

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

www.mpc.edu/GoverningBoard/Pages/GoverningBoardMinutes.aspx

1:30-2:55pm, Closed Session, Stutzman Seminar Room, LTC
3:00pm, Open Session, Sam Karas Room, LTC
980 Fremont Street, Monterey, California 93940

TUESDAY, NOVEMBER 23, 2010

MINUTES

1. OPENING BUSINESS

A. Call to Order

B. Roll Call

Present:

Mr. Charles Brown, Trustee
Dr. Margaret-Anne Coppernoll, Trustee
Mr. Lynn Davis, J.D., Chair
Dr. Doug Garrison, Superintendent/President
Mr. Charles Page, Trustee
Dr. Loren Steck, Vice Chair

C. Comments from Visitors – none.

D. Closed Session - item under discussion:
1) Superintendent/President Quarterly Evaluation

E. Reconvene to Open Session and Roll Call.

Present:

Mr. Charles Brown, Trustee
Dr. Margaret-Anne Coppernoll, Trustee
Mr. Lynn Davis, J.D., Chair
Dr. Doug Garrison, Superintendent/President
Mr. Charles Page, Trustee
Dr. Loren Steck, Vice Chair

Absent:

Mr. Antron Williams, Student Trustee

E. Reporting of Any Action Taken During Closed Session - none.

2. RECOGNITIONS

A. Acknowledgement of Visitors – none.

3. COMMUNICATIONS

A. Comments from Visitors:

- 1) Student Veronica Kristie, representing the Black Student Union (BSU) spoke of their many events on and off campus, promoting BSU in the community, volunteering at the Big Sur Marathon, assisting local families over the holidays, and performing outreach to heighten MPC's reputation. One exciting club goal is to go to Washington, D.C., coordinated by Advisor Stephanie Perkins.
- 2) Kathryn Badon, as a member of MPC's Equal Employment Opportunity Advisory Committee (EEOAC), spoke of her experiences with the manner in which MPC has dealt with issues of diversity of full time, adjunct and substitute faculty and classified employees.
- 3) Carlos Ramos, LULAC President, and also a member of EEOAC, recalled the proposal six years ago to elect Board members by district which was enacted, and is now proposing another action to show progress and commitment to diversity in hiring policies at MPC.
- 4) Helen Rucker, as a member of the community, has spoken to the issues of diversity at MPC, MPUSD, MCOE, and in many other arenas, and of the commitment for MPC to be the best community college serving our community and for the people teaching here to represent the entire community.
- 5) Brian Dadu, parent of two high school students at Pacific Grove High School, is a member of IMPACT, which works on issues of drug and alcohol abuse by youth as young as middle schoolers in the Monterey area. He spoke in support of Lara Shipley, RN at MPC, to acknowledge the health services being provided to students, including returning Veterans, and the request to expand mental health services at MPC.

B. Written Communications:

- 1) Support Letter for Massage Therapy Program from Amy Taketomo / October 19.
- 2) CSUMB.EDU/Newsletter, Trustee Margaret-Anne Coppernoll attending Otter Fest on August 29 / October 28.
- 3) World Affairs Council, The Passport: "Coming on WAC Board are new liaisons from Hartnell, CSUMB and MPC: Lauren Handley" (Political Science Instructor) / November 1.
- 4) Maurine Church Coburn School of Nursing 25th Anniversary: Community Hospital Foundation Legacy Newsletter / November 8.
- 5) Success Story: Catching up with scholarship recipients Hillcah Deans and Bree Harlan: Community Hospital Foundation Legacy Newsletter / November 8.

MPC All User Emails:

- 1) MPC and CHOMP blood drive results / October 21.
- 2) Passing of David Barber, HR Specialist / October 21, and Obituary / October 26.
- 3) Veteran's Day Celebration / November 1, and Veteran's Club and Activities Council Welcome to Veterans Day Celebration / November 8.
- 4) David Barber Gathering / November 9.

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

- 1) "Women in Business: Against All Odds, Women Succeed in Business" / October 20.
- 2) "Designer Genes: raised by artists, schooled in P.G., Noel Jean finds success in New York by following her passion / October 22.
- 3) "MPC tops Cabrillo (football), 21-7" / October 25.

- 4) "Patchwork quilt: MPC Fall Dance Concert showcases a colorful diversity of choreography styles" / October 28.
- 5) "Schools enable the disabled: local colleges push new tech, teaching, services" / October 29.
- 6) "Health Matters: getting a medical degree in Monterey County" / October 31.
- 7) Advertisement: Vice President for Academic Affairs in The Herald / November 1.
- 8) "Creative collaboration: MPC Theatre Students' creative work culminates in Washington Irving's classic tale, 'The Legend of Sleepy Hollow'" / November 4.
- 9) Advertisement: QuickBooks Pro 2009 Accounting Software / November 4.
- 10) Advertisement: Vice President for Academic Affairs in The Chronicle of Higher Education / November 12.
- 11) "Kicking game dooms MPC (football)" / November 8.
- 12) "Cold-shooting CSM beaten by MPC" (women's basketball) / November 8.
- 13) "Monterey Fire to get new chief next month: Andrew Miller" (MPC graduate) / November 9.
- 14) "Hartnell-MPC seek to salvage season" (football) / November 13.
- 15) "Adopt A Nurse for the Holidays" (MPC's Nursing School) / November 14.
- 16) "Monterey Peninsula 79, Napa Valley 77, OT" (men's basketball) / November 14.
- 17) "Honoring the voice of the Lobos" (Leland Lamb) / November 14.
- 18) "Hartnell-MPC seek to salvage season" (football) / November 14.
- 19) "All On The Line" MPC beats Hartnell 27-24 on goal-line plunge / November 14.
- 20) "MPC hoops wins San Jose title" (men's basketball), and "MPC 61, Skyline 53" consolation title in the Mendocino Tournament (women's basketball) / November 15.
- 21) "MPC's Grim signs with Cal Poly to Pitch" / November 15.
- 22) Advertisement: Auditions – 'Funny Girl, The Concert' and 'Prince and the Pauper' / November 15.
- 23) Trustee Charles Page: "Hire, don't elect, sheriff" / November 15.

C. Reports and Presentations:

- 1) Institutional Report – none.
- 2) Superintendent/President's Report, Dr. Douglas Garrison.
 Dr. Garrison was happy to announce the annual football game with Hartnell was a winner, retaining the President's Trophy, and praising Coach Rasmussen and the team for their wonderful examples of student athletes. / Training in interest-based bargaining was held with good attendance; this training is based on the notion of identifying mutual interests rather than from an adversarial position. / The Legislative Analyst's Office has released an analysis of the California state budget and mid-year cuts are likely. Newly elected Governor Jerry Brown will face many budget deficits. A special legislative session has been called for December 6th to review the state budget. / Training at MCOE was held November 22nd on redrawing or establishing boundaries as a result of the 2010 census. The population data examination will engage us in a very detailed process to reexamine boundaries and demographics for redistricting.

Chair Davis asked Dr. Garrison to speak of the November meeting held with local Superintendents and High School Principals. Dr. Garrison reported this meeting is held twice yearly and that the November 5th meeting had the best attendance ever, and the growing attendance is associated with increased collaboration and cooperation efforts, focusing on MPC's outreach activities. The goal is to ensure a

smooth assessment process and transition to college for local graduates. Larry Walker reported at this meeting that MPC's priority registration process will begin in fall 2010 which was well received as the administrators understood the reason for the revised registration process. Larry also shared the way assessment tests are changing for the spring. In the past MPC's assessment specialists invited individual schools to take the assessments at MPC as well as scheduling appointments at local high schools. We are now planning special Saturday opportunities to bring together all high school seniors planning to attend MPC, with an incentive to give them priority registration when they take the assessments on Saturday. We are planning to expand outreach to the entire family with activities for young children, parents/guardians, and the incoming students.

3) Vice Presidents' Reports:

Carsbia Anderson, Vice President, Student Services.

Transfer Day was held November 2nd and 35 colleges participated as well as Seaside High School. Coordination was provided by Kathleen Baker and Mike Torres. Local donations came from Safeway, Chipotle Restaurant and Grace Anongchanya to provide refreshments for the college representatives. Feedback from Transfer Day was very positive with good student traffic. / On November 10th MPC celebrated Veteran's Day with Dr. Coppernoll as a featured speaker and the Veteran's Club taking the lead with assistance from Advisor Gaozong Thao. / The Thanksgiving Feast hosted by ASMPC, coordinated by Advisor Julie Osborne, and catered by Cafeteria Manager Sandy Im, fed the campus with a nice Thanksgiving meal. / Project Santa is coming; Student Services identifies needs and gifts are purchased to distribute to families with children. The deadline for donation requests is Wednesday, December 13th. / The new Student Services Building will be completed by January 17th and move-in will be in mid-late February. / The state budget was passed but did not come in as expected; i.e., EOPS and DSPS continue to suffer severe cuts. Student Services has been asked to examine the mandated versus non-mandated services, which requires a redefinition of student services. / Registration issues over the last few days noted log-in problems on our system. The upgrade to the Santa Rosa system during spring break will increase registration capability and reduce this problem. A priority registration process will give us the ability to manage the system, with those students with many credits and closest to graduation receiving priority. Dr. Garrison commented that MPC is experiencing the highest credit enrollment in the history of the college, and the new registration priority system will assist with the increased demand for classes.

Michael Gilmartin, Dean of Instructional Planning, reporting for Dr. John Gonzalez, Vice President of Academic Affairs.

The Institutional Task Force Committee for Distance Education was formed to work on making recommendations from our Accreditation Report regarding Distance Education. Specific recommendations will be used to make the report to the Accreditation Commission. The Committee is on target to complete the response document by next October. The Distance Education Report will be brought to the Board for review. / Michael noted the consent agenda item to appoint a new faculty member, Monika Bell, as Medical Assisting Instructor. The hiring committee was very impressed with her presentations during the hiring process, and feels confident the medical assisting program can grow. / MPC received acknowledgement today from the National Automotive Technicians Education

- Foundation (NATEF) granting ASE Master Certification of our Automotive Program. This is the highest level of achievement for automotive excellence, and a major achievement for MPC and our students as they will become ASE certified technicians at graduation. Congratulations to James Lawrence for his program's growth. Michael also thanked the Advisory Committee who put in the extra effort to provide support for the automotive program.
- 4) Academic Senate Report – none.
 - 5) MPCEA Report – Loran Walsh, Vice President, made note of the letter of intent to negotiate the MPCEA contract, listed under New Business Item No. I. / Loran attended the interest-based bargaining training. / He wished everyone a happy Thanksgiving.
 - 6) MPCTA Report – none.
 - 7) ASMPC Report – Will Adams, Director of Representation, reported on ASMPC activities. Jared Osterman, 2010-2011 President, has resigned and there is no current ASMPC President. The Vice President is standing in for now. The position of Director of Clubs and Activities Council is also vacant. / ASMPC held a large Thanksgiving event with over 450 lunch attendees and it was enjoyable to see the students, faculty and staff attend the luncheon. / ASMPC is hosting a holiday event for December 10th in the CDC with cookies and gingerbread houses to decorate. / Next semester's event is being planned for Club Day and EOPS Diversity Day for the first week in February.
 - 8) College Council Report – none.
 - 9) MPC Foundation Report – Robin Venuti, Executive Director:
 - a) Executive Director's Report – The President's Circle Campaign has six new members and the corporate campaign is in full swing with the Wells Fargo \$25,000 match grant. / The Faculty and Staff Campaign is also underway with solicitations starting at the upper levels with faculty and staff. / A set of ten prints were shown to the Board, as part of the Fine Art Print Club portfolio with Advisor Robynn Smith. The "Melange" portfolio of prints was purchased by donor Bill and Barbara Hyland to give to MPC to be hung in the Family and Consumer Science Building. Future artwork will be purchased to be highlighted in the Administration Building with a focus on faculty and student works. / On December 1st the Fall Faculty and Staff Advancement Awards will be held with AAAG; 20 recipients will receive approximately \$20,000 in awards.
 - b) MPC Foundation donations for October, 2010 totaled \$13,490.00.
 - 10) Governing Board Report:
 - a) Community Human Services (CHS) Board meeting minutes, October 21, 2010.
 - b) Trustee Reports – Chair Davis thanked Dr. Coppernoll for her inspirational keynote speech on Veteran's Day.
 - 11) Legislative Advocacy Report – Dr. Garrison spoke on three items:
 - a) Resolution of litigation regarding AB 540 – AB 540 passed in 2002 which created Education Code Section 68130.5, an exemption of payment of nonresident tuition

for any student who attended high school in California for three or more years, and who graduated from a California high school or attained the equivalent of a high school graduation. The Supreme Court upheld AB540 after a lawsuit challenge, although there may be further litigation. MPC will continue to uphold AB 540 which maintains that nonresident tuition is mandatory.

- b) Community College Bill of Interest – Assembly Concurrent Resolution 138 is not a force of law but a concurrent resolution addressing the status of part time and temporary faculty, in that the Assembly wishes them to receive pay and benefits that are equal to those of specified tenured and tenure-track faculty, to the extent funding is provided, and wants California Community Colleges to increase the percentage of full time tenured and tenure-track faculty. The bill is to be distributed to all governing boards of the California Community Colleges. Due to funding, MPC is unable to increase compensation levels; however, we have not reduced the level of pay by absorbing the cost of reductions in state allocations for part-time compensation in the current budget.
- c) Monthly Labor Force Data for Monterey County – Labor data for communities within our District showing numbers of county’s labor force, employment, unemployment number, unemployment rate and census ratios.

12) Special Report - Bond Update Reports, Joe Demko:

- a) Active Bond/Facility Projects Update

MPC Education Center (at Marina) Permanent Buildings – Roof framing is nearly complete and subsequent wall framing 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 and sidewalks) will be ongoing for the next few years. Work on the antiquated kilns is necessary, and plans are being designed to quickly address the needs.

New Student Services Building – Drywall has been completed and is being painted. The site work is nearly completed. Carpeting has begun. Completion is now anticipated in January of 2011. There have been some architectural design issues that are being addressed with the Architect (HGA). Discussions continue with the contractor for schedule recovery.

Swing Space – The “Swing Space Village” is located adjacent to and south of the Theatre. It is scheduled to be completed by January of 2011. The swing space plan has being modified due to unanticipated State funding for the Old Student Services / Humanities Projects that accelerated the master schedule. 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 progressing ahead of schedule. Windows have been installed. Interior painting is finished and exterior painting has begun. Construction is progressing as scheduled.

Humanities / Old Student Services / Business Humanities – On June 14, 2010 the Chancellor’s Office notified MPC that approval was received to submit the drawings to DSA. The project is still on track to receive State matching funds. The Architect (HGHB) has submitted drawings to DSA. 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.

Theatre – The Architect (HGA) has completed the design and the drawings have been submitted to DSA. 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 design by the Architect (HGHB) is nearing completion and will be submitted to DSA for approval in November 2010. 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.

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.

Gym First Floor – The Architect (HGHB) has completed the drawings and submitted to DSA. 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.

Pool / Tennis Courts – Work will begin after the gym first floor is complete.

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

Outside Lockers adjacent to the Art Buildings – The Architect (HGHB) is preparing drawings to be submitted to DSA. The work will be done as weather permits and as not to impact class schedules.

- b) 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 Coppernoll / Carried **2010-2011/52**

BE IT RESOLVED:

- 1) That the Governing Board approves the minutes of the Regular Board Meeting on October 26, 2010.

- 2) That the Governing Board accepts gifts donated to the college with appropriate acknowledgement to donors.
- 3) That the October 15th manual payroll in the amount of \$1,300.00, and that the October 29th regular payroll in the amount of \$2,290,599.64, and that the November 10th supplemental payroll in the amount of \$61,326.47, for the total payroll of \$2,353,226.11, be approved.
- 4) That Commercial Warrants:
 Number 12815747 through Number 12815819 - \$235,348.52
 Number 12816883 through Number 12816907 - \$155,928.48
 Number 12817478 through Number 12817513 - \$416,644.08
 Number 12818295 through Number 12818314 - \$179,938.21
 Number 12818822 through Number 12818854 - \$691,453.52
 Number 12820491 through Number 12820545 - \$300,626.40
 in the amount of \$1,979,939.21, be approved.
- 5) That Purchase Order #'s 111595 through 111694, in the amount of \$1,348,005.43, be approved.
- 6) That the following budget increases in the Restricted General Fund be approved:
 Decrease of \$20,024 in revenue and matching expenses, to reflect funds carried forward from FY 2009-2010 to FY 2010-2011.
- 7) That the following budget adjustments in the Restricted General Fund be ratified:

Net decrease in the 2000 (Classified Salary) object expense category	\$ 681
Net decrease in the 3000 (Benefits) object expense category	\$ 319
Net increase in the 4000 (Supplies) object expense category	\$ 6,596
Net decrease in the 5000 (Other/Services) object expense category	\$ 6,076
Net increase in the 7000 (Other Outgo) Object expense category	\$ 480
- 8) That the following budget adjustments in the Unrestricted General Fund be ratified:

Net decrease in the 1000 (Certificated Salary) object expense category	\$ 5,000
Net increase in the 2000 (Classified Salary) object expense category	\$ 51,045
Net increase in the 3000 (Benefits) object expense category	\$ 6,725
Net decrease in the 4000 (Supplies) object expense category	\$ 11,434
Net decrease in the 5000 (Other/Services) object expense category	\$ 44,036
Net increase in the 6000 (Capital Outlay) Object expense category	\$ 2,700
- 9) That the following budget adjustments in the Capital Outlay Fund be ratified:

Net decrease in the 4000 (Supplies) object expense category	\$ 2,158
Net increase in the 5000 (Other/Services) object expense category	\$ 2,605
Net decrease in the 6000 (Capital Outlay) Object expense category	\$ 447

10) That the following budget increases in the Child Development Fund be approved:
Increase of \$8,017 in revenue and matching expenses, to reflect funds received for FY 2010-2011.

B. Administrative Personnel:

- 11) That the Governing Board approves the Administrative personnel items:
- a) Accept the resignation for the purpose of retirement of Richard Montori, Assistant to the Superintendent/President, effective at the end of the day, May 19, 2011.
 - b) Approve the attached job description for Human Resources Specialist (Confidential).

C. Faculty Personnel:

- 12) That the Governing Board approves the following Faculty personnel items:
- a) Approve the employment of Monika Bell, Medical Assisting Instructor/Coordinator. Step and column placement pending verification, effective Spring 2011.
 - b) Authorize the full-time, tenure track replacements for Microbiology, Child Development, Chemistry, History, Art History, and Women's Studies Instructors (6 positions).
 - c) Grant Equivalency to Minimum Qualifications to Kimberlyn Forte to teach English, effective Spring 2011.
 - b) Each month individuals are hired as part-time, substitute, and overload. The attached list includes hires for Fall 2010.

D. Classified Personnel:

- 13) That the Governing Board approves the Classified personnel item:
- a) Approve the employment of Daniel Bifano, Instructional Specialist, Adaptive PE, 18 hours per week, 34 weeks per year, effective November 24, 2010.
 - b) Release probationary employee #8333, effective at the close of the day, November 12, 2010.

E. Short Term and Substitute Personnel:

- 14) 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 October 31, 2010 be accepted.
Motion Steck / Second Page / Carried **2010-2011/53**
- B. INFORMATION: County of Monterey Investment Report for the quarter ending September 30, 2010, Steve Ma. **INFORMATION**

The District has its investments on deposit with the Monterey County Treasury. The investment policy of the county treasury is conservative by nature. Assets in the investment portfolio total \$885M of which 91.47% are invested in U.S. Treasuries,

Federal Agency securities and other liquid funds. The current yield is 0.62%. The Treasurer continues to aggressively pursue full recovery of the defaulted Lehman Brothers and Washington Mutual Bank. To date \$7.7M has been recovered, leaving a balance of \$22.3M.

- C. BE IT RESOLVED that the 2012-2013 College Calendar be approved as proposed.
Motion Steck / Second Coppernoll / Carried **2010-2011/54**

- D. INFORMATION: Basic Skills/Student Success Report, Caroline Carney and Rosaleen Ryan. **INFORMATION**

Caroline Carney, Faculty Co-chair, Basic Skills Initiative Committee, and Rosaleen Ryan, Director of Institutional Research, presented information on Basic Skills, which is defined as the “foundational skills in reading, writing, mathematics, and English as a second language, as well as learning skills and study skills.” Caroline spoke to BSI issues: how students choose the correct level of Math, English, or ESL; placement tests are recommended but not always required; the level our students are placed (50% in Math, 19% in English Reading, 19% in English Writing, and 59% in ESL courses); how many students are enrolled in Basic Skills courses at MPC? One out of five, 20%, is enrolled in at least one basic skills course. In spring 2010, there were 1,798 students enrolled in basic skills courses. These 1,798 students generated 3,334 enrollments in basic skills courses in one semester. In spring 2010, MPC had 27,369 total enrollments.

Who are the basic skills students? 49% are ages 18-22; 45% graduated high school within the last 5 years; 11% already have an AA (or higher); 15% are from Salinas; 17% from Marina; 23% from Seaside; 17% from Monterey; 16% from other cities; 60% are non-white; 35% are Latino. What courses do they take? 505 take Math, 353 take English reading or writing; 227 take ESL, and 1,406 students are in labs or learning/study skills support. In addition, these students are also taking degree-applicable and transfer level courses. What are successful completion rates for Basic Skills? Successful completion is defined as a grade of A, B, C or Pass. 54% pass in English, 52% in Math, and 61% in all subject areas. The BSI committee is evaluating what happen to those students who do not pass the BSI courses: do they return, do they take a break from BSI courses, do they drop out? How well do Basic Skills students’ progress? Defined as moving from basic skills level to transfer level within 3 years, MPC reports a 54.8% progress rate; the State reports 52.7% progress.

The BSI Committee is working on a website to share data specific to area high schools to give Principals a sense of how their students are performing once they leave high school. Hopefully, this will assist changes in high schools to reduce the number of students assessing at below college level courses. All classes have students who are lacking foundational skills. We need to ensure that students get assessed and placed in the appropriate courses, and that students are aware of resources.

Basic Skills initiatives over the last three years are working to pilot basic skills learning community issues:

- Pairing PERS counseling class with Basic Skills class which has been successful and is bonding students to college.
- One Basic Skills Counselor is dedicated to BSI students, and attends BSI classes educating on staff and students on available classes and counseling.

- Raising awareness of faculty on the need to communicate the reading, writing, and math demands of their courses.
- Revising Early Alert System, a partnership between instructor and counseling to address students having trouble.
- Math lab tutors funded for two years to help over 500 BSI students.
- Kurzweil Smartxt computer program helps students in constructing their papers and reading textbooks, expanded program to use in BSI classes.
- College Success page on MPC website entitled “got success?” links students to services, and has tips for note taking, test taking, and tutoring services.

Dr. Garrison shared the issues arising with students taking both transferable courses and BSI courses, which has to do with accessibility. There are large challenges for these students with passing transferable courses, and qualifying for financial aid where a full time load is required. The State Board of Governors is looking at these issues and has required the Chancellor’s Office to do a study on transfer courses and assessment, and may consider a policy change. MPC has a broad array of service in basic skills but they are not highly integrated and attention needs to be given to enhance the ability of our students to take advantage of the courses and services.

Lastly, *The Monterey Herald* published an article today on MPUSD’s changing grade standards, lowering their grading scale for C’s, D’s and F’s. There is concern that students assume by their attainment of a high school degree of possession of basic competence, who then enroll at MPC and have a negative experience by needing to take basic skills courses before they achieve the ability to be successful in college transfer courses. As a former English teacher he is concerned for these students.

- E. BE IT RESOLVED that the appointment of Robert Mulford as a member of the Citizens’ Bond Oversight Committee, effective November 24, 2010 be approved.
Motion Steck / Second Coppernoll / Carried **2010-2011/55**
- F. RE IT RESOLVED that the Governing Board review and accept the revised Bylaws of the Monterey Peninsula College Foundation adopted by the MPC Foundation Board of Directors November 3, 2010.
Motion Steck / Second Page / Carried **2010-2011/56**
- G. BE IT RESOLVED that the Governing Board approves revised language to Section N of the Master Agreement between the Monterey Peninsula College Foundation and the Monterey Peninsula Community College District.
Motion Coppernoll / Second Steck / Carried **2010-2011/57**
- H. INFORMATION: Program Review for Library and Technology Center, Stephanie Tetter.
INFORMATION

Stephanie Tetter, Division Chair, and Deborah Ruiz, Public Services Librarian, reported on the Program Review for the Library. Stephanie provided a timeline of the last seven years: in 2003 they moved into the new LTC; the Library’s last Program Review was written in 2005; in December of 2006 the Library Director retired; in Fall of 2008 a library consultant was hired; in January 2009 the consultant’s report was presented; and in Fall of 2009 the Self-Study and program support team review was completed.

The 2009 reviews identified the need for year-round management to oversee library operations and the library's challenges became clear. In the Self Study the Library looked at the continued increase in demand for services, with an 142% increase in items circulated, 139% increase in current card holders, and an 193% increase in computer use. Changes also occurred in growth of services -- the Family History Series curriculum was developed, the only certificate program offered in the country. Also developed was the Information Competency and Literacy class to meet a graduation requirement. Additional issues identified were the lack of clear focus, staffing relying on part time temporary employees, materials having uncertain funding and no line item in the general fund budget, elimination of state funds for online resources; the need for face-to-face sections of Information Courses, not just online courses, and again facility/equipment. Specific recommendations were made in the consultant's report: fill the library director position without delay, resume fundraising efforts, prioritize college general funds for library for staff and materials, and market the genealogy class.

What steps have been taken to date? A Division Chair began on July 1, 2010, and four part time positions became permanent in August, 2010. What needs to happen next? Continue work on curriculum development for face-to-face sections of Information Competency course, continue efforts to market Family History series, and work on grant proposals. Funding continues to need a stable funding source, particularly for online resources and databases. For 2011 our students and faculty have access to fewer and older resources every year. Thankfully, the MPC Foundation supports the Library.

In summary, good things are happening. It has been a huge help to have division status. Stability in staffing means we are keeping up with very basic services to meet current demand. We are looking at how to provide services in Marina with meeting demand on campus. Another priority is to incorporate technology to be relevant to our uses: implement mobile applications, digitize archives and special collections, offer programs (for example, to reinstate the speaker series), and coordinate a volunteer program. In 2013 we will reevaluate the management situation and options available for implementing the consultant's recommendations.

The Board expressed distress due to budget constraints and inability to increase funding support. Dr. Garrison spoke of the failed searches for a library director which resulted in the need for a consultant, and the additional challenges brought on by the information competency requirement, the increase in credit classes, and the opening of Marina -- all contributing to increased demand for library services. Budgeting challenges are due to our reliance on one-time funds, and there is a need to convert to general fund line items to provide resources necessary to operate the Library. He recognized these complex challenges and conveyed thanks to the Foundation for their support.

- I. PUBLIC HEARING: Review the initial proposal of California School Employees Association, Chapter #245, MPCEA/CSEA, for 2011-2012. **PUBLIC HEARING**

Public comment – none. Public Hearing closed and open session reopened.

- J. INFORMATION: Review proposed administrative procedure for Governing Board reimbursement of in-district expenses. **INFORMATION**

Dr. Garrison reported the reimbursement procedures are intended to adhere to the process applicable for all district employees, and there were no other comments.

- K. BE IT RESOLVED that the Governing Board approve revised Board Policy 1009 Governing Board Self Evaluation.
Motion Page / Second Brown / Carried **2010-2011/58**
- L. BE IT RESOLVED that the proposed Monterey Peninsula College Governing Board Goals for 2010-2011 be adopted and assessed in approximately six months.
Motion Steck / Second Coppernoll / Carried **2010-2011/59**
- M. INFORMATION: Review Board Policy 2190 Real Property Management.
INFORMATION
There were no comments on the first reading of Board Policy 2190.

BREAK - Chair Davis called for a five minute break from 5:40-5:45pm.

- N. INFORMATION: Discussion of proposed Full Time Faculty Hiring Procedures Joint Agreement between the Monterey Peninsula Community College District and the Monterey Peninsula College Academic Senate. **INFORMATION**

Fred Hochstaedter noted that hiring faculty members is one of the most important decisions we make at MPC. The Full Time Faculty Hiring Procedures Joint Agreement has been scrutinized by Academic Senate, AAAG and SSAG. Many contributors and many comments have aired concerns and discussed issues. The revised procedure contains new hiring procedures, which incorporate nearly all of the EEOAC's 2003 recommendations: confidentiality agreements, whereby all hiring committee members now sign a confidentiality statement; more extensive training for representatives on committees; procedure relying on faculty and HR to develop appropriately wide advertising plan to provide the widest pool of applicants; HR to provide an advertisement plan to each hiring committee to attract a wide and diverse pool; early attention to the job announcement to ensure requirements reflect the ideal candidate for the position without excluding viable applicants; and a process that focuses on ability or potential teaching ability rather than accomplishments. Many of the timelines and application materials follow the 2003 EEOAC recommendations.

Dr. Garrison set out the context to clarify this is a first reading. The document will come back at December's meeting for further consideration. He explained the unusual status of this document. Education Code 87360 requires that the Academic Senate and District must agree on procedures to hire faculty and that the procedures must be approved by the Board. This document represents the agreement at the Senate/District level and is now forwarded for Board consideration. The Board complimented Fred on his presentation and the Academic Senate and EEOAC for the well thought out procedures for hiring full time faculty.

Fred also reported the Academic Senate and EEOAC have embarked on reviewing the adjunct hiring process. Recommendations for revision of the adjunct hiring process are expected later in the academic year.

- O. INFORMATION: Calendar of Events.

6. **ADVANCE PLANNING**

A. Meeting Dates:

Regular Meeting Tuesday, January 25, 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, February 25, 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 Topics:

- 1) Becoming A Multi-Site College
- 2) Life Science Program Review

ADJOURNMENT – the Regular Board meeting was adjourned at 5:51pm.

Respectfully Submitted

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

7. **CLOSED SESSION**

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

Posted December 15, 2010