

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

**REGULAR BOARD MEETING**

**WEDNESDAY, AUGUST 27, 2014**

12:30pm, Closed Session, Stutzman Room, LTC  
3:00pm, Regular Meeting, Sam Karas Room, LTC

980 Fremont Street, Monterey CA 93940  
[www.mpc.edu/GoverningBoard](http://www.mpc.edu/GoverningBoard)

**AGENDA (REVISED)**

*The Monterey Peninsula College Governing Board welcomes you to the Governing Board of Trustees Regular Meeting. Documents that are public records and are provided to the Governing Board regarding a Regular Meeting item on this Agenda will be made available for public inspection in the Superintendent/President's Office at Monterey Peninsula College, 980 Fremont Street, Monterey, California, during normal business hours the Thursday preceding the meeting. If you intend to submit documents at this meeting, the Brown Act requires you to bring enough copies for the Trustees and the audience. In compliance with the Americans with Disabilities Act, those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at a Board meeting, can contact the Superintendent's Office at (831) 646-4272. Notification at least 72 hours prior to the Board meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids, or translation services.*

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

*This is an opportunity for visitors to make comments regarding any closed session items. When the Chair recognizes a member of the public for oral comments, such comments shall be limited to three minutes.*

**4. CLOSED SESSION**

*The Governing Board will meet in Closed Session (before the Regular Meeting on regular agenda items) to consider matters appropriate for Closed Session as authorized by Sections 3549.1 and 54956.7-54957.7, Government Code and Section 72122, Education Code, and as otherwise provided by law. Required action on these matters will be taken when the Board meets in Regular Meeting or at the next public meeting.*

**A. Conference with Labor Negotiators (Government Code Section 54957.6)**

a) Employee Organization: MPCEA/CSEA

b) Agency Representatives: C. Earl Davis, Susan Kitagawa & Larry Walker

**B. Conference with Labor Negotiators (Government Code Section 54957.6)**

a) Employee Organization: MPCTA/CTA/NEA

b) Agency Representatives: C. Earl Davis, Susan Kitagawa & Michael Gilmartin

**C. Conference with Labor Negotiators (Government Code Section 54957.6)**

a) Agency Representatives: Charles Brown & Loren Steck

b) Unrepresented Employee: Superintendent/President

**D. Public Employee Performance Evaluation (Government Code Section 54957)**

Title: Superintendent/President

**5. RECONVENE TO OPEN SESSION / CALL TO ORDER**

**6. ROLL CALL**

**7. REPORT OF ACTION TAKEN IN CLOSED SESSION**

**8. APPROVAL OF AGENDA**

*The Board will take action to approve the Agenda. Agenda items may be rearranged here. If there are any urgent items that arose after the 72-hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3-majority vote is required.)*

**9. RECOGNITION**

A. Moment of Silence

**10. PUBLIC COMMENTS**

*Note to Audience: Anyone wishing to address the Governing Board on matters within the jurisdiction of the Board may do so now. Please state the matter on which you wish to speak. Matters not appearing on the Agenda will not receive action at this meeting, but may be referred to staff for consideration at a future meeting. Presentations will be limited to three minutes, or as established by the Board. Persons are not required to give their name or address, but it is helpful for a person to state their name in order that the Board and others present may identify the speaker.*

**11. CORRESPONDENCE AND PUBLICATIONS**

A. Written Communications

- 1) Letter to Dr. Jon Knolle, Associate Dean of Instructional Technology, from Pat James and the Executive Team at CCC Online Education Initiative, informing Dr. Knolle that MPC has been selected as one of 24 colleges to participate in the pilot phase of the Online Education Initiative (OEI).

B. MPC All User Emails

- 1) Michael Gilmartin: Announcement that the 2014-15 MPC College Catalog has been uploaded to the MPC website.
- 2) Marija Albano: Announcement of the MPC Bookstore's move and reopening.
- 3) Gary Bolen: Announcement of the MPC Theatre Company's production of "Oklahoma!"
- 4) Walter Tribley: Announcement welcoming Mr. C. Earl Davis as Vice President of Administrative Services.
- 5) MPC Library: Announcement of MPC Library closure from July 28 – August 17, 2014.
- 6) Walter Tribley: Announcement regarding the launch of the redesigned MPC website.

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

- 1) *The Herald* / July 15, 2014: "Theater preview: MPC opens 'Oklahoma!' while trick-rope alum returns for fundraiser"
- 2) *The Herald* / July 15, 2014: Letters: "High value placed on MPC Gentrain program"
- 3) *The Californian* / July 16, 2014: "'Oklahoma' primed for Thursday opening"
- 4) *The Herald* / July 22, 2014: "MPC's Great Books Program earning accolades"
- 5) *Monterey County Weekly* / July 24, 2014: "Several theater companies struggle with threats to their health and existence"
- 6) *The Herald* / July 28, 2014: "Monterey Peninsula Chamber of Commerce award winners announced"
- 7) *The Herald* / July 29, 2014: "MPC, union reach agreement to revamp child care center"
- 8) *The Herald* / August 3, 2014: Continuing Education Ad
- 9) *Monterey County Weekly* / August 7-14, 2014: Continuing Education Ad
- 10) *The Herald* / August 15, 2014: Senior briefs: "Gentrain courses start Aug. 26"
- 11) *The Herald* / August 15, 2014: Business digest: "MPC's Bolen to speak to P.G. Rotary"
- 12) *The Herald* / August 15, 2014: "Education bond crucial to supporting California students"
- 13) *The Californian* / August 16, 2014: "Education bond crucial to supporting California students"

## 12. REPORTS AND PRESENTATIONS

*Routine status reports and announcements regarding campus activities, meeting schedules, conferences attended and recent developments.*

- A. Institutional Report: “Enrollment Report,” Mr. Michael Gilmartin
- B. Superintendent/President’s Report: Dr. Walter Tribley
- C. Administrative Services Report: Mr. C. Earl Davis
- D. Academic Affairs Report: Mr. Michael Gilmartin
- E. Student Services Report: Mr. Larry Walker
- F. Academic Senate Report: Fred Hochstaedter, President
- G. MPCEA Report: Loran Walsh, President
- H. MPCTA Report: Paola Gilbert, President
- I. ASMPC Report: Student Trustee Maury Vasquez
- J. College Council Report: Stephanie Perkins and Diane Boynton, Co-chair
- K. MPC Foundation
  - 1) Executive Director Report: Ms. Beccie Michael
  - 2) Monthly Donations: \$267,273.00
- L. Governing Board Reports
  - 1) Community Human Services (CHS) Report
  - 2) Trustee Reports
- M. Legislative Advocacy Report, Dr. Walter Tribley
  - 1) Information on the California Legislative Process
  - 2) 2014 California Legislative Calendar
- N. Student Success Report: No Report
- O. Special Report – Bond Update Reports, Joe Demko, Kitchell
  - 1) Active Bond/Facility Projects Update
  - 2) Cost Control Report
  - 3) Master Schedule/Construction Phase Only

## 13. CONSENT CALENDAR

*Items listed under the Consent Calendar are considered to be routine and are acted on by the Board of Trustees in one motion. There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests that specific item(s) be discussed and/or removed from the Consent Calendar. It is understood that the Administration recommends approval on all Consent items. Each item on the Consent Calendar approved by the Board of Trustees shall be deemed to have been considered in full and adopted as recommended.*

- 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 July 23, 2014 and the Special Board Meeting on August 4, 2014.
- 2) That the Governing Board accepts gifts donated to the College with appropriate acknowledgement to the donors.
- 3) That the July 31<sup>st</sup> payroll in the amount of \$1,460,662.80 and the August 5<sup>th</sup> payroll in the amount of \$5,132.58 and the August 8<sup>th</sup> payroll in the amount of \$74,695.29 be approved.
- 4) That Commercial Warrants:  
12091628 through 12091643, 12092822 through 12092828, 12093545 through 12093553,  
12094583 through 12094592, 12095058 through 12095073, 12096323 through 12096430, in  
the amount of \$2,211,007.98 be approved.

- 5) That Purchase Orders B1500001 through B1500173 in the amount of \$2,734,364.57 be approved.
- B. Management Personnel
- 1) That the Governing Board approve the following item(s):
    - a) Resignation of Jose Velasquez, Custodial/Evening Site Supervisor, Facilities, effective August 22, 2014.
- C. Faculty Personnel
- 1) That the Governing Board approve the following item(s):
    - a) Employment of Adult Education/Career & Technical Education Coordinator, under Education Code 87470, Morgan Matthews, Step and Column placement pending verification, effective Fall 2014.
    - b) **Employment of Psychology Instructor, Rachel Whitworth, under faculty service area Psych. Step and Column placement pending verification, effective Fall 2014.**
    - c) **Rescind the approval to employ Mark Dennis as Psychology Instructor, under faculty service area Psych, effective Fall 2014. At the June meeting of the Governing Board, the employment of Mark Dennis as Psychology Instructor was approved. Mr. Dennis is unable to accept the position.**
    - d) Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Fall 2014.
- D. Classified Personnel
- 1) That the Governing Board approve the following item(s):
    - a) Aletia Egipciano, Library Circulation Desk Coordinator, 40 hours per week, 12 months per year, effective August 13, 2014.
    - b) Employment of Christian Sanchez, Instructional Technology Specialist, Business & Technology Division, 40 hours per week, 12 months per year, effective August 21, 2014.
    - c) Employment of Giovanna Badger, Child Development Specialist, 18 hours per week, 10 months per year, effective August 14, 2014.
    - d) Approve increase in hours of Child Development Specialist (#96) from 32.5 hours per week, 9 months and 11 days per year, to 40 hours per week, 9 months and 11 days per year, effective August 18, 2014.
    - e) Approve increase in hours of Child Development Specialist (#43) from 32.5 hours per week, 9 months and 11 days per year, to 40 hours per week, 9 months and 11 days per year, effective August 18, 2014.
    - f) Approve increase in hours of Child Development Specialist (#111) from 32.5 hours per week, 10 months per year, to 40 hours per week, 10 months per year, effective August 18, 2014.
    - g) Approve increase in hours of Child Development Specialist (#98) from 32.5 hours per week, 9 months and 11 days per year, to 40 hours per week, 9 months and 11 days per year, effective August 18, 2014.
    - h) Resignation of Dan vanHees, Sciences Laboratory Manager, Life Science, 40 hours per week, 11 months per year, effective at the end of the day October 17, 2014.
    - i) Resignation of Elsa Camarena, Administrative Assistant II, Marina Education Center, 24 hours per week, 10 months per year, effective at the end of the day August 15, 2014.
    - j) Resignation of Jessica Booth, Child Development Specialist, 18 hours per week, 8 months and 7 days per year, effective at the end of the day July 31, 2014.
    - k) Resignation of Angie Dirocco, Child Development Specialist, 18 hours per week, 9 months and 11 days per year, effective at the end of the day July 31, 2014.
    - l) Resignation of Steve Retsky, Instructional Specialist- Theatre Master Electrician, 40 hours per week, 12 months per year, effective at the end of the day, July 16, 2014.
    - m) Resignation of Susan Villa, Accommodations Specialist, Supportive Services, 40 hours per week, 12 months per year, effective May 31, 2014.

E. Short Term and Substitute Personnel

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

**14. NEW BUSINESS**

*Public comments on New Business agenda items will be heard at the time the matter is under Board consideration. If you wish to address the Board on an agenda item, please do so when that item is called. Presentations will be limited to a maximum of three minutes, or as established by the Board. Persons are not required to give their name or address, but it is helpful for a person to state their name in order that the Board and others present may identify the speaker.*

- A. BE IT RESOLVED, that the 2013-2014 updated Monthly Financial Report for the period ending June 30, 2014 be accepted.
- B. BE IT RESOLVED, that the 2014-2015 Monthly Financial Report for the period ending July 31, 2014, be accepted.
- C. BE IT RESOLVED, that the Governing Board approve the 2014-2015 Appropriation Limit per Article XIII-B, California Constitution (Gann Limit) as computed on the attached worksheet.
- D. INFORMATION: County of Monterey Investment Report for the quarter ending June 30, 2014.
- E. PUBLIC HEARING: 2014-2015 Budget.
- F. BE IT RESOLVED, that the Governing Board adopt the 2014-2015 Budget.
- G. BE IT RESOLVED, that the Governing Board approve the contract for professional auditing services for the G. O. Bond (Measure I-Building Fund) for the year ended June 30, 2014 with Vavrinek, Trine, Day & Company, LLP, Certified Public Accountants.
- H. BE IT RESOLVED, that the Governing Board approve a three-year contract for professional auditing services for the fiscal years ending 2015, 2016, and 2017 with Vavrinek, Trine, Day & Company, LLP, Certified Public Accountants.
- I. BE IT RESOLVED, that the Board authorize the District to file a Notice of Completion of Contract with the County of Monterey for the Art Department Modernization Buildings 1 & 30 Project, DSA Application No. 01-112810, File No. 27-C1.
- J. BE IT RESOLVED, that the Board authorize the District to file a Notice of Completion of Contract with the County of Monterey for the Student Center Building 29 Modernization, DSA Application No. 01-113049, File No. 27-C1.
- K. BE IT RESOLVED, that the following course revisions and new courses be approved:

Course Revisions:

BUSI 44	Introduction to Business Ownership/Management
CSIS 10B	Programming Methods II: Java
CSIS 80	Introduction to Unix and Linux
ENGL 17	Introduction to Shakespeare
ENGL 18	The Bible as Literature
ENGL 22	Introduction to Poetry
ENGL 38	Literary Forms – The Cinema: More or Less than Human?
ENGL 40A	Survey of American Literature I

ENGL 43	Comics as Literature
ENGL 44	Survey of World Literature I
ENGL 45	Survey of World Literature II
ENGL 50	Writing with Computers
ENGL 111	Intermediate Academic Writing
ENGL 112	Intermediate Academic Reading
ENGL 120	Grammar and Usage
ENGL 301	Introduction to Academic Writing
ENGL 302	Introduction to Academic Reading
ENGL 320	Basic Reading Tactics
ENGL 321	Fundamentals of Writing
ENGL 322	Fundamentals of Reading
ENGL 325	Basic Grammar for Writing
ENGL 326	Intermediate Grammar for Writing
ENGL 330	Intermediate Reading Tactics
ENGL 335	Building a Better Vocabulary
ENGL 351	Phonemic Awareness for Improved Reading, Writing, and Speech
ENGL 352	Comprehension and Critical Thinking Skills
ENGL 400	Individualized English and Study Skills
ENGL 401	Introduction to Academic Writing Lab
ENGL 402	Introduction to Academic Reading Lab
ENGL 421	Fundamentals of Writing Lab
ENGL 422	Fundamentals of Reading Lab
ENGL 425	From the Book Shelf
FPTC 24E	Management 2E: Ethics and the Challenge of Leadership
FPTC 100	Rescue Systems 1: Basic Rescue Skills
FPTC 104A	Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations
FPTC 104B	Fire Apparatus Driver/operator 1B: Pump Operations
FPTC 106	Fire Protection Technology
FPTC 109	Confined Space Rescue – Operations
FPTC 121A	Investigation 2A: Criminal and Legal Procedures
FPTC 121B	Investigation 2B: Field Case Studies
FPTC 140	Incident Command System 300
FPTC 141	Incident Command System 400
FREN 50	Intermediate French Conversation
HUMA 30	Humanities in Multicultural America
LING 50	Introduction to Standard American English
PERS 54	Leadership Communication
SPAN 50	Intermediate Spanish Conversation
SPAN 225A	Basic Conversational Spanish I
SPAN 225B	Basic Conversational Spanish II
SPCH 52	Communication in the Workplace

New Courses:

ARTS 33	Mixed Media Portfolio
ARTS 46	Painting and Drawing Portfolio
ARTS 68	Printmaking Portfolio
BUSC 191	Skills for the Workplace

- L. BE IT RESOLVED, that the Board approve travel from September 14, 2014 through September 19, 2014 to St. John's, Newfoundland, Canada for Deidre Sullivan and Jill Zande.



- M. BE IT RESOLVED, that the Board of Trustees ratify the stipend agreement with Michael Gilmartin to perform duties associated with the position of Interim Vice President of Academic Affairs, effective July 1, 2014.
- N. BE IT RESOLVED, that the Board of Trustees ratify the stipend agreement with Laurence Walker to perform duties associated with the position of Interim Vice President of Student Services, effective July 1, 2014.
- O. BE IT RESOLVED, that the Governing Board ratify the Memorandum of Understanding, “Additional Days-Accreditation” between the Monterey Peninsula College Teacher’s Association and the Monterey Peninsula Community College District.
- P. BE IT RESOLVED, that the Governing Board ratify the Memorandum of Understanding, “Additional Days-Child Development Center” between the Monterey Peninsula College Teacher’s Association and the Monterey Peninsula Community College District.
- Q. BE IT RESOLVED, that the Governing Board ratify the Memorandum of Understanding dated June 24, 2014 regarding the Administrative Assistant II/PSTC between the District and Chapter #245 MPCEA/CSEA.
- R. BE IT RESOLVED, that the Governing Board ratify the Memorandum of Understanding dated July 1, 2014 regarding the Child Development Center Restructuring between the District and Chapter #245-MPCEA/CSEA.
- S. BE IT RESOLVED, that Board Policy 4106 – Nursing Program, be adopted.
- T. INFORMATION: Governing Board self-evaluation process for 2014 and Board goals for 2015.
- U. INFORMATION: Calendar of Events.

**15. ADVANCE PLANNING**

- A. Board Study Session, Monday, September 8, 2014 at MPC:
  - 1) Open Session, 2:30pm, Sam Karas Room, LTC
- B. Regular Board Meeting, Wednesday, September 24, 2014 at MPC:
  - 1) Closed Session, 1:30pm, Stutzman Room, LTC
  - 2) Open Session, 3:00pm, Sam Karas Room, LTC
- C. Regular Board Meeting, Wednesday, October 22, 2014, 2014 at Seaside PSTC:
  - 1) Closed Session, 1:30pm, **SPS-101**
  - 2) Open Session, 3:00pm, **SPS-104**
- D. Future Topics
  - 1) Tour of PSTC (Public Safety Training Center) Phase II (tentative)
  - 2) Governing Board Retreat

**16. ADJOURNMENT**

**17. CLOSED SESSION**

*When required on non-routine matters and/or to continue discussion of items from earlier Closed Session.*

*Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this Agenda will be made available for public inspection in the District Office located at 980 Fremont Street, Monterey, CA, during normal business hours. Governing Board documents are also available on the Monterey Peninsula College website at [www.mpc.edu/GoverningBoard](http://www.mpc.edu/GoverningBoard).*

*Posted August 22, 2014*