



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

**REGULAR MEETING  
WEDNESDAY, OCTOBER 26, 2016**

**NEW BUSINESS**

Monterey Peninsula Community College District

Governing Board Agenda

October 26, 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, September 30, 2016.

**Background:**

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

**Budgetary Implications:**

None.

**RESOLUTION: BE IT RESOLVED**, that the 2016-2017 Monthly Financial Report for the period ending September 30, 2016, be accepted.

**Recommended By:**



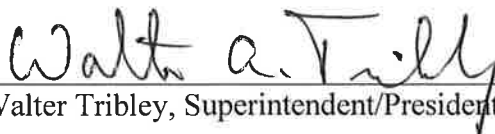
Steven L. Crow, Ed.D., Vice President of Administrative Services

**Prepared By:**



Rosemary Barrios, Controller

**Agenda Approval:**



Dr. Walter Tribley, Superintendent/President

## **Monterey Peninsula College**

### **Fiscal Year 2016-2017 Financial and Budgetary Report September 30, 2016**

Enclosed please find attached the Summary of All Funds Report for the month-ending September 30, 2016 for your review and approval.

We are now at the first quarter of the fiscal year. The district books are now closed for the prior fiscal year. The district will continue to track revenue and expense closely and make the necessary budget adjustments as needed throughout the new fiscal year.

Operating Fund net revenue through September 30, 2016 is \$7,572,624 which is 14.7% of the operating budget for this fiscal year. Expenditures year-to-date total \$10,687,380 and Encumbrances of \$4,990,745 which added together is 30.3% of the operating budget for this fiscal year, for a net difference of -\$8,105,501.

#### **Unrestricted General Fund**

##### **Revenue**

- September State Apportionment payment received of \$1,882,130.
- Mandated One Time Funds received of \$596,479.
- First Quarter Prop 30 Funds Education Protection Account (EPA) Apportionment received of \$1,882,130.
- Property taxes received of \$51,953.
- Other local revenues received include: enrollment fees, non-resident fees, transcripts, and other local and state revenues totaling: \$187,448.

##### **Expenditures**

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

#### **Child Development Fund**

- The district completed a transfer of funds into the child development fund for \$100K this month as part of the district support to the program. This brings the cash to a positive cash balance in the fund.
- 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 22.2% of budgeted expenditures.
- Revenues from the Unrestricted General Fund, Restricted General Fund, Child Development Fund, and Parking Fund to the Self Insurance Fund will be deposited into the SIF in October and reflected on the October Summary of All Funds Report.

### **Worker Comp Fund**

- The Worker Comp Fund revenue budget will be reviewed and adjusted as necessary.

### **Fiduciary Funds**

- Most Fiduciary Funds are tracking close to budget.
- The Trust Funds revenue and expense continue to be 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 continue to be monitored closely and adjusted as needed.

### **Cash Balance:**

The total cash balance for all funds is \$24,927, 831 including bond cash of \$9,894,994 and \$15,032,837 for all other funds. Operating funds cash is \$10,713,151. Cash balance in the General Fund is at \$9,554,462 for the month-ending September 30, 2016.

# Monterey Peninsula Community College

Monthly Financial Report

September 30, 2016

## Summary of All Funds

<b>Funds</b>	<b>Beginning Fund Balance</b>	<b>Revised Budgets 2016 - 2017</b>		<b>Ending Fund Balance</b>	<b>Year to Date Actual 2016 - 2017</b>			<b>% Actual to Budget</b>		<b>Cash Balance</b>
	<b>07/01/16</b>	<b>Revenue</b>	<b>Expense</b>	<b>6/30/2017</b>	<b>Revenue</b>	<b>Expense</b>	<b>Encumbrances</b>	<b>Rev</b>	<b>Expense/ Enc.</b>	<b>9/30/2016</b>
General - Unrestricted	\$4,207,901	\$40,237,689	\$40,237,689	\$4,207,901	6,675,641	8,929,367	4,386,855	16.6%	33.1%	\$9,554,462
General - Restricted	0	10,158,874	10,158,874	0	716,630	1,595,333	500,957	7.1%	20.6%	0
Child Dev - Unrestricted	0	155,631	155,631	\$0	104,836	26,367	0	67.4%	16.9%	2,493
Child Dev - Restricted	0	439,166	439,166	0	0	63,705	36,192	0.0%	22.7%	0
Student Center	437,772	258,000	259,094	436,678	13,400	15,335	64,870	5.2%	31.0%	523,690
Parking	573,254	418,790	418,790	573,254	62,117	57,272	1,872	14.8%	14.1%	632,506
<b>Subtotal Operating Funds</b>	<b>\$5,218,927</b>	<b>\$51,668,150</b>	<b>\$51,669,244</b>	<b>\$5,217,833</b>	<b>\$7,572,624</b>	<b>\$10,687,380</b>	<b>\$4,990,745</b>	14.7%	30.3%	<b>\$10,713,151</b>
Self Insurance	3,489,812	7,181,305	8,985,831	1,685,286	33,124	1,952,830	39,352	0.5%	22.2%	1,829,252
Worker Comp	100,000	1,000	97,500	3,500	1,299	23,837	2,750	129.9%	27.3%	116,998
Other Post Employment Benefits	119,319	100,770	0	220,089	0	0	0	0.0%	0.0%	157,878
Capital Project	780,000	784,712	884,253	680,459	0	262,853	377,783	0.0%	72.4%	726,831
Building	9,866,896	65,000	0	9,931,896	0	0	0	0.0%	0.0%	9,894,994
Revenue Bond	22,371	21,500	21,500	22,371	0	20,900	0	0.0%	97.2%	1,662
Associated Student	105,740	90,000	90,000	105,740	12,256	7,151	0	13.6%	7.9%	241,346
Financial Aid	17,745	5,722,000	5,722,000	17,745	818,256	818,256	0	14.3%	14.3%	96,110
Scholarship & Loans	272,948	2,600,000	2,600,000	272,948	681,646	491,501	0	26.2%	18.9%	467,852
Trust Funds	36,718	1,145,000	1,145,000	36,718	609,056	807,864	0	53.2%	70.6%	654,717
Orr Estate	16,385	20,000	20,000	16,385	3,159	3,758	0	15.8%	18.8%	27,041
<b>Total all Funds</b>	<b>\$20,046,861</b>	<b>\$69,399,437</b>	<b>\$71,235,328</b>	<b>\$18,210,970</b>	<b>\$9,731,421</b>	<b>\$15,076,330</b>	<b>\$5,410,631</b>	<b>14.0%</b>	<b>21.2%</b>	<b>\$24,927,831</b>

# Monterey Peninsula Community College District Governing Board Agenda

October 26, 2016

New Business Agenda Item No. B

Administrative Services  
College Area

## **Proposal:**

That the Governing Board ratify the independent contract with Ken Lofgren for professional services related to SIS Desktop, WebReg and SQL Database changes, effective October 11, 2016 through April 30, 2017 (anticipated completion date).

## **Background:**

The District continues to use the SIS (Student Information System) as its central student registration and enrollment tracking system. Professional services are now required as per the attached Statement of Work for work to modify the existing SIS waitlist system from a "paid" waitlist model to an "unpaid" waitlist model. Upon completion of this modification, if a section has a waitlist limit of "X" or more students and it fills, then a new section could be opened to accommodate the waitlisted students. The requested target date for implementation is for Summer 2017. Priority registration for Summer 2017 is scheduled to begin on April 10, 2017.

**Budgetary Implications:** The professional services through this independent contract are anticipated to be between \$21,000 and not to exceed \$30,000. Services are based on time and materials and will be paid using one time funds.

**RESOLUTION: BE IT RESOLVED** That the Governing Board ratify the independent contract with Ken Lofgren for professional services related to SIS Desktop, WebReg and SQL Database changes, effective October 11, 2016 through April 30, 2017 (anticipated completion date).

**Recommended By:**

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

**Prepared By:**

  
\_\_\_\_\_  
Suzanne Ammons, Administrative Assistant

**Agenda Approval:**

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

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT**  
**INDEPENDENT CONTRACTOR AGREEMENT**  
(Lecturers, Presenters, Consultants)

This agreement is made and entered into this 10<sup>th</sup> day of October 2016 by and Between Ken Lofgren "INDEPENDENT CONTRACTOR") and MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT (MPC).

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

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

NOW THEREFORE, MPC and INDEPENDENT CONTRACTOR agree as follows:

1. INDEPENDENT CONTRACTOR shall provide the following specific services **as noted in the Statement of Work-Scope of Services.**

- *SIS Desktop changes - \$125 per hour, 50 hours estimated for total \$6,250*
  - *WebReg changes - \$125 per hour, estimated for 100 hours for total \$12,500*
  - *SQL Database changes - \$125 per hour, estimated for 24 hours for total \$3,000*
- Total for time and materials service is estimated at \$21,750, will be based on actual expenses not to exceed \$30,000.*

*Travel expenses (mileage, hotel, meals) may be incurred and must have prior approval if reimbursement is sought.*

2. MPC shall pay INDEPENDENT CONTRACTOR for his/her services as follows: **(see above)**  
**Rate: \$125.00 per hour not to exceed \$30,000 Payment upon receipt of invoices.**  
**OR flat rate of N/A.**

3. TERM: The contract services are for the period from October 11, 2016 through April 30, 2017-anticipated completion.

4. INDEPENDENT CONTRACTOR shall in the performance of this Agreement be and act as an Independent Contractor providing the necessary tools and equipment.

5. INDEPENDENT CONTRACTOR shall assume all expenses incurred in connection with the performance of this Agreement unless otherwise specified in paragraph 2 above. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of MPC. While engaged in carrying out and complying with any of the terms and conditions of this Agreement, INDEPENDENT CONTRACTOR is not an officer, agent or employee of MPC.

6. Independent Contractor shall indemnify, and hold the College, its officers, employees, or agents harmless from and against any and all liability, loss, or expense, including attorney fees, or claims for injury or damages arising out of the performance of this Agreement. The INDEPENDENT CONTRACTOR at his/her expense, cost, or risk shall also defend any and all actions, suits, or other legal proceedings that may be brought or instituted against the College, its officers, agents thereof on any claim or demand, and pay to satisfy any judgment that may be rendered against the College, but only in proportion to and to the extent that such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from a disregard for this agreement or the negligent or intentional acts or omissions of the Instructor.

7. Upon mutual agreement in writing of the parties hereto, this agreement may be terminated for any reason. INDEPENDENT CONTRACTOR and MPC have executed this Agreement as of this date first written above.

**INDEPENDENT CONTRACTOR**

Ken LaFgren  
Signature

10927 Rio Ruso Drive  
Address

Windso, CA 95492  
City, State, Zip Code

[REDACTED]  
Soc. Sec. Number / Fed Employer ID Number

**MPC COLLEGE DISTRICT, by:**

Michael Midkiff

Originator/Area/Mngr/Dean

[Signature]  
Signature (Area Vice President)

Dr. Steve Crow  
Typed / Printed Name

[Signature]  
Signature (Vice President, Administrative Services)

Dr. Steve Crow  
Typed / Printed Name



*Prepared for:* Monterey Peninsula College  
*Prepared by:* Ken Lofgren  
*Date Created:* September 23, 2015  
Project Due Dates Modified by Michael Midkiff  
on Oct 13, 2016

Scope of Services:

1.0 Professional Expert, Ken Lofgren will provide programming consulting services as mutually agreed upon and described in this attached Statement of Work.

1.1 Statements of Work will be written documents setting forth at a minimum:

- a. A complete, or sufficiently-detailed description of the types of Services to be rendered;
- b. The applicable billing rates for the Services to be rendered (Time & Materials Services); and
- c. Any additional terms and conditions to which the parties may agree.

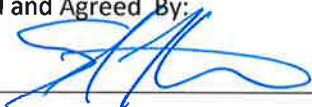
1.2 Services, Fees and Expenses.

- a. *Monterey Peninsula College* shall be responsible for all Service Fees as identified in the applicable Statement(s) and or additional Services requested with ample notice.
- b. Rate agreed to be set at \$125.00 an hour with a maximum amount not to exceed \$30,000.
- c. *Monterey Peninsula College* will be invoiced for the Time & Material Services month per month & agrees to remit full payment to Ken Lofgren promptly upon its receipt of the invoice.
- d. Traveling expenses: While no travelling expenses are expected to be incurred, there might be requirements to travel to campus for demonstrations and training. *Monterey Peninsula College* agrees to pay driving time to and from (standard IRS travel rates), as well as mileage, hotel (if overnight stay is required) & food reimbursement.

1.3 Term and Termination.

- a. This Agreement shall commence as of the Agreement Date above and shall remain in force until the completion of the project.
- b. This Agreement is voluntarily entered into and is at-will. That is, either party is free to terminate the Consulting Agreement at will, at any time, with or without cause.

<b>Time &amp; Materials Services</b>	<b>Description</b>	<b>Estimated Hours</b>
<b>SIS Desktop changes</b> <i>Estimated Fees: @\$125/hour</i>	.Create nightly batch process to maintain wait list permissions and email students .Modifications to class modules to match new database structure .Modifications to Enrollment History screen to show all wait list transactions	50 hours
<b>WebReg changes</b> <i>Estimated Fees: @\$125/hour</i>	.Create 'Manage My Waitlist' screen .Prevent units current and term status update .Prevent waitlist add for students without an email address .Prevent use of add codes for waitlisted sections prior to the start of the section .Modifications to fee payment logic to not charge students for wait list sections .Display wait list roster in instructor portal	100 hours
<b>SQL Database changes</b> <i>Estimated Fees: @\$125/hour</i>	.Modifications to SR_ENROLLMENTS table .Modifications to current stored procedures .Creation of new stored procedures	24 hours
<b>Total Estimated Fees =            Time &amp; Materials Services</b>		174 hours * \$125/hours = \$21,750

Accepted and Agreed By:	Accepted and Agreed By:
Sign :	Sign: 
Name:	Name: Steve Crow
Title:	Title: Vice Pres, Admin Soc
Date:	Date: 10/7/16

## Investigation and Analysis SIS Paid Waitlist to Un-Paid Waitlists Model

### Objectives.

Academic Office of Affairs desires to modify the existing SIS waitlist system from a Paid Waitlist model to an Un-Paid Waitlist model. The requested target date for implementation is Summer 2017 term. Priority registration for Summer 2017 is scheduled to begin on April 10, 2017. It is assumed that if a section has a waitlist limit of X or more students and it fills then a new section could be opened to accommodate the students waiting to enroll. Thus increasing enrollments and contributing to student success.

### Findings and Analysis.

Components needed to be developed for an Unpaid Wait List.

### WebReg:

- During the enrollment process if a class is closed the student would be asked if they would like to enroll on the waiting list.
- If the waitlist is full then the student would have to search for a different section or obtain an Add Code at the first class meeting from the instructor.
- Enrolling on the waitlist has the same checks as a regular enrollment i.e. Students owing a debt from a prior term cannot be added to the waitlist, Student cannot have dismissal status, Student cannot have already taken the course the maximum allowable number of times allowed, Student cannot already be enrolled in another section of the course.
- Student cannot be on more than one waitlist of the same course.
- Current units and term status would not be updated by a waitlist section add.
- Student would be notified by email when they have permission to enroll for the class. When permission is given they will have X hours (recommend 72 hrs) to register for the course. If permission is given less than X hours before midnight of the class start day then the student would have to register before that cutoff.
- Student is responsible for checking their email and having a current email address on file.
- Waitlist will not be granted to students that do not have an email address on file.
- An automated nightly batch process would be required to drop any waitlisted students when the permission time to enroll has expired and they have not enrolled. This same process will also grant permission to enroll.
- Students who let their permission to enroll expire will have to enroll on the waitlist again and will be placed at the bottom of the list.
- New screen in WebReg: Manage My Waitlist will have these components.
  - Register – when permission is granted via email the student can submit to register for this course.
  - Remove – removes the waitlist entry for the section.
  - Waitlist status – displays the status of the waitlist for a section.
    - Active – waitlist is active
    - Permission Granted – student can enroll for the course by expire date.

- Permission Expired – student’s waitlist has expired. Student must add to the waitlist again and will be placed at the bottom of the list.
  - Expire Date – date the permission expires.
  - Rank – number rank on the waitlist
  - Waitlist – number of students on the section waitlist
- For courses that do not have a waitlist limit the add codes can be issued before the class begins i.e. for Restricted courses. If a waitlist limit is used then add codes will not be accepted until the class start date.

#### Instructors Process:

- Instructor Portal roster will be modified to display the waitlisted students in a trailing listing. Students listed on the waitlist will be given first priority to receive an add code on the first day of class according to ranking if they are present at the first class meeting.
- Add codes for classes with a waitlist will only be valid as of the class begin date until the last day to add with instructor approval.
- If no waitlist limit is established for the section then add codes can be used prior to the start date until the last day to add with instructor approval as in the case of Restricted Courses i.e. COOP, Open Entry/Exit and others.
- After the last day to add with instructor approval waitlist will not display.

#### SIS desktop client.

- The registration module will have the ability to add/remove students to the waitlist during the registration process.
- Waitlist entries for a student should show a history of the entries including expired permission entries in case of a dispute. These would be shown on the Enrollment History tab when the Display All Transactions box is checked.

#### Fiscal processing.

- Fees would be collected the normal way as no enrollment is completed until the student moves from waitlist to enrolled status. The section add processing would occur for the enrollment with in the permission granted time frame and use the same functions as a regular add.

The items outlined represent a substantial change from the current model and require extensive knowledge of SIS and programming expertise to complete the task.

## Add/Drop – Waitlist

[FALL 2015](#) > [Add/Drop](#) > [Optional Fees](#) > [View Cart](#) > [Checkout](#) > [Receipt](#)

**I understand that it is my responsibility to pay all class fees. If I do not pay for classes, a hold will be placed on my account and I will not be able to register for future semesters until my debt is cleared. If a debt exists, no services are available through the Admissions and Records Office.**

**If I drop or am dropped from a course after the refund deadline, I am responsible for all fees owed, whether or not I attended the class.**

**I have read the above statements and acknowledge my responsibilities.**

You have requested to add the following course to your cart:

**Semester:** FALL 2015  
**Section:** 0961  
**Title:** ARTS 21.1

This section is closed but has a wait list. You would be number **1** on the waiting list.

For important information, please consult our [registration policies on wait lists](#).

[FALL 2015](#) > [Add/Drop](#) > [View Cart](#) > [Checkout](#) > [Receipt](#)

The following schedule changes are currently in your cart. You are not officially enrolled in/dropped from these courses until you checkout.

Sect	Course	Status	Days	Hours	Instructor	Location	Units	P/NP	Dates	Remove
0961	ARTS 21.1	Wait	SatSun	9:30am-12:50pm 1:30pm-5:45pm	Robert Lamp	AC101 AC101	0.50	Y	10/03-10/04	
0963	ARTS 21.2	Add	SatSun	9:00am-12:50pm 1:30pm-5:45pm	Claire Thorson	AC101 AC101	0.50	Y	10/24-10/25	

Schedule changes will remain in your cart for one hour and will be automatically removed from your cart if you have not completed the checkout process.

## Checkout Receipt – Before Payment Submission

Note: the enrollment fee below is not showing correctly (should be \$23.00) since there is no fee being charged at this point for a waitlist entry. Fees should also not be charged for any waitlist status sections on the Pay Fees screen.

FALL 2015 > Add/Drop > View Cart > **Checkout** > Receipt

The following schedule changes are currently in your cart. You are not officially enrolled in/dropped from these courses until you complete the checkout process. Please scroll down to complete the checkout process.

Sect	Course	Status	Days	Hours	Instructor	Location	Units	P/NP	Dates	Remove
0961	ARTS 21.1	Wait	SatSun	9:30am-12:50pm 1:30pm-5:45pm	Robert Lamp	AC101 AC101	0.50	Y	10/03-10/04	
0963	ARTS 21.2	Add	SatSun	9:00am-12:50pm 1:30pm-5:45pm	Claire Thorson	AC101 AC101	0.50	Y	10/24-10/25	

The following fees will be charged for this transaction:

Fee Description	Amount	Amount Waived	Paid by Outside Agency	Paid from Refund	Balance Due
STUDENT CNTR USE FEE	\$10.00				\$10.00
HEALTH	\$19.00				\$19.00
ENROLLMENT	\$46.00				\$46.00
STUDENT BODY FEE	\$5.00				\$5.00
STUDENT REP FEE	\$1.00				\$1.00
				<b>Total Amount Due:</b>	<b>\$81.00</b>

You are not officially enrolled/dropped until you complete the checkout process and submit your payment.

Upon submitting your payment information, you will be officially enrolled in/dropped from the above classes and subject to all Admission & Records registration policies.

## Checkout Receipt – (paid cash/check shown – no fee for a waitlist item)

FALL 2015 > Add/Drop > View Cart > Optional Fees > Checkout > Receipt

**Check or Money Order Payment:** Please make checks/money orders payable to MPC. Print your name and student ID number on your check/money order.

**Mail this page along with payment to:**

Monterey Peninsula College  
Fiscal Services  
980 Fremont St  
Monterey, CA 93940

**Cash Payment:** Please do not send cash payments thru the mail. Cash payments are accepted in person at:

Monterey Peninsula College  
980 Fremont St  
Monterey, CA 93940

The following schedule changes were made to your schedule:

Semester	Section	Course Title	Status	Days	Hours	Instructor	Location	Units
FALL 2015	0961	ARTS 21.1	Wait	SatSun SatSun	9:30am-12:50pm 1:30pm-5:45pm	Lamp R	AC101 AC101	0.50
FALL 2015	0963	ARTS 21.2	Add	SatSun SatSun	9:00am-12:50pm 1:30pm-5:45pm	Thorson C	AC101 AC101	0.50

View your [class schedule](#) for date, time, and location details.

Don't forget to [purchase optional fees](#) (Parking Permit and CDC Donation)

Summary of Charges on 8/27/2015 at 4:28 PM

Fee Description	Amount	Paid	Waived	Paid by Sponsor	Balance Due
STUDENT CNTR USE FEE	\$10.00				\$10.00
HEALTH	\$19.00				\$19.00
ENROLLMENT	\$46.00				\$46.00
STUDENT BODY FEE	\$5.00				\$5.00
STUDENT REP FEE	\$1.00				\$1.00
<b>Total Amount Due:</b>					<b>\$81.00</b>

## WebReg – Manage Waitlist



**MONTEREY PENINSULA COLLEGE**

Home | Admissions | Catalog and Class Schedules | Student Services | Faculty and Staff

home > webreg > students

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Currently logged in as: **Joseph Noell** Update Account | Logout

Student Portal Home

Apply

Add/Drop/Registrar

View Grades

Purchase Optional Fees

Pay Fees

Registration Notices

Schedule of Classes

Help

Contact Us

CA Voter Registration

Logout

Use this option if you would like to register for OR remove sections on your waitlist

**NOTE:** Waitlists are only available until the start of classes. After your class begins, the waitlists will be cleared and you must obtain a late add code from your instructor.

Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	Rank: Waitlist
	Active		Summer 2011	ADJUS-121 Financial Law		INTERNET INSTRUCTION (N2) Hours by arrangement; click the section title for details Online Course 08/15/2011 - 09/21/2011		3.00	223/22

Here are all the sections for which you are currently registered:

Pass/Add/Drop	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits
<b>ADD</b>						



### 1. ACTION

Register: when permission is granted via email, select this option and click submit to register for this course.

Remove: select this option if you would like to remove your name from the waitlist.

### 2. WAITLIST STATUS

Active: you are waitlisted for this course

Permission Granted: you are able to register for this course. You will also receive an email when permission to register is granted (please keep your e-mail updated on WebReg)

Permission Expired: your waitlist has expired and you must add the class again to get on the waitlist. You will be placed on the next available rank of the waitlist.

### 3. EXPIRE DATE

When permission is granted, you will only have 72 hours to register for this course. If permission is granted less than 72 hours before the course starts, you must register by midnight of the day before the course starts.

### 4. RANK/WAITLIST

Rank: number you are placed on the waitlist for this course

Waitlist: total number of students on the waitlist for this course.

Instructor Roster



## Scheduling – set waitlist limit

**Term** | **Section**  
 FALL 2015 | 0961

**Course Title** | **Version** | **Course Description** | **Last updated on 8/27/2018 by WebReg**  
 ARTS 21.1 | 2 | Perspective Drawing | **Section has enrollment**

**Course Info** | **Section Info** | **Meetings** | **Irregular Days** | **Fees** | **Final Exam**

**Dates** | **Attributes** | **Comments** | **Schedule Listings**

**Enrollment Limits**

Current	Current HS	Maximum	Minimum	Wait	Max HS	Restricted
9	0	8	1	20	28	<input type="checkbox"/>

**Account Class Information**

**Location** | **Responsibility**  
 00 - MPC Main Campus | 00 - Not Assigned

**Program** | **Activity**  
 0000 - Unrestricted | 0205 - Art

**Attendance** | **Holidays Observed** | **Combined Key**  
 Positive Attendance | Local and Mandated |

**Method of Instruction** | **Linked Key**  
 Laboratory |

**Day/Evening** | **Hours per Day** | **Nbr of Days** | **Max Hours** | **DH Hours/Day**  
 Evening | 0 | 2 | 17 | 0.00

**Print in Schedule** | **Display on Web** | **Credit by Exam** | **In-Progress** | **Open Entry/Exit**  
 |  |  |  |

Ready

# Monterey Peninsula Community College District Governing Board Agenda

October 26, 2016

New Business Agenda Item No. C

Administrative Services  
College Area

## **Proposal:**

That the Governing Board approve the independent contract with Umstot Project and Facilities Solutions, LLC to extend the duration for professional services as related to facilities planning consultant services through January 19, 2017.

## **Background:**

The District has operated without a Director of Facilities position for approximately five years and as such, there are several areas for which professional services are needed. In December 2015, Umstot Project and Facilities Solutions was contracted with to perform an evaluation and review of the District's maintenance and groundskeeping operations. Umstot Project and Facilities Solutions is again being sought for both their expertise in and their available access to professional services as related to facilities planning and consulting services. The Governing Board approved the initial independent contract with Umstot Project and Facilities Solutions, LLC for professional services at the August 24, 2016 meeting. The extended agreement for services is for October 28<sup>th</sup> through January 19, 2019 and is attached; the extension is needed until the District is successful in its recruiting efforts for the Director of Emergency Preparedness and completion of the project services of the previous contract.

**Budgetary Implications:** The professional services through the independent contract is anticipated to be between \$51,000 to \$55,000 (based on actual costs) and will be paid from the Parking Fund.

**RESOLUTION: BE IT RESOLVED** That the Governing Board approve the independent contract with Umstot Project and Facilities Solutions, LLC to extend the duration for professional services as related to facilities planning consultant services through January 19, 2017.

**Recommended By:**

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

**Prepared By:**

  
\_\_\_\_\_  
Suzanne Ammons, Administrative Assistant

**Agenda Approval:**

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

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

(Lecturers, Presenters, Consultants)

This agreement is made and entered into this \_\_\_\_\_ day of October 10, 2016 by and between Umstot Project and Facilities Solutions, LLC (Ed F. Johnson) ("INDEPENDENT CONTRACTOR") and MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT (MPC).

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

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

NOW THEREFORE, MPC and INDEPENDENT CONTRACTOR agree as follows:

1. INDEPENDENT CONTRACTOR shall provide the following professional services as per (attached) **Proposal for As-Needed Facilities Planning Consultant Services, and as summarized below:**
  - Support to Prop 39 project planning, implementation and reporting
  - Providing support to supervision of the security department
  - Set up Preventative Maintenance program in School Dude Computerized Maintenance Management System
  - Updating of State Scheduled Maintenance program and prioritization
  - Updating the FUSION data base and reporting to the System office as required
  - Updating and development of the 5-year Capital Outlay Plan for the System office
  - Assisting with capital master planning to support the institution's educational facilities master plan
  - Support of capital projects planning and implementation as required
  - Developing a retro-commissioning program for building systems using Prop 39 and other funding sources
  - Addressing IT server room cooling issues
  - Updating campus design standards
  - Other planning assignments as required
  
2. MPC shall pay INDEPENDENT CONTRACTOR for his/her services as follows:  
**Monthly Rates: \$12,000 per month (3 days per week-on site), and**  
**\$ 3,000 based on 250.00 per night for 12 nights per month,**  
**\$ 1,000 airfare for 4 trips per month at \$250 per round trip,**  
**\$ 400 rental car based on \$100 per trips for 4 trips per month,**  
**\$ 600 meals at \$50 per day for 12 days**  
**Total cost estimated at \$51,000 and not to exceed \$55,000, based pm actual costs incurred.**
  
3. TERM: The contract services are for the period from October 28, 2016 through January 19, 2017, for completion of 36 days, basd on 3 days per week on site. *This contract extends the current contract ending Oct. 27, 2016.*
  
4. INDEPENDENT CONTRACTOR shall in the performance of this Agreement be and act as an Independent Contractor providing the necessary tools and equipment.
  
5. INDEPENDENT CONTRACTOR shall assume all expenses incurred in connection with the performance of this Agreement unless otherwise specified in paragraph 2 above. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of MPC. While engaged in carrying out and complying with any of the terms and conditions of this Agreement, INDEPENDENT CONTRACTOR is not an officer, agent or employee of MPC.
  
6. Independent Contractor shall indemnify, and hold the College, its officers, employees, or agents harmless from and against any and all liability, loss, or expense, including attorney fees, or claims for injury or damages arising out of the performance of this Agreement. The Instructor at his/her expense, cost, or risk shall also defend any and all actions, suits, or other legal proceedings that may be brought or instituted against the College, its officers, agents thereof on any claim or demand, and pay to satisfy any judgment that may be rendered against the College, but only in proportion to and to the extent that such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from a disregard for this agreement or the negligent or intentional acts or omissions of the Instructor.
  
7. Upon mutual agreement in writing of the parties hereto, this agreement may be terminated for any reason. INDEPENDENT CONTRACTOR and MPC have executed this Agreement as of this date first written above.

**INDEPENDENT CONTRACTOR**

*David [Signature]*  
Signature

*3755 Avocado Blvd*  
Address

*LA MEIG CA 9041*  
City, State, Zip Code

*46-3142500*  
Social Security Number

*EJN*

**MPC COLLEGE DISTRICT, by:**

*[Signature]*  
Signature (V P Admin Svc, or Supt./Pres.)

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

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

Vice President, Administrative Services  
Title

# Monterey Peninsula Community College District

## Governing Board Agenda

October 26, 2016

New Business Agenda Item No. D

Academic Affairs  
College Area

### Proposal:

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

### Background:

The courses 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 courses be approved:

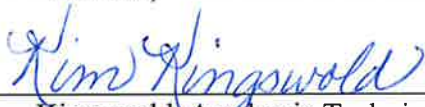
#### New Courses:

EMMS 170A	Emergency Medical Technician 1 – Basic Training
FPTC 101	Introduction to Basic Firefighter I Academy
FPTC 102	Firefighter I Academy Observation and Certification Assessment
FPTC 105A	Firefighter I Academy
NURS 54	Nursing I Accelerated
NURS 55	Applied Foundations of Nursing
NURS 65L	Nursing Role Transition Lab

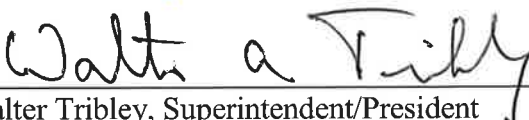
Recommended By:

  
Kiran Kamath, Vice President of Academic Affairs

Prepared By:

  
Kim Kingswold, Academic Technician

Agenda Approval:

  
Dr. Walter Tribley, Superintendent/President

## NEW COURSES

### **EMMS 170A, Emergency Medical Technician 1 – Basic Training**

**7 units**

**6.5 hours lecture, 1.5 hours lab**

**Justification:**

Changing EMMS 170 into two courses and EMMS 170A is the new course. (EMMS 170B will be the revised course – renamed from EMMS 170.).

**Description:**

This is part of a two-course co-requisite program designed to meet the State of California Requirements for certification as an Emergency Medical Technician Basic (Ambulance). Emergency Medical Technician Basic Training is designed to meet the Department of Transportation, National Registry of EMTs, and State of California requirements for certification as a EMT-Basic (Ambulance) crew member.

### **FPTC 101, Introduction to Basic Firefighter I Academy**

**3 units**

**2.5 hours lecture, 1.5 hours lab**

**Justification:**

This course is being created to provide a course to assist the under-represented students.

**Description:**

This course is designed to provide information about the basic Firefighter I Academy. During the course students learn about the academic and manipulative skills required to successfully complete the basic Firefighter I Academy.

### **FPTC 102, Firefighter I Academy Observation and Certification Assessment**

**2 units**

**.5 hour lecture to be arranged, 4.5 hours lab to be arranged**

**Justification:**

The State Fire Marshal Office is requiring regional accredited training programs to have a separate fire fighter I prep and assessment course.

**Description:**

This course prepares and assesses students who have successfully passed a firefighter I academy for the California State Fire Marshal Office Firefighter I certification examination. Students can contact the Director of the Public Safety Training Center or refer to the State Fire Marshal Office web site for additional information.



### **FPTC 105A, Firefighter I Academy**

**14.5 units**

**8 hours lecture, 20 hours lab**

**Justification:**

The current course (FPTC 105) is being broken into two sections and this course is the new course.

**Description:**

This course is part of a two course core-requisite program designed to provide the student with the academic and manipulative skills required for certification as a Firefighter I through the California State Fire Marshal's Office. The course requires significant commitment in time and dedication to complete. It requires both academic and physical skills in addition to extra motivation to endure the intensive schedule.

### **NURS 54, Nursing I Accelerated**

**5.5 units**

**Total hours: 40 hours lecture, 160 hours lab by arrangement**

**Justification:**

Complies with SB 466 to grant credit in the field of nursing for previous education, including military education and experience. This course covers the first 10 weeks of NURS 52A, "Track B", addressing vital skills essential for mastery in contracted clinical facilities, as well as obstetrics content which is typically lacking in military health care specialist or medical technician education/experience.

**Description:**

This course is an accelerated version of Nursing I intended to cover basic first-semester concepts within the framework of the nursing process. The focus is on assessment of basic human needs of parent and newborn, building on previously acquired skills and knowledge in the field of nursing.

### **NURS 55, Applied Foundations of Nursing**

**3 units**

**Total hours: 24 hours lecture, 90 hours lab by arrangement**

**Justification:**

Complies with SB 466 to grant credit in the field of nursing for previous education, including military education and experience. This course covers the last 6 weeks of NURS 52A, "Track B" addressing foundational concepts in the nursing care of adults.

**Description:**

This course completes the Fundamentals component of the core nursing curriculum, focusing on assessment of basic human needs of the adult, and is designed for students who have previously acquired skills and knowledge in the field of nursing.

**NURS 65L, Nursing Role Transition Lab**

**1 unit**

**3 hours lab**

**Justification:**

To offer lab component of NURS 65 separately during both summer and early spring semesters for better alignment with advanced placement into either second or third semester of the nursing program.

**Description:**

This course provides application of fundamental nursing skills and success strategies in preparation for entering the nursing program in an advanced semester.

# Monterey Peninsula Community College District

## Governing Board Agenda

October 26, 2016

New Business Agenda Item No. E

Human Resources  
College Area

### Proposal:

That the Governing Board approve the position of Director, Security and Emergency Operations and job description, effective October 27, 2016, and authorize the recruitment to fill the position.

**Background:** The District has relied upon a professional expert to manage the operations of the security functions for the past four years. In August 2016, the Board of Trustees approved the job description and establishment of the position of Security and Emergency Operations Supervisor. The scope of responsibility has been revised for the job position of Director, Security and Emergency Operations to meet the needs of the District.

This position is a classified manager and will report to the Vice President of Administrative Services. Additional responsibilities for recommending policies and procedures related to security and the development of operating procedures were added to the job description. There is greater focus on providing training to District employees in all areas of responsibility.

This position is responsible for the development and implementation of the District's comprehensive emergency plan. Knowledge of and the ability to interpret, implement and administer the regulations of California Standardized Emergency Management Systems (SEMS) and the National Incident Management Systems (NIMS) is integral to ensure the safety of our students and employees and to provide for recovery efforts. The position will organize and facilitate simulation trainings and workshops to assess the readiness of the District to respond to emergency situations.

Additional responsibilities for the implementation of the requirements of the Jeanne Cleary Act have been included. Recently, there have been legislative changes to the Jeanne Cleary Act that increase the requirements of educational institutions to respond to and report incidents to the campus community.

In order to attract a qualified pool of applicants with this specific skill set, Range 50 on the Management-Supervisor salary schedule is recommended.

**Budgetary Implications:** This position will be placed on the Management-Supervisory salary schedule at Range 50. The estimated annual cost is \$96,000 and will be funded by 25% District unrestricted funds and 75% restricted Parking funds.

**RESOLUTION: BE IT RESOLVED**, that the Governing Board ratify the new classified manager position of Director, Security and Emergency Operations and attached job description at Range 50, effective October 26, 2016; and

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



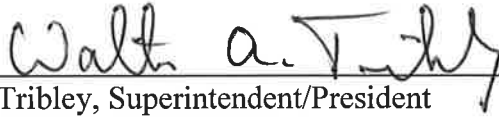
**Recommended By:**

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



**Prepared By:**

Susan Kitagawa, Associate Dean of Human Resources



**Agenda Approval:**

Dr. Walter Tribley, Superintendent/President

## **MONTEREY PENINSULA COLLEGE**

### **DIRECTOR, SECURITY AND EMERGENCY OPERATIONS**

#### **JOB SUMMARY**

Under the general direction of the Vice President of Administrative Services, the Director of Security and Emergency Operations is responsible for overseeing the Campus Security Department, providing a safe and secure environment for students, staff, visitors, and property, and for enforcing applicable laws, policies, procedures, and ordinances. The Director shall plan, develop, implement, and monitor campus safety, parking and security operations. The Director shall develop and implement a comprehensive emergency management plan for the District and its related policies, procedures, programs, and services. The Director shall develop and maintain positive public relations with students, staff, faculty, administrators, and the District community. This position has been designated as an exempt Classified Manager.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

1. Develop, organize, and implement a comprehensive District campus security program to manage security operations and address natural and man-made emergency situations at the college and all off-campus sites. Collaborate with departments to address security issues and concerns. Advise administration regarding security and protective services.
2. Develop, coordinate, and oversee the emergency preparedness and recovery plans, operations, and procedures for the District according to California Standardized Emergency Management Systems (SEMS) and the National Incident Management Systems (NIMS). Develop, plan, and implement training for all employees including, hands-on drills, simulations, workshops, and exercises to prepare for and assess the District's readiness to respond to safety, security, and crisis situations. Develop and maintain a District Emergency Management website.
3. Provide leadership in the development, implementation, and management of campus public safety and security operations and services in compliance with applicable laws, regulations, District policy and procedures, and collective bargaining agreements; evaluate effectiveness of operations and services; develop, recommend, and implement plan to improve operations and services
4. Develop, implement, and maintain operational guidelines and procedures for Campus Security. Ensure and provide appropriate training for campus security personnel.
5. Maintain currency with legislative changes and trends in the area of security and emergency preparedness. Recommend policies, procedures, and programs to ensure compliance, efficiencies, and best practices.
6. Respond to incidents and emergencies on campus; review and manage all incident reports; determine appropriate security responses to incidents; conduct confidential and sensitive investigations and write reports; contact and liaise with public safety authorities regarding crimes on campus, as appropriate. Communicate and coordinate security responses with administrators, including incidents related to student and employee investigations and discipline.

7. Coordinate resources with outside emergency, law enforcement, and fire service agencies; develop and maintain effective partnerships with local public safety agencies in the prevention, control and investigation of illegal activities affecting campus personnel, students, and facilities. Represent and serve as liaison to federal, state, and local agencies. Develop and maintain positive community relations.
8. Responsible for adequate staffing and scheduling for campus safety operations, including alternate staffing plans to meet safety and security needs and address emergency situations. Select, train, supervise, and evaluate the performance of assigned staff; recommend transfers, reassignments, discipline, terminations, promotions, and other personnel actions as appropriate.
9. Conduct campus awareness programs and presentations on safety, security, and crime prevention to faculty, staff, administrators, and students. Develop and maintain positive public relations with students, staff, faculty, administrators, and the District community.
10. Develop, implement, and maintain an effective parking control system. Formulate and implement parking appeals procedures.
11. Develop, implement, and maintain effective traffic control processes including modification of traffic signage as needed and adequate staffing for event management.
12. Develop and prepare the annual preliminary budgets for assigned programs; monitor and control budget expenditures; prepare and maintain detailed and comprehensive reports, records and files regarding personnel, programs, operations, facilities, and other related activities.
13. Prepare a variety of written reports and documents in compliance with federal, state and District reporting requirements, including but not limited to the Annual Security Report. Develop and implement policies and procedures to comply with the Jeanne Clery Act.
14. Attend local, state, and federally sponsored meetings, conferences, and workshops in the field of emergency management and public safety. Participate in district-wide and District committees that address emergency management and safety issues.

### **Other Functions**

Perform other related duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience**

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

#### **LICENSES AND OTHER REQUIREMENTS**

At time of application, the following are required: Possession of a Basic POST certification and a California POST Supervisory and Management course certificate, or equivalent. Hold or obtain a CPR and First Aid certificate within sixty (60) days of employment. Hold or obtain a valid Class C California driver's and evidence of appropriate automobile insurance based on DMV regulations. Must be insurable by the college's insurance carrier while employed. Possess or be eligible to obtain a School Security Officer Certification SB 1626 within six months of employment. Hold or obtain a valid First Aid and adult CPR with AED training Certificate within six months of employment. Maintain certification currency.

## **WORKING CONDITIONS**

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

### **Knowledge**

Knowledge of: Public safety, law enforcement and security methods and trends with an emphasis on the campus environment; current methods of equipment used in the security and public safety field; interpersonal skills using tact, patience, firmness, and diplomacy; California Education Code, vehicle code, penal code, laws of arrest, search and seizure; applicable State and Federal laws and regulations including the Jeanne Clery Act; public disaster preparedness organizations, plans, and communications, evacuation, search and rescue techniques, including triage and Incident Command System and Standardized Emergency Management System and National Incident Management System guidelines; investigative techniques and report writing; prevention of security breaches and criminal activity; the academic, ethnic, socio-economic, religious, disability, and gender diversity of students and staff attending or working on a community college campus; principles of public and community relations; budget preparation and administration including techniques of cost analysis; functional knowledge of Peace Officers Standards and Training (POST) and SB 1626 training and compliance; and correct English usage, grammar, spelling, punctuation, and vocabulary.

### **Abilities**

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

Salary Schedule: Management-Supervisory, Range 50

Adopted by Board of Trustees:

# Monterey Peninsula Community College District

## Governing Board Agenda

October 26, 2016

**New Business Agenda Item No. F**

Human Resources  
College Area

**Proposal:**

That the District hold a public hearing on the initial proposal of Monterey Peninsula College Teachers Association (MPCTA)/CTA/NEA for negotiations for 2016-2017 and for a successor agreement.

**Background:**

The agreement between Monterey Peninsula Community College District and MPCTA expired on June 30, 2013. Subsequent negotiations have not resulted in a successor agreement.

Government Code 3547 sets forth the "sunshine" provisions of the Educational Employment Relation Act. The Board is required to hold a public hearing on the MPCTA's initial proposal to the Monterey Peninsula Community College District. The MPCTA's proposal has been made available to the public since the posting of this agenda.

**Budgetary Implications:**

The outcome of negotiated agreements will determine any budgetary implications.

**PUBLIC HEARING:** Initial proposal of Monterey Peninsula College Teachers Association (MPCTA)/CTA/NEA for negotiations for 2016-2017 and a successor agreement with Monterey Peninsula Community College District.

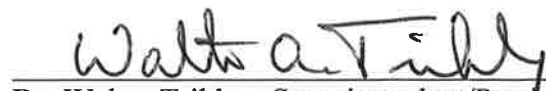
**Recommended By:**

  
\_\_\_\_\_  
Michael Gilmartin, Dean of Institutional Planning

**Prepared By:**

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

**Agenda Approval:**

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



October 10, 2016

Michael Gilmartin  
Dean of Instructional Planning  
Monterey Peninsula College

Dear Michael,

This letter will serve as notice of MPCTA's intent to open a new round of negotiations on a successor agreement, as provided by Article 3 of the now expired agreement between MPCTA and the District. As a courtesy and based on our discussion on October 3, 2016, a brief description of the content of our proposals is included in this letter. The Articles and applicable appendices which we intend to open to negotiate enhanced terms are as follows:

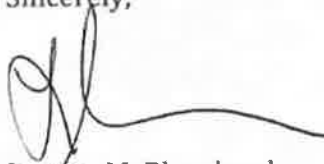
- Article 4      Association Rights- Clarify access to bulletin boards
- Article 6      Grievance Procedure- Clarify timelines
- Article 8      Leaves- Leave based on length of work year; overload banking for Pregnancy Disability Leave
- Article 15     Workload- Improving workload conditions for faculty while engaged in course preparation, grading, and administrative tasks; clarified language on class size; protection of office hours for part-time faculty; consistency in treatment of overload; revision of work year and load requirements
- Article 16     Salary- Increases to ensure MPC's salaries are similar to those at local colleges and parity for part-time faculty; elimination of professional growth requirement
- Article 17     Extra Duty and Extended Pay- Improve coaching pay
- Article 20     Part-Time Temporary Faculty- Extended contracts for part-time faculty
- Article 23     Division Chairperson- Description of scheduling and program management roles of Department chairs
- Article 24-    Statutory Changes- Courtesy notices and bargaining triggered by statutory and administrative regulation changes

Article 27- Faculty Service Areas and Competency Standards- Clarifying  
Minimum Qualifications language

Proposed New Article- Distance Education

We look forward to negotiations with the District. Please contact me at  
[lblanchard@mpc.edu](mailto:lblanchard@mpc.edu) with questions about the content of this letter.

Sincerely,

A handwritten signature in black ink, appearing to read 'L. Blanchard', with a long horizontal flourish extending to the right.

Lauren M. Blanchard  
MPCTA President

# Monterey Peninsula Community College District

## Governing Board Agenda

October 26, 2016

New Business Agenda Item No. G

Human Resources  
College Area

### Proposal:

That the Monterey Peninsula Community College District's (District) initial proposal for bargaining with the Monterey Peninsula College Teachers Association (MPCTA)/CTA/NEA for a successor agreement to the 2012-2013 agreement be presented and that a public hearing be held.

### Background:

The agreement between Monterey Peninsula Community College District and MPCTA (the Parties) expired on June 30, 2013. Subsequent negotiations have not resulted in a successor agreement. During the 2015-2016 year, the Parties utilized the Interest Based Bargaining method. Although requested by MPCTA to return to traditional bargaining, it is the District's desire to continue to explore shared interests.

Governing Board Policy 5210 and Government Code 3547 sets forth the "sunshine" provisions of the Educational Employment Relations Act. The Board is required to hold a public hearing on the District's initial proposal to the MPCTA. The District's proposal has been made available to the public since the posting of this agenda.

The District proposes to develop language to address the interests of the parties in the following articles. The proposal is in concept format; final language will be drafted as appropriate. References made to the current Collective Bargaining Agreement ("CBA") are for reference purposes only.

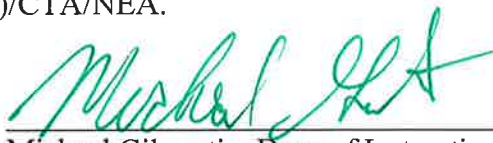
This proposal is made pursuant to the Educational Employment Relations Act. It is the intention of the District's Board of Trustees to bargain in good faith over the proposals submitted by the respective parties to the CBA.

### Budgetary Implications:

The outcome of negotiated agreements will determine any budgetary implication.

**PUBLIC HEARING:** Initial proposal of Monterey Peninsula Community College District for negotiations for 2016-2017 for a successor agreement with the Monterey Peninsula College Teachers Association (MPCTA)/CTA/NEA.

Recommended By:



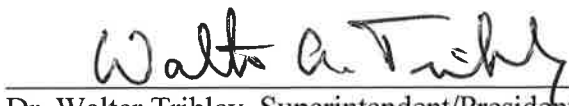
Michael Gilmartin, Dean of Instructional Planning

Prepared By:



Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT**  
**Initial Proposal for 3-Year Successor Agreement to**  
**MONTEREY PENINSULA COLLEGE TEACHERS ASSOCIATION**

**October 12, 2016**

The Monterey Peninsula Community College District (“MPC”) has a proud history of serving the community as an institution of higher education that has annually provided quality academic and lifelong learning programs to thousands of students for many decades. In recent years, significant changes have impacted the State and local economies and continue to affect the program offerings that may be funded by the State, and the level of State funding to MPC. Additionally, MPC must strengthen its course offerings and programs to support and enhance opportunities for its students to transfer to four-year institutions, gain basic academic skills, and/or complete career and technical education. As a public institution and with the best interests of students as its main priority, MPC must reform its operations to adjust to these external circumstances in order to avoid significant harm to its accreditation and fiscal solvency.

MPC views this crossroad as an opportunity to revitalize the college operations and approaches contract negotiations with the Monterey Peninsula College Teachers Association (“MPCTA”) with a sincere interest in collaboration on amendments to the MPCTA collective bargaining agreement (“CBA”) that will address these issues. MPC approaches negotiations with an interest in a multi-year successor agreement that will promote the stability in maintaining terms and conditions of employment while allowing the parties to engage in reopener negotiations on items of particular need.

Through the realignment of workloads and increased operational efficiencies, MPC seeks to offer competitive wages for all faculty. MPC further seeks to simplify and clarify the CBA’s terms to promote transparency with regard to the total compensation offered to unit members. Finally, MPC seeks to ensure that its health and welfare programs are structurally adjusted to control MPC’s financial liabilities while ensuring that unit members continue to receive a generous benefit package.

Under this approach, MPC presents these initial proposals to MPCTA for collective bargaining:

1. Article 9.6 – Employee Benefits
  - a. Revise language to clarify terms; revise language to reflect partial contribution by unit members toward health benefits.
2. Article 11 – District Calendar
  - a. Revise language to eliminate overload flex time.
3. Article 14 – Evaluation/Exhibits G-1, G-2
  - a. Accreditation: SLO Assessment; Timeline; Administrators’ roles; Participation in Program Review.
4. Article 15.5 – Balancing of Load for Contract Personnel
  - a. Revise, clarify, and simplify language to achieve greater efficiencies, eliminate outdated provisions, and to allow for greater automation of processes.

5. Article 15.6 – Determination of Individual Teaching/Counseling Load/Exhibit F
  - a. Revise language to delete unnecessary class hour equivalents and certain load factors.
6. Article 15.10 – Class Size
  - a. Revise language to recognize Curriculum Advisory Committee achieve greater efficiencies and greater consistency of teaching obligations.
7. Article 15.11 – Office Hours
  - a. Revise language to restructure compensation for office hours for non-contractual unit members to benefit all adjunct faculty and students.
8. Article 16.1 – Salaries
  - a. Revise language to restructure compensation to increase overload pay, combine certain salary schedules, and clarify application of salary schedules.
9. Article 16.4 – Placement and Advancement on Salary Schedules/Exhibit E
  - a. Revise language to simplify advancement on salary schedules and to eliminate professional growth requirement for step increases on Schedules B and C.
10. Article 16.8 – Salary Schedule Adjustment
  - a. Delete current salary adjustment provision, facilitating the implementation of recommendations from the Collaborative Brain Trust report and the negotiation of specific increases to MPCTA salary schedules.
11. Article 16.10 – Timecard Elimination
  - a. Revise language to reflect deletion of language previously negotiated by the parties.
12. Article 17 – Extra Duty and Extended Year Pay/Exhibit D-1, D-2
  - a. Revise language to restructure and provide equitable increase to overall Coaching Pay and other extra duty pay terms.
13. Article 23 – Division Chairs
  - a. Revise language to increase the number of Division Chairs, revise roles and responsibilities, and reform compensation for Chairs to reflect the payment of monthly stipends. Add language to establish Program Leads in select CTE areas, roles and responsibilities, and compensation for Leads in the form of monthly stipends.
14. Article 27 – Faculty Service Areas and Competency Standards/Exhibit I
  - a. Revise FSAs to correspond to minimum qualifications for current positions.
15. New Article – Professional Duties
  - a. Develop language to reflect professional duties of unit members.

# Monterey Peninsula Community College District

## Governing Board Agenda

October 26, 2016

New Business Agenda Item No. H

Human Resources  
College Area

### Proposal:

That the California School Employees Association, Chapter #245, MPCEA/CSEA's (MPCEA) initial proposal for interest-based bargaining with the Monterey Peninsula Community College District (District) for interest based bargaining to continue on 2015-2016 reopener subjects and to take place on 2016-2017 re-opener subjects be presented, and that a public hearing be held.

### Background:

The current agreement between Monterey Peninsula Community College District and California School Employees Association, Chapter #245, MPCEA/CSEA expires on June 30, 2017. Governing Board Policy 5210 implements Government Code Section 3547 that requires public notice of matters to be negotiated. In accordance with the aforementioned policy and code, the Governing Board must, following the presentation of and public comment on the employee proposal, present its initial proposal for negotiations for reopeners and receive public comment at an open board meeting prior to formal adoption of the proposal.

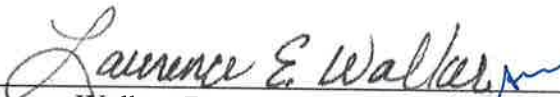
In accordance with special provisions for Interest Based Bargaining, the initial proposal for this period is in the form of interests for discussion. The proposal is attached for information.

### Budgetary Implications:

The outcome of negotiated agreements will determine any budgetary implication.

- PUBLIC HEARING:** Initial proposal of California School Employees Association, Chapter #245, MPCEA/CSEA to continue bargaining for 2015-2016 and for reopeners for 2016-2017 interest-based bargaining with the Monterey Peninsula Community College District.

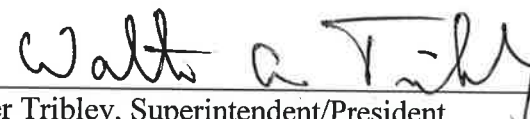
Recommended By:

  
\_\_\_\_\_  
Laurence Walker, Dean of Student Services

Prepared By:

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

Agenda Approval:

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

October 13, 2015

Dr. Walter Tribley, Superintendent/President and  
The Board of Trustees  
Monterey Peninsula College  
980 Fremont Street  
Monterey, CA 93940

RE: California School Employees Association Chapter 245 MPCEA 2016/17 Negotiations

Dear Dr. Tribley and The Board of Trustees,

Monterey Peninsula College California School Employees Association (MPCEA) - Chapter 245, appreciates the interest-based bargaining method of negotiations used in the 2015/16 school year and wish to move forward, continuing with the Reopeners of Article VI and Article XVI as we continue our negotiations. Recognizing the value of VLS Consulting, we believe a Mediated Negotiation would produce the best result for both the District and Classified Employees of MPC, and would be interested in continuing Mediated Negotiation with the MPCCD. By this document, we are respectfully submitting our intent for Negotiations to be placed on the next Board Agenda.

MPCEA respectfully submits Article VI Professional Growth and Staff Development and Article XVI Layoff and Re-Employment as Continued Reopeners for the 2016/17 Negotiations.

Article VI: We feel we adequately articulated the need for this benefit, though we have not been able to reach a resolution on scope or scale of implementation. As a learning institution, we believe this article will contribute to a culture of learning at MPC.

Article XVI: We feel we made significant improvements upon which our members are affected by this Article, and we feel the clarity and fairness our negotiations resulted in will benefit our members and the district alike.

MPCEA proposes that all language, except that which may be affected by and negotiated changes, continue in effect during the life of our Agreement which expires June 2017.

MPCEA Chapter 245 is enthusiastic about working with the District to achieve successful negotiations that benefits the association members and improves the services provided to the students and community.

Thank you for your consideration. Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Kevin Haskin, President  
MPCEA Chapter 245  
Monterey Peninsula College

cc: Susan Kitagawa/Associate Dean of Human Resources



California  
School  
Employees  
Association

Chapter  
245

Monterey  
Peninsula  
College

980 Fremont Street  
Monterey, CA 93940

# Monterey Peninsula Community College District

## Governing Board Agenda

October 26, 2016

New Business Agenda Item No. I

Human Resources  
College Area

### Proposal:

That the Monterey Peninsula Community College District's (District) initial proposal to the California School Employees Association, Chapter #245, MPCEA/CSEA (MPCEA) for interest based bargaining to continue on 2015-2016 reopener subjects and to take place on 2016-2017 reopener subjects be presented, and that a public hearing be held.

### Background:

The current agreement between Monterey Peninsula Community College District and California School Employees Association, Chapter #245, MPCEA/CSEA expires on June 30, 2017. Governing Board Policy 5210 implements Government Code Section 3547 that requires public notice of matters to be negotiated. In accordance with the aforementioned policy and code, the Governing Board must, following the presentation of and public comment on the employee proposal, present its initial proposal for negotiations for reopeners and receive public comment at an open board meeting prior to formal adoption of the proposal.

In accordance with special provisions for Interest Based Bargaining, the initial proposal for this period is in the form of interests for discussion. The proposal is attached for information.

### Budgetary Implications:

The outcome of negotiated agreements will determine any budgetary implication.

- PUBLIC HEARING:** Initial proposal of Monterey Peninsula Community College District to continue bargaining for 2015-2016 and for re-openers for 2016-2017 interest-based bargaining with the California School Employees Association, Chapter #245, MPCEA/CSEA.

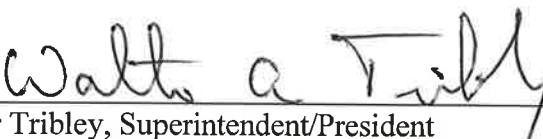
Recommended By:

  
\_\_\_\_\_  
Laurence Walker, Dean of Student Services

Prepared By:

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

Agenda Approval:

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



**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT**  
**Initial Proposal to**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION**  
**CHAPTER #245 MPCEA/CSEA**

The Collective Bargaining interests submitted herein by the Monterey Peninsula Community College District (District) are expressly pursuant to the Educational Employment Relations Act. It is the intention of the Monterey Peninsula Community College District to bargain in good faith over the interests submitted by the respective parties to the MPCEA/CSEA Collective Bargaining Agreement.

In August 2015, Monterey Peninsula Community College District and California School Employees Association Chapter #245 MPCEA/CSEA (the Parties) agreed to a successor agreement for the period July 1, 2014 through June 30, 2017. In recognition of Article XXIII Duration, the Parties agreed to reopen the contract for the 2015/2016 year on Article IV Pay and Allowances and Article VII Health and Welfare. Additionally, the Parties agreed to reopen two additional articles each.

The District's interests include continuing negotiation for 2015-2016 on the following:

1. Article XII Evaluation Procedure. The District has an interest in discussing the process and timeline.

The District's interest for 2016-2017 includes:

1. Article V - Reclassification

The District has an interest in discussing the reclassification process and timeline.

2. Article IV - Pay and Allowances

The District has an interest in offering competitive wages for all Classified employees through institutional efficiencies.

3. Article VII - Health and Welfare

The District has an interest in ensuring that its health and welfare programs are structurally adjusted to control the District's financial liabilities while ensuring that unit members continue to receive a generous benefit package. The District has an interest in pursuing partial contribution by the unit member toward health benefits.

# Monterey Peninsula Community College District

## Governing Board Agenda

October 26, 2016

New Business Agenda Item No. J

President's Office  
College Area

### Proposal:

That the Governing Board receives an MPC staffing update.

### Background:

For many years since the Great Recession, MPC has been operating with limited resources and too few staff in key areas. The college needs to invest in key personnel in order to support operational changes that will ensure fiscal solvency, compliance with accreditation standards and most importantly, mission fulfillment/student access and success.

As part of Monterey Peninsula College's ongoing commitment to continuous improvement and as identified in MPC's Institutional Self-Evaluation Report prepared for reaffirmation of accreditation, Actionable Improvement Plan No. 5, to develop a staffing plan to ensure that mission fulfillment was supported, has been completed and shared with the campus. This agenda item provides an opportunity for the MPC Board of Trustees to engage in dialog in consideration of proposed additions to the staff at MPC.

Further, the college and the auxiliary MPC Foundation have continued to strengthen their partnership. Among the staffing changes proposed in the plan, an office of advancement would be created that would be directed by the same position that leads the MPC Foundation. This key position will redouble the college's abilities to secure much-needed funding that is available through grants and related sources.

### Budgetary Implications:

Depending on the number of new positions added and how they are funded, there will be new costs and budgetary implications. Several positions can be mostly supported by "categorical" funding and some will generate more income than they cost. Budgetary implications will be part of the presentation by staff.

**INFORMATION:** MPC Staffing Update.

Recommended By:

Walter A. Tribley  
Dr. Walter Tribley, Superintendent/President

Prepared By:

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

Agenda Approval:

Walter A. Tribley  
Dr. Walter Tribley, Superintendent/President

# Monterey Peninsula Community College District

## Governing Board Agenda

October 26, 2016  
Board Meeting Date

President's Office  
College Area

New Business Agenda Item No. K

### Proposal:

That the Governing Board reappoint members to the Citizens' Bond Oversight Committee.

### Background:

In the November 5, 2002 election, the district conducted a bond election under Proposition 39 regulations and was successful in obtaining voter approval to issue general obligation bonds in the amount of \$145,000,000 for facility projects. Education Code 15278 requires the district to establish a citizen's oversight committee to satisfy the accountability requirements of Proposition 39. The Governing Board established the committee in February 2003, with a minimum of seven members representing the local business community, senior citizen's organization, taxpayers organization, students, college support organization, and the community.

The committee currently consists of nine members. In November, four members will be completing their first 2-year terms, and all have confirmed their interest in serving a second term. It is recommended that these members be reappointed to acknowledge their commitment and excellent work on the committee. The members to be reappointed and the organizations being represented are:

College Support Organization: Sharon Larson (MPC Foundation)

Senior Citizen's Organization: Thomas Gaspich (Carmel Foundation)

Business Organizations: Rob Lee (Monterey Peninsula Chamber of Commerce)

Hunter Harvath (Monterey County Hospitality Association)

The term of these appointments will extend to November, 2018.

### Budgetary Implications:

None.

**RESOLUTION: BE IT RESOLVED, That** the appointment of Sharon Larson, Thomas Gaspich, Robert Lee, and Hunter Harvath, to a second term as members of the Citizens' Bond Oversight Committee, effective October 27, 2016, be approved.

Recommended By:

Walter A. Tribley  
Dr. Walter Tribley, Superintendent/President

Prepared By:

Vicki Nakamura  
Vicki Nakamura, Assistant to the President

Agenda Approval:

Walter A. Tribley  
Dr. Walter Tribley, Superintendent/President

# Monterey Peninsula Community College District

## Governing Board Agenda

October 26, 2016

President's Office

College Area

**New Business Agenda Item No. L**

**Proposal:**

That the Governing Board reviews the results of the 2016 Board self-evaluation.

**Background:**

As a part of Monterey Peninsula College's ongoing commitment to continuous improvement, the Governing Board adopted Board Policy 2745 – Board Self-Evaluation (Attachment A), which calls for an annual self-evaluation and development of Board goals. Per Administrative Procedure 2745 – Board Self-Evaluation (Attachment B), the self-evaluation is to be conducted from August – October, with the Board goals to be approved at the end of the evaluation process.

The Board goals for 2016 (Attachment C) were adopted at the January 2016 meeting and were used as the basis for the Board's self-evaluation. Trustees Coppernoll and Dunn Gustafson agreed to serve as an ad hoc subcommittee of the Board to develop the evaluation process, timeline, and instruments, which were approved at the August 2016 meeting. The subcommittee approved two surveys: one to be provided only to the Governing Board, and one to be provided to the Governing Board, staff members who interact with the Board, and members of the communities served by Monterey Peninsula College. Both surveys were distributed in August, with the assistance of Dr. Rosaleen Ryan, Director of Institutional Research.

The subcommittee met on October 4, 2016 and on October 13, 2016 to review the results of the surveys. They will provide a report at the meeting, to include an assessment of the survey results.

**Budgetary Implications:**

None.

**INFORMATION:** 2016 Governing Board Self-Evaluation

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

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

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

## GOVERNING BOARD POLICIES

### Chapter 2 Board of Trustees

2745

#### 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. In order to evaluate progress towards achieving the 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 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 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. Goals will be set for the following year's performance and evaluation.

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:** September 28, 2016

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:** September 28, 2016

MONTEREY PENINSULA COLLEGE GOVERNING BOARD  
BOARD GOALS FOR 2016  
FINAL

1. Support the college as it prepares for accreditation, focusing on the 6 areas of concern: Assessment of Student Learning Outcomes; Communication; Technology; Staffing; Budget; and Data.
2. Encourage an open and respectful culture at MPC in partnership with the Superintendent/President.
3. Actively participate in and support actions taken by the college to attain fiscal stability.
4. Pursue learning opportunities of college programs: i.e. Student Success and Student Learning Outcomes.
5. Engage in legislative advocacy activities to support the college and the community college system.
6. Be open and accessible to community constituents.
7. Ensure that college policies and procedures are updated, comprehensive, and implemented.



# Monterey Peninsula Community College District

## Governing Board Agenda

October 26, 2016

President's Office

College Area

### New Business Agenda Item No. M

#### Proposal:

That the Governing Board discusses the proposed Board goals for 2017.

#### Background:

As a part of Monterey Peninsula College's ongoing commitment to continuous improvement, the Governing Board adopted Board Policy 2745 – Board Self-Evaluation (Attachment A), which calls for an annual self-evaluation and development of Board goals. Per Administrative Procedure 2745 – Board Self-Evaluation (Attachment B), the Board self-evaluation is to be conducted from August – October, with the Board goals to be adopted in November of each year, at the end of the evaluation process.

An ad hoc subcommittee comprised of Trustees Margaret-Anne Coppernoll and Marilyn Dunn Gustafson met with Dr. Walt Tribley, MPC Superintendent/President, on October 4, 2016 and on October 13, 2016 to review the results of the self-evaluation surveys and to develop draft Board goals for 2017 (Attachment C).

The proposed goals are being presented at the October meeting for a first reading and to receive the Board's input. The goals will then be updated with any changes and presented for adoption at the November meeting.

#### Budgetary Implications:

None.

**INFORMATION:** Proposed Governing Board Goals for 2017

Recommended By:

Walter Tribley  
Dr. Walter Tribley, Superintendent/President

Prepared By:

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

Agenda Approval:

Walter Tribley  
Dr. Walter Tribley, Superintendent/President

## GOVERNING BOARD POLICIES

### Chapter 2 Board of Trustees

2745

#### 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. In order to evaluate progress towards achieving the 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 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 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. Goals will be set for the following year's performance and evaluation.

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

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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:** September 28, 2016

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD GOALS FOR 2017  
PROPOSED**

1. Encourage an open and respectful culture at MPC in partnership with the Superintendent/President.
2. Actively participate in and support actions taken by the college to attain fiscal stability.
3. Ensure the college policies are updated, comprehensive and implemented.
4. Respond to ACCJC Accreditation recommendations and support the completion of MPC's Actionable Improvement Plans and Quality Focus Action Projects (as listed in the Institutional Self Evaluation Report, August 2016).
5. Respond to and implement recommendations of the Collaborative Brain Trust Report in order to ensure efficient and effective functioning of MPC.
6. Regularly schedule presentations with follow-up discussion opportunities on College programs and issues at Trustee meetings or study sessions.
7. Engage in legislative advocacy activities to support the college and community college systems.
8. Be open and accessible to community constituents.

# Monterey Peninsula Community College District

## Governing Board Agenda

October 26, 2016

New Business Agenda Item No. N

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

## OCTOBER 2016

**Tuesday, October 25** **Harvest Festival, Student Center, 10:00am-2:00pm**  
Wednesday, October 26 Regular Board Meeting, Public Safety Training Center  
Closed Session: 11:00am, SPS-106  
Regular Meeting: 1:30pm, SPS-119  
**Monday, October 31** **Día de los Muertos Celebration, Student Center, 11:00am-2:00pm**

## NOVEMBER 2016

Tuesday, November 1 Transfer Day, Student Center, 10:00am-1:00pm  
**Thursday, November 3** ***As You Like It (Preview)*, MPC Theatre, 7:30pm**  
**Friday, November 4** ***As You Like It (Opening)*, MPC Theatre, 7:30pm**  
Saturday, November 5 3<sup>rd</sup> Annual Rubber Chicken Drop / MPC vs. Hartnell, MPC Stadium, 6:00pm  
**Wednesday, November 9** **Veterans' Day Event, College Center, 11:00am-2:00pm**  
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  
**Thursday, December 1** **MPC Foundation Board & Volunteer Holiday Party, La Mirada, Time TBA**  
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  
**Tuesday, December 20** **Fire Academy Graduation, MPC Theatre, 10am-Noon**  
Friday, Dec. 23 through Monday, Jan. 2 Winter Break

## 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 - Monday, January 30 CCLC Annual Legislative Conference, Sheraton Grand, Sacramento

## MPC Governing Board 2016-2017 Calendar of Events

### FEBRUARY 2017

Friday, February 17      Holiday – Lincoln Day Observance  
Monday, February 20      Holiday – Washington’s Day  
Friday, February 24      **Tentative - MPC Foundation Donor Appreciation Party, MPC Library, 4:00-6:00pm**  
\*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*  
Friday, April 28      **President’s Address to the Community, Monterey Marriott, 11:00am-1:30pm**

### MAY 2017

Date, Time & Location TBD      Veterans Recognition Ceremony  
   CDC Preschool Graduation  
   Early Childhood Education Graduation Celebration  
   Automotive Technology Graduation Banquet, Tarp’s Roadhouse, 5:00-8:00pm  
   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  
Tuesday, May 16      **MPC Scholarship Awards Ceremony, MPC Theatre, 4:00-6:00pm**  
\*Wednesday, May 24      *Regular Board Meeting, MPC Library & Technology Center*  
   *Closed Session: 11:00am, Stutzman Room*  
   *Regular Meeting: 1:30pm, Sam Karas Room*  
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*



## MPC Governing Board 2016-2017 Calendar of Events

### 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.*

# Monterey Peninsula Community College District

## Governing Board Agenda

October 26, 2016

New Business Agenda Item No. O

Fiscal Services  
College Area

### Proposal:

That the Governing Board review and discuss the Bond Fund Budget Revisions for September 30, 2016.

### Background:

Bond Fund Budget Revisions are being completed to cover project overages and to realign unused funds to new projects. Three new bond funded projects have been established: Data Center Network Security, Infrastructure, and Baseball Field. The new projects have been reviewed by the facilities committee and other campus committees. Please see the attachment for details.

### Budgetary Implications:

None.

**RESOLUTION: BE IT RESOLVED**, that the Bond Fund Budget Revisions for the period ending September 30, 2016, be accepted.

Recommended By:



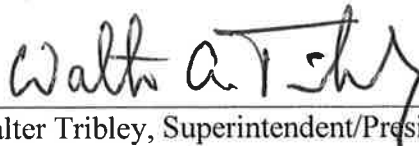
Steven L. Crow, Ed.D., Vice President of Administrative Services

Prepared By:



Rosemary Barrios, Controller

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

**Monterey Peninsula College  
Bond Projects Budget Revisions**

<b>In Process</b>	<b>Total Bond Budget</b>	<b>Revised Bond Budget</b>	<b>Difference</b>	<b>Reason for Budget Revisions</b>
Arts Complex	\$4,724,000	\$3,795,585	(928,415)	Budget was adjusted to cover overages and to balance out projects.
College Center Renovation	\$5,952,000	\$6,157,617	205,617	Funds were added to project to cover budget overage.
Furniture & Equipment	\$5,685,000	\$5,837,175	152,175	Budget was increased to cover additional purchases.
Humanities, Bus-Hum, Student Services	\$3,296,000	\$3,543,043	247,043	Funds were added to project to cover budget overage.
Infrastructure - Phase III	\$6,466,000	\$6,458,266	(7,734)	Remaining funds moved to General Contingency.
Life Science/Physical Science	\$10,750,000	\$10,832,201	82,201	Funds were added to project to cover budget overage.
Swing Space / Interim Housing	\$5,800,000	\$5,777,350	(22,650)	Remaining funds moved to General Contingency.
Theater	\$10,400,000	\$10,382,736	(17,264)	Remaining funds moved to General Contingency.
Miscellaneous	\$0	\$74,857	74,857	Funds were added to project to cover budget overage.
General Contingency	\$612,990	\$358,463	(254,527)	Funds were moved out of General Contingency to Baseball Field project.
Data Center Network Security	\$0	\$400,000	400,000	New budget. Interest earnings allocated.
Infrastructure	\$0	\$500,000	500,000	New budget. Interest earnings allocated.
Baseball Field	\$0	\$750,000	750,000	Funds were moved in from the General Contingency and interest earnings.
<b>Total In Process</b>	<b>\$53,685,990</b>	<b>\$54,867,293</b>		

**BOND EXPENDITURE REPORT 7/30/16**

Total Budget With Other Funds	Projects	A Total Bond Budget	B Total Bond Prior Year Expenses	C 2016-2017	A-B-C	(B+C)/A	
				Year to Date Bond Payments	Bond Budget Balance	% Bond Cost	% Construction Schedule
	<b>In Process</b>						
\$3,795,585	Arts Complex	\$3,795,585	\$3,540,290	\$0	\$255,295	93%	70%
\$6,157,617	College Center Renovation	\$6,157,617	\$6,157,617	\$0	\$0	100%	100%
\$5,685,000	Furniture & Equipment	\$5,837,175	\$5,337,175	\$0	\$500,000	91%	99%
\$6,614,000	Humanities, Bus-Hum, Student Services	\$3,543,043	\$3,543,043	\$0	\$0	100%	100%
\$6,458,266	Infrastructure - Phase III	\$6,458,266	\$6,458,266	\$0	\$0	100%	100%
\$10,832,201	Life Science/Physical Science	\$10,832,201	\$10,832,201	\$0	\$0	100%	100%
\$5,800,000	Swing Space / Interim Housing	\$5,777,350	\$5,777,350	\$0	\$0	100%	99%
\$10,382,736	Theater	\$10,382,736	\$10,382,736	\$0	\$0	100%	100%
\$0	Miscellaneous	\$74,857	\$74,857	\$0	\$0	0%	100%
\$0	General Contingency	\$358,463	\$0	\$0	\$358,463	0%	0%
\$0	Data Center Network Security	\$400,000	\$0	\$0	\$400,000	0%	0%
\$0	Infrastructure	\$500,000	\$0	\$0	\$500,000	0%	0%
\$0	Baseball Field	\$750,000	\$0	\$0	\$750,000	0%	0%
<b>\$55,725,405</b>	<b>Total in Process</b>	<b>\$54,867,293</b>	<b>\$52,103,535</b>	<b>\$0</b>	<b>\$2,763,758</b>		
	<b>Future</b>						
\$1,200,000	Music	\$1,200,000	\$23,770	\$0	\$1,176,230	2%	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>\$94,270</b>	<b>\$0</b>	<b>\$7,105,730</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	\$8,159,654	\$0	\$0	98%	100%
\$9,700,000	New Student Services Building	\$9,700,000	\$9,681,388	\$0	\$0	100%	100%
\$3,830,000	PE Phase II - Gym/Locker Room Renov.	\$3,830,000	\$3,810,036	\$0	\$0	99%	100%
\$2,640,519	Pool Renovation	\$2,640,519	\$2,047,493	\$0	\$0	78%	100%
<b>\$112,931,887</b>	<b>Total Completed</b>	<b>\$89,050,263</b>	<b>\$88,278,316</b>	<b>\$0</b>	<b>(\$1)</b>		
<b>\$181,857,292</b>	<b>Total All Projects</b>	<b>\$151,117,556</b>	<b>\$140,476,121</b>	<b>\$0</b>	<b>\$9,869,487</b>		
	<b>General Institutional-Bond Management</b>		\$5,692,510	\$0			
			<b>\$146,168,631</b>	<b>\$0</b>			
	<b>Total Bond Funds Spent to Date</b>		<b>\$146,168,631</b>				