



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

**REGULAR MEETING  
WEDNESDAY, MARCH 23, 2016**

**CONSENTS**

# Monterey Peninsula Community College District

## Governing Board Agenda

March 23, 2016

Consent Agenda Item No. A.1

Superintendent/President  
Office

**Proposal:**

To consider and approve the minutes of the Regular Board meeting on February 24, 2016.

**Background:**

The Governing Board meeting minutes are prepared by the Executive Assistant to the Superintendent/President and the Governing Board, reviewed by the Superintendent/President, and submitted to the Trustees for their review and approval under the Consent Agenda. If there is an error in the meeting minutes, and the Chair and the Governing Board approve of the change, the minutes may be amended.

**Budgetary Implications:**

None.

**RESOLUTION: BE IT RESOLVED**, that the Governing Board approves the minutes of the Regular Board meeting on February 24, 2016.

**Recommended By:** Dr. Walter Tribley, Superintendent/President and Board Secretary

**Prepared By:**

Shawn Anderson

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

**Agenda Approval:**

Walter Tribley

Dr. Walter Tribley, Superintendent/President

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

**REGULAR BOARD MEETING**

**WEDNESDAY, FEBRUARY 24, 2016**

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

980 Fremont Street, Monterey CA 93940

<http://www.mpc.edu/about-mpc/leadership/board-of-trustees>

**MINUTES**

1. **CALL TO ORDER** – Vice Chair Loren Steck called the meeting to order at 11:00 a.m.
2. **ROLL CALL**  
Present:  
Mr. Charles Brown, Trustee  
Dr. Margaret-Anne Coppernoll, Trustee  
Ms. Marilyn Dunn Gustafson, Trustee  
Dr. Loren Steck, Vice Chair  
Dr. Walter Tribley, Superintendent/President  
  
Absent:  
Mr. Rick Johnson, Chair
3. **PUBLIC COMMENTS ON CLOSED SESSION ITEMS** – None.
4. **CLOSED SESSION**
  - A. Conference with Labor Negotiators (Government Code Section 54957.6)
    - a) Employee Organization: MPCEA/CSEA
    - b) Agency Representatives: Susan Kitagawa, Laurence E. Walker, and Steven L. Crow, Ed.D
  - B. Conference with Labor Negotiators (Government Code Section 54957.6)
    - a) Employee Organization: MPCTA/CTA
    - b) Agency Representatives: Susan Kitagawa, Michael Gilmartin, Kiran Kamath, and Steven L. Crow, Ed.D
5. **RECONVENE TO OPEN SESSION / CALL TO ORDER**
6. **ROLL CALL** – Vice Chair Steck asked for Roll Call at 1:34 p.m.  
Present:  
Mr. Charles Brown, Trustee  
Dr. Margaret-Anne Coppernoll, Trustee  
Ms. Marilyn Dunn Gustafson, Trustee  
Dr. Loren Steck, Vice Chair  
Dr. Walter Tribley, Superintendent/President  
Mr. Stephen Lambert, Student Trustee (*Mr. Lambert left at 2:14 p.m., following New Business Agenda Item D.*)  
  
Absent:

Mr. Rick Johnson, Chair

**7. PLEDGE OF ALLEGIANCE**

The Board of Trustees recited the Pledge of Allegiance.

**8. REPORT OF ACTION TAKEN IN CLOSED SESSION – Vice Chair Steck reported that no action was taken.**

**9. APPROVAL OF AGENDA**

Motion Coppernoll / Second Brown / Carried.

2015-2016/98

*Vice Chair Steck noted the corrected spelling of John Cristobal's name (New Business Agenda Item A.)*

Student Advisory Vote:	AYE:	Lambert
AYES:	4	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Johnson
ABSTAIN:	0	MEMBERS: None

**10. RECOGNITION**

A. Acknowledgement of Guests – None.

**11. PUBLIC COMMENTS**

- A. Paola Gilbert, MPC Faculty: Professor Gilbert provided a written comment protesting the schedule.
- B. David Clemens, MPC Faculty: Professor Clemens protested the lack of frequency with which certain courses (American Literature I, The Bible as Literature, and Shakespeare) appear on the schedule.

**12. CORRESPONDENCE AND PUBLICATIONS**

A. MPC All User Emails

- 1) Shawn Anderson: "MPC Regular Board Meeting, January 22, 2016"
- 2) Office of Academic Affairs: "Spring 2016 Final Exam Schedule and 4/28 Flex Day Information"
- 3) Dr. Walter Tribble: "Invitation to February 4 Reception for Dr. Steven L. Crow, VP of Administrative Services"
- 4) Beccie Michael: "Spring FASA Grants Available"
- 5) Beccie Michael: "Don't miss out!"
- 6) Melissa Pickford: "New Exhibit in Art Gallery!"
- 7) Kiran Kamath: "Funding for STEM Capacity-Building Projects"
- 8) Kiran Kamath: "Enrollment Data for Early Spring and Spring 2016"
- 9) Beccie Michael: "Lobo Hall of Fame Banquet Coming Soon"
- 10) Fred Hochstaedter: "Academic Senate update Spring 2016"
- 11) Amber Mettler: "Think Pink Night: This Wednesday!"
- 12) Student Health Services: "MPC Blood Drive"
- 13) Julie Osborne: "MPC's Black Student Union presents 'Kitchen Conversations' Feb. 13<sup>th</sup>"
- 14) Black Student Union: "Black History Month Events"
- 15) Beth Penney: "39<sup>th</sup> Annual Humanities Division Book Grant Award Ceremony"
- 16) Julie Osborne: "Lobo Day – Wed., Feb. 24<sup>th</sup>!"
- 17) Susan Kitagawa: "Introducing the Human Resources Team"

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

- 1) *Monterey Herald* / January 27, 2016: "MPC 83, Hartnell 69: Lobos pounce on Panthers to stay hot"

**13. CONSENT CALENDAR**

BE IT RESOLVED,

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

- 1) That the Governing Board approves the minutes of the Regular Board meeting on December 9, 2015 and January 22, 2016.
- 2) That the Governing Board accepts gifts donated to the College with appropriate acknowledgement to the donors.
- 3) That the January 29<sup>th</sup> regular payroll in the amount of \$1,780,967.15 and the February 10<sup>th</sup> supplemental payroll in the amount of \$36,153.75 be approved.
- 4) That Commercial Warrants: 12205159 through 12205209, 12205839 through 12205871, 12207796 through 12207851, 12210528 through 12210555, in the amount of \$861,879.86 be approved.
- 5) That Purchase Orders B1600411 through B1600459 in the amount of \$204,948.61 be approved.
- 6) That the following budget adjustments in the Restricted General Fund be approved:

Net decrease in the 1000 (Certificated Salary) Object expense category	\$7,747.13
Net increase in the 2000 (Classified Salary) Object expense category	\$1,500.00
Net increase in the 3000 (Benefits) Object expense category	\$1,562.13
Net decrease in the 4000 (Supplies) Object expense category	\$2,090.00
Net increase in the 5000 (Other Services) Object expense category	\$ 975.00
Net increase in the 6000 (Capital Outlay) Object expense category	\$5,800.00
- 7) That the following budget increases in the Restricted General Fund be approved:  
Increase of \$64,530 in funds received for FY 15-16.  
Increase of \$930,538 in funds carried forward from FY 14-15 to FY 15-16.
- 8) That the following budget adjustments in the Unrestricted General Fund be approved:

Net increase in the 2000 (Classified Salary) Object expense category	\$1,731.55
Net decrease in the 3000 (Benefits) Object expense category	\$1,731.55
- 9) That the following budget adjustments in the Unrestricted General Fund be approved:

Net increase in the 2000 (Classified Salary) Object expense category	\$ 239.74
Net increase in the 3000 (Benefits) Object expense category	\$ 22.59
Net decrease in the 4000 (Supplies) Object expense category	\$1,807.73
Net increase in the 5000 (Other Services) Object expense category	\$3,702.67
Net decrease in the 6000 (Capital Outlay) Object expense category	\$2,157.27
- 10) That the following budget increase in the Workers Comp fund be approved:  
Increase of \$65,000 in revenue and \$30,000 in expense budgets.
- 11) That the following budget increase in the Orr Fund be approved:

Revenue Increase: \$5,000  
Expense Increase: \$5,000

12) That the following budget increase in the Scholarship & Loan fund be approved:  
Increase of \$314,600 in revenue and expense budgets.

13) That the following budget adjustments in the Parking Fund be approved:  
Net increase in the 5000 (Other Services) Object expense category \$7,000  
Net decrease in the 6000 (Capital Outlay) Object expense category \$7,000

B. Management Personnel

- 1) That the Governing Board approves the following item(s):
  - a) Extend the current temporary assignment and compensate Ms. Nicole Dunne a 5% stipend for assuming temporary duties in the absence of the Dean of Student Services, effective January 1, 2016 through June 20, 2016.
  - b) Extend the current temporary assignment and compensate Mr. Francisco Tostado a 5% stipend for assuming temporary duties in the absence of the Dean of Student Services, effective January 1, 2016 through June 30, 2016.

C. Faculty Personnel

- 1) That the Governing Board approves the following item(s):
  - a) Each month, individuals are hired as part-time, substitute, and overload. The attached list includes hires for Spring 2016.

D. Classified Personnel

- 1) That the Governing Board approve the following item(s):
  - a) Correction to the January 25, 2016 Board action regarding the employment of Dylan Music, to be revised as Instructional Specialist, ESSC, Range 14, 18 hours per week, 7 months, 19 days per year, effective January 29, 2016 (employment previously approved as Writing Tutor, Writing Center, Range 14, 18 hours per week, 8 months per year, effective January 25, 2016).
  - b) Correction of the January 25, 2016 Board action regarding the employment of Maliha Arshad, to be revised as Instructional Specialist, ESSC, Range 14, 18 hours per week, 7 months, 19 days per year, effective January 29, 2016 (employment previously approved for 8 months per year, effective January 25, 2016).
  - c) Resignation for the purpose of retirement of George Reed, Media Technician, Audio-Visual Department, effective at the end of the day, March 31, 2016. Mr. Reed has served MPC for 26 years.
  - d) Employment of Colton Miller, Library Circulation Desk Coordinator, Library, Range 17, 40 hours per week, 12 months per year, effective February 25, 2016.
  - e) Employment of Rebecca Glenny, Unit Office Manager, Admissions and Records, Range 18, 40 hours per week, 12 months per year, effective February 25, 2016.

E. Short Term and Substitute Personnel

- 1) That the individuals on the recommended list (Short Term and Substitute Employees), employed for short term and substitute assignments subject to future modifications, be approved.

Motion Dunn Gustafson / Second Coppernoll / Carried.

2015-2016/99

*Trustee Brown noted that he was present during the December 9, 2015 discussion of New Business Agenda Item F. He requested that the minutes be corrected to reflect his vote to approve that item. The motion was amended to approve the December 9, 2015 minutes with this correction.*

Student Advisory Vote: AYE: Lambert  
AYES: 4 MEMBERS: Brown, Coppernoll, Dunn Gustafson, Steck

NOES:	0	MEMBERS:	None
ABSENT:	1	MEMBERS:	Johnson
ABSTAIN:	0	MEMBERS:	None

**14. NEW BUSINESS**

A. 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:

- 1) Mr. John Cristobal, Mathematics Instructor
- 2) Ms. Adrienne Kotecki, Psychology Instructor
- 3) Dr. Gamble Madsen, Art History Instructor
- 4) Mr. Joel Pickering, Mathematics Instructor
- 5) Dr. Kelly Stack, American Sign Language Instructor
- 6) Mr. Anthony Villarreal, Sociology Instructor

Motion Coppernoll / Second Dunn Gustafson / Carried. 2015-2016/100

Ms. Kiran Kamath, Vice President of Academic Affairs, reviewed the experience and qualifications of the faculty under consideration for tenure.

Student Advisory Vote:	AYE:	Lambert
AYES:	4	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Johnson
ABSTAIN:	0	MEMBERS: None

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

- 1) Ms. Carrie Ballard, Counselor
- 2) Mr. Francisco de Borja Dorsch, Spanish Instructor
- 3) Ms. Kacey Giammanco, Counselor
- 4) Ms. Gabriela Stanica, Mathematics Instructor

Motion Dunn Gustafson / Second Brown / Carried. 2015-2016/101

Student Advisory Vote:	AYE:	Lambert
AYES:	4	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Johnson
ABSTAIN:	0	MEMBERS: None

C. 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:

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

Student Advisory Vote:	AYE:	Lambert
AYES:	4	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Johnson
ABSTAIN:	0	MEMBERS: None

D. INFORMATION: Citizens’ Bond Oversight Committee Annual Report for 2014-15. Mr. Jimmy Panetta, Chair of the Citizens’ Bond Oversight Committee (CBOC), provided an overview of the CBOC report and fielded questions from the trustees. / The trustees expressed appreciation for the work of Mr. Panetta and the CBOC. They also suggested placing an ad in the Herald, in the form of a joint letter from the CBOC and the MPC Governing Board, which expresses gratitude to the community and explains how Bond funds have been expended.

E. INFORMATION: Review the 2016-17 District Scheduled Maintenance and Special Repairs Five Year Plan.

Dr. Tribley reviewed the 2016/2017 Scheduled Maintenance Projects: 1) Retrofit of classroom door locks campus wide; 2) Repair/encapsulate HVAC Ductwork on Student Services; 3) Repair and repaint exteriors of Family Consumer Science and Library & Technology Center; and 4) Replace asphalt path in Nursing building courtyard. / He acknowledged Ms. Vicki Nakamura, Assistant to the President, for her efforts to keep the District on track with these projects during transitions in administration and during the absence of a Facilities Director. / It was noted that project #4 (asphalt path) could be a potential liability issue and may, therefore, be a high priority project. / Dr. Steve Crow, Vice President of Administrative Services, noted that the Scheduled Maintenance projects are not listed in order of priority. He also reported that an inspector from the Statewide Association of Community Colleges (SWACC) is on our campus today conducting an annual inspection. The inspector’s input will be considered in the prioritization process. Dr. Crow also acknowledged Ms. Nakamura and Mr. Pete Olsen, Facilities Operations Supervisor, for their work.

F. 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.

Student Advisory Vote:	ABSENT:	Lambert
AYES:	4	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Johnson
ABSTAIN:	0	MEMBERS: None

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

Dr. Crow noted the following corrections:

- 1) Summary of All Funds: Other Post Employment Benefits-% Actual to Budget: This figure, which was originally listed as 0.0%, should be listed as 30.3%.



- 2) Financial and Budgetary Report narrative (2<sup>nd</sup> paragraph): This paragraph should have noted that the encumbered amount of \$8,733,522 was added to the actual expenses to equal the percentage reflected on the Summary of All Funds.

Student Advisory Vote:	ABSENT:	Lambert
AYES:	4	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Johnson
ABSTAIN:	0	MEMBERS: None

- H. 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.

Motion Brown / Second Coppernoll / Carried. 2015-2016/105

Student Advisory Vote:	ABSENT:	Lambert
AYES:	4	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Johnson
ABSTAIN:	0	MEMBERS: None

- I. 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.

Motion Coppernoll / Second Brown / Carried. 2015-2016/106

Student Advisory Vote:	ABSENT:	Lambert
AYES:	4	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Johnson
ABSTAIN:	0	MEMBERS: None

- J. 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.

Motion Coppernoll / Second Brown / Carried. 2015-2016/107

Student Advisory Vote:	ABSENT:	Lambert
AYES:	4	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Johnson
ABSTAIN:	0	MEMBERS: None

Dr. Crow noted the shared governance groups that reviewed this agreement. / Dr. Crow and Dr. Tribley explained that SIG is a consultant group that will ensure that the college is ready to implement an ERP—from a technological standpoint and by reviewing our operational processes to ensure efficiency. A discussion ensued as to the positive impacts of an ERP on MPC students and employees. Dr. Tribley noted that technology is neither all good, nor all bad—but that MPC must keep pace with it.

Public Comment

Paola Gilbert suggested that it may be valuable to research the reasons that MPC didn't approve an ERP in the past. She noted that there was a fear expressed by some in the past that we might choose the wrong ERP. She urged that we do our homework.

- K. 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.

Motion Dunn Gustafson / Second Coppernoll / Carried.

2015-2016/108

Student Advisory Vote:	ABSENT:	Lambert
AYES: 4	MEMBERS:	Brown, Coppernoll, Dunn Gustafson, Steck
NOES: 0	MEMBERS:	None
ABSENT: 1	MEMBERS:	Johnson
ABSTAIN: 0	MEMBERS:	None

- L. INFORMATION: Budget Calendar for the FY 2016-17.

Dr. Crow reviewed the Budget Calendar and process for Fiscal Year 2016-17. He confirmed that the calendar will be published on MPC's website once the most appropriate webpage is determined.

**BREAK: 3:25 p.m. – 3:33 p.m.**

- M. 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.

Motion Dunn Gustafson / Second Coppernoll / *The motion was amended to approve the agreement with the corrected dates noted by Dr. Tribley and Dr. Crow.*  
Carried.

2015-2016/109

Dr. Crow and Dr. Tribley noted the following corrections to page 2 of the agreement (Fee Structure / Article 2):

- 1) Paragraph 1, first sentence: February 28, 2016 should read February 28, 2017.
- 2) Paragraph 3, second sentence: February 28, 2016 should read February 28, 2017.

Trustee Coppernoll recommended that we approve the contract and read a statement in which she provided her reasons for the recommendation.

Student Advisory Vote:	ABSENT:	Lambert
AYES: 4	MEMBERS:	Brown, Coppernoll, Dunn Gustafson, Steck
NOES: 0	MEMBERS:	None
ABSENT: 1	MEMBERS:	Johnson
ABSTAIN: 0	MEMBERS:	None

- N. 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.

Motion Brown / Second Coppernoll / Carried.

2015-2016/110

Student Advisory Vote:	ABSENT:	Lambert
AYES: 4	MEMBERS:	Brown, Coppernoll, Dunn Gustafson, Steck
NOES: 0	MEMBERS:	None

ABSENT:	1	MEMBERS:	Johnson
ABSTAIN:	0	MEMBERS:	None

Ms. Kamath explained that this contract with Razorwire Design will enable MPC to purchase a higher quality, better designed schedule than we've previously had. / Dr. Tribley and Ms. Kamath noted that in 2017/2018, they would like the printed schedule—which becomes obsolete as changes are made—to become a high quality marketing piece with less detailed scheduling information. In so doing, the marketing piece will promote MPC and its programs, while driving people to MPC's website, where an up-to-date schedule may be found. They noted that the expense of doing so will be more than \$10,000 and provided examples published by other colleges. They reported that this idea to change the schedule to a "marketing piece" will be brought forward to the campus for discussion this year.

Public Comment

Paola Gilbert posed the following questions:

- 1) When will this be discussed as a college?
- 2) How will this be funded?

Dr. Tribley emphasized that the item before the Board today only addresses improving the graphic design on our current schedule. Any discussion to change the schedule to a "marketing piece" would take place on campus in the future. He also explained that the schedule is currently funded through a marketing line item in our general fund.

- O. 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.

Motion Dunn Gustafson / Second Brown / Carried.

2015-2016/111

Student Advisory Vote:	ABSENT:	Lambert
AYES:	4	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Johnson
ABSTAIN:	0	MEMBERS: None

Trustee Coppernoll suggested inviting Assemblymember Mark Stone for a tour of the Child Development Center, since he's a proponent of child education.

- P. 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.

Motion Dunn Gustafson / Second Coppernoll / *The motion was amended to include approval of the revision to BP 6200 (Budget Preparation) and to defer the adoption of BP 6700 (Civic Center and Other Facilities Use) to the March meeting.* Carried. 2015-2016/112

Student Advisory Vote:	ABSENT:	Lambert
AYES:	4	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Johnson
ABSTAIN:	0	MEMBERS: None

Dr. Tribley reviewed the policies that the Board asked staff to change and/or research at the January 2016 Board meeting. Following discussion of the policies, the Board agreed upon the following:

BP 6200 – Budget Preparation

Change the first bullet to: “The annual budget shall be balanced. The goal shall be to balance ongoing expenses with ongoing revenues.”

BP 6700 – Civic Center and Other Facilities Use

Make additional grammatical improvements and improve the clarity of the second paragraph.

Dr. Tribley also provided information from the ADA regarding service animals.

- Q. BE IT RESOLVED, that the Governing Board endorses: Boys and Girls Club of Monterey County, Carmel Ideas Foundation – Pebble Beach Authors and Ideas Festival: Student Literary Days and Festival to Schools, Harmony at Home, and Sunrise House to be a candidate for the 2016 Monterey County School Boards Association (MCSBA) Excellence in Education Award.

Motion Dunn Gustafson / Second Coppernoll / Carried. 2015-2016/113

Student Advisory Vote:	ABSENT:	Lambert
AYES:	4	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Johnson
ABSTAIN:	0	MEMBERS: None

- R. INFORMATION: Calendar of Events

Dr. Tribley reminded the Board of the following events: 1) The community play, *Ma Rainey's Black Bottom* on February 26, 2016; and 2) the Lobo Hall of Fame on March 5, 2016.

## 15. REPORTS AND PRESENTATIONS

- A. MPC Foundation

- 1) Executive Director Report: ~~Ms. Beecie Michael~~ Dr. Walt Tribley

Dr. Tribley reported that Ms. Michael is at a training and therefore gave the Foundation report on her behalf. He reported the following: 1) The Foundation is hosting a Donor Appreciation event on Friday, February 26<sup>th</sup> at 4:00 p.m.; 2) The Foundation is engaged in strategic planning; and 3) The Foundation recently launched a campaign to increase the number of MPC employees who contribute to the Foundation. The number of contributing employees doubled within a short period of time.

- ~~2) Monthly Donations: To be reported on February 24, 2016.~~

B. Superintendent/President's Report: Dr. Walter Tribley

Dr. Tribley provided an Accreditation update: 1) The Accrediting Commission for Community and Junior Colleges (ACCJC) site visit will be October 10-13, 2016. 2) Accreditation Liaison Catherine Webb and the Accreditation Steering Committee are continuing to work on MPC's self-study, which will be provided to the ACCJC this summer. 3) ACCJC's report will become available to MPC in January 2017. / Dr. Tribley reported that the campus is currently actively engaged in examining our college and in collecting inputs from inside and outside the campus, including through our self-study, enrollment reports and productivity measures, the budget, Recruitment to Completion (R2C), Strata Information Group (SIG), and Collaborative Brain Trust (CBT). / He reported on his attendance at the February 23<sup>rd</sup> MPUSD Board meeting, at which he spoke in support of the Reimagining Secondary Teaching and Learning Initiative, which was adopted by the MPUSD Board. He noted that Marina High School will become an "early college high school." / Dr. Tribley reported on his attendance at the CCLC Effective Trustee Workshop and the CCLC Annual Legislative Conference, at which he was joined by some of our trustees. / He reported on the all campus forums regarding the 2014-15 Budget Close and invited the Board to attend the final forum on February 25<sup>th</sup>. / A discussion ensued regarding early college high schools. Dr. Tribley and Ms. Kamath reported that all California colleges are awaiting a "Tool Kit" from the Chancellor's Office, which will provide secondary and postsecondary institutions with the necessary information to engage in the required MOU. Once the Tool Kit is received and all necessary agreements have been entered into, the college will ramp up its participation. In the meantime, a preliminary meeting has been held to ensure that we are knowledgeable about the law and any issues that may arise.

C. Academic Affairs Report: Ms. Kiran Kamath

Ms. Kamath highlighted items from the Academic Affairs report. / She also provided an update on enrollments, as of reports generated on February 24, 2016: 1) Our total FTES in Fall 2015 (2,614) is 0.09% lower than in Fall 2014 (2,616). 2) Our total FTES in Spring 2016 (2,565) is 1.59% lower than Spring 2015. / Ms. Kamath also provided an update on productivity, which gives us an idea as to what it costs to produce the FTES. 1) Fall 2015 and Fall 2016 productivity is 13.75%. She noted that this number doesn't include the reassigned time or load that isn't producing FTES; when these are included, our productivity drops below 13%. 2) Spring 2015 productivity was 13.28%. Spring 2016 productivity is currently projected at 13.45%. (She noted that this figure could change, since we are at the beginning of the Spring semester.) Ms. Kamath reported that the ideal productivity number is 17.5% (35 weeks of instruction in the year, divided by two semesters). She noted that in her experience, 15%-16.5% were typically considered acceptable productivity numbers by many colleges in the state. Dr. Tribley noted that we look at these numbers as benchmarks and reiterated our efforts to become more efficient. He also noted that depending on the costs of the institution, we may need a higher than average productivity to pay for the college's operations. / Ms. Kamath reported that Pam Deegan of CBT has been working with the campus on strategic enrollment management and will be providing workshops and training to the campus in March. Ms. Kamath thanked all those involved in doing this hard work.

D. Student Services Report: Mr. Laurence Walker

Mr. Walker highlighted items from the Student Services report. / He also reported that MPC participated in the "Parent Conference: The Path to Success" at Hartnell on February 20<sup>th</sup>. The conference was established to assist parents achieve healthy lifestyles and educational goals. MPC's Student Financial Services provided workshops in financial literacy. / He reported on the successful Lobo Day event, hosted by ASMPC and Student Activities on February 24<sup>th</sup>.

E. Administrative Services Report: Dr. Steven Crow

Dr. Crow thanked Dr. Tribley for co-presenting the 2014-15 Budget Close Forums.

F. Academic Senate Report: Dr. Alfred Hochstaedter – No report.

G. MPCEA Report: Mr. Kevin Haskin, President – No report.

- H. MPCTA Report: Ms. Paola Gilbert, President  
Ms. Gilbert read from her report.
- I. ASMPC Report: Mr. Stephen Lambert, Student Trustee – No report.
- J. College Council Report: Ms. Stephanie Perkins and Ms. Diane Boynton, Co-chairs  
Ms. Boynton provided an update on the CBT Project: 1) College Council met with CBT on February 9<sup>th</sup> to discuss CBT's work plan. 2) College Council met on February 16<sup>th</sup> to discuss CBT's work plan in more detail. 3) On February 25<sup>th</sup> and February 26<sup>th</sup>, a Review Team will meet with Eva Conrad of CBT to review MPC's policies, procedures, and processes. The plan devised from those brainstorming meetings will be brought forward to College Council for recommendation. / She also reported that College Council has reviewed and revised their bylaws, established a subcommittee to review the shared governance model, and is working to complete an institutional action plan. / The annual College Council report for 2014-2015 has been accepted.
- K. Governing Board Reports
- 1) Community Human Services (CHS) Report – No report.
  - 2) Trustee Reports
    - a) Trustee Dunn Gustafson reported that she will attend the CCLC Annual Trustees Conference at the end of April. / She welcomed back Mr. Robert Marcellini of Gentrain. / She provided an update regarding the events and meetings she has recently attended, including: the reception honoring Dr. Crow; the AT&T Pebble Beach Pro-Am, for which she volunteered; the CSU Summer Arts Board Meeting; the Humanities Division Book Grant Awards; and the CHOMP Foundation luncheon for Community Hospital of the Monterey Peninsula volunteers and supporters of their programs. / She also reported that this is the final year that CSU Summer Arts will be at CSUMB.
    - b) Trustee Coppernoll reported on her attendance at recent events, including: 2016 Flex Days and Elias Kary's keynote speech; the reception honoring Dr. Crow; and the CCLC's 2016 Legislative Conference. / She reported that Assemblymember Jose Medina, whose session she attended while at the Legislative Conference, agreed that lifelong learning and repeatability is an ongoing issue. / She distributed a flyer entitled, "Strengthening California's Workforce by Investing in Community Colleges: 2016-17 Budget Points." / She also noted that Board policies can always be revised or updated, if needed.
    - c) Trustee Brown reported that he recently attended the funerals for two former MPC students: Mr. Victor Noble and Mr. Billy Harris. / He reported on his attendance at the CCLC's 2016 Legislative Conference and the session, "The Community College Baccalaureate: Progress and Challenges," during which he learned of the challenges in the Nursing field. / He also reported on his participation as a roleplayer at a recent meeting of the Evergreen Valley College Police Academy. He noted that the South Bay Regional Public Safety Training Consortium are researching new facilities to house their offices and reported his recommendation of MPC for that purpose.
    - d) Vice Chair Steck reported on his attendance at recent events, including: the reception in honor of Dr. Crow; the Humanities Division Book Grant Awards; the CCLC Effective Trustee Workshop, during which he lead a roundtable discussion regarding issues discussed in the plenary session; and a CSEA training. / He also reported on his efforts to foster closer ties between MPC and the University of California, Santa Cruz (UCSC), to enable UCSC students to take classes at MPC. UCSC's Provost has agreed to consider this proposal.

## 16. ADVANCE PLANNING

- A. Regular Board Meeting, March 23, 2016 at MPC Library Technology Center:
- 1) Closed Session: 11:00am, Stutzman Room

2) Regular Meeting: 1:30pm, Sam Karas Room

B. Regular Board Meeting, April 27, 2016 at MPC Library Technology Center:

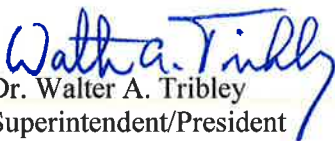
1) Closed Session: 11:00am, Stutzman Room

2) Regular Meeting: 1:30pm, Sam Karas Room

C. Future Topics – None.

17. **ADJOURNMENT** – Vice Chair Steck adjourned the meeting at 5:44 p.m.

Respectfully Submitted,

  
Dr. Walter A. Tribley  
Superintendent/President

*Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this Agenda will be made available for public inspection in the District Office located at 980 Fremont Street, Monterey, CA, during normal business hours. Governing Board documents are also available on the Monterey Peninsula College website at [www.mpc.edu/GoverningBoard](http://www.mpc.edu/GoverningBoard).*

Posted March 24, 2016

# Monterey Peninsula Community College District

## Governing Board Agenda

March 23, 2016

Consent Agenda Item No. A.2

Superintendent/President  
Office

### Proposal:

That the Governing Board accepts and acknowledges the donations to Monterey Peninsula College that are listed below.

**Background:** The following donations have been made to Monterey Peninsula College:

- Arts Council for Monterey County \$1,000 donation to the Asian Student Association for the Annual Culture Show
- Barbara Laughlin Photographic equipment (Nikon Body Model # FE, Nikon Zoom Lens 32-200MM, Nikon Series E 28 MM Lens, Sunpak Flash Auto 144, Camera Case) to the Photography Department
- HoverTech International One HoverMatt (HM34HS) air mattress overlay and One Air Pump for mattress
- Dr. Adriana Lilinde One patient dental chair (dental EZ) to the Life Science Division
- Dr. Loren Steck 1993 Mazda Miata, VIN JM1NA3513P1419356 (Donated 11/25/2015)
- Carolyn Mary Kleefeld 10 books to the Library Technology Center

**Budgetary Implications:** None.

**RESOLUTION: BE IT RESOLVED**, that the Governing Board accepts gifts donated to the College with appropriate acknowledgement to the donors.

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

**Prepared By:** Shawn Anderson  
Shawn Anderson, Executive Assistant to Superintendent/President and the Governing Board

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



# Monterey Peninsula Community College District

## Governing Board Agenda

March 23, 2016

Consent Agenda Item No. A.3

Fiscal Services  
College Area

### Proposal:

Approve February regular and March supplemental payrolls.

### Background:

February 29, 2016	Regular Payroll	\$2,079,518.13
March 10, 2016	Supplemental Payroll	\$ 166,839.75
Total		\$2,246,357.88

### Budgetary Implications:

Budgeted.

**RESOLUTION: BE IT RESOLVED,** that the:


February 29<sup>th</sup> regular payroll in the amount of \$2,079,518.13 and the March 10<sup>th</sup> supplemental payroll in the amount of \$166,839.75 be approved.

Recommended By:



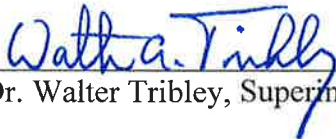
Steven L. Crow, Ed. D., Vice President of Administrative Services

Prepared By:



Michelle Moore or Sean Willis, Payroll Analyst    Rosemary Barrios, Controller

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

March 23, 2016

Consent Agenda Item No. A.4

Fiscal Services
College Area

Proposal:

Approve Commercial Warrants for February 2016.

Background:

Table with 2 columns: Description (Number ranges) and Amount. Total: \$548,109.04

Budgetary Implications:

Budgeted.

RESOLUTION: BE IT RESOLVED, that Commercial Warrants: 12211093 through 12211096, 12211800 through 12211837, 12212468 through 12212498, 12214474 through 12214502, 12215191 through 12215231, 12216733 through 12216752, in the amount of \$548,109.04 be approved.

Recommended By:

Handwritten signature of Steven L. Crow

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

Prepared By:

Handwritten signature of Rosemary Barrios

Accounting Specialist

Rosemary Barrios, Controller

Agenda Approval:

Handwritten signature of Walter Tribley

Dr. Walter Tribley, Superintendent/President

**Checks Dated 02/02/2016 Sorted by Fund**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12211094	02/02/2016	MONTEREY PENINSULA CHAMBER OF	01-5800	PV 3638-Advertisement	2,295.00	
12211096	02/02/2016	MPC Revolving Fund	01-5800	PV 3640- RF Check Reimb	2,394.68	
12211093	02/02/2016	Gold Interntl Machinery Corp	01-6400	PV 3637 -3D Laser Scanner	10,551.00	
12211095	02/02/2016	Monterey Peninsula College	01-7500	PV 3639- FTSSG	30,700.00	
Total Number of Checks					4	45,940.68

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
01	General Fund	4	45,940.68
Total Number of Checks		4	45,940.68
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			<u>45,940.68</u>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved. (Limited to Checks issued from the COUNTY bank account.)

Checks Dated 02/04/2016 Sorted by Fund

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12211800	02/04/2016	ACSIG Dental	01-3400	GI-Support/Ins. - Open order	26,284.90	
12211801	02/04/2016	ALAMEDA COUNTY SCHOOLS	01-3400	GI-Support Ins.-Open order	1,873.95	
12211803	02/04/2016	Anthem Blue Cross	01-3400	GI-Support Insurance- Open order	1,723.04	
12211836	02/04/2016	Symetra Life Insurance	01-3400	GI-Support Ins.-Open order	4,906.65	
12211833	02/04/2016	Patterson Dental Supply	01-4300	PV 3642-supplies	165.06	
				PV 3643-instructional supplies	1,026.44	
12211834	02/04/2016	Thomas Rebold	01-4300	PV 3667 - Instructional supplies	6,150.59	
12211808	02/04/2016	CASEY PRINTING	01-4500	PIO-Spring schedule of classes	7,247.01	
12211820	02/04/2016	Hydro Turf	01-4500	PV 3653- supplies	149.25	
12211821	02/04/2016	Jobelephantcom Inc	01-4500	PV 3654-recruitment ad	3,150.00	
				PV 3655- recruitment ad	15.00	
12211827	02/04/2016	Monterey County Weekly	01-4500	PV 3656- recruitments	210.00	
12211804	02/04/2016	ASCAP	01-5100	PV 3644- license fee	1,763.65	
12211806	02/04/2016	Behnam MD, Shaida	01-5100	Health Services	400.00	
12211807	02/04/2016	BMI	01-5100	PV 3646 - annual music license	1,793.88	
12211811	02/04/2016	Central Coast Lighthouse Keepe	01-5100	Pv 3647-Fall 2015	2,150.00	
12211812	02/04/2016	Clovis Fire Dept	01-5100	PV 3648- Fall 2015	5,735.60	
12211814	02/04/2016	Crouch, Perry	01-5100	Matriculation-Independent Contractor	300.00	
12211815	02/04/2016	Dance Kids of Monterey County	01-5100	PV 3650 - Fall Cont Pymt	3,702.60	
12211819	02/04/2016	Hope Services	01-5100	PV 3652 - Fall Cont Pymt	5,461.50	
12211826	02/04/2016	Monterey County Regional Fire	01-5100	PV 3657 - Fall Cont Pymt	3,585.00	
12211828	02/04/2016	MONTEREY FIRE DEPARTMENT	01-5100	Pv 3658 - Fall Cont Pymt	4,277.00	
12211829	02/04/2016	North Bay Rehabilitation	01-5100	PV 3659-Fall Cont Pymt	7,399.50	
12211830	02/04/2016	NORTH COUNTY FIRE DISTRICT	01-5100	PV 3660- Fall Cont Pymt	4,014.00	
12211832	02/04/2016	PACIFIC REPERTORY THEATRE	01-5100	PV 3661 - Fall Cont Pymt	8,332.46	
12211837	02/04/2016	Umstot Proj.&Facilit. Sol.,LLC	01-5100	Gen Instit/Support-Insur.Maint.& Grounds review	1,296.00	
12211809	02/04/2016	Leandro Castillo	01-5200	PV 3669 - Travel Reimb	1,807.24	
12211817	02/04/2016	Friends of Thunder Bay Nat Mar	01-5200	PV 3665- 15-16 ITEST Support	3,520.00	
12211831	02/04/2016	Office of Sponsored Res & Awd	01-5200	PV 3664- 15-16 ITEST Support	3,000.00	
12211816	02/04/2016	Evals	01-5300	PV 3668 -user license	4,768.00	
12211824	02/04/2016	Monterey Bay Economic Part	01-5300	PV 3666 - annual membership	5,000.00	
12211813	02/04/2016	COAST COUNTIES GLASS INC	01-5500	PV 3649 - auto door repair	135.00	
12211818	02/04/2016	Geo H Wilson Inc	01-5500	PV 3651-Serv on boilers	2,744.45	
12211835	02/04/2016	Super Steam	01-5500	PV 3662 - steam clean kitchen	1,573.00	
12211805	02/04/2016	Bay Brakes Automotive & Tires	01-5600	PV 3645- tire disposal	129.50	
12211825	02/04/2016	Monterey Bay Systems	01-5600	PV 3663 - copier	1,904.49	
12211810	02/04/2016	CCCBUA	01-5800	PV 3641- Baseball officials	5,620.00	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved. (Limited to Checks issued from the COUNTY bank account.)

**Checks Dated 02/04/2016 Sorted by Fund**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12211823	02/04/2016	LOOMIS	01-5800	Fiscal Services- Open order	1,023.15	
12211802	02/04/2016	AmeriPride Uniform Services	01-6200	Art-Open order for rag service/printmaking	94.98	
12211822	02/04/2016	Jonathan Damon	01-7500	COOP- Monterey Peninsula Youth Fund	1,000.00	
<b>Total Number of Checks</b>					<b>38</b>	<b>135,432.89</b>

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
01	General Fund	38	135,432.89
Total Number of Checks		38	135,432.89
Less Unpaid Sales Tax Liability			.00
<b>Net (Check Amount)</b>			<b>135,432.89</b>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved. (Limited to Checks issued from the COUNTY bank account.)

Checks Dated 02/09/2016 Sorted by Fund

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12212468	02/09/2016	ACSIG Dental	01-3400	GI-Support/Ins. - Open order	36,535.74	
12212495	02/09/2016	Thomas Rebold	01-4300	PV 3675 - Reimb for CalStep supplies	2,757.11	
12212470	02/09/2016	American Lock & Key	01-4500	Maintenance-Open order	100.00	
12212481	02/09/2016	Dynamic Press	01-4500	PV 3674-Transcript paper	1,285.47	
12212487	02/09/2016	Monterey County Herald	01-4500	PV 3673- Recruitments	493.53	
12212479	02/09/2016	Jessica Bray	01-5100	LSU Grant- Independent Contractor	1,291.25	
12212484	02/09/2016	Khan-Bernier	01-5100	MATE & ITEST- Independent Contractor	7,005.00	
12212485	02/09/2016	Leone, Bill	01-5100	Student Veterans Advocate-Independent Contr	225.00	
12212492	02/09/2016	PALACE ART & OFFICE SUPPLY	01-5100	HR-Reconfigure office	597.44	
12212497	02/09/2016	Thompson, Shawnell	01-5100	Access Resource Ctr- Independent Contractor	420.00	
12212490	02/09/2016	MTS Puget Sound	01-5200	PV 3670- ITEST Support	6,150.00	
12212493	02/09/2016	PAST Foundation	01-5200	PV 3676 - ITEST Support	6,685.00	
12212471	02/09/2016	AT&T	01-5500	Gen Instit. Telecom- Open order	48.33	
12212472	02/09/2016	AT&T	01-5500	MPC Ed Center- Open order	968.74	
12212473	02/09/2016	AT&T	01-5500	Gen Instit. Telecom- Open order	208.65	
12212474	02/09/2016	AT&T	01-5500	Gen Instit. Telecom- Open order	2,441.27	
12212475	02/09/2016	AT&T	01-5500	Gen Instit. Telecom- Open order	28.31	
12212476	02/09/2016	AT&T	01-5500	Gen Instit. Telecom- Open order	413.37	
12212477	02/09/2016	AT&T	01-5500	Gen Instit. Telecom- Open order	657.66	
12212478	02/09/2016	AT&T	01-5500	Gen Instit. Telecom- Open order	75.14	
12212480	02/09/2016	CALIFORNIA AMERICAN WATER CO	01-5500	General Instit-Open order	6,066.51	
12212482	02/09/2016	Greenwaste Recovery, INC	01-5500	Marina Ed Center-Open order	259.14	
				MPC Public Safety Training Ctr-Open order	587.14	
12212489	02/09/2016	MONTEREY REGIONAL WATER	01-5500	Marina Ed Center- Open order	189.54	
12212491	02/09/2016	PACIFIC GAS & ELECTRIC	01-5500	Marina Ed Center-open order for electricity	40.74	
				MPC Ed Center-Open order for natural gas	353.23	
				MPC Public Safety Training- Open order/gas	2,071.69	
				MPC Public Safety Training-Open order/electricity	2,071.69	
				General Instit.-Open order	17,159.93	
				General Instit.-Open order for electrcity	15,939.17	
12212469	02/09/2016	American Fidelity Admin Svc	01-5600	PV 3674-Computer Software Maint	2,168.25	
12212483	02/09/2016	KBA Docusys	01-5600	Print Shop	6,826.95	
12212486	02/09/2016	Liebert Cassidy Whitmore	01-5700	Office of the President-Open order for Legal serv	206.50	

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**Checks Dated 02/09/2016 Sorted by Fund**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12212488	02/09/2016	MONTEREY PENINSULA CHAMBER OF	01-5800	PV 3671-2016 Comm Resource Guide	2,295.00	
12212494	02/09/2016	PENINSULA MESSENGER SERVICE	01-5800	Fiscal Services- Open order	369.00	
12212496	02/09/2016	Victoria Simmons	01-5800	PV 3672 - IBB Training	1,240.13	
				<b>Total Number of Checks</b>	<b>30</b>	<b>126,231.62</b>
12212498	02/09/2016	WageWorks	35-5100	Self insurance-Open order	164.00	
				<b>Total Number of Checks</b>	<b>1</b>	<b>164.00</b>
12212480	02/09/2016	CALIFORNIA AMERICAN WATER CO	47-5500	General Instit-Open order	403.25	
12212491	02/09/2016	PACIFIC GAS & ELECTRIC	47-5500	General Instit.-Open order for electricity	994.24	
				General Instit.-Open order	1,086.75	
				<b>Total Number of Checks</b>	<b>2</b>	<b>2,484.24</b>

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
01	General Fund	30	126,231.62
35	Self Insurance Fund (M)	1	164.00
47	College Center (M)	2	2,484.24
Total Number of Checks		<b>31</b>	<b>128,879.86</b>
Less Unpaid Sales Tax Liability			<b>.00</b>
Net (Check Amount)			<b>128,879.86</b>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved. (Limited to Checks issued from the COUNTY bank account.)

Checks Dated 02/18/2016 Sorted by Fund

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12214474	02/18/2016	ACT	01-4300	TRIO-ACT online prep	4,816.54	
12214477	02/18/2016	John Anderson	01-4300	PV 3684- Reimburse for inst program supplies	610.01	
12214481	02/18/2016	Cypress Sporting Goods	01-4300	PV 3686 - Catcher's gear	359.86	
12214482	02/18/2016	Fisher Scientific	01-4300	Chemistry- Open order for acct # 103-53-6001	807.72	
12214495	02/18/2016	Office Depot	01-4300	Div Office-Business & Tech- open order	72.33	
				DO Humanities- Open order	69.50	
				English Center- Open order	267.85	
				Life Science- Open order	205.98	
				MPC Ed Center- Open order	412.98	
				Physical Science- open order	235.69	
12214498	02/18/2016	Port Supply	01-4300	Lo State Univ Grant- open order for motors	4,516.46	
12214475	02/18/2016	AdSpec	01-4500	PV3696-Job and Career Fair signs	753.52	
12214481	02/18/2016	Cypress Sporting Goods	01-4500	PV 3686- Catcher's Gear	200.00	
12214487	02/18/2016	Kelley/FMC	01-4500	PV 3689 - Trust Fund Check Stock	439.99	
12214495	02/18/2016	Office Depot	01-4500	Admission & Records-Open order	319.71	
				ARC- Open order	660.07	
				Creative Arts-Open order	288.70	
				EOPS-Open order	124.39	
				Fiscal - Open order	118.47	
				Health Services- Open order	114.66	
				Human Resources-open order	382.43	
				International Student Program-Open order	135.61	
				Library- Open order for Go Print supplies	867.39	
				Library-Open order-	195.51	
				Plant Services- open order	120.67	
				Print Shop- Open order	761.18	
				School of Nursing- Open order	480.12	
				VP of Academic Affairs-open order	108.21	
				Office of the President-Open order	262.77	
				Matriculation - open order	1,428.28	
				Matriculation Office-Open order	457.32	
12214500	02/18/2016	SIERRA PACIFIC TURF SUPPLY	01-4500	Grounds-open order	638.73	
12214497	02/18/2016	Peninsula Cafe	01-4700	PV 3691 - Service for Board Meetings	80.39	
				PV 3692 - Box lunches for CBT and College Council	75.66	
12214499	02/18/2016	Sandra Washington	01-4700	PV 3695-Cash Adv for meals for students	670.00	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved. (Limited to Checks issued from the COUNTY bank account.)



Checks Dated 02/18/2016 Sorted by Fund

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12214480	02/18/2016	Crouch, Perry	01-5100	Matriculation-Independent Contractor	300.00	
12214488	02/18/2016	Loomis, Kathryn	01-5100	MATE Resouce Ctr-Independent Contractor	1,132.49	
12214490	02/18/2016	MONTEREY BAY AQUARIUM	01-5100	PV 3690 - Fall 2015 Sect 1704	666.00	
12214501	02/18/2016	Sinclair, Timandra	01-5100	MATE MOV- Independent Contractor	1,165.00	
12214478	02/18/2016	David Brown	01-5200	PV 3685 - Reimb for SanDiego Feb 2nd	1,105.62	
12214479	02/18/2016	City of St. Petersburg	01-5200	PV 3698 - Pool Rental Fee	642.00	
12214496	02/18/2016	On Course Conference	01-5200	PV 3699 - Frontline workshop	3,640.16	
12214484	02/18/2016	Health Educational Services	01-5300	PV 3694-AHA Instructor Monitor	300.00	
12214486	02/18/2016	KBA Docusys	01-5600	Print Shop	286.30	
12214502	02/18/2016	Toyota Material Handling	01-5600	PV 3693 - equipment repair	455.00	
12214489	02/18/2016	LOZANO SMITH, LLP	01-5700	Office of the President-Open order for Legal	1,047.42	
12214491	02/18/2016	MPC FOUNDATION	01-5800	MPC Foundation-Foundation services	8,333.33	
12214492	02/18/2016	MPC Revolving Fund	01-5800	PV 3678 - RF Chk Reimbursement	3,456.76	
				PV 3679- RF Check Reimbursement	2,527.26	
				PV 3680- RF Check Reimb Feb	360.00	
				PV 3681 -RF Cash Reimbursement	206.58	
				PV 3682-RF Check Reimbursement Feb	150.00	
				PV 3683 - RF Check Reimb Jan 2016	2,749.13	
12214493	02/18/2016	MPC-Federal Fund Account	01-5800	PV 3677- R2T4	4,316.00	
12214494	02/18/2016	Neopost Inc	01-5800	PV 3700-Rate change download	299.00	
12214485	02/18/2016	Ingenium	01-6200	PV 3688 - Haz Mat Pickup	3,919.97	
12214497	02/18/2016	Peninsula Cafe	01-7600	PV-3697- CARE Meal Plan	2,840.00	
				<b>Total Number of Checks</b>	<b>27</b>	<b>61,956.72</b>
12214476	02/18/2016	Alliant Insurance Services Inc	35-5100	Self Insurance-Medical Broker for Self Insurance	4,166.67	
				<b>Total Number of Checks</b>	<b>1</b>	<b>4,166.67</b>
12214483	02/18/2016	GAVILAN PEST CONTROL	47-5500	PV 3687 - Student Ctt Pest Control Services	90.00	
				<b>Total Number of Checks</b>	<b>1</b>	<b>90.00</b>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	27	61,956.72
35	Self Insurance Fund (M)	1	4,166.67
47	College Center (M)	1	90.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved. (Limited to Checks issued from the COUNTY bank account.)

**Checks Dated 02/18/2016 Sorted by Fund**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
			Total Number of Checks	29		66,213.39
			Less Unpaid Sales Tax Liability			.00
			<b>Net (Check Amount)</b>			<b>66,213.39</b>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved. (Limited to Checks issued from the COUNTY bank account.)

## Checks Dated 02/23/2016 Sorted by Fund

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12215192	02/23/2016	Bookmark	01-4300	Music-Scores	860.32	
12215200	02/23/2016	EDGT	01-4300	Enrollment Growth-online tutorial- 1 year	250.00	
12215204	02/23/2016	Glove Nation	01-4300	Chemistry- open order	522.08	
12215207	02/23/2016	L. N. Curtis & Sons	01-4300	Block Grant- Instructional-Thermal Imager	7,125.80	
12215214	02/23/2016	CULLIGAN WATER CO	01-4300	Chemistry- Open order for DI system	45.00	
12215225	02/23/2016	Thompson Enamel	01-4300	Art- open order	492.44	
12215193	02/23/2016	Central Ave Pharmacy	01-4500	Health Services-Open order	275.00	
12215196	02/23/2016	Cintas Corp #630	01-4500	Custodial-Open order	202.67	
				Facilities-Open order for uniforms	1,326.78	
12215199	02/23/2016	Edges Electrical Group	01-4500	Maintenance- Open order	2,465.41	
12215205	02/23/2016	GRAINGER INC-salinas	01-4500	Maintenance- Open order	1,437.30	
12215206	02/23/2016	Home Depot Credit Services	01-4500	Maintenance- Open order	482.33	
12215218	02/23/2016	SIERRA PACIFIC TURF SUPPLY	01-4500	Grounds-open order	638.73	
12215224	02/23/2016	Thermo Electron North America	01-4500	Chemistry- Repair of IR Spectrometer	1,660.49	
12215228	02/23/2016	VERIZON WIRELESS	01-4500	Verizon Cell Phone bills	10.36	
12215229	02/23/2016	Waxie Sanitary	01-4500	Custodial-Open order	3,172.06	
12215212	02/23/2016	Peninsula Cafe	01-4700	PV 3702 - interntl student orientation	291.66	
12215190	02/23/2016	Agile Research & Tech.	01-5100	IS & Matriculation-Web support & project mngmnt	4,560.00	
12215194	02/23/2016	Central Coast Sign Language	01-5100	Access Resource Ctr-Independent Contractor	184.64	
12215226	02/23/2016	Universal Staffing, Inc.	01-5100	PV 3701 - contract services	1,056.00	
12215231	02/23/2016	White Page Communications	01-5100	PV 3703-for public relaitons	7,262.00	
12215198	02/23/2016	E3 Robotics	01-5200	MATE MOV: Grant year 3 funding	4,288.00	
12215195	02/23/2016	CHEVRON USA INC	01-5500	Warehouse-Open order for gas & oil	549.68	
12215203	02/23/2016	GAVILAN PEST CONTROL	01-5500	Grounds- Open order	1,540.00	
12215208	02/23/2016	Marina Coast Water District	01-5500	MPC Ed Center-Open order	486.13	
12215213	02/23/2016	PENINSULA WELDING SUPPLY	01-5500	Art-Open order for gas for welding&soldering	142.45	
12215227	02/23/2016	Valley Pacific Petroleum Serv	01-5500	Grounds	528.13	
12215228	02/23/2016	VERIZON WIRELESS	01-5500	Verizon Cell Phone bills	370.71	
12215202	02/23/2016	Fluke Networks	01-5600	IS Network & Tech-Airmagnet Spectrum kit	3,982.40	
12215215	02/23/2016	Rackspace	01-5600	IS Network & Tech.-Open order	1,440.78	
12215222	02/23/2016	Steris Corporation	01-5600	Biology- Maintenance Agreement	3,543.75	
12215201	02/23/2016	FEDERAL EXPRESS	01-5800	Warehouse- Open order	112.73	
12215209	02/23/2016	Monterey County Weekly	01-5800	PIO- Open order for newspaper advertising	1,013.81	
12215216	02/23/2016	Schneiderman, Dr Scott	01-5800	PV 3706-athletic physicals	300.00	
12215220	02/23/2016	Victoria Simmons	01-5800	PV 3700- IBB Training	2,585.86	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved. (Limited to Checks issued from the COUNTY bank account.)

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**Checks Dated 02/23/2016 Sorted by Fund**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12215230	02/23/2016	West Coast Intercollegiate	01-5800	PV 3705- official charges remaining amt owed	30.00	
12215191	02/23/2016	AmeriPride Uniform Services	01-6200	Art-Open order for rag service/printmaking	94.98	
12215197	02/23/2016	Dry Erase Designs LLC	01-6400	Block Grant -Instructional-Dry Erase board LF103	677.50	
12215211	02/23/2016	PALACE ART & OFFICE SUPPLY	01-6400	VP of Student Serv.-Task Chair	554.59	
<b>Total Number of Checks</b>					<b>37</b>	<b>56,562.57</b>
12215210	02/23/2016	Nob Hill Foods -Sacto	04-4500	Children's Center- Open order for meals	50.35	
12215221	02/23/2016	SMART & FINAL	04-4500	Children's Center- Open order for Meals	57.91	
12215223	02/23/2016	Sysco Food Service of SF	04-4500	Children's Center-Open order for Meals	.96	
12215210	02/23/2016	Nob Hill Foods -Sacto	04-4700	Children's Center- Open order for meals	95.54	
12215221	02/23/2016	SMART & FINAL	04-4700	Children's Center- Open order for Meals	378.01	
12215223	02/23/2016	Sysco Food Service of SF	04-4700	Children's Center-Open order for Meals	2,798.91	
<b>Total Number of Checks</b>					<b>3</b>	<b>3,381.68</b>
12215217	02/23/2016	Scudder Roofing	14-5800	PV 3704 - reimb for materials purchased	1,846.61	
<b>Total Number of Checks</b>					<b>1</b>	<b>1,846.61</b>
12215228	02/23/2016	VERIZON WIRELESS	39-5500	Verizon Cell Phone bills	73.42	
12215219	02/23/2016	Silke Communications	39-6400	Parking-Radio equipment	2,715.01	
<b>Total Number of Checks</b>					<b>2</b>	<b>2,788.43</b>

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
01	General Fund	37	56,562.57
04	Children Center	3	3,381.68
14	Capital Projects Fund (M)	1	1,846.61
39	Parking Fund (M)	2	2,788.43
Total Number of Checks		<b>42</b>	<b>64,579.29</b>
Less Unpaid Sales Tax Liability			<b>.00</b>
<b>Net (Check Amount)</b>			<b>64,579.29</b>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved. (Limited to Checks issued from the COUNTY bank account.)

**Checks Dated 02/25/2016 Sorted by Fund**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12216750	02/25/2016	Standard Insurance Company CB	01-3400	GI-Support Insurance-Open order	1,393.43	
12216733	02/25/2016	AdSpec	01-4500	PV 3712 - banners	1,254.87	
12216741	02/25/2016	Dynamic Press	01-4500	PV 3714- diploma/certificate	95.03	
12216743	02/25/2016	JC PAPER CO	01-4500	Print Shop- Open order	1,356.73	
12216746	02/25/2016	Paperclip Communications	01-4500	PV 3707-brochure	1,110.00	
12216749	02/25/2016	School Services of CA-Sacto	01-4500	VP of Admin Serv-Renew Comm College Update	285.00	
12216752	02/25/2016	SupplyWorks	01-4500	Custodial Services-Open order	50.00	
				Custodial- Open order	5,658.39	
12216739	02/25/2016	Department of Forestry & Fire	01-5200	PV 3710- Basic Fire Academy fees	6,720.00	
				PV 3710-Basic fire academy fees	1,768.00	
12216740	02/25/2016	Discovery	01-5200	PV 3709 - cancellation fees	400.00	
12216742	02/25/2016	Innovative Educators	01-5200	Matriculation office-Registration for Go2Knowledge	3,995.00	
12216748	02/25/2016	Kathleen Rozman	01-5200	PV 3706-Learning and Brain Wkshop	1,228.42	
12216753	02/25/2016	Wells Fargo Insurance Services	01-5400	PV 3715-student health insurance	14,976.80	
12216737	02/25/2016	Constellation New Energy	01-5500	General Instit.-Open order for electricity	36,281.78	
12216745	02/25/2016	Keisling, Tyler	01-5500	PV 3708-supplies purchased	395.05	
12216744	02/25/2016	KBA Docusys	01-5600	Print Shop	5,345.30	
12216734	02/25/2016	Board of Equalization	01-5800	PV 3711 - sales tax payment	35.00	
12216736	02/25/2016	Collaborative Brain Trust Cons	01-5800	PV 3718-professional consulting services	14,155.13	
12216747	02/25/2016	Razorwire Design	01-5800	PV 3713-Summer and Fall Schedule 2016	5,472.50	
12216751	02/25/2016	Stericycle	01-6200	PV 3717-haz mat	297.60	
12216735	02/25/2016	CDW GOVERNMENT INC	01-6400	Tech Refresh-misc. hardware	996.00	
				<b>Total Number of Checks</b>	<b>20</b>	<b>103,270.03</b>
12216738	02/25/2016	Cypress Painting & Decorating	14-5600	Scheduled Maint. Reencumber B1500860	1,475.00	
				<b>Total Number of Checks</b>	<b>1</b>	<b>1,475.00</b>
12216737	02/25/2016	Constellation New Energy	47-5500	General Instit.-Open order for electricity	2,317.90	
				<b>Total Number of Checks</b>	<b>1</b>	<b>2,317.90</b>

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
01	General Fund	20	103,270.03
14	Capital Projects Fund (M)	1	1,475.00
47	College Center (M)	1	2,317.90

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved. (Limited to Checks issued from the COUNTY bank account.)

**Checks Dated 02/25/2016 Sorted by Fund**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
			Total Number of Checks	21		107,062.93
			Less Unpaid Sales Tax Liability			.00
			<b>Net (Check Amount)</b>			<b>107,062.93</b>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved. (Limited to Checks issued from the COUNTY bank account.)

ESCAPE ONLINE

Monterey Peninsula Community College District

Governing Board Agenda

March 23, 2016

Consent Agenda Item No. A.5

Fiscal Services
College Area

Proposal:

It is proposed that the Board of Trustees approves the February 2016 Purchase Orders, Numbers B1600460 through B1600500.

Background:

Purchase Orders B1600460 through B1600500 were produced in February 2016. These orders totaled \$202,478.97 in college expenditures. The list of Purchase Orders is attached.

Budgetary Implications:

Budgeted.

RESOLUTION: BE IT RESOLVED, that Purchase Orders B1600460 through B1600500 in the amount of \$202,478.97 be approved.

Recommended By: [Signature]
Steven L. Crow, Ed.D., Vice President of Administrative Services

Prepared By: [Signatures]
Mary Weber, Purchasing Coordinator Rosemary Barros, Controller

Agenda Approval: [Signature]
Dr. Walter Tribley, Superintendent/President

(See Last Page) \*\*\*

Board Meeting Date March 23,2016

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B16-00460	PALACE ART & OFFICE SUPPLY	040	HR-Reconfigure office	01-5100	597.44
B16-00461	CDW GOVERNMENT INC	041	Tech Refresh-misc. hardware	01-6400	30,058.28
B16-00462	Office Depot	053	Physical Science-Open order	01-4300	932.00
B16-00463	Pearson Clinical Assessments	059	ARC-Assessment forms	01-4300	303.87
B16-00464	Discovery	021	CTE Transition-Charter Bus Seaside High	01-5200	918.75
B16-00465	Discovery	021	CTE Transitions-Charter-Marina HS	01-5200	918.75
B16-00466	Discovery	021	CTE Transitions-Charter Monterey High	01-5200	918.75
B16-00467	Discovery	021	CTE Transitions-Charter-North Monterey County HS	01-5200	918.75
B16-00468	Discovery	021	CTE Transitions-Charter Pacific Grove HS	01-5200	918.75
B16-00469	Discovery	021	CET Transitions-Charter Carmel High School	01-5200	779.75
B16-00470	Bill Leone	038	Student Equity-Independent Contractor Agreement	01-5100	2,500.00
B16-00471	CHEVRON USA INC	051	Men & Women's Athletics-Open order	01-5500	4,000.00
B16-00472	Pocket Nurse	045	CTE Enhancement-Instructional supplies	01-4300	2,101.11
B16-00473	Central Ave Pharmacy	038	Health Services-Open order	01-4500	500.00
B16-00474	Virtual VRI	059	ARC-Independent Contractor	01-5100	10,000.00
B16-00475	PALACE ART & OFFICE SUPPLY	040	Human Resources-Desk for new employee	01-4500	477.84
B16-00476	Martin Cisneros	021	Curriculum Development-Independent Contractor	01-5100	7,000.00
B16-00477	Jacqueline Fitzpatrick	059	ARC-Independent Contractor	01-5100	3,875.00
B16-00478	Southwest Interiors	051	PE Rental Proceeds-Bleacher service	01-5600	2,150.00
B16-00479	Steris Corporation	045	Biology-Sterilizer repair	01-5600	733.68
B16-00480	Thermo Electron North America	053	Chemistry- Repair of IR Spectrometer	01-4500	3,200.00
B16-00481	Office Depot	036	Fire Protection Tech-Open order	01-4300	1,600.00
B16-00482	Office Depot	039	Humanities- Open order	01-4300	1,000.00
B16-00483	EC West	080	Gen Instit. Cont.-Roller Mouse RED	01-6400	281.34
B16-00484	BRODART	044	Library-supplies	01-4500	286.98
B16-00485	Geo H Wilson Inc	052	Gen. Instit. Minor Cap.-Relocate sink-Theater	01-5600	6,707.00
B16-00486	Discovery	057	TRIO-Upward Bound-Transportation	01-5200	1,122.50
B16-00487	Innovative Educators	057	Matriculation office-Registration for Go2Knowledge	01-5200	3,995.00
B16-00488	CDW GOVERNMENT INC	026	Block Grant-computers & monitors	01-6400	30,480.87
B16-00489	CDW GOVERNMENT INC	044	Block Grant- computer & monitors for LTC216	01-6400	17,747.46
B16-00490	CDW GOVERNMENT INC	053	Block Grant-Computers & monitors	01-6400	8,142.25
B16-00491	CDW GOVERNMENT INC	045	Block Grant- 27 Chrome books	01-4300	123.32
				01-6400	6,683.88

\*\*\* See the last page for criteria limiting the report detail.

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

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<b>(See Last Page) ***</b>				<b>Board Meeting Date March 23,2016</b>		
<b>PO Number</b>	<b>Vendor Name</b>	<b>Loc</b>	<b>Description</b>	<b>Fund Object</b>	<b>Account Amount</b>	
B16-00492	Palace Office Interiors	080	Gen. Instit. Ergo-Chair for new employee	01-6400	360.09	
B16-00493	FMG Custom Concrete	045	CTE Enhancement Funds-FC Courtyard	01-5100	10,591.00	
B16-00494	JB Jordan & Associates	052	Gen. Instit. Min. Cap. Improv.-Carpet LTC stairs	01-5600	8,998.28	
B16-00495	CDW GOVERNMENT INC	055	Block Grant- 11 replacement computers	01-6400	10,468.69	
B16-00496	CDW GOVERNMENT INC	055	Block Grant-chromebooks & cart	01-6400	3,587.59	
B16-00497	URBAN LUMBERJACKS	052	Grounds-Remove 2 Pine Trees	01-5500	2,800.00	
B16-00498	Epico Systems Inc	041	ERP Prep-CDC Fiber	01-5100	13,025.00	
B16-00499	Office Depot	057	ASMPC-Open order	47-4500	300.00	
B16-00500	Randy Tunnell	048	School of Nursing-2016 class photo	01-4500	375.00	
<b>Total Number of POs</b>				<b>41</b>	<b>Total</b>	<b>202,478.97</b>

**Fund Recap**

<b>Fund</b>	<b>Description</b>	<b>PO Count</b>	<b>Amount</b>
01	General Fund	40	202,178.97
47	College Center (M)	1	300.00
		<b>Total</b>	<b>202,478.97</b>

Information is further limited to: Purchase Orders starting with text between b16-00460 and b16-00500

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

# Monterey Peninsula Community College District

## Governing Board Agenda

March 23, 2016

Consent Agenda Item No. A.6

**Proposal:**

Approve budget adjustments for the period of January 2016 through February 2016.  
Fiscal Year 2015-2016.

**Background:**

Please see attached budget increase documents. Board Policy 2120 requires Board approval of increases to the total Fiscal year budget.

**Budgetary Implications:**

**Fund 01 ( Restricted General Fund )**

Net increase in the 1000 ( Certificated Salary ) Object expense category	\$	6,763.33
Net increase in the 2000 ( Classified Salary ) Object expense category	\$	13,482.05
Net increase in the 3000 ( Benefits ) Object expense category	\$	635.00
Net increase in the 4000 ( Supplies ) Object expense category	\$	21,277.08
Net increase in the 5000 ( Other Services ) Object expense category	\$	77,691.00
Net increase in the 6000 ( Capital Outlay ) Object expense category	\$	25,198.00
		<hr/>
Total increase in expense lines budgeted	\$	145,046.46

**RESOLUTION: BE IT RESOLVED**, that the following budget increases in the Restricted General Fund be approved:

Increase of \$ 119,072.13 in funds received for FY 15-16.

Increase of \$ 25,974.33 in funds carried forward from FY 14-15 to FY 15-16.

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

Prepared By:  Roger Sattoof, Budget Analyst  
 Rosemary Barrios, Controller

Agenda Approval:   
Dr. Walter Tribley, Superintendent/President

Consent RGF Increase

**MPC**

Monterey Peninsula College

**BUDGET INCREASES**December 2015 through February 2016  
Fund 01 ( Restricted General Fund ) FY 2015-2016

EXPLANATIONS	AMOUNTS	AMOUNTS
Increase Revenue and Expenses in the SB 1070 Southwest Pathways Consortium Grant to reflect funds received in FY 15-16 from the Foothill DeAnza Community College.		
Total Revenue:	30,420.00	
Total Expenses:		30,420.00
Increase Revenue and Expenses in the Small Business Grant to reflect funds received in FY 15-16 from the Bay Community College Consortium.		
Total Revenue:	20,344.00	
Total Expenses:		20,344.00
Increase Revenue and Expenses in the Reading Center Grant to reflect funds received in FY 15-16 from Ralph Knox Foundation.		
Total Revenue:	11,680.33	
Total Expenses:		11,680.33
Decrease in the First 5 Monterey County Grant to reflect the actual allocation amount from the state.		
Total Revenue:	(237)	
Total Expenses:		(237)
Increase Revenue and Expenses in the Physical Plant and Instructional Support Block Grant to reflect funds received in FY 15-16 from California Community Colleges Facilities Planning.		
Total Revenue:	15,198.00	
Total Expenses:		15,198.00
Increase Revenue and Expenses in the Student Financial Aid Funds to reflect additional funds received from the state in FY 15-16.		
Total Revenue:	41,667.00	
Total Expenses:		41,667.00
<b>SUBTOTAL, FUNDS RECEIVED FOR FY 2015-2016</b>	<b>119,072.33</b>	<b>119,072.33</b>

**MPC**

Monterey Peninsula College

**BUDGET INCREASES**December 2015 through February 2016  
Fund 01 ( **Restricted General Fund** ) FY 2015-2016

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Increase Revenue and Expenses in the Fire training program  
to reflect funds carried forward from FY 14-15 to FY 15-16.

Total Revenue:	23,537.08	
Total Expenses:		23,537.08

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Increase Revenue and Expenses in the Reading Center Grant  
to reflect funds carried forward from FY 14-15 to FY 15-16.

Total Revenue:	2,437.05	
Total Expenses:		2,437.05

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**SUBTOTAL, FUNDS CARRIED FORWARD FROM  
FY 2014-2015 TO FY 2015-2016**

<b>25,974.13</b>	<b>25,974.13</b>
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**TOTAL INCREASES**

<u><b>\$145,046.46</b></u>	<u><b>\$145,046.46</b></u>
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# Monterey Peninsula Community College District

## Governing Board Agenda

March 23, 2016

Consent Agenda Item No. A.7

Fiscal Services  
College Area

### Proposal:

Approve budget adjustments for the period of January 2016 through February 2016.  
(Fiscal Year 2015-2016.)

### Background:

Please see attached budget revision documents.

### Budgetary Implications:

#### Fund 01 ( Restricted General Fund )

Net decrease in the 1000 ( Certificated Salary ) Object expense category	\$	19,616.52
Net increase in the 2000 ( Classified Salary ) Object expense category	\$	1,250.65
Net decrease in the 3000 ( Benefits) Object expense category	\$	738.24
Net increase in the 4000 ( Supplies ) Object expense category	\$	15,853.75
Net increase in the 5000 ( Other Services ) Object expense category	\$	28,481.25
Net decrease in the 6000 ( Capital Outlay ) Object expense category	\$	22,250.00
Net decrease in the 7000 ( Other Outgo ) Object expense category	\$	2,980.89

**RESOLUTION: BE IT RESOLVED**, that the following budget adjustments in the Restricted General Fund be approved:

Net decrease in the 1000 ( Certificated Salary ) Object expense category	\$	19,616.52
Net increase in the 2000 ( Classified Salary ) Object expense category	\$	1,250.65
Net decrease in the 3000 ( Benefits) Object expense category	\$	738.24
Net increase in the 4000 ( Supplies ) Object expense category	\$	15,853.75
Net increase in the 5000 ( Other Services ) Object expense category	\$	28,481.25
Net decrease in the 6000 ( Capital Outlay ) Object expense category	\$	22,250.00
Net decrease in the 7000 ( Other Outgo ) Object expense category	\$	2,980.89

Recommended By: \_\_\_\_\_

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

Prepared By: \_\_\_\_\_

  
Roger Sattoof, Budget Analyst

  
Rosemary Barrios, Controller

Agenda Approval: \_\_\_\_\_

  
Dr. Walter Tribley, Superintendent/President

**MPC**

Monterey Peninsula College

**BUDGET REVISION**

January 2016 through February 2016

Fund 01 - ( Restricted General Fund ) FY 15-16

1000	2000	3000	4000	5000	6000	7000	Explanations
CERT. SALARIES	CLASS. SALARIES	BENEFITS	SUPPLIES	OTHER SERVICES	CAPITAL OUTALY	OTHER OUTGO	
			18,050		(18,050)		Transfer funds within the Instructional Equipment-Academic Affairs department. Transfer was from instructional equipment to instructional materials to cover the cost of instructional supplies that were purchased. Reduction To: 01-0020-1-4900-1525-6400-000-69-6405 Addition To: 01-0020-1-0400-1525-4300-000-69-4312 01-0020-1-2100-1525-4300-000-69-4312
745.98		134.02	120	(1,000)			Transfer funds within the Career and Technical Education Transition department. Transfer was from mileage to office supplies, instructional and non instructional supplies and hourly non-teaching salary with benefits. To cover overages. Reduction To: 01-0040-1-4900-1145-5200-000-35-5230 Addition To: 01-0040-1-4900-1145-4500-000-35-4525 01-0040-1-4900-1145-4300-000-35-4312 01-0040-1-4900-1145-1400-000-35-1403 01-0040-1-4900-1145-3120-000-35-1403 01-0040-1-4900-1145-3340-000-35-1403 01-0040-1-4900-1145-3520-000-35-1403 01-0040-1-4900-1145-3620-000-35-1403
	749.68	35.32		7,585	(8,370)		Transfer funds from VATEA I-C Curriculum Development to Student Support and VATEA I-C Professional Development. Transfer was from instructional equipment to hourly professional expert salary with benefits and conference. To cover non-instructional salary with benefits and professional development. Reduction To: 01-0040-1-2100-1147-6400-000-33-6405 Addition To: 01-0040-1-6010-1143-2300-000-33-2304 01-0040-1-6010-1143-3340-000-33-2304 01-0040-1-6010-1143-3520-000-33-2304 01-0040-1-6010-1143-3620-000-33-2304 01-0040-1-6750-1148-5200-000-33-5220
(4,800)		(731)		5,401	130		Transfer funds within the VATEA I-C Curriculum Development department. Transfer was from non-instructional salary and benefits to class room furniture, dues and membership, and conference. To cover overages. Reduction To: 01-0040-1-0900-1147-1400-000-33-1401 01-0040-1-0900-1147-3120-000-33-1402 01-0040-1-0900-1147-3340-000-33-1403 01-0040-1-0900-1147-3520-000-33-1404 01-0040-1-0900-1147-3620-000-33-1405 Addition To: 01-0040-1-1300-1147-6400-000-33-6413 01-0040-1-6750-1148-5300-000-33-5306 01-0040-1-6750-1148-5200-000-33-5220

MPC

Monterey Peninsula College

**BUDGET REVISION**January 2016 through February 2016  
Fund 01 - ( Restricted General Fund ) FY 15-16

1000	2000	3000	4000	5000	6000	7000	Explanations
CERT. SALARIES	CLASS. SALARIES	BENEFITS	SUPPLIES	OTHER SERVICES	CAPITAL OUTALY	OTHER OUTGO	
	500.97	60.03	1,400	(4,961)	3,000		Transfer funds within the Fire Training Program department. Transfer was from course fee to hourly overtime non instructional salary and benefits, non instructional supplies for printing, rents, equipment repair and non instructional office supplies. To cover the cost of purchases.  Reduction To: 01-0090-1-2100-1111-5200-000-98-5221 Addition To: 01-0090-1-2100-1111-2300-000-98-2303 01-0090-1-2100-1111-3320-000-98-2303 01-0090-1-2100-1111-3340-000-98-2303 01-0090-1-2100-1111-3520-000-98-2303 01-0090-1-2100-1111-3620-000-98-2303 01-0090-1-2100-1111-4500-000-98-4511 01-0090-1-2100-1111-4500-000-98-4525 01-0090-1-2100-1111-5600-000-98-5602 01-0090-1-2100-1111-5600-000-98-5630 01-0090-1-2100-1111-6400-000-98-6425
			(4,366.25)	14,366.25	(10,000)		Transfer funds within the CTE Enhancement department. Transfer from food and instructional equipment to contracted services. Funds to be used in paying future services.  Reduction To: 01-0040-1-1307-1129-4700-000-96-4706 01-0040-1-1307-1129-6400-000-96-6410 Addition To: 01-0040-1-1307-1129-5100-000-96-5180
(15,562.50)	(236.61)	650	7,090	11,040	(2,980.89)		Transfer funds within the Student Equity department. Transfer was from non Instructional hourly temporary and textbooks to food, contract services, conference and equipment purchases. To cover overdrawn budgets.  Reduction To: 01-0050-1-6300-1330-1400-000-96-1401 01-0050-1-6300-1330-1400-000-96-1403 01-0050-1-6300-1330-7600-000-96-7602 Addition To: 01-0050-1-6300-1330-4700-000-96-4706 01-0050-1-6300-1330-5100-000-96-5145 01-0050-1-6300-1330-5200-000-96-5220 01-0050-1-6300-1330-6400-000-96-6404
<b>(19,616.52)</b>	<b>1,250.65</b>	<b>(738.24)</b>	<b>15,853.75</b>	<b>28,481.25</b>	<b>(22,250.00)</b>	<b>(2,980.89)</b>	<b>Totals</b>

# Monterey Peninsula Community College District

## Governing Board Agenda

March 23, 2016

Consent Agenda Item No. A.8

Fiscal Services

College Area

### Proposal:

Approve budget adjustments for the period of January 2016 through February 2016.  
(Fiscal Year 2015-2016.)

### Background:

Please see attached budget revision documents.

### Budgetary Implications:

#### Fund 01 ( Unrestricted General Fund )

Net increase in the 1000 ( Certificated Salary ) Object expense category	\$	5,696.83
Net increase in the 2000 ( Classified Salary ) Object expense category	\$	315.45
Net increase in the 3000 ( Benefits ) Object expense category	\$	1,518.62
Net increase in the 4000 ( Supplies ) Object expense category	\$	50.00
Net decrease in the 5000 ( Other Services ) Object expense category	\$	6,950.00

**RESOLUTION: BE IT RESOLVED**, that the following budget adjustments in the Unrestricted General Fund be approved:

Net increase in the 1000 ( Certificated Salary ) Object expense category	\$	5,696.83
Net increase in the 2000 ( Classified Salary ) Object expense category	\$	315.45
Net increase in the 3000 ( Benefits ) Object expense category	\$	1,518.62
Net increase in the 4000 ( Supplies ) Object expense category	\$	50.00
Net decrease in the 5000 ( Other Services ) Object expense category	\$	6,950.00

Recommended By: \_\_\_\_\_

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

Prepared By: \_\_\_\_\_

  
Roger Sattoof, Budget Analyst

  
Rosemary Barrios, Controller

Agenda Approval: \_\_\_\_\_

  
Dr. Walter Tribley, Superintendent/President



MPC

Monterey Peninsula College

**BUDGET REVISION**

January 2016 through February 2016

Fund 01 - ( Unrestricted General Fund ) FY 15-16

1000	2000	3000	4000	5000	6000	7000	Explanations
Cert. Salaries	Class. Salaries	Benefits	Supplies	Other Services	Capital Outlay	Other Outgo	
	(54.45)	54.45					Transfer from Hourly Part Time Salaries to Benefits. To cover the benefits of instructional specialist benefits. Transfer was within the English Center department. Reduction To: 01-0030-0-6100-0315-2400-000-00-2402 Addition To: 01-0030-0-6100-0315-3330-000-00-2404 01-0030-0-6100-0315-3510-000-00-2404 01-0030-0-6100-0315-3610-000-00-2404
5,849.13		1,050.87		(6,900)			Transfer from Contract Services to Hourly Non-Teaching-Fall/Spring and Benefits. To cover the Faculty Coordinator's extra hours. Transfer was from Office of Vice President of Academic Affairs to Distance Education department. Reduction To: 01-0020-0-6600-1501-5100-000-00-5145 Addition To: 01-0020-0-6020-1130-1400-000-00-1401 01-0020-0-6020-1130-3120-000-00-1401 01-0020-0-6020-1130-3340-000-00-1401 01-0020-0-6020-1130-3520-000-00-1401 01-0020-0-6020-1130-3620-000-00-1401
	(126)	126					Transfer from Hourly Part Time Permanent salaries to Hourly Substitute's Benefits. To cover the pay of Instructional Specialist. Transfer was within English Center department. Reduction To: 01-0030-0-6110-0315-2400-000-00-2402 Addition To: 01-0030-0-6110-0315-2400-000-00-2408 01-0030-0-6110-0315-3330-000-00-2408 01-0030-0-6110-0315-3510-000-00-2408 01-0030-0-6110-0315-3610-000-00-2408
	(135)	135					Transfer from Non-Instructional Classified salaries to Hourly Temporary Benefits. To cover the pay of Temporary Custodian. Transfer was within the Custodial Services department. Reduction To: 01-0080-0-6530-0931-2100-000-00-2101 Addition To: 01-0080-0-6530-0931-2300-000-00-2306 01-0080-0-6530-0931-3340-000-00-2306 01-0080-0-6530-0931-3520-000-00-2306 01-0080-0-6530-0931-3620-000-00-2306

**MPC**

Monterey Peninsula College

**BUDGET REVISION**

January 2016 through February 2016

Fund 01 - ( **Unrestricted** General Fund ) FY 15-16

1000	2000	3000	4000	5000	6000	7000	Explanations
Cert. Salaries	Class. Salaries	Benefits	Supplies	Other Services	Capital Outlay	Other Outgo	
(152.30)		152.30					Transfer from Non-Instructional Classified salaries to Benefits. To cover the pay of the Math Chari. Transfer was from English to Mathematics department. Reduction To: 01-0030-0-1500-0310-1200-000-00-1220 Addition To: 01-0030-0-1700-0520-3120-000-00-1220 01-0030-0-1700-0520-3340-000-00-1220 01-0030-0-1700-0520-3520-000-00-1220 01-0030-0-1700-0520-3620-000-00-1220
			50	( 50 )			Transfer from Equipment Repair to Graduation Supplies. To cover the additional photographer fees. Transfer was within the department of School of Nursing. Reduction To: 01-0030-0-1200-1215-5600-000-00-5630 Addition To: 01-0030-0-1200-1215-4500-000-00-4514
<b>5,696.83</b>	<b>315.45</b>	<b>1,518.62</b>	<b>50</b>	<b>(6,950)</b>	<b>0</b>	<b>0</b>	<b>Totals</b>

# Monterey Peninsula Community College District

## Governing Board Agenda

March 23, 2016

Consent Agenda Item No. B

Human Resources  
College Area

**Proposal:**

To approve the Management, Supervisor, Confidential personnel actions shown in the table below.

Item	Action	Details	Fiscal Implication
a)	Employment	Employment of _____, Human Resources Benefits & Retirement Coordinator, Human Resources, 40 hours per week, 12 months per year effective _____.	Included in budget
b)	Temporary Assignment	Ms. Elizabeth Schalau will receive a 5% stipend for participating on the District negotiating team for MPCEA/CSEA, effective March 15, 2016 through April 26, 2016.	5% Stipend
c)	Temporary Assignment	Ms. Elizabeth Schalau will receive a 5% stipend for additional Human Resource duties performed during the absence of the Associate Dean of Human Resources, effective March 24, 2016 through April 26, 2016.	5% Stipend

**RESOLUTION: BE IT RESOLVED**, that the Governing Board approve the following item(s):

- a) Employment of \_\_\_\_\_, Human Resources Benefits & Retirement Coordinator, 40 hours per week, 12 months per year effective \_\_\_\_\_.
- b) Ms. Elizabeth Schalau will receive a 5% stipend for participating on the District negotiating team for MPCEA/CSEA, effective March 15, 2016 through April 26, 2016.
- c) Ms. Elizabeth Schalau will receive a 5% stipend for additional Human Resource duties performed during the absence of the Associate Dean of Human Resources, effective March 24, 2016 through April 26, 2016.

Recommended By:   
Susan Kitagawa, Associate Dean of Human Resources

Prepared By:   
Elizabeth Schalau, Human Resources Analyst

Agenda Approval:   
Dr. Walter Tribley, Superintendent/President

# Monterey Peninsula Community College District

## Governing Board Agenda

March 23, 2016

Consent Agenda Item No. C

Human Resources  
College Area

**Proposal:**

To approve the Faculty personnel actions shown in the table below.

**Background:**

Item	Action	Details	Fiscal Implication
a)	Employment	Education Code 87470 authorizes the employment of faculty in categorically funded programs of indeterminate duration. These faculty members do not attain the rights of permanent employees, but serve under the terms and conditions of written employment agreements. Continuation of employment is renewed annually, pending funding. Continue the employment of Dawn Rae Davis, Gender & Women's Studies Instructor for the 2016/2017 academic year, under Education Code 87470.	49% Peggy & Jack Baskin Foundation Grant  51% General Fund
b)	Employment	Continue the employment of Amber Kerchner, Counselor for the 2016/2017 academic year, under Education Code 87470.	86% First 5 Grant  14% CalWORKS
c)	Employment	Education Code 87470 authorizes the employment of faculty in categorically funded programs of indeterminate duration. These faculty members do not attain the rights of permanent employees, but serve under the terms and conditions of written employment agreements. Continuation of employment is renewed annually, pending funding. It is recommended that the employment of Grace Anongchanya, TRIO Coordinator/Counselor; Sandra Washington, Upward Bound Counselor; Christopher Calima, Math Science Upward Bound Coordinator; and Heather Bowers, Upward Bound Counselor; as categorically funded employees be continued for the 2016/2017 academic year, under Education Code 87470.	Categorical Funds
d)	Resignation for the Purpose of Retirement	Resignation of Gary Bolen, Chairman, Theatre Arts Department, effective August 6, 2016 for the purpose of retirement, and confer upon him the title of Professor Emeritus. Mr. Bolen has served as a faculty member since 1999.	N/A
e)	Employment (list attached)	Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for spring 2016.	Included in budget

**Budgetary Implications:**

See Table.




**RESOLUTION: BE IT RESOLVED, that the Governing Board approve the following items:**

- a) Continue the employment of Dawn Rae Davis, Gender & Women's Studies Instructor for the 2016/2017 academic year, under Education Code 87470.
- b) Continue the employment of Amber Kerchner, Counselor for the 2016/2017 academic year, under Education Code 87470.
- c) Continue the employment of Grace Anongchanya, TRIO Coordinator/Counselor; Sandra Washington, Upward Bound Counselor; Christopher Calima, Math Science Upward Bound Coordinator; and Heather Bowers, Upward Bound Counselor; as categorically funded employees for the 2016/2017 academic year, under Education Code 87470.
- d) Resignation of Gary Bolen, Chairman, Theatre Arts Department, effective August 6, 2016 for the purpose of retirement, and confer upon him the title of Professor Emeritus. Mr. Bolen has served as a faculty member since 1999.
- e) Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for spring 2016.

**Recommended By:**

  
Susan Kitagawa, Associate Dean of Human Resources

**Prepared By:**

  
Elizabeth Schalau, Human Resources Analyst

**Agenda Approval:**

  
Dr. Walter Tribley, Superintendent/President

**Monterey Peninsula College**  
**Part-time, substitute, and/or overload**  
 Spring 2016 - March

**B1-Teaching With Benefits**

Abend	Richard	LING
Ambaw	Abeje	ANAT
Ambaw	Abeje	PHSO
Anderson	John	MUSI
Bates	Wendy	PHED
Bell	Monika	MEDA
Bishop	Elizabeth	MATH
Bolen	Gary	THEA
Bosserman	Homer	ASTR
Boynton	Diane	SPCH
Bransfield	Kevin	ARTP
Brown	Theresa	ARTD
Cabrera	Kendra	ETNC
Castillo	Leandro	BUSI
Catania	Tracie	MATH
Chovick	Elisabeth	MATH
Clemens	David	ENGL
Craig	Heather	ANAT
Cristobal	John	MATH
Dagdigian	James	ARTS
Davis	Dawn	GWOS
Dorsch	Francisco de Borja	SPAN
Durstenfeld	Andres	BIOL
Eisenbach	Diane	ARTC
Faust	Heather	ANAT
Fujii	Kim	PFIT
Gerhardt	Sarah	CHEM
Gilbert	Paola	ENGL
Grasmuck	Karoline	DNTL
Haffa	Alan	ENGL
Handley	Lauren	POLS
Iwamoto	Lynn	MATH

Jansen	Molly	HOSP
Johnson	Mary	ECED
Joplin	David	ENGL
Joplin	Susan	ENGL
Kary	Elias	ANTH
Lawrence	James	AUTO
Logan	Thomas	HIST
Madsen	Gamble	ARTH
Madsen	Gamble	GENT
May	Molly	ENSL
Mikkelsen	Jon	BUSI
Mullins	Elizabeth	HIST
Nelson	John	ENSL
Nguyen	Tuyen	MATH
Osburg	Jonathan	ENGL
Partch	Penny	ENSL
Philly	Peyton	MATH
Pickering	Joel	MATH
Quinonez	Gary	ARTD
Quinonez	Gary	ARTS
Raskoff	Kevin	BIOL
Ritsema	Todd	CHEM
Rivera	Frank	CHEM
Rozman	Kathleen	LNSK
Ruiz	Deborah	LIBR
Singh	Damanjit	CSIS
Smith	Robynn	ARTS
Spence	Luke	MATH
Stack	Kelly	SIGN
Stanica	Gabriela	MATH
Turner	Rushia	CHEM
Washburn	Andrew	MATH

**B2-Teaching Without Benefits**

Barnard	Jeffrey	HLTH
Childs	Brian	BUSI
Clifford	Karen	LIBR
Fellguth	Jennifer	LIBR

Garcia Garcia	Ana	OCEN
Haro	Paula	DANC
Jacinto	Janet	PFIT
Jones	David	HLTH
Parker	Aletha	EMMS
Pias	Charlene	PFIT
Shirley	Kimberly	BIOL
Smith	Christopher	FPTC
Van Dam	Georgia	HUMA

### **C1-Non-Teaching With Benefits**

Anongchanya	Grace Anne	PERS
Rebold	Thomas	ENGR
Webb	Catherine	LIBR



# Monterey Peninsula Community College District

## Governing Board Agenda

March 23, 2016

Consent Agenda Item No. D

Human Resources  
College Area

### Proposal:

To approve the Classified personnel actions listed in the table below.

### Background:

Item	Action	Details	Fiscal Implication
a)	Released during probation	Release of employee # 159821 from probation, effective February 25, 2016.	N/A
b)	Resignation	Resignation of Michelle Moore, Payroll Analyst, Financial Services, 40 hours per week, 12 months per year, effective at the end of the day March 23, 2016 for purpose of internal transfer.	N/A
c)	Employment	Employment of Michelle Moore, Student Financial Services Coordinator, 40 hours per week, 12 months per year, effective March 24, 2016.	Included in budget
d)	Employment	Employment of John Skellenger, Administrative Assistant III, Faculty Contracts, Academic Affairs, 40 hours per week, 12 months per year, effective March 24, 2016.	Included in budget
e)	Resignation	Resignation of Chrystal Taguiran, Reading Instructional Specialist, Reading Center, 18 hours per week, 8 months, 11 days per year, effective January 28, 2016.	Included in budget
f)	Resignation	Resignation of Danielle Hodgkins, Financial Services Coordinator, Student Financial Services, 40 hours per week, 12 months per year, effective March 24, 2016.	N/A
g)	Resignation	Resignation of David Buckley, Laboratory Specialist II, Physical Science, 19 hours per week, 9 months per year, effective August 19, 2016.	N/A
h)	Employment	Employment of Margaret Moser, Administrative Assistant III, Academic Affairs, 40 hours per week, 12 months per year, effective March 28, 2016.	Included in budget


### Budgetary Implications:

See table.

**RESOLUTION: BE IT RESOLVED**, that the Governing Board approve the following item(s):

- a) Release of employee # 159821 from probation, effective February 25, 2016.

- b) Resignation of Michelle Moore, Payroll Analyst, Financial Services, 40 hours per week, 12 months per year, effective at the end of the day March 23, 2016 for purpose of internal transfer.
- c) Employment of Michelle Moore, Student Financial Services Coordinator, 40 hours per week, 12 months per year, effective March 24, 2016.
- d) Employment of John Skellenger, Administrative Assistant III, Faculty Contracts, Academic Affairs, 40 hours per week, 12 months per year, effective March 24, 2016.
- e) Resignation of Chrystal Taguiran, Reading Instructional Specialist, Reading Center, 18 hours per week, 8 months, 11 days per year, effective January 28, 2016.
- f) Resignation of Danielle Hodgkins, Financial Services Coordinator, Student Financial Services, 40 hours per week, 12 months per year, effective March 24, 2016.
- g) Resignation of David Buckley, Laboratory Specialist II, Physical Science, 19 hours per week, 9 months per year, effective August 19, 2016.
- h) Employment of Margaret Moser, Administrative Assistant III, Academic Affairs, 40 hours per week, 12 months per year, effective March 28, 2016.

**Recommended By:**   
Susan Kitagawa, Associate Dean of Human Resources

**Prepared By:**   
Elizabeth Schalau, Human Resource Analyst

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

# Monterey Peninsula Community College District

## Governing Board Agenda

March 23, 2016

Consent Agenda Item No. E

Human Resources  
College Area

### Proposal:

To approve the individuals listed for volunteer assignments.

### Background:

The following individuals have been processed as volunteers for the period beginning January 1, 2016 through March 9, 2016 to perform supplemental services beyond those offered by District employees. According to Board Policy 5800 Volunteer Service, these individuals have completed the volunteer approval process and shall be covered by the District's institutional liability and Worker's Compensation insurance programs.

LAST NAME	FIRST NAME	DEPARTMENT/EVENT	EFFECTIVE DATES	
			FROM:	TO:
Marti	Daniel	Physical Education	01/27/16	06/01/16
Warren	Kyle	Physical Education	02/01/16	06/30/16
Brenner	Janette	ASA Culture Show	04/16/16	04/16/16
Byington	Amy	ASA Culture Show	04/16/16	04/16/16
Cho	Dukhyun	ASA Culture Show	04/16/16	04/16/16
Eisermann	Lisa	ASA Culture Show	04/16/16	04/16/16
Hwang	Kate	ASA Culture Show	04/16/16	04/16/16
Kwak	Young-Sook	ASA Culture Show	04/16/16	04/16/16
Le	Annie	ASA Culture Show	04/16/16	04/16/16
Rosas	Esdras	ASA Culture Show	04/16/16	04/16/16
Violeta	Reyes	ASA Culture Show	04/16/16	04/16/16

### Budgetary Implications:

N/A

**RESOLUTION: BE IT RESOLVED**, that the Governing Board approve the individuals listed for volunteer assignments.

**Recommended By:**   
Susan Kitagawa, Associate Dean of Human Resources

**Prepared By:**   
Susan Kitagawa, Associate Dean of Human Resources

**Agenda Approval:**   
Dr. Walter Tibley, Superintendent/President

# Monterey Peninsula Community College District

## Governing Board Agenda

March 23, 2016

Consent Agenda Item No. F

Human Resources  
College Area

### Proposal:

To approve the employment of the individuals on the attached list for short term and substitute assignments.

### Background:

Education Code 88003 authorizes the Governing Board to hire short term and substitute employees to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Employment of the individuals on the attached list is consistent with District policy and Education Code provisions.

### Budgetary Implications:

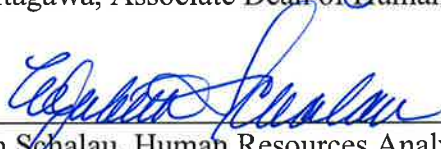
The cost to employ short term and substitute employees is included in division/department budgets.

**RESOLUTION: BE IT RESOLVED**, that the individuals on the recommended list (Short Term and Substitute Employees) employed for short term and substitute assignments subject to future modifications, be approved.

Recommended By:

  
\_\_\_\_\_  
Susan Kitagawa, Associate Dean of Human Resources

Prepared By:

  
\_\_\_\_\_  
Elizabeth Schalau, Human Resources Analyst

Agenda Approval:

  
\_\_\_\_\_  
Dr. Walter Tribley, Superintendent/President

**MONTEREY PENINSULA COLLEGE  
SHORT TERM NON-CONTINUING AND SUBSTITUTE EMPLOYEES**

BOARD AGENDA: 3/23/2016

<b>ACADEMIC AFFAIRS</b>							
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		TYPE OF FUNDS	HOURS
Skellenger	John	Sub-Admin Assistant III	\$18.96	03/07/16	03/23/16	Unrestricted	40 Hrs. Per Wk.
<b>ADMISSIONS &amp; RECORDS</b>							
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		TYPE OF FUNDS	HOURS
Simons	Karma	Sub-A & R Specialist	\$16.99	03/07/16	04/29/16	Unrestricted	29 Hrs. Per Wk.
<b>CHILDHOOD ED CENTER</b>							
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		TYPE OF FUNDS	HOURS
Shresths	Namrata	Sub-Playground Assistant I	\$12.00	01/28/16	06/06/16	Restricted	20 Hrs. Per Wk.
<b>EOPS/CARE &amp; Cal WORKS</b>							
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		TYPE OF FUNDS	HOURS
Barbour	Terri	College Assistant V	\$13.50	03/07/16	06/30/16	Restricted	29 Hrs. Per Wk.
Bonilla	Sandra	College Assistant V	\$13.50	03/07/16	06/03/16	Restricted	29 Hrs. Per Wk.
<b>INFORMATION SYSTEMS</b>							
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		TYPE OF FUNDS	HOURS
Cepeda	Aaron	Sub-Information Systems	\$17.61	03/01/16	06/30/16	Unrestricted	29 Hrs. Per Wk.
Santos	Vanancio	Sub-I.T. Support Technician	\$20.92	04/01/16	06/30/16	Unrestricted	29 Hrs. Per Wk.
<b>STUDENT EQUITY</b>							
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		TYPE OF FUNDS	HOURS
Lyles	Naomi	College Assistant X	\$17.00	02/25/16	04/30/16	Restricted	29 Hrs. Per Wk.
<b>TRIO UPWARD BOUND</b>							
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		TYPE OF FUNDS	HOURS
Kling	Torri	College Assistant IX	\$16.50	03/24/16	06/03/16	Restricted	Up to 9 Hrs. Per Wk.
Yabes	Kevin	College Assistant VI	\$14.00	03/24/16	05/31/16	Restricted	29 Hrs. Per Wk.