



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

**REGULAR MEETING
WEDNESDAY, JUNE 24, 2015**

CONSENTS

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015

Consent Agenda Item No. A.1

Superintendent/President
Office

Proposal:

To consider and approve the minutes of the Regular Board meeting on May 27, 2015 and of the Special Board meeting on June 9, 2015.

Background:

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

Budgetary Implications:

None.

☒ **RESOLUTION: BE IT RESOLVED**, that the Governing Board approves the minutes of the Regular Board meeting on May 27, 2015 and of the Special Board meeting on June 9, 2015.

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

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

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

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

REGULAR BOARD MEETING

WEDNESDAY, MAY 27, 2015

11:00am, Closed Session: Stutzman Room, Library & Technology Center
1:30pm, Study Session: Sam Karas Room, Library & Technology Center
3:00pm, Regular Meeting (Reports): Sam Karas Room, Library & Technology Center
4:30pm, Regular Meeting (Business): Sam Karas Room, Library & Technology Center

980 Fremont Street, Monterey CA 93940
<http://www.mpc.edu/about-mpc/leadership/board-of-trustees>

MINUTES

1. **CALL TO ORDER** – Chair Rick Johnson called the meeting to order at 11:00 a.m.
2. **ROLL CALL** – present:
Mr. Rick Johnson, Chair
Dr. Loren Steck, Vice Chair
Mr. Charles Brown, Trustee
Dr. Margaret-Anne Coppernoll, Trustee
Ms. Marilyn Dunn Gustafson, Trustee
Dr. Walter Tribley, Superintendent/President
3. **PUBLIC COMMENTS ON CLOSED SESSION ITEMS** – None.
4. **CLOSED SESSION**
 - A. Conference with Labor Negotiators (Government Code Section 54957.6)
 - a) Employee Organization: MPCEA/CSEA
 - b) Agency Representatives: Susan Kitagawa and Larry Walker
 - B. Conference with Labor Negotiators (Government Code Section 54957.6)
 - a) Employee Organization: MPCTA/CTA
 - b) Agency Representatives: Susan Kitagawa, David Brown, and Michael Gilmartin
5. **RECONVENE TO OPEN SESSION / CALL TO ORDER**

ROLL CALL – Chair Johnson asked for Roll Call at 1:34 p.m.
Present:
Mr. Rick Johnson, Chair
Dr. Loren Steck, Vice Chair
Mr. Charles Brown, Trustee
Dr. Margaret-Anne Coppernoll, Trustee
Ms. Marilyn Dunn Gustafson, Trustee
Dr. Walter Tribley, Superintendent/President

Mr. Maury Vasquez, Student Trustee (Mr. Vasquez arrived at 3:09 p.m. and left at 5:45 p.m.)

6. STUDY SESSION ON BUDGET ISSUES

- A. MPCCD presentation on budget issues: Mr. Joe Bissell, Special Consultant and former MPC Vice President for Administrative Services
5-27-15 Study Session Presentation revised Joe Bissell
- B. MPCTA presentation on budget issues: Mr. Jon Mikkelsen, MPCTA Finance Chair and MPC Business Instructor
5-27-15 Study Session Presentation Jon Mikkelsen

Following the presentations, MPC trustees, faculty, and administrators engaged in a discussion regarding the budget issues conveyed in the MPCCD and MPCTA presentations. Possible approaches for improving MPC's fiscal stability were communicated, as were some of the challenges resulting from the absence of a full-time Vice President of Administrative Services on campus. Mr. Bissell also offered to meet with Mr. Mikkelsen regarding the MPCTA's questions.

7. **REGULAR MEETING** – Chair Johnson convened the Regular Board meeting at 3:00 p.m.

8. **PLEDGE OF ALLEGIANCE**
The Board of Trustees recited the Pledge of Allegiance.

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

10. **APPROVAL OF AGENDA**
Motion Steck / Second Brown / *Vice Chair Steck noted the changes to New Business Item G (New Programs).* Carried. 2014-2015/137

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

11. RECOGNITION

- A. Moment of Silence
1) Maria Rosas, former MPC Custodian, deceased May 1, 2015.
- B. Acknowledgment of Guests
1) Mr. Larry Walker, Interim Vice President of Student Services, commended MPC's student athletes as MPC ambassadors on the field and in the community. He introduced Lyndon Schutzler, MPC Physical Education Division Chair, and commended him for his leadership. / Mr. Schutzler introduced and recognized:
a) Softball Coach Keith Berg. Coach Berg relayed the academic and athletic achievements of the softball team. He introduced and congratulated sophomore player Faith Apolskis, who recently received a scholarship to attend Bloomfield College, a Division II school, in New Jersey.
b) Golf Coach Justin Russo. Coach Russo spoke of the academic and athletic accomplishments of the golf team, which finished 3rd at the Northern California Community College Championships and 7th at the California Community College Athletic Association Men's Gold Championship. He also spoke of the team's voluntary participation in fundraising events such as the Booster Club Golf Tournament and Wine Trolley event, as well as the students' roles as MPC ambassadors. / Trustee Brown commended Coach Russo for his leadership at the Northern California championships.

- c) Track and Field Coach Marcus Carroll. Coach Carroll conveyed his gratitude for the college's support of the athletic department. He reported that one of MPC's track and field athletes accepted a full-ride scholarship to the University of California at Berkeley in early 2015. He introduced MPC student athlete Anna Welsh, the NorCal champion in the 10,000 meters and runner-up in the 5,000 meters. He reported that Miss Welsh recently accepted a scholarship to the University of Nevada in Reno.

Mr. Schutzler concluded the recognitions by commending the coaches for their dedication to the success of MPC's student athletes.

- 2) James Lawrence, MPC Automotive Technology Instructor and recipient of the 2015 "Outstanding College Teacher of the Year Award" from the California Automotive Teachers Association. Mr. Lawrence was recognized by Dr. Walt Tribley, MPC Superintendent/President, and Mr. Michael Gilmartin, Interim Vice President of Academic Affairs, for his accomplishment and for expanding and improving upon MPC's automotive program. Mr. Lawrence conveyed his gratitude for the recognition.

12. PUBLIC COMMENTS

- A. Kathleen Rozman, Access Resource Center Instructor: Ms. Rozman expressed concern regarding support for academic support centers on campus, as well as opposition to the proposed new administrative positions and software.
- B. Dr. Dennis Van Dam, MPC Alumnus: Dr. Van Dam distributed and reviewed a report on MPC Library hours. He conveyed his opposition to the decision by MPC over the last several years to repeatedly reduce library hours and stressed the importance of the library to student success.
- C. Heidi Moran, MPC Student: Ms. Moran communicated her plans to climb Mt. Shasta June 17-20, during the Fourth Annual Foster Youth Festival, in support of California Youth Connection and Fostering Media Connections, which advocate for California's foster youth.
- D. Robynn Smith, Art Instructor: Ms. Smith expressed dissatisfaction with the status of faculty contract negotiations, grievances, wages and benefits, as well as classified under-staffing. She also stated her opposition to hiring the proposed new Dean of Institutional Effectiveness and Planning prior to addressing existing compensation issues and staffing needs.
- E. Tom Logan, History and Gentrain Instructor: Mr. Logan expressed concern regarding faculty morale over salaries and proposed faculty concessions. He suggested more financial transparency and that the District and faculty work together collaboratively and collegially towards a resolution.
- F. Gary Bolen, Theatre Arts Chair/Instructor: Mr. Bolen spoke of the crucial nature of the Theatre Technical Director and Operations Manager position. He addressed the reason for the title change from Theatre Technical Director to Theatre Technical Director and Operations Manager and noted that MPC's Theatre Arts academic program should be prioritized over other events at the theatre. / He also expressed solidarity with the MPCTA.
- G. Dr. Caroline Carney, semi-retired Psychology Instructor: Dr. Carney expressed displeasure with MPC faculty salaries, noting that adjunct faculty at Hartnell College and Cabrillo College make considerably more per hour. She also stressed the importance of benefits when salaries are low and stated her opposition to the proposed Dean of Institutional Effectiveness position.

13. CORRESPONDENCE AND PUBLICATIONS

A. Written Communications

B. MPC All User Emails

- 1) Dr. Walt Tribley: "Save the Date: Employee Recognition Ceremony"
- 2) Tuyen Nguyen: "Thank you for supporting the 14th Annual Culture Show last Saturday"
- 3) Dr. Walt Tribley: "Nominations for 2015 'Difference Makers' Award"
- 4) Dr. Walt Tribley: "Nominations for 2015 Classified Employee Recognition Award"
- 5) Suzanne Ammons: "Notification of brush fire near Iris Canyon-UPDATE"

- 6) Dr. Walt Tribley: "American Flags to Half Staff"
- 7) Suzanne Ammons: "April 17th – Emergency Preparedness Training"
- 8) Dr. Walt Tribley: "REMINDER: April 17 Budget 101 Seminar, 11:00am-1:00pm"
- 9) Shawn Anderson: "MPC Special Board Meeting (Board Tour), April 20, 2015"
- 10) Dr. Walt Tribley: "Forums for VP Candidates"
- 11) Shawn Anderson: "MPC Regular Board Meeting, April 22, 2015"
- 12) MPC Online Team: "MPC Online Faculty Showcase #2 – April 24th – MPC Online Faculty Coffee and Conversation"
- 13) Kevin Raskoff and the MPC Environmental Club: "MPC Desalination Forum and Earth Day"
- 14) Student Health Services: "NAMI Tabling Event 4/29"
- 15) Robynn Smith: "Peace Paper Project-Lecture Thursday April 30, 6:30pm, AS 107"
- 16) Dr. Walt Tribley: "Kinsella Budget 101 Presentation"
- 17) Henry Marchand: "A poetry feast this Friday at 7pm in the Karas Room!"
- 18) Dr. Walt Tribley: "REMINDER: President's Address to the Community on May 1, 2015"
- 19) Michael Midkiff: "Budget 101 Seminar – Video Link"
- 20) Kelly Fletes: "EOPS/CARE & Cal WORKs Recognition Ceremony"
- 21) Grace Anongchanya: "Invitation: MPC TRiO/SSS Annual Recognition Ceremony"
- 22) Molly Jansen: "MPC Hospitality Club Food Booth, April 29th"
- 23) Dr. Walt Tribley: "Update regarding Mr. Davis"
- 24) Susan Kitagawa: "Announcing VP Forum Monday May 4th"
- 25) Susan Kitagawa: "Announcing VP Forums on Tuesday, May 5th"
- 26) Jill Zande: "2015 MATE Monterey Bay regional ROV competition on May 9th"
- 27) Susan Kitagawa: "Announcing VP Forum for Wednesday, May 6th"
- 28) Theresa Lovering-Brown: "MPC Art Department Mother's Day Sale"
- 29) Melissa Pickford: "NEW group exhibit at the MPC Art Gallery!"
- 30) Susan Kitagawa: "Announcing VP Forums for Thursday, May 7th"
- 31) Elba Advincula: "CHOMP/MCCSN Health Fair"
- 32) Kali Viker: "13th Annual Classified Staff Appreciation Ice Cream Float Party"
- 33) Jill Zande: "Thank you for your support of the Monterey Bay regional ROV contest"
- 34) MPC Veterans Club: "Memorial Day Event May 20th 12:00pm"
- 35) Student Financial Services: "Date change: Annual MPC Scholarship Ceremony"
- 36) John Anderson: "MPC Concert Band this Saturday Night"
- 37) Dr. Walt Tribley: "American Flags at Half-Staff in Honor of Peace Officers Memorial Day"
- 38) California Nursing Students' Association: "CNSA - California Nursing Students' Association Fundraiser"
- 39) Amy Cavender: "Registration Kick-off Event: Marina Ed Center 5/20/15"
- 40) Student Health Services: "Success over Stigma, Wednesday 12-1pm Almaden Room"
- 41) Kelly Fletes: "Save the date: Latino Recognition"
- 42) MPC Veterans Center and Veterans' Club: "Veteran Graduates and Transfers Recognition Ceremony"

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

- 1) *Monterey County Weekly* / April 9, 2015: "A teacher of teachers comes to MPC to remind us why culture matters."
- 2) *Monterey Herald* / April 27, 2015: "Former Seaside High, MPC lineman Terry Poole prepares for NFL draft"
- 3) *Monterey Herald* / May 1, 2015: "Area roundup: Hartnell, MPC distance runners win Nor Cal titles"
- 4) *Monterey Herald* / May 2, 2015: "Former Seaside High, MPC lineman taken in third round by Seattle"
- 5) *Monterey Herald* / May 11, 2015: "Local roundup: MPC men's golf finishes 7th in state"

14. REPORTS AND PRESENTATIONS

A. Superintendent/President's Report: Dr. Walter Tribley

Dr. Tribley reported on MPC's 2015-16 Budget timeline, noting that revenue projections will be brought to the Budget Advisory Committee for their input on May 28th. The Tentative Budget will be brought to College Council for a first reading on June 9th and for a second reading on June 23rd. It will be brought to the Board for consideration on June 24th. / He reported that the Governor's May Revised Budget includes considerably more one-time funds than the Governor's Proposed Budget in January. He also reported that there are monies targeted for full-time faculty hiring, although the amount of money MPC will receive and the number of full-time faculty MPC will be obligated to hire are still unknown. (He noted that MPC's faculty hiring obligation will be formula driven.) Dr. Tribley stated that he will only recommend to the Board spending one-time funds on one-time expenses. He also noted that funds are being made available by the state to help offset additional CalPERS and CalSTRS expenses, as well as to help offset the sunset of Prop 30 funding. / Dr. Tribley stated that the stagnation of faculty salaries and other issues resulted from a delayed response to MPC's financial difficulties. He also spoke of the challenge of addressing compensation issues while at the same time balancing the budget. He concluded his report by noting that improving MPC's financial situation through such methods as offering an efficient schedule and increasing class sizes continue to be a priority.

B. Academic Affairs Report: Mr. Michael Gilmartin

Mr. Gilmartin highlighted items from the Academic Affairs Report.

C. Student Services Report: Mr. Larry Walker

Mr. Walker highlighted items from the Student Services Report. / He commended Eric Ogata, Grace Anongchanya, and Francisco Tostado for their efforts with the Monterey County College Challenge event. / Trustees Brown and Coppernoll commended the event and the efforts of those involved. / Mr. Ogata expressed his enthusiasm for and dedication to the impactful event and noted that he encouraged the students to attend college—regardless of which college they choose. He also commended Student Trustee Maury Vasquez for his always reliable assistance, as well as the many people and groups on campus who were involved in the success of the event.

D. Academic Senate Report: Dr. Alfred Hochstaedter

Dr. Hochstaedter reported that the MPC Academic Senate Annual Report will be brought to the Academic Senate for approval on May 28th. It will be provided to the Board for review in June. / He invited the Board to attend Fall Flex Days in August. He noted that a keynote panel consisting of MPC CTE faculty members will be speaking at the event.

E. MPCEA Report: Mr. Kevin Haskin, Vice President

Mr. Haskin read from the MPCEA Report.

F. MPCTA Report: Ms. Paola Gilbert, President

Ms. Gilbert reported that the MPCTA District are going to mediation on the MPCTA 2012 restoration grievance. She indicated that both the MPCTA and District teams agree that the 2012 restoration clause triggers a salary adjustment but disagree on the amount. She expressed displeasure with the District's responses, and the timing of those responses, to the MPCTA's rebuttals, as well as with the District's lack of response to the MPCTA's final proposal. She reminded the District that they are contractually obligated to follow the 2012 restoration clause and expressed her hope that the District shared with the Board the written and oral arguments provided by the MPCTA team. / She expressed disapproval of the District's request to cut benefits, noting that it results in a huge cut in compensation. She argued that the state budget for community colleges, including ongoing funds, is the best in many years. She stated the MPCTA's belief that faculty should receive an increase in compensation. She also explained the reasons that faculty should not agree to a cut in compensation.

- G. ASMPC Report: Mr. Justyn Jones, Director of Representation
Student Trustee Vasquez reported that Mr. Justyn Jones resigned from his position as ASMPC Director of Representation. / He reported on the recent ASMPC Classified Employee Recognition Ceremony, as well as the 2015-16 Student Council Elections, which were held on May 22nd. He reported that the recently elected student representatives will take their seats next semester and announced that Mr. Stephen Lambert was elected as the new student trustee and Ms. Maria Lopez was elected as the new president. He reported that Mr. Lambert and Ms. Lopez will introduce themselves at Fall Flex Days in August.
- H. College Council Report: Ms. Stephanie Perkins and Ms. Diane Boynton, Co-chair
College Council Report
Ms. Perkins expressed gratitude to the Board for acknowledging her husband's passing. / She commended Ms. Boynton for her efforts as the co-chair of College Council, particularly during Ms. Perkins' leave of absence. / She announced the recent introduction of the College Council newsletter. She noted that the newsletter was created to inform the Board and the campus community of College Council activities when she and Ms. Boynton are unable to give reports.
- I. MPC Foundation
1) Executive Director Report: Ms. Beccie Michael
Ms. Michael distributed and highlighted items from the Executive Director's report. / She also reported that this month's donations include the \$50,000 donation from Chevron to support STEM education. / She announced the Foundation's recent hiring of a Seaside High School graduate and MPC alumn. This gentleman will assist the Foundation with outreach for the *College In Sight* project, as well as with the recruitment of students for the Howard & Karin Evans College Incentive Program. / She also reported that the Booster Club will be exploring fundraising opportunities at their June meeting.
- 2) Monthly Donations: \$182,278.05
- J. Governing Board Reports
1) Community Human Services (CHS) Report – Vice Chair Steck referred attendees to the report included in the Board packet. / He added that CHS recently received accreditation from the Commission on Accreditation of Rehabilitation Facilities (CARF) for their Family Service Centers in Seaside and Salinas. Two other CHS programs, Off Main Clinic and Genesis House, also are fully accredited by CARF.
- 2) Trustee Reports
a) Student Trustee Vasquez reported on his attendance at the TRiO/SSS and EOPS/CARE and Cal Works recognition ceremonies. / He reported on his experience as the tour guide for two groups of 4th graders during the Monterey County College Challenge event at MPC. / He announced that he will be an interning with Supervisor Jane Parker this summer, thanks to the efforts of Kathleen Clark, MPC's COOP Instructor/Program Coordinator. / He also reported that he will speak on behalf of ASMPC at MPC's graduation ceremony.
- b) Trustee Dunn Gustafson expressed her desire for the Board to ensure that at least some trustees are present at MPC's recognition ceremonies, since it is not possible for every trustee to attend every ceremony. / She commended the ARC event and noted that she was joined at that event by Trustee Coppernoll. / She also announced that she will be out of town June 8-20, 2015.
- c) Trustee Coppernoll thanked professor Tuyen Nyugen for his efforts with the Asian Student Association's Annual Culture Show. She also reported that many of the performers from the Culture Show will participate in the City of Marina's 40th Anniversary Labor Day activities. / She commended the MPC Fashion Department's recent fashion show, the MPC Dance Concert, the MCSBA Annual Dinner and

Organizational meeting, the President's Address to the Community, the CCLC's Annual Trustees Conference, and the MPC swing band that performed at the conference. She reported on her discussions regarding the Governor's growth fund with some Board members who attended the conference. She noted that they will be advocating for growth fund monies to go to colleges who need assistance with growth instead of being directed to colleges that are currently growing. / She also commended the VP fora, the annual MPC Employee Recognition ceremony, and the Classified Staff Appreciation Ice Cream Float Party. / She noted that she will attend the Veterans' Recognition Ceremony on May 28th.

- d) Trustee Brown reported that he was unable to attend many recent events such as the Culture Show due to health issues. / He conveyed that many with whom he has spoken – including people from afterschool programs, local high schools, MPC students, and some MPC faculty—have shared with him their pride in and happiness with MPC. / He also expressed his gratitude to the caring and hardworking faculty and staff for their efforts to support MPC students.
- e) Vice Chair Steck expressed his agreement with the comments of the other trustees.
- f) Chair Johnson also expressed agreement with the comments of the other trustees. / He reported that, at the urging of his son, an army captain who is due to arrive in Afghanistan on May 28th, he plans to salute the vets at the Veterans' Recognition Ceremony and assure them that his son and his compatriots will be upholding their traditions and commitments.

15. CONSENT CALENDAR

BE IT RESOLVED,

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

- 1) That the Governing Board approves the minutes of the Special Board meeting on April 20, 2015 and of the Regular Board meeting on April 22, 2015.
- 2) That the Governing Board accepts gifts donated to the College with appropriate acknowledgement to the donors.
- 3) That the April 30th payroll in the amount of \$2,169,286.43 and the May 8th payroll in the amount of \$59,980.58 be approved.
- 4) That Commercial Warrants:
12146031 through 12146050, 12146610 through 12146637, 12147366 through 12147405, 12147973 through 12147985, 12148593 through 12148629, 12149437 through 12149469, 12150247 through 12150276, 12152258 through 12152313, in the amount of \$2,019,651.83 be approved.
- 5) That Purchase Orders B1500665 through B1500771 in the amount of \$308,847.86 be approved.
- 6) That the following budget increases in the Restricted General Fund be approved:
Increase of \$48,390 in funds received for FY 2014-15.
Increase of \$995 in funds carried forward from FY 2013-14 to FY 2014-15.
- 7) That the following budget adjustments in the Restricted General Fund be approved:

Net increase in the 1000 Object expense category	\$	9,310
Net increase in the 2000 Object expense category	\$	226
Net decrease in the 3000 Object expense category	\$	250

Net increase in the 4000 Object expense category	\$	10,000
Net decrease in the 5000 Object expense category	\$	19,286

8) That the following budget adjustments in the Unrestricted General Fund be approved:

Net increase in the 2000 Object expense category	\$	170
Net decrease in the 3000 Object expense category	\$	170
Net increase in the 4000 Object expense category	\$	5,023
Net decrease in the 5000 Object expense category	\$	7,454
Net increase in the 6000 Object expense category	\$	2,431

9) That the following budget increases in the Capital Projects Fund be approved:

Net increase in the 5000 Object expense category	\$	25,000
Net decrease in the 6000 Object expense category	\$	25,000

10) That the Board declares as surplus the Portable Kitchen Trailer, vin # 1U9EV4137AS078544 and direct the disposal of this item in accordance with Board guidelines and Education Code requirements.

B. Management Personnel

1) That the Governing Board approve the following item(s)

- a) Resignation for the purpose of retirement of C. Earl Davis, Vice President of Administrative Services, effective at the end of the day, April 30, 2015.
- b) Recruitment for full-time Vice President of Administrative Services.

C. Faculty Personnel

1) That the Governing Board approve the following item(s)

- a) Employment of Mathematics Instructor, Gabriela Stanica, under faculty service area MathBA and MathDEV. Step and Column placement pending verification, effective Fall 2015.
- b) Employment of Spanish Instructor, Francisco de Borja Caballero de la Cuadra, under faculty service area Foreign. Step and Column placement pending verification, effective Fall 2015.
- c) Authorize the replacement for Adult Education/Career & Technical Education Coordinator, effective July 1 through December 18, 2015.
- d) Grant Equivalency to Minimum Qualifications to Angelo Bummer to teach Reading, effective Spring 2015.
- e) Grant Equivalency to Minimum Qualifications to Barry Hartzel to teach Automotive Technology, effective Spring 2015.
- f) Grant Equivalency to Minimum Qualifications to Kristina Ferguson as a Disabled Students Programs and Services Counselor, effective Spring 2015.
- g) Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Spring 2015.

D. Classified Personnel

1) That the Governing Board approve the following item(s):

- a) Employment of Joseph Nguyen, Scheduling Technician, Academic Affairs, 40 hours per week, 12 months per year, effective May 28, 2015.
- b) Employment of Jeffrey Procive, Laboratory Mentor, Child Development Center, 40 hours per week, 9.5 months per year, effective July 1, 2015.
- c) Employment of Mary Rigmaiden, Laboratory Mentor, Child Development Center, 40 hours per week, 9.5 months per year, effective July 1, 2015.
- d) Establish two (2) new positions, Categorical Services Coordinator, Student Services, 40 hours per week, 12 months per year, effective May 28, 2015.

- e) Resignation of Stephanie Machado, Records Evaluator, Admissions & Records, 40 hours per week, 12 months per year, effective June 12, 2015.
- f) Resignation of John Kalina, Network Engineer, Information Systems, 40 hours per week, 12 months per year, effective at the end of the day, April 10, 2015.
- g) Resignation of Nanda Warren, Instructional Specialist, English & Study Skills Center, 18 hours per week, 7 months and 19 days per year, effective at the end of the day, May 28, 2015.
- h) Resignation of Sunny LeMoine, Instructional Specialist, Reading Center, 18 hours per week, 7 months and 19 days per year, effective at the end of the day, May 28, 2015.
- i) Resignation for the purpose of retirement of Kathryn Kress, Program Coordinator-Older Adult and Continuing Education, Academic Affairs, 40 hours per week, 12 months per year, effective at the end of the day, June 2, 2015.
- j) Resignation for the purpose of retirement of Jeanette Haxton, Public Information/Graphics and Publications Production Specialist, Office of Public Information, 40 hours per week, 12 months per year, effective at the end of the day, June 30, 2015.

E. Short Term and Substitute Personnel

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

Motion Steck / Second Brown / Carried.

2014-2015/138

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

BREAK: 4:23-4:32 p.m.

Trustee Dunn Gustafson reported that she was featured in the most recent *Gentrain Conductor* magazine. / Student Trustee Vasquez reported that he will be leaving the meeting at 5:45 p.m.

16. NEW BUSINESS

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

Motion Steck / Second Dunn Gustafson / Carried.

2014-2015/139

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

Trustee Dunn Gustafson noted that every month she and the other trustees pay particular attention to the actual expenses on the Summary of All Funds report to ensure that MPC's expenses don't exceed its income. / Ms. Rosemary Barrios was applauded by the Board for her good work not only as controller, but also for performing some duties of the Vice President of Administrative Services.

- B. BE IT RESOLVED, that the 2014-2015 Bond Expenditure Report for the period ending April 30, 2015 be accepted.

Motion Dunn Gustafson / Second Coppernoll / Carried.

2014-2015/140

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

- C. INFORMATION: County of Monterey Investment Report for the quarter ending March 31, 2015. Vice Chair Steck commented on the illegible graph included by the Treasurer's office in the report and requested that the Treasurer's office be made aware of this issue in the future.
- D. 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.

Motion Coppernoll / Second Vasquez / Carried.

2014-2015/141

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

- E. 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.

Motion Steck / Second Brown / Carried.

2014-2015/142

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

- ~~F. BE IT RESOLVED, that the Governing Board authorize the Superintendent/President to execute the contract for the replacement of roofing of the Graphic Arts and Nursing buildings, in the amount of \$_____.~~

Chair Johnson pulled New Business Agenda Item F and reported that it will be brought before the Board at a future meeting.

- G. 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 Service Supervisor ~~Dietary Manager~~ (Certificate of Achievement – Career Technical)
Economics AA-T (Associate in Arts for Transfer)
Geology AS-T (Associate in Science for Transfer)
Nutrition and Dietetics AS-T ~~Pre-Nutrition and Dietetics~~ (Associate in Science for Transfer)

Motion Coppernoll / Second Steck / Steck noted revisions. Carried. 2014-2015/143

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

- H. 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.

Motion Dunn Gustafson / Second Brown / Carried. 2014-2015/144

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

- I. 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.

Motion Dunn Gustafson / Second Vasquez / Carried. 2014-2015/145

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

- J. BE IT RESOLVED, that the Governing Board receive and consider a report on the 2015 Student Success Scorecard.
Dr. Rosaleen Ryan and Mr. Michael Gilmartin presented the report entitled, "Student Success Scorecard 2015." / A discussion regarding ESL ensued, including the reasons for enrollment in non-credit vs. credit ESL, the shift in state funds from non-credit lifelong learning opportunities to programs such as ESL, and methods by which MPC might capitalize on state funds for increased

enrollment in credit ESL. Dr. Tribley noted his urgent directive to strategize methods for increasing ESL enrollment not just at MPC, but also in the community, which he identified as a best practice. CTE programs were identified as another area of possible growth. Additional strategies for growth such as concurrent enrollment in the high schools, strategic class offerings, continuing education options, and the alignment of MPC curriculum with that of local adult schools were also mentioned. / There was a discussion regarding possible reasons that MPC's persistence percentages were low compared to the state's percentages, with Vice Chair Steck noting that it is possible for students to get through community colleges in six years, without attending college every semester.

Motion Steck / Second Brown / Carried.

2014-2015/146

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

New Business Item M was moved ahead of New Business Items K and L.

- M. 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.

Motion Dunn Gustafson / Second Steck / Carried.

2014-2015/147

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

Public Comment

Gary Bolen, Theatre Arts Chair/Instructor, voiced two concerns before expressing support for this position: 1) The change from Theatre Technical Director to Theatre Technical Director and Operations Manager might result in too much time administering to anyone who wishes to use the building, and 2) The focus might shift from MPC's degree transfer academic program to that of a performing arts facility. Mr. Bolen also noted the importance of filling this position quickly so the current Theatre Technical Director, Dan Beck, can provide training to his replacement.

- K. INFORMATION: Institutional Effectiveness Partnership Initiative
Ms. Catherine Webb presented the report entitled, "New from the Chancellor's Office: The Institutional Effectiveness Partnership Initiative (IEPI)." She also explained that the IEPI, which is a grant funded partnership between the Chancellor's office and consultation groups, comes from a legislative mandate which is now in the Education Code.
- L. 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.

Motion Steck / Second Coppernoll / Carried.

2014-2015/148

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

A discussion ensued regarding the importance of this position and the urgency with which it should be filled, particularly when other administrative positions, such as the Vice President of Administrative Services, are vacant. Reasons provided for the support of this position include: 1) It is categorically funded. 2) The process for hiring a Director of Student Success & Equity will not negatively impact the hiring process for other vacant administrative positions. 3) This position is essential in helping the college to ensure that it proactively meets all benchmarks to keep our categorical funding in student success and equity, which is now linked to outcomes rather than access. 4) It will ensure the delivery of quality, innovative orientation, assessment, education planning, and follow-up services to our students, which will impact the success of our students, subsequently increasing student retention. 5) It will free up the time of some counselors/coordinators to work more with students. 6) It will provide an additional administrative resource to assist with student disciplinary and grievance proceedings.

- N. BE IT RESOLVED, that Resolution No. 2014-2015/149 ordering an election, requesting the county elections department to conduct the election, and requesting consolidation of the election be adopted by the Governing Board.

Motion Coppernoll / Second Brown / Carried.

2014-2015/149

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

Vice Chair Steck explained his recent involvement in a hearing on AB 1504 recommending all-mailed ballot elections, which could dramatically reduce the cost of elections. He noted that Senator Bill Monning may not be as enthusiastic about the bill as Assemblymember Luis Alejo and commented that Senator Monning might wish to hear the opinions of school boards.

O. INFORMATION: Calendar of Events

Trustee Dunn Gustafson requested that the December Board meeting be moved Wednesday, December 9, 2015. Chair Johnson requested that Ms. Vicki Nakamura, Assistant to the President, confirm the date on which the elections will be certified before a decision regarding the requested date change is made. / The trustees then determined trustee attendance at MPC's upcoming recognition ceremonies.

17. ADVANCE PLANNING

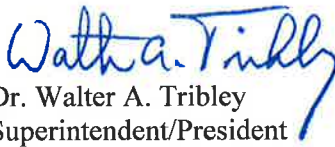
- A. Regular Board Meeting, Wednesday, June 24, 2015 at MPC:
 - 1) Closed Session, 11:00am, Stutzman Room, LTC
 - 2) Open Session (Business), 1:30pm, Sam Karas Room
 - 3) Open Session (Reports), 3:00pm, Sam Karas Room
- B. Regular Board Meeting, Wednesday, July 22, 2015 at Education Center at Marina:
 - 1) Closed Session, time and room to be announced
 - 2) Open Session, time and room to be announced
- C. Future Topics
 - 1) Board Self-Evaluation and Goals (July/August)

Tuesday, June 9th at 4:00 p.m. was selected as the date of the special Board meeting to address scheduled maintenance on the Nursing and Art buildings. All trustees except for Chair Johnson and Trustee Dunn Gustafson confirmed their availability to attend the special meeting.

18. ADJOURNMENT – Chair Rick Johnson adjourned the meeting at 6:17 p.m.

19. CLOSED SESSION

Respectfully Submitted,


Dr. Walter A. Tribley
Superintendent/President

Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this Agenda will be made available for public inspection in the District Office located at 980 Fremont Street, Monterey, CA, during normal business hours. Governing Board documents are also available on the Monterey Peninsula College website at www.mpc.edu/GoverningBoard.

Posted June 25, 2015

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

SPECIAL MEETING

TUESDAY, JUNE 9, 2015

4:00pm, Open Session: Student Center, Almaden Lounge
Closed Session (following Open Session): Administration Building, Large Conference Room
980 Fremont Street, Monterey, California 93940
<http://www.mpc.edu/about-mpc/leadership/board-of-trustees>

MINUTES

1. **CALL TO ORDER** –Chair Rick Johnson called the meeting to order at 4:03 p.m.

2. **ROLL CALL**

Present:

Mr. Rick Johnson, Chair

Dr. Loren Steck, Vice Chair

Mr. Charles Brown, Trustee

Dr. Margaret-Anne Coppernoll, Trustee

Dr. Walter Tribley, Superintendent/President

Mr. Maury Vasquez, Student Trustee

Absent:

Ms. Marilynn Dunn Gustafson, Trustee

3. **PLEDGE OF ALLEGIANCE**

The Board of Trustees recited the Pledge of Allegiance.

4. **PUBLIC COMMENTS** – None.

5. **NEW BUSINESS**

A. BE IT RESOLVED, 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, in the amount of \$174,000.

Motion Steck / Second Coppernoll / Carried.

2014-2015/150

Student Advisory Vote: AYE Vasquez

AYES: 4 MEMBERS: Brown, Coppernoll, Johnson, Steck

NOES: 0 MEMBERS: None

ABSENT: 1 MEMBERS: Dunn Gustafson

ABSTAIN: 0 MEMBERS: None

- B. BE IT RESOLVED, that the Governing Board authorize the Superintendent/President to execute the contract with Cypress Painting for the painting of the exteriors of the Graphic Arts and Nursing buildings, in the amount of \$29,500.

Motion Steck / Second Coppernoll / Carried.

2014-2015/151

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

- C. BE IT RESOLVED, that the Governing Board authorize the Superintendent/President to execute the contract with Coastwide Environmental for the abatement of hazardous materials associated with the replacement of the roofing and repainting of the exteriors of the Graphic Arts and Nursing buildings, in the amount of \$169,465.

Motion Coppernoll / Second Steck / Carried.

2014-2015/152

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

- D. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment 05 with GBMI Inc., Inspector of Record, to provide inspection services for the replacement of roofing and painting of the exteriors of the Graphic Arts and Nursing buildings, on an hourly basis, with the total cost not to exceed \$18,000.

Motion Steck / Second Coppernoll / Carried.

2014-2015/153

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

- E. BE IT RESOLVED, that the Governing Board ratify Project Assignment Amendment #17 with Kitchell CEM to provide construction management services for the replacement of roofing and painting of the exteriors of the Graphic Arts and Nursing buildings, at a fixed fee of \$40,656.

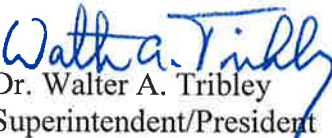
Motion Coppernoll / Second Brown / Carried.

2014-2015/154

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

6. **RECESS TO CLOSED SESSION**
7. **PUBLIC COMMENTS ON CLOSED SESSION ITEMS** – None.
8. **CLOSED SESSION**
 - A. Conference with Labor Negotiators (Government Code Section 54957.6)
 - a) Employee Organization: MPCEA/CSEA
 - b) Agency Representatives: Susan Kitagawa
 - B. Conference with Labor Negotiators (Government Code Section 54957.6)
 - a) Employee Organization: MPCTA/CTA
 - b) Agency Representatives: Susan Kitagawa and Michael Gilmartin
9. **RECONVENE TO OPEN SESSION** - Chair Johnson reconvened to Open Session at 6:59 p.m.
10. **REPORT OF ACTION TAKEN IN CLOSED SESSION** – Chair Johnson reported that no action was taken.
11. **ADJOURNMENT** – Chair Johnson adjourned the meeting at 7:00 p.m.

Respectfully Submitted,


Dr. Walter A. Tribley
Superintendent/President

Posted 6/25/2015

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015

Consent Agenda Item No. A.2

Superintendent/President
Office

Proposal:

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

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

- Christine Watten & Tim Hill 32 books to the Library & Technology Center
- Kenneth Kohler Three cameras and accessories to the Photography Department

Budgetary Implications: None.

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

Recommended By: Dr. Walter Tribley, Superintendent/President

Prepared By:

Shawn Anderson

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

Agenda Approval:

Walt a Tribley

Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015

Consent Agenda Item No. A.3

Fiscal Services
College Area

Proposal:

Approve May regular payroll along with June supplemental payroll.

Background:

May 29, 2015	Regular Payroll	\$2,198,667.82
June 10, 2015	Supplemental Payroll	\$ 39,303.76
Total		\$2,237,971.58

Budgetary Implications:

Budgeted.



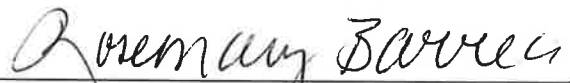
RESOLUTION: BE IT RESOLVED, that the:

May 29th payroll in the amount of \$2,198,667.82 and the June 10th payroll in the amount of \$39,303.76 be approved.

Prepared By:



Michelle Moore or Sean Willis, Payroll Analyst



Rosemary Barrios, Controller

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015

Consent Agenda Item No. A.4

Fiscal Services
College Area

Proposal:

Approve Commercial Warrants for May 2015.

Background:

Number 12153113 through Number 12153161.....	\$107,618.11
Number 12153875 through Number 12153902.....	\$141,978.53
Number 12154640 through Number 12154666.....	\$110,591.93
Number 12155248 through Number 12155259.....	\$49,706.72
Number 12156757 through Number 12156838.....	\$127,726.31
Number 12158609 through Number 12158670.....	\$174,971.09
Total.....	\$712,592.69


Budgetary Implications:

Budgeted.

☒ RESOLUTION: BE IT RESOLVED, that Commercial Warrants:

12153113 through 12153161, 12153875 through 12153902, 12154640 through 12154666,
12155248 through 12155259, 12156757 through 12156838, 12158609 through 12158670,
in the amount of \$712,592.69 be approved.

Prepared By:


Angela Ramirez, Accounting Specialist


Rosemary Barrios, Controller

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

Checks Dated 05/01/2015 through 05/31/2015

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12153113	05/05/2015	AmeriPride Uniform Services	01-6200	Art- Open PO for Rag Service for Printmaking		44.17
12153114	05/05/2015	Gracy Anongchanya	01-4700	PV 2488 Fuel up for Final		200.00
12153115	05/05/2015	AT&T	01-5500	Gen Instit-Telecommunications-Open order		35.04
12153116	05/05/2015	Ted Barcelon	01-6400	PV 2489 Prius Batteries		4,620.00
12153117	05/05/2015	Bauer Compressor	01-5600	PV 2490 Maint		444.31
12153118	05/05/2015	Bay Area CCD JPA	01-5400	PV 2516 Repay Deductible		2,252.30
12153119	05/05/2015	Sonia Brugger	01-5200	PV 2491 Travel Reimb	132.83	
			01-5800	PV 2491 Stipend	2,761.00	2,893.83
12153120	05/05/2015	Bullex, Inc	01-4300	PV 2492 Smoke Liquid		283.00
12153121	05/05/2015	Burghardt + Dore Advertising	01-5800	PIO-Summer Advertising Campaign		5,000.00
12153122	05/05/2015	CASEY PRINTING	01-4500	PV 2494 MPC Fall Schedule	6,695.56	
				PV 2494 MPC Summer Schedule	6,542.42	13,237.98
12153123	05/05/2015	Central Coast Media Enterprise	01-4300	Life Science- name tags		22.81
12153124	05/05/2015	Chris Calima	01-7500	PV 2493 Student Stipends		300.00
12153125	05/05/2015	Conrad Machine Company	01-5600	PV 2461 Repair		650.00
12153126	05/05/2015	CPP, Inc	01-4300	PV 2495 Site Renewal Fee		195.00
12153127	05/05/2015	Cypress Sporting Goods	01-4300	PV 2496 Baseballs		2,183.36
12153128	05/05/2015	EBSCO	01-5600	Distance Ed- Curriculum Builder		910.00
12153129	05/05/2015	Edges Electrical Group	01-4500	Maintenance- Open order for equip repair parts		1,035.07
12153130	05/05/2015	EdTech Team INC	01-5200	PV 2497 Reg Conf Monterey		1,325.00
12153131	05/05/2015	FHEG MPC BOOKSTORE	01-4300	PV 2498 Nursing Book Bundles		1,536.24
12153132	05/05/2015	Kelly Fletes	01-5200	PV 2499 Mileage Reimb		100.00
12153133	05/05/2015	Michael Gilmartin	01-5200	PV 2500 Reimb Conf		683.08
12153134	05/05/2015	Arlene Guest	01-5100	PV 2517 12-13 Restoration Reissue		40.39
12153135	05/05/2015	Susan Hanna	01-5200	PV 2518 Travel Reimb Phoenix Conf		1,536.59
12153136	05/05/2015	Henry Schein	01-4300	Men & Womens Athletics-Medical supplies		7.36
12153137	05/05/2015	Jones & Bartlett Learning, LLC	01-4300	PV 2501 Instructural Supplies		5,412.11
12153138	05/05/2015	KBA DocuSys	01-5600	Print Shop-Life Science copier rental		290.59
12153139	05/05/2015	Kurzweil Education	01-4300	Access Resource Ctr- Lisenese renewal		3,000.00
12153140	05/05/2015	Laura Loop	01-5200	PV 2502 Mileage Reimb		179.40
12153141	05/05/2015	Mac and Ava Motion Pictures	01-5800	PV 2503 2nd Pmt Pres Address		5,276.00
12153142	05/05/2015	Mobile Modular Mgmnt Corp	01-5600	Gen Instit-Minor Cap. Imprv-Lease of GC restroom		594.18
12153143	05/05/2015	Monterey County Weekly	01-5800	PV 2504 MPC Dance Concert Ad		764.00
12153144	05/05/2015	Moulton, Erica	01-5200	PV 2506 ITest Fla Reg Mate		642.00
12153145	05/05/2015	Mty Cty Hospitality Assoc	01-5300	PV 2505 Monthly Dues		30.00

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

Checks Dated 05/01/2015 through 05/31/2015

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12153146	05/05/2015	Office Depot	01-4300	DO-Life Science- Open order for supplies	209.56	
				English Center-Open order	256.06	
			01-4500	EOPS- Open PO for supplies	100.64	
				Human Resources-Open Purchase order	28.98	
				IS Systems & Prog- Open order	152.87	
				Matriculation Office-Open PO.	188.70	
				MPC Ed Center- Open order for supplies	186.81	
				Print Shop- Open purchase order	457.08	
				School of Nursing- Open order for supplies	1,244.79	
				Access Resource Ctr- Open order	380.05	
				College Readiness TRIO Math/Sci-Open PO	144.66	3,350.20
12153147	05/05/2015	Peninsula Cafe	01-4700	PV 2507 Breakfast Constrium Mtg	85.55	
				PV 2508 Trio Ceremony	515.97	
			01-5800	PV 2509 SSS Recognition Ceremony	600.70	1,202.22
12153148	05/05/2015	CULLIGAN WATER CO	01-4300	Chemistry- Open order for DI system in PS & GC		48.00
12153149	05/05/2015	Resource Solutions	01-4500	PV 2510 Custodial Supplies		1,435.29
12153150	05/05/2015	Scudder Roofing	01-5500	PV 2511 Repairs at LTC		3,797.20
12153151	05/05/2015	Sentinel Printers	01-4300	PV 2512 3 Part Form	108.00	
			01-4500	PV 2512 3 Part Form	139.95	247.95
12153152	05/05/2015	SENTRY ALARM SYSTEMS	01-5500	PV 2513 Service at FCS	785.96	
				PV 2513 Service at Marina	946.26	
				PV 2513 Service at Music	213.09	1,945.31
12153153	05/05/2015	SKO Learning Inc	01-4300	Access Resource Ctr-Skatekids- 3 yr License		600.00
12153154	05/05/2015	SMART & FINAL	04-4700	Children's Center-Open order for children's meals		345.11
12153155	05/05/2015	Student Insurance	01-5200	PV 2519 MATE ROV Insurance		125.00
12153156	05/05/2015	United Parcel Service(UPS)	01-5800	Warehouse-Open order-Postage & Shipping Services		148.35
12153157	05/05/2015	US POSTMASTER	01-5800	PV 2514 Standard Mail Permit		220.00
12153158	05/05/2015	Anthony Villarreal	01-4300	PV 2515 Reimb of DVDs		477.13
12153159	05/05/2015	Washington State University	01-5800	MATE MOV: Subaward for MATE ITEST grant		35,944.00
12153160	05/05/2015	Waxie Sanitary	01-4500	Custodial		1,953.53
12153161	05/05/2015	Mary-Anne Wijting	01-5800	PV 2393 Pmt 2 for EMDR Advan Workshop		55.01
12153875	05/07/2015	Agile Research & Tech.	14-5800	PV 2520 MPCWeb-0010		4,950.00

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

Checks Dated 05/01/2015 through 05/31/2015

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12153876	05/07/2015	APPLE COMPUTER INC	01-6400	Creative Arts - Macbook Pro	1,271.16	
				VATEA- Apple products	2,646.44	3,917.60
12153877	05/07/2015	Jessica Bray	01-5100	MATE Resource Ctr-Independent Contractor		640.00
12153878	05/07/2015	Bristol Community College	01-5200	PV 2521 ITest New England		4,700.00
12153879	05/07/2015	CALIFORNIA AMERICAN WATER CO	01-5500	Gen Inst. Util & College Ctr-Open order -water	7,873.15	
			47-5500	Gen Inst. Util & College Ctr-Open order -water	536.18	8,409.33
12153880	05/07/2015	Canon Business Solutions	01-5600	Print Shop- Canon Coper Lease	7,090.02	
			14-5600	Library (Office Equip) Open PO for GoPrint Copiers	591.35	7,681.37
12153881	05/07/2015	CDW GOVERNMENT INC	01-4500	Admissions & Records-Tech equipment	628.67	
			01-6400	Block Grant-Computer and monitor-dept chair	317.93	
				Business Skills Ctr- 5 compters & monitors	70.61	
				DO Social Science 2 computers & monitor SS103&5	635.85	1,653.06
12153882	05/07/2015	Division of State Architect	48-5100	College Center Bldg-Added DSA Plan check fees		7,135.15
12153883	05/07/2015	Division of State Architect	48-6200	Pool Building-Additional DSA Plan Check Fees		3,445.66
12153884	05/07/2015	Edges Electrical Group	01-4500	Maintenance- Open order for equip repair parts		288.18
12153885	05/07/2015	Ewing Irrigation	01-4500	Grounds- Open order		336.65
12153886	05/07/2015	Geo H Wilson Inc	01-5600	Gen. Institutional-Min Cap-Replace backflow at LTC		4,840.00
12153887	05/07/2015	Jill Zande	01-5200	PV 2526 Reimb Mate Oahu		660.00
12153888	05/07/2015	KBA Docusys	01-5600	Print Shop- Open order -Canon maintenance		6,557.32
12153889	05/07/2015	Loomis, Kathryn	01-5200	PV 2522 Travel Reimb St Johns Canada		1,115.67
12153890	05/07/2015	Monterey City Disposal Inc	01-5500	Gen Inst. Util-Open order waste disposal		4,375.96
12153891	05/07/2015	Monterey County Weekly	01-4500	PV 2523 Job Ad		350.00
12153892	05/07/2015	MPC District	01-3400	Restricted budget- Self Insurance Fund-open order		59,202.42
12153893	05/07/2015	MPC District	39-3400	Parking -Self insurance		7,642.33
12153894	05/07/2015	MPC-Federal Fund Account	01-5800	PV 2524 J Alvarado Pell Sp 15	314.00	
				PV 2524 W Kimble Pell Sp 15	314.00	628.00
12153895	05/07/2015	Office Depot	01-4300	Life Science- Open order	55.89	

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Checks Dated 05/01/2015 through 05/31/2015

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12153895	05/07/2015	Office Depot	01-4300	DO-Life Science- Open order for supplies	48.22	
				DO-Life Science-Open order	325.63	
				DO-Physical Science- Open order	69.25	
				Basic Skills-Instructional supplies	350.42	
			01-4500	Division Office- Social Science- Open order	66.59	
				Health Services- Open order	54.84	
				Human Resources-Open Purchase order	60.79	
				IS Systems & Prog- Open order	65.94	
				Print Shop- Open purchase order	166.91	
				Access Resource Ctr- Open order	1,037.43	2,301.91
12153896	05/07/2015	Ordway Drug Store	01-4500	Health Services- Open order		53.67
12153897	05/07/2015	PALACE ART & OFFICE SUPPLY	01-6400	Gen. Instit. Cont.-Ergo Chair		312.79
12153898	05/07/2015	Peninsula Pool Service	01-4500	Custodial- Open order for pool chemicals		387.72
12153899	05/07/2015	PENINSULA WELDING SUPPLY	01-4500	Maintenance- Open order for 2014/2014		18.00
12153900	05/07/2015	Reedley College Tiger Golf	01-5800	PV 2525 State Golf Tourney Fees		720.00
12153901	05/07/2015	Sysco Food Service of SF	04-4500	Children's Center-Open order for children's meals	76.23	
			04-4700	Children's Center-Open order for children's meals	579.51	655.74
12153902	05/07/2015	Washington State University	01-5100	MATE MOV: Service Agreement		9,000.00
12154640	05/12/2015	Academic Senate for CA	01-5200	PV 2527 Kim Kingswold Conf Reg		495.00
12154641	05/12/2015	ATI Nursing Education	01-4300	Enrollment Growth Nursing- TEAS Electronic Test		1,395.00
12154642	05/12/2015	Darby Campbell	01-5100	Access Res. Ctr-ASL Interpreting		1,766.75
12154643	05/12/2015	CDW GOVERNMENT INC	01-4300	Graphic Arts- Toner	386.98	
				VATEA- portable projector	909.44	
			01-6400	VATEA- Chomebooks for ADMJ	3,929.34	
				Block Grant-Computer and monitor-dept chair	716.93	
				Business Skills Ctr- 5 compters & monitors	3,867.06	
				DO Social Science 2 computers & monitor SS103&5	1,433.85	11,243.60
12154644	05/12/2015	Central Coast Sign Language	01-5100	Access Resource Ctr- ASL Interpreting		1,323.20
12154645	05/12/2015	Crown Awards	01-5800	PV 2535 Appreciation Awards		163.50
12154646	05/12/2015	Cypress Sporting Goods	01-6400	Block Grant Fund-Comm. College Softballs		481.60
12154647	05/12/2015	Eureka	01-4300	Matriculation - Eureka Site License Contract		858.60
12154648	05/12/2015	GAVILAN PEST CONTROL	01-5500	Grounds- Open order for Rodent & insect abatement		180.00

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Checks Dated 05/01/2015 through 05/31/2015

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12154649	05/12/2015	Glove Nation	01-4300	Chemsitry- Open order		786.87
12154650	05/12/2015	Henry Schein	01-4300	Men's Athletics- medical supplies		1,072.18
12154651	05/12/2015	Liesl Hotaling	01-5100	MATE MOV:-Independent contractor		2,500.00
12154652	05/12/2015	KBA Docusys	01-5600	Print Shop		284.41
12154653	05/12/2015	Kelley/FMC	01-4500	PV 2528 Clearing Acct Checks		564.94
12154654	05/12/2015	Monterey County Fence	01-5500	Maintenance- Post @ Ft. Ord Property by Chapel		950.00
12154655	05/12/2015	MONTEREY COUNTY HERALD	01-5700	PV 2529 AD RFP Printers		177.33
12154656	05/12/2015	MPC FOUNDATION	01-5800	MPC Foundation- Open order		8,333.33
12154657	05/12/2015	National Benefit Services LLC	01-5700	PV 2530 One Time Amt 403B		53,000.00
12154658	05/12/2015	Office Depot	01-4500	Human Resources-Open Purchase order		17.60
12154659	05/12/2015	Patricia Blankenship	01-5100	ARC - Independent Contractor		4,800.00
12154660	05/12/2015	Pocket Nurse	01-4300	Medical Assisting- Medical supplies		208.88
12154661	05/12/2015	RB Productions	01-5100	PV 2531 Live sound gear and operator	200.00	
				PV 2531 Recording Jazz band 5/26/15	200.00	400.00
12154662	05/12/2015	Traci Reid	01-5100	Access Res. Ctr- Independent Contractor		240.00
12154663	05/12/2015	Robert Lifosjoe	01-6400	VATEA- 1994 Mazda Miata		500.00
12154664	05/12/2015	Soledad Tire & Wheel Service	01-4300	PV 2534 BEU Training		799.14
12154665	05/12/2015	Alina Soriano	01-7500	PV 2532 Stipend Ck Reissue		50.00
12154666	05/12/2015	Voya Financial, Plan Admin	01-5700	PV 2533 One time pmt into 457 Plan		18,000.00
12155248	05/14/2015	CHOMP	01-5100	Song-Brown Grant-Open order for salaries/benefits		10,000.00
12155249	05/14/2015	Chris Calima	01-4500	PV 2536 Supplies Summer		400.00
12155250	05/14/2015	MOORE MEDICAL LLC	01-4500	Health Services- Open order		5.64
12155251	05/14/2015	MPC Revolving Fund	01-5800	PV 2540 April Ck Reimb		11,513.50
12155252	05/14/2015	Terria Odom-Wolfer	01-5200	PV 2541 Reimb Course		1,227.28
12155253	05/14/2015	Odyssey Power	01-6400	IS Network & Tech-Batteries for MDF UPS System		14,097.13
12155254	05/14/2015	Office Depot	01-4300	DO-Life Science-Open order	252.24	
				Fire Protection Tech-Open order for supplies	77.11	
				Life Science- Open order	597.36	
				Math- Open order	329.16	
			01-4500	Plant Services-Open order for supplies	61.37	
				Print Shop- Open purchase order	286.46	
				Fiscal Services- Open order	251.13	
				Library- Open order	225.21	
				ARC- open order	685.24	

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Checks Dated 05/01/2015 through 05/31/2015

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12155254	05/14/2015	Office Depot	14-4500	Library- Open order for Go Print Funds	512.89	3,278.17
12155255	05/14/2015	Sandra Washington	01-4700	PV 2539 Meals Summer		3,500.00
12155256	05/14/2015	Sandra Washington	01-7500	PV 2538 Spring Stipends		3,600.00
12155257	05/14/2015	Sandra Washington	01-4300	PV 2537 Supplies Summer		300.00
12155258	05/14/2015	School Services of CA-Sacto	01-4500	Office of VP of Admin. Svc.-Renewal-Comm Col Upd		285.00
12155259	05/14/2015	VAVRINEK TRINE DAY & CO	01-5700	Office of VP of Admin. Svc-Open order		1,500.00
12156757	05/21/2015	ACSIG Dental	01-3400	Gen. Instit-Support/Ins-Open ordr Dental claims		27,172.12
12156758	05/21/2015	Airgas USA	01-4300	Chemistry-Open order - Helium tand rental		5.15
12156759	05/21/2015	ALAMEDA COUNTY SCHOOLS	01-3400	Gen. Instit. Support/Ins- Open order-vision		2,617.56
12156760	05/21/2015	Alliant Insurance Services Inc	35-5100	Self Insurance- Medical Broker		4,166.67
12156761	05/21/2015	Anthem Blue Cross	01-3400	Gen. Instit.-Support/Ins- Open order Life ins.		1,732.49
12156762	05/21/2015	APPLE COMPUTER INC	01-6400	Block Grant- 21.5 iMac		2,229.24
12156763	05/21/2015	AT&T	01-5500	Gen Instit-Telecommunications-Open order		2,397.55
12156764	05/21/2015	Atkinson, Adelson, Loya	01-5700	PV 2542 Labor Relations		1,443.75
12156765	05/21/2015	Faaleaga Atuatasi	01-7500	PV 2543 Stipend		50.00
12156766	05/21/2015	Sarah Beard	01-7500	PV 2544 Stipend		50.00
12156767	05/21/2015	Ashley Beem	01-5100	PV 2545 Videographer		125.00
12156768	05/21/2015	Lorraine Blumer	01-7500	PV 2546 Stipend		50.00
12156769	05/21/2015	Board of Governors	Cancelled	PV 2547 ETS Conf		105.00 *
		Cancelled on 06/01/2015				
12156770	05/21/2015	Bone Clones	01-4300	Anthropology- Instructional supplies		149.62
12156771	05/21/2015	CALIFORNIA AMERICAN WATER CO	01-5500	Gen Inst. Util & College Ctr-Open order -water	7,739.26	
			47-5500	Gen Inst. Util & College Ctr-Open order -water	527.06	8,266.32
12156772	05/21/2015	Nick Campbell	01-5100	PV 2548 Spot lght OP		540.00
12156773	05/21/2015	Carolina Biological Supply	01-4300	Biology- instructional supplies		919.68
12156774	05/21/2015	CDW GOVERNMENT INC	01-5600	Gen Instit Telecom-Cisco Phones		1,927.55
12156775	05/21/2015	Camille Chitwood	01-5100	Music		170.00
12156776	05/21/2015	Lucia De Santos	01-7500	PV 2549 Stipend		50.00
12156777	05/21/2015	ECS Imaging Inc	01-5100	Matriculation office-Laserfiche Document Imag Proj		13,193.75
12156778	05/21/2015	Ewing Irrigation	01-4500	Grounds- Open order		193.37
12156779	05/21/2015	Fisher Scientific	01-4300	Anatomy/Physiology- instructional supplies		289.27

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12156780	05/21/2015	Gloria Fletes	01-5100	MATE Resource Ctr-Independent Contractor		1,187.00
12156781	05/21/2015	Fowler, Nancy	01-5100	Music- Independent Contractor		180.00
12156782	05/21/2015	Jeff Gallagher	01-5100	Music- Independent Contractor		255.00
12156783	05/21/2015	Gomez, Rosie	01-5100	MATE MOV: Independent Contractor		1,500.00
12156784	05/21/2015	GRAINGER INC-salinas	01-4500	Maintenance- Open order		214.42
12156785	05/21/2015	Kaitlin Harris	01-7500	PV 2550 Stipend		50.00
12156786	05/21/2015	Nilofar Hayat	01-7500	PV 2551 Stipend		50.00
12156787	05/21/2015	Aubrey Henshell	01-7500	PV 2552 Stipend		100.00
12156788	05/21/2015	Sandra Hollister	01-7500	PV 2553 Stipend		50.00
12156789	05/21/2015	Horn, Erica	01-5100	Music - Independent Contractor		495.00
12156790	05/21/2015	IRC Team Sports	01-4500	Women's Athletics-Tennis Team Uniforms		785.66
12156791	05/21/2015	Marcia Jimenez	01-7500	PV 2554 Stipend		50.00
12156792	05/21/2015	Jordan, Kevin	01-5100	Music- Independent Contractor		180.00
12156793	05/21/2015	Ruth Jordan	01-5100	Music-Independent Contractor		180.00
12156794	05/21/2015	King, Karen	01-5100	Music- Independent Contractor		240.00
12156795	05/21/2015	Roseanne Lopez	01-7500	PV 2555 Stipend		50.00
12156796	05/21/2015	Lotus Design LLC	01-4300	PV 2556 Charging Station		305.00
12156797	05/21/2015	Silvia Mah	01-7500	PV 2557 Stipend		50.00
12156798	05/21/2015	Marina Coast Water District	01-5500	MPC Education Ctr-Open order for water	1,546.98	
				MPC Public Safety Training Ctr-Open order-water	1,090.31	2,637.29
12156799	05/21/2015	Dani Maupin	01-5100	PV 2558 Lighting Designer		750.00
12156800	05/21/2015	Ana Maximoff	01-5100	PV 2559 Stage Manager		480.00
12156801	05/21/2015	Laura McShane	01-5100	Music- Independent Contractor		255.00
12156802	05/21/2015	Jon Mikkelsen	01-5800	PV 2560 Settlement		13,341.89
12156803	05/21/2015	Scott Moller	01-5200	PV 2561 Reimb Conf		316.13
12156804	05/21/2015	MONTEREY BAY SYSTEMS	01-5600	PV 2562 Copy Usage		938.93
12156805	05/21/2015	MONTEREY COUNTY HERALD	01-5800	Public Information Office-Open order advertising		567.10
12156806	05/21/2015	Monterey County Weekly	01-4500	PV 2563 Job Ads		175.00
12156807	05/21/2015	MPC Revolving Fund	01-5800	PV 2564 RF April Cash Reimb		1,254.63
12156808	05/21/2015	Suni Mullen	01-7500	PV 2565 Stipend		50.00
12156809	05/21/2015	National Student Clearinghouse	01-4500	PV 2566 Student Tracker Fee		502.40
12156810	05/21/2015	Jesuphia Nguyen	01-7500	PV 2567 Stipend		100.00
12156811	05/21/2015	Carina Norzagaray	01-7500	PV 2568 Stipend		50.00
12156812	05/21/2015	Office Depot	01-4300	DO-Humanities- Open order	150.97	
			01-4500	EOPS- Open PO for supplies	170.10	

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12156812	05/21/2015	Office Depot	01-4500	Library- Open order	342.60	
				MATE Res. Ctr- Open order for office supplies	237.55	
				Matriculation Office-Open PO.	84.72	
				College Readiness TRIO-New Scholars-Open PO	60.61	
				Dean Of Instruction- Open order	176.78	
				Dean of Instructional Planning- Open order	253.23	
				Distance Ed- Open order	134.14	
				DO-Creative Arts- Open order	73.84	
				School of Nursing- Open order for supplies	138.38	
				Student Financial Serv- Open order	504.44	
			14-4500	Library- Open order for Go Print Funds	571.36	2,898.72
12156813	05/21/2015	Maria Osiadacz	01-5100	MATE Resource & MOV-Independent Contractor		4,620.00
12156814	05/21/2015	Odyssey Palacio	01-7500	PV 2569 Stipend		50.00
12156815	05/21/2015	Danielle Parker	01-7500	PV 2570 Stipend		50.00
12156816	05/21/2015	Patricia Blankenship	01-5100	ARC - Independent Contractor		2,190.00
12156817	05/21/2015	PENINSULA WELDING SUPPLY	01-5500	Art- Open PO gas for welding & soldering		120.02
12156818	05/21/2015	Patricia Ramirez	01-7500	PV 2571 Stipend		50.00
12156819	05/21/2015	Randy Tunnell	01-5800	PV 2572 Pres Lunch		350.00
12156820	05/21/2015	David Rigmaiden	01-5100	PV 2573 Sound Engineer		380.00
12156821	05/21/2015	Don Rodriguez	01-4700	PV 2574 Food Men In Nursing	96.10	
			01-5100	Barnet Segal Grant-Independent Contractor	300.00	396.10
12156822	05/21/2015	Christina Rosales	01-7500	PV 2575 Stipend		50.00
12156823	05/21/2015	Anill Rick Rupan	01-5200	PV 2576 Travel Reimb		1,169.30
12156824	05/21/2015	Daniel Saia	01-7500	PV 2577 Stipend		50.00
12156825	05/21/2015	Dariana Salvador	01-7500	PV 2578 Stipend		50.00
12156826	05/21/2015	Nick Schaupp	01-5100	PV 2579 Assist Backstage		380.00
12156827	05/21/2015	Alison Shelling	01-5200	PV 2580 Reimb Travel		248.40
12156828	05/21/2015	Sinclair, Timandra	01-5100	MATE MOV: Independent Contractor		3,000.00
12156829	05/21/2015	Brent Smith	01-5100	Music - Independent Contractor		255.00
12156830	05/21/2015	Sonoma County Jr College Dist	01-5800	VATEA-I-C Student Support-CTE Employ. Outcome		3,444.00
12156831	05/21/2015	St Pete Makers	01-5200	PV 2581 ltest Stipend Moulton, Aunspaugh, Crouch		2,250.00
12156832	05/21/2015	Ashley Strine	01-7500	PV 2582 Stipend		50.00
12156833	05/21/2015	Swan, Kim	01-5100	MATE:MOV-Independent Contractor		816.24

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12156834	05/21/2015	Terryberry	01-4500	PV 2583 Service Award Pins		2,493.63
12156835	05/21/2015	Tomark Sports	01-6400	Block Grant- Batting Cage		5,672.61
12156836	05/21/2015	Carrie Triano	01-7500	PV 2584 Stipend		50.00
12156837	05/21/2015	United Parcel Service(UPS)	01-5800	Warehouse-Open order-postage & shipping serv		38.33
12156838	05/21/2015	VERIZON WIRELESS	01-4500	Various Dept- Open order for cell phones	37.32	
			01-5500	Various Dept- Open order for cell phones	1,266.51	
			39-5500	Parking- Open order for cell phones	115.59	1,419.42
12158609	05/28/2015	ABBOTTS PRO POWER	01-5600	Grounds-Open order for Equipment repair		234.46
12158610	05/28/2015	Apperson	01-4300	Life Science- Apperson Test Sheets		113.56
12158611	05/28/2015	AT&T Yellow Pages	01-5800	PIO- Open P.O. for Advertising		190.00
12158612	05/28/2015	AT&T	01-5500	Gen Instit-Telecommunications-Open order		47.36
12158613	05/28/2015	B & H PHOTO/VIDEO	01-4300	Music- Yamaha P700S Power Amplifier		549.00
12158614	05/28/2015	Behnam MD, Shaida	01-5100	Health Services		500.00
12158615	05/28/2015	BRODART	01-4500	Library-Office supplies		413.16
12158616	05/28/2015	David Castro	01-7500	PV 2599 Intern		1,000.00
12158617	05/28/2015	CDW GOVERNMENT INC	01-6400	Block Grant- computer & monitor-Gender/women dept	1,025.07	
				Block Grant-28 custome lenovo i7 tiny for BMC 205	24,119.10	
				Block Grant-5 Lenovo computers	3,584.63	
				Block Grant-Monitors and Mount	4,189.08	
				Fiscal Services- 6 computers	3,584.63	
				Human Resources-Laptop	1,019.64	37,522.15
12158618	05/28/2015	Critical Thinking Software	01-4300	ARC-Word Roots Software Licenses		340.66
12158619	05/28/2015	Crouch, Alexis	01-5200	PV 2600 Fla ltest Travel		250.00
12158620	05/28/2015	Eileen Crutchfield	01-5200	PV 2601 Reimb Rental Car SD		105.09
12158621	05/28/2015	Dauphin Island Sea Lab	01-5200	PV 2585 Reimb Monterey ROV		605.48
12158622	05/28/2015	Annamarie Dominno-Cailles	01-7500	PV 2602 Intern		1,000.00
12158623	05/28/2015	Nicole Dunne	01-5200	PV 2603 Travel Reimb	555.48	
				PV 2604 Travel Reimb	1,267.46	1,822.94
12158624	05/28/2015	EC West	01-6400	Gen. Instit-Cont.-Roller Mouse		281.34
12158625	05/28/2015	Edges Electrical Group	01-4500	Maintenance- Open order for equip repair parts		262.18
12158626	05/28/2015	EMPLOYMENT DEVELOPMENT DEPT	01-5800	Fiscal Services-Open order-Unemployment Ins.		5,059.50
12158627	05/28/2015	Ewing Irrigation	01-4500	Grounds- Open order	188.83	

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12158627	05/28/2015	Ewing Irrigation	01-4500	Grounds- Open order for maintenance supplies	5.16	193.99
12158628	05/28/2015	Express Printing	01-4500	Fiscal Services-3 part register forms		505.21
12158629	05/28/2015	FEDERAL EXPRESS	01-5800	Warehouse- Open order-postage & shipping services		26.60
12158630	05/28/2015	Fisher Scientific	01-4300	Anatomy/Physiology- instructional supplies		162.65
12158631	05/28/2015	GAVILAN PEST CONTROL	01-5500	Grounds-Open order for gopher abatement		500.00
12158632	05/28/2015	Geo H Wilson Inc	01-5500	Maintenance-Open order for general maint.		128.00
12158633	05/28/2015	GRAINGER INC-salinas	01-4500	Maintenance- Open order		64.61
12158634	05/28/2015	INDIAN JEWELRY SUPPLY	01-4300	PV 2587 Supplies		968.13
12158635	05/28/2015	Jared Gair Ceja	01-5100	Gen. Instit. Support/Ins-Consulting/ Prof. Serv		4,651.70
12158636	05/28/2015	JC PAPER CO	01-4500	Print Shop- Open order		443.98
12158637	05/28/2015	John Kalina	01-5500	PV 2606 Refund Deposit		240.00
12158638	05/28/2015	Learning Seed, LLC	01-4500	VP of Academic Affairs- Licenses with DVDs		796.60
12158639	05/28/2015	Lunsford, Tami	01-5100	Marine Tech Ment/Int Prg-Independent Contractor		832.00
12158640	05/28/2015	Jim McDonnell	01-5200	PV 2588 Reimb for Monterey ROV Comp		505.68
12158641	05/28/2015	Monterey City Disposal Inc	01-5500	Gen Inst. Util-Open order waste disposal	276.11	
			47-5500	College Center-Open order for garbage pick-up	224.26	500.37
12158642	05/28/2015	Matthew Mora	01-5100	MATE Res. Ctr-Independent Contractor		234.20
12158643	05/28/2015	Moulton, Erica	01-5200	PV 2590 Reimb for Mate ROV		900.50
12158644	05/28/2015	MPC District	01-3400	Restricted budget- Self Insurance Fund-open order		53,246.92
12158645	05/28/2015	MPC District	39-3400	Parking -Self insurance		7,642.37
12158646	05/28/2015	MPC Trust	01-7600	PV 2589 EOPS Grants		14,000.00
12158647	05/28/2015	Office Depot	01-4500	DO-Social Sci- Open order	219.82	
				Matriculation Office-Open order	1,495.14	
				Matriculation Office-Open PO.	88.59	
				MPC Ed Center- Open order for supplies	96.69	
				Plant Services-Open order for supplies	107.36	2,007.60
12158648	05/28/2015	Maria Osiadacz	01-5200	PV 2591 Reimb ROV Comp		228.47
12158649	05/28/2015	PACIFIC GAS & ELECTRIC	01-5500	Gen Instit Util&College Ctr-Open order Natural Gas	8,093.33	
				MPC Education Center- Open order for electricity	19.71	

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

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Checks Dated 05/01/2015 through 05/31/2015

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12158649	05/28/2015	PACIFIC GAS & ELECTRIC	01-5500	MPC Education Center-Open order for natural gas	216.74	
				MPC Public Safety Training Ctr-Open order-gas	128.89	
				MPC Public Safety Training Ctr-open order-electri	1,441.87	
			47-5500	Gen Instit Util&College Ctr-Open order Natural Gas	551.17	10,451.71
12158650	05/28/2015	Peninsula Cafe	01-7600	PV 2592 April 15 Meal Plan		4,630.00
12158651	05/28/2015	PENINSULA MESSENGER SERVICE	01-5800	Fiscal Services-Open order Courier Service		369.00
12158652	05/28/2015	Peninsula Office Solutions	01-5600	Matriculation Office- Open PO for Tosiba		31.55
12158653	05/28/2015	Port Supply	01-5200	MATE:MOV- open order for pump motors for ROV5		2,944.72
12158654	05/28/2015	Randy Tunnell	01-4500	PV 2593 Photographer Nurse Pinning Ceremony		350.00
12158655	05/28/2015	Richardson Athletics	01-6400	Block Grant Fund- Pitching Platform		1,964.73
12158656	05/28/2015	ROGERS ATHLETIC CO	01-6400	Block Grant-Instructional Equip		1,553.00
12158657	05/28/2015	Kathleen Rozman	01-5200	PV 2594 Reimb Conf SD		1,178.65
12158658	05/28/2015	Justin Russo	01-4500	PV 2607 Reimb Uniforms		2,383.00
12158659	05/28/2015	SPORT & CYCLE	01-4300	Athletics- Womens-Under Armour backpacks		1,121.37
12158660	05/28/2015	Jacqueline Stratton	01-5200	PV 2605 Travel Reimb		70.15
12158661	05/28/2015	SupplyWorks	01-4500	Cutodial- Open order		4,264.91
12158662	05/28/2015	Swan, Kim	01-5200	PV 2595 Reimb Mate ROV Comp		168.06
12158663	05/28/2015	Pauline Troia	01-5100	Music- Independent Contractor		674.73
12158664	05/28/2015	United Parcel Service(UPS)	01-5800	Warehouse-Open order-Postage & Shipping Services		310.62
12158665	05/28/2015	Wallace Group	04-5100	PV 2596 Landscape Architect		113.25
12158666	05/28/2015	Waves	01-5200	PV 2597 Conf Reg F. Tostado-E. Crutchfield		850.00
12158667	05/28/2015	Weldon Williams & Lick, Inc	39-4500	Parking- Open order for mailing services		54.60
12158668	05/28/2015	White Page Communications	01-5100	Public Information Office-Consulting services		1,750.00
12158669	05/28/2015	Wilson Sporting Goods	01-4300	Women's Athletics- Tennis balls		598.05
12158670	05/28/2015	Zande,Jill	01-5200	PV 2598 Reimb Mate ROV		62.53
Total Number of Checks					260	712,592.69

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

ESCAPE ONLINE

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Checks Dated 05/01/2015 through 05/31/2015

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
	Count	Amount				
Cancel	1	105.00				
Net Issue		712,487.69				

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	249	672,706.95
04	Children Center	3	1,114.10
14	Capital Projects Fund (M)	4	6,625.60
35	Self Insurance Fund (M)	1	4,166.67
39	Parking Fund (M)	4	15,454.89
47	College Center (M)	4	1,838.67
48	Building Fund (M)	2	10,580.81
Total Number of Checks		259	712,487.69
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			712,487.69

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

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Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015

Consent Agenda Item No. A.5

Fiscal Services

College Area

Proposal:

It is proposed that the Board of Trustees approves the May 2015 Purchase Orders, Numbers B1500772 through B1500835.

Background:

Purchase Orders B1500772 through B1500835 were produced in May 2015. These orders totaled \$231,080.76 in college expenditures. The list of Purchase Orders is attached.

Budgetary Implications:

Budgeted.


☒ **RESOLUTION: BE IT RESOLVED**, that Purchase Orders B1500772 through B1500835 in the amount of \$231,080.76 be approved.

Prepared By:


Mary Weber, Purchasing Coordinator


Rosemary Barrios, Controller

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

(See Last Page) ***

Board Meeting Date June 24, 2015

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B15-00772	APPLE COMPUTER INC	059	ARC- iPad Air 2 Wifi w/64GB	01-6400	717.75
B15-00773	Division of State Architect	150	Pool Building-Additional DSA Plan Check Fees	48-6200	3,445.66
B15-00774	Division of State Architect	150	College Center Bldg-Added DSA Plan check fees	48-5100	7,135.15
B15-00775	CDW GOVERNMENT INC	039	DO-Humanities- 2 Lenove Desktop Computer	01-6400	1,863.32
B15-00776	CDW GOVERNMENT INC	026	Block Grant-28 custome lenovo i7 tiny for BMC 205	01-6400	24,119.10
B15-00777	CDW GOVERNMENT INC	041	Gen Instit Telecom-Cisco Phones	01-5600	1,927.55
B15-00778	Contrax	039	DO Humanities- Table on rollers for HU205	01-6400	370.34
B15-00779	HGHB	058	Schedule Maintenance-Architectual services	14-6200	6,850.00
B15-00780	Office Depot	039	DO Humnaities- Open order	01-4300	1,000.00
B15-00781	Fisher Scientific	045	Anatomy/Physiology- instructional supplies	01-4300	451.92
B15-00782	Carolina Biological Supply	045	Biology- instructional supplies	01-4300	919.68
B15-00783	Carolina Biological Supply	045	Antomy/Physiology - Supplies	01-4300	459.43
B15-00784	Bone Clones	055	Anthropology- Instructional supplies	01-4300	149.62
B15-00785	KI INC	059	ARC- 2 Crank sit/stand tables	01-6400	1,703.41
B15-00786	YBP Library Services	044	Library-Library Materials Deposit for FY 14/15	01-6300	1,926.62
B15-00787	Office Depot	036	EMS/Fire Academy- Open order	01-4300	500.00
B15-00788	Robert Lifosjoe	025	VATEA- 1994 Mazda Miata	01-4500	750.00
B15-00789	Media Education Foundation	044	Library- Library Materials	01-6400	500.00
B15-00790	Apperson	045	Life Science- Apperson Test Sheets	01-6300	636.59
B15-00791	MONTEREY AUTO SUPPLY INC	025	VATEA- Batteries	01-4300	113.56
B15-00792	MONTEREY AUTO SUPPLY INC	025	VATEA- Training Aides	01-6400	1,324.36
B15-00793	Freedom Scientific	059	ARC- Topaz XL HD Video Magnifier	01-6400	3,522.23
B15-00794	Scantron	021	VP of Academic Affairs-Scantron Scanner	01-6400	2,384.32
B15-00795	Scantron	021	VP academic affairs & Dist. Ed. -Set-up & install	01-6400	3,701.38
B15-00796	BRODART	044	Library-Office supplies	01-5600	3,545.00
B15-00797	Learning Seed, LLC	055	VP of Academic Affairs- Licenses with DVDs	01-4500	413.16
B15-00798	Musicians Friend	031	Music-Drum Ste Components	01-4500	796.60
B15-00799	B & H PHOTO/VIDEO	031	Music- Yamaha P700S Power Amplifier	01-4300	3,910.50
B15-00800	Camille Chitwood	031	Music	01-4300	549.00
B15-00801	Jeff Gallager	031	Music- Independent Contractor	01-5100	170.00
B15-00802	Laura McShane	031	Music- Independent Contractor	01-5100	255.00
B15-00803	Brent Smith	031	Music - Independent Contractor	01-5100	255.00
B15-00804	Jordan, Kevin	031	Music- Independent Contractor	01-5100	180.00

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

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

ESCAPE ONLINE

Page 1 of 3

(See Last Page) ***				Board Meeting Date June 24, 2015	
PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B15-00805	Pauline Troia	031	Music- Independent Contractor	01-5100	674.73
B15-00806	King, Karen	031	Music- Independent Contractor	01-5100	240.00
B15-00807	Ruth Jordan	031	Music-Independent Contractor	01-5100	180.00
B15-00808	Horn, Erica	031	Music - Independent Contractor	01-5100	495.00
B15-00809	Fowler, Nancy	031	Music- Independent Contractor	01-5100	180.00
B15-00810	Gomez, Rosie	047	MATE MOV: Independent Contractor	01-5100	1,500.00
B15-00811	Signature Systems Group	023	Admissions & Records-Event Deck Panels	01-6400	28,868.25
B15-00812	Mann,Candiya	047	MATE Res. Ctr.-Instructional Contractor	01-5100	14,000.00
B15-00813	Flute World	031	Music- Instructional materials	01-4300	230.88
B15-00814	LKQ- Redding Auto Center	025	VATEA I-C Curriculum Devel-Steering & Suspension	01-6400	407.34
B15-00815	CASEY PRINTING	021	AB86 Adult Ed- Printing	01-4500	11,233.42
B15-00816	CASEY PRINTING	059	ARC- 2000 Brochures	01-4500	448.83
B15-00817	ATI Nursing Education	048	Enrollment Growth- TEAS V Test	01-4300	97.76
B15-00818	Georgia Institute of Tech AMAC	059	ARC- Independent Contractor	01-5100	750.00
B15-00819	Agile Research & Tech.	059	ARC- Independent Contractor	01-5100	3,500.00
B15-00820	AHEAD	059	ARC- Books	01-4500	79.95
B15-00821	School Datebooks	057	Matriculation Office-Custom Date Books	01-7600	7,377.16
B15-00822	Curriculum Associates	059	ARC- Reading Kit	01-4300	582.84
B15-00823	Critical Thinking Software	059	ARC-Word Roots Software Licenses	01-4300	340.66
B15-00824	MPC Bookstore	021	tech Prep- binders	01-4300	260.27
B15-00825	MPC Bookstore	021	Tech Prep-MPC file folders	01-4300	258.96
B15-00826	Uniforms Express	051	Block Grant Fund- Baseball uniforms	01-4500	6,435.76
B15-00827	Fitness Edge	051	Physical Fitness- Repairs	01-5600	1,648.97
B15-00828	Epico Systems Inc	150	Art Studio/Ceramics-Fiber optic cable	48-6200	2,155.00
B15-00829	COG	059	Access Resource Ctr- Lateral filing cabinet	01-6400	404.09
B15-00830	Buddy's All Star Inc	051	Block Grant Fund-Men's Soccer uniforms	01-4500	2,323.97
B15-00831	ROGERS ATHLETIC CO	051	Block Grant Fund-Football Landing Mat	01-6400	948.14
B15-00832	Dallas Midwest	057	Block Grant Fund-100 stackable chairs	01-6400	6,687.53
B15-00833	ProctorU	021	Office of VP of Academic Affairs-Proctor	01-4500	450.00
B15-00834	Onix Networking	041	Gen Instit. Cont. & IS Systems &prog-Google apps	01-5100	19,858.69
				14-5100	37,021.31
B15-00835	TriCord Trade Show Services	057	VP of Student Services-Stage rental	01-5600	4,640.00
Total Number of POs			64	Total	231,080.76

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

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

ESCAPE ONLINE

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(See Last Page) ***

Board Meeting Date June 24, 2015

Fund Recap

Fund	Description	PO Count	Amount
01	General Fund	60	174,473.64
14	Capital Projects Fund (M)	2	43,871.31
48	Building Fund (M)	3	12,735.81
		Total	231,080.76

Information is further limited to: Purchase Orders starting with text between b15-00772 and b15-00835

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

ESCAPE ONLINE

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Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015

Consent Agenda Item No. B

Human Resources
College Area

Proposal:

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

Background:

Item	Action	Details	Fiscal Implication
a)	Employment	Employment of tenure-track, EOPS Counselor, Kacey Giammanco, under faculty service area Counsel. Step and Column placement pending verification, effective August 1, 2015.	Categorically funded
b)	Equivalency to Minimum Qualifications	Grant Equivalency to Minimum Qualifications to Kacey Giammanco in Counseling: EOPS, effective Summer 2015. Ms. Giammanco holds a Master of Science in School Counseling. She is currently an Adjunct in General Counseling at MPC. The Senate Subcommittee on Equivalency has approved Ms. Giammanco's Equivalency to Minimum Qualifications for Counseling: EOPS.	N/A
c)	Employment	Employment of tenure-track Counselor, Carrie Ballard, under faculty service area Counsel. Step and Column placement pending verification, effective August 3, 2015.	Included in budget
d)	Resignation	Resignation of Kimberly Christoff-Mansfield, Counselor, effective June ____, 2015.	N/A
e)	Employment (list attached)	Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Summer 2015.	Included in budget

Budgetary Implications:

See Table.



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

- a) Employment of tenure-track, EOPS Counselor, Kacey Giammanco, under faculty service area Counsel. Step and Column placement pending verification, effective August 1, 2015.
- b) Grant Equivalency to Minimum Qualifications to Kacey Giammanco in Counseling: EOPS, effective Summer 2015.
- c) Employment of tenure-track Counselor, Carrie Ballard, under faculty service area Counsel. Step and Column placement pending verification, effective August 3, 2015.
- d) Resignation of Kimberly Christoff-Mansfield, Counselor, effective June ____, 2015.
- e) Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Spring 2015.

Recommended By:


Susan Kitagawa, Associate Dean of Human Resources

Prepared By:


Kali F. Viker, Human Resources Analyst

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

Monterey Peninsula College
Part-time, substitute, and/or overload
Summer 2015 - June

B1-Teaching With Benefits

Bingaman	Nancy	NURS
Castillo	Leandro	BUSI
De Soto	Alethea	PERS
Easton	William	LIBR
Grasmuck	Karoline	DNTL
Hage	Samar	NURS
Hanna	Susan	NURS
Iwamoto	Lynn	MATH
Jansen	Molly	HOSP
Lawrence	James	AUTO
Rondez	Christina	NURS
Rozman	Kathleen	LNSK
Ruiz	Deborah	LIBR
Schutzler	Lyndon	PFIT
Singh	Damanjit	CSIS
Tozier	Glenn	LIBR

B2-Teaching Without Benefits

Adam	Andre	HOSP
Aleu	Gerardo	MATH
Bard	Donald	ANAT
Barrie	Bruce	BUSI
Black	Jason	FPTC
Byrom	Debra	MEDA
Cunningham	Tracee	PERS
Fellguth	Jennifer	LIBR
Giammanco	Kacey	PERS
Gravelle	Kim	BUSI
Greenlee	Gregory	FPTC
Hanle	Gregory	HOSP
Hanzelka	Eric	FPTC
Hasslinger	John	FPTC

Hinckley	Bradford	FPTC
Holaday	Carol	ARTD
Hopkins Carpenetti	Maia	DNTL
Kelley	Harald	FPTC
Kragelund	Lynn	NURS
Lundgren	John	FPTC
McMillen	Jennifer	ENGL
Mendoza	James	FPTC
Piasecki	Kendra	NUTF
Roberts	Craig	BUSI
Roth	Morgan	ANAT
Roth	Stewart	FPTC
Santana	Jose	ARTD
Scott	Charmaine	BUSI
Singer	Susan	NUTF
Smith	Christopher	FPTC
Stewart	Michael	CSIS
Stoykov	Alexandre	CSIS
Thompson	James	BIOL
Williams	William	MATH
Wisneski	David	CSIS
Wong	Randall	FPTC

C1-Non-Teaching With Benefits

Anongchanya	Grace	PERS
Cardinale	Salvatore	LNSK
Fletes	Kelly	LNSK
Johnson	La Ron	LNSK
Kerchner	Amber	LNSK
Torres	Michael	LNSK
Tozier	Glenn	LIBR

C2-Non-Teaching Without Benefits

Ainsworth	Cynthia	LIBR
Armstead	Stanford	LNSK
Duong	Thu	LIBR
Koch	Elizabeth	LNSK
Lewis	Vincent	LNSK

Ram	Kimberley	BUSI
Stewart Bradley	Lakisha	LNSK
Stratton	Jacqueline	LNSK
Switzer	Sandra	LIBR
Walker	Davina	LNSK
Walter	Susan	LNSK

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015

Consent Agenda Item No. C

Human Resources

College Area

Proposal:

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

Background:

Item	Action	Details	Fiscal Implication
a)	Employment	Employment of Gabino Valladares, Library Systems Technology Coordinator, 40 hours per week, 12 months per year, effective July 1, 2015.	Included in Budget
b)	Employment	Employment of Amber Thompson, Athletics and Division Office Manager, Physical Education, 40 hours per week, 12 months per year, effective July 6, 2015.	Included in Budget
c)	Employment	Employment of Danielle Parker, Unit Office Manager, Child Development Center, 29 hours per week, 10 months per year, effective July 1, 2015.	Included in Budget
d)	Employment	Employment of Kalen Edwards, Sciences Laboratory Manager, Life Science, 40 hours per week, 11 months per year, effective August 21, 2015.	Included in Budget
e)	Approval of Title change and Job Description (attached)	Title change from Division Office Manager, in Physical Education, to Athletics and Division Office Manager and the attached job description for Athletics and Division Office Manager effective July 1, 2015. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. Placement on salary schedule is changed from range 18 to range 19.	Included in Budget
f)	Approve Job Description (attached)	The attached, updated job description for Media Technician, Audio/Visual, effective July 1, 2015. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. Placement on salary schedule is changed from range 14 to range 16.	Included in Budget
g)	Approve Job Description (attached)	The attached, updated job description for Administrative Assistant I, effective July 1, 2015. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. No change to salary placement.	N/A
h)	Approve Job Description (attached)	The attached, updated job description for Administrative Assistant II, effective July 1, 2015. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. No change to salary placement.	N/A
i)	Approve Job Description (attached)	The attached, updated job description for Administrative Assistant III, effective July 1, 2015. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. No change to salary placement.	N/A
j)	Approve Job Description (attached)	The attached, updated job description for Division Office Manager, effective July 1, 2015. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. No change to salary placement.	N/A

k)	Approve Job Description (attached)	The attached, updated job description for Library Specialist-Interlibrary Loans, Periodicals & Circulation Desk, effective July 1, 2015. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. No change to salary placement.	N/A
l)	Approve Job Description (attached)	The attached, updated job description for Network Engineer, effective July 1, 2015. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. No change to salary placement.	N/A
m)	Approve Job Description (attached)	The attached, updated job description for Programmer Analyst, effective July 1, 2015. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. No change to salary placement.	N/A
n)	Approve Job Description (attached)	The attached, updated job description for Unit Office Manager, Facilities, effective July 1, 2015. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. No change to salary placement.	N/A
o)	Approve Job Description (attached)	The attached, updated job description for Unit Office Manager, Library, effective July 1, 2015. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. No change to salary placement.	N/A
p)	Approve Job Description (attached)	The attached, updated job description for Unit Office Manager, Marina Education Center, effective July 1, 2015. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. No change to salary placement.	N/A
q)	Resignation	Resignation of David Jodoin, Campus Security Officer, Administrative Services, 40 hours per week, 12 months per year, effective at the end of the day, June 1, 2015.	N/A
r)	Resignation	Resignation of Christian Sanchez, Instructional Technology Specialist, Business & Technology, 40 hours per week, 12 months per year, effective at the end of the day, June 15, 2015.	N/A
s)	Resignation retirement in lieu of layoff	Retirement, in lieu of layoff, of Marie Wright, Child Development Specialist, Child Development Center, 18 hours per week, 9 months and 11 days per year, effective at the end of the day, June 30, 2015.	N/A
t)	Resignation retirement in lieu of layoff	Retirement, in lieu of layoff, of Cindy Campbell, Child Development Specialist, Child Development Center, 40 hours per week, 9 months and 11 days per year, effective at the end of the day, June 30, 2015.	N/A

Budgetary Implications:

See table.

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

- a) Employment of Gabino Valladares, Library Systems Technology Coordinator, 40 hours per week, 12 months per year, effective July 1, 2015.
- b) Employment of Amber Thompson, Athletics and Division Office Manager, Physical Education, 40 hours per week, 12 months per year, effective July 6, 2015.
- c) Employment of Danielle Parker, Unit Office Manager, Child Development Center, 29 hours per week, 10 months per year, effective July 1, 2015.
- d) Employment of Kalen Edwards, Sciences Laboratory Manager, Life Science, 40 hours per week, 11 months per year, effective August 21, 2015.
- e) Title change from Division Office Manager, in Physical Education, to Athletics and Division Office Manager, and the attached job description for Athletics and Division Office Manager at Range 19, effective July 1, 2015.

- f) The attached, updated job description for Media Technician, Audio/Visual at Range 16, effective July 1, 2015.
- g) The attached, updated job description for Administrative Assistant I, effective July 1, 2015.
- h) The attached, updated job description for Administrative Assistant II, effective July 1, 2015.
- i) The attached, updated job description for Administrative Assistant III, effective July 1, 2015.
- j) The attached, updated job description for Division Office Manager, effective July 1, 2015.
- k) The attached, updated job description for Library Specialist-Interlibrary Loans, Periodicals & Circulation Desk, effective July 1, 2015.
- l) The attached, updated job description for Network Engineer, effective July 1, 2015.
- m) The attached, updated job description for Programmer Analyst, effective July 1, 2015.
- n) The attached, updated job description for Unit Office Manager, Facilities, effective July 1, 2015.
- o) The attached, updated job description for Unit Office Manager, Library, effective July 1, 2015.
- p) The attached, updated job description for Unit Office Manager, Marina Education Center, effective July 1, 2015.
- q) Resignation of David Jodoin, Campus Security Officer, Administrative Services, 40 hours per week, 12 months per year, effective at the end of the day, June 1, 2015.
- r) Resignation of Christian Sanchez, Instructional Technology Specialist, Business & Technology, 40 hours per week, 12 months per year, effective at the end of the day, June 15, 2015.
- s) Retirement, in lieu of layoff, of Marie Wright, Child Development Specialist, Child Development Center, 18 hours per week, 9 months and 11 days per year, effective at the end of the day, June 30, 2015.
- t) Retirement, in lieu of layoff, of Cindy Campbell, Child Development Specialist, Child Development Center, 40 hours per week, 9 months and 11 days per year, effective at the end of the day, June 30, 2015.


Recommended By:


Susan Kitagawa, Associate Dean of Human Resources

Prepared By:


Kali F. Viker, Human Resources Analyst

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

Job Description/Title: Division Office Manager → Athletics and Division Office Manager
Approved, Bargaining Unit President: Reclassification Committee 4/14/15
Approved, MPC Associate Dean, Human Resources: 4/14/15
Board Approved: 6/24/15

MONTEREY PENINSULA COLLEGE

ATHLETICS AND DIVISION OFFICE MANAGER

Job Summary

Under general direction, perform a wide variety of complex and responsible support and technical activities related to the responsibilities of a specific division and athletics. Receive minimal supervision and make routine decisions within a broad framework of standard policies and procedures. Coordinate the division and athletics' activities, perform office management duties; exercise good judgment and problem solving skills in the application and execution of the division and athletics decisions and procedures; explain college policies, procedures, standards and requirements; establish and maintain good public relations with staff, students, and the community at large.

EXAMPLES OF FUNCTIONS

Essential Functions

Depending on assigned area, Essential Functions may include, but are not limited to the following:

1. Provide complex and routine office, technical, and administrative detail work for faculty and staff which may include but is not limited to: production of reports and documents, including statistical reports, flyers, mailing lists, posters, manuals, letters, memos, minutes, and other items using a variety of computer software. Process tests, quizzes, and course syllabi as requested. Set up and maintain electronic and hardcopy files of all division documents including curriculum.
2. Process administrative details not requiring the immediate attention of the division chair and supervisor; meet with instructors, coaches and directors to facilitate instructional needs. Initiate projects as needed.
3. Serve as a source of information regarding the policies and procedures of Monterey Peninsula College and the division and how they are applied. Serve as liaison with administrative offices, on and off campus organizations, and students.
4. Provide introduction and orientation to all new members of the division.
5. Coordinate division schedule building process which may include but is not limited to: coordinating course offerings with each department, reviewing submitted information for accuracy; preparing division course schedule for input into the management information system; proofing and editing the final publication copy; monitoring and updating semester's courses as needed throughout the semester.
6. Assist faculty in the process of developing new courses and programs; monitor progress through the approval process.
7. Enter information and prepare documents that are used to produce adjunct faculty and full-time faculty overload notices of employment; calculate teachers' load units (TLU's); prepare and maintain history records, calculate assignment to ensure that adjunct faculty do not exceed load limit.

8. Assist, gather and verify eligibility documentation for student athletes including but not limited to Form 1, official transcripts, verification from other colleges, physical exam, educational plan, and enrollment in intercollegiate athletic classes. Submit eligibility documentation to Admission and Records and conference commissioners.
9. Verify student records including GPA, repeatability and unit enrollment in accordance California Community College Athletics Association (CCCAA). Enter student athletes' information into CCCAA database.
10. Ensure student athletes' eligibility for priority registration.
11. Coordinate game management staff; monitor volunteer coaching staff.
12. Coordinate assignment of classroom use; post notices of room changes and cancellations; coordinate key distribution; assist in the coordination of facility rentals; maintain master athletic events calendar including rental charges and insurance.
13. Coordinate and assist faculty with the textbook ordering process; liaison with bookstore and publishers; order materials from publishers for faculty.
14. Prepare and edit material for inclusion in the college catalog, including new courses and changes; proof for accuracy.
15. Operate standard and specialized office equipment including but not limited to personal computers and software. Demonstrate correct usage, maintain supplies, schedule repair and perform trouble- shooting activities.
16. Update and maintain webpages to ensure information is current and accurate.
17. Coordinate and implement a variety of programs and services both on and off campus that are specific to the business of the assigned division, including program review.
18. Facilitate non-standard examination process for make-up exams, pre-requisite challenges and supportive services accommodations by explaining the process, scheduling appointments and proctoring tests.
19. Monitor and review a variety of data for completion and conformance with established regulations and procedures.
20. Assist in the development of and maintain division budgets, including but not limited to instructional supplies, equipment repair, purchasing, maintenance agreements, student help, and classified employees; provide budget management assistance to departments in assigned division as needed. Manage division office budget.
21. Maintain a supply of commonly used office and instructional supplies, and order as necessary.
22. Coordinate preparation and hosting of workshops and meetings. Provide assistance for fundraising events.
23. Facilitate mail, package,/ and print shop service to division.
24. Coordinate the process of students' evaluation of faculty.
25. Train and coordinate student workers.

Other Duties

1. Perform other related duties, as assigned, which may include posting notices of instructor and staff absence, assisting supervisor with special projects and other duties related to the business of the assigned division and athletics.
2. Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein. For example: completion of approximately two years of college level course work, or the equivalent, in office administration or a related field, and three years of administrative experience providing advanced knowledge and skills in current and efficient office procedures and management techniques.

Knowledge

Knowledge of: general functions, policies, rules and regulations of a complex organization such as a community college; CCCAA regulations and procedures; budget processes, current office methods and practices including filing systems, receptionist and telephone techniques; a variety of word processing, spreadsheet and database programs as needed to fulfill the requirements of the job.

Abilities

Ability to: understand and independently carry out complex oral and written instructions; prioritize and do several tasks simultaneously; accurately and efficiently use a variety of word processing, spreadsheet and database programs to create and produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; use appropriate and correct English spelling, grammar, and punctuation; perform mathematical calculations with speed and accuracy; learn and successfully apply office policies and procedures; analyze situations and make decisions on procedural matters without immediate supervision; communicate effectively in both oral and written form; efficiently use a variety of office equipment as needed to fulfill the needs of the job; maintain security and confidentiality of records and information; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

Physical Effort/Work Environment:

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

Job Description/Title: Media Technician, A/V

Approved, Bargaining Unit President: Reclassification Committee 4/14/15

Approved, MPC Associate Dean, Human Resources: 4/14/15

Board Approved: 6/24/15

MONTEREY PENINSULA COLLEGE

MEDIA TECHNICIAN, AUDIO/VISUAL

JOB SUMMARY

Under general supervision, perform a variety of functions associated with circulation, distribution and recovery of audio-visual materials. Receive limited supervision from supervisor within a broad framework of standard policies and procedures. Perform various activities associated with media distribution to include audio and video hardware and software; operate audio and visual equipment; minor repair of electronic equipment and repair of film; accurate record keeping and inventory control.

EXAMPLES OF FUNCTIONS

Essential Functions

1. Receive, record and process requests for audio-visual equipment, including videotape equipment, DVD, artifacts, exhibits, study prints, cassettes, CDs and videoconferencing equipment (in classrooms).
2. Adhering to copyright laws, duplicate CDs, DVDs, VHS tape and transfer media from one format to another
3. Record off air and satellite transmissions.
4. Train and assist instructors and students in use of audio-visual equipment and its operation.
5. Notify division, department and unit regarding changes in scheduling and/or availability of equipment.
6. Schedule usage of hardware and software; coordinate and participate in the delivery, operation and pickup of audio and video hardware and software to support instruction and other events.
7. Maintain and clean electronic equipment located in classrooms to include computers, projectors, monitors, document cameras, and older equipment.
8. Consult with instructors and administrators in researching equipment, design, and upgrades for classroom use college-wide; recommend and select appropriate equipment.
9. Prepare audio-visual materials for delivery, shipment, and mailing; record information; oversee and control hardware and software inventory; maintain accurate inventory.
10. Receive, check in, and monitor condition of instructional equipment and media; repair equipment, report damage to or loss of equipment; recommend replacements.
11. Prepare equipment and media for returns; verify the timely return; trace lost or late equipment; process extension.
12. Train and oversee the work of student employees.
13. Set up and operate sound board and equipment in the theater.

Other Duties

1. Perform other related duties as assigned.
2. Serve on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein. For example, completion of high school or equivalent and four years of recent experience in operating and maintaining audio and video hardware.

Knowledge

Knowledge of operation, maintenance and minor repair of audio and video equipment; basic principles of electronics; audio and video recording and duplicating equipment; computers and applicable software; equipment scheduling; record keeping of equipment and its maintenance; general clerical practices and procedures; copyright laws; health and safety laws, regulations and procedures.

Abilities

Ability to: operate and maintain various types of audio-visual equipment; learn new equipment & models in A/V equipment types; maintain accurate circulation and equipment inventory records; communicate effectively in both oral and written form; read and write at a level required for successful job performance; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for the academic, ethnic, socio-economic, disability, and gender diversity of students and staff attending or working on a community college campus.

Licenses and Certificates

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

PHYSICAL EFFORT/WORK ENVIRONMENT

Some heavy physical effort which may include frequent standing, walking, and handling of heavy parcels, machines or equipment of up to 50 pounds; frequent activities requiring full body exertion. Indoor and outdoor work environment with some exposure to environmental extremes. Occasional travel to college sites.

Job Description/Title: ADMINISTRATIVE ASSISTANT I

Approved, Bargaining Unit President: Reclassification Committee 4/14/15

Approved, MPC Associate Dean, Human Resources: 4/14/15

Board Approved: 6/24/15

MONTEREY PENINSULA COLLEGE

ADMINISTRATIVE ASSISTANT I

JOB SUMMARY

Under direct supervision, perform a variety of responsible office support activities related to an operational department and/or program. Receive supervision from the head of department or program within a broad framework of standard policies and procedures. Perform various office support activities; exercise good judgment and tact; provide information on procedures, standards, and requirements where applicable; establish and maintain good public relations with staff, students, and the community at large.

EXAMPLES OF FUNCTIONS

Essential Functions

1. Perform a wide variety of office support and operational activities to assist in the day-to-day operation of the assigned department or program.
2. Maintain a working knowledge of the assigned department staff, programs and operations; act as a source of information regarding courses and programs, policies, and procedures to students, faculty, staff and the community.
3. Compile and assemble various types of data relating to the business of the department; enter data to various spreadsheet and database programs as required; create reports.
4. Analyze situations carefully and adopt an effective course of action which may include: assisting students in understanding and applying information contained within the college course catalog, meeting with faculty and students to facilitate student needs, resolving various problems within scope of authority.
5. Prepare communications and documents; check and review forms and materials for completeness, accuracy, and conformance with established regulations and procedures.
6. Maintain a calendar of events, due dates, and schedules as they relate to the department or program.
7. Make entries to database as necessary; maintain inventory of supplies and requisition supplies.
8. Maintain student and department files; audit for accuracy.
9. Recommend changes to existing clerical procedures and develop new procedures, if appropriate.

Other Duties:

1. Perform other duties related to the business of the department as assigned by department or program head.
2. Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, training, and experience, which would indicate possession of the required knowledge and abilities listed herein. For example, one year of college level coursework, and one year of increasingly responsible experience in an office environment.

Knowledge

Knowledge of: general office methods and practices including filing systems; receptionist and telephone techniques; letter and report writing; a variety of word processing, spreadsheet and database programs as needed to fulfill the requirements of the job; mathematical computations; public and human relations techniques.

Abilities:

Ability to: understand and independently carry out both oral and written instructions; prioritize and do several tasks simultaneously, learn and successfully apply office policies and procedures, rules, and regulations; use good judgment; communicate effectively in both oral and written form; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; efficiently and accurately use a variety of word processing, spreadsheet and database programs as needed to fulfill the requirements of the job; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

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

Job Description/Title: Administrative Assistant II

Approved, Bargaining Unit President: Reclassification Committee 4/14/15

Approved, MPC Associate Dean, Human Resources: 4/14/15

Board Approved: 6/24/15

MONTEREY PENINSULA COLLEGE

ADMINISTRATIVE ASSISTANT II

JOB SUMMARY

Under general supervision plan, coordinate and participate in a variety of complex and responsible office support activities related to the responsibilities of a department or unit. Receive limited supervision within a broad framework of standard District policies and procedures. Perform varied office and administrative support duties; exercise good judgment in the application and follow through of departmental decisions; provide information on college policies, procedures, standards and requirements; establish and maintain good public relations with staff, students and the community at large.

EXAMPLES OF FUNCTIONS

Essential Functions

1. Perform complex office assistance, and administrative detail work for assigned area and supervisor.
2. Process administrative details not requiring the immediate attention of the supervisor which may include, but is not limited to: organizing and maintaining calendars, and opening and routing mail.
3. Maintain a thorough working knowledge of the assigned department.
4. Provide information regarding the department's policies and procedures for instructors, classified and management staff, students and the community.
5. Analyze situations carefully and correctly and adopt an effective course of action; use diplomacy, tact, friendliness and poise.
6. Compose, prepare and distribute a variety of both paper and electronic documents including email, contracts, letters, on-line forms, statistical reports, resolutions, manuals, final reports and purchase requisitions.
7. Prepare bulk mailings for flyers, brochures and other materials for projects in assigned area.
8. Build and maintain budget and special accounts spreadsheet and database programs as necessary.
9. Set up and maintain files on projects of assigned area; coordinate and monitor special projects, assignments and activities which may include but are not limited to: course certifications, rosters for course completions, course announcements, timesheets, and time reports.
10. Check reports, records, and other materials for accuracy, completeness and conformity with established standards.
11. Greet and assist visitors and telephone callers; respond to questions; provide information as required; refer to appropriate sources.

12. Coordinate preparation of in-service training, workshops, training seminars, and other meetings as needed in assigned area.
13. Create and maintain databases and spreadsheets required by department which may include but are not limited to tracking time cards and time reports, student matter and activities.

Other Functions

1. Maintain inventories and requisition supplies.
2. Follow opening and closing procedures, including securing buildings.
3. Ensure adequate change in cash box and monitor balance for bank deposits.
4. Serve on college committees as assigned
5. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities listed herein. For example: completion of approximately two years of college level course work, and two years of increasingly responsible office experience providing advanced knowledge and skills in current office procedures and techniques.

Knowledge

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

Abilities

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

Physical Effort/Work Environment:

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

Job Description/Title: Administrative Assistant III

Approved, Bargaining Unit President: Reclassification Committee 4/14/15

Approved, MPC Associate Dean, Human Resources: 4/14/15

Board Approved: 6/24/15

MONTEREY PENINSULA COLLEGE

ADMINISTRATIVE ASSISTANT III

Job Summary:

Under general supervision, assist by planning, coordinating and participating in the application of operational procedures. Receive limited supervision within a broad framework of standard District policies and procedures. Perform varied administrative support duties of the office; initiate and exercise good judgment in the application and follow through of administrative decisions and policy making; accurately explain college policies, procedures, standards and requirements; establish and maintain good public relations with staff, students, and the community at large.

EXAMPLES OF FUNCTIONS

Essential Functions

1. Process administrative details not requiring the immediate attention of supervisor.
2. Perform varied and responsible administrative support duties to assist in the processing and completion of operations in the assigned administrative office.
3. Act as an information source regarding policies and procedures; provide information where judgment, knowledge and explanations are necessary, especially in the proper handling of files that contain personal information in order to maintain confidentiality.
4. Provide support to the administrative office in all matters relating to the business of the area which may include the areas of: accreditation; grant development, staff development, various review and certification procedures, specialized programs relating to student operations, special course and program development and documentation, course outlines, contract preparation; may monitor schedule building process; may assist supervisor in development of presentations; as well as providing support in other areas as needed.
5. Coordinate various meetings, ceremonies, and receptions as assigned; provide support services for visiting training speakers including selection of meeting rooms and accommodations; prepare agenda items; prepare and maintain a master calendar for the administrative unit. Attend meetings and take minutes.
6. Prepare-and process a variety of communications and documents which may include statistical reports, Notice of Employment (NOE) contracts, resolutions, manuals, contracts, grant applications, purchase requisitions and final reports; compose memos and other correspondence.
7. Maintain master classroom schedule using appropriate software; assist in maximizing classroom and facilities use; resolve room conflicts and locations to be arranged (LOTBAs); coordinate scheduling of MPC facility needs, both on and off campus; electronically reserve and maintain schedules for assigned facilities and rooms.
8. Create and maintain spreadsheets and databases for area projects as needed; prepare reports and final documents; oversee the establishment and maintenance of filing systems.
9. Prepare and track budget entries for multiple budget accounts to spreadsheet and database systems as necessary and submit budget reports to state agencies.

10. Serve as a liaison between the departments, divisions, students, the college, and the community at large; greet and assist office visitors and telephone callers; respond to questions; provide information as required; refer to appropriate sources.
11. Monitor special projects and programs and take independent action as needed; meet deadlines; coordinate assignments and activities.
12. Assist with the faculty evaluation procedures; process and distribute student evaluations to Department Office Managers; collect surveys, gather and compile data; forward to appropriate Division Chair and Administrator.
13. Check reports, records, and other material for accuracy, completeness and conformity with established standards.
14. Learn and effectively operate current software to meet the particular needs of the office.
15. Arrange interviews, appointments, schedules, and conferences; make travel arrangements and itineraries related to functions of the assigned office; arrange committee and other meetings; coordinate preparation of workshops.

Other Functions

1. Coordinate the department work flow and the work of student employees in the administrative unit office as assigned.
2. Serve on college committees as assigned.
3. Provide backup for other administrative positions as assigned. Out-of-class compensation will be applied according to Section 4.11 in the collective bargaining agreement.
4. Perform other related duties as assigned.
5. Maintain inventory and requisition supplies for office as needed.

Employment Standards

Education and Experience

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

Knowledge

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

Abilities

Ability to: understand and independently carry out oral and written instructions; prioritize and do several tasks simultaneously; learn and successfully apply office policies, procedures, rules and regulations; use good judgment in recognizing the scope of authority as delegated; analyze situations and make decisions on procedural and detail matters without immediate supervision; analyze projects under pressure of time; maintain security and confidentiality of records and information; communicate effectively in both oral and written form; use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; operate efficiently a variety of office equipment as needed; use word processing, spreadsheet, database and presentation software proficiently and

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

Physical Effort/Work Environment:

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

Job Description/Title: Division Office Manager

Approved, Bargaining Unit President: Reclassification Committee 4/14/15

Approved, MPC Associate Dean, Human Resources: 4/14/15

Board Approved: 6/24/15

MONTEREY PENINSULA COLLEGE

DIVISION OFFICE MANAGER

Job Summary

Under general direction, perform a wide variety of complex and responsible support and technical activities related to the responsibilities of a specific division. Receive minimal supervision and make routine decisions within a broad framework of standard policies and procedures. Coordinate the division's activities, perform office management duties; exercise good judgment and problem solving skills in the application and execution of the division decisions and procedures; explain college policies, procedures, standards and requirements; establish and maintain good public relations with staff, students, and the community at large.

EXAMPLES OF FUNCTIONS

Essential Functions

Depending on assigned area, Essential Functions may include, but are not limited to the following:

1. Provide complex and routine office, technical, and administrative detail work for faculty and staff which may include but is not limited to: production of reports and documents, including statistical reports, flyers, mailing lists, posters, manuals, letters, memos, minutes, and other items using a variety of computer software. Process tests, quizzes, and course syllabi as requested. Set up and maintain electronic and hardcopy files of all division documents including curriculum.
2. Process administrative details not requiring the immediate attention of the division chair and supervisor; meet with instructors and directors to facilitate instructional needs. Initiate projects as needed.
3. Serve as a source of information regarding the policies and procedures of Monterey Peninsula College and the division and how they are applied. Serve as liaison with administrative offices, on and off campus organizations, and students.
4. Provide introduction and orientation to all new members of the division.
5. Coordinate division schedule building process which may include but is not limited to: coordinating course offerings with each department, reviewing submitted information for accuracy; preparing division course schedule for input into the management information system; entering and updating semester's courses; proofing and editing the final publication copy; monitoring and updating semester's courses as needed throughout the semester.
6. Assist faculty in the process of developing new courses and programs; monitor progress through the approval process.
7. Enter information and prepare documents that are used to produce adjunct faculty and full-time faculty overload notices of employment; calculate teachers' load units (TLU's); prepare and maintain history records, calculate assignment to ensure that adjunct faculty do not exceed load limit.
8. Coordinate assignment of classroom use; post notices of room changes and cancellations; coordinate key distribution.

9. Coordinate and assist faculty with the textbook ordering process; liaison with bookstore and publishers; order materials from publishers for faculty.
10. Prepare and edit material for inclusion in the college catalog, including new courses and changes; proof for accuracy.
11. Operate standard and specialized office equipment including but not limited to personal computers and software. Demonstrate correct usage, maintain supplies, schedule repair and perform trouble- shooting activities.
12. Coordinate and implement a variety of programs and services both on and off campus that are specific to the business of the assigned division, including program review.
13. Facilitate non-standard examination process for make-up exams, pre-requisite challenges and supportive services accommodations by explaining the process, scheduling appointments and proctoring tests.
14. Monitor and review a variety of data for completion and conformance with established regulations and procedures.
15. Assist in the development of and maintain division budgets, including but not limited to instructional supplies, equipment repair, purchasing, maintenance agreements, student help, and classified employees; provide budget management assistance to departments in assigned division as needed. Manage division office budget.
16. Maintain a supply of commonly used office and instructional supplies, and order as necessary.
17. Coordinate preparation and hosting of workshops and meetings.
18. Facilitate mail, package,/ and print shop service to division.
19. Coordinate the process of students' evaluation of faculty.
20. Train and coordinate student workers.

Other Duties

1. Perform other related duties, as assigned, which may include posting notices of instructor and staff absence, assisting supervisor with special projects and other duties related to the business of the assigned Division.
2. Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein. For example: completion of approximately two years of college level course work, or the equivalent, in office administration or a related field, and three years of administrative experience providing advanced knowledge and skills in current and efficient office procedures and management techniques.

Knowledge

Knowledge of: general functions, policies, rules and regulations of a complex organization such as a community college; budget processes, current office methods and practices including filing systems, receptionist and telephone techniques; a variety of word processing, spreadsheet and database programs as needed to fulfill the requirements of the job.

Abilities

Ability to: understand and independently carry out complex oral and written instructions; prioritize and do several tasks simultaneously; accurately and efficiently use a variety of word processing, spreadsheet and database programs to create and produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; use appropriate and correct English spelling, grammar, and punctuation; perform mathematical calculations with speed and accuracy; learn and successfully apply office policies and procedures; analyze situations and make decisions on procedural matters without immediate supervision; communicate effectively in both oral and written form; efficiently use a variety of office equipment as needed to fulfill the needs of the job; maintain security and confidentiality of records and information; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

Physical Effort/Work Environment:

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

Job Description/Title: Library Specialist - Interlibrary Loans, Periodicals & Circulation Desk
Approved, Bargaining Unit President: Reclassification Committee 4/14/15
Approved, MPC Associate Dean, Human Resources: 4/14/15
Board Approved: 6/24/15

MONTEREY PENINSULA COLLEGE

LIBRARY SPECIALIST - Interlibrary Loans, Periodicals & Circulation Desk

JOB SUMMARY

Under general direction, provide complex and technical duties involving interlibrary loans and periodicals. Perform variety of duties associated with circulation desk activities. Interpret and apply policies, rules, and regulations regarding access to collection and use of library materials. Receive supervision within a broad framework of standard policies and procedures.

EXAMPLES OF FUNCTIONS

Essential Functions

1. Interpret policies, rules, and regulations regarding access to collection and use of materials; inform library staff of policy issues and possible modifications; determine library privileges by verifying individual user status.
2. Assist library users in locating and using materials and machines to obtain appropriate information, perform circulation desk activities.
3. Produce letters, memos, and reports as necessary
4. Maintain currency with new library technologies such as on-line search engines and library software programs.
5. Edit library patron records as needed.

INTERLIBRARY LOANS

1. Organize and coordinate interlibrary loan program through appropriate databases; serve as main source of information for interlibrary loans.
2. Analyze and determine appropriate interlibrary lending sources for requests; process interlibrary requests by using various online catalogs and software; search local electronic catalogues to locate materials for faculty, staff, and students; search world wide database (Online Computer Library Center) for out of system interlibrary loan requests. Receive and process interlibrary loan requests; submit requests to interlibrary loan interface; retrieve books and materials and send or hold as appropriate; monitor and follow up on overdue materials; notify reciprocal libraries of delinquencies and to renew checkouts. Communicate status of requests with patrons.
3. Assess, bill, and issue payment for overdue loan materials.
4. Maintain record of searches and completed requests; monthly interlibrary loan reports; daily statistics of requests.
5. Ensure compliance with copyright law as it pertains to interlibrary loans; explain copyright parameters to faculty as needed.
6. Serve as liaison with other libraries and attend meetings at other libraries to set cooperative policies for information sharing and lending of materials.

7. Develop and maintain interlibrary loan procedures and manual; document and report problem areas and draft procedure statements to recommend appropriate changes; serve as source of information to other library employees.

PERIODICALS

1. Receive and enter periodicals through integrated library system for acquisitions: process title and publication changes through integrated library system.
2. Develop and update procedures as necessary.
3. Claim missing back issues through Ebscohost service.
4. Update master periodicals list database and paper format; weed periodicals; send back issues to bindery as needed.
5. Maintain and update Faculty and Staff information center.
6. Keep statistics and produce reports.
7. Receive, process, and prepare all periodicals and standing orders for use; update lists to maintain up-to-date periodical collections and records; manage online subscriptions.

CIRCULATION DESK

1. Check library materials in and out.
2. Collect fines and fees; operate cash register.
3. Answer phones, take in fines; help patrons with questions and directions; serve as source of library policies.
4. Schedule rooms through scheduling system.
5. Issue library cards following library rules, edit patron information.
6. Assist circulation desk employees with circulation procedures, providing assistance and answering questions as needed; train and monitor student assistants.
7. Interact and communicate diplomatically with all library patrons (public, faculty, staff and students); mediate difficult situations with tact and diplomacy; contact or refer situations to other authorities as necessary.
8. Open and close the library following standard procedures and protocol.
9. Respond to inquiries from students, faculty, and staff regarding the various collections.
10. Maintain academic related information which may include: grant and workshop information, senate minutes and other material as required in up-to-date status.
11. Maintain records of requests and searches; maintain statistics and produce documents or reports using appropriate spreadsheet, database, and word processing software as needed.

Other Duties

1. Maintain a clean and orderly library environment.

2. Maintain and assist users with library equipment, including computers, printers and copiers, referring for repairs as needed.
3. Perform other duties related to the business of the department as assigned by department and program head.
4. Design and assemble displays to coordinate with electronic web displays.
5. Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities listed herein. For example, at least two years of college level courses in library science and two years of experience in library work using current library technologies and software programs.

Knowledge

Knowledge of: basic library principles, materials and procedures, including interlibrary loans; current library technologies and database search software programs; current office methods and practices; principles and methods of ordering books, supplies and equipment; library filing and indexing; circulation and reference sources, Library of Congress classification system; a variety of word processing, spreadsheet and database programs as needed to fulfill the requirements of the job.

Abilities

Ability to: perform general library duties including library operations, efficiently use an online library system and Library of Congress classification system; quickly learn and apply specialized processes and regulations related to interlibrary loans and periodicals; learn and efficiently use current and new library technologies and software programs as required to fulfill the duties of the job; interact effectively with the public, students, staff, and faculty with diplomacy, tact, friendliness, poise, and firmness; prioritize tasks and do several tasks simultaneously; operate a variety of office machines; use word processing, database, and spreadsheet software accurately and efficiently as needed; learn and successfully use new software programs as needed to fulfill the requirements of the job; use good judgment in recognizing the scope of authority as delegated; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; communicate effectively in both oral and written form; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability, and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Moderate physical effort which may include frequent standing, walking, lifting, and occasional climbing, crawling or stooping; handle, lift, push, and pull tools and materials up to 35 pounds. Indoor work environment.

Job Description/Title: Network Engineer

Approved, Bargaining Unit President: Reclassification Committee 4/14/15

Approved, MPC Associate Dean, Human Resources: 4/14/15

Board Approved: 6/24/15

MONTEREY PENINSULA COLLEGE

NETWORK ENGINEER

JOB SUMMARY

Under general direction, research, identify, and provide hardware and /or software solutions for the District to include installation, upgrade and repair. Act as project leader, when assigned, with little or no supervision. Develop, update and archive network and systems configuration documentation. Conduct training for other technical support staff and network system users regarding issues related to the college network and systems. Test and perform maintenance on network infrastructure and systems. Provide network and systems review, design and implementation assistance to college staff. Anticipate potential network and systems problems and implement corrective measures

EXAMPLES OF FUNCTIONS

Primary Responsibilities

1. Install, configure, maintain, troubleshoot, and repair a variety of campus network equipment to include, but not limited to: Cisco routers and switches, Layer 1 through Layer 4 management to include VLANs, enterprise-grade firewalls, wireless infrastructure including controllers and access points, and cabling infrastructure including Ethernet, single-mode fiber and multi-mode fiber.
2. Install, configure, maintain, troubleshoot and repair a variety of campus systems to include, but not limited to: a multiple site Microsoft Active Directory (AD), student, faculty and staff network account management, internal and external Domain Naming System (DNS), Dynamic Host Configuration Protocol (DHCP), and server administration to include Windows and Linux Operating Systems.
3. Install, configure, maintain, troubleshoot, and repair a variety of campus communication and collaboration systems to include, but not limited to: Voice over Internet Protocol (VOIP) telephony, unified messaging to include voicemail and instant messaging, email, and video conferencing.
4. Install, configure, maintain, troubleshoot and repair networking and systems monitoring notification systems to include, but not limited to: network performance software, anti-virus, malware and anti-spam software, intrusion detection systems, intrusion prevention systems, and hardware and system health.
5. Install, configure and maintain the infrastructure, software and technologies required for virtual environments used for Virtual Desktop Infrastructure (VDI), virtual servers, private cloud and virtualized networks.
6. Integrate and maintain on premises information systems with vendor and state cloud applications.
7. Install, configure and maintain variety of Storage Area Networks (SANs) environments.
8. Install, configure and maintain campus emergency alerting systems, including but not limited to: voice, text messaging, email and web.

9. Assist in the development of strategies for a disaster recovery plan of campus technology and data. Implement and maintain current recovery technologies. Research and plan new options for improving efficiencies in data and systems disaster recovery.
10. Participate as a team leader in campus technology projects focused on the improvement of the overall student experience and learning environment.
11. Participate in the writing of procedures documenting network resource testing, monitoring, configuration, and maintenance.
12. Analyze technical literature and assist in the design and development of network assets.

Other Duties

1. When appropriate, modify hardware, or replace various internal components to correct problems or enhance performance or functionality of college information systems assets.
2. Provide support, under direction of the Director of Information Systems, as a liaison between the District and various hardware and software vendors.
3. Communicate with hardware/software vendors; make recommendations that may include writing specifications for equipment purchases.
4. Provide training for other technical support staff focusing on the development of efficient PC and network hardware/software troubleshooting techniques.
5. Provide input toward the development and maintenance of IT Department budgets.
6. Participate in college help-desk staffing, management and documentation.
7. Identify technical training needs of support staff and work with Director of Information Systems to implement and maintain a routine technical development cycle.
8. Serve on college committees as assigned.
9. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of six years of education and/or experience, which would demonstrate the possession of the required knowledge, skills and abilities listed herein. For example, a Bachelor's Degree in computer science or related field and two years of experience or an AA Degree with four years of related experience.), Microsoft Systems certifications (MCSA, MCSE), Cisco networking certifications (CCNA, CCNP), Comptia Security +, and/or other industry standard certification are preferred.

Knowledge

Knowledge of: modern operating systems (Windows, Linus, OSX), server administration (Windows, Linux), virtualization technologies (VmWare and Hyper V), Cisco IOS and wireless, Cisco VoIP and collaboration, basic network design knowledge, OSI Model Layers 1-7, TCP/IP, firewall systems (IDS/IPS, VPNs), unified message systems, SANs technologies, modern hardware configurations and repair, and system monitoring software.

Abilities

Ability to: train technical staff and end users; display expert and innovative use of concepts and principles as a computer generalist; successfully apply specialized knowledge to practical applications; analyze system performance; correctly interpret and resolve complex computer problems; design analyze, implement, and maintain advanced Network and Systems architectures; use appropriate and correct English spelling, grammar, and punctuation; communicate effectively in both oral and written form; perform arithmetical calculations with speed and accuracy; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Moderate to heavy physical effort; occasional standing, walking kneeling, bending; stooping; periodic handling of moderate to heavy equipment or supplies up to 50 lbs. Primarily an indoor work environment.

Job Description/Title: PROGRAMMER/ANALYST

Approved, Bargaining Unit President: Reclassification Committee 4/14/15

Approved, MPC Associate Dean, Human Resources: 4/14/15

Board Approved: 6/24/15

MONTEREY PENINSULA COLLEGE

PROGRAMMER/ANALYST

Job Summary:

Under general direction formulate and design new or revised methods of applying computer technology toward the solution of operational problems. Design, write, test, install, maintain and enhance programs across multiple platforms to assure proper systems operations; interact with district faculty and staff to determine requirements, needs, and desired output; communicate with technical staff to assure user information needs are met. Hardware usage may vary from local servers to personal computers and local area networks.

EXAMPLES OF FUNCTIONS

Essential Functions

1. Analyze business, curriculum, student services, and other needs of various divisions and translate into programmable form; conduct feasibility studies for Information systems work requests.
2. Design program and database solutions to meet requirements of faculty and staff. Maintain and troubleshoot databases. Establish and maintain database security for users.
3. Develop system software and/or hardware cost requirements and proposed time lines.
4. Install, test, modify, and correct various information systems programs to assure their proper and effective implementation; provide training during implementation of new projects, modifications or conversions.
5. Review, define, and resolve information systems problems with particular emphasis on the project assigned; identify programming problems; develop effective resolutions.
6. Use data modeling techniques to analyze and specify data usage within application area; define logical views and physical data structures; ensure data integrity and security.
7. Evaluate and recommend packaged software to meet the District needs; maintain current knowledge of technological developments in the information-processing field.
8. Coordinate and implement installation of proprietary software packages.
9. Prepare reports and compile statistical data. Ensure accuracy and availability of data for and timelines of required reports such as the State Management Information System (MIS).
10. Support various in-house and vendor applications that interface with the district information systems.
11. Support Internet Information Server applications developed for the Intranet or District Intranet.
12. Prepare test data and testing schedules for the program or system; test and evaluate program results; make final corrections under test conditions; implement program or system.

13. Maintain records and prepare reports of work performed.

Other Duties

1. Serve on committees related to Information Systems and make recommendations concerning hardware and software purchases.
2. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training that indicates possession of the required knowledge, skills and abilities listed herein. For example, completion of two years of college level course work in computer science, accounting, organization and management or a related field, and three years of full-time recent programming experience including demonstrated proficiency in various languages. Experience using VB.Net, ASP.Net, ADO.Net, SQL database or equivalent. Data driven web site application experience preferred.

Knowledge

Knowledge of: Microsoft Visual Studio focusing on VB.Net, ASP.Net, ADO.Net; SQL database administration and design or equivalent; Reporting tools i.e. SQL Server Reporting Services (SSRS); Mercurial source control or equivalent; operations production capacity and coordination of various types of information systems; principals, methods, techniques, procedures and practices of current computer and computer programming design, development and implementation; technical report writing; electronic data processing equipment and its capabilities; information systems management and accessing techniques; statistical methods and procedures applied to machine processes; current office methods and practices.

Ability

Ability to: think in a logical, sequential manner; develop, modify and implement data processing programs; effectively use Visual Basic, ASP program language and SQL query in a Visual Studio environment; work within a windows environment on campus Local Area Network (LAN); understand data communications principles and practices including micro-to-mainframe communications and local area networks; analyze user requests and determine design of system as needed; translate problem statements into programming language; perform arithmetical calculations with speed and accuracy; use appropriate and correct English spelling, grammar and punctuation; communicate effectively in both oral and written form; learn and successfully use operating system of designated computer and microcomputer hardware; learn and efficiently use new operating systems, hardware, software and programming languages as required to fulfill the requirements of the job; work independently; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the diverse academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

Physical Effort/Work Environment:

Moderate physical effort; occasional standing or walking; periodic handling of moderate to heavy weight equipment or supplies up to 50 lbs. Primarily indoor work environment.

Job Description/Title: Unit Office Manager, Facilities
Approved, Bargaining Unit President: Reclassification Committee 4/14/15
Approved, MPC Associate Dean, Human Resources: 4/14/15
Board Approved: 6/24/15

MONTEREY PENINSULA COLLEGE

UNIT OFFICE MANAGER, FACILITIES

Job Summary

Under general direction, perform a wide variety of complex and responsible support and technical activities related to the responsibilities of Facilities. Receive minimal supervision and make routine decisions within a broad framework of standard policies and procedures. Coordinate the office's activities, perform office management duties; exercise good judgment and problem solving skills in the application and execution of the decisions and procedures; explain facilities and campus usage policies, procedures, standards and requirements; establish and maintain good public relations with staff, students, and the community at large.

EXAMPLES OF FUNCTIONS

Essential Functions

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

1. Provide complex and routine office, technical, and administrative detail work which may include but is not limited to: production of reports and documents, including statistical reports, flyers, mailing lists, posters, manuals, letters, memos, minutes, and other items using a variety of computer software.
2. Initiate projects as needed; process administrative detail not requiring the immediate attention of the supervisor. Monitor and review a variety of data for completion and conformance with established regulations and procedures.
3. Serve as a source of information regarding the policies and procedures of Monterey Peninsula College and the Facilities Unit and how they are applied.
4. Serve as liaison with administrative offices, on and off campus organizations, and students.
5. Serve as a point of contact for Facilities, answering questions, and providing information on policies and procedures and how they are applied to District personnel, public, contractors and vendors.
6. Communicate and dispatch requests requiring immediate attention to appropriate facilities personnel.
7. Serve as District contact for individuals or organization wishing to use campus facilities; coordinate use of facilities with other departments including Audio Visual, Security and Parking.
8. Coordinate the scheduling of the facilities room which may include but is not limited to: scheduling use of Facilities Building rooms (Drafting, Staff, and Conference, etc.) and calendar of events.
9. Assist in the development and maintenance of Facilities budgets, including but not limited to instructional supplies, equipment repair, purchasing, reconcile invoices for payment, maintenance agreements, student help, and classified employees; provide budget management assistance.. Manage office budget.
10. Operate standard and specialized office equipment.

11. Assist in maintaining an inventory of supplies and order as necessary.
12. Set up and maintain electronic and hardcopy files of documents.
13. Coordinate preparation and hosting of workshops and meetings.
14. Facilitate print shop service to Facilities.

Other Duties

1. Perform other related duties, as assigned.
2. Participate on committees as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein. For example: completion of approximately two years of college level course work, or the equivalent, in office administration or a related field, and three years of administrative experience providing advanced knowledge and skills in current and efficient office procedures and techniques.

Knowledge

Knowledge of: general functions, policies, rules and regulations of a complex organization such as a community college; budget processes, current office methods and practices including filing systems, receptionist and telephone techniques; a variety of word processing, spreadsheet and database programs as needed to fulfill the requirements of the job.

Abilities

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; accurately and efficiently use a variety of word processing, spreadsheet and database programs to create and produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; use appropriate and correct English spelling, grammar, and punctuation; perform mathematical calculations with speed and accuracy; learn and successfully apply current and new office policies and procedures; analyze situations and make decisions on procedural matters without immediate supervision; communicate effectively in both oral and written form; efficiently use a variety of office equipment as needed to fulfill the needs of the job; maintain security and confidentiality of records and information; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

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

Job Description/Title: Unit Office Manager, Library

Approved, Bargaining Unit President: Reclassification Committee 4/14/15

Approved, MPC Associate Dean, Human Resources: 4/14/15

Board Approved: 6/24/15

MONTEREY PENINSULA COLLEGE

UNIT OFFICE MANAGER, LIBRARY

Job Summary

Under general direction, perform a wide variety of complex and responsible support and technical activities related to the responsibilities of the library. Receive minimal supervision and make routine decisions within a broad framework of standard policies and procedures. Coordinate the library's activities, perform office management duties; exercise good judgment and problem solving skills in the application and execution of the library's decisions and procedures; explain college policies, procedures, standards and requirements; establish and maintain good public relations with staff, students, and the community at large.

EXAMPLES OF FUNCTIONS

Essential Functions

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

1. Provide complex and routine office, technical, and administrative detail work for faculty, staff, students, and various school patrons which may include but is not limited to: production of reports and documents, including statistical reports; creation of flyers, posters, signs, maps, announcements and manuals; produce and process student mailings,, letters, memos, minutes, and other items using a variety of computer software and office equipment. Word process tests, quizzes, and course syllabi as requested. Set up and maintain electronic and hardcopy files of assigned library documents including curriculum.
2. Process administrative detail not requiring the immediate attention of the supervisor and initiate projects as needed; assist supervisor with special projects as assigned. Coordinate and implement a variety of programs and services both on and off campus that are specific to the business of the library, including program review. Monitor and review a variety of data for completion and conformance with established regulations and procedures. Prepare and edit material for inclusion in the college catalog, including new courses and changes; proof for accuracy.
3. Serve as a source of information regarding the policies and procedures of Monterey Peninsula College and the Library and how they are applied. Serve as liaison with administrative offices, on and off campus organizations, and students.
4. Coordinate building usage requests including assignment of classroom use; respond to requests for reservations and reserve rooms electronically; post instructor and staff absences; post notices of room usage, including changes and cancellations. Coordinate preparation and hosting of workshops, meetings and presentations from both internal requests and outside vendors and groups, including making arrangements for equipment, meeting room setup and takedown, and meals.
5. Assist in overall building management duties including but not limited to: coordination of key distribution; maintaining building maintenance log; responding to building alarms, including reporting to Facilities and contacting the alarm company; assisting with closing duties and securing the building as assigned.

6. Maintain library equipment for student use, ensuring adequate supplies and trouble-shooting malfunctions; arrange for needed repairs of all equipment.
7. Assist in the development and maintenance of the library's budgets, including but not limited to instructional supplies, equipment repair, purchasing, maintenance agreements, student help, and classified employees; provide budget management assistance to the library as needed. Manage library office budget. Maintain the Foundation budget account by recording expenditures, balancing and preparing reports.
8. Manage cash receipts for Library: counting, recording and reconciling cash from a variety of sources including but not limited to cash register, Debitex and copy machines. Follow security procedures and transport deposits to Fiscal Department.
9. Coordinate library schedule building process which may include but is not limited to: coordinating course offerings with each librarian and library director, reviewing information for accuracy; preparing the library course schedule for input into the management information system; entering and updating semester's courses; proofing and editing the final publication copy; monitoring and updating semester's courses as needed throughout the semester.
10. Initiate notices of employment and other required forms for department personnel; enter information into management information system as required; maintain confidential information and internal files; assist supervisor and staff with payroll procedures as requested.
11. Coordinate and assist faculty with the textbook ordering process; liaison with bookstore and publishers. Coordinate the process of students' evaluation of faculty.
12. Order library materials for the collection.
13. Maintain a supply of commonly used office and instructional supplies, and order as necessary.
14. Facilitate mail distribution and print shop service to the library.

Other Duties

1. Perform other related duties as assigned.
2. Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein. For example: completion of approximately two years of college level course work, or the equivalent, in office administration or a related field, and three years of administrative experience providing advanced knowledge and skills in current and efficient office procedures and techniques.

Knowledge

Knowledge of: general functions, policies, rules and regulations of a complex organization such as a community college; budget processes, current office methods and practices including filing systems, receptionist and telephone techniques; a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job.

Abilities

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to

create and produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; learn and successfully apply current and new office policies and procedures; analyze situations and make decisions on procedural matters without immediate supervision; communicate effectively in both oral and written form; efficiently use a variety of office equipment as needed to fulfill the needs of the job; maintain security and confidentiality of records and information; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Light to moderate physical effort; occasional standing and walking; periodic handling of parcels or supplies up to 35 pounds. Indoor work environment.

Job Description/Title: UOM, Marina Education Center

Approved, Bargaining Unit President: Reclassification Committee 4/14/15

Approved, MPC Associate Dean, Human Resources: 4/14/15

Board Approval Date: 6/24/15

MONTEREY PENINSULA COLLEGE

UNIT OFFICE MANAGER, MARINA EDUCATION CENTER

Job Summary

Under general direction of the Dean of Instruction, Economic Development & Off-Campus Programs, perform a wide variety of support and technical activities related to the responsibilities of the Education Center. Receive minimal supervision and make routine decisions within a broad framework of standard policies and procedures. Facilitate the Education Center's activities, provide assistance to Education Center instructors and staff, perform office management duties; exercise good judgment and problem solving skills in the application and execution of decisions and procedures; explain college policies, procedures, standards and requirements; establish and maintain good public relations with staff, students, and the community at large.

EXAMPLES OF FUNCTIONS

Essential Functions

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

1. Oversee and arrange for the special functions at the Education Center with the Monterey campus staff including student registration, financial aid, academic counseling, supportive services, book store and other student services. Assist in establishing schedules and methods for providing services to students at the Education Center; implement policies and procedures.
2. Provide routine office, technical and administrative support for faculty and staff which may include but is not limited to: production of documents, including flyers, mailing lists, posters, manuals, letters, memos, and other items using a variety of computer software. Coordinate work flow and work schedules of office staff. Set up and maintain electronic and hardcopy files of all Education Center documents.
3. Provide support for instructors; coordinate the use and delivery of audio-visual equipment or other specialized equipment for instructors; maintain current instructional equipment inventory lists; request repairs and replacements. Prepare instructor packets including manual and procedures relevant to the Education Center.
4. Ensure safety and security measures are adhered to at the Education Center; communicate with security personnel to provide adequate safety and security to students, faculty and staff.
5. Serve as a source of information regarding the policies and procedures of Monterey Peninsula College and the Education Center and how they are applied. Serve as liaison with administrative offices, on and off campus organizations, and students; coordinate courier services between the Monterey campus and Education Center; travel to Monterey campus as required.
6. Recommend and assist in the implementation of goals and objectives; assist with the Education Center's course offerings; assist with the development of the Education Center's schedule of classes.
7. Maintain working knowledge of the College's services to be able to assist or refer student and faculty, as needed.

8. Coordinate assignment of classroom use; coordinate the needs of the instructors with those of the Education Center; post notices of room changes and cancellations; coordinate key distribution.
9. Operate standard and specialized office equipment including but not limited to personal computers and software and demonstrate correct usage. Schedule repair and perform trouble-shooting activities.
10. Facilitate non-standard examination process for make-up exams, pre-requisite challenges and supportive services accommodations by explaining the process, scheduling appointments and proctoring tests.
11. Maintain office and instructional supplies and order as necessary.
12. Coordinate the process of students' evaluation of faculty.
13. Post notices of instructor and staff absences.
14. Assist with special projects and other duties related to the business of the Education Center.

Other Duties

1. Perform other related duties, as assigned
2. Train and coordinate student workers.
3. Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein. For example: completion of approximately two years of college level course work, or the equivalent, in office administration or a related field, and three years of administrative experience providing advanced knowledge and skills in current and efficient office procedures and management techniques.

Knowledge

Knowledge of: basic operations, services and activities of an off-site education center within a community college district; general functions, policies, rules and regulations of a complex organization such as a community college; current office methods and practices including filing systems, receptionist and telephone techniques; a variety of word processing, spreadsheet and database programs as needed to fulfill the requirements of the job.

Abilities

Ability to: understand and independently carry out oral and written instructions; prioritize and do several tasks simultaneously; accurately and efficiently use a variety of word processing, spreadsheet and database programs to create and produce communications, reports, spreadsheets and other documents; learn and successfully use new software programs; use appropriate and correct English spelling, grammar, and punctuation; perform mathematical calculations with speed and accuracy; learn and successfully apply office policies and procedures; analyze situations and make decisions on procedural matters without immediate supervision; communicate effectively in both oral and written form; efficiently use a variety of office equipment; maintain security and confidentiality of records and information; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

Physical Effort/Work Environment: Light to moderate physical effort; occasional standing and walking; periodic handling of lightweight parcels of up to 15 pounds. Indoor work environment. Occasional travel between the Education Center and Monterey campus.

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015

Consent Agenda Item No. D

Human Resources
College Area

Proposal:

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

Background:

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

Budgetary Implications:

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

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

Recommended By:



Susan Kitagawa, Associate Dean of Human Resources

Prepared By:



Kali F. Viker, Human Resources Analyst

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

MONTEREY PENINSULA COLLEGE
SHORT TERM AND SUBSTITUTE EMPLOYEES

BOARD AGENDA: 6/24/2015

**ACADEMIC
AFFAIRS**

LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Grasmuck	Karoline	Professional Expert	137.50	5/9/2015	5/9/2015	Flat Rate
Nguyen	Joseph	Substitute-Scheduling Technician	19.22	5/4/2015	5/15/2015	29 Hrs. Per Wk.
Nguyen	Joseph	Substitute-Scheduling Technician	19.22	5/18/2015	5/27/2015	40 Hrs. Per Wk.

**ACCESS
RESOURCE
CENTER**

LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Parise	Linda	Instructional Specialist	21.56	6/1/2015	6/10/2015	10 Total Hrs.

ADMINISTRATION

LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Jodoin	David	Substitute-Security Officer	17.85	6/6/2015	6/30/2015	29 Hrs. Per Wk.

ATHLETICS

LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Groves	Laurie	Choreographer/Prof Expert	400.00	2/16/2015	4/25/2015	Flat Rate
Huang	Perry	Assistant Coach	215.00	4/2/2015	4/30/2015	Flat Rate
Moore	Kit	Professional Expert-Women's Athletics	5,670.00	2/4/2015	5/20/2015	Flat Rate
Ross	Deanna	Choreographer/Prof Expert	400.00	2/16/2015	4/25/2015	Flat Rate
Took-Zozaya	Sharon	Choreographer/Prof Expert	400.00	2/16/2015	4/25/2015	Flat Rate

**CHILD
DEVELOPMENT
CTR**

LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Procive	Jeffrey	Child Development Specialist	3,960.00	6/19/2015	6/25/2015	24 Total Hrs.

**HUMAN
RESOURCES**

LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Bozant	Andrea	Professional Expert	25.00	7/1/2015	12/31/2015	40 Hrs. Per Wk.
Magallanes	Julie	Professional Expert	25.00	6/14/2015	6/30/2015	Not to exceed 8 Hrs. Per Day

**HEALTH
SERVICES**

LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Anderson	Brianna	Substitute-Health Services Specialist	16.58	6/8/2015	6/12/2015	29 Hrs. Per Wk.

LIBRARY

LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Haskin	Katherine	Library Spec/Cir Desk	15.01	7/20/2015	8/7/2015	24 Hrs. Per Wk.
Miller	Colton	Library Spec/Cir Desk	15.01	6/15/2015	6/30/2015	24 Hrs. Per Wk.
Miller	Colton	Library Spec/Cir Desk	15.01	7/1/2015	7/2/2015	24 Hrs. Per Wk.
Teresa	Donna	Library Spec/Cir Desk	15.01	7/6/2015	7/17/2015	24 Hrs. Per Wk.

**PHYSICAL
SCIENCE**

LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Bu	David	Chemistry Lab Specialist	18.76	5/1/2015	6/30/2015	27 Hrs. Per Wk.

READING CENTER							
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES		HOURS	
				FROM:	TO:		
Michael	Kathleen	Instructional Specialist	19.22	6/15/2015	6/30/2015	24 Hrs. Per Wk.	
Michael	Kathleen	Instructional Specialist	19.22	7/1/2015	8/6/2015	24 Hrs. Per Wk.	
Stillinger	Susan	Instructional Specialist	23.29	6/15/2015	6/30/2015	24 Hrs. Per Wk.	
Stillinger	Susan	Instructional Specialist	23.29	7/1/2015	8/6/2015	24 Hrs. Per Wk.	
Whitman	Shane	Instructional Specialist	21.21	6/15/2015	6/30/2015	24 Hrs. Per Wk.	
Whitman	Shane	Instructional Specialist	21.21	7/1/2015	8/6/2015	24 Hrs. Per Wk.	
STUDENT SERVICES							
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES		HOURS	
				FROM:	TO:		
Vasquez	Yuliana	College Assistant IX	17.85	7/1/2015	8/30/2015	29 Hrs. Per Wk.	