

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

Monterey Peninsula College  
980 Fremont Street  
Monterey, California 93940

Tuesday  
June 26, 2007

1:30 p.m. -- Closed Session  
3:00 p.m. -- Public Session

**MINUTES**

The President of the Board, Mr. R. Lynn Davis, called the Governing Board meeting to order at 1:31 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. Public Employee Performance Evaluation: Superintendent/President. b. Conference with Labor Negotiators: Monterey Peninsula Community College District: Joe Bissell, John Gonzalez, and Barbara Lee – Monterey Peninsula College Teachers Association. c. Conference with Labor Negotiators: Monterey Peninsula Community College District: Joe Bissell and Barbara Lee – Monterey Peninsula College Employees Association #245. d. Conference with Legal Counsel Regarding Potential Litigation. There is one (1) potential lawsuit.

At 1:35 p.m., the Open Session adjourned to the Closed Session. The Closed Session adjourned at 2:57 p.m. At 3:01 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  
Mr. Charles Page  
Dr. Jim Tunney  
Ms. Eleanor Morrice, Student Trustee

MEMBERS ABSENT: Dr. Robert Infelise

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, Occupation and Economic Development  
Dr. John Gonzalez, Vice President for Academic Affairs

Ms. Barbara Lee, Director, Human Resources  
Ms. Bernie Abbott, Librarian  
Ms. Suzanne Ammons, Administrative Services  
Ms. Rosemary Barrios, Fiscal Services  
Ms. Kathleen Clark, Human Resources  
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  
Dr. Rosaleen Ryan, Director, Institutional Research

OTHERS PRESENT: Mr. Joe Demko  
Ms. Marilyn Gustafson  
Ms. Lari Witt

Mr. Davis reported that there was no reportable action taken during Closed Session. Mr. Davis reported that we now have a new Student Trustee, Ms. Eleanor Morrice.

#### Oath of Office

The Oath of Office was administered to Student Trustee, Ms. Eleanor Wylde Morrice. She was welcomed to the Governing Board by the Trustees, staff, and the audience.

#### Recognition

Dr. Garrison noted that he held a Governing Board Candidate Orientation session on Wednesday, June 6<sup>th</sup> from 3:00 p.m. until 5:00 p.m. and six people attended. He will be conducting a second session on Wednesday, July 11<sup>th</sup>, in the Sam Karas Room of the Library and Technology Center from 6:30 p.m. until 8:30 p.m. for interested parties. The filing period begins July 16<sup>th</sup>.

Dr. Tunney remarked that he had emailed Mayor Ralph Rubio, City of Seaside, as well as Mayor Ila Mettee-McCutcheon, City of Marina, asking for their support in encouraging people from their areas to step forward and run for Trustee of Monterey Peninsula College.

Mr. Davis noted the donations for the Monterey Peninsula College Foundation for May 2007 were \$25,157.09 and applauded the Foundation's efforts on behalf of the College.

#### Communication

Mr. Davis, on behalf of Athletic Director, Lyndon Schutzler, reported that the new Fitness Center is open and being used. In fact, 325 students have signed-up for summer school versus 250 students last year; that's an increase of 33%.

#### Written Communications

Mr. Davis called attention to the following written communications:

- a) An email to Jane Parker, etc., from Francis "Skip" Lloyd, dated May 15, 2007, adding his congratulations to everyone involved in the President's Address to the Community.
- b) The Monterey County Herald, Thursday, May 17, 2007, Group seeks districts for MPC Board, by Clarissa Aljentera.
- c) GO! The Monterey County Herald, Thursday, May 17-23, 2007, MPC Theatre Company – The Pirates of Penzance.
- d) GO! The Monterey County Herald, Thursday, May 17-23, 2007, MPC's 'Pirates' is a sparkling, 'don't-miss-it' show, by Nathalie Plotkin and MPC Concert Band, Saturday, May 19, 8 PM – MPC Music Hall.
- e) The Monterey County Herald, Monday, May 21, 2007, Thank You to the Community...President's Address to the Community...A Wonderful Success!
- f) The Monterey County Herald, Tuesday, May 22, 2007, MPC's MacDonald signs with Marlins, by Dennis Taylor.
- g) A letter to Dr. Douglas R. Garrison from Mr. Bert P. Cutino thanking Dr. Garrison and the MPC Foundation for being honored as the first recipient of the MPC President's Award.
- h) The Monterey County Herald, Thursday, May 24, 2007. Rotary Club of Monterey...We are proud to announce the 2007 recipients of our annual educational awards.
- i) The Monterey County Herald, Thursday, May 24, 2007, Writing, Reading, and Literature Courses...Online and On-campus this Summer at MPC. MPC Jazz Big Band Concert, Monterey Community Band Spring Concert.
- j) The Monterey County Herald, May 28, 2007, Garrison a good leader, by Michael Chapman, Seaside.
- k) The Monterey County Herald, May 28, 2007, MPC Jazz Big Band Concert.
- l) The Monterey County Herald, Tuesday, May 29, 2007, CONGRATULATIONS TO THE 2007 ANNUAL TEACHING AWARD WINNERS COMMUNITY FOUNDATION FOR MONTEREY COUNTY. 2007 ALLEN GRIFFIN AWARD WINNERS FOR POST-SECONDARY TEACHING.
- m) The Monterey County Herald, Thursday, May 31, 2007, Infelise to resign as MPC trustee...Replacement may be chosen in November, by Clarissa Aljentera.
- n) The Monterey County Herald, Sunday, June 3, 2007, ONE LAST GATHERING...MONTEREY PENINSULA COLLEGE'S 2007 CLASS RECEIVES DIPLOMAS, by Andre Briscoe.
- o) GO! The Monterey County Herald, Thursday, June 7-13, 2007, Price of forgiveness...Local Playwright Debuts 'Foreign Women' at the Cherry Center – A story of siblings, survival, and redemption, by Kathryn Petruccelli.
- p) GO! The Monterey County Herald, Thursday, June 7, 2007, Gentrain Society of Monterey Peninsula College...A Door to Lifelong Learning...Presents a Short Course – Faith and Reason.
- q) The Monterey County Herald, Sunday, June 10, 2007, MPC Summer Construction...Where to park and how to navigate campus.
- r) The Monterey County Herald, Friday, June 15, 2007, June 18-29, 2007, Monterey Jazz Festival summer jazz camp for youth.

## Reports and Presentations

Institutional Report: No report this month.

### Superintendent's Report:

1. Dr. Garrison reported that he attended the MPC Foundation Executive Committee meeting on May 23<sup>rd</sup>.
2. Dr. Garrison reported that he met with Kelley Carpenter, Director of Communications, CTB McGraw-Hill, with Marilyn Gustafson, and John Gonzalez, on May 24<sup>th</sup> to discuss partnership relationships.
3. Dr. Garrison stated that he, along with lots of staff, participated in the Annual Employee Recognition Barbeque, on May 25<sup>th</sup>, which was fun and very successful.
4. Also on that date, he attended a meeting with Steve Packer, Joanne Webster of CHOMP, and John Gonzalez and Deb Schulte-Hacker regarding the Nursing Program.
5. On May 29<sup>th</sup>, he attended the MPC Fire Academy Graduation at the Monterey Conference Center with Michael Gilmartin and Natalie Rodda.
6. On May 30<sup>th</sup>, he attended a meeting with representatives of the Monterey County Police Chiefs regarding MPC Police Academy with John Gonzalez and Michael Gilmartin.
7. On June 2<sup>nd</sup>, he attend an MPC Emeriti breakfast, an MPC Commencement Ceremony, and Nursing Pinning and Candlelight Ceremony.
8. On June 5<sup>th</sup>, he attended an annual budget planning meeting at CHOMP for the Nursing program with Joe Bissell and Deb Schulte Hacker.
9. On June 6<sup>th</sup>, he attended the Pebble Beach Foundation Award Luncheon with Marilyn Gustafson.
10. On June 6<sup>th</sup>, he facilitated a Governing Board Candidate Orientation Session for interested persons.
11. Dr. Garrison reported that on June 11<sup>th</sup> he participated in a Citizens Bond Oversight Committee tour of campus and meeting with Joe Bissell and Vicki Nakamura.
12. On June 12<sup>th</sup>, Dr. Garrison participated in a Leadership Seminar at the Panetta Institute with Dr. Jim Tunney on the CSUMB campus.
13. Also on June 12<sup>th</sup>, he attended the MPC Foundation Executive Committee meeting in the afternoon.
14. Dr. Garrison reported that on June 13<sup>th</sup>, he participated in a Special Governing Board Planning Session for 2007-2008 institutional initiatives.
15. On June 21<sup>st</sup>, Dr. Garrison attended the 4<sup>th</sup> Annual Monterey County Economic Development Forum in the morning and in the afternoon he attended a Workforce Orientation Workshop in Salinas.

### Vice Presidents' Reports:

Dr. John Gonzalez – Dr. Gonzalez reported that the list of courses the Trustees have in the agenda today have been generated in part due to revisions of Title 5 regulations and also on going curriculum review. He thanked Michael Gilmartin and Susan Walters of the Curriculum

Review Committee for their efforts in this review and achieving this goal of passing these courses through and meeting the goal. He added that the Trustees will see more courses at their July meeting. This summer the Office of Academic Affairs has been conducting curriculum and programs reviews in order for the District to become less dependent on contract education.

Mr. Carsbia Anderson: Mr. Anderson reported that on June 9<sup>th</sup>, Mr. Davis, Dr. Steck, Mr. Page, and he attended the Scholarship Breakfast at Embassy Suites and over 300 scholarship awards were given to deserving young students. MPC's participation in this event was very much appreciated. Mr. Anderson also reported that three loads of free child care equipment was donated to the new Child Development Center. He added that we have approximately 40 children enrolled in the six-week summer program. On June 13<sup>th</sup>, the Upward Bound Program started with 52 students. The Honor Roll has been posted in the Student Services building and hopefully, will be picked up in The Herald again. We are still working on the plans for the new Student Services building and by the next Board meeting we will be ready to present them to you. This year's graduation was well attended and we have had great feedback. We did have a debriefing meeting and feel that we are on the right track. On today's meeting agenda, you will see Ms. Kelly Fletes' resignation for her classified position; the District hired her as a full-time Counselor at the May 22<sup>nd</sup> meeting. Also, on today's agenda, there is a classified resignation for James Shiratsuki, who worked in the Student Center for a while, and Mr. Anderson just wanted to say that he will be difficult to replace and wished him well. Another item on the agenda is the Health Fee for which we would like your support. This will allow the District to make the change of fees in the schedule of classes and the catalog. In addition, the District has the support of the students and campus on this change.

Mr. Joe Bissell: Mr. Bissell reported that the auditors were here a week ago and there appear to be no major issues. He also reported that there is tremendous redevelopment on our web site. The plan is to have it up and running in the fall.

Academic Senate: No report this month.

MPCEA: No report this month.

MPCTA: No report this month.

ASMPA: No report this month.

College Council: Ms. Bernie Abbott, Co-Chair of the College Council asked if she could give the College Council Annual Report for 2006-2007 at this time. Mr. Davis said, "Yes."

## COLLEGE COUNCIL ANNUAL REPORT FOR 2006-2007

## INFORMATION

Ms. Bernie Abbott reported that during the 2006-2007 academic year, several new members were added to College Council including a new president and vice president. As a result, College Council has taken the opportunity to review its bylaws and develop procedures to establish the Council as the primary shared governance group on campus. Ms. Abbott reported that College Council has focused

on the following: 1) Bylaws review and revision. 2) Planning and resource allocation process. 3) Consideration of 2006-2007 one-time funding allocations. 4) Accreditation Midterm Report. 5) Board policy revisions. She added with regard to membership, the Superintendent/President is now an ex-officio member and the Superintendent/President's slot is filled by a Management employee, selected by the Management Team. The MPCTA representative is appointed by MPCTA. She also noted that the scope and function of the College Council has become the strategic planning body for MPC. Planning is an integrated process in which the College Council is able to make allocation decisions based on our institutional goals and program review data. Members of the College Council will be asked in early spring to nominate new members; this allows faculty to adjust their schedules accordingly. Beginnings of terms have been changed so that new members begin at the start of a school year. She added that the budget allocation process follows this pattern also. Other changes to the College Council include that the College Council will produce an annual report. The College Council's working principles now fit the model we developed for planning and budget allocations. We now assure that decisions are data-driven, realistic, and feasible. We maintain a system that is transparent, timely, and objective.

Ms. Abbott concluded her report by stating that College Council has done a lot of work, but still needs to do more. She said the success of the College Council comes from the improved attitude and tone, and unification of the group and from the Trustees' support.

The Trustees thanked Ms. Abbott for her report. Mr. Davis also thanked Fred Hochstaedter, Gail Fail, and Bernie Abbott for staying last month and giving their report.

MPC Foundation: Director Marilynn Gustafson reported that the Foundation is continuing its work with the Community Stadium, the Child Development Center, and MPC 60<sup>th</sup> Anniversary celebration as well as having supporting events. MPCF's next event will be the Theatre fundraiser in August and she handed out the "hot-off-the-press" invitation to the Trustees.

Board Reports: Mr. Lynn Davis read aloud Dr. Robert Infelise' letter of resignation he addressed to Dr. Nancy Kotowski, Superintendent of Schools, Monterey County Office of Education.

Mr. Charles Page reported that he had seen Mr. Allston James' play, Foreign Women, at the Cherry Foundation which he found to be exceptional.

Dr. Loren Steck reported that he had attended the retreat held by Community Human Services, which was exceptional. Each agency identified four (4) goals. He was happy to announce that the money that HUD had given to CHS for Safe Passage was going to be used for a smaller version of the program to be located on Pearl Street, a six bed facility. He also invited everyone to the Open House for Elm House on Wednesday, June 27<sup>th</sup>, from 11:00 a.m. to 2:00 p.m. The ribbon cutting ceremony is scheduled for noon and he will be playing his guitar for the event.

#### Special Reports:

##### Bond Report:

Mr. Joe Bissell said there is a tremendous amount of activity on campus and he thanked everyone for their cooperation and patience in enduring the mess.

Mr. Joe Demko said most of his information was given to the Trustees and others in their Board packets and he only had a few updates. ·The Public Safety Training Center at Seaside will go through a “certification” process and we’ve had a lot of work to do. · Granite Construction has been making significant progress and is ahead of schedule. There will be a significant amount of work done this summer in the inner portion of the campus. The perimeter roads are expected to be finished in July and in use. · The new Lecture Forum bridge is out for bid. Bids will be received in July 2007 and construction will begin in August 2007 with construction complete by May 2008. · Old Library/New Administration Building. The drawings were submitted to the Department of State Architect. It will go out to bid in August. The amount increased \$668,000 including \$608,000 for a parking lot.

Mr. Davis asked if any items needed to be removed from the Consent Calendar or if anyone had any comments or questions. Mr. Davis reported that Ms. Phillips had given the Trustees several updated Consent agenda items D. 11.a. effective August 6, 2007. E. 12.b. David Jodoin, effective June 27, 2007; 12.c. Thelma Morales, effective July 4, 2007; 12.d. 10 months per year.

### Consent Calendar

#### A. Routine Matters:

MSC Steck, Page

06-100

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

1. The Governing Board minutes for the Regular meeting held on Tuesday, May 22, 2007 is approved.
2. The Governing Board accepts \$26,562.09 and other gifts donated to the college with appropriate thanks to the donors.
3. The May 31<sup>st</sup> Regular Payroll in the amount of \$2,250,516.85 and the June 8<sup>th</sup> Supplemental Payroll in the amount of \$88,933.15 be approved.
4. The Commercial Warrants #12537799 through #12537851, #12538654 through #12538694, #12539979 through #12540036, #12541316 through #12541393, #12542271 through #12542307, #12543215 through #12543276, and #12545268 through #12545312 in the amount of \$3,567,421.94 be approved.
5. The purchase orders #701490 through #701650 in the amount of \$2,389,946.16, be approved.
6. The following budget adjustments in the Restricted General Fund be approved:

Increase of \$120,305 in revenue and matching expenses, to reflect funds received for FY 2006-2007.

7. The Governing Board deny the claim for damages made by the Heisler, Stewart & Daniels, Inc., on behalf of the Associated Students of Monterey Peninsula College, and that the claim be forwarded to the District's claims administrator for investigation and disposition.
8. The Governing Board approve that the 150 tablet chairs be declared excess equipment and subsequent to this, ratify the sale of same chairs to Gavilan Community College District.
9. The following course(s) be approved:

FACD 166, Ethical Leadership in the Classroom  
LETP 233.1, Diversionary Device Instructor  
LETP 233.2, Basic S.W.A.T. – 80 hours  
LETP 233.3, S.W.A.T. Team Leader  
LETP 233.4, Advanced S.W.A.T. Team Leader  
LETP 233.5, Basic Sniper/Observer  
LETP 233.7, Defensive Tactics Instructor  
LETP 233.8, Defensive Tactics Instructor Update  
LETP 233.9, Tactical Commander  
LETP, 233.10, Tactical Operation Dispatcher  
LETP, 233.11, Rappel Master/Tactical Instructor  
LETP, 250, Arrest & Control/Driving (PSP)  
LETP 251, Arrest & Control/Driving/Firearms (PSP)  
LETP 252, Arrest & Control/Firearms (PSP)  
LETP 253, Driving/Firearms (PSP)  
LNSK 409, Career Exploration and Job Search Strategies

#### SPECIAL TOPICS

CSIS 196.9, Introduction to MS Vista and Office 2007  
DANC 96.18, Choreographic Approaches Using Improvisation  
DANC 96.19, Hip Hop Basics  
DANC 96.20, Jazz Dance Concepts  
ENGL 96.5, Foundations of Language  
ENGL, 96.6, Comics as Literature  
ENGR, 196.3, Intro to MATLAB  
FASH 196.16, Sewing Home Fashions: Custom Pillows  
GENT 96.9, The Oregon Shakespeare Festival Plays  
HOSP 96.23, Holiday Baking Around the World  
MUSI 96.8, Advanced Sequencing  
MUSI 96.12, Vocal Style of the Baroque Era  
MUSI 96.17, Vocal Jazz Ensemble

MUSI 96.61, The Great Swing Bands: An Analysis of Style  
 NURS 96.18, Perinatal Training for Health Professionals  
 NUFT 196.2, Nutrition – Healthy Choices  
 ORNH 296.10, Water Features for Your Garden  
 PARK 296.17, Interpreting Recreational Areas  
 PARK 396.57, Cooperating Association Liaison Skill Building  
 PFIT 96.10, Yoga Refinements  
 PFIT 96.11, Aerobic Fitness Refinements  
 PFIT 96.12, Core Matwork Refinements  
 PFIT 96.13, T'ai Chi Progressions  
 PFIT 96.14, Swimming Progressions  
 PFIT 96.15, Body Sculpting  
 PHED 96.12, Tennis Progressions  
 PHED 96.13, Golf Progressions  
 SOCI 96.4, Preparing for Marriage  
 SOCI 96.5, Enhancing Couple Relationships

10. The following classes be approved:

1. ADMJ 2 INTRODUCTION TO ADMINISTRATION OF JUSTICE
2. ADMJ 4 CRIMINAL LAW
3. ADMJ 6 INTRODUCTION TO EVIDENCE
4. ADMJ 51 CRIMINAL PROCEDURES
5. ADMJ 55 WRITING FOR CRIMINAL JUSTICE
6. ADMJ 66 INTRODUCTION TO INVESTIGATION
7. ADPE 15 HEART HEALTHY EXERCISE
8. ANAT 1 GENERAL HUMAN ANATOMY
9. ANAT 2 GENERAL ANATOMY LABORATORY
10. ANTH 4 INTRODUCTION TO CULTURAL ANTHROPOLOGY
11. ANTH 6 INTRODUCTION TO ARCHAEOLOGY AND PREHISTORY
12. ART 1 INTRODUCTION TO THE ARTS
13. ART 8 SURVEY OF ASIAN ART
14. ART 22 VISUAL FUNDAMENTALS: TWO-DIMENSIONAL DESIGN
15. ART 24 COLOR FUNDAMENTALS
16. ART 28A DRAWING AND COMPOSITION I
17. ART 28B DRAWING AND COMPOSITION II
18. ART 29A SKETCH I
19. ART 29B SKETCH II
20. ART 30A FIGURE DRAWING I
21. ART 30B FIGURE DRAWING II
22. ART 36A PRINTMAKING I: RELIEF PRINTMAKING

23. ART 52B FILM/VIDEO PRODUCTION II
24. ART 57A WATERCOLOR I
25. ART 57B WATERCOLOR II
26. ART 58A PAINTING I
27. ART 70A CERAMIC HANDBUILDING I
28. ART 71A CERAMIC WHEEL THROWING I
29. ART 71B CERAMIC WHEEL THROWING I
30. ART 88A WEAVING I
31. ART 93.5 PRACTICUM: CERAMICS
32. ART 93.6 PRACTICUM: JEWELRY
33. ART431 DRAWING AND COMPOSITION
34. AUTO101 ENGINE REPAIR
35. BIOL 10 PRINCIPLES OF BIOLOGY
36. BIOL 13 MARINE BIOLOGY
37. BIOL 21 CONCEPTS IN BIOLOGY I: CELLS, GENETICS AND ORGANISMS
38. BIOL 22 CONCEPTS IN BIOLOGY II: DIVERSITY, ECOLOGY, EVOLUTION
39. BIOL 26 APPLIED MICROBIOLOGY LABORATORY
40. BIOL 31 ENVIRONMENTAL SCIENCES
41. BUSC 100A WORD PROCESSING: MICROSOFT WORD FOR WINDOWS I
42. BUSC 100B WORD PROCESSING: MICROSOFT WORD FOR WINDOWS II
43. BUSC 100C WORD PROCESSING: MICROSOFT WORD FOR WINDOWS III
44. BUSC 101A ADVANCED WORD PROCESSING: MICROSOFT WORD FOR WINDOWS I
45. BUSC 101B ADVANCED WORD PROCESSING: MICROSOFT WORD FOR WINDOWS II
46. BUSC 101C ADVANCED WORD PROCESSING: MICROSOFT WORD FOR WINDOWS III
47. BUSC 104A WORD PROCESSING: WORDPERFECT FOR WINDOWS I
48. BUSC 104B WORD PROCESSING: WORDPERFECT FOR WINDOWS II
49. BUSC 104C WORD PROCESSING: WORDPERFECT FOR WINDOWS III
50. BUSC 108C COMPUTER SKILLS/TYPING SKILLS: PART 1
51. BUSC 108D COMPUTER SKILLS/TYPING SKILLS: PART 2
52. BUSC 108E COMPUTER SKILLS/TYPING SKILLS: PART 3
53. BUSC 108F COMPUTER SKILLS/TYPING SKILLS: PART 4

- 54. BUSC 108G COMPUTER SKILLS/TYPING SKILLS: PART 5
- 55. BUSC 108H COMPUTER SKILLS/TYPING SKILLS: PART 6
- 56. BUSC 108I COMPUTER SKILLS/TYPING SKILLS: PART 7
- 57. BUSC 108J COMPUTER SKILLS/TYPING SKILLS: PART 8
- 58. BUSC 110A INTRODUCTORY TYPING I
- 59. BUSC 110B INTRODUCTORY TYPING II
- 60. BUSC 110C INTRODUCTORY TYPING III
- 61. BUSC 119B INTRODUCTION TO SPREADHSEETS:  
MICROSOFT EXCEL II
- 62. BUSI 1A FINANCIAL ACCOUNTING
- 63. BUSI 1B MANAGERIAL ACCOUNTING
- 64. BUSI 22 HUMAN BEHAVIOR/LEADERSHIP
- 65. BUSI 44 INTRODUCTION TO BUSINESS  
OWNERSHIP/MANAGEMENT
- 66. BUSI 50 INTRODUCTION TO MARKETING
- 67. BUSI 60 MONEY MANAGEMENT AND INVESTING
- 68. BUSI 62 PRINCIPLES OF INVESTMENT
- 69. BUSI 70 BUSINESS COMMUNICATIONS
- 70. BUSI 110 BUSINESS MATHEMATICS
- 71. BUSI 120A BASIC ACCOUNTING
- 72. BUSI 120B COMPUTERIZED ACCOUNTING
- 73. CHDV 1 CHILD DEVELOPMENT
- 74. CHDV 51 PRINCIPLES OF WORKING WITH YOUNG  
CHILDREN
- 75. CHDV 52A CHILD DEVELOPMENT PROGRAM I
- 76. CHDV 52B CHILD DEVELOPMENT PROGRAM II
- 77. CHDV 61 HEALTH, SAFETY AND NUTRITION FOR THE  
YOUNG CHILD
- 78. CHDV 62 INFANT-TODDLER CARE
- 79. CHEM 10 EVERYDAY CHEMISTRY
- 80. CHEM 10L EVERYDAY CHEMISTRY LAB
- 81. CHEM151 CHEMICAL CALCULATIONS
- 82. COHS420 PREPARED CHILDBIRTH
- 83. COHS421 PREPARED CHILDBIRTH EDUCATION

- REFRESHER
- 84. COOP 91.1 ADMINISTRATION OF JUSTICE WORK EXPERIENCE
  - 85. COOP 91.10 COMPUTER SCIENCE AND INFORMATION SYSTEMS WORK EXPERIENCE
  - 86. COOP 91.11 DENTAL ASSISTING WORK EXPERIENCE
  - 87. COOP 91.12 DRAFTING WORK EXPERIENCE
  - 88. COOP 91.13 DRAMA WORK EXPERIENCE
  - 89. COOP 91.14 ENGLISH WORK EXPERIENCE
  - 90. COOP 91.15 ENGINEERING WK EXPERIENCE
  - 91. COOP 91.17 FASHION WORK EXPERIENCE
  - 92. COOP 91.18 FIRE PROTECTION TECHNOLOGY WORK EXPERIENCE
  - 93. COOP 91.19 FOREIGN LANGUAGE WORK EXPERIENCE
  - 94. COOP 91.2 ART WORK EXPERIENCE
  - 95. COOP 91.20 HEALTH WORK EXPERIENCE
  - 96. COOP 91.21 HOSPITALITY WORK EXPERIENCE
  - 97. COOP 91.22 HUMANITIES WORK EXPERIENCE
  - 98. COOP 91.23 INTERIOR DESIGN WORK EXPERIENCE
  - 99. COOP 91.24 LIBRARY SERVICES WORK EXPERIENCE
  - 100 COOP 91.25 MARINE SCIENCE AND TECHNOLOGY WORK EXPERIENCE
  - 101 COOP 91.26 MEDICAL ASSISTING WORK EXPERIENCE
  - 102 COOP 91.27 NURSING WORK EXPERIENCE
  - 103 COOP 91.28 NUTRITION AND FOOD WORK EXPERIENCE
  - 104 COOP 91.29 OCEANOGRAPHY WORK EXPERIENCE
  - 105 COOP 91.3 ASTRONOMY WORK EXPERIENCE
  - 106 COOP ORNAMENTAL HORTICULTURE WORK

91.30	EXPERIENCE
107 COOP 91.31	PHYSICAL FITNESS WORK EXPERIENCE
108 COOP 91.32	PHYSICAL EDUCATION WORK EXPERIENCE
109 COOP 91.33	PHOTOGRAPHY WORK EXPERIENCE
110 COOP 91.34	POLITICAL SCIENCE WORK EXPERIENCE
111 COOP 91.35	PSYCHOLOGY WORK EXPERIENCE
112 COOP 91.37	SOCIAL SCIENCE WORK EXPERIENCE
113 COOP 91.38	WOMEN'S STUDIES WORK EXPERIENCE
114 COOP 91.39	HUMAN SERVICES WORK EXPERIENCE
115 COOP 91.4	AUTOMOTIVE TECHNOLOGY WORK EXPERIENCE
116 COOP 91.5	AVIATION WORK EXPERIENCE
117 COOP 91.6	BIOLOGY WORK EXPERIENCE
118 COOP 91.7	BUSINESS WORK EXPERIENCE
119 COOP 91.8	CHILD DEVELOPMENT WORK EXPERIENCE
120 COOP 91.9	COMMUNICATIONS WORK EXPERIENCE
121 COOP 92	GENERAL COOPERATIVE WORK EXPERIENCE
122 CSIS 10A	COMPUTER SCIENCE: BEGINNING PROGRAMMING
123 CSIS 10B	COMPUTER SCIENCE: ADVANCED PROGRAMMING
124 CSIS 71	OPERATING A PERSONAL COMPUTER
125 CSIS 75	PC REPAIRS
126 DANC 10B	MODERN DANCE II
127 DANC 11A	JAZZ DANCE I
128 DANC 11B	JAZZ DANCE II
129 DANC 12A	BALLET I
130 DNTL106	SUPERVISED CLINICAL EXPERIENCE I

131	DNTL111	DENTAL PHARMACOLOGY AND ORAL PATHOLOGY
132	DRAF100	DRAFTING AND PERSPECTIVE
133	DRAM 1	DRAMA APPRECIATION
134	DRAM 5	FILM APPRECIATION
135	DRAM 7A	WRITING FOR THEATRE I
136	DRAM 7B	WRITING FOR THEATRE II
137	DRAM 11	VOICE AND ORAL INTERPRETATION
138	DRAM 12	STAGE MOVEMENT
139	DRAM 15A	BEGINNING ACTING
140	DRAM 15B	ADVANCED ACTING
141	DRAM 18A	ELEMENTARY DIRECTING
142	DRAM 18B	ADVANCED DIRECTING
143	DRAM 21A	THEATRE WORKSHOP I
144	DRAM 21B	THEATRE WORKSHOP II
145	DRAM 24	BEGINNING COSTUMING
146	DRAM 30	CHAMBER/READERS THEATRE
147	DRAM 35	MUSICAL COMEDY WORKSHOP
148	DRAM 42	PLAY PRODUCTION - MUSICAL
149	DRAM 43	PLAY PRODUCTION - CLASSIC
150	DRAM 49	SUMMER MUSICAL COMPANY
151	DRAM 57	TOURING THEATRE
152	DRAM 58	CHILDREN'S THEATRE
153	DRAM 59	REPERTORY THEATRE
154	DRAM 60	EXPER THEATRE – ORIGINAL
155	DRAM 61	EXPER THEATRE - COMEDY
156	DRAM 62	EXPER THEATRE - DRAMATIC
157	DRAM 63	EXPER THEATRE - CLASSICAL
158	DRAM 75	ACTING WORKSHOP - ADVANCEDCOMEDY
159	DRAM 76	ACTING WORKSHOP – ADVANCED DRAMATIC
160	DRAM 77	ACTING WORKSHOP – ADVANCED MUSICAL
161	DRAM 78	ACTING WORKSHOP – ADVANCED CLASSICAL
162	DRAM 79	TECHNICAL WORKSHOP
163	DRAM440	REHEARSAL AND PERFORMANCE
164	DRAM478	READER'S THEATRE

165	ECON 1	THE AMERICAN ECONOMIC SYSTEM
166	ECON 2	PRINCIPLES OF ECONOMICS: MACRO
167	ECON 4	PRINCIPLES OF ECONOMICS: MICRO
168	EMMS170	EMERGENCY MEDICAL TECHNICIAN 1: BASIC TRAINING
169	EMMS270	EMT-1 RECERTIFICATION
	R	
170	EMMS271	FIRST RESPONDER BASIC TRAINING
171	EMMS271	FIRST RESPONDER RECERTIFICATION
	R	
172	ENGL 2	COMPOSITION AND ANALYTICAL READING
173	ENGL 17	INTRODUCTION TO SHAKESPEARE
174	ENGL301	ACADEMIC WRITING
175	ENGL302	ACADEMIC READING
176	ENGL321	EFFECTIVE WRITING SKILLS
177	ENGL322	EFFECTIVE READING SKILLS
178	ENGL406	CREATIVE WRITING
179	ENGR 1	INTRODUCTION TO ENGINEERING
180	ENGR 2	ENGINEERING GRAPHICS WITH DESCRIPTIVE GEOMETRY
181	ENGR 8	ENGINEERING STATICS
182	ENSL110	ADVANCED COMPOSITION
183	ENSL155	ADVANCED READING
184	ENSL300	INDIVIDUALIZED STUDY IN ENGLISH
185	ENSL312	INTENSIVE BEGINNING ENGLISH
186	ENSL320	INTENSIVE HIGH-BEGENNING ENGLISH
187	ENSL321	HIGH-BEGINNING ENGLISH I
188	ENSL322	HIGH-BEGINNING ENGLISH II
189	ENSL325	HIGH-BEGINNING READING, VOCABULARY AND CONVERSATION
190	ENSL328	PRONUNCIATION AND SPELLING
191	ENSL330	INTENSIVE INTERMEDIATE ENGLISH
192	ENSL331	INTERMEDIATE ENGLISH I
193	ENSL332	INTERMEDIATE ENGLISH II
194	ENSL335	INTERMEDIATE READING, VOCABULARY AND CONVERSATION
195	ENSL342	INTENSIVE HIGH-INTERMEDIATE READING, WRITING AND GRAMMAR
196	ENSL343	HIGH-INTERMEDIATE READING AND WRITING
197	ENSL344	HIGH-INTERMEDIATE GRAMMAR
198	ENSL345	HIGH-INTERMEDIATE SPEAKING AND LISTENING
199	ENSL400	INDIVIDUALIZED STUDY IN ENGLISH
200	ENSL412	INTENSIVE BEGINNING ENGLISH
201	ENSL420	INTENSIVE HIGH-BEGINNING ENGLISH

202	ENSL421	HIGH-BEGINNING ENGLISH I
203	ENSL422	HIGH-BEGINNING ENGLISH 2
204	ENSL425	HIGH-BEGINNING READING, VOCABULARY AND CONVERSATION
205	ENSL428	PRONUNCIATION AND SPELLING
206	ENSL430	INTENSIVE INTERMEDIATE ENGLISH
207	ENSL431	INTERMEDIATE ENGLISH I
208	ENSL432	INTERMEDIATE ENGLISH II
209	ENSL435	INTERMEDIATE READING, VOCABULARY AND CONVERSATION
210	ETNC 5	AFRICAN-AMERICAN ARTS AND JAZZ
211	ETNC 11	AFRICAN-AMERICANS IN AMERICAN HISTORY
212	FACD131	COMMAND 2B: COMMAND OF MAJOR HAZ MAT INCIDENTS
213	FACD132	COMMAND 2C: COMMAND OF HIGH-RISE EMERGENCIES
214	FACD133	COMMAND 2D: DISASTER PLANNING
215	FACD134	COMMAND 2E: WILDLAND FIRE COMMAND
216	FACD135	MANAGEMENT 2A: ORGANIZATIONAL DEVELOPMENT AND HUMAN RELATIONS
217	FACD136	MANAGEMENT 2B: FINANCE FOR CHIEF OFFICERS
218	FACD138	MANAGEMENT 2D: MASTER PLANNING
219	FACD139	MANAGEMENT 2E: MANAGEMENT ISSUES AND CONCEPTS
220	FACD140	PREVENTION 2A: FIRE PROTECTION SYSTEMS AND BUILDING COMPONENTS
221	FACD141	PREVENTION 2B: INTERPRETING UBC, CCR- TITLE 19 AND 24
222	FACD143	PREVENTION 3A: HYDRAULIC SPRINKLER CALCULATIONS
223	FACD144	PREVENTION 3B: PLAN CHECKING
224	FACD145	INVESTIGATION 2A: CRIMINAL AND LEGAL PROCEDURES
225	FACD146	FIRE INSTRUCTOR 2A: TECHNIQUES OF EVALUATION
226	FACD147	FIRE INSTRUCTOR 2B: GROUP DYNAMICS AND PROBLEM SOLVING
227	FACD149	FIRE INSTRUCTOR 3: MASTER INSTRUCTOR
228	FACD154	INVESTIGATION 2B: CASE STUDIES
229	FASH 15	TEXTILES
230	FASH 61	CLOTHING
231	FASH 75	SEWING SPECIALTY FABRICS
232	FASH 80	TEXTILE DESIGN
233	FIRE100	FIRE PROTECTION ORGANIZATION

234	FIRE101	FIRE BEHAVIOR AND CONTROL
235	FIRE110	FIRE COMMAND 1A: COMMAND PRINCIPLES FOR COMPANY OFFICERS
236	FIRE111	FIRE COMMAND 1B: HAZ MAT COMMAND FOR COMPANY OFFICERS
237	FIRE112	MANAGEMENT I: MANAGEMENT FOR COMPANY OFFICERS
238	FIRE113	FIRE PREVENTION 1A: FIRE INSPECTION PRACTICES
239	FIRE114	FIRE PREVENTION 1B: CODE ENFORCEMENT
240	FIRE115	FIRE INVESTIGATION 1A: FIRE ORIGIN AND CAUSE DETERMINATION
241	FIRE117	FIRE INSTRUCTOR 1B: INSTRUCTIONAL TECHNIQUES PART II
242	FIRE121	FIRE INVESTIGATION 1B: TECHNIQUES OF FIRE INVESTIGATION
243	FREN 1B	ELEMENTARY FRENCH II
244	FREN 2A	INTERMEDIATE FRENCH
245	FREN 2B	ADVANCED FRENCH
246	GENT 1	PREHISTORY AND EARLIEST CIVILIZATIONS (TO 1200 B.C.)
247	GENT 2	FOUNDATIONS OF THE CLASSICAL WORLD (1200-500 B.C.)
248	GENT 3	THE GOLDEN AGE OF GREECE (500-300 B.C.)
249	GENT 4	THE RISE AND FALL OF ROME (300 B.C.-400 A.D.)
250	GENT 5	THE MEDIEVAL WORLD: PART I (400-1100)
251	GENT 6	THE MEDIEVAL WORLD: PART II (1100-1350)
252	GENT 7	THE EARLY RENAISSANCE (1350-1520)
253	GENT 8	LATE RENAISSANCE AND REFORMATION (1520-1600)
254	GENT 9	FOUNDATIONS OF THE MODERN WORLD (1600-1690)
255	GENT 10	THE AGE OF REASON (1690-1775)
256	GENT 11	REACTION AND REVOLUTION (1775-1815)
257	GENT 12	THE AGE OF PROGRESS (1815-1870)
258	GENT 13	THE END OF INNOCENCE (1870-1918)
259	GENT 14	BETWEEN THE WARS (1918-1945)
260	GENT 15	WORLD WAR II TO THE PRESENT (1945-PRESENT)
261	GENT401	PREHISTORY AND EARLIEST CIVILIZATIONS (TO 1200 B.C.)
262	GENT408	LATE RENAISSANCE AND REFORMATION (1520-1600)
263	GENT409	FOUNDATIONS OF THE MODERN WORLD

	(1600-1690)
264 GENT410	THE AGE OF REASON (1690-1775)
265 GENT411	REACTION AND REVOLUTION (1775-1815)
266 GENT412	THE AGE OF PROGRESS (1815-1870)
267 GENT413	THE END OF INNOCENCE (1870-1918)
268 GENT414	BETWEEN THE WARS (1918-1945)
269 GENT415	WORLD WAR II TO THE PRESENT (1945- PRESENT)
270 GENT417	GENTRAIN STUDIES: GENTRAIN SPECIAL TOPICS II
271 GEOG 2	INTRODUCTION TO PHYSICAL GEOGRAPHY
272 GEOL 2	INTRODUCTORY GEOLOGY
273 GEOL 2L	INTRODUCTORY GEOLOGY LAB
274 HIST 4	HISTORY OF WESTERN EUROPE I
275 HIST 5	HISTORY OF WESTERN EUROPE II
276 HIST 11	AFRICAN-AMERICAN IN AMERICAN HISTORY
277 HIST 12	WOMEN IN AMERICAN HISTORY
278 HIST 17	HISTORY OF THE UNITED STATES I
279 HIST 18	HISTORY OF THE UNITED STATES II
280 HIST 48	HISTORY OF THE MIDDLE EAST
281 HLTH 4	HEALTHY LIVING
282 HLTH 5	ADVANCED FIRST AID AND EMERGENCY CARE
283 HLTH 7	WOMEN'S HEALTH ISSUES
284 HOSP 51	INTRODUCTION TO THE HOSPITALITY INDUSTRY
285 HOSP 52	GUEST SERVICES MANAGEMENT
286 HOSP 53	FOOD SERVICE MANAGEMENT
287 HOSP180	FOOD SAFETY CERTIFICATION
288 HUMA 1	INTRODUCTION TO WOMEN'S STUDIES
289 HUMA 4	IMAGES OF WOMEN IN THE ARTS
290 HUMA 10	EXPLORATION OF VALUES IN LIVING
291 HUMS 50	INTRODUCTION TO HUMAN SERVICES
292 INDS425	MUSIC, MOVEMENT, HEALTH
293 INTD 51	HUMAN ENVIRONMENTS
294 INTD 60	INTERIOR DESIGN WORKSHOP
295 JPNS 1B	ELEMENTARY JAPANESE II
296 LETP 51	CRIMINAL JUSTICE/ACADEMY INTERNSHIP
297 LETP230. 11	80-HOUR S.W.A.T.
298 LETP230. 4	CRIT INCIDENT - TACTICAL COMMANDER
299 LETP231. 42	TAC RAPPELLING, CLIMBING, OBSTACLE CLEARING
300 LETP231.	DOMESTIC VIOLENCE/THE RECANTING

70	WITNESS
301 LETP231.91	S.W.A.T. TEAM LEADER
302 LETP231.92	TACTICAL DISPATCHERS COURSE
303 LETP232.3	ADVANCED PEACE OFFICER TRAINING: ADVANCED COLLECTIVE BARGAINING
304 LETP240.80	S.W.A.T. UPDATE
305 LETP242	PEACE OFFICER ASSOCIATION TRAINING
306 LIBR 62	FAMILY RESEARCH STUDIES: GENEALOGY III
307 LNSK306	STRATEGIES FOR SUCCESS FOR ATTENTION DEFICIT DISORDER
308 LNSK329	MODIFIED COMPUTER PROJECTS
309 LNSK330	LEARNING SKILLS ASSESSMENT
310 LNSK352	THINKING AND REASONING SKLLS: ACQUIRED BRAIN-INJURED
311 LNSK370	VOCATIONAL ASSESSMENT: DISCOVERING THE RIGHT CAREER
312 LNSK410	JOB READINESS I
313 MATH 10	MATHEMATICS FOR GENERAL EDUCATION
314 MATH 13	PRE-CALCULUS
315 MATH 16	ELEMENTARY STATISTICS
316 MATH 17	FINITE MATH
317 MATH 18	CALCULUS AND ANALYTIC GEOMETRY FOR BIOLOGY/SOCIAL SCIENCE/BUSINESS
318 MATH 20A	CALCULUS WITH ANALYTIC GEOMETRY I
319 MATH 20B	CALCULUS WITH ANALYTIC GEOMETRY II
320 MATH 20C	CALCULUS OF SEVERAL VARIABLES
321 MATH 31	LINEAR ALGEBRA
322 MATH 32	DIFFERENTIAL EQUATIONS
323 MATH261	BEGINNING ALGEBRA
324 MATH263	INTERMEDIATE ALGEBRA AND COORDINATE GEOMETRY
325 MATH360	ARITHMETIC AND BASIC MATHEMATICS
326 MEDA101	MEDICAL ETHICS AND LAW
327 MEDA110	MEDICAL OFFICE MANAGEMENT
328 MEDA112	MEDICAL OFFICE FINANCES AND COMPUTER APPLICATIONS
329 MEDA113	MEDICAL PROCEDURE CODING
330 MEDA114	MEDICAL INSURANCE MANAGEMENT
331 MEDA115	MEDICAL DIAGNOSTIC CODING

332	MEDA118	PHARMACOLOGY AND HUMAN DISEASES
333	MEDA120	MEDICAL OFFICE CLINICAL TECHNIQUES
334	MEDA121	ADVANCED MEDICAL OFFICE CLINICAL TECHNIQUES
335	MEDA130	MEDICAL ASSISTING EXTERNSHIP
336	MUSI 1	MUSIC APPRECIATION
337	MUSI 2	INTRODUCTION TO BROADWAY MUSICALS
338	MUSI 3	INTRODUCTION TO JAZZ AND POP
339	MUSI 10A	MUSICIANSHIP
340	MUSI 10B	DIATONIC HARMONY I
341	MUSI 10C	DIATONIC HARMONY II
342	MUSI 10D	CHROMATIC HARMONY
343	MUSI 22	CHAMBER SINGERS
344	MUSI 30	CONCERT/COMMUNITY BAND
345	MUSI 40	VOICE FUNDAMENTALS
346	MUSI 48A	STRING INSTRUMENTS: BEGINNING GUITAR
347	MUSI 48B	STRING INSTRUMENTS: INTERMEDIATE GUITAR
348	MUSI 50A	BEGINNING PIANO I
349	MUSI 50B	BEGINNING PIANO II
350	MUSI 55A	JAZZ IMPROVISATION
351	MUSI 55B	JAZZ IMPROVISATION II
352	NURS 52A	NURSING I
353	NURS 52B	NURSING II
354	NURS 52C	NURSING III
355	NURS 52D	NURSING IV
356	NURS100	PHARMACOLOGY FOR NURSING
357	NURS205	SUPERVISED NURSING SKILLS LAB I
358	NUTF 1	NUTRITION
359	ORNH 51	INTRODUCTION TO ORNAMENTAL HORTICULTURE I
360	ORNH 66	INTERMEDIATE LANDSCAPE DESIGN
361	ORNH425	SUCCESSFUL GARDENING TECHNIQUES
362	PARK133 A	INTERMEDIATE PARK CARPENTRY SKILLS
363	PARK134 A	INTERMEDIATE PARK PLUMBING SKILLS
364	PARK184	HISTORIC PRESERVATION
365	PARK254	FIELD TRAINING OFFICER PROGRAM
366	PARK278	SKILLS FOR INTERPRETING TO CHILDREN
367	PERS 51	CAREER PLANNING THROUGHOUT THE LIFESPAN
368	PERS460	HOLISTIC EDUCATION

369	PERS461	TOPICS FOR SENIOR LEARNING
370	PFIT 8	AEROBIC CONDITIONING
371	PFIT 9	PERSONAL FITNESS
372	PFIT 14	EXERCISE FOR HEALTH AND FITNESS
373	PFIT 18A	AEROBIC FITNESS I
374	PFIT 18B	AEROBIC FITNESS II
375	PFIT 22A	FITNESS THROUGH SWIMMING I
376	PFIT 50	INDEPENDENT FITNESS AND TESTING PROGRAM
377	PFIT421	PERSONAL FITNESS
378	PFIT485	EXERCISE TO MUSIC
379	PFIT496	YOGA WITH MUSIC
380	PHED 1A	FENCING I
381	PHED 1B	FENCING II
382	PHED 5A	TENNIS I
383	PHED 5B	TENNIS II
384	PHED 5C	TENNIS III
385	PHED 7A	SWIMMING I
386	PHED 7B	SWIMMING II
387	PHED 12A	PRECOMPETITIVE SWIMMING
388	PHED 15B	VOLLEYBALL II
389	PHED 20.1	SKILL DEVELOPMENT FOR BASEBALL
390	PHED 20.2	SKILL DEVELOPMENT FOR BASKETBALL - MEN
391	PHED 2A	GOLF I
392	PHED 2B	GOLF II
393	PHED 2C	GOLF III
394	PHED 30.1	INTERCOLLEGIATE BASKETBALL: WOMEN
395	PHED 30.2	INTERCOLLEGIATE SOFTBALL: WOMEN
396	PHED 31.1	INTERCOLLEGIATE FOOTBALL: MEN
397	PHED 31.2	INTERCOLLEGIATE BASKETBALL: MEN
398	PHED 31.3	INTERCOLLEGIATE BASEBALL: MEN
399	PHED 31.4	INTERCOLLEGIATE GOLF: MEN
400	PHED 32.1	INTERCOLLEGIATE TRACK AND FIELD: WOMEN AND MEN
401	PHED 40	CAREERS IN PHYSICAL EDUCATION AND FITNESS
402	PHED 41	PREVENTION AND CARE OF ATHLETIC INJURIES

403 PHED 50	ORIENTATION FOR ATHLETES
404 PHIL 2	INTRODUCTION TO PHILOSOPHY
405 PHIL 4	MORAL ISSUES
406 PHIL 6	INTRODUCTION TO LOGIC
407 PHIL 10	INTRODUCTION TO CRITICAL THINKING
408 PHOT 1A	PHOTO I: BLACK AND WHITE
409 PHOT 1B	PHOTOGRAPHY II
410 PHOT 10	BEGINNING PHOTOGRAPHY
411 PHSO 1	GENERAL HUMAN PHYSIOLOGY
412 PHSO 2	GENERAL PHYSIOLOGY LABORATORY
413 PHYS 2A	GENERAL PHYSICS I
414 PHYS 2B	GENERAL PHYSICS II
415 PHYS 3A	SCIENCE AND ENGINEERING PHYSICS I
416 PHYS 3B	SCIENCE AND ENGINEERING PHYSICS II
417 PHYS 3C	SCIENCE AND ENGINEERING PHYSICS III
418 PHYS 10	INTRODUCTION TO PHYSICS
419 POLS 1	AMERICAN GOVERNMENT AND POLITICS
420 POLS 8	POLITICS OF TRANSITION IN THE POST- COMMUNIST ERA
421 PSYC 1	GENERAL PSYCHOLOGY
422 PSYC 6	PSYCHOLOGY OF WOMEN
423 PSYC 25	CHILD AND ADULT DEVELOPMENT
424 PSYC 35	INTRODUCTION TO ABNORMAL PSYCHOLOGY
425 REAL 52	LEGAL ASPCTS OF REAL ESTATE
426 SIGN 1A	ELEMENTARY AMERICAN SIGN LANGUAGE I
427 SIGN 1B	ELEMENTARY AMERICAN SIGN LANGUAGE II
428 SIGN 2A	INTERMEDIATE AMERICAN SIGN LANGUAGE
429 SOCI 1	HUMANITY AND SOCIETY
430 SOCI 2	CONTEMPORARY SOCIAL PROBLEMS
431 SPAN 1B	ELEMENTARY SPANISH II
432 SPAN 2B	ADVANCED SPANISH
433 SPAN225 A	BASIC CONVERSATIONAL SPANISH I
434 SPCH 1	INTRODUCTION TO PUBLIC SPEAKING
435 SSKD400	STUDY SKILLS DEVELOPMENT/SUPERVISED TUTORING
436 WOMN 1	INTRODUCTION TO WOMEN'S STUDIES
437 WOMN 6	PSYCHOLOGY OF WOMEN
438 WOMN 12	WOMEN IN AMERICAN HISTORY

B. Academic Personnel

11. The Governing Board approve the following academic personnel items:
- a) Employment of Director of Student Health Services, Christa Peacock, Step and Column placement pending verification, effective August 6, 2007.
  - b) Employment of Jonathan (Rocky) Lewycky, Ceramics Instructor Sabbatical Replacement, Column and Step pending verification of education and experience, effective Fall semester 2007 only.
  - c) Authorize the fulltime, tenure track Matriculation Counselor/Coordinator replacement.
  - d) Grant Equivalency to Minimum Qualifications to Cecilia Barbudo to teach Spanish, effective Fall 2007.
  - e) Grant Equivalency Based on Eminence to John Provost to teach HIST 6 History of World Religions, effective Fall 2007.
  - f) Grant Emergency Equivalency to Christine Dietrich-Hart to teach ENSL 324/424 Beginning Conversation II, effective Summer 2007 only.
  - g) Grant Emergency Equivalency to Kathleen McCloskey to teach MEDA 100 Introduction to Health Careers, effective Summer 2007 only.
  - h) Each month individuals are hired as part-time substitute, and overload. The lists include hires for Spring and Summer 2007.

C. Classified Personnel

12. The Governing Board approve the following classified personnel items:
- a) Employment of Carlis Crowe-Johns, Human Resources Department Secretary, Confidential (Service Category 4), Human Resources, 40 hours per week, 12 months per year, effective June 27, 2007.
  - b) Employment of David Jodoin, Campus Security Guard (Service Category 2) Administrative Services, 40 hours per week, 12 months per year, effective June 27, 2007.
  - c) Employment of Thelma Morales, Financial Aid Advisor (Service Category 5), Administrative Services, 40 hours per week, 12 months per year, effective July 4, 2007.
  - d) Establish new position, Child Development Specialist (Service Category 5) Child Development Center, 32.5 hours per week, 10 months per year, effective July 1, 2007.
  - e) Establish new position, Child Development Specialist (Service Category 5) Child Development Center, 19 hours per week, 10 months per year, effective July 1, 2007.
  - f) Placement of Maria Shono, Food Preparer (Service Category 3), 18 hours per week, 9 months, 11 days on the 39 month re-employment list, effective April 25, 2007, pursuant to Educational Code 88195.

- g) Resignation of Laura Futrell, Secretary (Service Category 4), Academic Affairs, 19 hours per week, 12 months per year, effective at the close of the day, June 1, 2007.
  - h) Resignation of Kelly A. Fletes, Clerical Assistant II (Service Category 3), Extended Opportunity Programs & Services Program, 30 hours per week, 12 months per year, effective at the close of the day, August 1, 2007.
  - i) Resignation for the purpose of retirement of James Shiratsuki, Custodian (Service Category 2), Facilities, 40 hours per week, 12 months per year, effective at the close of the day, June 29, 2007.
13. 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 Governing Board is required by State law to approve a Tentative Budget by July 1 for Fiscal Year 2007-2008, conduct a public hearing, and adopt a final budget no later than September 15<sup>th</sup>. The Tentative Budget for the 2007-2008 Fiscal Year is presented for consideration, discussion, and approval today. This is the District's spending plan until a final budget is adopted. Projections used in the Tentative Budget will be reviewed and adjusted, where appropriate, to reflect more accurate projections before presentation of the Final Budget.

Mr. Bissell reported that there are seven (7) major object categories. They are: Unrestricted General Fund, Restricted General Fund, Child Development, Student Center, Parking, Self-Insurance, and Capital Projects. The Tentative Budget contains a 10% reserve. Projections show positive beginning balances for all funds of the District, and revenues and expenses budgeted for the 2007-2008 Fiscal Year result in positive year-end balances for all funds.

Mr. Bissell reported that the major portion of the District's revenue is tied closely to the State of California's budget, which has not been finalized. State revenues for the District's tentative budgets were based on the Governor's May revise which includes 4.53% for cost of living. The State budget also includes 2% for growth.

Mr. Bissell reported that the General Fund includes the general operating budgets for the District. Monies are separated into unrestricted and restricted funds. The District's primary financial activities for day-to-day operating revenues and expenses occur in the Unrestricted General Fund. Revenue is budgeted by the source of the funding and expenses are budgeted by their function. The District receives 92% of its income from Apportionment; 2.7% from Lottery; 1.4% from Nonresident Tuition; 1.4% from other sources; 1% from part-time faculty; .8% from interest; and .7% from Retiree Insurance Contributions. Where does the money go? 37% goes to academic salaries; 24.3% goes to employee benefits; 20.1% goes for classified salaries; 9.7% goes for services and operating; 4.1% goes

for Instructional Service Agreements; 2.2% goes for transfers; 1.8% goes for supplies; and .4% goes for capital outlay.

Mr. Bissell walked the Trustees through the Tentative Budget Board packet and he and his staff were available for questions. He reported that each year departments are given budgets from the previous three years and asked, "How will your budget change from last year?" The District guestimates our income and we ask the departments to guestimate their expenses for the year. We are budgeting a 10% reserve. We are taking an educated guess at income and expenses. In the Unrestricted General Fund we do have some flexibility. We are budgeting the same FTES as 2007.

Mr. Bissell noted the major differences from last year (2006-2007) in revenue: COLA 4.53%, income interest, 5% (\$150,000); \$10,000 facility rental income (Community Stadium). Major differences in expenses: Salary and Fringe benefits \$1.4 million; new classified positions (Public Safety & 1 position for Fire, \$97,000; Utilities 5% increase, \$86,000; Property and Liability insurance, added Liability, \$23,000; Mandated Increases, \$392,000. The District is looking at a surplus of funds. We are looking at Action Plans, but of late, have not funded. This time A-1 lists have a chance of being funded, and \$260,000 will be funded through employee vacancies.

Mr. Bissell noted that the District has two debt service bills: Student Center and Lease Payment which is new this year, Sun Trust Leasing; \$275,000, and this will be covered by a transfer from the General Fund.

Mr. Bissell indicated that the District has capital projects where we record the State funded projects. The Library Technology Center was recorded there. The Child Development Center and the old Library renovation/new Administration Building is in there now. This is where we record our scheduled maintenance projects and a fair amount of the Lecture Forum projects will be recorded there also. Donations from the MPC Foundation are also kept in this account.

Mr. Bissell reported that the District is looking good on our Self Insurance. We will not spend everything we have budgeted. We will meet our set-aside goal of \$550,000 per year. A composite rate of \$1,214 per month per employee for self insurance is going well. The district did this by changing networks which saved \$34.00 per employee rather than increasing each employee's insurance rate by 10%. The savings goes to employees, not to the District.

Mr. Bissell reported that the District did not get a budget from ASMPC so their budget is a roll-over budget. The District needs to meet with the students soon to hear from them.

In closing, Mr. Bissell stated that all funds are balanced, we have a 10% reserve, and this budget keeps the District going until we pass a final budget. He did note that enrollment is very important to us and it is a way of increasing revenue.

Mr. Bissell said that if the State has a good year, we'll have a good year.

MSC Tunney, Steck

06-101

BE IT RESOLVED, That the Fiscal Year 2007-2008 Tentative Budget be approved, and the public hearing for the adoption of the final budget be scheduled for August 28, 2007, 3:00 p.m. at the Karas Room of the Library and Technology Center, Monterey Peninsula College, 980 Fremont Street, Monterey, California.

MSC Page, Tunney

06-102

BE IT RESOLVED, That the 2006-2007 Monthly Financial Reports for the period ending May 31, 2007 be accepted.

Student Trustee Morrice reported that the students were in support of increasing the fee for Student Health Services.

MSC Tunney, Page

06-103

BE IT RESOLVED, That the Governing Board will annually charge the maximum allowable fee for Student Health Services as approved by the System's Office in accordance with the Education Code. Changes in the maximum allowable fee will be reported to the Governing Board and the Associated Student Body Government prior to implementation.

MSC Steck, Page

06-104

BE IT RESOLVED, That the Governing Board approve the signing of the 2007-2008 Funding Terms and Conditions (FT&C) contract for the State Pre-School Grant at Monterey Peninsula College.

MSC Page, Steck

06-105

BE IT RESOLVED, That the Governing Board approve the signing of the 2007-2008 Funding Terms and Conditions (FT&C) contract for General Child Care & Development Programs at Monterey Peninsula College.

Mr. Bissell thanked Mr. Michael Gilmartin, Dr. Rosaleen Ryan, and Ms. Vicki Nakamura for their teamwork on the Initial Project Proposals (IPPs)/Final Project Proposals (FPPs) Planning Process and acknowledged Mr. Gilmartin's work and efforts on project team meetings too. Mr. Bissell mentioned that districts can file several Initial Project Proposals per year. The State evaluates IPPs and determines whether the district is eligible to submit a Final Project Proposal, which provides a more specific scope and budget for the project. A district can be awarded funding for one FPP per year per site.

Mr. Bissell introduced Dr. Rosaleen Ryan who described the IPPs for the Art Project and the Gym/Locker Room. The Art Project involves five buildings that the Art programs currently use. It is an important project for several reasons. First, it is going to provide safe, modernized space for the Art programs. Second, it will relocate similar programs in closer proximity to one another and create more efficient use of space. Finally, it will address the secondary effects created by two earlier projects: (1)

the Business/Math/Science project, and (2) the Humanities/Business/Humanities-old Student Services project. The Business/Math/Science project will consolidate all math classrooms on the east side of campus, thus resulting in an under-utilized classroom in the International Center building. The Humanities-Business/Humanities-old Student Services project will move the Supportive Services labs from the Art Dimensional building to the old Student Services building on the east side of campus, which will create unoccupied space in Art Dimensional. This proposed Art Project involves the renovation of two existing buildings – Art Ceramics and Art Studio. It also involves the renovation of Art Dimensional; the CAD lab, currently housed in the Drafting building, will be moved here after Supportive Services moves to the old Student Services building. The first floor of the International Center building will be remodeled to accommodate Graphic Arts, Photography, and Printmaking. Graphic Arts and Printmaking are currently housed in the Drafting building, which will be demolished. This project will result in a net decrease of approximately 1,300 assigned square feet, which will improve our college's capacity load ratio. This project is estimated at over \$11 million, based on Chancellor's Office cost guidelines. Estimated occupancy is in 2012-2013.

The second IPP that Dr. Ryan described is the two-story Physical Education building which houses the Gym on the second floor and the locker rooms on the first floor. Both areas are in need of repair for safety concerns. The building has structural deficiency issues and is in need of retrofitting. The Gym floor is cracked and pitted and is in a state of severe disrepair. The first floor locker rooms are underutilized because of disrepair and outdated design.

Ms. Vicki Nakamura then presented information on the Initial Project Proposal for the Public Safety Training Center at Parker Flats. This proposal is an update of last year's IPP submission. The project concept is to construct the various lab facilities required to support job skills training in the peace officer and fire technology programs. This project is important to the District because it will allow consolidation of lab facilities at one location. The sharing of these facilities should enhance the efficiency of these programs as well as be more cost-effective. This project is being proposed as 50% State funded and 50% bond funded.

The project consists of four main training components: 1.) The emergency vehicle operations course includes a high speed track where driving and pursuit skills can be practiced; a slow speed maneuvering area with a street grid layout to allow for scenario training; and a skid pad for motorcycle training. 2.) The live burn training area has a prefabricated burn building that is gas fueled and will provide our students with live fire training experience under controlled conditions in a safe environment. It also includes a multiple story fire tower for rappelling and rescue training. 3.) There is a building complex where EVOC classroom and offices will be housed. Also, included are a prefabricated scenario driving simulator where driving training can occur without the use of actual vehicles, a fire chemistry lab, a multi-media lab, parking, and access roads. 4.) The weapons training area consists of a rifle firing range, observation tower, and fire weapons classroom.

Ms. Nakamura stated the District planned to submit a Final Project Proposal (FPP) for the project this year; however, delaying for a year will provide additional time to develop partnerships and seek input from local police and fire agencies. The ultimate goal is to develop an effective FPP that will be competitive for State funding. She also noted the District will be contracting with a firm to conduct a feasibility study that will be used to plan an economically viable training facility that will support the District's public safety officer programs.

Mr. Davis asked about the Gym floor. Mr. Bissell reported we will have a plan to share with the Trustees in the near future.

MSC Tunney, Steck

06-106

BE IT RESOLVED, That the Board approve the submittal of the Initial Project Proposals (IPP) for the Art Complex project, the Gym/Locker Room project and the Public Safety Training Center at Parker Flats for 2007-2008.

Dr. Ryan reported on the following resolution, specifically, on the Music/Theater project which will modernize all 27,724 gross square feet, including 14,774 assignable square feet of the Theater building and provide 8,851 assignable square feet of one-to-one replacement instructional space for the Music Program. The close proximity of the two facilities will create a Center for Performing Arts. The combined Theater/Music buildings will allow both the Drama and Music Departments to operate as one facility, providing easy access to and transport of mutually shared equipment and musical instruments, as well as share box office, classroom, and loading dock spaces, reducing operating costs and enhancing the effectiveness of both buildings.

Mr. Michael Gilmartin spoke about the plan to renovate the two-story Humanities Building and relocate the existing Humanities Division offices and classrooms that are currently in the Business/Humanities Building to the old Student Services Building. In the Humanities Building, on the first floor, the District will convert one classroom and two adjacent offices into two classrooms. In the second floor, the EOPS offices will move to the new Student Services Building and that space will

also be converted into two classrooms. In addition to the Humanities offices, two Student Supportive Services instructional labs will be located in the old Student Services Building toward the front of the building. This location is much more centralized and accessible than the existing site in the Art Dimensional Building. All of these changes will make the Humanities classroom and office space more efficient. This creates a Humanities academic cluster. Finally, the Business/Humanities Building will be demolished. This will help our capacity load ratio.

MSC Steck, Page

06-107

BE IT RESOLVED, That the Board approve the submittal of the Final Project Proposals (FPP) for the Music-Theater Building project and for the Humanities-Business Humanities-Old Student Services project for 2007-2008 and

BE IT FURTHER RESOLVED, That the District promises to fulfill the project terms and conditions related to the FPP.

MSC Page, Steck

06-108

BE IT RESOLVED, That the Governing Board ratify the Project Assignment Amendment 04 (PAA) with Ratcliff and Associates in the amount not to exceed \$56,600 for design services for the MPC Education Center at Marina.

MSC Page, Tunney

06-109

BE IT RESOLVED, That the Governing Board ratify the Project Assignment Amendment 05 (PAA) with Ratcliff and Associates, in the amount not to exceed \$36,400 to provide architectural modifications to the drawing for the renovation for the old Library into the new Administration Building.

MSC Steck, Page

06-110

BE IT RESOLVED, That the Governing Board ratify the Project Assignment amendment 11 (PAA) in the amount of \$51,000 with Alfa Tech, Inc. to provide engineering services for the initial design drawings of Parking Lot A in order to obtain a cost proposal from the contractor.

MSC Page, Tunney

06-111

BE IT RESOLVED, That the Governing Board ratify the Project Assignment Amendment 11A (PAA) in the amount of \$10,600 with Alfa Tech Inc. to provide engineering services for necessary modifications to finalize the initial drawings for the contractor's use in the construction of Parking Lot A.

MSC Steck, Tunney

06-112

BE IT RESOLVED, That the Governing Board ratify the Project Assignment Amendment 13 (PAA) in the amount of \$35,700 with Alfa Tech Inc. to provide engineering services for the design of a new electrical transformer adjacent to the Fitness Building (Building 24).

MSC Steck, Page

06-113

BE IT RESOLVED, That the Governing Board ratify the Project Assignment Amendment 14 (PAA) in the amount of \$17,800 with Alfa Tech Inc. to prepare a report for the plan on campus-wide accessible walkways, accessible parking and fire access as required for Division of State Architect (DSA) approved projects.

Chair of the Board, Lynn Davis, thanked both of the negotiations teams for their work this year on reaching agreement, and, of course, to Dr. Garrison, for his leadership. There was a unanimous vote of approval, which speaks well of the process, and reports each month from MPCTA were positive, too.

MSC Steck, Page

06-114

BE IT RESOLVED, That the Tentative Agreement between MPCTA and the District that continues the contract for the period July 1, 2007 through June 30, 2010, be ratified, and

BE IT FURTHER RESOLVED, That the 2007-2008 Salary Schedule A for contract faculty, effective July 1, 2007, be approved.

Regarding the Board election, Dr. Garrison pointed out that the candidate would pay for the cost of printing a 200 word or less Candidate's Statement and there is no cost to run for election.

MSC Tunney, Steck

06-115

BE IT RESOLVED, That the Monterey Peninsula Community College Governing Board approve the following resolution:

WHEREAS, Pursuant to Sections 10509 et seq. of the Elections Code (Uniform District Election Law, UDEL), the Governing Body of the above-named District must call the election to be held on November 6, 2007 for the purpose of electing successors to the terms of office which will expire in 2007; and

WHEREAS, Pursuant to Section 13307 Elections Code, it is incumbent upon this Board to determine who will pay the cost of the candidate's statement and to fix the maximum number of words to be submitted; and

WHEREAS, For the ease and convenience to the registered voters within this District and in order to take advantage of any possible reduction in election costs, it is desirable that this General District Election be consolidated with any other election to be held on the same day; and

WHEREAS, There will be a total of four offices within this District to be filled at said Election said offices now filled by the following Board Members: Mr. R. Lynn Davis, (4 year term); Mr. Charles H. Page, (4 year term); Dr. Loren Steck (4 year term); and, Dr. Robert Infelise (2 year term).

NOW THEREFORE BE IT RESOLVED, and ordered by the Governing Body of the Monterey Peninsula Community College District that:

1. A General District Election be held within this District on November 6, 2007 for the purpose of electing four members to this Governing Board, and
2. That this Governing Board resolves the number of words for candidate statements be fixed at:  
  

<u>  X  </u>	Up to 200 words (1/4 page or 4 candidate statements per page), or
<u>      </u>	201 to 400 words (1/2 page or 2 candidate statements per page), and
	That all costs of the candidate's statement (including extra printing charges for the increased word length of statements 201 to 400 words, if applicable) be paid by:
<u>  X  </u>	The candidate, <u>OR</u>
<u>      </u>	The district.
3. Select one, please.

X This Governing Board further resolves that the candidate shall submit payment to the Elections Department upon submission of the candidate's statement.

\_\_\_ The District shall pay for the candidate's statement and the cost will be included in the billing to the District by the Elections Department; and

4. The election shall be consolidated with any other election to be held totally or partially within the boundaries of this District.

It was reported that this policy has gone through the Shared Governance process and the Board Sub-Committee was sent this policy and reviewed it before coming to the Board for final consideration.

MSC Page, Steck

06-116

BE IT RESOLVED, That the Governing Board adopt a revision to Board Policy 3000, Educational Programs and Standards to include a new subsection, Board Policy 3005, Academic Program Discontinuance, and Appendix 3005, Procedures for Academic Program Discontinuance.

#### CALENDAR OF EVENTS

#### INFORMATION

The Trustees reviewed the Calendar of Events.

#### Advance Planning

Regular Governing Board meeting: Tuesday, July 31, 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.

Suggested future Agenda items:

1. Update on new Student Services Building.

#### Adjournment

The meeting was adjourned at 4:55 p.m.

Respectfully submitted,

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

Minutes6262007  
June2007