

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

**REGULAR BOARD MEETING**

**WEDNESDAY, MAY 25, 2016**

11:00am, Closed Session: Stutzman Room, Library Technology Center  
1:30pm, Regular Meeting: Sam Karas Room, Library Technology Center

980 Fremont Street, Monterey CA 93940

<http://www.mpc.edu/about-mpc/leadership/board-of-trustees>

**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. CALL TO ORDER**

**2. ROLL CALL**

**3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

**4. CLOSED SESSION**

*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.*

A. Public Employee Discipline/Dismissal/Release/Complaint

B. Conference with Labor Negotiators (Government Code Section 54957.6)

a) Employee Organization: MPCEA/CSEA

b) Agency Representatives: Susan Kitagawa, Laurence E. Walker, and Steven L. Crow, Ed.D

C. Conference with Labor Negotiators (Government Code Section 54957.6)

a) Employee Organization: MPCTA/CTA

b) Agency Representatives: Susan Kitagawa, Michael Gilmartin, Kiran Kamath, and Steven L. Crow, Ed.D

D. Public Employee Evaluation (Government Code Section 54957)

Title: Superintendent/President

**5. RECONVENE TO OPEN SESSION / CALL TO ORDER**

**6. ROLL CALL**

**7. PLEDGE OF ALLEGIANCE**

*The Board of Trustees will recite the Pledge of Allegiance. Participation by meeting attendees is at their option.*

**8. REPORT OF ACTION TAKEN IN CLOSED SESSION**

**9. APPROVAL OF AGENDA**

*The Board will take action to approve the Agenda. Agenda items may be rearranged here. If there are any urgent items that arose after the 72-hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3-majority vote is required.)*

**10. RECOGNITION**

A. Acknowledgement of Guests

- 1) Lyndon Schutzler, MPC Physical Education Division Chair, and representatives from:
  - a) Track and Field
  - b) Basketball
  - c) Golf

**11. PUBLIC COMMENTS**

*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.*

**12. CORRESPONDENCE AND PUBLICATIONS**

A. Written Communications

- 1) Dr. Walt Tribley: Press Release – “Monterey Peninsula Community College District Seizes Another Opportunity to Save Taxpayers Interest on General Obligation Bonds”

B. MPC All User Emails

- 1) Dr. Jon Knolle: “Faculty Feedback About Work Experience for Students”
- 2) Beccie Michael: “Time is running out! Join us at the 10<sup>th</sup> Annual President’s Address to the Community.”
- 3) Julie Osborne: “MPC 8<sup>th</sup> Annual Earth Day Event!”
- 4) MPC Online Support Team: “Summer 2016 MPC Online Course Shells Available Now”
- 5) Henry Marchand: “Monterey Poets this Friday at 6pm in the Karas Room – Free!”
- 6) Tuyen Nguyen: “Thank you for supporting the ASA Culture Show on Saturday, April 16, 2016”
- 7) Shawn Anderson: “MPC Regular Board Meeting, April 27, 2016”
- 8) Office of Academic Affairs: “Summer 2016 Class Schedule – Available Online”
- 9) Dr. Jon Knolle: “Canvas Transition Announcement + April 28 Flex Day Workshops for Canvas and Online Teaching”
- 10) Theatre Department: “SCAPIN on the Morgan Stock Stage, Opening April 28<sup>th</sup>”
- 11) Art Department: “Mother’s Day Art Department Sale”
- 12) Amy Cavender: “MPC Weekly Announcements (May 2 – May 8)”
- 13) Cathy Nyznyk: “Nacho Cheese Fundraiser for CDC”
- 14) Melissa Pickford: “MPC Student Art Exhibit in Gallery”
- 15) Kayla Garcia: “SAVE THE DATE: Annual Classified Float Day: 5/16 2:30pm-4:30pm”
- 16) Dr. Walt Tribley: “Holman Highway 68 Roundabout Project – MPC’s Role”
- 17) Dr. Walt Tribley: “Reminder: Nominations for 2016 Difference Maker Awards due on Friday, May 6, 2016, 5:00 PM”
- 18) Dr. Walt Tribley: “Reminder: Nominations for 2016 Classified Employee Recognition Award due on Friday, May 6, 5:00 PM”
- 19) Dr. Jon Knolle: “When Would You Like to Begin Using Canvas?”
- 20) Suzanne Ammons: “Emergency Action Guide and Posting”
- 21) ASMPC: “Health Fair May 9<sup>th</sup>”
- 22) Amy Cavender: “MPC Weekly Announcements (May 9-15)”
- 23) Student Health Services: “MPC Blood Drive 5/12”

- 24) Vicki Nakamura: “Holman Highway 68 Roundabout Project – Public Forum, Wednesday, May 11, 6:00 PM, LF 103”
- 25) Kelly Fletes: “EOPS/CARE Recognition Ceremony”
- 26) Kiran Kamath: “Operational Enrollment Management Presentation at AAAG 4/29/16”
- 27) TRIO/Student Support Services (SSS) Staff: “Invitation to Attend the TRIO/SSS Annual Recognition Celebration”

C. Articles Published in *Monterey Herald*, *Monterey County Weekly*, *The Californian*, and Other Media

- 1) *Monterey Herald* / April 23, 2016: “Dan and Joanne Albert honored by Monterey Peninsula College”
- 2) *Monterey Herald* / May 16, 2016: “MPC men’s golf takes seventh at state tourney”
- 3) *Monterey Herald* / May 16, 2016: “Theater review: Ad libs add modern flare to MPC’s ‘Scapin’ ”

**13. 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.*

**BE IT RESOLVED,**

A. Routine Business Transactions, Annual Renewal of Programs, Bids, Agreements, Notice of Public Hearings and Proclamations:

- 1) That the Governing Board approves the minutes of the Regular Board meeting on April 27, 2016.
- 2) That the Governing Board accepts gifts donated to the College with appropriate acknowledgement to the donors.
- 3) That the April 15th manual payroll in the amount of \$3,732.00, the April 29<sup>th</sup> regular payroll in the amount of \$2,339,671.59, and the May 10<sup>th</sup> supplemental payroll in the amount of \$67,548.40 be approved.
- 4) That Commercial Warrants: 12224759 through 12224767, 12225691 through 12225713, 12226319 through 12226328, 12227096 through 12227129, 12227820 through 12227871, 12228635 through 12228651, 12230882 through 12230935, in the amount of \$2,939,974.99 be approved.
- 5) That Purchase Orders B1600559 through B1600665 in the amount of \$387,232.67 be approved.
- 6) That the following budget adjustments in the Unrestricted General Fund be approved:

Net decrease in the 2000 (Classified Salary) Object expense category	\$	307.00
Net decrease in the 4000 (Supplies) Object expense category	\$	1,369.49
Net decrease in the 5000 (Other Services) Object expense category	\$	365.28
Net increase in the 6000 (Capital Outlay) Object expense category	\$	2,041.77
- 7) That the following budget adjustments in the Restricted General Fund be approved:

Net decrease in the 1000 (Certificated Salary) Object expense category	\$	19,014.82
Net increase in the 2000 (Classified Salary) Object expense category	\$	31,535.22
Net increase in the 3000 (Benefits) Object expense category	\$	4,494.90
Net increase in the 4000 (Supplies) Object expense category	\$	34,899.98

Net increase in the 5000 (Other Services) Object expense category	\$	160,116.06
Net increase in the 6000 (Capital Outlay) Object expense category	\$	73,209.52
Net decrease in the 7000 (Other Outgo) Object expense category	\$	285,240.86

- 8) That the following budget increases in the Restricted General Fund be approved:  
 Increase of \$395,339.00 in funds received for FY15-16.  
 Increase of \$3,200.00 in funds carried forward from FY 14-15 to FY 15-16.

**B. Management Personnel**

- 1) That the Governing Board approves the following item(s):  
 a) Resignation of Laura Franklin, Dean of Instruction, effective December 31, 2016, for the purpose of retirement. Ms. Franklin has served as Dean since August, 2008.  
 b) Approve the recruitment for a Dean of Instruction, Academic Affairs.

**C. Faculty Personnel**

- 1) That the Governing Board approves the following item(s):  
 a) Employment of tenure-track Counselor, Davina Walker, under faculty service area Counsel. Step and Column placement pending verification, effective Fall 2016.  
 b) Employment of tenure-track Counselor, Andrea Mann, under faculty service area Counsel. Step and Column placement pending verification, effective Fall 2016.  
 c) Resignation of Susan Joplin, English Instructor, effective June 5, 2016 for the purpose of retirement, and confer upon her the title of Professor Emeritus. Ms. Joplin has served as a faculty member since 2005.  
 d) Resignation of David Joplin, English Instructor, effective June 5, 2016 for the purpose of retirement, and confer upon him the title of Professor Emeritus. Mr. Joplin has served as a faculty member since 2004.  
 e) Resignation of Sunshine Giesler, Interior Design Instructor, effective June 4, 2016.  
 f) Each month, individuals are hired as part-time, substitute, and overload. The attached lists includes hires for Fall 2016.

**D. Short Term and Substitute Personnel**

- 1) 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.

**14. 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 2015-2016 Monthly Financial Report for the period ending April 30, 2016, be accepted.
- B. BE IT RESOLVED, that the Governing Board authorizes the Vice President, Administrative Services to award the contract for the Lecture Forum Sidewalk Replacement Phase 1-3 Project to the lowest responsible bidder.
- C. BE IT RESOLVED, that the Governing Board approve the 2-year Institution Participation Agreement dated May 13, 2016 between Monterey Peninsula College and Instructure, Inc. for the Canvas Course Management System (CMS) and Tier 1 Support.
- D. BE IT RESOLVED, that the 2017-2018 College Academic Calendar be approved as proposed.

- E. INFORMATION: Equal Employment Opportunity Annual Applicant Pool and Employee Demographics Report for 2015.
- F. BE IT RESOLVED, that the Governing Board approve the Monterey Peninsula College Equal Employment Opportunity Plan 2016-2019.
- G. BE IT RESOLVED, that the Governing Board approve the Equal Employment Opportunity Fund Multiple Measures Allocation Model Certification Form, Fiscal Year 2015-2016.
- H. BE IT RESOLVED, that Board Policies 3410 - Nondiscrimination; 3420 - Equal Employment Opportunity; 7100 - Commitment to Diversity; and 7120 - Recruitment and Hiring, be adopted.
- I. BE IT RESOLVED, that former Board Policies 2100 - Fiduciary Responsibilities; 2105 - Budget and Finances; 2106 - Budget Standards and Policy; 2110 - Accounting Systems; 2115 - Financial Reports; 2120 - Budget Transfers; 2125 - Investment of Surplus Funds; 2135 - Bookstore Operations; 2160 - Community Use of Facilities; 2170 - Risk Management; 2180 - Claims Against the District; 2190 - Real Property Management; 2205 - Campus Traffic and Parking Policy; 2230 - Campus Security; 2235 - Health and Safety; 2245 - Disaster Response Plan; 2260 - Weapons on Campus; 3030 - Contract Instruction; 3035 - Contract Education; 3100 - Open Enrollment; 3110 - Course Repetition; and 3120 - Academic Freedom, be rescinded.
- J. INFORMATION: Calendar of Events

## 15. REPORTS AND PRESENTATIONS

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

- A. MPC Foundation
  - 1) Executive Director Report: Ms. Beccie Michael
  - 2) Monthly Donations: To be reported on May 25, 2016.
- B. Student Success and Achievement Report: "Scorecard 2016: Connection to the Institutional Effectiveness Partnership Initiative (IEPI)," Dr. Rosaleen Ryan
- C. Superintendent/President's Report: Dr. Walter Tribley
- D. Academic Affairs Report: Ms. Kiran Kamath
- E. Student Services Report: Mr. Laurence Walker
- F. Administrative Services Report: Dr. Steven Crow
- G. Academic Senate Report: Dr. Alfred Hochstaedter
- H. MPCEA Report: Mr. Kevin Haskin, President
- I. MPCTA Report: Ms. Paola Gilbert, President
- J. ASMPC Report: Mr. Stephen Lambert, Student Trustee
- K. Governing Board Reports
  - 1) Community Human Services (CHS) Report
  - 2) Trustee Reports

## 16. ADVANCE PLANNING

- A. Regular Board Meeting, June 22, 2016 at MPC Library Technology Center:
  - 1) Closed Session: 11:00am, Stutzman Room
  - 2) Regular Meeting: 1:30pm, Sam Karas Room
- B. Regular Board Meeting, August 24, 2016 at MPC Library Technology Center:
  - 1) Special Meeting: Accreditation Training Study Session: 9:30am, Sam Karas Room
  - 2) Closed Session: 11:00am, Stutzman Room
  - 3) Regular Meeting: 1:30pm, Sam Karas Room

C. Future Topics

**17. ADJOURNMENT**

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

*Posted May 20, 2016*