



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

**REGULAR MEETING  
WEDNESDAY, AUGUST 24, 2016**

**NEW BUSINESS**

# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2016

New Business Agenda Item No. A

Fiscal Services  
College Area

**Proposal:**

That the Governing Board review and discuss the 2016-2017 Monthly Financial Report for the period ending, July 31, 2016.

**Background:**

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

**Budgetary Implications:**

None.

**RESOLUTION: BE IT RESOLVED**, that the 2016-2017 Monthly Financial Report for the period ending July 31, 2016, be accepted.

**Recommended By:**



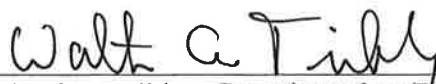
Steven L. Crow, Ed.D., Vice President of Administrative Services

**Prepared By:**



Rosemary Barrios, Controller

**Agenda Approval:**



Dr. Walter Tribley, Superintendent/President

**Monterey Peninsula College**  
**Fiscal Year 2016-17**  
**Financial and Budgetary Report**  
**July 31, 2016**

Enclosed please find attached the Summary of All Funds Report for the month-ending July 31, 2016 for your review and approval.

July is the first month of new fiscal year. Revenues are starting to be received and Expenditures continue, as monthly payroll continues to be paid and new purchase orders are setup with outside vendors; the encumbrances tend to be high at the beginning of the new fiscal year when establishing the new purchase orders.

Operating Fund net revenue through July 31, 2016 is \$1,460,645 which is 2.9% of the operating budget for this fiscal year. Expenditures year-to-date total \$2,521,333 and Encumbrances of \$2,426,786 which added together is 10% of the operating budget for this fiscal year, for a net difference of -\$3,487,474.

**Unrestricted General Fund**

**Revenue**

- July Apportionment payment received of \$1,259,206
- Other local revenue received of \$557

**Expenditures**

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

**Self Insurance Fund**

- Self Insurance Fund (SIF) expenses are at 8.7% of budgeted expenditures.

**Fiduciary Funds**

- Fiduciary Funds have very little activity in July.

**Cash Balance:**

The total cash balance for all funds is \$28,413,966 including bond cash of \$9,869,487 and \$18,544,479 for all other funds. Operating funds cash is \$12,756,367. Cash balance in the General Fund is at \$11,553,231 for the month-ending July 31, 2016.

# Monterey Peninsula Community College

Monthly Financial Report

July 31, 2016

## Summary of All Funds

Funds	Beginning Fund Balance	Revised Budgets 2016 - 2017		Ending Fund Balance	Year to Date Actual 2016 - 2017			% Actual to Budget		Cash Balance
	07/01/16	Revenue	Expense	6/30/2017	Revenue	Expense	Encumbrances	Rev	Expense/ Enc.	7/31/2016
General - Unrestricted	\$4,207,901	\$39,033,756	\$39,033,756	\$4,207,901	1,259,763	2,031,293	2,113,644	3.2%	10.6%	\$11,553,231
General - Restricted	0	9,248,113	9,248,113	0	200,882	454,223	246,944	2.2%	7.6%	0
Child Dev - Unrestricted	0	155,631	155,631	\$0	0	8,855	0	0.0%	5.7%	-29,232
Child Dev - Restricted	0	439,166	439,166	0	0	5,868	0	0.0%	1.3%	0
Student Center	437,772	258,000	259,094	436,678	0	3,511	66,198	0.0%	26.9%	554,884
Parking	573,254	418,790	418,790	573,254	0	17,583	0	0.0%	4.2%	677,484
<b>Subtotal Operating Funds</b>	<b>\$5,218,927</b>	<b>\$49,553,456</b>	<b>\$49,554,550</b>	<b>\$5,217,833</b>	<b>\$1,460,645</b>	<b>\$2,521,333</b>	<b>\$2,426,786</b>	<b>2.9%</b>	<b>10.0%</b>	<b>\$12,756,367</b>
Self Insurance	3,784,636	7,181,305	8,331,829	2,634,112	0	675,834	45,833	0.0%	8.7%	3,052,517
Worker Comp	100,000	1,000	97,500	3,500	0	9,032	5,500	0.0%	14.9%	130,396
Other Post Employment Benefits	119,319	100,770	0	220,089	0	0	0	0.0%	0.0%	157,607
Capital Project	400,000	462,898	562,439	300,459	0	0	406,729	0.0%	72.3%	987,801
Building	9,866,896	65,000	0	9,931,896	0	0	0	0.0%	0.0%	9,869,487
Revenue Bond	22,371	21,500	21,500	22,371	0	0	0	0.0%	0.0%	22,503
Associated Student	105,740	90,000	90,000	105,740	2,704	274	0	3.0%	0.3%	234,892
Financial Aid	17,745	5,722,000	5,722,000	17,745	0	0	0	0.0%	0.0%	46,434
Scholarship & Loans	272,948	2,600,000	2,600,000	272,948	21,547	11,702	0	0.8%	0.5%	245,590
Trust Funds	36,718	1,145,000	1,145,000	36,718	82,333	52,033	0	7.2%	4.5%	882,632
Orr Estate	16,385	20,000	20,000	16,385	1,019	19	0	5.1%	0.1%	27,740
<b>Total all Funds</b>	<b>\$19,961,685</b>	<b>\$66,962,929</b>	<b>\$68,144,818</b>	<b>\$18,779,796</b>	<b>\$1,568,248</b>	<b>\$3,270,227</b>	<b>\$2,884,848</b>	<b>2.3%</b>	<b>4.8%</b>	<b>\$28,413,966</b>



# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2016

New Business Agenda Item No. B

Administrative Services  
College Area

### Proposal:

That the Governing Board hold a public hearing to review the 2016-2017 Budget prior to its adoption.

### Background:

The Board is required to hold a public hearing and adopt a budget for the fiscal year before September 15 (Title V, Section 58305).

Title V, Section 58301 of the California Code of Regulations requires each district to hold a public hearing on the proposed budget and that the budget be made available for public inspection at least three days prior to the public hearing. The proposed budget has been available for public inspection in the Library and Technology Center and at the Office of the Vice President for Administrative Services for the required three days.

**Budgetary Implications:** Revenues and expenses are anticipated as presented.

**Public Hearing** to review the 2016-2017 Budget prior to its adoption.

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

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

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

  
Suzanne Ammons, Administrative Assistant

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

  
Dr. Walter Tribley, Superintendent/President

**Monterey Peninsula College**

**Final Budget**

**Fiscal Year 2016-17**

*Pending Board Adoption on  
August 24, 2016*

# Monterey Peninsula College

## Final Budget

Fiscal Year 2016-2017

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# *Executive Summary*

## *2016-2017 Final Budget*

### **Introduction**

The Final Budget is the District's spending plan from September 15 through June 30, 2016. On or before September 15, the Board is required to hold a public hearing and approve an Adopted Budget for the fiscal year. The Final Budget is based on "budget assumptions" developed from a number of sources including the 2016-17 State Budget, the Chancellor's Office and the Community College League of California

Following is a summary indicating the projected beginning balances (based on the current 2015-16 budgets and prior to year-end and audit), 2016-17 Final Budgets and projected ending balances for all funds maintained by the District:

### **Summary of All Funds**

#### **MPC 2016-2017 Final Budget**

The following is a summary indicating the projected beginning fund balances, 2016-2017 budgets, and projected ending fund balances for all funds maintained by the District:

<u>Funds</u>	Beginning Fund Balance <u>7/1/2016</u>	Budgets 2016-2017		Ending Fund Balance <u>6/30/2017</u>
		<u>Revenue</u>	<u>Expense</u>	
General				
Unrestricted	\$4,207,901	\$40,237,689	\$40,237,689	\$4,207,901
Restricted	\$0	\$10,151,519	\$10,151,519	\$0
Special Revenue				
Child Development - Unrestricted	\$0	\$155,631	\$155,631	\$0
Child Development - Restricted	\$0	\$439,166	\$439,166	\$0
Student Center	\$437,772	\$258,000	\$259,094	\$436,678
Parking	\$573,254	\$418,790	\$418,790	\$573,254
Debt Service				
Student Center	\$22,371	\$21,500	\$21,500	\$22,371
Capital Projects	\$780,000	\$784,712	\$884,253	\$680,459
Building	\$9,866,896	\$65,000	\$0	\$9,931,896
Self Insurance	\$3,489,812	\$7,181,305	\$8,985,831	\$1,685,286
Other Post Employment Benefits (OPEB)	\$119,319	\$100,770	\$0	\$220,089
Worker Comp Insurance	\$100,000	\$1,000	\$97,500	\$3,500
Fiduciary				
Financial Aid	\$17,745	\$5,722,000	\$5,722,000	\$17,745
Associated Students	\$105,740	\$90,000	\$90,000	\$105,740
Scholarship and Loans	\$272,948	\$2,600,000	\$2,600,000	\$272,948
Trust Funds	\$36,718	\$1,145,000	\$1,145,000	\$36,718
Orr Scholarship	\$16,385	\$20,000	\$20,000	\$16,385
<b>Total</b>	<b>\$20,046,861</b>	<b>\$69,392,081</b>	<b>\$71,227,972</b>	<b>\$18,210,970</b>

Unrestricted General Fund revenue and expense budgets are balanced, resulting in an ending fund balance of \$4,207,851 this maintains the Board established fund balance reserve of 10% and the Chancellor's Office minimum prudent reserve of 5%. All other funds are budgeted to have positive ending fund balances.

One-time funds of \$2,031,765 are being budgeted to be transferred from the Self Insurance Fund to the Unrestricted General Fund to be included in the Final Budget to offset the structural deficit. This will be the sixth consecutive year the District has had an Unrestricted General Fund deficit.

### **State Budget... for California Community College**

The Governor's State Budget continues to provide solid funding proposals for the community colleges. For general apportionments, community colleges are proposed to receive the following funding system-wide:

#### **Unrestricted Ongoing**

- \$75m base increase (1.29%) - Increases FTES and Basic Allocation rates
- \$114.7m apportionment growth (2%) – Allocated through growth formula
- \$1.8m apprenticeship RSI – Increases rate to \$5.71 per hour

#### **Unrestricted One-time**

- \$1.5m mandate claims debt – Per FTES basis at 2015-16 P2
- \$31.7m 2015-16 property tax backfill – Will be allocated at Recalc

#### **Restricted Ongoing**

- \$200m Strong Workforce Development
- \$48m for CTE Pathways Program – Final year of the program
- \$30m for Basic Skills – 2016-17 for Transformation Program, 2017-18 will have a new formula
- Restoration of Categorical Programs - \$8.7m CalWorks, \$3.7m part-time faculty office hours, \$2.4m MESA and Puente
- \$2m for EEO program – Multiple methods adoption
- \$2.2 Full-time Student Success Grant - \$600/year now includes CalGrant C
- \$184.6m deferred maintenance and instructional equipment
- \$49.2m energy efficiency projects – Per FTES basis at 2015-16 P2

#### **One-time Grants**

- \$25m Innovation Awards
- \$20m Online Course Exchange
- \$15m Promise Programs
- \$5m for Zero-Textbook – Cost Degrees

#### **System-wide Support**

- \$300K for Academic Senate
- \$12m for 10Gig circuits (\$7m one-time)
- \$3m data security
- \$2.5m for "I can afford college"
- \$10m for Institutional Effectiveness

**Major areas of planning that need to be addressed**

**The District has 3 major areas of planning that need to be addressed: 1) the Unrestricted General Fund structural deficit, 2) enrollment management and increasing expenses, 3) other needs (including employee compensation, filling needed positions, and maintaining systems and facilities).**

The Governor’s 2016-17 State Budget provides some additional funding of ~\$400,000 for MPC’s Unrestricted General Fund, which can be used to address the structural problem and other needs of the District.

**Unrestricted General Fund Structural Deficit**

The District has had an Unrestricted General Fund structural deficit for the three years: 2013-14, 2014-15, and 2015-16, and is projecting structural deficit for 2016-17.

The state imposed financial cuts and corresponding workload reductions on all community colleges in 2009-10 and again in 2011-12. Subsequently, new regulations were implemented that set limits on class repetitions and limited classes for lifelong learners. The new rules have severely hampered MPC’s ability to grow.

**Future losses of revenue and increases in expenses**

Although projecting the future with any degree of accuracy would be an educated guess at best, there are at least three future certainties that can be quantified that will have significant negative impacts on District finances:

- **Loss of Proposition 30 Revenue:** the sales tax increase (from 6.25% to 6.55%) lasts through 2016 and the income tax increase on high income earners lasts through 2018 with the full-year effect of the expiration of all temporary taxes realized the following year resulting in a cumulative apportionment loss of \$1.87M by 2019-20.

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Per FTES	\$27	\$55	\$173	\$288
MPC at 6503 FTES	\$175,581	\$357,665	\$1,125,019	\$1,872,864

- **PERS/STRS increases:** MPC retirement systems PERS and STRS have established rates that based on 2016-17 employee salaries will result in cumulative increased UGF expenses of \$1.96M by 2019-20.

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
PERS rate	20.888%	23.600%	25.200%	26.900%
STRS rate	12.58%	14.43%	16.28%	18.13%
Total annual \$ increase	\$362,797	\$528,384	\$390,806	\$397,861
Cumulative \$ increase	\$646,081	\$1,174,465	\$1,565,271	\$1,963,132

- **Affordable Care Act (ACA):** Providing accurate costs for future provisions of ACA with any degree of accuracy is likely not possible assuming past changes and delays in implementation will likely continue for the future. However, current provisions of the ACA establish thresholds on the costs for benefits (\$10,200 for single person, \$27,500 for family) and starting in 2018 taxes employers 40% on the amounts above the thresholds. Estimates for total cost to MPC are between \$281K and \$431K per year.
- **In addition** –COLA increases from the state have historically been less than increases in operating expenses. Colleges relying on COLA as their primary new revenue source end up losing financial ground. Community Colleges need to realize growth in enrollments to maximize new funding from the State and make headway increasing their financial resources.

### **General Fund**

The General Fund includes the general operating budgets for the District. Some monies are restricted as to their use and the fund is therefore separated by unrestricted and restricted.

### **Unrestricted General Fund**

The District's primary financial activities for day-to-day operating revenues and expenses occur in the Unrestricted General Fund. Revenue is budgeted by the source of the funding and expenses are budgeted by their function.

The district will be using one-time transfer of funds from the Self Insurance Fund to balance the Unrestricted General Fund. Expenses exceed revenue by \$2,031,765 which represents MPC's budgeted structural deficit for 2016-17. The structural deficit is primarily caused by ongoing expenses exceeding ongoing revenues and this imbalance can only be resolved by increases in ongoing revenue or decreases in ongoing expenses.

Additional ongoing funds are added to the 16-17 Final Budget total \$400,000

MPC is also eligible for \$1.53M in additional funding if FTES can be increased (\$1.2M from restoration and \$330K for growth). The District could get paid for an additional \$1.53M in ongoing apportionment by growing 310 credit FTES (using the 2015-16 projected rate per credit FTES of \$4,943). This 2016-17 Final Budget uses the 2015-16 Annual Reported FTES 6397; therefore, no funds are budgeted for restoration and growth.

### **Restricted General Fund**

Funds used for the operation and support of educational programs that are specifically restricted by law, regulation, donor, or other outside agency are recorded in the Restricted General Fund. The majority of these funds must be expended within the fiscal year or returned to the funding agency. Budgets for state programs are based on the state's current approved budget. Funds budgeted for all programs total a little over \$10.1 million.

The following chart shows the 18 largest categorical programs and their respective funding level for the 2016-17 Final Budget:

	2015-16	2016-17	Change
Access Resource Center (DSP&S)	\$626,661	\$696,244	\$69,583
CALWORKS/TANF	\$208,285	\$199,503	-\$8,782
Enrollment Growth Nursing	\$135,287	\$142,600	\$7,313
Extended Opportunities Programs and Services (EOP&S)	\$731,316	\$899,025	\$167,709
Federal Work Study	\$136,838	\$151,539	\$14,701
Fire Training (Fees Supported)	\$146,000	\$190,278	\$44,278
First 5 Monterey County Workforce Dev.	\$109,486	\$109,723	\$237
Health Services	\$287,659	\$305,226	\$17,567
ITEST (National Science Foundation)	\$408,499	\$402,699	-\$5,800
Lottery	\$239,394	\$239,394	\$0
Marine Tech Mentor/Intern	\$103,865	\$103,759	-\$106
MATE Support Center	\$401,273	\$402,699	\$1,426
Math Science (TRIO)	\$376,701	\$376,701	\$0
Upward Bound (TRIO)	\$388,453	\$388,453	\$0
Student Support Services (TRIO)	\$304,351	\$294,916	-\$9,435
Student Success - CR/NCR	\$1,420,469	\$1,700,064	\$279,595
Student Equity	\$330,590	\$722,613	\$392,023
Student Financial Aid Administration	\$240,493	\$284,217	\$43,724

### **Special Revenue Fund:**

Child Development Center (CDC), Student Center and Parking are accounted for in the Special Revenue Fund. Revenues generated by these programs are intended to pay for the cost of services provided.

Revenues and expenses for child development services are recorded in the CDC Fund. The CDC Fund includes monies that are restricted as to their use and the fund is therefore separated into unrestricted and restricted. The CDC Fund has a total budget of \$594,797 (unrestricted and restricted). CDC has been operating with a State Preschool contract under the California Department of Education. The Unrestricted General Fund is budgeted to transfer \$100,000 (an increase from 2015-16) to support CDC.

The Student Center Fund is maintained to record financial transactions of the Student Center building that was partially constructed using lease revenue bonds. The Student Center Fund receives revenue primarily from student use fees and commissions from the bookstore and cafeteria. The bond requires income to be used to make debt payments and maintain the facility. A percentage of the Student Activity Coordinator salary and benefits is paid by the Student Center Fund and a percentage is paid by the Unrestricted General Fund.



The Parking Fund is maintained to record financial transactions related to parking as required by the Education Code. Revenues are primarily from parking permit sales and parking citations. Expenses are for parking security, maintenance and improvements to the parking lots.

### **Debt Service**

Long-term debt principal, interest, and related costs of the District are accounted for in the Debt Service Fund. There is one obligation remaining that is accounted for in this fund: the annual long-term debt payment for the Student Center. Student Use Fees in the Student Center operating accounts pay the Student Center required payment of \$21,500.

### **Capital Projects**

Non-bond expenses for all major acquisition, construction and scheduled maintenance projects are accounted for in the Capital Projects Funds. Expenses are estimated at \$884,253 includes scheduled Maintenance funds and Prop 30 funds.

### **Building**

Expenses associated with Measure I, the \$145 million Proposition 39 bond, are accounted for in the Building Fund. No expense budgets are currently included in the 2016-2017 Final Budget. Revenue of \$65K for interest income is budgeted resulting in a projected ending fund balance of \$9,931,896.

### **Self Insurance**

Expenses for the District's self-insured medical benefits are budgeted and recorded in the Self Insurance Fund. Payments will be made from the various operating funds to the Self Insurance Fund to cover the claim payment. Total expenses of \$8,985,831 are budgeted for 2016-17. This includes a one-time transfer to the Unrestricted General fund to cover the structural deficit.

### **Other Post Employment Benefits (OPEB)**

The District has an OPEB Unfunded Actuarial Accrued Liability of \$11.2 million. The District established two accounts in the 2015-16 FY. The two accounts were established with an outside banking institution. The District transferred \$3 million into a balanced investment account and \$1 million into an associated liquidity account. This will comply with GASB rules for funding the liability and provide greater interest income to satisfy the liability.

### **Workers Compensation**

The District is responsible for a small number of old workers compensation claims after it withdrew from a K-12 workers compensation Self Insurance JPA. The workers compensation fund has been established to pay these old claims. The workers comp fund does not generate any revenue except for a small amount of interest income. The workers comp fund is funded through a transfer of funds from the Self Insurance fund.

## **Fiduciary Funds**

The Fiduciary Fund is used to account for assets held by the District as trustee. These funds include Federal Student Financial Aid, Associated Students, Scholarships and Loans, Trust Funds, and Orr Scholarship funds.

<i><b>Conclusion</b></i>
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Addressing the Unrestricted General Fund structural deficit is the top priority for the District. The ability to transfer unrestricted monies from the Self-Insurance fund is nearly exhausted. The District will need to find the best methods to eliminate the structural problem and address other needs of the District.

The Final Budget for 2016-17 was developed using the best information at this time.

Positive year-end balances (reserves) are projected.

## Monterey Peninsula College 3-Year Comparison

	2013-2014 <u>Actual</u>	2014-2015 <u>Actual</u>	2015-2016		2016-2017 <u>Budget</u>	% > Budget to <u>Final</u> <u>Budget</u>
			<u>Act thru</u> <u>June*</u>	<u>Revised</u> <u>Budget</u>		
<b>Unrestricted General Fund:</b>						
Income						
Federal	\$5,816	\$12,431	\$2,349	\$11,000	\$11,300	2.7%
State	\$17,041,483	\$16,066,173	\$21,132,064	\$22,694,235	\$17,889,166	-21.2%
Local	\$22,176,288	\$21,907,198	\$23,004,316	\$18,979,000	\$22,337,223	17.7%
Total Income	<u>\$39,223,587</u>	<u>\$37,985,802</u>	<u>\$44,138,729</u>	<u>\$41,684,235</u>	<u>\$40,237,689</u>	-3.5%
Expense						
Academic Salaries	\$14,764,531	\$14,344,525	\$15,067,382	\$15,249,662	\$14,994,585	-1.7%
Classified Salaries	\$7,564,070	\$7,080,888	\$7,090,002	\$7,513,457	\$7,179,647	-4.4%
Fringe Benefits	\$8,930,823	\$8,931,276	\$9,496,037	\$10,466,902	\$10,970,528	4.8%
Books and Supplies	\$476,975	\$38,670	\$830,079	\$483,828	\$472,369	-2.4%
Operating	\$5,466,070	\$5,317,293	\$5,382,451	\$7,375,004	\$6,262,589	-15.1%
Capital Outlay	\$133,691	\$269,634	\$499,807	\$453,836	\$188,388	-58.5%
Transfers	\$1,896,558	\$1,328,481	\$157,017	\$146,600	\$169,583	15.7%
Total Expenses	<u>\$39,232,718</u>	<u>\$37,310,767</u>	<u>\$38,522,775</u>	<u>\$41,689,289</u>	<u>\$40,237,689</u>	-3.5%
<b>Restricted General Fund:</b>						
Income						
Federal	\$1,536,126	\$2,397,694	\$1,614,881	\$3,043,510	\$2,294,320	-24.6%
State	\$2,864,673	\$4,252,371	\$1,508,996	\$7,505,183	\$6,512,970	-13.2%
Local	\$604,093	\$660,217	\$1,205,135	\$1,537,867	\$1,344,229	-12.6%
Total Income	<u>\$5,004,892</u>	<u>\$7,310,282</u>	<u>\$8,698,421</u>	<u>\$12,086,561</u>	<u>\$10,151,519</u>	-16.0%
Expense						
Academic Salaries	\$1,214,831	\$1,821,513	\$1,890,041	\$2,384,827	\$2,016,031	-15.5%
Classified Salaries	\$1,038,263	\$1,270,157	\$1,508,997	\$1,845,622	\$1,710,411	-7.3%
Fringe Benefits	\$358,742	\$1,080,703	\$1,264,313	\$1,518,840	\$1,252,345	-17.5%
Books and Supplies	\$192,146	\$560,524	\$411,096	\$565,877	\$375,823	-33.6%
Operating	\$1,276,673	\$1,753,149	\$2,065,752	\$3,164,115	\$3,068,905	-3.0%
Capital Outlay	\$131,594	\$525,413	\$628,599	\$1,116,639	\$1,038,806	-7.0%
Transfers	\$652,672	\$298,823	\$929,624	\$1,490,646	\$689,198	-53.8%
Total Expenses	<u>\$4,864,921</u>	<u>\$7,310,282</u>	<u>\$8,698,421</u>	<u>\$12,086,567</u>	<u>\$10,151,519</u>	-16.0%
<b>Unrestricted Child Development</b>						
Income	\$277,545	\$295,755	\$200,863	\$132,508	\$155,631	17.5%
Expense	\$277,545	\$275,115	\$109,141	\$132,508	\$155,631	17.5%
<b>Restricted Child Development</b>						
Income	\$239,625	\$283,249	\$346,871	\$601,351	\$439,166	-27.0%
Expense	\$239,625	\$283,249	\$473,899	\$601,352	\$439,166	-27.0%
<b>Student Center</b>						
Income	\$259,617	\$283,416	\$275,113	\$258,000	\$258,000	0.0%
Expense	\$146,577	\$184,735	\$178,336	\$258,000	\$259,094	0.4%

**Student Revenue Bond**

Income	\$18,564	\$17,738	\$22,232	\$22,100	\$21,500	-2.7%
Expense	\$18,075	\$17,625	\$22,100	\$22,100	\$21,500	-2.7%

\*Actual through June 30, 2016 prior to closing entries.

	2013-2014	2014-2015	2015-2016		2016-2017	Budget to Final
	<u>Actual</u>	<u>Actual</u>	<u>Act thru</u>	<u>Revised</u>	<u>Budget</u>	<u>Bud</u>
			<u>June*</u>	<u>Budget</u>		
<b>Debt Service</b>						
Income	\$1,330,169	\$0	\$0	\$0	\$0	0.0%
Expense	\$1,383,132	\$0	\$0	\$0	\$0	0.0%
<b>Parking</b>						
Income	\$924,860	\$516,264	\$473,724	\$484,000	\$418,790	-13.5%
Expense	\$446,610	\$483,640	\$426,156	\$484,000	\$418,790	-13.5%
<b>Capital Projects</b>						
Income	\$1,153,857	\$460,330	\$1,318,084	\$472,898	\$784,712	65.9%
Expense	\$2,560,272	\$978,028	\$391,235	\$500,578	\$884,253	76.6%
<b>Self Insurance</b>						
Income	\$6,707,233	\$8,026,004	\$6,765,538	\$6,891,882	\$7,181,305	4.2%
Expense	\$12,171,002	\$7,006,368	\$7,160,364	\$6,891,882	\$8,985,831	30.4%
<b>OPEB</b>						
Income	\$0	\$110,169	\$139,057	\$100,770	\$100,770	0.0%
Expense	\$0	\$0	\$4,000,000	\$4,000,000	\$0	0.0%
<b>Worker Comp Insurance</b>						
Income	\$0	\$22,377	\$101,797	\$90,000	\$1,000	-98.9%
Expense	\$0	\$668,017	\$88,731	\$90,000	\$97,500	8.3%
<b>Financial Aid</b>						
Income	\$5,339,985	\$5,671,240	\$5,676,903	\$5,600,000	\$5,722,000	2.2%
Expense	\$5,324,833	\$5,686,573	\$5,676,903	\$5,600,000	\$5,722,000	2.2%
<b>Associated Students</b>						
Income	\$96,072	\$94,855	\$85,591	\$90,000	\$90,000	0.0%
Expense	\$59,099	\$53,434	\$57,287	\$90,000	\$90,000	0.0%
<b>Scholarship and Loans</b>						
Income	\$2,199,477	\$1,969,069	\$2,412,349	\$2,399,600	\$2,600,000	8.4%
Expense	\$2,212,724	\$1,987,565	\$2,347,814	\$2,399,600	\$2,600,000	8.4%
<b>Trust Funds</b>						
Income	\$645,664	\$736,254	\$1,388,135	\$1,444,500	\$1,145,000	-20.7%
Expense	\$502,521	\$613,731	\$1,016,597	\$1,701,699	\$1,145,000	-32.7%
<b>Orr Scholarship</b>						
Income	\$7,474	\$5,465	\$19,869	\$20,000	\$20,000	0.0%
Expense	\$20,419	\$6,165	\$16,786	\$20,000	\$20,000	0.0%
<b>Building Fund</b>						
Income	\$134,174	\$71,704	\$62,470	\$60,000	\$65,000	8.3%
Expense	\$14,728,459	\$1,468,642	\$13,667	\$13,788	\$0	-100.0%

\*Actual through June 30, 2016 prior to closing entries.

# Unrestricted General Fund Highlights

2016-2017 Final Budget

## Revenues:

Total Unrestricted General Fund revenue budgeted for 2016-17 is \$40,237,689. This includes \$400,000 in additional state funding as proposed in the Governor's State Budget.

- **Apportionment** - The largest source of unrestricted revenue is referred to as Apportionment and is based on the size of a college. Apportionment funds are received from student registration fees, local property taxes, and state. Apportionment includes a basic allocation (based on the college structure - single/multiple campus, centers, and size of each) and workload (FTES - credit and non-credit). MPC's 2015-16 Annual Reported FTES of 6,397 is being used to calculate the base Apportionment revenue of \$35,592,482 for the 2016-2017 Final Budget. The projected apportionment assumes no COLA and no deficit coefficient.
- **Additional State Funding based on Governor's State Budget** - amounts calculated based on 2015-16 P1 (total \$400,000)
  - Ongoing - ~\$400,000
    - Base allocation increase – based on MPC FTES vs statewide FTES = \$400,000
- **Restoration and Growth** – MPC is eligible for \$1.2M in restoration funding and an additional \$330K in growth funding. The college will need to increase the current FTES base (6,503) by approximately 330 to earn this funding. No amount is being included in this budget for Restoration or Growth.
- **Part-Time Faculty Compensation** – The District has budgeted at \$184,537.
- **Lottery** – Funds received from the Lottery Commission are based on FTES, including non-resident and apprenticeship. Lottery funds are budgeted at \$856,604, using School Services projection of \$128 per FTES.
- **Nonresident Fees** – The non-resident fee revenue for 2016-17 is budgeted at \$590,000. The new rate adopted by the board for 2016-17 is the State average of \$211 per unit, which is \$11 more than the MPC 2015-16 rate.

## **Expenses:**

Total Unrestricted General Fund Expenses are budgeted at \$40,237,689. Projections are included for all known obligations and only mandated increases (contractual, fee increases, etc.) in expenses have been added to the budget.

- **Salaries** - Total net salaries are budgeted at \$22,174,232. For a decrease from \$22,792,317 in 2015-16, that included some one-time payments in salaries. Increases for required step and column movement and longevity have been budgeted where appropriate, and turnover savings are reflected in the totals.
- **Fringe Benefits** – Fringe benefits are shown in two categories: salary roll-up costs and medical benefits.

Salary roll-up costs include retirement, Medicare, FICA, unemployment, and workers comp and total 31.588% for classified employees and 17.080% for academic employees. The employer rate for STRS increased 1.85% from last year, and the PERS rate increased by 2.04%.

Employer rates for STRS and PERS are both expected to increase every year for the next several years. The Legislature has set STRS rates to increase by a total of 10.85% spread over the period from 2014-15 to 2020-21. Roll-up costs associated with salary increases for required step and column movement and longevity increases have been budgeted.

Expenses for the District's self-insured medical benefits are budgeted and recorded in the Self Insurance Fund. Payments are made from the various operating accounts to the Self Insurance Fund to cover the expenses. This Final Budget increases the medical rate by 10% from 2015-16.

- **Books and Supplies** – This category is budgeted at \$464,899 for 2016-17.
- **Services and Operating** – Is at \$6,262,589 for the 2016-17 FY.
  1. **Utilities** – Total utility expenses (electricity, natural gas, water, waste disposal and sewage) are budgeted at \$946,586. Telephone expenses are budgeted at \$69,000. A decrease of \$252,055 from last fiscal year.
  2. **Risk Management (insurance)** – The District is in a pool with other community colleges and is self-insured for property and liability coverage. Property and liability is budgeted at \$240,884. Student accident insurance for athletes is budgeted at \$70,474. (A budget for student accident insurance is also included in the Restricted General Fund at \$44,717.)
  3. **Instructional Service Agreements** – \$2,442,616 is budgeted for Instructional Service Agreements (ISA.)
  4. **Travel** – The conference attendance and related travel budget is \$143,973 for 2016-17.
  5. **Legal Expenses** – Legal is budgeted at \$185,000.

- 6. Building Maintenance – Minor capital improvements is budgeted at \$77,000.
- 7. Other Services & Expenses – The total budgets here are similar to last year.
- 8. Contingencies – Total general contingencies are \$121,620 including: \$6,580 for the Superintendent/President, \$11,040 total for vice presidents, \$4,000 total for the deans, and \$100,000 for integrated planning.

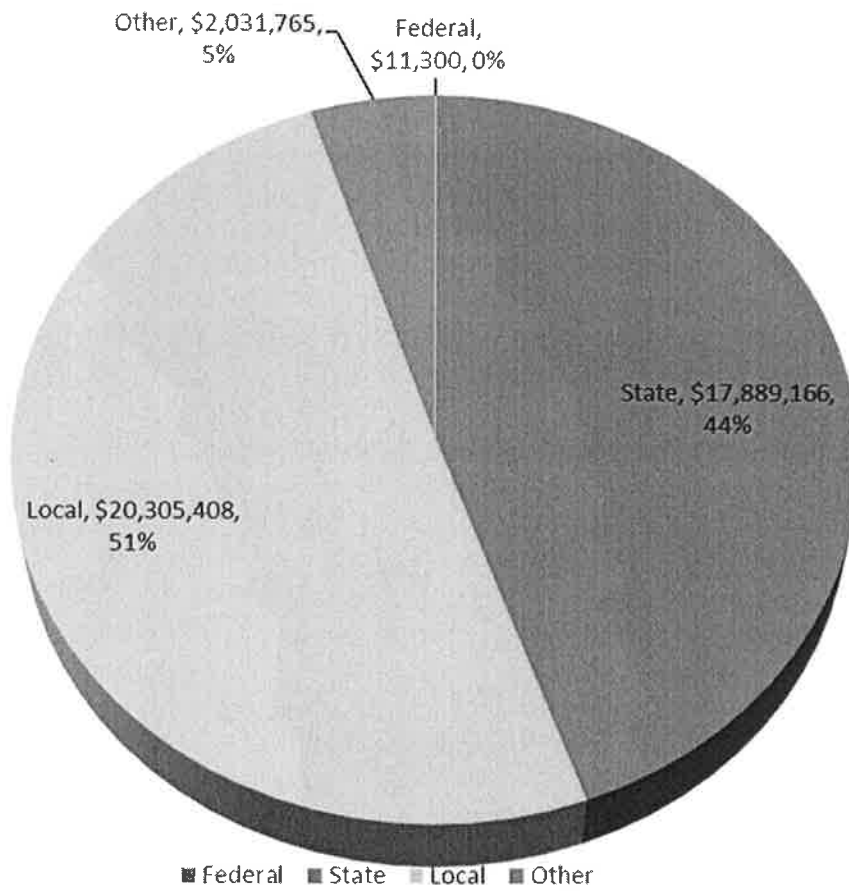
- **Capital Equipment** -This category is budgeted at \$188,388.
- **Transfers** - Transfers to other funds are budgeted at \$168,683, an increase of \$50,000 from last year, due to an increase in the transfer to Child Development Fund.

Child Development Fund	\$100,000
EOP&S	\$ 69,583

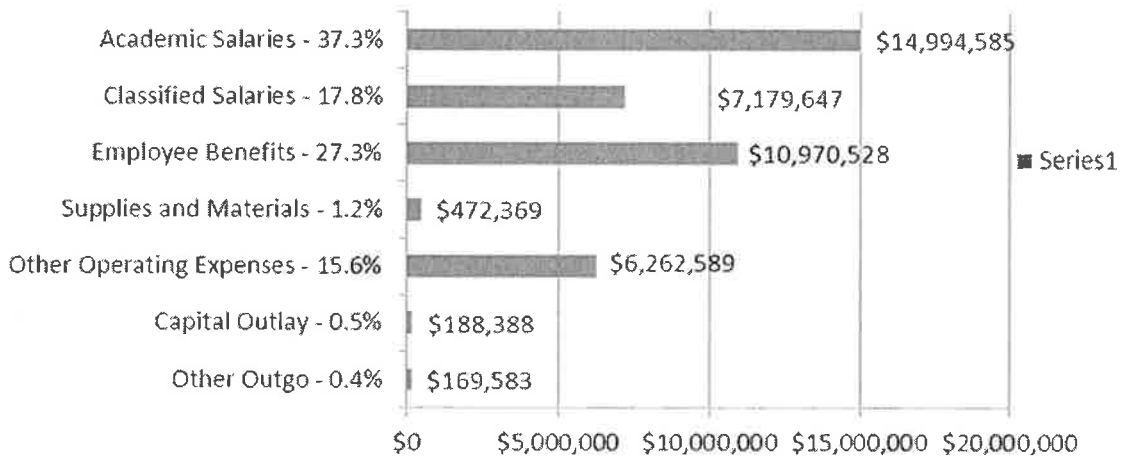
- **Other** - The District records the mandatory allocation of revenue generated by DSPP classes by covering direct expenses totaling \$377,246 in the Unrestricted General Fund.

# 2016-2017 Unrestricted General Fund Budget - Revenue and Expense

## Where the money comes from



## Where the money goes





***Conclusion***

Unrestricted General Fund Revenue and Expense budgets are balanced using a one-time transfer from the Self-Insurance fund.

The Final Budget for 2016-17 was developed using the best information available at the time.

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# **Exhibit A**

## **Unrestricted General Fund**

**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**General Fund (Fund 01)**

Print Date: Wednesday, August 17, 2016  
 Print Time: 4:52 PM

Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
<b>8100 Federal Revenues</b>							
8105 VA Education - Reporting Fee	2,000	2,000	2,000	2,000	2,300	300	15.00%
8107 PELL Allowance	7,000	7,000	7,000	7,000	7,000	0	0.00%
8117 Forest Reserve	1,700	1,700	2,000	2,000	2,000	0	0.00%
<b>8100 Total &gt;</b>	<b>10,700</b>	<b>10,700</b>	<b>11,000</b>	<b>11,000</b>	<b>11,300</b>	<b>300</b>	<b>2.73%</b>
<b>8600 State Revenues</b>							
8602 Mandated Cost	190,000	190,000	182,000	182,000	742,000	560,000	307.69%
8629 Enrollment Fee Admin Allowance	55,887	55,887	56,000	56,000	63,091	7,091	12.66%
8634 Part Time Faculty	173,268	173,268	173,268	173,268	184,537	11,269	6.50%
8640 Part Time Faculty Office hours	2,715	2,715	2,715	2,715	0	-2,715	-100.00%
8665 Lottery	857,178	901,248	856,064	856,064	856,064	0	0.00%
8667 Prop 30 - EPA Funds	4,604,477	4,604,477	5,000,000	5,000,000	5,353,807	353,807	7.08%
8671 Home Owners Property Tax	0	0	85,000	85,000	85,000	0	0.00%
8672 Ongoing Base Allocation	0	0	2,020,115	2,020,115	0	-2,020,115	-100.00%
8673 One Time Block Grant	0	0	3,559,876	3,559,876	0	-3,559,876	-100.00%
8674 Ongoing Full Time Faculty	0	0	426,503	426,503	0	-426,503	-100.00%
<b>8600 Total &gt;</b>	<b>5,883,525</b>	<b>5,927,595</b>	<b>12,361,541</b>	<b>12,361,541</b>	<b>7,284,499</b>	<b>-5,077,042</b>	<b>-41.07%</b>
<b>8610 State Apportionment</b>							
8601 Apportionment	12,246,457	11,716,186	10,332,694	10,332,694	10,604,667	271,973	2.63%
<b>8610 Total &gt;</b>	<b>12,246,457</b>	<b>11,716,186</b>	<b>10,332,694</b>	<b>10,332,694</b>	<b>10,604,667</b>	<b>271,973</b>	<b>2.63%</b>
<b>8800 Local Revenues</b>							
8801 Secured Taxes	12,729,121	12,729,121	14,000,000	14,000,000	15,334,008	1,334,008	9.53%
8802 Unsecured Taxes	500,000	500,000	540,000	540,000	540,000	0	0.00%
8803 Prior Year Taxes	330,796	330,796	175,000	175,000	175,000	0	0.00%
8804 Supplemental Taxes	1,181,336	883,318	700,000	700,000	900,000	200,000	28.57%
8805 Athletic Ticket Sales	7,000	7,000	7,000	7,000	6,000	-1,000	-14.29%
8810 Transcripts	40,000	50,000	72,000	72,000	72,000	0	0.00%
8812 Course Materials Fee	12,000	0	0	0	0	0	0.00%
8813 OPEB for Restricted Programs	75,000	75,000	0	0	0	0	0.00%
8816 Non-Resident Tuition - MPC Campus	585,000	585,000	586,000	586,000	590,000	4,000	0.68%
8817 Old Non-Resident Tuition	0	0	3,000	3,000	0	-3,000	-100.00%
8822 Other Income	35,000	35,000	0	0	0	0	0.00%
8826 State Enrollment Fees	2,389,412	2,490,000	2,800,000	2,800,000	2,600,000	-200,000	-7.14%
8831 NSF Checks Collected	5,000	5,000	10,000	10,000	8,000	-2,000	-20.00%

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**General Fund (Fund 01)**

Print Date: Wednesday, August 17, 2016  
 Print Time: 4:52 PM

Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
8832 NSF Checks Service Charge	150	150	0	0	0	0	0.00%
8852 Rents (Facilities)	1,500	2,200	0	0	0	0	0.00%
8853 A/R Not Recorded	1,000	1,000	1,000	1,000	5,000	4,000	400.00%
8857 Interest on Fund Balance	16,000	20,000	15,000	15,000	0	-15,000	-100.00%
8858 Foundation for CC Lease	12,000	12,000	12,000	12,000	12,000	0	0.00%
8860 Go Print (Marina)	1,000	1,000	1,000	1,000	0	-1,000	-100.00%
8878 Student International Insurance	0	0	50,000	50,000	50,000	0	0.00%
8884 Return to Title IV	0	0	0	0	8,000	8,000	0.00%
8886 PE Fee	600	200	0	0	300	300	0.00%
8888 Library Materials	0	500	1,000	1,000	1,000	0	0.00%
8889 Library Fines/Dues	5,000	5,000	5,000	5,000	4,000	-1,000	-20.00%
8894 Bank Account Interest (FNB)	1,500	1,500	1,000	1,000	100	-900	-90.00%
<b>8800 Total &gt;</b>	<b>17,928,415</b>	<b>17,733,785</b>	<b>18,979,000</b>	<b>18,979,000</b>	<b>20,305,408</b>	<b>1,326,408</b>	<b>6.99%</b>
<b>8900 Other</b>							
8970 Transfer-In from Capital Outlay	372,109	400,000	0	0	0	0	0.00%
8991 Transfer In - From Capital Outlay	423,193	0	0	0	0	0	0.00%
8998 Transfer In - From Self Insurance	1,750,000	2,241,207	0	0	2,031,765	2,031,765	0.00%
<b>8900 Total &gt;</b>	<b>2,545,302</b>	<b>2,641,207</b>	<b>0</b>	<b>0</b>	<b>2,031,765</b>	<b>2,031,765</b>	<b>0.00%</b>
<b>8xxx Total &gt;</b>	<b>38,614,399</b>	<b>38,029,473</b>	<b>41,684,235</b>	<b>41,684,235</b>	<b>40,237,639</b>	<b>-1,446,596</b>	<b>-3.47%</b>
<b>General Fund (Fund 01)</b>	<b>38,614,399</b>	<b>38,029,473</b>	<b>41,684,235</b>	<b>41,684,235</b>	<b>40,237,639</b>	<b>-1,446,596</b>	<b>-3.47%</b>

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**Grand Totals**

Print Date: Wednesday, August 17, 2016  
 Print Time: 4:52 PM

Object	Budget	Budget	Budget	Budget	Budget	Variance**	(%)
	13-14	14-15	15-16	15-16	16-17		
	38,614,399	38,029,473	41,684,235	41,684,235	40,237,639	-1,446,596	-3.47%

**\*\*Variance: Column 5 - Column 3.**

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**General Fund (Fund 01)**

Print Date: Wednesday, August 17, 2016  
 Print Time: 4:51 PM

Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
<b>1100 Instructional Salaries, Regular Salary</b>							
1100 Unknown ObjectDetail	0	73,406	73,406	73,406	0	-73,406	-100.00%
1101 Teaching	6,313,334	6,494,204	6,577,974	6,577,974	6,778,422	200,448	3.05%
1120 Faculty Salary Contingency	-158,172	0	144,320	144,320	0	-144,320	-100.00%
1135 Unknown ObjectDetail	0	0	0	0	63,011	63,011	0.00%
1155 Short Term Contract	0	0	0	0	74,900	74,900	0.00%
1185 One-Time 1.08% 015-16 Class/Mgr/Conf	0	0	518,988	518,988	0	-518,988	-100.00%
<b>1100 Total &gt;</b>	<b>6,155,162</b>	<b>6,567,610</b>	<b>7,314,688</b>	<b>7,314,688</b>	<b>6,916,333</b>	<b>-398,355</b>	<b>-5.45%</b>
<b>1200 Non-Instructional Salaries, Regular Salary</b>							
1202 Non-Teaching - Executives	635,452	635,452	567,630	567,630	673,620	105,991	18.67%
1203 Non-Teaching - Deans	585,782	566,594	577,790	577,790	603,541	25,752	4.46%
1215 Counselors	486,853	511,910	403,780	403,780	297,435	-106,345	-26.34%
1220 Division/Department Chairs	430,485	444,578	451,175	451,175	466,649	15,474	3.43%
1225 Academic Senate Officers	44,486	44,708	37,381	37,381	34,090	-3,291	-8.80%
1230 CTA Reassigned Time	23,650	28,778	29,448	29,448	19,302	-10,145	-34.45%
1235 Reassigned Time	403,596	346,612	351,314	351,314	362,092	10,778	3.07%
1240 Librarians	182,296	216,690	230,271	230,271	287,914	57,643	25.03%
1260 Administrative Salary Contingency	0	0	13,088	13,088	0	-13,088	-100.00%
1275 Non-Teaching Stipend	6,470	6,470	0	0	13,000	13,000	0.00%
<b>1200 Total &gt;</b>	<b>2,799,070</b>	<b>2,801,792</b>	<b>2,661,876</b>	<b>2,661,876</b>	<b>2,757,644</b>	<b>95,768</b>	<b>3.60%</b>
<b>1300 Instructional Salaries, Other Nonregular</b>							
1301 Hourly Teaching - Fall/Spring	3,362,139	3,328,807	3,328,807	3,328,807	3,313,807	-15,000	-0.45%
1302 Hourly Teaching - Early Spring	131,341	91,341	91,341	91,341	91,341	0	0.00%
1303 Hourly Teaching - Summer	809,606	730,000	730,000	730,000	724,000	-6,000	-0.82%
1304 Hourly Teaching - Substitutes	57,200	57,200	57,200	57,200	57,200	0	0.00%
1305 Hourly Teaching - Retirees	20,700	20,700	0	0	0	0	0.00%
1306 Hourly Teaching - One-Time Overload	0	0	69,426	69,426	0	-69,426	-100.00%
1325 Hourly Teaching - Student Advisement Pool	28,000	28,000	28,000	28,000	28,000	0	0.00%
1326 Hrly Teaching - Flex Time	110,000	120,000	100,000	100,000	120,000	20,000	20.00%
1328 Grading Factor	126,619	101,619	101,619	101,619	101,619	0	0.00%
1335 Hrly Inst - contract employee	427,000	512,000	562,700	562,700	557,290	-5,410	-0.96%
1344 Sub's for Faculty Interviews	0	10,000	2,000	2,000	1,000	-1,000	-50.00%
<b>1300 Total &gt;</b>	<b>5,072,605</b>	<b>4,999,667</b>	<b>5,071,093</b>	<b>5,071,093</b>	<b>4,994,257</b>	<b>-76,836</b>	<b>-1.52%</b>
<b>1400 Non-Instructional Salaries, Other Nonregular</b>							

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**General Fund (Fund 01)**

Print Date: Wednesday, August 17, 2016  
 Print Time: 4:51 PM

Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
1401 Hourly Non-Teaching - Fall/Spring	306,590	201,011	170,420	170,420	217,945	47,525	27.89%
1402 Hourly Non-Teaching - Early Spring	6,180	6,180	5,180	5,180	10,180	5,000	96.53%
1403 Hourly Non-Teaching - Summer	22,691	33,466	36,533	36,533	45,171	8,638	23.64%
1408 Hourly Non-Teaching - Governance Cmte.	2,295	2,295	2,295	2,295	2,295	0	0.00%
1409 Mandatory Trng. For Adjuncts	0	0	50,760	50,760	50,760	0	0.00%
<i>1400 Total &gt;</i>	<b>337,756</b>	<b>242,952</b>	<b>265,188</b>	<b>265,188</b>	<b>326,351</b>	<b>61,163</b>	<b>23.06%</b>
<i>1xxx Total &gt;</i>	<b>14,364,593</b>	<b>14,612,021</b>	<b>15,312,845</b>	<b>15,312,845</b>	<b>14,994,585</b>	<b>-318,260</b>	<b>-2.08%</b>
<b>2100 Non-Instructional Salaries, Regular Full-Time</b>							
2101 Non-Instructional Classified	4,881,762	4,448,249	4,362,282	4,362,282	4,392,403	30,122	0.69%
2102 Managers	590,819	602,796	615,239	615,239	633,511	18,272	2.97%
2103 Supervisors	117,540	119,652	117,540	117,540	128,120	10,580	9.00%
2104 Confidential	392,499	392,269	470,201	470,201	531,110	60,909	12.95%
2120 MSC Salary Contingency	0	0	13,862	13,862	0	-13,862	-100.00%
2130 Class. Sal. Contingency	0	0	60,407	60,407	0	-60,407	-100.00%
2180 One-Time 2.02% Class/Conf 15-16	0	0	148,047	148,047	0	-148,047	-100.00%
2185 One-Time 1.08% 15-16 Fac/Adm	0	0	258,691	258,691	0	-258,691	-100.00%
<i>2100 Total &gt;</i>	<b>5,982,620</b>	<b>5,562,967</b>	<b>6,046,268</b>	<b>6,046,268</b>	<b>5,685,145</b>	<b>-361,123</b>	<b>-5.97%</b>
<b>2200 Instructional Aides, Regular Full-Time Schedule</b>							
2201 Instructional Aid	806,990	707,557	722,730	722,730	697,889	-24,841	-3.44%
2203 Supervisor (Instructional)	77,928	77,928	54,322	54,322	62,544	8,222	15.14%
<i>2200 Total &gt;</i>	<b>884,918</b>	<b>785,485</b>	<b>777,052</b>	<b>777,052</b>	<b>760,433</b>	<b>-16,619</b>	<b>-2.14%</b>
<b>2300 Non-Instructional, Other than Regular Full-Time</b>							
2301 Hourly Part Time, Permanent	107,247	85,738	76,880	76,880	66,611	-10,269	-13.36%
2302 Hourly Student Help	7,873	7,873	9,873	9,873	10,673	800	8.10%
2303 Hourly Overtime	55,765	55,408	55,408	55,408	52,408	-3,000	-5.41%
2304 Hourly Professional Experts	21,649	285	285	285	0	-285	-100.00%
2306 Hourly Temporary	47,206	39,610	37,610	37,610	37,610	0	0.00%
2308 Substitutes for Classified	16,042	23,339	5,155	5,155	5,155	0	0.00%
<i>2300 Total &gt;</i>	<b>255,782</b>	<b>212,253</b>	<b>185,211</b>	<b>185,211</b>	<b>172,457</b>	<b>-12,754</b>	<b>-6.89%</b>
<b>2400 Instructional Aides, Other than Full-Time Sched.</b>							
2401 Student Help	72,165	29,768	25,062	25,062	25,062	0	0.00%
2402 Hourly, Part Time, Permanent	460,007	421,180	422,644	422,644	451,653	29,009	6.86%
2403 Professional Experts (Instructional)	83,387	66,654	67,668	67,668	67,668	0	0.00%

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
2404 Hourly Temporary	15,085	6,358	6,358	6,358	6,358	0	0.00%
2405 Summer	10,500	7,000	9,871	9,871	9,871	0	0.00%
2406 Early Spring	1,500	0	0	0	0	0	0.00%
2408 Substitute	0	1,000	1,000	1,000	1,000	0	0.00%
<b>2400 Total &gt;</b>	<b>642,644</b>	<b>531,960</b>	<b>532,603</b>	<b>532,603</b>	<b>561,612</b>	<b>29,009</b>	<b>5.45%</b>
<b>2xxx Total &gt;</b>	<b>7,765,964</b>	<b>7,092,665</b>	<b>7,541,134</b>	<b>7,541,134</b>	<b>7,179,647</b>	<b>-361,487</b>	<b>-4.79%</b>

**3110 STRS Instructional**

1100 Unknown ObjectDetail	0	6,974	6,974	6,974	0	-6,974	-100.00%
1101 Teaching	513,512	570,219	697,705	697,705	833,240	135,536	19.43%
1135 Unknown ObjectDetail	0	0	0	0	7,927	7,927	0.00%
1155 Short Term Contract	0	0	0	0	9,422	9,422	0.00%
1301 Hourly Teaching - Fall/Spring	277,375	295,601	357,191	357,191	421,969	64,778	18.14%
1302 Hourly Teaching - Early Spring	10,836	8,112	9,801	9,801	11,117	1,316	13.42%
1303 Hourly Teaching - Summer	66,798	64,822	78,328	78,328	91,286	12,958	16.54%
1304 Hourly Teaching - Substitutes	4,719	5,079	6,138	6,138	7,196	1,058	17.24%
1305 Hourly Teaching - Retirees	1,708	1,838	0	0	0	0	0.00%
1325 Hourly Teaching - Student Advisement Pool	2,310	2,486	3,004	3,004	3,523	519	17.28%
1326 Hrly Teaching - Flex Time	9,075	10,656	10,730	10,730	15,096	4,366	40.69%
1328 Grading Factor	10,446	9,023	10,904	10,904	12,784	1,880	17.24%
1335 Hrly Inst - contract employee	35,228	45,464	60,380	60,380	70,155	9,775	16.19%
1344 Sub's for Faculty Interviews	0	888	215	215	126	-89	-41.49%
2402 Hourly, Part Time, Permanent	0	0	1,179	1,179	1,179	0	0.00%
<b>3110 Total &gt;</b>	<b>932,007</b>	<b>1,021,161</b>	<b>1,242,548</b>	<b>1,242,548</b>	<b>1,485,018</b>	<b>242,471</b>	<b>19.51%</b>

**3120 STRS Non-Instructional**

1202 Non-Teaching - Executives	40,011	56,428	60,907	60,907	81,752	20,846	34.23%
1203 Non-Teaching - Deans	25,695	16,802	19,418	19,418	16,453	-2,965	-15.27%
1215 Counselors	36,628	41,542	38,752	38,752	31,115	-7,637	-19.71%
1220 Division/Department Chairs	35,515	39,478	48,411	48,411	58,704	10,293	21.26%
1225 Academic Senate Officers	3,670	3,970	4,011	4,011	4,289	278	6.92%
1230 CTA Reassigned Time	1,951	2,556	2,415	2,415	2,428	13	0.54%
1235 Reassigned Time	33,297	30,779	37,696	37,696	45,551	7,855	20.84%
1240 Librarians	15,039	19,242	24,708	24,708	36,220	11,511	46.59%
1275 Non-Teaching Stipend	534	575	0	0	1,635	1,635	0.00%



**Object Analysis (Detail)**  
**Expense by Object - Summary**  
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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
1401 Hourly Non-Teaching - Fall/Spring	23,774	17,906	16,285	16,285	27,230	10,945	67.21%
1402 Hourly Non-Teaching - Early Spring	510	510	457	457	1,155	698	152.70%
1403 Hourly Non-Teaching - Summer	1,765	2,754	3,083	3,083	5,683	2,600	84.32%
1408 Hourly Non-Teaching - Governance Cmte.	189	189	189	189	289	100	52.91%
1409 Mandatory Trng. For Adjuncts	0	0	5,447	5,447	6,386	939	17.23%
5202 Executive Contract Payroll Expense	1,411	1,411	1,649	1,649	0	-1,649	-100.00%
5209 Automobile Allowance	567	567	825	825	0	-825	-100.00%
<b>3120 Total &gt;</b>	<b>220,557</b>	<b>234,709</b>	<b>264,253</b>	<b>264,253</b>	<b>318,889</b>	<b>54,636</b>	<b>20.68%</b>
<b>3210 PERS Instructional</b>							
1101 Teaching	10,177	10,469	10,537	10,537	12,486	1,949	18.49%
2201 Instructional Aid	148,825	132,816	136,213	136,213	126,489	-9,724	-7.14%
2203 Supervisor (Instructional)	14,371	14,628	10,238	10,238	1,224	-9,014	-88.05%
2402 Hourly, Part Time, Permanent	18,666	15,830	22,692	22,692	25,891	3,199	14.10%
<b>3210 Total &gt;</b>	<b>192,039</b>	<b>173,743</b>	<b>179,680</b>	<b>179,680</b>	<b>166,089</b>	<b>-13,591</b>	<b>-7.56%</b>
<b>3220 PERS Non-Instructional</b>							
1202 Non-Teaching - Executives	17,217	0	17,826	17,826	0	-17,826	-100.00%
1203 Non-Teaching - Deans	41,911	53,138	54,271	54,271	65,656	11,385	20.98%
1215 Counselors	4,906	5,191	5,050	5,050	6,958	1,908	37.78%
1230 CTA Reassigned Time	0	0	822	822	822	0	0.00%
2101 Non-Instructional Classified	900,295	834,905	813,574	813,574	844,547	30,973	3.81%
2102 Managers	108,959	113,151	115,954	115,954	132,328	16,374	14.12%
2103 Supervisors	21,677	22,460	22,153	22,153	26,762	4,609	20.81%
2104 Confidential	72,385	73,633	88,619	88,619	67,607	-21,012	-23.71%
2301 Hourly Part Time, Permanent	2,437	0	3,303	3,303	3,303	0	0.00%
2304 Hourly Professional Experts	1,638	54	54	54	0	-54	-100.00%
2306 Hourly Temporary	2,500	2,500	2,500	2,500	0	-2,500	-100.00%
5202 Executive Contract Payroll Expense	524	0	0	0	0	0	0.00%
<b>3220 Total &gt;</b>	<b>1,174,447</b>	<b>1,105,032</b>	<b>1,124,125</b>	<b>1,124,125</b>	<b>1,147,982</b>	<b>23,857</b>	<b>2.12%</b>
<b>3310 OASDI (FICA) Instructional</b>							
1101 Teaching	5,514	5,514	5,514	5,514	5,574	60	1.08%
2201 Instructional Aid	50,033	43,869	44,809	44,809	37,799	-7,010	-15.64%
2203 Supervisor (Instructional)	4,832	4,832	3,368	3,368	403	-2,965	-88.05%
2402 Hourly, Part Time, Permanent	6,275	5,229	7,465	7,465	10,567	3,102	41.55%
<b>3310 Total &gt;</b>	<b>66,655</b>	<b>59,443</b>	<b>61,157</b>	<b>61,157</b>	<b>54,342</b>	<b>-6,815</b>	<b>-11.14%</b>

\*\*Variance: Column 5 - Column 3.

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**Expense by Object - Summary**  
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Object

3320 OASDI (FICA) Non-Instructional

1202	Non-Teaching - Executives
1203	Non-Teaching - Deans
1215	Counselors
1230	CTA Reassigned Time
2101	Non-Instructional Classified
2102	Managers
2103	Supervisors
2104	Confidential
2301	Hourly Part Time, Permanent
2303	Hourly Overtime
2304	Hourly Professional Experts
2306	Hourly Temporary
2308	Substitutes for Classified
3950	Retirement Incentive
5202	Executive Contract Payroll Expense

3320 Total >

Budget	Budget	Budget	Budget	Budget	Variance**	(%)
13-14	14-15	15-16	15-16	16-17		
9,329	0	9,329	9,329	10,057	728	7.80%
22,710	22,851	22,926	22,926	23,910	984	4.29%
2,658	2,734	2,643	2,643	3,106	463	17.53%
0	0	430	430	430	0	0.00%
302,669	275,791	267,668	267,668	251,681	-15,987	-5.97%
36,631	37,373	38,145	38,145	39,278	1,133	2.97%
7,287	7,418	7,287	7,287	7,943	656	9.00%
24,335	24,321	29,152	29,152	20,410	-8,743	-29.99%
819	0	1,086	1,086	1,629	542	49.92%
3,456	3,434	3,434	3,434	3,249	-185	-5.39%
551	18	18	18	0	-18	-100.00%
1,000	1,000	1,000	1,000	0	-1,000	-100.00%
217	217	0	0	0	0	0.00%
0	0	3,229	3,229	0	-3,229	-100.00%
298	0	0	0	0	0	0.00%
<b>411,961</b>	<b>375,159</b>	<b>386,348</b>	<b>386,348</b>	<b>361,693</b>	<b>-24,655</b>	<b>-6.38%</b>

3330 Medicare Instructional

1100	Unknown ObjectDetail
1101	Teaching
1135	Unknown ObjectDetail
1155	Short Term Contract
1301	Hourly Teaching - Fall/Spring
1302	Hourly Teaching - Early Spring
1303	Hourly Teaching - Summer
1304	Hourly Teaching - Substitutes
1305	Hourly Teaching - Retirees
1325	Hourly Teaching - Student Advisement Pool
1326	Hrly Teaching - Flex Time
1328	Grading Factor
1335	Hrly Inst - contract employee
1344	Sub's for Faculty Interviews
2201	Instructional Aid
2203	Supervisor (Instructional)

0	1,064	1,064	1,064	0	-1,064	-100.00%
86,916	89,750	90,950	90,950	93,142	2,193	2.41%
0	0	0	0	914	914	0.00%
0	0	0	0	1,086	1,086	0.00%
48,749	48,270	48,285	48,285	48,068	-217	-0.45%
1,906	1,325	1,326	1,326	1,326	0	0.02%
11,746	10,593	10,593	10,593	10,506	-87	-0.82%
829	829	829	829	830	1	0.12%
300	300	0	0	0	0	0.00%
406	406	406	406	406	0	0.00%
1,595	1,740	1,450	1,450	1,740	290	20.00%
1,836	1,473	1,473	1,473	1,473	0	0.00%
6,191	7,423	8,160	8,160	8,087	-73	-0.89%
0	145	29	29	15	-15	-50.00%
11,701	10,260	10,480	10,480	8,840	-1,640	-15.64%
1,130	1,130	788	788	94	-694	-88.05%

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
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Object	
2402	Hourly, Part Time, Permanent
2403	Professional Experts (Instructional)
2404	Hourly Temporary
2405	Summer
2406	Early Spring
2408	Substitute

3330 Total >

Budget	Budget	Budget	Budget	Budget	Variance**	(%)
13-14	14-15	15-16	15-16	16-17		
6,670	6,107	6,128	6,128	5,914	-215	-3.50%
1,210	966	981	981	982	1	0.10%
219	92	92	92	92	0	0.43%
152	102	144	144	144	0	0.00%
22	0	0	0	0	0	0.00%
0	14	14	14	15	1	7.14%
<b>181,578</b>	<b>181,989</b>	<b>183,192</b>	<b>183,192</b>	<b>183,674</b>	<b>482</b>	<b>0.26%</b>

3340 Medicare Non-Instructional

1202	Non-Teaching - Executives
1203	Non-Teaching - Deans
1215	Counselors
1220	Division/Department Chairs
1225	Academic Senate Officers
1230	CTA Reassigned Time
1235	Reassigned Time
1240	Librarians
1275	Non-Teaching Stipend
1401	Hourly Non-Teaching - Fall/Spring
1402	Hourly Non-Teaching - Early Spring
1403	Hourly Non-Teaching - Summer
1408	Hourly Non-Teaching - Governance Cmte.
1409	Mandatory Trng. For Adjuncts
2101	Non-Instructional Classified
2102	Managers
2103	Supervisors
2104	Confidential
2301	Hourly Part Time, Permanent
2303	Hourly Overtime
2304	Hourly Professional Experts
2306	Hourly Temporary
2308	Substitutes for Classified
3950	Retirement Incentive
5202	Executive Contract Payroll Expense
5209	Automobile Allowance

9,214	9,214	8,231	8,231	9,744	1,513	18.38%
8,494	8,216	8,378	8,378	8,751	373	4.46%
5,582	5,945	4,377	4,377	4,313	-65	-1.48%
6,242	6,446	6,542	6,542	6,766	224	3.43%
645	648	542	542	494	-48	-8.80%
343	417	427	427	280	-147	-34.45%
5,584	4,546	4,655	4,655	4,796	141	3.03%
2,643	3,142	3,339	3,339	4,175	836	25.03%
94	94	0	0	0	0	0.00%
4,513	2,924	2,481	2,481	3,160	679	27.36%
90	90	75	75	148	73	97.33%
329	486	530	530	943	413	77.96%
33	33	33	33	33	0	0.85%
0	0	736	736	736	0	0.00%
70,786	64,500	63,253	63,253	59,414	-3,839	-6.07%
8,567	8,741	8,921	8,921	9,186	265	2.97%
1,704	1,735	1,704	1,704	1,858	153	9.00%
5,691	5,688	6,818	6,818	4,773	-2,045	-29.99%
1,555	1,243	1,115	1,115	970	-145	-13.03%
808	803	803	803	761	-42	-5.18%
295	4	4	4	0	-4	-100.00%
684	574	545	545	546	1	0.18%
233	339	75	75	75	0	0.00%
0	0	755	755	0	-755	-100.00%
249	249	318	318	0	-318	-100.00%
107	107	142	142	0	-142	-100.00%

\*\*Variance: Column 5 - Column 3.

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Object 3340 Total >

**3400 Health and Welfare Benefits**

3416	Vision
3417	Dental
3418	Life Insurance
3419	Long Term Disability Insurance
3430	Non-Medical for Categoricals (Abatement)
3450	H & W Payments

**3400 Total >**

**3510 SUI Instructional**

1100	Unknown ObjectDetail
1101	Teaching
1135	Unknown ObjectDetail
1155	Short Term Contract
1301	Hourly Teaching - Fall/Spring
1302	Hourly Teaching - Early Spring
1303	Hourly Teaching - Summer
1304	Hourly Teaching - Substitutes
1305	Hourly Teaching - Retirees
1325	Hourly Teaching - Student Advisement Pool
1326	Hrly Teaching - Flex Time
1328	Grading Factor
1335	Hrly Inst - contract employee
1344	Sub's for Faculty Interviews
2201	Instructional Aid
2203	Supervisor (Instructional)
2402	Hourly, Part Time, Permanent
2403	Professional Experts (Instructional)
2404	Hourly Temporary
2405	Summer
2406	Early Spring
2408	Substitute

**3510 Total >**

**3520 SUI Non-Instructional**

Budget	Budget	Budget	Budget	Budget	Variance**	(%)
13-14	14-15	15-16	15-16	16-17		
134,485	126,184	124,799	124,799	121,922	-2,877	-2.31%
33,976	33,728	33,976	33,976	33,976	0	0.00%
365,516	375,904	378,668	378,668	378,688	20	0.01%
40,973	36,168	36,429	36,429	36,429	0	0.00%
29,592	20,672	20,824	20,824	20,824	0	0.00%
-56,339	-57,611	-66,271	-66,271	-66,271	0	0.00%
0	5,135,038	5,346,638	5,346,638	5,895,434	548,796	10.26%
<b>413,718</b>	<b>5,543,899</b>	<b>5,750,264</b>	<b>5,750,264</b>	<b>6,299,080</b>	<b>548,816</b>	<b>9.54%</b>
0	37	37	37	0	-37	-100.00%
3,157	3,247	3,289	3,289	3,318	29	0.89%
0	0	0	0	32	32	0.00%
0	0	0	0	37	37	0.00%
36,990	1,663	1,682	1,682	1,676	-6	-0.36%
1,445	45	47	47	48	1	2.13%
8,910	371	370	370	369	-1	-0.22%
629	29	29	29	29	0	0.00%
228	10	0	0	0	0	0.00%
308	14	14	14	14	0	0.00%
1,210	60	50	50	6,000	5,950	#####
1,392	51	50	50	50	0	0.00%
4,698	255	283	283	280	-3	-0.94%
0	5	1	1	1	0	0.00%
403	354	361	361	305	-57	-15.64%
39	39	27	27	3	-24	-88.05%
230	211	211	211	204	-7	-3.50%
42	33	34	34	35	1	2.94%
8	3	3	3	4	1	33.33%
5	4	5	5	5	0	0.00%
1	0	0	0	0	0	0.00%
0	1	1	1	1	0	0.00%
<b>59,695</b>	<b>6,431</b>	<b>6,495</b>	<b>6,495</b>	<b>12,412</b>	<b>5,917</b>	<b>91.11%</b>

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
1202 Non-Teaching - Executives	318	318	284	284	336	52	18.35%
1203 Non-Teaching - Deans	524	283	289	289	302	13	4.46%
1215 Counselors	243	256	202	202	149	-53	-26.34%
1220 Division/Department Chairs	215	222	226	226	233	8	3.43%
1225 Academic Senate Officers	22	22	19	19	17	-2	-8.80%
1230 CTA Reassigned Time	12	14	15	15	10	-5	-34.45%
1235 Reassigned Time	618	173	176	176	181	5	3.07%
1240 Librarians	91	108	115	115	144	29	25.03%
1275 Non-Teaching Stipend	71	3	0	0	65	65	0.00%
1401 Hourly Non-Teaching - Fall/Spring	155	102	86	86	2,552	2,466	#####
1402 Hourly Non-Teaching - Early Spring	3	3	3	3	15	12	400.00%
1403 Hourly Non-Teaching - Summer	12	17	19	19	108	89	468.42%
1408 Hourly Non-Teaching - Governance Cmte.	1	1	1	1	1	0	15.00%
1409 Mandatory Trng. For Adjuncts	0	0	25	25	25	0	0.00%
2101 Non-Instructional Classified	2,441	2,224	2,181	2,181	2,049	-132	-6.07%
2102 Managers	295	301	308	308	317	9	2.97%
2103 Supervisors	59	60	59	59	64	5	9.00%
2104 Confidential	196	196	235	235	165	-71	-29.99%
2301 Hourly Part Time, Permanent	54	43	38	38	33	-5	-13.03%
2303 Hourly Overtime	30	30	30	30	27	-3	-9.17%
2304 Hourly Professional Experts	301	1	1	1	0	-1	-100.00%
2306 Hourly Temporary	24	20	19	19	19	0	0.00%
2308 Substitutes for Classified	8	13	3	3	3	0	0.00%
3950 Retirement Incentive	0	0	26	26	0	-26	-100.00%
5202 Executive Contract Payroll Expense	180	180	94	94	0	-94	-100.00%
5209 Automobile Allowance	4	4	6	6	0	-6	-100.00%
<b>3520 Total &gt;</b>	<b>5,878</b>	<b>4,596</b>	<b>4,458</b>	<b>4,458</b>	<b>6,814</b>	<b>2,356</b>	<b>52.84%</b>
<b>3600 Worker's Compensation Insurance</b>							
3615 WC - NCCP (Contribution)	500,000	500,000	500,000	500,000	452,954	-47,046	-9.41%
3616 WC - NCCP (Abatement)	-500,000	-500,000	-500,000	-500,000	-452,954	47,046	-9.41%
<b>3610 WC Instructional</b>							
1100 Unknown ObjectDetail	0	2,202	2,202	2,202	0	-2,202	-100.00%
1101 Teaching	189,400	194,826	197,339	197,339	199,105	1,765	0.89%
1135 Unknown ObjectDetail	0	0	0	0	1,890	1,890	0.00%

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**General Fund (Fund 01)**

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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
1155 Short Term Contract	0	0	0	0	2,247	2,247	0.00%
1301 Hourly Teaching - Fall/Spring	100,865	99,866	99,865	99,865	99,415	-450	-0.45%
1302 Hourly Teaching - Early Spring	3,942	2,741	2,741	2,741	2,741	0	0.00%
1303 Hourly Teaching - Summer	24,290	21,902	21,902	21,902	21,722	-180	-0.82%
1304 Hourly Teaching - Substitutes	1,716	1,716	1,716	1,716	1,716	0	0.00%
1305 Hourly Teaching - Retirees	621	621	0	0	0	0	0.00%
1325 Hourly Teaching - Student Advisement Pool	840	840	840	840	840	0	0.00%
1326 Hrly Teaching - Flex Time	3,300	3,600	3,000	3,000	3,600	600	20.00%
1328 Grading Factor	3,799	3,048	3,049	3,049	3,049	0	0.00%
1335 Hrly Inst - contract employee	12,811	15,359	16,881	16,881	16,730	-151	-0.89%
1344 Sub's for Faculty Interviews	0	300	60	60	30	-30	-50.00%
2201 Instructional Aid	24,210	21,227	21,682	21,682	18,290	-3,392	-15.64%
2203 Supervisor (Instructional)	2,338	2,338	1,630	1,630	195	-1,435	-88.05%
2401 Student Help	2,202	931	759	759	752	-7	-0.92%
2402 Hourly, Part Time, Permanent	13,800	12,635	12,679	12,679	12,235	-444	-3.50%
2403 Professional Experts (Instructional)	2,501	1,999	2,029	2,029	2,031	2	0.10%
2404 Hourly Temporary	454	192	192	192	191	-1	-0.52%
2405 Summer	315	210	296	296	296	0	0.00%
2406 Early Spring	45	0	0	0	0	0	0.00%
2408 Substitute	0	30	30	30	30	0	0.00%
<b>3610 Total &gt;</b>	<b>387,449</b>	<b>386,583</b>	<b>388,892</b>	<b>388,892</b>	<b>387,105</b>	<b>-1,787</b>	<b>-0.46%</b>
<b>3620 WC Non-Instructional</b>							
1202 Non-Teaching - Executives	19,064	19,064	17,029	17,029	20,159	3,130	18.38%
1203 Non-Teaching - Deans	17,573	16,998	17,334	17,334	18,106	773	4.46%
1215 Counselors	14,606	15,357	12,113	12,113	8,923	-3,190	-26.34%
1220 Division/Department Chairs	12,915	13,337	13,535	13,535	13,999	464	3.43%
1225 Academic Senate Officers	1,335	1,341	1,121	1,121	1,023	-99	-8.80%
1230 CTA Reassigned Time	709	863	883	883	579	-304	-34.45%
1235 Reassigned Time	12,108	10,398	10,539	10,539	10,863	323	3.07%
1240 Librarians	5,469	6,501	6,908	6,908	8,637	1,729	25.03%
1275 Non-Teaching Stipend	194	194	0	0	390	390	0.00%
1401 Hourly Non-Teaching - Fall/Spring	9,337	6,049	5,131	5,131	5,538	407	7.94%
1402 Hourly Non-Teaching - Early Spring	185	185	155	155	305	150	96.77%
1403 Hourly Non-Teaching - Summer	681	1,004	1,096	1,096	1,355	259	23.67%

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**General Fund (Fund 01)**

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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
1408 Hourly Non-Teaching - Governance Cmte.	69	69	69	69	69	0	-0.22%
1409 Mandatory Trng. For Adjuncts	0	0	1,522	1,522	1,523	1	0.07%
2101 Non-Instructional Classified	146,453	133,447	130,868	130,868	122,926	-7,943	-6.07%
2102 Managers	17,725	18,084	18,457	18,457	19,005	548	2.97%
2103 Supervisors	3,526	3,590	3,526	3,526	3,844	317	9.00%
2104 Confidential	11,775	11,768	14,106	14,106	9,876	-4,230	-29.99%
2301 Hourly Part Time, Permanent	3,217	2,572	2,306	2,306	2,006	-300	-13.03%
2302 Hourly Student Help	4,185	4,185	4,245	4,245	4,275	30	0.71%
2303 Hourly Overtime	1,675	1,664	1,664	1,664	1,572	-92	-5.53%
2304 Hourly Professional Experts	612	10	10	10	0	-10	-100.00%
2306 Hourly Temporary	1,416	1,189	1,129	1,129	1,129	0	0.00%
2308 Substitutes for Classified	492	712	155	155	155	0	0.00%
3950 Retirement Incentive	0	0	1,562	1,562	0	-1,562	-100.00%
5202 Executive Contract Payroll Expense	657	657	657	657	0	-657	-100.00%
5209 Automobile Allowance	243	243	315	315	0	-315	-100.00%
<b>3620 Total &gt;</b>	<b>286,220</b>	<b>269,482</b>	<b>266,438</b>	<b>266,438</b>	<b>256,258</b>	<b>-10,180</b>	<b>-3.82%</b>
<b>3900 Other Benefits</b>							
1120 Faculty Salary Contingency	-21,828	0	21,980	21,980	0	-21,980	-100.00%
1185 One-Time 1.08% 015-16 Class/Mgr/Conf	0	0	79,043	79,043	0	-79,043	-100.00%
1260 Administrative Salary Contingency	0	0	1,993	1,993	0	-1,993	-100.00%
1306 Hourly Teaching - One-Time Overload	0	0	10,574	10,574	0	-10,574	-100.00%
2120 MSC Salary Contingency	0	0	4,096	4,096	0	-4,096	-100.00%
2130 Class. Sal. Contingency	0	0	16,491	16,491	0	-16,491	-100.00%
2180 One-Time 2.02% Class/Conf 15-16	0	0	40,174	40,174	0	-40,174	-100.00%
2185 One-Time 1.08% 15-16 Fac/Adm	0	0	70,640	70,640	0	-70,640	-100.00%
3450 H & W Payments	0	0	159,248	159,248	159,248	0	0.00%
3930 Educational Incentive/Classified	10,000	10,000	10,000	10,000	10,000	0	0.00%
3950 Retirement Incentive	0	0	52,080	52,080	0	-52,080	-100.00%
3960 Other Benefits	0	20,004	20,004	20,004	0	-20,004	-100.00%
<b>3900 Total &gt;</b>	<b>-11,828</b>	<b>30,004</b>	<b>486,323</b>	<b>486,323</b>	<b>169,248</b>	<b>-317,075</b>	<b>-65.20%</b>
<b>3xxx Total &gt;</b>	<b>4,454,861</b>	<b>9,518,415</b>	<b>10,468,972</b>	<b>10,468,972</b>	<b>10,970,528</b>	<b>501,555</b>	<b>4.79%</b>
<b>4300 Instructional Supplies</b>							
4302 Printing (in Printshop)	962	0	0	0	0	0	0.00%

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**General Fund (Fund 01)**

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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
4304 Royalties/Scripts	8,079	1,000	0	0	0	0	0.00%
4306 Fee Generated Art Supplies	12,000	0	0	0	0	0	0.00%
4311 Printing	0	0	0	0	7,500	7,500	0.00%
4312 Instructional Program Materials	213,677	193,838	179,290	179,290	184,014	4,724	2.63%
4331 Subscription	1,000	1,000	1,090	1,090	1,090	0	0.00%
4335 Computer Software ( Upgrades & New)	0	0	0	0	500	500	0.00%
4350 Books	245	245	245	245	245	0	0.00%
4352 Film Supplies (Drama)	1,125	0	0	0	0	0	0.00%
<b>4300 Total &gt;</b>	<b>237,088</b>	<b>196,083</b>	<b>180,625</b>	<b>180,625</b>	<b>193,349</b>	<b>12,724</b>	<b>7.04%</b>
<b>4500 Non-Instructional Supplies</b>							
4501 Catalog Data Base	9,020	10,200	10,200	10,200	10,200	0	0.00%
4502 Reference Data Base	4,178	4,178	0	0	0	0	0.00%
4503 Subscription	33,555	38,260	44,058	44,058	45,341	1,283	2.91%
4507 Recruiting	35,000	35,000	34,565	34,565	34,565	0	0.00%
4511 Printing (Non- Printshop)	31,332	28,655	28,155	28,155	28,155	0	0.00%
4514 Graduation Supplies	6,240	6,240	6,540	6,540	6,590	50	0.76%
4525 Office Supplies	101,308	90,315	92,294	92,294	94,097	1,803	1.95%
4528 Reference Material	3,500	3,500	3,500	3,500	3,920	420	12.00%
4529 Instructional Materials (abatment)	-210,893	-239,394	-239,394	-239,394	-239,394	0	0.00%
4531 Service Awards	0	0	0	0	2,800	2,800	0.00%
4536 Computer Network Related Supplies	10,000	10,000	10,000	10,000	10,000	0	0.00%
4540 State/County Health Required Innoculations	2,000	2,000	2,000	2,000	2,000	0	0.00%
4550 Pool Chemicals	14,000	14,000	14,000	14,000	14,000	0	0.00%
4551 Minor Equipment/Property	15,864	15,864	15,303	15,303	15,303	0	0.00%
4553 Uniforms (Parking, Athletics)	46,632	24,048	23,798	23,798	23,798	0	0.00%
4556 Professional Reference Books	200	200	200	200	0	-200	-100.00%
4561 Maintenance Supplies	18,601	17,815	17,815	17,815	17,815	0	0.00%
4571 Equipment Repair Parts & Material	77,980	55,685	55,685	55,685	55,685	0	0.00%
4572 Go Print Supplies	0	0	0	0	500	500	0.00%
4580 Safety Equipment	6,175	6,175	6,175	6,175	6,175	0	0.00%
4590 Custodial Consumable Supplies	140,000	140,000	140,000	140,000	140,000	0	0.00%
<b>4500 Total &gt;</b>	<b>344,692</b>	<b>262,741</b>	<b>264,894</b>	<b>264,894</b>	<b>271,550</b>	<b>6,656</b>	<b>2.51%</b>
<b>4700 Food</b>							
4706 Food (Receptions,Special Events, Program Supp	3,720	3,870	3,870	3,870	7,470	3,600	93.02%

\*\*Variance: Column 5 - Column 3.



**Object Analysis (Detail)**  
**Expense by Object - Summary**  
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Object

4700 Total >  
 4xxx Total >

Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
3,720	3,870	3,870	3,870	7,470	3,600	93.02%
585,500	462,694	449,389	449,389	472,369	22,980	5.11%

**5100 Contracts**

Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
5103 Drama Contracts	90,000	48,000	40,000	40,000	35,225	-4,775	-11.94%
5104 American Society of Composers/Broadcast Musi	5,036	5,036	5,036	5,036	5,036	0	0.00%
5105 Music	2,481	2,481	2,481	2,481	2,481	0	0.00%
5106 Hope Services LNSK410	12,000	13,000	16,000	16,000	18,000	2,000	12.50%
5108 VEA Home Economics	200	200	200	200	200	0	0.00%
5114 Technical Assistance/Training	51,160	66,160	66,160	66,160	82,160	16,000	24.18%
5120 Planning	1,000	1,000	1,000	1,000	1,000	0	0.00%
5121 Fire Academy-Guest Lecturer	25,466	25,466	25,466	25,466	25,466	0	0.00%
5122 CHOMP (Community Hospital Of Monterey Pe	487,162	476,665	471,686	471,686	463,140	-8,546	-1.81%
5123 MOBAC Library System	1,713	1,713	1,713	1,713	1,713	0	0.00%
5124 Program Consultant	9,700	9,700	9,700	9,700	9,700	0	0.00%
5126 South Bay Regional Pub. Safety	1,166,324	1,593,800	1,771,350	1,771,350	1,771,125	-225	-0.01%
5130 Occupational Education, Fire	67,300	54,800	54,000	54,000	54,000	0	0.00%
5131 Engineering & Design Services	2,000	2,000	2,000	2,000	2,000	0	0.00%
5134 Monterey Bay Aquarium	5,000	300	1,500	1,500	2,000	500	33.33%
5135 Park Ranger Academy	83,926	0	0	0	0	0	0.00%
5139 Specialists/Workshops	9,600	12,600	12,100	12,100	12,100	0	0.00%
5142 Clovis Fire	10,000	16,000	0	0	0	0	0.00%
5145 Temp. Contract Service	28,500	39,200	38,350	38,350	38,350	0	0.00%
5159 Contingency for Instructional Contract	250,467	0	10,000	10,000	7,000	-3,000	-30.00%
5163 North Bay Industries	18,600	20,100	20,000	20,000	25,000	5,000	25.00%
5168 Central Coast Lighthouse Keepers	11,500	9,000	8,000	8,000	8,500	500	6.25%
5180 Contract Services	4,911	44,911	219,531	219,531	49,531	-170,000	-77.44%
5194 Old Monterey Preservation Society	7,200	4,000	0	0	0	0	0.00%
5195 Mandated cost consulting	5,000	5,000	5,000	5,000	5,000	0	0.00%
5198 Monterey Fire Department - NERT	36,500	18,000	20,000	20,000	20,000	0	0.00%
<b>5100 Total &gt;</b>	<b>2,392,746</b>	<b>2,469,132</b>	<b>2,801,273</b>	<b>2,801,273</b>	<b>2,638,727</b>	<b>-162,546</b>	<b>-5.80%</b>

**5200 Travel and Conference Expenses**

Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
5202 Executive Contract Payroll Expense	21,900	21,900	21,900	21,900	24,300	2,400	10.96%
5203 Field Trips	10,610	9,258	9,258	9,258	9,258	0	0.00%

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
5204 Staff Candidate Travel Reimbursement	10,000	0	0	0	0	0	0.00%
5209 Automobile Allowance	7,500	7,500	9,900	9,900	9,900	0	0.00%
5220 Conference Attendance & Related Expenses	86,659	86,659	95,959	95,959	84,015	-11,944	-12.45%
5230 Mileage	13,522	13,522	13,422	13,422	15,000	1,578	11.76%
5235 Board Community Events Travel	1,500	1,500	1,500	1,500	1,500	0	0.00%
<i>5200 Total &gt;</i>	<b>151,691</b>	<b>140,339</b>	<b>151,939</b>	<b>151,939</b>	<b>143,973</b>	<b>-7,966</b>	<b>-5.24%</b>
<i>5300 Dues and Memberships</i>							
5306 Professional Organization/Service Club (Membe	172,435	175,595	175,306	175,306	178,961	3,655	2.08%
5325 Special Services	1,500	1,500	1,500	1,500	1,500	0	0.00%
5327 The Research & Planning Group	400	400	400	400	400	0	0.00%
<i>5300 Total &gt;</i>	<b>174,335</b>	<b>177,495</b>	<b>177,206</b>	<b>177,206</b>	<b>180,861</b>	<b>3,655</b>	<b>2.06%</b>
<i>5400 Insurance</i>							
5114 Technical Assistance/Training	0	0	679	679	679	0	0.00%
5401 Insurance (Property, Liability, Children's Ctr)	278,720	277,321	291,188	291,188	240,884	-50,304	-17.28%
5405 Deductibles (Claims)	30,000	0	0	0	10,000	10,000	0.00%
5409 Student Accident Insurance	69,440	70,474	70,474	70,474	70,474	0	0.00%
5414 Property Insurance Abatement	-17,545	-17,545	-17,545	-17,545	-17,545	0	0.00%
5415 Fine Arts Insurance	758	758	758	758	758	0	0.00%
5420 Enviromental Insurance	0	0	52,500	52,500	0	-52,500	-100.00%
<i>5400 Total &gt;</i>	<b>361,373</b>	<b>331,008</b>	<b>398,054</b>	<b>398,054</b>	<b>305,250</b>	<b>-92,804</b>	<b>-23.31%</b>
<i>5500 Utilities and Housekeeping Services</i>							
5501 Electricity	589,000	547,500	555,000	555,000	508,486	-46,514	-8.38%
5502 Natural Gas	149,100	151,000	149,600	149,600	141,600	-8,000	-5.35%
5503 Water	357,555	495,618	425,343	425,343	208,000	-217,343	-51.10%
5504 Telephone	92,500	86,000	69,000	69,000	69,000	0	0.00%
5505 Gasoline & Oil	31,332	31,332	31,332	31,332	32,132	800	2.55%
5506 Waste Disposal	41,200	45,600	47,600	47,600	43,600	-4,000	-8.40%
5507 Sewage	45,000	44,900	45,900	45,900	44,900	-1,000	-2.18%
5510 Utilities Abatement	-72,230	-71,277	-74,026	-74,026	-74,026	0	0.00%
5512 Unspecified	-45,000	-45,000	-45,000	-45,000	-45,000	0	0.00%
5513 Contract Services	45,090	45,090	45,090	45,090	45,090	0	0.00%
5514 General Maintenance	30,960	50,960	50,960	50,960	50,960	0	0.00%
5516 Parking Utilities Abatement	-14,700	-14,700	-14,700	-14,700	-14,700	0	0.00%
5528 Mobile Phone	17,500	19,900	14,000	14,000	12,290	-1,710	-12.21%

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
<b>5500 Total &gt;</b>	<b>1,267,307</b>	<b>1,386,923</b>	<b>1,300,099</b>	<b>1,300,099</b>	<b>1,022,332</b>	<b>-277,767</b>	<b>-21.37%</b>
<b>5600 Rents, Leases and Repairs</b>							
5601 Minor Capital Improvement/Renewal	77,000	77,000	77,000	77,000	77,000	0	0.00%
5602 Rental/Renewal	4,025	4,025	2,025	2,025	2,025	0	0.00%
5604 Vehicle Repair/Maintenance	13,915	13,915	13,915	13,915	13,915	0	0.00%
5605 Vehicle Rental	10,368	10,368	14,068	14,068	16,568	2,500	17.77%
5616 Facility Rental/Lease	1,635	1,635	1,710	1,710	4,210	2,500	146.20%
5620 Maintenance Agreement	115,086	118,419	118,519	118,519	118,619	100	0.08%
5621 Computer Hardware Maintenance	78,280	68,280	68,280	68,280	68,280	0	0.00%
5622 Computer Software Maintenance	80,969	84,253	127,338	127,338	121,338	-6,000	-4.71%
5626 Alarm Maint., Fire & Burglar	21,413	21,413	21,413	21,413	21,413	0	0.00%
5630 Equipment Repair	47,238	50,895	51,095	51,095	100,965	49,870	97.60%
5635 Postage Meter Lease/Maintenance Agreement	4,438	4,438	4,438	4,438	4,438	0	0.00%
5637 Copier Equipment Lease	172,400	172,400	172,400	172,400	141,603	-30,797	-17.86%
5643 Computer Software License	13,500	32,000	40,500	40,500	40,500	0	0.00%
5645 License Fee, Permit, and Certification	3,029	5,324	5,400	5,400	5,539	139	2.57%
5660 Sign Maintenance/Repair	2,000	2,000	2,000	2,000	2,000	0	0.00%
<b>5600 Total &gt;</b>	<b>645,296</b>	<b>666,365</b>	<b>720,101</b>	<b>720,101</b>	<b>738,413</b>	<b>18,312</b>	<b>2.54%</b>
<b>5700 Legal, Election and Audit Expenses</b>							
5701 Audit	63,500	63,500	63,500	63,500	63,500	0	0.00%
5702 Audit Abatement	-1,100	-1,100	-1,100	-1,100	0	1,100	-100.00%
5710 Legal (Advertising & Fees)	55,000	178,321	178,321	178,321	185,000	6,679	3.75%
5751 Election	100,000	50,000	25,000	25,000	0	-25,000	-100.00%
<b>5700 Total &gt;</b>	<b>217,400</b>	<b>290,721</b>	<b>265,721</b>	<b>265,721</b>	<b>248,500</b>	<b>-17,221</b>	<b>-6.48%</b>
<b>5800 Other Services &amp; Expense</b>							
5802 Advertising	169,752	148,503	151,703	151,703	151,703	0	0.00%
5803 Athletics - Entry Fee	6,056	6,056	6,056	6,056	7,256	1,200	19.82%
5805 Postage/Bulk Mailing	82,365	79,500	79,500	79,500	79,500	0	0.00%
5807 One-time 2015-16 Efficiency Expense 2015-16	0	0	200,000	200,000	0	-200,000	-100.00%
5808 One-time 2015-16 Staffing/Reorg.	0	0	471,000	471,000	0	-471,000	-100.00%
5810 Loomis	11,000	11,000	11,000	11,000	11,000	0	0.00%
5811 Finger Prints	210	210	210	210	210	0	0.00%
5816 Special Events	1,000	1,000	1,000	1,000	1,000	0	0.00%
5819 Peninsula Messenger Svc	5,310	5,310	5,310	5,310	5,310	0	0.00%

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**General Fund (Fund 01)**

Print Date: Wednesday, August 17, 2016  
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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
5821 Accreditation Fee	0	0	0	0	23,225	23,225	0.00%
5824 State Authorization Fee	0	0	500	500	500	0	0.00%
5825 Athletics - Physical Exams	2,868	2,868	2,868	2,868	2,868	0	0.00%
5827 Foundation Services	100,000	100,000	100,000	100,000	100,000	0	0.00%
5830 County Support Services	91,372	85,051	68,320	68,320	69,096	776	1.14%
5834 Indirect Cost	-110,000	-120,000	-145,544	-145,544	-170,000	-24,456	16.80%
5836 Athletics - Officials & Scorekeepers	35,850	35,850	35,850	35,850	35,850	0	0.00%
5838 Use Tax	10,000	10,000	10,000	10,000	12,000	2,000	20.00%
5839 Other Services	0	300	300	300	300	0	0.00%
5840 General Institutional Contingency	87,120	30,120	71,355	71,355	481,620	410,265	574.96%
5842 Registration/Renewal (Vehical & Dental)	1,095	1,095	1,095	1,095	1,095	0	0.00%
5845 EDD Quarterly Taxes	20,000	20,000	20,000	20,000	17,000	-3,000	-15.00%
5851 Integrated Planning Contingency	0	0	0	0	100,000	100,000	0.00%
5880 Interest-Based Barg. 2015-16	0	0	45,000	45,000	45,000	0	0.00%
5895 Ongoing FT Faculty Contingency	0	0	426,503	426,503	0	-426,503	-100.00%
5897 1098s, for Hope Scholarship	10,000	10,000	10,000	10,000	10,000	0	0.00%
<b>5800 Total &gt;</b>	<b>523,998</b>	<b>426,863</b>	<b>1,572,026</b>	<b>1,572,026</b>	<b>984,533</b>	<b>-587,493</b>	<b>-37.37%</b>
<b>5xxx Total &gt;</b>	<b>5,734,146</b>	<b>5,888,846</b>	<b>7,386,419</b>	<b>7,386,419</b>	<b>6,262,589</b>	<b>-1,123,830</b>	<b>-15.21%</b>
<b>6200 Building Improvements</b>							
6201 Hazardous Material / Abatement	27,821	28,621	29,081	29,081	29,081	0	0.00%
<b>6200 Total &gt;</b>	<b>27,821</b>	<b>28,621</b>	<b>29,081</b>	<b>29,081</b>	<b>29,081</b>	<b>0</b>	<b>0.00%</b>
<b>6300 Library Books</b>							
6301 Library Materials	2,000	70,000	2,000	2,000	2,000	0	0.00%
6310 PC Software	59,500	68,000	68,000	68,000	68,000	0	0.00%
6316 Campus Agreement	0	0	0	0	25,000	25,000	0.00%
<b>6300 Total &gt;</b>	<b>61,500</b>	<b>138,000</b>	<b>70,000</b>	<b>70,000</b>	<b>95,000</b>	<b>25,000</b>	<b>35.71%</b>
<b>6400 Capital Equipment - New</b>							
6403 Equipment Replacement	0	0	4,984	4,984	4,984	0	0.00%
6404 Equipment Purchase - New	2,000	2,000	5,350	5,350	19,350	14,000	261.68%
6405 Instructional Equipment - New	1,000	1,000	6,174	6,174	7,846	1,672	27.08%
6410 Instructional Equipment - Replacement	18,000	0	0	0	0	0	0.00%
6425 Non-Instructional Equipment - Replacement	4,500	15,659	107,000	107,000	7,372	-99,628	-93.11%
6426 Non-Instr. Ergonomic Eq.	5,000	5,000	5,000	5,000	5,000	0	0.00%

**Object Analysis (Detail)**  
**Expense by Object - Summary**

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**General Fund (Fund 01)**

Object

6441	PC Hardware - Non-Instructional - Replacement
6443	Technology Refreshment (15-16)

6400 Total >

6xxx Total >

Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
19,755	19,755	19,755	19,755	19,755	0	0.00%
0	0	200,000	200,000	0	-200,000	-100.00%
<b>50,255</b>	<b>43,414</b>	<b>348,263</b>	<b>348,263</b>	<b>64,307</b>	<b>-283,956</b>	<b>-81.53%</b>
<b>139,576</b>	<b>210,035</b>	<b>447,344</b>	<b>447,344</b>	<b>188,388</b>	<b>-258,956</b>	<b>-57.89%</b>

**7300 Interfund Transfers - Out**

7309	Health & Welfare Interfund Transfer Out
7310	Debt Service Fund Transfer-Out
7314	Child Development Interfund Transfer-Out
7316	Restricted Interfund Transfer-Out

7300 Total >

7xxx Total >

4,990,380	0	0	0	0	0	0.00%
275,324	0	0	0	0	0	0.00%
248,823	260,707	50,000	50,000	100,000	50,000	100.00%
67,248	67,774	96,600	96,600	69,583	-27,017	-27.97%
<b>5,581,775</b>	<b>328,481</b>	<b>146,600</b>	<b>146,600</b>	<b>169,583</b>	<b>22,983</b>	<b>15.68%</b>
<b>5,581,775</b>	<b>328,481</b>	<b>146,600</b>	<b>146,600</b>	<b>169,583</b>	<b>22,983</b>	<b>15.68%</b>

General Fund (Fund 01)

<b>38,626,415</b>	<b>38,113,156</b>	<b>41,752,704</b>	<b>41,752,704</b>	<b>40,237,689</b>	<b>-1,515,015</b>	<b>-3.63%</b>
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**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Grand Totals**

*Print Date: Wednesday, August 17, 2016*  
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Object	Budget	Budget	Budget	Budget	Budget	Variance**	(%)
	13-14	14-15	15-16	15-16	16-17		
	38,626,415	38,113,156	41,752,704	41,752,704	40,237,689	-1,515,015	-3.63%

**\*\*Variance: Column 5 - Column 3.**

# **Exhibit B**

## **Restricted General Fund**

**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**General Fund (Fund 01)**

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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
<b>8100 Federal Revenues</b>							
8110 VATEA - Title II C	132,026	136,951	156,643	156,643	23,318	-133,325	-85.11%
8112 Workability	111,828	0	0	0	0	0	0.00%
8113 New Scholars	294,916	304,351	304,351	304,351	294,916	-9,435	-3.10%
8115 Work Study	136,838	136,838	136,838	136,838	151,539	14,701	10.74%
8116 Upward Bound	388,453	388,453	388,453	388,453	388,453	0	0.00%
8118 Child Development/Training	10,000	10,000	10,000	10,000	10,000	0	0.00%
8122 Math / Science	376,700	376,700	376,700	376,700	376,700	0	0.00%
8126 Federal Grants	502,337	911,150	964,560	964,560	926,600	-37,960	-3.94%
8152 Tech Prep	44,025	43,269	258,691	258,691	85,326	-173,365	-67.02%
8153 TANF	35,230	35,230	39,429	39,429	37,468	-1,961	-4.97%
<b>8100 Total &gt;</b>	<b>2,032,353</b>	<b>2,342,942</b>	<b>2,635,665</b>	<b>2,635,665</b>	<b>2,294,320</b>	<b>-341,345</b>	<b>-12.95%</b>
<b>8600 State Revenues</b>							
8604 State Funded Project	105,864	390,756	581,600	581,600	1,742,104	1,160,504	199.54%
8610 Matriculation	344,941	826,747	1,420,469	1,420,469	1,700,064	279,595	19.68%
8618 Instructional Equipment & Library Material	30,140	68,713	387,679	387,679	595,721	208,042	53.66%
8621 Student Financial Aid Admin (BFAP)	226,635	239,293	239,293	239,293	284,217	44,924	18.77%
8622 Basic Skills Funding	249,390	253,000	180,000	180,000	129,809	-50,191	-27.88%
8626 Assoc. Degree Nursing- RN Program	169,700	135,287	135,287	135,287	142,600	7,313	5.41%
8628 UC Santa Cruz - ACCESS Program	19,000	0	6,586	6,586	6,586	0	0.00%
8659 Instructional Material - Trailer Bill (One Time)	11,610	7,000	4,556	4,556	2,355	-2,201	-48.31%
8696 Appt. Adjustment	0	0	0	0	8,893	8,893	0.00%
<b>8600 Total &gt;</b>	<b>1,157,280</b>	<b>1,920,796</b>	<b>2,955,470</b>	<b>2,955,470</b>	<b>4,612,349</b>	<b>1,656,879</b>	<b>56.06%</b>
<b>8620 Categorical Apportionments</b>							
8608 Supportive Services (DSP&S)	493,087	476,686	626,661	626,661	626,661	0	0.00%
8609 EOPS	537,106	662,633	662,633	662,633	899,025	236,392	35.67%
8635 Instructional Equipment Block Grant	0	6,000	0	0	0	0	0.00%
8642 CAL WORKS	133,640	183,313	168,856	168,856	162,035	-6,821	-4.04%
8692 Cooperative Agencies Resources Education	91,413	91,413	91,413	91,413	152,900	61,487	67.26%
<b>8620 Total &gt;</b>	<b>1,255,246</b>	<b>1,420,045</b>	<b>1,549,563</b>	<b>1,549,563</b>	<b>1,840,621</b>	<b>291,058</b>	<b>18.78%</b>
<b>8690 State Revenue</b>							
8616 Staff Diversity	5,597	5,111	5,111	5,111	60,000	54,889	#####
<b>8690 Total &gt;</b>	<b>5,597</b>	<b>5,111</b>	<b>5,111</b>	<b>5,111</b>	<b>60,000</b>	<b>54,889</b>	<b>#####</b>
<b>8800 Local Revenues</b>							

\*\*Variance: Column 5 - Column 3.



**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**General Fund (Fund 01)**

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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
8809 Lottery	210,893	239,394	239,394	239,394	239,394	0	0.00%
8812 Course Materials Fee	0	12,000	12,000	12,000	7,000	-5,000	-41.67%
8828 Health Fees	349,000	340,000	255,642	255,642	300,226	44,584	17.44%
8851 DMV Citations Class (Community Services)	0	0	0	0	700	700	0.00%
8852 Rents (Facilities)	0	0	180,000	180,000	180,000	0	0.00%
8862 Library (Equipment Revenue)	0	0	40,000	40,000	30,000	-10,000	-25.00%
8880 Fire Training (Local Revenue)	81,897	150,500	146,000	146,000	190,278	44,278	30.33%
8898 Local Grants	86,949	127,616	337,930	337,930	322,047	-15,883	-4.70%
<b>8800 Total &gt;</b>	<b>728,739</b>	<b>869,510</b>	<b>1,210,966</b>	<b>1,210,966</b>	<b>1,269,645</b>	<b>58,679</b>	<b>4.85%</b>
<b>8870 Local Revenue</b>							
8827 Testing Fees	1,000	2,000	5,000	5,000	5,000	0	0.00%
<b>8870 Total &gt;</b>	<b>1,000</b>	<b>2,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0.00%</b>
<b>8900 Other</b>							
8984 Interfund Transfer - In Restricted Funds	67,248	67,774	69,583	69,583	69,583	0	0.00%
8986 Interfund Transfer - In (Fund 01)	0	0	27,017	27,017	0	-27,017	-100.00%
<b>8900 Total &gt;</b>	<b>67,248</b>	<b>67,774</b>	<b>96,600</b>	<b>96,600</b>	<b>69,583</b>	<b>-27,017</b>	<b>-27.97%</b>
<b>8xxx Total &gt;</b>	<b>5,247,463</b>	<b>6,628,178</b>	<b>8,458,375</b>	<b>8,458,375</b>	<b>10,151,517</b>	<b>1,693,142</b>	<b>20.02%</b>
<b>General Fund (Fund 01)</b>	<b>5,247,463</b>	<b>6,628,178</b>	<b>8,458,375</b>	<b>8,458,375</b>	<b>10,151,517</b>	<b>1,693,142</b>	<b>20.02%</b>

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**Grand Totals**

*Print Date: Wednesday, August 17, 2016*  
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Object	Budget	Budget	Budget	Budget	Budget	Variance**	(%)
	13-14	14-15	15-16	15-16	16-17		
	5,247,463	6,628,178	8,458,375	8,458,375	10,151,517	1,693,142	20.02%

**\*\*Variance: Column 5 - Column 3.**

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**General Fund (Fund 01)**

Print Date: Wednesday, August 17, 2016  
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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
<b>1100 Instructional Salaries, Regular Salary</b>							
1101 Teaching	0	36,662	37,028	37,028	38,531	1,503	4.06%
1120 Faculty Salary Contingency	0	0	12,425	12,425	400	-12,025	-96.78%
<b>1100 Total &gt;</b>	<b>0</b>	<b>36,662</b>	<b>49,453</b>	<b>49,453</b>	<b>38,931</b>	<b>-10,522</b>	<b>-21.28%</b>
<b>1200 Non-Instructional Salaries, Regular Salary</b>							
1202 Non-Teaching - Executives	0	0	88,776	88,776	131,050	42,274	47.62%
1203 Non-Teaching - Deans	141,042	143,630	121,075	121,075	193,037	71,962	59.44%
1215 Counselors	825,194	884,498	948,601	948,601	1,101,705	153,104	16.14%
1235 Reassigned Time	78,743	163,007	130,645	130,645	96,521	-34,124	-26.12%
1240 Librarians	0	29,833	30,928	30,928	32,367	1,438	4.65%
1260 Administrative Salary Contingency	0	0	1,954	1,954	0	-1,954	-100.00%
<b>1200 Total &gt;</b>	<b>1,044,978</b>	<b>1,220,967</b>	<b>1,321,980</b>	<b>1,321,980</b>	<b>1,554,680</b>	<b>232,700</b>	<b>17.60%</b>
<b>1300 Instructional Salaries, Other Nonregular</b>							
1301 Hourly Teaching - Fall/Spring	30,000	10,255	29,139	29,139	0	-29,139	-100.00%
1302 Hourly Teaching - Early Spring	1,907	1,896	2,604	2,604	0	-2,604	-100.00%
1303 Hourly Teaching - Summer	21,353	19,204	28,355	28,355	12,000	-16,355	-57.68%
1306 Hourly Teaching - One-Time Overload	0	0	0	0	5,000	5,000	0.00%
1335 Hrly Inst - contract employee	7,103	6,791	11,195	11,195	0	-11,195	-100.00%
<b>1300 Total &gt;</b>	<b>60,363</b>	<b>38,146</b>	<b>71,293</b>	<b>71,293</b>	<b>17,000</b>	<b>-54,293</b>	<b>-76.15%</b>
<b>1400 Non-Instructional Salaries, Other Nonregular</b>							
1401 Hourly Non-Teaching - Fall/Spring	139,030	227,226	324,485	324,485	294,520	-29,965	-9.23%
1402 Hourly Non-Teaching - Early Spring	0	0	0	0	13,120	13,120	0.00%
1403 Hourly Non-Teaching - Summer	24,726	35,412	77,646	77,646	97,780	20,134	25.93%
1405 Hourly Non-Teaching - Retirees	2,000	0	0	0	0	0	0.00%
1406 Hourly Non-Teaching - Professional Expert	21,700	0	48,802	48,802	0	-48,802	-100.00%
1435 Hrly Non-Inst - contract employee	0	0	18,399	18,399	0	-18,399	-100.00%
<b>1400 Total &gt;</b>	<b>187,456</b>	<b>262,638</b>	<b>469,332</b>	<b>469,332</b>	<b>405,420</b>	<b>-63,912</b>	<b>-13.62%</b>
<b>1xxx Total &gt;</b>	<b>1,292,797</b>	<b>1,558,413</b>	<b>1,912,058</b>	<b>1,912,058</b>	<b>2,016,031</b>	<b>103,973</b>	<b>5.44%</b>
<b>2100 Non-Instructional Salaries, Regular Full-Time</b>							
2101 Non-Instructional Classified	578,356	591,851	620,347	620,347	744,249	123,902	19.97%
2110 Accrued Vacation Payoff	1,480	0	0	0	0	0	0.00%
2114 NI Classified-Educ Incentive	2,600	1,600	1,000	1,000	0	-1,000	-100.00%
2130 Class. Sal. Contingency	452	0	7,941	7,941	0	-7,941	-100.00%

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**General Fund (Fund 01)**

Print Date: Wednesday, August 17, 2016  
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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
<i>2100 Total &gt;</i>	<b>582,888</b>	<b>593,451</b>	<b>629,288</b>	<b>629,288</b>	<b>744,249</b>	<b>114,961</b>	<b>18.27%</b>
<i>2300 Non-Instructional, Other than Regular Full-Time</i>							
2301 Hourly Part Time, Permanent	19,058	10,366	15,604	15,604	15,767	163	1.04%
2302 Hourly Student Help	131,838	131,838	155,857	155,857	361,623	205,766	132.02%
2303 Hourly Overtime	0	0	0	0	700	700	0.00%
2304 Hourly Professional Experts	119,204	210,420	263,302	263,302	287,767	24,465	9.29%
2306 Hourly Temporary	0	20,684	47,863	47,863	85,000	37,137	77.59%
2308 Substitutes for Classified	4,845	0	0	0	0	0	0.00%
<i>2300 Total &gt;</i>	<b>274,945</b>	<b>373,308</b>	<b>482,626</b>	<b>482,626</b>	<b>750,856</b>	<b>268,230</b>	<b>55.58%</b>
<i>2400 Instructional Aides, Other than Full-Time Sched.</i>							
2401 Student Help	12,082	8,000	20,502	20,502	20,920	418	2.04%
2402 Hourly, Part Time, Permanent	95,130	80,895	98,876	98,876	94,817	-4,058	-4.10%
2403 Professional Experts (Instructional)	45,000	37,785	41,785	41,785	46,000	4,215	10.09%
2404 Hourly Temporary	44,398	42,717	29,634	29,634	50,569	20,935	70.65%
2405 Summer	5,896	9,822	8,082	8,082	3,000	-5,082	-62.88%
2406 Early Spring	385	387	0	0	0	0	0.00%
2408 Substitute	0	5,339	957	957	0	-957	-100.00%
<i>2400 Total &gt;</i>	<b>202,891</b>	<b>184,945</b>	<b>199,836</b>	<b>199,836</b>	<b>215,306</b>	<b>15,471</b>	<b>7.74%</b>
<i>2xxx Total &gt;</i>	<b>1,060,725</b>	<b>1,151,704</b>	<b>1,311,749</b>	<b>1,311,749</b>	<b>1,710,411</b>	<b>398,662</b>	<b>30.39%</b>
<i>3110 STRS Instructional</i>							
1101 Teaching	0	3,256	3,973	3,973	4,847	874	22.00%
1301 Hourly Teaching - Fall/Spring	2,475	911	3,127	3,127	0	-3,127	-100.00%
1302 Hourly Teaching - Early Spring	157	168	279	279	0	-279	-100.00%
1303 Hourly Teaching - Summer	1,762	1,766	2,923	2,923	1,288	-1,635	-55.94%
1306 Hourly Teaching - One-Time Overload	0	0	0	0	300	300	0.00%
1335 Hrly Inst - contract employee	586	603	1,201	1,201	0	-1,201	-100.00%
<i>3110 Total &gt;</i>	<b>4,980</b>	<b>6,704</b>	<b>11,503</b>	<b>11,503</b>	<b>6,435</b>	<b>-5,068</b>	<b>-44.06%</b>
<i>3120 STRS Non-Instructional</i>							
1202 Non-Teaching - Executives	0	0	9,526	9,526	9,272	-254	-2.66%
1203 Non-Teaching - Deans	11,636	12,754	12,991	12,991	23,374	10,383	79.92%
1215 Counselors	64,541	68,102	96,467	96,467	114,426	17,960	18.62%
1235 Reassigned Time	6,496	14,383	14,018	14,018	12,142	-1,876	-13.38%
1240 Librarians	0	2,649	3,319	3,319	4,072	753	22.69%

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
1401 Hourly Non-Teaching - Fall/Spring	11,720	20,388	33,187	33,187	6,558	-26,629	-80.24%
1403 Hourly Non-Teaching - Summer	2,597	3,104	7,176	7,176	268	-6,908	-96.27%
1406 Hourly Non-Teaching - Professional Expert	1,790	0	894	894	0	-894	-100.00%
1435 Hrly Non-Inst - contract employee	0	0	1,974	1,974	0	-1,974	-100.00%
2404 Hourly Temporary	0	137	137	137	1,288	1,151	840.15%
<b>3210 Total &gt;</b>	<b>98,780</b>	<b>121,518</b>	<b>179,689</b>	<b>179,689</b>	<b>171,401</b>	<b>-8,288</b>	<b>-4.61%</b>
<b>3210 PERS Instructional</b>							
2402 Hourly, Part Time, Permanent	4,181	4,471	6,693	6,693	7,499	806	12.04%
2405 Summer	821	0	292	292	0	-292	-100.00%
<b>3210 Total &gt;</b>	<b>5,002</b>	<b>4,471</b>	<b>6,985</b>	<b>6,985</b>	<b>7,499</b>	<b>514</b>	<b>7.36%</b>
<b>3220 PERS Non-Instructional</b>							
1202 Non-Teaching - Executives	0	0	0	0	11,633	11,633	0.00%
1215 Counselors	4,906	13,841	14,522	14,522	10,129	-4,393	-30.25%
2101 Non-Instructional Classified	106,660	111,096	116,917	116,917	138,281	21,364	18.27%
2114 NI Classified-Educ Incentive	0	300	188	188	0	-188	-100.00%
2301 Hourly Part Time, Permanent	0	0	2,941	2,941	3,293	352	11.98%
2304 Hourly Professional Experts	13,639	24,769	28,445	28,445	18,085	-10,360	-36.42%
2306 Hourly Temporary	0	176	176	176	0	-176	-100.00%
<b>3220 Total &gt;</b>	<b>125,205</b>	<b>150,182</b>	<b>163,189</b>	<b>163,189</b>	<b>181,420</b>	<b>18,231</b>	<b>11.17%</b>
<b>3310 OASDI (FICA) Instructional</b>							
2402 Hourly, Part Time, Permanent	1,406	1,477	2,202	2,202	2,226	24	1.09%
2404 Hourly Temporary	0	45	45	45	62	17	37.78%
2405 Summer	276	0	96	96	0	-96	-100.00%
<b>3310 Total &gt;</b>	<b>1,682</b>	<b>1,522</b>	<b>2,343</b>	<b>2,343</b>	<b>2,288</b>	<b>-55</b>	<b>-2.34%</b>
<b>3320 OASDI (FICA) Non-Instructional</b>							
1202 Non-Teaching - Executives	0	0	0	0	5,193	5,193	0.00%
1215 Counselors	2,658	7,290	7,629	7,629	4,766	-2,864	-37.53%
2101 Non-Instructional Classified	35,858	36,695	38,461	38,461	41,372	2,911	7.57%
2110 Accrued Vacation Payoff	92	0	0	0	0	0	0.00%
2114 NI Classified-Educ Incentive	161	99	62	62	0	-62	-100.00%
2301 Hourly Part Time, Permanent	0	0	967	967	978	10	1.04%
2303 Hourly Overtime	0	0	0	0	43	43	0.00%
2304 Hourly Professional Experts	7,391	13,045	14,166	14,166	325	-13,841	-97.71%
2306 Hourly Temporary	0	93	93	93	0	-93	-100.00%

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
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Object 3320 Total >

Budget	Budget	Budget	Budget	Budget	Variance**	(%)
13-14	14-15	15-16	15-16	16-17		
46,160	57,222	61,379	61,379	52,676	-8,703	-14.18%

**3330 Medicare Instructional**

1101	Teaching
1301	Hourly Teaching - Fall/Spring
1302	Hourly Teaching - Early Spring
1303	Hourly Teaching - Summer
1306	Hourly Teaching - One-Time Overload
1335	Hrly Inst - contract employee
1401	Hourly Non-Teaching - Fall/Spring
2402	Hourly, Part Time, Permanent
2403	Professional Experts (Instructional)
2404	Hourly Temporary
2405	Summer
2406	Early Spring
2408	Substitute

3330 Total >

0	532	537	537	559	22	4.06%
435	149	422	422	0	-422	-100.00%
28	27	38	38	0	-38	-100.00%
309	278	411	411	174	-237	-57.66%
0	0	0	0	73	73	0.00%
103	98	162	162	0	-162	-100.00%
108	401	0	0	0	0	0.00%
1,379	1,173	1,434	1,434	1,186	-247	-17.26%
654	548	606	606	666	60	9.90%
644	525	430	430	653	223	51.86%
85	142	117	117	44	-73	-62.39%
6	6	0	0	0	0	0.00%
0	77	14	14	0	-14	-100.00%
3,751	3,956	4,171	4,171	3,355	-816	-19.56%

**3340 Medicare Non-Instructional**

1202	Non-Teaching - Executives
1203	Non-Teaching - Deans
1215	Counselors
1235	Reassigned Time
1240	Librarians
1401	Hourly Non-Teaching - Fall/Spring
1402	Hourly Non-Teaching - Early Spring
1403	Hourly Non-Teaching - Summer
1405	Hourly Non-Teaching - Retirees
1406	Hourly Non-Teaching - Professional Expert
1435	Hrly Non-Inst - contract employee
2101	Non-Instructional Classified
2110	Accrued Vacation Payoff
2114	NI Classified-Educ Incentive
2301	Hourly Part Time, Permanent
2303	Hourly Overtime
2304	Hourly Professional Experts

0	0	1,287	1,287	1,900	613	47.62%
2,045	2,083	1,756	1,756	2,799	1,043	59.44%
11,965	12,825	13,755	13,755	14,304	549	3.99%
421	1,643	1,047	1,047	522	-524	-50.11%
0	433	448	448	469	21	4.65%
1,908	2,895	4,705	4,705	4,008	-697	-14.81%
0	0	0	0	190	190	0.00%
359	514	1,126	1,126	1,167	41	3.64%
29	0	0	0	0	0	0.00%
315	0	1,019	1,019	0	-1,019	-100.00%
0	0	267	267	0	-267	-100.00%
8,386	8,582	8,995	8,995	9,676	681	7.57%
22	0	0	0	0	0	0.00%
38	23	15	15	0	-15	-100.00%
276	150	226	226	229	2	1.04%
0	0	0	0	10	10	0.00%
1,728	3,051	3,648	3,648	16,851	13,203	361.92%

**Object Analysis (Detail)**  
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Object	
2306	Hourly Temporary
2308	Substitutes for Classified
2404	Hourly Temporary
<i>3340 Total &gt;</i>	

**3400 Health and Welfare Benefits**

3450	H & W Payments
<i>3400 Total &gt;</i>	

**3510 SUI Instructional**

1101	Teaching
1301	Hourly Teaching - Fall/Spring
1302	Hourly Teaching - Early Spring
1303	Hourly Teaching - Summer
1306	Hourly Teaching - One-Time Overload
1335	Hrly Inst - contract employee
1401	Hourly Non-Teaching - Fall/Spring
2402	Hourly, Part Time, Permanent
2403	Professional Experts (Instructional)
2404	Hourly Temporary
2405	Summer
2406	Early Spring
2408	Substitute
<i>3510 Total &gt;</i>	

**3520 SUI Non-Instructional**

1202	Non-Teaching - Executives
1203	Non-Teaching - Deans
1215	Counselors
1235	Reassigned Time
1240	Librarians
1401	Hourly Non-Teaching - Fall/Spring
1402	Hourly Non-Teaching - Early Spring
1403	Hourly Non-Teaching - Summer
1405	Hourly Non-Teaching - Retirees
1406	Hourly Non-Teaching - Professional Expert
1435	Hrly Non-Inst - contract employee

Budget	Budget	Budget	Budget	Budget	Variance**	(%)
13-14	14-15	15-16	15-16	16-17		
0	300	694	694	7,801	7,107	#####
71	0	0	0	0	0	0.00%
0	96	0	0	0	0	0.00%
<b>27,564</b>	<b>32,595</b>	<b>38,988</b>	<b>38,988</b>	<b>59,926</b>	<b>20,938</b>	<b>53.70%</b>
0	616,845	679,406	679,406	668,416	-10,990	-1.62%
<b>0</b>	<b>616,845</b>	<b>679,406</b>	<b>679,406</b>	<b>668,416</b>	<b>-10,990</b>	<b>-1.62%</b>
0	18	19	19	19	1	4.06%
15	5	14	14	0	-14	-100.00%
1	1	1	1	0	-1	-100.00%
113	10	15	15	6	-9	-60.00%
0	0	0	0	150	150	0.00%
4	3	6	6	0	-6	-100.00%
4	14	0	0	0	0	0.00%
46	39	48	48	45	-2	-5.02%
495	19	21	21	212	191	909.52%
22	20	16	16	125	109	681.25%
3	5	4	4	15	11	275.00%
1	1	0	0	0	0	0.00%
0	3	0	0	0	0	0.00%
<b>704</b>	<b>138</b>	<b>143</b>	<b>143</b>	<b>573</b>	<b>429</b>	<b>299.41%</b>
0	0	44	44	66	21	47.62%
71	72	59	59	97	38	63.81%
413	442	474	474	493	19	3.99%
39	82	65	65	48	-17	-26.12%
0	15	15	15	16	1	4.65%
325	102	163	163	1,018	855	524.54%
0	0	0	0	65	65	0.00%
29	18	41	41	379	338	824.39%
1	0	0	0	0	0	0.00%
11	0	21	21	0	-21	-100.00%
0	0	9	9	0	-9	-100.00%

**Object Analysis (Detail)**  
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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
2101 Non-Instructional Classified	289	296	310	310	334	23	7.57%
2110 Accrued Vacation Payoff	2	0	0	0	0	0	0.00%
2114 NI Classified-Educ Incentive	2	1	1	1	0	-1	-100.00%
2301 Hourly Part Time, Permanent	10	5	8	8	8	0	1.04%
2303 Hourly Overtime	0	0	0	0	4	4	0.00%
2304 Hourly Professional Experts	60	106	126	126	451	325	258.10%
2306 Hourly Temporary	0	11	25	25	1,050	1,025	#####
2308 Substitutes for Classified	3	0	0	0	0	0	0.00%
2404 Hourly Temporary	0	3	0	0	0	0	0.00%
<b>3520 Total &gt;</b>	<b>1,254</b>	<b>1,153</b>	<b>1,362</b>	<b>1,362</b>	<b>4,028</b>	<b>2,666</b>	<b>195.69%</b>
<b>3610 WC Instructional</b>							
1101 Teaching	0	1,100	1,111	1,111	1,156	45	4.06%
1301 Hourly Teaching - Fall/Spring	900	308	874	874	0	-874	-100.00%
1302 Hourly Teaching - Early Spring	57	57	78	78	0	-78	-100.00%
1303 Hourly Teaching - Summer	641	576	851	851	360	-491	-57.70%
1335 Hrly Inst - contract employee	213	204	336	336	0	-336	-100.00%
1401 Hourly Non-Teaching - Fall/Spring	222	830	0	0	0	0	0.00%
2401 Student Help	362	240	616	616	178	-438	-71.17%
2402 Hourly, Part Time, Permanent	2,854	2,427	2,966	2,966	2,782	-185	-6.22%
2403 Professional Experts (Instructional)	1,350	1,134	1,254	1,254	1,380	126	10.05%
2404 Hourly Temporary	1,332	1,083	889	889	1,338	449	50.51%
2405 Summer	177	295	243	243	90	-153	-62.96%
2406 Early Spring	11	12	0	0	0	0	0.00%
2408 Substitute	0	160	29	29	0	-29	-100.00%
<b>3610 Total &gt;</b>	<b>8,119</b>	<b>8,426</b>	<b>9,247</b>	<b>9,247</b>	<b>7,283</b>	<b>-1,964</b>	<b>-21.24%</b>
<b>3620 WC Non-Instructional</b>							
1202 Non-Teaching - Executives	0	0	2,663	2,663	3,932	1,268	47.62%
1203 Non-Teaching - Deans	4,231	4,309	3,632	3,632	5,791	2,159	59.44%
1215 Counselors	24,756	26,535	28,458	28,458	29,594	1,136	3.99%
1235 Reassigned Time	2,362	4,890	3,919	3,919	2,896	-1,024	-26.12%
1240 Librarians	0	895	928	928	971	43	4.65%
1401 Hourly Non-Teaching - Fall/Spring	3,948	5,987	9,735	9,735	6,795	-2,940	-30.20%
1402 Hourly Non-Teaching - Early Spring	0	0	0	0	393	393	0.00%
1403 Hourly Non-Teaching - Summer	741	1,062	2,330	2,330	1,815	-515	-22.10%

\*\*Variance: Column 5 - Column 3.



**Object Analysis (Detail)**  
**Expense by Object - Summary**  
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Object	
1405	Hourly Non-Teaching - Retirees
1406	Hourly Non-Teaching - Professional Expert
1435	Hrly Non-Inst - contract employee
2101	Non-Instructional Classified
2110	Accrued Vacation Payoff
2114	NI Classified-Educ Incentive
2301	Hourly Part Time, Permanent
2302	Hourly Student Help
2303	Hourly Overtime
2304	Hourly Professional Experts
2306	Hourly Temporary
2308	Substitutes for Classified
2404	Hourly Temporary
<i>3620 Total &gt;</i>	

Budget	Budget	Budget	Budget	Budget	Variance**	(%)
13-14	14-15	15-16	15-16	16-17		
60	0	0	0	0	0	0.00%
651	0	1,389	1,389	0	-1,389	-100.00%
0	0	552	552	127	-425	-76.99%
17,351	17,756	18,610	18,610	20,019	1,408	7.57%
44	0	0	0	0	0	0.00%
78	48	30	30	0	-30	-100.00%
572	311	468	468	473	5	1.04%
0	0	721	721	6,338	5,617	779.06%
0	0	0	0	21	21	0.00%
3,576	6,313	7,600	7,600	6,016	-1,584	-20.84%
0	621	1,436	1,436	1,800	364	25.35%
145	0	0	0	0	0	0.00%
0	198	0	0	0	0	0.00%
<b>58,515</b>	<b>68,925</b>	<b>82,472</b>	<b>82,472</b>	<b>86,980</b>	<b>4,508</b>	<b>5.47%</b>

*3900 Other Benefits*

1101	Teaching
1120	Faculty Salary Contingency
1260	Administrative Salary Contingency
1401	Hourly Non-Teaching - Fall/Spring
1406	Hourly Non-Teaching - Professional Expert
2130	Class. Sal. Contingency
3900	Benefits contingency
3930	Educational Incentive/Classified
<i>3900 Total &gt;</i>	
<i>3xxx Total &gt;</i>	

0	180	0	0	0	0	0.00%
0	0	1,923	1,923	64	-1,859	-96.67%
0	0	299	299	0	-299	-100.00%
0	0	85	85	0	-85	-100.00%
0	0	2,318	2,318	0	-2,318	-100.00%
264	0	2,176	2,176	0	-2,176	-100.00%
0	0	332	332	0	-332	-100.00%
0	0	1,506	1,506	0	-1,506	-100.00%
<b>264</b>	<b>180</b>	<b>8,639</b>	<b>8,639</b>	<b>64</b>	<b>-8,575</b>	<b>-99.26%</b>
<b>381,981</b>	<b>1,073,834</b>	<b>1,249,517</b>	<b>1,249,517</b>	<b>1,252,345</b>	<b>2,828</b>	<b>0.23%</b>

*4300 Instructional Supplies*

4306	Fee Generated Art Supplies
4312	Instructional Program Materials
4331	Subscription
4335	Computer Software ( Upgrades & New)
4350	Books
4503	Subscription
<i>4300 Total &gt;</i>	

0	10,000	10,000	10,000	5,000	-5,000	-50.00%
126,409	128,848	110,479	110,479	103,215	-7,264	-6.57%
5,700	4,700	130	130	0	-130	-100.00%
2,250	2,250	8,000	8,000	6,000	-2,000	-25.00%
300	300	1,800	1,800	300	-1,500	-83.33%
0	0	500	500	500	0	0.00%
<b>134,659</b>	<b>146,098</b>	<b>130,909</b>	<b>130,909</b>	<b>115,015</b>	<b>-15,894</b>	<b>-12.14%</b>

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
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Object

**4500 Non-Instructional Supplies**

4503	Subscription
4507	Recruiting
4509	Printing Charges (Print Shop Only)
4511	Printing (Non- Printshop)
4514	Graduation Supplies
4525	Office Supplies
4540	State/County Health Required Innoculations
4556	Professional Reference Books

4500 Total >

**4700 Food**

4706	Food (Receptions,Special Events, Program Supp
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4700 Total >

4xxx Total >

**5100 Contracts**

5109	MPC Extended POST Academy
5114	Technical Assistance/Training
5122	CHOMP (Community Hospital Of Monterey Pe
5124	Program Consultant
5131	Engineering & Design Services
5139	Specialists/Workshops
5145	Temp. Contract Service
5165	School of Nursing-Consultant
5174	Temporary Service Agency
5180	Contract Services

5100 Total >

**5200 Travel and Conference Expenses**

5203	Field Trips
5204	Staff Candidate Travel Reimbursement
5220	Conference Attendance & Related Expenses
5221	State Fire Training Course Fee
5230	Mileage
5245	Participant Support - Stipend

Budget	Budget	Budget	Budget	Budget	Variance**	(%)
13-14	14-15	15-16	15-16	16-17		
0	0	0	0	35,000	35,000	0.00%
697	704	704	704	17,500	16,796	#####
0	0	200	200	600	400	200.00%
4,350	10,740	14,615	14,615	24,847	10,232	70.01%
0	1,500	1,500	1,500	20,500	19,000	#####
50,173	47,738	68,175	68,175	110,287	42,112	61.77%
800	800	400	400	400	0	0.00%
0	0	500	500	250	-250	-50.00%
<b>56,020</b>	<b>61,482</b>	<b>86,094</b>	<b>86,094</b>	<b>209,384</b>	<b>123,290</b>	<b>143.20%</b>
20,540	29,553	38,696	38,696	51,424	12,728	32.89%
<b>20,540</b>	<b>29,553</b>	<b>38,696</b>	<b>38,696</b>	<b>51,424</b>	<b>12,728</b>	<b>32.89%</b>
<b>211,219</b>	<b>237,133</b>	<b>255,699</b>	<b>255,699</b>	<b>375,823</b>	<b>120,124</b>	<b>46.98%</b>
0	0	0	0	461,434	461,434	0.00%
800	0	0	0	10,000	10,000	0.00%
156,471	216,762	216,762	216,762	243,872	27,110	12.51%
179,334	287,140	212,532	212,532	163,525	-49,007	-23.06%
0	0	35,523	35,523	0	-35,523	-100.00%
0	0	0	0	13,000	13,000	0.00%
69,970	62,392	70,000	70,000	65,550	-4,450	-6.36%
8,836	9,735	7,116	7,116	0	-7,116	-100.00%
1,000	1,000	757	757	2,000	1,243	164.20%
169,275	180,775	164,121	164,121	167,800	3,679	2.24%
<b>585,686</b>	<b>757,804</b>	<b>706,811</b>	<b>706,811</b>	<b>1,127,181</b>	<b>420,370</b>	<b>59.47%</b>
30,042	31,707	37,408	37,408	39,898	2,490	6.66%
0	0	0	0	3,000	3,000	0.00%
196,048	236,709	268,127	268,127	377,318	109,191	40.72%
39,520	55,000	45,000	45,000	40,000	-5,000	-11.11%
30	5,030	4,288	4,288	5,450	1,162	27.10%
67,512	247,980	249,880	249,880	111,822	-138,058	-55.25%

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**General Fund (Fund 01)**

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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
5246 Participant Support- Travel	0	0	0	0	49,950	49,950	0.00%
5247 Participant Support- Subsistence	0	0	0	0	44,950	44,950	0.00%
5248 Participant Support-Other	0	0	0	0	69,980	69,980	0.00%
<b>5200 Total &gt;</b>	<b>333,152</b>	<b>576,426</b>	<b>604,703</b>	<b>604,703</b>	<b>742,368</b>	<b>137,665</b>	<b>22.77%</b>
<b>5300 Dues and Memberships</b>							
5306 Professional Organization/Service Club (Membe	1,100	1,100	700	700	4,050	3,350	478.57%
5328 License Fee Renewal	0	0	0	0	9,500	9,500	0.00%
<b>5300 Total &gt;</b>	<b>1,100</b>	<b>1,100</b>	<b>700</b>	<b>700</b>	<b>13,550</b>	<b>12,850</b>	<b>#####</b>
<b>5400 Insurance</b>							
5401 Insurance (Property, Liability, Children's Ctr)	500	500	500	500	500	0	0.00%
5409 Student Accident Insurance	44,738	45,418	44,717	44,717	44,717	0	0.00%
<b>5400 Total &gt;</b>	<b>45,238</b>	<b>45,918</b>	<b>45,217</b>	<b>45,217</b>	<b>45,217</b>	<b>0</b>	<b>0.00%</b>
<b>5500 Utilities and Housekeeping Services</b>							
5505 Gasoline & Oil	0	0	6,000	6,000	6,000	0	0.00%
5528 Mobile Phone	500	500	275	275	0	-275	-100.00%
<b>5500 Total &gt;</b>	<b>500</b>	<b>500</b>	<b>6,275</b>	<b>6,275</b>	<b>6,000</b>	<b>-275</b>	<b>-4.38%</b>
<b>5600 Rents, Leases and Repairs</b>							
5604 Vehicle Repair/Maintenance	0	6,500	6,500	6,500	6,500	0	0.00%
5620 Maintenance Agreement	1,500	7,750	78,450	78,450	82,200	3,750	4.78%
5621 Computer Hardware Maintenance	0	0	0	0	1,334	1,334	0.00%
5622 Computer Software Maintenance	8,966	78,257	60,700	60,700	75,711	15,011	24.73%
5623 Tech Service/Support	0	0	4,000	4,000	4,000	0	0.00%
5630 Equipment Repair	500	12,500	12,700	12,700	22,700	10,000	78.74%
5637 Copier Equipment Lease	0	0	9,000	9,000	9,000	0	0.00%
<b>5600 Total &gt;</b>	<b>10,966</b>	<b>105,007</b>	<b>171,350</b>	<b>171,350</b>	<b>201,445</b>	<b>30,095</b>	<b>17.56%</b>
<b>5700 Legal, Election and Audit Expenses</b>							
5710 Legal (Advertising & Fees)	0	0	6,327	6,327	0	-6,327	-100.00%
<b>5700 Total &gt;</b>	<b>0</b>	<b>0</b>	<b>6,327</b>	<b>6,327</b>	<b>0</b>	<b>-6,327</b>	<b>#####</b>
<b>5800 Other Services &amp; Expense</b>							
5802 Advertising	0	0	0	0	13,820	13,820	0.00%
5804 Miscellaneous Expense	0	0	2,717	2,717	295,611	292,894	#####
5813 Marketing	0	0	0	0	3,000	3,000	0.00%
5816 Special Events	5,000	15,000	20,000	20,000	330,678	310,678	#####
5834 Indirect Cost	127,754	171,414	257,413	257,413	214,183	-43,230	-16.79%

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**General Fund (Fund 01)**

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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
5837 Guest Lecturer/Speaker	700	0	0	0	0	0	0.00%
5839 Other Services	56,000	14,000	11,400	11,400	29,908	18,508	162.35%
5861 Subaward Wash. State Univ.	0	35,944	35,944	35,944	35,944	0	0.00%
5879 Refunds	0	5,500	10,000	10,000	10,000	0	0.00%
5884 Children's Center - Background Check	0	0	1,500	1,500	0	-1,500	-100.00%
<i>5800 Total &gt;</i>	<b>189,454</b>	<b>241,858</b>	<b>338,974</b>	<b>338,974</b>	<b>933,144</b>	<b>594,170</b>	<b>175.28%</b>
<i>5xxx Total &gt;</i>	<b>1,166,096</b>	<b>1,728,613</b>	<b>1,880,356</b>	<b>1,880,356</b>	<b>3,068,905</b>	<b>1,188,548</b>	<b>63.21%</b>
<b>6100 Sites and Site Improvements</b>							
6105 Building Renovation/Repair	0	0	57,691	57,691	0	-57,691	-100.00%
<i>6100 Total &gt;</i>	<b>0</b>	<b>0</b>	<b>57,691</b>	<b>57,691</b>	<b>0</b>	<b>-57,691</b>	<b>#####</b>
<b>6300 Library Books</b>							
6301 Library Materials	0	0	68,000	68,000	33,000	-35,000	-51.47%
6310 PC Software	16,960	6,400	5,500	5,500	0	-5,500	-100.00%
<i>6300 Total &gt;</i>	<b>16,960</b>	<b>6,400</b>	<b>73,500</b>	<b>73,500</b>	<b>33,000</b>	<b>-40,500</b>	<b>-55.10%</b>
<b>6400 Capital Equipment - New</b>							
6403 Equipment Replacement	0	0	3,500	3,500	0	-3,500	-100.00%
6404 Equipment Purchase - New	0	0	77,932	77,932	84,300	6,368	8.17%
6405 Instructional Equipment - New	294,038	362,949	682,302	682,302	893,756	211,454	30.99%
6409 PC Hardware - Instructional - New	0	0	750	750	750	0	0.00%
6410 Instructional Equipment - Replacement	0	0	39,333	39,333	500	-38,833	-98.73%
6413 Classroom furniture (05-06)	0	0	6,500	6,500	0	-6,500	-100.00%
6425 Non-Instructional Equipment - Replacement	2,000	12,008	8,500	8,500	26,500	18,000	211.76%
<i>6400 Total &gt;</i>	<b>296,038</b>	<b>374,957</b>	<b>818,817</b>	<b>818,817</b>	<b>1,005,806</b>	<b>186,989</b>	<b>22.84%</b>
<i>6xxx Total &gt;</i>	<b>312,998</b>	<b>381,357</b>	<b>950,008</b>	<b>950,008</b>	<b>1,038,806</b>	<b>88,798</b>	<b>9.35%</b>
<b>7300 Interfund Transfers - Out</b>							
7309 Health & Welfare Interfund Transfer Out	527,398	0	0	0	0	0	0.00%
<i>7300 Total &gt;</i>	<b>527,398</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>7500 Student Financial Aid Payment</b>							
7501 Payment to Student	54,042	46,504	55,380	55,380	119,611	64,231	115.98%
7502 Child Care Grants to students	8,781	18,242	15,623	15,623	69,852	54,229	347.11%
<i>7500 Total &gt;</i>	<b>62,823</b>	<b>64,746</b>	<b>71,003</b>	<b>71,003</b>	<b>189,463</b>	<b>118,460</b>	<b>166.84%</b>
<b>7600 Other Payments to Students</b>							
7602 Textbooks/Supplies Vouchers	207,802	413,757	787,988	787,988	449,735	-338,253	-42.93%

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**General Fund (Fund 01)**

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Object	
7604	Student Meal Ticket

7600 Total >

7xxx Total >

Budget	Budget	Budget	Budget	Budget	Variance**	(%)
13-14	14-15	15-16	15-16	16-17		
40,000	35,000	40,000	40,000	50,000	10,000	25.00%
247,802	448,757	827,988	827,988	499,735	-328,253	-39.64%
838,023	513,503	898,991	898,991	689,198	-209,793	-23.34%
5,263,840	6,644,558	8,458,378	8,458,378	10,151,518	1,693,141	20.02%

General Fund (Fund 01)

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Grand Totals**

*Print Date: Wednesday, August 17, 2016*  
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Object	Budget	Budget	Budget	Budget	Budget	Variance**	(%)
	13-14	14-15	15-16	15-16	16-17		
	5,263,840	6,644,558	8,458,378	8,458,378	10,151,518	1,693,141	20.02%

**\*\*Variance: Column 5 - Column 3.**

# **Exhibit C**

## **Child Development Center Fund**

**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**Child Development (Fund 04)**

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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
<b>8800 Local Revenues</b>							
8838 Child Care Enrollment Fee	270	1,270	0	0	1,400	1,400	0.00%
8847 Summer Program	15,230	15,230	0	0	0	0	0.00%
8887 Optional Fee	0	0	0	0	100	100	0.00%
8892 Child Care Fee - Full Cost	0	0	82,508	82,508	0	-82,508	-100.00%
<b>8800 Total &gt;</b>	<b>15,500</b>	<b>16,500</b>	<b>82,508</b>	<b>82,508</b>	<b>1,500</b>	<b>-81,008</b>	<b>-98.18%</b>
<b>8870 Local Revenue</b>							
8825 Child Care Fees (Other)	6,000	5,000	0	0	10,250	10,250	0.00%
8892 Child Care Fee - Full Cost	40,250	20,000	0	0	43,881	43,881	0.00%
<b>8870 Total &gt;</b>	<b>46,250</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>54,131</b>	<b>54,131</b>	<b>0.00%</b>
<b>8900 Other</b>							
8985 Interfund Transfer - In (Fund 01 RGF)	248,823	260,707	50,000	50,000	100,000	50,000	100.00%
<b>8900 Total &gt;</b>	<b>248,823</b>	<b>260,707</b>	<b>50,000</b>	<b>50,000</b>	<b>100,000</b>	<b>50,000</b>	<b>100.00%</b>
<b>8xxx Total &gt;</b>	<b>310,573</b>	<b>302,207</b>	<b>132,508</b>	<b>132,508</b>	<b>155,631</b>	<b>23,123</b>	<b>17.45%</b>
<b>Child Development (Fund 04)</b>	<b>310,573</b>	<b>302,207</b>	<b>132,508</b>	<b>132,508</b>	<b>155,631</b>	<b>23,123</b>	<b>17.45%</b>

\*\*Variance: Column 5 - Column 3.



**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**Grand Totals**

Print Date: Wednesday, August 17, 2016  
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Object	Budget	Budget	Budget	Budget	Budget	Variance**	(%)
	13-14	14-15	15-16	15-16	16-17		
	310,573	302,207	132,508	132,508	155,631	23,123	17.45%

**\*\*Variance: Column 5 - Column 3.**

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Child Development (Fund 04)**

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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
<b>2100 Non-Instructional Salaries, Regular Full-Time</b>							
2102 Managers	65,244	61,698	59,570	59,570	67,918	8,348	14.01%
2120 MSC Salary Contingency	0	0	643	643	0	-643	-100.00%
2130 Class. Sal. Contingency	0	0	273	273	0	-273	-100.00%
<b>2100 Total &gt;</b>	<b>65,244</b>	<b>61,698</b>	<b>60,486</b>	<b>60,486</b>	<b>67,918</b>	<b>7,432</b>	<b>12.29%</b>
<b>2200 Instructional Aides, Regular Full-Time Schedule</b>							
2201 Instructional Aid	74,710	74,710	0	0	0	0	0.00%
<b>2200 Total &gt;</b>	<b>74,710</b>	<b>74,710</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>2300 Non-Instructional, Other than Regular Full-Time</b>							
2301 Hourly Part Time, Permanent	10,222	10,738	25,277	25,277	36,378	11,101	43.92%
<b>2300 Total &gt;</b>	<b>10,222</b>	<b>10,738</b>	<b>25,277</b>	<b>25,277</b>	<b>36,378</b>	<b>11,101</b>	<b>43.92%</b>
<b>2400 Instructional Aides, Other than Full-Time Sched.</b>							
2401 Student Help	1,643	1,643	0	0	0	0	0.00%
2402 Hourly, Part Time, Permanent	34,151	30,395	0	0	0	0	0.00%
2405 Summer	9,435	9,435	0	0	0	0	0.00%
<b>2400 Total &gt;</b>	<b>45,229</b>	<b>41,473</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>2xxx Total &gt;</b>	<b>195,405</b>	<b>188,619</b>	<b>85,763</b>	<b>85,763</b>	<b>104,296</b>	<b>18,533</b>	<b>21.61%</b>
<b>3210 PERS Instructional</b>							
2201 Instructional Aid	13,778	14,024	0	0	0	0	0.00%
2405 Summer	1,740	1,740	0	0	0	0	0.00%
<b>3210 Total &gt;</b>	<b>15,518</b>	<b>15,764</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>3220 PERS Non-Instructional</b>							
2102 Managers	12,032	11,581	11,227	11,227	14,029	2,802	24.95%
2301 Hourly Part Time, Permanent	0	0	4,764	4,764	4,764	0	0.00%
<b>3220 Total &gt;</b>	<b>12,032</b>	<b>11,581</b>	<b>15,991</b>	<b>15,991</b>	<b>18,793</b>	<b>2,802</b>	<b>17.52%</b>
<b>3310 OASDI (FICA) Instructional</b>							
2201 Instructional Aid	4,632	4,632	0	0	0	0	0.00%
2405 Summer	585	585	0	0	0	0	0.00%
<b>3310 Total &gt;</b>	<b>5,217</b>	<b>5,217</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>3320 OASDI (FICA) Non-Instructional</b>							
2102 Managers	4,045	3,825	3,693	3,693	4,211	518	14.01%
2301 Hourly Part Time, Permanent	0	0	1,567	1,567	1,567	0	0.00%
<b>3320 Total &gt;</b>	<b>4,045</b>	<b>3,825</b>	<b>5,261</b>	<b>5,261</b>	<b>5,778</b>	<b>518</b>	<b>9.84%</b>

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Child Development (Fund 04)**

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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
<b>3330 Medicare Instructional</b>							
2201 Instructional Aid	1,083	1,083	0	0	0	0	0.00%
2402 Hourly, Part Time, Permanent	495	441	0	0	0	0	0.00%
2405 Summer	137	137	0	0	0	0	0.00%
<b>3330 Total &gt;</b>	<b>1,715</b>	<b>1,661</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>3340 Medicare Non-Instructional</b>							
2102 Managers	946	895	864	864	985	121	14.01%
2301 Hourly Part Time, Permanent	148	156	367	367	174	-193	-52.61%
<b>3340 Total &gt;</b>	<b>1,094</b>	<b>1,050</b>	<b>1,230</b>	<b>1,230</b>	<b>1,159</b>	<b>-72</b>	<b>-5.83%</b>
<b>3400 Health and Welfare Benefits</b>							
3450 H & W Payments	0	65,801	17,654	17,654	19,419	1,765	10.00%
<b>3400 Total &gt;</b>	<b>0</b>	<b>65,801</b>	<b>17,654</b>	<b>17,654</b>	<b>19,419</b>	<b>1,765</b>	<b>10.00%</b>
<b>3510 SUI Instructional</b>							
2201 Instructional Aid	37	37	0	0	0	0	0.00%
2402 Hourly, Part Time, Permanent	17	15	0	0	0	0	0.00%
2405 Summer	5	5	0	0	0	0	0.00%
<b>3510 Total &gt;</b>	<b>59</b>	<b>58</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>3520 SUI Non-Instructional</b>							
2102 Managers	33	31	30	30	34	4	14.01%
2301 Hourly Part Time, Permanent	5	5	13	13	6	-7	-52.61%
<b>3520 Total &gt;</b>	<b>38</b>	<b>36</b>	<b>42</b>	<b>42</b>	<b>40</b>	<b>-2</b>	<b>-5.83%</b>
<b>3610 WC Instructional</b>							
2201 Instructional Aid	2,241	2,241	0	0	0	0	0.00%
2401 Student Help	69	69	0	0	0	0	0.00%
2402 Hourly, Part Time, Permanent	1,025	912	0	0	0	0	0.00%
2405 Summer	283	283	0	0	0	0	0.00%
<b>3610 Total &gt;</b>	<b>3,618</b>	<b>3,505</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>3620 WC Non-Instructional</b>							
2102 Managers	1,957	1,851	1,787	1,787	2,038	250	14.01%
2301 Hourly Part Time, Permanent	307	322	758	758	359	-399	-52.61%
<b>3620 Total &gt;</b>	<b>2,264</b>	<b>2,173</b>	<b>2,545</b>	<b>2,545</b>	<b>2,397</b>	<b>-148</b>	<b>-5.83%</b>
<b>3900 Other Benefits</b>							
2120 MSC Salary Contingency	0	0	190	190	0	-190	-100.00%
2130 Class. Sal. Contingency	0	0	81	81	0	-81	-100.00%

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Child Development (Fund 04)**

Print Date: Wednesday, August 17, 2016  
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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
<i>3900 Total &gt;</i>	0	0	271	271	0	-271	#####
<i>3xxx Total &gt;</i>	45,601	110,672	42,995	42,995	47,585	4,591	10.68%
<b>4300 Instructional Supplies</b>							
4312 Instructional Program Materials	270	270	0	0	0	0	0.00%
<i>4300 Total &gt;</i>	270	270	0	0	0	0	0.00%
<b>4500 Non-Instructional Supplies</b>							
4525 Office Supplies	1,581	2,046	3,750	3,750	3,750	0	0.00%
<i>4500 Total &gt;</i>	1,581	2,046	3,750	3,750	3,750	0	0.00%
<i>4xxx Total &gt;</i>	1,851	2,316	3,750	3,750	3,750	0	0.00%
<b>5600 Rents, Leases and Repairs</b>							
5645 License Fee, Permit, and Certification	1,403	600	0	0	0	0	0.00%
<i>5600 Total &gt;</i>	1,403	600	0	0	0	0	0.00%
<b>5800 Other Services &amp; Expense</b>							
5802 Advertising	1,000	0	0	0	0	0	0.00%
<i>5800 Total &gt;</i>	1,000	0	0	0	0	0	0.00%
<i>5xxx Total &gt;</i>	2,403	600	0	0	0	0	0.00%
<b>7300 Interfund Transfers - Out</b>							
7309 Health & Welfare Interfund Transfer Out	65,312	0	0	0	0	0	0.00%
<i>7300 Total &gt;</i>	65,312	0	0	0	0	0	0.00%
<i>7xxx Total &gt;</i>	65,312	0	0	0	0	0	0.00%
<b>Child Development (Fund 04)</b>	<b>310,573</b>	<b>302,207</b>	<b>132,508</b>	<b>132,508</b>	<b>155,631</b>	<b>23,124</b>	<b>17.45%</b>

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Grand Totals**

*Print Date: Wednesday, August 17, 2016*  
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Object	Budget	Budget	Budget	Budget	Budget	Variance**	(%)
	13-14	14-15	15-16	15-16	16-17		
	310,573	302,207	132,508	132,508	155,631	23,124	17.45%

**\*\*Variance: Column 5 - Column 3.**

**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**Child Development (Fund 04)**

Print Date: Wednesday, August 17, 2016

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Object		Budget	Budget	Budget	Budget	Budget	Variance**	(%)
		13-14	14-15	15-16	15-16	16-17		
<i>8100 Federal Revenues</i>								
8114	Child Care Food	20,000	20,000	31,200	31,200	31,073	-127	-0.41%
<i>8100 Total &gt;</i>		20,000	20,000	31,200	31,200	31,073	-127	-0.41%
<i>8600 State Revenues</i>								
8615	Child Care Grant	167,943	170,565	391,461	391,461	378,093	-13,368	-3.41%
<i>8600 Total &gt;</i>		167,943	170,565	391,461	391,461	378,093	-13,368	-3.41%
<i>8800 Local Revenues</i>								
8898	Local Grants	57,204	0	0	0	30,000	30,000	0.00%
<i>8800 Total &gt;</i>		57,204	0	0	0	30,000	30,000	0.00%
<i>8xxx Total &gt;</i>		245,147	190,565	422,661	422,661	439,166	16,505	3.91%
<b>Child Development (Fund 04)</b>		245,147	190,565	422,661	422,661	439,166	16,505	3.91%

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**Grand Totals**

Print Date: Wednesday, August 17, 2016  
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Object	Budget	Budget	Budget	Budget	Budget	Variance**	(%)
	13-14	14-15	15-16	15-16	16-17		
	245,147	190,565	422,661	422,661	439,166	16,505	3.91%

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Child Development (Fund 04)**

Print Date: Wednesday, August 17, 2016  
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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
<b>2100 Non-Instructional Salaries, Regular Full-Time</b>							
2102 Managers	5,673	9,219	17,794	17,794	17,976	182	1.03%
2120 MSC Salary Contingency	0	0	192	192	0	-192	-100.00%
2130 Class. Sal. Contingency	1,150	0	1,267	1,267	0	-1,267	-100.00%
<b>2100 Total &gt;</b>	<b>6,823</b>	<b>9,219</b>	<b>19,253</b>	<b>19,253</b>	<b>17,976</b>	<b>-1,277</b>	<b>-6.63%</b>
<b>2200 Instructional Aides, Regular Full-Time Schedule</b>							
2201 Instructional Aid	68,431	68,651	106,050	106,050	97,086	-8,964	-8.45%
<b>2200 Total &gt;</b>	<b>68,431</b>	<b>68,651</b>	<b>106,050</b>	<b>106,050</b>	<b>97,086</b>	<b>-8,964</b>	<b>-8.45%</b>
<b>2300 Non-Instructional, Other than Regular Full-Time</b>							
2301 Hourly Part Time, Permanent	0	0	11,282	11,282	11,282	0	0.00%
<b>2300 Total &gt;</b>	<b>0</b>	<b>0</b>	<b>11,282</b>	<b>11,282</b>	<b>11,282</b>	<b>0</b>	<b>0.00%</b>
<b>2400 Instructional Aides, Other than Full-Time Sched.</b>							
2402 Hourly, Part Time, Permanent	34,110	17,809	0	0	0	0	0.00%
2404 Hourly Temporary	0	0	138,599	138,599	138,599	0	0.00%
2408 Substitute	15,789	0	9,569	9,569	9,569	0	0.00%
<b>2400 Total &gt;</b>	<b>49,899</b>	<b>17,809</b>	<b>148,168</b>	<b>148,168</b>	<b>148,168</b>	<b>0</b>	<b>0.00%</b>
<b>2xxx Total &gt;</b>	<b>125,154</b>	<b>95,679</b>	<b>284,753</b>	<b>284,753</b>	<b>274,512</b>	<b>-10,240</b>	<b>-3.60%</b>
<b>3210 PERS Instructional</b>							
2201 Instructional Aid	12,620	12,886	19,987	19,987	20,279	292	1.46%
2402 Hourly, Part Time, Permanent	3,335	0	0	0	0	0	0.00%
<b>3210 Total &gt;</b>	<b>15,955</b>	<b>12,886</b>	<b>19,987</b>	<b>19,987</b>	<b>20,279</b>	<b>292</b>	<b>1.46%</b>
<b>3220 PERS Non-Instructional</b>							
2102 Managers	1,046	1,730	3,354	3,354	3,755	401	11.97%
<b>3220 Total &gt;</b>	<b>1,046</b>	<b>1,730</b>	<b>3,354</b>	<b>3,354</b>	<b>3,755</b>	<b>401</b>	<b>11.97%</b>
<b>3310 OASDI (FICA) Instructional</b>							
2201 Instructional Aid	4,243	4,256	6,575	6,575	6,019	-556	-8.45%
2402 Hourly, Part Time, Permanent	1,121	0	0	0	0	0	0.00%
<b>3310 Total &gt;</b>	<b>5,364</b>	<b>4,256</b>	<b>6,575</b>	<b>6,575</b>	<b>6,019</b>	<b>-556</b>	<b>-8.45%</b>
<b>3320 OASDI (FICA) Non-Instructional</b>							
2102 Managers	352	572	1,103	1,103	1,115	11	1.03%
<b>3320 Total &gt;</b>	<b>352</b>	<b>572</b>	<b>1,103</b>	<b>1,103</b>	<b>1,115</b>	<b>11</b>	<b>1.03%</b>
<b>3330 Medicare Instructional</b>							
2201 Instructional Aid	992	995	1,538	1,538	1,408	-130	-8.45%



**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Child Development (Fund 04)**

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Object	
2402	Hourly, Part Time, Permanent
2404	Hourly Temporary
2408	Substitute

3330 Total >

3340 Medicare Non-Instructional

2102	Managers
2301	Hourly Part Time, Permanent

3340 Total >

3400 Health and Welfare Benefits

3450	H & W Payments
------	----------------

3400 Total >

3510 SUI Instructional

2201	Instructional Aid
2402	Hourly, Part Time, Permanent
2404	Hourly Temporary
2408	Substitute

3510 Total >

3520 SUI Non-Instructional

2102	Managers
2301	Hourly Part Time, Permanent

3520 Total >

3610 WC Instructional

2201	Instructional Aid
2402	Hourly, Part Time, Permanent
2404	Hourly Temporary
2408	Substitute

3610 Total >

3620 WC Non-Instructional

2102	Managers
2301	Hourly Part Time, Permanent

3620 Total >

3900 Other Benefits

2120	MSC Salary Contingency
2130	Class. Sal. Contingency

Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
495	258	0	0	0	0	0.00%
0	0	2,010	2,010	0	-2,010	-100.00%
229	0	139	139	0	-139	-100.00%
<b>1,716</b>	<b>1,254</b>	<b>3,687</b>	<b>3,687</b>	<b>1,408</b>	<b>-2,279</b>	<b>-61.82%</b>
82	134	258	258	261	3	1.03%
0	0	164	164	164	0	0.00%
<b>82</b>	<b>134</b>	<b>422</b>	<b>422</b>	<b>424</b>	<b>3</b>	<b>0.63%</b>
0	48,835	51,127	51,127	55,186	4,059	7.94%
<b>0</b>	<b>48,835</b>	<b>51,127</b>	<b>51,127</b>	<b>55,186</b>	<b>4,059</b>	<b>7.94%</b>
34	34	53	53	49	-4	-8.45%
17	9	0	0	0	0	0.00%
0	0	69	69	0	-69	-100.00%
8	0	5	5	0	-5	-100.00%
<b>59</b>	<b>43</b>	<b>127</b>	<b>127</b>	<b>49</b>	<b>-78</b>	<b>-61.78%</b>
3	5	9	9	9	0	1.03%
0	0	6	6	6	0	0.00%
<b>3</b>	<b>5</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>0</b>	<b>0.63%</b>
2,053	2,060	3,182	3,182	2,913	-269	-8.45%
1,023	534	0	0	0	0	0.00%
0	0	4,158	4,158	0	-4,158	-100.00%
474	0	287	287	0	-287	-100.00%
<b>3,550</b>	<b>2,594</b>	<b>7,627</b>	<b>7,627</b>	<b>2,913</b>	<b>-4,714</b>	<b>-61.81%</b>
170	277	534	534	539	5	1.03%
0	0	338	338	338	0	0.00%
<b>170</b>	<b>277</b>	<b>872</b>	<b>872</b>	<b>878</b>	<b>5</b>	<b>0.63%</b>
0	0	57	57	0	-57	-100.00%
0	0	343	343	0	-343	-100.00%

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Child Development (Fund 04)**

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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
3900 Total >	0	0	400	400	0	-400	#####
3xxx Total >	28,297	72,585	95,295	95,295	92,039	-3,255	-3.42%
<b>4300 Instructional Supplies</b>							
4312 Instructional Program Materials	0	0	2,000	2,000	2,000	0	0.00%
4300 Total >	0	0	2,000	2,000	2,000	0	0.00%
<b>4500 Non-Instructional Supplies</b>							
4525 Office Supplies	3,622	3,402	6,323	6,323	6,323	0	0.00%
4500 Total >	3,622	3,402	6,323	6,323	6,323	0	0.00%
<b>4700 Food</b>							
4706 Food (Receptions,Special Events, Program Supp	18,000	18,000	16,211	16,211	16,211	0	0.00%
4700 Total >	18,000	18,000	16,211	16,211	16,211	0	0.00%
4xxx Total >	21,622	21,402	24,534	24,534	24,534	0	0.00%
<b>5200 Travel and Conference Expenses</b>							
5220 Conference Attendance & Related Expenses	1,500	0	0	0	0	0	0.00%
5200 Total >	1,500	0	0	0	0	0	0.00%
<b>5400 Insurance</b>							
5401 Insurance (Property, Liability, Children's Ctr)	299	299	0	0	0	0	0.00%
5400 Total >	299	299	0	0	0	0	0.00%
<b>5600 Rents, Leases and Repairs</b>							
5622 Computer Software Maintenance	0	0	2,200	2,200	2,200	0	0.00%
5645 License Fee, Permit, and Certification	0	600	880	880	880	0	0.00%
5600 Total >	0	600	3,080	3,080	3,080	0	0.00%
<b>5800 Other Services &amp; Expense</b>							
5839 Other Services	21,304	0	0	0	30,000	30,000	0.00%
5800 Total >	21,304	0	0	0	30,000	30,000	0.00%
5xxx Total >	23,103	899	3,080	3,080	33,080	30,000	974.03%
<b>6400 Capital Equipment - New</b>							
6442 Equip.(to be paid by Bond)	0	0	15,000	15,000	15,000	0	0.00%
6400 Total >	0	0	15,000	15,000	15,000	0	0.00%
6xxx Total >	0	0	15,000	15,000	15,000	0	0.00%
<b>7300 Interfund Transfers - Out</b>							
7309 Health & Welfare Interfund Transfer Out	46,971	0	0	0	0	0	0.00%

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Child Development (Fund 04)**

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Object

7300 Total >

7xxx Total >

Child Development (Fund 04)

Budget	Budget	Budget	Budget	Budget	Variance**	(%)
13-14	14-15	15-16	15-16	16-17		
46,971	0	0	0	0	0	0.00%
46,971	0	0	0	0	0	0.00%
245,147	190,565	422,662	422,662	439,166	16,504	3.90%

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Grand Totals**

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Object	Budget	Budget	Budget	Budget	Budget	Variance**	(%)
	13-14	14-15	15-16	15-16	16-17		
	245,147	190,565	422,662	422,662	439,166	16,504	3.90%

\*\*Variance: Column 5 - Column 3.

# **Exhibit D**

## **Student Center Fund**

**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**Student Center (Fund 47)**

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Object  
 8800 Local Revenues

8833	Course Materials Fee
8843	College Center Use Fees
8846	Commission (Cafeteria)
8857	Interest on Fund Balance
8869	Bookstore Commission

8800 Total >

8xxx Total >

Budget	Budget	Budget	Budget	Budget	Variance**	(%)
13-14	14-15	15-16	15-16	16-17		
200	200	0	0	0	0	0.00%
149,000	144,000	130,400	130,400	120,000	-10,400	-7.98%
15,000	15,000	7,600	7,600	5,000	-2,600	-34.21%
0	0	0	0	3,000	3,000	0.00%
100,000	100,000	120,000	120,000	130,000	10,000	8.33%
<b>264,200</b>	<b>259,200</b>	<b>258,000</b>	<b>258,000</b>	<b>258,000</b>	<b>0</b>	<b>0.00%</b>
<b>264,200</b>	<b>259,200</b>	<b>258,000</b>	<b>258,000</b>	<b>258,000</b>	<b>0</b>	<b>0.00%</b>
<b>264,200</b>	<b>259,200</b>	<b>258,000</b>	<b>258,000</b>	<b>258,000</b>	<b>0</b>	<b>0.00%</b>

Student Center (Fund 47)

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**Grand Totals**

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Object	Budget	Budget	Budget	Budget	Budget	Variance**	(%)
	13-14	14-15	15-16	15-16	16-17		
	264,200	259,200	258,000	258,000	258,000	0	0.00%

**\*\*Variance: Column 5 - Column 3.**

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Student Center (Fund 47)**

Print Date: Wednesday, August 17, 2016  
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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
<b>2100 Non-Instructional Salaries, Regular Full-Time</b>							
2101 Non-Instructional Classified	24,354	24,354	24,624	24,624	24,978	354	1.44%
2130 Class. Sal. Contingency	0	0	266	266	0	-266	-100.00%
2100 Total >	24,354	24,354	24,890	24,890	24,978	88	0.35%
2xxx Total >	24,354	24,354	24,890	24,890	24,978	88	0.35%
<b>3220 PERS Non-Instructional</b>							
2101 Non-Instructional Classified	4,491	4,571	4,641	4,641	5,217	577	12.42%
3220 Total >	4,491	4,571	4,641	4,641	5,217	577	12.42%
<b>3320 OASDI (FICA) Non-Instructional</b>							
2101 Non-Instructional Classified	1,510	1,510	1,527	1,527	1,549	22	1.44%
3320 Total >	1,510	1,510	1,527	1,527	1,549	22	1.44%
<b>3340 Medicare Non-Instructional</b>							
2101 Non-Instructional Classified	353	353	357	357	362	5	1.44%
3340 Total >	353	353	357	357	362	5	1.44%
<b>3400 Health and Welfare Benefits</b>							
3450 H & W Payments	0	11,464	11,464	11,464	12,610	1,146	10.00%
3400 Total >	0	11,464	11,464	11,464	12,610	1,146	10.00%
<b>3520 SUI Non-Instructional</b>							
2101 Non-Instructional Classified	12	12	12	12	12	0	1.44%
3520 Total >	12	12	12	12	12	0	1.44%
<b>3620 WC Non-Instructional</b>							
2101 Non-Instructional Classified	731	731	739	739	749	11	1.44%
3620 Total >	731	731	739	739	749	11	1.44%
<b>3900 Other Benefits</b>							
2130 Class. Sal. Contingency	0	0	79	79	0	-79	-100.00%
3900 Total >	0	0	79	79	0	-79	#####
3xxx Total >	7,097	18,641	18,819	18,819	20,500	1,681	8.93%
<b>4500 Non-Instructional Supplies</b>							
4525 Office Supplies	1,150	1,150	950	950	950	0	0.00%
4500 Total >	1,150	1,150	950	950	950	0	0.00%
4xxx Total >	1,150	1,150	950	950	950	0	0.00%
<b>5200 Travel and Conference Expenses</b>							

\*\*Variance: Column 5 - Column 3.



**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Student Center (Fund 47)**

Print Date: Wednesday, August 17, 2016  
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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
5220 Conference Attendance & Related Expenses	1,500	1,500	1,500	1,500	1,500	0	0.00%
<i>5200 Total &gt;</i>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>0.00%</b>
<i>5300 Dues and Memberships</i>							
5306 Professional Organization/Service Club (Membe	75	75	75	75	0	-75	-100.00%
<i>5300 Total &gt;</i>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>0</b>	<b>-75</b>	<b>#####</b>
<i>5400 Insurance</i>							
5401 Insurance (Property, Liability, Children's Ctr)	17,545	17,545	17,545	17,545	17,545	0	0.00%
<i>5400 Total &gt;</i>	<b>17,545</b>	<b>17,545</b>	<b>17,545</b>	<b>17,545</b>	<b>17,545</b>	<b>0</b>	<b>0.00%</b>
<i>5500 Utilities and Housekeeping Services</i>							
5501 Electricity	35,706	32,836	33,474	33,474	33,474	0	0.00%
5502 Natural Gas	8,965	9,060	9,118	9,118	9,118	0	0.00%
5503 Water	20,881	26,703	25,016	25,016	25,016	0	0.00%
5504 Telephone	5,260	5,260	5,260	5,260	5,260	0	0.00%
5506 Waste Disposal	4,000	4,000	3,500	3,500	3,500	0	0.00%
5507 Sewage	2,678	2,678	2,742	2,742	2,742	0	0.00%
5511 Custodial Services (in-house)	45,000	45,000	45,000	45,000	45,000	0	0.00%
5514 General Maintenance	23,827	33,875	31,362	31,362	31,362	0	0.00%
<i>5500 Total &gt;</i>	<b>146,317</b>	<b>159,412</b>	<b>155,472</b>	<b>155,472</b>	<b>155,472</b>	<b>0</b>	<b>0.00%</b>
<i>5600 Rents, Leases and Repairs</i>							
5620 Maintenance Agreement	1,080	1,080	1,080	1,080	1,080	0	0.00%
5630 Equipment Repair	9,818	9,818	7,569	7,569	7,569	0	0.00%
<i>5600 Total &gt;</i>	<b>10,898</b>	<b>10,898</b>	<b>8,649</b>	<b>8,649</b>	<b>8,649</b>	<b>0</b>	<b>0.00%</b>
<i>5800 Other Services &amp; Expense</i>							
5854 Pay ASMPCC for Bookstore	5,000	5,000	5,000	5,000	5,000	0	0.00%
<i>5800 Total &gt;</i>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0.00%</b>
<i>5xxx Total &gt;</i>	<b>181,335</b>	<b>194,430</b>	<b>188,241</b>	<b>188,241</b>	<b>188,166</b>	<b>-75</b>	<b>-0.04%</b>
<i>6400 Capital Equipment - New</i>							
6404 Equipment Purchase - New	3,000	3,000	3,000	3,000	3,000	0	0.00%
<i>6400 Total &gt;</i>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>0.00%</b>
<i>6xxx Total &gt;</i>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>0.00%</b>
<i>7100 Debt Retirement</i>							
7101 College Center Bond	18,525	17,625	22,100	22,100	21,500	-600	-2.71%
<i>7100 Total &gt;</i>	<b>18,525</b>	<b>17,625</b>	<b>22,100</b>	<b>22,100</b>	<b>21,500</b>	<b>-600</b>	<b>-2.71%</b>

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Student Center (Fund 47)**

Print Date: Wednesday, August 17, 2016  
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Object	
7300	<i>Interfund Transfers - Out</i>
7309	Health & Welfare Interfund Transfer Out
7310	Debt Service Fund Transfer-Out
	7300 Total >
	7xxx Total >

Budget	Budget	Budget	Budget	Budget	Variance**	(%)
13-14	14-15	15-16	15-16	16-17		
11,184	0	0	0	0	0	0.00%
17,555	0	0	0	0	0	0.00%
28,739	0	0	0	0	0	0.00%
47,264	17,625	22,100	22,100	21,500	-600	-2.71%
264,200	259,200	258,000	258,000	259,094	1,094	0.42%

Student Center (Fund 47)

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Grand Totals**

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Object	Budget	Budget	Budget	Budget	Budget	Variance**	(%)
	13-14	14-15	15-16	15-16	16-17		
	264,200	259,200	258,000	258,000	259,094	1,094	0.42%

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**Student Center Bond (Fund 46)**

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Object  
 8800 Local Revenues  
 8899 Fund 46 Subsidy from Fund 47  
 8800 Total >  
 8xxx Total >

Budget	Budget	Budget	Budget	Budget	Variance**	(%)
13-14	14-15	15-16	15-16	16-17		
18,075	17,625	22,100	22,100	21,500	-600	-2.71%
18,075	17,625	22,100	22,100	21,500	-600	-2.71%
18,075	17,625	22,100	22,100	21,500	-600	-2.71%
18,075	17,625	22,100	22,100	21,500	-600	-2.71%

Student Center Bond (Fund 46)

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**Grand Totals**

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Object	Budget	Budget	Budget	Budget	Budget	Variance**	(%)
	13-14	14-15	15-16	15-16	16-17		
	18,075	17,625	22,100	22,100	21,500	-600	-2.71%

**\*\*Variance: Column 5 - Column 3.**

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Student Center Bond (Fund 46)**

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Object		Budget	Budget	Budget	Budget	Budget	Variance**	(%)
		13-14	14-15	15-16	15-16	16-17		
<i>7100 Debt Retirement</i>								
7101	College Center Bond	18,075	17,625	22,100	22,100	21,500	-600	-2.71%
<i>7100 Total &gt;</i>		<b>18,075</b>	<b>17,625</b>	<b>22,100</b>	<b>22,100</b>	<b>21,500</b>	<b>-600</b>	<b>-2.71%</b>
<i>7xxx Total &gt;</i>		<b>18,075</b>	<b>17,625</b>	<b>22,100</b>	<b>22,100</b>	<b>21,500</b>	<b>-600</b>	<b>-2.71%</b>
<b>Student Center Bond (Fund 46)</b>		<b>18,075</b>	<b>17,625</b>	<b>22,100</b>	<b>22,100</b>	<b>21,500</b>	<b>-600</b>	<b>-2.71%</b>

**\*\*Variance: Column 5 - Column 3.**

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Grand Totals**

Print Date: Wednesday, August 17, 2016  
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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
	18,075	17,625	22,100	22,100	21,500	-600	-2.71%

**\*\*Variance: Column 5 - Column 3.**

# **Exhibit E**

## **Parking Fund**



**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**Parking Fund (Fund 39)**

Print Date: Wednesday, August 17, 2016  
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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
<i>8800 Local Revenues</i>							
8818 Parking Fines	80,000	60,000	49,000	49,000	35,000	-14,000	-28.57%
8852 Rents (Facilities)	12,000	12,000	19,000	19,000	10,000	-9,000	-47.37%
<b>8800 Total &gt;</b>	<b>92,000</b>	<b>72,000</b>	<b>68,000</b>	<b>68,000</b>	<b>45,000</b>	<b>-23,000</b>	<b>-33.82%</b>
<i>8870 Local Revenue</i>							
8829 Parking Fees (Daily)	365,000	370,000	309,000	309,000	288,790	-20,210	-6.54%
8848 Parking Spitters	55,000	83,000	107,000	107,000	85,000	-22,000	-20.56%
<b>8870 Total &gt;</b>	<b>420,000</b>	<b>453,000</b>	<b>416,000</b>	<b>416,000</b>	<b>373,790</b>	<b>-42,210</b>	<b>-10.15%</b>
<b>8xxx Total &gt;</b>	<b>512,000</b>	<b>525,000</b>	<b>484,000</b>	<b>484,000</b>	<b>418,790</b>	<b>-65,210</b>	<b>-13.47%</b>
<b>Parking Fund (Fund 39)</b>	<b>512,000</b>	<b>525,000</b>	<b>484,000</b>	<b>484,000</b>	<b>418,790</b>	<b>-65,210</b>	<b>-13.47%</b>

**\*\*Variance: Column 5 - Column 3.**

**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**Grand Totals**

*Print Date: Wednesday, August 17, 2016*  
*Print Time: 4:54 PM*

Object	Budget	Budget	Budget	Budget	Budget	Variance**	(%)
	13-14	14-15	15-16	15-16	16-17		
	512,000	525,000	484,000	484,000	418,790	-65,210	-13.47%

**\*\*Variance: Column 5 - Column 3.**

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Parking Fund (Fund 39)**

Print Date: Wednesday, August 17, 2016  
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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
<b>2100 Non-Instructional Salaries, Regular Full-Time</b>							
2101 Non-Instructional Classified	155,112	156,912	147,708	147,708	140,730	-6,978	-4.72%
2114 NI Classified-Educ Incentive	600	800	800	800	600	-200	-25.00%
2130 Class. Sal. Contingency	0	0	1,699	1,699	0	-1,699	-100.00%
<b>2100 Total &gt;</b>	<b>155,712</b>	<b>157,712</b>	<b>150,207</b>	<b>150,207</b>	<b>141,330</b>	<b>-8,877</b>	<b>-5.91%</b>
<b>2300 Non-Instructional, Other than Regular Full-Time</b>							
2302 Hourly Student Help	100	1,071	1,071	1,071	1,071	0	0.00%
2303 Hourly Overtime	2,000	2,000	2,000	2,000	2,000	0	0.00%
2304 Hourly Professional Experts	46,110	49,568	49,568	49,568	49,568	0	0.00%
2308 Substitutes for Classified	11,000	35,000	35,000	35,000	30,000	-5,000	-14.29%
<b>2300 Total &gt;</b>	<b>59,210</b>	<b>87,639</b>	<b>87,639</b>	<b>87,639</b>	<b>82,639</b>	<b>-5,000</b>	<b>-5.71%</b>
<b>2xxx Total &gt;</b>	<b>214,922</b>	<b>245,351</b>	<b>237,846</b>	<b>237,846</b>	<b>223,969</b>	<b>-13,877</b>	<b>-5.83%</b>
<b>3220 PERS Non-Instructional</b>							
2101 Non-Instructional Classified	28,606	29,454	27,839	27,839	23,015	-4,823	-17.33%
2114 NI Classified-Educ Incentive	0	150	150	150	0	-150	-100.00%
2304 Hourly Professional Experts	8,492	9,304	9,342	9,342	0	-9,342	-100.00%
<b>3220 Total &gt;</b>	<b>37,098</b>	<b>38,908</b>	<b>37,331</b>	<b>37,331</b>	<b>23,015</b>	<b>-14,315</b>	<b>-38.35%</b>
<b>3320 OASDI (FICA) Non-Instructional</b>							
2101 Non-Instructional Classified	9,617	9,729	9,158	9,158	6,831	-2,326	-25.40%
2114 NI Classified-Educ Incentive	37	50	50	50	0	-50	-100.00%
2303 Hourly Overtime	124	124	124	124	0	-124	-100.00%
2304 Hourly Professional Experts	2,859	3,073	3,073	3,073	0	-3,073	-100.00%
2308 Substitutes for Classified	0	2,170	2,170	2,170	0	-2,170	-100.00%
<b>3320 Total &gt;</b>	<b>12,637</b>	<b>15,146</b>	<b>14,575</b>	<b>14,575</b>	<b>6,831</b>	<b>-7,743</b>	<b>-53.13%</b>
<b>3340 Medicare Non-Instructional</b>							
2101 Non-Instructional Classified	2,249	2,275	2,142	2,142	1,598	-544	-25.40%
2114 NI Classified-Educ Incentive	9	12	12	12	0	-12	-100.00%
2303 Hourly Overtime	73	73	73	73	0	-73	-100.00%
2304 Hourly Professional Experts	669	719	719	719	0	-719	-100.00%
2308 Substitutes for Classified	160	508	508	508	0	-508	-100.00%
<b>3340 Total &gt;</b>	<b>3,160</b>	<b>3,587</b>	<b>3,454</b>	<b>3,454</b>	<b>1,598</b>	<b>-1,856</b>	<b>-53.74%</b>
<b>3400 Health and Welfare Benefits</b>							
3450 H & W Payments	0	91,708	91,708	91,708	74,241	-17,467	-19.05%

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Parking Fund (Fund 39)**

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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
<b>3400 Total &gt;</b>	<b>0</b>	<b>91,708</b>	<b>91,708</b>	<b>91,708</b>	<b>74,241</b>	<b>-17,467</b>	<b>-19.05%</b>
<b>3520 SUI Non-Instructional</b>							
2101 Non-Instructional Classified	78	78	74	74	55	-19	-25.40%
2114 NI Classified-Educ Incentive	1	1	1	1	0	-1	-100.00%
2303 Hourly Overtime	1	1	1	1	0	-1	-100.00%
2304 Hourly Professional Experts	23	25	25	25	0	-25	-100.00%
2308 Substitutes for Classified	6	18	18	18	0	-18	-100.00%
<b>3520 Total &gt;</b>	<b>109</b>	<b>123</b>	<b>119</b>	<b>119</b>	<b>55</b>	<b>-64</b>	<b>-53.65%</b>
<b>3620 WC Non-Instructional</b>							
2101 Non-Instructional Classified	4,653	4,707	4,431	4,431	3,306	-1,126	-25.40%
2114 NI Classified-Educ Incentive	18	24	24	24	0	-24	-100.00%
2302 Hourly Student Help	3	32	32	32	0	-32	-100.00%
2303 Hourly Overtime	60	60	60	60	0	-60	-100.00%
2304 Hourly Professional Experts	1,383	1,487	1,487	1,487	0	-1,487	-100.00%
2308 Substitutes for Classified	330	1,050	1,050	1,050	0	-1,050	-100.00%
<b>3620 Total &gt;</b>	<b>6,447</b>	<b>7,360</b>	<b>7,084</b>	<b>7,084</b>	<b>3,306</b>	<b>-3,779</b>	<b>-53.34%</b>
<b>3900 Other Benefits</b>							
2130 Class. Sal. Contingency	0	0	502	502	0	-502	-100.00%
<b>3900 Total &gt;</b>	<b>0</b>	<b>0</b>	<b>502</b>	<b>502</b>	<b>0</b>	<b>-502</b>	<b>#####</b>
<b>3xxx Total &gt;</b>	<b>59,451</b>	<b>156,833</b>	<b>154,772</b>	<b>154,772</b>	<b>109,046</b>	<b>-45,726</b>	<b>-29.54%</b>
<b>4500 Non-Instructional Supplies</b>							
4511 Printing (Non- Printshop)	7,000	10,000	12,000	12,000	16,000	4,000	33.33%
4515 EOC Planning Supplies	500	500	250	250	125	-125	-50.00%
4525 Office Supplies	3,500	3,500	3,500	3,500	3,000	-500	-14.29%
4553 Uniforms (Parking, Athletics)	1,500	1,500	1,500	1,500	1,500	0	0.00%
<b>4500 Total &gt;</b>	<b>12,500</b>	<b>15,500</b>	<b>17,250</b>	<b>17,250</b>	<b>20,625</b>	<b>3,375</b>	<b>19.57%</b>
<b>4xxx Total &gt;</b>	<b>12,500</b>	<b>15,500</b>	<b>17,250</b>	<b>17,250</b>	<b>20,625</b>	<b>3,375</b>	<b>19.57%</b>
<b>5100 Contracts</b>							
5180 Contract Services	0	10,000	1,500	1,500	2,000	500	33.33%
<b>5100 Total &gt;</b>	<b>0</b>	<b>10,000</b>	<b>1,500</b>	<b>1,500</b>	<b>2,000</b>	<b>500</b>	<b>33.33%</b>
<b>5200 Travel and Conference Expenses</b>							
5220 Conference Attendance & Related Expenses	500	500	500	500	250	-250	-50.00%
<b>5200 Total &gt;</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>250</b>	<b>-250</b>	<b>-50.00%</b>

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Parking Fund (Fund 39)**

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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
<b>5500 Utilities and Housekeeping Services</b>							
5505 Gasoline & Oil	3,000	3,000	2,000	2,000	1,200	-800	-40.00%
5528 Mobile Phone	2,000	2,000	2,000	2,000	2,000	0	0.00%
<b>5500 Total &gt;</b>	<b>5,000</b>	<b>5,000</b>	<b>4,000</b>	<b>4,000</b>	<b>3,200</b>	<b>-800</b>	<b>-20.00%</b>
<b>5600 Rents, Leases and Repairs</b>							
5620 Maintenance Agreement	2,700	1,000	1,000	1,000	1,000	0	0.00%
5630 Equipment Repair	5,000	6,700	5,000	5,000	5,000	0	0.00%
5632 Road/Pavement Repair	55,000	35,916	14,932	14,932	10,000	-4,932	-33.03%
5660 Sign Maintenance/Repair	5,500	5,500	2,500	2,500	1,500	-1,000	-40.00%
<b>5600 Total &gt;</b>	<b>68,200</b>	<b>49,116</b>	<b>23,432</b>	<b>23,432</b>	<b>17,500</b>	<b>-5,932</b>	<b>-25.32%</b>
<b>5xxx Total &gt;</b>	<b>73,700</b>	<b>64,616</b>	<b>29,432</b>	<b>29,432</b>	<b>22,950</b>	<b>-6,482</b>	<b>-22.02%</b>
<b>6400 Capital Equipment - New</b>							
6404 Equipment Purchase - New	12,000	15,000	25,000	25,000	25,000	0	0.00%
6425 Non-Instructional Equipment - Replacement	13,000	13,000	5,000	5,000	2,500	-2,500	-50.00%
<b>6400 Total &gt;</b>	<b>25,000</b>	<b>28,000</b>	<b>30,000</b>	<b>30,000</b>	<b>27,500</b>	<b>-2,500</b>	<b>-8.33%</b>
<b>6xxx Total &gt;</b>	<b>25,000</b>	<b>28,000</b>	<b>30,000</b>	<b>30,000</b>	<b>27,500</b>	<b>-2,500</b>	<b>-8.33%</b>
<b>7300 Interfund Transfers - Out</b>							
7309 Health & Welfare Interfund Transfer Out	89,468	0	0	0	0	0	0.00%
7321 Transfer Out to Unrestricted GF	14,700	14,700	14,700	14,700	14,700	0	0.00%
<b>7300 Total &gt;</b>	<b>104,168</b>	<b>14,700</b>	<b>14,700</b>	<b>14,700</b>	<b>14,700</b>	<b>0</b>	<b>0.00%</b>
<b>7xxx Total &gt;</b>	<b>104,168</b>	<b>14,700</b>	<b>14,700</b>	<b>14,700</b>	<b>14,700</b>	<b>0</b>	<b>0.00%</b>
<b>Parking Fund (Fund 39)</b>	<b>489,741</b>	<b>525,000</b>	<b>484,000</b>	<b>484,000</b>	<b>418,790</b>	<b>-65,210</b>	<b>-13.47%</b>

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Grand Totals**

Print Date: Wednesday, August 17, 2016  
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Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
	489,741	525,000	484,000	484,000	418,790	-65,210	-13.47%

**\*\*Variance: Column 5 - Column 3.**

# **Exhibit F**

## **Self Insurance Fund**

**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**Self Insurance (Fund 35)**

Print Date: Wednesday, August 17, 2016  
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Object

8800 Local Revenues

8807	URGF Budgeted in Self Insurance
8808	RGF Budget in Self Insurance
8811	Child Devt. Budget in self Insurance
8819	Parking Budget in Self Insurance
8830	Student Ctr. Budget in Self Insurance
8870	Retiree Insurance Contribution
8873	COBRA

8800 Total >

8900 Other

8985	Interfund Transfer - In (Fund 01 RGF)
8986	Interfund Transfer - In (Fund 01)
8988	Interfund Transfer - In (Fund 04)
8989	Interfund Transfer - In (Fund 47)
8990	Interfund Transfer - in (Fund 39)

8900 Total >

8xxx Total >

	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
	0	5,135,038	5,505,886	5,505,886	5,895,434	389,548	7.08%
	0	616,845	679,406	679,406	717,415	38,009	5.59%
	0	114,636	68,781	68,781	74,605	5,824	8.47%
	0	91,708	91,708	91,708	74,241	-17,467	-19.05%
	0	11,464	11,464	11,464	12,610	1,146	10.00%
	588,365	553,573	504,637	504,637	400,000	-104,637	-20.74%
	30,000	30,000	30,000	30,000	7,000	-23,000	-76.67%
	<b>618,365</b>	<b>6,553,264</b>	<b>6,891,882</b>	<b>6,891,882</b>	<b>7,181,305</b>	<b>289,423</b>	<b>4.20%</b>
	527,398	0	0	0	0	0	0.00%
	4,990,380	0	0	0	0	0	0.00%
	112,283	0	0	0	0	0	0.00%
	11,184	0	0	0	0	0	0.00%
	89,468	0	0	0	0	0	0.00%
	<b>5,730,713</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
	<b>6,349,078</b>	<b>6,553,264</b>	<b>6,891,882</b>	<b>6,891,882</b>	<b>7,181,305</b>	<b>289,423</b>	<b>4.20%</b>
Self Insurance (Fund 35)	<b>6,349,078</b>	<b>6,553,264</b>	<b>6,891,882</b>	<b>6,891,882</b>	<b>7,181,305</b>	<b>289,423</b>	<b>4.20%</b>



**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**Grand Totals**

Print Date: Wednesday, August 17, 2016  
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Object	Budget	Budget	Budget	Budget	Budget	Variance**	(%)
	13-14	14-15	15-16	15-16	16-17		
	6,349,078	6,553,264	6,891,882	6,891,882	7,181,305	289,423	4.20%

**\*\*Variance: Column 5 - Column 3.**

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Self Insurance (Fund 35)**

Print Date: Wednesday, August 17, 2016  
 Print Time: 4:54 PM

Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
<i>3400 Health and Welfare Benefits</i>							
3450 H & W Payments	6,193,247	0	0	0	0	0	0.00%
3452 Self Insurance (Abatement)	0	0	0	0	-60,000	-60,000	0.00%
3455 Categorical assessed for OPEB	99,150	100,770	115,980	115,980	0	-115,980	-100.00%
<i>3400 Total &gt;</i>	<b>6,292,397</b>	<b>100,770</b>	<b>115,980</b>	<b>115,980</b>	<b>-60,000</b>	<b>-175,980</b>	<b>#####</b>
<i>3xxx Total &gt;</i>	<b>6,292,397</b>	<b>100,770</b>	<b>115,980</b>	<b>115,980</b>	<b>-60,000</b>	<b>-175,980</b>	<b>#####</b>
<i>5100 Contracts</i>							
5145 Temp. Contract Service	0	0	0	0	60,000	60,000	0.00%
5148 H&W Claim payments from Self Insurance	0	6,394,883	6,709,631	6,709,631	6,887,795	178,164	2.66%
<i>5100 Total &gt;</i>	<b>0</b>	<b>6,394,883</b>	<b>6,709,631</b>	<b>6,709,631</b>	<b>6,947,795</b>	<b>238,164</b>	<b>3.55%</b>
<i>5xxx Total &gt;</i>	<b>0</b>	<b>6,394,883</b>	<b>6,709,631</b>	<b>6,709,631</b>	<b>6,947,795</b>	<b>238,164</b>	<b>3.55%</b>
<i>7300 Interfund Transfers - Out</i>							
7318 Interfund Transfer Out - Non-Medical for Categ	56,681	57,611	66,271	66,271	66,271	0	0.00%
7321 Transfer Out to Unrestricted GF	1,750,000	2,241,207	0	0	2,031,765	2,031,765	0.00%
<i>7300 Total &gt;</i>	<b>1,806,681</b>	<b>2,298,818</b>	<b>66,271</b>	<b>66,271</b>	<b>2,098,036</b>	<b>2,031,765</b>	<b>#####</b>
<i>7xxx Total &gt;</i>	<b>1,806,681</b>	<b>2,298,818</b>	<b>66,271</b>	<b>66,271</b>	<b>2,098,036</b>	<b>2,031,765</b>	<b>#####</b>
<b>Self Insurance (Fund 35)</b>	<b>8,099,078</b>	<b>8,794,471</b>	<b>6,891,882</b>	<b>6,891,882</b>	<b>8,985,831</b>	<b>2,093,949</b>	<b>30.38%</b>

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Grand Totals**

*Print Date: Wednesday, August 17, 2016*  
*Print Time: 4:54 PM*

Object	Budget	Budget	Budget	Budget	Budget	Variance**	(%)
	13-14	14-15	15-16	15-16	16-17		
	8,099,078	8,794,471	6,891,882	6,891,882	8,985,831	2,093,949	30.38%

\*\*Variance: Column 5 - Column 3.

# **Exhibit G**

## **Workers Comp Fund**

**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**Workers Comp Insurance**

Print Date: Wednesday, August 17, 2016  
 Print Time: 4:56 PM

Object  
 8800 Local Revenues

8822	Other Income
8857	Interest on Fund Balance

8800 Total >  
 8xxx Total >

Budget	Budget	Budget	Budget	Budget	Variance**	(%)
13-14	14-15	15-16	15-16	16-17		
0	0	20,000	20,000	500	-19,500	-97.50%
0	0	5,000	5,000	500	-4,500	-90.00%
0	0	25,000	25,000	1,000	-24,000	-96.00%
0	0	25,000	25,000	1,000	-24,000	-96.00%
0	0	25,000	25,000	1,000	-24,000	-96.00%

Workers Comp Insurance

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**Grand Totals**

*Print Date: Wednesday, August 17, 2016*  
*Print Time: 4:56 PM*

Object	Budget	Budget	Budget	Budget	Budget	Variance**	(%)
	13-14	14-15	15-16	15-16	16-17		
	0	0	25,000	25,000	1,000	-24,000	-96.00%

**\*\*Variance: Column 5 - Column 3.**

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Workers Comp Insurance**

Print Date: Wednesday, August 17, 2016  
 Print Time: 4:56 PM

Object  
 5100 Contracts  
 5180 Contract Services  
 5100 Total >  
 5xxx Total >

Budget	Budget	Budget	Budget	Budget	Variance**	(%)
13-14	14-15	15-16	15-16	16-17		
0	0	60,000	60,000	97,500	37,500	62.50%
0	0	60,000	60,000	97,500	37,500	62.50%
0	0	60,000	60,000	97,500	37,500	62.50%
0	0	60,000	60,000	97,500	37,500	62.50%

Workers Comp Insurance

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Grand Totals**

*Print Date: Wednesday, August 17, 2016*  
*Print Time: 4:56 PM*

Object	Budget	Budget	Budget	Budget	Budget	Variance**	(%)
	13-14	14-15	15-16	15-16	16-17		
	0	0	60,000	60,000	97,500	37,500	62.50%

**\*\*Variance: Column 5 - Column 3.**



# **Exhibit H**

## **OPEB Fund**

**Object Analysis (Detail)**  
**Revenue by Object - Summary**

Print Date: Wednesday, August 17, 2016  
 Print Time: 4:56 PM

**OPEB/Other Post Employment Benefits**

Object	
8800	Local Revenues
8813	OPEB for Restricted Programs
	8800 Total >
	8xxx Total >

Budget	Budget	Budget	Budget	Budget	Variance**	(%)
13-14	14-15	15-16	15-16	16-17		
0	0	100,770	100,770	100,770	0	0.00%
0	0	100,770	100,770	100,770	0	0.00%
0	0	100,770	100,770	100,770	0	0.00%
0	0	100,770	100,770	100,770	0	0.00%

OPEB/Other Post Employment Benefits

**\*\*Variance: Column 5 - Column 3.**

**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**Grand Totals**

Print Date: Wednesday, August 17, 2016  
 Print Time: 4:56 PM

Object	Budget	Budget	Budget	Budget	Budget	Variance**	(%)
	13-14	14-15	15-16	15-16	16-17		
	0	0	100,770	100,770	100,770	0	0.00%

**\*\*Variance: Column 5 - Column 3.**

# **Exhibit I**

## **Capital Projects Fund**

**Object Analysis (Detail)  
Revenue by Object - Summary**

Print Date: Wednesday, August 17, 2016

Print Time: 4:53 PM

**Capital Projects Fund (CC) (Fund 14)**

Object

8600 State Revenues

8618	Instructional Equipment & Library Material
8660	Scheduled Maintenance

8600 Total >

8800 Local Revenues

8835	Application Processing Fee
8852	Rents (Facilities)
8862	Library (Equipment Revenue)
8898	Local Grants

8800 Total >

8xxx Total >

Capital Projects Fund (CC) (Fund 14)

Budget	Budget	Budget	Budget	Budget	Variance**	(%)
13-14	14-15	15-16	15-16	16-17		
1,016,791	879,347	462,898	462,898	784,712	321,814	69.52%
109,713	109,713	0	0	0	0	0.00%
<b>1,126,504</b>	<b>989,060</b>	<b>462,898</b>	<b>462,898</b>	<b>784,712</b>	<b>321,814</b>	<b>69.52%</b>
1,000	1,000	0	0	0	0	0.00%
88,837	88,837	0	0	0	0	0.00%
28,398	40,000	0	0	0	0	0.00%
24,666	26,666	10,000	10,000	0	-10,000	-100.00%
<b>142,901</b>	<b>156,503</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>-10,000</b>	<b>#####</b>
<b>1,269,405</b>	<b>1,145,563</b>	<b>472,898</b>	<b>472,898</b>	<b>784,712</b>	<b>311,814</b>	<b>65.94%</b>
<b>1,269,405</b>	<b>1,145,563</b>	<b>472,898</b>	<b>472,898</b>	<b>784,712</b>	<b>311,814</b>	<b>65.94%</b>

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**Grand Totals**

Print Date: Wednesday, August 17, 2016  
 Print Time: 4:53 PM

Object	Budget	Budget	Budget	Budget	Budget	Variance**	(%)
	13-14	14-15	15-16	15-16	16-17		
	1,269,405	1,145,563	472,898	472,898	784,712	311,814	65.94%

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)  
Expense by Object - Summary**

Print Date: Wednesday, August 17, 2016  
Print Time: 4:53 PM

**Capital Projects Fund (CC) (Fund 14)**

Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
<b>4500 Non-Instructional Supplies</b>							
4525 Office Supplies	6,710	15,300	0	0	0	0	0.00%
<i>4500 Total &gt;</i>	6,710	15,300	0	0	0	0	0.00%
<i>4xxx Total &gt;</i>	6,710	15,300	0	0	0	0	0.00%
<b>5100 Contracts</b>							
5131 Engineering & Design Services	35,523	35,523	0	0	35,523	35,523	0.00%
5169 IPP/FPP (0405)	27,680	27,680	27,680	27,680	0	-27,680	-100.00%
<i>5100 Total &gt;</i>	63,203	63,203	27,680	27,680	35,523	7,843	28.33%
<b>5600 Rents, Leases and Repairs</b>							
5620 Maintenance Agreement	8,600	10,700	0	0	0	0	0.00%
5634 Building Repairs	109,713	109,713	0	0	0	0	0.00%
5637 Copier Equipment Lease	7,088	9,000	0	0	0	0	0.00%
<i>5600 Total &gt;</i>	125,401	129,413	0	0	0	0	0.00%
<b>5700 Legal, Election and Audit Expenses</b>							
5710 Legal (Advertising & Fees)	6,327	6,327	0	0	6,327	6,327	0.00%
<i>5700 Total &gt;</i>	6,327	6,327	0	0	6,327	6,327	0.00%
<b>5800 Other Services &amp; Expense</b>							
5864 Technology/Infrastructure Contingency	300,000	110,584	0	0	0	0	0.00%
<i>5800 Total &gt;</i>	300,000	110,584	0	0	0	0	0.00%
<i>5xxx Total &gt;</i>	494,931	309,527	27,680	27,680	41,850	14,170	51.19%
<b>6100 Sites and Site Improvements</b>							
6105 Building Renovation/Repair	57,691	57,691	0	0	57,691	57,691	0.00%
<i>6100 Total &gt;</i>	57,691	57,691	0	0	57,691	57,691	0.00%
<b>6200 Building Improvements</b>							
6235 Building Re-roofing	0	0	0	0	321,814	321,814	0.00%
6269 New Construction	1,016,791	0	0	0	0	0	0.00%
<i>6200 Total &gt;</i>	1,016,791	0	0	0	321,814	321,814	0.00%
<b>6400 Capital Equipment - New</b>							
6404 Equipment Purchase - New	21,070	901,417	462,898	462,898	462,898	0	0.00%
6405 Instructional Equipment - New	99,503	99,503	10,000	10,000	0	-10,000	-100.00%
<i>6400 Total &gt;</i>	120,573	1,000,920	472,898	472,898	462,898	-10,000	-2.11%
<i>6xxx Total &gt;</i>	1,195,055	1,058,611	472,898	472,898	842,403	369,505	78.14%

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**

Print Date: Wednesday, August 17, 2016

Print Time: 4:53 PM

**Capital Projects Fund (CC) (Fund 14)**

Object

7300 Interfund Transfers - Out

7321	Transfer Out to Unrestricted GF
------	---------------------------------

7300 Total >

7xxx Total >

Budget	Budget	Budget	Budget	Budget	Variance**	(%)
13-14	14-15	15-16	15-16	16-17		
795,302	400,000	0	0	0	0	0.00%
<b>795,302</b>	<b>400,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
795,302	400,000	0	0	0	0	0.00%
<b>2,491,998</b>	<b>1,783,438</b>	<b>500,578</b>	<b>500,578</b>	<b>884,253</b>	<b>383,675</b>	<b>76.65%</b>

Capital Projects Fund (CC) (Fund 14)

\*\*Variance: Column 5 - Column 3.



**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Grand Totals**

*Print Date: Wednesday, August 17, 2016*  
*Print Time: 4:53 PM*

Object	Budget	Budget	Budget	Budget	Budget	Variance**	(%)
	13-14	14-15	15-16	15-16	16-17		
	2,491,998	1,783,438	500,578	500,578	884,253	383,675	76.65%

**\*\*Variance: Column 5 - Column 3.**

# **Exhibit J**

## **Building Fund**

**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**Building Fund (Fund 48)**

Print Date: Wednesday, August 17, 2016  
 Print Time: 4:55 PM

Object  
 8860 Local Interest

8857	Interest on Fund Balance
------	--------------------------

8860 Total >  
 8xxx Total >

Budget	Budget	Budget	Budget	Budget	Variance**	(%)
13-14	14-15	15-16	15-16	16-17		
50,000	25,000	20,000	20,000	65,000	45,000	225.00%
50,000	25,000	20,000	20,000	65,000	45,000	225.00%
50,000	25,000	20,000	20,000	65,000	45,000	225.00%
50,000	25,000	20,000	20,000	65,000	45,000	225.00%

Building Fund (Fund 48)

**\*\*Variance: Column 5 - Column 3.**

**Object Analysis (Detail)**  
**Revenue by Object - Summary**  
**Grand Totals**

*Print Date: Wednesday, August 17, 2016*  
*Print Time: 4:55 PM*

Object	Budget	Budget	Budget	Budget	Budget	Variance**	(%)
	13-14	14-15	15-16	15-16	16-17		
	50,000	25,000	20,000	20,000	65,000	45,000	225.00%

**\*\*Variance: Column 5 - Column 3.**

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Building Fund (Fund 48)**

Print Date: Wednesday, August 17, 2016  
 Print Time: 4:55 PM

Object	Budget 13-14	Budget 14-15	Budget 15-16	Budget 15-16	Budget 16-17	Variance**	(%)
<i>5100 Contracts</i>							
5180 Contract Services	1,546,310	19,964	0	0	0	0	0.00%
<i>5100 Total &gt;</i>	<b>1,546,310</b>	<b>19,964</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<i>5xxx Total &gt;</i>	<b>1,546,310</b>	<b>19,964</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<i>6100 Sites and Site Improvements</i>							
6105 Building Renovation/Repair	541,245	115,526	0	0	0	0	0.00%
<i>6100 Total &gt;</i>	<b>541,245</b>	<b>115,526</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<i>6200 Building Improvements</i>							
6268 Architect Fees	366,916	479,225	0	0	0	0	0.00%
6269 New Construction	3,173,154	598,745	0	0	0	0	0.00%
<i>6200 Total &gt;</i>	<b>3,540,070</b>	<b>1,077,970</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<i>6400 Capital Equipment - New</i>							
6404 Equipment Purchase - New	1,892,407	1,018,937	0	0	0	0	0.00%
<i>6400 Total &gt;</i>	<b>1,892,407</b>	<b>1,018,937</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<i>6xxx Total &gt;</i>	<b>5,973,722</b>	<b>2,212,433</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Building Fund (Fund 48)</b>	<b>7,520,032</b>	<b>2,232,397</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

\*\*Variance: Column 5 - Column 3.

**Object Analysis (Detail)**  
**Expense by Object - Summary**  
**Grand Totals**

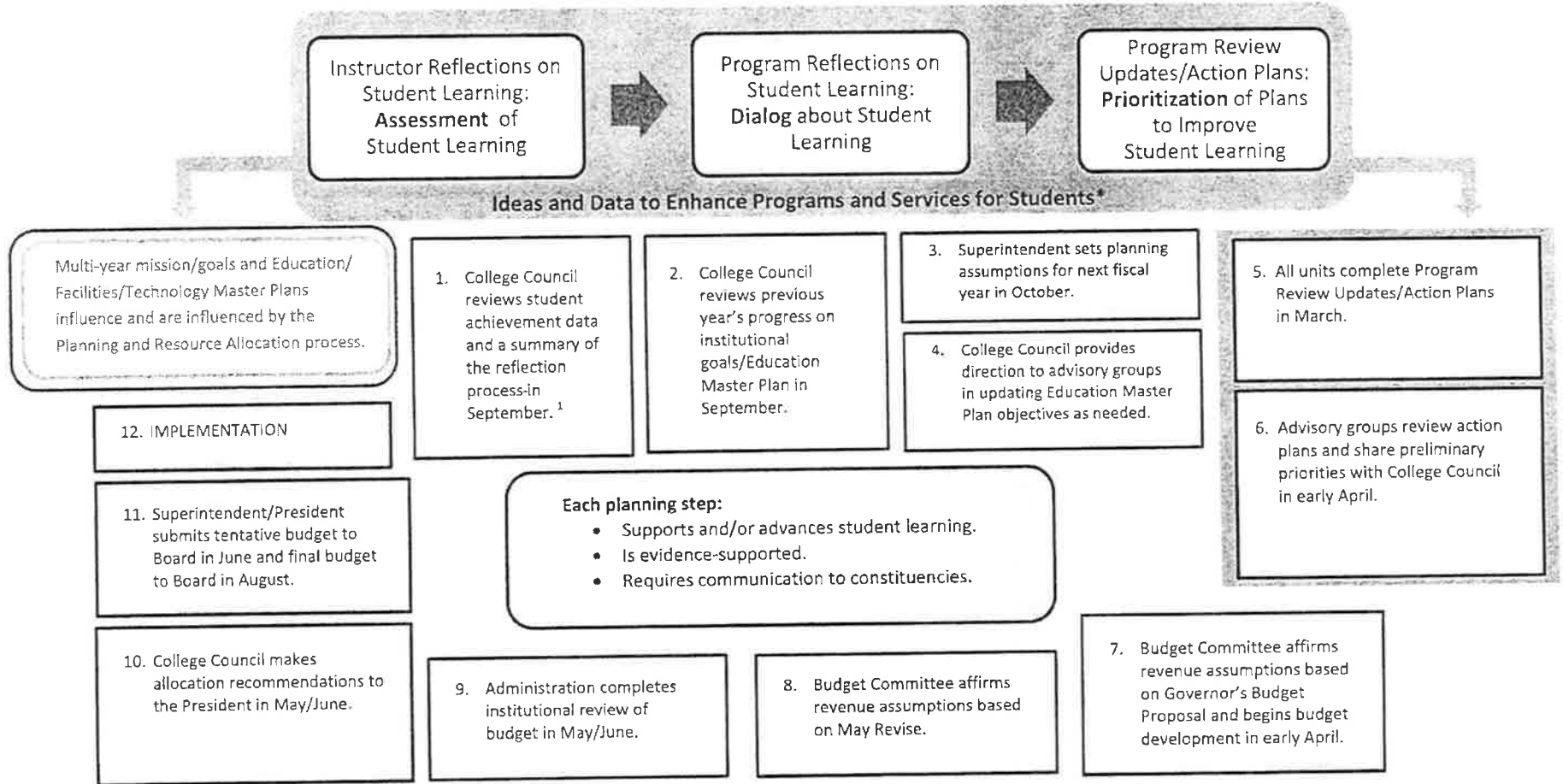
Print Date: Wednesday, August 17, 2016  
 Print Time: 4:55 PM

Object	Budget	Budget	Budget	Budget	Budget	Variance**	(%)
	13-14	14-15	15-16	15-16	16-17		
	7,520,032	2,232,397	0	0	0	0	0.00%

**\*\*Variance: Column 5 - Column 3.**

# **Attachment A**

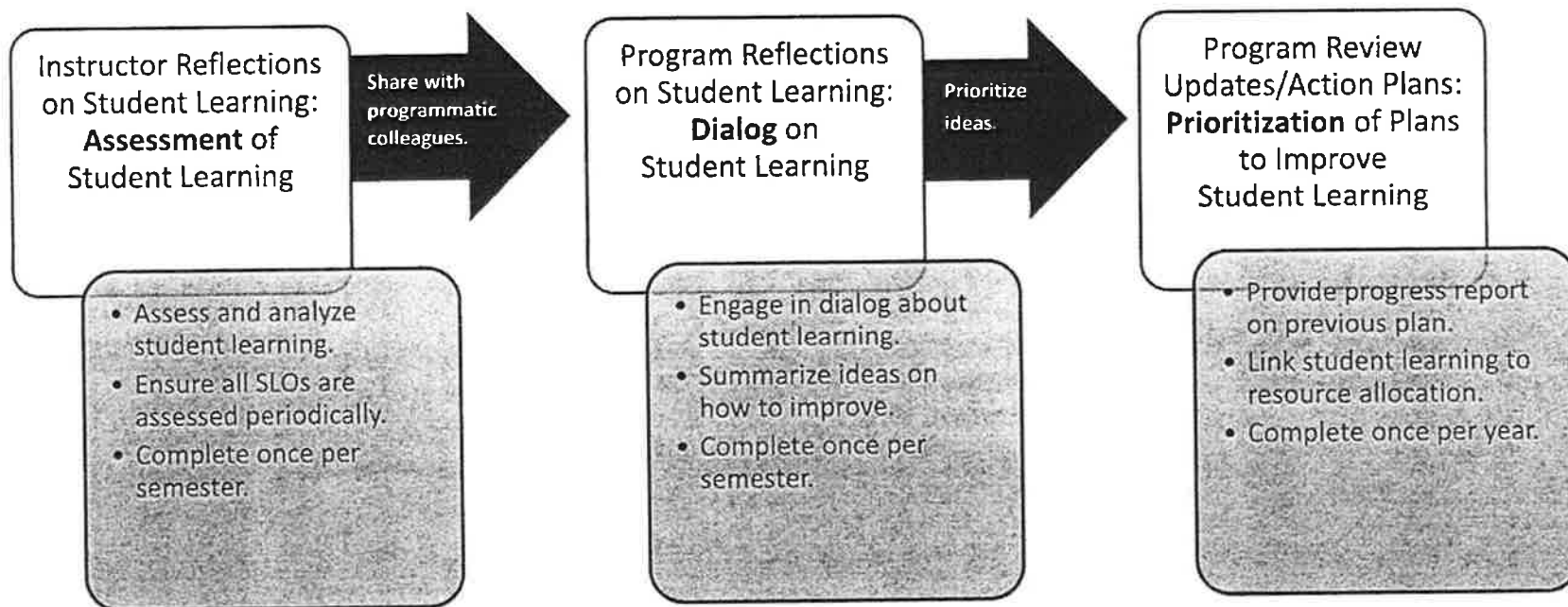
## Monterey Peninsula College Planning and Resource Allocation Process



\*Please see attached page for further details.



## Student Learning: Foundational to Planning and Resource Allocation



# **Attachment B**

## MONTEREY PENINSULA COLLEGE

### 2014-2020 Institutional Goals and Supporting Objectives

#### Mission Statement

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

#### Values Statement

To attain the mission of the college and enhance the intellectual, cultural, and economic vitality of our diverse community, MPC strives to:

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

#### Goal 1: Help students achieve their educational goals.

**Objective 1.1:** Create, delete and/or revise programs and curriculum to help students transfer or build job-related skills. [Meet SB 1440 and 440 requirements]

**Objective 1.2:** Develop and implement Student Success and Equity plans. [Student Success Initiative]

**Objective 1.3:** Continue to develop continuing education program encompassing community education, contract education, and workforce development. See *Strategic Initiative on Continuing Education*. [Community needs]

**Objective 1.4:** Provide essential support services for the Marina Education Center and the Seaside Public Safety Center. [Meet Accreditation standards]

**Objective 1.5:** Implement the online learning strategic plan that includes institutional support, protocols, and assessment. [Meet Accreditation standards.]

**Objective 1.6:** Maximize systematic participation in the Instructor and Program Reflections process for continuous quality improvement. [Meet Accreditation standards]

**Objective 1.7:** Review and revise scheduling processes to meet student needs and increase class size average. [Fiscal Stability]

**Objective 1.8:** Meet the college's Institution-Set Standards. [Meet Accreditation standards]

**Goal 2: Establish and maintain fiscal stability.**

**Objective 2.1:** Improve institutional efficiencies.

**Objective 2.2:** Create and implement a significant marketing plan.

**Objective 2.3:** Strategically improve and enhance enrollment and retention rates.

**Objective 2.4:** Develop and implement a plan to increase the number of international students.

**Objective 2.5:** Create opportunities to partner with public and private organizations.

**Objective 2.6:** Obtain extramural funding.

**Goal 3: Review, revise, and communicate policies and procedures to support the college mission.**

**Objective 3.1:** Review and revise Board policies and administrative procedures as needed.  
[Accreditation]

**Objective 3.2:** Develop and distribute handbooks to clarify committee functions and shared governance processes.

**Goal 4: Establish and maintain effective infrastructure to promote student learning and achievement.**

**Objective 4.1:** Strengthen connectivity, security, and sustainability of technology infrastructure.  
[Accreditation]

**Objective 4.2:** Implement an information management system. [Accreditation]

**Objective 4.3:** Develop funding and sustainability model for technology. [Accreditation]

**Objective 4.4:** Review and revise facilities plan. [Accreditation and Fiscal Stability]

**Objective 4.5:** Create and implement a human resources plan. [Accreditation, Fiscal Stability and Equity]

**Objective 4.6:** Update and implement the emergency response plan.

# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2016

New Business Agenda Item No. C

Fiscal Services  
College Area

**Proposal:**

That the Governing Board adopt the 2016-17 Final Budget.

**Background:**

The Board has held a public hearing for the purpose of reviewing the 2016-2017 Budget and the proposed budget has been available for public inspection as per Title V, Section 58301 of the California Code of Regulations


The Board approved a Tentative Budget on June 22, 2016. Since that time, budgets have been revised to reflect funding changes as a result of the adopted state budget, and ongoing review of actual revenue and expenses.

**Budgetary Implications:**


Revenues and expenses are anticipated as presented.

**RESOLUTION: BE IT RESOLVED**, that the Governing Board adopt the 2016-17 Final Budget.

**Recommended By:**

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

**Prepared By:**

  
\_\_\_\_\_  
Rosemary Barrios, Controller

**Agenda Approval:**

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

# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2016

New Business Agenda Item No. D

Fiscal Services  
College Area

### Proposal:

That the Governing Board review and accept the attached Quarterly Financial Status Report (Form CCFS 311Q) for the quarter-ending June 30, 2016.

### Background:


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

### Budgetary Implications:

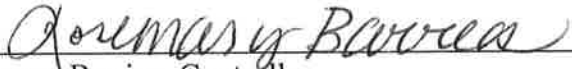
Steps have been taken to ensure close monitoring of the District's budget. Monthly reports, updates and projections will be provided to the Governing Board.

**RESOLUTION: BE IT RESOLVED**, that the Quarterly Financial Status Report for the quarter Ending June 30, 2016, as presented on form CCFS 311Q, be accepted and made part of the minutes of this meeting.

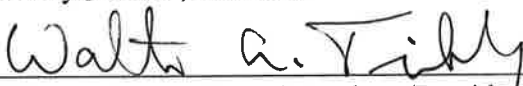
Recommended By:

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

Prepared By:

  
\_\_\_\_\_  
Rosemary Barrios, Controller

Agenda Approval:

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

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD

Fiscal Year: 2015-2016

Quarter Ended: (Q4) Jun 30, 2016

District: (460) MONTEREY

Your Quarterly Data is Certified for this quarter.

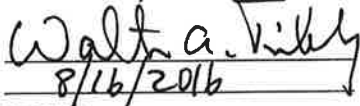
Chief Business Officer

CBO Name: Steve L. Crow

CBO Phone: 831-646-4040

CBO Signature:   
Date Signed: \_\_\_\_\_

Chief Executive Officer Name: Dr. Walter Tribley

CEO Signature:   
Date Signed: 8/16/2016

Electronic Cert Date: 08/08/2016

District Contact Person

Name: Rosemary Barrios

Title: Controller

Telephone: 831-646-4043

Fax: 831-645-1315

E-Mail: rbarrios@mpc.edu

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

Send questions to:

Christine Atallg (916)327-5772 [catalin@ccccc.edu](mailto:catalin@ccccc.edu) or Tracy Britten (916)324-9794 [tbritten@ccccc.edu](mailto:tbritten@ccccc.edu)

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**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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

CHANGE THE PERIOD 

Fiscal Year: 2015-2016

Quarter Ended: (Q4) Jun 30, 2016

District: (460) MONTEREY

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2012-13	Actual 2013-14	Actual 2014-15	Projected 2015-2016
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
<b>A. Revenues:</b>					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	36,060,096	36,678,285	36,585,802	41,684,235
A.2	Other Financing Sources (Object 8900)	2,055,231	2,545,302	1,400,000	0
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>38,115,327</b>	<b>39,223,587</b>	<b>37,985,802</b>	<b>41,684,235</b>
<b>B. Expenditures:</b>					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	31,843,285	37,336,399	36,330,317	41,542,689
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	6,963,853	1,896,558	1,328,481	157,017
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>38,807,138</b>	<b>39,232,957</b>	<b>37,658,798</b>	<b>41,699,706</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>-691,811</b>	<b>-9,370</b>	<b>327,004</b>	<b>-15,471</b>
<b>D. Fund Balance, Beginning</b>					
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>4,586,890</b>	<b>3,895,079</b>	<b>3,885,709</b>	<b>4,212,954</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>3,895,079</b>	<b>3,885,709</b>	<b>4,212,713</b>	<b>4,197,483</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	10%	9.9%	11.2%	10.1%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	6,803	6,659	6,501	6,397
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

Line	Description	As of the specified quarter ended for each fiscal year			
		2012-13	2013-14	2014-15	2015-2016
H.1	Cash, excluding borrowed funds		3,909,908	9,294,773	12,205,427
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1+ H.2)</b>	<b>3,962,719</b>	<b>3,909,908</b>	<b>9,294,773</b>	<b>12,205,427</b>

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	41,684,235	41,684,235	44,138,744	105.9%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>41,684,235</b>	<b>41,684,235</b>	<b>44,138,744</b>	<b>105.9%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	41,542,689	41,542,689	38,925,208	93.7%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	146,600	146,600	157,017	107.1%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>41,689,289</b>	<b>41,689,289</b>	<b>39,082,225</b>	<b>93.7%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-5,054</b>	<b>-5,054</b>	<b>5,056,519</b>	
L.	<b>Adjusted Fund Balance, Beginning</b>	<b>4,212,954</b>	<b>4,212,954</b>	<b>4,212,954</b>	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>4,207,900</b>	<b>4,207,900</b>	<b>9,269,473</b>	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.1%	10.1%		

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

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

Contract Period Settled (Specify)	Management	Academic	Temporary	Classified



YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>								
Year 1:								
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
Year 1:								
Year 2:								
Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

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

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

The District is in the process of closing out the 2015-16 Fiscal Year. The closing entries are still being posted. Actual Revenue and Expense will be known once all the closing entries are posted.  
 The District started the fiscal year with a structural deficit and used one-time funds to close the structural deficit and balance the 2015-16 budgets.  
 The District has a structural deficit going into the 2016-17 Fiscal Year. The one-time funds that were available in the 2015-16 Fiscal Year did not continue into the 2016-17 Fiscal Year. The District will use one-time funds from the Self Insurance Fund to cover the 2016-17 structural imbalances.  
 The District will utilize 3 Year Modeling to balance the budget in the future years.

# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2016

New Business Agenda Item No. E

Fiscal Services  
College Area

### Proposal:

That the Governing Board reviews the attached County of Monterey Investment Report for the quarter ending June 30, 2016.

### Background:

The majority of the funds are on deposit with the Monterey County Treasury pursuant to Ed Code. The County Treasurer provides a quarterly report to participating agencies detailing asset allocation and investment performance. The portfolio's net earned income yield for the period ending June 30, 2016, was 1.03%. Approximately 86% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities and other liquid funds. The remaining 14% is invested in corporate debt and is rated in the higher levels of investment grade.

### Budgetary Implications:

None.

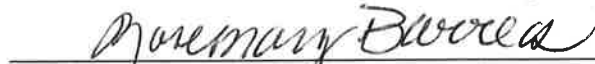
**INFORMATION:** County of Monterey Investment Report for the quarter ending June 30, 2016.

Recommended By:



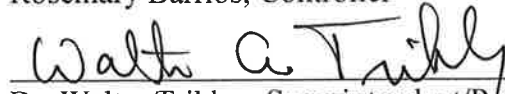
Steven L. Crow, Ed.D., Professional Expert, Administrative Services

Prepared By:



Rosemary Barrios, Controller

Agenda Approval:



Dr. Walter Tribley, Superintendent/President



**MONTEREY COUNTY  
TREASURER'S  
INVESTMENT POLICY**

**FISCAL YEAR 2016-2017**

APPROVED BY THE BOARD OF SUPERVISORS JULY 26, 2016



# Monterey County Board of Supervisors

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

## Board Order

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

- a. Received and accepted the Treasurer's Report of Investments for the quarter ending June 30, 2016;
- b. Received and approved the Treasurer's Investment Policy for FY 2016-17; and
- c. Renewed the Delegation of Investment Authority to the Treasurer-Tax Collector pursuant to California Government Code 53607.

PASSED AND ADOPTED on this 26<sup>th</sup> day of July 2016, by the following vote, to wit:

AYES: Supervisors Armenta, Salinas, Parker and Potter

NOES: None

ABSENT: Supervisor Phillips

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 79 for the meeting on July 26, 2016.

Dated: August 2, 2016  
File ID: 16-904

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

By  Deputy



# Monterey County

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

## Board Report

Legistar File Number: 16-904

July 26, 2016

Introduced: 7/15/2016

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

- a. Receive and Accept the Treasurer's Report of Investments for the quarter ending June 30, 2016; and
- b. Receive and Approve the Treasurer's Investment Policy for FY 2016-17; and
- c. Renew the Delegation of Investment Authority to the Treasurer-Tax Collector pursuant to California Government Code 53607.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive and Accept the Treasurer's Report of Investments for the quarter ending June 30, 2016; and
- b. Receive and Approve the Treasurer's Investment Policy for FY 2016-17; and
- c. Renew the Delegation of Investment Authority to the Treasurer-Tax Collector pursuant to California Government Code 53607.

### SUMMARY:

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

The Treasurer has also amended the Monterey County Investment Policy to provide additional clarification, revise language and update investment guidelines and categories as stated in Government Code §53601(q). In addition, annual Board approval of the Investment Policy and delegation of investment authority are prescribed by Government Code sections 53646 and 53607.

### DISCUSSION:

During the April - June quarter yields on U.S. Treasuries continued to fall due to concern over slowing economic growth and the release of the May employment data which revealed the lowest level of jobs gain since 2010. Market participants correctly predicted this would discourage the Federal Reserve from raising rates at the June committee meeting. While the labor market rebounded in June, adding a net 287,000 jobs which largely exceeded the market expectation of 175,000, Britain's vote to leave the European Union caused volatility throughout the global financial market, causing sovereign yields across the world to plummet. The political and economic consequences continue to be highly uncertain as Britain has the second largest economy in the European Union.

On June 30, 2016 the Monterey County investment portfolio contained an amortized book value of \$1,299,086,359.71 spread among 86 separate securities and funds. The par value of those

funds was \$1,297,997,754.70 with a market value of \$1,298,648,951.83 or 99.97% of amortized book value. The portfolio's net earned income yield for the period was 1.03%. This produced an estimated income of \$3,429,732.19 for the quarter which will be distributed proportionally to all agencies participating in the investment pool. The investment portfolio had a weighted average maturity of 491 days.

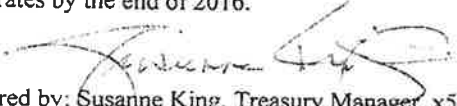
The investment portfolio was in compliance with all applicable provisions of state law and the adopted Investment Policy, and contains sufficient liquidity to meet all projected outflows over the next six months. Market value pricings were obtained through Bloomberg LLP, Union Bank of California and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

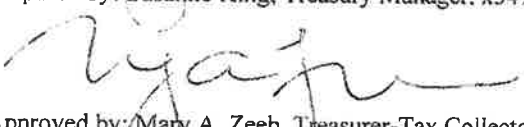
OTHER AGENCY INVOLVEMENT:

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

FINANCING:

The investment portfolio contains sufficient liquidity to meet all projected expenditures over the next six months. We estimate that the investment earnings in the General Fund will be consistent with budgeted revenue, but at historically low levels, as the Federal Reserve may not raise rates by the end of 2016.

  
Prepared by: Susanne King, Treasury Manager, x5490

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

All attachments are on file with The Clerk of the Board:

- Exhibit A - Investment Portfolio Review 06-30-16
- Exhibit B - Portfolio Management Report 06-30-16
- Exhibit C - Monterey County Historical Yields vs. Benchmarks
- Exhibit D - Aging Report 07-01-16
- Exhibit E - Monterey County Investment Policy - Red Line
- Exhibit F - Monterey County Investment Policy - Proposed

cc:

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

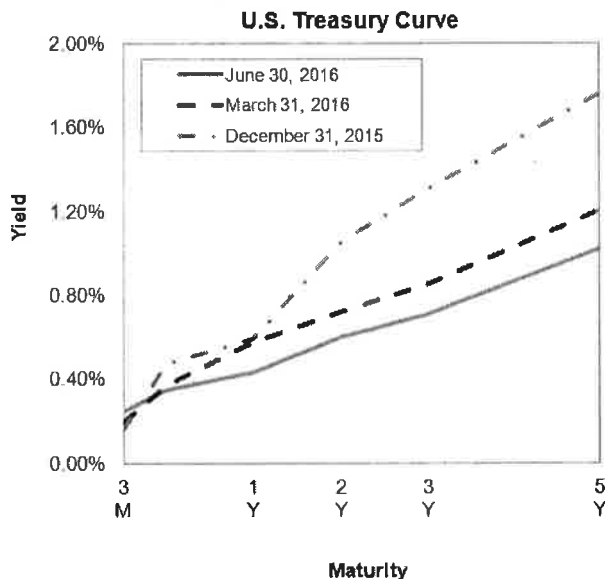
## Exhibit A Investment Portfolio Review Quarter Ending June 30, 2016

### OVERVIEW April 1, 2016 – June 30, 2016

During the April - June quarter yields on U.S. Treasuries continued to fall due to concern over slowing economic growth and the release of the May employment data which revealed the lowest level of jobs gain since 2010. Market participants correctly predicted this would discourage the Federal Reserve from raising rates at the June committee meeting. While the labor market rebounded in June, adding a net 287,000 jobs which largely exceeded the market expectation of 175,000, Britain's vote to leave the European Union caused volatility throughout the global financial market, causing sovereign yields across the world to plummet. The political and economic consequences continue to be highly uncertain as Britain has the second largest economy in the European Union.

### U.S. TREASURY YIELD CURVE

- Yields across the yield curve have fallen in 2016 except in the shortest maturities causing the yield curve to flatten.
- Rates continue to end the quarter significantly lower than in the two previous quarters.
- The portfolio has 60% invested in the 2-3 year maturity range to take advantage of the higher yields offered in that part of the yield curve.



	6/30/16	3/31/16	12/31/15
3-month	0.25%	0.20%	0.16%
6-month	0.35%	0.38%	0.47%
1-year	0.44%	0.58%	0.60%
2-year	0.60%	0.72%	1.05%
3-year	0.71%	0.85%	1.31%
5-year	1.02%	1.20%	1.76%
10-year	0.25%	0.20%	0.16%

Source: Bloomberg

The County Treasury continues to outperform all of its portfolio benchmarks this quarter. Our investment strategy positions short term debt to provide liquidity and continues to take advantage of available higher yields on Commercial Paper, highly rated Corporate Notes and Negotiable CDs as well as maintaining Treasury Notes with attractive rates. The following indicators reflect key aspects of the County’s investment portfolio in light of the above noted conditions:

1. **Market Access** – During the quarter, the majority of County investment purchases were in the area of U.S. highly rated Corporate Notes and Commercial Paper. The Treasurer continues to keep a high level of liquid assets reflecting the need to maintain levels of available cash to ensure the ability to meet all cash flow needs.
2. **Diversification** - The Monterey County Treasurer’s portfolio consists of 86 different fixed income investments, all of which are authorized by the State of California Government Code 53601.

The portfolio asset spread is detailed in the table below:

Portfolio Asset Composition					
Corporate Notes	Negotiable CDs	Liquid Assets	US Treasuries	Federal Agencies	Commercial Paper
14%	6%	25%	20%	27%	8%

3. **Credit Risk** – Approximately 78% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities, Negotiable CDs and other liquid funds. All assets have an investment grade rating. U.S. Treasuries are not specifically rated, but are considered the safest of all investments. The corporate debt (14%) is rated in the higher levels of investment grade. All federal agency securities have AA ratings, or are guaranteed by the U.S. Treasury. The credit quality of the County’s portfolio continues to be high.

The portfolio credit composition is detailed in the table below:

Portfolio Credit Composition									
AAA	AAAm	AA+	AA	AA-	A	A-1+ (Short-Term)	A-1 (Short-term)	Aaf/S1+ (CalTrust)	Not Rated (LAIF/MMF)
<1%	10%	50%	2%	7%	5%	2%	9%	11%	4%

4. **Liquidity Risk** – Liquidity risk, as measured by the ability of the County’s Treasury to meet withdrawal demands on invested assets, was adequately managed during the April to June quarter. The portfolio’s average weighted maturity was 491 days. The County maintained \$319.8M (25%) in overnight investments to provide immediate liquidity and \$176.7M (14%) in securities with maturities under a year to provide further enhanced liquidity.



## **PORTFOLIO CHARACTERISTICS**

	<u>March 31, 2016</u>	<u>June 30, 2016</u>
Total Assets	\$1,279,023,414.54	\$1,299,086,359.71
Market Value	\$1,278,591,988.68	\$1,298,648,951.83
Days to Maturity	477	491
Yield	1.08%	1.03%
Estimated Earnings	\$3,432,128.12	\$3,429,732.19

## **FUTURE STRATEGY**

The County portfolio has 60% invested in the 2-3 year maturity range to take advantage of the higher yields offered in that part of the yield curve and will continue to manage the portfolio to maximize safety, liquidity and the portfolio yield.

With the unemployment rate reaching 4.9% (its lowest level in eight years) and a steady rise in consumer spending, the economy is expected to grow. The Fed tightening at a slow pace along with a moderate economic growth should provide a supportive environment for investment-grade credit. The acquisition of new Corporate Notes, bank certificates of deposit (CDs) and Commercial Paper will continue to contribute positively to the County's portfolio performance.

# Exhibit B

## Monterey County Portfolio Management Portfolio Details - Investments June 30, 2016

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>Money Market Accts - GC 53601(k)(2)</b>												
SYS11672	11672	BlackRock			1,081.32	1,081.32	1,081.32	0.304			0.304	
SYS11830	11830	Federated		07/01/2015	0.00	0.00	0.00	0.101	Aaa	AAA	0.101	
SYS11578	11578	Fidelity Investments			53,932,312.88	53,932,312.88	53,932,312.88	0.318	Aaa	AAA	0.318	
<b>Subtotal and Average</b>			<b>62,871,855.61</b>		<b>53,933,394.20</b>	<b>53,933,394.20</b>	<b>53,933,394.20</b>				<b>0.318</b>	
<b>State Pool - GC 16429.1</b>												
SYS11361	11361	LAIF			50,000,000.00	50,000,000.00	50,000,000.00	0.463			0.463	
<b>Subtotal and Average</b>			<b>50,000,000.00</b>		<b>50,000,000.00</b>	<b>50,000,000.00</b>	<b>50,000,000.00</b>				<b>0.463</b>	
<b>CALTRUST/CAMP - GC 53601(p)</b>												
SYS11801	11801	CalTrust			140,000,000.00	140,000,000.00	140,000,000.00	0.726	Aaa	AAA	0.726	
SYS10379	10379	Calif. Asset Mgmt			74,200,000.00	74,200,000.00	74,200,000.00	0.448		AAA	0.448	
SYS11961	11961	Calif. Asset Mgmt			465,959.07	465,959.07	465,959.07	0.510		AAA	0.510	
<b>Subtotal and Average</b>			<b>230,714,310.72</b>		<b>214,665,959.07</b>	<b>214,665,959.07</b>	<b>214,665,959.07</b>				<b>0.629</b>	
<b>SWEEP ACCOUNT-MORG STNLY</b>												
SYS12041	12041	Morgan Stanley		11/10/2015	1,208,401.43	1,208,401.43	1,208,401.43	0.273			0.273	
<b>Subtotal and Average</b>			<b>2,280,851.04</b>		<b>1,208,401.43</b>	<b>1,208,401.43</b>	<b>1,208,401.43</b>				<b>0.273</b>	
<b>Negotiable CDs - GC 53601 (i)</b>												
40428AR58	12047	HSBC Securites		11/18/2015	14,000,000.00	14,000,000.00	14,000,000.00	1.540	Aa2	AA-	1.540	11/17/2017
78009NZZ2	12072	Royal Bank of Canada		03/15/2016	18,000,000.00	18,000,000.00	18,000,000.00	1.700	Aa3	AA-	1.700	03/09/2018
83050FBG5	12046	Skandinaviska Enskilada Banken		11/17/2015	14,000,000.00	14,000,000.00	14,000,000.00	1.480	Aa3	A+	1.501	11/16/2017
86958DH54	12048	Svenska Handelsbanken NY		11/24/2015	14,000,000.00	14,000,000.00	14,000,000.00	1.111			1.066	08/24/2017
89113E5E2	12073	Toronto Dominion Bank		03/16/2016	18,000,000.00	18,000,000.00	18,000,000.00	1.720	Aa1	AA-	1.744	03/14/2018
<b>Subtotal and Average</b>			<b>78,000,000.00</b>		<b>78,000,000.00</b>	<b>78,000,000.00</b>	<b>78,000,000.00</b>				<b>1.532</b>	
<b>Medium Term Notes - GC 53601(k)</b>												
0258M0DP1	12088	American Express Credit		06/27/2016	10,000,000.00	10,178,664.18	10,178,664.18	2.250	A2	A-	1.660	08/15/2019
037833BQ2	12066	Apple Inc Corp Notes		02/23/2016	6,000,000.00	5,999,101.00	5,999,101.00	1.700	Aa1	AA+	1.706	02/22/2019
084664BS9	12031	Berkshire Hathaway Finance		04/24/2015	10,000,000.00	10,080,700.00	10,075,682.05	1.600	Aa2	AA	0.724	05/15/2017
166764AE0	12049	Chevron Corp. Global		11/25/2015	8,175,000.00	8,210,806.50	8,206,496.72	1.718	Aa1	AA	1.519	06/24/2018
17275RBA9	12071	Cisco Systems Inc Corp		02/29/2016	4,265,000.00	4,265,000.00	4,265,000.00	1.400	A1	AA-	1.400	02/28/2018
172967KS9	12085	Citibank		06/09/2016	3,840,000.00	3,838,043.95	3,838,043.95	2.050	Baa1	A-	2.068	06/07/2019

Portfolio INVT  
AP  
PM (PRF\_PM2) 7.3.0

# Exhibit B

## Monterey County Portfolio Management Portfolio Details - Investments June 30, 2016

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>Medium Term Notes - GC 53601(k)</b>												
25468PDH6	12064	The Walt Disney Copr		01/08/2016	2,710,000.00	2,706,950.30	2,706,950.30	1.650	A2	A	1.696	01/08/2019
369604BC6	12010	General Electric		01/23/2015	10,000,000.00	10,784,700.00	10,575,224.59	5.250	Aa	AA	1.150	12/06/2017
38141GVT8	12074	Goldman Sachs		04/25/2016	1,415,000.00	1,411,306.69	1,411,306.69	2.000	A3	BBB+	2.096	04/25/2019
38141GVT8	12075	Goldman Sachs		04/26/2016	7,210,000.00	7,205,663.58	7,205,663.58	2.000	A3	BBB+	2.022	04/25/2019
02665WBA8	12068	American Honda Finance		02/23/2016	3,780,000.00	3,779,333.68	3,779,333.68	1.700	A1	A+	1.707	02/22/2019
459200JE2	12067	IBM Corp Notes		02/19/2016	20,000,000.00	19,992,726.71	19,992,726.71	1.800			1.812	05/17/2019
24422ETE9	12063	John Deere Captital Corp		01/08/2016	8,300,000.00	8,299,581.77	8,299,581.77	1.950	A2	A	1.952	01/08/2019
478160BF0	12000	Johnson & Johnson		12/23/2014	2,000,000.00	2,000,700.00	2,000,000.00	0.700	Aaa	AAA	0.700	11/28/2016
46625HQU7	12081	Morgan Stanley		05/26/2016	10,000,000.00	10,015,931.59	10,015,931.59	1.850	A3	A	1.789	03/22/2019
713448DE5	12070	Pepsico Inc Corp Note		02/24/2016	3,850,000.00	3,849,015.04	3,849,015.04	1.500	A1	A	1.510	02/22/2019
717081DU4	12083	PFIZER INC		06/03/2016	10,000,000.00	9,988,895.56	9,988,895.56	1.450	A1	AA	1.489	06/03/2019
89233P5S1	11839	Toyota Motor Corporation		02/29/2012	5,000,000.00	5,056,950.00	5,011,947.03	2.050	Aa	AA	1.580	01/12/2017
89236TCA1	12009	Toyota Motor Corporation		01/16/2015	10,000,000.00	9,999,000.00	10,025,399.26	1.450	Aa	AA	1.280	01/12/2018
89233P6S0	12018	Toyota Motor Corporation		03/30/2015	10,000,000.00	9,996,000.00	10,017,758.67	1.250	Aaa	AA	1.107	10/05/2017
94974BFG0	12021	Wells Fargo & Company		04/07/2015	10,000,000.00	10,018,900.00	10,050,777.78	1.500	Aaa	AA	1.164	01/16/2018
94974BFL9	12025	Wells Fargo & Company		04/13/2015	10,000,000.00	10,031,400.00	10,002,864.55	1.250	A2	A+	0.704	07/20/2016
94974BFU9	12089	Wells Fargo & Company		06/27/2016	10,000,000.00	10,175,804.43	10,175,804.43	2.125	A2	A	1.483	04/22/2019
<b>Subtotal and Average</b>			<b>158,587,201.94</b>		<b>176,545,000.00</b>	<b>177,885,174.98</b>	<b>177,672,169.13</b>				<b>1.461</b>	
<b>Commercial Paper Disc.- GC 53601(h)</b>												
06366GQH5	12086	Bank of Montreal Chicago		06/24/2016	20,000,000.00	19,852,913.85	19,852,913.85	1.022	P-1	A-1	1.044	03/17/2017
06538BKR3	12076	Bank of Tokyo-MITS		04/25/2016	20,000,000.00	19,942,644.45	19,942,644.45	0.890	P-1	A-1	0.909	10/25/2016
09659BLJ7	12079	BNP Paribas NY		05/24/2016	20,000,000.00	19,928,444.44	19,928,444.44	0.920	P-1	A-1	0.924	11/18/2016
21687AMT7	12087	Rabobank Nederland		06/24/2016	20,000,000.00	19,914,477.77	19,914,477.77	0.860	P-1	A-1	0.878	12/27/2016
90262CHX8	12065	UBS		01/28/2016	19,715,000.00	19,688,609.28	19,688,609.28	0.790	P-1	A-1	0.804	08/31/2016
<b>Subtotal and Average</b>			<b>79,979,239.36</b>		<b>99,715,000.00</b>	<b>99,327,089.79</b>	<b>99,327,089.79</b>				<b>0.912</b>	
<b>Fed Agcy Coupon Sec - GC 53601(f)</b>												
3133EDSU7	11985B	Federal Farm Credit Bank		08/15/2014	7,500,000.00	7,503,075.00	7,500,000.00	1.000	Aaa	AA+	1.000	08/15/2017
3133EEFE5	12008	Federal Farm Credit Bank		01/12/2015	10,000,000.00	10,018,200.00	10,021,559.09	1.125	Aaa	AA	0.975	12/18/2017
3133EEMA5	12011	Federal Farm Credit Bank		01/30/2015	10,000,000.00	9,940,700.00	10,006,686.21	1.500	Aaa	AA	1.480	12/30/2019
3133EELZ1	12012	Federal Farm Credit Bank		02/02/2015	10,000,000.00	9,966,500.00	10,018,889.71	1.000	Aaa	AA	0.890	03/29/2018
3133EESZ4	12016	Federal Farm Credit Bank		03/25/2015	10,000,000.00	9,998,600.00	10,000,211.99	0.460	Aaa	AA	0.390	07/12/2016
3133EDMB5	12017	Federal Farm Credit Bank		03/26/2015	10,000,000.00	9,997,200.00	10,000,214.36	0.500	Aaa	AA	0.485	08/23/2016
3133EETE0	12020	Federal Farm Credit Bank		04/01/2015	10,000,000.00	10,003,600.00	10,032,191.23	1.125	Aaa	AA	0.932	03/12/2018

# Exhibit B

## Monterey County Portfolio Management Portfolio Details - Investments June 30, 2016

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>Fed Agcy Coupon Sec - GC 53601(f)</b>												
313380EC7	11878	Federal Home Loan Bank		09/17/2012	10,000,000.00	9,962,000.00	9,988,401.14	0.750	Aaa	AA	0.850	09/08/2017
313370TW8	11888	Federal Home Loan Bank		12/05/2012	10,000,000.00	10,104,800.00	10,027,621.86	2.000	Aaa	AA	0.521	09/09/2016
313378A43	11925	Federal Home Loan Bank		05/02/2013	10,000,000.00	10,058,800.00	10,102,110.59	1.375	Aaa	AA	0.758	03/09/2018
313383A68	11928	Federal Home Loan Bank		06/13/2013	10,000,000.00	9,925,600.00	10,000,000.00	1.080	Aaa	AA	1.080	06/13/2018
313378QK0	11966	Federal Home Loan Bank		04/04/2014	10,000,000.00	10,154,700.00	10,014,553.24	1.875	Aaa	AA	1.818	03/08/2019
3130A4Q70	12032	Federal Home Loan Bank		04/23/2015	10,000,000.00	10,008,500.00	10,025,712.55	1.000	Aaa	AA+	0.811	11/17/2017
3130A8BD4	12082	Federal Home Loan Bank		05/27/2016	32,000,000.00	31,926,366.81	31,926,366.81	0.875	Aaa	AA+	0.992	06/29/2018
3130A8DB6	12084	Federal Home Loan Bank		06/03/2016	16,935,000.00	16,928,068.68	16,928,068.68	1.125	Aaa	AA+	1.139	06/21/2019
3134G3S50	11887	Federal Home Loan Mtg Corp		11/30/2012	10,000,000.00	9,990,100.00	10,002,139.15	0.625	Aaa	AA	0.560	11/01/2016
3134G42G2	11917	Federal Home Loan Mtg Corp		04/30/2013	10,000,000.00	9,959,600.00	10,000,000.00	1.050	Aaa	AA	1.050	04/30/2018
3134G43F3	11920	Federal Home Loan Mtg Corp		04/30/2013	10,000,000.00	10,006,700.00	10,000,000.00	1.020	Aaa	AA	1.020	04/30/2018
3134G43V8	11923	Federal Home Loan Mtg Corp		05/15/2013	10,000,000.00	9,967,300.00	9,999,625.56	1.050	Aaa	AA	1.052	05/15/2018
3137EADL0	11987	Federal Home Loan Mtg Corp		08/25/2014	10,000,000.00	10,007,000.00	9,987,669.95	1.000	Aaa	AA	1.101	09/29/2017
3136G14N6	11890	Federal National Mtg Assn		01/02/2013	10,000,000.00	9,957,700.00	9,998,343.13	0.750	Aaa	AA	0.767	06/28/2017
3135G0PP2	11903	Federal National Mtg Assn		01/18/2013	10,000,000.00	10,008,300.00	10,008,612.96	1.000	Aaa	AA	0.928	09/20/2017
3135G0XA6	11924	Federal National Mtg Assn		05/21/2013	10,000,000.00	9,940,800.00	10,000,000.00	1.030	Aaa	AA	1.030	05/21/2018
3135G0XK4	11927	Federal National Mtg Assn		05/30/2013	10,000,000.00	9,951,300.00	10,000,000.00	1.050	Aaa	AA	1.050	05/25/2018
3135G0WJ8	11929	Federal National Mtg Assn		05/28/2013	10,000,000.00	9,921,400.00	9,968,787.51	0.875	Aaa	AA	1.045	05/21/2018
3135G0PQ0	11948	Federal National Mtg Assn		12/04/2013	10,000,000.00	9,979,000.00	9,976,144.97	0.875	Aaa	AA	1.060	10/26/2017
3135G0PQ0	12007	Federal National Mtg Assn		01/12/2015	10,000,000.00	9,979,000.00	9,996,735.56	0.875	Aaa	AA	0.900	10/26/2017
3136FTS67	12013	Federal National Mtg Assn		02/03/2015	10,000,000.00	10,065,100.00	10,140,396.17	1.700	Aaa	AA	1.157	02/27/2019
3135G0YM9	12033	Federal National Mtg Assn		04/23/2015	10,000,000.00	10,166,900.00	10,176,725.80	1.875	Aaa	AA+	1.060	09/18/2018
3135G0RT2	12039	Federal National Mtg Assn		10/22/2015	10,000,000.00	9,966,800.00	10,022,506.30	0.875	Aaa	AA+	0.720	12/20/2017
3135G0TG8	12040	Federal National Mtg Assn		10/22/2015	10,000,000.00	9,954,900.00	10,019,768.89	0.875	Aaa	AA+	0.750	02/08/2018
3135G0J53	12069	Federal National Mtg Assn		02/23/2016	21,150,000.00	21,105,985.35	21,105,985.35	1.000	Aaa	AA+	1.080	02/26/2019
<b>Subtotal and Average</b>			<b>416,085,734.25</b>		<b>357,585,000.00</b>	<b>357,424,595.84</b>	<b>357,996,028.76</b>				<b>0.961</b>	
<b>US Treasury Note-GC 53601(b)</b>												
912828A34	12042	U.S. Treasury		11/10/2015	9,940,000.00	9,944,671.80	9,940,000.00	1.250	Aaa	AA	1.250	11/30/2018
912828A34	12044	U.S. Treasury		11/16/2015	17,000,000.00	17,007,990.00	17,016,885.14	1.250	Aaa	AA	1.208	11/30/2018
912828VE7	12045	U.S. Treasury		11/16/2015	17,000,000.00	16,950,870.00	16,978,969.21	1.000	Aaa	AA+	1.066	05/31/2018
912828K82	12051	U.S. Treasury		11/25/2015	35,000,000.00	34,834,450.00	34,873,150.03	1.000	Aaa	AA+	1.174	08/15/2018
912828A34	12052	U.S. Treasury		11/25/2015	10,000,000.00	10,004,700.00	10,001,877.55	1.250	Aaa	AA	1.242	11/30/2018
912828VE7	12053	U.S. Treasury		11/25/2015	15,000,000.00	14,956,650.00	14,967,430.68	1.000	Aaa	AA+	1.115	05/31/2018
912828A75	12054	U.S. Treasury		12/04/2015	39,450,000.00	39,694,305.18	39,694,305.18	1.500	Aaa	AA+	1.247	12/31/2018

Portfolio INVT  
AP  
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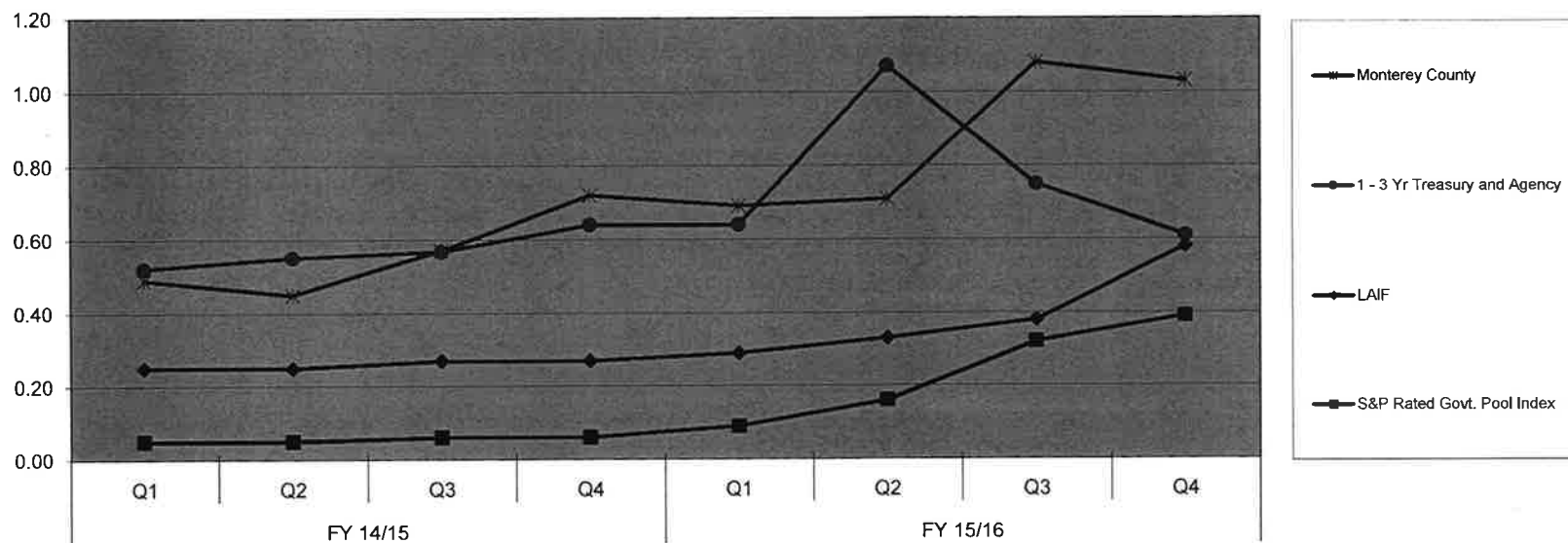
# Exhibit B

## Monterey County Portfolio Management Portfolio Details - Investments June 30, 2016

Page 4

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
<b>US Treasury Note-GC 53601(b)</b>												
912828B33	12055E	U.S. Treasury		12/18/2015	7,805,000.00	7,833,276.01	7,833,276.01	1.500	Aaa	AA+	1.356	01/31/2019
912828WD8	12056	U.S. Treasury		12/22/2015	40,000,000.00	40,012,751.44	40,012,751.44	1.250	Aaa	AA+	1.236	10/31/2018
912828WD8	12060	U.S. Treasury		12/22/2015	10,000,000.00	9,998,406.07	9,998,406.07	1.250	Aaa	AA+	1.257	10/31/2018
912828VE7	12062	U.S. Treasury		12/22/2015	20,000,000.00	19,937,484.22	19,937,484.22	1.000	Aaa	AA+	1.166	05/31/2018
912828Q52	12077	U.S. Treasury		05/19/2016	25,000,000.00	24,907,238.53	24,907,238.53	0.875	Aaa	AA+	1.010	04/15/2019
912828XK1	12080	U.S. Treasury		05/24/2016	20,150,000.00	20,121,543.27	20,121,543.27	0.875	Aaa	AA+	0.945	07/15/2018
<b>Subtotal and Average</b>			<b>260,861,583.90</b>		<b>266,345,000.00</b>	<b>266,204,336.52</b>	<b>266,283,317.33</b>				<b>1.167</b>	
<b>Total and Average</b>			<b>1,339,380,776.83</b>		<b>1,297,997,754.70</b>	<b>1,298,648,951.83</b>	<b>1,299,086,359.71</b>				<b>1.001</b>	

## Exhibit C Monterey County Historical Yields vs. Benchmarks



Quarterly Yield	FY 14/15				FY 15/16			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Monterey County	0.49	0.45	0.57	0.72	0.69	0.71	1.08	1.03
1 - 3 Yr Treasury and Agency	0.52	0.55	0.57	0.64	0.64	1.07	0.75	0.61
LAIF	0.25	0.25	0.27	0.27	0.29	0.33	0.38	0.58
S&P Rated Govt. Pool Index	0.05	0.05	0.06	0.06	0.09	0.16	0.32	0.39

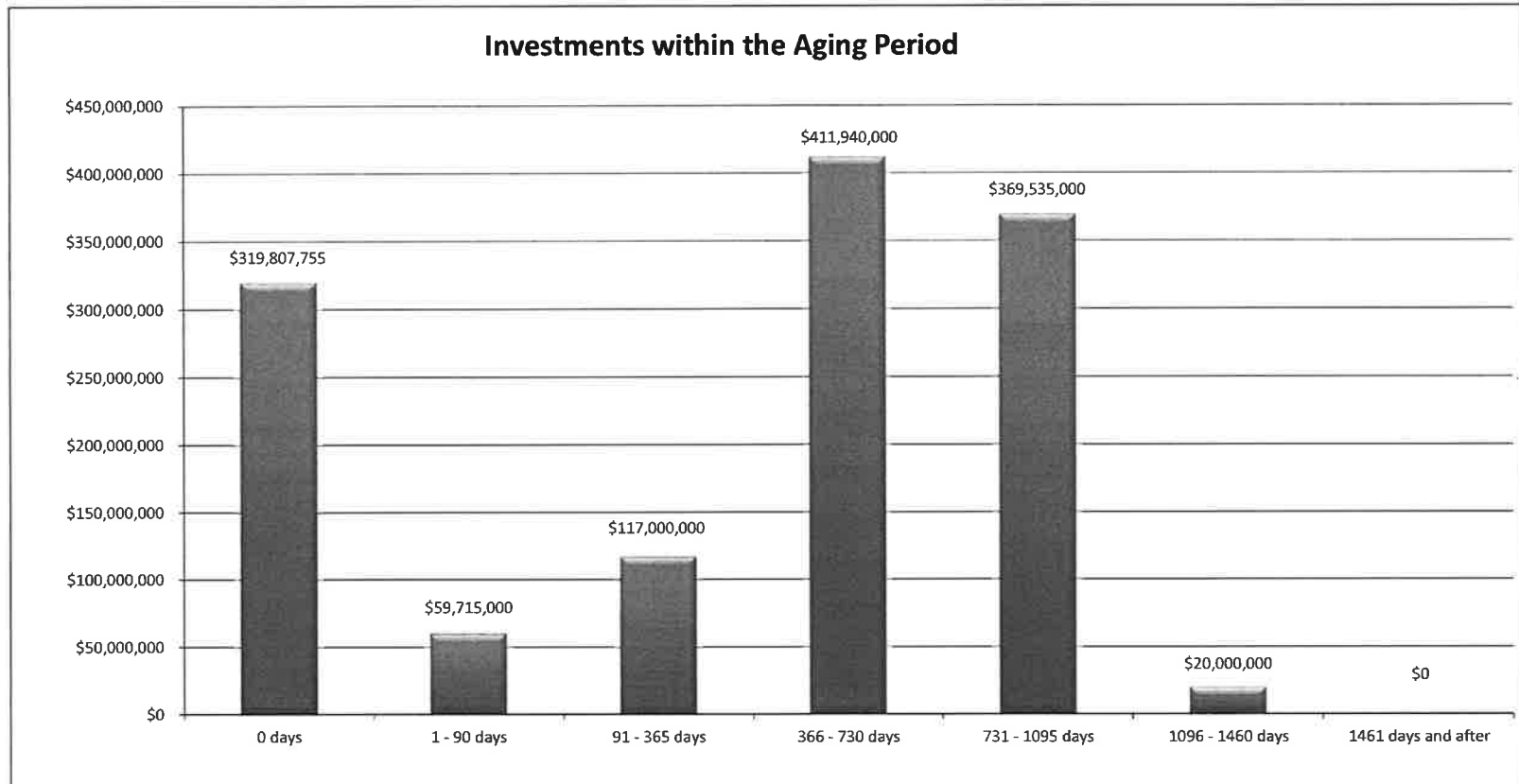
The S&P Index yields are obtained from Bloomberg

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



### Exhibit D Monterey County Aging Report By Maturity Date As of July 1, 2016

				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
<b>Aging Interval:</b>	<b>0 days</b>	<b>( 07/01/2016 - 07/01/2016 )</b>	<b>8 Maturities</b>	<b>319,807,754.70</b>	<b>24.64%</b>	<b>319,807,754.70</b>	<b>319,807,754.70</b>
<b>Aging Interval:</b>	<b>1 - 90 days</b>	<b>( 07/02/2016 - 09/29/2016 )</b>	<b>5 Maturities</b>	<b>59,715,000.00</b>	<b>4.60%</b>	<b>59,719,522.04</b>	<b>59,820,609.28</b>
<b>Aging Interval:</b>	<b>91 - 365 days</b>	<b>( 09/30/2016 - 07/01/2017 )</b>	<b>9 Maturities</b>	<b>117,000,000.00</b>	<b>9.01%</b>	<b>116,726,591.87</b>	<b>116,724,630.51</b>
<b>Aging Interval:</b>	<b>366 - 730 days</b>	<b>( 07/02/2017 - 07/01/2018 )</b>	<b>35 Maturities</b>	<b>411,940,000.00</b>	<b>31.74%</b>	<b>412,619,623.95</b>	<b>412,134,152.53</b>
<b>Aging Interval:</b>	<b>731 - 1095 days</b>	<b>( 07/02/2018 - 07/01/2019 )</b>	<b>27 Maturities</b>	<b>369,535,000.00</b>	<b>28.47%</b>	<b>370,027,516.76</b>	<b>370,042,440.63</b>
<b>Aging Interval:</b>	<b>1096 - 1460 days</b>	<b>( 07/02/2019 - 06/30/2020 )</b>	<b>2 Maturities</b>	<b>20,000,000.00</b>	<b>1.54%</b>	<b>20,185,350.39</b>	<b>20,119,364.18</b>
<b>Aging Interval:</b>	<b>1461 days and after</b>	<b>( 07/01/2020 - )</b>	<b>0 Maturities</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>
<b>Total for 86 Investments</b>				<b>1,297,997,754.70</b>	<b>100.00</b>	<b>1,299,086,359.71</b>	<b>1,298,648,951.83</b>



# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2016

New Business Agenda Item No. F

Fiscal Services  
College Area

### Proposal:

That the Governing Board review the attached Community College League of California (CCLC) Retirees Health Benefit Program report for Monterey Peninsula College for the quarter ending March 31, 2016.

### Background:

The Community College League of California (CCLC) created a program to assist college districts meet the requirements of the Governmental Accounting Standards Board (GASB) 43 and 45 in regards to retiree health benefit liability.

Governmental Accounting Standards Board (GASB) released statements of standards for accounting for such "other post-employment benefits" (OPEB). The GASB 43 and 45 standards for OPEB accounting have taken effect and require California community college districts to accrue the cost of retiree health benefits, and to establish plans to fully fund the future costs of providing future benefits to all current and retirees. These funds under GASB must be invested in an irrevocable trust.


In the fall of 2015 the district brought to the Governing Board a Resolution to establish two accounts. One account, the irrevocable trust, the balanced investment account, the initial investment was \$3M; the Second account, the liquidity investment account, initial investment \$1M.

### Budgetary Implications:


None.

**INFORMATION:** Community College League of California (CCLC) Retirees Health Benefit Program report for Monterey Peninsula College for the quarter ending March 31, 2016.

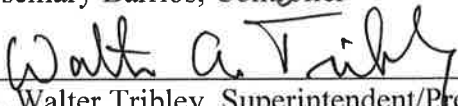
Recommended By:

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

Prepared By:

  
Rosemary Barrios, Controller

Agenda Approval:

  
Dr. Walter Tribley, Superintendent/President



# MONTEREY COMMUNITY COLLEGE DISTRICT

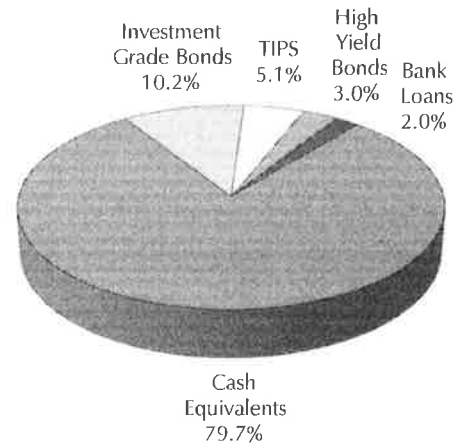
## LIQUIDITY (100% FIXED INCOME)

March 31, 2016

### Change in Portfolio – 3rd Quarter of Fiscal Year 2016

Portfolio Value on 12/31/15	0
Contributions	+1,000,000
Withdrawals	0
Change in Market Value	+3,775
Income Received	+768
Portfolio Fees	-120
<b>Portfolio Value on 3/31/16</b>	<b>1,004,423</b>

### Asset Allocation



### Trailing Period Performance

	1Q16 (%)	FYTD (%)	1 YR (%)	3 YR (%)	5 YR (%)	10 YR (%)	Inception Date	Since Inception (%)
Monterey Community College District	NA	NA	NA	NA	NA	NA	4/1/2016	NA
CPI Medical Care (Inflation)	1.7	2.8	3.3	3.1	3.2	3.4		NA
Russell 3000	1.0	-0.5	-0.3	11.2	11.0	6.9		NA
Barclays Aggregate	3.0	3.7	2.0	2.5	3.8	4.9		NA

### Fiscal Year Performance

	Fiscal Year 2015 (%)	Fiscal Year 2014 (%)	Fiscal Year 2013 (%)	Fiscal Year 2012 (%)	Fiscal Year 2011 (%)	Fiscal Year 2010 (%)	Fiscal Year 2009 (%)	Fiscal Year 2008 (%)	Fiscal Year 2007 (%)
Monterey Community College District	NA	NA	NA	NA	NA	NA	NA	NA	NA
CPI Medical Care (Inflation)	3.8	2.6	2.1	4.0	2.9	3.5	3.2	4.0	4.0
Russell 3000	7.3	25.2	21.5	3.8	32.4	15.7	-26.6	-12.7	20.1
Barclays Aggregate	1.9	4.4	-0.7	7.5	3.9	9.5	6.0	7.1	6.1

# MONTEREY COMMUNITY COLLEGE DISTRICT

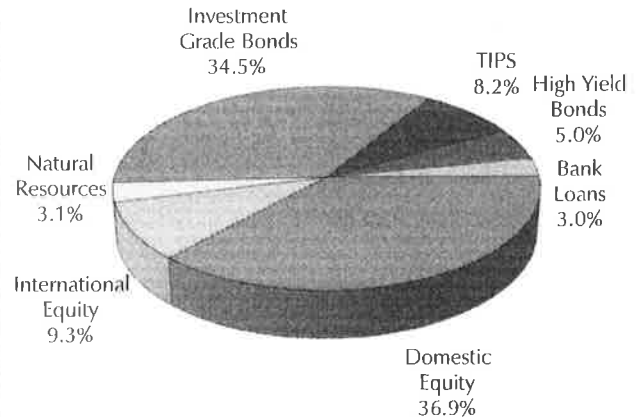
BALANCED (50% FIXED INCOME, 50% EQUITY)

March 31, 2016

## Change in Portfolio – 3rd Quarter of Fiscal Year 2016

Portfolio Value on 12/31/15	0
Contributions	+3,000,000
Withdrawals	0
Change in Market Value	+80,891
Income Received	+6,541
Portfolio Fees	-238
<b>Portfolio Value on 3/31/16</b>	<b>3,087,194</b>

## Asset Allocation



## Trailing Period Performance

	1Q16 (%)	FYTD (%)	1 YR (%)	3 YR (%)	5 YR (%)	10 YR (%)	Inception Date	Since Inception (%)
Monterey Community College District	NA	NA	NA	NA	NA	NA	4/1/2016	NA
CPI Medical Care (Inflation)	1.7	2.8	3.3	3.1	3.2	3.4		NA
Russell 3000	1.0	-0.5	-0.3	11.2	11.0	6.9		NA
Barclays Aggregate	3.0	3.7	2.0	2.5	3.8	4.9		NA

## Fiscal Year Performance

	Fiscal Year 2015 (%)	Fiscal Year 2014 (%)	Fiscal Year 2013 (%)	Fiscal Year 2012 (%)	Fiscal Year 2011 (%)	Fiscal Year 2010 (%)	Fiscal Year 2009 (%)	Fiscal Year 2008 (%)	Fiscal Year 2007 (%)
Monterey Community College District	NA	NA	NA	NA	NA	NA	NA	NA	NA
CPI Medical Care (Inflation)	3.8	2.6	2.1	4.0	2.9	3.5	3.2	4.0	4.0
Russell 3000	7.3	25.2	21.5	3.8	32.4	15.7	-26.6	-12.7	20.1
Barclays Aggregate	1.9	4.4	-0.7	7.5	3.9	9.5	6.0	7.1	6.1



# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2016

Board Meeting Date

New Business Agenda Item No. G

Fiscal Services

College Area

### **Proposal:**

Approve resolution to participate in the Monterey County Educational Delinquent Tax Finance Program, to be underwritten by Tower Capital Management.

### **Background:**

In September 1999, the California legislature passed Assembly Bill 838 and in October 1999 the Governor signed that bill into law. This legislation authorizes local taxing agencies, like school districts, to form a Joint Powers Authority (JPA) to finance delinquent property taxes.

The District has the opportunity to continue its participation in a Joint Powers Authority (JPA) that allows us to benefit from delinquent property taxes. A single financing is being proposed for late November.

The District first participated in the JPA in June 2003. Continued participation in the JPA will bring unrestricted revenue to the district through penalties and interest on delinquent taxes.

Schools that elect to participate in this program will execute a Purchase and Sale Agreement through which they will assign their secured roll delinquent tax receivables for the fiscal years ending June 30, 2016 through 2018, to the JPA. The JPA will then sell its rights to those delinquent receivables to Tower Capital Management, that will in turn, sell bonds to banks and other large institutional investors.

Tower Capital Management, as the JPA's underwriter, bears the entire risk of non-collection of delinquent taxes and also covers all transaction costs involved in each financing. Thus, the program is risk-free and cost-free to both the district and the JPA.

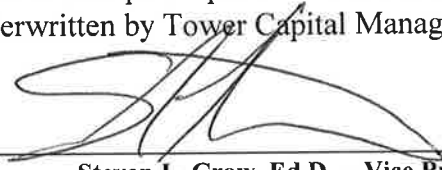
Under the terms of a purchase agreement with the JPA, Tower Capital Management will pay a premium of 10% of the principal amount of delinquent tax receivables that are purchased. The premium paid to each school district is based on the district's allocable share of the county's tax levy as calculated by the Monterey County Auditor-Controller.

### **Budget Implications:**

Monterey Peninsula College would receive a 10% premium on the sale of its tax receivables. It is estimated that Monterey Peninsula College could receive approximately \$11,000.

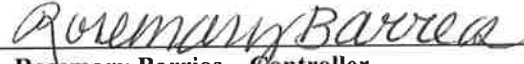
**Resolution:** **BE IT RESOLVED**, That the attached resolution allowing Monterey Peninsula Community College District's continued participation in the Monterey County Educational Delinquent Tax Finance Program to be underwritten by Tower Capital Management, be approved.

**Recommended By:**



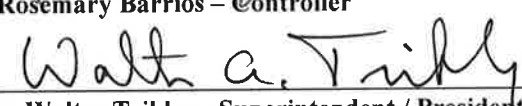
Steven L. Crow, Ed.D., - Vice President for Administrative Services

**Prepared By:**



Rosemary Barrios - Controller

**Agenda Approval:**



Dr. Walter Tribley - Superintendent / President

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE MONTEREY  
PENINSULA COMMUNITY COLLEGE DISTRICT APPROVING  
ASSIGNMENT OF DELINQUENT TAX RECEIVABLES TO THE  
MONTEREY COUNTY EDUCATIONAL DELINQUENT TAX FINANCE  
AUTHORITY FOR FISCAL YEARS ENDING JUNE 30, 2016, 2017 AND  
2018, AND AUTHORIZING EXECUTION AND DELIVERY OF RELATED  
DOCUMENTS AND ACTIONS**

**WHEREAS**, under Section 6516.6(b) of the Government Code of the State of California (the "Law"), a school district is authorized to sell and assign to a joint powers authority any or all of its right, title, and interest in and to the enforcement and collection of delinquent and uncollected property taxes, assessments, and other receivables that have been levied by or on behalf of the school district for collection on the secured, unsecured, or supplemental property tax rolls in accordance with such terms and conditions as are set forth in an agreement with the joint powers authority; and

**WHEREAS**, the Monterey County Educational Delinquent Tax Finance Authority (the "Authority") has been formed as a joint powers authority for the purpose of purchasing delinquent *ad valorem* property taxes in accordance with Section 6516.6 of the Law upon terms and conditions which are acceptable to school districts; and

**WHEREAS**, under the Law the amount of property tax receipts to be reported in a fiscal year for a school district for the Local Control Funding Formula is equal to 100% of the school district's allocable share of the taxes distributed to it for the fiscal year, and any additional amounts will not be reported and will be provided directly to the school district; and

**WHEREAS**, the Authority has financed the purchase of tax receivables from the District in prior fiscal years; and

**WHEREAS**, the Authority has requested the Monterey Peninsula Community College District (the "District") to consider selling it certain delinquent tax collections arising with respect to the fiscal years ending June 30 in each of the years 2016, 2017 and 2018 (collectively, the "Tax Receivables"), at a purchase price which is at least equal to 110.0% of the amount of Tax Receivables; and

**WHEREAS**, the Board wishes to take its action at this time approving the sale of the Tax Receivables to the Authority upon the same terms and conditions as the Prior Tax Receivables, and approving related documents and actions;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Monterey Peninsula Community College District as follows:

**Section 1. Sale of Tax Receivables to Authority.** The Board hereby approves and authorizes the sale of the Tax Receivables to the Authority, at a purchase price at least equal to 110.0% of the amount of Tax Receivables.

**Section 2. Approval of Purchase and Sale Agreements.** The sale of Tax Receivables shall be accomplished under a Purchase and Sale Agreement (the "Purchase and Sale Agreement") between the District and the Authority, in substantially the form executed by the District in connection with previous sales of tax receivables to the Authority.

The sale of the Prior Tax Receivables together with any changes therein or modifications thereof approved by the Superintendent and Vice President for Administrative Services of the District (each, an "Authorized Officer"). An Authorized Officer is authorized and directed to execute and deliver each such Purchase and Sale Agreement on behalf of the District, and the execution and delivery of each such Purchase and Sale Agreement by an Authorized Officer shall be conclusive evidence of the approval of any such changes and modifications. The Board hereby authorizes the delivery and performance of the Purchase and Sale Agreements.

**Section 3. Official Actions.** The Superintendent and Vice President for Administrative Services and any and all other officers of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions, including execution and delivery of any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, which they, or any of them, may deem necessary or advisable in order to consummate the sale of the Tax Receivables to the Authority and the other transactions described herein. Whenever in this resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf in the case such officer is absent or unavailable.

**Section 4. Effective Date.** This resolution shall take effect from and after the date of approval and adoption thereof.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2016, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
President  
Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary  
Board of Trustees

# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2016

New Business Agenda Item No. H

Fiscal Services  
College Area

### Proposal:

That the Governing Board authorize Steven L. Crow, Ed.D., Vice President for Administrative Services, to enter into an agreement with the Chancellor's Office of the California Community Colleges, State of California, to participate in the Chancellor's Office Tax Offset Program (COTOP).

### Background:

AB 2347 (Chapter 937, Statutes of 1982) authorizes the Chancellor's Office to act on behalf of local community college districts for the purpose of collecting outstanding student financial aid obligations through participation in the Franchise Tax Board's Interagency Tax Offset Program. Enhanced in 1991 through AB 3929, the offset of specific non-financial aid obligations is permitted.

By participating in the Tax Offset Program, the District can recover outstanding student obligations such as student loans, financial aid overpayments, student fees, library fines and personal checks written with non-sufficient funds and other approved debts.

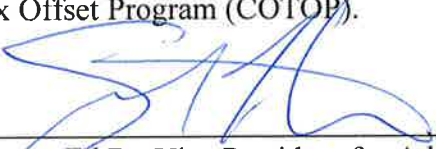
The Chancellor's Office Tax Offset Program (COTOP) requests the Franchise Tax Board to offset (deduct) the amount owed to a district from the student/debtor personal state income tax, lottery winnings, or other state refund. The Franchise Tax Board remits any amounts recovered to the Chancellor's Office, which authorizes the State Controller to disburse the offset amount, minus 25% administrative fee, to the participating local districts.

### Budgetary Implications:


None.

**RESOLUTION: BE IT RESOLVED**, that the Governing Board authorize Steven L. Crow, Ed.D., Vice President for Administrative Services, to enter into an agreement with the Chancellor's Office of the California Community Colleges, State of California, to participate in the Chancellor's Office Tax Offset Program (COTOP).

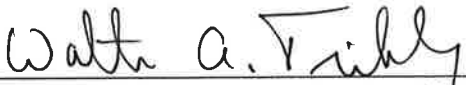
Recommended By: \_\_\_\_\_

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

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

  
Rosemary Barrios, Controller

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

  
Dr. Walter Tribley, Superintendent / President

THIS CONTRACT, made and entered into on or before this first day of October, 2016, in the State of California, by and between the

Monterey Peninsula \_\_\_\_\_ COMMUNITY COLLEGE DISTRICT  
and the  
CHANCELLOR OF THE CALIFORNIA COMMUNITY COLLEGES

The CHANCELLOR of the CALIFORNIA COMMUNITY COLLEGES  
(hereinafter Chancellor) and the

Monterey Peninsula \_\_\_\_\_ COMMUNITY COLLEGE DISTRICT  
(hereinafter District) do agree that:

I.

Performance of this contract shall be pursuant to Government Code Sections 12419.2, 12419.5, 12419.7, 12419.9, 12419.10. Both parties' performance of this contract shall conform to the requirements of those statutes.

The Chancellor agrees to act on behalf of the District for the purpose of collecting through the State Franchise Tax Board's Interagency Offset Program, outstanding student financial aid and proper non-financial aid obligations owed to the District.

II.

The Chancellor's Office Tax Offset Program (hereafter known as COTOP) will be a (self-supporting) program with collection fees charged to the participating districts for the administrative costs incurred by the Chancellor in operating the program.

The Chancellor will, if a debtor owes an obligation to more than one college or district, eliminate the name of that debtor from the college or agency to which the debtor owes the smaller obligation.

The District will pay to the Chancellor an amount equal to but not greater than 25 percent (25%) of the amount which the Chancellor collects on behalf of the district from the Franchise Tax Board.

III.

The Chancellor will perform only those administrative services necessary to implement the legislation and related functions concerning the repayment of student financial aid and proper non-financial aid obligations through the COTOP program. Names and amounts submitted in error by the district will be treated as all other names and amounts and may be offset by the Franchise Tax Board.

The district may submit requests for deletions or revisions to the unpaid account balance to the Chancellor at any time and as often as needed.



Districts must enter their *initial* COTOP debtor data to the Chancellor's Office Tax Offset Program web-based system no later than November 18, 2016. Districts may make modifications to accounts (adds/changes/deletes) until November 18, 2016. All additional modifications (add/changes/deletes) can be made after January 2, 2017. If an offset occurs prior to the implementation of the deletion or modification by the Franchise Tax Board, it will be the responsibility of the District to make restitution directly to the debtor as required by Section IV.6 below.

The Chancellor or Franchise Tax Board will delete all names which cannot be processed by the Chancellor's Office or the Franchise Tax Board.

#### IV.

The District will:

1. Submit a single record for each affected individual as specified in #3 below according to the format and specifications in Appendices A and B which are incorporated into and made a part of this contract.
2. Notify those debtors whose names are submitted for collection of the pending action no later than submitting those names to the Chancellor's Office and review any objections received from those debtors. This notification should inform the debtor that the individual is entitled to request a review of the decision to collect the debt by the offset procedure. Immediately submit to the Chancellor's Office any modifications of the amount or deletions of any record found to be submitted in error, as necessary, as a result of the review as required by Appendix C, which is incorporated into and made a part of this contract.
3. Submit for collection through the COTOP program only the following types of debtor obligations:
  - A. defaulted Perkins, Nursing, Emergency and Extended Opportunity Programs and Services (EOPS) loans;
  - B. campus financial aid funds; EOPS Grants and Board of Governors Enrollment Fee Waivers for which the student was ineligible;
  - C. other financial aid obligations.
  - D. Proper student non-financial aid obligations limited to: non-resident tuition; enrollment fees; library fines; library replacement material charges; parking fees; parking fines (incurred within 3 years of date submitted for collection only); residence hall rent contracts; cafeteria meal contracts; telephone bills; drop fees (incurred prior to January 1992); personal checks returned for non-sufficient funds (limited to bookstore and other charges listed in this section only); returned check service charges; child care charges; instructional equipment breakage/replacement charges; health fees; transcript fees; foreign student insurance charges; dental health center charges; community services fees; lost key charges; transportation charges/fees; audit fees; contract class charges; instructional material fees; damage to campus facilities/equipment charges; personal checks written to "Cash" returned for non-sufficient funds (including returned check service fee); auto repair costs (including parts, lab fee, sales tax on parts); student representation fee; student center fee.

4. For those student financial aid and non-financial aid obligations in default, send at least one written notice to the last known address of the debtor requesting that the debtor either pay the amount owed or contact the participating district regarding the debt. The written notice must be sent at least 30 days prior to Franchise Tax Board receiving the offset request. The district must retain copies of the notifications in the district/college file.
5. Do not submit names of any debtors who are:
  - A. not in default;
  - B. in litigation/bankruptcy.
6. Refund to debtor any overpayments or amounts collected in error resulting from collection through COTOP within 30 days from notification of offset by the Chancellor.

V.

The District agrees that the Chancellor is acting in reliance on the accuracy of information supplied by the District as to the names of debtors, identification of debtors, and amounts owed by debtors, and that the Chancellor shall not be liable for any damages arising from inaccuracies in information supplied by the District.

The District agrees that it will submit for collection only amounts which it is legally entitled to collect through this program.

The District agrees that it will respond to all debtor complaints received by the Chancellor regarding this program.

VI.

Each party agrees to indemnify, defend and save harmless the other, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, materialmen, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by either party in the performance of this contract.

VII.

The District and the agents and employees of the District, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California.

VIII.

Time is of the essence of this agreement.

IX.

No alteration or variation of the terms of this contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.

X.

The term of this contract shall be from October 1, 2016 through December 20, 2017, which as defined by the Franchise Tax Board, is the end of the 2017 interagency program processing year.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

CALIFORNIA COMMUNITY COLLEGES

By \_\_\_\_\_ Date  
Erik Skinner  
Interim Chancellor

Monterey Peninsula Community College DISTRICT  
(Name of District)

By \_\_\_\_\_ Date  
(Authorized Signature)

\_\_\_\_\_  
(Printed Name of Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Address)

\_\_\_\_\_

# Monterey Peninsula Community College District Governing Board Agenda

August 24, 2016  
Board Meeting Date

Administrative Services

College Area

New Business Agenda Item No. I

## Proposal:

That the Governing Board authorize the District to Spend funds Received in 2016-2017 from the Education Protection Account (EPA) in Accordance with Article XIII, Section 36 of the California Constitution.

## Background:

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

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


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

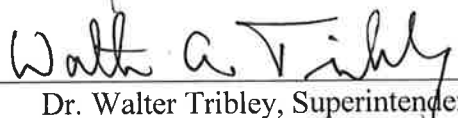
## Budgetary Implications:

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

**Resolution:** **BE IT RESOLVED**, That the Governing Board approve the spending of 2016-2017 Prop 30 EPA funds to pay for instructional salaries coded with activity code 0100-5900.

**Recommended By:**   
Steven L. Crow, Ed.D., - Vice President for Administrative Services

**Prepared By:**   
Rosemary Barrios, Controller

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

# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2016

New Business Agenda Item No. J

Fiscal Services  
College Area

### Proposal:

That the Governing Board declares as surplus the following three 2004 GMC 12 passenger vans:  
2004 GMC Van, VIN 1GJHG39U841147584  
2004 GMC Van, VIN 1GJHG39U341147623  
2004 GMC Van, VIN 1GJHG39U441152975

### Background:

The vans were purchased by MPC in 2004 and are now surplus to our program. These vans will be auctioned on Sunday, August 21, 2016 at 10am.  
Location: Hitchin' Post Auction Barn 447, North Main Street, Templeton, CA 93465.

### Budgetary Implications:

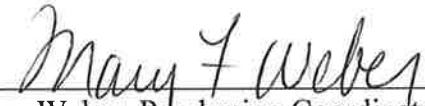
None.

**RESOLUTION: BE IT RESOLVED**, that the Governing Board declares as surplus the three 2004 GMC passenger vans and direct the disposal of these items in accordance with Board guidelines and Education Code requirements.

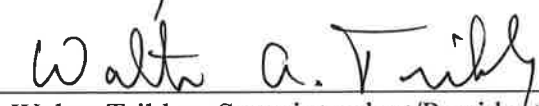
Recommended By: \_\_\_\_\_

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

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

  
Mary Weber, Purchasing Coordinator

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

  
Dr. Walter Tribley, Superintendent/President

# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2016

New Business Agenda Item No. K

Fiscal Services  
College Area

### Proposal:

That the Governing Board declares as surplus the following Fire Vehicle:  
1986 Van Pelt Fire Engine, VIN HCC135101486

### Background:

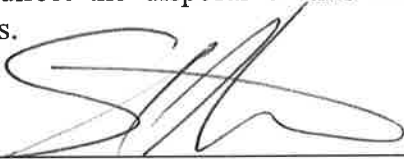
The Fire vehicle was donated to MPC and is now surplus to our program. The 1986 Van Pelt was donated by Cabrillo Community College on September 9, 2014 and will be donated to the Monterey Firefighters Association.

### Budgetary Implications:

None.

**RESOLUTION: BE IT RESOLVED**, that the Governing Board declares as surplus the one 1986 Van Pelt Fire Engine and direct the disposal of this item in accordance with Board guidelines and Education Code requirements.

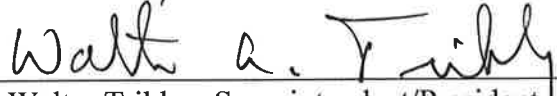
Recommended By: \_\_\_\_\_

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

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

  
Mary Weber, Purchasing Coordinator

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

  
Dr. Walter Tribley, Superintendent/President

# Monterey Peninsula Community College District Governing Board Agenda

August 24, 2016

New Business Agenda Item No. L

Administrative Services  
College Area

**Proposal:**

That the Governing Board ratify the independent contract with Umstot Project and Facilities Solutions, LLC for professional services as related to facilities planning consultant services.

**Background:**

The District has operated without a Director of Facilities position for approximately five years and as such, there are several areas for which professional services are needed. In December 2015, Umstot Project and Facilities Solutions was contracted with to perform an evaluation and review of the District's maintenance and groundskeeping operations. Umstot Project and Facilities Solutions is again being sought for both their expertise in and their available access to professional services as related to facilities planning and consulting services.

**Budgetary Implications:** The professional services through the independent contract is anticipated to be between \$51,000 to \$55,000 and will be paid for using "return of equity" from the District's property and liability JPA.

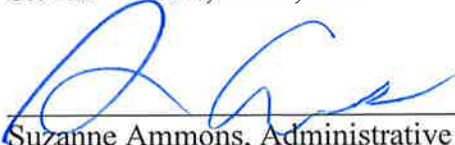
**RESOLUTION: BE IT RESOLVED** that the Governing Board ratify the independent contract with Umstot Project and Facilities Solutions, LLC for professional services as related to facilities planning consultant services.

**Recommended By:**



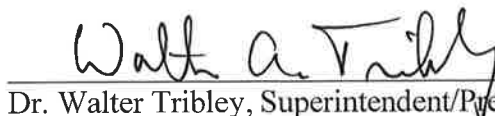
Steven L. Crow, Ed.D., Vice President of Administrative Services

**Prepared By:**



Suzanne Ammons, Administrative Assistant

**Agenda Approval:**



Dr. Walter Tribley, Superintendent/President

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT  
INDEPENDENT CONTRACTOR AGREEMENT**

(Lecturers, Presenters, Consultants)

This agreement is made and entered into this \_\_\_\_\_ day of August, 2016 by and between Umstot Project and Facilities Solutions, LLC, ("INDEPENDENT CONTRACTOR") and MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT (MPC).

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

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

NOW THEREFORE, MPC and INDEPENDENT CONTRACTOR agree as follows:

1. INDEPENDENT CONTRACTOR shall provide the following professional services as per (attached) **Proposal for As-Needed Facilities Planning Consultant Services, and as summarized below:**
  - Support to Prop 39 project planning, implementation and reporting
  - Providing support to supervision of the security department
  - Set up Preventative Maintenance program in School Dude Computerized Maintenance Management System
  - Updating of State Scheduled Maintenance program and prioritization
  - Updating the FUSION data base and reporting to the System office as required
  - Updating and development of the 5-year Capital Outlay Plan for the System office
  - Assisting with capital master planning to support the institution's educational facilities master plan
  - Support of capital projects planning and implementation as required
  - Developing a retro-commissioning program for building systems using Prop 39 and other funding sources
  - Addressing IT server room cooling issues
  - Updating campus design standards
  - Other planning assignments as required
  
2. MPC shall pay INDEPENDENT CONTRACTOR for his/her services as follows:  
**Monthly Rates: \$12,000 per month (3 days per week-on site), and**  
**\$ 3,000 based on 250.00 per night for 12 nights per month,**  
**\$ 1,000 airfare for 4 trips per month at \$250 per round trip,**  
**\$ 400 rental car based on \$100 per trips for 4 trips per month,**  
**\$ 600 meals at \$50 per day for 12 days**  
**Total cost estimated at \$51,000 and not to exceed \$55,000.**
  
3. TERM: The contract services are for the period from July 26, 2016 through October 13, 2016 (may be extended through October 27 if necessary for completion of 36 days).
  
4. INDEPENDENT CONTRACTOR shall in the performance of this Agreement be and act as an Independent Contractor providing the necessary tools and equipment.
  
5. INDEPENDENT CONTRACTOR shall assume all expenses incurred in connection with the performance of this Agreement unless otherwise specified in paragraph 2 above. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of MPC. While engaged in carrying out and complying with any of the terms and conditions of this Agreement, INDEPENDENT CONTRACTOR is not an officer, agent or employee of MPC.
  
6. Independent Contractor shall indemnify, and hold the College, its officers, employees, or agents harmless from and against any and all liability, loss, or expense, including attorney fees, or claims for injury or damages arising out of the performance of this Agreement. The Instructor at his/her expense, cost, or risk shall also defend any and all actions, suits, or other legal proceedings that may be brought or instituted against the College, its officers, agents thereof on any claim or demand, and pay to satisfy any judgment that may be rendered against the College, but only in proportion to and to the extent that such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from a disregard for this agreement or the negligent or intentional acts or omissions of the Instructor.
  
7. Upon mutual agreement in writing of the parties hereto, this agreement may be terminated for any reason. INDEPENDENT CONTRACTOR and MPC have executed this Agreement as of this date first written above.



**INDEPENDENT CONTRACTOR**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Social Security Number

**MPC COLLEGE DISTRICT, by:**

\_\_\_\_\_  
Signature (V P Admin Svc, or  
Supt./Pres.)

\_\_\_\_\_  
Initials of Div  
Mgr. or Dean

\_\_\_\_\_  
Steven L. Crow, Ed.D.  
Typed or Printed Name

\_\_\_\_\_  
Vice President, Administrative Services  
Title

# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2016

New Business Agenda Item No. M

Academic Affairs  
School of Nursing

### Proposal:

To approve the Maurine Church Coburn School of Nursing budget and Memorandum of Understanding with Community Hospital Foundation

### Background:

The School of Nursing is funded and operated in partnership with Community Hospital Foundation. The stipulations of the partnership are summarized in the attached Memorandum of Understanding.

### Budgetary Implications:

2016-2017 budget for MCCSN attached.

**RESOLUTION: BE IT RESOLVED**, that the Governing Board approve the Memorandum of Understanding with Community Hospital Foundation for the funding and operation of the Maurine Church Coburn School of Nursing for 2016-2017.

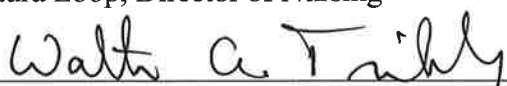
Recommended By:

  
Kiran Kamath, Vice President for Academic Affairs

Prepared By:

  
Laura Loop, Director of Nursing

Agenda Approval:

  
Dr. Walter Tribley, Superintendent/President

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is for the purpose of specifying operational and financial arrangements between Monterey Peninsula College, hereafter referred to as the College, and Montage Health, during the fiscal year July 1, 2016 to June 30, 2017. The arrangements are as follows:

### 1. Funding:

The annual operating expenses for the Maurine Church Coburn School of Nursing will be funded as follows for 2016-2017: (See Attachment A)

- A. \$670,000 from the College
  - B. \$670,000 from Montage Health
  - C. \$142,600 from the State Chancellor's Office Enrollment Growth Grant #16-199-024; and \$57,000 from the State Chancellor's Office Assessment, Remediation and Retention Grant #16-200-017 (for a total of \$199,600)
  - D. \$11,000 from the Jean Wilder Trust.
  - E. \$60,000 from the Song-Brown Capitation Grant
  - F. Upon final financial reconciliation between the College and Montage Health, the remaining expenses will be funded by the Lillian W. Adams Bequest (See Attachment A)
- G. Direct grants may be awarded by Montage Health for scholarships, capital purchases, supplemental program needs, and/or faculty expenses. These grants will be directed and administered solely by the Foundation.
- H. Changes in the type of direct expense categories as shown on Attachment A or significant variations to the direct expense amounts approved must be reviewed and agreed to by both the College and Montage Health.

### 2. Fiscal Management:

- A. The College will maintain responsibility for initial development, preparation, submission and management of the operational budget. The College will submit a tentative operational budget to Montage Health by May 31, 2016 which allows time for review and response to the College by June 10, 2017.
- B. Montage Health will administer the basic salary program. Montage Health may administer any incentive (stipend) program outside the College budgeting program.
- C. Montage Health will serve as the employer of record for all faculty members and approve the overall budget for the school.
- D. Montage Health will furnish the College a monthly statement of salaries paid on behalf of the School of Nursing within fifteen days of the end of the month. When the Montage Health contribution for salaries exceeds the amount determined in Attachment A, the College will reimburse Montage Health for the excess amount after the close of the fiscal year.

3. Program Evaluation:

An opportunity for review of the School of Nursing for quality and need will be provided through joint meetings between the College and Montage Health no less than three times during the period of this agreement. Meetings will be held between College and Montage Health representatives during or near October/November 2016, March/April 2017 and June 2017.

The purpose of the meetings will be to:

A. Review the status of the School of Nursing with specific attention to activities which resolve identified problems, improve the quality of the nursing graduate, or upgrade the program curriculum.

B. Review:

- 1) Summary of quarterly expenses
- 2) Current and projected funding levels by the College
- 3) Current and projected indirect expenses for the School
- 4) Approve budget for the next fiscal year

4. Responsibilities:

Monterey Peninsula College (College) is responsible for the educational program conducted in part at Community Hospital of the Monterey Peninsula (Hospital). The College will provide ancillary and support services for students, and assure that all instructors will meet minimum qualifications for teaching the courses, consistent with requirements in courses taught at the College. All college procedures will be followed relating to enrollments, fees, class hours, supervision and evaluation of students, and withdrawal of students.

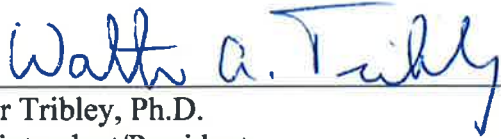
Hospital employees conducting instruction for the School of Nursing's programs agree that the College has the primary right to control and direct the instructional activities of the instructor. The College will provide instructors with orientation, course outlines and materials, testing and grading procedures, and other educational materials used in the educational process.

All courses and programs will be approved by the State Chancellor's Office and courses that make up programs will be part of approved programs, or the College will have received delegated authority to separately approve these courses locally. Courses to be taught may include:

- 1) NURS 52A Nursing I
- 2) NURS 52B Nursing II
- 3) NURS 52C Nursing III
- 4) NURS 52D Nursing IV

The outlines of instruction of the above courses are approved by the College's curriculum committee as meeting Title V standards and have been approved by the College's Board of Trustees.

By:  
MONTEREY PENINSULA COMMUNITY  
COLLEGE DISTRICT



Walter Tribley, Ph.D.  
Superintendent/President  
Monterey Peninsula College

7/27/16  
Date

By:  
MONTAGE HEALTH



Steven J. Packer, M.D.  
President/CEO  
Community Hospital of Monterey Peninsula

7/27/16  
Date

Approved by Monterey Peninsula College  
Governing Board on August 24, 2016.

**ATTACHMENT A**  
**Maurine Church Coburn School of Nursing**  
**Budget for 2016-2017**  
**(07/27/16)**

<b>Item</b>	<b>2016-2017 Approved Budget</b>
Salaries	1,053,390
Faculty Benefits Subtotal	576,803
Indirect Costs for Grant	7,676
Classified Salaries	110, 244
Classified Benefits/ Payroll Costs	83,674
Instructional Supplies LRC Software (grant-related)	8,052
Office Supplies	4,737
Travel – ALL (CNSA and Director)	5,000
Student Activities Graduation	850
Memberships	4,755
Equipment Repair	2,000
Stericycle Hazardous Waste Management	600
<b>Total</b>	<b>\$1,857,781</b>

**Sources of Funds 2015-2016:**

MPC	\$ 670,000	
Community Hospital Foundation	\$ 670,000	
Chancellor's Office Grants	\$ 199,600	
Song-Brown Capitation Grant	\$ 60,000	
Jean Wilder Trust	\$ 11,000	
Proposed from Adams Bequest	\$ 247,181	(used to reconcile expenses by the amount needed after the above sources of funds have been applied)
<b><u>Total</u></b>	<b><u>\$1,857,781</u></b>	

# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2016

New Business Agenda Item No. N

Human Resources  
College Area

### Proposal:

That the Governing Board approve the revised employment agreement with Ms. Kiran Kamath to serve as the Vice President of Academic Affairs from July 1, 2016 through June 30, 2019.

### Background:

The Governing Board approved the employment contract for Ms. Kiran Kamath effective July 1, 2016 through June 30, 2019 at the June 22<sup>nd</sup> Board meeting. The attached contract was revised to correct the monthly and annual salaries to reflect the current salary schedule.

### Budgetary Implications:

Included in budget.

**RESOLUTION: BE IT RESOLVED**, that the Governing Board approve the revised employment agreement with Ms. Kiran Kamath to serve as the Vice President of Academic Affairs from July 1, 2016 through June 30, 2019.

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

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

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



## MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

### EMPLOYMENT AGREEMENT

This agreement ("Agreement") is made and entered into by and between the Monterey Peninsula Community College District ("District"), acting by and through its Governing Board ("Board"), and Kiran Kamath ("Vice President").

#### WITNESSETH

- 1. Term of Employment.** Vice President is hereby employed in the position of Vice President of Academic Affairs for the period commencing on July 1, 2016 and ending on June 30, 2019, subject to earlier termination pursuant to the terms of this Agreement.
- 2. Salary.** Vice President's monthly salary shall be \$12,071.00 or annual salary of \$144,852 which represents Vice President Row, Step 5 on the Administrative Salary Schedule. Vice President's salary shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions.
- 3. Stipends.** Vice President will also receive a stipend equal to 5% of Vice President's salary for serving on one or more District negotiating team(s). The stipends shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions. This allowance shall be treated as salary for tax purposes.
- 4. Health Benefits.** Vice President shall receive the same health and welfare benefits provided to all other administrative personnel.
- 5. Car Allowance.** District will provide a \$200.00 per month car allowance to Vice President. The allowance shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalSTRS purposes.
- 6. Personal Expense Allowance and Reimbursement.** The District will provide a \$200.00 per month "personal expense allowance" to the Vice President. As with the salary installments, this amount will be payable on the normal payroll date of each calendar month. This "personal expense allowance" is intended to cover necessary expenses incurred in the course and scope of employment related to expenses incurred with travel in the district, including food and other travel expenses. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalSTRS purposes.



The District shall reimburse Vice President for actual and necessary expenses incurred within the course and scope of Vice President's employment, so long as such expenses are consistent with this Agreement and District practices, and so long as the cost of the expense is not already provided for under the terms of this Agreement. For reimbursement, Vice President shall submit and complete expense claims in writing prior to reimbursement in accordance with the District's policies, rules and regulations.

**7. Cell Phone Allowance.** In lieu of any reimbursement for the work-related use of a personal cell phone, the District shall pay Vice President an allowance for the use of her personal cell phone for District business at the rate of \$100.00 dollars per month. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalSTRS purposes.

**8. Work Year.** The work year for Vice President shall be a twelve month year.

**9. Vacation.** Vice President may take up to twenty-two (22) days of vacation during the work year, which may be taken at any time agreeable to both parties. Vacation may not be earned after forty-four (44) unused days have accumulated. Board Policy 5575 shall apply to vacation. In the event of termination of employment, Vice President shall be entitled to compensation for earned and unused vacation, but in no case, to exceed 44 days.

**10. Sick Leave.** In addition to any accrued sick leave forwarded from another California public school or community college district under Education Code section 87782, Vice President shall accrue sick leave at the rate of twelve (12) days per contract year.

**11. Other Leave.** Per Board Policy 5580, Vice President may also take an additional ten (10) days per year beyond the normal vacation for study, travel, and general professional improvement. Leave under this policy is non-cumulative and must be taken within the year in which it is earned. In no event shall any unused portion of this leave be subject to payment.

**12. Duties/Responsibilities.** Vice President shall competently perform all of Vice President's duties in accordance with the job description; applicable laws, rules, regulations and Board policies; and such other duties as may be assigned by the Superintendent/President. During the term of this Agreement, Vice President may be assigned or reassigned to any duties or positions for which Vice President possesses the minimum qualifications required by law. However, reassignment pursuant to this section of the Agreement, during the term of this Agreement, shall not result in a reduction of compensation or benefits during the term of this Agreement.

**13. Evaluation.** The Superintendent/President may evaluate and assess in writing the performance of Vice President at any time, and shall do so at least once a year during the term of this Agreement.

**14. Termination.** District and Vice President agree to the following provisions:

A. Mutual Consent. This Agreement may be terminated at any time by mutual consent of District and Vice President.

B. Resignation. Vice President may resign at any time by giving sixty (60) days written notice to the Superintendent/President. This Agreement shall terminate on the date the resignation is effective.

C. Non-renewal of Agreement by District. District may elect not to renew this Agreement for any reason by providing six (6) months written notice to Vice President in accordance with Education Code section 72411.

D. Termination for Cause. The Board may terminate Vice President for: (1) breach of this Agreement; (2) unsatisfactory performance; (3) unprofessional, immoral or dishonest conduct with regard to Vice President's employment; (4) insubordination; or (5) conviction of a sex offense as defined in Education Code section 87010, conviction of a drug offense as defined in Education Code section 87011, or conviction of a crime involving moral turpitude as defined by law.

The existence of cause shall constitute a material breach of this Agreement and shall extinguish all rights and duties of the parties under this Agreement. If cause exists, the Board shall meet with Vice President and shall submit a written statement of the grounds for termination and copies of written documents the Board reasonably believes support the termination. If Vice President disputes the charges, Vice President shall then be entitled to a conference before the Board in closed session. Vice President and the Board shall each have the right to be represented by counsel at their own expense. Vice President shall have a reasonable opportunity to respond to all matters raised in the charges and to submit any written documents Vice President believes are relevant to the charges. The conference with the Board shall not be an evidentiary hearing and neither party shall have the opportunity to call witnesses. If the Board, after considering all information presented, decides to terminate this Agreement, it shall provide Vice President with a written decision. The decision of the Board shall be final.

Vice President's conference before the Board shall be deemed to satisfy Vice President's entitlement to due process of law and shall be Vice President's exclusive right to any conference or hearing otherwise required by law. Vice President waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts Vice President's administrative remedies and then authorizes Vice President to contest the Board's determination in a court of competent jurisdiction.

E. Disability of Vice President. Upon expiration of Vice President's sick leave entitlement and upon written evaluation by a licensed physician designated by the District indicating the inability of Vice President to perform the essential functions of the position as a result of a physical or mental disability, with or without reasonable

accommodation, this Agreement may be immediately terminated by the Board upon written notice to Vice President.

F. Termination for Unlawful Fiscal Practices. Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that Vice President has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may immediately terminate Vice President solely upon written notice to Vice President and Vice President shall not be entitled to any compensation of any nature, whether as cash, salary payments, health benefits, or other non-cash settlement as set forth above. This provision is intended to implement the requirements of Government Code section 53260, subdivision (b).

G. Abuse of Office Provisions. In accordance with Government Code section 53243 et. seq., and as a separate contractual obligation, should Vice President receive a paid leave of absence or cash settlement if this Agreement is terminated with or without cause, such paid leave or cash settlement shall be fully reimbursed to the District by Vice President if Vice President is convicted of a crime involving an abuse of office or position. In addition, if the District funds the criminal defense of Vice President against charges involving abuse of office or position and Vice President is then convicted of such charges, Vice President shall fully reimburse the District all funds expended for Vice President's criminal defense.

**15. Tax/Retirement Issues.** The District has made no representations or warranties regarding any tax or retirement consequences of this Agreement. All tax and retirement consequences of this Agreement shall be borne exclusively by Vice President. Notwithstanding any other provision of this Agreement, the District shall not be liable for any state or federal tax consequences or any retirement consequences of any nature as a result of this Agreement, including any benefits provided to Vice President or any designated beneficiary, heirs, administrators, executors, successors or assigns of Vice President. Vice President shall assume sole liability for all state and federal tax consequences and all retirement consequences of any nature occurring at any time. Vice President agrees to defend, indemnify and hold the District harmless from all related state, federal and employment tax consequences and retirement consequences of this Agreement.

**16. Management Hours.** The demands of Vice President's position require more than eight (8) hours a day and/or forty (40) hours per work week. Vice President is not entitled to overtime compensation for hours worked in excess of eight (8) hours per day or forty (40) hours per week.

**17. Application of Board Policy.** Unless otherwise specified in this Agreement, Governing Board policies for Management, Supervisory, and Confidential Employees (Series 5500) shall also apply to the Vice President.

## 18. General Terms.

A. Integration. This Agreement contains the entire agreement of the parties and supersedes all prior negotiations, understandings or agreements. Neither of the parties has relied upon any oral or written representation or written information given to the party by any representative of the other party not contained in this Agreement.

B. Severability. If one or more of the provisions of this Agreement are declared invalid or unenforceable by judicial, legislative or administrative authority of competent jurisdiction, then the parties agree that the invalidity or unenforceability of any of the provisions shall not in any way affect the validity or enforceability of any other provisions of this Agreement.

C. Modification. No change to the terms or provisions of this Agreement shall be deemed valid unless set forth in writing and signed by both parties.

D. Construction of Agreement. This Agreement shall not be construed more strongly in favor or against either party regardless of which party is responsible for its preparation.

E. Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.

F. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

G. Board Approval. The effectiveness of this Agreement shall be contingent upon approval by District's governing board at a regular meeting in open session as required by law.

H. Binding Effect. This Agreement shall be for the benefit of and shall be binding upon all parties and their respective successors, heirs, and assigns.

I. Execution of Other Documents. The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.

J. Public Record. The parties recognize that, once final, this Agreement is a public record and must be made available to the public upon request.

In witness thereof, the Monterey Peninsula Community College District of Monterey County, State of California, has caused its name to be signed by its Governing Board

Chair, and its Superintendent/President, both of whom are duly authorized, and Vice President has signed his/her name signifying acceptance of the terms of this agreement.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mr. Rick Johnson, Chair, Governing Board  
Monterey Peninsula Community College District

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Dr. Walter Tribley, Superintendent/President  
Monterey Peninsula Community College District

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Ms. Kiran Kamath, Vice President for Academic Affairs

cc: Personnel File

# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2016

New Business Agenda Item No. O

Human Resources  
College Area

### Proposal:

That the Governing Board approve the revised employment agreement with Ms. Susan Kitagawa to serve as the Associate Dean of Human Resources from July 1, 2016 through June 30, 2019.

### Background:

The Governing Board approved the employment contract for Ms. Susan Kitagawa effective July 1, 2016 through June 30, 2019 at the June 22<sup>nd</sup> Board meeting. The attached contract was revised to correct the monthly and annual salaries to reflect the current salary schedule.

### Budgetary Implications:

Included in budget.

**RESOLUTION: BE IT RESOLVED**, that the Governing Board approve the revised employment agreement with Ms. Susan Kitagawa to serve as the Associate Dean of Human Resources from July 1, 2016 through June 30, 2019.

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

Prepared By: Elizabeth Schalau  
Elizabeth Schalau, Human Resources Analyst

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



**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT**

**EMPLOYMENT AGREEMENT**

This agreement ("Agreement") is made and entered into by and between the Monterey Peninsula Community College District ("District"), acting by and through its Governing Board ("Board"), and Susan Kitagawa ("Associate Dean").

**WITNESSETH**

- 1. Term of Employment.** Associate Dean is hereby employed in the position of Associate Dean of Human Resources for the period commencing on July 1, 2016 and ending on June 30, 2019, subject to earlier termination pursuant to the terms of this Agreement.
- 2. Salary.** Associate Dean's monthly salary shall be \$9,711.00 or annual salary of \$116,532 which represents Associate Dean Row, Step 3 (third year effective 2016/2017) on the Administrative Salary Schedule with regular progression according to the Administrative Salary Schedule. Associate Dean's salary shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions.
- 3. Stipends.** Associate Dean will also receive a stipend equal to 5% of Associate Dean's salary for serving on District negotiating team(s) in accordance with the Administrative Salary Schedule. The stipends shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions. This allowance shall be treated as salary for tax purposes.
- 4. Health Benefits.** Associate Dean shall receive the same health and welfare benefits provided to all other administrative personnel.
- 5. Cell Phone Allowance.** In lieu of any reimbursement for the work-related use of a personal cell phone, the District shall pay Associate Dean an allowance for the use of her personal cell phone for District business at the rate of \$100.00 dollars per month. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalPERS purposes.
- 6. Expense Reimbursement.** The District shall reimburse Associate Dean for actual and necessary expenses incurred within the course and scope of Associate Dean's employment, so long as such expenses are consistent with this Agreement and District practices, and so long as the cost of the expense is not already provided for under the terms of this Agreement. For reimbursement, Associate Dean shall submit and complete expense claims in writing prior to reimbursement in accordance with the District's policies, rules and regulations.

7. **Work Year.** The work year for Associate Dean shall be a twelve month year.

8. **Vacation.** Associate Dean may take up to twenty-two (22) days of vacation during the work year, which may be taken at any time agreeable to both parties. Vacation may not be earned after forty-four (44) unused days have accumulated. Board Policy 5575 shall apply to vacation. In the event of termination of employment, Associate Dean shall be entitled to compensation for earned and unused vacation, but in no case, to exceed 44 days.

9. **Sick Leave.** In addition to any accrued sick leave forwarded from another California public school or community college district under Education Code section 87782, Associate Dean shall accrue sick leave at the rate of twelve (12) days per contract year.

10. **Duties/Responsibilities.** Associate Dean shall competently perform all of Associate Dean's duties in accordance with the job description; applicable laws, rules, regulations and Board policies; and such other duties as may be assigned by the Superintendent/President. During the term of this Agreement, Associate Dean may be assigned or reassigned to any duties or positions for which Associate Dean possesses the minimum qualifications required by law. However, reassignment pursuant to this section of the Agreement, during the term of this Agreement, shall not result in a reduction of compensation or benefits during the term of this Agreement.

13. **Evaluation.** The Superintendent/President may evaluate and assess in writing the performance of Associate Dean at any time, and shall do so at least once a year during the term of this Agreement.

14. **Termination.** District and Associate Dean agree to the following provisions:

A. Mutual Consent. This Agreement may be terminated at any time by mutual consent of District and Associate Dean.

B. Resignation. Associate Dean may resign at any time by giving sixty (60) days written notice to the Superintendent/President. This Agreement shall terminate on the date the resignation is effective.

C. Non-renewal of Agreement by District. District may elect not to renew this Agreement for any reason by providing six (6) months written notice to Associate Dean in accordance with Education Code section 72411.

D. Termination for Cause. The Board may terminate Associate Dean for: (1) breach of this Agreement; (2) unsatisfactory performance; (3) unprofessional, immoral or dishonest conduct with regard to Associate Dean's employment; (4) insubordination; or (5) conviction of a sex offense as defined in Education Code section 87010, conviction of a drug offense as defined in Education Code section 87011, or conviction of a crime involving moral turpitude as defined by law.



The existence of cause shall constitute a material breach of this Agreement and shall extinguish all rights and duties of the parties under this Agreement. If cause exists, the Board shall meet with Associate Dean and shall submit a written statement of the grounds for termination and copies of written documents the Board reasonably believes support the termination. If Associate Dean disputes the charges, Associate Dean shall then be entitled to a conference before the Board in closed session. Associate Dean and the Board shall each have the right to be represented by counsel at their own expense. Associate Dean shall have a reasonable opportunity to respond to all matters raised in the charges and to submit any written documents Associate Dean believes are relevant to the charges. The conference with the Board shall not be an evidentiary hearing and neither party shall have the opportunity to call witnesses. If the Board, after considering all information presented, decides to terminate this Agreement, it shall provide Associate Dean with a written decision. The decision of the Board shall be final.

Associate Dean's conference before the Board shall be deemed to satisfy Associate Dean's entitlement to due process of law and shall be Associate Dean's exclusive right to any conference or hearing otherwise required by law. Associate Dean waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts Associate Dean's administrative remedies and then authorizes Associate Dean to contest the Board's determination in a court of competent jurisdiction.

E. Disability of Associate Dean. Upon expiration of Associate Dean's sick leave entitlement and upon written evaluation by a licensed physician designated by the District indicating the inability of Associate Dean to perform the essential functions of the position as a result of a physical or mental disability, with or without reasonable accommodation, this Agreement may be immediately terminated by the Board upon written notice to Associate Dean.

F. Termination for Unlawful Fiscal Practices. Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that Associate Dean has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may immediately terminate Associate Dean solely upon written notice to Associate Dean and Associate Dean shall not be entitled to any compensation of any nature, whether as cash, salary payments, health benefits, or other non-cash settlement as set forth above. This provision is intended to implement the requirements of Government Code section 53260, subdivision (b).

G. Abuse of Office Provisions. In accordance with Government Code section 53243 et. seq., and as a separate contractual obligation, should Associate Dean receive a paid leave of absence or cash settlement if this Agreement is terminated with or without cause, such paid leave or cash settlement shall be fully reimbursed to the District by Associate Dean if Associate Dean is convicted of a crime involving an abuse of office or position. In addition, if the District funds the criminal defense of Associate Dean against charges involving abuse of office or position and Associate Dean is then convicted of such charges, Associate Dean shall fully reimburse the District all funds expended for Associate Dean's criminal defense.

**15. Tax/Retirement Issues.** The District has made no representations or warranties regarding any tax or retirement consequences of this Agreement. All tax and retirement consequences of this Agreement shall be borne exclusively by Associate Dean. Notwithstanding any other provision of this Agreement, the District shall not be liable for any state or federal tax consequences or any retirement consequences of any nature as a result of this Agreement, including any benefits provided to Associate Dean or any designated beneficiary, heirs, administrators, executors, successors or assigns of Associate Dean. Associate Dean shall assume sole liability for all state and federal tax consequences and all retirement consequences of any nature occurring at any time. Associate Dean agrees to defend, indemnify and hold the District harmless from all related state, federal and employment tax consequences and retirement consequences of this Agreement.

**16. Management Hours.** The demands of Associate Dean's position require more than eight (8) hours a day and/or forty (40) hours per work week. Associate Dean is not entitled to overtime compensation for hours worked in excess of eight (8) hours per day or forty (40) hours per week.

**17. Application of Board Policy.** Unless otherwise specified in this Agreement, Governing Board policies for Management, Supervisory, and Confidential Employees (Series 5500) shall also apply to the Associate Dean.

**18. General Terms.**

A. Integration. This Agreement contains the entire agreement of the parties and supersedes all prior negotiations, understandings or agreements. Neither of the parties has relied upon any oral or written representation or written information given to the party by any representative of the other party not contained in this Agreement.

B. Severability. If one or more of the provisions of this Agreement are declared invalid or unenforceable by judicial, legislative or administrative authority of competent jurisdiction, then the parties agree that the invalidity or unenforceability of any of the provisions shall not in any way affect the validity or enforceability of any other provisions of this Agreement.

C. Modification. No change to the terms or provisions of this Agreement shall be deemed valid unless set forth in writing and signed by both parties.

D. Construction of Agreement. This Agreement shall not be construed more strongly in favor or against either party regardless of which party is responsible for its preparation.

E. Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.

F. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

G. Board Approval. The effectiveness of this Agreement shall be contingent upon approval by District's governing board at a regular meeting in open session as required by law.

H. Binding Effect. This Agreement shall be for the benefit of and shall be binding upon all parties and their respective successors, heirs, and assigns.

I. Execution of Other Documents. The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.

J. Public Record. The parties recognize that, once final, this Agreement is a public record and must be made available to the public upon request.

In witness thereof, the Monterey Peninsula Community College District of Monterey County, State of California, has caused its name to be signed by its Governing Board Chair, and its Superintendent/President, both of whom are duly authorized, and Associate Dean has signed his/her name signifying acceptance of the terms of this agreement.

By: \_\_\_\_\_  
Mr. Rick Johnson, Chair, Governing Board  
Monterey Peninsula Community College District

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Dr. Walter Tribley, Superintendent/President  
Monterey Peninsula Community College District

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Ms. Susan Kitagawa, Associate Dean of Human Resources

Date: \_\_\_\_\_

cc: Personnel File

# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2016

New Business Agenda Item No. P

Human Resources  
College Area

**Proposal:**

That the Governing Board approve the new position of Security and Emergency Operations Supervisor and job description, effective September 1, 2016, and authorize the recruitment to fill the position.

**Background:** The District has relied upon a professional expert to manage the operations of the security functions for the past 4 years. Many security and emergency operation duties were added and include management of parking services, security, and ongoing compliance with emergency operations and related safety practices the college demands that this be a permanent district position. This position is a classified manager and will report to the Vice President of Administrative Services.

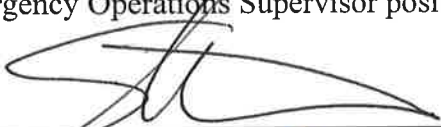
**Budgetary Implications:** This position will be placed on the Management-Supervisory salary schedule, Range 40, estimated cost \$72,000 and will be a fully benefited district position.

**RESOLUTION: BE IT RESOLVED,** that the Governing Board approve the new classified supervisor position of Security and Emergency Operations Supervisor, and

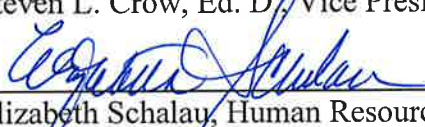
**BE IT FURTHER RESOLVED,** that the Governing Board approve the attached job description for the Security and Emergency Operations Supervisor effective September 1, 2016, and

**BE IT FURTHER RESOLVED,** that the Governing Board authorize the recruitment to fill the Security and Emergency Operations Supervisor position.

**Recommended By:**

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

**Prepared By:**

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

**Agenda Approval:**

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

## **MONTEREY PENINSULA COLLEGE**

### **SECURITY AND EMERGENCY OPERATIONS SUPERVISOR**

#### **JOB SUMMARY**

Under the general direction of the Vice President, Administrative Services, the Security and Emergency Operations Supervisor is responsible for overseeing the Campus Security Department to provide a safe and secure environment for students, staff, visitors, and property and for enforcing applicable laws, policies, procedures, and ordinances. The Supervisor shall plan, develop, implement, and monitor campus safety, parking and security operations and develop, coordinate, and train employees in a comprehensive emergency management plan for the District.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

1. Develop and implement a comprehensive safety and security program and an emergency management program and recovery plan for the District; develop and implement plans to manage security operations and address natural and man-made emergency situations at the college and off-campus sites.
2. Develop, coordinate, and oversee security and emergency procedures training for college employees; implement hands-on drills and exercises to prepare for and assess the District's readiness to respond to safety, security, and crisis situations.
3. Provide leadership in the development, implementation, and management of campus public safety and security operations and services in compliance with applicable laws, regulations, District policy and procedures, and collective bargaining agreements; evaluate effectiveness of operations and services; develop, recommend, and implement plan to improve operations and services.
4. Respond to incidents on campus; determine appropriate security responses to incidents; conduct investigations and write reports; contact and liaise with law enforcement authorities regarding crimes on campus, as appropriate. Communicate and coordinate security responses with administrators, including incidents related to student and employee investigations and discipline.
5. Coordinate resources with outside law enforcement agencies; cooperate with local law enforcement agencies in the prevention, control and investigation of illegal activities affecting campus personnel, students, and facilities. Develop and maintain positive community relations.
6. Responsible for adequate staffing and scheduling for campus safety operations, including alternate staffing plans to meet safety and security needs and address emergency situations. Select, train, supervise, and evaluate the performance of assigned staff; recommend transfers, reassignments, discipline, terminations, promotions, and other personnel actions as appropriate.
7. Conduct campus awareness programs and presentations on safety, security, and crime prevention to faculty, staff, administrators, and students. Develop and maintain positive public relations with students, staff, faculty, administrators, and the District community.
8. Develop, implement, and maintain, an effective parking control system. Formulate and implement parking appeals procedures.

9. Develop, implement, and maintain effective traffic control processes including modification of traffic signage as needed and staffing for event management.
10. Develop and prepare the annual preliminary budgets for assigned programs; monitors and controls budget expenditures; prepare and maintain detailed and comprehensive reports, records and files regarding personnel, programs, operations, facilities, and other related activities. Prepare a variety of written reports and documents in compliance with federal, state and District reporting requirements, including but not limited to the Annual Security Report.
11. Attend local, state, and federally sponsored meetings, conferences, and workshops in the field of emergency management and public safety. Participate in district-wide and District committees that address emergency management and safety issues.

### **Other Functions**

Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination equivalent to: Two years of college-level coursework in a law enforcement or related field from an accredited college or university OR five (5) years of recent professional law enforcement experience AND three (3) years of direct supervision and/or management responsibilities related to security, public safety, and emergency preparedness.

### **LICENSES AND OTHER REQUIREMENTS**

At time of application, the following are required: Possession of a Basic POST certification and a California POST Supervisory and Management course certificate, or equivalent. Possession of a CPR and First Aid certificate (may be obtained within sixty (60) days after employment. A valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

### **WORKING CONDITIONS**

Environment: Indoor and outdoor work environment. Be available on-call to respond to emergency situations. Driving a vehicle to conduct work as necessary. Travel to District's sites required. Requires some evening and weekend responsibility. Most hours of assignment will require standing, walking/making rounds of campus buildings; climbing stairs, carrying heavy loads, carrying and using radio for campus communication; lift, carry, push, or pull 25 pounds; driving a vehicle required.

### **Knowledge**

Knowledge of: Public safety, law enforcement and security methods with an emphasis on the campus environment; current methods of equipment used in the security and public safety field; interpersonal skills using tact, patience, firmness, and diplomacy; California Education Code, vehicle code, penal code, laws of arrest, search and seizure; applicable Federal laws including the Clery Act; public disaster preparedness organizations, plans, and communications, evacuation, search and rescue techniques, including triage and Incident Command System and Standardized Emergency Management System and National Incident Management System guidelines; investigative techniques and report writing; the academic, ethnic, socio-economic, religious, disability, and gender diversity of students and staff attending or working on a community college campus; principles of public and community relations; budget preparation and administration including techniques of cost analysis; functional knowledge of Peace Officers Standards and Training (POST) training and compliance; and correct English usage, grammar, spelling, punctuation, and vocabulary.

### **Abilities**

Ability to: Understand and independently carry out oral and written instructions; use interpersonal skills using tact, patience, firmness, and diplomacy; analyze situations, make decisions on procedural matters and adopt an effective course of action to de-escalate a situation; perform basic record-keeping and report writing skills use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; communicate effectively in both oral and written form; efficiently use a variety of office equipment as needed to fulfill the needs of the job; maintain security and confidentiality of records and information; 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, religious, disability and gender diversity of students and staff attending or working on a community college campus; establish, develop and maintain effective working relationships with colleagues, faculty, staff, students and the community, communicate effectively both orally and in writing including complex proposals, reports and informational communications.

Monterey Peninsula Community College District

Governing Board Agenda

August 24, 2016

New Business Agenda Item No. Q

Human Resources

Proposal: That the Governing Board ratify payment to faculty for adjustments to their overload step placements, interest on the compensation due, retroactive payments for 2015-2016 overloads at the adjusted step placement, and flex hours for overload assignments.

Background:

The District performed an audit of step advancement on the overload salary schedule for full-time faculty from Fall 2010 through Spring 2015. The audit indicated that some faculty were not advanced appropriately. An accounting was completed to determine the compensation and interest owed to the affected faculty for this period of time.

Faculty will also receive retroactive payments for any overloads worked in the academic year 2015-2016 at their corrected step placement and rate of pay.

The District was notified that some faculty were unaware that they were able to receive payment for flex hours for their overload assignments. The District has accepted and audited claim forms for previous flex hours worked for overload assignments.

Budgetary Implications:

The cost of the compensation and interest for the audit of step advancement on the overload salary schedule is estimated at \$55,000. The cost of the retroactive pay for overloads worked in the academic year 2015-2016 at the corrected step and rate of pay is estimated at \$20,000. The cost of the compensation for flex hours for overload assignments is estimated at \$63,000. The total cost of compensation for faculty for these items is \$138,000.

Resolution: Be it resolved, that the Governing Board ratify payment to faculty for adjustments to their overload step placements, interest on the compensation due, retroactive payments for 2015-2016 overloads at the adjusted step placement, and flex hours for overload assignments.

Recommended By: Steve Crow, Vice President of Administrative Services

Prepared By: Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval: Dr. Walter Tribley, Superintendent/President



# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2016

New Business Agenda Item No. R

Human Resources  
College Area

### Proposal:

That the Governing Board ratify the 2016-2017 Classified Salary Schedule, effective July 1, 2016.

### Background:

The 2016-2017 salary schedule, was updated to include any applicable changes to ranges and/or job titles associated with positions which were revised through the Reclassification process during the 2015-2016 year. Further, the list of positions was updated to reflect the establishment of new classification which occurred during the 2015-2016 year.

### Budgetary Implications:

The additional costs associated with the changes are included in the 2016-2017 budget.

**BE IT RESOLVED**, that the Governing Board ratify the 2016-2017 Classified Salary Schedule, effective July 1, 2016.

Recommended By:

Susan Kitagawa  
Susan Kitagawa, Associate Dean of Human Resources

Prepared By:

Elizabeth Schalau  
Elizabeth Schalau, Human Resources Analyst

Agenda Approval:

Walter Tribbley  
Dr. Walter Tribbley, Superintendent/President

# Monterey Peninsula Community College District

## CLASSIFIED SALARY SCHEDULE

2016-2017

Effective July 1, 2016

	RANGE		RANGE
Academic Curriculum Scheduling & Catalog Technician	20	Library Specialist-Circulation Desk	10
Accommodations Specialist	13	Library Specialist-Interlibrary Loans, Periodicals & Circulation Desk	12
Accounting Specialist	12	Library Specialist-Technical Services	17
Accounting Specialist II	17	Library Systems Technology Coordinator	26
Accounting Specialist III	20	Maintenance Specialist	20
Administrative Assistant I	7	Matriculation Services Specialist	9
Administrative Assistant II	11	Matriculation Services Specialist, Senior	13
Administrative Assistant III	18	Matriculation/Articulation Technician	29
Administrative Assistant III- Faculty Assignments	19	Network Engineer	33
Admissions & Records Specialist	10	Online Instructional Technology Specialist	26
Art Gallery Specialist	15	Payroll Analyst	20
Art Studio Specialist	14	Program Coordinator-Business Skills Center	22
Athletic Trainer	28	Program Coordinator-International Student Program	22
Athletics & Division Office Manager	19	Program Coordinator-Older Adult & Continuing Education	20
Athletics & PE Equipment Specialist	7	Program Coordinator-Reading Center	29
Attendance Accounting Specialist	18	Programmer Analyst	30
Automotive Laboratory Manager	18	Programs Specialist- Upward Bound	14
Campus Security Officer	10	Public Information/Graphic & Publications Productions Specialist	22
Career/Transfer Resource Coordinator	18	Public Relations/ Publications Production Specialist	18
Categorical Services Coordinator	17	Purchasing Coordinator	23
Categorical Services Coordinator II	22	Records Evaluator	15
Ceramics Studio Specialist	14	Re-Entry & Multicultural Resource Center Coordinator	22
College Receptionist	5	Re-Entry Counseling Services Specialist	17
CurricuNET Specialist	18	Reprographics Technician	11
Custodian	6	Scheduling Technician	20
Custodian/Pool Operator	8	Sciences Laboratory Manager	23
Custodian-Lead	8	Shipping/Receiving Specialist	8
Division Office Manager	18	Student Activities Coordinator	18
Early Childhood Education Lab Mentor	23	Student Financial Services Coordinator	22
Food Preparer	7	Student Financial Services Outreach Coordinator	22
Groundskeeper	8	Theater Management Specialist	14
Health Services Specialist	14	Tutorial Site Coordinator- TRIO/Upward Bound	14
Information Technology Support Technician	23	Unit Office Manager, Admissions & Records	18
Instructional Specialist-Theater-Master Carpenter	20	Unit Office Manager, Child Development Center	18
Instructional Specialist	14	Unit Office Manager, EOPS / CARES	18
Instructional Technology Specialist	22	Unit Office Manager, Facilities	18
Instructional Technology Specialist – Nursing	23	Unit Office Manager, Library	18
Job Center Coordinator	14	Unit Office Manager, Marina Ed. Ctr.	18
Laboratory Specialist I	14	Unit Office Manager, Public Safety Training Ctr.	18
Laboratory Specialist II	17		
Library Circulation Desk Coordinator	17		
Library Operations Coordinator	26		

# Monterey Peninsula Community College District

## CLASSIFIED SALARY SCHEDULE

2016-2017

Effective July 1, 2016

### Notes:

1. Each employee shall be granted a non-cumulative longevity stipend per month as described below beginning in the first month of the employee's eighth (8th) year of continuous employment, and at the beginning of each subsequent fifth (5th) year thereafter up to the maximum. Stipends are pro-rated for part-time employees. A maximum of four (4) longevity stipends will be granted at the beginning of years 8, 13, 18 and 23 of continuous employment. The amounts listed below are the total amounts paid at the designated service period; they are not added together. The maximum longevity stipend, at the beginning of 23 years of service, will be \$360.00 per month. Board Approved: 2/26/2008.

<i>Beginning Year:</i>	<i>Total Monthly Increment</i>
<i>Eight (8)</i>	<i>\$60</i>
<i>Thirteen (13)</i>	<i>\$140</i>
<i>Eighteen (18)</i>	<i>\$240</i>
<i>Twenty-three (23)</i>	<i>\$360</i>

As of January 1, 2001, those employees who have earned Longevity Increments under a previous longevity program, will have the actual dollar amount frozen and will continue to receive the actual dollar value of the increment(s). The dollar amount will remain constant until that amount is equal to or less than the longevity increment program amount described above. The employee will then receive the longevity amount available under the new program.

2. Employees who earned Professional Growth increments (5% of base salary for each increment, up to a maximum of 5 increments), prior to June 30, 2005 will continue to receive these increments as outlined in Article VI of the MPCEA Contract. Awards of new or additional Professional Growth increments are not available after June 30, 2005.
3. Qualified employees in designated positions who are required to orally translate in Spanish to English and/or English to Spanish shall receive a monthly stipend of \$50.00, pro-rated for part-time employees. Qualified employees are determined by a district selected and administered examination.
4. An employee who is assigned to work four (4) or more hours in at least one shift during swing hours shall be paid a shift differential of \$65.00 per month, pro-rated for part-time employees. Swing is defined as hours between 5:01PM and midnight (12:00AM).
5. An employee who is assigned to work four (4) or more hours in at least one shift during graveyard shift hours shall be paid a shift differential of \$85.00 per month, pro-rated for part-time employees. Graveyard is defined as hours between 12:01AM and 7:59AM.
6. A \$500/month stipend may be assigned to a Sciences Laboratory Manager in Chemistry to serve as Chemical Hygiene Officer to meet the requirements of CCR Title 8, Section 5191.
7. Substitutes are compensated at Step A of the appropriate classified position. Substitutes may only be hired for 60 days while a recruitment effort for a permanent employee takes place, or for the duration of a permanent employee's absence and no more than 180 days during a fiscal year.
8. Retroactive Pay. Retroactive pay is not paid to hourly, temporary staff.

Board Approval: August 24, 2016

# Monterey Peninsula Community College District

## CLASSIFIED SALARY SCHEDULE

2016-2017

Effective July 1, 2016

	Step A	Step B	Step C	Step D	Step E	Step F
<b>1</b>	\$2,107 \$12.15	\$2,214 \$12.77	\$2,326 \$13.41	\$2,443 \$14.10	\$2,566 \$14.81	\$2,697 \$15.56
<b>2</b>	\$2,160 \$12.46	\$2,268 \$13.09	\$2,382 \$13.75	\$2,504 \$14.45	\$2,630 \$15.17	\$2,764 \$15.94
<b>3</b>	\$2,214 \$12.77	\$2,326 \$13.41	\$2,443 \$14.10	\$2,566 \$14.81	\$2,697 \$15.56	\$2,832 \$16.34
<b>4</b>	\$2,268 \$13.09	\$2,382 \$13.75	\$2,504 \$14.45	\$2,630 \$15.17	\$2,764 \$15.94	\$2,904 \$16.76
<b>5</b>	\$2,326 \$13.41	\$2,443 \$14.10	\$2,566 \$14.81	\$2,697 \$15.56	\$2,832 \$16.34	\$2,977 \$17.17
<b>6</b>	\$2,382 \$13.75	\$2,504 \$14.45	\$2,630 \$15.17	\$2,764 \$15.94	\$2,904 \$16.76	\$3,051 \$17.61
<b>7</b>	\$2,443 \$14.10	\$2,566 \$14.81	\$2,697 \$15.56	\$2,832 \$16.34	\$2,977 \$17.17	\$3,127 \$18.04
<b>8</b>	\$2,504 \$14.45	\$2,630 \$15.17	\$2,764 \$15.94	\$2,904 \$16.76	\$3,051 \$17.61	\$3,205 \$18.50
<b>9</b>	\$2,566 \$14.81	\$2,697 \$15.56	\$2,832 \$16.34	\$2,977 \$17.17	\$3,127 \$18.04	\$3,286 \$18.96
<b>10</b>	\$2,630 \$15.17	\$2,764 \$15.94	\$2,904 \$16.76	\$3,051 \$17.61	\$3,205 \$18.50	\$3,367 \$19.43
<b>11</b>	\$2,697 \$15.56	\$2,832 \$16.34	\$2,977 \$17.17	\$3,127 \$18.04	\$3,286 \$18.96	\$3,452 \$19.91
<b>12</b>	\$2,764 \$15.94	\$2,904 \$16.76	\$3,051 \$17.61	\$3,205 \$18.50	\$3,367 \$19.43	\$3,538 \$20.41
<b>13</b>	\$2,832 \$16.34	\$2,977 \$17.17	\$3,127 \$18.04	\$3,286 \$18.96	\$3,452 \$19.91	\$3,627 \$20.92
<b>14</b>	\$2,904 \$16.76	\$3,051 \$17.61	\$3,205 \$18.50	\$3,367 \$19.43	\$3,538 \$20.41	\$3,717 \$21.44
<b>15</b>	\$2,977 \$17.17	\$3,127 \$18.04	\$3,286 \$18.96	\$3,452 \$19.91	\$3,627 \$20.92	\$3,811 \$21.98
<b>16</b>	\$3,051 \$17.61	\$3,205 \$18.50	\$3,367 \$19.43	\$3,538 \$20.41	\$3,717 \$21.44	\$3,905 \$22.53

# Monterey Peninsula Community College District

## CLASSIFIED SALARY SCHEDULE

2016-2017

Effective July 1, 2016

	Step A	Step B	Step C	Step D	Step E	Step F
<b>17</b>	\$3,127 \$18.04	\$3,286 \$18.96	\$3,452 \$19.91	\$3,627 \$20.92	\$3,811 \$21.98	\$4,003 \$23.10
<b>18</b>	\$3,205 \$18.50	\$3,367 \$19.43	\$3,538 \$20.41	\$3,717 \$21.44	\$3,905 \$22.53	\$4,103 \$23.67
<b>19</b>	\$3,286 \$18.96	\$3,452 \$19.91	\$3,627 \$20.92	\$3,811 \$21.98	\$4,003 \$23.10	\$4,206 \$24.27
<b>20</b>	\$3,367 \$19.43	\$3,538 \$20.41	\$3,717 \$21.44	\$3,905 \$22.53	\$4,103 \$23.67	\$4,311 \$24.88
<b>21</b>	\$3,452 \$19.91	\$3,627 \$20.92	\$3,811 \$21.98	\$4,003 \$23.10	\$4,206 \$24.27	\$4,418 \$25.49
<b>22</b>	\$3,538 \$20.41	\$3,717 \$21.44	\$3,905 \$22.53	\$4,103 \$23.67	\$4,311 \$24.88	\$4,529 \$26.13
<b>23</b>	\$3,627 \$20.92	\$3,811 \$21.98	\$4,003 \$23.10	\$4,206 \$24.27	\$4,418 \$25.49	\$4,643 \$26.79
<b>24</b>	\$3,717 \$21.44	\$3,905 \$22.53	\$4,103 \$23.67	\$4,311 \$24.88	\$4,529 \$26.13	\$4,758 \$27.44
<b>25</b>	\$3,811 \$21.98	\$4,003 \$23.10	\$4,206 \$24.27	\$4,418 \$25.49	\$4,643 \$26.79	\$4,877 \$28.14
<b>26</b>	\$3,905 \$22.53	\$4,103 \$23.67	\$4,311 \$24.88	\$4,529 \$26.13	\$4,758 \$27.44	\$4,999 \$28.85
<b>27</b>	\$4,003 \$23.10	\$4,206 \$24.27	\$4,418 \$25.49	\$4,643 \$26.79	\$4,877 \$28.14	\$5,125 \$29.56
<b>28</b>	\$4,103 \$23.67	\$4,311 \$24.88	\$4,529 \$26.13	\$4,758 \$27.44	\$4,999 \$28.85	\$5,252 \$30.30
<b>29</b>	\$4,206 \$24.27	\$4,418 \$25.49	\$4,643 \$26.79	\$4,877 \$28.14	\$5,125 \$29.56	\$5,384 \$31.06
<b>30</b>	\$4,311 \$24.88	\$4,529 \$26.13	\$4,758 \$27.44	\$4,999 \$28.85	\$5,252 \$30.30	\$5,518 \$31.83
<b>31</b>	\$4,418 \$25.49	\$4,643 \$26.79	\$4,877 \$28.14	\$5,125 \$29.56	\$5,384 \$31.06	\$5,656 \$32.64
<b>32</b>	\$4,529 \$26.13	\$4,758 \$27.44	\$4,999 \$28.85	\$5,252 \$30.30	\$5,518 \$31.83	\$5,797 \$33.45

**Monterey Peninsula Community College District**  
**CLASSIFIED SALARY SCHEDULE**

2016-2017  
 Effective July 1, 2016

	Step A	Step B	Step C	Step D	Step E	Step F
<b>33</b>	\$4,643 \$26.79	\$4,877 \$28.14	\$5,125 \$29.56	\$5,384 \$31.06	\$5,656 \$32.64	\$5,942 \$34.29
<b>34</b>	\$4,758 \$27.44	\$4,999 \$28.85	\$5,252 \$30.30	\$5,518 \$31.83	\$5,797 \$33.45	\$6,091 \$35.15
<b>35</b>	\$4,877 \$28.14	\$5,125 \$29.56	\$5,384 \$31.06	\$5,656 \$32.64	\$5,942 \$34.29	\$6,244 \$36.02
<b>36</b>	\$4,999 \$28.85	\$5,252 \$30.30	\$5,518 \$31.83	\$5,797 \$33.45	\$6,091 \$35.15	\$6,400 \$36.91
<b>37</b>	\$5,125 \$29.56	\$5,384 \$31.06	\$5,656 \$32.64	\$5,942 \$34.29	\$6,244 \$36.02	\$6,559 \$37.83
<b>38</b>	\$5,252 \$30.30	\$5,518 \$31.83	\$5,797 \$33.45	\$6,091 \$35.15	\$6,400 \$36.91	\$6,723 \$38.78
<b>39</b>	\$5,384 \$31.06	\$5,656 \$32.64	\$5,942 \$34.29	\$6,244 \$36.02	\$6,559 \$37.83	\$6,892 \$39.76
<b>40</b>	\$5,518 \$31.83	\$5,797 \$33.45	\$6,091 \$35.15	\$6,400 \$36.91	\$6,723 \$38.78	\$7,064 \$40.76

**Monterey Peninsula Community College District**  
**Governing Board Agenda**

August 24, 2016

New Business Agenda Item No. S

Superintendent/President  
Office

**Proposal:**

That the Governing Board reviews and approves the proposed Board self-evaluation process, timeline, and instruments for 2016.

**Background:**

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

The Board goals for 2016 were adopted at the January 2016 meeting and will be used as the basis for the Board's self-evaluation. At the June 2016 meeting, Trustees Coppernoll and Dunn Gustafson agreed to serve as an ad hoc subcommittee of the Board to develop the evaluation process, timeline, and instruments for approval at the August meeting.

The proposed Governing Board self-evaluation process, timeline, and instruments for 2016 (Attachments B, C, and D) are presented for review and approval.

**Budgetary Implications:** None.

**RESOLUTION:** BE IT RESOLVED, that the Governing Board approves the Board self-evaluation process, timeline, and instruments for 2016.

**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 COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

1009 Board Self-Evaluation

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

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

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

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

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

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



MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

1009 Board Self Evaluation (continued)

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

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

Adopted: August 15, 2000

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

**ATTACHMENT B**

<b>2016 BOARD SELF-EVALUATION PROCESS AND TIMELINE (PROPOSED)</b>			
<b>Month</b>	<b>Task</b>	<b>Who</b>	<b>Date Due</b>
June 2016	1) Subcommittee named	Board	Completed
August 2016	1) Subcommittee reviews for recommendation to the Board: <ul style="list-style-type: none"> <li>○ prior survey instrument</li> <li>○ Self-evaluation form based on 2016 Board goals</li> </ul>	Subcommittee	August 16
	2) Board approves self-evaluation instruments, process, and calendar at August meeting	Board	August 24
	3) Self-evaluation form distributed to trustees with response deadline of September 16	S/P Office	August 26 for form distribution
	4) Subcommittee reviews survey group (faculty, staff, community who will provide feedback on Board performance)	Subcommittee & S/P	August 26
	5) Survey instrument distributed to faculty, staff, community with response deadline of September 16	Subcommittee & Dir. Inst. Research	August 29 for survey distrib.
Sept 2016	1) Survey results provided to subcommittee	Dir. Inst. Research	By September 20
	2) Trustee self-evaluation results provided to subcommittee	S/P Office	By September 23
October 2016	1) Subcommittee reviews survey and self-evaluation results and develops report for Board	Subcommittee	By October 7
	2) Subcommittee meets with S/P to draft 2017 Board goals/priorities	Subcommittee & S/P	By October 7
	3) Prepare Board agenda items for Self-Evaluation and Board Goals (first reading)	S/P Office	October 12
	4) Board reviews and discusses evaluation report at October Board meeting	Board	October 26
	5) First reading of Board goals at October Board meeting	Board	October 26
Nov 2016	1) Prepare Board agenda item for Board Goals adoption	S/P Office	November 2
	2) Board adopts goals for 2017 at November Board meeting	Board	November 16



**DRAFT**

**PROPOSED 2016 Board Self-Evaluation Form  
Due to S/P Office September 16, 2016**

Per Board Policy 1009:

The evaluation will focus on internal Board operations and performance and will evaluate success in achieving last year's goals.

<b>Governing Board Goals for 2016 (Adopted January 22, 2016)</b>				
Please rate the Board's progress and achievement on the goals on the following scale: 5 = Outstanding progress or performance 4 = Good progress or performance 3 = Performance met acceptable standard 2 = Poor progress or performance				
<b>Board Goal</b>	<b>Outstanding</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>
1. Support the college as it prepares for accreditation, focusing on the 6 areas of concern: Assessment of Student Learning Outcomes; Communication; Technology; Staffing; Budget; and Data.	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>
Comments:				
2. Encourage an open and respectful culture at MPC in partnership with the Superintendent/President.	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>
Comments:				



Governing Board Goals for 2016 (Adopted January 22, 2016)

Please rate the Board's progress and achievement on the goals on the following scale:

- 5 = Outstanding progress or performance
- 4 = Good progress or performance
- 3 = Performance met acceptable standard
- 2 = Poor progress or performance

Board Goal	Outstanding	Good	Satisfactory	Poor
3. Actively participate in and support actions taken by the college to attain fiscal stability.	5	4	3	2

Comments:

4. Pursue learning opportunities of college programs: i.e. Student Success and Student Learning Outcomes.	5	4	3	2
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Comments:

5. Engage in legislative advocacy activities to support the college and community college system.	5	4	3	2
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Comments:



Governing Board Goals for 2016 (Adopted January 22, 2016)

Please rate the Board's progress and achievement on the goals on the following scale:

- 5 = Outstanding progress or performance
- 4 = Good progress or performance
- 3 = Performance met acceptable standard
- 2 = Poor progress or performance

Board Goal	Outstanding	Good	Satisfactory	Poor
6. Be open and accessible to community constituents.	5	4	3	2

Comments:

7. Ensure that college policies and procedures are updated, comprehensive, and implemented.	5	4	3	2
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Comments:

\_\_\_\_\_  
Trustee Name

# Evaluation of MPC Governing Board of Trustees - 2016

## 1. Please answer the following questions.

### 1. In what areas is the Board doing well?

### 2. In what areas could the Board be doing better?

# Evaluation of MPC Governing Board of Trustees - 2016

## 2. Board Organization and Operation

1. Please use the rating scale to answer each of the following questions.

	Performed Well	Performed Satisfactorily	Needs Improvement	Don't know
a. Are the Board meetings conducted in such a manner that the purposes are achieved efficiently and effectively?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Does the Board act with a spirit of harmony and cooperation, giving each member courteous consideration of his/her opinion?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Is confidentiality of privileged information maintained?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Is the role of the Chair clear?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Does the Board understand its role and that of the President, faculty, and staff?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Does the Board maintain current policies for the guidance of the President, faculty, and staff?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Does the Board establish annual goals for itself?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Does the Board take advantage of study sessions to educate itself about issues facing the college?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

# Evaluation of MPC Governing Board of Trustees - 2016

## 3. Educational Programs and Services

**1. Please use the rating scale to answer each of the following questions.**

	Performed Well	Performed Satisfactorily	Needs Improvement	Don't know
a. Does the Board weigh decisions in terms of what is best for students?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Is equality of opportunity for all students assured?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Does the Board understand the college's educational programs and services?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Has the Board adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met? (Subject to limitations by the college's mission and funding realities.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Is the Board knowledgeable about how the college is responding to the recommendation regarding Student Learning Outcomes (SLOs) in its most recent accreditation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Is the Board knowledgeable about how the college is responding to the recommendation regarding distance learning in its most recent accreditation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Do the Board's decisions demonstrate a concern for institutional effectiveness?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:



# Evaluation of MPC Governing Board of Trustees - 2016

## 4. Board Relationships with the President, Faculty, and Staff

1. Please use the rating scale to answer each of the following questions.

	Performed Well	Performed Satisfactorily	Needs Improvement	Don't know
a. Is the Board's emphasis on the establishment of policy?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Does the Board hold the President and his/her staff accountable for the administration of college programs and services?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Is the Board committed to shared governance, and does the Board appropriately involve the faculty and staff in decision making?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Is the Board committed to equal opportunity and the college's Equal Employment Opportunity Plan?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Does the Board provide the support necessary for the President to be effective in carrying out his/her responsibilities in institutional leadership?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Does the Board provide the President with a clear statement of the expectations, of performance and personal characteristics, against which he/she is periodically evaluated?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Do the Board's decisions demonstrate a concern for the well-being of employees?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

# Evaluation of MPC Governing Board of Trustees - 2016

## 5. Community Relations and Representation

1. Please use the rating scale to answer each of the following questions.

	Performed Well	Performed Satisfactorily	Needs Improvement	Don't know
a. Do the Board's decisions demonstrate a concern for the interests of the community?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Does the Board encourage support for and interest in the college?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Are all Board deliberations and discussion conducted in open meetings, except where a closed session is necessary and allowed by the Brown Act?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Does the Board encourage community participation in an advisory capacity in the solution of specific problems?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Does the Board actively foster cooperation with the news media for the dissemination of information regarding the college?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Does the Board direct concerns, complaints, and criticisms of the college through the President for study and reporting back to the Board if action is required?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Does the Board communicate with members of the community regarding the status of the college and other college-related issues?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Does the Board stay knowledgeable on legislative issues affecting the college?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Does the Board communicate with legislators on issues affecting the college?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

# Evaluation of MPC Governing Board of Trustees - 2016

## 6. Fiscal Responsibilities

1. Please use the rating scale to answer each of the following questions.

	Performed Well	Performed Satisfactorily	Needs Improvement	Don't know
1. Does the Board make provisions for long-range planning for the acquisition of sites and facilities?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Does the Board adopt a realistic annual budget, which supports the college's mission, priorities, and programs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Does the Board monitor the budget and spending patterns to assure fiscal integrity?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Does the Board establish written policies to ensure efficient administration of purchasing, accounting, risk management, and other applicable procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Does the Board provide leadership in promoting and securing community and legislative support for adequate funding for the college?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

# Evaluation of MPC Governing Board of Trustees - 2016

## 7. Role at MPC

### 1. I am a(n)...

MPC Board member

MPC Classified Staff

Community member

MPC Administrator

MPC Student

MPC Faculty member

MPC Foundation Board

### 2. I interact with the MPC Board of Trustees...

Daily

Monthly

Weekly

Less often than once a month

# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2016

President's Office  
College Area

### New Business Agenda Item No. T

#### Proposal:

That the Governing Board review Board Policies: 2010 - Board Membership; 2200 - Board Duties and Responsibilities; 2410 - Board Policies and Administrative Procedures ; 2430 - Delegation of Authority to the Superintendent/President; 2431 - Superintendent/President Selection; 2435 - Evaluation of the Superintendent/President; 2715 - Code of Ethics/Standards of Practice; 2740 - Board Education; 2745 - Board Self-Evaluation; 3050 - Institutional Code of Ethics; 3200 – Accreditation; 7110 - Delegation of Authority, Human Resources; 7150 – Evaluation; and 7160 - Professional Development

#### Background:

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

An extensive update of board policies is currently underway to reflect CCLC policy language and policies will be presented to the Board in a group for review and approval to facilitate the policy update. Several policies included in the Board, General Institution, and Human Resources chapters that are required for accreditation have recently been reviewed and recommended by College Council. These policies were also forwarded to the Board Policies Subcommittee for review. The subcommittee's recommendation will be provided during the Board discussion of this item.

The attached policies are presented for a first reading for Governing Board review and will return for action at the next board meeting:

Board Policy 2010	Board Membership (Included in MPC policy 1005)
Board Policy 2200	Board Duties and Responsibilities (existing MPC policy 1007)
Board Policy 2410	Board Policies and Administrative Procedures (existing MPC policies 1400, 1405, 1410, and 1415) <i>Administrative procedure 2410 also attached for information.</i>
Board Policy 2430	Delegation of Authority to the Superintendent/President (existing MPC policy 1050) <i>Administrative procedure 2430 also attached for information.</i>
Board Policy 2431	Superintendent/President Selection (no existing MPC policy)
Board Policy 2435	Evaluation of the Superintendent/President (no existing MPC policy) <i>Administrative procedure 2435 also attached for information.</i>

Board Policy 2715	Code of Ethics/Standards of Practice (existing MPC policy 1000)
Board Policy 2740	Board Education (existing MPC policy 1008)
Board Policy 2745	Board Self-Evaluation (existing MPC policy 1009) <i>Administrative procedure 2745 also attached for review.</i>
Board Policy 3050	Institutional Code of Ethics (existing MPC policy 5001)
Board Policy 3200	Accreditation (no existing MPC policy) <i>Administrative procedure 3200 also attached for information.</i>
Board Policy 7110	Delegation of Authority, Human Resources (existing MPC policy 5005)
Board Policy 7150	Evaluation (existing MPC policy 5555) <i>Administrative procedure 7150 also attached for information.</i>
Board Policy 7160	Professional Development (no existing MPC policy)

**Budgetary Implications:**

None.

**INFORMATION:** First Reading of Board Policies: 2010 - Board Membership; 2200 - Board Duties and Responsibilities; 2410 - Board Policies and Administrative Procedures ; 2430 - Delegation of Authority to the Superintendent/President; 2431 - Superintendent/President Selection; 2435 - Evaluation of the Superintendent/President; 2715 - Code of Ethics/Standards of Practice; 2740 - Board Education; 2745 - Board Self-Evaluation; 3050 - Institutional Code of Ethics; 3200 – Accreditation; 7110 - Delegation of Authority, Human Resources; 7150 – Evaluation; and 7160 - Professional Development

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

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

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



## GOVERNING BOARD POLICIES

### Chapter 2 Board of Trustees

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2010

#### BP 2010 Board Membership

The Board shall consist of five (5) members elected by the qualified voters of the District. Members shall be elected by trustee area, as created by the Monterey County Board of Education on August 11, 2008, and as defined in Board Policy 2100 – Board Elections.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the District may not be sworn into office as an elected or appointed member of the governing board unless he/she resigns as an employee.

No member of the Governing Board shall, during the term for which he/she is elected, hold an incompatible office.

No member of the Board of Trustees shall, during the term for which he/she was elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district.

**References:** Education Code Sections 72023, 72103, and 72104;  
ACCJC Accreditation Standard IV.C.6

**Formerly in Governing Board Policy 1005 – Composition and Authority of the Governing Board**

**Revised and Adopted:** April 13, 1988; February 23, 2010  
**Revised, Renumbered and Adopted:**

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures of the Governing Board

1005 Composition and Authority of the Governing Board

The five (5) members of the Governing Board are elected by the residents of the five (5) Trustee Districts created by the Monterey County Board of Education on August 11, 2008.

Trustee Area One consists largely of the portion of the City of Seaside from Military Avenue southward to the City of Del Rey Oaks. Trustee Area One includes Sand City.

Trustee Area Two is largely the northern section of the City of Seaside and the City of Marina.

Trustee Area Three is largely the area of the City of Monterey, Del Rey Oaks and the unincorporated area of the old Fort Ord.

Trustee Area Four is largely the City of Pacific Grove and the Del Monte Forest Area.

Trustee Area Five is largely the City of Carmel-by-the-Sea, the Carmel Valley area, and the area of the City of Monterey south of Highway 68 and surrounding Jacks Peak Park.

Detailed maps of the Trustee areas for Monterey Peninsula College are available from the Monterey County Elections Department.

The election of a board member residing in and registered to vote in the trustee area he or she seeks to represent shall be only by the registered voters of the same trustee area.

District elections shall commence on Election Day in November 2009 for Trustee Areas one and two.

District elections for Trustee areas Three, Four, and Five shall commence on Election Day in November 2011.

Trustees shall be elected for a term of four (4) years.

The Trustees so elected constitute the Board of Trustees of the Monterey Peninsula College District.

The Superintendent/President shall submit recommendations to the Board



MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures of the Governing Board

1005 Composition and Authority of the Governing Board (continued)

regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The Superintendent/President shall submit the recommendation in time for the Board to act as required by law.

The Governing Board derives its authority for the development, management, control and operation of all properties, programs, policies and procedures of the District and College from Sections 72200-72282 of the Education Code of the State of California. The Board is subject to the provisions of the Constitution of the State of California, the laws of the State of California, particularly the Education Code, specific federal laws, the Rules and Regulation of Title 5, California Administrative Code, its own policies and procedures, and the expressed will of the electorate.

The Board may initiate and carry on programs, activities, or otherwise act in any manner, which is not in conflict with or inconsistent with or preempted by, any law, and which is not in conflict with the purpose for which the College District was established.

Board members have authority only when acting as a Board of Trustees legally in session or at the direction of a majority of the Board. The District shall not be bound in any way by any statement or action on the part of any individual Board member or employee, except when such statement or action is in pursuance of specific instructions of the Board.

Reference: Education Code 72200, 72233.

Formerly Governing Board Policies 1.1, 1.2 and 1.8.

Revised, Renumbered and Adopted: April 13, 1988.

Revised and Adopted: February 23, 2010.

GOVERNING BOARD POLICIES

**Chapter 2 Board of Trustees**

**2200**

**BP 2200 Board Duties And Responsibilities**

The Board of Trustees governs on behalf of the citizens of the District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest.
- Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations.
- Hire and evaluate the Superintendent/President.
- Delegate power and authority to the Superintendent/President to effectively lead the District.
- Assure fiscal health and stability.
- Monitor institutional performance and educational quality.
- Advocate and protect the District.

Specific areas of authority of the Governing Board shall include, but not be limited to, the following duties and responsibilities:

1. Select, appoint, and evaluate the Superintendent/President, and exercise oversight and supervision of the Superintendent/President, and take steps to ensure the Superintendent/President is accountable to the Board and institution.
2. Determine the broad general policies, which will govern the operation of the College and the District and review them periodically.
3. Act on recommendations of the Superintendent/President.
4. Review and adopt the annual budget.
5. Approve the expenditure of all funds.
6. Assure the financial solvency of the District.
7. Act on recommendations of the Superintendent/President regarding the appointment or dismissal and assignment of all faculty and staff members.
8. Function as the legislative and policy making body charged with the oversight and control of the College, leaving the executive function to the Superintendent/President.



## GOVERNING BOARD POLICIES

9. Approve and evaluate the educational program of the College with the Superintendent/President and other appropriate personnel.
10. Participate in the development of educational policies with local, regional, state, and national agencies.
11. Ensure proper accounting of all funds under the supervision of the Board.
12. Provide for the annual audit of all funds under the supervision of the Board.
13. Consider communications and requests from citizens or organizations on matters of policy and administration.
14. Consult with the Board President prior to recommending Board meeting agenda items as appropriate, provided in Governing Board Policy 1021.

**References:** Education Code Section 70902;  
ACCJC Accreditation Standard IV  
~~Education Code 72200-72682~~

**Formerly Governing Board Policy 1007 - Specific Duties and Responsibilities of the Governing Board**

**Adopted:** April 13, 1988

**Revised:** April 12, 1989; June 22, 2010

**Revised, Renumbered, and Adopted:**

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures of the Governing Board

1007 Specific Duties and Responsibilities of the Governing Board

~~Specific areas of authority of the Governing Board shall include, but not be limited to, the following duties and responsibilities:~~

- ~~1. — Select, appoint, and evaluate the Superintendent/President, and exercise oversight and supervision of the Superintendent/President, and take steps to ensure the Superintendent/President is accountable to the Board and institution.~~
- ~~2. — Determine the broad general policies, which will govern the operation of the College and the District and review them periodically.~~
- ~~3. — Act on recommendations of the Superintendent/President.~~
- ~~4. — Review and adopt the annual budget.~~
- ~~5. — Approve the expenditure of all funds.~~
- ~~6. — Assure the financial solvency of the District.~~
- ~~7. — Act on recommendations of the Superintendent/President regarding the appointment or dismissal and assignment of all faculty and staff members.~~
- ~~8. — Function as the legislative and policy making body charged with the oversight and control of the College, leaving the executive function to the Superintendent/President.~~
- ~~9. — Approve and evaluate the educational program of the College with the Superintendent/President and other appropriate personnel.~~
- ~~10. — Participate in the development of educational policies with local, regional, state, and national agencies.~~
- ~~11. — Ensure proper accounting of all funds under the supervision of the Board.~~
- ~~12. — Provide for the annual audit of all funds under the supervision of the Board.~~
- ~~13. — Consider communications and requests from citizens or organizations on matters of policy and administration.~~
- ~~14. — Consult with the Board President prior to recommending Board meeting agenda items as provided in Governing Board Policy 1021.~~

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A Organization and Procedures of the Governing Board

1007 Specific Duties and Responsibilities of the Governing Board (continued)

~~Reference: Education Code 72200–72682.~~

~~Formerly Governing Board Policy 1.5.~~

~~Revised, renumbered and adopted: April 13, 1988.~~

~~Revised and Re-adopted: April 12, 1989.~~

~~Revised and Re-adopted: June 22, 2010.~~



**BP 2410 Board Policies and Administrative Procedures**

The Board of Trustees may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Administrative procedures are to be issued by the Superintendent/President as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Superintendent/President taking into consideration AB 1725 and its provisions to encourage the participative role of faculty, staff, management, and students in District and college governance through an ongoing consultative process, and following Board Policy on participatory governance.

The Superintendent/President shall provide each member of the Board with any revisions of administrative procedures. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all board policies and administrative procedures shall be readily available to District employees through the Superintendent/President.

See Administrative Procedure 2410 – Board Policies and Administrative Procedures

**References:** Education Code Section 70902;  
ACCJC Accreditation Standards I.B.7, I.C.5, and IV.C.7

**Formerly Governing Board Policies 1400 – Availability of Policies of the Governing Board; 1405 – Additions to and Modifications of Board Policies; 1410 – Policy Revisions Required by Law; and 1415 – Issuance of Administrative Procedures**

**Adopted:** April 13, 1988  
**Revised, Renumbered, and Adopted:**

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

E. Board Policies

~~1400 — Availability of Policies of the Governing Board~~

~~The policies adopted by the Governing Board for the District will be written to be consistent with the provisions of the law, but generally will not incorporate the same. All employees will be expected to know and will be held responsible for observing all provisions of law pertinent to their activities as employees of the District.~~

~~The Superintendent/President will make available, on request, a copy of the policies and procedures. In lieu of the distribution of the complete manual, the Superintendent/President may prepare a special edition for any specific group of employees and omit therefrom those policies, which do not have a direct bearing upon the activities of that group of employees; however, a copy of the complete manual will be accessible to them. Copies of the policies and procedures will be on file in the Office of the Secretary to the Board, in the Library of the College, and in each major administrative center.~~

~~Reference: Education Code 72231, 72231.5.~~

~~Formerly included in Governing Board Policy 1.10.~~

~~Revised, Renumbered and Adopted: April 13, 1988.~~

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

E. Board Policies

~~1405—Additions to and Modifications of Board Policies~~

~~The Governing Board will rely on the Superintendent/President as the primary source for additions to and modifications of Board Policies. However, suggestions for additions and modifications may be initiated by members of the Board, faculty and staff, and the public. Special attention shall be given to involvement of employees and students in considering policies, which directly affect them. The Superintendent/President shall be responsible for establishing procedures which provide such involvement.~~

~~Adopted: April 13, 1988.~~



MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

E. Board Policies

~~1410 — Policy Revisions Required by Law~~

~~Should a statute or Administrative Code section of the State of California be added, repealed or amended, or should a court decision be issued which affects any of the policies of the Governing Board, or the Administrative Procedures of this District, the policies and procedures shall be considered to be automatically amended to comply.~~

~~The Board shall be notified of these changes and their effect on the District.~~

~~Formerly Governing Board Policy 2.5.~~

~~Adopted: April 13, 1988.~~

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

E. Board Policies

1415—Issuance of Administrative Procedures

~~The Superintendent/President of the College is authorized to issue any administrative procedure or regulation in the furtherance of these Board policies which is not in conflict or inconsistent with or preempted by any law. Such procedures or regulations may be revised from time to time as deemed necessary by the Superintendent/President of the College.~~

~~Reference: Education Code 72282.~~

~~Adopted: April 13, 1988.~~

ADMINISTRATIVE PROCEDURES

**Chapter 2 Board of Trustees**

**2410**

**AP 2410 Board Policies and Administrative Procedures**

The District will maintain Board Policies and administrative procedures that are up to date and posted on the MPC website. To support regular review of Board Policies and administrative procedures, the District subscribes to the Community College League of California's (CCLC) Policy and Procedure Services, which provides biannual or annual updates.

Each academic year the District will engage in the review of at least one chapter of the Board Policies. The process for this review is as follows:

- A. The schedule for which chapter(s) of the Board Policies will be reviewed and *(starting with the 2016/17 academic year)*:

Year	Board Policies Chapter	Responsible Administrator
Year One	<ul style="list-style-type: none"> <li>• Chapter 1 – The District</li> <li>• Chapter 2 – Board of Trustees</li> <li>• Chapter 3 – Human Resources</li> </ul>	Superintendent/President Superintendent/President Associate Dean of Human Resources
Year Two	Chapter 3 – General Institution	All administrators
Year Three	Chapter 4 – Academic Affairs	VP of Academic Affairs
Year Four	Chapter 5 – Student Services	VP of Student Services
Year Five	Chapter 6 – Business & Fiscal Affairs	VP for Administrative Services

- B. The Administrator in charge of the area covered by each chapter will be responsible for facilitating the discussion of the currency and appropriateness of the policies in their chapter with appropriate constituencies and participatory governance bodies. This administrator will also be responsible for developing suggestions for changes to policies.
- C. Suggestions for changes to policies (with accompanying procedures as an information item) will be forwarded to College Council for their recommendation to the Superintendent/President.
- D. After College Council makes a recommendation on a policy, the Superintendent/President will forward his/her recommendation on the policy to the Board of Trustees for action.



## ADMINISTRATIVE PROCEDURES

In instances where changes in law or regulations mandate changes to the Board Policies (including any revisions received as part of the annual update from the CCLC Policy and Procedures Service), either the Administrator in charge of the affected area, or the Superintendent/President will take the proposed change(s) to College Council for review. After this review, the Superintendent/President will forward his/her recommendation on Board Policies to the Board of Trustees for action or, in the case of Administrative Procedures, as an information item.

Should any member of the college community whether they be faculty, staff, management, or students identify a needed change or amendment to Board Policy or administrative procedure they may present their proposed change(s) through the appropriate participatory governance group(s) associated with those policies and/or procedures. The Superintendent/President will forward his/her recommendation on Board Policies to the Board of Trustees for action or, in the case of Administrative Procedures, as an informational item.

**References:** Education Code Section 70902;  
ACCJC Accreditation Standards I.B.7, I.C.5, and IV.C.7

**President's Cabinet Approved:**



## GOVERNING BOARD POLICIES

### Chapter 2 Board of Trustees

2430

#### BP 2430 Delegation of Authority to the Superintendent/President

The Board of Trustees delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Superintendent/President may delegate any powers and duties entrusted to him/her by the Board including the administration of centers, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Superintendent/President is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Superintendent/President to inform the Board of such action and to recommend written Board policy if one is required.

The Superintendent/President is expected to perform the duties contained in the Superintendent/President job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the Superintendent/President.

The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Superintendent/President shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Superintendent/President, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be available to all trustees.

The Superintendent/President shall act as the professional advisor to the Board in policy formation.

See Administrative Procedure 2430 -- Delegation of Authority to the Superintendent/President

**References:** Education Code Sections 70902(d) and 72400;  
ACCJC Accreditation Standards IV.B.5 and IV.C.12



MONTEREY PENINSULA  
COLLEGE

## GOVERNING BOARD POLICIES

**Formerly Governing Board Policy 1050 -- Executive Officer of the Governing Board**

**Adopted:** April 13, 1988

**Revised, Renumbered, and Adopted:**

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures of the Governing Board

1050 Executive Officer of the Governing Board

~~The Superintendent/President of the District shall be designated as the Executive Officer of the Governing Board, and as such is empowered to sign such papers and documents as the Board may authorize or is otherwise authorized by law.~~

~~The Superintendent/President shall have the executive responsibility for administering the policies adopted by the Board and for executing all decisions of the Board requiring administrative action. In the initiation and formulation of District policies, the Superintendent/President shall act as the professional advisor to the Board.~~

~~The Superintendent/President may delegate any powers and duties entrusted to the office by the Board and shall be specifically responsible to the Board for the execution of such delegated powers and duties.~~

~~The Superintendent/President is delegated the authority to act on behalf of the Board in an emergency for the protection of life, health, and safety of individuals and the protection of property.~~

~~The Superintendent/President is delegated the authority to accept written resignations of employees of the District. The resignation shall be deemed accepted by the Board when accepted in writing by the Superintendent/President whose acceptance shall be final and conclusive. The resignation may not be withdrawn without the consent of the Board. The Board shall fix the date when the resignation takes effect, ordinarily on the date tendered by the employee but in no event later than the close of the current school year.~~

~~In situations for which the Governing Board has provided no policy for administrative action, the Superintendent/President shall have the power to act; but his/her decision shall be subject to the review of the Board.~~

~~The Superintendent/President shall make available any information or give any report requested by the Board or any member of the Board.~~

~~The Superintendent/President shall perform all duties specifically required or assigned to the President or the Superintendent of the District in the California Education Code and the California Administrative Code, Title 5.~~

~~Reference: — Education Code 72413, 87770; California Code of Regulations, Title 5; Governing Board Policy 5030.~~

~~Adopted: April 13, 1988.~~

ADMINISTRATIVE PROCEDURES

**AP 2430 Delegation of Authority to the Superintendent/President**

The Superintendent/President may delegate any powers and duties entrusted to him/her by the Board of Trustees (including the administration of centers), but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Superintendent/President shall be responsible for reasonable interpretation of board policy. In situations where there is no board policy direction, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Superintendent/President to inform the Board of such action and to recommend written board policy if one is required.

The Superintendent/President is expected to perform the duties contained in the Superintendent/President job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions.

The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

See Board Policy 2430 – Delegation of Authority to the Superintendent/President

**References:** Education Code Section 70902(d);  
ACCJC Accreditation Standards IV.B.5 and IV.C.12

**President's Cabinet Approved:**





MONTEREY PENINSULA  
COLLEGE

## GOVERNING BOARD POLICIES

### Chapter 2 Board of Trustees

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2431

#### BP 2431 Superintendent/President Selection

In the case of a vacancy for the Superintendent/President position, the Board of Trustees shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

**References:** Title 5 Sections 53000 et seq.;  
ACCJC Accreditation Standards IV.B and IV.C.3

**Adopted:**



MONTEREY PENINSULA  
COLLEGE

## GOVERNING BOARD POLICIES

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**BP 2435 Evaluation of the Superintendent/President**

The Board of Trustees shall conduct an evaluation of the Superintendent/President at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Superintendent/President as well as this policy.

The Board shall evaluate the Superintendent/President using an evaluation process developed and jointly agreed to by the Board and the Superintendent/President.

The criteria for evaluation shall be based on Board policy, the Superintendent/President job description, and performance goals and objectives developed in accordance with BP 2430 titled Delegation of Authority to the Superintendent/President.

See Administrative Procedure 2435 – Evaluation of the Superintendent/President

**Reference:** ACCJC Accreditation Standard IV.C.3

**Adopted:**

## ADMINISTRATIVE PROCEDURES

**AP 2435 Evaluation of the Superintendent/President**

The Superintendent/President will be evaluated annually based upon the timeline specified in the Superintendent/President's employment contract. The Board Chair and Vice Chair will conduct the evaluation process.

The process for evaluating the Superintendent/President is delineated in the Superintendent/President's current employment contract.

The evaluation of the Superintendent/President will be based on the job description, the Superintendent/President's goals and objectives of the past year, and other elements previously agreed upon.

**References:** ACCJC Accreditation Standards IV.B and IV.C.3

**President's Cabinet Approved:**



**BP 2715 Code of Ethics/Standards of Practice**

The Monterey Peninsula Community College District Governing Board, in recognition of its responsibility to the community it serves, and to the students and staff of the college for whom it must provide wise governance, affirms its commitment to the following statements of Ethical Conduct. These statements enlarge upon, or are in addition to, many of the Board's legal obligations, which are outlined in ~~the Board Policies Handbook~~.

A. Responsibilities

Members of the Governing Board will:

1. Work together in a spirit of harmony and cooperation treating other Board members with respect and courtesy even though vigorous differences of opinion and philosophy may arise during debates on points of issue.
2. Base their Governing Board decisions upon all available facts, vote their honest conviction in every case unswayed by partisan bias, and abide by and uphold the final majority decision of the Board.
3. Understand and remember that individual Board members have no legal authority to represent the college outside of Board meetings and are to conduct their relationships with the public, staff, and students on that basis.
4. Resist every pressure and temptation to use their position as a Board member to benefit either themselves or any individual or agency apart from the welfare of the ~~college-district~~District.
5. Treat members of the public, staff, and students courteously and with dignity.
6. Devote the time, thought, and study to their duties as a Board member, which will enable them to render effective and creditable service.
7. Understand that the Board's function is to provide leadership to the District through its review and evaluation of programs, planning, the development of policy, and maintaining the fiscal integrity of the ~~district~~District. Board members recognize that it is not their function, either individually or collectively, to actively engage in the administration of the ~~district~~District and understand that to do so, or even to give the appearance of doing so, can erode the trust and mutual respect which are the



## GOVERNING BOARD POLICIES

cornerstones of successful Board/Superintendent relationships.

8. Respect the intent, as well as the letter, of the Ralph N. Brown Act, discussing in Closed Session only those topics designated for discussion in Closed Session and taking official actions in public sessions.
9. Maintain the confidentiality of privileged and ~~Executive-Closed~~ Closed Session information.
10. Serve as a positive spokesperson for the ~~college-District~~ District in the community and act, constructively, in communicating and promoting the needs of the community to the ~~college~~District.
11. Be responsible to all citizens of the ~~district~~District, and not, solely, to selected citizens/groups.
12. Employ a competent and effective Superintendent/President and exercise oversight, supervision of the Superintendent/President and take the necessary steps to ensure his or her accountability to the Board and the institution.

### B. Censure

All Board members are expected to maintain the highest standards of conduct and ethical behavior. To give guidance to individual members in conforming their conduct to minimum standards, the Board has adopted this policy. In order to maintain public confidence in the Board, and in governance, the Board will be prepared to investigate the factual basis behind any charge or complaint of trustee misconduct. In the instance a member of the Board of Trustees fails to maintain the highest standards of ethical and professional conduct, he/she may be censured by the full Board.

1. Censure is an official expression of disapproval passed by the Board of Trustees. A Board member may be subject to a resolution of censure by the Board of Trustees should it be determined that trustee misconduct has occurred.
2. A complaint of trustee misconduct will be referred to the Board Chair. He/she will appoint an ad hoc committee composed of two Trustees not associated with the complaint to conduct an investigation and review of the matter. In the event the complaint involves the Board Chair, another officer of the Board shall form the ad hoc committee. A thorough fact finding process, formulated in a manner deemed appropriate by the committee shall be initiated. The committee shall be guided in its inquiry by the standards set forth in this policy and shall complete their inquiries within a reasonable period of time.



## GOVERNING BOARD POLICIES

The Trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee.

The committee shall, within a reasonable period of time, make a report of its findings to the Board of Trustees for action.

See also Board Policy 2200 – Board Duties and Responsibilities and Board Policy 3050 – Institutional Code of Ethics

**References:** ~~Education Code~~

~~Accreditation Standard IV.B.1.~~ ACCJC Accreditation Standard IV.C.11

**Formerly Governing Board Policy 1000 -- Governing Board Code of Ethics and Conduct**

**Adopted:** May 21, 1991

**Revised and Adopted:** February 23, 2010

**Revised, Renumbered, and Adopted:**

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

~~1000~~ Governing Board Code of Ethics and Conduct

~~The Monterey Peninsula Community College District Governing Board, in recognition of its responsibility to the community it serves, and to the students and staff of the college for whom it must provide wise governance, affirms its commitment to the following statements of Ethical Conduct. These statements enlarge upon, or are in addition to, many of the Board's legal obligations, which are outlined in the Board Policies Handbook.~~

~~A. Responsibilities~~

~~Members of the Governing Board will:~~

- ~~1. Work together in a spirit of harmony and cooperation treating other Board members with respect and courtesy even though vigorous differences of opinion and philosophy may arise during debates on points of issue.~~
- ~~2. Base their Governing Board decisions upon all available facts, vote their honest conviction in every case unswayed by partisan bias, and abide by and uphold the final majority decision of the Board.~~
- ~~3. Understand and remember that individual Board members have no legal authority to represent the college outside of Board meetings and are to conduct their relationships with the public, staff, and students on that basis.~~
- ~~4. Resist every pressure and temptation to use their position as a Board member to benefit either themselves or any individual or agency apart from the welfare of the college district.~~
- ~~5. Treat members of the public, staff, and students courteously and with dignity.~~
- ~~6. Devote the time, thought, and study to their duties as a Board member, which will enable them to render effective and creditable service.~~
- ~~7. Understand that the Board's function is to provide leadership to the District through its review and evaluation of programs, planning, the development of policy, and maintaining the fiscal integrity of the district. Board members recognize that it is not their function, either individually or collectively, to actively engage in the administration of~~

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

1000 Governing Board Code of Ethics and Conduct (continued)

~~the district and understand that to do so, or even to give the appearance of doing so, can erode the trust and mutual respect which are the cornerstones of successful Board/Superintendent relationships.~~

- ~~8. Respect the intent, as well as the letter, of the Ralph N. Brown Act, discussing in Closed Session only those topics designated for discussion in Closed Session and taking official actions in public sessions.~~
- ~~9. Maintain the confidentiality of privileged and Executive Session information.~~
- ~~10. Serve as a positive spokesperson for the college in the community and act, constructively, in communicating and promoting the needs of the community to the college.~~
- ~~11. Be responsible to all citizens of the district, and not, solely, to selected citizens/groups.~~
- ~~12. Employ a competent and effective Superintendent/President and exercise oversight, supervision of the Superintendent/President and take the necessary steps to ensure his or her accountability to the Board and the institution.~~

B. Censure

~~All Board members are expected to maintain the highest standards of conduct and ethical behavior. To give guidance to individual members in conforming their conduct to minimum standards, the Board has adopted this policy. In order to maintain public confidence in the Board, and in governance, the Board will be prepared to investigate the factual basis behind any charge or complaint of trustee misconduct. In the instance a member of the Board of Trustees fails to maintain the highest standards of ethical and professional conduct, he/she may be censured by the full Board.~~

- ~~1. Censure is an official expression of disapproval passed by the Board of Trustees. A Board member may be subject to a resolution of censure by the Board of Trustees should it be determined that trustee misconduct has occurred.~~



MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

1000 Governing Board Code of Ethics and Conduct (continued)

~~2. A complaint of trustee misconduct will be referred to the Board Chair. He/she will appoint an ad hoc committee composed of two Trustees not associated with the complaint to conduct an investigation and review of the matter. In the event the complaint involves the Board Chair, another officer of the Board shall form the ad hoc committee. A thorough fact finding process, formulated in a manner deemed appropriate by the committee shall be initiated. The committee shall be guided in its inquiry by the standards set forth in this policy and shall complete their inquiries within a reasonable period of time.~~

~~The Trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee.~~

~~The committee shall, within a reasonable period of time, make a report of its findings to the Board of Trustees for action.~~

~~Reference: — Education Code  
Accreditation Standard IV.B.1.~~

~~Adopted: May 21, 1991~~

~~Revised and adopted: February 23, 2010~~



## GOVERNING BOARD POLICIES

### Chapter 2 Board of Trustees

2740

#### BP 2740 Board Education

##### A. Board Candidate Orientation

The Governing Board desires to provide candidates for election to the Board with orientation that will enable them to understand the responsibilities of Board membership. The Superintendent/President or designee shall provide all candidates with general information about ~~school~~ the District's programs, District operations, and Board responsibilities.

The Board encourages all candidates to attend public Board meetings during the period of their candidacy. Candidates have the same access as members of the public to District staff and information.

##### B. New Board Member Orientation

The Board and the Superintendent/President shall help each new member-elect to understand District operations and the Board's function, policies, and procedures as soon after the election as possible. Incoming members shall be given a copy of the Brown Act and informed that they must conform to its requirements as if they had already assumed office. Incoming members shall also receive access to the District's Board Policies ~~policy manual~~ and other materials related to the ~~school system~~ District and Board member responsibilities. The student member shall receive a copy of the latest edition of the student trustee handbook.

Incoming members are encouraged to attend Board meetings and to meet with the Superintendent/President and the Board Chair regarding their role and responsibilities. They also may, at District expense, attend workshops for newly elected members. The incoming student member is encouraged to meet with the immediate past student member.

##### C. Board Development

Citizens elected to the ~~college~~ Governing Board are entrusted with the responsibility of governing the ~~college~~ District. The Board recognizes that its members need training that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardsmanship skills.

All Board members may attend conferences and/or state meetings, subject to available funds, for the purposes of acquiring skills as a new ~~board~~ Board member, learning about new developments in education, and to interact with ~~board~~ Board members from other districts.



## GOVERNING BOARD POLICIES

The Board will annually develop a calendar of conferences and meetings that are consistent with the needs of its members and ~~of the college~~District, budget funds for attendance, and plan attendance early in the fiscal year.

The Board recognizes that retreat meetings are valuable to plan and schedule the Board's annual evaluation, develop Board goals for the year, and to enhance the working relationship of the Board as a governing body. The Board Chair may see that a retreat schedule is developed.

The Board also recognizes that study sessions with staff, faculty, and members of the public are a useful way to examine new developments and/or critical issues. Successful implementation of new developments and/or the resolution of issues are assured with the "buy-in" and added insights of ~~shared~~participatory decision-making.

**Reference:** ACCJC Accreditation Standard IV.C.9

**Formerly Governing Board Policy 1008 – Governing Board Orientation and Development**

**Adopted:** August 22, 2000

**Revised and Adopted:** June 22, 2010

**Revised, Renumbered, and Adopted:**

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

1008 Governing Board Orientation and Development

A. Board Candidate Orientation

~~The Governing Board desires to provide candidates for election to the Board with orientation that will enable them to understand the responsibilities of Board membership. The Superintendent/President or designee shall provide all candidates with general information about school programs, District operations and Board responsibilities.~~

~~The Board encourages all candidates to attend public Board meetings during the period of their candidacy. Candidates have the same access as members of the public to District staff and information.~~

B. New Board Member Orientation

~~The Board and the Superintendent/President shall help each new member elect to understand District operations and the Board's function, policies and procedures as soon after the election as possible. Incoming members shall be given a copy of the Brown Act and informed that they must conform to its requirements as if they had already assumed office. Incoming members shall also receive the District's policy manual and other materials related to the school system and Board member responsibilities. The student member shall receive a copy of the latest edition of the student trustee handbook.~~

~~Incoming members are encouraged to attend Board meetings and to meet with the Superintendent/President and the Board Chair regarding their role and responsibilities. They also may, at District expense, attend workshops for newly elected members. The incoming student member is encouraged to meet with the immediate past student member.~~

C. Board Development

~~Citizens elected to the college Governing Board are entrusted with the responsibility of governing the college. The Board recognizes that its members need training that helps them understand their responsibilities, stay abreast of new developments in education and develop boardsmanship skills.~~

~~All Board members may attend conferences and/or state meetings, subject to available funds, for the purposes of acquiring skills as a new board member, learning about new developments in education and to interact with board members from other districts.~~

~~The Board will annually develop a calendar of conferences and meetings that are consistent with the needs of its members and of the college, budget funds for attendance and plan attendance early in the fiscal year.~~

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

1008 Governing Board Orientation and Development (continued)

~~The Board recognizes that retreat meetings are valuable to plan and schedule the Board's annual evaluation, develop Board goals for the year and to enhance the working relationship of the Board as a governing body. The Board Chair may see that a retreat schedule is developed.~~

~~The Board also recognizes that study sessions with staff, faculty and members of the public are a useful way to examine new developments and/or critical issues. Successful implementation of new developments and/or the resolution of issues are assured with the "buy-in" and added insights of shared decision-making.~~

~~Adopted: August 22, 2000~~

~~Revised and re-adopted: June 22, 2010~~

GOVERNING BOARD POLICIES

**BP 2745 Board Self-Evaluation**

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning. ~~Effective and efficient Governing Board operations are an integral part of creating and maintaining successful educational programs.~~ In order to evaluate progress towards achieving the College's District's goals, the Board will annually schedule a time and place at which all members will participate in a formal self-evaluation.

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

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

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

The evaluation process shall include the establishment of strategies for improving Board performance. A summary of the evaluation will be presented and discussed at a Board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals. ~~Priorities~~ will be set for the following year's performance and evaluation.

~~Before August Board meeting: Work with the Superintendent/President to revise evaluation survey instrument and process as necessary.~~

~~August of each year: Approve evaluation instrument, process, and calendar.~~

~~Before September Board meeting: Collect data from all surveyed constituencies.~~

~~September of each year: Review and discuss evaluation results.~~



## GOVERNING BOARD POLICIES

~~Before October Board meeting — Work with the Superintendent/President to develop goals for the upcoming year.~~

~~October of each year — Review and discuss evaluation data and results, complete self-evaluation, report on evaluation at a public meeting, and approve goals for the upcoming year.~~

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

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

See Administrative Procedure 2745 – Board Self-Evaluation

See also Board Policy 2200 – Board Duties and Responsibilities

**References:** ACCJC Accreditation Standard IV.C.10

**Formerly Governing Board Policy 1009 – Board Self Evaluation**

**Adopted:** August 15, 2000

**Revised and Adopted:** May 25, 2010; November 23, 2010

**Revised, Renumbered, and Adopted:**

ADMINISTRATIVE PROCEDURES

**Chapter 2 Board of Trustees**

**2745**

**AP 2745 Board Self Evaluation**

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

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

The Board has established the following timeline and process for the self-evaluation:

June of each year	Board appoints Board self-evaluation subcommittee of two trustees.
Before August Board meeting:	Subcommittee works with the Superintendent/President to revise evaluation survey instrument and process as necessary.
August of each year	Board approves evaluation instrument, process, and calendar.
Before September Board meeting	Collect data from all surveyed constituencies. The Superintendent/President and the Board shall select an independent member of the administrative staff to review and tabulate the results. Each Board member will receive a complete copy of the survey data.
September of each year	Subcommittee reviews and discusses evaluation results.
Before October Board meeting	Subcommittee works with the Superintendent/President to develop goals for the upcoming year.
October of each year	Board reviews and discusses evaluation data and results, completes self-evaluation, reports on evaluation at a public meeting, and holds first reading on Board goals for the upcoming year.
November of each year	Board adopts Board goals for the upcoming year





## ADMINISTRATIVE PROCEDURES

**References:** ACCJC Accreditation Standard IV.C.10

**Board Approved:**

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

1009 Board Self-Evaluation

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

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

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

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

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

~~Before August Board meeting: Work with the Superintendent/President to revise evaluation survey instrument and process as necessary.~~

~~August of each year Approve evaluation instrument, process, and calendar.~~

~~Before September Board meeting Collect data from all surveyed constituencies.~~

~~September of each year Review and discuss evaluation results.~~

~~Before October Board meeting Work with the Superintendent/President to develop goals for the upcoming year.~~

~~October of each year Review and discuss evaluation data and results, complete self-evaluation, report on evaluation at a public meeting, and approve goals for the upcoming year.~~

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

1009 Board Self Evaluation (continued)

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

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

~~Adopted: August 15, 2000~~

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



MONTEREY PENINSULA  
COLLEGE

## GOVERNING BOARD POLICIES

**BP 3050 Institutional Code of Ethics**

The mission of Monterey Peninsula College is centered on fostering student learning and success through excellence, thereby enhancing the intellectual, cultural, and economic vitality of the diverse community served by the College. To achieve this mission, the MPC community believes in and is committed to the ethical principles of honesty, integrity, accountability, respect, and trust. Members of the college community will exemplify these principles.

See also Board Policy 2715 – Code of Ethics/Standards of Practice

**References:** ACCJC Accreditation Standard III.A.13

**Formerly Governing Board Policy 5001 – Institutional Code of Ethics**

**Adopted:** December 15, 2009

**Renumbered and Adopted:**

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

A. All Employees

5001 Institutional Code of Ethics

The mission of Monterey Peninsula College is centered on fostering student learning and success through excellence, thereby enhancing the intellectual, cultural, and economic vitality of the diverse community served by the College. To achieve this mission, the MPC community believes in and is committed to the ethical principles of honesty, integrity, accountability, respect and trust. Members of the college community will exemplify these principles.

Reference: ~~Accreditation Standard III.A.d~~

Adopted: ~~December 15, 2009.~~



MONTEREY PENINSULA  
COLLEGE

## GOVERNING BOARD POLICIES

### Chapter 3    General Institution

3200

#### BP 3200    Accreditation

The President/Superintendent shall ensure the District complies with the accreditation process and standards of the Western Association of Schools and Colleges (WASC)/Accrediting Commission of Community and Junior Colleges (ACCJC) and of other District programs that seek special accreditation.

The President/Superintendent shall keep the Board of Trustees informed of approved accrediting organizations and the status of accreditations.

The President/Superintendent shall ensure that the Board is involved in any accreditation process in which Board participation is required.

The President/Superintendent shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

See Administrative Procedure 3200 -- Accreditation

**References:** Title 5 Section 51016;  
ACCJC Accreditation Eligibility Requirement 21;  
ACCJC Accreditation Standards I.C.12 and 13

**Adopted:**

ADMINISTRATIVE PROCEDURES

**Chapter 3    General Institution**

**3200**

**AP 3200    Accreditation**

The following process and standards will be used in the District's preparation for reaffirmation of accreditation by the Accrediting Commission of Community and Junior Colleges (ACCJC), a part of the Western Association of Schools and Colleges (WASC):

1. The development of a self-evaluation report and any other materials necessary to support accreditation or reaffirmation of accreditation will begin no less than two years before the accreditation visit.
2. The Superintendent/President will appoint an accreditation liaison officer, who will be responsible for coordinating all necessary activities in preparation for the visit by the visiting team and subsequent reports and visits.
3. The District will have an Accreditation Steering Committee with members from faculty, management, classified staff, and students.
4. The Accreditation Steering Committee will meet to support the writing of the self-evaluation report required by the ACCJC.
5. The self-evaluation report will be made available to the faculty, classified staff, managers, and student leaders for review and comment before it is sent to the Board of Trustees for approval.
6. The self-evaluation and any subsequent reports required by the ACCJC shall be approved by the Board of Trustees before they are submitted to the ACCJC.

**References:** Title 5 Section 51016;  
ACCJC Accreditation Eligibility Requirement 21;  
ACCJC Accreditation Standards I.C.12 and 13

**President's Cabinet Approved:**



MONTEREY PENINSULA  
COLLEGE

## GOVERNING BOARD POLICIES

**Chapter 7     Human Resources**

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**7110**

**BP 7110     Delegation of Authority, Human Resources**

The Board of Trustees delegates authority to the Superintendent/President to authorize employment, establish job responsibilities, and perform other personnel actions, provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.

See Administrative Procedure 7110 – Delegation of Authority for Human Resources

See also Board Policy/Administrative Procedure 3410 – Nondiscrimination;  
Board Policy/Administrative Procedure 7100 - Commitment to Diversity; and  
Board Policy/Administrative Procedure 7120 - Recruitment and Hiring.

**References:** Education Code Section 70902(d)

**Formerly Governing Board Policy 5005 - Employment**

**Adopted:** May 10, 1989

**Revised and Adopted:** August 20, 1991

**Revised, Renumbered, and Adopted:**



MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

A. All Employees

5005 Employment

~~It shall be the policy of the Governing Board to approve the employment of each person hired by the District. The Board shall fix the compensation and establish the term of employment of each person employed by the District, subject to applicable provisions of collective bargaining agreements and Education Code provisions.~~

~~Recruitment and selection of personnel shall be conducted in accordance with the laws and regulations of the United States and the State of California, and the District Affirmative Action Plan. Only those candidates shall be recommended for employment who are best qualified to perform the duties of the position without regard to race, color, religion, sex, age, national origin, physical or mental handicap, status as Vietnam-era veteran or marital status or other conditions unrelated to the requirements of the position.~~

~~Selection procedures for selecting full and part-time faculty and administrators are included as Appendices 5005A, 5005B, and 5005C respectively.~~

~~Reference: — Education Code 87360, and 87400 et. seq., 87600 et. seq.  
Government Code Section 3543.2  
California Code of Regulations, Title 5, 57350  
Monterey Peninsula College Affirmative Action Plan~~

~~Adopted: May 10, 1989~~

~~Revised: August 20, 1991~~



MONTEREY PENINSULA  
COLLEGE

## ADMINISTRATIVE PROCEDURES

### **Chapter 7     Human Resources**

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**7110**

#### **AP 7110     Delegation of Authority for Human Resources**

The Associate Dean of Human Resources is delegated responsibility from the Superintendent/President to recommend employment, develop job responsibilities, and perform other personnel actions provided that all federal/state statutes and regulations, Board policies, and administrative procedures are followed.

See Board Policy 7110 – Delegation of Authority, Human Resources

**References:** Education Code Section 70902(d);  
ACCJC Accreditation Standard III.A.11

**President's Cabinet Approved:** August 4, 2016



MONTEREY PENINSULA  
COLLEGE

## GOVERNING BOARD POLICIES

**Chapter 7    Human Resources**

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**7150**

**BP 7150    Evaluation**

All employees will periodically undergo a performance evaluation, in accordance with relevant collective bargaining provisions or as delineated in Administrative Procedure 7150 – Evaluation.

See Administrative Procedure 7150 – Evaluation

**References:** ACCJC Accreditation Standard III.A.5

**Formerly Governing Board Policy 5555 – Evaluation**

**Adopted:** March 10, 1982

**Revised:** May 10, 1989; July 16, 1996

**Renumbered, Revised, and Adopted:**

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

F. Management, Supervisory and Confidential Personnel

~~5555~~ Evaluation

~~1. Academic, Management, and Supervisory Personnel~~

~~A. Schedule~~

~~(1) Personnel new to a position will participate in a comprehensive evaluation each year for the first two (2) years. The final evaluation and written recommendations must be on file before March 1.~~

~~(2) Contract and Regular personnel will be evaluated annually. Final evaluation and written recommendations must be on file before March 1.~~

~~B. Procedures~~

~~The Superintendent/President shall develop and announce the procedures to be used in evaluating personnel.~~

~~2. Classified Management and Supervisory Personnel~~

~~A. Schedule~~

~~(1) Personnel new to a position will participate in a comprehensive evaluation each year for the first two (2) years.~~

~~(2) Permanent personnel will be evaluated annually.~~

~~B. Procedures~~

~~The Superintendent/President shall develop and announce the procedures to be used in evaluating personnel.~~

~~3. Confidential Personnel~~

~~A. Schedule~~

~~(1) Probationary personnel will be evaluated at least once prior to the end of the employee's first five (5) months of employment in that class.~~

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

F. Management, Supervisory and Confidential Personnel

5555 Evaluation (continued)

~~(2) — Permanent personnel will be evaluated at least annually by the anniversary date.~~

~~B. — Procedures~~

~~The Superintendent/President shall develop and announce the procedures to be used in evaluating personnel.~~

~~4. — Review and Protest Procedures~~

~~A. — An evaluatee may ask for a review of an evaluation. The review shall be conducted by the appropriate administrator.~~

~~B. — An evaluatee may provide a written response to be attached to the evaluation and placed in the employee's personnel file.~~

~~C. — An evaluation may be appealed through the normal channels to the Superintendent/President. After appeal to the Superintendent/President, the appeal may be made to the Governing Board.~~

~~D. — Any action to be taken relating to the resignation and/or dismissal of regular employees will follow provisions of the Education Code.~~

Originally adopted as Governing Board Policy: March 10, 1982.

Numbered and Re-adopted: May 10, 1989; July 16, 1996.



MONTEREY PENINSULA  
COLLEGE

## ADMINISTRATIVE PROCEDURES

### Chapter 7 Human Resources

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7150

#### AP 7150 Evaluation

The District assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The District establishes written criteria for evaluating all personnel. The evaluation process assesses the effectiveness of personnel and encourages improvement. Actions taken following evaluations are formal, timely, and documented.

Classified employee evaluations will be conducted in accordance with the Agreement between the District and the Monterey Peninsula Classified Employee Association.

Management team employee evaluations including Managers, Supervisors and Confidentials, will be conducted in accordance with the procedures identified in the Management Team Employee Performance Evaluation Process.

Faculty, full and part-time, evaluations will be conducted in accordance with the Agreement between the District and the Monterey Peninsula College Teachers Association.

Additional documents related to evaluation can be reviewed in the Human Resources Office or on the District's web site.

See Board Policy 7150 -- Evaluation

**References:** ACCJC Accreditation Standard III.A.5

**President's Cabinet Approved:**



MONTEREY PENINSULA  
COLLEGE

## GOVERNING BOARD POLICIES

**Chapter 7    Human Resources**

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**7160**

**BP 7160    Professional Development**

It is the intent of the District to maximize professional development opportunities for its employees.

See Administrative Procedure 7160 – Professional Development

**References:**    ACCJC Accreditation Standard III.A.14

**Adopted:**

# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2016

President's Office  
College Area

### New Business Agenda Item No. U

#### Proposal:

That the Governing Board review Administrative Procedures: 3410 – Nondiscrimination; 3420 - Equal Employment Opportunity; and 7120 - Recruitment and Hiring

#### Background:

An extensive update of Board policies is currently underway to reflect CCLC policy language and numbering structure. Administrative procedures for policy implementation are also being updated/developed. When finalized, the administrative procedures will be forwarded to the Board as an information item.

Attached are three administrative procedures for Board policies adopted at the May 2016 meeting:

Administrative Procedure 3410	Nondiscrimination
Administrative Procedure 3420	Equal Employment Opportunity
Administrative Procedure 7120	Recruitment and Hiring (Note: this procedure incorporates existing Board Policies 5010 – Offers of Employment and 5015 – Conditions of Employment)

#### Budgetary Implications:

None.

**INFORMATION:** Administrative Procedures: 3410 – Nondiscrimination; 3420 - Equal Employment Opportunity; and 7120 - Recruitment and Hiring

#### Recommended By:

Walter Tribley  
Dr. Walter Tribley, Superintendent/President

#### Prepared By:

Vicki Nakamura  
Vicki Nakamura, Assistant to the President

#### Agenda Approval:

Walter Tribley  
Dr. Walter Tribley, Superintendent/President



ADMINISTRATIVE PROCEDURES

**AP 3410     Nondiscrimination**

**Education Programs**

The District shall provide access to its services, classes, and programs without regard to, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, “gender” means sex, and includes a person’s gender identity and gender expression. “Gender expression” means a person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

**Employment**

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District’s needs.

The District shall from time to time as necessary provide professional and staff development activities and training to promote understanding of diversity.



## ADMINISTRATIVE PROCEDURES

### **References for Education Programs:**

Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;

Penal Code Sections 422.55 et seq.;

Title 5 Sections 59300 et seq.;

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements

### **References for Employment:**

Education Code Sections 87100 et seq.;

Title 5 Sections 53000 et seq.;

Government Code Sections 11135 et seq. and 12940 et seq.

### **President's Cabinet Approved:**



ADMINISTRATIVE PROCEDURES

AP 3420 Equal Employment Opportunity

The District shall make a continuous good faith effort to comply with the requirements of the Equal Employment Opportunity (EEO) Plan.

Employment Procedures

**Job Analysis and Validation**

The Associate Dean of Human Resources shall assure that a proper job analysis is performed for every job filled by the District to determine and validate the knowledge, skills, abilities, and characteristics an employee must possess to perform the job satisfactorily.

A statement of bona fide essential functions and minimum qualifications shall be developed for all positions.

**Job Description**

Every job description shall provide a general statement of job duties and responsibilities.

Job specifications shall include functions and tasks; knowledge; skills; ability; and job related personal characteristics, including but not limited to sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students.

**Recruitment**

Recruitment must be conducted actively within and outside of the District work force.

Open recruitment is mandated for all new full-time and part-time positions, except under limited circumstances involving interim hires and as permitted by the law.

Recruitment must utilize outreach strategies designed to ensure that all qualified individuals are provided the opportunity to seek employment with the District.

Recruitment for administrative and faculty positions (full and part-time) may include print and/or internet advertisement on appropriate employment websites, professional journals, job registries and newspapers of general circulation; distribution of job announcements to the EEO Registry, K-12 districts, two and four year colleges, and graduate schools where appropriate candidates might be enrolled; recruitment at conferences, fairs, and professional meetings; notices to institutions and professional organizations.

## ADMINISTRATIVE PROCEDURES

Recruitment for classified positions shall include notice to all District personnel; notice to Employment Development Department; and print and/or internet advertising on appropriate employment websites and in area newspapers of general circulation.

### **Applicant Pools**

The application for employment shall afford each applicant an opportunity to identify himself/herself voluntarily as to gender, ethnicity and, if applicable, his/her disability. This information shall be maintained in confidence and shall be used only for research, validation, monitoring, evaluation of the effectiveness of the plan, or as authorized by law.

After the application deadline has passed, the initial applicant pool shall be recorded and reviewed by the Associate Dean of Human Resources or designee. All initial applications shall be screened to determine which candidates satisfy job specifications set forth in the job announcement. The group of candidates who meet the job specifications shall constitute the "qualified applicant pool."

Once the qualified applicant pool is formed, the pool must again be analyzed. If the Associate Dean of Human Resources or designee finds that the composition of the qualified applicant pool may have been influenced by factors which are not job related, the District may immediately, and before the selection process continues, determine what, if any, corrective action is required by law.

### **Screening and Selection**

Screening, selecting and interviewing candidates for all positions shall include thorough and fair procedures that are sensitive to issues of diversity. Procedures to be used must address or include that:

- Hiring procedures will be provided to the California Community Colleges Chancellor's Office on request.
- A reasonable number of candidates are identified for interview.
- Screening and selection committees are developed that are representative of the District community and campus; may include administrators, faculty, classified staff, subject matter experts, and community members; include a diverse membership when possible; and do not include applicants or persons who have written letters of recommendation.
- Every screening and selection committee member has been trained to adhere to EEO requirements and guidelines. The Associate Dean of Human Resources or designee assures that the screening and selection process conforms to accepted principles and practices, including preparation of job related questions in advance; maintains records of screening checklists and rating scales, which shall be signed and kept on file; maintains notes for all interviews and record relevant factual reasons

## ADMINISTRATIVE PROCEDURES

stating why a candidate was not hired or was not invited to interview; and monitors the hiring process for adverse impact.

- Selection shall be based solely on the stated job criteria.
- Candidates shall be required to demonstrate sensitivity to diversity in ways relevant to the specific position.

If the District determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the District shall take the following additional steps:

- review its recruitment procedures;
- consult with counsel to determine whether there are other, additional measures that may be undertaken that are required or permitted by law;
- consider various other means of reducing the underrepresentation which do not involve taking monitored group status into account and implement any such techniques that are feasible;

If significant underrepresentation persists:

- review each locally-established job qualification to determine if it is job related and consistent with business necessity;
- discontinue the use of any non job-related local qualification; and
- continue using job-related local qualifications only if no alternative standard is reasonably available; and
- consider the implementation of additional measures designed to promote diversity.

### **Delegation of Authority**

The Associate Dean of Human Resources is designated as the Equal Employment Opportunity Officer and is charged with the responsibility of overseeing the day-to-day implementation of the EEO Plan and programs. The EEO Officer is responsible for receiving complaints. Informal charges of unlawful discrimination should be brought to the attention of the EEO Officer or designee. The EEO Officer or designee shall oversee the informal resolution process. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract. If the EEO Officer is named in a complaint or implicated by the allegations in a complaint, the Superintendent/President or designee shall be responsible for receiving the complaint, overseeing the investigative process, and may assigned other staff or to outside persons or organizations under contract to perform the investigation.

### **Complaint Procedure**

When a person brings charges of unlawful discrimination the officer must:

- Undertake efforts to resolve the charge informally, if appropriate;
- Advise the complainant that he/she need not participate in an informal resolution of the complaint;
- Notify the complainant of the procedures for filing a formal complaint;

## ADMINISTRATIVE PROCEDURES

- Notify the complainant that he/she may file a complaint with the Office of Civil Rights of the U.S. Department of Education;
- If the complainant, a student or an employee, files a formal complaint, the responsible District officer must also forward a copy of the complaint to the California Community Colleges Chancellor's Office.

A formal complaint not involving employment, must be processed if it is filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation.

A formal complaint alleging discrimination in employment must be filed within 180 days of the date of the alleged unlawful discrimination, unless the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the initial 180 days.

The complaint must be filed by someone who alleges that he/she has personally suffered unlawful discrimination, or by someone who has learned about unlawful discrimination in his/her official capacity.

When a proper complaint is received, the District will begin an impartial fact-finding investigation, and notify the complainant and the California Community Colleges Chancellor's Office that it is doing so.

When the investigation is done, the results must be set forth in a written report. The written report must include a description of the circumstances giving rise to the complaint, a summary of the testimony of each witness, an analysis of any relevant data or other evidence collected during the investigation, a specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint, and any other appropriate information.

In any case that does not involve employment discrimination, the District must provide the California Community Colleges Chancellor's Office with a copy of the investigative report within 90 days from the date the District received the complaint. The District must also provide the complainant with a copy or summary of the investigative report within 90 days from the date the District received the complaint. The California Community Colleges Chancellor's Office and the complainant must also be provided with a written notice setting forth the determination as to whether discrimination did or did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and notice of the complainant's right to appeal to the District's Board of Trustees and the California Community Colleges Chancellor's Office.

In any case that involves employment discrimination, the District must provide the complainant with a copy or summary of the report, and with written notice setting forth the determination

## ADMINISTRATIVE PROCEDURES

as to whether discrimination did or did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and the complainant's right to appeal to the District's Board of Trustees and to file a complaint with the Department of Fair Employment and Housing (DFEH).

If the complainant is not satisfied with the results of the administrative determination, the complainant must be given the opportunity to submit a written appeal to the Board of Trustees within 15 days from the date of the notice of the administrative determination. The Board of Trustees must review the original complaint, the investigative report, the administrative determination, and the appeal and must issue a final District decision within 45 days of receiving the appeal.

In any case not involving employment discrimination, a copy of the final District decision must be promptly forwarded to the complainant and the California Community Colleges Chancellor's Office. The complainant must be notified of his/her right to appeal. In any case involving employment discrimination, a copy of the final District decision must be promptly forwarded to the complainant. The complainant must be notified of his/her right to file a complaint with the DFEH.

Where the Board of Trustees does not act within 45 days the administrative determination must be deemed approved and must become the final District decision. The District shall promptly notify the complainant and in cases not involving employment discrimination, the California Community Colleges Chancellor's Office, that the Board of Trustees took no action and the administrative determination becomes the final District decision. In cases not involving employment discrimination, the complainant must be informed of his/her right to appeal the District's decision to the California Community Colleges Chancellor's Office. In cases involving employment discrimination, the complainant shall be notified of his/her right to file a complaint with the DFEH.

In cases not involving employment discrimination, the complainant must be given the right to file a written appeal with the California Community Colleges Chancellor's Office within 30 days after the Board of Trustees issues the final District decision, permits the administrative decision to become final or from the date that notice of the District's final decision was provided to the complainant pursuant to Title 5 Section 59338(b) or (d), whichever is later.

The District should retain and make available the original complaint and copies of the final decision or a statement indicating the date on which the administrative determination became final, the notice given to complainant, the complainant's appeal of the District's administrative determination, the investigative report and any other information the California Community Colleges Chancellor's Office may require.

## ADMINISTRATIVE PROCEDURES

### **Job Announcements**

All job announcements shall contain a statement in substantially the following form:

“The District is an equal opportunity employer. The policy of the District is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.”

### **Dissemination and Revision of the EEO Plan**

The plan shall be posted on the District website and all employees shall have access to the plan as revised from time to time and any guidelines for implementing the plan.

Statements of nondiscrimination shall be posted at locations where applications for employment are distributed.

Such plans shall be reviewed at least every three years and, if necessary, revised and submitted to the California Community Colleges Chancellor’s Office within 90 days of the effective date of the revision or amendment(s). If the California Community Colleges Chancellor’s Office determines that the District’s policies are not in compliance with Title 5 Sections 59300 et seq., the California Community Colleges Chancellor’s Office may require the District to modify its policies.

### **Accountability and Corrective Action**

The District shall certify annually to the California Community Colleges Chancellor that they have timely:

- Recorded, reviewed and reported the data required regarding qualified applicant pools;
- Reviewed and updated, as needed, the Strategies Component of the District’s EEO Plan; and
- Investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to Title 5 (commencing with Section 59300).

See Board Policy 3420 – Equal Employment Opportunities

**References:** Education Code Sections 87100 et seq.;  
Title 5 Sections 53000 et seq. and 59300 et seq.;  
ACCJC Accreditation Standard III.A.12

**President’s Cabinet Approved:**





## ADMINISTRATIVE PROCEDURES

### AP 7120 Recruitment and Hiring

The Board of Trustees is committed to a policy of nondiscrimination and equal employment opportunity in the recruitment, selection, employment, training, reclassification, promotion and retention of employees. See BP 3410 titled Nondiscrimination and BP and AP 3420 titled Equal Employment Opportunity (EEO).

The District employs persons for positions classified as Faculty, Classified, Confidential, Supervisors/Managers, and Classified and Educational Administrators as outlined in corresponding hiring procedures and in accordance with the EEO Plan. Hiring procedures may be accessed at the District Human Resources website.

- Management, Supervisors, and Confidentials
- Classified Employees
- Full-time Faculty
- Adjunct Faculty

#### Recruitment

Before advertising, all job announcements, including desired qualifications, are reviewed and approved by Human Resources. The District posts positions on its website, California Community College Registry, and Employment Development Department website. Advertising in newspapers, professional trade magazines, journals, national or local publications, and relevant websites should be considered to reach the broadest and most diverse pool of applicants. Human Resources shall coordinate, prepare, and place advertisements.

Applications shall be received until the application deadline or until filled as identified on the job posting. Application material may consist of a District application, resume, transcripts, certificates and licenses, cover letter, essays or statements, and references. The District reserves the right to extend, suspend or cancel the recruitment of a vacant position.

#### Search Committees Composition and Screening

Search committees shall be established according to the hiring procedures and shall be reviewed by Human Resources for compliance with policies and procedures. Committee membership should be balanced in its diversity and, to this end, will seek representation inclusive of gender and ethnicity. All search committee members shall receive training in accordance with the District EEO Plan, regulations, and hiring procedures.

## ADMINISTRATIVE PROCEDURES

Screening criteria, interview questions and assessments shall be related to the job as described in the posting and be reviewed and approved by Human Resources.

Each search committee member is responsible for maintaining the confidentiality of all aspects of the search process, including names of applicants, written materials, oral discussions and any other information that relates to the search process. Such information may be shared only with members of the search committee, Human Resources, and the administrators involved.

Confidentiality must be maintained permanently. Human Resources shall maintain all supporting documents related to the search for a period of three years.

### **Interviews and Recommendations**

Search committee members must be present for all interviews. If a member of the committee misses any part of an interview, the committee member is ineligible for further participation in the search process.

The search process shall consist of interviews using pre-approved questions. Assessments or skills tests and presentations including teaching demonstrations may be incorporated to determine qualifications of applicants. During discussion, the search committee shall consider only application materials and information gathered from the interviews and results of any assessments and presentations.

The search committee shall recommend finalists for employment or second interviews. In the event of second interviews, finalists shall be forwarded unranked.

### **Reference Checks**

Reference checks shall be conducted according to hiring procedures.

### **Offers of Employment**

Offers of employment, including continuing employment, shall be made subject to a reasonable deadline for acceptance. When required to maintain continuity of services in the District, the Superintendent/President is authorized to offer employment subject to subsequent ratification by the Board of Trustees.

### **Conditions of Employment**

As a condition of employment, each employee hired in a permanent position must:

1. Sign an approved loyalty oath;
2. Depending on the nature of the position, undergo a pre-employment physical examination to ensure sufficient fitness for the duties associated with the particular position;
3. Present proof of freedom from tuberculosis initially upon employment and at least once every four years thereafter;



## ADMINISTRATIVE PROCEDURES

4. Be fingerprinted and if offered a new position following the original hire, submit fingerprints for a subsequent background check;
5. Complete required Immigration Forms and provide proof of personal identify and authorization to work in the United States;
6. Complete District employment and County payroll documents;
7. Submit official transcripts, employment verification forms, copies of required documents including licenses and certificates.

See Board Policy 7120 Recruitment and Hiring

**References:** Education Code Sections 87100 et seq., 87400, and 88003;  
ACCJC Accreditation Standard III.A.1

**President's Cabinet Approved:**

# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2016

New Business Agenda Item No. V

Superintendent/President  
College Area

**Proposal:**

To review the attached Calendar of Events.

**Background:**

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

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

**Budgetary Implications:**

None.

**INFORMATION:** Calendar of Events.

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

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

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

# MPC Governing Board 2016 Calendar of Events

## AUGUST 2016

Friday, August 19

Wednesday, August 24

Fall 2016 Semester Begins

Regular Board Meeting, MPC Library Technology Center

Accreditation Training Study Session: 9:30am, Sam Karas Room

Closed Session: 11:00am, Stutzman Room

Regular Meeting: 1:30pm, Sam Karas Room

**Wednesday, August 31 to  
Monday, September 5**

**MPC at Monterey County Fair, 12:00-8:00pm, King City Room,  
Monterey Fairgrounds**

## SEPTEMBER 2016

**Wednesday, August 31 to  
Monday, September 5**

**MPC at Monterey County Fair, 12:00-8:00pm, King City Room,  
Monterey Fairgrounds**

Monday, September 5

Labor Day Holiday

Wednesday, September 28

Regular Board Meeting, MPC Library Technology Center

Closed Session: 11:00am, Stutzman Room

Regular Meeting: 1:30pm, Sam Karas Room

## OCTOBER 2016

Mon., October 10 through

Thursday, October 13

ACCJC External Evaluation Team Visit

**Saturday, October 15**

**MPC Alumni Reunion BBQ, 3:00pm, MPC**

Wednesday, October 26

Regular Board Meeting, Public Safety Training Center

Closed Session: 11:00am, Room to be announced

Regular Meeting: 1:30pm, Room to be announced

## NOVEMBER 2016

**Saturday, November 5**

**3<sup>rd</sup> Annual Rubber Chicken Drop / MPC vs. Hartnell, MPC Stadium, 6:00pm**

Friday, November 11

Veterans' Day Holiday

Wednesday, November 16

Regular Board Meeting, MPC Library Technology Center

Closed Session: 11:00am, Stutzman Room

Regular Meeting: 1:30pm, Sam Karas Room

Thursday, Nov. 24 through

Friday, Nov. 25

Thanksgiving Holiday

## DECEMBER 2016

Wednesday, December 14

Annual Organizational Board Meeting and Swearing-in Ceremony, MPC Library Technology Center

Closed Session: 11:00am, Stutzman Room

Regular Meeting: 1:30pm, Sam Karas Room

Friday, December 16

Fall 2016 Semester Ends

Friday, Dec. 23 through

Winter Break

Monday, Jan. 2