

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

Monterey Peninsula College
980 Fremont Street
Monterey, California 93940

Tuesday
June 23, 2009

1:30 p.m. – Open Session – Stutzman Conference Room, Library and Technology Building
1:35 p.m. - Closed Session – Stutzman Conference Room, Library and Technology Building
3:00 p.m. -- Public Session – Karas Room, Library and Technology Building

MINUTES

The Chair of the Board, Dr. Jim Tunney, called the Governing Board meeting to order at 1:30 p.m. Trustee Tunney called roll and declared a quorum present. Dr. Tunney read the Closed Session statement and reported that the following items would be covered: a. Public Employee Discipline/Dismissal/Release/Complaint. b. Public Employee Evaluation: Superintendent/President Quarterly Evaluation.

At 1:35 p.m., the Open Session adjourned to the Closed Session. The Closed Session adjourned at 2:45 p.m. At 3:00 p.m., the Open Session was called to order by Dr. Tunney. Ms. Phillips called roll.

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

MEMBERS ABSENT: Mr. Charles Page, J.D., Vice Chair

STAFF PRESENT: Dr. Douglas R. Garrison, Superintendent/President
 Mr. Carsbia Anderson, Vice President for Student Services
 Mr. Joe Bissell, Vice President for Administrative Services
 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
 Mr. Michael Gilmartin, Dean of Instruction, Occupational & Economic
 Development
 Ms. Barbara Lee, Associate Dean, Human Resources

Dr. Susan Steele, Interim Dean of Instruction, Liberal Arts
Ms. Bernie Abbott, Library Services
Dr. Caroline Carney, Division Chair, Social Sciences Division
Ms. Sigrid Klein, Student Services
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
Ms. Kathleen Rozman, Learning Disabilities Specialist
Dr. Rosaleen Ryan, Director, Institutional Research
Ms. Christine Vincent, Coordinator/Counselor, EOPS/Care Programs

OTHERS PRESENT: Mr. Mike Carson
Ms. Margaret Ann Coppernoll
Mr. Joe Demko
Mr. Michael Dickey
Mr. Steve Emerson
Ms. Marilyn Gustafson
Ms. Joyce Haiabi
Ms. Pricilla Hernandez
Ms. Anna McCloskey-Leek
Ms. Theresa Norman
Ms. Kristen Quintana
Ms. Juliana Vasquez

Dr. Tunney reported that in Closed Session the Board took unanimous action to suspend employee #6757 for 24 hours without pay.

Oath of Office

Dr. Tunney asked Mr. Michael Dickey, the incoming Student Trustee to come forward. He administered the Oath of Office to Mr. Dickey. Following the oath of office, and on behalf of the Governing Board, he congratulated Mr. Dickey on his election by the students. Mr. Dickey will officially take over the Student Trustee's seat at the July 28, 2009 Governing Board meeting.

Recognition

Dr. Tunney recognized Ms. Eleanor Morrice' contributions as she has been an excellent representative for the students and for her service on the Citizens' Bond Oversight Committee. She has also served as an ASMPC Senator and has been heavily involved in the ASMPC Food Bank and Student Forum. Trustee Pohlhammer added that she leaves "big shoes to fill." She was presented with a bouquet of flowers from the Trustees and Administration as a token of their appreciation of her contributions to the College.

Dr. Tunney also presented Ms. Victoria Phillips with a bouquet of flowers as this was her last Board meeting and thanked her for her years of service to the College. He teased her that she couldn't leave and that the Board rescinded her resignation because of retirement. Ms. Phillips said it was an honor and a privilege to be an employee of MPC, and she thanked the people of MPC for making her 43 years here such good ones.

Dr. Tunney acknowledged the Monterey Peninsula College Foundation donations of \$13,270.00 for May 2009. Dr. Tunney thanked the Foundation for its efforts on behalf of the District.

Dr. Tunney asked for a moment of silence in memory of the following people:

The passing of Barbara Farrance Wagner (September 20, 1938 – May 22, 2009). Barbara was the former Division Office Manager in Physical Science and worked in the Physical Education and Dance Division also.

The passing of Jolene Owens, student-worker in Matriculation, November 29, 1976 – June 3, 2009.

The passing of Bill McChrystal on Sunday, June 21, 2009. Bill worked in Fiscal Services, Bookstore, and in the Nursing Program, when he retired.

The passing of Anita Arellano on Sunday, June 21, 2009. Anita had just retired as a History Instructor from the Social Science Division.

Comments from Visitors

Dr. Tunney asked if anyone wanted to address the Governing Board.

The first to speak was Anna McCloskey-Leek who spoke about the wonderful experience she has had with the Supportive Services Program here at the College and with the special care and counsel she has been given by Kathleen Rozman.

The second speaker was Theresa Norman who spoke about the Supportive Services Program and about coping with ADD and the tool box she was given by the staff at Supportive Services to remind her about staying on course with healthful habits and ideas.

The third speaker was Kristen Quintana, who identified herself as a Supportive Services benefactor. She is dyslexic and the Supportive Services staff has helped her with coping mechanisms and helped relieve her test anxiety. She just graduated from MPC and is transferring to San Diego State and she attributes her success to hard work and help from the Supportive Services Program here at MPC. She has been able to reach her potential through the help of Supportive Services.

Ms. Pricilla Hernandez reported that she took advantage of the Supportive Services Program while at MPC and had just graduated from MPC. She is transferring on to U.C. Santa Cruz. She thanked Kathleen Rozman, Alexis Copeland, and the counselors of the Supportive Services Program for their encouragement and assistance, which enabled her to be successful. In fact, last semester she took her

first regular class and received an “A.” With all the budget cuts being talked about in the State and local community colleges, she is fearful that programs such as Supportive Services will be cut, and they are vital to students such as us; i.e., students who are told that they are “stupid and/or dumb.” Or that we are lazy and are not living up to our potential. “We need teachers who believe in us and who remind us to believe in ourselves. We need teachers who give us pointers on how to study, how to re-train our brain.”

Ms. Juliana Vasquez said she came to MPC in 2004 and her parents are farm workers. She attended elementary, middle school, and high school and graduated, but decided to stop there. School was not her “thing.” She worked and took care of her son. Then with a little encouragement from Supportive Services staff and hard work, she received her Associate Degree and intends to continue her education.

Trustee Davis congratulated the students for sharing their stories with everyone and congratulated Kathleen Rozman and the Supportive Services staff for their work on behalf of the students. “Great job!”

Written Communications

Dr. Tunney noted the written communications.

- *a. A letter dated May 6, 2009 to Doug Garrison, from Karen Csejtey, Executive Director, Leadership Monterey Peninsula thanking him for his wonderful presentation on the panel for our Education & History Class Day on April 8th.
- b. The Monterey County Herald, Wednesday, May 20, 2009, MPC Theatre, Company; Free Gentrain lecture with Allen Andrews on “How the Garden Grows.”; and Our heroes! Community Hospital of the Monterey Peninsula...Eileen La Mothe.”
- *c. A letter dated May 22, 2009 from Mr. Michael Houlemard, Jr., Executive Officer, Fort Ord Reuse Authority, to Dr. Douglas Garrison thanking him for meeting with Mr. Houlemard on May 19th to discuss an array of opportunities for MPC and the Fort Ord Reuse Authority to enhance our coordination efforts and strengthen the reuse of the former Fort Ord.
- *d. A letter dated May 22, 2009 from Ms. Beth Smith, South Rep, ASCCC, Grossmont College, to Debbie Anthony, thanking her for her participation on the Equity and Diversity Action Committee for the Academic Senate.
- *e. A letter dated May 29, 2009 from R.T. Dauphine, M.D., FACS praising Ms. Lisa Danielle Gonzales for her teaching skills in French 2B. He can’t remember enjoying any class more or learning more in a short time.
- f. The Monterey County Herald, Monday, June 1, 2009, Herm Edwards camp to run June 27-28, this year.
- g. The Monterey County Herald, Friday, June 5, 2009, The Monterey Community Band Presents “Somewhere in Time” Conducted by Richard Robins, Sunday, June 7, 2009 at 2:00 p.m.
- h. The Monterey County Herald, Monday, June 8, 2009, Edwards Camp.
- * **Signifies that item was included in the Board packet.*

Reports and Presentations

Institutional Report: No report this month.

Superintendent's Report:

Dr. Garrison reported that we are conducting an internal re-examination due to the pending reductions in State funding. We are not eliminating Supportive Services. We are looking at a series of reductions from a broad area of programs and we don't know what the final answers will be. The dollar amount is substantial. We really want to restrict the affect on students. Three dean positions have been deferred, 32% reduction of the administrative staff which means new roles and responsibilities. We want to protect services and class offerings. Student Services we want to protect because they are critical for student success.

Dr. Garrison said his written Superintendent/President's Report will suffice as his written report. However he did want to mention a few things.

1. On June 16th he, Dr. Tunney, and Herman Edwards participated in the CSUMB Panetta Institute Leadership Seminar. Student leaders from all the CSU campuses were invited to talk about leadership on campus. It was great to see Herm, and the students were fun to talk with and exchange insights and ideas.
2. Dr. Garrison reported that the last of our prospective orientation meetings for prospective MPC Trustees would be held on Thursday, June 25th in the Community Room of the Marina Library from 5:30 p.m. to 8:30 p.m. Our advertisement ran in the Herald this past Sunday and one more will run before Thursday. He also reported that Michael Dickey will attend Thursday's session.

Vice Presidents' Reports:

Carsbia Anderson, Vice President for Student Services: Mr. Anderson thanked the Supportive Services students who spoke earlier in the meeting for their courage in sharing their stories with the audience today. He reported that several of our categorical programs may be reduced by the State by 15-60%, and many of our students are dependent upon these programs for their success. During our graduation ceremony, many of our graduates mentioned counselors and instructors in these programs who helped them reach their educational potential. Our students are concerned. We are trying to do the best we can in the face of mandated cuts. There is a clear sensitivity to our students. • Mr. Anderson spoke about the passing of Barbara Wagner, who was a giving person; Bill McChrystal, an employee of the Bookstore, Warehouse, and in the Nursing Program; Jolene Owens, was a very supportive person, and a person who greeted people in the Matriculation arena; and Anita Arellano, whom he had a very special relationship with over a span of over 34 years. • Mr. Anderson thanked the Trustees for their support in attending the Latino and Kente ceremonies, and for their attendance at both the regular graduation ceremony and the Nursing pinning ceremony. • Mr. Anderson attended the June 13th COSO breakfast. MPC staff members hosted four students and three staff members attended. • The Math/Science Upward Bound Program is going well. Seventeen of our students are

involved this year out of 52 students throughout the Western region of the U.S. • The Child Development Center is operating in the summer. Sixty students are on the waiting list. • Mr. Anderson shared enrollment figures with the group. We are up overall 25% in credit units of enrollment throughout the District. Last year during Summer at the Marina Education Center we had 34 students; this year we have 234 students. • Mr. Anderson reported that the bids are now open for the construction of the Student Services building.

The Trustees thanked Mr. Anderson for his report.

Dr. John Gonzalez, Vice President for Academic Affairs: Dr. Gonzalez thanked our faculty who personally make these award ceremonies/celebrations such wonderful events. He also commended the students who spoke on behalf of our programs. These are the leaders of tomorrow. Those who are presently in leadership positions have walked similar paths and rest assured when we are talking about budget we are doing our best for you. • Dr. Gonzalez reported that there is one course for approval on today's Consent Calendar, Park 167, which he is recommending approval. He thanked Ms. Lynn Iwamoto, Chair of the Curriculum Advisory Committee, and the rest of the committee for their work. They have reviewed and forwarded a total of 660 courses for Trustees to review. • Dr. Gonzalez distributed the Self-Study Calendar. The final draft is now being reviewed by the editors, Diane Boynton and him. The editors will be putting on the final touches to the "First Draft" by August. The document will be 500 pages long. Sixteen pages each day will need to be read. On August 20th, we will have a campus-wide dialog on the Self-Study. "First Reading" will be done on September 22nd. The "Second Reading" will be done in October so that we can send it to the printer. • The Deans and Dr. Gonzalez have been involved in schedule planning. The Fall Schedule is out already so we have to look at enrollment patterns. Half of our budget will have been spent so we need to make adjustments now. • Early budget restraints will prevent us from hiring Dr. Steele. Dr. Gonzalez thanked Dr. Steele for her tremendous contribution to the College. He thanked her for her analytical mind. She has contributed valuable leadership with the educational master plan, which will be a critical piece of the sight visit; staff development; basic skills; strategic educational master plan. She has been busy; she has been an outstanding colleague. She has had the courage to ask the tough questions. We owe her our gratitude. • Dr. Gonzalez ended his report by saying we are reorganizing the Academic Affairs office to address the non replacement of Deans.

The Trustees thanked Dr. Gonzalez for his report.

Mr. Joe Bissell, Vice President for Administrative Services: Mr. Bissell said he would hold his comments until his items come up in the agenda.

Academic Senate: No report this month.

MPCTA: No report for this month.

MPCEA: No report for this month.

ASMPC: Ms. Joy Palometa reported that ASMPC membership retreat was held on June 1st. They used Roberts Rules of Order. They are eagerly working on the ASMPC budget.

Dr. Tunney, on behalf of the Governing Board, thanked Ms. Palometa for her report.

College Council – At this time in the meeting, New Business O was taken up.

COLLEGE COUNCIL 2008-2009 ANNUAL REPORT

INFORMATION

Ms. Bernie Abbott, Co-Chair of the College Council, began her annual report by distributing her written report and saying this was the third year College Council has worked under revised bylaws and a new composition. College Council is the central campus body of the shared governance process for MPC. College Council encourages dialogue and open communication at all of its meetings. She thanked Ms. Suzanne Ammons for her work in keeping the minutes of the meetings and for putting them on the intranet. Subcommittees of College Council include: Budget Committee, Facilities Committee, and Technology Committee. Advisory Groups represented on College Council include Academic Affairs Advisory Group, Administrative Services Advisory Group, and Student Services Advisory Group.

Ms. Abbott reported that the Planning and Resource Allocation Process was revised again. The changes were made to more closely align with the budget process. This is the fourth revision indicating that this is a living document subject to change as we examine the process as a part of continuous quality improvement.

Ms. Abbott reported that Laura Franklin was hired as the new Dean of Economic Development and Off-Campus Programs. Enrollment at the Education Center at Marina grew from 303 in Spring 2008 to 676 in Spring 2009. The number of courses offered in Spring 2009 at the Center was 53 and the number of courses for Fall 2009 will be 64. Learning Support Services and Student Services are now available at the Education Center.

A number of construction projects are currently underway reported Ms. Abbott. They are: The Public Safety Training Center on Colonel Durham Road in Seaside; a new greenhouse and related structures located on the south side of the Life Science building, and Parking Lot J. Plans are also underway for the Automotive Technology building; the Business/Computer Science building, and the Final Project Proposal for the Math-Science project was revised to include only the Physical and Life Science buildings. Construction is about to begin on the new Student Services Building, the old Administration building where swing space will be made available. Plans have been submitted for phase 1 of the Education Center at Marina to the Division of the State Architect.

Ms. Abbott reported on other activities which included:

- Dr. Garrison presented his Planning Assumptions Fall 2009 at the December 2, 2008 meeting.
- Academic Affairs Re-Organization was proposed.
- CurricUNET Specialist was hired to provide training and support for faculty and staff in connection with the new CurricUNET software.
- New Staff Development Committee Guidelines were developed.
- Technology Refreshment Plan was presented.
- Component Goals from AAAG, ASAG, and SSAG were presented.

Some recommendations include the following: Academic calendar options;

Revise when appropriate curriculum and curriculum approval process to ensure compliance with Title 5 guidelines; Deans' Council was formed; Upgrade Santa Rosa Student Records system to Windows, Improve campus security. The Budget Development Process was revised to reflect that the Budget Committee makes recommendations to the College Council who in turn takes action on recommended budget items. • The College Council has all agendas, minutes, and other important documents on the new website. • The Accreditation Self-Study is currently underway. A member of each accreditation component gave a report to College Council throughout the year. All College Council members will read the document in its entirety during the month of August before it comes to the Board. • Board Policy 5100, Equal Employment Opportunity and Commitment to Diversity in Employment was approved along with the Equal Employment Opportunity Plan. Board Policy 4105, Admissions Policy was reviewed and approved. • Program Review executive summaries were brought to College Council for review: Nursing, Humanities, and Business and Technology. • Several replacement faculty positions (full-time) were reviewed and prioritized. Two replacement administrative positions were reviewed and deferred. Several classified replacement positions were reviewed. New classified positions were reviewed and approved: Custodian for the Education Center at Marina; CurricUNET Specialist (full-time); Administrative Support for the Education Center at Marina (part-time).

Ms. Abbott asked if there were any questions? Hearing none, Dr. Tunney thanked Ms. Abbott for her leadership and said that the College Council has worked better this year than in any year in the past.

MPC Foundation: Ms. Marilyn Gustafson distributed her written report. She extended her sympathy to Trustee Pohlhammer upon the loss of his wife, Anita Arellano. She offered her congratulations to Ms. Phillips upon her retirement. The Foundation has been busy in its work with the President's Circle, Cultivation Luncheons, and with the newly formed MPC Alumni Association. The grand total of donations for the month of May was \$13,270.00. Ms. Gustafson reported that Gary Quinones and Stephen White have promised to assist with designing and building a base for the Norma Lewis sculpture, "On Ice." Ms. Gustafson reported that annual giving solicitation letters were mailed with the current issue of Connections to 1800 persons. The Peggy Downes Baskin Lecture Series Committee is in the midst of discussions to define the next event which will focus on ethical dilemmas within the medical field. Examples could include the human genome project or end-of-life issues. The committee has affirmed the importance of substance over high-profile or famous-name speakers, the desire to maintain the two-speaker format, and to utilize the Monterey Conference Center as the venue. Ms. Gustafson reported that follow-up letters signed by Allye Hobson-Robinson were mailed to all President's Address attendees who registered their contact information on the dinner drawing cards. In conclusion, Ms. Gustafson stated that the Foundation Staff are working diligently to complete all the work that was set-aside during the spring because of other pressing projects.

Board Reports: Dr. Steck let the written Community Human Services' report serve as his report this month.

Bond Report: Mr. Joe Demko reported on construction projects: • The construction on the new P.E. elevator is underway and completion is anticipated in Fall 2009. • The Public Training Center flooring is coming in next week. Negotiations continue with Monterey County Water

District for utility connections. • MPC Education Center at Marina permanent building drawings have been completed by the architect and he has submitted the drawings to the Department of State Architect. Bidding is anticipated in the Summer 2009. We are anxious to start this project. • The old bridge near the new bridge by the Lecture Forum has been dismantled. • Parking Lots B & C upgrades were completed this month. • The new Student Services building bidding will take place in June. Construction is expected to start in July of 2009 with completion in Fall 2010. We received 11 bids in the \$7 million range. We do have a protest. We have consulted with our legal counsel and expect to go with the next lowest bid. Right now it looks like a good bidding climate. • The architect has submitted drawings to DSA for a classroom addition to the existing Auto Technology building. We should receive final approval in late June 2009. It is anticipated that classroom construction will begin in Summer 2009 and finish in approximately nine months. The architect is also working to design modifications to the existing structure. • The new Baseball Backstop installation is scheduled for June 2009. • Now that the new Administration Building is complete, the old Administration building will be converted to swing space consisting of six classrooms. Interior demolition is underway and renovation will begin in June. We are trying to avoid renting portables for swing space. • The Facilities Committee continues to review MPC capital project budgets and priorities. Given the current uncertainty regarding levels of State funding for capital projects, the Committee is evaluating alternative strategies for utilizing Bond funds to accomplish long term capital goals. In addition, swing space strategy continues to be reviewed and updated.

Mr. Demko asked if there were any questions regarding his report. Trustee Pohlhammer asked, "Will we go out to bid again on the Student Services building?" The answer was, "No. We will go to the next low bid."

The Trustees thanked Mr. Demko for his report.

Dr. Tunney asked if there were any comments and/or additions to the Consent Calendar. Dr. Garrison noted that there were a couple of changes on the Consent Calendar: #9 should be Federal Student Financial Aid Fund rather than the Orr Estate Fund; #10 should be the Scholarship & Loan Fund rather than the Building Fund; and #11 should read as follows... "That the following budget *decrease* in the *Trust* Fund be approved." In addition, Mr. Pohlhammer asked that Consent item #11 be pulled from the Consent Agenda for separate action and the rest of the Trustees agreed to this action.

Consent Calendar

A. Routine Matters:

MSC Steck, Davis

08-83

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

1. The Governing Board minutes for the Regular meetings held on Tuesday, April 28, 2009 and Tuesday, May 26, 2009; and the Special meeting held Friday, June 5, 2009, are approved.

2. The Governing Board accepts \$14,095.00 and other gifts donated to the College with appropriate thanks to the donors.
3. The May 29th Regular Payroll in the amount of \$2,422,500.07 and the June 10th Supplemental Payroll in the amount of \$76,557.88 be approved.
4. The Commercial Warrants #12714003 through #12714096, #12715269 through #12715318, #12715996 through #12716004, #12716778 through #1216850, #12717425 through #12717474, #1219181 through #12719238, in the amount of \$1,794,582.95, be approved.
5. The purchase orders #901521 through #901613 in the amount of \$477,104.98, be approved.
6. The following budget adjustments in the Restricted General Fund be ratified:

Net decrease in the 1000 Object expense category	\$37,165
Net decrease in the 2000 Object expense category	\$ 9,670
Net decrease in the 3000 Object expense category	\$ 2,648
Net increase in the 4000 Object expense category	\$ 1,210
Net increase in the 5000 Object expense category	\$43,538
Net increase in the 6000 Object expense category	\$ 4,735.
7. The following budget increases in the Restricted General Fund be approved.

Decrease of \$3,040 in revenue and matching expenses to reflect funds received for FY 2008-2009.
8. The following budget adjustments in the Child Development Fund be ratified.

Net decrease in the 3000 Object expense category	\$2,700
Net increase in the 5000 Object expense category	\$2,700.
9. 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 \$632,700
Expense Increase of \$632,700.
10. The following budget increase in the Scholarship and Loan Fund be approved:

Increase of \$315,000 in revenue and expense budgets, this reflects additional funds received for student subsidized and unsubsidized loans.

11. The following budget increase in the Orr Estate Fund be approved:

To adjust the Orr Estate revenue and expense budgets due to less interest received from the Community Foundation from Monterey County and less Orr Estate scholarships were awarded to students.

Revenue Decrease of \$10,000

Expense Decrease of \$10,000.

12. The following course be approved:

PARK 167, Natural Resource Management: Intermediate.

B. Academic Personnel

13. The Governing Board approve the academic personnel actions listed to include:

- a) Employment of Pamela Sanborn, Medical Assisting Instructor and Coordinator, Step and Column placement pending verification, effective Fall 2009.
- b) Grant Equivalency Based on Eminence to Ms. Jennifer Anderson to teach ART36C and ART 36C: Book Arts, effective Summer 2009.
- c) Grant Equivalency Based on Eminence to Ms. Penny Partch to teach the ESL section of ENG1A, effective Fall 2000.
- d) Grant Equivalency to Minimum Qualifications to Ms. Adria Zimmerman to teach Reading (English 320, 330, 402, 422), effective Summer 2009.
- e) Grant Equivalency Based on Eminence to Ms. Mary B. Pozzi to teach Auto282: Women & Wrenches, effective Fall 2009.
- f) Grant Equivalency Based on Eminence to Ms. Jacqueline A. Trytten to teach English 300, effective Summer 2009.
- g) Each month individuals are hired as part-time, substitute, and overload. The recommended lists include hires for Spring and Summer 2009.

C. Classified Personnel

14. The Governing Board approve the classified personnel actions listed to include:

- a) Approval of job description for the Executive Assistant to the Superintendent/President and Governing Board position, effective June 24, 2009.

- b) Approve increase in hours of Athletics and PE Equipment Specialist, Physical Education, from 35 hours per week, 11 months per year to 40 hours per week, 11 months per year, effective July 1, 2009.
15. 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

Mr. Pohlhammer asked that the Consent Item #11 be pulled because the Revenue Decrease and the Expense Decrease were not the same and in the resolution it said increase when clearly it was a decrease. Mr. Bissell said it should read “*decrease*,” and the Revenue Decrease and Expense Decrease numbers are correct.

16. The following budget decrease in the Trust Fund be approved:

To adjust the Trust Fund revenue and expense budgets. This is due to a decrease of funds received into the trust accounts fore this fiscal year.

Revenue Decrease of \$380,000
Expense Decrease of \$310,000.

Mr. Bissell reported that the May Revise to the State’s budget in response to the failure of the voter propositions and new projections indicating the State is facing a \$24 billion deficit was released. In addition to significant cuts to the new year, the Governor’s proposals include cuts to the 2008-2009 budgets that may further cut MPC’s current year budgets, including: 1) Additional property tax shortfall. 2) General apportionment shortfall. 3) One-time categorical cuts.

Mr. Bissell indicated that in May the District is 92% through the fiscal year and most funds are tracking as budgeted. However, a projected Unrestricted General Fund deficit for the year of \$647,807 is possible considering the following: 1) The State’s 18 month budget approved in February; 2) FTES of 8,339; 3) A property tax shortfall of \$588,551; 4) A \$250,000 write off of investment losses.

Mr. Bissell said that taking into account the Governor’s May Revise makes the situation more severe. The District is working to offset the projected deficit by increasing revenue through growth funding and reducing expenses where possible. The General Fund Balance (reserve) will be reduced by the amount of expenses exceeding revenues in the current year.

Mr. Bissell reported that the total cash balance for all funds is \$108,000,570, including bond cash of \$89,006,880 and \$18,993,690 for all other funds. The 18 month budget approved by the State in February includes the deferral of \$540 million in payments to community colleges from the current year to the next subsequent year. The Governor’s May revise calls for an additional \$115 million in deferrals. With the District’s current level of reserves, projections indicate the District should be able

to handle the deferrals without borrowing. The Chancellor's Office has also agreed to help the District with cash flow as a means to help mitigate the negative impact on cash caused by the FTES payback from last year. In addition, the District will continue working with the League to be able to borrow money via a Tax Revenue Anticipation Note should cash flow become a problem.

Mr. Bissell reported that the Governor's May Revise calls for \$4.7 million in total cuts to MPC, leaving the District with a need to cut an additional \$4 million or 8.4%. Although the Governor's proposal has not been accepted by the legislature, the District is currently working to identify specific additional cuts to address the larger amount.

The Trustees asked even though the local property taxes haven't gone down as drastically as some counties, doesn't that mean our property taxes won't be affected as greatly. Mr. Bissell answered that property tax shortfalls are spread throughout the State; it is not county by county.

MSC Steck, Pohlhammer

08-84

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

Mr. Bissell stated that this was the most tentative budget he has ever done. He thanked Rosemary Barrios and Connie Andrews for their considerable work in preparing the document. He said our budget is different than public education K-12. Our budget goes through a shared governance process. It is reviewed by departments, advisory groups, behind the scenes considerations have been built into our system. A Summary of all Funds is used as a base document. There are seven different funds and thirteen support funds. There is a Restricted Fund as well as an Unrestricted Fund. There are Revenues, Expenses, and Ending Balances.

Mr. Bissell reported that the Governing Board is required by State law to approve a tentative budget by July 1, and conduct a public hearing and adopt a final budget no later than September 15. The Tentative Budget for the 2009-2010 fiscal year is presented for consideration, discussion, and approval. This is the District's spending plan until a final budget is adopted. Projections used in the Tentative Budget will be reviewed and adjusted, where appropriate to reflect more accurate projections before presentation of the final budget. Also, the District is required to indicate the date, time, and location at which the Governing Board will hold the public hearing on the proposed final budget. The District is proposing the Final Budget be reviewed at the regularly scheduled meeting on August 25, 2009.

Mr. Bissell reported that the State revenues for the District's tentative budgets were based on the State's 18 month budget approved in May. Community colleges were treated very favorably in the current approved budget for 2009-2010. The primary items in the budget adversely affecting community colleges would include the following: 1) Deferral of \$340 million in State payments from 2008-2009-2010 fiscal years. 2) Delay repayment of existing \$200 million June to July deferral to October. 3) No cost of living allowance. 4) Property tax short fall which is estimated at \$700,000. As indicated before, the May Revise cuts MPC by \$4.7 million.

Mr. Bissell said we need patience and wisdom. It is clear that it is not business as usual.

Mr. Bissell reviewed where the District revenues come from: 92% comes from apportionment; 2.3% comes from Lottery; 1.45% comes from non-resident tuition; 1% comes from part-time faculty; 1% comes from retiree insurance payments; .8% comes from Interest; and .5% comes from other. Where does our money go: 36.9% goes to academic salaries; 24.1% goes to employee benefits; 19.1% goes to Classified Salaries; 9.2% goes to Services and Operating; 6.3% goes to Instructional Service Agreements; 2.1% goes to Transfers; 1.9% goes to Supplies; .4% goes to Capital Outlay.

Mr. Bissell reported that funds used for the operation and support of educational programs that are specifically restricted by law, regulation, donor, or other outside agency are recorded in the Restricted General Fund. The majority of these funds must be expended within the fiscal year or returned to the funding agency. Funds budgeted for all programs total just under \$5.9 million. Mr. Bissell stated that the Special Revenue Fund include Child Development Center, Student Center, and Parking. Revenues generated by these programs are intended to pay for the cost of services provided. The Debt Service Fund includes long-term debt principal, interest, and related costs of the District. The District has two obligations: Student Center and the capital lease for energy conservation projects. Non-bond expenses for all major acquisition, construction and maintenance projects are accounted for in the Capital Projects Fund. State funded projects include the renovation of the old Library, and carry over state instructional equipment funds. Local projects include IPP and FPP processing, donations for the Library & Technology Center and athletic facilities, and district expenses for Fort Ord including environmental insurance required by FORA. Adjustments will be made to the Final Budget pending actual 2008-09 year end expenses. The Building Fund includes expenses associated with Measure I, the \$145 million Proposition 39 bond, are accounted for in the Building Fund. The Self Insurance revenues and expenses used to account for the District's self-insured medical benefit plan and run out claims from workers compensation are accounted for in the Self Insurance Fund. A total contribution of \$6,392,062 is budgeted as transfers from other funds. The total fund balance is projected to be over \$7.7 million including \$2.8 million designated for GASB 45 liability. A one-time transfer out to the General Fund of \$100 thousand from the designated GASB 45 reserve is budgeted to cover the District's commitment to the Foundation, which will reduce the designated reserve to \$2.7 million.

Mr. Bissell reported that preliminary renewal calculations indicate a 15%-21% increase is warranted; however, at least part of this may be the result of higher than normal experience in recent months. The District has proposed cost containment measures that, if accepted by bargaining groups, would save a projected \$633,000.00 annually. The District will reassess the calculations in July using more up-to-date data. An increase may still be needed which would require alterations to other operation fund budgets before inclusion in the District's Final Budget.

Mr. Bissell reported that the Fiduciary Fund is used to account for assets held by the District as trustee. These funds include Student Financial Aid, Associated Students, Scholarships and Loans, Trust Funds, and Orr Scholarship funds.

In conclusion, Mr. Bissell noted that we are near our highest credit FTES point and he anticipates next year that we will be at our highest FTES point ever. He also stated that MPC most likely will need to cut \$4.7 million from its budget and the State's budget has not been approved. The exact impact on the

District is not known, significant additional cuts are probable for the Final Budget of the District which will negatively impact current levels of services.

MSC Davis, Steck

08-85

BE IT RESOLVED, That the Fiscal Year 2009-2010 Tentative Budget be approved, and the public hearing for the adoption of the final budget be scheduled for August 25, 2009, 3:00 p.m. at the Karas Room of the Library and Technology Center, Monterey Peninsula College, 980 Fremont Street, Monterey, California.

MSC Pohlhammer, Steck

08-86

BE IT RESOLVED, That the Tentative Agreement between MPCTA and the District that continues the current contract through June 30, 2011, be ratified.

MSC Davis, Pohlhammer

08-87

BE IT RESOLVED, That the Governing Board authorize the Vice President for Administrative Services to enter into a Project Assignment Amendment #19 (PAA) with David Foord, Inspector of Record (IOR), pursuant to the Agreement for On-Going Inspection Services between the (IOR) and the District dated November 29, 2005.

UPDATE FROM THE FACILITIES COMMITTEE ON FACILITY CONSTRUCTION PLANNING

INFORMATION

Mr. Bissell reported that the Facilities Committee continuously looks at facilities to keep the District's construction program current. The Committee meets almost every week and the Committee consists of the three Vice Presidents: Carsbia Anderson, John Gonzalez, and me; the Deans: Michael Gilmartin and Susan Steele; John Anderson, Gail Bartow, Diane Boynton, Andres Durstenfeld, Kathleen Rozman; Classified Staff: Jeff McCart and Steve Morgan; and Albert Montgomery, student.

Mr. Bissell reported that many projections and assumptions have changed in the past year and the Committee is looking at significant changes to the current plans. The rationale for making significant changes includes the following:

- Continuing to wait for matching State construction funds will cause delays in projects. Current plans include working to maximize outside matching funds, primarily State capital outlay. The District is currently looking for over \$42 million in future State capital outlay funding. These projects include the bulk of the remaining buildings needing renovation... (Humanities, Business Humanities, old Student Services, Physical Science, Life Science, Business Computer Science, Art Studio, Art Ceramics, Art Dimensional International Center, Music, and Theater). A State capital outlay bond was not approved in 2008 putting all projects with State matching funds 2 years behind schedule. A State construction bond is currently being proposed for November 2010. However, considering the economy, the bond probably has less than a 50/50 chance of being approved. Additional delays to District projects are probable because of delays in State funding.
- Now is the time to be bidding construction projects. Costs for construction tend to follow the economy. Currently with the economy down, so are costs for construction. District bond dollars will go further today than

in the future. • Conditions of District facilities continue to deteriorate, and instruction and services would be improved with upgrades that would be completed.

The Facilities Committee is looking at significantly reducing dependence on matching State funding for future projects which will better allow the District to manage timing and costs of future projects. Only 2 projects remain with State matching funds: Humanities/Business-Humanities/old Student Services, and Public Safety Training Center (PSTC) – Parker Flats. The Humanities project is currently approved by the State for drawings, although construction is dependent on approval of a future State bond. Construction of the Public Safety Training Center facilities at Parker Flats is somewhat in the future requiring conveyance to the District and CEQA requirements before construction can begin. • Total cost of projects is reduced to match the projected current cost based on improved bid climate and, in many cases, reduced scope. • The following total project budgets were changed to match updated projections of project scope and costs: Infrastructure – Phase III, Business Computer Science, Physical Science, Life Science, Business/Math/Science, College Center, Nursing – replace roof, PE Phase II – Gym/Locker Room, Pool/Tennis Courts, Art Studio, Art Ceramics, Art Dimensional, International Center, Drafting, Art Studio/Art Ceramics/AD/IC/Drafting, Public Safety Training Center Parker Flats, and Music, Theater, Music/Theater Building. Current Cost for all these projects: \$93,826,000. Proposed Cost: \$61,412,949.

The major scope assumptions to accommodate the proposal include the following: • Business/Math/Science bathroom facilities would not be increased, and load bearing walls would not be altered. • Pool/Tennis Courts – the existing pool would be repaired and no additional tennis courts would be added. • Music/Theater – the existing buildings would be renovated with the primary funding going to the Theater to address access issues. The existing Music building would be renovated in its current location.

Mr. Bissell reported that it is believed that all of the projects not requiring State funding could be completed in the next 4 to 5 years. The Facilities Committee is currently looking at how schedules and swing space plans would need to be changed to accommodate this. All recommendations of the Facilities Committee are made to the College Council who then makes recommendations to the Superintendent/President, and then to the Board. Additional discussion regarding improving the efficiency of facility use will also be necessary with the operational advisory groups.

Mr. Michael Gilmartin spoke about the next resolution. He gave a little history of the Math/Science Final Project Proposal which was submitted to the Chancellor's Office in June 2008, which included the Life Science, Physical Science, and the Business and Computer Science buildings. At that time, it had been anticipated that another bond election would occur in Fall 2008, and if successful could provide sufficient funding to complete the project in its entirety. The next possible bond election is anticipated to be in Fall 2010. Over the last several months, the Facilities Committee has met along with the architect, HGHB, to review available options and timelines in light of currently available funding and the varying pieces of this project. The Facilities Committee has forwarded a recommendation to the College Council, to proceed with the Business Science Building portion of the overall project utilizing District bond funds allocated for that portion of the larger project. College Council concurred with the recommendation.

Mr. Gilmartin reported that the Information Technology staff has moved out of the Business Computer Science Building and that leaves the first floor empty. We would like to rearrange the second floor. We would like to have three smart classrooms to accommodate 35 students in each. We would like to have a Math Lab which would house 35 students. On the second floor we would like four good size classrooms, two business classrooms and nine offices for faculty. We would like to have a Business Skills Lab plus a conference room.

Mr. Gilmartin stated that the Business Computer Science Building as a District funded project is budgeted for \$2.6 million and would utilize only those funds allocated for that portion of the larger Life Science, Physical Science, and Business and Computer Science Building projects.

On behalf of the Governing Board, Dr. Tunney thanked Mr. Gilmartin for his comments.

MSC Davis, Morrice

08-88

BE IT RESOLVED, That the Governing Board review and consider the option of proceeding with the Business Computer Science Building renovation as a separate project from the Life Science and Physical Science Building projects to be paid 100% with District bond funds.

MSC Steck, Davis

08-89

BE IT RESOLVED, That the Board authorize the Vice President for Administrative Services to enter into an agreement with HGHB Architects at the fixed fee of \$195,000 for design services and construction administration in conjunction with the Business and Computer Science Building renovation.

As indicated earlier, New Business H, awarding of the Student Services Building Construction bid was removed from the New Business Calendar.

Mr. Bissell reported that there was no change on the following resolution, just an update of the contract, and he recommended approval.

MSC Davis, Steck

08-90

BE IT RESOLVED, That the Governing Board approve the signing of Amendment 01 to contract CFDP-8048, Full Day Preschool.

HUMANITIES PROGRAM REVIEW

INFORMATION

Dr. Susan Steele, Interim Dean of Instruction, Liberal Arts, stepped in for Ms. Diane Boynton, as she was unavailable for this meeting. Dr. Steele complimented Ms. Boynton as she had done an excellent job of putting this report together. The Humanities Division is the largest division on campus. There

are four recommendations that the Support Team had for the division. 1. Look at the differences between courses offered by Humanities and those offered by Gentrain. Are they significant enough to argue that the College needs both programs? The College needs to study the overlap between the Humanities Program and the Gentrain Program and see what the College could gain by consolidating the two. 2. To study the relationship between enrollments in English as a Second Language and its programmatic structure, with the expectation that enrollments could be increased if the program were restructured. 3. The Humanities Division has been working on a resolution of the World Languages issues, involving a change in the curriculum to remove the obligatory laboratory component and consolidating the Lab with the ESL Laboratory. 4. Tighter organizational structure among the World Languages Laboratory, the English and Study Skills Center, the English as a Second Language Center, and the Reading Center. The economies of scale afforded by such a change could improve the staffing levels and would also make it easier for the College to consider how to address the funding difficulties.

Dr. Steele noted that although MPC employs a large number of adjunct faculty, some over many years, the College has not afforded them regular office space. If they lack a campus office, office hours and meetings with students are difficult and, thus, students may lack the kind of accessibility to their instructors that they need. Discussions are underway for creating dedicated office space for adjunct faculty.

Another issue is that two of the three programs in the Humanities Division with three or more full-time faculty members are without department heads. The English Department has a department head; ESL and World Languages do not. The absence of department leadership adds to the Division Chair's responsibilities and almost ensures the programs lack of forward momentum.

English literature and English as a Second Language are searching for an effective marketing strategy in order to grow their programs. While MPC has made progress toward a timely and professional institutional marketing plan, there is still a need for more strategic market research and implementation of its results.

Dr. Tunney thanked Dr. Steele for her comments.

MSC Steck, Pohlhammer, Steck

08-91

BE IT RESOLVED, That the 2011-2015 Five-Year Construction Plan, be approved.

Ms. Vicki Nakamura reported that in order to receive future State funding, the College must prepare and submit a Final Project Proposal (FPP) for the following: Arts Complex, the Music and Theater Buildings project, and the Public Safety Training Facility – Phase II project, (3 in total). The FPP provides the justification for the project and establishes final scope and estimated costs. Approval by the Chancellor's Office indicates the project meets the criteria for State funding support and will be included in budget requests to the State. State funding for these projects is projected to be available in 2011-2012, at the earliest.

BE IT RESOLVED, That the Final Project Proposals (FPP) for the Arts Complex, the Music and Theater Buildings project, and the Public Safety Training Facility – Phase II project, be approved for submittal to the Chancellor's Office.

The District is proposing to submit three Final Project Proposals (FPPs) to the Chancellor's Office by the July 1, 2009 deadline. The FPPs for the Arts Complex and the Music and Theater Buildings projects were previously reviewed and approved by the Board in May and June 2008. These proposals were approved by the Chancellor's Office in 2008 and are being proposed for resubmission.

The FPP for Phase II of the Public Safety Training Facility, to be located in the Parker Flats area of the former Fort Ord, is based on the Initial Project Proposal for the facility, submitted to the Chancellor's Office in 2008. This project has been a long-time goal for the College and will serve the police, fire, park ranger, and emergency services training programs. The facilities include an emergency vehicle operations course, a live burn building for firefighter training, and a firing range. The firing range has caused some concern, but we are doing everything possible to make it safe to include extensive earth and sand berms to collect the spent rifle ammunition.

Ms. Nakamura stated that these projects are being proposed for 50% funding from the State to be matched with local bond funds allocated for these projects. She recommended approval of the following resolution.

Mr. Bissell explained that in order to obtain water and sewer services at the Public Safety Training Center in Seaside, MPC, following the guidelines of the water district's in-tract policy, has agreed to enter into an Infrastructure Agreement, which includes the utility agreement, with the Marina Coast Water District. The Infrastructure Agreement includes costs plan review and approval, inspection services during the construction, capacity charges and connection fees. MPC as part of the utility agreement also pays fees for the future relocation of the existing sewer infrastructure. By entering into these agreements for the use of existing water and sewer Infrastructure, Marina Coast Water District agrees, as part of their capital improvement plan, and as paid for through the agreements, to relocate/replace the existing infrastructure into the public right of way at no additional cost to MPC. MPC further agrees to extend the branch lines reconnecting to the then relocated infrastructure within the public right-of-way. The timeline for this future relocation and extension of branch lines is dependent upon the progress of project developments within Marina Coast Water District's jurisdiction and could range anywhere from five to twenty years from now. Mr. Bissell reported that we are paying approximately \$216,000 now with the future relocation and extension of branch lines estimated at \$64,000.

Mr. Bissell introduced Mr. Mike Carson to answer any questions the Trustees might have. Hearing no questions, the next item was considered.

BE IT RESOLVED, That the Governing Board ratify the Infrastructure and Utility Agreement with Marina Coast Water District to provide water and sewer services for the Public Safety Training Center in Seaside.

BE IT RESOLVED, That the Resolution to acquire Parcel No. L23.5.1 at the former Fort Ord, be approved.

2007-2008 DISTANCE LEARNING REPORT
FOR ONLINE AND LIVING ROOM COURSES

INFORMATION

Ms. Laura Franklin reported that districts are required to report annually on the status of distance education in their districts to their local board of trustees and to the System Office, California Community Colleges. In general, MPC data has paralleled State figures based on CCCCO data mart figures. MPC's figures show a steady growth in FTES as well as a move from Living Room delivery to Online delivery. In fact, the Curriculum Committee is not considering any new Living Room Series courses. Ms. Franklin demonstrated the steady growth in FTES as well as a move from Living Room delivery to Online delivery through a graph. She also demonstrated through charts that student success figures for Online and Living room courses are comparable to or somewhat higher than State averages. She concluded her report by saying that the online course management system (Moodle) partnership with California State University Monterey Bay and Gavilan College continues to be strong and other colleges now collaborating with our group for support issues and the timing of software upgrades. MPC will be making a presentation at the California Moodle Moot meeting to be held later in June in San Francisco.

Ms. Franklin was thanked for her presentation to the Governing Board.

CALENDAR OF EVENTS

INFORMATION

The Trustees reviewed the Calendar of Events. Dr. Tunney reminded everyone of Victoria Phillips' Retirement Celebration to be held at LaMirada on Tuesday, June 30, 2009 from 4:00 p.m. until 6:00 p.m.

Advance Planning

The next regular Governing Board meeting: Tuesday, July 28, 2009.

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

3:00 p.m. – Karas Room, Library and Technology Center.

Suggested future Agenda items:

1. Governing Board Policies.
2. Board Tour of Facilities.

Adjournment

The Open Session was adjourned at 6:29 p.m.

Respectfully submitted,

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

MinutesJune23,2009
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