

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

Monterey Peninsula College  
980 Fremont Street, Monterey, California 93940

Tuesday  
January 22, 2008

1:30 p.m. - Open Session – Stutzman Seminar Room, Library and Technology Center  
1:35 p.m. - Closed Session – Stutzman Seminar Room, Library and Technology Center  
3:00 p.m. - Public Session – Karas Room, Library and Technology Center  
980 Fremont Street  
Monterey, California 93940

**MINUTES**

Mr. Lynn Davis, Chair of the Board, called the Governing Board meeting to order at 1:30 p.m. Ms. Phillips called roll and Mr. Davis declared a quorum present. Mr. Davis read the Closed Session statement and reported that the following items would be covered: a. Conference with Legal Counsel Regarding Pending Litigation: There are two (2) potential lawsuits. b. Public Employee Performance Evaluation. Title: Superintendent/President. c. Public Employee Performance Evaluations: Faculty: Economics, EOPS (2 positions), Women's Programs, Physics, Student Health Services, Photography, English (Reading), Biology, Physical Education/Women's Basketball, Physical Education/Fitness, English (3 positions), Accounting.

At 1:35 p.m., the Open Session adjourned to the Closed Session. The Closed Session adjourned at 2:30 p.m. At 3:11 p.m., the Open Session was called to order by Mr. Lynn Davis. Ms. Phillips called roll.

MEMBERS PRESENT: Mr. R. Lynn Davis, J.D., Chair  
Dr. Loren Steck, Vice Chair  
Mr. Charles H. Page, J.D.  
Mr. Carl Pohlhammer  
Ms. Eleanor Morrice, Student Trustee

MEMBERS ABSENT: Dr. Jim Tunney

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, Associate Dean, Instructional  
Technology and Development

Mr. Michael Gilmartin, Dean of Instruction, Occupational & Economic Development  
Dr. Susan Steele, Interim Dean of Instruction, Liberal Arts  
Ms. Bernie Abbott, Librarian  
Ms. Rosemary Barrios, Fiscal Services  
Ms. Kathleen Clark, Human Resources  
Mr. Richard Montori, Public Information Office  
Mr. Steve Morgan, Director, Facilities, Planning & Management  
Ms. Vicki Nakamura, Assistant to the President  
Ms. Victoria Phillips, Executive Assistant to the Superintendent/President and the Governing Board  
Mr. Larry Walker, Associate Dean of Student Services

OTHERS PRESENT: Ms. Chris Chitlik  
Mr. Joe Demko  
Mr. Randy Porter  
Ms. Marilyn Gustafson  
Mr. John Yewell

Mr. Davis reported that the Trustees had taken a tour of the Child Development Center and that's why the meeting was beginning a little late. He stated that there was no reportable action taken during the Closed Session.

#### Recognition

Mr. Davis said there were no special visitors to acknowledge, and welcomed everyone to the meeting.

Mr. Davis recognized the Monterey Peninsula Foundation Youth Fund donation of \$35,445.00 to Monterey Peninsula College. This is pretty special and we appreciate these funds very much and they have been granted to the following programs:

Dan Searle Scholarships: \$10,000.00  
Golf Program: \$4,500.00  
Drama Department Youth Scholarships: \$2,400.00  
Math/Science Upward Bound Program: \$2,400.00  
Supportive Services – Evacuation Chair: \$4,000.00  
Athletic Department – Treadmill Replacement: \$5,000.00  
Athletic Department – Tennis/Track (Windscreen Replacement): \$4,000.00  
Supportive Services/Instruction – Communication Equipment: \$3,145.00.

Mr. Davis also recognized the Monterey Peninsula College Foundation December 2007 donation of \$51,333.04. He commended the organization for their efforts on behalf of the College.

Mr. Davis said that one of the written communications (p.) had touched him and he read Mr. Tino Plank's letter aloud. The sentence that really caught his attention was this one: "But more importantly, I received a better education than I had at UC Berkeley or at Holy Names." That, he said, really made him feel very proud.

#### Written Communications

- a) A letter dated December 3, 2007 to Lyndon Schutzler, Athletic Director from Stephen M. Stearns, Assistant Commissioner, California Interscholastic Federation Central Coast Section, thanking A.D. Schutzler for his cooperation as a gracious host during the 2007 Central Coast Section Football Championships.
- b) The Monterey County Herald, Tuesday, December 4, 2007, New look at MPC districting...County Panel, College Trustees Take Up Issue This Week, by Clarissa Aljentera.
- c) The Monterey County Herald, Wednesday, December 5, 2007, JC Basketball, MPC 77, Skyline College 63.
- d) The Monterey County Herald, Wednesday, December 5, 2007, MPC to add soccer, by Dennis Taylor.
- e) The Monterey County Herald, Wednesday, December 5, 2007, Action needed now on MPC districts.
- f) An email from Dr. Douglas Garrison dated December 6, 2007, regarding action by the Monterey County Committee on School District Organization.
- g) The Monterey County Herald, Thursday, December 6, 2007, Panel sets stage for MPC district elections, Issue May Appear on 2008 Ballot, by Clarissa Aljentera.
- h) The Monterey County Herald, Friday, December 7, 2007, Lobos picking up play, by Dennis Taylor.
- i) The Monterey County Herald, Saturday, December 8, 2007, MPC will wait for county on districting, by Clarissa Aljentera.
- j) The Monterey County Herald, Wednesday, December 12, 2007, MPC reaching toward potential, by Dennis Taylor.
- k) GO!...The Monterey County Herald, December 13-19, 2007, Dutch treat...MPC presents "The Dutchman," a Benefit Production of Amiri Baraka's Explosive Commentary on Racial Tension.
- l) Campus Kudos...Monterey Peninsula College...Fall 2007 Edition.
- m) Monterey County Herald, Saturday, December 15, 2007, Women's JC, MPC 64, Sequoias 57.

- n) The Monterey County Herald, Monday, December 17, 2007, MPC men clobber Columbia.
- o) Monterey County Weekly, December 20-26, 2007, Short-Takes, Every Writer has a Story. Even if it's only 101 Words. Third Place, Smooth Landing, Tom Rebold, Marina.
- p) A letter to Dr. Garrison dated December 29, 2007 from Tino Plank of Santa Rosa regarding nursing pre-requisite courses at MPC and commending the instructors and staff in the Life Sciences department and Supportive Services staff.
- q) The Monterey County Herald, Friday, December 21, 2007, Major/Minor, by Kathryn Petruccelli.
- r) The Monterey County Herald, Friday, December 21, 2007, Mel Mason chosen for NAACP state post, by Andre Brisco.
- s) GO!...The Monterey County Herald, Thursday, January 2, 2008, Bill Minor reads his poetry on Tuesday night at the East Village Coffee Lounge.
- t) GO!...The Monterey County Herald, Thursday, January 2, 2008, Well seasoned...MPC Theatre Company's 2008 Season 'Too Darn Hot' to Miss, by Kathryn Petruccelli.
- u) The Monterey County Herald, Monday, January 7, 2008, Readers share images from massive storm.
- v) The Monterey County Herald, Thursday, January 10, 2008, MPC men stun West Valley in conference opener, by Herald Staff Reports.
- w) GO!...The Monterey County Herald, Thursday, January 10, 2008, MPC Theatre Company's "Kiss me Kate;" MPC Theatre Company: "Plaza Suite;" Civil War Roundtable talk with Thomas Brown; and Gentrain Society Lecture: Back Stage at the Symphony.
- x) The Monterey County Herald, Monday, January 14, 2008, The Monterey Peninsula College Foundation receives grants.

### Reports and Presentations

Institutional Report: There was no report this month.

#### Superintendent's Report:

1. Dr. Garrison reported that on November 11<sup>th</sup>, he attended the MPC Foundation Board of Directors meeting.
2. On December 5<sup>th</sup>, Dr. Garrison attended the Monterey County Workforce Investment Board of Directors meeting as well as the Maurine Church Coburn School of Nursing Advisory Committee meeting.

3. Dr. Garrison reported that December 6<sup>th</sup>, he attended the Defense Language Institute Community Leaders Reception.
4. On December 7<sup>th</sup>, Dr. Garrison attended the ACCCA Board of Directors Executive Committee meeting as well as the MPC Foundation-sponsored reception and Arts & Lectures presentation by Dr. George Somero.
5. On December 11<sup>th</sup>, Dr. Garrison attended the Monterey County United Way Campaign Cabinet meeting and the American Legion dinner and award ceremony honoring the American Legion National Commander.
6. On December 12<sup>th</sup>, Dr. Garrison attended the Monterey County Business Council Education Cluster meeting and the dinner honoring the Defense Language Institute Board of Visitors.
7. On December 13<sup>th</sup>, Dr. Garrison attended the South Bay Regional Public Safety Training Center Board of Directors meeting.
8. On December 14<sup>th</sup>, Dr. Garrison attended the Final Examination presentations of Biology 31, Environmental Science: Kevin Raskoff's class. Also, on that day he attended a meeting with the Monterey County Business Council.
9. On December 18<sup>th</sup>, Dr. Garrison attended the MPC Fire Academy graduation, which was quite enjoyable and really makes MPC shine.
10. On January 8<sup>th</sup>, Dr. Garrison attended the ACCCA Board of Directors Executive Committee meeting.
11. On January 11<sup>th</sup>, Dr. Garrison attended the FORA Board of Directors meeting.
12. On January 14<sup>th</sup> & 15<sup>th</sup>, Dr. Garrison attended the ACCCA Board of Directors meeting and ACCCA Annual Budget Workshop.
13. Dr. Garrison attended the Foundation Board Member Orientation on January 17<sup>th</sup>.
14. Dr. Garrison commented on the State budget process. This is only the beginning of a many months process. The Governor has implemented Prop 58 to address the fiscal concerns of the State. Within 45 days, the State budget needs to be reduced by \$40 million; however, he felt a substantial amount of this will be made up. There will probably be zero COLA, 1% in growth, and an average 7% reduction in categoricals. Dr. Garrison reiterated that this is a process and now the political exchanges begin. The State has a deficit of \$14 billion and that is real. Some parties are saying no increases in taxes, and others are indicating that nothing will be cut. Both are extremes and neither will win. There will need to be a compromise.
15. Dr. Garrison reported that we have had a substantial increase in the credit full-time equivalent standards and a reduction in non-credit, full-time equivalent students. We will be working with the implications of these numbers.
16. On Wednesday, January 30, Dr. Terrence Roberts, part of Little Rock 9, will be guest speaker for Flex-Day. The evening before, Tuesday, January 29<sup>th</sup>, a reception will be held beginning at 6:00 p.m. in the Karas Room, Library and Technology Center. The community will be invited to attend the reception.

#### Vice Presidents' Reports:

Carsbia Anderson: Mr. Anderson thanked the Trustees for taking the time to visit the Child Development Center today. The Center is efficient and effective and

the Center is now a model for others to visit when they are planning their facilities. Mr. Anderson reported that he attended the Martin Luther King March held in Seaside on Monday, January 21<sup>st</sup>, and MPC had an outreach table there. Many people stopped by to pick up information and to have their questions answered. He also attended the NPGS early morning Martin Luther King breakfast and he said he was honored to represent MPC. He also reported that financial aid workshops have been held at the Marina Center, Monterey Adult School, Pacific Grove Adult School, and in Salinas. He also reported that we have twenty (20) new international students. This is a substantial increase and we have been able to do this without traveling. He also added that the International Students Program will be the "Institutional Report" in March. On March 15<sup>th</sup> at 7:00 p.m. at the Oldemeyer Center, MPC/UCSC will be hosting an African/American production and more information will follow as we get closer to the date. He noted that negotiations have been completed with Dr. Marianne Ide and she will be the ASMPC advisor. He was also happy to report that MPC will host a Coast Conference Track meet on February 8<sup>th</sup> and this will be the first track meet held at MPC in twenty (20) years. Two-three hundred athletes will be on campus and it will be an exciting event. Mr. Anderson reported that enrollment figures indicate that we are up in every minority category. On a sad note, Mr. Anderson reported the death of Betty Macias, an employee in the Financial Aid Office. Mr. Anderson reported that on Saturday, February 2nd, from 10:00 a.m. until 2:00 p.m., we will be hosting an "Open House" at the Education Center. KMBY will be broadcasting from the location. There will be refreshments and an opportunity to register for classes, counselors will be available, and books will be available to purchase. He welcomed participation by everyone.

Joe Bissell: Mr. Bissell gave an update on what happened to the campus as a result of the storm on January 10<sup>th</sup>. He reported that eight large trees and eight small trees had been uprooted on campus and pieces of roofs on the Business/Computer Science Building had been lost. Scudder Roofing has been inspecting and repairing the buildings. He thanked Steve Morgan and Pete Olsen and crews for their efforts during the storm and afterward. Mr. Bissell reported that the new MPC web site is up and running. He thanked Dr. Sharon Colton and her staff. He added that as people return to campus the web site will be updated with new information. Dr. Garrison added his thanks to the many people who have worked on the web site, too.

MPCEA – No report this month.

MPCTA – No report this month.

ASMPC - Ms. Eleanor Morrice said she was pleased to report that Dr. Marianne Ide will be their advisor for the semester and she looked forward to working with Dr. Ide.

College Council – Ms. Bernie Abbott, Co-Chair of College Council, reported that the College Council approved the accreditation response for last year’s report. In addition, she spoke about New Business L, Institutional Goals.

“FIRST READING” OF THE 2007-2010  
MONTEREY PENINSULA COLLEGE  
INSTITUTIONAL GOALS INFORMATION

Ms. Abbott reported that the review and approval of the 2007-2010 Institutional Goals was truly a collaborative effort and she was pleased to say that the 2007-2010 Institutional Goals, as presented, were approved by the College Council and forwarded on to the Superintendent/President and to the Governing Board.

Ms. Abbott reviewed the following goals and objectives:

1. Promote academic excellence and critical thinking across all areas and disciplines.

Objectives:

- Support faculty and staff development for effective teaching, learning, and service delivery.
- Expand distance education by providing leadership, technical assistance, services, training opportunities, exploring partnerships, and designing quality control mechanisms.
- Articulate the meaning, value, and use of Student Learning Outcomes (SLOs) at MPC.

2. Foster a climate that promotes diversity throughout the institution.

Objectives:

- Actively seek and enhance diversity in all College programs, curricula, extra-curricular, outreach and community events, and in the college population, students, employees and Board of Trustees.
- Recruit and retain a diverse College-wide community.

3. Grow enrollment and build MPC into an economic driving force for the Monterey area by supporting and developing programs that teach employable skills.

Objectives:

- Improve the College’s financial stability by diversifying the College’s revenue sources and increasing enrollment.

- Establish and strengthen industry, government, and community partnerships.
  - Establish and strengthen partnerships with high schools and transfer institutions.
  - Develop an integrated, effective District-wide marketing strategy for continuing programs, new programs and services.
4. Create pathways to success that address the diverse, holistic needs of all MPC students.

Objectives:

- Identify barriers that prevent students from achieving their goals.
  - Increase collaboration between Student Services and Academic Affairs to provide systems and programs that better assist students.
  - Improve the delivery of academic support for diverse student learners.
5. Provide educational programs and services in Seaside and Marina that meet community needs.

Objectives:

- Develop class and service delivery schedules based on assessment and analysis of community needs.
  - Provide support services that are sufficient in quantity, currency, depth, and variety to facilitate educational offerings.
6. Ensure adequate levels of personnel to support current programs and establish priorities for future growth.

Objectives:

- Provide adequate levels of well-trained support personnel to meet the needs of learning, teaching, College-wide communications, research and operational systems.
  - Attract and retain the best-qualified employees by continuing to increase compensation for full and part-time staff and faculty.
7. Maintain and improve District facilities.

Objectives:

- Create safe, attractive, functional facilities through the allocation of bond funds.



- Provide a stable and secure technical environment for the entire institution.

Mr. Pohlhammer asked if the Trustees would be getting a progress report on how the College was doing on these goals and objectives rather than coming back in two years with a “Yes” or “No” response on if we had succeeded in achieving these goals and objectives. The answer was that the District plans to bring back a benchmark status report from time to time to let the Trustees know how we are progressing.

The Trustees thanked Ms. Abbott and her committee for their work on this project.

MPC Foundation: Ms. Gustafson reported that a Board member training session was held and she thanked Dr. Garrison, Joe Bissell, and John Gonzalez for their attendance and for their contributions to the day. She also thanked Loren Steck and Carl Pohlhammer for their participation too. She announced that there had been a change in the personnel of the Foundation. John Yewell is under contract as the Speaker Series Coordinator. He will head the Peggy Downes-Baskin lecture series making sure logistics, marketing, publicity are all addressed. He has great experience in the field and will be a great asset to the Foundation. Ms. Gustafson reported that for the 2007 year, the Foundation donated \$455,013.90 to the College, which represents a 23% increase over 2005. We take our fundraising very seriously and we still have lots of work to do. Ms. Gustafson also reported that a “save the date” card for the Carl Bernstein lecture to be held on March 11, 2008, at 7:00 p.m. was mailed. In closing, she stated that the average age of an MPC student is 40 years of age.

Board Reports: Ms. Victoria Phillips reported that she had prepared a written report for the Trustees, which she had distributed to the Trustees just prior to the Board meeting. She highlighted several points of the Community Human Services Board meeting held on January 17th. The City of Monterey is considering CHS’ \$250,000 Pearl Street Rehabilitation Project. The plan is to relocate the Basic Center Program and Street Outreach Services. Staff reports were heard from the Family to Family Program and Triple P Program. There is a shortage of Foster Care families willing to take children in on the Peninsula and there is a program to teach parents parenting skills, which is provided by CHS. These are valuable programs and CHS is providing them. Community Human Services is in good financial shape although they are still having problems being paid by the County. Ms. Robin McCrae will be writing another letter to the County to seek assistance in remedying the situation. A new health plan for CHS was reviewed and approved by the Board and will now be offered to the employees. Ms. McCrae reviewed the CHS Action Plan and timelines with the Board.

Bond Update

Mr. Bissell reported that the sale of the bonds went well and we received the same ratings as three years ago. He met with Lou Solton to discuss strategies and the money should be deposited into the bank tomorrow. The money will remain in a local agency investment fund so that funds can be accessed and/or moved quickly. He also reported that the mitigated negative declaration report for the MPC Education Center at Marina has been distributed for public comment and we have received comments. EMC is preparing responses and we will bring them forward soon.

Mr. Joe Demko reported that the architect submitted to the Division of State Architect the drawings for the gym elevator and the project is expected to go to bid in the spring. · The Public Safety Training Center permanent building structural drawings are going through a “certification” process, as this is an existing building. The architect submitted the drawings to DSA in October 2007. After DSA approval is received, it is anticipated the project will be bid in March of 2008 and construction will begin in the summer of 2008. · The Child Development Center is ready for staff and children. · The MPC Education Center at Marina has temporary modulars and an Open House will be held from 10:00 a.m. until 2:00 p.m. on Saturday, February 2<sup>nd</sup>. · The infrastructure in the Quad area has been completed. All primary underground work was completed before the heavy rains in early January. The project is significantly ahead of schedule and is approximately 93% complete. Remaining work includes final water, gas, and electrical tie-ins to the individual buildings; demolition of old transformers and final landscaping. · Also, there are utilities that will be attached to the new Lecture Forum Bridge. The project is expected to be completed the summer of 2008. The permit from the Department of Fish and Game was received for the new Lecture Forum Bridge. The piles that will support the new bridge have been installed. The bridge is being fabricated offsite. It is anticipated the bridge will be delivered to MPC in March and then installed in March and April. The remaining work is anticipated to be completed the summer of 2008. · Mr. Demko reported that the interior demolition work has begun on the old Library which will become the new Administration building and the project is scheduled to be completed in January 2009. · We are projecting that the drawings for the new Student Services building will be submitted to the Division of State Architect by March 2008 and the project will go out to bid in the summer of 2008. · In conclusion, Mr. Demko reported that the Social Science and Lecture Forum building exteriors have been painted.

Trustee Pohlhammer remarked that the smart classrooms don’t speak well to each other. Mr. Bissell reported that the systems were purchased at different times and technology changes very rapidly; thus, problems occur.

Mr. Davis reported that there was a fill-in on Consent Agenda C.21.a. The name to be filled in is Loran Walsh and the effective start date is February 4, 2008. He asked if there were any questions or comments on the Consent Calendar or if anyone wished to have an item pulled for separate action. No one replied in the affirmative.

Consent Calendar

A. Routine Matters:

MSC Page, Steck

07-46

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

1. Governing Board minutes for the Regular meeting held on Tuesday, November 27, 2007; the Special meeting held Friday, November 30, 2007; and the Regular meeting held Friday, December 7, 2007, are approved.
2. Governing Board accepts \$70,383.04 and other gifts donated to the College with appropriate thanks to the donors.
3. November 30<sup>th</sup> Regular Payroll in the amount of \$2,212,366.93, the December 10<sup>th</sup> Supplemental Payroll in the amount of \$45,871.32, the December 14<sup>th</sup> Manual Payroll in the amount of \$1,203.50, the December 28<sup>th</sup> Regular Classified Payroll in the amount of \$769,735.23, the January 2<sup>nd</sup> Regular Certificated Payroll, in the amount of \$1,412,784.95 and the January 10<sup>th</sup> Supplemental Payroll in the amount of \$64,755.73, be approved.
4. Purchase Orders #802485 through #802590 in the amount of \$1,729,040.13, be approved.
5. Purchase Orders #802591 through #802625 in the amount of \$2,066,870.68, be approved.
6. Commercial Warrants, #12585130 through #12585157, #12586278 through #12586337, #12587350 through #12587374, #12588158 through #12588213, #12589103 through #12589145, #12591280 through #12591362, #12594099 through #12594246, #12595181 through #12595215, & 12596091 through #12596125 in the amount of \$3,186,790.50, be approved.
7. The following budget adjustments in the Child Development Fund be ratified.

Net increase in the 2000 Object expense category	\$171
Net decrease in the 3000 Object expense category	\$171.
8. The following budget increases in the Child Development Fund be approved.

Increase of \$2,114 in revenue and matching expenses, to reflect funds received for FY 2007-2008.

9. The following budget adjustments in the Unrestricted General Fund be ratified.

Net decrease in the 2000 Object expense category	\$10,000
Net increase in the 2000 Object expense category	\$ 9,582
Net increase in the 3000 Object expense category	\$ 596
Net decrease in the 4000 Object expense category	\$16,030
Net increase in the 5000 Object expense category	\$23,522.
Net decrease in the 6000 Object expense category	\$ 7,670.

10. The following budget increases in the Unrestricted General Fund be approved.

Increase of \$40,395 in revenue and matching expenses, to reflect additional funds received for FY 2007-2008.

11. The following budget adjustments in the Unrestricted General Fund be ratified:

Net increase in the 1000 Object expense category	\$12,050
Net decrease in the 3000 Object expense category	\$12,050.

12. The following budget increases in the Restricted General Fund be approved:

Increase of \$7,000 in revenue and matching expenses, to reflect funds received for FY 2007-2008.

13. The Governing Board ratify the following 2006-2007 year end transfers from the Unrestricted General Fund: \$500,000 to the Self-Insurance Fund for the purpose of funding the retiree benefit and workers' compensation liabilities; \$300,000 to the Capital Projects Fund for technology refreshment and sabbaticals; and \$140,000 to the Debt Services Fund for the payment to Sun Trust Leasing for energy projects.

14. The Governing Board authorizes the creation of a new bank account, Monterey Peninsula College, Keenan and Associates Administrator, with Union Bank of California, for payment of health insurance claims.

BE IT FURTHER RESOLVED, That effective January 22, 2008, Joseph Bissell, Vice President for Administrative Services; Rosemary Barrios, Controller; David De Wenter, Chief Operating Officer; David Sere, Chief Financial Officer; Suleman Moloo, Controller; Connie Kieller, Director

Financial Analysis; John Keenan, COB Facsimile; be authorized as signatories for the Monterey Peninsula College, Keenan and Associates Administrator, bank account maintained by Monterey Peninsula College at Union Bank of California.

15. The Governing Board approves Dr. Douglas Garrison, Superintendent/President, and Joseph Bissell, Vice President for Administrative Services, to be authorized signatories for all expenditure warrants on behalf of Monterey Peninsula Community College District, as requested by the Monterey County Office of Education.
16. The Governing Board approves Dr. Douglas Garrison, Superintendent/President, Joseph Bissell, Vice President for Administrative Services, and Rosemary Barrios, Controller to be authorized signatories for the bankcard accounts maintained by Monterey Peninsula College at First National Bank of Central California, as requested by the Monterey County Office of Education.
17. The Governing Board approves Dr. Douglas Garrison, Superintendent/President, and Joseph Bissell, Vice President for Administrative Services, to be authorized signatories for contracts and other official documents on behalf of Monterey Peninsula Community College District, as requested by the Monterey County Office of Education.
18. The following courses be approved:  
  
ENSL 313, Beginning English I  
ENSL 413, Beginning English I  
ENSL 338, Pronunciation II  
ENSL 438, Pronunciation II  
MAST 178, Field and Career Experiences in Marine Science.

B. Academic Personnel

19. The Governing Board approves the following academic personnel items:
  - a. Establish the positions and authorize the recruitments for two full-time, tenure-track positions: Math Learning Center Coordinator and a Physical Education Instructor/Baseball Coach.
  - b. Authorize the recruitment for a full-time, tenure-track COOP Instructor.
  - c. Grant Equivalency to Minimum Qualifications to Lavester Boykin to teach Computer Information Systems courses, effective Spring 2008.

- d. Grant Equivalency to Minimum Qualifications to Robert Cruickshank to teach Political Science courses, effective Spring 2008.
  - e. Grant Equivalency to Minimum Qualifications to Merry Dennehy to teach Reading courses, effective Spring 2008.
  - f. Grant Equivalency to Minimum Qualifications to Steve Bruemmer to teach Computer Science courses, effective Spring 2008.
  - g. Grant Equivalency Based on Eminence to Morag Elizabeth to teach ENGL 351 Phonemic Awareness for Improved Reading, Writing and Speech, effective Early Spring 2008.
  - h. Grant Equivalency Based on Eminence to Daniel Phillips to teach PHED 6 Soccer, effective Fall 2007.
  - i. Grant Emergency Equivalency to Andre Adam to teach HOSP 87 International Cuisine, effective Spring 2008 only.
  - j. Grant Emergency Equivalency to Paula Stoddard to teach CHDV 55 Child, Family, and Community, effective Spring 2008 only.
  - k. Grant Emergency Equivalency to Justin Russo to teach PHED 29 Varsity Athletic Conditioning effective Early Spring 2008 only.
  - l. Grant Emergency Equivalency to Daniel Phillips to teach PHED 29 Varsity Athletic Conditioning, effective Early Spring 2008 only.
  - m. Each month individuals are hired as part-time, substitute, and overload. The list includes hires for Fall 2007, Early Spring 2008, and Spring 2008.
20. That Professor Tom Logan be authorized to travel to and within Morocco, March 21 through March 31, 2008, as the instructor of the Morocco and the Sahara travel-study course.

C. Classified Personnel

21. The Governing Board approve the classified personnel actions listed to include:
- a) Employment of Loran Walsh, Campus Security Guard (Service Category 2), Administrative Services, 40 hours per week, 12 months per year, effective February 4, 2008.
  - b) Resignation of Lauren Patron, Clerical Assistant II (Service Category 3), Humanities, 19 hours per week, 9 months per year, effective February 7, 2008.
  - c) Resignation of Brian Sanford, Custodian (Service Category 2) Facilities, 40 hours per week, 12 months per year, effective at the end of the day, January 2, 2008.
  - d) Resignation of Jose Alva, Custodian (Service Category 2) Facilities, 40 hours per week, 12 months per year, effective at the end of the day, December 14, 2007.

- e) Resignation of David Albright for the purpose of retirement, Laboratory Technician-Science II (Service Category 7) Life Sciences, 40 hours per week, 12 months per year, effective at the end of the day, June 2, 2008.
- f) Resignation of Teera Safi, Instructional Assistant II (Service Category 3) English Skills & Study Center, 18 hours per week, 7 months & 14 days per year, effective at the end of the day, January 9, 2008.

22. 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.

Mr. Davis requested that New Business items B and C be moved to first under New Business so that our auditor and guest, Ms. Chris Chitlik, from the firm of Vavrinek, Trine, Day & Co., Certified Public Accountants, could address these two items and be on her way. All were in agreement.

New Business

Ms. Chitlik reported that the auditors have filed copies of the audit report with the required agencies and Mr. Bissell reported that copies of the audit report are also available in his office, (Office of the Vice President for Administrative Services.)

Ms. Chitlik gave an overview of the audit report and said the auditors gave the District a “clean financial opinion.” On page 57 of the report, the firm gave MPC an “Unqualified” opinion, which is the best you can receive and there were no material weaknesses. On State Awards the firm gave a “Qualified” finding which is one step down from an “Unqualified” finding. Mr. Bissell reported that each area has responded to the findings. None of these areas will be a problem in the next audit. These areas have been fixed. Internal controls have been implemented on bank reconciliations. In the area of CalWorks, new documentation has been developed to address the problem. Dr. Garrison reported that these two issues will be reported in our Accreditation self study report so that we must address them prior to our Accreditation site visit.

MSC Steck, Page 07-47

BE IT RESOLVED, That the Governing Board receive the District’s annual Financial Audit Report for the fiscal year ended June 30, 2007.

MSC Page, Steck 07-48

BE IT RESOLVED, That the Governing Board receive the District’s annual General Obligation Bonds Performance Audit Report for the fiscal year ended June 30, 2007.

Mr. Bissell reported that December is halfway through the fiscal year and most accounts are tracking as budgeted. All operating funds are near the 50% mark: The Unrestricted Fund is at 48.9%, Restricted General Fund 42.7%, Unrestricted Child Development 46.5% and Restricted Child Development 52.1%, and Parking 38.6%. The Self-Insurance fund is at 40.6% which is a good sign. The total cash balance for all funds is \$24,705,926, including bond cash of \$2,833,671 and \$21,872,255 for operations.

Mr. Bissell reported that we have had no response yet from the Monterey County Auditor-Controller concerning additional interest on the \$10.4 million prior year ERAF payment. On January 10<sup>th</sup>, the Governor released his Proposed Budget for the State. The State is projecting a fiscal imbalance of \$14.5 billion, \$3.3 billion associated with the current year and \$11.2 billion associated with 2008-2009. The Governor declared a “fiscal emergency” which triggers a special session of the Legislature in which the Governor proposes budget solutions. If the Legislature fails to act to address the budget problem within 45 days, they are prohibited from engaging in other legislative business. The current proposal by the Governor calls for across-the-board cuts to all sectors. For community colleges, cuts include \$40 million one-time current year reductions, and no COLA, only 1% growth, and 10.9% across-the-board reduction to categorical programs for 2008-2009. The Governor’s proposal represents the starting point in the legislative budget process.

It was pointed out that many community colleges will be in financial difficulty this year; however, because of the financial acumen of our Trustees with the Reserves, MPC won’t be negatively impacted this year.

Trustee Steck requested and the other Trustees agreed that the Bond funds be separated from regular funds in future fiscal reports. Mr. Bissell said this could easily be done and he would separate the bond funds from his fiscal reports.

MSC Page, Pohlhammer 07-49

BE IT RESOLVED, That the 2007-2008 Monthly Financial reports for the period ending December 31, 2007, be accepted.

MSC Steck, Page 07-50

BE IT RESOLVED, That the Board ratify the contract with Kitchell for Bond Program Management Services for the period January 2, 2008 through December 31, 2008.

MSC Page, Pohlhammer 07-51

BE IT RESOLVED, That the Governing Board ratify the Project Assignment Amendment 02 (PAA) with C2G/Civil Consultants Groups, Inc. in the amount of \$90,100 to perform engineering services for the reconfiguration of Parking lots E and F.



MSC Steck, Pohlhammer

07-52

BE IT RESOLVED, That the Governing Board ratify the Project Assignment Amendment 04 in the amount not to exceed \$68,900 with D & M Consulting Engineers, Inc. for geotechnical and special inspection services associated with construction of the new Administration Building.

MSC Steck, Page

07-53

BE IT RESOLVED, That the Governing Board ratify the Project Assignment Amendment 11 (PAA) at the fixed fee of \$105,000 with David Foord, for ongoing inspection services in conjunction with the renovation of the old Library into the new Administration Building.

MSC Page, Steck

07-54

BE IT RESOLVED, That the Governing Board ratify the Project Assignment Amendment 10 (PAA) at the fixed fee of \$9,000 with David Foord, for ongoing inspection services associated with the relocatable buildings at the MPC Education Center at Marina.

MSC Pohlhammer, Steck

07-55

BE IT RESOLVED, That the Governing Board ratify the Project Assignment Amendment 15 (PAA) in the amount of \$7,100 with Alfa Tech Inc. to prepare a redesign of the transformer work adjacent to Building 24.

MSC Page, Steck

07-56

BE IT RESOLVED, That the 2008-2009 non-resident tuition rate for the District be established in accordance with ECS 76140 at \$181 per semester unit, with no fee for capital outlay.

MSC Page, Pohlhammer

07-57

BE IT RESOLVED, That the Governing Board approve the signing of the 2007-2008 contract with the California Department of Education for the purchase of instructional materials and supplies for the Child Development Program.

MSC Davis, Steck

07-58

BE IT RESOLVED, That the Governing Board of the Monterey Peninsula Community College District nominates Carl Pohlhammer to be a candidate for the California Community College Trustees Board.

The trustees reviewed the Calendar of Events.

Advance Planning

The next regular meeting will be held:

Tuesday, February 26, 2008, 1:30 p.m. – 3: 00 p.m. - Closed Session, Stutzman Seminar Room, Library & Technology Center  
3:00 p.m. - Open Session  
Karas Room, Library and Technology Center

Tuesday, March 18, 2008, Regular Governing Board meeting:  
8:00 a.m., Closed Session  
Stutzman Seminar Room  
Library and Technology Center  
9:30 a.m., Open Session  
Sam Karas Room  
Library and Technology Center

Agenda item/s:

- International Student Program Update Report
- Study Session: Checklist for Fiscal Responsibilities.

The next Special Governing Board meeting will be held:

Wednesday, February 6, 2008, 10:30 a.m., Stutzman Seminar Room  
Library and Technology Center.

Adjournment

Mr. Davis adjourned the meeting at 5:07 p.m.

Respectfully submitted,

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