

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

Monterey Peninsula College
980 Fremont Street
Monterey, California 93940

Tuesday
October 30, 2007

1:30 p.m. -- Closed Session, Stutzman Seminar Room, Library & Technology Center
3:00 p.m. -- Public Session, Karas Room, Library & Technology Center

MINUTES

The President of the Board, Mr. R. Lynn Davis, called the Governing Board meeting to order at 1:36 p.m. Mr. Davis called roll and declared a quorum present. Mr. Davis read the Closed Session statement and reported that the following items would be covered: a. Conference with Labor Negotiator: Monterey Peninsula Community College District: Joe Bissell. Monterey Peninsula College Employees Association #245. b. Conference with Labor Negotiator: Monterey Peninsula Community College District: Joe Bissell. Monterey Peninsula College Teachers Association. c. Public Employee Discipline/Dismissal/Release/Complaint. d. Initiation of litigation pursuant to subdivision (c) of Government Code section 54956.9: (Specify number of potential cases—e.g., “The Governing Board has decided or is deciding whether to initiate litigation on one matter.” e. Public Employee Performance Evaluation: Superintendent/President.

At 1:40 p.m., the Open Session adjourned to the Closed Session. The Closed Session adjourned at 2:57 p.m. At 3:05 p.m., the Open Session was called to order by Mr. Davis. Ms. Phillips called roll.

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

MEMBERS ABSENT: Mr. Charles Page

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 & Development
Mr. Michael Gilmartin, Dean of Instruction, Occupational and Economic Development
Dr. John Gonzalez, Vice President for Academic Affairs

Dr. Susan Steele, Interim Dean of Instruction, Liberal Arts
Ms. Judy Cortes, Spanish
Mr. A.J. Farrar, Administration of Justice
Dr. Fred Hochstaedter, Earth Sciences
Ms. Theresa Lovering-Brown, Art/Jewelry
Mr. Richard Montori, Public Information, Marketing, & Audio Visual
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

OTHERS PRESENT: Dr. Diane Cordero de Noriega
Mr. Scott Cote
Mr. Joe Demko
Mr. Jordan Galdo
Ms. Marilyn Gustafson
Mr. Joseph Nicola
Mr. Carl Pohlhammer
Mr. Randy Porter

Mr. Davis reported that Trustee Page was in the hospital recovering from an emergency appendectomy and a card was being circulated and people were signing it and wishing Mr. Page a speedy recovery. Mr. Davis reported that he and Dr. Garrison had spoken with Mr. Page this morning and he was doing well.

Mr. Davis reported that he had one item to report from Closed Session. The dismissal of employee #0672 effective July 17, 2007.

Recognition

Mr. Davis noted that donations to the MPC Foundation for September 2007 were \$6,784.16. He thanked the Foundation for their efforts on behalf of the College.

Mr. Davis acknowledged Dr. Diane Cordero de Noriega, Governing Board candidate, and mentioned that he had seen Mr. Carl Pohlhammer, another Governing Board candidate on campus earlier. He said he was sure that he would be attending the Board meeting soon.

Communication

Mr. Davis asked if anyone wished to address the Trustees. Hearing none, the meeting moved forward.

Written Communications

Mr. Davis noted that the Stadium Opening on October 13th and the Fitness Center dedication on October 22nd went very well as did the Robert Hass, Poet Laureate, engagement on October 27th, where he noted quite a few of our Professors Emeriti.

- a) A memo to “All Users” from Steve Morgan regarding 2006 State Agency Waste Management Annual Report and results for MPC.
- b) GO! The Monterey County Herald, Thursday, September 20-26, 2007, Able MPC cast pulls together 38 quirky vignettes, by Nathalie Plotkin. Performing Arts...Monthly Performance Salon ‘This...is...Now!!!’ Welcomes All Genres of Art to Mix and Mingle at Will, by Kathryn Petruccelli.
- c) The Monterey County Herald, Thursday, September 20, 2007, Shhh...MPC offense could be special, by Dennis Taylor.
- d) GO! The Monterey County Herald, Thursday, September 20 – 26, 2007, MPC Drama Department, An Evening with Suzan-Lori Parks.
- e) Monterey County Weekly, Thursday, September 20-26, 2007, Film, French Film at MPC, Jean de Florette.
- f) The Monterey County Herald, Friday, September 21, 2007, Community Colleges.
- g) The Monterey County Herald, Saturday, September 22, 2007, Local Roundup...Lobos stop Butte.
- h) The Monterey County Herald, Sunday, September 23, 2007, Lobos Lay Into Solano, by David Coffin.
- i) A letter to Dr. Douglas R. Garrison dated September 24, 2007, from Mark Wade Lieu, President, The Academic Senate, regarding the appointment of Ms. Debbie Anthony to the Equity and Diversity Action Committee.
- j) The Monterey County Herald, Thursday, September 27, 2007, Lobos right the ship; Panthers search for solution, by Dennis Taylor.
- k) The Monterey County Herald, Friday, September 28, 2007, Community Colleges...Mendocino (3-1) vs. MPC (3-1).
- l) The Monterey County Herald, Sunday, September 30, 2007, MPC mounts comeback win over Mendocino, by Dennis Taylor.
- m) GO! The Monterey County Herald, Thursday, October 4-10, 2007, Art Reception and Gentrain Society Lecture.
- n) The Monterey County Herald, Thursday, October 4, 2007, PAVING THE WAY...The Offensive Linemen Carry a Big Load at MPC.
- o) Monterey County Weekly, Burning Desire...The MPC Fire Academy tests just how much its students want to serve, by Zachary Stahl.
- p) MPC Notes, October 5, 2007, by Douglas R. Garrison, Ed.D.
- q) The Monterey County Herald, Friday, October 5, 2007, Community Colleges, Monterey Peninsula (4-1) vs. Redwoods (1-3).
- r) The Monterey County Herald, Sunday October 7, 2007, Monterey...MPC board candidates to speak at forum.
- s) The Monterey County Herald, Sunday, October 7, 2007, Lobos hold off scoring flurry from Redwoods, by Ray Aspuria.

- t) The Monterey County Herald, Wednesday, October 10, 2007, MPC board changes sought...Group Favors Five-District System over At-Large Method of Electing Trustees, by Clarissa Aljentera.
- u) The Monterey County Herald, Friday, October 12, 2007, Monterey, Civil rights activist Mel Mason to be honored at NAACP lunch.
- v) The Monterey County Herald, Friday, October 12, 2007, Community Colleges, Cabrillo (2-4) vs. Monterey Peninsula (5-1).
- w) The Monterey County Herald, Saturday, October 13, 2007, Noriega, Edwards, Davis, Page for MPC board.
- x) The Monterey County Herald, Saturday, October 13, 2007, Your Town...Monterey, MPC official to join governor's nursing panel.
- y) The Monterey County Herald, Sunday, October 14, 2007, MPC's win streak ends at new home, by Dennis Taylor.
- z) The Monterey County Herald, Sunday, October 14, 2007, MPC Presents Robert Hass, Poet Laureate of the United States (1995-1997) and recently announced as National Book Award Nominee in Poetry.
- aa) The Monterey County Herald, Monday, October 15, 2007, Candidates split on districting...Keeping Faculty Posts Filled Seen as Challenge, by Clarissa Aljentera.
- bb) GO! The Monterey County Herald, Thursday, October 18-24, 2007, MPC Theatre Company...I Hate Hamlet, October 18-28. Gentrain Society Lecture, October 19, 2007...Was the United States of America Founded on Christian Principles? Part 2.
- cc) GO! The Monterey County Herald, Thursday, October 18-24, 2007, MPC Presents Robert Hass.
- dd) GO! The Monterey County Herald, Thursday, October 18-24, 2007, 'I Hate Hamlet'...MPC's Latest Comedic Offering Plays on the Tug of War Between Stage and Screen, East and West, by Kathryn Petruccelli.
- ee) An email message from Robynn Smith, Art instructor, concerning Artshift San Jose...Cultural Tectonics and View from the Fault Line, and an article about her in the publication.
- ff) The Monterey County Herald, Sunday, October 21, 2007, MPC Flex Your Muscles.

Reports and Presentations

Institutional Report: Theresa Lovering-Brown – Sabbatical Leave Report

Ms. Theresa Lovering-Brown began her report by thanking the Professional Recognition Board, the Administration, and the Trustees for recommending and approving her sabbatical leave. She reported that she took full advantage of the time she was granted and visited Port Townsend, Washington; Thailand, Vietnam, Laos, and Japan. The trip took her a full two months and she took over 7,000 slides. She brought 70 slides with her for her PowerPoint presentation. She will exhibit her pictures during her Art Gallery show April 29 through May 30, 2008, and will invite everyone. During her travels she took many tours viewing silk embroideries, metal smithing, and printmaking artists. She also took an arts and crafts tour, which was very interesting. She toured the "killing fields" in

Cambodia, which was a very moving experience for her. She produced a jewelry piece depicting her feelings, which will also be included in her show. At the Tokyo National University of Fine Arts and Music she met with instructor, Shinohara Sensei, and the President of the University, and gave a demonstration and presented her work to the students. Theresa is sharing what she learned from her experience with her students and is scheduled to meet with community groups, too.

The Trustees thanked her for her presentation and said they looked forward to her show in 2008.

Superintendent's Report:

1. Dr. Garrison attended the MPC Foundation Board of Directors' meeting on September 26th.
2. On September 27th, Dr. Garrison attended the Disaster Resistant California Community Colleges Training session at the College of Marin with Art St. Laurent.
3. On October 2nd, Dr. Garrison participated in a Special Governing Board Study Session on Board Policy 1435, Naming of Buildings and Other Properties.
4. On October 3rd, Dr. Garrison attended the Monterey County Workforce Investment Board meeting.
5. On October 5th, Dr. Garrison attended the Community College League of California Advisory Committee on Educational Services.
6. On October 9th, Dr. Garrison attended the Monterey County United Way Campaign Cabinet meeting.
7. On October 9th, Dr. Garrison participated in a Special Governing Board meeting on "student discipline."
8. On October 11th, Dr. Garrison attended the Open Forum for candidates for the MPC Governing Board which was sponsored by ASMPC and the League of Women Voters.
9. On October 13th, Dr. Garrison participated in the official opening of the MPC Community Stadium.
10. On October 22nd, Dr. Garrison participated in the celebration of the new MPC Fitness Center.
11. Dr. Garrison served on the Accreditation Site Visit Team for Marymount College in Palos Verdes on October 23rd through the 26th. Dr. Garrison said he learned a lot from this experience which will prepare MPC for its on-site visit as the standards have changed since our last accreditation visit.
12. On October 30th, before the Governing Board meeting, Dr. Garrison hosted the regional superintendents and high school principals meeting along with the Vice Presidents, Mr. Davis and Dr. Steck. This is part of the College's outreach program and the room was abuzz with enthusiasm, conversation, and energy. We will be meeting again at the first of the year.
13. In closing, Dr. Garrison mentioned that following the Board meeting, he will attend the Monterey County Business Council Annual Presidents' Dinner.

Mr. Davis noted that the meeting with the local superintendents and high school principals was very good and the concurrent enrollment figures were impressive. Dr. Garrison has pulled this group together and it was very impressive. Mr. Davis noted that Mr. Pohlhammer was in the audience and also noted that Mr. Alvin Edwards had taken a team of firefighters to the southern part of the State to help fight the fires in that area.

Vice Presidents' Reports:

Dr. John Gonzalez: Dr. Gonzalez reported that Dr. Susan Steele had prepared a concurrent enrollment report and he was able to share this with the local superintendents and high school principals. During Spring 2007 we had 1,539 high school student concurrent enrollments in courses at the high school as well as at MPC. This demonstrates an interest by students to advance their education and get a head start into college life. Students enrolled in 218 courses including Creative Arts, Dance, World Languages, and English. Creative Arts and Dance were the most popular, and we think this is due to cutbacks in high schools in these areas.

Dr. Gonzalez reported that our faculty have been encouraged to write thank you letters to the donors who provided scholarships to attend the Carmel Authors and Ideas Festival. He distributed a letter written by Ms. Christine Hart to Mr. O'Reilly who had donated to the scholarship award/s. The fee for the festival was \$500 per person.

Dr. Gonzalez' final item was the Basic Skills Initiative. The State system has been promoting the strengthening of our basic skills and they have passed a bill funding such for \$33.1 million. This money will be split between 109 community colleges and our portion will be \$115,665.00 and they want us to identify best practices for students who are transferring to four year colleges.

Mr. Carsbia Anderson: Mr. Anderson reported that he attended the NAACP Steven B. Ross breakfast meeting on October 20th at the Hyatt Regency along with Mr. Page, Dr. Tunney, Dr. Steck, and Ms. Morrice. Mr. Mel Mason was honored at the breakfast. He also reported that Ms. Leza Turner has been trained and is now certified as a Notary Public. Last Saturday he attended the Coalition of Scholarship Committee meeting where Brian Goodwin made a presentation on how to apply for scholarships. UCSC was also present. Mr. Anderson attended a Santa Rosa Consortium meeting on student financial aid. It was a good training session and gave him an opportunity to see what will be in the future. He also reported that Jeff Procive from the Child Development Center gave a presentation in Seaside on child development. On Friday afternoon, the Student Services department will be holding a study planning session in the Library and Technology Center. Transfer Day will be held on Tuesday, November 6th, and will provide colleges and students an opportunity to meet. Carmel High School will be holding a similar session in the evening. On November 7th, there will be a Health Consultation Day. The topic will be providing training to respond to crisis situations. Dr. Susan Osorio and Ms. Christa Peacock will be sponsoring this day. Mr. Anderson reported that he visited with local high school principals, counselors, and faculty to develop relationships, to give them an opportunity to ask questions, provide input, to look at different strategies to strengthen the ties between their schools and ours, and, of course, to provide outreach services. Mr. Anderson reported that he attended the UMOJA conference. The conference was established to address student success needs, especially for African-American students. Dr. Susan Steele is working on development of a student success model program at MPC. The Latino Club will be celebrating "The Day of the Dead" this Thursday and Friday. On Halloween, ASMPC will have a costume contest from 1:00 to 1:30 p.m. in the Student

Center as well as a dance this Friday, November 2nd, from 6:00 p.m. until 10:00 p.m. in the Student Center.

Mr. Joe Bissell: Mr. Bissell reported that he will make his presentation later in the meeting.

Academic Senate: No report this month.

MPCEA: No report this month.

MPCTA: No report this month.

ASMPC: Mr. Jordan Galdo, Student Representative, introduced himself to the Trustees. He reported that on November 16th, the students will host a Thanksgiving meal from 10 a.m. until 1 p.m. in the Student Center to be followed by an open forum meeting in the Karas Room. They are hoping to attract many students and that many students will attend the open forum. Students will be encouraged to bring canned food for a donation to a needy family. Mr. Galdo reported that Lens Elliot and Anton Williams were elected to the ASMPC Council. Mr. Galdo distributed "Lobo Letter" to the Trustees. The Editor/Writer is Ms. Renee Infelise, former Student Trustee, and this will be a weekly newsletter. Mr. Galdo ended his report by saying that one of the ASMPC goals is to develop and renovate the Student Center.

College Council: No report this month.

MPC Foundation: Director Marilyn Gustafson reported that the Foundation received \$6,784.16 this month in donations. She noted that the College had a very successful Community Stadium and Fitness Center opening. She announced the Foundation officers for next year: President: Ms. Nancy Green; Vice President Development: Brad Smith; Vice President Programs: Pending; Secretary: Alex Hulanicki; Treasurer: Sidney Slade. Directors: Peggy Downes Baskin, Bert Cutino, Ken White, Allye Hobson-Robinson, and Rolf Johnsen. She announced that Carl Bernstein will be a guest lecturer on March 11, 2008. The Foundation has approved \$25,000 for the Academic Excellence Awards for their presentation on Wednesday, November 14th, in the Karas Room. "Connections" will be distributed the week of November 12th. The Library Arts and Lecture Series will host Tom Murphree this coming Friday. He will speak about "Global Warming" from a scientific perspective. A reception will be held from 5:30 p.m. until 6:30 p.m. The lecture is free to the community and will begin at 6:30 p.m. The second lecture in the series will be Dr. George Somero, Director, Stanford University's Hopkins Marine Station. He will be speaking on December 7th. The MPC Foundation is supporting the Chamber Trade Show on Thursday, November 1st, from 4 – 8 p.m. at the Conference Center in Monterey.

Board Reports: Dr. Steck reported that things at Community Human Services are going fine.

Special Reports:

Bond Report:

Mr. Joe Bissell reported that the District is working on obtaining the second series of our bonds. The District will continue to use David Casnocha, Stradling Yocca Carlson & Rauth, as our attorney, and good news is that our interest rate will drop from 1% to .75%. Mr. Bissell reported that he will bring the resolution forward at a future Governing Board meeting.

Mr. Bissell also announced that Mr. Joe Demko will be phasing out as he plans to retire and Mr. Randy Porter will be taking his place. Mr. Bissell wished Mr. Demko well as he pursues his new life as an avocado rancher in the San Luis Obispo area. Mr. Demko said he isn't leaving yet and plans to be available to the District when needed after he retires. Mr. Bissell highlighted Mr. Porter's impressive resume and work experience.

Mr. Demko reported on the following projects:

- Public Safety Training Center permanent building at Seaside. The structural buildings are going through a "certification" process, as this is an existing building. The interior building layouts are being evaluated to best address the needs of the South Bay Regional Public Safety Training Consortium. The architect submitted the drawings to the Division of the State Architect (DSA) in October 2007. It is anticipated DSA will review and comment by December 2007. The architect will then make the necessary modifications, and if 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. The project has been completed except for a few punch list items. The landscaping is almost complete. Cathy Nyznyk and Caroline Carney are moving in.
- Education Center Temporary Modularity at Marina. There will be four modularity on-site (two classrooms, one bathroom, and one administration). The buildings will be prepared for occupancy and ready for classes in January 2008.
- Infrastructure. Granite continues their concrete flatwork on the north half of the Quad area. They are testing the lines before landscaping goes in. Granite is about 85% done on the Quad area and they won't be impacted by the rain.
- Infrastructure/Bridge. The Contractor has been preparing submittals, primarily for the concrete piers and the structural steel. Field work has been delayed waiting for a permit from the Department of Fish and Game. The permit was applied for on July 24, 2007, but final approval and issuance of the permit has not been received. This permit is needed before work can be done on the foundation piers in the ravine and will impact the schedule if the permit is not received soon.
- New Administration Building. The project is out to bid. The pre-bid job walk on October 17th was well attended. Sixteen general contractors are interested in bidding the project. Bids are due November 8th, and the successful bid will be recommended to the Board for approval at the November Board meeting. Mr. Demko noted that contractors are having a hard time getting steel bids.
- New Student Services Building. Mr. Demko reported that we are still moving ahead on this project. The HGA Architects will be submitting the drawings to DSA in March 2008 and the project will go out to bid Summer 2008.

· As a final note, Mr. Demko stated that once the new Child Development Center is opened, the old site will be demolished and new parking spaces will be established.

Mr. Davis asked if any items needed to be removed from the Consent Calendar or if anyone had any comments or questions. Mr. Davis asked that the minutes from the October 9th meeting be amended to read as follows on the second page pertaining to student #8182. *"Prior to the motion by Mr. Page and Dr. Steck, the Board determined that proper notice of the hearing had been given to student #8182; therefore, the expulsion hearing was held in her absence. Ms. Barbara Lee presented the case for the*

administration. There being no defense presented, the Board moved forward to a motion for approval of the expulsion.” Dr. Tunney asked that his name be recorded as absent from the October 9th meeting. With those two changes the minutes from the October 9, 2007 were approved along with the rest of the Consent Calendar.

Consent Calendar

A. Routine Matters:

MSC Steck, Tunney

07-28

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

1. The Governing Board minutes for the Regular meeting held on Tuesday, September 25, 2007, the Special meeting held Tuesday, October 2, 2007, and the Special meeting held Tuesday, October 9, 2007, are approved.
2. The Governing Board accepts \$10,849.16 and other gifts donated to the College with appropriate thanks to the donors.
3. The September 14th Manual Payroll in the amount of \$4,163.43 and the September 28th Regular Payroll in the amount of \$2,169,584.52 and the October 10th Supplemental Payroll in the amount of \$45,674.14 and the October 15th Manual Payroll in the amount of \$2,270.17 be approved.
4. The Commercial Warrants #12569217 through #12569246, #12570347 through #12570425, #12571542 through #12571588, #12573228 through #12573276, #12575171 through #12575251, in the amount of \$7,464,278.76, be approved.
5. The purchase orders #802217 through #802326 in the amount of \$4,205,669.57, be approved.
6. The following budget increases in the Restricted General Fund be approved:

Decrease of \$59,529 in revenue and matching expenses, to reflect funds received for FY 2006-2007.

Increase of \$245 in revenue and matching expenses, to reflect funds carried forward from FY 2005-2006 to FY 2006-2007.
7. The following budget adjustments in the Unrestricted General Fund be ratified:

Net decrease in the 1000 Object expense category	\$263,983
Net increase in the 3000 Object expense category	\$ 36,017
Net decrease in the 7000 Object expense category	\$300,000.

8. The following budget adjustments in the Unrestricted General Fund be ratified.
- Decrease of \$105,130 in revenue and matching expenses, to reflect funds for FY 2006-2007 moved to Restricted General Fund.

9. The following budget adjustments in the Child Development fund be ratified.

Net increase in the 3000 Object expense category	\$2,155
Net decrease in the 4000 Object expense category	\$ 600
Net decrease in the 5000 Object expense category	\$1,555.

10. The following course(s) be approved:

AUTO 170, Advanced Clean Air Course
DANC 16B, Flamenco Dance II
DANC 18A, Hip Hop Dance I
DANC 22, Contemporary Dance Composition & Improvisation
GENT 99.68, Travel Study: American's Great Cities: Chicago
GENT 99.69, Travel Study: The California Gold Rush Country
GENT 99.70, Travel Study: Morocco & the Sahara
GENT 99.71, Travel Studies: The Essence of India
HOSP 87, International Cuisine
HUMS 61, Introduction to Alcohol/Drug Studies
LETP 233.12, Tactical Breaching
LETP 233.13, S.W.A.T., Canine
LING 15, Introduction to Linguistics
MAST 205, ROV Design & Building for MATE International Competition
NURSING 268, Perinatal Training for Health Professionals
PFIT 19, Body Sculpting.

11. The Governing Board approves the sale of excess and unusable valves and spare parts for the HVAC system back to the supplier, ACS Controls.

B. Administrative Personnel

12. The Governing Board approve the administrative personnel item listed:

- a) Authorize the replacement for the full-time position of Dean of Instruction, with initial responsibility for Liberal Arts.

C. Academic Personnel

13. The Governing Board approve the following academic personnel items:

- a) Resignation of Patricia Lewis, effective June 8, 2008, for the purpose of retirement, and confer upon her the title of Professor Emeritus.

- b) Resignation of Stephen Ruth, effective June 8, 2008, for the purpose of retirement, and confer upon him the title of Professor Emeritus.
- c) Grant equivalency to Dr. Vicente Cabrera to teach SPAN 1B Elementary Spanish II, effective Fall 2007.
- d) Authorize the full-time tenure track replacements for Director of Library Services, English/Creative Writing Instructor, and English Instructor/Developmental Writing (2 positions).
- e) Each month individuals are hired as part-time, substitute, and overload. The lists include hires for Fall 2007.

D. Classified Personnel

14. The Governing Board approve the following classified personnel items:

- a) Employment of Phuc Le, Instructional Technology Specialist (Service Category 7), Library, 40 hours per week, 12 months per year, effective October 31, 2007.
- b) Employment of Robin Clouse, Clerical Assistant II (Service Category 3), English Skills & Study Center, 19 hours per week, 10 months per year, effective October 31, 2007.
- c) Employment of Maribel Quiroz, Financial Aid Outreach Coordinator (Service Category 5), Student Financial Services, 40 hours per week, 12 months per year, effective November 12, 2007.
- d) Correction to Board Agenda of August 28, 2007, for Jacqueline Trytten, Instructional Assistant II (Service Category 3), English Skills & Study Center, shown as 18 hours per week, 7 months and 11 days per year, should be corrected to read 18 hours per week, 7 months & 14 days per year.
- e) Release during probationary period of employee #9731, effective at the close of the day, October 10, 2007.
- f) Eliminate position of Program Specialist (Service Category 4), MATE, 40 hours per week, 12 months per year effective October 24, 2007.
- g) Transfer of Dianne Conway, Program Specialist (Service Category 4), Fire Academy, 40 hours per week, 12 months per year, effective October 24, 2007.

15. 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.

New Business

Mr. Bissell reported that the budgets for the year reflect the final budget as approved by the Trustees. Positive balances are projected for all funds and the projected Unrestricted General Fund balance at \$3,962,415.00 reflects the Board's 10% target reserve. The Fiscal Office completed the District's Annual Financial and Budget Report (CCFS-311) and submitted it to the Chancellor's Office on October 10th. The report shows all funds balanced, the Unrestricted General Fund balance at

\$3,967,088, and the District complied with the 50% Law report 55.35% of the total Unrestricted General Fund expenses for education expended for instructional salary costs. The District did do some transfers to include \$250,000 for technological refreshments and \$50,000 for sabbatical leaves. Mr. Bissell reported that he had attended a Chief Business Officers meeting and learned that the financial picture for the State was not looking good. However, we should receive a 4.3% cost of living increase allowance and a small growth allowance. As a final note, Mr. Bissell reported that he had met with Mr. Michael Miller from the County Auditor-Controller's office indicating that the College should be receiving a letter soon concerning the update on the \$10.4M Education Revenue Augmentation Funds (ERAF) and on how much the District will be receiving.

Mr. Davis requested that an orientation be held for new Trustee/s by Mr. Bissell on College finances. He said he would like to attend also.

MSC Tunney, Steck

07-29

BE IT RESOLVED, That the 2006-2007 Monthly Financial Reports for the period ending September 30, 2007 be accepted.

Dr. Garrison reported that with the passing of Paul Emenhiser, Director of Information Systems, in July 2006, a reorganization of functions was instituted as a pilot program to allow time to analyze the delivery and structure of the technology services to the District. During the 15 months of the pilot program, Dr. Sharon Colton, Associate Dean of Instructional Technology and Development, agreed to absorb the duties of the Director of Information Systems. Her reporting relationship was reassigned from the Vice President for Academic Affairs to the Vice President for Administrative Services. This consolidated all of the technology functions of the campus under one administrator. The consolidation of all technology functions in a single administrative operation has become necessary with the convergence of computing and media. While there used to be a distinct separation between administrative and academic computing, current technology blends those functions, and the most efficient delivery systems employ a centralized organizational structure. The pilot program has demonstrated an effective means of providing District technology services, and it is recommended that the structure be institutionalized. The proposal, Dr. Garrison reported, includes the consolidation of administrative technology, instructional technology, and audiovisual services into a single department reporting to the Vice President for Administrative Services. The proposed Dean of Technology position would retain the instructional technology responsibilities formerly delegated to the Associate Dean of Instructional Technology and Development, and would consult with Academic Affairs and instructional divisions and departments regularly to ensure that instructional technology needs are met.

Dr. Garrison continued by saying that this leaves a vacancy in Academic Affairs, and aspects of distance education under the current Associate Dean of Instructional Technology and Development are planned to be incorporated into a proposed administrative reorganization of Academic Affairs. After conducting an assessment of areas with an unmet need, it is proposed to replace the position of Associate Dean of Instructional Technology and Development with a third Dean of Instruction, with the current responsibility for Distance Learning and Off Campus Programs, to enable the College to provide leadership needed for the following initiatives: Concurrent Enrollment; Distance Learning;

Grant Writing Support; MPC Education Center at Marina, and Workforce and Economic Development.

Dr. Garrison said the total cost of this upgrade would be \$7,300 over previous incumbent salary costs. This plan is the most cost effective plan we can make while meeting the needs of this institution.

In conclusion, Dr. Garrison reported that these proposals were presented to the advisory groups and are recommended by College Council and also by him. He also congratulated Dr. Sharon Colton for stepping up and doing all these jobs for the District.

MSC Steck, Tunney

07-30

BE IT RESOLVED, That the Governing Board approve the reorganization of the management structure of Administrative Services by eliminating the classified manager position of Director of Information Services, and by establishing the academic administrator position of Dean of Technology and approving the associated job description; and,

BE IT FURTHER RESOLVED, That Sharon Colton be appointed to the position of Dean of Technology, Track III, Step 4 (year 2) plus doctoral stipend (monthly salary \$10,426) effective November 1, 2007; and,

BE IT FURTHER RESOLVED, That the Governing Board approve the reorganization of the administrative structure of Academic Affairs by eliminating the position of Associate Dean of Instructional Technology, and by establishing another academic administrator position of Dean of Instruction, with initial responsibility for Distance Learning and Off Campus Programs; and

BE IT FURTHER RESOLVED, That the Governing Board authorize the recruitment for a Dean of Instruction to include the initial assignment of Distance Learning and Off Campus Programs.

The following resolution was tabled until further investigation by the Vice President for Administrative Services is completed.

BE IT RESOLVED, That the Governing Board give authorization for the District to enter into a lease with option agreement with Omnipoint Communications, Inc., dba T-Mobile for the installation of a radio communication station.

In light of several visitors in the audience the next resolution was taken under consideration.

Dr. Garrison reported that there were 15 individuals who expressed interest in serving on the Citizens' Bond Oversight Committee. Five applicants filled out and returned applications, and were interviewed. He is recommending three applicants for approval.

First, Dr. Garrison recognized Howard Gustafson, Rick Heuer, Jay Hudson, Leon Stutzman, and Ken White for their dedicated service on the Citizens' Bond Oversight Committee. He noted that Mr. Stutzman decided to serve only one term and to step down from the Committee.

Dr. Garrison introduced Mr. Scott Cote, Ms. Daphne Hodgson, Ron Pasquinelli, and Mr. Gary Ray, who were sitting in the audience and welcomed them to the Committee.

MSC Steck, Morrice

07-31

BE IT RESOLVED, That the Governing Board commend Howard Gustafson, Jr., Rick Heuer, Jay Hudson, Leon Stutzman, and Ken White for their service on the Citizens' Bond Oversight Committee, and

BE IT FURTHER RESOLVED, That the Governing Board appoint Mary Anne Kane (Gentrain Society), Ronald Pasquinelli (Monterey Peninsula Taxpayers Association), Scott Cote (Citizen-at-Large), Daphne Hodgson (Citizen-at-Large), and Gary Ray (Citizen at Large) to the Monterey Peninsula College Citizens' Bond Oversight Committee for a term of two years, November 2007 – November 2009.

PROPOSED SITE MASTER PLAN FOR THE
EDUCATION CENTER AT MARINA

INFORMATION

Mr. Bissell reported that this is a "First Reading" for the proposed plan for the Education Center at Marina and no action is required. This report is "information" only. He explained that the District obtained approximately 20 acres of land at the former Fort Ord in Marina for a satellite campus. The land was in several locations not far apart. In July 2005, the District retained Strategic Construction Management, EHDD Architecture and Joni L. Janecki & Associates to complete a comprehensive Physical Master Plan for the former Fort Ord properties. The District also created the Fort Ord Center Planning Advisory Committee for campus input. The plan was completed in March 2006 and adopted by the Board. In June 2006, Ratcliff Architects were chosen to design a 15,000 gross square foot building and required infrastructure for the Marina site. In the process of completing the CEQA documents, the issues of traffic created by the adjacent Cypress Knolls project resulted in protracted negotiations which eventually led to a land swap with the City of Marina, during which time work on the project was stopped. In May 2007, after the specifics of land swap were agreed to by the City and the District, a new contract was issued to Ratcliff to revise the original Education Center Master Plan to accommodate the new land holdings.

Dr. Garrison said that only Phase 1 would be pursued initially, although the drawings which were included in the agenda packet show 3 potential phases for a build out of the Education Center. The proposed buildings are designed as modules to enable a uniform design for future build out.

Mr. Joseph Nicola, Ratcliff Architects, was introduced to everyone and he spoke about the project. He indicated that his company kept in mind: program requirements, flexibility, sustainability, and circulation. The masonry elements would include an inviting image, a safe image, and a healthy building with interior aesthetic and purpose appeal.

The question was asked, "How much input will Marina have on this project?" The answer was that we don't have to go through Marina for this project, but, of course, we will consult with them as the project moves forward.

Mr. Bissell said he would be bringing this project back for an action item at the November 27th meeting.

MSC Morrice, Steck

07-32

BE IT RESOLVED, That the Board ratify the Project Assignment Amendment #02-A (PAA) in the amount of \$586,030 with HGA Architects for the Student Services Center Building as a replacement for PAA #02.

MSC Steck, Tunney

07-33

BE IT RESOLVED, That the Governing Board ratify the Project Assignment Amendment 03 in the amount not to exceed \$30,000 with D & M Consulting Engineers, Inc., for geotechnical and special inspection services associated with construction of the Lecture Forum Bridge project.

Mr. Bissell reported that the following proposal with HGHB Architects is for site work, infrastructure and landscaping services at a fixed fee of \$96,000 in conjunction with the MPC Public Safety Training Center at Seaside (Colonel Durham Road). The fee is based on 8% of the project costs of \$1.2 million. He recommended that the resolution be approved.

MSC Morrice, Tunney

07-34

BE IT RESOLVED, That the Board ratify the Project Assignment Amendment #05-A (PA), with HGHB Architects for site work, infrastructure and landscaping services at a fixed fee of \$96,000 in conjunction with the MPC Public Safety Training Center at Seaside (Colonel Durham Road.)

MSC Steck, Tunney

07-35

BE IT RESOLVED, That the Board authorize the District to file a Notice of Completion of Contract with the County of Monterey for the Lecture Forum HVAC Equipment Replacement (Building 18) project, DSA Application No. 01-107865, File No. 27-C1.

MSC Steck, Morrice

07-36

BE IT RESOLVED, That the Board authorize the District to file a Notice of Completion of Contract with the County of Monterey for the Child Development Center, DSA Application No. 01-107627, File No. 27-01.

CALENDAR OF EVENTS

INFORMATION

The Trustees reviewed the Upcoming Calendar of Events.

Mr. Davis asked that we set the December meeting. Dr. Garrison said that the Board must seat the new Trustee/s by December 7th. It was decided that the Governing Board would meet Friday, December 7th, at 3:00 p.m. for their Open Session. If they need a Closed Session, they will meet at 1:30 p.m.

Advance Planning

Regular Governing Board meeting: Tuesday, November 27, 2007

Closed Session: 1:30 p.m., Stutzman Seminar Room, Library and Technology Center

Open Session: 3:00 p.m., Sam Karas Room, Library and Technology Center.

Regular Governing Board meeting: Friday, December 7, 2007

Closed Session, if needed: 1:30 p.m., Stutzman Seminar Room, Library and Technology Center.

Open Session, 3:00 p.m., Sam Karas Room, Library and Technology Center.

Suggested future Agenda items:

1. Assemblymember John Laird – November 27, 2007 meeting.
2. Swearing In of Trustee/s and Organizational meeting – December 7, 2007.

Adjournment

The meeting was adjourned at 5:10 p.m.

Respectfully submitted,

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

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