

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

REGULAR BOARD MEETING

WEDNESDAY, FEBRUARY 24, 2016

11:00am, Closed Session: Stutzman Room, Library Technology Center
1:30pm, Regular Meeting: Sam Karas Room, Library Technology Center

980 Fremont Street, Monterey CA 93940

<http://www.mpc.edu/about-mpc/leadership/board-of-trustees>

AGENDA

The Monterey Peninsula College Governing Board welcomes you to the Governing Board of Trustees Regular Meeting. Documents that are public records and are provided to the Governing Board regarding a Regular Meeting item on this Agenda will be made available for public inspection in the Superintendent/President's Office at Monterey Peninsula College, 980 Fremont Street, Monterey, California, during normal business hours the Thursday preceding the meeting. If you intend to submit documents at this meeting, the Brown Act requires you to bring enough copies for the Trustees and the audience. In compliance with the Americans with Disabilities Act, those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at a Board meeting, can contact the Superintendent's Office at (831) 646-4272. Notification at least 72 hours prior to the Board meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids, or translation services.

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

4. CLOSED SESSION

The Governing Board will meet in Closed Session (before the Regular Meeting on regular agenda items) to consider matters appropriate for Closed Session as authorized by Sections 3549.1 and 54956.7-54957.7, Government Code and Section 72122, Education Code, and as otherwise provided by law. Required action on these matters will be taken when the Board meets in Regular Meeting or at the next public meeting.

A. Conference with Labor Negotiators (Government Code Section 54957.6)

a) Employee Organization: MPCEA/CSEA

b) Agency Representatives: Susan Kitagawa, Laurence E. Walker, and Steven L. Crow, Ed.D

B. Conference with Labor Negotiators (Government Code Section 54957.6)

a) Employee Organization: MPCTA/CTA

b) Agency Representatives: Susan Kitagawa, Michael Gilmartin, Kiran Kamath, and Steven L. Crow, Ed.D

5. RECONVENE TO OPEN SESSION / CALL TO ORDER

6. ROLL CALL

7. PLEDGE OF ALLEGIANCE

The Board of Trustees will recite the Pledge of Allegiance. Participation by meeting attendees is at their option.

8. REPORT OF ACTION TAKEN IN CLOSED SESSION

9. APPROVAL OF AGENDA

The Board will take action to approve the Agenda. Agenda items may be rearranged here. If there are any urgent items that arose after the 72-hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3-majority vote is required.)

10. RECOGNITION

A. Acknowledgement of Guests

11. PUBLIC COMMENTS

Anyone wishing to address the Governing Board on matters within the jurisdiction of the Board may do so now. Please state the matter on which you wish to speak. Matters not appearing on the Agenda will not receive action at this meeting, but may be referred to staff for consideration at a future meeting. Presentations will be limited to three minutes, or as established by the Board. Persons are not required to give their name or address, but it is helpful for a person to state their name in order that the Board and others present may identify the speaker.

12. CORRESPONDENCE AND PUBLICATIONS

A. MPC All User Emails

- 1) Shawn Anderson: "MPC Regular Board Meeting, January 22, 2016"
- 2) Office of Academic Affairs: "Spring 2016 Final Exam Schedule and 4/28 Flex Day Information"
- 3) Dr. Walter Tribley: "Invitation to February 4 Reception for Dr. Steven L. Crow, VP of Administrative Services"
- 4) Beccie Michael: "Spring FASA Grants Available"
- 5) Beccie Michael: "Don't miss out!"
- 6) Melissa Pickford: "New Exhibit in Art Gallery!"
- 7) Kiran Kamath: "Funding for STEM Capacity-Building Projects"
- 8) Kiran Kamath: "Enrollment Data for Early Spring and Spring 2016"
- 9) Beccie Michael: "Lobo Hall of Fame Banquet Coming Soon"
- 10) Fred Hochstaedter: "Academic Senate update Spring 2016"
- 11) Amber Mettler: "Think Pink Night: This Wednesday!"
- 12) Student Health Services: "MPC Blood Drive"
- 13) Julie Osborne: "MPC's Black Student Union presents 'Kitchen Conversations' Feb. 13th"
- 14) Black Student Union: "Black History Month Events"
- 15) Beth Penney: "39th Annual Humanities Division Book Grant Award Ceremony"
- 16) Julie Osborne: "Lobo Day – Wed., Feb. 24th!"
- 17) Susan Kitagawa: "Introducing the Human Resources Team"

B. Articles Published in *The Herald*, *The Weekly*, *The Californian*, and Other Media

- 1) *Monterey Herald* / January 27, 2016: "MPC 83, Hartnell 69: Lobos pounce on Panthers to stay hot"

13. CONSENT CALENDAR

Items listed under the Consent Calendar are considered to be routine and are acted on by the Board of Trustees in one motion. There is no discussion of these items prior to the Board vote unless a member of the Board, staff, or public requests that specific item(s) be discussed and/or removed from the Consent Calendar. It is understood that the Administration recommends approval on all Consent items. Each item on the Consent Calendar approved by the Board of Trustees shall be deemed to have been considered in full and adopted as recommended.

BE IT RESOLVED,

A. Routine Business Transactions, Annual Renewal of Programs, Bids, Agreements, Notice of Public Hearings and Proclamations:

- 1) That the Governing Board approves the minutes of the Regular Board meeting on December 9, 2015 and January 22, 2016.

- 2) That the Governing Board accepts gifts donated to the College with appropriate acknowledgement to the donors.
- 3) That the January 29th regular payroll in the amount of \$1,780,967.15 and the February 10th supplemental payroll in the amount of \$36,153.75 be approved.
- 4) That Commercial Warrants: 12205159 through 12205209, 12205839 through 12205871, 12207796 through 12207851, 12210528 through 12210555, in the amount of \$861,879.86 be approved.
- 5) That Purchase Orders B1600411 through B1600459 in the amount of \$204,948.61 be approved.
- 6) That the following budget adjustments in the Restricted General Fund be approved:

Net decrease in the 1000 (Certificated Salary) Object expense category	\$7,747.13
Net increase in the 2000 (Classified Salary) Object expense category	\$1,500.00
Net increase in the 3000 (Benefits) Object expense category	\$1,562.13
Net decrease in the 4000 (Supplies) Object expense category	\$2,090.00
Net increase in the 5000 (Other Services) Object expense category	\$ 975.00
Net increase in the 6000 (Capital Outlay) Object expense category	\$5,800.00
- 7) That the following budget increases in the Restricted General Fund be approved:
 - Increase of \$64,530 in funds received for FY 15-16.
 - Increase of \$930,538 in funds carried forward from FY 14-15 to FY 15-16.
- 8) That the following budget adjustments in the Unrestricted General Fund be approved:

Net increase in the 2000 (Classified Salary) Object expense category	\$1,731.55
Net decrease in the 3000 (Benefits) Object expense category	\$1,731.55
- 9) That the following budget adjustments in the Unrestricted General Fund be approved:

Net increase in the 2000 (Classified Salary) Object expense category	\$ 239.74
Net increase in the 3000 (Benefits) Object expense category	\$ 22.59
Net decrease in the 4000 (Supplies) Object expense category	\$1,807.73
Net increase in the 5000 (Other Services) Object expense category	\$3,702.67
Net decrease in the 6000 (Capital Outlay) Object expense category	\$2,157.27
- 10) That the following budget increase in the Workers Comp fund be approved:
 - Increase of \$65,000 in revenue and \$30,000 in expense budgets.
- 11) That the following budget increase in the Orr Fund be approved:

Revenue Increase:	\$5,000
Expense Increase:	\$5,000
- 12) That the following budget increase in the Scholarship & Loan fund be approved:
 - Increase of \$314,600 in revenue and expense budgets.
- 13) That the following budget adjustments in the Parking Fund be approved:

Net increase in the 5000 (Other Services) Object expense category	\$7,000
Net decrease in the 6000 (Capital Outlay) Object expense category	\$7,000

B. Management Personnel

- 1) That the Governing Board approves the following item(s):
 - a) Extend the current temporary assignment and compensate Ms. Nicole Dunne a 5% stipend for assuming temporary duties in the absence of the Dean of Student Services, effective January 1, 2016 through June 20, 2016.

- b) Extend the current temporary assignment and compensate Mr. Francisco Tostado a 5% stipend for assuming temporary duties in the absence of the Dean of Student Services, effective January 1, 2016 through June 30, 2016.

C. Faculty Personnel

- 1) That the Governing Board approves the following item(s):
 - a) Each month, individuals are hired as part-time, substitute, and overload. The attached list includes hires for Spring 2016.

D. Classified Personnel

- 1) That the Governing Board approve the following item(s):
 - a) Correction to the January 25, 2016 Board action regarding the employment of Dylan Music, to be revised as Instructional Specialist, ESSC, Range 14, 18 hours per week, 7 months, 19 days per year, effective January 29, 2016 (employment previously approved as Writing Tutor, Writing Center, Range 14, 18 hours per week, 8 months per year, effective January 25, 2016).
 - b) Correction of the January 25, 2016 Board action regarding the employment of Maliha Arshad, to be revised as Instructional Specialist, ESSC, Range 14, 18 hours per week, 7 months, 19 days per year, effective January 29, 2016 (employment previously approved for 8 months per year, effective January 25, 2016).
 - c) Resignation for the purpose of retirement of George Reed, Media Technician, Audio-Visual Department, effective at the end of the day, March 31, 2016. Mr. Reed has served MPC for 26 years.
 - d) Employment of Colton Miller, Library Circulation Desk Coordinator, Library, Range 17, 40 hours per week, 12 months per year, effective February 25, 2016.
 - e) Employment of Rebecca Glenny, Unit Office Manager, Admissions and Records, Range 18, 40 hours per week, 12 months per year, effective February 25, 2016.

E. Short Term and Substitute Personnel

- 1) That the individuals on the recommended list (Short Term and Substitute Employees), employed for short term and substitute assignments subject to future modifications, be approved.

14. NEW BUSINESS

Public comments on New Business agenda items will be heard at the time the matter is under Board consideration. If you wish to address the Board on an agenda item, please do so when that item is called. Presentations will be limited to a maximum of three minutes, or as established by the Board. Persons are not required to give their name or address, but it is helpful for a person to state their name in order that the Board and others present may identify the speaker.

- A. BE IT RESOLVED, that Monterey Peninsula College employ the following probationary employees as tenured employees for all subsequent academic years starting with the 2016-2017 academic year:

- 1) Mr. Jon Cristobal, Mathematics Instructor
- 2) Ms. Adrienne Kotecki, Psychology Instructor
- 3) Dr. Gamble Madsen, Art History Instructor
- 4) Mr. Joel Pickering, Mathematics Instructor
- 5) Dr. Kelly Stack, American Sign Language Instructor
- 6) Mr. Anthony Villarreal, Sociology Instructor

- B. BE IT RESOLVED, that Monterey Peninsula College enter into a contract with the following contract (probationary) employees for the 2016-2017 academic year:

- 1) Ms. Carrie Ballard, Counselor

- 2) Mr. Francisco de Borja Dorsch, Spanish Instructor
 - 3) Ms. Kacey Giammanco, Counselor
 - 4) Ms. Gabriela Stanica, Mathematics Instructor
- C. BE IT RESOLVED, that Monterey Peninsula College enter into a contract with the following contract (probationary) employees for the 2016-2017 and 2017-2018 academic years:
- 1) Ms. Molly Jansen, Hospitality Instructor
 - 2) Ms. Blanca Morgan, Math Learning Center Coordinator
 - 3) Dr. Frank Rivera, Chemistry Instructor
 - 4) Mr. Glenn Tozier, Digital Services Librarian
 - 5) Dr. Rushia Turner, Chemistry Instructor
 - 6) Ms. Rachel Whitworth, Psychology Instructor
- D. INFORMATION: Citizens' Bond Oversight Committee Annual Report for 2014-15.
- E. INFORMATION: Review the 2016-17 District Scheduled Maintenance and Special Repairs Five Year Plan.
- F. BE IT RESOLVED, that the Governing Board approve the 2014-15 year-end transfer of \$1,000,000 from the Unrestricted General Fund to the Self Insurance Fund.
- G. BE IT RESOLVED, that the 2015-2016 Monthly Financial Report for the period ending January 31, 2016, be accepted.
- H. BE IT RESOLVED, that the Quarterly Financial Status Report for the quarter ending December 31, 2015, as presented on form CCFS 311Q, be accepted and made part of the minutes of this meeting.
- I. BE IT RESOLVED, that the 2016-2017 nonresident tuition fee for the District be established in accordance with ECS 76140 at \$211.00 per semester unit.
- J. BE IT RESOLVED, that the Governing Board approve entering into an agreement with Strata Information Group (SIG), as defined by the attached Scope of Work. Strata Information Group will perform Business Process Workshops to address 4 major processes and an IT Health Assessment.
- K. BE IT RESOLVED, that the Governing Board approve the spending of 2015-2016 Prop 30 EPA funds to pay for instructional salaries coded with activity code 0100-5900.
- L. INFORMATION: Budget Calendar for the FY 2016-17.
- M. BE IT RESOLVED, that the Superintendent/President be authorized to enter into an agreement with the Community College League of California for consultant services related to revision of District board policies and administrative procedures, not to exceed \$35,000.
- N. BE IT RESOLVED, that the Governing Board approve the Personal Services Contract with Razorwire Design for the Summer 2016 and Fall 2016 Schedule design and branding in the amount of \$10,945.
- O. BE IT RESOLVED, that the Governing Board approve "Amendment 02" to the child development services agreement (CSPP-5284) between the California Department of Education and Monterey Peninsula College.

- P. BE IT RESOLVED, That Board Policies 1100 – The Monterey Peninsula Community College District; 3310 – Records Retention and Destruction; 6330 – Purchasing; 6340 – Bids and Contracts; 6450 – Wireless or Cellular Telephone Use; 6550 – Disposal of District Property; and 6600 – Capital Construction, be reviewed and accepted; and

BE IT FURTHER RESOLVED, that Board Policies 1200 – District Mission; 3440 – Service Animals; 3500 – Campus Safety; 3505 – Emergency Response Plan; 3515 – Reporting of Crimes; 3520 – Local Law Enforcement; 3530 – Weapons on Campus; 3810 – Claims Against the District; 6100 – Delegation of Authority; 6150 – Designation of Authorized Signatures; 6200 – Budget Preparation; 6210 – General Fund Reserve; 6250 – Budget Management; 6300 – Fiscal Management; 6320 – Investments; 6400 – Financial Audits; 6500 – Real Property Management; 6520 – Security for District Property; 6540 – Insurance; 6700 – Civic Center and Other Facilities Use; 6750 – Parking; 6800 – Safety; 6900 – Bookstore; and 6910 – Housing, be adopted.

- Q. BE IT RESOLVED, that the Governing Board endorses: _____, _____, and _____ to be a candidate for the 2016 Monterey County School Boards Association (MCSBA) Excellence in Education Award.

R. INFORMATION: Calendar of Events

15. REPORTS AND PRESENTATIONS

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

- A. MPC Foundation
 - 1) Executive Director Report: Ms. Beccie Michael
 - 2) Monthly Donations: To be reported on February 24, 2016.
- B. Superintendent/President's Report: Dr. Walter Tribley
- C. Academic Affairs Report: Ms. Kiran Kamath
- D. Student Services Report: Mr. Laurence Walker
- E. Administrative Services Report: Dr. Steven Crow
- F. Academic Senate Report: Dr. Alfred Hochstaedter
- G. MPCEA Report: Mr. Kevin Haskin, President
- H. MPCTA Report: Ms. Paola Gilbert, President
- I. ASMPC Report: Mr. Stephen Lambert, Student Trustee
- J. College Council Report: Ms. Stephanie Perkins and Ms. Diane Boynton, Co-chairs
- K. Governing Board Reports
 - 1) Community Human Services (CHS) Report
 - 2) Trustee Reports

16. ADVANCE PLANNING

- A. Regular Board Meeting, March 23, 2016 at MPC Library Technology Center:
 - 1) Closed Session: 11:00am, Stutzman Room
 - 2) Regular Meeting: 1:30pm, Sam Karas Room
- B. Regular Board Meeting, April 27, 2016 at MPC Library Technology Center:
 - 1) Closed Session: 11:00am, Stutzman Room
 - 2) Regular Meeting: 1:30pm, Sam Karas Room
- C. Future Topics

17. ADJOURNMENT

Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this Agenda will be made available for public inspection in the District Office located at 980 Fremont Street, Monterey, CA, during normal business hours. Governing Board documents are also available on the Monterey Peninsula College website at www.mpc.edu/GoverningBoard.

Posted February 19, 2016