

Monterey Peninsula Community College District

Governing Board Agenda

December 10, 2014

Consent Agenda Item No. A.1

Superintendent/President
Office

Proposal:

To consider and approve the minutes of the Regular Board meeting on November 19, 2014.

Background:

The Governing Board meeting minutes are prepared by the Executive Assistant to the Superintendent/President and the Governing Board, reviewed by the Superintendent/President, and submitted to the Trustees for their review and approval under the Consent Agenda. If there is an error in the meeting minutes, and the Chair and the Governing Board approves of the change, the minutes may be amended.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that the Governing Board approve the minutes of the Regular Board meeting on November 19, 2014.

Recommended By: Dr. Walter Tribley, Superintendent/President and Board Secretary

Prepared By: Shawn Anderson
Shawn Anderson, Executive Assistant to Superintendent/President and Governing Board

Agenda Approval: Walter Tribley
Dr. Walter Tribley, Superintendent/President

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

REGULAR BOARD MEETING

WEDNESDAY, NOVEMBER 19, 2014

1:30pm, Closed Session, Stutzman Room, Library & Technology Center
3:00pm, Regular Meeting, Sam Karas Room, Library & Technology Center

980 Fremont Street, Monterey CA 93940
www.mpc.edu/GoverningBoard

MINUTES

1. **CALL TO ORDER** – Chair Charles Brown called the meeting to order at 1:35 p.m.
2. **ROLL CALL** – present:
Mr. Charles Brown, Chair
Dr. Margaret-Anne Coppernoll, Trustee
Ms. Marilynn Dunn Gustafson, Trustee
Mr. Rick Johnson, Trustee
Dr. Loren Steck, Vice Chair
Dr. Walter Tribley, Superintendent/President
3. **PUBLIC COMMENTS ON CLOSED SESSION ITEMS** – None.
4. **CLOSED SESSION**
 - A. Conference with Legal Counsel—Anticipated Litigation (Government Code Section 54956.9(b))
 - a) Significant exposure to litigation
 - b) Two potential cases
 - B. Conference with Labor Negotiators (Government Code Section 54957.6)
 - a) Employee Organization: MPCEA/CSEA
 - b) Agency Representatives: Susan Kitagawa & Larry Walker
 - C. Conference with Labor Negotiators (Government Code Section 54957.6)
 - a) Employee Organization: MPCTA/CTA/NEA
 - b) Agency Representatives: Susan Kitagawa & Michael Gilmartin
5. **RECONVENE TO OPEN SESSION / CALL TO ORDER**
6. **ROLL CALL**
Chair Brown asked for Roll Call at 3:04 p.m.
Present:
Mr. Charles Brown, Chair
Dr. Margaret-Anne Coppernoll, Trustee
Ms. Marilynn Dunn Gustafson, Trustee
Mr. Rick Johnson, Trustee (Trustee Johnson left at 5:15 p.m.)
Dr. Loren Steck, Vice Chair
Dr. Walter Tribley, Superintendent/President (President Tribley left at 5:00 p.m.)
Mr. Maury Vasquez, Student Trustee

7. PUBLIC COMMENT

Gentrain Society Board member Robert Marcellini reported that he will be the sole Gentrain liaison to the MPC Governing Board, as Linda Chetlin will no longer be sharing that role with him. He communicated the Gentrain Board's support of MPC's proposed Mission Statement, Values Statement, and lifelong learning definition. He also shared the Gentrain Board's offer to work with the Governing Board to develop the budget for sustaining the Gentrain program.

8. REPORT OF ACTION TAKEN IN CLOSED SESSION – No report.

9. APPROVAL OF AGENDA

Motion Steck / Second Coppernoll / *The Consent Calendar and New Business were moved ahead of "Reports and Presentations."* Carried. 2014-2015/53

Student Advisory Vote:	AYE	Vasquez
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

10. RECOGNITION

A. Moment of Silence

- a. MPC Student, Erii Oshima, deceased October 23, 2014.
- b. MPC Custodian, Greg Gumbrell, deceased November 9, 2014.
- c. MPC Professor Emeritus, Arthur James "A.J." Farrar, deceased November 13, 2014.

B. Acknowledgment of Guests – None.

11. PUBLIC COMMENTS – None.

12. CORRESPONDENCE AND PUBLICATIONS

A. Written Communications

- 1) Letter to MPC Superintendent/President Dr. Walter Tribley from Mr. Tom Nelson, Lyceum of Monterey County Executive Director, commending MPC Student Trustee, Maury Vasquez.

B. MPC All User Emails

- 1) Beccie Michael: "STE(A)M Center Workshop & Survey"
- 2) MPC Online: "MPC Online Training Opportunity – Introduction to Online Teaching & Learning"
- 3) Suzanne Ammons: "CA Shakeout October 16th – Supplemental"
- 4) MPC Foundation: "You Could Win \$1,000" (Lobos Booster Club's Rubber Chicken Drop Fundraiser)
- 5) School of Nursing: "Pizza My Heart Fundraiser for School of Nursing"
- 6) Dental Assisting Program: "Fundraiser for the Dental Assisting Club"
- 7) Jeanette Haxton: "Chamber of Commerce Business Expo"
- 8) Veterans Assistance Office: "Salute to Veterans Event"
- 9) Christine Vincent: "CARE Holiday Party"
- 10) Cathy Nyznyk: "CDC Bake Sale, 10/29"
- 11) ASMPCC: "Dia de Los Muertos – November 4th"
- 12) MPC Theatre Company: "Dracula Opens at MPC Theatre!"
- 13) Veteran's Assistance Office: "Mobile Veteran's Center: 11/3"
- 14) Career Transfer Resource Center: "Transfer Day Activities"

- 15) EOPS, TRiO, CalWORKS, Veterans: “2nd Scholarship Workshop”
- 16) Lara Shipley: “At-Risk Students – You Can Make a Difference!”
- 17) Amy Cavender: “Student Center Grand Re-Opening 11/17”

C. Articles Published in *The Herald*, *The Weekly*, *The Californian*, and Other Media

- 1) *Salinas Californian* / October 24, 2014: “Anytime is good time for Hartnell, MPC”
- 2) *Monterey Herald* / October 26, 2014: “MPC football half-time showcases \$1000 rubber chickens”
- 3) *Monterey Herald* / October 26, 2014: “Hartnell runs over MPC in 44-29 win”
- 4) *Monterey County Weekly* / October 30, 2014: “MPC Theatre’s Dracula sinks in teeth for two weeks”

13. CONSENT CALENDAR

The Consent Calendar was considered at this time.

A. Routine Business Transactions, Annual Renewal of Programs, Bids, Agreements, Notice of Public Hearings and Proclamations:

BE IT RESOLVED,

- 1) That the Governing Board approves the minutes of the Regular Board meeting on October 22, 2014.
- 2) That the Governing Board accepts gifts donated to the College with appropriate acknowledgement to the donors.
- 3) That the October 31st payroll in the amount of \$2,231,353.89 be approved.
- 4) That Commercial Warrants:
12108822 through 12108836, 12109448 through 12109487, 12109953 through 12109976,
12111249 through 12111275, 12112063 through 12112119, 12112684 through 12112699,
12114680 through 12114732, in the amount of \$2,027,064.47 be approved.
- 5) That Purchase Orders B1500393 through B1500452 in the amount of \$1,798,168.76 be approved.
- 6) That the following budget adjustments in the Restricted General Fund be approved:

Net decrease in the 2000 Object expense category	\$	7,411
Net decrease in the 3000 Object expense category	\$	1,589
Net decrease in the 4000 Object expense category	\$	3,616
Net increase in the 5000 Object expense category	\$	12,616
- 7) That the following budget increases in the Debt Service Fund be approved:
Increase of \$1,176,628 in Expense funds and \$1,054,845 in Revenue funds received for FY 2013-2014.
- 8) That the following budget increases in the Building Fund be approved:
Increase of \$9,090,848 in Expense funds and \$6,959 in Revenue funds received for FY 2013-2014.
- 9) That the following budget increases in the Restricted General Fund be approved:
Increase of \$79,467 in funds received for FY 2013-2014.
- 10) That the following budget adjustments in the Parking Fund be approved:

Net increase in the 2000 Object expense category	\$	1,487
Net increase in the 3000 Object expense category	\$	45
Net decrease in the 5000 Object expense category	\$	1,532

11) That the following budget adjustments in the Unrestricted General Fund be approved:

Net decrease in the 1000 Object expense category	\$	1,764
Net decrease in the 2000 Object expense category	\$	2,500
Net decrease in the 3000 Object expense category	\$	236
Net increase in the 4000 Object expense category	\$	36,470
Net increase in the 5000 Object expense category	\$	4,452
Net decrease in the 6000 Object expense category	\$	36,422

B. Faculty Personnel

- 1) That the Governing Board approve the following items:
 - a) Resignation for the purpose of retirement of Constance Gamiere, Counselor, effective at the end of the day, December 19, 2014 and confer upon her the title of Professor Emeritus.
 - b) Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Fall 2014.

C. Classified Personnel

- 1) That the Governing Board approve the following item(s):
 - a) Employment of Julia Fields, Sciences Laboratory Manager, Life Science, 40 hours per week, 11 months per year, effective December 1, 2014.
 - b) Employment of Linda Marie Johnson, Instructional Specialist, Access Resource Center, 18 hours per week, 7 months and 18 days per year, effective December 1, 2014.
 - c) Increase in work year schedule of Instructional Technology Specialist, Humanities (#328), from current 36 hours per week, 10 months & 12 days per year, to 40 hours per week, 12 months per year, effective November 20, 2014.
 - d) Resignation of Ayza Camacho, Administrative Assistant III, Academic Affairs, 40 hours per week, 12 months, effective at the end of the day, November 13, 2014.
 - e) Approval of the attached job description for Academic Curriculum, Scheduling & Catalog Technician effective August 1, 2014.
 - f) Approval of the attached job description for CurricUNET Specialist effective August 1, 2014.
 - g) Approval of the attached job description for Scheduling Technician effective August 1, 2014.
 - h) Approval of the attached job description for Administrative Assistant III effective August 1, 2014.
 - i) Approve title change from Administrative Assistant III, in Academic Affairs, to Administrative Assistant III/Faculty Contracts for positions #5 and #330, and approve the attached job description for Administrative Assistant III/Faculty Contracts effective 7/1/2014.
 - j) Establish new position and approve attached job description for Unit Office Manager, Public Safety Training Center, 40 hours per week, 12 months per year, salary range 18, effective August 1, 2014.
 - k) Approve title change for position #180 from Administrative Assistant III/Instructional Contracts Coordinator to Administrative Assistant III effective August 1, 2014.
 - l) Transfer positions out of the bargaining unit and change to confidential status for positions #99 and #136, Administrative Assistant IV, Academic Affairs and Administrative Assistant IV, Student Services, effective 8/1/2014.

D. Short Term and Substitute Personnel

- 1) That the individuals on the recommended list (Short Term and Substitute Employees), employed for short term and substitute assignments subject to future modifications, be approved.

Motion Steck / Second Dunn Gustafson / *Vice Chair Steck noted the revisions to Consent Agenda Item C.* Carried. 2014-2015/54

Student Advisory Vote:	AYE	Vasquez
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

14. NEW BUSINESS

New Business was considered at this time.

- A. BE IT RESOLVED, that the Quarterly Financial Status Report for the quarter ending September 30, 2014, as presented on form CCFS 311Q, be accepted and made part of the minutes of this meeting.

Motion Johnson / Second Coppernoll / Carried. 2014-2015/55

Student Advisory Vote:	AYE	Vasquez
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

- B. BE IT RESOLVED, that the following course revisions and new courses be approved:

Course Revisions:

LIBR 50 Introduction to Library and Research Skills
 MEDA 105 Medical Terminology
 WOMN 11 Literature by and About Women

New Courses:

BUSI 49 Professional Selling
 CSIS 76A Networking Fundamentals
 CSIS 177A Routing and Switching Basics
 HOSP 20 Catering
 HOSP 25 Chef Assistant
 HOSP 26 Baking and Pastry Chef
 HOSP 40 Wine Fundamentals
 HOSP 41 Wine Appreciation and Analysis
 PFIT 16C Tai Chi III
 PFIT 16D Tai Chi IV
 PHED 12D Competitive Swimming III

Motion Steck / Second Vasquez / Carried. 2014-2015/56

Student Advisory Vote:	AYE	Vasquez
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

- C. BE IT RESOLVED, that the Governing Board approve Dr. Dawn Rae Davis to travel to San Juan, Puerto Rico, November 13-16, 2014 to attend the National Women's Studies Association conference.

Motion Steck / Second Dunn Gustafson / Carried.

2014-2015/57

Student Advisory Vote:	AYE	Vasquez
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

- D. BE IT RESOLVED, that the Governing Board review and accept the MPC Foundation Audit Statements and Management Letters for the years ended December 31, 2012 and December 31, 2013.

New Business Agenda Item D was tabled for a future meeting to enable a representative from Vavrinek, Trine, Day & Co., LLP (VTD) to explain the audit results in person.

- E. BE IT RESOLVED, that the Superintendent/President be authorized to enter into an agreement with the Fort Ord Reuse Authority for the purchase of \$5 million of insurance coverage in FORA's basewide environmental insurance program for the ten year period from January 1, 2015 through December 31, 2024.

Motion Coppernoll / Second Johnson / Carried.

2014-2015/58

Student Advisory Vote:	AYE	Vasquez
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

- F. BE IT RESOLVED, that the Monterey Peninsula College's Institutional Goals for 2014-2020, be adopted.

Motion Steck / Second Dunn Gustafson / Carried.

2014-2015/59

Student Advisory Vote:	AYE	Vasquez
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

- G. INFORMATION: 2014 Governing Board self-evaluation

On behalf of the Board self-evaluation sub-committee, Vice Chair Steck reviewed the self-evaluation process and survey structure before reporting on the feedback received from the fifteen survey respondents. He identified the areas in which clusters of respondents indicated that the Board needs improvement: 1) Maintain up-to-date Board policies; 2) Emphasize the establishment of policy; 3) Actively foster cooperation with the news media for the dissemination of information regarding the college; 4) Communicate with the members of the community regarding the status of the college and other college-related issues; 5) Communicate with legislators on issues facing the college; and 6) Fiscal responsibilities.

Vice Chair Steck explained the Board’s role in the shared governance structure as it pertains to the policy planning process and noted that policy revisions are underway. The Board discussed actions they could take to improve their performance in the identified areas. One of the proposed actions was better communication—of the Board’s role in the policy planning process, with the community, and with the media (as a united group). Inviting legislators to attend Board meetings was also discussed.

- H. BE IT RESOLVED, that the Monterey Peninsula College Governing Board Goals for 2015, be adopted.

Motion Dunn Gustafson / Second Vasquez / Carried.

2014-2015/60

Student Advisory Vote:	AYE	Vasquez
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

- I. BE IT RESOLVED, that Resolution No. ~~2014-2015/62~~ 2014-2015/61 - Resolution to Amend MPC’s Conflict of Interest Code (Appendix to Board Policy 1300), be approved.

(The resolution number changed due to the tabling of New Business Agenda Item D.)

Motion Steck / Second Johnson / Carried.

2014-2015/61

Student Advisory Vote:	AYE	Vasquez
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

There was no public comment.

- J. INFORMATION/ACTION: Pledge of Allegiance at Board Meeting

The Board discussed the proposal to include the Pledge of Allegiance as part of the opening protocol of the Board meeting. Although the Board conveyed their appreciation for the addition of American and California flags to the Sam Karas Room, concern was expressed for the academic freedom of audience members who do not wish to recite the pledge of allegiance. Concern that the recitation could make those audience members, some of whom are not U.S. citizens, feel self-conscious and potentially result in discouraging their attendance at Board meetings, was also conveyed. Additionally, the U.S. flag’s status as a symbol of our freedom for which many have died was mentioned, after which it was noted that attendees would not be required to recite the Pledge of Allegiance. The Board concluded the discussion after agreeing to consider the proposal again at the December meeting to determine if there was consensus to change the protocol to include the pledge.

- K. BE IT RESOLVED, that the Governing Board ratify the Memorandum of Understanding regarding the Academic Affairs and Student Services Reorganization dated October 17, 2014, between the California School Employees Association Chapter #245-MPCEA/CSEA and the Monterey Peninsula Community College District.

Student Advisory Vote:	AYE	Vasquez
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

Public Comment

Mr. Loran Walsh noted that this MOU is critical for preventing workload issues. He shared the MPCEA's approach to these negotiations, which was similar to that used with the CDC, and reported that the MPCEA membership was pleased to ratify what they determined to be an equitable agreement.

L. INFORMATION: Calendar of Events.

Chair Brown pointed out the Fire Academy graduation on December 12, 2014. / Dr. Tribley apprised the Board that he will be asking them to consider three Board retreats during the Spring semester. The Board agreed to hold the first Board retreat on January 23, 2015. / Dr. Tribley confirmed that the date of the January Board meeting conflicts with Flex Day activities and reported that staff would bring forth dates and locations for 2015 Board meetings at the December Board meeting.

15. ADVANCE PLANNING

- A. Regular Board Meeting, Wednesday, December 10, 2014, 2014 at MPC:
 - 1) Closed Session, 1:30pm, Stutzman Room, LTC
 - 2) Open Session, 3:00pm, Sam Karas Room
- B. Regular Board Meeting, January 2015 (Date TBD) at MPC:
 - 1) Closed Session, 1:30pm, Location TBD
 - 2) Open Session, 3:00pm, Location TBD
- C. Governing Board Retreat: Friday, January 23, 2015 (Time and Location TBA)
- D. Future Topics
 - 1) Tour of PSTC (Public Safety Training Center) Phase II (tentative)
 - 2) Governing Board Retreats: February and March

Following Advance Planning, the Governing Board returned to the standard agenda.

16. REPORTS AND PRESENTATIONS

- A. Institutional Report: Student Success and Support Plan, Mr. Larry Walker

Mr. Walker highlighted elements from the Student Success and Support Program Presentation and Student Success and Support Program Plan. He reported that the plan will help MPC to ensure the retention and success of MPC students by prioritizing orientation, assessment, educational planning, and follow-up services. He expressed appreciation to Ms. LaKisha Bradley and all others who contributed to the plan. / A discussion ensued regarding the inclusion, in future editions of this plan, additional workshops MPC provides to its students, after which the Board praised the plan.

