

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

[www.mpc.edu/GoverningBoard/Pages/GoverningBoardAgendas.aspx](http://www.mpc.edu/GoverningBoard/Pages/GoverningBoardAgendas.aspx)

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

**TUESDAY, JANUARY 25, 2011**

**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 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. 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. OPENING BUSINESS**

A. Call To Order

B. Roll Call

C. Public Comments on Closed Session Items

*This is an opportunity for visitors to make comments regarding any closed session items within the Board's subject matter jurisdiction. When the Chair recognizes a member of the public for oral comments, such comments shall be limited to three minutes.*

D. Closed Session – items under discussion:

*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.*

1) Conference with Real Property Negotiator (Government Code Section 54956.8):

a) Property: Parcels E19a.5, E21b.3, E40 and L23.2

b) Agency Negotiator: Steve Ma.

c) Negotiating Parties: Monterey Downs; Fort Ord Reuse Authority

d) Under Negotiation: Price or Terms of Payment

2) Conference with Labor Negotiators (Government Code Section 54957.6):

a) Agency Negotiators: Steve Ma and Barbara Lee.

b) Employee Organization: MPCEA (Monterey Peninsula College Employees Association).

3) Complaint Involving Information Protected by Federal Law (Governing Code Section 54956.86), Barbara Lee.

4) Public Employee Performance Evaluations (Government Code Section 54957), Faculty:

Anthropology, Computer Systems/Information Technology, Cooperative Education, Counselor (three positions), Dental Assisting, Economics, English (three positions), English Study Skills Center/Reading Center, Interior Design, Librarian, Mathematics, Physical Education/Baseball, Physics and Political Science.

- E. Reconvene to Regular Meeting and Roll Call, 3:00pm.
- F. Reporting of Any Action Taken During Closed Session

## 2. **RECOGNITIONS**

- A. Acknowledgement of Visitors

## 3. **COMMUNICATIONS**

- A. Comments from Visitors

*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.*

- B. Written Communications:

- 1) Thank you letter to Ralph Knox Foundation, c/o Trustees Judith De Franco and Bill Patterson, from Debra Schulte, RN, Ed.D, for donation of \$15,610.00 to the School of Nursing / December 7.
- 2) Letter to Peggy Downes Baskin and Jack Baskin to begin endowment of the Peggy Downes Baskin Faculty Advancement Fund, from Foundation Director Robin Venuti / December 16.
- 3) Response Letter to Students Felisa Hoogendyk and P. Kay Burbidge regarding elimination of MPC's four course non-credit limit from Barry A. Russell, California Community Colleges Chancellor's Office / January 3.
- 4) Thank you letter from Thomas Christopher, President of Follett Higher Education Group, celebrating 15<sup>th</sup> anniversary of serving MPC's Book Store / January 5.

### MPC All User Emails:

- 1) Great Books Program: Zachary Mason, *The Lost Books of the Odyssey* / December 8.
- 2) Monterey Classic Women's Basketball Tournament December 16-18 / December 8.
- 3) Notice from Steve Ma to employees announcing CHOMP and Anthem Blue Cross Agreement / December 16.
- 4) Job Announcement: Art History Instructor / December 16.
- 5) Job Announcement: Chemistry Instructor / December 16.
- 6) Job Announcement: Child Development Instructor / December 16.
- 7) Job Announcement: History Instructor / December 16.
- 8) Job Announcement: Women's Studies Instructor / December 17.
- 9) Job Announcement: Custodian / January 3.

### Articles published in *The Herald*, *The Californian*, and other publications:

- 1) "MPC Theatre Company - A Taffeta Christmas, December 9-19" / December 8.
- 2) "Harmonic Holidays - MPC Theatre Celebrates the Season with a Nostalgic Nod to the Female Voices of the 1950s in 'A Taffeta Christmas'" / December 9.

- 3) "The MPC Concert Band Holiday Concert, December 12" / December 9.
- 4) Obituary: Melvin Bernard Kline, CBOC member two terms / December 10.
- 5) Gentrain Society Lecture December 15, "Little Red Riding Hood" / December 13.
- 6) Review: "MPC's 'Taffeta Christmas' is a true gift of the season" / December 16
- 7) Local Roundup: "Welsh leads MPC women in win over Mendocino" / December 17.
- 8) "Making the Grade: 'Special' students with big hearts (student David Moreno) / January 1.
- 9) Gentrain Society Lecture January 5, "Humor: Rx for Living A Long Time Without Getting Old" / January 4.
- 10) "Women's Basketball: MPC 59 - SJCC 47" / January 6.
- 11) "MPC Theatre Company is seeking volunteers" January 6.
- 12) Gentrain Society "Western Culture Course" beginning February 1 / January 11.
- 13) "Colleges brace for budget cuts" / January 12.
- 14) "Spencer sparks MPC past Hartnell" (Men's basketball 70-69; Women's basketball 61-69) / January 15.
- 15) Gentrain Society Lecture January 19, "Historical Clues to Present Discontents" / January 18.

C. Reports and Presentations:

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

- 1) Institutional Report – 'Project Ecuador' Report on Student Trip to Rio Muchacho, Ecuador by Elias Kary, Anthropology Instructor
- 2) Superintendent/President's Report
- 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 – Robin Venuti, Executive Director:
  - a) Executive Director's Report
  - b) Monterey Peninsula College Foundation Donations for December, 2010, totaling \$124,516.36.
- 10) Governing Board Report:
  - a) Community Human Services – no Board meeting held for December, 2010.
  - b) Trustee Reports
- 11) Legislative Advocacy Report
- 12) Special Report - Bond Update Reports, Joe Demko:
  - a) Active Bond/Facility Projects Update
  - b) Cost Control Report
  - c) Master Schedule/Construction Phase Only
  - d) Bond Expenditure Report

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 approve the minutes of the Regular Board Meeting on December 14, 2010.
- 2) That the Governing Board accept gifts donated to the college with appropriate acknowledgement to donors.
- 3) That the December 10<sup>th</sup> supplemental payroll in the amount of \$74,696.92; that the December 30<sup>th</sup> Classified Regular Payroll in the amount of \$768,965.57; that the January 4<sup>th</sup> Certificated Regular Payroll in the amount of \$1,474,268.79; and that the January 10<sup>th</sup> Supplemental Payroll in the amount of \$38,64.86, be approved.
- 4) That Commercial Warrants:  
Number 12827617 through Number 12827645 - \$165,154.46  
Number 12822318 through Number 12822333 - \$153,199.23  
Number 12828696 through Number 12828749 - \$290,650.84  
Number 12829897 through Number 12829961 - \$721,677.83  
Number 12830486 through Number 12830488 - \$39,710.80  
in the amount of \$1,217,193.93, be approved.
- 5) That Purchase Order #'s 111773 through 111837, in the amount of \$1,002,999.94, be approved.

- 6) That the following budget increases in the Restricted General Fund be approved:

Net increase in the 1000 (Certificated Salary) object expense category	\$ 24,608
Net increase in the 2000 (Classified Salary) object expense category	\$ 11,553
Net increase in the 3000 (Benefits) object expense category	\$ 6,950
Net increase in the 4000 (Supplies) object expense category	\$ 97,422
Net increase in the 5000 (Other/Services) object expense category	\$ 5,197
Net increase in the 7000 (Other Outgo) object expense category	\$ 55,447

Increase of \$68,086 in revenue and matching expenses, to reflect funds carried forward from FY 2009-2010 to FY 2010-2011; and increase of \$133,091 in funds received for FY 2010-2011.

- 7) That the following budget adjustments in the Restricted General Fund be ratified:

Net increase in the 1000 (Certificated Salary) object expense category	\$ 852
Net decrease in the 2000 (Classified Salary) object expense category	\$ 966
Net increase in the 3000 (Benefits) object expense category	\$ 114
Net decrease in the 4000 (Supplies) object expense category	\$ 970
Net increase in the 5000 (Other/Services) object expense category	\$ 970

- 8) That the following budget adjustments in the Unrestricted General Fund be ratified:

Net decrease in the 1000 (Certificated Salary) object expense category	\$ 43,057
Net decrease in the 3000 (Benefits) object expense category	\$ 5,593
Net increase in the 4000 (Supplies) object expense category	\$ 3,098
Net increase in the 5000 (Other/Services) object expense category	\$ 46,252
Net decrease in the 6000 (Capital Outlay) object expense category	\$ 700

- 9) That the following budget increases in the Parking Fund be approved:
- |  |           |
|--|-----------|
| Net increase in the 2000 (Classified Salary) object expense category | \$ 5,600  |
| Net increase in the 3000 (Benefits) object expense category          | \$ 1,486  |
| Net increase in the 5000 (Other/Services) object expense category    | \$ 18,914 |
| Net increase in the 6000 (Capital Outlay) object expense category    | \$ 9,000  |

Increase of \$35,000 in revenue and matching expenses, to reflect funds carried forward from FY 2009-2010 to FY 2010-2011.

B. Management/Supervisor/Confidential Personnel:

10) That the Governing Board approves the following item:

- a) Approve the employment of \_\_\_\_\_, Human Resources Specialist, Human Resources, 40 hours per week, 12 months per year, effective \_\_\_\_\_, 2011.

C. Faculty Personnel:

11) That the Governing Board approves the following Faculty personnel items:

- a) Grant Equivalency to Minimum Qualifications to Dorothy Imperial to teach Child Development, effective spring 2011.
- b) Each month individuals are hired as part-time, substitute, and overload. Approve the hired part-time, substitute, and overload for fall 2010, early spring, and spring 2011.

D. Classified Personnel:

12) That the Governing Board approves the Classified personnel items:

- a) Accept the resignation of Jill Jessen, Instructional Specialist, English & Study Skills Center, 18 hours per week, 7 months and 19 days per year, effective at the end of the day, December 10, 2010.
- b) Accept the resignation for the purpose of retirement of Peter Buechel, Purchasing Coordinator, Administrative Services, 40 hours per week, 12 months per year, effective at the end of the day, April 30, 2011.

E. Short Term and Substitute Personnel:

13) 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.

5. **NEW BUSINESS**

A. BE IT RESOLVED, that the 2010-2011 Monthly Financial Reports for the period ending December 31, 2010, be accepted.

B. BE IT RESOLVED, that the Quarterly Financial Status Report for the quarter ending December 31, 2010 as presented on form CCFS 311Q, be accepted and made part of the minutes of this meeting.

C. BE IT RESOLVED, that the Governing Board receive the District's Annual Financial Audit Report for the fiscal year ended June 30, 2010.

- D. BE IT RESOLVED, that the Governing Board receive the District's Measure I General Obligation Bonds Performance Audit and Independent Auditors' Reports for the fiscal year ended June 30, 2010.
- E. BE IT RESOLVED, that the 2011-2012 non-resident tuition rate for the District be established in accordance with ECS 76140 at \$176 per semester unit, with no fee for capital outlay (subject to verification of nonresident fees charged by contiguous districts).
- F. INFORMATION: 2011-2012 District Scheduled Maintenance and Special Repairs Five Year Plan.
- G. BE IT RESOLVED, that the Governing Board ratify the commercial lease with Surfside Enterprises, Inc., and the Meldrum Living Trust, for use of the warehouse building premises known as Suite 1, located at 325 Elder Street, Sand City, beginning December 24, 2010 and terminating on December 31, 2012.
- H. BE IT RESOLVED, that the Governing Board approve Dr. Douglas Garrison, Superintendent/President, Stephen Ma, 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.
- I. BE IT RESOLVED, that the Governing Board approve Dr. Douglas Garrison, Superintendent/President, and Stephen Ma, 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.
- J. INFORMATION: District's No Smoking Board Policy 2240.
- K. BE IT RESOLVED, that the Governing Board approve the signing of Amendment 01 to the 2010-2011 contract for the General Child Care and Development Programs at Monterey Peninsula College.
- L. BE IT RESOLVED, that the Governing Board approve the signing of Amendment 01 to the 2010-2011 contract for the California State Preschool Program at Monterey Peninsula College.
- M. BE IT RESOLVED, that the Governing Board approve revised Board Policy 1040 Closed Sessions of the Governing Board.
- N. BE IT RESOLVED, that the Governing Board nominates \_\_\_\_\_ to be a candidate for the CCCT Board.
- O. BE IT RESOLVED, in recognition of the four years of dedicated service to Monterey Peninsula College, the Governing Board hereby confers the title of Honored Retiree upon Dr. John Gonzalez, Vice President of Academic Affairs, retiring January 31, 2011.
- P. INFORMATION: Calendar of Events.

6. **ADVANCE PLANNING**

A. Regular Meeting Tuesday, February 22, 2011

- Closed Session, 1:30pm, Stutzman Seminar Room, Library and Technology Center
- Regular Meeting, 3:00pm, Sam Karas Room, Library and Technology Center

Regular Meeting Tuesday, March 22, 2011

- Closed Session, 1:30pm, Stutzman Seminar Room, Library and Technology Center
- Regular Meeting, 3:00pm, Sam Karas Room, Library and Technology Center

B. Future Topic:

- 1) Life Science Program Review.

7. **ADJOURNMENT**

8. **CLOSED SESSION**

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

*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](http://www.mpc.edu).*

*Posted January 20, 2011*