

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

REGULAR BOARD MEETING

1:30pm, Closed Session, Classroom SPS 102, Public Safety Training Center
3:00pm, Regular Meeting, Classroom SPS 104, Public Safety Training Center
2642 Colonel Durham Road, Seaside, CA 93955
www.mpc.edu/GoverningBoard

WEDNESDAY, FEBRUARY 27, 2013

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) Public Employee Performance Evaluation: Superintendent/President

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

a) Employee Organization: MPCTA/CTA/NEA

b) Agency Negotiators: Stephen Ma, Barbara Lee, and Dr. Céline Pinet

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

a) Employee Organization: MPCEA/CSEA

b) Agency Negotiators: Stephen Ma and Barbara Lee

4) Public Employee Discipline/Dismissal/Release (Government Code Section 54957)

5) Student Expulsion (Education Code Section 72122)

E. Reconvene to Regular Board Meeting and Roll Call

F. Report of Action Taken In Closed Session

G. 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.)

2. RECOGNITION

A. Acknowledgement of Visitors

B. Moment of Silence:

- 1) Student Denise Baker, deceased 2013.
- 2) Former Adjunct Instructor, Albert J. Bisson, deceased January 18, 2013.

C. Recognition:

3. 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 the Public

B. Written Communications:

- 1) Letter from Clay Larson welcoming Dr. Walt Tribley to the Monterey Peninsula.
- 2) ACCJC letter reminding MPC that the Midterm Report is due by March 15, 2013.
- 3) ACCJC letter directing MPC to resolve two recommendations through Midterm Report due March 15, 2013.
- 4) Letter from Graham Bice to Dr. Walt Tribley expressing appreciation for MPC's participation in the 2012 UC MBEST Center visioning exercise and interest in future opportunities to collaborate.

C. MPC All User Emails:

- 1) Rosemary Barrios: Increased statewide sales tax rate of 0.25% will be applied January 1, 2013 through December 31, 2016 due to voter approval of Proposition 30. Monterey tax rate is now 7.50%.
- 2) HR Employment Opportunity: Instructional Technology Specialist / Life Sciences, Computer Aided Drafting (CAD) Lab.
- 3) Gina Bianchi: Faculty and Staff Advancements Awards / Deadline to Apply: 5:00 p.m. on March 1, 2013 / Awards Announced: March 19, 2013.
- 4) Fred Hochstaedter: Request for Spring Flex Days feedback via survey and reminder of Turnitin presentation on February 7th in the Sam Karas Room.
- 5) Jon Knolle: Request for faculty feedback on distance education and online instruction at MPC.
- 6) Dr. Walt Tribley, Flex Day kudos and congratulations.
- 7) HR Employment Opportunity: Accountant/Bookkeeper / MPC Foundation.
- 8) Student Financial Services: Announcement of 2013-2014 Online Scholarship Booklet. Deadline: March 14, 2013 at 12:00 p.m.
- 9) HR Employment Opportunity: Administrative Assistant III / Instructional Contract Coordinator / Academic Affairs.
- 10) Student Financial Services: Reminder regarding The Peggy & Jack Baskin Scholarship deadline of March 1, 2013.

- 11) Student Financial Services: Announcement of Scholarship Workshops on February 11th at 2:00 p.m. in Library Room 216 and on February 28th at 10:00 a.m. in the English & Study Skills Center.
- 12) HR Employment Opportunity: Administrative Assistant III / Academic Affairs.
- 13) Melissa Pickford: Announcement of new exhibit at MPC Art Gallery.
- 14) Massage Therapy Program: Offer of massages from Massage Therapy Skills Lab students and notice of fees and session lengths.
- 15) Suzanne Ammons: MPC Security Alert of thefts on campus.
- 16) HR Employment Opportunity: Instructional Specialist / TRiO Program.
- 17) MPC Basketball Team: Announcement of Think Pink Cancer Awareness 50/50 Raffle at Annual Think Pink Night on February 20th.
- 18) Admissions & Records Office: Notice that February 17, 2013 is the last day a student can drop a full-term course without a W grade on their transcripts.
- 19) Dr. Walter Tribley: Announcement of Mr. Carsbia Anderson's retirement from MPC effective June 30, 2013.
- 20) Humanities Division: Announcement of the annual Humanities Division Book Grant Award Ceremony on February 21, 2013 at 3:00 p.m. in the Student Center's Almaden Room.
- 21) Counseling Department: Notice that the counseling faculty is commencing with the initial semester notifications for early alert and class visit requests.
- 22) Theatre Arts Department: Announcement of Auditions for "Light Up The Sky," the first show to be performed in the newly renovated MPC Theatre.
- 23) Robynn Smith: Announcement of new exhibition featuring MPC Printmakers at the Pacific Grove Art Center. Reception on Friday, February 22nd, 7:00 - 9:00 p.m.
- 24) Theatre Arts Department: Announcement of MPC Theatre Company's "Cinderella."

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

- 1) *The Herald* / January 17, 2013: Hartnell Panthers defeat MPC Lobos, 77-76.
- 2) *The Herald* / January 20, 2013: Ad for Continuing Education and for Gentrain Interdisciplinary Course in Western Culture.
- 3) Monterey County Business Council "Friday Facts" email blast / January 25: Monterey Peninsula College mentioned as one of seven local organizations being recognized at the MCBC's 17th Anniversary Gala.
- 4) *The Herald* / January 27, 2013: The 32nd annual Ancestor Roundup Genealogy Conference at the Family History Center in Seaside. Keynote speaker: Karen Clifford, creator of the 15-week genealogy course at MPC.
- 5) *Off 68* / February 1, 2013: MPC's Gentrain program, featuring MPC student and Gentrain Society treasurer, Myron Seres.
- 6) *The Herald* / Obituary for former MPC Adjunct Instructor, Albert J. Bisson.
- 7) *The Herald* / Ad for Gentrain Society Lecture, "Defining the Human Experience: An Anthropological Perspective" on February 6th and for Gentrain Interdisciplinary Course in Western Culture.
- 8) *The Herald* "School Bytes" Blog / February 7, 2013: MPC received the Education and Research award during the Monterey County Business Council's 17th Anniversary event on February 2nd.
- 9) *Off 68* / February 8, 2013: Former MPC student and basketball player, Nick Cardinale, featured for his work as manager of the Harlem Globetrotters.
- 10) *The Herald* / February 10, 2013: Ad for HR (Full Time Tenure Track Faculty - Fall 2013: Administration of Justice Instructor, Counselor, Digital Services Librarian, DSPS Counselor, Mathematics Instructor, Mathematics Learning Center Coordinator, and Reading/Writing Instructor; Classified Positions: Instructional Specialist - Adaptive PE and Instructional Technology Specialist - CAD Lab; and Part-Time Faculty: English, Math, and all other disciplines.) Ad for Gentrain Interdisciplinary Course in Western Culture.

- 11) *The Herald* / February 14, 2013: Ad for MPC Continuing Education classes.
- 12) *The Herald* / February 16, 2013: “Local Sports Roundup”: College Baseball - MPC 10, Taft 8; Women’s Basketball – MPC 71, Cabrillo 43; Men’s Basketball: Cabrillo 60, MPC 56.
- 13) *The Herald* / February 17, 2013: Ad for HR (Full Time Tenure Track Faculty - Fall 2013: Administration of Justice Instructor, Counselor, Digital Services Librarian, DSPS Counselor, Human Physiology Instructor, Mathematics Instructor, and Mathematics Learning Center Coordinator; Classified Positions: Administrative Assistant II / Instructional Contract Coordinator, Instructional Technology Specialist-CAD Lab, and Part-Time Faculty: English, Math, and all other disciplines.) Ads for MPC Continuing Education classes and Gentrain Society Lecture.

E. Reports and Presentations:

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

- 1) Institutional Report: Title V Grant, Mr. Carsbia Anderson
- 2) Superintendent/President’s Report: Dr. Walter Tribley
- 3) Vice Presidents’ Reports: Mr. Steve Ma, Dr. Céline Pinet, and Mr. Carsbia Anderson
- 4) Academic Senate Report: Catherine Webb, Secretary
- 5) MPCEA Report, Loran Walsh, President
- 6) MPCTA Report, Mark Clements, President
- 7) ASMPC Report, Matthew Ganier, Director of Representation
- 8) College Council Report, Dr. Alan Haffa or Stephanie Perkins, Co-chairs
- 9) MPC Foundation
 - a) Executive Director Report: Dr. Walter Tribley
 - b) Monthly Donations \$79,193.68.
- 10) Governing Board Reports
 - a) CHS Report
 - b) Trustee Reports
- 11) Legislative Advocacy Report, Dr. Walter Tribley
 - a) Meeting with Senator Bill Monning
- 12) Special Report – Bond Update Reports, Joe Demko, Kitchell
 - a) Active Bond/Facility Projects Update
 - b) Cost Control Report
 - c) Master Schedule/Construction Phase Only
 - d) Bond Expenditure Report

4. 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 approves the minutes of the Regular Board Meetings on January 23, 2013.
- 2) That the Governing Board accepts gifts donated to the college with appropriate acknowledgement to donors.

- 3) That the January regular payroll in the amount of \$1,764,488.49 and the February supplemental payroll in the amount of \$25,123.51 for a total payroll of \$1,789,612.00 be approved
- 4) That Commercial Warrants:
12971545 through 12971604, 12972308 through 12972364, 12973097 through 12973129, 12973612 through 12973646, 12973976 through 12974002, 12974356 through 12974380, 12975292 through 12975316, 12975824 through 12975836 in the amount of \$2,749,395.12 be approved.
- 5) That Purchase Orders 130655 through 130716 in the amount of \$795,831.15 be approved.
- 6) That the following budget increases in the Restricted General Fund be approved:
Increase of \$5,588 in funds carried forward from FY 2011-2012 to FY 2012-2013.
- 7) That the following budget adjustments in the Restricted General Fund be approved:

Net increase in the 1000 Object expense category	\$	8,476
Net decrease in the 2000 Object expense category	\$	587
Net increase in the 3000 Object expense category	\$	1,391
Net decrease in the 4000 Object expense category	\$	207
Net decrease in the 5000 Object expense category	\$	8,268
Net increase in the 6000 Object expense category	\$	5,515
Net decrease in the 7000 Object expense category	\$	6,320
- 8) That the following budget adjustments in the Unrestricted General Fund be approved:

Net increase in the 1000 Object expense category	\$	171
Net increase in the 2000 Object expense category	\$	1,220
Net increase in the 3000 Object expense category	\$	37
Net decrease in the 4000 Object expense category	\$	1,842
Net increase in the 5000 Object expense category	\$	2,880
Net decrease in the 6000 Object expense category	\$	2,466
- 9) That the following budget adjustments in the Capital Outlay Fund be approved:

Net decrease in the 5000 Object expense category	\$	43,782
Net increase in the 6000 Object expense category	\$	43,782
- 10) That the following budget adjustments in the Parking Fund be approved:

Net increase in the 2000 Object expense category	\$	4,434
Net increase in the 3000 Object expense category	\$	566
Net decrease in the 5000 Object expense category	\$	5,000

B. Management Personnel:

- 11) That the Governing Board approve the following item(s):
 - a) Resignation for the purpose of retirement of Carsbia Anderson, Vice President for Student Services, effective at the end of the day, June 30, 2013 and confer upon him the title of Administrator Emeritus.
 - b) Approve the recruitment for a Full-Time Vice President for Student Services to replace Mr. Carsbia Anderson.

C. Faculty Personnel:

- 12) That the Governing Board approve the following items:
 - a) Resignation for the purpose of retirement of Cheryl Jacobson, Nursing Instructor, effective at the end of the day March 15, 2013 and confer upon her the title of professor emeritus.

- b) Grant Course Specific Equivalency to Alexandra Daniels to teach PFIT 15: Core Matwork effective Spring 2013.
- c) Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Spring 2013.

D. Classified Personnel:

13) That the Governing Board approve the following item(s):

- a) Approve increase in hours of Administrative Assistant II, Marina Education Center, from 19 hours per week, 10 months and 11 days per year, to 24 hours per week, 10 months and 11 days per year, effective February 28, 2013.
- b) Resignation for the purpose of retirement of Francis Awity, Administrative Assistant II, Academic Affairs, 19 hours per week, 11 months per year, effective at the end of the day, March 15, 2013.

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

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 2012-2013 Monthly Financial Reports for the period ending January 31, 2013, prior to year-end closing be accepted.
- B. BE IT RESOLVED, that the Quarterly Financial Status Report for the quarter Ending December 31, 2012 as presented on form CCFS 311Q, be accepted and made part of the minutes of this meeting.
- C. INFORMATION: County of Monterey Investment Report for the quarter ending December 31, 2012.
- D. BE IT RESOLVED, that Monterey Peninsula College employ the following probationary employees as tenured employees for all subsequent academic years starting with the 2013-2014 academic year:
 - Mr. Henry Marchand, English/Creative Writing Instructor.
 - Mr. Damanjit Singh, Computer Systems/Information Technology Instructor.
- E. BE IT RESOLVED, that Monterey Peninsula College enter into a contract with the following contract (probationary) employees for the 2013-2014 and 2014-2015 academic years:
 - Ms. Monika Bell, Medical Assisting Instructor
 - Dr. Heather Craig, Biology Instructor
 - Dr. Sarah Gerhardt, Chemistry Instructor
 - Ms. Mary Johnson, Early Childhood Education Instructor
 - Ms. Elizabeth Mullins, History Instructor
- F. BE IT RESOLVED, that Monterey Peninsula College enter into a contract with the following contract (probationary) employees for the 2013-2014 academic years:
 - Mr. John Cristobal, Mathematics Instructor
 - Dr. Gamble Madsen, Art History Instructor
 - Ms. Adrienne Simpson, Psychology Instructor

- Dr. Kelly Stack, American Sign Language Instructor
- Mr. Anthony Villarreal, Sociology Instructor

G. BE IT RESOLVED, that the following courses and programs be approved:

- ADMJ 68, Introduction to Forensics
- ARTC 1, Introduction to Ceramics
- ARTD 3B, Mold Making II
- ARTD 40, Introduction to Jewelry and Metalsmithing
- ARTD 80, Introduction to Crafts
- ARTS 12C, Figure Drawing III
- ARTS 61B, Monotype II
- ARTS 62B, Relief Printmaking II
- ARTS 66B, Book Arts II
- CSIS 12, Discrete Structures
- DANC 11D, Jazz Dance IV
- DANC, 12D Ballet IV
- ECED 72, Supervising Adults in the Child Care Setting
- NURS 71, Intermediate Supervised Nursing Clinical Experience
- PFIT 15B, Core Matwork II
- PFIT 17B, Yoga II
- PFIT 21B, Flexibility and Relaxation Techniques II
- POLS 7, Introduction to Political Science Research Methods
- Program: Anthropology - Associate in Arts for Transfer
- Program: Psychology - Associate in Arts for Transfer
- Program: Sociology - Associate in Arts for Transfer
- SOCI 11, Mass Media and Popular Culture
- SOCI 12, Introduction to Gender and Sexuality
- SOCI 13, Introduction to Race and Ethnicity
- SOCI 14, Sociology of Latinos and Latinas
- SOCI 15, Introduction to Research Methods
- SOCI 17, Introduction to Crime and Deviance

H. INFORMATION: Program Review for the Creative Arts Division.

I. BE IT RESOLVED, that the Governing Board authorize Gaozong Thao, International Student Programs Counselor, to participate in the Beijing Recruitment Fair and APAIE Conference Exhibition from March 3rd, to March 15, 2013. The cities to be visited during this recruitment fair and exhibition are Shanghai, HuiBei, Beijing and Hong Kong.

J. BE IT RESOLVED, that the Governing Board adopt the Proposed Monterey Peninsula College Governing Board Goals for 2013.

K. INFORMATION: Calendar of Events.

L. BE IT RESOLVED, that the Governing Board approve the expulsion of MPC student #775.

6. ADVANCE PLANNING

A. Regular Board Meeting Wednesday, March 27, 2013, at MPC:

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

B. Regular Board Meeting Wednesday, April 24, 2013, 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:

7. ADJOURNMENT

8. 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 February 21, 2013