

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

REGULAR BOARD MEETING

WEDNESDAY, DECEMBER 14, 2016

10:00am, 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

Public comments on Closed Session items 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. 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 (Government Code Section 54957)
- B. Conference with Labor Negotiators (Government Code Section 54957.6)
 - 1) Employee Organization: MPCEA/CSEA
 - 2) Agency Representatives: Susan Kitagawa, Laurence E. Walker, Kim McGinnis, Ed.D, and Steven L. Crow, Ed.D
- C. Conference with Labor Negotiators (Government Code Section 54957.6)
 - 1) Employee Organization: MPCTA/CTA
 - 2) Agency Representatives: Susan Kitagawa, Michael Gilmartin, Kiran Kamath, and Steven L. Crow, Ed.D
- D. Conference with Legal Counsel – Existing Litigation (Government Code Section 54956.9(a))
Name of Case: Coppernoll v. Monterey Peninsula College, et al, Case No. M117870

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. ORGANIZATION

- A. Election of Chair of the Governing Board, Monterey Peninsula Community College District: _____ . Seating of new Board Chair.
- B. Election of Vice Chair of the Governing Board, Monterey Peninsula Community College District: _____ . Seating of new Board Vice Chair.
- C. Election of Secretary to the Governing Board, Monterey Peninsula Community College District: _____ .
- D. BE IT RESOLVED, that the fourth Wednesday of each month at 1:30 p.m. in the Sam Karas Room, Library and Technology Center, Monterey Peninsula College, be designated as the day, time, and place of the regular meetings of the Monterey Peninsula Community College District Governing Board, with the attached 2017 exceptions.
- E. BE IT RESOLVED, that the standing policies and procedures of the Governing Board of the Monterey Peninsula Community College District be continued in force for 2017.
- F. BE IT RESOLVED, that _____ and _____ be designated as the Board Subcommittee for Governing Board Policies for 2017.
- G. BE IT RESOLVED, that _____ be designated as the educational liaison to the Monterey County School Board Association’s Executive Committee for 2017.
- H. BE IT RESOLVED, that _____ be designated as the Monterey Peninsula Community College District Governing Board representative to Community Human Services (CHS) for 2017, and that _____ be designated as an alternate.

11. RECOGNITION

- A. Acknowledgement of Guests
 - 1) Lyndon Schutzler, MPC Athletic Director, and representatives from:
 - a) Football (Head Coach Mike Rasmussen)
 - b) Track and Field (Head Coach Marcus Carroll)
 - c) Women’s Volleyball (Head Coach Kit Moore)

12. 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.

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 October 26, 2016.
- 2) That the Governing Board accepts gifts donated to the College with appropriate acknowledgement to the donors.
- 3) That the November 10th supplemental payroll in the amount of \$75,975.13 and the November 30th regular payroll in the amount of \$2,274,454.39 be approved.
- 4) That Commercial Warrants: 12272108 through 12272135, 12272703 through 12272741, 12273340 through 12273383, 12274104 through 12274129, 12274888 through 12274911, 12275589 through 12275617, 12277748 through 12277793 in the amount of \$1,483,233.83 be approved.
- 5) That Purchase Orders B1700331 through B1700376 in the amount of \$828,109.31 be approved.
- 6) That the following budget increases in the Restricted CDC Fund be approved:
Increase of \$110,858.00 in funds received for FY 2015-2016.
- 7) That the following budget increases in the Restricted General Fund be approved:
Increase of \$186,050 in funds received for FY 2015-2016.
- 8) That the following budget adjustments in the Restricted CDC Fund be approved:

Net increase in the 1000 (Certificated Salary) Object expense category	\$	2,946
Net increase in the 2000 (Classified Salary) Object expense category	\$	400
Net increase in the 3000 (Benefits) Object expense category	\$	154
Net decrease in the 4000 (Supplies) Object expense category	\$	3,500
- 9) That the following budget adjustments in the Restricted General Fund be approved:

Net increase in the 1000 (Certificated Salary) Object expense category	\$	93,642
Net decrease in the 2000 (Classified Salary) Object expense category	\$	42,568
Net increase in the 3000 (Benefits) Object expense category	\$	61,759
Net decrease in the 4000 (Supplies) Object expense category	\$	4,328
Net increase in the 5000 (Other/Services) Object expense category	\$	72,715
Net increase in the 6000 (Capital Outlay) Object expense category	\$	36,494
Net decrease in the 7000 (Other Outgo) Object expense category	\$	217,714
- 10) That the following budget adjustments in the Unrestricted General Fund be approved:

Net increase in the 2000 (Classified Salary) Object expense category	\$	10,031
Net increase in the 3000 (Benefits) Object expense category	\$	1,713
Net decrease in the 4000 (Supplies) Object expense category	\$	1,477
Net decrease in the 5000 (Other/Services) Object expense category	\$	12,139
Net increase in the 6000 (Capital Outlay) Object expense category	\$	1,872
- 11) That the following budget adjustments in the Restricted General Fund be approved:

Net decrease in the 2000 (Classified Salary) Object expense category	\$	4,000
Net increase in the 4000 (Supplies) Object expense category	\$	1,512

Net decrease in the 5000 (Other/Services) Object expense category	\$ 7,512
Net increase in the 6000 (Capital Outlay) Object expense category	\$ 10,000

12) That the following budget adjustments in the Restricted General Fund be approved:

Net increase in the 1000 (Certificated Salary) Object expense category	\$ 21,877
Net increase in the 2000 (Classified Salary) Object expense category	\$ 12,793
Net increase in the 3000 (Benefits) Object expense category	\$ 14,082
Net decrease in the 5000 (Other/Services) Object expense category	\$ 50,252
Net increase in the 6000 (Capital Outlay) Object expense category	\$ 1,500

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

Net increase in the 2000 (Classified Salary) Object expense category	\$ 307
Net increase in the 3000 (Benefits) Object expense category	\$ 7
Net increase in the 4000 (Supplies) Object expense category	\$ 1,800
Net decrease in the 5000 (Other/Services) Object expense category	\$ 2,114

14) That the following budget decrease in the Associated Student Trust Fund be approved:

Revenue Decrease of \$10,000
Expense Decrease of \$10,000

15) That the following budget increase in the Trust Fund be approved:

Revenue Increase of \$685,000
Expense Increase of \$685,000

16) That the following budget increase in the Workers Comp Fund be approved:

Increase of \$24,000 in revenue budget

B. Management Personnel

1) That the Governing Board ratifies the following item(s):

- a) Employment of Jennyfer Gutierrez, Administrative Assistant IV to the Vice President, Student Services, 40 hours per week, 12 months per year, effective January 9, 2017.
- b) Employment of JoRene Finnell, Administrative Assistant IV to the Vice President, Academic Affairs, 40 hours per week, 12 months per year, effective December 15, 2016.
- c) Resignation of Steven Crow, Vice President, Administrative Services, 40 hours per week, 12 months per year, effective December 31, 2017 for the purpose of retirement.
- d) Approve the recruitment for the Vice President of Administrative Services.

C. Faculty Personnel

1) That the Governing Board ratifies the following item(s):

- a) Authorize the recruitment and hiring of the full-time, tenure track positions in the following disciplines/departments: Theatre Arts, Administration of Justice, Early Childhood Education, Gender and Women's Studies, Mathematics, Nutrition, Computer Information Systems, English-Basic Skills, General Counseling. (9 positions.)
- b) Grant Equivalency to Minimum Qualifications to Lisa Crawford Watson to teach English, effective Fall 2016.
- c) Grant Equivalency to Minimum Qualifications to Catherine Nyznyk to teach Early Childhood Education, effective Fall 2016.
- d) Grant Equivalency to Minimum Qualifications to Adam Andre to teach Hospitality, effective Fall 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 ratifies the following item(s):

- a) Employment of Violet Highley, Campus Security Officer, Administrative Services, Range 10, 40 hours per week, 12 months per year, effective December 15, 2016.
- b) Employment of Juan Zamora Ayala, Campus Security Officer, Administrative Services, Range 10, 40 hours per week, 12 months per year, effective December 15, 2016.
- c) Placement of employee #134681, position #318, Range 14, 18 hours per week, 7 months, 18 days per year, on the 39 month re-employment list, effective October 7, 2016, pursuant to Educational Code 88192.
- d) Resignation of Alvin Covington, Custodian, Facilities, Range 6, 40 hours per week, 12 months per year, effective November 2, 2016.
- e) Resignation of Maria G. Rodriguez, Custodian, Facilities, Range 6, 40 hours per week, 12 months per year, effective November 18, 2016.
- f) Resignation of Victoria Curreri, Records Evaluator, Admissions and Records, Range 15, 40 hours per week, 12 months per year, effective December 1, 2016.
- g) Resignation of Alvaro Perez, Bi-Lingual Categorical Services Coordinator, Marina, Range 17, 40 hours per week, 12 months per year, effective December 2, 2016.
- h) Resignation of Morag Elizabeth, Instructional Specialist, Reading Center, Range 14, 18 hours per week, 8 months, 11 days per year, effective December 15, 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 ratified.

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 2016-2017 Monthly Financial Report for the period ending October 31, 2016, be accepted.
- B. INFORMATION: County of Monterey Investment Report for the quarter ending September 30, 2016
- C. BE IT RESOLVED, that the Governing Board approves the following as authorized signatories on behalf of Monterey Peninsula Community College District for the respective official documents, effective January 1, 2017:
 - Dr. Walter Tribley, Superintendent/President, and Dr. Steven L. Crow, Vice President of Administrative Services, for all expenditure warrants, contracts and other official documents.
 - Rosemary Barrios, Controller, for all expenditure warrants and other official documents with the exception of contracts.
- D. BE IT RESOLVED, that the Governing Board approves Dr. Walter Tribley, Superintendent/President, and Dr. Steven L. Crow, Vice President of Administrative Services, and Rosemary Barrios, Controller, to be authorized signatories for the bankcard accounts maintained by Monterey Peninsula College at Union Bank, effective January 1, 2017.
- E. BE IT RESOLVED, that the Governing Board approves the independent contract with Umstot Project and Facilities Solutions, LLC, to extend the duration for professional services as related to facilities planning consultant services, through April 30, 2017.
- F. BE IT RESOLVED, that the 2016-2019 Technology Plan be approved as proposed.
- G. INFORMATION: Citizen's Bond Oversight Committee Annual Report for 2015-16

- H. BE IT RESOLVED, that the Memorandum of Agreement between Monterey Peninsula College and MATE II be approved as proposed.
- I. BE IT RESOLVED, that the Governing Board approves the Resolution Establishing Retirement Incentive/Supplemental Employee Retirement Plan for Eligible Full-Time Faculty, Classified, Confidential, Administration, and Management Employees.
- J. BE IT RESOLVED, that Resolution No. 2016-2017/65 – Resolution to Amend the Conflict of Interest Code of the Monterey Peninsula Community College District, be approved.
- K. BE IT RESOLVED, that Resolution No. 2016-2017/66 – Resolution to Consolidate Monterey Peninsula Community College District Board of Trustees Elections with Statewide Elections, be approved.
- L. BE IT RESOLVED, that the District Negotiating Commitment, for 2016-17, be approved.
- M. BE IT RESOLVED, that the following new courses be approved:

New Courses

- FASH 86 Apparel Design
- FPTC 214 Fire Technology Skills and Knowledge Update for Volunteer/Reserve Firefighters
- HOSP 21 Urban Agriculture Culinary Arts
- HOSP 22 Farm to Table Sustainable Cooking
- HOSP 23 Culinary Foundations of Professional Cooking I
- HOSP 24 Culinary Foundations of Professional Cooking II
- HOSP 70 Hospitality Cost Control
- PHED 43 Theory of Coaching

- N. INFORMATION: Enrollment Management System (EMS) Update
- O. INFORMATION: Strong Workforce Program Update
- P. INFORMATION: Enterprise Resource Planning (ERP) Overview and Timeline
- Q. INFORMATION: PowerFAIDS Update
- R. 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 December 14, 2016.
- B. Academic Senate Report: Dr. Heather Craig, President
- C. MPCEA Report: Mr. Kevin Haskin, President
- D. MPCTA Report: Ms. Lauren Blanchard, President
- E. ASMPA Report: Mr. Tyler Strode, Director of Representation
- F. Academic Affairs Report: Ms. Kiran Kamath
- G. Student Services Report: Dr. Kim McGinnis
- H. Administrative Services Report: Dr. Steven Crow
- I. Superintendent/President's Report: Dr. Walter Tribbley

- J. Governing Board Reports
 - 1) Community Human Services (CHS) Report
 - 2) Trustee Reports

16. ADVANCE PLANNING

- A. Regular Board Meeting, January 25, 2017 at MPC Library & Technology Center
 - 1) Closed Session: 11:00am, Stutzman Room
 - 2) Regular Meeting: 1:30pm, Sam Karas Room
- B. Regular Board Meeting, February 22, 2017 at MPC Library & Technology Center
 - 1) Closed Session: 11:00am, Stutzman Room
 - 2) Regular Meeting: 1:30pm, Sam Karas Room
- C. Future Topics
 - 1) Study Session: Enrollment Management System (EMS)

17. ADJOURNMENT

18. 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 December 9, 2016