

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

Open Session, Stutzman Room, LTC, 1:30pm Roll Call
Closed Session, Stutzman Room, LTC, 1:35-2:59pm
Open Session, Sam Karas Room, LTC, 3:00pm
980 Fremont Street, Monterey, California 93940

TUESDAY, MAY 25, 2010

MINUTES

1. OPENING BUSINESS

- A. Call Public Session to Order and Roll Call - the Regular Board meeting was called to order at 3:00pm.
- B. Closed Session - Items under discussion:
 - 1) Conference with Labor Negotiators for MPCTA and MPCSEA, Joe Bissell and Barbara Lee.
 - 2) Superintendent/President's Quarterly Evaluation.
- C. Reconvene to Open Session.
- D. Reporting of Any Action Taken During Closed Session.

Present:

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

2. RECOGNITION

- A. Moment of Silence - EMT Student Jennifer Denmark.
- B. Acknowledgement of Visitors - Brian Graham, former MPC student.
- C. Allen S. Griffin Award for Excellence in Teaching - Mark Jenkins, Instructor, English as Second Language. Mark was acknowledged by Lynn Davis for both his upcoming retirement and his Allen S. Griffin Award. Mark spoke of his appreciation of thirty years of support from the Board and Administrations for the ESL programs at MPC, and his pride in ESL graduate students winning large scholarships this year.
- D. Monterey Peninsula College Foundation Donations for April, 2010, totaling \$47,244.

3. COMMUNICATIONS

A. Comments from Visitors - none.

B. Written Communications:

- 1) Leadership Monterey Peninsula appreciation letter to Dr. Garrison, May 3rd.
- 2) Jim Tunney appreciation letter for President's Award, May 6th.
- 3) Strauss Foundation awards Rick Barlow, MPC graduate and UCSC Junior, \$10,000 scholarship; Barlow to establish an after-school enrichment program, May 10th.

Articles published in The Monterey County Herald, April 22-May 13, 2010:

- 1) "SWAT's strength in numbers," introduction of SWAT unit at PSTC, April 22nd.
- 2) "Awards to celebrate area teachers' excellence," Mark Jenkins, April 23rd.
- 3) "MPC seeks General Contractor," advertisement of two million dollar remodel of Business and Computer Science Building, April 23rd.
- 4) "Hats off to MPC for auto program...and kudos to MPC," letter to editor, April 23rd.
- 5) "Off Bard-way: The four-decade's old Shakespeare Society of American settles in the sleepy village of Moss Landing," with comments by Gary Bolen, April 23rd.
- 6) "Edgar Filson Soren" obituary, MPC former business course instructor, April 28th.
- 7) "Saluting the top seniors of Monterey County," MPC Foundation and Rabobank, co-sponsors of The Monterey County Herald's Senior Achievement Awards, April 29th.
- 8) "Latinos Face Schooling Gap," features Yuliana Vasquez and Eva Ochoa, May 2nd.
- 9) "Jennifer Lauren Denmark" obituary, MPC Fire Science student, May 13th.
- 10) "MPC's 'Beyond Therapy' gets funnier as it goes," May 13th.

C. Reports and Presentations:

1) INSTITUTIONAL REPORT - none.

2) SUPERINTENDENT REPORT - DOUG GARRISON, SUPERINTENDENT/PRESIDENT

Doug recognized that May is a time of celebrations and recognitions, culminating in commencement the first Saturday in June. He is heavily involved in the planning of class schedules and budgets for the 2010-11 year. We expect our state budget to be late but will still present the Board with a tentative budget in June. The health and welfare benefit packages are under review by the Cost Containment Committee; that proposal is in dialogue with both employee groups and will come to ratification votes soon. The ongoing construction of the Education Center in Marina indicates the need for a comprehensive evaluation of all services as a multi-site college. Resources will be reviewed this summer to lay out the implications for faculty and students in fall.

3) VICE PRESIDENT, ACADEMIC AFFAIRS REPORT - JOHN GONZALEZ

John reported the registration process for summer started last Monday, and as of Friday, 54 sections were closed. We are being impacted by students from Hartnell and Cabrillo Colleges. Core courses still have many open sections. Fall registration will open this Monday and already 37 sections are closed. Academic Affairs is working with Division Chairs to add more sections this summer as faculty are available. He recognized the Division Chairs for their full support of all administration requests to increase our efficiency, grow their programs, and of their positive reactions to the outside forces we are encountering. Finally, John mentioned New Business Item #L, the 2011-2012

Academic Calendar, which meets the legal mandates of the Chancellor's Office Title V, with its teaching schedule of 175 days.

- 4) VICE PRESIDENT, STUDENT SERVICES REPORT - CARSBIA ANDERSON
Carsbia announced CHOMP has made a third donation of an AED (Automatic External Defibrillator). The three AED's are located in the Gym, Health Services, and now in the LTC, and Laura Shipley will be providing training for LTC staff. WebReg for fall has started with an average of 100 registrants per hour. Last week's summer registration had the highest number of contacts ever experienced. He reminded the Board that graduation line-up is 11:30am on June 5th. Carsbia invited Robynn Smith, advisor to MPC's Fine Art Print Club and full time art instructor, to share the Club's special project. Supported by the MPC Foundation and the Inter Council Club (ICC), what began as a handmade book with faculty and student recipes and prints, has over two years developed into a four-volume, hardbound project entitled "Melange." An expanded version of "Melange" entitled "Come for the Food, Stay for the Art" is being sold through the Club and the Foundation. The Club has been important to the academic and skills development of both students and staff.
- 5) VICE PRESIDENT, ADMINISTRATIVE SERVICES REPORT - JOE BISSELL
Joe will make his report during the Bond Report.
- 6) ACADEMIC SENATE CHAIR'S ANNUAL REPORT - FRED HOCHSTAEDTER
Fred highlighted the goals Academic Senate achieved this year, including the major discussions and work completed in the areas of accreditation, program development, Flex Days, academic excellence, and institutional effectiveness. Two goals to continue to address are student learning outcomes and distance education. Hiring and mentoring is a major task in the area of academic excellence, and the granting of equivalency to job applicants. Fred acknowledged Secretary Laura Loop is moving from Academic Senate to the Curriculum Advisory Committee and thanked her for her excellent minute taking.
- 7) MPCEA PRESIDENT'S REPORT - LORAN WALSH FOR BRENDA KALINA
Loran thanked everyone for celebrating Classified Appreciation Week on May 17-22, for the root beer float days prepared by Administration, and for hosting the Annual BBQ. CSEA is participating in the information meetings to review the benefit package options and a vote is forthcoming.
- 8) ASMPC REPRESENTATIVE'S REPORT - MICHAEL DICKEY FOR JOYCE HALABI
Michael reported ASMPC held their Leadership Retreat with the new and old councils participating in trainings. The "Laugh Out Loud" day was a successful event for ASMPC. Their constitution and bylaws were revised and approved and the 2010-2011 budget was adopted. A year-end report will be provided at June's Board meeting.
- 9) COLLEGE COUNCIL ANNUAL REPORT - BERNIE ABBOTT, CO-CHAIR
Bernie reviewed her fourth year as College Council Co-chair – also her final year as a retiring faculty member. She summarized the 2009-10 reviews and recommendations: new members and replacements; accreditation activities and commendations received from the visiting team; budget committee allocation studies; facilities master plan and

ongoing and completed construction projects; technology refreshment requests and three-year IT plans; program reviews; planning assumptions for 2010-2011, reorganization of Academic Affairs and Student Services; action items requiring resource allocations; replacement for classified and faculty positions; component goals; and board policy revisions. The College Council wrote the Shared Governance Handbook, revised the Assessment of Institutional Goals and Mission Statement, and completed the 2009-2010 College Council Annual Report. Dr. Garrison complimented Bernie on her guidance of College Council as she and co-chair Brenda Kalina led the work of the College Council these past four years.

10) MPC FOUNDATION REPORT - ROBIN VENUTI, EXECUTIVE DIRECTOR

- The Foundation has awarded over \$50,000 in student scholarships, faculty-designated awards, high school scholarships, faculty and staff advancement awards, and also building scholarships for endowment, in particular the Jim Tunney Scholarship. She invited Rich Montori to speak on his visit to the NFL in New York, and he reported the NFL Board was very receptive to the idea of contributing to the Jim Tunney Endowment Scholarship, and that Jim Tunney is revered at the NFL.
- The Scholarship Awards Ceremony took place May 12th; Dean Flippo was a terrific emcee.
- The Alumni event on June 24th is almost full; approximately \$18,000 in sponsors has been received. Proceeds for this event will start an Alumni Scholarship. Support to promote the event will come from The Herald and KSBW.
- The family of Jennifer Denmark would like to start a scholarship in her honor to continue her legacy.
- The Monterey Peninsula Foundation requires in their grant review a 100% giving level by the MPC Foundation Board which has been achieved.
- The Investment Committee is looking at RFP's for a new investment manager and is reviewing investment policies.
- The Foundation is revising bylaws to implement changes required of an auxiliary organization.
- President's Luncheons continue on May 26th and one each in June and July.

10) GOVERNING BOARD TRUSTEE REPORTS:

- a) Community Human Services (CHS) - Meeting Minutes, April 15, 2010. Loren Steck reported on CHS activities from the April 15th meeting.
- b) Charlie Page drafted a non-smoking resolution which has been withdrawn from today's agenda; he will work with Carsbia Anderson and Dr. Garrison on this issue. Dr. Garrison noted that the draft will be reviewed with students and staff in the fall thru the shared governance process.
- c) Margaret-Anne Coppernoll and Charlie Brown attended the Trustee Workshop by the Community College League of California.
- d) Loren Steck attended the April 27th first Joint Legislative Advocacy Day in Sacramento.

11) SPECIAL REPORT - BOND UPDATE REPORTS, JOE DEMKO:

- a) Active Bond/Facility Projects Update
- b) Cost Control Report
- c) MPC Master Schedule/Construction Phase Only
- d) Bond Expenditure Report - Joe reported the Report has been expanded to provide additional cost information to the Board.

4. **CONSENT CALENDAR**

- A. Routine Business Transactions, Annual Renewal of Programs, Bids, Agreements, Notice of Public Hearings and Proclamations:
Motion Page / Second Steck / Carried **10-112**

BE IT RESOLVED:

- 1) That the Governing Board approves the minutes of the Regular Board Meeting on April 27, 2010 and the minutes of the Special Study Session on May 4, 2010,
- 2) That the Governing Board accepts gifts donated to the college with appropriate acknowledgement to donors.
- 3) That the Governing Board approves the following payroll for a total of 2,294,181: April 15th manual payroll in the amount of \$3,726; and the April 30st regular payroll in the amount of \$2,245,717; and the May 10th supplemental payroll in the amount of \$44,738.
- 4) That commercial warrants numbers for April 2010, totaling \$2,050,688, be approved:
12778734 through 12778792; 12779393 through 12779445;
12780226 through 12780260; 12781009 through 12781052;
12781689 through 12781717; 12783289 through 12783349.
- 5) That purchase order numbers 100992 through 101204 for April, 2010, totaling \$1,502,990, be approved.
- 6) That the following budget adjustments in the Restricted General Fund for the period April 20, 2010 through May 10, 2010, be approved:
Net decrease in the 4000 (Supplies) Object expense for \$9,149;
Net increase in the 5000 (Other/Services) Object expense for \$9,149.
- 7) That the following budget adjustments in the Unrestricted General Fund for the period April 20, 2010 through May 10, 2010, be approved:
Net decrease in the 1000 (Certificated Salary) Object expenses for \$9,083;
Net increase in the 2000 (Classified Salaries) Object expense for \$8,660;
Net increase in the 3000 (Benefits) Object expense for \$423;
Net increase in the 4000 (Supplies) Object expense for \$29,572;
Net decrease in the 5000 (Other/Supplies) Object expense for \$32,056;
Net increase in the 6000 (Capital Outlay) Object expense for \$2,484.

- B. Faculty Personnel:
 - 8) That the Governing Board approves the faculty personnel actions listed:
 - a. Resignation of Pamela Sanborn, Medical Assisting Instructor, effective June 5, 2010.
 - b. Each month individuals are hired as part-time, substitute, and overload. The attached list includes hires for Spring, 2010.
- C. Classified Personnel:
 - 9) That the Governing Board approves the classified personnel action listed: Resignation of Mamie Nubin, Instructional Specialist, Business Skills Center, 17 hours per week, 10 months, effective at the end of the day, June 5, 2010.
- D. Short Term, Non-continuing and Substitute Personnel:
 - 10) 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 April 30, 2010, be accepted.
Motion Steck / Second Dickey / Carried **10-113**

Joe Bissell attended the CCLC's Chief Business Officer Meeting where details of the Governor's May Revise budget were discussed. The League is doubtful that any budget growth will occur and funding deferrals will continue. The Budget Committee concurs that unrestricted general revenues will be flat, there will not be a negative COLA, and the projected deficit will be \$1.3M in the district's self-insured medical fund.

- B. BE IT RESOLVED, that the Quarterly Financial Status Report for the quarter ending March 31, 2010, as presented on form CCFS 311Q, be accepted and made part of the minutes of this meeting.
Motion Page / Second Coppernoll / Carried **10-114**

- C. INFORMATION ONLY: County of Monterey Investment Report for the quarter ending March 31, 2010. **INFORMATION**

- D. BE IT RESOLVED, that the Governing Board approve the awarding of the Business Computer Science Building Renovation Project to Otto Construction in the amount of \$1,485,000.
Motion Dickey / Second Brown / Carried **10-115**

Mr. Bill Thayer, with Thayer Construction, spoke to the bid in that it appears the low bidder did not list a subcontractor, a violation of the California Public Contracts Code. MPC's legal opinion approved the bid and the bid was upheld.

- E. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment #25 (PAA) with HGHB Architecture, Planning, Urban Design, for architectural design services for renovations to the Arts Complex (Arts Studio Building, Graphic Arts/Drafting Building, Art Dimensional Building, and the Art Ceramics Building) at a fixed fee of \$39,000.
Motion Steck / Second Coppernoll / Carried **10-116**
- F. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment #26 (PAA) with HGHB Architecture, Planning, Urban Design, for architectural design services for the existing swimming pool, tennis courts and changing rooms at a fixed fee of \$169,000.
Motion Steck / Second Coppernoll / Carried **10-117**
- G. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment #27 (PAA) with HGHB Architecture, Planning, Urban Design, for architectural design services for the first floor of the Gymnasium at a fixed fee of \$232,000.
Motion Coppernoll / Second Page / Carried **10-118**
- H. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment #28 (PAA) with HGHB Architecture, Planning, Urban Design, for architectural design services for the renovation of the Student Center Building at a fixed fee of \$40,000.
Motion Brown / Second Steck / Carried **10-119**
- I. BE IT RESOLVED, that the Governing Board formally reviews, discusses and accepts the Accountability Reporting for the Community Colleges 2010 Report (ARCC Report).
Motion Steck / Second Dickey / Carried **10-120**

Rosaleen Ryan and Michael Gilmartin presented the ARCC Report for 2010. Rosaleen explained the ARCC Report is the current accountability framework for community colleges, and includes statewide and college level performance indicators, a self-assessment for each college, college peer groups, and exogenous variables that affect performance. There are seven system wide performance indicators: annual number of graduates from UC/CSU who originally attended a CCC; annual number of CCC transfers to baccalaureate granting institutions; transfer rate from CCCs; annual number of degrees/certificates conferred by vocational programs; increase in income following completion of vocational degree/certificate in 2003-04; annual number of credit basic skills improvements; and participation rates.

Michael Gilmartin reviewed the seven college performance indicators for MPC: percentage of first-time students who within 6 years progressed or achieved; percentage of first-time students who earned at least 30 units in a CCC; percentage of first-time students who returned to any CCC the subsequent fall (increased persistence rate); annual successful course/completion rate for credit vocational courses; annual success course completion rate for credit basic skills courses; improvement rates for ESL courses; and improvement rate for credit basic skills courses.

- J. BE IT RESOLVED, that the Governing Board authorize the creation of a new bank account, Monterey Peninsula College Gentrain Society Checking and Money Market account, with First National Bank for deposits and payment of invoices.
- BE IT FURTHER RESOLVED, effective May 25, 2010, that: Dr. Douglas Garrison, Superintendent/President; Joseph Bissell, Vice President for Administrative Services; Rosemary Barrios, Controller; Jeffrey Riehl, Gentrain President; Judy Proud, Gentrain Vice President; and Pam Lehman, Gentrain Treasurer, be authorized as signatories for the Monterey Peninsula College Gentrain Society Trust Account, maintained by Monterey Peninsula College, at First National Bank.
- Motion Steck / Second Page / Carried **10-121**
- K. BE IT RESOLVED, that the 2010-2011 allocation of \$3,500 to Community Human Services, be approved.
- Motion Steck / Second Coppernoll / Carried
- L. BE IT RESOLVED, that the 2011-2012 College Calendar be approved as proposed.
- Motion Brown / Second Dickey / Carried **10-122**
- M. BE IT RESOLVED, that the Governing Board approve the attached 2010-11 salary schedule for confidential employees, effective July 1, 2010.
- Motion Steck / Second Page / Carried **10-123**
- N. BE IT RESOLVED, that the following courses be approved:
- 1) LETP 234, Skills and Knowledge
 - 2) LETP 254, Dispatch Field Training Program
 - 3) OCEN 2L, Introductory Oceanography Lab
 - 4) SIGN 2B, Advanced American Sign Language II
 - 5) WRLD 401, Prehistory and Earliest Civilizations (to 1200 BCE)
 - 6) WRLD 402, Foundations of the Classical World (1200-500 BCE)
 - 7) WRLD 403, The Golden Age of Greece (500-300 BCE)
 - 8) WRLD 404B, The Roman Empire (14-600 CE)
 - 9) WRLD 405, The Christian and Islamic Medieval World I: (500-1100 CE)
 - 10) WRLD 406, The Medieval Renaissance (1100-1350 CE)
 - 11) WRLD 407, The Renaissance (1350-1520 CE)
- Motion Dickey / Second Coppernoll / Carried **10-124**
- O. BE IT RESOLVED, that the Governing Board approve Board Policy 1009, Governing Board Self Evaluation.
- Motion Brown / Second Steck / Carried **10-125**
- BP 1009 was approved with one revision.
- P. BE IT RESOLVED, that the Governing Board approve Board Policy 1011, The Board Chair.
- Motion Page / Second Coppernoll / Carried **10-126**

- Q. INFORMATION ONLY: Board Policy 1007, Specific Duties and Responsibilities of the Governing Board. **INFORMATION**
- R. INFORMATION ONLY: Board Policy 1008, Governing Board Orientation and Development. **INFORMATION**
- S. INFORMATION ONLY: Board Policy 1025, Public Appearance Before the Board and Conduct of Board Meetings. **INFORMATION**
- T. INFORMATION ONLY: Proposal for partnership with Pebble Beach Company for a fundraising running event. **INFORMATION**
- U. INFORMATION ONLY: Calendar of Events. **INFORMATION**

6. **ADVANCE PLANNING**

A. Meeting Dates:

Regular Meeting Tuesday, July 27, 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, August 24, 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

ADJOURNMENT: The Regular Board Meeting was adjourned at 5:30pm.

7. **CLOSED SESSION – not required.**

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

Respectfully Submitted,

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

Posted June 23, 2010