

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

**REGULAR BOARD MEETING**

**WEDNESDAY, AUGUST 24, 2016**

9:30am, Study Session: Sam Karas Room, Library & Technology Center  
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 STUDY SESSION ITEM**

*Public comments on the Study Session item will be heard now. 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.*

**4. STUDY SESSION**

A. Accreditation Training

INFORMATION

**5. ADJOURN TO CLOSED SESSION / CALL TO ORDER**

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

**7. 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. 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

B. 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

C. Public Employee Evaluation (Government Code Section 54957)

Title: Superintendent/President

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

**9. ROLL CALL**

**10. PLEDGE OF ALLEGIANCE**

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

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

**12. 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.)*

**13. RECOGNITION**

A. Acknowledgement of Guests

B. Moment of Silence

- 1) Mary Burr, Retired MPC Classified Graphic Artist, deceased April 11, 2016.

**14. 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.*

**15. CORRESPONDENCE AND PUBLICATIONS**

A. MPC All User Emails

- 1) Vicki Nakamura: "Citizens' Bond Oversight Committee Meeting Agenda for June 13, 2016"
- 2) Beccie Michael: "Register Today!"
- 3) MPC Website Support: "MPC Weekly Announcements (June 13-19)"
- 4) Amy Cavender: "MPC Weekly Announcements (June 20-26)"
- 5) Amy Cavender: "Reception for Dr. Kim McGinnis 7/11, 4:30pm, Sam Karas Room"
- 6) Massage Therapy Program: "Massage Therapy Program Approved by California Massage Therapy Council"
- 7) Dr. Walt Tribley: "Potential Proposition 39 Bond Measure"
- 8) Amy Cavender: "MPC Weekly Announcements (June 27-July 3)"
- 9) Mike Carson: "Construction Update"
- 10) Amy Cavender: "MPC Weekly Announcements (July 5-10)"
- 11) Gary Bolen: "EVITA opens on the Morgan Stock Stage 7/15 - 7/31/16"
- 12) Dr. Walt Tribley: "American Flags at Half-Staff to Honor the Victims of the Attack in Nice, France"
- 13) Amy Cavender: "MPC Weekly Announcements (July 18-24)"
- 14) Dr. Walt Tribley: "American Flags at Half-Staff to Honor the Victims of the Attack in Baton Rouge, Louisiana"
- 15) Beccie Michael: "Special Message from MPC Students"
- 16) Amy Cavender: "MPC Weekly Announcements (July 24-30)"
- 17) Beccie Michael: "Exciting News from the Lobos Booster Club"
- 18) Amy Cavender: "MPC Weekly Announcements (July 11 - August 6)"
- 19) MPC ESL Department: "JYK/MPC Farewell Program August 5, 2016"
- 20) Dr. Walt Tribley: "Soberanes Fire Relief Benefit - We need you!"

- 21) Dr. Walt Tribley: "MPC's Institutional Self Evaluation Report is Finished/Dr. Crow Acting President Next Week"
- 22) Amy Cavender: "MPC Weekly Announcements (August 7 - 13)"
- 23) Dr. Steve Crow: "Air Quality Update for August 10, 2016"

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

- 1) *Monterey Herald* / June 25: "Hartnell, MPC, Alisal could place bonds on the November ballot"
- 2) *Monterey Herald* / June 28, 2016: "Palma grad setting a standard at Johnson-Toney Football Camp"
- 3) *Monterey Herald* / June 29, 2016: "Former NFL receiver, Monterey and MPC alum Maurice Mann comes back to coach at Johnson-Toney Football Camp"
- 4) *Monterey Herald* / July 2, 2016: "Fales set for third season with Bears"
- 5) *Monterey Herald* / July 2, 2016: "Between the Sheets: CSUMB, MPC create innovative opportunities in hospitality education"
- 6) *Monterey County Weekly* / July 21, 2016: "Don't Cry for Gary Bolen, Monterey Peninsula"
- 7) *Monterey County Weekly* / July 21, 2016: "Gary Bolen takes a bow with the personal politics of the musical *Evita*"
- 8) *Monterey Herald* / July 28, 2016: "MPC decides against placing bonds on November ballot"
- 9) *The Salinas Californian* / August 12, 2016: "Nursing classes cancelled"
- 10) *Monterey Herald* / August 13, 2016: "MPC cancels nursing assistant program"

**16. 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 Special Board meeting on May 20, 2016, the Regular Board meeting on June 22, 2016, and the Special Board meeting on July 27, 2016.
- 2) That the Governing Board accepts gifts donated to the College with appropriate acknowledgement to the donors.
- 3) That the June 30<sup>th</sup> regular payroll in the amount of \$1,938,079.01, the July 8<sup>th</sup> supplemental payroll in the amount of \$38,351.58, the July 15<sup>th</sup> manual payroll in the amount of \$4,339.79, the July 29<sup>th</sup> regular payroll in the amount of \$1,437,668.46, the August 5<sup>th</sup> manual payroll in the amount of \$12,225.65, and the August 10<sup>th</sup> supplemental payroll in the amount of \$52,823.30 be approved.
- 4) That Commercial Warrants: 12239352 through 12239398, 12240142 through 12240195, 12241057 through 12241094, 12241740 through 12241777, 12243040 through 12243052, 12243595 through 12243645, 12244565 through 12244597, 12245931 through 12245959, 12246881 through 12246922 in the amount of \$1,446,669.48 be approved.

- 5) That Commercial Warrants: 12248009 through 12248025, 12248602 through 12248618, 12249303 through 12249312, 12249884 through 12249890, 12250523 through 12250568, 12251855 through 12251909, in the amount of \$986,376.57 be approved.
- 6) That Purchase Orders B1600741 through B1600782 in the amount of \$28,086.10 be approved.
- 7) That Purchase Orders B1700001 through B1700157 in the amount of \$3,130,276.40 be approved.

B. Management Personnel

- 1) That the Governing Board approves the following item(s):
  - a) Release of employee # 160455 from probation, effective July 5, 2016.

C. Faculty Personnel

- 1) That the Governing Board approves the following item(s):
  - a) Employment of David Kersnar, full time, temporary, non-tenure track Theatre Arts Instructor, Column and Step placement pending verification of education and experience, for the academic year 2016-2017, effective August 16, 2016.
  - b) Grant Equivalency to Minimum Qualifications to Jamel Thompson to teach Early Childhood Education, effective Fall 2016.
  - c) Grant Equivalency to Minimum Qualifications to Arturo Salazar to teach Mathematics, effective Fall 2016.
  - d) Resignation of Mary Johnson, Early Childhood Education Instructor, effective August 5, 2016.
  - e) Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Fall 2016.

D. Classified Personnel

- 1) That the Governing Board approves the following item(s):
  - a) Employment of Jose Zuniga, Custodian, Facilities, Range 6, 40 hours per week, 12 months per year, effective August 25, 2016.
  - b) Employment of Venancio Santos, Network Technician, Information Technology, Range 26, 40 hours per week, 12 months per year, effective August 25, 2016.
  - c) Employment of Morag Elizabeth, Instructional Specialist, Reading Center, Range 14, 18 hours per week, 8 months, 11 days per year, effective August 25, 2016.
  - d) Employment of Aaron Cepeda, Instructional Technology Specialist, Information Technology, Range 22, 40 hours per week, 12 months per year, effective August 25, 2016.
  - e) Employment of Benjamin Bishop, Laboratory Specialist II, Physical Science, Range 17, 19 hours per week, 9 months per year, effective August 25, 2016.
  - f) Employment of Juanita Vasquez, Bilingual Admissions & Records Specialist, Admissions & Records Office, Range 10, 40 hours per week, 12 months per year, effective August 29, 2016.
  - g) Employment of Renate Griffin, Instructional Specialist, English Study Skills Center, Range 14, 18 hours per week, 7 months, 19 days per year, effective August 25, 2016.
  - h) Employment of Lesley Stampleman, Instructional Specialist, English Study Skills Center, Range 14, 18 hours per week, 7 months, 19 days per year, effective August 25, 2016.
  - i) Employment of Gina Davi, Payroll Analyst, Range 20, 40 hours per week, 12 months per year, effective August 25, 2016.
  - j) Approve updated job description for Campus Security Officer, effective August 25, 2016. Approve placement on the Classified Salary Schedule from Range 7 to Range 10, effective July 1, 2016.
  - k) Approve title change from College Receptionist – Dispatcher, to College Receptionist. Approve updated job description for College Receptionist, effective August 25, 2016. Approve placement on Classified Salary Schedule from Range 7 to Range 5, effective July 1, 2016.

- l) Approve updated job description for Job Center Coordinator, effective August 25, 2016.
- m) Approve updated job description for Matriculation Services Specialist, effective August 25, 2016.
- n) Approve reclassification of incumbent in the classification of Student Financial Services Outreach Advisor, Range 17, to Student Financial Services Coordinator, Range 22, effective July 1, 2016.
- o) Approve updated job description for Student Financial Services Coordinator, effective August 25, 2016.
- p) Resignation of Julie Himes, Laboratory Manager, Life Sciences, 40 hours per week, 11 months per year, effective at the end of the day, October 18, 2016.
- q) Resignation for the purpose of retirement of Loran Walsh, Campus Security Officer, Administrative Services, 40 hours per week, 12 months per year, effective at the end of the day April 21, 2016.
- r) Resignation of Wesley Harden, Instructional Technology Specialist, Business and Technology, 40 hours per week, 12 months per year, effective at the end of the day, July 22, 2016.
- s) Release of employee #160454 from probation, effective June 17, 2016.
- t) Release of employee #160611 from probation, effective June 17, 2016.
- u) Release of employee #160455 from probation, effective July 5, 2016.

E. Volunteers

- 1) That the Governing Board approve the individuals listed for volunteer assignments.

F. 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.

**17. 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 2016-2017 Monthly Financial Report for the period ending July 31, 2016, be accepted.
- B. PUBLIC HEARING: 2016-17 Final Budget
- C. BE IT RESOLVED, that the Governing Board adopt the 2016-17 Final Budget.
- D. BE IT RESOLVED, that the Quarterly Financial Status Report for the quarter ending June 30, 2016, as presented on form CCFS 311Q, be accepted and made part of the minutes of this meeting.
- E. INFORMATION: County of Monterey Investment Report for the quarter ending June 30, 2016.
- F. INFORMATION: Community College League of California (CCLC) Retirees Health Benefit Program report for Monterey Peninsula College for the quarter ending March 31, 2016.
- G. BE IT RESOLVED, that the attached resolution allowing Monterey Peninsula Community College District's continued participation in the Monterey County Educational Delinquent Tax Finance Program to be underwritten by Tower Capital Management, be approved.

- H. BE IT RESOLVED, that the Governing Board authorize Steven L. Crow, Ed.D., Vice President for Administrative Services, to enter into an agreement with the Chancellor's Office of the California Community Colleges, State of California, to participate in the Chancellor's Office Tax Offset Program (COTOP).
- I. BE IT RESOLVED, that the Governing Board approve the spending of 2016-2017 Prop 30 EPA funds to pay for instructional salaries coded with activity code 0100-5900.
- J. BE IT RESOLVED, that the Governing Board declares as surplus the three 2004 GMC passenger vans and directs the disposal of these items in accordance with Board guidelines and Education Code requirements.
- K. BE IT RESOLVED, that the Governing Board declares as surplus the one 1986 Van Pelt Fire Engine and directs the disposal of this item in accordance with Board guidelines and Education Code requirements.
- L. BE IT RESOLVED, that the Governing Board ratify the independent contract with Umstot Project and Facilities Solutions, LLC for professional services as related to facilities planning consultant services.
- M. BE IT RESOLVED, that the Governing Board approve the Memorandum of Understanding with Community Hospital Foundation for the funding and operation of the Maurine Church Coburn School of Nursing for 2016-2017.
- N. BE IT RESOLVED, that the Governing Board approve the revised employment agreement with Ms. Kiran Kamath to serve as the Vice President of Academic Affairs from July 1, 2016 through June 30, 2019.
- O. BE IT RESOLVED, that the Governing Board approve the revised employment agreement with Ms. Susan Kitagawa to serve as the Associate Dean of Human Resources from July 1, 2016 through June 30, 2019.
- P. BE IT RESOLVED, that the Governing Board approve the new classified supervisor position of Security and Emergency Operations Supervisor, and  
  
BE IT FURTHER RESOLVED, that the Governing Board approve the attached job description for the Security and Emergency Operations Supervisor, effective September 1, 2016, and  
  
BE IT FURTHER RESOLVED, that the Governing Board authorize the recruitment to fill the Security and Emergency Operations Supervisor position.
- Q. BE IT RESOLVED, that the Governing Board ratify payment to faculty for adjustments to their overload step placements, interest on the compensation due, retroactive payments for 2015-2016 overloads at the adjusted step placement, and flex hours for overload assignments.
- R. BE IT RESOLVED, that the Governing Board ratify the 2016-2017 Classified Salary Schedule, effective July 1, 2016.
- S. BE IT RESOLVED: that the Governing Board approves the Board self-evaluation process, timeline, and instruments for 2016.
- T. INFORMATION: First Reading of Board Policies: 2010 - Board Membership; 2200 - Board Duties and Responsibilities; 2410 - Board Policies and Administrative Procedures; 2430 -

Delegation of Authority to the Superintendent/President; 2431 - Superintendent/President Selection; 2435 - Evaluation of the Superintendent/President; 2715 - Code of Ethics/Standards of Practice; 2740 - Board Education; 2745 - Board Self-Evaluation; 3050 - Institutional Code of Ethics; 3200 - Accreditation; 7110 - Delegation of Authority, Human Resources; 7150 - Evaluation; and 7160 - Professional Development

U. INFORMATION: Administrative Procedures: 3410 - Nondiscrimination; 3420 - Equal Employment Opportunity; and 7120 - Recruitment and Hiring

V. INFORMATION: Calendar of Events

## **18. 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: \$58,230.00

B. Student Success and Achievement Report: “Student Success Reporting: A Three-Year Overview,”  
Dr. Rosaleen Ryan

C. Superintendent/President’s Report: Dr. Walter Tribley

D. Academic Affairs Report: Ms. Kiran Kamath

E. Student Services Report: Dr. Kim McGinnis

F. Administrative Services Report: Dr. Steven Crow

G. Academic Senate Report: Dr. Heather Craig, President

H. MPCEA Report: Mr. Kevin Haskin, President

I. MPCTA Report: Ms. Lauren Blanchard, President

J. ASMPC Report: Mr. Stephen Lambert, Student Trustee

K. Governing Board Reports

- 1) Community Human Services (CHS) Report
- 2) Trustee Reports

## **19. ADVANCE PLANNING**

A. 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

B. Regular Board Meeting, September 28, 2016 at MPC Library Technology Center:

- 1) Closed Session: 11:00am, Stutzman Room
- 2) Regular Meeting: 1:30pm, Sam Karas Room

C. Future Topics

## **20. 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 August 19, 2016*