

# Monterey Peninsula Community College District

## Governing Board Agenda

November 19, 2014

Consent Agenda Item No. A.1

Superintendent/President  
Office

**Proposal:**

To consider and approve the minutes of the Regular Board meeting on October 22, 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 Regular Board meeting on October 22, 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 A. Tribley  
Dr. Walter Tribley, Superintendent/President

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

**REGULAR BOARD MEETING**

**WEDNESDAY, OCTOBER 22, 2014**

1:30pm, Closed Session, SPS-101, Public Safety Training Center  
3:00pm, Regular Meeting, SPS-104, Public Safety Training Center

2642 Colonel Durham St., Seaside, CA 93955  
[www.mpc.edu/GoverningBoard](http://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  
Ms. Marilyn Dunn Gustafson, Trustee  
Mr. Rick Johnson, Trustee  
Dr. Loren Steck, Vice Chair  
Dr. Walter Tribley, Superintendent/President
3. **PUBLIC COMMENTS ON CLOSED SESSION ITEMS** – None
4. **CLOSED SESSION**
  - A. Conference with Real Property Negotiators (Government Code Section 54956.8)
    - a) Property: Parcel L23.4
    - b) Agency Negotiator: Walter Tribley, Vicki Nakamura
    - c) Negotiating Parties: Coleraine Capital
    - d) Under Negotiation: Price and Terms of Payment
  - B. Conference with Legal Counsel—Existing Litigation (Government Code Section 54956.9 (a))  
Name of Case: Lee Contractors vs. Ausonio, Monterey Peninsula Community College District, et al,  
Case Number M129454
  - C. Conference with Labor Negotiators (Government Code Section 54957.6)
    - a) Employee Organization: MPCEA/CSEA
    - b) Agency Representatives: C. Earl Davis, Susan Kitagawa & Larry Walker
  - D. 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
5. **RECONVENE TO OPEN SESSION / CALL TO ORDER**
6. **ROLL CALL**  
Chair Brown asked for Roll Call at 3:00 p.m.  
Present:  
Mr. Charles Brown, Chair  
Dr. Margaret-Anne Coppernoll, Trustee  
Ms. Marilyn Dunn Gustafson, Trustee

Mr. Rick Johnson, Trustee  
Dr. Loren Steck, Vice Chair  
Dr. Walter Tribley, Superintendent/President  
Mr. Maury Vasquez, Student Trustee

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

8. **APPROVAL OF AGENDA**

Motion Steck / Second Dunn Gustafson / *Vice Chair Steck noted the revisions to Consent Agenda Item D. Also, New Business Agenda Items I and J were moved ahead of “Reports and Presentations.”*  
Carried. 2014-2015/42

Student Advisory Vote:	AYE		Vasquez
AYES:	5	MEMBERS:	Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS:	None
ABSENT:	0	MEMBERS:	None
ABSTAIN:	0	MEMBERS:	None

9. **RECOGNITION**

- A. Acknowledgment of Guests
  - a. Robert Marcellini, Gentrain Society Board member

10. **PUBLIC COMMENTS – None**

11. **CORRESPONDENCE AND PUBLICATIONS**

A. MPC All User Emails

- 1) Health Services: “MPC Health Services Flu Clinic October 9<sup>th</sup>”
- 2) Health Services: “Suicide Prevention Presentation September 23<sup>rd</sup>”
- 3) Michael Gilmartin: “Office of Academic Affairs Update”
- 4) Beccie Michael: “REMINDER: FASA Apps Due 9/22”
- 5) Carrie Craig: “Early Alert Assistance”
- 6) Upward Bound: “TRiO Upward Bound MYO Fundraiser”
- 7) Stan Armstead: “Scholarship Workshop Details”
- 8) California Nursing Students Association (CNSA): “CNSA Pizza My Heart Fundraiser – Monday, September 29<sup>th</sup>”
- 9) MPC Foundation: “Rubber Chicken Tickets on Sale NOW”
- 10) Beccie Michael: “STE(A)M Center Workshop & Survey”
- 11) Jon Knolle: “REMINDER: Introduction to MPC Online (Moodle) Training begins October 6<sup>th</sup> – Register Now!”
- 12) Walter Tribley: “Appropriate Use Reminder”
- 13) Massage Therapy Program: “Massage Lab Now Open”
- 14) Walter Tribley: “Please welcome Mr. Gilmartin and Mr. Walker to PV/P!”
- 15) Melissa Pickford: “CORRECTION: NEW exhibit at MPC Art Gallery”
- 16) Henry Marchand: “Halloween Writing Contest”

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

- 1) *Monterey Herald* / September 20, 2014: “MPC football rallies past San Jose City”
- 2) *Monterey Herald* / September 22, 2014: “MPC takes part in California online education initiative”
- 3) *San Jose Mercury News* / September 23, 2014: “MPC takes part in California online education initiative”
- 4) *Monterey Herald* / September 30, 2014: “Community colleges need to complete success plan

by Oct. 17”  
5) *Monterey County Weekly “Squid Fry” / “Rubber Match”*

**12. NEW BUSINESS AGENDA ITEM I**

*New Business Agenda Item I was considered at this time.*

BE IT RESOLVED, that the Governing Board adopt Monterey Peninsula College’s revised Mission Statement and Values Statement as recommended to the Superintendent/President by College Council.

Motion Steck / Second Coppernoll / Carried.

2014-2015/43

Student Advisory Vote: AYE Vasquez

AYES: 5 MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck

NOES: 0 MEMBERS: None

ABSENT: 0 MEMBERS: None

ABSTAIN: 0 MEMBERS: None

**13. NEW BUSINESS AGENDA ITEM J**

*New Business Agenda Item J was considered at this time.*

INFORMATION: Proposed Institutional Goals for 2014-2020

Ms. Diane Boynton, College Council Co-Chair, distributed handouts describing the process by which College Council developed MPC’s proposed Institutional Goals and Objectives. She then reviewed the presentation entitled, “How College Council Developed the College’s 2014-2020 Institutional Goals and Objectives.” / She reported that College Council will attempt to reduce the planning and resource allocation process from twelve to ten steps. / She also listed the objectives associated with each goal.

*Following New Business Agenda Item J, the Governing Board returned to the standard agenda.*

**14. REPORTS AND PRESENTATIONS**

A. Institutional Report: No report.

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

Dr. Tribley reported that MPC administrators will be working on public-private and public-public partnerships to facilitate MPC’s financial solvency by generating FTES. One such example is MPC’s continuing discussions with CSUMB administrators regarding the possibility of enrolling CSUMB students in MPC courses. Dr. Tribley, Mr. Michael Gilmartin, and other MPC administrators recently met with CSUMB’s Dean of Business, Dr. Shyam Kamath, to discuss a possible partnership to develop a 2+2 program in Sustainable Hospitality. / He reported that CSUMB President, Dr. Eduardo Ochoa, will be the Spring 2015 Flex Day keynote speaker. / He reported that he and Ms. Vicki Nakamura will participate in a meeting with other higher education leaders and Senator Monning. He conveyed his plans to bring forward two topics at the meeting: repeatability and capital funding. / He provided a status update on board policy revisions, noting that the college has posted the proposed board policies related to academic affairs on MPC’s website. He reported that the trustees would be provided with online access to the proposed board policies to assist them in their review.

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

Mr. Davis reported that MPC is close to closing out the 2013-14 fiscal year.

D. Academic Affairs Report: Mr. Michael Gilmartin

Mr. Gilmartin highlighted items from the Academic Affairs Report. / He reported that additional communications between MPC and CSUMB staff are or will be occurring regarding world



language, basic skills, and international students. / He and Dr. Tribley reported that MPC and CSUMB staff are reviewing the possibility of more closely aligning MPC and CSUMB's academic calendars. / Mr. Gilmartin elaborated on CTE Enhancement Funds and provided an explanation as to how labor market demand is measured. He explained that MPC must consider in its research not only the labor market demand of a particular region, but also the number of colleges and college graduates within that region, to ensure that there is a gap between supply and demand. He also noted some of the challenges involved in collecting the necessary data, which include the exclusion of students, such as graphic arts students, who tend to be self-employed. / Trustee Dunn Gustafson conveyed her interest in viewing the final report upon its completion.

- E. Student Services Report: Ms. Cathy Nyznyk  
Ms. Nyznyk highlighted items from Mr. Larry Walker's Student Services Report.
- F. Academic Senate Report: No report.
- G. MPCEA Report: Loran Walsh, President  
Mr. Walsh read from his MPCEA report. / He also distributed a document entitled, "Community College Districts Statewide Classified Employee Compensation Survey Results." He provided some information as to how the survey is conducted and the number of participants, of which MPC was one. He also pointed out some of the information included in the survey—particularly that which relates to compensation and CalPERS. / Trustee Johnson conveyed the trustees' appreciation for Mr. Walsh's demeanor and for his commitment to CSEA members and the college.
- H. MPCTA Report: Paola Gilbert, President  
Ms. Gilbert spoke about Campus Equity Week, a biennial event dedicated to drawing attention to the employment conditions of contingent (adjunct/part-time) faculty in higher education. / She also referred to a report on the working conditions of contingent faculty in higher education entitled, "The Just-In-Time Professor," which was prepared by the House Committee on Education and the Workforce. She conveyed information found in the report, indicating that contingent faculty are working at poverty level because they receive low pay at a piece rate, and because there are limitations on the number of units they are allowed to report, which she attributed to efforts by colleges to avoid providing health insurance. She reported that she wrote a letter to Dr. Tribley and other administrators on this issue. She also conveyed concern that contingent workers are at-will employees and therefore do not have job security. She stated that this inequity has long been acknowledged and concluded that various groups, including the state Academic Senate, are once again looking at part-time equity issues. / The trustees acknowledged the problems faced by contingent faculty and expressed their wish that the legislature would also identify ways that they can assist colleges improve the employment conditions of contingent faculty.
- I. ASMPC Report: Justyn Jones, Director of Representation  
Student Trustee Maury Vasquez gave the ASMPC report on behalf of Mr. Jones, who was unable to attend. / He reported that the students who recently attended a conference in Los Angeles with their advisor, Julie Osborne, would be reporting on the conference at the October 24<sup>th</sup> meeting of the ASMPC. / He also reported that one of the ASMPC representatives volunteered to wear the mascot costume at MPC's homecoming game.
- J. College Council Report: Stephanie Perkins and Diane Boynton, Co-chair  
Ms. Boynton reported that two positions have been brought to College Council for a first reading: lab mentor and CDC unit office manager. / She reported that College Council will attempt to clarify the definition of lifelong learning at their next meeting, but indicated that the definition will not be included in the Mission Statement. / She stated that College Council by-laws are being reviewed and that the interim vice presidents will be working on changes to the Education Master

Plan. / She also reported that College Council will be reviewing the charge and role of the budget subcommittee, after obtaining input from other community colleges across the state regarding the charge and role of their budget committees.

#### K. MPC Foundation

##### 1) Executive Director Report: Ms. Beccie Michael

Ms. Michael highlighted items from her Executive Director's report. / She also reported that the MPC Foundation's request to the Giannini Fund to build an outdoor learning classroom at the CDC was approved. Dr. Tribley and Ms. Michael reminded the trustees that the donor's willingness to consider—and then grant—another of the Foundation's requests was due to the work of those involved in restructuring the CDC. Before the restructuring was approved, the donor had clearly stated that she would not consider another request to fund the CDC for the purpose that it had been previously funded. / Ms. Michael also provided information regarding public service announcements being aired on AMP during the month of October to advertise the rubber chicken drop.

##### 2) Monthly Donations: \$46,966.00

#### L. Governing Board Reports

##### 1) Community Human Services (CHS) Report – Vice Chair Steck reported that Sharon Lagana has been hired as the CFO. / He also reported that CHS is expanding its office in Salinas and its administration office on Garden Road in Monterey.

##### 2) Trustee Reports

- a) Trustee Marilyn Dunn Gustafson reported that she enjoyed her three week vacation, during which she attended a college reunion in Pavia, Italy.
- b) Trustee Rick Johnson reported on Monterey County's now official status as "The Language Capital of the World" and expressed hope that MPC's part in that will continue to grow. / He reported that effective January 1, 2015, the Monterey Institute of International Studies will become the Middlebury Institute of International Studies at Monterey. / He conveyed his recent experience as a phone bank participant during which the person he called recognized him as an MPC trustee.
- c) Chair Charles Brown praised the recent NAACP event that he attended, along with Dr. Tribley, Trustees Coppernoll and Steck, and other MPC representatives. / He reported that CSUMB has a junior NAACP chapter and that efforts are underway to get MPC to join the junior chapter, as well.
- d) Trustee Coppernoll reported that she was thrilled that Nolan Kennedy was unanimously elected to serve a third year as the MPC Foundation Board President at their recent meeting. / She also praised the recent NAACP event.
- e) Student Trustee Maury Vasquez recounted his experience chairing a United Nations Mock Trial at Monterey Institute for International Studies (MIIS). / He reported that he will be working with Francisco Tostado, Director of Student Financial Services, to give campus tours to high school students and the Boys and Girls Club. / He reported that one of the ASMPC members gave a speech at the recent NAACP event. / He relayed his plans to go to Foothill College on October 24, 2014. / He expressed hope that he will work with Francisco Tostado on the Community Outreach Committee and to start a Student Ambassador Club.
- f) Vice Chair Loren Steck reported on the recent visit from the Photographic Arts Council of Los Angeles, which toured a number of Monterey area locations associated with Edward Weston and Ansel Adams. Their visit included a tour of MPC's impressive photographic collection, which is stored at the Monterey Museum of Art's La Mirada facility. He thanked Dr. Tribley and the MPC administration for helping to arrange the tour of MPC's collection. / He thanked Ms. Michael for inviting the MPC Board to the Foundation's 20<sup>th</sup>

Anniversary and Board Appreciation Party. / He reported that he will be meeting with the Scorecard Advisory Committee in Sacramento during the week of October 27, 2014.

- M. Legislative Advocacy Report, Dr. Walter Tribley  
Dr. Tribley restated his plan to participate, along with Ms. Vicki Nakamura, in a meeting with Senator Monning and other higher education leaders to bring forth the topics of repeatability and capital funding.
- N. Student Success Report: “A View through a Student Equity Lens: Success,” Dr. Rosaleen Ryan  
Dr. Tribley reported that Dr. Ryan is unable to give this report due to illness.
- O. Special Report: Bond Expenditure Report – Dr. Tribley referred the trustees to the written report.

**15. CONSENT CALENDAR**

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

BE IT RESOLVED,

- 1) That the Governing Board approves the minutes of the Special Board meeting on September 8, 2014 and the Regular Board meeting on September 24, 2014.
- 2) That the Governing Board accepts gifts donated to the College with appropriate acknowledgement to the donors.
- 3) That the September 30<sup>th</sup> payroll in the amount of \$2,129,653.95 and the October 3<sup>rd</sup> payroll in the amount of \$1,210.69 and the October 10<sup>th</sup> payroll in the amount of \$52,314.19 be approved.
- 4) 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.
- 5) That Purchase Orders B1500285 through B1500392 in the amount of \$7,511,376.17 be approved.
- 6) 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
- 7) 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
- 8) That the following budget increases in the Child Development Fund be approved:  
Increase of \$12,000 in funds received for FY 2013-2014.

- 9) 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.
- 10) 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.

B. Management Personnel

- 1) That the Governing Board approve the following item(s):
  - a) 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.
  - b) 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.
  - c) 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.

C. Faculty Personnel

- 1) That the Governing Board approve the following item(s):
  - a) 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.
  - b) 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.”
  - c) Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Fall 2014.

D. Classified Personnel

- 1) That the Governing Board approve the following item(s):
  - a) Employment of Ernesto Becerra, Administrative Assistant II, Marina Education Center, 24 hours per week, 10 months and 11 days per year, effective October 23, 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 Katherine Haskin, Library Specialist-Circulation Desk, 21.25 hours per week, 8 months and 7 days per year, effective October 27, 2014.
  - d) Employment of Colton Miller, Library Specialist-Circulation Desk, 21.25 hours per week, 8 months and 7 days per year, effective October 27, 2014.
  - e) Employment of Donna Teresa, Library Specialist-Circulation Desk, 16 hours per week, 8 months and 7 days per year, effective October 27, 2014.
  - f) Employment of Cielo Cervantes, Accommodations Specialist, Supportive Services, 40 hours per week, 12 months per year, effective October 24, 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.

E. 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.

Motion Steck / Second Johnson / *Vice Chair Steck noted the revisions to Consent Agenda Item D.*  
Carried. 2014-2015/44

Student Advisory Vote:	AYE	Vasquez
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

**BREAK: 4:35-4:43 p.m.**

**16. NEW BUSINESS**

- A. BE IT RESOLVED, that the 2014-2015 Monthly Financial Report for the period ending September 30, 2014 be accepted.

Motion Johnson / Second Steck / Carried. 2014-2015/45

Student Advisory Vote:	AYE	Vasquez
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

- B. BE IT RESOLVED, that the Governing Board authorize the Superintendent/President to enter into an agreement with the Chancellor's Office of the California Community Colleges, State of California, to participate in the Chancellor's Office Tax Offset Program (COTOP).

Motion Steck / Second Coppernoll / Carried. 2014-2015/46

Student Advisory Vote:	AYE	Vasquez
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

- C. BE IT RESOLVED, that the Monterey Peninsula Community College District Governing Board does hereby express its sincere appreciation and gratitude to Dr. Sophal Ear, J. Fagan, Stewart Fuller, Robert Mulford, and Niels Reimers for their service as members of the Citizens' Bond Oversight Committee.

Motion Dunn Gustafson / Second Vasquez / Carried.

2014-2015/47

Student Advisory Vote:	AYE	Vasquez
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

- D. BE IT RESOLVED, that the appointment of Tom Gaspich, Rob Lee, and Hunter Harvath, as members of the Citizens' Bond Oversight Committee, effective November, 2014, be approved.

Motion Johnson / Second Dunn Gustafson / Carried.

2014-2015/48

Student Advisory Vote:	AYE	Vasquez
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

Trustee Coppernoll reported that Mr. George Powell, who has been endorsed by the Marina Chamber of Commerce, is interested in joining the Citizens' Bond Oversight Committee (CBOC). Dr. Tribley responded she would be welcome to bring forward another nomination. A discussion ensued regarding the purpose for the remaining bond funds, with Dr. Tribley noting that the CBOC must remain an active group until all of the bond funds are spent.

- E. BE IT RESOLVED, that the following course revisions, program revisions, new courses and new programs be approved:

Course Revisions:

BIOL 10 Principles of Biology  
 ENGL 5 Introduction to Great Books  
 ENGL 11 Literature By and About Women  
 SPCH 54 Leadership Communication

Program Revisions:

Business - Accounting (Associate in Science)  
 Business - Accounting (Certificate of Achievement)  
 Business Administration (Associate in Science)  
 Business Administration (Certificate of Achievement)  
 Business - Fast Track: Business Administration (Certificate of Training)  
 Fire Command (Certificate of Training)  
 Fire Inspector (Certificate of Training)  
 Fire Prevention (Certificate of Training)  
 Philosophy (Associate in Arts for Transfer)

New Courses:

ENGL 9, Great Books and Civil Liberties

FREN 225B, Basic Conversational French II

New Programs:

Business Fast Track - Accounting/Bookkeeping (Certificate of Training)

Fire Management (Certificate of Training)

Firefighter 1 (Certificate of Training)

Motion Vasquez / Second Steck / Carried.

2014-2015/49

Student Advisory Vote:	AYE	Vasquez
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

- F. BE IT RESOLVED, that the Governing Board ratify the Memorandum of Understanding regarding Child Development Center Job Descriptions, dated September 12, 2014, between the California School Employees Association Chapter #245—MPCEA/CSEA and the Monterey Peninsula Community College District.

Motion Coppernoll / Second Steck / Carried.

2014-2015/50

Student Advisory Vote:	AYE	Vasquez
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

Public Comment

Mr. Loran Walsh reported that this MOU was ratified by MPCEA members with a vote of 41 in favor and 2 opposed. / He shared information regarding the MPCEA leadership's approach to achieve this outcome, which included reasoning that the CDC needed to become self-sufficient, even if that meant allowing non-represented employees, which was a huge concession for the CSEA. He expressed appreciation to the MPC district and Board of Trustees for negotiating with MPCEA rather than simply laying off CDC employees as other districts have done. / Chair Brown expressed the Board's appreciation for the work of the negotiators in achieving this outcome, which will be beneficial for the children served by the CDC and for the future of the college. He thanked Mr. Walsh for his role in achieving this outcome.

- G. BE IT RESOLVED, that the Governing Board approve the attached 2014/15 salary schedule for Classified employees effective July 1, 2014.

Motion Steck / Second Coppernoll / Carried.

2014-2015/51

Student Advisory Vote:	AYE	Vasquez
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

Public Comment

Mr. Loran Walsh thanked the MPC district on behalf of the CSEA for approving the salary schedules, especially during this time of budget shortfalls. He noted that this is the only pay increase that some MPC employees will receive.

- H. BE IT RESOLVED, that the Governing Board accepts the gift of a sculpture to the College with appropriate acknowledgement to the donor.

Motion Johnson / Second Dunn Gustafson / Carried.

2014-2015/52

Student Advisory Vote:	AYE	Vasquez
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

Public Comment

Mr. Loran Walsh expressed concern regarding the security of the sculpture and also asked if a value had been determined. Dr. Tribley and Ms. Michael noted that the security of the sculpture has been turned over to the experts on campus, including the facilities crew, the contractor for the student center, and MPC's sculpture instructor. Ms. Michael noted that it is incumbent on the donor to assign a value to the sculpture, but that the donor may not wish to do so due to the cost of appraising artwork.

- I. BE IT RESOLVED, that the Governing Board adopt Monterey Peninsula College's revised Mission Statement and Values Statement as recommended to the Superintendent/President by College Council.

*New Business Agenda Item I was considered ahead of "Reports and Presentations."*

- J. INFORMATION: Proposed Institutional Goals for 2014-2020

*New Business Agenda Item J was considered ahead of "Reports and Presentations."*

- K. INFORMATION: Status Report on Governing Board self-evaluation process for 2014

Vice Chair Steck shared the history of the Board's self-evaluation process, noting that the Board hasn't evaluated itself for the past couple of years. He also explained the particulars of the 2014 evaluation process, which includes the development of a survey that will be provided to a number of groups with ties to MPC, including the trustees, MPC faculty, staff, and administrators, as well as members of the communities served by MPC. He reported that the survey results will be ready by November. Vice Chair Steck and Trustee Coppernoll noted that the responses to the survey will be anonymous and encouraged participation in the survey.

Vice Chair Steck reported that the subcommittee is proposing the addition of two new goals to the Board's current goals. A discussion ensued as to the differing approaches taken by other community college districts to their Board goals. After receiving input from the trustees regarding the new goals, the following list of proposed goals were suggested for possible adoption at the December Board meeting.

1. Actively participate in and support actions taken by the college to maintain fiscal stability.
2. Maintain an open and respectful partnership with the Superintendent/President.
3. Actively participate in and support actions taken by the college to address accreditation related issues.



4. Design and actively participate in board development activities to broaden understanding of critical operational elements and issues facing the college.
5. Enhance legislative advocacy activities to support the college and community college system.
6. Develop means for more effective community relations with constituents.
7. Ensure the college policy manual is updated, comprehensive, and implemented.

A discussion ensued as to whether or not the Board policy goals must be measurable for accreditation purposes. The trustees concluded that this is not a requirement established by the accreditors and agreed that the Board policy goals should remain broad so that they may develop their own objectives. They further concluded that they are able to determine whether or not their goals have been achieved through the self-evaluation process. Dr. Tribley reminded the Board of his intention to arrange a Board retreat during which discussions like these can be held. / Trustee Dunn Gustafson requested that Dr. Tribley consider discussing with Senator Monning the possibility of allowing community education students to pay more for classes than actively enrolled students, while still enabling the two groups to take the same classes. / Trustee Coppernoll expressed appreciation for the trustees' input.

L. INFORMATION: Proposed Governing Board Goals for 2015

See the discussion under New Business Agenda Item K, "Status Report on Governing Board self-evaluation process for 2014."

M. INFORMATION: Calendar of Events:

Chair Brown reminded the trustees of upcoming events: the homecoming game and rubber chicken drop on October 25, 2014, as well as the Foundation's 20<sup>th</sup> Anniversary and Board Appreciation party on November 14, 2014. / Dr. Tribley indicated that he will determine possible dates for a Board Retreat. The trustees requested that the retreat take place off campus. / The potential date of the annual Veteran's Day event at MPC was discussed. / Chair Brown asked if hiring the three library staff members approved at this Board meeting would allow MPC to extend the library hours. Associate Dean Jon Knolle responded that those positions would bring the library back to normal staffing to cover its current hours. He also reported that staff is working on a proposal to evaluate what it will take to extend library hours.

Public Comment

Ms. Paola Gilbert reported that, according to an MPCTA member, MPC's library hours are ranked as one of the four lowest of the campuses across the state. A discussion ensued regarding the impediments to extending the library hours, including the physical structure of the library. Mr. Loren Walsh noted that students can now spend time in the Student Center at night, in place of the library.

Dr. Tribley reminded the trustees of the VIP party at 4:30 p.m. on Saturday, October 25, 2014.

**17. ADVANCE PLANNING**

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

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

B. Regular Board Meeting, Wednesday, December 10, 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

18. **ADJOURNMENT** – Chair Brown adjourned the meeting at 5:36 p.m.

19. **CLOSED SESSION**

Respectfully Submitted,

Dr. Walter A. Tribley  
Superintendent/President

# Monterey Peninsula Community College District

## Governing Board Agenda

November 19, 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:

- Marilyn and Melford Barker \$50 to the Men's Basketball Trust
- Big Sur International Marathon \$1,400 to the Child Development Center (Teachers Fund)
- John and Kristine Burkett \$50 to the Men's Basketball Trust
- Certified Freight Logistics, Inc. \$150 to the Men's Basketball Trust
- Muriel Dobry 84 books to the Library
- Deborah Hill \$250 to the Maurine Church Coburn School of Nursing (for a scholarship to be awarded to a first-year nursing student) in honor of SPC Kevin J. Hilaman
  
- Richard and Renee Kezirian \$200 to the Men's Basketball Trust
- Kraft and Lee Insurance Agency \$50 to the Men's Basketball Trust
- Law Offices of Evans & Heil \$100 to the Football Trust
- Old Fisherman's Grotto \$500 to the Men's Basketball Trust
- Joanne Shiffman \$1,000 to the Maurine Church Coburn School of Nursing
- Joe and Jolynn Silva \$20 to the Men's Basketball Trust
- David and Dianne Smith \$100 to the Men's Basketball Trust
- Walker & Reed, LLP \$1,000 to the Women's Basketball Trust
- Watsonville Coast Produce, Inc. \$250 to the Men's Basketball Trust
- William and Florence Wheeler Foundation \$1,000 to the Football 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 A. Tribley

Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

November 19, 2014

Consent Agenda Item No. A.3

Fiscal Services  
College Area

Proposal:

Approve October regular payroll.

Background:

October 31, 2014	Regular Payroll	\$ 2,231,353.89
Total		\$ 2,231,353.89

Budgetary Implications:

Budgeted.

RESOLUTION: BE IT RESOLVED, that the:

October 31<sup>st</sup> payroll in the amount of \$2,231,353.89 be approved.

Recommended By:

C. E. Davis by J. Amos  
C. Earl Davis – Vice President for Administrative Services

Prepared By:

Michelle Moore or Sean Willis, Payroll Analyst      Rosemary Barrios, Controller

Agenda Approval:

Walter Tribley  
Dr. Walter Tribley, Superintendent/President

# Monterey Peninsula Community College District

## Governing Board Agenda

November 19, 2014

Consent Agenda Item No. A.4

Fiscal Services  
College Area

### Proposal:

Approve Commercial Warrants for October 2014.

### Background:

Number 12108822 through Number 12108836.....	\$13,478.96
Number 12109448 through Number 12109487.....	\$287,085.18
Number 12109953 through Number 12109976.....	\$905,579.79
Number 12111249 through Number 12111275.....	\$125,628.07
Number 12112063 through Number 12112119.....	\$406,445.82
Number 12112684 through Number 12112699.....	\$85,583.68
Number 12114680 through Number 12114732.....	\$203,262.97
Total.....	\$2,027,064.47

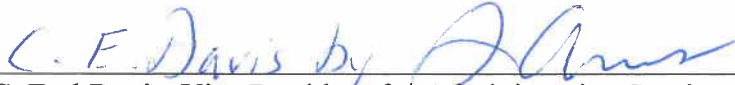
### Budgetary Implications:

Budgeted.

### RESOLUTION: BE IT RESOLVED, that Commercial Warrants:

12108822 through 12108836, 12109448 through 12109487, 12109953 through 12109976, 12111249 through 12111275, 12112063 through 12112119, 12112684 through 12112699, 12114680 through 12114732, in the amount of \$2,027,064.47 be approved.


Recommended By:

  
C. Earl Davis, Vice President for Administrative Services

Prepared By:

   
Angela Ramirez, Accounting Specialist      Rosemary Barrios, Controller

Agenda Approval:

  
Dr. Walter Tribley, Superintendent/President

## Checks Dated 10/01/2014 through 10/31/2014

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12108822	10/02/2014	ASAP Sign & Printing	01-4500	Gen Institutional-Support/Insurance-wood signs		455.75
12108823	10/02/2014	AT&T	01-5500	MPC Ed Center- open order		1,840.26
12108824	10/02/2014	Central Coast Media Enterprise	01-4500	PV 1740 Reissue of invoice CCM081214		52.68
12108825	10/02/2014	Department of General Services	01-5700	PV 1741 Administrative Hearing		140.25
12108826	10/02/2014	Gaines, Rachel	01-5100	MATE MOV: Independent Contractor Agreement		1,218.00
12108827	10/02/2014	ING Reliastar	01-3900	PV 1742 September Payment		1,667.00
12108828	10/02/2014	KBA Docusys	01-5600	Print Shop-Life Science copier rental		290.25
12108829	10/02/2014	Susan Kitagawa	01-5200	PV 1745 Reimbursement for Title IX coordinator		762.91
12108830	10/02/2014	Jose Martinez-Saldana	01-5100	EOPS-Independent Contractor		2,000.00
12108831	10/02/2014	MPC-Federal Fund Account	01-5800	PV 1746 R. Hancock and A. Neira Pell		992.00
12108832	10/02/2014	Nob Hill Foods -Sacto	04-4700	Children's Center-Open order for children's meals		61.70
12108833	10/02/2014	PACIFIC MONARCH LTD	01-5600	Athletics- Mens - Bus transportation-football		2,005.00
12108834	10/02/2014	Pacific Telemanagement Service	01-5500	MPC Ed Ctr- Open order for pay phones		53.00
12108835	10/02/2014	School Datebooks	01-7600	PV 1743 200 School Datebooks		440.16
12108836	10/02/2014	Student Insurance	01-5400	PV 1744 Deductible trust acct setup		1,500.00
12109448	10/07/2014	Agile Research & Tech.	14-5800	Gen Instit-Contingencies- Web Redesign		4,980.00
12109449	10/07/2014	Boyd's Asphalt Services	39-5600	PV 1747 Parking lot striping		1,320.00
12109450	10/07/2014	Jessica Bray	01-5100	MATE MOV- Independent Contractor		630.00
12109451	10/07/2014	Brown, Caroline	01-5100	MATE Res. Ctr-Independent Contractor Agreement		1,080.00
12109452	10/07/2014	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
12109453	10/07/2014	Cardinale Moving & Storage Co	48-6200	LB 140637 Rental of storage units	903.00	
				Phase I-Swing Space-Rental of 6 SAM storage units	903.00	1,806.00
12109454	10/07/2014	CARMEL MARINA COPRORATION	01-5500	MPC Education Ctr-Open order-waste disposal	229.58	
				MPC Public Safety Training Ctr-Open order-disposal	464.73	694.31
12109455	10/07/2014	COLLINS ELECTRIC CO	14-6100	Proposition 39-Installatin of LED bulbs		5,500.00
12109456	10/07/2014	Robert Daniels	01-5800	PV 1748 Intern Summer Iceland/N. Atlantic		2,189.57
12109457	10/07/2014	ELECTRICAL DISTRIBUTORS - mo	01-4500	Maintenance-Open order equip repair parts		80.71
12109458	10/07/2014	Epico Systems Inc	01-4500	IS Network & Tech-Student Center Phones	1,080.00	
			48-5100	Network/Wi-Fi- New Fiber Optics LTC	10,510.00	11,590.00

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## Checks Dated 10/01/2014 through 10/31/2014

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12109459	10/07/2014	Fisher Scientific	01-4300	Anatomy/Physiology- cases of cats		4,422.70
12109460	10/07/2014	Gloria Fletes	01-5100	MATE Resource Ctr-Independent Contractor		1,230.00
12109461	10/07/2014	Geo H Wilson Inc	01-5500	PV 1749 Service @ Admin IT	530.40	
			48-5100	College Ctr Bldg-Install new Gas line connection	1,090.00	
			48-6200	Art Studio/Ceramics-Install "P" traps at Ceramics	547.52	2,167.92
12109462	10/07/2014	GoPrint Systems Inc	01-5600	PV 1750 Annual Software support		2,305.86
12109463	10/07/2014	Terence Johnson	01-5100	MATE MOV: Independent Contractor		878.13
12109464	10/07/2014	Kitchell CEM	48-5100	College Ctr Bldg- Reencumber PO B1400079	16,500.00	
			48-6200	Art Studio/Ceramics- Reencumber B1400080	8,800.00	25,300.00
12109465	10/07/2014	Kleinfelder	48-5100	College Ctr Bldg-Special inspection & testing	1,147.50	
			48-6200	Art Studio/Ceramics-Spcl inspection & testing.	339.00	1,486.50
12109466	10/07/2014	Matthew Lattanzio	48-5100	Gen. Institutional Bond-Independent Contractor		4,080.00
12109467	10/07/2014	Lenovo	01-6400	IS Network & Tech- PCs for M. Midkiff & Tech.	2,661.14	
				Office- Institutional	714.88	3,376.02
				Research-Workstation-R. Ryan		
12109468	10/07/2014	MANPOWER	48-6200	Art Studio/Ceramics- Labor to pack		1,002.98
12109469	10/07/2014	Monterey City Disposal Inc	01-5500	Gen Inst. Util-Open order waste disposal		276.11
12109470	10/07/2014	Monterey County Office of Ed	01-5100	LB 140222 Dolinka Consortium		4,227.42
12109471	10/07/2014	MPC District	01-3400	Restricted budget- Self Insurance		169,690.61
				Fund-open order		
12109472	10/07/2014	MPC Revolving Fund	01-5800	PV 1751 Sept RF	3,754.89	
				PV 1756 RF Check Reimb	5,862.30	
				PV 1757 RF Cash Reimb	1,218.02	10,835.21
12109473	10/07/2014	MSC Environmental Services	01-5600	PV 1752 Repair		1,395.25
12109474	10/07/2014	Erik Nilsson	01-5200	PV 1753 Baggage Reimb	50.00	
			01-5800	PV 1753 Summer Intern	2,071.43	2,121.43
12109475	10/07/2014	Office Depot	01-4300	DO Humanities- Open order for supplies	202.75	
				DO-Physical Education-Open order	135.27	
				DO-Physical Science- Open order for supplies	153.47	

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## Checks Dated 10/01/2014 through 10/31/2014

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12109475	10/07/2014	Office Depot	01-4500	Human Resources-Open order for supplies	152.70	
				Library- Open order	442.89	
				Matriculation Office- Open PO for supplies	494.20	
				Matriculation Office-Open order for supplies	391.06	
				MPC Ed Center- Open order for supplies	54.35	
				Office of VP Academic Affairs-Open order	56.77	
				Print Shop- Open purchase order	182.70	
			14-4500	Library- Open order for Go Print Funds	219.24	2,485.40
12109476	10/07/2014	Maria Osiadacz	01-5100	MATE Resource & MOV-Independent Contractor		2,685.00
12109477	10/07/2014	Patterson Dental Supply	01-4300	PV 1754 Dental Supplies		322.30
12109478	10/07/2014	PENINSULA MESSENGER SERVICE	01-5800	Fiscal Services-Open order Courier Service		388.00
12109479	10/07/2014	Peninsula Office Solutions	01-5600	Matriculation Office- Open PO for Tosiba		31.73
12109480	10/07/2014	CULLIGAN WATER CO	01-4300	Chemistry- Open order for DI system in PS & GC		44.00
12109481	10/07/2014	Regents of UCSD	01-5600	LB 140221 Renewal MDTP		800.00
12109482	10/07/2014	Singlewire Software	01-4500	Gen/Instit-Support/Ins-Endpoint licensing		2,735.00
12109483	10/07/2014	Standard Insurance Company CB	01-3400	Gen. Instit.-Support/Ins- Open order-Accident Life		1,284.99
12109484	10/07/2014	Symetra Life Insurance	01-3400	Gen. Instit-Support/Ins- Open order-Disability		1,566.93
12109485	10/07/2014	Toyota Material Handling	01-5600	PV 1755 Repair		562.55
12109486	10/07/2014	United Parcel Service(UPS)	01-5800	Warehouse-Open order-postage & shipping serv		337.92
12109487	10/07/2014	Waxie Sanitary	01-4500	Custodial-Open order for consumables		1,453.07
12109953	10/09/2014	AmeriPride Uniform Services	01-6200	Art- Open PO for Rag Service for Printmaking		86.34
12109954	10/09/2014	Central Coast Media Enterprise	01-4500	PV 1758 Name Badges		22.68
12109955	10/09/2014	Division of State Architect-	48-6200	Phase I-Swing Space-Addl fees for closeout		1,224.69
12109956	10/09/2014	Division of State Architect	48-5100	Gen Institutional Bond-Added DSA fees-LS&PS		205.80
12109957	10/09/2014	Ewing Irrigation	01-4500	Grounds- Open order for maintenance supplies		61.75
12109958	10/09/2014	Fluke Networks	01-5600	IS Network & Tech-Annual Support		768.00
12109959	10/09/2014	GRAINGER INC-salinas	01-4500	LB 140224	204.68	
				LB 140225	57.31	261.99

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## Checks Dated 10/01/2014 through 10/31/2014

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12109960	10/09/2014	Home Depot Credit Services	01-4500	Maintenance-Open order for equip repair parts		884.91
12109961	10/09/2014	KBA Docusys	01-5600	Print Shop- Open order -Canon maintenance		7,536.72
12109962	10/09/2014	Kleinfelder	48-6200	Pool Building- Special inspection and testing		917.50
12109963	10/09/2014	Lenovo	01-6400	Distrance Ed-Desktop computer & monitor		905.93
12109964	10/09/2014	Marina Coast Water District	01-5500	MPC Education Ctr-Open order for water	1,075.08	
				MPC Public Safety Training Ctr-Open order-water	1,189.13	2,264.21
12109965	10/09/2014	Monterey City Disposal Inc	01-5500	Gen Inst. Util-Open order waste disposal	2,238.95	
			47-5500	College Center-Open order for garbage pick-up	224.26	2,463.21
12109966	10/09/2014	MONTEREY REGIONAL WATER	01-5500	Gen Instit-Utilities- Open order for Sewage	6,701.85	
				MPC Education Ctr-Open order for sewage	182.52	6,884.37
12109967	10/09/2014	MOORE MEDICAL LLC	01-4500	PV 1759 Sales Tax for Invoices		8.13
12109968	10/09/2014	MPC District	01-3400	Varios-Open orders-self insurance fund		855,839.66
12109969	10/09/2014	MPC FOUNDATION	01-5800	MPC Foundation- Open order		8,333.33
12109970	10/09/2014	Office Depot	01-4300	DO Humanities- Open order for supplies	57.28	
				DO-Physical Science- Open order for supplies	275.06	
			01-4500	Fiscal Service - Open order for supplies	93.23	
				Intl Student Prog - Open order	74.67	
				LB 140223 Office Depot	340.17	
				MPC Ed Center- Open order for supplies	4.14	
				Division Office- Social Science- Open order	212.72	1,057.27
12109971	10/09/2014	Peninsula Cafe	01-4700	PV 1760 Catering for Special Board meeting	17.20	
			01-5200	PV 1760 Coffee for management meeting	129.00	146.20
12109972	10/09/2014	PENINSULA WELDING SUPPLY	01-4500	Maintenance- Open order for 2014/2014		16.00
12109973	10/09/2014	Resource Solutions	01-4500	Custodial- Open order for consumables		581.95
12109974	10/09/2014	SMART & FINAL	04-4500	Children's Center-Open order for children's meals	4.76	
			04-4700	Children's Center-Open order for children's meals	109.98	114.74
12109975	10/09/2014	Teracai	48-6400	Phase I-Furn & Equip- Network Equip-SC & Arts		13,859.52
12109976	10/09/2014	ULINE	01-5600	Warehouse-supplies		1,134.89

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Checks Dated 10/01/2014 through 10/31/2014

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12111249	10/16/2014	ACSIG Dental	01-3400	Gen. Instit-Support/Ins-Open ordr Dental claims		14,998.96
12111250	10/16/2014	Alliant Insurance Services Inc	35-5100	Self Insurance- Medical Broker		4,166.63
12111251	10/16/2014	Anthem Blue Cross	01-3400	Gen. Instit.-Support/Ins- Open order Life ins.		1,704.46
12111252	10/16/2014	Athletics Unlimited	01-4500	PV 1762 W. Basketball Warmups		1,084.00
12111253	10/16/2014	Nathan Burnham	01-5200	PV 1763 Reimbursement	18.00	
			01-5800	PV 1763 Stipend	2,214.29	2,232.29
12111254	10/16/2014	CHOMP	01-5100	Enrollment Growth-Nursing-Faculty salaries&Bene	31,051.50	
				Personal Service Contracts- Faculty salaires&Bene	13,139.00	44,190.50
12111255	10/16/2014	Contrax	48-6400	Phase I-Furn & Equip- Prevailing wage-Student Ctr	2,007.41	
				Phase I-Furn&Equip-Reincumber B1400799	22,134.20	24,141.61
12111256	10/16/2014	Nikiforos Delatolas	01-5800	PV 1764 Summer Intern		4,428.58
12111257	10/16/2014	FEDERAL EXPRESS	01-5800	Warehouse- Open order-postage & shipping services		242.49
12111258	10/16/2014	Gardner, Matt	01-5100	MATE Resource & MOV- Independent Contractor		3,334.00
12111259	10/16/2014	GRAINGER INC-salinas	01-4500	IS Network & Tech- Open order / minor equip		547.40
12111260	10/16/2014	Hartzel Automotive	01-4300	PV 1765 Engine Repair Parts		416.18
12111261	10/16/2014	Jet Tec LLC	01-4300	PV 1766 Ink Cartridge		279.39
12111262	10/16/2014	Laura Keen	01-5100	Supportive Services- ASL Interpreting		2,671.20
12111263	10/16/2014	Alison Mitchell	01-5200	PV 1767 Reimbursement	20.36	
			01-5800	PV 1767 Intern	3,142.86	3,163.22
12111264	10/16/2014	MONTEREY AUTO SUPPLY INC	01-4300	Automotive Tech-		1,033.60
12111265	10/16/2014	Monterey County Herald	01-4500	PV 1768 HR Sep		374.81
12111266	10/16/2014	Monterey Peninsula College	01-5200	PV 1769 MPC Security		31.00
12111267	10/16/2014	MPC-Federal Fund Account	01-5800	PV 1770 S Arellano Pell		478.00
12111268	10/16/2014	PACIFIC MONARCH LTD	01-5200	Earth Science- Open order for Field Trips		1,240.00
12111269	10/16/2014	Palomar College/TTIP	01-5100	PV 1761 Trainer's Bureau		2,200.00
12111270	10/16/2014	Patterson Dental Supply	01-4300	PV 1771 Dental Supplies		160.95
12111271	10/16/2014	Peninsula Cafe	01-5200	PV 1772 Coffee For Management		64.50
12111272	10/16/2014	Don Rodriguez	01-5100	Barnet Segal Grant-Independent Contractor		500.00
12111273	10/16/2014	Silke Communications	39-5600	PV 1773 Program handhelds		307.50
12111274	10/16/2014	Vision Internet Providers	14-5100	Gen. Instit. Cont.- Open PO		10,420.00

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## Checks Dated 10/01/2014 through 10/31/2014

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12111275	10/16/2014	Weldon Williams & Lick, Inc	39-4500	PV 1774 Sep Fullfillment		1,216.80
12112063	10/21/2014	AmeriPride Uniform Services	01-6200	Art- Open PO for Rag Service for Printmaking		86.84
12112064	10/21/2014	AT&T	01-5500	Gen Instit-Telecommunication- Open order		37.27
12112065	10/21/2014	Darby Campbell	01-5100	Supportive Services- ASL Interpreting		370.00
12112066	10/21/2014	CDW GOVERNMENT INC	01-6300	VATEA I-C Curr. Dev. 70 ea. 8GB & adobe license		6,902.93
12112067	10/21/2014	Christine Vincent	01-5200	PV 1790 Reimb Hotel EOPS Conf		335.16
12112068	10/21/2014	COLLINS ELECTRIC CO	14-6100	Proposition 39-Lighting retrofit&controls project		1,751.00
12112069	10/21/2014	Cuesta College	01-5800	PV 1775 Dec 4-6 Tourney Entry Fee		450.00
12112070	10/21/2014	Delta Health Systems	35-5100	PV 1791 ID Cards		71.75
12112071	10/21/2014	Division of State Architect	48-5100	Gen. Instit. Bond-DSA plan chk fees for Gym Swing		295.47
12112072	10/21/2014	ELECTRICAL DISTRIBUTORS - mo	01-4500	Maintenance-Open order equip repair parts		660.57
12112073	10/21/2014	Epico Systems Inc	01-4500	IS Network & Tech-Lecture Forum wiring & Network	1,756.00	
				IS Network & Tech-Student Center WAP wiring	360.00	2,116.00
12112074	10/21/2014	Fed Ex Canada	01-5800	PV 1797 Oceans '14 Transportation charge		95.70
12112075	10/21/2014	Fisher Scientific	01-4300	Anatomy/Physiology- cases of cats		937.28
12112076	10/21/2014	Kelly Fletes	01-5200	PV 1776 Reimb for Hotel EOPS conf		323.16
12112077	10/21/2014	GAVILAN PEST CONTROL	01-5500	Grounds- Open order for Rodent & insect abatement		180.00
12112078	10/21/2014	GRAINGER INC-salinas	01-4500	IS Network & Tech- Open order / minor equip	168.41	
				Maintenance- Open order	1,164.39	1,332.80
12112079	10/21/2014	Greene, Evette	01-5100	Supportive Service- ASL Interpreting		1,152.00
12112080	10/21/2014	INDIAN JEWELRY SUPPLY	01-4300	Art- Open purchase order for lab fees collected		1,013.82
12112081	10/21/2014	JC PAPER CO	01-4500	Print Shop		509.82
12112082	10/21/2014	Jet Tec LLC	01-4500	PV 1777 Service Call		798.75
12112083	10/21/2014	KBA Docusys	01-5600	Print Shop	284.18	
				Print Shop- Open order -Canon maintenance	150.00	434.18
12112084	10/21/2014	Matthew Lattanzio	48-5100	Gen. Institutional Bond-Independent Contractor		3,840.00
12112085	10/21/2014	Lenovo	01-6400	Fiscal Services-Desktop computer for R. Barrios		709.50

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 10/01/2014 through 10/31/2014

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12112086	10/21/2014	LOOMIS	01-5800	Fiscal Services- OOpen order courier service		1,043.85
12112087	10/21/2014	Mack Stove Company	01-4500	PV 1792 Repair Parts		148.86
12112088	10/21/2014	MONTEREY PENINSULA CHAMBER OF	01-5800	PV 1779 Expo Booth		400.00
12112089	10/21/2014	MONTEREY REGIONAL WASTE	01-5500	Gen Instit. Util- Open order for Landfill fees		14.70
12112090	10/21/2014	MSC Environmental Services	01-5600	PV 1793 Repair	60.00	
				PV 1793 Repairs	1,254.51	1,314.51
12112091	10/21/2014	Mty Cty Hospitality Assoc	01-5300	PV 1778 Montly meeting fee		75.00
12112092	10/21/2014	National League for Nursing	01-5300	PV 1780 Annual School Renewal		1,130.00
12112093	10/21/2014	Sherie Nelson	01-5100	Supportive Services- ASL Interpreting		1,792.00
12112094	10/21/2014	Joseph Noell	01-5200	PV 1781 Travel Advance for Lynn Noell		890.00
12112095	10/21/2014	Terria Odom-Wolfer	01-5200	PV 1782 Reimburse for travel to Santa Clara Conf		1,463.98
12112096	10/21/2014	Office Depot	01-4300	Business Skills Center- Open order for supplies	80.30	
				DO-Life Science- Open order for supplies	107.44	
				DO-Physical Education-Open order	257.25	
				DO-Physical Science- Open order for supplies	218.19	
				Fire Protection Tech-Open order for supplies	643.28	
			01-4500	Human Resources-Open order for supplies	116.36	
				Matriculation Office- Open PO for supplies	177.89	
				MPC Ed Center- Open order for supplies	57.96	
				Office of Superintend/Pres.- Open order	182.44	
				Plant Services-Open order for supplies	164.78	
				School of Nursing- Open order for supplies	28.19	
				DO-Creative Arts- Open order	197.06	2,231.14
12112097	10/21/2014	Eric Ogata	01-5200	PV 1783 Reimb for Hotel EOPS Conf		335.16
12112098	10/21/2014	Otto Construction	48-6200	Humanities-SS-Add vapor proof light to HVAC units		1,220.00
12112099	10/21/2014	Overhead Door	01-5500	PV 1794 Repair on warehouse overhead		689.31
12112100	10/21/2014	PACIFIC COAST BATTERY	01-5600	PV 1795 Batteries for Sam's Cart		1,520.45
12112101	10/21/2014	PACIFIC GAS & ELECTRIC	01-5500	MPC Education Center- Open order for electricity	20.37	
				MPC Education Center-Open order for natural gas	60.00	80.37
12112102	10/21/2014	Patterson Dental Supply	01-4300	PV 1784 Dental Supplies		258.99

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 10/01/2014 through 10/31/2014

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12112103	10/21/2014	Peninsula Cafe	01-7600	PV 1785 Sep Meal Plan		4,375.00
12112104	10/21/2014	Pioneer Manufacturing Co	01-4500	PV 1796 Chalk for Athletic fields		300.84
12112105	10/21/2014	Pocket Nurse	01-4300	Enrollment Growth for Nursing-supplies		301.50
12112106	10/21/2014	Port Supply	01-5200	MATE:MOV- open order for pump motors for ROV5		10,333.88
12112107	10/21/2014	Robert B. Hampson & Assoc	01-5700	PV 1786 13-62-2		878.49
12112108	10/21/2014	Don Rodriguez	01-4700	PV 1787 Reimb for Food		131.73
12112109	10/21/2014	SARS Software Products Inc	01-5600	PV 1788 SARS Grid Customization		950.00
12112110	10/21/2014	School Datebooks	01-7600	Matriculation Office-200 personalized cover		481.60
12112111	10/21/2014	Snap Transcriptions	01-4300	PV 1789 Transposition and notation for Alegria		100.00
12112112	10/21/2014	South Bay Regional Pub Safety	01-5100	Instructional Contract- Open PO to pay SouthBay		321,468.12
12112113	10/21/2014	SPORT & CYCLE	01-4300	Athletics-Men & Womens-Basketballs		680.81
12112114	10/21/2014	Sysco Food Service of SF	04-4500	Children's Center-Open order for children's meals	87.16	
			04-4700	Children's Center-Open order for children's meals	593.85	681.01
12112115	10/21/2014	United Parcel Service(UPS)	01-5800	Warehouse-Open order-postage & shipping serv		925.86
12112116	10/21/2014	United States Controls	01-5200	MATE Resource Ctr-2000 propeller adaptors		1,025.00
12112117	10/21/2014	VERIZON WIRELESS	01-4500	Various Dept- Open order for cell phones	37.32	
			01-5500	Various Dept- Open order for cell phones	1,131.97	
			39-5500	Parking- Open order for cell phones	115.59	1,284.88
12112118	10/21/2014	Waxie Sanitary	01-4500	Custodial-Open order for consumables		45.66
12112119	10/21/2014	Wells Fargo Insurance Services	01-5400	PV 1798 Student Health Ins	12,139.20	
				PV 1799 Student Health Ins	11,329.92	23,469.12
12112684	10/23/2014	AT&T	01-5500	Gen Instit-Telecommunications-Open order	2,493.23	
				MPC Ed Center- open order	201.89	
				Public Safety Training- Open order for Seaside	418.19	3,113.31
12112685	10/23/2014	Heather Bowers	01-7500	PV 1799 App Fees		1,200.00
12112686	10/23/2014	Dianas Charters & Tours	01-5200	PV 1800 Transportation Fall Tour		1,400.00
12112687	10/23/2014	FEDERAL EXPRESS	01-5800	Warehouse- Open order-postage & shipping services		9.85
12112688	10/23/2014	Fisher Scientific	01-4300	Chemistry- Open order for instructional material		373.75
12112689	10/23/2014	Geo H Wilson Inc	01-5500	Maintenance-Open order for general maint.		978.51

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 10/01/2014 through 10/31/2014

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12112690	10/23/2014	Lenovo	01-6400	Office Of VP Academic Affairs-computers&monitors		2,019.03
12112691	10/23/2014	MPC District	01-3400	Restricted budget- Self Insurance	48,114.20	
			04-3400	Fund-open order Calif. Preschool Contract-Self Insurance Fund	4,069.58	
				Children's Ctr&CA preschool contract-open order	5,483.41	
			39-3400	Parking -Self insurance	7,642.33	65,309.52
12112692	10/23/2014	Office Depot	01-4300	Marina Ed Center- Open order for Instr. Prog. Sup	84.76	
				DO-Life Science- Open order for supplies	105.00	
				English Center- Open order	59.93	
			01-4500	IS Systems & Prog- Open order	154.31	
				College Readiness TRIO New	238.56	
				Scholors-Open order		
				DO-Creative Arts- Open order	61.14	
				Supportive Service- Open order for supplies	74.23	
			01-5600	IS Network & Tech- Open order	785.98	1,563.91
12112693	10/23/2014	Ordway Drug Store	01-4500	PV 1801 Tubersol		55.23
12112694	10/23/2014	PACIFIC MONARCH LTD	01-5600	Athletics- Mens - Bus transportation-football		1,590.00
12112695	10/23/2014	PENINSULA WELDING SUPPLY	01-5500	Art- Open PO gas for welding & soldering		220.97
12112696	10/23/2014	Kathleen Rozman	01-5200	PV 1802 Travel Reimb		714.60
12112697	10/23/2014	School Services of CA-Sacto	01-4500	Office of VP of Admin. Svc.-Renewal-Comm Col Upd		285.00
12112698	10/23/2014	USA Funds	01-5800	PV 1803 Borrower Connection		5,000.00
12112699	10/23/2014	White Page Communications	01-5100	Public Information Office- Open order		1,750.00
12114680	10/30/2014	Adorama	48-6400	Phase I-Furn&Equip-Darkroom enlarger		3,599.97
12114681	10/30/2014	ALAMEDA COUNTY SCHOOLS	01-3400	Gen. Instit. Support/Ins- Open order-vision		2,080.28
12114682	10/30/2014	AT&T Yellow Pages	01-5800	PIO- Open P.O. for Advertising		190.00
12114683	10/30/2014	Behnam MD, Shaida	01-5100	Health Services- Independent Contractor		1,000.00
12114684	10/30/2014	Big Sur Fire Brigade	01-5100	PV 1805 Summer 14 Fire 413 Sec 8377		170.00
12114685	10/30/2014	CACHAGUA FIRE DISTRICT	01-5100	PV 1806 Sum 14 Fire 413 Sect 8326		214.00
12114686	10/30/2014	CALIFORNIA AMERICAN WATER CO	01-5500	Gen Inst. Util & College Ctr-Open order -water	19,090.72	
			47-5500	Gen Inst. Util & College Ctr-Open order -water	1,300.14	20,390.86
12114687	10/30/2014	Cardinale Automotive Group	01-5600	PV 1807 Repairs on Van 3		782.07
12114688	10/30/2014	Central Coast Lighthouse Keepe	01-5100	PV 1808 Summer 14 Sect 8156		1,339.50

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## Checks Dated 10/01/2014 through 10/31/2014

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12114689	10/30/2014	Central Coast Sign Language	01-5100	Supportive Serv.-ASL Interpreting per Contract		1,694.08
12114690	10/30/2014	CHEVRON USA INC	01-5500	Athletics-Men & Women- Open order for gasoline Warehouse- Open order for gas cards	1,735.97 912.67	2,648.64
12114691	10/30/2014	COMPUTERLAND OF SILICON VALLEY	01-4500	Office of VP of Academic Affairs-Licenses		492.00
12114692	10/30/2014	Constellation New Energy	01-5500	Gen. Inst. Util& College Ctr-Open order Elec	22,229.94	
			47-5500	Gen. Inst. Util& College Ctr-Open order Elec	1,513.91	23,743.85
12114693	10/30/2014	Cypress Fire Protection	01-5100	PV 1804 Sum 14 Fire 413 Sect 8374		1,249.70
12114694	10/30/2014	Cypress Sporting Goods	01-4300	Physical Education- 6-1/2 dz baseballs		216.62
12114695	10/30/2014	Anna Q Davis	01-5500	PV 1809 Training for Website		720.00
12114696	10/30/2014	DB Sports Group	14-5600	PE Facilities(Rental Proceeds)-Track Maintenance		3,800.00
12114697	10/30/2014	FEDERAL EXPRESS	01-5800	Warehouse- Open order-postage & shipping services		40.17
12114698	10/30/2014	GAVILAN PEST CONTROL	01-5500	Grounds-Open order for gopher abatement		500.00
12114699	10/30/2014	Geo H Wilson Inc	01-5500	Maintenance-Open order for general maint.		979.84
12114700	10/30/2014	GRAINGER INC-salinas	01-4500	IS Network & Tech- Open order / minor equip Maintenance- Open order-equip repair parts & mat'l	566.70 400.27	966.97
12114701	10/30/2014	Susan Hanna	01-5200	PV 1810 Reimbursement CNSA		1,114.15
12114702	10/30/2014	He Seon Ihn	01-5200	PV 1821 Reimbursement		355.61
12114703	10/30/2014	ING Reliastar	01-3900	PV 1811 October 2014		1,667.00
12114704	10/30/2014	KBA Docusys	48-6200	Art Studio/Ceramics- Move Cannon copier		150.00
12114705	10/30/2014	Matthew Lattanzio	48-5100	Gen. Institutional Bond-Independent Contractor		4,320.00
12114706	10/30/2014	Lawrence,James	01-5200	PV 1822 Reimbursement LA		1,473.38
12114707	10/30/2014	LINCOLN EQUIPMENT INC	01-4500	Custodial- Open order for Pool Chemical		43.10
12114708	10/30/2014	Marina Fire Department	01-5100	PV 1812 Sum 14 Fire 413 Sect 8373		525.00
12114709	10/30/2014	McKesson Medical Surgical	01-4500	Health Services- open order for supplies		115.62
12114710	10/30/2014	Mid Coast Fire Brigade	01-5100	PV 1813 Sum 14 Fire 413 Sect 0298		556.00
12114711	10/30/2014	Monterey State Historic Park	01-5100	PV 1814 Sum 14 Sect 8155		598.25
12114712	10/30/2014	Joseph Noell	01-5100	PV 1815 Reimbursement Conf		2,094.00
12114713	10/30/2014	NORTH COUNTY FIRE DISTRICT	01-5100	PV 1816 Sum 14 Fire 413 Sect 8366		1,165.00
12114714	10/30/2014	Office Depot	01-4300	DO-Life Science- Open order for supplies DO-Physical Education-Open order	42.32 196.85	

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 10/01/2014 through 10/31/2014

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12114714	10/30/2014	Office Depot	01-4300	DO-Physical Science- Open order for supplies	176.28	
				Fire Protection Tech-Open order for supplies	629.39	
			01-4500	Fiscal Service - Open order for supplies	220.69	
				Supportive Service- Open order for supplies	64.24	
				Health Services- Open order for supplies	98.88	
				Human Resources-Open order for supplies	279.96	
				Matriculation Office-Open order for supplies	178.44	
				MPC Ed Center- Open order for supplies	55.14	
				Plant Services-Open order for supplies	92.96	
				Print Shop- Open purchase order	304.78	
				College Readiness TRIO math/sci-open order	54.36	2,394.29
12114715	10/30/2014	On Course Workshops	01-5200	PV 1817 Penny Partch Workshop		1,095.00
12114716	10/30/2014	PACIFIC GAS & ELECTRIC	01-5500	Gen Inst. Util & College Ctr- Open order-Elec	20,345.14	
				MPC Public Safety Training Ctr-Open order-gas	85.88	
				MPC Public Safety Training Ctr-open order-electri	4,589.85	
				Gen Instit Util&College Ctr-Open order Natural Gas	5,237.27	
			47-5500	Gen Instit Util&College Ctr-Open order Natural Gas	356.67	
				Gen Inst. Util & College Ctr- Open order-Elec	1,385.55	32,000.36
12114717	10/30/2014	Pacific Telemanagement Service	01-5500	MPC Ed Ctr- Open order for pay phones		53.00
12114718	10/30/2014	PALACE ART & OFFICE SUPPLY	48-6400	Phase I-Furn&Equip-Art Complex 2-D Studio		18,034.82
12114719	10/30/2014	Kim Panis	01-5100	PV 1818 Reimbursement Conf		2,094.00
12114720	10/30/2014	Jody Patterson	01-5200	PV 1823 ROV Workshop 10/17-18		181.60
12114721	10/30/2014	Peninsula Office Solutions	01-5600	Matriculation Office- Open PO for Tosiba		31.55
12114722	10/30/2014	Peninsula Pool Service	01-4500	Custodial- Open order for pool chemicals		409.11
12114723	10/30/2014	POTTERS ELECTRONICS	01-4500	IS Network & Tech- Open order		57.24
12114724	10/30/2014	Resource Solutions	01-4500	PV 1819 Supplies for Gym and Dance		4,025.93
12114725	10/30/2014	Riddell/All American	01-4300	Athletics Men- Open order		81.58
12114726	10/30/2014	SEASIDE FIRE DEPT	01-5100	PV 1820 Sum 14 Fire 413 Sect 8371		372.70

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 10/01/2014 through 10/31/2014

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12114727	10/30/2014	Sysco Food Service of SF	04-4500	Children's Center-Open order for children's meals	119.18	
			04-4700	Children's Center-Open order for children's meals	939.27	1,058.45
12114728	10/30/2014	United Parcel Service(UPS)	01-5800	Warehouse-Open order-postage & shipping serv		91.89
12114729	10/30/2014	US Bank Service Center	01-4500	PV 1824 OCT 2014 US Bank Stmtnt		46,946.00
12114730	10/30/2014	WASSON'S CLEANING AND	01-5500	Maintenance		3,500.00
12114731	10/30/2014	Water Tech Specialties, Inc	01-5500	Maintenance- PMP for Water Loops		4,740.00
12114732	10/30/2014	Waxie Sanitary	01-4500	Custodial	4,585.91	
				Custodial-Open order for consumables	513.88	5,099.79
<b>Total Number of Checks</b>					<b>232</b>	<b>2,027,064.47</b>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	201	1,851,048.49
04	Children Center	5	11,468.89
14	Capital Projects Fund (M)	7	27,293.58
35	Self Insurance Fund (M)	2	4,238.38
39	Parking Fund (M)	5	10,602.22
47	College Center (M)	4	4,780.53
48	Building Fund (M)	19	117,632.38
Total Number of Checks		<b>232</b>	2,027,064.47
Less Unpaid Sales Tax Liability			.00
<b>Net (Check Amount)</b>			<b>2,027,064.47</b>

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

November 19, 2014

Consent Agenda Item No. A.5

Fiscal Services  
College Area

Proposal:

It is proposed that the Board of Trustees approves the October 2014 Purchase Orders, Numbers B1500393 through B1500452.

Background:

Purchase Orders B1500393 through B1500452 were produced in October 2014. These orders totaled \$1,798,168.76 in college expenditures. The list of Purchase Orders is attached.

Budgetary Implications:

Budgeted.

RESOLUTION: BE IT RESOLVED, that Purchase Orders B1500393 through B1500452 in the amount of \$1,798,168.76 be approved.

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

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

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

(See Last Page) ***			Board Meeting Date November 19, 2014			
PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount	
B15-00393	EC West	040	Gen Instit. Cont. Ergo-Roller mouse for S. Kim	01-6400	214.95	
B15-00394	Scott Rose	039	English-Video recording & editing-Guest Author	01-5100	500.00	
B15-00395	Virtual VRI	059	Supprtive Serv.-Video Remote Sign Lang. Interpre	01-5100	1,000.00	
B15-00396	Lenovo	021	Office Of VP Academic Affairs-computers&monitors	01-6400	2,019.03	
B15-00397	Office Depot	021	AB86 Adult Ed Consortium Planning-Open PO	01-4500	1,000.00	
B15-00398	Bon Ami Filmworks	047	MATE MOV: Independent Contractor	01-5100	10,070.11	
B15-00399	Pocket Nurse	048	Enrollment Growth for Nursing-supplies	01-4300	301.50	
B15-00400	US BANK SERVICE CENTER	150	Phase I-Furn&Equip-2 ea. Potter's Wheels	48-6400	2,766.65	
B15-00401	ULINE	062	Warehouse-supplies	01-5600	1,134.89	
B15-00402	Geo H Wilson Inc	150	Art Studio/Ceramics-Install "P" traps at Ceramics	48-6200	547.52	
B15-00403	Geo H Wilson Inc	150	College Ctr Bldg-Install new Gas line connection	48-5100	1,090.00	
B15-00404	COLLINS ELECTRIC CO	150	Proposition 39-Installatin of LED bulbs	14-6100	5,500.00	
B15-00405	Kleinfelder	150	Art Studio/Ceramics-Spcl inspection & testing.	48-6200	339.00	
B15-00406	Kleinfelder	150	College Ctr Bldg-Special inspection & testing	48-5100	1,147.50	
B15-00407	Kleinfelder	150	Pool Building- Special inspection and testing	48-6200	917.50	
B15-00408	MANPOWER	150	Art Studio/Ceramics- Labor to pack	48-6200	1,002.98	
B15-00409	Cardinale Moving & Storage Co	150	Phase I-Swing Space-Rental of 6 SAM storage units	48-6200	903.00	
B15-00410	Brown, Caroline	047	MATE Res. Ctr-Independent Contractor Agreement	01-5100	6,000.00	
B15-00411	Lunsford, Tami	047	Marine Tech Ment/Int Prg-Independent Contractor	01-5100	2,995.00	
B15-00412	Michael Hill	058	Office of Super/Pres-Independent contractor	01-5100	7,200.00	
B15-00413	COMPUTERLAND OF SILICON VALLEY	021	Office of VP of Academic Affairs-Licenses	01-4500	492.00	
B15-00414	Division of State Architect	150	Gen Institutional Bond-Added DSA fees-LS&PS	48-5100	205.80	
B15-00415	Airtec Service	052	Maintenance-Serv on Temp Controls @ Theater	01-5500	2,698.00	
B15-00416	Waxie Sanitary	052	Custodial	01-4500	5,000.00	
B15-00417	Water Tech Specialties, Inc	052	Maintenance- PMP for Water Loops	01-5500	4,740.00	
B15-00418	WASSON'S CLEANING AND	052	Maintenance	01-5500	3,500.00	
B15-00419	Industrial Ladder & Supply Co	150	Phase I/Furn&Equip-Aerial Safey Cage for Art	48-6400	2,004.55	

\*\*\* 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.

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(See Last Page) \*\*\*

Board Meeting Date November 19, 2014

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B15-00420	CCLC/CCCAA	044	VATEA I-C Curr. Dev-Data base for Ed Research Com.	01-4300	3,810.00
B15-00421	Office Depot	031	Graphic Arts- Open PO.	01-4300	300.00
B15-00422	Office Depot	046	Reading Center- Open order	01-4500	98.00
B15-00423	Office Depot	057	College Readiness TRIO-New Scholars-Open PO	01-4500	1,000.00
B15-00424	Office Depot	021	Distrance Ed- Open order	01-4500	250.00
B15-00425	Peninsulators	150	Phase I-Furn & Equip- Shades for Veteran's Affairs	48-6400	3,396.00
B15-00426	PALACE ART & OFFICE SUPPLY	080	Gen Instit. Contg-Ergo Task chair-AB86 Adult Ed	01-6400	429.89
B15-00427	Port Supply	047	MATE:MOV- open order for pump motors for ROV5	01-5200	20,000.00
B15-00428	UCSF Willed Body Program	045	Anatomy/Physiology- Cadaver	01-6200	3,045.00
B15-00429	GRAINGER INC-salinas	052	Maintenance- Open order	01-4500	2,000.00
B15-00430	Affordable Library Products	044	Library-Security Strips 1000ct	01-4500	118.25
B15-00431	South Bay Regional Pub Safety	021	Instructional Contract- Open PO to pay SouthBay	01-5100	1,607,340.63
B15-00432	COLLINS ELECTRIC CO	150	Proposition 39-Lighting retrofit&controls project	14-6100	1,751.00
B15-00433	Otto Construction	150	Humanities-SS-Add vapor proof light to HVAC units	48-6200	1,220.00
B15-00434	Division of State Architect	150	Gen. Instit. Bond-DSA plan chk fees for Gym Swing	48-5100	295.47
B15-00435	VS Athletics	051	Men & Women's PE- Track supplies	01-4300	635.98
B15-00436	BioPac Systems Inc	045	Anatomy/Phusiology- Equipment repair	01-5600	200.00
B15-00437	UnbeatableSales Inc	021	Basic Skills-Detachable cords for headset purchase	01-4300	256.50
B15-00438	US BANK SERVICE CENTER	150	Phase I-Furn & Equip-Storage Shed for Cafeterai	48-6400	375.35
B15-00439	KBA Docusys	150	Art Studio/Ceramics- Move Cannon copier	48-6200	150.00
B15-00440	Office Depot	057	Matriculation Office-Open PO.	01-4500	1,999.00
B15-00441	Home Depot Credit Services	052	Maintenance- Open PO	01-4500	2,000.00
B15-00442	CHEVRON USA INC	052	Warehouse- Open order	01-5500	6,000.00
B15-00443	Waxie Sanitary	052	Custodial- Open PO	01-4500	10,000.00
B15-00444	Clean Source	052	Custodial- Open order	01-4500	5,000.00
B15-00445	Stephanie Taube	021	AB86-Adult Ed Cons. Plan. Independent Contractor	01-5100	7,800.00
B15-00446	VS Athletics	051	Men & Women's Athletics-Uniforms	01-4500	574.94
B15-00447	Irlen Institute	046	Reading Center- IRPS Test records	01-4300	76.27
B15-00448	Geo H Wilson Inc	052	Maintenance- Fan & Duct work at Art Ceramics	01-5500	1,370.00
B15-00449	Eastbay Team Sales	051	Athletics- Womens- Women's Jerseys	01-4500	842.75

\*\*\* 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

Page 2 of 3

(See Last Page) \*\*\*

Board Meeting Date November 19, 2014

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B15-00450	Steris Corporation	045	Biology- Autoclave Service Contract Renewal	01-5600	3,543.75
B15-00451	JC PAPER CO	041	Print Shop- Open order	01-4500	7,000.00
B15-00452	CHOMP	048	Song-Brown Grant-Open order for salaries/benefits	01-5100	40,000.00
<b>Total Number of POs</b>			<b>60</b>	<b>Total</b>	<b>1,798,168.76</b>

**Fund Recap**

Fund	Description	PO Count	Amount
01	General Fund	43	1,774,556.44
14	Capital Projects Fund (M)	2	7,251.00
48	Building Fund (M)	15	16,361.32
<b>Total</b>			<b>1,798,168.76</b>

Information is further limited to: Purchase Orders starting with text between b15-00393 and b15-00452

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

# Monterey Peninsula Community College District

## Governing Board Agenda

November 19, 2014

Consent Agenda Item No. A.6

Fiscal Services  
College Area

### Proposal:

Approve budget adjustments for the period of October 9 through November 5, 2014.  
(Fiscal Year 2013-2014.)

### Background:

Please see attached budget revision documents.

### Budgetary Implications:

#### Fund 01 (Restricted General Fund)

Net decrease in the 2000 (Classified Salary) Object expense category	\$	7,411
Net decrease in the 3000 (Benefits) Object expense category	\$	1,589
Net decrease in the 4000 (Supplies) Object expense category	\$	3,616
Net increase in the 5000 (Services) Object expense category	\$	12,616

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

Net decrease in the 2000 Object expense category	\$	7,411
Net decrease in the 3000 Object expense category	\$	1,589
Net decrease in the 4000 Object expense category	\$	3,616
Net increase in the 5000 Object expense category	\$	12,616

Recommended By:

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

Prepared By:

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

Agenda Approval:

[Signature]  
Dr. Walter Tribley, Superintendent/President

**BUDGET REVISIONS**

October 9 - November 5, 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	
	(7,411)	(1,589)	(3,616)	12,616			Transfer funds from Prof. Experts Salary & Benefits, Printing, and Office Supplies. Transfer to Program Consultant, Conference Travel, and Postage, to cover costs. Transfer was within the ITEST (MATE) Dept.
							Reduction to: 01-0040-1-0400-1535-2300-000-85-2304 01-0040-1-0400-1535-3220-000-85-2304 01-0040-1-0400-1535-3620-000-85-2304
							Addition to: 01-0040-1-0400-1535-4500-000-85-4511 01-0040-1-0400-1535-4500-000-85-4525 01-0040-1-0400-1535-5100-000-85-5124 01-0040-1-0400-1535-5200-000-85-5220 01-0040-1-0400-1535-5200-000-85-5245 01-0040-1-0400-1535-5800-000-85-5805
0	(7,411)	(1,589)	(3,616)	12,616	0	0	TOTALS

# Monterey Peninsula Community College District

## Governing Board Agenda

November 19, 2014

Consent Agenda Item No. A.7

Fiscal Services  
College Area

### Proposal:

Approve budget adjustments for the period of October 9 through November 5, 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 29 (Debt Service Fund):

Net increase in the 7000 (Other Outgo) Object expense category	\$	<u>1,176,628</u>
Total increase in expense lines budgeted	\$	<u>1,176,628</u>

Net increase in the 8000 (Revenue) Object expense category	\$	<u>1,054,845</u>
Total increase in revenue lines budgeted	\$	<u>1,054,845</u>

**RESOLUTION: BE IT RESOLVED**, that the following budget increases in the Debt Service Fund be approved:

Increase of \$1,176,628 in Expense funds and \$1,054,845 in Revenue funds received for FY 2013-2014.

Recommended By:

C. E. Davis by S. Andrews  
C. Earl Davis, Vice President for Administrative Services

Prepared By:

Connie Andrews Rosemary Barrios  
Connie Andrews, Budget Analyst Rosemary Barrios, Controller

Agenda Approval:

Walter Tribley  
Dr. Walter Tribley, Superintendent/President



**BUDGET INCREASES**October 9 - November 5, 2014 - **Fiscal Year 2013-14**Fund 29 (**Debt Service Fund**)

<b>EXPLANATIONS</b>	<b>AMOUNTS</b>	<b>AMOUNTS</b>
Increase Revenue and Expenses in General Institutional Debt Service Department, to reflect actual amounts for FY 2013-14.		
Total Revenue:	\$1,054,845	
Total Expenses:		\$1,176,628
<b>SUBTOTAL, FUNDS RECEIVED FOR FISCAL YEAR 2013-14</b>	<b>\$1,054,845</b>	<b>\$1,176,628</b>
 <i>TOTAL INCREASES</i>	 <b>\$1,054,845</b>	 <b>\$1,176,628</b>

# Monterey Peninsula Community College District

## Governing Board Agenda

November 19, 2014

Consent Agenda Item No. A.8

Fiscal Services  
College Area

### Proposal:

Approve budget adjustments for the period of October 9 through November 5, 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 48 (Building Fund):

Net increase in the 5000 (Services) Object expense category	\$	4,775,931
Net increase in the 6000 (Capital Outlay) Object expense category	\$	<u>4,314,917</u>
Total increase in expense lines budgeted	\$	9,090,848
Net increase in the 8000 (Revenue) Object expense category	\$	<u>6,959</u>
Total increase in revenue lines budgeted	\$	6,959

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

Increase of \$9,090,848 in Expense funds and \$6,959 in Revenue funds received for FY 2013-2014.

Recommended By:

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

Prepared By:

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

Agenda Approval:

[Signature]  
Dr. Walter Tribley, Superintendent/President

**BUDGET INCREASES**

October 9 - November 5, 2014 - Fiscal Year 2013-14

Fund 48 (Building Fund)

<b>EXPLANATIONS</b>	<b>REVENUE AMOUNTS</b>	<b>EXPENSE AMOUNTS</b>
Increase Revenue in General Institutional/Miscellaneous Department, to reflect actual amounts for FY 2013-14.		
Total Revenue:	\$6,959	
Increase Expenses in College Center Building Department, to reflect actual amounts for FY 2013-14.		
Total Expenses:		\$4,775,931
Increase Expenses in Pool/Tennis Courts Department, to reflect actual amounts for FY 2013-14.		
Total Expenses:		\$2,741,943
Increase Expenses in Drafting Building Department, to reflect actual amounts for FY 2013-14.		
Total Expenses:		\$1,572,974
<b>SUBTOTAL, FUNDS RECEIVED FOR FISCAL YEAR 2013-14</b>	<b>\$6,959</b>	<b>\$9,090,848</b>
 <i>TOTAL INCREASES</i>	 <b>\$6,959</b>	 <b>\$9,090,848</b>

Monterey Peninsula Community College District

Governing Board Agenda

November 19, 2014

Consent Agenda Item No. A.9

Fiscal Services
College Area

Proposal:

Approve budget adjustments for the period of October 9 through November 5, 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):

Table with 2 columns: Description and Amount. Rows include Net increase in the 2000 (Classified Salary) Object expense category (\$ 27,815), Net increase in the 3000 (Benefits) Object expense category (\$ 7,185), Net increase in the 5000 (Services) Object expense category (\$ 44,467), and Total increase in expense lines budgeted (\$ 79,467).

[X] RESOLUTION: BE IT RESOLVED, that the following budget increases in the Restricted General Fund be approved:
Increase of \$79,467 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] [Signature]
Connie Andrews, Budget Analyst Rosemary Barrios, Controller

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

**MPC**

Monterey Peninsula College

**BUDGET INCREASES**

October 9 - November 5, 2014

Fund 01 (Restricted General Fund) FY 2013-2014

<b>EXPLANATIONS</b>	<b>AMOUNTS</b>	<b>AMOUNTS</b>
Increase Revenue and Expenses in the MATE Income Dept., to reflect funds received in FY 2013-14.		
Total Revenue:	\$79,467	
Total Expenses:		\$79,467
<b>SUBTOTAL, NEW FUNDS RECEIVED FOR FY 2013-14</b>	<b>\$79,467</b>	<b>\$79,467</b>
<b>TOTAL INCREASES</b>	<b>\$79,467</b>	<b>\$79,467</b>

# Monterey Peninsula Community College District

## Governing Board Agenda

November 19, 2014

Consent Agenda Item No. A.10

Fiscal Services  
College Area

### Proposal:

Approve budget adjustments for the period of July 1 through November 5, 2014.  
(Fiscal Year 2014-2015.)

### Background:

Please see attached budget revision documents.

### Budgetary Implications:

#### Fund 39 (Parking Fund)

Net increase in the 2000 (Classified Salary) Object expense category	\$	1,487
Net increase in the 3000 (Benefits) Object expense category	\$	45
Net decrease in the 5000 (Other/Services) Object expense category	\$	1,532

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

Net increase in the 2000 Object expense category	\$	1,487
Net increase in the 3000 Object expense category	\$	45
Net decrease in the 5000 Object expense category	\$	1,532

Recommended By:

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

Prepared By:

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

Agenda Approval:

[Signature]  
Dr. Walter Tribley, Superintendent/President

**BUDGET REVISIONS**

July 1- November 5, 2014

Fund 39 (Parking Fund) Fiscal Year 2014-2015

1000	2000	3000	4000	5000	6000	7000	EXPLANATIONS
CERT. SALARIES	CLASS. SALARIES	BENEFITS	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	OTHER OUTGO	
	1,487	45		(1,532)			Transfer funds from Roads & Paving. Transfer to Student Help Salary & Benefits, to cover costs. Transfer was within the Parking Dept.  Reduction to: 39-0080-1-6950-0960-5600-000-81-5632  Addition to: 39-0080-1-6950-0960-2300-000-81-2302  39-0080-1-6950-0960-3620-000-81-2302
<b>0</b>	<b>1,487</b>	<b>45</b>	<b>0</b>	<b>(1,532)</b>	<b>0</b>	<b>0</b>	<b>TOTALS</b>

# Monterey Peninsula Community College District

## Governing Board Agenda

November 19, 2014

Consent Agenda Item No. A.11

Fiscal Services  
College Area

### Proposal:

Approve budget adjustments for the period of July 1 through November 5, 2014.  
(Fiscal Year 2014-2015.)

### Background:

Please see attached budget revision documents.

### Budgetary Implications:

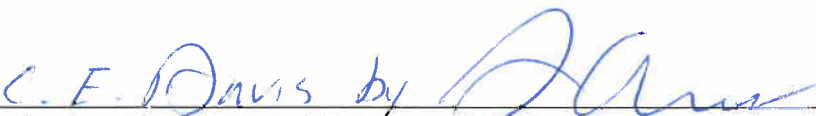
#### Fund 01 (Unrestricted General Fund)

Net decrease in the 1000 (Certificated Salary) Object expense category	\$	1,764
Net decrease in the 2000 (Classified Salary) Object expense category	\$	2,500
Net decrease in the 3000 (Benefits) Object expense category	\$	236
Net increase in the 4000 (Supplies) Object expense category	\$	36,470
Net increase in the 5000 (Other/Services) Object expense category	\$	4,452
Net decrease in the 6000 (Capital Outlay) Object expense category	\$	36,422



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

Net decrease in the 1000 Object expense category	\$	1,764
Net decrease in the 2000 Object expense category	\$	2,500
Net decrease in the 3000 Object expense category	\$	236
Net increase in the 4000 Object expense category	\$	36,470
Net increase in the 5000 Object expense category	\$	4,452
Net decrease in the 6000 Object expense category	\$	36,422

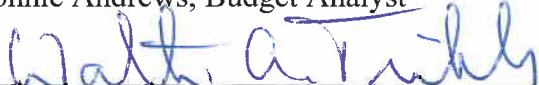
Recommended By:

  
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**

July 1 - November 5, 2014

Fund 01 (Unrestricted General Fund) Fiscal Year 2014-15

1000 CERT. SALARIES	2000 CLASS. SALARIES	3000 BENEFITS	4000 SUPPLIES	5000 OTHER SERVICES	6000 CAPITAL OUTLAY	7000 OTHER OUTGO	EXPLANATIONS
			(2,020)		2,020		Transfer funds from Minor Equipment to Equipment Replacement, to cover costs. Transfer was within the VP/Academic Affairs Dept. Reduction to: 01-0020-0-6020-1501-4500-000-00-4551 Addition to: 01-0020-0-6020-1501-6400-000-00-6410
			(710)		710		Transfer funds from Office Supplies to New Equipment, to cover costs. Transfer was within the Fiscal Services Dept. Reduction to: 01-0080-0-6780-0920-4500-000-00-4525 Addition to: 01-0080-0-6780-0920-6400-000-00-6425
	(2,500)			2,500			Transfer funds from Professional Experts Salary to Contract Services, to cover costs. Transfer was from the Dance Dept. to the Division Office/Phys. Ed. Dept. Reduction to: 01-0030-0-0800-0705-2400-000-00-2403 Addition to: 01-0030-0-0800-0701-5500-000-00-5513
			40,000		(40,000)		Transfer funds from Professional Experts Salary to Contract Services, to cover costs. Transfer was from the Dance Dept. to the Division Office/Phys. Ed. Dept. Reduction to: 01-0030-0-6120-1510-6300-000-00-6301 Addition to: 01-0030-0-6120-1510-4500-000-00-4503
			(800)	(48)	848		Transfer funds from Office Supplies and General Institutional Contingency to Equipment Replacement, to cover costs. Transfer was within the Dean of Instructional Planning Dept. Reduction to: 01-0040-0-6010-2202-4500-000-00-4525 01-0040-0-6010-2202-5800-000-00-5840 Addition to: 01-0040-0-6010-2202-6400-000-00-6425

July 1 - November 5, 2014  
Fund 01 (Unrestricted General Fund) Fiscal Year 2014-15

1000	2000	3000	4000	5000	6000	7000	EXPLANATIONS
CERT. SALARIES	CLASS. SALARIES	BENEFITS	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	OTHER OUTGO	
(1,764)		(236)		2,000			Transfer funds from Hourly Non-Teaching Salary & Benefits to Specialists/Workshops, to cover cost of Online Teaching Certificate course. Transfer was within the Distance Ed. Dept. Reduction to: 01-0020-0-6020-1130-1400-000-00-1401 01-0020-0-6020-1130-3120-000-00-1401 01-0020-0-6020-1130-3340-000-00-1401 01-0020-0-6020-1130-3520-000-00-1401 01-0020-0-6020-1130-3620-000-00-1401 Addition to: 01-0020-0-6020-1130-5100-000-00-5139
<b>(1,764)</b>	<b>(2,500)</b>	<b>(236)</b>	<b>36,470</b>	<b>4,452</b>	<b>(36,422)</b>	<b>0</b>	<b>TOTALS</b>

# Monterey Peninsula Community College District

## Governing Board Agenda

November 19, 2014

Consent Agenda Item No. B

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 Constance Gamiere, Counselor, effective at the end of the day, December 19, 2014, for the purpose of retirement, and confer upon her the title of Professor Emeritus. Ms. Gamiere has served as a faculty member since 1974.	N/A
b)	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:**

- a) Resignation for the purpose of retirement of Constance Gamiere, Counselor, effective at the end of the day, December 19, 2014 and confer upon her the title of Professor Emeritus.
- b) 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 - November**

**B1-Teaching With Benefits**

Bates	Wendy	PFIT
Cristobal	John	MATH
Faust	Heather	ANAT
Grasmuck	Karoline	DNTL
Jansen	Molly	HUMS
Lawrence	James	AUTO
Morgan	Blanca	MATH
Rebold	Thomas	ENGR

**B2-Teaching Without Benefits**

Avant	Sharon	DNTL
Bard	Donald	ANAT
Evans	Robert	MATH
Hopkins Carpenetti	Maia	DNTL
Houchin	Anthony	EMMS
Huang	Perry	PFIT
Jamison	Pamela	DNTL
Kaufman	Mirtha	SPAN
Lemoine	Sunny	ENGL
Leonard	Denese	ARTS
Osgood	Sharon	PHED
Prado	Anthony	FPTC
Santana	Jose	ART

**C1-Non-Teaching With Benefits**

Webb	Catherine	LIBR
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# Monterey Peninsula Community College District

## Governing Board Agenda

November 19, 2014

Consent Agenda Item No. C

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 _____, Sciences Laboratory Manager, Life Science, 40 hours per week, 11 months per year, effective DATE, 2014.	Included in Budget
b)	Employment	Employment of _____, Instructional Specialist, Access Resource Center, 18 hours per week, 7 months and 18 days per year, effective DATE, 2014.	Included in Budget
c)	Increase in Work Year Schedule	Increase in work year schedule of Instructional Technology Specialist, Humanities (#328), from current 36 hours per week, 10 months & 12 days per year, to 40 hours per week, 12 months per year, effective November 20, 2014.	Cost for 2014/2014: \$14,533
d)	Resignation	Resignation of Ayzza Camacho, Administrative Assistant III, Academic Affairs, 40 hours per week, 12 months, effective at the end of the day, November 13, 2014.	N/A
e)	Approval of Job Description (attached)	Approval of the attached job description for Academic Curriculum, Scheduling & Catalog Technician effective August 1, 2014.	N/A
f)	Approval of Job Description (attached)	Approval of the attached job description for CurricUNET Specialist effective August 1, 2014.	N/A
g)	Approval of Job Description (attached)	Approval of the attached job description for Scheduling Technician effective August 1, 2014.	N/A
h)	Approval of Job Description (attached)	Approval of the attached job description for Administrative Assistant III effective August 1, 2014.	N/A
i)	Approval of Job Description (attached)	Approve title change from Administrative Assistant III, in Academic Affairs, to Administrative Assistant III/Faculty Contracts for positions #5 and #330, and approve the attached job description for Administrative Assistant III/Faculty Contracts effective 7/1/2014.	Cost for 2014/2015: \$2,429
j)	Establish New	Establish new position and approve attached job	Cost for

	Position and Approve Job Description (attached)	description for Unit Office Manager, Public Safety Training Center, 40 hours per week, 12 months per year, salary range 18, effective August 1, 2014.	2014/2015: \$7,815
k)	Approval of Job Description (attached)	Approve title change for position #180 from Administrative Assistant III/Instructional Contracts Coordinator to Administrative Assistant III effective August 1, 2014.	N/A
l)	Approval to transfer positions out of the bargaining unit	Transfer positions out of the bargaining unit and change to confidential status for positions #99 and #136, Administrative Assistant IV, Academic Affairs and Administrative Assistant IV, Student Services, effective 8/1/2014.	Cost for 2014/2015: \$13,412

**Budgetary Implications:**

See table.

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

- a) Employment of \_\_\_\_\_, Sciences Laboratory Manager, Life Science, 40 hours per week, 11 months per year, effective DATE, 2014.
- b) Employment of \_\_\_\_\_, Instructional Specialist, Access Resource Center, 18 hours per week, 7 months and 18 days per year, effective DATE, 2014.
- c) Increase in work year schedule of Instructional Technology Specialist, Humanities (#328), from current 36 hours per week, 10 months & 12 days per year, to 40 hours per week, 12 months per year, effective November 20, 2014.
- d) Resignation of Ayzza Camacho, Administrative Assistant III, Academic Affairs, 40 hours per week, 12 months, effective at the end of the day, November 13, 2014.
- e) Approval of the attached job description for Academic Curriculum, Scheduling & Catalog Technician effective August 1, 2014.
- f) Approval of the attached job description for CurricUNET Specialist effective August 1, 2014.
- g) Approval of the attached job description for Scheduling Technician effective August 1, 2014.
- h) Approval of the attached job description for Administrative Assistant III effective August 1, 2014.
- i) Approve title change from Administrative Assistant III, in Academic Affairs, to Administrative Assistant III/Faculty Contracts for positions #5 and #330, and approve the attached job description for Administrative Assistant III/Faculty Contracts effective 7/1/2014.
- j) Establish new position and approve attached job description for Unit Office Manager, Public Safety Training Center, 40 hours per week, 12 months per year, salary range 18, effective August 1, 2014.
- k) Approve title change for position #180 from Administrative Assistant III/Instructional Contracts Coordinator to Administrative Assistant III effective August 1, 2014.
- l) Transfer positions out of the bargaining unit and change to confidential status for positions #99 and #136, Administrative Assistant IV, Academic Affairs and Administrative Assistant IV, Student Services, effective 8/1/2014.

**Recommended By:** Susan Kitagawa  
Susan Kitagawa, Associate Dean of Human Resources

**Prepared By:** Shirley Kim  
Shirley Kim, HR Benefits & Retirement Coordinator

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



**Job Description:** ACADEMIC CURRICULUM, SCHEDULING & CATALOG TECHNICIAN  
**Approved, Bargaining Unit President:** 10/17/2014  
**Approved, MPC Associate Dean, Human Resources:** 10/17/2014  
**Board Approved:** 11/19/2014

## **MONTEREY PENINSULA COLLEGE**

### **ACADEMIC CURRICULUM, SCHEDULING & CATALOG TECHNICIAN**

#### **JOB SUMMARY**

Under general direction perform a variety of tasks related to maintaining college curriculum database, hard copy and electronic files, maintaining college scheduling database; and developing, producing and maintaining class schedules and annual college catalog. Maintain entire catalog, its revisions, and updates.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Plan and coordinate production of the class schedule and catalog, including creating timelines for data entry and tasks, and establishing work procedures; edit materials and write original copy as needed.

Conduct training sessions for Division Office Managers and others in scheduling, to include all aspects of the scheduling database system, the schedule production process, data entry, and calculations; provide updated information and additional training as needed.

Conduct bi-annual Division Office Manager Scheduling meetings.

Oversee schedule production for adherence to deadlines, procedures, accuracy and consistency in data entry. Troubleshoot and help with problems related to scheduling and data entry.

Consult and coordinate with deans, department/division chairs, division office managers, and other college and district personnel on matters related to preparation of the class schedule and catalog; maintain supporting documents and authorizations.

Work with Information Systems personnel in testing and debugging of course maintenance, scheduling, and FTE screens in the mainframe computer.

Maintain curriculum and scheduling databases in preparation of the data management report submittal to the Chancellor's Office.

Coordinate with the graphic artist in the schedule and catalog layouts.

Work with facilities coordinators and classroom scheduler in the schedule building process.

Respond to questions of schedule interpretation as they relate to District policies/schedule and catalog development.

Update the institutional computer schedule to include proper codes necessary to satisfy state requirements to include FTES data.

Act as the liaison with all Academic Divisions and Student Services areas involved with course outlines, scheduling of classes, FTES generation, and schedule/catalog production.

Enter new and modified course information in the curriculum database as well as updating the hardcopy and electronic files to assure that timely and accurate information is available for schedule/catalog production and faculty/staff reference.

Maintain an accurate log of curriculum paperwork for history and tracking purposes.

Advise faculty and staff with regard to essential elements such as proper numbering of courses, contact hours and units, as new and modified curriculum is being prepared; may support Curriculum Advisory Committee.

Coordinate updating of catalog narrative, including all instructional programs and their revisions.

Monitor adherence to timelines for course development and modification; prepare and distribute written communication to faculty to advise them of established curriculum processes and submittal deadlines for inclusion of courses in schedules and catalog.

Update and distribute all forms related to scheduling; maintain forms on the Intranet.

Monitor calendar for curriculum review in conjunction with Program Review five-year cycle (e.g. Title V, Mandatory Pre-requisite/Co-requisite/Advisories Review).

### **Other Duties**

Participate on committees as required.

Provide backup for Scheduling Technician.

Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of education and experience which would indicate possession of the required knowledge, skills and abilities listed herein. For example, completion of at least two years of college level courses in data processing, administration, personnel relations, records management, or related field and two years of increasingly responsible office experience in the above or related fields.

### **Knowledge**

Knowledge of: methods of collecting and organizing data and information; community college functions, policies, rules and regulations; principles and practices of data processing; records management techniques; attendance accounting standards and procedures; word processing, spreadsheet and desktop publishing programs.

### **Abilities**

Ability to: coordinate, plan and organize work accurately and efficiently; use word processing, spreadsheet and desktop publishing software programs to produce schedules and catalogs as required; learn and efficiently and accurately use new publishing software as required; maintain college curriculum database, hard copy files and electronic files; maintain college scheduling database; understand and independently carry out oral and written instructions; make independent decisions within scope of responsibility and authority; compile and maintain accurate and complete academic records; gather, compile and assemble source data; communicate effectively in both oral and written form; operate a variety of office equipment; use appropriate and correct English grammar, spelling 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 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:** CURRICUNET SPECIALIST  
**Approved, Bargaining Unit President:** 10/17/2014  
**Approved, MPC Associate Dean, Human Resources:** 10/17/2014  
**Board Approved:** 11/19/2014

## **MONTEREY PENINSULA COLLEGE**

### **CurricUNET SPECIALIST**

#### **JOB SUMMARY**

Under general direction perform a variety of tasks related to the implementation and maintenance of the college's CurricUNET database and website, attend Curriculum Advisory Committee meetings, work with faculty and administrators to create, approve and organize course outlines and curriculum using the CurricUNET program. Work closely with and communicate with the Academic Curriculum Scheduling & Catalog Technician. Provide support to the Curriculum Advisory Committee to process and appropriately document the approval of curriculum.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Maintain current knowledge for the operation of the College's CurricUNET database and other related software, troubleshooting issues when necessary; develop close working relationships with the Deans, Division Chairs, Division Office Managers, CurricUNET Steering Committee, Curriculum Advisory Committee members and faculty to ensure the accuracy of the CurricUNET database.

Conduct training sessions for Administrators, Division Chairs, Division Office Managers and faculty on the use of the CurricUNET system software, data entry, and calculations; provide updated information and additional training as needed; provide technical support and assist faculty and staff in creating, and updating course outlines and related information using CurricUNET.

Adhere to calendar for curriculum review in conjunction with the five-year Program Review cycle for compliance with Title 5 regulations, and required review of Prerequisite/Co-requisite/Advisories. Notify instructional divisions to initiate the review process; track completion of review processes and update information in the College's CurricUNET system; troubleshoot and help with problems related to CurricUNET data entry.

Design and generate reports as needed; work with software vendors as required.

Attend Curriculum Committee meetings and serve as a resource person; take minutes and disseminate to committee members for correction, deletions and additions; disseminate and post final minutes; provide regular updates on the progress of curriculum proposals through the approval process; maintain appropriate records on the approval of curriculum using the CurricUNET system.

Serve as a resource person to faculty and staff for items such as course outline review, Title 5 requirements, the prerequisite validation process and miscellaneous other policies and procedures related to curriculum development

Enter new information and maintain existing data tables in the CurricUNET system in conjunction with the Academic Curriculum Scheduling & Catalog Technician to assure that timely and accurate information is available for faculty/staff use.

Provide professional development sessions and advise faculty and staff with regard to essential elements of the curriculum development process such as proper numbering of courses, contact hours and units, language for course objectives, transferability issues, and other related topics.

Prepare and distribute written or online communications to faculty to advise them of established curriculum processes and submittal deadlines for use in the CurricUNET system.

Update and maintain the various CurricUNET web forms related to curriculum and program approval.

**Other Duties**

Participate on committees as required.

Perform other related duties as assigned.

**EMPLOYMENT STANDARDS**

**Education and Experience**

Any combination of education and experience which would indicate possession of the required knowledge, skills and abilities listed herein. For example, completion of at least two years of college level courses in data processing, administration, personnel relations, records management, or related field and two years of increasingly responsible office experience in the above or related fields.

**Knowledge**

Knowledge of: Microsoft Office Suite and database software programs; methods of collecting and organizing data and information; principles and practices of data processing; records management techniques; attendance accounting standards and procedures; training techniques.

**Abilities**

Ability to: coordinate, plan and organize work accurately and efficiently; use word processing, spreadsheet and desktop publishing software programs to produce schedules and catalogs as required; quickly learn and efficiently and accurately use CurricUNET and other software as required; maintain college curriculum database, hard copy files and electronic files; maintain college scheduling database; learn community college functions, policies, rules and regulations; understand and independently carry out oral and written instructions; make independent decisions within scope of responsibility and authority; compile and maintain accurate and complete academic records; gather, compile and assemble source data; communicate effectively in both oral and written form; operate a variety of office equipment; use appropriate and correct English grammar, spelling 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 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:** Scheduling Technician  
**Approved, Bargaining Unit President:** 10/17/2014  
**Approved, MPC Associate Dean, Human Resources:** 10/17/2014  
**Board Approved:** 11/19/2014

## MONTEREY PENINSULA COLLEGE

### SCHEDULING TECHNICIAN

#### **JOB SUMMARY**

Under general direction perform a variety of tasks related to developing and maintaining the college scheduling database; and developing, producing and maintaining class schedules. Coordinate the development and publication of class schedules; assure accurate input review and editing of the regular, summer and inter-session course listings for the schedules of classes; consolidate and coordinate data required to publish course schedules and process schedule changes. Serve as a technical resource for data entry and training of those involved with the scheduling process. Provide leadership for all staff involved in the schedule development process.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Provide leadership in the definition of the calendar and timelines for development of the class schedule in collaboration with all involved; create work procedures and establish dates for collection of data from divisions; perform data entry of course information and produce draft class schedules for review; edit materials and write original copy as needed.

Maintain, revise and update databases used in the schedule production process. Operate microcomputer and peripheral equipment and a variety of database management and desktop publishing software programs. Schedule and conduct meetings and training sessions for Division Office Managers and others involved in the scheduling process, to include all aspects of the scheduling database system, the schedule production process, data entry, and calculations; and provide updated information and additional training as needed.

Provide staff support to standing and ad hoc committees as assigned; attend meetings, take notes or record proceedings; prepare and distribute agendas, background materials and minutes as appropriate.

Develop, recommend, and implement techniques and practices to improve functions in the office of academic affairs related to job duties to ensure optimum performance; maintain state-of-the-art practices keeping abreast of current trends and practices in the field. Keep supervisor informed of performance and department activities; develop and present to the supervisor matters requiring the supervisor's decision, and act on the supervisor's directives and recommendations.

Respond to questions of schedule interpretation as they relate to District policies and procedures regarding schedule development.

Oversee schedule production for adherence to deadlines, procedures, accuracy and consistency in data entry. Troubleshoot and resolve problems related to scheduling and data entry. Prepare production schedules and collaborate with those involved in marketing and distribution of class schedules in both electronic and print form; assure that effective communications are maintained within the area of responsibility.

Maintain supporting documents and authorizations as required by district policy and state regulations.

Troubleshoot, identify and resolve problems and issues related to production of the schedule of classes; confer with administrators, information systems personnel, faculty, printers and other staff to develop solutions and recommendations.

Work with Information Technology personnel in testing and debugging of course maintenance, scheduling, and FTE screens in the student information system; update the institutional computer scheduling data base to include proper codes necessary to satisfy state requirements for the generation of FTES data. Serve as liaison between

Information Technology and the office on technical aspects of data bases, schedule preparation, and reporting for State MIS.

Work closely with catalog production and curriculum processes; maintain working knowledge of and assist personnel in those areas as needed.

Maintain scheduling databases in preparation for the data management report submittal to the Chancellor's Office.

Work with facilities coordinators and classroom scheduler in the schedule building process.

Act as the liaison with all Academic Divisions and Student Services areas involved with scheduling of classes, FTES generation, and schedule production.

Enter new and modified course information from the curriculum database as needed. Update hardcopy and electronic files to assure that timely and accurate information is available for schedule production.

Update and distribute all forms and electronic media related to scheduling; maintain forms on the college Intranet.

Maintain working knowledge of and serve as back-up to staff in the catalog production and curriculum processes. Perform administrative support as assigned.

### **Other Duties**

Participate on committees as required.

Provide backup for the Academic Curriculum Scheduling and Catalog Technician.

Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of education and experience which would indicate possession of the required knowledge, skills and abilities listed herein. For example, completion of at least two years of college level courses in data processing, administration, personnel relations, records management, or related field and two years of increasingly responsible office experience in the above or related fields.

### **Knowledge**

Knowledge of: methods of collecting and organizing data and information; community college functions, policies, rules and regulations; principles and practices of data processing; records management techniques; attendance accounting standards and procedures; word processing, spreadsheet and desktop publishing programs.

### **Abilities**

Ability to: coordinate, plan and organize work accurately and efficiently; use word processing, spreadsheet and desktop publishing software programs to produce schedules and catalogs as required; learn and efficiently and accurately use new software as required; maintain college curriculum database, hard copy files and electronic files; maintain college scheduling database; understand and independently carry out oral and written instructions; make independent decisions within scope of responsibility and authority; compile and maintain accurate and complete academic records; gather, compile and assemble source data; communicate effectively in both oral and written form; operate a variety of office equipment; use appropriate and correct English grammar, spelling and punctuation; perform arithmetical calculations with speed and accuracy; lead effective meetings and training sessions, 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:** Administrative Assistant III  
**Approved, Bargaining Unit President:** 10/17/2014  
**Approved, MPC Associate Dean, Human Resources:** 10/17/2014  
**Board Approved:** 11/19/2014

## **MONTEREY PENINSULA COLLEGE**

### **ADMINISTRATIVE ASSISTANT III**

#### **Job Summary:**

Under general supervision, assist by planning, coordinating and participating in the application of operational procedures. Receive limited supervision within a broad framework of standard District policies and procedures. Perform varied administrative support duties of the office; initiate and exercise good judgment in the application and follow through of administrative decisions and policy making; accurately 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.

Perform varied and responsible administrative support duties to assist in the processing and completion of operations in the assigned administrative office.

Act as an information source regarding policies and procedures; provide information where judgment, knowledge and explanations are necessary, especially in the proper handling of files that contain personal information in order to maintain confidentiality.

Provide administrative support to the administrative office in all matters relating to the business of the area which may include the areas of: accreditation; grant development, staff development, various review and certification procedures, specialized programs relating to student operations, special course and program development and documentation, course outlines, contract preparation; may monitor schedule building process; may assist supervisor in development of presentations; as well as providing support in other areas as needed.

Coordinate various meetings, ceremonies, and receptions as assigned; provide support services for visiting training speakers including selection of meeting rooms and accommodations; prepare agenda items; prepare and maintain a master calendar for the administrative unit. Attend meetings and take minutes.

Prepare/process a variety of letters and documents which may include statistical reports, Notice of Employment (NOE) contracts, resolutions, manuals, contracts, grant applications, purchase requisitions and final reports; compose memos and other correspondence.

Maintain master classroom schedule using appropriate installed software; assist in maximizing classroom and facilities use; resolve room conflicts and locations to be arranged (LOTBAs); coordinate scheduling of MPC facility needs, both on and off campus; electronically reserve and maintain schedules for assigned facilities and rooms.

Create/maintain spreadsheets and/or databases for area projects as needed; prepare reports and final documents; oversee the establishment and maintenance of filing systems.

Make/track budget entries for multiple budget accounts to spreadsheet and database systems as necessary and submit budget reports to state agencies.



Serve as a liaison between the department/division, students, the college, and the community at large; greet and assist office visitors and telephone callers; respond to questions; provide information as required; refer to appropriate sources.

Monitor special projects/programs and take independent action as needed; maintain deadlines on control files, and expedite their completion; coordinate assignments and activities.

Assist with the faculty evaluation procedures; process and distribute student evaluations to Department Office Managers; collect surveys, gather and compile data; forward to appropriate Division Chair and Administrator.

Check reports, records, and other material for accuracy, completeness and conformity with established standards.

Learn and utilize current campus software to meet the particular needs of the office.

Arrange interviews, appointments, schedules, and conferences; make travel arrangements and itineraries related to functions of the assigned office; arrange committee and other meetings; coordinate preparation of workshops.

#### Other Functions

Coordinate the department work flow and the work of student employees in the administrative unit office as assigned.

Serve on college committees/councils as assigned.

Provide backup for other administrative positions as assigned. Out-of-class compensation will be applied according to Section 4.11 in the collective bargaining agreement.

Perform other related duties as assigned.

Maintain inventory, requisition supplies for office.

#### **Employment Standards**

##### **Education and Experience**

Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein. For example, completion of two years of college level course work in business skills, office administration or a related field and three years of increasingly responsible office experience providing advanced knowledge and skills in current office practices.

##### **Knowledge**

Knowledge of: general functions of a complex organization (e.g. an educational institution); current office methods and practices including filing systems, business telephone skills, letter and report writing; a variety of computer programs including word processing and spreadsheet and/or database applications; mathematical computations; office management techniques and procedures; public and human relations skills; and presentation software.

##### **Abilities**

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; 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 and detail matters without immediate supervision; analyze projects under pressure of time; maintain security and confidentiality of records and information; communicate effectively in both oral and written form use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; operate efficiently a variety of office equipment as needed; use word processing, spreadsheet, database and presentation software proficiently and accurately; learn and successfully use new software programs as needed; search internet for information as needed;

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:** Administrative Assistant III/Faculty Assignments  
**Approved, Bargaining Unit President:** 10/17/2014  
**Approved, MPC Associate Dean, Human Resources:** 10/17/2014  
**Board Approved:** 11/19/2014

## **MONTEREY PENINSULA COLLEGE**

### **ADMINISTRATIVE ASSISTANT III/FACULTY ASSIGNMENTS**

#### **Job Summary:**

Under general supervision, assist by planning, coordinating and participating in the application of operational procedures. Receive limited supervision within a broad framework of standard District policies and procedures. Prepare notice of employment for faculty assignments; initiate and reconcile timesheets; gather data, analyze and prepare reports. Perform varied administrative support duties of the office; initiate and exercise good judgment in the application and follow through of administrative decisions and policy making; accurately 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.

Perform varied and responsible administrative support duties to assist in the processing and completion of operations in the assigned administrative office.

Act as an information source regarding policies and procedures; provide information where judgment, knowledge and explanations are necessary, especially in the proper handling of files that contain personal information in order to maintain confidentiality.

Provide administrative support to the administrative office in all matters relating to the business of the area which may include the areas of: accreditation; grant development, staff development, various review and certification procedures, specialized programs relating to student operations, special course and program development and documentation, course outlines, contract preparation; may monitor schedule building process; may assist supervisor in development of presentations; as well as providing support in other areas as needed.

Generate notices of employment for full time and part time faculty according to the collective bargaining agreement, policies and procedures; initiate and reconcile timesheets. Communicate with divisions and departments to ensure accuracy of assignments and timesheets; track full time equivalent numbers for instructors and monitor faculty load limits to ensure compliance with laws and regulations. Track instructor hours and assignments; gather data, analyze and prepare reports.

Coordinate various meetings, ceremonies, and receptions as assigned; provide support services for visiting training speakers including selection of meeting rooms and accommodations; prepare agenda items; prepare and maintain a master calendar for the administrative unit. Attend meetings and take minutes.

Maintain master classroom schedule using appropriate installed software; assist in maximizing classroom and facilities use; resolve room conflicts and locations to be arranged (LOTBAs); coordinate scheduling of MPC facility needs, both on and off campus; electronically reserve and maintain schedules for assigned facilities and rooms.

Prepare/process a variety of letters and documents which may include statistical reports, Notice of Employment (NOE) contracts, resolutions, manuals, contracts, grant applications, purchase requisitions and final reports; compose memos and other correspondence.

Create/maintain spreadsheets and/or databases for area projects as needed; prepare reports and final documents; oversee the establishment and maintenance of filing systems.

Make/track budget entries for multiple budget accounts to spreadsheet and database systems as necessary and submit budget reports to state agencies.

Serve as a liaison between the department/division, students, the college, and the community at large; greet and assist office visitors and telephone callers; respond to questions; provide information as required; refer to appropriate sources.

Monitor special projects/programs and take independent action as needed; maintain deadlines on control files, and expedite their completion; coordinate assignments and activities.

Assist with the faculty evaluation procedures; process and distribute student evaluations to Division Office Managers; collect surveys, gather and compile data; forward to appropriate Division Chair and administrator.

Check reports, records, and other material for accuracy, completeness and conformity with established standards.

Learn and utilize current campus software to meet the particular needs of the office.

Arrange interviews, appointments, schedules, and conferences; make travel arrangements and itineraries related to functions of the assigned office; arrange committee and other meetings; coordinate preparation of workshops.

#### Other Functions

Coordinate the department work flow and the work of student employees in the administrative unit office as assigned.

Serve on college committees/councils as assigned.

Provide backup for other administrative positions as assigned. Out-of-class compensation will be applied according to section 4.11 in the collective bargaining agreement.

Perform other related duties as assigned.

Maintain inventory, requisition supplies for office.

### **Employment Standards**

#### **Education and Experience**

Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein. For example, completion of two years of college level course work in business skills, office administration or a related field and three years of increasingly responsible office experience providing advanced knowledge and skills in current office practices.

#### **Knowledge**

Knowledge of: general functions of a complex organization (e.g. an educational institution); current office methods and practices including filing systems, business telephone skills, letter and report writing; a variety of computer programs including word processing and spreadsheet and/or database applications; mathematical computations; office management techniques and procedures; public and human relations skills; and presentation software.

#### **Abilities**

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; 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 and detail matters without immediate supervision; analyze projects under pressure of time; maintain security and confidentiality of records and information; communicate effectively in both oral and written form use appropriate and correct English spelling,

grammar and punctuation; perform arithmetical calculations with speed and accuracy; operate efficiently a variety of office equipment as needed; use word processing, spreadsheet, database and presentation software proficiently and accurately; learn and successfully use new software programs as needed; search internet for information as needed; 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:** Unit Office Manager, Public Safety Training Center

**Approved, Bargaining Unit President:** 10/17/2014

**Approved, MPC Associate Dean, Human Resources:** 10/17/2014

**Board Approval Date:** 11/19/2014

## **MONTEREY PENINSULA COLLEGE**

### **UNIT OFFICE MANAGER, PUBLIC SAFETY TRAINING CENTER**

#### **Job Summary**

Under general direction, perform a wide variety of support and technical activities related to the responsibilities of the Public Safety Training Center (PSTC). Receive minimal supervision and make routine decisions within a broad framework of standard policies and procedures. Facilitate the PSTC activities, provide assistance to PSTC instructors and staff, perform office management duties; prepare all instructional service agreements and contracts for academic services; exercise good judgment and problem solving skills in the application and execution of the policies and procedures; 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**

Essential Functions may include, but are not limited to the following:

Oversee and arrange special functions at the PSTC with Monterey campus staff, including but not limited to, student registration, financial aid, academic counseling, and other supportive services. Assist in establishing schedules and methods for providing services to students at the PSTC; serve as a source of information regarding policies and procedures; travel to Monterey campus as required.

Provide routine office, technical and administrative detailed work for the Director of PSTC, faculty and staff including special projects, production of documents, including flyers, mailing lists, posters, manuals, letters, memos, certificates, and other items using a variety of computer software. Receive visitors and answer phones. Attend and take meeting minutes. Coordinate work flow and work schedules of office staff and volunteers. Maintain and order office supplies.

Prepare instructional service agreements and contracts for academic services and provide information and assistance to contract agencies/vendors regarding the procedures, terms and conditions relating to enrollment period, student reimbursement fees, number of class hours sufficient to meet stated objectives, evaluation of academic service contract instructors, verification of final rosters in the source documents per education program guidelines established by Chancellor's office for Instructional Service Agreements in California Community Colleges. Update the institutional electronic schedule to include proper codes necessary to satisfy state requirements to include FTES data.

Coordinate schedule building process which may include but is not limited to: coordinating course offerings, reviewing submitted information for accuracy; preparing course schedule for input into the database; entering and updating semester's courses; proofing and editing the final publication copy; monitoring and updating semester's courses as needed throughout the semester. Assist vendors regarding new course outlines and course revisions. Coordinate submittal of course materials with agencies including the CA State Fire Marshal Office.

Enter information into district database and prepare documents that are used to produce faculty notices of employment; calculate teachers' load units (TLU's); prepare and maintain history records, calculate assignment to ensure that adjunct faculty do not exceed a 67% load.

Facilitate the instructional needs of instructors; coordinate the use and delivery of audio-visual equipment or other specialized equipment for instructors; maintain current instructional equipment inventory lists; request repairs and replacements. Prepare instructor packets including manual and procedures relevant to the PSTC.

Ensure safety and security measures are adhered to at the PSTC; communicate with security personnel to provide adequate safety and security to students, faculty and staff.

Develop and maintain instructional and department budgets and contract agency/vendor information. Monitor budget entries for multiple budget accounts to spreadsheets and database systems; assist in the submission of budget reports to state agencies; provide projections for budgeting purposes; generate requisitions to pay vendors; and make deposits to Fiscal Services.

Coordinate assignment of classroom use; coordinate the needs of the instructors with those of the PSTC; post notices of room changes and cancellations; coordinate key distribution. Submit work orders for maintenance repairs.

Operate standard and specialized office equipment, including but not limited to, computers, devices and software. Demonstrate correct usage, maintain supplies, schedule repair and perform trouble-shooting activities.

Facilitate non-standard examination process for make-up exams, pre-requisite challenges and supportive services accommodations by explaining the process, scheduling appointments and proctoring tests. Assist Director with the coordination of faculty evaluations and the process of students' evaluation.

### **Other Duties**

Perform other related duties, as assigned. Train and coordinate student workers. 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 approximately two years of college level course work, or the equivalent, in office administration or a related field, and three years of administrative progressively responsible experience providing advanced knowledge and skills in current and efficient office procedures and management techniques.

### **Licenses and Certificates**

Valid California driver's license and must have an acceptable driving record and qualify for insurability by the District's insurance carrier to drive District or personal vehicle to various locations.

### **Knowledge**

Knowledge of: basic operations, services and activities of an off-site education center within a community college district; general functions, policies, rules and regulations of a complex organization such as a community college; current office methods and practices including filing systems, receptionist and telephone techniques; a variety of word processing, spreadsheets, presentations, and/or database programs as needed to fulfill the requirements of the job; correct English usage, grammar, spelling, punctuation and vocabulary; effective interpersonal skills to develop and maintain courteous and professional relationships.

### **Abilities**

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; accurately and efficiently use a variety of word processing, spreadsheet, presentation, and/or database programs; learn and successfully use new applications as required to fulfill the requirements of the job; use appropriate and correct English spelling, grammar, and punctuation; perform mathematical calculations with speed and accuracy; learn and successfully apply current/new office policies and procedures; analyze situations and make decisions on procedural matters without immediate supervision; communicate effectively in both oral and written form; efficiently use a variety of office equipment as needed to fulfill the needs of the job; maintain security and confidentiality of records and information; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, accessibility 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 and walking; sit for extended periods of time; bend at the waist, kneel or crouch, periodic handling of lightweight parcels of up to 15 pounds. Indoor work environment. Occasional travel to Monterey campus.

**Job Description/Title:** Administrative Assistant IV- VP Academic Affairs  
**Approved, Bargaining Unit President:** 10/17/2014  
**Approved, MPC Associate Dean, Human Resources:** 10/17/2014  
**Board Approved:** 11/19/2014

## **MONTEREY PENINSULA COLLEGE**

### **ADMINISTRATIVE ASSISTANT IV-VP ACADEMIC AFFAIRS CONFIDENTIAL**

#### **JOB SUMMARY**

Under general direction, assist by planning, coordinating and participating in support activities related to the responsibilities of the assigned area. Receive limited supervision within a broad framework of standard policies and procedures. Perform complex administrative and support duties of the office; initiate and exercise independent judgment in the application and follow through of administrative decisions and policy making; accurately interpret college policies, procedures, standards and requirements; establish and maintain contact with college and other agency personnel; maintain confidentiality regarding all matters of the office.

This position is designated a confidential position and is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Coordinate and expedite completion of a variety of complex activities that relate to the business of the office of the Vice President; coordinate work flow and work schedules of office staff; act as administrative liaison to various outside agencies and individuals, as well as groups, committees, and individuals within the college.

Perform varied complex and responsible administrative support duties to assist in the processing and completion of the administrative operation of the office which may include creation and preparation of: spreadsheets and databases, letters, reports, statistical data, project documentation, resolutions, purchase requisitions, and final reports. Gather data and prepare reports for negotiations as directed.

Develop and implement special projects as assigned including but not limited to: Accreditation Review, coordination of student evaluation of faculty, oversight of campus-wide instructional equipment budget.

Train staff; coordinate daily work activities of Office of Academic Affairs staff including evening secretary.

Coordinate staff office coverage.

Attend to administrative details not requiring the immediate attention of the Vice President.

Act as an information source to visitors and callers regarding policies and procedures; provide information where judgment, knowledge and interpretations are necessary; refer to appropriate sources as necessary; resolve issues independently where appropriate and within scope of authority;

Coordinate and attend various meetings as assigned; responsible for efficiently and accurately apprising issues, proposals and resolutions reached at such meetings; take and transcribe meeting, committee and/or negotiations notes as required.

Maintain control files on matters in progress; maintain confidentiality on files and all matters relating to assigned area; implement negotiated items pertaining to faculty collective bargaining agreement as assigned, including faculty evaluations and flex day contracts.

Prepare input for board agendas; review historical files; provide current data and information regarding board reports.

Arrange meetings, appointments, schedules, conferences, travel arrangements and itineraries related to functions of the office; prepares and maintains a master calendar for the office.

### **Other Duties**

Perform other related duties as assigned.

Participate on committees as required.

May supervise students as required.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein. For example, completion of two years of college level course work in business skills, office administration or a related field and three years of experience performing complex and challenging administrative support for a high level administrator involving analytical and technical skills and the coordination of office projects and activities.

### **Knowledge**

Knowledge of: general functions of a complex organization (e.g. an educational institution); current office methods and practices including filing systems, business telephone skills, letter and report writing; a variety of computer programs including word processing and spreadsheet/database applications; mathematical computations; public and human relations skills.

### **Abilities**

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create/produce letters, reports, 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; use appropriate and correct English grammar, spelling, and punctuation; perform arithmetical calculations with speed and accuracy; learn and successfully apply current/new office policies and procedures; analyze situations and make decisions on procedural matters without immediate supervision; communicate effectively in both oral and written form; efficiently use a variety of office equipment as needed to fulfill the needs of the job; maintain security and confidentiality of records and information; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, 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:** Administrative Assistant IV- VP Student Services  
**Approved, Bargaining Unit President:** 10/17/2014  
**Approved, MPC Associate Dean, Human Resources:** 10/17/2014  
**Board Approved:** 11/19/2014

## **MONTEREY PENINSULA COLLEGE**

### **ADMINISTRATIVE ASSISTANT IV- VP STUDENT SERVICES CONFIDENTIAL**

#### **JOB SUMMARY**

Under general direction, assist by planning, coordinating and participating in support activities related to the responsibilities of the assigned area. Receive limited supervision within a broad framework of standard policies and procedures. Perform complex administrative and support duties of the office; initiate and exercise independent judgment in the application and follow through of administrative decisions and policy making; accurately interpret college policies, procedures, standards and requirements; establish and maintain contact with college and other agency personnel; maintain confidentiality regarding all matters of the office.

This position is designated a confidential position and is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Coordinate and expedite completion of a variety of complex activities and projects that relate to the business of the office of the Vice President; act as administrative liaison to various outside agencies and individuals, as well as groups, committees, and individuals within the college.

Perform varied complex and responsible administrative/support duties to assist in the processing and completion of the administrative operation of the office which may include creation and preparation of: spreadsheets and databases, letters, reports, statistical data, project documentation, resolutions, purchase requisitions, and final reports. Gather data and prepare reports for negotiations as directed.

Attend to administrative details not requiring the immediate attention of the Vice President.

Act as an information source to visitors and callers regarding policies and procedures; provide information where judgment, knowledge and interpretations are necessary; refer to appropriate sources as necessary; resolve issues independently where appropriate and within scope of authority.

Act as a liaison and monitor contract compliance for the bookstore, cafeteria and vendors for the college center.

Coordinate and attend various meetings as assigned; responsible for efficiently and accurately apprising issues, proposals and resolutions reached at such meetings; take and transcribe meeting, committee and/or negotiations notes as required.

Coordinate, schedule and monitor facility needs of the college center to include scheduling workers for general maintenance.

Maintain control files on matters in progress; maintain confidentiality on files and all matters relating to assigned area; implement negotiated items pertaining to the bargaining agreements as assigned.

Prepare input for board agendas; review historical files; provide current data and information regarding board reports.

Gather and prepare information for student disciplinary matters.

Arrange meetings, appointments, schedules, conferences, travel arrangements and itineraries related to functions of the office; prepares and maintains a master calendar for the office.

Maintain appropriate department budgets.

Generate notices of employment for full time and part time faculty according to the collective bargaining agreement, policies and procedures; initiate and reconcile timesheets. Communicate with divisions and departments to ensure accuracy of assignments and timesheets; track full time equivalent numbers for instructors and monitor faculty load limits to ensure compliance with laws and regulations. Track instructor hours and assignments; gather data and prepare reports.

Coordinate and arrange graduation ceremony for students; coordinate graduation regalia for faculty, governing board trustees and adjunct faculty.

### **Other Duties**

Perform other related duties as assigned.

Participate on committees as required.

May supervise students as required.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein. For example, completion of two years of college level course work in business skills, office administration or a related field and three years of experience performing complex and challenging administrative support for a high level administrator involving analytical and technical skills and the coordination of office projects and activities.

### **Knowledge**

Knowledge of: general functions of a complex organization (e.g. an educational institution); current office methods and practices including filing systems, business telephone skills, letter and report writing; a variety of computer programs including word processing and spreadsheet/database applications; mathematical computations; public and human relations skills.

### **Abilities**

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create/produce letters, reports, 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; use appropriate and correct English grammar, spelling, and punctuation; perform arithmetical calculations with speed and accuracy; learn and successfully apply current/new office policies and procedures; analyze situations and make decisions on procedural matters without immediate supervision; communicate effectively in both oral and written form; efficiently use a variety of office equipment as needed to fulfill the needs of the job; maintain security and confidentiality of records and information; establish and maintain effective work relationships with those contacted in the performance of required

duties; demonstrate an understanding of, sensitivity to and appreciation for, the 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**

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

# Monterey Peninsula Community College District

## Governing Board Agenda

November 19, 2014

Consent Agenda Item No. D

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  
Susan Kitagawa, Associate Dean of Human Resources

Prepared By:

Shirley Kim  
Shirley Kim, HR Benefits & Retirement Coordinator

Agenda Approval:

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



**MONTEREY PENINSULA COLLEGE**

**SHORT TERM AND SUBSTITUTE EMPLOYEES**

B RD AGENDA: 22-Nov-14

<b>ACADEMIC AFFAIRS</b>						
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>POSITION</b>	<b>PAY RATE</b>	<b>EFFECTIVE DATES</b>		<b>HOURS</b>
				<b>FROM:</b>	<b>TO:</b>	
Kelly	Karen	Substitute-Administrative Assistant II	\$18.30	01/15/15	03/31/15	Up to 24 Hrs. Per Wk.
Lerma	Sarah	BSI-Project	\$16.50	11/15/14	12/15/14	Up to add 't 15 Total Hrs.
Becerra	Ernesto	Admin Assistant- Temp to Train	\$15.39	10/20/14	10/22/14	Up to 20 Hrs.
<b>ATHLETICS</b>						
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>POSITION</b>	<b>PAY RATE</b>	<b>EFFECTIVE DATES</b>		<b>HOURS</b>
				<b>FROM:</b>	<b>TO:</b>	
Huang	Perry	3rd Yr. Ass't Men's Basketball Coach	\$3,480.00	11/01/14	02/28/15	Flat Rate
O'Hare	Erin	11th Yr. Ass't Women's Basketball Coach	\$4,527.00	11/01/14	02/28/15	
<b>INFORMATION SYSTEMS</b>						
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>POSITION</b>	<b>PAY RATE</b>	<b>EFFECTIVE DATES</b>		<b>HOURS</b>
				<b>FROM:</b>	<b>TO:</b>	
Davalos	Todd	Covering Football Games	\$26.58	09/01/14	09/21/14	Part-Time
<b>LIFE SCIENCE</b>						
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>POSITION</b>	<b>PAY RATE</b>	<b>EFFECTIVE DATES</b>		<b>HOURS</b>
				<b>FROM:</b>	<b>TO:</b>	
Thomas	Sara	Substitute-Life Science Manager	\$20.70	10/27/14	11/26/14	29 Hrs. Per Wk.
<b>STUDENT SERVICES</b>						
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>POSITION</b>	<b>PAY RATE</b>	<b>EFFECTIVE DATES</b>		<b>HOURS</b>
				<b>FROM:</b>	<b>TO:</b>	
Bahou	Melodie	Substitute During Position Replacemen	\$21.21	10/29/14	12/19/14	9 Hrs. Per Wk.
Jablonski	Gaely	Substitute During Position Replacemen	\$22.02	10/29/14	12/19/14	9 Hrs. Per Wk.
Jokl	Megan	College Assistant IX	\$16.50	11/20/14	01/30/15	29 Hrs. Per Wk.
<b>TRIO</b>						
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>POSITION</b>	<b>PAY RATE</b>	<b>EFFECTIVE DATES</b>		<b>HOURS</b>
				<b>FROM:</b>	<b>TO:</b>	
Beam	Rustin	Instructional Specialist	\$17.42	11/03/14	06/02/15	10 Hrs. Per Wk.
Hernandez	Ernesto	Tutor - Math & Science	\$10.00	11/20/14	12/16/14	10 Hrs. Per Wk.