

Administrative Services Report – September 24, 2014 Governing Board Meeting

Fiscal Services - Rosemary Barrios

Fiscal Services is working diligently to close out the 2013-14 Fiscal year. The result of this process will provide us with our unaudited financial statements including our ending fund balance for each fund – which is the beginning fund balance for 2014-15 funds. Our outside CPA's, Vavernik, Trine and Day, are scheduled to be at MPC in November to complete our annual audit and insure that our audited financials are provided to the State by the December 15th annual deadline.

Security – Art St. Laurent

In conjunction with Student Services, Fiscal Services and Information Technology Services, Art has continued to refine the new Student Parking Pass program for which through WebReg students can order their parking passes and have them mailed to them. Security Services has also completed their first week of their new schedule which has been expanded from 5:30am-11:30pm to 5:30am-2:30am providing enhanced security for the campus and our custodians.

Information Technology Services – Mike Midkiff

Information Technology Services has evaluated and recommended two Emergency Notification Systems. “Informacast” for the phone system throughout MPC which allows “all call” to broadcast an emergency message to all phones or group messages to specific phones and “Everbridge” which is a text service which allows anyone who signs up for the service (at no costs) to receive emergency text messages.

Maintenance and Operations – Pete Olsen

In addition to Maintenance and Grounds, Pete is also supervising Custodial until the vacant position of Supervisor, Custodial is filled. Custodial began their new schedule of 6:00pm-2:30am Monday – Thursday and 3:00pm-11:30pm Friday August 18. The new schedule provides much greater support and supervision of the Custodial staff and maximizes the efficiency of access to areas for cleaning.

Vice President – Administrative Services

Suzanne Ammons has been working closely with David Brown and Art St. Laurent on the updating the Emergency Operations Plan and planning for a campus wide drill October 16th. This drill will provide an excellent opportunity to involve teams from each building throughout the campus and test our Informacast system.

Academic Affairs Report

AB86 Grant Update

Morgan Matthews was hired at the end of August to be the Coordinator for the AB86 Adult Education Regional Planning Grant. She has hit the ground running and is meeting with the directors of the local adult schools, the new superintendent of MPUSD, and faculty from both the adult schools and MPC. Next month she will be attending an Adult Education Regional Planning Summit in Sacramento with three other staff from our regional consortium. The first draft of our regional plan is due December 31 to the Chancellor's Office. So, there is a lot of work to do between now and then. We will be having regular meetings with the various stakeholders in the coming weeks.

Accreditation Update

The writing teams have started working in earnest on the first drafts of their standards for the self-study report which are due next month. Catherine Webb is now holding weekly workshops on Friday afternoons for writers who have questions or need assistance with various aspects of writing description and evaluation parts of their assigned standards. The SLO/Accreditation Committee is also meeting weekly and discussing various topics related to the self-study document. This is also to provide additional support for the writers.

Academic Affairs/Student Services

Academic Affairs and Student Services are actively working together on a variety of fronts. I have had several meetings with Larry Walker to provide input on the Student Success Plan he is developing. We will be holding a joint meeting of the Academic Affairs Advisory Committee and the Student Services Advisory Committee on October 1 to have discussions on the Student Success Plan. I have also had meetings with Larry, Laura Franklin, and Rosaleen Ryan to begin working on the Student Equity Plan. Later next month, we will also be having a joint meeting between the Division Chairs and the Coordinators and Managers group from Student Services to discuss a variety of operational matters that affect both areas. This is all part of a strategic effort to increase communication and opportunities for academic affairs and student services to work together.

Governing Board Report for Student Services

Presented by:

Larry Walker, Dean of Student Services

September 24, 2014

Student Health Services

- The Psych Interns have started seeing clients. We currently have 3 MFT interns and 2 Social Work interns from CSUMB.
- September 23: Suicide Prevention/Awareness Presentation 12-1 in the Almaden Room in the Student Center
- September 25: CHOMP's last blood drive 9-2 in the Sam Karas Room of the LTC
- October 9: Flu shots provided by Ordway Pharmacy in the Sam Karas Room 11-1 for \$20

TRiO/Upward Bound

- Upward Bound students have been volunteering at the Salinas Air Show for the past six years. This year, over 30 Upward Bound students volunteered each day on September 27th and 28th as a fundraiser for our program as well as promote MPC. Our students will be working all the ice cream/churro carts and will appreciate any support given from those that will be attending this year's show.
- Additional Upward Bound fundraisers are scheduled. In particular, students will be raising funds to go towards purchasing holiday gifts for the children of the students in the Care/CalWorks program here on campus this holiday season. This has been a tradition that has been going on for many years.
- The annual SAT workshop coming up on the 6th and 7th of October. The first day is a full day of review, tips and techniques and the 2nd day we emulate the test from beginning to end. Students have to come first thing in the morning with their fake admission slips that we create, ID's, pencils and calculator and check in to take the test. If they forget anything they have to wait until everyone else has checked in to see if "space is still available," then they take the test in its entirety. We all know the more times you see it, the more times you hear it, and the more times you do it, the better you will do so we have students from freshmen to seniors participate in this 2 day event every year. On the following day, Wednesday, we take them on a college campus tour to CSU Sacramento and UC Davis. The carrot at the end of the stick. :)

Athletics

- There are 141 athletes out for fall sports. All are full-time students.
- The football team won their first game versus College of the Redwoods 38-23. Next home game is Saturday September 20 versus San Jose City College
- Men's soccer is off to a good start with a 3-0 record. The wins have come against Gavilan, Folsom Lake and Butte College. The women's soccer and volleyball teams are just beginning their seasons.
- The department staff have been working diligently on their new web pages with wonderful results. Many new pictures and links have been provided.
- Schedules for all fall teams are available on the master calendar and also on each teams webpage.
- The staff is working with the Foundation and the Booster Club to transition fundraising activities. Coaches and athletes will be selling tickets for the rubber chicken drop at halftime of the home football game versus Hartnell on October 25th.

EOPS/TRiO/CalWORKs/Veterans

- These four programs are collaborating with the English and Study Skills Center (ESSC) to conduct a scholarship writing workshop in October.

Address to Board of Trustees from Loran J. Walsh, MPCEA Chapter President

Good Afternoon Board Members,

24 September 2014

The new school year is under way. The first few weeks have been very busy- welcoming new students, community members, new and returning faculty. All Classified Staff are busy- as there is more work with less people.

MPCEA leadership has met with our Health Welfare and Cost Containment Committee members to see what their goals and objectives are for the next year. We look forward in working with them to provide the best coverage and benefits that we can for our members and everyone that is in our plan. I have been assured by our members on the committee they are working on the best plan that makes the most sense for us living here on the Central Coast.

MPCEA continues to work with the District to find common ground on topics such as an Academic Affairs Reorganization, PSTC- Unit Office Manager, and CDC Job Descriptions.

MPCEA will continue to look at the recommendations of the Monterey Bay Central Labor Council for the upcoming elections that are just around the corner.

I am very thankful to the new MPCTA Chapter President for including MPCEA and its members in her communications and making MPCEA members feel more and more part of the MPC Family. Inclusion is definitely the word of the day. I am very thankful for our open communication between our two chapters. As the saying goes a well-educated/ informed, well cared for and concerned union membership is the Best Union membership.

On Saturday, September 13, 2014- Brenda Kalina (MPCEA- Past President) and I attended Job Steward Training at the South Bay Field Office. This training allowed us to become more familiar in representing our members in Discipline cases.

As always,

“There is No Class without Classified”



The CSEA mission is: “To improve the lives of our members, students and community.”



EXECUTIVE DIRECTOR'S REPORT TO MPC GOVERNING BOARD OF TRUSTEES September 24, 2014

Monterey Peninsula College Foundation supports MPC by being a strong advocate for the College in the community and by raising significant financial support for the College.

FUNDRAISING

1. **Total Monthly Donations Received in August 2014: \$57,536.41.**

2. **President's Circle**

The 2014 President's Circle (unrestricted fund) campaign goal is \$235,000. So far, we have raised \$134,900 (57% of our goal). We are so grateful to all of the community and board members who help serve on our PC Taskforce.

3. **Athletics Booster Club**

Tickets are now on sale for the Rubber Chicken Drop Fundraiser, to be held during the October 25th, 2014 Homecoming Football Game. The Foundation will be selling 100 tickets for \$100 each. The Committee is also hosting a series of luncheons in September and early October to cultivate charter members to the Booster Club during the build-up/quiet phase of the campaign. A media campaign is planned immediately following to fully launch the Booster Club and publicize it to the broader community.

4. **Grants**

Most recently, the Foundation's proposal to the Weekly's "Monterey County Gives!" campaign to support the Theatre Department has been accepted. So far, the Foundation has raised \$395,400 in grant funding in 2014 (compared to \$185,000 total for 2013). We have three additional grant requests that are still pending, and one proposal in development.

EVENTS

1. **President's Luncheons**

The next luncheon is scheduled for October 24th, 2014 and will be hosted by Foundation Board Members Birt Johnson and Bob Mulford.

COLLEGE SUPPORT

1. Fall Faculty & Staff Advancement Awards applications are due September 22nd and will be awarded by October 10th.
2. Beccie Michael and Deidre Sullivan (PI for the MATE Center) will be co-facilitating a workshop in October to assess the need for a Science, Technology, Engineering, Arts, and Mathematics (STEAM) Center on campus. Following the assessment, we expect to work with faculty and staff to apply for grant funding through a variety of sources to support the STEAM Center.

ADMINISTRATION

1. The next Foundation Board meeting is scheduled for October 8, 2014.
2. The Foundation is currently hiring a full-time Project Specialist. The first round of applications will be reviewed after September 22nd. This position will replace the currently vacant Executive Assistant position, in addition to other duties.



**community
human services**
hope. help. here.

**Board of Directors
Minutes of Regular Meeting
August 21, 2014**

A. CALL TO ORDER

The meeting was called to order by Mary Ann Carbone, Board Chair, at 11:10 a.m., at Sand City, City Hall

B. BOARD ROLL CALL

City of Carmel – (absent)
City of Del Rey Oaks – Mike Ventimiglia
City of Marina – Nancy Amadeo
City of Monterey – Alan Haffa (arrived at 12:15)
City of Pacific Grove – Alan Cohen
City of Salinas – (absent)
City of Sand City – MaryAnn Carbone
City of Seaside – Mary Mitchell
Carmel Unified School District – Annette Yee-Steck
Monterey County Office of Education – Harvey Kuffner
Monterey Peninsula College – Loren Steck
Monterey Peninsula Unified School District – Curt Parker
North Monterey County Unified School District – (absent)
Pacific Grove Unified School District – (vacant/absent)
Santa Rita Union School District – (vacant)

C. STAFF & GUEST INTRODUCTIONS

Robin McCrae, Chief Executive Officer
Rosie Angulo,
Clive Stewart, Program Officer, Genesis House
Margie Allen, Program Officer, Family Service Centers
Marta Sullivan, Senior Program Officer
Bruce Loisel, Senior Program Officer
Shirley Millico, Program Officer, Safe Place/Safe Passage

D. PUBLIC COMMENTS : None

E. CONSENT ITEMS:

Motion to approve the Consent Items.

- a. Minutes from the regular board meeting on July 17, 2014 approved as amended.
- b. Disbursements for the period of July 1, 2014 through July 31, 2014 in the amount of \$359,085.42

F. PRESENTATIONS: None

G. STAFF REPORTS : Bruce Loisel, Senior Program Officer, Off Main Clinic gave a presentation of the program. Bruce reported that OMC census at Off Main Clinic is currently 178 patients with 9 veterans; an additional 10 slots are held for HIV/AIDS or pregnant women. State recently granted 30 more slots, which now gives OMC a potential census of 225. On July 11th and 12th, OMC hosted two CARF Surveyors who audited the methadone program for CARF compliance. CHS Off Main Clinic received a 3-year CARF accreditation. Thanks to the excellent work of the OMC staff, the CHS administration and the Board of Directors, our CARF Accreditation has been extended until August 31st, 2017.

Bruce took this opportunity to share part of a memo Robin wrote to the OMC staff after the survey. He believes these comments summarize accurately the spirit, effort and focus of the OMC staff:

“The surveyors were highly complementary of the staff, clinic and Agency as a whole at the Exit Interview. Here are some of their comments:

- The staff is knowledgeable, competent and compassionate.
- The clinic encourages family involvement.
- The patients speak highly of the clinic and staff.
- The staff is professional and welcoming.
- The clinic’s Harm Reduction focus is strength.
- The facility is well maintained, clean and in a good location.
- The patient charts are clean and concise.
- The Agency’s strategic planning process is impressive.
- The board of directors is caring and knowledgeable, and engaged in all areas of the agency.
- The Agency is transparent in its communications.
- The financial dashboard is a great tool.
- The Medical Director is knowledgeable and compassionate and would make a good surveyor.
- The longevity of the doctor and physician’s assistants is an asset.
- Management is strong with the longevity of the CEO and CFO contributing to this strength.
- Recent salary improvements were positive and appropriate.
- CHS seems like a good place to work.

Thank you again for your excellent work and I hope that you found the accreditation site survey to be a wonderful opportunity for learning. Job well done!”

Bruce gave special thanks to Board Members Annette Yee-Steck, Loren Steck and Mary-Ann Carbone for participating in the survey. He also thanked CEO Robin McCrae and CFO Cedric Otsuki for their contribution to the effort. The surveyors were very impressed by the organization’s leadership, particularly the consistency of standards and goals shared by the CHS Administration and Board of Directors. Lastly, Bruce gave special thanks to Florence Shivers-Gilliam for providing OMC with essential personnel documents prior to the survey. It was a great team effort and it brought out the best in all who participated.

Bruce will also be mentoring Family Service Center Program Officer Maggie Allen in her programs for the upcoming CARF Survey.

In recognition of National Recovery Month, CHS Off Main Clinic's will again host its annual "Lunch at the Train Station" event which will take place on Tuesday, September 23rd, from 11am to 2pm at the Salinas train station. With help from Valley Health Associates, program staff will be providing a free lunch to over 300 people. Booths at the event will feature information on substance use prevention and treatment, free HIV/AIDS testing by Central Coast HIV/AIDS Services, and housing information.

H. CEO'S REPORT:

A copy of the CEO report was included in the Board packet for review.

I. DEVELOPMENT DIRECTOR REPORT:

A copy of the Development Report was included in the Board packet for review.

J. COMMITTEE REPORTS:

1. Finance Committee, – Annette Yee-Steck, Finance Committee Chair, reported that July's Dashboard showed a large pay down from the accounts payable from the County. \$30,000. made in payments. All contracts are in. Beginning of the year is looking good; ending year was positive \$149,000. June's negative number is due to year-end spending. Facilities committee will use facilities improvement fund for any improvements needed, with Board approval as required. Investments combined with stocks are \$227,061.
2. JPA membership Committee, – Curt Parker, reported that he and Robin met with Kari Yeater, the Superintendent of NMCUSD and renewed our relationship. There is a possibility of working with them to expand our services to new locations such as Castro Plaza in Castroville in the future. Ms. Yeater will follow up on appointing a new board representative to the CHS board.
3. Annette Yee-Steck also reported that Carmel Unified School District Superintendent Marvin Biasotti will be retiring. Carmel Unified School District will be building a College/Career Center that will be named in his honor.

K. DISCUSSION/ACTION ITEMS: None

L. INFORMATION ITEMS

The following items were available for Board review:

1. Unit Narratives – July 2014
2. CHS Acronym List
3. Personnel Summary – July 1, 2014 through July 31, 2014

Callie Daily
Counselor II, Safe Place
Separated: 07/10/2014

Bryant Williams
Relief Staff, GH
Hired: 07/3/2014

Deonna Barth

Shirley Millico

Counselor III, Genesis House
Separated: 07/10/2014

Program Officer, Safe Place
Hired: 07/21/2014

Isa Reser
CATS Coordinator, FSC Salinas
Separated: 07/25/2014

La Shawn Johnson
Relief Staff, Genesis House
Separated: 07/30/2014

4. Financial Records – July 2014
5. Communications Summary –
Letter dated August 11, 2014 to Robin McCrae from Wayne Clark inviting her to a County-sponsored, day-long “Trauma Informed Care” training in Salinas.
6. News Clippings/Other Information
 - a. Pebble Beach Company Foundation 2014 Grant Recipients, Community Human Services
 - b. Leadership Monterey Peninsula Graduation Class of 2014, Vincent Delgado
 - c. Overdose Nation, by John Buntin

M. JPA MEMBER REPORTS : None

N. CHAIR COMMENTS : None

O. REQUEST FOR NEXT MEETING : None

P. CLOSED SESSION : AT 12:16

As permitted by Government Code Section 59456 et. seq., the Board will adjourn to a closed executive session consider specific matters dealing with pending litigation, certain personnel matters or confer with the Agency’s Meyers-Millian-Brown Act Representative.

1. Public Employee Performance Evaluation – Chief Executive Officer

The board reported out from closed session at 1:15 p.m. The board expressed full confidence in the CEO and asked the Board Chair to meet with the CEO for further direction. Meeting adjourned 1:17 p.m.

Q. ADJOURNMENT: AT 1:17 P.M.

NOTE: Support material for agenda is available for public review at the CHS Administration Office, 2560 Garden Road, Suite 201-B, Monterey, CA 93940 on Tuesday and Wednesday immediately prior to the monthly Board Meeting.

The CHS Board meets regularly on the third Thursday of each month at 11:00 a.m. at Sand City City Hall, One Sylvan Park, Sand City, CA, unless otherwise noted. Board members unable to attend this meeting are asked to contact their alternate and call the CHS Administration Office at (831) 658-3811.

Respectfully submitted:

Robin McCrae

Robin McCrae
Chief Executive Officer

Rosie Angulo

Rosie Angulo
Interim Executive Assistant

MPC
Active Bond/Facility Projects Update
September 15, 2014

Swing Space – The Student Center and Arts Complex projects have been completed. The rented relocatable buildings have been removed. Some remedial work of the landscaping where the trailers may be necessary.

Student Center – Construction has been completed and all staff has moved in. The Café and Bookstore are operating as planned. Outdoor lighting at the patio canopy is expected to be delivered by the end of the month and installed as quickly as possible once received.

Arts Complex - Construction has been completed. Staff has moved in, and classes have started.

Music Building – MPC is applying for matching State funding for the renovation of some of the existing Music buildings and if the project is approved, funding will be dependent on when a State bond is passed by the voters.

Ft. Ord – Parker Flats - MPC is applying for matching State funding and if the project is approved, funding will be dependent on when a State bond is passed by the voters.

Facilities Committee – The Committee meets to review project budgets and schedules.

BOND EXPENDITURE REPORT 8/31/14

Total Budget With Other Funds	Projects	A Total Bond Budget	B Total Bond Prior Year Expenses	C 2014-2015	A-B-C	(B+C)/A	
				Year to Date Bond Payments	Bond Budget Balance	% Bond Cost	% Construction Schedule
	In Process						
\$4,724,000	Arts Complex	\$4,724,000	\$3,159,348	\$159,518	\$1,405,134	70%	100%
\$5,952,000	College Center Renovation	\$5,952,000	\$5,773,342	\$15,146	\$163,512	97%	100%
\$4,000,000	Furniture & Equipment	\$5,685,000	\$5,205,552	\$335,161	\$144,287	97%	99%
\$7,690,000	Humanities, Bus-Hum, Student Services	\$3,296,000	\$3,223,689	\$1,724	\$70,587	98%	100%
\$6,466,000	Infrastructure - Phase III	\$6,466,000	\$6,453,313	\$7,763	\$4,924	100%	100%
\$10,750,000	Life Science/Physical Science	\$10,750,000	\$10,568,582	\$0	\$181,418	98%	100%
\$3,830,000	PE Phase II - Gym/Locker Room Renov.	\$3,830,000	\$3,810,036	\$0	\$19,964	99%	100%
\$2,640,519	Pool/Tennis Courts Renovation	\$2,640,519	\$2,443,596	\$3,058	\$193,865	93%	100%
\$4,600,000	Swing Space / Interim Housing	\$5,800,000	\$5,721,670	\$5,940	\$72,390	99%	99%
\$10,400,000	Theater	\$10,400,000	\$10,284,474	\$0	\$115,526	99%	100%
\$1,667,699	General Contingency	\$0	\$0	\$0	\$0	0%	0%
\$62,720,218	Total in Process	\$59,543,519	\$56,643,602	\$528,310	\$2,371,607		
	Future						
\$1,200,000	Music	\$1,200,000	\$46,270	\$0	\$1,153,730	4%	0%
\$12,000,000	PSTC Parker Flats	\$6,000,000	\$70,500	\$0	\$5,929,500	1%	0%
\$13,200,000	Total Future	\$7,200,000	\$116,770	\$0	\$7,083,230		
	Completed						
\$1,057,576	Early Start/Completed-HVAC Repairs	\$618,539	\$618,539	\$0	\$0	100%	100%
\$2,965,574	Early Start/Completed-New Plant Serv Bldg	\$487,574	\$487,574	\$0	\$0	100%	100%
\$599,414	Early Start/Completed-Telephone System	\$599,414	\$599,414	\$0	(\$0)	100%	100%
\$67,671	Family Consumer Science	\$67,671	\$67,671	\$0	\$0	100%	100%
\$1,517,774	Gym - floor/seismic/bleachers	\$877,847	\$877,847	\$0	\$0	100%	100%
\$2,481,607	Infrastructure - Phase II	\$2,481,607	\$2,481,607	\$0	\$0	100%	100%
\$20,886,001	Infrastructure - Phase I	\$20,886,001	\$20,886,001	\$0	\$0	100%	100%
\$2,117,203	Lecture Forum Renovation	\$2,117,203	\$2,117,203	\$0	\$0	100%	100%
\$7,427,191	New Admin / Old Library Renovation	\$4,712,191	\$4,712,191	\$0	(\$0)	100%	100%
\$5,413,198	New Child Development Center Bldg	\$1,029,198	\$1,029,198	\$0	\$0	100%	100%
\$21,420,211	Other Early start / completed	\$1,950,012	\$1,950,012	\$0	\$0	100%	100%
\$17,336,569	PE Field Track, Fitness Building	\$17,236,569	\$17,236,569	\$0	\$0	100%	100%
\$863,697	Social Science Renovation (inc. Seismic)	\$863,697	\$863,697	\$0	\$0	100%	100%
\$7,478,201	Public Safety Training Center Renov.	\$7,478,201	\$7,478,201	\$0	\$0	100%	100%
\$1,000,000	Auto Technology Building	\$958,602	\$958,602	\$0	(\$0)	100%	100%
\$2,300,000	Business Computer Science	\$2,215,418	\$2,215,418	\$0	\$0	100%	100%
\$8,300,000	New Ed Center Building at Marina	\$8,300,000	\$8,234,700	\$0	\$0	99%	100%
\$9,700,000	New Student Services Building	\$9,700,000	\$9,681,388	\$0	\$0	100%	100%
\$112,931,887	Total Completed	\$82,579,744	\$82,495,833	\$0	(\$1)		
\$188,852,105	Total All Projects	\$149,323,263	\$139,256,205	\$528,310	\$9,454,836		
	General Institutional-Bond Management		\$5,372,278	\$6,254			
	Total Bond Funds Spent to Date		\$144,628,483	\$534,564			
			\$145,163,047				