

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD OF TRUSTEES
REGULAR MEETING
www.mpc.edu/GoverningBoard**

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

MINUTES

1. OPENING BUSINESS

- A. Call To Order – Chair Lynn Davis called the Regular Meeting to order at 1:32pm.
- B. Roll Call
Present:
 - Mr. Charles Brown, Trustee
 - Mr. Lynn Davis, J.D., Chair
 - Dr. Doug Garrison, Superintendent/President
 - Mr. Charles Page, Trustee
 - Dr. Loren Steck, Vice ChairAbsent:
 - Dr. Margaret-Anne Coppernoll, Trustee
 - Chair Davis reported Dr. Coppernoll is recovering from a recent illness.
- C. Public Comments on Closed Session Items – there was no visitors.
- D. Closed Session – items under discussion:
 - 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, Physical Education/Baseball, and Physics.

- E. Reconvene to Regular Meeting – Chair Davis reconvened the Regular Meeting to order at 3:00pm.
- F. Reporting of Any Action Taken During Closed Session – no action was taken.

2. RECOGNITIONS

- A. Acknowledgement of Visitors – there were no visitors.

3. COMMUNICATIONS

Lynn Davis read from the Agenda the updated language for “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.”

- A. Comments from Visitors – there were no comments from visitors.

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. Chair Davis recognized the generous donation by the Ralph Knox Foundation.
- 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. Chair Davis recognized the funding of \$32,179 from the Peggy Downes Speaker’s Series to begin the endowment in her name for the Faculty Advancement Fund.
- 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. Loren Steck asked for clarification on the subject of students repeating courses. Dr. Garrison responded that a presentation on community service options can be given to the Board, after the new Vice President of Academic Affairs is hired and can examine the options.
- 4) Thank you letter from Thomas Christopher, President of Follett Higher Education Group, celebrating 15th anniversary of serving MPC’s Book Store / January 5.

MPC All User Emails:

- 1) Great Books: 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) "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:

- 1) Institutional Report – 'Project Ecuador' Report on Student Trip to Rio Muchacho, Ecuador by Elias Kary, Anthropology Instructor.
Elias Kary summarized the cooperative education project he led in the summer of 2010 with nine students. The experience exposed students to the challenges of sustainable farming in rural Ecuador, connecting the classroom curriculum and anthropology with real life tasks of solving economic problems. Students were required to produce a video log, take photos, and edit a small film as their report of the project. Elias also showed a short film highlighting the farmers' substance crops, difficulties in resisting the pressures of land reutilization causing local farmers to migrate to the city to gain employment, and in the students' own journeys as they reported on their learning experiences. Elias reported that the field of Applied Anthropology looks at case studies, globalization, and changes in foreign policy, but this enriching experience to identify issues and find ways to solve rural problems was mobilizing for students.
- 2) Superintendent/President's Report
Dr. Garrison reported on the Study Session held last week to educate the Board on the issues relating to transition to becoming a multi-site college. / Flex Week activities are next week with a full schedule of presentations. / He is busy looking at various aspects of budget planning and Vice President Ma will give a discussion on the budget on Thursday's Flex Day. / With the

impending departure of Dr. John Gonzalez, a transition plan is being implemented for Academic Affairs to integrate day-to-day operations. / Dr. Garrison invited the Board and the MPC community to attend Dr. Gonzalez' retirement party on January 26th.

3) Vice Presidents' Reports

John Gonzalez, Vice President of Academic Affairs:

Dr. Gonzalez gave his final report to Board as his retirement begins on February 1. He reported spring enrollments are very healthy, particularly at the Education Center. By tracking enrollments in comparison to spring of 2010 to spring of 2011, there has been an increase of 400 enrollments, an indication that we are doing a better job of scheduling classes to meet students' needs. We are gearing up to move into the permanent facility in fall of 2011. / Laura Franklin is working on orientation of new faculty for this spring / He introduced Monika Bell, Medical Assisting instructor.

Dr. Gonzalez continued his report, "the perfect storm for community colleges:

[VP John Gonzalez Farewell Presentation Board 01-25-11.pdf](#)

- High unemployment at 9.7% as of November, 2010, for the US
- Second tidal wave of Baby Boomers
- Fewer spaces at CSU and UC
- Higher tuition costs at CSU and UC
- Returning Veterans
- Highest credit enrollment ever
- Fewer Resources

Demographic Changes:

- Ethnicity of Students – 5 Years Ago to Present:
 - 6% African-American, 16% Latino, 13% Asian, and 64% White in 2005 vs 5% African-American, 22% Latino, 13% Asian, and 59% White in 2010.
 - If we achieve 25% Latino enrollment we become a Latino-serving Institute which allows for Federal Grants
 - Ethnicity – at Monterey Campus vs Community:
6% African-American, 26% Latino, 14% Asian, and 54% white students vs 4% African-American, 7% Latino, 10% Asian, and 60% white in community
 - Ethnicity – at Education Center vs Community:
6% African-American, 36% Latino, 17% Asian, and 40 White students vs 4% African-American, 7% Latino, 10% Asian, and 60% White in community.

These statistics illustrate the underserved students by comparison to community demographics. The demographics from MPUSD as our feeder high school and the changing middle school enrollments show an increase of Latinos; the elementary schools currently have a 49.9% Hispanic population. We need to be prepared to educate Hispanic students regardless of the learning styles they bring with them.

- Veteran Students: almost 600 enrollments as of fall 2010.

Prepare to Meet the Future – the Future is Now:

- Changing demographics:
 - Ethnic changes

- Veterans
- CSU and UC-qualified students
- Learning styles
- Mental Health
- Fiscal constraints = limited access
- Fiscal constraints – need to reassess delivery model

The Future is Bright:

- Accreditation reaffirmed for six years
- Solid shared governance process
- Good relations between faculty, staff and administration
- A Board that cares about the future of MPC
- 10% reserve
- Economic downturns are cyclical
- MPC has addressed and continues to address curriculum issues to avoid potential liability:
 - Special Topics
 - Repeatability
 - Conversion of non-credit PFIT to credit
- MPC has addressed fiscal challenges with an eye on sustainability
 - Education Center at Marina
 - Public Safety Training Center in Seaside
 - Full-time faculty hiring

The Future is Bright – But We Must Prepare for Change:

- Institutional Committee on Distance Education enhancements to address quality assurance issues
- Taskforce Review of Basic Skills
 - Enhance coordination
 - Meet increased student demand
 - Enhance use of resources
 - Taskforce review of campus-wide technology; higher student expectations for technology paired with higher costs
- Unpacking the class schedule – more left to do
- Revisit the academic calendar
 - Increase student persistence from fall to spring
 - Increase student options
 - Take pressure off fall and spring
 - Increase facility use efficiency to accommodate more students on an annual basis
 - Increase FTES in the future
- Continue to strengthen partnerships with K-12
- Define “college readiness” and necessary skill sets
- Convey the importance of upholding standards
- Teach values
- Teach students compassion; teach them to appreciate and value diversity, not just merely tolerate it
- Consider alternative delivery modes
- Continue to work collaboratively toward the common good

Dr. Gonzalez was thanked by Chair Davis for his final report to the Board and his message to “be positive!” His passion for education clearly comes through and it is a great loss to MPC as Dr. Gonzalez takes his well-deserved retirement. Dr. Gonzalez was reminded he is a key invitee to the opening of the Education Center in Marina.

Carsbia Anderson, Vice President of Student Services:

Carsbia reported he has been involved with Student Services staff working in preparation for Monday’s return of spring students. / Tours of the Student Services Building are taking place and March 4th is move-in day / January 18th was the Martin Luther King Holiday parade with his family and Trustee Brown; this was the largest parade ever with Stedman Graham as keynote speaker and Dr. Griffith on health and childhood obesity concerns. Carsbia distributed information on MPC. / Student Health Center R.N. Lara Shipley, Kelly Eyler, and Psych interns are assisting students with stress issues, supported by Dr. Bill Benda, on their increasing mental and physical health concerns. / Gaozong Thao has brought the Medical-Mental Health van monthly for VA services. / The CERT Team (Crisis Emergency Response Team) with teams of faculty and staff throughout campus has trained with the American Red Cross. / This spring’s Flex Day has a full day of mental health discussions, guidelines for assessing behaviors, what to do when situations happen and options for safety (call 911). The CERT Team also received from Lara Shipley a Community Crisis Reference Form to publicize options for seeking health resources from within the community. / Carsbia meets Fridays with Lara, Steve Brownlie and Art St. Laurent to talk about student discipline and mental health issues, and resources available on and off campus. / New to us is a threat assessment process which CERT will take on to assess potential dangers, to determine the degree of danger, and what response is appropriate. / The Flex Day schedule includes presentations by MPC Veterans transitioning to community and school, a student Veteran panel to talk about their MPC experiences, and representatives from Monterey Mental Health talking about characteristics of mental health issues, followed by Dr. Clare Manning, psychologist, on Asperger’s Disease and Autism students.

Stephen Ma, Vice President of Administrative Services

Steve’s fiscal report was based on the Governor’s January 10th budget. There are far fewer options to fix the deficits in this budget. The budget assumes a special election in June will ask voters to approve a tax package to extend taxes for another five years. The proposed budget has no mid-year cuts but the \$400M cut to apportionment is a 7% reduction to MPC. Student fees will increase \$10 per unit. The Governor is proposing some growth money at 1.9% enrollment in growth funding, to be paid by the increase in student fees. Another deferral of \$129M will delay payments normally received in January-June to next year. One piece of good news is there are no new cuts to student categorical funds. For the third year in a row COLA is not funded. The breadth of budget scenarios is quite wide. The best case scenario of cuts to MPC of \$1.9M assumes that the June tax package is approved; the worst case scenario is \$5.2M in cuts. Steve is in the process of developing a worst case scenario.

- 4) Academic Senate Report – no report.
- 5) MPCEA Report – Loran Walsh, President.
Loran reported that at the December elections he was elected CSEA Chapter President and he looks forward to representing Classified employees for the next two years. Also elected were: David Jodoin, Vice President; Paula Norton, Secretary; Kelly Eyler, Treasurer; and Ron Holback, Chief Job Steward. Negotiations begin this month for the June contract. Overtime, compensatory time, health benefits, and language issues are under negotiations, with the goal to complete by April.
- 6) MPCTA Report – no report.
- 7) ASMPC Report – Will Adams.
Regular ASMPC meetings were held over break. Planned activities for spring semester will be Welcome Days January 30-February 2 with an ASMPC booth. / February 23rd is Lobo Day with a carnival theme. / There are eight vacancies on the Council and ASMPC will be recruiting during Flex Days and Welcome Days. / The March in March to Sacramento will protest budget cuts. / On February 5th ASMPC leadership will attend the student symposium in Berkeley, taking workshops on the Brown Act, planning activity days, and helping new members learn about student government. / Kage Williams added to Will's report that ASMPC is hosting its own Student Flex Days to provide an overview of how college life is at MPC. / The March in March is to hold hands from Monterey to Salinas to protect education cuts, and ASMPC is looking at making Hartnell Community College ASMPC's sister school, to work together on events, difficult issues, and common concerns. / Michael Dickey is returning to MPC as the ASMPC President.
- 8) College Council Report – no report.
- 9) MPC Foundation Report – Robin Venuti, Executive Director:
 - a) Robin provided an overview of the Foundation's activities for the last year and she introduced the 2011 Foundation President Pam Lehman. During 2010, the Foundation:
 - Made application to become an auxiliary organization
 - Reviewed and adopted their mission statement
 - History of support to MPC:
 - \$89,900 raised for Bond Campaign
 - \$843,801 for LTC
 - \$562,570 for Academic Excellence
 - \$220,926 for Women Supporting Women Programs
 - \$28,615 Child Development Center
 - \$559,896 PE Campaign
 - \$773,101 16 Names Endowed Scholarship Funds
 - Other funds managed by Foundation:
 - \$38,801 Women Supporting Women
 - \$54,860 LTC
 - \$203,643
 - Goal for 2011 Financial Support - over \$341,000 to be distributed:

- \$44,000 Faculty and Staff grants
 - \$40,000 Scholarships and Book Awards
 - \$10,000 Scholarship from Alumni Committee
 - \$5,000 Scholarship to High School Seniors
 - \$40,000 Instructional Materials
 - \$117,018 Maurine Church Coburn School of Nursing Sim Lab Upgrade
 - \$65,000 for incentive awards to Childhood Development Students
 - \$20,000 in Book Awards for Childhood Development Students
 - Ongoing Fundraising Efforts:
 - \$150,000 Goal for Focused Fundraising Program
 - Peggy Downes Baskin Faculty Advancement Fund
 - Multiple grants in process
 - President's Circle
 - Additional Support is provided to:
 - President's Address as host and organizer
 - Fund Administration and Grant Writing
 - Women Supporting Women program
 - Apgar Foundation Grant for Great Books Program
 - Named Scholarships
 - Foundation Research and Crafting of Proposal with Campus Departments
 - Arranging for the donation or purchase of MPC faculty and student artwork exhibited in Administration Building
 - A complimentary fully-illustrated and catalogued insurance appraisal completed of the Edward Weston photography collection.
 - Building MPCF for growth:
 - Staff now has development experience
 - MPC Auxiliary Organization (pending approval through the Chancellor's Office)
 - Updated Bylaws
 - Updated Master Agreement
 - Comprehensive Personnel Policy
 - Stronger Integration with the College
 - Focus on Governance
 - New local investment advisor and an updated investment policy
 - Document and destruction policy
 - Donate now button on the new Foundation website (grant supported)
 - Engaged Board of Directors with financial commitment from the Board
 - Successful President's Circle is the cornerstone of our fundraising efforts
 - Foundation has its running shoes on and is ready to go for progress!
- b) Foundation donations for December, 2010, totaled \$124,516.36.

Chair Davis thanked Robin Venuti and Pam Lehman for the comprehensive report. He also thanked Charlie and Caroline Page for their support as early founders and financial supporters of the Foundation, and Loren Steck for his years of support as well.

10) Governing Board Report:

- a) Community Human Service– no Board meeting was held for December, 2010.

Loren Steck reported he has been chairing the CHS committee on strategic planning and CHS is anticipating great changes and new opportunities.

- b) Trustee Reports – no other reports.

11) Legislative Advocacy Report – no report.

12) Special Report - Bond Update Reports, Joe Demko

- a) Active Bond/Facility Projects Update:

MPC Education Center (at Marina) Permanent Buildings – Roofing and wall framing has been completed. Utilities (gas and electric) are being installed. Site work continues. Dry wall installation has begun. Work will be completed by late spring/early summer of 2011. Classes will commence the fall semester of 2011.

Infrastructure – Site work (lighting, parking lots, sidewalks) will be ongoing for the next few years. In January, signs at 12 locations are being installed to aid new students and visitors finding their destinations. Five light poles have been installed at the amphitheater.

New Student Services Building – The interior modular walls and ceilings have been installed. The site work is completed. First floor furniture delivery is scheduled for January 24, 2011. Second floor furniture will be delivered February 1, 2011. After the “punch list” is completed and the data lines/communications are tested in February, areas will be available to move in on a phased basis. There have been some architectural design issues that are being addressed with the Architect (HGA).

Swing Space – The “Swing Space Village” is located adjacent to and south of the Theatre. The work will be completed by the end of January of 2011. The Swing Space user groups are being notified of the swing space plan in detail in order to accommodate the program needs with minimal disruption.

Facilities Committee – The Committee meets periodically to review construction issues, budgets and schedules.

Business / Computer Science Building – The project is essentially done and the contractor is finishing the “punch list.” The project has been completed ahead of schedule. Furniture will be delivered in February and move-in will be able to start in March.

Humanities / Old Student Services / Business Humanities – The project will receive State matching funds. The Architect (HGHB) has submitted drawings to DSA for approval. The State Chancellor’s Office requires submittals and approvals during the design phase and requires

authorization to go to bid and to award the bid (anticipated in spring 2011).

Theatre – The Architect (HGA) has submitted the drawings to DSA for approval. It is anticipated the project will bid in the spring of 2011, and work will commence in June 2011 with completion anticipated in December 2012.

Life Science / Physical Science Buildings – The Architect (HGHB) has completed the drawings and submitted to DSA for approval. Dependent upon DSA approval time, construction is anticipated to begin in the summer of 2011. Swing Space needs are being accommodated in the new Swing Space Village and at the General Classrooms.

Gym First Floor – The Architect (HGHB) has completed the drawings and submitted to DSA for approval. The Gym first floor work has to be completed before work on the pool and tennis courts can be done. The Swing Space needs are being accommodated.

Outside Lockers adjacent to the Art Buildings – The Architect (HGHB) has completed the drawings and submitted to DSA for approval. The work will be done as weather permits and as not to impact class schedules and is scheduled to be completed summer 2011.

Social Sciences Building – Work began during the Christmas break to remove walls to increase classroom area space and to reconfigure new office spaces to better accommodate staff needs. Work will be finished by January 31, 2011.

Pool/ Tennis Courts – Work will begin after the gym first floor is complete. Music Buildings – The Architect (HGA) has prepared schematic drawings with different design options, and the Facilities Committee is reviewing the options and the budgets for the different alternatives.

Student Center – The Architect (HGHB) has prepared schematic drawings for available space options. Planning meetings have involved student representatives.

- b) Cost Control Report
- c) Master Schedule/Construction Phase Only
- d) Bond Expenditure Report

4. **CONSENT CALENDAR**

- A. Routine Business Transactions, Annual Renewal of Programs, Bids, Agreements, Notice of Public Hearings and Proclamations:
Motion Page / Second Steck / Carried **2010-2011/68**

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 10th supplemental payroll in the amount of \$74,696.92; that the December 30th Classified Regular Payroll in the amount of \$768,965.57; that the January 4th Certificated Regular Payroll in the amount of \$1,474,268.79; and that the January 10th 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 Andrea Bozant, Human Resources Specialist, Human Resources, 40 hours per week, 12 months per year, effective February 1, 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.
Motion Steck / Second Page / Carried **2010-2011/69**

- 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.
Motion Page / Second Brown / Carried **2010-2011/70**

- C. BE IT RESOLVED, that the Governing Board receive the District's Annual Financial Audit Report for the fiscal year ended June 30, 2010.
Motion Steck / Second Williams/ Carried **2010-2011/71**

- 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.
Motion Williams / Second Steck / Carried **2010-2011/72**
- 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).
Motion Page / Second Steck / Carried **2010-2011/73**
- F. INFORMATION: 2011-2012 District Scheduled Maintenance and Special Repairs Five Year Plan. **INFORMATION**
- The District is required to develop and submit a scheduled maintenance five year plan on an annual basis to the Chancellor's Office. Steve Ma reported the State has not had scheduled maintenance funds for a number of year but we continue to provide a five year plan to identify projects that could be funded for scheduled maintenance funds should funds become available.
- 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.
Motion Page / Second Steck / Carried **2010-2011/74**
- 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.
Motion Page/ Second Steck / Carried **2010-2011/75**
- 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.
Motion Brown / Second Williams / Carried **2010-2011/76**
- J. INFORMATION: District's No Smoking Board Policy 2240. **INFORMATION**
[New Bus Smoking.pdf](#)
Carsbia Anderson and Stephen Ma reported the history of MPC's No Smoking Policy. In 1997 the recommendation of the Health and Safety Committee was to go to a four-phase policy:
- 1) Phase I, no indoor smoking
 - 2) Phase II, designated smoking areas
 - 3) Phase III, smoking limited to perimeter locations, parking lots
 - 4) Phase IV, total no smoking/no tobacco policy.

Carsbia outlined proposed changes to Policy 2240 Smoking: “Smoking is permitted in district parking lots but must be a minimum of 50 feet away from buildings.” This policy change was suggested by ASAG and would be distributed through PACC. To assess students’ evaluation of the current smoking policy, ASMPC randomly surveyed 267 students during the spring 2010 semester to ask four questions, and respondents answered:

- 1) 37% - policy should remain the same
- 2) 30% - allow limited smoking areas in parking lots
- 3) 15% - 20 feet from buildings allowed

Other considerations of going non-smoking:

- Signage costs
- Enforcement of policy will change duties of security and may require additional staffing
- District obligation to provide smoking cessation program and related support
- Loss of productivity by students and staff – moving activity off campus
- Note: many of the colleges and universities listed as having “Smoke Free Air Policies” (quoted from the American Nonsmokers’ Rights Foundation) permit smoking in parking lots, or designated areas usually located in parking lots.

The Board reached consensus to go forward to enact Phase IV, a total no smoking/no tobacco policy on campus. Chair Davis asked for an information item at next month’s meeting to discuss the implications of this change in policy and the process of proposing the change through the shared governance process.

- 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.
New Business Item No. K. Tabled
- 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.
New Business Item No. K. Tabled
- M. BE IT RESOLVED, that the Governing Board approve revised Board Policy 1040 Closed Sessions of the Governing Board.
Motion Steck / Second Page / Carried **2010-2011/77**
- N. BE IT RESOLVED, that the Governing Board nominates _____
to be a candidate for the CCCT Board.
No motion was made to nominate 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.
Motion / Second / Carried **2010-2011/78**

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** – the Regular Board Meeting was adjourned at 5:58pm by Chair Davis.

8. **CLOSED SESSION** - no additional Closed Session was held.

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

Respectfully Submitted,

Dr. Douglas R. Garrison
Superintendent/President

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.

Posted February 23, 2011