

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

12:00 p.m. – 12:05 p.m. – Open Session (Roll call only)
Closed Session – 12:05 p.m. – 1:55 p.m.
Stutzman Seminar Room – Library & Technology Center

Special Study Session
Open Session: 2:00 p.m., Karas Room – Library & Technology Center

Regular Session
Open Session: 3:00 p.m., Karas Room – Library & Technology Center
Monterey Peninsula College
980 Fremont Street, Monterey, California 93940-4799

TUESDAY
May 27, 2008

AGENDA

I. OPENING BUSINESS

- A. Call Public Session to Order
- B. Roll Call
- C. Closed Session Topic/s of Discussion:

The Governing Board will meet in Closed Session (before the Open Session on regular agenda items) to consider matters appropriate for Closed Session as authorized by Sections 3549.1 and 54956.7 through 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 Open Session (or at the next public meeting). Item/s under discussion this date:

- a. Conference with Legal Counsel Regarding Potential Litigation. There is one (1) potential lawsuit.
- b. Public employee discipline/dismissal/release
- c. Conference with Real Property Negotiator
Marina Landswap. Parcels: L23.1. and L23.1.5
Negotiating Parties: City of Marina and Monterey Peninsula Community College District – Mr. Joe Bissell.

- D. Reporting of any action taken during Closed Session
- II. SPECIAL STUDY SESSION – 2 p.m.

A. REVIEW OF COMMUNITY COLLEGE LEAGUE OF CALIFORNIA PUBLICATION, INTRODUCTION TO FISCAL RESPONSIBILITIES

INFORMATION

III. RECOGNITION

A. Acknowledgment of Visitors

B. Monterey Peninsula College Foundation: Donations for May 2008: \$39,890.00

III. COMMUNICATIONS

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.)

A. Comments from Visitors

B. Written Communication:

- a) A letter to Dr. Douglas Garrison, dated April 15 2008 from Shirley Short, Association of California Community College Administrators, thanking Dr. Garrison for his participation in the 2008 Mentor Program Retreat at the Jesuit Retreat Center in Los Altos.
- b) An email from Jeanette Haxton regarding HECA Environment Forums 2008 "Where do we grow from here?" dated April 15, 2008.
- c) An email from Mark Jenkins, dated April 16, 2008, regarding Fundraising activity for the Latino Club...Tamales for sale.
- d) The Monterey County Herald, Wednesday, April 16, 2008, MPC 11, De Anza 1.
- e) The Monterey County Herald, Friday, April 18, 2008, JC Baseball, MPC 13, Gavilan 6.
- f) An "All Users" email from Dr. Sharon Colton regarding Energy Savings, dated April 18, 2008.
- g) An "All Users" email from Marilyn Gustafson regarding "MPC Difference Makers Award," dated April 21, 2008.
- h) The Monterey County Herald, Monday, April 21, 2008, the Yellow Brick Road Benefit Shop awards MPC's Women's Program/Food Pantry, \$1,000.
- i) A letter to Dr. Douglas Garrison, dated April 21, 2008, from Karen Csejtey, Executive Director, Leadership Monterey Peninsula, thanking

him for participating in the panel during their Education & History Class Day on April 9th.

- j) The Monterey County Herald, Wednesday, April 23, 2008, JC Baseball, MPC 2, CCSF 1.
- k) The Monterey County Herald, Thursday, April 24, 2008, A Dylan Thomas Tribute, Friday, May 2nd @ 7:30 p.m., MPC, LF 103.
- l) An invitation to the MPC Faculty and Staff Luncheon in the Sam Karas Room on April 24th, from 11:30 a.m. until 2:00 p.m. Sponsored by Alpha Gamma Sigma and allied MPC clubs.
- m) The Monterey County Herald, Friday, April 25, 2008, MPC 11, Ohlone 10.
- n) The Monterey County Herald, Sunday, April 27, 2008, Your Town, Monterey, Job Fair planned Thursday at MPC.
- o) The Monterey County Herald, Sunday, April 27, 2008, A Dylan Thomas Tribute, Friday, May 2nd, @ 7:30 p.m., MPC LF 103.
- p) A letter from Leon and Sylvia Panetta addressed to Dr. Douglas Garrison thanking him for his attendance, insights, and graciousness at the April 18, Panetta Institute, Academic Advisory Committee meeting.
- q) Go!...The Monterey County Herald Thursday, 1-7, 2008. Gentrain Society Lecture...Weimar and We, by Dr. Richard Kezirian and MPC's Annual Mother's Day Jewelry Sale and Fundraiser.
- r) The Monterey County Herald, Thursday, May 1, 2008, President's Address to the Community by Dr. Douglas Garrison, Honoring Peggy Bates, Friday, May 9, 2008, Hyatt Regency Hotel.
- s) An email message from Jill Zande dated May 1, 2008, regarding the Monterey Bay Regional ROV Contest.
- t) An announcement about the Asian Student Association Annual Culture Show scheduled for Saturday, May 3, 2008 from 7:30 p.m. – 9:30 p.m. in the Music Hall at MPC.
- u) The Monterey County Herald – Class Notes, Monday, May 5, 2008, Doug Garrison, annual president's address announcement.
- v) The Monterey County Herald, Monday, May 5, 2008, President's Address to the Community by Douglas Garrison, honoring Peggy Bates, Friday, May 9, 2008.
- w) An email regarding Free Health Fair, Monday, May 5, 2008, 11 a.m. – 2 p.m., MPC Library.
- x) An email from Tuyen Nguyen thanking everyone for their support of the Asian Student Association at MPC, dated May 5, 2008.
- y) The Monterey County Herald, Tuesday, May 6, 2008, President's Address to the Community.
- z) The Monterey County Herald, Wednesday, May 7, 2008, The State, Sacramento, Community Colleges Get Large Donation & Lobos Golf.
- aa) GO!...The Monterey County Herald, Thursday, May 8-14, 2008, Plaza Suite; MPC String Ensemble, MPC Art Gallery, MPC Theatre Company, "Urinetown, the Musical;" "This ... Is...NOW!" performance salon; and Luncheon and MPC "President's Address."

- bb) The Monterey County Herald, Thursday, May 8, 2008, Quickbooks, Pro 2007 Accounting Software.
- cc) Monterey Coast Weekly, May 8-14, 2008, Plaza Suite at MPC Morgan Stock State, Thursday-Sunday; MPC Student Film Festival; & MPC String Ensemble Performance.
- dd) GO!...the Monterey County Herald, Thursday, May 8-14, 2008, MPC Theatre Company's Production of 'Plaza Suite' Makes 11 Neil Simon Plays for the Company, by Kathryn Petruccelli.
- ee) An email from Gary Bolen dated Thursday, May 8, 2008, regarding "Plaza Suite."
- ff) The Monterey County Herald, Friday, May 9, 2008, PASSION TO LEARN, Longtime Educator Wins Award, by Clarissa Aljentera.
- gg) The Monterey County Herald, Sunday, May 11, 2008, Lobos set four school records, Herald Staff Reports.
- hh) An email addressed to Victoria Phillips from Dan Beck dated May 12, 2008, thanking Dr. Garrison for the new lighting control console in the Theater.
- ii) A letter addressed to Dr. Douglas Garrison from Andrea Purl, Education Coordinator, thanking him for his help and support of the Steinbeck Young Authors Program.
- jj) An "All Users" email from the MPC Foundation dated Tuesday, May 13, 2008, regarding the President's Address to the Community.
- kk) An email to "All Users" from Julie Bailey regarding the Ornamental Horticulture Department Plant Sale scheduled for Thursday, May 15, 2008, 9 a.m. to Noon.
- ll) An "All Users" email regarding Monterey Bay Regional ROV Contest Results, dated May 13 2008, from Jill Zande, MATE Program.
- mm) The Monterey County Herald, Thursday, May 14, 2008, Monterey, MPC offering seminar for QuickBook software.
- nn) GO!...The Monterey County Herald, Thursday, May 15, 2008, Plaza Suite & Gentrain Society Lecture, Edna Burleigh Norton.
- oo) The Monterey County Herald, Thursday, May 15, 2008, MPC Theatre Co. delivers highly entertaining 'Plaza Suite', by Nathalie Plotkin.
- pp) The Monterey County Herald, Sunday, May 18, 2008, Your Town, MPC band to perform 'Carmina Burana' opera today, and JC Track, DiSimone breaks record.

C. Reports and Presentations:

Routine status reports and announcements regarding campus activities, meeting schedules, conferences attended and recent developments from:

- INSTITUTIONAL REPORT: Family & Consumer Sciences Programs – Ms. Mary Nelson
- SUPERINTENDENT
- VICE PRESIDENTS
- ACADEMIC SENATE

- MPCEA
- MPCTA
- ASMPC
- COLLEGE COUNCIL
- MPC FOUNDATION
- GOVERNING BOARD
- Special Report
 - Bond Update – Joe Bissell
 - IPP/FPP Processing – Michael Gilmartin & Vicki Nakamura

V. 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, notices of public hearings, proclamations, etc.:

BE IT RESOLVED,

1. That the Governing Board minutes for the Regular meeting held on Tuesday, April 22, 2008, and the Special meeting held Friday, May 16, 2008, are approved.
2. That the Governing Board accept \$52,204.00 and other gifts donated to the college with appropriate thanks to the donors.
3. That the April 30th Regular Payroll in the amount of \$2,658,715.39 and the May 9th Supplemental Payroll in the amount of \$62,886.89 be approved.
4. That Commercial Warrants #12621837 through #12621883, #12622701 through #12622734, #12623719 through #12623815, #12625130 through #12625187, #12625955 through #12626009, #12626635 through #12626656, #1262881 through #12628969 in the amount of \$2,529,560.83 be approved.
5. That purchase orders #803015 through #803281 in the amount of \$1,237,910.97, be approved.

6. That the following budget adjustments in the unrestricted general fund be ratified.

Net increase in the 2000 Object expense category	\$ 3,774
Net increase in the 3000 Object expense category	\$ 424
Net decrease in the 4000 Object expense category	\$ 4,000
Net increase in the 5000 Object expense category	\$ 2,751
Net increase in the 6000 Object expense category	\$ 2,553.

7. That the following budget increases in the restricted general fund be approved:

Net increase in the 1000 Object expense category	\$ 300
Net decrease in the 2000 Object expense category	\$2,607
Net increase in the 4000 Object expense category	\$2,092
Net increase in the 5000 Object expense category	\$ 215.

8. That the following budget increases in the Restricted General Fund be approved.

Increase of \$15,899 in revenue and matching expenses, to reflect funds received for FY 2007-2008.

9. That the following courses and programs changes be approved:

ART 52C, Film/Video Narrative Production
DRAM 16B, Acting for The Camera II
ENGL 14, Mastering College Reading: Analysis and Interpretation
FIRE 130, Crisis Intervention Training for Dispatch, Fire/Medical Personnel
General Studies (with emphasis) Program
GENT 99.64, Travel Study Live Drama in Oregon
GENT 99.72, Travel Study: Pasadena Craftsman Weekend
GENT 99.73, Travel Study: New York Theatre Tour
Human Services Program
ORNH 21.3, Current topics in Ornamental Horticulture: Sustainable Landscaping
ORNH 210.4, Current Topics in Ornamental Horticulture: Greenhouse Gardening.

C. Academic Personnel

10. That the Governing Board approve the following academic personnel items:

- a) Employment of Merry Dennehy, English Composition and Developmental Writing Instructor, Step and Column placement pending verification, effective Fall 2008.
- b) Employment of Jamie Gerard, English Composition and Developmental Writing Instructor, Step and Column placement pending verification, effective Fall 2008.
- c) Employment of Damanjit Singh, Computer Systems/Information technology Instructor, Step and Column placement pending verification, effective Fall 2008.
- d) Employment of Alethea DeSoto-Stewart, Matriculation Coordinator/Counselor, Step and Column placement pending verification, effective July 1, 2008.
- e) Employment of _____ Anthropology Instructor, Step and Column pending verification, effective Fall 2008.
- f) Employment of _____ Psychology Instructor, Step and Column pending verification, effective Fall 2008.
- g) Employment of _____ Interior Design/Family & Consumer Science Instructor, Step and Column pending verification, effective Fall 2008.
- h) Grant Equivalency Based on Eminence to Deborah Sturt to teach SPCH 1 Public Speaking, effective Summer 2008.
- i) Each month individuals are hired as part-time, substitute, and overload. The lists include hires for Spring and Summer 2008.

D. Classified Personnel

- 11. That the Governing Board approve the classified personnel actions listed to include:
 - a) Employment of _____. Division/Unit Office Manager (Service Category 5) Library, 40 hours per week, 12 months per year, effective _____, 2008.
 - b) Employment of Karen Warburton, Laboratory Technician-Science II (Service Category 7) Life Sciences, 40 hours per week, 12 months per year, effective June 2, 2008.
 - c) Transfer of Pat Esterline, Instructional Specialist II (Service Category 3), Reading Center, 12 to 18 hours per week, 8 months & 11 days per year to Instructional Specialist II (Service Category 3), Reading Center, 12 to 18 hours per week, 10 months & 11 days per year, effective May 27, 2008.
 - d) Resignation for the purpose of retirement of Relita B. Dalit-Pierson, Health Services Specialist (Service Category 5) Student Health Services, 40 hours per week, 12 months, effective at the end of the day June 30, 2008.

- e) Resignation of Dominique Lupisan, Matriculation Assistant Coordinator (Service Category 4) Counseling, 40 hours per week, 11 months per year effective June 2, 2008.
- f) Resignation of Susanne Rodriguez, Library Specialist (Service Category 4) Library, 19 hours per week, 9 months & 6 days per year, effective May 15, 2008.
- g) Resignation of Sharon Tolley, Division/Unit Office Manager (Service Category 5) Facilities, 40 hours per week, 12 months per year, effective, May 9, 2008.

12. That 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.

VI. NEW BUSINESS

- A. BE IT RESOLVED, That the 2007-2008 Monthly Financial Reports for the period ending April 30, 2008 be accepted.
- B. COUNTY OF MONTEREY INVESTMENT REPORT INFORMATION FOR THE QUARTER ENDING MARCH 31, 2008
- C. BE IT RESOLVED, The Governing Board authorize the Vice President for Administrative Services to renew the current three year agreement with Keenan and Associates as the broker of record and consultant for the District's employee fringe benefits.
- D. BE IT RESOLVED, That the Governing Board approve the awarding of the contract for the seismic reinforcement project for the Physical Education Building to Hallmark Construction in the amount of \$325,841.
- E. BE IT RESOLVED, That the Governing Board approve the awarding of the contract for the Physical Education Building Bleachers to Southwest Interiors in the amount of \$182,800.
- F. HEALTH SERVICES FEE INCREASE OF \$1 INFORMATION
- G. BE IT RESOLVED, That the Governing Board approve Administrative Procedure 3435, Procedures for Complaints of Unlawful Discrimination, Including Sexual Harassment, as submitted.
- H. PROGRAM REVIEW REPORT FOR THE CREATIVE ARTS DIVISION INFORMATION
- I. REVIEW THE DISTRICT'S PROGRESS ON ENERGY AND RESOURCE CONSERVATION EFFORTS INFORMATION

- J. SALINAS RURAL FIRE DISTRICT’S PROPOSED ANNEXATION OF PROPERTY IN THE PARKER FLATS AREA ON THE FORMER FORT ORD INFORMATION
- K. BE IT RESOLVED, That the Governing Board approve Board Policy 3000, Educational Programs and Standards, revised subsection, Board Policy 3120, Academic Freedom Policy.
- L. “FIRST READING” ON BOARD POLICY 1435, NAMING OF BUILDINGS AND OTHER PROPERTY COMPONENTS. INFORMATION
- M. “FIRST READING” ON BOARD POLICY 3810, CLAIMS AGAINST THE DISTRICT. INFORMATION
- N. CALENDAR OF EVENTS INFORMATION

VIII. ADVANCE PLANNING

A. Meeting Date:

Regular Meeting: Tuesday, June 24, 2008

- 1:30 p.m. – Stutzman Seminar Room, Library and Technology Center
- 3:00 p.m. – Karas Room, Library and Technology Center

B. Suggested Future Agenda Item/s:

1. Update Discussion on Governing Board Policy 2240, No Smoking Policy

IX. CLOSED SESSION

(When Required on Non-Routine Matters and/or to Continue Discussion of Items from Earlier Closed Session)

Posted: May 21, 2008

AgendaMay27, 2008
May 2008