

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

REGULAR BOARD MEETING

WEDNESDAY, MARCH 23, 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

C. Public Employee Evaluation (Government Code Section 54957)

Title: Superintendent/President, Quarterly Evaluation

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. Moment of Silence

- 1) Maureen Girard, MPC Faculty, deceased January 13, 2016.
- 2) Bernard C. Revoir, MPC Faculty, deceased January 24, 2016.
- 3) Albert C. Weber, MPC Faculty, deceased February 27, 2016.

B. 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) MPC Foundation: "Special Announcement from MPC Superintendent/President"
- 2) Dr. Walt Tribley: "American Flags at Half-Staff to Honor Antonin Scalia, Associate Justice of the United States"
- 3) MPC Online Support Team: "Spring 2016 MPC Online Professional Development + Canvas LMS Evaluation"
- 4) Massage Therapy Program: "Massage Lab Open beginning 2/19/16"
- 5) Dr. Walt Tribley: "All Campus (District) Forum: A Summary Review of 2014-15 Finances and the 2016-17 Budget Development Process"
- 6) Shawn Anderson: "MPC Regular Board Meeting, February 24, 2016"
- 7) Kiran Kamath: "Funding for STEM Capacity-Building Projects Deadline February 29th"
- 8) MPC Foundation: "Spring FASA Grants Available!"
- 9) Eileen Crutchfield: "Today: VA Mobile Van"
- 10) Kiran Kamath and Beccie Michael: "Update: Professional Development Opportunity for Faculty and Staff in STEM Disciplines: Deadline Extended to March 11, 2016"
- 11) MPC History Club: "MPC History Club Speaker: Dr. David Yamada"
- 12) Deborah Ruiz: "Welcome to new Library Staff Member Colton Miller"
- 13) Vicki Nakamura: "Citizens' Bond Oversight Committee Meeting Agenda for February 29, 2016"
- 14) Institutional Committee on Distance Education and MPC Online Support Team: "Canvas Evaluation Update – Workshop Reminders & Final Open Forum Date"
- 15) MPC Foundation: "2016 President's Address to the Community"
- 16) MPC Athletic Department: "MPC Men's Basketball Team"
- 17) Amy Cavender: "MPC Storm Ready Information"
- 18) MPC Student Financial Services: "2016-2017 MPC Scholarship Listing"
- 19) Dr. Walt Tribley: "All Campus Enrollment Management and Scheduling Best Practices Workshops on March 16"
- 20) Carlis Crowe-Johns: "Preliminary Review List for Service Awards 2016"
- 21) Dr. Walt Tribley: "American Flags at Half-Staff to Honor Nancy Reagan, Former First Lady of the United States"
- 22) Susan Kitagawa: "Save the Dates! Forums for Vice President of Student Services"
- 23) MPCEA and District Negotiating Teams: "MPCEA and District Reach Agreement: Joint Communications from the Interest-Based Bargaining Process"

- 24) Dr. Walt Tribley: "Save the Date: Employee Recognition Ceremony on Friday, May 20, 2016"
- 25) Dr. Walt Tribley: "Thank you negotiators! Fwd: MPCTA and District Reach Agreement: Joint Communications from the Interest-Based Bargaining Process"
- 26) Dr. Walt Tribley: "Progress Regarding Student Learning Outcomes Assessment"

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

- 1) *Monterey Herald* / January 20, 2016: Obituary: Maureen Girard (1940-2016)
- 2) *Monterey Herald* / February 10, 2016: "Area roundup: Lobos knock Cabrillo from unbeaten ranks"
- 3) *Monterey Herald* / February 12, 2016: Obituary: Bernard C. Revoir (1922-2016)
- 4) *Monterey Herald* / February 27, 2016: "Seniors: 'Perfect storm' brought together MPC's team for the ages"
- 5) *Monterey Herald* / February 27, 2016: "Area roundup: Palma falls to Serra; MPC upsets Chabot"
- 6) *Monterey Herald* / March 2, 2016: "Monterey students celebrate Read Across America"
- 7) *Monterey Herald* / March 5, 2016: Obituary: Albert C. Weber

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 February 24, 2016.
- 2) That the Governing Board accepts gifts donated to the College with appropriate acknowledgement to the donors.
- 3) That the February 29th payroll in the amount of \$2,079,518.13 and the March 10th supplemental payroll in the amount of \$166,839.75 be approved.
- 4) That Commercial Warrants: 12211093 through 12211096, 12211800 through 12211837, 12212468 through 12212498, 12214474 through 12214502, 12215191 through 12215231, 12216733 through 12216752, in the amount of \$548,109.04 be approved.
- 5) That Purchase Orders B1600460 through B1600500 in the amount of \$202,478.97 be approved.
- 6) That the following budget increases in the Restricted General Fund be approved:
 Increase of \$119,072.13 in funds received for FY 15-16.
 Increase of \$25,974.33 in funds carried forward from FY 14-15 to FY 15-16.
- 7) That the following budget adjustments in the Restricted General Fund be approved:

Net decrease in the 1000 (Certificated Salary) Object expense category	\$	19,616.52
Net increase in the 2000 (Classified Salary) Object expense category	\$	1,250.65
Net decrease in the 3000 (Benefits) Object expense category	\$	738.24
Net increase in the 4000 (Supplies) Object expense category	\$	15,853.75
Net increase in the 5000 (Other Services) Object expense category	\$	28,481.25

Net decrease in the 6000 (Capital Outlay) Object expense category	\$	22,250.00
Net decrease in the 7000 (Other Outgo) Object expense category	\$	2,980.89

8) That the following budget adjustments in the Unrestricted General Fund be approved:

Net increase in the 1000 (Certificated Salary) Object expense category	\$	5,696.83
Net increase in the 1000 (Certificated Salary) Object expense category	\$	315.45
Net increase in the 3000 (Benefits) Object expense category	\$	1,518.62
Net increase in the 4000 (Supplies) Object expense category	\$	50.00
Net decrease in the 5000 (Other Services) Object expense category	\$	6,950.00

B. Management Personnel

1) That the Governing Board approves the following item(s):

- a) Employment of _____, Human Resources Benefits & Retirement Coordinator, 40 hours per week, 12 months per year, effective _____.
- b) Ms. Elizabeth Schalau will receive a 5% stipend for participating on the District negotiating team for MPCEA/CSEA, effective March 15, 2016 through April 26, 2016.
- c) Ms. Elizabeth Schalau will receive a 5% stipend for additional Human Resources duties performed during the absence of the Associate Dean of Human Resources, effective March 24, 2016 through April 26, 2016.

C. Faculty Personnel

1) That the Governing Board approves the following item(s):

- a) Continue the employment of Dawn Rae Davis, Gender & Women's Studies Instructor for the 2016/2017 academic year, under Education Code 87470.
- b) Continue the employment of Amber Kerchner, Counselor for the 2016/2017 academic year, under Education Code 87470.
- c) Continue the employment of Grace Anongchanya, TRIO Coordinator/Counselor; Sandra Washington, Upward Bound Counselor; Christopher Calima, Math Science Upward Bound Coordinator; and Heather Bowers, Upward Bound Counselor; as categorically funded employees for the 2016/2017 academic year, under Education Code 87470.
- d) Resignation of Gary Bolen, Chairman, Theatre Arts Department, effective August 6, 2016 for the purpose of retirement, and confer upon him the title of Professor Emeritus. Mr. Bolen has served as a faculty member since 1999.
- e) Each month, individuals are hired as part-time, substitute, and overload. The attached lists includes hires for Spring 2016.

D. Classified Personnel

1) That the Governing Board approve the following item(s):

- a) Release of employee #159821 from probation, effective February 25, 2016.
- b) Resignation of Michelle Moore, Payroll Analyst, Financial Services, 40 hours per week, 12 months per year, effective at the end of the day, March 23, 2016, for purpose of internal transfer.
- c) Employment of Michelle Moore, Student Financial Services Coordinator, 40 hours per week, 12 months per year, effective March 24, 2016.
- d) Employment of John Skellenger, Administrative Assistant III, Faculty Contracts, Academic Affairs, 40 hours per week, 12 months per year, effective March 24, 2016.
- e) Resignation of Chrystal Taguiran, Reading Instructional Specialist, Reading Center, 18 hours per week, 8 months, 11 days per year, effective January 28, 2016.
- f) Resignation of Danielle Hodgkins, Financial Services Coordinator, Student Financial Services, 40 hours per week, 12 months per year, effective March 24, 2016.
- g) Resignation of David Buckley, Laboratory Specialist II, Physical Science, 19 hours per week, 9 months per year, effective August 19, 2016.
- h) Employment of Margaret Moser, Administrative Assistant III, Academic Affairs, 40 hours per week, 12 months per year, effective March 28, 2016.

- E. Volunteers
 - 1) That the Governing Board approve the individuals listed for volunteer assignments.
- F. 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 the 2015-2016 Monthly Financial Report for the period ending February 29, 2016, be accepted.
- B. INFORMATION: Consideration of financing of Measure I General Obligation Bonds. See proposed resolution (Attachment A) for April 2016 Board meeting.
- C. BE IT RESOLVED, that the following new program be approved:
 - New Program:
 - Massage Therapist (Certificate of Training – Credit Only)
- D. BE IT RESOLVED, that the Governing Board proclaims the week of April 10-16, 2016 as the “Week of the Young Child.”
- E. BE IT RESOLVED, that the Governing Board ratify the attached Memorandum of Understanding (MOU) “Assessment of Student Learning Outcomes for Courses” dated March 9, 2016 between Monterey Peninsula Community College District and Monterey Peninsula College Teachers Association.
- F. BE IT RESOLVED, that Board Policy 6700 – Civic Center and Other Facilities Use; be adopted.
- G. BE IT RESOLVED, that the Governing Board votes for the following person(s) to the California Community College Trustees (CCCT) Board:

- H. 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 March 23, 2016.

- B. Student Success and Achievement Report: “Scorecard 2015: Moving the Needle,” Dr. Rosaleen Ryan
- C. Update regarding Course and Program Assessment at MPC: Ms. Catherine Webb
- D. Superintendent/President’s Report: Dr. Walter Tribley
- E. Academic Affairs Report: Ms. Kiran Kamath
- F. Student Services Report: Mr. Laurence Walker
- G. Administrative Services Report: Dr. Steven Crow
- H. Academic Senate Report: Dr. Alfred Hochstaedter
- I. MPCEA Report: Mr. Kevin Haskin, President
- J. MPCTA Report: Ms. Paola Gilbert, President
- K. ASMPC Report: Mr. Stephen Lambert, Student Trustee
- L. College Council Report: Ms. Stephanie Perkins and Ms. Diane Boynton, Co-chairs
- M. Governing Board Reports
 - 1) Community Human Services (CHS) Report
 - 2) Trustee Reports

16. ADVANCE PLANNING

- A. 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
- B. Regular Board Meeting, May 25, 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 March 18, 2016