

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

Monterey Peninsula College
980 Fremont Street
Monterey, California 93940

Tuesday
August 26, 2008

1:30 p.m. -- Closed Session
3:00 p.m. -- Public Session

MINUTES

The President of the Board, Mr. R. Lynn Davis, called the Governing Board meeting to order at 1:30 p.m. Mr. Davis called roll and declared a quorum present. Mr. Davis read the Closed Session statement and reported that the following items would be covered: a. Public Employee Performance Evaluation. Superintendent/President.

At 1:32 p.m., the Open Session adjourned to the Closed Session. The Closed Session adjourned at 2:55 p.m. At 3:05 p.m., the Open Session was called to order by Mr. Davis. Ms. Phillips called roll.

MEMBERS PRESENT: Mr. R. Lynn Davis, J.D., Chair
 Dr. Loren Steck, Vice Chair
 Mr. Charles Page, J.D.
 Mr. Carl Pohlhammer
 Dr. Jim Tunney
 Ms. Eleanor Morrice, Student Trustee

MEMBERS ABSENT: None

STAFF PRESENT: Dr. Douglas R. Garrison, Superintendent/President
 Mr. Carsbia Anderson, Vice President for Student Services
 Mr. Joe Bissell, Vice President for Administrative Services
 Dr. Sharon Colton, Dean of Technology
 Ms. Laura Franklin, Dean of Instruction, Economic Development and
 Off-Campus Programs
 Mr. Michael Gilmartin, Dean of Instruction, Occupational and Economic
 Development
 Dr. John Gonzalez, Vice President for Academic Affairs
 Ms. Barbara Lee, Associate Dean, Human Resources
 Dr. Susan Steele, Interim Dean of Instruction, Liberal Arts

Ms. Suzanne Ammons, Administrative Services Office
Ms. Grace Anongchanya, Student Supportive Services Coordinator/
Counselor
Mr. Chris Calima, Counselor, Upward Bound Program
Ms. Eileen Crutchfield, TRIO Programs
Ms. Sigrid Klein, Student Services Office
Mr. Richard Montori, Public Information Officer
Mr. Steve Morgan, Director, Facilities, Planning & Management
Ms. Vicki Nakamura, Assistant to the President
Ms. Victoria Phillips, Executive Assistant to the Superintendent/
President and the Governing Board
Dr. Rosaleen Ryan, Director, Institutional Research
Mr. Laurence Walker, Associate Dean of Student Services
Ms. Sandra Washington, Counselor, Upward Bound
Mr. Bruce Wilder, Instructional Technology Specialist
Ms. Janine Wilson, Math Science Upward Bound Coordinator

OTHERS PRESENT: Ms. Katherine Bell
Mr. Joe Demko
Mr. Michael Dickey
Ms. Marilynn Gustafson
Mr. Ken Scates
Mr. Mark VanderZanden

Mr. Davis reported that there was nothing officially to report out of Closed Session. However, he did say that the Trustees had two main jobs. The first was to hire and evaluate the Superintendent/President and the second was fiduciary responsibilities for the College. He continued by saying that for the past several months they have been discussing Dr. Garrison's evaluation. On behalf of the Board, he said they were extremely pleased to say that our Superintendent/President has done an outstanding job and they were very pleased with his performance. With that being said, Dr. Garrison received a round of applause from the Trustees and the audience.

Recognition

Mr. Davis asked if there were any visitors who should be acknowledged at this time. Hearing and seeing no one, he asked Ms. Victoria Phillips to talk about the Professors Emeriti who passed on recently. She spoke about the following: 1) Joe Hysong, Ceramics and Glass Instructor in the Creative Arts Division, from 1963 until he retired in 1984. 2) Jim Hinton, English Instructor in the Humanities Division, from 1972 until he retired in 2004. 3) Richard Frazer, Speech and Sailing Instructor, from 1961 until he retired in 1989. 4) Last but not least, Thomas E. Tonkin, who was instrumental in the establishment of the Maurine Church Coburn School of Nursing and who was the visionary for the Community Hospital of the Monterey Peninsula, which is one of the premier hospitals in the country. Trustee Page also spoke about Mr. Tonkin and Trustee Pohlhammer shared his remembrances about his former colleagues in the teaching profession.

Mr. Davis noted the donations from the Monterey Peninsula College Foundation for June 2008 were \$22,670.00, and applauded their efforts on behalf of the College.

Written Communications

Mr. Davis mentioned the following written communications:

- a) An email from Sky Rappoport dated Sunday, July 20, 2008, regarding MPC Theatre to open URINETOWN, THE MUSICAL.
- b) A letter dated July 22, 2008, to Dr. Garrison from Abel Maldonado, Senator, District 15, regarding Dr. Garrison's support of funding for California community colleges.
- c) An email message from Steve Morgan dated Wednesday, July 23, 2008, regarding No Eating or Drinking in Classrooms (other than water).
- d) GO!!! The Monterey County Herald, Thursday, July 24, 2008, Coming Up...Urinetown, The Musical & Ongoing...Urinetown, The Musical.
- e) Monterey County Weekly, July 24-30, 2008, Luke Matthews, MPC Student.
- f) An email from Steve Morgan dated Tuesday, July 29, 2008, regarding Facilities Request Form.
- g) An email from Gary Bolen dated Thursday, July 31, 2008, regarding Urinetown The Musical returns to MPC!!!
- h) An email from John Gonzalez dated Thursday, July 31, 2008, regarding Dean of Economic Development and Off-Campus Programs.
- i) Monterey County Weekly dated July 31 – August 6, 2008, Helena Bartman, MPC Student.
- j) Monterey County Weekly, July 31 – August 6, 2008, Urinetown at Monterey Peninsula College.
- k) The Monterey County Herald, Friday, August 1, 2008, Urinetown, The Musical.
- l) Monterey County Business Council...Friday Facts, Friday, August 1, 2008 #294, MPC Hires New Dean...Laura Franklin, Dean of Instruction, Economic Development and Off-Campus Programs.
- m) The Monterey County Herald, Monday, August 4, 2008, Dalia Asfoor, MPC Student.
- n) The Monterey County Herald, Monday, August 4, 2008, MPC baseball produces topnotch players, by John Devine.
- o) An email to All Users from Marilyn Gustafson dated August 4, 2008, regarding Ordering Tickets for Theatre Event Fundraiser.
- p) An email from John Gonzalez dated Wednesday, August 6, 2008, regarding Changes in Leadership at the Division Level.
- q) Monterey County Weekly dated August 7-13, 2008, Rick Barlow, MPC Student.
- r) Monterey County Weekly, August 7-13, 2008, Urinetown at Monterey Peninsula College.
- s) GO! Monterey County Herald, Thursday, August 7-13, 2008, Rick Barlow, MPC Student.
- t) GO! Monterey County Herald, Thursday, August 7-13, 2008, Arianna Huffington, Ethical Dilemmas on the Campaign Trail, September 8, 2008, 7:00 p.m., Steinbeck Forum, Monterey Conference Center.

- u) Go! Monterey County Herald, Thursday, August 7-13, 2008, Pee for Fee...Urine for a Good Time with MPC's Musical Comedy 'Urinetown', by Nathalie Plotkin.
- v) GO! Monterey County Herald, Thursday, August 7-13, 2008, Urinetown assorted articles.
- w) The Monterey County Herald, Friday, August 8, 2008, MPC wish list: arts training centers, Building in Use seen as old, stinky, rotting, by Clarissa Aljentera.
- x) The Monterey County Herald, Sunday, August 10, 2008, Rick Barlow, MPC Student.
- y) The Monterey County Herald, Sunday, August 10, 2008, Your Town...Monterey...MPC Names Program Coordinator.
- z) Pulse Magazine...a publication of Community Hospital of the Monterey Peninsula, Summer/Fall 2008. Men in Nursing, New effort works to diversify the profession's ranks.
- aa) GO! Monterey County Herald, Thursday, August 14-20, 2008, Arianna Huffington.
- bb) GO! Monterey County Herald, Thursday, August 14-20, 2008, Helena Bartman, MPC Student.
- cc) Monterey County Weekly, August 14-20, 2008, Dalia Asfoor, MPC Student.
- dd) The Monterey County Herald, Saturday, August 16, 2008, Your Town, Monterey, Arianna Huffington to speak at MPC.
- ee) The Monterey County Herald, Sunday, August 17, 2008, Helena Bartman, MPC Student.
- ff) The Monterey County Herald, Tuesday, August 19, 2008, Monterey Workshop focuses on 'Success in Hard Times.'
- gg) The Monterey County Herald, Tuesday, August 19, 2008, Gustavo Cardenas, MPC Student.

Reports and Presentations

Institutional Report: TRIO/MSUB Report – Laurence Walker

Mr. Walker reported that Congress established TRIO Programs to provide educational opportunities for first-generation, low-income, and disabled students, regardless of race or ethnicity, to enter college, graduate, and move on to participate more fully in our nation's economic and social life. These programs are funded under Title IV of the Higher Education Act of 1964. While student financial aid programs help students overcome financial barriers to higher education, TRIO programs help students overcome class, social, and cultural barriers to higher education.

Mr. Walker introduced his staff, who will make presentations to the Trustees today: Ms. Grace Anongchanya, College Readiness Program, who distributed Volume 1, Issue 1 of the TRIO Newsletter. She said that the TRIO programs include three programs: Student Support Services (SSS); Upward Bound (UB); and Math Science Upward Bound (MSUB). Ms. Sandra Washington, Coordinator for Upward Bound, handed out the brochure on the TRIO/Upward Bound Program. She spoke about the Upward Bound program, students, and thanked her talented and caring staff. The MPC Upward Bound program works with local high schools by providing supplemental services after-school, academic enrichment sessions, and workshops on Saturdays. Students participate in approximately 15-20 hours of programs services each month. Ms. Janine Wilson, Mathematics and Science Upward Bound Program, distributed a brochure and spoke about her program, students, and staff. MSUB is a six week

summer program offered in a residential setting on the campus of the University of California at Santa Cruz. It is funded by the U.S. Department of Education, students experience living in a college environment, immersed in a math and science study program with other participants who have goals similar to theirs. She shared some important statistics with the group such as 100% of the seniors in the program graduate from high school and 92% of the graduating seniors enrolled in college! The other 8% are waiting to be accepted to college or have joined the U.S. military service.

In closing, Mr. Carsbia Anderson invited the Trustees to visit these programs to see the valuable and important work of the staff and the positive response they are getting from their students.

On behalf of all Trustees, Mr. Davis thanked Mr. Walker, Ms. Anongchanya, Ms. Washington, and Ms. Wilson for their presentation as well as all the staff of the TRIO/MSUB Programs for their work.

Superintendent's Report:

1. Dr. Garrison reported that this suite of programs gives low-income, first-generation college-bound students an opportunity to continue their education.
2. Dr. Garrison highlighted the Pulse Magazine, "Men in Nursing," which was a great article.
3. Dr. Garrison reported that on the first day of school he welcomed the new and returning nursing students. We have fifty (50) new nursing students.
4. On July 25th, Dr. Garrison reported that he and Trustee Pohlhammer attended the MPC Police Academy/South Bay Regional Police and Safety Training Class graduation. There were 15 graduates and most were already hired by local agencies.
5. On August 12th, Dr. Garrison attended the signing ceremony for transfer of Fort Ord properties from the U.S. Army to California. It should be completed in 7-9 years instead of 15 years as originally reported. MPC has 9 parcels. We should receive Parker Flats and the MOUT in 2012. However, we will get it by lease by the end of the year. BOQ parcels will not be a part of that transfer.
6. Dr. Garrison reported that the Trustees will notice that Laurie Buchholz is being recommended for the position of Director of ESSC and is moving from the TRIO program and the District will be initiating a search for her old position. Dr. Garrison also reported that Dr. Susan Osorio will be vacating her position on September 12th, and the District is searching for a temporary replacement until a permanent replacement can be found. Dr. Osorio will become the Director of Jacob's Heart, a non-profit organization.
7. Dr. Garrison and the Trustees wished Ms. Victoria Phillips a very Happy Birthday and presented her with a card and best wishes.

Vice Presidents' Reports:

Dr. John Gonzalez – Dr. Gonzalez welcomed Ms. Laura Franklin, Dean of Instruction, Economic Development and Off-Campus Programs. Ms. Franklin has been very busy since her arrival as she has been escorted around campus and has met with many community groups and organizations for the "meet and greet" tour. Dr. Garrison has also nominated Ms. Franklin for the Leadership Monterey Peninsula Program. He asked for and received a round of applause and a warm welcome for Ms. Franklin. Dr. Gonzalez reported that Ms. Laurie Buchholz was

moving from the TRIO Program to serve as English and Study Skills Center Director. He reviewed her educational history with the group. · Dr. Gonzalez reported that a two-day new faculty orientation was held with a different focus than in the past. Dr. Susan Steele provided the leadership and the thrust was “just in time” information rather than overloading faculty with too much information. Dr. Gonzalez reported that the feedback from the group was positive. · Dr. Gonzalez reported that he and Mr. Anderson visited MPC non-credit classes delivered by FIELD in Kern County Community College District. It was a unique opportunity to see the human face of education in this program rather than just reporting numbers to the Trustees. “It was a touching and moving experience for us.” · Dr. Gonzalez reported that on Saturday, August 23rd, the MPC Campus at Marina held an “Open House.” He thanked Joe Bissell, Randy Porter, Sharon Colton and all the Information Technology staff for their efforts on our behalf. · Dr. Gonzalez reported that the District is on track to meet enrollment goals. In fact, we have tripled the course offerings and increased our enrollment figures and there are eight (8) late-starting classes at the Center which will increase our enrollment figures further. He distributed an historical enrollment sheet. He stated that we are working with Division Chairs and will be adding a “weekend college,” too.

The Trustees thanked Dr. Gonzalez for his report.

Dr. Garrison reported that he had been contacted by Roe Darnell, Chancellor of Yosemite Community College District, to offer FIELD courses in their district.

Mr. Carsbia Anderson: Mr. Anderson reported that he agreed with Dr. Gonzalez’ assessment of the Kern County District visit. The FIELD classes were full and the students were engaged and appreciative to have the opportunity to take the classes. They are hungry for education and for the opportunity for a better life. · Mr. Anderson said that Laurie Buchholz is a great hire for the new Director of the English Center. · Enrollment figures are looking very good. As of the first day of classes we are up 9.4% in overall headcount and up 8.2% in credit courses. We are up 9.5% in total units enrolled district-wide. Our Child Development Center is full. We have 451 students in our EOPS Program. The Financial Aid office processed 1,701 applications in 2007 and in Fall of 2008 they processed 2,357. BOG applications have also increased from 2,052 in 2007 to 2,253 in 2008. · Mr. Anderson reported that this year’s Jazz Camp has 124 attendees ranging from middle school through high school. · Mr. Anderson reported that he went on the tour of Japan for two weeks this summer. Most of the kids stayed in private homes and most did not know the Japanese language. He said he noticed lots of growth in the students and there were lots of tears when it came time for them to leave. Bonds were definitely formed. · Mr. Anderson shared an album of this year’s graduation pictures.

The Trustees thanked Mr. Anderson for his report.

Mr. Joe Bissell: Mr. Bissell reported that this has been a very busy summer. He thanked Kitchell, Granite Construction, and Steve Morgan and staff for their extra efforts on the campus. · Mr. Bissell reported that we were able to start the fall semester with 100 additional parking spaces. At 11 a.m. on Monday, the first day of classes, he could not find a vacant

parking space on the campus. · Mr. Bissell reported that the mass notification system has been installed. The speakers have been tested and the dead spots are being addressed. · Mr. Bissell reported that the Housing Committee has decided on a new approach. They will be surveying the new faculty to find out what their housing situations are. This will serve as valuable information for the committee.

The Trustees thanked Mr. Bissell for his report.

Academic Senate: There was no Academic Senate report for this month.

MPCEA: There was no MPCEA report for this month.

MPCTA: There was no MPCTA report for this month.

ASMPC: Ms. Katherine Bell reported that ASMPC has been meeting on Fridays to discuss their plans for the upcoming fall semester. They approved their revisions to their constitution. The bus passes arrived yesterday, (Monday, August 25th). The Food Bank budget is complete. The recycle program is set up. Tuesday, September 16th, will be Lobo Day and they will focus on clubs. The Justice Department will be meeting to discuss standard protocol. In conclusion, ASMPC is looking forward to working collaboratively with the faculty and administration.

College Council: There was no College Council report for this month.

MPC Foundation: Ms. Marilyn Gustafson reported The MPC Foundation and the Academic Senate will host a faculty and staff reception from 2:00 p.m. until 4:00 p.m. to honor new faculty and staff on Friday, September 19th, from 2:00 p.m. – 4:00 p.m. · Ms. Gustafson reported that the MPC Foundation had begun its Strategic Fundraising Campaign. The three chairs of the campus campaign are Ms. Brenda Kalina, Dr. Richard Kezirian, and Dr. Debra Schulte Hacker. Each employee received a packet and a shopping coupon for Chico's from designated leaders in each division on campus. These division leaders are: Elizabeth Bishop, Tom Rebold, Tom Logan, Andres Durstenfeld, Judee Timm, Theresa Lovering-Brown, Pete Olsen, Bernie Abbott, Debra Schulte Hacker, Christine Hunsley, LaRon Johnson, Kathleen Rozman, Terria Odom Wolfer, Grace Anongchanya, Barbara Lee, and Victoria Phillips. Ms. Gustafson reported that she had made a presentation at Flex Days regarding the Strategic Fundraising Campaign and felt it was well received. The campaign will conclude on Friday, September 12th. A special recognition reception will be held for those who have contributed to the campaign. · Ms. Gustafson also spoke about the Bernard Osher Foundation Grant opportunity and the Foundation will have a final recommendation later. · Ms. Gustafson reported that the MPC Foundation will be hosting a Faculty Emeriti luncheon on Monday, September 15, in the Karas Room, beginning at 12:30 p.m., and the Foundation is currently working on the invitations. Dr. Douglas Garrison and Ms. Allye Hobson-Robinson will serve as Honorary Chairs of the luncheon. · Ms. Gustafson reported that she received a thank you note from Judy Higgerson regarding the reception and theater production of "Urinetown" which was a success. She thanked Gary Bolen and Sky Rappoport for their efforts and reported that the Foundation raised over \$15,000 for the event. · Ms. Gustafson reminded everyone of the evening on "Ethical Dilemmas on the Campaign Trail" with Arianna Huffington scheduled for September 8th. She had invitations with her if anyone needed one. She reported that more than 50% of

the tickets had been sold and the Foundation is very excited about the evening. · In concluding her comments, she gave two checks to MPC. One from the Wilder Scholarship Fund in the amount of \$17,286.17, and one from the Orr Estate Scholarship Fund in the amount of \$20,982.46. These checks will be for student scholarships.

Board Reports: There were no Trustee reports for this month.

Bond Report:

Mr. Joe Demko reported that there are 50 feet between the Fitness Building and the Gym and a bridge will need to be built between the two buildings so that one elevator will suffice for both buildings. Bids are anticipated in September and construction will start shortly thereafter. · Construction has begun on the Public Safety Training Center permanent building and it is anticipated the project will be completed by Summer 2009. · An additional temporary modular classroom is on-site at the MPC Education Center at Marina. · The Infrastructure project is essentially complete and Granite is working on the punch list. Granite Construction is doing the Main Infrastructure project along with the bridge and parking lots A, D, E, & F this summer. In recognition of Granite's good work, we hosted a barbecue for nearly 60 people. They completed the project 4 to 5 months ahead of schedule. It is a pleasure to work with them. A notice of completion will be on the September Board agenda. · The new Lecture Forum bridge is complete and in use. The old bridge will be removed under separate contract. · The Old Library/New Administration Building roof is going on. Structural issues impacted the schedule and have been resolved, and the contractor is attempting to accelerate the schedule. Considerable costs were incurred to remedy structural issues; however, we are still under the bid cost. · The Facilities Committee meets weekly during the academic year to discuss project priority-setting and to plan swing space strategies for building renovations such as the Business/Math/Science project. · The New Student Services Building working drawings have been submitted to the Division of State Architect and construction is expected to start in Spring 2009. · Parking lots D, E, & F are completed. Work is nearly complete on Upper parking lot A. All parking lots will be fully operational for the start of fall classes. · The new Gym floor is looking good with the school logo in it. We are over budget on the seismic work that needed to be done; however, other budgets are within the project budget. The bleachers will be installed during the fall of 2008 and the bathrooms in the Gym have been renovated and will be in use by the start of fall classes.

Mr. Davis asked if any items needed to be removed from the Consent Calendar or if anyone had any comments or questions. Dr. Garrison said we had two updates for Consent items 9.b., Employment of Laurie Buchholz, English and Study Skills Center Director, effective September 1, 2008, and to remove Consent items 11.c., d., e., as the administration is not ready to recommend anyone for the positions at this time.

Consent Calendar

A. Routine Matters:

BE IT RESOLVED, That the following routine matters were approved:

1. The Governing Board minutes for the Regular meeting held on Tuesday, July 22, 2008, are approved.
2. The Governing Board accepts \$22,670.00 and other gifts donated to the College with appropriate thanks to the donors.
3. The July 15th Manual Payroll in the amount of \$2,688.34, the July 31st Regular Payroll in the amount of \$1,406,929.05, the August 4th Manual Payroll in the amount of \$430.08, and the August 8th Supplemental Payroll in the amount of \$48,805.25, be approved.
4. The Commercial Warrants #12647220 through #12647233, #12648096 through #12648188, #12649150 through #12649205, #12649900 through #12649923, #12650687 through #12650716, #12653035 through #12653106, in the amount of \$2,292,779.10, be approved.
5. The purchase orders #900002 through #900211 in the amount of \$4,797,737.72, be approved.
6. The following budget adjustments in the Unrestricted General Fund be approved.

Net increase in the 1000 Object expense category	\$4,414
Net decrease in the 5000 Object expense category	\$51,205
Net increase in the 6000 Object expense category	\$4,414
Net increase in the 7000 Object expense category	\$51,205.
7. The following budget adjustments in the Child Development Fund, be ratified.

Net increase in the 2000 Object expense category	\$1,027
Net increase in the 3000 Object expense category	\$ 116
Net decrease in the 6000 Object expense category	\$1,143.
8. The Governing Board ratify the decision to declare the room partitions as surplus property and that this furniture be transferred to the Monterey Peninsula Unified School District (MPUSD).

B. Academic Personnel

9. That the Governing Board approve the academic personnel actions listed to include:

- a. Revise the employment date of Damanjit Singh, Computer Systems/Information Technology Instructor, to Spring 2009.
 - b. Employment of Laurie Buchholz, English and Study Skills Center Director, Step and Column placement pending verification, effective September 1, 2008.
 - c. Grant Equivalency Based on Eminence to Jeff Barnard to teach EMMS 170 Emergency Medical Technician I: Basic Training, effective Fall 2008.
 - d. Grant Equivalency to Daniel Phillips to teach ADPE 8 Introduction to Adapted Physical Education, effective Summer 2008 only.
 - e. Ratify the employment of Grace Anongchanya, TRIO Coordinator/Counselor; Laurie Buchholz, Learning Assistance Instructor/TRIO; Christopher Calima, Upward Bound Counselor; Sandra Washington, Upward Bound Counselor; Janine Wilson, Math Science Upward Bound Coordinator as categorically funded employees for 2008/2009.
 - f. Each month individuals are hired as part-time, substitute, and overload. The lists include hires for Summer and Fall 2008.
10. The Board approve travel from September 13, 2008 – September 18, 2008 to Quebec City, Quebec, Canada for Jill Zande.

C. Classified Personnel

11. The Governing Board approves the classified personnel actions listed to include:
- a) Employment of Shirley Kim, Human Resource Benefits & Retirement Coordinator (Service Category 5), Human Resources, 40 hours per week, 12 months per year, effective August 27, 2008.
 - b) Employment of Courtney Middlebrook, Instructional Specialist (Service Category 3), Reading Center, 18 hours per week, 8.5 months per year, effective August 27, 2008
 - c) Employment of Murat Bulut, Sciences Laboratory Manager (Service Category 5), Physical Science, 40 hours per week, 10 months per year, effective August 27, 2008.
 - d) Resignation of Kathleen Clark, Human Resource Analyst (Service Category 7), Human Resources, 40 hours per week, 12 months per year, effective September 11, 2008.
12. The individuals on the recommended list (Short Term and Substitute Classified Employees) employed for short term and substitute assignments subject to future modifications, be approved.

New Business

At this time in the meeting, Trustee Davis suggested that New Business G be taken under consideration in light of the architects visiting today. The other Trustees agreed.

PRESENTATION BY KEN SCATES OF HGHB ARCHITECTS PERTAINING TO THE UPDATE ON THE PROPOSED DESIGN OF THE EDUCA- TION CENTER AT MARINA PROJECT

INFORMATION

Mr. Joe Bissell introduced Mr. Ken Scates and Mr. Mark VanderZanden of HGHB who said they were pleased to be a part of this project and said they want the Trustees' input. They have been working on the design and hope to have it completed by the end of the year. Then it will go to the Division of State Architect (DSA), out to bid in summer of next year, and construction will begin in fall of next year. Completion should be in the last quarter of 2010; it will be a two year construction period. It will contain eight typical classrooms, a larger classroom, restroom, mechanical room, an ancillary room, a multipurpose classroom, and they are hoping to create one classroom with a higher ceiling to be used for physical education classes. Three of the classrooms will be used initially as a modest Learning Resource Center, Library, Bookstore, space for an administrator, and space for students to gather.

Mr. Scates said that they were concerned about the wind factor in Marina so they changed the buildings' orientation. They consulted with Jon Raggett, a leader in wind behavior. After consulting with Mr. Raggett, they designed a series of quads. They were concerned about what sort of presence this would create. Parking would remain the same; the formal entry to the campus would be in the center of campus. They would take advantage of the orientation to the light with southern exposure, and create a green building by conserving energy. They asked, "What can we do to increase the appearance and presence of the campus?" Making a wind generator with a vertical wind element generator and add some transparency screens would enhance the appearance of the campus. These screens would act as living walls to block the wind and to add to the scope of the building. The vegetation surrounding the campus would be hearty and require very little maintenance. Most of the landscape would take virtually no water. Landscapers would use native plants. They also spoke about a wind structure which could provide energy to the buildings and could be used as an artistic element, too.

Mr. Bissell talked about the concrete walls which would be softened by use of rocks and wood to give a contemporary look to the buildings and would warm them up a bit. Both Dr. Garrison and Mr. Bissell encouraged questions. Now is the time to ask questions because if changes need to be made, they need to be made now. To make changes after DSA approval would prove costly.

Trustee Steck asked, "What happens to the area we are now using?" Dr Garrison said we could use it for overflow and/or for support purposes.

The Trustees requested that the architects bring back preliminary drawings before submitting them to the Division of State Architect (DSA).

PUBLIC HEARING TO REVIEW THE FINAL BUDGET
FOR FISCAL YEAR 2008-2009 PRIOR TO ITS
ADOPTION

INFORMATION

Trustee Davis closed the public session and opened the “public hearing” to review the Final Budget for Fiscal Year 2008-2009 prior to its adoption.

Hearing no comments from anyone, the “public hearing” was closed to continue the “open session” of the Governing Board meeting.

MSC Steck, Tunney

08-11

BE IT RESOLVED, That the proposed resolution allowing Monterey Peninsula Community College District’s continued participation in the Monterey County Educational Delinquent Tax Finance Program to be underwritten by Plymouth Park Tax Services, be approved.

Dr. Tunney asked if the District is satisfied with Keenan & Associates’ performance to date. Mr. Bissell said there have been no specific complaints. Ms. Barbara Lee reported that Shirley Kim has been working with Mary Kay Jones for three or four days to help her learn the job and facilitate the transfer of job responsibilities.

MSC Page, Pohlhammer

08-12

BE IT RESOLVED, That the Governing Board authorize the Vice President for Administrative Services to renew the current three year agreement with Keenan & Associates as the broker of record and consultant for the District’s employee fringe benefits.

Mr. Bissell reviewed the Final Budget for Fiscal Year 2008-2009 and added that the ASMPC figures are incorrect which will require that ASMPC and he meet. Mr. Bissell reported that there are seven (7) major funds in the Budget: General (Unrestricted & Restricted); Special Revenue: (Child Development - Unrestricted; Child Development – Restricted; Student Center and Parking); Debt Service (Student Center and Lease Payments); Capital Projects; Building; Self Insurance; and Fiduciary (Financial Aid, Associated Students, Scholarship & Loans, Trust Funds, and Orr Scholarship).

Mr. Bissell reported that balanced budgets are presented for all funds of the District. The State Budget has not been approved, so the District’s Final Budget is basically the same as the District’s Tentative Budget with only minor changes to update amounts with current projections. This budget is

conservative. Positive beginning balances are projected for all funds. Revenues and expenses budgeted for the fiscal year result in positive year-end balances for all funds. The ending fund balance for the Unrestricted General Fund is projected to equal the Board requirement for a contingency reserve of 10% of General Fund expenditures.

Mr. Bissell stated that the State is now in its second month of the new fiscal year without a budget and a quick resolution to the impasse is not apparent. Fifty-five percent of the District's operating funds come from the State and community colleges will not receive any payments from the State until a budget is approved. For the District's budget, this results in the uncertainty of the specifics of State monies, and adversely affects cash flow and investment income. District reserves, inter-fund transfers, and other sources of income (Local Sources, 33%; Federal, 5%, and Student Fees, 7%) should allow the District to remain in a positive cash flow through the end of the calendar year without State funds.

Mr. Bissell reported that the State Revises projects a State deficit of \$15.2 billion. Options to balance the budget include borrowing against the Lottery; a 10.89% cut to categoricals (approximately \$280,000); no COLA; property tax backfill from 2007-2008 of \$511,555 in one-time funds; 1.67% growth is anticipated, but not budgeted for. We are using the figures reported in the P2 report. Student fees remain at \$20, and the Student Activities Coordinator position will be funded 50% by the District rather than charging 100% to the College Center as was previously done. The Unrestricted General Fund Income is 97.9% FTES-dependent and the focus is to increase our base and have more funds for categorical programs than currently planned for. Growth in 2008-2009 (3rd year following the 2005-2006 decline) is critical and must be earned in order for us to obtain these restorative funds. The 1.67% growth potential could increase income by \$1.6 million.

Mr. Bissell indicated that salary adjustments, step advancement and longevity increases, for all permanent employees have been included in the budget along with employee fringe benefits. An Unrestricted General Fund balance reserve of 10% (\$4.1 million) is projected. In addition, general contingency budgets totaling \$77,860 are included in the Unrestricted General Fund. Expenses in the Capital Outlay Fund are budgeted at \$1.9 million which include \$1.5 million in State funded projects (balances for the old library renovation and prior-year scheduled maintenance projects), in addition to donations for the Library & Technology Center and P.E., District funds for Initial Project Proposals/Final Project Proposals (IPP/FPP) processing, a transfer for sabbaticals, and Fort Ord environmental insurance. Expenses in the Building Fund are budgeted at \$20.9 million for projects currently approved by the Board and in process. The amounts budgeted represent the balances in the bond project accounts currently in process. It is anticipated that adjustments will be made pending notification of State Capital Outlay funding.

Mr. Bissell stated that significant progress on Institutional Goals requiring additional resources continues to be accomplished through the use of new funds and reallocation of existing budget, despite the projections of limited new budgets. Additional needs are identified through the Budget Development and Planning and Resource Allocation processes whereby Institutional Goals drive planning and resource allocation. A primary emphasis has been to grow enrollments, which will in turn generate additional funds to support other goals. Improvements in this year's budget include increasing marketing budgets \$129,573, additional support for a new soccer program, and the creation of two (2) new academic positions (PE Instructor/Coach, and Math Learning Center Director). To

support the new Education Center in Marina, budgets have been increased \$111,429 for new staffing and other needs for the Center to grow. To maintain and improve District facilities, the District's facility upgrades using Prop 39 Bond Funds continues with a budget of \$20,865,373 for the new year.

Mr. Bissell said major factors affecting community college budgets can provide a positive or negative outlook for the District. Major factors would include the economy in California, growth in the local community, enrollments at MPC, employee compensation, and cost trends for expenses. Mr. Bissell reported that total enrollments have increased over the past 10 years primarily through noncredit contract classes. In 2007-2008, credit enrollments increased to their highest level. Noncredit enrollments decreased. Nonresident enrollments continue to decline. Continued growth in credit enrollments is possible through improved retention and outreach, schedule improvements, and new and expanded programs. The District has increased advertising budgets, added two new faculty positions, and added additional classrooms at the Marina Education Center. Significant future population growth is projected on the Peninsula. The District is also working on constructing the Public Safety Training Center at Seaside. All this should help us increase enrollment.

In conclusion, Mr. Bissell said that once the State adopts its budget, adjustments to the District's Final Budget will probably be needed. In the future, additional revenue will be needed to continue providing services at existing levels and enrollment growth should be possible to generate the needed income.

MSC Page, Steck 08-13

BE IT RESOLVED, That the Governing Board approve the Final Budget for Fiscal Year 2008-2009.

MSC Steck, Tunney 08-14

BE IT RESOLVED, That the 2008-2009 Monthly Financial Reports for the period ending July 31, 2008 be accepted.

COUNTY OF MONTEREY INVESTMENT REPORT
FOR THE QUARTER ENDING JUNE 30, 2008

INFORMATION

There were no questions.

MSC Page, Tunney 08-15

BE IT RESOLVED, That the Board authorize the District to file a Notice of Completion of Contract with the County of Monterey for the Lecture Forum Bridge, DSA Application No. 01-108597, File No. 27-C1.

CALENDAR OF EVENTS

INFORMATION

The Trustees reviewed the Calendar of Events.

Dr. Tunney asked that the “Code of Ethics” be added for “First Reading” at the September 23rd Governing Board meeting agenda. All the Trustees were in agreement to have it added to the agenda.

Advance Planning

Regular Governing Board meeting: Tuesday, September 23, 2008

Closed Session: 1:30 p.m., Stutzman Seminar Room, Library and Technology Center

Open Session: 3:00 p.m., Sam Karas Room, Library and Technology Center.

Suggested future Agenda items:

1. Student Demographics Report.
2. Instructional Service Agreements.
3. “First Reading” Code of Ethics for Trustees.

Adjournment

The meeting was adjourned at 6:01 p.m.

Respectfully submitted,

Douglas R. Garrison, Ed.D.
Secretary to the Board

Minutes8262008
August 2008