of Categorical Services Coordinator, Marina Education Center, Range 17, 40 hours per week, 12 months per year.
  - c) Establish new position of Categorical Services Coordinator, EOPS/CARE and CalWORKS, Range 17, 40 hours per week, 12 months per year.
  - d) Establish new position of Instructional Technology Specialist, Access Resource Center, Range 22, 18 hours per week, 7 months, 28 days per year.
  - e) Employment of Maliha Arshad, Instructional Specialist, ESSC, Range 14, 18 hours per week, 8 months per year, effective January 25, 2016.
  - f) Employment of Dylan Music, Writing Tutor, Writing Center, Range 14, 18 hours per week, 8 months per year, effective January 25, 2016.
  - g) Resignation of Angela Ramirez, Accounting Specialist, Fiscal Services, 40 hours per week, 12 months per year, effective at the end of the day, January 20, 2016.

**E. Short Term and Substitute Personnel**

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

**14. NEW BUSINESS**

*Public comments on New Business agenda items will be heard at the time the matter is under Board consideration. If you wish to address the Board on an agenda item, please do so when that item is called. Presentations will be limited to a maximum of 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. BE IT RESOLVED, that the Governing Board accepts the District's annual Financial Audit Report for the fiscal year ended June 30, 2015.

- B. BE IT RESOLVED, that the Governing Board accepts the District's Measure I General Obligation Bonds Performance Audit and Independent Auditors' reports for the fiscal year ended June 30, 2015.
- C. BE IT RESOLVED, that the 2015-2016 Monthly Financial Report for the period ending November 30, 2015, be accepted.
- D. BE IT RESOLVED, that the Governing Board review and accept the MPC Foundation Audit Statements and Management Letters for the year ended December 31, 2014.
- E. BE IT RESOLVED, that the Governing Board approves the appointment of Dr. Steve L. Crow, Vice President of Administrative Services, as the District's primary representative, and Susan Kitagawa, Associate Dean of Human Resources, as the District's alternate representative, to the Northern California Community College Pool-JPA for Workers Compensation, for Monterey Peninsula College, effective February 1, 2016.
- F. BE IT RESOLVED, that the Governing Board approves a correction to the effective date of the Hourly Student Pay Rates, changing the date from July 1, 2014 to January 1, 2016.
- G. BE IT RESOLVED, that the following new courses and programs be approved:

New Courses:

BUSI 56	Art Entrepreneurship/Management
CSIS 83A	Microsoft Client Operating System
CSIS 172A	Managing and Maintaining Windows Server
CSIS 174A	Managing and Maintaining Advanced Windows Server Services
CSIS 179A	Interconnecting Networks
ECED 41	Curriculum Essentials
ECED 42	Introduction to Environments
ECED 43	Technology for Educators
ENGR 6	Programming Methods for Engineers: C and C++
GWOS 5	Women of Color in the U.S.
HIST 9	Colonial Latin America
HIST 10	Modern Latin America
HOSP 69	Hospitality Management
SIGN 1BL	Elementary ASL II Lab
WRLD 199.3	Travel Study: Live Theatre at Ashland Shakespeare Festival 2016

New Programs:

- IT Computer Retail Sales & Support (Certificate of Training – Credit Only)
- IT Help Desk & User Support (Certificate of Training – Credit Only)
- IT Technician-CCNA Specialization (Certificate of Training – Credit Only)

- H. BE IT RESOLVED, that the Governing Board approve the acceptance of the Child Development Training Consortium Grant given to MPC Early Childhood Education Department in the amount of \$10,000.
- I. BE IT RESOLVED, that the change from Associate Dean of Instructional Technology and Development to Dean of Instruction be approved as proposed.

BE IT FURTHER RESOLVED, that Dr. Jon Knolle be appointed as the new Dean of Instruction that will oversee instructional technology and development, and other areas in the Office of Academic Affairs.

- J. BE IT RESOLVED, that the Monterey Peninsula College Governing Board Goals for 2016, be adopted.
- K. INFORMATION: First Reading of Board Policies: 1100 - The Monterey Peninsula Community College District; 1200 - District Mission; 3310 - Records Retention and Destruction; 3440 - Service Animals; 3500 - Campus Safety; 3505 - Emergency Response Plan; 3515 - Reporting of Crimes; 3520 - Local Law Enforcement; 3530 - Weapons on Campus; 3810 - Claims Against the District; 6100 - Delegation of Authority; 6150 - Designation of Authorized Signatures; 6200 - Budget Preparation; 6210 - General Fund Reserve; 6250 - Budget Management; 6300 - Fiscal Management; 6320 - Investments; 6330 - Purchasing; 6340 - Bids and Contracts; 6400 - Financial Audits; 6450 - Wireless or Cellular Telephone Use; 6500 - Real Property Management; 6520 - Security for District Property; 6540 - Insurance; 6550 - Disposal of District Property; 6600 - Capital Construction; 6700 - Civic Center and Other Facilities Use; 6750 - Parking; 6800 - Safety; 6900 - Bookstore; and 6910 – Housing
- L. BE IT RESOLVED, that the Governing Board nominate \_\_\_\_\_ to be a candidate for the California Community College Trustees (CCCT) Board.
- M. INFORMATION: Calendar of Events

**15. REPORTS AND PRESENTATIONS**

*Routine status reports and announcements regarding campus activities, meeting schedules, conferences attended and recent developments.*

- A. MPC Foundation
  - 1) Executive Director Report: Ms. Beccie Michael
  - 2) Monthly Donations: To be reported on January 22, 2016.
- B. Student Success and Achievement Report: “Scorecard: Are There Other Meaningful Momentum Points?” Dr. Rosaleen Ryan
- C. Superintendent/President’s Report: Dr. Walter Tribley
- D. Academic Affairs Report: Ms. Kiran Kamath
- E. Student Services Report: Mr. Larry Walker
- F. Administrative Services Report: Dr. Steven Crow
- G. Academic Senate Report: Dr. Alfred Hochstaedter
- H. MPCEA Report: Mr. Kevin Haskin, President
- I. MPCTA Report: Ms. Paola Gilbert, President
- J. ASMPC Report: Mr. Stephen Lambert, Student Trustee
- K. College Council Report: Ms. Stephanie Perkins and Ms. Diane Boynton, Co-chairs
- L. Governing Board Reports
  - 1) Community Human Services (CHS) Report
  - 2) Trustee Reports

**16. ADVANCE PLANNING**

- A. Regular Board Meeting, February 24, 2016 at MPC Library Technology Center:
  - 1) Closed Session: 11:00am, Stutzman Room
  - 2) Regular Meeting: 1:30pm, Sam Karas Room
- B. Regular Board Meeting, March 23, 2016 at MPC Library Technology Center:
  - 1) Closed Session: 11:00am, Stutzman Room
  - 2) Regular Meeting: 1:30pm, Sam Karas Room
- C. Future Topics

**17. ADJOURNMENT**

*Any writings or 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 District Office located at 980 Fremont Street, Monterey, CA, during normal business hours. Governing Board documents are also available on the Monterey Peninsula College website at [www.mpc.edu/GoverningBoard](http://www.mpc.edu/GoverningBoard).*

*Posted January 19, 2016*