

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

**REGULAR MEETING**

Closed Session, 1:30pm, Stutzman Seminar Room, LTC  
Regular Meeting, 3:00pm, Sam Karas Room, LTC  
980 Fremont Street, Monterey, California 93940  
[www.mpc.edu/GoverningBoard](http://www.mpc.edu/GoverningBoard)

**TUESDAY, AUGUST 23, 2011**

**MINUTES**

**1. OPENING BUSINESS**

- A. Call To Order – Chair Lynn Davis called the Regular Meeting to order at 1:30pm.
- B. Roll Call – present:
  - Mr. Charles Brown, Vice Chair
  - Dr. Margaret-Anne Coppernoll, Trustee
  - Mr. Lynn Davis, Chair
  - Dr. Douglas Garrison, Superintendent/President
  - Mr. Charles Page, Trustee
  - Dr. Loren Steck, Trustee

Staff:

  - Ms. Barbara Lee
  - Mr. Steve Ma
- C. Public Comments on Closed Session Items – none.
- D. Closed Session – items under discussion:
  - 1) Conference with Real Property Negotiator (Government Code 54956.8)
    - a) Property Parcel: E19a.5.
    - b) Agency Negotiator: Steve Ma
    - c) Negotiating Parties: Fort Ord Reuse Authority
    - d) Under Negotiation: Price or Terms of Payment
  - 2) Conference with Labor Negotiators (Government Code Section 54957.6)
    - a) Agency Negotiators: Steve Ma and Barbara Lee
    - b) Employee Organization: MPCEA (Monterey Peninsula College Employees Association)
  - 3) Conference with Legal Counsel Regarding Anticipated Litigation (one) (Government Code Section 54956.9 (b), Steve Ma
  - 4) Superintendent/President Annual Evaluation (Government Code Section 54947)
- E. Reconvene to Regular Meeting and Roll Call – Chair Lynn Davis reconvened the Regular Meeting to order at 3:00pm and roll call was taken.

Present:

Mr. Charles Brown, Vice Chair  
Dr. Margaret-Anne Coppernoll, Trustee  
Mr. Lynn Davis, Chair  
Dr. Douglas Garrison, Superintendent/President  
Mr. Charles Page, Trustee  
Dr. Loren Steck, Trustee

Absent:

Antron Williams, Student Trustee

F. Reporting of Any Action Taken During Closed Session – no action taken.

## 2. RECOGNITIONS

- A. Moment of Silence for Leon Stutzman who passed August 17, 2011. Trustee Charlie Page spoke of his long-time friend who has supported MPC, along with his late wife Mary Lou, through the Stutzman Choral Music Scholarship, the Leon and Mary Lou Stutzman Conference Room in the LTC, and the Mary Lou Stutzman Nursing Scholarship. He was especially supportive of the Men in Nursing program and also supported in 2011 the funding of the Dr. Peggy Downes Baskin Faculty Advancement Endowment and the Dr. Richard Kezirian Endowed Scholarship.
- B. Recognition of Visitors by Chair Davis:
- 1) Board Trustee Candidate Rick Johnson for Trustee Area 3.
  - 2) Mel Mason and Dr. Tom Moore, members of the MPC Citizens Trustee Area Redistricting Advisory Committee.
  - 3) Helen Rucker, MPUSD Board Trustee.
- C. Recognition of New Faculty: Vice Presidents Carsbia Anderson and Marty Johnson introduced five new faculty to the Board and Chair Davis welcomed them to MPC:
- 1) Heather Craig, Microbiology Instructor
  - 2) Sarah Gerhardt, Chemistry Instructor
  - 3) Mary Johnson, Child Development Instructor
  - 4) Elizabeth Mullins, History Instructor
  - 5) Amber (Russell) Kerchner, Counselor

## 3. COMMUNICATIONS

- A. Comments from Visitors – none.
- B. Written Communications:
- 1) Dr. Jill Biden's letter to Dr. Garrison, promoting *Joining Forces*, a national initiative mobilizing society to support and engage America's military families and veterans / August 2.
  - 2) California Community Colleges Scholarship Endowment letter to Robin Venuti, to congratulate MPC for its contribution to the Osher Initiative / August 8.

MPC All User Emails:

- 1) Foundation's announcement of Faculty and Staff Advancement Awards for Fall, with application deadline of September 21 / July 25.

- 2) HR: 2011-2012 Salary Schedules posted, reflecting 3.83% pay reduction / July 29.
- 3) HR Employment Opportunity: Instructional Technology Specialist, Humanities / August 2.
- 4) Administrative Service's Security Alert for three burglaries 7/29-8/1 / August 10.
- 5) HR Employment Opportunity: Library Specialist, Circulation Desk / August 11.

Articles published/aired in *The Herald*, *The Californian*, and other media:

- 1) San Jose teens get a simulated lesson in distracted driving at the South Bay Regional Training Consortium / July 1.
- 2) Ad: Vice President for Academic Affairs; Instructional Specialist, Reading Center; Sciences Lab Manager, Physical Science / July 25.
- 3) Community college transfers lag state / July 26.
- 4) Chamber honors Businesses: MPC wins Education Excellence Award / July 29.
- 5) MPC redistricting panel meets today / August 3.
- 6) Letter to *Herald* from Gary Bolen: Give MPC Theatre some credit, please / August 4.
- 7) Get Involved: Cars for Technology/MPC Auto Tech Program seeking cars / August 4.
- 8) Your Town: Panel recommends MPC trustee areas / August 6.
- 9) Your Town: MPC auto program seeks vehicle donations / August 8.
- 10) Ad: Vice President for Academic Affairs / August 12.

Reports and Presentations:

- 1) Institutional Report – no report.
- 2) Superintendent/President's Report, Dr. Douglas Garrison.  
 Dr. Garrison was pleased to report Monterey Peninsula Chamber of Commerce recognized MPC with its Excellence in Education Award at their 25<sup>th</sup> Annual Business Excellence Awards Ceremony on July 28. He was accompanied by Robin Venuti and Jim Tunney. The two other nominees were the Naval Post Graduate School and the Panetta Institute, and the excellence award was a wonderful affirmation for MPC to be recognized by the Chamber members. / On August 11<sup>th</sup> he attended the mbrace (Monterey Bay Regional Academy of Computing Education) Internship Symposium at CSUMB and recalled D.J. Singh's Board presentation in 2010, explaining how the mbrace collaboration of local education institutions and employers places students completing computer science programs into summer internships. A number of those students have been offered paying positions. Now in its second year, mbrace is a successful program funded by a National Science Foundation education grant. Our computer students represented MPC well with their presentations, and it is gratifying to learn of their successes in attaining summer internships with partners Cisco Systems, the City of Watsonville, Cruzio and NPS. / Dr. Garrison pointed out New Business Item A's presentation and Item B's Public Hearing as the summary of work completed by the members and facilitator of the MPC Citizens Trustee Area Redistricting Advisory Committee. Demographer Dr. Jeanne Gobalet will share the Committee's recommendation in Item A. The Committee deserves the Board's appreciation for their diligent and collegial work. There was a great deal of data to understand and a significant amount of collaboration demonstrated to consider varied interests and determine how to address those needs to suit the institution. / Dr. Garrison also highlighted New Business Items C and D for the ratification of the MPCEA agreement and MOUs. Last week the MPCEA membership overwhelmingly approved those agreements which give MPC the ability to

rescind the reduction in force action for Classified staff. Congratulations to MPCEA and the negotiating team for this successful resolution. / Lastly, the Board will receive the Final Budget and Vice President Steve Ma will provide details of MPC's budget strategies on behalf of Administrative Services.

### 3) Vice Presidents' Reports

Marty Johnson, Vice President, Academic Affairs:

The main focus for Academic Affairs this month has been the opening of the new Education Center in Marina. Dean Laura Franklin and staff are spending many hours there to ensure a smooth opening, and Marty thanked everyone for that big effort. / Marina's student enrollments as of August 22 show an 11.3% increase in sections, a total student headcount increase of 11% and total units enrolled up 18% -- the number of students are up and they are taking more units -- which is all good news. / On the Monterey campus 200 new students enrolled on August 22 and another 200 new students may enroll today. 6% of total sections were cut for fall 2011, and because of that reduction, our total headcount is -9.6% and total units -6.7%. This reduction was expected due to apportionment cuts. Academic Affairs is tracking headcounts and some classes may need to be cancelled. / Marty thanked faculty for adding students over their listed cap. To overcome the summer shortfall of approximately 125 FTES, it is important that we open up classes and faculty have responded by adding to their enrollments. / The new Life Science labs and offices moved into their swing space and the department looks great. Andres Durstenfeld and Beth Benoit have done a professional job in getting the labs up and running after moving over the tables, cabinets and exhibits.

Chair Davis thanked Steve Ma and Vicki Nakamura for today's tour of the Education Center and Parker Flats in Marina for the Board. He noted the Education Center parking lot was full on the second day of classes, and that the Education Center is quite striking. An excellent job was done by everyone to complete the Center on time.

Carsbia Anderson, Vice President, Student Services:

Carsbia updated the Board on the number of students serviced in Student Financial Services as evidenced by the increased numbers of awards from 2010-2011 to 2011-2012, as of August 23, 2011:

- Completed FAFSA applications 5,053 vs 3,930, increase of 1,123 applications
- Pell Grants awarded 633 vs 493, increase of 140 Pell Grants
- BOG Fee Waivers awarded 3,967 vs 3,695, increase of 272 BOGFWs
- Direct Loans awarded 118 vs 56, an increase of 62 Direct Loans

The Financial Aid Reauthorization Act mandated changes in policies relating to gainful employment which impacts career technical education programs, student satisfactory academic progress, distance education, and the requirement to develop a net price calculator so students may calculate the cost of their education -- all were to be implemented during the same time as applications increased. Student Financial Services is meeting all requirements. / The CDC plan has been implemented and the toddler grant released. CDC went to a full cost program, keeping the preschool grant at capacity. The new full-payer program has twelve students enrolled and room for more. Advertising for the new program by the placement of a banner on Fremont Street has increased traffic. / Student Services is coordinating the staffing of

volunteers at the annual student information table from Monday-Thursday, 8am-2pm and 5-7pm during the first week of fall semester. / Carsbia acknowledged the new signage and kiosks as a welcome addition to the campus and a helpful tool for new students. / The Student Services Building is online and humming with activity. There are lines to see Counselors, TRiO, EOPS, CalWORKS and Admissions and Records. The book services program at the Re-entry and Multi-cultural Center is also busy. All programs are running well. / At the Education Center in Marina Dean Larry Walker and Administrative Assistant Sandy Nee are representing Student Services for the first two weeks as we transition to a full staff presence.

Chair Davis asked a question to clarify the 9.6% headcount reduction. For the headcount total, is the Education Center and Monterey campus considered one campus? Carsbia stated this is a total overall figure of all students. The Marina site has an increase but district-wide there is a decrease in enrollments. Marty pointed out the section cuts amounted to 9.1% in credit courses and 20% for noncredit courses. The average number of credit units increased by 1.2%.

Steve Ma, Vice President, Administrative Services:

Steve updated the Board on an item from last month's meeting regarding BP 2206, the use of non-motorized vehicles on campus. A survey of neighboring community colleges – Hartnell, Gavilan, Ohlone and Cabrillo – confirmed that none permit the use of non-motorized vehicles. Steve spoke with our broker of property and liability insurance, and even if the Board passed a policy permitting use of non-motorized vehicles, it would not release us of liability. Steve also brought this policy back to ASAG to share the survey results and comments from our property and liability broker. Although there is interest to promote alternative means of transportation, ASAG has an understanding of these liability issues. There was a group concern in ASAG that we should keep the existing policy.

- 4) Academic Senate Report – no report.
- 5) MPCEA Report – Loran Walsh, President:  
Loran attended the July CSEA Annual Conference in Las Vegas with Chicha Guzman to represent MPC and MPCEA. There were 338 new delegates in attendance and over 2,000 attendees. Due to layoffs, CSEA is losing members throughout the state and has almost 200,000 total members. Two CSEA members are now on the CalPers Board. / Loran was pleased to report that the MPCEA membership approved both agreements with 77% of the membership voting, and averted layoffs for the members: 1) MOU for compensation had 98 yes and 31 no votes, an approval of 76%, and 2) the duration agreement had 88 yes votes and 41 no votes, an approval of 68%. Loran thanked the negotiating team, especially Lucy Clark and Lena Valdez from the CSEA District.
- 6) MPCTA Report – no report.
- 7) ASMPC Report – no report.
- 8) College Council Report – Alan Haffa, Co-chair:  
Alan reported that College Council approved and is moving forward on the 2011-2012 Final Budget proposals and he congratulated Steve Ma for his work on the final budget. This has been a difficult year to come in and become a new CFO. College

Council did have three major budget concerns. One is the issue of monitoring the self insurance fund to know that the year's positive gains can be counted on for the future. Second is looking at issues of end-of-year rollover. All accounts were not fully spent down and some monies may be able to be disbursed. College Council discussed holding off on spending any of those funds until December 15 to have a better picture of mid-year cuts. Third is the management and monitoring of enrollment at the Education Center in Marina, an important factor for our full fiscal picture.

- 9) MPC Foundation Report, Executive Director, Robin Venuti:
  - a) Robin congratulated Dr. Loren Steck and Marilyn Gustafson for running unopposed for the trustee elections in November. / Robin corrected Consent Agenda Item No. A.2 to reflect that Jack and Peggy Downes Baskin contributed to the Foundation and not to MPC in support of the Dr. Peggy Downs Baskin Faculty Endowment, and the first disbursement of earning from the \$220,000 will be awarded in approximately one year. / Don and Laura Newmark added \$10,000 to the Don and Laura Newmark Scholarship Fund which now stands at \$26,700. / The Dr. Richard Kezirian Endowed Scholarship is now at \$25,600. / A correction to the July Board minutes is that \$20,000, not \$25,000, was awarded by Community Foundation for Monterey County for a projector and seven document cameras at the Education Center in Marina. / Faculty and Staff Advancement Awards applications are due by September 21. / The Foundation received five offers to donate eight cars to the Auto Technology Program, and one car was accepted. To promote the Auto Technology Program, a "donate your car" link has been added to the Foundation website. / CTB McGraw Hill has donated twenty-one textbooks to MPC by sending three copies of the seven most checked out textbooks to the Library to be put on reserve. / MPCF signed the First Five contract for three years providing Early Childhood Education students with textbooks and \$500 stipends for completion of childhood development courses. / Future plans: collaborating with Trustees Steck and Brown on naming opportunities to buildings; working with the baseball program for seating; and the Alumni BBQ and Homecoming game on October 22<sup>nd</sup>.
  - b) Donations for July, 2011 – \$44,411.25.

10) Governing Board Report:

- a) Community Human Services – minutes of Annual Board meeting, July 21.
- b) Trustee Reports – no reports.

- 11) Legislative Advocacy Report – Dr. Garrison reported the Legislature officially adjourns on September 9<sup>th</sup> and recalled the full legislative report provided in July's Board Reports. Dr. Garrison updated two bills. Senate 931 prohibited community colleges and other public agencies from using public funds to pay for outside advisors on terms of employment. Senator Vargas has withdrawn SB 931 from consideration. SB 8 is a bill requiring an auxiliary organization benefitting a community college district to comply with the Public Records Act. SB 8 has passed and gone to Governor. It was amended to exclude certain information records from disclosure, such as shielding a donor's anonymity if requested.

12) Special Report - Bond Update Reports, Joe Demko:

a) Active Bond/Facility Projects Update

MPC Education Center (at Marina) Permanent Buildings – Interior work has been completed. Landscaping is nearing completion. Classes commenced for Fall semester of 2011. Dilbeck, a local contractor, has done a terrific job.

Infrastructure – Site work (lighting, parking lots, sidewalks) will be ongoing for the next few years. Phase II signage (kiosks) installation continues and will be completed by Fall semester. Joe thanked Diane Boynton for her efforts in the sign kiosk project; they have been very well received. Parking lot B curbs, sidewalks, asphaltting and striping has been completed and landscaping improvements is nearing completion, along with ADA compliance. The parking lot is ready for Fall semester of 2011. Extra lighting has been added for the Student Services Building.

Swing Space – The “Swing Space Village” is located adjacent to and south of the Theatre and is ready for occupancy. The General Classrooms Building has been modified to accommodate Life Science and Physical Science programs. Work included modifying 6 existing classrooms into 4 science classrooms, 6 offices and 5 lab preparation rooms. Swing Space will be ready for Fall semester of 2011.

Facilities Committee – The Committee will meet in mid-September to review construction issues, budgets and schedules.

Humanities / Old Student Services / Business Humanities – The project is receiving State matching funds. The project bid was significantly under budget, and work has begun on Phase 1 (Old Student Services Building) and is continuing on schedule. Asbestos abatement is done.

Theatre – The project was re-bid with bids due August 16, and the bid is on today’s Board Agenda for approval. Abatement and demolition work has started and will be completed before main construction commences in September 2011. The project is expected to be completed in Spring of 2013.

Life Science / Physical Science Buildings – Bids were received and were significantly under budget. Abatement and demolition work has started and will be completed before main construction commences in September 2011. There are two phases in this project with the first phase being the Life Science building, and once it is completed the renovation of Physical Science will commence (the project is phased to minimize the cost and need for additional Swing Space).

Gym First Floor – The Architect (HGHB) has received DSA approval for the drawings and will go to bid in late August. The Gym first floor work has to be completed before work on the pool and tennis courts can be done. The Physical Education Swing Space needs are being accommodated.

Pool / Tennis Courts – Work will begin after the gym first floor is complete.

Music Buildings – The Architect (HGA) has prepared schematic drawings with different design options, and the Facilities Committee is reviewing the options and the budgets for the different alternatives prior to making any recommendations.

Student Center – The Architect (HGHB) has prepared schematic drawings for available space options. Planning meetings have involved student representatives.

- b) Cost Control Report
- c) Master Schedule/Construction Phase Only
- d) Bond Expenditure Report

#### 4. CONSENT CALENDAR

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

Motion Steck / Second Coppernoll / Carried 2011-2012/16

BE IT RESOLVED,

- 1) That the Governing Board approve the minutes of the Regular Board Meeting on July 26, 2011, with one correction to Foundation Report.
- 2) That the Governing Board accept gifts donated to the college with appropriate acknowledgement to donors, with one correction to Consent Agenda Item A.2.
- 3) That the July 15 manual payroll in the amount of \$1,234.14; and the July 29 regular payroll in the amount of \$1,433,553.84; and the August 10 supplemental payroll in the amount of \$47,961.06; for a total payroll of \$1,482,749.04, be approved.
- 4) That Commercial Warrants:

Number 12872175 through Number 12872175	\$	51,205.00
Number 12872485 through Number 12872491	\$	111,051.51
Number 12873145 through Number 12873191	\$	412,010.92
Number 12873712 through Number 12873715	\$	9,312.44
Number 12874067 through Number 12874135	\$	398,576.89
Number 12874675 through Number 12874709	\$	594,065.36
Number 12876129 through Number 12876149	\$	81,325.99

in the total amount of \$1,657,548.11, be approved.
- 5) That Purchase Order Numbers 120002 through 120192 in the amount of \$3,330,671.09 be approved.
- 6) That the following budget increase in the Restricted General Fund be approved:  
Increase of \$25,000 in funds received for FY 2010-2011.
- 7) That the following budget adjustments in the Restricted General Fund be approved:

Net decrease in the 4000 (Supplies) object expense category	\$	110
Net increase in the 5000 (Other/Services) object expense category	\$	110



- 8) That the following budget adjustments in the Unrestricted General Fund be approved:
- |   |           |
|---|-----------|
| Net decrease in the 4000 (Supplies) object expense category       | \$ 20,199 |
| Net increase in the 5000 (Other/Services) object expense category | \$ 450    |
| Net increase in the 6000 (Capital Outlay) object expense category | \$ 19,749 |
- 9) That the following budget increase in the Unrestricted General Fund be approved:  
Increase of \$50,000 in funds received for FY 2010-2011

B. Management Personnel:

- 10) That the Governing Board approve the following item:
- a) Resignation for the purpose of retirement of Joe McCarley, Maintenance Supervisor, 40 hours per week, 12 months per year, effective July 29, 2011. Retirement to be effective July 30, 2011.

C. Faculty Personnel:

- 11) That the Governing Board approve the following Faculty personnel items:
- a) The redistribution of funding from the Physics and Astronomy position to the area of greatest institutional need as determined by the Superintendent/President.
  - b) Each month individuals are hired as part-time, substitute, and overload. The attached list includes hires for Fall 2011.

D. Classified Personnel:

- 12) That the Governing Board approve the following items:
- a) Employment of Ian Sanchez, Laboratory Specialist II, Automotive Technology, 40 hours per week, 11 months per year, effective August 24, 2011.
  - b) Employment of Erin Cuentas, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective August 24, 2011.
  - c) Employment of Daniel Kotin, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective August 24, 2011.
  - d) Employment of Michael Tomblinson, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective August 24, 2011.
  - e) Change in work year schedule of Instructional Technology Specialist, Humanities, from current 40 hours per week, 9.5 months per year, to 36 hours per week, 10 months and 12 days per year, effective August 23, 2011. This position is currently vacant.
  - f) Decrease in work year schedule of Sciences Laboratory Manager, Life Science, from current 40 hours per week, 12 months per year, to 40 hours per week, 11 months per year, effective, August 23, 2011. This position is currently vacant.
  - g) Approve unpaid leave of absence requested by Jacqueline Evans, Workability Program Coordinator, Supportive Services, for 6 hours per week, starting August 15, 2011 and ending December 16, 2011.
  - h) Approve unpaid leave of absence requested by Robin Clouse, Unit Office Manager-Library, starting October 14, 2011 and ending February 15, 2012.
  - i) Resignation of Jorge DaCosta, Library Specialist-Circulation Desk, Library, 21.25 hours per week, 8 months and 7 days per year, effective at the end of the day, August 2, 2011.
  - j) Resignation for the purpose of retirement of Elizabeth Benoit, Science Laboratory Manager, Life Sciences, 35 hours per week, 11 months per year, effective at the end of the day December 30, 2011.

- E. Short Term and Substitute Personnel:  
14) 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.

5. **NEW BUSINESS**

- A. **INFORMATION:** Receive report on trustee area redistricting plans, including the recommended redistricting plan, from the MPC Citizens Trustee Area Redistricting Advisory Committee. **INFORMATION**

Dr. Jeanne Gobalet of Lapkoff & Gobalet Demographic Research, Inc., presented the final plan recommended by the Committee, which addressed population changes identified in the 2010 Census. She congratulated the Committee on their efficient work. Dr. Gobalet reviewed the steps taken as the contracted demographer and provided the Board with four maps of the plans considered by the Committee and a chart showing the demographic characteristics of the Current Plan and comparison Plans A, B, B1 and C. She outlined redistricting considerations of population shifts and deviations, school district boundaries, and retrogression, which occurs when any change reduces the ability of members of groups protected under the Federal Voting Rights Act to elect a representative of their choice. The Committee met once in July and in August to consider all mapping alternatives. The redistricting plan B-1 was recommended to the Governing Board from the MPC Citizens Trustee Area Redistricting Advisory Committee.

Mel Mason, selected by the Committee to present the recommendation of Plan B-1 and as one of the two representatives from Area 1, expressed the Committee's desire to have trustee areas reflect communities of interest. The Committee wrestled with what logically looked like communities of interest and equitable numbers for redistribution. Given the constraints of populations, the Committee supports Plan B-1 which meets the 10% allowable deviation. Dr. Tom Moore, representative from Trustee Area 2, commented on the process and how the Committee considered the 2010 population numbers. The larger population in Seaside made for difficult decisions. Helen Rucker was recognized by Chair Davis as a Trustee for MPUSD and interested citizen from Seaside. Chair Davis then thanked the ten members of the Committee, facilitator Fran Gaver, and Dr. Gobalet for the excellent work done on reaching consensus, with special thanks to Mel Mason and Dr. Tom Moore for representing the Committee at today's meeting. The meeting was closed for Public Hearing.

[New Bus Trustee Area Redistricting Maps.pdf](#)

- B. **PUBLIC HEARING:** Trustee area redistricting plans, including plan recommendation, from the MPC Citizens Trustee Area Redistricting Advisory Committee.

**PUBLIC HEARING**

There were no comments from the public. The Public Hearing was closed. This item will be brought forward for action at the September Regular Board meeting.

- C. **BE IT RESOLVED,** that the Governing Board ratify the attached Memorandum of Understanding between Monterey Peninsula Community College District and MPCEA/CSEA #245 which addresses the 2011-2012 budget deficit through furloughs and reducing salaries and rescinding layoffs; and,

BE IT FURTHER RESOLVED, that the Governing Board reinstate the Classified positions currently occupied by Classified employees which were identified for elimination on July 7, 2011, rescind the layoffs of those Classified employees, and authorize the Administration to notify these individuals that the layoff notices are withdrawn; and,

BE IT FURTHER RESOLVED, that the Governing Board approve the attached 2011-2012 salary schedule for Classified employees effective September 1, 2011.

Motion Page / Second Coppernoll / Carried **2011-2012/17**

- D. BE IT RESOLVED, that the Governing Board ratify the attached Memorandum of Understanding between Monterey Peninsula Community College District and MPCEA/CSEA #245 which continues the collective bargaining agreement for the period July 1, 2011 through June 30, 2014.

Motion Page / Second Steck / Carried **2011-2012/18**

- E. BE IT RESOLVED, that the 2010-2011 Monthly Financial Reports for the period ending July 31, 2011 be accepted.

Motion Steck / Second Page / Carried **2011-2012/19**

Monthly Financial Reports by Steve Ma, Vice President, Administrative Services:  
Operating Fund net revenue through July 31, 2011 is \$725,765 which is 1.6% more than last fiscal year 2010-2011. Expenditures year-to-date total \$2,744,044 which is .90% more than the same time last fiscal year, for a net of -\$2,018,279. Projected revenue and expenditures are within the Operating Fund overall and will closely match the budget plan adopted for the 2011-2012 fiscal year.

Highlights of financial activities year-to-date are as follows:

Revenues – the June apportionment deferral payment of \$5,426,098 was received this month. The District also received the 2010-2011 3<sup>rd</sup> quarter lottery funds of \$291,359. The July cash balance reflects these two payments received. The July advanced apportionment payment of \$489,868 was received.

Expenditures – the District operating funds expenditures continue to track as projected.

Self Insurance Fund – Self Insurance expenses are at 4.1% which is .3% less than the same time last fiscal year. We are in the first month of the new fiscal year so there has not been much activity at this time.

Cash Balance – the total cash balance for all funds is \$74,991,846, including bond cash of \$56,876,225 and \$11,203,192 for all other funds. Operating funds cash is at \$6,912,429.

ASMPC – Administrative Services is continuing to work with ASMPC to advise them on the importance of maintaining a balanced budget with adequate reserves. Chair Lynn Davis cautioned the Board to maintain vigilance of this account for their fiscal management and to not spend down their reserves, particularly as he is retiring from the Board this November.

- F. BE IT RESOLVED, that the Quarterly Financial Status Report for the quarter ending June 30, 2011 (prior to year-end closing) as presented on form CCFS 311Q be accepted and made part of the minutes of this meeting.

Motion Coppernoll / Second Page / Carried

**2011-2012/20**

- G. INFORMATION: County of Monterey Investment Report for the quarter ending June 30, 2011.

There was no public comment on New Business Item No. G.

INFORMATION

- H. PUBLIC HEARING: Review the Final Budget for Fiscal Year 2011-2012 prior to its adoption. [2011-12 Final Budget Draft to Board.pdf](#)

Chair Davis closed the meeting for Public Hearing. Steve Ma reported on the changes from the adoption of the Tentative Budget in June to the August Final Budget. Three areas were discussed: reserves, state deferrals, and self insurance fund. It is fortunate that MPC maintains a 10% minimum General Fund reserve. With the reality that current levels of state deferrals are 15%, without a 10% reserve it would be difficult for MPC to have adequate cash flow funds. Remaining careful to maintain this reserve allows us not to have to borrow money for monthly cash flow at additional interest expense. Self insurance fund reserves are under examination. Dr. Garrison noted another insight on this year's Final Budget is the reduction in overall FTES. We have consciously converted our FTES from non-credit to credit units. Although total FTES in 2010-2011 are less than 2009-2010, it still represents an increase of 8.9% in FTES which allow us to meet student needs. In 2011-2012 further reductions will be felt in the form of fewer credit options and we cannot shield students as in the past. Finally, given the realities of the Final Budget and forecast of 2012-2013, part of what we are engaged in now is the changing distribution of staffing as the needs of the college are changing.

Dr. Garrison congratulated Steve Ma's performance for his first year in the community college system to learn the institution, the people and the culture in the worst of economic years. He has represented MPC well as a strong CFO.

There were no public comments and Chair Davis closed the Public Hearing.

- I. BE IT RESOLVED, that the Governing Board approve the Final Budget for Fiscal Year 2011-2012.

Motion Page / Second Steck / Carried

**2011-2012/21**

- J. BE IT RESOLVED that the Governing Board approve the awarding of the Life and Physical Science Modifications – Buildings 10 and 15 project to Otto Construction in the amount of \$7,352,350.

Motion Steck / Second Coppernoll / Carried

**2011-2012/22**

- K. BE IT RESOLVED, that the Governing Board approve the awarding of the Theater Modernization project to West Bay Buildings, Inc., in the amount of \$7,783,055.

Motion Coppernoll / Second Brown / Carried

**2011-2012/23**

- L. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment (PAA) 02 with GBMI, Inc., Inspector of Record (IOR), to perform inspection services on an hourly basis not to exceed \$189,000 in conjunction with the Theater Modernization project.

Motion Steck / Second Coppernoll / Carried **2011-2012/24**

- M. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment (PAA) 26 with David Foord, Inspector of Record (IOR), to perform inspection services on an hourly basis not to exceed \$220,500 in conjunction with the Life Science and Physical Science Modifications (Buildings 10 and 15).

Motion Steck / Second Coppernoll / Carried **2011-2012/25**

- N. BE IT RESOLVED, that the following courses be approved:

- LING 46, Introduction to Psycholinguistics
- ENSL 118, High-Advanced Speaking: Public Speaking
- ENSL 355, Advanced Reading: American Culture
- ENSL 455, Advanced Reading: American Culture
- Mathematics, Associate in Science for Transfer Degree Program

Motion Coppernoll / Second Brown / Carried **2011-2012/26**

- O. INFORMATION: Discussion of proposed Governing Board self-evaluation assessment tool and Board goals. **INFORMATION**

Trustee Loren Steck reported that every year the Board evaluates its performance as outlined in Board Policy 1009 Self-Evaluation. One component of the assessment is the use of a survey to evaluate the Board's effectiveness. The survey was updated by Committee members Trustee Steck and Brown to reflect the goals set for this year. The survey will be emailed in September by Rosaleen Ryan, Director of Institutional Research, who will review and tabulate the results to be available at the September 27<sup>th</sup> Regular Board Meeting. The Board will review and discuss the evaluation results in open session.

- P. BE IT RESOLVED, that the Governing Board approve Board Policy 2130.

Motion Steck / Second Coppernoll / Carried **011-2012/27**

- Q. BE IT RESOLVED, that the Governing Board approve Board Policy 2132.

Motion Brown / Second Coppernoll / Carried **2011-2012/28**

- R. INFORMATION: Calendar of Events.

Chair Davis invited everyone to the Grand Opening of the Education Center in Marina on September 23, 1:00-4:00pm.

6. **ADVANCE PLANNING**

A. Regular Meeting Tuesday, September 27, 2011

- Closed Session, 1:30pm, Stutzman Seminar Room, Library and Technology Center
- Regular Meeting, 3:00pm, Sam Karas Room, Library and Technology Center

Regular Board Meeting, Tuesday, October 25, 2011

- Closed Session, 1:30pm, Stutzman Seminar Room, Library and Technology Center
- Regular Meeting, 3:00pm, Sam Karas Room, Library and Technology Center

B. Future Topics:

- 1) Redistricting Plan B-1 – September
- 2) Review and Discussion of Board Self Evaluation Survey Results – September
- 3) Institutional Report – SB 1440, the Transfer Act
- 4) Report from Board Subcommittee on Naming Opportunities
- 5) MPC Foundation Fiscal Agent Agreements
- 6) Board Policy 2206 Bicycles, Skateboards, Roller Skates, Roller Blades, Scooters, and Other Similar Non-motorized Devices on District Property

7. **ADJOURNMENT** – Chair Davis adjourned the Regular Meeting at 5:28pm.

Respectfully submitted,



Dr. Douglas R. Garrison  
Superintendent/President

8. **CLOSED SESSION**

*When required on non-routine matters and/or to continue discussion of items from earlier Closed Session.*

*Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on these Minutes 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](http://www.mpc.edu).*

*Posted September 28, 2011*