

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

1:30-2:50pm, Closed Session, Stutzman Seminar Room, LTC
3:00pm, Open Session, Sam Karas Room, LTC
980 Fremont Street, Monterey, California 93940

TUESDAY, SEPTEMBER 28, 2010

MINUTES

1. OPENING BUSINESS

- A. Call Public Session to Order and Roll Call.
- B. Comments from Visitors.
- C. Closed Session.

Items under discussion:

- 1) Student Discipline.
- 2) Superintendent/President Evaluation.

- D. Reconvene to Open Session.

Present:

Mr. Charles Brown, Trustee
Dr. Margaret-Anne Coppernoll, Trustee
Mr. Lynn Davis, J.D., Chair
Dr. Doug Garrison, Superintendent/President
Mr. Charles Page, J.D.
Dr. Loren Steck, Trustee, Vice Chair
Mr. Antron Williams, Student Trustee

- E. Reporting of Any Action Taken During Closed Session – Chair Lynn Davis:
 - 1) The Board took action to approve the expulsion of student #901-963-097.
 - 2) The Board reported that Dr. Garrison’s annual evaluation was completed and all performance objectives were met or exceeded expectations.

2. OATH OF OFFICE

- A. Swearing in of Student Trustee Antron “Kage” Williams. Student Trustee Antron Williams was sworn in by Chair Lynn Davis and welcomed to the Governing Board.

3. RECOGNITION

- A. Recognition of former Student Trustee, Michael Dickey – carried over to the October 26th Board meeting.

- B. Moment of Silence for passing of MPC community:
- 1) Peggy Bates (Margaret Schieffelin Pardee Bates), instrumental to the founding of Monterey Peninsula College.
 - 2) Cynthia Fels, former T'ai Chi Instructor and ESSC Instructional Specialist.
 - 3) Bob James Wise, former part-time instructor for 17 years.
 - 4) Matthew Finnigan, student.
 - 5) Larry Cummins, Professor Emeriti, Athletic Director, PE Division Chair and Basketball and Baseball Coach.
- C. Acknowledgement of Visitors - none.

4. COMMUNICATIONS

- A. Comments from Visitors - none.
- B. Written Communications:
- 1) Dr. Doug Garrison, letter to Mr. David Lewis in sympathy for passing of Norma Lewis, wife and sculptor of "Connection" and "On Ice" statues / August 20.
 - 2) Michael Dickey, letter of resignation as Student Trustee / September 3.
 - 3) Dr. Doug Garrison, letter acknowledging resignation of Michael Dickey, Student Trustee / September 8.

MPC's All User Emails:

- 1) Julie Osborne, Student Activities Coordinator, MST Bus Passes / August 16.
- 2) Melissa Pickford, Art Gallery Director, "Uncommon Portraits" Exhibit, August 24-September 24 / August 23.
- 3) Robin Venuti, Executive Director, Foundation: Announcement of Faculty and Staff Advancement Awards / August 25.
- 4) Melissa Pickford, Art Gallery Director, metal sculptures by students in Instructor Bob Lamp's summer class / August 26.
- 5) Gaozong Thao, Veterans Representative, Medical Mobile Van / August 31.
- 6) Dr. Doug Garrison, Passing of Cynthia Diane Fels, M.Ed., T'ai Chi Instructor and ESSC Instructional Assistant / September 1.
- 7) HR Employment Opportunity: Instructional Specialist, Disabled Students Programs and Services / September 1.
- 8) HR Employment Opportunity: Instructional Specialist, Supportive Services, Adaptive PE / September 1.
- 9) HR Employment Opportunity: Instructional Specialists (two positions), English and Study Skills Center / September 1.
- 10) MPC Foundation Alumni Association, Special Invitation to October 16th Homecoming Reunion Celebration and BBQ / September 2.
- 11) Lien Nguyen, Student Job Center, One-Stop Mobile Career Center Van coming September 9 and September 15 (hiring for Restaurant 1833) / September 2.
- 12) Melissa Pickford, Art Gallery Director, "Uncommon Portraits" Exhibit and Artist's Reception / September 7.
- 13) John Gonzalez, Dr. David Hayes-Bautista to speak on September 15 in celebration of Hispanic Heritage Month / September 7.

- 14) Kelly Eyler, Health Services Assistant, Planned Parenthood Services / September 8.
- 15) Carsbia Anderson, Lobo Day 2010 / September 9.
- 16) Carsbia Anderson, ASMPC celebrates Constitution Day / September 15.
- 17) Henry Marchand, Creative Writing Instructor, "Banned Books Read-Out at MPC" / September 20.

Articles published in *The Monterey County Herald*, *The Californian*, and *KION*:

- 1) "MPC's Halamandaris takes first in diving meet" / August 18.
- 2) "MPC plans special 'Rent' performances" / August 19.
- 3) Advertisement: Gentrain Interdisciplinary Course in Western Culture / August 10.
- 4) Advertisement: positions available at MPC for Full Time Classified, Full Time Faculty and Part Time Faculty / August 23.
- 5) Letter to Editor from Charles Page, Trustee: "Life can be unfair, but work out in end" / August 27.
- 6) "Sibling Rivalry: Fales brothers, David at MPC and Austin at Hartnell" / August 31.
- 7) "You're Footing the Bill: College President Salaries" / August 31.
- 8) "MPC Storybook Theatre presents Princess and the Pea" / September 2.
- 9) "MPC Theatre Company is seeking volunteers" / September 2.
- 10) "MPC opens season 3-1" (women's volleyball) / September 7.
- 11) Workshop Advertisement *The Weekly*: "Suicide Prevention Awareness, September 9" / September 2-8.
- 12) Art Openings *The Weekly*: "Monterey NOW: Robynn Smith at Monterey Museum of Art," and "Uncommon Portraits at MPC Art Gallery" / September 2-8.
- 13) "Rasmussen set for 10th year as MPC football coach" / September 8.
- 14) "MPC Storybook Theatre makes an appeal to all audiences with 'The Princess and the Pea'" / September 9.
- 15) Peter Funt: "Many colleges fail to follow book rules" / September 13.
- 16) Advertisement: positions available at MPC for Full Time Classified, Full Time Faculty and Part Time Faculty / September 14.
- 17) Review: "MPC's 'Princess and the Pea' sparkles with wit" / September 16.
- 18) "Peggy Bates dies at 92" article and obituary for Margaret Schieffelin Pardee Bates / September 16.
- 19) Editorial: "Peggy Bates' passing leaves area poorer" / September 17.
- 20) "Finding A Way," Lobos football victory 14-10 over De Anza Dons / September 19.
- 21) Letter to Editor: "Book Costs Outrageous" / September 20.

C. Reports and Presentations:

- 1) Institutional Report – RegWeb Textbook Links and Book Store Services, Carsbia Anderson, Janet Chou, Book Store Manager, and Greg Kiryakakis, Regional Manager for Northern California, Follett Higher Education Group.

Carsbia introduced Janet Chou to discuss MPC's Textbook Rental Program services. Janet reported that a Fall 2010 student survey showed 66% of MPC students were not aware of the new textbook rental program. The Book Store will continue to promote the rental program, and students have expressed a better opinion of their services with the implementation of the rental program. Students can pay for textbooks online or in the Book Store and they also now have the option to rent a textbook and convert it to a purchased book. The Book Store's link on the WebReg gives students the

opportunity to view prices and ISBN #'s for their textbooks, which gives students the opportunity to shop for best prices. ~Regional Manager Greg Kiryakakis noted that students are driving change in the business of providing college textbooks. The Higher Education Opportunity Act (HEOA) requires students be given links to all required textbooks and supplemental materials. The rental program is the best option of getting students what they need at the least cost with savings up to 50%. Follett Education Group is serving over 800 colleges and universities and offers state and national lists of rentable textbooks. The challenge is to work with faculty to select eligible titles they will use over four semesters. It is possible that 100% of all textbooks will be digital in the near future. ~Dr. Garrison commented that the impetus for this Institutional Report was a recent column by Peter Funt in *The Monterey County Herald*: "Many Colleges Fail to Follow Book Rules." The column reported that many colleges are not complying with the provisions of HEOA. MPC is complying by their cooperative partnerships with the Book Store. ~Carsbia distributed handouts of book service programs available through TRiO Learning Center, EOPS, and the Re-entry and Multicultural Center. The process for adoption for spring textbooks is ongoing.

2) Superintendent/President Report – Dr. Doug Garrison.

Dr. Garrison thanked our colleagues in the Book Store for being collaborative partners. ~The Citizen's Bond Oversight Committee (CBOC) met in Seaside, toured the Education Center's construction site in Marina, and viewed the slabs being poured which are now tilted up as walls. CBOC returned to PSTC in Seaside to view that final project. Four new members of CBOC will be presented for Board action in October with terms to start in November. ~A wonderful event was held on campus on September 15th. Dr. David Hayes-Bautista's lecture in honor of Hispanic Heritage Month was funded by ASMPC and the Latino Club. He is a Professor of Medicine and the Director of the Center for Study of Latino Health and Culture at the School of Medicine at UCLA, and he spoke about the history of Latinos in California and their contributions with particular emphasis on the history of Cinco de Mayo. It was an extremely engaging event and many students added their questions after his speech. ASMPC and the Latino Club did a great job in recognition of the college's honoring Hispanic Heritage Month. There is also a wonderful display of books in the Library centered on the focus of Hispanic Heritage Month, including one by Dr. Hayes-Bautista. ~We are nearing a budget from the State and although no details are released yet, there is no indication that our final budget adopted in August will change. ~Over the next several months, we are preparing to discuss the opening of Marina as a permanent site next fall which requires a complete re-examination of how MPC does business as a multi-site college. Dr. Garrison has written a planning document to address all the aspects of becoming a multi-site college which is being reviewed and discussed by the advisory groups, Academic Senate and College Council. It will then be brought to the Board as an information item.

The Board suggested college events such as Dr. Hayes-Bautista's speech be videotaped and kept as historical documents in the LTC.

3) Vice Presidents' Reports:

Dr. John Gonzalez, Vice President of Academic Affairs.

John introduced full time faculty member Lauren Handley as the newest Political Science Instructor. Ms. Handley was welcomed by the entire institution. ~John reported on the significant increase of FTES from 250 to 334 at the Education Center and PSTC in 2009-2010, and noted this success is due to the cooperation of Division Chairs and Faculty to ensure offerings are strategically planned. The target of 500 FTES in 2011-2012 will be facilitated through needs assessments of which courses are needed at what time. ~The special guest lecturer, Dr. Hayes-Bautista, on September 15th was a successful way to organize events which attracted students' full participation. Dr. Hayes-Bautista spoke not only of the contributions of Latinos in general but from a historical perspective of how Latinos have supported the USA for many centuries, and his love of research and his presentation thoroughly engaged attendees. ASMPC and Latino Club are congratulated for the event. ~The Carmel Authors and Ideas Festival has for the fourth year partnered with organizers to offer faculty and staff scholarship tickets to attend the weekend event; this year an additional guest ticket was offered to staff. We are very grateful to the festival organizers, and last year's thank you letters illustrate how our staff's instructional pedagogy and curriculum are enhanced by their attendance. ~John spoke of his retirement announcement and thanked the Board and Dr. Garrison for the tremendous opportunity and honor he feels in serving MPC for the past three years.

Chair Davis told John of his appreciation of the work he has done for MPC and that during the accreditation process, he proved to be a fabulous Vice President. When he started at MPC the college did not have much Hispanic influence and now we have a tremendous number of Hispanic students. Trustees Page, Steck, Coppennoll and Brown thanked Dr. Gonzalez for his service, and they are proud of his leaving MPC a better place.

Meeting Note: MPC experienced a power outage from 3:45pm-5:05pm. The Board meeting continued with natural light until power was restored.

Carsbia Anderson, Vice President of Student Services.

Carsbia spoke of his 35 years at MPC and how honored he is to say he has worked with the best CIO—Dr. John Gonzalez--and how he has been surrounded by a collaborative and supportive administrative team sensitive to institutional needs. John will be missed. ~Due to the power outage Carsbia was not able to show the presentation of the many programs available at Health Services but shared that any emergency health issue should always be directed to 911 for immediate response. The use of "All Users" emails announces all health-related events directed to students or faculty/staff. ~Lobo Day was held last Wednesday with 30 clubs, services, and academic programs represented and a large number of students, faculty and staff visited the event. ~ASMPC elections were held and Mr. Kage Williams was elected as Student Trustee. ~Constitution Day, led by Julie Osborne, Activities Coordinator, was also held last Friday. Constitution Day is a requirement for any college receiving Federal funds and activities included voter registrations and handing out copies of the Constitution. ASMPC did a good job hosting a busy week of activities. ~October 23rd COSO (Coalition of Scholarship Organizations) will host a workshop for high school

and college students on scholarship application tips, dressing for success, and paths to being a successful student. Carsbia was elected co-chair of COSO with Ruthie Watts for next year. ~He acknowledged the sad news on the passing of student Matthew Finnigan. This off-campus tragedy involved two students in the College Living Experience (CLE), a liaison of services for students with disabilities attending MPC, Hartnell and CSUMB. CLE was contacted and our support was offered. MPC also contacted the Monterey Department of Crisis Support Team who held support groups on campus, and students and instructors were invited to participate.

Stephen Ma, Vice President of Administrative Services.

Chair Davis welcomed Steve as the new Vice President. Steve held his comments until the Finance Report was presented in New Business.

4) Academic Senate Report – Fred Hochstaedter, President.

Fred thanked Lynn Davis and Dr. Margaret-Anne Coppernoll for attending an Academic Senate meeting. It is important to discuss campus constituency roles in recommending Board policy. ~Academic Senate is working on faculty hiring procedures.

5) MPCEA Report – Loran Walsh, Vice President.

Loran thanked the Board for approving the conversions from temporary part-time to permanent part-time employee status. ~He also thanked the District for scheduling interest-based bargaining training in October. ~Negotiations for CSEA are starting soon to complete the process before the contract expires on June 30, 2011.

6) MPCTA Report – None.

7) ASMPC Report – Damone Edwards, Vice President of Organizations, spoke on behalf of Jared Osterman, President.

Damone thanked both Michael Dickey for his service as former Student Trustee and Kage Williams for stepping up as new Student Trustee. ~Dr. Hayes-Bautista, guest speaker for the Latino Club and ASMPC, was an excellent event honoring Hispanic Heritage Month. ~Lobo Day had over 500 students in attendance and had great energy. ~ASMPC's next event will be October 7th as "EOPS Day of Action" with a guest speaker educating students on the services of EOPS. ~ASMPC is working hard to have student representation on every college committee. ~Damone thanked the Board for their time and work to ensure success for our students' futures.

8) College Council Report – None.

9) MPC Foundation Report – Robin Venuti, Executive Director.

Monterey Peninsula College Foundation donations for August, 2010, totaled \$16,402.50. ~Robin spoke of losing our MPC friend with Peggy Bates' passing, and the Foundation is making a gift on her behalf to the Women Support Women program, and purchasing a library tile in her name. ~Two works of art being considered today as gifts to the college are on view in the Sam Karas Room: 1) a painting by Instructor Robynn Smith gifted by Barbara and Bill Hyland to the Foundation for the Administration Building Lobby; and, 2) artwork by Susan Manchester for placement in the Library. It is the Hyland's intent to purchase local

artists' work for display in important institutions, including MPC. ~The President's Circle campaign has a 31-member committee and is off and running. In 2009, 84 members brought in \$164,000 in gifts. The 2010 goal is to raise \$214,000 and the committee already has \$112,000 in pledges with 48 individuals and 15 new members. ~The Foundation is starting a corporate President's Circle campaign which will include a one year \$25,000 match from Wells Fargo. This campaign has five corporate members including new corporate member McGraw Hill. ~Faculty and Staff Advancement Awards received 31 applications which will be reviewed in October and awarded on December 1st. ~A President's Luncheon will be held October 8th. ~The Alumni BBQ event is set for October 16th. ~The MPC home page will have a new link called "Support the College" which allows donors to make a gift to the Foundation in a secure link.

10) Governing Board Trustee Report:

Community Human Services (CHS) – Dr. Loren Steck, representative.

Attached to Agenda: Regular Board meeting minutes for August 19, 2010; acknowledgement letter from CHS dated August 27th in receipt of MPC's \$3,500.00 JPA allocation for FY 2010-2011; letter dated August 13th from Harvey Kuffner, Board Chair, regarding Robin McCrae's four month sabbatical effective September 1, 2010, with Michael McFarland serving as Interim Executive Director, and Valerie Catania serving as Interim Deputy Director/Director of Substance Abuse Services; and, September 15th letter from Michael McFarland presenting CHS' Year-End Summary of Services Statement for 2009-2010.

11) Legislative Advocacy Report – Dr. Loren Steck.

There was no report as there is no State budget.

12) Special Report - Bond Update Reports, Joe Demko

a) Active Bond/Facility Projects Update:

MPC Education Center (at Marina) Permanent Buildings – The five building floor slabs have been completed. Concrete tilt-up wall panels have been formed and poured on the existing floor slabs. The panels are "curing" and will be "tilted up" to form the walls the week of September 20, 2010. Work will be completed by late spring/early summer of 2011. Classes will commence fall semester, 2011.

Infrastructure – Site work (lighting, parking lots and sidewalks) will be ongoing for the next few years. The bus drop off adjacent to the Old Student Services Building has been expanded to accommodate access for two buses. The trellis and columns supporting the trellis in front of the gym and adjacent to the amphitheater have been removed due to possible structural concerns.

New Student Services Building – The first plaster coat "scratch coat" and the second plaster coat "brown coat" have been applied. After that is cured, the final "color coat" will be applied. Once the exterior work is completed and weather-tight, the drywall installation will begin. Completion is now anticipated in January of 2011. There have been some architectural design issues that are being addressed with the Architect (HGA). Discussions continue with the contractor for schedule recovery.

Auto Technology Building – The work has been completed and the Notice of Completion is being filed.

Swing Space – The Architect (HGHB) received DSA approval for additional swing space south of the Theatre. The “Swing Space Village” is scheduled to be completed by January of 2011. The swing space plan has been modified due to unanticipated State funding for the Old Student Services / Humanities Projects that may accelerate the master schedule.

Facilities Committee – The Committee meets periodically to review construction issues, budgets and schedules.

Business / Computer Science Building – Interior wall framing is complete. The electrical and mechanical “rough-in” has been completed on the first floor. The windows and drywall will be installed commencing September 17, 2010. Construction is progressing as scheduled.

Humanities / Old Student Services / Business Humanities – On June 14, 2010 the Chancellor’s Office notified MPC that approval was received to submit the drawings to DSA. The project is still on track to receive State matching funds. The Architect (HGHB) has submitted drawings to DSA. The State Chancellor’s Office requires submittals and approvals during the design phase and requires authorization to go to bid and to award the bid.

Theatre – The Architect (HGA) continues with the Design Phase drawings, and the drawings are ready to be submitted to DSA in September of 2010. However, options are being evaluated to modify the Theatre to become a Performing Arts Center which would accommodate both musical and theatrical performances. Discussions continue in the Facilities Committee.

Life Science / Physical Science Buildings – The Architect (HGHB) has completed schematic drawings and has begun the working drawings. The design is nearing completion and will be submitted to DSA for approval in October 2010. Dependent upon DSA approval time, construction is anticipated to begin in the summer of 2011.

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. One of the options is to have musical presentations in the Theatre. Direction given for the Theatre may impact the design of the Music Building.

Gym First Floor / Pool / Tennis Courts – The Architect (HGHB) has completed schematic drawings and has begun the working drawings. This project may be phased and work on the tennis courts may be the first phase. The Gym first floor work has to be completed before work on the pool can be done. This project may be bid as three separate projects as construction scheduling has to coincide with the various sports schedules.

Student Center – The Architect (HGHB) is preparing schematic drawings for available space options. Planning meetings have involved student representatives. It is anticipated that construction could begin in the fall of 2011 (dependent upon DSA approval time).

Outside Lockers Adjacent to the Art Buildings – The Architect (HGHB) is preparing drawings to be submitted to DSA. The work will be done as weather permits and as not to impact class schedules.

Reports attached to Agenda:

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

5. CONSENT CALENDAR

- A. Routine Business Transactions, Annual Renewal of Programs, Bids, Agreements, Notice of Public Hearings and Proclamations:
Motion Page / Second Steck / Carried **2010/2011-35**

BE IT RESOLVED:

- 1) That the Governing Board approve the minutes of the Regular Board Meeting on August 24, 2010.
- 2) That the Governing Board accept gifts donated to the college with appropriate acknowledgement to donors.
- 3) That the August 13th manual payroll in the amount of \$994.50; and that the August 31st regular payroll in the amount of \$1,915,673.56; and that the September 3rd manual payroll in the amount of \$6,108.08; and that the September 10th supplemental payroll in the amount of \$72,468.78; for the total payroll of \$1,995,244.90, be approved.
- 4) That Commercial Warrants:
Number 12802478 through Number 12802505 - \$265,527.27
Number 12803318 through Number 12803393 - \$226,493.30
Number 12803920 through Number 12803936 - \$ 49,729.23
Number 12804542 through Number 12804553 - \$ 29,095.52
Number 12805767 through Number 12805784 - \$ 76,493.27
Number 12807183 through Number 12807269 - \$662,968.43
in the amount of \$1,359,183.61, be approved.
- 5) That Purchase Order #'s 111351 through 111472, in the amount of \$6,386,926.34, be approved.
- 6) That the following budget adjustments in the Restricted General Fund be approved:

Increase of \$976 in revenue and matching expenses, to reflect funds received for FY 2009-2010.

- 7) That the following budget adjustments in the Restricted General Fund be ratified:
- | | |
|--|----------|
| Net decrease in the 1000 (Certificated Salary) object expense category | \$16,785 |
| Net increase in the 2000 (Classified Salary) object expense category | \$21,278 |
| Net increase in the 3000 (Benefits) object expense category | \$ 2,139 |
| Net decrease in the 4000 (Supplies) object expense category | \$ 1,379 |
| Net increase in the 5000 (Other/Services) object expense category | \$ 4,894 |
| Net decrease in the 7000 (Other Outgo) object expense category | \$10,147 |
- 8) That the following budget adjustments in the Unrestricted General Fund be ratified:
- | | |
|--|----------|
| Net decrease in the 2000 (Classified Salary) object expense category | \$ 538 |
| Net increase in the 3000 (Benefits) object expense category | \$ 88 |
| Net increase in the 4000 (Supplies) object expense category | \$ 2,988 |
| Net decrease in the 5000 (Other/Services) object expense category | \$ 2,538 |
- 9) That the following budget increases in the Child Development Fund be approved:
- Increase of \$4,500 in revenue and matching expenses, to reflect funds carried forward from FY 2008-2009 to FY 2009-2010; and,
Increase of \$19,473 in revenue and matching expenses, to reflect funds received for FY 2009-2010.
- 10) That the following budget adjustments in the Parking Fund be ratified:
- | | |
|--|----------|
| Net decrease in the 2000 (Classified Salary) object expense category | \$ 9,050 |
| Net decrease in the 3000 (Benefits) object expense category | \$ 150 |
| Net increase in the 4000 (Supplies) object expense category | \$ 5,836 |
| Net increase in the 5000 (Other/Services) object expense category | \$ 3,364 |

B. Faculty Personnel:

- 11) That the Governing Board approves the Faculty personnel actions listed:
- Accept the resignation of Sarah Mawhirter, Women's Studies Instructor, effective December 31, 2010. There was a correction to Consent Agenda Item No. B., to correct the report that Ms. Mawhirter has served as a faculty member since Fall 2007, not Fall 2010 as listed.
 - Each month individuals are hired as part-time, substitute, and overload. The attached list includes hires for Fall, 2010.

C. Classified Personnel:

- 12) That the Governing Board approves the Classified personnel actions listed:
- Establish two new positions for Instructional Specialists, Reading Center, 18 hours per week, 8 months and 11 days per year, effective September 29, 2010.
 - Employment of Herbert Amaya, Food Preparer, Child Development Center, 18 hours per week, 9 months and 11 days per year, effective September 29, 2010.

- c) Employment of Maria Roa, Lead Custodian, Facilities, 40 hours per week, 12 months per year, effective September 29, 2010.
- d) Employment of Teresa Stanfield-Lee, Admissions & Records Specialist, Admissions & Records, 40 hours per week, 12 months per year, effective September 30, 2010.
- e) Employment of _____, Custodian, Facilities, 40 hours per week, 12 months per year, effective _____, 2010- (pulled).
- e) Employment of Olivia Panopolous, Instructional Specialist, Step A, Reading Center, 18 hours per week, ~~34 weeks per year~~, 8.5 months per year, effective August 1, 2010.
- f) Employment of Trevor Howell, Instructional Specialist, Adaptive PE, Step A, 18 hours per week, 34 weeks per year, effective August 1, 2010.
- g) Employment of Veronica Sosa, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective September 29, 2010.
- h) Employment of Kimberly Vogt, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective September 29, 2010.
- i) Employment of Leslie Hayner, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective September 29, 2010.
- j) Approve unpaid leave of absence requested by Jacqueline Evans, Workability Program Coordinator, Supportive Services, for 10 hours per week starting September 7, 2010 and ending December 17, 2010.
- k) Resignation of Courtney Middlebrook, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days, effective at the end of the day, September 2, 2010.

D. Short Term and Substitute Personnel:

- 13) 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.

6. **NEW BUSINESS**

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

Motion Page / Second Coppernoll / Carried

2010/2011-36

Vice President of Administrative Services Report – Stephen Ma

The District maintains accounts in seven major funds: General, Special Revenue, Debt Service, Capital Projects, Building, Self Insurance, and Fiduciary. The General Fund is further accounted for by Unrestricted and Restricted; Special Revenue by Child Development (Unrestricted and Restricted), Student Center, and Parking; Debt Service by Revenue Bond for the Student Center and Debt Service for lease payments; and Fiduciary by Associated Students, Financial Aid, Scholarship and Loans, Trust and Orr Estate. This results in sixteen funds being listed and reported on each month. The first two funds (General and Special Revenue) make up the Operating Funds of the District.

Budget: As of this writing (September 13th), the state continues to operate without an adopted budget for 2010-2011. The two year old recession shows little signs of improvement while high unemployment, low consumer confidence, and a \$19B state deficit remain. Both political parties have offered up competing budget proposals, however, there appears to be little common ground to produce a compromise at this point in time. Leaders from the Assembly, Senate and the Governor (Big Five) have met a number of times to discuss differences. The State Controller has recently indicated that cash flow was sufficient to avoid issuing formal IOUs until at least October. In the last 45 years, the latest the Legislature approved a budget was on September 16, 2008. It would appear that this record will be eclipsed. In the absence of a state budget, MPC will operate under the Final Budget approved by the Board on August 24th, which is conservatively based on the Governor's May Revise.

Year to Date Actual: General Fund (unrestricted and restricted) revenues continue to lag behind expenditures because of the absence of an approved state budget. Under normal conditions with a state budget in place, MPC should have received advance apportionments in July, August and September representing approximately 25% of the state's apportionment total.

Cash Flow/Cash Balances: Prior state deferrals to the community college system and the lack of a state budget have highlighted the need to manage cash flow carefully. MPC's monthly payroll and accounts payable in the General Fund (GF) is approximately \$3.5M (\$2.6 payroll + \$0.9 AP). MPC has historically used a number of internal sources to meet this cash requirement including cash reserves within the GF and temporary borrowing from the Self Insurance Fund. The GF and Self Insurance Fund have cash balances of \$4,228,025 and \$7,479,783 respectively. In addition to these sources, MPC will receive the first installment of property taxes (\$7.6M) in December and some smaller amounts in student fees in the interim. MPC's cash reserves appear to be sufficient to meet operating requirements for the next few months. If external borrowing (Tax and Revenue Anticipation Notes) is required, a minimum of 45-60 days will be needed to structure the financing and obtain necessary Board approvals to issue the debt. It should be noted that in order to qualify for external borrowing, MPC will have to demonstrate it has exhausted all internal borrowing sources, not just the two funds noted earlier. With any type of external borrowing, there would be issuance and interest costs.

Enrollment/FTES: MPC's approved budget and estimated apportionment assumes 7,890 "in state" FTES. This amount is allocated from 6,734 FTES for credit and 1,155 FTES for noncredit. This budget assumption is based on the FTES reported in the 2009-2010 CCFS320 Apportionment Attendance Report. Fourth week enrollment data suggest that MPC is tracking closely to the FTES revenue assumptions. Overall headcount is down slightly in the District; this is due to the District's reduction of noncredit contract courses. Credit headcount is up 1.3% in the District. Credit FTES are funded at nearly 40% greater than non-credit FTES.

It is anticipated there will be some manipulation with deferrals, tax swaps and fund transfers. The top priority for MPC is to continually manage cash flow and reserves for the next 30-60 days.

- B. BE IT RESOLVED, that the Governing Board ratify Project Assignment Amendment 24 (PAA) with David Foord, Inspector of Record (IOR), to perform inspection services on an hourly basis not to exceed \$40,000 in conjunction with the Business/Computer Science Building.
Motion Steck / Second Coppernoll / Carried **2010/2011-37**
- C. BE IT RESOLVED, that the Board authorize the District to file a Notice of Completion of Contract with the County of Monterey for the: (1) Bus Stop Turnout Expansion Project; (2) Parking Lot C Repairs Project; and (3) Trellis Removal Project.
Motion Page / Second Williams / Carried **2010/2011-38**
- D. BE IT RESOLVED, that the Board authorize the District to file a Notice of Completion of Contract with the County of Monterey for the Automotive Technology Shop Building Modifications.
Motion Coppernoll / Second Brown / Carried **2010/2011-39**
- E. BE IT RESOLVED, that the Board approve the appointment of Barbara Lee, Associate Dean of Human Resources, as the District's representative and Stephan Ma, Vice President for Administrative Services, as the alternate representative to the Community College Insurance Group (CCIG) for Monterey Peninsula College.
Motion Steck / Second Coppernoll / Carried **2010/2011-40**
- F. BE IT RESOLVED, that the Governing Board approve the following courses:
1) ENGL 51, Fiction Writing.
2) PARK 164, Cultural Resource Management: Advanced.
Motion Williams / Second Coppernoll / Carried **2010/2011-41**
- G. BE IT RESOLVED, that the Governing Board affirm approval of the District's Educational Center at the former Fort Ord and authorize the Superintendent/President to proceed with the conversion from grandfathered status to a state approved educational center.
Motion Coppernoll / Second Brown / Carried **2010/2011-42**

Dr. Garrison was pleased to provide the proposal and background data gathered by Vicki Nakamura on the request to affirm approval of the District's educational center at the former Ford Ord and to proceed with the conversion from grandfathered status to a state approved educational center, to be achieved hopefully no later than 2014. Fulfilling the promise made to voters in our bond approval in 2004 is a momentous occasion. The Board will have a study session on this change in direction to become a multi-site college to understand what is involved in this process and what the opportunities will be.

- H. INFORMATION: 2010 Technology Assessment and Three-Year Plan.
(Posted MPC website: [MyMPC > Committees > Technology Committee > Documents.](#))

INFORMATION

Dr. Sharon Colton updated the Board on the power outage. During emergencies classroom telephone service operates for four hours, and the servers are accessible from PSTC and Marina. These improvements in the new data center make these services operable during emergencies.

The Technology Assessment and Three-Year Plan is an annual assessment and plan for January 1, 2010 - December, 2012, divided into two documents. The first document is the Executive Summary and Planning Summary of MPC's technology goals and processes, institutional technology, instructional technology for student learning and services, administrative technology, student and staff technology training, institutional technology support, and planning summary. The second document is the Technology Assessment and Plan for January 1, 2010 - December 30, 2010, outlining the purpose, processes, needs assessments, and responsibilities for Information Technology and Media Services. Adequate resources are available for students and faculty/staff, and IT is moving forward with cutting costs and improving student resources.

- I. INFORMATION: 2010 Information Technology and Media Services Program Review.
(Posted MPC website: [MyMPC > Committees > Technology Committee > Documents.](#))

INFORMATION

Dr. Sharon Colton's information report was a program review for Information Technology and Media Services. Future improvements for the department will be the updating of Santa Rosa and companion software of SharePoint 2010 with an expected completion date of April, 2010. Electronic submission of grades will also go online in April 2011. Distance education support has been increased by one part-time staff reallocated to the help desk. A web-based ticketing system is constructed for a future launch. Dr. Garrison congratulated Sharon on both reports for being well written, articulate documents which detail the challenges and successes of Information Technology and Media Services.

- J. BE IT RESOLVED, that the Board approve the signing of the 2010-2011 Program Requirements for Infant and Toddler Child Care Resource Program serving infants and toddlers, ages birth to three years.

Motion Steck / Second Williams / Carried

2010/2011-43

- K. BE IT RESOLVED, that the Governing Board approve the attached 2010-2011 Salary Schedule for Classified employees effective July 1, 2010.

Motion Page / Second Steck / Carried

2010/2011-44

- L. BE IT RESOLVED, that the Governing Board accept two donated works of art from the MPC Foundation.

Motion Coppernoll / Second Brown / Carried

2010/2011-45

- M. INFORMATION: Discuss proposed Governing Board Goals for 2010-2011.

INFORMATION

Chair Lynn Davis introduced the Governing Board Goals Subcommittee of Dr. Loren Steck and Dr. Margaret-Anne Coppernoll. The Subcommittee proposed four goals:

- 1) Develop more effective communication with constituents.
- 2) Develop study sessions to increase board knowledge concerning critical issues facing the college.
- 3) Continue to be knowledgeable about the actions taken by the college concerning student learning outcomes (SLO's).
- 4) Continue to be knowledgeable about the actions taken by the college concerning distance learning.

Goals will be used as a tool to evaluate the effectiveness of the Board and as a means to assess its growth. It was noted by Dr. Garrison that study sessions must be posted as required by the Brown Act, and the Board may want to develop a planned schedule for study sessions with the suggestion to hold no more than three per year. Another avenue for education is to attend Community College League of California board trainings. Although Board members may attend faculty and staff meetings and events, the Board must be careful not to micromanage college operations. The Board reached consensus to use the four goals for their own self-evaluation. This item will be returned for action at a future meeting.

- N. INFORMATION: Review of Board Policy 1105 Travel Expenses and discussion of proposed guidelines for reimbursement of in-district expenses.

INFORMATION

Lynn Davis recommended a subcommittee chaired by C.B. Brown with Charlie Page work on recommendations for proposed guidelines for reimbursing out-of-district and in-district expenses assisted by Dr. Garrison. The current budget constraints do not allow all members to attend out-of-district conferences.

- O. INFORMATION: updated Appendix 1300 to Board Policy 1300 Conflict of Interest.

INFORMATION

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. Dr. Garrison updated Appendix 1300 to Board Policy 1300 Conflict of Interest to disclose the current board, administrative and management positions that submit an annual Statement of Economic Interest to the County Board of Supervisors.

- P. INFORMATION: Discuss the role of the Governing Board liaison to the Monterey Peninsula College Foundation Board of Directors.

INFORMATION

Lynn Davis invited Dr. Loren Steck to discuss the role of the Board's liaison to the Foundation Board of Directors, the Foundation's Executive Committee, and the voting rights of said liaison. Dr. Steck spoke to the issues of representing the Governing Board on the Foundation Board and its committees, voting rights, and the need to review the financial status of the Foundation. Trustees agreed that given the current position of the Foundation there is no longer a need for a Board liaison.

- Q. INFORMATION: Calendar of Events, including meeting dates for 2011.

INFORMATION

Dr. Garrison drew attention to the Great Books series in October and the October 16th Alumni BBQ event.

- R. ADJOURNMENT: The meeting was adjourned at 5:48pm.

7. **ADVANCE PLANNING**

A. Meeting Dates:

Regular Meeting Tuesday, October 26, 2010

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

Regular Meeting Tuesday, November 23, 2010

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

B. Future Topics:

- 1) Program Review for Library and Technology Center
- 2) Multi-site College Planning Document

Respectfully Submitted,



Douglas R. Garrison, Ed.D.
Superintendent/President

8. **CLOSED SESSION**

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

Posted October 28, 2010