



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

**REGULAR MEETING
WEDNESDAY, MAY 27, 2015**

NEW BUSINESS

Monterey Peninsula Community College District

Governing Board Agenda

May 27, 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 April 30, 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 April 30, 2015, be accepted.

Prepared By:



Rosemary Barrios, Controller

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

Monterey Peninsula College
Fiscal Year 2014-15
Financial and Budgetary Report
April 30, 2015

Enclosed please find attached the Summary of All Funds Report for the month ending April 30, 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 April 30, 2015 is \$36,266,539 which is 95.4% of the operating budget for this fiscal year. Expenditures year-to-date total \$31,177,809 which is 82% of the operating budget for this fiscal year, for a net difference of \$5,088,730

Unrestricted General Fund

Revenues

- April apportionment of \$1.2M has been received this month.
- Second quarter lottery funds of \$275K has been received this month.
- A transfer between funds of \$1M has been completed this month from the self-insurance fund to the unrestricted general fund for budget balancing.
- Property Tax revenue received this month of \$5.4M.
- Other local revenue received which includes: enrollment fees, course material fees, and other local revenues totaling \$39K.

Expenditures

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

Child Development Fund

- The 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 have been completed this month which is 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 71.2% of budgeted expenditures.
- A transfer of funds out of the SIF to the Unrestricted General Fund (UGF) has been completed this month of \$1M. The District budgeted \$2.2M of funds to be transferred out of the SIF to the UGF for balancing the 2014-15 UGF Adopted Budget.
- Local Revenue deposits are still being completed to deposit into the Self Insurance Fund for this fiscal year.

OPEB/Worker Comp Fund

- These two funds were setup in the 2013-14 fiscal year so that the District could present and account for the revenue and expense separately from the Self Insurance Fund.
- Budgets will be established in May for the Workers Comp Fund for Revenue and Expense.

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 \$25,918,428 including bond cash of \$9,735,185 and \$16,183,243 for all other funds. Operating funds cash is \$9,836,054. Cash balance in the General Fund is at \$8,847,202 for the month ending April 30, 2015. The District received the second large property tax installment for the fiscal year this month (the first large property tax installment is received in late December) which has increased the cash balance of the General Fund by \$5.4M this month.

Monterey Peninsula Community College

Monthly Financial Report

April 30, 2015

Summary of All Funds

<u>Funds</u>	<u>Beginning Fund Balance</u>	<u>Revised Budgets 2014 - 2015</u>		<u>Ending Fund Balance</u>	<u>Year to Date Actual 2014 - 2015</u>			<u>% Actual to Budget</u>		<u>Cash Balance</u>
	<u>07/01/14</u>	<u>Revenue</u>	<u>Expense</u>	<u>6/30/2015</u>	<u>Revenue</u>	<u>Expense</u>	<u>Encumbrances</u>	<u>Rev</u>	<u>Expense</u>	<u>4/30/2015</u>
General - Unrestricted	\$3,885,950	\$38,029,473	\$38,029,473	\$3,885,950	36,266,539	31,177,809	1,336,888	95.4%	82.0%	\$8,847,202
General - Restricted	0	8,607,808	8,591,429	16,379	4,548,036	5,504,543	455,867	52.8%	64.1%	0
Child Dev - Unrestricted	0	302,207	302,207	0	280,393	260,891	0	92.8%	86.3%	47,408
Child Dev - Restricted	0	249,846	249,846	0	212,709	194,456	9,822	85.1%	77.8%	0
Student Center	339,092	259,200	259,200	339,092	181,181	161,292	26,554	69.9%	62.2%	359,487
Parking	540,630	525,000	557,587	508,043	419,116	394,211	20,895	79.8%	70.7%	581,957
Subtotal Operating Funds	\$4,765,672	\$47,973,534	\$47,989,742	\$4,749,464	\$41,907,974	\$37,693,202	\$1,850,026	87.4%	78.5%	\$9,836,054
Self Insurance	2,865,000	6,553,264	8,794,471	623,793	3,583,566	6,262,649	8,657	54.7%	71.2%	134,743
Worker Comp	770,000	0	0	770,000	12,290	60,602	0	0.0%	0.0%	721,688
Other Post Employment Benefits (OPEB)	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	576,462	775,217	12,448	76.8%	55.9%	379,896
Building	11,217,621	25,000	2,232,397	9,010,224	38,725	1,501,940	80,017	154.9%	67.3%	9,735,185
Revenue Bond	22,258	17,625	17,625	22,258	17,671	17,625	0	100.3%	100.0%	22,304
Associated Student	92,451	90,000	90,000	92,451	71,127	39,155	0	79.0%	43.5%	191,312
Financial Aid	17,745	5,200,000	5,200,000	17,745	5,393,868	5,393,868	0	103.7%	103.7%	290,341
Scholarship & Loans	272,948	2,500,000	2,500,000	272,948	1,774,382	1,807,312	0	71.0%	72.3%	213,849
Trust Funds	293,917	510,000	510,000	293,917	554,234	467,050	0	108.7%	91.6%	456,314
Orr Estate	22,302	10,000	20,000	12,302	5,171	4,004	0	51.7%	20.0%	28,361
Total all Funds	\$24,826,946	\$63,629,539	\$68,742,226	\$19,714,259	\$53,935,470	\$54,022,624	\$1,951,148	84.8%	78.6%	\$25,918,428

Monterey Peninsula Community College District

Governing Board Agenda

May 27, 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 April 30, 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 April 30, 2015, be accepted.

Prepared By:

Rosemary Barrios
Rosemary Barrios, Controller

Agenda Approval:

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

BOND EXPENDITURE REPORT 4/30/15

Total Budget With Other Funds	Projects	A Total Bond Budget	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	\$406,447	\$1,158,205	75%	100%
\$5,952,000	College Center Renovation	\$5,952,000	\$5,773,342	\$419,536	(\$240,878)	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	\$1,435,238	\$1,322,784		
	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	\$1,435,238	\$8,406,013		
	General Institutional-Bond Management		\$5,372,278	\$66,702			
			\$144,770,378	\$1,501,940			
	Total Bond Funds Spent to Date		\$146,272,318				

Monterey Peninsula Community College District

Governing Board Agenda

May 27, 2015

New Business Agenda Item No. C

Fiscal Services
College Area

Proposal:

That the Governing Board reviews the attached County of Monterey Investment Report for the quarter ending March 31, 2015.

Background:

The majority of the funds are on deposit with the Monterey County Treasury pursuant to Ed Code. The County Treasurer provides a quarterly report to participating agencies detailing asset allocation and investment performance. The portfolio's net earned income yield for the period ending March 31, 2015, was 0.57%. Approximately 92% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities and other liquid funds. The remaining 8% is invested in corporate debt and is rated in the higher levels of investment grade.

Budgetary Implications:

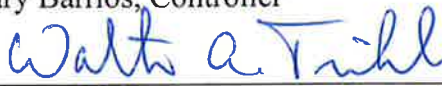
None.

☒ **INFORMATION:** County of Monterey Investment Report for the quarter ending March 31, 2015.

Prepared By:


Rosemary Barrios, Controller

Agenda Approval:


Dr. Walter Tribley, Superintendent/President



Monterey County

Board Order

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

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

Received and accepted the Treasurer's Report of Investments for the quarter ending March 31, 2015.

PASSED AND ADOPTED on this 28th day of April 2015, by the following vote, to wit:

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

NOES: None

ABSENT: None

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 78 for the meeting on April 28, 2015.

Dated: April 29, 2015
File ID: 15-0398

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

By Denise Hancock
Deputy



Monterey County

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5086

Board Report

Legistar File Number: 15-0398

April 28, 2015

Introduced: 4/17/2015

Version: 1

Current Status: Consent Agenda

Matter Type: General Agenda Item

Receive and Accept the Treasurer's Report of Investments for the quarter ending March 31, 2015.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Receive and Accept the Treasurer's Report of Investments for the quarter ending March 31, 2015.

SUMMARY:

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

DISCUSSION:

During the January to March quarter, short term Treasury yields moved lower with yield decreasing by as much as 28 basis points in the 5 year range. At the March Federal Open Market Committee (FOMC) meeting, language was revised indicating the Federal Reserve may consider rate increases by mid 2015; however, this decision remains dependent on positive U.S. economic data in the months to come. Improving statistics in employment coupled with a rise in inflation are important factors in the FOMC's decision to raise rates.

On March 31, 2015, the Monterey County investment portfolio contained an amortized book value of \$1,105,343,895 spread among 82 separate securities and funds. The par value of those funds was \$1,103,256,553 with a market value of \$1,106,386,623 or 100.09% of amortized book value. The portfolio's net earned income yield for the period was 0.57%. The portfolio produced an estimated income of \$1,528,658 for the quarter which will be distributed proportionally to all agencies participating in the Investment Pool. The investment portfolio had an average maturity of 466 days.

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

OTHER AGENCY INVOLVEMENT:

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

FINANCING:

The investment portfolio contains sufficient liquidity to meet all projected expenditures over the next six months. We estimate that the investment earnings in the General Fund will be consistent with budgeted revenue, but at historically low levels, as the Federal Reserve is expected to continue keeping short term interest rates at the current rate of 0.00 - 0.25%.



Prepared by: Richard Smith, Assistant Treasurer - Tax Collector, x5836



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

cc:

County Administrative Office

County Counsel

Auditor-Controller - Internal Audit Section

All depositors

Treasury Oversight Committee

Attachments:

Exhibit A - Investment Portfolio Review - 3.31.15

Exhibit B - Portfolio Management Report - 3.31.15

Exhibit C - Monterey County Historical Yields vs. Benchmarks

Exhibit D - Aging Report - 4.01.15

Exhibit A

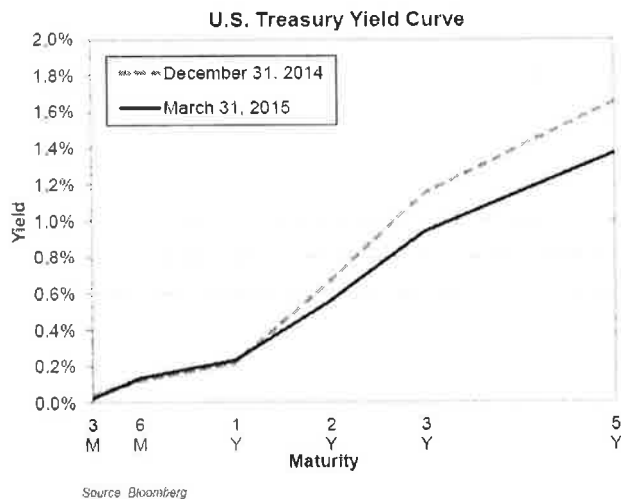
Investment Portfolio Review Quarter Ending March 31, 2015

OVERVIEW – January 1 – March 31, 2015

During the January to March quarter, short term Treasury yields moved lower with yields decreasing by as much as 28 basis points in the 5 year range. At the March Federal Open Market Committee (FOMC) meeting, language was revised indicating the Federal Reserve may consider rate increases by mid 2015; however, this decision remains dependent on positive U.S. economic data in the months to come. Improving statistics in employment coupled with a rise in inflation are important factors in the FOMC's decision to raise rates.

INTEREST RATES FALLING IN THE 2- TO 5-YEAR RANGE

- The portion of the yield curve 1-year and under remained relatively unchanged during the quarter as short-term rates are anchored by Federal Reserve policy.
- Yields on securities with maturities 2 years and over fell moderately.



	12/31/14	3/31/15
3 Month	0.04%	0.02%
6 Month	0.12%	0.14%
1 Year	0.22%	0.23%
2 Year	0.67%	0.56%
3 Year	1.15%	0.94%
5 Year	1.65%	1.37%

The County Treasury outperformed or matched all of the portfolio benchmarks this quarter. Our consistent investment strategy ladders short term debt to provide liquidity and takes advantage of available higher rates by buying small amounts of longer term corporate and non callable securities, while maintaining positions in currently held callable debt structures. The following indicators reflect key aspects of the County's investment portfolio in light of the above noted conditions:

1. Market Access – Access to U.S. Treasuries and Agency debt has been plentiful, but yields have continued to remain low as investors seek safe havens from an uncertain world market. These issues have continued to keep yields low on Treasury bonds from January through March.

During the quarter, the majority of County investment purchases continue to be in U.S. Treasury and Agency markets with a continued small position in shorter term, highly rated (AA or better) Corporate bonds, Certificates of Deposits and highly rated (A1, P1), short term Commercial Paper. In addition, the Treasurer continues to keep a high level of overnight liquid assets, reflecting the need to maintain increased levels of available cash to ensure the ability to meet all cash flow needs.

2. Diversification - The Monterey County Treasurer's portfolio consists of fixed income investments, all of which are authorized by the State of California Government Code 53601.

The portfolio asset spread is detailed in the table below:

Portfolio Asset Composition			
Corporate Assets	Overnight Liquid Assets	US Treasuries	Federal Agencies
7.71%	34.30%	1.80%	56.16%

- Total may not equal 100% due to rounding

3. Credit Risk – Approximately 92% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities and other liquid funds. All assets have an investment grade rating. U.S. Treasuries are not specifically rated, but are considered the safest of all investments. The corporate debt (7.71%) is rated in the higher levels of investment grade. All federal agency securities have AA ratings, or are guaranteed by the U.S. Treasury.

The portfolio credit composition is detailed in the table below:

Portfolio Credit Composition						
AAA	AA+	AA-	A-1 (Short Term)	Not Rated (LAIF/BlackRock)	AAAm	Aaf/S1+ (CalTrust)
1%	61%	3%	1%	12%	9%	13%

4. Liquidity Risk – Liquidity risk, as measured by the ability of the County's Treasury to meet withdrawal demands on invested assets, was adequately managed during the January to March quarter. The portfolio's average weighted maturity was 466 days, and large percentages (34.30%) of assets are held in immediately available funds.

PORTFOLIO CHARACTERISTICS

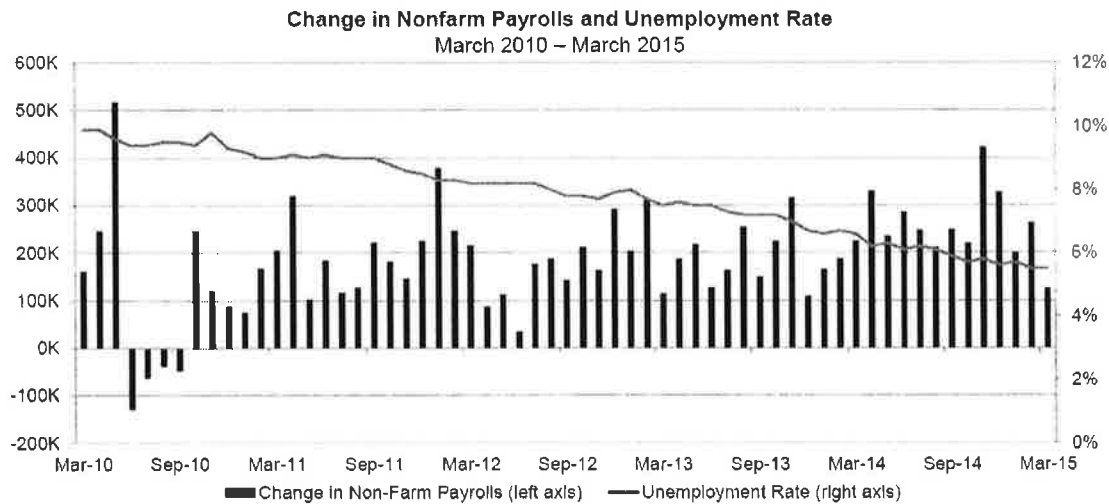
	<u>December 31, 2014</u>	<u>March 31, 2015</u>
Total Assets	\$1,077,198,451	\$1,105,343,895
Market Value	\$1,075,788,040	\$1,106,386,623
Days to Maturity	392	466
Yield	0.45%	0.57%
Estimated Earnings	\$1,129,532	\$1,528,658

FUTURE STRATEGY

The U.S. Treasury's Quantitative Easing (QE) ended during the September to December 2014 quarter. Ongoing improvement in employment data, along with other factors, prompted the FOMC in March 2015 to provide language that indicates they may be more willing to increase rates slightly within the next several quarters.

LABOR MARKET CONTINUES TO STRENGTHEN

- The U.S. Labor market added 591,000 jobs during the first quarter of 2015. The March job growth of 126,000 broke a twelve-month streak of monthly job growth over 200,000.
- The unemployment rate moved down 0.1% from 5.6% to 5.5%. The U-6 unemployment rate, commonly called the underemployment rate, declined from 11.2% to 10.9%.



Source: Bureau of Labor Statistics

As long as the Federal Treasury continues to target short term rates at 0%-0.25%, the returns on the investments in the County's pool will remain historically low. The portfolio is adequately positioned to take advantage of changing market conditions.

E. Exhibit B

Monterey County Portfolio Management Portfolio Details - Investments March 31, 2015

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	Days to Maturity	Maturity Date
Money Market Accts-GC 53601(k)(2)												
SYS11672	11672	BlackRock			88,245,612.64	88,245,612.64	88,245,612.64	0.090			1	
SYS11801	11801	CalTrust			140,000,000.00	140,000,000.00	140,000,000.00	0.419	Aaa	AAA	1	
SYS11830	11830	Federated		07/01/2014	0.00	0.00	0.00	0.101	Aaa	AAA	1	
SYS11578	11578	Fidelity Investments			84,932,312.88	84,932,312.88	84,932,312.88	0.090	Aaa	AAA	1	
Subtotal and Average			271,632,577.86		313,177,925.52	313,177,925.52	313,177,925.52				1	
State Pool-GC 53601(p)												
SYS11361	11361	LAIF			50,000,000.00	50,000,000.00	50,000,000.00	0.254			1	
Subtotal and Average			50,000,000.00		50,000,000.00	50,000,000.00	50,000,000.00				1	
CAMP-GC 56301(p)												
SYS10379	10379	Calif. Asset Mgmt			15,700,000.00	15,700,000.00	15,700,000.00	0.063		AAA	1	
SYS11961	11961	Calif. Asset Mgmt			378,627.29	378,627.29	378,627.29	0.066		AAA	1	
Subtotal and Average			35,555,293.96		16,078,627.29	16,078,627.29	16,078,627.29				1	
Negotiable CDs - GC 53601 (i)												
78009NGU4	11863	RBC Capital Markets		06/25/2012	10,000,000.00	9,999,000.00	10,000,000.00	0.367	Aa	AA	85	06/25/2015
Subtotal and Average			10,000,000.00		10,000,000.00	9,999,000.00	10,000,000.00				85	
Medium Term Notes - GC 53601(k)												
36962G4N1	11701	General Electric		08/11/2010	10,000,000.00	10,024,100.00	10,000,000.00	1.008	A	AA	132	08/11/2015
36962G5W0	11855	General Electric		04/27/2012	5,000,000.00	5,130,100.00	4,997,285.39	2.300	A	AA	757	04/27/2017
36962G5W0	11856	General Electric		04/27/2012	5,000,000.00	5,130,100.00	5,003,108.33	2.300	A	AA	757	04/27/2017
369604BC6	12010	General Electric		01/23/2015	10,000,000.00	11,038,800.00	11,077,848.02	5.250	Aa	AA	980	12/06/2017
478160BF0	12000	Johnson & Johnson		12/23/2014	2,000,000.00	2,003,320.00	2,000,000.00	0.700	Aaa	AAA	607	11/28/2016
478160AY0	12004	Johnson & Johnson		01/08/2015	7,000,000.00	7,133,000.00	7,125,024.31	2.150	Aaa	AAA	410	05/15/2016
89233P5S1	11839	Toyota Motor Corporation		02/29/2012	5,000,000.00	5,106,150.00	5,040,094.50	2.050	Aa	AA	652	01/12/2017
89236TCA1	12009	Toyota Motor Corporation		01/16/2015	10,000,000.00	10,064,000.00	10,046,142.75	1.450	Aa	AA	1,017	01/12/2018
89233P6S0	12018	Toyota Motor Corporation		03/30/2015	10,000,000.00	10,029,700.00	10,035,360.88	1.250	Aaa	AA	918	10/05/2017
Subtotal and Average			53,231,527.25		64,000,000.00	65,659,270.00	65,324,864.18				713	
Commercial Paper Disc.- GC 53601(h)												
62478YU97	12015	Union Bank of Calif.		03/17/2015	10,000,000.00	9,992,600.00	9,994,500.00	0.200	P-1	A-1	99	07/09/2015
Subtotal and Average			7,997,934.82		10,000,000.00	9,992,600.00	9,994,500.00				99	

Portfolio INVT
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Run Date: 04/03/2015 - 09:34

Report Ver: 7.3.5

Exhibit B

Monterey County Portfolio Management Portfolio Details - Investments March 31, 2015

Page 2

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	Days to Maturity	Maturity Date
Fed Agcy Coupon Sec - GC 53601(f)												
3133EAF86	11864	Federal Farm Credit Bank		08/07/2012	10,000,000.00	10,001,000.00	10,000,000.00	0.970	Aaa	AA	859	08/07/2017
3133ECHV9	11912	Federal Farm Credit Bank		04/02/2013	10,000,000.00	10,006,600.00	10,000,394.77	0.350	Aaa	AA	120	07/30/2015
3133ECTM6	11931	Federal Farm Credit Bank		07/02/2013	10,000,000.00	10,301,500.00	10,030,446.00	1.900	Aaa	AA	1,188	07/02/2018
3133EDSU7	11985	Federal Farm Credit Bank		08/15/2014	10,000,000.00	10,050,300.00	10,000,000.00	1.000	Aaa	AA	867	08/15/2017
3133EEBU3	11996	Federal Farm Credit Bank		11/26/2014	10,000,000.00	9,998,900.00	10,004,775.99	0.600	Aaa	AA	593	11/14/2016
3133EEFE5	12008	Federal Farm Credit Bank		01/12/2015	10,000,000.00	10,042,200.00	10,039,968.18	1.125	Aaa	AA	992	12/18/2017
3133EEMA5	12011	Federal Farm Credit Bank		01/30/2015	10,000,000.00	10,045,000.00	10,009,076.05	1.500	Aaa	AA	1,734	12/30/2019
3133EELZ1	12012	Federal Farm Credit Bank		02/02/2015	10,000,000.00	9,971,400.00	10,032,425.33	1.000	Aaa	AA	1,093	03/29/2018
3133EESZ4	12016	Federal Farm Credit Bank		03/25/2015	10,000,000.00	10,007,500.00	10,008,884.37	0.460	Aaa	AA	468	07/12/2016
3133EDMB5	12017	Federal Farm Credit Bank		03/26/2015	10,000,000.00	10,009,100.00	10,002,069.39	0.500	Aaa	AA	510	08/23/2016
313380EC7	11878	Federal Home Loan Bank		09/17/2012	10,000,000.00	9,977,400.00	9,976,177.53	0.750	Aaa	AA	891	09/08/2017
313380XB8	11881	Federal Home Loan Bank		10/17/2012	10,000,000.00	10,000,600.00	9,998,841.67	0.625	Aaa	AA	565	10/17/2016
313370TW8	11888	Federal Home Loan Bank		12/05/2012	10,000,000.00	10,219,300.00	10,210,413.59	2.000	Aaa	AA	527	09/09/2016
313373SZ6	11913	Federal Home Loan Bank		04/02/2013	10,000,000.00	10,202,500.00	10,196,562.72	2.125	Aaa	AA	436	06/10/2016
313378A43	11925	Federal Home Loan Bank		05/02/2013	10,000,000.00	10,122,400.00	10,177,685.86	1.375	Aaa	AA	1,073	03/09/2018
313383A68	11928	Federal Home Loan Bank		06/13/2013	10,000,000.00	9,967,700.00	10,000,000.00	1.080	Aaa	AA	1,169	06/13/2018
313378QK0	11966	Federal Home Loan Bank		04/04/2014	10,000,000.00	10,212,800.00	10,021,325.69	1.875	Aaa	AA	1,437	03/08/2019
3130A1PG7	11973	Federal Home Loan Bank		04/14/2014	10,000,000.00	10,000,000.00	9,999,974.72	0.125	Aaa	AA	13	04/14/2015
3130A2NK8	11983	Federal Home Loan Bank		07/31/2014	10,000,000.00	9,999,900.00	9,999,991.83	0.120	Aaa	AA	16	04/17/2015
3130A0RA0	11984	Federal Home Loan Bank		08/05/2014	10,000,000.00	10,000,900.00	10,000,609.85	0.210	Aaa	AA	28	04/29/2015
3130A23V6	11993	Federal Home Loan Bank		10/01/2014	10,000,000.00	10,000,100.00	10,000,335.04	0.125	Aaa	AA	50	05/21/2015
3130A3J70	11997	Federal Home Loan Bank		12/12/2014	10,000,000.00	10,009,500.00	10,002,440.63	0.625	Aaa	AA	602	11/23/2016
313371PV2	11998	Federal Home Loan Bank		12/12/2014	10,000,000.00	10,171,600.00	10,154,840.73	1.625	Aaa	AA	618	12/09/2016
313371PV2	11999	Federal Home Loan Bank		12/12/2014	10,000,000.00	10,171,600.00	10,154,840.73	1.625	Aaa	AA	618	12/09/2016
3130A3PT5	12001	Federal Home Loan Bank		12/23/2014	10,000,000.00	9,987,600.00	9,989,117.68	0.125	Aaa	AA	251	12/08/2015
3130A3U85	12002	Federal Home Loan Bank		12/30/2014	10,000,000.00	10,014,300.00	10,000,000.00	0.800	Aaa	AA	639	12/30/2016
3130A3UU6	12005	Federal Home Loan Bank		01/27/2015	10,000,000.00	10,029,800.00	10,000,000.00	0.875	Aaa	AA	667	01/27/2017
3130A3V35	12006	Federal Home Loan Bank		01/28/2015	10,000,000.00	10,004,400.00	10,000,000.00	0.750	Aaa	AA	576	10/28/2016
3130A4U42	12019	Federal Home Loan Bank		03/31/2015	10,000,000.00	10,006,100.00	10,012,184.94	0.800	Aaa	AA	821	06/30/2017
3134G3H52	11871	Federal Home Loan Mtg Corp		09/12/2012	10,000,000.00	9,995,500.00	10,000,000.00	1.000	Aaa	AA	895	09/12/2017
3134G3K33	11875	Federal Home Loan Mtg Corp		09/27/2012	10,000,000.00	9,982,100.00	9,998,883.33	0.700	Aaa	AA	545	09/27/2016
3134G3S50	11887	Federal Home Loan Mtg Corp		11/30/2012	10,000,000.00	10,011,800.00	10,010,160.95	0.625	Aaa	AA	580	11/01/2016
3134G42M9	11916	Federal Home Loan Mtg Corp		04/25/2013	10,000,000.00	9,988,700.00	10,000,000.00	0.700	Aaa	AA	755	04/25/2017
3134G42G2	11917	Federal Home Loan Mtg Corp		04/30/2013	10,000,000.00	9,952,800.00	10,000,000.00	1.050	Aaa	AA	1,125	04/30/2018
3134G43F3	11920	Federal Home Loan Mtg Corp		04/30/2013	10,000,000.00	9,943,600.00	10,000,000.00	1.020	Aaa	AA	1,125	04/30/2018
3134G43V8	11923	Federal Home Loan Mtg Corp		05/15/2013	10,000,000.00	9,987,600.00	9,999,375.56	1.050	Aaa	AA	1,140	05/15/2018

Portfolio INVT
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Exhibit B

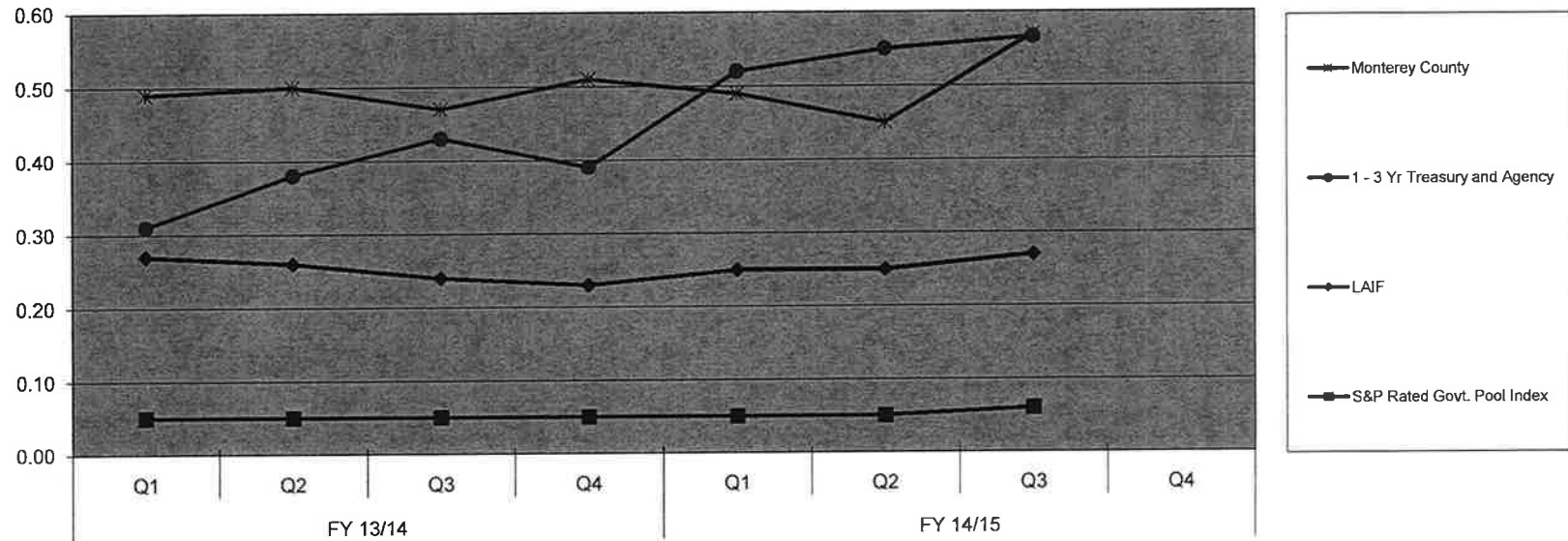
Monterey County Portfolio Management Portfolio Details - Investments March 31, 2015

Page 3

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	Days to Maturity	Maturity Date
Fed Agcy Coupon Sec - GC 53601(f)												
3134G47M4	11930	Federal Home Loan Mtg Corp		06/26/2013	10,000,000.00	10,021,800.00	10,000,000.00	1.500	Aaa	AA	1,182	06/26/2018
3137EADJ5	11970	Federal Home Loan Mtg Corp		04/09/2014	10,000,000.00	10,074,600.00	9,993,171.66	1.000	Aaa	AA	849	07/28/2017
3137EADL0	11987	Federal Home Loan Mtg Corp		08/25/2014	10,000,000.00	10,031,000.00	9,975,284.85	1.000	Aaa	AA	912	09/29/2017
3134G5AJ4	12003	Federal Home Loan Mtg Corp		01/06/2015	10,000,000.00	10,013,300.00	9,988,821.52	0.920	Aaa	AA	729	03/30/2017
3137EADK2	12014	Federal Home Loan Mtg Corp		02/18/2015	10,000,000.00	9,983,900.00	9,840,516.03	1.250	Aaa	AA	1,583	08/01/2019
3136G0B26	11874	Federal National Mtg Assn		09/27/2012	10,000,000.00	9,971,500.00	10,000,000.00	1.000	Aaa	AA	910	09/27/2017
3135G0NH2	11876	Federal National Mtg Assn		09/13/2012	10,000,000.00	9,988,100.00	9,997,094.38	0.950	Aaa	AA	875	08/23/2017
3136G06Z9	11885	Federal National Mtg Assn		12/13/2012	10,000,000.00	9,997,000.00	10,000,000.00	0.650	Aaa	AA	622	12/13/2016
3136G14N6	11890	Federal National Mtg Assn		01/02/2013	10,000,000.00	9,964,200.00	9,996,254.64	0.750	Aaa	AA	819	06/28/2017
3135G0PP2	11903	Federal National Mtg Assn		01/18/2013	10,000,000.00	10,036,100.00	10,017,441.74	1.000	Aaa	AA	903	09/20/2017
3135G0UH4	11906	Federal National Mtg Assn		02/22/2013	10,000,000.00	9,970,500.00	10,000,000.00	1.200	Aaa	AA	1,058	02/22/2018
3135G0XA6	11924	Federal National Mtg Assn		05/21/2013	10,000,000.00	9,947,000.00	10,000,000.00	1.030	Aaa	AA	1,146	05/21/2018
3135G0XK4	11927	Federal National Mtg Assn		05/30/2013	10,000,000.00	9,885,700.00	10,000,000.00	1.050	Aaa	AA	1,150	05/25/2018
3135G0WJ8	11929	Federal National Mtg Assn		05/28/2013	10,000,000.00	9,976,200.00	9,948,132.18	0.875	Aaa	AA	1,146	05/21/2018
3135G0PQ0	11948	Federal National Mtg Assn		12/04/2013	10,000,000.00	10,012,400.00	9,953,545.47	0.875	Aaa	AA	939	10/26/2017
3135G0MZ3	11971	Federal National Mtg Assn		04/09/2014	10,000,000.00	10,012,500.00	9,948,079.57	0.875	Aaa	AA	880	08/28/2017
3135G0PQ0	12007	Federal National Mtg Assn		01/12/2015	10,000,000.00	10,012,400.00	9,993,642.93	0.875	Aaa	AA	939	10/26/2017
3136FTS67	12013	Federal National Mtg Assn		02/03/2015	10,000,000.00	10,164,100.00	10,206,482.24	1.700	Aaa	AA	1,428	02/27/2019
Subtotal and Average			545,620,291.25		540,000,000.00	541,456,400.00	540,890,270.34				808	
Federal Agency Disc.-GC 53601(f)												
313588FH3	11991	FNMA Discount Note		09/26/2014	10,000,000.00	9,999,600.00	9,999,331.95	0.065	Aaa	AA	37	05/08/2015
313588FX8	11992	FNMA Discount Note		09/26/2014	10,000,000.00	9,999,400.00	9,999,079.17	0.065	Aaa	AA	51	05/22/2015
313588HA6	11994	FNMA Discount Note		11/13/2014	10,000,000.00	9,998,700.00	9,998,266.67	0.080	Aaa	AA	78	06/18/2015
313588HJ7	11995	FNMA Discount Note		11/13/2014	10,000,000.00	9,998,500.00	9,998,088.89	0.080	Aaa	AA	86	06/26/2015
313396EB5	11986	Freddie Mac Discount Security		08/21/2014	10,000,000.00	9,999,900.00	9,999,805.56	0.100	Aaa	AA	7	04/08/2015
313396GE7	11989	Freddie Mac Discount Security		09/08/2014	10,000,000.00	9,999,300.00	9,998,388.89	0.100	Aaa	AA	58	05/29/2015
313396GD9	11990	Freddie Mac Discount Security		09/08/2014	10,000,000.00	9,999,300.00	9,998,416.67	0.100	Aaa	AA	57	05/28/2015
Subtotal and Average			76,761,325.93		70,000,000.00	69,994,700.00	69,991,377.80				53	
US Treasury Note-GC 53601(b)												
912828VR8	11940	U.S. Treasury		08/29/2013	10,000,000.00	10,029,700.00	9,978,977.01	0.625	Aaa	AA	502	08/15/2016
912828UJ7	11988	U.S. Treasury		08/25/2014	10,000,000.00	10,008,600.00	9,910,033.62	0.875	Aaa	AA	1,036	01/31/2018
Subtotal and Average			19,883,282.65		20,000,000.00	20,038,300.00	19,889,010.63				768	
Federal Agency Step Up-GC 53601(f)												
3136G07K1	11886	Federal National Mtg Assn		12/06/2012	10,000,000.00	9,989,800.00	9,997,319.44	0.700	Aaa	AA	980	12/06/2017
Subtotal and Average			9,997,195.93		10,000,000.00	9,989,800.00	9,997,319.44				980	
Total and Average			1,080,679,429.64		1,103,256,552.81	1,106,386,622.81	1,105,343,895.20				466	

Exhibit C

Monterey County Historical Yields vs. Benchmarks



Quarterly Yield	FY 13/14				FY 14/15			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Monterey County	0.49	0.50	0.47	0.51	0.49	0.45	0.57	
1 - 3 Yr Treasury and Agency	0.31	0.38	0.43	0.39	0.52	0.55	0.57	
LAIF	0.27	0.26	0.24	0.23	0.25	0.25	0.27	
S&P Rated Govt. Pool Index	0.05	0.05	0.05	0.05	0.05	0.05	0.06	

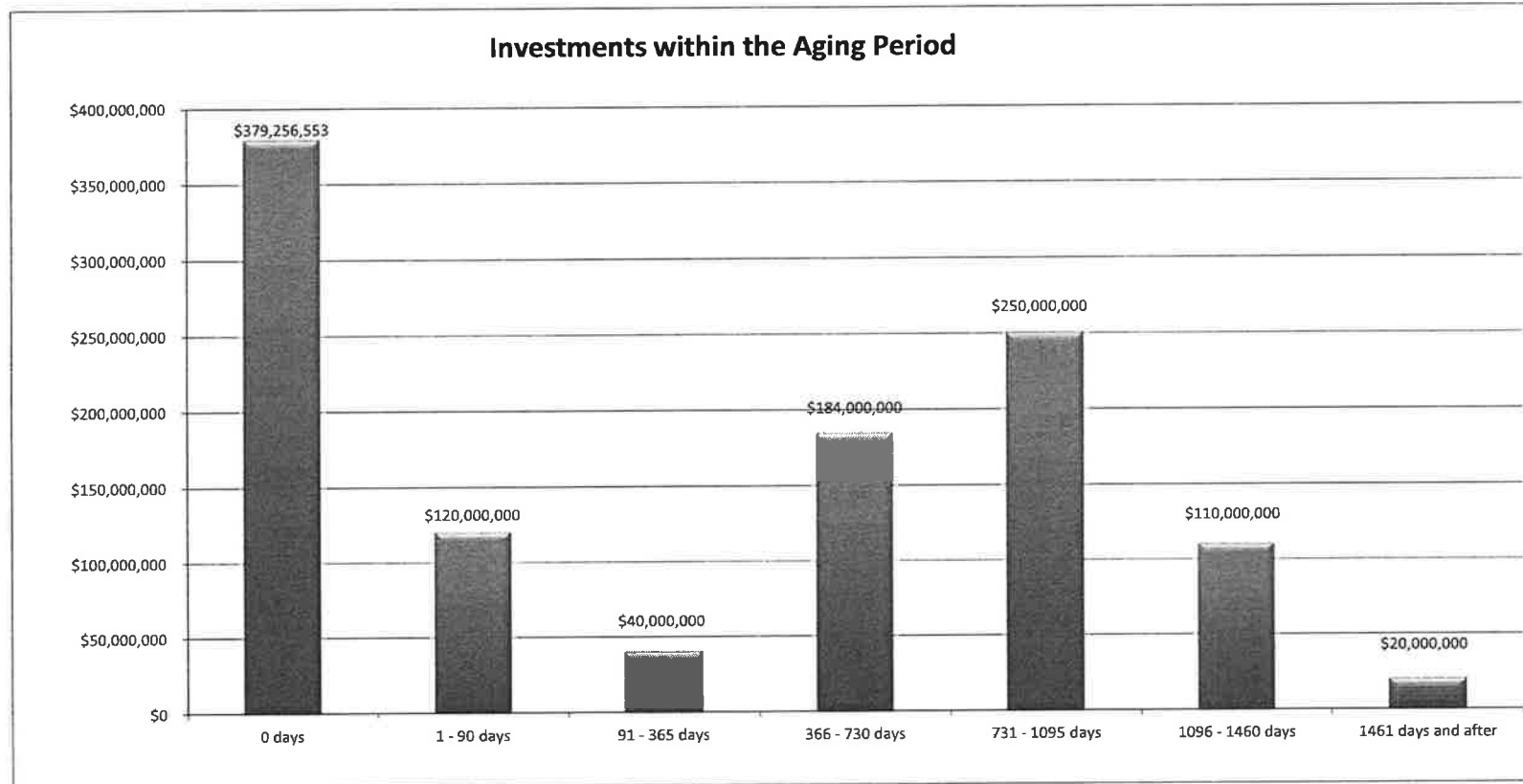
The S&P Index yields are obtained from Bloomberg

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



**Exhibit D
Monterey County
Aging Report
By Maturity Date
As of April 1, 2015**

				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval:	0 days	(01/01/2015 - 01/01/2015)	7 Maturities	379,256,552.81	34.38%	379,256,552.81	379,256,552.81
Aging Interval:	1 - 90 days	(01/02/2015 - 04/01/2015)	12 Maturities	120,000,000.00	10.88%	119,992,289.24	119,994,600.00
Aging Interval:	91 - 365 days	(04/02/2014 - 01/01/2016)	4 Maturities	40,000,000.00	3.63%	39,984,012.45	40,010,900.00
Aging Interval:	366 - 730 days	(01/02/2016 - 12/31/2016)	20 Maturities	184,000,000.00	16.68%	184,875,631.44	185,115,470.00
Aging Interval:	731 - 1095 days	(01/01/2017 - 12/31/2017)	26 Maturities	250,000,000.00	22.66%	251,180,055.51	251,619,400.00
Aging Interval:	1096 - 1460 days	(01/01/2018 - 12/31/2018)	11 Maturities	110,000,000.00	9.97%	110,205,761.67	110,360,800.00
Aging Interval:	1461 days and after	(01/01/2019 -)	2 Maturities	20,000,000.00	1.81%	19,849,592.08	20,028,900.00
Total for 82 Investments				1,103,256,552.81	100.01	1,105,343,895.20	1,106,386,622.81



Monterey Peninsula Community College District

Governing Board Agenda

May 27, 2015

New Business Agenda Item No. D

Administrative Services
College Area

Proposal:

That the Governing Board approve Dr. Walter Tribley, Superintendent/President, and Rosemary Barrios, Controller, to be authorized signatories for the bankcard accounts maintained by Monterey Peninsula College at Union Bank, effective May 28, 2015 until the Vice President for Administrative Services position is filled.

Background:

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

Budgetary Implications: None.

☒ **RESOLUTION: BE IT RESOLVED,** That the Governing Board approve Dr. Walter Tribley, Superintendent/President, and Rosemary Barrios, Controller, to be authorized signatories for the bankcard accounts maintained by Monterey Peninsula College at Union Bank, effective May 28, 2015.

Prepared By:


Suzanne Ammons, Administrative Services

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

May 27, 2015

New Business Agenda Item No. E

Administrative Services
College Area

Proposal:

That the Governing Board approve the following as authorized signatories on behalf of Monterey Peninsula Community College District for the respective official documents, effective May 28, 2015 and until the Vice President for Administrative Services position is filled:

- Dr. Walter Tribley (Superintendent/President), for all expenditure warrants, contracts, and other official documents.
- Rosemary Barrios (Controller), for all expenditure warrants and other official documents with the exception of contracts.

Background:

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

Budgetary Implications: None.

☒ **RESOLUTION: BE IT RESOLVED,** That the Governing Board approve the following as authorized signatories on behalf of Monterey Peninsula Community College District for the respective official documents, effective May 28, 2015:

- Dr. Walter Tribley (Superintendent/President), for all expenditure warrants, contracts, and other official documents.
- Rosemary Barrios (Controller), for all expenditure warrants and other official documents with the exception of contracts.

Prepared By:


Suzanne Ammons, Administrative Services

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

May 27, 2015

President's Office

College Area

New Business Agenda Item No. F

Proposal:

That the Governing Board authorize the Superintendent/President to execute the contract with Scudder Roofing for the replacement of roofing on the Graphic Arts and Nursing buildings.

Background:

The 2014-15 District Scheduled Maintenance and Special Repairs Five Year Plan was reviewed by the Board at the January 2014 meeting. The re-roofing of the Graphic Arts and Nursing buildings was included in the priority listing of projects proposed for the 2014-15 year, contingent on state funding being allocated for scheduled maintenance.

The District did receive scheduled maintenance funding from the state this year and the roofing projects were designated for completion. Staff has been working with HGHB Architects and construction consultants to plan the projects for completion this summer and to meet the June 30 deadline for encumbrance of the funds. The existing wood shake roofing on the two buildings will be replaced by standing seam metal roofing to match the nearby and recently renovated Art Studio and Art Ceramics buildings.

Because the estimated construction cost did not exceed \$175,000, the District is utilizing an informal bidding procedure permitted under the California Uniform Public Construction Cost Accounting Act (CUPCCAA). (The Board approved a resolution in July 2006 for the District to be subject to the uniform cost accounting procedures under the Act.) Scudder Roofing is the only roofing company on the District's CUPCCAA vendor list certified to install this type of roofing.

Budgetary Implications:

The roofing contract costs will be covered by state scheduled maintenance funds.

☒ **RESOLUTION:** BE IT RESOLVED, That the Governing Board authorize the Superintendent/President to execute the contract for the replacement of roofing of the Graphic Arts and Nursing buildings, in the amount of \$_____.

Recommended By:

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

Prepared By:

Vicki Nakamura
Vicki Nakamura, Assistant to the President

Agenda Approval:

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

Monterey Peninsula Community College District

Governing Board Agenda

May 27, 2015

New Business Agenda Item No. G

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 new courses and new programs be approved:

New Courses:

BUSI 48	Customer Service
BUSI 53	Introduction to Art Business
MATH 264	Intermediate Algebra for Non-Science Students
MEDA 117	ICD 10 Coding

New Programs:


Biology AS-T (Associate in Science for Transfer)
Business Information Worker (Certificate of Training – Credit Only)
Dietary Manager (Certificate of Achievement – Career Technical)
Economics AA-T (Associate in Arts for Transfer)
Geology AS-T (Associate in Science for Transfer)
Pre-Nutrition and Dietetics (Associate in Science for Transfer)

Recommended By:



Michael Gilmartin, Interim Vice President of Academic Affairs

Prepared By:



Kim Kingswold, Academic Technician

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

NEW COURSES

BUSI 48, Customer Service

3 units

3 hours lecture

Justification:

This class provides critical entry-level soft skills training for business employment and entrepreneurship. This class is a critical element of the sales/marketing programs.

Description:

This highly practical class provides insight into the customer service environment, essential workplace skills, including problem-solving, dealing with difficult customers, and managing customer service. Communications basics of listening, non-verbal communication, and technology communications are also covered. Also offered online.

BUSI 53, Introduction to Art Business

3 units

3 hours lecture

Justification:

This course provides necessary business education to enable art students to enter the art business successfully. This course is a cornerstone for building an art business concentration as part of any art program of study.

Description:

This class provides a broad introductory overview into the technical and structural elements of the art market, cultural policy and management in art business, and regulatory, legal, and ethical issues in the art world. This class is ideal for people wanting to learn how to make their living through art. Also offered online.

MATH 264, Intermediate Algebra for Non-Science Students

5 units

5 hours lecture

Justification:

The math department wishes to provide an alternative Intermediate Algebra course for Non-STEM students. This course is intended to satisfy the MPC General Education Requirements, taken in place of MATH 263, if the student so chooses.

Description:

This course offers an alternative to the traditional Intermediate Algebra (MATH 263) for students who do not intend to pursue a STEM (Science, Technology, Engineering, Math) field of study. The course focuses on properties of real numbers, polynomials, first- and second-degree functions and equations, exponential and logarithmic functions, and data analysis and presentation. Emphasis is placed on modeling and real-world applications. The course satisfies the prerequisite for MATH 10, MATH 12, MATH 16, and MATH 17. It does NOT satisfy the prerequisite for MATH 13 or MATH 18. Also offered online.

MEDA 117, ICD 10 Coding

3 units

2 hours lecture, 2 hours lab

Justification:

The healthcare industry is moving to a new diagnosis coding system in fall 2015, including a much higher level of specificity and completely new workflows as compared to the previous ICD-9 system. Students who have completed MEDA 115 will likely need to return for MEDA 117 to meet the new industry standards for both inpatient and outpatient settings. Currently working coders may also take this course to update their skills because there is no simple crosswalk between the two coding systems.

Description:

This course introduces the student to the principles, format, conventions, and rules and guidelines of the ICD-10 diagnostic coding system used to represent healthcare services for statistics and reimbursement. Students develop practical skills for accurate ICD-10 code assignment and proficiency using the ICD-10-CM manual. Included in the course is a comparison of the ICD-9 to ICD-10.

NEW PROGRAMS

Biology AS-T (Associate in Science for Transfer)

Justification:

Developing new TMC AS-T program in Biology.

Description:

The Associate in Science in Biology is intended to prepare students to transfer into the CSU system with the knowledge and experience to succeed in upper division coursework in biology to pursue a baccalaureate degree in biology or related majors such as Marine and Environmental Science. The core curriculum of BIOL 21 and 22 provides students with a strong foundation in biology, and by focusing on key concepts and themes, aims to build a framework for organizing the vast range of topics included in this course of study. In addition, the program seeks to develop an awareness of the nature of scientific inquiry, to build connections between areas within biology and with related disciplines, and to strengthen students' academic and critical thinking skills. Lastly, recognizing that students will be making choices relating to future study and careers, the program aims to engage students in activities, discussions and experiences aimed at forming a concrete basis for these important decisions. Students must complete the Associate Degree for Transfer requirements to earn the AS-T degree.

Business Information Worker (Certificate of Training – Credit Only)

Justification:

New program recommended by the state. This no-new-classes-required program is being promoted by DWM, ICT-DM for job ready training. Michael Gilmartin suggested it.

Description:

The Business Information Worker program is a statewide program recognized by employers across the state representing highly valued office skills for a broad range of entry-level business positions. With a solid foundation in Microsoft Windows and Office as well as strong digital and web literacy skills, the Business Information Worker brings efficiency and productivity to the workplace.

Dietary Manager (Certificate of Achievement – Career Technical)

Justification:

The Dietary Service Supervisor (DSS) Certificate Program provides the opportunity for students to begin at the entry level in the field of Nutrition and Dietetics. MPC is already offering most of the necessary coursework within the Hospitality Program. The Hospitality students will benefit by this Certificate Program.

Description:

The Dietary Service Supervisor Certificate of Achievement prepares individuals to manage an efficient, safe and healthful food service program. Students acquire skills for supervising both food production and personnel in healthcare and other food service institutions. The program includes both classroom/online instruction and clinical rotations through food service establishments. The Dietary Service Supervisor Certificate is the minimal requirement of the California Department of Public Health for managing the food service department in a health care facility.

Economics AA-T (Associate in Arts for Transfer)

Justification:

The goal of this new program is to prepare students for transfer to a baccalaureate degree in Economics granting university and successfully complete that program, specifically the CSU granting institutions.

Description:

The Associate in Arts in Economics for Transfer degree (AA-T in Economics) program is designed to fulfill the requirements for transfer model curriculum to CSU campuses. Students will be prepared to transfer into the CSU system to successfully pursue further studies for a baccalaureate degree in economics. The program is structured to provide two paths. For those students who wish to focus on economics and economic analysis exclusively, there is offered a series of mathematics courses that will prepare them for upper-division economics analysis courses. For some students who wish to focus on economics but with an emphasis in business, there is offered a series of courses that prepare them for future upper division courses in economics and in business. Students must complete the Associates Degree for Transfer requirements to earn the AA-T degree.

Geology AS-T (Associate in Science for Transfer)

Justification:

This will be MPC's first Transfer Model Curriculum (TMC) degree in Geology.

Description:

The Geology Major is designed for students who plan to earn a Bachelor's Degree in Geology. The courses provide a foundation in physical and historical geology for careers in industry, government or academics. Students must complete the Associate Degree for Transfer requirements to earn the AS-T degree.

Pre-Nutrition and Dietetics AS-T(Associate in Science for Transfer)

Justification:

The Nutrition & Dietetics major provides the opportunity for students to begin their career path in the field of nutrition and dietetics. A bachelor's degree from an accredited college/university is required by the American Dietetic Association for application to hospital internships and to become certified as a Registered Dietitian (RD). As nutrition professionals, students can use nutrition science to improve health and serve society. In 2010, there were three sections of Nutrition offered at Monterey Peninsula College. Today, there are six sections, two of which are online sections. These classes have maintained a steady enrollment and are popular classes. By adding the Food Science to the catalog, an AA/AS in Nutrition and Dietetics transfer degree can be provided by Monterey Peninsula College. Like the Nursing Program, a Nutrition Program will benefit the college. Currently, most Nutrition students commute to San Jose for Nutrition education.

Description:

The Nutrition & Dietetics major provides education in nutrition science and the relationship of the human diet to health and lifestyle-related diseases. The purpose of the Nutrition & Dietetics major is to provide students with education and training in the area of nutritional sciences or dietetics, and to prepare for transfer. This major provides the opportunity for students to begin their career path in the field of Nutrition and Dietetics. A bachelor's degree from an accredited college/university is required by the American Dietetic Association for application to hospital internships and to become certified as a Registered Dietitian (RD). As a registered dietitian, an individual will have the opportunity to work in hospitals, food service companies, health-care agencies, and many other areas requiring nutrition counseling.

Monterey Peninsula Community College District

Governing Board Agenda

May 27, 2015

New Business Agenda Item No. H

Academic Affairs
College Area

Proposal:

For the Governing Board to approve a Travel Request in accordance with Board Policy 2145, for Ms. Deidre Sullivan, Director of the Marine Advanced Technology Education (MATE) Program, to travel to St. John's Newfoundland June 18 – June 28, 2015

Background:

The MATE Center at Monterey Peninsula College has run an international student ROV competition for the past 14 years. Each year the location changes; it is hosted by one of the 24 regional competition sites. This year the location is Memorial University in St. John's, Newfoundland, Canada. (The university hosted the competition before in 2007.) Memorial University has one of the top marine technology programs in the world and a few MPC students have transferred there to continue their education. In addition, to help support the event, the MATE Center is hoping to receive a supplemental award of \$50,000 from the Office of Polar Programs and Ocean Sciences at the National Science Foundation in recognition of the Artic-related theme this year.

Budgetary Implications:


None. The funding for the International ROV Competition is provided by the National Science Foundation's Advanced Technology Education Program and industry sponsorship.

☒ **RESOLUTION: BE IT RESOLVED**, that the Governing Board approve Ms. Deidre Sullivan, Director of the Marine Advanced Technology Education (MATE) Program, to travel to St. John's Newfoundland to attend the MATE International ROV Competition June 18 – June 28, 2015.

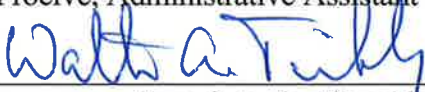
Recommended By:


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

Monterey Peninsula Community College District

Governing Board Agenda

May 27, 2015

New Business Agenda Item No. I

Academic Affairs
College Area

Proposal:

For the Governing Board to approve a Travel Request in accordance with Board Policy 2145, for Ms. Jill Zande, Associate Director and ROV Competition Coordinator, to travel to St. John's Newfoundland June 20 – 29, 2015.

Background:

The MATE Center at Monterey Peninsula College has run an international student ROV competition for the past 14 years. Each year the location changes; it is hosted by one of the 24 regional competition sites. This year the location is Memorial University in St. John's, Newfoundland, Canada. (The university hosted the competition before in 2007.) Memorial University has one of the top marine technology programs in the world and a few MPC students have transferred there to continue their education. In addition, to help support the event, the MATE Center is hoping to receive a supplemental award of \$50,000 from the Office of Polar Programs and Ocean Sciences at the National Science Foundation in recognition of the Arctic-related theme this year.

Budgetary Implications:

None. The funding for the International ROV Competition is provided by the National Science Foundation's Advanced Technology Education Program and industry sponsorship.

☒ **RESOLUTION: BE IT RESOLVED**, that the Governing Board approve Ms. Jill Zande, Associate Director, of the Marine Advanced Technology Education (MATE) Program, to travel to St. John's Newfoundland to attend the MATE International ROV Competition June 20 – June 29, 2015.

Recommended By:



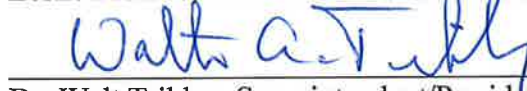
Mr. Michael Gilmartin, Interim Vice President, Academic Affairs

Prepared By:



Leslie Procive, Administrative Assistant IV, VP, Academic Affairs

Agenda Approval:



Dr. Walt Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

May 27, 2015

President's Office

College Area

New Business Agenda Item No. J

Proposal:

That the Governing Board review the 2015 Student Success Scorecard.

Background:

The Student Success Scorecard is the annual report prepared by the California Community Colleges Chancellor's Office to provide clear information on student performance for the community college system and individual colleges as required in the 2012 Student Success Act. The scorecard builds upon the previous reporting system (Accountability Reporting for Community Colleges (ARCC)) mandated in 2004 by Assembly Bill 1417.

The 2015 Scorecard is the third online report published since 2013. The report uses several performance measures for student success, such as the percentage of students earning 30 or more units, certificate/degree completion rates, and remedial progress rates in English, math, and ESL.

Education Code 84754.5(d) requires the Board to review the annual Scorecard results. In addition, a copy of the meeting minutes are to be provided to the Chancellor's Office showing the Board has received and discussed the Scorecard report. Dr. Rosaleen Ryan, Director of Institutional Research, will present the 2015 Student Success Scorecard for Board discussion.

Budgetary Implications:

None.

☒ **RESOLUTION: BE IT RESOLVED,** That the Governing Board receive and consider a report on the 2015 Student Success Scorecard.

Recommended By:

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

Prepared By:

Vicki Nakamura
Vicki Nakamura, Assistant to the President

Agenda Approval:

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

Monterey Peninsula Community College District

Governing Board Agenda

May 27, 2015

President's Office

College Area

New Business Agenda Item No. K

Proposal:

That the Governing Board receive a presentation on the Institutional Effectiveness Partnership Initiative.

Background:

The 2014-15 state budget included funding for a new comprehensive technical assistance program for community colleges in the areas of academic affairs, student services, career and technical education, and finance. To implement this program, the Chancellor's Office established an institutional effectiveness division and developed the Institutional Effectiveness Partnership Initiative. Santa Clarita Community College District was selected to assist in administering the program.

Per the Chancellor's Office, the goal of the Institutional Effectiveness Partnership Initiative (IEPI) is "to help advance colleges' institutional effectiveness and in the process, significantly reduce the number of accreditation sanctions and audit issues, and most importantly, enhance the system's ability to effectively serve students." The major components of the initiative include development of statewide indicators and college goals, formation of technical assistance/partnership resource teams, and provision of professional development opportunities.

Ms. Catherine Webb and Dr. Rosaleen Ryan will make a presentation on this new state initiative at the meeting.

Budgetary Implications:

None.

☒ **INFORMATION:** Institutional Effectiveness Partnership Initiative

Recommended By:

Walter A. Tribley
Walter Tribley, Superintendent/President

Prepared By:

Vicki Nakamura
Vicki Nakamura, Assistant to the President

Agenda Approval:

Walter A. Tribley
Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

May 27, 2015
Board Meeting Date

New Business Agenda Item No. L

Office of the Superintendent/President
College Area

Proposal: That the Governing Board establish the educational administrator position of the Director of Student Success & Equity effective May 28, 2015, approve the job description, and authorize the recruitment to fill the position.

Background: The Governing Board approved the Student Equity Plan in December 2014 and received numerous reports on the Student Success (3SP) Plan. These plans require considerable oversight and leadership to achieve District goals in the areas of student success, including assessment, orientation, counseling and follow-up services. The Director of Student Success & Equity will be responsible for leading, coordinating and executing these plans.


Fiscal Implications: Categorical Funds from Student Equity, and Student Success Services & Programs

☒ **Resolution:** BE IT RESOLVED, that the Governing Board establish the academic administrator position of the Director of Student Success & Equity effective May 28, 2015, and

BE IT FURTHER RESOLVED, that the Governing Board approve the attached job description for the Director of Student Success & Equity, effective May 28, 2015, and

BE IT FURTHER RESOLVED, that the Governing Board authorize the recruitment to fill the Director of Student Success & Equity position.

Recommended By:



Laurence E. Walker, Interim Vice President of Student Services

Prepared By:



Kali F. Viker, Human Resources Analyst

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

Job Description: DIRECTOR OF STUDENT SUCCESS AND EQUITY
Approved, MPC Associate Dean, Human Resources:
Board Approved:

MONTEREY PENINSULA COLLEGE
DIRECTOR OF STUDENT SUCCESS AND EQUITY

JOB SUMMARY

Under general direction of the Dean of Student Services, the Director of Student Success and Equity is responsible for planning, directing, managing, evaluating and overseeing the activities, services, and staff of the Student Success and Support Program (3SP). The Director is also responsible for developing and implementing the Student Equity Plan in coordination with other student success initiatives. The Director is classified as an Educational Administrator.

The Director is responsible for developing and implementing short and long-range plans and strategies and meeting District and College goals and objectives for the development and implementation of a comprehensive Student Success and Support Program Plan and Student Equity Plan. The Director is responsible for implementing these plans to promote improved outcomes in student success, outreach, retention, follow-up services and graduation. Duties are carried out with considerable independence within a framework of policies, administrative guidelines and state laws and codes. Incumbents must utilize excellent communication skills to effectively facilitate and interact with a wide range of schools, management, administrators, faculty, staff and students while maintaining day to day management of the Student Success and Support Program and Student Equity Plan.

EXAMPLES OF FUNCTIONS

Essential Functions

1. Support the District's Mission and Vision while providing innovative solutions. Provide leadership, goal setting, planning and project management for Student Success Act of 2012 (SB1456) programs, the Student Success and Support Program Plan, and the Student Equity Plan, other projects, services, systems, strategies, goals and objectives. Using effectively communication to provide expert information to the college community, auditors, local, state, and federal agencies, and others regarding assigned functions.
2. Provide leadership in developing, supervising, evaluating, and assessing action plans, program plans, goals and priorities including annual program reflections and Student Learning Outcomes (SLOs).
3. In collaboration with faculty, staff, students, and administration, lead the District's Student Success and Support Program and Student Equity Plan efforts in achieving enrollment, retention and student success targets; lead planning and implementation meetings.
4. Foster and promote student development and success efforts throughout the District, in support of the Student Success and Support Program and Student Equity Plans including activities and programs designed to assist students in being fully matriculated into the college.
5. Manage the day-to-day operations of the department; develop operational guidelines; develop and implement goals, objectives, policies, and priorities; lead planning and implementation meetings; create a team effort of the staff; and provide strong, reliable leadership, which exhibits integrity, instills trust and confidence.

6. Collaborate with other campus committees and student success initiative, such as the Basic Skills Initiative and categorical programs.
7. Develop in collaboration with appropriate staff, professional development training for matriculation, Student Success and Student Equity.
8. Responsible for the oversight of all campus tours and visits, and coordinating activities with the college's Student Ambassador Program.
9. Participate in campus outreach efforts including providing support during registration, transition activities and other related support activities. Collaborate with college personnel to market and communicate to outreach and student success efforts.
10. Develop, monitor, and implement a calendar that systematically coordinates associated Student Success and Support Program and Student Equity outreach activities between the college and local K-12 schools and community agencies.
11. Collaborate closely with local service area K-12 high school administrators and staff to: arrange outreach events, college fairs and registration events, with a particular emphasis on student equity and outreach; implement and sustain projects that generate applicants, support concurrent enrollment efforts, and assist students in transition from schools and the community to the college.
12. Work collaboratively with the Institutional Research and program offices in the collection of annual data for reporting purposes; provide data and information to other on student and program learning outcomes, strategic initiatives, student services, student success and support services, student equity as necessary for program review, annual program report, and other related reports.
13. Prepare and monitor the annual budget for equity and student success programs; monitor and authorize expenditures; analyze and review budgetary and financial data to ensure cost-effective management of the budget
14. Hire qualified staff with essential skills and knowledge. Train staff in work assignments and ensure safe work practices are followed. Appropriately delegate responsibilities to assure efficient and effective performance of assigned work. Complete performance evaluations. Counsel staff in clearly understanding their responsibilities and assignments and assist in successfully meeting their goals/performance. Recommend disciplinary and termination actions as necessary. Plan, coordinate, and arrange for the acquisition of appropriate training/ tools/skills/resources for department personnel. Recommend and implement improved work methods and procedures to improve cost-effectiveness and quality.

Other Duties:

15. Serve on assigned District committees. Represent the District local, regional and state meetings.
16. Maintain an understanding of current ideas, trends, laws, regulations, guidelines and practices pertaining to the areas of responsibility through continued study and participation in professional organizations. Seek and participate in professional development activities.
17. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Education & Experience

Master's degree from an accredited college or university, preferably in educational administration, counseling, organizational behavior, or a related field and 2 years or more of increasingly responsible experience working in a student services program involving the matriculation process, including at least one year of lead or supervisory experience.

Knowledge:

Knowledge of: Senate Bill 1456 (Student Success Act of 2012), Student Success and Support Program, Student Equity Plan, and other related student success initiatives and/or legislation; community groups in the college's service area; outreach and involvement including marketing techniques; recruitment techniques used in educational institutions; budget preparation and control; student activities and services at the college; record keeping and report preparation techniques to ensure information is accurately presented and reported; customer service principles in order to appropriately interact with students, staff, faculty, and the public; current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs; and supervisory and leadership techniques.

Abilities

Ability to: Independently plan and implement a comprehensive and innovative student outreach program, student success and support program plan, student equity plan and other recruitment programs; coordinate complex and diverse recruitment activities in support of student success programs; develop and direct a comprehensive Student Success and Support Program and Student Equity Plan, founded upon enrollment management principles; effectively represent the District and campus at community events and present clear, concise, comprehensive reports and presentations to all in attendance, including those with lower understanding of student services and those who are non-native English speakers; establish and maintain effective working relationships with District and campus administrators, management, staff, students, diverse community, collaborative partner contacts, independent programs consultant and trainers, and the public; appropriately supervise and lead reporting employees; analyze a variety of administrative problems to make sound policy and procedural recommendations for their solutions; research, evaluate data, and prepare comprehensive, concise reports and recommendations; prepare and monitor a budget; demonstrate possession of strong organizational and leadership skills; learn Title V, California Education Code; plan and organize work to meet established timelines and department schedules; exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues, situations and records; supervise, train, and evaluate personnel; communicate effectively in both oral and written form; operate computers and their peripherals; use current common software applications in order to accurately enter and retrieve data; operate a variety of office equipment; use appropriate and correct English grammar, spelling and punctuation; perform arithmetical calculations with speed and accuracy; utilize word processing, spreadsheets, email, online calendaring and data entry and retrieval from database programs; rapidly learn and acquire skills in areas and technologies not previously assigned; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending and working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

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

Monterey Peninsula Community College District

Governing Board Agenda

May 27, 2015
Board Meeting Date

Human Resources
College Area

New Business Agenda Item No. M

Proposal: That the Governing Board approve the job description for Theatre Technical Director and Operations Manager, effective July 1, 2015 and authorize the recruitment to fill the position.

Background:

The Theatre has undergone a complete renovation of the facility, including the installation of modern lighting, electrical and other highly technical set elements. Further, as the College explores new uses for this space, it will require the Director to perform in a different capacity. As a result of necessary changes in services, the use of the facility and the College's newly defined direction for the program, modifications to the Director position's job description is needed to reflect the current institutional needs. There will be no change in salary range. This position is a classified manager.

Budgetary Implications:


Budget Neutral.

☒ **Resolution: Be it resolved,** that the Governing Board approve the title change from Theatre Technical Director to Theatre Technical Director and Operations Manager, and

BE IT FURTHER RESOLVED, that the Governing Board approve the attached job description for the Theatre Technical Director and Operations Manager effective July 1, 2015, and

BE IT FURTHER RESOLVED, that the Governing Board authorize the recruitment to fill the Theatre Technical Director and Operations Manager position.

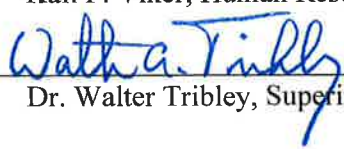
Recommended By: _____


Michael Gilmartin, Interim Vice President of Academic Affairs

Prepared By: _____


Kali F. Viker, Human Resources Analyst

Agenda Approval: _____


Dr. Walter Tribley, Superintendent/President

Job Description: Theatre Technical Director → Theatre Technical Director and Operations Manager
Approved, MPC Associate Dean for Human Resources: 5-15-2015
Board Approved:

MONTEREY PENINSULA COLLEGE

THEATRE TECHNICAL DIRECTOR AND OPERATIONS MANAGER

JOB SUMMARY

Under administrative direction of the Dean, with consultation of the faculty in the theatre area, initiate, plan and participate in a variety of supervisor and stagecraft duties involved in theatre production. Perform a variety of complex and highly technical functions requiring ingenuity, creativeness, and resourcefulness; direct all aspects of Theatre operations and technical direction including but not limited to: supervision of front of the house box office operations, safety, shop operations and operations on-stage and back stage. Assist and advise production directors in a theatre laboratory setting; work in successful collaboration with department heads, faculty, and guest artistic personnel.

EXAMPLE OF DUTIES

Essential Functions

1. Direct, design, participate, and exercise functional supervision over staff engaged in the construction and repair of sets and scenery for various productions and live events using a variety of equipment, including radial, table, circular, and vertical saws, welding tools, and other hand and power tools. Prepare sketches and blueprints for staging and lighting effects; consult with production directors to assess stagecraft needs.
2. Direct, design, participate, and exercise functional supervision over staff engaged in the use of lighting equipment, video and multimedia equipment, and computer controlled light consoles; hang, install, program and prepare lighting for various productions and live events.
3. Design specifications for sound production and sound effects and direct such operations; exercise functional supervision over staff operating mixers, sound consoles, and related equipment.
4. Direct, participate, and exercise functional supervision over staff engaged in the rigging and flying of curtains, backdrops, special props and other apparatuses required for a production or event; operate the stage counterweight system to facilitate set changes and insure safe operation.
5. Manage the day-to-day operations of the department in support of the District's mission and vision; develop operational guidelines; develop and implement goals, objectives, policies, and priorities; create a team effort of the staff; and provide strong, reliable leadership, which exhibits integrity, instills trust and confidence. Establish rules, regulations and procedures for the safe use and rental of the theatre and department property and equipment.
6. Recruit, train and supervise students and instructional specialists in the proper methods of stage lighting, rigging, sound effects, set construction, and painting of stage scenery, props and backdrops. Supervise students in the use of tools and equipment used in stagecraft work including carpentry, welding and electrics; supervise stage crews during rehearsals and performances. Recruit, select, direct, and supervise guest designers, professional experts, overhires, and other temporary employees as needed.

7. Confer with administrators, instructors, students, performers, and other parties in coordinating theatrical productions and use of the college theatre. Facilitate the use of the Theatre by on campus and off-campus groups. Orient, supervise and train third parties and individuals hired for short term projects in the use of Theatre equipment.
8. Plan, supervise and coordinate the use, maintenance and development of off campus storage of theatre property and facilities, including off campus storage. Maintain inventory of carpentry and metal working tools, painting equipment, sound and lighting equipment and ensure the proper working condition of equipment. Maintain vehicle inventory needed for Theatre Arts Department use including forklifts and trucks. Direct routine maintenance of all stage, sound and lighting equipment and tools, and costuming; implement and ensure the safety of stage activities.
9. In consultation with the Theatre Arts department chairperson, prepare and monitor the annual Theatre budget; monitor and authorize expenditures of materials, supplies and other operating expenses; analyze and review budgetary and financial data to ensure cost-effective management of the Theatre budget. Estimate costs of stage setting and performances, including timelines.
10. Hire qualified staff with essential skills and knowledge; Train staff in work assignments and ensure safe work practices are followed; Appropriately delegate responsibilities to assure efficient and effective performance of assigned work; Complete performance evaluations; Counsel staff in clearly understanding their responsibilities and assignments and assist in successfully meeting their goals/performance; Recommend disciplinary and termination actions as necessary; Plan, coordinate, and arrange for the acquisition of appropriate training/ tools/skills/resources for department personnel; Recommend and implement improved work methods and procedures to improve cost-effectiveness and quality.
11. Maintain an understanding of current ideas, innovations, and practices, pertaining to the areas of responsibility through continued study and participation in professional organizations; Seek and participate in professional development activities in order to plan and organize the present and future technical aspects of the Theatre Arts Department program.

Other Functions

12. Act as college screening agent for the State of California Department of Defense Surplus Property Program.
13. Oversee the summer youth services program as necessary.
14. Serve on college committees as assigned. Represent the District at local, regional and state meetings, as assigned.
15. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

A bachelor's degree in theatre arts, technical theatre, fine arts, lighting, stage design or related field and three (3) years of work experience in two or more of the following areas: prop design, prop construction, stage set design, stage set construction, rigging, lighting, sound, and operation/use of stage equipment.

Knowledge

Knowledge of: Principles and techniques of technical direction, including the design and administration of set construction, prop construction, lighting, sound, rigging, scenic painting, and special effects related to theatrical

productions and live events; audio/visual and multimedia equipment; principles of operating contemporary sound consoles and related equipment; principles of operating contemporary lighting consoles and related equipment; proper use and care of power and hand tools used in stage production work; basic stage carpentry, painting, welding, and electrical work employed in stage production; pertinent federal, state, and local codes, laws, and regulations including safety, health, and fire regulations; principles and practices of training and development; rules and regulations related to California Community Colleges; principles, practices, and procedures of purchasing; principles and practices of recordkeeping and inventory control; principles and practices of budget preparation and administration; and office procedures, methods, and equipment including computers and applicable software applications

Abilities

Ability to: Work under administrative direction and guidance from the Dean in collaboration with faculty or on own as required; learn methods used in modernized stagecraft and stage operation; operate technical lighting and sound systems; create and implement floor plans and working drawings for set design; interact effectively with a wide variety of personalities and situations requiring diplomacy, tact, friendliness, poise, and firmness; meet the physical requirements of the job; supervise, participate and train others in the use and operation of the theatre and equipment; design sets; enforce safety and fire regulations; make routine repairs and adjustments to theatre equipment and supplies; operate theatre equipment; use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; operate efficiently office machines and equipment including computers; proficient and accurate word processing skills; establish and maintain effective work relationships with those contacted in the performance of required duties; work effectively under workload pressure; enforce and be actively attentive to fire, safety and health regulations; analyze situations accurately and adopt effective courses of action; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending and working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT:

Some heavy physical effort which may include frequent standing, walking and lifting of heavy (over 40 lbs.) parcels, machines or equipment; frequent activities requiring full body exertion. Indoor and outdoor work environment; some exposure to environmental extremes.

CERTIFICATES AND LICENSES:

Current California DMV driver's license. Employee must be insurable by the college's insurance carrier while employed in this classification. Maintain current OSHA compliant lift-truck certification and hazardous materials certification. Attend emergency preparedness and other training as required.

Hold valid First Aid and CPR certificates or possess the ability to obtain certificates within 6 months of employment.

Monterey Peninsula Community College District

Governing Board Agenda

May 27, 2015

New Business Agenda Item No. N

Superintendent/President's
Office

Proposal:

The Governing Board must adopt a resolution calling for an election and forward it to the County Superintendent of Schools no later than July 3, 2015 (Statutory Deadline).

Background:

On May 7, 2015, a letter was sent by Greta Arevalo, Program Manager, Elections Program Manager, Monterey County Elections, stating that a resolution calling for the November 5, 2015 school board elections must be adopted. Enclosed were: 1) a blank "Statement of Election Facts" form to be filled out and returned to the Elections Department no later than July 1, 2015; 2) a "Resolution Checklist" to assist in ensuring the resolution includes all requirements; and 3) a Resolution sample. The County Superintendent of Schools must receive adopted resolutions calling the election no later than July 3, 2015 (Education Code § 5322) to ensure that the County Superintendent of Schools meets the legal notification of election requirements on July 7, 2015 (Education Code §§ 5324, 5325). A copy of the resolution and statement of election facts must be delivered to the Monterey County Elections as soon as possible.

Change in procedure: Candidate Statement of Qualifications

Candidates are advised that the Candidate Statement of Qualifications is now due at the time of filing the Declaration of Candidacy.

Per Elections Code § 10002, the district shall reimburse the county in full for the election services performed.

Budgetary Implications:

Monterey County Elections has estimated the cost to be \$4.00 to \$6.00 per voter, estimating the total cost of the election to be between \$175,384 and \$263,076. The elections department acknowledges the actual cost may be lower or higher than this estimate. The district will budget \$175,000 in the 2015-2016 Budget to cover the cost of the election.

☒ **RESOLUTION: BE IT RESOLVED**, that Resolution No. 2014-2015/150 ordering an election, requesting the county elections department to conduct the election, and requesting consolidation of the election be adopted by the Governing Board.

Recommended By: Dr. Walter Tribley, Superintendent/President

Prepared By:

Shawn Anderson

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

Agenda Approval:

Walter Tribley

Dr. Walter Tribley, Superintendent/President

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 2014-2015/150

RESOLUTION ORDERING AN ELECTION, REQUESTING THE COUNTY ELECTIONS DEPARTMENT TO CONDUCT THE ELECTION, AND REQUESTING CONSOLIDATION OF THE ELECTION

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election; and

WHEREAS, the resolution of the governing body of the city or district shall specify the services requested; and

WHEREAS, pursuant to Elections Code Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

WHEREAS, Education Code Section 5000 calls for a regular biennial Election for the purpose of electing members of this Governing Board to be held on November 3, 2015; and

WHEREAS, Education Code Section 5322 requires this Governing Board to order elections held in this district; and

WHEREAS, There will be a total of three offices within this District to be filled at said Election, said offices now filled by the following Board members:

<u>Trustee Area:</u> (if applicable)	<u>Name:</u>
Trustee Area #3	Mr. Rick Johnson
Trustee Area #4	Ms. Marilyn Dunn Gustafson
Trustee Area #5	Dr. Loren Steck

WHEREAS, Elections Code Section 13307 requires this Governing Board to fix and determine the number of words that a candidate may submit on the candidate's statement to be either 200 or 400 words and to determine if the Candidate or the District will pay the cost of the Statement; and

WHEREAS, Education Code Section 5342 authorizes the consolidation of School District Elections with other Elections held on the same day whose boundaries may totally or partially be coterminous within the District; and

WHEREAS, Education Code Section 5016 requires the District to decide in advance the method to be used in determining the winner when the final vote is tied between two or more candidates.

NOW, THEREFORE, BE IT RESOLVED,

- That the Monterey Peninsula Community College District hereby orders an Election to be held on November 3, 2015 for the purpose of electing three Members to this Governing Board.

- That the Monterey Peninsula Community College District has resolved that all costs of the Candidates' statements to be paid by the candidates and that no candidate may submit a statement of over 200 words.
- This Governing Board resolves that the candidates shall submit payment to the (Monterey County Elections Department) upon filing the Declaration of Candidacy.
- This Governing Board further resolves that it be authorized and requested to effect a consolidation of our Election with any other Election to be held on the same day whose boundaries may totally or partially be contained within this District for the ease and convenience to our voters in casting their ballots and the possible election cost reduction to this District.
- Tie votes shall be determined by drawing lots as specified in California State Education Code Section 5016.

PASSED AND ADOPTED by the Governing Board of the Monterey Peninsula Community College District this 27th day of May 2015, by the following vote:

Ayes:

Noes:

Absent:

Abstentions:

Mr. Rick Johnson, Chair, Governing Board

Dr. Walter Tribley, Secretary

MONTEREY COUNTY ELECTIONS



PO Box 4400
Salinas, CA 93912

1370-B South Main Street
Salinas, CA 93901

831-796-1499 Phone
831-755-5485 Fax

www.MontereyCountyElections.us

elections@co.monterey.ca.us

Claudio Valenzuela
Registrar of Voters

Gina Martinez
Assistant Registrar of Voters

May 07, 2015

Monterey Peninsula Community College District
980 Fremont St
Monterey, CA 93940

RE: DOCUMENTS REQUIRED FOR NOVEMBER 3, 2015 SCHOOLS AND SPECIAL DISTRICTS ELECTION

In preparation for the November 3, 2015 Schools and Special Districts Election, please review the information below in completing and submitting required documents:

Required Documents

Deadline	Document	Path	Notes
7/1/2015	Statement of Election Facts	From district to elections	Form enclosed
7/1/2015 (125 days before the election)	District map showing boundaries and, if applicable, divisions	From district to elections	Elections Code §10522 A map is required even if no changes have been made
7/3/2015 (123 days before the election)	Adopted Resolution "specifications of the election order"	Original from district to county superintendent of schools Copy to elections	Education Code §§5322 5324, 5325 Resolution checklist enclosed Resolution sample enclosed*
7/7/2015 (120 days before the election)	Formal notice of special board member election	County superintendent of schools to elections	Education Code §5324

*For the purpose of electing board members. If you need a sample resolution for a measure, please contact our office.

Cost Estimate

To help your district budget for this election we have estimated the cost to be \$4.00 to \$6.00 per voter, estimating the total cost for your district to be between \$175,384 and \$263,076. Per Elections Code §10002 the district shall reimburse the county in full for the election services performed.

Please note that this is only an estimate based on the number of voters in your district as of January 6, 2015; the actual cost may be more or less than what is quoted here.

* Change in procedure: Candidate Statement of Qualifications

Candidates should be advised, the Candidate Statement of Qualifications is now due at the time of filing the Declaration of Candidacy.

Please feel free to contact me for more information at arevalog@co.monterey.ca.us or (831) 796-1478.

Sincerely,

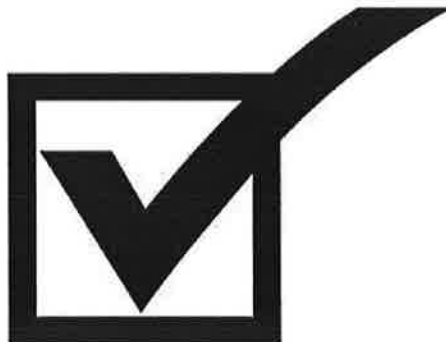
Greta Arevalo
Greta Arevalo
Elections Program Manager

Enclosures

RESOLUTION CHECKLIST:

This checklist is a guideline for resolutions submitted by school districts to consolidate board member elections. There is a separate checklist for resolutions calling for measures.

- ☐ Order the election
- ☐ Request that Monterey County Elections conduct the election
- ☐ Request the date on which the election is to be held
- ☐ Specify the number of seats up for election
- ☐ Specify request to permit Monterey County Elections Department to provide any and all services necessary for conducting the election
- ☐ Specify word count on the candidate statement per Elections Code §13307
- ☐ Specify whether the District or candidate will pay for the candidate statement per Elections Code §13307
- ☐ Request that the election be consolidated with any other jurisdiction within Monterey County holding an election on the same day per Elections Code § 10400
- ☐ Specify how tie votes will be determined per Education Code § 5016
- ☐ Specify that the district will reimburse the Elections Department in full for the services performed upon presentation of a bill to the city or district per Elections Code §10002



STATEMENT OF ELECTION FACTS

FULL LEGAL NAME OF DISTRICT AS IT SHOULD APPEAR ON ALL ELECTION DOCUMENTS:

MAIL SHOULD BE ADDRESSED TO: _____ TITLE: _____

MAILING ADDRESS: _____ TELEPHONE: _____

FAX: _____ E-MAIL: _____ WEBSITE: _____

MEMBERS OF THE GOVERNING BOARD

NAME	ADDRESS	DISTRICT WARD OR TRUSTEE (If applicable)	DATE ELECTED/AIL*, OR APPOINTED TO FILL A VACANCY	TERM ENDS (Please indicate full/short term)	IF APPOINTED TO FILL A VACANCY, WHO DID THIS MEMBER REPLACE?

*AIL= Appointed-in-lieu of Election

Name and Address of the Presiding Officer: _____
Name AddressName and Address of the Secretary: _____
Name Address**Check the box which applies to your district:**☐ The District boundaries have changed since the last election. Enclosed is a new map to reflect those changes.☐ There have been no boundary changes since the last election. Enclosed is a map of the district.The limitation on the number of words in a candidate statement will be: ☐ 200 words ☐ 400 wordsThe entity charged for the candidate statement sent to each voter will be the: ☐ District ☐ CandidateIn case of a tie vote, the winner will be determined by: ☐ Lot ☐ Runoff election_____
Signature of Presiding Officer_____
Date

Resolution No. _____

RESOLUTION ORDERING AN ELECTION, REQUESTING THE COUNTY ELECTIONS DEPARTMENT TO CONDUCT THE ELECTION, AND REQUESTING CONSOLIDATION OF THE ELECTION

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election; and

WHEREAS, the resolution of the governing body of the city or district shall specify the services requested; and

WHEREAS, pursuant to Elections Code Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

WHEREAS, Education Code Section 5000 calls for a regular biennial Election for the purpose of electing members of this Governing Board to be held on (Month, day, year); and

WHEREAS, Education Code Section 5322 requires this Governing Board to order elections held in this district; and

WHEREAS, There will be a total of (#) offices within this District to be filled at said Election, said offices now filled by the following Board Members:

Trustee Area: (if applicable)

Name:

WHEREAS, Elections Code Section 13307 requires this Governing Board to fix and determine the number of words that a candidate may submit on the candidate's statement to be either 200 or 400 words and to determine if the Candidate or the District will pay the cost of the Statement; and

WHEREAS, Education Code Section 5342 authorizes the consolidation of School District Elections with other Elections held on the same day whose boundaries may totally or partially be coterminous within the District; and

WHEREAS, Education Code Section 5016 requires the District to decide in advance the method to be used in determining the winner when the final vote is tied between two or more candidates.

NOW, THEREFORE, BE IT RESOLVED:

- That the (Name of District) hereby orders an Election be held on (Date of Election) for the purpose of electing (#) Members to this Governing Board.
- That the (Name of District) has resolved that all costs of the Candidate's statement be paid by the (candidate/District) and that no candidate may submit a statement of over (#) words.
- This Governing Board resolves that the candidate shall submit payment to the (Monterey County Elections Department) upon submission of the candidate's statement.

- This Governing Board further resolves that it be authorized and requested to effect a consolidation of our Election with any other Election to be held on the same day whose boundaries may totally or partially be contained within this District for the ease and convenience to our voters in casting their ballots and the possible election cost reduction to this District.
- Tie votes shall be determined by drawing lots as specified in California State Education Code Section 5016.

Passed and Adopted by the (Name of District) on the (day, month, year); by the following vote:

AYES:
NOES:
ABSENT:

SIGNED: _____

ATTEST: _____

Monterey Peninsula Community College District

Governing Board Agenda

May 27, 2015

New Business Agenda Item No. O

Superintendent/President
College Area

Proposal:

To review the attached Calendar of Events.

Background:

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

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

Budgetary Implications:

None.

☒ **INFORMATION:** Calendar of Events.

Recommended By: Dr. Walter Tribley, Superintendent/President

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

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

MPC Governing Board 2014-2015 Calendar of Events

MAY 2015

Friday, May 22	Classified Float Day, 2:00pm-4:00pm, Sam Karas Room
Monday, May 25	Memorial Day Holiday
Wednesday, May 27	Regular Board Meeting: MPC Library & Technology Center Closed Session: 11:00am, Stutzman Room Study Session, 1:30pm; Regular Meeting, Reports: 3:00pm; Business: 4:30pm, Sam Karas Room
Wednesday, May 27	TRiO UB/MSUB Senior Recognition, 6:00-8:00pm, MPC Student Center
Thursday, May 28	Veteran Graduates and Transfer Student Recognition Ceremony, Noon-2:00pm, MPC Student Center
Friday, May 29	MPC Employee Recognition Ceremony: 11:45am, MPC Amphitheater

JUNE 2015

Tuesday, June 2	2015-16 MPC Scholarship Awards Ceremony, 2:00pm, LF-102
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	Asian Student Assn Ceremony: 5:30 pm, Sakura Buffet
Thursday, June 4	Latino Ceremony: 6:00 pm, LF 103
Friday, June 5	Early Childhood Education Graduation Celebration, 5:00-7:00pm, CDC Playground
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, MPC Stadium (Line-up at 11:30am in Amphitheater)
Saturday, June 6	Nurse Pinning Ceremony: 3:00pm, Amphitheater
Monday, June 15	Summer Session Begins
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

MPC Governing Board 2014-2015 Calendar of Events

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 Thanksgiving Holiday
Friday, November 27

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