



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

**REGULAR MEETING
WEDNESDAY, APRIL 22, 2015**

NEW BUSINESS

Monterey Peninsula Community College District

Governing Board Agenda

April 22, 2015

New Business Agenda Item No. A

Fiscal Services
College Area

Proposal:

That the Governing Board review and discuss the 2014-2015 Monthly Financial Report for the period ending March 31, 2015.

Background:

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

Budgetary Implications:

None.

☒ **RESOLUTION: BE IT RESOLVED**, that the 2014-2015 Monthly Financial Report for the period ending March 31, 2015, be accepted.

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

Prepared By: Rosemary Barrios
Rosemary Barrios, Controller

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

Monterey Peninsula College
Fiscal Year 2014-15
Financial and Budgetary Report
March 31, 2015

Enclosed please find attached the Summary of All Funds Report for the month ending March 31, 2015 for your review and approval. The financial report is an internal management report submitted to the Board of Trustees to compare actual financial activities to the approved budgets.

Operating Fund net revenue through March 31, 2015 is \$33,570,974, which is 70% of the operating budget for this fiscal year. Expenditures year-to-date total \$33,192,103 which is 69.2% of the operating budget for this fiscal year, for a net difference of \$378,871.

Unrestricted General Fund

Revenues

- March apportionment of \$887K has been received this month.
- Education Protection Account funds (EPA) were received this month of \$1M.
- The prior year adjustment of \$1.2M was posted this month.
- Property Tax revenue received this month of \$306K.
- Second quarter interest was received of \$8.7K.
- Other local revenue received which includes: enrollment fees, course material fees, and other local revenues totaling \$233.6K.

Expenditures

Overall the District operating funds expenditures continue to track as projected.

Child Development Fund – (Restricted)

- State and Federal Preschool funds were received this month of \$81K.
- Federal Food Program funds were received of \$3.5K.

Child Development Fund – (Unrestricted)

- The Unrestricted Child Development Fund revenue and expense is tracking close to budget.

Student Center Fund

- The Student Center Fund revenue is tracking close to budget. Chargebacks for utilities will be completed in April will be reflected as an increase of expenditures.

Parking Fund

- The Parking Fund revenue and expense is tracking close to budget.

Self Insurance Fund

- Self Insurance Fund (SIF) expenses are at 56.5% of budgeted expenditures.
- Transactions that were setup a year-end 13-14 were completed this month to move funds out of the SIF to the Workers Comp Fund and to the Other Postemployment Benefits fund (OPEB).

OPEB/Worker Comp Fund

- Accounting transactions were completed this month to the Other Postemployment Benefits fund (OPEB) and Worker Compensation fund.
- These two funds were setup in the 13-14 fiscal year so that the District could present and account for the revenue and expense separately from the Self Insurance fund.

Building Fund

- The expense activity in the Building Fund has slowed down significantly as the district starts completing the bond related projects. There continues to be some small payments being made to finish up payment on some projects.

Other Fiduciary Funds

- Fiduciary Funds are tracking close to budget.

Cash Balance:

The total cash balance for all funds is \$23,104,572 including bond cash of \$9,593,377 and \$13,511,195 for all other funds. Operating funds cash is \$5,959,996. Cash balance in the General Fund is at \$4,830,791 for the month ending March 31, 2015. This is sufficient cash to make month end payroll and accounts payable.

Other:

Districts were notified in late March by the State Chancellor's Office that there will be a revision to the First Principal Apportionment (P1) Recalc that was posted in February. The revised P1 should be posted in April.

Monterey Peninsula Community College

Monthly Financial Report

March 31, 2015

Summary of All Funds

Funds	Beginning Fund Balance	Revised Budgets 2014 - 2015		Ending Fund Balance	Year to Date Actual 2014 - 2015			% Actual to Budget		Cash Balance
	07/01/14	Revenue	Expense	6/30/2015	Revenue	Expense	Encumbrances	Rev	Expense	3/31/2015
General - Unrestricted	\$3,885,950	\$38,029,473	\$38,029,473	\$3,885,950	28,183,223	27,649,052	2,492,895	74.1%	72.7%	\$4,830,791
General - Restricted	0	8,605,924	8,605,924	0	4,310,005	4,686,208	511,505	50.1%	54.5%	0
Child Dev - Unrestricted	0	302,207	302,207	0	276,591	233,523	5,483	91.5%	77.3%	92,690
Child Dev - Restricted	0	249,846	249,846	0	212,709	174,740	16,098	85.1%	69.9%	0
Student Center	339,092	259,200	259,200	339,092	179,356	90,381	30,148	69.2%	34.9%	428,573
Parking	540,630	525,000	525,000	540,630	409,090	358,200	29,517	77.9%	68.2%	607,942
Subtotal Operating Funds	\$4,765,672	\$47,971,650	\$47,971,650	\$4,765,672	\$33,570,974	\$33,192,103	\$3,085,646	70.0%	69.2%	\$5,959,996
Self Insurance	2,865,000	6,553,264	8,794,471	3,462,000	3,476,235	4,970,603	13,152	53.0%	56.5%	1,319,458
Worker Comp	770,000	0	0	770,000	12,290	56,500	0	0.0%	0.0%	725,791
Other Post Employment Benefits (3,908,381	0	0	3,908,381	0	0	0	0.0%	0.0%	3,908,381
Capital Project	578,651	750,116	1,387,991	-59,224	568,941	592,575	39,556	75.8%	42.7%	555,016
Building	11,217,621	25,000	2,232,397	9,010,224	38,725	1,643,748	80,017	154.9%	73.6%	9,593,377
Revenue Bond	22,258	17,625	17,625	22,258	17,671	17,625	0	100.3%	100.0%	22,303
Associated Student	92,451	90,000	90,000	92,451	62,861	35,343	0	69.8%	39.3%	187,292
Financial Aid	17,745	5,200,000	5,200,000	17,745	4,057,353	4,057,353	0	78.0%	78.0%	179,522
Scholarship & Loans	272,948	2,500,000	2,500,000	272,948	1,494,870	1,422,640	0	59.8%	56.9%	273,283
Trust Funds	293,917	510,000	510,000	293,917	424,676	428,835	0	83.3%	84.1%	355,840
Orr Estate	22,302	2,000	1,000	23,302	1,121	1,165	0	56.1%	116.5%	24,313
Total all Funds	\$24,826,946	\$63,619,655	\$68,705,134	\$22,579,674	\$43,725,717	\$46,418,490	\$3,218,371	68.7%	67.6%	\$23,104,572

Monterey Peninsula Community College District

Governing Board Agenda

April 22, 2015

New Business Agenda Item No. B

Fiscal Services
College Area

Proposal:

That the Governing Board review and discuss the 2014-2015 Bond Expenditure Report for the period ending March 31, 2015.

Background:

The Board routinely reviews financial data regarding expenses and revenues to monitor how the District bond funds are being spent.

Budgetary Implications:

None.

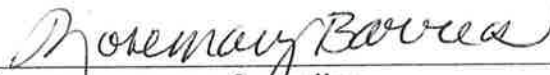
☒ **RESOLUTION: BE IT RESOLVED**, that the 2014-2015 Bond Expenditure Report for the period ending March 31, 2015, be accepted.

Recommended By:



C. Earl Davis, Vice President for Administrative Services

Prepared By:



Rosemary Barrios, Controller

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

BOND EXPENDITURE ORT 3/31/15

Total Budget With Other Funds	Projects	A Total Bond Budget	B Total Bond Prior Year Expenses	C 2014-2015	A-B-C	(B+C)/A	
				Year to Date Bond Payments	Bond Budget Balance	% Bond Cost	% Construction Schedule
	In Process						
\$4,724,000	Arts Complex	\$4,724,000	\$3,159,348	\$548,255	\$1,016,397	78%	100%
\$5,952,000	College Center Renovation	\$5,952,000	\$5,773,342	\$419,535	(\$240,877)	104%	100%
\$5,685,000	Furniture & Equipment	\$5,685,000	\$5,205,552	\$463,851	\$15,597	100%	99%
\$6,614,000	Humanities, Bus-Hum, Student Services	\$3,296,000	\$3,223,689	\$18,777	\$53,534	98%	100%
\$6,466,000	Infrastructure - Phase III	\$6,466,000	\$6,453,313	\$7,763	\$4,924	100%	100%
\$10,750,000	Life Science/Physical Science	\$10,750,000	\$10,568,582	\$6,389	\$175,029	98%	100%
\$3,830,000	PE Phase II - Gym/Locker Room Renov.	\$3,830,000	\$3,810,036	\$0	\$19,964	99%	100%
\$2,640,519	Pool/Tennis Courts Renovation	\$2,640,519	\$2,443,596	\$30,464	\$166,459	94%	100%
\$5,800,000	Swing Space / Interim Housing	\$5,800,000	\$5,722,573	\$39,369	\$38,058	99%	99%
\$10,400,000	Theater	\$10,400,000	\$10,284,474	\$0	\$115,526	99%	100%
\$0	Miscellaneous	\$0	\$140,992	\$42,642	(\$183,634)	0%	0%
\$0	General Contingency	\$0	\$0	\$0	\$0	0%	0%
\$62,861,519	Total in Process	\$59,543,519	\$56,785,497	\$1,577,045	\$1,180,977		
	Future						
\$2,400,000	Music	\$1,200,000	\$46,270	\$0	\$1,153,730	4%	0%
\$12,000,000	PSTC Parker Flats	\$6,000,000	\$70,500	\$0	\$5,929,500	1%	0%
\$14,400,000	Total Future	\$7,200,000	\$116,770	\$0	\$7,083,230		
	Completed						
\$1,057,576	Early Start/Completed-HVAC Repairs	\$618,539	\$618,539	\$0	\$0	100%	100%
\$2,965,574	Early Start/Completed-New Plant Serv Bldg	\$487,574	\$487,574	\$0	\$0	100%	100%
\$599,414	Early Start/Completed-Telephone System	\$599,414	\$599,414	\$0	(\$0)	100%	100%
\$67,671	Family Consumer Science	\$67,671	\$67,671	\$0	\$0	100%	100%
\$1,517,774	Gym - floor/seismic/bleachers	\$877,847	\$877,847	\$0	\$0	100%	100%
\$2,481,607	Infrastructure - Phase II	\$2,481,607	\$2,481,607	\$0	\$0	100%	100%
\$20,886,001	Infrastructure - Phase I	\$20,886,001	\$20,886,001	\$0	\$0	100%	100%
\$2,117,203	Lecture Forum Renovation	\$2,117,203	\$2,117,203	\$0	\$0	100%	100%
\$7,427,191	New Admin / Old Library Renovation	\$4,712,191	\$4,712,191	\$0	(\$0)	100%	100%
\$5,413,198	New Child Development Center Bldg	\$1,029,198	\$1,029,198	\$0	\$0	100%	100%
\$21,420,211	Other Early start / completed	\$1,950,012	\$1,950,012	\$0	\$0	100%	100%
\$17,336,569	PE Field Track, Fitness Building	\$17,236,569	\$17,236,569	\$0	\$0	100%	100%
\$863,697	Social Science Renovation (inc. Seismic)	\$863,697	\$863,697	\$0	\$0	100%	100%
\$7,478,201	Public Safety Training Center Renov.	\$7,478,201	\$7,478,201	\$0	\$0	100%	100%
\$1,000,000	Auto Technology Building	\$958,602	\$958,602	\$0	(\$0)	100%	100%
\$2,300,000	Business Computer Science	\$2,215,418	\$2,215,418	\$0	\$0	100%	100%
\$8,300,000	New Ed Center Building at Marina	\$8,300,000	\$8,234,700	\$0	\$0	99%	100%
\$9,700,000	New Student Services Building	\$9,700,000	\$9,681,388	\$0	\$0	100%	100%
\$112,931,887	Total Completed	\$82,579,744	\$82,495,833	\$0	(\$1)		
\$190,193,406	Total All Projects	\$149,323,263	\$139,398,100	\$1,577,045	\$8,264,206		
	General Institutional-Bond Management		\$5,372,278	\$66,702			
			\$144,770,378	\$1,643,747			
	Total Bond Funds Spent to Date		\$146,414,125				

Monterey Peninsula Community College District

Governing Board Agenda

April 22, 2015

New Business Agenda Item No. C

Fiscal Services
College Area

Proposal:

That the Governing Board review and accept the attached Quarterly Financial Status Report (Form CCFS 311Q) for the quarter ending, March 31, 2015.

Background:

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

Budgetary Implications:

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

- ☒ **RESOLUTION: BE IT RESOLVED**, that the Quarterly Financial Status Report for the quarter Ending March 31, 2015, as presented on form CCFS 311Q, be accepted and made part of the minutes of this meeting.

Recommended By:

C. Earl Davis

C. Earl Davis –Vice President for Administrative Services

Prepared By:

Rosemary Barrios

Rosemary Barrios, Controller

Agenda Approval:

Walter Tribley

Dr. Walter Tribley, Superintendent /President

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD 

Fiscal Year: 2014-2015

Quarter Ended: (Q3) Mar 31, 2015

District: (460) MONTEREY

As of June 30 for the fiscal year specified

Line	Description	Actual 2011-12	Actual 2012-13	Actual 2013-14	Projected 2014-2015
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	36,462,611	36,060,096	36,678,285	35,388,266
A.2	Other Financing Sources (Object 8900)	2,909,887	2,055,231	2,545,302	2,641,207
A.3	Total Unrestricted Revenue (A.1 + A.2)	39,372,498	38,115,327	39,223,587	38,029,473
B	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	31,317,662	31,843,285	37,336,399	37,700,992
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	7,231,777	6,963,853	1,896,558	328,481
B.3	Total Unrestricted Expenditures (B.1 + B.2)	38,549,439	38,807,138	39,232,957	38,029,473
C	Revenues Over(Under) Expenditures (A.3 - B.3)	823,059	-691,811	-9,370	0
D	Fund Balance, Beginning	3,763,831	4,586,890	3,895,079	3,885,950
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	3,763,831	4,586,890	3,895,079	3,885,950
E	Fund Balance, Ending (C. + D.2)	4,586,890	3,895,079	3,885,709	3,885,950
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	11.9%	10%	9.9%	10.2%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	6,804	6,803	6,659	6,503
-----	---------------------------------------------------------	-------	-------	-------	-------

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

As of the specified quarter ended for each fiscal year

Total General Fund Cash Balance (Unrestricted and Restricted)		2011-12	2012-13	2013-14	2014-2015
H.1	Cash, excluding borrowed funds		1,304,186	6,135,707	4,830,791
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	3,040,091	1,304,186	6,135,707	4,830,791

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	35,388,266	35,388,266	27,783,222	78.5%
I.2	Other Financing Sources (Object 8900)	2,641,207	2,641,207	400,000	15.1%
I.3	Total Unrestricted Revenue (I.1 + I.2)	38,029,473	38,029,473	28,183,222	74.1%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	37,700,992	37,700,992	27,388,344	72.6%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	328,481	328,481	260,707	79.4%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	38,029,473	38,029,473	27,649,051	72.7%
K	Revenues Over(Under) Expenditures (I.3 - J.3)	0	0	534,171	
L	Adjusted Fund Balance, Beginning	3,885,950	3,885,950	3,885,950	
L.1	Fund Balance, Ending (C. + L.2)	3,885,950	3,885,950	4,420,121	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.2%	10.2%		

V. Has the district settled any employee contracts during this quarter?

NO

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

Contract Period Settled (Specify)	Management	Permanent	Academic	Temporary	Classified
--------------------------------------	------------	-----------	----------	-----------	------------

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

* As specified in Collective Bargaining Agreement or other Employment Contract

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

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

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

VII. Does the district have significant fiscal problems that must be addressed?

This year?
Next year?

YES
YES

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

The District has a structural deficit this fiscal year of \$2.6M. The District is focusing on growth by growing credit FTEs, increasing program development to meet changing education needs of the community, improve institutional efficiencies, improve and enhance enrollment and retention rates, increase outreach, advertising and marketing, and creating opportunities to partner with public and private organizations.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD 

Fiscal Year: 2014-2015

District: (460) MONTEREY

Quarter Ended: (Q3) Mar 31, 2015

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: C. Earl Davis

CBO Phone: 831-646-4040

CBO Signature: 
Date Signed: _____

Chief Executive Officer Name: Dr. Walter Tribley

CEO Signature: _____
Date Signed: _____

Electronic Cert Date: 04/15/2015

District Contact Person

Name: Rosemary Barrios

Title: Controller

Telephone: 831-646-4043

Fax: 831-645-1315

E-Mail: rbarrios@mpc.edu

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4554
Sacramento, California 95814-6511

Send questions to:

Christine Atalig (916)327-5772 atalig@ccccc.edu or Tracy Britten (916)323-6899 tbritten@ccccc.edu

© 2007 State of California. All Rights Reserved.

Monterey Peninsula Community College District

Governing Board Agenda

April 22, 2015

New Business Agenda Item No. D

Academic Affairs
College Area

Proposal:

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

Background:

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

Budgetary Implications:

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

☒ **RESOLUTION: BE IT RESOLVED**, that the following course revisions, program revisions, and new courses be approved:

Course Revisions:

ADMJ 4	Concepts of Criminal Law
ARTH 8	Survey of Asian Art
CHEM 30A	Introductory Chemistry for Health Sciences
DNTL 100	Orientation to Dental Careers
FASH 15	Textiles
HOSP 51	Introduction to the Hospitality Industry
HOSP 67	Accounting for Hospitality Managers
MATH 10	Mathematics for General Education
MATH 13	Pre-Calculus
MATH 20A	Calculus with Analytic Geometry I
MATH 20B	Calculus with Analytic Geometry II
MATH 20C	Calculus of Several Variables
MATH 31	Linear Algebra
MATH 32	Differential Equations
MATH 262	Plane Geometry
MATH 263	Intermediate Algebra and Coordinate Geometry
MATH 360	Arithmetic and Basic Mathematics

Program Revisions:

Hospitality - Fast Track: Hospitality Supervision (Certificate of Training)
Restaurant Management (Associate in Science - Career Technical)

New Courses:

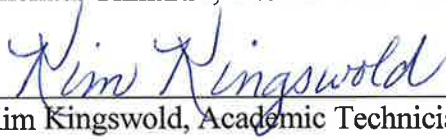
ARTV 2	Introduction to Broadcasting
GEOL 3	Historical Geology
GEOL3L	Historical Geology Lab
INTD 15	Textiles

Recommended By:



Michael Gilmartin, Interim Vice President of Academic Affairs

Prepared By:



Kim Kingswold, Academic Technician

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

COURSE REVISIONS

ADMJ 4, Concepts of Criminal Law

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course analyzes the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. This course uses case law and case studies to introduce students to criminal law. The course also discusses prosecution and defense decision making, criminal culpability, and defenses to crimes. The completion of this course offers a foundation upon which upper-division criminal justice courses build. Portions of instruction may be offered online; also offered fully online.

ARTH 8, Survey of Asian Art

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course provides a select overview of art and architecture from India, Southeast Asia, China, Korea, and Japan from pre-history to modern times.

CHEM 30A, Introductory Chemistry for Health Sciences

4 units

3 hours lecture, 3 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This is an introductory chemistry course covering the principles of inorganic and organic chemistry. It is designed for students intending to enter many health science fields. The course is appropriate for most baccalaureate programs in nursing, dental hygiene, family and consumer science, and kinesiology. Does not meet chemistry requirements for pre-medicine, pre-dentistry, or laboratory technician majors.

DNTL 100, Orientation to Dental Careers

2 units

2 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course provides the student with a basic knowledge of the various areas of dental health care, the team members of the profession, and career opportunities, with special emphasis on dental terminology to prepare the student for entry into other dental assisting courses. Required of all Dental Assisting Program candidates. This course is open to anyone interested in dental careers.

FASH 15, Textiles

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course is a study of plant, animal, and manufactured fibers and fabrics, textile products, weaves, designs, and finishes. Also offered as Interior Design 15; credit can be earned only once.

HOSP 51, Introduction to the Hospitality Industry

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course is a survey of the hospitality industry, including lodging, resorts, food and beverage service, management, travel, tourism and sustainable business practices. Career opportunities and industry trends are reviewed. Also offered online.

HOSP 67, Accounting for Hospitality Managers

1 unit

1 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course prepares the hospitality supervisor to manage his/her department budget, read and interpret revenue and income statements, and relate employee productivity to the bottom line.

MATH 10, Mathematics for General Education

4 units

4 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course offers a historical study of elementary mathematics and discussion of philosophic differences of ancient and modern mathematics. Topics from modern mathematics, such as set theory, symbolic logic, modular systems, and the axioms of various number systems are covered.

MATH 13, Pre-Calculus

5 units

5 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course reviews polynomial, exponential, and logarithmic functions; trigonometric functions; theory of equations; binomial theorem; conic sections; inverse functions; and trigonometric equations. Additional topics from coordinate geometry and DeMoivre's Theorem are covered.

MATH 20A, Calculus with Analytic Geometry I

5 units

5 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

A first course in differential and integral calculus of a single variable: functions; limits and continuity; techniques and applications of differentiation and integration; Fundamental Theorem of Calculus. Primarily for Science, Technology, Engineering and Math Majors.

MATH 20B, Calculus with Analytic Geometry II

5 units

5 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

A second course in differential and integral calculus of a single variable: integration; techniques of integration; infinite sequences and series; polar and parametric equations; applications of integration. Primarily for Science, Technology, Engineering and Math Majors.

MATH 20C, Calculus of Several Variables

5 units

5 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course covers vector valued functions, calculus of functions of more than one variable, partial derivatives, multiple integration, Green's Theorem, Stokes' Theorem, divergence theorem.

MATH 31, Linear Algebra

4 units

4 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. Investigates the properties of vectors in two and three dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Selected applications of linear algebra are included.

MATH 32, Differential Equations

4 unit

4 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

The course is an introduction to ordinary differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exist, and techniques for obtaining solutions, including, series solutions, and singular points, Laplace transforms and linear systems.

MATH 262, Plane Geometry

4 unit

4 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course covers basic facts of plane geometry and formal proofs. It includes congruent triangles, parallel lines, parallelograms, areas, ratio and proportion, similarity, circles, inequalities, loci, and regular polygons.

MATH 263, Intermediate Algebra and Coordinate Geometry

5 unit

5 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course covers properties of real numbers, complex numbers, polynomials, exponential and logarithmic functions, first- and second-degree equations and inequalities, systems of equations, progressions, graphs of conics, determinants, and an introduction to coordinate geometry. Also offered online.

MATH 360, Arithmetic and Basic Mathematics

5 unit

5 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course is designed for students who require review and reinforcement in the arithmetic of numbers. Includes the arithmetic of whole numbers, fractions, decimal numbers, basic measurements and percentage.

PROGRAM REVISIONS

Hospitality - Fast Track: Hospitality Supervision (Certificate of Training)

Justification:

Due to new procedures, the Chancellor's Office is requesting that this program revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

The Hospitality Supervision program is designed to prepare students/employees to become successful supervisors in a hospitality-related environment.

Restaurant Management (Associate in Science - Career Technical)

Justification:

Due to new procedures, the Chancellor's Office is requesting that this program revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

The Restaurant Management program recognizes that food service is one of the world's largest industries. The industry includes all establishments that supply, prepare, and serve food outside the home or food to deliver to the home. Whether on a large or small scale, employment is available in hospitals, schools, retirement homes, restaurants, catering, and hotels/resorts.

NEW COURSES

ARTV2, Introduction to Broadcasting

3 units

3 hours lecture

Justification:

This course will provide an introductory lecture class for the ARTV Cinema Video program. It provides an additional General Education course in the Creative Arts Division.

Description:

A survey of the history of American radio and television from inception to the present. The emphasis is on television, with additional emphasis on the increasing convergence of television and other media industries. Students are provided with critical tools to help them analyze broadcasting from aesthetic, industrial, ideological, and technical perspectives.

GEOL 3, Historical Geology

3 units

3 hours lecture

Justification:

We need a Transfer Model Curriculum degree for Geology. Need to develop required C-ID course for the degree.

Description:

An introduction to Earth's history and the life it supports. Subjects include geologic dating, global tectonics, stratigraphy, fossils, biological evolution, the planet's origin, and the processes that have influenced paleogeography during the past 4.6 billion years. Also offered online.

GEOL 3L, Historical Geology Lab

3 units

3 hours lab

Justification:

We need a Transfer Model Curriculum for Geology. Need to develop required C-ID course for the degree.

Description:

This course is the laboratory component to GEOL 3, which is an introduction to Earth's history and the life it supports. Subjects include geologic dating, plate tectonics, stratigraphy, fossils, biological evolution, the planet's origin and the processes that have influenced paleogeography during the past 4.6 billion years.

INTD 15, Textiles

3 units

3 hours lecture

Justification:

This course is required in the FASH programs as well as the INTD program. INTD students often overlook this course when it is scheduled because it is not an 'INTD' course.

Description:

This course is a study of plant, animal, and manufactured fibers and fabrics, textile products, weaves, designs, and finishes. Also offered as Fashion 15; credit can be earned only once.

Monterey Peninsula Community College District

Governing Board Agenda

April 22, 2015

New Business Agenda Item No. E

Academic Affairs
College Area

Proposal:

That the Governing Board reviews the Program Review report for the Social Sciences Division.

Background:

According to the Program Review procedures, which were developed by the Academic Affairs Advisory Group (AAAG), recommended by the College Council, and approved by the Superintendent/President, an information report is to be prepared for the Board meeting summarizing program reviews conducted during each academic year.

During the 2012-2013 academic year, a program review was conducted by the Social Sciences division faculty and staff. Support team members, Diane Boynton, John Anderson and Michael Gilmartin, met with program faculty in the fall, reviewed all materials submitted, offered suggestions, and assisted in drafting the Executive Summary.

The full program review self-study is available on the Academics General Information Program Reviews webpage at: <http://www.mpc.edu/academics/general-information/program-reviews>

The Executive Summary report is attached for the Governing Board's review.

Budgetary Implications:


None.

☒ **INFORMATION:** Program Review for the Social Sciences Division.

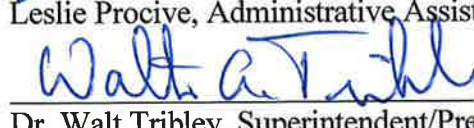
Recommended By:


Mr. Michael Gilmartin, Interim Vice President, Academic Affairs

Prepared By:


Leslie Procive, Administrative Assistant IV, VP, Academic Affairs

Agenda Approval:


Dr. Walt Tribley, Superintendent/President

**Social Sciences Division
2013 Program Review
Executive Summary
Division Chair – Tom Logan**

The Social Sciences Division has gone through many changes since last Program Review. There has been a large turn-over in Faculty and we now have a much younger faculty. In addition, we have been asked to be more “efficient” which means many of our classes are 40+, some being 50+. This has caused dismay among some of the faculty who are still honing their craft while teaching large classes with the concomitant assessment paperwork. The support recognized that quality could slip.

Ours is a large Division with 13 Departments, 11 Full-time faculty and this year 132 classes were taught by Adjuncts. As Full-time faculty teach about 100 classes per year, this means that the majority of our classes are taught by adjuncts. And this is a problem in several ways including the fact that our adjunct pay is lower than surrounding Community colleges; we are continuously losing good adjuncts to Cabrillo. We have a high turn-over of adjuncts and have trouble securing enough qualified adjuncts to offer the requisite classes that are needed.

Our Division never got a remodel as part of the bond monies (we did get a facelift). As a consequence our classrooms were never upgraded and we struggle with smart technology that continuously fails. Nothing is more frustrating for a faculty member then to walk into a classroom to find that their PowerPoint or video is a no-go for that day. We need an upgrade.

Administration of Justice.

a. The Department.

This is the Department Chair’s first year so there will be changes in the future. In addition to a focus on ‘criminal justice’ and ‘related human services vocations,’ ADMJ’s mission may be revised to pertain to students pursuing careers across a wider variety of professions within the justice sector. For example, the Program currently has students who are pursuing careers in Fish and Game, Fire, Investigation, and Legal Practice and Services. Additionally, as the Program is in the processes of obtaining approval for Forensics, a course that will bring ADMJ into compliance with SB1440.

ADMJ courses help develop basic skills in areas including reading comprehension and analysis, writing and public speaking, via reading and analyzing the US Constitution, statutes and case law, and in-class presentations, including mock trial participation.

Most classes are currently scheduled in Monterey in the evening, though some courses were offered in Marina (Fall, 2013) and Seaside (Spring, 2014), and an online course is scheduled (Summer, 2014). A further examination of when and where classes are scheduled should be done in the near future.

b. Support team comments.

The Support Team noticed that the Program has a low student success rate (61%). We feel that this will improve with a new full-time Department Chair.

c. Needs.

When this was written, we needed a full-time Department Chair. This has been accomplished.

Anthropology

a. The Department.

The Anthropology program addresses issues in the areas of human nature and tradition, our human heritage, cultural variation, and the advances of a single political economy. The courses offered introduce students to the fields of archaeology, biological anthropology, and cultural anthropology. These courses may be taken to satisfy General Education requirements, meet the requirements for an Associates in Arts in Anthropology, or to fulfill the requirement to transfer with a declared major in anthropology.

The Anthropology Department made tremendous changes to equipment and supplies since the last program review. These changes have had positive effects on student learning, particularly in the area of biological and archaeological anthropology. The department is using a recently dedicated space for laboratory projects. This laboratory houses a collection of nearly 500 bone and bone replicas, artifacts, excavation equipment, photography equipment, and metric equipment. The collection and laboratory environment are vital components to the development of an outcomes-based curriculum. Students independently produce research from the collections and utilize archaeological field methodology as part of the requirements to attain the student learning outcome.

b. Support team comments.

The support team pointed out that enrollment is flat. There are three reasons for this:

1. The Department Chair has changed the advisory to all of the anthropology course from ENG 111 to ENG 1A.
2. He has moved all of the courses away from the Lecture Forum for the proposes of nurturing a learner-centered environment.
3. He has added a lab course to the schedule. The course typically accommodated 25 people per semester.

c. Needs.

The department is in need of a part-time laboratory technician. The role served by such an individual will be to support student projects, maintain the laboratory, and handle the laboratory materials on a reference.

Early Childhood Education

a. The Department.

Monterey Peninsula College Early Childhood Education (ECE) program provides high quality early childhood teacher education to students through research based coursework and application through varied experiences in our state of the art Child Development Center laboratory school. The ECE program provides students with a deep understanding of working with children, families, and the community in developmentally appropriate and culturally relevant approaches to early childhood education and care. The ECE program supports the multiple pathways students choose in the field of early childhood education through our certificate and Associates of Science in Early Childhood Education as well as our Associates of Science in Early

Childhood Education transfer degree to support the needs of our diverse community and various career and educational goals of students.

b. Support team comments.

The main concern in this area is the lab school or campus Child Development Center. The department is undergoing a review of this center to look at the costs involved in maintaining the center as it is now. Recommendations are being developed, and a plan is being put in place to address maintaining this facility within the current budget constraints.

Many of the students enrolled in the program need to complete basic skills courses. Requiring essay writing may jeopardize students' success in the program unless students are first able to strengthen their writing skills.

c. Needs

Enrollment in this Department continues to grow. It will have about 78 FTES this year. As a consequence, we must think about hiring a second full-time faculty.

Economics

a. The Department

The Economics Program is committed to fostering student learning and success by providing excellent instruction in Economics to support students pursuing transfer, career, basic skills and life-long learning. Through these efforts, the Economics program seeks to embolden all parts of the MPC learning community to engage with the discipline of Economics and become a more informed and productive global citizen.

The Department typically offers 16-18 sections of the three classes that are taught.

Since Steve Albert has become Department chair, the number of students enrolled in an Economics class has increased from 237 to 351 per year.

b. Support team comments.

One overarching issue relevant to the entire college is the impact of SB 1440 programs on program offerings.

c. Needs

The economics department feels that more students could be served and student learning could increase if the opportunity to teach in large lectures with lab sections could be accommodated.

Education

a. The Department

The Education program has only one stand-a-lone course that transfers to the CSU's and is not a complete program of study but we feel our mission statement for the Child Development Department is an umbrella for this stand-a-lone course. Education 1 is an introductory course for students to learn more about the K12 education system. If California develops a birth through 3rd grade teaching credential (talks are underway statewide at this time) then in the future I see the development of an AS-T similar to the Early Childhood Education one but with the Education 1 course as part of that program.

b. Support team comments.

c. Needs

The Early Childhood Education Department (Mary Johnson) is preparing an AST for this Department to meet the needs of the increased enrollments in the ECED program.

Ethnic Studies

a. The Department

The mission of the Ethnic Studies Department is the following: Expand students' understanding of the role of various cultures in United States history, politics and social institutions as well as illuminate the importance of diversity in relation to the academic needs of the local Monterey Peninsula community. Provide articulated courses with guaranteed transferability for students transferring to four-year colleges and universities that engage students in a meaningful exploration of culture and society as it relates to theory and practice. Enrollment is steadily growing.

b. The Support Team

ETNC enrollments have improved over the last few years. The program enrolls more diverse students than MPC overall. So there should be expanded opportunities for growth as the college's student demographics continue to change. Also, the opportunity to work with the new full-time Sociology instructor should enable the program to expand in the future.

c. Needs

Hire adjuncts to teach Ethnic Studies courses as needed to expand Ethnic Studies program and teach ETNC 4, ETNC 6 and ETNC 22.

Gentrain

a. The Department

The purpose of the Gentrain Program is to cultivate an understanding and appreciation of civilization and culture through a team-taught, integrated, interdisciplinary method, both for transfer credit and for non-credit lifelong learning. Gentrain "fosters student learning and success" in both "transfer" and "lifelong learning." We also enhance the intellectual and cultural vitality of our diverse community both through our courses and through our collaboration with the Gentrain Society. Enrollment is the highest it has ever been and we have been told that the classes are very efficient. A recent efficiency report done by the administration showed that Gentrain has the largest WSCH number of any program on campus. And the cost of the program is one of the most efficient on campus:

a. Gentrain's WSCH is 922.41 compared to the college average of 402.75.

b. Gentrain's "cost per FTES" is \$2,099.39 and the college average is \$3,339.25

It is unclear whether the state will continue to fully fund programs like Gentrain, especially in the area of adult programs, repeatability and non-credit programs. Gentrain is ready to make

substantive changes if such changes are implemented. We propose going to a credit/no-credit model only.

b. The Support Team.

At this time the staffing is a mixture of full-time and adjunct instructors, which is both advantageous and disadvantageous. The full-time instructors are a valuable asset to the program adding stability and perspective. The program generates a great deal of apportionment at the noncredit level as well as a growing number at the credit level. The college receives apportionment per FTES in the amount of \$4564.83 for credit and \$2744.95 for non-credit. Having full-time instructors in a program that serves proportionately more noncredit students means the cost of the program is higher than programs that exclusively offer credit courses.

Geography

a. The Department.

The Geography Department is a small program consisting of three classes but all of these classes meet the CSU and IGETC General Ed requirements for Social Sciences. This provides the basic classes, but when the Geography Department has a full-time Instructor/Department Chair, it is the desired intent to broaden the scope of the course offerings.

In addition, Geography is a required course for students intending to become elementary school teachers, and is a valuable class for students in many different majors within and beyond the Social Sciences Division. Cabrillo offers an AA and transfer programs in Geography. All the Geography courses articulate with UC and CSU.

a. Support team comments.

The offerings in this area are very limited. At many colleges Geography courses are very popular general education courses. Since these courses meet both CSU and IGETC requirements, there should be demand for additional sections.

I would include the possibility of creating a transfer program for Geography.

Documents appear to indicate that some comparisons between MPC and other Geography programs have been made (Cabrillo). Need should be further considered.

b. Needs.

To implement the Support Team's suggestions a full-time Department Chair is needed.

History

a. The Department

With the hiring of a new history full-time faculty member, Elizabeth Mullins, in Fall 2011 we are able to offer a broader spectrum of history courses and thus increase our offerings. We have also added two excellent new adjuncts to the department with plans to add one more to meet student need for our U.S. history survey. We now typically offer 30-35 classes per year with some 1200

students. The problem is that in 2014, 18 of the classes will be taught by adjuncts. The majority of the History classes are still taught by adjuncts.

b. The Support Team.

The history program is growing with the hiring of a new full-time instructor. The number of offerings is growing and the curriculum is becoming more diverse. With the growing demand for transfer required courses, the history program is a very vital one. Recent enrollment demands seem to indicate continued growth in this area.

There is an allusion to challenges associated with “new guidelines for increased critical writing assignments.” It seems that if the discipline requires a great deal of student writing, class sizes need to be decreased, or history instructors need to confer with English instructors to ease grading issues

The history faculty plan to continue broadening their curriculum to meet the student demand. They plan to continue to work on curriculum development following the UC pattern. More courses will be put online. There will also be expanded use of primary source documents and group work in the classroom.

c. Needs.

Continue to recruit qualified adjuncts.

Political Sciences

a. The Department.

There has been a rapid growth of political science enrollment since 2010 and the political science department has out-performed the college as a whole, with the last semester producing our largest enrollment during this five-year period. The growth of enrollment has coincided with the recruitment of a full-time faculty member, but also with the growing breadth of our offerings. Enrollment in the Department is roughly 1,000 students per year.

b. The Support Team.

Updating software on classroom computers appears to be a challenge faced by this program. This program may also be challenged by the limited number of adjunct faculty available to teach classes.

c. Needs.

Political data sets, including the NES.

Psychology

a. The Department

The Monterey Peninsula College Psychology Program introduces students to psychology as a science, including major perspectives in historical and contemporary psychology, and exposes students to a variety of subfields in psychology. Course offerings in Psychology facilitate an increased understanding of oneself and others and allow students to apply psychological principles to both personal and social issues. These courses may be taken to satisfy individual or professional needs, to satisfy General Education requirements, or to meet the requirements for an Associate in Arts for Transfer degree with a declared major in psychology. Enrollment in the Department is roughly 1,500 students per year.

b. The Support Team.

“At present there seems to be a demand for additional sections of certain psychology classes. Perhaps additional online classes should be offered.” The reason for this is the Department is having a real hard time recruiting qualified adjuncts. But this should be made better by the hiring of a second full-time faculty member, as the Support Team recommended.

c. Needs.

Create a Social Sciences Laboratory. This has been partially funded by the MPC Foundation. Also there is a need for both the Psychology and Sociology departments to have a social sciences based Statistics course.

Sociology

a. The Department.

The MPC Sociology program offers a rich and dynamic core curriculum that combines general and topical courses. All classes build on existing campus diversity by emphasizing multicultural approaches to teaching and learning. Sociology instructors are well known for exciting, interesting curriculum and materials, and classroom pedagogies that create learning community. By engaging students' own experiences and interests, sociology bridges school and community, offering students opportunities to apply new knowledge through participatory action research and service learning projects. These courses may be taken to satisfy General Education requirements, meet the requirements for an Associates in Arts in Sociology, or to fulfill the requirement to transfer with a declared major in Sociology.

The hiring of a full-time faculty and department chair in 2012, Anthony Villarreal, has led to the creation of many new courses, a Sociology AA-T in compliance with SB1440, and steadily increasing enrollment. Three adjunct instructors were hired in 2013, and new electives have been scheduled for 2014-15. Sociology has increased offerings in Marina, and is committed to contributing to the growth of the Marina site, however enrollment there has not been as good as anticipated.

b. The Support Team

The Program Improvement Plan acknowledges the challenges and opportunities indicated by the data. The goals to improve enrollment, FTES/FTE ratios, increase enrollment of underrepresented groups, improve coordination with other programs on campus, and improve involvement with the community are appropriate and should strengthen the Sociology program. Given the size of the program and the opportunities for growth, it appears that the program needs more adjunct faculty.

c. Needs.

Create prerequisites for courses to improve student preparedness, success, and retention rates. Given the size of the program and the opportunities for growth, it appears that the program needs more adjunct faculty.

At many California community colleges, Sociology departments are comparable to Psychology departments in terms of total courses offered and numbers of students served. Sociology at MPC will need a continued commitment to a large adjunct budget sufficient to meet projected growth of Sociology Offerings. Add a Research Methods course for SB1440 AA-T compliance.

Women's Studies

a. The Department.

Women's Studies is an interdisciplinary program which implements the philosophy and objectives of the college through its rich and varied stimulating, high-quality transfer level courses and program of study. These courses are cross-listed, broad-based offerings that allow learners to explore issues of gender, class, sexual identity, and race as they relate to art, automotive technology, ethnic studies, health, history, humanities, linguistics, political science, psychology, and philosophy. The Women's Studies faculty are committed to develop habits of critical inquiry, analysis and evaluation through its offerings and teaching methodology. Women's Studies clearly supports the MPC's mission.

b. The Support Team.

The biggest challenge is the lack of a full-time instructor to provide direction to the program. In addition, some of the curriculum and the program are in need of updating.

c. Needs.

We clearly need a full-time Department Chair. Thanks to the Baskin Foundation, it looks like this will happen for three years.

Monterey Peninsula Community College District

Governing Board Agenda

April 22, 2015

New Business Agenda Item No. F

Human Resources
College Area

Proposal:

That the Governing Board approve the resolution recognizing the contributions of the classified employees and declare May 17 - 23, 2015 as Classified School Employee Week.

Background:

Education Code 88270 designates the third full week of May as Classified School Employee Week in recognition of classified employees and the contributions they make to the educational community. The resolution will formally recognize the efforts and contributions of Monterey Peninsula College's classified employees.

Budgetary Implications:

None.



RESOLUTION: BE IT RESOLVED that the Governing Board adopt the following resolution recognizing the contributions of the classified employees of Monterey Peninsula College and designating May 17 - 23, 2015 as Classified School Employee Week.

MONTEREY PENINSULA COLLEGE DISTRICT Classified School Employee Week

WHEREAS, classified professionals provide valuable services to the students of Monterey Peninsula Community College District and contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified professionals serve a vital role in the efficient and productive operations of Monterey Peninsula College; and

WHEREAS, classified professionals employed by Monterey Peninsula College District strive for excellence in the performance of their duties; and

WHEREAS, the Monterey Peninsula College District wishes to acknowledge and thank the classified employees for their dedication and hard work;

THEREFORE, BE IT RESOLVED, that the Monterey Peninsula Community College District hereby recognizes and honors the contributions of the classified professionals to the quality education of the students at Monterey Peninsula College and declares the week of May 17 - 23, 2015, as Classified School Employee Week in the Monterey Peninsula Community College District.

Recommended By: _____


Susan Kitagawa, Associate Dean of Human Resources

Prepared By:



Kali F. Viker, Human Resources Analyst

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

April 22, 2015
Board Meeting Date

Human Resources
College Area

New Business Agenda Item No. G

Proposal: That the Governing Board approve the Memorandum of Understanding (MOU) entitled "Cash Retirement Incentives" dated February 11, 2015 in which the California School Employees Association (MPCEA) Chapter #245 and the Monterey Peninsula Community College District (MPCCD) agreed to a retirement incentive for eligible employees.

Background:

In response to the current budget situation and to create possible budget savings, an incentive to encourage eligible classified employees to retire was agreed to between the MPCEA, Chapter #245 and the MPCCD. The incentive is offered to current full-time and part-time classified employees age 65 and older who retire between the dates of January 2, 2015 and June 30, 2015. The amount of the incentive is \$15,500 for full-time employees and is prorated for part-time employees with several options of payout. Letters of resignation must be received on or before May 29, 2015.

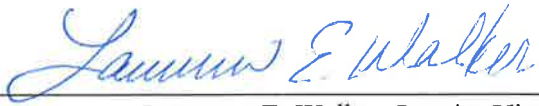
The MOU was ratified by the members of MPCEA, Chapter #245 on March 4, 2015 with a vote of 31 in favor and 0 opposed.

Budgetary Implications:

The potential budget savings is dependent on the number of employees that participate in the retirement incentive.

☒ **Resolution:** Be it resolved, that the Governing Board approve the Memorandum of Understanding "Cash Retirement Incentives" dated February 11, 2015 between the MPCCD and MPCEA Chapter #245.

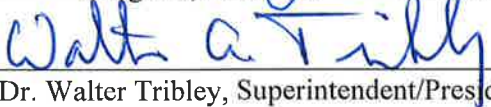
Recommended By: _____


Laurence E. Walker, Interim Vice President of Student Services

Prepared By: _____


Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval: _____


Dr. Walter Tribley, Superintendent/President

District Counter to MPCTA

MEMORANDUM OF UNDERSTANDING

Between

Monterey Peninsula Community College District

and

California School Employees Association Chapter #245/CSEA

CASH RETIREMENT INCENTIVES


February 11, 2015

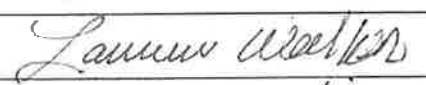
MPCEA and MPCCD (the Parties) mutually agree to offer the following retirement incentives to MPCEA employees to provide budget savings subject to the following conditions.

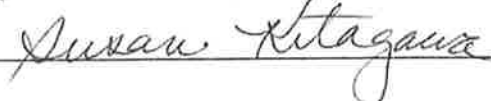
1. **Eligibility:** All current MPCEA employees age 65 or older on the date of resignation.
2. **Terms:** The effective date of resignation for purpose of retirement must be no early than January 2, 2015 and no later than June 30, 2015.
3. **Incentive:** A District paid sum equal to \$15,500 for full-time employees and pro-rated for part-time employees. [Pro-rating will be based on the total number of annual hours related to 2,080 (173.33 hours per month X 12 months) For example, if an employee works 18 hours per week for 8 month, the retirement incentive will be based on 8 months X 4.33 weeks = 34.64 weeks X 18 = 623.52 annual hours. $623.52/2080 = .30 \times \$15,500 = \$4650.$]
4. **Payment:** The employee may choose the payment as a single lump sum payable July 31, 2015, or in annual installments paid over 1 to 5 years payable the end of January each year, beginning in January 2016. Parties agree District is not responsible for any adverse tax ramifications retiree may incur as a result of accepting such payment(s).
5. **Repayment:** Employees who retire in lieu of layoff and return to work at MPC during the 39 month rehire period will forfeit the retirement incentive and must repay the District. The District and MPCEA will negotiate a repayment plan.
6. **Enrollment Period:** Eligible employees must provide the Superintendent/President an irrevocable letter of resignation on or before May 29, 2015.
7. The Parties acknowledge that that this MOU does not set precedence and a retirement incentive may not be offered in the future.

This Agreement is made and entered into this 11th day of February, 2015, between the Monterey Peninsula Community College District and California School Employees Association Chapter #245 – MPCEA/CSEA, an employee organization. The MOU is effective upon the ratification by the Association and approval of the MPCCD Board of Trustees.

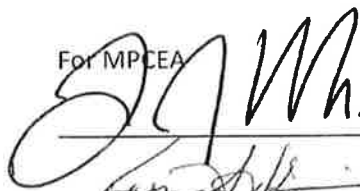
For MPCCD

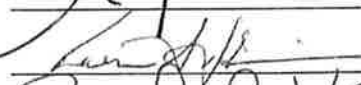








For MPCEA









Monterey Peninsula Community College District

Governing Board Agenda

APRIL 22, 2015

New Business Agenda Item No. H

Human Resources
College Area

Proposal:

That the District hold a public hearing on the initial proposal of Monterey Peninsula College Teacher's Association (MPCTA)/CTA/NEA for negotiations for 2014- 2015 and for a successor agreement.

Background:

The agreement between Monterey Peninsula Community College District and MPCTA expired on June 30, 2013. Subsequent negotiations in 2013-2014 did not result in a successor agreement.

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

Budgetary Implications:

The outcome of negotiated agreements will determine any budgetary implications.

☒ **Information Only:** Public hearing on the initial proposal of Monterey Peninsula College Teacher's Association (MPCTA)/CTA/NEA for negotiations for 2014-2015 and a successor agreement.

Recommended By:

Susan Kitagawa
Susan Kitagawa, Associate Dean of Human Resources

Prepared By:

Susan Kitagawa
Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval:

Walter Tribley
Dr. Walter Tribley, Superintendent/President

Negotiations Initial Concepts:

1) Faculty expects to have an increase in total compensation this year for both full time and part time faculty to help catch up from the several years of foregoing raises to allow the district time to plan a way to prosperity.

2) Faculty expects action on a variety of corrective policy measures:

- a) Health benefits reinstatement for early retirees regardless of date of hire and access for part time faculty.
- b) District Calendar, like realigning work year and tele-commuting
- c) Increased TLU hours and possible stipends for non-teaching/administrative/grading work
- d) Student complaint process policy created.
- e) Distance Ed policies, like online classroom visitation policy, maximum student limit, professional development pay or step advancement units, stipend for development of online course, etc.
- f) Class size and type, like minimum and maximum class size, class size averaging.
- g) Faculty professional development that counts to move over in column or step advancement with no pre-approval needed.
- h) Sabbaticals brought back without President/Superintendent veto power and with increased compensation for sabbaticals.
- i) Making pregnancy/maternity/paternity leave equitable, like not dependent on time of year of birth.
- j) Adjunct rights, like 3-year contracts, rights to rehire.
- k) Academic Freedom addition.
- l) Bereavement leave without defined relationship required.

Monterey Peninsula Community College District

Governing Board Agenda

APRIL 22, 2015

New Business Agenda Item No. 1

Human Resources
College Area

Proposal:

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

Background:

The agreement between Monterey Peninsula Community College District and MPCTA expired on June 30, 2013. Subsequent negotiations in 2014-2014 did not result in a successor agreement.

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

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

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

If no agreement is reached by June 30, 2015, the District reserves the right to obtain the total cost savings reflected necessary during the 2015-2016 fiscal year.

Budgetary Implications:

The outcome of negotiated agreements will determine any budgetary implication.

☒ **Information Only:** Public hearing on the initial proposal of Monterey Peninsula Community College District for negotiations for 2014-2015 for a successor agreement with the Monterey Peninsula College Teachers Association (MPCTA)/CTA/NEA.

Recommended By:

P.P. Shawn Anderson
Michael Gilmartin

Michael Gilmartin, Interim Vice President of Academic Affairs

Prepared By:

Susan Kitagawa
Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval:

Walter Tribble
Dr. Walter Tribble, Superintendent/President

Initial Proposal from The Monterey Peninsula Community College District to Monterey Peninsula
College Teacher's Association 2015-2018
April 23, 2015

The Monterey Peninsula Community College District has an interest in developing long-term responses to the ongoing structural budget deficit and to support best practices in developing efficient operational processes. The District has an interest in developing proposals for the following articles.

Article 1: Recognition
Article 6: Grievance Procedure
Article 9: Employee Benefits
Article 11: District Calendar
Article 13: Transfers
Article 14: Evaluation
Article 15: Workload
Article 16: Salaries
Article 17: Extra Duty and Extended Year Pay
Article 18: Resignation and Retirement
Article 19: Reduced Service Partial Retirement Plan
Article 20: Part-time Temporary Faculty
Article 21: Regular Instructors in the Evening Program
Article 23: Division Chairperson
Article 26: District Rights and Responsibilities
Article 27: Faculty Service Areas and Competency Standards
Article 28: Duration

The District reserves the right to modify this comprehensive proposal based upon changed circumstances, including but not limited to legislative revisions to the California state budget during these negotiations.

Monterey Peninsula Community College District

Governing Board Agenda

APRIL 22, 2015

New Business Agenda Item No. J

Human Resources
College Area

Proposal:

That the Governing Board adopt the District's initial proposal for interest-based bargaining with the Monterey Peninsula College Teachers Association (MPCTA)/CTA/NEA for a successor agreement to the 2012-2013 agreement.

Background:

The agreement between Monterey Peninsula Community College District and MPCTA expired on June 30, 2013. Subsequent negotiations in 2013-2014 did not result in a successor agreement.

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

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

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

If no agreement is reached by June 30, 2015, the District reserves the right to obtain the total cost savings reflected necessary during the 2015-2016 fiscal year.

Budgetary Implications:

The outcome of negotiated agreements will determine any budgetary implication.

☒ **RESOLUTION: BE IT RESOLVED THAT** the initial proposal of Monterey Peninsula Community College District for negotiations for 2014-2015 for a successor agreement with the Monterey Peninsula College Teachers Association (MPCTA)/CTA/NEA be adopted.

Recommended By: P.P. Shawn Anderson
Michael Gilmartin
Michael Gilmartin, Interim Vice President of Academic Affairs

Prepared By: Susan Kitagawa
Susan Kitagawa, Associate Dean of Human Resources

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

Initial Proposal from The Monterey Peninsula Community College District to Monterey Peninsula
College Teacher's Association 2015-2018
April 23, 2015

The Monterey Peninsula Community College District has an interest in developing long-term responses to the ongoing structural budget deficit and to support best practices in developing efficient operational processes. The District has an interest in developing proposals for the following articles.

Article 1: Recognition
Article 6: Grievance Procedure
Article 9: Employee Benefits
Article 11: District Calendar
Article 13: Transfers
Article 14: Evaluation
Article 15: Workload
Article 16: Salaries
Article 17: Extra Duty and Extended Year Pay
Article 18: Resignation and Retirement
Article 19: Reduced Service Partial Retirement Plan
Article 20: Part-time Temporary Faculty
Article 21: Regular Instructors in the Evening Program
Article 23: Division Chairperson
Article 26: District Rights and Responsibilities
Article 27: Faculty Service Areas and Competency Standards
Article 28: Duration

The District reserves the right to modify this comprehensive proposal based upon changed circumstances, including but not limited to legislative revisions to the California state budget during these negotiations.

Monterey Peninsula Community College District

Governing Board Agenda

April 22, 2015
Board Meeting Date

New Business Agenda Item No. K

Human Resources
College Area

Proposal: That the Governing Board ratify the agreement with Professional Personnel Leasing, Incorporated (PPL, Inc.) to conduct the searches for Vice Presidents of Academic Affairs and Student Services.

Background:


Professional Personnel Leasing Incorporated (PPL, Inc.) was selected to conduct the searches for the Vice Presidents of Academic Affairs and Student Services. Dr. Walter Tribley finalized the contract details on March 6, 2015. The Agreement is effective from January 20, 2015 to June 30, 2015 or when the searches are completed. The base fee for both searches is \$22,000, of which \$4,400 will be paid at the end of each month beginning from February 2015 through June 2015. This does not include reimbursable expenses. The principle PPL consultant assigned to this project are Carl Ehmann and Robert Griffin.

Budgetary Implications:


The base fee of \$22,000 and any additional expenses will be paid from contingency funds.

☒ **Resolution: BE IT RESOLVED**, that the Governing Board ratify the attached agreement with Professional Personnel Leasing Incorporated (PPL, Inc.) for professional and technical services to conduct the searches for the Vice Presidents of Academic Affairs and Student Services, for a base fee in the amount of \$22,000.

Recommended By: _____


Dr. Walter Tribley, Superintendent/President

Prepared By: _____


Kali F. Viker, Human Resources Analyst

Agenda Approval: _____


Dr. Walter Tribley, Superintendent/President

AGREEMENT BETWEEN
PPL, INCORPORATED
AND
MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT is made and entered into this 20th day of January, 2015, by and between Monterey Peninsula Community College District (hereinafter "District") and PPL, Inc., (hereinafter "PPL") to utilize professional and technical services of Robert Griffin and Carl Ehmann and other consultants as needed to conduct a search for two administrative positions, Vice President of Academic Affairs and Vice President of Student Services.

IT IS MUTUALLY AGREED that Consultant will provide the consulting services as shown in Appendix "A" under the following terms and conditions.

NOW, THEREFORE, it is agreed as follows:

1. **District Support.** The District shall reimburse the Consultants for necessary reasonable expenses that will be approved before incurred, including but not limited to transportation, meals, and lodging, for activities included in Appendix "A" as appropriate.
2. **Indemnification.** To the extent allowed by law, District and PPL, shall each defend, indemnify, and save harmless the other and its Board of Trustees, officers, and employees against any and all claims, actions, liabilities and losses, by whomever asserted, of acts, errors, or omissions on the part of their respective officers, agents, students, or employees arising out of any activities in the performance of this Agreement, providing, however, that either party shall be given sufficient notice to enable it to participate and conduct an appropriate defense of any claims made.
3. **Consultant Not Employee of District.** It is understood that PPL is responsible for the actions of its officers, employees, and servants; that Consultant is not an employee or servant of District regardless of nature and extent of the acts performed by Consultant; that inasmuch as said Consultant shall not be an employee of District, District does not assume liability under law for any act of Consultant performing or traveling pursuant to this Agreement. Furthermore, as Consultant is a self-employed independent contractor, neither the District nor PPL shall be responsible for the payment of any unemployment insurance, Workers' Compensation Insurance, Social Security or Medicare taxes, or contribution of federal or state income tax withholding for or on behalf of the Consultant.

4. **Payment.** Payment in consideration of this Agreement shall be for \$11,000 for each position or a total of \$22,000 not including reimbursable expenses. PPL will bill \$4,400 at the end of each month from February, 2015 through June, 2015 for the services outlined in Appendix "A". The District will reimburse PPL for services provided by Consultant within thirty days (30) upon receipt of a valid invoice from PPL.

5. **Status of District and PPL.** It is expressly understood and agreed that this Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association between District and PPL, but is, rather, an agreement by and between the independent contractors, these being District and PPL.


6. **Limitations of Consultant Powers.** Regarding Appendix "A", to the extent that the law allows, Consultants will discharge those duties, which are consistent with their status as independent contractors. In addition the District shall designate an employee(s) to discharge those duties and exercise those powers which can only be vested in a person employed by the District, and in that capacity the designated employee(s) and Consultant shall coordinate to ensure the orderly and consistent administration of the area of consultation. It is further understood and agreed, it is a District responsibility to ensure that a true independent contractor relationship is established and maintained.

7. **Terms of Agreement.** This Agreement shall remain in full force and effect beginning January 1, 2015 and ending June 30, 2015, or when the search is completed.

Contract #MPCCD 0115
Tax Id # 33-0205012

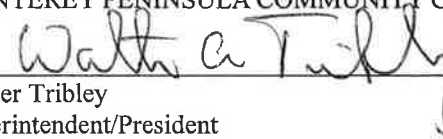
DATED: January 20, 2015

PPL, INC.

By: 
Guy F. Lease, Ed.D.
Executive Vice President and CFO
P.O. Box 17457
South Lake Tahoe, CA 96151
Cell Phone: 530-307-9765
Fax: 775-586-4528

DATED: 3/6/15

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

By: 
Walter Tribley
Superintendent/President
980 Fremont St.
Monterey, CA 93940
Phone: (831)646-4040
Fax: (831)646-3012

APPENDIX "A"
INDEPENDENT CONTRACTORS
PROFESSIONAL PERSONNEL LEASING, INCORPORATED
Robert Griffin and Carl Ehmann Principal Consultants

DESCRIPTION OF SERVICES:

Consult and advise the Board and Superintendent/President, appropriate personnel and search committee in matters pertaining to the selection of a Vice President of Academic Affairs and a Vice President of Student Services.

The standard fee for providing assistance to a California Community College in an executive search for a Vice President level position is \$17,000 as described below. As a result of negotiations with the College and the recognition of cost savings by combining the search for two Vice President positions, this agreement is discounted to \$11,000 per position for a total of \$22,000 plus expenses.

STANDARD FEE STRUCTURE FOR A VICE PRESIDENT LEVEL EXECUTIVE SEARCH

Description	Fee
Organization, design, committee work	\$3,500.00
Recruitment	\$3,500.00
Prelim reference checking, evaluation tools, screening and selection of finalists	\$4,000.00
In-depth reference checking, interviews, preparation of all evaluation tools (committee)	\$4,000.00
Evaluation tools, final Interviews, site visit, selection, contract, mutual expectations (Board)	\$2,000.00
Total Fees for Vice President Level Executive Search	\$17,000.00

Typical services include consulting and/or advising on:

- Printing and distribution of the announcement.
- Recruitment: phone calls, meetings, mail, email, personal contact.
- Initial interviews: Preparation of questions, evaluation tools, committee protocols.
- Preliminary reference checking, including written summaries.
- Finalists' reference checking, including written summaries.
- Coordination of public forums, including rating sheets and summaries.
- Meeting with search committees, Superintendent/President and Board as appropriate.

Note: The services of the Consultants specifically do not include the evaluation, hiring, firing, or supervision of any District personnel. Also, the Consultants shall not process any employee grievances in the course of fulfilling this Agreement, or sign any official District documents, nor perform any functions defined as "Creditable Service" by Education Code Section 22119.5.

Monterey Peninsula Community College District

Governing Board Agenda

April 22, 2015

President's Office
College Area

New Business Agenda Item No. L

Proposal:

That the Governing Board authorize the student trustee to have an advisory vote and be granted the privilege of making and seconding motions.

Background:

Education Code 72023.5 states that local boards may grant certain privileges to student trustees on a year-to-year basis and that these privileges must be adopted by May for the following year. In August 2000, Board policy was revised to augment the privileges of the student trustee by including an advisory vote and the ability to make and second motions, subject to annual authorization. By law, the student trustee does not have the right to vote and therefore, is protected from being liable for acts of the Governing Board. However, an advisory vote permits the student trustee to express a non-binding opinion on action items brought before the Board. Although it would not be counted in determining whether an agenda item passes or fails, the student's advisory vote will be logged in the minutes.

This authorization of the student trustee's advisory vote and ability to make and second motions would be effective for the 2015-16 term of office.

Budgetary Implications:

None.

☒ **Resolution:** **BE IT RESOLVED, That** the annual authorization for the student trustee to have an advisory vote and the ability to make and second motions, to be in effect until May 31, 2016, be approved.

Recommended By:

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

Prepared By:

Vicki Nakamura
Vicki Nakamura, Assistant to the President

Agenda Approval:

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

Monterey Peninsula Community College District

Governing Board Agenda

April 22, 2015

President's Office
College Area

New Business Agenda Item No. **M**

Proposal:

That the Governing Board consider the allocation for 2015-2016 in support of Community Human Services (CHS).

Background:

For the past several years the district has authorized an annual allocation to support the work of this Joint Powers Agency. For 2011-12, Community Human Services (CHS) requested financial support of \$3,600 and the Governing Board adopted an allocation of \$2,975 due to anticipated state budget reductions. For 2012-2013, CHS requested no change in the support level and the Board continued the allocation at \$2,975. For 2013-14, CHS requested an allocation of \$3,100 and the Board approved no change in the allocation amount due to the District's continuing budget restraints. Similarly, for 2014-15, CHS requested an increase in the allocation to \$3,000 and the Board approved keeping the allocation at \$2,975. For 2015-16, CHS is requesting an increase in the allocation to \$3,050.

An ongoing budget deficit continues to challenge the district and several expenditure reduction strategies have been implemented. College department budget managers have again been directed to redistribute or reduce budget expenditures for next year. Given the District's budget development parameters for 2015-16, it recommended the amount of the allocation be discussed and determined by the Board at the meeting.

Budgetary Implications:

The allocation will be budgeted in the district's Final Budget for fiscal year 2015-2016.

☒ **RESOLUTION:** **BE IT RESOLVED,** That the 2015-2016 allocation of \$_____ to Community Human Services, be approved.

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

Prepared By: Vicki Nakamura
Vicki Nakamura, Assistant to the President

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

www.chservices.org
831.658.3811 phone
831.658.3815 fax

Administration Office
P.O. Box 3076
Monterey, CA 93942-3076



**community
human services**
hope. help. here.

RECEIVED
4/6/15

March 27, 2015

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

RE: COMMUNITY HUMAN SERVICES JPA ALLOCATION FY 2015-16

Dear Dr. Tribley & School Board Trustees,

Each year in March, Community Human Services' Board of Directors approves a specific allocation amount to be requested of cities and school districts that are members of the CHS's Joint Powers Agency. Allocation requests are then sent to JPA member entities for consideration during budget deliberations for the coming fiscal year.

Despite major funding cuts over the past several years, we have managed to maintain the majority of our services and continue to serve about 3,000 Monterey County residents each year. We are committed to providing vital safety net services to our most vulnerable youth and families. Your annual JPA allocation will help us achieve our mission by helping us to leverage nearly \$5,000,000 in other local, state and federal funding.

Community Human Services understands the economic challenges faced by our JPA members and shares those same challenges. **The allocation requested of Monterey Peninsula College for fiscal year 2015-16 is \$3,050, an increase of 2.5% based on the February 2015 Consumer Price Index (CPI) for San Francisco Area.**

Last fiscal year, Community Human Services provided 115,130 units of service to a total of 2,632 people, including 41 from Monterey Peninsula College. (A unit of service is variously defined as a 24-hour day of treatment, one hour of face to face counseling, one dose of medication, etc., depending on program.)

In the first six months of this fiscal year (July – December 2014) the following services were provided specifically to Monterey Peninsula College:

Program	Individuals
Outpatient Mental Health Services	4
School-Based Counseling	0
Runaway and Homeless Youth Services	24
Supervised Visitation	1
Parent Education	9
Domestic Violence Intervention	0
Narcotic Replacement Therapy	0
Residential Drug Treatment	2
Total	40

(Please note that these figures represent a subset of information and are typically under-reported by clients.)

Your ongoing support is much needed and greatly appreciated. If you would like a brief presentation at an upcoming meeting, please feel free to contact me or your JPA representative.

Sincerely,



Robin McCrae
Chief Executive Officer

cc: Dr. Loren Steck, Trustee Area 5 & CHS Board Member
Ms. Marilyn Gustafson, Trustee Area 4 & CHS Board Alternate

Monterey Peninsula Community College District

Governing Board Agenda

April 22, 2015

New Business Agenda Item No. **N**

Superintendent/President
College Area

Proposal:

To review the attached Calendar of Events.

Background:

The Trustees request that the Calendar of Events be placed on each regular Governing Board meeting agenda for review and that volunteer assignments be made so that the Trustees become more visible on campus.

Trustees will attend meetings as observers and will not represent the Board's view on issues/topics.

Budgetary Implications:

None.

☒ **INFORMATION:** Calendar of Events.

Recommended By: Dr. Walter Tribley, Superintendent/President

Prepared By:

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

Agenda Approval:

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

MPC Governing Board 2014-2015 Calendar of Events

APRIL 2015

Friday, April 17

Saturday, April 18

Wednesday, April 22

2015 MPC High School Automotive Skills Challenge, 8:45am-2:30pm

Rubber Ducky Drop, 11:30am, MPC Baseball Field

Regular Board Meeting: MPC Student Center

Closed Session: 11:00am, Large Conference Room, MPC Administration Bldg.

Regular Meeting, Business: 1:30pm; Reports: 3:00pm, Almaden Lounge

MAY 2015

Friday, May 1

Monday, May 4

Tuesday, May 5

Tuesday, May 5

Wednesday, May 6

Thursday, May 7

Thursday, May 7

Friday, May 8

President's Address to the Community: 11:30am, Monterey Conf. Center

Vice President of Academic Affairs Open Forum, 1:30 pm, LF-102

Vice President of Academic Affairs Open Forum, 2:00pm, LF-102

Vice President of Student Services Open Forum, 3:30pm, LF-102

Vice President of Academic Affairs Open Forum, 1:30pm, LF-102

Vice President of Academic Affairs Open Forum, 2:00pm, LF-102

Vice President of Student Services Open Forum, 3:30pm, LF-102

Access Resource Center (ARC) Scholarship Ceremony: 1:00-2:30pm, MPC Library & Technology Center, Sam Karas Room

Friday, May 8

TRiO/Student Support Services (SSS) Annual Recognition Celebration, 6:00-8:00pm, MPC Theatre

Saturday, May 9

2015 Monterey Bay Regional ROV Contest: Aptos High School

Friday, May 15

EOPS/CARE and Cal WORKS Recognition Ceremony, Noon-2:00pm, MPC Library & Technology Center, Sam Karas Room

Monday, May 18

2015-16 Scholarship Awards Ceremony, 2:00pm, LF-103

Friday, May 22

Classified Float Day, 2:00pm-4:00pm, Location TBA

Monday, May 25

Memorial Day Holiday

Wednesday, May 27

Regular Board Meeting: MPC Library & Technology Center

Closed Session: 11:00am, Stutzman Room

Regular Meeting, Business: 1:30pm; Reports: 3:00pm, Sam Karas Room

Friday, May 29

MPC Employee Recognition Ceremony: Time and Location TBA

JUNE 2015

June Date TBA

Early Childhood Education Graduation Celebration

Monday, June 1

TRiO UB/MSUB Senior Recognition, 6:00-8:00pm, Library & Technology Center, Sam Karas Room

Wednesday, June 3

Automotive Technology Graduation Banquet, 5:00-8:00pm, Tarpy's Roadhouse

Thursday, June 4

Spring Semester Ends

Thursday, June 4

Fire Academy Graduation Ceremony: 10:00am, MPC Theatre

Thursday, June 4

Latino Ceremony: 6:00 pm, LF 103 (Location to be confirmed)

Thursday, June 4

Asian Student Assn Ceremony: 5:30 pm, Sakura Buffet

Friday, June 5

Kente Ceremony: 7:00-8:30pm, MU 101

Saturday, June 6

Faculty Retirement Breakfast, 8:30am

Saturday, June 6

Commencement: 12:00pm, Amphitheatre (Line-up at 11:30am in Gym)

Saturday, June 6

Nurse Pinning Ceremony: 3:00pm, Amphitheatre

Monday, June 15

Summer Session Begins

MPC Governing Board 2014-2015 Calendar of Events

JUNE 2015, continued

Wednesday, June 24 Regular Board Meeting: MPC Library & Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting, Business: 1:30pm; Reports: 3:00pm, Sam Karas Room

JULY 2015

Friday, July 3 Independence Day Holiday (Observed)
Wednesday, July 22 Regular Board Meeting: MPC Marina Education Center
1:30pm: Closed Session – Location TBA
3:00pm: Regular Meeting – Location TBA
Friday, July 24 End of Six-Week Summer Session

AUGUST 2015

Monday, August 24 Fall Semester Begins
Wednesday, August 26 Regular Board Meeting: MPC Library & Technology Center
1:30pm: Closed Session – Stutzman Room
3:00pm: Regular Meeting – Sam Karas Room

SEPTEMBER 2015

Monday, September 7 Labor Day Holiday
Wednesday, September 23 Regular Board Meeting: MPC Library & Technology Center
1:30pm: Closed Session – Stutzman Room
3:00pm: Regular Meeting – Sam Karas Room

OCTOBER 2015

Wednesday, October 28 Regular Board Meeting: MPC Public Safety Training Center
1:30pm: Closed Session – Location TBA
3:00pm: Regular Meeting – Location TBA

NOVEMBER 2015

Wednesday, November 11 Veteran's Day Holiday
Wednesday, November 18 Regular Board Meeting: MPC Library & Technology Center
1:30pm: Closed Session – Stutzman Room
3:00pm: Regular Meeting – Sam Karas Room
Thursday, Nov. 26 through
Friday, November 27 Thanksgiving Holiday

DECEMBER 2015

Wednesday, December 16 Annual Organizational Board Meeting and Swearing-in Ceremony: MPC Library
& Technology Center
1:30pm: Closed Session – Stutzman Room
3:00pm: Regular Meeting – Sam Karas Room
Tuesday, December 17 Fall Semester Ends