



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

**REGULAR MEETING
WEDNESDAY, FEBRUARY 24, 2016**

NEW BUSINESS

Monterey Peninsula Community College District

Governing Board Agenda

February 24, 2016

New Business Agenda Item No. A

Academic Affairs

College Area

Proposal:

To employ the following probationary employees as tenured employees for all subsequent academic years:

- Mr. John Cristobal
- Ms. Adrienne Kotecki
- Dr. Gamble Madsen
- Mr. Joel Pickering
- Dr. Kelly Stack
- Mr. Anthony Villarreal

Background:

Mr. John Cristobal, Ms. Adrienne Kotecki, Dr. Gamble Madsen, Mr. Joel Pickering, Dr. Kelly Stack and Mr. Anthony Villarreal are in their fourth year at Monterey Peninsula College.

Under the provisions of the Education Code, Section 87609, the college has the following options regarding a contract employee working under a four-year contract: (1) Employ the probationary employee as a tenured employee for all subsequent academic years, or (2) Not employ the probationary employee as a tenured employee.

The evaluation committees that conducted their evaluations have recommended that tenure be granted starting with the 2016-2017 academic year.

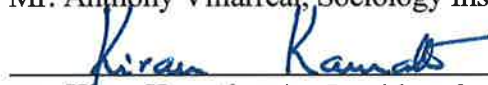
Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that Monterey Peninsula College employ the following probationary employees as tenured employees for all subsequent academic years starting with the 2016-2017 academic year:

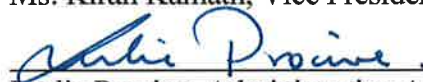
- Mr. John Cristobal, Mathematics Instructor
- Ms. Adrienne Kotecki, Psychology Instructor
- Dr. Gamble Madsen, Art History Instructor
- Mr. Joel Pickering, Mathematics Instructor
- Dr. Kelly Stack, American Sign Language Instructor
- Mr. Anthony Villarreal, Sociology Instructor

Recommended By:



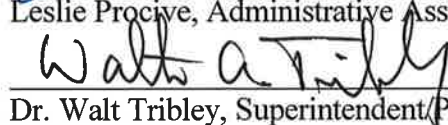
Ms. Kiran Kamath, Vice President for Academic Affairs

Prepared By:



Leslie Procive, Administrative Assistant IV, VP, Academic Affairs

Agenda Approval:



Dr. Walt Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

February 24, 2016

New Business Agenda Item No. B

Academic Affairs & Student Services
College Area

Proposal:

To extend second-year contracts to the following contract (probationary) employees:

- Ms. Carrie Ballard
- Mr. Francisco de Borja Dorsch
- Ms. Kacey Giammanco
- Ms. Gabriela Stanica

Background:

Ms. Carrie Ballard, Mr. Francisco de Borja Dorsch, Ms. Kacey Giammanco, and Ms. Gabriela Stanica are in their first contract year at Monterey Peninsula College.

Under the provisions of Education Code, Section 87608, the college has the following options regarding a contract (probationary) employee working under a first-year contract: (1) Not enter a contract for the following academic year, or (2) Enter into a contract for the following academic year, or (3) Employ the contract employee as a regular employee for all subsequent academic years.

The evaluation committees that conducted their evaluations have recommended contracts for the 2016-2017 academic year.

Budgetary Implications:

None.

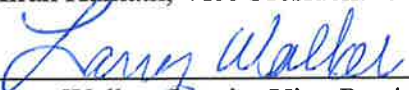
RESOLUTION: BE IT RESOLVED, that Monterey Peninsula College enter into a contract with the following contract (probationary) employees for the 2016-2017 academic year:

- Ms. Carrie Ballard, Counselor
- Mr. Francisco de Borja Dorsch, Spanish Instructor
- Ms. Kacey Giammanco, Counselor
- Ms. Gabriela Stanica, Mathematics Instructor

Recommended By:




Ms. Kiran Kamath, Vice-President for Academic Affairs




Mr. Larry Walker, Interim Vice-President for Student Services

Prepared By:



Leslie Procive, Administrative Assistant IV, VP, Academic Affairs

Agenda Approval:



Dr. Walt Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

February 24, 2016

New Business Agenda Item No. C

Academic Affairs
College Area

Proposal:

To extend two-year contracts to the following contract (probationary) employees:

- Ms. Molly Jansen
- Ms. Blanca Morgan
- Dr. Frank Rivera
- Mr. Glenn Tozier
- Dr. Rushia Turner
- Ms. Rachel Whitworth

Background:

Ms. Molly Jansen, Ms. Blanca Morgan, Dr. Frank Rivera, Mr. Glenn Tozier, Dr. Rushia Turner and Ms. Rachel Whitworth are in their second contract year at Monterey Peninsula College.

Under the provisions of the Education Code, Section 87608.5, the college has the following options regarding a contract (probationary) employee working under a second contract: (1) Not enter into a contract for the following academic year, (2) Enter into a contract for the following two academic years, or (3) Employ the contract employee as a regular employee for all subsequent academic years.

The evaluation committees that conducted their evaluations have recommended contracts for the 2016-2017 and 2017-2018 academic years.

Budgetary Implications:

None.


RESOLUTION: BE IT RESOLVED, that Monterey Peninsula College enter into a contract with the following contract (probationary) employees for the 2016-2017 and 2017-2018 academic years:

- Ms. Molly Jansen, Hospitality Instructor
- Ms. Blanca Morgan, Math Learning Center Coordinator
- Dr. Frank Rivera, Chemistry Instructor
- Mr. Glenn Tozier, Digital Services Librarian
- Dr. Rushia Turner, Chemistry Instructor
- Ms. Rachel Whitworth, Psychology Instructor

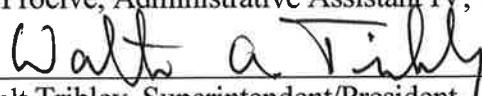
Recommended By: _____


Ms. Kiran Kamath, Vice President for Academic Affairs

Prepared By: _____


Leslie Procive, Administrative Assistant IV, VP, Academic Affairs

Agenda Approval: _____


Dr. Walt Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

February 24, 2016

President's Office

College Area

New Business Agenda Item No. D

Proposal:

That the Governing Board receive the annual report for 2014-15 from the Citizens' Bond Oversight Committee.

Background:

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

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

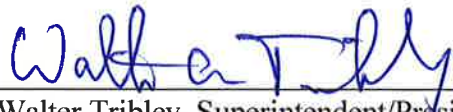
At their November 2, 2015 meeting, the Citizens' Bond Oversight Committee took action to approve the attached annual report for 2014-15. Mr. James Panetta, Chair of the committee, will present the report to the Board.

Budgetary Implications:

None.

Information Only: Citizens' Bond Oversight Committee Annual Report for 2014-15

Recommended By:



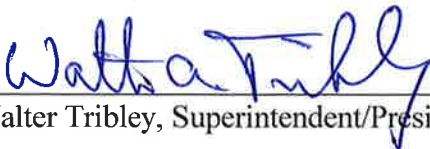
Dr. Walter Tribley, Superintendent/President

Prepared By:



Vicki Nakamura, Assistant to the President

Agenda Approval:



Dr. Walter Tribley, Superintendent/President



Citizens' Bond Oversight Committee

ANNUAL REPORT

2014-2015

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November 17, 2014	
March 9, 2015	
June 15, 2015	
August 10, 2015	

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STATEMENT OF COMPLIANCE

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

Respectfully Submitted By:



James Panetta, Chair
Citizens' Bond Oversight Committee

Date: November 2, 2015

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INTRODUCTION

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

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

The Citizens' Bond Oversight Committee Bylaws, setting forth the duties and rights of the Committee, were also adopted by the Board at the February 25, 2003 meeting. The Bylaws were subsequently amended in February 2012 to remove the District residency requirement for the student member and in October 2015 to allow members to serve three consecutive terms per a change to Education 15282.

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

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

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MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT CITIZENS' BOND OVERSIGHT COMMITTEE

November 2, 2015



Back row: Robert Lee, Wayne Cruzan (Vice Chair), Stephen Lambert, Steven Crow (Admin. Services), Walter Tribley (Supt./Pres.)

Front row: Thomas Gaspich, Hunter Harvath, Birt Johnson, Jr., James Panetta (Chair)

Not pictured: Rick Heuer, Sharon Larson

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SUMMARY OF THE COMMITTEE'S PROCEEDINGS AND ACTIVITIES FOR 2014-2015

COMMITTEE MEMBERSHIP

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

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

Currently, the committee is composed of nine members, appointed by the Board of Trustees. In November 2014, four members, J. Fagan, Stewart Fuller, Robert Mulford, and Niels Reimers, completed their second term on the committee. (Note: This event occurred prior to the October 2015 revision of the Bylaws allowing a third term.) Mr. Fagan, Mr. Fuller, Mr. Mulford, and Mr. Reimers were recognized by the Board of Trustees for their service to the college with certificates of commendation. As a result of these membership changes, vacancies were created on the committee for representatives from a senior citizens' organization, the MPC Foundation, and local business organizations. Applicants were solicited from appropriate groups and through public notices. The new members appointed by the Governing Board for an initial two-year term were: Thomas Gaspich, representing the Carmel Foundation; Sharon Larson, MPC Foundation representative; Hunter Harvath, representing the Monterey County Hospitality Association; and Rob Lee, Monterey Peninsula Chamber of Commerce representative.

Also, the student representative, Maury Vasquez, completed his initial term in November 2014, and he was reappointed to a second term. In June 2015, Mr. Vasquez resigned from the committee. He was replaced by student trustee, Stephen Lambert, who was appointed by the Board in October 2015.

In accordance with the Bylaws, officers were selected at the annual organizational meeting on November 17, 2014. Dr. Tribley appointed James Panetta to serve as Chair and Wayne Cruzan was elected by the committee to serve as Vice Chair.

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

Wayne Cruzan	2-year second term, 11/2013 – 11/2015
J. Alan Fagan	2-year second term, 11/2012 – 11/2014
J. Stewart Fuller	2-year second term, 11/2012 – 11/2014

Thomas Gaspich	2-year initial term, 11/2014 – 11/2016
Hunter Harvath	2-year initial term, 11/2014 – 11/2016
Rick Heuer	2-year second term, 11/2013 – 11/2015
Birt Johnson, Jr.	2-year second term, 11/2013 – 11/2015
Stephen Lambert	2-year initial term, 10/2015 – 11/2017
Sharon Larson	2-year initial term, 1/2015 – 11/2016
Rob Lee	2-year initial term, 11/2014 – 11/2016
Bob Mulford	2-year second term, 11/2012 – 11/2014
James Panetta	2-year second term, 11/2013 – 11/2015
Niels Reimers	2-year second term, 11/2012 – 11/2014
Maury Vasquez	2-year second term, 11/2014 – 6/2015

MEETINGS AND ACTIVITIES OF THE CITIZENS' BOND OVERSIGHT COMMITTEE

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

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

During 2014-15, the committee convened four quarterly meetings. The annual organizational meeting of the committee was held November 17, 2014, with subsequent meetings held on March 9, 2015, June 15, 2015, and August 10, 2015. The primary location for the meetings was the Sam Karas Room in the Library & Technology Center on the Monterey campus.

At the meetings held during 2014-15, the committee reviewed bond program expenditures and received updates on facilities projects. With most of the bond projects completed, the reports to the committee reflected the reduction in construction activity. As an orientation for the new members, the March meeting included a review of the committee's purpose and duties and a summary of the Brown Act by David Casnocha, District bond counsel. The committee also reviewed the 2013-14 independent financial and performance audit reports for the District's bond funds. The June and August meetings were preceded with a tour of facilities completed with bond funds on the Monterey campus and the Fort Ord Center to provide background for the new members.

FINANCIAL REPORT OF THE CITIZENS' BOND OVERSIGHT COMMITTEE

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

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

The bond funds have been invested in Monterey County's investment portfolio. A portion of the funds were placed in custom investments outside of the general pool to generate higher interest earnings. These custom investments matured in January 2014. During the past year, interest earnings totaled \$65,120 through September 30, 2015. In addition, the college received \$30,949, a recoupment of interest lost from the Lehman Brothers bankruptcy in 2008-09.

In 2002, a property tax rate of \$23.89 per \$100,000 of assessed value was projected when the District's bond measure was approved. The tax rate for Measure I in 2014-15 was \$32.47. This rate increase was due to an error made by Monterey County in setting the 2013-14 Measure I tax rate at \$15.77. As a result, Monterey County under levied in 2013-14, and the shortfall was made up by increasing the 2014-15 tax rate to \$32.47. Since the first bond issuance in 2003, the average tax rate has been \$22.01.

Expenditures and payments made from bond funds have been regularly reviewed and accepted by the committee during the course of the year. The annual expenditure report on the following pages shows expenditures for the report period of October 1, 2014 through September 30, 2015 and total expenditures since bond inception.

MPC Bond Expenditure Report
July 1, 2003 through September 30, 2015

<u>Receipts:</u>	Prior	10/1/2014- 09/30/2015	Total
Bond Principal – Series A	\$40,000,000	\$0	\$40,000,000
Refinancing - Series A	\$4,240,052	\$0	\$4,240,052
Bond Principal - Series B, taxable	\$9,004,530	\$0	\$9,004,530
Bond Principal - Series C, nontaxable	\$95,994,770	\$0	\$95,994,770
Interest Income*	\$9,187,116	\$65,120	\$9,252,236
Interest Write-off**	(\$1,878,835)	\$0	(\$1,878,835)
Interest Recovery**	\$704,891	\$30,949	\$735,840
Total Receipts	\$157,252,524	\$96,070	\$157,348,594

* Interest income is through Sept. 30, 2015

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

Expenditures:

Completed Projects:

As Built Drawings	\$209,792	\$0	\$209,792
Automotive Technology -- HVAC	\$16,443	\$0	\$16,443
Auto Technology Addition	\$958,602	\$0	\$958,602
Business Computer Science	\$2,215,418	\$0	\$2,215,418
Business Computer Science Building - Seismic Design	\$7,982	\$0	\$7,982
Child Development Center	\$1,029,199	\$0	\$1,029,199
College Center Renovation	\$23,608	\$0	\$23,608
Demolition of Old Plant Services	\$63,522	\$0	\$63,522
Drafting Building	\$13,974	\$0	\$13,974
Environmental Impact Report	\$154,163	\$0	\$154,163
Family and Consumer Science Renovation	\$67,671	\$0	\$67,671
Gym - Floor/Seismic/Bleachers	\$877,847	\$0	\$877,847
Humanities Building - Seismic Design	\$16,375	\$0	\$16,375
HVAC Repairs	\$618,539	\$0	\$618,539
Infrastructure I (main campus utilities, parking lot A)	\$20,886,001	\$0	\$20,886,001
Infrastructure II (parking lots D, E, & F)	\$2,481,607	\$0	\$2,481,607
Landscaping – Library & Technology Center	\$438,293	\$0	\$438,293
Lecture Forum Remodel	\$2,117,203	\$0	\$2,117,203
Life Science -- Elevator Evaluation	\$7,794	\$0	\$7,794
Master Signage Program	\$53,890	\$0	\$53,890
New Admin/Old Library Renovation	\$4,712,191	\$0	\$4,712,191
New Education Center Building at Marina	\$8,159,655	\$0	\$8,159,655
New Facilities Building	\$487,574	\$0	\$487,574
New Student Services Building	\$9,681,388	\$0	\$9,681,388
Old Library Renovation Analysis	\$21,280	\$0	\$21,280
Miscellaneous	\$221	\$0	\$221
Physical Education (Stadium, Fitness Center, etc.)	\$17,236,568	\$0	\$17,236,568
Physical Science -- Elevator Evaluation	\$6,986	\$0	\$6,986
PE Phase II - Gym/Locker Room Renovation	\$3,810,036	\$0	\$3,810,036

Pool Renovation	\$2,013,583	\$33,910	\$2,047,493
Public Safety Training Center	\$7,478,201	\$0	\$7,478,201
Roof Repairs	\$480,256	\$0	\$480,256
Social Science Remodel	\$863,697	\$0	\$863,697
Telephone System Upgrades	\$599,414	\$0	\$599,414
Theater Light Board	\$22,733	\$0	\$22,733
Vehicles	\$187,070	\$0	\$187,070
Walkway/Safety Improvements	\$225,630	\$0	\$225,630

Completed Projects	\$88,244,406	\$33,910	\$88,278,316
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In Process:

Arts Complex	\$3,645,117	(\$103,341)	\$3,541,776
Bond Program Management	\$5,687,034	\$5,476	\$5,692,510
Student Center	\$6,101,194	\$56,423	\$6,157,617
Furniture/Equipment	\$5,268,435	\$68,740	\$5,337,175
Humanities, Bus-Hum, Student Services	\$3,541,386	\$1,657	\$3,543,043
Infrastructure - Phase III	\$6,458,266	\$0	\$6,458,266
Life & Physical Science	\$10,831,745	\$456	\$10,832,201
Music Building	\$23,770	\$0	\$23,770
PSTC Parker Flats	\$70,499	\$0	\$70,499
Swing Space/Interim Housing	\$5,775,223	\$2,127	\$5,777,350
Theater	\$10,382,736	\$0	\$10,382,736
Miscellaneous	\$47,698	\$14,040	\$61,738
Management Expense for Custom Investment Portfolio***	\$45,272	\$0	\$45,272

In Process	\$57,878,375	\$45,578	\$57,923,953
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Total Expenditures	\$146,122,781	\$79,488	****\$146,202,269
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*** The District requested the Monterey County Treasurer to manage and place custom investments for a portion of the funds on deposit with the Treasurer. These investments were outside the general pool and included GE corporate bonds which generate a higher rate of return. The District was notified by the Treasurer's Office that the last security matured on 1/7/2014. There were no further interest postings to segregated investments after this date.

**** Total expenditures of \$146,202,269 equate to 93% of Measure I bond proceeds of \$157,348,594 being spent through September 30, 2015 on District bond projects. In addition, the District has been successful in securing matching funds from the state and other sources to augment bond proceeds and further address District facility needs. These matching funds will supplement bond proceeds by an estimated \$40,704,037, resulting in total projected expenditures of \$197,439,641 for facilities projects by the end of the bond program.

**CAMPUS RENOVATION/CONSTRUCTION PROJECTS COMPLETED, IN PROCESS,
AND PLANNED FOR THE FUTURE**
September 30, 2015

COMPLETED PROJECTS:

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

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

COMPLETED PROJECTS:

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

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

COMPLETED PROJECTS:

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

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

COMPLETED PROJECTS:

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

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

COMPLETED PROJECTS:

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

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

COMPLETED PROJECTS:

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

<u>Project</u>	<u>Description</u>	<u>Funding Source</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Physical Education Phase II: Gym - Showers/Locker Rooms	The first floor of the existing gym building was renovated, including reconstruction of the shower and locker rooms. Division and faculty offices were reconfigured and relocated to the same area. The two multipurpose rooms were upgraded with technology enhancements. Construction began in January 2012 and was completed in November 2012.	\$3,830,000		\$3,810,036
Pool and Tennis Courts Renovation	The existing swimming pool was renovated to eliminate the existing diving well, creating a shallower pool bottom. A lift for disabled students was added. The pool locker room facility was demolished and a new pool equipment building constructed to house new filtration and heating equipment. The pool will be served by the gym locker rooms which were renovated and completed in 2012. Construction began in August 2013 and the pool was completed in March 2014. The tennis courts were not renovated as the estimated cost exceeded the amount of funds remaining in the project budget.	\$2,640,519		\$2,047,493
Totals for Completed Projects		\$88,891,306	\$30,186,037	\$118,464,353

PROJECTS IN PROCESS:

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

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

PROJECTS IN PROCESS:

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

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

PROJECTS IN PROCESS:

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

<u>Project</u>	<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Life Science and Physical Science Buildings	The existing Physical Science and Life Science buildings have been rebuilt, to include modernizing and upgrading of all science laboratories. A Final Project Proposal for the Business, Math and Science Buildings project that included the renovation of these buildings was submitted to the state Chancellor's Office in July 2007 to request 50% state funding support and was subsequently approved. However, as state bond funding for community college facility projects has been uncertain, the District adjusted the scope and completed this project with local bond funds only. Revised schematic drawings were completed by the architect and the Division of the State Architect approval received in May 2011. The project was completed in phases. The Life Science building renovation began construction in September 2011 and was completed in June 2012. Renovation of the Physical Science building began in September 2012 and was completed for fall semester 2013.	\$10,750,000		\$10,750,000
Swing Space/Interim Housing	Temporary space to house programs and services displaced by modernization projects is planned. Temporary modulars have been placed on campus and at the Education Center. The former administration building was renovated in 2009 to provide temporary classrooms and renamed the General Classrooms building. The facility was modified again in summer 2011 to provide space for labs to accommodate the Life Science and Physical Science programs. Additional modification occurred in summer 2013 to provide temporary space for the creative arts programs while the Art Studio and Art Ceramics buildings were renovated.	\$5,800,000		\$5,800,000

PROJECTS IN PROCESS:

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

<u>Project</u>	<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Theater	The existing Theater building was renovated and modernized. A Final Project Proposal for the Music Theater project that included the renovation of the Theater Building had been submitted annually to the state Chancellor's Office since July 2006 to request 50% state funding support. As state bond funding for community college facility projects has been uncertain, the District proceeded with the theater renovation with bond funds only. Drawings were completed and Division of the State Architect approval received in May 2011. Construction began in September 2011 and was completed in March 2013.	\$10,400,000		\$10,400,000
Totals for Projects In Process		\$53,073,000	\$3,318,000	\$56,391,000

FUTURE PROJECTS:

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

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

CONTINGENCY:

<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
	<u>Prop 39 Bond</u>	<u>State & Other</u>	
The contingency was established in August 2010 to provide contingent funding for projects as needed. Project cost estimates are subject to change due to the variable bid climate or from unexpected construction issues that may arise. Currently, the contingency is equivalent to 0.39% of total Prop 39 bond funds.	\$612,990	\$0	\$612,990
Grand Totals (Projects)	\$149,164,306	\$40,704,037	\$189,868,343

BOND PROGRAM MANAGEMENT:

<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
	<u>Prop 39 Bond</u>	<u>State & Other</u>	
An outside firm is being used to manage the overall bond construction program. Funds to pay for these services are generated from interest earnings on the bond funds on deposit with the Monterey County Treasurer (minus any management fees on the custom investment portfolio managed by the treasurer). Amounts in the columns to the right represent actual expenses to date.	\$5,692,510		\$5,692,510
Projected program management expense for the remaining years of the bond program.	\$1,878,788		\$1,878,788
Totals for Program Management	\$7,571,298		\$7,571,298
Overall Grand Totals	\$157,348,594	\$40,704,037	\$197,439,641

APPENDIX

COMMITTEE ROSTER

COMMITTEE MEETING AGENDAS

November 17, 2014

March 9, 2015

June 15, 2015

August 10, 2015

COMMITTEE MEETING MINUTES

November 17, 2014

March 9, 2015

June 15, 2015

August 10, 2015

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MONTEREY PENINSULA COLLEGE

Citizens' Bond Oversight Committee Members

- James Panetta, Chair, *Community member*
- Wayne Cruzan, Vice Chair, *GENTRAIN Society*
- Birt Johnson, Jr., *Community member*
- Rob Lee, *Monterey Peninsula Chamber of Commerce*
- Hunter Harvath, *Monterey County Hospitality Association*
- Sharon Larson, *Monterey Peninsula College Foundation*
- Rick Heuer, *Monterey Peninsula Taxpayers Association*
- Thomas Gaspich, *Carmel Foundation*
- Stephen Lambert, *Associated Students of Monterey Peninsula College*

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COMMITTEE MEETING AGENDAS

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MONTEREY PENINSULA
COLLEGE

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, November 17, 2014
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College

MEETING AGENDA

- 1. Call to Order**
- 2. Public Comment**
Members of the audience wishing to address the Citizens' Bond Oversight Committee may do so during the public comment period. Under provisions of the Brown Act, the Committee is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to three minutes per person or as determined by the committee.
- 3. Introductions** INFORMATION
Incoming members who will be joining the committee in March will be introduced.
- 4. Approval of August 4, 2014 Minutes** ACTION
- 5. Accept Bills and Warrants Report** ACTION
The quarterly list of payments from bond funds expended through September 30, 2014 will be reviewed for acceptance by the committee.
- 6. Bond Expenditure Status Report** INFORMATION
The September 30, 2014 bond expenditure status report will be reviewed with the committee.
- 7. Annual Report for 2013-14** ACTION
The By-Laws state the committee shall present to the Board of Trustees, in public session, an annual written report to include a statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution and a summary of the committee's proceedings and activities for the preceding year. A draft annual report will be reviewed for approval and presentation to the Board of Trustees.

- 8. Monterey County Treasurer's Investment Report** INFORMATION
 Series B and C bonds were issued by the district in 2008 and invested with the Monterey County Treasurer's office. The Treasurer's Report of Investments for the quarter ending June 30, 2014 provides the status of these investments.
- 9. Status of Facilities Bond Program** INFORMATION
 A status report will be provided.
- 10. Committee Membership Update** INFORMATION
 Committee membership will be reviewed by Dr. Tribley. Outgoing members, Mr. Fagan, Mr. Fuller, Vice Chair Mulford, and Mr. Reimers, will be recognized for their service on the committee.
- 11. Officers** ACTION
 Mr. Panetta has been appointed Chair by Dr. Tribley. Committee members will indicate their interest in serving as vice-chair and a vote will be taken.
- 12. Meeting Schedule (PLEASE BRING CALENDARS)** INFORMATION/ACTION
 The following meeting dates for 2015 are suggested for adoption:
 Monday, March 2, 2015
 Monday, June 15, 2015
 Monday, August 10, 2015
 Monday, November 2, 2015 (Annual Organizational Meeting)
- 13. Suggestions for Future Agenda Topics and Announcements**
- 14. Adjournment**

***RECEPTION following meeting to honor outgoing members and introduce incoming members.**

Public records provided to the Committee for the items listed on this agenda may be viewed online at the College's website <http://www.mpc.edu/about-mpc/campus-information/mpc-bond-measure/citizen-s-bond-oversight-committee/meeting-agenda-minutes>, at the Superintendent/President's office, Monterey Peninsula College, 980 Fremont Street, Monterey, California during normal business hours, or at the Committee meeting.

Posted: November 12, 2014



MONTEREY PENINSULA
COLLEGE

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, March 9, 2015
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College
980 Fremont Street, Monterey, California

MEETING AGENDA

1. **Call to Order**
2. **Introductions of New Members**
3. **Public Comment**
Members of the audience wishing to address the Citizens' Bond Oversight Committee may do so during the public comment period. Under provisions of the Brown Act, the Committee is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to three minutes per person or as determined by the Committee.
4. **Purposes, Duties and Authorized Activities of the Citizens' Bond Oversight Committee/Review of Ethics Policy Statement** INFORMATION
Mr. David Casnocha, bond counsel from Stradling, Yocca, Carlson, and Rauth, will provide an overview of the purpose of the committee, its duties, and authorized activities as set forth in the Bylaws. Mr. Casnocha will also review the Citizens' Bond Oversight Committee Ethics Policy Statement.
5. **Review of the Ralph M. Brown Public Meetings Act** INFORMATION
Mr. David Casnocha will briefly outline the requirements of the Brown Act as it relates to the conduct of Citizens' Bond Oversight Committee meetings.
6. **Approval of November 17, 2014 Minutes** ACTION
7. **Accept Bills and Warrants Report** ACTION
The list of payments from bond funds expended through December 31, 2014 will be reviewed for acceptance by the committee.

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| <p>8. Bond Expenditure Status Report
The December 31, 2014 bond expenditure status report will be reviewed with the committee.</p> | <p>INFORMATION</p> |
| <p>9. Bond Auditors' Reports for 2013-14
The Independent Auditors' Report of the District's bond funds, for the fiscal year ended June 30, 2014, and the District's Bond Performance Audit Report, for the fiscal year ended June 30, 2014, will be reviewed with the committee.</p> | <p>INFORMATION</p> |
| <p>10. Monterey County Treasurer's Investment Report
The bonds issued by the district have been invested with the Monterey County Treasurer's office. The Treasurer's Report of Investments for the quarter ending December 31, 2014 provides a review of asset allocation and investment performance.</p> | <p>INFORMATION</p> |
| <p>11. Meeting Schedule
Future meetings of the Committee are scheduled for:</p> <ul style="list-style-type: none"> • Monday, June 15, 2015 • Monday, August 10, 2015 • Monday, November 2, 2015 (Annual Organizational Meeting) | <p>INFORMATION</p> |
| <p>12. Suggestions for Future Agenda Topics and Announcements</p> | <p>INFORMATION</p> |
| <p>13. Adjournment</p> | |

Public records provided to the Committee for the items listed on this agenda may be viewed online at the College's website <http://www.mpc.edu/about-mpc/campus-information/mpc-bond-measure/citizen-s-bond-oversight-committee/meeting-agenda-minutes>, at the Superintendent/President's office, Monterey Peninsula College, 980 Fremont Street, Monterey, California during normal business hours, or at the Committee meeting.

Posted: March 4, 2015



MONTEREY PENINSULA
COLLEGE

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, June 15, 2015
1:30 PM – Committee Tour of Campus Bond Projects
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College
980 Fremont Street
Monterey, California

Meeting Agenda

- 1. Call to Order**
- 2. Public Comment**
Members of the audience wishing to address the Citizens' Bond Oversight Committee may do so during the public comment period. Under provisions of the Brown Act, the committee is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to three minutes per person or as determined by the committee.
- 3. Introductions and Staff Update** INFORMATION
Mr. Hunter Harvath, representing the Monterey County Hospitality Association, will be introduced. Dr. Tribley will provide an update on administrative staff.
- 4. Approval of March 9, 2015 Minutes** ACTION
Follow-up items will be reviewed with the meeting minutes.
- 5. Accept Bills and Warrants Report** ACTION
The list of payments from bond funds expended through March 31, 2015 will be reviewed for acceptance by the committee.
- 6. Bond Expenditure Status Report and Cost Control Report** INFORMATION
The March 31, 2015 bond expenditure status report will be reviewed with the committee.

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| 7. Monterey County Treasurer's Investment Report
Series B and C bonds were issued by the district in 2008 and invested with the Monterey County Treasurer's office. The Treasurer's Report of Investments for the quarter ending March 31, 2015 provides the status of these investments. | INFORMATION |
| 8. Update on Facilities Projects | INFORMATION |
| 9. Membership Update | INFORMATION |
| 10. Meeting Schedule
Future meetings are scheduled for: <ul style="list-style-type: none">• Monday, August 10, 2015• Monday, November 2, 2015 (Annual Organizational Meeting) | INFORMATION |
| 11. Suggestions for Future Agenda Topics and Announcements | |
| 12. Adjournment | |

Public records provided to the Committee for the items listed on this agenda may be viewed online at the College's website <http://www.mpc.edu/about-mpc/campus-information/mpc-bond-measure/citizen-s-bond-oversight-committee/meeting-agenda-minutes>, at the Superintendent/President's office, Monterey Peninsula College, 980 Fremont Street, Monterey, California during normal business hours, or at the Committee meeting.

Posted: June 10, 2015



MONTEREY PENINSULA
COLLEGE

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, August 10, 2015
1:30 PM –Tour of Facilities Projects for New Members
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College
980 Fremont Street
Monterey, California

MEETING AGENDA

1. Call to Order

2. Public Comment

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

3. Approval of June 15, 2015 Minutes

ACTION

4. Accept Bills and Warrants Report

The list of payments from bond funds expended through June 30, 2015 will be reviewed for acceptance by the committee.

ACTION

5. Bond Expenditure Status Report

The June 30, 2015 bond expenditure status report will be reviewed with the committee.

INFORMATION

6. Meeting Schedule

Future meetings are scheduled for:

- Monday, November 2, 2015 (Annual Organizational Meeting)

INFORMATION

7. Suggestions for Future Agenda Topics and Announcements

8. Adjournment

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

Posted: August 5, 2015

COMMITTEE MEETING MINUTES

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MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, November 17, 2014
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College
980 Fremont Street
Monterey, California

Meeting Minutes

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

ABSENT: Mr. Maury Vasquez

STAFF PRESENT: Ms. Rosemary Barrios, Controller
Mr. Earl Davis, Vice President for Administrative Services (by
conference phone)
Mr. Michael Midkiff, Director of Information Technology
Ms. Vicki Nakamura, Assistant to the President
Dr. Walter Tribley, Superintendent/President

OTHERS PRESENT: Mr. Michael Carson, Kitchell

1. Call to Order

The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 3:02 PM by Chair Johnson.

2. Public Comment

There were no public comments.

3. Introductions

Dr. Tribley introduced incoming members, Tom Gaspich, representing the Carmel Foundation, Rob Lee, Monterey Peninsula Chamber of Commerce representative, and

Hunter Harvath, Monterey County Hospitality Association representative (Mr. Harvath arrived later in the meeting). Their first official meeting will be in March 2015.

4. Approval of August 4, 2014 Minutes

A handout providing follow-up to questions recorded in the minutes of the August 4 meeting regarding the bills and warrants report was distributed and reviewed.

Motion made by Vice Chair Mulford, seconded by Mr. Fagan, to approve the minutes of August 4, 2014 meeting, as amended by the follow-up document. Motion carried unanimously.

AYES:	7	MEMBERS:	Cruzan, Fagan, Fuller, Johnson, Mulford, Panetta, Reimers
NOES:	0	MEMBERS:	None
ABSENT:	1	MEMBERS:	Vasquez
ABSTAIN:	1	MEMBERS:	Heuer

5. Accept Bills and Warrants Report

Chair Johnson advised the report would be reviewed by page and invited questions. Mr. Cruzan asked about the retention payments and escrow account applications for Otto Construction for the Student Center project listed on page 1. Mr. Carson explained the funds deposited in the escrow account at the Bank of Sacramento will be released to Otto Construction when the project is completed.

There were no questions on page 2. Regarding page 3, Mr. Panetta inquired why there were eight different invoices from Manpower to provide labor for packing up printmaking and painting lab equipment for the move back to the Art Studio building. Mr. Carson explained there was a separate invoice submitted for each day. Mr. Fagan followed with a question why Cardinale Moving and Storage or staff were not used as in prior cases. Mr. Carson said the art program had many excess supplies and heavy items to pack and unpack.

Also on page 3, Mr. Heuer questioned the expense for set up and repair of the kiln. He asked why district funds were not used. Mr. Carson explained the existing kiln was relocated and stored during the renovation and repairs were necessary to return the equipment to operating condition. Mr. Reimers asked about the lighting retrofit project for the replacement of parking lot lights. Mr. Carson said this project was funded by the Proposition 39 state energy efficiency program and the expenditure needs to be moved out of the bond fund.

Members had no questions on page 4. On page 5, Mr. Heuer asked about the expense for final special inspection reports for the pool by Kleinfelder. Mr. Carson explained a final report was received regarding corrosion that was observed on the stainless steel around the swimming pool, with the finding that the condition was due to free metal in the air. He emphasized the metal was not rusting and the staining was caused by mineral deposits.

There were several questions regarding equipment purchases on page 5. Mr. Panetta requested more information on the purchase of 52 stools for the Student Center at a cost of over \$200 each. Mr. Carson responded the stools were high back plastic chairs for use in the cafeteria. Mr. Cruzan noted several entries for Development Group and asked for further detail. Mr. Carson said this vendor provided networking, Wi-Fi, and phone equipment installed in the Student Center and Art buildings. He also clarified spare wall

mount kits were purchased from Development Group for each phone, not just one kit, in response to a question from Chair Johnson. Mr. Reimers asked if Contrax, the vendor providing furniture for the Student Center, was local. Mr. Carson answered no, but said the company was located in California. He added all furniture was purchased under California statewide contracts in lieu of the district soliciting bids.

On page 6, Mr. Heuer questioned the purchase of trash receptacles, floor mats, and tray top receptacles for the Student Center. Mr. Carson said the items were purchased for the cafeteria and were heavy duty. Mr. Panetta advised that when items are plural, the specific number purchased should be included in the description. Staff will research and report back. Mr. Fagan asked about the U.S. Bank items. It was explained that Mary Weber, the college's purchasing technician, used a CAL-card issued from U.S. Bank to purchase items for the arts renovation project.

On page 7, under the swing space category, Mr. Reimers asked how many rental trailers remained. Mr. Carson responded the college is still renting one restroom trailer which is located adjacent to the General Classrooms building. Mr. Reimers noted that the return charges differed for the various trailers. Mr. Carson explained that some of the trailers were more complicated to remove and required the use of a forklift. Mr. Davis commented the college was still evaluating the use of the mobile kitchen and the cost of installing necessary utilities to provide food service at the Marina Education Center. Discussion followed about selling trailers purchased for swing space that were no longer being used and using the proceeds for bond projects. Mr. Davis said the resale of trailers typically does not yield significant funds. He said staff would research the market value of trailers for resale.

On page 8, under the general institutional bond management category, Mr. Panetta requested an explanation of the Division of State Architect (DSA) reopening fee. Mr. Carson stated DSA charges a fee to reopen an closed project. The projects listed were closed out by DSA before certification was completed. He noted the fee had been increased to \$500 per project. Chair Johnson asked about the timeframe for reopening. Mr. Carson said the college has 90 days to submit documents to DSA for certification. Mr. Fagan followed with a question about the printing of the MPC campus map. Mr. Carson answered the map was printed to show swing space locations for a facilities committee meeting.

On page 9, under the Humanities renovation project category, Mr. Reimers asked if the payment to Otto Construction in the amount of \$452,569 was the final payment. Mr. Carson responded yes. He said the payment was the 10% retention amount and explained the contractor did not set up an escrow account for this project.

Regarding page 10, Ms. Nakamura reported the miscellaneous category was being used as a holding category for expenses while the college develops an infrastructure project.

There were no further questions regarding the report.

It was moved by Mr Fagan and seconded by Mr. Reimers to accept the September 30, 2014 bills and warrants report. Motion carried unanimously.

AYES:	8 MEMBERS:	Cruzan, Fagan, Fuller, Heuer, Johnson, Mulford, Panetta, Reimers
NOES:	0 MEMBERS:	None
ABSENT:	1 MEMBERS:	Vasquez
ABSTAIN:	0 MEMBERS:	None

6. Bond Expenditure Status Report

The September 30, 2014 bond expenditure status report was reviewed with the committee.

Mr. Fagan observed \$1.7 million remained in the bond budget balance. He asked if outstanding construction costs would be covered by that amount. Mr. Davis responded yes, explaining the amount reflects the bond construction budget.

Mr. Heuer noted three projects are over budget and he asked if the projects have been completed. Mr. Carson's reply was yes. He said Mr. Demko recommended budget adjustments to cover the projects over budget with savings from other projects. Noting that bills are received several months old, Chair Johnson asked how the accounting was handled. Mr. Davis explained the college budgets for anticipated expenditures by encumbering the amounts needed. When late invoices come in, there should be no surprise since the funds should have already been set aside. Late billings should not cause a problem.

7. Annual Report for 2013-14

Dr. Tribley stated the issuance of an annual report is one of the obligations of the committee. If approved by the committee, Chair Johnson will present the report to the Board of Trustees at the December meeting.

Ms. Nakamura reviewed the various sections of the draft annual report. There were questions regarding the summary listing of all projects. For the pool and tennis courts renovation under the Projects in Process section, a suggestion was made to clarify that the tennis courts will not be renovated due to the estimated cost and lack of funds. Regarding the theater project, Mr. Panetta advised the description should state clearly that construction was completed. Mr. Heuer noted the summary of all projects listing includes an overall bond budget total of \$157 million, a figure that differs from the bond expenditure report total of \$149 million. It was explained that the bond expenditure report does not include interest earnings, which are reflected in the \$157 million total. All interest generated by bond funds goes toward the bond program.

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

AYES:	8	MEMBERS:	Cruzan, Fagan, Fuller, Heuer, Johnson, Mulford, Panetta, Reimers
NOES:	0	MEMBERS:	None
ABSENT:	1	MEMBERS:	Vasquez
ABSTAIN:	0	MEMBERS:	None

8. Monterey County Treasurer's Investment Report

The June 30, 2014 investment report was shared with the committee for information. There were no comments or questions.

9. Status of Facilities Bond Program

Dr. Tribley stated the various reports show a number of projects still in process and staff will need to complete the final accounting to reduce this number. He said the college will be evaluating the remaining bond funds to develop a phase IV infrastructure project to include

the upgrade of the Wi-Fi infrastructure on campus and also make sidewalk repairs. Dr. Tribley stated the tennis courts renovation has a lower priority than the Wi-Fi infrastructure upgrade.

Dr. Tribley noted the bond program is winding down. Mr. Demko has retired and Mike Carson, from Kitchell, continues to provide support. Two future projects remain, the Music and Public Safety Training facility projects. Bond funds have been allocated to these projects, but state matching funds are required for completion. Legislation for a new state bond was stopped last year, so state funds are currently unavailable. He said the college will need to revisit these projects.

Vice Chair Mulford asked about the status of technology on campus. Dr. Tribley discussed the need for technology improvements. He said the college is looking at an investment of \$7 million to implement enterprise resource planning (ERP) software needed to run campus operations. Dr. Tribley noted a Wi-Fi networking infrastructure upgrade was needed to connect buildings on campus. With the average age of computers on campus being eight years, he said computer equipment also needs replacement.

Dr. Tribley invited comments from Mike Midkiff, Director of Information Technology. Mr. Midkiff reiterated the need to build up the network infrastructure on campus to prepare for implementation of the ERP. He said a planning process for the ERP was being developed.

10. Committee Membership Update

Dr. Tribley presented certificates to J. Fagan, Stewart Fuller, Bob Mulford, and Niels Reimers in recognition of their commitment and service on the committee for the past 4 years. Chair Johnson thanked the members for their support.

11. Officers

Per the Bylaws, the college president appoints the chair. Dr. Tribley informed the committee he had appointed Mr. Panetta to serve as chair of the committee in 2015. The floor was opened for nominations for the vice chair position. Mr. Johnson nominated Mr. Cruzan, seconded by Mr. Reimers. Mr. Cruzan was elected unanimously.

AYES:	8	MEMBERS:	Cruzan, Fagan, Fuller, Heuer, Johnson, Mulford, Panetta, Reimers
NOES:	0	MEMBERS:	None
ABSENT:	1	MEMBERS:	Vasquez
ABSTAIN:	0	MEMBERS:	None

Dr. Tribley presented Mr. Johnson with a certificate of appreciation for his work as chair during the past year. Chair Johnson congratulated the new officers. He acknowledged the committee for their participation and commitment. He thanked staff for their work and expressed appreciation to Dr. Tribley for his leadership support.

12. Meeting Schedule

The meeting dates of March 2, June 15, August 10, and November 2 (annual organizational meeting) were proposed for 2015.

Motion was made by Mr. Heuer and seconded by Mr. Fuller to accept the meeting dates for 2015. Motion carried unanimously.

AYES: 8 MEMBERS: Cruzan, Fagan, Fuller, Heuer, Johnson, Mulford, Panetta,
Reimers
NOES: 0 MEMBERS: None
ABSENT: 1 MEMBERS: Vasquez
ABSTAIN: 0 MEMBERS: None

13. Suggestions for Future Agenda Topics and Announcements

Mr. Heuer reported the Monterey Peninsula Unified School District Citizens' Bond Oversight Committee was in need of members and invited those interested to contact him.

14. Adjournment

Chair Johnson adjourned the meeting at 4:25 PM.

/vn

Follow-up Items from November 17, 2014 CBOC Meeting

Per the meeting minutes:

Item #5 - Bills and Warrants Report

1. On page 6, Mr. Heuer questioned the purchase of trash receptacles, floor mats, and tray top receptacles for the Student Center. Mr. Carson said the items were purchased for the cafeteria and were heavy duty. Mr. Panetta advised that when items are plural, the specific number purchased should be included in the description. Staff will research and report back.

Detail for Student Center Equipment Purchases

Quantity	Item Description	Price per unit	Amount
15	23 gl. Square receptacle - blue	79.25	\$ 1,188.75
15	23 gl. Square receptacle - gray	76.80	\$ 1,152.00
15	Untouchable Single Stream Paper & Bottle & Can Recycling Lid	32.18	\$ 482.70
15	Square Swing Top Untouchable Lid Gray	32.91	\$ 493.65
1	Gladiator Universal Dolly	29.80	\$ 29.80
1	Janitor/Maids Cart W/ Bag	135.00	\$ 135.00
2	34-IN. Length Closet Organizer	56.98	\$ 113.96
5	Covered Tray Top Cont 29 Gal	1,185.25	\$ 5,926.25
2	Small Rectangular Waste Receptacle 25 Gal	698.25	\$ 1,396.50
7	4' x 6' Ridge Runner Mat Burgundy	84.11	\$ 588.77
3	3' x 4' Ridge Runner Mat Burgundy	49.11	\$ 147.33
1	Subtotal		\$ 11,654.71
	Sales Tax	0.08	\$ 874.10
	Invoice Total		\$ 12,528.81

2. On page 7, under the swing space category, Mr. Reimers asked how many rental trailers remained. Mr. Carson responded the college is still renting one restroom trailer which is located adjacent to the General Classrooms building. Mr. Reimers noted that the return charges differed for the various trailers. Mr. Carson explained that some of the trailers were more complicated to remove and required the use of a forklift. Mr. Davis commented the college was still evaluating the use of the mobile kitchen and the cost of installing necessary utilities to provide food service at the Marina Education Center. Discussion followed about selling trailers purchased for swing space that were no longer being used and using the proceeds for bond projects. Mr. Davis said the resale of trailers typically does not yield significant funds. He said staff would research the market value of trailers for resale.

Information will be provided at the meeting.



MONTEREY PENINSULA
COLLEGE

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, March 9, 2015
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College
980 Fremont Street
Monterey, California

Meeting Minutes

MEMBERS PRESENT: Mr. Wayne Cruzan, Vice Chair
Mr. Thomas Gaspich
Mr. Rick Heuer
Mr. Birt Johnson, Jr.
Ms. Sharon Larson
Mr. Rob Lee
Mr. James Panetta, Chair
Mr. Maury Vasquez

ABSENT: Mr. Hunter Harvath

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

OTHERS PRESENT: Mr. Michael Carson, Kitchell

1. Call to Order

The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 3:03 PM by Chair Panetta.

2. Introduction of New Members

A handout was provided with background information on the new members. Dr. Tribley asked each of the new members, Ms. Larson, Mr. Lee, and Mr. Gaspich to introduce themselves to the committee, reporting that Mr. Harvath was unable to attend when the meeting was rescheduled. Ms. Larson and Mr. Lee both noted they were former MPC students.

3. Public Comment

There were no public comments.

4. Purposes, Duties and Authorized Activities of the Citizens' Bond Oversight Committee/Review of Ethics Policy Statement

Mr. David Casnocha, the District's municipal bond counsel, provided an orientation for the new members regarding the role of the committee. Mr. Casnocha stated the college's bond, Measure I, was approved under Proposition 39 requirements which amended the California Constitution. He noted Proposition 39 lowered the threshold for voter approval of general obligation bonds to 55% and required the establishment of an oversight committee. In addition to acquisition and renovation of real property, Proposition 39 allowed bond proceeds to be used for acquisition of furniture and equipment. Proposition 39 also required an annual independent financial and performance audit. He noted Proposition 39 amended Education Code to include the powers of the oversight committee.

Mr. Casnocha then reviewed the committee's Bylaws. Section 2 specifies that the committee's activities are subject to the Brown Act; all committee business must be conducted in public. Only items appearing on the meeting agenda may be discussed. He stated the Brown Act prohibits serial meetings where one member talks to a second member who then talks to a third member resulting in agreement on an issue. He cautioned against engaging in discussion of committee business outside of the regular meetings.

He noted section 3 describes the key functions of the committee, with the primary purpose being to review expenditure reports to determine that bond funds are spent only for purposes authorized in Measure I. The project list, Exhibit B, of the district's bond resolution, provides the types of projects approved by the voters for bond expenditure. Mr. Casnocha stated a project may not be expressly described in Exhibit B; however, if it corresponds with the types of projects listed, then the project is recognized as authorized. He explained the legislature realized that district needs change over time. He advised the committee to review the project list included with Measure I to determine projects the bond funds were intended to fund.

Mr. Casnocha stated bond funds cannot be used for operations nor for administrator or teacher salaries. He indicated the state attorney general issued an opinion that bond funding may be used for staff who administer bond funds for the District. MPC has not used funds for this purpose.

Another key function of the committee described in Section 3 is to inform the public of the committee's activities and District expenditure of bond funds. Mr. Casnocha noted this communication should be accomplished through the committee chair and reflect the committee as a whole. He provided examples of how information could be provided, such as through the committee website or through an annual report presented in a public meeting. The annual report must be submitted each year and must include an affirmative conclusion that the District is in compliance with legal requirements regarding bond expenditures. All annual reports are posted on the website and new members may have suggestions for a different style. He stated annual reports are generally provided at the end of the year, but the committee may want to change the date to allow for submission after the Proposition 39 financial audit reports are received.

Mr. Casnocha reviewed the authorized committee activities listed in Section 4. For the committee to perform the duties of reviewing expenditures, informing the public, and preparing a written annual report, the committee is to receive the annual financial audit and performance reports. He noted a recent legislative change that requires the committee to receive the audits at the same time as the District. To comply with this provision, Mr. Casnocha advised the audit reports be emailed to the committee at the time of receipt. He said the Bylaws will need a new section that specifies the

committee has the right to receive District responses to audit findings or qualifications within three months of receipt of the audit.

In addition, the committee may inspect college grounds and facilities through a tour. The committee is also authorized to review copies of deferred maintenance and other facilities plans to determine how the district intends to maintain buildings constructed or renovated with bond funds. The committee may also review the efforts of the District to maximize bond funds, such as applying for state matching funds.

Mr. Casnocha discussed Section 5 which covers committee membership. He noted members are not subject to state conflict of interest regulations as specified in Section 5.3 because the committee's purpose is to provide oversight rather than be a decision-making body. This section will be revised to remove the requirement to complete the state conflict of interest form. Under Section 5.4, the Bylaws provide for continuity of membership through the staggering of terms and specify committee members are limited to two consecutive terms. Mr. Casnocha said there has been a recent legislative change and committee members may now serve three consecutive terms. In addition, a member whose term has expired may continue serving until a replacement has been appointed.

Section 7 regarding District support for the committee was reviewed. Under 7.2 regarding meeting attendance of District staff and consultants, Mr. Casnocha advised members to request the District auditor to attend if they are unfamiliar with bond audit reports.

Mr. Casnocha concluded his review of the Bylaws with Section 11 regarding termination of the committee. He stated this section needs to be revised to state the committee will remain in existence through the fiscal year after the last bond dollar has been spent.

5. Review of the Ralph M. Brown Public Meetings Act

Mr. Casnocha included his review of the Brown Act as part of his presentation on the committee's role. Mr. Lee asked if the Brown Act applies to emails. Mr. Casnocha responded that using e-mail to discuss committee matters is also a violation of the Brown Act.

Mr. Casnocha advised the committee to ask staff to contact him if there are further questions regarding the committee's duties or the Brown Act. He said there would be no charge for these inquiries.

6. Approval of November 17, 2014 Minutes

A handout providing follow-up to questions recorded in the minutes of the November 17 meeting regarding the bills and warrants report was distributed and reviewed. Mr. Davis explained staff is still determining the market value of the portable trailers, particularly the mobile kitchen. If available, information will be provided at the next meeting.

Motion made by Mr. Johnson, seconded by Vice Chair Cruzan, to approve the minutes of the November 17, 2014 meeting, as amended by the follow-up document. Motion carried unanimously.

AYES:	8 MEMBERS:	Cruzan, Gaspich, Heuer, Johnson, Larson, Lee, Panetta, Vasquez
NOES:	0 MEMBERS:	None
ABSENT:	1 MEMBERS:	Harvath
ABSTAIN:	0 MEMBERS:	None

7. Accept Bills and Warrants Report

Chair Panetta advised the report would be reviewed by page and invited questions. On page 1, Mr. Heuer asked about the vendor, Palace Art and Office Supply, providing labor. Mr. Carson explained the vendor is a contractor and provided custom cabinetry for the art buildings project.

Regarding the furniture and equipment purchases on page 2, Chair Panetta asked about the darkroom enlarger. Mr. Carson said three enlargers were purchased for use by photography classes at a total cost of \$3500. Mr. Heuer inquired about the purchase for the TRIO conference room and the skeleton model. Mr. Carson said the TRIO program is located in the Student Center and the skeleton was purchased for use by the art program. He noted the furniture and equipment category covers several different projects. Occasionally a bond project, such as one that has a state funding match, has its own equipment budget.

On page 4, Mr. Heuer questioned the expense for Matthew Lattanzio under the miscellaneous category. Mr. Davis explained Mr. Lattanzio was working as an information technology consultant for the District. Ms. Nakamura added the miscellaneous grouping is being used as a holding category while a new infrastructure project is further defined by the District. These expenses will then be moved under the project.

On page 5, Mr. Johnson noted there was no new expense for the period under the closed project, the Public Safety Training Center renovation. However, on page 3, under the bond program management category, there is a Division of State Architect (DSA) re-opening fee for the project. Mr. Carson explained approval of a skylight was needed to close out the project and a fee to re-open the project with DSA was required.

There were no further questions regarding the report.

It was moved by Mr. Heuer and seconded by Mr. Johnson to accept the December 31, 2014 bills and warrants report. Motion carried unanimously.

AYES:	8 MEMBERS:	Cruzan, Gaspich, Heuer, Johnson, Larson, Lee, Panetta, Vasquez
NOES:	0 MEMBERS:	None
ABSENT:	1 MEMBERS:	Harvath
ABSTAIN:	0 MEMBERS:	None

8. Bond Expenditure Status Report

Chair Panetta asked for questions on the December 31, 2014 bond expenditure status report.

Mr. Heuer observed the balance on the pool and tennis court renovation project was large. He asked if the surplus will be used to cover cost overruns on other projects. Mr. Carson responded yes; however, the total project expense still needs to be reviewed and finalized.

With construction listed as 100% complete and a large balance remaining, Ms. Larson asked if less work was done on the Arts Complex project than originally planned. Mr. Carson explained the Arts Complex was a larger project that included the renovation of the Art-Studio and Art-Ceramics buildings, which has been completed. Also included was the HVAC repair and re-roofing of the Art-Dimensional building, estimated at \$950,000, that remains to be done. Ms. Larson suggested

separating the Arts Complex project into phases, with the work completed to be identified as Phase I. Mr. Davis stated the major portion of the project has been done and the other piece could be broken out as a separate phase to allow close out of the completed portion. Mr. Johnson and Chair Panetta concurred with Ms. Larson's suggestion to separate the project into 2 phases. The next report should reflect this change.

9. Bond Auditors' Reports for 2013-14

Mr. Davis stated the external auditor which prepared the bond audits also handles the District financial audit. He said the Board of Trustees have reviewed the reports. Mr. Davis noted the auditor performed extensive testing of bond transactions and found the expenditures to be for authorized bond projects. Mr. Lee commented that the Schedule of Finding and Questioned Costs reported no findings, an impressive result given the amount of transactions made for the year.

10. Monterey County Treasurer's Investment Report

The December 31, 2014 investment report was shared with the committee for information. Mr. Davis commented the County Treasurer keeps the pool of funds liquid as funds need to be available in a short timeframe. The District is not getting much investment return currently, but the District is getting safety.

11. Meeting Schedule

The meeting schedule was reviewed, with future meetings scheduled on:

- Monday, June 15, 2015
- Monday, August 10, 2015
- Monday, November 2, 2015 (Annual Organizational Meeting)

12. Suggestions for Future Agenda Topics and Announcements

A tour of facilities projects funded by the bond was proposed prior to the next meeting for both new and current committee members.

Dr. Tribley noted Mr. Johnson presented the Committee's annual report to the Board. Mr. Johnson said the Board was supportive and appreciative of the Committee's work.

Mr. Heuer complimented the District for the good organization of the bond program.

13. Adjournment

Motion was made by Mr. Heuer and seconded by Mr. Johnson to adjourn the meeting at 4:15 PM. Motion carried unanimously.

AYES:	8 MEMBERS:	Cruzan, Gaspich, Heuer, Johnson, Larson, Lee, Panetta, Vasquez
NOES:	0 MEMBERS:	None
ABSENT:	1 MEMBERS:	Harvath
ABSTAIN:	0 MEMBERS:	None

/vn

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE
Monday, June 15, 2015

Follow-up Items from March 9, 2015 CBOC Meeting

Per the meeting minutes:

#6. Approval of November 17, 2014 Minutes

A handout providing follow-up to questions recorded in the minutes of the November 17 meeting regarding the bills and warrants report was distributed and reviewed. Mr. Davis explained staff is still determining the market value of the portable trailers, particularly the mobile kitchen. If available, information will be provided at the next meeting.

The District recently sold the mobile kitchen trailer to Orange Coast College for \$45,000 (MPC's purchase price was \$70,000). The monies received will be deposited back into the Building Fund (where bond funds are held) under the Swing Space account where the original purchase was made from. There has been no change in the status of the other portable trailers.



MONTEREY PENINSULA
COLLEGE

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, June 15, 2015

1:30 PM – Committee Tour of Campus Bond Projects

3:00 PM – Regular Meeting

Sam Karas Room, Library and Technology Center

Monterey Peninsula College

980 Fremont Street

Monterey, California

Meeting Minutes

MEMBERS PRESENT: Mr. Wayne Cruzan, Vice Chair
Mr. Thomas Gaspich
Mr. Hunter Harvath
Mr. Rick Heuer
Mr. Birt Johnson, Jr.
Ms. Sharon Larson
Mr. Rob Lee
Mr. James Panetta, Chair
Mr. Maury Vasquez (arrived at 3:10 PM)

ABSENT: None

STAFF PRESENT: Ms. Rosemary Barrios, Controller
Ms. Vicki Nakamura, Assistant to the President
Dr. Walter Tribley, Superintendent/President

OTHERS PRESENT: Mr. Michael Carson, Kitchell

New committee members convened at 1:30 PM for a tour of Monterey campus facilities projects completed with bond funds.

1. Call to Order

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

2. Public Comment

There were no public comments.

3. Introductions and Staff Update

Mr. Harvath was introduced and welcomed to the committee. Dr. Tribley informed the committee of Mr. Davis's passing. He said a search for a new chief business officer will be conducted in the fall semester.

4. Approval of March 9, 2015 Minutes

A handout providing follow-up to a question recorded in the minutes of the March 9 meeting regarding the bills and warrants report was distributed and reviewed. Ms. Nakamura noted a correction in item number 6, on page 3 of the minutes, where the seconder of the motion for approval of the November 17, 2014 minutes should have been identified as Vice Chair Cruzan.

Motion made by Mr. Johnson, seconded by Ms. Larson, to approve the minutes of the March 9, 2015 meeting, as amended. Motion carried unanimously.

AYES:	8 MEMBERS:	Cruzan, Gaspich, Harvath, Heuer, Johnson, Larson, Lee, Panetta
NOES:	0 MEMBERS:	None
ABSENT:	1 MEMBERS:	Vasquez
ABSTAIN:	0 MEMBERS:	None

5. Accept Bills and Warrants Report

Chair Panetta advised the report would be reviewed by page and invited questions. On page 1, Mr. Panetta requested information regarding post construction services provided by HGHB Architects on the Arts Complex project. Mr. Carson explained the closeout process following construction requires documents to be filed, including certification by the Division of the State Architect (DSA).

On page 2, Mr. Heuer asked about the 3% cornsilk shades purchased from Peninsulators for the Veterans Center. Mr. Carson explained the percentage refers to the amount of light that passes through the shade, and cornsilk is the color name of the shade.

There were no further questions regarding the report.

It was moved by Vice Chair Cruzan and seconded by Mr. Heuer to accept the March 31, 2015 bills and warrants report. Motion carried unanimously.

AYES:	9 MEMBERS:	Cruzan, Gaspich, Harvath, Heuer, Johnson, Larson, Lee, Panetta, Vasquez
NOES:	0 MEMBERS:	None
ABSENT:	0 MEMBERS:	None
ABSTAIN:	0 MEMBERS:	None

6. Bond Expenditure Status Report

Chair Panetta asked Ms. Barrios for comments on the March 31, 2015 bond expenditure report. She noted the total spent to date is \$146,284,760. Chair Panetta asked for questions on the report.

Mr. Heuer asked if \$8.6 million was the amount of bond funds remaining. Ms. Barrios responded some interest is being posted in addition to this amount, but there are no longer any investment earnings.

Mr. Harvath asked about the line for general institutional bond management. It was explained this expenditure was for the services of Kitchell, the bond program manager.

Mr. Heuer followed with a question regarding the status of the Public Safety Training Facilities project at Parker Flats. Dr. Tribley said this project requires state matching funds to complete. There are efforts underway to place a state bond on the 2016 ballot. A new strategy will be needed if state funds are not available.

Chair Panetta raised the issue of the 100% construction completion status of the Arts Complex when there is \$950,000 remaining for the project. He asked if there would be a second phase of the project or if the 100% status should be adjusted. Mr. Carson estimated the project is 70% complete. He added the 100% meant construction was complete on the portions which had been implemented. Dr. Tribley commented he appreciated the need for clear accounting and explained the \$950,000 is for repairs to the Art Dimensional building systems. He suggested recognizing the discrepancy and revisiting when a new vice president is in place. Mr. Heuer advised reducing the percentage of the completion status; otherwise, there appears to be a project savings of \$1 million to be applied to another project. Mr. Johnson concurred with Mr. Heuer's suggestion and asked about the process for moving projects from the in-process category to the completed group. He cited the Theater project as an example. Mr. Carson said closing out the project budget and Governing Board approval of the final reconciliation was needed.

Mr. Heuer observed the pool renovation was still being identified as the Pool/Tennis Court Renovation even though the project was 100% complete and the tennis courts were not renovated due to lack of funds.

Chair Panetta requested an adjustment to the construction schedule percentage and removal of "tennis court" from the name of the pool renovation project. There was consensus from the committee regarding this approach. The next report should reflect this change. Ms. Larson commented this change will allow for the remaining balance in the pool project to be moved to another project. Mr. Carson said budget reconciliation still needs to occur to offset budget overages and/or allow for reallocation. Board approval of budget changes and new projects will then be needed.

7. Monterey County Treasurer's Investment Report

The March 31, 2015 investment report was shared with the committee for information. Ms. Barrios reported the yield on the portfolio for the period was at 0.57%.

8. Update on Facilities Projects

Dr. Tribley indicated the college was taking advantage of state scheduled maintenance funds to install new metal roofing and paint the exteriors of the Nursing and Graphic Arts buildings. He stated there were two remaining bond projects, the Music Facilities – Phase 1 and the Public Safety Training Facilities – Phase 2 at Parker Flats, which will require state matching funds to complete.

Chair Panetta asked the new members for comments on the facilities tour prior to the meeting. It was agreed that the tour was informative and educational about the facility improvements that have occurred as a result of the bond.

9. Membership Update

Dr. Tribley announced Mr. Vasquez, student representative, was ending his tenure on the committee with today's meeting. He presented Mr. Vasquez with a certificate of appreciation and thanked him for his service. Mr. Stephen Lambert, new student trustee, will be appointed to the committee. In addition, Dr. Tribley reported there are four members, Mr. Cruzan, Mr. Heuer, Mr. Johnson, and Mr. Panetta, who will be completing their second term in November. Dr. Tribley noted a change in state law now permits committee members to serve a third consecutive term. Staff will be contacting these members regarding serving another term. Mr. Heuer indicated his consent in continuing his service on the committee for a third term (actually five terms in all, counting his prior service from 2003-2007).

10. Meeting Schedule

The meeting schedule was reviewed, with future meetings scheduled on:

- Monday, August 10, 2015
- Monday, November 2, 2015 (Annual Organizational Meeting)

11. Suggestions for Future Agenda Topics and Announcements

A tour of the Marina Education Center and the Seaside Public Safety Training Center facilities, both funded by the bond, will be conducted prior to the next meeting for both new and current committee members.

Dr. Tribley informed the committee about a briefing he received from district bond counsel, Mr. David Casnocha, on the process required to place a Prop 39 bond measure on the ballot in 2016. He said the Vice President for Administrative Services position will be key in preparing for this effort. Many steps are involved, including development of a facilities plan/project list and polling the community to determine support. There were questions from the committee about the college's role and the cost to prepare for a bond. Dr. Tribley said he would bring further information on this topic to a future meeting.

12. Adjournment

Chair Panetta adjourned the meeting at 3:45 PM.

/vn



MONTEREY PENINSULA
COLLEGE

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, August 10, 2015
1:30 PM –Tour of Facilities Projects for New Members
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College
980 Fremont Street
Monterey, California

Meeting Minutes

MEMBERS PRESENT: Mr. Wayne Cruzan, Vice Chair
Mr. Thomas Gaspich
Mr. Hunter Harvath
Mr. Rick Heuer
Mr. Birt Johnson, Jr.
Mr. James Panetta, Chair

ABSENT: Ms. Sharon Larson
Mr. Rob Lee

STAFF PRESENT: Ms. Rosemary Barrios, Controller
Ms. Vicki Nakamura, Assistant to the President
Dr. Walter Tribley, Superintendent/President

OTHERS PRESENT: Mr. Michael Carson, Kitchell

New committee members convened at 1:30 PM for a tour of Marina Education Center and Seaside Public Safety Training facilities projects completed with bond funds.

1. Call to Order

The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 3:08 PM by Chair Panetta.

2. Public Comment

There were no public comments.

3. Approval of June 15, 2015 Minutes

Motion made by Mr. Johnson, seconded by Mr. Heuer, to approve the minutes of the June 15, 2015 meeting. Motion carried unanimously.

AYES:	6 MEMBERS:	Cruzan, Gaspich, Harvath, Heuer, Johnson, Panetta
NOES:	0 MEMBERS:	None
ABSENT:	2 MEMBERS:	Larson, Lee
ABSTAIN:	0 MEMBERS:	None

4. Accept Bills and Warrants Report

Chair Panetta advised the report would be reviewed by page and invited questions. On page 1, Mr. Heuer noted the expense for Collins Electric that had been charged to the bond program for the Arts Complex project and then deleted. This item was part of a lighting retrofit project which was funded by state Proposition 39 energy efficiency funds. Staff discovered the error and the report reflects the removal of the expense of \$141,808 from the accounting for the Arts Complex project.

There were no further questions regarding the report.

It was moved by Mr. Heuer and seconded by Mr. Harvath to accept the June 30, 2015 bills and warrants report. Motion carried unanimously.

AYES:	6 MEMBERS:	Cruzan, Gaspich, Harvath, Heuer, Johnson, Panetta
NOES:	0 MEMBERS:	None
ABSENT:	2 MEMBERS:	Larson, Lee
ABSTAIN:	0 MEMBERS:	None

5. Bond Expenditure Status Report

Staff reported the changes made to address the comments from the June meeting. The Pool/Tennis Court Renovation name was changed to Pool Renovation to accurately describe the project scope. In addition, the percentage of construction completion for the Arts Complex project was adjusted from 100% to 70% to reflect the portion of the budget remaining for repairs to the Art Dimensional building systems.

Chair Panetta questioned the 99% construction completion status of the furniture and equipment category. Mr. Carson explained there are future projects that may need furniture or equipment, so the category was not closed out.

Mr. Heuer asked about the status of a statewide facilities bond. Ms. Nakamura said signatures were currently being gathered to place a school facilities bond initiative on the November 2016 ballot.

6. Meeting Schedule

The next meeting is the committee's annual organizational meeting and is scheduled for Monday, November 2, 2015. A group photo will be taken at this meeting.

7. Suggestions for Future Agenda Topics and Announcements

Dr. Tribley announced that Dr. Steven Crow will join the District on September 3 to serve as a professional expert in administrative services. He said Dr. Crow will assist in determining the feasibility of another local bond measure for MPC. Dr. Tribley added the recruitment for a permanent vice president was underway, with the position to be filled by January 1, 2016.

Dr. Tribley also shared the good news that Mr. Cruzan, Mr. Heuer, Mr. Johnson, and Mr. Panetta had agreed to serving a third term on the committee.

8. Adjournment

Chair Panetta adjourned the meeting at 3:18 PM.

/vn

Monterey Peninsula Community College District

Governing Board Agenda

February 24, 2016

New Business Agenda Item No. E

Administrative Services
College Area

Proposal:

That the Governing Board review the 2016-17 District Scheduled Maintenance and Special Repairs Five Year Plan.

Background:

Annually, the District is required to develop and submit a scheduled maintenance five year plan to the Chancellor's Office. Scheduled maintenance projects identified in the plan are eligible for state funding. In the past, a limited amount of state funding has been designated for scheduled maintenance with a 50% District match; however, in 2009-10, community college scheduled maintenance funding was eliminated due to the state's budget deficit situation. Scheduled maintenance funding was restored in the 2013-14 state budget with no match requirement. An allocation of \$289 million for the system has been included in the Governor's January budget proposal for 2016-17.

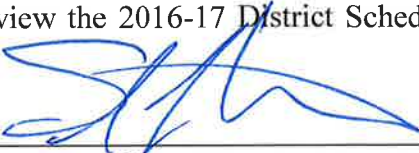
The attached excerpt from the 2016-17 District Five Year Plan includes a priority listing of projects proposed for the District for 2016-17, totaling \$352,000. Also included is a five year summary of projects identified by category of repair, i.e., roof, utility, mechanical, exterior, and other. The total amount of funding needed for all projects in the five year plan is estimated to be \$1,392,000.

Budgetary Implications:

Any state funding allocated for scheduled maintenance would be used to complete necessary district projects.

Information: Review the 2016-17 District Scheduled Maintenance and Special Repairs Five Year Plan

Recommended By:



Dr. Steve Crow, Vice President for Administrative Services

Prepared By:



Vicki Nakamura, Assistant to the President

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

**Monterey Peninsula Community College District - 2016/2017
Scheduled Maintenance Five Year Plan**

2016/2017 Scheduled Maintenance Projects

<u>Priority</u>	<u>Project Title</u>	<u>Campus</u>	<u>Problem Existed</u>	<u>Project Type</u>	<u>Facility Type</u>	<u>Total Funds</u>
1	Retrofit of Classroom Door Locks Campuswide	Monterey Peninsula College		Other	Classroom/Laboratory	\$200,000
2	Repair/encapsulate HVAC Ductwork on Student Services Building (62)	Monterey Peninsula College		Mechanical	Support Services	\$40,000
3	Repair and Repaint Exteriors of: Family Consumer Science (6) and Library & Technology Center (36)	Monterey Peninsula College		Exterior	Classroom/Laboratory	\$50,000
4	Replace Asphalt Path in Nursing Building Courtyard	Monterey Peninsula College	2-5 yrs.	Other	Other	\$62,000
Approved Total						\$352,000

Monterey Peninsula Community College District - 2016/2017

District Scheduled Maintenance Five Year Plan Summary

Fiscal Year of Funding	Roof		Utility		Mechanical		Exterior		Other		Total	
	Est. Total	State Funds	Est. Total	State Funds	Est. Total	State Funds	Est. Total	State Funds	Est. Total	State Funds	Est. Total	State Funds
2016					\$40,000	\$20,000	\$50,000	\$25,000	\$262,000	\$131,000	\$352,000	\$176,000
2017	\$185,000	\$92,500					\$50,000	\$25,000	\$250,000	\$125,000	\$485,000	\$242,500
2018	\$100,000	\$50,000					\$50,000	\$25,000	\$120,000	\$60,000	\$270,000	\$135,000
2019							\$25,000	\$12,500	\$260,000	\$130,000	\$285,000	\$142,500
2020											\$0	\$0
TOTAL	\$285,000	\$142,500					\$175,000	\$87,500	\$892,000	\$446,000	\$1,392,000	\$696,000

Monterey Peninsula Community College District

Governing Board Agenda

February 24, 2016

Board Meeting Date

New Business Agenda Item No. F

Fiscal Services
College Area

Proposal:

That the Governing Board approve the 2014-15 year-end transfer of \$1,000,000 from the Unrestricted General Fund to the Self Insurance Fund.

Background:

The 2014-15 Final Budget for the Unrestricted General Fund approved by the Board in August 2014 was \$38,029,473 (revenue and expense) and included \$2,641,207 in 1-time money transferred from other funds to cover budgeted expenses (\$400,000 from Capital Outlay Fund and \$2,241,207 from the Self Insurance Fund).

During the 2014-15 fiscal year, a number of transactions occurred that reduced the need for the entire \$2,641,207. See attachments.

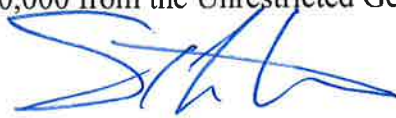
It is recommended that \$1,000,000 be transferred back to the Self Insurance Fund.

Budgetary Implications:

Fund 01 - Unrestricted General Fund, 7000 Object Interfund Transfer	+1,000,000
Fund 35 – Self Insurance Fund, 8000 Object Interfund Transfer	+1,000,000

RESOLUTION: BE IT RESOLVED, Be it resolved that the Governing Board approve the 2014-15 year-end transfer of \$1,000,000 from the Unrestricted General Fund to the Self Insurance Fund.

Recommended By: _____



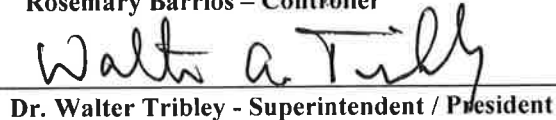
Steven L. Crow, Ed.D., –Vice President of Administrative Services

Prepared By: _____



Rosemary Barrios – Controller

Agenda Approval: _____



Dr. Walter Tribley - Superintendent / President

Review of Year End Close 2014-2015 – Steve Crow VP Administrative Services

February 24, 2016 Governing Board Meeting Report

Narrative to accompany summary of 2014-2015 Year-end Close

Expenditures:

The 2014-2015 year-end close, audited, unrestricted funds reflect that our expenditures grand total was within less than 1 percent variance of the adopted/revised budget. Expenditures in the adopted budget were projected to be \$38,029,473. Actual expenditures were \$37,985,802 --- \$370,675 less than projected. One-time prior year revenue was realized offsetting the need to draw down on the self-insurance fund as shown below. Generally, personnel expenditures tracked as expected with minor savings. Supplies and Materials were offset by lottery funds specifically for instruction and other one-time adjustments that allowed for some savings. The variance by major category is as follows (additional adopted and revised budget detail on spreadsheet sheet attached):

	Actuals	Variance	
1000 Academic Salaries	\$14,344,525	\$205,054	Under Budget
2000 Classified Salaries	7,080,888	5,265	Under Budget
3000 Employee Benefits	8,931,276	576,205	Under Budget
4000 Supplies and Materials	386,701	114,986	Under Budget
5000 Other Operating Expenses and Services	5,317,293	480,791	Under Budget
6000 Capital Outlay	269,634	(11,626)	Over Budget
7000 Other Outgo	328,481	0	
7300 Year-End Transfer to Self-Insurance Fund (Return funds to the Self Insurance Fund)	1,000,000	(1,000,000)	Return
Total Variance:		\$370,675	rounded dollars

Revenue:

Initially, the 2014-2015 adopted/revised budget required a significant transfer of funds in addition to the year’s apportionment to “balance.” During the Budget Year 2014-2015 Additional Revenue was received primarily from prior year adjustments. Adjustments allow the return of the transfer from the Self Insurance Fund:

8000 Revenue	\$36,585,802
8900 Other Revenue- Transfer In from Self Insurance Fund	1,000,000
8900 Other Revenue- Transfer In from Capital Outlay Fund	400,000
Total Revenue	\$37,985,802

\$595K in prior year adjustment from 13-14 liability that was setup for apportionment due back to the state

\$263K additional prior year adjustment for apportionment

\$108K additional in non-resident funds received

\$25K additional transcript funds received

Additional dollars received from other misc. fees

As indicated on the attached spreadsheet, \$1,400,000 of one-time other revenue and Capital Outlay funds were needed to “balance” the 2014-2015 budget year.

The receipt of these one-time adjustments allows for return and transfer to the self-insurance fund in the amount of the original \$1,000,000 transfer to the general fund. No funds were returned to the Capital Outlay Fund. The Capital Outlay Fund transfer-in within the adopted budget was not returned as it was needed to meet the required ten percent policy reserves. The net difference in budgeted revenue to actual revenue is \$43,671 (see attached sheet).

Monterey Peninsula College
 Unrestricted General Fund
 at June 30, 2015

dated: 1/29/16

	Adopted Budget	Revised Budget	Revenue	Account Balance
Revenues				
1 8000 Revenue - see summary below	35,388,266	35,388,266	36,585,802	(1,197,536) **
2 8900-Other Revenue - see summary below	2,641,207	2,641,207	1,400,000	1,241,207
Total Revenue	\$38,029,473	\$38,029,473	\$37,985,802	\$43,671

	Adopted Budget	Revised Budget	Expenditure	Account Balance
Expenditures				
1000-Academic Salaries	14,612,021	14,549,579	14,344,525	205,054
2000-Classified Salaries	7,092,665	7,086,153	7,080,888	5,265
3000-Employee Benefits	9,518,415	9,507,481	8,931,276	576,205
4000-Supplies and Materials	462,694	501,687	386,701	114,986
5000-Other Operating Expenses and Services	5,805,163	5,798,084	5,317,293	480,791
6000-Capital Outlay	210,035	258,008	269,634	(11,626)
7000-Other Outgo	328,481	328,481	328,481	0
7300-Year-End Transfer to Self Insurance Fund *	0	0	1,000,000	(1,000,000)
Grand Total of Expenditures including Transfers	\$38,029,473	\$38,029,473	\$37,658,798	\$370,675

(1,2) Summary of Revenue:

8000 Revenue	\$36,585,802	
8900 Other Revenue - T/I to balance budget-from SIF	1,000,000	} \$1,400,000
8900 Other Revenue - T/I to balance budget- from COF	400,000	
Total Revenue	\$37,985,802	

SIF - Self Insurance Fund
 COF = Capital Outlay Fund

* Year-End Transfer - Return funds to the Self Insurance Fund

****Additional Revenues received included:**

- ~\$595K in prior year adjustment from 13-14 liability setup for apportionment that was due back to the state
- ~\$263K additional prior year adjustment for apportionment.
- \$108K additional in non-resident funds received.
- \$25K additional transcript funds received.
- \$\$ additional dollars received from other misc fees

Expenditures account balance explanations:

- 1000- Primarily savings in 1200 object code areas of - VP of Admin. Services, VP of Student Services, Counseling
- 3000 -Savings due to vacancies, workers comp, related health benefits
- 4000 - Savings in some department supplies budgets and some expenses moved to restricted instructional funds
- 5000- Savings in instructional contracts, utilities, travel, and other services.
- 6000- Overage in capital equipment.

Monterey Peninsula Community College District

Governing Board Agenda

February 24, 2016

New Business Agenda Item No. G

Fiscal Services
College Area

Proposal:

That the Governing Board review and discuss the 2015-2016 Monthly Financial Report for the period ending January 31, 2016.

Background:


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

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that the 2015-2016 Monthly Financial Report for the period ending January 31, 2016, be accepted.

Recommended By:



Steven L. Crow, Ed.D., Vice President of Administrative Services

Prepared By:



Rosemary Barrios, Controller

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

Monterey Peninsula College
Fiscal Year 2015-16
Financial and Budgetary Report
January 31, 2016

Enclosed please find attached the Summary of All Funds Report for the month ending January 31, 2016 for your review and approval. The financial report is an internal management report submitted to the Board of Trustees to compare actual financial activities to the approved budgets.

Operating Fund net revenue through January 31, 2016 is \$30,680,112 which is 59.6% of the operating budget for this fiscal year. Expenditures year-to-date total \$26,316,829 which is 68.1% of the operating budget for this fiscal year, for a net difference of \$4,363,283.

Unrestricted General Fund

Revenue

- December apportionment of \$906,766 and January apportionment of \$1.4M have been received.
- Mandated One-Time funds received this month: December payment of \$1,465,557 and January payment of \$1,465,546.
- Education Protection Account funds (EPA) of \$1,405,138 were received in December.
- First Quarter Lottery funds of \$280,391 have been received this month.
- Property taxes received for December and January total \$9,131,104.
- Other local revenue received which includes: enrollment fees, course material fees, and other local revenues totaling \$365,191.

Expenditures

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

Restricted Child Development Fund

- The revenue in the child development is low because the district has not received its full reimbursement from the state. We still anticipate in receiving the full reimbursement of all expenses for the fiscal year.

Self Insurance Fund

- Self Insurance Fund (SIF) expenses are at 74.1% of budgeted expenditures.
- The percent of actual to budget is high for this period of time because the funding rate was not adjusted for the 2015-16 FY Final budget. The District will be reviewing the funding rate for the 2016-17 FY and make the appropriate adjustment to the budget.
- We will continue to closely track the expenditures in this fund.
- Funds of \$1.3M have been deposited (from the Unrestricted General Fund, Restricted General Fund, Parking Fund, and Child Development Fund) into the SIF this month.
- Interest received this month of \$3,311.

Workers Comp Fund

- The workers comp fund revenue and expense budget has been adjusted this month. Expenditures in this fund are now at 86.6% of actuals to budget.
- The source of revenue for this fund comes from the self-insurance fund to pay a few of the old workers comp claims the district is still covering through Keenan and Associates.

Other Fiduciary Funds

- The ORR Fund, and Scholarship and Loan Fund revenue and expense budgets have been adjusted this month. Additional revenues have been received and expenses paid out.
- A separate board item for each fund has been prepared this month to reflect the budget adjustment that has been completed this month.

Cash Balance:

The total cash balance for all funds is \$31,484,037 including bond cash of \$9,813,414 and \$21,670,623 for all other funds. Operating funds cash is \$14,365,570. Cash balance in the General Fund is at \$13,285,509 for the month ending January 31, 2016.

Monterey Peninsula Community College

Monthly Financial Report

January 31, 2016

Summary of All Funds

<u>Funds</u>	Beginning Fund Balance	Revised Budgets 2015 - 2016		Ending Fund Balance	Year to Date Actual 2015 - 2016			% Actual to Budget		Cash Balance
	<u>07/01/15</u>	<u>Revenue</u>	<u>Expense</u>	<u>6/30/2016</u>	<u>Revenue</u>	<u>Expense</u>	<u>Encumbrances</u>	<u>Rev</u>	<u>Expense</u>	<u>1/31/2016</u>
General - Unrestricted	\$3,802,947	\$41,684,235	\$41,703,407	\$3,783,775	25,413,190	21,846,692	7,563,125	61.0%	70.5%	\$13,285,509
General - Restricted	0	8,458,381	8,458,381	0	4,640,078	3,835,970	991,602	54.9%	57.1%	0
Child Dev - Unrestricted	0	132,508	132,508	0	78,131	81,651	7,751	59.0%	67.5%	
Child Dev - Restricted	0	422,662	422,662	0	181,145	252,068	50,707	42.9%	71.6%	-63,556
Student Center	437,044	258,000	258,000	437,044	102,203	65,752	48,925	39.6%	44.4%	500,216
Parking	558,426	484,000	484,000	558,426	265,365	234,697	71,412	54.8%	63.2%	643,401
Subtotal Operating Funds	\$4,798,417	\$51,439,786	\$51,458,958	\$4,779,245	\$30,680,112	\$26,316,829	\$8,733,522	59.6%	68.1%	\$14,365,570
Self Insurance	2,603,459	6,891,882	6,891,882	2,603,459	3,040,013	4,984,644	123,562	44.1%	74.1%	1,177,015
Worker Comp	125,046	90,000	90,000	125,046	548	76,527	1,375	0.6%	86.6%	50,384
Other Post Employment Benefits	4,011,612	100,770	0	4,112,382	30,509	0	0	0.0%	0.0%	4,049,059
Capital Project	378,443	472,898	500,578	350,763	406,262	340,352	44,716	85.9%	76.9%	812,244
Building	9,759,850	20,000	0	9,779,850	17,540	5,588	8,200	87.7%	0.0%	9,813,414
Revenue Bond	22,331	22,100	22,100	22,331	22,140	21,200	900	100.2%	95.9%	23,312
Associated Student	92,451	90,000	90,000	92,451	29,929	37,027	0	33.3%	41.1%	200,265
Financial Aid	17,745	5,400,000	5,400,000	17,745	2,695,788	2,695,788	0	49.9%	49.9%	40,769
Scholarship & Loans	272,948	1,249,600	1,249,600	272,948	1,125,148	1,051,479	0	90.0%	84.1%	245,737
Trust Funds	293,917	744,500	744,500	293,917	598,193	489,661	0	80.3%	65.8%	682,265
Orr Estate	12,302	10,000	10,000	12,302	7,965	8,102	0	79.7%	81.0%	24,005
Total all Funds	\$22,388,521	\$66,531,536	\$66,457,618	\$22,462,439	\$38,654,147	\$36,027,197	\$8,912,276	58.1%	54.2%	\$31,484,037

Monterey Peninsula Community College District

Governing Board Agenda

February 24, 2016

New Business Agenda Item No. H

Fiscal Services
College Area

Proposal:

That the Governing Board review and accept the attached Quarterly Financial Status Report (Form CCFS 311Q) for the quarter ending, December 31, 2015.

Background:


AB 2910, Chapter 1486, Statutes of 1986, requires that quarterly reports on the financial condition of each community college district be presented to local governing boards for review and acceptance. These reports must also be filed with the Chancellor's Office.

Budgetary Implications:

Steps have been taken to ensure close monitoring of the District's budget. Monthly reports, updates and projections will be provided to the Governing Board.

- RESOLUTION: BE IT RESOLVED**, that the Quarterly Financial Status Report for the quarter Ending December 31, 2015, as presented on form CCFS 311Q, be accepted and made part of the minutes of this meeting.

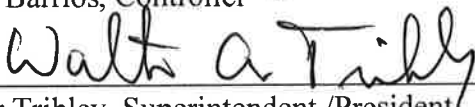
Recommended By: _____


Steven L. Crow, Ed.D., Vice President for Administrative Services

Prepared By: _____


Rosemary Barrios, Controller

Agenda Approval: _____


Dr. Walter Tribley, Superintendent /President

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA

CHANGE THE PERIOD ▾

Fiscal Year: 2015-2016

Quarter Ended: (Q2) Dec 31, 2015

District: (460) MONTEREY

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

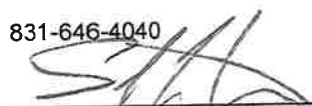
CBO Name:

Steven L. Crow

CBO Phone:

831-646-4040

CBO Signature:



Date Signed:

Chief Executive Officer Name:

Dr. Walter Tribley

CEO Signature:

Date Signed:

Electronic Cert Date:

02/16/2016

District Contact Person

Name:

Rosemary Barrios

Title:

Controller

Telephone:

831-646-4043

Fax:

831-645-1315

E-Mail:

rbarrios@mpc.edu

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4550
Sacramento, California 95811

Send questions to:

Christine Atalig (916)327- 5772 catalig@cccco.edu or Tracy Britten (916)323-6899 tbritten@cccco.edu

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Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

CHANGE THE PERIOD
Fiscal Year: 2015-2016

Quarter Ended: (Q2) Dec 31, 2015

District: (460) MONTEREY

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2012-13	Actual 2013-14	Actual 2014-15	Projected 2015-2016
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues(Objects 8100, 8600, 8800)	36,060,096	36,678,285	36,585,802	41,684,235
A.2	Other Financing Sources (Object 8900)	2,055,231	2,545,302	1,400,000	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	38,115,327	39,223,587	37,985,802	41,684,235
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures(Objects 1000-6000)	31,843,285	37,336,399	36,330,317	41,537,635
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	6,963,853	1,896,558	1,328,481	146,000
B.3	Total Unrestricted Expenditures (B.1 + B.2)	38,807,138	39,232,957	37,658,798	41,683,635
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-691,811	-9,370	327,004	600
D.	Fund Balance, Beginning	4,586,890	3,895,079	3,885,709	4,212,954
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	4,586,890	3,895,079	3,885,709	4,212,954
E.	Fund Balance, Ending (C. + D.2)	3,895,079	3,885,709	4,212,713	4,213,554
F.1	Percentage of GF Fund Balance to GF Expenditures (E / B.3)	10%	9.9%	11.2%	10.1%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	6,803	6,659	6,501	6,479
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2012-13	2013-14	2014-15	2015-2016
H.1	Cash, excluding borrowed funds		11,197,026	11,280,916	11,515,450
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1 + H.2)	9,748,419	11,197,026	11,280,916	11,515,450

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
Revenues:					
I.1	Unrestricted General Fund Revenues(Objects 8100, 8600, 8800)	41,684,235	41,684,235	22,268,956	53.4%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	41,684,235	41,684,235	22,268,956	53.4%
Expenditures:					
J.1	Unrestricted General Fund Expenditures(Objects 1000-6000)	41,537,635	41,537,635	19,365,068	46.6%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	146,600	146,600	50,000	34.1%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	41,684,235	41,684,235	19,415,068	46.6%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	0	0	2,853,888	
L.	Adjusted Fund Balance, Beginning	4,212,954	4,212,954	4,212,954	
L.1	Fund Balance, Ending (C. + L.2)	4,212,954	4,212,954	7,066,842	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.1%	10.1%		

V. Has the district settled any employee contracts during this quarter? NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Permanent		Academic		Temporary		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:										
Year 1:										
Year 2:										
Year 3:										
b. BENEFITS:										
Year 1:										
Year 2:										
Year 3:										

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPS, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? This year? YES
Next year? YES

The District went into the 2015-16 Budget Year with a \$1.17M Structural Deficit. The District used one-time state funds to cover the imbalance. The District's FTES at P1 is slightly lower than last fiscal year at this time. The District continues to focus on stabilizing FTES trends, increasing program development to meet changing education needs of the community, increasing outreach, and looking to create opportunities to partner with public and private organizations.

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

Monterey Peninsula Community College District

Governing Board Agenda

February 24, 2016

New Business Agenda Item No. I

Administrative Services
College Area

Proposal:

That the 2016-2017 nonresident tuition fee for the District be established in accordance with ECS 76140 at \$211.00 per semester unit, with no fee for capital outlay.

Background:

Education Code Section (ECS) 76140 requires each district board to establish the nonresident fee no later than February 1 of each year for the succeeding fiscal year. The code enumerates seven options for a district to choose from in determining its nonresident tuition fee:

1. **'Statewide average: \$211** per semester unit.
2. **'Computed district average: \$205** per semester unit.
3. **'Computed district average adjusted for noncredit'**:

The computations in 1 and 2 include all credit and noncredit courses. The cost of noncredit courses is about half the cost of credit courses; therefore, districts having 10% or more noncredit FTES may complete a separate calculation to adjust for the cost difference between credit and noncredit courses.

4. **'No more than contiguous districts'**.
5. **'No more than district, no less than statewide cost'**. The maximum amount is the district average cost, and the minimum amount is the statewide average cost.
6. **'Highest Years Statewide Average Tuition.'** (ECS 76140 (e)(1)(B)). The greater amount of the calculations of statewide nonresident tuition for the succeeding year, the current year or any of the four prior years' statewide average, which is \$211 per semester unit.
7. **'No more than 12 Comparable States Average Tuition'**. (ECS 76140(e)(1)(E)). No greater than the 2014-15 average nonresident tuition fee of public community colleges in a minimum of 12 states comparable to California in cost of living. This average is calculated to be \$380 per semester unit.

In addition to the nonresident tuition fee computed as specified above, ECS 76141 authorizes districts to charge nonresident students an amount based on capital outlay expenditures in the preceding year.

The District does not receive apportionment for nonresident students taking credit courses. As a result, the State allows the District to charge nonresident students a different tuition for credit courses.

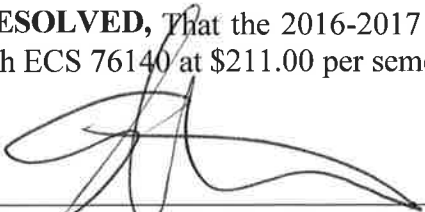
Monterey Peninsula College is charging the statewide average of \$200.00 in this current year (2015-16). The District is again recommending that the current statewide average of \$211.00 (5.5% increase), be adopted as the nonresident fee for 2016-2017.

Budgetary Implications:

The nonresident tuition fee generates revenue and is intended to offset the cost of education of nonresident students taking credit courses.


RESOLUTION: BE IT RESOLVED, That the 2016-2017 nonresident tuition fee for the District be established in accordance with ECS 76140 at \$211.00 per semester unit.

Recommended By:



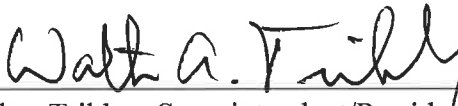
Steven L. Crow, Ed.D., Vice President of Administrative Services

Prepared By:



Suzanne Ammons, Administrative Assistant

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

February 24, 2016

New Business Agenda Item No. J

Administrative Services
College Area

Proposal:

That the Governing Board authorize the District, to enter into an agreement with Strata Information Group (SIG), as defined by the attached Scope of Work.

Background:

The use of multiple, non-integrated data information systems severely limits the ability of MPC to provide services to students, such as assessing and planning for academic reform, and is challenging institutional management and fiscal planning. These significant problems threaten MPC's fiscal stability. The adverse impact of the present non-integrated systems to MPC includes:

- Potential loss of enrollment due to frustration caused by the present enrollment process.
- Loss of productivity and efficiency to staff and faculty.
- Eroded confidence and credibility caused by the non-integrated systems.

The work to be performed by SIG will be conducting Business Process Workshops and to provide an IT Health Assessment as described in the attached SOW.

Budgetary Implications: The projected cost of this agreement is \$46,900 - \$72,500 depending on the number of hours used and the amount of travel required. The funding for this project is available in the ERP preparation budget.

RESOLUTION: BE IT RESOLVED; That the Governing Board approve entering into an agreement with Strata Information Group (SIG), as defined by the attached Scope of Work. Strata Information Group will perform Business Process Workshops to address 4 major processes and an IT Health Assessment.

Recommended By:



Steven L. Crow, Ed.D. Vice President, Administrative Services

Prepared By:



Michael Midkiff, Director of Information Services

Agenda Approval:



Dr. Walter Tribley, Superintendent/President



**Strata Information Group
Statement of Work (MPC-SOW100-PROC-ERP)
December 23, 2015**

Monterey Peninsula College	Business Process Analysis Workshops
-----------------------------------	--

Under the terms of the Agreement dated January 21, 2015, Strata Information Group (SIG) will provide consulting services for the staff of Monterey Peninsula College (MPC) as directed, to perform the following work.

Description of Work:

MPC has requested SIG to perform several Business Process Workshops to address 4 major processes and an IT Health Assessment. SIG will provide the services as identified under "Detail Tasks" listed on page 2. SIG has also proposed conducting an ERP Procurement as Optional Services.

Proposed Services:

Tasks	Hours
Functional and technical consulting	240 - 260
Total Hours Range:	240 - 260

Summary of Estimated Costs:

Labor Range:	Travel Expenses:	Total Cost Range:
\$38,400 - \$41,600	\$8,500 (5 trips)	\$46,900 - \$50,100

Optional Services:

Tasks	Hours
Functional and technical consulting	240 - 400
Total Hours Range:	240 - 400

Summary of Estimated Costs:

Labor Range:	Travel Expenses:	Total Cost Range:
\$38,400 - \$64,000	\$8,500 (5 trips)	\$46,900 - \$72,500

Notes:

- Rate: \$160/hour for on-site and remote delivered services through January 21, 2017; rates may increase by \$5/hour effective January 22, 2017, and on each subsequent year.
- SIG will invoice only for the consulting hours and travel expenses actually used.
- The hours estimate includes project management, preparation time, travel time, on-site and remote labor, and the development of trip reports.
- Approximate hours and costs are based on the estimated tasks to complete this project as described in the attached "General Outline of Services." This may vary based on the assumptions listed and changes in MPC's needs.
- Travel expenses, if applicable:
 - Travel time is capped at 8 hours per trip.
 - Travel expenses are estimated at \$1,700 per consultant, per trip.
 - SIG will make every attempt to reduce travel costs, including coach airfares and the use of the client's recommended lodging.
- Costs exclude all state taxes, if applicable.
- SIG will invoice for meals and incidental expenses on a per diem basis. Receipts will not be provided. Per diem rates are: \$46 per full on-site day and \$23 per partial.

For Monterey Peninsula College:

For Strata Information Group:

Steve Crow, Ed. D. Date
Vice President for Administrative Services

Henry A. Eimstad Date
President

Michael Midkiff Date
Director, Information Services

General Outline of Services

These services are subject to change depending on MPC's priorities, needs, and availability of staff and systems.

Detailed Tasks:

Business Process Analysis (BPA) and IT Health Check	
Proposed Activities	Estimated SIG Hours
<p>SIG will conduct Business Process Workshops which will look at the Operational execution of the processes defined by the district staff in each area. On day 1 the Workshops will first look at the existing process that are in place utilizing existing technology for support. On day 2 SIG will assist the district staff in helping to realize what the idea operation process might look like utilizing newer available technologies and the input from the District staff who have been working strategically on how processes can best serve the students, faculty, staff and other constituents of the College. SIG is documenting these processes so that operationally they can be developed in the future with the use of new technology.</p>	
<p>Business Process Analysis (BPA) Workshops</p> <p><u>Day 1</u></p> <ul style="list-style-type: none"> • Define Principles of BPA • Map Current Processes • Identify Opportunities and Obstacles <p><u>Day 2</u></p> <ul style="list-style-type: none"> • Develop Ideal Processes • Rank Opportunities for Improvement • Articulate Next Steps <p>Prepare BPA Report (post workshop) Develop ERP Functional Requirements Documents for major functional areas</p> <p>Conduct Two-Day BPA Workshops for the following processes</p> <ul style="list-style-type: none"> • Student Success – Educational Planning • Curriculum - Development of the Schedule of Classes • Finance - From Requisition to Payment • Financial Aid – From FASFA to Award 	200 - 200
<p>IT Health Assessment</p> <ul style="list-style-type: none"> • Conduct an assessment as part of the overall RFP requirements to confirm current Information Technology staffing is in place and MPC is ready to move forward on implementing and then maintaining a new ERP. <ul style="list-style-type: none"> ○ The areas to be included in the assessment are: <ul style="list-style-type: none"> ▪ Preparedness to support an ERP implementation <ul style="list-style-type: none"> • Positions by skillset and capacity ▪ Preparedness to support ongoing technology support and services (post ERP implementation) <ul style="list-style-type: none"> • IT staffing size and makeup • Centralized vs. decentralized <p>Develop a report and present recommendations</p>	40 - 60
Total Estimated Hours:	240 - 260

Optional Services	
Acquisition of Enterprise Resource Planning System (ERP)	
Proposed Activities	Estimated SIG Hours
Organization and Request for Proposal (RFP) <ul style="list-style-type: none"> • Assist with the formation of a System Selection Committee <ul style="list-style-type: none"> ○ Facilitate a kickoff meeting with the Selection Committee ○ Review "Thin RFP" process and approach ○ Define roles and responsibilities ○ Establish evaluation groups: Finance, Human Resources, Student/Instructional, Financial Aid, and Technical ○ Develop project schedule • Assist the Selection Committee with the development of a "Thin RFP" and the determination of critical vendor/system selection criteria • Issue the RFP to vendors (3 weeks to respond) • Manage vendors through the Thin RFP process • Assist the Selection Committee with the evaluation of vendors' "Thin RFP" responses • Help identify vendor finalists 	40 – 60
Script preparation <ul style="list-style-type: none"> • Provide sample scripts for product demonstrations • Facilitate the creation/review of comprehensive demonstration scripts with evaluation groups 	40 - 50
Demonstrations <ul style="list-style-type: none"> • Schedule on-site vendor demonstrations (1 week/vendor) • Manage on-site vendor demonstrations (assume two vendors) 	100 - 200
Pricing and selection <ul style="list-style-type: none"> • Solicit pricing proposals from vendor finalists Synthesize the results of vendors' proposed pricing • Assist with the creation of a tentative budget for the system implementation • Assist the Selection Committee with its vendor selection recommendation 	40 - 50
Contracts <ul style="list-style-type: none"> • Assist with final contract negotiations with the selected vendor • Prepare hardware RFP materials (optional) • Approval of contracts with the selected vendor 	20 – 40
Total Estimated Hours:	240 - 400

SIG assumptions and access requirements to be provided by MPC, as applicable:

- Provide a designated, single point of contact for SIG staff to coordinate planning and logistical needs
- Provide secure local and remote access to all required systems, software tools, or applications as required with the most current data available for SIG staff access
- Assist with installation and configuration of necessary hardware and software agreed upon prior to SIG beginning its work
- Provide existing documentation as determined in initial conference calls and during on-site visit
- Provide access to IT staff, key functional users, or other staff as needed in a timely manner throughout the engagement
- Provide timely technical support to the SIG consultant(s) when needed; SIG's ability to perform requires timely support from the MPC staff
- Provide a dedicated meeting room(s) and/or work space with audio-visual equipment as necessary during on-site visits for consulting, one laptop computer as necessary with Microsoft Word®, Excel®, PowerPoint®, and other software necessary to access systems required to perform the work
- Advise SIG of vacations, holidays, hardware maintenance, planned power outages, or other scheduled activities that would impact delivery of services

Monterey Peninsula Community College District Governing Board Agenda

February 24, 2016
Board Meeting Date

New Business Agenda Item No. K

Administrative Services

College Area

Proposal:

That the Governing Board authorize the District to Spend funds Received in 2015-2016 from the Education Protection Account (EPA) in Accordance with Article XIII, Section 36 of the California Constitution.

Background:

Proposition 30, The Schools and Local Public Safety Protection Act of 2012 passed in November 2012. Proposition 30 temporarily raises the sales tax rate for all taxpayers for four years and raises the personal income tax rates for upper-income taxpayers for seven years to provide continuing funding for local school districts and community colleges. The Education Protection Account is created in the General Fund to receive and disburse these temporary tax revenues.

Districts have sole authority to determine how these monies received from EPA are spent, provided the governing board makes these spending determinations in open session of a public meeting of the governing board. Each entity receiving funds must annually on its Internet website an accounting of how much money was received from the EPA and how that money was spent as well as record the EPA expenditures annually on the CCFS-311. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided from the EPA have been properly disbursed and expended as required by law.

Revenue from EPA funds is unrestricted and should be recorded in object code 8630. The Act specifically prohibits the expenditure of EPA funds for administrative salaries and benefits or any other administrative costs.

Budgetary Implications:

The costs for the District's EPA compliance efforts will be covered within existing budget.

Information Only

Resolution: **BE IT RESOLVED**, That the Governing Board approve the spending of 2015-2016 Prop 30 EPA funds to pay for instructional salaries coded with activity code 0100-5900.

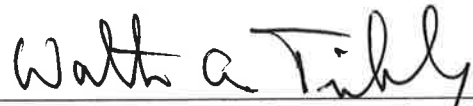
Recommended By: _____


Steven L. Crow, Ed.D., - Vice President for Administrative Services

Prepared By: _____


Rosemary Barrios, Controller

Agenda Approval: _____


Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

February 24, 2016

Board Meeting Date

New Business Agenda Item No. L

Fiscal Services

College Area

Proposal:

That the Governing Board reviews the attached 2016-17 Budget Calendar.

Background:

The Budget Calendar is developed each fiscal year. This timeline may be adjusted to meet the needs of the budgeting process.

Budgetary Implications: None

Information Only: Budget Calendar for the FY 2016-17.

Recommended By:



Steven L. Crow, Ed.,D. - Vice President of Administrative Services

Prepared By:



Rosemary Barrios - Controller

Agenda Approval:



Dr. Walter Tribley - Superintendent/President

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MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT**2016-2017 Budget Development Calendar***

Calendar Dates Approved Budget Committee February 3, 2016

Deadline Date	Event	Responsible Party
January 2016		
January 22	ACCCA/ACBO Governor's Proposed State Budget Workshop	
February 2016		
February 3	State Budget/Budget Calendar reviewed with Budget Advisory Committee	VP of Administrative Services/ Controller
February 23	Budget Calendar presented to College Council	VP of Administrative Services
February 24	Budget Calendar presented to Governing Board	VP of Administrative Services/ Controller
March 2016		
March 2	Budget packets sent out to Vice President's for review and distribution	Budget Analyst/Controller
March 4	Budget packets distributed to budget managers by area Vice President	Area Vice President
March ??	Budget Advisory Committee Update	VP of Administrative Services
March 23	Department budget packets due back to area VP for review	Area Division Chair
April 2016		
April 6	Budget packets due back to Fiscal Services	Area Vice President
April ??	Budget Advisory Committee Update	VP of Administrative Services/ Controller
May 2016		
May	Governor's May Revise due mid-May	VP of Administrative Services
May ??	Budget Advisory Committee Update on May Revise	VP of Administrative Services
May ??	College Council update on May Revise	VP of Administrative Services
June 2016		
June 6	Fiscal Services completes inputs for Tentative Budget draft	Budget Analyst/Controller
June ??	Budget Advisory Committee reviews the Tentative Budget	
June ??	College Council reviews the Tentative Budget	
June 22	Governing Board reviews and approves the Tentative Budget	VP of Administrative Services
June 30	Governor signs 2016-17 State Budget	
July 2016		
July 15	Annual 320 Report submitted to the Chancellor's Office	
July 6-22	Adjustments made to the Tentative Budget	Budget Analyst/Controller

August 2016

August	College Council update on Final Budget	VP of Administrative Services/ Controller
August ??	Budget Advisory Committee update on Final Budget	VP of Administrative Services/ Controller
August ??	College Council reviews the Final Budget	
August 24	Adopted Budget presented to Governing Board for approval	VP of Administrative Services

September 2016

September 15 **State deadline for Final Budget to be approved**
(Agenda Topics to be added to Budget Committee Dates per the Charge of the Committee)

***Dates not mandated are subject to change**

Monterey Peninsula Community College District

Governing Board Agenda

February 24, 2016

President's Office

College Area

New Business Agenda Item No. M

Proposal:

That the Governing Board authorize the Superintendent/President to enter into an agreement with the Community College League of California for consultant services related to revision of District board policies and administrative procedures.

Background:

In May 2012, the District approved a new approach for board policy revision where the policy language provided through the Community College League of California (CCLC) policies and procedure subscription service would be adopted without modification, including the numbering system, except in limited circumstances. The goal of the new approach is to adopt CCLC's policy manual in its entirety, as a replacement for the District's existing and outdated policies. Alignment with the recommended policies developed by CCLC and their legal counsel ensures the District's policies are up-to-date, in compliance with current legal requirements, meet accreditation standards, and are accessible.

An extensive update of board policies is currently underway. The District's administrative procedures, which implement board policy, also need attention and revision. To augment this effort and facilitate greater progress than has been achieved to date in readying policies for college shared governance and Board review processes, additional external expertise is needed. CCLC provides consultant services to assist districts who are undertaking a comprehensive review and revision of policies and procedures. The attached draft agreement outlines proposed technical analysis and writing support that the consultant will provide to administrative staff to revise policies and procedures in their areas. The proposed term of the agreement is from March 1, 2016 through February 28, 2017.

Budgetary Implications:

The fee for these services is \$35,000, including travel expenses incurred by the consultant. This cost would be covered by one-time funds set aside for contingencies in the FY 2015-16 Budget.

Resolution: **BE IT RESOLVED, That** the Superintendent/President be authorized to enter into an agreement with the Community College League of California for consultant services related to revision of District board policies and administrative procedures, not to exceed \$35,000.

Recommended By: Walter Tribley
Dr. Walter Tribley, Superintendent/President

Prepared By: Vicki Nakamura
Vicki Nakamura, Assistant to the President

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

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AGREEMENT BETWEEN
MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
AND
COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

This agreement made and entered into on the **1st day of March 2016** to cover the period of **March 1, 2016 through February 28, 2017**, by and between the Monterey Peninsula Community College District, hereafter referred to as "District," and Community College League of California hereafter referred to as the "League."

WHEREAS, the District is desirous of bringing its board policies and administrative procedures up-to-date with state/federal statutes and regulations as well as the Accrediting Commission for Community and Junior Colleges (ACCJC) New (as of June 2014) accreditation standards, and

WHEREAS, the League is qualified by experience, knowledge, and materials to assist with the coordination and supervision of updating board policies and administrative procedures, and

WHEREAS, 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,

NOW, THEREFORE, the District and the League, for the considerations hereinafter named, agree as follows:

FIRST: The League agrees to perform the professional, technical, and management services hereinafter set forth when and as assigned by the District, and

SECOND: The District agrees to pay the League a fee, together with such other payments and reimbursements as are hereinafter provided.

LEAGUE CONSULTANT'S SERVICES

ARTICLE 1:

The League agrees to assign a League-approved Consultant, Dr. Jane B. Wright, to provide professional services and consultation to assist the District in the revision of its board policies and administrative procedures. The Consultant's services will include, but may not be limited to, the following:

- Presenting a work plan to the District, including a proposed timeline for review of each chapter of board policies and administrative procedures;
- Drafting and/or confirming that the Board Policies are up-to-date with the state/federal statutes and regulations as well as the ACCJC accreditation standards using, as a starting

point, the League's sample 165 board policy templates and the District's current Board Policies;

- Drafting and/or confirming that the Administrative Procedures are up-to-date with the state/federal statutes and regulations as well as the ACCJC accreditation standards using, as a starting point, the League's sample 216 administrative procedure templates and the District's current Administrative Procedures;
- Providing the District designee(s) draft board policies and administrative procedures for review by appropriate groups of employees;
- Finalizing the recommended board policies for review and adoption by the District's Board of Trustees;
- Finalizing the recommended administrative procedures for review through the District process and approval by the Chancellor; and
- Providing the District with the board policies and administrative procedures in an electronic format that can be easily updated and uploaded on the District's website.

The League reserves the right to choose the Consultant and change the Consultant if necessary with the approval of the District. Such approval shall not be unreasonably withheld.

FEE STRUCTURE

ARTICLE 2:

The fee structure for the work conducted under this Agreement shall be not to exceed \$35,000* for the Consultant's work and travel expenses from March 1, 2016 to February 28, 2016, inclusive of a ten percent fee to cover League administrative costs. If the work of the Consultant exceeds 265 hours during the specified contract period, additional hours will be billed to the District at the rate of \$100 an hour for research, creation of documents, or meeting with District personnel (in person or via conference call), and at \$25 an hour for transportation time.

*The fee includes travel expenses incurred by the consultant such as airfare, rental car, meals, gasoline, and airport parking.

The District reserves the right to approve the additional professional costs prior to the expenditure of those costs. If the work extends beyond February 28, 2016, this contact may be extended at the discretion of both the District and the League.

METHOD OF PAYMENT

ARTICLE 3:

Quarterly payments to the League will be made with the approval of the District, upon presentation of the League's invoice. Each invoice shall be documented in such detail and demonstrate such progress on each portion of the work as the District may reasonably deem appropriate, as determined by the District.

INDEMNIFICATION

ARTICLE 4:

To the extent allowed by law, the League must save, keep, bear harmless, and fully indemnify the District and any of its officers or agents from all damages, or claims for damages, costs or expenses in law or equity arising out of any of the League's activities in the performance of the Agreement.

To the extent allowed by law, the District must save, keep, bear harmless, and fully indemnify the League and any of its officers or agents from all damages, or claims for damages, costs or expenses in law or equity arising out of any of the District's activities in the performance of the Agreement.

EMPLOYEE RELATIONSHIP

ARTICLE 5:

The League and Consultant are not employees of the District. It is understood that the Consultant is responsible for his/her actions and that the Consultant is not an employee or servant of the District regardless of the nature or extent of the acts performed by the Consultant. Therefore, since the Consultant has been deemed not to be an employee of the District, the District does not assume liability under the law for any act or performance pursuant to this Agreement.

CANCELLATION

ARTICLE 6:

Either party giving written notice to the other may cancel this Agreement at any time, with or without cause. In the event of such cancellation, the League shall be paid for authorized services. In ascertaining the services actually rendered hereunder up to the date of the termination of this Agreement, consideration shall be given to both completed work and work in process of completion and to complete and incomplete reports and other documents whether delivered to the District or in the possession of the Consultant or League.

OWNERSHIP OF DOCUMENTS OR REPORTS

ARTICLE 7:

Services as represented on documents or reports are to become the property of the District whether the work is completed or not and may be used by them in any fashion they see fit. Notwithstanding the foregoing, however, the League reserves the right to use any documents or data prepared or collected during the course of this work for other purposes as it sees fit, provided, however, that no such use shall allow the District to be identified without the consent of the District.

CONSULTANT PERSONAL SERVICES

ARTICLE 8:

It is agreed that the District is relying on the personal services of the Consultant and upon his/her technical ability and professional integrity. Such reliance is one of the chief considerations for the execution of this Agreement by the District.

It is further understood and agreed that the Consultant shall not assign nor transfer his/her duties under this Agreement, nor shall this Agreement be assignable or transferable by operation of law or otherwise without the written consent of the District.

CONFLICT OF INTEREST

ARTICLE 9:

The Consultant agrees to perform services exclusively for the District under this Agreement, and expressly agrees not to undertake any conflicting duties to others, with or without compensation, which could in any way compromise that responsibility. The Consultant shall not disclose to others any confidential information gained from this relationship without the prior, written permission from the District. Further, the Consultant shall not seek to use his/her position, the information gained thereby, nor any other aspect of the project or his/her relationship with others involved in it, for personal gain or other remuneration or benefit, beyond the compensation provided for herein.

TERM OF AGREEMENT

ARTICLE 10:

This Agreement shall be effective when signed by all parties. Services shall commence upon execution of this Agreement.

This Agreement may be amended but only by an instrument in writing signed by all parties.

By: _____
Monterey Peninsula Community College District

Date: _____

By: _____
Community College League of California

Date:

Monterey Peninsula Community College District

Governing Board Agenda

February 24, 2016

New Business Agenda Item No. N

Academic Affairs
College Area

Proposal:

That the Governing Board approve the Personal Services Contract with Razorwire Design for the Summer 2016 and Fall 2016 Schedule design and branding.

Background:

Monterey Peninsula College currently does not have a Marketing Department, or a professional Graphic Designer to design, brand and format the College Schedules.

The Summer and Fall Schedules need to be published and printed before the end of April to promote student enrollment for Summer 2016 and Fall 2016.


Budgetary Implications: The contract fee for these services is \$10,945.00, which will be covered by the President's Office funds budgeted for advertising.

RESOLUTION: BE IT RESOLVED, that the Governing Board approve the Personal Services Contract with Razorwire Design for the Summer 2016 and Fall 2016 Schedule design and branding in the amount of \$10,945.

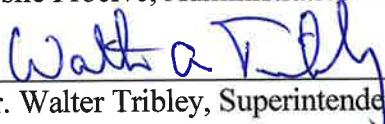
Recommended By:


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 COMMUNITY COLLEGE DISTRICT

INDEPENDENT CONTRACTOR AGREEMENT

(Lecturers, Presenters, Consultants)

This agreement is made and entered into this **24th** day of **February** by and Between **Razorwire Design** "INDEPENDENT CONTRACTOR") and MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT (MPC).

WHEREAS, MPC is authorized by Section 53060 of the California Government Code to contract with and retain independent contractors; and

WHEREAS, MPC finds that the INDEPENDENT CONTRACTOR is specially trained and experienced and competent to perform special services to MPC,

NOW THEREFORE, MPC and INDEPENDENT CONTRACTOR agree as follows:

1. INDEPENDENT CONTRACTOR shall provide the following specific services:

Design / Develop New Schedule System- 2 Concepts presented- Est. time 30 Hours

• 2 Covers, 2 Text Heavy Pages and 2 Schedule pages

Up to 2 rounds of revisions on one concept

Revisions to the new system- Est. time 6 Hours

Layout / Design - Est. time 85 Hours

• Up to 20 Pages for Summer Schedule

• Up to 32 Pages for Fall Schedule

Revisions to both Schedules- Est. time 8 Hours

Final Production Files - Est. time 4 Hours

Stock Photography - Up to 10 Photos (if needed)

2 Printer Recommendations- Printworx and TBD

Pre-press / Production- Artwork produced to printer's specs

Final Production Files sent to Printer

Investment includes meeting time with Administration and all materials needed to complete this project

2. MPC shall pay INDEPENDENT CONTRACTOR for his/her services as follows:

Rate: _____ per hour not to exceed _____ Payment upon receipt of invoices.

OR flat rate of \$10,945.00

3. TERM: The contract services are for the period from **February 26, 2016** through **April 8, 2016**.

4. INDEPENDENT CONTRACTOR shall in the performance of this Agreement be and act as an Independent Contractor providing the necessary tools and equipment.

5. INDEPENDENT CONTRACTOR shall assume all expenses incurred in connection with the performance of this Agreement unless otherwise specified in paragraph 2 above. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of MPC. While engaged in carrying out and complying with any of the terms and conditions of this Agreement, INDEPENDENT CONTRACTOR is not an officer, agent or employee of MPC.

6. Independent Contractor shall indemnify, and hold the College, its officers, employees, or agents harmless from and against any and all liability, loss, or expense, including attorney fees, or claims for injury or damages arising out of the performance of this Agreement. The INDEPENDENT CONTRACTOR at his/her expense, cost, or risk shall also defend any and all actions, suits, or other legal proceedings that may be brought or instituted against the College, its officers, agents thereof on any claim or demand, and pay to satisfy any judgment that may be rendered against the College, but only in proportion to and to the extent that such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from a disregard for this agreement or the negligent or intentional acts or omissions of the Instructor.

7. Upon mutual agreement in writing of the parties hereto, this agreement may be terminated for any reason. INDEPENDENT CONTRACTOR and MPC have executed this Agreement as of this date first written above.

INDEPENDENT CONTRACTOR

Signature

100 Buena Street
Address

Seaside, CA 93955
City, State, Zip Code

549-37-1709
Soc. Sec. Number / Fed Emp. ID Number

MPC COLLEGE DISTRICT, by: Leslie Procive _____
Originator/Area Mgr/Dean

Kiran Kamath
Signature (Area Vice President)

Kiran Kamath
Typed / Printed Name

Signature (Vice President, Administrative Services)

Steve Crow
Typed / Printed Name



R A Z O R W I R E

D E S I G N

Sharp Thinking. Cutting Edge Design.

MONTEREY PENINSULA COLLEGE – 2016 SUMMER & FALL SCHEDULE DESIGN PROPOSAL

Dr. Steve Crow, Vice President of Administrative Services

2-16-16

ph: 831-521-5879

fx: 831-394-5448

lorne@razorwiredesign.com

razorwiredesign.com

Razorwire Design 1100 Buena Street Seaside, CA 93955



Design Process & Timeline

Date: 2-16-16

2016 MPC Summer & Fall Schedules

The process & timeline chart below outlines the milestones and procedures we will follow to complete this project. We follow a 4 phase design process to ensure customer satisfaction and project efficiency. 1. Our process begins with a **Discovery Phase** where we meet and establish clear objectives. 2. Followed by a **Creative Phase** where all visual elements are designed, presented and approved. 3. A **Pre-Press Phase** where approved artwork is prepared for press. 4. And finally, a **Print Phase** where final artwork is sent to the print vendor for production.

Monterey Peninsula College
 Dr. Steve Crow
 Monterey Peninsula College
 980 Fremont Street
 Monterey, CA 93940
 831.646.4034

Razorwire Design's 4 Phase Design Process

1. DISCOVERY PHASE	TIMELINE
Initial Meeting (Project Overview)	Feb 10
Formal Proposal Presented to Monterey Peninsula College (MPC)	Feb 16
Signed Contract, 50% Deposit	Feb 18
Detailed Meeting	TBD
<ul style="list-style-type: none"> • Discuss any details missed in initial meeting, clear understanding of all objectives • Adjust proposal if necessary 	
2. CREATIVE PHASE	
2 new concepts for future class schedules presented (2-Covers, 2-Text Heavy Pages and 2-Schedule Pages)	Feb 26
Client Feedback for concept by	Mar 1
Revisions to new layout system	Mar 1-6
New system finalized and approved by MPC	Mar 7
All content for 2016 Summer & Fall Schedules provided by MPC, received by Razorwire Design	Mar 8
New system applied to both Schedules (Layout/Design)	Mar 8-31
First draft of both Schedules delivered to MPC for review	Apr 1
Client Feedback with edits returned to Razorwire Design	Apr 3
All edits addressed by Razorwire Design	Apr 3-5
Final Layout presented to MPC / Final Artwork approved by MPC	Apr 6
3. PRE-PRESS PHASE	
Production files created to printer specs	Apr 7
4. PRINTING PHASE	
Production files sent to Printer of choice	Apr 8

Generally 8-10 Working Days



**RAZORWIRE
DESIGN**

Project Summary & Total Investment Cost

Date: 2-16-16

Project Summary & Investment Costs

The project summary below outlines all the services you can expect from Razorwire Design to complete your project. We have also provided a breakdown of the fees associated with our services and a total investment cost for the redesign, layout and production of the 2016 MPC Summer and Fall Schedules.

Monterey Peninsula College
Dr. Steve Crow
Monterey Peninsula College
980 Fremont Street
Monterey, CA 93940
831.646.4034

Project Summary

SERVICES	COSTS
Design / Develop New Schedule System- 2 Concepts presented - Est. time 30 Hours (\$95.00/hr) • 2 Covers, 2 Text Heavy Pages and 2 Schedule pages Up to 2 rounds of revisions on one concept	\$2,850.00
Revisions to the new system - Est. time 6 Hours (\$95.00/hr)	\$570.00
Layout / Design - Est. time 85 Hours (\$75.00/hr) • Up to 20 Pages for Summer Schedule • Up to 32 Pages for Fall Schedule	\$6,375.00
Revisions to both Schedules - Est. time 8 Hours (\$75.00/hr)	\$600.00
Final Production Files - Est. time 4 Hours (\$50.00/hr)	\$200.00
Stock Photography - Up to 10 Photos (if needed)	\$350.00
2 Printer Recommendations - Printworx and TBD Pre-press / Production - Artwork produced to printer's specs Final Production Files sent to Printer	
Investment includes meeting time with Administration and all materials needed to complete this project	

Total Investment Cost: **\$10,945.00**



RAZORWIRE
DESIGN

Project Terms and Agreement

Date: 2-16-16

TERMS

This is a general estimate of the forecasted pricing for the new design and production of the 2016 MPC Summer and Fall Schedules as listed on the previous pages and includes all design, production and delivery of production files to client & printer. This contract is to formalize the agreement between Razorwire Design and Monterey Peninsula College (MPC). By signing and dating this document, MPC agrees to work with Razorwire Design and agrees to the estimated pricing provided.

The standard terms for design and production are **50% of project service amount (\$5472.50) prior to start of project. The remaining balance (\$5472.50) will be paid on the deadline date of April 8, 2016 or upon completion of the project - Whichever comes first.** All artwork remains exclusive property of Razorwire Design until final payment is received.

Razorwire Design and MPC must work together to complete the project in a timely manner. We will set aside time specifically for your project and agree to work expeditiously to complete your identity project no later than **April 8, 2016.**

Your cooperation, delivery of requested materials and feedback are essential to meeting the proposed deadline(s). Any delays in the receipt of materials or feedback from the client will delay and or extend the proposed deadline(s).

If MPC does not supply Razorwire Design with feedback (in a timely manner and based on the provided timeline) for the project to be completed by the proposed finish date, the entire amount of the contract becomes due and payable on the proposed deadline date: **April 8, 2016.**

All page comps will be sent as PDFs. Unless otherwise specified by MPC.

Note: This proposal is for the design and production of a logo as stated above and the previous pages. It does not include printing cost, shipping costs, copy writing, additional services or additional time.

Additional revisions not stated in this proposal require additional time and compensation: \$95/hr for additional revisions.

In the event of cancellation of this project, the client will pay for all work completed, expenses incurred and hours expended. The cancellation fee will be based on a \$95/hr rate plus any other expenses incurred. Client will receive all work completed up to the time of cancellation "AS IS."

Note: Any modifications to this agreement must be done so in writing and signed by both parties.

This proposal is good for 30 days from client receipt.

ACCEPTANCE OF RAZORWIRE DESIGN'S PROPOSAL

I have read and accept the proposal as written by Razorwire Design as outlined above. I also understand that all artwork created by Razorwire Design may be used to promote its services and business in all media including: social media, multi-media, print and web.

Date: _____

Dr. Steve Crow, Vice President of Administrative Services This proposal and 50% down payment must be signed and received by Razorwire Design before work begins.

Monterey Peninsula Community College District

Governing Board Agenda

February 24, 2016

New Business Agenda Item No. O

Student Services
Office

Proposal:

That the Governing Board approve "Amendment 02" to the child development services agreement (CSPP-5284) between the California Department of Education and Monterey Peninsula College.

Background:

As a result of "expansion funding for expansion services" contract number CSPP-5284 approved on July 22, 2015 is being amended for the second time to include the following changes:

- The Maximum Reimbursable Amount, is increased from \$469,396.00 to \$502,319.00
- The Maximum Rate per child day of enrollment payable shall be increased from \$34.53 to \$36.85
- The minimum Child Days of Enrollment Requirement shall be increased from 13,594 to 13,631

Budgetary Implications:

Monterey Peninsula Community College District's maximum reimbursement amount is increased to \$502,319.00

RESOLUTION: BE IT RESOLVED, that the Governing Board approve "Amendment 02" to the child development services agreement (CSPP-5284) between the California Department of Education and Monterey Peninsula College.

Recommended By:



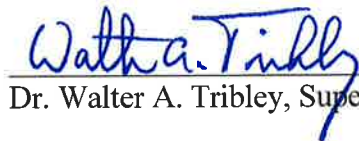
Laurence E. Walker, Interim Vice President of Student Services

Prepared By:



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

Agenda Approval:



Dr. Walter A. Tribble, Superintendent/President



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 15 - 16

Amendment 02

DATE: July 01, 2015

CONTRACT NUMBER: CSPP-5284

PROGRAM TYPE: CALIFORNIA STATE
PRESCHOOL PROGRAM

PROJECT NUMBER: 27-6610-00-5

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES
Budget Act/Rate Increase

CONTRACTOR'S NAME: MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

This agreement with the State of California dated July 01, 2015 designated as number CSPP-5284 and Amendment #01 (15/16 CSPP Expansion/Start-Up) shall be amended in the following particulars but no others:

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$469,396.00 and inserting \$502,319.00 in place thereof.

The Maximum Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be amended by deleting reference to \$34.53 and inserting \$36.85 in place thereof.

SERVICE REQUIREMENTS

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 13,594.0 and inserting 13,631.0 in place thereof.

Minimum Days of Operation (MDO) Requirement shall be 161. (No change)

EXCEPT AS AMENDED HEREIN all terms and conditions of the original agreement shall remain unchanged and in full force and effect.

STATE OF CALIFORNIA		CONTRACTOR				
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE) <i>Laurence Walker</i>				
PRINTED NAME OF PERSON SIGNING Sueshil Chandra, Manager		PRINTED NAME AND TITLE OF PERSON SIGNING <i>Laurence Walker, VP Student Svcs.</i>				
TITLE Contracts, Purchasing and Conference Services		ADDRESS <i>980 Fremont Monterey, CA 93940</i>				
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 32,923	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE		Department of General Services use only		
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 469,396	(OPTIONAL USE) See Attached					
TOTAL AMOUNT ENCUMBERED TO DATE \$ 502,319	ITEM See Attached	CHAPTER	STATUTE			FISCAL YEAR
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702					
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.			
SIGNATURE OF ACCOUNTING OFFICER See Attached		DATE				

CONTRACTOR'S NAME: MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

CONTRACT NUMBER: CSPP-5284

Amendment 02

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ -25,761	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 25,761	(OPTIONAL USE)0656 13609-6610	FC# 93.596	PC# 000321	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 0	ITEM 30.10.020.001 6100-194-0890	CHAPTER B/A	STATUTE 2015	FISCAL YEAR 2015-2016
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ -14,173	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 14,173	(OPTIONAL USE)0656 15136-6610	FC# 93.575	PC# 000324	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 0	ITEM 30.10.020.001 6100-194-0890	CHAPTER B/A	STATUTE 2015	FISCAL YEAR 2015-2016
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 259,647	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 242,672	(OPTIONAL USE)0656 23038-6610			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 502,319	ITEM 30.10.010. 6100-196-0001	CHAPTER B/A	STATUTE 2015	FISCAL YEAR 2015-2016
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ -186,790	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 186,790	(OPTIONAL USE)0656 23254-6610			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 0	ITEM 30.10.020.001 6100-194-0001	CHAPTER B/A	STATUTE 2015	FISCAL YEAR 2015-2016
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590			

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.	T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER	DATE	

Monterey Peninsula Community College District

Governing Board Agenda

February 24, 2016

President's Office

College Area

New Business Agenda Item No. P

Proposal:

That the Governing Board review/adopt Board Policies: 1100 - The Monterey Peninsula Community College District; 1200 - District Mission; 3310 - Records Retention and Destruction; 3440 - Service Animals; 3500 - Campus Safety; 3505 - Emergency Response Plan ; 3515 - Reporting of Crimes; 3520 - Local Law Enforcement; 3530 - Weapons on Campus; 3810 - Claims Against the District; 6100 - Delegation of Authority; 6150 - Designation of Authorized Signatures; 6200 - Budget Preparation; 6210 - General Fund Reserve; 6250 - Budget Management; 6300 - Fiscal Management; 6320 - Investments; 6330 - Purchasing; 6340 - Bids and Contracts; 6400 - Financial Audits; 6450 - Wireless or Cellular Telephone Use; 6500 - Real Property Management; 6520 - Security for District Property; 6540 - Insurance); 6550 - Disposal of District Property; 6600 - Capital Construction; 6700 - Civic Center and Other Facilities Use; 6750 - Parking; 6800 - Safety; 6900 - Bookstore; and 6910 - Housing.

Background:

In May 2012, the District approved a new approach for revision of board policies where the policy language provided through the Community College League of California (CCLC) policies and procedure subscription service would be adopted without change, including the numbering, except in limited circumstances. The goal of the new approach is to adopt CCLC's policy manual in its entirety, as a replacement for the District's existing policies. This approach will ensure the District has the essential policies in place and the deleting of out-of-date or noncompliant policies will be accomplished more efficiently. The acceptance of the CCLC policy language without revision is advised to safeguard the District and avoid the need for review of language modifications by local legal counsel, saving District legal costs.

An extensive update of board policies is currently underway to reflect CCLC policy language and policies will be presented to the Board in a group for review and approval to facilitate the policy update. The attached policies were presented for a first reading at the January Board meeting and the changes to policy language requested by the Board have been incorporated and highlighted. The following policies are recommended for review/adoption:

Board Policy 1100	The Monterey Peninsula Community College District (existing MPC policy 1100 – no text changes, policy for review only)
Board Policy 1200	District Mission (existing MPC policy 1200)
Board Policy 3310	Records Retention and Destruction (existing MPC policy 3310 – no text changes, policy for review only)
Board Policy 3440	Service Animals (no existing MPC policy)
Board Policy 3500	Campus Safety (existing MPC policy 2230)
Board Policy 3505	Emergency Response Plan (existing MPC policy 2245)
Board Policy 3515	Reporting of Crimes (no existing MPC policy)
Board Policy 3520	Local Law Enforcement (no existing MPC policy)

Board Policy 3530	Weapons on Campus (existing MPC policy 2260 – no text changes)
Board Policy 3810	Claims Against the District (existing MPC policy 2180 – no text changes)
Board Policy 6100	Delegation of Authority (existing MPC policy 2100)
Board Policy 6150	Designation of Authorized Signatures (no existing MPC policy)
Board Policy 6200	Budget Preparation (existing MPC policies 2105 and 2106) (<i>REVISED</i>)
Board Policy 6210	General Fund Reserve (existing MPC policy 2106, page 3) (<i>REVISED</i>)
Board Policy 6250	Budget Management (existing MPC policy 2120)
Board Policy 6300	Fiscal Management (existing MPC policies 2110 and 2115)
Board Policy 6320	Investments (existing MPC policy 2125)
Board Policy 6330	Purchasing (existing MPC policy 6330 – no text changes, policy for review only)
Board Policy 6340	Bids and Contracts (existing MPC policy 6340 – no text changes, policy for review only)
Board Policy 6400	Financial Audits (no existing MPC policy)
Board Policy 6450	Wireless or Cellular Telephone Use (existing MPC policy 6450 – no text changes, policy for review only)
Board Policy 6500	Real Property Management (existing MPC policy 2190)
Board Policy 6520	Security for District Property (no existing MPC policy)
Board Policy 6540	Insurance (existing MPC policy 2170)
Board Policy 6550	Disposal of District Property (existing MPC policy 6550 – no text changes, policy for review only)
Board Policy 6600	Capital Construction (existing MPC policy 6600 – no text changes, policy for review only)
Board Policy 6700	Civic Center and Other Facilities Use (existing MPC policy 6700) (<i>REVISED</i>)
Board Policy 6750	Parking (existing MPC policy 2205)
Board Policy 6800	Safety (existing MPC policy 2235)
Board Policy 6900	Bookstore (existing MPC policy 2135) (<i>REVISED</i>)
Board Policy 6910	Housing (no existing MPC policy)

Budgetary Implications:

None.

RESOLUTION: **BE IT RESOLVED,** That Board Policies 1100 - The Monterey Peninsula Community College District; 3310 - Records Retention and Destruction; 6330 - Purchasing; 6340 - Bids and Contracts; 6450 - Wireless or Cellular Telephone Use; 6550 - Disposal of District Property; and 6600 - Capital Construction, be reviewed and accepted; and

BE IT FURTHER RESOLVED, that Board Policies 1200 - District Mission; 3440 - Service Animals; 3500 - Campus Safety; 3505 - Emergency Response Plan; 3515 - Reporting of Crimes; 3520 - Local Law Enforcement; 3530 - Weapons on Campus; 3810 - Claims Against the District; 6100 - Delegation of Authority; 6150 - Designation of Authorized Signatures; 6200 - Budget Preparation; 6210 - General Fund Reserve; 6250 - Budget Management; 6300 - Fiscal Management; 6320 – Investments; 6400 - Financial Audits; 6500 - Real Property Management; 6520 - Security for District Property; 6540 – Insurance; 6700 - Civic Center and Other Facilities Use; 6750 – Parking; 6800 – Safety; 6900 – Bookstore; and 6910 – Housing; be adopted.

Recommended By: Walter A. Tribley
Dr. Walter Tribley, Superintendent/President

Prepared By: Vicki Nakamura
Vicki Nakamura, Assistant to the President

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

c://Board/Board Policies Adoption – February 2016.doc



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 1 The District

1100

BP 1100 The Monterey Peninsula Community College District

The District has been named the Monterey Peninsula Community College District.

The name is the property of the District. No person shall, without the permission of the Board, use this name or the name(s) of any college(s) or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following college(s) and/or education center(s):

- Monterey Peninsula College
- Education Center at Marina
- Public Safety Training Center, including Parker Flats and the Military Operations Urban Training (MOUT) facility

References: Education Code Section 72000(b); Elections Code Section 18304

Adopted: September 26, 2012

Reviewed: [February 24, 2016](#)



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 1 The District

1200

BP 1200 District Mission

The mission of the Monterey Peninsula Community College District is:

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

~~"Monterey Peninsula College is committed to fostering student learning and success by providing excellence in instructional programs, facilities, and services to support the goals of students pursuing transfer, career, basic skills, and life-long learning opportunities. Through these efforts MPC seeks to enhance the intellectual, cultural, and economic vitality of our diverse community."~~

The mission is evaluated and revised on a regular basis.

References: ~~Accreditation Standard~~ IACCJC Accreditation Standard I.A

Adopted: September 26, 2012

Revised and Adopted: February 24, 2016

(Mission Statement Adopted by Governing Board ~~May 24, 2011~~ October 22, 2014)



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 3 General Institution

3310

BP 3310 Records Retention and Destruction

The Vice President for Administrative Services shall establish administrative procedures to assure the retention and destruction of all District records—including electronically stored information as defined by the Federal Rules of Civil Procedure—in compliance with Title 5. Such records shall include, but not be limited to student records, employment records and financial records.

See Administrative Procedure 3310 – Records Retention and Destruction

References: Title 5 Sections 59020, et seq.;
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

Adopted: October 24, 2012

Reviewed: February 24, 2016



GOVERNING BOARD POLICIES

Chapter 3 General Institution

3440

BP 3440 Service Animals

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law.

See Administrative Procedure 3440 – Service Animals

References: The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;

- 28 Code of Federal Regulations Part 35;
- 28 Code of Federal Regulations Part 36;
- 34 Code of Federal Regulations Part 104.44(b)

Adopted:



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 3 General Institution

3500

BP 3500 Campus Safety

The Board is committed to a safe and secure District work and learning environment. To that end, the Superintendent/President shall establish a campus safety plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.

See Administrative Procedure 3500 – Campus Safety

References: Education Code 67380(a)(4)

Formerly Governing Board Policy 2230 – Campus Security

Revised, Renumbered and Adopted: June 1, 1988;

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

C. General Campus Policies

2230 Campus Security

It is the Policy of the Governing Board that a Department of Security is established to provide for the safety of students, College employees and visitors to the campus, and for the security of real and personal property of the District.

The Security Department is not a primary law enforcement agency; rather, it is a security unit assigned the mission of minimizing injury, fear, anxiety, or hazards to life or health, and for protecting District and personal property from vandalism, fire, theft, and other hazards. Security personnel shall be Peace Officers as defined by Section 72230, California Education Code, and Section 830.31, Penal Code and shall not be authorized to carry side arms on District property or at any time while performing their assigned duties.

Specific responsibilities of Security Department personnel will include:

- Providing effective traffic and parking control;
- Prevention of crimes through patrol and building security;
- Providing crowd control at College events as designated by an authorized administrator;
- Providing assistance as authorized by District policies;
- Notifying an authorized administrator of potential or actual emergency conditions or situations;
- Summoning the Monterey Police Department or the Monterey Fire Department when necessary;
- Carrying out the mandates of Government Code Section 54957.9 related to the Disruption of a Public Meeting by a group or groups of persons;
- Carrying out the mandates stipulated in the Memorandum of Understanding between Monterey Peninsula College and the Monterey Police Department;
- Providing other services and assistance as needed.

Reference: Education Code 72230.

Formerly Governing Board Policy 8.8

Revised, Renumbered and Adopted: June 1, 1988.



GOVERNING BOARD POLICIES

BP 3505 Emergency Response Plan

The District shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The Superintendent/President shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures or a plan; and
- Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines
 - Training requirements vary based on job titles or assigned roles within the emergency plan

College personnel must be informed that as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The Superintendent/President should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The District must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive federal or state funding.

See Administrative Procedure 3505 – Emergency Response Plan



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

References: Education Code Sections 32280 et seq. and 71095;
Government Code Sections 3100 and 8607(a);
Homeland Security Act of 2002;
National Fire Protection Association 1600;
Homeland Security Presidential Directive-5;
Executive Order S-2-05;
19 California Code of Regulations Sections 2400-2450;
34 CFR 668.46(g)

Formerly Governing Board Policy 2245 – Disaster Response Plan

Revised, Renumbered and Adopted: June 7, 1989;

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

C. General Campus Policies

2245 Disaster Response Plan

In order to protect lives first, then property and buildings of the College District, the Governing Board directs that a Disaster Response Plan, to be included as Appendix 2245 of the Governing Board Policies Handbook, be prepared by the Administration and approved by the Board. The plan shall include the following as its major purposes:

1. Establish mutual understanding of the authority, responsibility, functions and operations of the College management during major emergencies/disaster;
2. Provide the basis for the conduct and coordination of emergency operations and the management of crucial resources and personnel during major emergencies;
3. Identify, access and coordinate the College's disaster management operations with mutual aid/emergency services from the cities and county;
4. Describe the procedures for setting up an Emergency Shelter at the College for any off-campus disaster, as designated by Monterey County and city officials.

Formerly Governing Board Policy 8.5.

Revised, Renumbered and Approved: June 7, 1989.



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 3 General Institution

3515

BP 3515 Reporting of Crimes

The Superintendent/President shall assure that, as required by law, reports are prepared of all occurrences reported to Campus Security of and arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

See Administrative Procedure 3515 – Reporting of Crimes

References: Education Code Section 67380

Adopted:

GOVERNING BOARD POLICIES

BP 3520 Local Law Enforcement

The District, on behalf of each campus or center, shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.

The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.

The Monterey Peninsula Community College District encourages accurate and prompt reporting of all crimes to campus security and/or the appropriate police agencies. The Superintendent/President shall establish procedures that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

See Administrative Procedure 3520 – Local Law Enforcement

References: Education Code Section 67381;
 34 Code of Federal Regulations Section 668.46(b)(4)

Adopted:



GOVERNING BOARD POLICIES

Chapter 3 General Institution

3530

BP 3530 Weapons on Campus

Firearms or other weapons shall be prohibited on any college or District center or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

See Administrative Procedure 3530 – Weapons on Campus

References: Penal Code Sections 626.9 and 626.10

Formerly Governing Board Policy 2260 – Weapons on Campus

Adopted: December 15, 2009

Renumbered and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

C. General Campus Policies

2260 Weapons on Campus

Firearms or other weapons shall be prohibited on any college or district center or in any facility of the District except for activities conducted under the direction of district officials or as authorized by an official law enforcement agency.

Reference: Penal Code Section 626.09 – 626.10

Adopted: December 15, 2009.



GOVERNING BOARD POLICIES

BP 3810 Claims Against the District

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place for service of claims, lawsuits or other types of legal process upon the District is:

Office of the Vice President for Administrative Services, located in the Administration Building on the Monterey campus.

See Administrative Procedure 3810 – Claims Against the District

References: Education Code Section 72502;
Government Code Sections 900 et seq. and 910

Formerly Governing Board Policy 2180 – Claims Against the District

Adopted: June 24, 2008

Renumbered and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2180 Claims Against the District

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place for service of claims, lawsuits or other types of legal process upon the District is:

Office of the Vice President for Administrative Services, located in the Administration Building on the Monterey campus.

Reference: Education Code Section 72502;
Government Code Sections 900 et seq.; 910
CCLC BP 3810

Adopted: June 24, 2008.

GOVERNING BOARD POLICIES

Chapter 6 Business and Fiscal Affairs

6100

BP 6100 Delegation of Authority

The Governing Board delegates to the Superintendent/President the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit, and accounting of funds; the acquisition of supplies, equipment, and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations and with the California Community Colleges Budget and Accounting Manual.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Governing Board.

The Superintendent/President in consultation with the Vice President, Administrative Services shall make appropriate periodic reports to the Governing Board and shall keep the Governing Board fully advised regarding the financial status of the District.

See Administrative Procedure 6100 – Delegation of Authority

References: Education Code Sections 70902(d), 81655, and 81656

Formerly Governing Board Policy 2100

Adopted: June 1, 1988

Revised, Renumbered, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2100 Fiduciary Responsibilities

The Governing Board has the legal responsibility to insure the District's financial solvency. In discharging this duty the Board hereby adopts the policies in subsection B, following, in order to protect and safeguard the District's assets and resources. The Governing Board designates the Superintendent/President and the Vice President for Administrative Services as the responsible officials to carry out these policies.

Reference: Education Code 72282.

Adopted: June 1, 1988.



GOVERNING BOARD POLICIES

Chapter 6 Business and Fiscal Affairs**6150****BP 6150 Designation of Authorized Signatures**

Authority to sign orders and other transactions on behalf of the Board is delegated to the Superintendent/President and other officers appointed by the Superintendent/President.

The authorized signatures shall be filed with the Monterey County Office of Education.

See Administrative Procedure 6150 – Designation of Authorized Signatures.

References: Education Code Sections 85232-85233

Adopted:

GOVERNING BOARD POLICIES

BP 6200 Budget Preparation

Each year, the Superintendent/President shall present to the Governing Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Governing Board study.

Budget development shall meet the following criteria:

- The annual budget shall be balanced.
- The annual budget shall support the District's institutional planning in accordance with Board Policy 2510 - Shared Planning and Decision Making;
- Assumptions upon which the budget is based are presented to the Governing Board for review;
- A schedule is provided to the Governing Board by March 15 of each year that includes dates for presentation of the tentative budget, required public hearing(s), Governing Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Governing Board regarding the proposed budget or any item in the proposed budget;
- Changes in the assumptions upon which the budget was based shall be reported to the Governing Board in a timely manner.
- Budget projections address long-term goals and commitments.

See Board Policy 6210 – General Fund Reserve

See Administrative Procedure 6200 – Budget Preparation

References: Education Code Section 70902(b)(5);
Title 5 Sections 58300 et seq.;
ACCJC Accreditation Standard III.D

Formerly Governing Board Policies 2105 and 2106

Adopted: June 1, 1988 (BP 2105); May 23, 2000/October 25, 2005 (BP 2106)

Revised, Renumbered, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2105 Budget and Finances

A Budget Calendar shall be developed by February 1st of each year. The tentative budget will be presented to the Governing Board not later than June 15 each year. The administration shall have a copy of the tentative budget delivered to each member of the Board at least two weeks prior to the public meeting in June. A special study session will be scheduled prior to the regular July Board meeting to provide the Governing Board an opportunity to review the budget in detail with the staff.

The administration shall adopt a final budget at a public hearing during the last week in August each year. The Superintendent/President shall have a copy of the final budget delivered to each member of the Board at least two weeks prior to the public hearing.

Each of the budgets named shall contain details of anticipated income and projected expenditures for the coming fiscal year. Each shall also provide sufficient financial information to permit comparison between the current and proposed budgets.

In addition, the detailed budgets shall meet the following criteria:

1. They must be balanced.
2. They shall reflect the best possible allocation of financial resources.
3. They must provide for a reserve for contingencies.
4. They must contain a Board designated General Reserve.

Budget work sessions may be prescribed by the Board at its discretion prior to the adoption of the final budget by August of each year.

The Vice President for Administrative Services is responsible for filing the Tentative and Adopted Budgets, in the prescribed forms and by the established deadlines, with the proper authorities.

Reference: Education Code 85020, et seq.

Adopted: June 1, 1988.

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2106 Budget Standards & Policy

A. Budget Development Actions

To achieve and maintain fiscal stability and to dedicate resources to meet the objectives of strategic planning, Monterey Peninsula Community College District will follow a plan that requires a balanced budget on a year-to-year basis. To achieve each of the standards of the plan, each year the Budget Committee will develop a budget that results in steady and progressive progress in achieving each of the requirements of this Fiscal Plan. While the development of the annual budget occurs through the shared governance process, the Vice President for Administrative Services, serving as the Chief Business Officer, is responsible for submitting a budget to the Superintendent/President that complies with the requirements of this plan.

Budget Development

The annual district budget shall be prepared in conformance with the California Community College Budget and Accounting Manual, and in conformance with provisions of the Education Code. The following standards will be used in development of the annual operating budget:

Operating Budget Standards

Total Salaries and Benefits: Total salary and benefit costs should not exceed 80% of total expenditures. This level is consistent with other California community colleges. Permanent additions to staff levels will be made under one or more of the following conditions:

- (1) Increases in full-time faculty personnel required by increased state funding.
- (2) Additional staff that will result in an increase in FTES revenue.
- (3) Inability to obtain part-time faculty within an academic discipline.
- (4) Workload demands resulting from growth and increased volume of work.
- (5) Enhancements to support services necessary to support development of instructional programs, student retention efforts or increased technology.

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2106 Budget Standards & Policy (continued)

Personnel:

Salary Rates: The Board of Trustees follows a practice of retaining a salary structure that is within the median range of other like agencies. For faculty members, the comparison is made against California community colleges. Classified employees are compared to other community colleges as well as local public agencies. Administrative employees are compared to California community colleges.

Faculty: A Faculty Obligation Number is established by the State of California and is the minimum full-time faculty requirement for the College. The statewide goal for the full-time faculty versus part-time faculty ratio is 75% full time compared to 25% part time.

Classified: Classified employee positions are to be evaluated on a year to year basis to determine where additional employees are needed to support student success, the instructional and service programs, or to enhance the working and learning environment. Support staffing levels are to be considered when evaluating changes to instructional programs.

Administration: Salaries and benefits for administrative employees should be in the range of 5% to 8% of expenditures.

Retirement Incentives: A retirement incentive will be offered only when there are substantial savings available to the College. A retirement incentive is to be an infrequent action.

Maintenance:

An allocation of a minimum of ½ of 1% of the Unrestricted General Fund revenues in excess of permanent staff costs and services agreements will be made each year to preserve and enhance the College's investment in its facilities. These expenditures will be used to address recurring and on-going maintenance needs. In determining work to be performed, the College will refer to the work product of the Educational Master Plan.

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2106 Budget Standards & Policy (continued)

Revenue Standards

State funded growth revenue is actively pursued. Growth revenue is viewed as an essential element in obtaining the resources necessary to meet the Strategic Plan goals of providing and increasing community access to the College's educational services and in bringing high technology into the classroom.

The College will provide contract education services to meet the needs of the community and to maximize non-State funding.

Categorical and grant revenue provided by State and local agencies for specific support purposes is to be pursued by the College when these services are consistent with the objectives of the Strategic Plan.

Funding from the Monterey Peninsula College Foundation will also be sought to assist in providing funding for specific Strategic Plan projects.

Reserve Standards

General Fund Reserve: The target reserve is 10% of the Unrestricted General Fund revenues.

The reserve is to be used for unanticipated changes in expenditures or revenues and to provide some amount of capital that can be used to pursue opportunities.

Other Debt Service Reserve: A reserve of one year's total annual debt payments will be maintained in the Other Debt Service Fund.

Investments: Cash not needed for ongoing operations will be invested with Monterey County or a Local Agency Investment Fund.

Debt and Capital Lease Obligations Standards

Long-term debt and capital lease obligations will not exceed 5% of total unrestricted general fund revenue.

Long-term debt will only be issued to obtain capital equipment or facilities for which State funds are unavailable or insufficient to meet the cost of these projects.

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2106 Budget Standards & Policy (continued)

Prior to financing any project, an assessment will be made to define how that project assists in meeting the goals of the Strategic Plan.

Long-term debt will not be used to pay for operating fund deficits.

Capital lease obligations will only be incurred for capital purchases in excess of \$25,000 and will have a lease term of no longer than five years.

Certificate of Participation issues will not exceed 10 years.

Accounting, Auditing, and Financial Reporting Standards

Independent audits will be performed each year as required by law.

Annual financial reports will be produced in accordance with Generally Accepted Accounting Principles (GAAP), as defined by the Governmental Accounting Standards Board and the California Community College's Budget and Accounting Manual.

An internal control structure will be in place to ensure reasonable accuracy of accounting information, to safeguard assets from loss and to ensure operating policies and procedures are being followed.

Capital Budget Standards

A five-year Capital Construction Plan will be prepared each year. The Plan will be developed based on facility needs identified in the Educational Master Plan.

Each year the College will allocate a minimum of \$25,000 to the Capital Projects funds to obtain the service of professionals to develop Initial Project Proposals, Financial Project Proposals, and other documentation necessary to submit funding requests for capital projects.

A construction management firm will be used as a project manager whenever total cost of a project exceeds \$750,000 at the College.

Every ten years a Facility Master plan will be revised.

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2106 Budget Standards & Policy (continued)

Review of Standards

Each year the Board of Trustees will review the budget standards to determine the appropriateness of application of the standards. If the financial situation warrants a deviation from the parameters established in the budget policies, the Superintendent/President will seek authorization from the Board of Trustees to waive certain provisions of this policy for any specific fiscal year.

B. Budgeting Monitoring Actions

The approved annual budget will be monitored to ensure actual performance is consistent with the budget and that corrective action will occur as necessary.

Monitor and Enhance Revenue Management

An enrollment management team will monitor the status of FTES throughout the course of the year to ensure that target FTES level is achieved. Corrective action will be taken as needed to respond to changing enrollment trends. In developing course offerings, the following guidelines will be considered:

- (1) Credit courses will be offered in favor of non-credit courses so that the higher funding rate per FTES may be achieved.
- (2) Traditional in-district curriculum credit courses and contract instruction will be offered to the extent possible to achieve the maximum available state revenues.
- (3) Contract education courses will be offered to enhance revenues and augment services provided to the community.

In addition to monitoring FTE levels, locally generated revenues such as interest income, non-resident tuition and other miscellaneous sources of funds, will be monitored to determine the accuracy of total revenues.

Monitor District Expenditures and Seek Opportunities to Reduce Expenditures

Spending authorization is granted by the Board of Trustees through adoption of the Final Budget. Prior to authorization of expenditures,

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2106 Budget Standards & Policy (continued)

budgeted amounts will be reviewed to verify that expenditures do not exceed the spending authorization granted by the Board of Trustees. At times, it will be necessary for expenses to exceed budget levels to maintain the operations of the college. When this occurs, other expenditure allocations will be reviewed college wide to determine if any accounts have excess funds available. On a monthly basis, budget adjustments will be made to transfer funds among various programs and accounts to ensure that overall expenditures do not exceed the total budgeted expenditures.

Adopted: May 23, 2000

Revised and adopted: October 25, 2005.



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 6 Business and Fiscal Affairs

6210

BP 6210 General Fund Reserve

The District shall maintain a general fund budgeted reserve of 10% of unrestricted fund adopted budgeted expenditures to provide for economic uncertainties. Expenditures from this reserve require the approval of the Governing Board. ~~The policy shall be reviewed annually.~~

See Administrative Procedure 6210 – General Fund Reserve

References: Title 5 Sections 58307-58308

Formerly Governing Board Policy 2106

Adopted: May 23, 2000

Revised, Renumbered, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2106 Budget Standards & Policy (continued)

Revenue Standards

State funded growth revenue is actively pursued. Growth revenue is viewed as an essential element in obtaining the resources necessary to meet the Strategic Plan goals of providing and increasing community access to the College's educational services and in bringing high technology into the classroom.

The College will provide contract education services to meet the needs of the community and to maximize non-State funding.

Categorical and grant revenue provided by State and local agencies for specific support purposes is to be pursued by the College when these services are consistent with the objectives of the Strategic Plan.

Funding from the Monterey Peninsula College Foundation will also be sought to assist in providing funding for specific Strategic Plan projects.

Reserve Standards

General Fund Reserve: The target reserve is 10% of the Unrestricted General Fund revenues.

The reserve is to be used for unanticipated changes in expenditures or revenues and to provide some amount of capital that can be used to pursue opportunities.

Other Debt Service Reserve: A reserve of one year's total annual debt payments will be maintained in the Other Debt Service Fund.

Investments: Cash not needed for ongoing operations will be invested with Monterey County or a Local Agency Investment Fund.

Debt and Capital Lease Obligations Standards

Long-term debt and capital lease obligations will not exceed 5% of total unrestricted general fund revenue.

Long-term debt will only be issued to obtain capital equipment or facilities for which State funds are unavailable or insufficient to meet the cost of these projects.



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 6 Business and Fiscal Affairs

6250

BP 6250 Budget Management

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget & Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

Governing Board approval is required for changes between major expenditure classifications as defined in Administrative Procedure 6250. Transfers from the Governing Board reserve or unallocated funds beyond that reserve to any expenditure classification must be approved by a two-thirds vote of the members of the Governing Board.

Transfers between expenditure classifications must be approved by a majority vote of the members of the Governing Board.

See Administrative Procedure 6250 – Budget Management

Reference: Title 5, Sections 58307 and 58308

Formerly Governing Board Policy 2120

Adopted: June 1, 1988

Revised, Renumbered, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2120 Budget Transfers

The adopted budget of the District is a financial plan subject to adjustments during the fiscal year. Such adjustments may be caused by changes in enrollments, programs, and/or the cost of goods and services. Recognizing this need for flexibility, the Governing Board authorizes the Superintendent/President to approve budget transfers between major account classifications, including reserve for contingencies, where such transfers do not increase the District's total fiscal year budget. A list of all transfers made during a month will be presented to the Board for ratification at their next monthly public meeting.

Budget transfers from the Board-designated General Reserve must have prior Board approval except in the event of an emergency.

Reference: Education Code 85200.

Adopted: June 1, 1988.



GOVERNING BOARD POLICIES

BP 6300 Fiscal Management

The Superintendent/President shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5, Section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Governing Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The maintenance of adequate management information systems that provide timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The books and records of the College District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Governing Board shall be presented with a quarterly report showing the financial and budgetary conditions of the College District.

As required by the California Community Colleges Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

See Administrative Procedure 6300 – Fiscal Management

References: Education Code Section 84040(c);
Title 5, Section 58311;
ACCJC Accreditation Standard III.D

Formerly Board Policies 2110 and 2115

Adopted: June 1, 1988

Revised, Renumbered, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2110 Accounting Systems

The Vice President for Administrative Services is responsible for maintaining a system of accounts, which will allow an accurate presentation, and lend itself to periodic analysis, of all funds or monies entrusted to the control or supervision of the Governing Board. The system of accounts will be maintained in accordance with the guidelines prescribed in the California Community Colleges Budget and Accounting Manual, and shall be subject to audit pursuant to section 84040 of the Education Code.

The Vice President for Administrative Services is responsible for developing and implementing fiscal procedures and internal accounting controls designed to ensure ongoing fiscal stability of the District.

The Vice President for Administrative Services shall periodically evaluate management and internal methods and systems designed to safeguard funds and property of the District, and to verify the authenticity of required financial and budget reports. This internal auditing function shall receive the cooperation of all administrators. All administrators share in the responsibility of recommending areas for review and for implementing suggested revisions.

Reference: Education Code 71073, 71080, 84030, 84031, 84040.
California Code of Regulations, Title 5, 59010.

Formerly Governing Board Policy 7.2.

Revised, Renumbered and Adopted: June 1, 1988.

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2115 Financial Reports

Financial statements and supplemental information depicting the financial condition of the District shall be prepared monthly and included in the Consent section of the Governing Board agenda.

A quarterly financial status report shall be presented to the Board at the first public meeting of the Board following the end of a particular quarter. This report shall be presented in the form prescribed by the California Community Colleges Board of Governors. The Vice President for Administrative Services is responsible for filing this report with the proper authorities within five working days of the Board meeting in which the report is presented.

Reference: Education Code 72413(g), 84043.

Adopted: June 1, 1988.



BP 6320 Investments

The Superintendent/President is responsible for ensuring that the funds of the District are invested that are not required for the immediate needs of the District. Investments shall be in accordance with law, including California Government Code Sections 53600 et seq.

This investment policy applies to all financial assets held by the District except those, if any, that are specifically exempted by statute or local policy. This policy applies to all transactions involving the financial assets and related activity of all funds of the District.

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance.
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.
- Transactions should be avoided that might impair public confidence.

Management responsibility for the District's investment plan is hereby delegated to the Superintendent/President, who may delegate to the Vice President, Administrative Services, the authority to establish written procedures for the operation of the investment plan consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the investment plan established by the Superintendent/President or designee.

The Superintendent/President shall periodically update the Governing Board on the status of the District's investments.

See Administrative Procedure 6320 – Investments

References: Government Code Sections 53600 et seq.

Formerly Governing Board Policy 2125

Adopted: June 1, 1988.

Revised, Renumbered, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2125 Investment of Surplus Funds

To ensure the maximum possible interest yield on funds under the custody of the Governing Board, such funds will be evaluated regularly to determine amounts in excess of working capital requirements, and will be invested in a manner, which will earn the maximum amount with the minimum of risk. Funds required by law to be deposited with the Monterey County Office of Education shall be deposited within one week.

The Vice President for Administrative Services is authorized to invest excess funds not deposited with the Monterey County Office of Education, such as scholarship, bookstore, associated students, loans, and gifts funds, with local financial institutions.

Reference: Education Code 76063, 84050.
Government Code 53600, 53601.

Adopted: June 1, 1988.



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 6 Business and Fiscal Affairs

6330

BP 6330 Purchasing

The Superintendent/President or designee is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Public Contract Code Section 20651 as amended from time to time.

All such transactions shall be reviewed by the Board every 60 days.

See Administrative Procedure 6330 – Purchasing

References: Education Code Section 81656;
Public Contract Code Sections 20650 and 20651

Formerly Governing Board Policy 2130

Adopted: Adopted: June 1, 1988

Revised and Adopted: August 23, 2011

Revised, Renumbered and Adopted: December 12, 2012

Reviewed: February 24, 2016



GOVERNING BOARD POLICIES

BP 6340 Bids and Contracts

The Board delegates to the Superintendent/President or Vice President for Administrative Services the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contract Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

If the Superintendent/President or Vice President for Administrative Services concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contract Code Section 20652, the Superintendent/President or Vice President for Administrative Services is authorized to proceed with a contract.

See Administrative Procedure 6340 – Bids and Contracts

References: Education Code Sections 81641 et seq.;
Public Contract Code Sections 20650 et seq;
Government Code Section 53060;
ACCJC Accreditation Standard III.D.16

Formerly Governing Board Policy 2132

Adopted: August 23, 2011

Revised, Renumbered, and Adopted: December 12, 2012

Reviewed: February 24, 2016



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 6 Business and Fiscal Affairs

6400

BP 6400 Financial Audits

There shall be an annual outside audit of all funds, books and accounts of the District in accordance with the regulations of Title 5. The Superintendent/President shall assure that an annual outside audit is completed. The Superintendent/President shall recommend a certified public accountancy firm to the Board with which to contract for the annual audit.

See Administrative Procedure 6400 – Financial Audits.

References: Education Code Section 84040(b)
ACCJC Accreditation Standard III.D.7

Adopted:



BP 6450 Wireless or Cellular Telephone Use

The Superintendent/President shall determine if it is in the best interests of the District to provide a cellular or wireless phone at District expense.

Cellular telephones provided by the District for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee's gross income.

The value of a cellular telephone provided by the District primarily for non-compensatory business purposes is excludable from an employee's income. Record keeping of business and personal use of District-issued cellular telephones shall not generally be required when the telephones are issued for non-compensatory business reasons.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device and shall comply with all requirements of California law regarding the use of wireless or cellular telephones in vehicles.

There shall be no expectation of privacy in the use of a District-issued cellular telephone.

See Administrative Procedure 6450 – Wireless or Cellular Telephone Use.

References: Vehicle Code Sections 12810.3, 23123, and 23124;
Internal Revenue Code (I.R.C.) Sections 274(d)(4) and 280F(d)(4)

Adopted: December 12, 2012

Reviewed: February 24, 2015



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 6 Business and Fiscal Affairs

6500

BP 6500 Real Property Management

The Superintendent/President is delegated the authority to act as the Board's negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the lease, sale, use or exchange of real property by the District shall be enforceable until acted on by the Board itself.

The Superintendent/President shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the sale, lease, use or exchange of real property by the District.

See Administrative Procedure 6500 – Property Management.

References: Education Code Sections 81300, et seq.

Formerly Governing Board Policy 2190 – Real Property Management

Adopted: December 14, 2010

Revised, Renumbered, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2190 Real Property Management

The Superintendent/President or designee is delegated the authority to act as the Board's negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the lease, sale, use or exchange of real property by the District shall be enforceable until the Board of Trustees acts on the transaction.

The Superintendent/President or designee shall establish such procedures as he/she deems necessary to assure compliance with all applicable laws relating to the sale, lease, use or exchange of real property by the District.

Reference: Government Code Sections 81300, et seq.; CCLC BP 6500.

Adopted: December 14, 2010.

See Administrative Procedure 2190



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 6 Business and Fiscal Affairs

6520

BP 6520 Security for District Property

The Superintendent/President shall establish procedures necessary to manage, control and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

See Administrative Procedure 6520 – Security for District Property.

References: Education Code Section 81600, et seq.
ACCJC Accreditation Standard III.B.1

Adopted:

GOVERNING BOARD POLICIES

BP 6540 Insurance

The Superintendent/President shall be responsible to secure insurance for the District as required by law, which shall include but is not limited to the liabilities described in Education Code Section 72506 as follows:

- Liability for damages for death, injury to persons, or damage or loss of property;
- Personal liability of the members of the Board and the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer or employee when acting within the scope of his or her office or employment. The Superintendent/President may authorize coverage for persons who perform volunteer services for the District.
- Worker's compensation insurance.

Insurance also shall include fire insurance and insurance against other perils.

The District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes described in this policy.

See Administrative Procedure 6540 – Insurance.

References: Education Code Section 70902, 72502, 72506, 81601, et seq.

Formerly Governing Board Policy 2170 – Risk Management

Adopted: June 1, 1988

Revised, Renumbered, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2170 Risk Management

The Governing Board recognizes its responsibility to protect the District's human and physical resources and to this end it hereby establishes policy to identify risks; avoid risks without compromising educational activities; and transfer such risks when feasible through appropriate agreements, purchase of insurance, or establishing self-insurance reserves.

The Board reserves the right to participate in self insurance programs either on its own or by becoming a member of a Joint Powers Agency; or by purchasing the necessary coverage from reputable insurance carriers. This right will be exercised on an individual basis and by individual resolution for each type of coverage acquired. The Superintendent/President or designee shall represent and act on behalf of the Board in that resolution.

The Board directs the administration to provide for insurance coverages mandated by law and collective bargaining agreements, and such other coverages as may be necessary to meet District needs. All insurance coverages shall be reviewed and approved annually by the Board.

Reference: Education Code 72506, 76470, 81600 through 81605, 81953, 81954.

Adopted: June 1, 1988.



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 6 Business and Fiscal Affairs

6550

BP 6550 Disposal of District Property

The Superintendent/President is delegated authority by the Board to declare as surplus such personal property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

See Administrative Procedure 6550 – Disposal of District Property.

References: Education Code Section 70902(b), 81360 et seq., and 81450 et seq.

Formerly Governing Board Policy 2165 – Disposal of College Property

Adopted: June 1, 1988

Revised, Renumbered, and Adopted: October 24, 2012

Reviewed: February 24, 2016



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 6 Business and Fiscal Affairs

6600

BP 6600 Capital Construction

The Superintendent/President is responsible for planning and administrative management of the District's capital outlay and construction program.

District construction projects shall be supervised by the Superintendent/President or designee. The Vice President for Administrative Services shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work. The Vice President for Administrative Services shall assure compliance with laws related to use of state funds to acquire and convert existing buildings.

The Board shall approve and submit to the Board of Governors a five year capital construction plan as required by law. The Superintendent/President shall annually update the plan and present it to the Board for approval. The plan shall address, but is not limited to, the criteria contained in law.

See Administrative Procedure 6600 – Capital Construction.

References: Education Code Section 81005, 81820
Title 5, Sections 57150, et seq.

Formerly Governing Board Policy 2198 – Capital Construction

Adopted: May 24, 2011

Revised, Renumbered, and Adopted: October 24, 2012

Reviewed: February 24, 2016



GOVERNING BOARD POLICIES

BP 6700 Civic Center and Other Facilities Use

There is a Civic Center at Monterey Peninsula College. The District facilities designated for Civic Center use Civic Centers are the Lecture Forum, Gymnasium, Athletic Fields, Stadium, Swimming Pool, Tennis Courts and Sam Karas Room. Use of the Civic Centers shall be granted as provided by law. The Superintendent/President shall establish procedures regarding the use of District property and facilities, including property designated by the District as a Civic Center, by community groups, outside contractors, and others.

The administrative procedure shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The procedures shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities (school sponsored) which support or benefit the District's students. These types of programs and activities require flexibility in scheduling, therefore, regular recurring public use of District facilities is not permitted. Occasional public use of District facilities may be acceptable.

No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, sex (i.e., gender), gender identity, gender expression, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with or more of these actual or perceived characteristics, or on any basis prohibited by law.

Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside" (Education Code Section 82537(a)). In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

See Administrative Procedure 6700 – Civic Center and Other Facilities Use.

References: Education Code Section 82537 and 82542.

Formerly Governing Board Policy 2160 – Community Use of Facilities

Adopted: June 1, 1988

Revised, Renumbered, and Adopted: October 24, 2012

Revised and Adopted:



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 6 Business and Fiscal Affairs

6750

BP 6750 Parking

The Superintendent/President shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

Parking fees will be established in accordance with these board policies. (See Board Policy 5030 -- Fees.)

See Administrative Procedure 6750 -- Parking.

References: Education Code Section 81005, 81820, Title 5, Section 57150, et seq.

Formerly Governing Board Policy 2205 -- Campus Traffic and Parking Policy

Adopted: June 1, 1988

Revised, Renumbered, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

C. General Campus Policies

2205 Campus Traffic and Parking Policy

In order to ensure the health and safety of faculty, students, staff and visitors to Monterey Peninsula College, the Governing Board has authorized the development of appropriate campus traffic regulations. These regulations are included as Appendix 2205 of the Governing Board Policies Handbook.

Reference: California Vehicle Code, 21113.

Formerly Governing Board Regulation 8.2.

Revised and Adopted: June 1, 1988.



GOVERNING BOARD POLICIES

BP 6800 Safety

The Superintendent/President shall establish administrative procedures to ensure the safety of employees and students on District sites, including the following:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.
- Establishment of an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.
- Prohibition of the use of tobacco in all public buildings. (see Board Policy 3570 – Smoking on Campus)

See Administrative Procedure 6800 -- Safety.

References: 49 Code of Federal Regulations, Parts 40 and 655
Title 8, Section 3203;
29 Code of Federal Regulations, 1910.101, et seq.;
Health and Safety Code Section 104420.

Formerly Board Policy 2235 – Health and Safety

Adopted: June 1, 1988

Revised, Renumbered, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

C. General Campus Policies

2235 Health and Safety

The protection of students, staff, and the public while participating in a College related activity is of primary concern to the Governing Board. In order to provide a safe and healthful educational and working environment, the administration of the District shall support a safety program, which will actively seek to identify and reduce hazards.

The Vice President of Administrative Services is appointed the District's Safety Officer. It shall be his/her primary responsibility to provide leadership in developing and implementing a safety program for the College.

A Health and Safety Committee, composed of representatives from the faculty, the classified staff, management, students and the Safety Officer, shall be established to review safety procedures, to facilitate feedback on unsafe conditions, and to suggest improvements throughout the campus.

Reference: 8 California Code of Regulations 330 et. seq.; 340 et. seq.
Education Code 32040 et. seq., 81134.
Labor Code 6305.

Adopted: June 1, 1988.



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 6 Business and Fiscal Affairs

6900

BP 6900 Bookstore

College bookstore shall be established and operated by “a qualified vendor”.

College bookstore shall comply with the requirements of the Reader Privacy Act.

Contracts for outside vendors to operate bookstores shall be awarded by competitive bid, submitted to the Board for approval, and awarded in the best interests of the students.

~~Student organizations shall be encouraged to submit bids and given preference [if they meet all other bid criteria].~~

See Administrative Procedure 6900 -- Bookstore.

References: Education Code Section 81676;
Civil Code Section 1798.90

Formerly Governing Board Policy 2135 – Bookstore Operations

Adopted: June 1, 1988

Revised, Renumbered, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2135 Bookstore Operations

The Monterey Peninsula College Bookstore is established to facilitate the sale of textbooks, school supplies, related supplies and services, and other items to meet student needs.

The disposition and accounting of revenues and expenditures of this operation shall be as prescribed by the California Community Colleges Budget and Accounting Manual. Funds derived from this operation shall be subject to audit pursuant to section 84040 of the Education Code.

Reference: Education Code 81676.

Adopted: June 1, 1988.



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 6 Business and Fiscal Affairs

6910

BP 6910 Housing

The Superintendent/President is delegated the authority to enter into agreements with nonprofit entities to finance the cost of constructing student, faculty, and staff housing near the campuses of the District.

References: Education Code Sections 94100 et seq.

Adopted:

Monterey Peninsula Community College District

Governing Board Agenda

February 24, 2016

New Business Agenda Item No. Q

Superintendent/President
Office

Proposal:

That the Governing Board considers endorsing three Monterey County educational programs as candidates for the 2016 Monterey County School Boards Association (MCSBA) Excellence in Education Award.

Background:

On April 14, 2016, the Monterey County School Boards Association (MCSBA) will present the 2016 Excellence in Education Award to a Monterey County educational program. The MCSBA requested that school districts within Monterey County determine their top three endorsements for this award from the list of 2016 Nominees for Award Consideration (Attachment A).

To be eligible to receive the MCSBA Excellence in Education Award, an agency, institution, organization, or collaborative entity must meet the following criteria:

- The opportunity is available and accessible to students Countywide.
- The impact on students' quality of life is transformative and significant.
- It highlights an unmet, countywide student need.
- It demonstrates a commitment to exceeding expectations in pursuit of addressing the challenge.

The MCSBA Executive Council will review the top selections from each participating district and determine the final recipient for the 2016 Excellence in Education Award on February 25, 2016. The award will be presented at the MCSBA Annual Organizational Meeting and Dinner on Wednesday, April 14 at California State University, Monterey Bay.

Budgetary Implications:

No direct budgetary impact is anticipated.

RESOLUTION: BE IT RESOLVED, that the Governing Board endorses _____, _____, _____ as candidates for the 2016 Monterey County School Boards Association (MCSBA) Excellence in Education Award.

Recommended By:

Walt a Tribly
Dr. Walter Tribley, Superintendent/President

Prepared By:

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

Agenda Approval:

Walt a Tribly
Dr. Walter Tribley, Superintendent/President

MONTEREY COUNTY SCHOOL BOARDS ASSOCIATION
2016 "EXCELLENCE IN EDUCATION" AWARD

CRITERIA

- Available and accessible to students countywide
- Transformative and significant impact on students' quality of life
- Highlights unmet countywide student need
- Exceeds expectations

NOMINEES FOR AWARD CONSIDERATION:

Boys and Girls Club of Monterey County – With a mission to inspire and empower youth of Monterey County to realize their full potential to become responsible, healthy, productive, and successful citizens, the Boys and Girls Club is open to all youth, ages 6-18. Through its two facilities in Monterey County, the Boys and Girls Club provides a safe and positive environment to close to 5,000 youth participants. The Boys and Girls Club serve over 225,000 free meals every year and engages with over 20 community partners and 400 volunteers to help provide programs and activities. Each day at the Boys and Girls Club caring and skilled club staff and volunteers engage hundreds of children and teens in a wide range of age appropriate activities and services designed to help them obtain positive outcomes related to character building, health and academic success.

- Students throughout Monterey County are served through Seaside and Salinas Clubhouses and an extension site in So. County.
- Students engage in a wide variety of programs and activities beneficial to their well-being and academic growth
- Children receive sustenance, encouragement, opportunity
- Exceeds expectations

Carmel Ideas Foundation - Pebble Beach Authors and Ideas Festival: Student Literary Days and Festival to Schools

Festival to Schools program brings various outstanding topics and presenters into Monterey County schools for large group assemblies throughout the school year. The topics and presenters are renowned in their area of expertise. Additionally, all middle school and high schools in Monterey County are invited to attend the Student Days (Thursday and Friday) of the annual Pebble Beach Authors and Ideas Festival in September. Approx. 1000 students attend each day.

- All middle and high schools in Monterey County are invited to attend student days
- Presenters renowned in their expertise present to students
- Authors and Presenters travel to schools throughout the county who cannot participate in the student days
- Exceeds expectations of students, teachers, staff who look forward to the opportunity each year

First Tee of Monterey County - In November of 2004, The First Tee of Monterey County took over the management of the Twin Creeks Golf Course in Salinas and began conducting golf and life skills programs for youth ages 4-17. The First Tee of Monterey County members participate in weekly golf and Life Skills classes taught by recognized The First Tee Coaches and PGA Apprentices; receive \$1 greens fees and large buckets of balls, free use of golf equipment and computers, friendly and competitive tournaments, scholarship opportunities, and national leadership and career exploration academies. Programs include a Health Habits program for healthy eating and exercising, a Computer Clubhouse for after school learning, College to Career resources, and opportunities to become a junior coach.

- Outreach efforts to minorities, low-income youth, student with disabilities, at-risk youth, and girls who were previously denied access to the game and its positive values.
- Provides life skills
- Exceeds expectations

Girls Health in Girls Hands (GHGH) - An initiative of the Community Foundation for Monterey County's Women's Fund, this organization gives girls in Monterey County a voice in shaping their future and an agenda for change. The Women's Fund created GHGH in 2009 as a girl-led action research project to identify health information, support and services needed by pre-teen and teen girls in Monterey County. The youth developed and presented their action plan recommendations to key decision-makers countywide. GHGH is now a multi-year, multi-agency collaborative which has served 1,500 girls. Through GHGH, hundreds of girls throughout Monterey County have access to more comprehensive and integrated health information, develop powerful leadership skills, and help influence positive changes at their schools and in their communities. More than 600 girls participating in partner agency leadership programs, 22 sites enhancing girl programming across the County and GHGH summits bring girls together for advocacy, capacity building and collaboration

- Girls range from pre-teen to teenage with participation throughout Monterey County.
- Empowers girls with support services, positive influences, and leadership building.
- Exceeds expectations by involving girls on an actively engaged level.

Harmony at Home – With a mission “To end the cycles of violence and abuse by empowering children and young adults with the knowledge, skills, and confidence to lead healthy and productive lives,” Harmony at Home has served over 10,000 children and families since 2004. Programs includes Sticks & Stones, a school based counseling program, now in 42 schools, for children exposed to violence; Teen Programs offering year-round support and camps for boys and girls to make positive choices; Teen Success Inc which is group support for teen parents to help as first teachers to their children and move forward in their career planning; and Olweus Bullying Prevention Program is a school and communitywide bullying program currently in four elementary schools in SCESD.

- Schools throughout Monterey County participate in counseling program and camps that provide support
- Students learn to move forward and plan for their futures
- Exceeds expectations with support for teen parents and counseling programs for children exposed to violence

National Steinbeck Center: Steinbeck Young Authors Program and various education and performing arts programs that include: El Dia De Los Muertos and La Posada; as well as the Education Award presented at annual Valley of the World Awards

The Steinbeck Young Authors program motivates students to discover their power of expressing themselves with the written word. Over 4,500 students participate in discovering the works of John Steinbeck in their schools. Steinbeck Young Authors teachers select two students to attend a special Day of Writing at the National Steinbeck Center, where they write an essay combining their personal life experiences and their studies of a John Steinbeck novel. They are paired with a volunteer writing ‘coach’, a community member who reviews their work with them. After the session with their coaches, students have an opportunity to edit their essays and turn them in for a final review. A panel of experts judge the students’ works over a two-week period. All “Day of Writing” participants are invited to celebrate their accomplishments and award recipients are acknowledged at an award ceremony held at the World Theatre on the campus of CSMUB. Additionally the National Steinbeck Center hosts various programs and events that highlight student’s art displays and performing arts groups.

- Schools throughout Monterey County participate
- Students work with coaches, one to one, to improve their writing skills
- Community volunteer coaches work with students who might not otherwise have this guidance
- Exceeds expectations and students are recognized for their work

SPCA’s Take the Lead Program - Take the Lead, a unique program offered by the SPCA for Monterey County that matches at-risk teenagers with untrained shelter dogs. More than 700 students have completed Take the Lead since 2008, when the program was founded. Participants are sought through the Monterey Youth Probation Center, Salinas Community School, Monterey Children's Behavioral Health, Peacock Acres (foster services), and Juvenile Hall. Youth learn to care for, train, and build relationships with their dogs.

- At-Risk teenagers are eligible to participate
- Students learn compassion
- Exceeds expectations

Sunrise House – Sunrise House exists for the purpose of reducing the use of drugs/alcohol by youth. The program promotes family unity and education concerning drug abuse in cooperation with schools and other agencies. In addition, they provide anti-gang and drug/alcohol counselors at each of the Salinas High Schools as well as a Prevention Youth Council that help their peers with information. Services also include support for teenage survivors of sexual abuse, programs for controlling anger and a teen clothes closet, providing appropriate clothing.

- Available to students through Monterey County.
- Provides youth counseling and prevention programs
- Exceeds expectations with a variety of services and programs

Sunset Cultural Center – Classroom Connections – The Sunset Center produces an arts-in-education program called Classroom Connections which brings artists and performers to schools. This unique and comprehensive program engages youth in a series of workshops and performances designed to foster imagination, confidence, and a sense of possibility. Since 2008, they have worked with close to 8,000 students. Sunset teachers visit participating classrooms to prepare students for artist visit and present a lesson of activities, then nationally touring artists visit the classroom to work with students. Next, students see a performance at the Sunset Center and finally the Sunset Center teacher returns to the classroom to lead a post-performance discussion.

- Students range from kindergarten to high school and special needs to at-risk throughout Monterey County.
- Empowers children by breaking down the process of creating an artistic product step-by-step with artists.
- Exceeds expectations by involving students at an actively engaged level.

Yosal – Youth Orchestra Salinas – Launched in 2010, YOSAL is a community program offering music lessons and concerts at no charge to as many as 200 kids from low-income families. The program reaches underserved children ages 5 to 13, especially those exposed to poverty and violence. YOSAL stands out as a unique, quality program, with highly qualified instructors. It impacts hundreds of children, helping them develop critical skills. YOSAL has brought together many partners and has worked to engage parents as well.

- Students in Monterey County are served
- Students benefit from music lessons and concerts at no charge
- Critical skills are developed by underserved students and families
- Exceeds expectations



MONTEREY COUNTY SCHOOL BOARDS ASSOCIATION

2016 EXCELLENCE IN EDUCATION AWARD

Criteria: An agency, institution, organization or collaborative entity may be eligible to receive the MCSBA Excellence in Education Award if:

- The opportunity is available and accessible to students Countywide
- The impact on students' quality of life is transformative and significant.
- It highlights an unmet, countywide student need
- It demonstrates a commitment to exceeding expectations in pursuit of addressing the challenge.

District: _____

Top 3 Nominees

#1 _____

#2 _____

#3 _____

Monterey Peninsula Community College District

Governing Board Agenda

February 24, 2016

New Business Agenda Item No. R

Superintendent/President
College Area

Proposal:

To review the attached Calendar of Events.

Background:

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

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

Budgetary Implications:

None.

INFORMATION: Calendar of Events.

Recommended By: Dr. Walter Tribley, Superintendent/President

Prepared By:

Shawn Anderson

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

Agenda Approval:

Walter Tribley

Dr. Walter Tribley, Superintendent/President

MPC Governing Board 2016 Calendar of Events

FEBRUARY 2016

Monday, February 1	Spring Semester Begins
Friday, February 12	Lincoln Day Holiday
Monday, February 15	Washington Day Holiday
Thursday, February 18	Humanities Division Book Grant Award Ceremony: 3:00pm, LTC Sam Karas Rm
Wednesday, February 24	International Lobo Day, 10:00am-2:00pm, Student Center Regular Board Meeting, MPC Library Technology Center Closed Session: 11:00am, Stutzman Room Regular Meeting: 1:30pm, Sam Karas Room
Friday, February 26	MPC Foundation Donor Appreciation Party: 4:00pm, MPC Library Technology Center
Saturday, February 27	MPC's 24th Annual Community Play, <i>Ma Rainey's Black Bottom</i>, 7:00pm, MPC Theatre

MARCH 2016

Wednesday, March 23	Regular Board Meeting, MPC Library Technology Center Closed Session: 11:00am, Stutzman Room Regular Meeting: 1:30pm, Sam Karas Room
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, MPC Library Technology Center Closed Session: 11:00am, Stutzman Room Regular Meeting: 1:30pm, Sam Karas Room
Friday, April 29 through Sunday, May 1	CCLC Annual Trustees Conference, J.W. Marriott, Desert Springs

MAY 2016

Date TBD	MPC Scholarship Awards Ceremony
Friday, May 13	TRIO/SSS Annual Recognition Ceremony: 6:00-8:00pm, MPC Theater
Wednesday, May 25	Regular Board Meeting, MPC Library Technology Center Closed Session: 11:00am, Stutzman Room Regular Meeting: 1:30pm, Sam Karas Room
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)
Thursday, June 2	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)

MPC Governing Board 2016 Calendar of Events

JUNE 2016, continued

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, MPC Library Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room

JULY 2016

Thursday, July 4 Independence Day Holiday

Wednesday, July 27 Regular Board Meeting, Marina Education Center
Closed Session: 11:00am, Room to be announced
Regular Meeting: 1:30pm, Room to be announced

AUGUST 2016

Wednesday, August 24 Regular Board Meeting, MPC Library Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room

SEPTEMBER 2016

Wednesday, September 28 Regular Board Meeting, MPC Library Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room

OCTOBER 2016

Wednesday, October 26 Regular Board Meeting, Public Safety Training Center
Closed Session: 11:00am, Room to be announced
Regular Meeting: 1:30pm, Room to be announced

NOVEMBER 2016

Wednesday, November 16 Regular Board Meeting, MPC Library Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room

DECEMBER 2015

Wednesday, December 14 Regular Board Meeting, MPC Library Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room