

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

**REGULAR BOARD MEETING**

**FRIDAY, JANUARY 22, 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>

**MINUTES**

1. **CALL TO ORDER** – Chair Rick Johnson called the meeting to order at 11:00 a.m.
  
2. **ROLL CALL**  
Mr. Rick Johnson, Chair  
Mr. Charles Brown, Trustee  
Dr. Margaret-Anne Coppernoll, Trustee  
Dr. Loren Steck, Vice Chair  
Dr. Walter Tribley, Superintendent/President  
  
Absent:  
Ms. Marilynn Dunn Gustafson, Trustee
  
3. **PUBLIC COMMENTS ON CLOSED SESSION ITEMS** – None.
  
4. **CLOSED SESSION**  
  
A. 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  
  
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
  
5. **RECONVENE TO OPEN SESSION / CALL TO ORDER**
  
6. **ROLL CALL**– Chair Johnson asked for Roll Call at 1:30 p.m.  
Present:  
Mr. Rick Johnson, Chair  
Mr. Charles Brown, Trustee  
Dr. Margaret-Anne Coppernoll, Trustee  
Dr. Loren Steck, Vice Chair  
Dr. Walter Tribley, Superintendent/President  
  
Absent:  
Ms. Marilynn Dunn Gustafson, Trustee  
Mr. Stephen Lambert, Student Trustee

**7. PLEDGE OF ALLEGIANCE**

The Board of Trustees recited the Pledge of Allegiance.

**8. REPORT OF ACTION TAKEN IN CLOSED SESSION** – Chair Johnson reported that no action was taken.

**9. APPROVAL OF AGENDA**

Motion Steck / Second Brown / Carried.

2015-2016/85

Student Advisory Vote:	ABSENT:	Lambert
AYES:	4	MEMBERS: Brown, Coppernoll, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Dunn Gustafson
ABSTAIN:	0	MEMBERS: None

**10. RECOGNITION**

A. Acknowledgement of Guests – None.

**11. PUBLIC COMMENTS** – None.

**12. CORRESPONDENCE AND PUBLICATIONS**

A. MPC All User Emails

- 1) Dr. Walt Tribley and Ms. Catherine Webb: “Getting Ready for Reaffirmation of Accreditation and the ACCJC Site-Visit October 2016”
- 2) Dr. Walt Tribley: “American Flags at Half-Staff to Honor Victims of the Attack in San Bernardino, California”
- 3) Theresa Lovering-Brown: “MPC’s 19<sup>th</sup> Annual Holiday Art Sale”
- 4) Beccie Michael: “Giving Tuesday is here!”
- 5) MPC History Club: “*Grave of the Fireflies* Movie Event”
- 6) Shawn Anderson: “MPC Regular Board Meeting, December 9, 2015”
- 7) Taylor Wilson: “CNSA Fundraiser”
- 8) Jon Knolle and the MPC Online Team: “Spring 2016 MPC Online Shells Now Available”
- 9) Dr. Walt Tribley: “Welcome Dr. Steve Crow: MPC’s New VP of Administrative Services”
- 10) Kacey Giammanco: “Thank You”
- 11) Dr. Walt Tribley: “Happy Holidays MPC!”

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

- 1) *Monterey Herald* / December 3, 2015: “MPC women win first of season”
- 2) *Monterey Herald* / December 15, 2015: “Men’s basketball preview: MPC sophomores stepping up their games”
- 3) *Monterey Herald* / December 18, 2015: “MPC men beat Hartnell in West Valley Tournament”

**13. CONSENT CALENDAR**

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 November 18, 2015.

- 2) That the Governing Board accepts gifts donated to the College with appropriate acknowledgement to the donors.
- 3) That the December 10<sup>th</sup> supplemental payroll in the amount of \$44,037.83 and the December 30<sup>th</sup> regular payroll in the amount of \$2,234,511.51 and the January 8<sup>th</sup> supplemental payroll in the amount of \$77,426.82 be approved.
- 4) That Commercial Warrants: 12198584 through 12198643, 12199421 through 12199460, 12200970 through 12201012, 12202023 through 12202129, 12202864 through 12202890, in the amount of \$2,826,349.96 be approved.
- 5) That Purchase Orders B1600374 through B1600410 in the amount of \$298,958.00 be approved.

**B. Management Personnel**

- 1) That the Governing Board approves the following item(s):
  - a) Employment of Kayla Garcia, Human Resources Specialist, Human Resources, 40 hours per week, 12 months per year, effective January 25, 2016.
  - b) Employment of Rachelle Uganiza, Human Resources Specialist, Human Resources, 40 hours per week, 12 months per year, effective January 27, 2016.
  - c) Employment of Roger Satof, Budget & Operations Analyst, Fiscal Services, 40 hours per week, 12 months per year, effective January 25, 2016.

**C. Faculty Personnel**

- 1) That the Governing Board approves the following item(s):
  - a) Each month, individuals are hired as part-time, substitute, and overload. The attached list includes hires for Spring 2016.

**D. Classified Personnel**

- 1) That the Governing Board approve the following item(s):
  - a) Employment of Daisy Chaidez, Administrative Assistant II, Bilingual, Academic Affairs, 24 hours per week, 10 months, 11 days per year, effective January 25, 2016.
  - b) Establish new position of Categorical Services Coordinator, Marina Education Center, Range 17, 40 hours per week, 12 months per year.
  - c) Establish new position of Categorical Services Coordinator, EOPS/CARE and CalWORKS, Range 17, 40 hours per week, 12 months per year.
  - d) Establish new position of Instructional Technology Specialist, Access Resource Center, Range 22, 18 hours per week, 7 months, 28 days per year.
  - e) Employment of Maliha Arshad, Instructional Specialist, ESSC, Range 14, 18 hours per week, 8 months per year, effective January 25, 2016.
  - f) Employment of Dylan Music, Writing Tutor, Writing Center, Range 14, 18 hours per week, 8 months per year, effective January 25, 2016.
  - g) Resignation of Angela Ramirez, Accounting Specialist, Fiscal Services, 40 hours per week, 12 months per year, effective at the end of the day, January 20, 2016.

**E. 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.

Motion Steck / Second Coppernoll / Carried.

2015-2016/86

Student Advisory Vote:      ABSENT:      Lambert

AYES:                              4              MEMBERS:      Brown, Coppernoll, Johnson, Steck

NOES:	0	MEMBERS:	None
ABSENT:	1	MEMBERS:	Dunn Gustafson
ABSTAIN:	0	MEMBERS:	None

**14. NEW BUSINESS**

- A. BE IT RESOLVED, that the Governing Board accepts the District’s annual Financial Audit Report for the fiscal year ended June 30, 2015.

Motion Steck / Second Coppernoll / Carried. 2015-2016/87

Student Advisory Vote:		ABSENT:	Lambert
AYES:	4	MEMBERS:	Brown, Coppernoll, Johnson, Steck
NOES:	0	MEMBERS:	None
ABSENT:	1	MEMBERS:	Dunn Gustafson
ABSTAIN:	0	MEMBERS:	None

Mr. Bill Rauch, Auditor with Vavrinek, Trine, Day & Co., LLP, presented the Independent Auditors’ report entitled, “[Monterey Peninsula Community College District Annual Financial Report: June 30, 2015.](#)” He reported that the audit resulted in three opinions. 1) MPC’s Financial Statements received an “unmodified” opinion, which is the highest level of assurance auditors can give. 2) MPC’s Federal Awards received one finding: some unused student federal financial aid funds were returned to the appropriate entity after the required 45 day timeframe. Mr. Rauch noted that this is a common problem amongst districts. He also reported that MPC’s response to this finding indicated how this issue would be addressed in the future to ensure that all unused funds are returned within the 45 day timeframe. 3) MPC’s State Awards received an “unmodified” opinion.

- B. BE IT RESOLVED, that the Governing Board accepts the District’s Measure I General Obligation Bonds Performance Audit and Independent Auditors’ reports for the fiscal year ended June 30, 2015.

Motion Coppernoll / Second Brown / Carried. 2015-2016/88

Student Advisory Vote:		ABSENT:	Lambert
AYES:	4	MEMBERS:	Brown, Coppernoll, Johnson, Steck
NOES:	0	MEMBERS:	None
ABSENT:	1	MEMBERS:	Dunn Gustafson
ABSTAIN:	0	MEMBERS:	None

Mr. Bill Rauch presented the Independent Auditors’ report entitled, “[Monterey Peninsula Community College District Measure I General Obligation Bonds Election 2002: June 30, 2015.](#)” This audit resulted in an “unmodified” opinion.

- C. BE IT RESOLVED, that the 2015-2016 Monthly Financial Report for the period ending November 30, 2015, be accepted.

*New Business Agenda Item C was handled following New Business Agenda Item D.*

Motion Steck / Second Coppernoll / Carried. 2015-2016/89

Student Advisory Vote:		ABSENT:	Lambert
AYES:	4	MEMBERS:	Brown, Coppernoll, Johnson, Steck

NOES:	0	MEMBERS:	None
ABSENT:	1	MEMBERS:	Dunn Gustafson
ABSTAIN:	0	MEMBERS:	None

- D. BE IT RESOLVED, that the Governing Board review and accept the MPC Foundation Audit Statements and Management Letters for the year ended December 31, 2014.

Motion Brown / Second Coppernoll / Carried. 2015-2016/90

Student Advisory Vote:	ABSENT:	Lambert	
AYES:	4	MEMBERS:	Brown, Coppernoll, Johnson, Steck
NOES:	0	MEMBERS:	None
ABSENT:	1	MEMBERS:	Dunn Gustafson
ABSTAIN:	0	MEMBERS:	None

Mr. Rauch reviewed the [MPC Foundation's 2014 Audit Statements and Management Letters](#). He reported that the Foundation received an "unmodified" opinion on their financial statements. He also reported that the Foundation grew its net assets from \$2.4 million at the beginning of the year to \$4.5 million.

- E. BE IT RESOLVED, that the Governing Board approves the appointment of Dr. Steve L. Crow, Vice President of Administrative Services, as the District's primary representative, and Susan Kitagawa, Associate Dean of Human Resources, as the District's alternate representative, to the Northern California Community College Pool-JPA for Workers Compensation, for Monterey Peninsula College, effective February 1, 2016.

Motion Coppernoll / Second Brown / Carried. 2015-2016/91

Student Advisory Vote:	ABSENT:	Lambert	
AYES:	4	MEMBERS:	Brown, Coppernoll, Johnson, Steck
NOES:	0	MEMBERS:	None
ABSENT:	1	MEMBERS:	Dunn Gustafson
ABSTAIN:	0	MEMBERS:	None

- F. BE IT RESOLVED, that the Governing Board approves a correction to the effective date of the Hourly Student Pay Rates, changing the date from July 1, 2014 to January 1, 2016.

Motion Steck / Second Brown / Carried. 2015-2016/92

Student Advisory Vote:	ABSENT:	Lambert	
AYES:	4	MEMBERS:	Brown, Coppernoll, Johnson, Steck
NOES:	0	MEMBERS:	None
ABSENT:	1	MEMBERS:	Dunn Gustafson
ABSTAIN:	0	MEMBERS:	None

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

New Courses:

BUSI 56	Art Entrepreneurship/Management
CSIS 83A	Microsoft Client Operating System
CSIS 172A	Managing and Maintaining Windows Server
CSIS 174A	Managing and Maintaining Advanced Windows Server Services

CSIS 179A	Interconnecting Networks
ECED 41	Curriculum Essentials
ECED 42	Introduction to Environments
ECED 43	Technology for Educators
ENGR 6	Programming Methods for Engineers: C and C++
GWOS 5	Women of Color in the U.S.
HIST 9	Colonial Latin America
HIST 10	Modern Latin America
HOSP 69	Hospitality Management
SIGN 1BL	Elementary ASL II Lab
WRLD 199.3	Travel Study: Live Theatre at Ashland Shakespeare Festival 2016

New Programs:

- IT Computer Retail Sales & Support (Certificate of Training – Credit Only)
- IT Help Desk & User Support (Certificate of Training – Credit Only)
- IT Technician-CCNA Specialization (Certificate of Training – Credit Only)

Motion Coppernoll / Second Steck / Carried. 2015-2016/93

Student Advisory Vote:	ABSENT:	Lambert
AYES:	4	MEMBERS: Brown, Coppernoll, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Dunn Gustafson
ABSTAIN:	0	MEMBERS: None

- H. BE IT RESOLVED, that the Governing Board approve the acceptance of the Child Development Training Consortium Grant given to MPC Early Childhood Education Department in the amount of \$10,000.

Motion Brown / Second Steck / Carried. 2015-2016/94

Student Advisory Vote:	ABSENT:	Lambert
AYES:	4	MEMBERS: Brown, Coppernoll, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Dunn Gustafson
ABSTAIN:	0	MEMBERS: None

- I. BE IT RESOLVED, that the change from Associate Dean of Instructional Technology and Development to Dean of Instruction be approved as proposed.

BE IT FURTHER RESOLVED, that Dr. Jon Knolle be appointed as the new Dean of Instruction that will oversee instructional technology and development, and other areas in the Office of Academic Affairs.

Motion Steck / Second Brown / Carried. 2015-2016/95

Student Advisory Vote:	ABSENT:	Lambert
AYES:	4	MEMBERS: Brown, Coppernoll, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Dunn Gustafson
ABSTAIN:	0	MEMBERS: None

Dr. Knolle was congratulated on his appointment.

- J. BE IT RESOLVED, that the Monterey Peninsula College Governing Board Goals for 2016, be adopted.

Motion Coppernoll / Second Steck / Carried.

2015-2016/96

Student Advisory Vote:	ABSENT:	Lambert
AYES:	4	MEMBERS: Brown, Coppernoll, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Dunn Gustafson
ABSTAIN:	0	MEMBERS: None

- K. INFORMATION: First Reading of Board Policies: 1100 - The Monterey Peninsula Community College District; 1200 - District Mission; 3310 - Records Retention and Destruction; 3440 - Service Animals; 3500 - Campus Safety; 3505 - Emergency Response Plan; 3515 - Reporting of Crimes; 3520 - Local Law Enforcement; 3530 - Weapons on Campus; 3810 - Claims Against the District; 6100 - Delegation of Authority; 6150 - Designation of Authorized Signatures; 6200 - Budget Preparation; 6210 - General Fund Reserve; 6250 - Budget Management; 6300 - Fiscal Management; 6320 - Investments; 6330 - Purchasing; 6340 - Bids and Contracts; 6400 - Financial Audits; 6450 - Wireless or Cellular Telephone Use; 6500 - Real Property Management; 6520 - Security for District Property; 6540 - Insurance; 6550 - Disposal of District Property; 6600 - Capital Construction; 6700 - Civic Center and Other Facilities Use; 6750 - Parking; 6800 - Safety; 6900 - Bookstore; and 6910 – Housing

Dr. Tribley reported that these board policies have been reviewed and recommended for approval by College Council and by the Board Policies Subcommittee (Trustees Coppernoll and Dunn Gustafson).

Following discussion of these board policies, the Board agreed upon the revisions noted below.

- BP 6200 Budget Preparation  
Add as the first bullet, “The annual budget shall be balanced.”
- BP 6210 General Fund Reserve  
Delete the sentence, “The policy shall be reviewed annually.”
- BP 6700 Civic Center and Other Facilities Use  
Review for grammatical errors and correct as appropriate.
- BP 6900 Bookstore  
Delete the sentence, “Student organizations shall be encouraged to submit bids and given preference [if they meet all other bid criteria].”

Dr. Tribley noted that staff will conduct further research on the board policy listed below to address questions raised by the Board.

- BP 3440 Service Animals  
Determine if it is compliant with the law to specify that service animals or miniature horses must be ADA qualified or trained. Also determine if miniature horses must be specifically mentioned in the board policy. (Dr. Crow noted that it may be possible to prescribe in the administrative procedure how service animals are allowed onto campus.)

Trustee Brown also noted a concern regarding campus safety and the use of hover boards. Dr. Tribley indicated that staff will research this further.

Trustees Coppernoll and Dunn Gustafson were commended for their work. Dr. Tribley, Ms. Vicki Nakamura, Dr. Steven Crow, and Dr. Crow's staff also were commended.

- L. BE IT RESOLVED, that the Governing Board nominate Dr. Loren Steck to be a candidate for the California Community College Trustees (CCCT) Board.

Motion Brown / Second Johnson / Carried.

2015-2016/97

Student Advisory Vote:	ABSENT:	Lambert
AYES: 4	MEMBERS:	Brown, Coppernoll, Johnson, Steck
NOES: 0	MEMBERS:	None
ABSENT: 1	MEMBERS:	Dunn Gustafson
ABSTAIN: 0	MEMBERS:	None

- M. INFORMATION: Calendar of Events. Dr. Tribley reminded the Board of the upcoming Spring 2016 Flex Days.

**BREAK: 2:37-2:47 p.m.**

## 15. REPORTS AND PRESENTATIONS

### A. MPC Foundation

- 1) Executive Director Report: Ms. Beccie Michael

Ms. Michael highlighted items from the [Executive Director's report](#). / She also reported that in 2015, the Foundation raised over \$1.5 million and increased the number of donors by 36%. In 2016, the Foundation will focus on their strategic plan, revisit their vision and mission statements, set new goals and objectives, and reenergize the legacy society.

- 2) Monthly Donations: \$205,083

### B. Student Success and Achievement Report: "Scorecard: Are There Other Meaningful Momentum Points?" Dr. Rosaleen Ryan

Dr. Ryan presented the presentation, "[Scorecard: Are There Other Meaningful Momentum Points?](#)" / A discussion ensued regarding the factors that contribute to student success, including student-related factors and institutional support.

### C. Superintendent/President's Report: Dr. Walter Tribley

Dr. Tribley reported that Dr. Crow, Ms. Kamath and Ms. Vicki Nakamura attended the Governor's Proposed Budget Workshop on January 20, 2016. He noted that he was unable to attend the workshop due to his attendance at a Foundation meeting. / He reported that Collaborative Brain Trust (CBT) team members identified a number of MPC faculty and staff to interview, based on their roles in the college. The CBT team conducted those interviews and met with College Council on December 15, 2016. Beginning in February, the CBT team is scheduled to attend College Council once a month. They are in the process of reviewing the information that they have requested from college staff and gathered from interviews. He also reported that CBT team member Mike Hill will give a presentation to the campus on Flex Day, at his invitation. / Dr. Tribley announced that a reception in Dr. Crow's honor will be held at 5:00 p.m. on February 4, 2016. / He reported that he requested that the Foundation Board consider investigating the possibility of assisting MPC with a capital campaign that will focus on upgrades to the baseball field. He identified other areas of need on campus, especially the music building. He explained



that he ultimately prioritized the baseball field because: 1) the size and scope of the project is achievable (whereas the music building would require a bond to do it justice) and 2) it meets multiple ends (it's good for our students, college, district, and Foundation). He noted the environmental, safety, and financial advantages of upgrading to an artificial turf, and also explained that doing so could attract players to our college. He also acknowledged that there are costs to maintaining and replacing an artificial turf and that there are potential safety issues being investigated by the FDA. He reported that the Foundation Board voted to approve further review of this project. / He announced that the campus has transitioned from Microsoft Outlook to Google Apps for Education. / He announced the dates of the President / Vice President Flex Day presentations. / He reported that he, along with some trustees, will attend the CCLC Annual Legislative Conference January 31-February 1, 2016. / He also reported that the college is working to comply with student learning outcome assessment requirements.

- D. Academic Affairs Report: Ms. Kiran Kamath  
Ms. Kamath highlighted items from the [Academic Affairs report](#). / She also commended Dean Michael Gilmartin and his team on their work related to the Adult Education Consortium (AB86).
- E. Student Services Report: Mr. Larry Walker  
Mr. Walker highlighted items from the [Student Services report](#). / He also announced the annual community play sponsored by MPC. The play, *Ma Rainey's Black Bottom*, will be held on February 27, 2016 at 7:00pm in the MPC Theatre. He thanked Dr. Tribley and Mr. Gilmartin for their roles in bringing the community play to MPC.
- F. Administrative Services Report: Dr. Steven Crow  
Dr. Crow highlighted items from the [Administrative Services report](#). He noted that the light blue table and the "History of COLA" document in his report is from the California Community Colleges Chancellor's Office; the dark blue and brown table is from the Community College League of California. / He also reported that MPC's budget calendar will be developed at the next Budget Committee meeting.
- G. Academic Senate Report: Dr. Alfred Hochstaedter – No report.
- H. MPCEA Report: Mr. Kevin Haskin, President – No report.
- I. MPCTA Report: Ms. Paola Gilbert, President – No report.
- J. ASMPC Report: Mr. Stephen Lambert, Student Trustee – No report.
- K. College Council Report: Ms. Stephanie Perkins and Ms. Diane Boynton, Co-chairs – No report.
- L. Governing Board Reports
  - 1) Community Human Services (CHS) Report – No report.
  - 2) Trustee Reports
    - a) Trustee Charles Brown reported that he attended the Martin Luther King, Jr. parade in Seaside, as did Dr. and Mrs. Tribley. He noted that it was the largest Martin Luther King, Jr. parade that Seaside has ever had.
    - b) Trustee Margaret-Anne Coppennoll reported that she will be attending the CCLC Annual Legislative Conference January 31-February 1, 2016.
    - c) Vice Chair Loren Steck: No report.
    - d) Chair Rick Johnson: No report.

## 16. ADVANCE PLANNING

- A. Regular Board Meeting, February 24, 2016 at MPC Library Technology Center:

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

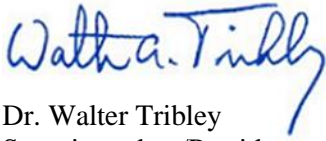
B. Regular Board Meeting, March 23, 2016 at MPC Library Technology Center:

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

C. Future Topics: Dr. Tribley noted that a recap on the budget will be provided to the Board that will present the “year-end-close.”

**17. ADJOURNMENT** – Chair Johnson adjourned the meeting at 3:48pm.

Respectfully Submitted,



Dr. Walter Tribley  
Superintendent/President

*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 February 25, 2016*