

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

Consent Agenda Item No. A.1

Superintendent/President
Office

Proposal:

To consider and approve the minutes of the Special Board meeting on September 8, 2014 and the Regular Board meeting on September 24, 2014.

Background:

The Governing Board meeting minutes are prepared by the Executive Assistant to the Superintendent/President and the Governing Board, reviewed by the Superintendent/President, and submitted to the Trustees for their review and approval under the Consent Agenda. If there is an error in the meeting minutes, and the Chair and the Governing Board approves of the change, the minutes may be amended.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that the Governing Board approve the minutes of the Special Board meeting on September 8, 2014 and the Regular Board meeting on September 24, 2014.

Recommended By: Dr. Walter Tribley, Superintendent/President and Board Secretary

Prepared By:

Shawn Anderson

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

Agenda Approval:

Walter Tribley

Dr. Walter Tribley, Superintendent/President

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

SPECIAL MEETING

2:30-4:30 pm, Open Session
Library and Technology Center, Sam Karas Room
980 Fremont Street, Monterey, California 93940
www.mpc.edu/GoverningBoard

MONDAY, SEPTEMBER 8, 2014

MINUTES

1. CALL TO ORDER – Chair Charles Brown called the meeting to order at 2:30 p.m.

2. ROLL CALL

Present:

Mr. Charles Brown, Chair

Dr. Margaret-Anne Coppernoll, Trustee

Ms. Marilynn Dunn Gustafson, Trustee

Dr. Walter Tribley, Superintendent/President

Absent:

Dr. Loren Steck, Vice Chair

Mr. Rick Johnson, Trustee

Mr. Maury Vasquez, Student Trustee

3. PUBLIC COMMENT – None.

4. STUDY SESSION

A. Early Childhood Education Program and Child Development Center:
Presentation and Discussion

INFORMATION

MPC Superintendent/President, Dr. Walter Tribley, introduced the restructured model for the Early Childhood Education (ECE) Program at MPC. The new model will enable the college to provide high quality child care to support our student parents through a laboratory school that is linked to the Early Childhood Education instructional program. He explained that this model will make the Child Development Center (CDC) sustainable, expandable, and hopefully reproducible throughout the state. He then introduced Early Childhood Education Department Chair, Mary Johnson, and Child Care Center Director, Cathy Nyznyk, who gave the presentation entitled, "ECED Lab School."

After the presentation, MPC trustees, personnel, and community members engaged in a discussion regarding the status of child care centers at California community colleges, as well as the benefits and goals of the plan for restructuring MPC's ECE Program and Lab School. Benefits of the restructuring include a fiscally stable model that supports MPC's

academic program and meets a variety of requirements, including Title V and academic requirements. Goals include serving at least 48 additional low-income, full-time students tracking towards degrees and ensuring that there is a continuous stream of high quality ECE graduates who can be competitive in the job market. Dr. Tribley reported that this new model goes into effect July 1, 2015. Negotiations related to positions and the effects of layoffs are continuing. Community members including Mr. Larry Drury, Executive Director at Go Kids, Inc. and Ms. Wendy Askew, Board Aide to Supervisor Jane Parker, praised the plan as creative and solution-oriented. MPC trustees and staff commended the work of Ms. Johnson, Ms. Nyznyk, and their staff and credited the positive tenor of negotiations between the District and MPCEA for making this restructured model possible. Ms. Johnson praised the administration—particularly Dr. Tribley—for his actions to support this restructured model at a variety of meetings in the community. She also reported that this model will be presented to parents and also to the Early Childhood Advisory Board in October. Dr. Tribley fully recognized MPCEA President Mr. Loren Walsh and other CSEA/MPCEA negotiating members, including Ms. Paula Norton, Ms. Brenda Kalina, Ms. Laura Mock, as well as MPC District negotiators Mr. Larry Walker, Ms. Susan Kitagawa, and Mr. C. Earl Davis for their careful and productive work in reaching this agreement.

5. ADJOURNMENT – Chair Brown adjourned the meeting at 3:30 p.m.

Respectfully Submitted,

Dr. Walter Tribley
Superintendent/President

Posted October 23, 2014

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

REGULAR BOARD MEETING

WEDNESDAY, SEPTEMBER 24, 2014

1:30pm, Closed Session, Classroom 203/204, LTC

3:00pm, Regular Meeting, Sam Karas Room, LTC

980 Fremont Street, Monterey CA 93940

www.mpc.edu/GoverningBoard

MINUTES

1. **CALL TO ORDER** – Chair Charles Brown called the meeting to order at 1:30 p.m.
2. **ROLL CALL**– present:
Mr. Charles Brown, Chair
Dr. Margaret-Anne Coppernoll, Trustee
Mr. Rick Johnson, Trustee
Dr. Loren Steck, Vice Chair
Dr. Walter Tribley, Superintendent/President

Absent:
Ms. Marilynn Dunn Gustafson, Trustee
3. **PUBLIC COMMENTS ON CLOSED SESSION ITEMS** – None.
4. **CLOSED SESSION**
 - A. Conference with Labor Negotiators (Government Code Section 54957.6)
 - a) Employee Organization: MPCEA/CSEA
 - b) Agency Representatives: C. Earl Davis, Susan Kitagawa & Larry Walker
 - B. Conference with Labor Negotiators (Government Code Section 54957.6)
 - a) Employee Organization: MPCTA/CTA/NEA
 - b) Agency Representatives: C. Earl Davis, Susan Kitagawa & Michael Gilmartin
 - C. Public Employment (Government Code Section 54957(b))
Title: Superintendent/President
5. **RECONVENE TO OPEN SESSION / CALL TO ORDER**
6. **ROLL CALL**
Chair Brown asked for Roll Call at 3:27 p.m.
Present:
Mr. Charles Brown, Chair
Dr. Margaret-Anne Coppernoll, Trustee
Mr. Rick Johnson, Trustee
Dr. Loren Steck, Vice Chair
Dr. Walter Tribley, Superintendent/President
Mr. Maury Vasquez, Student Trustee

Absent:
Ms. Marilynn Dunn Gustafson, Trustee

7. **REPORT OF ACTION TAKEN IN CLOSED SESSION** – No report.

8. **APPROVAL OF AGENDA**

Motion Steck / Second Johnson / *Trustee Steck noted the revisions to Consent Agenda Item C.*
Carried. 2014-2015/33

Student Advisory Vote:	AYE	Vasquez
AYES:	4	MEMBERS: Brown, Coppernoll, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Dunn Gustafson
ABSTAIN:	0	MEMBERS: None

9. **RECOGNITION**

A. Acknowledgment of Guests – None.

10. **PUBLIC COMMENTS**

A. Robert Marcellini, a member of the Gentrain Society Board of Directors, introduced himself to the Board of Trustees and reported that he and fellow Gentrain Society Board member Linda Chetlin will be the Gentrain liaisons to the MPC Governing Board.

11. **CORRESPONDENCE AND PUBLICATIONS**

A. MPC All User Emails

- 1) Walter Tribley: Announcement regarding new and departing division chairs.
- 2) Arthur St. Laurent: Announcement of parking enforcement dates and policies regarding bicycles, skateboards, and smoking.
- 3) Walter Tribley: Announcement of Francisco Tostado's new role as the Managers, Supervisors, and Confidential Employees' representative to College Council.
- 4) Beccie Michael: Announcement of Faculty and Staff Advancement Awards.
- 5) Jon Knolle: Announcement regarding MPC Online Courses, Fall faculty training and certification updates, and MPC Online support resources.
- 6) Student Services: Student Services updates.
- 7) Amy Cavender: Announcement regarding Student Center operations.
- 8) Melissa Pickford: Announcement of the new art exhibit and art reception in the MPC Gallery.
- 9) Creative Writing Club: Announcement of the annual MPC Halloween Writing Contest.
- 10) Creative Writing Club: Announcement of the Creative Writing Club's weekly meetings.
- 11) Distance Education Support Team: Invitation to the MPC Online Faculty Coffee and Conversation mini-workshop, "Taming Your MPC Online Grade Book."
- 12) Creative Writing Club: Invitation to Banned Books Week events.
- 13) Great Books Club: Announcement of the Great Books Club Fall 2014 Schedule.
- 14) ASMPCC: Announcement of Lobo Spirit Day.
- 15) Suzanne Ammons: Announcement regarding the two food vendors serving the Marina Education Center.

B. Articles Published in *The Herald*, *The Weekly*, *The Californian*, and Other Media

- 1) *Monterey Award Program* / July 23, 2014: "Maurine Church Coburn School of Nursing Receives 2014 Best of Monterey Award"
- 2) *Monterey Herald* / August 25, 2014: "Search for missing hiker wrapping up with no leads"
- 3) *Monterey Herald* / August 29, 2014: "Former North Salinas-MPC standout to play for Mexico in FIBA World Cup"

- 4) *Monterey Herald* / September 2, 2014: “COLLEGE FOOTBALL: Lobos, Panthers in newly formed Golden Coast Conference”
- 5) *Monterey Herald* / September 4, 2014: “Football Tour XVIII: MPC”
- 6) *Monterey Herald* / September 8, 2014: “MPC football tops College of the Redwoods”
- 7) *San Jose Mercury News* / September 8, 2014: “Restructuring for the early childhood education center at MPC a model”
- 8) *Monterey Herald* / September 9, 2014: “Restructuring for the early childhood education center at MPC a model”
- 9) *Monterey Herald* / September 10, 2014: “State of the Stage: It’s not curtains yet for local theater”

12. REPORTS AND PRESENTATIONS

A. Institutional Report: No report.

B. Superintendent/President’s Report: Dr. Walter Tribley

Dr. Tribley distributed a document entitled “Monterey Peninsula College 2014-2017 Institutional Goals and Supporting Objectives.” He reported that the revised Institutional Goals, Mission Statement, and Values Statement will be brought before the Board in October. He explained that the decision of College Council not to retain the last sentence of the current Mission Statement—as requested by the Board of Trustees at the June 2014 Governing Board meeting—was due to the determination that only measureable statements should be included in the Mission Statement. He reported that the last sentence of the current Mission Statement had instead been added to MPC’s revised Values Statement. / Dr. Tribley reviewed work being performed by Associate Dean of Human Resources, Ms. Susan Kitagawa. He reported that Ms. Kitagawa, as MPC’s recently appointed Title IX Coordinator, has been engaged in ensuring MPC’s compliance with Title IX, the Office of Civil Rights’ April 2011 “Dear Colleague” letter related to complaints of sexual violence at educational institutions, and the SaVE Act. Dr. Tribley unequivocally stated that MPC will have a zero tolerance policy approach in responding to verified cases of violence related to gender. He also reported that Ms. Kitagawa has been working with the Academic Senate to improve MPC’s faculty hiring process and that she is very engaged in process development and improvement in the HR department.

C. Administrative Services Report: Mr. C. Earl Davis

Administrative Services Report. / Mr. Davis recognized Administrative Services staff Rosemary Barrios, Mike Midkiff, Pete Olsen, Maria Roa, Art St. Laurent, Connie Andrews, and Suzanne Ammon’s for their incredible work and support during his absence. / He also expressed his thanks to the Governing Board and Walt Tribley for their prayers and support.

D. Academic Affairs Report: Mr. Michael Gilmartin

Mr. Gilmartin highlighted items from the Academic Affairs Report.

E. Student Services Report: Mr. Larry Walker

Mr. Walker highlighted items from the Student Services Report.

F. Academic Senate Report: Dr. Fred Hochstaedter, President

Dr. Hochstaedter reported on the Academic Senate’s activities this semester, which include approving the Basic Skills Committee’s plans for spending their funds, tasking Academic Senate representatives to provide feedback to Dr. Tribley regarding the Marketing Plan proposal he received and regarding his ideas as to how obtain an ERP, and providing feedback to Catherine Webb regarding the new version of the shared governance handbook which not only will be useful for MPC personnel, but will also form the basis of the introductory sections of our accreditation self-evaluation. / He reported that the Academic Senate heard reports from Morgan Matthews about AB 86 and from Larry Walker, LaKisha Bradley, and Althea DeSoto regarding the 3SP Plan. / He apprised the Board of plans for future Academic Senate meetings, which include

reviewing the accreditation report, reviewing faculty hiring procedures in collaboration with administration and human resources, and the possible development of a handbook describing campus committees. / He reported that he was part of a subcommittee, along with Laura Franklin, Kathleen Clark, and Robynn Smith, that determined a definition for “Lifelong Learners” (those who have not identified a certificate degree or transfer as their current educational goal). That definition will be presented to the Academic Senate for approval. If approved, it will be presented to College Council. / After a brief discussion, Student Trustee Maury Vasquez offered for the ASMPC to identify a student to fill the student representative role on the Academic Senate.

G. MPCEA Report: Loran Walsh, President

Mr. Walsh read from his MPCEA Report. / He also distributed information regarding the “It’s On Us” campaign launched by the White House and encouraged MPC’s participation.

H. MPCTA Report: Paola Gilbert, President

Ms. Gilbert reported on the first meeting of the faculty union and shared concerns regarding the cancellation of classes with fewer than the required minimum of 15 students—particularly classes such as World Languages and Shakespeare, which instructors feel are necessary to offer regardless of low enrollment. She concluded this section of her report by sharing the MPCTA’s request that the Board of Trustees “investigate the District procedures for determining what classes make or not, particularly in the World Languages, but also in the general, so that contract language in class scheduling is followed not just to the letter but in spirit, and therefore no necessary courses are lost due to low enrollments.” / She also shared concerns regarding hiring schedules, particularly as they relate to salary schedule placement. She gave an example of a candidate who was offered and refused a business instructor position in the Spring of 2014 because HR would not place him in the “Occupational plus Masters” row of the salary schedule. She reported that a grievance has been started in relation to the subject of occupational discipline salary placement and explained in further detail the allowance for occupational experience in column and step placement. After reporting that HR refused the business department’s request to have the future business instructor placed in the “Occupational plus Masters” row of the salary schedule, she spoke of the frustration of current business instructors who feel that their expert faculty opinion has been rejected to save money. She then shared the MPCTA’s request that the Board of Trustees, “investigate the business instructor hiring procedures in terms of salary schedule placement, and in general look into faculty input in discipline hires to be sure that faculty voice is at the forefront.” / Chair Brown provided Dr. Tribley with the opportunity to respond, after receiving confirmation from Ms. Gilbert that she had not previously discussed these concerns with Dr. Tribley. A discussion then ensued between Dr. Tribley and Ms. Gilbert regarding the role of faculty, HR, and administration in the hiring process. Dr. Tribley noted that grievances are being analyzed. He concluded that although the role of faculty in the hiring process continues to be honored, it is ultimately the administration’s role to place new hires on salary schedules. / Dr. Tribley also responded to Ms. Gilbert’s statements regarding the cancellation of classes with fewer than 15 students. A discussion ensued between Dr. Tribley and Ms. Gilbert regarding the faculty’s desire to offer classes such as World Languages regardless of whether or not it is fiscally sound to do so (with Ms. Gilbert noting that classes with higher enrollments should make up for those with lower enrollments), versus the administration’s efforts to balance a breadth and depth of curriculum while maintaining fiscally stable enrollment in classes. Dr. Tribley noted that although the minimum enrollment of 15 students has been bargained and agreed to, 30 students is closer to the target number to which a college should aspire to run a financially solvent institution. He suggested marketing as one method the college might utilize to help increase enrollments. / Chair Brown and Vice Chair Steck suggested that in the future, Ms. Gilbert engage in dialogue such as this with administration prior to addressing the Board, since the Board should be the “last resort.” Dr. Tribley clarified that academic administration would be the best avenue for such discussions.

I. ASMPC Report: Justyn Jones, Director of Representation

Mr. Jones reported on current and future ASMPC activities, including the successful Lobos Day event, the ASMPC's recent decision to send six MPC students to the California Community College Student Affairs Association (CCCSAA) Conference, and a Halloween-themed fundraiser dance. He also reported that the ASMPC is considering holding an environmental conference at the Monterey Conference Center to make the Monterey Bay community more environmentally aware while simultaneously marketing MPC and ASMPC. / Mr. Jones shared number of concerns from students, including a student's complaint about a woman pumping breast milk in the bathroom and the limited library hours. Dr. Tribley directed Mr. Jones to speak with Mr. Larry Walker and his student services team regarding the breast-pumping issue. He also shared with Mr. Jones the budgetary reasons for not extending the library's hours, including the additional staffing it would require. He assured Mr. Jones that the administration would like the library's hours to be extended and noted that it will do so once the college is financially solvent. / Mr. Jones shared additional student concerns regarding the lack of sufficient parking for students and regarding security representation in the parking lots. He suggested the placement of a telephone box in the parking lots that will provide users with direct access to security, which Dr. Tribley agreed to share with security. / Mr. Jones asked if the forested area under the bridge by the art department is off-limits to students, noting that they have been informed not to assemble there by security officers. He also shared a suggestion by students to build a monument by the art department that represents MPC and the art department. Mr. Walker and Dr. Tribley responded that although that area is not currently off-limits to students, there are safety concerns that arise and that the requests of security officers exercising judgment about the assemblage of students should be heeded. / Mr. Jones also suggested the possibility of partnering with the Biology department to create a Public/COOP farm at MPC and adding banners representing sporting events and school spirit to MPC's light posts. Dr. Tribley directed Mr. Jones that he should first vet these ideas through the student government process and/or through Mr. Walker and faculty as appropriate instead of vetting them at the Board meeting. / Mr. Jones requested that the ASMPC be allowed to use the PA system once it becomes operational. Dr. Tribley responded that the PA system will be used only in emergency situations so students don't have to distinguish general announcements from emergency communications. / Mr. Jones asked Dr. Tribley to join him and ASMPC President Jerry Schuman in outreach efforts to high schools to increase enrollment at MPC. Dr. Tribley agreed, noting that he would work with Mr. Walker to ensure that he is using the time effectively. / Mr. Jones shared his concern regarding the limited offerings of 2nd level World Languages courses. Dr. Tribley acknowledged his concerns and repeated the administration's efforts to balance the breadth and depth of curriculum while maintaining fiscally stable enrollment. / Vice Chair Steck explained to Mr. Jones that although the ideas he presented to the Board are good, the Board meeting is not the proper forum to address them, given that the Board should be the "last resort."

J. College Council Report: Stephanie Perkins and Diane Boynton, Co-chair

Ms. Boynton reported that College Council has reviewed and revised the college's Mission Statement, Values Statement, and Goals. She explained that College Council has adopted four goals and their supporting objectives, which primarily relate to the challenges faced by the institution, such as fiscal stability, the accreditation standards, community needs, and new state regulations. / She reported that College Council has heard reports from Catherine Webb regarding the shared governance handbook she designed, Laura Franklin regarding the BSI Report, and Dr. Tribley regarding a marketing plan and other variables that can affect our infrastructure. / She reported that Catherine Webb prepared an executive summary for the institution's most recent program reflections. The executive summary revealed three themes: 1) a sense of inadequate staffing proportional to workload, 2) the challenge of cross unit communication and collaboration, and 3) the challenge of tech refreshment and support. / She reported that College Council will be discussing the role of the Budget Committee next month. / Vice Chair Steck requested more detailed background information regarding the goals at the October Board meeting.

K. MPC Foundation

1) Executive Director Report: Ms. Beccie Michael

Ms. Michael highlighted items from her Executive Director's Report. / She thanked Dr. Tribley and Mr. Lyndon Schutzler for their participation in the Booster Club luncheons and commended the Hospitality club for the food they provided. / She announced the acceptance of the Foundation's proposal to the *Monterey County Weekly's* "Monterey County Gives" campaign to support—on Dr. Tribley's recommendation—the MPC Theatre in bringing in elementary school children to watch the Theatre's production of "The Jungle Book." She explained the campaign process, which will involve publication in the *Weekly*, competition from other charities whose proposals that also have been accepted, and matching funds provided by the *Weekly* for all money that is donated to our proposal. / She reported that the Foundation received 25 FASA proposals requesting approximately \$60,000. / She explained that the Foundation's success in raising money this year likely results from the Foundation's focus on larger grant requests, which sometimes take the same amount of time to write as smaller requests; the guidance provided by an additional Foundational staff person with grant expertise; and her efforts to align the campus' funding needs with what granting agencies are interested in funding, rather than focusing solely on unrestricted money.

2) Monthly Donations: \$57,536.41

L. Governing Board Reports

1) Community Human Services (CHS) Report – Trustee Steck

Trustee Steck reported that CHS is hosting a free lunch on September 25, 2014. / He also reported that CHS hired a new CFO who comes highly recommended from Monterey's United Way.

2) Trustee Reports

a) Trustee Margaret-Anne Coppernoll reported that the Marina Labor Day Parade was very successful and great marketing for MPC. She noted that the fire engine in particular was a big hit. / She also reported that she attended the CDC study session.

b) Trustee Rick Johnson shared his interest in the World Languages program and mentioned his conversations with Congressman Sam Farr about Monterey being the language capital of the world. / He also shared that his best friend, who was nominated for the Nobel Prize in Biochemistry, wore an MPC sweatshirt to a recent lecture. / He reported that the MPC Theatre will be at the Tuesday Farmer's Market for the next four weeks to promote their upcoming production of "Dracula."

c) Trustee Maury Vasquez expressed his regret that he was unable to attend the Marina Labor Day Parade due to work. / He also reported that he attended the recent football game at which MPC defeated San Jose.

d) Vice Chair Loren Steck reported that the Board will be conducting a self-evaluation, which they haven't done for the past two years. He noted that they will be using the same survey used in previous years (with assistance from Dr. Rosaleen Ryan), which trustees and select MPC personnel and community members will be asked to complete. He invited board comments on the survey.

e) Trustee Dunn Gustafson: Chair Brown read Ms. Dunn Gustafson's report.

f) Chair Charles Brown reported that he attended several community meetings and joined the Village Project's advisory board.

M. Legislative Advocacy Report, Dr. Walter Tribley – No report.

N. Student Success Report: “A View through a Student Equity Lens: Access,” Dr. Rosaleen Ryan
Dr. Ryan reviewed her presentation. / She also reported that the Student Equity Plan, which is a collaborative college effort, is due in January. / Mr. Walker explained that although MPC does not currently reach out to students who choose not to attend classes after the start of the semester, our goal is to develop an action plan to follow up with these individuals to find out how we can best serve them and ensure that they have a pathway to MPC.

- O. Special Report – Bond Update Reports
1) Active Bond/Facility Projects Update
2) Bond Expenditure Report

BREAK: 5:27-5:40 p.m.

13. CONSENT CALENDAR

A. Routine Business Transactions, Annual Renewal of Programs, Bids, Agreements, Notice of Public Hearings and Proclamations:

Motion Johnson, *noting the revised consent agenda items / Second Coppernoll / Carried.*
2014-2015/34

Student Advisory Vote:	AYE	Vasquez
AYES:	4	MEMBERS: Brown, Coppernoll, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Dunn Gustafson
ABSTAIN:	0	MEMBERS: None

BE IT RESOLVED,

- 1) That the Governing Board approves the minutes of the Regular Board Meeting on August 27, 2014.
- 2) That the Governing Board accepts gifts donated to the College with appropriate acknowledgement to the donors.
- 3) That the August 29th payroll in the amount of \$1,822,211.41 and the September 10th payroll in the amount of \$95,020.68 be approved.
- 4) That Commercial Warrants:
12097101 through 12097133, 12097451 through 12097478, 12098226 through 12098238,
12098615 through 12098629, 12099285 through 12099326, 12099955 through 12099966,
12101623 through 12101694, in the amount of \$1,854,850.07 be approved.
- 5) That Purchase Orders B1500174 through B1500284 in the amount of \$1,091.890.41 be approved.
- 6) That the following budget adjustments in the Unrestricted General Fund be approved:

Net decrease in the 4000 Object expense category	\$	1,096
Net decrease in the 5000 Object expense category	\$	4,856
Net increase in the 6000 Object expense category	\$	5,952
- 7) That the following budget adjustments in the Restricted General Fund be approved:

Net increase in the 1000 Object expense category	\$	8,430
Net decrease in the 2000 Object expense category	\$	9,006
Net increase in the 3000 Object expense category	\$	1,151
Net increase in the 4000 Object expense category	\$	5,470
Net increase in the 5000 Object expense category	\$	6,371
Net increase in the 6000 Object expense category	\$	21
Net decrease in the 7000 Object expense category	\$	12,437

- 8) That the following budget increases in the Child Development Fund be approved:
 Increase of \$20,557 in funds carried forward from FY 2012-2013 to FY 2013-2014.
 Increase of \$11,383 in funds received for FY 2013-2014.

- 9) That the following budget adjustments in the Child Devt. Fund be approved:
 Net increase in the 4000 Object expense category \$ 57
 Net decrease in the 5000 Object expense category \$ 57

- 10) That the following budget increases in the Restricted General Fund be approved:
 Increase of \$2,750 in funds received for FY 2013-2014.

B. Faculty Personnel

- 1) That the Governing Board approve the following item(s):
- Grant Course-Specific Equivalency to Jeffrey Procio to teach ECED 82: Science and Math Curriculum, effective Fall 2014.
 - Grant Course-Specific Equivalency to Mary Albert to teach ETNC 6: Culture in American Film, effective Fall 2014.
 - Grant Equivalency to Minimum Qualifications to Leila Jewell to teach Physics, effective Fall 2014.
 - Grant Equivalency to Minimum Qualifications to Carlo Di Carlo to teach Math, effective Fall 2014.
 - Grant Equivalency to Minimum Qualifications to Jennifer McMillen to teach Reading, effective Fall 2014.
 - Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Fall 2014.

C. Classified Personnel

- 1) That the Governing Board approve the following item(s):
- Employment of Stephanie Machado, Records Evaluator, Admissions & Records, 40 hours per week, 12 months, effective at the end of the day, October 8, 2014
 - Employment of Michael Coyne, Unit Office Manager, Admissions & Records, 40 hours per week, 12 months per year, effective at the end of the day, October 6, 2014.
 - Employment of Robert Boardman, Network Engineer, 40 hours per week, 12 months per year, effective at the end of the day, September 25, 2014.
 - ~~Employment of _____, Academic Curriculum Scheduling and Catalog Technician, 40 hours per week, 12 months per year, effective at the end of the day, DATE, 2014.~~
 - Resignation of Yesy Lovos, Admissions & Records Specialist, 40 hours per week, 12 months per year, effective at the end of the day September 9, 2014.

D. Short Term and Substitute Personnel

- 1) That the individuals on the recommended list (Short Term and Substitute Employees), employed for short term and substitute assignments subject to future modifications, be approved.

14. NEW BUSINESS

- A. BE IT RESOLVED, that the 2014-2015 Monthly Financial Report for the period ending August 31, 2014 be accepted.

Motion Steck / Second Coppernoll / Carried.

2014-2015/35

Student Advisory Vote:	AYE	Vasquez
AYES:	4	MEMBERS: Brown, Coppernoll, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Dunn Gustafson
ABSTAIN:	0	MEMBERS: None

- B. BE IT RESOLVED, that the Governing Board approve the spending of 2014-2015 Prop 30 EPA funds to pay for instructional salaries coded with activity code 0100-5900.

Motion Steck / Second Vasquez / Carried.

2014-2015/36

Student Advisory Vote:	AYE	Vasquez
AYES:	4	MEMBERS: Brown, Coppernoll, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Dunn Gustafson
ABSTAIN:	0	MEMBERS: None

- C. BE IT RESOLVED, that the following course revisions and ~~new courses~~ program revisions (added) be approved:

Course Revisions:

ENGL 11, Literature By and About Women
SPCH 54, Leadership Communication
PERS 54, Leadership Communication

Program Revisions:

Cultural History of Monterey County (Associate in Arts - Career Technical)
Cultural History of Monterey County (Certificate of Achievement)
Office Technology - Fast Track: Entry-Level Office Worker (Certificate of Training)
Office Technology - Fast Track: Office Worker Level 2 (Certificate of Training)
Secretarial - Fast Track: Entry-Level Office Worker (Certificate of Training)
Secretarial - Fast Track: Office Worker Level 2 (Certificate of Training)
Web Designer (Certificate of Training)

Motion Coppernoll / Second Vasquez / Carried.

2014-2015/37

Student Advisory Vote:	AYE	Vasquez
AYES:	4	MEMBERS: Brown, Coppernoll, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Dunn Gustafson
ABSTAIN:	0	MEMBERS: None

- D. BE IT RESOLVED, that the Board of Trustees ratify the attached employment agreement between Dr. Walter Tribley and Monterey Peninsula College, effective July 1, 2014 through June 30, 2018.

Motion Coppernoll / Second Steck / Carried.

2014-2015/38

Student Advisory Vote:	AYE	Vasquez
AYES:	4	MEMBERS: Brown, Coppernoll, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Dunn Gustafson
ABSTAIN:	0	MEMBERS: None

Vice Chair Steck noted that two appendices to Dr. Tribley's contract had been made available at the meeting.

- E. BE IT RESOLVED, that the Board of Trustees ratify the attached agreement to employ Michael Gilmartin as the Interim Vice President of Academic Affairs, effective September 24, 2014 through June 30, 2015.

Motion Steck / Second Coppernoll / Carried. 2014-2015/39

Student Advisory Vote:	AYE	Vasquez
AYES:	4	MEMBERS: Brown, Coppernoll, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Dunn Gustafson
ABSTAIN:	0	MEMBERS: None

- F. BE IT RESOLVED, that the Board of Trustees ratify the attached agreement to employ Laurence E. Walker as the Interim Vice President of Student Services, effective September 24, 2014 through June 30, 2015.

Motion Johnson / Second Vasquez / Carried. 2014-2015/40

Student Advisory Vote:	AYE	Vasquez
AYES:	4	MEMBERS: Brown, Coppernoll, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Dunn Gustafson
ABSTAIN:	0	MEMBERS: None

- G. BE IT RESOLVED, that the Board of Trustees ratify the memorandum of understanding between Monterey Peninsula Community College District and Monterey Peninsula College Teachers Association (MPCTA) to assign a non-teaching adjunct to perform duties as delineated in the 2014-2015 fiscal year.

Motion Steck / Second Coppernoll / Carried. 2014-2015/41

Student Advisory Vote:	AYE	Vasquez
AYES:	4	MEMBERS: Brown, Coppernoll, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	1	MEMBERS: Dunn Gustafson
ABSTAIN:	0	MEMBERS: None

- H. INFORMATION: Potential Sculpture Donation

Dr. Tribley reported on Ms. Beccie Michael's behalf that a member of the community wishes to donate a sculpture from her family's collection to the college. He explained that Ms. Michael worked with art faculty members Jamie Dagdigian and Gary Quinonez to select the sculpture that they believe is appropriate for our campus and that the donation would be brought forth for the Board's approval in October.

Public Comment

Mr. Loran Walsh expressed concerns regarding the security of the sculpture if it were to be placed in the Student Center as proposed. / The trustees expressed additional safety concerns regarding the weight of the sculpture and whether or not it would be securely mounted. Questions were also posed regarding the actual location of the sculpture. Dr. Tribley responded that he will get back to the Board regarding their security and safety concerns and to confirm the location of the sculpture.

I. INFORMATION/ACTION: Pledge of Allegiance at Board Meeting

The trustees recommended that the proposal to include the Pledge of Allegiance as part of the opening protocol of the Board meeting is sent through the shared governance process before they take action on it.

J. INFORMATION: Calendar of Events.

15. ADVANCE PLANNING

A. Regular Board Meeting, Wednesday, October 22, 2014, 2014 at Seaside PSTC:

- 1) Closed Session, 1:30pm, SPS-101
- 2) Open Session, 3:00pm, SPS-104

B. Regular Board Meeting, Wednesday, November 19, 2014 at MPC:

- 1) Closed Session, 1:30pm, Stutzman Room, LTC
- 2) Open Session, 3:00pm, Sam Karas Room, LTC

C. Future Topics

- 1) Tour of PSTC (Public Safety Training Center) Phase II (tentative)
- 2) Governing Board Retreat
- 3) Review and discussion of Board Self Evaluation

16. ADJOURNMENT – Chair Brown adjourned the meeting at 6:10 p.m.

17. CLOSED SESSION

Respectfully Submitted,

Dr. Walter Tribley
Superintendent/President

Posted October 23, 2014

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

Consent Agenda Item No. A.2

Superintendent/President
Office

Proposal:

That the Governing Board accepts and acknowledges the following donations to Monterey Peninsula College.

Background: The following donations have been made to Monterey Peninsula College:

- Anonymous \$300 to MATE
- Armed Forces Communications & Electronics Association Hawaii \$1,000 to MATE (ROV Competition)
- Cally and David Beers Materials and equipment to the Ceramics Program
- Big Sur International Marathon \$1,500 to the California Nursing Students Association Club
- Big Sur International Marathon \$1,000 to Child Development Center.
- Allan P. Cadinha \$100 to the Football Trust
- Cabrillo College One 1986 Van Pelt Fire Engine to the Public Safety Training Center
- Cypress Sports Gators \$400 to the Baseball Trust
- Arthur James "A.J." Farrar 16 periodicals to the MPC Library
- FMC Technologies Schilling Robotics LLC \$2,000 to MATE
- Friends of the Marina Public Library 120 books to the MPC Library
- Melvyn and Patricia Hagio \$50 to the Football Trust
- Emma L. Hightower \$100 to the Football Trust
- Marine Technology Society Gulf Coast Chapter \$200 to MATE
- Marine Technology Society, Washington D.C. Section \$200 to MATE (ROV Competition's "Biggest Bang for the Buck" Award).
- William C. McClintock \$500 to the Women's Basketball Trust
- Monterey Peninsula Volunteer Services, Inc. \$500 to the ASMPC
- MTS Inc., Florida Section \$50 to MATE (ROV Competition)
- Oceaneering \$10,000 to MATE
- Cheryl and William Redmond \$100 to the Football Trust
- David and Frances Rubio \$100 to the Football Trust
- R. Stockton Rush III and Wendy W. Rush \$1000 to MATE
- Eugenia Sweeney Clothing for the Theatre Arts Department Clothing Collection.
- Robin Venuti One 1999 Volkswagen Passat GLS to the Automotive Technology Department
- Joel A. and Bonita M. Weinstein \$300 to the Baseball Trust

Budgetary Implications: None.

RESOLUTION: BE IT RESOLVED, that the Governing Board accepts gifts donated to the College with appropriate acknowledgement to the donors.

Recommended By: Dr. Walter Tribley, Superintendent/President

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

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

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

Consent Agenda Item No. A.3

Fiscal Services
College Area

Proposal:

Approve September regular payroll and the October manual and supplemental payrolls.

Background:

September 30, 2014	Regular Payroll	\$ 2,129,653.95
October 3, 2014	Manual Payroll	\$ 1,210.69
October 10, 2014	Supplemental Payroll	\$ <u>52,314.19</u>
Total		\$ 2,183,178.83

Budgetary Implications:

Budgeted.

RESOLUTION: BE IT RESOLVED, that the:

September 30th payroll in the amount of \$2,129,653.95 and the October 3rd payroll in the amount of \$1,210.69 and the October 10th payroll in the amount of \$52,314.19 be approved.

Recommended By:

C. E. Davis by [Signature]
C. Earl Davis – Vice President for Administrative Services

Prepared By:

[Signature] Rosemary Barrios
Michelle Moore or Sean Willis, Payroll Analyst Rosemary Barrios, Controller

Agenda Approval:

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

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

Consent Agenda Item No. A.4

Fiscal Services
College Area

Proposal:

Approve Commercial Warrants for September 2014.

Background:

Table with 2 columns: Description (Number ranges) and Amount. Total: \$1,865,945.39

Budgetary Implications:

Budgeted.

RESOLUTION: BE IT RESOLVED, that Commercial Warrants: 12102268 through 12102325, 12102685 through 12102703, 12103303 through 12103347, 12103916 through 12103936, 12104646 through 12104689, 12105242 through 12105269, 12105986 through 12106019, 12107986 through 12108048, in the amount of \$1,865,945.39 be approved.

Recommended By: C. E. Davis by [Signature]
C. Earl Davis, Vice President for Administrative Services

Prepared By: [Signature] Angela Ramirez, Accounting-Specialist
[Signature] Rosemary Barrios, Controller

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

Checks Dated 09/01/2014 through 09/30/2014

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12102268	09/02/2014	AMERICAN MEDICAL RESPONSE	01-5500	PV 1634 Medical Standby for Football Season		2,700.00
12102269	09/02/2014	AT&T	01-5500	Gen Instit-Telecommunication- Open order		37.14
12102270	09/02/2014	Will B Bedell	01-5800	PV 1657 Refund of Fees W. Bedell		700.00
12102271	09/02/2014	BOG California Community Coll	01-5300	PV 1635 Student right to know reporting		3,900.00
12102272	09/02/2014	Burghardt + Dore Advertising	01-5800	PV 1636 Project Manangement	1,245.00	
				PV 1636 TV Media	10,153.00	
12102273	09/02/2014	Cardinale Automotive Group	01-5600	PV 1637 Service on van 3	311.81	
				PV 1637 Utility Truck	297.81	
12102274	09/02/2014	CHOMP	01-5100	Personal Service Contracts- Faculty salaries&Bene		609.62
12102275	09/02/2014	Coastal Tractor	01-4500	PV 1638 Repair Parts		109.06
12102276	09/02/2014	CSUMB	01-5600	PV 1639 Moodle Project		4,480.00
12102277	09/02/2014	Fisher Scientific	01-4300	Chemistry- Open order for instructional material		126.38
12102278	09/02/2014	FLINN SCIENTIFIC	01-4300	Chemistry- Open order for Instructional materials		29.75
12102279	09/02/2014	Gary Stotz Repair	01-5600	PV 1652 Repairs to Flute		35.00
12102280	09/02/2014	Geo H Wilson Inc	01-5500	PV 1640 Hot water seal replacement		1,198.36
12102281	09/02/2014	Ismael Herrera	01-5800	PV 1656 Refund I Herrera		2,400.00
12102282	09/02/2014	HGHB	48-5100	College Center Bldg- Re-encumber PO B1400187	4,927.50	
			48-6200	Humanities-SS - Re-encumber PO B1400189	7,197.20	
				Life & Physical Science- Re-encumber B1400186	5,932.49	
				Art Studio/Ceramics- Re-encumber B1400188	2,760.00	
				Art Studio/Ceramics- Re-encumber B1400416	550.00	
12102283	09/02/2014	Jet Tec LLC	01-4500	PV 1642 Ink Cartridges		515.79
12102284	09/02/2014	Kitchell CEM	48-5100	College Ctr Bldg- Reencumber PO B1400079	16,500.00	
				Gen. Institutional- Bond- Reencumber PO B1400599	13,715.00	
			48-6200	Humanities-SS- Reencumber PO B1400195	7,000.00	
				Pool Building - Reencumber PO# B1400453	9,757.00	

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Checks Dated 09/01/2014 through 09/30/2014

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12102284	09/02/2014	Kitchell CEM	48-6200	Art Studio/Ceramics- Reencumber B1400080	8,800.00	55,772.00
12102285	09/02/2014	LINCOLN EQUIPMENT INC	01-4500	Custodial- Open order for Pool Chemical		2,012.33
12102286	09/02/2014	LOZANO SMITH, LLP	01-5700	Office of the Super/President- Open order		9,776.96
12102287	09/02/2014	Monterey County Weekly	01-5800	Public Information Office-Open order-advertising		454.00
12102288	09/02/2014	Oak Hall Cap & Gown	01-4500	PV 1643 Rush Shipping charge for grad gowns		55.17
12102289	09/02/2014	OCLC INC	01-4500	PV 1644 Cataloging fees		2,325.06
12102290	09/02/2014	Office Depot	01-4300	DO-Life Science- Open order for supplies	24.54	
				DO-Physical Education-Open order	448.94	
				Print Shop- Open purchase order	303.08	
				School of Nursing- Open order for supplies	93.48	870.04
12102291	09/02/2014	PACIFIC COAST BATTERY	01-4500	PV 1645 Parts for frontloader		132.79
12102292	09/02/2014	PACIFIC GAS & ELECTRIC	01-5500	Gen Inst. Util & College Ctr- Open order-Elec	17,606.63	
				Gen Inst. Util & College Ctr- Open order-Elec	1,199.05	18,805.68
12102293	09/02/2014	PENINSULA WELDING SUPPLY	01-4500	Maintenance- Open order for 2014/2014		16.50
12102294	09/02/2014	ProQuest LLC	01-4500	PV 1646 Ancestry Subscription July-June		2,235.00
12102295	09/02/2014	CULLIGAN WATER CO	01-4300	Chemistry- Open order for DI system in PS & GC		44.00
12102296	09/02/2014	Resource Solutions	48-6400	Phase I-Furn&Equip-Custodial equip for Student CTR		6,621.13
12102297	09/02/2014	SENTRY ALARM SYSTEMS	01-5600	PV 1647 Burglar Fire Alarm Marina	1,512.00	
				PV 1648 Fire Alarm PSTC	360.00	
				PV 1649 Monitoring	15,405.00	
				PV 1650 Activation Fire Alarm Monitor	735.00	
				PV 1650 Activation Monitoring Art Ceramics	735.00	
				PV 1650 Activation monitoring Student Center	766.66	19,513.66
12102298	09/02/2014	Stericycle	01-6200	PV 1651 Haz Waste Disposal		91.35
12102299	09/02/2014	Sterling Machinery Exchange	48-6400	Phase I-Furn&Equip- Sander for Sculpture		1,881.25
12102300	09/02/2014	The Flower Market	01-4500	LB 140197 Flowers for graduation		250.00
12102301	09/02/2014	ThyssenKrupp Elevator Corp	01-5500	PV 1653 Replace Elevator phone in Fitness		750.00
12102302	09/02/2014	Toyota Material Handling	01-5600	PV 1654 Service Cart PHU		344.56
12102303	09/02/2014	US Bank Service Center	01-4500	LB 140198 S Klein May 2014 US Bank	128.95	
				LB 140199 R Barrios May US Bank	674.82	

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Checks Dated 09/01/2014 through 09/30/2014

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12102303	09/02/2014	US Bank Service Center	01-4500	LB 140200 J Zande June Charges on July Stmtnt	698.29	
				LB 140202 D Sullivan June Charges on July Stmtnt	2.00	
				LB 140205 C Calima June US Bank	452.97	
				LB 140201 J Zande June US Bank	1,463.04	
			01-4700	LB 140205 C Calima June US Bank	401.57	
				LB 140204 C Calima June charges on July Stmtnt	190.86	
			01-5100	LB 140201 J Zande June US Bank	114.84	
			01-5200	LB 140201 J Zande June US Bank	15,202.00	
				LB 140203 M Johnson June charges on July Stmtnt	666.42	
				LB 140205 C Calima June US Bank	113.37	
				LB 140202 D Sullivan June Charges on July Stmtnt	1,575.78	
				LB 140200 J Zande June Charges on July Stmtnt	5,861.74	
			01-5800	LB 140200 J Zande June Charges on July Stmtnt	211.88	
12102304	09/02/2014	VAL'S PLUMBING & HEATING INC	01-5500	LB 140201 J Zande June US Bank	862.40	28,620.93
12102305	09/02/2014	Valley Saw and Garden Equip	01-6400	PV 1655 Repairs at server room LTC		434.82
				VATEA-I-C Curr. Dev-Chain saws & cut		3,546.46
				kwicks		
12102685	09/04/2014	ACSIG Dental	01-3400	PV 1663 July 2014		33,915.64
12102686	09/04/2014	Agile Research & Tech.	14-5800	Gen Institutional - Contingencies-Independ.		5,040.00
				Cont		
12102687	09/04/2014	ALAMEDA COUNTY SCHOOLS	01-3400	PV 1664 July 2014 Vision		4,351.55
12102688	09/04/2014	Alliant Insurance Services Inc	35-5100	PV 1659 August Consulting Fee		4,166.67
12102689	09/04/2014	Anthem Blue Cross	01-3400	PV 1662 Life		1,633.35
12102690	09/04/2014	Fisher Scientific	01-4300	Chemistry- Open order for instructional material		255.36
12102691	09/04/2014	HSACCC	01-5300	PV 1656 HSACCC Membership		150.00
12102692	09/04/2014	KBA Docusys	01-5600	Print Shop-Life Science copier rental		290.25
12102693	09/04/2014	LOOMIS	01-5800	PV 1666 July Service		1,034.18
12102694	09/04/2014	Matthew Lattanzio	48-5100	Gen. Institutional Bond-Independent Contractor		4,320.00
12102695	09/04/2014	Milliman	35-5100	PV 1657 Consulting service April-July		3,283.75
12102696	09/04/2014	Office Depot	01-4500	School of Nursing- Open order for supplies		123.92

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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ReqPay12c

Board Report

Checks Dated 09/01/2014 through 09/30/2014

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12102697	09/04/2014	PENINSULA MESSENGER SERVICE	01-5800	PV 1665 August Service	388.00	
				PV 1665 July Service	388.00	776.00
12102698	09/04/2014	Performance Tool Line Center	48-6400	Phase I-Furn&Equip-Band Saw-Art Complex		3,223.93
12102699	09/04/2014	Standard Insurance Company CB	01-3400	PV 1661 CT 503096	1,230.80	
				PV 1661 CT501379	34.19	1,264.99
12102700	09/04/2014	Symetra Life Insurance	01-3400	PV 1660 LTD		1,566.93
12102701	09/04/2014	United Parcel Service(UPS)	01-5800	Warehouse-Open order-postage & shipping serv		128.14
12102702	09/04/2014	Van Sant Enterprises Inc	48-6400	Phase I-Furn&Equip-Cold Saw for Art complex		2,585.28
12102703	09/04/2014	WageWorks	35-5100	PV 1658 FSA Monthly Administration fee		136.00
12103303	09/09/2014	ACEN	01-5300	PV 1670 Annual Fee		2,625.00
12103304	09/09/2014	Jeremy Allred	01-5800	PV 1677 Reimb for livescan		55.00
12103305	09/09/2014	Anderson, Judy	01-5100	MATE Resource & MOV-Indepent Contractor		878.00
12103306	09/09/2014	Axiom Engineers	48-5100	College Ctr. Bldg-Re-encumber B1400191		1,370.00
12103307	09/09/2014	Bank of Sacramento	48-5100	LB 140633 Pay App 5	15,521.20	
				LB 140634 Pay App 6	22,584.90	38,106.10
12103308	09/09/2014	Behnam MD, Shaida	01-5100	Health Services-Open order for medical Services		1,000.00
12103309	09/09/2014	Canon Business Solutions	01-5600	Print Shop- Canon Coper Lease	7,098.22	
			14-5600	Library (Office Equip) Open PO for GoPrint Copiers	623.34	7,721.56
12103310	09/09/2014	CARMEL MARINA COPORATION	01-5500	MPC Education Ctr-Open order-waste disposal	233.02	
12103311	09/09/2014	CDW GOVERNMENT INC	48-6400	MPC Public Safety Training Ctr-Open order-disposal	472.22	705.24
				Phase I-Furn&Equip-4 computers for Student Ctr		2,131.25
12103312	09/09/2014	Central Coast EOPS Consortium	01-5300	PV 1678 Annual Conf		600.00
12103313	09/09/2014	Chris Calima	01-5200	PV 1667 July Reimb		512.51
12103314	09/09/2014	Chris Calima	01-5200	LB 140206 June Reimb		394.24
12103315	09/09/2014	Kathleen Clark	01-5200	LB 140207 Mileage Reimb		567.79
12103316	09/09/2014	COMPUTERLAND OF SILICON VALLEY	01-5600	IS Network & Tech-Acrobat Pro site License		3,375.00
12103317	09/09/2014	Cypress Sporting Goods	01-4300	PV 1671 Softballs		193.44
12103318	09/09/2014	Anna Q Davis	01-5100	PV 1681 Website Enhancement		720.00
12103319	09/09/2014	DELL MARKETING LP	01-6400	Math Learning Ctr- Dell 7020 MT with monitor.	988.42	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Checks Dated 09/01/2014 through 09/30/2014

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12103319	09/09/2014	DELL MARKETING LP	39-6400	Parking- 2 computers with monitors	1,661.03	2,649.45
12103320	09/09/2014	Eisevier	01-4300	School of Nursing- RN exams		12,799.00
12103321	09/09/2014	EMPLOYMENT DEVELOPMENT DEPT	01-5800	LB 140208 Through June 30th		4,107.21
12103322	09/09/2014	Ewing Irrigation	01-4500	Grounds- Open order for maintenance supplies		78.53
12103323	09/09/2014	Daniel Fernandez	01-5200	PV 1668 Travel Reimburse	182.35	
12103324	09/09/2014	HOBART SALES AND SERVICE	01-5800	PV 1668 Stipend Summer	1,214.29	1,396.64
12103325	09/09/2014	Home Depot Credit Services	04-4500	PV 1641 Repair on freezer CDC		2,000.56
12103326	09/09/2014	ING Reliastar	01-4500	Maintenance-Open order for equip repair parts		1,351.97
12103327	09/09/2014	KBA Docusys	01-3900	PV 1680 August 2014	1,667.00	3,334.00
12103328	09/09/2014	Mckesson Medical Surgical	01-5600	PV 1680 July 2014	1,667.00	6,019.52
12103329	09/09/2014	Monterey Peninsula Community	01-4500	Print Shop- Open order -Canon maintenance		
12103330	09/09/2014	Monterey Signs Inc	01-5500	Health Services- open order for supplies		92.46
12103331	09/09/2014	MPC FOUNDATION	01-5500	PV 1672 Printing of football tickets home games		54.13
12103332	09/09/2014	Northern Ca Intersegmental	48-6400	Phase I-Furn & Equip- Directional signs		1,896.38
12103333	09/09/2014	Office Depot	01-5800	MPC Foundation- Open order		8,333.33
			01-5300	PV 1679 Membership		40.00
			01-4300	DO-Physical Education-Open order	127.83	
				DO-Physical Science- Open order for supplies	109.62	
			01-4500	Fiscal Service - Open order for supplies	78.65	
				Plant Services-Open order for supplies	63.42	
				Print Shop- Open purchase order	332.99	
				Public Information Officer- Open order-supplies	70.12	
				Student Employment- Open order	119.95	
				Sudent Financial Aid- open order	463.11	1,509.03
				Admissions & Records - Open order for supplies	143.34	
12103334	09/09/2014	Ordway Drug Store	01-4500	Helath Services- Open order for supplies		351.48
12103335	09/09/2014	Maria Osiadacz	01-5100	MATE Resource & MOV-Independent Contractor		4,845.00
12103336	09/09/2014	Pacific Telemanagement Service	01-5500	MPC Ed Ctr- Open order for pay phones		53.00
12103337	09/09/2014	Peninsula Cafe	01-4700	PV 1673 Intl Stud Orientation		378.40
12103338	09/09/2014	Mike Rasmussen	01-5200	PV 1674 Meals for Football 9/13 game		1,260.00

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Checks Dated 09/01/2014 through 09/30/2014

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12103339	09/09/2014	Resource Solutions	01-4500	Custodial- Open order for consumables		7,791.76
12103340	09/09/2014	Sandra Washington	01-4700	PV 1669 Staff Reimb food UB		223.22
12103341	09/09/2014	Seaside Spartan Football	01-5800	PV 1675 Football Ad		150.00
12103342	09/09/2014	Teracai	01-5600	IS Network & Tech- Smartnet Ironport	17,592.19	
				IS Network & Tech-Smartnet Cisco Network Equip	56,721.49	74,313.68
12103343	09/09/2014	TRUCKSIS ENT INC	01-4500	PV 1676 Kiosk Signs, Coroplast		1,186.96
12103344	09/09/2014	United Parcel Service(UPS)	01-5800	Warehouse-Open order-postage & shipping serv		182.85
12103345	09/09/2014	US Bank Service Center	01-4300	LB 140209 S Washington June US Bank	57.64	
				LB 140210 D Van Hees Apr US Bank	843.79	
				LB 140211 D Beck June Us Bank	814.31	
				LB 140209 S Washington June US Bank	500.79	
				LB 140209 S Washington June US Bank	982.00	3,198.53
12103346	09/09/2014	Valley Pacific Petroleum Serv	01-5500	Grounds-open order for gas & oil		1,163.21
12103347	09/09/2014	Vision Internet Providers	14-5100	Gen. Instit. Cont.- Open PO		10,420.00
12103916	09/11/2014	AmeriPride Uniform Services	01-6200	Art- Open PO for Rag Service for Printmaking		39.47
12103917	09/11/2014	AT&T	01-5500	Gen Instit-Telecommunications-Open order	3,485.88	
				MPC Ed Center- open order	2,073.25	
				Public Safety Training- Open order for Seaside	416.09	5,975.22
12103918	09/11/2014	Ausonio Inc	48-6200	LB 140635 Pool Pay App 8	35,424.00	
				LB 140636 Pool Pay App 9	94,733.00	130,157.00
12103919	09/11/2014	Automotive Test Solutions, Inc	01-6400	VATEA-IC Curr. Dev.-PC based scan tools		3,021.00
12103920	09/11/2014	Bank of Sacramento	48-5100	College Ctr Bldg-Escrow payment-July&August		15,203.25
12103921	09/11/2014	Jesus Barragan	01-7500	MATE MOV- Independent Contractor		1,200.00
12103922	09/11/2014	Jessica Bray	01-5100	College Center Bldg-Move Food Services		255.00
12103923	09/11/2014	Cardinale Moving & Storage Co	48-5100	Parking- 2 computers with monitors		3,832.60
12103924	09/11/2014	DELL MARKETING LP	39-6400	Maintenance-Open order equip repair parts		315.86
12103925	09/11/2014	ELECTRICAL DISTRIBUTORS - mo	01-4500	IS Network & Tech- Open order / minor equip	22.33	273.78
12103926	09/11/2014	GRAINGER INC-salinas	01-4500	Maintenance- Open order-equip repair parts & mat'l		194.22
12103927	09/11/2014	Jobelephantcom Inc	01-4500	PV 1682	171.89	750.00
12103928	09/11/2014	Monterey City Disposal Inc	01-5500	Gen Inst. Util-Open order waste disposal		2,471.82

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12103929	09/11/2014	MONTEREY COUNTY HERALD	01-5700	Office of VP Admin Serv.-Legal notice-Budget		181.24
12103930	09/11/2014	Office Depot	01-4300	DO-Physical Education-Open order DO-Physical Science- Open order for supplies	125.23 517.32	
12103931	09/11/2014	Ohlone Comm College Dist	01-4500	Print Shop- Open purchase order	327.17	
12103932	09/11/2014	Otto Construction	01-4300 48-5100	Student Employment- Open order PV 1683 College Ctr Bldg-Install outlet behind bookstore	55.85 499.00	1,025.57 300.00
12103933	09/11/2014	PENINSULA WELDING SUPPLY	01-4500	College Ctr Bldg-Re-encumber B1400155	106,058.95	106,557.95
12103934	09/11/2014	Resource Solutions	01-4500	Maintenance- Open order for 2014/2014		16.00
12103935	09/11/2014	Don Rodriguez	01-4500	Custodial- Open order for consumables		2,990.08
12103936	09/11/2014	SENTRY ALARM SYSTEMS	01-5100	Barnet Segal Grant-Independent Contractor		700.00
12104646	09/16/2014	Atkinson, Adelson, Loya	01-5500	Maintenance- Open order for gen. maint.		659.58
12104647	09/16/2014	CA Dept of Motor Vehicles	01-5700	PV 1683 July Labor Relations		288.75
12104648	09/16/2014	Darby Campbell	01-6400	VATEA I-C Curr Dev-Sales tax on Toyota & Mazda		244.00
12104649	09/16/2014	Cardinale Automotive Group	01-5100 01-5600	Supportive Services- ASL Interpreting PV 1684 Service on dump truck	162.65	92.50
12104650	09/16/2014	Chris Calima	01-5200	PV 1684 Service on toyota	1,090.80	1,253.45
12104651	09/16/2014	Estela Clouse	01-6400	PV 1698 Additional Ticket Cost		85.00
12104652	09/16/2014	James Conder	01-6400	VATEA I-C Curr. Dev-199 Toyota Camry		2,250.00
12104653	09/16/2014	EBSCO	01-6400	VATEA I-C Curr Dev- 1990 Mazda Miata		1,000.00
12104654	09/16/2014	ELECTRICAL DISTRIBUTORS - mo	01-4500	PV 1685 Journal Subscriptions		17,476.92
12104655	09/16/2014	Epico Systems Inc	01-4500 48-5100	Maintenance-Open order equip repair parts Network Wi-Fi - New Cat 6 cables in Drafting		236.52 1,570.00
12104656	09/16/2014	FLINN SCIENTIFIC	01-4300	Chemistry- Open order for Instructional materials		44.37
12104657	09/16/2014	Gaylord Bros., Inc.	01-4500	PV 1686 Book Support/ Case		198.42
12104658	09/16/2014	Geo H Wilson Inc	01-5500	PV 1687 Install chemical feeder fitness center		1,628.00
12104659	09/16/2014	Greene, Evette	01-5100	Supportive Service- ASL Interpreting	320.00	592.00
12104660	09/16/2014	JC PAPER CO	01-4500	Supportive Services- Independent Contractor	272.00	
12104661	09/16/2014	Jet Tec LLC	01-4300	Print Shop LB 140212		1,067.72 128.89

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12104662	09/16/2014	Laura Keen	01-5100	Supportive Services- ASL Interpreting		476.00
12104663	09/16/2014	Kitchell CEM	48-5100	College Ctr Bldg- Reencumber PO B1400079	16,500.00	
				Gen. Institutional- Bond- Reencumber PO B1400599	15,020.00	
			48-6200	Pool Building - Reencumber PO# B1400453	9,757.00	
				Art Studio/Ceramics- Reencumber B1400080	8,800.00	50,077.00
12104664	09/16/2014	Marina Coast Water District	01-5500	MPC Education Ctr-Open order for water	1,091.69	
				MPC Public Safety Training Ctr-Open order-water	1,264.33	2,356.02
12104665	09/16/2014	Monterey City Disposal Inc	47-5500	College Center-Open order for garbage pick-up		198.09
12104666	09/16/2014	MONTEREY REGIONAL WASTE	01-5500	Gen Instit. Util- Open order for Landfill fees		28.20
12104667	09/16/2014	MPC Revolving Fund	01-5800	PV 1691 Check Reimb Aug 15-00011	444.17	
				PV 1691 Check Reimb Aug 15-00013	174.30	
			39-5800	PV 1689 Cash Reimb Aug	30.00	
12104668	09/16/2014	MPC-Federal Fund Account	48-5800	PV 1690 Check Reimb Aug	2,280.00	2,928.47
			01-5800	PV 1688 A Wells-Silver Pell 13/14	635.00	
				PV 1688 D Kelso Pell 13/14	678.00	
				PV 1688 S Roper Pell 13/14	635.00	1,948.00
12104669	09/16/2014	MSC Environmental Services	01-5600	PV 1701 Repairs		2,702.71
12104670	09/16/2014	National Student Clearinghouse	01-5600	PV 1699 Annual Fee for Student Tracker Outreach		425.00
12104671	09/16/2014	Sherie Nelson	01-5100	Supportive Services- ASL Interpreting		448.00
12104672	09/16/2014	Office Depot	01-4300	Business Skills Center-Open order for supplies	29.32	
				Dean of Instructional Planning- Open order	62.53	.91.85
12104673	09/16/2014	OMEGA INDUSTRIAL SUPPLY	01-4500	PV 1692 Supplies		623.32
12104674	09/16/2014	Otis Elevator Company	01-5600	PV 1702 Theatre Maint Billing	5,516.64	
				PV 1703 Student Serv Elevator maint	5,557.68	11,074.32
12104675	09/16/2014	Otis Elevator Co	01-5500	PV 1693 Theatre and Student Serv		300.38
12104676	09/16/2014	Otto Construction	01-5600	PV 1704 Repair from PGE damage		982.00
12104677	09/16/2014	PACIFIC MONARCH LTD	01-5600	Athletics- Mens - Bus transportation-football		1,640.00
12104678	09/16/2014	SAFETY-KLEEN SYSTEMS	01-6200	Art- Open PO for Solvent disposal		420.19
12104679	09/16/2014	Same Day Shred	01-5100	Fiscal Services-Open order for shredding services		45.00
12104680	09/16/2014	San Jose State University	01-5500	PV 1694 Internship Addtl M Greenwald	1,820.00	

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12104680	09/16/2014	San Jose State University	01-5500	PV 1705 Internship M Greenwald	14,000.00	15,820.00
12104681	09/16/2014	SENTRY ALARM SYSTEMS	01-5600	PV 1695 Fire/Inspec Mob Village		135.00
12104682	09/16/2014	Sigmanet	01-4300	DO-Business&Tech-Net lab maintenance 1year		2,395.00
12104683	09/16/2014	SIGN WORKS	39-5600	PV 1696 Lettering for security cart		172.00
12104684	09/16/2014	Sports Turf Solutions	01-5500	PV 1697 GMax testing football/Softball fields		1,400.00
12104685	09/16/2014	Thompson, Shawnell	01-5100	Supportive Services-Instructional Contractor		128.00
12104686	09/16/2014	UCSC Police Dept	01-4500	PV 1700 Admin cost for copy of police report		12.00
12104687	09/16/2014	United Parcel Service(UPS)	01-5800	Warehouse-Open order-postage & shipping serv		204.03
12104688	09/16/2014	United States Treasury	35-5800	PV 1706 Penalty fees related to affordable care act		282.21
12104689	09/16/2014	WageWorks	35-5100	Self Insurance- Open order		136.00
12105242	09/18/2014	ACSIG Dental	01-3400	Gen. Instit-Support/Ins-Open ordr Dental claims		35,377.37
12105243	09/18/2014	Airgas USA	01-4300	Chemistry-Open order - Helium tand rental		5.15
12105244	09/18/2014	ALAMEDA COUNTY SCHOOLS	01-3400	Gen. Instit. Support/Ins- Open order-vision		3,598.68
12105245	09/18/2014	Anthem Blue Cross	01-3400	Gen. Instit.-Support/Ins- Open order Life ins.		1,710.53
12105246	09/18/2014	AT&T	01-5500	Gen Instit-Telecommunications-Open order	2,375.02	4,216.55
12105247	09/18/2014	Berkadia Commercial Mortgage	46-7100	MPC Ed Center- open order	1,841.53	16,425.00
12105248	09/18/2014	Central Coast Media Enterprise	01-4500	College Ctr Bond-Open order -bond payments		15.05
12105249	09/18/2014	CHEVRON USA INC	01-5500	Health Services- MPC Nametags Athletics-Men & Women- Open order for gasoline	140.42	
12105250	09/18/2014	ELECTRICAL DISTRIBUTORS - mo	14-6100	Warehouse- Open order for gas cards	1,918.69	2,059.11
12105251	09/18/2014	Gloria Fletes	01-5100	PV 1711 LED Replacement		25,396.88
12105252	09/18/2014	GAVILAN PEST CONTROL	01-5500	MATE Resource Ctr-Independent Contractor		845.00
12105253	09/18/2014	Keane Insurance Group	01-5800	Grounds- Open order for Rodent & insect abatement		180.00
12105254	09/18/2014	Keenan & Associates	69-5100	PV 1707 Liability Insurance		2,717.00
12105255	09/18/2014	Laguna Clay Co.	48-6400	Workman's Comp- Open order Phase I-Furn & Equip-Cart-Art Complex-Ceramics		3,250.00
						3,502.63

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12105256	09/18/2014	Matthew Lattanzio	48-5100	Gen. Institutional Bond-Independent Contractor		4,200.00
12105257	09/18/2014	LOOMIS	01-5800	Fiscal Services- Open order courier service		1,035.79
12105258	09/18/2014	Monterey City Disposal Inc	01-5500	Gen Inst. Util-Open order waste disposal	843.31	
12105259	09/18/2014	MOORE MEDICAL LLC	01-4500	LB 140213 June Service	276.11	1,119.42
12105260	09/18/2014	MPC-Federal Fund Account	01-5800	PV 1708 Medical Supplies		108.75
12105261	09/18/2014	Office Depot	01-4300	LB 140214 Pell 13/14 S Woolem Business Skills Center- Open order for supplies	90.66	212.00
			01-4500	College Readiness TRIO math/sci-open order	103.22	
				Dean of Instructional Planning- Open order	73.30	
				EOPS- Open PO for supplies	116.52	
				Human Resources-Open order for supplies	273.17	
				Matriculation Office- Open PO for supplies	407.39	
				Plant Services-Open order for supplies	75.22	
				Public Information Officer- Open order-supplies	56.48	
				Supportive Service- Open order for supplies	280.60	1,476.56
12105262	09/18/2014	Patterson Dental Supply	01-4300	PV 1712 Dental Supplies		562.64
12105263	09/18/2014	PENINSULA WELDING SUPPLY	01-4500	Maintenance- Open order for 2014/2014		.50
12105264	09/18/2014	Pocket Nurse	01-4300	Medical Assisting- medical supplies		354.98
12105265	09/18/2014	ProctorU	01-5800	PV 1713 exam cost		30.00
12105266	09/18/2014	Same Day Shred	01-5800	PV 1714 Shred		67.50
12105267	09/18/2014	US Bank Service Center	01-4500	PV 1715 Aug 2014 US Bank		57,181.68
12105268	09/18/2014	VERIZON WIRELESS	01-4500	Various Dept- Open order for cell phones	53.32	
			01-5500	Various Dept- Open order for cell phones	1,935.97	
			39-5500	Parking- Open order for cell phones	176.43	2,165.72
12105269	09/18/2014	Wolters Kluwer	01-4300	PV 1709 Renewal of American Journal of Nursing	33.90	
12105986	09/23/2014	American Reprographics Co	48-5100	PV 1710 Renewal for Nursing 2014	58.00	91.90
12105987	09/23/2014	Anderson, Judy	01-5100	Gen. Instit. Bond-Plan well and printing services		137.71
12105988	09/23/2014	AT&T Yellow Pages	01-5800	MATE Resource & MOV-Indepent Contractor		1,053.00
12105989	09/23/2014	AT&T	01-5500	PIO- Open P.O. for Advertising Gen Instit-Telecommunications-Open order	96.55	385.04

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12105989	09/23/2014	AT&T	01-5500	MPC Ed Center- open order	296.45	814.90
				Public Safety Training- Open order for Seaside LB 140215	421.90	
12105990	09/23/2014	B & H PHOTO/VIDEO	01-4300			68.95
12105991	09/23/2014	Bank of Sacramento	48-5100	College Ctr. Bldg.-Excrow payments for Sept.		558.30
12105992	09/23/2014	C2G Civil Consultants Group	48-5100	Gen. Instit. Bond-Reopening fees Parking lot B		500.00
12105993	09/23/2014	CAPP ASSOCIATES INC	01-5600	PV 1716 Assessment software maint upgrade		1,800.00
12105994	09/23/2014	Clay People	48-6200	Art Studio/Ceramics-Kiln set up & repairs		1,017.75
12105995	09/23/2014	COLLINS ELECTRIC CO	14-6100	Prop. 39-Lighting retrofit-install 5 addl fixtures		3,356.00
12105996	09/23/2014	Contrax	01-6400	Gen. Institutional Cont.-Power Sit/Stand Table		161.25
12105997	09/23/2014	Division of State Architect-	48-5100	Gen. Instit. Bond-Added fees-baseball restroom		760.24
12105998	09/23/2014	Harland Technology Services	01-5600	PV 1717 On Site Maint agreement		1,334.00
12105999	09/23/2014	KBA Docusys	01-5600	Print Shop		852.54
12106000	09/23/2014	Loomis, Kathryn	01-5200	PV 1718 Trave Reimb Mate		1,094.17
12106001	09/23/2014	MANPOWER	48-6200	Art Studio/Ceramics-Labor to pack		4,726.81
12106002	09/23/2014	Mobile Modular Mgmt Corp	48-6200	Phase I-Swing Space- Retrun 24x40 trailer		4,976.25
12106003	09/23/2014	Moulton, Erica	01-5200	LB 140216 Travel Reim		430.56
12106004	09/23/2014	Office Depot	01-4300	DO-Life Science- Open order for supplies		40.67
12106005	09/23/2014	Otto Construction	48-5100	College Ctr Bldg-Install cabinets in TRIO	995.00	
				College Ctr Bldg-Re-encumber B1400155	182,802.80	183,797.80
12106006	09/23/2014	Pacific College Testing	01-5600	PV 1719 CTEP Site license		1,296.00
12106007	09/23/2014	PACIFIC GAS & ELECTRIC	01-5500	LB 140217	20,242.91	
				MPC Education Center- Open order for electricity	6,185.70	26,428.61
12106008	09/23/2014	Peninsula Cafe	01-7600	PV 1720 Aug Meal Plan		400.00
12106009	09/23/2014	Riddell/All American	01-4300	LB 140218		22.85
12106010	09/23/2014	RIO GRANDE TOOLS	01-4300	Art- Open order for Lab Fees collected at Reg.		936.84
12106011	09/23/2014	Carol Rivera	01-5200	LB 140219 Travel Reimb		694.00
12106012	09/23/2014	San Francisco Chronicle	01-4500	PV 1722 Annual Subscription		663.00
12106013	09/23/2014	School Services of CA-Sacto	01-4500	Office of VP of Admin. Svc.-Renewal-Comm Col Upd		285.00
12106014	09/23/2014	Sinclair, Timandra	01-4500	LB 140220 Mate Supplies Reimb		15.18

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12106015	09/23/2014	Sysco Food Service of SF	04-4500	Children's Center-Open order for children's meals	239.42	
			04-4700	Children's Center-Open order for children's meals	1,978.62	2,218.04
12106016	09/23/2014	Total Compensation Systems Inc	35-5100	PV 1723 Self Insurance Acutural Report		2,800.00
12106017	09/23/2014	United Parcel Service(UPS)	01-5800	Warehouse-Open order-postage & shipping serv		437.64
12106018	09/23/2014	Weldon Williams & Lick, Inc	39-4500	PV 1724 Direct Fulfillment Aug 2014		3,937.05
12106019	09/23/2014	Williams Scotsman	48-6200	Phase I-Swing Space-Remove Restroom & ramp		10,696.74
12107986	09/30/2014	Academic Senate for CA	01-5300	PV 1725 Membership Dues		2,008.80
12107987	09/30/2014	AT&T	01-5500	Gen Instit-Telecommunication- Open order		37.14
12107988	09/30/2014	Ausonio Inc	48-6200	Art Complex-Re-encumber B1400141		155,956.00
12107989	09/30/2014	Axiom Engineers	48-5100	College Ctr. Bldg-Re-encumber B1400191	685.00	
			48-6200	Art Studio/Ceramics- Re-encumber B1400228	1,920.00	2,605.00
12107990	09/30/2014	Bailey Ceramic Supply	48-6400	Phase I-Furn&Equip-Glaze tables - Ceramics		3,670.00
12107991	09/30/2014	Behnam MD, Shaida	01-5100	Health Services- Independent Contractor		1,000.00
12107992	09/30/2014	David Brown	01-5200	PV 1726 Travel Reim Phoenix	1,026.15	
				PV 1737 Trave Reimb Oxnard	815.95	1,842.10
12107993	09/30/2014	CALIFORNIA AMERICAN WATER CO	01-5500	Gen Inst. Util & College Ctr-Open order -water	30,662.53	
			47-5500	Gen Inst. Util & College Ctr-Open order -water	2,088.21	32,750.74
12107994	09/30/2014	Cardinale Moving & Storage Co	48-6200	Art Complex- Moving services	6,400.00	
12107995	09/30/2014	Central Coast Sign Language	01-5100	Swing Space- 6 SAM storage unit pick-ups Supportive Serv.-ASL Interpreting per Contract	354.00	6,754.00
12107996	09/30/2014	CHEVRON USA INC	01-5500	Athletics-Men & Women- Open order for gasoline	809.56	
12107997	09/30/2014	Clay People	48-6200	Warehouse- Open order for gas cards	2,685.06	3,494.62
12107998	09/30/2014	Clay Planet	48-6400	Art Complex-Additional Kiln repairs		1,149.21
12107999	09/30/2014	COMPUTERLAND OF SILICON VALLEY	01-6300	Phase I-Furn&Equip-Peter Pugger Pugmill Network & Tech-Microsoft campus agreement		6,122.13
12108000	09/30/2014	Constellation New Energy	01-5500	Gen. Inst. Util& College Ctr-Open order Elec	21,810.55	52,152.00

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12108000	09/30/2014	Constellation New Energy	47-5500	Gen. Inst. Util& College Ctr-Open order Elec	1,485.35	23,295.90
12108001	09/30/2014	Conte's Generator Service	01-5600	PV 1727 Nursing Reppair		276.17
12108002	09/30/2014	Contrax	48-6400	Phase I-Furn&Equip-Reincumber B1400799		617.92
12108003	09/30/2014	DAVID FOORD	48-5100	College Ctr Bldg-Inspection services for August	2,250.00	
			48-6200	Pool Building-inspection services for August	225.00	2,475.00
12108004	09/30/2014	DELL MARKETING LP	01-6400	IS Systems & Programming- Hard Drive		73.09
12108005	09/30/2014	Development Group, Inc	48-6400	Phase I-Furn&Equip-Wall/Pole mnt kit-outside acce	215.93	
			PV 1728		6,617.47	6,833.40
12108006	09/30/2014	ELECTRICAL DISTRIBUTORS - mo	01-4500	Maintenance-Open order equip repair parts		102.67
12108007	09/30/2014	Fastenal Company	01-4500	Grounds-Open order for maintenance supplies		42.56
12108008	09/30/2014	Fisher Scientific	01-4300	Chemistry- Open order for instructional material		9.71
12108009	09/30/2014	Fitness Edge	01-5600	PV 1729 Maint Agreement		6,749.00
12108010	09/30/2014	GAVILAN PEST CONTROL	01-5500	Grounds-Open order for gopher abatement		500.00
12108011	09/30/2014	Glove Nation	01-4300	Chemistry- Open order for gloves		787.74
12108012	09/30/2014	GRAINGER INC-salinas	01-4500	IS Network & Tech- Open order / minor equip	88.38	
				Maintenance- Open order-equip repair parts & mat'l	422.68	
12108013	09/30/2014	Harland Technology Services	48-6400	Phase I-Furn&Equip- Compressor	1,048.55	1,559.61
12108014	09/30/2014	HGHB	01-5600	PV 1738		5,594.00
12108015	09/30/2014	HOBART SALES AND SERVICE	48-6200	Pool Building- Re-encumber PO B1400190		2,366.00
12108016	09/30/2014	Jet Tec LLC	47-5600	PV 1730 Repair for grill caf		145.00
12108017	09/30/2014	Kleinfeider	01-5600	PV 1731 Repair Fiscal Printer		237.60
			48-6200	Arts Complex- Special inspection	392.00	
				Pool & Tennis Crts-Special Inspection-final report	3,368.75	3,760.75
12108018	09/30/2014	Laguna Clay Co.	48-6400	Phase I-Furn & Equip-Carf-Art Complex-Ceramics		2,083.31
12108019	09/30/2014	Lenovo	01-6400	IS Network & Tech- PCs for M. Midkiff & Tech. Office- Institutional Research-Workstation-R. Ryan	34.40	
					191.05	225.45

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12108020	09/30/2014	Livescribe, Inc	01-4300	Supportive Service- Smart pens & notebooks		83.56
12108021	09/30/2014	MANPOWER	48-6200	Art Complex-Labor to pack Print & Painting Labs		15,764.27
12108022	09/30/2014	Mobile Modular Mgmt Corp	48-6200	Swing Space- Rental for final month of T100	210.00	
12108023	09/30/2014	Modular Solutions Inc	48-6200	Swing Space-August 2014 rental	588.03	798.03
12108024	09/30/2014	MONTEREY AUTO SUPPLY INC	01-4300	Swing Space-Move trailer to Fort Ord Automotive Tech-		914.00
12108025	09/30/2014	Mountain Measurement, Inc	01-4300	PV 1732 Nclex RN reports		193.17
12108026	09/30/2014	MPC District	04-3400	Calif. Preschool Contract-Self Insurance Fund	12,208.74	450.00
12108027	09/30/2014	Office Depot	39-3400 01-4300 01-4500	Children's Ctr&CA preschool contract-open order Parking -Self insurance DO-Life Science- Open order for supplies Fiscal Service - Open order for supplies	16,450.23 22,926.99 256.39 230.08	51,585.96
12108028	09/30/2014	Otto Construction	48-6100 48-6200	Matriculation Office- Open PO for supplies MPC Ed Center- Open order for supplies Plant Services-Open order for supplies Print Shop- Open purchase order School of Nursing- Open order for supplies Supportive Service- Open order for supplies College Readiness TRIO New Scholars-Open order Sidewalk repairs- Grind a patch sidewalks	806.38 111.94 105.45 213.87 56.35 263.54 85.98 7,698.00	2,129.98
12108029	09/30/2014	PACIFIC GAS & ELECTRIC	01-5500	Swing Space- Prepare 5 trailers for moving Art Complex-Relocate and install shelving Humanities-SS- Repair feeder cable splice in Hum. Gen Inst. Util & College Ctr- Open order-Elec Gen Instit Util&College Ctr-Open order Natural Gas MPC Education Center-Open order for natural gas MPC Public Safety Training Ctr-Open order-gas	13,417.00 3,690.00 1,198.00 19,899.79 4,571.23 94.27 55.73	26,003.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 09/01/2014 through 09/30/2014

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12108029	09/30/2014	PACIFIC GAS & ELECTRIC	47-5500	Gen Instit Util&College Ctr-Open order Natural Gas	311.31	
				Gen Inst. Util & College Ctr- Open order-Elec	1,355.22	26,287.55
12108030	09/30/2014	Peninsula Office Solutions	01-5600	Matriculation Office- Open PO for Tosiba		31.73
12108031	09/30/2014	Peninsula Pool Service	01-4500	Custodial- Open order for pool chemicals		408.33
12108032	09/30/2014	Pocket Nurse	01-4300	Medical Assisting- medical supplies		10.50
12108033	09/30/2014	PSTS INC	48-6200	Phase I-Swing Space-Empty grease traps		145.00
12108034	09/30/2014	Sandra Washington	01-4700	PV 1736 Food for students in fall campus tour		1,100.00
12108035	09/30/2014	Schneiderman, Dr Scott	01-5800	PV 1733 Mens physicals	1,988.00	
				PV 1733 Womens Physicals	772.00	2,760.00
12108036	09/30/2014	SENTRY ALARM SYSTEMS	01-5500	Maintenance- Open order for gen. maint.		125.00
12108037	09/30/2014	Alison Shelling	01-5200	PV 1734 Reimb for refreshments		85.53
12108038	09/30/2014	Singh,Damanjit	01-5200	PV 1735 Reimb for Texas Travel		723.06
12108039	09/30/2014	SMART & FINAL	04-4500	Children's Center-Open order for children's meals	99.31	
12108040	09/30/2014	Sysco Food Service of SF	04-4700	Children's Center-Open order for children's meals	126.92	226.23
			04-4500	Children's Center-Open order for children's meals	5.00	
12108041	09/30/2014	Takach Press	04-4700	Children's Center-Open order for children's meals	489.64	494.64
12108042	09/30/2014	Teracai	48-6400	Phase I-Furn&Equip-Bench Shear-Art Complex		1,906.00
12108043	09/30/2014	Tintworks Inc	01-5600	IS Network & Tech-Server		16,031.66
12108044	09/30/2014	United Parcel Service(UPS)	01-5600	Blade-Emergency Broad IS Network&Tech-Frost front door in IT Dept		230.00
12108045	09/30/2014	US Bank Service Center	01-5800	Warehouse-Open order-postage & shipping serv		278.26
12108046	09/30/2014	Waxie Sanitary	01-4500	PV 1739 September 2014 US Bank		53,812.49
12108047	09/30/2014	White Page Communications	01-4500	Custodial-Open order for consumables		2,910.87
12108048	09/30/2014	Woody's Golf & Ind. Vehicles	01-5100	Public Information Office- Open order		1,750.00
			39-6400	Parking- 2010 E-Z-Go RXV Cart		5,217.71
Total Number of Checks					292	1,865,945.39

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 09/01/2014 through 09/30/2014

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
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Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	223	811,013.69
04	Children Center	5	33,598.44
14	Capital Projects Fund (M)	5	44,836.22
35	Self Insurance Fund (M)	6	10,804.63
39	Parking Fund (M)	8	34,437.07
46	College Center Bond Fund (M)	1	16,425.00
47	College Center (M)	6	6,782.23
48	Building Fund (M)	48	904,798.11
69	Workers Compensation Fund	1	3,250.00
Total Number of Checks		292	1,865,945.39
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			1,865,945.39

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

Consent Agenda Item No. A.5

Fiscal Services

College Area

Proposal:

It is proposed that the Board of Trustees approves the September 2014 Purchase Orders, Numbers B1500285 through B1500392.

Background:

Purchase Orders B1500285 through B1500392 were produced in September 2014. These orders totaled \$7,511,376.17 in college expenditures. The list of Purchase Orders is attached.

Budgetary Implications:

Budgeted.

RESOLUTION: BE IT RESOLVED, that Purchase Orders B1500285 through B1500392 in the amount of \$7,511,376.17 be approved.

Recommended By: C. E. Davis by [Signature]
C. Earl Davis, Vice President for Administrative Services

Prepared By: Mary F. Weber, Purchasing Coordinator; Rosemary Barrios, Controller

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

(See Last Page) ***			Board Meeting Date October 22, 2014			
PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount	
B15-00285	Lenovo	041	IS Network & Tech- PCs for M. Midkiff & Tech.	01-6400	2,695.55	
B15-00286	Agile Research & Tech.	041	Gen Instit-Contingencies- Web Redesign	14-5800	15,000.00	
B15-00287	Nob Hill Foods -Sacto	027	Children's Center-Open order for children's meals	04-4500	500.00	
				04-4700	1,200.00	
B15-00288	SMART & FINAL	027	Children's Center-Open order for children's meals	04-4500	500.00	
				04-4700	2,500.00	
B15-00289	Sysco Food Service of SF	027	Children's Center-Open order for children's meals	04-4500	1,500.00	
				04-4700	17,000.00	
B15-00290	Pocket Nurse	045	Medical Assisting- medical supplies	01-4300	365.48	
B15-00291	CDW GOVERNMENT INC	031	VATEA I-C Curr. Dev. 70 ea. 8GB & adobe license	01-6300	6,902.92	
B15-00292	Darby Campbell	059	Supportive Services- ASL Interpreting	01-5100	2,900.00	
B15-00293	Laura Keen	059	Supportive Services- ASL Interpreting	01-5100	9,000.00	
B15-00294	Sherie Nelson	059	Supportive Services- ASL Interpreting	01-5100	3,400.00	
B15-00295	Greene, Evette	059	Supportive Service- ASL Interpreting	01-5100	2,675.00	
B15-00296	GRAINGER INC-salinas	150	Phase I-Furn&Equip- Compressor	48-6400	1,048.55	
B15-00297	Office Depot	021	Dean Of Instruction- Open order	01-4500	300.00	
B15-00298	Office Depot	058	Office of Superintend/Pres.- Open order	01-4500	800.00	
B15-00299	WageWorks	080	Self Insurance- Open order	35-5100	1,496.00	
B15-00300	AT&T	041	MPC Ed Center- open order	01-5500	28,000.00	
B15-00301	AT&T	041	Gen Instit-Telecommunications-Open order	01-5500	50,000.00	
B15-00302	Lenovo	041	Office- Institutional Research-Workstation-R. Ryan	01-6400	905.93	
B15-00303	Terence Johnson	047	MATE MOV: Independent Contractor	01-5100	3,400.00	
B15-00304	School Datebooks	059	Matriculation Office-200 personalized cover	01-7600	481.60	
B15-00305	MONTEREY COUNTY HERALD	022	Office of VP Admin Serv.-Legal notice-Budget	01-5700	181.24	
B15-00306	Fluke Networks	041	IS Network & Tech-Annual Support	01-5600	768.00	
B15-00307	Don Rodriguez	048	Barnet Segal Grant-Independent Contractor	01-5100	8,800.00	
B15-00308	Central Coast Media Enterprise	038	Health Services- MPC Nametags	01-4500	15.05	
B15-00309	Bank of Sacramento	150	College Ctr Bldg-Escrow payment-July&August	48-5100	15,203.25	
B15-00310	Cardinale Moving & Storage Co	150	College Center Bldg-Move Food Services	48-5100	3,832.60	
B15-00311	Otto Construction	150	College Ctr Bldg-Install outlet behind bookstore	48-5100	499.00	
B15-00313	Otto Construction	150	College Ctr Bldg-Re-encumber B1400155	48-5100	106,058.95	

*** See the last page for criteria limiting the report detail.

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ESCAPE ONLINE

(See Last Page) ***			Board Meeting Date October 22, 2014			
PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount	
B15-00314	Contrax	080	Gen. Institutional Cont.-Power Sit/Stand Table	01-6400	161.25	
B15-00315	Estela Clouse	025	VATEA I-C Curr. Dev-199 Toyota Camry	01-6400	2,250.00	
B15-00316	James Conder	025	VATEA I-C Curr Dev- 1990 Mazada Miata	01-6400	1,000.00	
B15-00317	CA Dept of Motor Vehicles	025	VATEA I-C Curr Dev-Sales tax on Toyota & Mazda	01-6400	244.00	
B15-00318	Contrax	150	Phase I-Furn&Equip-Addl furniture Student Ctr	48-6400	1,074.31	
B15-00319	Lenovo	080	Fiscal Services-Desktop computer for R. Barrios	01-6400	709.50	
B15-00320	Berkadia Commercial Mortgage	080	College Ctr Bond-Open order -bond payments	46-7100	17,625.00	
B15-00321	EMPLOYMENT DEVELOPMENT DEPT	080	Fiscal Services-Open order-Unemployment Ins.	01-5800	20,000.00	
B15-00322	PENINSULA MESSENGER SERVICE	080	Fiscal Services-Open order Courier Service	01-5800	5,310.00	
B15-00323	LOOMIS	080	Fiscal Services- Open order courier service	01-5800	9,965.82	
B15-00324	VAVRINEK TRINE DAY & CO	080	Office of VP of Admin. Svc-Open order	01-5700	63,500.00	
B15-00325	Symetra Life Insurance	080	Gen. Instit-Support/Ins- Open order-Disability	01-3400	17,616.36	
B15-00326	Alliant Insurance Services Inc	080	Self Insurance- Medical Broker	35-5100	41,666.70	
B15-00327	Anthem Blue Cross	080	Gen. Instit.-Support/Ins- Open order Life ins.	01-3400	16,164.67	
B15-00328	Standard Insurance Company CB	080	Gen. Instit.-Support/Ins- Open order-Accident Life	01-3400	11,164.82	
B15-00329	ALAMEDA COUNTY SCHOOLS	080	Gen. Instit. Support/Ins- Open order-vision	01-3400	29,376.45	
B15-00330	ACSIG Dental	080	Gen. Instit-Support/Ins-Open ordr Dental claims	01-3400	341,988.36	
B15-00331	CHEVRON USA INC	051	Athletics-Men & Women- Open order for gasoline	01-5500	4,500.00	
B15-00332	COMPUTERLAND OF SILICON VALLEY	041	Network & Tech-Microsoft campus agreement	01-6300	52,152.00	
B15-00333	Vangent Inc	080	Fisal Services-Open order for 1098 T Service	01-5800	10,000.00	
B15-00334	MPC District	080	Calif. Preschool Contract-Self Insurance Fund	04-3400	48,835.00	
B15-00335	MPC District	080	Parking -Self insurance	39-3400	91,708.00	
B15-00336	MPC District	080	Children's Ctr&CA preschool contract-open order	04-3400	65,801.00	
B15-00337	MPC District	080	Varios-Open orders-self insurance fund	01-3400	5,135,038.00	
B15-00338	Grainger	053	Chemistry- Open order	01-4300	400.00	
B15-00339	Keenan & Associates	022	Workman's Comp- Open order	69-5100	6,500.00	

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(See Last Page) ***

Board Meeting Date October 22, 2014

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B15-00340	Teracai	041	Phase I-Furn & Equip- Network Equip-SC & Arts	48-6400	13,859.52
B15-00341	VERIZON WIRELESS	041	Parking- Open order for cell phones	39-5500	1,350.00
B15-00342	Behnam MD, Shaida	038	Health Services- Independent Contractor	01-5100	4,000.00
B15-00343	Office Depot	055	Division Office- Social Science- Open order	01-4500	1,200.00
B15-00344	Lenovo	021	Distrance Ed-Desktop computer & monitor	01-6400	905.93
B15-00345	Otto Construction	150	College Ctr Bldg-Re-encumber B1400155	48-5100	182,802.80
B15-00346	Clay People	150	Art Studio/Ceramics-Kiln set up & repairs	48-6200	1,017.75
B15-00347	COLLINS ELECTRIC CO	150	Prop. 39-Lighting retrofit-install 5 addl fixtures	14-6100	3,356.00
B15-00348	MANPOWER	150	Art Studio/Ceramics-Labor to pack	48-6200	4,726.81
B15-00349	American Reprographics Co	150	Gen. Instit. Bond-Plan well and printing services	48-5100	137.71
B15-00350	C2G Civil Consultants Group	150	Gen. Instit. Bond-Reopening fees Parking lot B	48-5100	500.00
B15-00351	Division of State Architect-	150	Gen. Instit. Bond-Added fees-baseball restroom	48-5100	760.24
B15-00352	Division of State Architect-	150	Phase I-Swing Space-Addl fees for closeout	48-6200	1,224.69
B15-00353	Mobile Modular Mgmt Corp	150	Phase I-Swing Space- Retrun 24x40 trailer	48-6200	4,976.25
B15-00354	Otto Construction	150	College Ctr Bldg-Install cabinets in TRIO	48-5100	995.00
B15-00355	Bank of Sacramento	150	College Ctr. Bldg.-Excrow payments for Sept.	48-5100	558.30
B15-00356	Axiom Engineers	150	Art Studio/Ceramics- Re-encumber B1400228	48-6200	2,560.00
B15-00357	Williams Scotsman	150	Phase I-Swing Space-Remove Restroom & ramp	48-6200	10,696.74
B15-00358	Field Turf	051	PE facilities-rental proceeds-Turf repair	14-5600	750.00
B15-00359	DELL MARKETING LP	059	Supportive Services-parts for laptop	01-6400	68.78
B15-00360	PSTS INC	150	Phase I-Swing Space-Empty grease traps	48-6200	145.00
B15-00361	Otto Construction	150	Swing Space- Prepare 5 trailers for moving	48-6200	13,417.00
B15-00362	Modular Solutions Inc	150	Swing Space-Move trailer to Fort Ord	48-6200	914.00
B15-00363	Cardinale Moving & Storage Co	150	Swing Space- 6 SAM storage unit pick-ups	48-6200	354.00
B15-00364	Kleinfelder	150	Pool & Tennis Crts-Special Inspection-final report	48-6200	3,368.75
B15-00365	Otto Construction	150	Art Complex-Relocate and install shelving	48-6200	3,690.00

*** See the last page for criteria limiting the report detail.

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ESCAPE ONLINE

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(See Last Page) ***			Board Meeting Date October 22, 2014			
PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount	
B15-00366	Otto Construction	150	Humanities-SS- Repair feeder cable splice in Hum.	48-6200	1,198.00	
B15-00367	Otto Construction	150	Sidewalk repairs- Grind a patch sidewalks	48-6100	7,698.00	
B15-00368	MANPOWER	150	Art Complex-Labor to pack Print & Painting Labs	48-6200	15,764.27	
B15-00369	Kleinfelder	150	Arts Complex- Special inspection	48-6200	392.00	
B15-00370	Cardinale Moving & Storage Co	150	Art Complex- Moving services	48-6200	6,400.00	
B15-00371	DAVID FOORD	150	Pool Building-inspection services for August	48-6200	225.00	
B15-00372	DAVID FOORD	150	College Ctr Bldg-Inspection services for August	48-5100	2,250.00	
B15-00373	Clay People	150	Art Complex-Additional Kiln repairs	48-6200	1,149.21	
B15-00374	Mobile Modular Mgmt Corp	150	Swing Space-August 2014 rental	48-6200	588.03	
B15-00375	Mobile Modular Mgmt Corp	150	Swing Space- Rental for final month of T100	48-6200	210.00	
B15-00376	Ausonio Inc	150	Art Complex-Re-encumber B1400141	48-6200	294,992.00	
B15-00377	HGHB	150	Pool Building- Re-encumber PO B1400190	48-6200	3,920.00	
B15-00378	NFORMD.NET LLC	057	Matriculation Office-User access to "Not anymore"	01-5600	2,280.00	
B15-00379	Alfred Rental Library	031	Music-Rental of sheet music	01-4300	359.00	
B15-00380	United States Controls	047	MATE Resource Ctr-2000 propeller adaptors	01-5200	1,101.88	
B15-00381	SPORT & CYCLE	051	Athletics-Men & Womens-Basketballs	01-4300	1,067.10	
B15-00382	MONTEREY AUTO SUPPLY INC	025	Automotive Tech-	01-4300	1,500.00	
B15-00383	MPC District	080	Restricted budget- Self Insurance Fund-open order	01-3400	616,846.00	
B15-00384	Peninsula Office Solutions	057	Matriculation Office- Open PO for Tosiba	01-5600	500.00	
B15-00385	DEMCO	044	Library-Magazine Holders & Red Tapes	01-4500	89.05	
B15-00386	Singlewire Software	041	Gen/Instit-Support/Ins-Endpoint licensing	01-4500	2,735.00	
B15-00387	Jose Martinez-Saldana	057	EOPS-Independent Contractor	01-5100	5,000.00	
B15-00388	Riddell/All American	051	Athletics Men- Open order	01-4300	300.00	
B15-00389	Office Depot	057	Calworks- Open order	01-4500	600.00	
B15-00390	Epico Systems Inc	041	IS Network & Tech-Student Center WAP wiring	01-4500	360.00	
B15-00391	Epico Systems Inc	041	IS Network & Tech-Lecture Forum wiring & Network	01-4500	1,756.00	
B15-00392	Epico Systems Inc	041	IS Network & Tech-Student Center Phones	01-4500	1,080.00	
Total Number of POs				107	Total	7,511,376.17

*** See the last page for criteria limiting the report detail.

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

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(See Last Page) ***

Board Meeting Date October 22, 2014

Fund Recap

Fund	Description	PO Count	Amount
01	General Fund	56	6,484,880.74
04	Children Center	5	137,836.00
14	Capital Projects Fund (M)	3	19,106.00
35	Self Insurance Fund (M)	2	43,162.70
39	Parking Fund (M)	2	93,058.00
46	College Center Bond Fund (M)	1	17,625.00
48	Building Fund (M)	37	709,207.73
69	Workers Compensation Fund	1	6,500.00
		Total	7,511,376.17

Information is further limited to: Purchase Orders starting with text between b15-00285 and b15-00392

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

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(See Last Page) ***

Board Meeting Date October 22, 2014

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B15-00286	Agile Research & Tech.	041	Gen Instit-Contingencies- Web Redesign	14-5800	15,000.00
B15-00289	Sysco Food Service of SF	027	Children's Center-Open order for children's meals	04-4500	1,500.00
B15-00291	CDW GOVERNMENT INC	031	VATEA I-C Curr. Dev. 70 ea. 8GB & adobe license	04-4700 01-6300	17,000.00 6,902.92
B15-00293	Laura Keen	059	Supportive Services- ASL Interpreting	01-5100	9,000.00
B15-00300	AT&T	041	MPC Ed Center- open order	01-5500	28,000.00
B15-00301	AT&T	041	Gen Instit-Telecommunications-Open order	01-5500	50,000.00
B15-00307	Don Rodriguez	048	Barnet Segal Grant-Independent Contractor	01-5100	8,800.00
B15-00309	Bank of Sacramento	150	College Ctr Bldg-Escrow payment-July&August	48-5100	15,203.25
B15-00313	Otto Construction	150	College Ctr Bldg-Re-encumber B1400155	48-5100	106,058.95
B15-00320	Berkadia Commercial Mortgage	080	College Ctr Bond-Open order -bond payments	46-7100	17,625.00
B15-00321	EMPLOYMENT DEVELOPMENT DEPT	080	Fiscal Services-Open order-Unemployment Ins.	01-5800	20,000.00
B15-00322	PENINSULA MESSENGER SERVICE	080	Fiscal Services-Open order Courier Service	01-5800	5,310.00
B15-00323	LOOMIS	080	Fiscal Services- Open order courier service	01-5800	9,965.82
B15-00324	VAVRINEK TRINE DAY & CO	080	Office of VP of Admin. Svc-Open order	01-5700	63,500.00
B15-00325	Symetra Life Insurance	080	Gen. Instit-Support/Ins- Open order-Disability	01-3400	17,616.36
B15-00326	Alliant Insurance Services Inc	080	Self Insurance- Medical Broker	35-5100	41,666.70
B15-00327	Anthem Blue Cross	080	Gen. Instit.-Support/Ins- Open order Life ins.	01-3400	16,164.67
B15-00328	Standard Insurance Company CB	080	Gen. Instit.-Support/Ins- Open order-Accident Life	01-3400	11,164.82
B15-00329	ALAMEDA COUNTY SCHOOLS	080	Gen. Instit. Support/Ins- Open order-vision	01-3400	29,376.45
B15-00330	ACSIG Dental	080	Gen. Instit-Support/Ins-Open order Dental claims	01-3400	341,988.36
B15-00332	COMPUTERLAND OF SILICON VALLEY	041	Network & Tech-Microsoft campus agreement	01-6300	52,152.00
B15-00333	Vangent Inc	080	Fisal Services-Open order for 1098 T Service	01-5800	10,000.00
B15-00334	MPC District	080	Calif. Preschool Contract-Self Insurance Fund	04-3400	48,835.00
B15-00335	MPC District	080	Parking -Self insurance	39-3400	91,708.00
B15-00336	MPC District	080	Children's Ctr&CA preschool contract-open order	04-3400	65,801.00
B15-00337	MPC District	080	Varios-Open orders-self insurance fund	01-3400	5,135,038.00

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ESCAPE ONLINE

Page 1 of 2

(See Last Page) ***				Board Meeting Date October 22, 2014	
PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B15-00339	Keenan & Associates	022	Workman's Comp- Open order	69-5100	6,500.00
B15-00340	Teracai	041	Phase I-Furn & Equip- Network Equip-SC & Arts	48-6400	13,859.52
B15-00345	Otto Construction	150	College Ctr Bldg-Re-encumber B1400155	48-5100	182,802.80
B15-00357	Williams Scotsman	150	Phase I-Swing Space-Remove Restroom & ramp	48-6200	10,696.74
B15-00361	Otto Construction	150	Swing Space- Prepare 5 trailers for moving	48-6200	13,417.00
B15-00367	Otto Construction	150	Sidewalk repairs- Grind a patch sidewalks	48-6100	7,698.00
B15-00368	MANPOWER	150	Art Complex-Labor to pack Print & Painting Labs	48-6200	15,764.27
B15-00370	Cardinale Moving & Storage Co	150	Art Complex- Moving services	48-6200	6,400.00
B15-00376	Ausonio Inc	150	Art Complex-Re-encumber B1400141	48-6200	294,992.00
B15-00383	MPC District	080	Restricted budget- Self Insurance Fund-open order	01-3400	616,846.00
B15-00387	Jose Martinez-Saldana	057	EOPS-Independent Contractor	01-5100	5,000.00
Total Number of POs				37	
				Total	7,409,353.63

Fund Recap

Fund	Description	PO Count	Amount
01	General Fund	19	6,436,825.40
04	Children Center	3	133,136.00
14	Capital Projects Fund (M)	1	15,000.00
35	Self Insurance Fund (M)	1	41,666.70
39	Parking Fund (M)	1	91,708.00
46	College Center Bond Fund (M)	1	17,625.00
48	Building Fund (M)	10	666,892.53
69	Workers Compensation Fund	1	6,500.00
		Total	7,409,353.63

Information is further limited to: (Minimum Amount = 5,000.00); Purchase Orders starting with text between b15-00285 and b15-00392

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE
Page 2 of 2

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

Consent Agenda Item No. A.6

Fiscal Services
College Area

Proposal:

Approve budget adjustments for the period of September 11 through October 8, 2014.
(Fiscal Year 2013-2014.)

Background:

Please see attached budget revision documents.

Budgetary Implications:

Fund 01 (Unrestricted General Fund)

Net increase in the 4000 (Supplies) Object expense category	\$	928
Net decrease in the 5000 (Other/Services) Object expense category	\$	928

RESOLUTION: BE IT RESOLVED, that the following budget adjustments in the Unrestricted General Fund be approved:

Net increase in the 4000 Object expense category	\$	928
Net decrease in the 5000 Object expense category	\$	928

Recommended By:

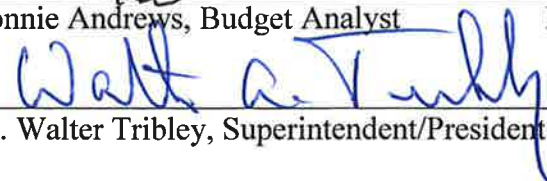

C. Earl Davis, Vice President for Administrative Services

Prepared By:


Connie Andrews, Budget Analyst


Rosemary Barrios, Controller

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

BUDGET REVISIONS
September 11 - October 8, 2014
Fund 01 (Unrestricted General Fund) Fiscal Year 2013-14

1000	2000	3000	4000	5000	6000	7000	EXPLANATIONS
CERT.	CLASS.	BENEFITS	SUPPLIES	OTHER	CAPITAL	OTHER	
SALARIES	SALARIES			SERVICES	OUTLAY	OUTGO	
			928	(928)			Transfer funds from General Institutional Contingency to Office Supplies, to cover cost of Auto Tech High School event. Transfer was within the Dean of Instructional Planning Dept.
							Reduction to: 01-0040-0-6010-2202-5800-000-00-5840
							Addition to: 01-0040-0-6010-2202-4500-000-00-4525
0	0	0	928	(928)	0	0	TOTALS

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

Consent Agenda Item No. A.7

Fiscal Services
College Area

Proposal:

Approve budget adjustments for the period of September 11 through October 8, 2014.
(Fiscal Year 2013-2014.)

Background:

Please see attached budget revision documents.

Budgetary Implications:

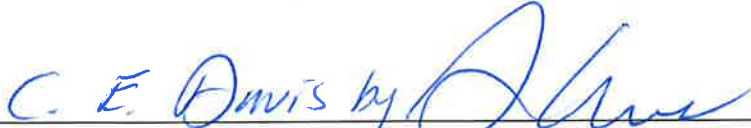
Fund 01 (Restricted General Fund)

Net increase in the 1000 (Certificated Salary) Object expense category	\$	47,377
Net increase in the 2000 (Classified Salary) Object expense category	\$	30,905
Net increase in the 3000 (Benefits) Object expense category	\$	13,663
Net increase in the 4000 (Supplies) Object expense category	\$	2,980
Net increase in the 5000 (Services) Object expense category	\$	8,455
Net increase in the 6000 (Capital Outlay) Object expense category	\$	291
Net decrease in the 7000 (Other Outgo) Object expense category	\$	103,671

RESOLUTION: BE IT RESOLVED, that the following budget adjustments in the Restricted General Fund be approved:

Net increase in the 1000 Object expense category	\$	47,377
Net increase in the 2000 Object expense category	\$	30,905
Net increase in the 3000 Object expense category	\$	13,663
Net increase in the 4000 Object expense category	\$	2,980
Net increase in the 5000 Object expense category	\$	8,455
Net increase in the 6000 Object expense category	\$	291
Net decrease in the 7000 Object expense category	\$	103,671

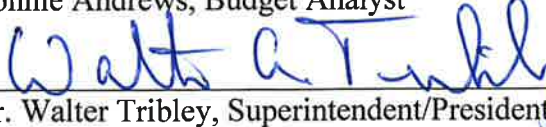
Recommended By:


C. Earl Davis, Vice President for Administrative Services

Prepared By:

 
Connie Andrews, Budget Analyst Rosemary Barrios, Controller

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

BUDGET REVISIONS

September 11 - October 8, 2014

Fund 01 (Restricted General Fund) Fiscal Year 2013-14

1000	2000	3000	4000	5000	6000	7000	EXPLANATIONS
CERT. SALARIES	CLASS. SALARIES	BENEFITS	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	OTHER OUTGO	
18,165		1,896	(2,500)	(1,000)		(16,561)	<p>Transfer funds from Office Supplies, Conference Travel and Textbook Vouchers. Transfer to Counseling Salary & Benefits, to cover costs. Transfer was within the TANF Dept.</p> <p>Reduction to: 01-0007-1-6960-2006-4500-000-56-4525 01-0007-1-6960-2006-5200-000-56-5220 01-0007-1-6960-2006-7200-000-56-7602</p> <p>Addition to: 01-0007-1-6960-2006-1200-000-56-1215 01-0007-1-6960-2006-3120-000-56-1215 01-0007-1-6960-2006-3340-000-56-1215 01-0007-1-6960-2006-3620-000-56-1215</p>
(244)	5,664	2,272	495	566		(8,753)	<p>Transfer funds from Hourly Counseling Salary and Payments for Childcare. Transfer to Classified Salary & Benefits, Office Supplies and Conference Travel, to cover costs. Transfer was within the CALWORKS Dept.</p> <p>Reduction to: 01-0007-1-6960-2005-1400-000-57-1401 01-0007-1-6960-2005-7500-000-57-7502</p> <p>Addition to: 01-0007-1-6960-2005-2100-000-57-2101 01-0007-1-6960-2005-3220-000-57-2101 01-0007-1-6960-2005-3320-000-57-2101 01-0007-1-6960-2005-3120-000-57-1203 01-0007-1-6960-2005-4500-000-57-4525 01-0007-1-6960-2005-5200-000-57-5220</p>
	11,627	5,319		(16,946)			<p>Transfer funds from Conference Travel and Software Maintenance to Classified Salary & Benefits, to cover costs. Transfer was within the Student Financial Aid Administration Dept.</p> <p>Reduction to: 01-0007-1-6460-1426-5200-000-54-5220 01-0007-1-6460-1426-5600-000-54-5622</p> <p>Addition to: 01-0007-1-6460-1426-2100-000-54-2101 01-0007-1-6460-1426-3220-000-54-2101 01-0007-1-6460-1426-3320-000-54-2101 01-0007-1-6460-1426-3340-000-54-2101 01-0007-1-6460-1426-3520-000-54-2101 01-0007-1-6460-1426-3620-000-54-2101</p>

September 11 - October 8, 2014
Fund 01 (Restricted General Fund) Fiscal Year 2013-14

1000	2000	3000	4000	5000	6000	7000	EXPLANATIONS
CERT. SALARIES	CLASS. SALARIES	BENEFITS	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	OTHER OUTGO	
2,982	101	504	(2,087)	(1,500)			<p>Transfer funds from Office Supplies and Conference Travel. Transfer to Counseling Salary & Benefits and to Classified Salary & Benefits, to cover costs. Transfer was within the Student Success & Support Program/Non-Credit Dept.</p> <p>Reduction to: 01-0050-1-7000-1306-4500-000-79-4525 01-0050-1-7000-1306-5600-000-79-5622</p> <p>Addition to: 01-0050-1-7000-1306-1200-000-79-1215 01-0050-1-7000-1306-3220-000-79-1215 01-0050-1-7000-1306-3320-000-79-1215 01-0050-1-7000-1306-3340-000-79-1215 01-0050-1-7000-1306-3520-000-79-1215 01-0050-1-7000-1306-3620-000-79-1215 01-0050-1-7000-1306-2100-000-79-2101 01-0050-1-7000-1306-3220-000-79-2101 01-0050-1-7000-1306-3320-000-79-2101 01-0050-1-7000-1306-3340-000-79-2101 01-0050-1-7000-1306-3620-000-79-2101</p>
(8,738)	(8,062)	(4,170)		16,780		4,190	<p>Transfer funds from Counseling Salary & Benefits and Classified Salary & Benefits. Transfer to Maintenance Agreement, Software Maintenance and Textbook Vouchers, to cover costs. Transfer was within the Student Success & Support Program/Credit Dept.</p> <p>Reduction to: 01-0050-1-7000-1305-1200-000-78-1215 01-0050-1-7000-1305-3220-000-78-1215 01-0050-1-7000-1305-3320-000-78-1215 01-0050-1-7000-1305-2100-000-78-2101 01-0050-1-7000-1305-3220-000-78-2101 01-0050-1-7000-1305-3320-000-78-2101</p> <p>Addition to: 01-0050-1-7000-1305-5600-000-78-5620 01-0050-1-7000-1305-5600-000-78-5622 01-0050-1-7000-1305-7600-000-78-7602</p>

September 11 - October 8, 2014
Fund 01 (Restricted General Fund) Fiscal Year 2013-14

1000	2000	3000	4000	5000	6000	7000	EXPLANATIONS
CERT.	CLASS.	BENEFITS	SUPPLIES	OTHER	CAPITAL	OTHER	
SALARIES	SALARIES			SERVICES	OUTLAY	OUTGO	
11,838		1,509	(3,446)	(3,317)		(6,584)	<p>Transfer funds from Subscriptions, Office Supplies, Conference Travel, Maintenance Agreement, Special Events, Textbook Vouchers, and Meal Tickets. Transfer to Hourly Counseling Salary & Benefits, to cover costs. Transfer was within the CARE Dept.</p> <p>Reduction to: 01-0007-1-6430-1468-4300-000-52-4331 01-0007-1-6430-1468-4500-000-52-4525 01-0007-1-6430-1468-5200-000-52-5220 01-0007-1-6430-1468-5600-000-52-5620 01-0007-1-6430-1468-5800-000-52-5816 01-0007-1-6430-1468-7600-000-52-7602 01-0007-1-6430-1468-7600-000-52-7604</p> <p>Addition to: 01-0007-1-6430-1468-1400-000-52-1401 01-0007-1-6430-1468-3120-000-52-1401 01-0007-1-6430-1468-3340-000-52-1401 01-0007-1-6430-1468-3520-000-52-1401 01-0007-1-6430-1468-3620-000-52-1401</p>
(6,559)	930	(580)	184	500		5,525	<p>Transfer funds from Dean's Salary & Benefits to Printing, Maintenance Agreement, and Textbook Vouchers, to cover costs. Transfer was within the TRIO/SSS Dept.</p> <p>Reduction to: 01-0007-1-7010-1020-1200-000-28-1203 01-0007-1-7010-1020-3120-000-28-1203 01-0007-1-7010-1020-3340-000-28-1203 01-0007-1-7010-1020-3520-000-28-1203 01-0007-1-7010-1020-3620-000-28-1203</p> <p>Addition to: 01-0007-1-7010-1020-2300-000-28-2306 01-0007-1-7010-1020-4500-000-28-4511 01-0007-1-7010-1020-5600-000-28-5620 01-0007-1-7010-1020-7600-000-28-7602</p>
	1,408		(224)	(1,184)			<p>Transfer funds from Printing, Office Supplies and Guest Lecturer. Transfer to Temporary Salary & Benefits, to cover costs. Transfer was within the Basic Skills 2011-12 Dept.</p> <p>Reduction to: 01-0020-1-4900-1548-4500-000-96-4511 01-0020-1-4900-1548-4500-000-96-4525 01-0020-1-4900-1548-4700-000-96-4706 01-0020-1-4900-1548-5800-000-96-5837</p> <p>Addition to: 01-0020-1-4900-1548-2400-000-96-2404</p>

September 11 - October 8, 2014
Fund 01 (Restricted General Fund) Fiscal Year 2013-14

1000	2000	3000	4000	5000	6000	7000	EXPLANATIONS
CERT. SALARIES	CLASS. SALARIES	BENEFITS	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	OTHER OUTGO	
	4,254	166	926	500		(5,846)	<p>Transfer funds from Textbook Vouchers to Prof. Expert Salary & Benefits, Office Supplies, Food and Maintenance Agreement, to cover costs. Transfer was within the TRIO/Upward Bound Dept.</p> <p>Reduction to: 01-0007-1-7010-1021-7600-000-29-7602 Addition to: 01-0007-1-7010-1020-2400-000-29-2403 01-0007-1-7010-1020-3330-000-29-2403 01-0007-1-7010-1020-3610-000-29-2403 01-0007-1-7010-1020-4500-000-29-4525 01-0007-1-7010-1020-4700-000-29-4706 01-0007-1-7010-1020-5600-000-29-5620</p>
4,804	1,221	669	1,478	1,040		(9,212)	<p>Transfer funds from Health & Welfare Transfer. Transfer to Hourly Counseling Salary & Benefits, Temporary Salary & Benefits, Food, Field Trips and Maintenance Agreement, to cover costs. Transfer was within the TRIO/MSUB Dept.</p> <p>Reduction to: 01-0007-1-7010-1022-7300-000-30-7309 01-0007-1-7010-1022-3120-000-30-1203 01-0007-1-7010-1022-3340-000-30-1203 01-0007-1-7010-1022-3520-000-30-1203 01-0007-1-7010-1022-3620-000-30-1203 Addition to: 01-0007-1-7010-1022-1400-000-30-1401 01-0007-1-7010-1022-3120-000-30-1401 01-0007-1-7010-1022-3340-000-30-1401 01-0007-1-7010-1022-3520-000-30-1401 01-0007-1-7010-1022-3620-000-30-1401 01-0007-1-7010-1022-2300-000-30-2306 01-0007-1-7010-1022-3340-000-30-2306 01-0007-1-7010-1022-3520-000-30-2306 01-0007-1-7010-1022-3620-000-30-2306 01-0007-1-7010-1022-4700-000-30-4706 01-0007-1-7010-1022-5200-000-30-5203 01-0007-1-7010-1022-5600-000-30-5620</p>

September 11 - October 8, 2014
Fund 01 (Restricted General Fund) Fiscal Year 2013-14

1000	2000	3000	4000	5000	6000	7000	EXPLANATIONS
CERT. SALARIES	CLASS. SALARIES	BENEFITS	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	OTHER OUTGO	
25,129	13,762	6,078	8,154	13,016	291	(66,430)	Transfer funds from Textbook Vouchers. Transfer to Hourly Counseling Salary & Benefits, Early Spring Counseling Salary & Benefits, Classified Salary & Benefits, Temporary Salary & Benefits, Printing, Office Supplies, Food, Conference Travel, Special Events, and New Equipment, to cover costs. Transfer was within the EOPS Dept.
							Reduction to: 01-0007-1-6430-1464-7600-000-50-7602
							Addition to: 01-0007-1-6430-1464-1400-000-50-1401
							01-0007-1-6430-1464-3120-000-50-1401
							01-0007-1-6430-1464-3340-000-50-1401
							01-0007-1-6430-1464-3520-000-50-1401
							01-0007-1-6430-1464-3620-000-50-1401
							01-0007-1-6430-1464-1400-000-50-1402
							01-0007-1-6430-1464-3120-000-50-1402
							01-0007-1-6430-1464-3340-000-50-1402
							01-0007-1-6430-1464-3520-000-50-1402
							01-0007-1-6430-1464-3620-000-50-1402
							01-0007-1-6430-1464-2100-000-50-2101
							01-0007-1-6430-1464-3220-000-50-2101
							01-0007-1-6430-1464-3320-000-50-2101
							01-0007-1-6430-1464-3340-000-50-2101
							01-0007-1-6430-1464-3520-000-50-2101
							01-0007-1-6430-1464-3620-000-50-2101
							01-0007-1-6430-1464-2300-000-50-2306
							01-0007-1-6430-1464-3340-000-50-2306
							01-0007-1-6430-1464-3620-000-50-2306
							01-0007-1-6430-1464-4500-000-50-4511
							01-0007-1-6430-1464-4500-000-50-4525
							01-0007-1-6430-1464-4700-000-50-4706
							01-0007-1-6430-1464-5200-000-50-5220
							01-0007-1-6430-1464-5800-000-50-5816
							01-0007-1-6430-1464-6400-000-50-6404
							01-0007-1-6430-1464-7600-000-50-7602
47,377	30,905	13,663	2,980	8,455	291	(103,671)	TOTALS

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

Consent Agenda Item No. A.8

Fiscal Services
College Area

Proposal:

Approve budget adjustments for the period of September 11 through October 8, 2014.
(Fiscal Year 2013-2014.)

Background:

Please see attached budget increase documents. Board Policy 2120 requires Board approval of increases to the total Fiscal Year budget.

Budgetary Implications:

Fund 01 (Child Development Fund):

Table with 2 columns: Description and Amount. Rows include Net increase in the 2000 (Classified Salary) Object expense category (\$ 9,772), Net increase in the 3000 (Benefits) Object expense category (\$ 2,228), and Total increase in expense lines budgeted (\$ 12,000).

RESOLUTION: BE IT RESOLVED, that the following budget increases in the Child Development Fund be approved:

Increase of \$12,000 in funds received for FY 2013-2014.

Recommended By: C. E. Davis, Vice President for Administrative Services

Prepared By: Connie Andrews, Budget Analyst; Rosemary Barrios, Controller

Agenda Approval: Dr. Walter Tribble, Superintendent/President

BUDGET INCREASES

September 11 - October 8, 2014 - **Fiscal Year 2013-14**
Fund 04 (Child Devt. Fund)

EXPLANATIONS	AMOUNTS	AMOUNTS
Increase Revenue and Expenses in State Preschool/Community Foundation Grant Department, to reflect grant received for FY 2013-14.		
Total Revenue:	\$12,000	
Total Expenses:		\$12,000
SUBTOTAL, FUNDS RECEIVED FOR FY 2013-14	\$12,000	\$12,000
TOTAL INCREASES	\$12,000	\$12,000

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

Consent Agenda Item No. A.9

Fiscal Services
College Area

Proposal:

Approve budget adjustments for the period of September 11 through October 8, 2014,
(Fiscal Year 2013-2014.)

Background:

Please see attached budget increase documents. Board Policy 2120 requires Board approval of increases to the total Fiscal Year budget.

Budgetary Implications:

Fund 39 (Parking Fund):

Net increase in the 2000 (Classified Salary) Object expense category	\$	6,733
Net increase in the 3000 (Benefits) Object expense category	\$	679
Net increase in the 4000 (Supplies) Object expense category	\$	440
Net increase in the 5000 (Services) Object expense category	\$	391,413
Net increase in the 6000 (Capital Outlay) Object expense category	\$	<u>595</u>
Total increase in expense lines budgeted	\$	399,860

RESOLUTION: BE IT RESOLVED, that the following budget increases in the Parking Fund be approved:

Increase of \$340,108 in funds carried forward from FY 2012-13 to FY 2013-2014.

Increase of \$59,752 in funds received for FY 2013-2014.

Recommended By:

C. E. Davis, by [Signature]
C. Earl Davis, Vice President for Administrative Services

Prepared By:

[Signature] Rosemary Barrios
Connie Andrews, Budget Analyst Rosemary Barrios, Controller

Agenda Approval:

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

BUDGET INCREASES

September 11 - October 8, 2014 - Fiscal Year 2013-14

Fund 39 (Parking Fund)

EXPLANATIONS	AMOUNTS	AMOUNTS
Increase Revenue and Expenses in the Parking Department, to reflect funds carried forward from FY 2012-13 to FY 2013-14.		
Total Revenue:	\$340,108	
Total Expenses:		\$340,108
SUBTOTAL, FUNDS CARRIED FORWARD FROM FY 2012-13 TO FY 2013-14	\$340,108	\$340,108
Increase Revenue and Expenses in the Parking Department, to reflect fee revenue received for FY 2013-14.		
Total Revenue:	\$59,752	
Total Expenses:		\$59,752
SUBTOTAL, FUNDS RECEIVED FOR FY 2013-14	\$59,752	\$59,752
TOTAL INCREASES	\$399,860	\$399,860

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

Consent Agenda Item No. A.10

Fiscal Services
College Area

Proposal:

Approve budget adjustments for the period of September 11 through October 8, 2014.
(Fiscal Year 2013-2014.)

Background:

Please see attached budget increase documents. Board Policy 2120 requires Board approval of increases to the total Fiscal Year budget.

Budgetary Implications:

Fund 01 (Restricted General Fund):

Net decrease in the 1000 (Certificated Salary) Object expense category	\$	18,547
Net increase in the 2000 (Classified Salary) Object expense category	\$	4,340
Net decrease in the 3000 (Benefits) Object expense category	\$	1,859
Net increase in the 4000 (Supplies) Object expense category	\$	12,357
Net increase in the 5000 (Services) Object expense category	\$	66,349
Net decrease in the 6000 (Capital Outlay) Object expense category	\$	610
Net decrease in the 7000 (Other Outgo) Object expense category	\$	<u>12,600</u>
Total increase in expense lines budgeted	\$	74,630

RESOLUTION: BE IT RESOLVED, that the following budget increases in the Restricted General Fund be approved:

Increase of \$29,110 in funds carried forward from FY 2012-13 to FY 2013-2014.

Increase of \$45,520 in funds received for FY 2013-2014.

Recommended By:


C. Earl Davis, Vice President for Administrative Services

Prepared By:

 
Connie Andrews, Budget Analyst Rosemary Barrios, Controller

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

BUDGET INCREASES

September 11 - October 8, 2014

Fund 01 (Restricted General Fund) FY 2013-2014

EXPLANATIONS	AMOUNTS	AMOUNTS
Increase Revenue and Expenses in the Student Health Services Dept., to reflect funds carried from FY 2012-13 to FY 2013-14.		
Total Revenue:	\$29,110	
Total Expenses:		\$29,110
SUBTOTAL, FUNDS CARRIED FORWARD FROM FY 2012-13 TO FY 2013-14	\$29,110	\$29,110
Increase Revenue and Expenses in the MATE Research Center Dept., to reflect grant funds received for FY 2013-14.		
Total Revenue:	\$12,181	
Total Expenses:		\$12,181
Increase Revenue and Expenses in the Student Financial Aid Administration/Cash for College Grant Dept., to reflect grant funds received for FY 2013-14.		
Total Revenue:	\$1,200	
Total Expenses:		\$1,200
Increase Revenue and Expenses in the Student Health Services Dept., to reflect fee revenue received for FY 2013-14.		
Total Revenue:	\$5,235	
Total Expenses:		\$5,235
Increase Revenue and Expenses in the Coop. Ed./Youth Foundation Grant Dept., to reflect grant funds received for FY 2013-14.		
Total Revenue:	\$12,600	
Total Expenses:		\$12,600
Increase Revenue and Expenses in the Barnet Segal/Men in Nursing Grant Dept., to reflect grant funds received for FY 2013-14.		
Total Revenue:	\$9,500	
Total Expenses:		\$9,500

EXPLANATIONS	AMOUNTS	AMOUNTS
Increase Revenue and Expenses in the Counseling Dept., to reflect fee revenue received for FY 2013-14.		
Total Revenue:	\$1,260	
Total Expenses:		\$1,260
Increase Revenue and Expenses in the Family & Consumer Science Dept., to reflect fee revenue received for FY 2013-14.		
Total Revenue:	\$2,230	
Total Expenses:		\$2,230
Increase Revenue and Expenses in the ACCESS/Via UCSC Dept., to reflect grant funds received for FY 2013-14.		
Total Revenue:	\$1,314	
Total Expenses:		\$1,314
SUBTOTAL, NEW FUNDS RECEIVED FOR FY 2013-14	\$45,520	\$45,520
TOTAL INCREASES	\$74,630	\$74,630

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

Consent Agenda Item No. B

Human Resources
College Area

Proposal:

To approve the Management personnel actions shown in the table below.

Item	Action	Details	Fiscal Implication
a)	Temporary Assignment	Ms. Nicole Dunne will assume additional duties of supervising the functions and staff of the College Information Desk; chair Academic Council; oversee and coordinate graduation; oversee implementation of online Student Services in the absence of the Dean of Student Services. It is recommended that the temporary assignment be effective October 1, 2014 through June 30, 2015.	5% Stipend is paid from cost savings as a result of vacant position of Dean of Student Services
b)	Temporary Assignment	Mr. Francisco Tostado will assume additional duties of supervising the functions and staff of Student Activities, Student Employment and Veteran's Services; oversee and coordinate Outreach Services and other duties in the absence of the Dean of Student Services. It is recommended that the temporary assignment be effective October 1, 2014 through June 30, 2015.	5% Stipend is paid from cost savings as a result of vacant position of Dean of Student Services
c)	Temporary Assignment	Mr. Pete Olsen will assume additional duties associated with Supervisor of Custodians. It is recommended that the temporary assignment be effective August 25, 2014 until the Custodial Evening Site Supervisor position is filled.	5% Stipend is paid from cost savings as a result of vacant position of Custodial Evening Site Supervisor

RESOLUTION: BE IT RESOLVED, that the Governing Board approve the following item(s):

- Compensate Ms. Nicole Dunne a 5% stipend for assuming temporary duties in the absence of the Dean of Student Services effective October 1, 2014 through June 30, 2015.
- Compensate Mr. Francisco Tostado a 5% stipend for assuming temporary duties in the absence of the Dean of Student Services effective October 1, 2014 through June 30, 2015.
- Compensate Mr. Pete Olsen a 5% stipend for assuming temporary duties in the absence of the Custodial Evening Site Supervisor effective August 25, 2014 until the position is filled.


Recommended By:


Susan Kitagawa, Associate Dean of Human Resources

Prepared By:


Shirley Kim, HR Benefits & Retirement Coordinator

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

Consent Agenda Item No. C

Human Resources
College Area

Proposal:

To approve the Faculty personnel actions shown in the table below.

Background:

Item	Action	Details	Fiscal Implication
a)	Resignation for the Purpose of Retirement	Resignation of Hazel Ross, Math Instructor, effective June 6, 2015, for the purpose of retirement, and confer upon her the title of Professor Emeritus. Dr. Ross has served as a faculty member since 1990.	N/A
b)	Revised Offer of Employment	Revise employment term of Morgan Matthews as Adult Education/ Career & Technical Education Coordinator, to be for the period of August 29, 2014 through May 29, 2015. Under the provisions of Education Code 87470, faculty may be employed in categorically funded programs of indeterminate duration, without attaining classification as permanent employees. The coordinator is such a position, funded by AB86 grant funds. The prior personnel action stated her employment was effective Fall 2014, without an ending date.	AB86 Grant Funded
c)	Employment (list attached)	Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Fall 2014.	Included in budget

Budgetary Implications:

See Table.


RESOLUTION: BE IT RESOLVED, that the Governing Board approve the following items:

- Resignation for the purpose of retirement of Hazel Ross, Math Instructor, effective at the end of the day, June 6, 2015 and confer upon her the title of Professor Emeritus.
- Revised employment term of Morgan Matthews as Adult Education/ Career & Technical Education Coordinator, from "effective Fall 2014" to "for the period of August 29, 2014 through May 29, 2015."
- Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Fall 2014.

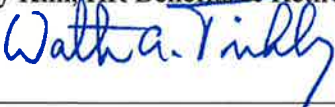
Recommended By:


Susan Kitagawa, Associate Dean of Human Resources

Prepared By:


Shirley Kim, HR Benefits & Retirement Coordinator

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

Monterey Peninsula College
Part-time, substitute, and/or overload
Fall 2014 - October

B1-Teaching With Benefits

Abend	Richard	LING
Boynton	Diane	SPCH
Dennehy	Merry	ENGL
Faust	Heather	ANAT
Gilbert	Paola	ENGL
Jansen	Molly	HOSP
Johnson	Anita	ENGL
Joplin	Susan	ENGL
May	Molly	ENSL
Nelson	John	ENSL
Osburg	Jonathan	COMM
Partch	Penny	ENSL

B2-Teaching Without Benefits

Ahmed	Osman	ANAT
Bartow	Gail	MATH
Fries Reuschling	Paula	MATH
Hopkins Carpenetti	Maia	DNTL
Horn	Claire	MUSI
Lara	Celia	ARTB
Lee	Rebecca	PFIT
Lu Visi	Julie	MATH
Malokas	John	MATH
Olsen	Alexis	MUSI
Peterson	Michael	MATH
Schmieg	George	MATH
Smith	Christopher	EMMS
Took-Zozaya	Sharon	DANC
Tuff	Paul	PFIT

C2-Non-Teaching Without Benefits

Luke	Jaye	INST
Stewart Bradley	Lakisha	PERS

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

Consent Agenda Item No. D

Human Resources
College Area

Proposal:

To approve the Classified personnel actions listed in the table below.

Background:

Item	Action	Details	Fiscal Implication
a)	Employment	Employment of _____, Administrative Assistant II, Marina Education Center, 24 hours per week, 10 months and 11 days per year, effective DATE.	Included in Budget
b)	Employment	Employment of Kim Kingswold, Academic Curriculum Scheduling and Catalog Technician, 40 hours per week, 12 months per year, effective October 23, 2014.	Included in Budget
c)	Employment	Employment of _____, Library Specialist-Circulation Desk, 21.25 hours per week, 8 months and 7 days per year, effective DATE.	Included in Budget
d)	Employment	Employment of _____, Library Specialist-Circulation Desk, 21.25 hours per week, 8 months and 7 days per year, effective DATE.	Included in Budget
e)	Employment	Employment of _____, Library Specialist-Circulation Desk, 16 hours per week, 8 months and 7 days per year, effective DATE.	Included in Budget
f)	Employment	Employment of _____, Accommodations Specialist, Supportive Services, 40 hours per week, 12 months per year, effective DATE.	Included in Budget
g)	Approval of Job Description (attached)	Approval of the attached job description for Accounting Specialist, effective July 1, 2014. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. No changes to salary placement.	N/A
h)	Approval of Job Description (attached)	Approval of the attached job description for Lab Specialist II, effective July 1, 2014. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. No changes to salary placement.	N/A
i)	Approval of Job Description (attached)	Approval of the attached job description for Payroll Analyst, effective July 1, 2014. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. Placement on salary schedule is changed from range 18 to range 20.	Cost for 2014/2015: \$6,402
j)	Approval of Title change and Job Description (attached)	Approve title change from Program Coordinator-Older Adult, in Academic Affairs, to Program Coordinator- Older Adult & Continuing Education and approve the attached job description for Program Coordinator- Older Adult & Continuing Education effective July 1, 2014. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. No changes to salary placement.	N/A
k)	Establish New Position and	Establish new position and approve the attached job description for Accounting Specialist II, Fiscal Services, 40 hours per	Cost for 2014/2015:

	Approve Job Description (attached) Reclassification	week, 12 months per year, effective July 1, 2014. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. Placement on salary schedule is changed from range 12 to range 17. Change in title of position #26 and #42, Accounting Specialist, in the Fiscal Services Department to Accounting Specialist II.	\$7,617
l)	Establish New Position and Approve Job Description (attached) Reclassification	Establish new position and approve the attached job description for Accounting Specialist III, Fiscal Services, 40 hours per week, 12 months per year, effective July 1, 2014. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. Placement on salary schedule is changed from range 12 to range 20. Change in title of positions #101, #115, #143, and #149, Accounting Specialist, in the Fiscal Services Department to Accounting Specialist III.	Cost for 2014/2015: \$14,052
m)	Establish New Position and Approve Job Description (attached) Reclassification	Establish new position and approve attached job description for Automotive Laboratory Manager, 40 hours per week, 11 months per year, effective July 1, 2014. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. Placement on salary schedule is changed from range 17 to range 18. Change in title of position #338, Lab Specialist II, in the Automotive Technology Department to Automotive Laboratory Manager.	Cost for 2014/2015: \$1,603
n)	Establish New Position and Approve Job Description (attached) Reclassification	Establish new position and approve the attached job description for Instructional Technology Specialist-Nursing, 40 hours per week, 12 months per year, effective July 1, 2014. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. Placement on salary schedule is changed from range 22 to range 23. Change in title of position #40, Instructional Technology Specialist in the Nursing Department to Instructional Technology Specialist-Nursing.	Cost for 2014/2015: \$1,740

Budgetary Implications:

See table.

RESOLUTION: BE IT RESOLVED, that the Governing Board approve the following item(s):

- a) Employment of _____, Administrative Assistant II, Marina Education Center, 24 hours per week, 10 months and 11 days per year, effective DATE, 2014.
- b) Employment of Kim Kingswold, Academic Curriculum Scheduling and Catalog Technician, 40 hours per week, 12 months per year, effective October 23, 2014.
- c) Employment of _____, Library Specialist-Circulation Desk, 21.25 hours per week, 8 months and 7 days per year, effective DATE, 2014.
- d) Employment of _____, Library Specialist-Circulation Desk, 21.25 hours per week, 8 months and 7 days per year, effective DATE, 2014.
- e) Employment of _____, Library Specialist-Circulation Desk, 16 hours per week, 8 months and 7 days per year, effective DATE, 2014.

- f) Employment of _____, Accommodations Specialist, Supportive Services, 40 hours per week, 12 months per year, effective DATE, 2014.
- g) Approval of the attached job description for Accounting Specialist, effective July 1, 2014.
- h) Approval of the attached job description for Lab Specialist II, effective July 1, 2014.
- i) Approval of the attached job description for Payroll Analyst, effective July 1, 2014.
- j) Approve title change from Program Coordinator-Older Adult, in Academic Affairs, to Program Coordinator-Older Adult & Continuing Education and approve the attached job description for Program Coordinator-Older Adult & Continuing Education effective July 1, 2014.
- k) Establish new position and approve the attached job description for Accounting Specialist II, Fiscal Services, 40 hours per week, 12 months per year, effective July 1, 2014. Change in title of position #26 and #42, Accounting Specialist, in the Fiscal Services Department to Accounting Specialist II.
- l) Establish new position and approve the attached job description for Accounting Specialist III, Fiscal Services, 40 hours per week, 12 months per year, effective July 1, 2014. Change in title of positions #101, #115, #143, and #149, Accounting Specialist, in the Fiscal Services Department to Accounting Specialist III.
- m) Establish new position and approve attached job description for Automotive Laboratory Manager, 40 hours per week, 11 months per year, effective July 1, 2014. Change in title of position #338, Lab Specialist II, in the Automotive Technology Department to Automotive Laboratory Manager.
- n) Establish new position and approve the attached job description for Instructional Technology Specialist-Nursing, 40 hours per week, 12 months per year, effective July 1, 2014. Change in title of position #40, Instructional Technology Specialist in the Nursing Department to Instructional Technology Specialist-Nursing.

Recommended By: 
Susan Kitagawa, Associate Dean of Human Resources

Prepared By: 
Shirley Kim, HR Benefits & Retirement Coordinator

Agenda Approval: 
Dr. Walter Tribley, Superintendent/President

Job Description/Title: ACCOUNTING SPECIALIST

Approved, Bargaining Unit President: Reclassification Committee 4/22/2014

Approved, MPC Associate Dean, Human Resources: 4/22/2014

Board Approved: 10/22/2014

MONTEREY PENINSULA COLLEGE

ACCOUNTING SPECIALIST

JOB SUMMARY

Under general supervision, perform a variety of responsible accounting duties related to the accounting office. Student collections and cashiering, and others; receipt, post, balance transactions; assist in the preparation of special reports. Communicate with students, staff and others.

EXAMPLES OF FUNCTIONS

Essential Functions

Perform accounting duties in the area of cashiering and student collections.

Maintain the daily function of the student account window in the Fiscal Services Office.

Receive and record cash, warrants and check from students and other revenue sources and records receipts; enter appropriate data into computer and post to proper account. Disburse cash in accordance to established procedures; bill students for past due amounts.

Prepare and maintain student account balances, related reports and a variety of files

Review materials for accuracy, completeness and compliance with the District policies and regulations.

Distribute warrants and staff reimbursements.

Prepare data annually to submit to the Chancellor's office for the COTOP Program (Chancellors Office Tax Offset Program).

Research and organize information from a variety of sources to be used in completing forms or preparing reports.

Make accurate arithmetical and financial calculations.

Respond to inquiries and provide information to students, staff and others.

Assist students with web registration payments.

Assist in student financial aid disbursements according to policies and procedures; coordinate with department representatives on various financial aid awards.

Assist department staff with special projects during peak workload periods including preparation of student financial aid; provide assistance to independent auditors.

Perform variety of support duties which may include, but is not limited to answering the phone; operate variety of office and accounting machines, including calculator and computer peripherals.

Other Duties

Perform other related duties as assigned.

Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience, and training that would indicate possession of the required knowledge, skills, and abilities listed herein. For example, completion of one year of college level work in accounting, or a closely related field and two years of work experience handling cash.

Knowledge

Knowledge of: principles and practices of bookkeeping and basic accounting; basic business mathematics; cash control processes; general office and record keeping procedures; security risk and control procedures related to accounting and cash handling; the importance of protecting the confidentiality of financial records; operation of a computer and applicable software; telephone techniques and etiquette; basic operation of standard office machines.

Abilities

Ability to: perform basic bookkeeping functions, and mathematical computations; prioritize tasks and do several tasks simultaneously; apply rules and regulations to practical situations; assemble and organize data; prepare worksheets and reports; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; accurately and efficiently use a variety of spreadsheets and to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; communicate effectively in both oral and written form; understand and carry out both oral and written directions; work effectively with multiple deadlines; maintain the security and confidentiality of specified records and information; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.

Job Description/Title: LABORATORY SPECIALIST- →LABORATORY SPECIALIST II
Approved, Bargaining Unit President: Reclassification Committee 4/22/2014
Approved, MPC Associate Dean, Human Resources: 4/22/2014
Board Approved: 10/22/2014

MONTEREY PENINSULA COLLEGE

LABORATORY SPECIALIST II

JOB SUMMARY

Under general supervision, prepare classroom and laboratory demonstrations for the area assigned within a broad framework of standard policies and procedures. Perform varied support activities, order and maintain inventory of supplies and equipment related to department.

EXAMPLES OF FUNCTIONS

Essential Functions

Plan, organize, assist, and supervise students in the preparation of laboratory set-ups and take downs in the assigned area and in the maintenance of equipment.

Schedule work to ensure that instructional materials are ready when needed by the instructor; construct training aids and specialized equipment.

Confer, as needed, with instructor (s) concerning programs and materials to meet student needs; assist instructors with class and teaching information, policies and procedures.

Schedule student help and maintain appropriate records.

Participate in meetings which focus on the needs of students; set up work areas and prepare materials and equipment needed.

Receive, issue, store, and care for materials, parts, and supplies; maintain accurate records; research and take bids on materials and equipment purchases as needed.

Oversee the safety and security of the laboratory and equipment; set up, disassemble, and clean or replace the apparatus and materials used in demonstrations.

Serve as resource person to instructors recommending laboratory equipment and supplies needed to complete the assignment.

Select, requisition, process and maintain an inventory of equipment, supplies, and other materials.

Assist students in laboratory assignments as needed; proctor tests; demonstrate new apparatus to students and instructors.

Perform routine maintenance and repair of laboratory equipment; construct special equipment or models as needed; keep records related to operation of laboratory.

Operate and use a variety of technical and sophisticated equipment; train and oversee the work of student employees.

Maintain and supervise maintenance of lab rooms in a clean and orderly condition; maintain security of lab.

Identify laboratory equipment problems and notify proper personnel for maintenance and repair; perform regular servicing on lab equipment.

Other Duties

Perform other duties as assigned.

Serve on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein. Completion of approximately two years of college level course work in the area to which assigned or three years of field experience, specific knowledge and skills in the field assigned, and one year of recent related experience.

Knowledge

Knowledge of: the subject matter, terminology, techniques and procedures associated with a laboratory, including equipment and materials used in the subject area; application of program needs as it applies to subject area; basic needs and requirements of students in the area to which assigned; methodology for individualized instruction; computer programs and computer systems as needed to fulfill the requirements of the job.

Abilities

Ability to: work with little supervision; prioritize tasks and do several tasks simultaneously; use specialized instruments and equipment; operate and maintain equipment in the assigned area; perform experiments and demonstrations in the specialty area; communicate satisfactorily in both oral and written form; demonstrate an understanding, patient and receptive attitude toward student learning; computer programs and computer systems as needed to fulfill the requirements of the job; use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the diverse academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Moderate to heavy physical effort; occasional standing or walking; periodic handling of moderate to heavy weight parcels or equipment up to 50 pounds. Indoor/outdoor work environment.

Job Description/Title: Payroll Analyst

Approved, Bargaining Unit President: Reclassification Committee 4/22/2014

Approved, MPC Associate Dean, Human Resources: 4/22/2014

Board Approved: 10/22/2014

MONTEREY PENINSULA COLLEGE

PAYROLL ANALYST

JOB SUMMARY

Under general direction, perform responsible and technical calculations in the coordination, preparation and maintenance of academic, classified and student payroll records. Receive limited supervision within a broad framework of standard District policies and procedures and governmental rules and regulations. Perform various duties relating to payroll; respond to inquiries; exercise good judgment and problem solving skills related to the college's payroll compensation policies and maintain permanent payroll records.

EXAMPLES OF FUNCTIONS

Essential Functions

Review, interpret and implement laws and governmental regulations, collective bargaining agreements, district policies/procedures and administrative regulations as they apply to payroll matters.

Receive, interpret and process all employment contracts; consult with appropriate authorities to resolve discrepancies.

Prepare mathematical and/or statistical calculations of salary, deductions, leave adjustments, wage attachments and payroll adjustments.

Create, compile and update payroll data and spreadsheets.

Print, review and reconcile a variety of computer generated payroll reports.

Receive payroll documents and audit for completeness, accuracy and conformance to district policies and procedures; adhere to a wide variety of complex governmental rules and regulations; maintain detailed files pertaining to IRS, STRS, PERS, Tax Shelters, Workers' Compensation, etc.

Compile, audit, maintain and reconcile employee leave records such as: extended sick leave, vacation accruals, and other available leaves; provide annual and/or monthly leave balance reports to employees as required by the collective bargaining agreements.

Maintain payroll data and prepare reports, as required by the District.

Coordinate payroll deductions with various institutions including tax shelter annuities and/or payments to life insurance companies, wage garnishments, union affiliations, District Attorney, non-profit organizations, and others; ensure compliance with IRS regulations for each area.

Coordinate, monitor, maintain and ensure timeliness and regulatory compliance of payroll data related to employee benefits and programs such as life insurance, deferred compensation, worker compensation, PERS, STRS, union membership, sick leave, vacation and other types of leaves.

Compile and report to MCOE (Monterey County Office of Education) , W-2 related statistical data such as gross and taxable earnings (FICA, SUI, SDI, Medicare, etc.), taxable employer provided benefits, retirement/pension plan contributions and other related reports.

Create, maintain and coordinate the approval process of annual work schedules for all part-time classified employees.

Analyze district payroll policy and procedures and assist in the planning, development and implementation of changes; review classified and certificated bargaining unit negotiated contracts as they relate to payroll issues.

Assist with district legal counsel, MCOE, state and federal authorities, STRS, PERS, as needed for implementation of confidential court settlements and/or adjustments to District policies, as related to Payroll.

Process confidential paperwork related to verification of employment for federal and state agencies and financial institutions.

Coordinate with a wide variety of other college departments to meet or alter timelines, procedures, and internal deadlines in order to adhere to employment contract language and to meet the MCOE deadlines. Act as a source of information regarding payroll related inquiries from staff, faculty, student employees and other agencies.

Report payroll expenditures to the controller through journal entries detailing the specific funding source.

Coordinate up to four payday operations per month; distribute pay; code/process automatic payroll deposits, route paychecks/timesheets to individuals, departments, or mail; research/make determination on pay related problems; hold checks as appropriate. Respond to/resolve questions regarding pay, timesheets, benefits, retirement, and other payroll related issues.

Provide information to employees (staff, faculty, student employees) in any/all departments on procedures to ensure that required documents reach payroll in an accurate/timely manner.

Assist Controller and Budget Analyst in analysis, identification, and correction of any payroll budget allocation discrepancy.

Attend payroll related meetings/workshops such as MCOE, STRS, (State Teachers Retirement System) and PERS (Public Employees Retirement System) workshops to maintain currency in payroll laws and procedures; implement alterations/changes in payroll procedures as needed.

Participate in budget development process with Controller, Budget Analyst, Human Resources, and other applicable departments.

Prepare Governing Board agenda items as related to payroll.

Other Functions

Train and supervise temporary and/or student employees as directed.

Perform other related duties as assigned.

Participate on committees as required.

Assist with year end audit preparations.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein. For example completion of two years of college level work in accounting and related fields, and three years of experience with bookkeeping, financial, statistical, payroll and retirement systems, or similar duties.

Knowledge

Knowledge of: basic principles, methods and practices of statistics, bookkeeping and financial record keeping; accounting methods and requirements of state, federal, county and college payroll systems and tax deductions; a variety of computer programs including spreadsheet and word processing applications as needed to fulfill the requirements of the job and current office practices.

Abilities

Ability to: understand and independently carry out complex oral and written instructions; learn, interpret and perform arithmetical calculations with speed and accuracy; analyze and solve problems connected to the computerized payroll system and other payroll related issues; research, interpret and apply federal, state and county laws and regulations, policies and procedures that impact payroll; use good judgment in recognizing the scope of authority as delegated; prioritize tasks and do several tasks simultaneously; analyze situations and make decisions on procedural matters without immediate supervision; analyze projects to meet deadlines; maintain the security and confidentiality of specified records and information; communicate effectively in both oral and written form; use appropriate and correct English grammar, spelling, and punctuation; schedule and organize work to meet strict deadlines with minimal supervision; operate office equipment including various computer programs; efficiently use a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Light to moderate physical effort; occasional standing or walking; periodic handling of parcels or supplies up to 15 pounds; indoor work environment.

Job Description/Title: Program Coordinator- Older Adult → Program Coordinator- Older Adult & Continuing Education

Approved, Bargaining Unit President: Reclassification Committee 4/22/2014

Approved, MPC Associate Dean, Human Resources: 4/22/2014

Board Approved: 10/22/2014

MONTEREY PENINSULA COLLEGE

PROGRAM COORDINATOR - OLDER ADULT AND CONTINUING EDUCATION

Job Summary

Under general direction, plan and participate in a variety of complex and responsible support activities related to the Older Adult & Continuing Education Programs. Receive limited supervision within a broad framework of standard District policies and procedures. Coordinate the Older Adult and Continuing Education Programs; explain college policies, procedures, standards and requirements; establish and maintain good public relations with staff, students, and the community at large.

EXAMPLES OF FUNCTIONS

Essential Functions

Process administrative details not requiring the immediate attention of supervisor; oversee NOEs (Notice of Employment contracts) for Older Adult program, create new NOE's for Continuing Education program, absence reports, Independent Contract Agreements, Professional Expert Agreements and time sheet distribution and returns.

Meet with instructors to facilitate solutions to instructional needs; provide instructors with payroll information; coordinate with instructors for submission of rosters and attendance reports in a timely manner.

Coordinate assignment of classes for instructors; monitor time card deadlines; process paper work for instructors.

Assist with internal procedures related to hiring appropriate instructors for Older Adult and Continuing Education classes; initiate, coordinate and follow through the coordination of instructor recruitment with the Human Resources Department and appropriate academic departments.

Provide information regarding the policies and procedures of the Older Adult and Continuing Education Programs where judgment, knowledge and explanation of interpretations are necessary.

Input class schedule; schedule room usage for instructors; monitor instructor load; provide all scheduling/course establishment information to the college for publication in the course catalog and schedule; provide course descriptions. Update class information to be included on Continuing Education website and registration site.

Serve as a liaison with administrative offices, on and off campus sites, the college and associations and agencies/facilities involved with the Older Adult and Continuing Education Programs, campus departments, and with students; may require some travel.

Use a variety of software programs as needed to prepare letters and documents including statistical reports, work orders and purchase requisitions; compose memos and other correspondence.

Propose program budget; monitor adopted budget; arrange and maintain budget transfers and provide documentation as necessary; order instructional and office supplies. Review and reconcile Continuing Education trust account with Fiscal Services; request checks for instructor payments and reimbursements to the District, deposit checks from training partners, track deposits and expenditures. Reconcile roll-up expenses for Professional Experts with trust account.

Communicate absence of instructors to sites.

Attend Dean of Instruction staff meetings as necessary/directed.

Prepare registration materials, coordinate registration process among instructors, students, facilities, and Admissions & Records; register students using the Continuing Education website; accept payments from students to deposit into the trust account; track and refund class cancellations. Participate in meetings and other activities related to the functions of the Older Adult and Continuing Education Programs; create press releases, and flyers; schedule audio-visual and print shop services.

Create or assist in the planning, development, and implementation of new Older Adult and Continuing Education courses to be offered in response to community need/interest. Review class proposals for Continuing Education; meet with potential instructors regarding class proposals.

Arrange for appropriate on and off-campus classrooms and sites; maintain ongoing working relationships with site administrators, recreational and social directors, and convalescent hospital activity directors; travel to off-campus locations as necessary.

Consult with other older adult organizations and social service agencies on matters of program quality and enhancement.

Travel to facilities where Older Adult and Continuing Education Programs are held.

Coordinate the work of student employees as assigned.

Provide information regarding the MPC Older Adult Program to individual inquiries; provide referrals to other MPC or community programs as appropriate.

Other Functions

Serve on college committees as assigned.

Perform other related duties as assigned.

Some travel may be required.

Employment Standards

Education and Experience

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein. For example, completion of approximately two years of course work in office administration or a related field, and three years of increasingly responsible office administration experience providing advanced knowledge and skills in current office management procedures and techniques. Background in senior citizen lifestyles and requirements; knowledge of State Education Code regulations and MPC policy regarding local Unified School Districts Adult Education Programs desirable.

Knowledge

Knowledge of: general functions, policies, rules and regulations of a complex organization (e.g. an educational institution); state regulations; state minimum teaching requirements; current office methods and practices, a variety of computer software programs as needed to fulfill requirements of job; letter and report writing; mathematical computations; public and human relations techniques.

Abilities

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; travel/visit a variety of possible sites for Program courses; use good judgment in recognizing/proposing suitability of facilities for Program use; learn and successfully apply office policies, procedures, rules and regulations; use good judgment in recognizing the scope of authority as delegated; analyze situations and make decisions on procedural matters without immediate supervision; analyze projects; maintain security and confidentiality of records and information; communicate effectively in both oral and written form; use appropriate and correct English grammar, spelling, and punctuation; perform arithmetical calculations with speed and accuracy; operate efficiently a variety of office machines and equipment; use efficiently and accurately a variety of word processing and/or spreadsheet/database programs to create and prepare a variety of documents as required; learn and successfully use new software programs as needed to fulfill the requirements of the job; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

Physical Effort/Work Environment:

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels of up to 15 pounds. Indoor work environment.

Certificates and Licenses Required

Requires possession of valid CA driver's license and safe driving record.

Job Description/Title: ACCOUNTING SPECIALIST → ACCOUNTING SPECIALIST II
Approved, Bargaining Unit President: Reclassification Committee 4/22/14
Approved, MPC Associate Dean, Human Resources: 4/22/14
Board Approved: 10/22/2014

MONTEREY PENINSULA COLLEGE

ACCOUNTING SPECIALIST II

JOB SUMMARY

Under general supervision, perform accounts receivable and/or accounts payable duties associated with the accounting office. Receive limited supervision within a broad framework of standard District policies, procedures, governmental rules and regulations. Provide support in the preparation and maintenance of accounting records and reports; enter, reconcile and balance assigned accounts and perform related duties.

EXAMPLES OF FUNCTIONS

Essential Functions

Prepare various accounting and financial records for the District accounts such as accounts payable and/or accounts receivable.

Accurately post financial and statistical data to accounts and ledgers; process adjustments as needed.

Prepare and code journal vouchers; verify and reconcile warrant listings; ensure proper budget codes are posted to accounts receivable/accounts payable and other records.

Prepare, collect and distribute warrants, invoice and similar documents.

Perform a variety of complex calculations and financial/statistical record-keeping utilizing databases and spreadsheets as appropriate; verify accuracy of financial and numerical data and resolve discrepancies.

Calculate and review invoice sales tax for accuracy and compliance with laws and regulations; maintain sales tax summary report.

Monitor spending to ensure limits have not exceeded annual contracts; notify supervisor of any potential issues.

Assist department staff with special projects during peak workload periods including preparation of the 1099 tax forms at year end.

Review, verify and process payments for various fund claims.

Prepare accounting and statistical data, remittances and reports in support of the Controller.

Ensure payments, receipts and documentation are in accordance with District, County, State and Federal laws, regulations and procedures.

Receive, review, and process invoices; resolve discrepancies by contacting vendors, students or originating program; adjust variances or disagreements with vendors and students; prepare journal entries.

Monitor cash balances in various accounts; make cash deposits to maintain appropriate balances; balance and reconcile general accounts as assigned; receive cash, warrants, and checks from various revenue sources; receive, post and deposit cash received daily to account; audit daily receipts, distribute receipts and revenues to proper accounts.

Research lost, cancelled or unpaid warrants; prepare affidavit to County Office.

Prepare transmittals with receipts for direct deposits with the County Treasurer.

Assist in the preparation of the District's interim and annual audit.

Assist students with web registration payments, resolve credit card issues and refunds.

Assist in student financial aid disbursements according to policies and procedures; coordinate with department representatives on various financial aid awards.

Assist at the student account window in the Fiscal Services Office.

Verify, balance and adjust accounts; reconcile expenditures and income accounts.

Review budget records, post receipts and expenditures according to established procedures; verify proper authorization, budget account codes and availability of funds for requisitions; post and process to accounts.

Prepare related reports and maintain a variety of files.

Interpret, explain and apply rules, regulations and practices; respond to inquiries and provide information to District employees, vendors and others.

Reconcile account balances and bank statements.

Perform a variety of support duties which may include, but is not limited to answering the phone, operate a variety of office and accounting machines, including calculator and computer peripherals.

May oversee the work of students workers.

Other Duties

Perform other related duties as assigned.

Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience, and training that would indicate possession of the required knowledge, skills, and abilities listed herein. For example, completion of two years of college level course work in accounting or related field and two years of experience with increasingly responsible activities in maintaining fiscal records.

Knowledge

Knowledge of: principles and practices of intermediate bookkeeping and account; business mathematics; cash control processes; general office and record keeping procedures; security risk and control procedures related to accounting and cash handling; the importance of protecting the confidentiality of financial records; operation of a computer and applicable software; telephone techniques and etiquette; basic operation of standard office machines.

Abilities

Ability to: perform intermediate bookkeeping functions, and mathematical computations; prioritize tasks and do several tasks simultaneously; apply rules and regulations to practical situations; assemble and organize data; prepare worksheets and reports; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; accurately and efficiently use a variety of spreadsheets to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; communicate effectively in both oral and written form; understand and carry out both oral

and written directions; work effectively to meet deadlines; maintain the security and confidentiality of specified records and information; establish and maintain effective work relationships with those contacted in the performance of duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.

Job Description/Title: ACCOUNTING SPECIALIST → ACCOUNTING SPECIALIST III
Approved, Bargaining Unit President: Reclassification Committee 4/22/14
Approved, MPC Associate Dean, Human Resources: 4/22/14
Board Approved: 10/22/2014

MONTEREY PENINSULA COLLEGE

ACCOUNTING SPECIALIST III

JOB SUMMARY

Under general supervision, perform specialized, complex and responsible duties involved in the preparation and maintenance of financial records and reports associated with the accounting office. Receive limited supervision within a broad framework of standard District policies and procedures and governmental rules and regulations. Perform various duties regarding accounting analysis; prepare financial reports for the District.

EXAMPLES OF FUNCTIONS

Essential Functions

Perform the full cycle of accounting duties to include:

Participate in the development and implementation of new standards and requirements, perform advanced and complex accounting duties – such as trust fund, categorical, federal student financial aid, scholarship and loan and associated student accounting.

Compile and prepare financial statements, general and subsidy ledgers and supporting schedules.

Prepare and maintain control and subsidiary accounting records involving a variety of transactions and accounts.

Prepare journal entries and periodic reconciliations of general ledger, general journals, subsidiary accounts and bank statements,

Prepare trial balances, financial reports, profit and loss statements and balance sheets.

Prepare year-end entries to setup accounts receivable, accounts payable, deferred revenue and closing entries.

Maintain fiscal records for federal and state projects; establish, maintain and revise procedures for the recording of all federal and state award allocations financial activity.

Review and ensure posting to proper account and general ledger; financial and statistical data to proper account and adjust accounts.

Prepare warrants, invoices and similar documents; collect and distribute as required.

Perform a variety of complex calculations and financial/statistical record-keeping utilizing databases, financial software and spreadsheets; verify accuracy of financial and numerical data and resolve discrepancies.

Calculate and review invoice sales tax for accuracy and compliance with laws and regulations; maintain sales tax summary report.

Assist department staff with special projects during peak workload periods including preparation of the 1099 tax forms at year end

Prepare account and statistical data, remittances and reports in support of the Controller.

Ensure payments, receipts and documentation are in accordance with District, County, State and Federal laws, regulations and procedures.

Receive, review and process invoices; resolve discrepancies by contacting vendors, students or originating program; adjust variances or disagreements with vendors and students; prepare journal entries

Monitor cash balances in various accounts; make cash deposits to maintain balances; balance and reconcile general accounts as assigned; receive cash, warrants, and checks from various revenue sources; receive, post and deposit cash received daily to account; audit receipts daily and distribute receipts and revenues to proper accounts..

Research lost, cancelled or unpaid warrants and prepare stop payments.

Distribute monthly income statements to department and club accounts,

Assist in the District's interim and final audit; prepare financial reports and supporting documents for the District's annual audit of District records.

Assist at the student account window in the Fiscal Services Office.

Prepare checks for student financial disbursements according to policies and procedures; coordinate with the student financial aid office.

Prepare and submit to the Department of Education the monthly balance of federal program funds.

Prepare financial and statistical reports related to assigned division/department for State and Federal agencies if directed to do so; create computerized spreadsheets; input/retrieve a variety of fiscal and statistical information

Review budget records, post receipts and expenditures according to established procedures; verify authorization, budget account codes and availability of funds for requisitions; post and process accounts.

Prepare related reports and maintain a variety of files.

Interpret, explain and apply rules, regulations and practices; respond to inquires and provide information to District employees, vendors and others.

Perform a variety of support duties which may include, but is not limited to answering the phone; operate a variety of office and accounting machines, including calculator and computer peripherals.

Other Duties

Perform other related duties as assigned.

Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience, and training that would indicate possession of the required knowledge, skills, and abilities listed herein. For example, completion of two years of college level course work in accounting or related fields, and three years of experience with increasingly responsible activities, use of financial software (QuickBooks, Escape) and the preparation of financial statements.

Knowledge

Knowledge of: Principles and practices of public sector accounting in a college setting, fundamental concepts and basic methods of internal auditing, accounting systems and procedures; GAAP; GASB; cash control processes; general office and records keeping procedures; security risk and control procedures related to accounting and cash handling; the importance of protecting the confidentiality of financial records; operation of computer and applicable

software; telephone techniques and etiquette; basic operation of standard office machines ; knowledge of Microsoft Suite preferred.

Abilities

Ability to: perform complex bookkeeping functions, and mathematical computations; prioritize tasks and do several tasks simultaneously; apply rules and regulations to practical situations; assemble and organize data; prepare worksheets and reports; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; accurately and efficiently use a variety of software to produce spreadsheets and other documents as needed to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; communicate effectively in both oral and written form; understand and carry out both oral and written directions; work effectively to meet deadlines; maintain the security and confidentiality of specified records and information; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.

Job Description/Title: LABORATORY SPECIALIST II →AUTOMOTIVE LABORATORY MANAGER
Approved, Bargaining Unit President: Reclassification Committee 4/22/2014
Approved, MPC Associate Dean, Human Resources: 4/22/2014
Board Approved: 10/22/2014

MONTEREY PENINSULA COLLEGE

AUTOMOTIVE LABORATORY MANAGER

JOB SUMMARY

Under general direction, coordinate technical laboratories and lab equipment. Prepare technical laboratory demonstration, and study materials for assigned area. Receive limited supervision from faculty of assigned area within a broad framework of standard District policies and procedures. Perform varied support activities, and related work assignments as required.

EXAMPLES OF FUNCTIONS

Essential Functions

Prepare and set up equipment for laboratory sessions and class demonstrations according to the instructions of the faculty; return equipment from laboratory sessions and class demonstrations in a timely fashion.

Acquire, control, safely store, operate, maintain, and, repair inventory of laboratory equipment, and materials. This may include hazardous materials.

Ensure appropriate storage, handling and disposal of hazardous materials and equipment; provide appropriate documentation as required by government agencies.

Keep records related to operation of the labs and stockroom, including hazardous waste storage and disposal records and MSDS information.

Coordinate, train and supervise student employees; provide appropriate student safety training; maintain records of training.

Perform regular inspections of all laboratory equipment, storage areas, and safety equipment in stockrooms and labs.

Perform and/or arrange for maintenance and repair of laboratory equipment; design/construct special equipment or models as needed; perform complex fabrication, repair, and maintenance of instruments, machinery, electromechanical, and electronic devices and other lab equipment.

Maintain accurate inventory of equipment, supplies and materials-.

Perform software and hardware computer tasks including but not limited to: set-up computers and peripherals, ready them for specific purposes, ready computer projectors and monitors for class use; check for viruses; research, order, install and operate software programs for the lab.

Perform complex software and hardware repair and maintenance of networked and freestanding computers, peripherals and data acquisition equipment.

Assist instructors with technology and computer use in the classroom.

Specify, order, set-up, and maintain servers with client computer, staff, and student accounts.

Coordinate the scheduling and use of facilities and equipment with other technicians and faculty.

Promote safe laboratory conditions and practices; follow all standard safety procedures during work; recognize/help rectify any potential safety problems by performing routine inspections of equipment and the laboratory environment .

Create/update observation field trip lists and instructions as required; organize field trip logistics; transport students, student aides, field observational or experimental equipment to field sites.

Monitor laboratory plumbing, utilities, ventilation, and fume hoods; report problems promptly to Maintenance Supervisor.

Participate in division meetings and assist department faculty in writing Action Plans, Instructional Equipment Requests, and Program Review.

Develop and maintain laboratory budgets in coordination with faculty.

Participate in required safety trainings.

Assist in the development of new laboratory procedures; serve as resource person to instructors; recommend laboratory equipment and supplies.

Participate on committees as required.

Maintain accurate fiscal and vehicle registration records.

Other Duties

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience:

Any combinations of education, training, and experience which would indicate possession of the required knowledge and abilities listed herein. For example, completion of two years of college course work in Automotive or a closely related field, and two years of recent experience which provided specific demonstrable knowledge of and skills in the automotive repair and maintenance field.

Knowledge

Knowledge of: the subject matter, terminology, properties, laboratory techniques, specialized instruments, equipment and materials to be used; response methodology to chemical spills and other laboratory accidents, and the current regulations and recommendations for the safe handling, storage, and disposal of hazardous materials; basic needs and requirements of students in the area to which assigned; methodology for individualized instruction; computer applications including word processing, database management and industry software as required to fulfill the requirements of the job.

Abilities

Ability to: work with little supervision; prioritize tasks and multitask; carry out oral and written instructions; use specialized instruments, equipment and machinery; perform experiments and demonstrations; communicate satisfactorily in both oral and written form; demonstrate an understanding, patient, and receptive attitude toward student learning; use appropriate and correct English spelling, grammar, and punctuation; perform mathematical calculations with speed and accuracy; accurately and effectively use word processing and database management

and other industry software programs as needed to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT:

Moderate to heavy physical effort; frequent standing and walking; periodic handling of parcels or supplies up to 50 lbs. Work environment includes indoor/outdoor work with periodic exposure to environmental extremes; some exposure to hazardous materials; occasional climbing of ladders and overhead work.

Work Schedule

Work schedules may require nights and weekends

Licenses and Certificates Required

Valid California Driver's license in appropriate class for vehicle(s) used.

Job Description/Title: INSTRUCTIONAL TECHNOLOGY SPECIALIST → INSTRUCTIONAL TECHNOLOGY SPECIALIST - Nursing
Approved, Bargaining Unit President: 4/22/14
Approved, MPC Associate Dean, Human Resources: 4/22/14
Board Approved: 10/22/14

MONTEREY PENINSULA COLLEGE

INSTRUCTIONAL TECHNOLOGY SPECIALIST - NURSING

JOB SUMMARY

Under general direction, perform the setup, operation and maintenance of computer labs, smart classrooms, peripherals and other instructional equipment. Assist faculty and students with integration of technology into instruction. Receive limited supervision within a broad framework of standard District policies and procedures.

EXAMPLES OF FUNCTIONS

Essential Functions

Provide orientation regarding the installed technical tools for faculty, staff and students in the assigned lab; serve as an instructional technology resource for faculty, staff and students as it pertains to the specific area of instruction; conduct in-service training programs for faculty and staff including workshops and demonstrations.

Receive, respond, prioritize, and follow through on faculty and staff requests/inquiries related to the use, modification, and /or enhancement of hardware and/or software.

Provide effective and timely resolutions to assigned tasks which may include, but are not limited to, preparing desktop computers for use; installing operating systems, software applications, and basic software tools.

Troubleshoot and maintain software ,computer-related hardware and simulation equipment as needed; assist faculty and other staff in troubleshooting less technical problems; test systems to insure functionality in the technical environment; maintain/clean printers and associated software and hardware in assigned area to include ordering/replacing cartridges, drum kits and other items as needed.

Maintain current technical and professional skills by attending conferences, workshops and training courses.

Develop understanding of the subject matter being taught, as it pertains to the technology being used, in the lab and the smart classrooms in the assigned area; respond to student questions about subject matter as it pertains to the technology being used.

Collaborate with campus Information Systems staff in selection of technology hardware and software and in decisions regarding networking, security strategy, computer set-up, desktop design and related technology issues; obtain vendor price quotes on software application/replacement parts, some new equipment and technical service on PCs and/or Macintosh computers and all peripheral equipment.

Develop, implement and maintain student network used in assigned lab (e.g., install server software, set user rights and privileges, install user application/modules, write logon scripts, install upgrades and patches, perform backups, and perform appropriate non-warranty hardware repairs) including a strategy

for appropriate system security. Develop and maintain graphical user interface for students, integrating web sites, software, and faculty-developed course materials.

Provide content and create tutorials for using equipment and software; provide access to electronic information, general Internet use and instruction through network/Internet technology.

Assist faculty in technical aspects of developing instructional materials for workshops and curriculum projects for use in the classroom, maintaining and implementing instructional web sites and strategies, and selecting/implementing new software and hardware; assist faculty and staff in the development of alternative teaching delivery methods and technologies.

Write memos and reports; assist with writing system configuration diagrams as needed.

Report network failures and assist Network Engineers in maintaining network stability in assigned area.

Install, operate and maintain a variety of computers, audio/visual equipment, scanners, document cameras and other peripheral equipment in the assigned labs and smart classrooms; answer questions about faculty and staff computers installed in the lab.

Maintain and update a database of hardware inventory and repair history; maintain a physical library comprised of all media and documentation of all application software, operating systems, custom scripts, custom applications and commercial applications used by students and staff.

Make appropriate requests to various departments within the College for assistance with student/faculty furniture, lighting, installation of some equipment in assigned area.

Perform updates on human patient simulators and software as required by the manufacturer. Test and trouble shoot any problems associated with software/hardware updates.

Repair and maintain human patient simulators and related equipment (metivision and cameras) as required; initiate equipment repairs under warranty.

Other Duties

Perform other related duties as assigned.

Create multimedia productions, if directed to do so, based on instructor content.

Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed here in. For example, completion of college coursework in computer skills or a related field or three or more years of recent experience troubleshooting and repairing PCs in a network-training environment; a college degree in computer science, business administration or related field is preferred.

Knowledge

Knowledge of: Windows Network and current Windows Server operating systems, knowledge of relational databases, knowledge of Microsoft FrontPage web authoring software, personal computer operating systems and Macintosh operating systems; E-mail applications; network hardware, peripherals

(scanners, printers, etc.), simulators and software; personal computer languages used within the College; troubleshooting techniques; current office methods and practices.

Abilities

Ability to: analyze problems and implement or recommend solutions; prioritize tasks and do several tasks simultaneously; accurately and efficiently install new software as required; write software documentation as needed; listen effectively; display expert and innovative use of hardware and software concepts and principles; quickly learn and adapt to new software applications and hardware; quickly learn and be able to provide assistance in new technologies and software as needed to fulfill requirements of the job; apply specialized computer knowledge to instructional delivery systems; test and analyze system behavior and quickly and correctly interpret and resolve complex computer problems; analyze, implement and maintain advanced network architectures; write reports and memos as needed; use appropriate and correct English grammar, punctuation and spelling; communicate effectively in both oral and written form, establish and maintain effective working relationships; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Primarily an indoor working environment. Moderate physical effort. May require stooping, bending, kneeling, periodic lifting up to 50 pounds, crawling and walking. Requires dexterity to wire computers and peripherals and make minor repairs to computer equipment.

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

Consent Agenda Item No. E

Human Resources
College Area

Proposal:

To approve the employment of the individuals on the attached list for short term and substitute assignments.

Background:

Education Code 88003 authorizes the Governing Board to hire short term and substitute employees to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Employment of the individuals on the attached list is consistent with District policy and Education Code provisions.

Budgetary Implications:

The cost to employ short term and substitute employees is included in division/department budgets.

RESOLUTION: BE IT RESOLVED, that the individuals on the recommended list (Short Term and Substitute Employees) employed for short term and substitute assignments subject to future medications, be approved.

Recommended By:



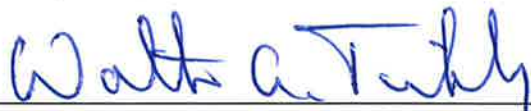
Susan Kitagawa, Associate Dean of Human Resources

Prepared By:



Shirley Kim, HR Benefits & Retirement Coordinator

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

