

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

REGULAR BOARD MEETING

WEDNESDAY, DECEMBER 20, 2017

11:00 a.m., Stutzman Room, Library & Technology Center

1:30 p.m., 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. Conference with Labor Negotiators (Government Code Section 54957.6)

1) Employee Organization: MPCEA/CSEA

2) Agency Representatives: Susan Kitagawa, Laurence E. Walker, Dr. Steven L. Crow

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

1) Employee Organization: MPCTA/CTA

3) Agency Representatives: Darren Kameya, Susan Kitagawa, Dr. Jon Knolle, and Dr. Steven L. Crow

C. Public Employee Discipline/Dismissal/Release/Complaint (Government Code Section 54957)

D. Conference with Real Property Negotiator (Gov. Code section 54956.8)

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 2018 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 2018.
- F. BE IT RESOLVED, that _____ and _____ be designated as the Board Subcommittee for Governing Board Policies for 2018.
- G. BE IT RESOLVED, that _____ be designated as the educational liaison to the Monterey County School Board Association’s Executive Committee for 2018.
- H. BE IT RESOLVED, that _____ be designated as the Monterey Peninsula Community College District Governing Board representative to Community Human Services (CHS) for 2018, and that _____ be designated as an alternate.

11. RECOGNITION

- A. Acknowledgement of Guests

12. PUBLIC COMMENTS

Anyone wishing to address the Governing Board on matters not listed on the agenda, and within the jurisdiction of the Board, may do so now. Anyone wishing to address the Board on an agenda item may do so when that item is called. 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. Comments 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 25, 2017.
 2. That the Governing Board accepts the gifts donated to the College with appropriate acknowledgement to the donor.
 3. That the November 15th manual payroll in the amount of \$3,315.29, the November 30th regular payroll in the amount of \$2,361,557.32, and the December 8th supplemental payroll in the amount of \$70,942.30 be approved.
 4. That Commercial Warrants: 12353300 through 12353322, 12354035 through 12354058, 12354894 through 12354943, 12355682 through 12355737, 12356298 through 12356307, 12357337 through 12357391, 12358950 through 12359008, 12359454 through 12359479, in the amount of \$3,657,118.94 be approved.
 5. That Purchase Orders B1800425 through B1800458 in the amount of \$138,463.46 be approved.
 6. That the following budget increases in the Restricted Fund be approved:
Increase of \$133,364.00 in funds received for FY 2017-2018.
 7. That the following budget adjustments in the Restricted General Fund be approved:

Net decrease in the 1000 (Certificated Salary) Object expense category	\$	26,853
Net increase in the 2000 (Classified Salary) Object expense category	\$	25,275
Net increase in the 3000 (Benefits) Object expense category	\$	10,864
Net increase in the 5000 (Other/Services) Object expense category	\$	35,713
Net decrease in the 6000 (Capital Outlay) Object expense category	\$	5,000
Net decrease in the 7000 (Other Outgo) Object expense category	\$	40,000
- B. 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: Access Services Librarian, Chemistry, Early Childhood Education, Computer Information Systems, English, Mathematics, Music, Nutrition, Physical Fitness, Psychology, Theatre Arts. (11 positions)
 - b) Employment of Laura Cote, full-time, temporary, non-tenure track Theatre Instructor, Column and Step placement pending verification of education and experience, for the spring 2018 semester, effective January 18, 2018.
 - c) Grant Equivalency to Minimum Qualification to Jared Phillips to teach Dance, effective Spring 2018.
 - d) Resignation of John Anderson, Music Instructor, Creative Arts, effective May 30, 2018 for the purpose of retirement, and confer upon him the title of Professor Emeritus. Mr. Anderson has served as a faculty member since 1989.
 - e) Resignation of Blanca Morgan, Math Learning Center Coordinator, Physical Science, effective December 5, 2017.
 - f) Each month, individuals are hired as part-time, substitute, and overload. The attached lists include hires for Fall 2017.
- C. Classified Personnel
1. That the Governing Board ratifies the following item(s):
 - a) Employment of Angela Carrasco, Categorical Services Coordinator, Student Services, Range 17, 40 hours per week, 12 months per year, effective December 21, 2017.

- b) Employment of Amber Brumley, Categorical Services Coordinator, Student Services, Range 17, 40 hours per week, 12 months per year, effective January 2, 2018.
- c) Resignation of Durell Duran, Library Specialist – Technical Services, Library, Range 17, 40 hours per week, 12 months per year, effective November 17, 2017.
- d) Resignation of Raymundo Escalante, Instructional Technology Specialist, Humanities, Range 22, 40 hours per week, 12 months per year, effective January 1, 2018.

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 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. INFORMATION: Accreditation Recommendations – Progress Report

B. INFORMATION: Citizens’ Bond Oversight Committee Annual Report 2016-17

C. BE IT RESOLVED, that the Quarterly Financial Status Report for the quarter ending September 30, 2017, as presented on form CCFS 311Q, be accepted and made part of the minutes of this meeting.

D. 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, 2018:

- a) Dr. Walter Tribley, Superintendent/President, and David Martin, Vice President, Administrative Services, for all expenditure warrants, contracts, and other official documents.
- b) Rosemary Barrios, Controller, for all expenditure warrants and other official documents with the exception of contracts.

E. BE IT RESOLVED, that the Governing Board approves Dr. Walter Tribley, Superintendent/President; David Martin, Vice President, 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, 2018.

F. INFORMATION: Review of the District’s participation in the Community College League of California (CCLC) Retiree Health Benefit Program Joint Powers Authority.

G. BE IT RESOLVED, that the Governing Board approves the independent contract with Ed Johnson for professional services as related to facilities planning consultant services through June 30, 2018.

H. BE IT RESOLVED, that the Governing Board authorizes Dr. Steven L. Crow, Vice President of Administrative Services, to enter into a contract with Kitchell CEM, for Program Management Services for the period January 1, 2018 through June 30, 2018.

I. BE IT RESOLVED, that the Governing Board approves the job description for Director of Facilities at Range 60 of the Management-Supervisory Salary Schedule, and

BE IT FURTHER RESOLVED, that the Governing Board authorizes the recruitment to fill the position of Director of Facilities.

- J. BE IT RESOLVED, that the Governing Board approves the 2017-2019 Monterey Peninsula College Integrated Basic Skills Initiative, Student Success and Support Program, and Student Equity Plan dated December 2017.
- K. INFORMATION: Career Technical Education Outcomes Survey (CTEOS) Results
- L. INFORMATION: Report Summarizing Monterey Peninsula College's Submission of the Guided Pathways Self-Assessment to the California Community College Chancellor's Office.
- M. BE IT RESOLVED, that the Governing Board approves the Tentative Agreement between the Monterey Peninsula Community College District and Monterey Peninsula College Employees Association Chapter #245, dated November 13, 2017, for a successor agreement for the period July 1, 2017 through June 30, 2020.
- N. BE IT RESOLVED, that the Governing Board approves the Tentative Agreement between the Monterey Peninsula Community College District and Monterey Peninsula College Employees Association Chapter #245, dated December 4, 2017, increasing the Classified Salary Schedule by 1%, effective January 1, 2018.

BE IT FURTHER RESOLVED, that the Governing Board approves the Classified Salary Schedule effective January 1, 2018.
- O. BE IT RESOLVED, that the Governing Board approves the Confidential Salary Schedule effective January 1, 2018.
- P. BE IT RESOLVED, that the Governing Board approves the Management-Supervisory Salary Schedule effective January 1, 2018.
- Q. BE IT RESOLVED, that the Governing Board approves the Administrative Salary Schedule effective January 1, 2018.
- R. BE IT RESOLVED, that the Governing Board approves the Memorandum of Understanding of August 18, 2017 entitled "Physical Sciences Lab Managers" between Monterey Peninsula California Employees Association Chapter #245 and the Monterey Peninsula Community College District.
- S. BE IT RESOLVED, that the Governing Board approves the attached 2017-2018 salary schedules for Short-Term, Non-Continuing (non-classified) and Student employee salary schedules, effective January 1, 2018.
- T. BE IT RESOLVED, that Board Policies: 4230 – Grading and Academic Record Symbols; 4231 – Grade Changes; 4235 – Credit by Examination; 4240 – Academic Renewal; and 4400 – Community Services Programs, be adopted.
- U. BE IT RESOLVED, that the Monterey Peninsula College Governing Board Goals for 2018, be adopted.
- V. 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) Report: Ms. Beccie Michael, Vice President of Advancement
- 2) Monthly Donations: To be announced on December 20, 2017
- B. Academic Senate Report: Dr. Heather Craig, President
- C. MPCEA Report: Mr. Kevin Haskin, President
- D. MPCTA Report: Ms. Lauren Blanchard, President
- E. ASMPC Report: Mr. Stephen Lambert, ASMPC President
- F. Review of 2016-2017 Finances: Dr. Steven Crow, Vice President for Administrative Services and Dr. Walter Tribley, Superintendent/President
- G. President's Budget Planning Assumptions for 2018-2019: Dr. Walter Tribley, Superintendent/President and Dr. Steven Crow, Vice President for Administrative Services
- H. Student Services Report: Mr. Laurence Walker, Interim Vice President of Student Services
- I. Administrative Services Report: Dr. Steven Crow, Vice President for Administrative Services
- J. Superintendent/President's Report: Dr. Walter Tribley, Superintendent/President
- K. Governing Board Comments
 - 1) Community Human Services (CHS) Report
 - 2) Trustee Comments

16. ADVANCE PLANNING

- A. Regular Board Meeting, January 24, 2017 at MPC Library & Technology Center (date to be confirmed)
 1. Closed Session: 11:00am, Stutzman Room
 2. Regular Meeting: 1:30pm, Sam Karas Room
- B. Regular Board Meeting, February 28, 2017 at MPC Library & Technology Center (date to be confirmed)
 1. Closed Session: 11:00am, Stutzman Room
 2. Regular Meeting: 1:30pm, Sam Karas Room
- C. Special Board Meeting: Board Study Session – Self-Insurance (Proposed date: Friday, March 2, 12:00 p.m.)
- D. Special Board Meeting: Board Study Session – Roles and Responsibilities of the Board, date to be determined

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 15, 2017