



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

**REGULAR MEETING  
WEDNESDAY, APRIL 27, 2016**

**CONSENTS**

Monterey Peninsula Community College District

Governing Board Agenda

April 27, 2016

Consent Agenda Item No. A.1

Superintendent/President Office

Proposal:

To consider and approve the minutes of the Regular Board meeting on March 23, 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.

[X] RESOLUTION: BE IT RESOLVED, that the Governing Board approves the minutes of the Regular Board meeting on March 23, 2016.

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

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

Agenda Approval: Walt a. Tribly, Superintendent/President

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

**REGULAR BOARD MEETING**

**WEDNESDAY, MARCH 23, 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** – Chair Rick Johnson 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  
Mr. Rick Johnson, Chair  
Dr. Loren Steck, Vice Chair  
Dr. Walter Tribley, Superintendent/President
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
  - C. Public Employee Evaluation (Government Code Section 54957)  
Title: Superintendent/President, Quarterly Evaluation
5. **RECONVENE TO OPEN SESSION / CALL TO ORDER**
6. **ROLL CALL** – Chair Johnson asked for Roll Call at 1:30 p.m.  
Present:  
Mr. Charles Brown, Trustee  
Dr. Margaret-Anne Coppernoll, Trustee  
Ms. Marilyn Dunn Gustafson, Trustee  
Mr. Rick Johnson, Chair  
Dr. Loren Steck, Vice Chair  
Dr. Walter Tribley, Superintendent/President  
  
Absent:  
Mr. Stephen Lambert, Student Trustee

**7. PLEDGE OF ALLEGIANCE**

The Board of Trustees recited the Pledge of Allegiance.

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

**9. APPROVAL OF AGENDA**

Motion Steck / Second Coppernoll / Carried.

2015-2016/114

*Vice Chair Steck noted the revisions to the Consent Agenda (Items B and D). / New Business Agenda Item B was moved ahead of New Business Agenda Item A.*

Student Advisory Vote: ABSENT: Lambert

AYES: 5 MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck

NOES: 0 MEMBERS: None

ABSENT: 0 MEMBERS: None

ABSTAIN: 0 MEMBERS: None

**10. RECOGNITION**

A. Moment of Silence

- 1) Maureen Girard, MPC Faculty, deceased January 13, 2016.
- 2) Bernard C. Revoir, MPC Faculty, deceased January 24, 2016.

B. Acknowledgement of Guests

**11. PUBLIC COMMENTS**

A. Georgia Van Dam, MPC Faculty: Ms. Van Dam read from her written comments.

B. Gary Bolen, MPC Faculty: Mr. Bolen announced his resignation from MPC for the purpose of retirement and spoke of the opportunity it provides for MPC to demonstrate to the community its commitment to the Theatre Arts program. He recommended that the position be filled as soon as possible.

C. Kathleen Rozman, MPC Faculty: Ms. Rozman emphasized the importance of clear, accurate, and consistent communication between administration and faculty. She expressed displeasure with the scheduling process and suggested more faculty involvement. She also remarked on the ideas to expand administration in the current climate.

D. Theresa Del Piero, Actor and Monterey Peninsula Community Theatre Company Charitable Trust Board Member: Ms. Del Piero urged that a replacement for Gary Bolen be hired swiftly.

E. Kim Tran, Asian Student Association Member: Ms. Tran announced the 15<sup>th</sup> Annual Asian Culture Show on April 16<sup>th</sup> and invited the Board to attend. / She also thanked the sponsors.

**12. CORRESPONDENCE AND PUBLICATIONS**

A. MPC All User Emails

- 1) MPC Foundation: “Special Announcement from MPC Superintendent/President”
- 2) Dr. Walt Tribley: “American Flags at Half-Staff to Honor Antonin Scalia, Associate Justice of the United States”
- 3) MPC Online Support Team: “Spring 2016 MPC Online Professional Development + Canvas LMS Evaluation”
- 4) Massage Therapy Program: “Massage Lab Open beginning 2/19/16”
- 5) Dr. Walt Tribley: “All Campus (District) Forum: A Summary Review of 2014-15 Finances and the 2016-17 Budget Development Process”

- 6) Shawn Anderson: "MPC Regular Board Meeting, February 24, 2016"
- 7) Kiran Kamath: "Funding for STEM Capacity-Building Projects Deadline February 29<sup>th</sup>"
- 8) MPC Foundation: "Spring FASA Grants Available!"
- 9) Eileen Crutchfield: "Today: VA Mobile Van"
- 10) Kiran Kamath and Beccie Michael: "Update: Professional Development Opportunity for Faculty and Staff in STEM Disciplines: Deadline Extended to March 11, 2016"
- 11) MPC History Club: "MPC History Club Speaker: Dr. David Yamada"
- 12) Deborah Ruiz: "Welcome to new Library Staff Member Colton Miller"
- 13) Vicki Nakamura: "Citizens' Bond Oversight Committee Meeting Agenda for February 29, 2016"
- 14) Institutional Committee on Distance Education and MPC Online Support Team: "Canvas Evaluation Update – Workshop Reminders & Final Open Forum Date"
- 15) MPC Foundation: "2016 President's Address to the Community"
- 16) MPC Athletic Department: "MPC Men's Basketball Team"
- 17) Amy Cavender: "MPC Storm Ready Information"
- 18) MPC Student Financial Services: "2016-2017 MPC Scholarship Listing"
- 19) Dr. Walt Tribbley: "All Campus Enrollment Management and Scheduling Best Practices Workshops on March 16"
- 20) Carlis Crowe-Johns: "Preliminary Review List for Service Awards 2016"
- 21) Dr. Walt Tribbley: "American Flags at Half-Staff to Honor Nancy Reagan, Former First Lady of the United States"
- 22) MPCEA and District Negotiating Teams: "MPCEA and District Reach Agreement: Joint Communications from the Interest-Based Bargaining Process"
- 23) Dr. Walt Tribbley: "Save the Date: Employee Recognition Ceremony on Friday, May 20, 2016"
- 24) Dr. Walt Tribbley: "Thank you negotiators! Fwd: MPCTA and District Reach Agreement: Joint Communications from the Interest-Based Bargaining Process"
- 25) Dr. Walt Tribbley: "Progress Regarding Student Learning Outcomes Assessment"
- 26) Susan Kitagawa: "Announcing the Vice President of Student Services Finalists and Forums"

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

- 1) *Monterey Herald* / January 20, 2016: Obituary: Maureen Girard (1940-2016)
- 2) *Monterey Herald* / February 10, 2016: "Area roundup: Lobos knock Cabrillo from unbeaten ranks"
- 3) *Monterey Herald* / February 12, 2016: Obituary: Bernard C. Revoir (1922-2016)
- 4) *Monterey Herald* / February 27, 2016: "Seniors: 'Perfect storm' brought together MPC's team for the ages"
- 5) *Monterey Herald* / February 27, 2016: "Area roundup: Palma falls to Serra; MPC upsets Chabot"
- 6) *Monterey Herald* / March 2, 2016: "Monterey students celebrate Read Across America"

### 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 February 24, 2016.
- 2) That the Governing Board accepts gifts donated to the College with appropriate acknowledgement to the donors.

- 3) That the February 29<sup>th</sup> 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.
- 4) 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.
- 5) That Purchase Orders B1600460 through B1600500 in the amount of \$202,478.97 be approved.
- 6) 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.
- 7) 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
- 8) 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

**B. Management Personnel**

- 1) That the Governing Board approves the following item(s):
  - a) 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.
  - b) Ms. Elizabeth Schalau will receive a 5% stipend for additional Human Resources duties performed during the absence of the Associate Dean of Human Resources, effective March 24, 2016 through April 26, 2016.

**C. Faculty Personnel**

- 1) That the Governing Board approves the following item(s):
  - 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 includes hires for Spring 2016.

**D. Classified Personnel**

- 1) 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, Fiscal 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.

E. Volunteers

- 1) That the Governing Board approve the individuals listed for volunteer assignments.

F. 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 Steck / Second Coppernoll / Carried.

2015-2016/115

*Chair Johnson noted the revisions to Consent Agenda Items B and D.*

Student Advisory Vote:	ABSENT:	Lambert
AYES: 5	MEMBERS:	Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES: 0	MEMBERS:	None
ABSENT: 0	MEMBERS:	None
ABSTAIN: 0	MEMBERS:	None

**14. NEW BUSINESS**

*New Business Agenda Item A was considered after New Business Agenda Item B.*

- A. BE IT RESOLVED, that the 2015-2016 Monthly Financial Report for the period ending February 29, 2016, be accepted.

Motion Dunn Gustafson / Second Brown / Carried.

2015-2016/116

Student Advisory Vote:	ABSENT:	Lambert
AYES: 5	MEMBERS:	Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES: 0	MEMBERS:	None
ABSENT: 0	MEMBERS:	None
ABSTAIN: 0	MEMBERS:	None

Dr. Crow noted the following:

- 1) The Monthly Financial Report now reflects the encumbrances.
- 2) Although the District is receiving less revenue than we had projected as a result of prior year overages, our budget is not affected because we had encumbered and allowed for that liability.

Therefore, the District's re-payment to the state for the funds given to us in the prior year is indicated in the report.

- 3) Stability Funding is being discussed at the state level, but is not likely to become reality in the near future.
- 4) The District's contingency funds will ensure that the child care services we provide will not be impacted by the fact that the state has not yet fully reimbursed us.

Dr. Crow also addressed questions regarding the Self Insurance Fund, including the experience rate. He explained the complexities of closely predicting the experience rate for the budget. He also reported that the Health and Welfare Cost Containment Group (comprised of Faculty, Classified, and District representatives) will be reviewing the experience rate and making recommendations for actions to be undertaken. P/VP (President/Vice Presidents) and other appropriate bodies will then review these recommendations and bring forward to the Board any necessary adjustments for approval.

A discussion ensued regarding vacant positions and the reasons for maintaining them in the budget. Dr. Tribley explained that some vacant positions are kept in the budget either because there is intent to fill the position or to ensure that the staffing gaps are clearly indicated and reviewed. He noted that removing vacant positions from the budget can lead to erroneous conclusions regarding the health of the college as it relates not just to the budget, but to sufficient staffing.

- B. INFORMATION: Consideration of financing of Measure I General Obligation Bonds. See proposed resolution (Attachment A) for April 2016 Board meeting.

*New Business Agenda Item B was considered prior to New Business Agenda Item A.*

Ivory Li, Managing Director of Piper Jaffray & Co., gave a presentation to the Board regarding the refinancing opportunity for the Measure I Bond Program. / She reported that the market has been very volatile in recent weeks. She also noted that we can determine the best time to go into the market once all appropriate steps—such as getting our rates refreshed—have been undertaken. / Dr. Tribley explained that the money saved from the refinancing will go to the taxpayers (an estimated \$225 per household over the course of the refund, depending on market conditions). / Dr. Steck stated, for the record, that his wife worked in the bond industry and works, on occasion, with Mr. David Casnocha (Public Finance Attorney at Stradling Yocca Carlson & Rauth) and Ms. Li. He also stated that he has received legal advice that he may not have to abstain from voting when this item is brought before the Board for approval. / It was noted that the set of documents that the Board will receive in April will be slightly modified to capture all necessary updates.

- C. BE IT RESOLVED, that the following new program be approved:

New Program:

Massage Therapist (Certificate of Training – Credit Only)

Motion Steck / Second Coppernoll / Carried.

2015-2016/117

Student Advisory Vote:	ABSENT:	Lambert
AYES: 5	MEMBERS:	Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES: 0	MEMBERS:	None
ABSENT: 0	MEMBERS:	None
ABSTAIN: 0	MEMBERS:	None

- D. BE IT RESOLVED, that the Governing Board proclaims the week of April 10-16, 2016 as the "Week of the Young Child."



Student Advisory Vote:	ABSENT:	Lambert
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

E. BE IT RESOLVED, that Board Policy 6700 – Civic Center and Other Facilities Use; be adopted.

Motion Steck / Second Dunn Gustafson /

*The motion was amended to accept Board Policy 6700 with the inclusion of the revision to the last line of the third paragraph.* Carried. 2015-2016/119

Student Advisory Vote:	ABSENT:	Lambert
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

Revision

Add “one” to the last line of the third paragraph: “... with one or more of these actual or perceived characteristics, or on any basis prohibited by law.”

F. BE IT RESOLVED, that the Governing Board votes for the following person(s) to the California Community College Trustees (CCCT) Board:

Dr. Loren Steck

Motion Coppernoll / Second Brown / Carried.

*The motion amended to nominate Dr. Loren Steck.*

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

G. INFORMATION: Calendar of Events

Dr. Tribley noted that MPC is entering into the celebration season and expressed appreciation to the Board for their attendance at the celebrations. / The 10<sup>th</sup> Annual President’s Address to the Community on April 22<sup>nd</sup> and the City of Monterey’s Fourth of July Parade also were announced. Chair Johnson requested MPC’s continued participation in the Fourth of July Parade.

**BREAK: 2:40 – 3:01 p.m.**

**15. REPORTS AND PRESENTATIONS**

A. MPC Foundation

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

Dr. Tribley highlighted items from Ms. Michael’s written report. / He reported that the Foundation has met their fundraising goals. / He emphasized the importance of the major gifts

received from Bob Bullock and Howard and Karen Evans to our students, as well as the formation of the Booster Club, which formalized our athletics fundraising. / He invited the Board to attend the April 7<sup>th</sup> reception, during which a sculpture donated by Dale Meyer will be unveiled at the MPC Library. / He also underscored the importance of the Foundation to MPC and thanked them for their support.

2) Monthly Donations: \$65,460.83

B. Student Success and Achievement Report: “Scorecard 2015: Moving the Needle,” Dr. Rosaleen Ryan

Dr. Ryan presented her report, “Scorecard 2015: Moving the Needle.” / Ms. Ryan and Mr. Larry Walker, Interim Vice President of Student Services, also reported that we will now be able to more directly intervene to assist the students represented in this study. This is possible because: 1) the data files now include student ID numbers, enabling us to identify these students; 2) we will have the staffing to proactively reach out to these students due to three new categorical student coordinator positions that were specifically designed for follow-up services.

C. Update regarding Course and Program Assessment at MPC: Ms. Catherine Webb

Dr. Tribley briefly reviewed a recent history of events regarding Course and Program Assessment at MPC. In August 2015, the Accreditation Commission for Community and Junior Colleges (ACCJC) alerted us to issues regarding our assessment of learning outcomes—an area we had also identified in our self-study as needing improvement. He explained that he immediately called together a group to address this issue and acknowledged them for their efforts. (The group is comprised of Ms. Kiran Kamath, Mr. Larry Walker, Dr. Steve Crow, Ms. Catherine Webb, Dr. Fred Hochstaedter, Mr. Michael Gilmartin, Ms. Laura Franklin, Dr. Jon Knolle, Dr. Rosaleen Ryan, Ms. Vicki Nakamura, Jamie Dagdigian, Daniel Phillips, and Rushia Turner. He credited Dr. Hochstaedter for re-envisioning the SLO Committee as the Learning Assessments Committee. He also acknowledged the efforts of the MPCTA and the District to negotiate an agreement that will provide additional financial compensation to the faculty for the unusual amount of SLO assessments we hope to achieve between now and June 2016.

Ms. Webb presented her report, “Accreditation Update: Course and Program Assessment Progress.”

Dr. Tribley explained the importance of this report, which provides clarity about where MPC stands and the metrics for measurement we must use to monitor our progress—all of which contribute to our understanding of what we must do moving forward. Dr. Tribley and Ms. Webb pointed out that the cycle of assessment also is important because it will assist us with curriculum development and will enable us to prevent the spread of misinformation about courses that are currently being offered. / A discussion ensued regarding the impact of assessments on faculty. Ms. Webb noted that she does not consider assessments to be onerous, because, as an instructor, she thinks about them constantly. She provided an example of another faculty member who feels similarly, and who explained that each year, he thinks about what he intends to teach, what he actually teaches, and what his students learn—then he assesses where those three circles overlap. She noted, however, that other faculty may have different perspectives. / Ms. Webb was commended for the clarity of her report.

Public Comment

Ms. Paola Gilbert made the following comments:

- 1) There had been a misunderstanding or different iteration of how to do this. Previously we had called it an instructor reflection; in the last few months, we learned that it’s actually a course assessment.
- 2) Assessments can be more complex for faculty who teach the same course as other instructors. Each faculty member first has to assess his/her own courses and then has to get together with the other instructors of that course (if any) in order to produce something for the course.

- 3) During the time when assessments were thought to be instructor reflections rather than course assessments, the MPCTA provided a survey to faculty to find out how long it takes them to complete the assessments. Most who responded to the survey fell into the 2-4 hour category.

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

Dr. Tribley reported on the recent forums to the campus community (14-15 Budget Close and Enrollment Management). / He reported that Collaborative Brain Trust (CBT) will provide a report to College Council on May 17, 2016. A special Board meeting at which CBT will provide their report to the Board will be held after May 17<sup>th</sup>. / Dr. Tribley spoke about the importance of strategic scheduling and curriculum development to the health of the college. He emphasized the need for frank conversation between—and participation from—faculty and others at the college. He stated that this is the best way to ensure a fiscally solvent schedule that continues to include important curricula, while minimizing the need for cancellations. / Dr. Tribley distributed the “Theater Arts Department Fact Sheet” to correct the erroneous information regarding theatre cuts that appeared in the March 23, 2016 *Monterey Herald* article, “Monterey Peninsula College’s Gary Bolen to retire as theatre chair.” He clarified that this fact sheet refers to the Monterey Peninsula College Theatre Arts Department and not the Monterey Peninsula Community Theatre Company. He underscored that 37.5% was cut from the Theatre Arts Department budget, not 75% as indicated in the article. He explained that a similar fact sheet was provided to the Monterey Peninsula Community Theatre Company Trust Board a couple of years ago and noted that clarity on the level of the cuts to our Theatre program also was provided at a prior Board meeting. Dr. Tribley also spoke of our opportunities to expand our theatre presence in the community—including to underserved populations—and to provide student-centered education in a fiscally solvent manner. Such opportunities include using the pathway created by AB 288, a bill that allows us to offer classes in high schools. [He noted that three local high schools (Marina, Seaside, and Monterey) do not currently have a suitable theatre facility and may be interested in utilizing ours for their productions.] Local community theatre companies such as Pacific Repertory Theatre and Forest Theater Guild also may be interested in utilizing our theatre. / Dr. Tribley also spoke of Mr. Bolen’s retirement and his gracious retirement letter. Dr. Tribley noted that he informed Mr. Bolen of his intentions to follow the long-established faculty prioritization process when hiring a replacement. Given the timing of Mr. Bolen’s retirement notice—long after the established faculty prioritization process for this year had concluded—and the college’s current involvement in 12 active faculty recruitments, Dr. Tribley stated that the college may hire a temporary, full-time, non-tenure track faculty member (or, as a last case resort, utilize adjuncts) to teach theatre department courses for the period of one year. This would enable the college to conduct a review of the program and a more thorough search for a tenure-track faculty member, while still honoring our faculty prioritization process. Dr. Tribley provided additional information regarding this process. [Timely notification of intent to retire is included in the collective bargaining agreement (Article 18.1.2.1 – Timelines), begins early in the Fall, and involves the Academic Senate, faculty division chairs, and administrators.] He reported that this year, of the 21 positions that were brought forward, a new faculty position in the theatre was ranked 16<sup>th</sup>. Dr. Tribley further stated his belief that the division chairs would likely have ranked the theatre higher, had they known of Mr. Bolen’s retirement during this year’s faculty prioritization process. He also explained his preference for hiring faculty in the Fall, as opposed to mid-year hires.

- E. Academic Affairs Report: Ms. Kiran Kamath – Ms. Kamath was unable to be present, but she provided a written report.

F. Student Services Report: Mr. Laurence Walker

Mr. Walker highlighted items from his written report. / He also spoke of our efforts to assist students who are underprepared for college. For example, he noted that over 75% are not assessing into college level English and/or math. To address this issue, Student Services has been collaborating with the English Department and adjunct instructor Nancy Harray to develop and teach writers workshops. These workshops are designed not only to help students from North Peninsula high schools understand the value and importance of English assessments, but also to

help them improve their writing skills. Last year, approximately 15 students attended these workshops. This year, there have been 5-6 workshops with over 150 participating students. A brief discussion regarding the marketing of these workshops ensued. Mr. Walker noted that although the marketing of these workshops has been specifically targeted to the audiences for whom they are intended, he will look into adding them to the event calendar on our website.

G. Administrative Services Report: Dr. Steven Crow

Dr. Crow reviewed the areas that he oversees and the committees with which he participates as Vice President of Administrative Services. He reported his plan to provide regular updates to the Board in each of those areas, as appropriate.

H. Academic Senate Report: Dr. Alfred Hochstaedter

Dr. Hochstaedter reported on the recent activities of Academic Senate:

- 1) They will be recommending to faculty the use of the Academic Reporting System to report plagiarism. Not only will this optional tool enable faculty to report any instances of plagiarism, should they choose to do so, but it also will alert them to any other instances of plagiarism by those same students. This will assist them to determine the best level of response. / Dr. Hochstaedter recognized Mr. Walker and his staff for altering the Advocate site (which was previously used to report instances of student behavior problems) to include this option.
- 2) The Learning Assessment Committee, which was reformulated following the ACCJC's August 2015 letter (referenced earlier by Dr. Tribley), has developed goals and objectives for the Spring semester, which includes the development of a more cyclic and systematic assessment of courses and programs of study. April 29 has been identified as a date to report to their division chair colleagues in the Academic Affairs Advisory Group (AAAG). Dr. Hochstaedter stated that he hopes to report to the Board in May. / Dr. Hochstaedter also recognized his committee co-chair, Dr. Jon Knolle, for his work.

Dr. Hochstaedter also spoke about the processes noted below.

- 1) Scheduling: Dr. Hochstaedter reported that faculty members are frustrated that there is not—from their perspective—a clear process on the creation of the schedule. He attributed this confusion to the recent turnover in the role of Vice President of Academic Affairs, noting that each of the three individuals who have held those roles in the last three years have had different visions for the creation of the schedule. He also noted that the institution has made efforts to address this issue (contracting with CBT, the Strata Information Group, and contracting to get an enrollment management system to lay over our SIS system). He expressed hope that the work with CBT will generate a wide institutional conversation regarding this topic and that the process will become clearer.
- 2) Faculty Prioritization Process: Dr. Hochstaedter advised that the institution adhere to the well-established Faculty Prioritization Process. He reported that many faculty members would find it very disturbing if the institution were to bypass this process to hire a full-time tenure track faculty member, as was suggested by Mr. Bolen in his public comments. He indicated that the faculty have had a strong role in reviewing this process and making suggestions to improve it over the last year or so, and that they strongly believe in having established processes that they can follow.

Dr. Hochstaedter was commended for his report, for sharing his comments about the Faculty Prioritization Process, and for his leadership.

A discussion ensued regarding the need to exclude from the catalog courses that we don't currently offer, the value of a broad-based liberal education, the importance of goals and defined pathways to student success, and the realities of managing our curriculum as prescribed by the state.

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

J. MPCTA Report: Ms. Paola Gilbert, President

Ms. Gilbert read from her report.

K. ASMPC Report: Mr. Stephen Lambert, Student Trustee – No report.

L. College Council Report: Ms. Stephanie Perkins and Ms. Diane Boynton, Co-chairs – No report.

M. Governing Board Reports

1) Community Human Services (CHS) Report – Vice Chair Steck reported that the Community Foundation, which is where CHS invests their funds, has created a new investment fund, of which CHS is seriously considering taking advantage. This new fund is less volatile and therefore less risky—although the upside potential would not be as great as more volatile funds. It also would enable CHS to access their funds during times of economic downturn.

2) Trustee Reports

- a) Trustee Dunn Gustafson saluted the MPC Foundation for the donor appreciation event held in February. / She reported that John Mahoney was named the Monterey Peninsula Chamber of Commerce Citizen of the Year. She recognized Mr. Mahoney for his contributions to the college, particularly his efforts to transform our community fundraising. / She reported on her attendance at two of the three recent vice president forums. / She also expressed hope that our scheduling process and method of communication to faculty members who don't attend meetings of College Council, the Academic Senate, AAAG, SSAG, and other similar bodies will be addressed. She noted that comments that come from the audience are often incorrect and attributed that to issues with internal and external communication. She expressed support for the hiring of a public information officer.
- b) Trustee Brown announced the Monterey County School Board Association's annual organizational meeting on April 14<sup>th</sup> at California State University, Monterey Bay. / He commended the 24<sup>th</sup> Annual Community Play, "Ma Rainey's Black Bottom," and MPC's Black Student Union for the "Taste of New Orleans" reception that preceded the play. / He also commended the MPC Lobo Hall of Fame. He pointed out the many notable MPC alumni in attendance, including the chief of the California Highway Patrol (CHP), the current commander of the CHP, the assistant chief from the Seaside Police Department, and a chief pathologist—all of whom spoke about the positive impact MPC made on their lives. He thanked the administrators, faculty, and classified staff for contributing to the success of these former students. / Trustee Brown also recognized Mr. George Reed, who is retiring from MPC after many years of service as our media technician.
- c) Trustee Coppernoll reported on her attendance at the MPC Foundation's donor appreciation event and the Hall of Fame. She echoed Trustee Brown's comments regarding the positive impact MPC has made on the lives of former students and saluted the administrators, faculty, and staff for their outstanding work and accomplishments. / She commended the play, "Ma Rainey's Black Bottom," and Mr. Don William's inspirational message about love. She also thanked Mr. Walker for his efforts.
- d) Vice Chair Steck also commended "Ma Rainey's Black Bottom," Mr. Williams, and the CBT enrollment presentation. / He also remarked on Ms. Van Dam's public comments. 1) He pointed out that Ms. Van Dam erred in stating that the audit requested by the faculty union was stalled. 2) He expressed disbelief at her comment that "no research showed a need for change [in class scheduling]." 3) He also expressed disbelief at her comment that "nobody here has done a good job of communicating why salaries at MPC are lower than those at all surrounding colleges." He noted that he did not intend to rebuke Ms. Van Dam, in particular, and agreed that there is a lack of communication. He stated, however, that an important piece of the lack of communication is between the union and the faculty.
- e) Chair Johnson commended the Humanities Division Book Grant Awards Ceremony and CBT's enrollment management presentation. / He commended the caliber of the vice president candidates and congratulated Mr. Walker for his work in that role. / He also

shared his experience as an MPC student and credited MPC, particularly his former philosophy instructor, Elaine Fitzpatrick, with changing his life for the better.

## 16. ADVANCE PLANNING

### A. 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

### B. Regular Board Meeting, May 25, 2016 at MPC Library Technology Center:

- 1) Closed Session: 11:00am, Stutzman Room
- 2) Regular Meeting: 1:30pm, Sam Karas Room

### C. Future Topics

- Following a brief discussion, the Board agreed to the following:
  - The July 2016 Board meeting will be canceled.
  - The Board will receive CBT's report at a special Board meeting (study session) on Friday, May 20<sup>th</sup>, from 2:00-4:00 p.m.
- Dr. Tribley will follow up on his plan to schedule a training (on accreditation) for the Board. Ms. Webb will be one of the facilitators of the training.

# Monterey Peninsula Community College District

## Governing Board Agenda

April 27, 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:

- Lucy Ash Two books to the Library Technology Center
- Mr. and Mrs. David Carl Photographic equipment, including a Wacom Tablet and an SLR camera
- Marine Technology Society (MTS) ROV Committee \$50,000 to Marine Advanced Technology Education (MATE) Center for the 2016 ROV Competition
- Monterey Peninsula Engineering Trucking services and decomposed granite to the Public Safety Training Center
- John Robbins Nagra 4.2 recorder and two boxes of chargers, cable, and miscellaneous audio equipment to the Music Department.
- Salinas Fire Department 70 Interspiro Self-Contained Breathing Apparatus and 140 Self-Contained Breathing Apparatus Cylinders
- Joanne Shiffman \$1,500 to the Maurine Church Coburn School of Nursing
- G. E. Young \$11,000 (\$2,600 to each of the three Floyd R. Richards Scholarships, for a total of \$7,800; the remainder to the Ruth R. Young Scholarship Fund)

**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

April 27, 2016

Consent Agenda Item No. A.3

Fiscal Services
College Area

Proposal:

Approve the March regular payroll and April supplemental payroll.

Background:

Table with 3 columns: Date, Payroll Type, Amount. Rows include March 31, 2016 Regular Payroll (\$2,254,037.40), April 8, 2016 Supplemental Payroll (\$75,660.04), and Total (\$2,329,697.44).

Budgetary Implications:

Budgeted.

RESOLUTION: BE IT RESOLVED, that the:

March 31st regular payroll in the amount of \$2,254,037.40 and the April 8th supplemental payroll in the amount of \$75,660.04 be approved.

Handwritten signature of Steven L. Crow in blue ink.

Recommended By:

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

Prepared By:

Sean Willis, Payroll Analyst and Rosemary Barrios, Controller (with handwritten signatures)

Agenda Approval:

Dr. Walter Tribley, Superintendent/President (with handwritten signature)

Monterey Peninsula Community College District

Governing Board Agenda

April 27, 2016

Consent Agenda Item No. A.4

Fiscal Services
College Area

Proposal:

Approve Commercial Warrants for March 2016.

Background:

Table with 2 columns: Description (Number ranges) and Amount. Total: \$1,304,125.04

Budgetary Implications:

Budgeted.

RESOLUTION: BE IT RESOLVED, that Commercial Warrants: 12217469 through 12217483, 12218079 through 12218105, 12218787 through 12218807, 12219485 through 12219497, 12221032 through 12221065, 12221999 through 12222057, 12223683 through 12223711, in the amount of \$1,304,125.04 be approved.

Recommended By:

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

Prepared By:

Accounting Specialist: Rosemary Barrios, Controller

Agenda Approval:

Signature of Dr. Walter Tribley, Superintendent/President

Checks Dated 03/01/2016						
Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12217469	03/01/2016	AdSpec	01-7600	PV 3729- purchase backpacks		822.55
12217470	03/01/2016	Bay Brakes Automotive & Tires	01-5600	PV 3723 - cart tires		74.00
12217471	03/01/2016	C.L. Frost	01-5500	PV 3734-replace tile in PSTC		480.00
12217472	03/01/2016	DROUGHT RESISTANT NURSERY	01-4500	PV 3722-supplies		196.07
12217473	03/01/2016	Jobelephantcom Inc	01-4500	PV 3721- recruitment		500.00
12217474	03/01/2016	Monterey Peninsula College	01-7500	PV 3732-Full Time Student Success Grant		30,700.00
12217475	03/01/2016	Monterey Signs Inc	01-5600	PV 3727-installation		225.00
12217476	03/01/2016	MPC District	01-5800	PV 3728-check reimbursement		5,625.92
12217477	03/01/2016	MPC District	01-5800	PV 3731-Cash Reimbursement		582.50
12217478	03/01/2016	Pacific Library Partnership	01-5100	PV 3733-2015-16 membership		1,500.00
12217479	03/01/2016	Thomas Rebold	01-4300	PV 3730-materials purchased		1,229.56
12217480	03/01/2016	SENTRY ALARM SYSTEMS	01-5500	PV 3725- service call	1,125.00	
				PV 3725-service call	187.50	
				PV 3726-service call	250.00	1,562.50
12217481	03/01/2016	Victoria Simmons	01-5800	PV 3726-IBB Training		2,570.02
12217482	03/01/2016	US Bank Service Center	01-4500	PV 3719- monthly stmt	49,369.70	
				PV 3720- monthly stmt	59,555.00	108,924.70
12217483	03/01/2016	Water Tech Specialties, Inc	01-5500	PV 3724-supplies	168.54	
				PV 3725-preventive maint program	1,250.00	1,418.54
<b>Total Number of Checks</b>					<b>15</b>	<b>156,411.36</b>

Includes checks for only Bank Account COUNTY

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
01	General Fund	15	156,411.36
	Total Number of Checks	15	156,411.36
	Less Unpaid Sales Tax Liability		.00
	<b>Net (Check Amount)</b>		<b>156,411.36</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 03/03/2016							
Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount	
12218079	03/03/2016	AT&T	01-5500	Gen Instit. Telecom- Open order		659.06	
12218080	03/03/2016	AT&T	01-5500	Gen Instit. Telecom- Open order		228.33	
12218081	03/03/2016	AT&T	01-5500	Gen Instit. Telecom- Open order		2,604.55	
12218082	03/03/2016	AT&T	01-5500	Gen Instit. Telecom- Open order		414.92	
12218083	03/03/2016	AT&T	01-5500	Gen Instit. Telecom- Open order		48.33	
12218084	03/03/2016	AT&T	01-5500	Gen. Instit. Telecomm-Open order for long distance		76.12	
12218085	03/03/2016	Behnam MD, Shaida	01-5100	Health Services-Independent Contractor		900.00	
12218086	03/03/2016	Bookmark	01-4300	PV 3751 - program materials	73.33		
				PV 3751-program materials	202.64	275.97	
12218087	03/03/2016	California Dept of Pub Health	01-4500	PV 3749-clinical lab registration		113.00	
12218088	03/03/2016	California Inter Art Council	01-5300	PV 3750-membership dues		75.00	
12218089	03/03/2016	College Source Inc	01-4500	PV 3741		6,700.00	
12218090	03/03/2016	Gardner, Matt	01-5200	PV 3744-reimbursement for travel	376.75		
				PV 3745-Reimbursement for travel Oct exp	219.70	596.45	
12218091	03/03/2016	Generation Web	01-5100	PV 3742- website hosting		240.00	
12218092	03/03/2016	Geo H Wilson Inc	01-5500	PV 3747-quarterly service	982.50		
				PV 3747-repairs	5,514.75	6,497.25	
12218093	03/03/2016	Jobelephantcom Inc	01-4500	PV 3739-recruitment ads		90.00	
12218094	03/03/2016	Jim McDonnell	01-5200	PV 3743- reimbursement for supplies		698.23	
12218095	03/03/2016	Mobile Modular Mgmt Corp	01-5600	Gen Instit. Minor Cap-Lease GC restroom		615.90	
12218096	03/03/2016	Monterey Bay Systems	Cancelled	PV 3736-contract service		1,904.49 *	
		Cancelled on 03/29/2016, Cancel Register # AP03292016A					
12218097	03/03/2016	Monterey City Disposal Inc	01-5500	General Instit.-Open order		3,930.35	
12218098	03/03/2016	Monterey County Weekly	01-4500	PV 3737-recruitment ads		210.00	
12218099	03/03/2016	MONTEREY FIRE DEPARTMENT	01-5100	PV 3738-Fall 2015		1,040.00	
12218100	03/03/2016	Monterey Peninsula College	01-5800	PV 3752- check reimbursement		100.50	
12218101	03/03/2016	Office Depot	01-4500	Human Resources-Open PO	203.48		
				VP Student Services- open order	70.23	273.71	
12218102	03/03/2016	PACIFIC GAS & ELECTRIC	01-5500	General Instit.-Open order	15,766.33		
				Marina Ed Center-open order for electricity	19.71		
				MPC Ed Center-Open order for natural gas	351.34		
				MPC Public Safety Training- Open order/gas	2,432.63		
				General Instit.-Open order for electricity	15,320.42		
			47-5500	General Instit.-Open order for electricity	955.65		
				General Instit.-Open order	998.49	35,844.57	
12218103	03/03/2016	Sandra Washington	01-4700	PV 3740- Cash Advance		1,232.00	

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**Checks Dated 03/03/2016**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12218104	03/03/2016	Thomson Reuters	01-4500	PV 3746-renew subscription		180.00
12218105	03/03/2016	Union Bank	01-5700	PV 3748-admin fee	635.00	
				PV3748-bond services	490.00	1,125.00
<b>Total Number of Checks</b>					<b>27</b>	<b>66,673.73</b>

Includes checks for only Bank Account COUNTY

	Count	Amount
Cancel	1	1,904.49
Net Issue		64,769.24

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
01	General Fund	26	62,815.10
47	College Center (M)	1	1,954.14
Total Number of Checks		<b>26</b>	<b>64,769.24</b>
Less Unpaid Sales Tax Liability			<b>.00</b>
<b>Net (Check Amount)</b>			<b>64,769.24</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 03/08/2016						
Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12218787	03/08/2016	Robert Boardman	01-5200	PV 3760-Cisco conference reimbursement		620.77
12218788	03/08/2016	Central Coast Sign Language	01-5100	Access Resource Ctr-Independent Contractor		2,038.72
12218789	03/08/2016	CHEVRON USA INC	01-5500	Warehouse-Open order for gas & oil		2,251.82
12218790	03/08/2016	COMMUNITY COLLEGE LEAGUE	01-5200	PV 3759-CCLC Conference		1,485.00
12218791	03/08/2016	Greenwaste Recovery, INC	01-5500	Marina Ed Center-Open order	518.28	
				MPC Public Safety Training Ctr-Open order	1,174.28	1,692.56
12218792	03/08/2016	ITC Systems	01-5600	Library-Go Print Software & Support		9,260.55
12218793	03/08/2016	Jacqueline Fitzpatrick	01-5100	ARC-Independent Contractor		777.00
12218794	03/08/2016	Keisling, Tyler	01-5100	PV 3758-guest lecturer		5,925.00
12218795	03/08/2016	Leone, Bill	01-5100	Student Veterans Advocate-Independent Contr		350.00
12218796	03/08/2016	LOZANO SMITH, LLP	01-5700	Office of the President-Open order for Legal		4,369.75
12218797	03/08/2016	Marine Environmental Sci Cons	01-5200	PR 3757-participant support		4,972.28
12218798	03/08/2016	Jim McDonnell	01-5200	PV 3756-participant support	1,182.86	
				PV 3756-travel reimb	1,876.87	3,059.73
12218799	03/08/2016	MPC Revolving Fund	01-5800	PV 3754-Check Reimb Feb	3,913.78	
				PV 3755 - Cash Reimb Feb	272.01	4,185.79
12218800	03/08/2016	OCLC INC	01-4500	Library- Open order		4,728.04
12218801	03/08/2016	Office Depot	01-4300	Div Office-Business & Tech- open order	62.64	
				DO-Physical Education- Open order	59.68	
				Fire Protection Tech- Open order	214.99	
				MPC Ed Center- Open order	98.05	
				Physical Science- open order	246.01	
				Physical Science-Open order	168.85	
				English Center- Open order	456.88	
				Life Science- Open order	706.90	
			01-4500	Matriculation - open order	391.04	
				EOPS-Open order	902.33	
				Print Shop- Open order	286.69	
				Student Employment-Open order	103.35	
				TRIO- Open order	517.86	
				Fiscal - Open order	439.34	
				Health Services- Open order	10.81	
				Human Resources-open order	108.99	
				Library-Open order-	603.96	
				DO-Physical Education- Open order	221.92	
				Div. Office Social Science-open order	4.33	

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Checks Dated 03/08/2016						
Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12218801	03/08/2016	Office Depot	01-4500	Admission & Records-Open order	83.26	
				ARC- Open order	30.95	
				ARC- Open PO	112.87	
				Creative Arts-Open order	87.68	
				Dean of Instruct. Planning-Open order	73.98	5,993.36
12218802	03/08/2016	PENINSULA MESSENGER SERVICE	01-5800	Fiscal Services- Open order		369.00
12218803	03/08/2016	Riddell/All American	01-5500	PV 3753 - reconditional football equipment		6,681.74
12218804	03/08/2016	Scudder Roofing	14-5600	Scheduled Maintenance- Re-encumber B1500861		16,530.00
12218805	03/08/2016	SMART & FINAL	04-4500	Children's Center- Open order for Meals	54.41	
			04-4700	Children's Center- Open order for Meals	355.12	409.53
12218806	03/08/2016	South Bay Regional Pub Safety	01-5100	Instructional contracts- Open order		175,346.25
12218807	03/08/2016	UCSC Foundation/AATAT	01-5800	PV 3752 - special event		3,500.00
<b>Total Number of Checks</b>					<b>21</b>	<b>254,546.89</b>

Includes checks for only Bank Account COUNTY

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	19	237,607.36
04	Children Center	1	409.53
14	Capital Projects Fund (M)	1	16,530.00
Total Number of Checks		21	254,546.89
Less Unpaid Sales Tax Liability			.00
<b>Net (Check Amount)</b>			<b>254,546.89</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 03/10/2016**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12219485	03/10/2016	Collaborative Brain Trust Cons	01-5800	One Time Funds-Efficiency-Right-Sizing		17,960.11
12219486	03/10/2016	Jamie Dagdigian	01-5200	PV 3767-ASCCC 2016 Conference		1,300.20
12219487	03/10/2016	Khan-Bernier	01-5100	MATE & ITEST- Independent Contractor		8,685.00
12219488	03/10/2016	Marina Coast Water District	01-5500	MPC Ed Center-Open order		3,037.27
12219489	03/10/2016	McKesson Medical Surgical	01-4500	Health Services- Open order	112.32	
				Health Services-Open order	100.08	212.40
12219490	03/10/2016	Monterey City Disposal Inc	01-5500	General Instit.-Open order	.44	
			47-5500	Student Center- Open order	450.44	450.88
12219491	03/10/2016	Monterey Peninsula College	01-5800	PV 3760- RF Cash Reimb	288.32	
				PV 3761-RF Check Reimb	740.00	
				PV 3762-RF Check Reimb	1,086.47	
				PV 3763-RF Check Reimb	551.54	2,666.33
12219492	03/10/2016	Monterey Peninsula College	01-7500	PV 3764- for FTSSG pymts		11,100.00
12219493	03/10/2016	MPC District	01-5800	PV 3765-R2T4 for Sp 16		3,893.00
12219494	03/10/2016	MPC Trust 9535	01-7500	PV 3768- EOPS grants	80,000.00	
				PV 3769- CARE grant	40,000.00	120,000.00
12219495	03/10/2016	MPC-Federal Fund Account	01-5800	PV 3766-R2T4 for Sp 2016		889.00
12219496	03/10/2016	Pocket Nurse	01-4300	CTE Enhancement-Instructional supplies		1,639.68
12219497	03/10/2016	VERIZON WIRELESS	01-4500	Verizon Cell Phone bills	21.62	
			01-5500	Verizon Cell Phone bills	773.79	
			39-5500	Verizon Cell Phone bills	153.26	948.67
<b>Total Number of Checks</b>					<b>13</b>	<b>172,782.54</b>

Includes checks for only Bank Account COUNTY

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
01	General Fund	13	172,178.84
39	Parking Fund (M)	1	153.26
47	College Center (M)	1	450.44
Total Number of Checks		13	172,782.54
Less Unpaid Sales Tax Liability			.00
<b>Net (Check Amount)</b>			<b>172,782.54</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 03/17/2016						
Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12221032	03/17/2016	Bay Brakes Automotive & Tires	01-5600	PV 3781 - mount cart tires		107.50
12221033	03/17/2016	Nancy Bingaman	01-5200	PV 3790-Travel to HPSN conf reimbursement		1,590.88
12221034	03/17/2016	Bookmark	01-4300	PV 3771- program supply		258.71
12221035	03/17/2016	Charles Brown	01-5200	PV 3782- CCLC Conf Reimbursement		695.10
12221036	03/17/2016	CALIFORNIA AMERICAN WATER CO	01-5500	General Instit-Open order	6,855.00	
			47-5500	General Instit-Open order	455.66	7,310.66
12221037	03/17/2016	CDW GOVERNMENT INC	01-5600	Gen Instit. Telecom-9 phones	3,145.51	
				IS Network & Tech-Switch & UPS	1,786.10	
			01-6400	Tech Refresh-Blade Server for Library appl.	13,982.85	
				Tech Refresh-misc. hardware	6,177.45	
				Block Grant-Instructional-Nursing UPS	1,250.63	
				Fiscal Services-2 computer	1,477.30	27,819.84
12221038	03/17/2016	Central CA Writing Project	01-5100	PV 3804- 14 writing workshops for students		7,200.00
12221039	03/17/2016	Margaret-Anne Coppemoll	01-5200	PV 3789-reimburse for CCLC conference		667.54
12221040	03/17/2016	David Cummins	01-5200	PV 3783- travel reimbursement		1,263.69
12221041	03/17/2016	Samar Hage	01-5200	PV 3797-Travel Reimbursment to HSPN Conf		1,181.64
12221042	03/17/2016	HOBART SALES AND SERVICE	01-5500	PV 3786-service ice machine in cafeteria		532.61
12221043	03/17/2016	Home Depot Credit Services	01-4500	Maintenance- Open order		1,213.04
12221044	03/17/2016	Jobelephantcom Inc	01-4500	PV 3772- ads		30.00
12221045	03/17/2016	John Wiley & Sons	01-4500	PV 3787- subscription renewal		202.40
12221046	03/17/2016	Lynn Kragelund	01-5200	PV 3800-Travel reimbursement to HSPN conference		1,454.52
12221047	03/17/2016	Eileen LaMothe	01-5200	PV 3801-Travel reimbursement to HSPN conference		1,473.95
12221048	03/17/2016	Litwin & Smith, A Law Corp	01-5700	PV 3780-Initial Perm Retainer		2,500.00
12221049	03/17/2016	Monterey County Herald	01-4500	PV 3774- ads		378.17
12221050	03/17/2016	Monterey Peninsula College	01-4500	PV 3795-fees		315.00
12221051	03/17/2016	Patricia Nervino	01-5200	PV 3799-Travel reimbursement for HSPN conf		1,399.26
12221052	03/17/2016	Pacific Etched Glass & Crystal	01-4300	PV 3775- instructional material	96.47	
				PV 3775-instructional material	96.47	192.94
12221053	03/17/2016	Pacific Telemanagement Service	01-5500	Gen. Instit. Tele Comm.-Open PO		106.00
12221054	03/17/2016	Peninsula Tint & Window	01-5600	PV 3798-Tint windows in LTC offices		2,525.53
12221055	03/17/2016	RANCHO CANADA GOLF CLUB	01-5600	PV 3776- Range Fee 2016		500.00
12221056	03/17/2016	Christina Rondez	01-5200	PV 3803 - Travel reimbursement to HSPN conference		1,542.60

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 03/17/2016**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12221057	03/17/2016	Justin Russo	01-4300	PV 3788- reimbursement for team golf bags	1,100.00	
			01-4500	PV 3773- Reimbursement for golf uniforms	1,404.00	2,504.00
12221058	03/17/2016	Salinas Californian	01-4500	PV 3794-subscription renewal		116.25
12221059	03/17/2016	Victoria Simmons	01-5800	PV 3779-IBB Training		1,228.91
12221060	03/17/2016	Cynthia Singletary	01-4300	PV 3784-classroom material		239.50
12221061	03/17/2016	Luke Spence	01-5200	PV 3802-Travel reimbursement to Basic Skills Workshop		238.70
12221062	03/17/2016	The College Board	01-5100	PV 3796-23141	23,141.00	
			01-5600	PV 3799-PowerFAIDS License	41,667.00	
			01-5800	PV 3796-PowerFAIDS license	30,500.00	95,308.00
12221063	03/17/2016	Francisco Tostado	01-5200	PV 3785-reimbursement		3,257.28
12221064	03/17/2016	Universal Staffing, Inc.	01-5100	PV 3777- contract services for Human Resources	1,280.00	
				PV 3778- contract services for Human Resources	1,280.00	2,560.00
12221065	03/17/2016	Webb, Catherine	01-5200	PV 3770		1,078.74
<b>Total Number of Checks</b>					<b>34</b>	<b>168,992.96</b>

Includes checks for only Bank Account COUNTY

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
01	General Fund	34	168,537.30
47	College Center (M)	1	455.66
Total Number of Checks		<b>34</b>	168,992.96
Less Unpaid Sales Tax Liability			.00
<b>Net (Check Amount)</b>			<b>168,992.96</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 03/22/2016						
Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12221999	03/22/2016	ACS Examinations Institute	01-4300	Chemistry-Tests		503.00
12222000	03/22/2016	ACSIG Dental	01-3400	GI-Support/Ins. - Open order		23,326.96
12222001	03/22/2016	Airgas USA	01-4300	Chemistry- Open order for Helium tank rental		15.45
12222002	03/22/2016	AmeriPride Uniform Services	01-6200	Art-Open order for rag service/printmaking		94.98
12222003	03/22/2016	Anthem Blue Cross	01-3400	GI-Support Insurance- Open order		1,719.87
12222004	03/22/2016	Apperson	01-4300	DO-Life Sceince-Test Answer Sheets		160.05
12222005	03/22/2016	B & H PHOTOMIDEO	01-6400	Block Grant-Instructional-11 digital pianos		7,752.00
12222006	03/22/2016	Beacon Athletics	01-4300	Athletics- Womens-Field Tarp		1,115.64
12222007	03/22/2016	Jessica Bray	01-5100	LSU Grant- Independent Contractor		742.50
12222008	03/22/2016	BRODART	01-4500	Library-supplies		286.81
12222009	03/22/2016	CAE Healthcare	01-4300	Enrollment Growth- Arm skin		243.65
12222010	03/22/2016	Carmel Valley Community Center	01-5600	Older Adult Program-Rental fee		500.00
12222011	03/22/2016	CDW GOVERNMENT INC	01-4500	IS Network & Tech.-Cisco wireless phone kit	482.66	
			01-5600	IS Network & Tech-Cisco Direct Unity	11,870.39	
			01-6400	IS Network & Tech-UCSB Blade Server	19,670.79	
				Tech Refresh-30 computers w/monitors	6,391.46	38,415.30
12222012	03/22/2016	Central Coast Sign Language	01-5100	Access Resource Ctr-Independent Contractor		1,101.12
12222013	03/22/2016	CHOMP	01-5100	PV 3810 - salary and benefits	32,817.00	
				PV 3810- salary and benefits	53,959.22	86,776.22
12222014	03/22/2016	Deaf & Hard of Hearing Srv Ctr	01-5100	ARC- Independent Contractor		718.00
12222015	03/22/2016	DROUGHT RESISTANT NURSERY	01-4500	Grounds- Open order		110.47
12222016	03/22/2016	EC West	01-6400	Gen Instit. Cont.-Roller Mouse RED		281.34
12222017	03/22/2016	Ewing Irrigation	01-4500	Grounds- Open order		221.16
12222018	03/22/2016	Exact Fire	01-4300	Block Grant-Instructional-Forcible Entry Door		5,763.61
12222019	03/22/2016	Fisher Scientific	01-4300	Biology- supplies	170.75	
				Chemistry- Open order for acct # 103-53-6001	313.10	483.85
12222020	03/22/2016	FLINN SCIENTIFIC	01-4300	Chemistry- open order		312.23
12222021	03/22/2016	FMG Custom Concrete	01-5100	CTE Enhancement Funds-FC Courtyard		9,591.00
12222022	03/22/2016	Formaspace	01-6400	Block Grant -Instructional-19 Biofit chairs		6,612.00
12222023	03/22/2016	GAVILAN PEST CONTROL	01-5500	Grounds- Open order		2,040.00
12222024	03/22/2016	GRAINGER INC-salinas	01-4500	Hazardous Waste Management-Respirator		192.27
12222025	03/22/2016	Hollinger Metal Edge	01-6300	Frances Elkins Grant-Archive Materials		2,040.61
12222026	03/22/2016	INDIAN JEWELRY SUPPLY	01-4300	Art - Open order		1,302.44

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 03/22/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12222027	03/22/2016	ITC Systems	01-5600	Library-Go Print Software & Support		387.34
12222028	03/22/2016	Jet Tec LLC	01-4500	PV 3805-ink cartridges		423.47
12222029	03/22/2016	Jobelephantcom Inc	01-4500	PV 3807- Recruitment Ads		30.00
12222030	03/22/2016	KBA Docusys	01-5600	Print Shop	59.59	
				PV 3818- lease payment	10,715.27	10,774.86
12222031	03/22/2016	Keenan & Associates	69-5100	Workman Comp Runoff claims 15-16		1,375.00
12222032	03/22/2016	Lawson Association Consulting	01-5100	MATE Consultant-Independent Contractor		5,000.00
12222033	03/22/2016	Loomis, Kathryn	01-5100	MATE Resouce Ctr-Independent Contractor		472.50
12222034	03/22/2016	LOOMIS	01-5800	Fiscal Services- Open order		1,123.50
12222035	03/22/2016	Martin Cisneros	01-5100	Curriculum Development-Independent Contractor		7,000.00
12222036	03/22/2016	Mobile Modular Mgmt Corp	01-5600	Gen Instit. Minor Cap-Lease GC restroom		615.90
12222037	03/22/2016	Monterey County Weekly	01-4500	PV 3816- Recruitment ads	210.00	
			01-5800	PIO- Open order for newspaper advertising	22.02	232.02
12222038	03/22/2016	Monterey Peninsula College	01-4500	PV 3814- bank fee		248.80
12222039	03/22/2016	MONTEREY REGIONAL WASTE	01-5500	Gen Instit. Utilities- Open order		42.60
12222040	03/22/2016	Moulton, Erica	01-5200	PV 3813 - Reimbursement for supplies		395.72
12222041	03/22/2016	MPC FOUNDATION	01-5800	MPC Foundation-Foundation services		8,333.33
12222042	03/22/2016	NAACP Monterey Branch	01-5200	PV 3817-NAACP 44th Annual Freedom Fund		750.00
12222043	03/22/2016	NLN Testing Services	01-4300	MCCSN-Tests		278.08
12222044	03/22/2016	Northern CA Comm College Pool	01-3600	Gen. Instit./Ins.-Worker's Comp		131,586.00
12222045	03/22/2016	Peninsula Cafe	01-5800	PV 3815-IBB Training		230.29
12222046	03/22/2016	Scott Precop	01-5200	PV 3811 - Reimbursement for travel		120.86
12222047	03/22/2016	CULLIGAN WATER CO	01-4300	Chemistry- Open order for DI system		45.00
12222048	03/22/2016	Randy Tunnell	01-4500	School of Nursing-2016 class photo		375.00
12222049	03/22/2016	RAPID PRINTERS	01-4500	Fiscal Services-Purchase Req. forms		973.82
12222050	03/22/2016	RIO GRANDE TOOLS	01-4300	Art- open order		148.52
12222051	03/22/2016	Victoria Simmons	01-5800	PV 3806- facilitate negotiations	2,585.86	
				PV 3808-IBB Training	1,551.35	4,137.21
12222052	03/22/2016	Sinclair, Timandra	01-5100	MATE MOV- Independent Contractor		1,165.00
12222053	03/22/2016	Standard Insurance Company CB	01-3400	GI-Support Insurance-Open order		1,403.43
12222054	03/22/2016	Raymond Thompson	01-5200	PV 3812 - Reimbursement for travel		179.10
12222055	03/22/2016	Thomson Reuters	01-4500	PV 3809-subscription		119.50
12222056	03/22/2016	US POSTMASTER	01-5800	Warehouse-Postage for Postage Meter		40,000.00
12222057	03/22/2016	Washington State University	01-5100	MATE MOV: WSU competition		3,000.00

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.)

ESCAPE ONLINE

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Checks Dated 03/22/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
					Total Number of Checks	59
						<u>413,389.38</u>

Includes checks for only Bank Account COUNTY

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	58	412,014.38
69	Workers Compensation Fund	1	1,375.00
Total Number of Checks		59	413,389.38
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			<u>413,389.38</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 03/29/2016						
Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12223683	03/29/2016	AdSpec	01-4500	PV 3819- canopy		2,325.68
12223684	03/29/2016	Agile Research & Tech.	01-5100	IS & Matriculation-Web support & project mngmnt		4,560.00
12223685	03/29/2016	Anderson, Judy	01-5100	MATE Resouce Ctr-Independent Contractor		390.00
12223686	03/29/2016	Berkadia Commercial Mortgage	46-7100	College Center Bond-Open order for revenue bond		900.00
12223687	03/29/2016	Dylan Carney	01-5200	PV 3818-participant support		600.00
12223688	03/29/2016	Central Coast Sign Language	01-5100	Access Resource Ctr-Independent Contractor		874.52
12223689	03/29/2016	Constellation New Energy	01-5500	General Instit.-Open order for electrcity	18,469.91	
			47-5500	General Instit.-Open order for electrcity	1,179.97	19,649.88
12223690	03/29/2016	Crouch, Perry	01-5100	Matriculation-Independent Contractor		300.00
12223691	03/29/2016	Deaf & Hard of Hearing Srv Ctr	01-5100	ARC- Independent Contractor		876.00
12223692	03/29/2016	Ewing Irrigation	01-4500	Grounds- Open order		53.12
12223693	03/29/2016	Gardner, Matt	01-5100	LSU Grant- Independent Contractor	950.00	
				MATE MOV: Independent Contractor	3,334.00	4,284.00
12223694	03/29/2016	Paul Goodwin	01-5200	PV 3821-certificate fees		335.84
12223695	03/29/2016	Monterey Peninsula College	01-5800	PV 3822-Cash Reimbursement	357.12	
				PV 3823 - Check reimbursement	1,620.00	
				PV 3824-Check Reimbursement	1,290.48	
				PV 3825-Check Reimbursement	1,230.28	
				PV 3826-Cash Reimbursement	34.19	
				PV 3827 - Check Reimbursement	701.89	
				PV 3828- Check reimbursement	1,237.49	6,471.45
12223696	03/29/2016	Office Depot	01-4300	Physical Science-Open order		99.88
12223697	03/29/2016	PALACE ART & OFFICE SUPPLY	01-4500	Human Resources-Desk for new employee		477.84
12223698	03/29/2016	PASCO SCIENTIFIC	01-4300	Block Grant-Instructional-equipment		5,025.44
12223699	03/29/2016	Pearson Clinical Assessments	01-4300	ARC-Accessment forms		303.88
12223700	03/29/2016	PENINSULA WELDING SUPPLY	01-4500	Maintenance- Open order	18.00	
			01-5500	Art-Open order for gas for welding&soldering	81.52	99.52
12223701	03/29/2016	Stephanie Perkins	01-5800	PV 3820-reimbursement multicultural event		357.91
12223702	03/29/2016	Port Supply	01-4300	Lo State University Grant-Open PO		5,600.00
12223703	03/29/2016	Rackspace	01-5600	IS Network & Tech.-Open order		720.39
12223704	03/29/2016	SAFETY-KLEEN SYSTEMS	01-6200	Art-Open order for solvent disposal		440.87
12223705	03/29/2016	SupplyWorks	01-4500	Custodial- Open order		626.31
12223706	03/29/2016	Sysco Food Service of SF	04-4500	Children's Center-Open order for Meals	.06	
			04-4700	Children's Center-Open order for Meals	184.71	184.77

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 03/29/2016**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12223707	03/29/2016	URBAN LUMBERJACKS	01-5500	Grounds- Remove 2 Pine trees	3,600.00	
				Grounds-Remove 2 Pine Trees	2,800.00	6,400.00
12223708	03/29/2016	Virtual VRI	01-5100	ARC-Independent Contractor		5,903.75
12223709	03/29/2016	Waxie Sanitary	01-4500	Custodial-Open order		1,978.99
12223710	03/29/2016	Weldon Williams & Lick, Inc	39-4500	Parking- Open order for mailing services		2,644.20
12223711	03/29/2016	Wells Fargo Insurance Services	01-5400	PV 3829- student insurance		748.84
<b>Total Number of Checks</b>					<b>29</b>	<b>73,233.08</b>

Includes checks for only Bank Account COUNTY

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
01	General Fund	26	68,324.14
04	Children Center	1	184.77
39	Parking Fund (M)	1	2,644.20
46	College Center Bond Fund (M)	1	900.00
47	College Center (M)	1	1,179.97
Total Number of Checks		<b>29</b>	<b>73,233.08</b>
Less Unpaid Sales Tax Liability			<b>.00</b>
<b>Net (Check Amount)</b>			<b>73,233.08</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.)

Monterey Peninsula Community College District

Governing Board Agenda

April 27, 2016

Consent Agenda Item No. A.5

Fiscal Services  
College Area

Proposal:

It is proposed that the Board of Trustees approves the March 2016 Purchase Orders, Numbers B1600501 through B1600558.

Background:

Purchase Orders B1600501 through B1600558 were produced in March 2016. These orders totaled \$622,784.49 in college expenditures. The list of Purchase Orders is attached.

Budgetary Implications:

Budgeted.

**RESOLUTION: BE IT RESOLVED**, that Purchase Orders B1600501 through B1600558 in the amount of \$622,784.49 be approved.

Recommended By:

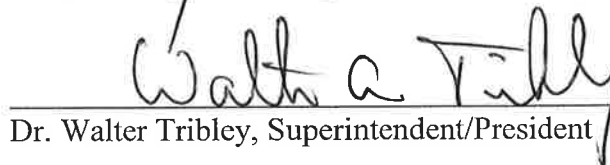


Steven L. Crow, Ed.D., Vice President of Administrative Services

Prepared By:

  
Mary Weber, Purchasing Coordinator  
Rosemary Barrios, Controller

Agenda Approval:

  
Dr. Walter Tribley, Superintendent/President



(See Last Page) \*\*\*

Board Meeting Date April 27, 2016

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B16-00501	APPLE COMPUTER INC	055	Anthropology-Mac Book Air	01-4300	1,033.85
B16-00502	Monterey Signs Inc	052	Grounds- signage at LTC	01-5600	862.01
B16-00503	Office Depot	057	TRIO- Open order	01-4500	1,000.00
B16-00504	Downtown Ford Sales	080	One Time Funds-3 vans	01-6400	92,734.82
B16-00505	B & H PHOTO/VIDEO	031	Block Grant-Photography equipment	01-6400	25,258.70
B16-00506	URBAN LUMBERJACKS	052	Minor Cap- Remove 4 Pine Trees near AutoTech	01-5600	5,900.00
B16-00507	Circle C Electric Service Inc	052	Maintenance-Install circuits&Light Fixt.-Theatre	01-5500	2,500.00
B16-00508	Behnam MD, Shaida	038	Health Services-Independent Contractor	01-5100	3,000.00
B16-00509	Collaborative Brain Trust Cons	058	One Time Funds-Efficiency-Right-Sizing	01-5800	195,845.00
B16-00510	White Page Communications	058	PIO-open order for public relations	01-5100	8,750.00
B16-00511	Office Depot	057	Matriculation - open order	01-4500	1,999.00
B16-00512	DH Distribution	051	Block Grant-Tennis Ball Feeder	01-6400	2,350.69
B16-00513	Fitness Edge	051	Block Grant-Gym Equipment	01-6400	35,899.96
B16-00514	Dental Planet	045	Block Grant-Sirona CEREC 3 Acquisition Mach	01-6400	12,872.88
B16-00515	CAE Healthcare	048	Enrollment Growth-PED GU (female)	01-4300	262.59
B16-00516	Via Heart Project	022	Gen Instit.-Physio Control Lifepak for LTC & FTC	01-4500	256.46
B16-00517	COMMUNITY COLLEGE LEAGUE	055	Block Grant-PsychArticles	01-4500	3,508.00
B16-00518	Lawson Association Consulting	047	MATE Consultant-Independent Contractor	01-5100	15,000.00
B16-00519	Hollinger Metal Edge	044	Frances Elkins Grant-Archive Materials	01-6300	2,519.18
B16-00520	Office Depot	057	EOPS- 100 TI-84 Plus calculators	01-7600	11,839.04
B16-00521	Office Depot	045	Life Science -Open order	01-4300	375.00
B16-00522	Carmel Valley Community Center	090	Older Adult Program-Rental fee	01-5600	500.00
B16-00523	CDW GOVERNMENT INC	057	Matriculation office-computer & monitor	01-6400	951.70
B16-00524	Washington State University	047	MATE MOV: WSU competition	01-5100	7,500.00
B16-00525	Patrick Webster	047	MATE MOV: Independent Contractor	01-5100	1,000.00
B16-00526	US POSTMASTER	052	Warehouse-Postage for Postage Meter	01-5800	40,000.00
B16-00527	CDW GOVERNMENT INC	057	EOPS-9 computers & 14 monitors	01-6400	9,630.53
B16-00528	CAE Healthcare	048	VATEA-Software	01-4300	2,300.00
B16-00529	NLN Testing Services	048	MCCSN-Tests	01-4300	278.08
B16-00530	CDW GOVERNMENT INC	047	MATE: 2 comuters and printers	01-6400	1,903.40
B16-00531	CDW GOVERNMENT INC	052	Facilities-computer for warehouse	01-4500	738.65
B16-00532	KI INC	080	One time funds-tables for Karas room	01-6400	1,969.43
B16-00533	Office Depot	033	EOPS-Open order	01-4500	4,000.00
B16-00534	SIG	041	ERP Prep-BPA & IT Health Assesment	01-5100	50,100.00

\*\*\* 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.

ESCAPE ONLINE

Page 1 of 2

(See Last Page) ***				Board Meeting Date April 27, 2016		
PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount	
B16-00535	CDW GOVERNMENT INC	033	EOPS-25 chromebooks, licenses & charging card	01-6400	7,843.76	
B16-00536	CDW GOVERNMENT INC	041	IS Systems & Prog.-Lenovo P310 workstations	01-6400	5,397.40	
B16-00537	FMG Custom Concrete	045	CTE Enhancement-3 dry wells for hospitality	01-5100	3,200.00	
B16-00538	Paul Aunspaugh	047	MATE MOV:Independent Contractor	01-5200	750.00	
B16-00539	Moulton, Erica	047	MATE MOV-Independent Contractor	01-5200	750.00	
B16-00540	Crown Awards	057	Career/Transfer-graduation medals	01-7600	1,863.10	
B16-00541	Freshdesk Inc	041	ERP Prep.-Annual subscript for Freshservice	01-5100	3,600.00	
B16-00542	Office Depot	035	Student Financial Aid- Open order	01-4500	900.00	
B16-00543	VWR	045	Biology-Instructional supplies	01-4300	467.30	
B16-00544	Kappa Medical Inc	045	CET Enhancement-Color Blindness Test Book	01-4300	186.30	
B16-00545	KBA Docusys	080	Print Shop-Open order for copier lease	01-5600	21,267.56	
B16-00546	Rainman Heating&Sheetmetal	045	CTE Enhance ment-Aluminum gutter for FC bldg	01-6100	825.00	
B16-00547	Epico Systems Inc	041	Media Services-Classroom 206 upgrade	01-5600	6,635.00	
B16-00548	Epico Systems Inc	041	Media Services Classroom 207 upgrade	01-5600	6,130.00	
B16-00549	Epico Systems Inc	041	Media Services-Classroom 205 upgrade	01-5600	6,635.00	
B16-00550	Epico Systems Inc	041	Media Services Classroom 205 wiring upgrade	01-5600	978.00	
B16-00551	CDW GOVERNMENT INC	021	Distance Ed-2 chrome books	01-6400	443.74	
B16-00552	CDW GOVERNMENT INC	033	EOPS- Printers	01-6400	597.61	
B16-00553	Booth Medical Equipment Co Inc	045	CTE Enhancements-Autoclave	01-4300	3,605.57	
B16-00554	American 3B Scientific	045	CTE Enhancement-instructional equipment	01-4300	2,604.39	
B16-00555	Left Field Productions	031	Music-Score and Parts Stephen Tosh "Concertina"	01-4300	400.00	
B16-00556	CDW GOVERNMENT INC	036	Emergency medical Systems-Printer	01-4500	446.20	
B16-00557	CDW GOVERNMENT INC	036	Fire Training-Color Printer	01-4500	446.20	
B16-00558	ITC Systems	044	Library-Go Print Cards	01-4500	2,173.39	
<b>Total Number of POs</b>				<b>58</b>	<b>Total</b>	<b>622,784.49</b>

**Fund Recap**

Fund	Description	PO Count	Amount
01	General Fund	58	622,784.49

Information is further limited to: Purchase Orders starting with text between b16-00501 and b16-00558

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

April 27, 2016

Consent Agenda Item No. A.6

Fiscal Services  
College Area

### Proposal:

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

### Background:

Please see attached budget revision documents.

### Budgetary Implications:

#### Fund 01 ( Unrestricted General Fund )

Net increase in the 2000 ( Classified Salary ) Object expense category	\$	4,966
Net increase in the 3000 ( Benefits) Object expense category	\$	234
Net decrease in the 4000 ( Supplies ) Object expense category	\$	500
Net decrease in the 5000 ( Other Services ) Object expense category	\$	4,700

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

Net increase in the 2000 ( Classified Salary ) Object expense category	\$	4,966
Net increase in the 3000 ( Benefits) Object expense category	\$	234
Net decrease in the 4000 ( Supplies ) Object expense category	\$	500
Net decrease in the 5000 ( Other Services ) Object expense category	\$	4,700

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

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

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

  
Roger Sattoof, Budget Analyst

  
Rosemary Barrios, Controller

enda Approval: \_\_\_\_\_

  
Dr. Walter Tribley, Superintendent/President

Consent UGF

## BUDGET REVISION

February 2016 through March 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	
			(500)	500			Transfer funds within the Older Adult Program. Transfers was from instructional materials to facility/rentals. To pay off-campus location for use of facility while conducting classes. Reduction To: 01-0090-0-4900-1040-4300-000-00-4312 Addition To: 01-0090-0-6010-1040-5600-000-00-5616
	4,966	234		(5,200)			Transfer funds from the Academic Affairs department to the Dean of Instructional Planning department. Transfer was from temporary contracted service to hourly temporary salary and benefits. To cover the pay of a temporary hire. Reduction To: 01-0020-0-6600-1501-5100-000-00-5145 Addition To: 01-0040-0-6600-2202-2300-0000-00-2306 01-0040-0-6600-2202-3340-0000-00-2306 01-0040-0-6600-2202-3520-0000-00-2306 01-0040-0-6600-2202-3620-0000-00-2306
0.00	4,966	234	(500)	(4,700)	0.00	0.00	<b>Totals</b>

# Monterey Peninsula Community College District

## Governing Board Agenda

April 27, 2016

Consent Agenda Item No. A.7

Fiscal Services  
College Area

### Proposal:

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

### Background:

Please see attached budget revision documents.

### Budgetary Implications:

#### Fund 01 ( Restricted General Fund )

Net increase in the 1000 ( Certificated Salary ) Object expense category	\$	45,414.92
Net increase in the 2000 ( Classified Salary ) Object expense category	\$	57,139.52
Net increase in the 3000 ( Benefits ) Object expense category	\$	2,502.57
Net increase in the 4000 ( Supplies ) Object expense category	\$	37,644.73
Net increase in the 5000 ( Other Services ) Object expense category	\$	11,742.51
Net increase in the 6000 ( Capital Outlay ) Object expense category	\$	42,302.65
Net decrease in the 7000 ( Other Outgo ) Object expense category	\$	196,746.90

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

Net increase in the 1000 ( Certificated Salary ) Object expense category	\$	45,414.92
Net increase in the 2000 ( Classified Salary ) Object expense category	\$	57,139.52
Net increase in the 3000 ( Benefits ) Object expense category	\$	2,502.57
Net increase in the 4000 ( Supplies ) Object expense category	\$	37,644.73
Net increase in the 5000 ( Other Services ) Object expense category	\$	11,742.51
Net increase in the 6000 ( Capital Outlay ) Object expense category	\$	42,302.65
Net decrease in the 7000 ( Other Outgo ) Object expense category	\$	196,746.90

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

**BUDGET REVISION**

February 2016 through March 2016  
Fund 01 - ( Restricted General Fund ) FY 15-16

1000	2000	3000	4000	5000	6000	7000	Explanations
CERT. Salaries	CLASS. Salaries	Benefitis	Supplies	Other Services	Capital Outlay	Other Outgo	
			1,500	300		(1,800)	Transfer funds within the Student Support Service department. Transfer was from textbooks/supplies to office supplies, food and maintenance agreement. To cover the cost of purchases.  Reduction To: 01-0007-1-7010-1020-7600-000-28-7602 Addition To: 01-0007-1-7010-1020-4500-000-28-4525 01-0007-1-7010-1020-4700-000-28-4706 01-0007-1-7010-1020-5600-000-28-5620
			5,000		6,030	(11,030)	Transfer funds within the Math/Science Upward Bound department. Transfer was from payment to student, to instructional materials and equipment purchase. To cover the cost of purchases.  Reduction To: 01-0007-1-7010-1022-7500-000-30-7501 Addition To: 01-0007-1-7010-1022-4300-000-30-4312 01-0007-1-7010-1022-6400-000-30-6404
423.85		76.15		(500)			Transfer funds within the Career and Technical Education Southwest Pathways Consortium department. Transfer was from other services to hourly non instructional salary with benefits. To cover the coordinator assistant's salary.  Reduction To: 01-0040-1-0700-1157-5800-000-96-5839 Addition To: 01-0040-1-0700-1157-1400-000-96-1401 01-0040-1-0700-1157-3120-000-96-1401 01-0040-1-0700-1157-3340-000-96-1401 01-0040-1-0700-1157-3520-000-96-1401 01-0040-1-0700-1157-3620-000-96-1401

**BUDGET REVISION**

February 2016 through March 2016  
 Fund 01 - ( Restricted General Fund ) FY 15-16

1000	2000	3000	4000	5000	6000	7000	Explanations
CERT. Salaries	CLASS. Salaries	Benefitis	Supplies	Other Services	Capital Outlay	Other Outgo	
16,836.23		757.64				(17,593.87)	Transfer funds within the Upward Bound department. Transfer was from textbooks/supplies to counselor's salary and benefits. To cover overdrawn accounts. Reduction To: 01-0007-1-7010-1021-7600-000-29-7602 Addition To: 01-0007-1-7010-1021-1200-000-29-1215 01-0007-1-7010-1021-3340-000-29-1215 01-0007-1-7010-1021-3520-000-29-1215 01-0007-1-7010-1021-3620-000-29-1215
			1,395	2,716	2,330	(6,441)	Transfer funds within the Upward Bound department. Transfer was from textbooks/supplies to printing, office supplies, contract services, field trips, conference, and equipment replacement. To cover overdrawn accounts. Reduction To: 01-0007-1-7010-1021-7600-000-29-7602 Addition To: 01-0007-1-7010-1021-4500-000-29-4511 01-0007-1-7010-1021-4500-000-29-4525 01-0007-1-7010-1021-5100-000-29-5145 01-0007-1-7010-1021-5200-000-29-5203 01-0007-1-7010-1021-5200-000-29-5220 01-0007-1-7010-1021-6400-000-29-6403
				(1,380)	1,380		Transfer funds from VATEA I-C Professional Development to VATEA I-C Curriculum Development. Transfer was from conference to equipment replacement. To cover portion of cost for Sirona machine that will be used in the dental program. Reduction To: 01-0040-1-6750-1148-5200-000-33-5220 Addition To: 01-0040-1-1200-1147-6400-000-33-6403

**BUDGET REVISION**

February 2016 through March 2016  
 Fund 01 - ( **Restricted** General Fund ) FY 15-16

1000	2000	3000	4000	5000	6000	7000	Explanations
CERT. Salaries	CLASS. Salaries	Benefitis	Supplies	Other Services	Capital Outlay	Other Outgo	
28,154.84	21,724.30		49.73	12,190.51	2,116.45	(64,235.83)	Transfer funds within the Student Equity department. Transfer was from textbook to hourly non-teaching fall and summer salaries, hourly student help salary, hourly temporary salary, student help salary, hourly part time permanent salary, hourly temporary salary, food, conference, and non-instructional equipment . To cover overdrawn accounts. Reduction To: 01-0040-1-6600-1330-7600-000-94-7602 Addition To: 01-0040-1-6600-1330-1400-000-94-1401 01-0040-1-6600-1330-1400-000-94-1403 01-0040-1-6600-1330-2300-000-94-2302 01-0040-1-6600-1330-2300-000-94-2306 01-0040-1-6600-1330-2400-000-94-2401 01-0040-1-6600-1330-2400-000-94-2402 01-0040-1-6600-1330-2400-000-94-2404 01-0040-1-6600-1330-4700-000-94-4706 01-0040-1-6600-1330-5200-000-94-5220 01-0040-1-6600-1330-6400-000-94-6425
				200		(200)	Transfer funds within the Extended Opportunity Programs and Services department. Transfer was from payment to students to professional organization services. To cover overdrawn account. Reduction To: 01-0007-1-6430-1464-7500-000-50-7501 Addition To: 01-0007-1-6430-1464-5300-000-50-5306
			12,000			(12,000)	Transfer funds within the Extended Opportunity Programs and Services department. Transfer was from payment to students, to food. To cover overdrawn account. Reduction To: 01-0007-1-6430-1464-7500-000-50-7501 Addition To: 01-0007-1-6430-1464-4700-000-50-4706
			20,000			(20,000)	Transfer funds within the Extended Opportunity Programs and Services department. Transfer was from payment to students, to office supplies. To cover overdrawn account. Reduction To: 01-0007-1-6430-1464-7500-000-50-7501 Addition To: 01-0007-1-6430-1464-4500-000-50-4525



**BUDGET REVISION**

February 2016 through March 2016  
 Fund 01 - ( **Restricted** General Fund ) FY 15-16

1000	2000	3000	4000	5000	6000	7000	Explanations
CERT. Salaries	CLASS. Salaries	Benefitis	Supplies	Other Services	Capital Outlay	Other Outgo	
					446.20	(446.20)	Transfer funds within the Cooperative Agencies Resources for Education department. Transfer was from payment to students, to equipment replacement. To cover overdrawn account.  Reduction To: 01-0007-1-6430-1468-7500-000-52-7501 Addition To: 01-0007-1-6430-1468-6400-000-52-6403
				6,000		(6,000)	Transfer funds within the Cooperative Agencies Resources for Education department. Transfer was from payment to students, to maintenance agreement. To cover overdrawn account.  Reduction To: 01-0007-1-6430-1468-7500-000-52-7501 Addition To: 01-0007-1-6430-1468-5600-000-52-5620
				6,000		(6,000)	Transfer funds within the Extended Opportunity Programs and Services department. Transfer was from payment to students, to special event. To cover overdrawn account.  Reduction To: 01-0007-1-6430-1464-7500-000-50-7501 Addition To: 01-0007-1-6430-1464-5800-000-50-5816
					30,000	(30,000)	Transfer funds within the Extended Opportunity Programs and Services department. Transfer was from payment to students, to new equipment. To cover overdrawn account.  Reduction To: 01-0007-1-6430-1464-7500-000-50-7501 Addition To: 01-0007-1-6430-1464-6400-000-50-6404
				3,000		(3,000)	Transfer funds within the Cooperative Agencies Resources for Education department. Transfer was from payment to students, to conference. To cover overdrawn account.  Reduction To: 01-0007-1-6430-1468-7500-000-52-7501 Addition To: 01-0007-1-6430-1468-5200-000-52-5220
			(2,000)	2,000			Transfer funds within the CTE Enhancement Funds department. Transfer was from instructional supplies to contract services. To cover overdrawn account.  Reduction To: 01-0040-1-1307-1129-4300-000-96-4312 Addition To: 01-0040-1-1307-1129-5100-000-96-5180

**BUDGET REVISION**

February 2016 through March 2016  
 Fund 01 - ( Restricted General Fund ) FY 15-16

1000	2000	3000	4000	5000	6000	7000	Explanations
CERT. Salaries	CLASS. Salaries	Benefitis	Supplies	Other Services	Capital Outlay	Other Outgo	
	18,225.22	858.78		(19,084.00)			Transfer funds within the MATE Technical Internship Program department. Transfer was from program consultant to hourly professional expert salary with benefits. To move coordinator's salary to the right budget. Reduction To: 01-0040-1-0400-1513-5100-000-53-5124 Addition To: 01-0040-1-0400-1513-2300-000-53-2304 01-0040-1-0400-1513-3340-000-53-2304 01-0040-1-0400-1513-3520-000-53-2304 01-0040-1-0400-1513-3620-000-53-2304
			(300)	300			Transfer funds within the MATE Support Center department. Transfer was from office supplies to postage. To pay for postage expenses. Reduction To: 01-0040-1-0400-1563-4500-000-53-4525 Addition To: 01-0040-1-0400-1563-5800-000-53-5805
	17,190	810				(18,000)	Transfer funds within the Extended Opportunity Program and Services department. Transfer was from payment to students, to hourly temporary and substitute salary with benefits. To cover overdrawn accounts. Reduction To: 01-0007-1-6430-1464-7500-000-50-7501 Addition To: 01-0007-1-6430-1464-2300-000-50-2306 01-0007-1-6430-1464-3340-000-50-2306 01-0007-1-6430-1464-3520-000-50-2306 01-0007-1-6430-1464-3620-000-50-2306 01-0007-1-6430-1464-2300-000-50-2308 01-0007-1-6430-1464-3340-000-50-2308 01-0007-1-6430-1464-3520-000-50-2308 01-0007-1-6430-1464-3620-000-50-2308
<b>45,414.92</b>	<b>57,139.52</b>	<b>2,502.57</b>	<b>37,644.73</b>	<b>11,742.51</b>	<b>42,302.65</b>	<b>(196,746.90)</b>	<b>Totals</b>

# Monterey Peninsula Community College District

## Governing Board Agenda

April 27, 2016

Consent Agenda Item No. A.8

**Proposal:**

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

**Background:**

Please see attached budget increase/decrease documents. Board Policy 2120 requires Board approval of increases/decreases to the total fiscal year budget.

**Budgetary Implications:**

**Fund 01 ( Restricted General Fund )**

Net increase in the 1000 ( Certificated Salary ) Object expense category	\$	83,520.10
Net increase in the 2000 ( Classified Salary ) Object expense category	\$	33,164.26
Net increase in the 3000 ( Benefits ) Object expense category	\$	15,437.18
Net increase in the 4000 ( Supplies ) Object expense category	\$	75,087.68
Net increase in the 5000 ( Other Services ) Object expense category	\$	653,117.00
Net decrease in the 6000 ( Capital Outlay ) Object expense category	\$	9,626.21
Net increase in the 7000 ( Other Outgo ) Object expense category	\$	919,138.00
<hr/>		
Total increase in expense lines budgeted	\$	1,769,838.01
<hr/>		
Net increase in the 8000 ( Revenue ) Object category	\$	1,769,838.01

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

Increase of \$ 1,699,783.00 in funds received for FY 15-16.

Increase of \$ 70,055.01 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: \_\_\_\_\_

  
Roges Sattoof, Budget Analyst

  
Rosemary Barrios, Controller

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

  
Dr. Walter Tribley, Superintendent/President

Consent RGF Increase

**BUDGET INCREASES**

February 2016 through March 2016  
Fund 01 ( Restricted General Fund ) FY 2015-2016

EXPLANATIONS	AMOUNTS	AMOUNTS
Decrease revenue and expenses in the Student Services Block Grant department to reflect state funds allocated in FY 15-16.		
Total Revenue:	(10,932)	
Total Expenses:		(10,932)
Increase revenue and expenses in the Extended Opportunity Programs and Services department, to reflect additional state funds allocated at P1 for the FY 15-16.		
Total Revenue:	236,392.00	
Total Expenses:		236,392.00
Increase revenue and expenses in the Cooperative Agencies Resources for Education grant department, to reflect additional state funds allocated at P1 for the FY 15-16.		
Total Revenue:	61,487.00	
Total Expenses:		61,487.00
Decrease revenue and expenses in the Temporary Assistance for Needy Families grant department, to reflect a decrease of state funds at P1 for the FY 15-16.		
Total Revenue:	(1,961)	
Total Expenses:		(1,961)
Decrease revenue and expenses in the California Work Opportunity and Responsibility to Kids CALWORKS grant department, to reflect a decrease of state funds at P1 for the FY 15-16.		
Total Revenue:	(6,821)	
Total Expenses:		(6,821)
Increase revenue and expenses in the Student Success grant department to reflect additional state funds allocated at P1 for the FY 15-16.		
Total Revenue:	238,018.00	
Total Expenses:		238,018.00
Increase revenue and expenses in the Student Success Non Credit grant department to reflect additional state funds allocated at P1 for the FY 15-16.		
Total Revenue:	41,577.00	
Total Expenses:		41,577.00

**BUDGET INCREASES**

February 2016 through March 2016  
Fund 01 ( Restricted General Fund ) FY 2015-2016

EXPLANATIONS	AMOUNTS	AMOUNTS
Increase Revenue and Expenses in the Student Equity grant department to reflect state funds allocated in FY 15-16.		
Total Revenue:	392,023.00	
Total Expenses:		392,023.00
To setup AB 104 grant. This is the portion of revenue and expense that is allocated to the Pacific Grove Adult Education program for the 15-16 FY.		
Total Revenue:	292,575.00	
Total Expenses:		292,575.00
To setup AB 104 grant. This is the portion of revenue and expense that is allocated to the Carmel Adult Education program for the 15-16 FY.		
Total Revenue:	30,000.00	
Total Expenses:		30,000.00
To setup AB 104 grant. This is the portion of revenue and expense that is allocated to the Monterey Peninsula Unified School District Adult Education program for the 15-16 FY.		
Total Revenue:	252,208.00	
Total Expenses:		252,208.00
To setup AB 104 grant. This is the portion of revenue and expense that is allocated to the Monterey Peninsula College Adult Education program for the 15-16 FY.		
Total Revenue:	175,217.00	
Total Expenses:		175,217.00
Increase Revenue and Expenses in the Student Service Block Grant department to reflect funds carried forward from FY 14-15 to FY 15-16.		
Total Revenue:	440.79	
Total Expenses:		440.79
Increase Revenue and Expenses in the Early Childhood Mentor Program department to reflect funds carried forward from FY 14-15 to FY 15-16.		
Total Revenue:	1,781.29	
Total Expenses:		1,781.29

**BUDGET INCREASES**

February 2016 through March 2016  
Fund 01 ( Restricted General Fund ) FY 2015-2016

<b>EXPLANATIONS</b>	<b>AMOUNTS</b>	<b>AMOUNTS</b>
Increase Revenue and Expenses in the Child Development Outdoor grant department to reflect funds carried forward from FY 14-15 to FY 15-16.		
Total Revenue:	7,000.75	
Total Expenses:		7,000.75
Increase Revenue and Expenses in the Giannini Equipment grant department to reflect funds carried forward from FY 14-15 to FY 15-16.		
Total Revenue:	3,949.94	
Total Expenses:		3,949.94
Increase Revenue and Expenses in the Giannini grant department to reflect funds carried forward from FY 14-15 to FY 15-16.		
Total Revenue:	34,726.97	
Total Expenses:		34,726.97
Increase Revenue and Expenses in the Children's Center department to reflect funds carried forward from FY 14-15 to FY 15-16.		
Total Revenue:	22,155.27	
Total Expenses:		22,155.27
<b>TOTAL INCREASES</b>	<b><u>\$1,769,838.01</u></b>	<b><u>\$1,769,838.01</u></b>

Monterey Peninsula Community College District

Governing Board Agenda

April 27, 2016
Board Meeting Date

Consent Agenda Item No. A.9

Fiscal Services
College Area

Proposal:

Approve budget increase to Orr Estate Fund.

Background:

Board policy 2120 requires Board Approval of increase to the Fiscal Year budget.

To adjust the Orr Estate Fund revenue and expense budgets due to students repaying their Orr loans.

Budgetary Implications:

Orr Estate

Revenue Increase \$ 10,000
Expense Increase \$ 10,000

Information Only

Resolution: BE IT RESOLVED, that the following budget increase in the Orr Fund be approved:

Revenue Increase \$10,000
Expense Increase \$10,000

[Handwritten signature]

Recommended By:

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

Prepared By:

[Handwritten signature: Rosemary Barrios]
Rosemary Barrios - Controller

Agenda Approval:

[Handwritten signature: Walter A. Tribble]
Dr. Walter Tribble - Superintendent / President

# Monterey Peninsula Community College District

## Governing Board Agenda

April 27, 2016  
Board Meeting Date

Consent Agenda Item No. A.10

Fiscal Services  
College Area

### Proposal:

Approve budget increase to the Scholarship and Loan Fund.

### Background:

Board policy 2120 requires Board Approval of increase to the Fiscal Year budget.

Additional funds were received for the Full-Time Student Success Grant and PLUS loan funds received.

### Budgetary Implications:

#### Scholarship & Loan

Revenue Increase of \$900,000

Expense Increase of \$900,000

- Resolution: BE IT RESOLVED**, that the following budget increase in the Scholarship & Loan fund be approved: Increase of \$900,000 in revenue and expense budgets.

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

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

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

  
Rosemary Barrios - Controller

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

  
Dr. Walter Tribely - Superintendent/President



# Monterey Peninsula Community College District

## Governing Board Agenda

April 27, 2016  
Board Meeting Date

Consent Agenda Item No. A.11

Fiscal Services  
College Area

### Proposal:

Approve budget increase to the OPEB Fund for the period of March 2016.

### Background:

Board policy 2120 requires Board Approval of increase to the Fiscal Year budget.

To establish an expense budget in the OPEB fund. There was no expense budget established for the OPEB fund for this fiscal year. The expense budget is being established to move the cash from the district's OPEB fund to an outside agency to establish an irrevocable trust.

### Budgetary Implications:

#### OPEB Fund

Expense Increase of \$4,000,000

- Resolution: BE IT RESOLVED**, that the following budget increase in the OPEB fund be approved: Increase of \$4,000,000 in expense budget.

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

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

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

  
Rosemary Barrios - Controller

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

  
Dr. Walter Tribely - Superintendent/President

# Monterey Peninsula Community College District

## Governing Board Agenda

April 27, 2016  
Board Meeting Date

Consent Agenda Item No. A.12

Fiscal Services  
College Area

### Proposal:

Approve budget increase to the Building Fund for the period of March 2016.

### Background:

Board policy 2120 requires Board Approval of increase to the Fiscal Year budget.

To increase the revenue budget in the Building Fund to account for additional interest revenue being received and to establish an expense budget for a few payments being made this fiscal year.

### Budgetary Implications:

#### Building Fund

Revenue Increase of \$40,000

Expense Increase of \$13,788

- Resolution: BE IT RESOLVED**, that the following budget increase in the Building fund be approved: Increase of \$40,000 in revenue and \$13,788 in expense budgets.

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

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

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

  
Rosemary Barrios - Controller

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

  
Dr. Walter Tribely - Superintendent/President

# Monterey Peninsula Community College District

## Governing Board Agenda

April 27, 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 Nancy Alaina Morgan, Human Resources Benefits and Retirement Coordinator, Human Resources, 12 months per year, 40 hours per week, effective April 28, 2016	Included in Budget

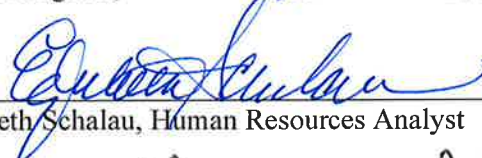
**RESOLUTION: BE IT RESOLVED**, that the Governing Board approve the following item(s):

- a) Employment of Alaina Morgan, Human Resources Benefits and Retirement Coordinator, 12 months per year, 40 hours per week, effective April 28, 2016.

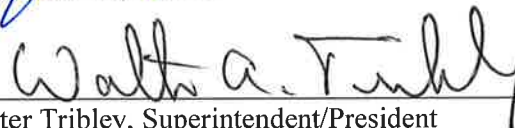
Recommended By:

  
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

April 27, 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	Employment of General Business Entrepreneurship Instructor, Jeffrey Mrizek, under faculty service area Bus. Step and Column placement pending verification, effective Fall 2016.	Included in budget
b)	Employment	Employment of Mathematics Instructor, Connie Hebert, under faculty service area MathBA. Step and Column placement pending verification, effective Fall 2016.	Included in budget
c)	Employment	Employment of Physics and Astronomy Instructor, Leila Jewell, under faculty service area Phy/Astr. Step and Column placement pending verification, effective Fall 2016.	Included in budget
d)	Employment	Employment of History Instructor, John Taylor Finell, under faculty service area Hist. Step and Column placement pending verification, effective Fall 2016.	Included in budget
e)	Employment	Employment of Access Service Librarian Instructor, _____, under faculty service Libr, Step and Column placement pending verification, effective Fall 2016.	Included in budget
f)	Employment	Employment of Computer Science and Information Systems Instructor, David Seagal, under faculty service area Bus. Step and column placement pending verification, effective Fall 2016.	Included in budget
g)	Employment	Employment of Early Childhood Education Instructor, Carol Karian, under faculty service area ChildDev. Step and Column placement pending verification, effective Fall 2016.	Included in budget
h)	Employment	Employment of Physical Education/PFIT/Coaching, Marcus Carroll, under faculty service area, P.E. and Coach. Step and Column placement pending verification, effective Fall 2016.	Included in budget
i)	Equivalency to Minimum Qualifications	Grant Equivalency to Minimum Qualifications to Kim Shirley to teach Family and Consumer Sciences, effective Spring 2010.	N/A
j)	Resignation	Resignation of Salvatore Cardinale, Counselor, effective June 4, 2016 for the purpose of retirement, and confer upon him the title of Professor Emeritus. Mr. Cardinale has served as a faculty member since 1977.	N/A

k)	Employment (list attached)	Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Fall 2016.	Included in budget
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**Budgetary Implications:**

See Table.

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

- a) Employment of General Business Entrepreneurship Instructor, Jeffrey Mrizek, under faculty service area Bus. Step and Column placement pending verification, effective Fall 2016.
- b) Employment of Mathematics Instructor, Connie Hebert, under faculty service area MathBA. Step and Column placement pending verification, effective Fall 2016.
- c) Employment of Physics and Astronomy Instructor, Leila Jewell, under faculty service area Phy/Astr. Step and Column placement pending verification, effective Fall 2016.
- d) Employment of History Instructor, John Taylor Finell, under faculty service area Hist. Step and Column placement pending verification, effective Fall 2016.
- e) Employment of Access Service Librarian Instructor, \_\_\_\_\_, under faculty service Libr. Step and Column placement pending verification, effective Fall 2016.
- f) Employment of Computer Science and Information Systems Instructor, David Seagal, under faculty service area Bus. Step and Column placement pending verification, effective Fall 2016.
- g) Employment of Early Childhood Education Instructor, Carol Karian, under faculty service area ChildDev. Step and Column placement pending verification, effective Fall 2016.
- h) Employment of Physical Education/PFIT/Coaching, Marcus Carroll, under faculty service area, P.E and Coach. Step and Column placement pending verification, effective Fall 2016.
- i) Grant Equivalency to Minimum Qualifications to Kim Shirley to teach Family and Consumer Sciences, effective spring 2010.
- j) Resignation of Salvatore Cardinale, Counselor, effective June 4, 2016 for the purpose of retirement, and confer upon him the title of Professor Emeritus. Mr. Cardinale has served as a faculty member since 1977.
- k) Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Fall 2016.

Recommended By:

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

Prepared By:

  
 \_\_\_\_\_  
 Elizabeth Schallau, 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**

Ambaw	Abeje	PHSO
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**B2-Teaching Without Benefits**

Eriksen	Dave	HOSP
Graziosi	Guido	PHED
High	Dennis	ARTP
Holaday	Carol	ARTD
Lara	Celia	ARTS
O'Hare	Erin	PFIT
Ongley	Noova	MATH
Santana	Jose	ARTD

# Monterey Peninsula Community College District

## Governing Board Agenda

April 27, 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)	Employment	Employment of Veronica Garcia, Accounting Specialist II, Fiscal Services, Range 17, 40 hours per week, 12 months per year, effective April 28, 2016.	Included in budget
b)	Employment	Employment of Jessica Cerritos, Categorical Services Coordinator, EOPS/CARE & CalWorks, Range 17, 40 hours per week, 12 months per year, effective April 28, 2016.	Categorically Funded
c)	Employment	Employment of _____, Custodian, Range 6, 40 hours per week, 12 months per year, effective April 28, 2016.	Included in budget
d)	Employment	Employment of Jasen Vernor, Custodian Pool Operator, Range 8, 40 hours per week, 12 months per year, effective April 28, 2016.	Included in budget
e)	Establishment of new Position (attached)	Establish new position, Network Technician, Information Technology, 40 hours per week, 12 months per year, effective April 28, 2016. Placement on salary schedule at Range 26.	Included in budget
f)	Approve Job Description (attached)	Approval of the revised job description for Instructional Technology Specialist, Information Technology, 40 hours per week, 12 month's per year, effective April 28, 2016. Placement on salary schedule at Range 22.	Included in budget
g)	Freeze Position	Freeze vacant position, Media Technician/Audio Visual, Range 16, 40 hours per week, 12 months per year, effective April 28, 2016.	N/A
h)	Freeze Position	Freeze one vacant position, Network Engineer, Range 33, 40 hours per week, 12 months per year, effective April 28, 2016.	N/A
i)	Employment	Employment of Linda Lew-Roca, Instructional Specialist, Math Center, Range 14, 18 hours per week, 7 months, 19 days per year, effective April 28, 2016.	Included in budget
j)	Employment	Employment of _____, Student Services Coordinator, Financial Aid Department, Range 22, 40 hours per week, 12 months per year, effective April 28, 2016.	Categorically Funded
	Employment	Employment of _____, Library Specialist-Circulation Desk, Range 10, 21.25 hours per week, 8 months, 7 days per year, effective April 28, 2016.	Included in budget



l)	Resignation	Resignation of Nicholas Garrison, Instructional Specialist, ESSC, 18 hours per week, 7 months, 19 days per year, effective at the end of the day, May 26, 2016.	N/A
m)	Released during probation	Release of employee # 159987 from probation effective April 18, 2016.	N/A

**Budgetary Implications:**

See table.


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

- a) Employment of Veronica Garcia, Accounting Specialist II, Fiscal Services, Range 17, 40 hours per week, 12 months per year, effective April 28, 2016.
- b) Employment of Jessica Cerritos, Categorical Services Coordinator, EOPS/CARE & CalWorks, Range 17, 40 hours per week, 12 months per year, effective April 28, 2016.
- c) Employment of \_\_\_\_\_, Custodian, Range 6, 40 hours per week, 12 months per year, effective April 28, 2016.
- d) Employment of Jasen Vernor, Custodian Pool Operator, Range 8, 40 hours per week, 12 months per year, effective April 28, 2016.
- e) Establish new position, Network Technician, Information Technology, 40 hours per week, 12 months per year, effective April 28, 2016. Placement on salary schedule at Range 26.
- f) Approval of the revised job description for Instructional Technology Specialist, Information Technology, 40 hours per week, 12 month's per year, effective April 28, 2016. Placement on salary schedule at Range 22.
- g) Freeze vacant position, Media Technician/Audio Visual, Range 16, 40 hours per week, 12 months per year, effective April 28, 2016.
- h) Freeze one vacant position, Network Engineer, Range 33, 40 hours per week, 12 months per year, effective April 28, 2016.
- i) Employment of Linda Lew-Roca, Instructional Specialist, Math Center, Range 14, 18 hours per week, 7 months, 19 days per year, effective April 28, 2016.
- j) Employment of \_\_\_\_\_, Student Services Coordinator, Financial Aid Department, Range 22, 40 hours per week, 12 months per year, effective April 28, 2016.
- k) Employment of \_\_\_\_\_, Library Specialist-Circulation Desk, Range 10, 21.25 hours per week, 8 months, 7 days per year, effective April 28, 2016.
- l) Resignation of Nicholas Garrison, Instructional Specialist, ESSC, 18 hours per week, 7 months, 19 days per year, effective at the end of the day, May 26, 2016.
- m) Release of employee # 159987 from probation effective April 18, 2016.

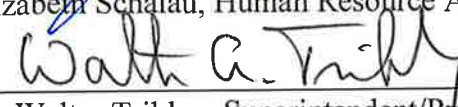
Recommended By: \_\_\_\_\_

  
Susan Kitagawa, Associate Dean of Human Resources

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

  
Elizabeth Schalau, Human Resource Analyst

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

  
Dr. Walter Tribley, Superintendent/President



**Job Description/Title:** Network Technician  
**Approved, Bargaining Unit President:**  
**Approved, MPC Associate Dean, Human Resources:**  
**Board Approved:**

**MONTEREY PENINSULA COLLEGE**

## **NETWORK TECHNICIAN**

### **JOB SUMMARY**

Under general direction of the Director of Information Services, research, identify, and provide hardware and software solutions for the District to include installation, upgrade and repair. Update and maintain technical documentation. Provide technical training for technical and non-technical staff. Test and perform maintenance on network infrastructure and systems. Work on special projects, as assigned.

### **Primary Responsibilities**

1. Installs communication cabling including but not limited to network, fiber, telephone, audio and video.
2. Assists in the installation and maintenance of the District's network infrastructure.
3. In coordination with the District's Help Desk, provides the faculty and staff with support.
4. Install and maintain uninterruptable power supplies.
5. Contribute to maintaining current documentation of all installed technology infrastructure assets.
6. Maintain computer configurations and disk images. Performs operating system application updates as required.
7. Run diagnostic tests for equipment repairs for computers, printers and other peripheral equipment according to District procedures.
8. Identify trends in support for computer or network related equipment or services to better meet the needs of the campus.
9. Perform preventive maintenance on servers and networking equipment as identified.
10. Maintain Server operating system patches and updates to ensure a secure computing environment.
11. Monitor systems as specified and respond to automated messages and Help Desk requests regarding core infrastructure systems.
12. Coordinate upgrade activities with all appropriate personnel and departments.
13. Train and assist coworkers, faculty, staff and students in the use of network services.
14. Assist Network Engineers to manage and maintain campus imaging services.
15. Back up for IT PC Technicians and Network Engineers duties including, but not limited to network hardware installation, troubleshooting and repair, basic network account configuration, email and telephone issue troubleshooting.
16. Perform related duties and temporary and vacation relief as required.
17. Completes required paperwork as needed such as work orders, warranty registration and inventory control forms.
18. Troubleshoot issues by working with 3rd party vendors, assisting as needed.

19. Assist Director of Information Services and Network Engineers to develop processes and procedures.
20. Manage and maintain system and network backups.
21. Participate on college committees as assigned.
22. Other duties or projects as assigned.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed here in. For example, completion of college coursework in computer skills or a related field or three or more years of recent experience troubleshooting and repairing servers and network infrastructure; a college degree in computer science or current industry certifications are preferred.

### **Knowledge**

Knowledge of: Windows Server operating systems in an Active Directory environment; Windows, Macintosh and Chrome operating systems; Google applications; network hardware, peripherals (scanners, printers, etc.) and software; troubleshooting techniques; current office methods and practices.

### **Abilities**

Ability to: analyze problems and implement or recommend solutions; prioritize tasks and meet deadlines; accurately and efficiently install new software as required; write software documentation as needed; listen effectively; display expert and innovative use of hardware and software concepts and principles; quickly learn and adapt to new software applications; quickly learn and be able to provide assistance in new technologies and software as needed to fulfill requirements of the job; analyze system behavior and quickly and correctly interpret and resolve complex computer problems; analyze and maintain network architectures; write reports and memos as needed; use appropriate and correct English grammar, punctuation and spelling; communicate effectively orally and in writing, establish and maintain effective working relationships; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

## **WORK ENVIRONMENT**

Primarily an indoor working environment. Moderate physical effort. May require stooping, bending, kneeling, periodic lifting up to 50 pounds, crawling and walking. Requires dexterity to connect network and server equipment, peripherals, and make minor repairs to computer equipment. May require travel to other college sites and locations.

## **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license. Employee must be insurable by the employer's insurance carrier at all times while employed in this classification.

**Job Description/Title:** INSTRUCTIONAL TECHNOLOGY SPECIALIST  
**Approved, Bargaining Unit President:** 3/14/08  
**Approved, MPC Associate Dean, Human Resources:** 2/28/2008  
**Board Approved:** 6/24/08

MONTEREY PENINSULA COLLEGE

## INSTRUCTIONAL TECHNOLOGY SPECIALIST

### JOB SUMMARY

Under general direction, perform the setup, operation and maintenance of computer labs, smart classrooms, peripherals and other instructional equipment. Assist faculty and students with integration of technology into instruction. Receive limited supervision within a broad framework of standard District policies and procedures.

### EXAMPLES OF FUNCTIONS

#### Essential Functions

Provide orientation regarding the installed technical tools for faculty, staff and students in the assigned lab; serve as an instructional technology resource for faculty, staff and students as it pertains to the specific area of instruction; conduct in-service training programs for faculty and staff including workshops and demonstrations.

Receive, respond, prioritize, and follow through on faculty and staff requests/inquiries related to the use, modification, and /or enhancement of hardware and/or software.

Provide effective and timely resolutions to assigned tasks which may include, but are not limited to, preparing desktop computers for use; installing operating systems, software applications, and basic software tools.

Troubleshoot and maintain software and computer-related hardware as needed; assist faculty and other staff in troubleshooting less technical problems; test systems to insure functionality in the technical environment; maintain/clean printers and associated software and hardware in assigned area to include ordering/replacing cartridges, drum kits and other items as needed.

Maintain a current working knowledge of technology developments, as it relates to the assigned area.

Develop understanding of the subject matter being taught, as it pertains to the technology being used, in the lab and the smart classrooms in the assigned area; respond to student questions about subject matter as it pertains to the technology being used.

Collaborate with campus Information Systems staff in selection of technology hardware and software and in decisions regarding networking, security strategy, computer set-up, desktop design and related technology issues; obtain vendor price quotes on software application/replacement parts, some new equipment and technical service on PCs and/or Macintosh computers and all peripheral equipment.

Develop, implement and maintain student network used in assigned lab (e.g., install server software, set user rights and privileges, install user application/modules, write logon scripts, install upgrades and patches, perform backups, and perform appropriate non-warranty hardware repairs) including a strategy for appropriate system security. Develop and maintain graphical user interface for students, integrating web sites, software, and faculty-developed course materials.

Provide content and create tutorials for using equipment and software; provide access to electronic information, general Internet use and instruction through network/Internet technology.

Assist faculty in technical aspects of developing instructional materials for workshops and curriculum projects for use in the classroom, maintaining and implementing instructional web sites and strategies, and selecting/implementing new software and hardware; assist faculty and staff in the development of alternative teaching delivery methods and technologies.

Write memos and reports; assist with writing system configuration diagrams as needed.

Report network failures and assist Network Engineers in maintaining network stability in assigned area.

Install, operate and maintain a variety of computers, audio/visual equipment, scanners, document cameras and other peripheral equipment in the assigned labs and smart classrooms; answer questions about faculty and staff computers installed in the lab.

Maintain and update a database of hardware inventory and repair history; maintain a physical library comprised of all media and documentation of all application software, operating systems, custom scripts, custom applications and commercial applications used by students and staff.

Make appropriate requests to various departments within the College for assistance with student/faculty furniture, lighting, installation of some equipment in assigned area.

#### **Other Duties**

Perform other related duties as assigned.

Create multimedia productions, if directed to do so, based on instructor content.

Participate on committees as required.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience**

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed here in. For example, completion of college coursework in computer skills or a related field or three or more years of recent experience troubleshooting and repairing PCs in a network-training environment; a college degree in computer science, business administration or related field is preferred.

#### **Knowledge**

Knowledge of: Windows Network and current Windows Server operating systems, knowledge of relational databases, knowledge of Microsoft FrontPage web authoring software, personal computer operating systems and Macintosh operating systems; E-mail applications; network hardware, peripherals (scanners, printers, etc.) and software; personal computer languages used within the College; troubleshooting techniques; current office methods and practices.

#### **Abilities**

Ability to: analyze problems and implement or recommend solutions; prioritize tasks and do several tasks simultaneously; accurately and efficiently install new software as required; write software documentation as needed; listen effectively; display expert and innovative use of hardware and software concepts and principles; quickly learn and adapt to new software applications; quickly learn and be able to provide

**Job Description/Title:** Media Technician, A/V

**Approved, Bargaining Unit President:** Reclassification Committee 4/14/15

**Approved, MPC Associate Dean, Human Resources:** 4/14/15

**Board Approved:** 6/24/15

## MONTEREY PENINSULA COLLEGE

### MEDIA TECHNICIAN, AUDIO/VISUAL

#### **JOB SUMMARY**

Under general supervision, perform a variety of functions associated with circulation, distribution and recovery of audio-visual materials. Receive limited supervision from supervisor within a broad framework of standard policies and procedures. Perform various activities associated with media distribution to include audio and video hardware and software; operate audio and visual equipment; minor repair of electronic equipment and repair of film; accurate record keeping and inventory control.

#### **EXAMPLES OF FUNCTIONS**

##### Essential Functions

1. Receive, record and process requests for audio-visual equipment, including videotape equipment, DVD, artifacts, exhibits, study prints, cassettes, CDs and videoconferencing equipment (in classrooms).
2. Adhering to copyright laws, duplicate CDs, DVDs, VHS tape and transfer media from one format to another
3. Record off air and satellite transmissions.
4. Train and assist instructors and students in use of audio-visual equipment and its operation.
5. Notify division, department and unit regarding changes in scheduling and/or availability of equipment.
6. Schedule usage of hardware and software; coordinate and participate in the delivery, operation and pickup of audio and video hardware and software to support instruction and other events.
7. Maintain and clean electronic equipment located in classrooms to include computers, projectors, monitors, document cameras, and older equipment.
8. Consult with instructors and administrators in researching equipment, design, and upgrades for classroom use college-wide; recommend and select appropriate equipment.
9. Prepare audio-visual materials for delivery, shipment, and mailing; record information; oversee and control hardware and software inventory; maintain accurate inventory.
10. Receive, check in, and monitor condition of instructional equipment and media; repair equipment, report damage to or loss of equipment; recommend replacements.
11. Prepare equipment and media for returns; verify the timely return; trace lost or late equipment; process extension.
12. Train and oversee the work of student employees.
13. Set up and operate sound board and equipment in the theater.

## **Other Duties**

1. Perform other related duties as assigned.
2. Serve on committees as required.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein. For example, completion of high school or equivalent and four years of recent experience in operating and maintaining audio and video hardware.

### **Knowledge**

Knowledge of operation, maintenance and minor repair of audio and video equipment; basic principles of electronics; audio and video recording and duplicating equipment; computers and applicable software; equipment scheduling; record keeping of equipment and its maintenance; general clerical practices and procedures; copyright laws; health and safety laws, regulations and procedures.

### **Abilities**

Ability to: operate and maintain various types of audio-visual equipment; learn new equipment & models in A/V equipment types; maintain accurate circulation and equipment inventory records; communicate effectively in both oral and written form; read and write at a level required for successful job performance; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for the academic, ethnic, socio-economic, disability, and gender diversity of students and staff attending or working on a community college campus.

### **Licenses and Certificates**

Valid California driver's license and must have an acceptable driving record and qualify for insurability by the District's insurance carrier to drive District or personal vehicle to various locations.

## **PHYSICAL EFFORT/WORK ENVIRONMENT**

Some heavy physical effort which may include frequent standing, walking, and handling of heavy parcels, machines or equipment of up to 50 pounds; frequent activities requiring full body exertion. Indoor and outdoor work environment with some exposure to environmental extremes. Occasional travel to college sites.

o **Description/Title:** Network Engineer  
**Approved, Bargaining Unit President:** Reclassification Committee 4/14/15  
**Approved, MPC Associate Dean, Human Resources:** 4/14/15  
**Board Approved:** 6/24/15

**MONTEREY PENINSULA COLLEGE**

## **NETWORK ENGINEER**

### **JOB SUMMARY**

Under general direction, research, identify, and provide hardware and /or software solutions for the District to include installation, upgrade and repair. Act as project leader, when assigned, with little or no supervision. Develop, update and archive network and systems configuration documentation. Conduct training for other technical support staff and network system users regarding issues related to the college network and systems. Test and perform maintenance on network infrastructure and systems. Provide network and systems review, design and implementation assistance to college staff. Anticipate potential network and systems problems and implement corrective measures

### **EXAMPLES OF FUNCTIONS**

#### **Primary Responsibilities**

1. Install, configure, maintain, troubleshoot, and repair a variety of campus network equipment to include, but not limited to: Cisco routers and switches, Layer 1 through Layer 4 management to include VLANs, enterprise-grade firewalls, wireless infrastructure including controllers and access points, and cabling infrastructure including Ethernet, single-mode fiber and multi-mode fiber.
2. Install, configure, maintain, troubleshoot and repair a variety of campus systems to include, but not limited to: a multiple site Microsoft Active Directory (AD), student, faculty and staff network account management, internal and external Domain Naming System (DNS), Dynamic Host Configuration Protocol (DHCP), and server administration to include Windows and Linux Operating Systems.
3. Install, configure, maintain, troubleshoot, and repair a variety of campus communication and collaboration systems to include, but not limited to: Voice over Internet Protocol (VOIP) telephony, unified messaging to include voicemail and instant messaging, email, and video conferencing.
4. Install, configure, maintain, troubleshoot and repair networking and systems monitoring notification systems to include, but not limited to: network performance software, anti-virus, malware and anti-spam software, intrusion detection systems, intrusion prevention systems, and hardware and system health.
5. Install, configure and maintain the infrastructure, software and technologies required for virtual environments used for Virtual Desktop Infrastructure (VDI), virtual servers, private cloud and virtualized networks.
6. Integrate and maintain on premises information systems with vendor and state cloud applications.
7. Install, configure and maintain variety of Storage Area Networks (SANs) environments.
8. Install, configure and maintain campus emergency alerting systems, including but not limited to: voice, text messaging, email and web.

9. Assist in the development of strategies for a disaster recovery plan of campus technology and data. Implement and maintain current recovery technologies. Research and plan new options for improving efficiencies in data and systems disaster recovery.
10. Participate as a team leader in campus technology projects focused on the improvement of the overall student experience and learning environment.
11. Participate in the writing of procedures documenting network resource testing, monitoring, configuration, and maintenance.
12. Analyze technical literature and assist in the design and development of network assets.

### **Other Duties**

13. When appropriate, modify hardware, or replace various internal components to correct problems or enhance performance or functionality of college information systems assets.
14. Provide support, under direction of the Director of Information Systems, as a liaison between the District and various hardware and software vendors.
15. Communicate with hardware/software vendors; make recommendations that may include writing specifications for equipment purchases.
16. Provide training for other technical support staff focusing on the development of efficient PC and network hardware/software troubleshooting techniques.
17. Provide input toward the development and maintenance of IT Department budgets.
18. Participate in college help-desk staffing, management and documentation.
19. Identify technical training needs of support staff and work with Director of Information Systems to implement and maintain a routine technical development cycle.
20. Serve on college committees as assigned.
21. Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of six years of education and/or experience, which would demonstrate the possession of the required knowledge, skills and abilities listed herein. For example, a Bachelor's Degree in computer science or related field and two years of experience or an AA Degree with four years of related experience.), Microsoft Systems certifications (MCSA, MCSE), Cisco networking certifications (CCNA, CCNP), Comptia Security +, and/or other industry standard certification are preferred.

### **Knowledge**

Knowledge of: modern operating systems (Windows, Linus, OSX), server administration (Windows, Linux), virtualization technologies (VmWare and Hyper V), Cisco IOS and wireless, Cisco VoIP and collaboration, basic network design knowledge, OSI Model Layers 1-7, TCP/IP, firewall systems (IDS/IPS, VPNs), unified message systems, SANs technologies, modern hardware configurations and repair, and system monitoring software.

### **Abilities**



Ability to: train technical staff and end users; display expert and innovative use of concepts and principles as a computer specialist; successfully apply specialized knowledge to practical applications; analyze system performance; correctly interpret and resolve complex computer problems; design analyze, implement, and maintain advanced Network and Systems architectures; use appropriate and correct English spelling, grammar, and punctuation; communicate effectively in both oral and written form; perform arithmetical calculations with speed and accuracy; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

**PHYSICAL EFFORT/WORK ENVIRONMENT**

Moderate to heavy physical effort; occasional standing, walking kneeling, bending; stooping; periodic handling of moderate to heavy equipment or supplies up to 50 lbs. Primarily an indoor work environment.

Monterey Peninsula Community College District

Governing Board Agenda

April 27, 2016

Consent Agenda Item No. E

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 ES  
Susan Kitagawa, Associate Dean of Human Resources

Prepared By: Elizabeth Schalau  
Elizabeth Schalau, Human Resources Analyst

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

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

BOARD AGENDA: 4/27/2016

<b>ACADEMIC AFFAIRS</b>							
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>POSITION</b>	<b>PAY RATE</b>	<b>EFFECTIVE DATES</b>		<b>TYPE OF FUNDS</b>	<b>HOURS</b>
				<b>FROM:</b>	<b>TO:</b>		
Garcia	Nickolas	College Assistant IX	\$ 16.50	03/28/16	04/29/16	Restricted	30 Total Hrs.
<b>ACCESS RESOURCE CENTER</b>							
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>POSITION</b>	<b>PAY RATE</b>	<b>EFFECTIVE DATES</b>		<b>TYPE OF FUNDS</b>	<b>HOURS</b>
				<b>FROM:</b>	<b>TO:</b>		
Sollecito	Becky	I.T. Specialist-Substitute	\$ 20.41	04/02/16	06/02/16	Restricted	18 Hrs. Per Wk.
<b>CHILDHOOD ED CENTER</b>							
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>POSITION</b>	<b>PAY RATE</b>	<b>EFFECTIVE DATES</b>		<b>TYPE OF FUNDS</b>	<b>HOURS</b>
				<b>FROM:</b>	<b>TO:</b>		
Allison	Melanie	Sub-Early Childhood Playground Ass't III	\$ 16.00	04/18/16	06/30/16	Restricted	29 Hrs. Per Wk.
<b>FACILITIES</b>							
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>POSITION</b>	<b>PAY RATE</b>	<b>EFFECTIVE DATES</b>		<b>TYPE OF FUNDS</b>	<b>HOURS</b>
				<b>FROM:</b>	<b>TO:</b>		
Marin	Isagana	Substitute-Custodian	\$ 13.75	03/01/16	04/15/16	Unrestricted	24 Hrs. Per Wk.
Marin	Isagani	Substitute - Custodian	\$ 13.75	04/16/16	04/27/16	Unrestricted	40 Hrs. Per Wk.
Nguyen	Eric	Substitute-Custodian	\$ 13.75	03/01/16	04/15/16	Unrestricted	24 Hrs. Per Wk.
Peralta	Kenneth	Substitute-Custodian	\$ 13.75	03/01/16	04/15/16	Unrestricted	24 Hrs. Per Wk.
Peralta	Kenneth	Substitute - Custodian	\$ 13.75	04/15/16	05/31/16	Unrestricted	29 Hrs. Per Wk.
Vernor	Jasen	Sub - Custodian/Pool Operator	\$ 14.45	04/18/16	04/27/16	Unrestricted	40 Hrs. Per Wk.
<b>FISCAL SERVICES</b>							
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>POSITION</b>	<b>PAY RATE</b>	<b>EFFECTIVE DATES</b>		<b>TYPE OF FUNDS</b>	<b>HOURS</b>
				<b>FROM:</b>	<b>TO:</b>		
Davi	Gina	Substitute-Payroll Analyst	\$ 19.43	03/08/16	05/08/16	Unrestricted	29 Hrs. Per Wk.
Garcia	Veronica	Sub-Accounting Specialist II	\$ 18.04	04/05/16	04/27/16	Unrestricted	29 Hrs. Per Wk.
<b>MATH LEARNING CENTER</b>							
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>POSITION</b>	<b>PAY RATE</b>	<b>EFFECTIVE DATES</b>		<b>TYPE OF FUNDS</b>	<b>HOURS</b>
				<b>FROM:</b>	<b>TO:</b>		
Lew-Roca	Linda	Sub-Instruc Spec, Math Learning Center	\$ 16.76	04/18/16	04/27/16	Unrestricted	18 Hrs. Per Wk.
<b>MATE</b>							
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>POSITION</b>	<b>PAY RATE</b>	<b>EFFECTIVE DATES</b>		<b>TYPE OF FUNDS</b>	<b>HOURS</b>
				<b>FROM:</b>	<b>TO:</b>		
Sullivan	Deidre	Director-MATE	\$ 10,080.00	04/01/16	06/30/16	Restricted	Flat Rate
Zande	Jill	Associate Director	\$ 9,490.00	04/01/16	06/30/16	Restricted	Flat Rate
<b>STUDENT EQUITY</b>							
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>POSITION</b>	<b>PAY RATE</b>	<b>EFFECTIVE DATES</b>		<b>TYPE OF FUNDS</b>	<b>HOURS</b>
				<b>FROM:</b>	<b>TO:</b>		
Gardenhire	Elroy	Sub-Categorical Serv Coord	\$ 18.04	05/01/16	06/30/16	Restricted	29 Hrs. Per Wk.
Hines	Katrina	Sub-Categorical Serv Coord	\$ 18.04	05/01/16	06/30/16	Restricted	29 Hrs. Per Wk.
Lyles	Naomi	Short - Term Project	\$ 17.00	05/01/16	06/03/16	Restricted	29 Hrs. Per Wk.
<b>THEATRE ARTS</b>							
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>POSITION</b>	<b>PAY RATE</b>	<b>EFFECTIVE DATES</b>		<b>TYPE OF FUNDS</b>	<b>HOURS</b>
				<b>FROM:</b>	<b>TO:</b>		
Fu	Limin	Costume Assistant	\$ 200.00	03/16/16	05/10/16	Unrestricted	25 Hrs. Per Month
Hirst	Megan	Stage Manager	\$ 500.00	03/16/16	05/10/16	Unrestricted	25 Hrs. Per Month
Hoelscher	Lauren	Drama Assistant	\$ 400.00	04/21/16	06/03/16	Unrestricted	20 Hrs. Per Month
Kamnikar	Melissa	Professional Expert	\$ 250.00	03/01/16	04/15/16	Unrestricted	2.5 Hrs. Per Month
Kamnikar	Melissa	Drama Assistant	\$ 250.00	04/21/16	06/03/16	Unrestricted	2.5 Hrs. Per Month
Mattos-Hughes	Gloria	Costume Designer	\$ 400.00	03/16/16	05/10/16	Unrestricted	20 Hrs. Per Month
Maximoff	Ana	Props Designer	\$ 500.00	03/16/16	05/10/16	Unrestricted	25 Hrs. Per Month
Vasey	Sarah	Costume Assistant	\$ 200.00	03/16/16	05/10/16	Unrestricted	10 Hrs. Per Month