



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

**REGULAR MEETING
WEDNESDAY, DECEMBER 14, 2016**

NEW BUSINESS

Monterey Peninsula Community College District

Governing Board Agenda

December 14, 2016

New Business Agenda Item No. A

Fiscal Services
College Area

Proposal:

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

Background:

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

Budgetary Implications:

None.

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

Recommended By:



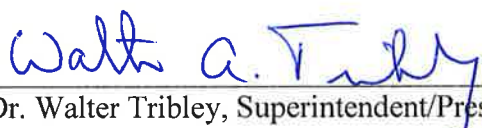
Steven L. Crow, Ed.D., Vice President of Administrative Services

Prepared By:



Rosemary Barrios, Controller

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

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

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

Due to the early submittal date of the financial information for the December board meeting. This report is as of October 31, 2016. Overall revenue and expenses are tracking as expected for this fourth month of the fiscal year. The district will continue to track revenue and expense closely and make the necessary budget adjustments as needed throughout the fiscal year.

Operating Fund net revenue through October 31, 2016 is \$11,083,025 which is 21.4% of the operating budget for this fiscal year. Expenditures year-to-date total \$14,488,473 and Encumbrances of \$9,694,285 which added together is 46.8% of the operating budget for this fiscal year, for a net difference of -\$13,099,733.

The Unrestricted General Fund anticipates in receiving ~\$8.8M in property taxes in December. The District's Unearned revenue (deferred revenue) of ~\$3.4M from 15-16 will be reversed to the current fiscal year in December. These revenues will be reflected in the actual revenue of the operating funds in the next financial report.

Unrestricted General Fund

Revenue

- October State Apportionment payment received of \$2,075,652.
- Property taxes received of \$572,233.
- Other local revenues received include: enrollment fees, non-resident fees, transcripts, and other local and state revenues totaling: \$268,997.

Expenditures

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

Child Development Fund

- There has been no revenue posted for the restricted child development fund and this is due to the district has not received its reimbursement from the state. We still anticipate in receiving the full reimbursement of all expenses for the fiscal year.
- State revenues are received on a reimbursement basis for the state grant.

Self Insurance Fund

- Self Insurance Fund (SIF) expenses are at 28.8% of budgeted expenditures. The expenditure amount is 10.3% lower than the amount for the same period last fiscal year. We will continue to track this fund closely.
- Revenues of ~\$1.5M have been received this month from the unrestricted general fund for health insurance claim payments and from retiree insurance contributions and cobra.

Worker Comp Fund

- The Worker Comp Fund revenue budget has been adjusted upward by \$24K with the anticipated increase of worker comp run-off claim reimbursement revenues being received.

Capital Project Fund

- Deferred Revenue setup in 15-16 will be reversed in December which will be reflected in the actual revenue of the fund in the next report.

Revenue Bond Fund

- A transfer between funds will be completed in December to transfer funds to the revenue bond fund from the student center fund. This will be reflected in the actual revenue received to the fund.

Fiduciary Funds

- The Trust Funds revenue and expense budgets have been increased by \$685K due to projected revenues anticipated to be received and expense payouts for the following programs: Continuing Education courses being offered, MATE Program remote operation vehicle (ROV) and textbook sales and Full Time Success Grant payment to students and other trust accounts.
- The Associated Student of Monterey Peninsula College (ASMP) budget has been adjusted downward by \$10K with the anticipated reduced revenues and expenses.

Cash Balance:

The total cash balance for all funds is \$26,116,672 including bond cash of \$9,901,275 and \$16,215,397 for all other funds. Operating funds cash is \$10,970,332. Cash balance in the General Fund is at \$9,641,095 for the month-ending October 31, 2016.

Monterey Peninsula Community College

Monthly Financial Report

October 31, 2016

Summary of All Funds

<u>Funds</u>	<u>Beginning</u> <u>Fund Balance</u>	<u>Revised Budgets</u> <u>2016 - 2017</u>		<u>Ending</u> <u>Fund Balance</u>	<u>Year to Date Actual</u> <u>2016 - 2017</u>			<u>% Actual</u> <u>to Budget</u>		<u>Cash</u> <u>Balance</u>
	<u>07/01/16</u>	<u>Revenue</u>	<u>Expense</u>	<u>6/30/2017</u>	<u>Revenue</u>	<u>Expense</u>	<u>Encumbrances</u>	<u>Rev</u>	<u>Expense/ Enc.</u>	<u>10/31/2016</u>
General - Unrestricted	\$4,207,901	\$40,237,689	\$40,237,689	\$4,207,901	9,592,573	11,746,562	8,441,847	23.8%	50.2%	\$9,641,095
General - Restricted	0	10,196,771	10,196,771	0	1,156,321	2,462,837	1,022,962	11.3%	34.2%	0
Child Dev - Unrestricted	0	155,631	155,631	\$0	121,678	40,657	14,291	78.2%	35.3%	0
Child Dev - Restricted	0	439,166	439,166	0	0	114,851	75,036	0.0%	43.2%	(34,289)
Student Center	437,772	258,000	259,094	436,678	25,733	22,649	60,378	10.0%	32.0%	583,224
Parking	573,254	418,790	418,790	573,254	186,720	100,917	79,771	44.6%	43.1%	780,302
Subtotal Operating Funds	\$5,218,927	\$51,706,047	\$51,707,141	\$5,217,833	\$11,083,025	\$14,488,473	\$9,694,285	21.4%	46.8%	\$10,970,332
Self Insurance	3,489,812	7,181,305	8,985,831	1,685,286	1,660,740	2,554,386	34,952	23.1%	28.8%	2,856,109
Worker Comp	100,000	25,000	97,500	27,500	9,462	26,239	2,750	37.8%	29.7%	122,759
Other Post Employment Benefits	119,319	100,770	0	220,089	0	0	0	0.0%	0.0%	157,878
Capital Project	780,000	784,712	884,253	680,459	0	351,841	288,796	0.0%	72.4%	637,843
Building	9,866,896	65,000	0	9,931,896	0	(6,281)	0	0.0%	0.0%	9,901,275
Revenue Bond	22,371	21,500	21,500	22,371	0	20,900	0	0.0%	97.2%	1,662
Associated Student	105,740	80,000	80,000	105,740	20,816	18,359	0	26.0%	22.9%	233,858
Financial Aid	17,745	5,722,000	5,722,000	17,745	1,166,699	1,166,699	0	20.4%	20.4%	130,966
Scholarship & Loans	272,948	2,600,000	2,600,000	272,948	916,327	706,539	0	35.2%	27.2%	445,165
Trust Funds	36,718	1,830,000	1,830,000	36,718	719,669	926,068	0	39.3%	50.6%	636,289
Orr Estate	16,385	20,000	20,000	16,385	3,159	7,363	0	15.8%	36.8%	22,537
Total all Funds	\$20,046,861	\$70,136,334	\$71,948,225	\$18,234,970	\$15,579,896	\$20,260,586	\$10,020,783	22.2%	28.2%	\$26,116,672

Monterey Peninsula Community College District

Governing Board Agenda

December 14, 2016

New Business Agenda Item No. B

Fiscal Services
College Area

Proposal:

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

Background:

The majority of the funds are on deposit with the Monterey County Treasury pursuant to Ed Code. The County Treasurer provides a quarterly report to participating agencies detailing asset allocation and investment performance. The portfolio's net earned income yield for the period ending September 30, 2016, was 1.54%. Approximately 86% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities and other liquid funds. The remaining 14% is invested in corporate debt and is rated in the higher levels of investment grade.

Budgetary Implications:

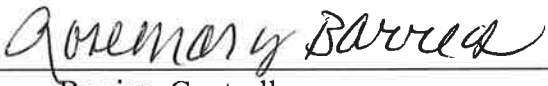
None.

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


Recommended By:


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

Prepared By:


Rosemary Barrios, Controller

Agenda Approval:


Dr. Walter Tribley, Superintendent/President



Monterey County Board of Supervisors

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

Board Order

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

Received and accepted the Treasurer's Report of Investments for the Quarter Ending September 30, 2016.

PASSED AND ADOPTED on this 1st day of November 2016, by the following vote, to wit:

AYES: Supervisors Armenta, Phillips, Salinas, Parker and Potter

NOES: None

ABSENT: None

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 79 for the meeting on November 1, 2016.

Dated: November 7, 2016
File ID: 16-1209

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

By Denise Hancock
Deputy



Monterey County

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

Board Report

Legistar File Number: 16-1209

November 01, 2016

Introduced: 10/18/2016

Current Status: Consent Agenda

Version: 1

Matter Type: General Agenda Item

Receive and Accept the Treasurer's Report of Investments for the Quarter Ending September 30, 2016.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Receive and Accept the Treasurer's Report of Investments for the Quarter Ending September 30, 2016.

SUMMARY:

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

DISCUSSION:

During the July - September quarter, U.S. Treasury rates rose on the shorter end of the yield curve as market expectations for a rate hike this year inched up based on speeches by Fed officials and the Federal Open Market Committee (FOMC). Longer-maturity U.S. Treasury yields have fallen substantially this year over concerns about global growth and global demand given the negative yields abroad.

On September 30, 2016, the Monterey County investment portfolio contained an amortized book value of \$1,118,029,849.61 spread among 82 separate securities and funds. The par value of those funds was \$1,116,939,220.11, with a market value of \$1,120,520,653.12 or 100.22% of amortized book value. The portfolio's net earned income yield for the period was 1.54%. The portfolio produced an estimated quarterly income of \$ \$4,530,360.12 which will be distributed proportionally to all agencies participating in the investment pool. The investment portfolio had a weighted average maturity of 491 days. The County Treasury outperformed all of the portfolio benchmarks due to a consistent investment strategy that uses short term debt to provide liquidity, while also taking advantage of higher rates in the 1 to 3 year investment range.

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

OTHER AGENCY INVOLVEMENT:

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

FINANCING:

The investment portfolio contains sufficient liquidity to meet all projected expenditures over the next six months. We estimate that the investment earnings in the General Fund will be consistent with budgeted revenue.

Prepared by: Susanne King, Treasury Manager, x5490

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

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

Exhibit A - Investment Portfolio Review 09.30.16

Exhibit B - Portfolio Management Report 09.30.16

Exhibit C - Monterey County Historical Yields vs. Benchmarks

Exhibit D - Aging Report 10.01.16

cc:

County Administrative Office

County Counsel

Auditor-Controller - Internal Audit Section

All depositors

Treasury Oversight Committee

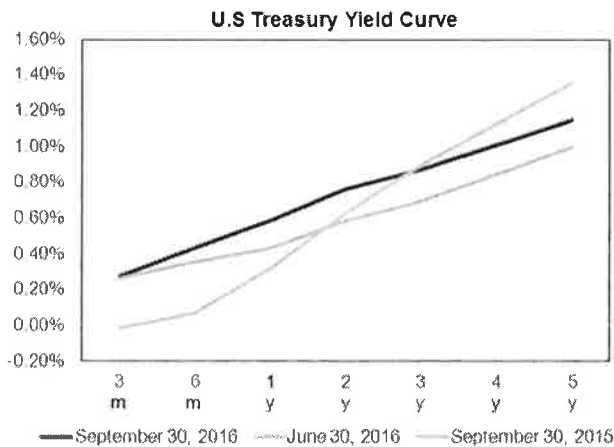
Exhibit A Investment Portfolio Review Quarter Ending September 30, 2016

OVERVIEW July 1, 2016 – September 30, 2016

During the July - September quarter yields on U.S. Treasuries increased modestly over the previous quarter, but still remain substantially lower than a year ago. The Federal Reserve's reluctance to raise rates this quarter put downward pressure on short and intermediate term yields, while the perception of a modest rise in labor costs and increase in commodity prices pressured long-term maturity yields upward. This movement heightened expectations for a possible hike in the Federal Rate for later this year. Inflation has continued to run below the Fed Committee's 2% objective, partly reflecting earlier declines in energy prices and decreasing prices of non-energy imports. In addition, the unemployment data shows that job gains have been solid on average.

U.S. TREASURY YIELD CURVE

- Longer-maturity U.S. Treasury yields have fallen substantially this year over concerns about global growth and global demand given negative yields abroad.
- On the shorter end of the curve, rates rose during the quarter, as market expectations for a rate hike this year inched up following speeches by Fed officials and the FOMC seeing a stronger case for increasing rates by year-end.



Yield Curve History

	9/30/15	6/30/16	9/30/16
3-Month	-0.02%	0.26%	0.28%
6-Month	0.07%	0.35%	0.43%
1-Year	0.31%	0.44%	0.59%
2-Year	0.63%	0.58%	0.76%
3-Year	0.90%	0.69%	0.88%
5-Year	1.36%	1.00%	1.15%
7-Year	1.74%	1.28%	1.42%
10-Year	2.04%	1.47%	1.60%
30-Year	2.85%	2.29%	2.32%

Source: Bloomberg

The County Treasury continues to outperform all of its portfolio benchmarks this quarter. Our investment strategy positions short term debt to provide liquidity and continues to take advantage of available higher yields on commercial paper, notes and negotiable CDs as well as maintaining federal

agencies with attractive rates. The following indicators reflect key aspects of the County’s investment portfolio in light of the above noted conditions:

1. **Market Access** – During the quarter, the majority of County investment purchases were in the area of Federal Agencies and highly rated corporate debt. The Treasurer continues to keep a high level of liquid assets reflecting the need to maintain levels of available cash to ensure the ability to meet all cash flow needs.
2. **Diversification** - The Monterey County Treasurer’s portfolio consists of 82 separate fixed income investments, all of which are authorized by the State of California Government Code 53601.

The portfolio asset spread is detailed in the table below:

Portfolio Asset Composition					
Corporate Notes	Negotiable CDs	Overnight Liquid Assets	US Treasuries	Federal Agencies	Commercial Paper
16%	9%	20%	10%	36%	11%

• Total may not equal 100% due to rounding

3. **Credit Risk** – Approximately 86% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities, Negotiable CDs and other liquid funds. All assets have an investment grade rating. U.S. Treasuries are not specifically rated, but are considered the safest of all investments. All corporate debt (16%) is rated in the higher levels of investment grade and all federal agency securities have AA ratings, or are guaranteed by the U.S. Treasury. The credit quality of the County’s portfolio continues to be high.

The portfolio credit composition is detailed in the table below:

Portfolio Credit Composition										
AAA	AAAm	AA+	AA	AA-	A+	A	A-1+ (Short-Term)	A-1 (Short-Term)	Aaf/S1+ (CalTrust)	Not Rated (LAIF/MMF)
1%	6%	48%	2%	10%	1%	3%	2%	14%	10%	3%

4. **Liquidity Risk** – Liquidity risk, as measured by the ability of the County’s Treasury to meet withdrawal demands on invested assets, was adequately managed during the July to September quarter. The portfolio’s average weighted maturity was 491 days, and the County maintained \$206M (18%) in overnight investments to provide immediate liquidity. In addition, the County maintained \$191M (17%) in securities with maturities under a year to provide additional liquidity.

PORTFOLIO CHARACTERISTICS

	<u>June 30, 2016</u>	<u>September 30, 2016</u>
Total Assets	\$1,299,086,359.71	\$1,118,029,849.61
Market Value	\$1,298,648,951.83	\$1,120,520,653.12
Days to Maturity	491	491
Yield	1.03%	1.54%
Estimated Earnings	\$3,429,732.19	\$4,530,360.12

FUTURE STRATEGY

The Treasurer has 64% invested in the 1-3 year maturity range to take advantage of the higher yields offered in that part of the yield curve. We will continue to run the portfolio to manage safety and risk while maximizing the rate of return.

Exhibit B

Monterey County Portfolio Management Portfolio Details - Investments September 30, 2016

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
Money Market Accts - GC 53601(k)(2)												
SYS11672	11672	BlackRock			0.00	0.00	0.00	0.337			0.337	
SYS11830	11830	Federated		07/01/2016	0.00	0.00	0.00	0.101	Aaa	AAA	0.101	
SYS11578	11578	Fidelity Investments			0.00	0.00	0.00	0.439	Aaa	AAA	0.439	
Subtotal and Average			12,147,162.22		0.00	0.00	0.00				0.000	
State Pool - GC 16429.1												
SYS11361	11361	LAIF			30,000,000.00	30,000,000.00	30,000,000.00	0.546			0.546	
Subtotal and Average			46,304,347.83		30,000,000.00	30,000,000.00	30,000,000.00				0.546	
CALTRUST/CAMP - GC 53601(p)												
SYS11801	11801	CalTrust			110,000,000.00	110,000,000.00	110,000,000.00	0.800	Aaa	AAA	0.800	
SYS10379	10379	Calif. Asset Mgmt			65,000,000.00	65,000,000.00	65,000,000.00	0.628		AAA	0.628	
SYS11961	11961	Calif. Asset Mgmt			465,959.07	465,959.07	465,959.07	0.634		AAA	0.634	
Subtotal and Average			166,101,828.64		175,465,959.07	175,465,959.07	175,465,959.07				0.736	
SWEEP ACCOUNT-MORG STNLY												
SYS12041	12041	Morgan Stanley			428,261.04	428,261.04	428,261.04	0.289			0.289	
Subtotal and Average			1,571,171.82		428,261.04	428,261.04	428,261.04				0.289	
Negotiable CDs - GC 53601 (i)												
13606AM70	12093	Canadian Imperial Bank NY		07/29/2016	20,000,000.00	20,014,000.00	20,000,000.00	1.100	P-1	A-1	1.100	02/23/2017
40428AR58	12047	HSBC Securites		11/18/2015	14,000,000.00	14,000,000.00	14,000,000.00	1.540	Aa2	AA-	1.540	11/17/2017
78009NZZ2	12072	Royal Bank of Canada		03/15/2016	18,000,000.00	18,000,000.00	18,000,000.00	1.700	Aa3	AA-	1.700	03/09/2018
83050FBG5	12046	Skandinaviska Enskilada Banken		11/17/2015	14,000,000.00	14,000,000.00	14,000,000.00	1.480	Aa3	A+	1.501	11/16/2017
86958DH54	12048	Svenska Handelsbanken NY		11/24/2015	14,000,000.00	14,007,000.00	14,000,000.00	1.275			1.160	08/24/2017
89113E5E2	12073	Toronto Dominion Bank		03/16/2016	18,000,000.00	18,000,000.00	18,000,000.00	1.720	Aa1	AA-	1.744	03/14/2018
Subtotal and Average			91,913,043.48		98,000,000.00	98,021,000.00	98,000,000.00				1.457	
Medium Term Notes - GC 53601(k)												
0258M0DP1	12088	American Express Credit		06/27/2016	10,000,000.00	10,204,100.00	10,164,358.33	2.250	A2	A-	1.660	08/15/2019
037833BQ2	12066	Apple Inc Corp Notes		02/23/2016	6,000,000.00	6,067,980.00	5,999,186.08	1.700	Aa1	AA+	1.706	02/22/2019
084664BS9	12031	Berkshire Hathaway Finance		04/24/2015	10,000,000.00	10,034,100.00	10,053,989.74	1.600	Aa2	AA	0.724	05/15/2017
084670BX5	12098	Berkshire Hathaway Finance		08/15/2016	2,415,000.00	2,413,695.90	2,414,728.71	1.150	Aa2	AA	1.156	08/15/2018
166764AE0	12049	Chevron Corp. Global		11/25/2015	8,175,000.00	8,247,021.75	8,202,520.97	1.718	Aa1	AA	1.519	06/24/2018

Portfolio INVT
AP
PM (PRF_PM2) 7.3.0

Exhibit B

Monterey County Portfolio Management Portfolio Details - Investments September 30, 2016

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
Medium Term Notes - GC 53601(k)												
17275RBG6	12104	Cisco Systems Inc Corp		09/20/2016	9,000,000.00	9,007,830.00	8,990,111.75	1.400	A1		1.438	09/20/2019
172967KS9	12085	Citibank		06/09/2016	3,840,000.00	3,869,222.40	3,838,210.66	2.050	Baa1	A-	2.068	06/07/2019
25468PDH6	12064	The Walt Disney Copr		01/08/2016	2,710,000.00	2,741,300.50	2,707,252.91	1.650	A2	A	1.696	01/08/2019
369604BC6	12010	General Electric		01/23/2015	10,000,000.00	10,482,000.00	10,474,699.90	5.250	Aa	AA	1.150	12/06/2017
38141GVT8	12074	Goldman Sachs		04/25/2016	1,415,000.00	1,424,423.90	1,411,634.50	2.000	A3	BBB+	2.096	04/25/2019
38141GVT8	12075	Goldman Sachs		04/26/2016	7,210,000.00	7,258,018.60	7,206,048.47	2.000	A3	BBB+	2.022	04/25/2019
02665WBA8	12068	American Honda Finance		02/23/2016	3,780,000.00	3,812,167.80	3,779,396.74	1.700	A1	A+	1.707	02/22/2019
02665WBE0	12091	American Honda Finance		07/12/2016	2,500,000.00	2,485,350.00	2,497,682.87	1.200	A1	A+	1.234	07/12/2019
459200JE2	12067	IBM Corp Notes		02/19/2016	20,000,000.00	20,288,000.00	19,993,358.56	1.800			1.812	05/17/2019
24422ETE9	12063	John Deere Capital Corp		01/08/2016	8,300,000.00	8,436,784.00	8,299,623.27	1.950	A2	A	1.952	01/08/2019
478160BF0	12000	Johnson & Johnson		12/23/2014	2,000,000.00	2,000,100.00	2,000,000.00	0.700	Aaa	AAA	0.700	11/28/2016
46625HQU7	12081	JP Morgan Chase		05/26/2016	10,000,000.00	10,056,300.00	10,014,469.98	1.850	A3	A	1.789	03/22/2019
594918BN3	12095	MICROSOFT CORP		08/08/2016	6,500,000.00	6,479,265.00	6,493,633.55	1.100	Aaa	AAA	1.135	08/08/2019
713448DE5	12070	Pepsico Inc Corp Note		02/24/2016	3,850,000.00	3,875,564.00	3,849,108.25	1.500	A1	A	1.510	02/22/2019
717081DU4	12083	PFIZER INC		06/03/2016	10,000,000.00	10,059,300.00	9,989,845.56	1.450	A1	AA	1.489	06/03/2019
89233P5S1	11839	Toyota Motor Corporation		02/29/2012	5,000,000.00	5,010,750.00	5,006,317.54	2.050	Aa	AA	1.580	01/12/2017
89236TCA1	12009	Toyota Motor Corporation		01/16/2015	10,000,000.00	10,037,500.00	10,021,250.56	1.450	Aa	AA	1.280	01/12/2018
89233P6S0	12018	Toyota Motor Corporation		03/30/2015	10,000,000.00	10,008,900.00	10,014,238.23	1.250	Aaa	AA	1.107	10/05/2017
94974BFG0	12021	Wells Fargo & Company		04/07/2015	10,000,000.00	10,012,700.00	10,042,543.54	1.500	Aaa	AA	1.164	01/16/2018
94974BFU9	12089	Wells Fargo & Company		06/27/2016	10,000,000.00	10,138,500.00	10,160,154.19	2.125	A2	A	1.483	04/22/2019
Subtotal and Average			177,454,709.88		182,695,000.00	184,450,873.85	183,624,364.86				1.485	
Commercial Paper Disc.- GC 53601(h)												
06366GQH5	12086	Bank of Montreal Chicago		06/24/2016	20,000,000.00	19,891,800.00	19,905,160.67	1.022	P-1	A-1	1.044	03/17/2017
06538BKR3	12076	Bank of Tokyo-MITS		04/25/2016	20,000,000.00	19,992,400.00	19,988,133.33	0.890	P-1	A-1	0.909	10/25/2016
09659BLJ7	12079	BNP Paribas NY		05/24/2016	20,000,000.00	19,980,600.00	19,975,466.67	0.920	P-1	A-1	0.924	11/18/2016
22533TQ66	12102	Credit Agricole CIB NY		09/07/2016	20,000,000.00	19,899,000.00	19,894,266.67	1.220	P-1	A-1	1.227	03/06/2017
4497WONQ7	12092	ING		07/29/2016	20,000,000.00	19,931,638.86	19,931,638.86	1.070	P-1	A-1	1.076	01/24/2017
21687AMT7	12087	Rabobank Nederland		06/24/2016	20,000,000.00	19,959,000.00	19,958,433.33	0.860	P-1	A-1	0.878	12/27/2016
Subtotal and Average			111,837,396.55		120,000,000.00	119,654,438.86	119,653,099.53				1.010	
Fed Agcy Coupon Sec - GC 53601(f)												
3133EEFE5	12008	Federal Farm Credit Bank		01/12/2015	10,000,000.00	10,043,400.00	10,017,877.27	1.125	Aaa	AA	0.975	12/18/2017
3133EEMA5	12011	Federal Farm Credit Bank		01/30/2015	10,000,000.00	10,136,700.00	10,006,208.25	1.500	Aaa	AA	1.480	12/30/2019
3133EELZ1	12012	Federal Farm Credit Bank		02/02/2015	10,000,000.00	10,021,400.00	10,016,182.59	1.000	Aaa	AA	0.890	03/29/2018

Portfolio INVT

AP

Exhibit B

Monterey County Portfolio Management Portfolio Details - Investments September 30, 2016

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
Fed Agcy Coupon Sec - GC 53601(f)												
3133EETE0	12020	Federal Farm Credit Bank		04/01/2015	10,000,000.00	10,049,900.00	10,027,449.48	1.125	Aaa	AA	0.932	03/12/2018
313378A43	11925	Federal Home Loan Bank		05/02/2013	10,000,000.00	10,081,500.00	10,086,995.54	1.375	Aaa	AA	0.758	03/09/2018
313383A68	11928	Federal Home Loan Bank		06/13/2013	10,000,000.00	10,000,300.00	10,000,000.00	1.080	Aaa	AA	1.080	06/13/2018
313378QK0	11966	Federal Home Loan Bank		04/04/2014	10,000,000.00	10,220,800.00	10,013,198.75	1.875	Aaa	AA	1.818	03/08/2019
3130A4Q70	12032	Federal Home Loan Bank		04/23/2015	10,000,000.00	10,022,000.00	10,021,046.97	1.000	Aaa	AA+	0.811	11/17/2017
3130A8BD4	12082	Federal Home Loan Bank		05/27/2016	32,000,000.00	32,122,880.00	31,935,596.60	0.875	Aaa	AA+	0.992	06/29/2018
3130A8DB6	12084	Federal Home Loan Bank		06/03/2016	16,935,000.00	17,005,280.25	16,928,651.69	1.125	Aaa	AA+	1.139	06/21/2019
3130A8DB6	12090	Federal Home Loan Bank		07/12/2016	26,000,000.00	26,107,900.00	26,229,055.34	1.125	Aaa	AA+	0.797	06/21/2019
3130A8PK3	12097	Federal Home Loan Bank		08/15/2016	18,000,000.00	17,929,800.00	17,924,906.63	0.625	Aaa	AA+	0.853	08/07/2018
3130A8BD4	12099	Federal Home Loan Bank		08/15/2016	15,250,000.00	15,308,560.00	15,253,134.47	0.875	Aaa	AA+	0.863	06/29/2018
3130A9AE1	12101	Federal Home Loan Bank		08/29/2016	17,500,000.00	17,492,300.00	17,488,157.51	0.875	Aaa	AA+	0.909	10/01/2018
3134G3S50	11887	Federal Home Loan Mtg Corp		11/30/2012	10,000,000.00	10,002,400.00	10,000,534.79	0.625	Aaa	AA	0.560	11/01/2016
3134G42G2	11917	Federal Home Loan Mtg Corp		04/30/2013	10,000,000.00	10,000,100.00	10,000,000.00	1.050	Aaa	AA	1.050	04/30/2018
3134G43F3	11920	Federal Home Loan Mtg Corp		04/30/2013	10,000,000.00	10,000,800.00	10,000,000.00	1.020	Aaa	AA	1.020	04/30/2018
3134G43V8	11923	Federal Home Loan Mtg Corp		05/15/2013	10,000,000.00	10,000,800.00	9,999,675.56	1.050	Aaa	AA	1.052	05/15/2018
3137EADL0	11987	Federal Home Loan Mtg Corp		08/25/2014	10,000,000.00	10,031,200.00	9,990,146.97	1.000	Aaa	AA	1.101	09/29/2017
3137EADZ9	12100	Federal Home Loan Mtg Corp		08/29/2016	17,500,000.00	17,577,700.00	17,573,888.11	1.125	Aaa	AA+	0.956	04/15/2019
3137EAED7	12103	Federal Home Loan Mtg Corp		09/16/2016	10,150,000.00	10,145,331.00	10,145,723.26	0.875	Aaa	AA+	0.896	10/12/2018
3135G0XA6	11924	Federal National Mtg Assn		05/21/2013	10,000,000.00	10,000,900.00	10,000,000.00	1.030	Aaa	AA	1.030	05/21/2018
3135G0XK4	11927	Federal National Mtg Assn		05/30/2013	10,000,000.00	9,995,600.00	10,000,000.00	1.050	Aaa	AA	1.050	05/25/2018
3135G0WJ8	11929	Federal National Mtg Assn		05/28/2013	10,000,000.00	10,008,900.00	9,972,918.57	0.875	Aaa	AA	1.045	05/21/2018
3136FTS67	12013	Federal National Mtg Assn		02/03/2015	10,000,000.00	10,171,500.00	10,127,178.96	1.700	Aaa	AA	1.157	02/27/2019
3135G0YMN	12033	Federal National Mtg Assn		04/23/2015	10,000,000.00	10,204,000.00	10,156,769.31	1.875	Aaa	AA+	1.060	09/18/2018
3135G0RT2	12039	Federal National Mtg Assn		10/22/2015	10,000,000.00	10,014,900.00	10,018,677.25	0.875	Aaa	AA+	0.720	12/20/2017
3135G0TG8	12040	Federal National Mtg Assn		10/22/2015	10,000,000.00	10,013,400.00	10,016,685.35	0.875	Aaa	AA+	0.750	02/08/2018
3135G0J53	12069	Federal National Mtg Assn		02/23/2016	21,150,000.00	21,180,033.00	21,110,133.32	1.000	Aaa	AA+	1.080	02/26/2019
3135G0N33	12094	Federal National Mtg Assn		08/08/2016	18,675,000.00	18,602,354.25	18,633,634.53	0.875	Aaa	AA+	0.954	08/02/2019
3135G0J53	12096	Federal National Mtg Assn		08/09/2016	7,900,000.00	7,911,218.00	7,918,108.40	1.000	Aaa	AA+	0.903	02/26/2019
Subtotal and Average			372,997,727.85		401,060,000.00	402,403,856.50	401,612,535.47				0.980	
US Treasury Note-GC 53601(b)												
912828A34	12042B	U.S. Treasury		11/10/2015	5,290,000.00	5,338,773.80	5,290,000.00	1.250	Aaa	AA	1.250	11/30/2018
912828A34	12044	U.S. Treasury		11/16/2015	17,000,000.00	17,156,740.00	17,015,123.87	1.250	Aaa	AA	1.208	11/30/2018
912828VE7	12045	U.S. Treasury		11/16/2015	17,000,000.00	17,067,150.00	16,981,737.21	1.000	Aaa	AA+	1.066	05/31/2018
912828A34	12052	U.S. Treasury		11/25/2015	10,000,000.00	10,092,200.00	10,001,681.71	1.250	Aaa	AA	1.242	11/30/2018

Portfolio INVT

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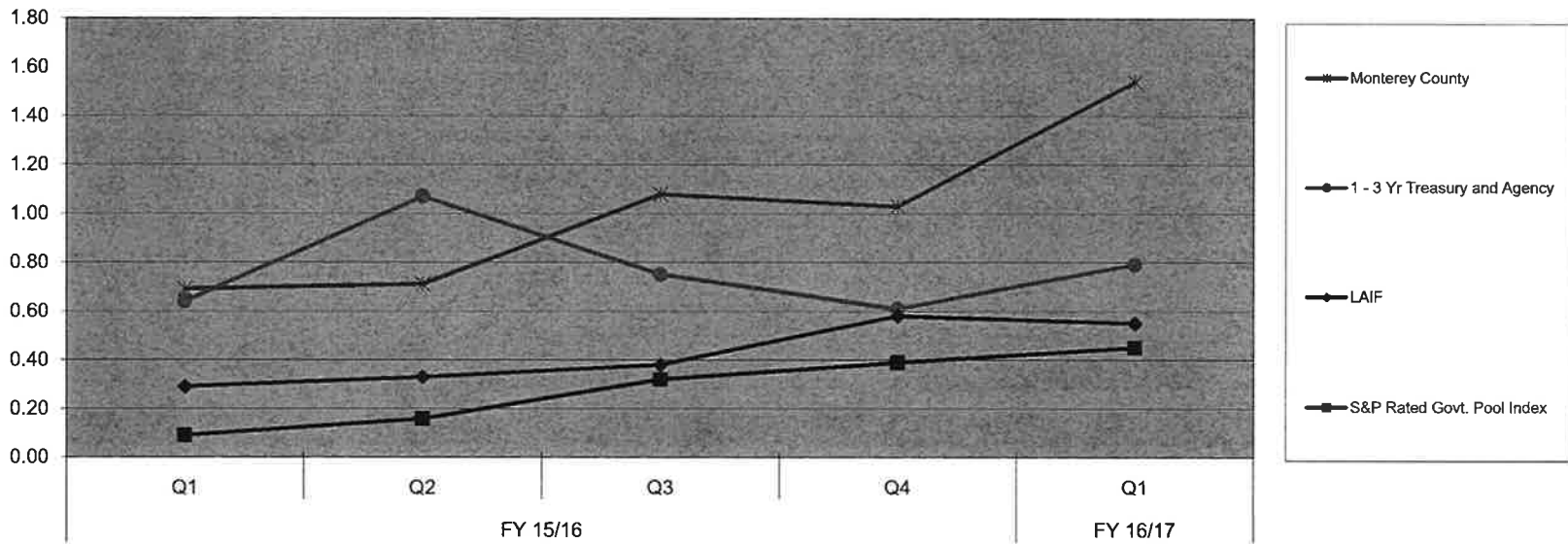
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Exhibit B

Monterey County Portfolio Management Portfolio Details - Investments September 30, 2016

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
US Treasury Note-GC 53601(b)												
912828WD8	12056	U.S. Treasury		12/22/2015	40,000,000.00	40,362,400.00	40,011,374.52	1.250	Aaa	AA+	1.236	10/31/2018
912828VE7	12062	U.S. Treasury		12/22/2015	20,000,000.00	20,079,000.00	19,945,712.33	1.000	Aaa	AA+	1.166	05/31/2018
Subtotal and Average			186,492,842.04		109,290,000.00	110,096,263.80	109,245,629.64				1.194	
Total and Average			1,166,820,230.29		1,116,939,220.11	1,120,520,653.12	1,118,029,849.61				1.079	

Exhibit C Monterey County Historical Yields vs. Benchmarks



Quarterly Yield	FY 15/16				FY 16/17			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Monterey County	0.69	0.71	1.08	1.03	1.54			
1 - 3 Yr Treasury and Agency	0.64	1.07	0.75	0.61	0.79			
LAIF	0.29	0.33	0.38	0.58	0.55			
S&P Rated Govt. Pool Index	0.09	0.16	0.32	0.39	0.45			

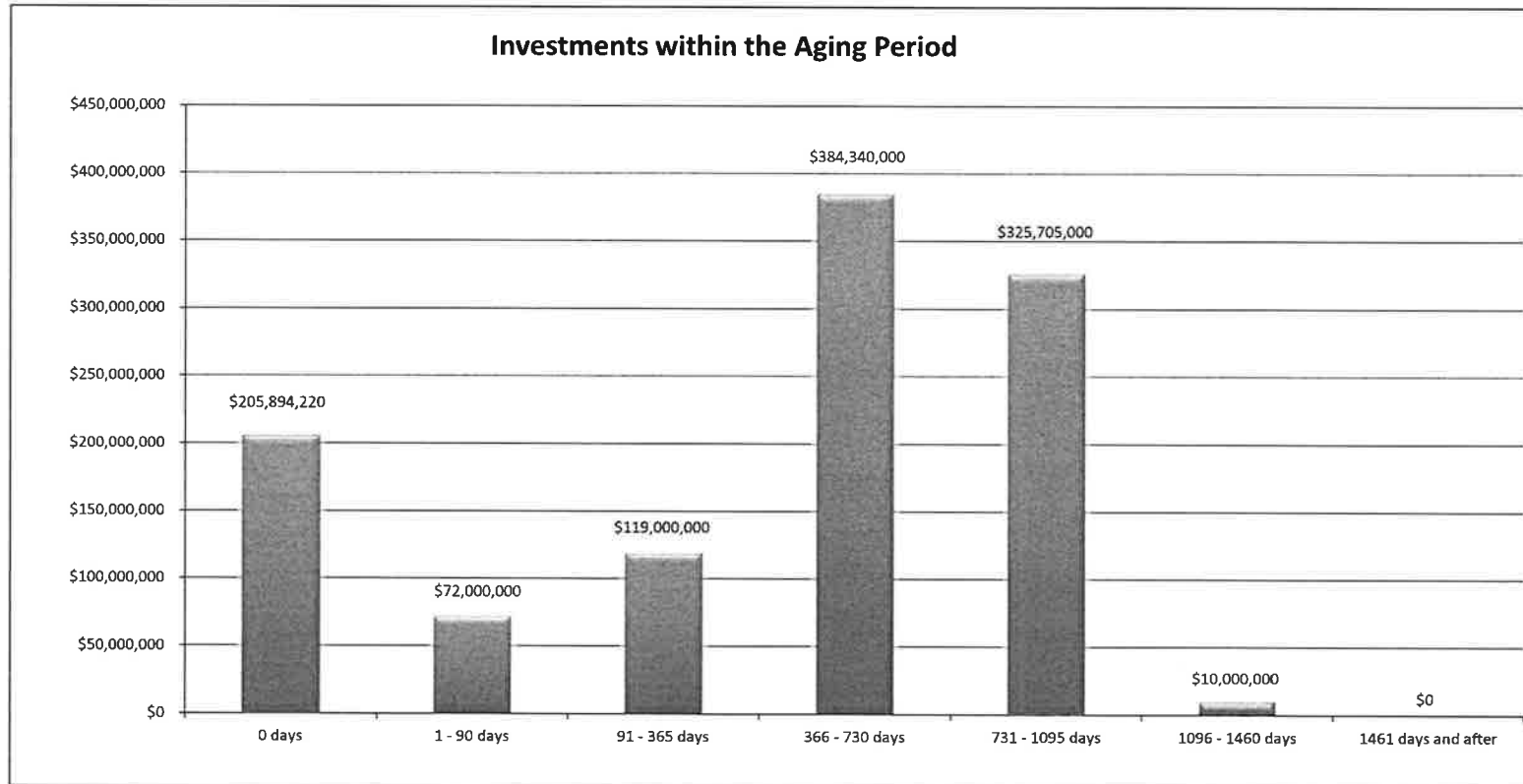
The S&P Index yields are obtained from Bloomberg

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



**Exhibit D
Monterey County
Aging Report
By Maturity Date
As of October 1, 2016**

Aging Interval:			Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
0 days	(10/01/2016 - 10/01/2016)	8 Maturities	205,894,220.11	18.43%	205,894,220.11	205,894,220.11
1 - 90 days	(10/02/2016 - 12/30/2016)	5 Maturities	72,000,000.00	6.45%	71,922,568.12	71,934,500.00
91 - 365 days	(12/31/2016 - 10/01/2017)	8 Maturities	119,000,000.00	10.65%	118,781,520.45	118,819,488.86
366 - 730 days	(10/02/2017 - 10/01/2018)	31 Maturities	384,340,000.00	34.41%	385,033,504.55	385,659,407.65
731 - 1095 days	(10/02/2018 - 10/01/2019)	29 Maturities	325,705,000.00	29.16%	326,391,828.13	328,076,336.50
1096 - 1460 days	(10/02/2019 - 09/30/2020)	1 Maturities	10,000,000.00	0.90%	10,006,208.25	10,136,700.00
1461 days and after	(10/01/2020 -)	0 Maturities	0.00	0.00%	0.00	0.00
		Total for 82 Investments	1,116,939,220.11	100.00	1,118,029,849.61	1,120,520,653.12



Monterey Peninsula Community College District

Governing Board Agenda

December 14, 2016

New Business Agenda Item No. C

Administrative Services
College Area

Proposal:

That the Governing Board approve the following as authorized signatories on behalf of Monterey Peninsula Community College District for the respective official documents, effective January 1, 2017:

- Dr. Walter Tribley, Superintendent/President, and Dr. Steven L. Crow, Vice President of Administrative Services, for all expenditure warrants, contracts and other official documents.
- Rosemary Barrios, Controller, for all expenditure warrants and other official documents with the exception of contracts.

Background:

Education Code Section 85232 states "Each order drawn on the funds of a community college district shall be signed by at least a majority of the members of the governing board of the district, or by a person or persons authorized by the governing board to sign orders in its name". The Monterey County Office of Education recommends that this authorization status be updated annually or as necessary to reflect changes in personnel for those authorized to sign orders, contracts and other official documents on behalf of the District.

Budgetary Implications: None.

RESOLUTION: BE IT RESOLVED, That the Governing Board approve the following as authorized signatories on behalf of Monterey Peninsula Community College District for the respective official documents, effective January 1, 2017:


- Dr. Walter Tribley, Superintendent/President, and Dr. Steven L. Crow, Vice President of Administrative Services, for all expenditure warrants, contracts and other official documents.
- Rosemary Barrios, Controller, for all expenditure warrants and other official documents with the exception of contracts.

Recommended By:



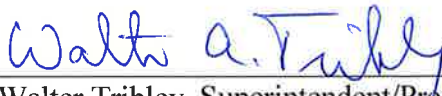
Steven L. Crow, Ed.D., Vice President of Administrative Services

Prepared By:



Suzanne Ammons, Administrative Services

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

December 14, 2016

New Business Agenda Item No. D

Administrative Services
College Area

Proposal:

That the Governing Board approve Dr. Walter Tribley, Superintendent/President, and Dr. Steven Crow, Vice President of Administrative Services, and Rosemary Barrios, Controller to be authorized signatories for the bankcard accounts maintained by Monterey Peninsula College at Union Bank, effective January 1, 2017.

Background:

Education Code Section 85232 states "Each order drawn on the funds of a community college district shall be signed by at least a majority of the members of the governing board of the district, or by a person or persons authorized by the governing board to sign orders in its name".

Budgetary Implications: None.

RESOLUTION: BE IT RESOLVED, That the Governing Board approve Dr. Walter Tribley, Superintendent/President, and Dr. Steven L. Crow, Vice President of Administrative Services, and Rosemary Barrios, Controller to be authorized signatories for the bankcard accounts maintained by Monterey Peninsula College at Union Bank, effective January 1, 2017.

Recommended By:



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

Prepared By:



Suzanne Ammons, Administrative Services

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District Governing Board Agenda

December 14, 2016

New Business Agenda Item No. E

Administrative Services
College Area

Proposal:

That the Governing Board approve the independent contract with Umstot Project and Facilities Solutions, LLC to extend the duration for professional services as related to facilities planning consultant services through April 30, 2017.

Background:

The District has operated without a Director of Facilities position for over five years. In December 2015, Umstot Project and Facilities Solutions was contracted with to perform an evaluation and review of the District's maintenance and groundskeeping operations. The Governing Board approved the initial independent contract with Umstot Project and Facilities Solutions, LLC for professional services at the August 24, 2016 meeting. The extended agreement for services is for January 20th through April 30, 2017 and is attached; the extension is needed until the District is successful recruiting for the Director of Safety and Emergency Preparedness position and completion of the project services of the previous contract. Umstot Project and Facilities Solutions will provide services that can span as needed to address interim security management and facilities planning during this extension.

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

RESOLUTION: BE IT RESOLVED That the Governing Board approve the independent contract with Umstot Project and Facilities Solutions, LLC to extend the duration for professional services as related to facilities planning consultant services through April 30, 2017.

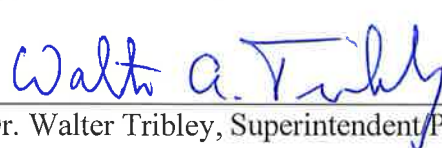
Recommended By:


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

Prepared By:


Suzanne Ammons, Administrative Assistant

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

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

(Lecturers, Presenters, Consultants)

This agreement is made and entered into this 1st day of December, 2016 by and between Umstot Project and Facilities Solutions, LLC (Ed F. Johnson) ("INDEPENDENT CONTRACTOR") and MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT (MPC).

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

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

NOW THEREFORE, MPC and INDEPENDENT CONTRACTOR agree as follows:

1. INDEPENDENT CONTRACTOR shall provide the following professional services as per (attached) **Proposal for As-Needed Facilities Planning Consultant Services, and as summarized below:**

- Support to Prop 39 project planning, implementation and reporting
- Providing support to supervision of the security department
- Set up Preventative Maintenance program in School Dude Computerized Maintenance Management System
- Updating of State Scheduled Maintenance program and prioritization
- Updating the FUSION data base and reporting to the System office as required
- Updating and development of the 5-year Capital Outlay Plan for the System office
- Assisting with capital master planning to support the institution's educational facilities master plan
- Support of capital projects planning and implementation as required
- Developing a retro-commissioning program for building systems using Prop 39 and other funding sources
- Addressing IT server room cooling issues
- Updating campus design standards
- Other planning assignments as required

2. MPC shall pay INDEPENDENT CONTRACTOR for his/her services as follows:

Monthly Rates: \$12,000 per month (3 days per week-on site), and
\$ 3,000 based on 250.00 per night for 12 nights per month,
\$ 1,000 airfare for 4 trips per month at \$250 per round trip,
\$ 400 rental car based on \$100 per trips for 4 trips per month,
\$ 600 meals at \$50 per day for 12 days

Total cost estimated at \$51,000 and not to exceed \$55,000, based pm actual costs incurred.

3. TERM: The contract services are for the period from January 20, 2017 through April 30, 2017, for completion of 36 days, basd on 3 days per week on site (excludes week of spring break). *This contract extends the current contract ending Jan 19, 2016.*

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

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

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

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

INDEPENDENT CONTRACTOR

Signature

Address

City, State, Zip Code

Social Security Number

MPC COLLEGE DISTRICT, by:

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

Initials of Div
Mgr. or Dean

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

Vice President, Administrative Services
Title

Monterey Peninsula Community College District

Governing Board Agenda

December 14, 2016

New Business Agenda Item No. F

Administrative Services
College Area

Proposal:

That the Governing Board of Trustees approve the 2016 – 2019 Technology Plan that will serve as one of the college's central planning documents. It not only provides the college with direction in support of achieving its mission which is completing technology initiatives that are aligned with institutional goals, it also provides the roadmap to address current and future technology needs of Monterey Peninsula College (MPC).

Background:

In Fall 2016, under the guidance and leadership of the Director of Information Services, members of Technology Committee and Information Services worked together to develop the Technology Plan. The input for this plan came from many sources including employee and student surveys, reports from expert services, interviews with I.T. leaders from other colleges and universities, MPC I.T. staff feedback and MPC faculty and staff feedback. The objective of the Technology Plan is to identify the many technology needs faced by MPC and to form a plan to address these needs through various initiatives.

The 2016 -2019 Technology Plan is a working document. The initiatives contained within the plan will be reviewed by Technology Committee and updated periodically. The Technology Committee will report progress on a regular basis. The Technology Plan was reviewed by various campus committees. On November 22, 2016, The Technology Plan was unanimously approved by Presidents Advisory Group (formerly College Council) to be brought forward to the President and Governing Board for approval.

Budgetary Implications: The various initiatives contained within the Technology Plan will have budgetary implications. The budgetary implications range from staff time to several million dollars for an Enterprise Resource Planning (ERP) system to replace the Santa Rosa SIS system. The precise budgetary implications will be determined as the initiatives are developed into projects.

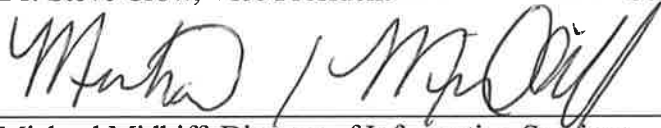
RESOLUTION: BE IT RESOLVED; that the 2016 – 2019 Technology Plan be approved as proposed.

Recommended By:



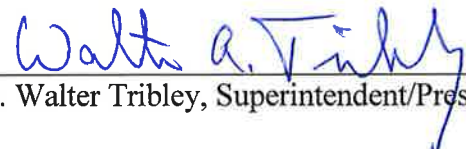
Dr. Steve Crow, Vice President of Administrative Services

Prepared By:



Michael Midkiff, Director of Information Services

Agenda Approval:



Dr. Walter Tribley, Superintendent/President



INFORMATION
TECHNOLOGY

TECHNOLOGY PLAN 2016-2019

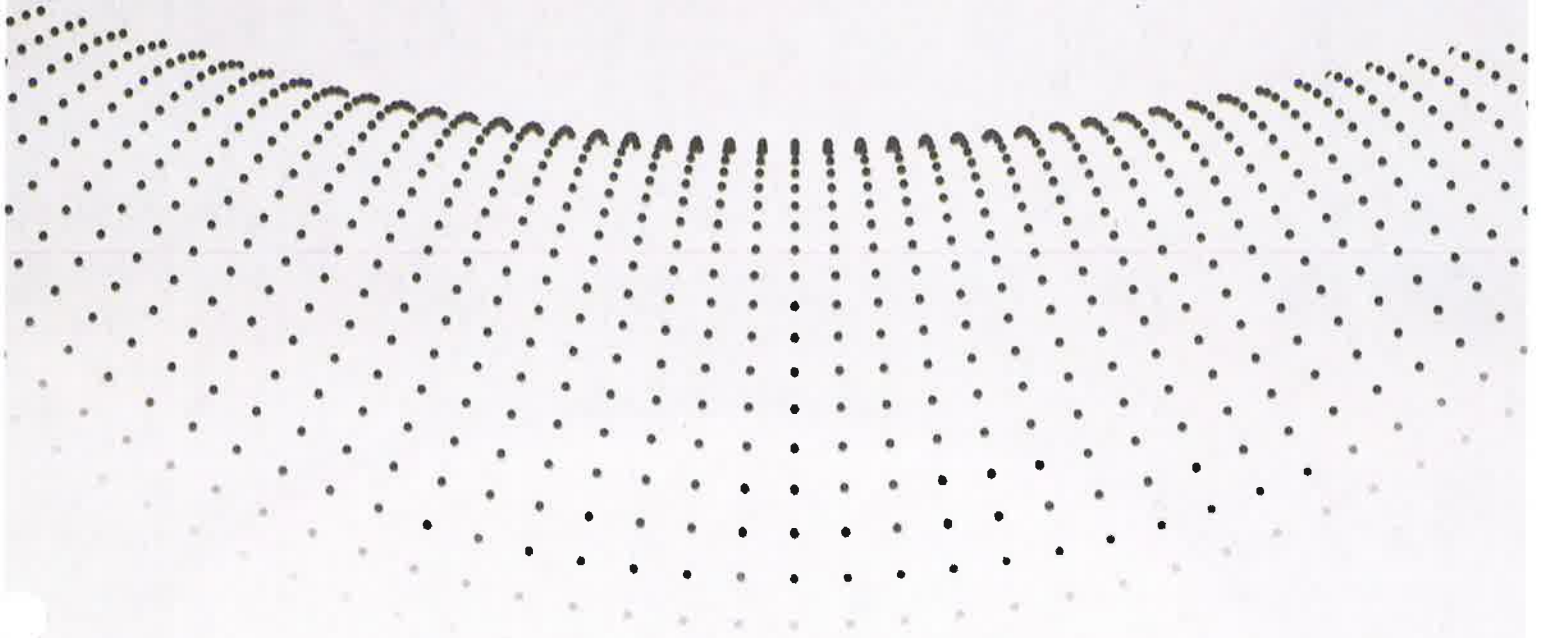


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Executive Summary

The Technology Plan was developed to improve the overall student experience and learning environment at Monterey Peninsula College (MPC). The goal is to enhance student success by providing a high level of accessibility, service and support through the utilization of current technology.

State wide initiatives and mandates such as SB1456-The Student Success Act, Online Education Initiative (OEI) and Workforce Connection make a robust technology infrastructure essential for the sustainability of MPC. As an example, SB1456 requires MPC to change and enhance the way we communicate with our students. SB1456 directly effects our funding, the decisions we make about these changes must be made with high regard to current needs, future compliance, and stability, while ensuring that our existing core services be maintained or enhanced.

The MPC network can be leveraged to facilitate communications between the campus and students. These communications should be provided on-demand, as needed, and in real time, leveraging communication devices that our students are already using. Our wired and wireless infrastructure is of paramount consideration in order to facilitate this communication strategy. If addressed and implemented properly, our network can serve as the platform for MPC to fundamentally change the way we communicate with our students today and in the future.

This three year strategic plan sets forth a roadmap for technology enhancements at MPC. This Technology Plan, aligned with the goals and objectives of the five-year Education Master Plan, identifies the current technology needs at MPC and, to the extent possible, anticipates future technology needs. Where possible, this plan lays out the methods and processes necessary to meet those needs and the strategy to ensure that MPC resources support the delivery of high quality technology.

Some of the key technology needs addressed in this plan include: replacing the Student Information System, implementing an integrated Enterprise Resource Planning (ERP) system, redesigning the MPC intranet, implementing a technology refreshment plan, upgrading campus WiFi, enhancing core network infrastructure and developing a disaster preparedness/recovery plan.

The MPC Technology Plan is a living document that will be reviewed periodically by the Technology Committee and updated as necessary. Major revisions to this document will be executed based on large-scale changes of dependent documents, such as the Institutional Goals, Educational Master Plan, Strategic Initiatives and/or College Mission. Ongoing meetings with individuals, shared governance committees, and functional area groups, as well as campus-wide surveys will be some of the methods used to continue to gather data.

Institutional Goals and Objectives

The Technology Plan aligns with the goals and objectives which are defined in the 2012 -2017 Educational Master Plan as follows:

Educational Master Plan

MPC's 2012 -2017 Educational Master Plan (EMP) is the College's academic map; it serves as one of the College's central planning documents. It not only provides the College with general direction in support of achieving its mission and institutional goals, it also provides a framework for the integration of virtually all of the College's planning efforts.

Institutional Goals

The Educational Master Plan has identified four institutional goals that provide the framework for all plans and initiatives developed by the college. The four institutional goals approved by the College Council and the Board of Trustees on April 5, 2011 are:

1. Promote academic excellence and student success.
2. Build MPC into an economic driving force for the Monterey area by supporting and developing programs that teach employable skills.
3. Manage the rate of growth in programs and services in Seaside and Marina, subject to funding and growth conditions.
4. Maintain and strengthen instructional and institutional technology.

These institutional goals provide the framework for the Educational Master Plan and will guide prioritization and implementation of technology initiatives.

In addition to the goals listed above, Appendix G of the EMP is the *Strategic Initiative for Technology Sustainability*. All initiatives included in this Technology Plan are clearly defined as aligning to Institutional Goals or the *Strategic Initiative for Technology Sustainability*.

Planning Assumptions

Technology planning and resource allocation is guided by the College's planning and resource allocation process, which is in turn shaped by MPC's institutional goals. College constituencies participate in the program review annual plans to identify needs. Technology related initiatives are collected through the division chairs, administrative structures, and other sources including campus-wide surveys. The Technology Committee reviews the initiatives and a recommendation is made to President's Advisory Group based on the Technology Committee's evaluation criteria.

1. All initiatives herein will support the institutional goals of the College, as articulated in the Educational Master Plan and encompassed by the College Strategic Initiatives, and in response to ACCJC planning agenda items and standards.
2. The Technology Plan is one of the College's key strategic plans and plays a critical role in the success of the College.
3. As the detailed design and planning phases are implemented through the Technology Plan, the IT Department will identify technology issues and initiatives to be incorporated into relevant plans.
4. A significant number of demands for technology-related support will compete for limited funding. Consequently, the Technology Committee will rely on evaluation criteria to bring forward recommendations to President's Advisory Group (formerly College Council).

Introduction

Current and Future Environment

Based on research, evaluation, and feedback the overall state of technology at MPC has been below reasonable expectations. The successful completion of most of the initiatives contained in the 2013-2016 Technology Plan has significantly improved the overall technology at MPC, however, there is still a lot of work that needs to be done. Both the systems and services are in need of additional resources. Careful planning and follow-through is required to turn the course of technology for MPC. The items below are some factors in driving the need for this strategic technology plan.

Areas that Need Attention

1. MPC's reliance on the current Student Information System (SIS) has put this college into a very vulnerable position.
2. MPC needs a fully integrated Enterprise Resource Planning (ERP) system to pull together the systems of key functional areas. Santa Rosa Junior College (SRJC) has provided MPC notice that they will be putting out a Request For Proposal (RFP) for an ERP in Spring '17. SRJC plans to start a ERP implementation project in the Summer '17. This will directly impact MPC because SRJC programmers that are assigned to development and maintenance of the SIS system will be reassigned to new ERP implementation.
3. The WiFi at MPC needs to be upgraded to address current demands and expectations of the college and its students. A plan needs to be in place to address WiFi expectations such as Bring Your Own Device (BYOD) and other student-focused needs.
4. The networking infrastructure needs to be upgraded at hardware level and redesigned at a software and configuration level. This remediation work is critical to future projects, such as an ERP system and WiFi improvement.
5. The Intranet solution needs to be upgraded and redesigned.
6. The age of all technology related equipment including workstations, networking devices, servers and storage equipment is well beyond industry use recommendations; there is a need to put significant resources and planning into technology refreshment.
7. The decentralized model of IT support and services does not meet accepted industry standards and best practices.
8. The IT Department must be provided with the necessary resources to improve the current state of technology at MPC.
9. In addition to IT providing expert support to the infrastructure and applications, IT must be more proactive in providing appropriate technical training and other professional development opportunities, for both the technical staff and their customers.
10. Collaboration and communication between functional areas, users and IT, needs improvement.

11. The design, procurement, and implementation of all technology on campus needs to be done in partnership with the IT Department through planning and collaboration.
12. Change is inherent with technology and the campus needs to be flexible enough to analyze and adapt to those changes as they occur in order to meet the technological needs and expectations of our students, faculty and staff.
13. The security of data needs to be enhanced with updated systems and policies.

Benefits to Students, Staff and Faculty

The three year strategic technology plan has both internal focus on functional areas and technology infrastructure. The primary purpose, however, is to improve technology systems and services designed to support instructional needs. The students of MPC will directly benefit from improved access to information and services. Learning needs will be the focal point when designing and implementing new technologies.

Benefits for students:

1. Easy, clear and efficient enrollment process
2. Access to campus wide WiFi
3. User-friendly navigation of new MPC website
4. 24-hour access to class websites and materials
5. Secure and efficient email communications with other students and instructors
6. Up-to-date classroom and computer lab technology that reflects industry standards

Benefits for faculty and staff:

1. Dependable technology equipment and support
2. Reliable classroom technology, customizable for specific software requirements
3. Sustainable technologies focused on efficiency
4. Ability to communicate securely with students online/via email
5. Easy access to forms, committee news, calendars, employee handbook, etc.
6. Increased electronic storage and reduced need for printed materials
7. Ability to customize department webpages easily (intuitively)
8. Streamlined and efficient processes for routine tasks with flexibility to adjust/improve

Recap of Goals, Objectives and Initiatives (2013-2016)

Goal 1: Academic Accessibility and Success	Status	Notes
Objective 1a – Enhance Delivery and Support of Technology to MPC		
1.a.1: Implement help desk software for IT/AV	Implemented July 2016	Freshservice IT helpdesk solution was implemented to enhance the ability for customers to request support and for IT managers to track / monitor progress of support tickets. Freshservice is based on Information Technology Infrastructure Library (ITIL)
1.a.2: Develop mobile apps for institutional use	Ongoing – Was removed as a Tech Plan Initiative (see notes)	More cost effective to purchase solutions versus building own. Student Services has implemented several apps which are supported by IT
Objective 1b – Enhance Distance Education		
1.b.1: Implement help desk software for Distance Education issues	Implemented Oct 2014	Freshdesk helpdesk solution was implemented based on ease of use, specifically focused on student support for Distance Education issues.
1.b.2: Hire full time instructional support technician	Implemented October 2014	This position was filled.
Objective 1c – Technology Support, Services & Training		
1.c.1: Centralize & standardize technology support	Ongoing	In March of 2016, Strata Information Group(SIG) performed an IT Department Health Check. One of the major findings from that report was a recommendation for a centralized model for tech support, to improve efficiencies and standardize IT solutions across campus.

1.c.2: Increase technical proficiency & professional development	Ongoing	The IT Department provides individual and small group training for Microsoft suite, Google Apps for Education and the public website CMS. Distance Education offers training on the Learning Management System (LMS) – Currently both Moodle and Canvas. Note: Canvas will be the only MPC supported LMS starting Fall '17
1.c.3: Improve IT best practices, planning & support	Ongoing	Improvements have been made in the areas of best practices, planning and support. IT Service Management (ITSM) based on Information Technology Infrastructure Library (ITIL) framework is being put in place.
1.c.4: Create a new computer/network Acceptable Use Agreement (AUA)	Implemented Board Approved	Board Policy (BP) 3720 and the associated Administrative Procedure (AP) 3720 were Board Approved in Spring '15
1.c.5: Develop a Service Level Agreement (SLA)	In progress	An SLA is being developed as part of the new helpdesk solution (Freshservice).
1.c.6: Develop consortiums & partnerships with IT Leadership at CCCs	Ongoing	This is an ongoing process. There is an ongoing collaboration through CISOA and other listservs .
1.c.7: Establish IT maintenance windows	Implemented Approved by President's Cabinet	The following are approved Maintenance Windows to be used by IT to update systems: <ul style="list-style-type: none"> • 1st & 3rd Sat: 10pm – 8am • 2nd Wed: 10pm – 6am
1.c.8: Address IT staffing needs	Ongoing	Two new IT positions were created and filled: Network Technician and Instructional Technology Specialist (taking over the A/V Support Duties) However, the SIG IT Health Report provides evidence that the IT Department is still understaffed in many critical areas, including: Mid-tier management (Example: Network Operations Manager) and programming staff.

Goal 2: Communication and Collaboration	Status	Notes
Objective 2a – Enhance Multiple Channels of Communication & Collaboration		
2.a.1: Redesign website including project management & hosted solution	Implemented	The MPC.edu public website has been redesigned and reimplemented. The site is hosted on Rackspace servers and the content management system (CMS) is provided by an external vendor, Vision Internet. A new initiative for update\enhance the Intranet will be included in the 2016-19 Technology Plan.
2.a.2: Develop mobile apps for institutional use	Removed	After conducting research, it has been determined that developing mobile apps in-house is not practical. Instead, many internal solutions have been updated to be mobile-friendly and external apps have been procured and available via download.
2.a.3: Implement hosted email, storage & collaboration solution	Implemented	Google Apps for Education went live in Spring '16.
2.a.4: Implement & enhance the use of social media	Removed	It has been determined that this work is more appropriate for a PIO office.

Goal 3: Technology Infrastructure	Status	Notes
Objective 3a – Enhance Institutional Network & Internet Connectivity		
3.a.1: Enhance network infrastructure	Ongoing	Major improvements and upgrades have taken place. However, as evidenced by attached reports, there is still a lot of work to be done.
3.a.2: WiFi validation, plan & upgrade	Ongoing	Major improvements and upgrades have taken place. However, as evidenced by attached reports, there is still a lot of work to be done.
3.a.3: A redesign of VOIP, Voicemail	Implemented	The Microsoft Voicemail solution was upgraded to a CISCO Voicemail Solution.
Objective 3b – Enhance Security for Transactions, Storage & Backups		
3.b.1: Utilize services provided by the CCC Information Security Center	Ongoing	A external vulnerability scan was completed by the CCC Technology Center in June '16. Several vulnerabilities were discovered and are being addressed. Periodic vulnerability testing and remediation will be an ongoing process.
3.b.2: Implement network management/monitoring software	Implemented	Solarwinds network monitoring solution has been implemented.
3.b.3: Develop disaster preparedness/ recovery plan	In Progress	This initiative is in-progress and will carry over to the 2016-19 Technology Plan.

Objective 3b - Enhance Security for Transactions, Storage & Backups		
3.c.1: Implement server & desktop virtualization technologies	Ongoing	As server hardware is retired, new servers are implemented as virtualized servers.
3.c.2: Implement Single Sign On (SSO)	Implemented	Clearlogin has been implemented as the SSO solution. This solution provides the ability to authenticate once to gain access to several MPC applications including Google Apps, Canvas, IT help desk, and others. When new applications are brought to MPC, they are configured to work with SSO. The SSO is accessible on the homepage of MPC under the "Lobo Apps" quick link.
3.c.3: Active directory redesign	On hold	This initiative will be redefined and will be included in the 2016-19 Technology Plan
3.c.4: Develop a centralized printing solution	In Progress	Initial research and discovery is taking place. A new contact with Cannon copier/printers is in place.

Goal 4: Institutional Information Management	Status	Notes
Objective 4a - Enhance Institutional Data Storage, Retrieval, Organization & Access		
4.a.1: Hire consultant to perform a Business Performance Analysis (BPA)	Implemented/ Ongoing	<p>4 BPA's have been completed, including:</p> <ul style="list-style-type: none"> ● New Employee Transition Process ● Student Enrollment Process ● Financial Aid Processes ● Purchasing Processes <p>Remediation work discovered as a result of these BPA's is underway. Additional BPA's may be scheduled for the future.</p>
4.a.2: Procure & implement Enterprise Resource Planning (ERP) Software	On Hold	This initiative is on-hold until a funding source can be identified.
4.a.3: Enhance institutional reporting in concert with the new ERP system	In Progress	New Systems such as Enrollment Management System (EMS) and TracDat are being implemented. Because funding has not been identified for ERP implementation, there is a need to get as much out of the present systems as possible.

Goal 5: Institutional Information Management	Status	Notes
Objective 5a – Enhance Institutional Data Storage, Retrieval, Organization & Access		
5.a.1: Develop & update a sustainable technology refreshment strategy	In Progress	Attached refresh report/plan (Appendix C) has been reviewed by multiple committees, including AAAG, ASAG, Technology Committee and others during the fall 2015 semester.
5.a.2: Develop processes for departments to partners with IT for investigation, purchase & deployment of technology	On-going	The information gathered through the discovery process yielded by conducting Business Process Analysis (eg. Purchasing) is being used to develop processes that assure IT review before new technology is purchased.
5.a.3: Explore funding opportunities, including grants & partnerships	Removed	After review this initiative does not really belong in a Technology Plan.

Strategic Plan

Technology Plan Development

The following section illustrates the methodology used to gather relevant data for this strategic plan. Quantitative analysis was used to interpret the data from surveys. As an example, the results from student and employee surveys were categorized, tabulated and compared to other data, including the feedback contained in the Academic Senate Technology Discussions.

Research and Input

Research and input for the technology plan included the following components:

IT Customer Satisfaction Survey - Spring 2016

In Spring 2016 an all-employee Technology Needs and Satisfaction Survey was administered via Google Forms. Here is a summary of the results.

119 respondents completed the survey. The areas of greatest need identified were:

1. Age of equipment
2. Currency of instructional-based technology
3. Need for training and professional development
4. Lack of resources

Direct I.T. Staff Feedback and Supervisor Evaluation

1. Staff Meetings
2. Individual Meetings
3. Individual skills and methodology gap analysis
4. IT department staff strength, weakness, opportunity and threat (SWOT) analysis

Business Process Analysis

An outside consultant was hired to perform a Business Process Analysis (BPA) for the following processes:

- New Employee Transition Processes
- Student Enrollment Processes
- Financial Aid Processes
- Purchasing Processes

Use the findings from those BPAs to:

- Identify inefficient processes
- Use current technology that is in place to mitigate gaps
- Develop scripts for needs to be addressed by an ERP system

Interviews with IT leaders from other colleges and universities

Through relationships developed with IT leaders at other colleges and universities, compare technical solutions in place.

The following methods were used to gather information:

- Site visits to local schools including Cabrillo, Hartnell and CSUMB
- Chief Information Systems Officer (CISO) listserv
- Chief Information Systems Office Association (CISOA) Annual Conference and monthly board meetings

Reports from Expert Services

Reports from contracted expert services:

- Network Security and Vulnerability Scan
 - Assessment performed by CCC Technology Center
- I.T. Health Assessment
 - Performed by Strata Information Group

Other Documents

- Technology Plan 2013 - 2016
- Information Technology /Media Services Program Reflections and Reviews.

These documents were analyzed for historical information.

Technology Committee Overview/Bylaws

Description

MPC's Technology Committee reports directly to the President's Advisory Group regarding technology issues, and provides information regarding institutional and academic technology needs to the college's Academic Affairs Advisory Group, Student Services Advisory Group, and Administrative Services Advisory Group.

Responsibilities

The primary purpose of the Committee is to assess campus technology resources and needs and develop and annually update a comprehensive Technology Plan. The committee will evaluate and review specific equipment, software and/or training which the college requires in order to fulfill its mission. Specific duties and responsibilities of the committee include but are not limited to:

- Annually assess campus technology resources and needs.
- Create, and annually update, the College's Technology Plan.
- Act as recommending resource to the President's Advisory Group regarding technology issues.
- Make recommendations regarding priorities for the acquisition of technology, hardware and software, during budget development and review processes. Such recommendations could include priorities for support staff, training, and access to computer resources and laboratories.
- Recommend specifications and standards for the purchase, placement, operation, repair and replacement of technology resources as a part of the Action Plan process, grants, renovation/building projects and technology refreshment.
- Review and make recommendations on the design and use of facilities and related technology resources.
- Develop and recommend campus policy regarding use and control of technology resources.

Membership

The membership shall consist of 10 voting individuals, two of whom are the Director of Information Services and the Dean of Instruction who oversees Distance Education, and an additional 8 representing functional areas to be covered (see below). *One member can cover one or more functions depending on their experience.*

- 3 chosen by Academic Senate
- 3 chosen by MPCEA
- 1 chosen from ASMPC
- 1 identified by the other 9 committee members.

Additional resource people can be asked to **attend** specific meetings or all meetings as non-voting experts or non-voting members.

Suggested list of functional representation which includes:

- Distance Learning technology
- Open computer labs (Library, ESSC, etc..)
- Alternative platforms and mobile computing
- Adaptive technology for students with disabilities
- Classroom instructional technology (smart classrooms & instructional computer labs)
- Specialized computer instruction (CTE, Auto Tech, Physics, etc..)
- Staff use of technology for Student Services, Academic Affairs and Administrative Services
- Institutional technology (data center, infrastructure, telephone & paging, etc..)
- Website technology

Members should plan to serve two-year terms. There is no limit to the number of consecutive terms members can serve. The appointing group will be asked to submit a new nominee to replace any inactive members.

Quorum:

A quorum shall consist of fifty percent plus one of the active voting membership of the committee.

Chair/Co-chair:

The committee will be led by co-chairs, one of which shall be the Director of Information Services and the other shall be selected from the Technology Committee membership. The co-chair who is selected from Technology Committee membership shall be elected each May for the following year. There is no limit to the number of times a person may serve as co-chair.

All members of the committee shall be voting members except for the resource persons.

Member Roles and Responsibilities:

Committee members serve as a formal liaison between the Technology Committee and the areas they represent. A member's responsibilities include:

- Attend and fully participate in committee meetings.
- Be knowledgeable on current college policies, procedures, standards and technology resources.
- Provide information, consulting and assistance to members of their group on matters of technology for the area they represent.
- Serve on subcommittees or special assignments as needed.
- Inform and advocate to their employee group and their functional areas about MPC technology and capabilities.

Procedures

- Regular meetings of the committee will be held once a month during the fall and spring terms with additional meetings scheduled as needed and determined by the co-chairs.
- Agenda items must be submitted to a co-chair. Agendas will be established by the chair in consultation with the Vice President for Administrative Services. The agendas will be posted to the membership at least 24 hours prior to each meeting.
- Each agenda will consist of approval of minutes from previous meetings, consent items, discussion items, comments from visitors' (non-member) information items and action items.
- The co-chairs will see that minutes are kept for all meetings. The minutes will include all actions taken and make note of all significant discussions. Minutes will be distributed (or posted) to all members of the committee, the Academic Senate President, the Vice President of Academic Affairs, the Vice President of Student Services, President's Advisory Group tri-chairs and will be posted on the Technology Committee Web Site, once approved.
- Consent agenda items will be voted on as a group with no discussion. Consent items can be moved to the action agenda at the request of any member of the committee at the meeting.
- No action will be taken on any discussion item, unless it is placed on the agenda for a subsequent meeting as an action item.
- Action items may be approved, denied or tabled for future consideration based on a majority vote of the voting members present at a meeting of the committee where a quorum of members is in attendance. For tabled items, the chairperson or designee will contact the originator for more information if needed. The chairperson or designee will make the necessary arrangements for this to occur at a subsequent meeting.
- Non-committee members may attend and make comments at any meeting and may request to be placed on the agenda to make presentations.
- Proxy voting is allowed with prior notification to the chair.

Meetings

Meeting dates and times are scheduled at the beginning of each semester. All meetings are open to anyone wishing to attend.

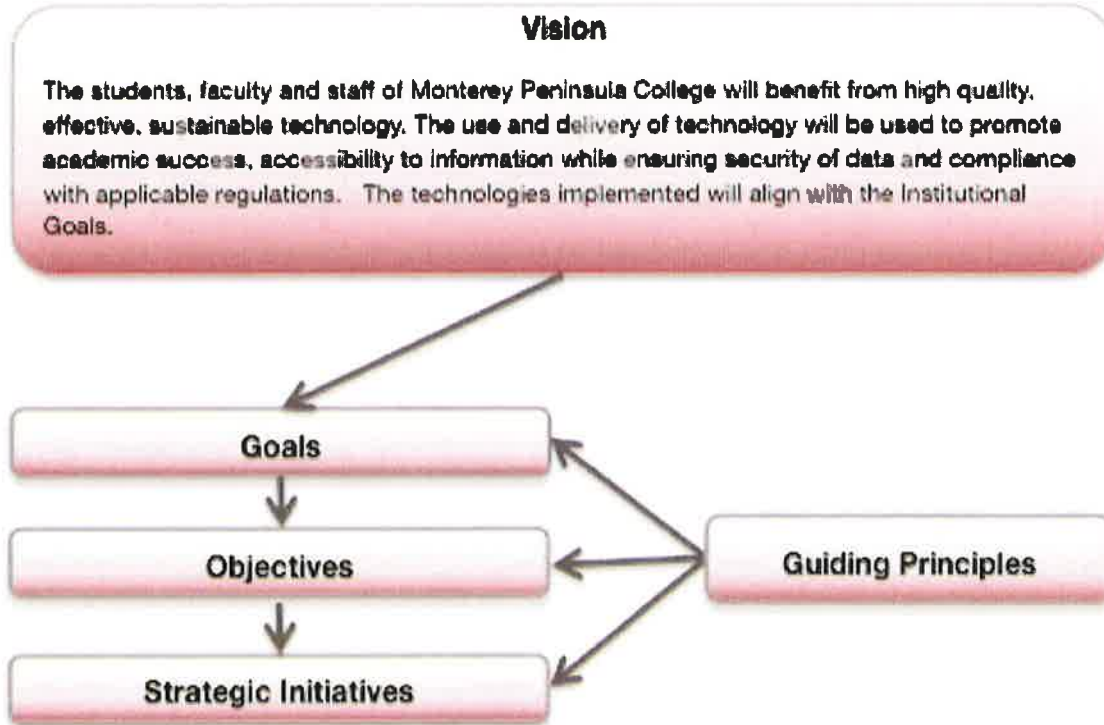
Strategic Elements

Guiding Principles

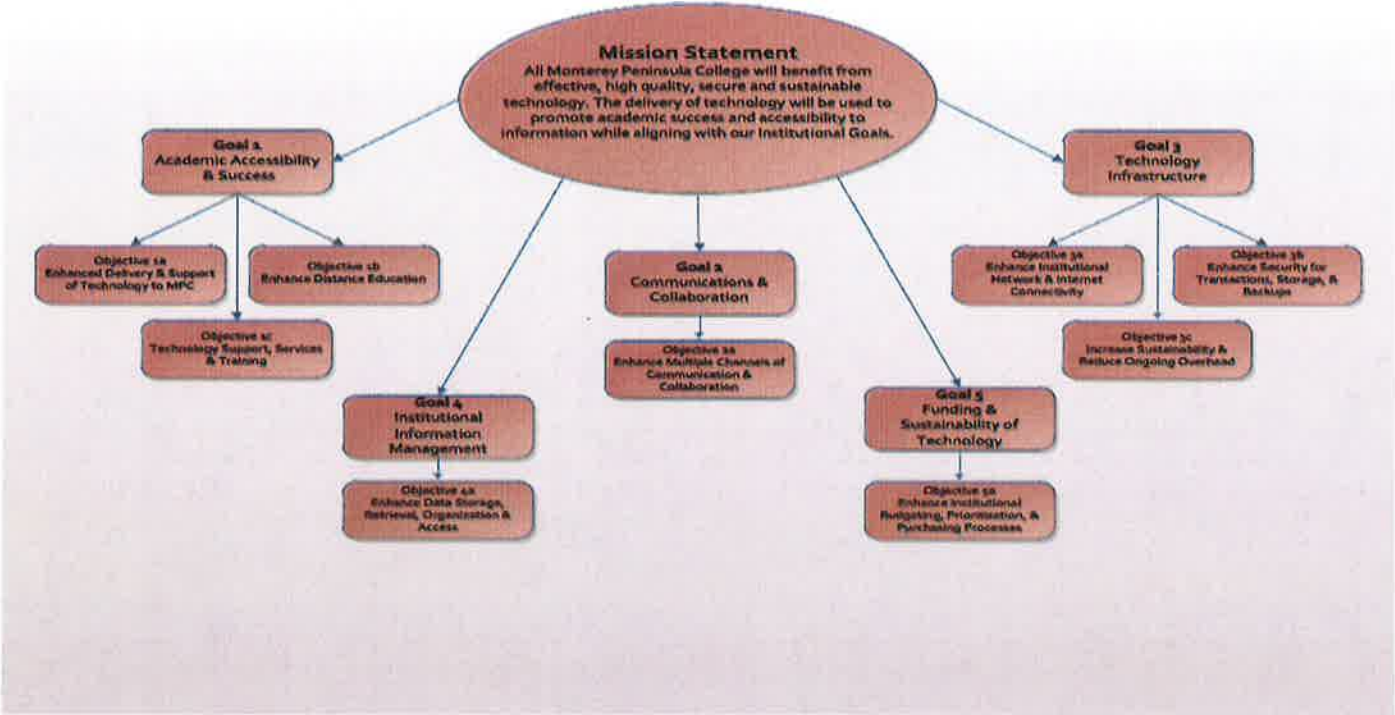
The following principles were developed in concert with the institutional goals and objectives to guide decision-making and the prioritization of IT initiative.

1. Technology initiatives will be considered based on their effectiveness in promoting an environment conducive to the student experience.
2. Technology initiatives will be given consideration for the scope of positive impact.
3. Technology initiatives will be given consideration for current and ongoing feasibility. The feasibility analysis will include current funding, ongoing support and maintenance, IT staffing and equipment requirements.
4. Technology initiatives will align with institutional goals as defined in the 2012 – 2017 Educational Master Plan (EMP).
5. Partnering opportunities will be pursued with other colleges and private sector organizations whenever possible.
6. Sustainable technologies including virtualization, hosted or cloud-based systems will be endorsed when appropriate.
7. Expert services will be utilized for highly complex / low frequency projects when practical.
8. Functional areas will partner with IT during investigation, consideration, procurement and deployment of campus technology to ensure standardization which increases support capability.

Goals, Objectives and Strategic Initiatives



- *Goals* identify MPC's main areas of technology focus and needs over the next three years. The goals in the Technology Plan are aligned to institutional goals identified in the Educational Master Plan.
- *Objectives* are tied to the goals and identify the activities or action steps needed to obtain the results envisioned by the goals. Some objectives support more than one goal.
- *Strategic initiatives* break down the objectives into specific projects and activities. When possible, timelines and budget information is provided.
- *Guiding Principles* guide decision-making in the continual development and enhancement of technology related solutions and services.



of IT support	support to match times and days when classes are in session.	IT support hours that address instructional needs
1.a.5 Implement a clearly defined request, evaluation, and approval process for projects which require IT resources.	There is a need to implement a clearly defined request, evaluation, and approval process for projects which require IT resources. Clarify the distinction between project and service requests. Ensure that project requests clearly identify all relevant costs and resource needs prior to final evaluation and approval, so that realistic expectations are set and any ongoing support or funding commitments are clear.	<ul style="list-style-type: none"> • A documented and defined IT project evaluation and approval process.

Objective 1b – Enhance Distance Education Support		
Initiative	Description	Measureable Outcomes
1.b.1 CANVAS implementation	MPC has decided to move forward with CANVAS as the primary and support Learning Management System (LMS)	All online classes should have fully adopted CANVAS as the LMS by Fall '17
1.b.2 Online Education Initiative (OEI) implementation	MPC is one of the pilot schools for OEI. The OEI is comprised of several components, including OEI Course Exchange, the common course management system (CCMS) and Proctorio	Successfully participate and implement the following OEI components: <ul style="list-style-type: none"> • OEI Course Exchange • CCMS • Proctorio

Objective 1.c – Technology Support, Services and Training		
Initiative	Description	Measureable Outcomes
1.c.1 Address IT staffing needs	The Information Technology Department: Health Check	Address the following IT Staffing needs:

	<p>conducted by Strata Information Group (SIG)(See Appendix B) indicated several gaps in IT staffing. While it may not be feasible to address all staffing needs, those that are obtainable should be addressed.</p>	<ul style="list-style-type: none"> ● Develop and implement a plan to centralize technology support personnel. This plan needs to be inclusive of impacted stakeholders and implemented in a phased approach. ● Create and fill Webmaster/Technical Trainer position ● Address staffing needs in the programmer's area
<p>1.c.2 IT Staff - Professional Development</p>	<p>Because of the dynamic and ever changing nature of technology, it is important that technical support staff be supported in continuing professional development.</p>	<p>Technical Support staff should complete ongoing training. The specific trainings will be identified individually, based on position.</p>
<p>1.c.3 Enhance IT supported, technical training to Staff, Faculty and Students</p>	<p>Create a regular series of basic training and knowledge sharing events addressing the most common and highest impact tools and services: Examples include Google Apps for Education, classroom technology, and data security awareness.</p>	<p>By Fall '17 a regularly scheduled series of technical trainings will be scheduled and advertised, including:</p> <ul style="list-style-type: none"> ● Google Apps ● Classroom Technology ● Data Security Awareness

Goal 2: Communication and Collaboration

Provide students, faculty and staff with access to proven technology that enhances communication and collaboration.

Scope:

Using proven technology, students, faculty, and staff can effectively and efficiently access portals of communication and collaboration. Enhancing communication and collaboration through technology will lead to increased efficiency amongst functional areas on campus and will ultimately provide better support and services for the students.

Objective 2a – Enhance Channels of Communication and Collaboration		
Initiative	Description	Measureable Outcomes
2.a.1 Evaluate and enhance Intranet	The current Intranet solution is “My MPC”, developed on a SharePoint platform. There is a need to explore and implement a new intranet solution.	Implement a new intranet solution that fulfills the following criteria: <ul style="list-style-type: none"> ● User friendly ● Sustainable ● Secure
2.a.2 Enhance Google Apps for Education automated processes	Google Apps for Education was successfully implemented in Spring ‘16. Now there is a need to automate processes on campus through the use of these tools.	<ul style="list-style-type: none"> ● Develop workflows with Google Scripts to automate processes using Google tools (Form, sheets and docs)
2.a.3 Implement helpdesk solution for student serving functional areas.	There is a need for a helpdesk system for functional areas, such as A&R for tracking and monitoring requests. Because Freshdesk is the helpdesk system already successfully used by Distance Education, this system can be used to phase in new functional areas.	Successfully implement helpdesk system for A&R
2.a.4 Improve emergency notification systems and procedures.	The emergency notification systems and procedures have improved greatly since 2013. However, there are still gaps that need to be addressed including non-operating outside speaker system, VoIP	Implement the following: <ul style="list-style-type: none"> ● VoIP enhanced 911 ● Functional outside speaker system ● Improved technology inside of the Emergency Operations

	enhanced 911 needs to be implemented, areas that the Public Address (PA) system can't be heard need to be addressed.	<p>Center (EOC)</p> <ul style="list-style-type: none">• Documented training for individuals who may be using the emergency notification systems.• Upgrade campus phones that are not compatible with Informacast
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Goal 3: Technology Infrastructure

The college technology infrastructure needs to be enhanced and supported to provide the tools and resources for institutional technology needs.

Scope:

The technology infrastructure is the core of technology on this campus. We need to provide a modernized and sustainable foundation for which technology on this campus will grow. This includes: hardware, software, transmission networks, security protocols, backup and recovery systems, and monitoring systems.

3.a – Enhance the Institutional Network and Internet Connectivity		
Initiative	Description	Measureable Outcomes
3.a.1 Enhance network infrastructure	Deploying and managing a stable, robust, flexible and secure network infrastructure is a critical responsibility fundamental to delivery of all technology services. Conduct a comprehensive review of the campus network (equipment and configuration) using trusted external resources: either a professional consulting firm or perhaps explore engagement with experienced staff from peer institutions. Such a review was completed three years ago, generating many useful recommendations. A similar review of the current network environment should identify current risks and opportunities relative to stability, reliability, and security prior to undertaking any major system implementation.	The following should be completed before Fall '17: <ul style="list-style-type: none"> ● Security systems including enhanced firewall implemented ● Independent Network Security audit completed before and after implementation ● Network engineers trained on the ongoing use and maintenance of security systems
3.a.2 WiFi validation, plan and upgrade	WiFi coverage has greatly improved in the last 3 years. However, the work needs to continue to enhance WiFi to	Working directly with the office of Academic Affairs, identify and prioritize enhanced WiFi coverage based

	address current and future student and instructional needs.	on the following criteria: <ul style="list-style-type: none"> ● Instructional need (WiFi directly supports current or planned program needs) ● Enhanced campus-safety related communications ● Sustainability
3.a.3 Segment Computer Sciences (CS) labs to support network and Cyberpatriot classes	There is a growing demand for cybersecurity and networking classes. These classes pose a potential security risk to the network. The demand for these classes should be embraced, however, work must be done to remediate the security concerns.	By Fall 2017 have the CS labs segmented onto a separate, secure networks with access to the internet.
3.a.4 Implement a Bring Your Own Device (BYOD) environment	As part of the strategy to reduce the overall computer count, a BYOD environment needs to be implemented. To successfully implement a BYOD environment factors such as WiFi availability and appropriate furniture have to be addressed.	Identify and implement BYOD infrastructure in appropriate locations.

3.b - Enhance Security for Transactions, Storage and Backups		
Initiative	Description	Measureable Outcomes
3.b.1 Conduct external security audit/review	Engage trusted external resources to conduct a comprehensive infrastructure security audit/review. This audit should include testing for vulnerabilities and implementation of internal and external best practices	<ul style="list-style-type: none"> ● Complete external security audit review ● Review results with appropriate stakeholders
3.b.2 Address known security vulnerabilities	Technology security measures need to be increased at MPC. The current state of cybersecurity on campus must	Successfully implement and train on systems that will address known security issues. Examples include

	be upgraded to mitigate vulnerability and risk to the college.	upgraded firewall solution and network security management tools.
3.b.3 Develop disaster preparedness/recovery plan	There is a need to formally plan and document a disaster recovery/business continuity plan. This plan should consider both hosted and local data backup and recovery options.	A formalized disaster recovery/business continuity plan to be completed by Summer 2017.

3.c - Increase Sustainability and Reduce Ongoing Overhead		
Initiative	Description	Measurable Outcomes
3.c.1 Promote the use of unlimited hosted (Google) data storage. Develop appropriate quota for local data storage.	In a recent scan of the locally stored data, it was determined that the local data storage has grown beyond sustainability. While IT will continue to support and maintain local storage, a reasonable per user quota needs to be put in place. The campus has unlimited cloud storage available through Google Drive. This unlimited cloud storage should be utilized when practical and possible.	<ul style="list-style-type: none"> • Reduced the amount of locally stored user data to a reasonable level. • Set a quota on the per user local storage
3.c.2 Develop sustainable printing solutions	Evaluate campus printing solutions, including copier/printer contracts and Print Shop Operations.	Develop report addressing all campus printing requirements and current solutions with recommendations for improvement.
3.c.3 Centralize servers and related systems	There are multiple servers, often managed by Instructional Technicians, across campus that need to be centrally located and managed by the IT Department.	Design a supportable and sustainable centralized server solution that addresses the needs of the current decentralized servers.
3.c.4 Redesign Active Directory	Currently Active Directory (AD) is divided into two	Redesign and implement Active Directory (AD)

	domains: MPC.EDU and Lobosmpc.org. The time has come to review this design and to redesign using current industry recognized best practices.	adhering to currently recognized industry best practices.
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Goal 4: Institutional Information Management

Faculty and Staff will have access to college information systems that facilitate storage, retrieval, analysis and reporting of institutional information.

Scope:

The guidelines for a business process analysis, the procurement of an Enterprise Resource Planning system, as well as institutional reporting in concert with the ERP system will be established.

4.a Enhance the Institutional Data Storage, Retrieval, Organization and Access		
Initiative	Description	Measureable Outcomes
4.a.1 Implement Enterprise Resource Planning (ERP) system.	An ERP would greatly expand the institution's effectiveness and efficiency with regard to its operational data, as well as allowing for efficiency and expansion of services to students. The need to transition to an ERP has been a topic of institutional discussion since 2013, and has been documented in the MPC Technology Plan 2013-2016, in the Institutional Goals and Objectives (see Objective 4.2), and in the Self Evaluation Report (see Standards I.B.8, II.A.6, and III.C.2).	See Appendix F - Quality Focus Essay
4.a.2 Implement Enrollment Management System (EMS)	The need for an Enrollment Management System (EMS) emerged from these discussions. Once implemented, EMS will increase access to course enrollment data and provide the ability to examine enrollment for the entire College down to the level of individual course sections.	See Appendix F - Quality Focus Essay
4.a.3 Implement TracDat	The TracDat system will strengthen connections between data elements of	See Appendix F - Quality Focus Essay

	<p>SLOs, program review, planning, and resource allocation; once implemented, TracDat will connect these elements to each other and to the College's Institutional Goals. Using TracDat to improve the practical connections between the components of the planning and resource allocation process will allow the institution to improve institutional effectiveness and make better decisions in support of student success.</p>	
<p>4.a.4 Fully utilize current systems - SIS, Escape, EMS</p>	<p>Even though MPC is in need of an ERP system, there is a need to fully utilize the systems currently in place.</p>	<p>Meet with Santa Rosa Junior College (SRJC), review their similar systems and processes. Implement appropriate enhancements to current SIS (and related) systems (Examples include integrated timekeeper system, employee onboarding process, etc.)</p>
<p>4.a.5 Develop paperless processes</p>	<p>There is a need for a documented, paperless, processes to be developed. These processes need to be developed in a collaborative manner involving IT, HR, A&R and other functional areas.</p>	<p>Development and implement paperless processes.</p>
<p>4.a.6 Establish Data Custodian/ERP Steering committee</p>	<p>Accurate data is vitally important for MPC. The collection and reporting of data has been problematic. A collaborative steering committee with District level data oversight should be developed. This committee will take a lead role in steering MPC towards the procurement and implementation of an ERP.</p>	<p>Develop a Data Custodian/ERP Steering Committee with the following key stakeholders:</p> <ul style="list-style-type: none"> ● Director, Information Services ● Director, Admissions & Records ● Director, Financial Aid ● Controller ● Systems and Programming Manager ● Others as determined by VPs and President

4.a.7 Implement PowerFAIDS	The current Financial Aid system, FAMS, is at end of support. Therefore, a new system has to be implemented. PowerFAIDS is a comprehensive, customizable software solution that automates your financial aid process. It allows institutions to efficiently and equitably administer financial aid, eliminating hours of paperwork and allowing for more student interaction.	PowerFAIDS go-live by Spring '17
4.a.8 Implement a "non-paid" waitlist	Currently the SIS system only allows for a "paid" waitlist. In other words, a student has to pay the class fees to be added to a waitlist. Because of issues that would cause, this option has not been enabled in the SIS system. It has been determined that non-paid waitlist is needed.	<p>Hire a programmer to develop a non-paid waitlist.</p> <p>Project Objective:</p> <ul style="list-style-type: none"> ● Implement "Unpaid" wait-list to be integrated into the SIS system <p>Timelines:</p> <ul style="list-style-type: none"> ● Demo in place by early Feb '17 (faculty training Feb and Mar '17) ● Production go-live before Summer '17 priority registration (April 10, 2017) <p>Additional Notes:</p> <ul style="list-style-type: none"> ● Training will be provided to faculty ● Wait-list will be limited to 15

Goal 5: Funding & Sustainability of Technology

Technology solutions will be high priorities for the college and are funded, acquired, developed and implemented in a timely, sustainable and cost-effective manner.

Scope:

The Technology Committee in consultation with the IT department will research a sustainable refresh strategy and identify additional funding sources. Grants and partnerships that are obtained will enhance technology for the campus and strengthen relationships with other educational and professional entities.

5.a Improve Technology Budgeting, Prioritization and Purchasing Processes		
Initiative	Description	Measureable Outcomes
5.a.1 Formally plan and fund an annual refresh cycle for enterprise infrastructure needs (network and centralized server/storage equipment) as well as personal equipment needs (faculty/staff/classroom PCs and related equipment).	MPC replaces aging instructional and institutional technology as part of its integrated planning and allocation processes. Inventory documents detail the equipment, years to replacement, and yearly replacement cost.	<ul style="list-style-type: none"> • Develop an ongoing budget to address technology refresh should be established. • Reduce the overall number of MPC computers by at least 10%.
5.a.2 Utilize Managed Hosted Solutions	The ongoing expense and management overhead to house local servers and storage can be offset by using managed hosted solutions, when appropriate.	Evaluate new solutions and systems in place for feasibility to move to managed hosted solutions when possible.

Information Services Department Overview

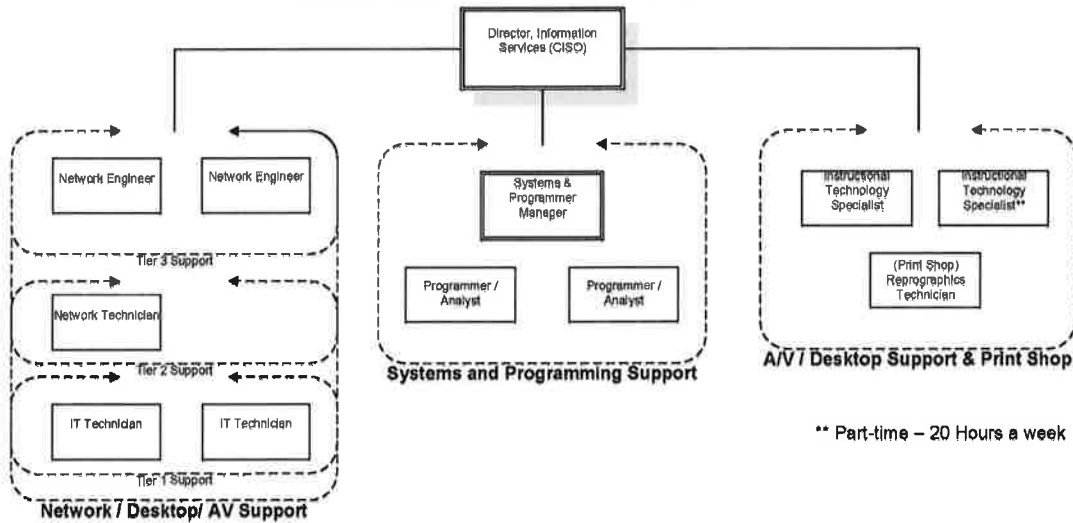
An essential factor in the Technology Plan is the available resources to successfully complete technology initiatives. The Information Technology (IT) Department is responsible for the implementation and continuing maintenance of the majority of the technologies discussed in this plan. The narrative below is the current status of the IT Department staffing as well as a proposed staffing model to address current and future technology needs as defined in this Technology Plan.

Current Staff Model

The IT Department supports the technology needs of the College in areas of instruction, student services and administration ranging from the central systems to individual desktops. The staff is composed of individuals trained in their area of specialty.

Qty	Position	Assignment or Speciality
1	Director of Information Services	Department Management and Chief Information Systems Officer (CISO) for the College
1	Systems & Programming Manager	Supervises, organizes, coordinates, and participates in the work assigned to Programmer/Analysts
2	Programmer/Analyst	Develops and maintains applications. Also responsible for required state mandated data submissions.
2	Network Engineer	Tier 3 support - Instructional, staff, and faculty infrastructure administration and support
1	Network Technician	Tier 2 support - Performs duties that span complex Tier 1 support and less complex Tier 3 support.
2	IT Support Technician	Tier 1 support - Desktop and AV
2	Instructional Technology Specialist	Tier 1 Support - Classroom technologies, AV and desktop
1	Reprographics Technician	Print shop operations and support

Organizational Chart - Effective July 1, 2016



Proposed IT Staffing - Phase I

The MPC IT Department must stay current with technology and provide service and value to the college. Gaining efficiencies and improving productivity are necessary adaptations to the changing economic conditions of the California education sector. Based on evaluation of the current IT staff model, the following additional resources are the recommended means to satisfy the goals laid out in this plan. This IT staffing model will not eliminate the need for outside technical expert services; however, it will greatly reduce the need and ongoing dependence on consulting to achieve the goals identified in this plan.

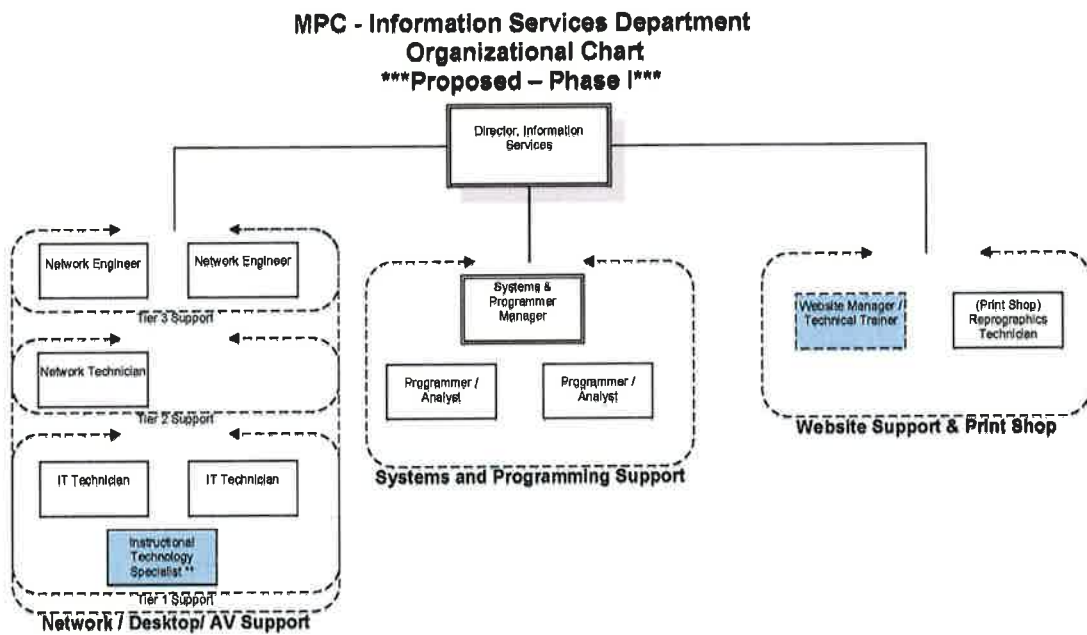
Website Manager / Technical Trainer (New Position)

The expanded capabilities of the MPC public website have identified a growing need for technical individual with strong communication, graphics design, project management and technical training skills to serve as MPC's Webmaster/Technical Trainer. The Webmaster will have oversight on the public website to ensure the site provides up-to-date information and is fully accessible. This individual will develop, maintain and promote the website, ensure the site is visually attractive and fully functional and serve as primary POC to the external vendor and hosting companies who are integral in maintaining a stable and reliable environment for the college. The Webmaster will be responsible for much of the content on the site, making sure that the website's code is compatible with various browsers, fixing broken links and images, adding new pictures, calendar events, news

items, updating content and providing training/support to other content editors, as required. In addition to providing training and oversight for faculty and staff with permissions to edit content on the public website, he/she will also serve to provide other focused training on enterprise software applications used on the campus (Google Apps, SIS, etc..) and take on project management/communication/training roles for future software application roll-outs (Intranet, ERP, etc..).

Instructional Technology Specialist

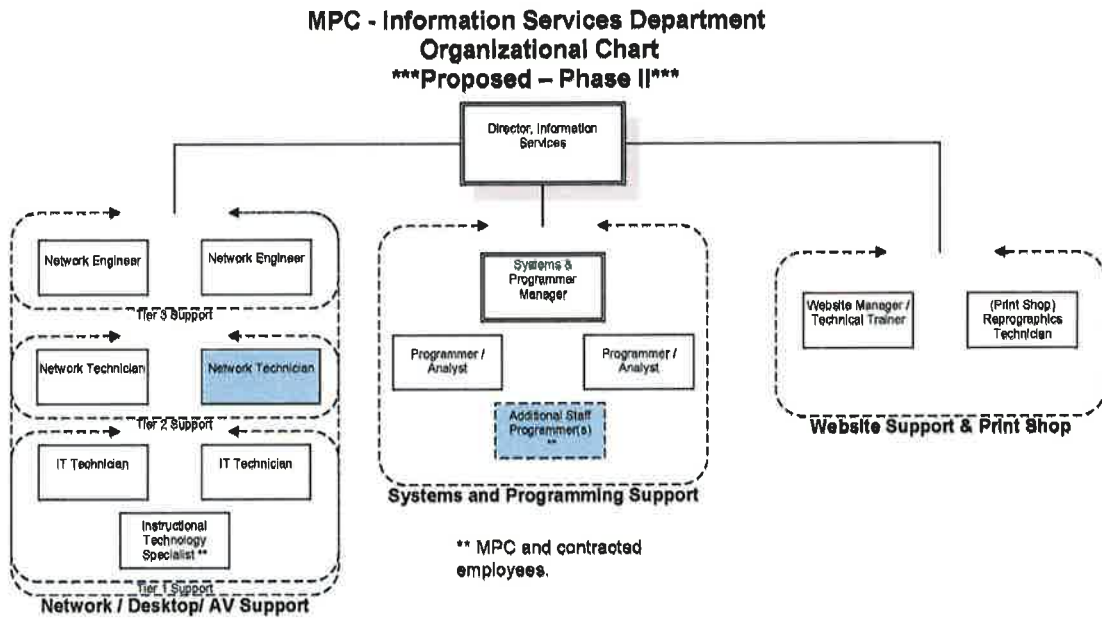
Based on the recommendations of IT Health Assessment (See Appendix B), develop and implement a plan to centralize technology support personnel. This plan needs to be inclusive of impacted stakeholders and implemented in a phased approach. The need for specialized support for programs remains a consideration.



** Existing pool of Instruction Technology Specialists after change of supervision. Support would include areas presently covered. Enhanced support would include standardized processes and overlap in coverage. AV support would be included in this coverage.

Proposed IT Staffing - Phase II

Add a 2nd Network Technician position. Increase programmers' resources through hiring additional staff programmers, contracting staff or a combination of both. The specific needs will be identified through further analysis.



Online Education

MPC's Online Education Committee (OEC) serves as the recommending body on all matters related to online teaching and learning. OEC makes recommendations on issues pertaining to academic and technical support for online students and instructors, policies and procedures related to online instruction, and also planning, development, evaluation and review of online offerings.

A Dean of Instruction provides the oversight and leadership for all MPC Instructional Technology and Distance Education.

The OEC is made up of faculty, staff, and administrators with expertise and interest in distance education including: the Vice President of Academic Affairs, a Dean of Instruction, Director of Information Services, the MPC Online Instructional Technologist, and the Faculty Coordinator for Distance Education. The OEC's membership also includes representatives from the Institutional Research and Financial Aid departments, division technicians, and instructional faculty members drawn from counseling/advising, library sciences, career technical education, liberal arts, and the sciences.

MPC has long recognized that distance education and online instruction support the learning and success of all students, traditional and non-traditional alike, by allowing for the incorporation of interactive technologies and a variety of media applications in instruction.

In addition to providing up-to-date computer technology for learning, MPC's information technology goals include: providing support for distance learning technologies such as online and video conferencing, maintaining an instructional technology lab for use by faculty, and ensuring that students with disabilities have equal access to technology.

Governing Board Policy - 3720

Chapter 3 General Institution

BP 3720 Computer and Network Use

The District owns and operates computer and electronic communication systems that support the District's mission of providing instruction and support services to students. The District explicitly prohibits individuals from using its computer systems and networks to violate intellectual property and copyright laws. All users of District information technology resources shall secure appropriate prior permission to download and/or distribute protected material in any form, including computer software, text, photographic images, graphic illustrations, video, and audio including music. The District reserves the right to deny access to its information technology resources when necessary to satisfy these restrictions and constraints.

The use of information technology resources is limited by restrictions that apply to all District property and by constraints necessary for the reliable operation of electronic systems and services. Anyone who uses District information technology resources and the information they contain, and related resources, has a responsibility to use those resources in an acceptable manner and to respect the rights of others. Administrative Procedures that provide guidelines to users for the appropriate use of the District's information technologies will be associated to this Board Policy. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other users of information technology

References: Education Code Section 70902; 17 U.S. Code Sections 101 et seq. Penal Code 502; Accreditation Standard III.C

**See Administrative Procedure 3720 on following page*

Administrative Procedure - 3720

AP 3720 Computer and Network Use

References: Education Code Section 70902; 17 U.S. Code Sections 101 et seq. Penal Code 502; Accreditation Standard III.C

Computer and Network Acceptable Use Agreement (AUA)

Introduction

To comply with federal and state regulations, laws, and harassment mitigation policies, educational organizations are compelled to establish Internet safety guidelines otherwise known as Acceptable Use Agreements (AUAs) for the appropriate use of computer systems.

Rights and Responsibilities

Use of computers, services, and networks owned by Monterey Peninsula College (MPC) is a privilege governed by certain regulations and restrictions as defined by the College as well as by all applicable federal, state and local laws.

The user agrees to abide by the regulations set forth in this AUA. This means that the user agrees to behave responsibly in accordance with the standards established by MPC and this document while using college systems and network resources.

Right to Privacy

MPC supports each individual's right for personal communication; however, messages on computing resources are accessible to others through normal system administration activities and to the public through public records laws. Therefore MPC cannot guarantee privacy of electronic communication.

The system administrator reserves the right to monitor the usage of all network resources to ensure compliance with this policy, College policy, and federal, state and local laws. User files may be subject to search by law enforcement agencies under court order if such files contain information which may be used as evidence in a court of law.

MPC users are expected to comply with copyright and intellectual property laws. Users who become aware of any violation of this policy should notify the proper authorities.

Email

Email correspondence between employees of MPC to students or the community directly related to performing the duties and business of the College must take place using the official MPC.edu email

address. Any official correspondence to a preferred or provided email address that is not a MPC domain email address will be considered a violation of this policy. MPC students should be directed to check MPC.edu email often for communication from the college and its employees. The MPC administration acknowledges there are exceptions to this policy such as when contacted by past students who no longer use college email or prospective students who have not yet received their student email address.

Student E-mail

An MPC e-mail address (username@mpc.edu) is provided to all students as an official means of communication. Students are responsible for all MPC communication sent to their MPC e-mail address.

It is expected that students check their e-mail account on a frequent and consistent basis. To ensure that students remain current with MPC-related communications, students are strongly encouraged:

- To check their e-mail at least two times a week.
- To respond to all official MPC communications as directed in each communication (e.g., responding in person, by surface mail, or by e-mail).
- Do not assume an e-mail response is a satisfactory substitution when directed otherwise.

Students are subject to this policy during academic terms for which they are enrolled, during breaks between terms, and during MPC holidays and vacations.

Faculty members determine how they will use e-mail in their classes. Faculty may wish to include their e-mail expectations in the course syllabus. The distribution of mass communications is restricted to MPC departments and offices for MPC business. External requests for mass communications will not be honored.

MPC employs various measures to protect the security of its computing resources and users' accounts. However, users should be aware that MPC does not and cannot guarantee such security. Furthermore, individuals are advised to exercise caution when sending sensitive privacy-protected student information via e-mail (See or Family and Educational Rights and Privacy Act (FERPA) guidance online for additional information). In addition, individuals are reminded that some MPC information is not appropriate for e-mail communication.

Enforcement

Violations of this policy will be reported to the appropriate administrator and, if warranted, the appropriate civil authorities. Non-compliance with this policy may also result in the loss of access to computer resources.

- Students will be subject to the student discipline process as outlined in the college catalog.
- Employees: Enforcement and discipline of this policy will be decided upon by HR and/or applicable union contract agreements.

Acceptable Use Agreement

Conduct which is deemed non-acceptable use of MPC technology resources includes, but is not limited to, the following activities:

- Using a computer account without authorization.
- Sharing an account with other users is not authorized.
- Using the campus network to gain unauthorized access to any computer systems.
- Connecting unauthorized equipment to the campus network.
- Using a personally-owned wireless access point or wireless device acting as an access point on campus.
- Attempting to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks, e.g., deleting programs or changing icon names.
- Knowingly or carelessly running or installing on any computer system or network, or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses, and worms.
- Deliberately wasting/overloading computing resources
- Violating terms of applicable software licensing agreements or copyright laws.
- Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, movies, etc.
- Using College resources for commercial activity, such as creating products or services for sale.
- Using electronic mail to harass or threaten others. This includes sending repeated, unwanted e-mail to another user.
- Initiating or propagating electronic chain letters.
- Inappropriate mass mailing. This includes multiple mailings to newsgroups, mailing lists, or individuals, e.g. "spamming," "flooding," or "bombing."
- Forging the identity of a user or machine in an electronic communication.

- Transmitting, reproducing, or publicly displaying materials that are slanderous or defamatory in nature or that otherwise violate existing laws or MPC regulations.
- Attempting to monitor or tamper with another user's electronic communications.
- Reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.
- Transmitting pornographic material.
- Software theft (pirating). Users will not install unapproved software on computers owned by MPC, including software that does not include a site license agreement via MPC Tech Services.
- Accessing MPC Ethernet (wired) network without written permission from MPC IT is strictly prohibited. Violations of this include:
 - Moving computers, printers or other devices from one data port to another.
 - Plugging any personal device into a data port.
- Network shared storage is for work related purposes only. Storing non-work related personal items, including photos, video clips and music is prohibited.

**See Board Policy 3720 above*

Services Level Agreement (SLA)

Purpose

The purpose of this document is to define service levels provided to Monterey Peninsula College (MPC), to ensure supported business needs are met. This Service Level Agreement (SLA) identifies customer expectations and defines services provided by MPC Information Technology (IT), stating agreed-upon service level goals, operating practices, and reporting policies.

Commitment to excellent service

IT is committed to delivering excellent customer service by:

1. Responding to requests for support within published time frames.
2. Interacting with the MPC campus community in a respectful and courteous manner.
3. Requesting feedback for opportunities for improvement.
4. Continuously working to improve quality of service.
5. Regularly reviewing and monitoring performance based on this SLA.
6. Publicly publishing weekly status reports.
7. Notifying all impacted customers well in advance before any system change takes place. The notification will be provided with as much lead time as possible.

Scope

IT provides support to MPC employees in the following categories:

1. MPC owned computing devices – desktops, laptops, etc.
2. MPC owned telephones, fax machines
3. Supported software applications
4. MPC IT approved Operating Systems, hardware, firmware, and supported software updates
5. MPC IT recommended anti-virus and power management software
6. Access to shared folders
7. MPC owned peripherals such as printers and scanners
8. Network hardware management
9. Internet connectivity and core phone systems/services
10. Core Enterprise Applications; Email, SIS
11. Network equipment configuration/installation

*The list above is not comprehensive and does not reflect the collaborative efforts between IT and the Lab Technicians in the current decentralized technical support model.

Out of Scope

1. Any equipment that is not owned by MPC.
2. Personal computers, laptops, tablets, or smart-phones of faculty, staff or students.

3. All personally owned devices and software.
4. Third party software not installed by IT.
5. District or College purchased software cannot be installed on personal systems.
6. Ad hoc end-user training on applications.

Hours of Operation

Normal hours of operation are Monday through Thursday, 8:00am – 8:00pm; Friday 8:00am - 5:00pm. All campus-observed holidays are excluded.

Requesting Service/Assistance

Submit all requests and question through the IT & AV Help Desk

Priority Levels

IT will assign priorities for all requests not resolved at the time of the initial call, based on the below definitions. Requests will be handled according to the priority of the work order, as determined by IT.

The following table briefly describes priority levels assigned to work orders, and initial response time expectations. While every effort will be made to resolve all issues immediately, circumstances may delay remediation or repair. In such cases, a resolution path and approximate time frame will be determined, and communicated to the end-user.

Level	Description	Initial response	First Contact Point	Escalation
1	Critical Emergency	<1 hour	831-646-4080 and x4088 (Evening Support) IT/AV Help Desk	Tier 4: Director, IS/Systems Programming Manager Tier 3 : Network Engineers/Programmers Tier 2: Network Engineer Tier 1: Technicians/Help-desk
2	Urgent/High	<2 hours	IT/AV Help Desk	
3	Normal	24 hours	IT/AV Help Desk	
4	Low/Scheduled	5 days	IT/AV Help Desk	
5	Project Based	Scheduled	IT/AV Help Desk	

Priority levels in detail

(Bullet points are provided as examples only and not inclusive of possible range of issues and may not reflect current model of decentralized technical support)

Priority 1: < 1 hour response

Defined: Immediate impact upon instruction

- Classroom technology failure, preventing the class from proceeding
- Critical service failure for one or more divisions/business groups

Priority 2: < 2 hour response

Defined: Urgent or high priority issues directly impacting instruction or business operations

- Classroom technology failure that must be addressed before the next class meeting
- Staff inability to access core services
- Faculty or staff computer is non-functional, and preventing them from working
- Virus infection

Priority 3: 1 day response

Defined: Day-to-day support issues of a non-urgent nature

- One or more applications will not function, but an alternative exists
- Classroom technology problems that do not prevent the class from proceeding
- Issues of an inconvenient nature, but not impacting day-to-day business operations

Priority 4: 5 day response

Defined: Low priority or scheduled requests

- The user has requested A/V for a class in the future
- An appointment for new or replacement equipment to be set up
- Computer OS or Software updates
- Equipment/phone moves and setup

Priority 5: Project based requests

Defined: These requests are considered informational, or project-oriented, and will be addressed as part of larger projects or ongoing maintenance issues.

- Any request for non-essential help without time constraints
- Technology initiatives or projects
- Non-urgent software or equipment purchase consultation

Exceptions:

During traditionally busy times, such as the first week of a semester, response times may be longer than normal. Help Desk staff will inform callers if a delay is to be expected.

Response times do not guarantee resolution times, although every effort will be made to resolve all work orders upon first contact. If an immediate resolution is not available, interim solutions will be suggested and made available. Examples of delays:

- A part needs to be ordered to return a computer to operation. If possible a loaner computer will be made available.
- A subject matter expert must be contacted in order to resolve the problem.

Customer Responsibilities

To help facilitate the IT support process, the MPC campus community is requested to:

- Provide a clear, detailed narrative of the problem, including location and contact information.
- Provide a clean, safe and hospitable work environment for IT while they are in your office, class or lab.
- Notify IT at least 24 hours advance of any pre-determined need.*
- Interact with IT in a respectful and courteous manner.
- Attend training opportunities offered on campus for technology that will be used.
- The District IT Department must be consulted regarding new hardware or software purchases to have expectations of ongoing support. The instructional support technicians are a valuable support resource; however, to avoid confusion and non-standardized solutions, technical assessments need to be performed by the District IT Department.
- Customers are asked to put in their own individual helpdesk tickets, not have others, such as instructional support technicians, put them in on their behalf.

*Depending on the scope of the request, additional lead-time may be required.

Appendix A: Security Report

On June 27, 2016 an external vulnerability scan was performed by the California Community Colleges Technology Center per the request of the Director of Information Services. Due to sensitive nature of data included in the security report the document can not be included in its entirety but a summary of findings are provided below.

The following are some of the network vulnerabilities that were discovered.

- Servers with unpatched vulnerabilities.
- Servers running no longer supported operating systems
- Services that should not be reachable externally
- Cross Site Scripting Vulnerabilities

For the most part, the servers with issues identified above were not being centrally managed by the I.T. Department. Initiative 3.c.3: Centralize servers and related systems will address this. Other vulnerabilities will be addressed through initiative 3.a.1: Enhance network infrastructure.

Appendix B: IT [Health Assessment](#)



Information Technology Department: *Health Check*

March 2016

Bill Reed, Senior Manager/Consultant



Information Technology Department Health Check Report

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BACKGROUND INFORMATION

Monterey Peninsula College (MPC) engaged Strata Information Group (SIG) to conduct a high-level review of their information technology environment and operations including assessment of various aspects of information technology utilization, organization, and management. Senior Manager/Consultant Bill Reed conducted the assessment and prepared the report. This document is intended to provide MPC with an evaluation of the current state of information technology needs and services along with recommendations which may be used to help chart the future direction for organization and delivery of technology services and support.

The observations and recommendations are derived from review of information provided by MPC, phone interviews/discussions, and a series of onsite interviews (10 individual and 4 group meetings) with IT staff, other technical support staff, and key stakeholders completed in March 2016. MPC participants were open and cooperative in sharing their perspectives. It's clear that commitment to the College and a strong desire to provide high quality services and support to the students, faculty, and staff are shared values across the organization.

Technology services and support have become an essential component of virtually every aspect of college life. The intersection of growing demand and constant pressure on resources presents substantial challenges requiring creativity, flexibility, management expertise and effective leadership to navigate. A clear course needs to be charted and execution effectively managed to ensure that activities and resources are closely aligned with the strategic priorities of the College. Leadership, governance, planning, delivery, and communication always matter, never more so than when resources are constrained or when organizational change is prevalent.

OVERVIEW

IT organizations provide a wide range of essential services which have often been characterized as utilities/maintenance (communications, infrastructure, equipment support) or development (programming, system implementations, research/analysis, project management). More recently the conversation describes services in terms of purpose:

Run – supporting ongoing operations

Grow – supporting incremental growth and improvements

Transform – supporting transformative change (e.g. new programs/initiatives, substantially different business processes, new applications/systems)

Many IT organizations in higher education are of necessity focused on services which fall toward the run/grow end of the spectrum. The highest priority is typically maintaining the communications and collaboration networks along with the central enterprise-level systems upon which daily operations depend. Sometimes the capacity, or ability, to support transformative projects or initiatives which help differentiate the institution – i.e. those directly related to teaching/learning or other strategic objectives such as enrollment management, fundraising, research, or community service and outreach – is constrained by inadequate resources or lack of clarity around institutional priorities.

In contrast, mature IT organizations typically display some degree of balance across the full spectrum of services – run, grow, transform – by effectively negotiating reasonable expectations with their customers and meeting agreed service levels in all three areas. That's achieved by developing trusted relationships across all segments of the campus and demonstrating a commitment to meeting customer needs. Many IT departments are consumed with meeting run/grow demands and struggle to support transformative initiatives for various reasons: resource constraints, expanding run/grow needs, management inefficiencies, or leadership challenges. The IT department at MPC has effective leadership and strong executive support, but is clearly impacted by those other factors. Despite the

best intentions, commitment to the mission, and loyalty to the College, those challenges impede the staff's ability to provide the range and quality of services required by an institution of MPC's size and scope. MPC's path to excellence requires a comprehensive, well-staffed, cohesive and collaborative technology services organization.

The assessment was organized around three primary components of the organization:

- People (Leadership, Resources, Staffing, Structure)
- Process (Governance, Planning, Procedures, Service Management)
- Technology (Operations, Tools)

Recommendations are based on the information available to date and may evolve during review and discussion. Specific, in-depth review of specific systems or individual staff performance was not part of this assessment.

PEOPLE

Strengths

- Adequate level of technical expertise for current requirements
- Mix of long-term and newer staff providing fresh perspectives and institutional history
- Key stakeholders acknowledged most staff members are responsive and applauded their efforts to provide high quality service
- Effective leadership and executive support

Concerns

- Difficult environment in which to recruit and retain highly skilled technical staff due to proximity of many large commercial technology firms competing for talent.
- Current skills sets may not translate well to implementation and support of an integrated ERP system. While specific skills needed will depend on the system selected, it's reasonable to assume that process analysis expertise and programming/development support using languages such as Java, JavaScript, SQL, PHP, Ruby, Eclipse, C# or Python will be essential.
- Staffing levels are inadequate for implementation and support of new systems. The implementation effort for any ERP system is substantial, requiring dedicated full-time engagement of both technical and functional roles such as database administrators, programmers, report developers, subject matter experts from the business units, and trainers. This takes place while the essential work supporting college operations is also ongoing. Current staffing just to support basic operations is already well below the norm for colleges of this size.
- Lack of a mid-tier management level creates a very flat organizational structure with a broad span of supervisory duties for the IT Director. The most essential manager roles missing from the organization are in the areas of network operations, customer support (i.e. instructional techs, help desk, training, communications), and report development/data analysis.
- Constrained staff resources create risks of extended service interruptions or less than optimal response times: very limited capacity for cross-training or creation and management of supporting documentation for systems and services.
- Centralized IT staff ratios fall well below those of other Associate's institutions per the Educause Core Data Service benchmarks (table of key ratios is appended). Over the past

three years the median falls near five IT staff per 1,000 institutional FTEs (students, faculty, staff). Recent approval of a new position will bring central IT staffing to 10.5 FTE: that's 1.5 staff per 1,000, an extremely low ratio. Educause, with over 1,800 institutional and 300 corporate members, is the premier non-profit association focused on the use of information technologies in higher education. The core data service is the most comprehensive and consistent information source available for comparing IT planning, management and operations among peer institutions. Additional information on the Educause CDS is available at <http://www.educause.edu/research-and-publications/research/core-data-service>.

Recommendations

- 1) Add positions in areas of highest risk or most impact to the campus community: network operations, customer service/user support, reporting/data analysis, training/documentation, business/process analysis, and project management. While it may be unrealistic to reach the median ratio of 5.2 FTEs in the near term, a funding/staffing plan prioritized to address at least some of the highest risk and major impact needs would position the department to better serve the College. Address the missing mid-tier management level within the funding/staffing plan. Adding more line positions without management support will only exacerbate the operational challenges.
- 2) Adopt a centralized management structure for all user support resources. Reinforce basic technical support to the campus by formally clarifying support responsibilities and service level agreements, then leveraging the resources of the centralized pool to meet those agreements. Deploy the centralized user support staff based on a formal co-location model (i.e. staff assigned to and housed in specific buildings or supporting specific clusters of departments).
- 3) Initiate a formal structure supporting career progression, targeted professional development, and collaborative cross-training. It's often difficult to successfully recruit technical staff if they can't see a path to grow and progress within the organization.
- 4) Evaluate options and potential benefits of outsourcing selected service functions on an as-needed or ongoing basis (e.g. remote programming/report development, service contracts for A/V event support). Intermittent needs can often be addressed more cost-effectively through contracting with outside firms, freeing staff to focus on primary services best provided internally.
- 5) Identify the optimal approach to fill staffing gaps in technical training, project management and business/process analysis. Those skillsets are instrumental in evolving the organization toward effective delivery of transformative services, but whether they reside in the IT department or user departments is best determined by the culture of the institution. What matters is those staff focused on process improvement, training, and project management being available somewhere and effectively shared by the entire campus community.
- 6) Encourage and support staff outreach and information sharing with colleagues across higher education, locally and nationally. Pursue knowledge sharing with sister institutions relative to support of common applications and services.

PROCESS

Strengths

- MPC has a broad-based advisory/governance committee for technology which meets regularly. While we did not have an opportunity to meet with the committee we did meet with some individual members who seem engaged and supportive of current initiatives.

- The College has a technology plan containing specific goals, initiatives, and measurable outcomes which is currently being updated.

Concerns

- The intake processes for both incidents and project requests are unclear. Users can submit tickets to the SchoolDude system but often just contact specific IT staff members directly. Project requests are not formally evaluated and prioritized by a broad-based advisory group (e.g. the MPC Technology Committee).
- Some IT staff mentioned concerns with adequate communication across the entire department, as did some customers regarding external communications (e.g. change management). There is no formal process for planning, approving, and communicating changes which impact users.
- Very few procedures are documented. A robust set of documentation should be available for use by IT staff to codify provision of essential support services, help maintain seamless coverage as roles and staff change, and provide parameters for performance measurements.
- There is no framework for managing service delivery. Clear and effective procedures by which users should access services are missing or simply not followed.
- No service catalog exists. That's a useful and increasingly common tool used in setting expectations with the user community and clarifying processes for accessing services.
- The process to fully evaluate tools or systems with a technology component prior to procurement is not formally documented, understood, and followed. Some decisions include the IT Director but not all, and some only involve IT as the last step "gatekeeper" after the decision is effectively already made.

Recommendations

- 7) Implement a clearly defined request, evaluation, and approval process for projects which require IT resources. Clarify the distinction between project and service requests. Ensure that project requests clearly identify all relevant costs and resource needs prior to final evaluation and approval, so that realistic expectations are set and any ongoing support or funding commitments are clear.
- 8) Review the project request and approval processes relative to governance procedures, then clarify and publish the approval criteria. While it's common and good practice for the IT department to establish and enforce standards relative to equipment purchases, the IT department should not be positioned to approve or deny project requests. Those projects requiring investment of IT resources or ongoing IT commitments should be institutional decisions which flow directly from the strategic planning and budgeting processes of the College.
- 9) Commit to a service management framework based on ITIL principles. ITIL – the Information Technology Infrastructure Library – is a framework based on delivery of services rather than delivery of specific technologies, shifting the focus from individual technology silos or functions to one of end-to-end service delivery. ITIL emerged in the 1980s with the objective of

improving IT service delivery and operations, with widespread adoption beginning in the mid-1990s. Version 3 of the Library was published in 2007. Widely adopted by governmental and commercial organizations around the world, higher education institutions are increasingly incorporating this framework as the basis for clarifying expectations and managing IT service delivery. Plan a phased implementation of IT Service Management at a realistic and reasonable pace consistent with staff capacity.

- 10) Implement a proven, supported help desk/service request system that is easy for users to access and staff to manage. There are multiple systems used in colleges and universities today with great success. Some are focused on basic ticketing needs while others offer more robust functionality encompassing a knowledge base, change management features, even project/portfolio management processes. Implementation of a usable tool which supports IT Service Management can provide a very solid foundation supporting delivery of all technology services. We understand planning is already underway for replacement of the SchoolDude ticketing functionality currently used by IT.
- 11) Work with the user community to create a regular series of basic training and knowledge sharing events addressing the most common and highest impact tools and services: the Google for Education services, classroom technology, and data security awareness. Don't underestimate the need for extensive training support for users and IT staff if/when implementing a new Student Information System.

TECHNOLOGY

Strengths

- Most classrooms are equipped with technology tools for presentation of materials.
- Risks associated with the network infrastructure, both from aging equipment and non-standard configuration, are gradually being addressed as funding permits. The current network staff have made progress despite significant constraints in funding and staffing.

Concerns

- Classroom technology tools are neither standardized nor refreshed regularly, significantly increasing the frequency of service issues and complicating efforts by support staff to quickly resolve issues.
- The network infrastructure, while improved since the last external assessment was completed, still relies on too much equipment which is past end-of-life. In addition, supporting equipment such as power conditioners or backup power supplies are not deployed to a minimally acceptable level - again due to funding constraints - resulting in recurring outages in some locations and creating even more stresses on old equipment.
- Wifi coverage is perceived as improved but still not at a consistently acceptable level of performance for the student population.
- Enterprise data systems are not integrated, resulting in numerous challenges to staff efforts to efficiently provide service to students, produce timely and accurate reports for decision-making, and respond to ad hoc requests in a timely manner. Multiple users shared concerns with data quality and consistency, which is unavoidable when multiple versions of the same data are maintained in separate systems.

- Many offices rely on internal spreadsheets and databases to manage data which would typically be maintained in an integrated system accessible to all relevant departments.
- Many processes which are typically automated or executed electronically rely on paper and physical transport from one office to another.
- The lack of a recurring equipment refresh process (and funding) has contributed to a higher volume of service issues and impact on operations than would otherwise be the case.
- While the Google for Education rollout appears to have gone relatively well, users may need assistance in using functionality beyond basic email such as shared calendaring, collaborative document creation/editing, or protection of private or institutional data in a shared, cloud-based platform.

Recommendations

- 12) Deploying and managing a stable, robust, flexible and secure network infrastructure is a critical responsibility fundamental to delivery of all technology services. Conduct a comprehensive review of the campus network (equipment and configuration) using trusted external resources: either a professional consulting firm or perhaps explore an engagement with experienced staff from peer institutions. Such a review was completed three years ago, generating many useful recommendations. A similar review of the current network environment should identify current risks and opportunities relative to stability, reliability, and security prior to undertaking any major system implementation.
- 13) Engage trusted external resources to conduct a comprehensive infrastructure security audit/review. This audit should include testing for vulnerabilities and implementation of best practices both external and internal (e.g. penetration testing, patch management, monitoring, configuration management, user access management). Protection of personal and institutional data requires regular evaluation of risk and vulnerabilities as campus networks have become very popular targets. With the constant barrage of security threats and attacks no institution can afford to assume they are protected without regular validation.
- 14) Formally plan and fund an annual refresh cycle for enterprise infrastructure needs (network and centralized server/storage equipment) as well as personal equipment needs (faculty/staff/classroom PCs and related equipment). We recommend basing the plan on the generally accepted practice of a 3-4 year lifecycle for personal equipment, 2-3 years for classroom equipment, and 4-6 years for infrastructure equipment. Of course adjustments may be required as funding fluctuates or needs change but it's important to have a clearly articulated and visible plan based on discussion and agreement with the user community. Such thoughtful planning is necessary to ensure the best use of scarce institutional funds.
- 15) Formally evaluate commercially available off-premise alternatives for server deployment. Competition in this area is intensifying among Amazon, Google, IBM, Microsoft, and others leading to improved services and lower costs. We are seeing an increasing number of schools contracting for cloud-based deployment of servers and databases including those which support core systems. Of course robust, stable, and redundant internet access is critical in scenarios where systems are deployed off-premise, but this can be an effective solution providing flexible, scalable and high availability resources while also addressing concerns with both operational data backups and continuity of operations in the event of local issues (AKA disaster recovery/business continuity planning).

- 16) Address concerns with centralized data backup/protection through a combination of standardizing on the recommended/supported tools and user education. Validate backup/restore processes on a regular basis. Do not leave users in the position of figuring it out on their own. The risk of data loss or privacy breach is too high.
- 17) Dedicate an internal resource to address some of the most commonly reported campus issues. Resolving problems with the platform used by so many customers on a daily basis should be a high priority. There are support networks within the HE community that can be supplemented with professional consulting support on specific items as needed.

SUMMARY OF RECOMMENDATIONS



This report is intended to provide guidance for moving forward. To that end we offer the following recommendations for next steps based on our proven framework for process improvement and project delivery. Of course every institution deals with change based on their specific circumstances and culture. While a formal improvement project may not be the most effective path forward for MPC, organizing the effort in a similar manner can be helpful in securing support and articulating what will be required in order to be successful.

Initiate the project: review the observations and recommendations at the appropriate level of the MPC community; define or reaffirm the objectives; confirm the project sponsors and solidify support.

Plan the implementation: group and prioritize the recommendations based on logical sequencing, dependencies, and impact; identify the project leaders and key resources; create a high-level plan and timeline.

Execute the plan: emphasize teamwork, inclusion, communication, transparency, and steady progress; celebrate successes along the way.

Close the project: formally transition from the interim period to ongoing operations.

Assess the results: review outcomes relative to the objectives; identify new opportunities for improvement.

Below is a summary of all recommendations. *The highest priority recommendations addressing the most fundamental issues or the greatest risks are highlighted.*

People Recommendations

- 1) *Add positions in areas of highest risk or most impact to the campus community: network operations, customer service/user support, reporting/data analysis, training/documentation, business/process analysis, and project management. While it may be unrealistic to reach the median ratio of 5.2 FTEs in the near term, a funding/staffing plan prioritized to address at least some of the highest risk and major impact needs would position the department to better serve the College. Address the missing mid-tier management level within the funding/staffing plan.*

Adding more line positions without management support will only exacerbate the operational challenges.

2) *Adopt a centralized management structure for all user support resources. Reinforce basic technical support to the campus by formally clarifying support responsibilities and service level agreements, then leveraging the resources of the centralized pool to meet those agreements. Deploy the centralized user support staff based on a formal co-location model (i.e. staff assigned to and housed in specific buildings or supporting specific clusters of departments).*

3) Initiate a formal structure supporting career progression, program of succession planning for key positions, targeted professional development, and collaborative cross-training. It's often difficult to successfully recruit technical staff if they can't see a path to grow and progress within the organization.

4) Evaluate options and potential benefits of outsourcing selected service functions on an as-needed or ongoing basis (e.g. remote programming/report development, service contracts for A/V event support). Intermittent needs can often be addressed more cost-effectively through contracting with outside firms, freeing staff to focus on primary services best provided internally.

5) *Identify the optimal approach to fill staffing gaps in technical training, project management and business/process analysis. Those skillsets are instrumental in evolving the organization toward effective delivery of transformative services, but whether they reside in the IT department or user departments is best determined by the culture of the institution. What matters is those staff focused on process improvement, training, and project management being available somewhere and effectively shared by the entire campus community.*

6) Encourage and support staff outreach and information sharing with colleagues across higher education, locally and nationally. Pursue knowledge sharing with sister institutions relative to support of common applications and services.

Process Recommendations

7) Implement a clearly defined request, evaluation, and approval process for projects which require IT resources. Clarify the distinction between project and service requests. Ensure that project requests clearly identify all relevant costs and resource needs prior to final evaluation and approval, so that realistic expectations are set and any ongoing support or funding commitments are clear.

8) Review the project request and approval processes relative to governance procedures, then clarify and publish the approval criteria. While it's common and good practice for the IT department to establish and enforce standards relative to equipment purchases, the IT department should not be positioned to approve or deny project requests. Those projects requiring investment of IT resources or ongoing IT commitments should be institutional decisions which flow directly from the strategic planning and budgeting processes of the College.

9) Commit to a service management framework based on ITIL principles. ITIL – the Information Technology Infrastructure Library – is a framework based on delivery of services rather than delivery of specific technologies, shifting the focus from individual technology silos or functions to one of end-to-end service delivery. ITIL emerged in the 1980s with the objective of improving IT service delivery and operations, with widespread adoption beginning in the mid-1990s. Version 3 of the Library was published in 2007. Widely adopted by governmental and commercial organizations around the world, higher education institutions are increasingly incorporating this framework as the basis for clarifying expectations and managing IT service delivery. Plan a phased implementation of IT Service Management at a realistic and reasonable pace consistent with staff capacity.

10) Implement a proven, supported help desk/service request system that is easy for users to access and staff to manage. There are multiple systems used in colleges and universities today with great success. Some are focused on basic ticketing needs while others offer more robust functionality encompassing a knowledge base, change management features, even project/portfolio management processes. Implementation of a usable tool which supports IT Service Management can provide a very solid foundation supporting delivery of all technology services. We understand planning is already underway for replacement of the SchoolDude ticketing functionality currently used by IT.

11) Work with the user community to create a regular series of basic training and knowledge sharing events addressing the most common and highest impact tools and services: the Google for Education services, classroom technology, and data security awareness. Don't underestimate the need for extensive training support for users and IT staff if/when implementing a new Student Information System.

Technology Recommendations

12) Deploying and managing a stable, robust, flexible and secure network infrastructure is a critical responsibility fundamental to delivery of all technology services. Conduct a comprehensive review of the campus network (equipment and configuration) using trusted external resources: either a professional consulting firm or perhaps explore an engagement with experienced staff from peer institutions. Such a review was completed three years ago, generating many useful recommendations. A similar review of the current network environment should identify current risks and opportunities relative to stability, reliability, and security prior to undertaking any major system implementation.

13) Engage trusted external resources to conduct a comprehensive infrastructure security audit/review. This audit should include testing for vulnerabilities and implementation of best practices both external and internal (e.g. penetration testing, patch management, monitoring, configuration management, user access management). Protection of personal and institutional data requires regular evaluation of risk and vulnerabilities as campus networks have become very popular targets. With the constant barrage of security threats and attacks no institution can afford to assume they are protected without regular validation.

14) Formally plan and fund an annual refresh cycle for enterprise infrastructure needs (network and centralized server/storage equipment) as well as personal equipment needs (faculty/staff/classroom PCs and related equipment). We recommend basing the plan on the generally accepted practice of a 3-4 year lifecycle for personal equipment, 2-3 years for classroom equipment, and 4-6 years for infrastructure equipment. Of course adjustments may be required as funding fluctuates or needs change but it's important to have a clearly articulated and visible plan based on discussion and agreement with the user community. Such thoughtful planning is necessary to ensure the best use of scarce institutional funds.

15) Formally evaluate commercially available off-premise alternatives for server deployment. Competition in this area is intensifying among Amazon, Google, IBM, Microsoft, and others leading to improved services and lower costs. We are seeing an increasing number of schools contracting for cloud-based deployment of servers and databases including those which support core systems. Of course robust, stable, and redundant internet access is critical in scenarios where systems are deployed off-premise, but this can be an effective solution providing flexible, scalable and high availability resources while also addressing concerns with both operational data backups and continuity of operations in the event of local issues (AKA disaster recovery/business continuity planning).

16) Address concerns with centralized data backup/protection through a combination of standardizing on the recommended/supported tools and user education. Validate backup/restore processes on a regular basis. Do not leave users in the position of figuring it out on their own. The risk of data loss or privacy breach is too high.

17) Dedicate an internal resource to address some of the most commonly reported campus issues. Resolving problems with the platform used by so many customers on a daily basis should be a high priority. There are support networks within the HE community that can be supplemented with professional consulting support on specific items as needed.

A draft plan or timeline for executing the recommendations is obviously dependent on a number of variables such as timely decision-making, staff and financial resource availability, and unified executive support. While some of the recommendations are relatively straightforward to implement, such as the infrastructure upgrades, there are of course funding needs associated with their successful execution. Failure to address the high priority issues (i.e. make progress on the high priority recommendations) will seriously jeopardize the institution's ability to undertake implementation and ongoing support of an ERP system. While contracting for specific ERP system expertise during an implementation is commonplace and typically essential to a successful rollout, it's difficult to see how MPC could effectively realize any benefits from investment in an ERP system without progress on the fundamental changes addressed in these recommendations.

APPENDIX A: KEY RATIOS

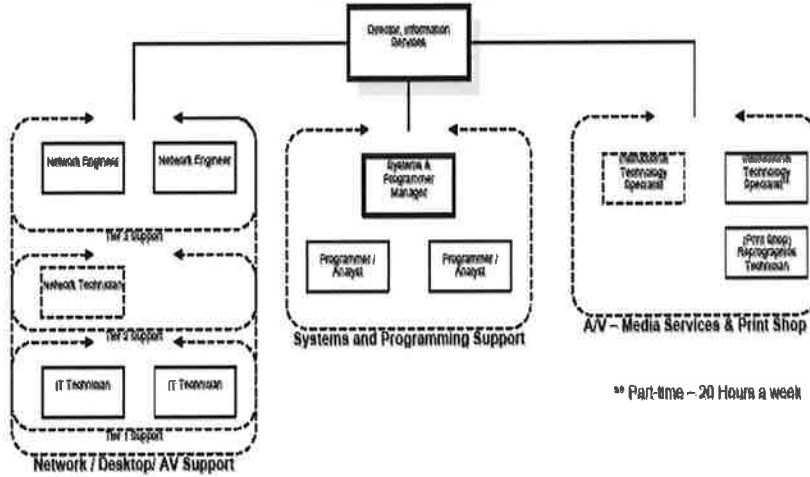
MPC provided the institutional data; comparisons are to the EDUCAUSE Core Data Service metrics for FY 14-15 (Carnegie classification = Associate’s Institutions).

Metric	MPC 2014-15	EDUCAUSE CDS 2014-15 AA sample
Central IT FTEs (IT + Stdt Wrkr) per 1,000 institutional FTEs	1.5	5.2
Student workers as percentage of total central IT FTE	0%	6%
Highest ranking IT officer sits on presidential cabinet	N	65%
MPC student FTE	6,450	
MPC faculty FTE	231	
MPC staff FTE	166	
MPC IT staff FTE	10.5	
MPC IT student worker FTE	0.0	

MPC student, faculty, staff data per the California Community Colleges Chancellor’s Office. IT staff FTE reflects one new position approved but not yet filled (see organization chart in appendix B).

APPENDIX B: CURRENT ORGANIZATION CHART

**MPC - Information Services Department
Organizational Chart
Effective July 1, 2016**



Appendix C: Refresh Plan

(2016-04-20)

Executive Summary

MPC replaces aging instructional and institutional technology as part of its integrated planning and allocation processes. Inventory documents detail the equipment, years to replacement, and yearly replacement cost. At current inventory levels the total technology refresh would require approximately \$450,000 per year for an average 5 year refresh cycle. A one-time expenditure of approximately \$1.8M is needed to make the oldest campus technology efficient again and then establish a 5 year refresh cycle. Given the industry standard and local needs and the ability to support and sustain technology, the total number of desktop computers should be reduced by at least 10%. Implementing the refresh plan can be accomplished through a phased approach that utilizes both ongoing and one-time funds. This document gives an overview of the inventory documents and replacement parameters.

Purpose

The goal of this Technology Refresh Plan (TRP) is to keep MPC's technology reliable and functional for the needs of the various users, ensuring that all critical components of the District's technology infrastructure are maintained in an appropriate timeframe.

The Process

The Refresh Inventory provides some prioritization. As items approach their end of life, they have a higher priority for being replaced. Items whose failure would threaten campus computing capabilities are noted in the Refresh Inventory, giving their refreshment a higher priority.

In addition to the yearly budget cycle, refresh money can come from episodic sources, sometimes with restrictions and time limits, year end funds, and instructional equipment block grants. These funds may be allocated to the prioritized Refresh Initiative in the Technology Plan.

The Technology Committee recommends that at least 50% of the expected yearly refresh cost be included as a line item in MPC's yearly budget.

A contingency equipment fund should be set up outside of the refresh budget for emergency repairs. This fund will need to be sufficiently large to deal with the few, very expensive items on the refresh list.

A very important factor to consider is the Total Cost of Ownership (TCO). TCO is a financial estimate intended to calculate direct and indirect costs. As an example, laptop computers generally have a much higher TCO vs desktop computers. This is because laptop computer often require

additional technician support. The technician's time needs to be calculated in the total costs. Another example for TCO is managed-locked down computers vs unmanaged computers.

Approval for technology purchases with a high TCO as compared to alternative technologies (laptop computer vs. desktop computer), should only be done for compelling business or program needs.

Items are removed from the Refresh Inventory by notifying the Director of Information Services when the owner no longer has use for that technology.

When technology is refreshed, the old device must be returned so the inventory doesn't grow. The refresh is a replacement, not an additional piece of technology. Reuse of old devices for new purposes is at the discretion of the Director of Information Services, with the recommendation of the technology committee as needed.

A up-to-date inventory is now in place. This inventory can be used to let any individual know where they are in terms of the refresh cycle and to calculate cost of refresh.

The Technology Refresh Plan will be reviewed and updated on a yearly basis.

Current Inventory

The Refresh Inventory, maintained by the Director of Information Services, lists all items to be refreshed. It includes life expectancy, replacement cost, and for institutional technology, an explanation of purpose and priority. Life expectancy for a computer at MPC is typically 4-6 years. The approximate average price for computer replacement is \$1,000 (including MACs and Laptops).

MPC has gone through a prolonged period with minimal investment on campus technology. That leaves much instructional and institutional technology out of warranty, beyond the typical lifespan, and inadequate for many tasks. The information below is based on an inventory that took place in March 2016.

Staff and Faculty Computers

The current inventory for Staff and Faculty computers:

- 404 PC's - (291 or 72% at or older than 5 years)
- 6 Thin Clients - (6 or 100% at or older than 5 years)
- 7 Laptops - (1 or 14% at or older than 5 years)
- 30 Mac's - (26 or 87% at or older than 5 years)

Cost to get into 5 year refresh cycle:

- PC's - \$261,900 one-time, \$73,000 per year to maintain
- Thin Clients (Replace with PC's) - \$6,300 one-time, \$1,200 per year to maintain
- Laptops - \$1,000 one-time, \$1,400 per year to maintain
- Mac's - \$32,000 one-time, \$7,400 per year to maintain

Total Staff/Faculty Workstations = \$301,200 one-time, \$84,000 annually

Computer Lab and Smart Classroom Computers

Lab and Classroom Computers:

The current inventory for Lab and Classroom Computers:

- 545 PC's - (461 or 85% at or older than 5 years)
- 44 Thin Clients - (44 or 100% at or older than 5 years)
- 95 Laptops - (39 or 41% at or older than 5 years)
- 137 Macs - (89 or 65% at or older than 5 years)

Cost to get into 5 year refresh cycle:

- PC's - \$414,900 one-time, \$98,100 per year to maintain
- Thin Clients (Replace with PC's) - \$39,600 one-time, \$7,920 per year to maintain
- Laptops - \$95,000 one-time, \$19,000 per year to maintain
- Mac's - \$90,300 one-time, \$27,800 per year to maintain

Total Lab and Classroom = \$563,800 one-time, \$152,820 annually

Network / Infrastructure

Edge Switching – This refers to the switches distributed through the campuses. Each building has at least one intermediate distribution frame (IDF). The IDF is also commonly referred to as the “network closet”. Multiple floor buildings commonly have 1 IDF per floor. The IDF houses network switches and associated equipment. When calculating the cost for switch refresh, cost such as uninterrupted power supply (UPS), fibers to the buildings and other have to be included. There are currently 130 network switches distributed throughout the campus. 30 (or 23%) of these switches are past the end of support, the upgrade of these switches should be considered urgent. 70 (or 53%) of these switches are nearing end of support, the upgrade of these switches are considered to be important. The remaining 30 switches are within support and should be replaced as part of planned refresh cycle.

One-time costs to get to 7 – 8 year refresh cycle:

- 100 switches - \$75,000 one time, \$14,000 per year to maintain
- Uninterrupted Power Supplies (UPS) - 45 UPS's – \$ 33,750 one-time, \$9,000 per year to maintain
- Fiber to buildings – ~ \$100,000 (One time – good for 25 years)

Total Edge Switching = \$208,700 one-time, \$25,000 annually

Servers

TBD - Current and future needs being assessed

Note: \$100,000 one-time, \$20,000 annually, should be earmarked as a placeholder

Printers

TBD - Current and future needs being assessed

Note: \$100,000 one-time, \$20,000 annually, should be earmarked as a placeholder

Data Center

TBD - Current and future needs being assessed

Note: Current Firewall solutions is at end of life - \$150,000 needs to be earmarked

Totals

- Edge Switching = \$208,700 one-time, \$25,000 annually
- Servers = \$100,000 one-time, \$20,000 annually, should be earmarked as a placeholder
- Data Center = Current Firewall solutions is at end of life - \$150,000 needs to be earmarked
- Classroom Technologies = ~\$500,000 one time, \$100,000 annually
- Computers:
 - Staff/Faculty Workstations = \$301,200 one-time, \$84,000 annually
 - Lab and Classroom = \$563,800 one-time, \$152,820 annually

Total = ~\$1.8M - \$2M one-time, ~\$400,000 - \$450,000 Annually

Funding Strategies

The Technology Committee strongly recommends that a combination of line item funding from general fund, both restricted and non-restricted, as well as one-time funds be used to fully address the ongoing needs to support the refresh of technology. In addition, they recommend reducing overall computer count by at least 10%.

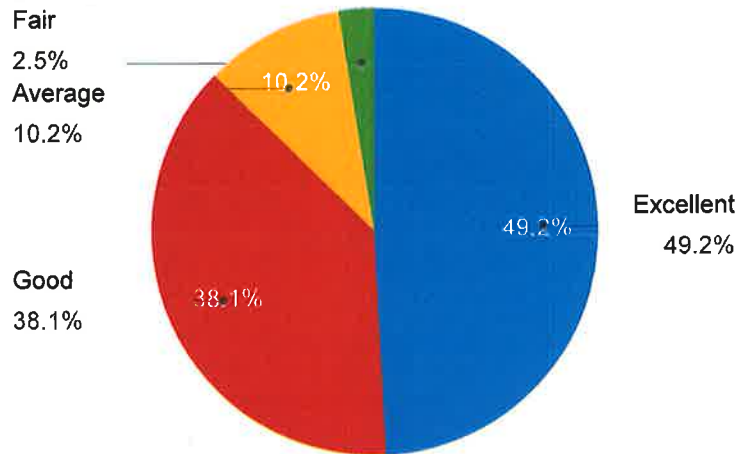
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Appendix D: [IT Survey Spring 2016](#)

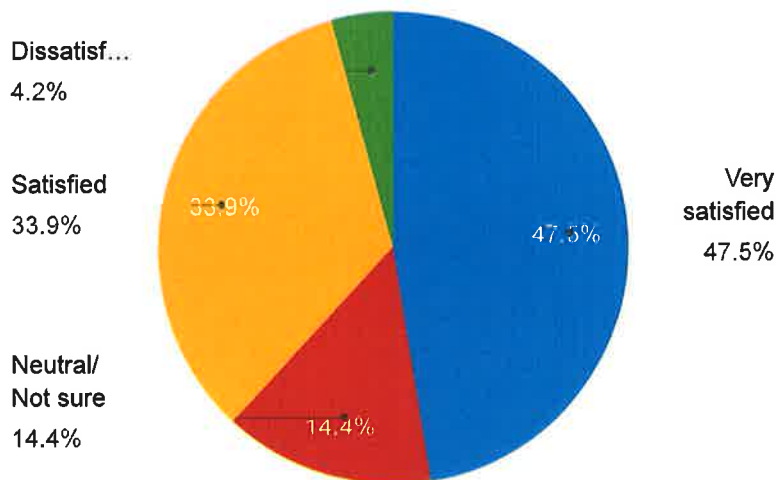
IT Survey Spring 2016

In April 2016, Information Services conducted a survey to receive feedback from the campus on the performance and services they provide. 119 faculty and staff members responded to the survey. A summary of results of this survey can be found below. Qualitative results were summarized based on categorical themes and organized with suggestions for improvement across a variety of areas. Information from this survey will be used to guide the department in project implementations and improvements of service.

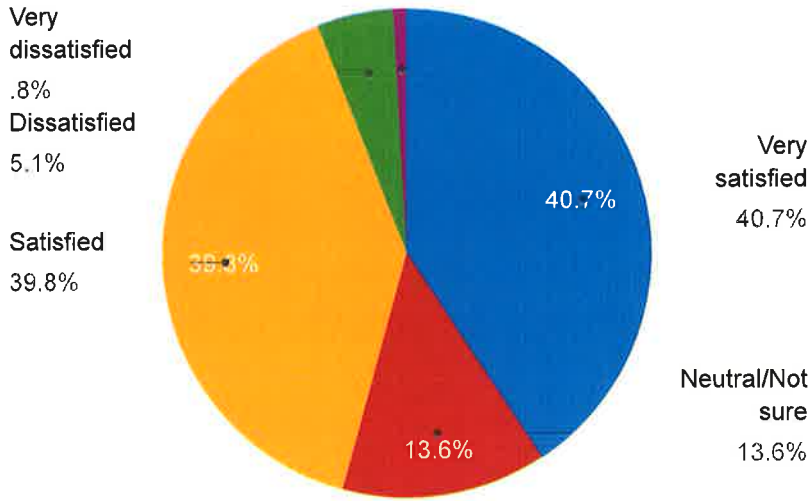
Please rate the overall quality of technical support services you have received during the past year.



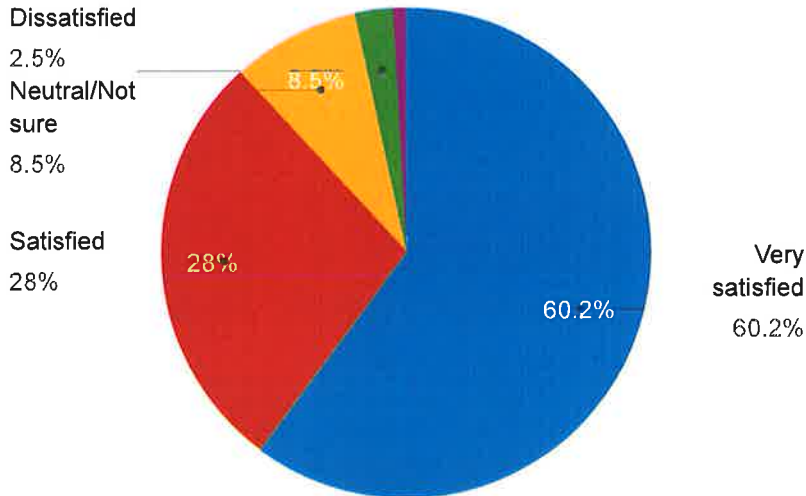
How satisfied are you with the IT department's ability to resolve your problems within a reasonable timeframe?



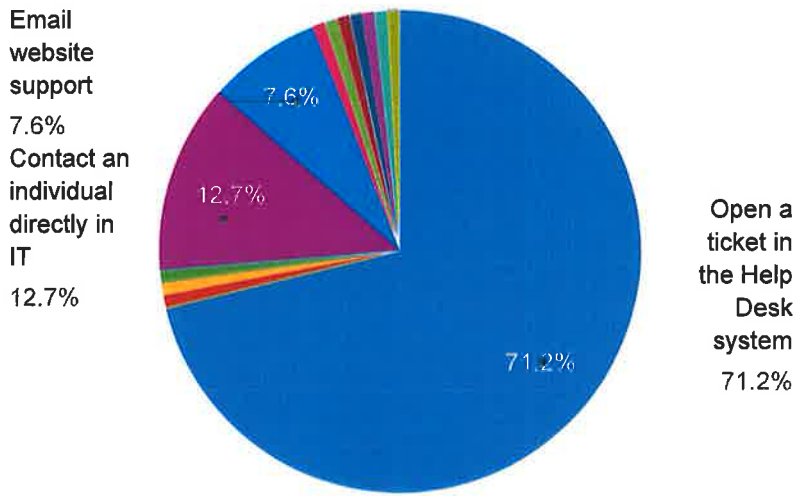
How satisfied are you with IT's follow-up on any unresolved issues?



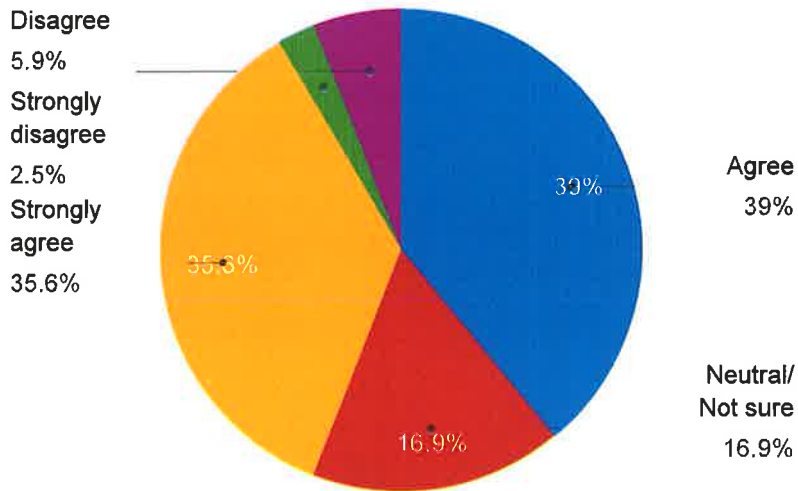
How satisfied are you with your interactions with the IT staff (professionalism, customer service?)



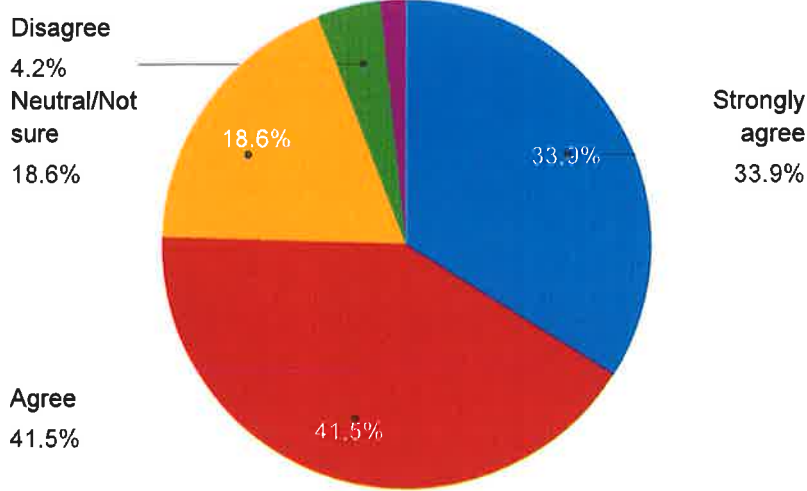
How do you typically get IT support?



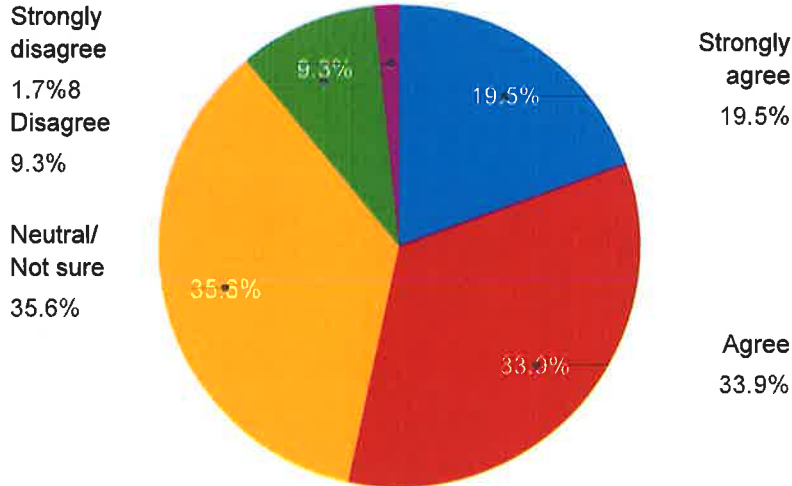
It is easy to open a support ticket online.



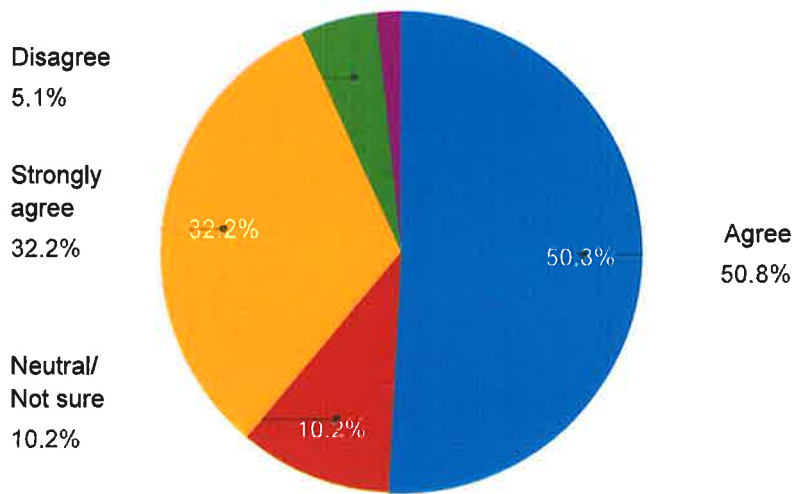
Urgent problems are treated with priority and fixed quickly.



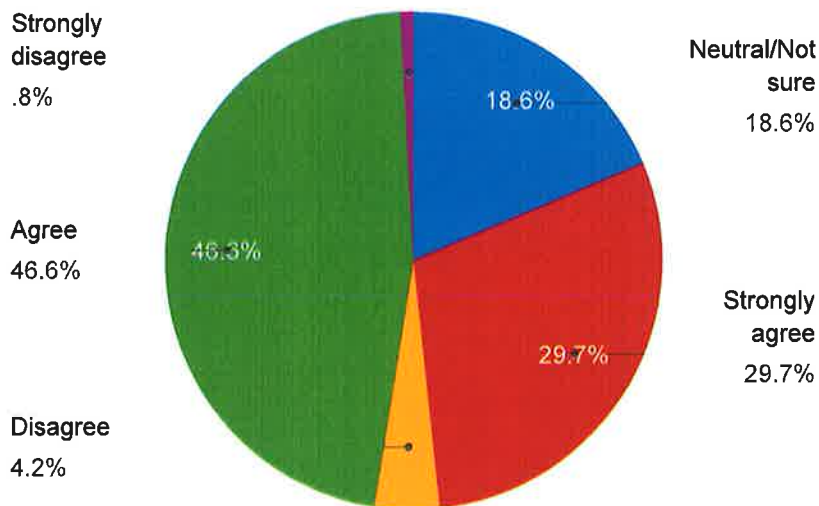
If an issue can't be resolved quickly it is easy for me to know the status of my issue/ticket.



I am notified in advance of system changes that affect me.



I am able to get extra support and training on the software and systems that I need to use to do my job at MPC.



Qualitative Data Results

The IT Survey included 4 open-ended questions which enabled respondents to provide more detailed information or clarifications to their responses on the survey. Data from these questions has been organized into themes and summarized below.

Online Help Desk System

Most saw the necessity and benefit of using an online (web-based) help desk system in terms of streamlining support and tracking purposes within the department. Several users noted the current web-based system appeared to be outdated. System should be easy to navigate and not arduous for users in terms of opening and filling out a ticket. Users should be provided with clear choices in the system and fewer check-boxes should be required.

Suggestions for improvement:

- Users would like suggestions of how to resolve problems on your own included as part of the system
- Training should be provided on new system when it is rolled out so users can fully benefit from all features
- Help Desk System should be used as a communication tool by technicians so user is aware of progress on their ticket while issues are being worked
- It should be easy for users to find the status of their ticket when logging into the system
- Proper communication should be made with customer when ticket is resolved
- More IT support needs to be provided to students

Technology on Campus

Most respondents noted equipment and systems on campus still seem outdated. Most noted importance in refreshing systems over time and that this needed to be funded appropriately.

Suggestions for improvement:

- Faculty and staff computers need to be updated to keep up with systems that are put in place for them to use
- IT should get feedback from faculty and staff before classrooms are upgraded
- Classroom computer systems should be set up in a uniform/standard way so all classrooms work similarly
- Clear instructions (job aids) should be provided on podiums so faculty and staff can perform simple troubleshooting when issues arise

Communications & Training

Respondents provided positive feedback regarding training sessions that have been offered by IT, and were interested in more training opportunities to increase their use of the software and systems provided by MPC. Communications from IT about changes in systems are appreciated but would like to feel like they were more directly involved in the discussion about changes as well - so they have the opportunity to ask questions and prepare in advance. Respondents expressed a high level of interest in additional training, especially Google Drive (including Docs, Sheets and Slides) and MS Office suite, with review sessions for Mail, Calendar and Contacts. Training should be offered at a variety of levels and focused on small groups (departments) and one-to-one training at a variety of dates/times so all can be accommodated. Face-to-face (f2f) training was preferred by most.

Suggestions for improvement:

- Communicate changes in technology well in advance with opportunities to ask questions and get clarifications
- Provide training materials online in centralized location in addition to f2f training
- Provide training on troubleshooting in the classrooms and limited administrative permissions so they are not completely reliant on IT
- Provide training on technology in Student Center

General Comments

Respondents noted a marked improvement in the services provided by IT over the past 3 years and appreciated opportunity to provide feedback through the survey.⁸²

Suggestions for improvement:

- Provide opportunities for tech staff to continue professional development to improve knowledge in areas where they provide support to keep up with changing technologies
- More systems need to be integrated into single-sign on, still too many user names and passwords across MPC
- "Can do" attitude needs to be continually nurtured

Appendix E: 2013-2016 Improvements & Accomplishments

The area below is highlighting just some of the major areas of technology related improvement and accomplishment that took place from 2013 to 2016.

- 1. Website enhancements** - The Student Technology needs survey given in 2013 identified the MPC website as one of the top 3 areas that needed improvement. Onetime funding was used to have the website redesigned. In addition, the website is no longer hosted locally. Offsite hosting has greatly improved availability and sustainability.
- 2. Improved Network Availability** - Before 2013 the MPC network was often plagued by unexpected downtime. Processes and systems (such as SolarWinds) have been put in place. Now network availability has greatly improved. Unexpected downtime is now a very rare occurrence.
- 3. Improved IT Responsiveness** - Before 2013 IT responsiveness to issues was often not at an acceptable level. There was no helpdesk system in place, instead email distribution lists were used by end-users to log issues. This system provided no management oversight or reporting structure. Since that time, helpdesk systems have been implemented (first Schooldude, now Freshservice) and processes such as a Service Level Agreement (SLA) have been put in place. Overall IT responsiveness has improved greatly, as evidenced by multiple surveys.
- 4. Improved WiFi** - Before 2013 The MPC WiFi was not stable and there were many buildings where WiFi was marginal or not available at all. One time funding has been used to improve the WiFi systems and equipment. Professional development for the Network Engineers on the MPC IT staff to enhance their WiFi skillsets has been supported. The result has been greatly improved areas of WiFi coverage and quality of WiFi service. This is evidenced by the reduction of helpdesk requests related to WiFi from frequent to non-existent.
- 5. Implemented Sustainable Email and Storage (Google Apps for Education)** - Campus email systems was identified as a problem area in several surveys conducted over the past several years. The locally housed Exchanged/Outlook system was plagued with issues including frequent downtime and limited storage. It was a rare week in IT when there wasn't a request for increased email storage. The email storage and need for local backup solutions strained the systems in place. After extensive research, it was decided to move to an external solution using Google Apps for Education. In Fall '15 a 6-month project was started to transition all student, faculty and staff campus email/calendar accounts from Exchange/Outlook to Google. The project was successfully completed in Spring '16. Now the entire campus has email with unlimited storage and secure access to other collaborative tools offered through Google Apps for Education. In addition, going from a locally hosted

system to an off-site hosted email/storage system has greatly enhanced sustainability. The servers and storage formally used for the Exchange/Outlook system can now be retired. Licensing for Exchange does not have to be renewed. MPC has also addressed an ongoing need to provide ample training for the Google Apps for Education.

6. **Implemented and improved Emergency Notification Systems** - In 2013 there were limited emergency systems in place. From 2013 - 2016 two major emergency notification systems were successfully implemented or enhanced:
 - a. Everbridge - This is the email and text alert system. Students, Faculty and Staff are encouraged to self-enroll. In the emergency situation, alerts are sent to all of those who have registered.
 - b. Informacast - This is the Public Announcement (PA) system. This system was in place, with limited functionality, in 2013. Since that time, the system has been greatly enhanced with updated software, new speakers (phones and wall clocks) installed and improved (simplified) instructions provided to the emergency team.
7. **Enhanced Distance Education programs** - Under the leadership of Dr. Jon Knolle, the Distance Education program has grown from a fledging of offerings in 2013, to a highly renowned and recognized Distance Education program.
8. **Fiber installed to Public Safety Training Center (PSTC)** - During the spring 2016, fiber was successfully installed to the PSTC. Previously the PSTC internet connection was bonded T1 lines. The speed for data was increased from approximately 4.5 Mbps to 1 Gbps. This is approximately 20 times increase in speed.
9. **Technology Equipment Standards** - Standardized technology equipment has been established and is posted on the I.T. Department website. The standards include computers, laptops, printers and other equipment. The campus standard equipment website is kept current and includes pricing. The pricing on this page can be used to calculate costs for planning purposes.

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Appendix F: [Quality Focus Essay](#)

Quality Focus Essay

Monterey Peninsula College has identified three Action Projects that will strengthen connections to student access and success and have a strong, positive effect on institutional effectiveness:

- 1) implementation of an enrollment management system (EMS),
- 2) implementation of TracDat, and
- 3) procurement and implementation of an Enterprise Resource Planning (ERP) system.

These three Action Projects support student access and success in the following ways:

	EMS	TracDat	ERP
Connection to ACCESS	<ul style="list-style-type: none"> Will provide reports to help the College determine whether it is scheduling classes appropriately (online, evening, weekend) to meet student needs 	<ul style="list-style-type: none"> Improves compilation of data used in program review and SLOs/SAOs assessment, leading to improvements in service delivery to students 	<ul style="list-style-type: none"> Will allow College to implement waitlists for courses and communicate waitlist information to students
Connection to SUCCESS	<ul style="list-style-type: none"> Allows the College to do "year ahead scheduling," which helps students build schedules with program completion more firmly in mind 	<ul style="list-style-type: none"> Enables College to improve its use of SLO assessment results in planning to increase student success 	<ul style="list-style-type: none"> Will include a Degree Audit program, allowing both students and Student Services staff to more effectively track progress toward successful program completion

In addition, the three Action Projects will greatly improve institutional effectiveness:

	EMS	TracDat	ERP
Impact on IE	<ul style="list-style-type: none"> Will provide better productivity data, allowing improved efficiency in scheduling processes, in terms of both staff time and budget resources Will provide reports to support flexible response during scheduling (capturing the 'what if' factor) 	<ul style="list-style-type: none"> Streamlined data collection, assessment, and reporting practices Will generate reports in a consistent format for use in discussions about institutional resource needs (e.g., staff, equipment, facilities, technology, etc.) 	<ul style="list-style-type: none"> Improved data integrity Improved data collection and reporting capacity Improved availability of program completion data

Overview of Action Projects

	EMS	TracDat	ERP Procurement
		Disparate data sources are used to house and locate information, making it difficult to find and use data. MPC chose to contract with TracDat in 2015.	Need for ERP documented in Title 5 grant applications, results of Business Process Analyses (in HR and Admissions & Records), Technology Plan (projects such as EMS and Laserfiche, eTranscripts, OpenCCCApply, OEI Pilot Program)
Spring 2016		<ul style="list-style-type: none"> ● Gather course and program data to input into TracDat ● Begin TracDat configuration 	Spring and Fall 2016: BPAs <ol style="list-style-type: none"> 1. Financial Aid 2. Fiscal 3. Student Success -- 3SP and Equity 4. Schedule Development
Summer 2016	Pilot in AA Office	<ul style="list-style-type: none"> ● Develop Instructor and Program Reflections Templates 	
Fall 2016	Train those involved in scheduling	<ul style="list-style-type: none"> ● Implement Course SLOs into TracDat 	Investigate funding sources
Spring 2017		<ul style="list-style-type: none"> ● Program Review ● Program-of-study Learning Outcomes 	<ul style="list-style-type: none"> ● Develop RFP based on BPA results ● BPA group to be hired to be part of RFP process. -- not yet scheduled
Fall 2017	Evaluate effectiveness of implementation	<ul style="list-style-type: none"> ● Connection to Planning and Resource Allocation Process ● Evaluation of TracDat implementation 	
Spring 2018	Evaluate effectiveness of implementation, develop recommendations for any warranted improvements	<ul style="list-style-type: none"> ● Evaluation of TracDat implementation 	
Fall 2018	Implement improvements based on evaluation	Implement improvements based on evaluation	
Spring 2019			Explore additional modules (e.g., Starfish)

Action Project 1: EMS

Background

Since the 2013-14 academic year, the College has been engaged in efforts to review and revise scheduling processes to meet student needs, improve success and retention, and increase average class sizes. This is consistent with the College's Institutional Goals and Objectives (see Institutional Goal 1, Objective 1.7). The College also examined scheduling practices during its institutional self-evaluation; specifically, Standard II.A.6 addresses the college's course scheduling as it relates to scheduling courses to facilitate degree completion. During the self-evaluation, the College recognized that its current Student Information System (SIS) had become a barrier to effective scheduling practices, and College personnel have difficulty generating data needed to inform scheduling decisions in an efficient manner. As a result, current scheduling practices are often based on a "rollover" of the previous schedule, rather than on analysis of data that would lead to more strategic schedule-building.

In summer 2015, an *ad-hoc* group comprised of the College president, the three vice presidents, three deans of instruction, scheduling technician, support staff from the Office of Academic Affairs, admissions director, programming manager, and institutional researcher came together to discuss the barriers to producing timely enrollment reports and to brainstorm solutions for improved practices. The need for an Enrollment Management System (EMS) emerged from these discussions. Once implemented, EMS will increase access to course enrollment data and provide the ability to examine enrollment from the level of the entire College to the level of individual course sections. EMS interfaces with the College's current Student Information System (SIS) and presents data elements (e.g., enrollments, full-time equivalent students (FTES), load, productivity, cost) in a spreadsheet format so it can be easily examined and discussed. EMS will enable the College to efficiently analyze the schedule, as well as plan for and manage future years' schedules, thereby improving support for student success. Integration between EMS and SIS will improve the accuracy and timeliness of data used in scheduling.

In preparation for the implementation of an EMS, the MPC is reviewing and revising its scheduling practices to provide students with a more consistent and predictable schedule. As of the 2015-16 year, a block scheduling practice is now implemented in most areas of the college. The blocks have been revised and will be implemented in the spring 2017 schedule. The College is moving towards FTEF allocation and productivity targets for programs and Divisions. The EMS Timeline Table below outlines how the institution plans to continue the implementation and evaluation of EMS over the next two years.

TIMELINE
Action Project 1: EMS

Project Objective: Increase effectiveness of scheduling and enrollment management practices by providing greater access to and coordination of enrollment data			
Specific Tasks/Activities	Outcome for each task	Target Completion Date	Responsible Parties
Create algorithm tables, based on historical demand for classes, contractual definitions of load, as well as on current enrollment patterns and expectations	Set of functional algorithms for every type of course and apportionment method	Currently, spring 2016 (nearly complete as of 4/5/16)	<ul style="list-style-type: none"> • Office of Academic Affairs • MPC EMS workgroup • Vendor implementation team
Develop taxonomy by: <ul style="list-style-type: none"> • College • Division • Department • Discipline • Emphasis 	<ol style="list-style-type: none"> 1. Comprehensive spreadsheet that includes every course identified by: college, division, department, discipline, emphasis. 2. Taxonomy run against algorithm tables 3. Identification of “outlier” courses 	Spring 2016	<ul style="list-style-type: none"> • Office of Academic Affairs • Vendor implementation team
Develop taxonomy by location: <ul style="list-style-type: none"> • Monterey • Fort Ord • Distance Ed 	<ol style="list-style-type: none"> 1. Comprehensive spreadsheet that includes every course identified by location. 2. Taxonomy run against algorithm tables 3. Identification of “outlier” courses 	Spring 2016	<ul style="list-style-type: none"> • Office of Academic Affairs • Vendor implementation team
Develop programming to implement algorithm tables and taxonomy	Functional EMS program that allows college personnel to predict enrollments (FTES) and FTEF at any level of the College	End of spring 2016	<ul style="list-style-type: none"> • MPC IT • Vendor implementation team
Pilot EMS program to develop scheduling for Summer 2017, Fall 2017, and Spring 2018	Data available for development of schedule for Summer 2017, Fall 2017, and Spring 2018	Summer 2016	<ul style="list-style-type: none"> • Office of Academic Affairs • MPC EMS workgroup • Vendor implementation team

TIMELINE
Action Project 1: EMS

Specific Tasks/Activities	Outcome for each task	Target Completion Date	Responsible Parties
Train department/division chairs how to use filters, run reports, etc.	All department and division chairs will demonstrate ability to use filters, run reports, etc.	Fall 2016	<ul style="list-style-type: none"> • Office of Academic Affairs • MPC EMS workgroup • Vendor implementation team
Implement new scheduling practices for 2017-18 year	New practices used to develop Fall 2017 schedule	Fall 2016	<ul style="list-style-type: none"> • Office of Academic Affairs • Department and Division Chairs • MPC EMS workgroup • Vendor implementation team
Evaluate effectiveness of EMS implementation (and supporting processes)	Analysis of what works well, and what improvements could be made in order to increase effectiveness of the implementation	2017-2018 Academic Year	<ul style="list-style-type: none"> • Office of Academic Affairs • Department & Division Chairs • MPC EMS Work group
Implement improvements to EMS (or supporting processes) based on results evaluation		Fall 2018	<ul style="list-style-type: none"> • Office of Academic Affairs • Department & Division Chairs • MPC EMS Workgroup

Action Project 2: TracDat

Background

Monterey Peninsula College designed its planning and resource allocation process to support student learning and achievement. In practice, however, the process does not always work as effectively as intended, because the tools MPC uses to collect and assess data are not effectively integrated with each other. The information and data used in the planning and resource allocation process are housed in different systems with varying accessibility and formats. The institutional self-evaluation revealed that campus personnel have difficulty--and in some cases are prevented from--seeing data elements of one process when it is time to support the next, making the College's evaluation and planning processes overly cumbersome and inefficient. For example, it is difficult to access results of SLO assessment in a timely manner when conducting program review or writing justification for resource allocation requests. The findings from the institutional self-evaluation led to the development of an Actionable Improvement Plan related to Standards I.B.4, I.B.7, I.B.8, and I.B.9. This AIP also aligns with the College's Institutional Goals: Objective 2.1 of the Institutional Goals--Improve Institutional Effectiveness, which identifies the need to "implement systems for easier access to data."

In fall 2015, MPC decided to implement the TracDat system in order to strengthen connections between data elements of SLOs, program review, planning, and resource allocation; once implemented, TracDat will connect these elements to each other and to the College's Institutional Goals. Using TracDat to improve the practical connections between the components of the planning and resource allocation process will allow the institution to improve institutional effectiveness and make better decisions in support of student success. For example, when departments have easier access to student achievement and student learning data, they will be able to better define instructional needs, and the College will be able to make more informed resource allocation decisions. TracDat directly enables institutional effectiveness, connecting student learning and success to the institutional processes designed to support those student needs.

The TracDat Timeline below outlines how MPC plans to implement TracDat over the next two years. Some tasks are in progress as of spring 2016. The project will proceed in three phases: course SLO assessment, program SLO assessment, and program review. Effectiveness of the system will be evaluated during the 2017-2018 academic year, and the results of the evaluation will be used to make improvements to the system and its support resources during 2018-2019.

TIMELINE
Action Project 2: TracDat

Project Objective: Improve operational connections between student learning and achievement data, planning, and resource allocation processes to improve effectiveness of decision-making processes.			
Specific Tasks/Activities	Outcomes for Each Task	Target Completion Date	Responsible Parties
Data entry and configuration for course assessment & program reflections	<ol style="list-style-type: none"> 1. Programs, courses, & SLOs entered into TracDat 2. Instructor Reflections interface established 3. Program Reflections interface established 	Spring 2016	TracDat Team
Develop user training & support resources for course assessment and program reflections tools	<ol style="list-style-type: none"> 1. User guide for Instructor Reflections 2. User guide for Program Reflections 	Spring/Summer 2016	<ul style="list-style-type: none"> • TracDat Team • Learning Assessment Committee
Launch Course Assessment and program reflections tools	Course and program assessment transitions into TracDat (Sharepoint system retired)	Flex Day, Fall 2016	<ul style="list-style-type: none"> • TracDat Team • Learning Assessment Committee
Data entry and configuration for program assessment (program of study)	<ol style="list-style-type: none"> 1. Program outcomes entered into TracDat 2. Program of study interface established 	Spring/Summer 2016	TracDat Team
Develop user training & support resources for program assessment	<ol style="list-style-type: none"> 1. User guides for course → program outcome mapping 2. Support resources for outcome mapping (including training sessions) 	Summer/Fall 2016	<ul style="list-style-type: none"> • TracDat Team • Learning Assessment Committee
Data entry and configuration for Action Plans	<ol style="list-style-type: none"> 1. Action Plan interface established 2. Action Plan reports established and tested 	Summer/Fall 2016	TracDat Team

Specific Tasks/Activities	Outcomes for Each Task	Target Completion Date	Responsible Parties
Develop user training & support resources for Action Plans	User guides for action plans	Fall 2016	<ul style="list-style-type: none"> • TracDat Team • Learning Assessment Committee
Launch Program Assessment and Action Plan tools	<ol style="list-style-type: none"> 1. Program of study assessment transitions into TracDat 2. Action Plans transition into TracDat (Word forms retired) 	Spring Flex, 2017	<ul style="list-style-type: none"> • TracDat Team • Learning Assessment Committee
Data entry and configuration for Program Review (Comprehensive and Annual Updates)	<ol style="list-style-type: none"> 1. Program Review templates for Academic Affairs, Student Services, Administrative Services, President's Office established in TracDat 2. Institutional and program-level achievement data configured in Action Point/Planning Point 	Spring 2017	<ul style="list-style-type: none"> • TracDat Team • Office of Institutional Research
Develop user training & support resources for program review	User guides for Program Review	Spring 2017	<ul style="list-style-type: none"> • TracDat Team • Office of Institutional Research
Launch Program Review tools	Program Review transitions into TracDat (Word templates retired)	Fall 2017	<ul style="list-style-type: none"> • TracDat Team • Vice Presidents • Office of Institutional Research
Evaluate TracDat and use results of evaluation to make improvements to process	Recommendations regarding effectiveness and potential improvements to TracDat and processes it supports	Evaluation conducted 2017/2018 AY	<ul style="list-style-type: none"> • College Council • TracDat Team

Action Project 3: ERP

Background

Monterey Peninsula College is one of only six colleges in the California Community College system that does not currently use an Enterprise Resource Planning (ERP) system to manage its operational data. Currently, MPC uses the Student Information System (SIS) developed by Santa Rosa Junior College. However, SIS no longer meets the needs of the College. SIS does not integrate the vital data functions of the College, as an ERP would do. As a result, MPC uses multiple systems in parallel. Reporting capabilities vary from system to system, as does the quality of reports. Systems may or may not integrate well with each other, leading to a reliance on manual entry and greater opportunities for error. For example, the Fiscal Services Department relies heavily on the Escape financial management system, provided by the Monterey County Office of Education; Escape has not been set up to integrate with SIS. Likewise, the Student Financial Services Department uses Financial Aid Management Systems (FAMS), which is being phased out by its vendor. Because FAMS, Escape, and SIS are not integrated, the College has had to invest in a separate stand-alone program (PowerFaid) to replicate FAMS functionality. In addition, SIS has programming constraints that make it difficult and fiscally unfeasible to add student-focused services that are standard to higher education and desired by MPC students (e.g., waitlists, degree audit program).

An ERP would greatly expand the institution's effectiveness and efficiency with regard to its operational data, as well as allowing for efficiency and expansion of services to students. The need to transition to an ERP has been a topic of institutional discussion since 2013, and has been documented in the MPC Technology Plan 2013-2016, in the Institutional Goals and Objectives (see Objective 4.2), and in the Self-Evaluation Report (see Standards I.B.8, II.A.6, and III.C.2). Discussions about the most effective way to finance the implementation and ongoing licensing costs of an ERP are in progress as of spring 2016. In the meantime, the College has begun to plan for an ERP implementation (see Institutional Objectives 4.2a-4.2c). Business Process Analyses (BPAs) have been completed related to student enrollment and employee onboarding processes; additional analyses are scheduled for Fiscal Services, Student Financial Aid, and other areas. Results of the BPAs will inform the configuration of the ERP, to ensure that the implementation enables increased institutional effectiveness and expanded support for students.

The ERP Timeline Table below outlines how MPC plans to prepare for an ERP implementation over the course of the next two years. As some of the specific tasks/activities in the plan are dependent on funding that has not yet been identified, the plan includes the College's best estimate for the length of time the activity would take to complete. Firm completion dates will be added to the plan once funding has been established.

TIMELINE
Acton Project 3: ERP

Project Objective: Implement an Enterprise Resource Planning system to improve integration of operational data, increase institutional effectiveness with regard to use of operational data, and support expansion of student-focused services that rely on operational data			
Specific Tasks/Activities	Outcome for Each Task	Target Completion Date	Responsible Parties
Complete Finance BPA	Assess current process, design optimal processes.	Spring 2016	<ul style="list-style-type: none"> • VPAS (CBO) • Controller
Complete Financial Aid BPA	Assess current processes, design optimal processes	Spring 2016	<ul style="list-style-type: none"> • VPSS • Director, Fin Aid
Develop ERP funding strategy	Identify funding sources	TBD	<ul style="list-style-type: none"> • Superintendent/President • VPAS (CBO)
Complete Student Success BPA	Assess current processes, design optimal processes	Fall 2016	VPSS
Complete Schedule Development BPA	Assess current processes, design optimal processes	Fall 2016	<ul style="list-style-type: none"> • VPAA • Academic Affairs Deans
Develop ERP Request for Proposal (RFP)	Use the data gathered in the BPA's and other sources to develop the specific criteria for the RFP	TBD based on funding (2-4 month goal)	<ul style="list-style-type: none"> • VPAS (CBO) • Controller • Director, Information Systems • ERP Steering Committee

Specific Tasks/Activities	Outcome for Each Task	Target Completion Date	Responsible Parties
Implementation planning	Develop timelines and address resource needs for 2 year project	TBD (6-month goal)	<ul style="list-style-type: none"> • Superintendent/President • VPAS (CBO) • Director, IS • ERP Steering Committee
Implementation of ERP	Full implementation of relevant modules	TBD (24-30 month goal)	<ul style="list-style-type: none"> • VPAS (CBO) • Director, Information Systems • ERP Steering Committee

Glossary Of Terms

Acceptable Use Agreement (AUA) - An acceptable use agreement (AUA) is a document that outlines a set of rules to be followed by users or customers of a set of computing resources, which could be a computer network, website or large computer system. An AUA clearly states what the user is and is not allowed to do with these resources.

An acceptable use policy is also known as a fair use policy or terms of use.

Active Directory - Active Directory (AD) is a Windows OS directory service that facilitates working with interconnected, complex and different network resources in a unified manner.

Bring Your Own Device (BYOD) - Bring your own device (BYOD) refers to employees who bring their own computing devices, such as smartphones, laptops and tablet PCs, to work with them and use them in addition to or instead of company-supplied devices. The prevalence of BYOD is growing as people increasingly own their own high-end mobile computing devices and become more attached to a particular type of device or mobile operating system.

Business Process Analysis (BPA) - Business process analysis (BPA) is the analysis of various business operations classified into processes, or series' of related tasks, where observation revolves around the specific ways in which these processes happen along a life cycle from beginning to end. Because a business process consists of a series of related tasks or events with a particular end objective, business process analysis uses various tools and methodologies to look at these processes in a variety of ways, and to monitor efficiency, productivity and more.

CCC Information Security Center - The California Community Colleges Information Security Center facilitates and coordinates the work of system wide information security (IS) technology by:

- Understanding CCC IS priorities
- Offering free vulnerability scanning
- Providing free server monitoring
- Developing IS policies & procedures
- Promoting IS awareness
- Publicizing important IS information

Cisco - One of the leading manufacturers of network equipment. Cisco's primary business is in internetworking products

Disaster Preparedness/ Recovery Plan - A Disaster Recovery Plan (DRP) is a business plan that describes how work can be resumed quickly and effectively after a disaster. Disaster recovery planning is just part of business continuity planning and applied to aspects of an organization that rely on an IT infrastructure to function.

The overall idea is to develop a plan that will allow the IT department to recover enough data and system functionality to allow a business or organization to operate - even possibly at a minimal level.

Enterprise Resource Planning (ERP) - Enterprise resource planning (ERP) is a method of efficiently utilizing people, hardware and software to increase productivity and profit, thus simplifying a company's business processes. ERP may include many software applications or a single (but more complex) software package that smoothly disseminates data required by two or more unique business departments.

Hyper V - Microsoft Hyper-V is a server virtualization product developed by Microsoft Corporation, which provides virtualization services through hypervisor-based emulations.

Information Technology Infrastructure Library (ITIL) - Information technology infrastructure library (ITIL) is a widely accepted best practices framework for IT service management (ITSM). ITIL includes practices, checklists, tasks and procedures documenting the role of the ITSM function. Additionally, ITIL is supported by a qualification scheme, accredited training organizations and implementation third-party (also called ITIL-aligned) assessment tools.

Local Area Network (LAN) - A local area network (LAN) is a computer network within a small geographical area such as a home, school, computer laboratory, office building or group of buildings.

A LAN is composed of inter-connected workstations and personal computers which are each capable of accessing and sharing data and devices, such as printers, scanners and data storage devices, anywhere on the LAN.

Family Educational Rights and Privacy Act (FERPA) - The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Microsoft Exchange - Microsoft Exchange Server (MXS) is a collaborative enterprise server application designed by Microsoft to run on Windows Servers. MXS supports:

- Email
- Contacts and tasks
- Calendar

Project Management Institute - The Project Management Institute (PMI) is a leader in credentialing project management professionals and advancing the field of project management.

Service Level Agreement (SLA) - A Service Level Agreement (SLA) is the service contract component between a service provider and customer. A SLA provides specific and measurable aspects related to service offerings.

Single Sign-on (SSO) - Single sign-on (SSO) is an authentication process that allows a user to access multiple applications with one set of login credentials. SSO is a common procedure in enterprises, where a client accesses multiple resources connected to a local area network (LAN).

SSO advantages include:

- Eliminates credential reauthentication; thus, improving productivity.
- Streamlines local and remote application and desktop workflow.
- Minimizes phishing.
- Improves compliance through a centralized database.
- Provides detailed user access reporting.

Virtualization - Virtualization refers to the creation of a virtual resource such as a server, desktop, operating system, file, storage or network.

The main goal of virtualization is to manage workloads by radically transforming traditional computing to make it more scalable. Virtualization has been a part of the IT landscape for decades now, and today it can be applied to a wide range of system layers, including operating system-level virtualization, hardware-level virtualization and server virtualization.

Virtualized Desktop Infrastructure (VDI) - Virtual desktop infrastructure (VDI) is a virtualization technique enabling access to a virtualized desktop, which is hosted on a remote service over the Internet. It refers to the software, hardware and other resources required for the virtualization of a standard desktop system.

VMWare - VMware is a company that was established in 1998 and provides different software and applications for virtualization. It has become one of the key providers of virtualization software in the industry.

WiFi - WiFi is a wireless networking technology that allows computers and other devices to communicate over a wireless signal.

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Contributors

Technology Committee

- Michael Midkiff (Co-Chair)
- Kevin Raskoff (Co-Chair)
- Alexis Copeland
- Rosa Arroyo
- Scott Gunter
- Jon Knolle
- Kelly Stack
- Nicole Dunne
- Tom Clifton

Information Services

- Michael Midkiff
- Lynn Noell
- Robert Boardman
- Kim Panis
- Kristin Darken
- Erik McDonald
- Linda Sasaki
- Chris Anderson
- John O'Brien
- Aaron Cepeda
- Vince Santos
- Laura Worley

Committee Review/Approval

Technology Committee - Information Item - Oct 21, 2016

Academic Senate - Information Item - Nov 3, 2016

Academic Affairs Advisory Group (AAAG)- Information Item - Nov 9, 2016

Student Services Advisory Group (SSAG)- Information Item - Nov 17, 2016

Online Education Committee (OEC)- Information Item - Nov 18, 2016

Administrative Services Advisory Group (ASAG)- Information Item - Nov 22, 2016

Technology Committee - Approved - Nov 18, 2016

President's Advisory Group (Formerly College Council) - Approved - Nov 22, 2016

Board of Trustees - Dec 14, 2016

Monterey Peninsula Community College District

Governing Board Agenda

December 14, 2016

President's Office

College Area

New Business Agenda Item No. G

Proposal:

That the Governing Board receive the annual report for 2015-16 from the Citizens' Bond Oversight Committee.

Background:

In the November 5, 2002 election, the district conducted a bond election under Proposition 39 regulations and was successful in obtaining the requisite 55% voter approval to issue general obligation bonds in the amount of \$145,000,000 for facility projects. Education Code 15278 required the district to establish a citizen's oversight committee to satisfy the accountability requirements of Proposition 39.

The Bylaws of the Citizens' Bond Oversight Committee state that the committee shall present an annual written report to the Board of Trustees in public session. Per the Bylaws, the annual report includes a statement regarding the District's compliance with Proposition 39 accountability requirements as well as a summary of the committee's activities for the year. In addition, the annual report provides a comprehensive summary of projects in the bond program, completed, underway, or planned for the future.

At their November 7, 2016 meeting, the Citizens' Bond Oversight Committee took action to approve the attached annual report for 2015-16. Mr. Wayne Cruzan, vice chair of the committee, will present the report to the Board.

Budgetary Implications:

None.

Information Only: Citizens' Bond Oversight Committee Annual Report for 2015-16

Recommended By:

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

Prepared By:

Vicki Nakamura
Vicki Nakamura, Assistant to the President

Agenda Approval:

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



Citizens' Bond Oversight Committee

ANNUAL REPORT

2015-2016

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 June 13, 2016

 August 29, 2016

 Committee Meeting Minutes

 November 2, 2015

 February 29, 2016

 June 13, 2016

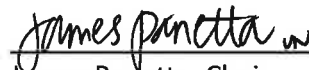
 August 29, 2016

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STATEMENT OF COMPLIANCE

This Annual Report is submitted to the Board of Trustees by the Monterey Peninsula Community College District Citizens' Bond Oversight Committee. The Committee advises that, to the best of its knowledge, the Monterey Peninsula Community College District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution. In particular, bond revenue has been expended only for the purposes so described in Measure I. As prohibited by Article XIII A, Section 1(b)(3)(a) of the California Constitution, no funds were used for any teacher or administrative salaries or other operating expenses.

Respectfully Submitted By:



James Panetta, Chair
Citizens' Bond Oversight Committee

Date: November 7, 2016

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INTRODUCTION

At the election conducted on November 5, 2002, the Monterey Peninsula Community College District was successful in obtaining more than 55% voter approval for Measure I to issue and sell general obligation bonds in the amount of \$145,000,000 to fund specific facility projects. The bond election for Measure I was conducted under Proposition 39 regulations.

Pursuant to Education Code Section 15278, the Board of Trustees established the Citizens' Bond Oversight Committee (CBOC) at their meeting on February 25, 2003 to satisfy the accountability requirements of Proposition 39.

The Citizens' Bond Oversight Committee Bylaws, setting forth the duties and rights of the Committee, were also adopted by the Board at the February 25, 2003 meeting. The Bylaws were subsequently amended in February 2012 to remove the District residency requirement for the student member and in October 2015 to allow members to serve three consecutive terms per a change to Education 15282.

The three primary duties of the Citizens' Bond Oversight Committee are to inform the public concerning the District's expenditure of bond proceeds, review and report on the expenditure of taxpayers' monies, and advise the public on the District's compliance with Proposition 39.

To accomplish these duties and as required in the bylaws, the CBOC submits this annual report to the Board of Trustees. The CBOC expresses its appreciation to District staff for their support of the committee's work and activities.

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MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE

November 7, 2016



Back row: Robert Lee, Hunter Harvath, Stephen Lambert, Steven Crow (Admin. Services)

Front row: Walter Tribley (Supt./Pres.), James Panetta (Chair), Birt Johnson, Jr., Wayne Cruzan (Vice Chair)

Not pictured: Thomas Gaspich, Rick Heuer, Sharon Larson

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SUMMARY OF THE COMMITTEE'S PROCEEDINGS AND ACTIVITIES FOR 2015-2016

COMMITTEE MEMBERSHIP

The Bylaws require that the CBOC consist of a minimum of seven members representing students, the business community, senior citizens organization, taxpayers association, college support organization, and the community at large.

Committee members serve without compensation and may be appointed for no more than three consecutive two-year terms. Among those ineligible to serve are elected officials, employees, vendors, contractors, or consultants of the District.

Currently, the committee is composed of nine members, appointed by the Board of Trustees. In November 2015, Wayne Cruzan, Rick Heuer, and James Panetta, completed their second term on the committee. Per the October 2015 revision of the Bylaws allowing a third term, Mr. Cruzan, Mr. Heuer, and Mr. Panetta were reappointed to a third term.

In accordance with the Bylaws, officers were selected at the annual organizational meeting on November 2, 2015. Dr. Tribley appointed Mr. Panetta to serve as Chair for a second year and the committee approved Mr. Cruzan to continue serving as Vice Chair.

The officers and members who served during the past year are as follows:

Wayne Cruzan	2-year third term, 11/2015 – 11/2017
Thomas Gaspich	2-year initial term, 11/2014 – 11/2016
Hunter Harvath	2-year initial term, 11/2014 – 11/2016
Rick Heuer	2-year second term, 11/2013 – 11/2015
Birt Johnson, Jr.	2-year second term, 11/2015 – 11/2017
Stephen Lambert	2-year initial term, 10/2015 – 11/2017
Sharon Larson	2-year initial term, 1/2015 – 11/2016
Rob Lee	2-year initial term, 11/2014 – 11/2016
James Panetta	2-year second term, 11/2015 – 11/2017

MEETINGS AND ACTIVITIES OF THE CITIZENS' BOND OVERSIGHT COMMITTEE

The committee conducts its meetings in accordance with provisions of the Ralph M. Brown Public Meetings Act, Government Code Sections 54950 et seq. Meeting notices and agendas are sent to members of the committee within the required period of time, posted at the Monterey Peninsula College Administration Building, and sent to local media.

The college's bond website (<http://www.mpc.edu/about-mpc/campus-information/mpc-bond-measure>) includes webpages specifically designated for the committee's activities where the meeting schedule, agendas, minutes, and annual reports are posted.

During 2015-16, the committee convened four quarterly meetings. The annual organizational meeting of the committee was held November 2, 2015, with subsequent meetings held on February 29, 2016, June 13, 2016, and August 29, 2016. The primary location for the meetings was the Sam Karas Room in the Library & Technology Center on the Monterey campus.

At the meetings held during 2015-16, the committee regularly reviewed bond program expenditures and quarterly Monterey County Treasurer's Investment Reports. With most of the bond projects completed, the reports to the committee reflected minimal construction activity. At the November meeting the committee welcomed new student representative, Stephen Lambert and Dr. Steven Crow, who was approved as the District's new vice president for administrative services in December 2016. In February, the committee reviewed the 2014-15 independent financial and performance audit reports for the District's bond funds and the tax rate history for the Measure I bond. At the June meeting, the committee received a presentation on the 2016 bond refinancing from the District's bond underwriter, Ivory Li, Piper Jaffray and a facilities planning update from Dr. Crow. Dr. Tribley provided the committee with updates on the college's upcoming accreditation visit and the external review by the Collaborative Brain Trust consultant team. At the August meeting, David Casnocha, District bond counsel, provided clarification regarding the use of additional funds from the District's 2005 bond refunding for bond projects as a follow up to the June committee discussion. Dr. Tribley also reviewed facilities needs and plans for a future bond measure.

FINANCIAL REPORT OF THE CITIZENS' BOND OVERSIGHT COMMITTEE

The first bond issuance, Series A, was conducted on June 18, 2003. Total principal amount issued was \$40 million. The Series A bond was refinanced in December 2005, increasing the principal amount to \$44,240,052. The second and third series of bonds were issued in January 2008. In Series B, \$9,004,530 of taxable bonds were issued, with no time limit for expenditure. The principal amount of the Series C issuance was \$95,994,770 of tax exempt bond funds that were anticipated to be 85% expended within five years.

In June 2013, a portion of the 2005 refunding bonds and Series C bonds were refinanced, resulting in the issuance of \$19.2 million of tax-exempt bonds and \$14.5 million of taxable bonds at interest rates of 1.52% and 2.02% respectively. As the average interest rate of the bonds prior to the refunding was 4%, \$1.38 million in interest savings was generated for the District's taxpayers.

A third refinancing was completed in June 2016. A portion of the Series C bonds were refinanced, with approximately \$105.4 million of bonds issued. This refinancing lowered the average interest rate of 5.03% to 2.87%, resulting in savings to the taxpayers of \$28.2 million, from 2017 to 2034.

The college's bond funds have been invested in Monterey County's investment portfolio. A portion of the funds were placed in custom investments outside of the general pool to generate higher interest earnings. These custom investments matured in January 2014. During the past year, interest earnings on the bond funds invested with Monterey County totaled \$93,420 through September 30, 2016. In addition, the college received \$25,506, a recoupment of interest lost from the Lehman Brothers bankruptcy in 2008-09.

A property tax rate of \$23.89 per \$100,000 of assessed value was projected in 2002 when the District's bond measure was approved. The tax rate for Measure I in 2015-16 was \$23.04. Since the first bond issuance in 2003, the average tax rate has been \$22.09.

Expenditures and payments made from bond funds have been regularly reviewed and accepted by the committee during the course of the year. The annual expenditure report on the following pages shows expenditures for the report period of October 1, 2015 through September 30, 2016 and total expenditures since bond inception.

MPC Bond Expenditure Report
July 1, 2003 through September 30, 2016

<u>Receipts:</u>	Prior	10/1/2015- 09/30/2016	Total
Bond Principal – Series A	\$40,000,000	\$0	\$40,000,000
Refinancing - Series A	\$4,240,052	\$0	\$4,240,052
Bond Principal - Series B, taxable	\$9,004,530	\$0	\$9,004,530
Bond Principal - Series C, nontaxable	\$95,994,770	\$0	\$95,994,770
Interest Income*	\$9,252,236	\$93,420	\$9,345,656
Interest Write-off**	(\$1,878,835)	\$0	(\$1,878,835)
Interest Recovery**	\$735,840	\$25,506	\$761,346
Total Receipts	\$157,348,593	\$118,926	\$157,467,519

* Interest income is through Sept. 30, 2016

** All bond funds are currently on deposit with the Monterey County Investment Pool. The interest write-off and recovery occurred due to the Lehman Brothers and Washington Mutual bankruptcy filings in 2008.

Expenditures:

Completed Projects:

As Built Drawings	\$209,792	\$0	\$209,792
Automotive Technology -- HVAC	\$16,443	\$0	\$16,443
Auto Technology Addition	\$958,602	\$0	\$958,602
Business Computer Science	\$2,215,418	\$0	\$2,215,418
Business Computer Science Building - Seismic Design	\$7,982	\$0	\$7,982
Child Development Center	\$1,029,199	\$0	\$1,029,199
College Center Renovation	\$23,608	\$0	\$23,608
Demolition of Old Plant Services	\$63,522	\$0	\$63,522
Drafting Building	\$13,974	\$0	\$13,974
Environmental Impact Report	\$154,163	\$0	\$154,163
Family and Consumer Science Renovation	\$67,671	\$0	\$67,671
Gym - Floor/Seismic/Bleachers	\$877,847	\$0	\$877,847
Humanities Building - Seismic Design	\$16,375	\$0	\$16,375
HVAC Repairs	\$618,539	\$0	\$618,539
Infrastructure I (main campus utilities, parking lot A)	\$20,886,001	\$0	\$20,886,001
Infrastructure II (parking lots D, E, & F)	\$2,481,607	\$0	\$2,481,607
Landscaping – Library & Technology Center	\$438,293	\$0	\$438,293
Lecture Forum Remodel	\$2,117,203	\$0	\$2,117,203
Life Science -- Elevator Evaluation	\$7,794	\$0	\$7,794
Master Signage Program	\$53,890	\$0	\$53,890
New Admin/Old Library Renovation	\$4,712,191	\$0	\$4,712,191
New Education Center Building at Marina	\$8,159,655	\$0	\$8,159,655
New Facilities Building	\$487,574	\$0	\$487,574
New Student Services Building	\$9,681,388	\$0	\$9,681,388
Old Library Renovation Analysis	\$21,280	\$0	\$21,280
Miscellaneous	\$221	\$0	\$221
Physical Education (Stadium, Fitness Center, etc.)	\$17,236,568	\$0	\$17,236,568
Physical Science -- Elevator Evaluation	\$6,986	\$0	\$6,986
PE Phase II - Gym/Locker Room Renovation	\$3,810,036	\$0	\$3,810,036

Pool Renovation	\$2,047,493	\$0	\$2,047,493
Public Safety Training Center	\$7,478,201	\$0	\$7,478,201
Roof Repairs	\$480,256	\$0	\$480,256
Social Science Remodel	\$863,697	\$0	\$863,697
Telephone System Upgrades	\$599,414	\$0	\$599,414
Theater Light Board	\$22,733	\$0	\$22,733
Vehicles	\$187,070	\$0	\$187,070
Walkway/Safety Improvements	\$225,630	\$0	\$225,630

Completed Projects	\$88,278,316	\$0	\$88,278,316
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In Process:

Arts Complex	\$3,541,776	(\$1,486)	\$3,540,290
Bond Program Management	\$5,692,510	\$0	\$5,692,510
Student Center	\$6,157,617	\$0	\$6,157,617
Furniture/Equipment	\$5,337,175	\$0	\$5,337,175
Humanities, Bus-Hum, Student Services	\$3,543,043	\$0	\$3,543,043
Infrastructure - Phase III	\$6,458,266	\$0	\$6,458,266
Infrastructure - Phase IV	\$0	\$74,857	\$74,857
Life & Physical Science	\$10,832,201	\$0	\$10,832,201
Music Building	\$23,770	\$0	\$23,770
PSTC Parker Flats	\$70,499	\$0	\$70,499
Swing Space/Interim Housing	\$5,777,350	\$0	\$5,777,350
Theater	\$10,382,736	\$0	\$10,382,736
General Contingency	\$0	\$0	\$0
Miscellaneous	\$61,738	(\$61,738)	\$0
Management Expense for Custom Investment Portfolio***	\$45,272	\$0	\$45,272

In Process	\$57,923,953	\$11,633	\$57,935,586
Total Expenditures	\$146,202,269	\$11,633	****\$146,213,902

*** The District requested the Monterey County Treasurer to manage and place custom investments for a portion of the funds on deposit with the Treasurer. These investments were outside the general pool and included GE corporate bonds which generate a higher rate of return. The District was notified by the Treasurer's Office that the last security matured on 1/7/2014. There were no further interest postings to segregated investments after this date.

**** Total expenditures of \$146,213,902 equate to 93% of Measure I bond proceeds of \$157,467,519 being spent through September 30, 2016 on District bond projects. In addition, the District has been successful in securing matching funds from the state and other sources to augment bond proceeds and further address District facility needs. These matching funds will supplement bond proceeds by an estimated \$40,704,037, resulting in total projected expenditures of \$198,171,556 for facilities projects by the end of the bond program.

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CAMPUS RENOVATION/CONSTRUCTION PROJECTS COMPLETED, IN PROCESS, AND PLANNED FOR THE FUTURE

September 30, 2016

COMPLETED PROJECTS:

Note: For completed projects, Prop 39 Bond amounts listed are actual expenditures to date. Projects are listed in order of completion.

<u>Project</u>	<u>Description</u>	<u>Funding Source</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Library & Technology Center	This new 65,000 sq. ft., 3-story building houses the college's book and media collections and includes computer labs, classrooms, multi-media rooms, group study rooms, teleconferencing capability and a faculty lounge. The \$19.9 million project was primarily funded by the state, with \$438,000 provided by MPC bond funds. The facility was completed in July 2003.	\$438,293	\$19,470,000	\$19,908,293
Facilities Building	The new 18,440 sq. ft. building consolidates the college's plant services, warehouse, building maintenance, and grounds operations within one building. Old structures formerly housing these operations were demolished. The state funded \$2.48 million of the total project cost of \$2.97 million and MPC bonds provided funding of \$488,000. This project was completed in fall 2003.	\$487,574	\$2,478,000	\$2,965,574

COMPLETED PROJECTS:

Note: For completed projects, Prop 39 Bond amounts listed are actual expenditures to date. Projects are listed in order of completion.

<u>Project</u>	<u>Description</u>	<u>Funding Source</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Early Start & Miscellaneous Projects	This group of projects include walkway and safety improvements, new IP phone system, new roofs on Life Science, Physical Science, Business-Computer Science, and Art Dimensional buildings, rebuilding the HVAC systems in Art Dimensional, Social Science, Business-Computer Science buildings, completing required campus wide CEQA reports, campus as-built site drawings, purchase of new vans and street cleaner. Dollar amounts given represent actual MPC bond expenses to date. Most of these projects were completed by 2004, with the exception of the campus CEQA environmental report, completed in March, 2006.	\$2,729,672	\$439,037	\$3,168,709
Community Stadium	This project completely refurbished and modernized the existing campus football stadium, track, and softball fields. The upgrades include synthetic football/soccer and softball fields, an eight lane all weather track, new bleachers and support facilities. MPC bond funds covered most of the \$13.5 million cost, with \$100,000 received from a state waste tire grant program for the artificial turf installed on the football field. The project was completed in spring 2007.	\$13,406,672	\$100,000	\$13,506,672
Fitness Center	This new 12,750 sq. ft., two-story building provides classrooms, offices, and a weight room. The old structure was demolished. The project was completed August, 2007.	\$3,829,897		\$3,829,897

COMPLETED PROJECTS:

Note: For completed projects, Prop 39 Bond amounts listed are actual expenditures to date. Projects are listed in order of completion.

<u>Project</u>	<u>Description</u>	<u>Funding Source</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Child Development Center	This new three-building, 9,900 sq. ft. complex provides a child care facility serving the campus and community. The facilities also include a classroom and observation rooms that make up an academic laboratory to provide practicum experience for Child Development Program courses. The state funded \$4.4 million of the project with \$1 million contributed from MPC bond funds. The project was completed in October, 2007.	\$1,029,198	\$4,384,000	\$5,413,198
Infrastructure - Phase I	All of the campus infrastructure (underground utilities, roads, walkways, bridges, etc.) will be rebuilt under the bond program. Phase I makes up 77% of the total infrastructure work on campus and was completed in September, 2008.	\$20,886,001		\$20,886,001
Lecture Forum	The existing 18,545 square foot instructional building was remodeled to upgrade technology and improve acoustics. The HVAC system was replaced, restrooms rebuilt, new seating and floor covering installed, and the building repainted. The majority of work was completed August 2007 with minor work completed in summer 2008.	\$2,117,203		\$2,117,203
Social Science	The existing 12,580 square foot instructional building was remodeled to meet current seismic and ADA standards. The bathrooms were rebuilt, the HVAC system replaced, and new furniture, paint, and floor coverings were added. The majority of the work was completed August 2007 with minor work completed in summer 2008.	\$863,697		\$863,697

COMPLETED PROJECTS:

Note: For completed projects, Prop 39 Bond amounts listed are actual expenditures to date. Projects are listed in order of completion.

<u>Project</u>	<u>Description</u>	<u>Funding Source</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Infrastructure - Phase II	This phase includes the rebuilding and expansion of parking lots D, E, & F, addition of campus wide emergency alarms, and rebuilding of the baseball backstop. The parking lots and alarm installation were completed in August 2008; the backstop was completed in August 2009.	\$2,481,607		\$2,481,607
Family Consumer Science	The existing facility was remodeled to repair the roof and upgrade the classroom. The project was substantially completed January 2009.	\$67,671		\$67,671
Gym	The upper floor of the existing gym was rebuilt, including seismic upgrades and gym floor and bleacher replacement. The project was accomplished using a combination of state scheduled maintenance funding and MPC bond funds. The project was completed in January 2009.	\$877,847	\$600,000	\$1,477,847
Administration Building Renovation	The former library building, consisting of 19,040 square feet, was remodeled to house campus administrative offices. The state funded \$2.715 million of the total cost with \$4.56 million contributed from MPC bond funds. Office move-in was accomplished in April 2009.	\$4,712,191	\$2,715,000	\$7,427,191
Public Safety Training Center Renovation	Two existing former Army buildings on Colonel Durham Road in Seaside at the former Fort Ord were renovated to provide classrooms and offices for public safety training programs. Construction began in July, 2008. The project was substantially completed in December 2009. Site drainage issues were resolved in summer 2010.	\$7,478,201		\$7,478,201

COMPLETED PROJECTS:

Note: For completed projects, Prop 39 Bond amounts listed are actual expenditures to date. Projects are listed in order of completion.

<u>Project</u>	<u>Description</u>	<u>Funding Source</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Auto Technology Addition	This project consisted of a remodel and addition to the existing facility. The project was substantially completed in September 2010.	\$958,602		\$958,602
Business, Math, Computer Science	The existing Business Computer Science building was completely renovated. Former fiscal services and information technology offices were converted into math classrooms and a math learning center. A Final Project Proposal for the Business, Math and Science Buildings project that included the renovation of the Business Computer Science Building was submitted to the state Chancellor's Office in July 2007 to request 50% state funding support and was subsequently approved. However, as state bond funding for community college facility projects has been uncertain, the District determined this project would go forward using bond funds only. Construction began in June 2010. The project was completed in February 2011.	\$2,215,418		\$2,215,418
Student Services Building	A new 22,000 sq. ft. building was constructed adjacent to the current Student Center, allowing the consolidation of student services offices at one location on the Monterey campus. Construction began in August 2009 and was substantially completed by March 2011. Offices were moved in phases and accomplished by May 2011.	\$9,681,388		\$9,681,388
Education Center at Marina	Temporary facilities were installed on the Education Center site on Imjin Parkway and 3rd Avenue in Marina in 2007. Construction of the first permanent academic facilities began in February 2010 and was substantially complete by August 2011, in time for the start of the fall 2011 semester.	\$8,159,655		\$8,159,655

COMPLETED PROJECTS:

Note: For completed projects, Prop 39 Bond amounts listed are actual expenditures to date. Projects are listed in order of completion.

<u>Project</u>	<u>Description</u>	<u>Funding Source</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Physical Education Phase II: Gym - Showers/Locker Rooms	The first floor of the existing gym building was renovated, including reconstruction of the shower and locker rooms. Division and faculty offices were reconfigured and relocated to the same area. The two multipurpose rooms were upgraded with technology enhancements. Construction began in January 2012 and was completed in November 2012.	\$3,810,036		\$3,810,036
Pool and Tennis Courts Renovation	The existing swimming pool was renovated to eliminate the existing diving well, creating a shallower pool bottom. A lift for disabled students was added. The pool locker room facility was demolished and a new pool equipment building constructed to house new filtration and heating equipment. The pool will be served by the gym locker rooms which were renovated and completed in 2012. Construction began in August 2013 and the pool was completed in March 2014. The tennis courts were not renovated as the estimated cost exceeded the amount of funds remaining in the project budget.	\$2,047,493		\$2,047,493
Totals for Completed Projects		\$88,278,316	\$30,186,037	\$118,464,353

PROJECTS IN PROCESS:

Note: Cited dollar amounts are estimates and subject to change. Projects are listed in alphabetical order.

<u>Project</u>	<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Arts Complex	The Final Project Proposal to rebuild the existing Art Studio, Art Ceramics, Art Dimensional, and International Center buildings, and demolish the existing Drafting building was re-submitted to the state Chancellor's Office in July 2009 to request 50% state funding support and was approved. However, with state bond funding for community college facility projects being uncertain, the District completed this project with local bond funds only. The project was reduced in scope. A complete renovation of the Art Studio and Art Ceramics buildings was accomplished. Construction began in September 2013, and completed in late summer 2014, in time for fall semester. The Art Dimensional building will be improved as the budget allows, to include replacement of mechanical and electrical systems, exterior painting, and roofing.	\$3,795,585		\$3,795,585
Student Center Renovation	The Student Center has been renovated and all building systems repaired. The interior space was redesigned to better serve student support functions, including food service, bookstore, TRIO, ASMPC, student activities, and security. Construction was underway in September 2013, and completed in August 2014.	\$6,157,617		\$6,157,617
Furniture & Equipment	New furniture has been installed in all lecture classrooms. Funds have been used to provide furniture and equipment for the Business, Math, Computer Science building, the Education Center at Marina, the Public Safety Training Center in Seaside, the new Student Services building, the Life Science and Physical Science buildings, the Theater, Student Center, and Art buildings.	\$5,837,175		\$5,837,175

PROJECTS IN PROCESS:

Note: Cited dollar amounts are estimates and subject to change. Projects are listed in alphabetical order.

<u>Project</u>	<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Humanities, Business Humanities, and Student Services	The existing Humanities and former Student Services buildings have been renovated and the existing Business Humanities building demolished. The Final Project Proposal was submitted to the state Chancellor's Office in July 2007 to request 50% state funding support and was approved. The project was allocated state funds to proceed with drawings in August 2009. Funds for construction were included in the 2010-11 state budget and construction will proceed in phases. Renovation of the former Student Services building to provide offices for humanities faculty and supportive services classroom and lab began in June 2011. Construction was completed in March 2012. Renovation of the Humanities Building began in January 2013 and was completed for the fall 2013 semester. The demolition of the Business Humanities building occurred in October 2013 and the vacated site was renovated to provide additional parking and improved traffic circulation.	\$3,543,043	\$3,318,000	\$6,861,043
Infrastructure - Phase III	This phase includes new data cabling installed campus wide, the rebuilding of many sidewalks and parking lots B, C, & J, the installation of additional lighting and signage upgrades, an elevator at PE, additions to disaster notification systems, new greenhouses, a generator for the data center, and replacement of the kilns for the art ceramics program. Work will be completed in phases from May 2008 through September 2014.	\$6,458,266		\$6,458,266

PROJECTS IN PROCESS:

Note: Cited dollar amounts are estimates and subject to change. Projects are listed in alphabetical order.

<u>Project</u>	<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Infrastructure – Phase IV	This phase includes various technology improvements and upgrades to existing buildings to address safety, environmental controls, signage, technology, and functionality. Work on this phase began in fall 2014 and is expected to be finished in 2018.	\$500,000		\$500,000
Life Science and Physical Science Buildings	The existing Physical Science and Life Science buildings have been rebuilt, to include modernizing and upgrading of all science laboratories. A Final Project Proposal for the Business, Math and Science Buildings project that included the renovation of these buildings was submitted to the state Chancellor's Office in July 2007 to request 50% state funding support and was subsequently approved. However, as state bond funding for community college facility projects has been uncertain, the District adjusted the scope and completed this project with local bond funds only. Revised schematic drawings were completed by the architect and the Division of the State Architect approval received in May 2011. The project was completed in phases. The Life Science building renovation began construction in September 2011 and was completed in June 2012. Renovation of the Physical Science building began in September 2012 and was completed for fall semester 2013.	\$10,832,201		\$10,832,201

PROJECTS IN PROCESS:

Note: Cited dollar amounts are estimates and subject to change. Projects are listed in alphabetical order.

<u>Project</u>	<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Swing Space/Interim Housing	Temporary space to house programs and services displaced by modernization projects is planned. Temporary modulars have been placed on campus and at the Education Center. The former administration building was renovated in 2009 to provide temporary classrooms and renamed the General Classrooms building. The facility was modified again in summer 2011 to provide space for labs to accommodate the Life Science and Physical Science programs. Additional modification occurred in summer 2013 to provide temporary space for the creative arts programs while the Art Studio and Art Ceramics buildings were renovated.	\$5,777,350		\$5,777,350
Theater	The existing Theater building was renovated and modernized. A Final Project Proposal for the Music Theater project that included the renovation of the Theater Building had been submitted annually to the state Chancellor's Office since July 2006 to request 50% state funding support. As state bond funding for community college facility projects has been uncertain, the District proceeded with the theater renovation with bond funds only. Drawings were completed and Division of the State Architect approval received in May 2011. Construction began in September 2011 and was completed in March 2013.	\$10,382,736		\$10,382,736
Totals for Projects In Process		\$53,283,973	\$3,318,000	\$56,601,973

FUTURE PROJECTS:

Note: Changes to future projects are anticipated to accommodate probable changes in state funding. Cited dollar amounts are estimates and subject to change. Projects listed in alphabetical order.

<u>Project</u>	<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Baseball Field Upgrade	Artificial turf will be installed at the existing baseball field to provide a safer environment for students and reduce water consumption. Completion of this project is expected in 2018.	\$750,000		\$750,000
Data Center Network Security	Essential network administration components of the data center will be implemented to provide secure connectivity to the internet. These components include an identity services management system, an advanced enterprise firewall, and monitoring tools that will assist with cyber threat detection and analysis. Implementation will begin in November 2016, with a projected completion date of July 2017.	\$400,000		\$400,000
Music Facilities – Phase I	The existing Music facilities will be modernized. Two of the three music facility structures (the current recital hall and the music lab wing) will be renovated. The recital hall will be converted into two rehearsal rooms. The third structure (choral music room) will be demolished. The Final Project Proposal for phase I of renovation of the Music facilities was submitted to the state Chancellor's Office in July 2013 to request 50% state funding support and was approved. The project is proposed for completion in fall 2020. This timeline is contingent upon state bond funding being approved and allocated.	\$1,200,000	\$1,200,000	\$2,400,000

FUTURE PROJECTS:

Note: Changes to future projects are anticipated to accommodate probable changes in state funding. Cited dollar amounts are estimates and subject to change. Projects listed in alphabetical order.

<u>Project</u>	<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Public Safety Training Center - Phase II (Parker Flats)	New outdoor training facilities will be constructed at the Parker Flats and MOUT sites at the former Fort Ord, including an emergency vehicle driving course, a burn building for firefighter training, and a firing range. The Final Project Proposal for this project was submitted to the state Chancellor's Office in July 2009 for 50% state funding consideration and was approved. The projected completion date of summer 2019 is contingent upon state bond funding being approved and allocated.	\$6,000,000	\$6,000,000	\$12,000,000
Totals for Future Projects		\$8,350,000	\$7,200,000	\$15,550,000

CONTINGENCY:

<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
	<u>Prop 39 Bond</u>	<u>State & Other</u>	
The contingency was established in August 2010 to provide contingent funding for projects as needed. Project cost estimates are subject to change due to the variable bid climate or from unexpected construction issues that may arise. Currently, the contingency is equivalent to 0.23% of total Prop 39 bond funds.	\$358,463	\$0	\$358,463
Grand Totals (Projects)	\$150,270,752	\$40,704,037	\$190,974,789

BOND PROGRAM MANAGEMENT:

<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
	<u>Prop 39 Bond</u>	<u>State & Other</u>	
An outside firm has been used to manage the overall bond construction program. Funds to pay for these services are generated from interest earnings on the bond funds on deposit with the Monterey County Treasurer (minus any management fees on the custom investment portfolio managed by the treasurer). Amounts in the columns to the right represent actual expenses to date.	\$5,692,510		\$5,692,510
Projected program management expense for the remaining years of the bond program.	\$1,504,257		\$1,504,257
Totals for Program Management	\$7,196,767		\$7,196,767
Overall Grand Totals	\$157,467,519	\$40,704,037	\$198,171,556

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APPENDIX

COMMITTEE ROSTER

COMMITTEE MEETING AGENDAS

November 2, 2015

February 29, 2016

June 13, 2016

August 29, 2016

COMMITTEE MEETING MINUTES

November 2, 2015

February 29, 2016

June 13, 2016

August 29, 2016

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MONTEREY PENINSULA COLLEGE

Citizens' Bond Oversight Committee Members

- James Panetta, Chair, *Community member*
- Wayne Cruzan, Vice Chair, *GENTRAIN Society*
- Birt Johnson, Jr., *Community member*
- Rob Lee, *Monterey Peninsula Chamber of Commerce*
- Hunter Harvath, *Monterey County Hospitality Association*
- Sharon Larson, *Monterey Peninsula College Foundation*
- Rick Heuer, *Monterey Peninsula Taxpayers Association*
- Thomas Gaspich, *Carmel Foundation*
- Stephen Lambert, *Associated Students of Monterey Peninsula College*

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COMMITTEE MEETING AGENDAS

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MONTEREY PENINSULA
COLLEGE

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, November 2, 2015
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College

MEETING AGENDA

1. **Call to Order**
2. **Public Comment**
Members of the audience wishing to address the Citizens' Bond Oversight Committee may do so during the public comment period. Under provisions of the Brown Act, the Committee is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to three minutes per person or as determined by the committee.
3. **Introductions** INFORMATION
Stephen Lambert, new student representative, and Steven Crow, professional expert in Administrative Services, will be introduced.
4. **Approval of August 10, 2015 Minutes** ACTION
5. **Accept Bills and Warrants Report** ACTION
The quarterly list of payments from bond funds expended through September 30, 2015 will be reviewed for acceptance by the committee.
6. **Bond Expenditure Status Report** INFORMATION
The September 30, 2015 bond expenditure status report will be reviewed with the committee.
7. **Annual Report for 2014-15** ACTION
The By-Laws state the committee shall present to the Board of Trustees, in public session, an annual written report to include a statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution and a summary of the committee's proceedings and activities for the preceding year. A draft annual report will be reviewed for approval and presentation to the Board of Trustees.

- 8. Monterey County Treasurer's Investment Report** INFORMATION
Series B and C bonds were issued by the district in 2008 and invested with the Monterey County Treasurer's office. The Treasurer's Report of Investments for the quarter ending June 30, 2015 provides the status of these investments.
- 9. Officers** ACTION
The committee chair will be appointed by Dr. Tribley. Committee members will indicate their interest in serving as vice-chair and a vote will be taken.
- 10. Meeting Schedule (PLEASE BRING CALENDARS)** INFORMATION/ACTION
The following meeting dates for 2016 are suggested for adoption:
Monday, Feb 29, 2016
Monday, June 13, 2016
Monday, August 29, 2016
Monday, November 7, 2016 (Annual Organizational Meeting)
- 11. Suggestions for Future Agenda Topics and Announcements**
- 12. Adjournment**

Public records provided to the Committee for the items listed on this agenda may be viewed online at the College's website <http://www.mpc.edu/about-mpc/campus-information/mpc-bond-measure/citizen-s-bond-oversight-committee/meeting-agenda-minutes>, at the Superintendent/President's office, Monterey Peninsula College, 980 Fremont Street, Monterey, California during normal business hours, or at the Committee meeting.

Posted: October 28, 2015



MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, February 29, 2016
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College
980 Fremont Street, Monterey, California

MEETING AGENDA

1. **Call to Order**
2. **Public Comment**
Members of the audience wishing to address the Citizens' Bond Oversight Committee may do so during the public comment period. Under provisions of the Brown Act, the Committee is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to three minutes per person or as determined by the Committee.
3. **Introductions**
4. **Approval of November 2, 2015 Minutes** ACTION
5. **Accept Bills and Warrants Report** ACTION
The list of payments from bond funds expended through December 31, 2015 will be reviewed for acceptance by the committee.
6. **Bond Expenditure Status Report** INFORMATION
The December 31, 2015 bond expenditure status report will be reviewed with the committee.
7. **Bond Auditors' Reports for 2014-15** INFORMATION
The Independent Auditors' Report of the District's bond funds, for the fiscal year ended June 30, 2015, and the District's Bond Performance Audit Report, for the fiscal year ended June 30, 2015, will be reviewed with the committee.

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| 8. Tax Rate for Measure I Bond
The total Measure I Bond tax rate will be reviewed with the committee. | INFORMATION |
| 9. Monterey County Treasurer's Investment Report
The bonds issued by the district have been invested with the Monterey County Treasurer's office. The Treasurer's Report of Investments for the quarter ending September 30, 2015 provides a review of asset allocation and investment performance. | INFORMATION |
| 10. Meeting Schedule
Future meetings of the Committee are scheduled for: <ul style="list-style-type: none">• Monday, June 13, 2016• Monday, August 29, 2016• Monday, November 7, 2016 (Annual Organizational Meeting) | INFORMATION |
| 11. Suggestions for Future Agenda Topics and Announcements | INFORMATION |
| 12. Adjournment | |

Public records provided to the Committee for the items listed on this agenda may be viewed online at the College's website <http://www.mpc.edu/about-mpc/campus-information/mpc-bond-measure/citizen-s-bond-oversight-committee/meeting-agenda-minutes>, at the Superintendent/President's office, Monterey Peninsula College, 980 Fremont Street, Monterey, California during normal business hours, or at the Committee meeting.

Posted: February 24, 2016



MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, June 13, 2016
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College
980 Fremont Street, Monterey, California

MEETING AGENDA

1. **Call to Order**
2. **Public Comment**
Members of the audience wishing to address the Citizens' Bond Oversight Committee may do so during the public comment period. Under provisions of the Brown Act, the Committee is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to three minutes per person or as determined by the Committee.
3. **Approval of February 29, 2016 Minutes** ACTION
4. **Accept Bills and Warrants Report** ACTION
The list of payments from bond funds expended through March 31, 2016 will be reviewed for acceptance by the committee.
5. **Bond Expenditure Status Report** INFORMATION
The March 31, 2016 bond expenditure status report will be reviewed with the committee.
6. **Bond Refinancing** INFORMATION
A presentation on the recent refinancing of the District's bonds will be provided.
7. **Monterey County Treasurer's Investment Reports** INFORMATION
The bonds issued by the district have been invested with the Monterey County Treasurer's office. The Treasurer's Report of Investments, for the quarters ending December 31, 2015 and March 31, 2016, provides a review of asset allocation and investment performance.

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| 8. Facilities Planning Update | INFORMATION |
| 9. Superintendent/President's Update | INFORMATION |
| 10. Meeting Schedule
Future meetings of the Committee are scheduled for: <ul style="list-style-type: none">• Monday, August 29, 2016• Monday, November 7, 2016 (Annual Organizational Meeting) | INFORMATION |
| 11. Suggestions for Future Agenda Topics and Announcements | INFORMATION |
| 12. Adjournment | |

Public records provided to the Committee for the items listed on this agenda may be viewed online at the College's website <http://www.mpc.edu/about-mpc/campus-information/mpc-bond-measure/citizen-s-bond-oversight-committee/meeting-agenda-minutes>, at the Superintendent/President's office, Monterey Peninsula College, 980 Fremont Street, Monterey, California during normal business hours, or at the Committee meeting.

Posted: June 8, 2016



MONTEREY PENINSULA
COLLEGE

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, August 29, 2016
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College
980 Fremont Street, Monterey, California

MEETING AGENDA

1. **Call to Order**
2. **Public Comment**
Members of the audience wishing to address the Citizens' Bond Oversight Committee may do so during the public comment period. Under provisions of the Brown Act, the Committee is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to three minutes per person or as determined by the Committee.
3. **Approval of June 13, 2016 Minutes** ACTION
4. **Bond Refinancing Follow-Up** INFORMATION
5. **Accept Bills and Warrants Report** ACTION
The list of payments from bond funds expended through June 30, 2016 will be reviewed for acceptance by the committee.
6. **Bond Expenditure Status Report** INFORMATION
The June 30, 2016 bond expenditure status report will be reviewed with the committee.
7. **Monterey County Treasurer's Investment Report** INFORMATION
The bonds issued by the district have been invested with the Monterey County Treasurer's office. The Treasurer's Report of Investments, for the quarter ending June 30, 2016, provides a review of asset allocation and investment performance.
8. **Membership Update** INFORMATION

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| 9. Facilities Needs and New Bond Measure | INFORMATION |
| 10. Meeting Schedule
Future meetings of the Committee are scheduled for: <ul style="list-style-type: none">• Monday, November 7, 2016 (Annual Organizational Meeting) | INFORMATION |
| 11. Suggestions for Future Agenda Topics and Announcements <ul style="list-style-type: none">• Facilities Planning Update | INFORMATION |
| 12. Adjournment | |

Public records provided to the Committee for the items listed on this agenda may be viewed online at the College's website <http://www.mpc.edu/about-mpc/campus-information/mpc-bond-measure/citizen-s-bond-oversight-committee/meeting-agenda-minutes>, at the Superintendent/President's office, Monterey Peninsula College, 980 Fremont Street, Monterey, California during normal business hours, or at the Committee meeting.

Posted: August 24, 2016

COMMITTEE MEETING MINUTES

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MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, November 2, 2015
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College
980 Fremont Street
Monterey, California

Meeting Minutes

MEMBERS PRESENT: Mr. Wayne Cruzan, Vice Chair
Mr. Thomas Gaspich
Mr. Hunter Harvath
Mr. Birt Johnson, Jr.
Mr. Rob Lee
Mr. Stephen Lambert
Mr. James Panetta, Chair

ABSENT: Mr. Rick Heuer
Ms. Sharon Larson

STAFF PRESENT: Ms. Rosemary Barrios, Controller
Dr. Steve Crow, Administrative Services Professional Expert
Ms. Vicki Nakamura, Assistant to the President
Dr. Walter Tribley, Superintendent/President

OTHERS PRESENT: Mr. Michael Carson, Kitchell

1. Call to Order

The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 3:02 PM by Chair Panetta.

2. Public Comment

There were no public comments.

3. Introductions

Dr. Tribley welcomed Stephen Lambert, new student representative. Mr. Lambert, a music education major, is currently serving as the elected student trustee on the MPC Governing Board. Dr. Tribley also introduced Dr. Steve Crow, professional expert in Administrative Services. Dr. Crow has many years of experience as a community college chief business officer and is providing

leadership support in administrative services while recruitment for the vice president position is underway.

4. Approval of August 10, 2015 Minutes

Motion made by Mr. Harvath, seconded by Mr. Johnson, to approve the minutes of the August 10, 2015 meeting. Motion carried unanimously.

AYES:	7 MEMBERS:	Cruzan, Gaspich, Harvath, Lambert, Lee, Johnson, Panetta
NOES:	0 MEMBERS:	None
ABSENT:	2 MEMBERS:	Heuer, Larson
ABSTAIN:	0 MEMBERS:	None

5. Accept Bills and Warrants Report

Chair Panetta advised the report would be reviewed by page and invited questions. Members had no questions.

It was moved by Mr. Johnson and seconded by Mr. Cruzan to accept the September 30, 2015 bills and warrants report. Motion carried unanimously.

AYES:	7 MEMBERS:	Cruzan, Gaspich, Harvath, Lambert, Lee, Johnson, Panetta
NOES:	0 MEMBERS:	None
ABSENT:	2 MEMBERS:	Heuer, Larson
ABSTAIN:	0 MEMBERS:	None

6. Bond Expenditure Status Report

Dr. Tribley reported that two projects, the PE Phase II (Gym Locker Room Renovation) and the Pool Renovation, have been moved from the In Process category to the Completed category on this report. The budget balance of \$691,990 remaining from the two projects has been allocated to the general contingency line item in the In Process category. He said this contingency may be used to cover budget overages in other projects.

Mr. Johnson noted the Swing Space project was 99% complete and asked about the timeline for completion. Mr. Carson explained the district still owns 4 portable trailers. When a decision has been made regarding their disposition, the project could be closed out.

7. Annual Report for 2014-15

Dr. Tribley stated the issuance of an annual report is one of the requirements of the committee. If approved by the committee, Chair Panetta will present the report to the Board of Trustees. It was noted that due to Mr. Panetta's trial schedule, his presentation would likely be postponed until the January trustees meeting.

Ms. Nakamura then reviewed the draft annual report with the committee. She provided a replacement page 12 that corrected a project listing in the financial section of the report. Mr. Harvath asked if the \$7.2 million reserved for future projects was still invested with the County and accruing interest. The answer was yes.

It was moved by Mr. Johnson and seconded by Mr. Harvath to approve the annual report as drafted, including the replacement page 12. Motion carried unanimously.

AYES:	7 MEMBERS:	Cruzan, Gaspich, Harvath, Lambert, Lee, Johnson, Panetta
NOES:	0 MEMBERS:	None
ABSENT:	2 MEMBERS:	Heuer, Larson
ABSTAIN:	0 MEMBERS:	None

8. Monterey County Treasurer's Investment Report

The June 30, 2015 investment report was shared with the committee for information. Ms. Barrios referred to page 2 of the report where it indicated the investment portfolio earned 0.72% for the quarter, which will be distributed proportionally to the agencies participating in the investment pool.

9. Officers

Dr. Tribley informed the committee Mr. Panetta has graciously agreed to serve as chair of the committee for a second year. Mr. Panetta stated Mr. Cruzan has also agreed to serve a second term as vice chair.

It was moved by Mr. Lee and seconded by Mr. Johnson to accept the officers as presented. Motion carried unanimously. Dr. Tribley thanked Mr. Panetta and Mr. Cruzan for their service to the college.

10. Meeting Schedule

The meeting dates of February 29, June 13, August 29, and November 7 (annual organizational meeting) were proposed for 2016.

Motion was made by Mr. Harvath and seconded by Mr. Cruzan to accept the meeting dates for 2016. Motion carried unanimously.

AYES:	7 MEMBERS:	Cruzan, Gaspich, Harvath, Lambert, Lee, Johnson, Panetta
NOES:	0 MEMBERS:	None
ABSENT:	2 MEMBERS:	Heuer, Larson
ABSTAIN:	0 MEMBERS:	None

11. Suggestions for Future Agenda Topics and Announcements

There were no suggestions for future agenda topics. Mr. Johnson announced an opportunity to support the MPC Lobos Booster Club fundraising event on November 7 in conjunction with the MPC-Gavilan College football game. He said committee members would be invited to a VIP reception before the game.

12. Adjournment

Chair Panetta adjourned the meeting at 3:35 PM.

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MONTEREY PENINSULA
COLLEGE

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, February 29, 2016
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College
980 Fremont Street
Monterey, California

Meeting Minutes

MEMBERS PRESENT: Mr. Wayne Cruzan, Vice Chair
Mr. Thomas Gaspich
Mr. Birt Johnson, Jr.
Mr. Stephen Lambert (arrived at 3:12 PM)
Ms. Sharon Larson

ABSENT: Mr. Hunter Harvath
Mr. Rick Heuer
Mr. Rob Lee (arrived at conclusion of meeting)
Mr. James Panetta, Chair

STAFF PRESENT: Ms. Rosemary Barrios, Controller
Dr. Steve Crow, Vice President for Administrative Services
Ms. Vicki Nakamura, Assistant to the President
Dr. Walter Tribley, Superintendent/President

OTHERS PRESENT: Mr. Michael Carson, Kitchell

1. Call to Order

The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 3:04 PM by Vice Chair Cruzan. Due to the lack of a quorum, Vice Chair Cruzan advised proceeding with the information items first to allow time for other members to arrive.

2. Public Comment

There were no public comments.

3. Introductions

Dr. Tribley noted a title change for Dr. Crow to indicate his hiring in December as the District's new Vice President for Administrative Services.

6. Bond Expenditure Status Report *(Note: Agenda Item 6 taken out of order due to the lack of a quorum)*

Dr. Crow reported there was an expense not yet reflected in the report that will be assessed to the Student Center renovation project. He explained he had noticed a need for automatic door openers in the restroom. Mr. Gaspich asked for the cost. Dr. Crow estimated the expense at \$10,000.

7. Bond Auditors' Reports for 2014-15 *(Note: Agenda Item 7 taken out of order due to the lack of a quorum)*

Dr. Crow reported there were no findings by the auditors in their review of bond funds and the performance audit. Vice Chair Cruzan commented the lack of findings speaks well of the District's financial management of the bond program. Mr. Johnson concurred.

4. Approval of November 2, 2015 Minutes

Noting Mr. Lambert's arrival and attainment of a quorum, Vice Chair Cruzan returned to Agenda Item 4, approval of the minutes of the November 2, 2015 meeting. He asked if members had any questions or comments. Seeing there were none, he asked if the CBOC Annual Report had been presented to the Governing Board. Dr. Tribley responded Chair Panetta made an excellent presentation of the report at the February 24, 2016 Board meeting.

Motion made by Mr. Johnson, seconded by Ms. Larson, to approve the minutes of the November 2, 2015 meeting. Motion carried unanimously.

AYES:	5 MEMBERS:	Cruzan, Gaspich, Johnson, Lambert, Larson
NOES:	0 MEMBERS:	None
ABSENT:	4 MEMBERS:	Harvath, Heuer, Lee, Panetta
ABSTAIN:	0 MEMBERS:	None

5. Accept Bills and Warrants Report

Vice Chair Cruzan advised the report would be reviewed by page and invited questions. There were no questions on page 1.

Regarding page 2, Mr. Johnson asked for a definition of the miscellaneous category. Ms. Barrios said the category was set up for expenditures after a project had been closed out. Ms. Nakamura added the miscellaneous category has recently been used as a holding place for expenditures while another infrastructure project was being developed. These expenses will then be moved under that project. Mr. Johnson followed with a question about the fiber installation at the Art Gallery and whether the addition was made to an existing fiber system. Mr. Carson explained the Art Gallery was disconnected after the Arts Complex renovation as the fiber cable needed upgrading. It was recommended that the expense be moved from the miscellaneous category to the Arts Complex project as the fiber installation was a related item.

There were no further questions regarding the report.

It was moved by Mr. Johnson and seconded by Ms. Larson to accept the December 31, 2015 bills and warrants report. Motion carried unanimously.

AYES:	5 MEMBERS:	Cruzan, Gaspich, Johnson, Lambert, Larson
NOES:	0 MEMBERS:	None

ABSENT: 4 MEMBERS: Harvath, Heuer, Lee, Panetta
ABSTAIN: 0 MEMBERS: None

8. Tax Rate for Measure I Bond

Ms. Nakamura reviewed the document displaying the history of bond issuances and tax rates for Measure I. This document was prepared by the District's bond underwriter, Ms. Ivory Li, Piper Jaffray. Ms. Nakamura noted Proposition 39 bonds have an annual projected limit of \$25 per \$100,000 of assessed valuation for community college districts. When the CBOC Annual Report was reviewed at the previous meeting, it was reported the tax rate had been increased in 2015 to \$32.47 from \$15.77 in 2014. The 2015 increase was necessary as Monterey County had under-levied in 2014 and needed to make up the shortfall in tax collections. She indicated the document shows the tax rate in 2016 had returned to a lower rate, \$23.04. Over the life of the bond program, the average tax rate has been \$22.09, compared to the projection of \$23.89, made when the bond was approved by the voters in 2002.

Ms. Larson asked how long the taxpayers would be paying for the bonds. Staff will research and report back.

9. Monterey County Treasurer's Investment Report

The Treasurer's Report of Investments for the quarter ending September 30, 2015 was shared with the committee for information. Dr. Crow noted the low yields on the County's investments.

10. Meeting Schedule

Vice Chair Cruzan reviewed the upcoming meeting dates:

- Monday, June 15, 2015
- Monday, August 10, 2015
- Monday, November 2, 2015 (Annual Organizational Meeting)

11. Suggestions for Future Agenda Topics and Announcements

Dr. Tribley referenced the upcoming Holman Highway 68 Roundabout project and City of Monterey concerns about traffic impacts during the construction period. He announced that MPC was assisting with traffic mitigation by allowing its parking lots to be used during the summer as park and ride lots for commuters. The Transportation Agency of Monterey County and the City of Monterey will also be presenting a public forum on the roundabout project later this spring at MPC and the committee is welcome to attend.

12. Adjournment

Motion was made by Mr. Johnson and seconded by Mr. Larson to adjourn the meeting at 3:29 PM. Motion carried unanimously. Mr. Lee arrived at this time.

AYES: 5 MEMBERS: Cruzan, Gaspich, Johnson, Lambert, Larson
NOES: 0 MEMBERS: None
ABSENT: 4 MEMBERS: Harvath, Heuer, Lee, Panetta
ABSTAIN: 0 MEMBERS: None

/vn

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MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, June 13, 2016
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College
980 Fremont Street, Monterey, California

Meeting Minutes

MEMBERS PRESENT: Mr. Thomas Gaspich
Mr. Rick Heuer
Mr. Birt Johnson, Jr.
Mr. Stephen Lambert
Ms. Sharon Larson
Mr. Rob Lee
Mr. James Panetta, Chair

ABSENT: Mr. Wayne Cruzan, Vice Chair
Mr. Hunter Harvath

STAFF PRESENT: Ms. Rosemary Barrios, Controller
Dr. Steve Crow, Vice President for Administrative Services
Ms. Vicki Nakamura, Assistant to the President
Dr. Walter Tribley, Superintendent/President

OTHERS PRESENT: Ms. Ivory Li, Piper Jaffray

1. Call to Order

The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 3:00 PM by Chair Panetta.

2. Public Comment

Dr. Tribley recognized Mr. Johnson for his role as the keynote speaker at the Coalition of Scholarship Organizations' annual scholarship breakfast held in early June.

3. Approval of February 29, 2016 Minutes

Ms. Nakamura reported that Mr. Johnson had informed her of an error in the draft minutes regarding the number of members listed as absent during the votes taken at the meeting. A corrected copy of the minutes was distributed.

Motion made by Mr. Johnson, seconded by Mr. Lee, to approve the minutes of the February 29, 2016 meeting, with the corrections noted. Motion carried, with two abstentions.

AYES:	5 MEMBERS:	Gaspich, Johnson, Lambert, Larson, Lee
NOES:	0 MEMBERS:	None
ABSENT:	2 MEMBERS:	Cruzan, Harvath
ABSTAIN:	2 MEMBERS:	Heuer, Panetta

4. Accept Bills and Warrants Report

Chair Panetta advised the report would be reviewed by page and invited questions. There were no questions on page 1.

Regarding the expenditure for an awning at the Student Center on page 2, Mr. Johnson asked if Bruce Kiddle was a new contractor. Ms. Barrios responded he has been used before. Dr. Crow explained the awning adds a safety factor.

There were no further questions regarding the report.

It was moved by Ms. Larson and seconded by Mr. Johnson to accept the March 31, 2016 bills and warrants report. Motion carried unanimously.

AYES:	7 MEMBERS:	Gaspich, Heuer, Johnson, Lambert, Larson, Lee, Panetta
NOES:	0 MEMBERS:	None
ABSENT:	2 MEMBERS:	Cruzan, Harvath
ABSTAIN:	0 MEMBERS:	None

5. Bond Expenditure Status Report

Dr. Crow commented the report reflects minor activity that occurred during the period. He asked for questions. Mr. Gaspich asked about the miscellaneous category year-to-date expenditures of \$4,919. Ms. Barrios responded that the awning expenditure of \$3,000 was part of the miscellaneous expense. She said she would research previous expenditures made under this category and report back. Mr. Lee checked prior meeting documents and noted the remaining miscellaneous expenditure of \$1,919 for fiber installation at the Art Gallery.

Mr. Heuer asked if the Arts Complex project was partially completed. It was explained that the Art Dimensional building was not renovated as decisions were needed about its future. The result was that \$1.1 million in funding was reserved in the project budget. Mr. Heuer observed those funds could be used for another project.

6. Bond Refinancing

Dr. Tribley noted Dr. Crow brought forward to the District the opportunity for this bond refinancing. The District's bond underwriter, Ms. Ivory Li, Managing Director, Piper Jaffray, was introduced to make the presentation on the recent refinancing.

Ms. Li reviewed the history of the District's \$145 million bond Measure I, noting there was 65% voter approval in 2002, 10% above Proposition 39 requirements. The estimated tax rate was \$23.89

per \$100,000 assessed valuation. She clarified this rate was a political promise and not a legal maximum. The \$145 million of bond funds have been entirely issued by the District.

She noted there were three bond refinancing issuances that have been completed. The amount of savings generated for the taxpayers was approximately \$500,000 from the first refinancing in December 2005, \$1.4 million in the second refinancing in May 2013, and \$28 million in the third financing completed in June 2016, for a total of \$30 million. Mr. Gaspich asked if there was insurance on the bonds. Ms. Li responded no, that the District's rating was better than the bond insurers.

Ms. Li reviewed the tax rate performance history of the bond. She commented the tax was underlevied in 2014 at \$15.77. The shortfall was made up in 2015 when the County set the tax rate at \$32.47. The average tax rate over the past 12 years has been \$22.09.

She explained a bond refinancing is similar to refinancing a home mortgage, where a higher interest rate is replaced by a lower rate. In the 2016 bond refinancing, the interest rate of 5.03% was lowered to 2.87%, resulting in a total savings to the taxpayers of \$28 million. In response to a question from Mr. Gaspich, Ms. Li indicated the total cost of the refinancing was \$800,000, which was subtracted from the refunding bond proceeds.

Ms. Li reviewed a summary chart showing municipal bond interest rates currently at historic lows. She stated the bonds will remain on the tax roll for 18 more years, until 2034. Ms. Li noted the savings will be distributed in the later years of the bond. Mr. Johnson asked what triggers a bond refunding. She explained that she monitors the term and interest rate of the bond to determine when a bond refunding might be fiscally appropriate.

Ms. Li closed her presentation with the press release on the bond refinancing that was shared with the community. Ms. Larson asked if the bonds are being paid down and what happens in 2034. Ms. Li explained the bonds will be paid off in 2034 and taxpayers will no longer have to pay taxes related to Measure I. Mr. Gaspich asked for the outstanding principal on the bonds. Ms. Li did not have the exact figure and said she would provide.

Mr. Heuer commented the voters only authorized a certain amount for Measure I bond projects in 2002. Referring to the 2005 bond refinancing where \$4.2 million of bond proceeds were allocated for college bond projects, he contended it would be illegal if these funds were actually spent.

Staff will report back to the Committee regarding the outstanding principal on the bonds and the refinancing issue raised by Mr. Heuer.

7. Monterey County Treasurer's Investment Reports

Dr. Crow reported interest rates remain low as shown in the December 31, 2015 and March 31, 2016 quarterly investment reports issued by the Monterey County Treasurer. There were no questions.

8. Facilities Planning Update

Dr. Crow distributed an outline for a facilities master plan for the District, to cover the period 2016-2030. He stated the outline has been through the Facilities Committee and will be used as a basis for

gathering data. He reviewed the outline, noting MPC is an aging campus which will cost more to retrofit. Ms. Larson asked when the plan would be completed. Dr. Crow said the plan would be presented to the Board of Trustees in the next few months. Mr. Johnson asked about prioritization of upgrades to facilities. Dr. Crow agreed a prioritization would need to be done. He said he would also put together phases for the plan, to be determined by the availability of state and local bond funding.

9. Superintendent/President's Update

Dr. Tribley stated Dr. Crow's work on facilities planning will provide the basis for a future bond measure. He continued with his update. Dr. Tribley noted the college would be hosting an accreditation team in October for a site evaluation. He said MPC had completed a self-study describing the college's efforts to fulfill accreditation standards. The site evaluation and self-study will result in a decision by the Accrediting Commission regarding the college's continued accreditation.

Dr. Tribley also reported a consultant team from the Collaborative Brain Trust was hired to assist MPC with an external review, which was completed in May. The team consisted of retired community college administrators who were experts in finance, academic scheduling, etc. Dr. Tribley discussed the college's recent financial problems and the causes. He said the consultant team reported on three areas: fiscal, enrollment management, and governance processes. The team recommended a number of changes, including more efficiency in enrollment management and course scheduling, and changes in participatory governance processes.

10. Meeting Schedule

Chair Panetta reviewed future meeting dates:

- Monday, August 29, 2016
- Monday, November 7, 2016 (Annual Organizational Meeting)

11. Suggestions for Future Agenda Topics and Announcements

Mr. Johnson requested a facilities planning update.

12. Adjournment

Motion made by Mr. Johnson and seconded by Ms. Larson to adjourn the meeting at 3:59 PM. Motion carried unanimously.

AYES:	7 MEMBERS:	Gaspich, Heuer, Johnson, Lambert, Larson, Lee, Panetta
NOES:	0 MEMBERS:	None
ABSENT:	2 MEMBERS:	Cruzan, Harvath
ABSTAIN:	0 MEMBERS:	None



MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, August 29, 2016
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College
980 Fremont Street, Monterey, California

Meeting Minutes

MEMBERS PRESENT: Mr. Wayne Cruzan, Vice Chair
Mr. Thomas Gaspich
Mr. Hunter Harvath
Mr. Rick Heuer
Mr. Birt Johnson, Jr.
Mr. Stephen Lambert
Ms. Sharon Larson
Mr. Rob Lee
Mr. James Panetta, Chair

ABSENT: None

STAFF PRESENT: Ms. Rosemary Barrios, Controller
Dr. Steve Crow, Vice President for Administrative Services
Ms. Vicki Nakamura, Assistant to the President
Dr. Walter Tribbley, Superintendent/President

OTHERS PRESENT: Mr. Mike Carson, Kitchell
Mr. David Casnocha, Stradling Yocca Carlson & Rauth

1. Call to Order

The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 3:00 PM by Chair Panetta.

2. Public Comment

Horticulture instructor, Margot Grych, commented the campus has heritage trees, many of which are in decline. She stated the need for special measures to take care of these trees and to set aside funds for campus grounds maintenance.

3. Approval of June 13, 2016 Minutes

Motion made by Mr. Johnson, seconded by Mr. Harvath, to approve the minutes of the June 13, 2016 meeting. Motion carried unanimously, with one abstention.

AYES:	8 MEMBERS:	Gaspich, Heuer, Harvath, Johnson, Lambert, Larson, Lee, Panetta
NOES:	0 MEMBERS:	None
ABSENT:	0 MEMBERS:	None
ABSTAIN:	1 MEMBER:	Cruzan

4. Bond Refinancing Follow-Up

There were two issues requiring follow-up from the 2016 bond refinancing item at the June 13 meeting. One was a question regarding the outstanding principal on the bonds. Included in the agenda packet was a spreadsheet prepared by the District's bond underwriter, Ivory Li, Piper Jaffray. Ms. Nakamura reviewed the spreadsheet which showed the total amount currently outstanding as \$137,583,522. Three series of bonds have been issued, Series A in June 2003 and Series B and C in January 2008, for a total of \$145 million. There have been 3 bond refinancings, in December 2005, June 2013, and June 2016, resulting in \$30 million of tax savings and a debt term that has remained the same, extending until 2034.

The other issue pertained to the allocation of 2005 refunding bond proceeds to projects. District bond counsel, David Casnocha, addressed the 2005 refunding bond. He reviewed the background, noting the bond election was in November 2002, and the Series A bonds were issued in June 2003. In 2005, the Board of Trustees approved refinancing the Series A bonds, and the District issued cash-out refunding bonds in December 2005. The refinancing reduced the debt term from 2027 to 2020 and generated cash exceeding the amount needed to eliminate the debt service. Mr. Casnocha noted bond refinancings were extremely popular in 2005-06 as the assessed value of property was growing rapidly and the opinion of bond counsels was that the excess funds could be shared between districts and the taxpayers.

Mr. Casnocha discussed taxpayer group efforts to petition the state legislature and the state attorney general (OAG) to curtail cash-out refunding bonds. The legislature did not want to pursue; however, the OAG agreed to review the legality. In 2009, the OAG issued its opinion that cash-out refunding bonds violated the state constitution because the District would receive more funds than the voters approved. However, the OAG opinion also recognized that already issued cash-out refunding bonds were legal and valid. Mr. Casnocha discussed the Code of Civil procedure law that provides a 60-day limit for challenging the validity of bonds. He concluded his presentation, stating the economic consequences of the 2005 refunding bond were \$4.2 million generated for District projects, the taxpayers had decent savings, and 7 years of debt was eliminated.

Mr. Heuer stated he was a member of the committee in 2005 and the taxpayers raised objections to these funds being applied to projects. He said his approach was to wait until the end of the bond to see if these funds were expended. Mr. Heuer asked what was the maximum amount approved by the voters in 2002. He stated this amount could not be exceeded, voicing his disagreement with the OAG opinion. Mr. Heuer said the issue was not one of legality, but what the District promised the voters.

Mr. Casnocha provided further detail regarding the policy restrictions applied to the 2005 refunding bonds. The \$4.2 million generated were not bond proceeds, but rather the premium paid by investors who purchased the bonds. He stated this premium was not restricted in the same way. When bonds are sold at a premium, there is the question of how to use the excess cash. Mr. Casnocha stated the funds could be spent for any purpose; however, in the case of the District's refunding bonds, the cash was applied to the same voter approved projects included in Measure I.

Mr. Heuer stated he appreciated the District's approach, but the principle of the issue remains for him. Mr. Casnocha commented the community colleges and school districts have the problem of having more facilities projects than dollars available to fund. Cash-out refunding bonds were a way to solve this problem, while reducing the tax burden, shortening the maturity of the bonds, and allowing schools to share in the benefit to complete more projects.

Ms. Larson asked if the taxpayers will continue to pay \$23.89 per \$100,000 assessed valuation until 2034. Mr. Casnocha responded yes and explained the level tax rate.

Chair Panetta asked about next steps forward. Dr. Tribley stated expenditure of the \$4.2 million was a District decision. Mr. Casnocha stated the Board of Trustees was informed of the OAG opinion and apprised of the issues.

5. Accept Bills and Warrants Report

Chair Panetta advised the report would be reviewed by page and invited questions. There were no questions on any of the pages.

It was moved by Mr. Heuer and seconded by Mr. Lee to accept the June 30, 2016 bills and warrants report. Motion carried unanimously.

YES:	9 MEMBERS:	Cruzan, Gaspich, Heuer, Harvath, Johnson, Lambert, Larson, Lee, Panetta
NOES:	0 MEMBERS:	None
ABSENT:	0 MEMBERS:	None
ABSTAIN:	0 MEMBERS:	None

6. Bond Expenditure Status Report

Chair Panetta asked for questions or comments on the report. Mr. Johnson noted there have been no additional expenditures under the furniture/equipment category since March. He asked if charges were anticipated in the future. Mr. Carson replies there may be potential expenditures associated with other planned bond projects, such as the Music and Public Safety Training facilities. Mr. Johnson stated there have been no new expenditures on these projects since 2013. Mr. Carson explained the District is waiting for state matching funds to complete these projects.

7. Monterey County Treasurer's Investment Report

Dr. Crow reported interest rates remain low as the investments are low risk. Referring to the County Treasurer's investment policy, Mr. Lee asked if a compliance audit has been conducted and shared with the District. Dr. Crow said he would follow up and report back to the committee.

8. Membership Update

Dr. Tribley indicated four members, Mr. Gaspich, Mr. Harvath, Ms. Larson, and Mr. Lee, will be completing their first term in November. He requested they consider serving a second term on the committee. Staff will contact the members regarding this request.

9. Facilities Needs and New Bond Measure

Dr. Tribley stated his interest in beginning a conversation regarding a new bond measure. He observed there are many facilities needs on campus and the District has not had a Director of Facilities for several years. He added that Dr. Crow has finished his first year at MPC and they have recently discussed the opportunity of placing a new bond measure on the November 2016 ballot. After consideration of the efforts needed to align the campus, the MPC Foundation, and the Governing Board in support of this initiative, they have decided to defer this opportunity into the future.

Regarding District facility needs, Dr. Crow noted there has been a lack of planning at the District going forward. He has contracted with a consultant, Umstot, to do facilities planning. According to the facilities condition assessment in the Chancellor's Office FUSION program, the District has needs for over \$100 million of repairs, and a facilities replacement value of over \$400 million. A preliminary report has been given to the Board of Trustees.

Mr. Heuer commented 2016 is probably not a good time for a bond measure. He noted there are already 7 bond issues, 3 business license taxes, and 2 sales tax initiatives on the ballot. Mr. Johnson welcomed hearing the information about college facility needs and a future bond measure.

10. Meeting Schedule

Chair Panetta noted the next meeting on November 7 will be the annual organizational meeting with a new chair named.

11. Suggestions for Future Agenda Topics and Announcements

Despite his comments on the 2005 bond refinancing, Mr. Heuer offered his compliments to MPC regarding the bond management information shared and the cost effectiveness of the bond program. He stated the MPC bond reports are used as an example to other bond oversight committees.

12. Adjournment

Motion made by Mr. Johnson and seconded by Mr. Heuer to adjourn the meeting at 4:10 PM.
Motion carried unanimously.

AYES:	9 MEMBERS:	Cruzan, Gaspich, Heuer, Harvath, Johnson, Lambert, Larson, Lee, Panetta
NOES:	0 MEMBERS:	None
ABSENT:	0 MEMBERS:	None
ABSTAIN:	0 MEMBERS:	None

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Monterey Peninsula Community College District

Governing Board Agenda

Date: December 14, 2016

New Business Agenda Item No. H

Academic Affairs
College Area

Proposal:

To sign the Memorandum of Agreement between Monterey Peninsula College and MATE II granting permission to use the MATE trade name in the formation of the new nonprofit organization - MATE Inspiration for Innovation (MATE II).

Background:

The MATE Center at MPC was initially funded by the National Science Foundation in 1997. Since then, the Center has received more than 20 grants, mostly from federal agencies, to develop and administer innovative educational programs across the country and world that promote science, technology, engineering, and math (STEM) education. Nonetheless, sources of funding are often limited since the MATE Center is not classified as a nonprofit organization.

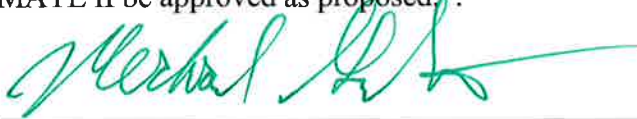
Additionally, the Center participates in MATE regional and international robotics competitions, which effectively increase engagement among students in STEM education and offer schools an opportunity to network with other organizations. Oregon and Wisconsin reimburse schools up to \$5,000 to attend regional competitions held in their state. However, schools taking part in these competitions are not eligible for such funds if they are not administered by a nonprofit organization.

Budgetary Implications:

None. Current NSF grants will continue to run through the college with the agreed upon indirect cost rate. There are no indirect costs on donations from industry, professional societies, or foundations; these will now be run through MATE II.

RESOLUTION: BE IT RESOLVED, that the Memorandum of Agreement between Monterey Peninsula College and MATE II be approved as proposed.

Recommended By: _____



ksu

Prepared By: _____



Sara C. Metz

Agenda Approval: _____



Dr. Walter Tribley, Superintendent/President

**MEMORANDUM OF AGREEMENT
BETWEEN
MONTEREY PENINSULA COLLEGE
AND
MATE INSPIRATION FOR INNOVATION**

THIS MEMORANDUM OF AGREEMENT (this “Agreement”) is made and entered effective as of November 8, 2016, by and between Monterey Peninsula College, a California public community college (“MPC”), and MATE INSPIRATION FOR INNOVATION, a California nonprofit public benefit corporation (“MATE II”), with reference to the following facts:

RECITALS

A. MPC is a public community college that administers The Marine Advanced Technology Education (MATE) Center commonly known as “The MATE Center.”

B. The MATE Center is engaged, among other things, in developing and providing educational programs that focus on marine technology. The MATE Center develops curricula, conducts regional and international underwater remotely operated vehicle (“ROV”) competitions, offers faculty professional development workshops, and facilitates student internships. The MATE Center also operates SeaMATE, a social enterprise that provides community college students with work experience while creating products, including, without limitation, robotics kits, textbooks, and promotional clothing, for educational purposes.

C. MATE II has been organized as a separate nonprofit public benefit corporation for purpose of co-administering the ROV competitions currently administered by The MATE Center and soliciting funds to support such ROV competitions from sources that do not provide grants to public educational institutions. In the future, it is anticipated that MATE II will also (i) assume all responsibility for the administration and operation of such ROV competitions currently administered by The MATE Center, (ii) assume responsibility for the operation of the SeaMATE social enterprise currently operated by The MATE Center, and (iii) engage in other activities related to inspiring and challenging students to learn and creatively apply science, technology, engineering, art, and mathematics to solving real world problems in a way that strengthens critical thinking, collaboration, entrepreneurship, and innovation.

D. MATE II acknowledges the contribution of MPC to the current state and success of The MATE Center, and the foundation laid by The MATE Center for the establishment of MATE II.

NOW, THEREFORE, the parties hereto agree as follows:

AGREEMENT

1. Formation of MATE II; Articles of Incorporation. MATE II is formed with the consent of MPC, and MPC hereby grants MATE II the right to use the trade name “MATE”

in its corporate name. The Articles of Incorporation for MATE II in the form attached hereto as Exhibit A were filed with the California Secretary of State on October 28, 2016.

2. Composition of Board of Directors; Bylaws. The board of directors of MATE II (the "Board") shall consist of five (5) persons, two (2) of whom shall be the Director and Associate Director of The MATE Center. In the event either or both of such positions should become vacant or cease to exist, these positions shall be filled by the Board of Directors of MATE II.

3. MATE II Operations. MATE II shall seek tax exempt status under Internal Revenue Code §501(c)(3), and shall operate as a nonprofit organization that is separate and distinct from MPC. MATE II shall assume co-administration of the regional and international ROV competitions currently administered by The MATE Center, and shall raise funds in support of such competitions. In the future, it is anticipated that MATE II will also (i) assume all responsibilities associated with the administration of the regional and international ROV competitions currently administered by The MATE Center; (ii) develop and/or administer other science or engineering competitions; (iii) provide educational workshops, (iv) develop learning resources such as books, videos and curriculum, (v) assume responsibility for the operation of the SeaMATE social enterprise and the development of robotics kits and other products for sale by SeaMATE store, and (vi) develop and administer other educational programs. Such additional activities shall be assumed by MATE II at such time as determined by MATE II, subject to any constraints under The MATE Center's existing grant funding.

4. Amendment. This Memorandum of Agreement may not be modified or amended without the consent of both parties.

5. Binding on Successors. This Memorandum of Agreement shall be binding on and inure to the benefit of the parties' successors and assigns.

6. Governing Law. This Memorandum of Agreement shall be construed in accordance with the law of the State of California.

MPC:

MONTEREY PENINSULA COLLEGE,
California public community college

By: _____

Its: _____

MATE II:

MATE Inspiration for Innovation, a
public benefit corporation

By: _____

Jill M. Zande, President

MISSION STATEMENT AND SUMMARY OF SPECIFIC ACTIVITIES

MATE INSPIRATION FOR INNOVATION

MATE INSPIRATION FOR INNOVATION is formed to inspire and challenge students to learn and creatively apply science, technology, art, engineering and math to solving real-world problems in a way that strengthens critical thinking, collaboration, entrepreneurship, and innovation.

In furtherance of such purpose, the corporation shall administer student science and engineering competitions, including, without limitation, remotely operated vehicle (“ROV”) competitions, and may engage in the following additional activities, among others, (i) provide educational workshops, (ii) develop learning resources such as books, videos and curriculum, (iii) develop robotic and other science kits for educational purposes and operate an online store for the sale and distribution of such kits and other related educational products, and (iv) develop and administer other educational programs.

**ARTICLES OF INCORPORATION
OF
MATE INSPIRATION FOR INNOVATION**

**ARTICLE I
NAME**

The name of this corporation is: MATE INSPIRATION FOR INNOVATION.

**ARTICLE II
PURPOSES**

(a) This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. This corporation is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

(b) This corporation is organized exclusively for charitable and educational purposes within the meaning of Internal Revenue Code §501(c)(3) or the corresponding provisions of any future United States internal revenue law. Specifically, this corporation is organized to inspire and challenge students to learn and creatively apply science, technology, engineering, art, and math to solving real-world problems in a way that strengthens critical thinking, collaboration, entrepreneurship, and innovation. In furtherance of such purpose, this corporation shall, among other things, administer student science and engineering competitions.

(c) Notwithstanding any other provision of these articles, the corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on by (i) a corporation exempt from federal income tax under Internal Revenue Code §501(c)(3) or the corresponding provisions of any future United States internal revenue law, or (ii) a corporation, contributions to which are deductible under Internal Revenue Code §170(c)(2) or the corresponding provisions of any future United States internal revenue law.

**ARTICLE III
AGENT FOR SERVICE OF PROCESS**

The name and complete address in the State of California of this corporation's initial agent for service of process are:

Jill M. Zande
The MATE Center
980 Fremont Street
Monterey, CA 93940

**ARTICLE IV
ADDRESS**

The initial street and mailing address for the corporation is:

980 Fremont Street
Monterey, CA 93940

**ARTICLE V
TAX-EXEMPT STATUS**

(a) This corporation is organized and operated exclusively for charitable and educational purposes within the meaning of §501(c)(3) of the Internal Revenue Code.

(b) No substantial part of the activities of this corporation shall consist of lobbying, carrying on propaganda or otherwise attempting to influence legislation, and this corporation shall not participate or intervene in any political campaign (including publishing or distributing statements) on behalf of or in opposition to any candidate for public office.

(c) The property of this corporation is irrevocably dedicated to the purposes set forth in Article II. No part of the net income or assets of this corporation shall inure to the benefit of any of its directors, officers, members or any other private person, except that this corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments in furtherance of the purposes set forth in Article II.

(d) Upon the dissolution or winding up of this corporation, its assets remaining after paying or adequately providing for the debts, obligations and liabilities of this corporation, shall be distributed to an organization (or organizations) that is organized and operated exclusively for charitable or educational purposes and that is tax exempt under Internal Revenue Code §501(c)(3) (or the corresponding provisions of any future United States internal revenue law).

Date: _____, 2016

Deidre E. Sullivan, Incorporator

BYLAWS
OF
MATE INSPIRATION FOR INNOVATION

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ARTICLE I OFFICES

Section 1.1 Principal Office. The principal office of this corporation shall be located at 980 Fremont Street, Monterey, California 93940, or at such other address as the board of directors shall from time to time determine. The board of directors is granted full power and authority to change the principal office from one location to another. The corporation may establish or maintain additional offices at such other places as the board of directors may determine.

ARTICLE II PURPOSES

Section 2.1 General and Specific Purposes; Limitations. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. This corporation is organized under the California Nonprofit Public Benefit Corporation Law for public and charitable purposes. The corporation is organized exclusively for charitable and educational purposes within the meaning of Internal Revenue Code §501(c)(3), or the corresponding section of any future United States internal revenue law. Specifically, this corporation is formed to inspire and challenge students to learn and creatively apply science, technology, art, engineering and math to solving real-world problems in a way that strengthens critical thinking, collaboration, entrepreneurship, and innovation. In furtherance of such purpose, the corporation shall administer student science and engineering competitions, including, without limitation, remotely operated vehicle (“ROV”) competitions, and may engage in the following additional activities, among others, (i) provide educational workshops, (ii) develop learning resources such as books, videos and curriculum, (iii) develop robotic and other science kits for educational purposes and operate an online store for the sale and distribution of such kits and other related educational products, and (iv) develop and administer other educational programs.

Notwithstanding any other provision of these Bylaws, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise and powers that are not in furtherance of the purposes of this corporation, and this corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Internal Revenue Code §501(c)(3) or the corresponding provision of any future United States internal revenue law, or (b) by a corporation, contributions to which are deductible under Internal Revenue Code §170(c)(2) or the corresponding provision of any future United States internal revenue law.

Section 2.2 Dedication of Assets. The corporation’s assets are irrevocably dedicated to charitable and educational purposes. No part of the net earnings, properties, or assets of the corporation, on dissolution or otherwise, shall enure to the benefit of any private person or individual, or to any director or officer of the corporation. On liquidation or dissolution, all properties and assets remaining after one or more organizations formed and operated exclusively for charitable and/or educational purposes and that is (or are) tax exempt under Internal Revenue Code section 501(c)(3) (or the corresponding provisions of any future United States internal revenue law).

Section 2.3 Governing Law. The provisions of the California Nonprofit Public Benefit Corporation Law (sometimes referred to herein as the “Law”) shall govern the conduct of the

affairs of the Corporation, except as otherwise provided or modified herein or in the Articles of Incorporation to the extent permitted by the Law.

ARTICLE III MEMBERSHIP

Section 3.1 Members. This corporation shall have no members within the meaning of §5056 of the California Nonprofit Corporation Law as now in effect or as may hereafter be amended. Any action which otherwise would require approval by a majority of all members or approval by the members shall require approval only of the board of directors. All rights which otherwise would vest in the members including, without limitation, the right to elect directors, shall vest in the board of directors.

ARTICLE IV BOARD OF DIRECTORS

Section 4.1 Power of Board. Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, the activities and affairs of this corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the board of directors. The board of directors may delegate the management of the activities of the corporation to any person or persons, or committee or committees, however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the board of directors.

Section 4.2 Number of Directors; Designated Directors. The number of directors of the corporation shall be no less than three (3) and no more than seven (7), unless and until changed by a resolution duly adopted by the board of directors. The exact number of authorized directors shall be fixed at five (5) directors within the above variable range, until changed by resolution duly adopted by the board of directors. The Director and Associate Director of The MATE Center administered by Monterey Peninsula College, a California public community college ("MPC") shall be "designated directors" of the corporation, and shall serve on the board of directors of the corporation by virtue of appointment to such offices by MPC. The Director and Associate Director of The MATE Center shall serve as members of the board of directors of the corporation until such persons should die, resign, or be removed, by MPC, from the position at The MATE Center which entitles him or her to serve on the board of directors of this corporation. In the event either of such positions at The MATE Center shall cease to exist or be vacant, such positions may be filled as provided in Section 4.8 below.

Section 4.3 Restriction on Interested Persons. No more than forty-nine percent (49%) of the persons serving on the board of directors may be "interested persons." An interested person is (a) any person compensated by the corporation for services rendered to it within the previous twelve (12) months, whether as a full-time or part-time employee, independent contractor or otherwise, excluding any reasonable compensation paid to a director as a director, and (b) any brother, sister, ancestor or descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law or father-in-law of any such person. However, any violation of this paragraph shall not affect the validity or enforceability of any contract or transaction entered into by the corporation.

Section 4.4 Nomination; Term of Office.

(a) Nomination. At least thirty (30) days before the date of any election of a director or directors, the board of directors, or a nominating committee (the “Nominating Committee”) comprised of not less than two (2) persons appointed by the board of directors, shall nominate candidates for election to the board of directors to fill the positions of the board of directors to be filled at the upcoming annual meeting (which positions shall not include any position filled by a designated director). The board of directors or the Nominating Committee shall make its report at least thirty (30) days before the date of election, or at such other time as the board of directors may set, and the Secretary of the corporation shall forward to each member of the board of directors, with the notice of the meeting required by these bylaws, a list of all candidates nominated by the board of directors or the Nominating Committee.

The nominations duly made by the board of directors or the Nominating Committee shall be placed on a ballot in alphabetical order and shall be voted for at the annual meeting of the board of directors (or at any regular or special meeting at which a vacancy on the board of directors is filled). At a board of directors meeting at which directors are to be elected, each director shall be entitled to vote to either accept or reject a candidate. In the event more candidates are nominated than positions to be filled, candidates receiving the highest number of affirmative votes shall be elected. Votes against any candidate and votes withheld shall have no effect.

(b) Term of Office. Each director elected or appointed by the board of directors shall hold office for a term of three (3) years; provided that any designated director shall hold office for so long as he or she holds the position at The MATE Center which entitles him or her to serve as a director of the corporation. Each director elected at the annual meeting of the board of directors held in August or September shall take office as of October 1 of the upcoming fiscal year. Each such director, including a director elected to fill a vacancy, shall hold office until the expiration of the term for which he or she (or his or her predecessor) was elected and until his or her successor is elected.

Section 4.5 Removal Without Cause. Excepting designated directors, any director may be removed from office without cause by the affirmative vote of a majority of the directors then in office at any regular or special meeting of the board of directors provided notice of the meeting is given in accordance with Section 5211 of the California Nonprofit Public Benefit Corporation Law. Any designated director may be removed from office by MPC by virtue of MPC removing such director from the position at The MATE Center which entitles such person to serve as a director of the corporation. Any director may also be removed for cause in accordance with the provision of Section 4.6 below.

Section 4.6 Removal for Cause. The board of directors may by resolution declare vacant the office of any director who has been declared of unsound mind by a final order of court, or convicted of a felony, or found by final order or judgment of any court to have breached a duty under the California Nonprofit Public Benefit Corporation Law.

Section 4.7 Resignation and Vacancies. Any director may resign effective upon giving written notice to the Chair of the Board, the President, the Secretary, or the board of directors, unless the notice specifies a later time for the effectiveness of such resignation. If the resignation is effective at a future time, a successor may be elected to take office when the resignation becomes

effective. Except upon notice to the California Attorney General, no director may resign if the corporation would then be left without a duly elected director or directors in charge of its affairs.

Section 4.8 Vacancies on Board of Directors. A vacancy on the board of directors shall occur in the event of (i) the death, resignation or removal of any director, (ii) if the authorized number of directors is increased, (iii) if the board of directors fails to elect the number of directors required to be elected at any meeting of the board, or (iv) with respect to any designated director, if the position of either the Director or Associate Director at The MATE Center becomes vacant or should cease to exist. Vacancies in the board of directors shall be filled in the same manner prescribed in these Bylaws for the appointment or election of the director whose office is vacant, provided that such vacancies shall be filled as they occur and not on an annual basis. Any vacancy created with respect to a designated director shall be filled by the successor appointed by MPC to the position at The MATE Center which has become vacant; provided that, in the event any such position ceases to exist or is not filled within thirty (30) days by MPC, the vacancy may be filled by the board of directors of the corporation. If a vacancy on the board of directors that was initially filled by a designated directors is filled by the board of directors as provided above, the person holding such office shall be automatically removed as a director of the corporation at such time as the position of Director or Associate Director of The MATE Center at MPC, as applicable, is once again established and/or filled.

No reduction of the authorized number of directors shall have the effect of removing any director prior to the expiration of that director's term of office, unless the resolution of the board of directors reducing the authorized number of directors specifically provides for removal of one or more specified directors. A director elected to fill a vacancy on the board of directors shall hold office until the expiration of the term of office of the director whose departure created the vacancy filled, unless the board of directors shall otherwise determine.

Section 4.9 Place of Meetings. Meetings of the board of directors may be held at any place within or without the State of California which has been designated in the notice of the meeting or, if not stated in the notice or there is no notice, at the principal office of the corporation.

Section 4.10 Annual Meetings. The board of directors shall hold an annual meeting for the purpose of electing the directors and officers of the corporation, and all other business as may properly come before the board of directors. Annual meetings of the board of directors shall be held at the principal office of the corporation (or such other location as designated by the board of directors and reflected in the notice of the meeting) in August or September of each year on such date and at such time as shall be designated by the board of directors and set forth in the notice of the meeting.

Section 4.11 Regular Meetings. Regular meetings of the board of directors shall be held without notice (following initial notice of the dates for the holding of such regular meetings) at the principal office of the corporation (or such other location as designated by the board of directors) on such regular dates as the board of directors shall determine. Any member of the board of directors who is unable to attend a regular meeting of the board of directors shall notify the Secretary of the corporation of his or her unavailability prior to the meeting.

Section 4.12 Special Meetings. Special meetings of the board of directors for any purpose or purposes may be called at any time by the Chair of the Board (if any), the President, the

Vice President, the Treasurer, the Secretary, or any two (2) directors. Notice of the time and place of special meetings shall be delivered personally or by telephone (including a voice messaging or other system designed to record and communicate messages) or sent by first-class mail, telegraph, charges prepaid, or by facsimile, email or other electronic means, addressed to each director at that director's address as it is shown on the records of the corporation. If the notice is mailed, it shall be deposited in the United States mail at least four (4) days before the time of the holding of the meeting. If the notice is delivered personally or by telephone or by facsimile, telegram, email or other electronic means it shall be delivered at least forty-eight (48) hours before the time of the holding of the meeting. The oral notice given personally or by telephone may be communicated either to the director or to a person at the office of the director who the person giving the notice has reason to believe will promptly communicate it to the director. If notice is not given in a timely fashion, notice can be waived as provided in Section 4.15 below. The notice, or waiver of notice, need not specify the purpose of the meeting.

Section 4.13 Quorum and Action of the Board. A majority of the authorized number of directors shall constitute a quorum of the board of directors for the transaction of business, except for purposes of adjournment as provided in Section 4.16 of these Bylaws. Unless a greater number is required by law, the Articles of Incorporation or these Bylaws, every action taken or decision made by a majority of directors present at a duly held meeting at which a quorum is present shall be an act of the board of directors, subject to the more stringent provisions of the California Nonprofit Public Benefit Corporation Law, including, without limitation, those provisions relating to (a) approval of contracts or transactions in which a director has a direct or indirect material financial interest, (b) approval of certain transactions between corporations having common directorships, (c) creation of and appointments to committees of the board, and (d) indemnification of directors. Except as otherwise provided in these bylaws or under the Law, a meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of some directors, if any action taken or decision made is approved by at least a majority of the required quorum for that meeting.

Section 4.14 Participation in Meetings by Conference Telephone. Members of the board of directors may participate in a meeting through the use of conference telephone, electronic video screen communication, or other communications equipment if all of the following apply: (a) each member participating in the meeting can communicate with all of the other members concurrently, (b) each member is provided the means of participating in all matters before the board of directors, including the capacity to propose or to interpose an objection to a specific action to be taken by the corporation, and (c) the corporation adopts and implements some means of verifying both that (i) a person communicating by telephone, electronic video screen, or other communications equipment is a director or other person entitled to participate in the board meeting, and (ii) all actions of, or votes by, the board of directors are taken or cast only by the director and not by any other person not permitted to participate as a director. Participation in a meeting pursuant to this Section 4.14 constitutes presence in person at such meeting.

Section 4.15 Waiver of Notice. Notice of a meeting need not be given to any director who signed a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to such director. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meetings.

Section 4.16 Adjournment. A majority of the directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of any adjournment to another time or place shall be given prior to the time of the adjourned meeting to the directors who were not present at the time of the adjournment.

Section 4.17 Action Without Meeting. Any action required or permitted to be taken by the board of directors may be taken without a meeting, if all members of the board of directors consent in writing to such action. Such action by written consent shall have the same force and effect as any other action taken by the board at a duly called meeting at which a quorum is present. Such written consent or consents shall be filed with the minutes of the proceedings of the board of directors.

Section 4.18 Committees. The board of directors may, by resolution adopted by a majority of the number of directors then in office, provided that a quorum is present, create one or more committees, each consisting of two or more directors, to serve at the pleasure of the board of directors. Appointments to such committees shall be by a majority vote of the number of directors then in office, provided a quorum is present. The board of directors may appoint one or more directors as alternate members of any such committee, who may replace any absent member at any meeting of the committee. Any such committee shall have all the authority of the board to the extent provided in the board resolution or resolutions creating and empowering the committee; provided that, no committee may do any of the following:

- (a) Take any final action on any matter that, under the California Nonprofit Public Benefit Corporation Law requires the approval of the members or approval of a majority of members of a nonprofit public benefit corporation (notwithstanding that this corporation has no members);
- (b) Elect directors or fill vacancies on the board;
- (c) Fix any compensation for the directors for serving on the board or any committee of the board;
- (d) Amend or repeal bylaws or adopt new bylaws;
- (e) Amend or repeal any resolution or action taken by the board that by its express terms is not so amendable or repealable;
- (f) Create any other committees of the board or appoint the members of committees of the board, including any appointments to fill vacancies on committees of the board;
- (g) Expend corporate funds to support a nominee for director; or,
- (h) Approve any contract or transaction in which one or more directors has a direct or indirect material financial interest, except as special approval is provided for in Section 5233(d)(3).

Section 4.19 Meetings and Actions of Committees. Meetings and actions of committees of the board of directors shall be governed by, held and taken under the provisions of this Article IV applicable to meetings and actions of the board of directors; except that the time and place for meetings of such committees and the calling of special meetings of committee can be set either by board resolution or the resolution of the committee. The board may adopt rules for the governance of any committee as are consistent with these bylaws. If the board had not adopted rules, the committee may do so.

Section 4.20 Fees and Compensation. The corporation shall not pay any compensation to directors for services rendered to the corporation as a director, except that directors may be reimbursed for expenses incurred in the performance of their duties to the corporation in reasonable amounts as approved by the board of directors. The compensation (if any) of the President and Treasurer of the corporation shall be determined in accordance with Section 12586(g) of the California Government Code.

ARTICLE V OFFICERS

Section 5.1 Officers. The officers of the corporation shall be a Chair of the Board (if appointed), a President, a Vice President, a Secretary, and a Treasurer. The corporation also may have, at the discretion of the board of directors, one or more Assistant Secretaries, one or more Assistant Treasurers, and such other officers as may be elected or appointed in accordance with the provisions of Section 5.3 of this Article V. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as President or Chair of the Board.

Section 5.2 Election. The officers of the corporation (except such officers as may be elected or appointed in accordance with the provisions of Section 5.3 or Section 5.5 of this Article V), shall be chosen annually by, and shall serve at the pleasure of the board of directors, and shall hold their respective offices until their resignation, removal, or other disqualification from service and until their respective successors are elected and qualify.

Section 5.3 Subordinate Officers. The board of directors may elect, and may empower the President to appoint, such other officers as the business of the corporation may require, each of whom shall hold office for such period, have such authority, and perform such duties as are provided in these Bylaws or as the board of directors from time to time may determine.

Section 5.4 Removal and Resignation. Officers serve at the pleasure of the board of directors. Any officer may be removed with or without cause by the board of directors at any time or, in the case of an officer not chosen by the board of directors, by any officer upon whom such power of removal may be conferred by the board of directors. Any such removal shall be without prejudice to the rights, if any, of the officer under any contract of employment. Any officer may resign at any time by giving written notice to the corporation without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein and, unless otherwise specified in that notice, the acceptance of the resignation shall not be necessary to make it effective.

Section 5.5 Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these bylaws for regular election or appointment to such office, provided that such vacancies shall be filled as they occur and not on an annual basis.

Section 5.6 Chair of the Board. The Chair of the Board, if any, shall preside at all meetings of the board of directors and exercise and perform such other powers and duties as may be assigned from time to time by the board of directors. If a Chair of the Board is not elected or appointed, the President shall serve as Chair of the Board.

Section 5.7 President. The President shall act as the general manager and chief executive officer of the corporation and, subject to the control of the board of directors, shall be responsible for the general supervision, direction, and control of the business and officers of the corporation. In the absence of a Chair of the Board or if there is none, the President shall preside at all meetings of the board of directors.

Section 5.8 Vice President. In the absence or disability of the President, the Vice President shall perform all the duties of the President and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice President shall have such other powers and perform such other duties as from time to time may be prescribed for him or her by the board of directors.

Section 5.9 Secretary. The Secretary shall keep, or cause to be kept, at the principal office of the corporation or such other place as the board of directors may order, a book of minutes of all meetings of the board of directors and its committees. The minutes shall include the time and place of meetings, whether regular or special, and if special, how authorized, the notice thereof given, and the names of those present and the proceedings thereof. The Secretary shall keep, or cause to be kept, at the principal office in the State of California the original or a copy of the corporation's Articles and Bylaws, as amended to date. The Secretary shall give, or cause to be given, notice of all meetings of the board of directors and its committees required by law or by these Bylaws to be given, shall keep the seal of the corporation in safe custody, and shall have such other powers and perform such other duties as may be prescribed by the board of directors.

Section 5.10 Treasurer. The Treasurer shall be the chief financial officer of the Corporation and shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the properties and business transactions of the corporation. The Treasurer shall cause to be given to the directors such financial statements and reports as are required to be given by law, these bylaws or by the board of directors. The books of account shall be open at all reasonable times to inspection by any director. The Treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the corporation with such depositories as may be designated by the board of directors. The Treasurer shall disburse the funds of the corporation as may be ordered by the board of directors, shall render to the Chair of the Board (if any), President and the board of directors, whenever requested, an account of all transactions as Treasurer and of the financial condition of the corporation, and shall have such other powers and perform such other duties as may be prescribed by the board of directors.

Section 5.11 Contracts with Directors. No director of this corporation, nor any other corporation, firm, association, or other entity in which one or more of this corporation's directors are directors or have a material financial interest, shall be interested, directly or indirectly, in any contract or transaction with this corporation, unless (a) the material facts regarding that director's financial interest in such contract or transaction or regarding such common directorship, officership, or financial interest are fully disclosed in good faith, or are known to all members of the board of directors prior to the board's consideration of such contract or transaction; (b) such contract or transaction is authorized in good faith by a majority of the board by a vote sufficient for that purpose without counting the vote(s) of the interested directors; (c) before authorizing or approving the transaction, the board considers and in good faith decides, after reasonable investigation, that the corporation could not obtain a more advantageous arrangement with reasonable effort under the circumstances; and (d) the corporation for its own benefit enters into the transaction, which is fair and reasonable to the corporation at the time the transaction is entered into.

This Section does not apply to a transaction that is part of an educational or charitable program of this corporation if it (a) is approved or authorized by the corporation in good faith and without unjustified favoritism, and (b) results in a benefit to one or more directors or their families because they are in the class of persons intended to be benefited by the charitable or educational programs of this corporation.

Section 5.12 Loans to Directors and Officers. This corporation shall not lend any money or property to or guarantee the obligation of any director or officer without the approval of the California Attorney General; provided, however, that the corporation may advance money to a director or officer of the corporation for expenses reasonably anticipated to be incurred in the performance of his or her duties if that director or officer would be entitled to reimbursement for such expenses by the corporation.

ARTICLE VI INDEMNIFICATION, INSURANCE AND DIRECTOR LIABILITY

Section 6.1 Definitions. For the purposes of this Article VI, "agent" means any person who is or was a director, officer, employee, or other agent of the corporation, or is or was serving at the request of the corporation as a director, officer, employee, or agent of another foreign or domestic corporation, partnership, joint venture, trust, or other enterprise, or was a director, officer, employee, or agent of a foreign or domestic corporation that was a predecessor corporation of the corporation or of another enterprise at the request of the predecessor corporation; "proceeding" means any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative, or investigative; and "expenses" includes without limitation attorneys' fees and any expenses of establishing a right to indemnification under Sections 6.4 or 6.5(b) of these Bylaws.

Section 6.2 Indemnification in Actions by Third Parties. The corporation shall have power to indemnify any person who was or is a party or is threatened to be made a party to any proceeding (other than an action by or in the right of the corporation to procure a judgment in its favor, an action brought under §5233 of the Law, or an action brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets held in charitable trust) by reason of the fact that the person is or was an agent of the corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred

in connection with the proceeding if the person acted in good faith and in a manner the person reasonably believed to be in the best interests of the corporation and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of the person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of the corporation or that the person had reasonable cause to believe that the person's conduct was unlawful.

Section 6.3 Indemnification in Actions by or in the Right of the Corporation. The corporation shall have power to indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action by or in the right of the corporation, or brought under §5233 of the California Nonprofit Public Benefit Corporation Law, or brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets held in charitable trust, to procure a judgment in its favor by reason of the fact that the person is or was an agent of the corporation, against expenses actually and reasonably incurred by the person in connection with the defense or settlement of the action if the person acted in good faith, in a manner the person believed to be in the best interests of the corporation, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances; provided that no indemnification shall be made under this Section 6.3 if otherwise prohibited by § 5238 of the Law or any other provision of the Law.

Section 6.4 Indemnification Against Expenses. To the extent that an agent of the Corporation has been successful on the merits in defense of any proceeding referred to in Sections 6.2 or 6.3 of these Bylaws or in defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

Section 6.5 Required Determinations. Except as provided in Section 6.4 of these Bylaws, any indemnification under this Article VI shall be made by the corporation only if authorized in the specific case, upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in Sections 6.2 or 6.3 of these Bylaws, by:

- (a) A majority vote of a quorum consisting of directors who are not parties to the proceeding; or
- (b) The court in which the proceeding is or was pending upon application made by the corporation or the agent or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney, or other person is opposed by the corporation.

Section 6.6 Advance of Expenses. Expenses incurred in defending any proceeding may be advanced by the corporation prior to the final disposition of the proceeding upon receipt of an undertaking by or on behalf of the agent to repay the amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article VI.

Section 6.7 Other Indemnification. No provision made by the corporation to indemnify its or its subsidiary's directors or officers for the defense of any proceeding, whether contained in the Articles of Incorporation, Bylaws, a resolution of directors, an agreement or otherwise, shall be valid unless consistent with this Article VI. Nothing contained in this Article VI shall affect any right to indemnification to which persons other than the directors and officers may be entitled by contract or otherwise.

Section 6.8 Forms of Indemnification Not Permitted. No indemnification or advance shall be made under this Article VI, except as provided in Sections 6.4 or 6.5(b), in any circumstances where it appears:

(a) That it would be inconsistent with a provision of the Articles of Incorporation, these Bylaws, or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or

(b) That it would be inconsistent with any condition expressly imposed by a court in approving a settlement.

Section 6.9 Personal Liability of Volunteer Directors or Executive Officers. To the fullest extent permitted by the California Nonprofit Public Benefit Corporation Law, as now in effect or as may hereafter be amended, there shall be no personal liability to a third party for monetary damages on the part of a volunteer director or volunteer executive officer of the Corporation, caused by the director's or executive officer's negligent act or omission in the performance of that person's duties as a director or executive officer, provided that the person's act or omission was (a) within the scope of the director's or executive officer's duties, performed in good faith and was not reckless, wanton, intentional or grossly negligent, and (b) the damages are covered pursuant to a liability insurance policy issued to the corporation (either in the form of general liability policy or a director's and officer's liability policy) or personally to the director or executive officer. In the event the damages are not covered by insurance, the volunteer director or volunteer executive officer shall not be personally liable for the damages if the board of directors and the person have made all reasonable efforts in good faith to obtain available liability insurance. As long as this corporation has an annual budget of less than \$25,000, the corporation shall be deemed to have made "all reasonable efforts in good faith to obtain general liability insurance" if the corporation makes at least one inquiry per year to purchase general liability insurance with coverage in the amount of no less than \$500,000 and that insurance is not available at a cost of less than 5% of the previous year's annual budget. "Volunteer" means the rendering of services without compensation. "Compensation" means remuneration whether by way of salary, fee, or other consideration for services rendered. However, the payment of per diem, mileage, or other reimbursement for expenses to a director or executive officer does not affect that person's status as a volunteer within the meaning of this Section. "Executive Officer" means the Chair of the Board, President, Vice President, Secretary, Treasurer or Executive Director (if any) of the corporation, or other individuals serving in like capacity, who assist in establishing the policy of the corporation. Nothing in this paragraph shall limit the liability of the corporation for any damages caused by acts or omissions of the volunteer director or volunteer executive officer.

Section 6.10 Insurance. The corporation shall have power to purchase and maintain insurance on behalf of any agent of the corporation against any liability asserted against or incurred

by the agent in such capacity or arising out of the agent's status as such whether or not the corporation would have the power to indemnify the agent against such liability under the provisions of this Article VI, provided, however, that the corporation shall have no power to purchase and maintain such insurance to indemnify any agent of the corporation for a violation of § 5233 of the California Nonprofit Public Benefit Corporation Law (or any successor provision thereto).

Section 6.11 Non-Applicability to Fiduciaries of Employee Benefit Plans. This Article VI does not apply to any proceeding against any trustee, investment manager, or other fiduciary of a pension, deferred compensation, saving, thrift or other retirement, incentive or benefit plan, trust or provision for any or all of the corporation's directors, officers, employees, and/or persons providing services to the corporation, in that person's capacity as such, even though the person may also be an agent of the corporation as defined in Section 6.1 of these Bylaws. The corporation shall have power to indemnify the trustee, investment manager, or other fiduciary to the extent permitted by subdivision (f) of Section 5140 of the California General Corporation Law.

If any part of this Article VI shall be found in any action, suit or proceeding to be invalid or ineffective, the validity and the effectiveness of the remaining parts shall not be affected.

ARTICLE VII MAINTENANCE AND INSPECTION OF BOOKS AND RECORDS; ANNUAL REPORTS

Section 7.1 Maintenance of Corporate Records. The corporation shall keep the following:

- (a) Adequate and correct books and records of account: and
- (b) Written minutes of the proceedings of its board and committees of the board.

Minutes shall be kept in written form. Other books and records shall be kept in either written or in any other form capable of being converted into written form.

Section 7.2 Director's Right of Inspection. Every director shall have the right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the corporation and the records of each subsidiary. The inspection may be made in person or by the director's agent or attorney. The right of inspection includes the right to copy and make extracts of documents.

Section 7.3 Annual Report. The board of directors shall cause an annual report to be sent to the directors within one hundred twenty (120) days after the end of the corporation's fiscal year. That report shall contain the following information in appropriate detail:

- (a) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year;
- (b) The principal changes in assets and liabilities, including trust funds;
- (c) The corporation's revenue or receipts, both unrestricted and restricted to particular purposes;

- (d) The corporation's expenses or disbursements for both general and restricted purposes;
- (e) Any information required by Section 7.4 of these Bylaws; and
- (f) An independent accountants' report or, if none, the certificate of an authorized officer of the corporation that such statements were prepared without audit from the corporation's books and records.

This requirement of an annual report shall not apply if the corporation receives less than Twenty-Five Thousand Dollars (\$25,000) in gross receipts during the fiscal year, provided, however, that the information specified above for inclusion in an annual report must be furnished annually to all directors.

Section 7.4 Annual Statement of Certain Transactions and Indemnifications. As part of the annual report to all directors, or as a separate document if no annual report is issued, the corporation shall, within one hundred twenty (120) days after the end of the corporation's fiscal year, annually prepare and furnish to each director a statement of any transaction or indemnification of the following kind:

(a) Any transaction (i) in which the corporation or any subsidiary was a party, (ii) in which an "interested person" had a direct or indirect material financial interest, and (c) which involved more than Fifty Thousand Dollars (\$50,000) or was one of several transactions with the same interested person involving, in the aggregate, more than Fifty Thousand Dollars (\$50,000). For this purpose, an "interested person" is any director or officer of the corporation or any subsidiary of it (but mere common directorship shall not be considered such an interest). The statement shall include a brief description of the transaction, the names of interested persons involved, their relationship to the corporation, the nature of their interest in the transaction and, if practicable, the amount of that interest, provided that if the transaction was with a partnership in which the interested person is a partner, only the interest of the partnership need be stated.

(b) Any indemnifications or advances aggregating more than Ten Thousand Dollars (\$10,000) paid during the fiscal year to any officer or director of the corporation under Sections 6.2 and 6.3 of these bylaws unless the indemnification has already been approved by the directors.

ARTICLE VIII MISCELLANEOUS

Section 8.1 Fiscal Year. The fiscal year of the corporation shall be the twelve (12) month period from October 1 through the following September 30, or such other period as may be fixed by the board of directors.

Section 8.2 Checks, Notes and Contracts. The board of directors shall determine who shall be authorized from time to time on the corporation's behalf to sign checks, drafts, or other orders for payment of money; to sign acceptances, notes, or other evidences of indebtedness; to enter into contracts; or to execute and deliver other documents and instruments.

Section 8.3 Amendment of Articles of Incorporation and Bylaws. The Articles of Incorporation and Bylaws of the corporation may be adopted, amended or repealed in whole or in part upon the approval thereof by a majority of the authorized directors of this corporation.

CERTIFICATE OF SECRETARY

OF

MATE INSPIRATION FOR INNOVATION

The undersigned hereby certifies as follows:

1. I am the duly elected, qualified and acting Secretary of MATE INSPIRATION FOR INNOVATION, a California nonprofit public benefit corporation (the "Corporation"); and,

2. The foregoing bylaws consisting of fourteen (14) pages were adopted as the bylaws of the Corporation by board of directors of the Corporation (the "Board") by resolution of the adopted at a meeting of the Board held on November 4, 2016.

Dated: _____

Frederick R. Stahr, Ph.D., Secretary

**MINUTES OF THE ORGANIZATIONAL MEETING
OF
THE BOARD OF DIRECTORS
OF
MATE INSPIRATION FOR INNOVATION
(a California nonprofit public benefit corporation)**

The organizational meeting of the board of directors (the "Board") of MATE INSPIRATION FOR INNOVATION, a California nonprofit public benefit corporation (the "Corporation"), was held on November 4, 2016, at 1:00 p.m., at the Hilton Garden Inn located in Monterey, California.

The following directors of the Corporation were present in person: Jill M. Zande, Deidre E. Sullivan, Debra Anne Kill, Frederick R. Stahr, Ph.D., and Justin E. Manley. Also present were Chris Kahn, staff member of The MATE Center and SeaMATE Store Manager, Edith Gummer of the Kauffman Foundation, Jim McDonnell of Jim Robotics, and Candiya Mann, Evaluator Washington State University. Virginia E. Howard, Esq., of the law firm of Horan Lloyd was also present as outside counsel to the Corporation.

The following resolutions were adopted by unanimous approval, except as may otherwise be reflected below:

MEMORANDUM OF AGREEMENT

WHEREAS the Corporation has negotiated the Memorandum of Agreement with Monterey Peninsula College in the form attached hereto as Exhibit A ("Memorandum of Agreement") with respect to the formation of the Corporation;

RESOLVED that the Memorandum of Agreement is hereby approved and adopted and the President of the Corporation, when appointed, is authorized to execute the same on behalf of the Corporation.

ARTICLES OF INCORPORATION

Virginia E. Howard reviewed with the Board the Articles of Incorporation filed with the California Secretary of State on October 28, 2016 (the "Articles").

RESOLVED that the Articles of Incorporation attached hereto as Exhibit B were ratified and approved, and the Secretary, when appointed, was authorized and instructed to insert a copy of the Articles of Incorporation, as filed with and certified by the California Secretary of State, in the minute book of this Corporation.

MISSION STATEMENT AND SUMMARY OF SPECIFIC ACTIVITIES

RESOLVED that the Mission Statement and Summary of Specific Activities in the form set forth in Exhibit C attached hereto was approved and adopted until amended or restated by resolution of the Board.

PRINCIPAL EXECUTIVE OFFICE.

RESOLVED that the principal executive office of the Corporation shall be located at 980 Fremont, Monterey, California 93940, until changed by resolution of the Board.

ADOPTION OF BYLAWS

RESOLVED that the Bylaws attached hereto as Exhibit D (the "Bylaws") were approved and adopted as the bylaws of this Corporation.

RESOLVED FURTHER that the Secretary, when appointed, is authorized and directed to execute a Certificate of Adoption of the Bylaws and to insert the Bylaws as certified, in the Corporation's minute book, and to see that a copy, similarly certified, is kept at the Corporation's principal office for the transaction of its business.

ELECTION OF OFFICERS

RESOLVED FURTHER that following persons were elected to hold the offices set forth opposite their names until they should resign, be removed from office, or their successor(s) shall be duly elected or appointed, and to take the below-referenced office(s) effective immediately:

<u>Name</u>	<u>Office</u>
Jill M. Zande	Chair of the Board & President
Deidre E. Sullivan	Vice President
Debra Anne Kill	Treasurer/CFO
Frederick R. Stahr, PhD.	Secretary

BANK ACCOUNT

RESOLVED that the President, Vice President and Treasurer were authorized and directed to establish on behalf of the Corporation such account(s) with such Bank as such officers may select (the "Bank"), and funds from such account(s) may be withdrawn by means of checks or drafts of this Corporation signed by (i) the President, Vice President or Treasurer for amounts that are no greater than \$2,500, and (ii) by any two (2) of such above listed officers for amounts of greater than \$2,500, or by such other signatories as the Board may designate from time to time.

RESOLVED FURTHER that all form resolutions required by such Bank consistent with the above resolution are hereby adopted in the form utilized by such Bank, and the Secretary of the Corporation is hereby authorized to certify such resolutions as having been adopted by this action by written consent and is directed to insert the form of such resolutions in the minute book of this Corporation.

STATEMENT OF INFORMATION

RESOLVED that the officers (or any one of them) were directed to cause to be prepared, executed, and filed with the California Secretary of State the form entitled "Statement of Information," as required to be filed with the California Secretary of State by California §6210 of the California Nonprofit Public Benefit Corporation Law; and

RESOLVED FURTHER that any change in the agent for service of process (or in his or her address) as stated in the aforementioned statement or any change in officers shall cause the officers (or any one of them) to execute a new statement and send it to the Secretary of State, and in addition, those officers are directed hereby to file a new statement biennially in accordance with the provisions of §6210 of the California Corporations Code.

TAXPAYER IDENTIFICATION NUMBER

RESOLVED that the President and/or Treasurer shall cause a taxpayer identification number to be obtained for the Corporation.

ACCOUNTING AND FISCAL YEAR

RESOLVED that, until changed by the Board, the first accounting year of the Corporation shall commence on its date of incorporation and shall end on the following date: September 30, 2017.

RESOLVED FURTHER that each subsequent fiscal year of the Corporation shall end on December 31 of such year.

EXPENSES OF ORGANIZATION

RESOLVED that the officers of the Corporation (or any one of them) are authorized and directed to pay the expenses of the organization of this Corporation, and to reimburse any persons or organizations (if any) advancing funds to the Corporation for this purpose, including all attorneys' fees and costs.

RESOLVED FURTHER that, notwithstanding the above, the funds advanced by Monterey Peninsula College to fund the organization of this corporation are not required to be reimbursed.

APPLICATION FOR TAX-EXEMPT STATUS

RESOLVED that the President, Vice President and/or Treasurer of the Corporation are authorized and directed to take all necessary steps, including the preparation and execution of all applications, to seek and obtain tax-exempt status for the Corporation as a charitable, nonprofit organization under §501(c)(3) of the Internal Revenue Code of 1986, as amended, and the corresponding provisions of California's revenue laws.

CONFLICT OF INTEREST POLICY

RESOLVED that the Conflict of Interest Policy attached hereto as Exhibit E is hereby approved and adopted for purposes of protecting the interests of the Corporation as a tax exempt organization, and each director was advised that their signature is required upon such policy.

REVIEW OF IRS FORM 990

RESOLVED that the President, Treasurer and Secretary are hereby appointed as a committee of the Board with authority of the Board to review the IRS Form 990, FTB Form 199 and AG Form RRF-1 to be filed by the Corporation on an annual basis, and such committee is authorized and directed to review such forms (as may be prepared by the certified public accountants engaged by the Corporation) on an annual basis prior to the filing of such forms.

DIRECTORS & OFFICERS INSURANCE

The Board determined that it would be in the best interest of the Corporation to obtain Directors & Officers insurance, and the President and Treasurer were authorized and directed to obtain quotes for such insurance and to report to the Board at the next meeting of the Board with respect thereto.

OMNIBUS RESOLUTIONS

RESOLVED that the officers of the Corporation are, and each acting alone is, hereby authorized to do and perform any and all such acts, including execution of any and all documents and certificates, as said officers shall deem necessary or advisable, to carry out the purposes of the foregoing resolutions.

The meeting was adjourned at approximately 3:30 p.m.

Respectfully submitted,

Frederick R. Stahr, Secretary

Monterey Peninsula Community College District

Governing Board Agenda

December 14, 2016

New Business Agenda Item No. I

Human Resources
College Area

Proposal: That the Governing Board approve the attached resolution establishing Retirement Incentive/Supplemental Employee Retirement Plan for Eligible Full-Time Faculty, Classified, Confidential, Administration, and Management Employees ("RI/SERP Resolution").

Background: The District has determined that a College-wide retirement incentive may be offered to the benefit of individual retirees and the District as a whole. The incentive is to be offered to full-time employees of a specified age and who have served the District for a specified number of years. The incentive will provide a retirement payment that will supplement a retiree's STRS or PERS pension payments and other retirement income.

The District has reached a Memorandum of Understanding ("MOU") with the Monterey Peninsula College Teachers Association ("MPCTA") to allow this incentive to be offered to MPCTA unit members. The District is also engaging the California School Employees Association ("CSEA") in discussions over a similar MOU for CSEA unit members.

Budgetary Implications:

Upon the enrollment of a sufficient number of eligible faculty, classified, confidential, administration, and/or management employees, the RI/SERP can be implemented as a self-funded retirement incentive with a potential savings to the District. If a sufficient number of eligible employees fail to enroll in the RI/SERP, the program will not be implemented and, therefore, will not affect the budget.

Resolution: Be it resolved, that the Governing Board approve the resolution establishing Retirement Incentive/Supplemental Employee Retirement Plan for Eligible Full-Time Faculty, Classified, Confidential, Administration, and Management Employees.

Recommended By: [Signature]
Dr. Steve Crow, Vice President for Administrative Services

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

Agenda Approval: [Signature]
Dr. Walter Tribley, Superintendent/President

BOARD RESOLUTION

Establishing Retirement Incentive/Supplemental Employee Retirement Plan for Eligible Full-Time Faculty, Classified, Confidential, Administration, and Management Employees

MEETING MINUTES OF THE MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT December 14, 2016

On December 14, 2016 the Board of Education (the "Board") of the Monterey Peninsula Community College District ("District") held a noticed public meeting. All members of the Board were present except the following: _____

On motion of Board Member _____, duly seconded and carried, the following Resolution was adopted:

WHEREAS, California Government Code Section 53224 authorizes school districts to make contributions to retirement plans; and

WHEREAS, the District desires to provide retirement benefits to its eligible full-time faculty, classified, confidential, administration, and management employees ("Eligible Employees") under such a plan; and

THEREFORE, IT IS RESOLVED that the Board hereby establishes a retirement plan for Eligible Employees of the District effective July 01, 2017.

RESOLVED FURTHER that the eligibility requirements for faculty employees to participate in such plan shall be as follows:

- Employee must be a full-time faculty employee of the District
- Employee must be 55 years or older by June 30, 2017
- Employee must have 5 years of full-time service or more with the District by June 30, 2017
- Employee must retire from the District by June 30, 2017
- Employee must file a signed irrevocable letter of resignation for the purpose of retirement with Susan Kitagawa by 12:00 p.m. on January 10, 2017
- Employee must timely submit the SERP Enrollment Package documentation

RESOLVED FURTHER that the eligibility requirements for classified, confidential, administration, and management employees to participate in such plan shall be as follows:

- Employee must be a full-time classified, confidential, administration, or management employee of the District
- Employee must be 58 years or older by June 30, 2017
- Employee must have 15 years of continuous full-time service or more with the District by June 30, 2017
- Employee must retire from the District by June 30, 2017
- Employee must file a signed irrevocable letter of resignation for the purpose of retirement with Susan Kitagawa by 12:00 p.m. on January 10, 2017
- Employee must timely submit the SERP Enrollment Package documentation
- For Employees within the classified bargaining unit, the bargaining unit representative(s) must have provided either: (1) a written statement from the unit leadership on behalf of the

unit representative(s) declining to bargain over the decision and effects of the District's offer of this incentive plan to classified bargaining unit members; or (2) a written memorandum of understanding between the representative(s) and the District affirming that the incentive plan may be offered to unit members on the terms set forth in this Resolution.

RESOLVED FURTHER that at least five (5) eligible faculty employees must timely enroll in the retirement plan and, if this threshold is not met, the retirement plan will not be offered to any District employees as described in this Resolution. In the event that this condition precedent does not occur, any Eligible Employee that has tendered his/her letter of resignation for the purpose of retirement on or before January 10, 2017 may rescind his/her 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.

RESOLVED FURTHER that effective July 01, 2017, the Board hereby adopts that certain plan known as the MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT Supplemental Employee Retirement Plan, which plan is intended to qualify for favorable tax treatment under section 403(b) of the Internal Revenue Code of 1986, as amended ("Code") and to be exempt from the Employee Retirement Income Security Act of 1974, as amended ("ERISA").

RESOLVED FURTHER that, to fund each participant's benefit, the District shall contribute to the Plan an amount equal to 65% of the participant's base salary for the participant's last school year of employment, subject to the contribution limits under section 415(c) of the Code and any other applicable limits under the Code or other governing laws.

RESOLVED FURTHER that, for purposes of the limitations on contributions under the Plan imposed by section 415(c) of the Code, the "limitation year" shall be the Plan Year, as defined under the terms and provisions of the Plan.

RESOLVED FURTHER that, for purposes of clarification of administration of the Plan but not for purposes of making said Plan subject to Title I of ERISA, the Board hereby designates the District as the plan administrator.

RESOLVED FURTHER that the Board hereby appoints the following individual(s) to comprise the Plan Committee:

Vice President of Administrative Services
Associate Dean, Human Resources
Monterey Peninsula Community College District
980 Fremont Street
Monterey, CA 93940

RESOLVED FURTHER that the Board hereby appoints Keenan Financial Services as the contract administrator to assist the District in the implementation and administration of the Plan.

RESOLVED FURTHER that the Board hereby authorizes and directs the Superintendent/President and/or his designee to take the following actions:

- A. Execute the Plan and any and all other documents necessary or proper to implement the Plan.

- B. Contract with Keenan Financial Services as contract administrator to provide all services described in the contract.
- C. Execute any and all documents, including any amendment to the Plan, necessary or proper to obtain and maintain IRS approval of the form of the Plan if the IRS makes available a procedure for approval.
- D. Enter into any other contract or agreement which he or she deems necessary or proper to administer and/or fund the Plan and to attain and maintain the income tax qualification of the Plan under the Code.
- E. Extend any employee response deadlines set forth herein for a legitimate non-discriminatory business reason, by written notice posted on the District's website and at the Superintendent/President's office, and provided to the Board.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

DATED: December 14, 2016

Signature Governing Board Chair _____

Print Name _____

I _____, Secretary of the Board for the MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT, hereby certify that the above and the foregoing Resolution was duly and regularly adopted by the said Board at a regular meeting thereof on the 14th day of December, 2016 and passed by a majority vote of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 14th day of December 2016.

 Secretary of the Governing Board for the
 MONTEREY PENINSULA COMMUNITY
 COLLEGE DISTRICT

Monterey Peninsula Community College District

Governing Board Agenda

December 14, 2016

New Business Agenda Item No. J

Superintendent/President
College Area

Proposal:

That the Governing Board amend the Conflict of Interest Code of the Monterey Peninsula Community College District (District) to update Exhibit A (Designated Employees and Consulting Attorneys) of the Appendix to Board Policy 1300—Conflict of Interest.

Background:

The Political Reform Act requires every local government agency to review its Conflict of Interest Code biennially. The Conflict of Interest Code includes enumeration of positions within the agency that involve the making of—or participation in the making of—decisions which may foreseeably have a material effect on any financial interest. Assigned to those positions are disclosure categories specifying the types of interests to be reported. District representatives occupying those positions (listed under Exhibit A of the Appendix to Board Policy 1300), are required to file Statements of Economic Interests to alert public officials and members of the public to the types of financial interests that may create conflicts of interest. The Code also includes all other provisions required by Government Code Section 87302.

It is necessary to update Exhibit A to reflect the current positions required to submit an annual Statement of Economic Interest. On October 3, 2016, as required by the Monterey County Board of Supervisors, the Superintendent/President's office submitted to the Clerk of the Board the District's 2016 Local Agency Biennial Notice, indicating our intention to amend the District's Conflict of Interest Code (Exhibit A).

The District's amended Conflict of Interest Code (Attachment A) must be submitted to the Monterey County Board of Supervisors within 90 days of our filing. Revisions to Exhibit A are outlined on Attachment B.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that Resolution No. 2016-2017/65 - Resolution to Amend the Conflict of Interest Code of the Monterey Peninsula Community College District, be approved.

Recommended By:

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

Prepared By:

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

Agenda Approval:

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

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 2016-2017/65

**RESOLUTION TO AMEND MONTEREY PENINSULA COLLEGE'S CONFLICT OF INTEREST CODE
(APPENDIX TO BOARD POLICY 1300, EXHIBIT A)**

WHEREAS, pursuant to Government Code sections 87300 and 87301, Monterey Peninsula College of the County of Monterey has adopted a conflict of interest code;

WHEREAS, pursuant to Government Code section 87306, Monterey Peninsula College has amended its conflict of interest code as necessitated by changed circumstances;

WHEREAS, the proposed code as amended is lawful under the Political Reform Act of 1974;

WHEREAS, pursuant to Sections 82011 and 87303 of the Government Code, Monterey Peninsula College will submit its amended code to the Monterey County Board of Supervisors, the code reviewing body, for approval;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Monterey Peninsula Community College District amend Monterey Peninsula College's Conflict of Interest Code (Appendix to Board Policy 1300, Exhibit A).

PASSED AND ADOPTED by the Governing Board of the Monterey Community College District this 14th day of December, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Rick Johnson, Chair, Governing Board

Dr. Walter Tribley, Secretary

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

Appendix 1300 Conflict of Interest Code

1. Purpose

Pursuant to the provisions of Government Code Section 87300, et seq., the Governing Board of the Monterey Peninsula Community College District hereby adopts the following Conflict of Interest Code. Nothing contained herein is intended to modify or abridge the provisions of the Political Reform Act of 1974 (Government Code Section 81000). The provisions of this Code are additional to Government Code Section 87100 and other laws pertaining to conflicts of interest. Except as otherwise indicated, the definitions of said Act and regulations adopted pursuant thereto are incorporated herein and this Code shall be interpreted in a manner consistent therewith.

2. Designated Positions

The positions listed on Exhibit "A" are designated positions. Designated positions shall be assigned to one or more of the disclosure categories set forth in Exhibit "B." Each designated employee shall file an annual statement disclosing that employee's interest in investments, real property and income designated as reportable under the category to which the employee's position is assigned in Exhibit "A."

3. Disclosure Statements

Each designated employee shall file an annual statement disclosing that employee's interest in investments, real property, and income, if that interest may foreseeably be affected materially by any decisions made or participated in by that employee by virtue of his position.

4. Place and Time of Filing

- A. All designated employees required to submit a statement of financial interests shall file the original with the Secretary of the Governing Board.
- B. The Secretary of the Governing Board shall make and retain a copy and forward the original to the County Clerk, County of Monterey.
- C. A designated employee required to submit a statement of financial interest shall submit an initial statement within 30 days after the effective date of this Code.

- D. All new and current employees appointed, promoted or transferred to designated positions shall file initial statements within 30 days of assuming office.
- E. Appropriate individuals shall file in time to meet outside agency requirements (e.g. NSF requires investigators to submit financial disclosures at the time a grant is submitted.)
- F. Annual statements shall also be filed during the month of February by all designated employees. Such statements shall cover the period of the preceding calendar year.
- G. A designated employee required to file a statement of financial interest with any other agency, which is within the same territorial jurisdiction, may comply with the provisions of this Code by filing a duplicate copy of the statement filed with the other agency, in lieu of an entirely separate document.

5. Contents of Disclosure Statements

Each designated employee shall disclose all significant financial interests (including those of the employee's spouse and dependent children) that would reasonably appear to be affected by the research or educational activities of the employee or in entities whose financial interests would reasonably appear to be affected by such activities.

The term "significant financial interest" means anything of monetary value, including, but not limited to, salary or other payments for services (e.g., consulting fees or honoraria); equity interest (e.g., stocks, stock options or other ownership interests); and intellectual property rights (e.g., patents, copyrights and royalties from such rights).

The term does not include:

- 1. salary, royalties or other remuneration from the applicant institution;
- 2. any ownership interests in the institution;
- 3. income from seminars, lectures, or teaching engagements sponsored by public or non-profit entities;
- 4. income from service on advisory committees or review panels for public or nonprofit entities;
- 5. an equity interest that, when aggregated for the investigator and the investigator's spouse and dependent children, meets both of the following tests: does not exceed \$10,000 in value as determined through reference to public prices or other reasonable measures of

fair market value, and does not represent more than a 5% ownership interest in any single entity; or

6. salary, royalties or other payments that, when aggregated for the investigator and the investigator's spouse and dependent children, are not expected to exceed \$10,000 during the twelve month period.

Disclosure statements shall be made on forms supplied by the Secretary of the Governing Board, and shall contain the following information:

A. Contents of Investment and Real Property Reports:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment, or interest in real property, exceeds two thousand dollars (\$2,000), ten thousand dollars (\$10,000) or 5% ownership interest in any single entity, and whether it exceeds one hundred thousand dollars (\$100,000), and one million dollars (\$1,000,000). This information need not be provided with respect to an interest in real property which is used principally as the residence of the filer.

B. Contents of Personal Income Reports:

1. The name and address of each source of income aggregating two hundred fifty dollars (\$250) or more in value, or twenty-five dollars (\$25) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source was greater than one thousand dollars (\$1,000), and whether it was greater than ten thousand dollars (\$10,000);
3. A description of the consideration, if any, for which the income was received.
4. In the case of a gift, the amount and the date on which the gift was received.

C. Contents of Business Entity Income Reports

1. The name, address, and a general description of the business activity of the business entity;
2. In the case of a business entity which provides legal or brokerage services, the name of every person who paid fees to the business entity if the filer's prorata share of fees from such person was equal to or greater than one thousand dollars (\$1,000);
3. In the case of a business entity not covered by paragraph 2, the name of every person from whom the business entity received payments if the filer's prorata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000) during a calendar year.

D. Contents of Management Positions Reports:

Designated employees shall list the name of each business entity not specified above in which they are a director, officer, partner, trustee, employee, or in which they hold any position of management.

E. Initial Statement:

The initial statement filed by an employee appointed to a designated position shall disclose any reportable investments and interests in real property.

F. Acquisition or Disposal During Reporting Period:

In the case of a statement filed under Section 4 (E), if the investment, or interest in real property, was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal shall be noted.

6. Disqualification

Designated employees must disqualify themselves from making or participating in the making of any decisions in which they have a reportable financial interest, when it is reasonably foreseeable that such interest may be materially affected by the decision. No designated employee shall be required to disqualify himself with respect to any matter which could not be legally acted upon or decided without his participation.

7. Review of Financial Disclosures

The secretary of the governing board shall review financial disclosures to

determine whether a conflict of interest exists, and determine what conditions or restrictions, if any, should be imposed by the institution to manage, reduce or eliminate such conflict of interest. A conflict of interest exists when the reviewer(s) reasonably determines that a significant financial interest could directly and significantly affect the design, conduct, or reporting of research or educational activities.

Examples of conditions or restrictions that might be imposed to manage, reduce or eliminate conflicts of interest include, but are not limited to:

1. public disclosure of significant financial interests;
2. monitoring of activities by independent reviewers;
3. modification of work assignment;
4. disqualification from participation in the portion of their assignment that would be affected by significant financial interests;
5. divestiture of significant financial interests; or
6. severance of relationships that create conflicts.

If the secretary determines that imposing conditions or restrictions would be either ineffective or inequitable, and that the potential negative impacts that may arise from a significant financial interest are outweighed by interests of the institution, or the public health and welfare, then the secretary may allow the activity to go forward without imposing such conditions or restrictions.

8. Communication of Unsatisfactory Results

If the institution is unable to satisfactorily manage a conflict of interest, appropriate outside legal authorities (National Science Foundation Office of the General Counsel for NSF grants) shall be contacted.

9. Record Keeping

Records of all financial disclosures and of all actions taken to resolve conflicts of interest shall be maintained for at least three years or until the resolution of any action involving those records, whichever is longer.

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

Appendix 1300 – (2) Conflict of Interest Code

Cal. Admin. Code tit. 2, s 18730

s 18730. Provisions of Conflict of Interest Codes.

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code section 87300 or the amendment of a conflict of interest code within the meaning of Government Code section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. sections 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their financial interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code section 87200; and

(C) The filing officer is the same for both agencies. [FN1]

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the financial interests set forth in a designated employee's disclosure categories are the kinds of financial interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing .

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code. [FN2]

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

(1) File a written resignation with the appointing power; and

(2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.

(D) Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investment and Real Property Disclosure.

When an investment or an interest in real property [FN3] is required to be reported, [FN4] the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

(B) Personal Income Disclosure. When personal income is required to be reported, [FN5] the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less,

greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);

3. A description of the consideration, if any, for which the income was received;

4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported, [FN6] the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.

This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of \$340.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$340 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan is in

writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a. The date the loan was made.
 - b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.
 - c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the

Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$340 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

(10) Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be

accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code section 83114 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code sections 81000-91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code section 91003.

Appendix 1300
September 1300

EXHIBIT A – Amended

DESIGNATED EMPLOYEES AND CONSULTING ATTORNEYS

<u>POSITION</u>	<u>DISCLOSURE CATEGORY</u>
1. Governing Board	1
2. Superintendent/President	1
3. Vice President for Academic Affairs	1
4. Vice President for Student Services	1
5. Vice President for Administrative Services	1
6. Vice President of Advancement	1
7. Consulting Attorneys	1
8. Administrators:	
Dean of Instruction	3
Dean of Instructional Planning	3
Dean of Student Services	3
Associate Dean of Human Resources	3
Associate Dean of Instructional Technology and Development	3
9. Others (will include all who are authorized to purchase within a given budget allowance):	
Controller	
Director, Athletics	3
Director, Child Development Center	3
Director, Information Systems	3
Director, Institutional Research	3
Director, Marketing and Communications	3
Director, Security and Emergency Operations	3
Director, Student Financial Services	3
Director, Maurine Church Coburn School of Nursing	3
Director, Facilities, Planning and Management	3
Director, Public Safety Training Center	3
Director, Student Success and Equity	3
Purchasing Agent	3
Custodial/Evening Site Supervisor	3
Facilities Operations Supervisor	3
Director MATE	3
Associate Director, MATE	3
Director of Admissions and Records	3

**New Business Agenda Item No. J
Attachment A**

Division Chairpersons of:

Business/Technology	3
Counseling	3
Creative Arts	3
Humanities	3
Library & Technology Center	3
Life Science	3
Physical Education	3
Physical Science	3
Social Science	3

DISCLOSURE CATEGORIES

Category 1.

Employees in this category shall disclose all reportable investments, interest in real property and income and any business entity in which the person is a director, officer, partner, trustee, employee or holds any position of management.

Financial interests are reportable only if located within or subject to the jurisdiction of the school district, or if the business entity in which the employee has an interest as indicated above is doing business or planning to do business in the school district jurisdiction or has done business within that jurisdiction during the two years preceding the filing of the disclosure statement.

Category 2.

Employees in this category shall disclose all reportable investments and income and any business entity in which the person is a director, officer, partner, trustee, employee, or holds any position of management. Financial interests are reportable only if located within or subject to the jurisdiction of the school district or if the business entity in which the employee has an interest as indicated above is doing business or planning to do business in the school district jurisdiction or has done business within that jurisdiction during the past two years preceding the filing of the disclosure statement.

Category 3.

Employees in this category shall disclose all reportable investments and interest in any business entity furnishing services, supplies, merchandise, or equipment or educational services or materials of any kind to the school district within the past two years preceding the filing of the disclosure statement. Interests include any position of management or as a director, officer, partner, trustee or employee.

EXHIBIT A – Revisions Noted
(Additions Underlined; Deletions Struck Through)

DESIGNATED EMPLOYEES AND CONSULTING ATTORNEYS

<u>POSITION</u>	<u>DISCLOSURE CATEGORY</u>
1. Governing Board	1
2. Superintendent/President	1
3. Vice President for Academic Affairs	1
4. Vice President for Student Services	1
5. Vice President for Administrative Services	1
<u>6. Vice President of Advancement</u>	<u>1</u>
67. Consulting Attorneys	1
78. Administrators:	
Dean of Instruction	3
Dean of Instructional Planning	3
Dean of Student Services	3
Associate Dean of Human Resources	3
Associate Dean of Instructional Technology and Development	3
89. Others (will include all who are authorized to purchase within a given budget allowance):	
Controller	
Director, Athletics	3
Director, Child Development Center	3
Director, Information Systems	3
Director, Institutional Research	3
<u>Director, Marketing and Communications</u>	<u>3</u>
Director, Media Services/Public Information	3
<u>Director, Security and Emergency Operations</u>	<u>3</u>
Director, Student Financial Services	3
Director, Maurine Church Coburn School of Nursing	3
Director, Facilities, Planning and Management	3
Director, Public Safety Training Center	3
<u>Director, Student Success and Equity</u>	<u>3</u>
Purchasing Agent	3
Custodial/Evening Site Supervisor	3
Facilities Operations Supervisor	3
Director MATE	3
Associate Director, MATE	3
Director of Admissions and Records	3

Division Chairpersons of:

Business/Technology	3
Counseling	3
Creative Arts	3
Humanities	3
Library & Technology Center	3
Life Science	3
Physical Education	3
Physical Science	3
Social Science	3

DISCLOSURE CATEGORIES

Category 1.

Employees in this category shall disclose all reportable investments, interest in real property and income and any business entity in which the person is a director, officer, partner, trustee, employee or holds any position of management.

Financial interests are reportable only if located within or subject to the jurisdiction of the school district, or if the business entity in which the employee has an interest as indicated above is doing business or planning to do business in the school district jurisdiction or has done business within that jurisdiction during the two years preceding the filing of the disclosure statement.

Category 2.

Employees in this category shall disclose all reportable investments and income and any business entity in which the person is a director, officer, partner, trustee, employee, or holds any position of management. Financial interests are reportable only if located within or subject to the jurisdiction of the school district or if the business entity in which the employee has an interest as indicated above is doing business or planning to do business in the school district jurisdiction or has done business within that jurisdiction during the past two years preceding the filing of the disclosure statement.

Category 3.

Employees in this category shall disclose all reportable investments and interest in any business entity furnishing services, supplies, merchandise, or equipment or educational services or materials of any kind to the school district within the past two years preceding the filing of the disclosure statement. Interests include any position of management or as a director, officer, partner, trustee or employee.

Monterey Peninsula Community College District

Governing Board Agenda

December 14, 2016

President's Office
College Area

New Business Agenda Item No. K

Proposal:

That the Governing Board adopt a resolution to consolidate District Board of Trustees elections with statewide elections.

Background:

On September 1, 2015, Governor Jerry Brown signed SB 415 into law, adding a new chapter, the California Voter Participation Rights Act, to the Election Code as sections 14050 – 14057. This new law requires 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. The following table provides voter turnout data for the most recent District trustee election in November 2013 and the previous 4 statewide elections, including the most recently certified results for November 2016. The table shows 2013 District turnout of 31.10% was 33.29% less than the average turnout for 2010-2016 of 64.39%.

Statewide General Elections Voter Turnout Percentages for Monterey County					4 Year Average	November 2015 District Trustee Election	November 5, 2013 District Trustee Area 2 Election Voter Turnout	Difference of Most Recent vs 4 Yr Average
Nov 1, 2010	Nov 6, 2012	Nov 4, 2014	Nov 8, 2016 (Certified)	SUB-TOTAL				
63.32%	75.11%	45.32%	73.80%	257.55%	64.39%	No Election	31.10%	-33.29%

Due to there being a significant decrease in voter turnout, District board elections will need to transition to even-numbered year general elections per the new election law. Failure to make this change may subject the District to potential legal action from voters for non-compliance.

At the November meeting, the Board reviewed the impacts of the new law, potential transition options, and the process for changing to even-numbered year elections. The consensus of the Board was to begin consolidation with statewide elections with the next trustee election. Approval of the attached resolution would initiate the process to move the next trustee election to November 2018. This action would also extend the terms of incumbent trustees by one year. Incumbents with terms expiring in 2017 (Trustee Areas 1 and 2) would serve until 2018 and incumbents with terms expiring in 2019 (Trustee Areas 3, 4, and 5) would serve until 2020.

Budgetary Implications:

There will be a cost (unknown) for mailing notices to District voters regarding the election date change that will be funded from one-time contingency funds. Also, the consolidation with statewide elections may result in reduced elections expenses due to cost-sharing with other jurisdictions.

- RESOLUTION: BE IT RESOLVED,** That Resolution No. 2016-17/66 – Resolution to Consolidate Monterey Peninsula Community College District Board of Trustees Elections with Statewide Elections, be approved.

Recommended By: Walter Tribley
Walter Tribley, Superintendent/President

Prepared By: Vicki Nakamura
Vicki Nakamura, Assistant to the President

Agenda Approval: Walter Tribley
Walter Tribley, Superintendent/President

/c:/my docs/board/Board Elections – Resolution to Consolidate with Statewide Elections

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

Resolution No. 2016-17/66

Resolution to Consolidate Monterey Peninsula Community College District Board of Trustees Elections with Statewide Elections

A Resolution of the Governing Board of the Monterey Peninsula Community College District Approving the Rescheduling of Governing Board Member Elections from Odd-Numbered Years to Even-Numbered Years, in Accordance with Elections Code §1302 and Senate Bill 415 (2015-2016 Regular Session), and Requesting the Approval of the County of Monterey to Consolidate the Same with the Statewide General Election Pursuant to Elections Code § 10405.7.

WHEREAS, on September 1, 2015, Governor Brown signed Senate Bill 415, The California Voter Participation Rights Act, enacting Elections Code §§ 14050-14057, effective January 1, 2018, which prohibits any political subdivision, including a community college district, from holding elections for governing board members in odd years where such elections have previously resulted in a significant decrease in voter turnout unless the political subdivision has adopted a plan to transition to even-year elections no later than November, 2022; and

WHEREAS, Elections Code section § 14051, subdivision (b), defines a “significant decrease in voter turnout” to exist where the voter turnout for a regularly scheduled election is at least 25 per cent less than the average voter turnout within the political subdivision for the previous four statewide general elections; and

WHEREAS, the Monterey Peninsula Community College District (District) currently conducts its elections for members of the Board of Trustees in November of odd-numbered years (*e.g.*, November 2015) pursuant to Education Code § 5000 and Elections Code § 1302 subdivision (a); and

WHEREAS, voter participation in Monterey County is greater for statewide general elections than for odd-year local elections, including community college board member elections; and

WHEREAS, the Board believes that rescheduling to even-numbered year elections may enhance voter participation and further increase the percentage of voters participating in District board elections; and

WHEREAS, it is the Board’s view that starting with the 2018 Board elections, the public interest will be better served by election of District Board members in even-numbered year elections, held in conjunction with the statewide general elections; and

WHEREAS, the Board further recognizes that there may also be a cost savings to the District resulting from aligning the District's elections with the statewide general elections; and

WHEREAS, as a result of these facts, the Board desires to change the date of future Board member elections to be consolidated with the California statewide general election in order to increase and enhance voter participation; and

WHEREAS, Elections Code § 1302(b) establishes a procedure whereby the Board may change the election date for its Board members by adopting a resolution seeking approval of the change by the County Board of Supervisors pursuant to Elections Code § 10405.7; and

WHEREAS, if the change in election date is approved by the Monterey County Board of Supervisors, it is requested that the next Board member election would be moved from November 2017 to November 2018 to be held on the same day as the statewide general election in November 2018; and

WHEREAS, if the change in election date is approved, the terms of office of those Board members currently set to expire in 2017 will be extended to 2018 and the terms of office of those Board members currently set to expire in 2019 will be extended to 2020, pursuant to Elections Code § 10405.7(g) (attached as Exhibit A),

NOW, THEREFORE, BE IT RESOLVED that:

1. The above recitals are true and correct.
2. The undersigned, constituting at least a majority of the members of the Monterey Peninsula Community College District Governing Board, do hereby adopt this resolution to consolidate the election date for members of the Board with the state general election in November of even-numbered years, beginning in 2018, pursuant to Elections Code § 1302(b).
3. The Superintendent/President shall forward the original copy of this resolution to the Monterey County Superintendent of Schools, who will compile the district resolutions, and will explain the rationale for the resolutions and request formal approval of the change by the Monterey County Board of Supervisors at a public meeting within 60 days after submission and after the resolutions have been posted in accordance with law.
4. The District shall pay the expense of mailing the notice of approval of the change in election date by the Monterey County Board of Supervisors as required by Elections Code § 10405.7 subdivision (e).

5. If the consolidation of election is approved by the Monterey County Board of Supervisors, the date of the District's next election will be moved to November 2018, and each subsequent Board member election will be held two years thereafter in November of even-numbered years.

6. If the consolidation of election is approved by the Monterey County Board of Supervisors, the terms of office of current Board members expiring in November 2017 will be extended to November 2018 and the terms of Board members expiring in November 2019 will be extended to November 2020, pursuant to Elections Code § 10405.7 (g) (attached as Exhibit A).

7. In the event that the Monterey County Board of Supervisors declines to authorize consolidation in 2018 on the grounds specified in Elections Code § 10405.7 (d)(1), the Monterey Peninsula Community College District Governing Board requests that the Monterey County Board of Supervisors authorize such consolidation at the soonest feasible date.

8. The County Superintendent and/or her designee is authorized to take such actions and execute such agreements and documentation as are necessary to effect the intent of this Resolution.

The foregoing RESOLUTION was adopted this 14th day of December, 2016, at a regular meeting of the Governing Board of the Monterey Peninsula Community College District, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Dated: _____

 Chair, Board of Trustees
 Monterey Peninsula Community College
 District

CERTIFICATION

I, Walter Tribley, Secretary of the Board of Trustees of the Monterey Peninsula Community College District, do hereby certify that the foregoing Resolution was proposed by Board member _____, seconded by Board member _____, and was duly passed and adopted by a majority of the members of said Board, at an official and public meeting thereof held on December 14, 2016.

Dated: _____

Walter Tribley
Secretary, Board of Trustees

Consolidation of Elections - California Elections Code Section 10405.7

10405.7. (a) The resolution of the community college district governing board to establish an election day pursuant to subdivision (b) of Section 1302 shall be adopted and submitted to the board of supervisors not later than 240 days prior to the date of the currently scheduled election for the governing board members of the community college district.

(b) The final date for the submission of the resolution by the community college district governing board to the board of supervisors is not subject to waiver.

(c) The board of supervisors shall notify all community college districts located in the county of the receipt of the resolution to consolidate and shall request input from each district on the effect of consolidation.

(d) (1) The board of supervisors, within 60 days from the date of submission, shall approve the resolution unless it finds that the ballot style, voting equipment, or computer capacity is such that additional elections or materials cannot be handled. Prior to the adoption of a resolution to either approve or deny a consolidation request, the board or boards of supervisors may each obtain from the elections official a report on the cost- effectiveness of the proposed action.

(2) Public notices of the proceedings in which the resolution is to be considered for adoption shall be made pursuant to Section 25151 of the Government Code.

(e) Within 30 days after the approval of the resolution by the board of supervisors, the elections official shall notify all registered voters of the districts affected by the consolidation of the approval of the resolution by the board of supervisors. The notice shall be delivered by mail and at the expense of the community college district.

(f) An election day established pursuant to subdivision (b) of Section 1302 shall be prescribed to occur not less than one month, nor more than 12 months, subsequent to the election day prescribed in Section 5000 of the Education Code. As used in this subdivision, "12 months" means the period from the election day prescribed in Section 5000 of the Education Code to the first Tuesday after the first Monday in the 12th month subsequent to that day, inclusive.

(g) If, pursuant to subdivision (b) of Section 1302, a district governing board member election is held on the same day as a statewide general election, those district governing board members whose four-year terms of office would have, prior to the adoption of the resolution, expired prior to that election shall, instead, continue in their offices until successors are elected and qualified.

Monterey Peninsula Community College District

Governing Board Agenda

December 14, 2016

President's Office
College Area

New Business Agenda Item No. L

Proposal:

That the Governing Board endorse a statement of values and standards for negotiations for 2016-17.

Background:

At the November meeting, the Board adopted the District's initial proposals for collective bargaining negotiations with the classified and faculty bargaining units for 2016-17. The Board, in collaboration with the District's leadership team, has also identified values and standards for negotiations this year, to ensure the public's resources and interests are preserved as employee needs are balanced with the needs of students. The Board's endorsement of these values and standards in negotiations is meant to convey the District's clear commitment to our students, faculty, staff, and our community.

Budgetary Implications:

None.

[X] RESOLUTION: BE IT RESOLVED, that the District Negotiating Commitment, for 2016-17, be approved.

Recommended By: [Signature]
Dr. Walter Tribley, Superintendent/President

Prepared By: [Signature]
Dr. Walter Tribley, Superintendent/President

Agenda Approval: [Signature]
Dr. Walter Tribley, Superintendent/President



District Negotiating Commitment 2016-17

We, the Governing Board and the Superintendent/President, believe it is very important to have a positive dialogue with our employee organizations and unions as we negotiate this year's employee contract. We value the relationship that we have with our employees and appreciate the contributions that they make on a daily basis to our educational delivery. Our mutual education goals will never be reached unless we are able to work together in many different scenarios, including at the bargaining table.

Our district has committed itself to a positive bargaining relationship. We believe we can find a constructive balance between the needs of our employees and the needs of educational delivery. Toward that end—and in appreciation of the value of the working relationship we have with our unions—we believe that it is of value for us to state up front how the district Governing Board will approach negotiating issues.

We commit ourselves to the following negotiating standards throughout the negotiating process:

Open, Honest, and Full Disclosure of the District's Finances

We understand and recognize the importance of everyone being on the same page in analyzing the district's finances. We commit ourselves, and our district staff, to a full, open, and honest disclosure of the district's financial circumstances, including the strengths and weaknesses.

We invite each bargaining unit to meet with district personnel to discuss specific factual information as appropriate during the negotiating cycle. The District views such open dialog as an opportunity to share and discuss the district's finances to ensure that all parties have a thorough understanding of the district's resources and to address questions brought forward by the bargaining units.

Total Compensation

The district believes that the most valid measurement of district compensation is to review an employee's total compensation, including salary, health and welfare benefits, and any other district employee compensation. Total compensation is a more accurate measure of compensation than evaluating salaries or health and welfare benefits separately.

Throughout the negotiation process, and in our internal evaluations, the Governing Board will review contract issues on the basis of total compensation.

Compensation for Step and Column Costs

The district, in all disclosures regarding compensation settlements, will consider the cost of step and column movement on the salary schedule for certificated staff and the cost of steps and longevity for classified. We believe this cannot be ignored. It is a cost that must be addressed.

Our employees move down the salary schedule based on years of service and, in the case of certificated employees, across the schedule based on educational accomplishments. The movement by employees through the salary schedule increases the district's costs from one year to the next. The added cost of the step and column movement must be considered as the district attempts to balance the needs of the employees and the educational program.

Sharing the District Negotiating Position with Others

The district reserves the right to share with the district employees and public the issues that we are grappling with at the negotiating table. While we respect and appreciate the confidentiality of district negotiations, we also believe that both employees and our broader community have a right to be informed. We believe employees and the public have a right to know the position of the district on key negotiating issues and do not believe they should be left only to guess at the district's position.

We also commit ourselves to ensuring that any information that is shared with our constituencies is fair, balanced, and factual. We will not share any issues that have not also been shared with the employee negotiating team.

Serving Our Students and the Educational Program

Our goal at MPC is to provide for our students the strongest educational program possible. We have an important responsibility to ensure that our students receive the best education possible with the resources we have available.

We will evaluate all negotiation issues by asking ourselves the question, "How will this contract issue affect the delivery of educational services to students?"

Contract language that is accepted today can have a bearing on educational service delivery for generations to come. We believe we have a responsibility to ensure that all contract conclusions will serve our students in the most positive and sustainable manner possible.

PASSED AND ADOPTED by the Governing Board of the Monterey Peninsula Community College District, this 14th day of December 2016.

Mr. Rick Johnson
Chair, Board of Trustees

Dr. Walter Tribley
Superintendent/President

Dr. Loren Steck
Vice Chair, Board of Trustees

Mr. Charles Brown
Trustee

Dr. Margaret-Anne Coppernoll
Trustee

Ms. Marilynn Dunn Gustafson
Trustee

Monterey Peninsula Community College District

Governing Board Agenda

December 14, 2016

New Business Agenda Item No. M

Academic Affairs
College Area

Proposal:

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

Background:

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

Budgetary Implications:

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

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

New Courses:


FASH 86	Apparel Design
FPTC 214	Fire Technology Skills and Knowledge Update for Volunteer/Reserve Firefighters
HOSP 21	Urban Agriculture Culinary Arts
HOSP 22	Farm to Table Sustainable Cooking
HOSP 23	Culinary Foundations of Professional Cooking I
HOSP 24	Culinary Foundations of Professional Cooking II
HOSP 70	Hospitality Cost Control
PHED 43	Theory of Coaching

Recommended By:




Kiran Kamath, Vice President of Academic Affairs

Prepared By:



Kim Kingswold, Academic Technician

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

NEW COURSES

FASH 86, Apparel Design

2 units

1 hour lecture, 3 hours lab

Justification:

In conjunction with the Fashion Design and Merchandising program revision we are proposing the addition of an apparel design course as the program lacks this class. A fashion design program needs a fashion design course.

Description:

This is a culminating course for the Fashion Design and Merchandising program. The course focuses on the process of apparel design with emphasis on the application of the elements and principles of design as they apply to fashion. The development of apparel collections for specific target markets, seasons, and price points is explored. Students compile a professional portfolio showcasing work samples in their area of specialization.

FPTC 214, Fire Technology Skills and Knowledge Update for Volunteer/Reserve Firefighters

3 units

.5 hour lecture, 1.5 hours lab to be arranged

Justification:

This course is being created to meet the requirements of the State Chancellors Office for Fire instructional service agreements.

Description:

This course meets the training needs of the volunteer/reserve firefighter. Students build upon their firefighting skills, including knowledge of firefighter safety, SCBA & PASS devices, determination of air supply, electrical hazards, use of tools and equipment, fuel types and suppression methods, attack techniques, structural search and rescue, first aid, and CPR skills. The course is an overview of current technology, and available equipment and resources within the scope of fire control, rescue, and intervention.

HOSP 21, Urban Agriculture Culinary Arts

1.5 units

1 hour lecture, 1.5 hours lab

Justification:

This is a new course for the revised Sustainable Culinary Arts Certificate of Training. It prepares students for work in the emerging sustainable culinary industry.

Description:

This course explores principles of sustainable urban agriculture and sustainable culinary arts to promote individual and community health. Students learn how to source sustainable ingredients, including how to design, plant, maintain, and use an urban garden in a professional culinary setting.

HOSP 22, Farm to Table Sustainable Cooking

1.5 units

1 hour lecture, 1.5 hours lab

Justification:

This is a new course for the Sustainable Culinary Arts Certificate. This course will train students to industry standards.

Description:

This course explores sustainable cooking by emphasizing the relationships among farms, kitchens, and consumers. Students purchase produce and protein from the on-campus farmers market, create menus, and cook sustainable meals to gain an understanding of "Farm to Table" cooking.

HOSP 23, Culinary Foundations of Professional Cooking I

3 units

2 hours lecture, 3 hours lab

Justification:

This course will replace HOSP 72-75. This course will be the first course taken in the Sustainable Culinary Arts Certificate of Training program.

Description:

This course is a comprehensive introduction to the principles of food preparation in a professional kitchen. It emphasizes hands-on cooking, tasting, and evaluation to teach professional culinary techniques. The course also stresses how ingredients and culinary processes affect product outcome.

HOSP 24, Culinary Foundations of Professional Cooking II

3 units

2 hours lecture, 3 hours lab

Justification:

This is the advanced culinary course for the Sustainable Culinary Arts Certificate of Training program. This course is replacing HOSP 79 and HOSP 76.

Description:

This course is a continuation of HOSP 23, emphasizing high production standards, professional service, equipment selection and safety, and time management. It stresses efficiency, nutrition, menu design, recipe preparation, and international cuisine.

HOSP 70, Hospitality Cost Control

3 units

3 hours lecture

Justification:

This is a new course that will meet industry needs and set students up for success. This course will also articulate with CSU programs.

Description:

This course prepares students to apply cost control measures in restaurant and beverage management. Key principles, concepts, and cost control strategies are presented for each phase of beverage and food service operations. Portions of instruction may be offered online; also offered fully online.

PHED 43, Theory of Coaching

3 units

3 hours lecture

Justification:

This is a new course created to meet current professional trends.

Description:

This course provides students with a foundation of skills and knowledge to begin a successful coaching career. Emphasis is placed on ethics, team management, team practice organization, and positive coaching characteristics and philosophies. The course addresses coaching issues for all levels and age groups. Portions of instruction may be offered online; also offered fully online.

Monterey Peninsula Community College District

Governing Board Agenda

December 14, 2016

New Business Agenda Item No. N

Academic Affairs
College Area

Proposal:

That the Governing Board receive an update on the Enrollment Management System (EMS).

Background:

In fall 2015, Academic Affairs began implementation of the Enrollment Management System (EMS) to improve access to enrollment data for the purposes of planning the academic schedule and monitoring productivity. The work on EMS is nearly complete and training in using the system is underway. Ms. Kiran Kamath, Vice President of Academic Affairs, will provide an update on EMS.

Budgetary Implications:

None.

Information Only: Enrollment Management System (EMS) Update

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

Prepared By: Kiran Kamath
Ms. Kiran Kamath, Vice President of Academic Affairs

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

Monterey Peninsula Community College District

Governing Board Agenda

December 14, 2016

Academic Affairs
College Area

New Business Agenda Item No. O

Proposal:

That the Governing Board receive a report on the Strong Workforce Program.

Background:

The Governor's 2016-17 state budget allocated \$200 million to the Strong Workforce Program to strengthen career and technical education programs at California community colleges. These funds will be ongoing to build institutional capacity to develop/expand career education enrollments, pathways, and increase job placement in middle and high skill careers. Ms. Kiran Kamath, Vice President of Academic Affairs, and Mr. Michael Gilmartin, Dean of Instructional Planning, will provide an update on the Strong Workforce Program.

Budgetary Implications:

The District has been allocated \$444,802 in 2016-17 under the Strong Workforce Program.

Information Only: Strong Workforce Program Update

Recommended By:

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

Prepared By:

Kiran Kamath
Ms. Kiran Kamath, Vice President of Academic Affairs

Agenda Approval:

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

Monterey Peninsula Community College District

Governing Board Agenda

December 14, 2016

Administrative Services

College Area

New Business Agenda Item No. P

Proposal:

That the Governing Board receive a report on planning for an Enterprise Resource Planning (ERP) system.

Background:

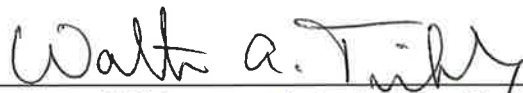
An ERP to replace the Santa Rosa/SIS system is an identified need and priority for the District. Dr. Steve Crow, Vice President for Administrative Student Services, and Mr. Michael Midkiff, Directory of Information Systems, will provide an ERP overview and draft timeline for implementation.

Budgetary Implications:

A plan to fund an ERP will need to be developed.


Information Only: Enterprise Resource Planning (ERP) Overview and Timeline

Recommended By:



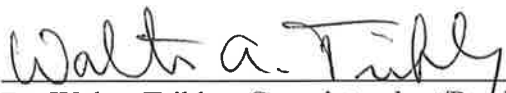
Dr. Walter Tribley, Superintendent/President

Prepared By:



Dr. Steven Crow, Vice President for Administrative Services

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

December 14, 2016

Student Services
College Area

New Business Agenda Item No. Q

Proposal:

That the Governing Board receive a report on PowerFAIDS.

Background:

Student Services will be implementing the PowerFAIDS software to streamline and automate the financial aid process. Dr. Kim McGinnis, Vice President of Student Services, will provide an update on PowerFAIDS.

Budgetary Implications:

Student Services share of 2016-17 state instructional equipment funds will be used to purchase the PowerFAIDS software.

Information Only: PowerFAIDS Update

Recommended By: [Signature of Walter Tribley]
Dr. Walter Tribley, Superintendent/President

Prepared By: [Signature of Kim McGinnis]
Dr. Kim McGinnis, Vice President of Student Services

Agenda Approval: [Signature of Walter Tribley]
Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

December 14, 2016

New Business Agenda Item No. R

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

DECEMBER 2016

Wednesday, December 14 Annual Organizational Board Meeting and Swearing-in Ceremony, MPC Library & Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room

Thursday, December 15 **MPC Foundation New Board Member Orientation & Campus Tour, MPC Monterey Campus, 12:00-4:00pm**

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

Thursday, February 9 **MCSBA College and Career Pathways Training, Monterey County Office of Education, Rooms A/B, 5:30-8:00pm**

Friday, February 17 Holiday – Lincoln Day Observance

Monday, February 20 Holiday – Washington's Day

*Wednesday, February 22 *Regular Board Meeting, MPC Library & Technology Center*
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room

Friday, February 24 MPC Foundation Donor Appreciation Party, MPC Library (tentative), 4:00-6:00pm

MARCH 2017

Sun.-Sat., March 19-25 Spring Recess

*Wednesday, March 22 *Regular Board Meeting, MPC Library & Technology Center*
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room

APRIL 2017

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

Thursday, April 27 **MCSBA Annual Organizational Meeting and Dinner, Hartnell College, 5:30pm**

Friday, April 28 President's Address to the Community, Monterey Marriott, 11:00am-1:30pm

MPC Governing Board 2016-2017 Calendar of Events

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
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
Tuesday, May 30 *Regular Board Meeting (Closed Session), MPC Library & Technology Center, Stutzman Room, 10:00am
Wednesday, May 31 *Regular Board Meeting (Open Session), MPC Library & Technology Center, Sam Karas Room, 9:00am

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

AUGUST 2017

Wednesday, August 23 *Regular Board Meeting, MPC Library & Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room

SEPTEMBER 2017

Wednesday, September 27 *Regular Board Meeting, MPC Library & Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room

OCTOBER 2017

Wednesday, October 25 *Regular Board Meeting, Public Safety Training Center, Seaside
Closed Session: 11:00am, Room to be determined
Regular Meeting: 1:30pm, Room to be determined

MPC Governing Board 2016-2017 Calendar of Events

NOVEMBER 2017

****Wednesday, November 29 Regular Board Meeting***
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room

DECEMBER 2017

Wednesday, December 20 Regular Board Organization Meeting, Monterey Peninsula College
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room

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