



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

**REGULAR MEETING
WEDNESDAY, SEPTEMBER 28, 2016**

NEW BUSINESS

Monterey Peninsula Community College District

Governing Board Agenda

September 28, 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, August 31, 2016.

Background:

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

Budgetary Implications:

None.

[X] RESOLUTION: BE IT RESOLVED, that the 2016-2017 Monthly Financial Report for the period ending August 31, 2016, be accepted.

[Handwritten signature of Steven L. Crow]

Recommended By:

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

Prepared By:

[Handwritten signature of Rosemary Barrios]

Rosemary Barrios, Controller

Agenda Approval:

[Handwritten signature of Dr. Walter Tribley]

Dr. Walter Tribley, Superintendent/President

Monterey Peninsula College
Fiscal Year 2016-2017
Financial and Budgetary Report
August 31, 2016

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

Revenues are starting to be received for student fees, monthly apportionment from the state and expenditures continue for classroom purchases, utilities, office supplies, and payroll.

Operating Fund net revenue through August 31, 2016 is \$2,916,979 which is 5.6% of the operating budget for this fiscal year. Expenditures year-to-date total \$5,250,140 and Encumbrances of \$4,982,938 which added together is 19.8% of the operating budget for this fiscal year, for a net difference of -\$6,662,119.

Unrestricted General Fund

Revenue

- August Apportionment payment received of \$1,199,207
- Other local revenues received include: enrollment fees, non-resident fees, transcripts, and other local and state revenues totaling: \$142,750.

Expenditures

Overall the District operating funds expenditures continue to track as projected for the beginning of the fiscal year.

Child Development Fund

- The cash balance of the child development fund reflects a negative cash balance. Funds will be transferred in next month from the unrestricted general fund as part of the district support to the child development fund. This will bring the cash to a positive cash balance.
- State revenues are received on a reimbursement basis for the state grant. The state grant funds are received on a quarterly basis.

Self Insurance Fund

- Self Insurance Fund (SIF) expenses are at 14.1% of budgeted expenditures.

Fiduciary Funds

- Most Fiduciary Funds are tracking close to budget.
- The Trust Funds revenue and expense are higher at this time for this fiscal year due to new revenues being received for Continuing Education courses being offered and MATE program remote operation vehicle (ROV) and textbook sales. The budget will be monitored closely and adjusted as needed.

Cash Balance:

The total cash balance for all funds is \$25,648,962 including bond cash of \$9,869,488 and \$15,779,474 for all other funds. Operating funds cash is \$10,435,903. Cash balance in the General Fund is at \$9,882,396 for the month-ending August 31, 2016.

Monterey Peninsula Community College

Monthly Financial Report

August 31, 2016

Summary of All Funds

<u>Funds</u>	<u>Beginning</u> <u>Fund Balance</u>	<u>Revised Budgets</u> <u>2016 - 2017</u>		<u>Ending</u> <u>Fund Balance</u>	<u>Year to Date Actual</u> <u>2016 - 2017</u>			<u>% Actual</u> <u>to Budget</u>		<u>Cash</u> <u>Balance</u>
	<u>07/01/16</u>	<u>Revenue</u>	<u>Expense</u>	<u>6/30/2017</u>	<u>Revenue</u>	<u>Expense</u>	<u>Encumbrances</u>	<u>Rev</u>	<u>Expense/ Enc.</u>	<u>8/31/2016</u>
General - Unrestricted	\$4,207,901	\$40,237,689	\$40,237,689	\$4,207,901	2,664,449	4,720,243	4,606,325	6.6%	23.2%	\$9,882,396
General - Restricted	0	10,151,518	10,151,518	0	242,669	478,044	306,817	2.4%	7.7%	0
Child Dev - Unrestricted	0	155,631	155,631	\$0	3,926	9,409	0	2.5%	6.0%	-17,639
Child Dev - Restricted	0	439,166	439,166	0	0	17,324	0	0.0%	3.9%	0
Student Center	437,772	258,000	259,094	436,678	5,935	8,359	67,860	2.3%	29.4%	571,146
Parking	573,254	418,790	418,790	573,254	0	16,761	1,936	0.0%	4.5%	0
Subtotal Operating Funds	\$5,218,927	\$51,660,794	\$51,661,888	\$5,217,833	\$2,916,979	\$5,250,140	\$4,982,938	5.6%	19.8%	\$10,435,903
Self Insurance	3,489,812	7,181,305	8,985,831	1,685,286	33,124	1,224,697	43,753	0.5%	14.1%	2,550,848
Worker Comp	100,000	1,000	97,500	3,500	0	16,575	5,500	0.0%	22.6%	141,260
Other Post Employment Benefits	119,319	100,770	0	220,089	0	0	0	0.0%	0.0%	157,607
Capital Project	780,000	784,712	884,253	680,459	0	5,550	508,327	0.0%	58.1%	982,251
Building	9,866,896	65,000	0	9,931,896	0	0	0	0.0%	0.0%	9,869,488
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	6,767	754	0	7.5%	0.8%	239,278
Financial Aid	17,745	5,722,000	5,722,000	17,745	601,625	601,625	0	10.5%	10.5%	153,964
Scholarship & Loans	272,948	2,600,000	2,600,000	272,948	406,578	209,197	0	15.6%	8.0%	437,724
Trust Funds	36,718	1,145,000	1,145,000	36,718	490,260	625,608	0	42.8%	54.6%	634,034
Orr Estate	16,385	20,000	20,000	16,385	1,020	3,658	0	5.1%	18.3%	24,102
Total all Funds	\$20,046,861	\$69,392,081	\$71,227,972	\$18,210,970	\$4,456,354	\$7,937,804	\$5,540,518	6.4%	11.1%	\$25,648,962

Monterey Peninsula Community College District

Governing Board Agenda

September 28, 2016

Board Meeting Date

Fiscal Services

College Area

New Business Agenda Item No. B

Proposal:

That the Governing Board approve 2016-2017 Appropriation Limit per Article XIII-B, California Constitution (GANN Limit).

Background:

Pursuant to Article XIII-B of the Constitution and Chapter 1205, Statutes of 1980, all community college districts are required to compute an annual appropriation limit. That appropriation limit is adjusted annually for changes in price index, population and other factors (if applicable). The Chancellor's Office of the California Community Colleges informs districts of the price factor to be used in establishing the appropriation limit. This price factor is defined as the change in fourth quarter California per capita personal income. The price factor to be used in setting the 2016-2017 appropriation limit is 5.37%.

Additionally, each community college district is required to report to the Chancellor of the California Community Colleges at least annually its appropriation limit, appropriations subject to limit, the amount of state aid apportionments and subventions included within the proceeds of taxes of the district, and amounts excluded from the appropriations subject to limit. Prop 30 Funds are included in Section II, line B.

The information on the attached Gann Limit Worksheet is submitted on the CCFS-311, the budget document filed in October with the Chancellor's Office.

Budgetary Implications:

None.

Resolution: **BE IT RESOLVED**, That the Governing Board approve the 2016-2017 Appropriation Limit per Article XIII-B, California Constitution (Gann Limit) as computed on the attached worksheet.

Recommended By: _____



Steven L. Crow, EdD., - Vice President for Administrative Service

Prepared By: _____



Rosemary Barrios - Controller

Agenda Approval: _____



Dr. Walter Tribley - Superintendent/President

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CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2016-2017

DISTRICT NAME: Monterey Peninsula College
DATE: September 14, 2016

I. 2016-17 Appropriations Limit:		
A.	2015-16 Appropriations Limit	<u>\$ 60,636,963</u>
B.	2016-17 Price Factor:	<u>1.0537</u>
C.	Population factor:	
	1 2014-15 Second Period Actual FTES	<u>6,502.96</u>
	2 2015-16 Second Period Actual FTES	<u>6,477.17</u>
	3 2016-17 Population change factor	<u>0.9960</u>
	(line C.2. divided by line C.1.)	
D.	2015-16 Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3.)	<u>\$ 63,637,595</u>
E.	Adjustments to increase limit:	
	1 Transfers in of financial responsibility	<u>\$ -</u>
	2 Temporary voter approved increases	<u>0</u>
	3 Total adjustments - increase	
	Sub-Total	<u>\$ -</u>
F.	Adjustments to decrease limit:	
	1 Transfers out of financial responsibility	<u>\$ -</u>
	2 Temporary voter approved increases	<u>0</u>
	3 Total adjustments - decrease	
G.	2016-17 Appropriations Limit	<u>\$ 63,637,595</u>
II. 2016-17 Appropriations Subject to Limit:		
A.	State Aid (General Apportionment, Apprenticeship Allowance, Prop 30 Education Protection Account tax revenue)	<u>\$ 16,088,283</u>
B.	State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)	<u>85,000</u>
C.	Local Property taxes	<u>16,949,008</u>
D.	Estimated excess Debt Service taxes	<u>-</u>
E.	Estimated Parcel taxes, Square Foot taxes, etc.	<u>-</u>
F.	Interest on proceeds of taxes	<u>-</u>
G.	Local appropriations from taxes for unreimbursed State, court, and federal mandates	<u>33,122,291</u>
H.	2016-17 Appropriations Subject to Limit	<u>33,122,291</u>

Monterey Peninsula Community College District

Governing Board Agenda

September 28, 2016

New Business Agenda Item No. C

Academic Affairs
College Area

Proposal:

To approve these courses and programs which have proceeded through the institutional curriculum development process to the point of recommendation to the Board.

Background:

The courses and programs listed below are recommended by the Curriculum Advisory Committee and endorsed by the MPC administration.

Budgetary Implications:

When offered, related courses and programs generate instructor and support costs, which are offset by student attendance driven income.

RESOLUTION: BE IT RESOLVED, that the following new program be approved:

New Program:

Spanish Language (Certificate of Training – Credit Only)

Recommended By:


Kiran Kamath, Vice President of Academic Affairs

Prepared By:


Kim Kingswold, Academic Technician

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

NEW PROGRAM

Spanish Language (Certificate of Training – Credit Only)

Justification:

To recognize students who have taken a 3-semester sequence of courses in Spanish, and to encourage students to pursue Spanish classes. A Certificate of Training in Spanish will encourage students who are pursuing an AA-T in Spanish by recognizing their progress toward the degree. It will assist students who are seeking careers in a wide variety of fields (e.g., medicine, education, retail, etc.) that value multilingualism and/or cater specifically to Hispanic and Spanish-speaking consumers.

Description:

Students who study Spanish learn about the grammar of this popular language, and about the history and culture of the Spanish and people in numerous Spanish-speaking countries. Students who receive a Certificate of Training in Spanish have demonstrated that they are familiar with and can communicate in Spanish and written Spanish at the intermediate-high level, including but not limited to being able to converse with native Spanish speakers about the present, past, and future; express emotions and opinions in appropriate situations; and understand the main ideas and key concepts of the culture of many major Spanish-speaking countries. This Certificate recognizes progress that students have made toward mastering Spanish and assists students who are seeking careers in a wide variety of fields (e.g., medicine, retail, education, etc.) that value multilingualism and/or cater specifically to Spanish-speaking customers.

Monterey Peninsula Community College District

Governing Board Agenda

September 28, 2016

New Business Agenda Item No. D

President's Office
College Area

Proposal:

That the Governing Board adopt 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. The attached policies from the Board, General Institution, and Human Resources chapters that are required for accreditation were presented to the Board for a first reading at the August Board meeting. Questions were raised by Trustee Steck and the policies were referred back to the Board subcommittee for further review. These issues have been resolved and additional modifications were made to Board policies 2200 and 2745, as noted below. With these modifications, the policies are recommended for adoption:

Board Policy 2010	Board Membership (included in existing MPC policy 1005)
Board Policy 2200	Board Duties and Responsibilities (replaces existing MPC policy 1007) NOTE: This policy was further revised to change the last bullet in the second paragraph to: "Advocate <i>for</i> and protect the District."
Board Policy 2410	Board Policies and Administrative Procedures (replaces 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 (replaces 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)

Administrative procedure 2435 also attached for information.

Board Policy 2715 Code of Ethics/Standards of Practice (replaces existing MPC policy 1000)
Board Policy 2740 Board Education (replaces existing MPC policy 1008)
Board Policy 2745 Board Self-Evaluation (replaces existing MPC policy 1009)
NOTE: This policy was further revised to change the third sentence in the fifth paragraph to read as: “The results will be used to improve board performance, academic quality, and institutional effectiveness.”
Administrative procedure 2745 also attached for review.

Board Policy 3050 Institutional Code of Ethics (replaces existing MPC policy 5001)
Board Policy 3200 Accreditation (no existing MPC policy)
Administrative procedure 3200 also attached for information.

Board Policy 7110 Delegation of Authority, Human Resources (replaces existing MPC policy 5005)
Administrative procedure 7110 also attached for information.

Board Policy 7150 Evaluation (replaces existing MPC policy 5555)
Administrative procedure 7150 also attached for information.

Board Policy 7160 Professional Development (no existing MPC policy)

Budgetary Implications:

None.

- RESOLUTION:** **BE IT RESOLVED**, That 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, be adopted.

Recommended By:

Walter Tribble
Dr. Walter Tribble, Superintendent/President

Prepared By:

Vicki Nakamura
Vicki Nakamura, Assistant to the President

Agenda Approval:

Walter Tribble
Dr. Walter Tribble, Superintendent/President



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 2 Board of Trustees

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 for 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.



MONTEREY PENINSULA
COLLEGE

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.~~



GOVERNING BOARD POLICIES

Chapter 2 Board of Trustees

2410

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 there from 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

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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"> • Chapter 1 – The District • Chapter 2 – Board of Trustees • Chapter 3 – Human Resources 	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
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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

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

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

Chapter 2 Board of Trustees

2435

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:



GOVERNING BOARD POLICIES

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~~ Session information.
10. Serve as a positive spokesperson for the ~~college-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.



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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

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.



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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 improve board performance, academic quality, and institutional effectiveness. ~~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:

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.~~

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

See Board Policy 2745 – Board Self-Evaluation



ADMINISTRATIVE PROCEDURES

References: ACCJC Accreditation Standard IV.C.10

Board Reviewed:

DRAFT



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 3 General Institution

3050

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

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

7110

AP 7110 Delegation of Authority for Human Resources

The Chief Human Resources Officer 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

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.~~



ADMINISTRATIVE PROCEDURES

Chapter 7 Human Resources

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

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

September 28, 2016

New Business Agenda Item No. E

Administrative Services
College Area

Proposal:

That the Governing Board ratify the District's 2018-2022 Five-Year Construction Plan.

Background:

Each California community college is required annually to complete a five-year construction plan to be considered for state funding of capital projects. The Five-Year Construction Plan reflects the district and campus specific plans for capital outlay over the next five years and includes both local and state-funded projects. Chancellor's Office acceptance of the Five-Year Construction Plan is part of the process to qualify for state funding.

This year's plan reflects the results of the revised facilities construction plan and budget approved by the Board in December 2009; the most recent budget update was affirmed in December 2013. The revised plan relied primarily on local funds for completion; the need for state funding was reduced by modifying the scope of some projects and lowering project cost estimates due to a favorable bid climate during the economic recession. Under this strategy, most of the planned facilities projects have been completed. Out of the 2 remaining projects in the Five Year Plan, 2 projects have been approved for a state funding match: Fort Ord Public Safety-Phase II and Music Facilities-Phase I. The ballot initiative for a state facilities bond has qualified for the November 2016 election. This initiative, Proposition 51, would provide a source of state funding for these projects.

The District Projects Priority Order list shows the projects included in this year's Five Year Construction Plan. The priority order is based on proposed state funding and construction timelines for the projects.

Budgetary Implications:

The Five-Year Construction Plan will be funded by a combination of local and state funding.

RESOLUTION: BE IT RESOLVED, That the 2018-2022 Five-Year Construction Plan, be ratified.

Recommended By:



Dr. Steve Crow, Vice President for Administrative Services

Prepared By:



Vicki Nakamura, Assistant to the President

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

9/19/2016

2018-2022 Five Year Construction Plan
 Monterey Peninsula Community College District
District Projects - Priority Order List

	Priority	Project	Funding Source		Total Project Cost
			State	Non-State	
Monterey Campus	2	Music Facilities	\$1,716,000	\$1,647,000	\$3,363,000
		Subtotal for Monterey Campus	\$1,716,000	\$1,647,000	\$3,363,000
Ft. Ord Center	1	Ft. Ord Public Safety - Phase II	\$7,863,000	\$7,749,000	\$15,612,000
		Subtotal for Fort Ord Center	\$7,863,000	\$7,749,000	\$15,612,000
TOTAL			\$9,579,000	\$9,396,000	\$18,975,000

Note: Project costs of state-funded projects reflect Chancellor's Office escalation estimates.

Monterey Peninsula Community College District

Governing Board Agenda

September 28, 2016

New Business Agenda Item No. F

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 2016-2017 Calendar of Events

SEPTEMBER 2016

Wednesday, September 28 Regular Board Meeting, MPC Library & Technology Center
Study Session (Accreditation Training): 9:30am, Sam Karas Room
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
Tuesday, October 11
Interviews of Board of Trustees [time(s) and location(s) TBD]
Open Forum, 1:00-2:00pm, LF 101
Wednesday, October 12
Interviews of Board of Trustees [time(s) and location(s) TBD]
Open Forum, 11:00am-Noon, LF 102
Thursday, October 13:
Exit Forum, 12:30pm, LF 101
Wednesday, October 12 **Special Board Meeting (Study Session), MPC Library & Technology Center, Room 203/204, 3:30pm**
Saturday, October 15 MPC Alumni Reunion BBQ, MPC, 3:00pm
Wednesday, October 26 Regular Board Meeting, Public Safety Training Center
Closed Session: 11:00am, **SPS-106**
Regular Meeting: 1:30pm, **SPS-119**

NOVEMBER 2016

Tuesday, November 1 **Transfer Day, Student Center, 10:00am-1:00pm**
Saturday, November 5 3rd Annual Rubber Chicken Drop / MPC vs. Hartnell, MPC Stadium, 6:00pm
Friday, November 11 Holiday - Veterans' Day
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 Holiday - Thanksgiving

DECEMBER 2016

Date TBD **Administrators' Holiday Reception, Administration Building Lobby**
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 Monday, Jan. 2 Winter Break

MPC Governing Board 2016-2017 Calendar of Events

JANUARY 2017

Monday, January 16 Holiday – Martin Luther King Day
Wed.-Thurs., January 18-19 Flex Days
**Wednesday, January 25* *Regular Board Meeting, MPC Library & Technology Center*
 Closed Session: 11:00am, Stutzman Room
 Regular Meeting: 1:30pm, Sam Karas Room
Fri.-Sun., January 27-29 CCLC Effective Trusteeship & Board Chair Workshop (Board Chair Workshop:
January 28), Sheraton Grand, Sacramento
Sunday, January 29 - CCLC Annual Legislative Conference, Sheraton Grand, Sacramento
Monday, January 30

FEBRUARY 2017

Friday, February 17 Holiday – Lincoln Day Observance
Monday, February 20 Holiday – Washington’s Day
**Wednesday, February 22* *Regular Board Meeting, MPC Library & Technology Center*
 Closed Session: 11:00am, Stutzman Room
 Regular Meeting: 1:30pm, Sam Karas Room

MARCH 2017

Sun.-Sat., March 19-25 Spring Recess
**Wednesday, March 22* *Regular Board Meeting, MPC Library & Technology Center*
 Closed Session: 11:00am, Stutzman Room
 Regular Meeting: 1:30pm, Sam Karas Room

APRIL 2017

**Wednesday, April 26* *Regular Board Meeting, MPC Library & Technology Center*
 Closed Session: 11:00am, Stutzman Room
 Regular Meeting: 1:30pm, Sam Karas Room

MAY 2017

Date, Time & Location TBD MPC Scholarship Awards Ceremony
 Veterans Recognition Ceremony
 CDC Preschool Graduation
 Early Childhood Education Graduation Celebration
 Automotive Technology Graduation Banquet, 5:00-8:00pm, Tarp’s
 Roadhouse
 Asian Student Assn Ceremony, 6:00pm
 Fire Academy Graduation Ceremony
 Latino Ceremony, 6:00pm, LF 103
 Kente Ceremony, 7:00pm
Thurs.-Sunday, May 4-7 CCLC Annual Trustees Conference, Ritz-Carlton, Lake Tahoe
**Wednesday, May 24* *Regular Board Meeting, MPC Library & Technology Center*
 Closed Session: 11:00am, Stutzman Room
 Regular Meeting: 1:30pm, Sam Karas Room

MPC Governing Board 2016-2017 Calendar of Events

May 2017, continued

Saturday, May 27 Faculty Retirement Breakfast, 8:30am (location to be confirmed)
Commencement: 12:00pm, MPC Stadium
(Line-up at 11:30am in Amphitheater)
Nurse Pinning Ceremony, 3:00pm, Amphitheater

Monday, May 29 Holiday – Memorial Day

JUNE 2017

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

JULY 2017

Tuesday, July 4 Holiday – Independence Day

***Wednesday, July 26** *Regular Board Meeting, Education Center at Marina*
Closed Session: 11:00am, Room to be determined
Regular Meeting: 1:30pm, Room to be determined

** Dates of 2017 Governing Board meetings to be confirmed at December 14 Annual Board Organization Meeting.*