

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

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

TUESDAY, SEPTEMBER 28, 2010

**AGENDA
(CORRECTED, with underlined changes)**

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. Comments from Visitors.

C. 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) Student Discipline.

2) Superintendent/President Evaluation.

D. Reconvene to Open Session.

E. Reporting of Any Action Taken During Closed Session.

2. OATH OF OFFICE - Swearing in of Student Trustee, Antron "Kage" Williams.

3. RECOGNITION

A. Recognition of former Student Trustee, Michael Dickey.

B. Moment of Silence for passing of MPC community:

1) Peggy Bates (Margaret Schieffelin Pardee Bates), instrumental to the founding of Monterey Peninsula College.

2) Cynthia Fels, former T'ai Chi Instructor and ESSC Instructional Specialist.

3) Bob James Wise, former part-time instructor for 17 years.

4) Matthew Finnigan, student.

- 5) Larry Cummins, Professor Emeriti, Athletic Director, PE Division Chair and Basketball and Baseball Coach.

C. Acknowledgement of Visitors.

4. **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.

B. Written Communications:

- 1) Dr. Doug Garrison, letter to Mr. David Lewis in sympathy for passing of Norma Lewis, sculptures of artwork "Connection" and "On Ice" at MPC, August 20.
- 2) Michael Dickey, letter of resignation as Student Trustee, September 3.
- 3) Dr. Doug Garrison, letter acknowledging resignation of Michael Dickey, Student Trustee, September 8.

MPC's All User Emails:

- 1) Julie Osborne, Student Activities Coordinator, MST Bus Passes, August 16.
- 2) Melissa Pickford, Art Gallery Director, Uncommon Portraits Exhibit from August 24-September 24, August 23.
- 3) Robin Venuti, Executive Director, Foundation: Announcement of Faculty and Staff Advancement Awards, August 25.
- 4) Melissa Pickford, Art Gallery Director, Metal Sculpture by students in Instructor Bob Lamp's summer class, August 26.
- 5) Gaozong Thao, Veterans Rep., Medical Mobile Van on MPC Campus, August 31.
- 6) Dr. Doug Garrison, Passing of Cynthia Diane Fels, M.Ed., T'ai Chi Instructor and ESSC Instructional Assistant," September 1.
- 7) HR Employment Opportunity: Instructional Specialist, Disabled Students Programs & Services, September 1.
- 8) HR Employment Opportunity: Instructional Specialist, Supportive Services, Adaptive PE, September 1.
- 9) HR Employment Opportunity: Instructional Specialists (two positions), English & Study Skills Center, September 1.
- 10) MPC Foundation Alumni Association, Special Invitation to Homecoming Reunion Celebration and BBQ, September 2.
- 11) Lien Nguyen, Student Job Center, One-Stop Mobile Career Center at MPC September 9 and September 15 (hiring for Restaurant 1833), September 2.
- 12) Melissa Pickford, Art Gallery Director, Uncommon Portraits Exhibit and Artist's Reception, September 7.
- 13) John Gonzalez, VP of Academic Affairs, Dr. David Hayes-Bautista to speak on September 15 in celebration of Hispanic Heritage Month, September 7.
- 14) Kelly Eyler, Health Services Assistant, Planned Parenthood Services start September 22 for monthly visits, September 8.
- 15) Carsbia Anderson, VP of Student Services, Lobo Day 2010, September 9.

- 16) Carsbia Anderson, VP of Student Services, ASMPC celebrates Constitution Day on September 17 from 10:00am-1:00pm, September 15
- 17) Henry Marchand, Creative Writing Instructor, Banned Books Read-Out on Wednesday, September 29, 1:00-3:00pm, Sam Karas Room, September 20.

Articles published in The Monterey County Herald, The Californian, and KION:

- 1) "MPC's Halamandaris takes first in diving meet," August 18.
- 2) "MPC plans special 'Rent' performances, August 19.
- 3) Advertisement: Gentrain Interdisciplinary Course in Western Culture, August 10.
- 4) Advertisement: positions available at MPC for Full Time Classified; Full Time Faculty and Part Time Faculty, August 23.
- 5) Letter to Editor from Charles Page, Trustee: "Life can be unfair, but work out in end," August 27.
- 6) "Sibling Rivalry: Fales brothers, David at MPC and Austin at Hartnell," August 31.
- 7) "You're Footing the Bill: College President Salaries," August 31.
- 8) "MPC Storybook Theatre presents Princess and the Pea," September 2.
- 9) "MPC Theatre Company is seeking volunteers," September 2.
- 10) "MPC opens season 3-1" (women's volleyball), September 7.
- 11) Workshop Advertisement: "Suicide Prevention Awareness, September 9," The Weekly, September 2-8.
- 12) Art Openings & Happenings: "Monterey NOW: Robynn Smith at Monterey Museum of Art," and "Uncommon Portraits at MPC Art Gallery," The Weekly, September 2-8.
- 13) "Rasmussen set for 10th year as MPC football coach," September 8.
- 14) "MPC Storybook Theatre makes an appeal to all audiences with 'The Princess and the Pea,'" September 9.
- 15) Peter Funt: "Many colleges fail to follow book rules," September 13.
- 16) Advertisement: positions available at MPC for Full Time Classified; Full Time Faculty and Part Time Faculty, September 14.
- 17) Review: "MPC's 'Princess and the Pea' sparkles with wit," September 16.
- 18) "Peggy Bates dies at 92" article and obituary for Margaret Schieffelin Pardee Bates, September 16.
- 19) Editorial: "Peggy Bates' passing leaves area poorer," September 17.
- 20) "Finding A Way," Lobos football victory 14-10 over De Anza Dons, September 19.
- 21) Letter to Editor: "Book Costs Outrageous," September 20.

C. Reports and Presentations:

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

- 1) Institutional Report – RegWeb Textbook Links, Carsbia Anderson
- 2) Superintendent/President 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
 - a) Monterey Peninsula College Foundation Donations for August, 2010, totaling \$16,402.50.

10) Governing Board Trustee Reports:

- a) Community Human Services (CHS) – Regular Board Meeting Minutes from August 19, 2010. Acknowledgement letter of August 27th of receipt of \$3,500.00 JPA allocation for FY 2010-2011. August 13th letter from Harvey Kuffner, Board Chair, informing community of Robin McCrae’s four month sabbatical effective September 1, 2010, and that Michael McFarland will serve as Interim Executive Director, and Valerie Catania will serve as Interim Deputy Director/Director of Substance Abuse Services. September 15th letter from Michael McFarland, with Year-End Summary of Services Statement for 2009-10.

11) Legislative Advocacy

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

5. **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 August 24, 2010.
- 2) That the Governing Board accept gifts donated to the college with appropriate acknowledgement to donors.
- 3) That the August 13th manual payroll in the amount of \$994.50; and that the August 31st regular payroll in the amount of \$1,915,673.56; and that the September 3rd manual payroll in the amount of \$6,108.08; and that the September 10th supplemental payroll in the amount of \$72,468.78; for the total payroll of \$1,995,244.90, be approved.
- 4) That Commercial Warrants:
Number 12802478 through Number 12802505 - \$265,527.27
Number 12803318 through Number 12803393 - \$226,493.30
Number 12803920 through Number 12803936 - \$ 49,729.23
Number 12804542 through Number 12804553 - \$ 29,095.52
Number 12805767 through Number 12805784 - \$ 76,493.27
Number 12807183 through Number 12807269 - \$662,968.43
in the amount of \$1,359,183.61, be approved.

- 5) That Purchase Order #'s 111351 through 111472, in the amount of \$6,386,926.34, be approved.
- 6) That the following budget adjustments in the Restricted General Fund be approved:
Increase of \$976 in revenue and matching expenses, to reflect funds received for FY 2009-2010.
- 7) That the following budget adjustments in the Restricted General Fund be ratified:

Net decrease in the 1000 (Certificated Salary) object expense category	\$16,785
Net increase in the 2000 (Classified Salary) object expense category	\$21,278
Net increase in the 3000 (Benefits) object expense category	\$ 2,139
Net decrease in the 4000 (Supplies) object expense category	\$ 1,379
Net increase in the 5000 (Other/Services) object expense category	\$ 4,894
Net decrease in the 7000 (Other Outgo) object expense category	\$10,147
- 8) That the following budget adjustments in the Unrestricted General Fund be ratified:

Net decrease in the 2000 (Classified Salary) object expense category	\$ 538
Net increase in the 3000 (Benefits) object expense category	\$ 88
Net increase in the 4000 (Supplies) object expense category	\$ 2,988
Net decrease in the 5000 (Other/Services) object expense category	\$ 2,538
- 9) That the following budget increases in the Child Development Fund be approved:
Increase of \$4,500 in revenue and matching expenses, to reflect funds carried forward from FY 2008-2009 to FY 2009-2010; and,
Increase of \$19,473 in revenue and matching expenses, to reflect funds received for FY 2009-2010.
- 10) That the following budget adjustments in the Parking Fund be ratified:

Net decrease in the 2000 (Classified Salary) object expense category	\$ 9,050
Net decrease in the 3000 (Benefits) object expense category	\$ 150
Net increase in the 4000 (Supplies) object expense category	\$ 5,836
Net increase in the 5000 (Other/Services) object expense category	\$ 3,364

B. Faculty Personnel:

- 11) That the Governing Board approves the Faculty personnel actions listed:
 - a) Accept the resignation of Sarah Mawhirter, Women's Studies Instructor, effective December 31, 2010.
 - b) Each month individuals are hired as part-time, substitute, and overload. The attached list includes hires for Fall, 2010.

C. Classified Personnel (corrected):

- 12) That the Governing Board approves the Classified personnel actions listed:
 - a) Establish two new positions, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective September 29, 2010.

- b) Employment of Herbert Amaya, Food Preparer, Child Development Center, 18 hours per week, 9 months and 11 days per year, effective September 29, 2010.
- c) Employment of Maria Roa, Lead Custodian, Facilities, 40 hours per week, 12 months per year, effective September 29, 2010.
- d) Employment of Teresa Stanfield-Lee, Admissions & Records Specialist, Admissions & Records, 40 hours per week, 12 months per year, effective September 30, 2010.
- e) ~~Employment of _____, Custodian, Facilities, 40 hours per week, 12 months per year, effective _____, 2010.~~
- e) Employment of Olivia Panopolous, Instructional Specialist, Step A, Reading Center, 18 hours per week, 34 weeks per year, effective August 1, 2010.
- f) Employment of Trevor Howell, Instructional Specialist, Adaptive PE, Step A, 18 hours per week, 34 weeks per year, effective August 1, 2010.
- g) Employment of Veronica Sosa, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective September 29, 2010.
- h) Employment of Kimberly Vogt, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective September 29, 2010.
- i) Employment of Leslie Hayner, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective September 29, 2010.
- j) Approve unpaid leave of absence requested by Jacqueline Evans, Workability Program Coordinator, Supportive Services, for 10 hours per week starting September 7, 2010 and ending December 17, 2010.
- k) Resignation of Courtney Middlebrook, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days, effective at the end of the day, September 2, 2010.

D. 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.

6. **NEW BUSINESS**

- A. BE IT RESOLVED, that the 2010-2011 Monthly Financial Reports for the period ending August 31, 2010, be accepted.
- B. BE IT RESOLVED, that the Governing Board ratify Project Assignment Amendment 24 (PAA) with David Foord, Inspector of Record (IOR), to perform inspection services on an hourly basis not to exceed \$40,000 in conjunction with the Business/Computer Science Building.
- C. BE IT RESOLVED, that the Board authorize the District to file a Notice of Completion of Contract with the County of Monterey for the: (1) Bus Stop Turnout Expansion Project; (2) Parking Lot C Repairs Project; and (3) Trellis Removal Project.

- D. BE IT RESOLVED, that the Board authorize the District to file a Notice of Completion of Contract with the County of Monterey for the Automotive Technology Shop Building Modifications.
- E. BE IT RESOLVED, that the Board approve the appointment of Barbara Lee, Associate Dean of Human Resources, as the District's representative and Stephan Ma, Vice President for Administrative Services, as the alternate representative to the Community College Insurance Group (CCIG) for Monterey Peninsula College.
- F. BE IT RESOLVED, that the Governing Board approve the following courses:
 - 1) ENGL 51, Fiction Writing.
 - 2) PARK 164, Cultural Resource Management: Advanced.
- G. BE IT RESOLVED, that the Governing Board affirm approval of the District's Educational Center at the former Fort Ord and authorize the Superintendent/President to proceed with the conversion from grandfathered status to a state approved educational center.
- H. INFORMATION: 2010 Technology Assessment and Three-Year Plan.
([Posted MPC website: MyMPC >Committees>Technology Committee>Documents.](#))
- I. INFORMATION: 2010 Information Technology and Media Services Program Review.
([Posted MPC website: MyMPC >Committees>Technology Committee>Documents.](#))
- J. BE IT RESOLVED, that the Board approve the signing of the 2010-2011 Program Requirements for Infant and Toddler Child Care Resource Program serving infants and toddlers, ages birth to three years.
- K. BE IT RESOLVED, that the Governing Board approve the attached 2010-2011 Salary Schedule for Classified employees effective July 1, 2010.
- L. BE IT RESOLVED, that the Governing Board accept two donated works of art from the MPC Foundation.
- M. INFORMATION: Discuss proposed Governing Board Goals for 2010-2011.
- N. INFORMATION: Review of Board Policy 1105 Travel Expenses and discussion of proposed guidelines for reimbursement of in-district expenses.
- O. BE IT RESOLVED, that the Governing Board approve the updated Appendix 1300 to Board Policy 1300 Conflict of Interest.
- P. INFORMATION: Discuss the role of the Governing Board liaison to the Monterey Peninsula College Foundation Board of Directors.
- Q. INFORMATION: Calendar of Events, including meeting dates for 2011.

7. **ADVANCE PLANNING**

A. Meeting Dates:

Regular Meeting Tuesday, October 26, 2010

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

Regular Meeting Tuesday, November 23, 2010

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

B. Future Topic:

- 1) Program Review for Library and Technology Center

8. **CLOSED SESSION**

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