

Monterey Peninsula Community College District

Governing Board Agenda

December 10, 2014

New Business Agenda Item No. A

President's Office
College Area

Proposal:

That the Governing Board receive the annual report for 2013-14 from the Citizens' Bond Oversight Committee.

Background:

In the November 5, 2002 election, the district conducted a bond election under Proposition 39 regulations and was successful in obtaining the requisite 55% voter approval to issue general obligation bonds in the amount of \$145,000,000 for facility projects. Education Code 15278 required the district to establish a citizen's oversight committee to satisfy the accountability requirements of Proposition 39.

The Bylaws of the Citizens' Bond Oversight Committee state that the committee shall present an annual written report to the Board of Trustees in public session. Per the Bylaws, the annual report includes a statement regarding the District's compliance with Proposition 39 accountability requirements as well as a summary of the committee's activities for the year. In addition, the annual report provides a comprehensive summary of projects in the bond program, completed, underway, or planned for the future.

At their November 17, 2014 meeting, the Citizens' Bond Oversight Committee took action to approve the attached annual report for 2013-14. Mr. Birt Johnson, Jr., Chair of the committee, will present the report to the Board.

Budgetary Implications:

None.

Information Only: Citizens' Bond Oversight Committee Annual Report for 2013-14

Recommended By:

Walter Tribley

Dr. Walter Tribley, Superintendent/President

Prepared By:

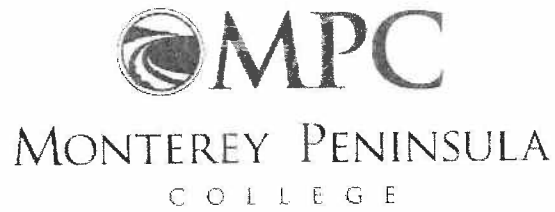
Vicki Nakamura

Vicki Nakamura, Assistant to the President

Agenda Approval:

Walter Tribley

Dr. Walter Tribley, Superintendent/President



Citizens' Bond Oversight Committee

ANNUAL REPORT

2013-2014

(this page intentionally left blank)

TABLE OF CONTENTS


STATEMENT OF COMPLIANCE	1
INTRODUCTION.....	3
CITIZENS' BOND OVERSIGHT COMMITTEE, 2014	5
SUMMARY OF THE COMMITTEE'S PROCEEDINGS AND ACTIVITIES FOR 2013-14	7
COMMITTEE MEMBERSHIP.....	7
MEETINGS OF THE CITIZENS' BOND OVERSIGHT COMMITTEE	8
FINANCIAL REPORT	9
CAMPUS RENOVATION/CONSTRUCTION PROJECTS COMPLETED, IN PROCESS, AND PLANNED FOR THE FUTURE	13
APPENDIX.....	25
Committee Roster	
Committee Meeting Agendas	
November 4, 2013	
March 3, 2014	
June 16, 2014	
August 4, 2014	
Committee Meeting Minutes	
November 4, 2013	
March 3, 2014	
June 16, 2014	
August 4, 2014	

(this page intentionally left blank)

STATEMENT OF COMPLIANCE

This Annual Report is submitted to the Board of Trustees by the Monterey Peninsula Community College District Citizens' Bond Oversight Committee. The Committee advises that, to the best of its knowledge, the Monterey Peninsula Community College District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution. In particular, bond revenue has been expended only for the purposes so described in Measure I. As prohibited by Article XIII A, Section 1(b)(3)(a) of the California Constitution, no funds were used for any teacher or administrative salaries or other operating expenses.

Respectfully Submitted By:



Birt Johnson, Jr., Chair
Citizens' Bond Oversight Committee

Date: November 17, 2014

(this page intentionally left blank)

INTRODUCTION

At the election conducted on November 5, 2002, the Monterey Peninsula Community College District was successful in obtaining more than 55% voter approval for Measure I to issue and sell general obligation bonds in the amount of \$145,000,000 to fund specific facility projects. The bond election for Measure I was conducted under Proposition 39 regulations.

Pursuant to Education Code Section 15278, the Board of Trustees established the Citizens' Bond Oversight Committee (CBOC) at their meeting on February 25, 2003 to satisfy the accountability requirements of Proposition 39.

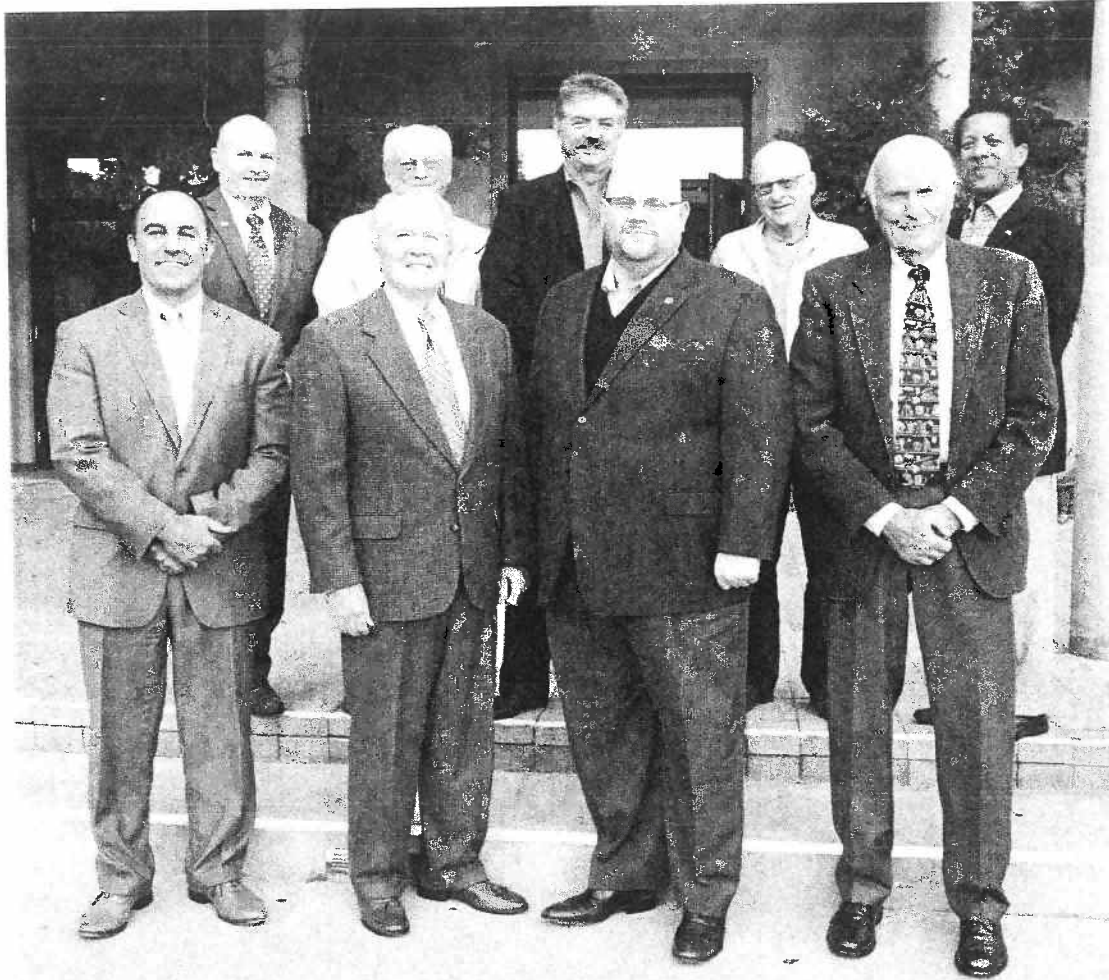
The Citizens' Bond Oversight Committee Bylaws, setting forth the duties and rights of the Committee, were also adopted by the Board at the February 25, 2003 meeting.

The three primary duties of the Citizens' Bond Oversight Committee are to inform the public concerning the District's expenditure of bond proceeds, review and report on the expenditure of taxpayers' monies, and advise the public on the District's compliance with Proposition 39.

To accomplish these duties and as required in the bylaws, the CBOC submits this annual report to the Board of Trustees. The CBOC expresses its appreciation to District staff for their support of the committee's work and activities.

(this page intentionally left blank)

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE
November 17, 2014



Back row: Walt Tribley (Supt./Pres.), Bob Mulford (Vice Chair), Rick Heuer, Wayne Cruzan, Birt Johnson, Jr. (Chair).
Front row: Jimmy Panetta, Stewart Fuller, J. Fagan, Niels Reimers.
Not pictured: Sophal Ear, Maury Vasquez.

(this page intentionally left blank)

SUMMARY OF THE COMMITTEE'S PROCEEDINGS AND ACTIVITIES FOR 2013-2014

COMMITTEE MEMBERSHIP

The Bylaws require that the CBOC consist of a minimum of seven members representing students, the business community, senior citizens organization, taxpayers association, college support organization, and the community at large.

Committee members serve without compensation and may be appointed for no more than two consecutive two-year terms. Among those ineligible to serve are elected officials, employees, vendors, contractors, or consultants of the District.

Currently, the committee is composed of ten members, appointed by the Board of Trustees. In November 2013, five members (Wayne Cruzan, Dr. Sophal Ear, Rick Heuer, Birt Johnson, Jr., and James Panetta,) completed their first term on the committee and were reappointed by the Board of Trustees for a second term. Dr. Sophal Ear, community at-large member, subsequently resigned from the committee in August 2014 due to his relocation out of the area.

In accordance with the Bylaws, officers were selected at the annual organizational meeting on November 4, 2013. Dr. Tribley appointed Birt Johnson, Jr. to serve as Chair and Robert Mulford was elected by the committee to serve as Vice Chair.

The officers and members who served during the past year are as follows:

Wayne Cruzan	2-year second term, 11/2013 – 11/2015
Sophal Ear	2-year second term, 11/2013 – 11/2015
J. Alan Fagan	2-year second term, 11/2012 – 11/2014
J. Stewart Fuller	2-year second term, 11/2012 – 11/2014
Rick Heuer	2-year second term, 11/2013 – 11/2015
Birt Johnson, Jr., Chair	2-year second term, 11/2013 – 11/2015
Bob Mulford, Vice Chair	2-year second term, 11/2012 – 11/2014
James Panetta	2-year second term, 11/2013 – 11/2015
Niels Reimers	2-year second term, 11/2012 – 11/2014
Maury Vasquez	2-year initial term, 6/2013 – 11/2014

MEETINGS AND ACTIVITIES OF THE CITIZENS' BOND OVERSIGHT COMMITTEE

The committee conducts its meetings in accordance with provisions of the Ralph M. Brown Public Meetings Act, Government Code Sections 54950 et seq. Meeting notices and agendas are sent to members of the committee within the required period of time, posted at the Monterey Peninsula College Administration Building, and sent to local media.

The college's bond website (<http://www.mpc.edu/about-mpc/campus-information/mpc-bond-measure>) includes a page specifically designated for the committee's activities where the meeting schedule, agendas, minutes, and annual reports are posted.

During 2013-14, the committee convened four quarterly meetings. The annual organizational meeting of the committee was held November 4, 2013, with subsequent meetings held on March 3, 2014, June 16, 2014, and August 4, 2014. The primary location for the meetings was the Sam Karas Room in the Library & Technology Center on the Monterey campus.

At the meetings held during 2013-14, the committee received status updates on bond projects and reviewed bond program expenditures. The November 2013 meeting included a tour of the renovated Physical Science building and approval of the committee's annual report. At the March meeting, the committee welcomed the District's new interim vice president, Mr. Earl Davis. The committee also reviewed the 2012-13 independent financial and performance audit reports for the District's bond funds. The June meeting began with a tour of renovation projects at the Monterey campus, including the Humanities building and refurbished swimming pool facilities. At the August meeting, the committee toured the Student Center, Art Studio, and Art Ceramics buildings, all recently completed renovation projects. The tax rate for the Measure I bond was reviewed and staff provided a report on the District's five year construction plan.

FINANCIAL REPORT OF THE CITIZENS' BOND OVERSIGHT COMMITTEE

The first bond issuance, Series A, was conducted on June 18, 2003. Total principal amount issued was \$40 million. The Series A bond was refinanced in December 2005, increasing the principal amount to \$44,240,052. The second and third series of bonds were issued in January 2008. In Series B, \$9,004,530 of taxable bonds were issued, with no time limit for expenditure. The principal amount of the Series C issuance was \$95,994,770 of tax exempt bond funds that were anticipated to be 85% expended within five years.

In June 2013, a portion of the 2005 refunding bonds and Series C bonds were refinanced, resulting in the issuance of \$19.2 million of tax-exempt bonds and \$14.5 million of taxable bonds at interest rates of 1.52% and 2.02% respectively. As the average interest rate of the bonds prior to the refunding was 4%, \$1.38 million in interest savings was generated for the District's taxpayers.

The bond funds have been invested in Monterey County's investment portfolio, with a portion of the funds placed in custom investments outside of the general pool to generate higher interest earnings. The college was notified that the last of the custom investments matured in January 2014. In 2013-14, interest earnings totaled \$342,187 through June 30, 2014. In addition, the college received \$39,742, an apparent recoupment of interest lost from the Lehman Brothers bankruptcy in 2008-09.

In 2002, a property tax rate of \$23.89 per \$100,000 of assessed value was projected when the District's bond measure was approved. The tax rate for Measure I in 2014 was \$15.77. Since the first bond issuance in 2003, the average tax rate has been \$21.06.

Expenditures and payments made from bond funds have been regularly reviewed and accepted by the committee during the course of the year. The annual expenditure report on the following pages shows expenditures for the report period of October 1, 2013 through September 30, 2014 and total expenditures since bond inception.

MPC Bond Expenditure Report
July 1, 2003 through September 30, 2014

<u>Receipts:</u>	Prior	10/1/2013- 09/30/2014	Total
Bond Principal – Series A	\$40,000,000	\$0	\$40,000,000
Refinancing - Series A	\$4,240,052	\$0	\$4,240,052
Bond Principal - Series B, taxable	\$9,004,530	\$0	\$9,004,530
Bond Principal - Series C, nontaxable	\$95,994,770	\$0	\$95,994,770
Interest Income*	\$8,844,929	\$342,187	\$9,187,116
Interest Write-off**	(\$1,878,835)	\$0	(\$1,878,835)
Interest Recovery**	\$665,149	\$39,742	\$704,891
Total Receipts	\$156,870,595	\$381,928	\$157,252,523

* Interest income is through June 30, 2014

** All bond funds are currently on deposit with the Monterey County Investment Pool. The interest write-off and recovery occurred due to the Lehman Brothers and Washington Mutual bankruptcy filings in 2008.

Expenditures:

Completed Projects:

As Built Drawings	\$209,792	\$0	\$209,792
Automotive Technology -- HVAC	\$16,443	\$0	\$16,443
Auto Technology Addition	\$958,602	\$0	\$958,602
Business Computer Science	\$2,215,418	\$0	\$2,215,418
Business Computer Science Building - Seismic Design	\$7,982	\$0	\$7,982
Child Development Center	\$1,029,199	\$0	\$1,029,199
College Center Renovation	\$23,608	\$0	\$23,608
Demolition of Old Plant Services	\$63,522	\$0	\$63,522
Drafting Building	\$13,974	\$0	\$13,974
Environmental Impact Report	\$154,163	\$0	\$154,163
Family and Consumer Science Renovation	\$67,671	\$0	\$67,671
Gym - Floor/Seismic/Bleachers	\$877,847	\$0	\$877,847
Humanities Building - Seismic Design	\$16,375	\$0	\$16,375
HVAC Repairs	\$618,539	\$0	\$618,539
Infrastructure I (main campus utilities, parking lot A)	\$20,886,001	\$0	\$20,886,001
Infrastructure II (parking lots D, E, & F)	\$2,481,607	\$0	\$2,481,607
Landscaping – Library & Technology Center	\$438,293	\$0	\$438,293
Lecture Forum Remodel	\$2,117,203	\$0	\$2,117,203
Life Science -- Elevator Evaluation	\$7,794	\$0	\$7,794
Master Signage Program	\$53,890	\$0	\$53,890
New Admin/Old Library Renovation	\$4,712,191	\$0	\$4,712,191
New Education Center Building at Marina	\$8,159,655	\$0	\$8,159,655
New Facilities Building	\$487,574	\$0	\$487,574
New Student Services Building	\$9,681,388	\$0	\$9,681,388
Old Library Renovation Analysis	\$21,280	\$0	\$21,280
Miscellaneous	\$221	\$0	\$221
Physical Education (Stadium, Fitness Center, etc.)	\$17,236,568	\$0	\$17,236,568

Physical Science -- Elevator Evaluation	\$6,986	\$0	\$6,986
Public Safety Training Center	\$7,478,201	\$0	\$7,478,201
Roof Repairs	\$480,256	\$0	\$480,256
Social Science Remodel	\$863,697	\$0	\$863,697
Telephone System Upgrades	\$599,414	\$0	\$599,414
Theater Light Board	\$22,733	\$0	\$22,733
Vehicles	\$187,070	\$0	\$187,070
Walkway/Safety Improvements	\$225,630	\$0	\$225,630

Completed Projects	\$82,420,787	\$0	\$82,420,787
---------------------------	---------------------	------------	---------------------

In Process:

Arts Complex	\$424,934	\$3,220,183	\$3,645,117
Bond Program Management	\$5,529,229	\$157,805	\$5,687,034
Student Center	\$434,935	\$5,666,259	\$6,101,194
Furniture/Equipment	\$4,658,892	\$609,543	\$5,268,435
Humanities, Bus-Hum, Student Services	\$2,054,889	\$1,486,497	\$3,541,386
Infrastructure - Phase III	\$6,435,470	\$22,796	\$6,458,266
Life & Physical Science	\$10,183,484	\$648,261	\$10,831,745
Music Building	\$23,770	\$0	\$23,770
PE Phase II - Gym/Locker Room Renovation.	\$3,810,036	\$0	\$3,810,036
Pool/Tennis Courts Renovation	\$320,624	\$1,721,491	\$2,042,115
PSTC Parker Flats	\$70,499	\$0	\$70,499
Swing Space/Interim Housing	\$5,618,221	\$157,002	\$5,775,223
Theater	\$10,347,968	\$34,768	\$10,382,736
General Contingency	\$0	\$0	\$0
Miscellaneous	\$0	\$47,698	\$47,698
Management Expense for Custom Investment Portfolio***	\$45,272	\$0	\$45,272

In Process	\$49,958,223	\$13,772,303	\$63,730,526
Total Expenditures	\$132,379,010	\$13,772,303	****\$146,151,313

*** The District requested the Monterey County Treasurer to manage and place custom investments for a portion of the funds on deposit with the Treasurer. These investments were outside the general pool and included GE corporate bonds which generate a higher rate of return. The District was notified by the Treasurer's Office that the last security matured on 1/7/2014. There were no further interest postings to segregated investments after this date.

**** Total expenditures of \$146,151,313 equate to 93% of Measure I bond proceeds of \$157,252,523 being spent through September 30, 2014 on District bond projects. In addition, the District has been successful in securing matching funds from the state and other sources to augment bond proceeds and further address District facility needs. These matching funds will supplement bond proceeds by an estimated 40,704,037, resulting in total projected expenditures of \$197,956,560 for facilities projects by the end of the bond program.

(this page intentionally left blank)

CAMPUS RENOVATION/CONSTRUCTION PROJECTS COMPLETED, IN PROCESS, AND PLANNED FOR THE FUTURE

September 30, 2014

COMPLETED PROJECTS:

Note: For completed projects, Prop 39 Bond amounts listed are actual expenditures to date. Projects are listed in order of completion.

<u>Project</u>	<u>Description</u>	<u>Funding Source</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Library & Technology Center	This new 65,000 sq. ft., 3-story building houses the college's book and media collections and includes computer labs, classrooms, multi-media rooms, group study rooms, teleconferencing capability and a faculty lounge. The \$19.9 million project was primarily funded by the state, with \$438,000 provided by MPC bond funds. The facility was completed in July 2003.	\$438,293	\$19,470,000	\$19,908,293
Facilities Building	The new 18,440 sq. ft. building consolidates the college's plant services, warehouse, building maintenance, and grounds operations within one building. Old structures formerly housing these operations were demolished. The state funded \$2.48 million of the total project cost of \$2.97 million and MPC bonds provided funding of \$488,000. This project was completed in fall 2003.	\$487,574	\$2,478,000	\$2,965,574

COMPLETED PROJECTS:

Note: For completed projects, Prop 39 Bond amounts listed are actual expenditures to date. Projects are listed in order of completion.

<u>Project</u>	<u>Description</u>	<u>Funding Source</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Early Start & Miscellaneous Projects	This group of projects include walkway and safety improvements, new IP phone system, new roofs on Life Science, Physical Science, Business-Computer Science, and Art Dimensional buildings, rebuilding the HVAC systems in Art Dimensional, Social Science, Business-Computer Science buildings, completing required campus wide CEQA reports, campus as-built site drawings, purchase of new vans and street cleaner. Dollar amounts given represent actual MPC bond expenses to date. Most of these projects were completed by 2004, with the exception of the campus CEQA environmental report, completed in March, 2006.	\$2,729,672	\$439,037	\$3,168,709
Community Stadium	This project completely refurbished and modernized the existing campus football stadium, track, and softball fields. The upgrades include synthetic football/soccer and softball fields, an eight lane all weather track, new bleachers and support facilities. MPC bond funds covered most of the \$13.5 million cost, with \$100,000 received from a state waste tire grant program for the artificial turf installed on the football field. The project was completed in spring 2007.	\$13,406,672	\$100,000	\$13,506,672
Fitness Center	This new 12,750 sq. ft., two-story building provides classrooms, offices, and a weight room. The old structure was demolished. The project was completed August, 2007.	\$3,829,897		\$3,829,897

COMPLETED PROJECTS:

Note: For completed projects, Prop 39 Bond amounts listed are actual expenditures to date. Projects are listed in order of completion.

<u>Project</u>	<u>Description</u>	<u>Funding Source</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Child Development Center	This new three-building, 9,900 sq. ft. complex provides a child care facility serving the campus and community. The facilities also include a classroom and observation rooms that make up an academic laboratory to provide practicum experience for Child Development Program courses. The state funded \$4.4 million of the project with \$1 million contributed from MPC bond funds. The project was completed in October, 2007.	\$1,029,198	\$4,384,000	\$5,413,198
Infrastructure - Phase I	All of the campus infrastructure (underground utilities, roads, walkways, bridges, etc.) will be rebuilt under the bond program. Phase I makes up 77% of the total infrastructure work on campus and was completed in September, 2008.	\$20,886,001		\$20,886,001
Lecture Forum	The existing 18,545 square foot instructional building was remodeled to upgrade technology and improve acoustics. The HVAC system was replaced, restrooms rebuilt, new seating and floor covering installed, and the building repainted. The majority of work was completed August 2007 with minor work completed in summer 2008.	\$2,117,203		\$2,117,203
Social Science	The existing 12,580 square foot instructional building was remodeled to meet current seismic and ADA standards. The bathrooms were rebuilt, the HVAC system replaced, and new furniture, paint, and floor coverings were added. The majority of the work was completed August 2007 with minor work completed in summer 2008.	\$863,697		\$863,697

COMPLETED PROJECTS:

Note: For completed projects, Prop 39 Bond amounts listed are actual expenditures to date. Projects are listed in order of completion.

<u>Project</u>	<u>Description</u>	<u>Funding Source</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Infrastructure - Phase II	This phase includes the rebuilding and expansion of parking lots D, E, & F, addition of campus wide emergency alarms, and rebuilding of the baseball backstop. The parking lots and alarm installation were completed in August 2008; the backstop was completed in August 2009.	\$2,481,607		\$2,481,607
Family Consumer Science	The existing facility was remodeled to repair the roof and upgrade the classroom. The project was substantially completed January 2009.	\$67,671		\$67,671
Gym	The upper floor of the existing gym was rebuilt, including seismic upgrades and gym floor and bleacher replacement. The project was accomplished using a combination of state scheduled maintenance funding and MPC bond funds. The project was completed in January 2009.	\$877,847	\$600,000	\$1,477,847
Administration Building Renovation	The former library building, consisting of 19,040 square feet, was remodeled to house campus administrative offices. The state funded \$2.715 million of the total cost with \$4.56 million contributed from MPC bond funds. Office move-in was accomplished in April 2009.	\$4,712,191	\$2,715,000	\$7,427,191
Public Safety Training Center Renovation	Two existing former Army buildings on Colonel Durham Road in Seaside at the former Fort Ord were renovated to provide classrooms and offices for public safety training programs. Construction began in July, 2008. The project was substantially completed in December 2009. Site drainage issues were resolved in summer 2010.	\$7,478,201		\$7,478,201

COMPLETED PROJECTS:

Note: For completed projects, Prop 39 Bond amounts listed are actual expenditures to date. Projects are listed in order of completion.

<u>Project</u>	<u>Description</u>	<u>Funding Source</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Auto Technology Addition	This project consisted of a remodel and addition to the existing facility. The project was substantially completed in September 2010.	\$958,602		\$958,602
Business, Math, Computer Science	The existing Business Computer Science building was completely renovated. Former fiscal services and information technology offices were converted into math classrooms and a math learning center. A Final Project Proposal for the Business, Math and Science Buildings project that included the renovation of the Business Computer Science Building was submitted to the state Chancellor's Office in July 2007 to request 50% state funding support and was subsequently approved. However, as state bond funding for community college facility projects has been uncertain, the District determined this project would go forward using bond funds only. Construction began in June 2010. The project was completed in February 2011.	\$2,215,418		\$2,215,418
Student Services Building	A new 22,000 sq. ft. building was constructed adjacent to the current Student Center, allowing the consolidation of student services offices at one location on the Monterey campus. Construction began in August 2009 and was substantially completed by March 2011. Offices were moved in phases and accomplished by May 2011.	\$9,681,388		\$9,681,388
Education Center at Marina	Temporary facilities were installed on the Education Center site on Imjin Parkway and 3rd Avenue in Marina in 2007. Construction of the first permanent academic facilities began in February 2010 and was substantially complete by August 2011, in time for the start of the fall 2011 semester.	\$8,159,655		\$8,159,655
Totals for Completed Projects		\$82,420,787	\$30,186,037	\$112,606,824

PROJECTS IN PROCESS:

Note: Cited dollar amounts are estimates and subject to change. Projects are listed in alphabetical order.

<u>Project</u>	<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Arts Complex	The Final Project Proposal to rebuild the existing Art Studio, Art Ceramics, Art Dimensional, and International Center buildings, and demolish the existing Drafting building was re-submitted to the state Chancellor's Office in July 2009 to request 50% state funding support and was approved. However, with state bond funding for community college facility projects being uncertain, the District will complete this project with local bond funds only. The project has been reduced in scope. A complete renovation of the Art Studio and Art Ceramics buildings was accomplished. Construction began in September 2013, and completed in late summer 2014, in time for fall semester. The Art Dimensional building will be improved as the budget allows, to include replacement of mechanical and electrical systems, exterior painting, and roofing.	\$4,724,000		\$4,724,000
Student Center Renovation	The Student Center has been renovated and all building systems repaired. The interior space was redesigned to better serve student support functions, including food service, bookstore, TRIO, ASMPC, student activities, and security. Construction was underway in September 2013, and completed in August 2014.	\$5,952,000		\$5,952,000
Furniture & Equipment	New furniture has been installed in all lecture classrooms. Funds have been used to provide furniture and equipment for the Business, Math, Computer Science building, the Education Center at Marina, the Public Safety Training Center in Seaside, the new Student Services building, the Life Science and Physical Science buildings, the Theater, Student Center, and Art buildings.	\$5,685,000		\$5,685,000

PROJECTS IN PROCESS:

Note: Cited dollar amounts are estimates and subject to change. Projects are listed in alphabetical order.

<u>Project</u>	<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Humanities, Business Humanities, and Student Services	The existing Humanities and former Student Services buildings have been renovated and the existing Business Humanities building demolished. The Final Project Proposal was submitted to the state Chancellor's Office in July 2007 to request 50% state funding support and was approved. The project was allocated state funds to proceed with drawings in August 2009. Funds for construction were included in the 2010-11 state budget and construction will proceed in phases. Renovation of the former Student Services building to provide offices for humanities faculty and supportive services classroom and lab began in June 2011. Construction was completed in March 2012. Renovation of the Humanities Building began in January 2013 and was completed for the fall 2013 semester. The demolition of the Business Humanities building occurred in October 2013 and the vacated site was renovated to provide additional parking and improved traffic circulation.	\$3,296,000	\$3,318,000	\$6,614,000
Infrastructure - Phase III	This phase includes new data cabling installed campus wide, the rebuilding of many sidewalks and parking lots B, C, & J, the installation of additional lighting and signage upgrades, an elevator at PE, additions to disaster notification systems, new greenhouses, a generator for the data center, and replacement of the kilns for the art ceramics program. Work will be completed in phases from May 2008 through September 2014.	\$6,466,000		\$6,466,000

PROJECTS IN PROCESS:

Note: Cited dollar amounts are estimates and subject to change. Projects are listed in alphabetical order.

<u>Project</u>	<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Life Science and Physical Science Buildings	The existing Physical Science and Life Science buildings have been rebuilt, to include modernizing and upgrading of all science laboratories. A Final Project Proposal for the Business, Math and Science Buildings project that included the renovation of these buildings was submitted to the state Chancellor's Office in July 2007 to request 50% state funding support and was subsequently approved. However, as state bond funding for community college facility projects is uncertain, the District will complete this project with local bond funds only. Revised schematic drawings were completed by the architect and the Division of the State Architect approval received in May 2011. The project was completed in phases. The Life Science building renovation began construction in September 2011 and was completed in June 2012. Renovation of the Physical Science building began in September 2012 and was completed for fall semester 2013.	\$10,750,000		\$10,750,000
Physical Education Phase II: Gym - Showers/Locker Rooms	The first floor of the existing gym building has been renovated, including reconstruction of the shower and locker rooms, and demolition of the existing pool building. Division and faculty offices were reconfigured and relocated to the same area. The two multipurpose rooms were upgraded with technology enhancements. Construction began in January 2012 and was completed in November 2012.	\$3,830,000		\$3,830,000
Pool and Tennis Courts Renovation	The existing swimming pool was renovated to eliminate the existing diving well, creating a shallower pool bottom. A lift for disabled students was added. The pool locker room facility was demolished and a new pool equipment building constructed to house new filtration and heating equipment. The pool will be served by the gym locker rooms which were renovated and completed in December 2012. Construction began in August 2013 and the pool was completed in March 2014. The tennis courts will not be renovated as the estimated cost exceeded the amount of funds remaining in the project budget.	\$2,640,519		\$2,640,519

PROJECTS IN PROCESS:

Note: Cited dollar amounts are estimates and subject to change. Projects are listed in alphabetical order.

<u>Project</u>	<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Swing Space/Interim Housing	Temporary space to house programs and services displaced by modernization projects is planned. Temporary modulars have been placed on campus and at the Education Center. The former administration building was renovated in 2009 to provide temporary classrooms and renamed the General Classrooms building. The facility was modified again in summer 2011 to provide space for labs to accommodate the Life Science and Physical Science programs. Additional modification occurred in summer 2013 to provide temporary space for the creative arts programs while the Art Studio and Art Ceramics buildings are being renovated.	\$5,800,000		\$5,800,000
Theater	The existing Theater building was renovated and modernized. A Final Project Proposal for the Music Theater project that included the renovation of the Theater Building has been submitted annually to the state Chancellor's Office since July 2006 to request 50% state funding support. As state bond funding for community college facility projects is uncertain, the District is proceeding with the theater renovation with bond funds only. Drawings were completed and Division of the State Architect approval received in May 2011. Construction began in September 2011 and was completed in March 2013.	\$10,400,000		\$10,400,000
Totals for Projects In Process		\$59,543,519	\$3,318,000	\$62,861,519

FUTURE PROJECTS:

Note: Changes to future projects are anticipated to accommodate probable changes in state funding. Cited dollar amounts are estimates and subject to change. Projects listed in alphabetical order.

<u>Project</u>	<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Music Facilities -- Phase I	The existing Music facilities will be modernized. Two of the three music facility structures (the current recital hall and the music lab wing) will be renovated. The recital hall will be converted into two rehearsal rooms. The third structure (choral music room) will be demolished. The Final Project Proposal for phase I of renovation of the Music facilities was submitted to the state Chancellor's Office in July 2013 to request 50% state funding support and was approved. The project is proposed for completion in fall 2017. This timeline is contingent upon state bond funding being approved and allocated.	\$1,200,000	\$1,200,000	\$2,400,000
Public Safety Training Center - Phase II (Parker Flats)	New outdoor training facilities will be constructed at the Parker Flats and MOUT sites at the former Fort Ord, including an emergency vehicle driving course, a burn building for firefighter training, and a firing range. The Final Project Proposal for this project was submitted to the state Chancellor's Office in July 2009 for 50% state funding consideration and was approved. The projected completion date of summer 2016 is contingent upon state bond funding being approved and allocated.	\$6,000,000	\$6,000,000	\$12,000,000
Totals for Future Projects		\$7,200,000	\$7,200,000	\$14,400,000

CONTINGENCY:

<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
	<u>Prop 39 Bond</u>	<u>State & Other</u>	
The contingency was established in August 2010 to provide contingent funding for projects as needed. Project cost estimates are subject to change due to the variable bid climate or from unexpected construction issues that may arise. Currently, the contingency is at \$0, reflecting allocations made to projects.	\$0		\$0
Grand Totals (Projects)	\$149,164,306	\$40,704,037	\$189,868,343

BOND PROGRAM MANAGEMENT:

<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
	<u>Prop 39 Bond</u>	<u>State & Other</u>	
An outside firm is being used to manage the overall bond construction program. Funds to pay for these services are generated from interest earnings on the bond funds on deposit with the Monterey County Treasurer (minus any management fees on the custom investment portfolio managed by the treasurer). Amounts in the columns to the right represent actual expenses to date.	\$5,687,034		\$5,687,034
Projected program management expense for the remaining years of the bond program.	\$2,401,183		\$2,401,183
Totals for Program Management	\$8,088,217		\$8,088,217
Overall Grand Totals	\$157,252,523	\$40,704,037	\$197,956,560

(this page intentionally left blank)

APPENDIX

COMMITTEE ROSTER

COMMITTEE MEETING AGENDAS

November 4, 2013

March 3, 2014

June 16, 2014

August 4, 2014

COMMITTEE MEETING MINUTES (NOT INCLUDED IN DRAFT)

November 4, 2013

March 3, 2014

June 16, 2014

August 4, 2014

(this page intentionally left blank)

MONTEREY PENINSULA COLLEGE

Citizens' Bond Oversight Committee Members

- Birt Johnson, Jr., Chair, *Community member*
- Bob Mulford, Vice Chair, *Monterey Peninsula Chamber of Commerce*
- Wayne Cruzan, *GENTRAIN Society*
- Sophal Ear, *Community member*
- J. Fagan, *Marina Chamber of Commerce*
- Stewart Fuller, *Monterey Peninsula College Foundation*
- Rick Heuer, *Monterey Peninsula Taxpayers Association*
- James Panetta, *Community member*
- Niels Reimers, *Carmel Foundation*
- Maury Vasquez, *Associated Students of Monterey Peninsula College*

(this page intentionally left blank)

COMMITTEE MEETING AGENDAS

(this page intentionally left blank)



MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, November 4, 2013
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College

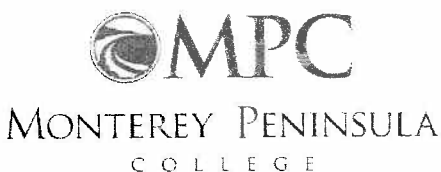
MEETING AGENDA

1. **Call to Order**
2. **Public Comment**
Members of the audience wishing to address the Citizens' Bond Oversight Committee may do so during the public comment period. Under provisions of the Brown Act, the Committee is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to three minutes per person or as determined by the committee.
3. **Tour of Physical Science Building**
4. **Approval of August 5, 2013 Minutes** ACTION
5. **Accept Bills and Warrants Reports** ACTION
The quarterly lists of payments from bond funds expended through September 30, 2013 will be reviewed for acceptance by the committee.
6. **Bond Expenditure Status Report and Cost Control Report** INFORMATION
The September 30, 2013 bond expenditure status report will be reviewed with the committee. The October 2013 cost control report will also be presented.
7. **Annual Report for 2012-13** ACTION
The By-Laws state the committee shall present to the Board of Trustees, in public session, an annual written report to include a statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution and a summary of the committee's proceedings and activities for the preceding year. A draft annual report will be reviewed for approval and presentation to the Board of Trustees.

- 8. Monterey County Treasurer's Investment Report** INFORMATION
 Series B and C bonds were issued by the district in 2008 and invested with the Monterey County Treasurer's office. The Treasurer's Report of Investments for the quarter ending June 30, 2013 provides the status of these investments.
- 9. Update on Facilities Projects, Timelines and Schedules** INFORMATION
 A status report will be provided on all projects. The timelines and schedules for current facility projects will be reviewed.
- 10. Committee Membership Update** INFORMATION
 Committee membership will be reviewed by Dr. Tribley. Five members, Wayne Cruzan, Dr. Sophal Ear, Rick Heuer, Birt Johnson, Jr., and James Panetta, will be completing their first terms on the committee.
- 11. Officers** ACTION
 The committee chair will be appointed by Dr. Tribley. Committee members will indicate their interest in serving as vice-chair and a vote will be taken.
- 12. Meeting Schedule (PLEASE BRING CALENDARS)** INFORMATION/ACTION
 The following meeting dates for 2014 are suggested for adoption:
 Monday, March 3, 2014
 Monday, June 16, 2014
 Monday, August 4, 2014
 Monday, November 3, 2014 (Annual Organizational Meeting)
- 13. Suggestions for Future Agenda Topics and Announcements**
 Tour of Humanities Building, Pool, Student Center, and Arts Complex projects
- 14. Adjournment**

Public records provided to the Committee for the items listed on this agenda may be viewed online at the College's website <http://www.mpc.edu/mpcbond/CitizensBondOversight/Pages/CBOCAgendas.aspx>, at the Superintendent/President's office, Monterey Peninsula College, 980 Fremont Street, Monterey, California during normal business hours, or at the Committee meeting.

Posted: October 30, 2013



MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

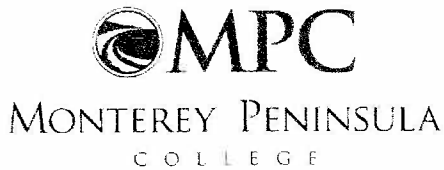
Monday, March 3, 2014
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College
980 Fremont Street, Monterey, California

MEETING AGENDA

1. **Call to Order**
2. **Introductions**
Mr. Earl Davis, MPC's new Interim Vice President for Administrative Services, will be introduced to the Committee.
3. **Public Comment**
Members of the audience wishing to address the Citizens' Bond Oversight Committee may do so during the public comment period. Under provisions of the Brown Act, the Committee is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to three minutes per person or as determined by the Committee.
4. **Approval of November 4, 2013 Minutes** ACTION
5. **Annual Report Follow-Up** INFORMATION
Information added to the 2012-13 Annual Report will be reviewed.
6. **Accept Bills and Warrants Report** ACTION
The list of payments from bond funds expended through December 31, 2013 will be reviewed for acceptance by the committee.
7. **Bond Expenditure Status Report and Cost Control Report** INFORMATION
The December 31, 2013 bond expenditure status report will be reviewed with the committee. The February 2014 cost control report will also be presented.
8. **Bond Auditors' Reports for 2012-13** INFORMATION
The Independent Auditors' Report of the District's bond funds, for the fiscal year ended June 30, 2013, and the District's Bond Performance Audit Report, for the fiscal year ended June 30, 2013, will be reviewed with the committee.

9. **Monterey County Treasurer's Investment Report** INFORMATION
Series B and C bonds were issued by the district in 2008 and invested with the Monterey County Treasurer's office. The Treasurer's Report of Investments for the quarter ending December 31, 2013 provides the status of these investments.
10. **Facilities Master Budget Update** INFORMATION
The changes to the District's facilities master budget recommended by the Facilities Committee and approved by the Governing Board on December 11, 2013 will be reviewed.
11. **Update on Facilities Projects, Timelines and Schedules** INFORMATION
A status report will be provided on all projects. The timelines and schedules for current facility projects will be reviewed.
12. **Meeting Schedule** INFORMATION
Future meetings of the Committee are scheduled for:
Monday, June 16, 2014
Monday, August 4, 2014
Monday, November 3, 2014 (Annual Organizational Meeting)
13. **Suggestions for Future Agenda Topics and Announcements** INFORMATION
June and August meetings -- Committee tour of facilities projects on Monterey campus
14. **Adjournment**

Public records provided to the Committee for the items listed on this agenda may be viewed online at the College's website <http://www.mpc.edu/mpcbond/CitizensBondOversight/Pages/CBOCAgendas.aspx>, at the Superintendent/President's office, Monterey Peninsula College, 980 Fremont Street, Monterey, California during normal business hours, or at the Committee meeting.



MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, June 16, 2014
2:15 PM – Committee Tour of College Facilities Projects
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College
980 Fremont Street
Monterey, California

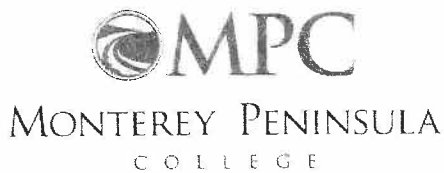
Meeting Agenda

1. **Call to Order**
2. **Public Comment**
Members of the audience wishing to address the Citizens' Bond Oversight Committee may do so during the public comment period. Under provisions of the Brown Act, the committee is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to three minutes per person or as determined by the committee.
3. **Approval of March 3, 2014 Minutes** ACTION
Follow-up items will be reviewed with the meeting minutes.
4. **Accept Bills and Warrants Report** ACTION
The list of payments from bond funds expended through March 31, 2014 will be reviewed for acceptance by the committee.
5. **Bond Expenditure Status Report and Cost Control Report** INFORMATION
The March 31, 2014 bond expenditure status report will be reviewed with the committee. The May 2014 cost control report will also be presented.
6. **Monterey County Treasurer's Investment Report** INFORMATION
Series B and C bonds were issued by the district in 2008 and invested with the Monterey County Treasurer's office. The Treasurer's Report of Investments for the quarter ending March 31, 2014 provides the status of these investments.

- | | |
|--|-------------|
| 7. Update on Facilities Projects, Timelines, and Schedules
A status report will be provided on all projects. The timelines and schedules for current facility projects will be reviewed. | INFORMATION |
| 8. Membership Update | INFORMATION |
| 9. Meeting Schedule
Future meetings are scheduled for:
Monday, August 4, 2014
Monday, November 3, 2014 (Annual Organizational Meeting) | INFORMATION |
| 10. Suggestions for Future Agenda Topics and Announcements
Tour of Student Center, Art-Studio and Art-Ceramics | |
| 11. Adjournment | |

Public records provided to the Committee for the items listed on this agenda may be viewed online at the College's website <http://www.mpc.edu/mpcbond/CitizensBondOversight/Pages/CBOCAgendas.aspx>, at the Superintendent/President's office, Monterey Peninsula College, 980 Fremont Street, Monterey, California during normal business hours, or at the Committee meeting.

Posted: June 11, 2014



MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, August 4, 2014
2:00 PM – Committee Tour of College Facilities Projects
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College
980 Fremont Street
Monterey, California

MEETING AGENDA

1. Call to Order

2. Public Comment

Members of the audience wishing to address the Citizens' Bond Oversight Committee may do so during the public comment period. Under provisions of the Brown Act, the Committee is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to three minutes per person or as determined by the committee.

3. Approval of June 16, 2014 Minutes

ACTION

4. Accept Bills and Warrants Report

The list of payments from bond funds expended through June 30, 2014 will be reviewed for acceptance by the committee.

ACTION

5. Bond Expenditure Status and Cost Control Reports

The June 30, 2014 bond expenditure status report will be reviewed with the committee. The July 2014 cost control report will also be presented.

INFORMATION

6. Tax Rate for Measure I Bond

The total Measure I Bond tax rate will be reviewed with the committee.

INFORMATION

7. 2016-20 Five Year Construction Plan

The District's 2016-20 Five-Year Construction Plan, ratified by the Governing Board on July 23, 2014, and submitted to the state

INFORMATION

Chancellor's Office, will be reviewed with the Committee. The plan reflects the district and campus plans for capital outlay over the next five years and includes both local and state-funded projects.

- 8. Update on Facilities Projects, Timelines, and Schedules** INFORMATION
A status report will be provided on all projects. The timelines and schedules for current facility projects will be reviewed.

- 9. Meeting Schedule** INFORMATION
Future meetings are scheduled for:
Monday, November 3, 2014 (Annual Organizational Meeting)

10. Suggestions for Future Agenda Topics and Announcements

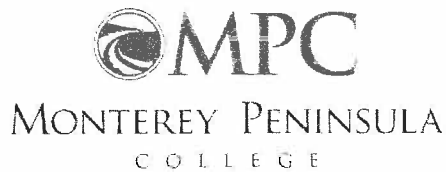
11. Adjournment

Public records provided to the Committee for the items listed on this agenda may be viewed online at the College's website <http://www.mpc.edu/mpcbond/CitizensBondOversight/Pages/CBOCAgendas.aspx>, at the Superintendent/President's office, Monterey Peninsula College, 980 Fremont Street, Monterey, California during normal business hours, or at the Committee meeting.

Posted: July 30, 2014

COMMITTEE MEETING MINUTES

(this page intentionally left blank)



MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, November 4, 2013
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College
980 Fremont Street
Monterey, California

Meeting Minutes

MEMBERS PRESENT: Mr. Wayne Cruzan
Dr. Sophal Ear
Mr. J. Fagan, Chair
Mr. Stewart Fuller
Mr. Rick Heuer
Mr. Birt Johnson, Jr., Vice Chair
Mr. Bob Mulford (arrived 3:22 PM)
Mr. James Panetta
Mr. Niels Reimers
Mr. Maury Vasquez

ABSENT: None

STAFF PRESENT: Ms. Rosemary Barrios, Controller
Mr. Joe Bissell, Special Assistant to the President
Ms. Vicki Nakamura, Assistant to the President
Dr. Walter Tribley, Superintendent/President
Mary Weber, Purchasing Coordinator

OTHERS PRESENT: Mr. Michael Carson, Kitchell

1. Call to Order

The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 3:00 PM by Chair Fagan.

2. Public Comment

There were no public comments.

3. Tour of Physical Science Building

Dustin Conner, Kitchell, was introduced. He provided background regarding the Physical Science building renovation. The committee adjourned to tour the building.

4. Approval of August 5, 2013 Minutes

Motion made by Vice Chair Johnson, seconded by Mr. Reimers, to approve the minutes of August 5, 2013. Motion carried unanimously.

5. Accept Bills and Warrants Report

Chair Fagan advised committee members the report would be reviewed by page and invited questions. Mr. Cruzan asked about the outcome of the asbestos sampling at the Student Center by M3 Environmental on page 1. Mr. Carson said the assessment was conducted; disposal and handling will be affected.

Regarding page 2, Mr. Heuer questioned the expense for shutting off the water at the pool building. Mr. Carson explained the work included creating and installing a new valve. Mr. Panetta asked for an explanation of "safe off" services at the pool. Mr. Carson responded "safe off" pertained to electrical service.

On page 3, there were several items needing clarification under the furniture/equipment category. Mr. Bissell advised the committee the telescope purchase for astronomy was offset by a donation. Mr. Heuer asked about the purchase of 8 vegetable steamer/cookers for Physical Science. Ms. Weber, the college purchasing coordinator was introduced. She stated the equipment was used for physics thermodynamics. Chair Fagan inquired about the 3 Data Link tables purchased for the Sam Karas Room, a project that is closed. Ms. Weber was unsure why bond funds were used. Mr. Bissell said he assumed Mr. Ma approved the purchase and it was not an inappropriate expense. Chair Fagan requested follow-up at the next meeting. Vice Chair Johnson followed with a question regarding Media Systems Group providing both the equipment and installation labor for 14 humanities classrooms. Mr. Carson confirmed media equipment and white boards were installed. Mr. Panetta, noting the expense was over \$100,000, asked how many podiums, switches, etc. were purchased. Staff will provide follow up at the next meeting. Mr. Reimers questioned labor charges being included in the furniture and equipment category. Mr. Bissell indicated the expense was capitalized. Chair Fagan asked what was purchased from Fisher Scientific, as the description was unclear. Ms. Barrios said the items were balances. Mr. Mulford noted the purchase of 4 shoe boxes for chemical storage. Mr. Carson clarified the containers were "shoe box sized" and that this specific size was needed in the storeroom.

Mr. Cruzan noted a number of entries on pages 4-5 with U.S. Bank followed by vendor names. Ms. Weber explained these were purchases made with CAL-Cards. He asked if there were a dollar limit on the CAL-Card. Ms. Weber responded no, and added the cards are usually used for small purchases. Chair Fagan commented the college has reduced CAL-Card distribution and use in recent years.

Mr. Heuer expressed concern about the purchase of small items, such as the 24 angle rulers at \$2.67 each, for the earth science department. He said these items may be equipment, but they did not qualify as a capital expense. Mr. Heuer acknowledged the expense may be technically fine, but he said the purchase was inappropriate for 30-year bond funds. Chair Fagan concurred with Mr. Heuer. He asked if there was a decision matrix in place to determine when bond money was used and when not. Mr. Bissell confirmed there was a process; he said all equipment is replaced when the building is renovated, to provide a fresh start. Small items, such as wastebaskets, will last for 30 years. Chair Fagan advised that as the end of the bond approaches, the college exercise more

caution in its purchasing decisions. Mr. Reimers added the issue is equipment vs. consumables. Mr. Bissell acknowledged their concerns.

Mr. Mulford asked if there would be an audit at the end of the bond, and will these types of purchases be questioned. Mr. Bissell responded the annual audit of the bond has just been completed. Chair Fagan stated the purchases are legal; the question is whether they are appropriate. Dr. Tribley commented these small items are part of a larger purchase and plan to equip a lab. It is when the items are singled out and viewed outside of this larger context that they appear to be inappropriate.

Moving on to page 6, Mr. Mulford questioned the expense for moving a piano to an adjacent room. Vice Chair Johnson asked if there was a typo for the rental payment to Peninsula Office Solutions, if the service should have been from 8/5/13 rather than 8/4/13, based on the previous month's entry. Ms. Barrios said she would check and report back.

On page 7, Vice Chair Johnson suggested substituting "miscellaneous items" for "stuff" in the description for items moved to the dump by Cardinale Moving & Storage. Mr. Carson explained there was a large amount of items discarded by creative arts as the department prepared to move from their facilities to swing space. Chair Fagan noted the bookstore and cafeteria were also included in the description. Mr. Carson said the move of these areas occurred on the same day and all were included on one invoice.

Regarding page 8, the move of the donated kiln was discussed. Mr. Reimers asked for "safing off" of the gas kilns to be explained. Mr. Carson responded the term means the gas kilns were turned off and safely removed.

There were no questions on page 9. On page 10, it was clarified that the purchase of "3 recertplus" referred to switches. It was noted that both HGHB and Kitchell provided construction administration or management services for the humanities building for the month of July. Mr. Bissell explained the architect, HGHB, may be on site during construction to provide management per the contract.

On page 11, Mr. Panetta commented the purchase of furniture from Contrax for the humanities building lacked detail regarding the number of items. Mr. Carson responded furniture was supplied for 9 classrooms. Chair Fagan asked for "learn 2 intellect wave chairs" to be explained. Ms. Weber stated the chairs are on rollers and are used in language classes to facilitate working together in groups. Mr. Vasquez confirmed the chairs provide an easy way to move around the classroom.

Mr. Mulford asked for further clarification regarding several entries on page 12 to move expense to the capital outlay fund for Otto Construction. Mr. Bissell explained the project is 50% funded by the state. When state funding is involved, the college charges all expense to the bond and then submits reimbursement requests to the state. Also on page 12, Chair Fagan questioned the re-keying of 7 locks being included as a bond expense. It was stated the physical science building had been re-keyed and then staff requested 7 locks to be re-keyed due to the locks not working. It was asked why this re-keying was not treated as an operational expense. Follow-up was requested from staff. Mr. Panetta noted entries from American Lock & Key on pages 6 and 7 for lock repair of the kitchen trailer and the classroom building differed in price from the rekeying on page 12. Mr. Carson explained the lock repair involved the replacement of the entire lock structure and re-keying is cheaper. Mr. Heuer commented the kitchen trailer purchased from West Valley College required lock

repair, cleaning, and testing. Mr. Carson responded the college negotiated a reduction in price for the trailer.

There were no further questions on the report. It was moved by Mr. Mulford and seconded by Mr. Cruzan to accept the September 30, 2013 bills and warrants report. Motion carried, 9-1 (Heuer opposed).

6. Bond Expenditure Status Report and Cost Control Report

The September 30, 2013 bond expenditure status report was reviewed with the committee. Mr. Bissell reported the figures in column A, Total Bond Budget, would be changing in the future as adjustments are made to reflect actual amounts. He also noted the bond management item does not include any indication of revenue; he explained interest earnings are used to fund these services. Mr. Bissell stated the District plans to reduce bond management services and any excess interest will be allocated to projects. Staff will begin tracking interest earnings for this purpose. He said the general contingency still exists.

The cost control report was then reviewed. It was noted that most of the projects were within budget with the exception of the Student Center and Pool. Chair Fagan asked how these variances affected the Public Safety Training facility planned at Parker Flats. The answer was none. Mr. Heuer inquired how the Arts Complex project could be completed for \$1 million less than the budgeted amount. Mr. Carson responded the economy was a factor; contractors have been very competitive. Mr. Bissell added that some of the projects have been scaled down. Mr. Carson said the savings will be held for roofing of the Art Dimension and Nursing buildings.

7. Annual Report for 2012-13

Dr. Tribley stated the annual report is a requirement of the committee and verifies compliance. If approved by the committee, Chair Fagan will present the report to the Board of Trustees at the November or December meeting.

Ms. Nakamura reviewed the draft annual report. An error in the chair and vice chair designations was noted on page 5 and will be corrected. Mr. Bissell addressed the financial report section of the report, in particular the interest earnings. He noted there is a placeholder for the figure in the report. He explained the funds are held by the Monterey County Treasurer's Office and the Monterey County Office of Education distributes the funds to the college. Mr. Bissell said interest has been reported to the college for only 2 quarters, as of June 30, 2013. He will be meeting with the County to determine a more current and accurate figure. Mr. Mulford asked if the figure would be available by the time the report was presented to Board. Mr. Bissell responded he was uncertain regarding the length of time needed to resolve. There was discussion regarding whether the interest earnings paragraph should be deleted. Mr. Heuer noted the timeframe for the report and stated the interest should be recorded, with a note stating the figure was as of June 30. As the totals will change with the addition of interest earnings, the footnote regarding the total expenditures will also need updating. There was general agreement with this approach.

Mr. Heuer questioned why the expenditures for the completed projects in the annual report differed from the listing in other reports. He commented the numbers matched; however, the annual report lists a miscellaneous expense for \$221. Mr. Bissell said several of the early projects were grouped together in the bond expenditure report, for example, so the details do not match. It was reiterated the totals do match. Rather than change the reports, Mr. Heuer advised keeping the reports consistent with what was presented to the public in the past.

Motion was made by Mr. Johnson and seconded by Mr. Heuer to approve the report with the corrections discussed. Motion carried unanimously.

8. Monterey County Treasurer's Investment Report

The June 30, 2013 investment report was shared with the committee for information. There were no comments or questions.

9. Update on Facilities Projects, Timelines, and Schedules

Mr. Carson stated all projects are on time and are within budget. He provided additional information for a few the projects.

Pool – The slab has been poured.

Arts Complex – Mr. Carson said a few unforeseen conditions were found, including asbestos and damaged plywood from lead paint. Despite these items, the project is still on budget and on time.

Business Humanities – Mr. Carson reported the demolition of the building has occurred. The parking lot will be expanded, providing 68 additional spaces. He said there were 1400 parking places at the beginning of the bond program and 550 have been added, a 45% increase.

10. Committee Membership Update

Dr. Tribley recognized the five members (Wayne Cruzan, Dr. Sophal Ear, Rick Heuer, Birt Johnson, Jr., and James Panetta) who are completing their first terms on the committee and thanked them for their support and due diligence. He reported all have agreed to serve a second term. They will be reappointed by the Board of Trustees at the November meeting.

11. Officers

Per the Bylaws, the college president appoints the Chair. Dr. Tribley informed the committee he had asked Birt Johnson, Jr. to serve as Chair of the committee in 2014. The floor was opened for nominations for the Vice Chair position. Mr. Johnson nominated Mr. Mulford, seconded by Mr. Reimers. Mr. Mulford was elected unanimously.

12. Meeting Schedule

The meeting dates of March 3, June 16, August 4, and November 3 (annual organizational meeting) were proposed for 2014 and accepted without changes.

13. Suggestions for Future Agenda Topics and Announcements

A tour of facilities projects will be included at a future meeting.

14. Adjournment

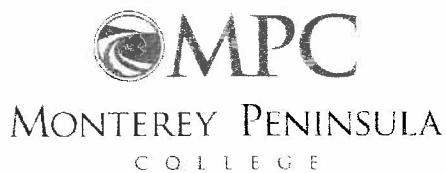
Chair Fagan adjourned the meeting at 4:35 PM.

/vn

Follow-up Items from November 4, 2013 CBOC Meeting

Per the Meeting Minutes, Item #5 - Accept Bills and Warrants Report:

1. Page 3 of Bills and Warrants Report: Chair Fagan inquired about the 3 Data Link tables purchased for the Sam Karas Room, a project that is closed. Ms. Weber was unsure why bond funds were used. Mr. Bissell said he assumed Mr. Ma approved the purchase and it was not an inappropriate expense. Chair Fagan requested follow-up at the next meeting. Vice Chair Johnson followed with a question regarding Media Systems Group providing both the equipment and installation labor for 14 humanities classrooms. Mr. Carson confirmed media equipment and white boards were installed. Mr. Panetta, noting the expense was over \$100,000, asked how many podiums, switches, etc. were purchased. Staff will provide follow up at the next meeting.
 - Mr. Davis and Ms. Barrios reviewed the purchase of the Data Link tables and determined it was appropriately charged to the bond. The tables were replacements and approved by Mr. Ma.
 - Detail on the items purchased from Media Systems Group:
 - First purchase:
 - 14 monitor speakers 5.25", 14 stereo amplifier, 14 scaling presentation switcher, 28 twisted pair extenders, 14 media link controllers, 14 surface mount box, 14 mounting frames, 14 adjustable suspension adapters and mounting cables, total purchase \$62,668.88
 - Second purchase:
 - 13 Panasonic 3,500 Lumens DLP Projectors, 13 ceiling mount for Panasonic RW series, 1 Panasonic 3500 Lumen LCD Projector, 1 ceiling mount for Panasonic projector, brackets and 14 Toshiba DVD/VCR, total purchase \$43,767.65
2. Moving on to page 6, Mr. Mulford questioned the expense for moving a piano to an adjacent room. Vice Chair Johnson asked if there was a typo for the rental payment to Peninsula Office Solutions, if the service should have been from 8/5/13 rather than 8/4/13, based on the previous month's entry. Ms. Barrios said she would check and report back.
 - There is no typo in the rental payment. Peninsula Office Solutions's internal system is setup for 30 day billing, and there was no double billing for 8/4.
3. Also on page 12, Chair Fagan questioned the re-keying of 7 locks being included as a bond expense. It was stated the physical science building had been re-keyed and then staff requested 7 locks to be re-keyed due to the locks not working. It was asked why this re-keying was not treated as an operational expense. Follow-up was requested from staff.
 - Mr. Davis and Ms. Barrios determined the re-keying is an appropriate charge as it was related to the physical science building renovation project.



MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, March 3, 2014
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College
980 Fremont Street, Monterey, California

Meeting Minutes

MEMBERS PRESENT: Mr. Wayne Cruzan
Dr. Sophal Ear
Mr. J. Fagan
Mr. Stewart Fuller
Mr. Rick Heuer
Mr. Birt Johnson, Jr., Chair
Mr. Bob Mulford, Vice Chair
Mr. James Panetta
Mr. Maury Vasquez

ABSENT: Mr. Niels Reimers

STAFF PRESENT: Ms. Rosemary Barrios, Controller
Mr. Earl Davis, Interim Vice President for Administrative Services
Ms. Vicki Nakamura, Assistant to the President
Dr. Walter Tribley, Superintendent/President

OTHERS PRESENT: Mr. Joe Demko, Kitchell

1. Call to Order

The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 3:00 PM by Chair Johnson.

2. Introductions

Dr. Tribley introduced Mr. Earl Davis, MPC's new Interim Vice President for Administrative Services.

3. Public Comment

There were no public comments.

4. Approval of November 4, 2013 Minutes

A handout providing follow-up to questions recorded in the minutes of the November 4 meeting regarding the bills and warrants report was distributed and reviewed. Mr. Fagan asked why the second re-keying of locks in the physical science building was not covered by the vendor. Mr. Demko explained he discussed with the contractor and re-keying was an inaccurate explanation. The locks on certain doors needed to be re-pinned to limit access as an alternative to issuing new keys.

Motion made by Vice Chair Mulford, seconded by Mr. Fagan, to approve the minutes of November 4, 2013. Motion carried unanimously.

AYES:	9 MEMBERS:	Cruzan, Ear, Fagan, Fuller, Heuer, Johnson, Mulford, Panetta, Vasquez
NOES:	0 MEMBERS:	None
ABSENT:	1 MEMBERS:	Reimers
ABSTAIN:	0 MEMBERS:	None

5. Annual Report Follow-Up

The adjustments made to interest earnings in the financial section of the Annual Report were reviewed with the committee.

6. Accept Bills and Warrants Report

Chair Johnson advised the report would be reviewed by page and invited questions from the committee. There were no questions on page 1.

Regarding page 2, Vice Chair Mulford requested clarification on PlanWell retrieval fees. Mr. Demko responded this item is for electronic retrieval of blueprints.

Mr. Heuer and others questioned the expense for repair of a leak in the training room listed under the pool/tennis courts renovation project. Mr. Demko said the pool project contractor, Ausonio, was on site and paid to repair the leak rather than bringing in another firm. Mr. Heuer asked why this repair was considered a bond expense, and if the leak was due to construction. Mr. Demko said the floor leak was not in the contractor's scope of work. Mr. Davis added if the leak was known, it would have been included in the renovation. Chair Johnson and Mr. Fagan commented the leak appeared to be a general maintenance item. Mr. Fagan noted the leak was not in the scope of work and the expense was also charged against the pool/tennis court renovation. Mr. Davis said the expense would be transferred. Mr. Heuer expressed his concern that bond funds be used for rehabilitation rather than for ongoing maintenance. Mr. Fagan said if the leak is on a previous project, the expense needs to be put in a different category.

On page 4, Mr. Panetta noted two items for Hobart Sales for freezer service in the mobile trailer. Mr. Demko said there is more than one type of equipment being used in the trailer. He will research and provide more detail. Chair Johnson asked about the gas line repair and whether the line was owned by the campus or PG&E. Mr. Demko responded MPC owns the line. Mr. Fagan followed with a question regarding why the gas line repair and striping in Parking Lot C were listed in the swing space category rather than under infrastructure. Mr. Demko explained the work was associated with the mobile kitchen trailer being used as swing space while the Student Center was undergoing renovation.

Chair Johnson asked if there was a typo in the November date on page 5 for the first William Scotsman entry. Staff will research and report back.

Mr. Heuer referred to the entry for CS & Associates for labor compliance review on page 6. He asked for an explanation. Mr. Demko explained the project was 50% state funded and there is a state requirement for a review of payroll. Mr. Heuer stated he did not recall a similar expense for other state funded projects such as the Child Development Center. Chair Johnson noted the second entry for CS & Associates for a labor compliance review in April 2013. He asked if there was a requirement for submitting bills in a timely manner since an earlier report had a June 2013 invoice.

On page 7, Mr. Panetta asked about commissioning services for the Humanities project. Mr. Demko said commissioning services are performed when new systems such as heating and ventilation are installed in a building. These services provide an independent check and calibration of the systems to verify the contractor's work. Dr. Ear noted the expense from Media Systems for the installation of projectors and air vents. He questioned if air vents were installed. Mr. Demko said there may have been a miswording; the vents might be a part of the equipment. Staff will follow-up and report back.

There were no questions on page 8.

On page 9, Vice Chair Mulford asked why the theater was not included in the Closed Projects list. Mr. Demko indicated the theater project has not been closed out yet. The college is waiting for the Division of the State Architect to complete their work and billing.

There were no further questions on the report. It was moved by Mr. Fagan and seconded by Vice Chair Mulford to accept the December 31, 2013 bills and warrants report. Motion carried unanimously.

AYES:	9 MEMBERS:	Cruzan, Ear, Fagan, Fuller, Heuer, Johnson, Mulford, Panetta, Vasquez
NOES:	0 MEMBERS:	None
ABSENT:	1 MEMBERS:	Reimers
ABSTAIN:	0 MEMBERS:	None

7. Bond Expenditure Status Report and Cost Control Report

Mr. Davis asked the committee if there were questions on the December 31, 2013 bond expenditure status report. Mr. Fagan inquired if there were any remaining general contingency funds. Mr. Demko explained contingency funds were used to adjust project budgets to realign totals with bid amounts. The Governing Board approved these budget adjustments in December.

Regarding the cost control report, Mr. Heuer noted there were no variances listed on any of the projects. Mr. Davis said the budgets have been adjusted to the actual costs.

Mr. Fagan referred to the pool and tennis court project. He noted the budget indicated in the cost control report does not include the tennis courts. Mr. Fagan asked if the tennis courts were approved by the Board as a future project. Mr. Demko explained the tennis courts were included in the project design and identified as an alternate in the bidding process to determine the specific cost. There were not enough funds to complete the tennis courts.

Mr. Demko said the bond expenditure report will be adjusted to delete the tennis courts from the pool renovation project listing.

8. Bond Auditors' Reports for 2012-13

Mr. Davis stated two audit reports were included, one regarding the district's bond funds and the other a performance audit. He reported the auditor examined 98% of bond expenditures for compliance with Proposition 39 requirements and no adjustments were made. Mr. Davis said the Governing Board was pleased with the results and he thanked the committee for their effective oversight.

Mr. Fagan indicated that 98% of expenditures (approximately \$50 million) being reviewed represented more than a sample. He asked if there was a reason for this level of examination. Mr. Davis stated he would contact the auditor and provide follow-up for the committee. He noted from his past experience of having seen 85% of expenditures reviewed.

Mr. Mulford and Mr. Heuer asked for further information regarding \$24.00 in salaries and benefits listed on page 4 of the financial audit. Mr. Davis said he would get a response from the auditor.

9. Monterey County Treasurer's Investment Report

The December 31, 2013 investment report was shared with the committee for information. There were no comments or questions.

10. Facilities Master Budget Update

Mr. Demko stated the total bond budget of \$149 million remains the same. He reported the general contingency was used to balance or adjust project budgets to reflect construction bids received and work completed. The Governing Board has approved these modifications. Mr. Demko said there are two projects remaining to be completed, the public safety training facilities in the Parker Flats area and the music project.

Mr. Mulford noted the theater project has not been closed out, but was completed under budget. Mr. Demko said the college is waiting final Division of State Architect review and there may be savings.

Mr. Fagan commented the tennis courts were not mentioned in the Board report, indicating the project has been deleted and there are no plans for any renovation in the future. He advised the public should be informed of this outcome. Mr. Fagan added he was impressed with how well the budgets have been managed. The Chair concurred.

11. Update on Facilities Projects, Timelines, and Schedules

Mr. Demko stated projects are all on track. He provided additional information for a few of the projects.

Business Humanities – The parking lot portion was finished ahead of schedule with 66 additional parking spaces provided. This project was 50% state funded and is complete. The college is waiting for Division of State Architect review.

Pool – The renovation has been completed and classes are being offered. Light fixtures still need to be installed; delivery of the equipment is in process.

Student Center – The changes being made, including the café with glass front and an outdoor fireplace, will change the look and feel of the facility. There has been a lot of hazardous material abatement in this project.

Arts Complex – Mr. Demko said this project will be completed this summer. He reported change orders are under control and that \$900,000 remains in the budget for HVAC and electrical work in the Art Dimensional building.

Chair Johnson asked about remaining infrastructure work and how oversight would continue as the bond program winds down. Mr. Demko said there are sidewalks that need to be upgraded. The approach has been to complete construction first and if there are funds available, to do this work at the end, if the Board approves.

Mr. Fagan asked if the committee continues as long as bond funds were being expended. The response was yes.

12. Meeting Schedule

Chair Johnson reviewed future meeting dates of:

Monday, June 16, 2014

Monday, August 4, 2014

Monday, November 3, 2014 (Annual Organizational Meeting)

The June meeting will include a tour of the pool and Humanities building projects. At the August meeting there will be a tour of the Student Center and the Arts buildings.

13. Suggestions for Future Agenda Topics and Announcements

There were no suggestions for additional agenda topics.

Dr. Tribley read a letter to the committee from the Board of Trustees, recognizing the committee members' work and commitment. Chair Johnson thanked the committee and expressed his appreciation.

14. Adjournment

Chair Johnson adjourned the meeting at 4:12 PM.

/vn

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE
Monday, June 16, 2014

Follow-up Items from March 3, 2014 CBOC Meeting

Per the meeting minutes:

Item #6 - Bills and Warrants Report

1. On page 4, Mr. Panetta noted two items for Hobart Sales for freezer service in the mobile trailer. Mr. Demko said there is more than one type of equipment being used in the trailer. He will research and provide more detail.

The payment to Hobart for \$199.50 was a basic service call charge to come out to MPC and review the problem with the freezer to determine what work needed to be completed to have the freezer working properly.

The payment to Hobart for \$467.51 was for service on the freezer which consisted of: service to replace nitrogen, capillary tube, filter drier, torch service and labor.

2. Chair Johnson asked if there was a typo in the November date on page 5 for the first William Scotsman entry. Staff will research and report back.

There was a typo, the date in the description should read 10/29/13-11/28/13.

3. [On page 7], Dr. Ear noted the expense from Media Systems for the installation of projectors and air vents. He questioned if air vents were installed. Mr. Demko said there may have been a miswording; the vents might be a part of the equipment. Staff will follow-up and report back.

The air vents were installed in the cabinet because the cabinet had no internal fan.

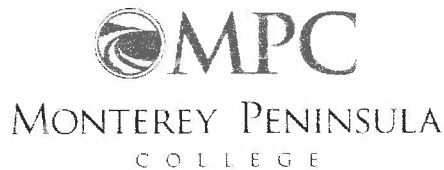
Item #8 - Bond Auditors' Reports for 2012-13

1. Mr. Fagan indicated that 98% of expenditures (approximately \$50 million) being reviewed represented more than a sample. He asked if there was a reason for this level of examination. Mr. Davis stated he would contact the auditor and provide follow-up for the committee. He noted from his past experience of having seen 85% of expenditures reviewed.

MPC external auditors selected 40 large dollar invoices, ranging from \$400K to \$2M. This sampling was done because MPC recently went through a refunding of the bonds and the auditors wanted to be sure that controls were in place. The reason the percentage is 98% is due to the high dollar amount of the invoices. It is the dollar amount of the invoices that drove the percentage.

2. Mr. Mulford and Mr. Heuer asked for further information regarding \$24.00 in salaries and benefits listed on page 4 of the financial audit. Mr. Davis said he would get a response from the auditor.

A correction will be made to remove the \$24.00 in salaries and benefits from the bond expenditures.



MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, June 16, 2014
2:15 PM – Committee Tour of College Facilities Projects
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College

Meeting Minutes

MEMBERS PRESENT: Mr. Wayne Cruzan
Dr. Sophal Ear
Mr. J. Fagan
Mr. Rick Heuer
Mr. Birt Johnson, Jr., Chair
Mr. Bob Mulford, Vice Chair
Mr. James Panetta
Mr. Niels Reimers
Mr. Maury Vasquez

ABSENT: Mr. Stewart Fuller

STAFF PRESENT: Ms. Rosemary Barrios, Controller
Mr. Earl Davis, Interim Vice President for Administrative Services
Ms. Vicki Nakamura, Assistant to the President
Dr. Walter Tribley, Superintendent/President

OTHERS PRESENT: Mr. Joe Demko, Kitchell

The Committee convened at 2:15 PM for a tour of the completed pool and Humanities building renovation projects at the Monterey campus.

1. Call to Order

The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 3:00 PM by Chair Johnson.

2. Public Comment

There were no public comments.

3. Approval of March 3, 2014 Minutes

A handout providing follow-up to questions recorded in the minutes of the March 3 meeting regarding the bills and warrants report was distributed and reviewed.

Motion made by Vice Chair Mulford, seconded by Mr. Fagan, to approve the minutes of March 3, 2014, as amended by the follow-up document. Motion carried unanimously.

AYES: 9 MEMBERS: Cruzan, Ear, Fagan, Heuer, Johnson, Mulford, Panetta,
Reimers, Vasquez
NOES: 0 MEMBERS: None
ABSENT: 1 MEMBERS: Fuller
ABSTAIN: 0 MEMBERS: None

4. Accept Bills and Warrants Report

Chair Johnson indicated the March 31, 2014 report would be reviewed by page and invited questions from the committee. Vice Chair Mulford noticed several payments for older invoices for services in October and November. He asked if there was a delay in processing. Ms. Barrios explained payments are processed when the invoices are received. Mr. Mulford asked if vendors and contractors were required to file their invoices in a fixed period of time. Mr. Demko responded that contractors submit invoices monthly, based on the work accomplished, and staff then review the invoices with the inspector. Mr. Davis added that contractors have to pay their crew, so timely processing is followed.

Mr. Heuer noted M3 Environmental had several older invoices on page 2 as well. Mr. Demko said this vendor is paid hourly. Mr. Davis said invoices are reviewed by Kitchell, then by him, before going to Ms. Barrios for payment.

There were no questions on page 3. Regarding page 4, Mr. Mulford questioned the \$1500 expense for Monterey County Fence to change the color of the fence from silver to black. Mr. Demko responded the work was done to match up the mesh fabric. He clarified the work was done only once.

On page 5, Chair Johnson noted several entries for equipment purchased from Lincoln Equipment; however, there was one entry for freight charges for telescopic poles. He asked if the charges were for the poles only or if other equipment was included. Staff will check and report back.

Regarding page 6, Mr. Heuer asked for an explanation of post construction services provided by Hammel Green & Abrahamson. Mr. Demko said the architect receives a percentage of the contract when a project is done and these services relate to Division of State Architect requirements and forms that need to be submitted. On the same page, Chair Johnson noticed the rental periods differed for the ADA rental trailer from Williams Scotsman and asked why the payments were the same amount. Staff will research and report back.

On page 7, Mr. Fagan asked about the rebalancing services provided by Alpha Air Balancing at the Humanities building. Mr. Demko explained equipment was reused in the building as the items were not old enough to replace. The contractor re-installed the equipment to specifications. A professional firm was used to evaluate the system due to the high noise level. He said this expense would not have been incurred if the equipment was new.

On page 8, Mr. Reimers requested "labor compliance review" to be explained. Mr. Demko said on state funded projects, wages are required to be paid at a certain rate. An independent company is used to verify appropriate wages are paid. Mr. Davis clarified that

MPC pays union wages on all projects. State funded projects require the additional step of having an independent auditor to review compliance.

On page 9, Mr. Panetta noted two entries for Geo. Wilson for troubleshooting and repair of the physical science boiler and downspout. Two different amounts were charged, one for analysis and the other for labor. He questioned the amounts. Mr. Demko said he would follow up and report back. Mr. Mulford referred to the entry for Cardinale Moving & Storage for the removal of old equipment. He asked what happens to old equipment. Mr. Davis responded when equipment no longer has value for MPC, the college is required to declare the items as salvage or obsolete. Per contract code, the items can then be offered for purchase by competitive bid. Mr. Davis said he has contracted with an outside company to sell surplus equipment and advise the district. Mr. Fagan asked where the revenue from the sale goes. Mr. Davis indicated the funds would go back to the bond. Mr. Fagan commented he has never noticed a line item for revenue from sale of surplus equipment.

On page 10, under the Closed Projects category, Mr. Fagan asked if any new expenses were included. The answer was no, the amounts represented carryover.

It was moved by Mr. Fagan and seconded by Vice Chair Mulford to accept the March 31, 2014 bills and warrants report. Motion carried unanimously.

AYES:	9	MEMBERS:	Cruzan, Ear, Fagan, Heuer, Johnson, Mulford, Panetta, Reimers, Vasquez
NOES:	0	MEMBERS:	None
ABSENT:	1	MEMBERS:	Fuller
ABSTAIN:	0	MEMBERS:	None

5. Bond Expenditure Status Report and Cost Control Report

The March 31, 2014 bond expenditure status report and the cost control report were presented for comments or questions. Mr. Fagan stated he was pleased to see the tennis courts removed from the pool renovation project listed under the "In Process" category. He asked if the tennis courts should be listed as a future project. Mr. Davis explained there is no budget for the tennis courts to fund a future renovation. Mr. Demko added the Board approved the latest budget adjustment for bond projects at the December 2013 meeting and there was no funding available for the tennis courts.

Mr. Heuer noted there was \$16 million of bond funds remaining as of March 31. Mr. Demko confirmed the bond program was winding down. The Parker Flats public safety training facilities project will need state funding to augment the bond allocation. Dr. Tribble reported a bill has been proposed, AB 2235, authorizing a state facilities bond on the November 2014 ballot that will provide the funding needed. Mr. Heuer asked how long the college can wait for state funding to become available if the state bond does not pass. Dr. Tribble responded district bond counsel is reviewing the matter. Mr. Fagan followed with a question regarding the possibility of re-engineering the public safety training project or using the funds for other projects. Dr. Tribble stated there would be an evaluation of options if the bond is not on the ballot; however, he affirmed the college's commitment to the Parker Flats project.

6. Monterey County Treasurer's Investment Report

Series B and C bonds were issued by the district in 2008 and invested with the Monterey County Treasurer's office. Mr. Davis noted the interest rate is at a low level, but the funds are safe and secure. Chair Johnson recalled when the bonds were refunded in 2013, it was

mentioned the tax rate was consistently lower than the limit set in the bond. He asked for the current tax rate. Staff will provide at the next meeting.

7. Update on Facilities Projects, Timelines, and Schedules

Mr. Demko provided information on the projects.

Humanities/former Student Services/Business Humanities – The last payment from the state has been received. This project will move into the Closed Projects list.

Swing Space – The rental trailers will be returned after completion of the Student Center and Arts buildings projects. The vacated space remaining on campus will need to be evaluated.

Student Center – The project is on track and the punch list is being completed. Equipment will arrive in July. Systems are operable. Technology still needs to be installed. The facility has been transformed.

Arts Complex – Mr. Demko said this project will be completed in July, leaving August for fine-tuning before fall classes begin. The indoor kilns have been installed. The structure for the outdoor kilns is being completed.

Site Lighting/Controls – The College has been approved for \$203,000 in Prop 39 funding from the state to retrofit the parking lot light fixtures for energy efficiency.

Infrastructure – Sidewalk repair will be completed in the summer to minimize the impact on students.

8. Membership Update

Dr. Tribley reported there are four members, Mr. Fagan, Mr. Fuller, Mr. Mulford, and Mr. Reimers, who will be completing their second terms and stepping off of the committee after the November meeting. The college will begin soliciting in August for representatives in the membership categories being vacated. New members will be appointed by the Governing Board in October and invited to the November committee meeting to observe. Mr. Reimers offered to contact the Carmel Foundation to assist in identifying interested applicants.

9. Meeting Schedule

Chair Johnson reviewed future meeting dates of:

Monday, August 4, 2014

Monday, November 3, 2014 (Annual Organizational Meeting)

10. Suggestions for Future Agenda Topics and Announcements

There will be a tour of the Student Center, Art-Studio and Art-Ceramics buildings at the August meeting.

Mr. Fagan announced there will be a stand down for homeless veterans on August 1 -3.

11. Adjournment

Chair Johnson adjourned the meeting at 4:00 PM.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE
Monday, August 4, 2014

Follow-up Items from June 16, 2014 CBOC Meeting

Per the meeting minutes:

Item #4 - Bills and Warrants Report

1. On page 5, Chair Johnson noted several entries for equipment purchased from Lincoln Equipment; however, there was one entry for freight charges for telescopic poles. He asked if the charges were for the poles only or if other equipment was included. Staff will check and report back.

The freight charges were for the telescopic poles only.

2. Regarding page 6, On the same page, Chair Johnson noticed the rental periods differed for the ADA rental trailer from Williams Scotsman and asked why the payments were the same amount. Staff will research and report back.

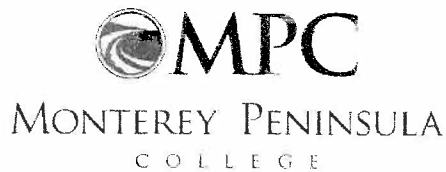
The payment made on 3/13/14 should have read:

Rental of ADA rental trailer. Rental from 2/20/14 – 3/19/14, not 2/20/14 - 3/1/14.

The payments were for the same rental period.

3. On page 9, Mr. Panetta noted two entries for Geo. Wilson for troubleshooting and repair of the physical science boiler and downspout. Two different amounts were charged, one for analysis and the other for labor. He questioned the amounts. Mr. Demko said he would follow up and report back.

(this page intentionally left blank)



MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, August 4, 2014
2:00 PM – Committee Tour of College Facilities Projects
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College

Meeting Minutes

MEMBERS PRESENT: Mr. Wayne Cruzan
Mr. J. Fagan
Mr. Stewart Fuller
Mr. Birt Johnson, Jr., Chair
Mr. Bob Mulford, Vice Chair
Mr. James Panetta
Mr. Niels Reimers
Mr. Maury Vasquez

ABSENT: Dr. Sophal Ear
Mr. Rick Heuer

STAFF PRESENT: Ms. Rosemary Barrios, Controller
Mr. Earl Davis, Vice President for Administrative Services
Ms. Vicki Nakamura, Assistant to the President
Dr. Walter Tribble, Superintendent/President

OTHERS PRESENT: Ms. Margaret-Anne Coppernoll
Mr. Joe Demko, Kitchell

The Committee convened at 2:00 PM for a tour with the District Board of Trustees of the completed Student Center, Art Studio, and Art Ceramics renovation projects at the Monterey campus.

1. Call to Order

The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 3:00 PM by Chair Johnson.

2. Public Comment

There were no public comments. Chair Johnson acknowledged Trustee Coppernoll.

3. Approval of June 16, 2014 Minutes

A handout providing follow-up to questions recorded in the minutes of the June 16 meeting regarding the bills and warrants report was distributed and reviewed.

Motion made by Vice Chair Mulford, seconded by Mr. Cruzan, to approve the minutes of June 16, 2014 meeting, as amended by the follow-up document. Motion carried unanimously.

AYES:	8 MEMBERS:	Cruzan, Fagan, Fuller, Johnson, Mulford, Panetta, Reimers, Vasquez
NOES:	0 MEMBERS:	None
ABSENT:	2 MEMBERS:	Ear, Heuer
ABSTAIN:	0 MEMBERS:	None

4. Accept Bills and Warrants Report

Chair Johnson indicated the June 30, 2014 report would be reviewed by page and invited questions from the committee.

On Page 1, Mr. Panetta asked about the expense for upholstering six seats in the Student Center at a cost of \$1000 each. It was explained the six seats made up a long high-backed banquette in the cafeteria lounge area.

There were no questions on pages 2-4. On page 5, under the furniture and equipment category, Chair Johnson noted two entries for Lincoln Equipment with one being \$657 for freight charges and the other for equipment at a cost of \$282. He questioned what the freight charges were for. Staff will verify and report back. Mr. Panetta followed with a request for a description of the projection system purchased from Medial Systems. Mr. Demko said the system included a projector and screen.

On page 6, Mr. Reimers asked about the media converter equipment purchased for the pool. Staff will research and report back.

Regarding page 7, there were questions regarding the tennis court related expenses under the swing space category. Mr. Fagan noted there was no tennis court renovation project. Mr. Demko explained portable trailers were located on the tennis courts to provide swing space for other projects. After the trailers were removed, the courts needed to be restored to their original condition.

On page 8, under the general institutional bond management category, Mr. Reimers asked how the Kitchell expense is differentiated by project. Mr. Demko explained his services are for overall bond program management, which includes providing reports to the Governing Board and CBOC, and monitoring the bond budget, while other Kitchell staff manage construction of specific bond projects. Construction management services provided by Kitchell are listed under each project category.

Regarding page 9, Chair Johnson noted an expense for inspection services from David Foord for March 2013 in the amount of \$300. He checked an earlier report and found an expense for the same month in the amount of \$5,175. Chair Johnson asked why the billing was so late and the reason for the expense. Mr. Demko said he would check if the \$300 was an adjustment. There was discussion about the college's policy for accepting invoices beyond a reasonable timeframe. Mr. Davis said it was a legal question whether there was a statute of limitations on liability for payment.

Noting a moving expense on page 9, Vice Chair Mulford asked about the disposition of old equipment. Mr. Reimers recalled a previous committee discussion where the surplus property disposal process was explained. Mr. Fagan asked if revenue from the disposal of

old equipment due to a bond project was tracked and applied back to the bond. Mr. Davis responded this approach would apply only if the equipment was purchased with bond funds.

There were no further questions on the remaining pages of the report.

It was moved by Vice Chair Mulford and seconded by Mr. Reimers to accept the June 30, 2014 bills and warrants report. Motion carried unanimously.

AYES:	8	MEMBERS:	Cruzan, Fagan, Fuller, Johnson, Mulford, Panetta, Reimers, Vasquez
NOES:	0	MEMBERS:	None
ABSENT:	2	MEMBERS:	Ear, Heuer
ABSTAIN:	0	MEMBERS:	None

5. Bond Expenditure Status Report and Cost Control Report

Mr. Demko reviewed the June 30, 2014 bond expenditure status report and the July cost control report. He reported the in process projects are winding down. The Music and Public Safety Training facilities are remaining future projects. Both projects have been submitted for state matching funds and currently, there are no state construction funds available. He explained that while the recently completed building are in use and the notices of completion have been filed, invoices will continue to trickle in for the next 90-120 days.

Mr. Demko reported on the status of the project budgets. He said the budget for the Arts project is tracking well. There is \$950,000 reserved in the budget for mechanical and roofing work on the Art-Dimensional building. Decisions remain regarding future plans for the building so the work is on hold. The Student Center project was over budget due to hazardous materials and lead paint remediation; however, change orders were under budget. He said the numbers would be close. The furniture and equipment expense are also being tracked closely. Mr. Demko stated his main goal has been to keep the bond program budget aligned with the approved total amount of \$149 million.

Chair Johnson asked about the status of the general contingency budget listed at \$1,667,699. Mr. Demko responded the current balance is zero, and the budget amount should be updated accordingly. He anticipated there would be savings from the Arts and Pool projects; college administration would determine whether those funds would go to contingency.

6. Tax Rate for Measure I Bond

Mr. Davis observed the assessed valuation of property in the District reached an all-time high in 2014. He explained the debt service on the bonds is compared to the assessed valuation and the result is the tax rate. The highest tax rate for the bond was in 2013 at \$23.67. He noted the current year tax rate is \$15.77. Mr. Davis referred to the District's refinancing of the bond that occurred in 2013. The savings generated from the difference in interest rates were used to reduce the amount of principal of the bond, benefiting the taxpayers. Mr. Davis commented the District's tax rate has never exceeded the amount set in Prop 39 regulations of \$25.00 per \$100,000 assessed valuation.

7. 2016-20 Five Year Construction Plan

Ms. Nakamura reported on the District's 2016-20 Five-Year Construction Plan, which was approved by the Governing Board in July. She provided a recap of the state capital outlay funding process. This year's plan is evidence of all of the renovation and construction work

accomplished in recent years, made possible by local bond funding. She stated there are two projects remaining in the plan, the second phase of the Public Safety Training facility and the Music building renovation. Both projects have been approved for state matching funds; however, a state bond measure will be required to provide a source of state funds. She indicated there is legislation, AB 2235, to place a facilities bond measure on the November ballot. Mr. Fagan requested the committee be informed if the measure makes it on the ballot.

8. Update on Facilities Projects, Timelines, and Schedules

Mr. Demko provided an update on the projects. Programs are being moved into the Student Center and Arts buildings in phases. With these two renovation projects completed, three of the rental trailers (two portables and the restroom trailer) will be removed and returned to the vendor. The food trailer is being moved from the parking area, awaiting a decision regarding its future use. Dr. Tribley indicated the college is considering relocating the trailer to the Marina Education Center to serve students there.

Mr. Demko said the Kitchell construction management contract will extend for the next 60-90 days to address any items that may arise from the Division of the State Architect's office or warranties.

Vice Chair Mulford asked about the cost of the proposed swimming pool cogeneration project. Mr. Demko responded the project is estimated at \$700,000 - \$800,000. Mr. Davis said the project may qualify for Prop 39 state energy efficiency funding, but there are many requirements to meet. Mr. Davis added there is not enough Prop 39 funding this year to cover the entire cost of the project. Mr. Mulford asked if any solar projects were planned for Prop 39 funding. Mr. Demko explained solar projects do not pencil out for the MPC campus as there is no air conditioning, lighting is already energy efficient, and extensive maintenance staff are required for solar. Chair Johnson advised the college to continue to consider solar as advancements are made in technology.

Committee members commented on the tour of the Student Center and Arts buildings and the quality of the renovation.

9. Meeting Schedule

Chair Johnson noted the next meeting, the annual organizational meeting, was scheduled for Monday, November 3, 2014.

10. Suggestions for Future Agenda Topics and Announcements

Dr. Tribley noted that Dr. Ear was resigning from the committee due to his upcoming move to southern California. He recognized Dr. Ear's service on the committee with a certificate of appreciation. Dr. Tribley also announced that Mr. Panetta has agreed to be the chair of the committee in 2015, succeeding Mr. Johnson.

Trustee Coppernoll expressed her appreciation for the committee's work.

11. Adjournment

Chair Johnson adjourned the meeting at 4:17 PM.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE
Monday, November 17, 2014

Follow-up Items from August 4, 2014 CBOC Meeting

Per the meeting minutes:

Item #4 - Bills and Warrants Report

1. On page 5, under the furniture and equipment category, Chair Johnson noted two entries for Lincoln Equipment with one being \$657 for freight charges and the other for equipment at a cost of \$282. He questioned what the freight charges were for. Staff will verify and report back.

The freight charges were for shipping of a pool cover and triple-shafted winder, purchased at a cost of \$15,500. The shipping charges were left off of invoice #SI231137, dated 1/20/14, so the vendor billed the college separately for the freight charges, invoice #SI1232023.

As reported in the Bills and Warrants Report, the equipment purchased for \$282.43 was for 14 Champion Kickboards and 14 Champion pull buoys.

2. On page 6, Mr. Reimers asked about the media converter equipment purchased for the pool. Staff will research and report back.

The media converter equipment is a broadcast speaker or PA system for the pool.

3. Regarding page 9, Chair Johnson noted an expense for inspection services from David Foord for March 2013 in the amount of \$300. He checked an earlier report and found an expense for the same month in the amount of \$5,175. Chair Johnson asked why the billing was so late and the reason for the expense. Mr. Demko said he would check if the \$300 was an adjustment.

The time period should have been listed as March 2014 instead of March 2013. David Foord was paid for 4 hours at \$75 an hour for inspection at the Humanities Building. The total owed was \$300. This inspection was part of the final closing out of the Humanities/Business Humanities/Student Services renovation project.

Monterey Peninsula Community College District

Governing Board Agenda

December 10, 2014

New Business Agenda Item No. B

President's Office
College Area

Proposal:

That the Governing Board appoint a member to the Citizens' Bond Oversight Committee.

Background:

In the November 5, 2002 election, the district conducted a bond election under Proposition 39 regulations and was successful in obtaining the requisite voter approval to issue general obligation bonds in the amount of \$145,000,000 for facility projects. Education Code 15278 requires the district to establish a citizen's oversight committee to satisfy the accountability requirements of Proposition 39.

At the February 2003 meeting, the Governing Board established the committee, consisting of a minimum of seven members representing the local business community, senior citizen's organization, taxpayers' organization, students, college support organization, and the community. Elected officials, employees of the district, and vendors, contractors, or consultants serving the district are prohibited by law from being members of the committee.

Maury Vasquez was appointed to the committee in June 2013 as the student representative. In November, he completed his initial term, and it is recommended that he be reappointed to a second term to acknowledge his commitment and excellent work on the committee. Per the committee's Bylaws, the term of this appointment would extend to November, 2016.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, That the appointment of Maury Vasquez to a second term as a member of the Citizens' Bond Oversight Committee, effective December 10, 2014, be approved.

Recommended By:

Walter Tribley

Dr. Walter Tribley, Superintendent/President

Prepared By:

Vicki Nakamura

Vicki Nakamura, Assistant to the President

Agenda Approval:

Walter Tribley

Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

December 10, 2014

New Business Agenda Item No. C

Fiscal Services
College Area

Proposal:

That the Governing Board review and discuss the 2014-2015 Monthly Financial Report for the period ending October 31, 2014.

Background:

The Board routinely reviews financial data regarding expenses and revenues to monitor District fiscal operations.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that the 2014-2015 Monthly Financial Report for the period ending October 31, 2014, be accepted.

Recommended By: C. E. Davis by [Signature]
C. Earl Davis, Vice President for Administrative Services

Prepared By: Rosemary Barrios
Rosemary Barrios, Controller

Agenda Approval: Walter Tribley
Dr. Walter Tribley, Superintendent/President

Monterey Peninsula College

Fiscal Year 2014-15 Financial and Budgetary Report October 31, 2014

Enclosed please find attached the Summary of All Funds Report for the month ending October 31, 2014 for your review and approval. The financial report is an internal management report submitted to the Board of Trustees to compare actual financial activities to the approved budgets.

Operating Fund net revenue through October 31, 2014 is \$8,729,533 which is 19.0% of the operating budget for this fiscal year. Expenditures year-to-date total \$13,041,826 which is 47.2% of the operating budget for this fiscal year, for a net difference of -\$4,312,293.

Unrestricted General Fund

Revenues

- October apportionment revenue has been received of \$1.8M
- Other local revenue received which includes: enrollment fees, course material fees, and other local revenues totaling \$355,928.

Expenditures

Overall the District operating funds expenditures continue to track as projected.

Self Insurance Fund

- Self Insurance expenses are at 29.6% of budgeted expenditures. The expenditure amount is .2% more than the amount for the same period last fiscal year.
- Some revenues have been received and posted for October.

Building Fund

- The expense activity in the Building Fund is now starting to slow down as the district starts completing the bond related projects.

Other Fiduciary Funds

- All Fiduciary Funds are tracking close to budget.

Cash Balance:

The total cash balance for all funds is \$21,335,094 including bond cash of \$9,750,079 and \$11,585,015 for all other funds. Operating funds cash is \$5,712,815. Cash balance in the General Fund is at \$4,707,993 for the month ending October 31, 2014. This is sufficient cash to make month end payroll and accounts payable.

Monterey Peninsula Community College

Monthly Financial Report

October 31, 2014

Summary of All Funds

<u>Funds</u>	Beginning Fund Balance	Revised Budgets 2014 - 2015		Ending Fund Balance	Year to Date Actual 2014 - 2015			% Actual to Budget		Cash Balance
	<u>07/01/14</u>	<u>Revenue</u>	<u>Expense</u>	<u>6/30/2015</u>	<u>Revenue</u>	<u>Expense</u>	<u>Encumbrances</u>	<u>Rev</u>	<u>Exp/Enc</u>	<u>10/31/2014</u>
General - Unrestricted	\$3,885,950	\$38,029,473	\$38,029,473	\$3,885,950	\$7,379,852	\$10,916,428	7,686,816	19.4%	48.9%	\$4,707,993
General - Restricted	0	6,628,178	6,628,178	0	968,842	1,783,795	758,159	14.6%	38.4%	0
Child Dev - Unrestricted	0	302,207	302,207	0	162,389	98,400	43,867	53.7%	47.1%	25,449
Child Dev - Restricted	0	190,565	190,565	0	0	65,022	50,902	0.0%	60.8%	0
Student Center	339,092	259,200	259,200	339,092	29,595	29,237	53,741	11.4%	32.0%	359,846
Parking	540,630	525,000	525,000	540,630	188,855	148,944	62,917	36.0%	40.4%	619,527
Subtotal Operating Funds	\$4,765,672	\$45,934,623	\$45,934,623	\$4,765,672	\$8,729,533	\$13,041,826	\$8,656,402	19.0%	47.2%	\$5,712,815
Self Insurance	2,865,000	6,553,264	8,794,471	623,793	95,551	2,565,354	38,860	1.5%	29.6%	4,352,405
Capital Project	578,651	1,145,563	1,724,214	0	24,772	81,906	23,982	2.2%	6.1%	788,686
Building	11,217,621	25,000	2,232,397	9,010,224	0	1,408,578	281,788	0.0%	75.7%	9,750,079
Revenue Bond	22,258	17,625	17,625	22,258	0	16,425	1,200	0.0%	100.0%	5,832
Associated Student	92,451	90,000	90,000	92,451	25,038	9,803	0	27.8%	10.9%	177,612
Financial Aid	17,745	5,200,000	5,200,000	17,745	1,094,913	1,116,975	0	21.1%	21.5%	30,645
Scholarship & Loans	272,948	2,500,000	2,500,000	272,948	446,612	402,738	0	17.9%	16.1%	228,464
Trust Funds	293,917	510,000	510,000	293,917	163,185	247,564	0	32.0%	48.5%	264,247
Orr Estate	22,302	10,000	20,000	12,302	821	904	0	8.2%	4.5%	24,309
Total all Funds	\$20,148,565	\$61,986,075	\$67,023,330	\$15,111,310	\$10,580,424	\$18,892,073	\$9,002,232	17.1%	41.6%	\$21,335,094

Monterey Peninsula Community College District

Governing Board Agenda

December 10, 2014

Board Meeting Date

New Business Agenda Item No. D

Fiscal Services
College Area

Proposal:

That the Governing Board approve the 2013-14 year-end transfer of \$900,000 from the Unrestricted General Fund to the Worker Comp Fund and Capital Outlay Fund.

Background:

The Board's target reserve (fund balance) for the Unrestricted General Fund is 10% of the Fund's total revenue. For the fiscal year ended 2013-2014 the target is \$3.8 million. Transfers In exceeded Transfers Out which allows for an additional transfer to other funds to be made to restore transfers made to balance the 2013-2014 budget. Year-end funds are considered a one-time source and therefore, the additional transfers are for one-time type expenses.

The following transfers are recommended:

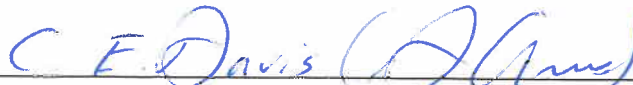
To Worker Comp Fund for run-out claims reserve	\$670,000
To Capital Outlay Fund for Facilities reserve	\$230,000
Total	<u>\$900,000</u>

Budgetary Implications:

Fund 01 - Unrestricted General Fund, Interfund Transfer	-900,000
Fund 69 - Worker Comp Fund, Interfund Transfer	+670,000
Fund 14 - Capital Outlay Fund, Interfund Transfer	+230,000

RESOLUTION: BE IT RESOLVED, that the Governing Board approve the 2013-14 year-end transfer of \$900,000 from the Unrestricted General Fund to the Worker Comp Fund and the Capital Outlay Fund.

Recommended By:



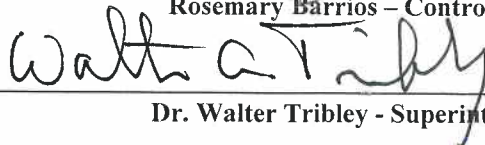
C. Earl Davis - Vice President for Administrative Services

Prepared By:



Rosemary Barrios - Controller

Agenda Approval:



Dr. Walter Tribley - Superintendent / President

Monterey Peninsula Community College District

Governing Board Agenda

December 10, 2014

New Business Agenda Item No. E

Administrative Services
College Area

Proposal:

That the Governing Board approve the following as authorized signatories on behalf of Monterey Peninsula Community College District for the respective official documents, effective January 1, 2015:

- Dr. Walter Tribley (Superintendent/President), Earl Davis (Vice President, Administrative Services) for all expenditure warrants, contracts and other official documents.
- Rosemary Barrios (Controller), for all expenditure warrants and other official documents with the exception of contracts.

Background:

Education Code Section 85232 states "Each order drawn on the funds of a community college district shall be signed by at least a majority of the members of the governing board of the district, or by a person or persons authorized by the governing board to sign orders in its name". The Monterey County Office of Education recommends that this authorization status be updated annually or as necessary to reflect changes in personnel for those authorized to sign orders, contracts and other official documents on behalf of the District.

Budgetary Implications: None.

RESOLUTION: BE IT RESOLVED, That the Governing Board approve the following as authorized signatories on behalf of Monterey Peninsula Community College District for the respective official documents, effective January 1, 2015:

- Dr. Walter Tribley (Superintendent/President), Earl Davis (Vice President, Administrative Services) for all expenditure warrants, contracts and other official documents.
- Rosemary Barrios (Controller), for all expenditure warrants and other official documents with the exception of contracts.

Recommended By:

C. E. Davis by [Signature]
C. Earl Davis, Vice President, Administrative Services

Prepared By:

[Signature]
Suzanne Ammons, Administrative Services

Agenda Approval:

Walter Tribley
Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

December 10, 2014

New Business Agenda Item No. F

Administrative Services
College Area

Proposal:

That the Governing Board approve Dr. Walter Tribley, Superintendent/President, Earl Davis, Vice President, Administrative Services, and Rosemary Barrios, Controller to be authorized signatories for the bankcard accounts maintained by Monterey Peninsula College at Union Bank, effective January 1, 2015.

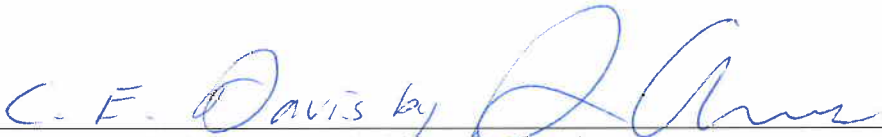
Background:

Education Code Section 85232 states "Each order drawn on the funds of a community college district shall be signed by at least a majority of the members of the governing board of the district, or by a person or persons authorized by the governing board to sign orders in its name".

Budgetary Implications: None.

RESOLUTION: BE IT RESOLVED, That the Governing Board approve Dr. Walter Tribley, Superintendent/President, Earl Davis, Vice President, Administrative Services, and Rosemary Barrios, Controller to be authorized signatories for the bankcard accounts maintained by Monterey Peninsula College at Union Bank, effective January 1, 2015.

Recommended By:


C. Earl Davis, Vice President, Administrative Services

Prepared By:


Suzanne Ammons, Administrative Services

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

December 10, 2014

New Business Agenda Item No. G

Academic Affairs
College Area

Proposal:

To approve these courses which have proceeded through the institutional curriculum development process to the point of recommendation to the Board.

Background:

The courses listed below are recommended by the Curriculum Advisory Committee and endorsed by the MPC administration.

Budgetary Implications:

When offered, related courses and programs generate instructor and support costs, which are offset by student attendance driven income.

RESOLUTION: BE IT RESOLVED, that the following course revisions be approved:

Course Revisions:

CSIS 10A	Programming Methods I: Java
CSIS 10C	Bridge to C and C++ Programming
DNTL 115	Dental Specialties
ENGL 301L	Introduction to Academic Reading and Writing Lab
ENGL 321L	Fundamentals of Reading and Writing Lab
MEDA 112	Medical Office Computer Applications

Recommended By:



Michael Gilmartin, Interim Vice President of Academic Affairs

Prepared By:



Maggie Caballero, Administrative Assistant

Agenda Approval:



Dr. Walter Tribble, Superintendent/President

COURSE REVISIONS

CSIS 10A, Programming Methods I: Java

4 units

4 hours lecture, 1 hour lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This Java programming course introduces the discipline of computer science utilizing practical hands-on problem solving. Content includes principles of algorithm design, representation of data, objects and classes, arrays, effective programming style, and use of a debugger. Also offered online.

CSIS 10C, Bridge to C and C++ Programming

2 units

2 hours lecture, 0.5 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

For students who already know another programming language, this class provides practical experience in C/C++ programming. Coverage includes basic C/C++ syntax through applications of simple linked data structures, and concludes with a significant project. Portions of instruction may be offered online; also offered fully online.

DNTL 115, Dental Specialties

2.5 units

1.88 hours lecture, 2.35 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Covered in this course is the study of dental specialties: Orthodontics, oral and maxillofacial surgery, pediatric dentistry, periodontics, endodontics, prosthodontics, and the associated assisting functions. Duties associated with specialty dentistry and delegated to the dental assistant and registered dental assistant in the California Dental Practice Act are taught to a level of competence. The importance of legal/ethical issues is addressed throughout the course.

ENGL 301L, Introduction to Academic Reading and Writing Lab

1 unit
3 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Students are provided fundamental study and practice of grammar and reading skills introduced in ENGL 301 in a lab setting with individualized help.

ENGL 321L, Fundamentals of Reading and Writing Lab

1 unit
3 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Students are provided fundamental study and practice of grammar and reading skills introduced in ENGL 321 in a lab setting with individualized help.

MEDA 112, Medical Office Computer Applications

2 units
1 hour lecture, 3 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course provides students with an overview of health IT and the practical use of medical office software, including practice management and electronic medical records.

Monterey Peninsula Community College District

Governing Board Agenda

December 10, 2014

New Business Agenda Item No. H

Student Services
Office

Proposal:

That the Governing Board approve the Monterey Peninsula College Student Equity Plan dated December 2014.

Background:

The intent of the student equity planning process is for colleges to conduct a self-evaluation of their own success or lack thereof in improving successful outcomes for all students. Statute and regulations require that the student equity plan must address increasing access, course completion, English as a Second Language (ESL) and basic skills completion, degrees, certificates and transfer for, at a minimum student groups who may be disproportionately impacted by college practices, programs or services including ethnic and gender subpopulations, veterans, low-income students student with disabilities and foster youth.

The 2014-15 budget bill (Senate Bill 852) includes new funding as part of the Student Success and Support Program that is contingent upon the development of student equity plans by community college districts.

Budgetary Implications:

Monterey Peninsula College is to receive \$330,590 in Student Equity funds for the 2014-15 academic year. These funds are restricted categorical funds.

RESOLUTION: BE IT RESOLVED, that the Governing Board approve the Monterey Peninsula College Student Equity Plan dated December 2014.

Recommended By:



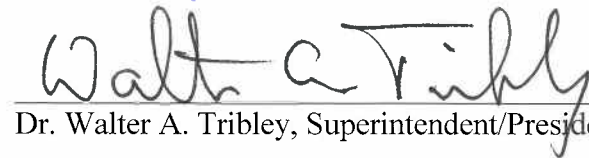
Laurence E. Walker, Interim Vice President of Student Services

Prepared By:



Amy Cavender, Administrative Assistant to the Interim Vice President of Student Services

Agenda Approval:



Dr. Walter A. Tribley, Superintendent/President

Monterey Peninsula College

Student Equity Plan

December 20, 2014

DRAFT

MONTEREY PENINSULA COLLEGE STUDENT EQUITY PLAN

Table of Contents

Signature Page

Executive Summary

- Target Groups
- Goals
- Activities
- Resources
- Contact Person/Student Equity Coordinator

Campus-Based Research

- Overview
- Indicator Definitions and Data
 - Access
 - Course Completion (*Retention*)
 - ESL and Basic Skills Completion
 - Degree and Certificate Completion

Goals and Activities

- Access
- Course Completion (*Retention*)
- ESL and Basic Skills Completion
- Degree and Certificate Completion
- Transfer

Budget

- Sources of Funding

Evaluation Schedule and Process

Attachments (*Optional*)

**Monterey Peninsula College
Student Equity Plan
Signature Page**

District: Monterey Peninsula Community College Date Approved by Board of Trustees: _____

College President: _____
Dr. Walter Tribley

Vice President of Student Services: _____
Laurence E. Walker

Vice President of Instruction: _____
Michael Gilmartin

Academic Senate President: _____
Dr. Alfred Hochstaedter

Student Equity Coordinator/Contact Person: _____
LaKisha Bradley

Executive Summary

DRAFT

EXECUTIVE SUMMARY

Monterey Peninsula College (MPC) operates three campuses on the Monterey Peninsula: the Monterey campus at 980 Fremont Street in Monterey, which opened in 1965; the Marina Education Center at 289 12th Street in Marina; and the Public Safety Training Center at 2642 Colonel Durham St. in Seaside.

The college has a diverse population of 10,300 students (6800 FTES) that reflects the population of the greater Monterey Peninsula Community.

MPC is committed to its mission as an open-access institution that fosters student learning and achievement within its diverse community and provides high quality instructional programs, services, and infrastructure to support the goals of students pursuing transfer, career training, basic skills, and lifelong learning opportunities. To that end, MPC strives to

- Cultivate collaboration to promote student success,
- Recruit and retain highly qualified faculty and staff,
- Provide students and staff with clean, accessible, attractive, and safe facilities, and
- Provide equipment and training sufficient to support student learning and achievement.

Ensuring student equity throughout MPC's programs and services is essential and the Governing Board has established the following as part of the College's 2014-2017 Institutional Goals and Supporting Objectives:

Goal 1: Help Students achieve their educational goals.

Objective 1.2: Develop and implement Student Success and Equity Plans.

Objective 1.4: Provide essential support services for the Marina Education Center and the Seaside Public Safety Center.

Objective 1.6: Maximize systematic participation in the Instructor and Program Reflections process for continuous quality improvement.

All of which allows the college to ensure equity in its planning.

This update to the Monterey Peninsula College Student Equity Plan began with formation of a subcommittee derived from members of the college wide Student Success and Support Program Committee that meets a minimum of once each semester. This group reviewed, analyzed, and discussed student equity success data developed by the Office of Institutional Research and subsequently evaluated and identified goals, activities, and outcomes for the plan. The completed plan was shared with and updated after input from the councils and committees that comprise the College's shared governance structure before submission to the Chancellor's Office.

Target Groups

Using the student equity success indicators identified by the Board of Governors, the Student Equity Planning Committee discussed and analyzed data on Access, Course Completion, ESL and Basic Skills Completion, Degree and Certificate Completion, and Transfer. Each success indicator was analyzed using disaggregated subgroups of gender and ethnicity.

The data used in this analysis was compiled from the 2010 US Census, MPC Office of Institutional Research, MIS Referential files, CCCCCO Data Mart, and the Student Success Scorecard (2014 Report).

Disproportionate impact was evaluated using two methodologies: proportionality and the 80% Rule. The 80% Rule compares the percentage of each sub group population to the percentage attained by a reference population. In each case, the reference population is the highest performing group in that area. Groups considered to have experienced a disproportionate impact are those with a success rate of 80% or less of the highest performing group. The 80% Rule was used to determine existence of a disproportionate impact in Course Completion, Certificate and Degree Completion, and Transfer. Proportionality was used to determine the presence of a disproportionate impact in Academic and Progress Probation and Dismissal.

Although current data identifying possible disproportionate impacts for low-income students, foster youth, veterans, and students with disabilities was unavailable, the Student Equity Planning Committee identified goals and activities that would minimize any potential disproportionate impacts on these population groups.

Goals and Outcomes

Analysis of the data indicates that several population groups are experiencing a disproportionate impact and that students pursuing vocational programs would greatly benefit from several intrusive interventions. The data is summarized below.

1. **Access:** There are two areas in which students appear to be experiencing a disproportionate impact. Latino students residing in the cities of Monterey and Del Rey Oaks are enrolling at rates below their community population size. Also, African American and Hispanic/Latino females and unknown ethnicity males are applying to MPC and not enrolling at disproportionate rates.
2. **Course Completion:** Male students and students from several ethnicities placed below 80% for their basic skills completion rates. American Indian/ Alaskan Native students are disproportionately impacted in their course completion rates for credit, degree applicable, and transferable courses. Students pursuing vocational degrees are noticeably achieving at below the 80% rate compared to the reference groups. Please note that course completion data must be analyzed with caution as several of the population groups are small in number and may not represent a disproportionate impact. Nevertheless, the College is committed to ensuring equity for all students and has established goals and activities to mitigate any possible disproportionate impacts and will continue to collect and monitor data to ensure equity.

3. **ESL and Basic Skills:** Students beginning two levels below college level English are successfully completing English 1A at lower rates than the general population.
4. **Degree and Certificate Completion:** Another section where caution is advised when extrapolating points from the data. There are several population groups who show a disproportionate impact on degree and/or certificate completion when compared to their Admissions Application stated intention to pursue a certificate and/or degree. Additionally, Hispanic/Latino, students of unknown ethnicity, and male students are each experiencing a disproportionate impact on their completion of degree applicable units.
5. **Transfer:** Students of all ethnicities appear to have a disproportionate impact on their transfer rates when compared to the reference group.

Activities

A. STUDENT SUCCESS INDICATOR FOR ACCESS - *“Compare the percentage of each population group that is enrolled to the percentage of each group in the adult population within the community serve”*

A.1 - Based upon the data collected, the Student Equity Planning Committee has established a goal to increase the enrollment numbers of Hispanic/Latino students who reside in the cities of Del Rey Oaks and Monterey.

A.2 – Provide resources and support to veterans, foster youth, low income students, and students with disabilities to support their access to Monterey Peninsula College.

B. STUDENT SUCCESS INDICATOR FOR COURSE COMPLETION - *“Ratio of the number of credit courses that students by population group actually complete by the end of the term compared to the number of courses in which students in that group are enrolled on the census day of the term”*

B.1 – Based upon the data collected, the Student Equity Planning Committee has established a goal to increase the completion rates for students, with a particular emphasis on low-income, educationally disadvantaged populations.

B.2 – Based upon the data collected, the Student Equity Planning Committee has established a goal to increase the completion rate of students pursuing vocational programs.

B.3 – Based upon the data collected, the Student Equity Planning Committee has established a goal to reduce the number of students who are on academic/progress probation and/or dismissal.

B.4 – The Student Equity Planning Committee has established a goal to provide additional resources and support to veterans, foster youth, low income students, and students with disabilities to support their course completion rates.

C. STUDENT SUCCESS INDICATOR FOR ESL AND BASIC SKILLS COMPLETION - *“Ratio of the number of students by population group who complete a degree-applicable course after having completed the final ESL or basic skills course to the number of those students who complete such a final course”*

C.1 – Based upon the data collected, the Student Equity Planning Committee has established a goal to increase the success rate for students enrolling in basic skills courses, with particular focus on African American, American Indian/Alaskan Native, Hispanic/Latino, Pacific Islander, students of unknown ethnicity, and male students.

C.2 – The Student Equity Planning Committee has established a goal to increase the completion rates of students enrolled in lower level English as a Second Language courses.

C.3 – The Student Equity Planning Committee has established a goal to provide additional resources and support to veterans, foster youth, low income students, and students with disabilities to support their course completion rates.

D. STUDENT SUCCESS INDICATOR FOR DEGREE AND CERTIFICATE COMPLETION - *“Ratio of the number of students by population group who receive a degree or certificate to the number of students in that group with the same informed matriculation goal”*

D.1 – Based upon the data collected, the Student Equity Planning Committee has established a goal to increase the degree and certificate completion rates of students who identify these goals on their Application for Admission.

D.2 – Based upon the data collected, the Student Equity Planning Committee has established a goal to increase the number of male, Hispanic/Latino, and students of unknown ethnicity who complete degree applicable units.

D.3 – The Student Equity Planning Committee has established a goal to provide additional resources and support to veterans, foster youth, low income students, and students with disabilities to support their degree and certificate completion rates.

E. STUDENT SUCCESS INDICATOR FOR TRANSFER - *“Ratio of the number of students by population group who complete a minimum of 12 units and have attempted a transfer level course in mathematics or English to the number of students in that group who actually transfer after one or more (up to six) years”*

E.1 – Based upon the data collected, the Student Equity Planning Committee has established a goal to increase the overall transfer rate for students.

E.2 – The Student Equity Planning Committee has established a goal to provide additional resources and support to veterans, foster youth, low income students, and students with disabilities to support an increase in their rates.

Resources Budgeted

Resources to implement these activities will come from a number of different sources, including funds allocated to:

- Student Equity
- Student Success and Support Program (3SP)
- EOPS
- TRiO
- Basic Skills
- Access Resource Center
- CalWORKs
- California Mental Health Services Authority – “Making Sense of Student Life” Grant

Additional budget and funding details are provided in the Budget section of this plan.

Contact Person

The Student Equity Coordinator at Monterey Peninsula College is:

LaKisha Bradley
Monterey Peninsula College
980 Fremont Street
Monterey, CA 93940
(831) 626-4290
lbradley@mpc.edu

DRAFT

Campus-Based Research

DRAFT

This page intentionally left blank

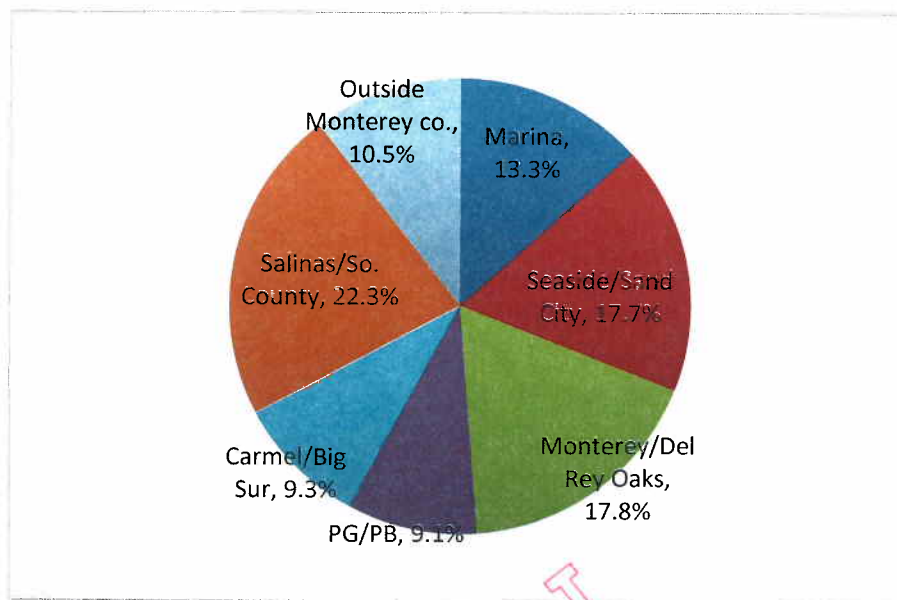
DRAFT

CAMPUS-BASED RESEARCH

A. **ACCESS.** Compare the percentage of each population group that is enrolled to the percentage of each group in the adult population within the community served.

1. Ethnicity of enrolled students (broken down by zip code) compared to ethnicity of adults in service area (broken down by zip code)

The chart below shows the city of residence of MPC students in fall 2013. Students enrolled through Public Safety contract courses in fall 2013 were *not* included. It should be noted that over 30% of MPC students in fall 2013 resided in cities outside MPC’s service area (“Salinas/So. County” and “Outside Monterey co.”).

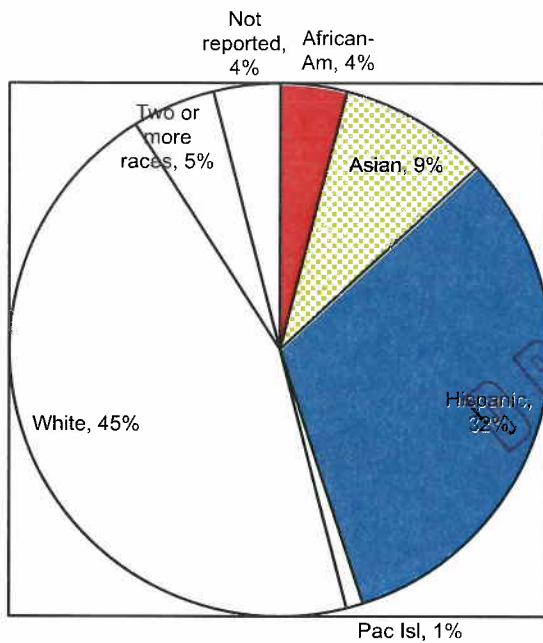


Data source: MPC OIR, MIS Referential files, Fall 2013

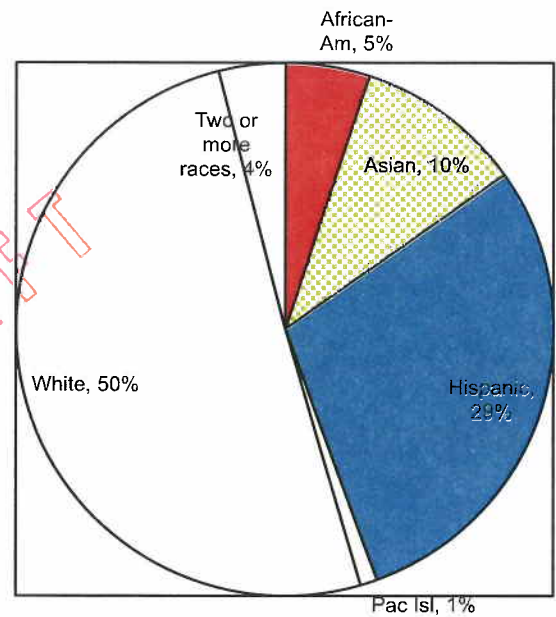
DRAFT

The chart below compares ethnicity of MPC students enrolled in fall 2013 to the ethnicity in MPC's service area at the time of the 2010 U.S. Census. Students enrolled through Public Safety contract courses in fall 2013 were not included.

Students



Community - District



Data sources: Students: MPC OIR, MIS Referential files, Fall 2013

Community: 2010 U.S. Census

The tables below compare the ethnicity of residents in several cities in MPC's service area to the ethnicity of enrolled students from those cities.

	City of Marina				Cities of Seaside/SandCity			
	Community		Students		Community		Students	
Total	19,718		1003		33,359		1355	
Hispanic or Latino	5,372	27%	284	28%	14,470	43%	601	44%
White alone	7,112	36%	332	33%	10,891	33%	409	30%
Black or African American	1,413	7%	78	8%	2,616	8%	144	11%
Amer Indian and Alaska Native	60	0%	5	0%	107	0%	9	1%
Asian	3,826	19%	187	19%	3,113	9%	121	9%
Native Hawaiian/ Other Pacific Isl	507	3%	18	2%	512	2%	17	1%
Some Other Race alone	46	0%	0	0%	51	0%	0	0%
Two or More Races	1,382	7%	99	10%	1,599	5%	54	4%

	Cities of Monterey/ Del Rey Oaks				City of Pacific Grove			
	Community		Students		Community		Students	
Total	61,169		1,351		15,041		560	
Hispanic or Latino	18,287	30%	281	21%	1,615	11%	81	14%
White alone	30,677	50%	830	61%	11,767	78%	396	71%
Black or African American	3,350	5%	30	2%	191	1%	7	1%
Amer Indian and Alaska Native	206	0%	9	1%	53	0%	1	0%
Asian	5,270	9%	137	10%	859	6%	50	9%
Native Hawaiian/ Other Pacific Isl	601	1%	10	1%	41	0%	6	1%
Some Other Race alone	109	0%	0	0%	25	0%	0	0%
Two or More Races	2,669	4%	54	4%	490	3%	19	3%

Data sources: Students: MIS Referential files, Fall 2013

Community: 2010 Census

The table below shows the Hispanic/Latino status and English language proficiency for each of the schools in the Monterey Peninsula Unified School District during 2013-14.

School	Hispanic or Latino	English Learners	Fluent- English- Proficient Students
Central Coast High	70 (59.8%)	38 (32.5 %)	22 (18.8 %)
Del Rey Woods Elementary	400 (88.3%)	296 (65.3 %)	59 (13.0 %)
Foothill Elementary	227 (55.2%)	164 (39.9 %)	35 (8.5 %)
George C. Marshall Elem	308 (38.3%)	219 (27.2 %)	58 (7.2 %)
Highland Elementary	348 (84.7%)	299 (72.7 %)	35 (8.5 %)
International School	103 (24.3%)	55 (13.0 %)	44 (10.4 %)
Ione Olson Elementary	181 (41.8%)	124 (28.6 %)	36 (8.3 %)
J. C. Crumpton Elementary	145 (40.5%)	99 (27.7 %)	12 (3.4 %)
La Mesa Elementary	79 (18.5%)	104 (24.3 %)	19 (4.4 %)
Learning for Life Charter	42 (63.6%)	11 (16.7 %)	22 (33.3 %)
Los Arboles Middle	307 (49.4%)	85 (13.7 %)	187 (30.1 %)
Marina High	280 (48.6%)	76 (13.2 %)	201 (34.9 %)
Marina Vista Elementary	278 (67.5%)	225 (54.6 %)	41 (10.0 %)
Martin Luther King	376 (77.4%)	344 (70.8 %)	26 (5.3 %)
Monte Vista	121 (33.3%)	79 (21.8 %)	34 (9.4 %)
Monterey High	531 (42.8%)	101 (8.1 %)	449 (36.2 %)
Ord Terrace Elementary	448 (83.0%)	380 (70.4 %)	51 (9.4 %)
Seaside High	630 (58.4%)	197 (18.3 %)	440 (40.8 %)
Seaside Middle	562 (70.9%)	237 (29.9 %)	321 (40.5 %)
Walter Colton	397 (53.9%)	144 (19.5 %)	259 (35.1 %)
District Total:	5,839 (54.2%)	3,279 (30.5 %)	2,353 (21.9 %)
County Total:	57,385 (76.8%)	30,608 (41.0 %)	16,746 (22.4 %)
State Totals:	3,321,274 (53.3%)	1,413,549 (22.7%)	1,273,561 (20.4%)

2. Ethnicity and Gender of students who applied but did not register compared to Ethnicity and Gender of registered students

The table below compares ethnicity and gender of MPC students enrolled in fall 2013 to the ethnicity and gender of applicants who applied but did not enroll. Students enrolled through Public Safety contract courses in fall 2013 were not included in the columns “Enrolled students”.

We then employed a proportionality index to determine disproportionate impact. The proportionality index helps to determine whether the profile of students in the general population (enrolled students) matches the profile of students in “at risk” category (students who applied but did not enroll). Within each ethnicity group, we compare the percentage of students in the “at risk” category to the percentage in the enrolled student population. Cells highlighted in yellow illustrate areas of concern. For example, African-American female students are 3.6% of enrolled female students; however, they are 4.3% of female students who applied but did not enroll.

	Females			Males		
	Enrolled students	Applied but did not enroll	Proportionality Index	Enrolled students	Applied but did not enroll	Proportionality Index
African-American	3.6%	4.3%	1.2	5.1%	5.1%	1.0
Amer Ind/Alaskan Native	0.5%	0.3%	0.6	0.4%	0.4%	1.0
Asian	9.5%	8.6%	0.9	8.8%	6.0%	0.7
Hispanic	32.3%	36.2%	1.1	32.3%	32.8%	1.0
Multi-Ethnicity	4.4%	5.5%	1.3	4.8%	6.4%	1.3
Pacific Islander	0.9%	1.0%	1.1	1.0%	0.3%	0.3
Unknown	3.3%	3.3%	1.0	3.4%	5.8%	1.7
White Non-Hispanic	45.4%	40.8%	.90	44.3%	43.2%	1.0

CAMPUS-BASED RESEARCH

B. COURSE COMPLETION. Ratio of the number of credit courses that students by population group actually complete by the end of the term compared to the number of courses in which students in that group are enrolled on the census day of the term.

1. Successful Course Completion Rates by Ethnicity and Gender

The table below shows successful course completion rates, by ethnicity, for *Basic Skills* courses in Fall 2013. We used the “80% Rule” to determine disproportionate impact. For Basic Skills courses, “Multi-Ethnicity” students were the reference group as this group had the highest success rate at 81.82%. Five groups (shown in yellow) fell below 80% of the highest success rate.

	Basic Skills			
	Enrollment Count	Success Count	Success Rate	80% Index
African-American	84	44	52.38%	64.02%
Amer Ind/Alaskan Native	10	6	60.00%	73.33%
Asian	98	69	70.41%	86.05%
Hispanic	551	350	63.52%	77.64%
Multi-Ethnicity	44	36	81.82%	100.00%
Pacific Islander	25	16	64.00%	78.22%
Unknown	42	27	64.29%	78.57%
White Non-Hispanic	233	169	72.53%	88.65%

Statewide success rate for Basic Skills courses is 63.43%

Data source: CCCCO Data Mart, Outcomes, Enrollment Retention and Success Rate, Fall 2013

We then examined successful course completion rates, by ethnicity **and** gender, for *Basic Skills* courses in Fall 2013. We used the “80% Rule”, *within each ethnicity group*, to determine disproportionate impact for gender. Within each ethnicity group, females were the reference group as females had higher success rates. For five ethnicity groups (shown in yellow), the success rates for males fell below 80% of the success rate for females.

	Success Rate Females	Success Rate Males	80% Index
African-American	66.67%	44.44%	66.66%
Amer Ind/Alaskan Native	66.67%	0.00%	0.00%
Asian	76.79%	61.90%	80.61%
Hispanic	71.62%	53.94%	75.31%
Multi-Ethnicity	90.00%	75.00%	83.33%
Pacific Islander	80.00%	53.33%	66.66%

Unknown	65.00%	60.00%	92.31%
White Non-Hispanic	76.27%	68.70%	90.07%

Data source: CCCCO Data Mart, Outcomes, Enrollment Retention and Success Rate, Fall 2013

The table below shows successful course completion rates, by ethnicity, for credit courses in Fall 2013. Only one group, American Indian/Alaskan Native, fell below 80% of the highest group.

	Credit			
	Enrollment Count	Success Count	Success Rate	80% Index
African-American	1,052	665	63.22%	84.20%
Amer Ind/Alaskan Native	102	60	58.82%	78.34%
Asian	1,862	1,398	75.08%	100.00%
Hispanic	7,602	4,915	64.65%	86.11%
Multi-Ethnicity	1,177	843	71.62%	95.39%
Pacific Islander	196	138	70.41%	93.78%
Unknown	561	403	71.84%	95.68%
White Non-Hispanic	8,090	6,066	74.98%	99.87%

Statewide success rate for all Credit courses is 69.61%. MPC rates do not include Public Safety contract courses.

Data source: MPC OIR, MIS Referential files, Fall 2013

We then examined successful course completion rates, by ethnicity **and** gender, for Credit courses in Fall 2013. We used the “80% Rule”, within each ethnicity group, to determine disproportionate impact for gender. For some ethnicity groups, females were the reference group; for other ethnicity groups males were the reference group. There was no disproportionate impact for gender within any of the ethnicity groups.

	Success Rate	Success Rate	80% Index
	Females	Males	
African-American	64.77%	66.31%	97.68%
Amer Ind/Alaskan Native	62.20%	70.00%	88.86%
Asian	77.42%	76.19%	98.41%
Hispanic	69.09%	63.89%	92.47%
Multi-Ethnicity	74.43%	68.28%	91.74%
Pacific Islander	70.37%	75.47%	93.24%
Unknown	80.55%	78.25%	97.14%
White Non-Hispanic	77.65%	78.78%	98.57%

Data source: CCCCO Data Mart, Outcomes, Enrollment Retention and Success Rate, Fall 2013

The table below shows successful course completion rates, by ethnicity, for degree applicable courses in Fall 2013. Only one group, American Indian/Alaskan Native, fell below 80% of the highest group.

	Degree Applicable			
	Enrollment Count	Success Count	Success Rate	80% Index
African-American	969	621	64.09%	85.02%
Amer Ind/Alaskan Native	93	54	58.06%	77.02%
Asian	1,763	1,329	75.38%	100.00%
Hispanic	7,051	4,565	64.74%	85.89%
Multi-Ethnicity	1,133	807	71.23%	94.49%
Pacific Islander	171	122	71.34%	94.64%
Unknown	519	376	72.45%	96.11%
White Non-Hispanic	7,858	5,897	75.04%	99.55%

Statewide success rate for all Degree Applicable courses is 69.98%. MPC rates do not include Public Safety contract courses.

Data source: MPC OIR, MIS Referential files, Fall 2013

The table below shows successful course completion rates, by ethnicity and gender, for degree applicable courses in Fall 2013. We used the “80% Rule”, *within each ethnicity group*, to determine disproportionate impact for gender. For some ethnicity groups, females were the reference group; for other ethnicity groups males were the reference group. There was no disproportionate impact for gender within any of the ethnicity groups.

	Success Rate	Success Rate	80% Index
	Females	Males	
African-American	64.64%	68.27%	94.68%
Amer Ind/Alaskan Native	61.64%	71.79%	85.86%
Asian	77.45%	76.85%	99.23%
Hispanic	68.91%	64.62%	93.77%
Multi-Ethnicity	73.91%	67.98%	91.98%
Pacific Islander	69.39%	79.12%	87.70%
Unknown	81.55%	79.21%	97.13%
White Non-Hispanic	77.68%	79.03%	98.29%

Data source: CCCC Data Mart, Outcomes, Enrollment Retention and Success Rate, Fall 2013

The table below shows successful course completion rates, by ethnicity, for *transferable* courses in Fall 2013. Only one group, American Indian/Alaskan Native, fell below 80% of the highest group.

	Transferable			
	Enrollment Count	Success Count	Success Rate	80% Index
African-American	838	548	65.39%	86.37%
Amer Ind/Alaskan Native	72	40	55.56%	73.38%
Asian	1,512	1,138	75.26%	99.41%
Hispanic	5,898	3,873	65.67%	86.73%
Multi-Ethnicity	955	688	72.04%	95.15%
Pacific Islander	140	106	75.71%	100.00%
Unknown	443	322	72.69%	96.00%
White Non-Hispanic	6,881	5,193	75.47%	99.68%

Statewide success rate for Transferable courses is 70.12%

Data source: CCCCO Data Mart, Outcomes, Enrollment Retention and Success Rate, Fall 2013

The table below shows successful course completion rates, by ethnicity **and** gender, for *transferable* courses in Fall 2013. We used the “80% Rule”, *within each ethnicity group*, to determine disproportionate impact for gender. For some ethnicity groups, females were the reference group; for other ethnicity groups males were the reference group. There was no disproportionate impact for gender within any of the ethnicity groups.

	Success Rate	Success Rate	80% Index
	Females	Males	
African-American	62.81%	67.37%	93.23%
Amer Ind/Alaskan Native	52.17%	60.00%	86.95%
Asian	76.39%	73.70%	96.48%
Hispanic	68.65%	61.61%	89.75%
Multi-Ethnicity	74.14%	69.52%	93.77%
Pacific Islander	72.97%	78.79%	92.61%
Unknown	77.78%	66.49%	85.48%
White Non-Hispanic	76.91%	73.83%	96.00%

Data source: CCCCO Data Mart, Outcomes, Enrollment Retention and Success Rate, Fall 2013

The table below shows successful course completion rates, by ethnicity, for vocational courses in Fall 2013. It should be noted that the table below does NOT include enrollments in the Public Safety contract courses. Three ethnicity groups (as shown in yellow), fell below 80% of the highest group.

	Vocational			
	Enrollment Count	Success Count	Success Rate	80% Index
African-American	160	82	51.25%	62.64%
Amer Ind/Alaskan Native	27	17	62.96%	76.95%
Asian	375	283	75.47%	92.24%
Hispanic	1,377	888	64.49%	78.82%
Multi-Ethnicity	204	149	73.04%	89.27%
Pacific Islander	33	27	81.82%	100.00%
Unknown	85	63	74.12%	90.59%
White Non-Hispanic	1,542	1,138	73.80%	90.20%

Statewide success rate for all Vocational courses is 74.04%. MPC rates do not include Public Safety contract courses.

Data source: MPC OIR, MIS Referential files, Fall 2013

The college conducted a series of follow-up analyses to examine successful course completion rates, by ethnicity, for each vocational area in Fall 2013. The college also examined successful course completion rates for each vocational area, by gender.

	ADMJ			
	Enrollment Count	Success Count	Success Rate	80% Index
African-American	4	0	0.00%	0.00%
Amer Ind/Alaskan Native	0			
Asian	11	9	81.82%	81.82%
Hispanic	95	62	65.26%	65.26%
Multi-Ethnicity	6	6	100.00%	100.00%
Pacific Islander	0	0	0.00%	0.00%
Unknown	8	6	75.00%	75.00%
White Non-Hispanic	64	45	70.31%	70.31%

Several groups (in yellow) fell below 80% of the highest group; however, the findings should be interpreted with caution due to the small N's.

	ADMJ			
	Enrollment Count	Success Count	Success Rate	80% Index
Females	68	50	73.53%	100.00%
Males	119	77	64.71%	88.00%

ARTG				
	Enrollment Count	Success Count	Success Rate	80% Index
African-American	4	4	100.00%	100.00%
Amer Ind/Alaskan Native	2	2	100.00%	100.00%
Asian	6	4	66.67%	66.67%
Hispanic	20	17	85.00%	85.00%
Multi-Ethnicity	8	5	62.50%	62.50%
Pacific Islander	0			
Unknown	3	1	33.33%	33.33%
White Non-Hispanic	49	40	81.63%	81.63%

Several groups (in yellow) fell below 80% of the highest group; however, the findings should be interpreted with caution due to the small N's.

ARTG				
	Enrollment Count	Success Count	Success Rate	80% Index
Females	41	34	82.93%	100.00%
Males	49	37	75.51%	91.06%

AUTO				
	Enrollment Count	Success Count	Success Rate	80% Index
African-American	1	1	100.00%	100.00%
Amer Ind/Alaskan Native	0			
Asian	7	5	71.43%	71.43%
Hispanic	50	26	52.00%	52.00%
Multi-Ethnicity	4	4	100.00%	100.00%
Pacific Islander	2	2	100.00%	100.00%
Unknown	2	2	100.00%	100.00%
White Non-Hispanic	45	40	88.89%	88.89%

Two groups (in yellow) fell below 80% of the highest group; however, the findings should be interpreted with caution due to the small N's.

Frank – Please run query for AUTO

AUTO				
	Enrollment Count	Success Count	Success Rate	80% Index
Females				
Males				

BUSC				
	Enrollment Count	Success Count	Success Rate	80% Index
African-American	11	4	36.36%	42.42%
Amer Ind/Alaskan Native	1	0	0.00%	0.00%
Asian	28	21	75.00%	87.50%
Hispanic	71	47	66.20%	77.23%
Multi-Ethnicity	7	5	71.43%	83.33%
Pacific Islander	1	0	0.00%	0.00%
Unknown	14	12	85.71%	100.00%
White Non-Hispanic	78	51	65.38%	76.28%

Several groups (in yellow) fell below 80% of the highest group; however, the findings should be interpreted with caution due to the small N's.

BUSC				
	Enrollment Count	Success Count	Success Rate	80% Index
Females	168	92	54.76%	100.00%
Males	75	28	37.33%	68.17%

The success rates for males fell below 80% of the success rate for females.

BUSI				
	Enrollment Count	Success Count	Success Rate	80% Index
African-American	36	17	47.22%	64.39%
Amer Ind/Alaskan Native	2	1	50.00%	68.18%
Asian	93	64	68.82%	93.84%
Hispanic	232	130	56.03%	76.41%
Multi-Ethnicity	39	26	66.67%	90.91%
Pacific Islander	9	6	66.67%	90.91%
Unknown	15	11	73.33%	100.00%
White Non-Hispanic	300	217	72.33%	98.64%

Several groups (in yellow) fell below 80% of the highest group; however, the findings should be interpreted with caution due to the small N's.

BUSI				
	Enrollment Count	Success Count	Success Rate	80% Index
Females	362	210	58.01%	93.38%
Males	367	228	62.13%	100.00%

CSIS				
	Enrollment Count	Success Count	Success Rate	80% Index
African-American	28	15	53.57%	53.57%
Amer Ind/Alaskan Native	3	2	66.67%	66.67%
Asian	42	39	92.86%	92.86%
Hispanic	122	77	63.11%	63.11%
Multi-Ethnicity	31	25	80.65%	80.65%
Pacific Islander	2	2	100.00%	100.00%
Unknown	0			
White Non-Hispanic	158	116	73.42%	73.42%

Several groups (in yellow) fell below 80% of the highest group; however, the findings should be interpreted with caution due to the small N's.

CSIS				
	Enrollment Count	Success Count	Success Rate	80% Index
Females	124	88	70.97%	100.00%
Males	344	238	69.19%	97.49%

DNTL				
	Enrollment Count	Success Count	Success Rate	80% Index
African-American	4	1	25.00%	25.00%
Amer Ind/Alaskan Native	10	8	80.00%	80.00%
Asian	6	6	100.00%	100.00%
Hispanic	102	89	87.25%	87.25%
Multi-Ethnicity	12	12	100.00%	100.00%
Pacific Islander	0			
Unknown	0			
White Non-Hispanic	38	29	76.32%	76.32%

Two groups (in yellow) fell below 80% of the highest group; however, the findings should be interpreted with caution due to the small N's.

DNTL				
	Enrollment Count	Success Count	Success Rate	80% Index
Females	160	141	88.13%	100.00%
Males	12	4	33.33%	37.83%

The success rates for males fell below 80% of the success rate for females; however, the findings should be interpreted with caution due to the small N's.

ECED				
	Enrollment Count	Success Count	Success Rate	80% Index
African-American	13	10	76.92%	92.31%
Amer Ind/Alaskan Native	2	0	0.00%	0.00%
Asian	28	22	78.57%	94.29%
Hispanic	158	118	74.68%	89.62%
Multi-Ethnicity	23	15	65.22%	78.26%
Pacific Islander	6	5	83.33%	100.00%
Unknown	8	6	75.00%	90.00%
White Non-Hispanic	165	113	68.48%	82.18%

Two groups (in yellow) fell below 80% of the highest group; however, the findings should be interpreted with caution due to the small N's.

ECED				
	Enrollment Count	Success Count	Success Rate	80% Index
Females	364	273	75.00%	100.00%
Males	39	13	33.33%	44.44%

The success rates for males fell below 80% of the success rate for females; however, the findings should be interpreted with caution due to the small N's.

FASH				
	Enrollment Count	Success Count	Success Rate	80% Index
African-American	3	2	66.67%	66.67%
Amer Ind/Alaskan Native	0			
Asian	9	3	33.33%	33.33%
Hispanic	34	21	61.76%	61.76%
Multi-Ethnicity	5	5	100.00%	100.00%
Pacific Islander	2	2	100.00%	100.00%
Unknown	7	6	85.71%	85.71%
White Non-Hispanic	27	20	74.07%	74.07%

Several groups (in yellow) fell below 80% of the highest group; however, the findings should be interpreted with caution due to the small N's.

FASH				
	Enrollment Count	Success Count	Success Rate	80% Index
Females	72	47	65.28%	92.48%
Males	17	12	70.59%	100.00%

HOSP				
	Enrollment Count	Success Count	Success Rate	80% Index
African-American	7	6	85.71%	91.67%
Amer Ind/Alaskan Native	0			
Asian	47	36	76.60%	81.91%
Hispanic	72	60	83.33%	89.12%
Multi-Ethnicity	15	14	93.33%	99.81%
Pacific Islander	0			
Unknown	0			
White Non-Hispanic	77	72	93.51%	100.00%

HOSP				
	Enrollment Count	Success Count	Success Rate	80% Index
Females	170	157	92.35%	100.00%
Males	98	77	78.57%	85.08%

HUMS				
	Enrollment Count	Success Count	Success Rate	80% Index
African-American	12	7	58.33%	58.33%
Amer Ind/Alaskan Native	0			
Asian	4	4	100.00%	100.00%
Hispanic	16	12	75.00%	75.00%
Multi-Ethnicity	2	0	0.00%	0.00%
Pacific Islander	1	1	100.00%	100.00%
Unknown	0			
White Non-Hispanic	15	11	73.33%	73.33%

HUMS				
	Enrollment Count	Success Count	Success Rate	80% Index
Females	29	24	82.76%	100.00%
Males	21	15	71.43%	86.31%

Several groups (in yellow) fell below 80% of the highest group; however, the findings should be interpreted with caution due to the small N's.

INTD				
	Enrollment Count	Success Count	Success Rate	80% Index
African-American	1	0	0.00%	0.00%
Amer Ind/Alaskan Native	0	0	0.00%	0.00%
Asian	1	1	100.00%	100.00%
Hispanic	39	17	43.59%	43.59%
Multi-Ethnicity	0	0	0.00%	0.00%
Pacific Islander	2	2	100.00%	100.00%
Unknown	0	0	0.00%	0.00%
White Non-Hispanic	29	22	75.86%	75.86%

Several groups (in yellow) fell below 80% of the highest group; however, the findings should be interpreted with caution due to the small N's.

INTD				
	Enrollment Count	Success Count	Success Rate	80% Index
Females	60	34	56.67%	100.00%
Males	15	8	53.33%	94.12%

MEDA				
	Enrollment Count	Success Count	Success Rate	80% Index
African-American	5	3	60.00%	60.00%
Amer Ind/Alaskan Native	1	1	100.00%	100.00%
Asian	19	13	68.42%	68.42%
Hispanic	70	42	60.00%	60.00%
Multi-Ethnicity	5	4	80.00%	80.00%
Pacific Islander	0			
Unknown	5	4	80.00%	80.00%
White Non-Hispanic	59	44	74.58%	74.58%

Several groups (in yellow) fell below 80% of the highest group; however, the findings should be interpreted with caution due to the small N's.

MEDA				
	Enrollment Count	Success Count	Success Rate	80% Index
Females	166	116	69.88%	100.00%
Males	31	18	58.06%	83.09%

NURS				
	Enrollment Count	Success Count	Success Rate	80% Index
African-American	4	4	100.00%	100.00%
Amer Ind/Alaskan Native	3	3	100.00%	100.00%
Asian	21	21	100.00%	100.00%
Hispanic	44	38	86.36%	86.36%
Multi-Ethnicity	10	10	100.00%	100.00%
Pacific Islander	1	1	100.00%	100.00%
Unknown	2	2	100.00%	100.00%
White Non-Hispanic	137	131	95.62%	95.62%

NURS				
	Enrollment Count	Success Count	Success Rate	80% Index
Females	205	189	92.20%	100.00%
Males	24	21	87.50%	94.91%

NUTF				
	Enrollment Count	Success Count	Success Rate	80% Index
African-American	6	2	33.33%	33.33%
Amer Ind/Alaskan Native	0			
Asian	18	11	61.11%	61.11%
Hispanic	95	50	52.63%	52.63%
Multi-Ethnicity	16	9	56.25%	56.25%
Pacific Islander	1	1	100.00%	100.00%
Unknown	9	6	66.67%	66.67%
White Non-Hispanic	83	55	66.27%	66.27%

Several groups (in yellow) fell below 80% of the highest group; however, the findings should be interpreted with caution due to the small N's.

NUTF				
	Enrollment Count	Success Count	Success Rate	80% Index
Females	123	82	66.67%	100.00%
Males	98	46	46.94%	70.41%

The success rate for males fell below 80% of the success rate for females

2. Academic/Progress probation and disqualification

The table below shows academic standing (good standing vs. probation/dismissal) rates, by ethnicity, for students enrolled in Fall 2013.

	Enrolled students		Students in Good Standing		Students on Probation		Students on Dismissal	
	N	% by ethnicity	N	% by ethnicity	N	% by ethnicity	N	% by ethnicity
African-American	320	4.11%	276	3.97%	22	5.51%	22	7.28%
Amer Ind/Alask Native	35	0.47%	32	0.46%	1	0.25%	2	0.66%
Asian	708	9.38%	647	9.31%	28	7.02%	33	10.93%
Hispanic	2421	30.68%	2090	30.08%	197	49.37%	134	44.37%
Multi-Ethnicity	346	4.46%	309	4.45%	23	5.76%	14	4.64%
Pacific Islander	71	0.87%	62	0.89%	8	2.01%	1	0.33%
Unknown	279	3.67%	261	3.76%	13	3.26%	5	1.66%
White Non-Hispanic	3468	46.37%	3270	47.07%	107	26.82%	91	30.13%

Data source: MPC OIR, MIS Referential files, Fall 2013

We then employed a proportionality index to determine disproportionate impact. The proportionality index helps to determine whether the profile of students in the general population (all enrolled students) matches the profile of students in “at risk” category, such as probation or dismissal status. Within each ethnicity group, we compare the percentage of students in the “at risk” category (probation, dismissal) to the percentage in the overall student population. Cells highlighted in yellow illustrate areas of concern. For example, Hispanic/Latino students are 30.68% of the overall student population; however, they are 49.37% and 44.37% of the students on probation and dismissal, respectively.

	Enrolled students - % by ethnicity	Probation % by ethnicity	Probation Proportionality Index	Dismissal %	Dismissal Proportionality Index
African-American	4.11%	5.51%	1.34	7.28%	1.77
Amer Ind/Alaskan Native	0.47%	0.25%	0.53	0.66%	1.41
Asian	9.38%	7.02%	0.75	10.93%	1.16
Hispanic	30.68%	49.37%	1.61	44.37%	1.45
Multi-Ethnicity	4.46%	5.76%	1.29	4.64%	1.04
Pacific Islander	0.87%	2.01%	2.31	0.33%	0.38
Unknown	3.67%	3.26%	0.89	1.66%	0.45
White Non-Hispanic	46.37%	26.82%	0.58	30.13%	0.65

CAMPUS-BASED RESEARCH

C. ESL and BASIC SKILLS COMPLETION. Ratio of the number of students by population group who complete a degree-applicable course after having completed the final ESL or basic skills course compared to the number of those students who complete such a final course.

Successful Completion of ENGL 1A

Students who began in Level 5 ENSL			ALL Students in ENGL 1A		
N	Number successful	% successful	N	Number successful	% successful
13	11	84.6%	613	383	62.5%

Data source: MPC OIR, MIS Referential files, Fall 2012 – Spring 2014

Successful Completion of ENGL 1A

Students who began two levels below (ENGL301/ENGL302)			ALL Students in ENGL 1A		
N	Number successful	% successful	N	Number successful	% successful
154	88	57.1%	613	383	62.5%

Data source: MPC OIR, MIS Referential files, Fall 2012 – Spring 2014

Successful Completion of MATH 263

Students who began two levels below (MATH 351)			ALL Students in MATH 263		
N	Number successful	% successful	N	Number successful	% successful
34	20	58.8%	500	279	55.8%

Data source: MPC OIR, MIS Referential files, Fall 2012 – Spring 2014

This page intentionally left blank

DRAFT

CAMPUS-BASED RESEARCH

D. DEGREE and CERTIFICATE COMPLETION. Ratio of the number of students by population group who receive a degree or certificate to the number of students in that group with the same informed matriculation goal.

1. Degree and Certificate completion rates, by gender, ethnicity, etc.

The **Outcome** columns in the table show the number and percentage of associate degrees awarded, by ethnicity. The **Comparison** column shows the percentage of students who self-reported an educational goal of an associate degree. Please interpret the findings with caution as the data and methodology for the **Outcome** and **Comparison** columns are different.

	Outcome		Comparison Degree-seeking students
	Degrees Awarded	%	
African-American	36	6.64%	8.58%
Amer Ind/Alask Native	6	1.11%	1.53%
Asian	81	14.94%	11.07%
Hispanic	112	20.66%	25.19%
Multi-Ethnicity	n/a	n/a	n/a
Pacific Islander	11	2.03%	3.82%
Unknown/Other	44	8.12%	7.63%
White Non-Hispanic	252	46.49%	42.18%



Data sources & Notes:

AA Degrees Awarded: Student Success Scorecard, 2014 Report, Cohort Years 2003-04 through 2007-08, based on first-time "completion seeking" students

Degree-seeking students: MPC OIR, MIS Referential files, Fall 2006, based on first-time students who self-reported an educational goal of an associate degree.

The **Outcome** columns in the table show the number and percentage of certificates awarded, by ethnicity. The **Comparison** column shows the percentage of students who self-reported an educational goal of a certificate. Please interpret the findings with caution as the data and methodology for the **Outcome** and **Comparison** columns are different.

	Outcome		Comparison Certificate-seeking students
	Certificates Awarded	%	
African-American	1	1.75%	7.14%
Amer Ind/Alask Native	0	0.00%	1.02%
Asian	10	17.54%	12.24%
Hispanic	15	26.32%	29.59%
Multi-Ethnicity	n/a	n/a	n/a
Pacific Islander	0	0.00%	3.06%
Unknown	6	10.53%	3.06%
White Non-Hispanic	25	43.86%	43.88%



Data source: Student Success Scorecard, 2014 Report, Cohort Years 2003-04 through 2007-08

DRAFT

2. Unit accumulation

The table below shows the average number of cumulative earned degree applicable units, by ethnicity, for Fall 2013. We used the “80% Rule” to determine disproportionate impact. American Indian/Alaskan Native students were the reference group as this group had the highest average number of degree applicable units. Two groups (shown in yellow) fell below 80% of the highest success rate.

	Avg. number of earned degree applicable units	80% Index
African-American	28.5	83.09%
Amer Ind/Alaskan Native	34.3	100.00%
Asian	29.7	86.59%
Hispanic	24.2	70.55%
Multi-Ethnicity	28.5	83.09%
Pacific Islander	28.7	83.67%
Unknown	13.1	38.19%
White Non-Hispanic	28.9	84.25%

Data source: MPC OIR, MIS Referential files, Fall 2013

The table below shows the average number of cumulative earned degree applicable units, by gender, for Fall 2013. The number of degree applicable units for males fell below 80% of the number of degree applicable units for females.

	Avg. number of earned degree applicable units	80% Index
Female	24.2	100.00%
Male	18.8	77.69%

Data source: MPC OIR, MIS Referential files, Fall 2013

The table below shows average number of earned degree applicable units, by ethnicity **and** gender, in Fall 2013. . We used the “80% Rule”, *within each ethnicity group*, to determine disproportionate impact for gender. For most ethnicity groups, females were the reference group. The areas highlighted in yellow disproportionate impact for gender; there were several ethnicity groups where male students attained fewer degree applicable units than did female students.

	Avg. number of earned degree applicable units		80% Index
	Male	Female	
African-American	20.8	27.2	76.47%
Amer Ind/Alaskan Native	23.0	20.4	88.69%
Asian	23.7	27.2	87.13%
Hispanic	17.5	22.5	77.78%
Multi-Ethnicity	26.8	27.3	98.17%
Pacific Islander	21.4	28.7	74.56%
Unknown	6.8	10.3	66.02%
White Non-Hispanic	19.2	25.9	74.13%

Data source: MPC OIR, MIS Referential files, Fall 2013

DRAFT

This page intentionally left blank

DRAFT

CAMPUS-BASED RESEARCH

E. TRANSFER. Ratio of the number of students by population group who complete a minimum of 12 units and have attempted a transfer level course in mathematics or English to the number of students in that group who actually transfer after one or more (up to six) years.

1. Transfer rates, by gender, ethnicity, etc.

The table below shows transfer rates, by ethnicity. We used the “80% Rule” to determine disproportionate impact. Asian students were the reference group as this group had the highest transfer rate at 54.17%. All other ethnicity groups (shown in yellow) fell below 80% of the highest transfer rate.

	Cohort size	Transfers	Transfer rate	80% Index
African-American	204	72	35.29%	65.15%
Amer Ind/Alask Native	25	9	36.00%	66.46%
Asian	264	143	54.17%	100.00%
Filipino*	160	50	31.25%	57.69%
Hispanic	602	176	29.23%	53.96%
Multi-Ethnicity*	n/a	n/a	n/a	
Pacific Islander	87	28	32.18%	59.41%
Unknown/Other	287	114	39.72%	73.32%
White Non-Hispanic	1,306	554	42.42%	78.31%

Data source: Student Success Scorecard, 2014 Report, Cohort Years 2003-04 through 2007-08

Note: The ethnicity group “Filipino” was reported as a separate group in cohort years 2003-04 through 2007-08; the “multi-ethnicity” designation was not reported during this time

Goals and Activities

DRAFT

This page intentionally left blank

DRAFT

GOALS AND ACTIVITIES

A. STUDENT SUCCESS INDICATOR FOR ACCESS

“Compare the percentage of each population group that is enrolled to the percentage of each group in the adult population within the community serve”

GOAL A.

A.1 - Based upon the data collected, the Student Equity Planning Committee has established a goal to increase the enrollment numbers of Hispanic/Latino students who reside in the cities of Del Rey Oaks and Monterey.

A.2 – Provide resources and support to veterans, foster youth, low income students, and students with disabilities to support their access to Monterey Peninsula College.

ACTIVITY A.1 (Please include the target date in chronological order and identify the responsible person/group for each activity)

DRAFT

GOAL	OBJECTIVE/ACTIVITY	EXPECTED OUTCOMES AND TIMELINE	RESPONSIBLE PARTY
Goal A.1 - Increase enrollment of Hispanic/Latino students who reside in the Monterey/Del Rey Oaks region	1. Develop a comprehensive plan to coordinate outreach activities 2. Develop outreach materials and marketing efforts	Spring 2015 • Coordinated master calendar of events	• Student Services Outreach Committee • Outreach Coordinator • EOPS Coordinator
	1. Identify best practices to recruit Hispanic/Latino from	Fall 2014 • Increase in the number of	• Outreach Coordinator • Student Financial Services

	<p>Monterey/Del Rey Oaks</p> <ol style="list-style-type: none"> 2. Conduct outreach activities in the Monterey/Del Rey Oaks areas <ol style="list-style-type: none"> a. Class visits, community presentations, and onsite tabling at high schools b. Information sessions at adult education, family resource centers, and other community agencies c. Attend meetings (community boards, parent/teacher groups, ELAC) 3. Increase outreach to Hispanic/Latino students at Monterey High <ol style="list-style-type: none"> a. Campus visits b. Matriculation and Financial Aid workshops at the high school 	<p>Hispanic/Latino students from the Monterey/Del Rey Oaks areas attending the college</p> <ul style="list-style-type: none"> • Establish relationships between MPC and the community 	<p>Outreach Coordinator</p> <ul style="list-style-type: none"> • EOPS Counselor
	<ol style="list-style-type: none"> 1. Promote ESL classes 2. Registration event held at local high schools during evening hours 	<p>Spring 2015</p> <ul style="list-style-type: none"> • Increase in the number of Hispanic/Latino students from the Monterey/Del Rey Oaks areas attending the college 	<ul style="list-style-type: none"> • Student Services Outreach Committee • Student Financial Services • Outreach Coordinator

DRAFT

Goal A.2- Veterans	1. Open a Veterans Center	Fall 2014 <ul style="list-style-type: none"> Centralized location for veterans services and resources 	<ul style="list-style-type: none"> Veterans Representative/School Certifying Official Dean of Student Services
	1. Develop a “Making Sense of Student Life” program and resource Web Page	Fall 2014 <ul style="list-style-type: none"> Hire a Project Coordinator, Project Administrator, and Veterans Support Coordinator Website with links to online training and current mental health resources 	<ul style="list-style-type: none"> MPC Foundation Student Health Services Dean of Student Services
Goal A.2- Foster Youth	1. Create a Foster Youth Liaison	Spring 2015 <ul style="list-style-type: none"> Central resource and single point of entry for Foster 	<ul style="list-style-type: none"> Dean of Student Services EOPS Coordinator
	1. Create outreach materials designed for foster youth	Spring 2015 <ul style="list-style-type: none"> Brochures and other outreach materials containing information targeting the needs and concerns of foster youth 	<ul style="list-style-type: none"> Student Services Outreach Committee EOPS Coordinator
	1. Develop Pre-College outreach program 2. Collaborate and develop relationships with foundations and community organizations that support foster youth	Spring 2015 <ul style="list-style-type: none"> Identify and provide assistance to foster youth prior to enrollment at MPC Connection to MPC prior to enrollment Increase in the number of foster youth enrolling at MPC 	<ul style="list-style-type: none"> Foster Youth Liaison/EOPS Coordinator Dean of Student Services Student Services Outreach Committee Student Financial Services Outreach Coordinator

<p>Goal A.2- Low Income</p>	<p>1. EOPS and Student Financial Services outreach activities and presentations at community events and organizations</p>	<p>Spring 2015</p> <ul style="list-style-type: none"> • Increase in the number of low income students enrolling at MPC • Students will be more aware of and familiar with the options available at MPC • Students will be more aware of and familiar with the financial aid available to attend MPC 	<ul style="list-style-type: none"> • EOPS Coordinator • Student Financial Services • Outreach Coordinator
<p>Goal A.2- Students with Disabilities</p>	<p>1. Strategic outreach efforts to market ARC services to potential students</p> <ol style="list-style-type: none"> a) Presentations at local high schools b) Educational collaborations with other programs on campus and with community disability organizations c) Tours of the MPC campus for high school Special Education classes d) Videos of successful students on the ARC website e) Participate in MPC student outreach events f) Develop brochures and outreach materials 	<p>Fall 2014 – Fall 2016</p> <ul style="list-style-type: none"> • Increase in the number of students with disabilities enrolling at MPC • Students will be more aware of the services and support available at MPC 	<ul style="list-style-type: none"> • Access Resource Center (ARC) Coordinator • ARC Counselor

Goals A.1 and A.2	1. Strengthen partnerships with local high schools	Spring 2015 <ul style="list-style-type: none"> Increase in the number of students enrolling at MPC 	<ul style="list-style-type: none"> Student Success and Support Program Coordinator Counseling Department Chair Student Services Outreach Committee Student Equity Coordinator
	1. Enhance and improve Student Success and Support Program services		<ul style="list-style-type: none"> Student Success and Support Program Coordinator Student Equity Coordinator Basic Skills Initiative Committee
	1. Implementation of a student ambassador program where MPC students recruit and mentor potential new students/high school students 2. Implement a summer program targeted toward graduated high school students who intend to enroll at MPC (like a summer bridge program).		<ul style="list-style-type: none"> Student Activities Coordinator EOPS Coordinator

DRAFT

This page intentionally left blank

DRAFT

GOALS AND ACTIVITIES

B. STUDENT SUCCESS INDICATOR FOR COURSE COMPLETION

“Ratio of the number of credit courses that students by population group actually complete by the end of the term compared to the number of courses in which students in that group are enrolled on the census day of the term”

GOAL B.

B.1 – Based upon the data collected, the Student Equity Planning Committee has established a goal to increase the completion rates for American Indian/Alaskan Native students in credit, degree applicable, and transferable courses.

B.2 – Based upon the data collected, the Student Equity Planning Committee has established a goal to increase the completion rate of students pursuing vocational programs, with a particular focus on students pursuing Administration of Justice, Graphic Arts, Business Study Skills, Business, Computer Science and Information Systems, Fashion Design, Human Services, Interior Design, Medical Assisting, Nutrition programs.

B.3 – Based upon the data collected, the Student Equity Planning Committee has established a goal to reduce the number of students who are on academic/progress probation and/or dismissal.

B.4 – The Student Equity Planning Committee has established a goal to provide additional resources and support to veterans, foster youth, low income students, and students with disabilities to support their course completion rates.

ACTIVITY B.1 (Please include the target date in chronological order and identify the responsible person/group for each activity)

GOAL	OBJECTIVE/ACTIVITY	EXPECTED OUTCOMES AND TIMELINE	RESPONSIBLE PARTY
<p>Goal B.1 - Increase the overall completion rate for students, with a particular emphasis on low-income, educationally disadvantaged populations</p>	<ol style="list-style-type: none"> 1. Develop a Summer Bridge program 2. Increase and promote tutorial support 3. Promote the PERS 50 course, the Math Learning Center, and the English Study Skills Center 4. Develop community building activities on campus targeted toward low-income, educationally disadvantaged populations 	<p>Summer 2015</p> <ul style="list-style-type: none"> • Increase in the completion rates for American Indian/Alaskan Native students in Credit, Degree Applicable, and Transfer courses 	<ul style="list-style-type: none"> • Dean of Student Services • Student Success and Support Program Coordinator • Counseling Department Chair • Student Equity Coordinator • Basic Skills Initiative Committee
<p>Goal B.2 - Increase the completion rate for African American, American Indian/Alaskan Native, and Hispanic/Latino students pursuing vocational programs</p>	<ol style="list-style-type: none"> 1. Develop outreach and in-reach support and workshops on study skills, time management, education planning, career counseling 2. Target and promote counseling services for students in CTE programs 	<p>Spring 2015</p> <ul style="list-style-type: none"> • Increase in the completion rates for African American, American Indian/Alaskan Native, and Hispanic/Latino students in vocational programs 	<ul style="list-style-type: none"> • EOPS Coordinator • Student Success and Support Program Coordinator • Student Equity Coordinator • Basic Skills Initiative Committee

<p>Goal B.3 - Reduce the number of students on Academic and/or Progress Probation</p>	<ol style="list-style-type: none"> 1. Develop a workshop series that addresses study skills 2. Conduct follow-up workshops for students on academic dismissal and/or probation 3. Increase student usage of the English and Study Skills Center and the Math Learning Center 	<p>Spring 2015</p> <ul style="list-style-type: none"> • Reduction in the number of students on Academic Probation/Dismissal • Increase in the number of students on Academic Probation/Dismissal seeking and receiving additional support • Increase in student success rates 	<ul style="list-style-type: none"> • Counseling Department Chair • EOPS Coordinator • Student Success and Support Program Coordinator • English and Study Skills Center Director • Student Equity Coordinator • Basic Skills Initiative Committee
<p>Goal B.4 - Veterans</p>	<ol style="list-style-type: none"> 1. Incorporate the 8 key activities for veterans success 2. Collaborate with various agencies that provide additional support to veterans 3. Collaborate with on campus Access Resource Center to offer disability and accommodation information 	<p>Fall 2015</p> <ul style="list-style-type: none"> • Increase in completion rates for veteran students 	<ul style="list-style-type: none"> • Veterans Representative/School Certifying Official • Counseling Department Chair • Student Health Services • Access Resource Center Coordinator
	<ol style="list-style-type: none"> 1. Training for staff on issues and challenges unique to veterans 		<ul style="list-style-type: none"> • Veterans Representative/School Certifying Official • Student Health Services

	<ol style="list-style-type: none"> 1. Crisis Intervention Training: “Warning Signs of Students in Crisis” for faculty and staff 2. Suicide Prevention and Mental Health & Wellness Training for faculty, staff, and students 3. Faculty and staff training on working with veterans 4. Develop a Veterans of Campus Peer Program 5. Develop a Monthly Veterans Support Group 	<p>Fall 2014</p> <ul style="list-style-type: none"> • Workshops presented by the Monterey County Behavioral Health Department <p>Spring 2015</p> <ul style="list-style-type: none"> • Kognito “At-Risk on Campus” Suicide Prevention Training for staff 	<ul style="list-style-type: none"> • Making Sense of Student Life Project Coordinator • Student Health Services
	<ol style="list-style-type: none"> 1. Implement a Boots to Books program 	<p>Fall 2014</p> <ul style="list-style-type: none"> • Curriculum that covers effective management of military stress, combat reaction stress, operational stress, and Post-Traumatic Stress Disorder to help student veterans succeed in academics, work, family, and other social settings. 	<ul style="list-style-type: none"> • Veterans Support Coordinator • Student Health Services

<p>Goal B.4 - Foster Youth</p>	<ol style="list-style-type: none"> 1. Develop a case management approach that includes referrals and follow-up 2. Create an alumni or mentorship program 3. Develop a workshop series addressing needs of foster youth 4. Increase number of foster youth in EOPS 5. Identify and reach out to foster youth on campus 	<p>Spring 2015</p> <ul style="list-style-type: none"> • Increase in the course completion rate for foster youth 	<ul style="list-style-type: none"> • Foster Youth Liaison • EOPS Coordinator
<p>Goal B.4 - Low Income</p>	<ol style="list-style-type: none"> 1. Expand TRiO Learning Center (TLC) services to low income students during summer 	<p>Spring 2015</p> <ul style="list-style-type: none"> • Increase in the course completion rate for low income students 	<ul style="list-style-type: none"> • TRiO/SSS Coordinator • TRiO Learning Center Coordinator • EOPS Coordinator • CalWORKs Coordinator
	<ol style="list-style-type: none"> 1. Workshop series on topics addressing needs of low income students 2. Mandatory completion of PERS 10 as part of program requirements 		<ul style="list-style-type: none"> • TRiO/SSS Coordinator • EOPS Coordinator • Categorical Services Specialist, CalWORKs
<p>Goal B.4 - Students with Disabilities</p>	<ol style="list-style-type: none"> 1. Increase the number of students coming into ARC to arrange accommodations early (by 3rd week of semester) 2. Develop ongoing targeted workshops 	<p>Fall 2014 – Fall 2016</p> <ul style="list-style-type: none"> • Increase in the course completion rate for students with disabilities 	<ul style="list-style-type: none"> • ARC Coordinator

	<ol style="list-style-type: none"> 1. Accommodations 2. Assistive Technology 3. Special Topics 4. Specialized Instruction- Learning Skills (LNSK) classes 		
Goals B.1-B.4	1. Develop a program of study module in PERS 10	Spring 2015 <ul style="list-style-type: none"> • Increase in the course completion rate for students 	<ul style="list-style-type: none"> • Student Success and Support Program Coordinator • Student Equity Coordinator • Basic Skills Initiative Committee
	1. Workshop series: study skills, financial literacy, scholarships		<ul style="list-style-type: none"> • Student Success and Support Program Coordinator • Counseling Department Chair • Student Financial Services • EOPS Coordinator • CalWORKs Coordinator • English and Study Skills Center Director • Student Equity Coordinator
	1. Implement a Summer Bridge Program		<ul style="list-style-type: none"> • Outreach Counselor • TRiO/SSS Coordinator • EOPS Coordinator
	2. Increase and broaden the tutorial offerings available on campus		<ul style="list-style-type: none"> • Dean of Student Services • Dean of Instruction • Department Chairs

GOALS AND ACTIVITIES

C. STUDENT SUCCESS INDICATOR FOR ESL AND BASIC SKILLS COMPLETION

“Ratio of the number of students by population group who complete a degree-applicable course after having completed the final ESL or basic skills course to the number of those students who complete such a final course”

GOAL C.

C.1 – Based upon the data collected, the Student Equity Planning Committee has established a goal to increase the success rate for students enrolling in basic skills courses, with particular focus on African American, American Indian/Alaskan Native, Hispanic/Latino, Pacific Islander, students of unknown ethnicity, and male students.

C.2 – The Student Equity Planning Committee has established a goal to increase the completion rates of students enrolled in lower level English as a Second Language courses.

C.3 – The Student Equity Planning Committee has established a goal to provide additional resources and support to veterans, foster youth, low income students, and students with disabilities to support their course completion rates.

ACTIVITY C.1 (Please include the target date in chronological order and identify the responsible person/group for each activity)

GOAL	OBJECTIVE/ACTIVITY	EXPECTED OUTCOMES AND TIMELINE	RESPONSIBLE PARTY
<p>Goal C.1 - Increase the completion rates for students in basic skills courses</p>	<ol style="list-style-type: none"> 1. Coordinate basic skills support efforts 2. Promote the College Success workshops and services 3. BSI funded intensive math project 4. Instructional specialist in the Math Learning Center 5. Tutoring 6. Supplemental instruction in summer math courses 7. On Course training for staff 	<p>Fall 2015</p> <ul style="list-style-type: none"> • Increase in the course completion rates for students in basic skills courses 	<ul style="list-style-type: none"> • Dean of Instruction • Basic Skills Committee • Basic Skills Counselor
	<ol style="list-style-type: none"> 1. Basic skills counselor make presentations in classes informing students about available services 2. Intrusive counseling support 		<ul style="list-style-type: none"> • Basic Skills Counselor • Dean of Instruction • Basic Skills Committee • Basic Skills course instructors
	<ol style="list-style-type: none"> 1. Utilize the Early Alert Program and Intrusive Early Alert process (for dismissal as well) 		<ul style="list-style-type: none"> • Counseling Department Chair
	<ol style="list-style-type: none"> 1. Increase enrollment in PERS 50 		<ul style="list-style-type: none"> • Student Success and Support Program Coordinator • Counseling Department Chair

			<ul style="list-style-type: none"> • Student Equity Coordinator • Basic Skills Initiative Committee
Goal C.2 - Increase completion rates for English as a Second Language Students	1. Develop and implement orientations for ENSL students (new and continuing)	Spring 2015 <ul style="list-style-type: none"> • Increase in the course completion rates for English as a Second Language students 	<ul style="list-style-type: none"> • English as a Second Language Department Chair • Student Success and Support Program Coordinator • Outreach Counselor • Student Equity Coordinator • Basic Skills Initiative Committee
	1. Conduct Schedule Building and Educational Planning Workshops specifically for ENSL students 2. Provide an MPC registration event at a community site (off campus)		<ul style="list-style-type: none"> • Outreach Counselor • Student Success and Support Program Coordinator • Student Equity Coordinator • Basic Skills Initiative Committee
	1. Assign counselor to focus on support for ENSL students, using a case management model and collaborating with ENSL faculty (intrusive counseling support)		<ul style="list-style-type: none"> • Dean of Student Services • Outreach Counselor • English as a Second Language Department Chair
	1. Provide drop-in counseling for ENSL students during the first week of school to assist with enrollment and registration		<ul style="list-style-type: none"> • Outreach Counselor

	<p>1. Provide additional instructional support to students in the English as a Second Language Lab</p>	<p>Fall 2015</p> <ul style="list-style-type: none"> • Increase in the course completion rates for English as a Second Language students 	<ul style="list-style-type: none"> • English as a Second Language Department Chair • Outreach Coordinator • Dean of Institutional Planning
--	--	--	---

DRAFT

GOALS AND ACTIVITIES

D. STUDENT SUCCESS INDICATOR FOR DEGREE AND CERTIFICATE COMPLETION

“Ratio of the number of students by population group who receive a degree or certificate to the number of students in that group with the same informed matriculation goal”

GOAL D.

D.1 – Based upon the data collected, the Student Equity Planning Committee has established a goal to increase the degree and certificate completion rates of students who identify these goals on their Application for Admission.

D.2 – Based upon the data collected, the Student Equity Planning Committee has established a goal to increase the number of male, Hispanic/Latino, and students of unknown ethnicity who complete degree applicable units.

D.3 – The Student Equity Planning Committee has established a goal to provide additional resources and support to veterans, foster youth, low income students, and students with disabilities to support their degree and certificate completion rates.

DRAFT

ACTIVITY D.1 (Please include the target date in chronological order and identify the responsible person/group for each activity)

GOAL	OBJECTIVE /ACTIVITY	EXPECTED OUTCOMES AND TIMELINE	RESPONSIBLE PARTY
<p>Goal D.1 - Increase the degree and completion rates of students who have identified this goal on their Application for Admission</p>	<p>1. Implement the Student Success and Support Program (3SP) Initiative activities (Assessment, Orientation, Counseling/Advising, and Follow-Up to At-Risk Students)</p>	<p>Spring 2015</p> <ul style="list-style-type: none"> • Increase in the certificate and/or degree completion rates of students who have identified this goal on their Application for Admission 	<ul style="list-style-type: none"> • Student Success and Support Program Coordinator • PERS 10: Introduction to College Success Instructors • Career/Transfer Resource Center Coordinator • Student Equity Coordinator • Basic Skills Initiative Committee
<p>Goal D.2 - Increase the number of degree applicable units earned by Hispanic/Latino and Unknown ethnicity students</p>	<p>1. Implement the Student Success and Support Program (3SP) Initiative activities (Assessment, Orientation, Counseling/Advising, and Follow-Up to At-Risk Students)</p>	<p>Fall 2014</p> <ul style="list-style-type: none"> • Increase in the certificate and/or degree completion rate of Hispanic/Latino and Unknown ethnicity students 	<ul style="list-style-type: none"> • Student Success and Support Program Coordinator • Counseling Department Chair • Outreach Coordinator • Student Equity Coordinator • Basic Skills Initiative Committee
	<p>2. Implement a Summer Bridge Program</p>	<p>Summer 2015</p> <ul style="list-style-type: none"> • Increase in the certificate and/or degree completion rate of Hispanic/Latino and Unknown ethnicity students 	<ul style="list-style-type: none"> • Student Success and Support Program Coordinator • Counseling Department Chair • Outreach Coordinator • Student Equity Coordinator • Basic Skills Initiative Committee

Goal D.3 - Veterans	1. Assign regular counseling services to be housed in the Veterans Center	<p>Spring 2015</p> <ul style="list-style-type: none"> Increase in the certificate and/or degree completion rate of Veterans 	<ul style="list-style-type: none"> Dean of Student Services Counseling Department Chair
	<ol style="list-style-type: none"> Crisis Intervention Training: "Warning Signs of Students in Crisis" for faculty and staff Suicide Prevention and Mental Health & Wellness Training for faculty, staff, and students Faculty and staff training on working with veterans Develop a Veterans of Campus Peer Program Develop a Monthly Veterans Support Group 	<p>Fall 2014</p> <ul style="list-style-type: none"> Workshops presented by the Monterey County Behavioral Health Department <p>Spring 2015</p> <ul style="list-style-type: none"> Kognito "At-Risk on Campus" Suicide Prevention Training for staff 	<ul style="list-style-type: none"> Making Sense of Student Life Project Coordinator Student Health Services
	1. Implement a Boots to Books program	<p>Fall 2014</p> <ul style="list-style-type: none"> Curriculum that covers effective management of military stress, combat reaction stress, operational stress, and Post-Traumatic Stress Disorder to help student veterans succeed in academics, work, family, and other social settings. 	<ul style="list-style-type: none"> Veterans Support Coordinator Student Health Services
Goal D.3 - Foster Youth	1. Increase counseling services in EOPS	<p>Spring 2015</p> <ul style="list-style-type: none"> Increase the degree and certification completion rates for students who were/are foster youth 	<ul style="list-style-type: none"> Dean of Student Services EOPS Coordinator

Goal D.3 - Low Income	1. Increase counseling services in EOPS and TRiO/SSS	Fall 2014 <ul style="list-style-type: none"> Increase the degree and certification completion rates for low income students 	<ul style="list-style-type: none"> Dean of Student Services TRiO/SSS Coordinator
Goal D.3 - Students with Disabilities	1. Increase counseling services in ARC 2. Enhance proactive counseling methods <ul style="list-style-type: none"> Regular drop-in counseling hours Active early alert/progress monitoring 	Spring 2015-2016 <ul style="list-style-type: none"> Increase the degree and certification completion rates for students with disabilities 	<ul style="list-style-type: none"> Dean of Student Services ARC Coordinator
Goals D.1 – D.3	1. Accelerated programs - Intensive Math project	Fall 2014 <ul style="list-style-type: none"> Increase the degree and certification completion rates for students 	<ul style="list-style-type: none"> Dean Instruction Basic Skills
	1. 1 unit math prep/refresher courses		<ul style="list-style-type: none"> Dean Instruction Basic Skills Dean of Instructional Planning
	1. Implement a degree audit program to assist students in identifying progress toward program of study	Spring 2016 <ul style="list-style-type: none"> Update to the Student Portal that will allow students to select a program of study and identify courses completed, in progress, and needed to reach their educational goals 	<ul style="list-style-type: none"> Dean of Student Services Dean of Instructional Planning Matriculation/Articulation Technician Director of Information Technology
	1. Develop a degree/certificate completion and a "How to Get Out" workshop series		<ul style="list-style-type: none"> Counseling Department Chair Student Success and Support Program Coordinator Student Equity Coordinator Basic Skills Initiative

			Committee
--	--	--	-----------

DRAFT

This page intentionally left blank

DRAFT

GOALS AND ACTIVITIES

E. STUDENT SUCCESS INDICATOR FOR TRANSFER

“Ratio of the number of students by population group who complete a minimum of 12 units and have attempted a transfer level course in mathematics or English to the number of students in that group who actually transfer after one or more (up to six) years”

GOAL E.

E.1 – Based upon the data collected, the Student Equity Planning Committee has established a goal to increase the overall transfer rate for students, with a focus on African American and Pacific Islander students.

E.2 – The Student Equity Planning Committee has established a goal to provide additional resources and support to veterans, foster youth, low income students, and students with disabilities to support an increase in their rates.

DRAFT

ACTIVITY E.1 (Please include the target date in chronological order and identify the responsible person/group for each activity)

GOAL	OBJECTIVE /ACTIVITY	EXPECTED OUTCOMES AND TIMELINE	RESPONSIBLE PARTY
Goal E.1 - Increase transfer rates of African American and Pacific Islander students	<ol style="list-style-type: none"> 1. Promote Career/Transfer Resource Center (CTRC) 2. Make presentations in Ethnic Studies classes and at BSU club meeting 3. Conduct summer bridge program 4. Increase the number and variety of college representatives and their visits to the CTRC 5. Provide student transfer announcements the student portal 	Spring 2015 <ul style="list-style-type: none"> • Increase transfer rates for students 	<ul style="list-style-type: none"> • Counseling Department Chair • Career/Transfer Resource Center Coordinator
Goal E.2 - Veterans	<ol style="list-style-type: none"> 1. Develop pathways for the transition of veterans to transfer institutions 	Spring 2015 <ul style="list-style-type: none"> • Increase transfer rates for students 	<ul style="list-style-type: none"> • Career/Transfer Resource Center Coordinator • Veterans Representative/School Certifying Official • Counseling Department Chair
	<ol style="list-style-type: none"> 1. Crisis Intervention Training: "Warning Signs of Students in Crisis" for faculty and staff 2. Suicide Prevention and Mental Health & Wellness Training for 	Fall 2014 <ul style="list-style-type: none"> • Workshops presented by the Monterey County Behavioral Health Department Spring 2015	<ul style="list-style-type: none"> • Making Sense of Student Life Project Coordinator • Student Health Services

	<p>faculty, staff, and students</p> <ol style="list-style-type: none"> 3. Faculty and staff training on working with veterans 4. Develop a Veterans of Campus Peer Program 5. Develop a Monthly Veterans Support Group 	<ul style="list-style-type: none"> • Kognito “At-Risk on Campus” Suicide Prevention Training for staff 	
	<ol style="list-style-type: none"> 1. Implement a Boots to Books program 	<p>Fall 2014</p> <ul style="list-style-type: none"> • Curriculum that covers effective management of military stress, combat reaction stress, operational stress, and Post-Traumatic Stress Disorder to help student veterans succeed in academics, work, family , and other social settings. 	<ul style="list-style-type: none"> • Veterans Support Coordinator • Student Health Services
Goal E.2 - Foster Youth		<p>Spring 2015</p> <ul style="list-style-type: none"> • Increase transfer rates for students who are/were foster youth 	<ul style="list-style-type: none"> • Career/Transfer Resource Center Coordinator • Foster Youth Liaison • EOPS Coordinator
Goal E.2 - Low Income		<p>Spring 2015</p> <ul style="list-style-type: none"> • Increase transfer rates for low income students 	<ul style="list-style-type: none"> • Career/Transfer Resource Center Coordinator • EOPS Coordinator • TRiO/SSS Coordinator • CalWORKs Coordinator

Goal E.2 - Students with Disabilities	1. Increase ARC counseling and services to assist students with transferring to universities	Spring 2015 – Fall 2016 <ul style="list-style-type: none"> • Increase transfer rates for students with disabilities 	<ul style="list-style-type: none"> • Career/Transfer Resource Center Coordinator • ARC Coordinator
Goals E.1 and E.2	<ol style="list-style-type: none"> 1. Develop college application workshops 2. Implement virtual transfer advising with college reps 3. Expand visits to and from local colleges & universities 4. Increase CTRC workshop offerings 5. Greater marketing of CTRC services 6. Provide CTRC notices through the student portal 	Summer 2015 <ul style="list-style-type: none"> • Increase transfer rates for students 	<ul style="list-style-type: none"> • Career/Transfer Resource Center Coordinator • Counseling Department Chair

DRAFT

This page intentionally left blank

DRAFT

Budget

DRAFT

SOURCES OF FUNDING

The budget of \$330,590 in Student Equity Funds outlined in this section includes costs that are allowable, reasonable and necessary for carrying out the program goals and objectives and is in compliance the mandates set forth in the Student Equity Plan. The budget's main expense is personnel supporting the instructional and student support activities of the program. The budget includes key staff to support the program's services and activities and part-time staff are included to enhance instructional support and student development. The budget adequately supports student success by offering comprehensive instructional and educational enrichment services to assist the Student Equity Plan goals and objectives. All tasks are accomplished through careful use of project and college staff, coordinated facility use, and cost-effective budget planning.

Activities identified in this plan are funded through several sources including:

- Student Equity,
- Student Success and Support Program (3SP),
- EOPS,
- TRiO,
- Basic Skills Initiative,
- Access Resource Center,
- CalWORKs, and
- California Mental Health Services Authority – “Making Sense of Student Life” Grant.

DRAFT

Evaluation Schedule and Process

DRAFT

EVALUATION SCHEDULE AND PROCESS

The overall evaluation plan for the student equity program consists of two elements: 1) an annual coordination between the Student Equity Coordinator and the Office of Institutional Research to collect data and monitor progress on activity outcomes and 2) an ongoing internal review of the implementation of each activity, the day to day operations of the programs implementing each activity, and the progress made toward the identified goals. The second of these occurs with the annual program evaluation conducted as part of the Student Services Program Review process. The Vice President of Student Services is charged with the responsibility for conducting the Student Services Program Review which includes recommendations for programmatic changes needed to ensure that Student Services programs are successful at attaining stated annual objectives and are responsive at providing maximum benefit to student participants.

The evaluation procedures include a comprehensive data collection and internal monitoring process by collection of college staff including the Vice President for Student Services, Vice President for Academic Affairs, Director of Institutional Research, the Student Equity Coordinator and Student Success and Support Program Coordinator. These positions are responsible for preparing an annual Program Review Report for review and evaluation by the Vice President of Student Services that focuses on the Student Equity Program's progress in achieving the goals and activities outlined in the Student Equity Plan.

Each Spring term, to monitor progress on activity outcomes, the Student Equity Coordinator will coordinate with the Office of Institutional Research to collect data regarding any disproportionate impact on population groups according to ethnicity, gender, income, disability, foster youth, and veteran status. This information will be reviewed in conjunction with representative program reviews. The Student Equity Planning Committee will meet regularly to discuss findings and to regroup, redirect, and redefine goals and activities based on the findings.

Attachments

DRAFT

ATTACHMENTS

DRAFT

Monterey Peninsula Community College District

Governing Board Agenda

December 10, 2014

President's Office
College Area

New Business Agenda Item No. I

Proposal:

That the Governing Board consider including the Pledge of Allegiance as part of the opening protocol of the Board meeting and provide direction to staff.

Background:

At the September 24, 2014 meeting, the Board discussed Trustee Coppernoll's proposal to include the Pledge of Allegiance as part of the Board meeting protocol. The trustees recommended the proposal receive shared governance review before any Board action. President Tribley presented the issue for College Council consideration on October 28, 2014 and "members concurred that as long as board and audience members were not required to participate in the pledge, there was no objection."

At the November 19, 2014 meeting, the Board discussed the proposal and College Council's response. It was agreed to consider the proposal again at the December meeting to determine if there was consensus to change the Board meeting protocol to include the pledge, and take formal action, as appropriate.

Budgetary Implications:

The purchase of American and California flags with stands for the Board meeting room, at a cost of \$417, was covered by contingency funds.

INFORMATION/ACTION: Pledge of Allegiance at Board Meeting

Recommended By:

Walter A. Tribley
Walter Tribley, Superintendent/President

Prepared By:

Vicki Nakamura
Vicki Nakamura, Assistant to the President

Agenda Approval:

Walter A. Tribley
Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

December 10, 2014

New Business Agenda Item No. J

Superintendent/President
College Area

Proposal:

To review the attached Calendar of Events.

Background:

The Trustees request that the Calendar of Events be placed on each regular Governing Board meeting agenda for review and that volunteer assignments be made so that the Trustees become more visible on campus.

Trustees will attend meetings as observers and will not represent the Board's view on issues/topics.

Budgetary Implications:

None.

INFORMATION: Calendar of Events.

Recommended By: Dr. Walter Tribley, Superintendent/President

Prepared By:

Shawn Anderson

Shawn Anderson, Executive Assistant to Superintendent/President and Governing Board

Agenda Approval:

Walter Tribley

Dr. Walter Tribley, Superintendent/President

MPC Governing Board 2014-2015 Calendar of Events

REVISED 12/4/14

DECEMBER 2014

Wednesday, December 10 Annual Organizational Board Meeting, MPC Library & Technology Center
1:30pm: Closed Session – Stutzman Room
3:00pm: Regular Meeting – Sam Karas Room

Friday, December 12 Fire Graduation, 10:00am, MPC Theatre

Tuesday, December 16 Annual Administrators' Holiday Reception, 9:30-11:00 am, MPC Admin Lobby

Thursday, December 18 Fall Semester ends

Wed, December 24 to Thursday, January 1 Winter Break

JANUARY 2015

Friday, January 2 Early Spring Session Begins

Monday, January 19 Martin Luther King Day Holiday

Friday, January 23 Board Retreat (Time and Location TBD)

Tuesday, January 27 Early Spring Session Ends

Friday, January 30 Regular Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session)

Wednesday, January 28 to Thursday, January 29 Spring Flex Day Program

FEBRUARY 2015

Monday, February 2 Spring Semester Begins

Friday, February 13 Lincoln Day Holiday (Observed)

Monday, February 16 Washington Day Holiday

Monday, February 23 Regular Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session)

MARCH 2015

March Date TBA

Wednesday, March 25 **Lobo Hall of Fame (to be confirmed)**

Sunday, March 29 to Friday, April 3 Regular Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session)

Spring Recess

APRIL 2015

Wed-Fri, April 1-3 Spring Recess (March 29-April 3)

Wednesday, April 22 Regular Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session)

MAY 2015

May Date TBD MPC Scholarship Awards Ceremony

Friday, May 1 President's Address to the Community, Time TBA, Monterey Conf. Center

Monday, May 25 Memorial Day Holiday

Wednesday, May 27 Regular Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session)

JUNE 2015

June Date TBA

Thursday, June 4 Fire Academy Ceremony

Thursday, June 4 Spring Semester Ends

Latino Ceremony: 6:00 p.m., LF 103 (to be confirmed)

MPC Governing Board 2014-2015 Calendar of Events

REVISED 12/4/14

JUNE 2015 (continued)

Thursday, June 4	Asian Student Assn Ceremony: 6:00 p.m., Sakura Buffet (to be confirmed)
Friday, June 6	Kente Ceremony: 7:00 p.m., MU 101 (to be confirmed)
Saturday, June 6	Faculty Retirement Breakfast, 8:30am (to be confirmed)
Saturday, June 6	Commencement: 12:00 p.m., Amphitheatre (Line-up at 11:30 a.m. in Gym)
Saturday, June 6	Nurse Pinning Ceremony: 3:00 p.m., Amphitheatre
Monday, June 15	Summer Session Begins
Wednesday, June 24	Regular Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session)

JULY 2015

Friday, July 3	Independence Day Holiday (Observed)
Wednesday, July 22	Regular Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session)
Friday, July 24	End of Six-Week Summer Session

AUGUST 2015

Wednesday, August 26	Regular Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session)
----------------------	---

SEPTEMBER 2015

Wednesday, September 23	Regular Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session)
-------------------------	---

OCTOBER 2015

Wednesday, October 28	Regular Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session)
-----------------------	---

NOVEMBER 2015

Wednesday, November 18 or November 25	Regular Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session) (Date to be determined at Dec. 10, 2014 Organizational Board Meeting)
--	--

DECEMBER 2015

Wednesday, December 16	Annual Organizational Board Meeting and Swearing-in Ceremony: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session)
-------------------------------	---

Monterey Peninsula Community College District

Governing Board Agenda

December 10, 2014

New Business Agenda Item No. K

Administrative Services
College Area

Proposal:

That the Governing Board unanimously approve the attached **Resolution # 2014-2015/78** for \$59,800 for the repair of the Library Technology Center, (LTC) rooftop HVAC ductwork system.

Background:

The Library Technology Center (LTC) rooftop HVAC ductwork system has oxidized, causing significant interior leakage. This leakage has disrupted the instructional program and creates a health and safety risk to our students and staff as well as damage and loss of property.

The **Resolution # 2014-2015/78** will allow us to contract for the labor and materials without advertising for, or inviting bids in an emergency when the instructional program is disrupted or to avoid danger to life and property.

We sought proposals for a polyurethane foam insulation product which is then sealed making it encapsulated and is able to withstand the ocean air environment for the life of the HVAC system.


We received one proposal from Central Coating Company for \$59,800 to perform all work necessary to prepare, prime and repair the surface of the HVAC and ductwork system, and apply the foam insulation and coating seal. The proposal includes a ten year, full system warranty including labor and materials. Work is scheduled to commence December 15, 2014.

We reviewed the proposal with an independent roofing consultant and checked references for Central Coating Company and are satisfied that the proposal is fair and competitive.

Budgetary Implications: The repair costs are not to exceed \$59,800 and will budgeted to the Capital Outlay Fund.

RESOLUTION: BE IT RESOLVED, That the Governing Board unanimously approve the attached **Resolution # 2014-2015/78** for \$59,800 for the repair of the Library Technology Center, (LTC) rooftop HVAC ductwork system.

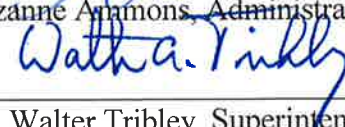
Recommended By:


C. Earl Davis, Vice President, Administrative Services

Prepared By:


Suzanne Anamons, Administrative Services

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

**GOVERNING BOARD RESOLUTION FOR
EMERGENCY WAIVER – PUBLIC PROJECT**

Monterey Peninsula Community College District
Resolution #2014-2015/78

On Motion of Member _____, seconded by Member _____, the following resolution is adopted by the Governing Board of the Monterey Peninsula Community College District:

WHEREAS the Library Technology Center (LTC) rooftop HVAC system has oxidized, causing significant interior leakage; and

WHEREAS, to permit the continuance of existing instructional programs; and

WHEREAS, to avoid danger to life and property; and

WHEREAS, Public Contract Code Section 20654, as further defined by Public Contract Code Section 1102, provides that school districts/community college districts may, with the unanimous approval of the Governing Board and approval of the County Superintendent of Schools, contract for the performance of labor and purchase of materials without advertising for or inviting bids in an emergency when such work is necessary to permit the continuance of existing school classes or to avoid danger to life or property;

NOW THEREFORE, be it resolved that the Governing Board of the Monterey Peninsula Community College District has determined that these circumstances constitute an emergency condition and request approval from the County Superintendent of Schools to enter into contracts for \$59,800 without advertising or inviting bids pursuant to Public Contract Code Section 20654 and Public Contract Code Section 1102.

PASSED AND ADOPTED by unanimous vote of the Members of the Governing Board of the Monterey Peninsula Community College District this 10th day of December, 20 14 by the following vote:

AYES:
NOES:
ABSENT:

STATE OF CALIFORNIA)
)ss
COUNTY OF MONTEREY)

I, _____ Clerk/Secretary of the Governing Board of the Monterey Peninsula Community College District, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said Board at a regularly called and conducted meeting held on said date.

Board

Clerk/Secretary of the Governing Board