



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

**REGULAR MEETING
WEDNESDAY, NOVEMBER 18, 2015**

NEW BUSINESS

Monterey Peninsula Community College District

Governing Board Agenda

November 18, 2015

New Business Agenda Item No. A

Fiscal Services
College Area

Proposal:

That the Governing Board reviews the attached County of Monterey Investment Report for the quarter ending September 30, 2015.

Background:

The majority of the funds are on deposit with the Monterey County Treasury pursuant to Ed Code. The County Treasurer provides a quarterly report to participating agencies detailing asset allocation and investment performance. The portfolio's net earned income yield for the period ending September 30, 2015, was 0.69%. Approximately 90% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities and other liquid funds. The remaining 10% is invested in corporate debt and is rated in the higher levels of investment grade.

Budgetary Implications:


None.

INFORMATION: County of Monterey Investment Report for the quarter ending September 30, 2015.

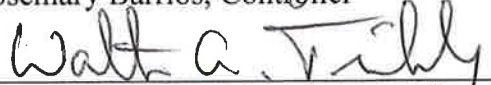
Recommended By: _____


Steven L. Crow, Ed.D., Professional Expert, Administrative Services

Prepared By: _____


Rosemary Barrios, Controller

Agenda Approval: _____


Dr. Walter Tribley, Superintendent/President



Monterey County

Board Order

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066

Upon motion of Supervisor Parker, seconded by Supervisor Phillips and carried by those members present, the Board of Supervisors hereby:

Received and accepted the Treasurer's Report of Investments for the quarter ending September 30, 2015.

PASSED AND ADOPTED on this 27th day of October 2015, by the following vote, to wit:

AYES: Supervisors Armenta, Phillips, Salinas, Parker and Potter
NOES: None
ABSENT: None

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 78 for the meeting on October 27, 2015.

Dated: November 3, 2015
File ID: 15-1165

Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California

By Denise Hancock
Deputy



Monterey County

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066

Board Report

Legistar File Number: 15-1165

October 27, 2015

Introduced: 10/19/2015

Version: 1

Current Status: Agenda Ready

Matter Type: General Agenda Item

Receive and Accept the Treasurer's Report of Investments for the quarter ending September 30, 2015.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Receive and Accept the Treasurer's Report of Investments for the quarter ending September 30, 2015.

SUMMARY:

Government Code Section 53646 (b) (1) states the Treasurer may submit a quarterly report of investments. The attached exhibits provide a narrative portfolio review of economic and market conditions that support the investment activity during the July - September period, the investment portfolio position by investment type, a listing of historical Monterey County Treasury Pool yields versus benchmarks, and the investment portfolio by maturity range.

DISCUSSION:

During the July - September quarter, yields on corporate securities rose while yields on comparable U.S. Treasury notes remained relatively flat. Treasuries experienced strong demand after the Federal Open Market Committee (FOMC) did not raise rates at their mid-September meeting and acknowledged that global developments are putting downward pressure on the U.S. economy and inflation.

The U.S. Gross Domestic Product (GDP) grew at an estimated 3.9% during the quarter ended September 30th, revised higher from the initial estimate of 2.3%. Growth was broad-based, driven by inventories, fixed investment, exports, consumer spending and construction.

On September 30, 2015, the Monterey County investment portfolio contained an amortized book value of \$983,156,386 spread among 73 separate securities and funds. The par value of those funds was \$980,586,770, with a market value of \$983,495,594 or 100.34% of amortized book value. The portfolio's net earned income yield for the period was 0.69%. The portfolio produced an estimated income of \$1,755,644 for the quarter which will be distributed proportionally to all agencies participating in the investment pool. The investment portfolio had a weighted average maturity of 407 days.

The investment portfolio was in compliance with all applicable provisions of state law and the adopted Investment Policy, and contained sufficient liquidity to meet all projected outflows over the next six months. Market value pricings were obtained through Bloomberg LLP, Union Bank of California and included live-bid pricing of corporate securities.

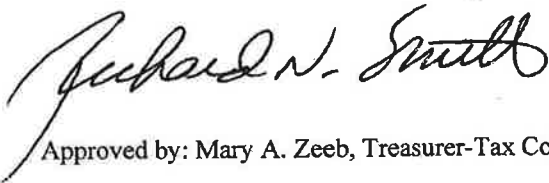
OTHER AGENCY INVOLVEMENT:

A copy of this report will be distributed to all agencies participating in the County investment pool and the Treasury Oversight Committee. In addition, the report will be published on the County Treasurer's web site. A monthly report of investment transactions is provided to the Board of Supervisors as required by Government Code 53607.

FINANCING:

The investment portfolio contains sufficient liquidity to meet all projected expenditures over the next six months. We estimate that the investment earnings in the General Fund will be consistent with budgeted revenue, but at historically low levels, as it is unknown if the Federal Reserve will raise rates by the end of 2015.

Prepared by: Richard N. Smith, Assistant Treasurer-Tax Collector, x5836



Approved by: Mary A. Zeeb, Treasurer-Tax Collector, x5015



Attachments:

- Exhibit A - Investment Portfolio Review 09-30-15
- Exhibit B - Portfolio Management Report 09-30-15
- Exhibit C - Monterey County Historical Yields vs. Benchmarks
- Exhibit D - Aging Report 10-01-15

cc:

County Administrative Office
County Counsel
Auditor-Controller - Internal Audit Section
All depositors
Treasury Oversight Committee

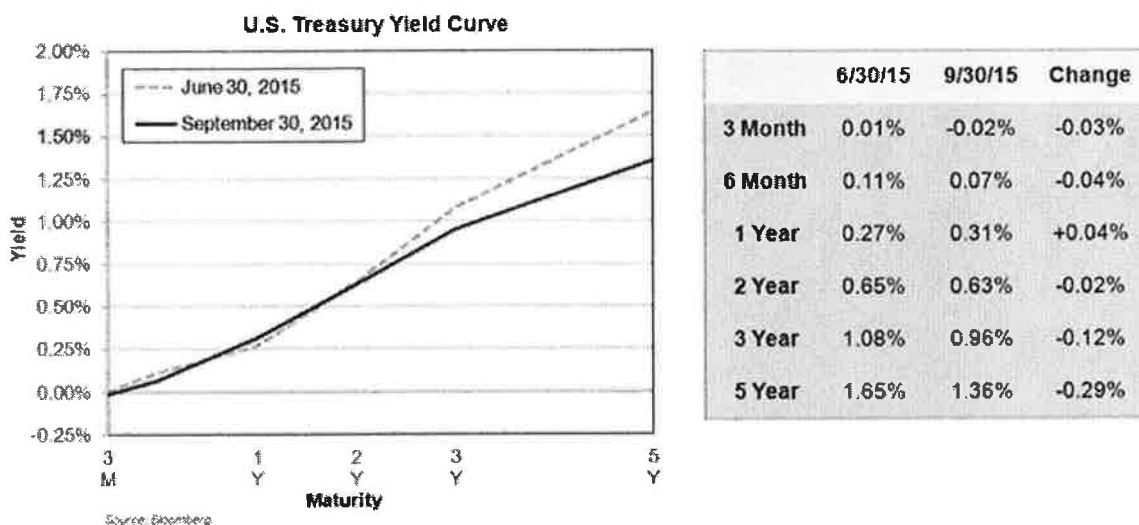
Investment Portfolio Review Quarter Ending September 30, 2015

OVERVIEW – July 1, 2015 – September 30, 2015

During the July to September quarter, despite significant volatility, the 2-year Treasury yields ended September roughly at the same level as they were at the end of June. The yield of the County Pool remains higher than the yield of the S&P Government Investment Pool Index. At the mid-September Federal Open Market Committee (FOMC) meeting, the Federal Reserve decided to wait to raise interest rates until they are “reasonably confident that inflation will move back to its 2% objective.”

INTEREST RATES DECREASED IN 2- TO 5-YEAR RANGE

- Yields on securities longer than one year decreased during the quarter as concerns over a global slowdown drove money into U.S. Treasuries
- Yields on corporate securities rose while yields on comparable U.S. Treasury notes remained relatively flat.



The County Treasury outperformed portfolio benchmarks this quarter. Our consistent investment strategy ladders short term debt to provide liquidity and takes advantage of available higher rates by buying small amounts of longer term corporate and non callable securities, while maintaining positions in currently held callable debt structures. The following indicators reflect key aspects of the County’s investment portfolio in light of the above noted conditions:

1. Market Access – Access to U.S. Treasuries and Agency debt has been plentiful, but yields have continued to remain low as investors continue to seek safe havens from an uncertain world market. These issues have continued to keep yields low on Treasury bonds.

During the quarter, the majority of County investment purchases continue to be in U.S. Treasury and Agency markets with a continued small position in shorter term, highly rated (AA or better) Corporate bonds. In addition, the Treasurer continues to keep a high level

Exhibit A

of liquid assets, reflecting the need to maintain increased levels of available cash to ensure the ability to meet all cash flow needs.

2. Diversification - The Monterey County Treasurer’s portfolio consists of fixed income investments, all of which are authorized by the State of California Government Code 53601.

The portfolio asset spread is detailed in the table below:

Portfolio Asset Composition				
Corporate Assets	Liquid Assets	US Treasuries	Federal Agencies	Commercial Paper
10%	35%	2%	53%	0%

3. Credit Risk – Approximately 90% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities and other liquid funds. All assets have an investment grade rating. U.S. Treasuries are not specifically rated, but are considered the safest of all investments. The corporate debt (10%) is rated in the higher levels of investment grade. All federal agency securities have AA ratings, or are guaranteed by the U.S. Treasury.

The portfolio credit composition is detailed in the table below:

Portfolio Credit Composition							
AAA	AA+	AA	AA-	A+	Not Rated (LAIF/MMF)	AAAm	Aaf/S1+ (CalTrust)
1%	57%	2%	3%	2%	11%	10%	14%

4. Liquidity Risk – Liquidity risk, as measured by the ability of the County’s Treasury to meet withdrawal demands on invested assets, was adequately managed during the July to September quarter. The portfolio’s average weighted maturity was 407 days, and large percentages (35%) of assets are held in immediately available funds.

PORTFOLIO CHARACTERISTICS

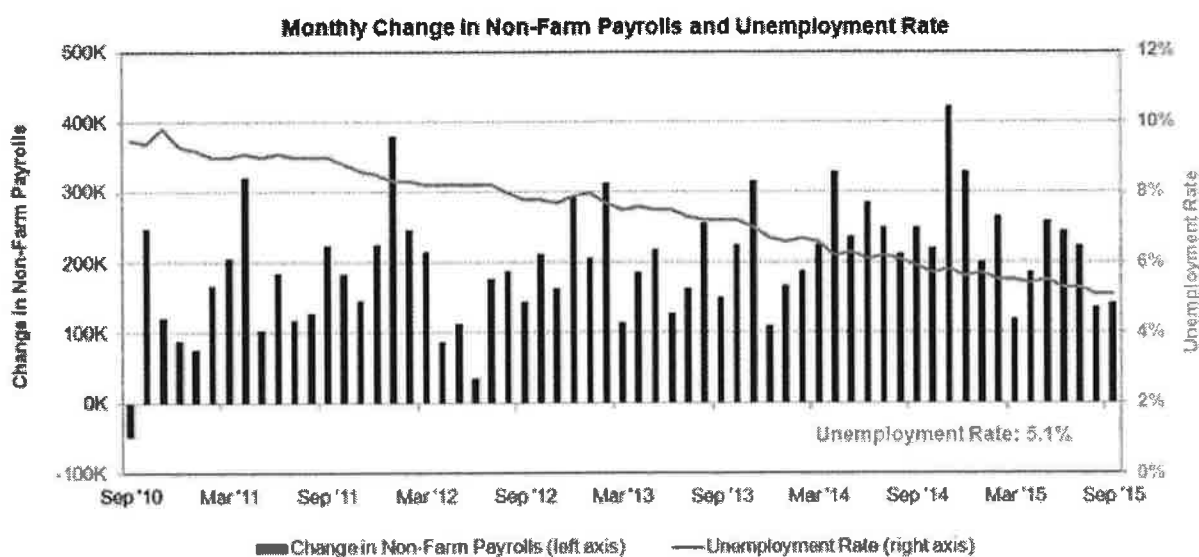
	<u>June 30, 2015</u>	<u>September 30, 2015</u>
Total Assets	\$1,120,854,255	\$983,156,386
Market Value	\$1,120,818,419	\$983,495,594
Days to Maturity	422	407
Yield	0.72%	0.69%
Estimated Earnings	\$2,061,464	\$1,755,644

FUTURE STRATEGY

Ongoing improvement in employment data and housing starts are positive economic news. However, inflation remains relatively static. These mixed economic signals and the ongoing instability in Greece, and the recent stock market slump in the Chinese market, may dampen the FOMC's stated desire to increase rates before 2016. The portfolio remains in position to take advantage of an increasing rate environment.

U.S. ECONOMY GROWTH SLOWS DOWN

- The jobs reports in August and September showed signs of slowing growth as the number of jobs added came in under expectations. Total growth for the quarter ended September 30 was 501,000 jobs.
- The unemployment rate fell from 5.3% to 5.1% during the quarter.



Source: Bureau of Labor Statistics

Exhibit A

As long as the Federal Treasury continues to target short term rates at historically low levels, the returns on the investments in the County's pool will remain historically low. The portfolio is adequately positioned to take advantage of changing market conditions.

Exhibit B

Monterey County Portfolio Management Portfolio Details - Investments September 30, 2015

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	Days to Maturity	Maturity Date
Money Market Accts-GC 53601(k)(2)												
SYS11672	11672	BlackRock			57,475,829.71	57,475,829.71	57,475,829.71	0.098			1	
SYS11801	11801	CalTrust			140,000,000.00	140,000,000.00	140,000,000.00	0.507	Aaa	AAA	1	
SYS11830	11830	Federated		07/01/2015	0.00	0.00	0.00	0.101	Aaa	AAA	1	
SYS11578	11578	Fidelity Investments			46,232,312.88	46,232,312.88	46,232,312.88	0.133	Aaa	AAA	1	
Subtotal and Average			272,694,659.98		243,708,142.59	243,708,142.59	243,708,142.59				1	
State Pool-GC 53601(p)												
SYS11361	11361	LAIF			50,000,000.00	50,000,000.00	50,000,000.00	0.284			1	
Subtotal and Average			50,000,000.00		50,000,000.00	50,000,000.00	50,000,000.00				1	
CAMP-GC 56301(p)												
SYS10379	10379	Calif. Asset Mgmt			52,500,000.00	52,500,000.00	52,500,000.00	0.114		AAA	1	
SYS11961	11961	Calif. Asset Mgmt			378,627.29	378,627.29	378,627.29	0.115		AAA	1	
Subtotal and Average			24,163,409.90		52,878,627.29	52,878,627.29	52,878,627.29				1	
Medium Term Notes - GC 53601(k)												
084664BS9	12031	Berkshire Hathaway Finance		04/24/2015	10,000,000.00	10,107,400.00	10,140,758.97	1.600	Aa2	AA	592	05/15/2017
084670BD9	12036	Berkshire Hathaway Finance		09/16/2015	10,000,000.00	10,131,870.45	10,131,870.45	1.900	Aa2	AA	488	01/31/2017
36962G5W0	11855	General Electric		04/27/2012	5,000,000.00	5,097,650.00	4,997,940.39	2.300	A	AA	574	04/27/2017
36962G5W0	11856	General Electric		04/27/2012	5,000,000.00	5,097,650.00	5,002,358.33	2.300	A	AA	574	04/27/2017
369604BC6	12010	General Electric		01/23/2015	10,000,000.00	10,892,900.00	10,876,798.64	5.250	Aa	AA	797	12/06/2017
478160BF0	12000	Johnson & Johnson		12/23/2014	2,000,000.00	2,004,440.00	2,000,000.00	0.700	Aaa	AAA	424	11/28/2016
478160AY0	12004	Johnson & Johnson		01/08/2015	7,000,000.00	7,094,710.00	7,069,320.41	2.150	Aaa	AAA	227	05/15/2016
89233P5S1	11839	Toyota Motor Corporation		02/29/2012	5,000,000.00	5,079,250.00	5,028,835.51	2.050	Aa	AA	469	01/12/2017
89236TCA1	12009	Toyota Motor Corporation		01/16/2015	10,000,000.00	10,009,600.00	10,037,845.35	1.450	Aa	AA	834	01/12/2018
89233P6S0	12018	Toyota Motor Corporation		03/30/2015	10,000,000.00	10,025,500.00	10,028,320.00	1.250	Aaa	AA	735	10/05/2017
94974BFG0	12021	Wells Fargo & Company		04/07/2015	10,000,000.00	9,981,200.00	10,075,480.48	1.500	Aaa	AA	838	01/16/2018
94974BFL9	12025	Wells Fargo & Company		04/13/2015	10,000,000.00	10,042,400.00	10,043,571.33	1.250	A2	A+	293	07/20/2016
Subtotal and Average			91,501,603.27		94,000,000.00	95,564,570.45	95,433,099.86				600	
Commercial Paper Disc.- GC 53601(h)												
Subtotal and Average			869,548.31									

Exhibit B

Monterey County Portfolio Management Portfolio Details - Investments September 30, 2015

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	Days to Maturity	Maturity Date
Fed Agcy Coupon Sec - GC 53601(f)												
3133EDSU7	11985	Federal Farm Credit Bank		08/15/2014	10,000,000.00	10,038,200.00	10,000,000.00	1.000	Aaa	AA	684	08/15/2017
3133EEBU3	11996	Federal Farm Credit Bank		11/26/2014	10,000,000.00	10,007,100.00	10,003,301.41	0.600	Aaa	AA	410	11/14/2016
3133EEFE5	12008	Federal Farm Credit Bank		01/12/2015	10,000,000.00	10,039,800.00	10,032,604.55	1.125	Aaa	AA	809	12/18/2017
3133EEMA5	12011	Federal Farm Credit Bank		01/30/2015	10,000,000.00	9,985,200.00	10,008,120.11	1.500	Aaa	AA	1,551	12/30/2019
3133EELZ1	12012	Federal Farm Credit Bank		02/02/2015	10,000,000.00	9,983,800.00	10,027,011.08	1.000	Aaa	AA	910	03/29/2018
3133EESZ4	12016	Federal Farm Credit Bank		03/25/2015	10,000,000.00	10,017,900.00	10,005,415.42	0.460	Aaa	AA	285	07/12/2016
3133EDMB5	12017	Federal Farm Credit Bank		03/26/2015	10,000,000.00	10,010,800.00	10,001,327.38	0.500	Aaa	AA	327	08/23/2016
3133EETE0	12020	Federal Farm Credit Bank		04/01/2015	10,000,000.00	10,037,000.00	10,046,416.49	1.125	Aaa	AA	893	03/12/2018
3133EE7M6	12038	Federal Farm Credit Bank		09/30/2015	10,000,000.00	10,006,789.01	10,006,789.01	0.650	Aaa	AA+	627	06/19/2017
313380EC7	11878	Federal Home Loan Bank		09/17/2012	10,000,000.00	9,976,600.00	9,981,066.97	0.750	Aaa	AA	708	09/08/2017
313380XB8	11881	Federal Home Loan Bank		10/17/2012	10,000,000.00	10,000,500.00	9,999,216.67	0.625	Aaa	AA	382	10/17/2016
313370TW8	11888	Federal Home Loan Bank		12/05/2012	10,000,000.00	10,180,700.00	10,137,296.90	2.000	Aaa	AA	344	09/09/2016
313373SZ6	11913	Federal Home Loan Bank		04/02/2013	10,000,000.00	10,162,300.00	10,114,088.85	2.125	Aaa	AA	253	06/10/2016
313378A43	11925	Federal Home Loan Bank		05/02/2013	10,000,000.00	10,087,000.00	10,147,455.75	1.375	Aaa	AA	890	03/09/2018
313383A68	11928	Federal Home Loan Bank		06/13/2013	10,000,000.00	9,948,600.00	10,000,000.00	1.080	Aaa	AA	986	06/13/2018
313378QK0	11966	Federal Home Loan Bank		04/04/2014	10,000,000.00	10,188,000.00	10,018,616.71	1.875	Aaa	AA	1,254	03/08/2019
3130A3J70	11997	Federal Home Loan Bank		12/12/2014	10,000,000.00	10,006,100.00	10,001,698.54	0.625	Aaa	AA	419	11/23/2016
313371PV2	11998	Federal Home Loan Bank		12/12/2014	10,000,000.00	10,152,900.00	10,108,999.72	1.625	Aaa	AA	435	12/09/2016
313371PV2	11999	Federal Home Loan Bank		12/12/2014	10,000,000.00	10,152,900.00	10,108,999.72	1.625	Aaa	AA	435	12/09/2016
3130A3PT5	12001	Federal Home Loan Bank		12/23/2014	10,000,000.00	9,994,500.00	9,997,048.12	0.125	Aaa	AA	68	12/08/2015
3130A3UU6	12005	Federal Home Loan Bank		01/27/2015	10,000,000.00	10,026,800.00	10,000,000.00	0.875	Aaa	AA	484	01/27/2017
3130A4U42	12019	Federal Home Loan Bank		03/31/2015	10,000,000.00	10,009,100.00	10,009,473.83	0.800	Aaa	AA	638	06/30/2017
3130A2KD7	12028	Federal Home Loan Bank		04/09/2015	10,000,000.00	10,003,300.00	10,002,113.43	0.315	Aaa	AA+	98	01/07/2016
3130A3KK9	12029	Federal Home Loan Bank		04/17/2015	10,000,000.00	9,997,300.00	9,999,584.35	0.125	Aaa	AA+	55	11/25/2015
3130A0SD3	12030	Federal Home Loan Bank		04/17/2015	10,000,000.00	10,005,700.00	10,005,181.85	0.375	Aaa	AA+	141	02/19/2016
3130A4Q70	12032	Federal Home Loan Bank		04/23/2015	10,000,000.00	10,031,500.00	10,039,709.31	1.000	Aaa	AA+	778	11/17/2017
3133834R9	12034	Federal Home Loan Bank		04/23/2015	10,000,000.00	9,999,300.00	10,001,086.98	0.375	Aaa	AA+	267	06/24/2016
3130A6JW8	12037	Federal Home Loan Bank		09/30/2015	10,000,000.00	10,001,265.02	10,001,265.02	0.318			258	06/15/2016
3134G3S50	11887	Federal Home Loan Mtg Corp		11/30/2012	10,000,000.00	10,019,000.00	10,006,952.23	0.625	Aaa	AA	397	11/01/2016
3134G42M9	11916	Federal Home Loan Mtg Corp		04/25/2013	10,000,000.00	9,987,100.00	10,000,000.00	0.700	Aaa	AA	572	04/25/2017
3134G42G2	11917	Federal Home Loan Mtg Corp		04/30/2013	10,000,000.00	9,998,000.00	10,000,000.00	1.050	Aaa	AA	942	04/30/2018
3134G43F3	11920	Federal Home Loan Mtg Corp		04/30/2013	10,000,000.00	9,936,400.00	10,000,000.00	1.020	Aaa	AA	942	04/30/2018
3134G43V8	11923	Federal Home Loan Mtg Corp		05/15/2013	10,000,000.00	9,977,100.00	9,999,475.56	1.050	Aaa	AA	957	05/15/2018
3137EADJ5	11970	Federal Home Loan Mtg Corp		04/09/2014	10,000,000.00	10,046,600.00	9,994,640.12	1.000	Aaa	AA	666	07/28/2017
3137EADL0	11987	Federal Home Loan Mtg Corp		08/25/2014	10,000,000.00	10,023,600.00	9,980,238.89	1.000	Aaa	AA	729	09/29/2017

Exhibit B

Monterey County Portfolio Management Portfolio Details - Investments September 30, 2015

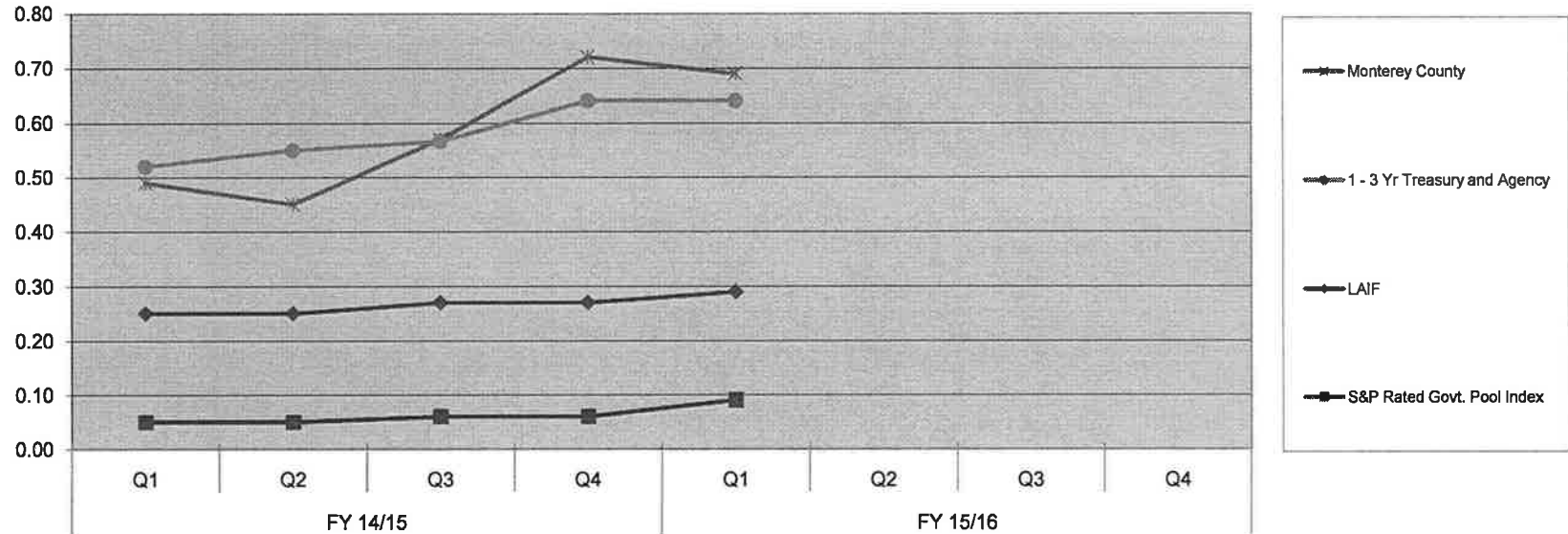
CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	Days to Maturity	Maturity Date
Fed Agcy Coupon Sec - GC 53601(f)												
3134G5RF4	12024	Federal Home Loan Mtg Corp		04/06/2015	10,000,000.00	9,998,900.00	10,002,957.18	0.400		AA	239	05/27/2016
3136G0B26	11874	Federal National Mtg Assn		09/27/2012	10,000,000.00	9,997,600.00	10,000,000.00	1.000	Aaa	AA	727	09/27/2017
3135G0NH2	11876	Federal National Mtg Assn		09/13/2012	10,000,000.00	9,999,100.00	9,997,701.12	0.950	Aaa	AA	692	08/23/2017
3136G14N6	11890	Federal National Mtg Assn		01/02/2013	10,000,000.00	9,985,800.00	9,997,090.04	0.750	Aaa	AA	636	06/28/2017
3135G0PP2	11903	Federal National Mtg Assn		01/18/2013	10,000,000.00	10,027,000.00	10,013,910.23	1.000	Aaa	AA	720	09/20/2017
3135G0UH4	11906	Federal National Mtg Assn		02/22/2013	10,000,000.00	9,960,800.00	10,000,000.00	1.200	Aaa	AA	875	02/22/2018
3135G0XA6	11924	Federal National Mtg Assn		05/21/2013	10,000,000.00	9,931,600.00	10,000,000.00	1.030	Aaa	AA	963	05/21/2018
3135G0XK4	11927	Federal National Mtg Assn		05/30/2013	10,000,000.00	9,952,300.00	10,000,000.00	1.050	Aaa	AA	967	05/25/2018
3135G0WJ8	11929	Federal National Mtg Assn		05/28/2013	10,000,000.00	9,940,100.00	9,956,394.31	0.875	Aaa	AA	963	05/21/2018
3135G0PQ0	11948	Federal National Mtg Assn		12/04/2013	10,000,000.00	10,004,600.00	9,962,585.27	0.875	Aaa	AA	756	10/26/2017
3135G0PQ0	12007	Federal National Mtg Assn		01/12/2015	10,000,000.00	10,004,600.00	9,994,879.98	0.875	Aaa	AA	756	10/26/2017
3136FTS67	12013	Federal National Mtg Assn		02/03/2015	10,000,000.00	10,107,900.00	10,180,047.81	1.700	Aaa	AA	1,245	02/27/2019
3135G0AL7	12022	Federal National Mtg Assn		04/06/2015	10,000,000.00	10,138,300.00	10,087,708.55	2.250	Aaa	AA	166	03/15/2016
3135G0VA8	12023	Federal National Mtg Assn		04/06/2015	10,000,000.00	10,013,900.00	10,008,924.72	0.500	Aaa	AA	181	03/30/2016
3135G0YM9	12033	Federal National Mtg Assn		04/23/2015	10,000,000.00	10,215,900.00	10,236,595.27	1.875	Aaa	AA+	1,083	09/18/2018
Subtotal and Average			518,387,471.28		500,000,000.00	501,317,154.03	501,223,989.45				631	
Federal Agency Disc.-GC 53601(f)												
313384ML0	12027	Federal Home Loan Bank		04/09/2015	10,000,000.00	9,997,400.00	9,999,961.11	0.140			1	10/02/2015
Subtotal and Average			18,475,228.49		10,000,000.00	9,997,400.00	9,999,961.11				1	
US Treasury Note-GC 53601(b)												
912828VR8	11940	U.S. Treasury		08/29/2013	10,000,000.00	10,028,100.00	9,986,640.77	0.625	Aaa	AA	319	08/15/2016
912828UJ7	11988	U.S. Treasury		08/25/2014	10,000,000.00	10,001,600.00	9,925,925.36	0.875	Aaa	AA	853	01/31/2018
Subtotal and Average			19,906,709.44		20,000,000.00	20,029,700.00	19,912,566.13				585	
Federal Agency Step Up-GC 53601(f)												
3134G7EQ0	12035	Federal Home Loan Mtg Corp		07/22/2015	10,000,000.00	10,000,000.00	10,000,000.00	1.500	Aaa	AA+	1,390	07/22/2019
Subtotal and Average			14,998,297.40		10,000,000.00	10,000,000.00	10,000,000.00				1,390	

Exhibit B

Monterey County Portfolio Management Portfolio Details - Investments September 30, 2015

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	Days to Maturity
Total and Average			1,010,996,928.08		980,586,769.88	983,495,594.36	983,156,386.43				407

Exhibit C Monterey County Historical Yields vs. Benchmarks



Quarterly Yield	FY 14/15				FY 15/16			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Monterey County	0.49	0.45	0.57	0.72	0.69			
1 - 3 Yr Treasury and Agency	0.52	0.55	0.57	0.64	0.64			
LAIF	0.25	0.25	0.27	0.27	0.29			
S&P Rated Govt. Pool Index	0.05	0.05	0.06	0.06	0.09			

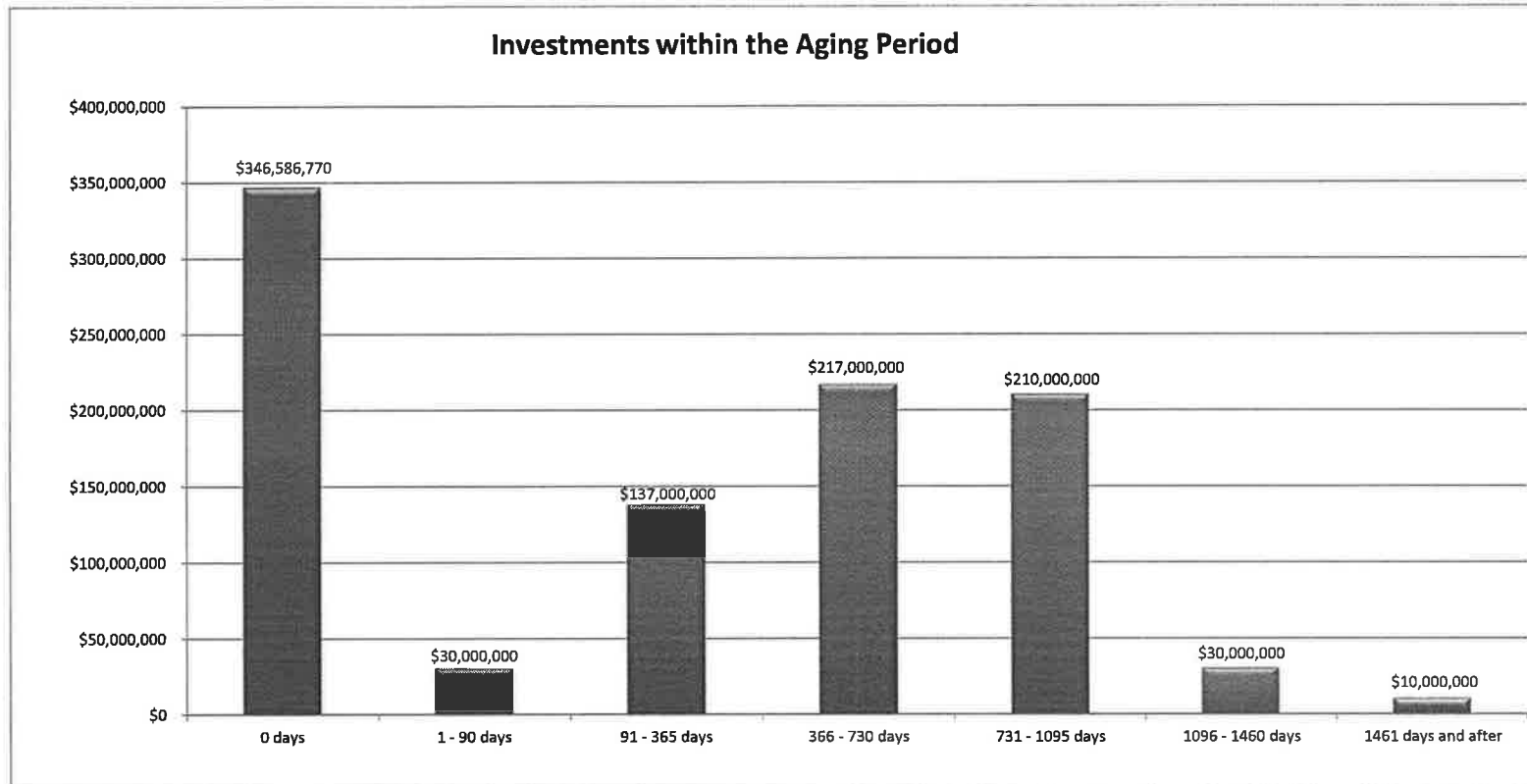
The S&P Index yields are obtained from Bloomberg

The 1-3 Yr Treas and Agy yields are obtained from the B of A Merrill Lynch Global Bond Indices/Bloomberg



**Exhibit D
Monterey County
Aging Report
By Maturity Date
As of October 1, 2015**

				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval:	0 days	(10/01/2015 - 10/01/2015)	7 Maturities	346,586,769.88	35.34%	346,586,769.88	346,586,769.88
Aging Interval:	1 - 90 days	(10/02/2015 - 12/30/2015)	3 Maturities	30,000,000.00	3.06%	29,996,593.58	29,989,200.00
Aging Interval:	91 - 365 days	(12/31/2015 - 09/30/2016)	14 Maturities	137,000,000.00	13.97%	137,466,898.79	137,697,575.02
Aging Interval:	366 - 730 days	(10/01/2016 - 09/30/2017)	24 Maturities	217,000,000.00	22.13%	217,511,842.15	217,981,049.46
Aging Interval:	731 - 1095 days	(10/01/2017 - 09/30/2018)	21 Maturities	210,000,000.00	21.42%	211,387,497.40	210,959,900.00
Aging Interval:	1096 - 1460 days	(10/01/2018 - 09/30/2019)	3 Maturities	30,000,000.00	3.06%	30,198,664.52	30,295,900.00
Aging Interval:	1461 days and after	(10/01/2019 -)	1 Maturities	10,000,000.00	1.02%	10,008,120.11	9,985,200.00
Total for 73 Investments					100.00%	983,156,386.43	983,495,594.36



Monterey Peninsula Community College District

Governing Board Agenda

November 18, 2015

Fiscal Services

College Area

New Business Agenda Item No. B

Proposal:

That the Governing Board authorize Steven L. Crow, Ed.D., Professional Expert, to enter into an agreement with KBA Docusys for the District-wide copier contract.

Background:

A RFP (Request for Proposal) was issued in March of this year. It was advertised in the Monterey Herald on March 31, 2015 and April 2, 2015. Four proposals were submitted, representing Canon, Xerox, Konica Minolta and Ricoh. The selection committee interviewed Canon, Xerox and Konica Minolta. Ricoh wasn't able to quote the copiers required for our Go Print Solution in the Library and Marina Ed. All of the proposals offered the campus significant savings over the previous contract. With strong emphasis on service, mechanical and technical capabilities, the majority of the committee determined that KBA Docusys/Canon offered the campus the best alternative for savings, technology and service. Canon was awarded the contract five (5) years ago and KBA Docusys has serviced the fleet since April of 2012. Because Canon is our existing fleet we are able to retain the service of two (2) Canon copiers purchased in 2011 and buy out nine (9) additional copiers with low volume. This will not only streamline installation but also reduce the cost of erasing the hard drives.

Budgetary Implications:

The current contract with Canon and KBA Docusys is \$179,673 annually. The KBA Docusys proposed contract is \$109,100 annually. This will provide an annual savings of \$70,000 or \$350,000 over the five (5) year contract.

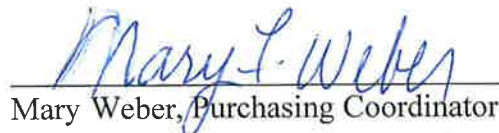
RESOLUTION: BE IT RESOLVED, that the Governing Board approve the awarding of the campus- wide copier contract to KBA Docusys.

Recommended By:



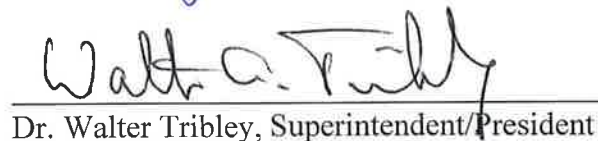
Steven L. Crow, Ed.D., Professional Expert, Administrative Services

Prepared By:



Mary Weber, Purchasing Coordinator

Agenda Approval:



Dr. Walter Tribble, Superintendent/President



Lease Agreement

APPLICATION NO.

AGREEMENT NO.

32900 Alvarado-Niles Road, Suite 100 • Union City, CA 94587 • Phone: 510.214.4040 • Fax: 510.675.9272

The words Lessee, you and your refer to Customer. The words Lessor, we, us and our refer to KBA Docusys, Inc.

CUSTOMER INFORMATION					
FULL LEGAL NAME Monterey Peninsula Community College District, Inc.			EQUIPMENT LOCATION (IF DIFFERENT) Same		
STREET ADDRESS 980 Fremont Blvd		PHONE 831 646 4048	CITY	STATE	ZIP
CITY Monterey	STATE CA	ZIP 93940-4799	FAX NA	FEDERAL TAX I.D. #	

EQUIPMENT DESCRIPTION	
MAKE/MODEL/ACCESSORIES 24 Canon Systems	SERIAL NO
See Attached equipment schedule	

CHECK HERE FOR MULTIPLE PLACEMENTS - SEE ATTACHED SCHEDULE "A"

TERM AND PAYMENT SCHEDULE		
Months 60	Monthly Payment* \$ 4894.72	(The lease contract payment ("Payment") period is monthly unless otherwise stated.) *plus applicable taxes
INSURANCE & TAXES	You are required to provide and maintain insurance related to the Equipment, and to pay any property, use, and other taxes related to this Agreement or the Equipment (see paragraphs 2 and 4 on page 2 of this Agreement). If you are tax-exempt, you agree to furnish us with satisfactory evidence of your exemption.	
UCC & MISCELLANEOUS	You agree that we will file Uniform Commercial Code ("UCC") documents and obtain credit bureau reports. You authorize us to sign any documents in connection with the Uniform Commercial Code on your behalf. You agree to pay a one-time fee, not to exceed \$159.00 for the purpose of filing the UCC documents.	

END OF LEASE OPTIONS
You will have the following option at the end of the original term, provided that no event of default under the Agreement has occurred and is continuing. To the extent that any purchase option indicates that the purchase price will be the "Fair Market Value" (or "FMV"), such term means the value of the Equipment in continued use. 1) Purchase all but not less than all the Equipment for the Fair Market Value per paragraph 1. 2) Renew the Agreement per paragraph 1, or 3) Return the Equipment per paragraph 3.

THIS IS A NONCANCELABLE / IRREVOCABLE AGREEMENT; THIS AGREEMENT CANNOT BE CANCELED OR TERMINATED.

CUSTOMER ACCEPTANCE			
By signing below, you certify that you have reviewed and do agree to all terms and conditions of this Agreement on this page and on page 2 attached hereto			
Monterey Peninsula Community College District Inc.	X	Ed. D	
CUSTOMER (as referenced above)	SIGNATURE	TITLE	DATED
PRINT NAME			

ACCEPTANCE OF DELIVERY			
You certify that all the Equipment listed above has been furnished, that delivery and installation has been fully completed and is satisfactory. Upon you signing below, your promises herein will be irrevocable and unconditional in all respects. You understand that we have purchased the Equipment from the Supplier, and you may contact the Supplier for a full description of any warranty rights under the supply contract, which we hereby assign to you for the term of this Agreement (or until you default). Your approval as indicated below of our purchase of the Equipment from the Supplier is a condition precedent to the effectiveness of this Agreement.			
	X		
CUSTOMER (as referenced above)	SIGNATURE	TITLE	DATE OF DELIVERY

LESSOR ACCEPTANCE			
KBA Docusys, Inc.			
LESSOR	SIGNATURE	TITLE	DATED

1. **AGREEMENT:** For business purposes only, you agree to lease from us the goods, together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries (the "Equipment") and/or to finance certain licensed software and services ("Financed Items", which are included in the word "Equipment" unless separately stated), all as described on page 1 of this Agreement, excluding equipment marked as not financed under this Agreement, as it may be supplemented from time to time. You agree to all of the terms and conditions contained in this Agreement and any supplement, which (with the acceptance certification) is the entire agreement regarding the Equipment ("Agreement") and which supersedes any purchase order or invoice. We authorize us to correct or insert missing Equipment identification information and to make corrections to your proper legal name and address. This Agreement becomes valid upon execution by us and will start on the date we pay the supplier. Interim rent/due date adjustments will be in an amount equal to 1/30th of the Payment, multiplied by the number of days between the Agreement start date and the first Payment due date. Unless otherwise stated in an addendum hereto, this Agreement will renew for 3-month term(s) unless you send us written notice at least 90 days (before the end of any term) that you want to purchase or return the Equipment. If any provision of this Agreement is declared unenforceable in any jurisdiction, the other provisions herein shall remain in full force and effect in that jurisdiction and all others.

2. **RENT, TAXES AND FEES:** You will pay the monthly Payment (as adjusted) when due, plus any applicable sales, use and property taxes. ~~The base Payment will be adjusted proportionately upward or downward: (1) by up to 10% to accommodate changes in the actual Equipment cost; (2) if the shipping charges or taxes differ from the estimate given to you; and (3) to comply with the tax laws of the state in which the Equipment is located.~~ If we pay any taxes, insurance or other expenses that you owe hereunder, you agree to reimburse us when we request and to pay us a processing fee for each expense or charge we pay on your behalf. We may charge you for any filing fees required by the Uniform Commercial Code (UCC) or other laws, which fees vary state-to-state. By the date the first Payment is due, you agree to pay us an origination fee, as shown on our invoice or addendum, to cover us for all closing costs. We will have the right to apply all sums, received from you, to any amounts due and owed to us under the terms of this Agreement. If for any reason your check is returned for nonpayment, you will pay us a bad check charge of \$30 or, if less, the maximum charge allowed by law. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement.

3. **MAINTENANCE AND LOCATION OF EQUIPMENT; SECURITY INTEREST:** You agree to keep the Equipment: (1) in good repair, condition and working order, in compliance with applicable manufacturers' and regulatory standards, (2) free and clear of all liens and claims; and (3) only at your address shown on page 1, and you agree not to move it unless we agree. As long as you have given us the written notice as required in paragraph 1 prior to the expiration or termination of this Agreement's term, if you do not purchase the Equipment, you will return all but not less than all of the Equipment and all related manuals and use and maintenance records to a location we specify, at your expense, in retail re-saleable condition, full working order and complete repair. You are solely responsible for removing any data that may reside in the Equipment you return, including but not limited to hard drives, disk drives or any other form of memory. You grant us a security interest in the Equipment to secure all amounts you owe us under any agreement with us, and you authorize us to file a financing statement (UCC-1). You will not change your state of organization, headquarters or residence without providing prior written notice to us so that we may amend or file a new UCC-1. You will notify us within 30 days if your state of organization revokes or terminates your existence.

4. **COLLATERAL PROTECTION; INSURANCE; INDEMNITY; LOSS OR DAMAGE:** You agree to keep the Equipment fully insured against risk and loss, with us as lender's loss payee, in an amount not less than the original cost until this Agreement is terminated. You also agree to obtain a general public liability insurance policy with such coverage and from such insurance carrier as shall be satisfactory to us and to include us as an additional insured on the policy. Your insurance policy(s) will provide for 10 days advance written notice to us of any modification or cancellation. You agree to provide us certificates or other evidence of insurance acceptable to us. If you fail to comply with this requirement within 30 days after the start of this Agreement, you agree to one of the following options, the selection of which is at our sole discretion: (1) we may obtain insurance covering our interest (and only our interest) in the Equipment for the Agreement term and renewals. Any insurance we obtain will not insure you against third party or liability claims and may be cancelled by us at any time. You may be required to pay us an additional amount each month for the insurance premium and an administrative fee. The cost may be more than the cost of obtaining your own insurance; or (2) we may charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. **NOTHING IN THIS PARAGRAPH WILL RELIEVE YOU OF RESPONSIBILITY FOR LIABILITY INSURANCE ON THE EQUIPMENT.** We are not responsible for, and you agree to hold us harmless and reimburse us for and to defend on our behalf against, any claim for any loss, expense, liability or injury caused by or in any way related to delivery, installation, possession, ownership, use, condition, inspection, removal, return or storage of the Equipment. You are responsible for the risk of loss or for any destruction of or damage to the Equipment. You agree to promptly notify us in writing of any loss or damage. If the Equipment is destroyed and we have not otherwise agreed in writing, you will pay to us the unpaid balance of this Agreement, including any future rent to the end of the term plus the anticipated purchase price of the Equipment (both discounted at 3%). Any proceeds of insurance will be paid to us and credited, at our option, against any loss or damage. You authorize us to sign on your behalf and appoint us as your attorney-in-fact to endorse in your name any insurance drafts or checks issued due to loss or damage to the Equipment. All indemnities will survive the expiration or termination of this Agreement.

5. **ASSIGNMENT: WE ARE THE OWNER OF THE EQUIPMENT. YOU HAVE NO RIGHT TO SELL, TRANSFER, ASSIGN OR SUBLEASE THE EQUIPMENT OR THIS AGREEMENT,** without our prior written consent. Without our prior written consent, you shall not reorganize or merge with any other entity or transfer all or a substantial part of your ownership interests or assets. You agree that we may sell or assign the Agreement without notice and the new Lessor will have the same rights that we have now and will not have to perform any of our obligations. You agree that the new Lessor will not be subject to any claims, defenses, or offsets that you may have against us.

6. **DEFAULT AND REMEDIES:** You will be in default if: (a) you do not pay any Payment or other sum due to us or any other person when due or if you fail to perform in accordance with the covenants, terms and conditions of this Agreement or any other agreement with us or any of our affiliates or any material agreement with any other lender, (b) you make or have made any false statement or misrepresentation to us, (c) you or any guarantor dies, dissolves or terminates existence, (d) there has been a material adverse change in your or any guarantor's financial, business or operating condition, or (e) any guarantor defaults under any guaranty for this Agreement. If any part of a Payment is more than 5 days late, you agree to pay a late charge of 10% of the Payment which is late or if less, the maximum charge allowed by law. If you are ever in default, at our option, we can terminate this Agreement and require that you pay the unpaid balance of this Agreement, including any future Payments to the end of the term plus the anticipated purchase price of the Equipment (both discounted at 3%). We may recover default interest on any unpaid amount at the rate of 12% per year. Concurrently and cumulatively, we may also use any or all of the remedies available to us under Articles 2A and 9 of the UCC and any other law, including requiring that you: (1) return the Equipment to us to a location we specify; and (2) immediately stop using any Financed Items. In addition, we will have the right, immediately and without notice or other action, to set-off against any of your liabilities to us any money, including depository account balances, owed by us to you, whether or not due. In the event of any dispute or enforcement of rights under this Agreement or any related agreement, you agree to pay our reasonable attorney's fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee. If we have to take possession of the Equipment, you agree to pay the costs of repossession, moving, storage, repair and sale. The net proceeds of the sale of any Equipment will be credited against what you owe us under this Agreement. **YOU AGREE THAT WE WILL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES FOR ANY DEFAULT, ACT OR OMISSION BY ANYONE.** Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement is a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-508 through 522 of the UCC. If interest is charged or collected in excess of the maximum lawful rate, we will not be subject to any penalties.

7. **FAXED OR SCANNED DOCUMENTS, OR E-SIGNATURE, MISC.:** You agree to submit the original duly-signed documents to us via overnight courier the same day of the facsimile or scanned transmission, or e-signature of the documents. The parties agree that the original of this Agreement for enforcement and perfection purposes shall be that copy which bears your faxed, scanned or original signature, and which bears our original signature and such original shall constitute "Tangible Chattel Paper" under the UCC. You agree to execute any further documents that we may request to carry out the intents and purposes of this Agreement. All notices shall be mailed or delivered by facsimile transmission or overnight courier to the respective parties at the addresses shown on this Agreement or such other address as a party may provide in writing from time to time. By providing any telephone number, now or in the future, for a cell phone or other wireless device, you are expressly consenting to receiving communications, regardless of their purpose, at that number, including, but not limited to, pre-recorded or artificial voice message calls, text messages, and calls made by an automatic dialing system from us and our affiliates and agents. These calls and messages may incur access fees from your provider.

8. **WARRANTY DISCLAIMERS: YOU AGREE THAT YOU HAVE SELECTED THE SUPPLIER AND EACH ITEM OF EQUIPMENT BASED UPON YOUR OWN JUDGMENT AND YOU DISCLAIM ANY RELIANCE UPON ANY STATEMENTS OR REPRESENTATIONS MADE BY US. WE DO NOT TAKE RESPONSIBILITY FOR THE INSTALLATION OR PERFORMANCE OF THE EQUIPMENT. THE SUPPLIER IS NOT AN AGENT OF OURS AND WE ARE NOT AN AGENT OF THE SUPPLIER, AND NOTHING THE SUPPLIER STATES OR DOES CAN AFFECT YOUR OBLIGATION UNDER THIS AGREEMENT. YOU WILL CONTINUE TO MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. THIS AGREEMENT IS A NET AGREEMENT, YOU HAVE AN UNCONDITIONAL OBLIGATION TO MAKE ALL PAYMENTS AND YOU CANNOT WITHHOLD, SET OFF OR REDUCE SUCH PAYMENTS FOR ANY REASON. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, OF, AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS, OR ANY OTHER ISSUE IN REGARD TO THE EQUIPMENT, ANY ASSOCIATED SOFTWARE AND ANY FINANCED ITEMS.**

LAW, JURY WAIVER: Agreements, promises and commitments made by Lessor, concerning loans and other credit extensions must be in writing, express consideration and be signed by Lessor to be enforceable. This Agreement may be modified only by written agreement and not by course of performance. This Agreement will be governed by and construed in accordance with the law of the state of the principal place of business of Lessor or its assignee. You consent to jurisdiction and venue of any state or federal court in the state the Lessor or its assignee has its principal place of business and waive the defense of inconvenient forum. For any action arising out of or relating to this Agreement or the Equipment, **YOU AND WE WAIVE ALL RIGHTS TO A TRIAL BY JURY.**

**Lease Addendum:
KBA Lease Agreement Equipment List**

1	Bus. Math Computer	IR4235
2	Humanities Bus. Serv.	IRC5235
3	Library 1st Flr	IRC3325
4	Library 115	IRC5235
5	Physical Sciences	IR6275
6	Social Science	IRC5235
7	<i>Print Shop-Staff</i>	<i>IR6275</i>
8	<i>Print Shop-HV Color</i>	<i>IRC7260</i>
9	<i>Print Shop</i>	<i>Vario Print 135</i>
10	Fiscal Admin	IR4235
11	Admin Central	IRC7260
12	Nursing Intl Up	IRC5235
13	Nursing Down	IRC5250
14	Creative Arts	IRC5235
15	Auto Tech	IRC3330
16	Phys Ed Main	IRC5235
17	Security	IR400IF
18	Access Resource Ctr	IR6255
19	Admin-Records	IR6255
20	Financial Aid	IR4235
21	Counseling	IRC5250
22	Child Development	IRC3325
23	BMC (Bus-Tech)	IRC5235
24	Marina Ed Center	IRC5235
	24 Total Units	



32900 Alvarado Niles Road
 Suite 100
 Union City, CA 94587
 510 214 4040

Maintenance Agreement

Date 10/23/2015
Customer # MP01
Representative Rod Manning

Ship To	
Monterey Peninsula College	
980 Fremont Street Admin Building	
Monterey, CA 93940	
Contact	Mary Weber 831 646 4048
Meter Contact:	Mary Weber
Meter Method:	FM Audit
E-Mail	mweber@mpc.org

Bill To
Monterey Peninsula College
Accounts Payable
980 Fremont Street Admin Building
Monterey, CA 93940

Installation and Service Agreement Options

Appropriate categories must be initialed by the client in the box to the left of the option.

Maintenance Type: Premium
Contract Length (months): Five Years
Contract Start Date: Date of Installation
 Contract Rates Rates below are guaranteed for 3 years. Years 4 & 5 may have a 5% increase.
 Terms & Conditions No Support fees billed to the account. No charge for supply shipments to the customer.

	Base Rate	Base Allowance	Base Billed	Overage	Overage Billed
Print Shop	0.0038	0		0.0038	Monthly
Print Shop Color	0.041	0		0.041	Monthly
Fleet BW	0.006	0		0.006	Monthly
Fleet Color	0.045	0		0.045	Monthly

Make/Model	Serial Number	ID Number	B/W Start Meter	Color Start Meter
See Attached Equipment List	0			
0	0			
0	0			
0	0			
0	0			
0	0			
0	0			
0	0			
0	0			
0	0			
0	0			
0	0			
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0	0			
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0	0			
0	0			
0	0			

By executing this agreement, I acknowledge that I have read and understand this agreement and I certify that I am authorized to execute this agreement on behalf of customer. Authorized signature acknowledges terms / conditions and expiration dates or meter readings. The terms and conditions on the face and reverse side of this agreement correctly set fourth the entire agreement between parties.

Customer Acceptance		Dealer Representative		
Authorized Signature/Date	Print Name	Title	Signature	Date
	Steve Crow, Ed. D.		Rod Manning, VPBD	

Terms and Conditions

This contract constitutes the service agreement between the Customer and KBA Docusys, hereinafter called "KBA", with respect to KBA Docusys service. The provisions included shall represent the intent of the parties, notwithstanding any variance with the terms and conditions of any other submitted by the Customer in replace to KBA Docusys service.

CONSUMABLES: Toner, developer, drums, masters, fuser rollers, fuser oil, cleaning rollers, staples, toner waste containers, preventive maintenance kits, paper and imaging units are considered consumable supply items. If applicable, these supplies will be billed to the Customer at KBA's effective rate plus shipping charges.

PARTS: Parts that are broken or worn through normal use and are necessary for servicing and maintenance adjustments are covered under this contract.

EXCLUSIONS: This agreement shall not apply to services or repairs made necessary by an act of nature, misuse, abuse, neglect, theft, vandalism, electrical power failure, fire, water or other casualty to or repairs made necessary as a result of service by personnel other than KBA's employees, or use of non authorized supplies. In addition, any damage caused by the Customer will not be covered by this maintenance agreement and repairs will be billed at KBA's then effective date. This agreement can be terminated by KBA if, in KBA's option, the equipment is subject to excessive Customer abuse.

CONNECTING/NETWORKING: If your equipment is connected by KBA anytime during the contract, KBA will cover and support all print and scan functions and connecting accessories installed by KBA. Your network system, software, servers, cabling, and software/installation are not covered under this contract. Any additional service or installation concerning your network administration will be charged at prevailing rates. In addition KBA offers connective contracts (call for additional information) to address additional networking needs.

METERS: Customer is responsible for submitting timely monthly meter reads. Meters not received will be billed at the previous 3 month average. Three months of non-meter reporting may result in a service hold on the account.

RECONDITIONING: When, in the option of KBA, shop reconditioning or work beyond the scope of the agreement is required, KBA will submit a cost estimate for such work. The cost of the work will be in addition to the maintenance agreement charge. If such work is not authorized by the Customer, KBA has the right to either not renew or cancel this agreement. Any unused portion of the agreement will apply to the Customer's open account. KBA will, however, continue to service said machine on a time and material basis.

UPGRADING: This agreement is non-refundable. Should this equipment be upgraded with KBA prior to the expiration date, KBA will apply any unused portion of this agreement toward the purchase of the maintenance agreement for the new machine.

Contract Support Fees

Charge for shipping of supplies to MPC

TONER - EXCESS USAGE

This maintenance agreement includes toner based on the manufacturers specifications. Customers who use excess toner may be charged an additional usage fee.

RENEWAL: Unless terminated by either party with 30 day written notice, this contract will be renewed automatically annually on the anniversary date. Terminated contracts are subject to a three month termination fee. All contracts are subject to a minimum annual increase.

BUSINESS HOURS: All service calls on equipment covered by this agreement will be made by KBA during our normal business hours which are between 8:00 a.m. to 5:00 p.m. Any service requested by the Customer outside of our normal business hours will be performed if available at the rate not less than twice KBA's published hourly service rate.

EQUIPMENT MOVEMENTS: Should the equipment be moved beyond the service area of KBA, this contract is considered void. Copier movements within KBA servicing territory should be done by a reputable mover. Deinstallations, moves and connectivity are not covered under this agreement. Please contact KBA for a quote on moving your copier.

TAXES: This agreement does not include applicable taxes. All taxes levied or imposed, now and hereafter, by any governmental authority shall be paid by the Customer in accordance with the law.

ASSIGNMENT: This agreement may not be assigned by the Customer. KBA may refuse to honor the contract if the equipment is sold, traded or in any way transferred to a third party.

DELINQUENCY: Should your account become delinquent during the term of this agreement, KBA reserves the right to cancel this agreement and apply the remaining portion towards the balance on your account. All accounts which go beyond 30 days will be charged 1% per month until the account is brought current. Accounts beyond 60 days will be placed on service hold.

ENFORCEMENT: In the event of any action to enforce terms of this agreement or any collateral agreement hereto, the prevailing party in such is entitled to all costs hereof including reasonable attorneys fees. In such event, you and we expressly waive any rights to a trial by jury.



Monterey Peninsula Community College District

Governing Board Agenda

November 18, 2015

New Business Agenda Item No. C

2015-2016/55

Administrative Services
College Area

Proposal: *That the Governing Board adopt Resolution # _____ authorizing the District's participation in the Community College League of California (CCLC) Retiree Health Benefit Program Joint Powers Authority.*

Background: This agenda item was brought for information to the Governing Board on October 28, 2015. At that meeting it was understood that it would be brought to the November 18, 2015 meeting for action.

Superintendent/President, Dr. Walter Tribley, directed staff to research and bring forward this item for Board approval. The Community College League of California (CCLC) created a program to assist college districts meet the requirements of the Governmental Accounting Standards Board (GASB) 43 and 45 in regards to retiree health benefit liability. Nearly all California community college districts pay part, if not all, of the cost of health insurance for current and future retirees. Currently, districts may either pay such costs as they occur (a "pay as you go" approach), or accumulate assets to pre-fund retiree health benefits.

Governmental Accounting Standards Board (GASB) released statements of standards for accounting for such "other post-employment benefits" (OPEB). The GASB 43 and 45 standards for OPEB accounting have taken effect and require California community college districts to accrue the cost of retiree health benefits, and to establish plans to fully fund the future costs of providing future benefits to all current employees and retirees. These funds under GASB must be invested in an irrevocable trust. The CCLC has created a Joint Powers Authority to help districts invest funds in order to offset the liability created. The CCLC program operates as a pooled trust with an established track record of returns and an existing IRS private letter ruling as an irrevocable trust. *See Participation Agreement (Exhibit A) and Program Fee Parameters (Exhibit B).*

Budgetary Implications: Funds will be allocated in accordance with GASB 43 and 45 standards for OPEB accounting and invested in an irrevocable trust. The initial investment will be \$3M into a balanced investment fund and \$1M into an associated liquidity account.

2015-2016/55

RESOLUTION: *That the Governing Board adopt Resolution # _____ authorizing the District's participation in the Community College League of California (CCLC) Retiree Health Benefit Program Joint Powers Authority.*

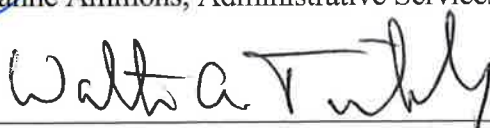
Recommended By:


Steven L. Crow, Ed.D., Professional Expert, Administrative Services

Prepared By:


Suzanne Ammons, Administrative Services

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 2015-2016/55

A RESOLUTION AUTHORIZING PARTICIPATION IN THE
RETIREE HEALTH BENEFIT PROGRAM JOINT POWERS AGENCY AND
APPROVING AN AGREEMENT

WHEREAS, the Monterey Peninsula Community College District (“District”) provides certain retiree health benefits to retired employees;

WHEREAS, the Governmental Accounting Standards Board (“GASB”) is requiring new accounting procedures for costs and liabilities associated with retiree health benefit programs;

WHEREAS, various community college districts around the State of California, in conjunction with the Community College League of California are in the process of establishing the Retiree Health Benefit Program Joint Powers Agency (“JPA”) for the purpose of assisting its member community college districts in meeting the new accounting standards previously established by GASB; and

WHEREAS, the District’s Board has determined to approve a joint powers agreement (the “JPA Agreement”) authorizing the District’s participation in the JPA.

NOW, THEREFORE, it is hereby resolved by the Governing Board of the Monterey Peninsula Community College District as follows:

SECTION 1. Approval of JPA Agreement. The District’s Board approves the form of JPA Agreement by and between various community college districts of the State of California and the Community College League and authorizes the Chancellor or the Superintendent/President or their written designee to execute the JPA Agreement on behalf of the District.

SECTION 2. JPA Board Member Appointments. The District’s Board hereby designates the individual serving in the position of Vice President, Administrative Services / Chief Business Officer to be the representative of the District to serve as a member on the governing board of the JPA. The District’s Board further designates the individual serving in the position Superintendent / President, to serve on behalf of the District as the alternate member to the governing board of the JPA.

SECTION 3. Recognition of Future Approvals. The District’s Board recognizes and acknowledges that prior to the investment of any District funds in any program operated by the JPA on behalf of the District, it will be necessary for the District’s Board to review such investment proposal and either approve or disapprove such proposal within the sole discretion of the District’s Board.

APPROVED, PASSED, AND ADOPTED this 18th day of November , 2015 by
the following vote:

AYES

NOES

ABSENT

ABSTAIN

President, Governing Board
Monterey Peninsula Community College District

ATTEST:

Secretary, Governing Board
Monterey Peninsula Community College District

EXHIBIT A

REVISED PARTICIPATION AGREEMENT

By and Among

U.S. BANK NATIONAL ASSOCIATION

Identified as Trustee,

THE RETIREE HEALTH BENEFIT PROGRAM JOINT POWERS AGENCY

And

THE COMMUNITY COLLEGE DISTRICT

Identified herein below

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

Dated as of the date set forth below:

Oct/28th/2015

No guaranty that payments or reimbursements to employees, former employees or retirees will be tax-free. The Trust has obtained a ruling from the Internal Revenue Service concerning only the federal tax treatment of the Trust's income. That ruling may not be cited or relied upon by any Community College District or any other qualified entity ("Entity") whatsoever as precedent concerning any matter relating to the Entity's health plan(s) (including post-retirement health plans). In particular, that ruling has no effect on whether contributions to the Entity's health plan(s) or payments from the Entity's health plan(s) (including reimbursements of medical expenses) are excludable from the gross income of employees, former employees or retirees, under the Internal Revenue Code. The federal income tax consequences to employees, former employees and retirees depend on the terms and operation of the Entity's health plan(s).

PARTICIPATION AGREEMENT

THIS PARTICIPATION AGREEMENT, entered into as of the date specified below, is by and among the California community college district listed below, a public community college district of the State of California, the Retiree Health Benefit Funding Program Joint Powers Agency, a joint powers agency organized under the laws of the State of California, and U.S. Bank National Association (as successor to Union Bank, N.A.), a national banking association organized and existing under and by virtue of the laws of the United States (the "Trustee").

By executing this Participation Agreement, the community college district specified below (the "Community College District" hereby approves and adopts that certain Trust Agreement dated March 15, 2006, entered into by and between Union Bank of California, N.A., as Trustee and the Retiree Health Benefit Funding Program Joint Powers Agency ("Trust Agreement"), as may be amended from time to time.

WITNESSETH:

WHEREAS, the Community College District has heretofore entered into that certain joint powers agreement entitled "Retiree Health Benefit Program – a Joint Exercise of Powers Agreement" (the "Joint Powers Agreement") by and among itself along with certain other community college districts throughout the State of California for the purpose of operating a cooperative program for the management of investments applicable to retiree health benefit plans; and

WHEREAS, the Community College District seeks to become a party to the Trust Agreement referred to above thereby enabling the Community College District to become a participant in the cooperative plan provided for by way of the Joint Powers Agreement.

NOW, THEREFORE, in consideration of the foregoing, the Community College District hereby provides the following information and undertakes the following commitments:

ARTICLE I
STATUS OF PLAN;
PARTICIPATION THROUGH JOINT POWERS AGREEMENT

Section 1.01. Purpose.

In order to carry out the purposes of a plan for compliance with standards promulgated by Governmental Accounting Standards Board ("GASB") by way of GASB 45, the Community College District specified below adopts and approves this Participation Agreement, effective as of the date hereof.

Section 1.02. Plan Administrator.

For purposes of compliance with GASB 45, the plan administrator on behalf of the Community College District named below shall be the Retiree Health Benefit Program Joint Powers Agency.

ARTICLE II.
COMMUNITY COLLEGE DISTRICT INFORMATION

Section 2.01. Identification.

The Community College District which is a party to this Participation Agreement is the Monterey Peninsula Community College District of the State of California located at 980 Fremont Street. Its primary address and telephone number for communication shall be as follows:

980 Fremont Street,

Monterey, CA 93940

Section 2.02. Tax Number.

The Community College District's tax identification number is 94-2314506.

ARTICLE III.
SELECTION OF INVESTMENT ALTERNATIVES (select one)

Section 3.01. Investment Alternatives.

The Community College District hereby selects one of the seven (7) investment alternatives as identified below:

a. Profile No. 1/Core Bonds.

In accordance with the terms and conditions of the Trust Agreement, the Community College District selects Asset Allocation Profile No. 1 which consists of the following asset allocations on a percentage basis:

Intermediate Fixed Income	37.00%
Multi-Strategy Fixed Income	30.00%
Agency MBS & Closed-end Bond Funds	30.00%
Treasury Inflation Protected Securities	3.00%
Ultra-short Government Bond	<u>0.00%</u>
Total Fixed Income	<u>100.00%</u>
Large-cap Equities	0.00%
Small-cap Equities	0.00%
Micro-cap Equities	0.00%
International Equities	0.00%
Total Equities	<u>0.00%</u>

b. Profile No. 2/Enhanced Bonds.

In accordance with the terms and conditions of the Trust Agreement, the Community College District selects Asset Allocation Profile No. 2 which consists of the following asset allocations on a percentage basis:

Intermediate Fixed Income	27.75%
Multi-Strategy Fixed Income	22.50%
Agency MBS & Closed-end Bond Funds	22.50%
Treasury Inflation Protected Securities	2.25%
Ultra-short Government Bond	<u>0.00%</u>
Total Fixed Income	<u>75.00%</u>
Large-cap Equities	11.33%
Small-cap Equities	6.00%
Micro-cap Equities	2.67%
International Equities	5.00%
Total Equities	<u>25.00%</u>

c. Profile No. 3/Bonds Plus.

In accordance with the terms and conditions of the Trust Agreement, the Community College District selects Asset Allocation Profile No. 3 which consists of the following asset allocations on a percentage basis:

Intermediate Fixed Income	22.20%
Multi-Strategy Fixed Income	18.00%
Agency MBS & Closed-end Bond Funds	18.00%
Treasury Inflation Protected Securities	1.80%
Ultra-short Government Bond	<u>0.00%</u>
Total Fixed Income	<u>60.00%</u>
Large-cap Equities	18.13%
Small-cap Equities	9.60%
Micro-cap Equities	4.27%
International Equities	8.00%
Total Equities	<u>40.00%</u>

d. Profile No. 4/Balanced.

In accordance with the terms and conditions of the Trust Agreement, the Community College District selects Asset Allocation Profile No. 4 which consists of the following asset allocations on a percentage basis:

Intermediate Fixed Income	18.50%
Multi-Strategy Fixed Income	15.00%
Agency MBS & Closed-end Bond Funds	15.00%
Treasury Inflation Protected Securities	1.50%
Ultra-short Government Bond	<u>0.00%</u>
Total Fixed Income	<u>50.00%</u>
Large-cap Equities	22.67%
Small-cap Equities	12.00%
Micro-cap Equities	5.33%
International Equities	10.00%
Total Equities	<u>50.00%</u>

e. Profile No. 5/Equity Plus.

In accordance with the terms and conditions of the Trust Agreement, the Community College District selects Asset Allocation Profile No. 5 which consists of the following asset allocations on a percentage basis:

Intermediate Fixed Income	14.80%
Multi-Strategy Fixed Income	12.00%
Agency MBS & Closed-end Bond Funds	12.00%
Treasury Inflation Protected Securities	1.20%
Ultra-short Government Bond	<u>0.00%</u>
Total Fixed Income	<u>40.00%</u>
Large-cap Equities	27.20%
Small-cap Equities	14.40%
Micro-cap Equities	6.40%
International Equities	12.00%
Total Equities	<u>60.00%</u>

f. Profile No. 6/Predominantly Equity.

In accordance with the terms and conditions of the Trust Agreement, the Community College District selects Asset Allocation Profile No. 6 which consists of the following asset allocations on a percentage basis:

Intermediate Fixed Income	9.25%
Multi-Strategy Fixed Income	7.50%
Agency MBS & Closed-end Bond Funds	7.50%
Treasury Inflation Protected Securities	.75%
Ultra-short Government Bond	<u>0.00%</u>
Total Fixed Income	<u>25.00%</u>
Large-cap Equities	34.00%
Small-cap Equities	18.00%
Micro-cap Equities	8.00%
International Equities	15.00%
Total Equities	<u>75.00%</u>

g. Profile No. 7/Community Investment.

In accordance with the terms and conditions of the Trust Agreement, the Community College District selects Asset Allocation Profile No. 7 which consists of the following asset allocations on a percentage basis in pre-screened investments that do not involve alcohol, tobacco, gambling, weapons, or animal testing, and do support positive investment in human rights, labor-relations, equality and community investment:

Intermediate Fixed Income	75.00%
Multi-Strategy Fixed Income	0.00%
Agency MBS & Closed-end Bond Funds	0.00%
Treasury Inflation Protected Securities	0.00%
Ultra-short Government Bond	<u>0.00%</u>
Total Fixed Income	<u>75.00%</u>
Large-cap Equities	18.75%
Small-cap Equities	6.25%
Micro-cap Equities	0.00%
International Equities	0.00%
Total Equities	<u>25.00%</u>

ARTICLE IV.
LIQUIDITY FUND [SELECT OR LEAVE BLANK]

Section 4.01 Selection of Liquidity Fund.

In addition to the Investment Alternative selected above, by this designation, the Community College District authorizes the investment of trust assets on a short term basis in a liquidity fund. Such liquidity fund shall consist of the following allocations on a percentage basis:

Intermediate Fixed Income	7.40%
Multi-Strategy Fixed Income	6.00%
Agency MBS & Closed-end Bond Funds	6.00%
Treasury Inflation Protected Securities	0.60%
Ultra-short Government Bond	<u>80.00%</u>
Total Fixed Income	<u>100.00%</u>
Large-cap Equities	0.00%
Small-cap Equities	0.00%
Micro-cap Equities	0.00%
International Equities	0.00%
Total Equities	<u>0.00%</u>

ARTICLE V.
AGREEMENT TO BE BOUND

Section 5.01 Trust Agreement.

By executing this Participation Agreement through its chief executive officer, or the designee of such chief executive officer, the Community College District hereby approves the Trust Agreement and becomes subject to the terms and conditions thereof. The Community College District specifically acknowledges and approves the role of the JPA, the Portfolio Monitor and the Trustee as set forth in the Trust Agreement and to undertake all other duties and assume all rights and obligations as provided for therein.

ARTICLE VI.
DISTRIBUTIONS FROM TRUST FUND

Section 6.01 Disbursements.

On the direction of the Community College District, the Trustee shall make payments out of the Trust fund in cash or in-kind to any person, benefits provider or insurance company, including the Community College District, in such manner, in such amounts and for the purpose of providing benefits and paying administration expenses, directly or reimbursing any party as may be specified in the directions of the Community College District, including reimbursement to the Community College

District for the advance payment of Plan benefits and expenses, upon the provision of appropriate documentation satisfactory to the Trustee as described below. Reimbursements to any party, including the Community College District, for the payment of Plan benefits and expenses may be made at any time following submission of appropriate documentation. Payment in response to such directions shall be a complete discharge by the Trustee of its responsibility for the holding and safekeeping of such assets and any assets so paid over shall no longer be part of the Trust fund. It shall be the sole responsibility of the Community College District to ensure that any payment directed under this Agreement conforms to the provisions of this Trust Agreement and the provisions of GASB 45.

The Trustee shall be permitted to rely on the written direction of the Community College District. Notwithstanding the foregoing, the Trustee may, in its sole discretion, inspect any documentation and/or circumstances surrounding any such distribution.

ARTICLE VII.
DEFINITIONS

Section 7.01 Defined Terms.

Defined Terms not otherwise given meanings herein shall have those meanings set forth in the Trust Agreement.

THIS PARTICIPATION AGREEMENT is hereby entered into this 28th day of October , 2015.

COMMUNITY COLLEGE DISTRICT

By: _____

Printed Name: Dr. Steven L. Crow, Ed.D

Title: Professional Expert , Administrative Services

By: _____

Printed Name: Dr. Walter Tribley

Title: , Superintendent/President

RETIREE HEALTH BENEFIT PROGRAM JOINT POWERS AGENCY

By: _____

Printed Name: _____

Title: _____

By: _____

Printed Name: _____

Title: _____

U.S. BANK NATIONAL ASSOCIATION, AS TRUSTEE

By: _____

Printed Name: _____

Title: _____

Exhibit B

PROGRAM FEE PARAMETERS

The following is a comprehensive description of the fees associated with the JPA's services and programs. All fees have been approved by the JPA Board.

JPA Start-up Fee: \$5,500

This is a one-time only membership fee paid by districts joining the JPA.

JPA Annual Fee: \$3,000

This fee is paid annually by all member districts.

JPA Investment Fee: 5 basis points or less

This fee is paid by districts with funds invested in the JPA's trust. An annual fee of 5 basis points is collected on the first \$10 million of each member district's investment in the trust. If a district's funds exceed \$10 million, fees totaling 2½ basis points are collected for any amount above that figure.

Portfolio Monitor Fee: 8 basis points

This fee is paid monthly to Meketa Investment Group, and is calculated on the balances in the JPA's trust. This fee is paid by districts with funds invested in the JPA's trust.

Trustee Fee: 6 basis points or less

This fee is paid quarterly to US Bank based off of the market value of all funds invested in the JPA's trust. The 6 basis point fee is collected on the first \$25 million of total assets in the trust. If the total assets in the trust exceed that figure, fees totaling 4 basis points are collected for the amount between \$26 million and \$75 million. Assets over \$150 million will be charged at 2 basis points. The weighted average for \$189 million – the approximate market value of the trust as of June 30, 2014 – is 2 basis points. Other fees include a \$2500 annual maintenance fee for the Master Trust Portfolio (spread between all invested districts), a \$500 account maintenance fee and a \$10 fee on all withdrawals.

Investment Expense Ratios

The JPA currently provides eight investment options for members. Below are the options and the expense ratio for each. The expense ratio includes 12b-1 fees, if any, distributed by mutual funds to the program's Portfolio Monitor. It should be noted that the size of the trust is large enough to qualify for institutional pricing of investment management expenses, and that this option has been exercised wherever possible.

<u>Investment Options</u>	<u>Expense Ratio</u>
1) Core Bonds (100% Fixed Income)	0.30%
2) Enhanced Bonds (75% Fixed Income, 25% Equity)	0.35%
3) Bond Plus (60% Fixed Income, 40% Equity)	0.35%

4) Balanced (50% Fixed Income, 50% Equity)	0.36%
5) Equity Plus (40% Fixed Income, 60% Equity)	0.37%
6) Predominately Equity (25% Fixed Income, 75% Equity)	0.38%
7) Liquidity (100% Fixed Income)	0.16%
8) Community Investment (75% Fixed Income, 25% Equity)	0.78%

(Special notes: Districts that join the Retiree Health Benefit Program JPA are expected to attend Board of Directors meetings and pay all related travel expenses. There are no fees charged by the JPA to member districts for providing investment advice or GASB-related information and updates.)

Expense ratios include transactions fees, which are fully disclosed. In all cases, whenever qualified, clients enjoy the lowest possible pricing. The quarterly report for each investment option provides the clearest picture of details in regards to average expense ratios.

Monterey Peninsula Community College District

Governing Board Agenda

November 18, 2015

New Business Agenda Item No. D

Administrative Services
College Area

Proposal:

That the Governing Board authorize the District to enter into an agreement with Collaborative Braintrust Consulting Firm (CBT) based on the institutional review project proposal (attached).

Background:

John Spevak of Collaborative Braintrust Consulting Firm (CBT), met with College Council on September 22, 2015. He invited input from College Council members to help identify areas to be reviewed by CBT. Based on that input, CBT produced the attached proposal. The proposal outlines the scope of work for a complete system audit to include analyses of relevant data and internal systems. The result and findings of this audit is intended to culminate in actionable recommendations.

CBT anticipates their six-person team will be traveling to the District once or twice a month for the four-month project. This team will commit to working on the project five full days a month, including travel. It is anticipated that approximately ninety five (95) days of consultant time will be required to complete the project. This estimate will be adjusted as project tasks, expectations and timelines are clarified.

Pursuant to Government Code Section 53060, the governing board of the District may contract with persons experienced and competent to perform special services and provide advice in financial, economic, accounting, engineering, legal or administrative matters.

Budgetary Implications: Funds were budgeted in the 2015-16 Budget for operational audit services. Collaborative Braintrust Consulting will provide these services at \$2,000 per day for 95 days, plus estimated travel. The total cost is approximately \$210,000.

RESOLUTION: BE IT RESOLVED, That the Governing Board authorize the District to enter into an agreement with Collaborative Braintrust Consulting Firm (CBT) based on the institutional review project proposal in the amount of \$210,000.00.

Recommended By: _____


Steven E. Crow, Ed.D., Professional Expert, Administrative Services

Prepared By: _____


Suzanne Ammons, Administrative Services

Agenda Approval: _____


Dr. Walter Tribley, Superintendent/President

Institutional Review Consulting Services Proposal

Monterey Peninsula College

Monterey, CA

October 2, 2015

Collaborative Braintrust Consulting Firm
1130 K Street, Suite 150
Sacramento, CA 95814
916-446-5058 (P)
916-287-9576 (F)
www.collaborativebraintrust.com





October 2, 2015

Dr. Walt Tribley, President
Monterey Peninsula College
980 Fremont Street
Monterey, CA 93940

Dear Dr. Tribley:

The Collaborative Braintrust Consulting Firm is pleased to present you with an institutional review project proposal. Based on our conversations and your meeting with John Spevak, we have prepared the attached proposal. It provides the general structure of a comprehensive audit and gives you a sense of what could be included. You will notice in the proposal that the first phase is discovery. After that phase has been completed, we will have a much better idea of your specific needs and the scope of the project can be more clearly defined. At that time, we can revisit this proposal and make any changes that you desire.

Hopefully this "skeletal" proposal can get us started and get us through the discovery phase at which point all parties can write a much more specific and accurate agreement.

If you have any questions, please feel free to call me at email at joe.darin@cbtconsult.com or by phone at (916) 446-5058. You can also contact Rocky Young by email at youngdf@live.com or phone at (805) 660-4773.

Sincerely,

A handwritten signature in blue ink that reads "Joe Darin".

Joe Darin, Ed.D.
Vice President, Community College Division



THE SITUATION

To address a number of challenges, Monterey Peninsula College requested that the Collaborative Braintrust Consulting Firm (CBT) conduct a complete system audit to include analyses of relevant data and internal systems and to culminate in actionable recommendations. This proposal outlines the scope of work for such a comprehensive review and the team to undertake the review.

PROPOSAL ELEMENTS AND PROCESS

Phase 1

- Define the scope of the project, establish timelines, and conduct preliminary data analysis.

Phase 2

- Assess current processes leading to recommendations of revisions of policies, processes and procedures as appropriate.
- Analyze enrollment management practices and processes.
- Develop a comprehensive finance plan.

Phase 3

- Facilitate the development of prioritized strategic directions.

PHASE DESCRIPTIONS

Phase 1

The critical element in the success of a project is to make sure at the outset that important issues have been identified, the proper scope has been defined for the project and appropriate data (both in terms of quality and breadth) has been provided to the consultants to conduct the necessary analysis. With that in mind, it is important to do the following:

- Establish a relationship between the CBT team and the stakeholders.



- Ensure that all stakeholders participating in the planning process are working from the same data on relevant variables.
- Establish a core, aligned team perspective with regard to short-term progress.

Prior to the on-site visit, the CBT consultants will prepare a list of the necessary data to conduct the analysis defined in the proposal. MPC will respond by identifying how much of the list has already been collected and submit the data to the consultants. The CBT team will review and analyze the data provided and any available printed and online materials related to the college.

During the on-site visit, the CBT core team will meet with the MPC President and College Council to do the following:

- Affirm project goals, directions and timeline.
- Identify internal stakeholders to be interviewed beyond the members of the College Council and identify which project element relates to each identified stakeholder.
- Confirm that the data portfolio is complete.
- Identify the responsibility for gathering data that are needed to complete the data portfolio.
- Establish or identify an internal project oversight group within MPC's existing governance structure.

Phase 2

Policies, Processes and Procedures

The review of MPC current policies, processes, and procedures will include the following:

- Accountability
- Communication Patterns and Styles
- Governance Structure including College Committees
- Protocols
- Transparency
- Relevant Accreditation Standards



The specific aspects of the MPC's policies, processes, and procedures to be analyzed will be identified during Phase 1. The outcome of this analysis will include recommendations for revisions to key documents and/or processes as well as strategies for implementing the recommendations.

Strategic Enrollment Management Plan

The CBT consultants, in collaboration with the CIO, will develop an action plan based on the following.

- Review of marketing plans and strategies.
- Analysis of the status of current scheduling processes and materials.
- Analysis of the production and availability of relevant data including identifying and compiling the data used for program and schedule planning.
- Analysis of the current allocation model particularly as it applies to scheduling.
- Analysis of the relationship between student education plans and schedule development.
- Analysis of the range and mix of course offerings.
- Evaluation of the recruitment yield (e.g. college application yield rate, high school yield rate, geographic penetration rates).
- Examine retention rates (e.g. first-term success, fall-to-fall success).
- Assessment of the student application and assessment process.

The CBT consultants, in collaboration with the CIO and other appropriate stakeholders, will also include in the enrollment management plan the following:

- Recommendations for class sizes as well as the size and mix of course offerings at each MPC site. Recommendations for marketing and other outreach strategies for 2016 – 2017. Recommendations for establishing trust and transparency in enrollment data. Strategies for implementing each set of recommendations.



Finance Plan

Collaborating with the appropriate MPC stakeholders, the CBT consultants will develop a multi-year financial projection for the current year and two subsequent years to determine the level of commitment that will be needed to sustain the College's financial solvency. This document will not be adjusted for economic forecasts but will be a snapshot in time regarding the current financial situation. The process for developing this Finance Plan includes the following.

- Determine up to four California community colleges to be used for benchmark comparisons.
- Provide a report on findings, a multi-year financial projection and recommendations for meeting the district's goals.
- Based on benchmark colleges and MPC's program priorities, CBT will carefully review critical cost variances and work with the enrollment management team to answer these questions:
 - Are faculty load and the amount of reassigned time appropriate for the enrollment, structure, and budget of the College?
 - Comparing managerial positions as reported to IPEDS, is the administration organized effectively and is the staffing level appropriate?
 - How do classified hourly expenses compare to those of other colleges?
 - What are the costs and program impacts of off-site centers and sites?
 - What are the scope and costs of health benefits and how do health benefit costs for active employees compare to those of other colleges?
 - How does MPC compare in terms of 50% law margins?
 - Are general fund matches for categorical programs beyond the minimum?
 - Are FTES managed effectively and is the College maximizing its opportunities to generate additional funding?
 - Are facilities and maintenance expenditures at appropriate levels for MPC?
- Develop a multi-year financial projection that enables the College to sustain its financial solvency and maintain recommended reserve levels.
- Provide recommendations for establishing trust and transparency in financial data and funding priorities and strategies for implementing the recommendations.



Phase 3

Using the aforementioned plans, the consultants will use the college's current planning processes to facilitate the development of prioritized strategic directions that will include a timeline, the identification of the responsible party(ies), and citation of relevant accreditation standards.

ABOUT THE FIRM

The Collaborative Braintrust Consulting Firm

1130 K Street, Suite 150
Sacramento, CA 95814
(916) 446-5058
(916) 287-9576 FAX
www.collaborativebraintrust.com

Patrick McCallum, President
pmccallum@cbtconsult.com

Joe Darin, Vice President, Community College Division
joe.darin@cbtconsult.com

Lori King, Director of Operations
lori@cbtconsult.com

The Collaborative Brain Trust is a highly skilled community college consulting firm based in Sacramento, California. CBT has provided a wide variety of consulting services to more than 60 community colleges in California since 2008. CBT specializes in innovative and creative solutions, including organizational and financial assessments and audits. CBT's core values are innovation, collegiality, and an ability to respond to the unique challenges specific to each client college.

CBT has undertaken organizational and financial studies, audits and planning for several community college districts across the United States, including:



- Imperial Valley Community College District, California
- Oakland Community College, Michigan
- West Valley-Mission Community College, California
- State Center Community College District, California
- Laramie County Community College, Wyoming
- Community College of the District of Columbia, Washington, DC

PROJECT CONSULTANT BIOGRAPHIES

DARROCH “ROCKY” YOUNG (TEAM LEADER) retired as Chancellor of the Los Angeles Community College District on July 31, 2007 and began the next chapter of his life as the Chief Consultant of the Collegiate Brain Trust. Since helping to form CBT, Rocky has served as the team leader and/or lead consultant on numerous projects including ones for the College of Western Idaho, the West Valley – Mission Community College District, the San Jose – Evergreen Community College District and the Compton Community Educational Center.

While serving as Chancellor of the Los Angeles Community Colleges, Rocky initiated the first formal Strategic Planning effort in the District’s history. Under Rocky’s leadership the District solved its financial problems – it went from being on the Chancellor’s Watch List to having an ending balance in excess of 11% at his time of retirement and created a model for dealing with the unfunded liability of retiree health benefits.

Rocky also served as President of Pierce College for nearly five years. Under his leadership, the college increased its enrollment by 51%, making it one of the fastest growing community colleges in California. He also helped to create numerous innovative partnerships for the college, repair its financial condition and create a positive relationship with the surrounding community.

Prior to coming to Pierce College, Rocky Young served for 13 years as Vice President of Academic and Student Affairs and Vice President of Planning and Development at Santa Monica College. He started at Santa Monica College as a faculty member and eventually progressed through being a department chair and dean before assuming the vice presidency.



Rocky was awarded the 2007 Harry Buttimer Distinguished Administrator Award, the 2003 Pacesetter of the Year by the National Council of Marketing and Public Relations, the 1998 ACCCA Leadership Award for Administrative Excellence in California Community Colleges, a 1998 CCLC Award for the Creation of the High School Concurrent Enrollment Program, the 1997 RBI Award for Education Contributions, and the 1997 CCLC Award for the Creation of the Academy of Entertainment and Technology.

EVA CONRAD served as President of Moorpark College in the Ventura County Community College District beginning July 1, 2002, and retiring on July 24, 2008. As a CBT consultant, Dr. Eva Conrad has worked on planning, accreditation, and campus climate projects at Modesto Junior College, College of Marin, Allan Hancock College, and the College of Western Idaho.

As President, Eva led the college in developing an integrated planning process and streamlined processes for college governance. The college was evaluated during the first round of visits under the revised 2002 accreditation standards and received full-term accreditation and accolades for the college's innovative approach to the self-study.

Before assuming the position of College President, Eva Conrad served as the college's Executive Vice President, a position she took in 1997. In this role as both the Chief Instructional Officer and Chief Student Services Officer, she led the college as it increased its enrollment while simultaneously making the necessary reductions to weather a state-wide budget downturn.

PAM DEEGAN began her career at California State University, Los Angeles, where she taught both graduate and undergraduate courses in structural kinesiology and exercise physiology. She then moved to the California Community College system as a faculty member.

Pam served for over 29 years in the California Community College system and over 36 years in higher education. 17 of those years were as a faculty member, while 19 were as an administrator. This later category included service as Dean of Instruction at Irvine Valley College and Santiago Canyon College; and Vice President of Instruction (CIO) at Miramar College, Mt. San Jacinto College, and MiraCosta College. Pam believes that effective leaders share their expertise with their colleagues. For years, Pam has delivered sessions at local colleges and conferences on issues such as enrollment management, schedule development, and leadership, and is responsible for the training of new CIOs in the state with 2 other experienced CIOs.



Pam served as President of the Chief Instructional Officer for California. Perhaps her most notable contribution during her tenure as president was to work with the presidents of both the state Academic Senate for Community Colleges and the Chief Student Services Officers to develop the idea and plan for the Basic Skills Initiative for all of the 2.1 million students in the community college system.

Pam's commitment to leadership was rewarded with the 2007 Association of California Community College Administrators (ACCCA) Award for Administrative Excellence, an honor that culminated from nominations throughout the state. She also received the 2009 Carter Doran Award—the award that is granted to one CIO in California each year for leadership and vision.

Although retired, Pam continues to serve the community college system through training, writing manuals for administrative leaders, and assisting colleges when called upon.

MICHAEL HILL has 37 Years of Experience in the California Community College System. with 25 Years Experience as CBO and interim CBO in a multi-college district.

Michael's areas of responsibility included administrative services; payroll, purchasing, budgets, accounting, contracts, insurances, cafeterias, bookstores, reprographics, police, information technology and foundation.

Other achievements include:

- Selected as outstanding CBO in 2001 by the state association for career achievement.
- Led a team of CBOs in developing recommendations that in turn became the foundation for SB 361
- Served on the State Chancellor's Office Fiscal Standards Committee.
- Provided specialized consulting services to various community college districts.

SHIRLEY J. KELLY recently retired from the College of San Mateo, where she served as President and prior to that, Vice President of Instruction.



In 1985, she was appointed as Vice President of Instruction at CCSF, a position she held until 1991, when she became Vice President of Instruction at San Mateo College.

Shirley received her Doctorate of Education with emphasis in Higher Education Administration in 1983 from the University of San Francisco and received her B.A. from Mills College in Chemistry and her M.S. in Chemistry from the University of San Francisco.

JOHN SPEVAK is a former Chief Instructional Officer with 23 years of experience as an instructional administrator—seven as dean of off-campus centers and 16 as vice president of instruction at the same institution (Merced College). He also spent 14 years at the same college as a full-time English instructor and academic advisor, during which time he was an active member of his college’s faculty senate. He earned his master’s degree and Ph.D. in English from the University of Chicago. He has also taught in the doctoral program in Educational Leadership at California State University, Stanislaus.

John considers himself a generalist and a team player who believes in bringing people together to work toward the best ideas and solutions. He has a broad working knowledge of both credit and noncredit instruction, including occupational and basic skills curricula. He is also well versed in instructional support services, such as learning resources, tutorial services, learning communities, and supplemental instruction. Since John joined CBT in 2008, he has helped colleges in areas including educational master planning, strategic planning, program evaluation, accreditation, and civility. Among the colleges he has worked with are the College of Western Idaho, MiraCosta College, Cypress College, Irvine Valley College, Saddleback College, the College of Marin, Imperial Valley College, and Bakersfield College.



COSTS AND INVOICING TERMS

The Collaborative Brain Trust’s daily rate for professional fees is \$2,000.00. The professional fee does not include reasonable travel expenses associated with site visits.

The Collaborative Brain Trust anticipates the six-person team will be traveling to the campus once or twice a month for the four-month project. The entire CBT will commit to working on the project five full days a month, including travel to the campus, during the four-month project.

As outlined above, the Monterey Peninsula College project will require approximately 95 days of consultant time. The Collaborative Brain Trust will be in a position to adjust this estimate as the project tasks, expectations and timelines are clarified.

Professional Fees	95 days at \$2000.00 per day	\$190,000.00
Estimated Travel		<u>\$20,000.00 (maximum)</u>
TOTAL		\$210,000.00

Invoicing

CBT will invoice Monterey Peninsula College once a month for the previous month’s professional fees and associated travel expenses. Payment is expected within 30 days.

Agreed:

Dr. Walt Tribley, President
 Monterey Peninsula College

Dr. Joe Darin, Vice President
 Collaborative Braintrust Consulting Firm

 Date

 Date

Monterey Peninsula Community College District

Governing Board Agenda

November 18, 2015

New Business Agenda Item No. E

Academic Affairs
College Area

Proposal:

To approve the MPC Early Childhood Education Lab School/Child Development Center Outdoor Classroom Project.

Background:

In October 2014, the Giannini Fund awarded a grant to the MPC Foundation to conduct an on-site field inventory and review of MPC's existing and proposed Child Development Center play yards. The purpose of this first phase was to investigate site opportunities and constraints, discuss preliminary design elements and project goals, and determine the feasibility of creating an Outdoor Classroom on the premises as part of MPC's new Early Childhood Education (ECE) Program lab school model.

In April 2015, a study was conducted by Eric Nelson of *Child Care Planning Associates* in conjunction with *Wallace Group Construction Management/Landscape Architecture*. As a result, concept plans were completed in June 2015 for an Early Childhood Education Center Outdoor Classroom, which would contribute to the ECE Lab School/CDC plan for keeping the Center open and the program sustainable on the MPC campus. These scaled schematics and illustrative layout designations for hardscape and equipment would provide the framework for future construction planning and would enable an estimate of probable construction costs.

In July 2015, a summary report and final schematic designs for outdoor learning spaces were presented to Giannini Fund trustees. The attached report represents the vision of an Outdoor Classroom environment at MPC's ECE Lab School/Child Development Center and segments the distinct spaces available for development as a whole, or in phases, consisting of: the Perimeter - *Grand Trail*, The Southeast Yard - *Flatland*, the East Yard (part of the *Grand Trail*), the North Yard - *Canyon*, the West Yard - *Hillside*, the Central Yard and the South Yard.

In August 2015, a Giannini Fund trustee toured the ECE Lab School/CDC's existing outdoor space on campus and invited the MPC Foundation to submit a proposal to partially support the construction of the Outdoor Classroom Project.

The ECE Lab School has produced a master plan for development of a complex of Outdoor Classrooms that can serve as a national model for cutting-edge design, construction and implementation of outdoor learning environments and programs for young children that also serve as training centers for college students of early childhood education. The following narrative describes its value for funding.

The Outdoor Classroom represents a critical element in the 21st century transformation of the practice of early childhood education. Built upon a century of field-tested theory, research and practice, and further validated by brain science, this transformation is necessary to prepare children to meet the life-critical challenges they and our planet face, now and in the future.

The Outdoor Classroom Environment will enable MPC to lead the field of early childhood education by developing future EC Educators, who understand and can implement a broad variety of learning experiences and opportunities allowing children to grow in areas such as gross and fine motor development, social-emotional development, language development, creative expression, math and science. Mastery of these skills is critical for healthy development as well as later academic success, and requires an educational environment that is very different from a traditional preschool program. The Outdoor Classroom Environment provides natural space to meet the real needs of children, offers activities that are personally meaningful to them, and fully embraces developmentally appropriate practices in early care while building young children's enjoyment, appreciation and understanding of the world around us.

As stated by Eric Nelson, the founder of the Outdoor Classroom Project, "Early Childhood Education is not just about the present. It is, most importantly, about the future. The leading questions for ECE and all of education should be, "What kind of adults do we want our children to become?" "What kind of society and planet do we want in the future?" The natural outdoor classroom supports children in developing skills essential to survival of the human race – effective communication, compassion for others, cooperation, leadership, initiative, courage, critical thinking, creativity, problem solving, self-confidence, and environmental awareness and stewardship. The Outdoor Classroom Environment at MPC will support future EC Educators and our community partners and their staff by providing knowledge, skills and training opportunities to spread this vision to all of Monterey County. MPC's Outdoor Classroom Environment will not only support children and the ECE community in Monterey, but will be a model for the state of California as a designated Outdoor Classroom Project Demonstration site. Eric Nelson also indicated that Nature's Explore, a national partner, would like MPC to be a partner with their national campaign to provide education on the importance of the Outdoor Classroom Environment and the benefits to young children and society.


Upon approval of the Outdoor Classroom project by the MPC Administration and the MPC Board of Trustees, the MPC Foundation will proceed with a grant proposal to the Giannini Fund in support of the MPC ECE/CDC Outdoor Classroom Project.


Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that the MPC Early Childhood Education Lab School/Child Development Center Outdoor Classroom Project be approved as proposed.

Recommended By: 
Kiran Kamath, Vice President, Academic Affairs

Prepared By: 
Leslie Procive, Administrative Assistant IV, VP Academic Affairs

Agenda Approval: 
Dr. Walter Tribley, Superintendent/President

Monterey Peninsula College Child Development Center: A National Model for Nature-Based Outdoor Classrooms

By Eric Nelson, M.A.

Overview

Monterey Peninsula College Child Development Center (MPCCDC) has produced a master plan for development of a complex of Outdoor Classrooms that can serve as a national model for cutting-edge design, construction and implementation of outdoor learning environments and programs for young children that also serve as training centers for college students of early childhood education (ECE). The following narrative describes the plan and its value for funding.

Background

MPCCDC contracted with the Outdoor Classroom Project® (OCP) to provide Outdoor Classroom designs for four outdoor spaces adjacent the existing classrooms. Working with Mary Johnson, Cathy Nyznyk, and Jeff Procive, of the Monterey Peninsula College Child Development Department, the OCP produced scaled schematic designs which were rendered by landscape architects from the Wallace Group.

Besides providing a redesign of the existing central playground (Central Yard), new Outdoor Classroom designs were provided for the three spaces exterior to the “C” configuration of the administration building and two classroom wings. Each of these exterior spaces exhibits a distinct topography. We identify them as “Flatland” (Southeast Yard), “Hillside” (West Yard) and “Canyon” (North Yard).

The existence of these three very different spaces on a single campus, all additional to the Central Yard, is a phenomenon not replicated in any other child development center of which we are aware, within the state of California or even beyond it. It provides an important and unique opportunity to establish MPCCDC as a one-of-a-kind nature-based Outdoor Classroom Demonstration Site and sets the stage for a leadership role in the natural outdoor classroom movement.

Why the Outdoor Classroom?

The Outdoor Classroom represents a critical element in the 21st century transformation of the practice of early childhood education (ECE). Built upon a century of field-tested theory, research and practice, and further validated by brain science, this transformation is necessary to prepare children to meet the life-critical challenges they and our planet face now and ahead.

Immediately, implementation of the Outdoor Classroom helps to address the “silent emergency” of challenges facing young children today, such as obesity, reduced physical activity, preoccupation with electronic media, and disconnection from nature (“nature deficit disorder”®). Field experience has shown that extensive time spent in the Outdoor Classroom provides children with a wide range of benefits, increases play yard harmony, and relieves stress on teachers.¹ Observed benefits to children cover the full range of physical, cognitive and psychological development including:

- Increased physical development, ability and activity
- Established patterns for an active, healthy lifestyle
- Stronger language, problem-solving and communication skills through projects and group activity
- Increased interest in science and math through connecting with nature
- Learning through self-initiation, control and personal responsibility
- Enhanced self-esteem; stronger internal psychology and self concept
- Effective relationship-building in a cooperative, non-competitive environment
- Social-emotional mastery
- Familiarity with and appreciation of nature
- An expansive view of how the world works
- A practice of stewardship for the environment

More extensive details can be found in *Cultivating Outdoor Classrooms* and *The Outdoor Classroom Program Development and Staff Training Guide*.

Early Childhood Education, however, is not just about the present. It is, most importantly, about the future. The leading questions for ECE and all of education should be, “What kind of adults do we want our children to become?” “What kind of society and planet do we want in the future?” Much of current ECE practice is based on models of education developed for society as it was 100 years ago. If this industrial, assembly-line model of education was ever appropriate, it certainly isn’t now. The natural outdoor classroom supports children developing skills essential to survival of the human race – effective communication, compassion for others, cooperation, leadership, initiative, courage, critical thinking, creativity, problem solving, self-confidence, and environmental awareness and stewardship. These are the skills required for the future.

Monterey Peninsula College Child Development Center Outdoor Classroom Design Features

Vision – The Outdoor Classroom at MPCCDC

Through its rich and complex geography, and unique application of the Outdoor Classroom design philosophy, MPCCDC provides national leadership in the implementation of Outdoor

Classroom philosophy, principles and practices. On one site, its natural outdoor learning environments provide examples of how different topographies can be developed: interior flat, perimeter flat, canyon, and hillside.

Spaces

Including the perimeter, the outdoor learning environment of the CDC is comprised of five spaces, each of which are comprised of specific, unique elements designed to support children's growth, development and learning. Following are descriptions of the character of each space, the activity elements provided and the educational elements available.

The Perimeter – The Grand Trail

Accessible from, and part of, all the external yard spaces, the Grand Trail provides every child with an opportunity to know and understand the unique world of the expanded outdoor classroom at MPCCDC. The trail provides children with experience of distinct regions (yards) of topography, plants, trees, ground surface and play activities. It expands their understanding of the world in which they live, while at the CDC.

Southeast Yard – “Flatland”

General Concepts: gross motor activity, small motor activity, group activity, dramatic play and gardening.

Activity Elements: trike path, tire swings, field play, group gathering area, dramatic play, outdoor table area, loose parts construction, and garden.

Narrative Description: This design reserves the back (south) two thirds of the space for open field games or other activities on grass. A low fence encloses the space along the sidewalk by the parking lot. A gate at the south end of the sidewalk accesses a branch on the main Grand Trail outside the fence. That low fence with an access gate continues across the south end of the field to a fence that rises to 6 feet high as it turns north and runs along the east side of the yard at the top of the steep hill finally connecting to the “C” building with a gate.

At the north end of the yard are the activity areas, closest to the building. The trikes are stored in a unit next to the corner of the building. The over 200' long trike path stays in the northernmost third of the yard and surrounds the activity areas while providing a path of access to them. Along with the path, the tire swing separates the field from the rest of the activity area. That area includes shaded spaces for a gathering circle for group activities such as singing and storytelling, an adjacent dramatic play area, an area for several tables and storage. Closer to the classroom, the loose parts area has less shade, as it is a more active area and is next to the garden. Two separate storage units serve the loose parts activity and the field areas. A working garden with separate storage and space for a table is carved out of the east side of the “wild vegetation” areas to the south of the building. (Please see separate plan for further treatment of the area to the west

of the garden labeled “south yard.”) A sidewalk extension is added to the existing one that currently runs west from the south exit of the building. It services a new south side door from the east classroom of Building C. This sidewalk gives both children’s classrooms direct access to the SE Yard.

A minimum of grading and planting is anticipated except for the garden area. Some engineered wood fiber (“EWF” also popularly called “wood chips”) will be required for the loose parts and swing areas. The field area will require irrigation and treatment for gophers.

East Yard – (part of the Grand Trail)

General Concepts: gross motor activity, group activity, and nature experience

Activity Elements: trail path, bridge crossing, nature viewing (forest views at treetop height, bird and animal watching), group activity, exploration

Narrative Description: On the east side of the property, the circular continuity of the Grand Trail requires construction of a bridge to carry the trail across the deep ravine that extends east from the central yard east fence and drop off. The trail takes a short drop down the hillside to minimize the length of the bridge required and then climbs back up to the trail at the northeast corner of building ‘A’. On this portion of the trail, children get to experience the most ‘wild’ environment available within the CDC property. Because this is the least developed space on the property, here they will most likely get a direct experience of being in the natural forest of oaks and native plants, as well as seeing birds and other animals.

North Yard – (“Canyon”)

General Concepts: Gross motor activity, small motor activity (art), group activity (music, stories, concept development), dramatic play, nature education, stream play.

Activity Elements: Activity deck (art), dramatic play deck (forest tree house), indoor-outdoor flow, hiking paths, canyon forest, ladder, hill slide, stream-side plain, n gathering, and stream.

Narrative Description: The “Canyon” provides children with a unique opportunity to inhabit a “canyon” and benefit from all of the learning opportunities provided by the nature and topography of that environment. The central feature that links the canyon to the classrooms is an “art deck” As the two classrooms of Building A share an atelier (art room) between them, it is possible to replace the room’s large window with door that opens onto a deck that bridges the canyon. This creates an open air space for art where children can gain inspiration from nature, both visually and kinesthetically through their interaction with the canyon wilderness environment. This interaction is supported by the presence of multiple trails for exploring and traveling between six activity areas where children can gather to play and learn. One of these trails traverses sections of hillside that include tall grasses, oak forest and scrub brush. Other trails lead down into the canyon and follow the stream bed itself. Types of activities include water play, dramatic play, group time with teachers for reading, learning about nature, music, and working with natural materials.

West Yard – (“Hillside”)

General Concepts: Gross motor activity including traversing trails (hiking running, walking and scooter riding), swings, and rock climbing: group activity (music, stories, concept development, team building) dramatic play, large loose parts construction, and steep stream water play.

Central Yard Activity Elements: Hill, hillside trail, hillside slide, steep tumbling mountain stream, loose parts play area, tire swing, rock climbing area, and gathering space.

Narrative Description: At the request of CDC staff, the focus on this environment is gross motor activity. The hillside is steep at the top and gradually levels out to provide significant flat area. The entire hillside is shaded by large oaks with a ground area that is comprised of oak leaf debris and fully traversable. A wide variety of physical activities are immediately available to children entering the yard after a brief walk from one of the classrooms. These include group swinging on the tire swing, traversing the extended circular hillside path on foot or on foot scooters, climbing on boulders freestyle or with connecting boards, playing with water on the tumbling creek, coming down the hill slide or building in the loose parts construction area.

Benefits to Children: This environment provides extensive opportunity to develop physical mastery in a challenging natural environment. Many of the activities support group play, cooperation and problem solving. The gathering area provides a location where teachers can bring the children together as a group as may be deemed helpful. Children who need to be physically active can easily and safely be active and easily supervised from any location in the yard. Children who visit the yard regularly over time will develop a high level of physical mastery for a broad range of skills.

General Concepts: Provide as full a range of activities as possible while taking into consideration the available activities in the other sites. Included are gross motor activity, small motor activity, group activity, dramatic play and gardening.

Activity Elements: Trike path, tire swing, field play, group gathering area, dramatic play, outdoor table area, climbing on structures, loose parts construction, and gardening.

Narrative Description: The central yard has been renovated in a way that will allow for a wider variety of activities, and ones that are child initiated, than were previously possible. The yard provides a full range of activities for children without excessively duplicating the unique opportunities and specific areas of focus that are available in the outer yards. Only the central portion of the yard is renovated, removing static climbers and installing more dynamic activity areas. Unique to the central yard is the formal sand play area and covered patios that contain tables for table top activities, as well as patio surface space for activities such as construction with small blocks.

South Yard – (Small group gathering, pathway to SE Yard)

General Concepts: Provide access from that south side of the classrooms that leads directly to the southeast yard by adding a new door for western classroom south exit (west room has one) and installing a sidewalk that links the existing section of sidewalk to the Southeast Yard; create small gathering space just outside the classrooms.

Activity Elements: Traverse new sidewalk and new door to Southeast Yard; small group meeting activities.

Narrative Description: This development provides access to the Southeast Yard from the back of the south classrooms that currently doesn't exist. It also adds a small group activity area that will be sunny and warm in the winter.

Monterey Peninsula Community College District

Governing Board Agenda

November 18, 2015

New Business Agenda Item No. F

Academic Affairs
College Area

Proposal:

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

Background:

The courses and programs 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 new courses and program be approved:

New Courses:

ADPE 6	Adapted Functional Training
ADPE 10	Adapted Weight Training
ETNC 13	Introduction to Race and Ethnicity
MUSI 199.2	Travel Study: Choral Tour of Spain and Portugal
PHED 45	Introduction to Careers in Sports Medicine and Allied Health Professions

New Program:

Massage Practitioner Certificate of Training

Recommended By:



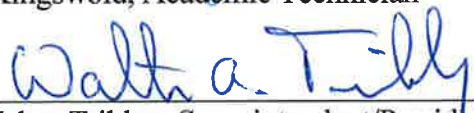
Kiran Kamath, Vice President of Academic Affairs

Prepared By:



Kim Kingswold, Academic Technician

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

NEW COURSES

ADPE 6, Adapted Functional Training

1 unit

3 hours lab

Justification:

This course is designed for students with disabilities to apply concepts of functional training in improving their physical capacity. This course promotes a movement-based lab for applying biomechanics, physics, and kinetics.

Description:

This course is designed for students with disabilities to apply concepts of functional training in improving their physical capacity.

ADPE 10, Adapted Weight Training

1 unit

3 hours lab

Justification:

Provide students with disabilities specific knowledge about progressive resistance training and opportunity to develop and/or maintain muscle tone, strength, and endurance.

Description:

This course offers weight training exercises and routines for special populations with the goal to develop and maintain muscular tone, strength, and endurance.

ETNC13, Introduction to Race and Ethnicity

3 units

3 hours lecture

Justification:

This Course is to be cross-referenced with an existing SOCI 13 course to meet SB1440 Transfer Model Curriculum being developed by the Academic Senate for California Community Colleges and California State University. The purpose is to identify the course content for new associate degrees for transfer.

Description:

This course is an introduction to the sociological analysis of race, ethnicity, and racism. Examines the cultural, political, and economic practices and institutions that support or challenge racism, racial and ethnic inequalities, as well as patterns of interaction between various racial and ethnic groups. Also offered as Sociology 13; credit may be earned only once.

MUSI 199.2, Travel Study: Choral Tour of Spain and Portugal

3 units

2 hours lecture, 4 hours lab TBA

Justification:

The proposed course continues a proud tradition of I Cantori travel-study tours, the first in 1994.

Description:

This course is an I Cantori travel-study tour offering a study of the choral music of Spain and Portugal. The course includes a tour of various cities, museums, churches, and cathedrals. A series of concert performances by I Cantori includes choral music of America, Spain, Portugal, France, Italy, England, and Germany.

PHED 45, Introduction to Careers in Sports Medicine and Allied Health Professions

3 units

3 hours lecture

Justification:

State and locally, an increasing number of kinesiology majors are branching out to related fields of sports medicine (i.e., athletic training, PT/OT, rehab specialists) and allied health fields (i.e., cardiopulmonary specialists, nurses, sports nutritionists, dieticians).

Description:

This course is an overview to the interdisciplinary approach to sports medicine and related allied health professions. An overview of the importance of kinesiology is discussed as it relates to the specific populations served, career opportunities, and necessary academic preparation.

NEW PROGRAMS

Massage Practitioner (Certification of Training – Credit Only)

Justification:

Since 1994 the Massage Therapy Program has issued Massage Practitioner certificates (almost 250 to date) to students who complete basic training. However, students who earn these certificates are not counted as having completed any training at MPC. The Certificate of Training will remedy this situation.

Description:

The Massage Practitioner certificate is designed to provide basic training in massage therapy that prepares students for entry-level employment in a variety of settings, including health-care clinics, health clubs, spas, and private practice. The Massage Practitioner certificate allows students to work only in municipalities and businesses that do not require certification by the California Massage Therapy Council.

Monterey Peninsula Community College District

Governing Board Agenda

November 18, 2015

New Business Agenda Item No. G

Academic Affairs
College Area

Proposal:

To change the previous Board approved 2016–2017 College Academic Calendar.

Background:

The attached 2016-2017 Academic Calendar is being resubmitted for Board approval to address the omission of a seventh paid holiday during the winter break. Per Article 8.1 of the MPCCD/MPCEA contract, “Christmas Holiday consists of seven (7) paid holidays...” and the previously approved calendar has six paid days.

The calendar change has been developed in consultation with the President/Vice Presidents and the Calendar Committee, which consists of representatives from the Monterey Peninsula College Teachers Association (as per Article 11.4 of the MPCCD and MPCTA/CTA/NEA agreement), Monterey Peninsula College Employees Association (MPCEA, CSEA #245), the Academic Senate, and Associated Students, Monterey Peninsula College (ASMPC).

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that the changes to the 2016-2017 College Academic Calendar be approved as proposed. .

Recommended By:


Kiran Kamath, Vice President, Academic Affairs

Prepared By:


Leslie Procive, Administrative Assistant IV, VP, Academic Affairs

Agenda Approval:


Dr. Walt Tribley, Superintendent/President

Monterey Peninsula Community College District Calendar 2016-2017

Teaching Days Per Month

Wk. #	Month	S	M	T	W	Th	F	S	
FALL SEMESTER – August 19, 2016 through December 16, 2016									
	AUGUST	7	8	9	10	11	12	13	
		14	15	16	(17)	(18)	19	20	Scheduled Flex Days – August 17 and 18
1		21	22	23	24	25	26	27	Semester begins August 19
2		28	29	30	31				9
2	SEPTEMBER					1	2	3	
3		4	5*	6	7	8	9	10	Labor Day – September 5
4		11	12	13	14	15	16	17	
5		18	19	20	21	22	23**	24	Native American Day Commemoration
6		25	26	27	28	29	30		21
6	OCTOBER							1	
7		2	3	4	5	6	7	8	
8		9	10	11	12	13	14	15	
9		16	17	18	19	20	21	22	
10		23	24	25	26	27	28	29	
11		30	31						21
11	NOVEMBER			1	2	3	4	5	
12		6	7	8	9	10	11*	12	Veteran's Day Observance– November 11
13		13	14	15	16	17	18	19	
14		20	21	22	23	24*	25*	26	Thanksgiving Holiday – November 24, 25 and 26
15		27	28	29	30				19
15	DECEMBER					1	2	3	
16		4	5	6	7	8	9	10	
17		11	12	13	14	15	16	17	Finals Week December 12 – 16; Semester end December 16
		18	(19)	20	21	22	23*	24	Scheduled Flex Day - December 19
		25	26*	27*	28*	29*	30*	31	TOTAL 82
EARLY SPRING SESSION – January 3, 2017 through January 20, 2017									
	JANUARY	1	2*	3	4	5	6	7	Early Spring Session begins January 3; ends January 20
		8	9	10	11	12	13	14	Note: Overlap of Early Spring with Flex Days
		15	16*	17	(18)	(19)	(20)	21	MLK Day – January 16; Scheduled Flex Days January 18, 19 & 20
SPRING SEMESTER – January 23, 2017 through May 26, 2017									
1	JANUARY	22	23	24	25	26	27	28	Semester begins January 23
2		29	30	31					7
2	FEBRUARY				1	2	3	4	
3		5	6	7	8	9	10	11	
4		12	13	14	15	16	17*	18	Lincoln Day Observance – February 17
5		19	20*	21	22	23	24	25	Washington Day – February 20
6		26	27	28					18
6	MARCH				1	2	3	4	
7		5	6	7	8	9	10	11	
8		12	13	14	15	16	17	18	
		19	20	21	22	23	24	25	Spring Recess March 19 to March 25
9		26	27	28	29	30	31**		March 31 – Cesar Chavez Day
9	APRIL							1	18
10		2	3	4	5	6	7	8	
11		9	10	11	12	13	14	15	
12		16	17	18	19	20	21	22	
13		23	24	25	26	27	28	29	
14		30							20
14	MAY		1	2	3	4	5	6	
15		7	8	9	10	11	12	13	
16		14	15	16	17	18	19	20	
17		21	22	23	24	25	26	27	Finals May 22–26; Semester end May 26; Commencement May 27
		28	29*	(30)	31				Memorial Day – May 29; Scheduled Flex Day May 30
	JUNE					1	2	3	TOTAL 83
SUMMER SESSION – June 5, 2017 through July 14, 2017 (6-week session) June 5, 2017 through July 28, 2017 (8-week session)									
1	JUNE	4	5	6	7	8	9	10	Summer session begins June 5
2		11	12	13	14	15	16	17	
3		18	19	20	21	22	23	24	
4		25	26	27	28	29	30		
4	JULY							1	
5		2	3	4*	5	6	7	8	Independence Day – July 4
6		9	10	11	12	13	14	15	End of Six-Week Session – July 14
7		16	17	18	19	20	21	22	
8		23	24	25	26	27	28	29	End of Eight-Week Session – July 28
		30	31						
	AUGUST			1	2	3	4	5	

* Holidays for Classified Staff and Administrators
 ** Native American Day/Cesar Chavez Commemoration

Non-Teaching Days within Session () Scheduled Flex Days for Faculty Board Approved _____

FALL SEMESTER – August 19, 2016 through December 16, 2016

August 17 and 18	Scheduled Flex Days for Faculty
August 19	Semester Begins
September 5	Labor Day
September 6	Census
November 11	Veterans' Day
November 24, 25 and 26	Thanksgiving Holiday
December 12 – 16	Finals Week
December 16	Semester Ends
December 19	Scheduled Flex Day for Faculty
December 23	Christmas Eve Day Observance
December 26	Christmas Day Observance
December 27	In lieu of Cesar Chavez Day
December 28	Admissions Day Alternate Holiday for Classified
December 29	Periodic Holiday
December 30	New Year's Eve ½ Day and Spring Holiday ½ Day Observance
January 2	New Year's Day Observance

EARLY SPRING – January 3, 2017 through January 20, 2017

January 3	Session Begins
January 16	Martin Luther King, Jr. Day
January 20	Session Ends

SPRING SEMESTER – January 23, 2017 through May 26, 2017

January 18, 19 and 20	Scheduled Flex Days for Faculty
January 23	Semester Begins
February 6	Census
February 17	Lincoln's Day Observance
February 20	Washington's Day
March 19 through March 25	Spring Recess
May 22 – 26	Finals Week
May 26	Semester Ends
May 27	Commencement
May 29	Memorial Day
May 30	Scheduled Flex Day for Faculty

**SUMMER SESSION – June 5, 2017 through July 14, 2017 (Six-Week Session)
June 5, 2017 through July 28, 2017 (Eight-Week Session)**

June 5	Session Begins
July 4	Independence Day
July 14	End of Six-Week Session
July 28	End of Eight-Week Session

Faculty is required to be on duty a total of 175.5 days. This calendar has 165 teaching days, 7 scheduled flex days, and .5 day of commencement. Each full-time contractual faculty member teaching census week classes must contract individually for another 3 days of flex time.

Board Approved _____

Monterey Peninsula Community College District

Governing Board Agenda

November 18, 2015

New Business Agenda Item No. H

Human Resources
College Area

Proposal:

That the California School Employees Association, Chapter #245, MPCEA/ CSEA's initial proposal for interest-based bargaining with the Monterey Peninsula Community College District for re-openers for interest based bargaining for 2015/2016 be presented, and that a public hearing be held.

Background:

The current agreement between Monterey Peninsula Community College District and California School Employees Association, Chapter #245, MPCEA/CSEA expires on June 30, 2017. Governing Board Policy 5210 implements Government Code Section 3547 that requires public notice of matters to be negotiated. In accordance with the aforementioned policy and code, the Governing Board must, following the presentation of and public comment on the employee proposal, present its initial proposal for negotiations for re-openers and receive public comment at an open board meeting prior to formal adoption of the proposal.

In accordance with special provisions for Interest Based Bargaining, the initial proposal for this period is in the form of interests for discussion. The proposal is attached for information.

Budgetary Implications:

The outcome of negotiated agreements will determine any budgetary implication.

- PUBLIC HEARING:** California School Employees Association, Chapter #245, MPCEA/CSEA's attached initial proposal for re-openers for interest-based bargaining with Monterey Peninsula Community College District for 2015/2016.

Recommended By:



Laurence Walker, Interim Vice President of Student Services

Prepared By:



Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval:



Dr. Walter Tribley, Superintendent/President



California
School
Employees
Association

Chapter
245

Monterey
Peninsula
College

980 Fremont Street
Monterey, CA 93940

November 9, 2015

Dr. Walter Tribley, Superintendent/President and
The Board of Trustees
Monterey Peninsula College
980 Fremont Street
Monterey, CA 93940

RE: California School Employees Association Chapter 245 MPCEA 2015/16 Negotiations

Dear Dr. Tribley and The Board of Trustees,

Monterey Peninsula College California School Employees Association (MPCEA) - Chapter 245, appreciates the interest-based bargaining method of negotiations from VLS Consulting and wish to move forward with VLS Consulting as the exclusive agent for this negotiation process. By this document, we are respectfully submitting our Negotiations to be placed on the next Board Agenda.

MPCEA respectfully submits Article VI Professional Growth and Staff Development and Article XVI Layoff and Re-Employment as Reopeners for the 2015/16 Negotiations.

Article VI: We believe it is in the best interest of MPC and the employees of MPCEA to incentivize professional growth. As a learning institution, we believe all units of the college should contribute to a culture of learning.

Article XVI: In the interest of a fair and equal means of determining Seniority, MPCEA would like to adjust how Seniority is determined and how Bumping Rights are exercised. We believe clear definitions of process will resolve many potential problems in the event of layoffs or retirement incentives.

MPCEA proposes that all language, except that which may be affected by and negotiated changes, continue in effect during the life of our Agreement which expires June 2017.

MPCEA Chapter 245 is enthusiastic about working with the District to achieve successful negotiations that benefits the association members and improves the services provided to the students and community.

Thank you for your consideration. Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Kevin Haskin, President
MPCEA Chapter 245
Monterey Peninsula College

cc: Susan Kitagawa/Associate Dean of Human Resources
Matt Fennell/CSEA Labor Representative

Monterey Peninsula Community College District

Governing Board Agenda

November 18, 2015

New Business Agenda Item No. I

Human Resources
College Area

Proposal:

That the Monterey Peninsula Community College District's initial proposal for interest-based bargaining with the California School Employees Association, Chapter #245, MPCEA/CSEA for re-openers for interest based bargaining for 2015/2016 be presented, and that a public hearing be held.

Background:

The current agreement between Monterey Peninsula Community College District and California School Employees Association, Chapter #245, MPCEA/CSEA expires on June 30, 2017. Governing Board Policy 5210 implements Government Code Section 3547 that requires public notice of matters to be negotiated. In accordance with the aforementioned policy and code, the Governing Board must, following the presentation of and public comment on the employee proposal, present its initial proposal for negotiations for re-openers and receive public comment at an open board meeting prior to formal adoption of the proposal.

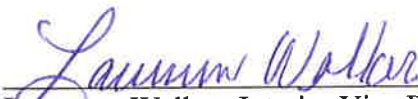
In accordance with special provisions for Interest Based Bargaining, the initial proposal for this period is in the form of interests for discussion. The proposal is attached for information.

Budgetary Implications:

The outcome of negotiated agreements will determine any budgetary implication.

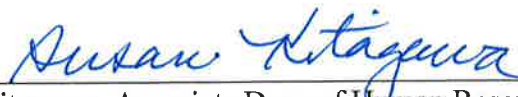
- PUBLIC HEARING:** Monterey Peninsula Community College District's attached initial proposal for re-openers for interest-based bargaining with the California School Employees Association, Chapter #245, MPCEA/CSEA for 2015/2016.

Recommended By:



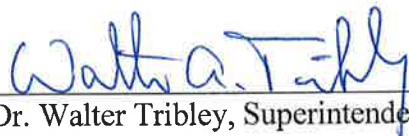
Laurence Walker, Interim Vice President of Student Services

Prepared By:



Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District
Initial Proposal to
California School Employees Association Chapter #245 MPCEA/CSEA
November 9, 2015

The Collective Bargaining interests submitted herein by the Monterey Peninsula Community College District are expressly pursuant to the Educational Employment Relations Act. It is the intention of the Monterey Peninsula Community College District to bargain in good faith over the interests submitted by the respective parties to the MPCEA/CSEA Collective Bargaining Agreement.

In recognition of Article XXIII Duration, Monterey Peninsula Community College District and California School Employees Association Chapter #245 MPCEA/CSEA (the Parties) agreed to reopen the contract for the 2015/2016 year on Article IV Pay and Allowances and Article VII Health and Welfare. Additionally, the parties agreed reopen to two additional articles each.

In addition to Article IV Pay and Allowances and Article VII Health and Welfare, the Monterey Peninsula Community College District's interests include:

1. Article V: Reclassification. The District has an interest in discussing the reclassification process and timeline.
2. Article XII Evaluation Procedure. The District has an interest in discussing the process and timeline.

Monterey Peninsula Community College District

Governing Board Agenda

November 18, 2015

New Business Agenda Item No. J

Human Resources
College Area

Proposal:

That the Governing Board adopt the Monterey Peninsula Community College District's initial proposal for re-openers to the collective bargaining agreement for 2015/2016 interest-based bargaining with the California School Employees Association, Chapter #245, MPCEA/CSEA.

Background:

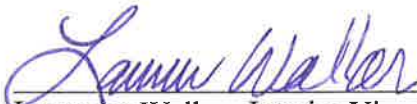
Governing Board Policy 5210 implements Government Code Section 3547 that requires public notice of matters to be negotiated. In accordance with the aforementioned policy and code, the Governing Board must formally adopt its initial proposal for a successor agreement following the presentation of and public comments on the initial proposals of the employees and the Monterey Peninsula Community College District. In accordance with special provisions for Interest Based Bargaining, the initial proposals are in the form of "interests" for discussion.

Budgetary Implications:

The outcome of negotiated agreements will determine any budgetary implication.

- RESOLUTION: BE IT RESOLVED**, that following comments from the public regarding the initial proposals of both California School Employees Association, Chapter #245, MPCEA/CSEA and the Monterey Peninsula Community College District, the attached initial proposal for re-openers to the collective bargaining agreement for interest based bargaining for 2015/2016 be adopted.

Recommended By:



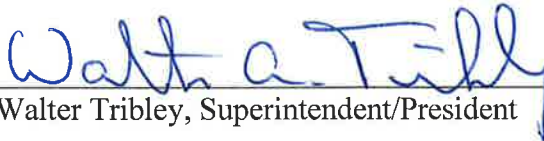
Laurence Walker, Interim Vice President of Student Services

Prepared By:



Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District
Initial Proposal to
California School Employees Association Chapter #245 MPCEA/CSEA
November 9, 2015

The Collective Bargaining interests submitted herein by the Monterey Peninsula Community College District are expressly pursuant to the Educational Employment Relations Act. It is the intention of the Monterey Peninsula Community College District to bargain in good faith over the interests submitted by the respective parties to the MPCEA/CSEA Collective Bargaining Agreement.

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1. Article V: Reclassification. The District has an interest in discussing the reclassification process and timeline.
2. Article XII Evaluation Procedure. The District has an interest in discussing the process and timeline.

Monterey Peninsula Community College District

Governing Board Agenda

November 18, 2015

President's Office

College Area

New Business Agenda Item No. K

Proposal:

That the Governing Board reviews the results of the 2015 Board self-evaluation.

Background:

As a part of Monterey Peninsula College's ongoing commitment to continuous improvement, the Governing Board adopted Board Policy 1009 Self Evaluation (Attachment A), which calls for an annual self-evaluation and development of Board goals. Per Board Policy 1009, the Board self-evaluation is to be conducted from August – October, with the Board goals to be approved at the end of the evaluation process.

The Board goals for 2015 were adopted at the November 2014 meeting and were used as the basis for the Board's self-evaluation. Trustees Brown and Dunn Gustafson agreed to serve as an ad hoc subcommittee of the Board to develop the evaluation instrument, process, and calendar, which were approved at the August 2015 meeting. The subcommittee approved two self-evaluation surveys: one to be provided only to the Governing Board, and one to be provided to the Governing Board, staff members who interact with the Board, and members of the communities served by Monterey Peninsula College. Both surveys were distributed in October, with the assistance of Dr. Rosaleen Ryan, Director of Institutional Research.

The subcommittee met on November 2, 2015 and reviewed the results of the surveys. They will provide a report at the meeting, to include, an assessment of the survey results, a list of Board accomplishments for the year, and possible recommendations.

Budgetary Implications:

None.

INFORMATION: 2015 Governing Board Self-Evaluation

Recommended By:

Walter A. Tribley
Dr. Walter Tribley, Superintendent/President

Prepared By:

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

Agenda Approval:

Walter A. Tribley
Dr. Walter Tribley, Superintendent/President

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

1009 Board Self-Evaluation

Effective and efficient Governing Board operations are an integral part of creating and maintaining successful educational programs. In order to evaluate progress towards achieving the College's goals, the Board will annually schedule a time and place at which all members will participate in a formal self-evaluation.

The Board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal Board operations and performance and will evaluate success in achieving last year's goals. Working with the Superintendent/President, the Board members shall develop goals for the upcoming year against which the Board shall be evaluated. A self-evaluation instrument will be based on these goals. Each Board member will complete a self-evaluation instrument independently.

In addition, the Board will seek anonymous staff, faculty, student and community input through a representative sampling of each group. The sampling will be by position (example, President of the Faculty Senate). The ensuing evaluation will be based on the resulting composite picture of the Board's strengths and weaknesses. The Board will discuss the tabulated results as a group and report its outcome at a public meeting.

The Superintendent/President and the Board shall select an independent member of the administrative staff to review and tabulate the results. Each Board member will receive a complete copy of the survey data.

The evaluation process shall include the establishment of strategies for improving Board performance. Priorities will be set for the following year's performance and evaluation.

Before August Board meeting:	Work with the Superintendent/President to revise evaluation survey instrument and process as necessary.
August of each year	Approve evaluation instrument, process, and calendar.
Before September Board meeting	Collect data from all surveyed constituencies.
September of each year	Review and discuss evaluation results.
Before October Board meeting	Work with the Superintendent/President to develop goals for the upcoming year.
October of each year	Review and discuss evaluation data and results, complete self-evaluation, report on evaluation at a public meeting, and approve goals for the upcoming year.

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

1009 Board Self Evaluation (continued)

The purpose of the Board self-evaluation is to identify areas of Board functioning that are working well and those that may need improvement. Following the evaluation, the resulting discussion of Board roles and responsibilities should enhance communication and understanding among members and lead to a stronger, more cohesive and effective Board. At the end of the evaluation discussion, Board members should have:

- 1) identified areas for improvement, perhaps stated as goals and criteria for future evaluations;
- 2) an understanding of what they expect from themselves and each other to be an effective Board; and
- 3) a summary of accomplishments and characteristics of which they can be proud.

Adopted: August 15, 2000

Revised and adopted: May 25, 2010; November 23, 2010.

Monterey Peninsula Community College District

Governing Board Agenda

November 18, 2015

President's Office
College Area

New Business Agenda Item No. L

Proposal:

That the Governing Board discuss the proposed Board goals for 2016.

Background:

As a part of Monterey Peninsula College's ongoing commitment to continuous improvement, the Governing Board adopted Board Policy 1009 Self Evaluation (Attachment A), which calls for an annual self-evaluation and development of Board goals. Per Board Policy 1009, the Board self-evaluation is to be conducted from August – October, with the Board goals to be approved at the end of the evaluation process.

On November 2, 2015, an ad hoc subcommittee comprised of Trustees Brown and Dunn Gustafson met with Dr. Walt Tribley, MPC Superintendent/President. They reviewed the results of the self-evaluation surveys and developed draft Board goals for 2016 (Attachment B).

The proposed goals are being presented at the November meeting for a first reading and to receive the Board's input. The goals will then be updated with any changes and presented for adoption at the December meeting.

Budgetary Implications:

None.

INFORMATION: Proposed Governing Board Goals for 2016

Recommended By:

Walt A. Tribley
Dr. Walter Tribley, Superintendent/President

Prepared By:

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

Agenda Approval:

Walt A. Tribley
Dr. Walter Tribley, Superintendent/President

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

1009 Board Self-Evaluation

Effective and efficient Governing Board operations are an integral part of creating and maintaining successful educational programs. In order to evaluate progress towards achieving the College's goals, the Board will annually schedule a time and place at which all members will participate in a formal self-evaluation.

The Board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal Board operations and performance and will evaluate success in achieving last year's goals. Working with the Superintendent/President, the Board members shall develop goals for the upcoming year against which the Board shall be evaluated. A self-evaluation instrument will be based on these goals. Each Board member will complete a self-evaluation instrument independently.

In addition, the Board will seek anonymous staff, faculty, student and community input through a representative sampling of each group. The sampling will be by position (example, President of the Faculty Senate). The ensuing evaluation will be based on the resulting composite picture of the Board's strengths and weaknesses. The Board will discuss the tabulated results as a group and report its outcome at a public meeting.

The Superintendent/President and the Board shall select an independent member of the administrative staff to review and tabulate the results. Each Board member will receive a complete copy of the survey data.

The evaluation process shall include the establishment of strategies for improving Board performance. Priorities will be set for the following year's performance and evaluation.

Before August Board meeting:	Work with the Superintendent/President to revise evaluation survey instrument and process as necessary.
August of each year	Approve evaluation instrument, process, and calendar.
Before September Board meeting	Collect data from all surveyed constituencies.
September of each year	Review and discuss evaluation results.
Before October Board meeting	Work with the Superintendent/President to develop goals for the upcoming year.
October of each year	Review and discuss evaluation data and results, complete self-evaluation, report on evaluation at a public meeting, and approve goals for the upcoming year.

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

1009 Board Self Evaluation (continued)

The purpose of the Board self-evaluation is to identify areas of Board functioning that are working well and those that may need improvement. Following the evaluation, the resulting discussion of Board roles and responsibilities should enhance communication and understanding among members and lead to a stronger, more cohesive and effective Board. At the end of the evaluation discussion, Board members should have:

- 1) identified areas for improvement, perhaps stated as goals and criteria for future evaluations;
- 2) an understanding of what they expect from themselves and each other to be an effective Board; and
- 3) a summary of accomplishments and characteristics of which they can be proud.

Adopted: August 15, 2000

Revised and adopted: May 25, 2010; November 23, 2010.

MONTEREY PENINSULA COLLEGE GOVERNING BOARD
PROPOSED BOARD GOALS FOR 2016
DRAFT

1. Support the college as it prepares for accreditation, focusing on the 6 areas of concern: Assessment of Student Learning Outcomes; Communication; Technology; Staffing; Budget; and Data.
2. Maintain an open and respectful partnership with the Superintendent/President.
3. Actively participate in and support actions taken by the college to attain fiscal stability.
4. Pursue learning opportunities of college programs: i.e. Student Success Student Learning Outcomes.
5. Engage in legislative advocacy activities to support the college and the community college system.
6. Be open and accessible to community constituents.
7. Ensure the college policy manual is updated, comprehensive and implemented.

Monterey Peninsula Community College District

Governing Board Agenda

November 18, 2015

New Business Agenda Item No. M

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 A. Tribley

Dr. Walter Tribley, Superintendent/President

MPC Governing Board 2015-2016 Calendar of Events

NOVEMBER 2015

Wednesday, November 11 Veteran's Day Holiday
Thursday, November 12 **MPC Foundation Board Appreciation Holiday Party (Invitation Only), 5:00pm, La Mirada**
Wednesday, November 18 Regular Board Meeting: MPC Library & Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting, Business: 1:30pm; Reports: 3:00pm, Sam Karas Room
Thursday, Nov. 26 through Thanksgiving Holiday
Friday, November 27

DECEMBER 2015

Wednesday, December 9 Annual Organizational Board Meeting and Swearing-in Ceremony: MPC Library & Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting, Business: 1:30pm; Reports: 3:00pm, Sam Karas Room
Thursday, December 17 Fall Semester Ends
Friday, December 18 Fire Academy Graduation: 10:00am-1:00pm, MPC Theatre
Thurs, December 24 to Winter Break
Friday, January 1

JANUARY 2016

Monday, January 4 Early Spring Session Begins
Monday, January 18 Martin Luther King Day Holiday
Friday, January 22 Regular Board Meeting (Times and location to be determined at December 9, 2015 Organizational Meeting)
Tuesday, January 26 Early Spring Session Ends
Wed-Thurs, January 27-28 Spring Flex Days
Fri-Sun, January 29-31 CCLC Effective Trusteeship Workshop, Sheraton Grand, Sacramento
Sunday, January 31 through CCLC Annual Legislative Conference, Sheraton Grand, Sacramento
Monday, February 2

FEBRUARY 2016

Monday, February 1 Spring Semester Begins
Friday, February 12 Lincoln Day Holiday
Monday, February 15 Washington Day Holiday
Wednesday, February 24 **Regular Board Meeting (Times and location to be determined at December 9, 2015 Organizational Meeting)**

MARCH 2016

Wednesday, March 23 **Regular Board Meeting (Times and location to be determined at December 9, 2015 Organizational Meeting)**
Mon-Sat, March 28-Apr 2 Spring Break

APRIL 2016

Mon-Sat, March 28-Apr 2 Spring Break
Friday, April 22 President's Address to the Community, 11:30am, Monterey Marriott
Wednesday, April 27 **Regular Board Meeting (Times and location to be determined at December 9, 2015 Organizational Meeting)**

MPC Governing Board 2015-2016 Calendar of Events

APRIL 2016, continued

Friday, April 29 through
Sunday, May 1

CCLC Annual Trustees Conference, J.W. Marriott, Desert Springs

MAY 2016

Date TBD

Wednesday, May 25

MPC Scholarship Awards Ceremony

Regular Board Meeting (Times and location to be determined at December 9, 2015 Organizational Meeting)

Monday, May 30

Memorial Day Holiday

JUNE 2016

Wednesday, June 1

Automotive Technology Graduation Banquet, 5:00-8:00pm, Tarp's Roadhouse
(to be confirmed)

Thursday, June 2

Fire Academy Graduation Ceremony: 10:00am, MPC Theatre
(to be confirmed)

Latino Ceremony, 6:00pm, LF103 (to be confirmed)

Asian Student Assn Ceremony, 6:00pm (location to be confirmed)

Friday, June 3

Spring Semester Ends

Early Childhood Education Graduation Celebration, 5:00-7:00pm, CDC
Playground (to be confirmed)

Friday, June 3

Kente Ceremony, 7:00pm, (location to be confirmed)

Saturday, June 4

Faculty Retirement Breakfast, 8:30am, location to be confirmed

Commencement: 12:00pm, MPC Stadium

(Line-up at 11:30am in Amphitheater)

Nurse Pinning Ceremony, 3:00pm, Amphitheater

Wednesday, June 22

Regular Board Meeting (Times and location to be determined at December 9, 2015 Organizational Meeting)

JULY 2016

Thursday, July 4

Independence Day Holiday

Wednesday, July 27

Regular Board Meeting (Times and location to be determined at December 9, 2015 Organizational Meeting)

AUGUST 2016

Wednesday, August 24

Regular Board Meeting (Times and location to be determined at December 9, 2015 Organizational Meeting)

SEPTEMBER 2016

Wednesday, September 28

Regular Board Meeting (Times and location to be determined at December 9, 2015 Organizational Meeting)

OCTOBER 2016

Wednesday, October 26

Regular Board Meeting (Times and location to be determined at December 9, 2015 Organizational Meeting)

MPC Governing Board 2015-2016 Calendar of Events

NOVEMBER 2016

**Wednesday, November
16 or 23**

**Regular Board Meeting (Date, times, and location to be determined at
December 9, 2015 Organizational Meeting)**

DECEMBER 2015

**Wednesday, December
7 or 14**

**Regular Board Meeting (Times and location to be determined at December 9,
2015 Organizational Meeting)**