



MONTEREY PENINSULA
COLLEGE

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

**REGULAR MEETING
WEDNESDAY, NOVEMBER 16, 2016**

NEW BUSINESS

Monterey Peninsula Community College District

Governing Board Agenda

November 16, 2016

New Business Agenda Item No. A

Fiscal Services
College Area

Proposal:

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

Background:


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

Budgetary Implications:

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

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

Recommended By:



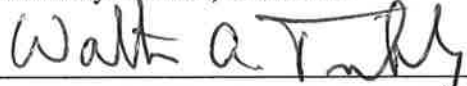
Steven L. Crow, Ed.D., Vice President for Administrative Services

Prepared By:



Rosemary Barrios, Controller

Agenda Approval:



Dr. Walter Tribley, Superintendent / President

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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

CHANGE THE PERIOD
Fiscal Year: 2016-2017

District: (460) MONTEREY

Quarter Ended: (Q1) Sep 30, 2016

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-2017
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	36,678,285	36,585,802	42,874,366	38,205,924
A.2	Other Financing Sources (Object 8900)	2,545,302	1,400,000	0	2,031,765
A.3	Total Unrestricted Revenue (A.1 + A.2)	39,223,587	37,985,802	42,874,366	40,237,689
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	37,336,399	36,330,317	39,406,539	40,068,106
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,896,558	1,328,481	925,220	169,583
B.3	Total Unrestricted Expenditures (B.1 + B.2)	39,232,957	37,658,798	40,331,759	40,237,689
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-9,370	327,004	2,542,607	0
D.	Fund Balance, Beginning	3,895,079	3,885,709	4,212,713	4,207,901
D.1	Prior Year Adjustments + (-)	0	0	232	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	3,895,079	3,885,709	4,212,945	4,207,901
E.	Fund Balance, Ending (C. + D.2)	3,885,709	4,212,713	6,755,552	4,207,901
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	9.9%	11.2%	16.7%	10.5%

II. Annualized Attendance FTES:

Line	Description	2013-14	2014-15	2015-16	2016-2017
G.1	Annualized FTES (excluding apprentice and non-resident)	6,659	6,501	6,262	6,262

III. Total General Fund Cash Balance (Unrestricted and Restricted)

Line	Description	As of the specified quarter ended for each fiscal year			
		2013-14	2014-15	2015-16	2016-2017
H.1	Cash, excluding borrowed funds		6,618,868	8,233,177	9,554,462
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1 + H.2)	5,930,618	6,618,868	8,233,177	9,554,462

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
L. Revenues:					
L.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	38,205,924	38,205,924	6,675,641	17.5%
L.2	Other Financing Sources (Object 8900)	2,031,765	2,031,765	0	
L.3	Total Unrestricted Revenue (L.1 + L.2)	40,237,689	40,237,689	6,675,641	16.6%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	40,068,106	40,068,106	8,829,367	22%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	169,583	169,583	100,000	59%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	40,237,689	40,237,689	8,929,367	22.2%
K.	Revenues Over(Under) Expenditures (L.3 - J.3)	0	0	-2,253,726	
L.	Adjusted Fund Balance, Beginning	4,207,901	4,207,901	4,207,901	
L.1	Fund Balance, Ending (C. + L.2)	4,207,901	4,207,901	1,954,175	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.5%	10.5%		

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

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

Contract Period Settled (Specify)	Management	Academic	Permanent	Temporary	Classified

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

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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


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

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

The District has managed funds prudently using savings to maintain above a 10% reserve. However, the District is currently discussing options to address its structural deficit.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD 
Fiscal Year: 2016-2017

District: (460) MONTEREY

Quarter Ended: (Q1) Sep 30, 2016

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Steven L. Crow

CBO Phone: 831-646-4040

CBO Signature: 
Date Signed: _____

Chief Executive Officer Name: Dr. Walter Tribley

CEO Signature: _____
Date Signed: _____

Electronic Cert Date: 11/09/2016

District Contact Person

Name: Rosemary Barrios

Title: Controller

Telephone: 831-646-4043

Fax: 831-645-1315

E-Mail: rbarrios@mpc.edu

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

Send questions to:
Christine Atalig (916)327-5772 atalig@ccccc.edu or Tracy Britten (916)324-9794 tbritten@ccccc.edu

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Monterey Peninsula Community College District

Governing Board Agenda

November 16, 2016

New Business Agenda Item No. B

Academic Affairs
College Area

Proposal:

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

Background:

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

Budgetary Implications:

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

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

New Program:

French Language (Certificate of Training – Credit Only)

Recommended By:



Michael Gilmartin, Dean of Instructional Planning

Prepared By:



Kim Kingswold, Academic Technician

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

NEW PROGRAM

French Language (Certificate of Training – Credit Only)

Justification:

This certificate will recognize students who have taken a 3-semester sequence of courses in French, and to encourage students to pursue French classes. A COT in French will encourage students who are pursuing an AA in World Languages by recognizing their progress toward the degree. It will assist students who are seeking careers in a wide variety of fields (e.g., medicine, education, retail, etc.) that value multilingualism and sophistication with regard to languages and cultures.

Description:

Students who study French learn about the grammar of this important world language, and about the history and culture of the French people. Students who receive a Certificate of Training in French have demonstrated that they are familiar with and can communicate in spoken and written French at the intermediate-high level; are able to converse with native French speakers about the present, past, and future; can express emotions and opinions in appropriate situations; and can understand the main ideas and key concepts of French culture as it appears in authentic materials (e.g., literary selections, music, newspaper, magazine and Internet resources). This certificate recognizes progress that students have made toward mastering French and assists students who are seeking careers in a wide variety of fields, such as hospitality, tourism, medicine, retail, education, and others, that value multilingualism and intercultural competence.

Monterey Peninsula Community College District

Governing Board Agenda

November 16, 2016

New Business Agenda Item No. C

Student Services
Office

Proposal:

The proposal is for an ongoing contract with the California State Pre-school Program (CSPP-6292), Project Number 27-6610-00-6, between the California Department of Education and Monterey Peninsula College District.

Background:

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2016 through June 30, 2017. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed \$36.85 per child per day of full-time enrollment.

The Services Requirements are the following:

- Minimum Child Days of Enrollment (CDE) Requirement 13, 631.0
- Minimum Days of Operation (MOD) Requirement 165

Budgetary Implications:

Monterey Peninsula Community College District's maximum reimbursement amount is \$502,319.00.

Resolution:

BE IT RESOLVED, that the Governing Board approves the Child Development Services Agreement (CSPP-6292) between the California Department of Education and Monterey Peninsula College.

Recommended By:

Kim McGinnis
Kim McGinnis, Vice President of Student Services

Prepared By:

Magy Kelada
Magy Kelada, Administrative Assistant to the Vice President of Student Services

Agenda Approval:

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



CALIFORNIA DEPARTMENT OF EDUCATION
 1430 N Street
 Sacramento, CA 95814-5901

F.Y. 16 - 17

DATE: July 01, 2016

CONTRACT NUMBER: CSPP-6292

PROGRAM TYPE: CALIFORNIA STATE
 PRESCHOOL PROGRAM

PROJECT NUMBER: 27-6610-00-6

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC-610)*; the STATE PRESCHOOL PROGRAM REQUIREMENTS*; the FUNDING TERMS AND CONDITIONS (FT&C)* and any subsequent changes to the FT&C*, which are by this reference made a part of this Agreement. Where the GTC-610 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2016 through June 30, 2017. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed \$36.85 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of \$502,319.00.

SERVICE REQUIREMENTS

Minimum Child Days of Enrollment (CDE) Requirement 13,631.0
 Minimum Days of Operation (MDO) Requirement 165

Any provision of this Agreement found to be in violation of Federal and State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. These documents can be viewed at <http://www.cde.ca.gov/aa/cd/ftc2016.asp>.

STATE OF CALIFORNIA		CONTRACTOR			
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)			
PRINTED NAME OF PERSON SIGNING Sueshil Chandra, Manager		PRINTED NAME AND TITLE OF PERSON SIGNING Kim McGinnis, VP Student Svcs.			
TITLE Contracts, Purchasing and Conference Services		ADDRESS 980 Fremont Monterey, CA 93940			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 502,319	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs (OPTIONAL USE) 0656 23038-6610	FUND TITLE General		Department of General Services use only	
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	ITEM 30.10.010 6100-196-0001	CHAPTER B/A	STATUTE 2016	FISCAL YEAR 2016-2017	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 502,319	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590				
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above		T B A NO	B R NO		
SIGNATURE OF ACCOUNTING OFFICER		DATE			

Monterey Peninsula Community College District

Governing Board Agenda

November 16, 2016

Board Meeting Date

New Business Agenda Item No. D

Human Resources
College Area

Proposal:

That the Governing Board ratifies the attached Memorandum of Understanding (MOU) "2016-2017 Retirement Incentive Plan" dated November 7, 2016 between Monterey Peninsula Community College District (District) and the Monterey Peninsula College Teachers Association CTA/NEA (MPCTA) to offer a retirement incentive to full-time faculty.

Background:

The District's last retirement incentive to full-time faculty was offered in 2013 and consisted of a \$15,500 payment to each eligible employee. This year, the District has an opportunity to offer a generous retirement incentive to full-time faculty that would enhance an eligible employee's retirement income in a self-funded program that may result in savings to the District.

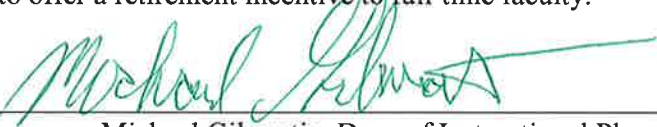
The Board is now asked to ratify the attached MOU that has been signed by the District and MPCTA. To be eligible for the Retirement Incentive Plan (plan), employees must be a full-time faculty, at least 55 years of age and have completed at least 5 years of service to the District by June 30, 2017. Employees must retire from the District on or before June 30, 2017 and at least five full-time (5) faculty members must enroll before the plan takes effect. Under the plan, an enrollee shall receive a sum equal to 65% of his/her 2016-2017 base salary, and will be given several payment period options from which to choose.

Budgetary Implications:


The proposed "2016-2017 Retirement Incentive Plan" will not have a negative effect upon the budget. This Retirement Incentive Plan, along with other plans to be offered to other employee groups, may achieve cost savings to the District depending upon the number of enrollees in the plans.

RESOLUTION: BE IT RESOLVED, that the Governing Board ratifies the attached Memorandum of Understanding (MOU) "2016-2017 Retirement Incentive Plan" dated November 7, 2016 between Monterey Peninsula Community College District and the Monterey Peninsula College Teachers Association CTA/NEA to offer a retirement incentive to full-time faculty.


Recommended By: _____


Michael Gilmartin, Dean of Instructional Planning

Prepared By: _____


Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval: _____


Dr. Walter Tribley, Superintendent/President


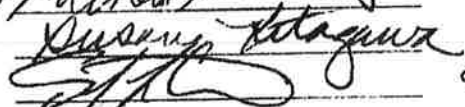

MEMORANDUM OF UNDERSTANDING
Between Monterey Peninsula Community College District (MPCCD)
And Monterey Peninsula College Teachers' Association (MPCTA)
2016-17 RETIREMENT INCENTIVE PLAN
November 7, 2016

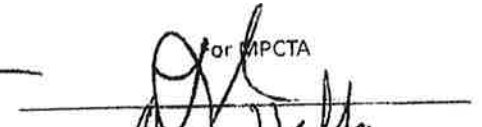
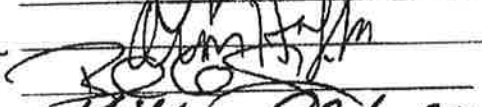
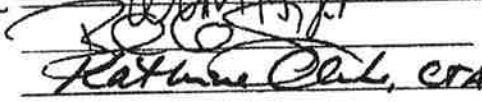
MPCTA and MPCCD (THE PARTIES) MUTUALLY AGREE TO OFFER THE FOLLOWING RETIREMENT INCENTIVE PLAN to provide budget savings and recognition of service to eligible MPCTA full-time unit members who retire under the following terms and conditions:

1. **Effective Date of Retirement:** The effective date of resignation for purpose of retirement under this incentive program must be no later than June 30, 2017.
2. **Eligibility for Incentive:** A current MPCTA full-time unit member is eligible if he/she is aged 55 years or older and has at least five (5) years of service as an employee of MPCCD. Eligibility shall include any unit member who previously submitted a resignation/retirement letter during this academic year which otherwise meets the conditions of this MOU.
3. **Incentive Payment:** If all conditions are met, MPCCD shall pay the sum equal to 65% of the unit member's 2016-17 base salary. This base salary shall be adjusted by any agreement reached and ratified by MPC and MPCTA on or before June 30, 2017 which affects the 2016-17 base salary for the unit member.
 - a. **Example:** Unit member earning \$100,000 base salary in 2016-17 enrolls in the SERP. Upon retirement in June 2017, unit member is entitled to the amount of \$65,000 to be paid over a time period selected from several options.
4. **Method of Payment:** The unit member shall elect the payment option from the following choices by completing and signing all required forms (attached) and submitting all required documentation for the Incentive.
 - a. **Life Only Benefit:** Benefits are distributed in monthly payments during the retired unit member's life only.
 - b. **Joint & 50% Survivor:** Benefits are distributed in monthly payments during the retired unit member's life; and then 50% of the amount the retiree was receiving monthly will be paid to the retirees' joint annuitant for the rest of his or her life.
 - c. **Life or Ten (10) Year Certain, whichever is longer:** Benefits are distributed in a total of 120 monthly payments, regardless of whether the retiree dies prior to such time the 120 monthly payments are completed.
 - d. **Monthly Payments over Five (5) to Ten (10) years:** Benefits are distributed in monthly installments over a five (5) to ten (10) year period as elected by the unit member.
5. **Enrollment in the Incentive:** To enroll in the Incentive, eligible unit members must file a signed irrevocable letter of resignation for the purpose of retirement with Susan Kitagawa in the Office of Human Resources by 12:00 p.m. on January 10, 2017. By January 11, 2017, MPCCD will notify enrollees via MPC email if the Incentive will not be implemented because the minimum number of enrollees (paragraph 6) was not met, in which case an enrollee may rescind his/her letter of resignation by filing written notice to Susan Kitagawa via email at skitagawa@mpc.edu on or before January 17, 2017 at 5:00 p.m.
6. **Minimum Number of Enrollees:** This Incentive shall be conditioned upon the successful enrollment of at least five (5) eligible MPCTA full-time unit members.
7. Unit members electing to retire under the terms of this MOU, shall not be eligible for Employment Beyond Early Retirement (EBER) according to Article 18.3.3.

- 8 Unit members electing to retire under the terms of this MOU, are eligible for part-time re-employment with MPCCD after July 1, 2018
- 9 Unit members enrolling in the SERP will assume responsibility for any and all liability related to their retirement under CalSTRS and/or CalPERS, and for any state or federal tax consequences resulting from the retirement.

The parties acknowledge that this MOU is not precedential, and that a retirement incentive may not be offered in the future. This Agreement is made and entered into this 7th day of November 2016 between MPCTA and MPCCD, subject to the approval of the MPCCD Board of Trustees.

For MPCCD




For MPCTA




**SUPPLEMENTAL EMPLOYEE RETIREMENT PLAN
COUNSELOR ACKNOWLEDGEMENT FORM**



I, _____, an employee of the Monterey Peninsula Community College District, certify that the Keenan Financial Services Retirement Counselor has reviewed the following:

1. Monthly Annuity Benefits as follows:
 - Benefit A is based on a cost of 65% of your annual salary.
 - Benefit B is based on my date of birth and the joint annuitant's date of birth.
 - Benefit C (monthly income for life or ten years) is based on my date of birth.
 - Benefits D through H (monthly income for (five, six, seven, eight and nine years) are subject to a mandatory 20% Federal tax withholding, unless I choose a direct rollover to my IRA or other qualified account. If I receive benefit payments before age 59 1/2 and I do not roll them over, then, in addition to the regular income tax, I may have to pay an extra tax equal to 10% of the taxable portion of the payments. The additional 10% tax generally does not apply to benefit payments that are paid after I separate from service with my employer during or after the year in which I attain age 55. Other exemptions may apply and are described in the NOTICE OF FEDERAL AND STATE TAX WITHOLDING (enclosed).
 - Benefit I is a 10 year period certain benefit and is NOT ELIGIBLE for an IRA Rollover.

I should consult with my own tax advisor regarding taxation of benefits.
2. The Keenan Financial Services Retirement Counselor has shown me an ESTIMATE of my benefits.
3. My first monthly check will not be released until August 1, 2017.
4. I have been provided with a SERP Enrollment Package and must submit my completed SERP Enrollment Package and my Letter of Resignation, with proof of age to the District Office by January 17, 2017. I have not returned my Enrollment Package to the Keenan Financial Services Retirement Counselor.
5. **Keenan Financial Services Retirement Counselors are not financial advisors and they are not authorized to provide legal or tax advice. I will seek advice from my own legal or tax advisor.**

IMPORTANT: I am aware that the estimated benefits are subject to change due to a change in information provided by my employer or a change in current interest rates, mortality assumptions, commission percentages or state premium tax prior to the final benefits being calculated.

PARTICIPANT SIGNATURE		
PARTICIPANT SIGNATURE	PARTICIPANT NAME (PLEASE PRINT)	DATE

KFS RETIREMENT COUNSELOR		
COUNSELOR SIGNATURE	COUNSELOR NAME	DATE

Keenan

*Financial Services
Innovative Solutions. Enduring Principles.*

Lic #0451271 | www.keenan.com/fs | 2355 Crenshaw Blvd., Suite 200, Torrance, CA 90501
PHONE: (310) 212-0363 Ext 3672 or 3673 | FAX: (310) 533-1329 | Toll Free in CA: (800) 444-9995

SUPPLEMENTAL EMPLOYEE RETIREMENT PLAN (SERP) ENROLLMENT PACKAGE



This package contains information about the distribution options and subsequent distribution elections you must make in regard to your receipt of benefits from the Plan. The following items are enclosed:

- **ESTIMATED BENEFIT SHEET**
The benefit sheet will estimate the benefit amount that you will receive at benefit commencement.
- **EXPLANATION OF DISTRIBUTION OPTIONS OFFERED THROUGH THE SUPPLEMENTAL EMPLOYEE RETIREMENT PLAN (SERP)**
- **PARTICIPATION ELECTION FORM**
This form is for you to elect Participation in the SERP Plan. Please complete this form in its entirety.
- **DISTRIBUTION ELECTION FORM**
This form has your Distribution Election Options for the SERP Plan. Please complete this form in its entirety.
- **BENEFICIARY FORM**
Designate individual(s) or a trust as a Beneficiary for any benefit payable upon the death of the participant during the distribution period. If you have additional beneficiaries, attach additional pages (Beneficiary Form not applicable to Life Only option).
- **ROLLOVER INFORMATION FORM (OPTIONAL)**
Please complete this form if you want to make a Direct Rollover of your benefits to an Individual Retirement Account (IRA). **Please note that only Period Certain 5-9 years qualifies for a direct rollover.**
- **ELECTRONIC FUNDS TRANSFER (EFT) AGREEMENT (OPTIONAL)**
This is a one page EFT Form, which must be returned to Keenan Financial Services.
- **W-4P FORM FOR FEDERAL TAX WITHHOLDING**
- **NOTICE OF FEDERAL AND STATE TAX WITHHOLDING**

PLEASE SUBMIT THE COMPLETED LISTED FORMS BELOW, ALONG WITH YOUR LETTER OF RESIGNATION TO YOUR EMPLOYER PRIOR TO THE CLOSE OF ENROLLMENT, ALONG WITH THE FOLLOWING DOCUMENTATION:

- PROOF OF AGE** (also required for the Joint Annuitant if choosing Option B) – **A PHOTOCOPY OF:**
ONE of the following: Birth Certificate, Baptismal Record or Marriage License
OR TWO of the following: Driver's License, Passport, School Records or Military Records
- PARTICIPATION ELECTION FORM**
- DISTRIBUTION ELECTION FORM**
- BENEFICIARY FORM (DOES NOT APPLY TO LIFE ONLY OPTION)**
- IRA ROLLOVER INFORMATION FORM (OPTIONAL)**
- ELECTRONIC FUNDS TRANSFER (EFT) AGREEMENT (OPTIONAL)**
- W-4P FORM FOR FEDERAL TAX WITHHOLDING**

YOU ARE ENCOURAGED TO DISCUSS YOUR PERSONAL FINANCIAL SITUATION WITH YOUR LAWYER, ESTATE PLANNER, OR OTHER TAX ADVISOR BEFORE COMPLETING THESE FORMS.

Keenan
Financial Services

Innovative Solutions. Enduring Principles.

Lic #0451271 | www.keenan.com/fs | 2355 Crenshaw Blvd., Suite 200, Torrance, CA 90501
PHONE: (310) 212-0363 Ext 3671 | FAX: (310) 533-1329 | Toll Free in CA: (800) 444-9995

SUPPLEMENTAL EMPLOYEE RETIREMENT PLAN (SERP) EXPLANATION OF DISTRIBUTION OPTIONS



If you would like information about the amount the payments would be under one or more of these options, you should contact KEENAN FINANCIAL SERVICES.

OPTION A **LIFE ANNUITY**

Your benefits will be paid monthly during your life only. No payments will be made to your spouse or other beneficiary after your death, even if you die soon after payments begin.

OPTION B **THE JOINT AND SURVIVOR ANNUITY**

Your benefits will be paid monthly during your life. Upon your death, the payments will continue to your joint annuitant for the rest of his or her life equal to 50% of the monthly payment you received prior to your death. This is called a "Joint and Survivor Annuity" or "JSA." The value of your JSA when purchased is equal to your account balance. Therefore, the amount of your monthly payment will depend on your account balance, as well as you and your joint annuitant's ages when distributions begin. Because the Plan will pay benefits to two people (you and the joint annuitant) rather than just to you, the monthly payments under a JSA may be smaller than they would be if they were made to you for your life only.

OPTION C **TEN YEAR CERTAIN AND LIFE ANNUITY**

Your benefits will be paid monthly during your lifetime or, if longer, over a period of 10 years. If you are still living after payments have been made for 10 years, payments will continue to you for the rest of your life, but no payments will be made to your beneficiary after your death. If you die before payments have been made for 10 years, then following your death payments will be made to your beneficiary until payments have been made for the full 10-year period.

OPTIONS D through I **ANNUITY PAYMENTS OVER A PERIOD CERTAIN OF 5, 6, 7, 8, 9 or 10 YEARS**

Your benefits will be paid in monthly installments over a period of 5, 6, 7, 8, 9 or 10 years, as you choose. In no event can the specified period certain (guaranteed period) be longer than your life expectancy (or the joint life expectancy of you and your designated Beneficiary). If you die before the guaranteed period, then following your death payments will be made to your beneficiary until payments have been made for the full guaranteed period.

DIRECT ROLLOVER **TRANSFER TO INDIVIDUAL RETIREMENT ACCOUNT OR ANOTHER PLAN**

This option is explained in the attached Special Tax Notice, and is available only if you choose to have your benefits distributed over a period of 5, 6, 7, 8 or 9 years. You may elect to transfer all or a portion of each monthly payment to an IRA. **However, if you are over the age of 70½,** you will no longer be eligible to roll over the payments. Instead your payments will be treated as required minimum distributions under the rules of the Internal Revenue code and are fully taxable.

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**SUPPLEMENTAL EMPLOYEE RETIREMENT PLAN (SERP)
DISTRIBUTION ELECTION FORM**



PARTICIPANT INFORMATION - COMPLETE ENTIRELY					
EMPLOYER THAT OFFERED THE SERP					
LAST NAME	FIRST NAME	MIDDLE	DATE OF BIRTH	SOCIAL SECURITY NUMBER	
HOME MAILING ADDRESS			CITY	STATE	ZIP
PHONE NUMBER	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		EMAIL ADDRESS		
ALTERNATE PHONE NUMBER	<input type="checkbox"/> MARRIED <input type="checkbox"/> SINGLE		SPOUSE'S NAME		

DISTRIBUTION ELECTION – PLEASE REFER TO THE EXPLANATION OF BENEFIT OPTIONS	
<input type="checkbox"/>	OPTION A: LIFETIME BENEFITS
<input type="checkbox"/>	OPTION B: JOINT & 50% SURVIVOR JOINT ANNUITANT: _____ JOINT SOCIAL SECURITY #: _____ DATE OF BIRTH: _____ GENDER: _____
<input type="checkbox"/>	OPTION C: LIFE WITH 10 YEARS CERTAIN
<input type="checkbox"/>	OPTION D: PERIOD CERTAIN ONLY FOR FIVE (5) YEARS*
<input type="checkbox"/>	OPTION E: PERIOD CERTAIN ONLY FOR SIX (6) YEARS*
<input type="checkbox"/>	OPTION F: PERIOD CERTAIN ONLY FOR SEVEN (7) YEARS*
<input type="checkbox"/>	OPTION G: PERIOD CERTAIN ONLY FOR EIGHT (8) YEARS*
<input type="checkbox"/>	OPTION H: PERIOD CERTAIN ONLY FOR NINE (9) YEARS*
<input type="checkbox"/>	OPTION I: PERIOD CERTAIN ONLY FOR TEN (10) YEARS
* ELIGIBLE FOR TAX-DEFERRED IRA ROLLOVER. SUBJECT TO A MANDATORY 20% FEDERAL TAX WITHHOLDING, AND IF APPLICABLE, STATE TAX WITHHOLDING, IF NOT ROLLED OVER	
BY MY SIGNATURE BELOW, I AGREE THAT I HAVE READ AND UNDERSTAND THE OPTIONS AVAILABLE IN THE SERP PLAN AND THAT I AM SELECTING THE OPTION THAT IS INDICATED ABOVE BY AN INDICATOR IN THE APPROPRIATE BOX NEXT TO THE OPTION DESCRIPTION OF MY CHOICE. I UNDERSTAND THAT THIS SELECTION IS NOT REVOCABLE AFTER I HAVE BEGUN RECEIVING MONTHLY PAYMENTS.	

PARTICIPANT SIGNATURE		
PARTICIPANT SIGNATURE	PARTICIPANT NAME (PLEASE PRINT)	DATE

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**SUPPLEMENTAL EMPLOYEE RETIREMENT PLAN (SERP)
BENEFICIARY ELECTION FORM**



PARTICIPANT INFORMATION - COMPLETE ENTIRELY	
EMPLOYER THAT OFFERED THE SERP	
FULL NAME (LAST, FIRST, MIDDLE INITIAL)	SOCIAL SECURITY NUMBER
HOME MAILING ADDRESS	CITY, STATE, ZIP
PHONE NUMBER	EMAIL ADDRESS

BENEFICIARY INFORMATION			
<ul style="list-style-type: none"> * Please print clearly and complete this form in its entirety. If the signature is missing from this form, this form is invalid. * Please use complete legal names, i.e. Mary J. Smith, not Mrs. John H. Smith. * If mistakes are made, please cross a line through the item, initial and date, or use a new form. * If there are additional beneficiaries, attach additional pages. * If more than one beneficiary is designated, please indicate the percentage (%) each beneficiary is to receive. 			
I designate the following individual(s) as Beneficiary for any benefit payable upon my death during the distribution period:			
FULL NAME (LAST, FIRST) OR TRUST NAME	MIDDLE	DATE OF BIRTH	SOCIAL SECURITY #
ADDRESS	CITY	ST	ZIP CODE
<input type="checkbox"/> PRIMARY <input type="checkbox"/> CONTINGENT	BENEFIT PERCENTAGE %	RELATIONSHIP	PHONE NUMBER

FULL NAME (LAST, FIRST)	MIDDLE	DATE OF BIRTH	SOCIAL SECURITY #
ADDRESS	CITY	ST	ZIP CODE
<input type="checkbox"/> PRIMARY <input type="checkbox"/> CONTINGENT	BENEFIT PERCENTAGE %	RELATIONSHIP	PHONE NUMBER

FULL NAME (LAST, FIRST)	MIDDLE	DATE OF BIRTH	SOCIAL SECURITY #
ADDRESS	CITY	ST	ZIP CODE
<input type="checkbox"/> PRIMARY <input type="checkbox"/> CONTINGENT	BENEFIT PERCENTAGE %	RELATIONSHIP	PHONE NUMBER

FULL NAME (LAST, FIRST)	MIDDLE	DATE OF BIRTH	SOCIAL SECURITY #
ADDRESS	CITY	ST	ZIP CODE
<input type="checkbox"/> PRIMARY <input type="checkbox"/> CONTINGENT	BENEFIT PERCENTAGE %	RELATIONSHIP	PHONE NUMBER

PARTICIPANT SIGNATURE		
PARTICIPANT SIGNATURE	PARTICIPANT NAME (PLEASE PRINT)	DATE

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**SUPPLEMENTAL EMPLOYEE RETIREMENT PLAN
ROLLOVER INFORMATION FORM**



PARTICIPANT INFORMATION - COMPLETE ENTIRELY	
EMPLOYER THAT OFFERED THE SERP	
FULL NAME (LAST, FIRST, MIDDLE INITIAL)	SOCIAL SECURITY NUMBER
HOME MAILING ADDRESS	CITY, STATE, ZIP
PHONE NUMBER	EMAIL ADDRESS

ROLLOVER INFORMATION
<ul style="list-style-type: none"> This option is explained in the attached Special Tax Notice, and is available only if you choose to have your benefits distributed over a period of 5, 6, 7, 8 or 9 years. You may elect to transfer all or a portion of each monthly payment to an IRA. However, if you are over the age of 70½, you may not rollover your annuity payments and they will be fully taxable. Keenan Financial Services are not financial advisors and they are not authorized to provide legal or tax advice. You should seek advice from your own legal or tax advisor. Keenan Financial Services does not send statements regarding deposits to your rollover account. Please contact your financial institution regarding deposits to your rollover account.

ACCOUNT TYPE
<p>Please indicate the type of account where your payments are going to:</p> <p> <input type="checkbox"/> Traditional IRA <input type="checkbox"/> Roth IRA <input type="checkbox"/> 403(b) </p>

AMOUNT OF ROLLOVER
<p><input type="checkbox"/> The entire amount of each payment under the Period Certain Only form of annuity.</p> <p><input type="checkbox"/> \$_____ from each annuity payment amount. The balance of each payment will be paid to me in a single sum, less 20% federal tax withholding on the portion not rolled over. Please consult your tax advisor for more information.</p>

ROLLOVER INSTITUTION	ACCOUNT NUMBER		
ADDRESS	CITY	ST	ZIP CODE
FINANCIAL REPRESENTATIVE	PHONE NUMBER		

PARTICIPANT SIGNATURE		
PARTICIPANT SIGNATURE	PARTICIPANT NAME (PLEASE PRINT)	DATE

**SUPPLEMENTAL EMPLOYEE RETIREMENT PLAN
ELECTRONIC FUNDS TRANSFER (EFT) AGREEMENT FORM**



DIRECT DEPOSIT OF BENEFIT PAYMENTS

INSTRUCTIONS FOR COMPLETING THIS FORM

- Please print clearly and complete this form in its entirety. If the signature is missing from this form, this form is invalid.
- Please use complete legal names, i.e. Mary J. Smith, not Mrs. John H. Smith.
- If mistakes are made, please cross a line through the item, initial and date, or use a new form.
- Please include a voided check (no deposit slips) which shows the routing number and account number.

DIRECT DEPOSIT OF BENEFIT PAYMENTS

- By completing this form, I authorize the insurance company to directly deposit into my bank account via Electronic Funds Transfer (EFT) payment(s) due to me under a contract issued by the insurance company, based on the information provided below, for credit to my account. Furthermore, I authorize and direct the bank to charge said account or the account of my estate for any payment made subsequent to my death or made in error and to refund any such payment to the insurance company upon its written request to the bank.
- I am responsible to ensure that all bank information reported on this form is accurate and correct for the appropriate deposit of my payment(s) and that the insurance company can rely on this information and will have no obligation to ensure the correctness of the information.
- Any payment(s) made into an incorrect bank account pursuant to the information reported on this form will be forfeited by me, and the insurance company has no obligation to retrieve those funds or make replacement payment(s) to me.
- I shall, myself, my heirs, executors and estate, indemnify and hold the bank and the insurance company harmless from any and all loss or damage of any nature whatsoever, including costs or attorneys fees earned by reason of said bank having entered into this agreement.
- The insurance company is not responsible for any bank charges or other costs associated with or arising out of this agreement.
- If my bank is not EFT capable, checks will be mailed to my bank.
- I reserve the right to revoke and cancel this authorization. Such revocation and cancellation will take effect upon written notice received at the insurance company and the bank.

PARTICIPANT INFORMATION		BANK INFORMATION	
EMPLOYER THAT OFFERED THE SERP		BANK NAME	
FULL NAME		STREET ADDRESS	
STREET ADDRESS		CITY, STATE AND ZIP	
CITY, STATE AND ZIP		ACCOUNT NUMBER	
SOCIAL SECURITY NUMBER		BANK ABA ROUTING NUMBER	
PHONE NUMBER		PHONE NUMBER	
EMAIL ADDRESS		PLEASE SELECT ONE: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	<input type="checkbox"/> CHECK IF JOINT ACCOUNT

PARTICIPANT SIGNATURE		
PARTICIPANT SIGNATURE	PARTICIPANT NAME (PLEASE PRINT)	DATE
JOINT DEPOSITOR SIGNATURE	JOINT PARTICIPANT NAME (PLEASE PRINT)	DATE

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SUPPLEMENTAL EMPLOYEE RETIREMENT PLAN NOTICE OF FEDERAL AND STATE TAX WITHHOLDING



IMPORTANT NOTICE ABOUT YOUR ROLLOVER OPTIONS

You are receiving this notice because all or a portion of a payment that you will soon receive from the Supplemental Employee Retirement Plan (the "Plan") is eligible to be rolled over to an IRA or an employer plan. This notice is intended to help you decide whether to do such a rollover.

This notice describes the rollover rules that apply to payments from the Plan.

Rules that apply to most payments from a plan are described in the "General Information About Rollovers" section. Special rules that only apply in certain circumstances are described in the "Special Rules and Options" section.

GENERAL INFORMATION ABOUT ROLLOVERS

How can a rollover affect my taxes?

You will be taxed on a payment from the Plan if you do not roll it over. If you are under age 59½ and do not do a rollover, you will also have to pay a 10% additional income tax on early distributions (unless an exception applies). However, if you do a rollover, you will not have to pay tax until you receive payments later, and the 10% additional income tax will not apply if those payments are made after you are age 59½ (or if an exception applies).

Where may I roll over the payment?

You may roll over the payment to either an IRA (an individual retirement account or individual retirement annuity) or an employer plan (a tax-qualified section 401(a) plan, section 403(b) plan, or governmental section 457(b) plan) that will accept the rollover. The rules of the IRA or employer plan that holds the rollover will determine your investment options, fees, and rights to payment from the IRA or employer plan. Further, the amount rolled over will become subject to the tax rules that apply to the IRA or employer plan.

How do I do a rollover?

There are two ways to do a rollover. You can do either a direct rollover or a 60-day rollover.

If you do a direct rollover, the Plan will make the payment directly to your IRA or to an employer plan that accepts rollovers. You should contact the IRA sponsor or the administrator of the employer plan for information on how to do a direct rollover.

If you do not do a direct rollover, you may still do a rollover by making a deposit into an IRA or eligible employer plan that will accept it. You will have 60 days after you receive the payment to make the deposit. If you do not do a direct rollover, the Plan is required to withhold 20% of the payment for federal income taxes (up to the amount of cash and property received other than employer stock). This means that, in order to roll over the entire payment in a 60-day rollover, you must use other funds to make up for the 20% withheld. If you do not roll over the entire amount of the payment, the portion not rolled over will be taxed and will be subject to the 10% additional income tax on early distributions if you are under age 59½ (unless an exception applies).

How much may I roll over?

If you wish to do a rollover, you may roll over all or part of the amount eligible for rollover. Any payment from the Plan is eligible for rollover, except:

- Certain payments spread over a period of at least 10 years or over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary).
- Required minimum distributions after age 70½ (or after death).

The Plan Administrator or the payor can tell you what portion of a payment is eligible for rollover.

If I don't do a rollover, will I have to pay the 10% additional income tax on early distributions?

If you are under age 59½, you will have to pay the 10% additional income tax on early distributions for any payment from the Plan (including amounts withheld for income tax) that you do not roll over, unless one of the exceptions listed below applies. This tax is in addition to the regular income tax on the payment not rolled over.

The 10% additional income tax does not apply to the following payments from the Plan:

- Payments made after you separate from service if you will be at least age 55 in the year of the separation;
- Payments that start after you separate from service if paid at least annually in equal or close to equal amounts over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary);
- Payments after your death;
- Payments made under a qualified domestic relations order (QDRO).

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SUPPLEMENTAL EMPLOYEE RETIREMENT PLAN NOTICE OF FEDERAL AND STATE TAX WITHHOLDING



If I do a rollover to an IRA, will the 10% additional income tax apply to early distributions from the IRA?

If you receive a payment from an IRA when you are under age 59½, you will have to pay the 10% additional income tax on early distributions from the IRA, unless an exception applies. In general, the exceptions to the 10% additional income tax for early distributions from an IRA are the same as the exceptions listed above for early distributions from a plan. However, there are a few differences for payments from an IRA, including:

- There is no exception for payments after separation from service that are made after age 55.
- The exception for qualified domestic relations orders (QDROs) does not apply (although a special rule applies under which, as part of a divorce or separation agreement, a tax-free transfer may be made directly to an IRA of a spouse or former spouse).
- The exception for payments made at least annually in equal or close to equal amounts over a specified period applies without regard to whether you have had a separation from service.
- There are additional exceptions for (1) payments for qualified higher education expenses, (2) payments up to \$10,000 used in a qualified first-time home purchase, and (3) payments after you have received unemployment compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status).

Will I owe State income taxes?

Generally, California state tax is withheld at 10 percent of the federal rate (i.e., if 20 percent federal tax is withheld, 2 percent California state tax is withheld; if 10 percent federal tax, then 1 percent California tax).

However, even when federal withholding is mandatory, you may elect to have no withholding for California tax.

If your distribution is mailed to an address outside California, you will generally still owe California taxes if you are a resident of California.

See your tax advisor or contact your local state tax agency about your state tax liability.

SPECIAL RULES AND OPTIONS

If you miss the 60-day rollover deadline

Generally, the 60-day rollover deadline cannot be extended. However, the IRS has the limited authority to waive the deadline under certain extraordinary circumstances, such as when external events prevented you from completing the rollover by the 60-day rollover deadline. To apply for a waiver, you must file a private letter ruling request with the IRS. Private letter ruling requests require the payment of a nonrefundable user fee. For more information, see IRS Publication 590, Individual Retirement Arrangements (IRAs).

If you roll over your payment to a Roth IRA

You can roll over a payment from the Plan a Roth IRA. A special rule applies under which the amount of the payment rolled over will be taxed. However, the 10% additional income tax on early distributions will not apply (unless you take the amount rolled over out of the Roth IRA within 5 years, counting from January 1 of the year of the rollover). For payments from the Plan during 2010 that are rolled over to a Roth IRA, the taxable amount can be spread over a 2-year period starting in 2011.

If you roll over the payment to a Roth IRA, later payments from the Roth IRA that are qualified distributions will not be taxed (including earnings after the rollover). A qualified distribution from a Roth IRA is a payment made after you are age 59½ (or after your death or disability, or as a qualified first-time homebuyer distribution of up to \$10,000) and after you have had a Roth IRA for at least 5 years. In applying this 5-year rule, you count from January 1 of the year for which your first contribution was made to a Roth IRA. Payments from the Roth IRA that are not qualified distributions will be taxed to the extent of earnings after the rollover, including the 10% additional income tax on early distributions (unless an exception applies). You do not have to take required minimum distributions from a Roth IRA during your lifetime. For more information, see IRS Publication 590, Individual Retirement Arrangements (IRAs).

You cannot roll over a payment from the Plan to a designated Roth account in an employer plan.

If you are not a Plan participant

Payments after death of the participant. If you receive a distribution after the participant's death that you do not roll over, the distribution will generally be taxed in the same manner described elsewhere in this notice.

If you are a surviving spouse. If you receive a payment from the Plan as the surviving spouse of a deceased participant, you have the same rollover options that the participant would have had, as described elsewhere in this notice. In addition, if you choose to do a rollover to an IRA, you may treat the IRA as your own or as an inherited IRA.

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SUPPLEMENTAL EMPLOYEE RETIREMENT PLAN NOTICE OF FEDERAL AND STATE TAX WITHHOLDING



An IRA you treat as your own is treated like any other IRA of yours, so that payments made to you before you are age 59½ will be subject to the 10% additional income tax on early distributions (unless an exception applies) and required minimum distributions from your IRA do not have to start until after you are age 70½.

If you treat the IRA as an inherited IRA, payments from the IRA will not be subject to the 10% additional income tax on early distributions. However, if the participant had started taking required minimum distributions, you will have to receive required minimum distributions from the inherited IRA. If the participant had not started taking required minimum distributions from the Plan, you will not have to start receiving required minimum distributions from the inherited IRA until the year the participant would have been age 70½.

If you are a surviving beneficiary other than a spouse. If you receive a payment from the Plan because of the participant's death and you are a designated beneficiary other than a surviving spouse, the only rollover option you have is to do a direct rollover to an inherited IRA. Payments from the inherited IRA will not be subject to the 10% additional income tax on early distributions. You will have to receive required minimum distributions from the inherited IRA.

Payments under a qualified domestic relations order. If you are the spouse or former spouse of the participant who receives a payment from the Plan under a qualified domestic relations order (QDRO), you generally have the same options the participant would have (for example, you may roll over the payment to your own IRA or an eligible employer plan that will accept it). Payments under the QDRO will not be subject to the 10% additional income tax on early distributions.

If you are a nonresident alien

If you are a nonresident alien and you do not do a direct rollover to a U.S. IRA or U.S. employer plan, instead of withholding 20%, the Plan is generally required to withhold 30% of the payment for federal income taxes. If the amount withheld exceeds the amount of tax you owe (as may happen if you do a 60-day rollover), you may request an income tax refund by filing Form 1040NR and attaching your Form 1042-S. See Form W-8BEN for claiming that you are entitled to a reduced rate of withholding under an income tax treaty. For more information, see also IRS Publication 519, U.S. Tax Guide for Aliens, and IRS Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

Other special rules

If a payment is one in a series of payments for less than 10 years, your choice whether to make a direct rollover will apply to all later payments in the series (unless you make a different choice for later payments).

If your payments for the year are less than \$200, the Plan is not required to allow you to do a direct rollover and is not required to withhold for federal income taxes. However, you may do a 60-day rollover.

You may have special rollover rights if you recently served in the U.S. Armed Forces. For more information, see IRS Publication 3, Armed Forces' Tax Guide.

This notice is provided by Keenan Financial Services, in its capacity as Administrator of the Plan. Because the rules described in this notice are complex and conditions/exceptions may apply that are not included in this notice, we recommend that you consult a professional tax advisor before you request a distribution from your Plan.

Also, you can find more specific information on the tax treatment of payments from qualified employer plans in the following publications:

- I. IRS Publication 575, Pension and Annuity Income.
- II. IRS Publication 590, Individual Retirement Arrangements (IRAs).

These publications are available from your local IRS office, on the IRS's Internet Web Site at www.irs.gov, or by calling (800)TAX-FORM (1-800-829-3676).

If you have additional questions after reading this notice or want specific information about your Plan, please call Keenan Financial Services at (800) 444-9995 ext. 3672 or 3673.

Firmwide:95756484.1 007833.2001

Written correspondence about your Plan can be sent to:

Keenan

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PHONE: (310) 212-0363 Ext 3671 | FAX: (310) 533-1329 | Toll Free in CA: (800) 444-9995

**Withholding Certificate for
 Pension or Annuity Payments**

Purpose. Form W-4P is for U.S. citizens, resident aliens, or their estates who are recipients of pensions, annuities (including commercial annuities), and certain other deferred compensation. Use Form W-4P to tell payers the correct amount of federal income tax to withhold from your payment(s). You also may use Form W-4P to choose (a) not to have any federal income tax withheld from the payment (except for eligible rollover distributions or payments to U.S. citizens delivered outside the United States or its possessions) or (b) to have an additional amount of tax withheld.

Your options depend on whether the payment is periodic, nonperiodic, or an eligible rollover distribution, as explained on pages 3 and 4. Your previously filed Form W-4P will remain in effect if you do not file a Form W-4P for 2016.

What do I need to do? Complete lines **A** through **G** of the **Personal Allowances Worksheet**. Use the additional worksheets on page 2 to further adjust your withholding allowances for itemized deductions, adjustments to income, any additional standard deduction, certain credits, or multiple pensions/more-than-one-income situations. If you do not want any federal income tax withheld (see *Purpose*, earlier), you can skip the worksheets and go directly to the Form W-4P below.

Sign this form. Form W-4P is not valid unless you sign it.

Future developments. The IRS has created a page on www.irs.gov for information about Form W-4P and its instructions, at www.irs.gov/w4p. Information about any future developments affecting Form W-4P (such as legislation enacted after we release it) will be posted on that page.

Personal Allowances Worksheet (Keep for your records.)

A Enter "1" for **yourself** if no one else can claim you as a dependent **A** _____

B Enter "1" if:
 { • You are single and have only one pension; or
 • You are married, have only one pension, and your spouse has no income subject to withholding; or
 • Your income from a second pension or a job or your spouse's pension or wages (or the total of all) is \$1,500 or less. } **B** _____

C Enter "1" for your **spouse**. But, you may choose to enter "-0-" if you are married and have either a spouse who has income subject to withholding or more than one source of income subject to withholding. (Entering "-0-" may help you avoid having too little tax withheld.) **C** _____

D Enter number of **dependents** (other than your spouse or yourself) you will claim on your tax return **D** _____

E Enter "1" if you will file as **head of household** on your tax return **E** _____

F Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.
 • If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child; then **less** "1" if you have two to four eligible children or **less** "2" if you have five or more eligible children.
 • If your total income will be between \$70,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child **F** _____

G Add lines A through F and enter total here. (**Note:** This may be different from the number of exemptions you claim on your tax return.) ► **G** _____

For accuracy, complete all worksheets that apply. {
 • If you plan to **itemize** or **claim adjustments to income** and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
 • If you are **single and have more than one source of income subject to withholding** or are **married and you and your spouse both have income subject to withholding** and your combined income from all sources exceeds \$50,000 (\$20,000 if married), see the **Multiple Pensions/More-Than-One-Income Worksheet** on page 2 to avoid having too little tax withheld.
 • If **neither** of the above situations applies, **stop here** and enter the number from line G on line 2 of Form W-4P below.

Separate here and give Form W-4P to the payer of your pension or annuity. Keep the top part for your records.

**Withholding Certificate for
 Pension or Annuity Payments**

► For Privacy Act and Paperwork Reduction Act Notice, see page 4.

Your first name and middle initial	Last name	Your social security number
Home address (number and street or rural route)		Claim or identification number (if any) of your pension or annuity contract
City or town, state, and ZIP code		

Complete the following applicable lines.

1 Check here if you **do not want any** federal income tax withheld from your pension or annuity. (Do not complete line 2 or 3.) ►

2 Total number of allowances and marital status you are claiming for withholding from each **periodic** pension or annuity payment. (You also may designate an additional dollar amount on line 3.) ► _____

Marital status: Single Married Married, but withhold at higher Single rate. (Enter number of allowances.)

3 Additional amount, if any, you want withheld from each pension or annuity payment. (**Note:** For periodic payments, you cannot enter an amount here without entering the number (including zero) of allowances on line 2.) ► \$ _____

Your signature ► _____

Date ► _____

Deductions and Adjustments Worksheet

Note: Use this worksheet *only* if you plan to itemize deductions or claim certain credits or adjustments to income.

- 1 Enter an estimate of your 2016 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% (7.5% if either you or your spouse was born before January 2, 1952) of your income, and miscellaneous deductions. For 2016, you may have to reduce your itemized deductions if your income is over \$311,300 and you are married filing jointly or are a qualifying widow(er); \$285,350 if you are head of household; \$259,400 if you are single and not head of household or a qualifying widow(er); or \$155,650 if you are married filing separately. See Pub. 505 for details 1 \$
- 2 Enter: $\left\{ \begin{array}{l} \$12,600 \text{ if married filing jointly or qualifying widow(er)} \\ \$9,300 \text{ if head of household} \\ \$6,300 \text{ if single or married filing separately} \end{array} \right\}$ 2 \$
- 3 **Subtract** line 2 from line 1. If zero or less, enter "-0-" 3 \$
- 4 Enter an estimate of your 2016 adjustments to income and any additional standard deduction (see Pub. 505) 4 \$
- 5 **Add** lines 3 and 4 and enter the total. (Include any credit amounts from the *Converting Credits to Withholding Allowances for 2016 Form W-4* worksheet in Pub. 505.) 5 \$
- 6 Enter an estimate of your 2016 income not subject to withholding (such as dividends or interest) 6 \$
- 7 **Subtract** line 6 from line 5. If zero or less, enter "-0-" 7 \$
- 8 **Divide** the amount on line 7 by \$4,050 and enter the result here. Drop any fraction 8
- 9 Enter the number from the **Personal Allowances Worksheet**, line G, page 1 9
- 10 **Add** lines 8 and 9 and enter the total here. If you use the **Multiple Pensions/More-Than-One-Income Worksheet**, also enter this total on line 1 below. Otherwise, **stop here** and enter this total on Form W-4P, line 2, page 1 10

Multiple Pensions/More-Than-One-Income Worksheet

Note: Complete *only* if the instructions under line G, page 1, direct you here. This applies if you (and your spouse if married filing jointly) have more than one source of income subject to withholding (such as more than one pension, or a pension and a job, or you have a pension and your spouse works).

- 1 Enter the number from line G, page 1 (or from line 10 above if you used the **Deductions and Adjustments Worksheet**) 1
- 2 Find the number in **Table 1** below that applies to the **LOWEST** paying pension or job and enter it here. **However**, if you are married filing jointly and the amount from the highest paying pension or job is \$65,000 or less, do not enter more than "3" 2
- 3 If line 1 is **more than or equal to** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4P, line 2, page 1. **Do not** use the rest of this worksheet 3

Note: If line 1 is **less than** line 2, enter "-0-" on Form W-4P, line 2, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.

- 4 Enter the number from line 2 of this worksheet 4
- 5 Enter the number from line 1 of this worksheet 5
- 6 **Subtract** line 5 from line 4 6
- 7 Find the amount in **Table 2** below that applies to the **HIGHEST** paying pension or job and enter it here 7 \$
- 8 **Multiply** line 7 by line 6 and enter the result here. This is the additional annual withholding needed 8 \$
- 9 **Divide** line 8 by the number of pay periods remaining in 2016. For example, divide by 12 if you are paid every month and you complete this form in December 2015. Enter the result here and on Form W-4P, line 3, page 1. This is the additional amount to be withheld from each payment 9 \$

Table 1				Table 2			
Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from LOWEST paying job or pension are--	Enter on line 2 above	If wages from LOWEST paying job or pension are--	Enter on line 2 above	If wages from HIGHEST paying job or pension are--	Enter on line 7 above	If wages from HIGHEST paying job or pension are--	Enter on line 7 above
\$0 - \$6,000	0	\$0 - \$9,000	0	\$0 - \$75,000	\$610	\$0 - \$38,000	\$610
6,001 - 14,000	1	9,001 - 17,000	1	75,001 - 135,000	1,010	38,001 - 85,000	1,010
14,001 - 25,000	2	17,001 - 26,000	2	135,001 - 205,000	1,130	85,001 - 185,000	1,130
25,001 - 27,000	3	26,001 - 34,000	3	205,001 - 360,000	1,340	185,001 - 400,000	1,340
27,001 - 35,000	4	34,001 - 44,000	4	360,001 - 405,000	1,420	400,001 and over	1,600
35,001 - 44,000	5	44,001 - 75,000	5	405,001 and over	1,600		
44,001 - 55,000	6	75,001 - 85,000	6				
55,001 - 65,000	7	85,001 - 110,000	7				
65,001 - 75,000	8	110,001 - 125,000	8				
75,001 - 80,000	9	125,001 - 140,000	9				
80,001 - 100,000	10	140,001 and over	10				
100,001 - 115,000	11						
115,001 - 130,000	12						
130,001 - 140,000	13						
140,001 - 150,000	14						
150,001 and over	15						

Additional Instructions

Section references are to the Internal Revenue Code.

When should I complete the form? Complete Form W-4P and give it to the payer as soon as possible. Get Pub. 505, Tax Withholding and Estimated Tax, to see how the dollar amount you are having withheld compares to your projected total federal income tax for 2016. You also may use the IRS Withholding Calculator at www.irs.gov/individuals for help in determining how many withholding allowances to claim on your Form W-4P.

Multiple pensions/more-than-one-income. To figure the number of allowances that you may claim, combine allowances and income subject to withholding from all sources on one worksheet. You may file a Form W-4P with each pension payer, but do not claim the same allowances more than once. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4P for the highest source of income subject to withholding and zero allowances are claimed on the others.

Other income. If you have a large amount of income from other sources not subject to withholding (such as interest, dividends, or capital gains), consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Get Form 1040-ES and Pub. 505 at www.irs.gov/formspubs.

If you have income from wages, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or Form W-4P.

Note: Social security and railroad retirement payments may be includible in income. See Form W-4V, Voluntary Withholding Request, for information on voluntary withholding from these payments.

Withholding From Pensions and Annuities

Generally, federal income tax withholding applies to the taxable part of payments made from pension, profit-sharing, stock bonus, annuity, and certain deferred compensation plans; from individual retirement arrangements (IRAs); and from commercial annuities. The method and rate of withholding depend on (a) the kind of payment you receive; (b) whether the payments are delivered outside the United States or its commonwealths and possessions; and (c) whether the recipient is a nonresident alien individual, a nonresident alien beneficiary, or a foreign estate. Qualified distributions from a Roth IRA are nontaxable and, therefore, not subject to withholding. See page 4 for special withholding rules that apply to payments outside the United States and payments to foreign persons.

Because your tax situation may change from year to year, you may want to refigure your withholding each year. You can change the amount to be withheld by using lines 2 and 3 of Form W-4P.

Choosing not to have income tax withheld. You (or in the event of death, your beneficiary or estate) can choose not to have federal income tax withheld from your payments by using line 1 of Form W-4P. For an estate, the election to have no income tax withheld may be made by the executor or personal representative of the decedent. Enter the estate's employer identification number (EIN) in the area reserved for "Your social security number" on Form W-4P.

You may not make this choice for eligible rollover distributions. See *Eligible rollover distribution—20% withholding* on page 4.

Caution: There are penalties for not paying enough federal income tax during the year, either through withholding or estimated tax payments. New retirees, especially, should see Pub. 505. It explains your estimated tax requirements and describes penalties in detail. You may be able to avoid quarterly estimated tax payments by having enough tax withheld from your pension or annuity using Form W-4P.

Periodic payments. Withholding from periodic payments of a pension or annuity is figured in the same manner as withholding from wages. Periodic payments are made in installments at regular intervals over a period of more than 1 year. They may be paid annually, quarterly, monthly, etc.

If you want federal income tax to be withheld, you must designate the number of withholding allowances on line 2 of Form W-4P and indicate your marital status by checking the appropriate box. Under current law, you cannot designate a specific dollar amount to be withheld. However, you can designate an additional amount to be withheld on line 3.

If you do not want any federal income tax withheld from your periodic payments, check the box on line 1 of Form W-4P and submit the form to your payer. However, see *Payments to Foreign Persons and Payments Outside the United States* on page 4.

Caution: If you do not submit Form W-4P to your payer, the payer must withhold on periodic payments as if you are married claiming three withholding allowances. Generally, this means that tax will be withheld if your pension or annuity is at least \$1,720 a month.

If you submit a Form W-4P that does not contain your correct social security number (SSN), the payer must withhold as if you are single claiming zero withholding allowances even if you checked the box on line 1 to have no federal income tax withheld.

There are some kinds of periodic payments for which you cannot use Form W-4P because they are already defined as wages subject to federal income tax withholding. These payments include retirement pay for service in the U.S. Armed Forces and payments from certain nonqualified deferred compensation plans and deferred compensation plans described in section 457 of tax-exempt organizations. Your payer should be able to tell you whether Form W-4P applies.

For periodic payments, your Form W-4P stays in effect until you change or revoke it. Your payer must notify you each year of your right to choose not to have federal income tax withheld (if permitted) or to change your choice.

Nonperiodic payments—10% withholding. Your payer must withhold at a flat 10% rate from nonperiodic payments (but see *Eligible rollover distribution—20% withholding* on page 4) **unless** you choose not to have federal income tax withheld. Distributions from an IRA that are payable on demand are treated as nonperiodic payments. You can choose not to have federal income tax withheld from a nonperiodic payment (if permitted) by submitting Form W-4P (containing your correct SSN) to your payer and checking the box on line 1. Generally, your choice not to have federal income tax withheld will apply to any later payment from the same plan. You cannot use line 2 for nonperiodic payments. But you may use line 3 to specify an additional amount that you want withheld.

Caution: If you submit a Form W-4P that does not contain your correct SSN, the payer cannot honor your request not to have income tax withheld and must withhold 10% of the payment for federal income tax.

Eligible rollover distribution—20% withholding. Distributions you receive from qualified pension or annuity plans (for example, 401(k) pension plans and section 457(b) plans maintained by a governmental employer) or tax-sheltered annuities that are eligible to be rolled over tax free to an IRA or qualified plan are subject to a flat 20% federal withholding rate. The 20% withholding rate is required, and you cannot choose not to have income tax withheld from eligible rollover distributions. Do not give Form W-4P to your payer unless you want an additional amount withheld. Then, complete line 3 of Form W-4P and submit the form to your payer.

Note: The payer will not withhold federal income tax if the entire distribution is transferred by the plan administrator in a direct rollover to a traditional IRA or another eligible retirement plan (if allowed by the plan), such as a qualified pension plan, governmental section 457(b) plan, section 403(b) contract, or tax-sheltered annuity.

Distributions that are (a) required by law, (b) one of a specified series of equal payments, or (c) qualifying "hardship" distributions are **not** "eligible rollover distributions" and are not subject to the mandatory 20% federal income tax withholding. See Pub. 505 for details. See also *Nonperiodic payments—10% withholding* on page 3.

Tax relief for victims of terrorist attacks. For tax years ending after September 10, 2001, disability payments for injuries incurred as a direct result of a terrorist attack directed against the United States (or its allies), whether outside or within the United States, are not included in income. You may check the box on line 1 of Form W-4P and submit the form to your payer to have no federal income tax withheld from these disability payments. However, you must include in your income any amounts that you received or you would have received in retirement had you not become disabled as a result of a terrorist attack. See Pub. 3920, Tax Relief for Victims of Terrorist Attacks, for more details.

Changing Your "No Withholding" Choice

Periodic payments. If you previously chose not to have federal income tax withheld and you now want withholding, complete another Form W-4P and submit it to your payer. If you want federal income tax withheld at the rate set by law (married with three allowances), write "Revoked" next to the checkbox on line 1 of the form. If you want tax withheld at any different rate, complete line 2 on the form.

Nonperiodic payments. If you previously chose not to have federal income tax withheld and you now want withholding, write "Revoked" next to the checkbox on line 1 and submit Form W-4P to your payer.

Payments to Foreign Persons and Payments Outside the United States

Unless you are a nonresident alien, withholding (in the manner described above) is required on any periodic or nonperiodic payments that are delivered to you outside the United States or its possessions. You cannot choose not to have federal income tax withheld on line 1 of Form W-4P. See Pub. 505 for details.

In the absence of a tax treaty exemption, nonresident aliens, nonresident alien beneficiaries, and foreign estates generally are subject to a 30% federal withholding tax under section 1441 on the taxable portion of a periodic or nonperiodic pension or annuity payment that is from U.S. sources. However, most tax treaties provide that private pensions and annuities are exempt from withholding and tax. Also, payments from certain pension plans are exempt from withholding even if no tax treaty applies. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities, and Pub. 519, U.S. Tax Guide for Aliens, for details. A foreign person should submit Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding, to the payer before receiving any payments. The Form W-8BEN must contain the foreign person's taxpayer identification number (TIN).

Statement of Federal Income Tax Withheld From Your Pension or Annuity

By January 31 of next year, your payer will furnish a statement to you on Form 1099-R, Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc., showing the total amount of your pension or annuity payments and the total federal income tax withheld during the year. If you are a foreign person who has provided your payer with Form W-8BEN, your payer instead will furnish a statement to you on Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding, by March 15 of next year.

Privacy Act and Paperwork Reduction Act Notice

We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to provide this information only if you want to (a) request federal income tax withholding from periodic pension or annuity payments based on your withholding allowances and marital status, (b) request additional federal income tax withholding from your pension or annuity, (c) choose not to have federal income tax withheld, when permitted, or (d) change or revoke a previous Form W-4P. To do any of the aforementioned, you are required by sections 3405(e) and 6109 and their regulations to provide the information requested on this form. Failure to provide this information may result in inaccurate withholding on your payment(s). Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

**SUPPLEMENTAL EMPLOYEE RETIREMENT PLAN
PARTICIPATION ELECTION FORM**



PARTICIPANT INFORMATION - COMPLETE ENTIRELY

EMPLOYER THAT OFFERED THE SERP	
FULL NAME (LAST, FIRST, MIDDLE INITIAL)	SOCIAL SECURITY NUMBER
HOME MAILING ADDRESS	CITY, STATE, ZIP
PHONE NUMBER	EMAIL ADDRESS

PARTICIPATION ELECTION

I, _____, hereby elect to become a participant in the Supplemental Employee Retirement Plan (the "Plan") effective July 01, 2017.

For purposes of my participation, I hereby acknowledge and agree that:

- My decision to participate in the Plan is entirely voluntary; and
- A condition to participate in the voluntary Plan is that I retire by June 30, 2017; and
- My election to participate in and to retire under the Plan are given in exchange for consideration (namely participation in the SERP) which is in excess of all things of value to which I was entitled prior to making this election and executing this Participation Election Agreement; and
- I have been advised to consult an attorney prior to making a decision to participate in the Plan; and
- I and my counsel have had at least twenty-one (21) days within which to consider the terms and conditions of the Plan and my potential participation in the Plan and to elect whether to participate; and
- For a period of at least seven (7) days following execution of this Participation Election Agreement, I may revoke my election to participate in the Plan and, if I do revoke my election to participate within that period, I will not become a participant in the Plan and will not be entitled to any benefits thereunder.

My Employer is ultimately responsible for making contributions for my benefit that will be used to purchase an annuity contract that will pay me Plan benefits. Those payments may cease or be reduced if my Employer does not pay all installment premiums owed to the insurance company. The insurance company is not a party to the Plan.

PARTICIPANT SIGNATURE

PARTICIPANT SIGNATURE	PARTICIPANT NAME (PLEASE PRINT)	DATE
-----------------------	---------------------------------	------

ACCEPTED BY: MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

AUTHORIZED SIGNATURE	AUTHORIZED SIGNOR AND TITLE	DATE
----------------------	-----------------------------	------

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Monterey Peninsula Community College District

Supplemental Employee Retirement Plan (SERP)

Faculty
ESTIMATED BENEFITS
 for:
Average Employee,
(1) Benefit Based On 65% of Salary
 Commencement on:
August 1, 2017

ALT	MONTHLY ALTERNATIVE BENEFIT	MONTHLY AMOUNT
A	Life Only	\$242.64
B	Joint & 50% Survivor	\$222.28
C	Life or Ten (10) Years, Whichever is Longer	\$237.28

D	Five (5) Year - Monthly Payments *	\$909.40
E	Six (6) Year - Monthly Payments *	\$767.01
F	Seven (7) Year - Monthly Payments *	\$664.76
G	Eight (8) Year - Monthly Payments *	\$589.74
H	Nine (9) Year - Monthly Payments *	\$531.44
I	Ten (10) Year - Monthly Payments	\$484.87

Acceptance of the Supplemental Employee Retirement Plan (SERP) is contingent on the District's verification of eligibility.

Annuity benefits are provided by an insurance company and are estimates only. Estimated benefits are subject to change prior to actual purchase of annuity benefits. Estimated benefits may change due to changes in the data supplied by the District, changes in current interest rates, mortality assumptions, commission percentages and state premium tax.

The District may be subject to penalty fees for late premium payments and benefits may cease if all installment premiums are not paid in accordance with the installment premium schedule.

* Eligible for tax-deferred IRA Rollover. Subject to a mandatory 20% Federal tax withholding if not rolled over.

(1) ASSUMPTIONS

Birthday: October 8, 1955
 Date of Hire: September 28, 1996
 Salary: \$89,842

CORRECTIONS

_____ District Verification

Printed on: 9/23/2016
 Number: 0
 U 8/2016

Keenan
 License # 0451271
 Ref:MKEOJFMR2

Monterey Peninsula Community College District

Governing Board Agenda

November 16, 2016

New Business Agenda Item No. E

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.

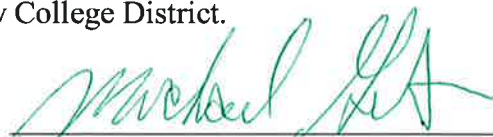
Government Code 3547 sets forth the "sunshine" provisions of the Educational Employment Relation Act. The Board is required to hold a public hearing on the MPCTA's initial proposal to the Monterey Peninsula Community College District. The MPCTA's proposal has been made available to the public since the 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 Tribble, 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 lhandley@mpc.edu
with questions about the content of this letter.

Sincerely,

Lauren M. Blanchard
MPCTA President

Monterey Peninsula Community College District

Governing Board Agenda

November 16, 2016

New Business Agenda Item No. F

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 Tribble, 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 District’s ability to implement recommendations from the Collaborative Brain Trust report. Generating an additional 2 million dollars in revenues. Revise language to reflect specific increases to 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

November 16, 2016

New Business Agenda Item No. G

Human Resources
College Area

Proposal:

That the Governing Board adopts 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.

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.

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.

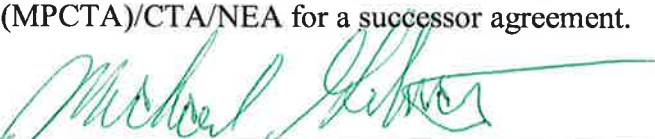
If no agreement is reached upon the exhaustion of the statutory collective bargaining process, the District reserves the right to implement some or all of the proposed terms and conditions of employment effective on or after the date that the process is exhausted.

Budgetary Implications:

The outcome of negotiated agreements will determine any budgetary implication.

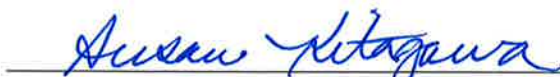
RESOLUTION: Be it resolved, that the Governing Board adopts the Monterey Peninsula Community College District's initial proposal for bargaining with the Monterey Peninsula College Teachers Association (MPCTA)/CTA/NEA for a successor agreement.

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 District’s ability to implement recommendations from the Collaborative Brain Trust report. Generating an additional 2 million dollars in revenues. Revise language to reflect specific increases to 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

November 16, 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:



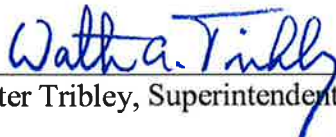
Laurence Walker, Dean of Student Services

Prepared By:



Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval:



Dr. Walter Tribley, Superintendent/President



California
School
Employees
Association

Chapter
245

Monterey
Peninsula
College

980 Fremont Street
Monterey, CA 93940

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

Monterey Peninsula Community College District

Governing Board Agenda

November 16, 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

November 16, 2016

New Business Agenda Item No. J

Human Resources
College Area

Proposal:

That the Governing Board adopts 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.

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.

If no agreement is reached upon the exhaustion of the statutory collective bargaining process, the District reserves the right to implement some or all of the proposed terms and conditions of employment effective on or after the date that the process is exhausted.

Budgetary Implications:

The outcome of negotiated agreements will determine any budgetary implication.

RESOLUTION: Be it resolved, that the Governing Board adopts 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.

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.

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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

November 16, 2016

Board Meeting Date

Human Resources
College Area

New Business Agenda Item No. K

Proposal: That the Governing Board approve the job description and salary placement for Director of Marketing and Communications; and that the Governing Board approve the recruitment to fill the position.

Background:

At one time, Monterey Peninsula College (MPC) staffed a Public Information, Marketing and Communications function on campus. This function was largely lost due to reductions in staffing levels during the last great recession. This proposal will restore those functions to the campus with an emphasis on marketing and internal campus communications.

Under the general direction of the Superintendent/President, the Director of Marketing and Communications' scope of responsibility will include the development of marketing and branding functions to enhance community awareness of the college's education programs and student support services. The Director will develop and maintain recurrent and effective communications strategy for the college's internal constituents. The Director will serve as a public relations liaison developing and disseminating news releases, advisories, public service announcements, and promotional materials utilizing all forms of media. The Director also will play a major role in communications to the campus community during any emergency situation.

The position is a classified supervisor and will be placed on the Range 60 of the Management-Supervisory Salary Schedule.

Budgetary Implications:

The position will be funded by general funds. The annual estimated cost of the position dependent upon initial placement, including all payroll and health benefits, is estimated to be between \$115,461 and \$131,661.

[X] RESOLUTION: BE IT RESOLVED, that the Governing Board approve the job description and salary placement for Director of Marketing and Communications; and

BE IT FURTHER RESOLVED, that the Governing Board approve the recruitment to fill the position.

Recommended By:

Walter A. Tribley

Dr. Walter A. Tribley, Superintendent/President

Prepared By:

Susan Kitagawa

Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval:

Walter A. Tribley

Dr. Walther A. Tribley, Superintendent/President

MONTEREY PENINSULA COLLEGE
DIRECTOR OF MARKETING AND COMMUNICATIONS

JOB SUMMARY

Under general direction of the Superintendent/President, the Director of Marketing and Communications develops, recommends, and implements a comprehensive marketing and communications plan to support the College vision, mission and strategic goals. The Director works collaboratively with College stakeholders to design and implement outreach programs to recruit students, raise community awareness, and promote College events. The Director oversees and disseminates all external and internal communication programs.

The Director of Marketing and Communications is designated as a Classified Supervisor.

EXAMPLES OF FUNCTIONS

Essential Functions

1. Under the direction of the Superintendent/President, develop and implement a comprehensive marketing and communications plan to support the vision, mission and strategic goals of the College.
2. Perform ongoing marketing and demographics research and analysis in accordance with College strategic enrollment initiatives. Work collaboratively with College administrators, faculty and staff, research, develop and recommend marketing strategies.
3. Develop brand identity and implement a cohesive marketing plan to ensure continuity and consistency for use on the college website, college and program promotional materials, advertising, radio and television, social media, and video, print, and electronic formats.
4. Write, edit, design, illustrate, conceptualize and produce effective College publications. Coordinate and oversee the production of various print and electronic publications using design and publishing software application and/or use of contractors. Take, manage, and archive photographs for college promotional use.
5. Manage and monitor the College website to ensure the accuracy and appropriateness of information and communications in accordance with the vision, mission and strategic goals of the College. Establish procedures and protocol for use of College website.
6. Coordinate the effective distribution of marketing and communications materials to external and internal target groups. Write news releases, feature stories, and communications for both external and internal community dissemination.
7. Serve as editor of College publications. Establish College marketing and communications protocol. Control and administer internal marketing communication tools, such as media boards, located on all College campus sites.

8. Develop and maintain College's historical archive, including but not limited to related biographies, photos, news releases, mailing lists and event programs.
9. Work directly with the President and key administrators to develop and implement external and internal communications strategies. Produce College newsletter for campus community.
10. Oversee and manage the day-to-day operations of the Office of Marketing and Communications. Select, supervise, train, and evaluate staff. Develop, oversee and manage the operational budget and expenditures.
11. Plan, organize and oversee College events as assigned.
12. Maintain an understanding of current ideas, trends, laws, regulations, guidelines and practices pertaining to the areas of responsibility through continued study and participation in professional organizations. Seek and participate in professional development activities.
13. Serve on College and regional committees as assigned.

Other Duties:

14. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Education & Experience

A Bachelor's Degree from an accredited college or university in communications, marketing, journalism, or related field and three (3) years of progressively responsible experience in marketing, public and community relations, graphic design, or communications including the coordination and supervision over production and design.

Licenses and other Requirements

Possession of or ability to obtain prior to employment, a valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

Knowledge:

Knowledge of methods, techniques, and procedures used in the development of a comprehensive marketing and communications program; a variety of delivery modes for the purposes of marketing, communications and advertising; methods and techniques of photography and graphic design; media relations and organizational communication strategies; public relations skills, including speaking in public and writing press releases; principles and methods of management and supervision; budget preparation and expenditure control; record keeping, data collection, and report preparation techniques to ensure information is accurately presented and reported; current computer operating systems, software applications and office productivity software such as design and publishing, word processing, spreadsheets, calendaring, presentation, and database programs; social media and the diverse background of community college students; and the mission, goals and vision of California community colleges.

Abilities

Ability to: Develop, and implement a comprehensive community college marketing and communications program; provide leadership and prioritize projects; communicate effectively, both orally and in writing; develop and maintain effective working relationships with college administrators, faculty, staff, students, and community and business partners; manage and facilitate the college website; supervise, train and evaluate employees; research, evaluate data, and prepare comprehensive, concise reports and recommendations; oversee and recommend budget preparation and expenditures; prepare and make effective presentations; demonstrate possession of strong organizational and leadership skills; learn applicable federal, state, and local laws, regulations, policies and

procedures; exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues, situations and records; supervise, train, and evaluate personnel; operate computers and their peripherals; use current common software applications in order to accurately enter and retrieve data; operate a variety of office equipment including a computer; utilize design and publishing, word processing, spreadsheets, email, online calendaring and data entry and retrieval from database programs; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending and working on a community college campus; to understand diverse community needs and targets.

PHYSICAL EFFORT/WORK ENVIRONMENT

Indoor and outdoor work environment, constant interruptions. Occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Requires some evening and weekend responsibilities.

Adopted by the Board of Trustees:

Salary Placement: Management-Supervisory Salary Schedule, Range 60

Monterey Peninsula Community College District

Governing Board Agenda

November 16, 2016
Board Meeting Date

Human Resources
College Area

New Business Agenda Item No. L

Proposal: That the Governing Board approve the job description and salary placement for Vice President of Advancement; and that the Governing Board approve the recruitment to fill the position.

Background:

The Executive Director of the Monterey Peninsula College Foundation (MPC Foundation) is currently employed by the MPC Foundation. The Monterey Peninsula College (MPC) provides the MPC Foundation \$100,000 annually to assist with operational costs.

Under the proposed organizational structure, the Vice President of Advancement will report directly to the Superintendent/President of MPC and serve as a member of President's Cabinet. In addition to the duty of directing the operations of the MPC Foundation, the Vice President of Advancement will be responsible for supervising the office of advancement. The Vice President of Advancement will work with faculty and staff to generate grant proposals and other means to secure new funds to further the growth of programs that are in alignment with the goals and vision of the college.

The position is a classified administrator and will be placed on the Vice President Row of the Administrative Salary Schedule. Under the new organizational structure, MPC will no longer provide to the MPC Foundation \$100,000 annually.

Budgetary Implications:

The position will be funded by general funds. The annual estimated cost of the position dependent upon initial placement, including all payroll and health benefits, is estimated to be between \$181,203 - \$202,219.

[X] RESOLUTION: BE IT RESOLVED, that the Governing Board approve the job description and salary placement for Vice President of Advancement; and

BE IT FURTHER RESOLVED, that the Governing Board approve the recruitment to fill the position.

Recommended By: [Signature: Walt a Tribly]
Dr. Walter A. Tribley, Superintendent/President

Prepared By: [Signature: Susan Kitagawa]
Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval: [Signature: Walt a Tribly]
Dr. Walther A. Tribley, Superintendent/President

MONTEREY PENINSULA COLLEGE
VICE PRESIDENT OF ADVANCEMENT

JOB SUMMARY

Under general direction of the Superintendent/President, the Vice President of Advancement provides leadership of the Monterey Peninsula College (MPC) Foundation staff, works with the MPC Foundation Board of Directors to implement the strategic plan of the MPC Foundation, and is responsible for resource development and general administrative management, as well as oversight of the Office of Advancement. The Vice President will establish a high quality, comprehensive program for institutional advancement through the administration of fund raising and funds management, including planned giving, grant proposals, alumni activities, student scholarships, faculty and staff awards, community partnerships, and special events.

The Vice President collaborates closely with the Board of Directors of the MPC Foundation in support of developing and implementing strategic initiatives to advance MPC's goals and mission.

The Vice President of Advancement serves as a member of the President's Cabinet and is designated as a Classified Administrator.

EXAMPLES OF FUNCTIONS

Essential Functions

1. Under the direction of the Superintendent/President, serving as a member of President's Cabinet, provide leadership and work collaboratively to develop, direct, implement, and evaluate a comprehensive development plan to advance the goals and mission of the College.
2. Work collaboratively with the Board of Directors of the MPC Foundation, to recommend and develop comprehensive policies and on-going programs to achieve fund-raising initiatives through planned giving, major gifts, community and business partnerships, and annual giving campaigns.
3. Provide staff support for the MPC Foundation and committees. Oversee preparation of materials, written and financial reports, board agenda items, and minutes. Provide in service training to MPC Foundation board members and committees.
4. Develop methods and systems to secure major gifts, annual campaigns, corporate giving, planned gifts, and other resource development methods to support the College. Maintain the integrity of the donor database. Ensure the acknowledgement of gifts and donations. Monitor charitable donations to ensure expenditures are appropriate in accordance with donor conditions and stipulations.
5. Collaborate with stakeholders to plan and execute special fund raising and donor recognition events and programs in coordination with and in support of the MPC Foundation, Booster Club, Alumni, President's Circle and other entities. Attend a variety of events and serve as spokesperson as appropriate.
6. Develop and oversee a variety of student assistance programs, including scholarships, textbook and emergency assistance. Administer and manage the Faculty and Staff Advancement awards in support of college priorities and programs.

7. Design and direct public relations and marketing efforts to strengthen awareness of the MPC Foundation's role as a strategic partner in supporting the vision and goals of the College. Oversee and manage the effective use of the promotional material, MPC Foundation website, and social and public media.
8. Initiate, research, and write grant proposals to various funding sources, including private foundations, corporations, and public agencies in support of MPC student, College initiatives and Foundation programs. Working collaboratively with others, provide administrative oversight for grants.
9. Oversee data collection, management, and reporting to ensure fiscal compliance and accountability of the Office of Advancement and MPC Foundation. Prepare financial records and reports in accordance with federal, state, grant, and local regulations. Integrate data in analyzing effectiveness of programs and in planning future initiatives.
10. Participate in outreach efforts to foster and cultivate prospective donors and development opportunities. Attend community events to promote the College and MPC Foundation. Develop and maintain effective relationships with government officials, and business and community organizations to advance the missions of the MPC Foundation and College.
11. Oversee and manage the day-to-day operations of the Office of Advancement and MPC Foundation. Select, supervise, train, and evaluate MPC Foundation staff. Oversee and manage the operational budget and expenditures.
12. Maintain an understanding of current ideas, trends, laws, regulations, guidelines and practices pertaining to the areas of responsibility through continued study and participation in professional organizations. Seek and participate in professional development activities.

Other Duties:

13. Serve on assigned MPC Foundation, regional and College committees. Represent the MPC Foundation and College at local, regional and state meetings and events.
14. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Education & Experience

A Bachelor's Degree from an accredited college or university and five (5) years of progressively responsible experience in resource development.

Licenses and other Requirements

Possession of or ability to obtain prior to employment, a valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

Desirable: Certified Fund Raising Executive (CFRE) certificate.

Knowledge:

Knowledge of methods, techniques, and procedures used in the planning, development, marketing, and delivery of a major fundraising and resource development program; sources of grant funding, the application process and management; financial investment and management techniques and regulations; principles and methods of management and supervision; budget preparation and expenditure control; record keeping, data collection, and report preparation techniques to ensure information is accurately presented and reported; current computer

operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs; the diverse background of community college students; and the mission, goals and vision of California community colleges.

Abilities

Ability to: Develop, strengthen and implement the goals of a comprehensive community college foundation program, including overseeing major fundraising and campaigns; outreach to the business and philanthropic communities; provide leadership and prioritize projects; communicate effectively, both orally and in writing; develop a positive relationship with the media; develop and maintain effective working relationships with college administrators, faculty, staff, students, and community and business partners; supervise, train and evaluate employees; research, evaluate data, and prepare comprehensive, concise reports and recommendations; oversee and recommend budget preparation and expenditures; prepare and make effective presentations; demonstrate possession of strong organizational and leadership skills; learn applicable federal, state, and local laws, regulations, policies and procedures; exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues, situations and records; supervise, train, and evaluate personnel; operate computers and their peripherals; use current common software applications in order to accurately enter and retrieve data; operate a variety of office equipment including a computer; utilize word processing, spreadsheets, email, online calendaring and data entry and retrieval from database programs; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending and working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Office environment, constant interruptions, extensive contact with the public. Occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Requires some evening and weekend responsibilities.

Adopted by the Board of Trustees:

Monterey Peninsula Community College District

Governing Board Agenda

November 16, 2016

President's Office

College Area

New Business Agenda Item No. M

Proposal:

That the Governing Board adopts 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 Marilynn 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.

The proposed goals were presented to the Governing Board at the October meeting for a first reading and to receive the Board's input. The goals (Attachment C) have been updated to reflect the change discussed at the October meeting and are presented to the Governing Board for adoption.

Budgetary Implications:

None.

- RESOLUTION: BE IT RESOLVED**, that the Monterey Peninsula College Governing Board Goals for 2017, be adopted.

Recommended By:

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

Prepared By:

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

Agenda Approval:

Walt 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 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 **appropriate** 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

November 16, 2016

New Business Agenda Item No. N

Superintendent/President
College Area

Proposal:

That one MPC Trustee is designated as the 2017-2018 Designated Director on the MPC Foundation Board of Directors with full voting rights, and that one MPC Trustee is designated as the 2017-2018 Alternate Designated Director on the MPC Foundation Board.

Background

The role of Designated Director is intended to further the integration of the MPC Foundation into the college. Designated Directors have served, in the past, a one-year term from January 1-December 31. They may serve a maximum of three terms and have full voting rights.

At the Governing Board's October 28, 2015 meeting, the Board designated Trustee Charles Brown to serve as the 2016 Designated Director on the MPC Foundation Board, and Trustee Margaret-Anne Coppernoll to serve as the 2016 Alternate Designated Director. (Trustees Brown and Coppernoll served in these same roles in 2015.) At this Board meeting, it also was recommended that the Board consider two-year terms in the future, due to the extensive onboarding process. This recommendation is supported by the MPC Superintendent/President and the MPC Foundation Executive Director.

This year, the MPC Foundation will host a new Board Member orientation one day following the MPC Governing Board's annual organizational meeting. Therefore, it is recommended that the Governing Board designate at the November 16 Board meeting the 2017-2018 Designated Director and Alternate Designated Director on the MPC Foundation Board. This will enable the Designated Director and Alternate Designated Director to attend, if necessary, the MPC Foundation Board member orientation on Thursday, December 15, 2016, from Noon-4:00 p.m.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that _____ be designated as the 2017-2018 Designated Director on the MPC Foundation Board of Directors with full voting rights and that _____ be designated as Alternate Designated Director.

Recommended By: Walt a Tribly
Dr. Walter Tribley, Superintendent/President

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

Agenda Approval: Walt a Tribly
Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

November 16, 2016

President's Office

College Area

New Business Agenda Item No. O

Proposal:

That the Governing Board receives information on Senate Bill 415 (SB 415) and provides direction regarding consolidation of District elections with statewide election dates.

Background:

On September 1, 2015, Governor Jerry Brown signed SB 415 (attached) into law, requiring a political subdivision (e.g., school and community college districts), that holds its elections in odd-numbered years and that has experienced "significant decrease in voter turnout," to adopt a plan to transition to even-numbered year general elections no later than January 1, 2018. (Elections Code 14052 (b)) Significant decrease in voter turnout is described as District voter turnout at least 25% less than the average voter turnout for the previous four statewide general elections.

The District currently holds its Board elections in odd-numbered years. Staff will give a presentation at the meeting.

Budgetary Implications:

None.

INFORMATION: Senate Bill 415 and Consolidation of District Elections with Statewide Election Dates

Recommended By:

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

Prepared By:

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

Agenda Approval:

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

Senate Bill No. 415

CHAPTER 235

An act to add Chapter 1.7 (commencing with Section 14050) to Division 14 of the Elections Code, relating to elections.

[Approved by Governor September 1, 2015. Filed with
Secretary of State September 1, 2015.]

LEGISLATIVE COUNSEL'S DIGEST

SB 415, Hueso. Voter participation.

Existing law generally requires all state, county, municipal, district, and school district elections be held on an established election date. Existing law also establishes certain dates for statewide elections. Existing law requires any state, county, municipal, district, and school district election held on a statewide election date to be consolidated with a statewide election, except as provided.

This bill, commencing January 1, 2018, would prohibit a political subdivision, as defined, from holding an election other than on a statewide election date if holding an election on a nonconcurrent date has previously resulted in voter turnout for a regularly scheduled election in that political subdivision being at least 25% less than the average voter turnout within the political subdivision for the previous 4 statewide general elections, except as specified.

This bill would require a court to implement appropriate remedies upon a violation of this prohibition. The bill would authorize a voter who resides in a political subdivision where a violation is alleged to file an action in superior court to enforce this prohibition, and it would allow a prevailing plaintiff other than the state or political subdivision to collect a reasonable attorney's fee and litigation expenses, as provided.

The people of the State of California do enact as follows:

SECTION 1. Chapter 1.7 (commencing with Section 14050) is added to Division 14 of the Elections Code, to read:

CHAPTER 1.7. VOTER PARTICIPATION

14050. This chapter shall be known and may be cited as the California Voter Participation Rights Act.

14051. As used in this chapter:

(a) "Political subdivision" means a geographic area of representation created for the provision of government services, including, but not limited

to, a city, a school district, a community college district, or other district organized pursuant to state law.

(b) “Significant decrease in voter turnout” means the voter turnout for a regularly scheduled election in a political subdivision is at least 25 percent less than the average voter turnout within that political subdivision for the previous four statewide general elections.

(c) “Voter turnout” means the percentage of voters who are eligible to cast ballots within a given political subdivision who voted.

14052. (a) Except as provided in subdivision (b), a political subdivision shall not hold an election other than on a statewide election date if holding an election on a nonconcurrent date has previously resulted in a significant decrease in voter turnout.

(b) A political subdivision may hold an election other than on a statewide election date if, by January 1, 2018, the political subdivision has adopted a plan to consolidate a future election with a statewide election not later than the November 8, 2022, statewide general election.

14053. Upon a finding of a violation of subdivision (a) of Section 14052, the court shall implement appropriate remedies, including the imposition of concurrent election dates for future elections and the upgrade of voting equipment or systems to do so. In imposing remedies pursuant to this section, a court may also require a county board of supervisors to approve consolidation pursuant to Section 10402.5.

14054. In an action to enforce subdivision (a) of Section 14052, the court shall allow the prevailing plaintiff other than the state or political subdivision of the state, a reasonable attorney’s fee consistent with the standards established in *Serrano v. Priest* (1977) 20 Cal.3d 25, 48-49, and litigation expenses including, but not limited to, expert witness fees and expenses as part of the costs. A prevailing defendant shall not recover any costs, unless the court finds the action to be frivolous, unreasonable, or without foundation.

14055. A voter who resides in a political subdivision where a violation of subdivision (a) of Section 14052 is alleged may file an action pursuant to that section in the superior court of the county in which the political subdivision is located.

14056. This chapter does not apply to special elections.

14057. This chapter shall become operative on January 1, 2018.

Monterey Peninsula Community College District

Governing Board Agenda

November 16, 2016

New Business Agenda Item No. P

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

NOVEMBER 2016

- Wednesday, November 16 Regular Board Meeting, MPC Library & Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room
- Thursday, November 17 **Guest Author Series, Micah Perks, 7:00pm, LTC Sam Karas Room**
- Friday, November 18 **ASMPC Thanksgiving Feast, 11:00am-1:00pm, Student Center**
World Language Fall Festival French Department, Lecturer Celine Glon, 7:00-9:00pm, LF-103
- Thursday, Nov. 24 through Friday, Nov. 25 Holiday - Thanksgiving

DECEMBER 2016

- Thursday, December 1 MPC Foundation Board & Volunteer Holiday Party, 5:00 p.m., La Mirada
- Tuesday, December 6 **Alumni Committee Holiday Dinner, 5:30pm, Old Fisherman's Grotto**
- 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
- Thursday, December 15 **Administrators' Holiday Reception, 2:30-4:00pm, Administration Building Lobby**
- 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

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

MPC Governing Board 2016-2017 Calendar of Events

MARCH 2017

Sun.-Sat., March 19-25

**Wednesday, March 22*

Spring Recess

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

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.*

Events/details added from previous Calendar are highlighted in bold; updated November 8, 2016.