

# MONTEREY PENINSULA COLLEGE

VICE PRESIDENT OF ACADEMIC AFFAIRS

Board Meeting Report

March 26, 2014

## Accreditation News:

**Annual Report to ACCJC:** The 2014 Annual Report is due at the end of March and comprises four sections: (1) The first section contains general information about the college such as about enrollment. (2) The second section focuses on student achievement indicators. (3) The third section revolves around student learning outcomes (SLOs) and assessment. (4) The last section is about submitted and forthcoming substantive changes. This year's report comprises new essay type questions whereby the college is to share with the field effective and/or innovative practices for example documenting accomplishment of Institution Learning Outcomes of the college and several other such areas.

New questions arose in the 2013 ACCJC Annual Report about student achievement. As a result, Academic Affairs started an extensive conversation, engaging the Accreditation Steering Committee into research about student achievement data and related institutional set-standards. The committee is now currently in the process of informing the campus on the topic and bringing achievement and other annual report data to participatory governance committees to further conversations in continued support of student achievement and student learning.

Student Achievement standards focus on: (1) course completion, (2) completion of degrees, (3) completion of certificates, (4) number of transfer to a 4-year college/universities.

**Education about General Education Outcome (GEO):** Fred Hochstaedter, SLO Coordinator and Sunshine Giesler, Curriculum Advisory Committee Chair provided a presentation on GEOS through campus constituencies in an effort to educate the campus and raise awareness of the importance of GEOs as part of our curriculum development. A single, course-level SLO is shared by all courses in a GE area and it is assessed through the Reflections Process, equated with transfer programs and institutional SLOs.

**New tracking system:** The new Instructor Reflection digital submission system allows for tracking of eases and provides more systematic tracking of student learning outcomes (SLOs) strength and weaknesses, opportunities and gaps. For example, though most submissions include an improvement plan, a few of the submissions did not. As well the results point to the Humanities Division's high rates of Instructor Reflections forms submissions. In other areas of the college, the college will need to engage faculty in a more systematic effort to college Instructor Reflections.

**Self-evaluation writing process:** Monterey Peninsula College has begun preparations for the writing of the self-evaluation. It will demonstrate how we meet the accreditation standards and provide us with an opportunity to share the stories of student success and achievement that our college supports.

The bulk of the writing will take place in fall 2014 and spring 2015. Feedback will be gathered through participatory governance processes and open forums in spring and fall 2015. This document and the related evidence will then serve as the primary source that our site visiting team to evaluate our college.

The committee and faculty accreditation coordinator are currently starting to identify and line-up lead writers, sources of evidence, cross-constituencies subject matter experts, structured outlines for the standards and steering committee members to be assigned to each standard, and a timeline for writing and participatory governance processes in preparation for report submission.

On March 21<sup>st</sup>, a team from Monterey Peninsula College participated in a self-evaluation regional training organized by ACCJC to review the standards and how to prepare for the self-evaluation and site visit. The team is composed of ten people from various areas of campus and constituencies that will be involved in each of the standards, the writing of the self-evaluation and the guidance of the site visit.

## **Entrepreneurship Efforts:**

Academic Affairs set a goal of raising \$200,000 from outside sources in the next two years. We are on our way: **WAY TO GO TEAM!**

- Grant writing efforts involving a variety of departments and programs.
- Collaborations with industry include, for example, a partnership with “The Learning Oasis” through our School of Continuing Education: MPC +.

**Grant Writing Efforts:** A National Science Foundation grant generated under the leadership of Deidre Sullivan, MPC MATE for five year grant at an amount of \$1,689,494 currently bringing back to the college \$41,796 a year in indirect fund and is set for the same amount to come back to the college for the next five years. This provides a source of funding to cover college wide services.

The AB 86 State Grant obtained for \$184,270 is bringing the college \$6,000 in new indirect funding as well as funding a one year full time faculty coordinator position. A supplemental NSF grant was also obtained providing \$69,392 to support travel to Guam and other regional locations, as well as generating \$7,094 in indirect cost. These indirect costs allow to cover operations that would have been otherwise covered through general funds whereby resulting in extra savings while sustaining college wide operations.

Total: \$1,943,696  
Total Indirect: \$54,890

Though grants can result in indirect funding going to the college, the purposes of the grants are to fund projects that are aligned with college needs. Grants are sought that ethically fit within the mission and directions of the college, bringing in resources and funding for categorical positions to provide and support leadership in foresight towards the future.

The US Department of Agriculture grant, for example, submitted by Beccie Michaels in collaboration with Academic Affairs, included a request for \$249,487 including funding for positions that will support new curricular and programmatic efforts that are aligned with Federal priorities as well as with the college Education Master Plan. The grant proposal budget also comprises \$48,288 of indirect funding.

**Continuing Education Update:** The first Certified Nursing Assistant (CNA) class in Continuing Education finished at the end of January with high completion rates of 14 out of 15 enrolled completing the class. Twelve of these students already completed took the American Red Cross certification exam last

weekend and 10 passed on the first trial; 2 will re-test within the next 2 weeks (each failed only 1 skill so are likely to pass on 2nd attempt). Five of the completers also enrolled in our first Home Health Aide (HHA) training class which is scheduled to complete on 3/18 and five other already-certified CNAs also enrolled in our first HHA class. Our next CNA class will begin on April 11. We are currently working on a schedule for our next HHA class.

Our training partner for CNA and HHA is The Learning Oasis. We are also partnered with them to offer a new upcoming Pharmacy Technician training course which begins March 29 (previously offered through Boston Reed). We are now able to offer Pharmacy Tech for \$1999 (previous fee to students was \$2795 through Boston Reed).

## Forward Vision:

**Website Redesign:** Through an all campus effort, the MPC Website Redesign Committee and our selected design firm Vision Internet kicked off their work with our campus website. The plan is to launch a new and improved website at the end of the summer. The new website will be redesigned from the ground up to better serve the needs of our students and campus community. Over the past few weeks, members of the committee have been busy gathering input from the campus community including:

- 1) surveys of students, staff, and faculty
- 2) focus groups involving campus shared governance committees, divisions, departments, programs, and student organizations
- 3) an all-campus open forum for more information and additional input

Under the guidance of our Website Redesign Committee, Vision Internet is now engaged in creating three design options for the new campus Website. The new designs, which we will receive in April, will be shared with the campus community for voting and additional feedback. This project involves a considerable amount of effort and collaboration between all areas of campus—everyone seems enthusiastic about our new website.

**MPC Online - Going the Distance:** Last fall Foothill-De Anza and Butte-Glenn Community College Districts were selected by the Chancellor's office to lead a statewide Online Education Initiative at community college level. The mission of the Online Education Initiative is "to dramatically increase the number of students who obtain associate degrees and transfer to four-year colleges." Recently our distance education team along with Dr. Celine Pinet, Mr. Marty Johnson, and members of the student services team had an discussion with LeBaron Woodyard at the Chancellor's office about the possibility of becoming a pilot site for the Online Education Initiative this fall. As a pilot site, MPC would have an opportunity to provide input and feedback about the Online Education Initiative, will reach a wider audience of students, and may have access to additional resources to support online courses—specifically resources to help increase student success and retention in online courses.

## New Curricular and Scheduling directions:

**Annual Schedule:** Under the leadership of Dr. Tribley, the college is developing its first Annual Schedule. Dr. Tribley presented the concept of the annual schedule to AAAG and the Academic Senate. One goal in establishing the annual schedule is for it to serve as an advising tool for students and faculty. The process of building this involves administration working with the division chairs and area counselors.

**Program Discontinuance:** Proceeding through a systematic evaluation of curricular offerings and consultation, the MAST program has been evaluated by constituencies, and following MPCs discontinuance process, it has officially been approved for discontinuance and will be phase out.

**Curriculum:** Per the California Community College's State Chancellor's Office, there are 18,000 unduplicated applicants to CSUs that have Associate Degrees for Transfer in 2014, which is up from 11,000 in 2013, and the Student Services offices are pleased as this will simplify education planning in significant ways. At MPC, we now have 14 approved ADTs, as listed below, and there are several more in the pipeline of the approval process as follows: (1) Administration of Justice AS-T, (2) Anthropology AA-T, (3) Art History AA-T, (4) Business Administration, (5) Communication Studies AA-T, (6) Computer Science AS-T, (7) Early Childhood Education AS-T, (8) History AA-T, (9) Mathematics AS-T, (10) Physics AS-T, (11) Political Science AA-T, (12) Psychology AA-T, (13) Sociology AA-T, (14) Studio Arts AA-T.

## **Staff Development:**

**Chief Instructional Officer:** Dr. Pinet attended the Chief Instructional Officer (CIOs) conference which took place in collaborations with the Chief Student Services Officers (CSSOs). Chancellor Harris, representative from various branches of the Chancellor's Office, CIOs, CSSOs, and State Academic Senate representatives presented on various statewide, regional, cross college, and local efforts to support success, access and equity through systems and best practices.

Colleges are struggling with questions about the cost of completion. Some of the classes we need to offer to ease completion are often low to very low enrolled and low FTES, therefore lowering efficiencies. Focusing on efficiencies is often at odd with focusing on success. This is a pronounced problem with low cap high demand classes. Program acceleration also becomes problematic when sequencing takes a more core role and it can be at odd with compression.

CSSOs recommend looking at students that are midway or near the 30 units mark and guide these students forward towards completion. MPC is now scheduling more predictably (e.g. annual schedule) and will have access to data further ahead. Tools such as degree audit will help us find out what students need. Some colleges are partnering with high schools and high school students are able to start taking GE classes the summer before they transfer. We can also use assessment and placement data to inform enrollment management and scheduling.

There was a demonstration of a homegrown system from Irvine Valley College, populating education plans, accounting for prerequisites, IGETC or other patterns, and creating a class schedule aligned with courses the student highlighted in his/her interested areas. This was aligned with another system to help students achieve goals, with student profiles, to send students course suggestions relevant to their needs, likes and times the sending of the email with registration dates, following the "Amazon" model.

**Career Transfer Education:** Michael Gilmartin attended the California Community College Association of Occupational Education. Keynote speakers spoke of education and the California economy. Presentations covered career pathway prospects for low and moderate income workers and that many jobs in the near future will be replacement positions and not new jobs and will involve retraining existing workers. A study was presented about degree completion in occupational fields, as well as wage gains even for students who did not complete a degree or long term certificate. There were discussions

about the SB 1070 Career Pathways grants and regional collaboration working regionally with local community colleges as we move into the next few years.

**Building Fundraising Partnerships:** Laura Franklin has been involved in connection with the MPC Foundation and attended a conference called "Building Fundraising Partnerships between Deans and Development Officers" which helped her gain an understanding of responsibilities and challenges involved in development. The conference presenters covered topics revolving around fundraising frameworks, identifying and articulating priorities, and ways to engage faculty and deans in development as well as potential donors.

## **Awards:**

**Nursing School Chapter Award:** The National Student Nurses' Association (NSNA) announced that the Maurine Church Coburn School of Nursing at Monterey Peninsula College is a recipient of NSNA Stellar School Chapter Recognition. Only 16 schools have this distinction, most for them are BSN programs, and only 2 of the 16 are in California.

This program recognizes NSNA school chapters for their ongoing involvement in NSNA and their commitment to shared governance and professional development. Nursing students have been active in the legislative process both at the state and national level for many years (researching, debating, passing resolutions in support of specific evidence-based practices about nursing school curricula, e.g. "In support of increased awareness and optimal management of monitoring systems and their alarms."). Sue Hanna, nursing faculty, completed a special course for faculty advisors in support of the effort.

The MPC NSNA chapter demonstrated commitment to professional development as well as obtained previous awards building up to this, such as "best newsletter", "best community service", "best breakthrough to nursing" projects (recruitment).

## Governing Board Report for Student Services

Presented by  
Martin Johnson, Interim Vice President for Student Services

March 26, 2014

### Student Financial Services:

- Student Financial Services is processing and awarding students for two academic years. Compared to 2012-13, 200 more FAFSA applications were received for 2013-14.
- For 2014-15 received 2 743 FAFSA applications, and 10 students were awarded for Fall 2014.
- Awarded the following:

Waivers:	\$7,439,573.00
Grants:	\$5,319,137.21
Loans:	\$1,311,061.00
Scholarships:	\$ 211,288.00

### Student Services:

- Student Services hosted the 22<sup>nd</sup> annual MPC Community Play, titled "To be Young, Gifted and Black". This event is a cultural enrichment event in recognition of Black History. Over 300 attendees, including MPC Board members, Dr. Tribley, administration, faculty, staff and students as well as a number of community members. This is a long standing collaboration between MPC, UCSC and the City of Seaside, lasting for over twenty years.
- MPC Outreach is being conducted in over 13 high schools that include all local feeder high schools. Application workshops, classroom presentation about MPC academic programs and services, and other outreach activities continue throughout the community.
  - EOPS is conducting enhanced outreach services to Seaside High School, including the ESL department (EOPS staff on site at Seaside High during lunch 1 day a week)
  - Campus tours recently provided to Alisal High, North Monterey County, Greenfield High, King City Middle School has requested a tour of MPC. There is a growing interest from South County schools to expose their students to MPC.
- The High School Assessment/Ed Planning Event is scheduled for April 5<sup>th</sup> and April 12. Currently, over 250 students have registered for the assessment component and 225 for the Ed Planning component.

## Lobo Day:

On March 4, ASMC showcased a number of clubs and activities along with some college programs. Good food, fun activities and lots of pictures highlighted the day. The event included the reestablishment of the tutoring club which had been dormant for the last few semesters. The ASMPC did a great job planning, coordinating and conducting the event. A major theme of their efforts is to attract new members to ASMPC and new students to MPC.

## Child Development Center:

- The Child Development Center recently went on two field trips. One was to the Monterey Zoo in Salinas and the second was to the Monterey Aquarium. Student Parents, staff, and children had wonderful learning experiences.
- Our ECED lab students are working on a gardening project with the Children. They are planting tomatoes, zucchini, beans, strawberries, artichokes and kale.
- We are signing up volunteers for the Big Sur Marathon this week. The CDC has been volunteering for over 12 years.

## Emergency Response:

On March 7 we responded to a call from the Monterey Police Department that a robbery occurred near the campus and two persons with weapons might be headed towards campus. After confirming the message, the Emergency Operations Center became active and within minutes the campus was locked down. Although the event uncovered several communication and operational gaps and many students and staff experienced shattered nerves, the event allowed us to take a deeper look into our procedures. Having gathered comments and suggestions through email and a debriefing session on March 13, the Emergency Response Planning Team is updating our planning documents to make further improvements. In support of our planning efforts we are fortunate to have the expertise in emergency response of Dave Brown, Director of the Fire Academy, and the support of the Monterey Assistant Chief of Police, David Aspland, and Monterey Fire Department, Emergency Services Coordinator, David Potter.

## Athletics:

- Former instructor/track coach/football coach **Cass Jackson** will be inducted to the CCC Football Coaches Association Hall of Fame this Saturday March 15 in Visalia. Cass was a JC Football All-American at San Jose City College and was the first African-American head football coach at a predominately white university when he became the head coach at Oberlin College in Ohio in the early 1970's.

Other MPC members include Luke Phillips, Chris Pappas, Danny Holman, Herm Edwards and Tom Craft.

- Former 33 year MPC instructor/coach/ athletic director **Chris Pappas** will be inducted to the CCC Athletic Association Hall of Fame on April 2 in Los Angeles. Chris has served MPC and community colleges throughout the State for 50 years most recently serving as the Executive Director of the Football Coaches Association for the last 16 years. Chris retired from MPC in 1996 and is the second MPC representative in the Hall of Fame. Mel Mason is the other.
- All of our spring sports teams are competing well. Of special note, new track team head coach, **Marcus Carroll**, has 24 athletes competing which represents a significant increase over recent years. Ten are women. Jayla Scholis, a Seaside High graduate, recently broke the 22 year old school record in the 100 meters with a time of 12.2 seconds.

Brief Bios for our two Cutino Scholarship Award Winners which were presented at the Hall of Fame Banquet:

### **Kelsey Robley**

Six foot, one inch Kelsey came to the Lobos from San Benito High School where she was a two time All-Conference basketball player and carried a 3.2 GPA in a college preparatory program. She chose MPC because of the opportunities it offered in both athletics and academics and the support of her coaches Wendy Bates and Erin O'Hare.

As a freshman in 2012-13, Kelsey made an immediate contribution to the Lobos, starting every game and averaging a double/double, meaning 10 points and 10 rebounds per game. She received Honorable Mention recognition in the Coast Conference South Division.

The 2013-14 Lobos are having an outstanding season currently holding a 16-8 record and battling for a division championship and Northern California play-off berth. Kelsey is a big factor in this team success. Kelsey is in the top five in conference statistics in four categories including field goal percentage, rebounds, blocked shots and free throw percentage. She is in the top 10 in conference scoring. Once again she has started every game and is averaging a double/double.

Kelsey carries a 3.0 GPA at MPC and is on track to graduate this spring with an AA in Social Sciences. She is being recruited by 23 schools from all over the United States including four California State Universities.

Coach Bates notes that Kelsey is a tremendously hard worker and an equally great teammate. She has been committed to the basketball program and to her academic program with the goal of improving each day. A sign of her level of commitment is the fact she has commuted from her home in Hollister almost daily for the past two years.

It is these qualities of commitment and effort to improve, along with her successes both on the court and in the classroom that make Kelsey a deserving recipient of the 2014 Peter Cutino Scholarship Award.

### **Jake Pannunzio**

Jake Pannunzio has had an interesting path to success at Monterey Peninsula College. He was born in Santa Cruz where he lived as a child. His father is from the Central Coast, but his mother is from Sydney,



Australia and at eight years of age he moved to Sunrise Beach, Australia. Growing up in Australia he surfed, competed in Tae Kwan Do, boxing and baseball. He excelled at baseball and at 17 he had the opportunity to travel to the US to tour with his club team. This trip helped him with his decision to return to California with plans to surf, play baseball and study firefighting. With much research he decided MPC was his best choice for college.

Jake red-shirted in 2012, his first year at MPC, but in 2013 he had a magical season. He became the Lobos No. 1 starting pitcher and finished with a 7-2 record helping lead the team to their first championship in 40 years. He was named 1<sup>st</sup> Team All-Conference, MPC Pitcher of the Year and is a pre-season All-American for 2014. He recently had 10 strikeouts in a victory over Laney College.

True to his goals, Jake initially enrolled in the firefighting program and completed several courses. Because of his success in baseball, Jake has put his firefighting career on hold and switched to a transfer curriculum. With a 3.1 GPA this is certainly within his capabilities. He has received numerous scholarship offers and will make his college decision later this spring. Jake's unique journey is a tremendous success story and makes him a deserving recipient of the Peter J. Cutino Scholarship Award.

## EXECUTIVE DIRECTOR'S REPORT TO MPC GOVERNING BOARD OF TRUSTEES

March 26, 2014

*Monterey Peninsula College Foundation supports MPC by being a strong advocate for the College in the community and by raising significant financial support for the College.*

### FUNDRAISING

1. **Total Monthly Donations Received in February 2014:** To be reported at the Board Meeting.
2. **Athletics Booster Club**  
Following a request from Dr. Tribley, the Foundation approved the formation of a Booster Club Committee to raise funds in support of MPC Athletics. Birt Johnson will be the initial Committee Chair; other members include Lynn Davis (Vice Chair), Bill McClintock (Secretary), Dr. Jim Tunney, Joe Bommarito, Ron Johnson, and Wendy Bates. The Committee is currently formulating a case statement and annual fundraising plan.
3. **The Robert K. Bullock Journalism Scholarship**  
In February 2014, the Foundation received an additional \$1,794,914.23 from the estate of Mr. Robert Bullock, the single largest gift in the Foundation's history.

### EVENTS

1. **The 2014 Celebration of College Philanthropy:** held on Sunday, February 23<sup>rd</sup> in the Library & Technology Center. In addition to recognizing our 2013 President's Circle and Campus Circle donors, we celebrated the Foundation's 20<sup>th</sup> anniversary and the 10<sup>th</sup> anniversary of the Library building's opening. Further, Mr. Robert Bullock was honored posthumously as our 2013 Donor of the Year.
2. **Lobo Hall of Fame:** held on March 1, 2014. The event was well attended, honoring eight distinguished alumni and athletes.
3. **President's Address to the Community**  
The 2014 President's Address to the Community will be held on Friday, May 16, 2014 at the Monterey Conference Center. This year's honoree is Dr. Richard Kezirian. Ticket sales and table sponsorships will be available soon by contacting the Foundation office.

### COLLEGE SUPPORT

1. Applications for Spring 2014 Faculty & Staff Advancement Awards (FASA) were due February 27, 2014. We received 29 proposals requesting a total of \$59,268. The FASA Advisory Group presented recommendations for award, which were approved by the Board of Directors on March 12, 2014. Of the 29 proposals received, 22 were fully or partially funded with the \$22,000 available.
2. The Foundation hired a grant writing consultant to prepare a \$250,000 US Department of Agriculture grant on behalf of MPC. The grant project will build on the nutrition program, adding new curriculum and online content.
3. The Foundation ED is facilitating an MPC "Grant Seekers Network" to help encourage and support grant writing efforts on campus. The first two meetings were held March 17<sup>th</sup> and March 18<sup>th</sup>, 2014. The group will continue to meet on a monthly basis to share information, build ideas, and ultimately lead to the development of competitive grant proposals for college-based projects.

Address to Board of Trustees from Loran J. Walsh, MPCEA Chapter President

Good Afternoon Board Members,

26 March 2014

These past few months the Chapter Vice President, Secretary and I have been attending CSEA Job Steward training. Learning to better represent our members.

On Monday, March 3, 2014 I attended the March in March with 3 other Classified Members and 4 ASMPCC Students. We joined about 1,000 students from around the state marching through the streets of Sacramento to the State Capital. There were several speakers to include one of CSEA's Board of Directors. It was a fun event to participate in.

As a member of College Council I have been involved in the College Council sub-committee on the College Mission Statement. We continue to analyze the examples other colleges have used to better demonstrate what the college does to meet the goals of accreditation.

I have been asked by the CSEA Regional Representative to become the new Regional PAC (Political Action Committee) member and I have accepted that role. I have also been appointed as the Secretary for our Regional President's meetings.

This month MPCEA will take nominations to send a member to our annual CSEA Conference in August that will be held in Sacramento this year.

Today you will accept some classified members retirements; this incentive has been negotiated with the union and the District. These vacancies will create positions for some of our members that are the lay-off list. MPCEA is hopeful that we can create another incentive for next year as well to create more possibilities for our members.

This month I started to participate in CERT Training in Monterey. This program attended by members of the MPC Security Team will better prepare us for emergencies that involve the Monterey area.

As always,

"There is No Class without Classified"



The CSEA mission is: "To improve the lives of our members, students and community."



**HIGHLIGHTS OF  
REGULAR BOARD MEETING  
February 20, 2014**

1. *Mary Ann Carbone, Board Chair, called the meeting to order then introduced and welcomed new employee, Rosie Angulo. In addition to assisting the bookkeeping staff, Rosie will be filling in temporarily for Lori Andre, Executive Assistant. Welcome, Rosie!*
2. *A copy of the CPO report was included in the agenda packet for board review.*
3. *A copy of the CEO report was included in the agenda packet for board review. Highlights included:*
  - *CHS participated in the Birdies for Charity at the AT&T and won \$11,000. CHS volunteer Rick Pieper of Pacific Grove was one of top six finalists in the "closest to the hole contest," which qualified CHS to participate in the shootout.*
  - *Lots of Management Team trainings took place in the month of January and staff gave lots of valuable and positive feedback.*
  - *The CEO and board member Loren Steck attended the Community Foundation's Legacy Society luncheon. After the luncheon, a preliminary discussion took place between board member Loren Steck and CEO Robin about contacting local estate planning attorneys and inviting them to an agency orientation luncheon. Further discussion and brainstorming ideas will take place in the future.*
4. *Annette Yee-Steck, Finance Committee Chair, reported that the Finance Committee met earlier in the day. The December dashboard is looking very good and cash in hand is much greater than normal due in part to the county receivables now being up-to-date. The balance sheet reflects a higher than normal year-to-date surplus of \$275,000 due to income being front-loaded at the beginning of the year and is expected to lessen as the year and monthly expenses go on. The December income statement shows a net income balance of \$78K. The Committee discussed the distribution of investments and reported that they may recommend making changes after gathering more information. The Finance Committee will perform a financial analysis of CHS programs in April.*
5. *Harvey Kuffner, Personnel Committee Chair, reported that the committee met on January 28, 2014. Harvey reported that the purpose of the meeting was to discuss staffing implications of developing two new outpatient Drug Medi-Cal programs with the implementation of the Affordable Care Act on January 1, 2014. He also explained the concepts for the programs and some of the changes that would be required to develop them quickly, including temporary reassignments of work. Robin McCrae, CEO, reported that Valerie Catania, CPO, would be focusing on developing the new programs and Bruce Loisel, Program Officer of Off Main Clinic, would fill-in for Valerie temporarily in program supervision. The Personnel Committee supports implementing these new programs. See item #11 below.*
6. *Loren Steck, Facilities Committee Chair, reported that two of the three staircases at Genesis House need to be replaced and that we may be able to replace one of the staircases this fiscal year. Mary Ann Carbone, Board Chair, reported that she has been in contact with Blach Construction to obtain the required "Request for Proposal." Mary Ann will continue to communicate with everyone and will keep us updated.*

7. *Loren Steck, Strategic Plan Committee, deferred reporting out till the related action item on the Strategic Plan was addressed. See item #11 below.*
8. *Nancy Amadeo, Homeless Committee member, reported that the committee members met earlier in the month. Nancy shared good news that I-Help has raised ½ of their funding goal in the amount of \$3,000 to continue the program for six more months. Nancy also reported that the Homeless Committee agreed that the committee's area of focus should be on a homeless youth shelter.*
9. *The proposed CHS Bylaws Revision will be brought back to the board for discussion/action at the March regular board meeting.*
10. *The board approved the formal dissolution of the defunct CHS Foundation entity and directed staff to follow up.*
11. *The board approved the 5-Year Strategic Plan revision to add the goal of developing two new outpatient Drug Medi-Cal treatment programs, moving CARF accreditation at Family Service Centers to fiscal year 2014-15 and replacing one staircase at Genesis House by June 2014. The date for developing written fee assessment/collection policy was also corrected to October 2013.*
12. *The board approved the mid-year budget as proposed, which reflects increases in contract income, bank charges for the Genesis House refinance and a higher projected surplus of \$78,600, among other changes.*
13. *The Finance Committee will gather more detailed information on current investments and will keep the board updated. This action item was tabled.*
14. *The board approved a full-time Bilingual Counselor position at the Family Service Centers. The position was included in the budget revision.*
15. *JPA member Nancy Amadeo invited the board to the 50<sup>th</sup> anniversary fundraising event for the American Legion where there will be lots of raffle prizes and fun give-a-ways. The event is being held on Saturday, March 8<sup>th</sup>, at the Marina Legion, Post 694 from 4:00 p.m. to 9:00 p.m. and tickets are \$15.00.*
16. *JPA member Deborah Smith reported that the Annual All Women's Ball that took place last month went very well. Approximately \$4,200 was raised and all proceeds will benefit CHS programs.*
17. *JPA member Annette Yee-Steck reported that she attended the Open House at Safe Place on January 24<sup>th</sup> and that the event was very nice. Several other board members commented the same.*
18. *JPA member Curt Parker reported that he and board members, Deborah Smith, City of Carmel, and Alana Myles, Monterey Peninsula Unified School District, attended a peninsula tour of CHS facilities on January 6<sup>th</sup>. All three board members really enjoyed the tour, which was hosted by our own CEO, Robin McCrae.*

***The next regular board meeting is scheduled for Thursday, March 20, 2014 from 11:00 a.m. to 1:00 p.m. at the Sand City City Hall, Sand City, CA.***

**MPC**  
**Active Bond/Facility Projects Update**  
**March 12, 2014**

**Humanities / Old Student Services / Business Humanities** – The project is receiving State matching funds. Phase 1 (Old Student Services Building) and Phase 2 (Humanities Building) have been completed. The last phase of this project was the demolition of the Business Humanities building and a new parking lot in its place. This resulted in improved traffic circulation and 68 additional parking spaces. The parking lot has been completed. A notice of completion will be filed shortly.

**Swing Space** – The General Classrooms building and the Swing Space Village buildings have been renovated to accommodate the needs of the Student Center and the Arts Complex. Upon completion of the Student Center and Arts Complex this summer, the swing space will no longer be needed and the rented relocatable buildings will be returned to the vendors and the remaining areas will be renovated to suit the needs of the college.

**Infrastructure** – Site work (lighting, parking lots, sidewalks) will be ongoing for the next few years.

**Pool / Equipment Building / Site Work** – The pool has been completed and in is use

**Student Center** – Roofing has been completed. Windows have been installed. Drywall is being installed. Completion is still scheduled for summer of 2014.

**Arts Complex** – Interior framing is complete. Interior electrical, mechanical and plumbing rough-in continues. Roofing work continues. Drywall will be installed after rough-in has been completed. Site work and utility work are nearly complete. Completion is scheduled for the summer of 2014.

**Music Building** – MPC is applying for matching State funding for the renovation of some of the existing Music buildings.

**Facilities Committee** – The Committee meets to review project budgets and schedules.

## Cost Control Report

3/12/2014

### Life Science / Physical Science

	Budget	Current Projection	Variance	Comments
Design Phase	\$ 1,080,000	\$ 1,080,000	\$ -	Design includes Architect, DSA fees, printing, etc.
Constructn bid	\$ 7,400,000	\$ 7,400,000	\$ -	Actual bid amount.
C.O. Contngcy.	\$ 980,000	\$ 980,000	\$ -	
Test & Inspect.	\$ 210,000	\$ 210,000	\$ -	
Cnstr Mgmt Fee	\$ 625,000	\$ 625,000	\$ -	
Equipment	\$ -	\$ -	\$ -	Furniture and Equipment will be from a separate fund.
Other	\$ 505,000	\$ 505,000	\$ -	Includes hazmat, demolition, IT and future allowance.
<b>Total</b>	<b>\$10,800,000</b>	<b>\$10,800,000</b>	<b>\$ -</b>	

Summary: The present budget is \$10,800,000. The Life Science and Physical Science buildings have been completed, and final costs are being compiled.

### Old Student Services / Humanities / Business

	Budget	Current Projection	Variance	Comments
Design Phase	\$ 1,100,000	\$ 1,100,000	\$ -	Design includes Architect, DSA fees, printing, etc.
Constructn bid	\$ 4,110,000	\$ 4,110,000	\$ -	Actual bid amount.
C.O. Contngcy.	\$ 411,000	\$ 411,000	\$ -	
Test & Inspect.	\$ 231,000	\$ 231,000	\$ -	
Cnstr Mgmt Fee	\$ 330,000	\$ 330,000	\$ -	
Equipment	\$ 132,000	\$ 132,000	\$ -	Equipment partially State funded
Other	\$ 300,000	\$ 300,000	\$ -	Includes hazmat, demolition and IT
<b>Total</b>	<b>\$ 6,614,000</b>	<b>\$ 6,614,000</b>	<b>\$ -</b>	

Summary: It is important to recognize that this is a State "match" funded project (State will fund \$3,318,000 and MPC will fund \$3,296,000). The original budget of \$3,845,000 that MPC was to contribute has now been reduced to \$3,296,000 due to the bids coming in lower than the budget. This results in a potential savings to the MPC bond budget of \$549,000. Phase 1 (Old Student Services Building) and Phase 2 (Humanities Building) have been completed. Demolition of the Business/Humanities buildings has been completed and the parking lot was opened before the commencement of classes. The project is completed.

### Arts Complex

	Budget	Current Projection	Variance	Comments
Design Phase	\$ 450,000	\$ 450,000	\$ -	Design includes Architect, DSA fees, printing, etc.
Constructn bid	\$ 2,400,660	\$ 2,400,660	\$ -	Actual bid amount.
C.O. Contngcy.	\$ 240,000	\$ 240,000	\$ -	
Test & Inspect.	\$ 130,000	\$ 130,000	\$ -	
Cnstr Mgmt Fee	\$ 120,000	\$ 120,000	\$ -	
Equipment	\$ -	\$ -	\$ -	Furniture and equipment will be from a separate fund
Other	\$ 1,383,340	\$ 1,383,340	\$ -	Includes contingency for future Art Dimensional construction
<b>Total</b>	<b>\$ 4,724,000</b>	<b>\$ 4,724,000</b>	<b>\$ -</b>	

Summary: The "Other" budget is higher than typical projects because work needs to be done on the Art Dimensional building (this work will be done in the future). Construction continues as scheduled, and the project will be completed in summer 2014.



Student Center				
	Budget	Current Projection	Variance	Comments
Design Phase	\$ 370,250	\$ 370,250	\$ -	Includes architect fees, printing, etc.
Constructn bid	\$ 4,525,000	\$ 4,525,000	\$ -	Actual bid amount
C.O. Contngcy.	\$ 452,500	\$ 452,500	\$ -	10% of construction bid
Test & Inspect.	\$ 128,000	\$ 128,000	\$ -	
Cnstr Mgmt Fee	\$ 226,250	\$ 226,250	\$ -	
Equipment	\$ -	\$ -	\$ -	Furniture & Equipment will be from a separate fund.
Other	\$ 250,000	\$ 250,000	\$ -	Includes hazmat abatement, demolition, IT and other costs.
<b>Total</b>	<b>\$ 5,952,000</b>	<b>\$ 5,952,000</b>	<b>\$ -</b>	

Summary: The budget is \$5,952,000, and projections are within that budgeted amount. Construction continues as scheduled, and the project will be completed in summer 2014.

Pool				
	Budget	Current Projection	Variance	Comments
Design Phase	\$ 330,549	\$ 330,549	\$ -	Includes architect fees, DSA fees, bid drawings, etc.
Constructn bid	\$ 1,774,000	\$ 1,774,000	\$ -	Actual bid amount
C.O. Contngcy.	\$ 177,400	\$ 177,400	\$ -	
Test & Inspect.	\$ 96,000	\$ 96,000	\$ -	
Cnstr Mgmt Fee	\$ 97,570	\$ 97,570	\$ -	
Equipment	\$ -	\$ -	\$ -	
Other	\$ 165,000	\$ 165,000	\$ -	Includes hazmat and demolition, etc.
<b>Total</b>	<b>\$ 2,640,519</b>	<b>\$ 2,640,519</b>	<b>\$ -</b>	

Summary: In this project, the scope originally included pool and tennis courts. The project was bid with the tennis courts as an alternate to determine the cost for doing the tennis courts. Unfortunately, due to conditions such as poor soils and extensive hazmat abatement, the pool/tennis courts came in over budget and, therefore, the tennis court work could not be done under this budget. The projected costs are within the approved budget. Construction has been completed.



Description	Early Start	Early Finish	2010	2011	2012	2013	2014	2015	2016
<b>Old Student Services/Humanities/Bus Humanities</b>									
Old Student Services Construction	JUL052011 A	FEB242012 A				█ Old Student Services Construction			
Humanities Construction	JAN292013 A	SEP062013 A					█ Humanities Construction		
Demo Business Humanities/Parking lot expansion	SEP262013 A	FEB032014 A					█ Demo Business Humanities/Parking lot expansion		
<b>Pool and Tennis Courts</b>									
Pool Construction	AUG052013 A	FEB282014 A					█ Pool Construction		
<b>Student Center</b>									
Student Center Construction	SEP162013 A	JUL282014					█ Student Center Construction		
<b>Art Studio/Ceramics/dimensional/Inter. Center</b>									
Art Studio Constuction	SEP232013 A	JUL242014					█ Art Studio Constuction		
Art Ceramics Construction	SEP232013 A	JUL242014					█ Art Ceramics Construction		
Art Dimensional Construction	JUN182014	AUG142014					█ Art Dimensional Construction		

Start date	JUN082010
Finish date	NOV202015
Data date	MAR092014
Run date	MAR122014
Page number	1A
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**Monterey Peninsula College  
MPC Master Project Schedule**

- Early bar
- █ Progress bar
- ▨ Critical bar
- ▬ Summary bar
- ◇ Start milestone point
- ◇ Finish milestone point

**BOND EXPENDITURE REPORT 2/28/14**

Total Budget With Other Funds	Projects	A	B	C	A-B-C	(B+C)/A	
		Total Bond Budget	Total Bond Prior Year Expenses	2013-2014	Bond Budget Balance	% Bond Cost	% Construction Schedule
	<b>In Process</b>			Year to Date Bond Payments			
\$4,724,000	Arts Complex	\$4,724,000	\$414,845	\$781,603	\$3,527,552	25%	45%
\$5,952,000	College Center Renovation	\$5,952,000	\$419,124	\$1,654,607	\$3,878,269	35%	50%
\$4,000,000	Furniture & Equipment	\$5,685,000	\$4,298,589	\$302,591	\$1,083,820	81%	75%
\$7,690,000	Humanities, Bus-Hum, Student Services	\$3,296,000	\$2,021,712	\$1,215,622	\$58,666	98%	100%
\$6,466,000	Infrastructure - Phase III	\$6,466,000	\$6,431,031	\$9,133	\$25,836	100%	94%
\$10,750,000	Life Science/Physical Science	\$10,750,000	\$9,261,094	\$1,258,237	\$230,669	98%	100%
\$3,830,000	PE Phase II - Gym/Locker Room Renov.	\$3,830,000	\$3,810,036	\$0	\$19,964	99%	100%
\$2,640,519	Pool/Tennis Courts Renovation	\$2,640,519	\$224,502	\$1,798,958	\$617,059	77%	0%
\$4,600,000	Swing Space / Interim Housing	\$5,800,000	\$5,356,269	\$341,395	\$102,336	98%	100%
\$10,400,000	Theater	\$10,400,000	\$10,153,094	\$131,380	\$115,526	99%	100%
\$1,667,699	General Contingency	\$0	\$0	\$0	\$0	0%	0%
<b>\$62,720,218</b>	<b>Total in Process</b>	<b>\$59,543,519</b>	<b>\$42,390,296</b>	<b>\$7,493,526</b>	<b>\$9,659,697</b>		
	<b>Future</b>						
\$1,200,000	Music	\$1,200,000	\$46,270	\$0	\$1,153,730	4%	0%
\$12,000,000	PSTC Parker Flats	\$6,000,000	\$70,500	\$0	\$5,929,500	1%	0%
<b>\$13,200,000</b>	<b>Total Future</b>	<b>\$7,200,000</b>	<b>\$116,770</b>	<b>\$0</b>	<b>\$7,083,230</b>		
	<b>Completed</b>						
\$1,057,576	Early Start/Completed-HVAC Repairs	\$618,539	\$618,539	\$0	\$0	100%	100%
\$2,965,574	Early Start/Completed-New Plant Serv Bldg	\$487,574	\$487,574	\$0	\$0	100%	100%
\$599,414	Early Start/Completed-Telephone System	\$599,414	\$599,414	\$0	(\$0)	100%	100%
\$67,671	Family Consumer Science	\$67,671	\$67,671	\$0	\$0	100%	100%
\$1,517,774	Gym - floor/seismic/bleachers	\$877,847	\$877,847	\$0	\$0	100%	100%
\$2,481,607	Infrastructure - Phase II	\$2,481,607	\$2,481,607	\$0	\$0	100%	100%
\$20,886,001	Infrastructure - Phase I	\$20,886,001	\$20,886,001	\$0	\$0	100%	100%
\$2,117,203	Lecture Forum Renovation	\$2,117,203	\$2,117,203	\$0	\$0	100%	100%
\$7,427,191	New Admin / Old Library Renovation	\$4,712,191	\$4,712,191	\$0	(\$0)	100%	100%
\$5,413,198	New Child Development Center Bldg	\$1,029,198	\$1,029,198	\$0	\$0	100%	100%
\$21,420,211	Other Early start / completed	\$1,950,012	\$1,950,012	\$0	\$0	100%	100%
\$17,336,569	PE Field Track, Fitness Building	\$17,236,569	\$17,236,569	\$0	\$0	100%	100%
\$863,697	Social Science Renovation (inc. Seismic)	\$863,697	\$863,697	\$0	\$0	100%	100%
\$7,478,201	Public Safety Training Center Renov.	\$7,478,201	\$7,478,201	\$0	\$0	100%	100%
\$1,000,000	Auto Technology Building	\$958,602	\$958,602	\$0	(\$0)	100%	100%
\$2,300,000	Business Computer Science	\$2,215,418	\$2,215,418	\$0	\$0	100%	100%
\$8,300,000	New Ed Center Building at Marina	\$8,300,000	\$8,234,700	\$0	\$0	99%	100%
\$9,700,000	New Student Services Building	\$9,700,000	\$9,681,388	\$0	\$0	100%	100%
<b>\$112,931,887</b>	<b>Total Completed</b>	<b>\$82,579,744</b>	<b>\$82,495,833</b>	<b>\$0</b>	<b>(\$1)</b>		
<b>\$188,852,105</b>	<b>Total All Projects</b>	<b>\$149,323,263</b>	<b>\$125,002,899</b>	<b>\$7,493,526</b>	<b>\$16,742,926</b>		
	<b>General Institutional-Bond Management</b>		\$5,211,924	\$104,257			
			<b>\$130,214,823</b>	<b>\$7,597,783</b>			
	<b>Total Bond Funds Spent to Date</b>		<b>\$137,812,606</b>				