

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

REGULAR BOARD MEETING

WEDNESDAY, SEPTEMBER 24, 2014

1:30pm, Closed Session, SPS-101, Public Safety Training Center
3:00pm, Regular Meeting, SPS-104, Public Safety Training Center

2642 Colonel Durham St., Seaside, CA 93955
www.mpc.edu/GoverningBoard

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

This is an opportunity for visitors to make comments regarding any closed session items. When the Chair recognizes a member of the public for oral comments, such comments shall be limited to three minutes.

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 Real Property Negotiators (Government Code Section 54956.8)

- a) Property: Parcel L23.4
- b) Agency Negotiator: Walter Tribley, Vicki Nakamura
- c) Negotiating Parties: Coleraine Capital
- d) Under Negotiation: Price and Terms of Payment

B. Conference with Legal Counsel—Existing Litigation (Government Code Section 54956.9 (a))

Name of Case: Lee Contractors vs. Ausonio, Monterey Peninsula Community College District, et al,
Case Number M129454

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

- a) Employee Organization: MPCEA/CSEA
- b) Agency Representatives: C. Earl Davis, Susan Kitagawa & Larry Walker

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

- a) Employee Organization: MPCTA/CTA/NEA
- b) Agency Representatives: C. Earl Davis, Susan Kitagawa & Michael Gilmartin

5. RECONVENE TO OPEN SESSION / CALL TO ORDER

6. ROLL CALL

7. REPORT OF ACTION TAKEN IN CLOSED SESSION

8. 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.)

9. RECOGNITION

A. Acknowledgment of Guests

10. PUBLIC COMMENTS

Note to Audience: 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.

11. CORRESPONDENCE AND PUBLICATIONS

A. MPC All User Emails

- 1) Health Services: "MPC Health Services Flu Clinic October 9th"
- 2) Health Services: "Suicide Prevention Presentation September 23rd"
- 3) Michael Gilmartin: "Office of Academic Affairs Update"
- 4) Beccie Michael: "REMINDER: FASA Apps Due 9/22"
- 5) Carrie Craig: "Early Alert Assistance"
- 6) Upward Bound: "TRiO Upward Bound MYO Fundraiser"
- 7) Stan Armstead: "Scholarship Workshop Details"
- 8) California Nursing Students Association (CNSA): "CNSA Pizza My Heart Fundraiser – Monday, September 29th"
- 9) MPC Foundation: "Rubber Chicken Tickets on Sale NOW"
- 10) Beccie Michael: "STE(A)M Center Workshop & Survey"
- 11) Jon Knolle: "REMINDER: Introduction to MPC Online (Moodle) Training begins October 6th – Register Now!"
- 12) Walter Tribley: "Appropriate Use Reminder"
- 13) Massage Therapy Program: "Massage Lab Now Open"
- 14) Walter Tribley: "Please welcome Mr. Gilmartin and Mr. Walker to PV/P!"
- 15) Melissa Pickford: "CORRECTION: NEW exhibit at MPC Art Gallery"
- 16) Henry Marchand: "Halloween Writing Contest"

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

- 1) *Monterey Herald* / September 20, 2014: "MPC football rallies past San Jose City"
- 2) *Monterey Herald* / September 22, 2014: "MPC takes part in California online education initiative"
- 3) *San Jose Mercury News* / September 23, 2014: "MPC takes part in California online education initiative"
- 4) *Monterey Herald* / September 30, 2014: "Community colleges need to complete success plan by Oct. 17"
- 5) *Monterey County Weekly* "Squid Fry" / "Rubber Match"

12. REPORTS AND PRESENTATIONS

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

- A. Institutional Report: No report.
- B. Superintendent/President's Report: Dr. Walter Tribley
- C. Administrative Services Report: Mr. C. Earl Davis
- D. Academic Affairs Report: Mr. Michael Gilmartin
- E. Student Services Report: Ms. Cathy Nyznyk
- F. Academic Senate Report: Fred Hochstaedter, President
- G. MPCEA Report: Loran Walsh, President
- H. MPCTA Report: Paola Gilbert, President
- I. ASMPC Report: Justyn Jones, Director of Representation
- J. College Council Report: Stephanie Perkins and Diane Boynton, Co-chair
- K. MPC Foundation
 - 1) Executive Director Report: Ms. Beccie Michael
 - 2) Monthly Donations: To be announced at the October 22, 2014 Board meeting.
- L. Governing Board Reports
 - 1) Community Human Services (CHS) Report
 - 2) Trustee Reports
- M. Legislative Advocacy Report, Dr. Walter Tribley
- N. Student Success Report: "A View through a Student Equity Lens: Success," Dr. Rosaleen Ryan
- O. Special Report: Bond Expenditure Report

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.

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

BE IT RESOLVED,

- 1) That the Governing Board approves the minutes of the Special Board meeting on September 8, 2014 and the Regular Board meeting on September 24, 2014.
- 2) That the Governing Board accepts gifts donated to the College with appropriate acknowledgement to the donors.
- 3) That the September 30th payroll in the amount of \$2,129,653.95 and the October 3rd payroll in the amount of \$1,210.69 and the October 10th payroll in the amount of \$52,314.19 be approved.
- 4) That Commercial Warrants:
12102268 through 12102325, 12102685 through 12102703, 12103303 through 12103347,
12103916 through 12103936, 12104646 through 12104689, 12105242 through 12105269,
12105986 through 12106019, 12107986 through 12108048, in the amount of \$1,865,945.39
be approved.
- 5) That Purchase Orders B1500285 through B1500392 in the amount of \$7,511,376.17 be approved.
- 6) That the following budget adjustments in the Unrestricted General Fund be approved:

Net increase in the 4000 Object expense category	\$	928
Net decrease in the 5000 Object expense category	\$	928

7) That the following budget adjustments in the Restricted General Fund be approved:

Net increase in the 1000 Object expense category	\$	47,377
Net increase in the 2000 Object expense category	\$	30,905
Net increase in the 3000 Object expense category	\$	13,663
Net increase in the 4000 Object expense category	\$	2,980
Net increase in the 5000 Object expense category	\$	8,455
Net increase in the 6000 Object expense category	\$	291
Net decrease in the 7000 Object expense category	\$	103,671

8) That the following budget increases in the Child Development Fund be approved:

Increase of \$12,000 in funds received for FY 2013-2014.

9) That the following budget increases in the Parking Fund be approved:

Increase of \$340,108 in funds carried forward from FY 2012-13 to FY 2013-2014.

Increase of \$59,752 in funds received for FY 2013-2014.

10) That the following budget increases in the Restricted General Fund be approved:

Increase of \$29,110 in funds carried forward from FY 2012-13 to FY 2013-2014.

Increase of \$45,520 in funds received for FY 2013-2014.

B. Management Personnel

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

- Compensate Ms. Nicole Dunne a 5% stipend for assuming temporary duties in the absence of the Dean of Student Services effective October 1, 2014 through June 30, 2015.
- Compensate Mr. Francisco Tostado a 5% stipend for assuming temporary duties in the absence of the Dean of Student Services effective October 1, 2014 through June 30, 2015.
- Compensate Mr. Pete Olsen a 5% stipend for assuming temporary duties in the absence of the Custodial Evening Site Supervisor effective August 25, 2014 until the position is filled.

C. Faculty Personnel

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

- Resignation for the purpose of retirement of Hazel Ross, Math Instructor, effective at the end of the day, June 6, 2015 and confer upon her the title of Professor Emeritus.
- Revised employment term of Morgan Matthews as Adult Education/ Career & Technical Education Coordinator, from “effective Fall 2014” to “for the period of August 29, 2014 through May 29, 2015.”
- Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Fall 2014.

D. Classified Personnel

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

- Employment of _____, Administrative Assistant II, Marina Education Center, 24 hours per week, 10 months and 11 days per year, effective DATE, 2014.
- Employment of Kim Kingswold, Academic Curriculum Scheduling and Catalog Technician, 40 hours per week, 12 months per year, effective October 23, 2014.
- Employment of _____, Library Specialist-Circulation Desk, 21.25 hours per week, 8 months and 7 days per year, effective DATE, 2014.
- Employment of _____, Library Specialist-Circulation Desk, 21.25 hours per week, 8 months and 7 days per year, effective DATE, 2014.
- Employment of _____, Library Specialist-Circulation Desk, 16 hours per week, 8 months and 7 days per year, effective DATE, 2014.

- f) Employment of _____, Accommodations Specialist, Supportive Services, 40 hours per week, 12 months per year, effective DATE, 2014.
- g) Approval of the attached job description for Accounting Specialist, effective July 1, 2014.
- h) Approval of the attached job description for Lab Specialist II, effective July 1, 2014.
- i) Approval of the attached job description for Payroll Analyst, effective July 1, 2014.
- j) Approve title change from Program Coordinator-Older Adult, in Academic Affairs, to Program Coordinator-Older Adult & Continuing Education and approve the attached job description for Program Coordinator-Older Adult & Continuing Education effective July 1, 2014.
- k) Establish new position and approve the attached job description for Accounting Specialist II, Fiscal Services, 40 hours per week, 12 months per year, effective July 1, 2014. Change in title of position #26 and #42, Accounting Specialist, in the Fiscal Services Department to Accounting Specialist II.
- l) Establish new position and approve the attached job description for Accounting Specialist III, Fiscal Services, 40 hours per week, 12 months per year, effective July 1, 2014. Change in title of positions #101, #115, #143, and #149, Accounting Specialist, in the Fiscal Services Department to Accounting Specialist III.
- m) Establish new position and approve attached job description for Automotive Laboratory Manager, 40 hours per week, 11 months per year, effective July 1, 2014. Change in title of position #338, Lab Specialist II, in the Automotive Technology Department to Automotive Laboratory Manager.
- n) Establish new position and approve the attached job description for Instructional Technology Specialist-Nursing, 40 hours per week, 12 months per year, effective July 1, 2014. Change in title of position #40, Instructional Technology Specialist in the Nursing Department to Instructional Technology Specialist-Nursing.

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 the 2014-2015 Monthly Financial Report for the period ending September 30, 2014 be accepted.
- B. BE IT RESOLVED, that the Governing Board authorize the Superintendent/President to enter into an agreement with the Chancellor's Office of the California Community Colleges, State of California, to participate in the Chancellor's Office Tax Offset Program (COTOP).
- C. BE IT RESOLVED, that the Monterey Peninsula Community College District Governing Board does hereby express its sincere appreciation and gratitude to Dr. Sophal Ear, J. Fagan, Stewart Fuller, Robert Mulford, and Niels Reimers for their service as members of the Citizens' Bond Oversight Committee.
- D. BE IT RESOLVED, that the appointment of Tom Gaspich, Rob Lee, and Hunter Harvath, as member of the Citizens' Bond Oversight Committee, effective November, 2014, be approved.
- E. BE IT RESOLVED, that the following course revisions, program revisions, new courses and new programs be approved:

Course Revisions:

BIOL 10 Principles of Biology
ENGL 5 Introduction to Great Books
ENGL 11 Literature By and About Women
SPCH 54 Leadership Communication

Program Revisions:

Business - Accounting (Associate in Science)
Business - Accounting (Certificate of Achievement)
Business Administration (Associate in Science)
Business Administration (Certificate of Achievement)
Business - Fast Track: Business Administration (Certificate of Training)
Fire Command (Certificate of Training)
Fire Inspector (Certificate of Training)
Fire Prevention (Certificate of Training)
Philosophy (Associate in Arts for Transfer)

New Courses:

ENGL 9, Great Books and Civil Liberties
FREN 225B, Basic Conversational French II

New Programs:

Business Fast Track - Accounting/Bookkeeping (Certificate of Training)
Fire Management (Certificate of Training)
Firefighter 1 (Certificate of Training)

- F. BE IT RESOLVED, that the Governing Board ratify the Memorandum of Understanding regarding Child Development Center Job Descriptions, dated September 12, 2014, between the California School Employees Association Chapter #245—MPCEA/CSEA and the Monterey Peninsula Community College District.
- G. BE IT RESOLVED, that the Governing Board approve the attached 2014/15 salary schedule for Classified employees effective July 1, 2014.
- H. BE IT RESOLVED, that the Governing Board accepts the gift of a sculpture to the College with appropriate acknowledgement to the donor.
- I. BE IT RESOLVED, that the Governing Board adopt Monterey Peninsula College's revised Mission Statement and Values Statement as recommended to the Superintendent/President by College Council.
- J. INFORMATION: Proposed Institutional Goals for 2014-2020
- K. INFORMATION: Status Report on Governing Board self-evaluation process for 2014
- L. INFORMATION: Proposed Governing Board Goals for 2015
- M. INFORMATION: Calendar of Events

15. ADVANCE PLANNING

- A. Regular Board Meeting, Wednesday, November 19, 2014, 2014 at MPC:
 - 1) Closed Session, 1:30pm, Stutzman Room, LTC

2) Open Session, 3:00pm, Sam Karas Room

B. Regular Board Meeting, Wednesday, December 10, 2014 at MPC:

- 1) Closed Session, 1:30pm, Stutzman Room, LTC
- 2) Open Session, 3:00pm, Sam Karas Room, LTC

C. Future Topics

- 1) Tour of PSTC (Public Safety Training Center) Phase II (tentative)
- 2) Governing Board Retreat

16. ADJOURNMENT

17. 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 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 October 17, 2014