

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

Monterey Peninsula College
980 Fremont Street
Monterey, California 93940

Tuesday
February 24, 2009

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

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 (completion).

At 1:32 p.m., the Open Session adjourned to the Closed Session. The Closed Session adjourned at 2:55 p.m. At 3:02 p.m., the Open Session was called to order by Dr. Tunney. Ms. Phillips called roll.

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

MEMBERS ABSENT: Ms. Eleanor Morrice, Student Trustee

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 Information Technology and Media Services
 Dr. Karen Engelsen, Dean of Student 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
 Ms. Barbara Lee, Associate Dean, Human Resources

Dr. Susan Steele, Interim Dean of Instruction, Liberal Arts
Ms. Rosemary Barrios, Fiscal Services
Ms. Elizabeth Bishop, Mathematics
Mr. Mark Clements, Adaptive Physical Education
Mr. A. J. Farrar, Administration of Justice
Mr. Richard Montori, Public Information Officer
Ms. Victoria Phillips, Executive Assistant to the Superintendent/
President and the Governing Board
Ms. Linda Pridmore, Instructional Specialist, Academic Support Center
Dr. Rosaleen Ryan, Director, Institutional Research

OTHERS PRESENT: Mr. Joe Demko
Ms. Marilyn Gustafson

Dr. Tunney reported that Ms. Eleanor Morrice sent her regrets as she was absent due to a meeting conflict. Dr. Tunney also welcomed back Trustee Pohlhammer. He indicated that there was no reportable action taken during the Closed Session.

Dr. Tunney asked that the passing of Sue Skipper be taken up at this point in the meeting and asked that Ms. Barbara Lee speak to this issue.

Ms. Lee said that Ms. Sue Skipper was hired on October 21, 1998. She had worked as a temporary employee for Mr. Thorne Hacker, Dr. Vince Bradley, and Dr. Bill Cochran. Ms. Skipper also worked as a volunteer for the Monterey Police Department as a Special Events person. She often walked the Farmer's Market on Tuesday evenings during summer months keeping the dogs out of the foods being sold. She also had an interest in handwriting analysis and Barbara often wondered what she knew about her through her handwriting. She was the eyes and ears of the Administration Building. Sue said she'd rather be here than any place else in the world. She passed away at Westland House on Saturday, February 14th. She leaves her sister, Merilee Cheetsos; two brothers, Denny Harris and Dan Lewis; and six nephews and three nieces. We send our sympathy and condolences to Sue's family. Sue will be missed by many people. We held a moment of silence in her honor. We also lowered the flag on Thursday, February 19, 2009 in her memory and honor. Ms. Lee also noted that Maggie Caballero and Michael Gilmartin are starting a scholarship in her name.

Recognition

There were no special visitors.

Mr. Carsbia Anderson acknowledged Black History Month. He reported that several activities had occurred this month in honor of Black History Month. The NAACP life membership dinner was held celebrating their 100th year at Embassy Suites on Saturday, February 21st. Representing the College were: Dr. Douglas Garrison, Dr. Jim Tunney, Mr. Carsbia Anderson, Ms. Barbara Lee, Dr. Rosaleen Ryan and her husband, Mr. Scott Trembly, Mr. Leandro Castillo, Ms. Vera Coleman, and two students, Shannon Paige and Julio Vigoreau. Mr. Dick Gregory was the guest speaker. Mr. Anderson said he attended the New Hope Baptist Church celebration of Black History Month with his family, and he and

Mr. Laurence Walker attended Fitch Middle School to share their history with students at the school. On March 7th, the production of Piano Lesson will be held at the Oldemeyer Center. On March 10th, ASMPCC will be hosting Cynthia McKinney, who was the Green candidate for United States President and former Congresswoman from Georgia, to talk to our students and community. He concluded his report by saying that lots of things are going on in celebration of Black History Month.

Dr. Tunney recognized the January donations received by the Monterey Peninsula College Foundation of \$12,707.50, and he thanked the Foundation for their work on behalf of the College.

Comments from Visitors

Dr. Karen Engelsen, Ms. Linda Pridmore, and Ms. Elizabeth Bishop were introduced as Co-Chairs of the United Way Campaign. Dr. Engelsen reported that the thrust of the campaign runs from February 18 through March 18th. They were attending today's meeting to share some information about the campaign. This year, they were looking to double the amount of money collected by doubling the number of people involved in donating. United Way supports programs that create real and lasting change and focus funding on four Impact Priorities: 1) Meeting basic needs. 2) Moving People from Crisis to Stability. 3) Increasing Self-Sufficiency. 4) Developing Successful Kids and Strong Families. All the money earned in this community, stays in this community. It was noted that the three women will be visiting campus groups to share information about the campaign and to answer any questions that might arise. People may contribute by payroll deduction, which is an easy way to donate. Or people can donate by giving a one-time gift. It was noted that Victoria Phillips is also collecting pledge forms.

Dr. Garrison thanked the tri-chairs for all their work, stating that they all feel very strongly about United Way. He noted that one in four residents of Monterey County is a recipient of United Way services and that this is not some distant issue. Presently we have 50 people out of 600+ employees donating, and yet we are the largest educational donors group in Monterey. He thanked everyone who donates to this cause and asked everyone else to consider this worthy cause.

Written Communications

Dr. Tunney mentioned the following 25 written communications:

- a. The Monterey County Herald, Wednesday, January 21, 2009, Free Gentrain lecture with Dr. Jerry Griffin discussing "My Year in Iraq."
- b. The Monterey County Herald, Thursday, January 22, 2009, TURNING POINT...Valencia Leads MPC with 15 Points Off the Bench, by John Devine.
- c. The Monterey County Herald, Thursday, January 22, 2009, Men's Basketball, MPC 80, Gavilan 70.
- d. Monterey County Weekly, January 22-28, 2009, "I got the best of the best at MPC. What more can I say?" Gustavo Cardenas, MPC Student.
- e. GO! The Monterey County Herald, January 22-28, 2009, "I have gone to universities in three different countries. MPC is the best I've been to." Helena Bartman, MPC Student.

- f. The Monterey County Herald, Saturday, January 24, 2009, Men's Basketball, MPC 81, DeAnza 70.
- g. The Monterey County Herald, Sunday, January 25, 2009, Nonprofits.
- h. The Monterey County Herald, Your Town, Monterey, Presentation Kicks Off MPC Semester.
- i. GO! The Monterey County Herald, January 29 – February 4, 2009, "I have gone to universities in three different countries. MPC is the best I've been to." Helena Bartman, MPC Student.
- j. The Monterey County Herald, Saturday, January 31, 2009, Local College Roundup...MPC women thrash Mission, 78-51, Herald Staff Report; and "This is my school in my hometown." Lashandra Batiste, MPC Student.
- k. The Monterey County Herald, Sunday, February 1, 2009, Monterey Peninsula College honor roll.
- l. The Monterey County Herald, Sunday, February 1, 2009. MPC/The Foundation...18th Annual MPC Lobo Hall of Fame Banquet...Friday, March 20, 2009. Embassy Suites Hotel, Seaside.
- m. The Monterey County Herald, Sunday, February 1, 2009. MPC stuns unbeaten SJCC, Herald Staff Report.
- n. The Monterey County Herald, Monday, February 2, 2009. Lobos salvage split.
- o. The Monterey County Herald, Tuesday, February 3, 2009. Monterey Peninsula College honor roll.
- p. The Monterey County Herald, Wednesday, February 4, 2009, Police briefs...Man, 77, Robbed in MPC Parking Lot; MPC Theatre Company...Rumplestiltskin; Baseball...Merced 8, MPC 3.
- *q. A thank you letter from Sunder Ramaswamy, President of Monterey Institute of International Studies, dated February 4, 2009, to Dr. Douglas R. Garrison for coming to the community breakfast hosted by David Armanasco regarding the future of the Institute and ways to work together for the benefit of the Monterey Bay community.
- r. GO! The Monterey County Herald, February 5-11, 2009. MPC opens Storybook Theatre season with 'Rumplestiltskin'; and MPC Donald Hall, Poet Laureate of the U.S. (2006-2007).
- s. The Monterey County Herald, Friday, February 6, 2009, MPC Donald Hall and Women's Basketball...SJCC 70, MPC Women 59.
- t. The Monterey County Herald, Saturday, February 7, 2009, Local Roundup...Lobos score 17 runs, sweep doubleheader.
- u. The Monterey County Herald, Sunday, February 8, 2009, MPC/The Foundation...18th Annual MPC Lobo Hall of Fame Banquet.
- v. The Monterey County Herald, Monday, February 9, 2009...MPC...Donald Hall, Poet Laureate of the United States (2006-2007), Thursday, February 19th at 7:00 p.m., MPC Lecture Forum 103.
- w. The Monterey County Herald, Wednesday, February 11, 2009, JC Baseball, Cabrillo 6, MPC 4.
- x. The Monterey County Herald, Thursday, February 12, 2009, Softball, MPC 16, DeAnza 0; MPC 10, DeAnza 2. Women's Basketball, Chabot 73, MPC 49. Men's Basketball, West Valley 73, MPC 53.

- y. The Monterey County Herald, Tuesday, February 17, 2009, Monterey, Green Party nominee due for MPC speech.

Reports and Presentations

Institutional Report: Employee Demographics Ms. Barbara Lee, Associate Dean, Human Resources

Ms. Lee asked a rhetorical question, “Why are employee demographics important to us?” Education Code 87100(a) (2) states that “Academic excellence can best be sustained in a climate of acceptance and with the inclusion of persons from a wide variety of backgrounds and preparations to provide service to an increasingly diverse student body.” She also stated that it is part of Accreditation Standard IIIa, 4b which states that “The institution regularly assesses that its record in employment equity and diversity is consistent with its mission.” The MPC Mission Statement also reads as follows: “Monterey Peninsula College is committed to fostering student learning and success by providing excellence in instructional programs, facilities, and services to support the goals of students pursuing transfer, career, basic skills, and life-long learning opportunities. Through these efforts MPC seeks to enhance the intellectual, cultural, and economic vitality of our diverse community.” MPC’s Institutional Goals, 2007-2010 #2 goal reads as follows... “ Foster a climate that promotes diversity throughout the institution. Objectives: 1. Actively seek and enhance diversity in all college programs, curricula, extra-curricula, outreach and community events, and in the college population, students, employees and Board of Trustees. 2. Recruit and retain a diverse college-wide community.”

Ms. Lee talked about conditions pre-Proposition 209 which required us to have an Affirmative Action Plan and Goals and timetables based on availability data. Conditions have changed post-Prop 209; now we must have an Equal Employment Opportunity Plan. No goals or timetables are included, and the State has not yet distributed availability data.

Ms. Lee reported that the District employs 614 people. We have 15 employees with disabilities. Seventy-six percent (76%) of our employees are white; 9% are Hispanic; 2% are Filipino; 7% are Asian; 1% is Native American; and 5% are Black. We have 56% females and 44% males. In the Executive/Managerial Demographics, 64% are white; 14% are Black; 9% are Hispanic; and 4% are Filipino. Fifty-five (55%) are female and 45% are male. In Regular Faculty Demographics, we have 78% white; 8% are Asian; 9% are Hispanic; 3% are Black, 1% is Filipino; and 1% is Native American. Forty-eight percent (48%) are female and 52% are male. The next statistic is where the District has concern and where we need to do some work. It is with the Adjuncts Demographics. Eighty-nine (89%) of our adjuncts are white; 2% of our adjuncts are Black; 2% are Hispanic; 2% are Filipino; and 1% is Native American. Fifty-seven percent (57%) are female and 43% are male. The Classified Workforce Demographic demonstrates the greatest diversity. Fifty-eight percent (58%) of our workforce is white; 18% are Hispanic; 10% are Asian; 10% are Black; 3% are Filipino; and 1% is Native American. Sixty percent (60%) of our workforce are female and 40% are male.

Ms. Lee reported that the Demographics of the Current Workforce Permanent vs All looks like this: Permanent: 65% white vs All 76%; Permanent: 15% Hispanic vs All 9%; Permanent: Black 8% vs All

5%; Permanent: Asian 9% vs All 7%; Permanent: 2% Filipino vs All 2%; Permanent: Native American 1% vs All 1%.

Ms. Lee's PowerPoint presentation broke down the demographics of applicant pools for Executive/Administrative/Managerial; Faculty; Classified; Adjuncts; and showed the progress in the workforce. She made several observations: 1) One of the keys to increasing diversity is to increase the diversity of the applicant pools. 2) While the overall diversity of the workforce is increasing, the demographics are shifting. 3) The number of employees reporting disabilities has decreased significantly, from 10% in 2001 to 4.5% in 2008.

Ms. Lee asked, "What is MPC doing to increase diversity on campus?" • A requirement for all positions is that the candidate demonstrate an understanding of, sensitivity to, and appreciation for the academic, ethnic, socio-economic, disability and gender diversity of community college students (required by EC87360 for administrators and faculty). • Broad recruitment. • Training for all hiring committees on the principles of Equal Employment Opportunity. • Speakers and activities on diversity-related topics. • Updating the EEO Plan. • Bilingual requirements for identified positions.

Ms. Lee then asked, "What is the District's plan for the future?" • Update hiring processes, with special emphasis on adjunct faculty. • Implement new EEO Plan. • Continue exploring new recruitment sources. • Working with the EEO Advisory Committee, continue to investigate programs and speakers which may enhance understanding of diversity. • Monitor the demographics on an annual basis; re-survey employees as needed.

At the conclusion of her report, she asked if there were any questions. Trustee Pohlhammer asked several questions: "How many adjunct faculty have health plan coverage and how many do not? Who applies for adjunct faculty positions?" She said she would have to research the first question and the answer to the second question was a variety of reasons. Some instructors were seeking extra income, some were seeking experience, some were trying to get their foot in the door for a full-time teaching position. Trustee Page said that he has attended Ms. Lee's Equal Employment Opportunity Committee meetings and commended her for exceptionally well-run meetings.

Dr. Tunney, on behalf of the Governing Board, thanked Ms. Lee for her thorough and comprehensive report.

Superintendent's Report:

Dr. Garrison reported that he will let his written report, which was included in the Board packet, stand as presented except he wanted to add a few comments as follows:

1. Dr. Garrison reported that he was concerned about the lack of diversity in the adjunct faculty as it is an avenue for faculty to be considered for full-time faculty positions here at Monterey Peninsula College. It is his aim to give this issue more attention in the future.
2. Dr. Garrison reported that Joe Bissell will be addressing the State Budget and its impact on Monterey Peninsula College later in the meeting.

3. Dr. Garrison reported that we have had several incidents of crime on campus lately and that he urged everyone to be vigilant on campus. An “All User” message was sent out to students, faculty, and staff that this is a safe environment, but that we have the highest concentration of people on campus of anywhere on the Peninsula. We are taking steps to minimize danger and to discourage vandalism and thievery. Dr. Tunney said we are observing an increase in the amount of crime in our area overall because of the hard economic times we are facing. Trustee Page said we have been somewhat insulated from gang activity, but it appears that it is headed our way. The Monterey Peninsula needs to be more invested in the Salinas area problems or their problems might become our problems as evidenced by the Safeway robbery on Canyon Del Rey.
4. Dr. Garrison reported that he had interviewed three candidates for the UCSC Pister Scholarship Award. He reminded everyone that he doesn’t make the selection, UCSC does. He reported that he was quite impressed with the candidates and wished them all well as he would be proud to have any one of them representing MPC. When UCSC selects the person for the scholarship, he will invite the individual to a Board meeting and introduce him.
5. Dr. Garrison thanked Dr. Sharon Colton and her crew for adding the College’s mission statement and institutional goals to our Website.
6. Dr. Garrison reported that he attended the ACCCA conference last week. He added that it was a good session. One of the highlights of the conference was the Harry Buttimer Chief Executive Officers session where over 30 past recipients were invited to attend and 24 came and shared their knowledge and perspectives with new administrators. Dr. Garrison moderated the panel discussion and it received great reviews. Following the session each past Buttimer Awardee was interviewed for twenty minutes. These interviews will be accessible on the ACCCA website in the future and Dr. Garrison will let the Trustees and campus know when they can access them. These interviews will give new people coming into the system insights of where we have been and where we will be going.
7. Dr. Garrison reported that later on the agenda we will be recommending instructors William Easton, Heather Faust, and James Lawrence for tenure. This is a tremendous achievement by our instructors and we congratulate them as we are quite proud of their achievement.
8. Dr. Garrison reported that on Thursday, February 26th, the Humanities Book Awards will be presented to deserving students. He invited everyone to attend as this is a touching awards ceremony and a wonderful way to salute our students.

Vice Presidents’ Reports:

Carsbia Anderson, Vice President for Student Services: Mr. Anderson spoke about several topics. • Mr. Anderson stated that when he and Mr. Walker visited Fitch Middle School, students there felt that peers needed to take a stand with their peer group... discussing what’s right and what’s wrong. • He spoke about Lobo Day which was held on Wednesday, February 18th, and was very successful thanks to ASMPC and Julie Osborne. Ms. Osborne has had a

good influence on the students as well as Gaozong Thao in Matriculation Services. • The managers in Student Services building have been discussing interior wall organizers and the placement of temporary walls for their new building. • Mr. Anderson reported that the Student Financial Services office has given over 1000 more fee waivers this semester than over past semesters. • The EOPS Program processed over 200 more students than in the past which means they are serving 400 students now. • The Child Development Center is full. • Enrollment of non-duplicated students is up 7%-8%. The District is trying to shrink our non-credit FTES, and grow our credit enrollments. Our African-American enrollment is up 9.3%. Our Hispanic enrollment is up by 20%. Our continuing student enrollment is up by 10%. New student enrollment is up by 5% this semester. The total units students are enrolled in is up by 12.2%. • We have three significant scholarships this year: The Pister Award, \$10,000 per year for two years; the Matsui Award, two \$10,000 scholarships; and the Baskin Award, one or possibly two \$20,000 scholarship/s \$10,000 for two years. • The Lobo Hall of Fame Banquet will be held Friday, March 20th. Two of the awardees will be our own Laurence Walker, Dean of Student Services, and Alex Hulanicki of the MPC Foundation and adjunct English instructor.

The Trustees thanked Mr. Anderson for his report.

Mr. Joe Bissell, Vice President for Administrative Services: Mr. Bissell reported that Dr. Garrison had placed his name in nomination to the County Treasury Oversight Committee, and he was elected. He attended his first meeting two weeks ago.

The Trustees thanked Mr. Bissell for his short report.

Dr. John Gonzalez, Vice President for Academic Affairs: Dr. Gonzalez reported that our Marina Education Center is doing very well. Enrollment of non-duplicated credit is over 600, a 200% increase over last semester. He thanked Michael Gilmartin, Susan Steele, Laura Franklin, and Carsbia Anderson for the support they have provided to the students and to him at the Marina Education Center. • Dr. Gonzalez thanked Dr. Sharon Colton and her staff for inserting the College's mission statement and goals on to the College's website not only for the entire community to see, but also for our upcoming accreditation site visit. These are important documents and should be easily accessible to everyone. • Standard Co-Chairs have begun to provide reports to the Academic Senate. Standard Co-Chairs are writing their self-study reports and we are making progress, but there are a few places where we need to focus our attention. Their presentations generated a substantial dialog and that will continue. The report will go to the College Council. A special thank you to Fred Hochstaedter also. • Trustee Steck asked, "Where would these students be taking classes if the Marina Ed Center were not here?" Dr. Rosaleen Ryan could formulate a survey to ask that question, and we could give it to the students at our Marina Ed Center during their class/es. Dr. Steck wondered if we are stealing students away from our main campus. Dr. Garrison stated that students from the main campus taking courses at the Marina Ed Center may not be a bad thing as we could more easily back-fill courses on the main campus than we could at the Marina Ed Center.

The Trustees thanked Dr. Gonzalez for his report.

Academic Senate: No report for this month.

MPCTA: Mark Clements reported that there isn't enough strife and grumbling going on here, and we are actually working pretty well together. We do work collegially together. How nice it is that we don't have "issues" to deal with as do many other colleges do.

MPCEA: No report for this month.

ASMPC: Mr. Michael Dickey, ASMPC Vice President of Representation, reported that Lobo Day, February 18th, went well with massive participation by the clubs. The students held an open forum on Friday, February 20th, in the Karas Room to hear about student concerns, which will be addressed at the next regular ASMPC meeting. Following the Open Forum meeting, Vice President of Finance, Sarab Sarabi, Peter Seibe, and he attended the Region IV meeting in Santa Cruz. The students will be participating in the march on Sacramento which is planned for March 16th. ASMPC will be meeting with Hartnell College students, and they will be taking some of their students in the MPC rented buses. In March, ASMPC will almost double the amount of bus passes purchased from last month for students. Mr. Dickey noted that the student food bank has been heavily used this semester. There is more need than ever. He reported that ASMPC has two new Board members: Peter Seibe and Ted Lopez. As a final note, ASMPC now has an official seal.

College Council – No report this month.

MPC Foundation: Director Marilyn Gustafson reported on a number of items. • She applauded the effort given to the United Way campaign. It is a wonderful organization and deserves consideration and support. Thank you to Dr. Garrison and the trio of women who are working so hard to make the campaign a success on the MPC campus. • MPC Foundation cash donations for January are \$12,707.50. She also mentioned Mr. Charles Page's donation of a beautiful Yamaha piano. She noted that Norma Lewis would like to donate a large bronze sculpture entitled "On Ice" to MPC. A subcommittee of Jaime Dagdigian, Gary Quinonez, and Ilene Tuttle are to determine its suitability for the College and where it might be placed on the campus. Ms. Gustafson will come back to the Board with a recommendation for placement, if appropriate. • Ms. Gustafson reported that the cultivation luncheons will resume tomorrow with 15 people as guests. • The economy has had an impact on the MPC Foundation donations and our Common Fund account. • The Board of Directors is committed to the Academic Excellence Awards and the AEA Committee has been charged with reviewing and raising new dollars for that program. The committee will endeavor to raise 50% of the funds to be distributed in 2009 from new donors; the remainder will come from unrestricted donations. • Dean Flippo will chair the Scholarship Committee for the Foundation. The Foundation will support the Office of Financial Services with a contribution of funds to support the reception and by distributing invitations to all scholarship donors, board members, and trustees. • Important dates to remember are Lobo Hall of Fame on Friday, March 20th; Peggy Downes Baskin Lecture Series, Tuesday, April 28th, Monterey Conference Center. Speakers will be Fred Keeley and Drew Liebert. Topic: Ethical Dilemmas: California's Legislative Budget Crisis. Peggy Downes Baskin pledged \$20,000 to sustain the speakers series. General Admission tickets will be \$25, Special Friends tickets will be \$100 and Sponsor tickets will be \$500. The MPC Foundation is preparing a business plan to look at the long-term funding plan.

The President's Community Luncheon will be held on Friday, May 8th, and Sherman Smith is the community person we will recognize. A "hold the date" postcard will be mailed to the community this week. Sherman served his community with generosity and distinction and served as an MPC Trustee for 32 years. He holds the record for the longest serving Trustee in the State of California. We are seeking table sponsors so that we can invite one MPC faculty and one Foundation member to each table. We ask them to host tables. We would like to continue this tradition. • Ms. Gustafson reported that she accepted an invitation to speak at the luncheon meeting of the Carmel Valley Kiwanis Club. • Ms. Gustafson reported that she enjoyed a wonderful and very educational trip to Egypt in January with the Gentrain program. Mr. Tom Logan headed the trip. • In closing, Ms. Gustafson said that the MPC Foundation has tried to deal with the economic downturn by reducing its staff and that the Foundation Board is committed to working on behalf of the College.

Board Reports: Vice Chair Page said he was pleased to donate the piano to the College and that he was donating a book of his writings to the College as well.

Dr. Steck attended the Monterey County School Board's Association meeting on behalf of Trustee Pohlhammer. As part of their mission, the group wants to train school trustees. We have 24 K-12 and two community colleges and the Monterey County Board of Education in our district. At their first meeting, they elected a President, Vice President, and a Treasurer. They are in the process of writing their bylaws. The next meeting of the group will be in March.

Trustee Pohlhammer said he had many conversations with Sue Skipper while he was at Westland House. He enjoyed conversing with her and she will be missed by him.

Dr. Steck reported that Community Human Services is having troubles with their revenue stream as they are paid by the State and the County, which are very slow in paying because the State, until just recently, hadn't adopted a budget, and the County has been notoriously slow in paying. As a result, the agency is trying to figure out how to survive.

Bond Report:

Mr. Bissell reported that Dr. Garrison, Dr. John Gonzalez, Mr. Bissell, and Architect Ken Scates made a presentation to the Marina Architectural Review Committee and Planning Commission on Thursday, February 19th. The Herald will be writing an article about the plan for the new Center.

Mr. Bissell reported that the Facilities Committee is the group that reviews projects prior to submission to the College Council. The Facilities Committee has made two recommendations:

- 1) Separate the Business and Computer Sciences from Physical and Life Sciences Project. If we separate the Business and Computer Science building, we think it will be picked up quicker.
- 2) Replace the greenhouse which will increase faculty/staff parking. Mr. Bissell made the suggestion to do a projects tour of the new Administration Building and of the Gymnasium and of the Public Training Center. Mr. Bissell will try to find a good time to schedule such a tour.

Mr. Joe Demko reported on construction projects: • Construction on the new Public Safety Training Center continues and we have made significant progress. The first building will be completed in May 2009 and the second in the summer of 2009. • One additional modular classroom has been placed and is in use at the MPC Education Center (at Marina). The MPC Education Center permanent buildings design is underway and the architect will submit the drawings to DSA in February, 2009. Bidding is anticipated in Summer, 2009. • Infrastructure Phase I and Phase II projects have basically been completed. Infrastructure Phase III has begun and includes data cabling, the PE elevator project, bridge removal and remaining site work (lighting, parking lots, and sidewalks). Over the holiday break, 27 additional spaces have been added to Parking Lot B. Remaining parking lots will be upgraded next summer. The campus data cabling backbone is progressing as scheduled. • The new Administration Building flooring is being put in. The contractor should be commended for making up for lost time with bad weather conditions. Completion is anticipated for March with move-in occurring on April 6. • The Gym upgrade is complete with the exception of the seismic upgrade, which will be completed by the end of February. • The architect is preparing drawings for the Auto Technology Building classroom addition to the existing structure. It is anticipated that classroom construction will begin in Summer, 2009 and finish in December, 2009. • Family and Consumer Science Building renovation includes replacing doors, counter tops, shelving and selected lighting, along with upgrades of data cabling and plumbing. It will be complete at the end of January, 2010. • An accessible walkway to the Baseball Field is completed. Installation of the new backstop is waiting DSA approval of the design and the work will be completed when the baseball season is over.

Mr. Davis commented that it looks like we are on budget for the Administration Building. Earlier we kept finding unexpected things that were costing more money. Mr. Demko stated there will be costs at the end, but we put in a 12% contingency budget and the State gives us up to 7% for overruns. We are negotiating final change order costs now. He suggested that the Trustees take a tour of the campus projects before the April Governing Board meeting.

The Trustees thanked Mr. Demko for his report.

At this time in the meeting Dr. Tunney asked that a short break be taken.

Dr. Tunney asked if there were any comments and/or additions to the Consent Calendar. Mr. Page noted that Consent Items #6 and #8 are the same. He asked that #6 be withdrawn from the Agenda. The Trustees offered their congratulations to instructors Easton, Faust, and Lawrence for achieving tenure.

Consent Calendar

A. Routine Matters:

MSC Page, Steck

08-49

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

1. The Governing Board minutes for the Regular meeting held on Tuesday, January 27, 2009, and the Special meeting held on Tuesday, February 3, 2009, are approved.
2. The Governing Board accepts \$12,932.50 and other gifts donated to the College with appropriate thanks to the donors.
3. The January 9th Supplemental Payroll in the amount of \$48,400.37, the January 30th Regular Payroll in the amount of \$1,892,734.78, the February 5th Manual Payroll in the amount of \$2,350.43, and the February 10th Supplemental Payroll in the amount of \$36,315.69, be approved.
4. The Commercial Warrants #12688118 through #12688203, #12689340 through #12689386, #12690105 through #12690145, #12690758 through #12690768, #12691419 through #12691459, #12693125 through #12693161 in the amount of \$2,834,176.20, be approved.
5. That purchase orders #900883 through #901010 in the amount of \$2,087,337.94, be approved.
6. The following budget increases in the Restricted General Fund be approved.

Increase of \$44,911 in revenue and matching expenses, to reflect funds received for FY 2008-2009.
7. That the following budget adjustments in the Restricted General Fund be ratified:

Net decrease in the 1000 Object expense category	\$ 4,312
Net increase in the 2000 Object expense category	\$ 1,849
Net increase in the 3000 Object expense category	\$ 352
Net increase in the 4000 Object expense category	\$ 157
Net increase in the 5000 Object expense category	\$ 1,645
Net increase in the 6000 Object expense category	\$ 309.
8. The following budget adjustments in the Unrestricted General Fund be ratified.

Net increase in the 2000 Object expense category	\$ 1,700
Net increase in the 3000 Object expense category	\$ 186
Net decrease in the 4000 Object expense category	\$ 1,981
Net increase in the 5000 Object expense category	\$ 95.
9. The following budget adjustments in the College Center fund be ratified:

Net decrease in the 2000 Object expense category	\$ 3,687
Net decrease in the 3000 Object expense category	\$ 1,001
Net increase in the 4000 Object expense category	\$ 824
Net decrease in the 5000 Object expense category	\$ 1,422
Net increase in the 6000 Object expense category	\$ 5,286.

10. The following course(s) and program changes be approved:

ENGL 402, Introduction to Academic Reading Lab
 ENGL 422, Fundamentals of Reading Lab
 Fashion – Textile Design: Certificate of Achievement and Associate in Science
 FASH 136, Fabric Manipulation
 MAST 206, Marine Robotics I: Writing and Pool Practice
 MAST 207, Marine Robotics II: Missions
 PARK 160, Basic Interpretation for Guides and Interpreters.

B. Academic Personnel

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

- a) Grant Equivalency Based on Eminence to Jeff Procive to teach CHDV 180: Curriculum Materials Lab, effective Spring 2009.
- b) Grant Equivalency Based on Eminence to Christine Dietrich-Hart to teach ESL 336/446: English Skills for Success II, effective Spring 2009.
- c) Grant Equivalency Based on Eminence to Aletha Parker to teach HLTH5: Advanced First Aid and Emergency Care and HLTH 205: CPR for Health Professionals, effective Fall 2008.
- d) Grant Equivalency Based on Eminence to Christopher Smith to teach HLTH5: Advanced First Aid and Emergency Care and HLTH205: CPR for Health Professionals, effective Spring 2006.
- e) Grant Equivalency Based on Eminence to Felix Coletto to teach HLTH5: Advanced First Aid and Emergency Care and HLTH205: CPR for Health Professionals, effective Spring 2008.
- f) Grant Equivalency Based on Eminence to James Brown to teach HLTH5: Advanced First Aid and Emergency Care and HLTH205: CPR for Health Professionals, effective Spring 2006.
- g) Grant Equivalency Based on Eminence to Theodore Masek to teach CSIS1, 10A, 10B, 11, effective Spring 2009.
- h) Grant Equivalency Based on Eminence to Machi Kayawaki-White to teach JPNS1A, 1B, and 2A, effective Spring 2009.
- i) Grant Equivalency Based on Eminence to Larry Welch to teach DRAM64, 65, 67, 68, 75, 76, 77, 78, effective Spring 2009.
- j) Grant Equivalency Based on Eminence to Evelyn Klein to teach ART35K: Special Printmaking Techniques I, effective Spring 2009.

- k) Grant Equivalency Based on Eminence to Charles Omstead to teach AUTO104: Automotive Electrics, effective Spring 2009.
- l) Grant Equivalency Based on Eminence to Jody Alexander to teach Art 36C: Book Arts, effective Spring 2009.
- m) Grant Equivalency Based on Eminence to Anne Marie Hunter to teach THEA35, 49, 77, effective Spring 2009.
- n) Grant Equivalency Based on Eminence to Tomoko Ogaki to teach JPNS1A, 1B, effective Spring 2009.
- o) Each month individuals are hired as part-time, substitute, and overload. The recommended lists include hires for Fall 2008, Early Spring 2009, and Spring 2009.

12. Monterey Peninsula College employ the following probationary employees as tenured employees for all subsequent academic years starting with the 2009-2010 academic year:

- Mr. William Easton
- Ms. Heather Faust
- Mr. James Lawrence.

13. Monterey Peninsula College enter into a contract with the following contract (probationary) employees for the 2009-2010 academic year:

- Ms. Kathleen Clark
- Ms. Alethea DeSoto-Stewart
- Ms. Merry Dennehy
- Mr. Jamie Gerard
- Ms. Sunshine Giesler
- Ms. Karoline Grasmuck
- Mr. Elias Kary
- Mr. Daniel Phillips.

14. Monterey Peninsula College enter into a contract with the following contract (probationary) employees for the 2009-2010 and 2010-2011 academic years:

- Dr. Steven Albert
- Ms. Laurie Buchholz
- Ms. Kelly Fletes
- Ms. Sarah Mawhirter
- Mr. David Michaels.

D. Classified Personnel

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

MSC Steck, Davis

08-50

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

MSC Page, Steck

08-51

BE IT RESOLVED, That the Quarterly Financial Status Report for the quarter ending December 31, 2008 as presented on form CCFS 311Q, be accepted and made part of the minutes of this meeting.

Dr. Garrison began the discussion by stating that the District's long term financial plan represents a significant amount of work by Joe Bissell and his staff. It is intended to be a blueprint for sound financial planning.

Mr. Bissell reported that the State budget passed only last week. The Governor signed it. In the current year it is a good budget for community colleges with \$185 million in growth funds and no other cuts for community colleges. The District's long term plan includes seven areas that the District will target to help increase future revenue and promote secure enrollments. These are outlined in the draft of the Long-Term Financial Plan.

Mr. Bissell reported that MPC, like many other California community colleges, has historically been underfunded. Under Program-Based Funding, the District was funded at 57% of the established standard. Underfunding has adversely affected MPC's ability to fully support faculty and provide services to students. Although it is not probable MPC can do much to improve statewide college funding formulas, it is believed that improvements can be realized at MPC with improved long-term fiscal planning. MPC has a history of fiscal stability as evidenced by consistent balanced budgets, positive cash flows, adherence to a Board-mandated 10% reserve, early contributions to GASB-45 retirement obligations, and a negotiated salary and benefit formula resulting in a highly competitive, predictable total compensation model. The District's long-term plan includes continuing conservative budgeting practices credited for past stability.

Mr. Bissell stated that the Fiscal Stability Report indicates 96% of the District's operating revenue is dependent on full-time equivalent students. Secured and growing enrollments are identified as the most important factors to ensure the future revenue stream is available to provide quality services. In the past two years, two strategic planning areas have received considerable attention concerning enrollments: enrollment growth and improved enrollment efficiency. The college had experienced several years of enrollment stagnation and had increased the overall percentage of noncredit education, often delivered through instructional service agreements, to address this situation. Through a combination of several efforts, enrollment has started to grow, and strategic plans have been developed to sustain manageable growth in the credit curriculum, thereby lessening reliance on noncredit offerings. Expansion of a Public Safety Training Center in Seaside and an Education Center in Marina

are planned. These sites promise to increase access for local populations, and the Training Center is intended to serve a regional audience. The expansion of these education sites will enhance enrollment and require institutional support.

Mr. Bissell said the District's long-term plan includes seven areas that the District will target to help increase future revenue and promote secure enrollments: 1) Increase enrollments. 2) Review noncredit FTES for potential conversion to credit FTES or to enhance noncredit FTES. 3) Review positive attendance courses for possible conversion to census and review attendance accounting methods to ensure compliance and accuracy. 4) Review possible gains with a restructure of current academic calendar. 5) Reduce a dependence on instructional service agreements and ensure agreements maintained are well administered. 6) Ensure administrative support for economic and workforce development. 7) Pursue other funding sources.

Mr. Bissell reported that the District's long-term plan also includes working to reduce expenses by continuing to pursue cost containment measures, especially for the Districts' two largest expenses: employee benefits and utilities. To ensure all these efforts are adequately supported, the College implemented a new Planning and Resource Allocation Process that is data-driven and tied to long-term institutional goals. This process has broadened awareness of these efforts and promoted institutional support for their success. Evidence of this institutional support is the inclusion of an "improvement and growth" fund in the collective bargaining process, a fund set aside from salary/benefit negotiations for investment in overall institutional improvement.

The Trustees thanked Mr. Bissell for his comprehensive report.

MSC Steck, Davis

08-52

BE IT RESOLVED, That the Board adopt the Long-Term Financial Plan (January 2009) as presented by the Vice President for Administrative Services.

Trustee Page said that the report looks like a satisfactory, unqualified report. However, there are some non-compliant issues. Have they been worked out? Mr. Bissell said one of the primary items in the past has been FTES. The District has implemented some changes so that we can grow and continue to grow. He suggested that the Trustees read the first 12 pages of the document which also addresses other concerns, i.e., better charts and answers concerning fringe benefits, which is a large expense to the District. There were a few more questions about audit adjustments, which we are fixing procedurally. Another question concerned backdating drops by instructors. We are going to implement a response which will mean more work for instructors, but this will answer the backdating questions.

MSC Page, Pohlhammer

08-53

BE IT RESOLVED, That the Governing Board receive the District's annual Financial Audit Report for the fiscal year ended June 30, 2008.

There were no findings.

BE IT RESOLVED, That the Governing Board receive the District's Measure I General Obligation Bonds Performance Audit and Independent Auditors' reports for the fiscal year ended June 30, 2008.

Dr. Garrison reported that the Accrediting Commission for Community and Junior Colleges requires institutions to submit a thorough Substantive Change Proposal whenever significant changes are considered. The purpose of the Substantive Change Proposal process is to help institutions determine the impact of those changes and whether they have the ability to continue to meet accreditation standards. The Commission encourages and implicitly requires change to improve the institution. However, the Commission also anticipates that institutions will respond to evidence of the need for change, and it expects change to be undertaken responsibly.

Dr. Gonzalez noted that the Substantive Change Proposal submitted by MPC to the Commission meets all of the criteria established by ACCJC. In November 2008, we submitted a draft to the Commission and the Commission provided input and suggestions. We considered their input and did some rewriting. The Substantive Change Proposal provides extensive background information on the thoughtful, deliberate steps taken by MPC to implement four initiatives: 1) Expansion of the MPC Education Center at Marina to better serve the educational needs of the community residing in the north end of our service area. (Dr. Gonzalez noted that we are 'grandfathered' into Center status which qualifies us to receive \$250,000 in base funding. We intend to apply for full Center status, which will then qualify us to receive an additional \$750,000 in base funding.) 2) Affiliation with the South Bay Regional Public Safety Training Consortium to offer law enforcement training. 3) Affiliation with Farmworker Institute for Education and Leadership Development (FIELD) to offer non-credit English as a Second Language courses. 4) Intent to consider possible expansion of distance learning classes offered via the online format.

Dr. Gonzalez added that this Substantive Change Proposal demonstrates that these initiatives are fully vetted by the institution and are a part of the College-wide planning process. It also sets the tone for the accreditation self-study we are now engaged in and it further shows that MPC will continue to meet the accreditation standards. The ACCJC requires change to improve institutions.

Dr. Gonzalez encouraged the Trustees to read the Substantive Change document and he hoped that the Accreditation Team will do the same. Of particular importance is Page 5 of the document which lists the types of actions that the institution has taken in line with the mission and goals of this institution.

Dr. Tunney, on behalf of the Trustees, thanked Dr. Gonzalez for his well-done report.

BE IT RESOLVED, That the Governing Board of Trustees approve the Monterey Peninsula College Substantive Change Proposal for submission to the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.

REVIEW OF GOVERNING BOARD POLICY 1005,
COMPOSITION AND AUTHORITY OF THE
GOVERNING BOARD

INFORMATION

Dr. Steck suggested that in the last paragraph, the word "Trustee" should be plural. It should read, "Trustees." He also asked that the words be consistent in Policy 1005 when referring to the District areas by using one of three words: "mainly," "largely," or "mostly". It was decided to use "largely."

REVIEW OF GOVERNING BOARD POLICY 1009,
BOARD SELF-EVALUATION

INFORMATION

The Trustees decided to take out the questionnaire so that Trustees may select their own questionnaire and pages 5-8 will be omitted from the policy. Dr. Steck will submit any further changes to Mr. Page as soon as possible so that he may include them in the review by the Trustees.

CALENDAR OF EVENTS

INFORMATION

The Trustees reviewed the Calendar of Events.

Dr. Tunney reminded everyone that the March 24th Board meeting will be held at the Seaside City Council Chambers, 440 Harcourt Avenue, Seaside.

Dr. Tunney reported that he will be speaking at the Seaside Rotary on March 23rd, and at the Marina Rotary Club on March 11th.

Dr. Tunney also suggested that the four community colleges (Hartnell, Cabrillo, Gavilan, and MPC) hold a joint meeting and invite a guest speaker.

Advance Planning

The next regular Governing Board meeting: Tuesday, March 24, 2009.

Closed Session: 6:00 p.m., Seaside City Hall Conference Room.

Open Session: 7:00 p.m., Seaside City Council Chambers.

Suggested future Agenda items:

1. Tour of the new Administration Building before the April Board meeting.

Adjournment

The Open Session was adjourned at 5:50 p.m.

Respectfully submitted,

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