

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

1:30 p.m. – Open Session
Karas Room – Library and Technology Center

Monterey Peninsula College
980 Fremont Street
Monterey, CA 93940-4799

Friday
August 31, 2007

MINUTES

Mr. R. Lynn Davis, Chair of the Board of Trustees, called the meeting to order at 1:30 p.m. Roll call was taken by Ms. Phillips. Mr. Davis declared a quorum present.

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

MEMBERS ABSENT: None

STAFF PRESENT: Dr. Douglas R. Garrison, Superintendent/President
Mr. Carsbia Anderson, Vice President for Student Services
Mr. Joe Bissell, Vice President for Administrative Services
Ms. Suzanne Ammons, Administrative Assistant, Administrative Services
Dr. Caroline Carney, Chairperson, Social Science Division
Ms. Brenda Kalina, Financial Aide Advisor
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 Governing Board

OTHERS PRESENT: Mr. Scott Berry
Mr. Joe Demko
Mr. Alvin Edwards
Ms. Marilyn Gustafson
Mr. Carl Pohlhammer
Mr. Fred Sherman

Mr. Davis asked if there were any items which needed to be considered for addition to the agenda for this meeting. No one replied in the affirmative. Mr. Davis introduced Mr. Alvin Edwards, who is a candidate for the Governing Board. Mr. Davis asked if there were comments from the public. Hearing none, the meeting continued.

SPECIAL BUSINESS

REVIEW THE CURRENT PROCESSES AND ORGANIZATIONAL INFORMATION STRUCTURE USED TO IMPLEMENT THE DISTRICT'S FACILITY PLANS.

Mr. Joe Bissell, Vice President for Administrative Services, began the presentation by stating that in the statewide general election on November 5, 2002, the local voters approved a \$145 million Proposition 39 bond for facility construction and repair, and equipment for the College. The District hired Maas Companies to complete an Educational/Facilities Master Plan to help define a building and facilities renovation program that would address the space and programmatic needs of the College through 2020. The Plan was adopted by the Board in February 2004. The Governing Board conducted a study session on March 15, 2004 to discuss actions needed to implement the District's Educational Facilities Master Plan. The implementation process, including organizational structure and implementation responsibilities, was subsequently approved by the Board at the March 23, 2004 meeting.

Mr. Bissell reviewed the Bond Management Organization Summary of Responsibilities for the Governing Board, Executive Committee, College Council, Project Committee, Bond Program Manager, Project Construction Manager(s) as approved at the March 23, 2004 Board meeting. He also stated that he approves all expense claims unless it is "big ticket item" and then it goes through the President/Vice Presidents' group. In fact, Mr. Bissell stated that he is continually working with the Bond Manager, Facilities Director, and the President and Vice Presidents' Group.

In addition, Mr. Bissell stated that we have established a Bond Re-Do Committee who have made changes and will continue to make adjustments to the original Facilities Master Plan.

Trustee Chair Davis stated that the Trustees are concerned about the overall look of the College campus and they want to make sure that the campus has continuity encompassing architecture, style, color, theme, etc.

Dr. Garrison recommended that we have "first" and "second" readings of planned buildings on campus, as we do for Board Policies, so that Trustees fully understand plans for the campus and have an opportunity for input. Dr. Garrison also added that the more detailed Bond Project Update reports were an attempt to keep the Board informed.

Dr. Garrison reported it is clear that with the escalating costs for projects, the District will not be able to do all the projects in the way the Maas Master Plan listed. Dr. Caroline Carney suggested that the District communicate that to the campus as she felt there were some people still under the impression that the District intended to accomplish all the projects listed in the Maas Master Plan and morale could be affected. Dr. Garrison said that he planned to hold

forums this fall, to include Vice President forums, where sharing of information on several different topics could be facilitated.

The second topic of the day was the Student Services Building. Mr. Carsbia Anderson, Vice President for Student Services, noted that the Student Services Building discussion started almost 25 years ago. Initially, the remodeling of the old Library to accommodate Student Services was considered as a secondary effect to the construction of the Library Technology Center. However, after the District received funding from the State and a review of the feasibility of undertaking a costly remodel, it was recommended by the Maas Group to build a new building. It was expressed by the Maas Group and the campus master planners that a new building would become a centralized services building where all Student Services would be housed under one roof.

Mr. Anderson reported that the current plans allow for the centralized location of all Student Services Departments with the exception of the International Students Program. While the rising costs of construction caused the project team to do “value engineering,” it was decided that the International Students Program and some instructional components, such as TRIO and Supportive Services labs will not be included in the building, due to budgetary constraints.

Mr. Anderson thanked his Student Services Project Team: Karen Engelsen, Vera Coleman, Aiyumu Takada, Brenda Kalina, Larry Walker, LaRon Johnson, Nancy Souza, Susan Osorio, Sharon Coniglio, and Laurie Buchholz, for their time, effort, and commitment in working with him and HGA Architects.

Mr. Anderson reported that they have selected a site location for the building, which is across from the Student Center, and added that it is important that these two buildings “talk to each other.” There will be a parking lot close by and driving is in close proximity. There will be the interaction of the Student Center and the building will be handicapped accessible.

Mr. Anderson then introduced Mr. Fred Sherman and Mr. Scott Berry, architects from HGA Architects, who presented additional details on site location, building elevations and drawings of the building interior during the board meeting. The architects reported that they are trying to make this building structure as “green” as possible, but to have it certified would cost \$50,000 to \$100,000.

Mr. Anderson concluded his report by saying that the next steps are the completion of the preliminary plans, then working drawings, and DSA approval.

The Trustees thanked Mr. Anderson and HGA Architects for their presentation and the committee for their work on this project.

MSC Page, Tunney

07-20

BE IT RESOLVED, That the Governing Board approve the schematic plans for the new Student Services Building.

Adjournment

The meeting was adjourned at 3:04 p.m.

Respectfully submitted,

Dr. Douglas R. Garrison
Secretary to the Board