

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

**REGULAR BOARD MEETING**

**WEDNESDAY, SEPTEMBER 24, 2014**

1:30pm, Closed Session, Classroom 203/204, LTC

3:00pm, Regular Meeting, Sam Karas Room, LTC

980 Fremont Street, Monterey CA 93940

[www.mpc.edu/GoverningBoard](http://www.mpc.edu/GoverningBoard)

**MINUTES**

1. **CALL TO ORDER** – Chair Charles Brown called the meeting to order at 1:30 p.m.
2. **ROLL CALL**– present:  
Mr. Charles Brown, Chair  
Dr. Margaret-Anne Coppemoll, Trustee  
Mr. Rick Johnson, Trustee  
Dr. Loren Steck, Vice Chair  
Dr. Walter Tribley, Superintendent/President  
  
Absent:  
Ms. Marilynn Dunn Gustafson, Trustee
3. **PUBLIC COMMENTS ON CLOSED SESSION ITEMS** – None.
4. **CLOSED SESSION**
  - 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. Public Employment (Government Code Section 54957(b))  
Title: Superintendent/President
5. **RECONVENE TO OPEN SESSION / CALL TO ORDER**
6. **ROLL CALL**  
Chair Brown asked for Roll Call at 3:27 p.m.  
Present:  
Mr. Charles Brown, Chair  
Dr. Margaret-Anne Coppemoll, Trustee  
Mr. Rick Johnson, Trustee  
Dr. Loren Steck, Vice Chair  
Dr. Walter Tribley, Superintendent/President  
Mr. Maury Vasquez, Student Trustee

Absent:  
Ms. Marilynn Dunn Gustafson, Trustee

7. **REPORT OF ACTION TAKEN IN CLOSED SESSION** – No report.

8. **APPROVAL OF AGENDA**

Motion Steck / Second Johnson / *Trustee Steck noted the revisions to Consent Agenda Item C.*  
Carried. 2014-2015/33

Student Advisory Vote:	AYE		Vasquez
AYES:	4	MEMBERS:	Brown, Coppernoll, Johnson, Steck
NOES:	0	MEMBERS:	None
ABSENT:	1	MEMBERS:	Dunn Gustafson
ABSTAIN:	0	MEMBERS:	None

9. **RECOGNITION**

A. Acknowledgment of Guests – None.

10. **PUBLIC COMMENTS**

A. Robert Marcellini, a member of the Gentrain Society Board of Directors, introduced himself to the Board of Trustees and reported that he and fellow Gentrain Society Board member Linda Chetlin will be the Gentrain liaisons to the MPC Governing Board.

11. **CORRESPONDENCE AND PUBLICATIONS**

A. MPC All User Emails

- 1) Walter Tribley: Announcement regarding new and departing division chairs.
- 2) Arthur St. Laurent: Announcement of parking enforcement dates and policies regarding bicycles, skateboards, and smoking.
- 3) Walter Tribley: Announcement of Francisco Tostado's new role as the Managers, Supervisors, and Confidential Employees' representative to College Council.
- 4) Beccie Michael: Announcement of Faculty and Staff Advancement Awards.
- 5) Jon Knolle: Announcement regarding MPC Online Courses, Fall faculty training and certification updates, and MPC Online support resources.
- 6) Student Services: Student Services updates.
- 7) Amy Cavender: Announcement regarding Student Center operations.
- 8) Melissa Pickford: Announcement of the new art exhibit and art reception in the MPC Gallery.
- 9) Creative Writing Club: Announcement of the annual MPC Halloween Writing Contest.
- 10) Creative Writing Club: Announcement of the Creative Writing Club's weekly meetings.
- 11) Distance Education Support Team: Invitation to the MPC Online Faculty Coffee and Conversation mini-workshop, "Taming Your MPC Online Grade Book."
- 12) Creative Writing Club: Invitation to Banned Books Week events.
- 13) Great Books Club: Announcement of the Great Books Club Fall 2014 Schedule.
- 14) ASMPCC: Announcement of Lobo Spirit Day.
- 15) Suzanne Ammons: Announcement regarding the two food vendors serving the Marina Education Center.

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

- 1) *Monterey Award Program* / July 23, 2014: "Maurine Church Coburn School of Nursing Receives 2014 Best of Monterey Award"
- 2) *Monterey Herald* / August 25, 2014: "Search for missing hiker wrapping up with no leads"
- 3) *Monterey Herald* / August 29, 2014: "Former North Salinas-MPC standout to play for Mexico in FIBA World Cup"

- 4) *Monterey Herald* / September 2, 2014: “COLLEGE FOOTBALL: Lobos, Panthers in newly formed Golden Coast Conference”
- 5) *Monterey Herald* / September 4, 2014: “Football Tour XVIII: MPC”
- 6) *Monterey Herald* / September 8, 2014: “MPC football tops College of the Redwoods”
- 7) *San Jose Mercury News* / September 8, 2014: “Restructuring for the early childhood education center at MPC a model”
- 8) *Monterey Herald* / September 9, 2014: “Restructuring for the early childhood education center at MPC a model”
- 9) *Monterey Herald* / September 10, 2014: “State of the Stage: It’s not curtains yet for local theater”

## 12. REPORTS AND PRESENTATIONS

A. Institutional Report: No report.

B. Superintendent/President’s Report: Dr. Walter Tribley

Dr. Tribley distributed a document entitled “[Monterey Peninsula College 2014-2017 Institutional Goals and Supporting Objectives](#).” He reported that the revised Institutional Goals, Mission Statement, and Values Statement will be brought before the Board in October. He explained that the decision of College Council not to retain the last sentence of the current Mission Statement—as requested by the Board of Trustees at the June 2014 Governing Board meeting—was due to the determination that only measureable statements should be included in the Mission Statement. He reported that the last sentence of the current Mission Statement had instead been added to MPC’s revised Values Statement. / Dr. Tribley reviewed work being performed by Associate Dean of Human Resources, Ms. Susan Kitagawa. He reported that Ms. Kitagawa, as MPC’s recently appointed Title IX Coordinator, has been engaged in ensuring MPC’s compliance with Title IX, the Office of Civil Rights’ April 2011 “Dear Colleague” letter related to complaints of sexual violence at educational institutions, and the SaVE Act. Dr. Tribley unequivocally stated that MPC will have a zero tolerance policy approach in responding to verified cases of violence related to gender. He also reported that Ms. Kitagawa has been working with the Academic Senate to improve MPC’s faculty hiring process and that she is very engaged in process development and improvement in the HR department.

C. Administrative Services Report: Mr. C. Earl Davis

[Administrative Services Report](#). / Mr. Davis recognized Administrative Services staff Rosemary Barrios, Mike Midkiff, Pete Olsen, Maria Roa, Art St. Laurent, Connie Andrews, and Suzanne Ammon’s for their incredible work and support during his absence. / He also expressed his thanks to the Governing Board and Walt Tribley for their prayers and support.

D. Academic Affairs Report: Mr. Michael Gilmartin

Mr. Gilmartin highlighted items from the [Academic Affairs Report](#).

E. Student Services Report: Mr. Larry Walker

Mr. Walker highlighted items from the [Student Services Report](#).

F. Academic Senate Report: Dr. Fred Hochstaedter, President

Dr. Hochstaedter reported on the Academic Senate’s activities this semester, which include approving the Basic Skills Committee’s plans for spending their funds, tasking Academic Senate representatives to provide feedback to Dr. Tribley regarding the Marketing Plan proposal he received and regarding his ideas as to how obtain an ERP, and providing feedback to Catherine Webb regarding the new version of the shared governance handbook which not only will be useful for MPC personnel, but will also form the basis of the introductory sections of our accreditation self-evaluation. / He reported that the Academic Senate heard reports from Morgan Matthews about AB 86 and from Larry Walker, LaKisha Bradley, and Althea DeSoto regarding the 3SP Plan. / He apprised the Board of plans for future Academic Senate meetings, which include

reviewing the accreditation report, reviewing faculty hiring procedures in collaboration with administration and human resources, and the possible development of a handbook describing campus committees. / He reported that he was part of a subcommittee, along with Laura Franklin, Kathleen Clark, and Robynn Smith, that determined a definition for “Lifelong Learners” (those who have not identified a certificate degree or transfer as their current educational goal). That definition will be presented to the Academic Senate for approval. If approved, it will be presented to College Council. / After a brief discussion, Student Trustee Maury Vasquez offered for the ASMPC to identify a student to fill the student representative role on the Academic Senate.

G. MPCEA Report: Loran Walsh, President

Mr. Walsh read from his MPCEA Report. / He also distributed information regarding the “It’s On Us” campaign launched by the White House and encouraged MPC’s participation.

H. MPCTA Report: Paola Gilbert, President

Ms. Gilbert reported on the first meeting of the faculty union and shared concerns regarding the cancellation of classes with fewer than the required minimum of 15 students—particularly classes such as World Languages and Shakespeare, which instructors feel are necessary to offer regardless of low enrollment. She concluded this section of her report by sharing the MPCTA’s request that the Board of Trustees “investigate the District procedures for determining what classes make or not, particularly in the World Languages, but also in the general, so that contract language in class scheduling is followed not just to the letter but in spirit, and therefore no necessary courses are lost due to low enrollments.” / She also shared concerns regarding hiring schedules, particularly as they relate to salary schedule placement. She gave an example of a candidate who was offered and refused a business instructor position in the Spring of 2014 because HR would not place him in the “Occupational plus Masters” row of the salary schedule. She reported that a grievance has been started in relation to the subject of occupational discipline salary placement and explained in further detail the allowance for occupational experience in column and step placement. After reporting that HR refused the business department’s request to have the future business instructor placed in the “Occupational plus Masters” row of the salary schedule, she spoke of the frustration of current business instructors who feel that their expert faculty opinion has been rejected to save money. She then shared the MPCTA’s request that the Board of Trustees, “investigate the business instructor hiring procedures in terms of salary schedule placement, and in general look into faculty input in discipline hires to be sure that faculty voice is at the forefront.” / Chair Brown provided Dr. Tribley with the opportunity to respond, after receiving confirmation from Ms. Gilbert that she had not previously discussed these concerns with Dr. Tribley. A discussion then ensued between Dr. Tribley and Ms. Gilbert regarding the role of faculty, HR, and administration in the hiring process. Dr. Tribley noted that grievances are being analyzed. He concluded that although the role of faculty in the hiring process continues to be honored, it is ultimately the administration’s role to place new hires on salary schedules. / Dr. Tribley also responded to Ms. Gilbert’s statements regarding the cancellation of classes with fewer than 15 students. A discussion ensued between Dr. Tribley and Ms. Gilbert regarding the faculty’s desire to offer classes such as World Languages regardless of whether or not it is fiscally sound to do so (with Ms. Gilbert noting that classes with higher enrollments should make up for those with lower enrollments), versus the administration’s efforts to balance a breadth and depth of curriculum while maintaining fiscally stable enrollment in classes. Dr. Tribley noted that although the minimum enrollment of 15 students has been bargained and agreed to, 30 students is closer to the target number to which a college should aspire to run a financially solvent institution. He suggested marketing as one method the college might utilize to help increase enrollments. / Chair Brown and Vice Chair Steck suggested that in the future, Ms. Gilbert engage in dialogue such as this with administration prior to addressing the Board, since the Board should be the “last resort.” Dr. Tribley clarified that academic administration would be the best avenue for such discussions.

I. ASMPC Report: Justyn Jones, Director of Representation

Mr. Jones reported on current and future ASMPC activities, including the successful Lobos Day event, the ASMPC's recent decision to send six MPC students to the California Community College Student Affairs Association (CCCSAA) Conference, and a Halloween-themed fundraiser dance. He also reported that the ASMPC is considering holding an environmental conference at the Monterey Conference Center to make the Monterey Bay community more environmentally aware while simultaneously marketing MPC and ASMPC. / Mr. Jones shared number of concerns from students, including a student's complaint about a woman pumping breast milk in the bathroom and the limited library hours. Dr. Tribley directed Mr. Jones to speak with Mr. Larry Walker and his student services team regarding the breast-pumping issue. He also shared with Mr. Jones the budgetary reasons for not extending the library's hours, including the additional staffing it would require. He assured Mr. Jones that the administration would like the library's hours to be extended and noted that it will do so once the college is financially solvent. / Mr. Jones shared additional student concerns regarding the lack of sufficient parking for students and regarding security representation in the parking lots. He suggested the placement of a telephone box in the parking lots that will provide users with direct access to security, which Dr. Tribley agreed to share with security. / Mr. Jones asked if the forested area under the bridge by the art department is off-limits to students, noting that they have been informed not to assemble there by security officers. He also shared a suggestion by students to build a monument by the art department that represents MPC and the art department. Mr. Walker and Dr. Tribley responded that although that area is not currently off-limits to students, there are safety concerns that arise and that the requests of security officers exercising judgment about the assemblage of students should be heeded. / Mr. Jones also suggested the possibility of partnering with the Biology department to create a Public/COOP farm at MPC and adding banners representing sporting events and school spirit to MPC's light posts. Dr. Tribley directed Mr. Jones that he should first vet these ideas through the student government process and/or through Mr. Walker and faculty as appropriate instead of vetting them at the Board meeting. / Mr. Jones requested that the ASMPC be allowed to use the PA system once it becomes operational. Dr. Tribley responded that the PA system will be used only in emergency situations so students don't have to distinguish general announcements from emergency communications. / Mr. Jones asked Dr. Tribley to join him and ASMPC President Jerry Schuman in outreach efforts to high schools to increase enrollment at MPC. Dr. Tribley agreed, noting that he would work with Mr. Walker to ensure that he is using the time effectively. / Mr. Jones shared his concern regarding the limited offerings of 2<sup>nd</sup> level World Languages courses. Dr. Tribley acknowledged his concerns and repeated the administration's efforts to balance the breadth and depth of curriculum while maintaining fiscally stable enrollment. / Vice Chair Steck explained to Mr. Jones that although the ideas he presented to the Board are good, the Board meeting is not the proper forum to address them, given that the Board should be the "last resort."

J. College Council Report: Stephanie Perkins and Diane Boynton, Co-chair

Ms. Boynton reported that College Council has reviewed and revised the college's Mission Statement, Values Statement, and Goals. She explained that College Council has adopted four goals and their supporting objectives, which primarily relate to the challenges faced by the institution, such as fiscal stability, the accreditation standards, community needs, and new state regulations. / She reported that College Council has heard reports from Catherine Webb regarding the shared governance handbook she designed, Laura Franklin regarding the BSI Report, and Dr. Tribley regarding a marketing plan and other variables that can affect our infrastructure. / She reported that Catherine Webb prepared an executive summary for the institution's most recent program reflections. The executive summary revealed three themes: 1) a sense of inadequate staffing proportional to workload, 2) the challenge of cross unit communication and collaboration, and 3) the challenge of tech refreshment and support. / She reported that College Council will be discussing the role of the Budget Committee next month. / Vice Chair Steck requested more detailed background information regarding the goals at the October Board meeting.

## K. MPC Foundation

### 1) Executive Director Report: Ms. Beccie Michael

Ms. Michael highlighted items from her Executive Director's Report. / She thanked Dr. Tribley and Mr. Lyndon Schutzler for their participation in the Booster Club luncheons and commended the Hospitality club for the food they provided. / She announced the acceptance of the Foundation's proposal to the *Monterey County Weekly's* "Monterey County Gives" campaign to support—on Dr. Tribley's recommendation—the MPC Theatre in bringing in elementary school children to watch the Theatre's production of "The Jungle Book." She explained the campaign process, which will involve publication in the *Weekly*, competition from other charities whose proposals that also have been accepted, and matching funds provided by the *Weekly* for all money that is donated to our proposal. / She reported that the Foundation received 25 FASA proposals requesting approximately \$60,000. / She explained that the Foundation's success in raising money this year likely results from the Foundation's focus on larger grant requests, which sometimes take the same amount of time to write as smaller requests; the guidance provided by an additional Foundational staff person with grant expertise; and her efforts to align the campus' funding needs with what granting agencies are interested in funding, rather than focusing solely on unrestricted money.

### 2) Monthly Donations: \$57,536.41

## L. Governing Board Reports

### 1) Community Human Services (CHS) Report – Trustee Steck

Trustee Steck reported that CHS is hosting a free lunch on September 25, 2014. / He also reported that CHS hired a new CFO who comes highly recommended from Monterey's United Way.

### 2) Trustee Reports

a) Trustee Margaret-Anne Coppernoll reported that the Marina Labor Day Parade was very successful and great marketing for MPC. She noted that the fire engine in particular was a big hit. / She also reported that she attended the CDC study session.

b) Trustee Rick Johnson shared his interest in the World Languages program and mentioned his conversations with Congressman Sam Farr about Monterey being the language capital of the world. / He also shared that his best friend, who was nominated for the Nobel Prize in Biochemistry, wore an MPC sweatshirt to a recent lecture. / He reported that the MPC Theatre will be at the Tuesday Farmer's Market for the next four weeks to promote their upcoming production of "Dracula."

c) Trustee Maury Vasquez expressed his regret that he was unable to attend the Marina Labor Day Parade due to work. / He also reported that he attended the recent football game at which MPC defeated San Jose.

d) Vice Chair Loren Steck reported that the Board will be conducting a self-evaluation, which they haven't done for the past two years. He noted that they will be using the same survey used in previous years (with assistance from Dr. Rosaleen Ryan), which trustees and select MPC personnel and community members will be asked to complete. He invited board comments on the survey.

e) Trustee Dunn Gustafson: Chair Brown read Ms. Dunn Gustafson's report.

f) Chair Charles Brown reported that he attended several community meetings and joined the Village Project's advisory board.

- M. Legislative Advocacy Report, Dr. Walter Tribley – No report.
- N. Student Success Report: “A View through a Student Equity Lens: Access,” Dr. Rosaleen Ryan  
Dr. Ryan reviewed her presentation. / She also reported that the Student Equity Plan, which is a collaborative college effort, is due in January. / Mr. Walker explained that although MPC does not currently reach out to students who choose not to attend classes after the start of the semester, our goal is to develop an action plan to follow up with these individuals to find out how we can best serve them and ensure that they have a pathway to MPC.
- O. Special Report – Bond Update Reports
  - 1) Active Bond/Facility Projects Update
  - 2) Bond Expenditure Report

**BREAK: 5:27-5:40 p.m.**

**13. CONSENT CALENDAR**

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

Motion Johnson, *noting the revised consent agenda items* / Second Coppernoll / Carried.  
2014-2015/34

Student Advisory Vote:	AYE	Vasquez
AYES:	4	MEMBERS: Brown, Coppernoll, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Dunn Gustafson
ABSTAIN:	0	MEMBERS: None

BE IT RESOLVED,

- 1) That the Governing Board approves the minutes of the Regular Board Meeting on August 27, 2014.
- 2) That the Governing Board accepts gifts donated to the College with appropriate acknowledgement to the donors.
- 3) That the August 29<sup>th</sup> payroll in the amount of \$1,822,211.41 and the September 10<sup>th</sup> payroll in the amount of \$95,020.68 be approved.
- 4) That Commercial Warrants:  
12097101 through 12097133, 12097451 through 12097478, 12098226 through 12098238, 12098615 through 12098629, 12099285 through 12099326, 12099955 through 12099966, 12101623 through 12101694, in the amount of \$1,854,850.07 be approved.
- 5) That Purchase Orders B1500174 through B1500284 in the amount of \$1,091.890.41 be approved.
- 6) That the following budget adjustments in the Unrestricted General Fund be approved:
 

Net decrease in the 4000 Object expense category	\$ 1,096
Net decrease in the 5000 Object expense category	\$ 4,856
Net increase in the 6000 Object expense category	\$ 5,952
- 7) That the following budget adjustments in the Restricted General Fund be approved:

