

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT GOVERNING BOARD OF TRUSTEES

REGULAR BOARD MEETING

1:30pm, Closed Session, Stutzman Room, LTC
3:00pm, Board Study Session, Sam Karas Room, LTC
4:00pm, Regular Meeting, Sam Karas Room, LTC
980 Fremont Street, Monterey, California 93940
www.mpc.edu/GoverningBoard

WEDNESDAY, MAY 23, 2012

AGENDA

The Monterey Peninsula College Governing Board welcomes you to the Governing Board of Trustees Regular Meeting. Documents that are public records and are provided to the Governing Board regarding a Regular Meeting item on this Agenda will be made available for public inspection in the Superintendent/President's Office at Monterey Peninsula College, 980 Fremont Street, Monterey, California, during normal business hours the Thursday preceding the meeting. If you intend to submit documents at this meeting, the Brown Act requires you to bring enough copies for the Trustees and the audience. In compliance with the Americans with Disabilities Act, those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at a Board meeting, can contact the Superintendent's Office at (831) 646-4272. Notification at least 72 hours prior to the Board meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids, or translation services.

1. OPENING BUSINESS

A. Call To Order

B. Roll Call

C. Public Comments on Closed Session Items

This is an opportunity for visitors to make comments regarding any closed session items. When the Chair recognizes a member of the public for oral comments, such comments shall be limited to three minutes.

D. Closed Session – items under discussion

The Governing Board will meet in Closed Session (before the Regular Meeting on regular agenda items) to consider matters appropriate for Closed Session as authorized by Sections 3549.1 and 54956.7-54957.7, Government Code and Section 72122, Education Code, and as otherwise provided by law. Required action on these matters will be taken when the Board meets in Regular Meeting or at the next public meeting.

1) Conference with Labor Negotiators (Government Code Section 54957.6)

a) Agency Negotiators: Steve Ma and Barbara Lee

b) Employee Organizations: MPCTA/CTA/NEA and MPCEA/CSEA

2) Public Employee Discipline/Dismissal/Release (Education Code Section 54957)

3) Superintendent/President Quarterly Evaluation (Government Code Section 54947)

E. Reconvene to Board Study Session and Roll Call (3:00-3:50pm, Sam Karas Room)

F. Report Action Taken In Closed Session

2. BOARD STUDY SESSION

A. District Demographics Report, Dr. Rosaleen Ryan, Director of Institutional Research

B. MPC's Multi-Site Vision Report, Dr. Douglas Garrison, Superintendent/President, and Vicki Nakamura, Assistant to the President.

3. RECOGNITIONS

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. Moment of Silence:

- 1) Marcella Colbert Stokes, Gentrain Society member, passed April 7.
- 2) Frank Price Myers, Saxophonist, MPC Alumni Jazz Band, passed April 22.
- 3) Shirley Thomas, stage actress and MPC Theatre Arts student, passed April 23.

B. Recognition:

- 1) Softball Coach Amy Servi and Women's Softball Players
- 2) Women's Tennis Coach Vi Tran and and Tennis Players
- 3) Track and Field Coach Cass Jackson and Track and Field Players

C. Recognition of Visitors

D. Comments from Visitors

4. COMMUNICATIONS

A. Comments from Visitors

Note to Audience: Anyone wishing to address the Governing Board on matters within the jurisdiction of the Board may do so now. Please state the matter on which you wish to speak. Matters not appearing on the Agenda will not receive action at this meeting, but may be referred to staff for consideration at a future meeting. Presentations will be limited to three minutes, or as established by the Board. Persons are not required to give their name or address, but it is helpful for a person to state their name in order that the Board and others present may identify the speaker.

B. Written Communications:

- 1) MPC Fire Academy Class of 2012 Commencement on June 7, 3:30pm, CSUMB Ballroom / April 19

MPC All User Emails:

- 1) ASMPC 4th Annual Earth Day Celebration on April 25 / April 19
- 2) CDC Celebrates Week of the Young Child, April 22-28 / April 23
- 3) Free Health Fair May 7 with CHOMP and Nursing School / April 24
- 4) MPC Foundation: Wall of Honor Tile and LTC Paver Orders / April 25
- 5) Art Gallery presents MPC Art Student Exhibit April 24-May 25 / April 25
- 6) Dr. Douglas Garrison: Board actions on Superintendent/President search process, PPL contract, and members of the selection committee / April 26
- 7) Cinco de Mayo celebration on May 2 by Latino Club / April 26
- 8) Re-Entry and Multicultural Center presents 'An Afternoon with Riane Eisler' on May 16 / April 26
- 9) Dr. Douglas Garrison: 2012 Employee Recognition BBQ on May 18 / May 8
- 10) Re-Entry and Multicultural Center presents 'America The Beautiful 2: The Thin Commandments' film / May 8
- 11) ASMPC presents 'Education Under Fire' (students in Iran) May 16 / May 8
- 12) MATE Center: 12th Annual Monterey Bay Regional ROV Contest May 12 / May 8
- 13) Student Financial Services and MPC Foundation: 2012-2013 Scholarship Ceremony on May 21 / May 10

Articles published in *The Herald*, *The Weekly*, *The Californian*, and other media:

- 1) Ad: The Musical of Musicals, April 5-29, Bruce Ariss Wharf Theatre / April 19
- 2) Obituary: Marcella Colbert Stokes, Gentrain student, passed April 7 / April 19
- 3) Fort Ord getting monument status: designation covers eastern half of military land / April 20
- 4) 'Dream' clubs open doors for undocumented students; tell about available scholarships / April 20
- 5) United Way 36th Annual Community Services Awards; Outstanding Adult Volunteers: Paul Lee, Certified Executive Chef, Rancho Cielo Youth Campus and MPC Culinary Instructor / April 22
- 6) Ad: May 4, 6th Annual President's Address to the Community / April 25 & April 28
- 7) Obituary: Shirley Thomas, Theatre Arts student, passed April 23 / April 28
- 8) Ad: MPC Summer registration opens May 7; classes begin June 11 / May 6
- 9) Review: MPC Storybook Theatre grows with their audience in 'Little Women' / May 7
- 10) Obituary: Frank Price Myers, MPC Alumni Jazz Band, passed April 22 / May 7
- 11) MPC Superintendent/President search panels hold first meeting on May 8 / May 8
- 12) MPC's Janessa Keahi named Junior College All-American Softball Team / May 8

C. Reports and Presentations:

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

- 1) Institutional Report – no Institutional Report in lieu of Board Study Session
- 2) Superintendent/President's Report, Dr. Douglas Garrison
- 3) Vice Presidents' Reports: Steve Ma, Dr. Céline Pinet, and Carsbia Anderson
- 4) Academic Senate Report, Fred Hochstaedter, President
- 5) MPCEA Report, Loran Walsh, President
- 6) MPCTA Report, Mark Clements, President
- 7) ASMPC Report, Joshua Gess, Director of Representation
- 8) College Council Report, Dr. Alan Haffa, Co-chair
- 9) MPC Foundation, Robin Venuti, Executive Director
 - a) Executive Director Report
 - b) Monthly Donations \$43,870
- 10) Governing Board Reports
 - a) CHS Report, Loren Steck
Letter of appreciation to Robin McCrae, Executive Director, CHS / May 9.
 - b) Trustee Reports

11) Legislative Advocacy Report, Dr. Douglas Garrison:

- a) Chancellor's Office Press Release: California Community Colleges Board of Governors Regulation Proposal Would Stop Unnecessary Repeat Enrollment in State-funded Courses / May 7
- b) Chancellor's Office Press Release: California Community Colleges Board of Governors Honor Senator Alan Lowenthal with Lifetime Achievement Award; leadership on SB 1456, Student Success Act of 2012, passing out of Senate Education Committee / May 8

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 Board Special Meeting on April 11, and the Regular Board Meeting on April 25, 2012.
- 2) That the Governing Board accept gifts donated to the college with appropriate acknowledgement to donors.
- 3) That April regular payroll in the amount of \$2,132,377.81, and the May supplemental payroll in the amount of \$58,230.64, for a total payroll of \$2,190,608.45, be approved.
- 4) That Commercial Warrants:

Number 12927317 through Number 12927345	\$ 125,824.58
Number 12928096 through Number 12928133	\$ 485,819.70
Number 12929365 through Number 12929381	\$ 288,515.51
Number 12930163 through Number 12930198	\$ 214,985.07
Number 12931808 through Number 12931863	<u>\$ 700,770.36</u>
Total	\$1,815,915.22
- 5) That April 2012 Purchase Orders, Numbers 121024 through 121165, in the amount of \$372,370.28, be approved.
- 6) That the following budget adjustments in the Parking Fund be approved:

Net increase in the 2000 (Classified Salary) Object expense	\$ 4,200.00
Net increase in the 3000 (Benefits) Object expense	\$ 255.00
Net decrease in the 5000 (Other/Services) Object expense	\$ 4,455.00

- 7) That the following budget adjustments in the Unrestricted General Fund be approved:

Net increase in the 2000 (Classified Salary) Object expense	\$ 340.00
Net increase in the 3000 (Benefits) Object expense	\$ 10.00
Net increase in the 4000 (Supplies) Object expense	\$ 23,428.00
Net decrease in the 5000 (Other/Services) Object expense	\$ 39,578.00
Net increase in the 6000 (Capital Outlay) Object expense	\$ 15,800.00

B. Management Personnel:

- 8) That the Governing Board approve the following items:

- a) Employment of Nicole Dunne, Director of Admissions and Records, effective May 29, 2012.
- b) Approve job description for Director of Student Financial Services at Range 52 of the Management-Supervisory Salary Schedule, and authorize the recruitment for a full time Director of Student Financial Services.

C. Faculty Personnel:

- 9) That the Governing Board approve the following items:

- a) Resignation of Robert Donovan, effective at the end of the day, June 2, 2012, for the purpose of retirement, and confer upon him the title of Professor Emeritus.
- b) Each month individuals are hired as part-time, substitute, and overload. The attached list includes hires for Spring 2012.

D. Classified Personnel:

- 10) That the Governing Board approve the following items:

- a) Employment of Kevin Haskin, Unit Office Manager, Library, 40 hours per week, 12 months per year, effective May 24, 2012.
- b) Employment of Angela Ramirez, Accounting Specialist, Fiscal Services, 40 hours per week, 12 months per year, effective May 24, 2012.
- c) Establish new position and approve attached job description for Scheduling Technician, Academic Affairs, 40 hours per week, 12 months per year, effective May 24, 2012, at salary range 20, at full implementation, unless negotiated differently.
- d) Resignation of Noah Brod, Instructional Technology Specialist, Humanities, 36 hours per week, 10 months and 12 days per year, effective at the end of the day, May 23, 2012.
- e) Resignation of Daniel Kotin, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective at the end of the day, May 31, 2012.

E. Short Term and Substitute Personnel:

- 11) 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

Public comments on New Business agenda items will be heard at the time the matter is under Board consideration. If you wish to address the Board on an agenda item, please do so when that item is called. Presentations will be limited to a maximum of 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. BE IT RESOLVED, that the 2011-2012 Monthly Financial Reports for the period ending April 30, 2012 be accepted.
- B. INFORMATION: County of Monterey Investment Report for the quarter ending March 31, 2012.
- C. BE IT RESOLVED, that the attached Contract Amendment #2 to the employment contract of Dr. Douglas Garrison dated September 22, 2008, which extends the term of employment to August 30, 2012, is approved.
- D. INFORMATION: The Governing Board will provide direction on the design of the Superintendent/President search process. Any items requiring Board action will be presented at future Board meetings.
- E. BE IT RESOLVED, the Governing Board ratify the attached agreement with Professional Personnel Leasing, Incorporation (PPL, Inc.) to utilize the professional and technical services necessary to conduct the search for Superintendent/President.
- F. BE IT RESOLVED, that the Governing Board approve the job announcement for the Superintendent/President.
- G. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment #35 (PAA) with HGHB Architecture, Planning, Urban Design, at the fixed fee of \$95,000 (inclusive of reimbursable expenses) for preliminary architectural and engineering services for the renovation of the Student Center Building #29 (formerly College Center).
- H. BE IT RESOLVED, that the Governing Board ratify the contract with John Sergio Fisher & Associates for architectural services in conjunction with the renovation/expansion of the Monterey Peninsula College Music facility buildings.
- I. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment #01 (PAA) with John Sergio Fisher & Associates (“Architect”) at a fixed fee of \$45,000 plus travel expenses for preliminary architectural services in conjunction with the renovation/expansion of the MPC Music facility buildings.
- J. BE IT RESOLVED that the Governing Board authorize a Notice of Intent to enter into a lease agreement with the Monterey Bay Certified Farmers Market, Inc., at \$186.54 per week for the period of July 1, 2012 through June 30, 2013, and direct staff to publish the Notice of Intent in a newspaper of general circulation once a week for three consecutive weeks commencing with the week of May 28, 2012.
- K. BE IT RESOLVED, that the Governing Board ratify the awarding of the Leica Microscopes purchase to JH Technologies in the amount of \$172,035.75. JH Technologies was the only responsive bidder that met District criteria.
- L. BE IT RESOLVED, THAT THE Governing Board approve the attached agreement with Alameda County Schools Insurance Group (ACSIG) to participate in the ACSIG Vision Program effective July 1, 2012, and authorize the Vice President for Administrative Services to execute the required documents.

- M. BE IT RESOLVED, THAT THE Governing Board approve the attached agreement with Alameda County Schools Insurance Group (ACSIG) to participate in the Educational Dental Group Enterprise (EDGE) effective July 1, 2012, and authorize the Vice President for Administrative Services to execute the required documents.
- N. INFORMATION: District Demographics Report.
- O. BE IT RESOLVED, that the Governing Board approve the attached Adjunct Faculty Hiring Procedures Joint Agreement between Monterey Peninsula Community College District and the Monterey Peninsula College Academic Senate.
- P. INFORMATION: Revised Governing Board Policies Review Process.
- Q. BE IT RESOLVED, that the following courses be approved:
 - ARTH 30, Museum Studies and Gallery Practices
 - GEOL 8L, Earth Catastrophes and Disasters Lab
 - NURS 204, Supervised Nursing Skills Lab I
 - NURS 207, Supervised Nursing Skills Lab IV
- R. BE IT RESOLVED, that the Governing Board approve the installation of a commemorative plaque to honor Paul Emehiser, Director of Information Systems, 1998-2006.
- S. BE IT RESOLVED, that Tom Logan be authorized to travel to and within Turkey, June 7-25, 2012, as the instructor of the Turkish Mosaic.
- T. INFORMATION: Calendar of Events.

7. ADVANCE PLANNING

- A. Regular Board Meeting Wednesday, June 27, 2012, at MPC:
 - Closed Session, 1:30pm, Stutzman Room, Library and Technology Center
 - Board Study Session, 3:00pm, Sam Karas Room, Library and Technology Center; Topics: Facilities Planning and Citizens' Bond Oversight Committee
 - Regular Meeting, 4:00pm, Sam Karas Room, Library and Technology Center
- B. Regular Board Meeting Wednesday, July 25, 2012, at MPC:
 - Closed Session, 1:30pm, Stutzman Room, Library and Technology Center
 - Regular Meeting, 3:00pm, Sam Karas Room, Library and Technology Center
- C. Future Topics:
 - 1) Board Goals, August; approve evaluation instrument/process/calendar

8. ADJOURNMENT

9. **CLOSED SESSION**

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

Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this Agenda will be made available for public inspection in the District Office located at 980 Fremont Street, Monterey, CA, during normal business hours. Governing Board documents are also available on the Monterey Peninsula College website at www.mpc.edu/GoverningBoard.

Posted May 17, 2012