

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

**REGULAR BOARD MEETING**

**WEDNESDAY, JUNE 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>

**AGENDA (REVISED)**

*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**

**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. Student Discipline: Suspension, Expulsion, Other Action (Education Code Section 72122)
  - a) Student ID # 904-647-033
- 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
- C. 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
- D. Public Employee Evaluation (Government Code Section 54957)  
Title: Superintendent/President

**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. RECOGNITION**

A. Acknowledgement of Guests

B. Moment of Silence

- 1) Thomas DeHay, Retired MPC Programmer, deceased April 7, 2016.
- 2) Gary Eldridge, Retired MPC Instructor, deceased April 27, 2016.
- 3) Nick Souza, Former MPC Instructor, deceased May 18, 2016.
- 4) Jean Grace, Former MPC Instructor, deceased May 25, 2016.
- 5) Henry Royal, Retired MPC Instructor, deceased June 4, 2016.

**11. 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.*

**12. CORRESPONDENCE AND PUBLICATIONS**

A. MPC All User Emails

- 1) Leslie Procive: "Operational Enrollment Management Presentation at AAAG"
- 2) Amy Cavender: "Sal's Retirement Celebration Today!"
- 3) Amy Cavender: "Invitation to Attend the TRiO/SSS Annual Recognition Celebration"
- 4) Amy Cavender: "MPC Weekly Announcement (May 16-22)"
- 5) Beccie Michael: "1 Minute STEM Grant Survey"
- 6) Walter Tribley: "MPC Refinances Bond and Saves Taxpayers Over \$28 Million"
- 7) Suzanne Ammons: "Collaborative Brain Trust Recommendations and Reports"
- 8) Amy Cavender: "MPC TRiO, MSUB & Upward Bound Senior Recognition"
- 9) Leslie Procive: "Fall 2016 MPC Online (and Canvas) Shells Now Available"
- 10) Shawn Anderson: "MPC Special Board Meeting, May 20, 2016"
- 11) Shawn Anderson: "MPC Regular Board Meeting, May 25, 2016"
- 12) Vicki Nakamura: "Employee Recognition Event Today at 11:45 AM"
- 13) Amy Cavender: "MPC Weekly Announcements (May 23-29)"
- 14) Amy Cavender: "UMOJA: A Rites of Passage Ceremony 6/3, 7pm"
- 15) John Anderson: "MPC Concert Band Presents 'Vive La Musique' 5/26/16"
- 16) Robynn Smith: "MPC Printmakers and Robynn Smith Featured Prominently in a Major Printmaking Journal"
- 17) Hospitality Club: "Hospitality Bake Sale 5/25"
- 18) Veterans' Club: "MPC Memorial Day Presentation"
- 19) Kelly A. Fletes: "15<sup>th</sup> Annual Latino Recognition Ceremony"
- 20) Walter Tribley: "Final Report from Collaborative Train Trust"
- 21) LaKisha Bradley: "Lobos Ambassadors"
- 22) Amy Cavender: "MPC Weekly Announcements (May 31-June 5)"
- 23) Eileen Crutchfield: "Veteran Recognition Ceremony 6/1, 12pm"
- 24) Alfred Hochstaedter: "Course and Program Reflections News"
- 25) Alfred Hochstaedter: "Academic Senate Annual Report 2015-2016"
- 26) Kiran Kamath: "MPC Commencement Ceremony"

- 27) Steve Crow: “All Users Tentative Budget 2016-17 Update – Steve Crow VP Administrative Services”
- 28) Walter Tribley: “Keep Calm and Enjoy Summer”
- 29) Amy Cavender: “Weekly Announcements (June 6-12)”
- 30) Walter Tribley: “American Flags at Half-Staff to Honor the Victims of the Attack in Orlando, Florida”

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

- 1) *Monterey Herald* / May 4, 2016: “Gary Francis Eldridge (1930 – 2016)”
- 2) *Monterey Herald* / May 31, 2016: “Recommendation to MPC: Center Classes on Student Needs”
- 3) *Monterey Herald* / June 5, 2016: “Nick Souza” (Obituary)
- 4) *Monterey Herald* / June 5, 2016: “Jean Grace (1935 – 2016)”

**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 May 25, 2016.
- 2) That the Governing Board accepts gifts donated to the College with appropriate acknowledgement to the donors.
- 3) That the May 31<sup>st</sup> regular payroll in the amount of \$2,241,944.81, and the June 10<sup>th</sup> supplemental payroll in the amount of \$64,598.87 be approved.
- 4) That Commercial Warrants: 12231717 through 12231749, 12232536 through 12232587, 12233566 through 12233614, 12234254 through 12234294, 12235156 through 12235196, 12236004 through 12236039, 12237486 through 12237515, 12238124 through 12238140, 12238700 through 12238724 in the amount of \$3,100,381.10 be approved.
- 5) That Purchase Orders B1600666 through B1600740 in the amount of \$276,259.23 be approved.
- 6) That the following budget increase in the Scholarship & Loan fund be approved:  
Increase of \$250,000 in revenue and expense budgets.
- 7) That the following budget increase in the Federal Student Financial Aid fund be approved:  
To adjust the Federal Student Financial Aid revenue and expense budget for Pell Grant funds awarded and disbursed to students.  
Revenue Increase of \$89,174  
Expense Increase of \$89,174
- 8) That the following budget increase in the Trust Fund be approved:  
To adjust the Trust Fund revenue and expense budgets. This is due to an increase of revenue received and expense paid out of the trust fund accounts for this fiscal year.

Revenue Increase of \$700,000  
Expense Increase of \$957,199

B. Management Personnel

- 1) That the Governing Board approves the following item(s):
  - a) Dr. Steve Crow will assume the additional duties of serving on the MPCEA and MPCTA District negotiating teams for the 2016-2017 academic year.
  - b) Ms. Susan Kitagawa will assume the additional duties of serving on the MPCEA and MPCTA District negotiating teams for the 2016-2017 academic year.
  - c) Ms. Kiran Kamath will assume the additional duties of serving on the MPCTA District negotiating team for the 2016-2017 academic year.
  - d) Mr. Michael Gilmartin will assume the additional duties of serving on the MPCTA District negotiating team for the 2016-2017 academic year.
  - e) Mr. Laurence Walker will assume the additional duties of serving on the MPCEA District negotiating team for the 2016-2017 academic year.
  - f) Dr. Kim McGinnis will assume the additional duties of serving on the MPCEA District negotiating team for the 2016-2017 academic year.

C. Faculty Personnel

- 1) That the Governing Board approves the following item(s):
  - a) Employment of Thatcher Weldon, Adult Education Coordinator, temporary non-tenure, under Education Code 87470 Range V, Step 7, effective July 1, 2016 through May 31, 2017.
  - b) Employment of Business Instructor, Bruce Barrie, under faculty service area Bus. Step and Column placement pending verification, effective August 16, 2016.
  - ~~e) Employment of Administration of Justice Instructor, \_\_\_\_\_, under faculty service area AJ. Step and Column placement pending verification, effective August 16, 2016.~~
  - ~~c) Employment of Anatomy & Physiology Instructor, Tiffany Price, under faculty service area Biol. Step and Column placement pending verification, effective August 16, 2016.~~
  - ~~d) Employment of Catherine Webb, Technical Services Librarian, to perform duties associated with accreditation, 14 days between June 8, 2016 and June 30, 2016.~~
  - ~~e) Employment of Catherine Webb, Technical Services Librarian, to perform duties associated with accreditation, 23 days between July 1, 2016 and August 5, 2016.~~
  - ~~f) Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for August 17, 2016.~~

D. Classified Personnel

- 1) That the Governing Board approves the following item(s):
  - a) Employment of Tiffany Thomas, Admissions & Records Specialist, Admissions & Records Office, Range 10, 40 hours per week, 12 months per year, effective June 28, 2016.
  - b) Employment of Gladys Samayoa, Library Specialist-Circulation Desk, Library and Technology Center, Range 10, 16 hours per week, 8 months, 7 days per year, effective August 15, 2016.
  - ~~e) Employment of \_\_\_\_\_, Instructional Technology Specialist, Information Technology, Range 22, 40 hours per week, 12 months per year, effective \_\_\_\_\_.~~
  - ~~d) Employment of \_\_\_\_\_, Network Technician, Information Technology, Range 22, 40 hours per week, 12 months per year, effective \_\_\_\_\_.~~
  - ~~c) Employment of Kimberly Mapote, Categorical Services Coordinator, Student Services, Range 17, 40 hours per week, 12 months per year, effective June 23, 2016.~~
  - ~~f) Resignation of Jose Ayala, Custodial, Facilities, 40 hours per week, 12 months per year, effective at the end of the day, May 25, 2016.~~

- ~~g)~~ Resignation of Eduardo Gil de Montes, Instructional Technology Specialist, Creative Arts Division, 40 hours per week, 11 months per year, effective at the end of the day, June 10, 2016.
- ~~h)~~ Resignation of Richard McNelly, Instructional Specialist, Library, 16 hours per week, 8 months, 7 days per year, effective at the end of the day, June 3, 2016.

E. Volunteers

- 1) That the Governing Board approves 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.

**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 2015-2016 Monthly Financial Report for the period ending May 31, 2016, be accepted.
- B. BE IT RESOLVED, that the Fiscal Year 2016-2017 Tentative Budget be approved, and the public hearing for the adoption of the Final Budget be scheduled for August 24, 2016, at 1:30 p.m. at the Sam Karas Room of the Library Technology Center, at Monterey Peninsula College, 980 Fremont St., Monterey, CA.
- C. INFORMATION: "Review of Maintenance and Grounds Services at MPC."
- D. INFORMATION: Potential Proposition 39 Bond Measure.
- E. BE IT RESOLVED, that the Governing Board adopt Resolution # 2015-2016/149 ordering a bond election for November 8, 2016 and establishing specifications of the election order.
- F. BE IT RESOLVED, that the Governing Board approve the awarding of the Lecture Forum Sidewalk Replacement project to Don Chapin Co., Inc. in the amount of \$304,580.00.
- G. BE IT RESOLVED, that the Board declares as surplus 2 Fire Vehicles and direct the disposal of these items in accordance with Board guidelines and Education Code requirements.
- H. BE IT RESOLVED, that the Governing Board adopt the electronic version of the 2016-2017 Monterey Peninsula College Catalog.
- I. INFORMATION: Program Review for the Library division program.
- J. INFORMATION: Program Review for the Fire Academy/Fire Technology program.
- K. INFORMATION: Student Services Program Review for Admissions and Records, International Student Program, Intercollegiate Athletics, Student Health Services, and TRIO.
- L. BE IT RESOLVED, that the Governing Board ratify the agreement for subcontracting of services between Monterey Peninsula College Early Childhood Education Lab School and Early Development Services, Inc. for the period between July 1, 2015 and June 30, 2016.

- M. BE IT RESOLVED, that the Governing Board approve the employment agreement with Ms. Kiran Kamath to serve as the Vice President of Academic Affairs from July 1, 2016 through June 30, 2019.
- N. BE IT RESOLVED, that the Governing Board approve the employment agreement with Dr. Steven L. Crow to serve as the Vice President of Administrative Services from July 1, 2016 through June 30, 2019.
- O. BE IT RESOLVED, that the Governing Board approve the employment agreement with Ms. Susan Kitagawa to serve as the Associate Dean of Human Resources from July 1, 2016 through June 30, 2019.
- P. INFORMATION: Governing Board self-evaluation process for 2016.
- Q. 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: \$58,230.00
- B. Student Success and Achievement Report: “Unprepared Students: The Impact of Learning Support on Success in Math,” Dr. Rosaleen Ryan
- C. Superintendent/President’s Report: Dr. Walter Tribley
- D. Academic Affairs Report: Ms. Kiran Kamath
- E. Student Services Report: Mr. Laurence Walker
- F. Administrative Services Report: Dr. Steven Crow
- G. Academic Senate Report: Dr. Alfred Hochstaedter, President
- H. MPCEA Report: Mr. Kevin Haskin, President
- I. MPCTA Report: Ms. Lauren Handley, President
- J. ASMPC Report: Mr. Stephen Lambert, Student Trustee
- K. Governing Board Reports
  - 1) Community Human Services (CHS) Report
  - 2) Trustee Reports

**16. 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

**17. 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 June 16, 2016*