



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

**REGULAR MEETING
TUESDAY, JUNE 24, 2015**

NEW BUSINESS

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015
Board Meeting Date

Office of the Superintendent/President
College Area

New Business Agenda Item No. A

Proposal:

That the Governing Board approve the employment agreement with Kiran Kamath to serve as the Vice President for Academic Affairs of Monterey Peninsula Community College District.

Background:

Following a complete and thorough selection process conducted during the spring semester, the employment of Kiran Kamath as Vice President for Academic Affairs is being recommended by Superintendent/President Dr. Walter Tribley for the approval of the Board of Trustees.

Ms. Kamath has had an extensive career with Los Medanos College of the Contra Costa Community College District, beginning as a faculty member in 1991. She served as the Dean of Career Technical Education beginning in 2005. Finally she began her current position of Senior Dean of Planning & Institutional Effectiveness in 2012. This role includes the responsibility of Accreditation Liaison where she led the college to a successful Reaffirmation of Accreditation in February 2015.

Ms. Kamath holds a variety of degrees including French Linguistics, Travel & Tourism, and Economics, Public Administration & Political Science.


Contract discussions have occurred and final contract terms have been agreed to and are attached for review and approval. Ms. Kamath's initial salary placement is Vice President Row, Step 5 on the administrative salary schedule.

Budgetary Implications:

Included in budget.

- RESOLUTION: BE IT RESOLVED**, that the agreement to employ Kiran Kamath as the Vice President of Academic Affairs, effective July 1, 2015 and ending June 30, 2018, be approved.

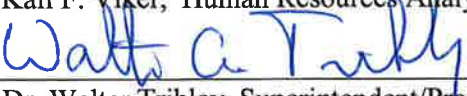
Recommended By: _____


Dr. Walter Tribley, Superintendent/President

Prepared By: _____


Kali F. Viker, Human Resources Analyst

Agenda Approval: _____


Dr. Walter Tribley, Superintendent/President



MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

EMPLOYMENT AGREEMENT

This agreement ("Agreement") is made and entered into by and between the Monterey Peninsula Community College District ("District"), acting by and through its Governing Board ("Board"), and Kiran Kamath ("Vice President").

WITNESSETH

- 1. Term of Employment.** Vice President is hereby employed in the position of Vice President of Academic Affairs for the period commencing on July 1, 2015 and ending on June 30, 2018, subject to earlier termination pursuant to the terms of this Agreement.
- 2. Salary.** Vice President's monthly salary shall be \$11,942.00 or annual salary of \$143,304 which represents Vice President Row, Step 5 on the Administrative Salary Schedule. Vice President's salary shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions.
- 3. Stipends.** Vice President will also receive a stipend equal to 5% of Vice President's salary for serving on one or more District negotiating team(s). The stipends shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalSTRS purposes.
- 4. Health Benefits.** Vice President shall receive the same health and welfare benefits provided to all other administrative personnel.
- 5. Car Allowance.** District will provide a \$200.00 per month car allowance to Vice President. The allowance shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalSTRS purposes.
- 6. Personal Expense Allowance and Reimbursement.** The District will provide a \$200.00 per month "personal expense allowance" to the Vice President. As with the salary installments, this amount will be payable on the normal payroll date of each calendar month. This "personal expense allowance" is intended to cover necessary expenses incurred in the course and scope of employment related to expenses incurred with travel in the district, including food and other travel expenses. This allowance shall

be treated as salary for tax purposes but shall not be treated as creditable compensation for CalSTRS purposes.

The District shall reimburse Vice President for actual and necessary expenses incurred within the course and scope of Vice President's employment, so long as such expenses are consistent with this Agreement and District practices, and so long as the cost of the expense is not already provided for under the terms of this Agreement. For reimbursement, Vice President shall submit and complete expense claims in writing prior to reimbursement in accordance with the District's policies, rules and regulations.

7. Cell Phone Allowance. In lieu of any reimbursement for the work-related use of a personal cell phone, the District shall pay Vice President an allowance for the use of her personal cell phone for District business at the rate of \$100.00 dollars per month. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalSTRS purposes.

8. Work Year. The work year for Vice President shall be a twelve month year.

9. Vacation. Vice President may take up to twenty-two (22) days of vacation during the work year, which may be taken at any time agreeable to both parties. Vacation may not be earned after forty-four (44) unused days have accumulated. Board Policy 5575 shall apply to vacation. In the event of termination of employment, Vice President shall be entitled to compensation for earned and unused vacation, but in no case, to exceed 44 days.

10. Sick Leave. In addition to any accrued sick leave forwarded from another California public school or community college district under Education Code section 87782, Vice President shall accrue sick leave at the rate of twelve (12) days per contract year.

11. Other Leave. Per Board Policy 5580, Vice President may also take an additional ten (10) days per year beyond the normal vacation for study, travel, and general professional improvement. Leave under this policy is non-cumulative and must be taken within the year in which it is earned. In no event shall any unused portion of this leave be subject to payment.

12. Duties/Responsibilities. Vice President shall competently perform all of Vice President's duties in accordance with the job description; applicable laws, rules, regulations and Board policies; and such other duties as may be assigned by the Superintendent/President. During the term of this Agreement, Vice President may be assigned or reassigned to any duties or positions for which Vice President possesses the minimum qualifications required by law. However, reassignment pursuant to this section of the Agreement, during the term of this Agreement, shall not result in a reduction of compensation or benefits during the term of this Agreement.

13. Evaluation. The Superintendent/President may evaluate and assess in writing the performance of Vice President at any time, and shall do so at least once a year during the term of this Agreement.

14. Termination. District and Vice President agree to the following provisions:

A. Mutual Consent. This Agreement may be terminated at any time by mutual consent of District and Vice President.

B. Resignation. Vice President may resign at any time by giving sixty (60) days written notice to the Superintendent/President. This Agreement shall terminate on the date the resignation is effective.

C. Non-renewal of Agreement by District. District may elect not to renew this Agreement for any reason by providing six (6) months written notice to Vice President in accordance with Education Code section 72411.

D. Termination for Cause. The Board may terminate Vice President for: (1) breach of this Agreement; (2) unsatisfactory performance; (3) unprofessional, immoral or dishonest conduct with regard to Vice President's employment; (4) insubordination; or (5) conviction of a sex offense as defined in Education Code section 87010, conviction of a drug offense as defined in Education Code section 87011, or conviction of a crime involving moral turpitude as defined by law.

The existence of cause shall constitute a material breach of this Agreement and shall extinguish all rights and duties of the parties under this Agreement. If cause exists, the Board shall meet with Vice President and shall submit a written statement of the grounds for termination and copies of written documents the Board reasonably believes support the termination. If Vice President disputes the charges, Vice President shall then be entitled to a conference before the Board in closed session. Vice President and the Board shall each have the right to be represented by counsel at their own expense. Vice President shall have a reasonable opportunity to respond to all matters raised in the charges and to submit any written documents Vice President believes are relevant to the charges. The conference with the Board shall not be an evidentiary hearing and neither party shall have the opportunity to call witnesses. If the Board, after considering all information presented, decides to terminate this Agreement, it shall provide Vice President with a written decision. The decision of the Board shall be final.

Vice President's conference before the Board shall be deemed to satisfy Vice President's entitlement to due process of law and shall be Vice President's exclusive right to any conference or hearing otherwise required by law. Vice President waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts Vice President's administrative remedies and then authorizes Vice President to contest the Board's determination in a court of competent jurisdiction.

E. Disability of Vice President. Upon expiration of Vice President's sick leave entitlement and upon written evaluation by a licensed physician designated by the District indicating the inability of Vice President to perform the essential functions of the position as a result of a physical or mental disability, with or without reasonable accommodation, this Agreement may be immediately terminated by the Board upon written notice to Vice President.

F. Termination for Unlawful Fiscal Practices. Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that Vice President has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may immediately terminate Vice President solely upon written notice to Vice President and Vice President shall not be entitled to any compensation of any nature, whether as cash, salary payments, health benefits, or other non-cash settlement as set forth above. This provision is intended to implement the requirements of Government Code section 53260, subdivision (b).

G. Abuse of Office Provisions. In accordance with Government Code section 53243 et. seq., and as a separate contractual obligation, should Vice President receive a paid leave of absence or cash settlement if this Agreement is terminated with or without cause, such paid leave or cash settlement shall be fully reimbursed to the District by Vice President if Vice President is convicted of a crime involving an abuse of office or position. In addition, if the District funds the criminal defense of Vice President against charges involving abuse of office or position and Vice President is then convicted of such charges, Vice President shall fully reimburse the District all funds expended for Vice President's criminal defense.

15. Tax/Retirement Issues. The District has made no representations or warranties regarding any tax or retirement consequences of this Agreement. All tax and retirement consequences of this Agreement shall be borne exclusively by Vice President. Notwithstanding any other provision of this Agreement, the District shall not be liable for any state or federal tax consequences or any retirement consequences of any nature as a result of this Agreement, including any benefits provided to Vice President or any designated beneficiary, heirs, administrators, executors, successors or assigns of Vice President. Vice President shall assume sole liability for all state and federal tax consequences and all retirement consequences of any nature occurring at any time. Vice President agrees to defend, indemnify and hold the District harmless from all related state, federal and employment tax consequences and retirement consequences of this Agreement.

16. Management Hours. The demands of Vice President's position require more than eight (8) hours a day and/or forty (40) hours per work week. Vice President is not entitled to overtime compensation for hours worked in excess of eight (8) hours per day or forty (40) hours per week.

17. Application of Board Policy. Unless otherwise specified in this Agreement, Governing Board policies for Management, Supervisory, and Confidential Employees (Series 5500) shall also apply to the Vice President.

18. General Terms.

A. Integration. This Agreement contains the entire agreement of the parties and supersedes all prior negotiations, understandings or agreements. Neither of the parties has relied upon any oral or written representation or written information given to the party by any representative of the other party not contained in this Agreement.

B. Severability. If one or more of the provisions of this Agreement are declared invalid or unenforceable by judicial, legislative or administrative authority of competent jurisdiction, then the parties agree that the invalidity or unenforceability of any of the provisions shall not in any way affect the validity or enforceability of any other provisions of this Agreement.

C. Modification. No change to the terms or provisions of this Agreement shall be deemed valid unless set forth in writing and signed by both parties.

D. Construction of Agreement. This Agreement shall not be construed more strongly in favor or against either party regardless of which party is responsible for its preparation.

E. Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.

F. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

G. Board Approval. The effectiveness of this Agreement shall be contingent upon approval by District's governing board at a regular meeting in open session as required by law.

H. Binding Effect. This Agreement shall be for the benefit of and shall be binding upon all parties and their respective successors, heirs, and assigns.

I. Execution of Other Documents. The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.

J. Public Record. The parties recognize that, once final, this Agreement is a public record and must be made available to the public upon request.

In witness thereof, the Monterey Peninsula Community College District of Monterey County, State of California, has caused its name to be signed by its Governing Board Chair, and its Superintendent/President, both of whom are duly authorized, and Vice President has signed his/her name signifying acceptance of the terms of this agreement.

By: _____
Mr. Rick Johnson, Chair, Governing Board
Monterey Peninsula Community College District

Date: _____

By: _____
Dr. Walter Tribbley, Superintendent/President
Monterey Peninsula Community College District

Date: _____

By: Kiran Kamath
Ms. Kiran Kamath, Vice President for Academic Affairs

Date: 6/4/2015

cc: Personnel File

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015

New Business Agenda Item No. B

Academic Affairs
College Area

Proposal:

That the Governing Board reviews the Program Review report for the Maurine Church Coburn School of Nursing Division.

Background:

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

During the 2014-2015 academic year, a program review was conducted by the Maurine Church Coburn School of Nursing division faculty and staff. Support team members, Heather Faust, Laura Loop and Jon Knolle, met with program faculty in the fall, reviewed all materials submitted, offered suggestions, and assisted in drafting the Executive Summary.

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

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

Budgetary Implications:

None.

INFORMATION: Program Review for the Maurine Church Coburn School of Nursing Division.

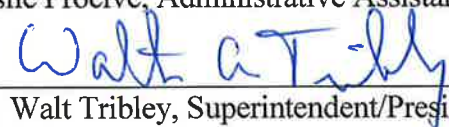
Recommended By:


Mr. Michael Gilmartin, Interim Vice President, Academic Affairs

Prepared By:


Leslie Procive, Administrative Assistant IV, VP, Academic Affairs

Agenda Approval:


Dr. Walt Tribley, Superintendent/President

Maurine Church Coburn School of Nursing Program Review Executive Summary

December 30, 2014
Revised April 21, 2015

Program Review was conducted by the faculty of the Maurine Church Coburn School of Nursing during the fall semester 2014, and addresses program mission, vitality, outcomes and student learning since the last review in 2008-2009. Members of the support team included Heather Faust (Division Chair, Life Sciences), and Jon Knolle, Associate Dean of Instructional Technology and Development. Feedback and recommendations from the support team members is included in the following summary.

The Maurine Church Coburn School of Nursing has been a stand-alone department since its inception in 1982, funded by a partnership between MPC and Community Hospital Foundation, as described in an annual MOU between the institutions. Funding is augmented by state Chancellor's Office grants, and several smaller grants and endowments. The main trust fund administered by Community Hospital Foundation (Maurine Church Coburn Charitable Trust) has outlived its original duration, which was expected to have exhausted in 2006. Due to prudent investment and augmentation by Community Hospital Foundation, the fund continues to support the nursing program at this time. The nursing faculty consists of 5 full-time and 3 permanent part-time instructors, as well as the Director whose responsibilities are completely administrative with occasional classroom teaching as needed. In addition, the school of nursing is staffed with a Division Office Manager and an Instructional Technology Specialist.

The nursing program budget is high when analyzed by FTES/FTE ratio. This is due to the standard student -to-instructor ratio of 8:1 to 10:1 in the clinical setting. Unlike some allied health programs in which clinical practicums are conducted by preceptors in the field, pre-licensure nursing programs by regulation must be taught by faculty both in the classroom and in the clinical setting, with narrow exception. Another component of cost is that nursing faculty salaries are designed to keep pace with those of industry in order to recruit and retain loyal and qualified faculty.

The MCCSN received initial approval from the California Board of Registered Nursing (BRN) in 1981, and has maintained full approval since that time. National accreditation was received in Fall, 1990 from the National League for Nursing Accrediting Commission, and accreditation has been maintained since that time. The most recent NLNAC visit occurred in October, 2011.

Program Strengths

The attached review revealed to the faculty the following strengths of the nursing program:

- The **unique partnership** with the Community Hospital Foundation continues to enable the college to have the necessary resources to provide a high quality program that otherwise would not be possible due to its high cost.
- A **strong advisory board** provides annual community feedback to inform program decisions, such as increasing written assignments and interviewing skills.
- The **cohort model** of student progression has demonstrated a consistent pattern of high semester-to-semester retention compared to MPC CTE programs overall.

Maurine Church Coburn School of Nursing Program Review Executive Summary (cont'd)

- With minor exception, the core faculty have been a consistent group with **low turnover** and have made a long term commitment to the program. This continuity provides institutional memory to inform curricular decisions, and serves as a strong backbone of experience with many kinds of students. The director position has had a change in personnel twice since the last review, yet the transition was smooth because of the overall faculty continuity.
- The program remains **fully accredited** by the Accreditation Commission for Education in Nursing (ACEN, formerly known as NLNAC) through 2019. In order to promote program excellence, the MCCSN faculty engage in an annual 2-day comprehensive review of the nursing program according to the 6 standards (and many sub-standards) of the ACEN accreditation requirements.
- The faculty and the curriculum continue to adopt the most **current technology** available in order to provide student learning in modern health care environments (high fidelity simulation lab and upgrades, bedside electronic documentation, medication bar-coding and point-of-care electronic resources). The simulation coordinator has presented twice at national conferences.
- **Student success interventions** are multi-faceted, including individual case-management by “student success coordinators” for each level of the program, a close relationship with the Access Resource Center for testing accommodations, faculty-led study groups and scholarship assistance to name a few. Community donations for private scholarships to students exceed \$250,000 annually. The Men In Nursing Program has also provided support since 2007 to enhance success of non-traditional students.
- **Pass rates on the licensure exam** have remained at or above state and national averages for 4 out of the past 5 years. Employment rates have remained higher than state averages even during the economic downturn.
- MCCSN received recognition by the **National Student Nurses’ Association (NSNA) as a Stellar School** in April 2014, based on the commitment of faculty to the professional development of students, participation in state and national legislative process for evidence-based practices, and in community service (e.g. RotaCare free clinic in Seaside).
- **Grant efforts** have been vigorous in recent years (private, state and special). The school of nursing currently manages 5 grants to assist with funding, defraying the cost to the college as much as possible.

Challenges/Areas for Improvement

The attached review also revealed to the nursing faculty the following areas for improvement:

- Maintaining **adequate resources** to provide a high quality instructional program continues to be an ongoing challenge. To this end, a “guest-visitor” program been initiated to invite current scholarship donors to the simulation center, displaying both the phenomenal learning that takes place here and the need for financial support. An Alumni newsletter (*In Touch*) has also been initiated and will be mailed to all alumni in January 2015 as part of a fundraising campaign.
- Despite the aforementioned robust student success efforts, **program completion rates** have been below the 85% expected level of achievement for 4 out of the most recent 5 years. Completion rates are especially poor for men and for students of Filipino and Asian ethnicity.

Maurine Church Coburn School of Nursing Program Review Executive Summary (cont'd)

The Men In Nursing program has experienced turnover in facilitators, and the applicant pool itself has had an average of only 10% men. Faculty need to address the needs of these groups to improve equity and completion rates. The MIN program has a new and stable facilitator now, who is motivated to develop effective retention strategies. The multi-criterion selection process is expected to admit those students sooner who have the greatest potential for completion, while minimizing unintended disproportionate impact. The adopted process has been accepted by the Chancellor's office and also formally reported to the Accreditation Commission for Education in Nursing (ACEN)

- While MCCSN graduates have found **employment at rates** higher than the state average during the recent economic downturn, graduates of the program have needed to change their expectation of working in a hospital immediately. Most will find work in long term care or community-based settings, the new paradigm. Continuing efforts will need to be made to provide graduates with curriculum that prepares them for employment in the affordable care era. This includes a seamless pathway for ALL associate degree graduates to complete their BSN locally.
- Assuring the continued availability of **highly qualified instructors** needed to provide instruction in the program for years in the future. A succession plan is needed as many faculty approach retirement age in the next 5 years.
- **Maintaining excellent outcomes** is more important than ever for the continued vitality of the program. National accreditation is expensive, but also gives MCCSN graduates distinction in pursuing advanced degrees. Embedded standardized exams are expected to provide students with individualized remediation for NCLEX success, and also to guide the curriculum in areas needing improved instructional strategies.
- **Ensuring effective communication with, and support for, science faculty** as the multi-criterion selection process is refined. Sciences at MPC are rigorous and top quality compared to those of some other regional colleges, leading to the best preparation for health careers. Students are pressured to achieve high science grades in order to be competitive in the multi-criterion selection process. Therefore, students need both accurate information about the value of completing foundational sciences at MPC, and support to be as successful as possible. Further study of the impact of the selection process is underway, and both science faculty and counseling input will be sought for changes if needed within the confines of the current interpretation of the Education Code concerning multi-criterion selection. In the meantime, Perkins grant funding has been requested to provide the science faculty resources to add faculty-led study sessions or other success interventions for students.

Goals

- Improve program completion rates through a combination of vigilant student success efforts and modifications to the selection process. Assess the needs of identified vulnerable groups and men; early and intrusive intervention.
- Maintain excellent NCLEX pass rates through curriculum responsiveness and standardized testing prior to program completion.

Maurine Church Coburn School of Nursing Program Review Executive Summary (cont'd)

- Expand the residency program (NURS 53) into multiple settings to assist new graduates in securing employment as an RN. Seek grant funding for graduate stipends.
- Seek partnerships and community support to augment program funding, along with continued aggressive grant participation.
- Collaborate with leaders at CSUMB and other 4-year institutions to establish a seamless BSN pathway, ideally a regional model. This endeavor has more urgency now that there is a national movement to increase the number of baccalaureate-prepared nurses. Future grant-funding and national accreditation may require the integration of such educational pathways.
- Continue to develop curriculum to meet industry needs in the affordable health care era, with more focus on community-based settings and concepts that are transferrable across the lifespan (to address the lack of reliable pediatric clinical sites). Consider ways to offer additional elective courses and/or scheduling existing courses that have not been offered in recent years due to faculty work load.
- Develop computerized course testing, blueprinted to course content and NCLEX client need categories.
- Maintain continued BRN approval and ACEN (or other national) accreditation.
- Recruit highly qualified faculty to plan for succession and continued program vitality. Reach out/encourage local BSN grads to complete higher degrees and to consider teaching. Continue to offer local nurses the opportunity to complete master-degree teaching internships at MCCSN under the supervision of current faculty. Retain the excellent current faculty by promoting morale through regular staff meeting “shout-outs” and recognition for accomplishments.

Overarching Campus Issues

The School of Nursing program review also identified some issues of concerns to the entire campus:

- Maintenance of facilities and custodial care: The buildings on the west side of campus (IC, NU, Music, Art Dimensional) are badly in need of repairs, upgrades and cleaning. Plumbing, roofs and air vents have failed. Such disrepair is a source of frustration for faculty and students, as it has caused disruption to scheduled activities and concern about potential health effects.

Security is an issue that has surfaced in recent building response drills and in the campus shooter incident in March 2014, especially a lack availability of phone and intercom communication to the IC and AD buildings. The recent addition of radios has improved communications, but classrooms in the IC building are still “deaf” during response drills.
- Continued commitment to funding for CTE programs as they respond to changing needs in the workforce: Faculty has verbalized anxiety about the financial picture of the college moving forward. The partnership with Community Hospital Foundation remains a strong financial support for the school of nursing, as long as the college is also committed to its support.
- Faculty have verbalized a growing fatigue with the additional duties imposed in recent years (e.g. positive attendance tracking records; Instructor Reflections; accreditation reports; curriculum enhancements reflecting national trends). Continued support for coordination activities is essential to the meaningful and timely completion of such requirements.

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015

New Business Agenda Item No. C

Academic Affairs
College Area

Proposal:

To approve the Maurine Church Coburn School of Nursing budget and Memorandum of Understanding with Community Hospital Foundation

Background:

The School of Nursing is funded and operated in partnership with Community Hospital Foundation. The stipulations of the partnership are summarized in the attached Memorandum of Understanding.

Budgetary Implications:

2015-2016 budget for MCCSN attached.

RESOLUTION: BE IT RESOLVED, that the Governing Board approve the Memorandum of Understanding with Community Hospital Foundation for the funding and operation of the Maurine Church Coburn School of Nursing for 2015-2016.

Recommended By:



Michael Gilmartin, Interim Vice President for Academic Affairs

Prepared By:



Laura Loop, Director of Nursing

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is for the purpose of specifying operational and financial arrangements between Monterey Peninsula College, hereafter referred to as the College, and Community Hospital Foundation, hereafter referred to as the Foundation, during the fiscal year July 1, 2015 to June 30, 2016. The arrangements are as follows:

1. Funding:

The annual operating expenses for the Maurine Church Coburn School of Nursing will be funded as follows for 2015-2016: (See Attachment A)

- A. \$670,000 from the College
- B. \$670,000 from Community Hospital Foundation
- C. \$135,287 from the State Chancellor's Office Enrollment Growth Grant #14-179; and \$57,000 from the State Chancellor's Office Assessment, Remediation and Retention Grant #14-180 (for a total of \$192,287)
- D. \$10,800 from the Jean Wilder Trust.
- E. \$40,000 from the Song-Brown Capitation Grant
- F. Upon final financial reconciliation between the College and the Foundation, the remaining expenses will be funded by the Lillian W. Adams Bequest (See Attachment A)
- G. Direct grants may be awarded by the Foundation for scholarships, capital purchases, supplemental program needs, and/or faculty expenses. These grants will be directed and administered solely by the Foundation.
- H. Changes in the type of direct expense categories as shown on Attachment A or significant variations to the direct expense amounts approved must be reviewed and agreed to by both the College and Foundation.

2. Fiscal Management:

- A. The College will maintain responsibility for initial development, preparation, submission and management of the operational budget. The College will submit a tentative operational budget to the Foundation by May 31, 2016 which allows time for the Foundation's review and response to the College by June 10, 2016.
- B. The Hospital will administer the basic salary program. The Foundation may administer any incentive (stipend) program outside the College budgeting program.
- C. The Foundation will serve as the employer of record for all faculty members and approve the overall budget for the school.
- D. The Foundation will furnish the College a monthly statement of salaries paid on behalf of the School of Nursing within fifteen days of the end of the month. When the Foundation's contribution for salaries exceeds the amount determined in Attachment A, the College will reimburse the Foundation for the excess amount after the close of the fiscal year.

3. Program Evaluation:

An opportunity for review of the School of Nursing for quality and need will be provided through joint meetings between the College and Foundation no less than three times during the period of this agreement. Meetings will be held between College and Foundation representatives during or near October 2015, March 2016 and June 2016.

The purpose of the meetings will be to:

- A. Review the status of the School of Nursing with specific attention to activities which resolve identified problems, improve the quality of the nursing graduate, or upgrade the program curriculum.

- B. Review:
 - 1) Summary of quarterly expenses
 - 2) Current and projected funding levels by the College
 - 3) Current and projected indirect expenses for the School
 - 4) Approve budget for the next fiscal year

4. Responsibilities:

Monterey Peninsula College (College) is responsible for the educational program conducted in part at Community Hospital of the Monterey Peninsula (Hospital). The College will provide ancillary and support services for students, and assure that all instructors will meet minimum qualifications for teaching the courses, consistent with requirements in courses taught at the College. All college procedures will be followed relating to enrollments, fees, class hours, supervision and evaluation of students, and withdrawal of students.

Hospital employees conducting instruction for the School of Nursing's programs agree that the College has the primary right to control and direct the instructional activities of the instructor. The College will provide instructors with orientation, course outlines and materials, testing and grading procedures, and other educational materials used in the educational process.

All courses and programs will be approved by the State Chancellor's Office and courses that make up programs will be part of approved programs, or the College will have received delegated authority to separately approve these courses locally. Courses to be taught may include:

- 1) NURS 52A Nursing I
- 2) NURS 52B Nursing II
- 3) NURS 52C Nursing III
- 4) NURS 52D Nursing IV

The outlines of instruction of the above courses are approved by the College's curriculum committee as meeting Title V standards and have been approved by the College's Board of Trustees.

Attachment #A

**Maurine Church Coburn School of Nursing
Budget for 2015-2016
(06/9/15)**

Item	2015-2016 Approved Budget
Salaries	968,004
Faculty Benefits Subtotal	496,381
Indirect Costs for Grant	7,395
Classified Salaries	109,116
Classified Benefits/ Payroll Costs	72,916
Instructional Supplies LRC Software (grant-related)	8,130
Office Supplies	4,737
Travel – ALL (CNSA and Director)	5,000
Student Activities Graduation	800
Memberships	3,955
Equipment Repair	2,000
Stericycle Hazardous Waste Management	600
Total	\$1,679,035

Sources of Funds 2015-2016:


MPC	\$ 670,000	
Community Hospital Foundation	\$ 670,000	
Chancellor's Office Grants	\$ 192,287	
Song-Brown Capitation Grant	\$ 40,000	
Jean Wilder Trust	\$ 10,800	
Proposed from Adams Bequest	\$ 95,948	(used to reconcile expenses by the amount needed after the above sources of funds have been applied)

Total **\$1,679,035**

By:
MONTEREY PENINSULA COMMUNITY
COLLEGE DISTRICT

By:
COMMUNITY HOSPITAL FOUNDATION

Walter Tribley, Ph.D.
Superintendent/President
Monterey Peninsula College



Steven J. Packer, M.D.
President/CEO
Community Hospital of Monterey Peninsula

Date



Date

Approved by Monterey Peninsula College
Governing Board on June 24, 2015.

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015

New Business Agenda Item No. D

Fiscal Services
College Area

Proposal:

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

Background:

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

Budgetary Implications:

None.

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

Prepared By:



Rosemary Barrios, Controller

Agenda Approval:



Dr. Walter Tribly, Superintendent/President

Monterey Peninsula College

Fiscal Year 2014-15 Financial and Budgetary Report May 31, 2015

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

Operating Fund net revenue through May 31, 2015 is \$43,823,109 which is 91.3% of the operating budget for this fiscal year. Expenditures year-to-date total \$40,935,515 which is 88.5% of the operating budget for this fiscal year, for a net difference of \$2,887,594.

Unrestricted General Fund

Revenues

- May apportionment of \$1.2M has been received this month.
- Third quarter interest posted this month of \$9.5K
- Property Tax revenue received this month of \$270K
- Other local revenue received which includes: enrollment fees, course material fees, and other local revenues totaling \$140K.

Restricted General Fund

Revenues

- Deposits are being completed for Federal Revenues which consist of the TRIO Programs: Upward Bound, Math Science, and Student Support, and the National Science Foundation (MATE). These revenue deposits will be reflected in the month ending June Report.
- State Categorical Revenues will be posted in June to the Restricted General Fund.
- Receivables will be established before closing out the fiscal year-end.
- The additional revenues that will be posted in the Restricted General Fund will bring the revenue closer to the budgeted revenue.

Expenditures

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

Child Development Fund

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

Student Center Fund

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

Parking Fund

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

Self Insurance Fund

- Self Insurance Fund (SIF) expenses are at 73.3% of budgeted expenditures.
- Local Revenue deposits are still being completed to deposit into the Self Insurance Fund for this fiscal year. Revenue will be closer to budgeted revenue once all deposits are made before the year-end is closed out.

OPEB/Worker Comp Fund

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

Capital Project Fund

- State Scheduled Maintenance Funds will be posted in June to the Capital Project Fund. This will increase the actual revenue and bring the revenue closer to what is budgeted for the fund.

Building Fund

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

Other Fiduciary Funds

- Fiduciary Funds are tracking close to budget.

Cash Balance:

The total cash balance for all funds is \$26,149,707 including bond cash of \$9,740,628 and \$16,409,079 for all other funds. Operating funds cash is \$8,565,045. Cash balance in the General Fund is at \$7,502,266 for the month ending May 31, 2015.

Other

At the recent ACBO (Association of Chief Business Officials) conference information was provided to District's regarding a new Accounting and Financial Reporting that will be required for Pensions. GASB 68 (Governmental Accounting Standards Board) This new reporting requirement will begin for the fiscal year ending June 30, 2015. This statement does not have an effect on the OPEB liability or disclosures related to the liability. The District will need to calculate the Net Pension Liability (NPL). The liability that will be recognized on the government-wide financial statements is the District's proportionate share of the pensions (STRS, PERS). This liability will go directly against the District's unrestricted net position. This could put the net position into a negative position. There is no effect on the general fund. This information will be shown as a long term liability on the District's audited financial statement.

Monterey Peninsula Community College

Monthly Financial Report

May 31, 2015

Summary of All Funds

Funds	Beginning Fund Balance	Revised Budgets 2014 - 2015		Ending Fund Balance	Year to Date Actual 2014 - 2015			% Actual to Budget		Cash Balance
	07/01/14	Revenue	Expense	6/30/2015	Revenue	Expense	Encumbrances	Rev	Expense	5/31/2015
General - Unrestricted	\$3,885,950	\$38,029,473	\$38,029,473	\$3,885,950	37,946,159	33,645,903	1,242,981	99.8%	91.7%	\$7,502,266
General - Restricted	0	8,629,297	8,612,919	16,378	4,617,649	6,183,998	267,633	53.5%	74.9%	0
Child Dev - Unrestricted	0	302,207	302,207	0	282,433	283,702	0	93.5%	93.9%	84,193
Child Dev - Restricted	0	249,846	249,846	0	287,936	214,127	8,822	115.2%	89.2%	0
Student Center	339,092	259,200	259,200	339,092	244,152	166,494	24,716	94.2%	73.8%	417,256
Parking	540,630	525,000	557,587	508,043	444,780	441,291	5,442	84.7%	80.1%	561,330
Subtotal Operating Funds	\$4,765,672	\$47,995,023	\$48,011,232	\$4,749,463	\$43,823,109	\$40,935,515	\$1,549,594	91.3%	88.5%	\$8,565,045
Self Insurance	2,865,000	6,553,264	8,794,471	623,793	5,382,028	6,438,411	4,490	82.1%	73.3%	1,757,444
Worker Comp	770,000	0	0	770,000	21,061	62,275	0	0.0%	0.0%	728,785
Other Post Employment Benefits (OPEB)	3,908,381	0	0	3,908,381	61	0	0	0.0%	0.0%	3,908,442
Capital Project	578,651	750,116	1,387,991	-59,224	585,572	781,843	54,644	78.1%	60.3%	382,380
Building	11,217,621	25,000	2,232,397	9,010,224	54,561	1,512,332	82,171	218.2%	71.4%	9,740,628
Revenue Bond	22,258	17,625	17,625	22,258	17,699	17,625	0	100.4%	100.0%	22,332
Associated Student	92,451	90,000	90,000	92,451	76,807	50,643	0	85.3%	56.3%	192,673
Financial Aid	17,745	5,200,000	5,200,000	17,745	5,446,376	5,446,376	0	104.7%	104.7%	140,402
Scholarship & Loans	272,948	2,500,000	2,500,000	272,948	1,926,515	1,957,411	0	77.1%	78.3%	206,496
Trust Funds	293,917	510,000	510,000	293,917	672,021	554,325	0	131.8%	108.7%	476,448
Orr Estate	22,302	10,000	20,000	12,302	5,171	1,166	0	51.7%	5.8%	28,632
Total all Funds	\$24,826,946	\$63,651,028	\$68,763,716	\$19,714,258	\$58,010,980	\$57,757,921	\$1,690,899	91.1%	84.0%	\$26,149,707

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015

New Business Agenda Item No. E

Administrative Services
College Area

Proposal:

That the Governing Board approve the 2015-16 Tentative Budget.

Background:

The Governing Board is required by state law to approve a Tentative Budget by July 1, and conduct a public hearing and adopt a final budget no later than September 15. The Tentative Budget for the 2015-16 fiscal year is presented for consideration, discussion and approval. This is the District's spending plan until approval of the final budget to be adopted. Projections used in the Tentative Budget will be reviewed and adjusted where appropriate, for development of the 2015-16 Final Budget to be approved by the Board.

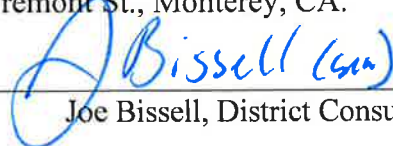
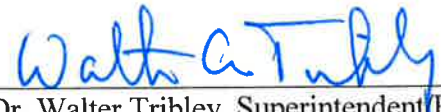
The District is also required to indicate the date, time, and location at which the governing board will hold the public hearing on the proposed 2015-16 Final Budget. The date, time and location of the public hearing are as follow:

Monday, September 14, 2015
3:00 p.m.
Monterey Peninsula College
Sam Karas Room, Library Technology Building
980 Fremont St.,
Monterey, CA 93940

Budgetary Implications: All funds are recorded as they exist; budget balancing efforts will follow with the expectation that a balanced, Final Budget will be presented for approval by the Board at the September 14th meeting.

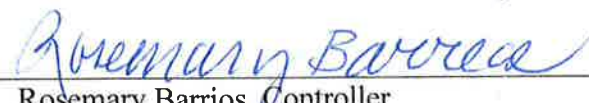
RESOLUTION: BE IT RESOLVED, That the Governing Board approve the 2015-16 Tentative Budget, and set the date for public hearing for approval of the 2015-16 Final Budget to be on Monday, September 14, 2015 at 3 p.m. at the Sam Karas Room of the Library Technology Center, at Monterey Peninsula College, 980 Fremont St., Monterey, CA.

Recommended By:

Joe Bissell, District Consultant / Dr. Walter Tribley, Superintendent/President

Prepared By:



Rosemary Barrios, Controller

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

Monterey Peninsula College

Tentative Budget

Fiscal Year 2015-16

*Pending Board Adoption on
June 24, 2015*

Monterey Peninsula College

Tentative Budget

Fiscal Year 2015-2016

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	- Restricted General Fund	Exhibit B
	- Child Development Center	Exhibit C
	- Student Center	Exhibit D
	- Parking	Exhibit E
	- Self Insurance	Exhibit F
	- Workers Comp	Exhibit G
	- OPEB	Exhibit H
	- Capital Projects	Exhibit I
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Planning and Resource Allocation Process		Attachment A
President’s Planning Assumptions – 2015/2016		Attachment B
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Executive Summary

2015-2016 Tentative Budget

Introduction

The Tentative Budget is the District's spending plan from July 1 through September 15. On or before September 15, the Board is required to hold a public hearing and approve an Adopted Budget for the fiscal year. The Tentative Budget is based on "budget assumptions" developed from a number of sources including the Governor's May Revision, the Chancellor's Office and the Community College League of California. As of this writing, there is no approved State Budget for 2015-16, however legislative leaders and the Governor appear to have an agreed framework including the funding of public education.

Summary of All Funds				
MPC 2015-2016 Tentative Budget				
The following is a summary indicating the projected beginning balances, 2015-2016 budgets, and projected ending balances for all funds maintained by the District:				
Funds	Beginning Fund Balance	Budgets 2015-2016		Ending Fund Balance
	7/1/2015	Revenue	Expense	6/30/2016
General				
Unrestricted	\$3,802,947	\$41,352,541	\$44,468,339	\$687,149
Restricted	\$0	\$7,248,791	\$7,248,791	\$0
Special Revenue				
Child Development - Unrestricted	\$0	\$129,652	\$129,652	\$0
Child Development - Restricted	\$0	\$405,461	\$405,461	\$0
Student Center	\$414,127	\$259,200	\$259,200	\$414,127
Parking	\$535,794	\$484,000	\$484,000	\$535,794
Debt Service				
Student Center	\$22,331	\$22,100	\$22,100	\$22,331
Capital Projects				
Building	\$9,759,850	\$20,000	\$0	\$9,779,850
Self Insurance	\$1,761,464	\$6,728,726	\$6,728,726	\$1,761,464
Other Post Employment Benefits (OPEB)	\$4,009,151	\$100,770	\$0	\$4,109,921
Worker Comp Insurance	\$106,000	\$25,000	\$60,000	\$71,000
Fiduciary				
Financial Aid	\$17,745	\$5,400,000	\$5,400,000	\$17,745
Associated Students	\$92,451	\$90,000	\$90,000	\$92,451
Scholarship and Loans	\$272,948	\$935,000	\$935,000	\$272,948
Trust Funds	\$293,917	\$744,500	\$744,500	\$293,917
Orr Scholarship	\$12,302	\$5,000	\$5,000	\$12,302
Total	\$21,479,470	\$64,801,431	\$67,858,139	\$18,422,762

Unrestricted General Fund expenses are shown to exceed revenues by \$3,115,798, resulting in an ending fund balance of \$687,149, significantly below the Board established fund balance reserve of 10% and the

Chancellor's Office minimum prudent reserve of 5%. All other funds are budgeted to have positive ending fund balances.

The \$3,115,798 imbalance is the District's structural deficit using budgeted numbers. No one-time funds (transfers from other funds) are being included in the Tentative Budget to offset the structural deficit. This will be the fifth consecutive year the District has had an Unrestricted General Fund deficit.

The Governor's 2015-16 May Revise provides additional funding of \$6,006,494 for MPC's Unrestricted General Fund, which can be used to address the structural problem and other needs of the District. The May Revise was released on May 14, which did not allow sufficient time for the District to identify expenditures and follow its established Planning and Resource Allocation Process for inclusion in the Tentative Budget. In addition, specifics on the funding will not be known until the state budget and trailer bills are approved. The additional \$6 million is currently included in Unrestricted General Fund budgeted revenue and a corresponding expense is budgeted as a contingency. Appropriate expenses need to be identified using established processes and then allocated from the contingencies to offset expenses and eliminate or reduce the structural deficit. The intent is to complete this process and be able to submit a balanced Final Budget in August.

The District has 3 major problems that need to be addressed: 1) the Unrestricted General Fund structural deficit, 2) future losses of revenue and increased expenses, and 3) other needs (including employee compensation, filling needed positions, and maintaining systems and facilities). The additional funding proposed by the state for 2015-16 is not sufficient to completely address these problems. Although significant cuts have been made over the past four years to address the structural deficit, the cuts and use of one-time funds (transfers from other funds) has not solved the problem and the structural deficit continues to grow. There are not sufficient additional ongoing funds in the proposed budget to offset the structural deficit and adequately address the other needs of the District. The additional one-time funds in the proposed budget can be used to assist with this but extreme caution must be used because of the future losses of revenue and increased expenses these one-time funds are intended for. Other actions, in addition to allocating the 2015-16 increased funding, will be needed to address the District's financial problems.

State Budget...Governor's May Revise for California Community College

Revenues in the State are up and the Governor's May Revise is very positive for community colleges. The increased funding comes with a warning from the Governor that despite stronger state revenue collections this year, **the State Budget remains precariously balanced and faces the prospect of deficits in future years.** The Governor stressed the importance of living within our means and avoiding the boom-bust budgeting of the past.

The following chart indicates the totals proposed for the community college system and the current estimates that MPC would receive in increased funding for the Unrestricted General Fund:

Unrestricted General Fund:

Ongoing		
Description	Proposed System-wide	Estimate for MPC*
Cost of living allowance of 1.02%	\$61,000,000	\$339,671
Fund to restore enrollment declines over past 3 years	\$41,900,000	\$0 estimated, \$1.2M available
New \$'s for enrollment increases - 3% system-wide, growth formula allows 1% for MPC.	\$156,500,000	\$0 estimated, \$330K available
Increases CDCP FTES rate to same as credit.	\$49,700,000	\$163,800
Increase base allocation to reflect increased operating expenses in areas of facilities, STRS & PERS, professional development, converting faculty from PT to FT, and other general expenses.	\$266,700,000	\$1,516,644
Total UGF ongoing/undesignated funds		\$2,020,115
Ongoing/Designated		
Funds for approximately 600 additional FT faculty. Allocated based on FTES. Districts with lower portions of FT faculty expected to hire more. Funds would be accounted for in UGF but amount required to be spent on new hires will depend on MPC FT/PT ratio. System to provide numbers in future.	\$75,000,000	\$426,503
Total UGF ongoing funds		\$2,446,618
One-time		
One-time funds to pay down prior mandate obligations to be allocated on a per FTES basis. Intention is to provide CC's potential on-going funds to offset future loss of Prop 30 funds.	\$626,000,000	\$3,559,876
Total Unrestricted General Fund		\$6,006,494

The Governors May Revise also includes revised estimates for property taxes and fee revenue that should eliminate apportionment state shortfalls of past, and will eliminate community college cash deferrals.

In addition, the following chart indicates the totals proposed for the community college system and the current estimates that MPC would receive in new/increased funding to various restricted funds:

Restricted Funds:

Description	Ongoing or 1-time	Proposed System-wide	Estimate for MPC*
Funds for maintenance or instructional equipment with no match required. Allocated per FTES.	1-time	\$148,000,000	\$841,632
Energy efficiency program grants.	1-time grant	\$38,700,000	\$0
Grant program for making more effective, evidence based practices available to under prepared students.	1-time grant	\$60,000,000	TBD
Awards for Innovation in Higher Education.		\$50,000,000	
COLA of 1.02% for DSPS, EOPS, CalWORKS, and Child Care Tax Bailout programs.	ongoing	\$2,500,000	TBD

Pilot program for coordination with CSU.	1-time	\$2,000,000	TBD
Student Equity Planning		\$115,000,000	\$330,000
Student Success Programs		\$100,000,000	\$620,000
Institutional Effectiveness - Partnership Initiative		\$15,000,000	TBD

Estimates for MPC are not included for all restricted funds because specifics of the allocations to individual institutions are not yet known.

It is anticipated that the state budget will be approved by June 30, related trailer bills approved early July, and reports on specific funding for individual colleges released by the Chancellor’s Office shortly thereafter.

Unrestricted General Fund Structural Deficit

The District has had an Unrestricted General Fund structural deficit for the three years: 2011-12, 2012-13, and 2013-14, and is projecting structural deficits for 2014-15 and 2015-16:

<u>Year</u>	<u>Status</u>	<u>Structural Deficit</u>
2011-12	Actual	\$1,151,981
2012-13	Actual	\$1,779,538
2013-14	Actual	\$1,654,433
2014-15	Final Budget	\$2,641,207
2015-16	Tentative Budget	\$3,115,798

Based on the above, \$4,585,952 in one-time funds has been spent to cover the first three years of the structural imbalance. Because of conservative budgeting practices followed by the District, the actual structural deficit for 2014-15 will likely be less than budgeted but will be significant nonetheless and take additional one-time resources that could be better spent elsewhere. And, the plan is to address the structural problem in the 2015-16 FY.

The primary source of income (Apportionment) for the Unrestricted General Fund is based on enrollments and the primary cause of the structural problem is declining enrollments:

<u>Year</u>	<u>FTES</u>		<u>Apportionment*</u>
2010-11	7682	Final	\$37,649,497
2014-15	6503	as of P1	\$33,301,119
decline	1179		\$4,348,378

**Computational revenue without stability or state shortfall \$'s*

The State imposed financial cuts and corresponding workload reductions on all community colleges in 2009-10 and again in 2011-12. Subsequently, new regulations were implemented that set limits on class repetitions and limited classes for lifelong learners. The new rules have severely hampered MPC’s ability to grow.

Significant adjustments have been made by the District to offset the loss of apportionment revenue and balance budgets, including:

- Implemented retirement incentives and reductions in force, eliminated:
 - 3.41 FTE management and 2.25 FTE administrative positions including PIO, Director of Maintenance, Maintenance Supervisor
 - 1 Confidential position in HR
 - 14 net FTE Faculty positions
 - 24.38 FTE classified positions including 4 in facilities, 6.4 in CDC, and 2 in Theater
- Reorganized Child Development – reduced Unrestricted General Fund support from \$ 500K to \$50K
- Reorganized Theater – reduced Unrestricted General Fund support from \$ 948K to \$ 565K, including positions reduced
- Implemented adjustments to increase categorical support to Unrestricted General Fund
- Reduced supplies, travel and equipment budgets 29% (\$325,500) (from 2008-09 to 2013-14)
- Reduced contingency budgets (\$87K)
- Implemented one-time salary reduction of 2.02%
- Reduced medical benefits
- Paid off SunTrust loan (repayment obligation of UGF) with 1-time funds
- Eliminated Academic Support Center program (\$97K, including position reduced)
- Used \$4.6M 1-time funds (transferred from other funds)

Future losses of revenue and increases in expenses

Although projecting the future with any degree of accuracy would be an educated guess at best, there are at least three future certainties that can be quantified that will have significant negative impacts on District finances:

- **Loss of Proposition 30 Revenue:** the sales tax increase (from 6.25% to 6.55%) lasts through 2016 and the income tax increase on high income earners lasts through 2018 with the full-year effect of the expiration of all temporary taxes realized the following year resulting in a cumulative apportionment loss of \$1.87M by 2019-20.

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Per FTES	\$27	\$55	\$173	\$288
MPC at 6503 FTES	\$175,581	\$357,665	\$1,125,019	\$1,872,864

- **PERS/STRS increases:** MPC retirement systems PERS and STRS have established rates that based on 2015-16 employee salaries will result in cumulative increased UGF expenses of \$1.96M by 2019-20.

	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
PERS rate	18.847%	20.050%	23.600%	25.200%	26.900%
STRS rate	10.73%	12.58%	14.43%	16.28%	18.13%
Total annual \$ increase	\$283,284	\$362,797	\$528,384	\$390,806	\$397,861
Cumulative \$ increase		\$646,081	\$1,174,465	\$1,565,271	\$1,963,132

- **Affordable Care Act (ACA):** For this Tentative Budget, the ACA transitional reinsurance and PCORI fees are \$34,405 and mandated addition of 8 positions to fully paid benefits cost of \$159,248 result in total increased costs of \$193,653. Providing accurate costs for future provisions of ACA with any degree of accuracy is likely not possible assuming past changes and delays in implementation will likely continue for the future. However, current provisions of the ACA establish thresholds on the costs for benefits (\$10,200 for single person, \$27,500 for family) and starting in 2018 taxes employers 40% on the amounts above the thresholds. Estimates for total cost to MPC are between \$281K and \$431K per year.

In addition, COLA increases from the state have historically been less than increases in operating expenses. Colleges relying on COLA as their primary new revenue source end up losing financial ground. Community colleges need to realize growth in enrollments to maximize new funding from the State and make headway increasing their financial resources.

General Fund

The General Fund includes the general operating budgets for the District. Some monies are restricted as to their use and the fund is therefore separated by unrestricted and restricted.

Unrestricted General Fund

The District's primary financial activities for day-to-day operating revenues and expenses occur in the Unrestricted General Fund. Revenue is budgeted by the source of the funding and expenses are budgeted by their function.

No transfers from other funds are being used to balance the Unrestricted General Fund and expenses exceed revenue by \$3,115,798, which represents MPC's budgeted structural deficit for 2015-16. Significant additional funding from the State is anticipated this year that can be used to address the structural deficit and other needs of the District. The structural deficit is primarily caused by ongoing expenses exceeding ongoing revenues and this imbalance can only be resolved by increases in ongoing revenue or decreases in ongoing expenses. Using all of the additional ongoing, unrestricted state funds budgeted to be received would still leave a structural imbalance exceeding \$1M.

Additional state funding included in this Tentative Budget total \$6,006,494 and falls into three categories:

1. Ongoing, unrestricted - \$2,020,115
2. Ongoing, designated to hire additional full-time faculty - \$426,503
3. One-time, unrestricted - \$3,559,876

(These one-time funds are being provided to community colleges for increased general operating expenses. It is understood that the Governor also intends to include these funds in the 2016-17 budget as one-time funds and eventually make them ongoing to offset the future loss of Prop 30 funding.)

MPC is also eligible for \$1.53M in additional funding if FTES can be increased (\$1.2M from restoration and \$330K for growth). The District could get paid for an additional \$1.53M in ongoing apportionment by growing 310 credit FTES (using the 2015-16 projected rate per credit FTES of \$4,943). This Tentative Budget uses the same base FTES for 2015-16 as 2014-15 (P1); therefore, no funds are budgeted for restoration and growth.

This Tentative Budget includes 3 offsetting contingency expense budgets totaling \$6,006,494. The District will be using its Planning and Resource Allocation Process (attachment A) to address the structural deficit and other needs of the District and identify expense budgets to replace the contingency budgets, which will reduce the structural deficit. The process will include matching ongoing revenue with ongoing expenses and one-time revenue with one-time expenses. Emphasis will be given to addressing the majority of the structural problem now while significant additional funds are available, and ensuring the District is prepared for the certain future loss of Prop 30 funding and increases in PERS, STRS and ACA.

Restricted General Fund

Funds used for the operation and support of educational programs that are specifically restricted by law, regulation, donor, or other outside agency are recorded in the Restricted General Fund. The majority of these funds must be expended within the fiscal year or returned to the funding agency. Budgets for state programs are based on the state’s current approved budget. Funds budgeted for all programs total a little over \$7.2M. Since no allocation details have been provided by the Chancellor’s Office, the amounts shown below are based on prior year estimates and will be adjusted at the Final Budget.

The following chart shows the 18 largest categorical programs and their respective funding level for the 2015-16 Tentative Budget:

	2014-15	2015-16	Change
Matriculation - CR/NCR	\$826,747	\$1,420,469	\$593,722
Extended Opportunities Programs and Services (EOP&S)	\$730,407	\$731,316	\$909
Access Resource Center (DSP&S)	\$476,686	\$626,661	\$149,975
ITEST (Natl. Science Foundation)	\$402,480	\$408,499	\$6,019
TRIO: Upward Bound	\$388,453	\$388,453	\$0
TRIO: Math Science Upward Bound	\$376,700	\$376,700	\$0
Student Equity	\$0	\$330,590	\$330,590
TRIO: Student Support Services	\$304,351	\$304,351	\$0
Health Services	\$342,000	\$300,987	-\$41,013
Student Financial Aid Administration (SFAA/BFAP)	\$240,493	\$240,493	\$0
Lottery	\$239,394	\$239,394	\$0
CalWorks/TANF	\$218,543	\$208,285	-\$10,258
Fire Training (Fee Supported)	\$150,500	\$146,000	-\$4,500
Federal Work Study	\$136,838	\$136,838	\$0
Perkins I-C Across CTE Programs	\$136,951	\$136,042	-\$909
Enrollment Growth- Nursing	\$135,287	\$135,287	\$0
First 5 Monterey County Workforce Dev.	\$109,486	\$109,723	\$237
Marine Tech. Mentor/Intern	\$108,938	\$103,865	-\$5,073

Special Revenue Fund:

Child Development Center (CDC), Student Center and Parking are accounted for in the Special Revenue Fund. Revenues generated by these programs are intended to pay for the cost of services provided.

Revenues and expenses for child development services are recorded in the CDC Fund. The CDC Fund includes monies that are restricted as to their use and the fund is therefore separated into unrestricted and restricted. The CDC Fund has a total budget of \$535,113 (unrestricted and restricted). CDC has been operating with a State Preschool contract under the California Department of Education. The Unrestricted General Fund is budgeted to transfer \$50,000 (a reduction of \$210,707 from 2014-15) to support CDC.

The Student Center Fund is maintained to record financial transactions of the Student Center building that was partially constructed using lease revenue bonds. The Student Center Fund receives revenue primarily from student use fees and commissions from the bookstore and cafeteria. The bond requires income to be used to make debt payments and maintain the facility. Half of the Student Activity Coordinator is paid by the Student Center Fund and half is paid by the Unrestricted General Fund.

The Parking Fund is maintained to record financial transactions related to parking as required by the Education Code. Revenues are primarily from parking permit sales and parking citations. Expenses are for parking security and maintenance and improvements to the parking lots.

Debt Service

Long-term debt principal, interest, and related costs of the District are accounted for in the Debt Service Fund. There is one obligation remaining that is accounted for in this fund: the annual long-term debt payment for the Student Center. Student Use Fees in the Student Center operating accounts pay the Student Center required payment of \$22,100.

Capital Projects

Non-bond expenses for all major acquisition, construction and deferred maintenance projects are accounted for in the Capital Projects Fund. Local projects include IPP & FPP processing, athletic facilities, and District expenses for Fort Ord. Expenses have been estimated at \$877,370 including new state funding of \$841,632 for maintenance or instructional equipment. Specific projects/purchases are yet to be identified for the new state funding.

Building

Expenses associated with Measure I, the \$145 million Proposition 39 bond, are accounted for in the Building Fund. No expenses are currently included in the 2015-16 Tentative Budget. Revenue of \$20K for interest income is budgeted resulting in a projected ending balance of \$9,779,850.

Self Insurance

Expenses for the District's self-insured medical benefits are budgeted and recorded in the Self Insurance Fund. Payments will be made from the various operating funds to the Self Insurance Fund to cover the claim payment. Total expenses of \$6,728,726 are budgeted for 2015-16.

Other Post Employment Benefits (OPEB)

The District has an OPEB Unfunded Actuarial Accrued Liability of \$11,216,214. Since beginning in 2003-04 through 2014-15, a total of \$4,009,151 has been designated to address this liability, of which \$537,030 is restricted (being transferred from restricted accounts) and \$3,472,121 is committed (transferred from UGF by Board action). These funds have been kept in district accounts to assist with cash flow because the state was deferring payments to colleges (2013-14 year end deferral was \$4,373,304). Because state deferrals will be eliminated in 2015-16, the District should consider depositing these funds in an irrevocable trust. This will comply with GASB rules for funding the liability and provide greater interest income to satisfy the liability.

Workers Comp

The District is responsible for a small number of workers compensation claims after it withdrew from a K12 workers compensation self insurance JPA. A stop loss insurance policy covers claims exceeding \$200K and the District is responsible for costs under this. A reserve of \$106K has been established to cover the projected liability.

Fiduciary Funds

The Fiduciary Fund is used to account for assets held by the District as trustee. These funds include Student Financial Aid, Associated Students, Scholarships and Loans, Trust Funds, and Orr Scholarship funds.

<i>Conclusion</i>

Addressing the Unrestricted General Fund structural deficit is the top priority for the District. The ability to transfer unrestricted monies from other funds is nearly exhausted. The District will be using its Planning and Resource Allocation Process to identify the best way to allocate the projected \$6M in additional funding from the State to eliminate the structural problem and address other needs of the District. The District's Final Budget will reflect the proposed spending of the additional funds and reflect a more positive picture.

The Tentative Budget for 2015-16 was developed using best information at the time. Revenue assumptions were used in the absence of an approved State Budget. The final budget approved by the State will alter District assumptions that will require further adjustments to the District's budgets.

Monterey Peninsula College

3-Year Comparison

		2012-2013	2013-2014	2014-2015		2015-2016	% >
		Actual	Actual	Act thru May*	Revised Budget	Budget	Budget
							to Final Bud
Unrestricted General Fund:							
Income							
	Federal	\$3,041	\$5,816	\$4,806	\$10,700	\$11,000	2.8%
	State	\$16,038,970	\$17,041,483	\$17,368,943	\$17,643,781	\$22,362,541	26.7%
	Local	\$22,073,317	\$22,176,288	\$20,572,408	\$20,374,992	\$18,979,000	-6.9%
	Total Income	\$38,115,328	\$39,223,587	\$37,946,157	\$38,029,473	\$41,352,541	8.7%
Expense							
	Academic Salaries	\$14,232,486	\$14,764,531	\$13,296,767	\$14,588,593	\$14,581,300	0.0%
	Classified Salaries	\$7,627,302	\$7,564,070	\$6,464,770	\$7,120,866	\$7,082,003	-0.5%
	Fringe Benefits	\$4,054,094	\$8,930,823	\$8,888,780	\$9,513,895	\$9,956,494	4.7%
	Books and Supplies	\$502,596	\$476,975	\$439,040	\$504,399	\$470,451	-6.7%
	Operating	\$5,239,979	\$5,466,070	\$4,082,670	\$5,773,093	\$12,122,822	110.0%
	Capital Outlay	\$186,828	\$133,691	\$213,169	\$200,226	\$136,586	-31.8%
	Transfers	\$6,963,853	\$1,896,558	\$260,707	\$328,481	\$118,683	-63.9%
	Total Expenses	\$38,807,138	\$39,232,718	\$33,645,903	\$38,029,553	\$44,468,339	16.9%
Restricted General Fund:							
Income							
	Federal	\$2,235,216	\$1,536,126	\$789,759	\$2,532,774	\$1,995,731	-21.2%
	State	\$2,469,119	\$2,864,673	\$3,261,944	\$5,090,047	\$4,211,384	-17.3%
	Local	\$513,909	\$604,093	\$565,946	\$938,702	\$1,041,672	11.0%
	Total Income	\$5,218,244	\$5,004,892	\$4,617,649	\$8,561,523	\$7,248,787	-15.3%
Expense							
	Academic Salaries	\$1,299,992	\$1,214,831	\$1,608,897	\$1,984,406	\$1,824,435	-8.1%
	Classified Salaries	\$1,140,342	\$1,038,263	\$1,130,730	\$1,300,523	\$1,116,835	-14.1%
	Fringe Benefits	\$418,002	\$358,742	\$1,027,397	\$1,135,818	\$1,200,193	5.7%
	Books and Supplies	\$289,519	\$192,146	\$331,106	\$443,407	\$256,264	-42.2%
	Operating	\$1,265,639	\$1,276,673	\$1,350,045	\$1,869,667	\$1,465,887	-21.6%
	Capital Outlay	\$91,148	\$131,594	\$468,938	\$851,744	\$494,380	-42.0%
	Transfers	\$713,603	\$652,672	\$266,885	\$1,027,354	\$890,797	-13.3%
	Total Expenses	\$5,218,245	\$4,864,921	\$6,183,998	\$8,612,919	\$7,248,791	-15.8%
Unrestricted Child Development							
	Income	\$358,460	\$277,545	\$282,433	\$302,207	\$129,652	-57.1%
	Expense	\$358,460	\$277,545	\$280,700	\$302,207	\$129,652	-57.1%
Restricted Child Development							
	Income	\$210,789	\$239,625	\$287,935	\$249,846	\$405,461	62.3%
	Expense	\$210,789	\$239,625	\$214,126	\$249,846	\$405,461	62.3%
Student Center							
	Income	\$273,271	\$259,617	\$244,151	\$259,200	\$259,200	0.0%
	Expense	\$462,005	\$146,577	\$166,493	\$259,200	\$259,200	0.0%
Student Revenue Bond							
	Income	\$18,601	\$18,564	\$17,699	\$17,625	\$22,100	25.4%
	Expense	\$18,525	\$18,075	\$17,625	\$17,625	\$22,100	25.4%
*Actual through May 31, 2015							

	2012-2013	2013-2014	2014-2015		2015-2016	% >
	<u>Actual</u>	<u>Actual</u>	<u>Act thru May*</u>	<u>Revised Budget</u>	<u>Budget</u>	<u>Budget</u>
						<u>to Final Bud</u>
Debt Service						
Income	\$275,942	\$1,330,169	\$0	\$0	\$0	0.0%
Expense	\$275,324	\$1,383,132	\$0	\$0	\$0	0.0%
Parking						
Income	\$422,669	\$924,860	\$447,166	\$525,000	\$484,000	-7.8%
Expense	\$422,070	\$446,610	\$441,204	\$557,587	\$484,000	-13.2%
Capital Projects						
Income	\$2,369,387	\$1,153,857	\$585,572	\$750,116	\$850,690	13.4%
Expense	\$1,912,890	\$2,560,272	\$781,842	\$1,387,991	\$877,370	-36.8%
Self Insurance						
Income	\$6,940,012	\$6,707,233	\$5,382,028	\$6,553,264	\$6,728,726	2.7%
Expense	\$7,864,355	\$12,171,002	\$6,438,411	\$8,794,471	\$6,728,726	-23.5%
OPEB						
Income	\$0	\$0	\$0	\$0	\$100,770	0.0%
Expense	\$0	\$0	\$0	\$0	\$0	0.0%
Worker Comp Insurance						
Income	\$0	\$0	\$62,275	\$770,000	\$25,000	-96.8%
Expense	\$0	\$0	\$62,275	\$770,000	\$60,000	-92.2%
Financial Aid						
Income	\$5,198,296	\$5,339,985	\$5,408,323	\$5,200,000	\$5,400,000	3.8%
Expense	\$5,198,480	\$5,324,833	\$5,408,323	\$5,200,000	\$5,400,000	3.8%
Associated Students						
Income	\$114,135	\$96,072	\$76,806	\$90,000	\$90,000	0.0%
Expense	\$69,636	\$59,099	\$50,643	\$90,000	\$90,000	0.0%
Scholarship and Loans						
Income	\$2,335,037	\$2,199,477	\$1,926,513	\$2,500,000	\$935,000	-62.6%
Expense	\$2,566,724	\$2,212,724	\$1,957,410	\$2,500,000	\$935,000	-62.6%
Trust Funds						
Income	\$283,081	\$645,664	\$672,019	\$510,000	\$744,500	46.0%
Expense	\$508,432	\$502,521	\$554,323	\$510,000	\$744,500	46.0%
Orr Scholarship						
Income	\$37,303	\$7,474	\$5,170	\$10,000	\$5,000	-50.0%
Expense	\$28,279	\$20,419	\$1,165	\$20,000	\$5,000	-75.0%
Building Fund						
Income	-\$20,618	\$134,174	\$54,561	\$25,000	\$20,000	-20.0%
Expense	\$15,058,710	\$14,728,459	\$1,512,332	\$2,232,397	\$0	-100.0%
*Actual through May 31, 2015.						

Unrestricted General Fund Highlights

2015-2016 Tentative Budget

Revenues:

Total Unrestricted General Fund revenue budgeted for 2015-16 is \$41,352,541. This includes \$6M in additional state funding as proposed in the Governor's May Revise.

- **Apportionment** - The largest source of unrestricted revenue is referred to as Apportionment and is based on the structure of a college and actual. Apportionment funds are received from student registration fees, local property taxes, and state. Apportionment includes a basic allocation (based on the college structure - single/multiple campus, centers, and size of each) and workload (FTES - credit and non-credit). MPC's 2014-15 P1 FTES of 6,503 is being used to calculate a base Apportionment revenue of \$33,301,119 for 2015-16 Tentative Budget. The projected apportionment assumes no deficit coefficient.
- **Additional State Funding based on Governor's May Revise** - amounts calculated based on 2014-15 P1 (total \$6,006,494)
 - Ongoing - \$2,020,115
 - COLA – 1.02% on Apportionment base = \$339,671
 - OCDCP Equalization – 120 CDCP FTES X \$1,365 = \$163,800
 - Base allocation increase – based on MPC FTES vs statewide FTES = \$1,516,644
 - Ongoing/designated- \$426,503
Funds for additional FT faculty, to improve FT/PT teaching ratio.
 - One-time - \$3,559,876
One-time funds to help pay down prior obligations... understand intended to provide potential future funding to offset future loss of Prop 30 funds.
- **Restoration and Growth** – MPC is eligible for \$1.2M in restoration funding and an additional \$330K in growth funding. The college will need to increase the current FTES base (6,503) by approximately 330 to earn this funding. No amount is being included in this budget for Restoration or Growth.
- **Part-Time Faculty Compensation** – The District has budgeted the same as last year, \$173,268.
- **Lottery** – Funds received from the Lottery Commission are based on FTES, including non-resident and apprenticeship. Lottery funds are budgeted at \$856,604, using School Services projection of \$128 per FTES and 6503 instate and 185 nonresident FTES.
- **Nonresident Fees** – The non-resident fee revenue for 2015-16 is budgeted at \$586,000. The new rate adopted by the board for 2015-16 is the State average of \$200 per unit, which is \$7 more than the MPC 2014-15 rate.

- **Interest** – The yield on the funds deposited with the county treasury continues to be at historic lows (< 0.50%) and the District is budgeting \$15,000 in interest income for 2015-16.

Expenses:

Total Unrestricted General Fund Expenses are budgeted at \$44,468,339. Projections are included for all known obligations and only mandated increases (contractual, fee increases, etc.) in expenses have been added to the budget.

- **Salaries** - Total net salaries are budgeted at \$21,663,303 for a small increase over \$21,631,280 in 2014-15. Increases for required step and column movement and longevity have been budgeted where appropriate, and turnover savings are reflected in the totals.
- **Fringe Benefits** – Fringe benefits are shown in two categories: salary roll-up costs and medical benefits.

Salary roll-up costs include retirement, Medicare, FICA, unemployment, and workers comp and total 29.547% for classified employees and 15.23% for academic employees. The employer rate for STRS increased 1.85% from last year, and the PERS rate increased by 0.076%.

Employer rates for STRS and PERS are both expected to increase every year for the next several years. The Legislature has set STRS rates to increase by a total of 10.85% spread over the period from 2014-15 to 2020-21. Roll-up costs associated with salary increases for required step and column movement and longevity increases have been budgeted.

Expenses for the District's self-insured medical benefits are budgeted and recorded in the Self Insurance Fund. Payments are made from the various operating accounts to the Self Insurance Fund to cover the expenses. This Tentative Budget uses the medical rate from 2014-15. If new rates are approved, they will be used for the Final Budget in August.

- **Books and Supplies** – This category is budgeted at \$470,451 for 2015-16.
- **Services and Operating** – At \$12,122,822 this budget category is \$6,233,976 more than last year. Most of the difference (\$6,006,494) is in amounts set aside for expenses (to be determined) that will be supported by new state revenues.
 1. **Utilities** – Total utility expenses (electricity, natural gas, water, waste disposal and sewage) are budgeted at \$1,198,641. Telephone expenses are budgeted at \$86,000.
 2. **Risk Management (insurance)** – The District is in a pool with other community colleges and is self-insured for property and liability coverage. Property and liability is budgeted at \$291,188. Student accident insurance for athletes is budgeted at \$70,474. (A budget for student accident insurance is also included in the Restricted General Fund at \$44,717.)
 3. **Instructional Service Agreements** – \$2,333,624 is budgeted for Instructional Service Agreements (ISA.)
 4. **Travel** – The conference attendance and related travel budget is \$85,659 for 2015-16.

5. Legal Expenses - This category is the same as last year with a budget of \$178,321.
6. Election Expenses –There will be a Board election in 2015-16, and election expense is budgeted at \$175,000.
7. Building Maintenance – Minor capital improvements is budgeted at \$77,000.
8. Other Services & Expenses – The total budgets here are similar to last year, except for the set-aside total of \$6,006,494 mentioned above. There was an overall decrease in the other budget lines of \$38,575.
9. Contingencies – Total general contingencies are \$30,120, including \$10,000 for unanticipated institutional expenditures, \$6,580 for the Superintendent/President, \$11,040 total for vice presidents, \$2,500 total for deans.

Three contingency budgets totaling \$6,006,494 are included representing the additional state funds proposed by the Governor’s May Revise:

- Ongoing - \$2,020,115
- Ongoing designated - \$426,503
- One-time - \$3,559,876

- **Capital Outlay** – This category is budgeted at \$136,586.
- **Transfers** - Transfers to other funds are budgeted at \$118,683, a decrease of \$209,798 from last year, due to a decrease in the transfer to Child Development Fund.

Child Development Fund	\$50,000
EOP&S	\$ 68,683

- **Other** - The District records the mandatory allocation of revenue generated by DSPTS classes by covering direct expenses totaling \$377,246 in the Unrestricted General Fund.

<i>Conclusion</i>

Unrestricted General Funds Expenses are budgeted to exceed revenues by \$3M, (the current structural deficit) and, an ending fund balance of \$700K is projected. Expense budgets include \$6,006,494 in contingencies for expenses (to be determined) that will be supported by the additional state revenues and significantly reduce or eliminate the structural deficit and increase the projected ending fund balance.

The Tentative Budget for 2015-16 was developed using the best information available at the time. The final budget approved by the State could alter District assumptions that would require further adjustments to the District’s Final Budget.

Exhibit A

Unrestricted General Fund

Object Analysis (Detail)
Revenue by Object - Summary

Print Date: Wednesday, June 17, 2015

Print Time: 2:22 PM

General Fund (Fund 01)-Unrestricted

Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
8100 Federal Revenues							
8105 VA Education - Reporting Fee	1,145	0	2,000	2,637	2,000	0	0.00%
8107 PELL Allowance	0	1,133	7,000	0	7,000	0	0.00%
8117 Forest Reserve	1,896	0	1,700	2,169	2,000	300	17.65%
8100 Total >	3,041	1,133	10,700	4,806	11,000	300	2.80%
8600 State Revenues							
8602 Mandated Cost	725	0	190,000	480,584	182,000	-8,000	-4.21%
8629 Enrollment Fee Admin Allowance	59,013	51,416	55,887	37,822	56,000	113	0.20%
8634 Part Time Faculty	173,268	159,407	173,268	103,961	173,268	0	0.00%
8640 Part Time Faculty Office hours	2,715	2,498	2,715	1,629	2,715	0	0.00%
8647 Transfer & Articulation Fund	227,173	0	0	0	0	0	0.00%
8665 Lottery	763,934	577,862	901,248	459,226	856,064	-45,184	-5.01%
8667 Prop 30 - EPA Funds	5,354,462	3,341,545	4,604,477	3,719,012	5,000,000	395,523	8.59%
8671 Home Owners Property Tax	0	0	0	0	85,000	85,000	0.00%
8672 Ongoing Base Allocation	0	0	0	0	2,020,115	2,020,115	0.00%
8673 One Time Block Grant	0	0	0	0	3,559,876	3,559,876	0.00%
8674 Ongoing Full Time Faculty	0	0	0	0	426,503	426,503	0.00%
8600 Total >	6,581,290	4,132,728	5,927,595	4,802,234	12,361,541	6,433,946	108.54%
8610 State Apportionment							
8601 Apportionment	11,002,702	7,781,290	11,716,186	11,970,856	10,001,000	-1,715,186	-14.64%
8610 Total >	11,002,702	7,781,290	11,716,186	11,970,856	10,001,000	-1,715,186	-14.64%
8699 Other Miscellaneous State Revenue							
8844 Bond Interest & Redemption	7,455	0	0	0	0	0	0.00%
8857 Interest on Fund Balance	0	8,924	0	0	0	0	0.00%
8699 Total >	7,455	8,924	0	0	0	0	0.00%
8800 Local Revenues							
8801 Secured Taxes	13,230,754	13,686,740	12,729,121	14,370,934	14,000,000	1,270,879	9.98%
8802 Unsecured Taxes	542,620	499,982	500,000	544,494	540,000	40,000	8.00%
8803 Prior Year Taxes	127,311	180,375	330,796	131,032	175,000	-155,796	-47.10%
8804 Supplemental Taxes	1,483,354	930,821	883,318	840,602	700,000	-183,318	-20.75%
8805 Athletic Ticket Sales	5,137	5,125	7,000	9,964	7,000	0	0.00%
8810 Transcripts	67,825	65,174	50,000	56,541	72,000	22,000	44.00%
8812 Course Materials Fee	15,749	7,610	0	0	0	0	0.00%
8813 OPEB for Restricted Programs	89,512	75,275	75,000	73,794	0	-75,000	-100.00%

14-15 Actuals are as of May 31, 2015

**Variance: Column 5 - Column 3.

Object Analysis (Detail)
Revenue by Object - Summary
General Fund (Fund 01)-Unrestricted

Print Date: Wednesday, June 17, 2015
 Print Time: 2:22 PM

Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
8814 Duplicate ID Cards	0	10,597	0	0	0	0	0.00%
8816 Non-Resident Tuition - MPC Campus	582,860	546,342	585,000	585,532	586,000	1,000	0.17%
8817 Old Non-Resident Tuition	3,139	4,268	0	0	3,000	3,000	0.00%
8820 NSF Checks	-9,435	-4,093	0	-13,995	0	0	0.00%
8821 Phone Collections	0	93,040	0	45,739	0	0	0.00%
8822 Other Income	-26,403	-24,077	35,000	-76,888	0	-35,000	-100.00%
8824 Old State Fees	24,187	63,490	0	0	0	0	0.00%
8826 State Enrollment Fees	3,009,347	2,550,472	2,490,000	2,242,201	2,800,000	310,000	12.45%
8831 NSF Checks Collected	22,211	1,533	5,000	13,950	10,000	5,000	100.00%
8832 NSF Checks Service Charge	104	-293	150	-311	0	-150	-100.00%
8837 Coffee Depot	0	480	0	0	0	0	0.00%
8841 Penalties/Interest	-11,220	758	0	-53,791	0	0	0.00%
8842 Delinquent Property Tax	0	46,501	0	0	0	0	0.00%
8845 Modess Machine	20	0	0	0	0	0	0.00%
8850 Prior Year Adjustments	181,634	503,053	0	0	0	0	0.00%
8852 Rents (Facilites)	1,346	-392	2,200	130	0	-2,200	-100.00%
8853 A/R Not Recorded	16	1,451	1,000	837	1,000	0	0.00%
8854 Chemistry Breakage	5	0	0	0	0	0	0.00%
8855 Educational Revenue Augmentation Fund (ERA	333,177	0	0	0	0	0	0.00%
8856 Interest (Cash Reserve Program)	26,907	0	0	0	0	0	0.00%
8857 Interest on Fund Balance	3,616	0	20,000	0	15,000	-5,000	-25.00%
8858 Foundation for CC Lease	12,000	10,000	12,000	10,000	12,000	0	0.00%
8859 Nautical Science - Lab	0	3,684	0	0	0	0	0.00%
8860 Go Print (Marina)	1,334	1,241	1,000	1,538	1,000	0	0.00%
8863 Student Fee Overpayment	167,464	-770	0	0	0	0	0.00%
8864 UNKNOWN	0	93	0	0	0	0	0.00%
8878 Student International Insurance	72,147	47,847	0	0	50,000	50,000	0.00%
8881 VA Holding Account	25,026	89,234	0	0	0	0	0.00%
8884 Return to Title IV	13,259	8,317	0	0	0	0	0.00%
8886 PE Fee	666	100	200	60	0	-200	-100.00%
8888 Library Materials	1,221	947	500	948	1,000	500	100.00%
8889 Library Fines/Dues	5,380	3,599	5,000	3,603	5,000	0	0.00%
8894 Bank Account Interest (FNB)	1,595	851	1,500	87	1,000	-500	-33.33%
8800 Total >	20,003,865	19,409,376	17,733,785	18,787,001	18,979,000	1,245,215	7.02%

Object Analysis (Detail)
Revenue by Object - Summary

Print Date: Wednesday, June 17, 2015
 Print Time: 2:22 PM

General Fund (Fund 01)-Unrestricted

Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
<i>8860 Local Interest</i>							
8857 Interest on Fund Balance	0	61,012	0	0	0	0	0.00%
<i>8860 Total ></i>	0	61,012	0	0	0	0	0.00%
<i>8890 N/A</i>							
0000 Reserve for Contingencies	0	11,668	0	0	0	0	0.00%
8844 Bond Interest & Redemption	4,541	0	0	0	0	0	0.00%
<i>8890 Total ></i>	4,541	11,668	0	0	0	0	0.00%
<i>8900 Other</i>							
8970 Transfer-In from Capital Outlay	157,651	372,109	400,000	1,400,000	0	-400,000	-100.00%
8991 Transfer In - From Capital Outlay	479,000	423,193	0	0	0	0	0.00%
8998 Transfer In - From Self Insurance	1,418,580	1,750,000	2,241,207	0	0	-2,241,207	-100.00%
<i>8900 Total ></i>	2,055,231	2,545,302	2,641,207	1,400,000	0	-2,641,207	#####
<i>8xxx Total ></i>	39,658,124	33,951,433	38,029,473	36,964,897	41,352,541	3,323,068	8.74%
General Fund (Fund 01)-Unrestricted	39,658,124	33,951,433	38,029,473	36,964,897	41,352,541	3,323,068	8.74%

Object Analysis (Detail)
Revenue by Object - Summary
Grand Totals

Print Date: Wednesday, June 17, 2015
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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
	39,658,124	33,951,433	38,029,473	36,964,897	41,352,541	3,323,068	8.74%

Object Analysis (Detail)
Expense by Object - Summary
General Fund (Fund 01)-Unrestricted

Print Date: Wednesday, June 17, 2015

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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
1100 Instructional Salaries, Regular Salary							
1101 Teaching	6,051,216	5,675,281	6,494,204	5,945,274	6,559,228	65,025	1.00%
1100 Total >	6,051,216	5,675,281	6,494,204	5,945,274	6,559,228	65,025	1.00%
1200 Non-Instructional Salaries, Regular Salary							
1202 Non-Teaching - Executives	604,351	604,892	635,452	504,112	635,452	0	0.00%
1203 Non-Teaching - Deans	448,353	512,483	566,594	440,824	576,376	9,782	1.73%
1210 Non-Teaching - Vacation Payoff	73,381	72,767	0	0	0	0	0.00%
1215 Counselors	431,289	417,328	511,910	363,675	411,406	-100,504	-19.63%
1220 Division/Department Chairs	399,308	395,361	444,578	412,392	448,636	4,058	0.91%
1225 Academic Senate Officers	42,501	40,442	44,708	41,503	44,932	224	0.50%
1230 CTA Reassigned Time	26,946	21,500	28,778	26,666	40,478	11,700	40.65%
1235 Reassigned Time	347,345	306,570	346,612	321,793	349,467	2,855	0.82%
1240 Librarians	245,534	165,724	216,690	201,950	222,719	6,030	2.78%
1275 Non-Teaching Stipend	3,698	6,459	6,470	1,078	6,470	0	0.00%
1200 Total >	2,622,705	2,543,525	2,801,792	2,313,992	2,735,936	-65,856	-2.35%
1300 Instructional Salaries, Other Nonregular							
1301 Hourly Teaching - Fall/Spring	3,496,976	3,463,549	3,328,807	2,883,576	3,328,807	0	0.00%
1302 Hourly Teaching - Early Spring	92,241	96,574	91,341	68,494	91,341	0	0.00%
1303 Hourly Teaching - Summer	726,419	813,962	730,000	628,317	730,000	0	0.00%
1304 Hourly Teaching - Substitutes	52,760	52,426	57,200	128	57,200	0	0.00%
1305 Hourly Teaching - Retirees	20,696	0	20,700	0	0	-20,700	-100.00%
1325 Hourly Teaching - Student Advisement Pool	23,668	13,454	28,000	0	28,000	0	0.00%
1326 Hrly Teaching - Flex Time	119,965	67,187	120,000	0	100,000	-20,000	-16.67%
1328 Grading Factor	100,549	95,138	101,619	91,506	101,619	0	0.00%
1335 Hrly Inst - contract employee	597,221	589,085	512,000	445,170	562,700	50,700	9.90%
1344 Sub's for Faculty Interviews	0	0	10,000	0	2,000	-8,000	-80.00%
1300 Total >	5,230,496	5,191,375	4,999,667	4,117,192	5,001,667	2,000	0.04%
1400 Non-Instructional Salaries, Other Nonregular							
1401 Hourly Non-Teaching - Fall/Spring	234,608	208,637	201,011	127,134	189,701	-11,310	-5.63%
1402 Hourly Non-Teaching - Early Spring	5,977	4,896	6,180	3,870	5,180	-1,000	-16.18%
1403 Hourly Non-Teaching - Summer	47,577	53,213	33,466	36,747	36,533	3,067	9.16%
1404 Hourly Non-Teaching - Substitutes	1,388	0	0	0	0	0	0.00%
1408 Hourly Non-Teaching - Governance Cmte.	0	0	2,295	0	2,295	0	0.00%
1409 Mandatory Trng. For Adjuncts	0	0	0	0	50,760	50,760	0.00%

Object Analysis (Detail)
Expense by Object - Summary

Print Date: Wednesday, June 17, 2015

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General Fund (Fund 01)-Unrestricted

Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
1435 Hrly Non-Inst - contract employee	5,258	0	0	0	0	0	0.00%
1400 Total >	294,808	266,746	242,952	167,751	284,469	41,517	17.09%
1xxx Total >	14,199,226	13,676,927	14,538,615	12,544,209	14,581,300	42,686	0.29%
2100 Non-Instructional Salaries, Regular Full-Time							
2101 Non-Instructional Classified	4,664,592	4,187,586	4,448,249	3,832,015	4,366,971	-81,278	-1.83%
2102 Managers	609,557	541,039	602,796	567,569	615,239	12,443	2.06%
2103 Supervisors	117,676	105,429	119,652	76,110	117,540	-2,112	-1.77%
2104 Confidential	371,822	349,010	392,269	376,815	496,395	104,126	26.54%
2110 Accrued Vacation Payoff	21,753	39,834	0	947	0	0	0.00%
2114 NI Classified-Educ Incentive	2,920	4,497	0	0	0	0	0.00%
2100 Total >	5,788,319	5,227,396	5,562,967	4,853,456	5,596,146	33,179	0.60%
2200 Instructional Aides, Regular Full-Time Schedule							
2201 Instructional Aid	714,773	705,774	707,557	596,743	724,374	16,817	2.38%
2203 Supervisor (Instructional)	76,584	71,434	77,928	72,981	54,322	-23,606	-30.29%
2211 Accrued Vac. Payoff (Instructional)	485	10,077	0	0	0	0	0.00%
2214 Inst Classified - Educ Incentive	502	750	0	0	0	0	0.00%
2200 Total >	792,344	788,035	785,485	669,724	778,696	-6,789	-0.86%
2300 Non-Instructional, Other than Regular Full-Time							
2301 Hourly Part Time, Permanent	96,264	82,680	85,738	45,605	77,528	-8,210	-9.58%
2302 Hourly Student Help	6,085	5,188	7,873	10,757	9,873	2,000	25.40%
2303 Hourly Overtime	163,038	54,317	55,408	60,425	55,408	0	0.00%
2304 Hourly Professional Experts	10,920	15,038	285	49,850	285	0	0.00%
2306 Hourly Temporary	41,062	76,137	39,610	59,130	37,610	-2,000	-5.05%
2308 Substitutes for Classified	103,606	124,301	23,339	39,118	5,155	-18,184	-77.91%
2310 Accrued Vacation payoff	5,416	1,195	0	0	0	0	0.00%
2312 Overtime	-12,865	-12,074	0	0	0	0	0.00%
2313 Unknown	5,775	6,729	0	0	0	0	0.00%
2314 Hrly PT - Educ Incentive	1,300	1,300	0	0	0	0	0.00%
2315 Compensatory Time Pay-off	0	2,972	0	0	0	0	0.00%
2300 Total >	420,600	357,782	212,253	264,885	185,859	-26,394	-12.43%
2400 Instructional Aides, Other than Full-Time Sched.							
2401 Student Help	58,490	56,495	29,768	22,995	25,062	-4,706	-15.81%
2402 Hourly, Part Time, Permanent	437,626	397,586	421,180	382,839	424,357	3,177	0.75%

Object Analysis (Detail)

Expense by Object - Summary

General Fund (Fund 01)-Unrestricted

Print Date: Wednesday, June 17, 2015

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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
2403 Professional Experts (Instructional)	82,528	133,650	66,654	60,788	54,654	-12,000	-18.00%
2404 Hourly Temporary	7,542	11,381	6,358	5,544	6,358	0	0.00%
2405 Summer	6,018	5,693	7,000	6,956	9,871	2,871	41.01%
2408 Substitute	6,295	23,959	1,000	348	1,000	0	0.00%
2411 Vacation Payoff	4,304	2,328	0	0	0	0	0.00%
2414 Inst Hourly PT Educ Incentives	1,800	1,100	0	0	0	0	0.00%
2415 Comp. time Payoff (Instr.)	0	3,212	0	0	0	0	0.00%
<i>2400 Total ></i>	604,603	635,405	531,960	479,472	521,302	-10,658	-2.00%
<i>2xxx Total ></i>	7,605,866	7,008,617	7,092,665	6,267,538	7,082,003	-10,662	-0.15%

3110 STRS Instructional

1101 Teaching	492,652	461,796	570,219	519,023	695,693	125,474	22.00%
1301 Hourly Teaching - Fall/Spring	219,396	227,017	295,601	202,740	357,191	61,590	20.84%
1302 Hourly Teaching - Early Spring	6,482	6,950	8,112	5,578	9,801	1,689	20.82%
1303 Hourly Teaching - Summer	50,846	59,082	64,822	48,085	78,328	13,506	20.84%
1304 Hourly Teaching - Substitutes	3,416	3,907	5,079	11	6,138	1,059	20.85%
1305 Hourly Teaching - Retirees	0	0	1,838	0	0	-1,838	-100.00%
1325 Hourly Teaching - Student Advisement Pool	1,521	880	2,486	0	3,004	518	20.84%
1326 Hrly Teaching - Flex Time	7,470	4,410	10,656	0	10,730	74	0.69%
1328 Grading Factor	6,363	6,305	9,023	6,508	10,904	1,881	20.85%
1335 Hrly Inst - contract employee	48,414	48,295	45,464	38,962	60,380	14,916	32.81%
1344 Sub's for Faculty Interviews	0	0	888	0	215	-673	-75.79%
5202 Executive Contract Payroll Expense	1,217	1,326	0	0	0	0	0.00%
5209 Automobile Allowance	425	567	0	0	0	0	0.00%
<i>3110 Total ></i>	838,202	820,534	1,014,188	820,906	1,232,384	218,196	21.51%

3120 STRS Non-Instructional

1202 Non-Teaching - Executives	35,220	40,032	56,428	44,727	68,184	11,756	20.83%
1203 Non-Teaching - Deans	11,689	14,930	16,802	8,806	19,627	2,825	16.81%
1215 Counselors	32,159	31,187	41,542	28,585	39,961	-1,580	-3.80%
1220 Division/Department Chairs	34,677	32,617	39,478	36,516	48,139	8,660	21.94%
1225 Academic Senate Officers	3,506	3,337	3,970	3,680	4,821	851	21.44%
1230 CTA Reassigned Time	2,223	1,774	2,556	2,365	3,662	1,107	43.31%
1235 Reassigned Time	28,656	25,293	30,779	28,536	37,498	6,719	21.83%
1240 Librarians	22,858	13,672	19,242	17,823	23,898	4,656	24.20%

Object Analysis (Detail)
Expense by Object - Summary
General Fund (Fund 01)-Unrestricted

Print Date: Wednesday, June 17, 2015
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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
2104 Confidential	67,052	61,104	73,633	68,951	93,556	19,923	27.06%
2114 NI Classified-Educ Incentive	0	829	0	0	0	0	0.00%
2301 Hourly Part Time, Permanent	2,805	2,252	0	0	0	0	0.00%
2304 Hourly Professional Experts	0	0	54	0	54	0	0.00%
2306 Hourly Temporary	1,947	2,187	2,500	860	2,500	0	0.00%
2308 Substitutes for Classified	5,956	6,562	0	0	0	0	0.00%
2314 Hrly PT - Educ Incentive	0	120	0	0	0	0	0.00%
3220 Total >	1,130,111	1,001,091	1,105,032	930,441	1,125,744	20,712	1.87%
3310 OASDI (FICA) Instructional							
1101 Teaching	5,407	5,013	5,514	5,122	5,514	0	0.00%
1301 Hourly Teaching - Fall/Spring	31	136	0	0	0	0	0.00%
1303 Hourly Teaching - Summer	631	415	0	0	0	0	0.00%
1304 Hourly Teaching - Substitutes	12	0	0	0	0	0	0.00%
1326 Hrly Teaching - Flex Time	30	0	0	0	0	0	0.00%
1335 Hrly Inst - contract employee	653	229	0	0	0	0	0.00%
2201 Instructional Aid	44,272	43,772	43,869	37,043	44,911	1,043	2.38%
2203 Supervisor (Instructional)	4,748	4,429	4,832	4,525	3,368	-1,464	-30.29%
2211 Accrued Vac. Payoff (Instructional)	30	625	0	0	0	0	0.00%
2214 Inst Classified - Educ Incentive	31	46	0	0	0	0	0.00%
2402 Hourly, Part Time, Permanent	7,359	5,790	5,229	4,846	5,281	52	1.00%
2403 Professional Experts (Instructional)	396	611	0	0	0	0	0.00%
2404 Hourly Temporary	96	0	0	37	0	0	0.00%
2405 Summer	211	0	0	0	0	0	0.00%
2408 Substitute	23	781	0	0	0	0	0.00%
2411 Vacation Payoff	157	0	0	0	0	0	0.00%
2414 Inst Hourly PT Educ Incentives	43	12	0	0	0	0	0.00%
2415 Comp. time Payoff (Instr.)	0	199	0	0	0	0	0.00%
5202 Executive Contract Payroll Expense	202	48	0	0	0	0	0.00%
3310 Total >	64,334	62,106	59,443	51,574	59,075	-369	-0.62%
3320 OASDI (FICA) Non-Instructional							
1202 Non-Teaching - Executives	6,213	1,496	0	0	9,329	9,329	0.00%
1203 Non-Teaching - Deans	16,357	19,085	22,851	20,506	22,851	0	0.00%
1210 Non-Teaching - Vacation Payoff	0	1,400	0	0	0	0	0.00%
1215 Counselors	2,572	2,437	2,734	2,558	2,417	-317	-11.61%

Object Analysis (Detail)
Expense by Object - Summary
General Fund (Fund 01)-Unrestricted

Print Date: Wednesday, June 17, 2015
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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
1230 CTA Reassigned Time	0	0	0	0	393	393	0.00%
1403 Hourly Non-Teaching - Summer	0	143	0	0	0	0	0.00%
2101 Non-Instructional Classified	286,415	258,085	275,791	236,502	267,959	-7,833	-2.84%
2102 Managers	37,290	33,315	37,373	34,915	38,145	771	2.06%
2103 Supervisors	7,275	6,537	7,418	4,719	7,287	-131	-1.77%
2104 Confidential	22,811	21,519	24,321	22,989	30,777	6,456	26.54%
2110 Accrued Vacation Payoff	1,346	2,464	0	63	0	0	0.00%
2114 NI Classified-Educ Incentive	179	274	0	0	0	0	0.00%
2301 Hourly Part Time, Permanent	944	757	0	0	0	0	0.00%
2303 Hourly Overtime	8,068	3,368	3,434	3,746	3,434	0	0.00%
2304 Hourly Professional Experts	79	97	18	0	18	0	0.00%
2306 Hourly Temporary	1,231	1,192	1,000	1,371	1,000	0	0.00%
2308 Substitutes for Classified	3,108	3,560	217	0	0	-217	-100.00%
2312 Overtime	66	218	0	0	0	0	0.00%
2313 Unknown	358	417	0	0	0	0	0.00%
2314 Hrly PT - Educ Incentive	40	40	0	0	0	0	0.00%
2315 Compensatory Time Pay-off	0	184	0	0	0	0	0.00%
<i>3320 Total ></i>	394,353	356,587	375,159	327,369	383,610	8,452	2.25%
<i>3330 Medicare Instructional</i>							
1101 Teaching	79,305	78,159	89,750	81,825	90,678	928	1.03%
1301 Hourly Teaching - Fall/Spring	50,372	50,221	48,270	41,820	48,285	15	0.03%
1302 Hourly Teaching - Early Spring	1,306	1,400	1,325	993	1,326	1	0.08%
1303 Hourly Teaching - Summer	9,538	11,564	10,593	9,036	10,593	0	0.00%
1304 Hourly Teaching - Substitutes	762	757	829	17	829	0	0.00%
1305 Hourly Teaching - Retirees	300	0	300	0	0	-300	-100.00%
1325 Hourly Teaching - Student Advisement Pool	332	195	406	0	406	0	0.00%
1326 Hrly Teaching - Flex Time	1,661	971	1,740	0	1,450	-290	-16.67%
1328 Grading Factor	1,458	1,380	1,473	1,327	1,473	0	0.00%
1335 Hrly Inst - contract employee	7,865	8,329	7,423	6,289	8,160	737	9.93%
1344 Sub's for Faculty Interviews	0	0	145	0	29	-116	-80.00%
2201 Instructional Aid	10,354	10,237	10,260	8,663	10,503	244	2.38%
2203 Supervisor (Instructional)	1,110	1,036	1,130	1,058	788	-342	-30.29%
2211 Accrued Vac. Payoff (Instructional)	7	146	0	0	0	0	0.00%
2214 Inst Classified - Educ Incentive	7	11	0	0	0	0	0.00%

Object Analysis (Detail)
Expense by Object - Summary
General Fund (Fund 01)-Unrestricted

Print Date: Wednesday, June 17, 2015
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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
2401 Student Help	2	0	0	0	0	0	0.00%
2402 Hourly, Part Time, Permanent	6,345	5,765	6,107	5,553	6,153	46	0.75%
2403 Professional Experts (Instructional)	1,240	2,012	966	950	792	-174	-18.01%
2404 Hourly Temporary	109	165	92	80	92	0	0.00%
2405 Summer	87	83	102	101	144	42	41.18%
2407 Hourly Overtime (Instructional)	0	0	0	7	0	0	0.00%
2408 Substitute	91	347	14	5	14	0	0.00%
2411 Vacation Payoff	62	34	0	0	0	0	0.00%
2414 Inst Hourly PT Educ Incentives	26	16	0	0	0	0	0.00%
2415 Comp. time Payoff (Instr.)	0	47	0	0	0	0	0.00%
5202 Executive Contract Payroll Expense	214	252	0	0	0	0	0.00%
5209 Automobile Allowance	75	100	0	0	0	0	0.00%
<i>3330 Total ></i>	172,629	173,224	180,925	157,725	181,715	790	0.44%
<i>3340 Medicare Non-Instructional</i>							
1202 Non-Teaching - Executives	6,727	8,771	9,214	7,310	9,214	0	0.00%
1203 Non-Teaching - Deans	6,481	7,424	8,216	6,382	8,357	142	1.73%
1210 Non-Teaching - Vacation Payoff	1,064	691	0	0	0	0	0.00%
1215 Counselors	4,618	4,553	5,945	3,763	4,488	-1,457	-24.51%
1220 Division/Department Chairs	5,762	5,684	6,446	5,930	6,505	59	0.91%
1225 Academic Senate Officers	616	586	648	602	652	3	0.50%
1230 CTA Reassigned Time	295	312	417	387	587	170	40.65%
1235 Reassigned Time	5,025	4,003	4,546	4,217	4,628	83	1.82%
1240 Librarians	3,496	2,361	3,142	2,885	3,229	87	2.78%
1275 Non-Teaching Stipend	54	94	94	16	94	0	0.00%
1401 Hourly Non-Teaching - Fall/Spring	3,400	3,025	2,924	1,843	2,761	-163	-5.57%
1402 Hourly Non-Teaching - Early Spring	86	71	90	56	75	-15	-16.67%
1403 Hourly Non-Teaching - Summer	678	768	486	532	530	44	9.05%
1404 Hourly Non-Teaching - Substitutes	20	0	0	0	0	0	0.00%
1408 Hourly Non-Teaching - Governance Cmte.	0	0	33	0	33	0	0.00%
1409 Mandatory Trng. For Adjuncts	0	0	0	0	736	736	0.00%
1435 Hrly Non-Inst - contract employee	75	0	0	0	0	0	0.00%
2101 Non-Instructional Classified	67,254	60,358	64,500	55,310	63,321	-1,179	-1.83%
2102 Managers	8,737	7,791	8,741	8,166	8,921	180	2.06%
2103 Supervisors	1,701	1,529	1,735	1,104	1,704	-31	-1.77%

14-15 Actuals are as of May 31, 2015

**Variance: Column 5 - Column 3.

Object Analysis (Detail)
Expense by Object - Summary
General Fund (Fund 01)-Unrestricted

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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
1328	1,106	47	51	46	50	-1	-1.96%
1335	6,520	294	255	222	283	28	10.98%
1344	0	0	5	0	1	-4	-80.00%
2201	7,844	353	354	299	362	8	2.38%
2203	842	36	39	37	27	-12	-30.29%
2211	5	0	0	0	0	0	0.00%
2214	1	0	0	0	0	0	0.00%
2402	4,630	199	211	191	212	2	0.75%
2403	936	69	33	33	27	-6	-18.18%
2404	83	6	3	3	3	0	0.00%
2405	34	3	4	3	5	1	25.00%
2407	0	0	0	0	0	0	0.00%
2408	67	12	1	0	1	0	0.00%
2411	47	0	0	0	0	0	0.00%
2414	17	1	0	0	0	0	0.00%
2415	0	2	0	0	0	0	0.00%
5202	215	9	0	0	0	0	0.00%
5209	57	3	0	0	0	0	0.00%
3510 Total >		6,122	6,394	5,596	6,444	50	0.78%
3520 SUI Non-Instructional							
1202	6,644	302	318	252	318	0	0.00%
1203	4,917	256	283	220	288	5	1.73%
1210	807	0	0	0	0	0	0.00%
1215	4,602	203	256	177	206	-50	-19.63%
1220	4,371	197	222	205	224	2	0.91%
1225	468	20	22	21	22	0	0.50%
1230	296	11	14	13	20	6	40.65%
1235	3,812	151	173	160	175	1	0.82%
1240	2,652	83	108	101	111	3	2.78%
1275	35	3	3	1	3	0	0.00%
1401	2,506	104	102	64	96	-6	-5.88%
1402	65	2	3	2	3	0	0.00%
1403	79	27	17	18	19	2	11.76%
1404	15	0	0	0	0	0	0.00%

Object Analysis (Detail)
Expense by Object - Summary
General Fund (Fund 01)-Unrestricted

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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
1408 Hourly Non-Teaching - Governance Cmte.	0	0	1	0	1	0	0.00%
1409 Mandatory Trng. For Adjuncts	0	0	0	0	25	25	0.00%
1435 Hrly Non-Inst - contract employee	58	0	0	0	0	0	0.00%
2101 Non-Instructional Classified	51,005	2,084	2,224	1,905	2,183	-41	-1.83%
2102 Managers	6,601	269	301	282	308	6	2.06%
2103 Supervisors	1,291	53	60	38	59	-1	-1.77%
2104 Confidential	4,047	174	196	186	248	52	26.54%
2110 Accrued Vacation Payoff	239	0	0	0	0	0	0.00%
2114 NI Classified-Educ Incentive	12	2	0	0	0	0	0.00%
2301 Hourly Part Time, Permanent	1,038	41	43	23	39	-4	-9.58%
2303 Hourly Overtime	1,533	27	30	30	30	0	0.00%
2304 Hourly Professional Experts	173	8	1	25	1	0	0.00%
2306 Hourly Temporary	411	38	20	30	19	-1	-5.00%
2308 Substitutes for Classified	1,087	62	13	20	3	-10	-76.92%
2310 Accrued Vacation payoff	60	0	0	0	0	0	0.00%
2312 Overtime	9	2	0	0	0	0	0.00%
2313 Unknown	55	3	0	0	0	0	0.00%
2314 Hrly PT - Educ Incentive	11	1	0	0	0	0	0.00%
2315 Compensatory Time Pay-off	0	1	0	0	0	0	0.00%
5202 Executive Contract Payroll Expense	0	0	180	0	180	0	0.00%
5209 Automobile Allowance	0	0	4	0	4	0	0.00%
3520 Total >	98,898	4,125	4,596	3,772	4,586	-10	-0.23%
3600 Worker's Compensation Insurance							
3615 WC - NCCP (Contribution)	374,670	407,957	500,000	432,581	500,000	0	0.00%
3616 WC - NCCP (Abatement)	-781,753	-569,299	-500,000	-563,790	-500,000	0	0.00%
3600 Total >	-407,083	-161,342	0	-131,209	0	0	0.00%
3610 WC Instructional							
1101 Teaching	181,044	170,351	194,826	178,449	196,777	1,951	1.00%
1301 Hourly Teaching - Fall/Spring	104,869	103,907	99,866	86,508	99,865	-1	0.00%
1302 Hourly Teaching - Early Spring	2,767	2,897	2,741	2,055	2,741	0	0.00%
1303 Hourly Teaching - Summer	21,936	24,419	21,902	18,849	21,902	0	0.00%
1304 Hourly Teaching - Substitutes	1,602	1,573	1,716	141	1,716	0	0.00%
1305 Hourly Teaching - Retirees	621	0	621	0	0	-621	-100.00%
1325 Hourly Teaching - Student Advisement Pool	710	404	840	0	840	0	0.00%

14-15 Actuals are as of May 31, 2015

**Variance: Column 5 - Column 3.

Object Analysis (Detail)
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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
1326 Hrly Teaching - Flex Time	3,596	2,016	3,600	0	3,000	-600	-16.67%
1328 Grading Factor	3,016	2,854	3,048	2,745	3,049	1	0.03%
1335 Hrly Inst - contract employee	17,836	17,672	15,359	13,355	16,881	1,522	9.91%
1344 Sub's for Faculty Interviews	0	0	300	0	60	-240	-80.00%
2201 Instructional Aid	21,422	21,188	21,227	17,987	21,731	505	2.38%
2203 Supervisor (Instructional)	2,298	2,143	2,338	2,189	1,630	-708	-30.29%
2211 Accrued Vac. Payoff (Instructional)	15	0	0	0	0	0	0.00%
2214 Inst Classified - Educ Incentive	15	23	0	0	0	0	0.00%
2401 Student Help	1,755	1,701	931	688	759	-172	-18.47%
2402 Hourly, Part Time, Permanent	13,129	11,928	12,635	11,485	12,731	95	0.75%
2403 Professional Experts (Instructional)	2,565	4,162	1,999	1,965	1,639	-360	-18.01%
2404 Hourly Temporary	226	341	192	166	192	0	0.00%
2405 Summer	181	171	210	209	296	86	40.95%
2407 Hourly Overtime (Instructional)	0	0	0	14	0	0	0.00%
2408 Substitute	189	719	30	10	30	0	0.00%
2411 Vacation Payoff	129	0	0	0	0	0	0.00%
2414 Inst Hourly PT Educ Incentives	54	33	0	0	0	0	0.00%
2415 Comp. time Payoff (Instr.)	0	96	0	0	0	0	0.00%
5202 Executive Contract Payroll Expense	587	521	0	0	0	0	0.00%
5209 Automobile Allowance	155	206	0	0	0	0	0.00%
3610 Total >	380,715	369,323	384,381	336,817	385,838	1,457	0.38%
3620 WC Non-Instructional							
1202 Non-Teaching - Executives	18,131	18,147	19,064	15,124	19,064	0	0.00%
1203 Non-Teaching - Deans	13,409	15,375	16,998	13,225	17,291	293	1.73%
1210 Non-Teaching - Vacation Payoff	2,201	0	0	0	0	0	0.00%
1215 Counselors	12,551	12,520	15,357	10,914	12,342	-3,015	-19.63%
1220 Division/Department Chairs	11,920	11,861	13,337	12,372	13,459	122	0.91%
1225 Academic Senate Officers	1,275	1,213	1,341	1,245	1,348	7	0.50%
1230 CTA Reassigned Time	808	645	863	800	1,214	351	40.65%
1235 Reassigned Time	10,397	9,198	10,398	9,670	10,484	86	0.82%
1240 Librarians	7,233	4,972	6,501	6,058	6,682	181	2.78%
1275 Non-Teaching Stipend	111	194	194	32	194	0	0.00%
1401 Hourly Non-Teaching - Fall/Spring	7,039	6,259	6,049	3,814	5,710	-339	-5.60%
1402 Hourly Non-Teaching - Early Spring	177	147	185	116	155	-30	-16.22%

Object Analysis (Detail)

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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
1403 Hourly Non-Teaching - Summer	1,424	1,611	1,004	1,102	1,096	92	9.16%
1404 Hourly Non-Teaching - Substitutes	42	0	0	0	0	0	0.00%
1408 Hourly Non-Teaching - Governance Cmte.	0	0	69	0	69	0	0.00%
1409 Mandatory Trng. For Adjuncts	0	0	0	0	1,522	1,522	0.00%
1435 Hrly Non-Inst - contract employee	158	0	0	0	0	0	0.00%
2101 Non-Instructional Classified	139,146	126,311	133,447	115,103	131,009	-2,438	-1.83%
2102 Managers	18,077	16,231	18,084	17,027	18,457	373	2.06%
2103 Supervisors	3,520	3,163	3,590	2,283	3,526	-63	-1.77%
2104 Confidential	11,038	10,470	11,768	11,305	14,892	3,124	26.54%
2110 Accrued Vacation Payoff	651	0	0	0	0	0	0.00%
2114 NI Classified-Educ Incentive	87	135	0	0	0	0	0.00%
2301 Hourly Part Time, Permanent	2,888	2,474	2,572	1,368	2,326	-246	-9.58%
2302 Hourly Student Help	4,092	156	4,185	123	4,245	60	1.43%
2303 Hourly Overtime	4,892	1,630	1,664	1,813	1,664	0	0.00%
2304 Hourly Professional Experts	484	451	10	1,496	10	0	0.00%
2306 Hourly Temporary	1,232	2,284	1,189	1,774	1,129	-60	-5.05%
2308 Substitutes for Classified	3,108	3,729	712	1,174	155	-557	-78.23%
2310 Accrued Vacation payoff	162	0	0	0	0	0	0.00%
2312 Overtime	32	105	0	0	0	0	0.00%
2313 Unknown	173	202	0	0	0	0	0.00%
2314 Hrly PT - Educ Incentive	39	39	0	0	0	0	0.00%
2315 Compensatory Time Pay-off	0	89	0	0	0	0	0.00%
5202 Executive Contract Payroll Expense	0	0	657	0	657	0	0.00%
5209 Automobile Allowance	0	0	243	0	243	0	0.00%
3620 Total >	276,497	249,610	269,482	227,938	268,943	-539	-0.20%
3900 Other Benefits							
3450 H & W Payments	0	0	0	0	159,248	159,248	0.00%
3930 Educational Incentive/Classified	0	0	10,000	0	10,000	0	0.00%
3950 Retirement Incentive	55,085	7,000	0	0	0	0	0.00%
3960 Other Benefits	0	6,444	20,004	16,670	20,004	0	0.00%
3900 Total >	55,085	13,444	30,004	16,670	189,252	159,248	530.76%
3xxx Total >	4,049,961	3,707,910	9,508,138	8,673,258	9,956,494	448,356	4.72%
4300 Instructional Supplies							

Object Analysis (Detail)
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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
4302 Printing (in Printshop)	951	445	0	0	0	0	0.00%
4304 Royalties/Scripts	5,483	10,869	1,000	830	0	-1,000	-100.00%
4306 Fee Generated Art Supplies	9,731	4,191	0	0	0	0	0.00%
4312 Instructional Program Materials	13,731	181,008	193,838	134,791	201,441	7,603	3.92%
4329 PE Fee (charge)	0	-45	0	0	0	0	0.00%
4331 Subscription	0	977	1,000	950	1,000	0	0.00%
4350 Books	0	0	245	0	245	0	0.00%
4352 Film Supplies (Drama)	0	963	0	0	0	0	0.00%
4300 Total >	29,897	198,408	196,083	136,571	202,686	6,603	3.37%
4400 N/A							
4500 Non-Instructional Supplies							
4501 Catalog Data Base	8,948	7,099	10,200	7,350	10,200	0	0.00%
4502 Reference Data Base	3,948	4,155	4,178	0	0	-4,178	-100.00%
4503 Subscription	79,265	32,725	38,260	2,085	44,058	5,798	15.15%
4507 Recruiting	28,601	18,582	35,000	13,381	35,000	0	0.00%
4508 Printing Abatement	-2,356	-1,467	0	-1,399	0	0	0.00%
4511 Printing (Non- Printshop)	31,595	20,043	28,655	27,326	28,155	-500	-1.74%
4514 Graduation Supplies	7,011	400	6,240	755	6,540	300	4.81%
4516 Warehouse Abatement (Warehouse Only)	-2,391	-1,368	0	0	0	0	0.00%
4517 Warehouse Charges (Warehouse Only)	3,158	0	0	1,005	0	0	0.00%
4525 Office Supplies	65,480	59,539	90,315	52,703	90,860	545	0.60%
4528 Reference Material	3,420	2,850	3,500	2,850	3,500	0	0.00%
4529 Instructional Materials (abatement)	0	0	-239,394	0	-239,394	0	0.00%
4536 Computer Network Related Supplies	10,772	2,935	10,000	8,814	10,000	0	0.00%
4537 Computer Software Non-Instructional	0	324	0	0	0	0	0.00%
4540 State/County Health Required Innoculations	175	230	2,000	300	2,000	0	0.00%
4550 Pool Chemicals	12,646	7,182	14,000	12,541	14,000	0	0.00%
4551 Minor Equipment/Property	8,049	6,630	15,864	9,974	15,303	-561	-3.54%
4553 Uniforms (Parking, Athletics)	20,916	45,269	24,048	17,425	23,798	-250	-1.04%
4556 Professional Reference Books	51	0	200	0	200	0	0.00%
4561 Maintenance Supplies	11,236	5,238	17,815	10,859	17,815	0	0.00%
4571 Equipment Repair Parts & Material	39,446	26,726	55,685	30,326	55,685	0	0.00%
4580 Safety Equipment	0	0	6,175	300	6,175	0	0.00%
4590 Custodial Consumable Supplies	141,830	126,939	140,000	86,422	140,000	0	0.00%

Object Analysis (Detail)
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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
4591 Custodial Supplies (from Fac. Rental)	-2,830	-2,460	0	0	0	0	0.00%
<i>4500 Total ></i>	468,970	361,572	262,741	283,017	263,895	1,154	0.44%
4700 Food							
4706 Food (Receptions,Special Events, Program Supp	3,689	1,942	3,870	1,219	3,870	0	0.00%
<i>4700 Total ></i>	3,689	1,942	3,870	1,219	3,870	0	0.00%
<i>4xxx Total ></i>	502,556	561,922	462,694	420,807	470,451	7,757	1.68%
5100 Contracts							
5103 Drama Contracts	82,771	22,443	48,000	30,946	40,000	-8,000	-16.67%
5104 American Society of Composers/Broadcast Musi	3,339	2,920	5,036	3,609	5,036	0	0.00%
5105 Music	2,270	1,275	2,481	3,395	2,481	0	0.00%
5106 Hope Services LNSK410	24,688	7,730	13,000	7,424	16,000	3,000	23.08%
5108 VEA Home Economics	50	0	200	0	200	0	0.00%
5114 Technical Assistance/Training	45,870	46,942	66,160	26,253	66,160	0	0.00%
5120 Planning	0	0	1,000	0	1,000	0	0.00%
5121 Fire Academy-Guest Lecturer	25,147	24,350	25,466	5,805	25,466	0	0.00%
5122 CHOMP (Community Hospital Of Monterey Pe	490,739	0	476,665	0	471,686	-4,979	-1.04%
5123 MOBAC Library System	1,642	1,571	1,713	1,500	1,713	0	0.00%
5124 Program Consultant	644	2,513	9,700	1,487	9,700	0	0.00%
5126 South Bay Regional Pub. Safety	1,112,305	1,418,024	1,593,800	1,303,407	1,692,438	98,638	6.19%
5130 Occupational Education, Fire	53,945	32,761	54,800	36,503	54,000	-800	-1.46%
5131 Engineering & Design Services	2,000	1,988	2,000	396	2,000	0	0.00%
5134 Monterey Bay Aquarium	652	0	300	954	1,500	1,200	400.00%
5135 Park Ranger Academy	69,211	10,208	0	0	0	0	0.00%
5139 Specialists/Workshops	3,590	5,141	12,600	2,395	12,100	-500	-3.97%
5142 Clovis Fire	0	0	16,000	0	0	-16,000	-100.00%
5145 Temp. Contract Service	63,151	30,844	39,200	23,777	38,700	-500	-1.28%
5158 Santa Cruz Fire	91,903	0	0	0	0	0	0.00%
5159 Contingency for Instructional Contract	0	0	0	0	10,000	10,000	0.00%
5163 North Bay Industries	10,125	13,455	20,100	12,480	20,000	-100	-0.50%
5168 Central Coast Lighthouse Keepers	10,340	4,607	9,000	1,340	8,000	-1,000	-11.11%
5180 Contract Services	57,578	18,920	44,911	5,359	44,911	0	0.00%
5194 Old Monterey Preservation Society	4,931	2,112	4,000	1,505	0	-4,000	-100.00%
5195 Mandated cost consulting	5,000	0	5,000	0	5,000	0	0.00%

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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
5198 Monterey Fire Department - NERT	11,562	2,150	18,000	0	20,000	2,000	11.11%
5100 Total >	2,173,451	1,649,953	2,469,132	1,468,534	2,548,091	78,959	3.20%
5200 Travel and Conference Expenses							
5202 Executive Contract Payroll Expense	19,553	17,353	21,900	10,875	21,900	0	0.00%
5203 Field Trips	8,008	7,168	9,258	2,510	9,258	0	0.00%
5204 Staff Candidate Travel Reimbursement	0	21,076	0	0	0	0	0.00%
5209 Automobile Allowance	5,153	6,875	7,500	6,875	7,500	0	0.00%
5220 Conference Attendance & Related Expenses	86,500	69,070	86,659	36,947	85,659	-1,000	-1.15%
5230 Mileage	8,708	5,274	13,522	139	13,522	0	0.00%
5235 Board Community Events Travel	0	1,600	1,500	0	1,500	0	0.00%
5245 Participant Support	6,242	974	0	0	0	0	0.00%
5200 Total >	134,164	129,390	140,339	57,347	139,339	-1,000	-0.71%
5300 Dues and Memberships							
5306 Professional Organization/Service Club (Membe	172,564	167,092	175,595	163,097	173,431	-2,164	-1.23%
5325 Special Services	1,500	150	1,500	0	1,500	0	0.00%
5327 The Research & Planning Group	350	350	400	350	400	0	0.00%
5300 Total >	174,414	167,592	177,495	163,447	175,331	-2,164	-1.22%
5400 Insurance							
5401 Insurance (Property, Liability, Children's Ctr)	384,374	301,716	277,321	278,429	291,188	13,867	5.00%
5405 Deductibles (Claims)	1,145	1,760	0	2,252	0	0	0.00%
5409 Student Accident Insurance	0	69,440	70,474	68,882	70,474	0	0.00%
5414 Property Insurance Abatement	-17,545	0	-17,545	-17,545	-17,545	0	0.00%
5415 Fine Arts Insurance	758	758	758	758	758	0	0.00%
5416 Insurance- International	64,476	20,458	0	0	0	0	0.00%
5420 Enviromental Insurance	0	0	0	0	52,500	52,500	0.00%
5400 Total >	433,208	394,132	331,008	332,776	397,375	66,367	20.05%
5500 Utilities and Housekeeping Services							
5501 Electricity	561,270	399,578	547,500	398,287	547,500	0	0.00%
5502 Natural Gas	125,319	109,358	151,000	99,606	151,000	0	0.00%
5503 Water	321,984	310,616	495,618	217,003	495,618	0	0.00%
5504 Telephone	69,492	46,493	86,000	55,129	86,000	0	0.00%
5505 Gasoline & Oil	38,960	30,223	31,332	28,113	31,332	0	0.00%
5506 Waste Disposal	33,942	28,887	45,600	31,150	45,600	0	0.00%
5507 Sewage	41,175	33,247	44,900	34,422	44,900	0	0.00%

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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
5510 Utilities Abatement	-8,055	-200	-71,277	-2,150	-71,277	0	0.00%
5512 Unspecified	-45,000	0	-45,000	-45,000	-45,000	0	0.00%
5513 Contract Services	44,086	41,142	45,090	44,281	45,090	0	0.00%
5514 General Maintenance	60,403	44,937	50,960	77,984	50,960	0	0.00%
5516 Parking Utilities Abatement	-14,700	0	-14,700	0	-14,700	0	0.00%
5517 N/A	0	416	0	0	0	0	0.00%
5528 Mobile Phone	16,427	10,367	19,900	11,660	14,200	-5,700	-28.64%
5500 Total >	1,245,303	1,055,064	1,386,923	950,486	1,381,223	-5,700	-0.41%
5600 Rents, Leases and Repairs							
5601 Minor Capital Improvement/Renewal	69,126	54,153	77,000	35,999	77,000	0	0.00%
5602 Rental/Renewal	3,040	1,005	4,025	841	2,025	-2,000	-49.69%
5604 Vehicle Repair/Maintenance	22,085	12,669	13,915	14,742	13,915	0	0.00%
5605 Vehicle Rental	9,643	8,262	10,368	9,907	10,368	0	0.00%
5616 Facility Rental/Lease	741	500	1,635	500	1,710	75	4.59%
5620 Maintenance Agreement	91,039	74,287	118,419	91,806	118,519	100	0.08%
5621 Computer Hardware Maintenance	65,102	41,905	68,280	72,753	68,280	0	0.00%
5622 Computer Software Maintenance	87,007	73,078	84,253	98,521	85,673	1,420	1.69%
5626 Alarm Maint., Fire & Burglar	18,940	21,080	21,413	21,149	21,413	0	0.00%
5630 Equipment Repair	38,750	27,350	50,895	30,251	47,395	-3,500	-6.88%
5635 Postage Meter Lease/Maintenance Agreement	6,157	826	4,438	0	4,438	0	0.00%
5637 Copier Equipment Lease	163,555	142,262	172,400	137,541	172,400	0	0.00%
5643 Computer Software License	14,584	13,063	32,000	33,413	40,500	8,500	26.56%
5645 License Fee, Permit, and Certification	4,745	7,175	5,324	2,669	5,324	0	0.00%
5660 Sign Maintenance/Repair	1,310	1,018	2,000	81	2,000	0	0.00%
5672 Electrical Maintenance/Repair	497	0	0	0	0	0	0.00%
5600 Total >	596,321	478,632	666,365	550,173	670,960	4,595	0.69%
5700 Legal, Election and Audit Expenses							
5701 Audit	62,700	47,900	63,500	41,200	63,500	0	0.00%
5702 Audit Abatement	0	0	-1,100	0	-1,100	0	0.00%
5710 Legal (Advertising & Fees)	26,308	66,453	178,321	201,864	178,321	0	0.00%
5751 Election	0	35,776	50,000	0	175,000	125,000	250.00%
5700 Total >	89,008	150,128	290,721	243,064	415,721	125,000	43.00%
5800 Other Services & Expense							
0000 Reserve for Contingencies	0	90	0	0	0	0	0.00%

14-15 Actuals are as of May 31, 2015

**Variance: Column 5 - Column 3.

Object Analysis (Detail)
Expense by Object - Summary
General Fund (Fund 01)-Unrestricted

Print Date: Wednesday, June 17, 2015
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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
5802 Advertising	75,351	71,914	148,503	59,974	151,703	3,200	2.15%
5803 Athletics - Entry Fee	4,391	5,352	6,056	5,664	6,056	0	0.00%
5804 Miscellaneous Expense	0	-7,546	0	0	0	0	0.00%
5805 Postage/Bulk Mailing	54,221	53,885	79,500	48,184	79,500	0	0.00%
5806 Payroll correction	0	809	0	0	0	0	0.00%
5810 Loomis	12,460	8,842	11,000	9,349	11,000	0	0.00%
5811 Finger Prints	65	128	210	337	210	0	0.00%
5816 Special Events	200	0	1,000	0	1,000	0	0.00%
5819 Peninsula Messenger Svc	2,929	3,880	5,310	3,467	5,310	0	0.00%
5821 Accreditation Fee	750	0	0	0	0	0	0.00%
5824 State Authorization Fee	0	0	0	0	500	500	0.00%
5825 Athletics - Physical Exams	2,740	3,200	2,868	3,280	2,868	0	0.00%
5827 Foundation Services	100,000	91,667	100,000	91,667	100,000	0	0.00%
5830 County Support Services	36,022	0	85,051	0	68,320	-16,731	-19.67%
5834 Indirect Cost	-128,055	-115,965	-120,000	-156,855	-145,544	-25,544	21.29%
5836 Athletics - Officials & Scorekeepers	31,638	38,140	35,850	40,598	35,850	0	0.00%
5838 Use Tax	12,499	11,610	10,000	15,335	10,000	0	0.00%
5839 Other Services	57,915	293	300	113	300	0	0.00%
5840 General Institutional Contingency	2,088	461	30,120	669	30,120	0	0.00%
5841 Ongoing Base Expense Contingency	0	0	0	0	2,020,115	2,020,115	0.00%
5842 Registration/Renewal (Vehical & Dental)	0	0	1,095	0	1,095	0	0.00%
5845 EDD Quarterly Taxes	21,717	19,727	20,000	15,877	20,000	0	0.00%
5846 One-Time Increase 2007-08	0	324	0	0	0	0	0.00%
5858 N/A	252	0	0	0	0	0	0.00%
5890 Return to Title IV Funding	29,230	12,285	0	0	0	0	0.00%
5893 One-Time Expense Contingency	0	0	0	0	3,559,876	3,559,876	0.00%
5895 Ongoing FT Faculty Contingency	0	0	0	0	426,503	426,503	0.00%
5897 1098s, for Hope Scholarship	6,601	10,845	10,000	6,580	10,000	0	0.00%
5800 Total >	323,013	209,940	426,863	144,238	6,394,782	5,967,919	#####
5xxx Total >	5,168,883	4,234,832	5,888,846	3,910,064	12,122,822	6,233,976	105.86%
6100 Sites and Site Improvements							
6200 Building Improvements							
6201 Hazardous Material / Abatement	27,595	19,304	28,621	20,648	28,831	210	0.73%

Object Analysis (Detail)
Expense by Object - Summary
General Fund (Fund 01)-Unrestricted

Print Date: Wednesday, June 17, 2015
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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
<i>6200 Total ></i>	27,595	19,304	28,621	20,648	28,831	210	0.73%
6300 Library Books							
6301 Library Materials	31,146	596	70,000	27,064	2,000	-68,000	-97.14%
6310 PC Software	67,350	58,885	68,000	52,586	68,000	0	0.00%
<i>6300 Total ></i>	98,495	59,481	138,000	79,649	70,000	-68,000	-49.28%
6400 Capital Equipment - New							
6403 Equipment Replacement	0	4,805	0	0	0	0	0.00%
6404 Equipment Purchase - New	1,974	3,159	2,000	15,517	5,000	3,000	150.00%
6405 Instructional Equipment - New	2,770	175	1,000	2,046	1,000	0	0.00%
6408 Network Hardware	18,074	0	0	0	0	0	0.00%
6409 PC Hardware - Instructional - New	0	1,763	0	0	0	0	0.00%
6410 Instructional Equipment - Replacement	2,995	22,560	0	0	0	0	0.00%
6425 Non-Instructional Equipment - Replacement	15,785	6,237	15,659	52,573	7,000	-8,659	-55.30%
6426 Non-Instr. Ergonomic Eq.	5,275	1,778	5,000	0	5,000	0	0.00%
6441 PC Hardware - Non-Instructional - Replacement	9,057	860	19,755	30,118	19,755	0	0.00%
<i>6400 Total ></i>	55,929	41,335	43,414	100,254	37,755	-5,659	-13.03%
<i>6xxx Total ></i>	182,019	120,120	210,035	200,551	136,586	-73,449	-34.97%
7200 Intra-Fund Transfers							
7300 Interfund Transfers - Out							
7309 Health & Welfare Interfund Transfer Out	5,363,807	4,990,380	0	0	0	0	0.00%
7310 Debt Service Fund Transfer-Out	275,324	275,324	0	0	0	0	0.00%
7314 Child Development Interfund Transfer-Out	296,239	175,000	260,707	260,707	50,000	-210,707	-80.82%
7316 Restricted Interfund Transfer-Out	59,186	0	67,774	0	68,683	909	1.34%
<i>7300 Total ></i>	5,994,556	5,440,704	328,481	260,707	118,683	-209,798	-63.87%
7600 Other Payments to Students							
7602 Textbooks/Supplies Vouchers	1,795	0	0	0	0	0	0.00%
<i>7600 Total ></i>	1,795	0	0	0	0	0	0.00%
<i>7xxx Total ></i>	5,996,351	5,440,704	328,481	260,707	118,683	-209,798	-63.87%
General Fund (Fund 01)-Unrestricted	37,704,862	34,751,032	38,029,473	32,277,134	44,468,339	6,438,866	16.93%

Object Analysis (Detail)
Expense by Object - Summary

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Grand Totals

Object	Actual	Actual	Budget	Actual*	Budget	Variance**	(%)
	12-13	13-14	14-15	14-15	15-16		
	37,704,862	34,751,032	38,029,473	32,277,134	44,468,339	6,438,866	16.93%

Exhibit B

Restricted General Fund

Object Analysis (Detail)
Revenue by Object - Summary
General Fund (Fund 01)-Restricted

Print Date: Wednesday, June 17, 2015
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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
8100 Federal Revenues							
8110 VATEA - Title II C	145,551	82,333	136,951	79,382	136,042	-909	-0.66%
8112 Workability	107,841	13,440	0	0	0	0	0.00%
8113 New Scholars	286,359	221,808	304,351	83,597	304,351	0	0.00%
8115 Work Study	130,612	68,341	136,838	65,271	136,838	0	0.00%
8116 Upward Bound	372,483	207,231	388,453	128,788	388,453	0	0.00%
8118 Child Development/Training	9,606	6,144	10,000	914	10,000	0	0.00%
8122 Math / Science	347,523	184,584	376,700	179,305	376,700	0	0.00%
8126 Federal Grants	761,068	699,113	911,150	197,795	565,287	-345,863	-37.96%
8152 Tech Prep	34,633	20,074	43,269	18,576	38,631	-4,638	-10.72%
8153 TANF	35,239	33,059	35,230	20,482	39,429	4,199	11.92%
8100 Total >	2,230,916	1,536,126	2,342,942	774,109	1,995,731	-347,211	-14.82%
8600 State Revenues							
8604 State Funded Project	100,585	30,142	390,756	143,341	581,600	190,844	48.84%
8610 Matriculation	344,941	760,607	826,747	852,282	1,420,469	593,722	71.81%
8618 Instructional Equipment & Library Material	0	131,076	68,713	110,672	88,000	19,287	28.07%
8620 Apprenticeship Allowance	68,638	0	0	0	0	0	0.00%
8621 Student Financial Aid Admin (BFAP)	232,540	213,104	239,293	142,284	239,293	0	0.00%
8622 Basic Skills Funding	104,325	242,190	253,000	221,595	180,000	-73,000	-28.85%
8626 Assoc. Degree Nursing- RN Program	140,987	142,548	135,287	0	135,287	0	0.00%
8628 UC Santa Cruz - ACCESS Program	12,426	10,789	0	0	6,586	6,586	0.00%
8651 Bay Area Reg Tech Prep Collab Grant	96	0	0	0	0	0	0.00%
8659 Instructional Material - Trailer Bill (One Time)	0	11,611	7,000	7,951	5,475	-1,525	-21.79%
8665 Lottery	0	4,668	0	0	0	0	0.00%
8600 Total >	1,004,538	1,546,736	1,920,796	1,478,125	2,656,710	735,914	38.31%
8610 State Apportionment							
8620 Categorical Apportionments							
8606 Apprenticeship	14,958	0	0	0	0	0	0.00%
8608 Supportive Services (DSP&S)	493,087	438,551	476,686	286,604	626,661	149,975	31.46%
8609 EOPS	537,106	609,622	662,633	377,701	662,633	0	0.00%
8635 Instructional Equipment Block Grant	0	11,875	6,000	6,223	0	-6,000	-100.00%
8642 CAL WORKS	133,640	168,648	183,313	104,488	168,856	-14,457	-7.89%
8692 Cooperative Agencies Resources Education	91,413	84,100	91,413	52,106	91,413	0	0.00%
8620 Total >	1,270,204	1,312,796	1,420,045	827,122	1,549,563	129,518	9.12%

Object Analysis (Detail)
Revenue by Object - Summary
General Fund (Fund 01)-Restricted

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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
8690 State Revenue							
8616 Staff Diversity	9,891	5,141	5,111	3,383	5,111	0	0.00%
8690 Total >	9,891	5,141	5,111	3,383	5,111	0	0.00%
8800 Local Revenues							
8809 Lottery	0	0	239,394	0	239,394	0	0.00%
8812 Course Materials Fee	0	0	12,000	3,555	12,000	0	0.00%
8828 Health Fees	295,941	346,470	340,000	201,205	293,000	-47,000	-13.82%
8833 Course Materials Fee	0	3,300	0	0	0	0	0.00%
8851 DMV Citations Class (Community Services)	0	1,950	0	0	0	0	0.00%
8862 Library (Equipment Revenue)	0	0	0	0	40,000	40,000	0.00%
8880 Fire Training (Local Revenue)	59,847	71,403	150,500	120,121	146,000	-4,500	-2.99%
8898 Local Grants	79,880	174,734	127,616	66,408	234,608	106,992	83.84%
8800 Total >	435,669	597,858	869,510	391,289	965,002	95,492	10.98%
8870 Local Revenue							
8827 Testing Fees	3,154	6,236	2,000	5,083	7,987	5,987	299.35%
8870 Total >	3,154	6,236	2,000	5,083	7,987	5,987	299.35%
8900 Other							
8984 Interfund Transfer - In Restricted Funds	59,186	0	67,774	0	68,683	909	1.34%
8900 Total >	59,186	0	67,774	0	68,683	909	1.34%
8xxx Total >	5,013,558	5,004,893	6,628,178	3,479,111	7,248,787	620,609	9.36%
General Fund (Fund 01)-Restricted	5,013,558	5,004,893	6,628,178	3,479,111	7,248,787	620,609	9.36%

Object Analysis (Detail)
Revenue by Object - Summary
Grand Totals

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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
	5,013,558	5,004,893	6,628,178	3,479,111	7,248,787	620,609	9.36%

Object Analysis (Detail)
Expense by Object - Summary
General Fund (Fund 01)-Restricted

Print Date: Wednesday, June 17, 2015

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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
1100 Instructional Salaries, Regular Salary							
1101 Teaching	21,830	0	36,662	33,498	37,028	366	1.00%
<i>1100 Total ></i>							
	21,830	0	36,662	33,498	37,028	366	1.00%
1200 Non-Instructional Salaries, Regular Salary							
1203 Non-Teaching - Deans	139,458	129,288	143,630	28,841	216,828	73,198	50.96%
1215 Counselors	752,348	742,829	884,498	803,881	964,518	80,020	9.05%
1235 Reassigned Time	65,217	45,171	148,480	138,696	130,645	-17,834	-12.01%
1240 Librarians	0	0	29,833	27,121	30,928	1,095	3.67%
<i>1200 Total ></i>							
	957,023	917,288	1,206,440	998,539	1,342,920	136,479	11.31%
1300 Instructional Salaries, Other Nonregular							
1301 Hourly Teaching - Fall/Spring	25,651	12,998	10,255	17,193	26,977	16,722	163.06%
1302 Hourly Teaching - Early Spring	1,021	1,923	1,896	1,380	2,604	708	37.34%
1303 Hourly Teaching - Summer	14,939	18,425	19,204	10,851	26,012	6,808	35.45%
1335 Hrly Inst - contract employee	3,312	9,659	6,791	8,898	9,633	2,842	41.85%
<i>1300 Total ></i>							
	44,924	43,005	38,146	38,321	65,226	27,080	70.99%
1400 Non-Instructional Salaries, Other Nonregular							
1401 Hourly Non-Teaching - Fall/Spring	170,588	149,174	227,226	198,288	261,687	34,461	15.17%
1402 Hourly Non-Teaching - Early Spring	0	18,940	0	29,596	0	0	0.00%
1403 Hourly Non-Teaching - Summer	18,631	55,710	35,412	9,991	71,175	35,763	100.99%
1405 Hourly Non-Teaching - Retirees	20,830	3,408	0	438	0	0	0.00%
1406 Hourly Non-Teaching - Professional Expert	21,152	27,307	0	21,625	28,000	28,000	0.00%
1435 Hrly Non-Inst - contract employee	0	0	0	0	18,399	18,399	0.00%
<i>1400 Total ></i>							
	231,201	254,538	262,638	259,937	379,261	116,623	44.40%
<i>1xxx Total ></i>							
	1,254,978	1,214,832	1,543,886	1,330,296	1,824,435	280,548	18.17%
2100 Non-Instructional Salaries, Regular Full-Time							
2101 Non-Instructional Classified	584,538	494,203	591,851	461,744	628,845	36,994	6.25%
2110 Accrued Vacation Payoff	2,771	9,651	0	0	0	0	0.00%
2114 NI Classified-Educ Incentive	2,285	660	1,600	780	1,600	0	0.00%
<i>2100 Total ></i>							
	589,595	504,514	593,451	462,524	630,445	36,994	6.23%
2200 Instructional Aides, Regular Full-Time Schedule							
2300 Non-Instructional, Other than Regular Full-Time							
2301 Hourly Part Time, Permanent	15,905	10,519	10,366	9,237	10,402	36	0.35%
2302 Hourly Student Help	135,159	122,144	131,838	125,726	155,857	24,019	18.22%

Object Analysis (Detail)
Expense by Object - Summary
General Fund (Fund 01)-Restricted

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Object		Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
2303	Hourly Overtime	0	87	0	0	0	0	0.00%
2304	Hourly Professional Experts	204,747	188,166	210,420	217,616	95,475	-114,945	-54.63%
2306	Hourly Temporary	12,849	27,643	20,684	22,546	47,863	27,179	131.40%
2308	Substitutes for Classified	0	18,218	0	0	0	0	0.00%
<i>2300 Total ></i>		368,660	366,777	373,308	375,125	309,597	-63,711	-17.07%
<i>2400 Instructional Aides, Other than Full-Time Sched.</i>								
2401	Student Help	8,642	7,724	8,000	6,591	20,920	12,920	161.50%
2402	Hourly, Part Time, Permanent	74,876	81,775	80,895	72,256	83,360	2,465	3.05%
2403	Professional Experts (Instructional)	43,610	27,030	37,785	23,090	37,785	0	0.00%
2404	Hourly Temporary	32,175	38,374	42,717	17,204	25,689	-17,028	-39.86%
2405	Summer	1,379	5,383	9,822	14,358	8,082	-1,740	-17.72%
2406	Early Spring	0	0	387	0	0	-387	-100.00%
2407	Hourly Overtime (Instructional)	1,408	0	0	0	0	0	0.00%
2408	Substitute	19,439	6,686	5,339	14,460	957	-4,382	-82.08%
<i>2400 Total ></i>		181,530	166,972	184,945	147,958	176,793	-8,152	-4.41%
<i>2xxx Total ></i>		1,139,785	1,038,263	1,151,704	985,607	1,116,835	-34,869	-3.03%
<i>3110 STRS Instructional</i>								
1101	Teaching	1,801	0	3,256	2,974	3,973	718	22.04%
1301	Hourly Teaching - Fall/Spring	1,945	1,072	911	1,161	2,895	1,984	217.78%
1302	Hourly Teaching - Early Spring	93	159	168	123	279	111	66.07%
1303	Hourly Teaching - Summer	1,232	1,520	1,766	962	2,672	906	51.30%
1335	Hrly Inst - contract employee	273	797	603	790	1,034	431	71.48%
1401	Hourly Non-Teaching - Fall/Spring	0	0	0	0	6,075	6,075	0.00%
<i>3110 Total ></i>		5,345	3,548	6,704	6,009	16,928	10,225	152.52%
<i>3120 STRS Non-Instructional</i>								
1203	Non-Teaching - Deans	11,505	10,666	12,754	2,560	23,266	10,511	82.41%
1215	Counselors	58,572	58,041	68,102	68,499	98,629	30,528	44.83%
1235	Reassigned Time	5,380	3,727	13,185	12,308	14,018	833	6.32%
1240	Librarians	0	0	2,649	2,408	3,319	669	25.27%
1401	Hourly Non-Teaching - Fall/Spring	13,284	11,157	20,388	14,406	27,100	6,712	32.92%
1402	Hourly Non-Teaching - Early Spring	0	1,433	0	1,864	0	0	0.00%
1403	Hourly Non-Teaching - Summer	1,224	4,268	3,104	241	6,804	3,700	119.20%
1406	Hourly Non-Teaching - Professional Expert	827	0	0	17	0	0	0.00%

Object Analysis (Detail)
Expense by Object - Summary
General Fund (Fund 01)-Restricted

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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
1435 Hrly Non-Inst - contract employee	0	0	0	0	1,974	1,974	0.00%
2404 Hourly Temporary	0	0	137	0	137	0	0.00%
3120 Total >	90,793	89,293	120,319	102,304	175,247	54,928	45.65%
3210 PERS Instructional							
2402 Hourly, Part Time, Permanent	2,816	2,563	4,471	3,792	4,932	461	10.32%
2403 Professional Experts (Instructional)	40	40	0	0	0	0	0.00%
2404 Hourly Temporary	573	980	0	0	0	0	0.00%
2405 Summer	0	320	0	212	292	292	0.00%
2408 Substitute	689	0	0	0	0	0	0.00%
3210 Total >	4,118	3,903	4,471	4,004	5,224	753	16.85%
3220 PERS Non-Instructional							
1215 Counselors	4,581	4,497	13,841	3,720	14,020	179	1.29%
2101 Non-Instructional Classified	106,881	88,120	111,096	82,880	118,518	7,422	6.68%
2114 NI Classified-Educ Incentive	0	99	300	53	302	2	0.67%
2201 Instructional Aid	-46	0	0	0	0	0	0.00%
2304 Hourly Professional Experts	23,376	21,530	24,769	22,649	11,311	-13,458	-54.33%
2306 Hourly Temporary	318	1,121	176	172	176	0	0.00%
2308 Substitutes for Classified	0	538	0	0	0	0	0.00%
3220 Total >	135,110	115,906	150,182	109,474	144,327	-5,855	-3.90%
3310 OASDI (FICA) Instructional							
2402 Hourly, Part Time, Permanent	1,082	1,006	1,477	1,288	1,622	146	9.87%
2403 Professional Experts (Instructional)	22	22	0	0	0	0	0.00%
2404 Hourly Temporary	193	344	45	45	45	0	0.00%
2405 Summer	0	146	0	112	96	96	0.00%
2408 Substitute	237	0	0	0	0	0	0.00%
3310 Total >	1,533	1,519	1,522	1,445	1,763	242	15.89%
3320 OASDI (FICA) Non-Instructional							
1215 Counselors	2,488	2,437	7,290	1,960	7,366	76	1.04%
1401 Hourly Non-Teaching - Fall/Spring	36	184	0	0	0	0	0.00%
1403 Hourly Non-Teaching - Summer	0	217	0	0	0	0	0.00%
2101 Non-Instructional Classified	35,827	30,346	36,695	28,393	38,988	2,294	6.25%
2110 Accrued Vacation Payoff	172	598	0	0	0	0	0.00%
2114 NI Classified-Educ Incentive	142	41	99	48	99	0	0.00%
2303 Hourly Overtime	0	5	0	0	0	0	0.00%

Object Analysis (Detail)
Expense by Object - Summary
General Fund (Fund 01)-Restricted

Print Date: Wednesday, June 17, 2015

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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
2304 Hourly Professional Experts	12,554	11,666	13,045	12,847	5,919	-7,126	-54.63%
2306 Hourly Temporary	240	545	93	107	93	0	0.00%
2308 Substitutes for Classified	0	292	0	0	0	0	0.00%
3320 Total >	51,459	46,331	57,222	43,354	52,466	-4,756	-8.31%
3330 Medicare Instructional							
1101 Teaching	195	0	532	483	537	5	1.00%
1301 Hourly Teaching - Fall/Spring	380	188	149	249	391	242	162.42%
1302 Hourly Teaching - Early Spring	16	28	27	20	38	11	40.74%
1303 Hourly Teaching - Summer	217	267	278	157	378	100	35.97%
1335 Hrly Inst - contract employee	48	140	98	129	140	42	42.86%
1401 Hourly Non-Teaching - Fall/Spring	0	0	401	0	0	-401	-100.00%
2402 Hourly, Part Time, Permanent	1,086	1,186	1,173	1,048	1,209	36	3.05%
2403 Professional Experts (Instructional)	632	392	548	335	548	0	0.00%
2404 Hourly Temporary	466	556	525	249	373	-152	-28.95%
2405 Summer	20	78	142	208	117	-25	-17.61%
2406 Early Spring	0	0	6	0	0	-6	-100.00%
2407 Hourly Overtime (Instructional)	20	0	0	0	0	0	0.00%
2408 Substitute	282	97	77	210	14	-63	-81.82%
3330 Total >	3,363	2,933	3,956	3,089	3,745	-211	-5.33%
3340 Medicare Non-Instructional							
1203 Non-Teaching - Deans	2,022	1,875	2,083	418	3,144	1,061	50.96%
1215 Counselors	10,679	10,637	12,825	11,521	13,986	1,160	9.05%
1235 Reassigned Time	0	0	1,432	1,337	1,047	-386	-26.93%
1240 Librarians	0	0	433	393	448	16	3.67%
1401 Hourly Non-Teaching - Fall/Spring	2,474	2,163	2,895	2,747	3,884	989	34.16%
1402 Hourly Non-Teaching - Early Spring	0	247	0	409	0	0	0.00%
1403 Hourly Non-Teaching - Summer	290	801	514	145	1,033	519	100.97%
1405 Hourly Non-Teaching - Retirees	302	49	0	6	0	0	0.00%
1406 Hourly Non-Teaching - Professional Expert	307	396	0	314	425	425	0.00%
1435 Hrly Non-Inst - contract employee	0	0	0	0	267	267	0.00%
2101 Non-Instructional Classified	8,379	7,103	8,582	6,644	9,118	536	6.25%
2110 Accrued Vacation Payoff	40	140	0	0	0	0	0.00%
2114 NI Classified-Educ Incentive	33	10	23	11	23	0	0.00%
2301 Hourly Part Time, Permanent	231	155	150	134	151	1	0.35%

Object Analysis (Detail)
Expense by Object - Summary
General Fund (Fund 01)-Restricted

Print Date: Wednesday, June 17, 2015
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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
2303 Hourly Overtime	0	1	0	0	0	0	0.00%
2304 Hourly Professional Experts	2,969	2,728	3,051	3,155	1,384	-1,667	-54.64%
2306 Hourly Temporary	187	401	300	327	694	394	131.33%
2308 Substitutes for Classified	0	264	0	0	0	0	0.00%
2404 Hourly Temporary	0	0	96	0	0	-96	-100.00%
3340 Total >	27,912	26,971	32,384	27,563	35,604	3,220	9.94%
3400 Health and Welfare Benefits							
3450 H & W Payments	0	0	616,845	607,364	678,914	62,069	10.06%
3400 Total >	0	0	616,845	607,364	678,914	62,069	10.06%
3410 H & W Instructional							
3510 SUI Instructional							
1101 Teaching	237	0	18	17	19	0	1.00%
1301 Hourly Teaching - Fall/Spring	289	7	5	9	13	8	160.00%
1302 Hourly Teaching - Early Spring	12	1	1	1	1	0	0.00%
1303 Hourly Teaching - Summer	123	9	10	5	14	4	40.00%
1335 Hrly Inst - contract employee	36	5	3	4	5	2	66.67%
1401 Hourly Non-Teaching - Fall/Spring	0	0	14	0	0	-14	-100.00%
2402 Hourly, Part Time, Permanent	811	41	40	36	42	1	3.05%
2403 Professional Experts (Instructional)	480	14	19	12	19	0	0.00%
2404 Hourly Temporary	353	19	20	9	13	-7	-35.00%
2405 Summer	2	3	5	7	4	-1	-20.00%
2406 Early Spring	0	0	1	0	0	-1	-100.00%
2407 Hourly Overtime (Instructional)	15	0	0	0	0	0	0.00%
2408 Substitute	203	3	3	7	0	-3	-100.00%
3510 Total >	2,563	101	140	107	129	-11	-7.57%
3520 SUI Non-Instructional							
1203 Non-Teaching - Deans	1,534	65	72	14	108	37	50.96%
1215 Counselors	8,101	367	442	397	482	40	9.05%
1235 Reassigned Time	695	22	74	69	65	-9	-12.01%
1240 Librarians	0	0	15	14	15	1	3.67%
1401 Hourly Non-Teaching - Fall/Spring	1,854	75	102	94	136	34	33.33%
1402 Hourly Non-Teaching - Early Spring	0	9	0	15	0	0	0.00%
1403 Hourly Non-Teaching - Summer	121	28	18	5	37	19	105.56%
1405 Hourly Non-Teaching - Retirees	225	2	0	0	0	0	0.00%

Object Analysis (Detail)
Expense by Object - Summary
General Fund (Fund 01)-Restricted

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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
1406 Hourly Non-Teaching - Professional Expert	215	14	0	11	16	16	0.00%
1435 Hrly Non-Inst - contract employee	0	0	0	0	9	9	0.00%
2101 Non-Instructional Classified	6,357	246	296	230	314	18	6.25%
2110 Accrued Vacation Payoff	30	0	0	0	0	0	0.00%
2114 NI Classified-Educ Incentive	25	0	1	0	1	0	0.00%
2301 Hourly Part Time, Permanent	168	5	5	5	5	0	0.35%
2303 Hourly Overtime	0	0	0	0	0	0	0.00%
2304 Hourly Professional Experts	2,252	94	106	109	48	-58	-54.72%
2306 Hourly Temporary	142	14	11	11	25	14	127.27%
2308 Substitutes for Classified	0	9	0	0	0	0	0.00%
2404 Hourly Temporary	0	0	3	0	0	-3	-100.00%
3520 Total >	21,719	949	1,145	974	1,263	118	10.28%

3610 WC Instructional

1101 Teaching	647	0	1,100	1,005	1,111	11	1.00%
1215 Counselors	0	0	0	0	0	0	0.00%
1301 Hourly Teaching - Fall/Spring	787	390	308	516	809	501	162.66%
1302 Hourly Teaching - Early Spring	34	58	57	41	78	21	36.84%
1303 Hourly Teaching - Summer	448	553	576	326	780	204	35.42%
1335 Hrly Inst - contract employee	99	290	204	267	289	85	41.67%
1401 Hourly Non-Teaching - Fall/Spring	0	0	830	0	0	-830	-100.00%
2401 Student Help	259	232	240	194	628	388	161.67%
2402 Hourly, Part Time, Permanent	2,246	2,453	2,427	2,168	2,501	74	3.05%
2403 Professional Experts (Instructional)	1,308	811	1,134	693	1,134	0	0.00%
2404 Hourly Temporary	965	1,151	1,083	516	771	-312	-28.81%
2405 Summer	41	162	295	431	243	-52	-17.63%
2406 Early Spring	0	0	12	0	0	-12	-100.00%
2407 Hourly Overtime (Instructional)	42	0	0	0	0	0	0.00%
2408 Substitute	583	201	160	434	29	-131	-81.88%
3610 Total >	7,461	6,299	8,426	6,590	8,373	-53	-0.63%

3620 WC Non-Instructional

1203 Non-Teaching - Deans	4,184	3,879	4,309	865	6,505	2,196	50.96%
1215 Counselors	22,095	22,285	26,535	24,112	28,936	2,401	9.05%
1235 Reassigned Time	1,895	1,355	4,454	4,146	3,919	-535	-12.01%
1240 Librarians	0	0	895	814	928	33	3.67%

Object Analysis (Detail)
Expense by Object - Summary
General Fund (Fund 01)-Restricted

Print Date: Wednesday, June 17, 2015
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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
1401 Hourly Non-Teaching - Fall/Spring	5,118	4,475	5,987	5,684	8,033	2,046	34.17%
1402 Hourly Non-Teaching - Early Spring	0	568	0	888	0	0	0.00%
1403 Hourly Non-Teaching - Summer	556	1,657	1,062	300	2,135	1,073	101.04%
1405 Hourly Non-Teaching - Retirees	625	102	0	13	0	0	0.00%
1406 Hourly Non-Teaching - Professional Expert	635	819	0	649	850	850	0.00%
1435 Hrly Non-Inst - contract employee	0	0	0	0	552	552	0.00%
2101 Non-Instructional Classified	17,335	14,827	17,756	13,852	18,865	1,110	6.25%
2110 Accrued Vacation Payoff	83	0	0	0	0	0	0.00%
2114 NI Classified-Educ Incentive	69	20	48	23	48	0	0.00%
2301 Hourly Part Time, Permanent	477	322	311	277	312	1	0.35%
2302 Hourly Student Help	215	3,658	0	0	721	721	0.00%
2303 Hourly Overtime	0	3	0	0	0	0	0.00%
2304 Hourly Professional Experts	6,142	5,645	6,313	6,529	2,865	-3,448	-54.62%
2306 Hourly Temporary	386	829	621	676	1,436	815	131.24%
2308 Substitutes for Classified	0	547	0	0	0	0	0.00%
2404 Hourly Temporary	0	0	198	0	0	-198	-100.00%
<i>3620 Total ></i>	59,815	60,990	68,489	58,829	76,105	7,616	11.12%
<i>3900 Other Benefits</i>							
1101 Teaching	0	0	180	0	0	-180	-100.00%
1120 Faculty Salary Contingency	0	0	0	0	35	35	0.00%
1260 Administrative Salary Contingency	0	0	0	0	70	70	0.00%
<i>3900 Total ></i>	0	0	180	0	105	-75	-41.67%
<i>3xxx Total ></i>	411,190	358,742	1,071,984	971,106	1,200,193	128,209	11.96%
<i>4300 Instructional Supplies</i>							
4306 Fee Generated Art Supplies	0	0	10,000	4,410	10,000	0	0.00%
4312 Instructional Program Materials	23,324	45,387	128,848	40,934	64,112	-64,736	-50.24%
4331 Subscription	3,799	3,700	4,700	0	3,700	-1,000	-21.28%
4335 Computer Software (Upgrades & New)	154	438	2,250	6,141	11,500	9,250	411.11%
4350 Books	71	53	300	278	300	0	0.00%
<i>4300 Total ></i>	27,348	49,578	146,098	51,763	89,612	-56,486	-38.66%
<i>4500 Non-Instructional Supplies</i>							
4503 Subscription	407	69,532	0	0	0	0	0.00%
4507 Recruiting	1,191	0	704	0	704	0	0.00%

Object Analysis (Detail)
Expense by Object - Summary
General Fund (Fund 01)-Restricted

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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
4509 Printing Charges (Print Shop Only)	0	156	0	0	200	200	0.00%
4511 Printing (Non- Printshop)	5,803	5,044	10,740	13,058	67,767	57,027	530.98%
4514 Graduation Supplies	0	0	1,500	0	1,500	0	0.00%
4525 Office Supplies	39,303	43,162	47,738	42,260	64,542	16,804	35.20%
4536 Computer Network Related Supplies	20	0	0	0	0	0	0.00%
4540 State/County Health Required Innoculations	0	113	800	113	400	-400	-50.00%
4553 Uniforms (Parking, Athletics)	0	6,900	0	0	0	0	0.00%
4556 Professional Reference Books	0	0	0	0	1,000	1,000	0.00%
4500 Total >	46,724	124,907	61,482	55,431	136,113	74,631	121.39%
4700 Food							
4706 Food (Receptions,Special Events, Program Supp	23,961	17,661	29,553	31,810	30,539	986	3.34%
4700 Total >	23,961	17,661	29,553	31,810	30,539	986	3.34%
4xxx Total >	98,033	192,146	237,133	139,004	256,264	19,131	8.07%
5100 Contracts							
5122 CHOMP (Community Hospital Of Monterey Pe	129,989	238,682	216,762	216,762	216,762	0	0.00%
5124 Program Consultant	214,797	169,469	287,140	143,105	83,864	-203,276	-70.79%
5131 Engineering & Design Services	0	0	0	0	35,523	35,523	0.00%
5145 Temp. Contract Service	56,519	23,528	62,392	43,153	70,000	7,608	12.19%
5165 School of Nursing-Consultant	13,300	5,450	9,735	3,775	6,800	-2,935	-30.15%
5174 Temporary Service Agency	500	1,753	1,000	606	757	-243	-24.30%
5180 Contract Services	153,906	146,639	180,775	103,528	164,121	-16,654	-9.21%
5192 Video Productions	0	0	0	0	2,000	2,000	0.00%
5100 Total >	569,011	585,521	757,804	510,928	579,827	-177,977	-23.49%
5200 Travel and Conference Expenses							
5203 Field Trips	26,986	23,385	31,707	39,471	20,815	-10,892	-34.35%
5220 Conference Attendance & Related Expenses	191,529	192,333	236,709	212,098	213,074	-23,635	-9.98%
5221 State Fire Training Course Fee	40,865	25,399	55,000	14,584	45,000	-10,000	-18.18%
5230 Mileage	33	88	5,030	362	3,300	-1,730	-34.39%
5245 Participant Support	143,834	176,321	247,980	142,093	210,480	-37,500	-15.12%
5200 Total >	403,248	417,526	576,426	408,607	492,669	-83,757	-14.53%
5300 Dues and Memberships							
5306 Professional Organization/Service Club (Membe	1,000	4,532	1,100	1,090	700	-400	-36.36%
5328 License Fee Renewal	4,805	0	0	0	0	0	0.00%

Object Analysis (Detail)
Expense by Object - Summary
General Fund (Fund 01)-Restricted

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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
5300 Total >	5,805	4,532	1,100	1,090	700	-400	-36.36%
5400 Insurance							
5401 Insurance (Property, Liability, Children's Ctr)	45,339	848	500	454	500	0	0.00%
5409 Student Accident Insurance	0	44,738	45,418	43,440	44,717	-701	-1.54%
5400 Total >	45,339	45,586	45,918	43,894	45,217	-701	-1.53%
5500 Utilities and Housekeeping Services							
5505 Gasoline & Oil	0	0	0	0	6,000	6,000	0.00%
5528 Mobile Phone	125	94	500	101	275	-225	-45.00%
5500 Total >	125	94	500	101	6,275	5,775	#####
5600 Rents, Leases and Repairs							
5604 Vehicle Repair/Maintenance	0	0	6,500	238	6,500	0	0.00%
5620 Maintenance Agreement	6,843	10,871	7,750	2,486	18,450	10,700	138.06%
5622 Computer Software Maintenance	24,922	6,035	78,257	21,063	60,700	-17,557	-22.44%
5630 Equipment Repair	474	5,102	12,500	6,502	12,700	200	1.60%
5637 Copier Equipment Lease	0	0	0	0	9,000	9,000	0.00%
5645 License Fee, Permit, and Certification	0	797	0	0	0	0	0.00%
5600 Total >	32,238	22,805	105,007	30,288	107,350	2,343	2.23%
5700 Legal, Election and Audit Expenses							
5710 Legal (Advertising & Fees)	0	0	0	0	6,327	6,327	0.00%
5700 Total >	0	0	0	0	6,327	6,327	0.00%
5800 Other Services & Expense							
5804 Miscellaneous Expense	2,283	2,672	0	2,717	2,717	2,717	0.00%
5805 Postage/Bulk Mailing	5,040	2,681	0	0	0	0	0.00%
5816 Special Events	4,071	5,510	15,000	4,101	20,000	5,000	33.33%
5834 Indirect Cost	128,055	115,965	171,414	151,191	155,861	-15,553	-9.07%
5837 Guest Lecturer/Speaker	6,460	542	0	0	0	0	0.00%
5839 Other Services	50,341	37,295	14,000	32,031	3,000	-11,000	-78.57%
5858 N/A	10,600	0	0	0	0	0	0.00%
5861 Subaward Wash. State Univ.	0	35,944	35,944	35,944	35,944	0	0.00%
5879 Refunds	0	0	5,500	7,005	10,000	4,500	81.82%
5800 Total >	206,850	200,609	241,858	232,988	227,522	-14,336	-5.93%
5xxx Total >	1,262,615	1,276,672	1,728,613	1,227,896	1,465,887	-262,726	-15.20%
6100 Sites and Site Improvements							

Object Analysis (Detail)
Expense by Object - Summary
General Fund (Fund 01)-Restricted

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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
6105 Building Renovation/Repair	0	0	0	0	57,691	57,691	0.00%
6100 Total >	0	0	0	0	57,691	57,691	0.00%
6200 Building Improvements							
6300 Library Books							
6301 Library Materials	0	0	0	0	68,000	68,000	0.00%
6310 PC Software	0	13,530	6,400	6,903	6,000	-400	-6.25%
6300 Total >	0	13,530	6,400	6,903	74,000	67,600	#####
6400 Capital Equipment - New							
6403 Equipment Replacement	0	4,680	0	0	0	0	0.00%
6404 Equipment Purchase - New	6,320	37,723	0	25,736	22,000	22,000	0.00%
6405 Instructional Equipment - New	57,269	63,689	362,949	43,877	336,189	-26,760	-7.37%
6409 PC Hardware - Instructional - New	0	4,907	0	0	0	0	0.00%
6410 Instructional Equipment - Replacement	17,104	1,498	0	0	0	0	0.00%
6422 Classroom Furniture (0506)	2,016	0	0	0	0	0	0.00%
6425 Non-Instructional Equipment - Replacement	3,059	5,567	12,008	1,137	4,500	-7,508	-62.52%
6400 Total >	85,768	118,064	374,957	70,750	362,689	-12,268	-3.27%
6xxx Total >	85,768	131,594	381,357	77,653	494,380	113,023	29.64%
7300 Interfund Transfers - Out							
7309 Health & Welfare Interfund Transfer Out	545,030	431,528	0	0	0	0	0.00%
7300 Total >	545,030	431,528	0	0	0	0	0.00%
7500 Student Financial Aid Payment							
7501 Payment to Student	27,093	22,150	46,504	17,844	68,350	21,846	46.98%
7502 Child Care Grants to students	0	0	18,242	0	0	-18,242	-100.00%
7500 Total >	27,093	22,150	64,746	17,844	68,350	3,604	5.57%
7600 Other Payments to Students							
7602 Textbooks/Supplies Vouchers	113,028	168,724	413,757	206,047	782,447	368,690	89.11%
7604 Student Meal Ticket	28,452	30,270	35,000	30,400	40,000	5,000	14.29%
7600 Total >	141,480	198,994	448,757	236,447	822,447	373,690	83.27%
7xxx Total >	713,603	652,672	513,503	254,291	890,797	377,294	73.47%
General Fund (Fund 01)-Restricted	4,965,972	4,864,921	6,628,180	4,985,851	7,248,791	620,610	9.36%

Object Analysis (Detail)
Expense by Object - Summary
Grand Totals

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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
	4,965,972	4,864,921	6,628,180	4,985,851	7,248,791	620,610	9.36%

Exhibit C

Child Development

Object Analysis (Detail)
Revenue by Object - Summary

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Child Development (Fund 04)-Unrestricted

Object		Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
8800 Local Revenues								
8838	Child Care Enrollment Fee	1,920	1,110	1,270	0	0	-1,270	-100.00%
8847	Summer Program	3,288	550	15,230	2,837	0	-15,230	-100.00%
8887	Optional Fee	150	173	0	0	0	0	0.00%
8892	Child Care Fee - Full Cost	0	0	0	0	79,652	79,652	0.00%
8800 Total >		5,358	1,833	16,500	2,837	79,652	63,152	382.74%
8860 Local Interest								
8857	Interest on Fund Balance	0	67	0	0	0	0	0.00%
8860 Total >		0	67	0	0	0	0	0.00%
8870 Local Revenue								
8825	Child Care Fees (Other)	6,612	482	5,000	100	0	-5,000	-100.00%
8892	Child Care Fee - Full Cost	49,914	10,734	20,000	18,657	0	-20,000	-100.00%
8870 Total >		56,526	11,216	25,000	18,757	0	-25,000	#####
8900 Other								
8985	Interfund Transfer - In (Fund 01 RGF)	296,239	175,000	260,707	260,707	50,000	-210,707	-80.82%
8900 Total >		296,239	175,000	260,707	260,707	50,000	-210,707	-80.82%
8xxx Total >		358,124	188,116	302,207	282,301	129,652	-172,555	-57.10%
Child Development (Fund 04)-Unrestricted		358,124	188,116	302,207	282,301	129,652	-172,555	-57.10%

Object Analysis (Detail)
Revenue by Object - Summary
Grand Totals

Print Date: Wednesday, June 17, 2015
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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
	358,124	188,116	302,207	282,301	129,652	-172,555	-57.10%

Object Analysis (Detail)

Expense by Object - Summary

Child Development (Fund 04)-Unrestricted

Print Date: Wednesday, June 17, 2015

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Object		Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
2100 Non-Instructional Salaries, Regular Full-Time								
2101	Non-Instructional Classified	10,268	0	0	0	25,277	25,277	0.00%
2102	Managers	60,027	59,852	61,698	57,983	59,570	-2,128	-3.45%
<i>2100 Total ></i>		70,295	59,852	61,698	57,983	84,847	23,149	37.52%
2200 Instructional Aides, Regular Full-Time Schedule								
2201	Instructional Aid	89,529	69,135	74,710	84,682	0	-74,710	-100.00%
2211	Accrued Vac. Payoff (Instructional)	6,410	0	0	0	0	0	0.00%
<i>2200 Total ></i>		95,939	69,135	74,710	84,682	0	-74,710	#####
2300 Non-Instructional, Other than Regular Full-Time								
2301	Hourly Part Time, Permanent	0	0	10,738	0	0	-10,738	-100.00%
<i>2300 Total ></i>		0	0	10,738	0	0	-10,738	#####
2400 Instructional Aides, Other than Full-Time Sched.								
2401	Student Help	0	0	1,643	693	0	-1,643	-100.00%
2402	Hourly, Part Time, Permanent	38,059	31,246	30,395	16,260	0	-30,395	-100.00%
2405	Summer	7,056	720	9,435	5,812	0	-9,435	-100.00%
<i>2400 Total ></i>		45,115	31,966	41,473	22,765	0	-41,473	#####
<i>2xxx Total ></i>		211,349	160,953	188,619	165,430	84,847	-103,772	-55.02%
3210 PERS Instructional								
2201	Instructional Aid	16,568	12,750	14,024	15,896	0	-14,024	-100.00%
2402	Hourly, Part Time, Permanent	96	0	0	0	0	0	0.00%
2405	Summer	984	0	1,740	967	0	-1,740	-100.00%
<i>3210 Total ></i>		17,647	12,750	15,764	16,862	0	-15,764	#####
3220 PERS Non-Instructional								
2101	Non-Instructional Classified	1,891	0	0	0	4,764	4,764	0.00%
2102	Managers	10,969	11,038	11,581	10,884	11,227	-354	-3.06%
<i>3220 Total ></i>		12,860	11,038	11,581	10,884	15,991	4,410	38.08%
3310 OASDI (FICA) Instructional								
2201	Instructional Aid	5,577	4,286	4,632	5,250	0	-4,632	-100.00%
2211	Accrued Vac. Payoff (Instructional)	397	0	0	0	0	0	0.00%
2402	Hourly, Part Time, Permanent	52	0	0	0	0	0	0.00%
2405	Summer	289	0	585	360	0	-585	-100.00%
<i>3310 Total ></i>		6,316	4,286	5,217	5,611	0	-5,217	#####
3320 OASDI (FICA) Non-Instructional								

Object Analysis (Detail)

Expense by Object - Summary

Print Date: Wednesday, June 17, 2015

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Child Development (Fund 04)-Unrestricted

Object		Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
2101	Non-Instructional Classified	637	0	0	0	1,567	1,567	0.00%
2102	Managers	3,659	3,683	3,825	3,569	3,693	-132	-3.45%
3320 Total >		4,296	3,683	3,825	3,569	5,260	1,435	37.52%
3330 Medicare Instructional								
2201	Instructional Aid	1,304	1,003	1,083	1,228	0	-1,083	-100.00%
2211	Accrued Vac. Payoff (Instructional)	93	0	0	0	0	0	0.00%
2402	Hourly, Part Time, Permanent	539	453	441	236	0	-441	-100.00%
2405	Summer	102	10	137	84	0	-137	-100.00%
3330 Total >		2,039	1,466	1,661	1,548	0	-1,661	#####
3340 Medicare Non-Instructional								
2101	Non-Instructional Classified	149	0	0	0	367	367	0.00%
2102	Managers	856	861	895	835	864	-31	-3.45%
2301	Hourly Part Time, Permanent	0	0	156	0	0	-156	-100.00%
3340 Total >		1,005	861	1,050	835	1,230	180	17.13%
3400 Health and Welfare Benefits								
3450	H & W Payments	0	0	65,801	65,801	17,654	-48,147	-73.17%
3400 Total >		0	0	65,801	65,801	17,654	-48,147	-73.17%
3510 SUI Instructional								
2201	Instructional Aid	986	35	37	42	0	-37	-100.00%
2211	Accrued Vac. Payoff (Instructional)	71	0	0	0	0	0	0.00%
2402	Hourly, Part Time, Permanent	395	16	15	8	0	-15	-100.00%
2405	Summer	64	0	5	3	0	-5	-100.00%
3510 Total >		1,516	51	58	53	0	-58	#####
3520 SUI Non-Instructional								
2101	Non-Instructional Classified	113	0	0	0	13	13	0.00%
2102	Managers	640	30	31	29	30	-1	-3.45%
2301	Hourly Part Time, Permanent	0	0	5	0	0	-5	-100.00%
3520 Total >		753	30	36	29	42	6	17.13%
3610 WC Instructional								
2201	Instructional Aid	2,699	2,074	2,241	2,540	0	-2,241	-100.00%
2211	Accrued Vac. Payoff (Instructional)	192	0	0	0	0	0	0.00%
2401	Student Help	0	0	69	21	0	-69	-100.00%
2402	Hourly, Part Time, Permanent	1,116	937	912	488	0	-912	-100.00%
2405	Summer	212	22	283	174	0	-283	-100.00%

14-15 Actuals are as of May 31, 2015

**Variance: Column 5 - Column 3.

Object Analysis (Detail)
Expense by Object - Summary

Print Date: Wednesday, June 17, 2015
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Child Development (Fund 04)-Unrestricted

Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
3610 Total >	4,219	3,033	3,505	3,223	0	-3,505	#####
3620 WC Non-Instructional							
2101 Non-Instructional Classified	308	0	0	0	758	758	0.00%
2102 Managers	1,771	1,796	1,851	1,740	1,787	-64	-3.45%
2301 Hourly Part Time, Permanent	0	0	322	0	0	-322	-100.00%
3620 Total >	2,079	1,796	2,173	1,740	2,545	372	17.13%
3900 Other Benefits							
3xxx Total >	52,728	38,994	110,672	110,155	42,724	-67,948	-61.40%
4300 Instructional Supplies							
4312 Instructional Program Materials	0	0	270	0	0	-270	-100.00%
4300 Total >	0	0	270	0	0	-270	#####
4500 Non-Instructional Supplies							
4511 Printing (Non- Printshop)	36	0	0	0	0	0	0.00%
4525 Office Supplies	0	0	2,046	0	2,081	35	1.71%
4500 Total >	36	0	2,046	0	2,081	35	1.71%
4xxx Total >	36	0	2,316	0	2,081	-235	-10.15%
5400 Insurance							
5600 Rents, Leases and Repairs							
5645 License Fee, Permit, and Certification	0	0	600	126	0	-600	-100.00%
5600 Total >	0	0	600	126	0	-600	#####
5800 Other Services & Expense							
5804 Miscellaneous Expense	0	4,532	0	0	0	0	0.00%
5800 Total >	0	4,532	0	0	0	0	0.00%
5xxx Total >	0	4,532	600	126	0	-600	#####
6400 Capital Equipment - New							
7300 Interfund Transfers - Out							
7309 Health & Welfare Interfund Transfer Out	93,889	59,869	0	0	0	0	0.00%
7300 Total >	93,889	59,869	0	0	0	0	0.00%
7xxx Total >	93,889	59,869	0	0	0	0	0.00%
Child Development (Fund 04)-Unrestricted	358,001	264,348	302,207	275,711	129,652	-172,555	-57.10%

Object Analysis (Detail)
Expense by Object - Summary
Grand Totals

Print Date: Wednesday, June 17, 2015
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Object	Actual	Actual	Budget	Actual*	Budget	Variance**	(%)
	12-13	13-14	14-15	14-15	15-16		
	358,001	264,348	302,207	275,711	129,652	-172,555	-57.10%

Object Analysis (Detail)
Revenue by Object - Summary

Print Date: Wednesday, June 17, 2015
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Child Development (Fund 04)-Restricted

Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
8100 Federal Revenues							
8114 Child Care Food	24,331	47,734	20,000	40,086	31,000	11,000	55.00%
8126 Federal Grants	0	30,337	0	0	0	0	0.00%
8100 Total >	24,331	78,071	20,000	40,086	31,000	11,000	55.00%
8600 State Revenues							
8615 Child Care Grant	137,721	125,900	170,565	132,217	374,461	203,896	119.54%
8600 Total >	137,721	125,900	170,565	132,217	374,461	203,896	119.54%
8690 State Revenue							
8800 Local Revenues							
8898 Local Grants	46,503	72,701	0	34,699	0	0	0.00%
8800 Total >	46,503	72,701	0	34,699	0	0	0.00%
8900 Other							
8xxx Total >	208,555	276,672	190,565	207,002	405,461	214,896	112.77%
Child Development (Fund 04)-Restricted	208,555	276,672	190,565	207,002	405,461	214,896	112.77%

Object Analysis (Detail)
Revenue by Object - Summary
Grand Totals

Print Date: Wednesday, June 17, 2015
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Object	Actual	Actual	Budget	Actual*	Budget	Variance**	(%)
	12-13	13-14	14-15	14-15	15-16		
	208,555	276,672	190,565	207,002	405,461	214,896	112.77%

Object Analysis (Detail)
Expense by Object - Summary

Print Date: Wednesday, June 17, 2015

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Child Development (Fund 04)-Restricted

Object

1200 Non-Instructional Salaries, Regular Salary

2100 Non-Instructional Salaries, Regular Full-Time

2102	Managers
<i>2100 Total ></i>	

2200 Instructional Aides, Regular Full-Time Schedule

2201	Instructional Aid
2211	Accrued Vac. Payoff (Instructional)
2214	Inst Classified - Educ Incentive
<i>2200 Total ></i>	

2300 Non-Instructional, Other than Regular Full-Time

2301	Hourly Part Time, Permanent
2306	Hourly Temporary
<i>2300 Total ></i>	

2400 Instructional Aides, Other than Full-Time Sched.

2402	Hourly, Part Time, Permanent
2404	Hourly Temporary
2408	Substitute
<i>2400 Total ></i>	
<i>2xxx Total ></i>	

3120 STRS Non-Instructional

3210 PERS Instructional

2201	Instructional Aid
2402	Hourly, Part Time, Permanent
<i>3210 Total ></i>	

3220 PERS Non-Instructional

2102	Managers
<i>3220 Total ></i>	

3310 OASDI (FICA) Instructional

2201	Instructional Aid
2211	Accrued Vac. Payoff (Instructional)
2214	Inst Classified - Educ Incentive
2402	Hourly, Part Time, Permanent
<i>3310 Total ></i>	

Actual	Actual	Budget	Actual*	Budget	Variance**	(%)
12-13	13-14	14-15	14-15	15-16		
8,064	5,204	9,219	8,449	17,794	8,575	93.01%
8,064	5,204	9,219	8,449	17,794	8,575	93.01%
38,838	64,147	68,651	70,585	106,050	37,399	54.48%
8,771	0	0	0	0	0	0.00%
198	0	0	0	0	0	0.00%
47,807	64,147	68,651	70,585	106,050	37,399	54.48%
7,843	9,291	0	0	11,282	11,282	0.00%
865	0	0	0	0	0	0.00%
8,708	9,291	0	0	11,282	11,282	0.00%
26,581	31,021	17,809	15,809	0	-17,809	-100.00%
0	0	0	0	138,599	138,599	0.00%
0	720	0	0	9,569	9,569	0.00%
26,581	31,741	17,809	15,809	148,168	130,359	731.98%
91,160	110,384	95,679	94,843	283,294	187,615	196.09%
7,177	11,830	12,886	13,250	19,987	7,101	55.10%
2,519	3,018	0	151	0	0	0.00%
9,696	14,848	12,886	13,401	19,987	7,101	55.10%
1,572	960	1,730	1,586	3,354	1,623	93.80%
1,572	960	1,730	1,586	3,354	1,623	93.80%
2,416	3,977	4,256	4,376	6,575	2,319	54.48%
544	0	0	0	0	0	0.00%
12	0	0	0	0	0	0.00%
848	1,015	0	50	0	0	0.00%
3,820	4,992	4,256	4,426	6,575	2,319	54.48%

Object Analysis (Detail)
Expense by Object - Summary

Print Date: Wednesday, June 17, 2015

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Child Development (Fund 04)-Restricted

Object

Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)		
3320 OASDI (FICA) Non-Instructional								
2102	Managers	529	320	572	520	1,103	532	93.01%
3320 Total >		529	320	572	520	1,103	532	93.01%
3330 Medicare Instructional								
2201	Instructional Aid	565	930	995	1,023	1,538	542	54.48%
2211	Accrued Vac. Payoff (Instructional)	127	0	0	0	0	0	0.00%
2214	Inst Classified - Educ Incentive	3	0	0	0	0	0	0.00%
2402	Hourly, Part Time, Permanent	385	450	258	229	0	-258	-100.00%
2404	Hourly Temporary	0	0	0	0	2,010	2,010	0.00%
2408	Substitute	0	10	0	0	139	139	0.00%
3330 Total >		1,081	1,390	1,254	1,252	3,687	2,433	194.08%
3340 Medicare Non-Instructional								
2102	Managers	124	75	134	122	258	124	93.01%
2301	Hourly Part Time, Permanent	114	135	0	0	164	164	0.00%
2306	Hourly Temporary	13	0	0	0	0	0	0.00%
3340 Total >		250	210	134	122	422	288	215.39%
3400 Health and Welfare Benefits								
3450	H & W Payments	0	0	48,835	48,835	51,127	2,292	4.69%
3400 Total >		0	0	48,835	48,835	51,127	2,292	4.69%
3510 SUI Instructional								
2201	Instructional Aid	429	32	34	35	53	19	54.48%
2211	Accrued Vac. Payoff (Instructional)	96	0	0	0	0	0	0.00%
2214	Inst Classified - Educ Incentive	2	0	0	0	0	0	0.00%
2402	Hourly, Part Time, Permanent	292	16	9	8	0	-9	-100.00%
2404	Hourly Temporary	0	0	0	0	69	69	0.00%
2408	Substitute	0	0	0	0	5	5	0.00%
3510 Total >		820	48	43	43	127	84	193.84%
3520 SUI Non-Instructional								
2102	Managers	102	3	5	4	9	4	93.01%
2301	Hourly Part Time, Permanent	86	5	0	0	6	6	0.00%
2306	Hourly Temporary	10	0	0	0	0	0	0.00%
3520 Total >		198	7	5	4	15	10	215.39%
3610 WC Instructional								
2201	Instructional Aid	1,169	1,924	2,060	2,117	3,182	1,122	54.48%

14-15 Actuals are as of May 31, 2015

**Variance: Column 5 - Column 3.

Object Analysis (Detail)
Expense by Object - Summary

Print Date: Wednesday, June 17, 2015

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Child Development (Fund 04)-Restricted

Object		Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
2211	Accrued Vac. Payoff (Instructional)	263	0	0	0	0	0	0.00%
2214	Inst Classified - Educ Incentive	6	0	0	0	0	0	0.00%
2402	Hourly, Part Time, Permanent	797	931	534	474	0	-534	-100.00%
2404	Hourly Temporary	0	0	0	0	4,158	4,158	0.00%
2408	Substitute	0	22	0	0	287	287	0.00%
3610 Total >		2,236	2,877	2,594	2,591	7,627	5,033	194.03%
3620 WC Non-Instructional								
2102	Managers	256	156	277	253	534	257	93.01%
2301	Hourly Part Time, Permanent	235	279	0	0	338	338	0.00%
2306	Hourly Temporary	26	0	0	0	0	0	0.00%
3620 Total >		517	435	277	253	872	596	215.39%
3900 Other Benefits								
3xxx Total >		20,717	26,087	72,585	73,034	94,895	22,310	30.74%
4300 Instructional Supplies								
4500 Non-Instructional Supplies								
4525	Office Supplies	2,737	3,545	3,402	1,945	7,982	4,580	134.63%
4500 Total >		2,737	3,545	3,402	1,945	7,982	4,580	134.63%
4700 Food								
4706	Food (Receptions,Special Events, Program Supp	12,772	14,519	18,000	12,433	16,211	-1,789	-9.94%
4700 Total >		12,772	14,519	18,000	12,433	16,211	-1,789	-9.94%
4xxx Total >		15,509	18,064	21,402	14,378	24,193	2,791	13.04%
5100 Contracts								
5145	Temp. Contract Service	0	4,700	0	0	0	0	0.00%
5100 Total >		0	4,700	0	0	0	0	0.00%
5200 Travel and Conference Expenses								
5220	Conference Attendance & Related Expenses	0	2,807	0	0	0	0	0.00%
5200 Total >		0	2,807	0	0	0	0	0.00%
5300 Dues and Memberships								
5400 Insurance								
5401	Insurance (Property, Liability, Children's Ctr)	0	0	299	0	0	-299	-100.00%
5400 Total >		0	0	299	0	0	-299	#####
5600 Rents, Leases and Repairs								
5622	Computer Software Maintenance	0	0	0	0	2,200	2,200	0.00%

14-15 Actuals are as of May 31, 2015

**Variance: Column 5 - Column 3.

Object Analysis (Detail)
Expense by Object - Summary

Print Date: Wednesday, June 17, 2015

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Child Development (Fund 04)-Restricted

Object		Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
5630	Equipment Repair	227	0	0	0	0	0	0.00%
5645	License Fee, Permit, and Certification	990	660	600	600	880	280	46.67%
<i>5600 Total ></i>		1,217	660	600	600	3,080	2,480	413.33%
<i>5800 Other Services & Expense</i>								
5858	N/A	699	0	0	0	0	0	0.00%
<i>5800 Total ></i>		699	0	0	0	0	0	0.00%
<i>5xxx Total ></i>		1,916	8,167	899	600	3,080	2,181	242.60%
<i>6100 Sites and Site Improvements</i>								
6105	Building Renovation/Repair	2,234	0	0	0	0	0	0.00%
<i>6100 Total ></i>		2,234	0	0	0	0	0	0.00%
<i>6xxx Total ></i>		2,234	0	0	0	0	0	0.00%
<i>7300 Interfund Transfers - Out</i>								
7309	Health & Welfare Interfund Transfer Out	47,297	41,006	0	0	0	0	0.00%
<i>7300 Total ></i>		47,297	41,006	0	0	0	0	0.00%
<i>7xxx Total ></i>		47,297	41,006	0	0	0	0	0.00%
Child Development (Fund 04)-Restricted		178,833	203,709	190,565	182,856	405,462	214,897	112.77%

Object Analysis (Detail)
Expense by Object - Summary
Grand Totals

Print Date: Wednesday, June 17, 2015
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Object	Actual	Actual	Budget	Actual*	Budget	Variance**	(%)
	12-13	13-14	14-15	14-15	15-16		
	178,833	203,709	190,565	182,856	405,462	214,897	112.77%

Exhibit D

Student Center

Object Analysis (Detail)
Revenue by Object - Summary

Print Date: Wednesday, June 17, 2015
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Student Center (Fund 47)-Res/Unres

Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
8800 Local Revenues							
8822 Other Income	19	26	0	0	0	0	0.00%
8833 Course Materials Fee	0	0	200	0	200	0	0.00%
8843 College Center Use Fees	154,844	124,983	144,000	106,377	144,000	0	0.00%
8846 Commission (Cafeteria)	15,000	11,250	15,000	7,685	15,000	0	0.00%
8849 N/A	1,653	3,046	0	0	0	0	0.00%
8853 A/R Not Recorded	0	10	0	0	0	0	0.00%
8869 Bookstore Commission	100,000	31,456	100,000	116,310	100,000	0	0.00%
8800 Total >	271,516	170,771	259,200	230,372	259,200	0	0.00%
8860 Local Interest							
8857 Interest on Fund Balance	1,286	795	0	0	0	0	0.00%
8860 Total >	1,286	795	0	0	0	0	0.00%
8910 Other Financing Sources							
8xxx Total >	272,802	171,566	259,200	230,372	259,200	0	0.00%
Student Center (Fund 47)-Res/Unres	272,802	171,566	259,200	230,372	259,200	0	0.00%

Object Analysis (Detail)
Revenue by Object - Summary
Grand Totals

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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
	272,802	171,566	259,200	230,372	259,200	0	0.00%

Object Analysis (Detail)
Expense by Object - Summary

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Student Center (Fund 47)-Res/Unres

Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
<i>1200 Non-Instructional Salaries, Regular Salary</i>							
<i>2100 Non-Instructional Salaries, Regular Full-Time</i>							
2101 Non-Instructional Classified	22,710	22,325	24,354	22,325	24,624	270	1.11%
2114 NI Classified-Educ Incentive	0	550	0	0	0	0	0.00%
<i>2100 Total ></i>	22,710	22,875	24,354	22,325	24,624	270	1.11%
<i>2300 Non-Instructional, Other than Regular Full-Time</i>							
2302 Hourly Student Help	0	0	0	0	0	0	0.00%
2303 Hourly Overtime	176	148	0	0	0	0	0.00%
2306 Hourly Temporary	-2	0	0	0	0	0	0.00%
<i>2300 Total ></i>	174	148	0	0	0	0	0.00%
<i>2xxx Total ></i>	22,884	23,022	24,354	22,325	24,624	270	1.11%
<i>3110 STRS Instructional</i>							
<i>3120 STRS Non-Instructional</i>							
<i>3220 PERS Non-Instructional</i>							
2101 Non-Instructional Classified	4,182	4,117	4,571	4,190	4,641	69	1.52%
2114 NI Classified-Educ Incentive	0	101	0	0	0	0	0.00%
<i>3220 Total ></i>	4,182	4,219	4,571	4,190	4,641	69	1.52%
<i>3320 OASDI (FICA) Non-Instructional</i>							
2101 Non-Instructional Classified	1,408	1,385	1,510	1,385	1,527	17	1.11%
2114 NI Classified-Educ Incentive	0	34	0	0	0	0	0.00%
2303 Hourly Overtime	11	9	0	0	0	0	0.00%
<i>3320 Total ></i>	1,419	1,428	1,510	1,385	1,527	17	1.11%
<i>3330 Medicare Instructional</i>							
<i>3340 Medicare Non-Instructional</i>							
2101 Non-Instructional Classified	329	324	353	324	357	4	1.11%
2114 NI Classified-Educ Incentive	0	8	0	0	0	0	0.00%
2303 Hourly Overtime	3	2	0	0	0	0	0.00%
2306 Hourly Temporary	2	0	0	0	0	0	0.00%
<i>3340 Total ></i>	333	334	353	324	357	4	1.11%
<i>3400 Health and Welfare Benefits</i>							
3450 H & W Payments	0	0	11,464	0	11,464	0	0.00%
<i>3400 Total ></i>	0	0	11,464	0	11,464	0	0.00%
<i>3510 SUI Instructional</i>							

14-15 Actuals are as of May 31, 2015

**Variance: Column 5 - Column 3.

Object Analysis (Detail)

Expense by Object - Summary

Student Center (Fund 47)-Res/Unres

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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
3520 SUI Non-Instructional							
2101 Non-Instructional Classified	250	11	12	11	12	0	1.11%
2114 NI Classified-Educ Incentive	0	0	0	0	0	0	0.00%
2303 Hourly Overtime	2	0	0	0	0	0	0.00%
2306 Hourly Temporary	1	0	0	0	0	0	0.00%
3520 Total >	253	12	12	11	12	0	1.11%
3610 WC Instructional							
3620 WC Non-Instructional							
2101 Non-Instructional Classified	681	670	731	670	739	8	1.11%
2114 NI Classified-Educ Incentive	0	17	0	0	0	0	0.00%
2302 Hourly Student Help	3	0	0	0	0	0	0.00%
2303 Hourly Overtime	5	4	0	0	0	0	0.00%
2306 Hourly Temporary	3	0	0	0	0	0	0.00%
3620 Total >	693	691	731	670	739	8	1.11%
3900 Other Benefits							
3xxx Total >	6,881	6,683	18,641	6,580	18,740	98	0.53%
4500 Non-Instructional Supplies							
4525 Office Supplies	-121	-2	1,150	0	1,150	0	0.00%
4500 Total >	-121	-2	1,150	0	1,150	0	0.00%
4xxx Total >	-121	-2	1,150	0	1,150	0	0.00%
5200 Travel and Conference Expenses							
5220 Conference Attendance & Related Expenses	421	0	1,500	0	1,500	0	0.00%
5200 Total >	421	0	1,500	0	1,500	0	0.00%
5300 Dues and Memberships							
5306 Professional Organization/Service Club (Membe	75	75	75	75	75	0	0.00%
5300 Total >	75	75	75	75	75	0	0.00%
5400 Insurance							
5401 Insurance (Property, Liability, Children's Ctr)	17,545	0	17,545	17,545	17,545	0	0.00%
5400 Total >	17,545	0	17,545	17,545	17,545	0	0.00%
5500 Utilities and Housekeeping Services							
5501 Electricity	35,109	25,694	32,836	25,130	32,836	0	0.00%
5502 Natural Gas	8,079	6,897	9,060	6,452	9,060	0	0.00%
5503 Water	20,001	19,715	26,703	12,866	26,703	0	0.00%

Object Analysis (Detail)

Expense by Object - Summary

Student Center (Fund 47)-Res/Unres

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Object		Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
5504	Telephone	5,260	0	5,260	0	5,260	0	0.00%
5506	Waste Disposal	3,632	1,674	4,000	2,217	4,000	0	0.00%
5507	Sewage	2,678	0	2,678	0	2,678	0	0.00%
5511	Custodial Services (in-house)	45,000	0	45,000	45,000	45,000	0	0.00%
5514	General Maintenance	2,942	536	33,875	90	29,031	-4,844	-14.30%
<i>5500 Total ></i>		122,701	54,516	159,412	91,756	154,568	-4,844	-3.04%
<i>5600 Rents, Leases and Repairs</i>								
5620	Maintenance Agreement	810	0	1,080	0	1,080	0	0.00%
5630	Equipment Repair	3,880	2,008	9,818	3,422	9,818	0	0.00%
<i>5600 Total ></i>		4,690	2,008	10,898	3,422	10,898	0	0.00%
<i>5800 Other Services & Expense</i>								
5813	Marketing	0	-27	0	0	0	0	0.00%
5854	Pay ASMPCC for Bookstore	5,000	0	5,000	5,000	5,000	0	0.00%
<i>5800 Total ></i>		5,000	-27	5,000	5,000	5,000	0	0.00%
<i>5xxx Total ></i>		150,432	56,572	194,430	117,798	189,586	-4,844	-2.49%
<i>6100 Sites and Site Improvements</i>								
<i>6200 Building Improvements</i>								
<i>6400 Capital Equipment - New</i>								
6404	Equipment Purchase - New	1,640	0	3,000	0	3,000	0	0.00%
<i>6400 Total ></i>		1,640	0	3,000	0	3,000	0	0.00%
<i>6xxx Total ></i>		1,640	0	3,000	0	3,000	0	0.00%
<i>7100 Debt Retirement</i>								
7101	College Center Bond	18,525	0	17,625	17,625	22,100	4,475	25.39%
<i>7100 Total ></i>		18,525	0	17,625	17,625	22,100	4,475	25.39%
<i>7300 Interfund Transfers - Out</i>								
7308	Capital Projects Interfund Transfer Out	250,000	0	0	0	0	0	0.00%
7309	Health & Welfare Interfund Transfer Out	11,765	0	0	0	0	0	0.00%
<i>7300 Total ></i>		261,765	0	0	0	0	0	0.00%
<i>7xxx Total ></i>		280,290	0	17,625	17,625	22,100	4,475	25.39%
Student Center (Fund 47)-Res/Unres		462,005	86,275	259,200	164,328	259,200	-1	0.00%

Object Analysis (Detail)
Expense by Object - Summary
Grand Totals

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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
	462,005	86,275	259,200	164,328	259,200	-1	0.00%

Exhibit E

Parking Fund

Object Analysis (Detail)
Revenue by Object - Summary

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Parking Fund (Fund 39)-Res/Unres

Object		Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
8800 Local Revenues								
8818	Parking Fines	67,486	66,533	60,000	35,044	57,000	-3,000	-5.00%
8852	Rents (Facilites)	9,635	10,995	12,000	13,263	15,000	3,000	25.00%
8800 Total >		77,121	77,528	72,000	48,308	72,000	0	0.00%
8860 Local Interest								
8857	Interest on Fund Balance	0	1,677	0	0	0	0	0.00%
8860 Total >		0	1,677	0	0	0	0	0.00%
8870 Local Revenue								
8818	Parking Fines	16,360	0	0	0	0	0	0.00%
8829	Parking Fees (Daily)	597,777	694,955	370,000	308,854	313,000	-57,000	-15.41%
8848	Parking Spitters	-272,703	104,890	83,000	87,620	99,000	16,000	19.28%
8852	Rents (Facilites)	2,300	0	0	0	0	0	0.00%
8870 Total >		343,734	799,845	453,000	396,474	412,000	-41,000	-9.05%
8xxx Total >		420,855	879,051	525,000	444,781	484,000	-41,000	-7.81%
Parking Fund (Fund 39)-Res/Unres		420,855	879,051	525,000	444,781	484,000	-41,000	-7.81%

Object Analysis (Detail)
Revenue by Object - Summary
Grand Totals

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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
	420,855	879,051	525,000	444,781	484,000	-41,000	-7.81%

Object Analysis (Detail)
Expense by Object - Summary
Parking Fund (Fund 39)-Res/Unres

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Object		Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
2100 Non-Instructional Salaries, Regular Full-Time								
2101	Non-Instructional Classified	149,426	135,550	156,912	143,092	147,708	-9,204	-5.87%
2114	NI Classified-Educ Incentive	1,000	800	800	600	800	0	0.00%
2100 Total >		150,426	136,350	157,712	143,692	148,508	-9,204	-5.84%
2300 Non-Instructional, Other than Regular Full-Time								
2302	Hourly Student Help	156	80	1,071	423	1,071	0	0.00%
2303	Hourly Overtime	677	522	2,000	3,741	2,000	0	0.00%
2304	Hourly Professional Experts	46,110	45,437	49,568	45,437	49,568	0	0.00%
2308	Substitutes for Classified	12,090	34,221	35,000	29,093	35,000	0	0.00%
2300 Total >		59,034	80,261	87,639	78,694	87,639	0	0.00%
2xxx Total >		209,460	216,610	245,351	222,386	236,147	-9,204	-3.75%
3120 STRS Non-Instructional								
3220 PERS Non-Instructional								
2101	Non-Instructional Classified	27,520	24,998	29,454	26,895	27,839	-1,615	-5.48%
2114	NI Classified-Educ Incentive	0	148	150	113	150	0	0.00%
2304	Hourly Professional Experts	5,264	5,199	9,304	5,348	9,342	38	0.41%
3220 Total >		32,784	30,345	38,908	32,356	37,331	-1,577	-4.05%
3310 OASDI (FICA) Instructional								
2303	Hourly Overtime	0	7	0	0	0	0	0.00%
3310 Total >		0	7	0	0	0	0	0.00%
3320 OASDI (FICA) Non-Instructional								
2101	Non-Instructional Classified	9,264	8,413	9,729	8,893	9,158	-571	-5.87%
2114	NI Classified-Educ Incentive	62	50	50	37	50	0	0.00%
2303	Hourly Overtime	86	59	124	310	124	0	0.00%
2304	Hourly Professional Experts	2,859	2,817	3,073	2,817	3,073	0	0.00%
2308	Substitutes for Classified	0	527	2,170	122	2,170	0	0.00%
3320 Total >		12,271	11,866	15,146	12,179	14,575	-571	-3.77%
3330 Medicare Instructional								
2303	Hourly Overtime	0	2	0	0	0	0	0.00%
3330 Total >		0	2	0	0	0	0	0.00%
3340 Medicare Non-Instructional								
2101	Non-Instructional Classified	2,167	1,968	2,275	2,080	2,142	-133	-5.87%
2114	NI Classified-Educ Incentive	15	12	12	9	12	0	0.00%

Object Analysis (Detail)
Expense by Object - Summary
Parking Fund (Fund 39)-Res/Unres

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Object		Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
2303	Hourly Overtime	20	14	73	73	73	0	0.00%
2304	Hourly Professional Experts	669	659	719	659	719	0	0.00%
2308	Substitutes for Classified	175	496	508	422	508	0	0.00%
3340 Total >		3,045	3,148	3,587	3,241	3,454	-133	-3.72%
3400 Health and Welfare Benefits								
3450	H & W Payments	0	0	91,708	91,708	91,708	0	0.00%
3400 Total >		0	0	91,708	91,708	91,708	0	0.00%
3510 SUI Instructional								
2303	Hourly Overtime	0	0	0	0	0	0	0.00%
3510 Total >		0	0	0	0	0	0	0.00%
3520 SUI Non-Instructional								
2101	Non-Instructional Classified	1,644	68	78	72	74	-5	-5.87%
2114	NI Classified-Educ Incentive	8	0	1	0	1	0	0.00%
2303	Hourly Overtime	12	0	1	2	1	0	0.00%
2304	Hourly Professional Experts	507	23	25	23	25	0	0.00%
2308	Substitutes for Classified	123	17	18	15	18	0	0.00%
3520 Total >		2,293	109	123	112	119	-5	-3.73%
3610 WC Instructional								
2303	Hourly Overtime	0	3	0	0	0	0	0.00%
3610 Total >		0	3	0	0	0	0	0.00%
3620 WC Non-Instructional								
2101	Non-Instructional Classified	4,483	4,066	4,707	4,298	4,431	-276	-5.87%
2114	NI Classified-Educ Incentive	30	24	24	18	24	0	0.00%
2302	Hourly Student Help	5	2	32	13	32	0	0.00%
2303	Hourly Overtime	42	144	60	150	60	0	0.00%
2304	Hourly Professional Experts	1,383	1,363	1,487	1,363	1,487	0	0.00%
2308	Substitutes for Classified	363	1,027	1,050	873	1,050	0	0.00%
3620 Total >		6,305	6,627	7,360	6,715	7,084	-276	-3.75%
3900 Other Benefits								
3xxx Total >		56,700	52,107	156,833	146,311	154,270	-2,562	-1.63%
4500 Non-Instructional Supplies								
4511	Printing (Non- Printshop)	6,618	951	10,000	9,118	12,000	2,000	20.00%
4515	EOC Planning Supplies	0	246	500	0	250	-250	-50.00%

Object Analysis (Detail)
Expense by Object - Summary

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Parking Fund (Fund 39)-Res/Unres

Object		Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
4525	Office Supplies	2,139	2,031	3,500	2,848	3,500	0	0.00%
4553	Uniforms (Parking, Athletics)	1,507	1,479	1,500	481	1,500	0	0.00%
<i>4500 Total ></i>		10,263	4,706	15,500	12,447	17,250	1,750	11.29%
<i>4xxx Total ></i>		10,263	4,706	15,500	12,447	17,250	1,750	11.29%
<i>5100 Contracts</i>								
5180	Contract Services	0	0	10,000	0	1,500	-8,500	-85.00%
<i>5100 Total ></i>		0	0	10,000	0	1,500	-8,500	-85.00%
<i>5200 Travel and Conference Expenses</i>								
5220	Conference Attendance & Related Expenses	400	0	500	0	500	0	0.00%
<i>5200 Total ></i>		400	0	500	0	500	0	0.00%
<i>5500 Utilities and Housekeeping Services</i>								
5505	Gasoline & Oil	1,671	1,398	3,000	1,356	2,000	-1,000	-33.33%
5528	Mobile Phone	1,167	938	2,000	1,086	2,000	0	0.00%
<i>5500 Total ></i>		2,837	2,336	5,000	2,443	4,000	-1,000	-20.00%
<i>5600 Rents, Leases and Repairs</i>								
5620	Maintenance Agreement	0	444	1,000	444	1,000	0	0.00%
5630	Equipment Repair	3,786	4,819	6,700	1,213	5,000	-1,700	-25.37%
5632	Road/Pavement Repair	1,721	2,831	35,916	1,320	17,133	-18,783	-52.30%
5660	Sign Maintenance/Repair	1,374	344	5,500	385	2,500	-3,000	-54.55%
<i>5600 Total ></i>		6,881	8,438	49,116	3,362	25,633	-23,483	-47.81%
<i>5xxx Total ></i>		10,118	10,774	64,616	5,804	31,633	-32,983	-51.04%
<i>6400 Capital Equipment - New</i>								
6404	Equipment Purchase - New	26,292	11,117	15,000	49,112	25,000	10,000	66.67%
6425	Non-Instructional Equipment - Replacement	414	10,328	13,000	5,201	5,000	-8,000	-61.54%
<i>6400 Total ></i>		26,706	21,445	28,000	54,313	30,000	2,000	7.14%
<i>6xxx Total ></i>		26,706	21,445	28,000	54,313	30,000	2,000	7.14%
<i>7300 Interfund Transfers - Out</i>								
7309	Health & Welfare Interfund Transfer Out	94,124	82,012	0	0	0	0	0.00%
7321	Transfer Out to Unrestricted GF	0	0	14,700	0	14,700	0	0.00%
<i>7300 Total ></i>		94,124	82,012	14,700	0	14,700	0	0.00%
<i>7xxx Total ></i>		94,124	82,012	14,700	0	14,700	0	0.00%

Parking Fund (Fund 39)-Res/Unres

407,370	387,654	525,000	441,261	484,000	-40,999	-7.81%
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Object Analysis (Detail)
Expense by Object - Summary
Grand Totals

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Object	Actual	Actual	Budget	Actual*	Budget	Variance**	(%)
	12-13	13-14	14-15	14-15	15-16		
	407,370	387,654	525,000	441,261	484,000	-40,999	-7.81%

Exhibit F

Self Insurance

**Object Analysis (Detail)
Revenue by Object - Summary**

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Self Insurance (Fund 35)-Res/Unres

Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
8800 Local Revenues							
8807 URGF Budgeted in Self Insurance	0	0	5,135,038	1,724,383	5,294,286	159,248	3.10%
8808 RGF Budget in Self Insurance	0	0	616,845	446,800	678,914	62,069	10.06%
8811 Child Devt. Budget in self Insurance	0	0	114,636	105,083	68,781	-45,855	-40.00%
8819 Parking Budget in Self Insurance	0	0	91,708	68,781	91,708	0	0.00%
8822 Other Income	162,375	441,807	0	94,317	0	0	0.00%
8830 Student Ctr. Budget in Self Insurance	0	0	11,464	0	11,464	0	0.00%
8857 Interest on Fund Balance	8,086	0	0	0	0	0	0.00%
8870 Retiree Insurance Contribution	520,440	382,924	553,573	341,898	553,573	0	0.00%
8873 COBRA	64,519	9,137	30,000	42,088	30,000	0	0.00%
8800 Total >	755,419	833,868	6,553,264	2,823,349	6,728,726	175,462	2.68%
8860 Local Interest							
8857 Interest on Fund Balance	0	21,801	0	0	0	0	0.00%
8860 Total >	0	21,801	0	0	0	0	0.00%
8900 Other							
8985 Interfund Transfer - In (Fund 01 RGF)	545,030	431,528	0	0	0	0	0.00%
8986 Interfund Transfer - In (Fund 01)	5,363,807	4,990,380	0	0	0	0	0.00%
8988 Interfund Transfer - In (Fund 04)	141,186	100,875	0	0	0	0	0.00%
8989 Interfund Transfer - In (Fund 47)	11,765	0	0	0	0	0	0.00%
8990 Interfund Transfer - in (Fund 39)	94,124	82,012	0	0	0	0	0.00%
8900 Total >	6,155,912	5,604,796	0	0	0	0	0.00%
8xxx Total >	6,911,331	6,460,465	6,553,264	2,823,349	6,728,726	175,462	2.68%
Self Insurance (Fund 35)-Res/Unres	6,911,331	6,460,465	6,553,264	2,823,349	6,728,726	175,462	2.68%

Object Analysis (Detail)
Revenue by Object - Summary
Grand Totals

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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
	6,911,331	6,460,465	6,553,264	2,823,349	6,728,726	175,462	2.68%

Object Analysis (Detail)
Expense by Object - Summary

Print Date: Wednesday, June 17, 2015
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Self Insurance (Fund 35)-Res/Unres

Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
2100 Non-Instructional Salaries, Regular Full-Time							
3220 PERS Non-Instructional							
3320 OASDI (FICA) Non-Instructional							
3340 Medicare Non-Instructional							
3400 Health and Welfare Benefits							
3450 H & W Payments	6,718,327	6,128,572	0	0	0	0	0.00%
3452 Self Insurance (Abatement)	-389,465	-294,509	0	0	0	0	0.00%
3455 Categorical assessed for OPEB	0	0	100,770	0	100,770	0	0.00%
3400 Total >	6,328,862	5,834,063	100,770	0	100,770	0	0.00%
3620 WC Non-Instructional							
3xxx Total >	6,328,862	5,834,063	100,770	0	100,770	0	0.00%
4500 Non-Instructional Supplies							
5100 Contracts							
5145 Temp. Contract Service	66,117	72,483	0	0	0	0	0.00%
5148 H&W Claim payments from Self Insurance	0	0	6,394,883	5,271,281	6,570,345	175,462	2.74%
5100 Total >	66,117	72,483	6,394,883	5,271,281	6,570,345	175,462	2.74%
5700 Legal, Election and Audit Expenses							
5800 Other Services & Expense							
5xxx Total >	66,117	72,483	6,394,883	5,271,281	6,570,345	175,462	2.74%
6400 Capital Equipment - New							
7300 Interfund Transfers - Out							
7318 Interfund Transfer Out - Non-Medical for Categ	0	0	57,611	0	57,611	0	0.00%
7321 Transfer Out to Unrestricted GF	1,418,580	1,750,000	2,241,207	1,000,000	0	-2,241,207	-100.00%
7300 Total >	1,418,580	1,750,000	2,298,818	1,000,000	57,611	-2,241,207	-97.49%
7xxx Total >	1,418,580	1,750,000	2,298,818	1,000,000	57,611	-2,241,207	-97.49%
Self Insurance (Fund 35)-Res/Unres	7,813,559	7,656,547	8,794,471	6,271,281	6,728,726	-2,065,745	-23.49%

Object Analysis (Detail)
Expense by Object - Summary
Grand Totals

Print Date: Wednesday, June 17, 2015
 Print Time: 2:25 PM

Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
	7,813,559	7,656,547	8,794,471	6,271,281	6,728,726	-2,065,745	-23.49%

Exhibit G

Workers Comp

Object Analysis (Detail)
Revenue by Object - Summary

Print Date: Wednesday, June 17, 2015

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Workers Comp Insurance-Res/Unres

Object

8800 Local Revenues

8822	Other Income
8857	Interest on Fund Balance

8800 Total >

8xxx Total >

Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
0	0	0	0	20,000	20,000	0.00%
0	0	0	0	5,000	5,000	0.00%
0	0	0	0	25,000	25,000	0.00%
0	0	0	0	25,000	25,000	0.00%
0	0	0	0	25,000	25,000	0.00%

Workers Comp Insurance-Res/Unres

Object Analysis (Detail)
Revenue by Object - Summary
Grand Totals

Print Date: Wednesday, June 17, 2015
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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
	0	0	0	0	25,000	25,000	0.00%

Object Analysis (Detail)
Expense by Object - Summary

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Workers Comp Insurance-Res/Unres

Object		Actual	Actual	Budget	Actual*	Budget	Variance**	(%)
		12-13	13-14	14-15	14-15	15-16		
5100	Contracts							
5180	Contract Services	0	0	0	0	60,000	60,000	0.00%
	<i>5100 Total ></i>	0	0	0	0	60,000	60,000	0.00%
	<i>5xxx Total ></i>	0	0	0	0	60,000	60,000	0.00%
Workers Comp Insurance-Res/Unres		0	0	0	0	60,000	60,000	0.00%

Object Analysis (Detail)
Expense by Object - Summary
Grand Totals

Print Date: Wednesday, June 17, 2015
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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
	0	0	0	0	60,000	60,000	0.00%

Exhibit H

OPEB

(Other Post Employment Benefits)

Object Analysis (Detail)
Revenue by Object - Summary

Print Date: Wednesday, June 17, 2015
 Print Time: 2:27 PM

OPEB/Other Post Employment Benefits-Res/Unres

Object		Actual	Actual	Budget	Actual*	Budget	Variance**	(%)
		12-13	13-14	14-15	14-15	15-16		
<i>8800 Local Revenues</i>								
8813	OPEB for Restricted Programs	0	0	0	0	100,770	100,770	0.00%
	<i>8800 Total ></i>	0	0	0	0	100,770	100,770	0.00%
	<i>8xxx Total ></i>	0	0	0	0	100,770	100,770	0.00%
OPEB/Other Post Employment Benefits-Res/Unres		0	0	0	0	100,770	100,770	0.00%

Object Analysis (Detail)
Revenue by Object - Summary

Print Date: Wednesday, June 17, 2015

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Grand Totals

Object	Actual	Actual	Budget	Actual*	Budget	Variance**	(%)
	12-13	13-14	14-15	14-15	15-16		
	0	0	0	0	100,770	100,770	0.00%

Exhibit I

Capital Projects

Object Analysis (Detail)
Revenue by Object - Summary

Print Date: Wednesday, June 17, 2015
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Capital Projects Fund (CC) (Fund 14)-Res/Unres

Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
8100 Federal Revenues							
8600 State Revenues							
8618 Instructional Equipment & Library Material	0	0	879,347	0	0	-879,347	-100.00%
8629 Enrollment Fee Admin Allowance	11,240	0	0	0	0	0	0.00%
8660 Scheduled Maintenance	0	0	109,713	0	0	-109,713	-100.00%
8669 Contingency - Inst Equipment	0	0	0	0	841,632	841,632	0.00%
8600 Total >	11,240	0	989,060	0	841,632	-147,428	-14.91%
8800 Local Revenues							
8835 Application Processing Fee	8,230	870	1,000	0	1,000	0	0.00%
8852 Rents (Facilites)	18,364	142,594	88,837	208,173	0	-88,837	-100.00%
8857 Interest on Fund Balance	1,707	0	0	0	0	0	0.00%
8862 Library (Equipment Revenue)	31,375	46,625	40,000	51,798	0	-40,000	-100.00%
8897 Fund 05 Subsidy from Fund 01	0	4,011	0	0	0	0	0.00%
8898 Local Grants	58,521	26,093	26,666	29,071	8,058	-18,608	-69.78%
8800 Total >	118,196	220,192	156,503	289,042	9,058	-147,445	-94.21%
8860 Local Interest							
8857 Interest on Fund Balance	0	4,291	0	0	0	0	0.00%
8860 Total >	0	4,291	0	0	0	0	0.00%
8900 Other							
8970 Transfer-In from Capital Outlay	250,000	0	0	0	0	0	0.00%
8900 Total >	250,000	0	0	0	0	0	0.00%
8xxx Total >	379,436	224,483	1,145,563	289,042	850,690	-294,873	-25.74%
Capital Projects Fund (CC) (Fund 14)-Res/Unres	379,436	224,483	1,145,563	289,042	850,690	-294,873	-25.74%

Object Analysis (Detail)
Revenue by Object - Summary
Grand Totals

Print Date: Wednesday, June 17, 2015
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Object	Actual	Actual	Budget	Actual*	Budget	Variance**	(%)
	12-13	13-14	14-15	14-15	15-16		
	379,436	224,483	1,145,563	289,042	850,690	-294,873	-25.74%

Object Analysis (Detail)
Expense by Object - Summary

Print Date: Wednesday, June 17, 2015
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Capital Projects Fund (CC) (Fund 14)-Res/Unres

Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
<i>1100 Instructional Salaries, Regular Salary</i>							
<i>2300 Non-Instructional, Other than Regular Full-Time</i>							
<i>3320 OASDI (FICA) Non-Instructional</i>							
2303 Hourly Overtime	7	0	0	0	0	0	0.00%
<i>3320 Total ></i>	7	0	0	0	0	0	0.00%
<i>3340 Medicare Non-Instructional</i>							
2303 Hourly Overtime	2	0	0	0	0	0	0.00%
<i>3340 Total ></i>	2	0	0	0	0	0	0.00%
<i>3520 SUI Non-Instructional</i>							
2303 Hourly Overtime	1	0	0	0	0	0	0.00%
<i>3520 Total ></i>	1	0	0	0	0	0	0.00%
<i>3620 WC Non-Instructional</i>							
2303 Hourly Overtime	3	0	0	0	0	0	0.00%
<i>3620 Total ></i>	3	0	0	0	0	0	0.00%
<i>3xxx Total ></i>	12	0	0	0	0	0	0.00%
<i>4300 Instructional Supplies</i>							
4312 Instructional Program Materials	11,240	0	0	0	0	0	0.00%
<i>4300 Total ></i>	11,240	0	0	0	0	0	0.00%
<i>4500 Non-Instructional Supplies</i>							
4525 Office Supplies	12,750	8,229	15,300	3,801	0	-15,300	-100.00%
<i>4500 Total ></i>	12,750	8,229	15,300	3,801	0	-15,300	#####
<i>4xxx Total ></i>	23,990	8,229	15,300	3,801	0	-15,300	#####
<i>5100 Contracts</i>							
5131 Engineering & Design Services	0	41,000	35,523	0	0	-35,523	-100.00%
5145 Temp. Contract Service	0	16,740	0	0	0	0	0.00%
5169 IPP/FPP (0405)	0	0	27,680	0	27,680	0	0.00%
5180 Contract Services	28,995	12,920	0	0	0	0	0.00%
<i>5100 Total ></i>	28,995	70,660	63,203	0	27,680	-35,523	-56.20%
<i>5400 Insurance</i>							
<i>5600 Rents, Leases and Repairs</i>							
5601 Minor Capital Improvement/Renewal	979	0	0	0	0	0	0.00%
5620 Maintenance Agreement	19,705	17,417	10,700	0	0	-10,700	-100.00%
5621 Computer Hardware Maintenance	0	27,170	0	0	0	0	0.00%

14-15 Actuals are as of May 31, 2015

**Variance: Column 5 - Column 3.

**Object Analysis (Detail)
Expense by Object - Summary**

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Capital Projects Fund (CC) (Fund 14)-Res/Unres

Object		Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
5630	Equipment Repair	16,086	0	0	0	0	0	0.00%
5634	Building Repairs	0	30,930	109,713	61,300	0	-109,713	-100.00%
5637	Copier Equipment Lease	7,051	6,476	9,000	5,935	0	-9,000	-100.00%
5600 Total >		43,821	81,993	129,413	67,235	0	-129,413	#####
5700 Legal, Election and Audit Expenses								
5710	Legal (Advertising & Fees)	0	0	6,327	0	0	-6,327	-100.00%
5700 Total >		0	0	6,327	0	0	-6,327	#####
5800 Other Services & Expense								
5864	Technology/Infrastructure Contingency	0	0	110,584	29,970	0	-110,584	-100.00%
5800 Total >		0	0	110,584	29,970	0	-110,584	#####
5xxx Total >		72,816	152,653	309,527	97,205	27,680	-281,847	-91.06%
6100 Sites and Site Improvements								
6101	Parking Lot Maintenance	0	46,870	0	0	0	0	0.00%
6105	Building Renovation/Repair	0	0	57,691	0	0	-57,691	-100.00%
6100 Total >		0	46,870	57,691	0	0	-57,691	#####
6200 Building Improvements								
6400 Capital Equipment - New								
6404	Equipment Purchase - New	6,049	14,855	901,417	0	841,632	-59,785	-6.63%
6405	Instructional Equipment - New	57,570	7,874	99,503	0	8,058	-91,445	-91.90%
6408	Network Hardware	40,597	0	0	0	0	0	0.00%
6419	Network Hardware - NI Replacement	40,955	62,616	0	0	0	0	0.00%
6443	Technology Refreshment (08-09)	13,083	0	0	0	0	0	0.00%
6400 Total >		158,254	85,344	1,000,920	0	849,690	-151,230	-15.11%
6xxx Total >		158,254	132,214	1,058,611	0	849,690	-208,921	-19.74%
7200 Intra-Fund Transfers								
7300 Interfund Transfers - Out								
7310	Debt Service Fund Transfer-Out	0	1,054,861	0	0	0	0	0.00%
7321	Transfer Out to Unrestricted GF	504,000	795,302	400,000	400,000	0	-400,000	-100.00%
7322	Transfer out to Unrestricted GF	132,651	0	0	0	0	0	0.00%
7300 Total >		636,651	1,850,163	400,000	400,000	0	-400,000	#####
7xxx Total >		636,651	1,850,163	400,000	400,000	0	-400,000	#####
Capital Projects Fund (CC) (Fund 14)-Res/Unres		891,723	2,143,259	1,783,438	501,006	877,370	-906,068	-50.80%

Object Analysis (Detail)
Expense by Object - Summary
Grand Totals

Print Date: Wednesday, June 17, 2015
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Object	Actual	Actual	Budget	Actual*	Budget	Variance**	(%)
	12-13	13-14	14-15	14-15	15-16		
	891,723	2,143,259	1,783,438	501,006	877,370	-906,068	-50.80%

Exhibit I

Capital Projects

Object Analysis (Detail)
Revenue by Object - Summary

Print Date: Wednesday, June 17, 2015
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Building Fund (Fund 48)-Res/Unres

Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
8600 State Revenues							
8800 Local Revenues							
8822 Other Income	0	333	0	0	0	0	0.00%
8800 Total >	0	333	0	0	0	0	0.00%
8860 Local Interest							
8857 Interest on Fund Balance	-42,099	56,627	25,000	0	20,000	-5,000	-20.00%
8860 Total >	-42,099	56,627	25,000	0	20,000	-5,000	-20.00%
8xxx Total >	-42,099	56,960	25,000	0	20,000	-5,000	-20.00%
Building Fund (Fund 48)-Res/Unres	-42,099	56,960	25,000	0	20,000	-5,000	-20.00%

Object Analysis (Detail)
Revenue by Object - Summary
Grand Totals

Print Date: Wednesday, June 17, 2015
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Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
	-42,099	56,960	25,000	0	20,000	-5,000	-20.00%

**Variance: Column 5 - Column 3.

Object Analysis (Detail)
Expense by Object - Summary

Print Date: Wednesday, June 17, 2015
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Building Fund (Fund 48)-Res/Unres

Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
2300 Non-Instructional, Other than Regular Full-Time							
2304 Hourly Professional Experts	24	0	0	0	0	0	0.00%
2300 Total >	24	0	0	0	0	0	0.00%
2xxx Total >	24	0	0	0	0	0	0.00%
3340 Medicare Non-Instructional							
2304 Hourly Professional Experts	0	0	0	0	0	0	0.00%
3340 Total >	0	0	0	0	0	0	0.00%
3520 SUI Non-Instructional							
2304 Hourly Professional Experts	-1	0	0	0	0	0	0.00%
3520 Total >	-1	0	0	0	0	0	0.00%
3620 WC Non-Instructional							
2304 Hourly Professional Experts	1	0	0	0	0	0	0.00%
3620 Total >	1	0	0	0	0	0	0.00%
3xxx Total >	0	0	0	0	0	0	0.00%
5100 Contracts							
5173 Bond Program Mgmt	281,540	134,260	0	66,702	0	0	0.00%
5180 Contract Services	2,620,933	3,040,819	19,964	426,671	0	-19,964	-100.00%
5100 Total >	2,902,473	3,175,080	19,964	493,373	0	-19,964	#####
5500 Utilities and Housekeeping Services							
5501 Electricity	2,172	0	0	0	0	0	0.00%
5500 Total >	2,172	0	0	0	0	0	0.00%
5800 Other Services & Expense							
5804 Miscellaneous Expense	518	0	0	0	0	0	0.00%
5800 Total >	518	0	0	0	0	0	0.00%
5xxx Total >	2,905,163	3,175,080	19,964	493,373	0	-19,964	#####
6100 Sites and Site Improvements							
6105 Building Renovation/Repair	5,416,896	131,380	115,526	0	0	-115,526	-100.00%
6100 Total >	5,416,896	131,380	115,526	0	0	-115,526	#####
6200 Building Improvements							
6205 Heating/Ventilation/Air Cond.	129,897	1,929,832	0	0	0	0	0.00%
6237 Preliminary Plans	385,035	1,493,561	0	0	0	0	0.00%
6268 Architect Fees	55,894	2,066,586	479,225	6,428	0	-479,225	-100.00%

Object Analysis (Detail)
Expense by Object - Summary

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Building Fund (Fund 48)-Res/Unres

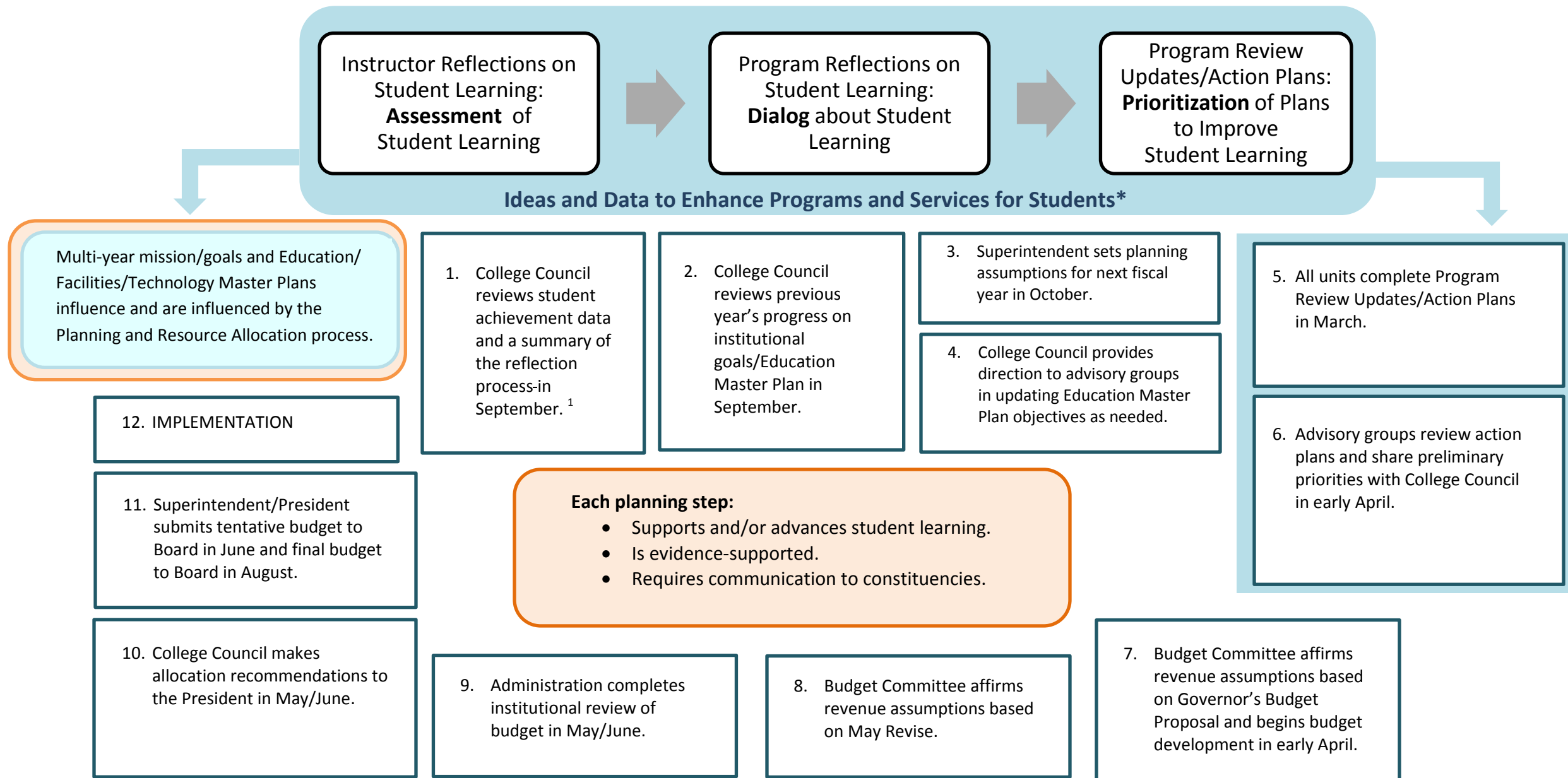
Object		Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
6269	New Construction	5,105,345	1,676,627	598,745	53,521	0	-598,745	-100.00%
6273	Reconstruction	22,500	0	0	0	0	0	0.00%
<i>6200 Total ></i>		5,698,670	7,166,606	1,077,970	59,949	0	-1,077,970	#####
<i>6400 Capital Equipment - New</i>								
6404	Equipment Purchase - New	1,108,027	479,965	1,018,937	463,851	0	-1,018,937	-100.00%
<i>6400 Total ></i>		1,108,027	479,965	1,018,937	463,851	0	-1,018,937	#####
<i>6xxx Total ></i>		12,223,593	7,777,952	2,212,433	523,800	0	-2,212,433	#####
Building Fund (Fund 48)-Res/Unres		15,128,780	10,953,031	2,232,397	1,017,173	0	-2,232,397	#####

Object Analysis (Detail)
Expense by Object - Summary
Grand Totals

Print Date: Wednesday, June 17, 2015
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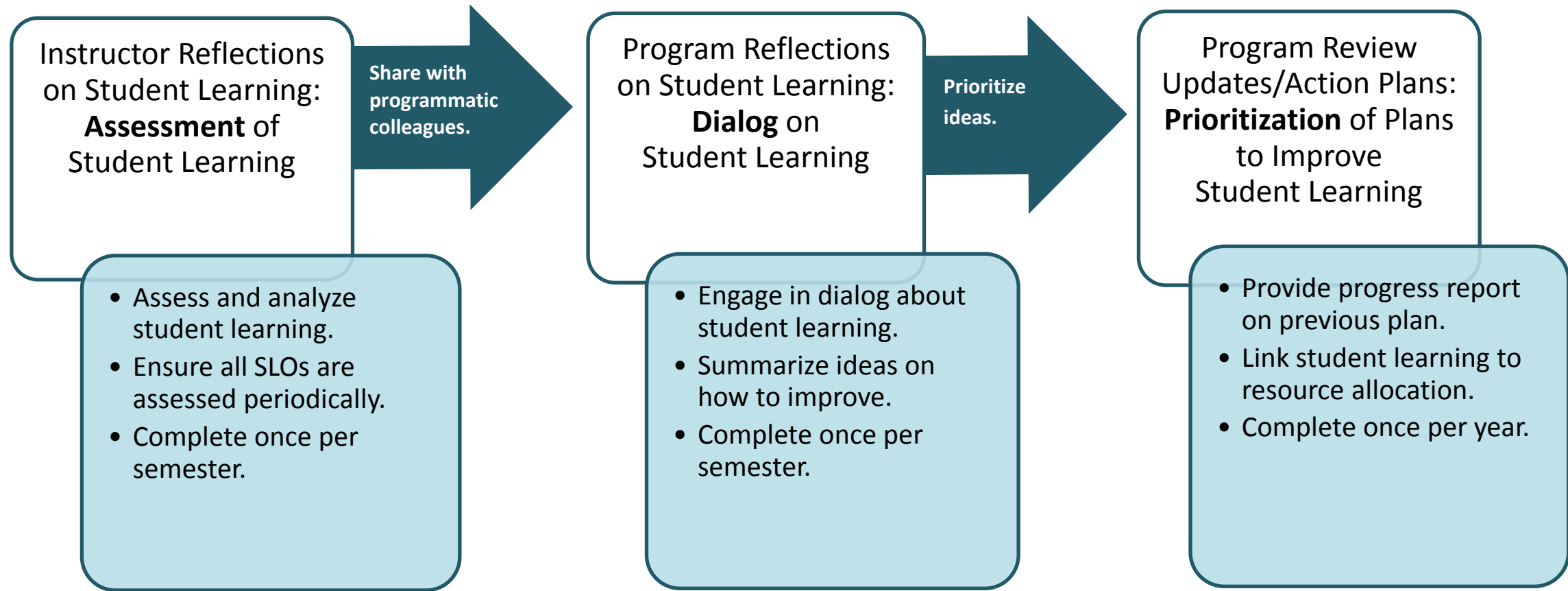
Object	Actual 12-13	Actual 13-14	Budget 14-15	Actual* 14-15	Budget 15-16	Variance**	(%)
	15,128,780	10,953,031	2,232,397	1,017,173	0	-2,232,397	#####

Monterey Peninsula College Planning and Resource Allocation Process



*Please see attached page for further details.

Student Learning: Foundational to Planning and Resource Allocation



MPC President's Planning Assumptions – 2015/2016

In an effort to facilitate planning of the 2015/2016 schedules of classes and services, the following planning assumptions are provided. These assumptions are based on the anticipated 2015/2016 budget and its impact on district operations. It is noted that these planning assumptions are preliminary in that they are made prior to the release of the Governor's budget in January.

1. Planning must support the preparation and submission of MPC's Institutional Self-Study to the ACCJC and the ACCJC site visit in March 2016.
2. Though the passing of Prop 30 has resulted in the cessation of state-mandated budget reductions (so-called workload reductions), clearly the State of California is not using the existing Prop 30 revenue to restore base funding for community college districts. Most "new" funding has been made available for growth and selected categorically-funded initiatives like the Student Success and Support Plan (3SP). MPC has not been able to take advantage of the growth funding that is available. In fact, MPC has lost significant funding due to declining enrollments. Therefore, MPC must assume no new funding from the state and, at best, the same revenue projection from 2014-15. At worse, MPC will experience continued decline in enrollment.
3. Planning must be done to maximize our potential for gaining enrollment.
 - b. CSUMB: Partnerships with CSUMB that enable MPC to enroll students in 2+2 programs, initiate a concurrent enrollment model, and fill service gaps that exist at CSUMB (e.g., pre-college English and, potentially, foreign language).
 - c. Area High Schools: We must plan to maximize concurrent enrollment of qualified high school students in our service district. We must plan to capture a greater percentage of college-bound high school graduates from area high schools.
 - d. Program Expansion/Development: We must plan to expand or develop economically feasible CTE programs.
 - e. Basic Skills Instruction: One area of focus are those English as a Second Language courses/pathways that qualified for enhanced non-credit apportionment funding. We must also plan to integrate practices that are proven to be effective in assessment and course delivery to help students maximize their opportunities. Such practices will provide opportunities for our under-served and create a pipeline of success for students.
4. Class scheduling will be anchored by the MPC annual schedule. This document will serve as an invaluable tool for students, advisors/counselors, and other faculty so that useful planning is possible. Effective scheduling of the district courses is the key to financial solvency. The schedule needs to be scrutinized for efficiency and to maximize potential enrollments while reducing costs. The Marina Education Center is a key strength to increase enrollment. The Marina Education Center schedule must be maximized to facilitate students' educational plans to the maximum extent possible. In general, MPC will examine specific offerings to increase average class size as a means of promoting access and

enrollment, including the possibility of redirecting program resources to areas of greatest need. Enrollment demand will be met through redistribution of existing resources and enhanced efficiency.

5. Repeatability policies have created a gap in community needs and the availability of courses at MPC. The MPC Community Education program must increase its class offerings to meet this need and mitigate services lost due to policy changes.
6. A major goal of the 2015/2016 budget development process is to end deficit spending.
7. Successful negotiations with both labor units are required to facilitate institutional stability and end deficit spending in a manner that best serves the students, community, and employees.
8. The budget development process for 2015/2016 must reflect the anticipated budget parameters of the California community college system, including legislative guidelines, and fiscal conditions resulting from collective bargaining agreements.
9. The budget development process for 2015/2016 must reflect the anticipated budgetary impact of the Affordable Care Act (ACA). The college must plan to eliminate and, in rare cases, significantly reduce the additional cost anticipated by implementation of the ACA.
10. All staffing requests of all types of employees will continue to be examined to ensure the greatest efficiency.

MONTEREY PENINSULA COLLEGE

2014-2020 Institutional Goals and Supporting Objectives

Mission Statement

Monterey Peninsula College is an open-access institution that fosters student learning and achievement within its diverse community. MPC provides high quality instructional programs, services, and infrastructure to support the goals of students pursuing transfer, career training, basic skills, and lifelong learning opportunities.

Values Statement

To attain the mission of the college and enhance the intellectual, cultural, and economic vitality of our diverse community, MPC strives to:

- Cultivate collaboration to promote student success
- Recruit and retain highly qualified faculty and staff
- Provide students and staff with clean, accessible, attractive, and safe facilities
- Provide equipment and training sufficient to support student learning and achievement

Goal 1: Help students achieve their educational goals.

Objective 1.1: Create, delete and/or revise programs and curriculum to help students transfer or build job-related skills. [Meet SB 1440 and 440 requirements]

Objective 1.2: Develop and implement Student Success and Equity plans. [Student Success Initiative]

Objective 1.3: Continue to develop continuing education program encompassing community education, contract education, and workforce development. See *Strategic Initiative on Continuing Education*. [Community needs]

Objective 1.4: Provide essential support services for the Marina Education Center and the Seaside Public Safety Center. [Meet Accreditation standards]

Objective 1.5: Implement the online learning strategic plan that includes institutional support, protocols, and assessment. [Meet Accreditation standards.]

Objective 1.6: Maximize systematic participation in the Instructor and Program Reflections process for continuous quality improvement. [Meet Accreditation standards]

Objective 1.7: Review and revise scheduling processes to meet student needs and increase class size average. [Fiscal Stability]

Objective 1.8: Meet the college's Institution-Set Standards. [Meet Accreditation standards]

Goal 2: Establish and maintain fiscal stability.

Objective 2.1: Improve institutional efficiencies.

Objective 2.2: Create and implement a significant marketing plan.

Objective 2.3: Strategically improve and enhance enrollment and retention rates.

Objective 2.4: Develop and implement a plan to increase the number of international students.

Objective 2.5: Create opportunities to partner with public and private organizations.

Objective 2.6: Obtain extramural funding.

Goal 3: Review, revise, and communicate policies and procedures to support the college mission.

Objective 3.1: Review and revise Board policies and administrative procedures as needed.
[Accreditation]

Objective 3.2: Develop and distribute handbooks to clarify committee functions and shared governance processes.

Goal 4: Establish and maintain effective infrastructure to promote student learning and achievement.

Objective 4.1: Strengthen connectivity, security, and sustainability of technology infrastructure.
[Accreditation]

Objective 4.2: Implement an information management system. [Accreditation]

Objective 4.3: Develop funding and sustainability model for technology. [Accreditation]

Objective 4.4: Review and revise facilities plan. [Accreditation and Fiscal Stability]

Objective 4.5: Create and implement a human resources plan. [Accreditation, Fiscal Stability and Equity]

Objective 4.6: Update and implement the emergency response plan.

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015

New Business Agenda Item No. F

Fiscal Services
College Area

Proposal:

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

Background:

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

Budgetary Implications:

None.


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

Prepared By:



Rosemary Barrios, Controller

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

BOND EXPENDITURE REPORT 5/31/15

Total Budget With Other Funds	Projects	A Total Bond Budget	B Total Bond Prior Year Expenses	C 2014-2015	A-B-C	(B+C)/A	
				Year to Date Bond Payments	Bond Budget Balance	% Bond Cost	% Construction Schedule
	In Process						
\$4,724,000	Arts Complex	\$4,724,000	\$3,159,348	\$406,447	\$1,158,205	75%	100%
\$5,952,000	College Center Renovation	\$5,952,000	\$5,773,342	\$426,671	(\$248,013)	104%	100%
\$5,685,000	Furniture & Equipment	\$5,685,000	\$5,205,552	\$463,851	\$15,597	100%	99%
\$6,614,000	Humanities, Bus-Hum, Student Services	\$3,296,000	\$3,223,689	\$18,777	\$53,534	98%	100%
\$6,466,000	Infrastructure - Phase III	\$6,466,000	\$6,453,313	\$7,763	\$4,924	100%	100%
\$10,750,000	Life Science/Physical Science	\$10,750,000	\$10,568,582	\$6,389	\$175,029	98%	100%
\$3,830,000	PE Phase II - Gym/Locker Room Renov.	\$3,830,000	\$3,810,036	\$0	\$19,964	99%	100%
\$2,640,519	Pool/Tennis Courts Renovation	\$2,640,519	\$2,443,596	\$33,910	\$163,013	94%	100%
\$5,800,000	Swing Space / Interim Housing	\$5,800,000	\$5,722,573	\$39,369	\$38,058	99%	99%
\$10,400,000	Theater	\$10,400,000	\$10,284,474	\$0	\$115,526	99%	100%
\$0	Miscellaneous	\$0	\$140,992	\$42,642	(\$183,634)	0%	0%
\$0	General Contingency	\$0	\$0	\$0	\$0	0%	0%
\$62,861,519	Total in Process	\$59,543,519	\$56,785,497	\$1,445,819	\$1,312,203		
	Future						
\$2,400,000	Music	\$1,200,000	\$46,270	\$0	\$1,153,730	4%	0%
\$12,000,000	PSTC Parker Flats	\$6,000,000	\$70,500	\$0	\$5,929,500	1%	0%
\$14,400,000	Total Future	\$7,200,000	\$116,770	\$0	\$7,083,230		
	Completed						
\$1,057,576	Early Start/Completed-HVAC Repairs	\$618,539	\$618,539	\$0	\$0	100%	100%
\$2,965,574	Early Start/Completed-New Plant Serv Bldg	\$487,574	\$487,574	\$0	\$0	100%	100%
\$599,414	Early Start/Completed-Telephone System	\$599,414	\$599,414	\$0	(\$0)	100%	100%
\$67,671	Family Consumer Science	\$67,671	\$67,671	\$0	\$0	100%	100%
\$1,517,774	Gym - floor/seismic/bleachers	\$877,847	\$877,847	\$0	\$0	100%	100%
\$2,481,607	Infrastructure - Phase II	\$2,481,607	\$2,481,607	\$0	\$0	100%	100%
\$20,886,001	Infrastructure - Phase I	\$20,886,001	\$20,886,001	\$0	\$0	100%	100%
\$2,117,203	Lecture Forum Renovation	\$2,117,203	\$2,117,203	\$0	\$0	100%	100%
\$7,427,191	New Admin / Old Library Renovation	\$4,712,191	\$4,712,191	\$0	(\$0)	100%	100%
\$5,413,198	New Child Development Center Bldg	\$1,029,198	\$1,029,198	\$0	\$0	100%	100%
\$21,420,211	Other Early start / completed	\$1,950,012	\$1,950,012	\$0	\$0	100%	100%
\$17,336,569	PE Field Track, Fitness Building	\$17,236,569	\$17,236,569	\$0	\$0	100%	100%
\$863,697	Social Science Renovation (inc. Seismic)	\$863,697	\$863,697	\$0	\$0	100%	100%
\$7,478,201	Public Safety Training Center Renov.	\$7,478,201	\$7,478,201	\$0	\$0	100%	100%
\$1,000,000	Auto Technology Building	\$958,602	\$958,602	\$0	(\$0)	100%	100%
\$2,300,000	Business Computer Science	\$2,215,418	\$2,215,418	\$0	\$0	100%	100%
\$8,300,000	New Ed Center Building at Marina	\$8,300,000	\$8,234,700	\$0	\$0	99%	100%
\$9,700,000	New Student Services Building	\$9,700,000	\$9,681,388	\$0	\$0	100%	100%
\$112,931,887	Total Completed	\$82,579,744	\$82,495,833	\$0	(\$1)		
\$190,193,406	Total All Projects	\$149,323,263	\$139,398,100	\$1,445,819	\$8,395,432		
	General Institutional-Bond Management		\$5,372,278	\$66,702			
			\$144,770,378	\$1,512,521			
	Total Bond Funds Spent to Date		\$146,282,899				

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015

New Business Agenda Item No. G

Administrative Services
College Area

Proposal:

That the Governing Board, ratify the contracts with Corporate Chef for the food service concession operations and with Canteen for vending service operations with Monterey Peninsula College.

Background:

The contract to provide campus food services expired June 8, 2015. A Professional Services Proposal Request was publicized to local and national providers of vending and dining services from mid-March to mid-April as conducted through Professional Auxiliary Consulting (see Attachment A-Vendor List). The two food service providers that responded were Corporate Chef and Kuki's. The three vending service providers that responded were Canteen, Vendwize and The Best. Interviews were conducted by a committee headed by Dr. Walter Tribley, with participating staff members Rosemary Barrios (Controller), Mary Weber (Purchasing Coordinator) and consultants Jared Ceja and Nora Sande of Professional Auxiliary Consulting. The committee selected Corporate Chef as the most qualified food service provider and a contract was negotiated with Lloyd Russell of Corporate Chef (Attachment B) for food concession operations. The committee selected Canteen for vending services and a contract was negotiated with Alexander Gonzalez of Canteen (Attachment C) for vending services.

The food concession contract with Corporate Chef provides the vendor with the right to all food service operations on campus for the period of June 7th, 2015 through June 6, 2020. Either party may terminate the contract for failure to perform upon 60 days written notification to the other party. The contract is non-transferable and requires the vendor to pay the College an annual commission of \$15,000 plus 5% of net monthly sales. The vending services contract with Canteen is for the period of June 15, 2015 through June 14th, 2020, is also non-transferable, can be terminated for failure to perform upon 60 days written notification and requires vendor to pay a commission of \$4,000 or 20% of net sales, whichever is greater.

Budgetary Implications: Revenues are budgeted for accordingly.

RESOLUTION: BE IT RESOLVED, That the Governing Board ratify the contracts with Corporate Chef for the food service concession operations and with Canteen for vending service operations with Monterey Peninsula College.

Recommended By:


Rosemary Barrios, Controller

Prepared By:


Suzanne Ammons, Administrative Assistant

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

Professional Services Proposal Request

(Per e-mail from Jared Ceja, *Professional Auxiliary Consulting contact list).

Dining:

Aqua Terra

Aramark

Chartwell/Compass

Corporate Chef

CulinArt

Epicurean Group

Kuki's

Parkhurst

Professional Hospitality Inc.

Sodexo

Taher Inc.

Tricycle Pizza

Vending:

Best Vending

Canteen/Compass

D&L Vending (now owned by Canteen)

ERS Vending

My Healthy Thing

Professional vending Service Co.

Quality Vending Co.

Santa Cruz Vending

Upop Vending

Valley Vending

Vendwize

*Professional Auxiliary Consultants contacted the above vendors which service the Northern California Region and specifically those who could service the Monterey Peninsula.

June 22, 2015

Suzanne Ammons

Professional Services Agreement for Exclusive Campus Food Services

This agreement is made on the 7th day of June, 2015, in Monterey, California for the purposes of formalizing a continued food service relationship between Corporate Chef ("Vendor") and Monterey Peninsula College ("MPC").

1. Term of Agreement: This agreement shall commence on the 7th day of June, 2015 and continue, unless terminated, until June 6th, 2020.
2. Financial Terms:
 - Vendor will continue to pay MPC \$3,750 per quarter for a total of \$15,000 annually;
 - Vendor will pay MPC an additional 5% of net monthly sales;
 - Vendor will make a \$500 annual charitable contribution to the MPC Foundation.
3. Additional Terms:
 - Sandy Im will continue as the on-site operator on the Monterey Campus;
 - Vendor agrees to employ MPC students;
 - Vendor will comply with the full terms of the campus beverage contract (currently held by Coca-Cola);
 - Vendor will increase purchases of local products from approximately 35% to 50% in the first year of the agreement with a targeted increase of 5-10% each year thereafter;
 - Vendor will use only green-certified disposables;
 - Both parties agree to all other specifications and requirements as outlined in the March 21st, 2015 Professional Services Request for Proposal (RFP #FS2015);

- Vendor agrees to all additional terms and pricing as proposed in response to RFP #FS2015 on April 29, 2015.

4. Entire Agreement:

- This agreement, in conjunction with RFP #FS2015 and Vendors response to RFP #FS2015, contain the entire agreement between the parties with respect to the subject matter hereof. This agreement may not be assigned without prior written consent of all parties. All amendments to or waivers of this agreement must be in writing signed by all parties.
- IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date first above written.

MPC
Vendor:

By: Walter A. Tribley
Printed Name: Walter A. Tribley
Title: Superintendent/President
Date: 6/10/15

Vendor
MPC:

By: Lloyd Russell
Printed Name: Lloyd Russell
Title: CEO
Date: 6/9/15



PROPOSAL FOR

MONTEREY PENINSULA COLLEGE

From The Corporate Chef

April 29.2015

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PROPOSAL FOR

MONTEREY PENINSULA COLLEGE

THE CORPORATE CHEF

April 28, 2015

We have been operating the food services for MPC for over 10 years. And we very much want to continue. The following proposal is designed to take what we've done since February of 2005 and improve on it. Here are the details:

INTRODUCTION

FINANCIALS

We have been paying \$3750 per quarter, for a total of \$15,000/year since we began operating at MPC. We propose to continue that. In addition, our operator pays Corporate Chef (TCC) 10% of sales. We are adding 50% of that 10% to what is already being paid. This 5% of sales will be paid monthly

CHEF-OWNER/OPERATOR

Our current operator, Sandy Im, has been taking care of food service for most of those 10+ years. She is happy to continue, if Corporate Chef wins the bid, or defer to another operator. For the purposes of this bid, we are proposing a change, with the incoming operator being a chef-owner. What this means is that our operator will actually have chef experience. We have found that along with business ownership, the chef-owner brings creative menus and great food. You will see examples of these menus later in the proposal. And we also give MPC the option to interview our choice of chef-owner to make sure that the school is comfortable with our selection. By the way, we have a number of excellent candidates.

The final word on the operator is that we want to provide MPC with someone that the school really wants. If MPC decides that it prefers to have Sandy stay on, then Corporate Chef will accommodate that request. As I mentioned above, Sandy is fine either way.

SECTION 4.0 SUBMISSION REQUIREMENTS

4.1 FOOD SERVICES

.Proposed menus are included in the Attachments section

.Prices are included in the Attachments section

.Proposed service hours are as follows:

Cafe - 4 kitchen staff FTEs 6:00-3:00 - \$12/hour for lead chef, \$10 for other 3
1 cashier FTE 8:00-4:30 - \$11
1 cashier/prep FTE 6:00-2:00 - \$10.5
2 cashiers (students) PTE - 1-3 hours/week; 1-7hours/week - both \$10
1 at cafe window - 2:30-5:00 operator
Snack Shack - 1 FTE 7:00-2:00 - \$11
Library - 1 FTE 7:30-3:00 - \$11

- 1 PTE 8:30-5:30 (4 days/week) - \$10.5
- 1 PTE 5:30-8:00 (4 days/week - operator

.Proposed Marketing Plan - see section 4.5

.Customer Satisfaction Loyalty Program Survey. We have 2 customers: The student/staff/visitors to the campus and the college. We have surveys for both of our customers. They are included in the Attachments section.

.Menu Selections. We agree with your stated goals and will adhere to the dietary allowances as set out by the Food and Nutrition Board of the National Research Council.

.Weekly Menus. We agree with your plan for the posting of our menus.

.Hours of Operation. We agree that prices cannot be changed without the written permission of MPC.

4.2 CATERING PLAN

.We have 2 levels of catering. One is the standard day-to-day catering. And the other is the upscale catering. Both of these menus are included in the Attachments section.

4.3 COMMUNICATIONS PLAN

.Visitation Schedule. Because our business model includes an on-site owner, less visits and oversight are required than with an employee-operated food service. However, TCC staff will still be visiting regularly. A Director of Operations will visit at least monthly. That person's responsibility will be to observe at all 3 locations; provide feedback; fill out a cleanliness checklist; submit new vendors and concepts to the operator; and to meet with students and staff to gauge how the food service is functioning. These visits will probably be 3-4 hours. The CEO will be on-site on a quarterly basis. His function will be to check in with both the operator and MPC management.

~ .Ongoing Written Communication. Our corporate office will submit a monthly written sales report with the commission check along with a quarterly management survey. The Director of Operations will submit a copy of the monthly cleanliness checklist as well as a customer survey form quarterly.

.Operational and Financial Results. This has been addressed in the first 2 bullet points for the Communications Plan.

4.4 STAFFING AND PERSONNEL

.That was given in 4.1 under the proposed service hours.

.I am including a training manual in the Attachments section.

.The training manual includes policies and procedures.

. We already employ students (see 4.1, proposed service hours) and will continue to do so.

.We don't have a General Manager or Site Supervisor because our operator handles the responsibility for on-site supervision. That is one of the things that makes our program unique. Our Director of Operations will be determined in the next 2 months. Our CEO, who is ultimately responsible for the MPC operation, has been with Corporate Chef 40 years, come this August.

.Management Organizational Chart for Campus. This is not necessary because the operator is the only manager on the site.

.Regional and Corporate Staff Support. This has already been addressed.

.Administrative/Management Overhead Charges. This is not a separate line item. The 10% (5% if we win the bid) includes all Corporate Chef management fees.

.Adequate On-Campus Staff. We agree, and it's already being done.

.Training and Development Programs. This is already being done by the operator and will continue with the new chef-owner (or the existing operator).

- .Federal, State, and Local Laws/Regulations - We agree with this section and are already implementing the terms and conditions as required by MPC.
- .Interviews of Proposed Candidates. We agree to let MPC interview our chef-owner choice. Although MPC does not have a veto power over our choice, we will strongly consider MPC's feedback before selecting our new chef-owner. We will not change an operator without a written agreement between Corporate Chef and MPC.
- .Rules and Regulations. We agree that our operator and his/her employees must all abide by MPC's rules and regulations.

4.5 MARKETING PLAN

- .Venue Signage. We will work with the campus to determine where signs can be posted. We will then post professional signs in those locations.
- .Marketing Retail and Catering Services. We will start by setting up meetings with representatives from each department, along with student and administration representatives. We will get input and create cafe and catering menus based on the input we have received.
- .Website. We will establish a website geared specifically for posting our menus, special events, and other news. We will also create a social media presence - with Twitter and Facebook pages.
- .Marketing Data. We have already discussed our surveys. We will add that information to that which we collect from our in-person meetings. The combination will give us start-up and ongoing data that will drive our marketing efforts.
- .Advertising and Promotions. From the information we gather from our surveys and meetings, we will develop advertising and promotions programs that we sync up with MPC's advertising and promotions. These will include such ideas as monthly drawings for food and prizes and surprise specials. For the beginning of the school year, we will have a presence at Freshman orientation gatherings, with info and samples. We will also have a Grand Opening event for the entire campus in which we provide samples of the new food items we will carry.
- .Costs. We agree to be responsible for the costs of advertising and promotions. We also agree that any advertising we do on the campus will first have to be approved by MPC.
- .Campus Media. See Costs.
- .Examples:

Name That Sandwich - Employees submit a recipe and a name of a sandwich that they feel would be a good addition to the menu. Entries can be submitted on a form in the cafe for approximately a week. Then a committee comprised of two Cafe' staff members and two MPC representatives will pick the winner. The "Name that Sandwich" contest winner will receive a free lunch, everyday, for one week, and have his or her sandwich featured for a month on the Cafe' menu.

Guest Chef - This is a great program that all students and staff will appreciate. We will be able to parade a number of chefs through the cafe. They will conduct cooking demonstrations and also help to give the chef-owner continuing education.

Celebrity Chef - This is a fun program to promote the café. We ask a high profile employee to help cook and serve specials of the day. For example, at one high tech company, the Facilities Manager flipped pancakes one morning to serve employees. Perhaps the MPC President, or one of the Vice-Presidents, would enjoy serving ice cream one afternoon.

Café Art - The Corporate Chef facilitates a program, Café Art, for students and staff to display their photography or art work in the cafe. A photographer or artist interested in participating in Café Art would contact a designated member of MPC or of the Corporate Chef. A committee would review work appropriate in subject and size for the cafe. After approval by the review

committee, the work will be displayed for four to six weeks. Students or staff that are chosen will receive a week of free lunches, compliments of The Corporate Chef.

Holidays - Holidays will be an opportunity for us to have special promotions. The Corporate Chef focuses menus and promotions for Valentines Day, Earth Day, Halloween and St Patrick's Day, among many others.

4.6 IIPP-SAFETY, SANITATION, AND SECURITY

.See the Training Manual in the Attachments for details about safety, sanitation, and security.

4.7 BRANDED PROGRAMS

- .Coca-Cola
- .Starbucks

4.8 QUALITY ASSURANCE

This is a combination of surveys, Corporate Chef supervision, meetings with students, staff, and administration, and cleanliness checklists.

.Inspection/Quality Audits. See document in Attachments

.Complaints. We will set a time limit of 2 days for contacting any individual who has a complaint, concern, or suggestion; and another 2 days for resolving that issue to the satisfaction of the unhappy customer.

.Monitoring. We will use our customer and management surveys for monitoring purposes.

.Forecasting. See the combination above (right below QUALITY ASSURANCE).

.Training and Supervision. This will mostly come from the Corporate Chef supervisor's monthly (or more) meetings with the operator. The supervisor (Director of Operations) will automatically address all of these issues at each meeting - as well as in meetings with MPC students, staff, and administration.

.Food Samplings. We are happy to establish a budget for samplings by MPC students, staff, and administration. We can start with a monthly budget of \$250 and see how accurate a number that is after the first 3 months of operation. It can always be adjusted.

4.9 EQUIPMENT MAINTENANCE

Because we are the incumbent, our existing will train the incoming chef-owner on the proper use, maintenance, and cleaning of all equipment. We will ask her to write down instructions for each piece. If the existing operator stays on, then, obviously, she will continue the equipment maintenance practices she has already been practicing.

4.10 SUSTAINABILITY PLAN

.Sustainability. We currently buy local products at about 35% of our total. As of the start of the new contract, we will increase that to 50% in the first year and increase that number by 5%-10% each year. Also, 100% of all disposables will be green-certified.

.See immediately above.

.Water. We will hire a consultant to determine how best to address the water issue.

4.11 ANNUAL BUSINESS PLAN

We agree with the Annual Business Plan format suggested by MPC.

4.12 SUBCONTRACTS AND ASSIGNMENT OF CONTRACT

This issue has already been addressed. We have already agreed that our incoming subcontractor will need to be approved by MPC. And if we make a change of subcontractors, we will obtain the written consent of MPC.

4.13 OPTIONAL VENUES

At this time, we are not proposing to operate any services at Marina. If the campus population grows considerably, then we are willing, at that time, to reconsider.

4.14 ACCOUNT AND FACILITY OPENING

Since we are the incumbent, we will continue our operation for June and the succeeding school year. This is true whether we bring in a chef-owner or keep our current operator. Despite that, though, I am including cafe opening procedures in the Attachments.

4.15 EXCEPTIONS TO THE RFP

We agree to all terms and conditions set out in the RFP, unless we have already noted otherwise.

4.16 PROPOSAL REQUIREMENTS VOLUME 2 - See attached documents.

SECTION 5.0 CONTRACT SPECIFICATION/TERMS

5.1 CONTRACT PROPOSAL

I addressed the commission structure in the INTRODUCTION to the proposal. And we have made a \$100 charitable contribution to the MPC Foundation every year that we have been operating the food service. We will continue to do that, but will increase that number to \$500 per year for the life of the new contract.

.Sales vary dramatically from month-to-month. The percentages are as follows:

Cafe - 36%; coffee shop - 54.5%; snack shack - 9.5%

.Payroll runs 30-32%

.Additional expenses come to 4.5-5%

.Extra charges and fees are included in the Additional Expenses.

SECTION 8.0 REFERENCES

Murphy Crossing, 1001 Murphy Ranch Road, Milpitas, CA, Marta Fitzpatrick, (408) 467-7532, marta.fitzpatrick@cbre.com, 5 years

Nuance, 1198 E. Arques Ave., Sunnyvale, CA, Ed Young, (408) 992-6100, edward.young@nuance.com, 3 years

PMC-Sierra, 1380 Bordeaux, Sunnyvale, CA, Ross Babish, (408) 888-3064, Ross_Babish@pmc-sierra.com, 3 years

Thermo Fisher Scientific, 6055 Sunol Blvd., Pleasanton, CA, Joyce Melendez, (925) 426-0295, joyce.melendez@thermofisher.com, 6 months

Tivo, 2160 Gold Street, Alviso, CA, Chris Patane, (408) 519-9537, cpatane@tivo.com; Greg Oncina, goncina@tivo.com, 3 years

SECTION 9.0 INSURANCE REQUIREMENTS AND TERMINATION

.Insurance. We maintain insurance in excess of the numbers listed in the RFP

.Termination. We agree to the terms set out for termination.

SECTION 10.0 APPENDIX

Please see the attached documents.

- Food Cart at Marina Campus (optional)

SECTION 5.0 CONTRACT SPECIFICATIONS/TERMS

5.1 Contract PROPOSAL

- Please propose what type of contract your firm is willing to enter into. Include commissions, investment, in-kind contributions, charitable contributions to the MPC Foundation, and so forth.
- Detail Pro Forma -5 year plan with separate back up pages by business category: retail units separately and catering. Include in the Pro Forma:
 - o Sales by Category: Support detail must include estimated sales, Food/Product Cost \$\$ and % by Category
 - o All payroll and *payroll related* expenses in one section (It is recommended that the Contractor consider a large concentration of part-time employees to provide increased flexibility and control costs).
 - o All other expenses can be detailed by Contractor preference.
 - o Include notations of *all charges, fees, etc.* that are included but not evident.

SECTION 6.0 PROPOSAL CERTIFICATION

SIGN AND SUBMIT THIS CERTIFICATION WITH PROPOSAL.

Professional Services Request for Proposal #FS2015

I certify that:

- I have the authority to bind the proposer indicated below to the specific terms, conditions and technical specifications required in this RFP and offered in the bidder's proposal. I understand that by submitting this proposal, the proposer indicated below agrees to provide the services described in the proposal.
- The contents of the proposal are true and accurate and that the respondent to this RFP has not made any knowingly false statements in the proposal.

The Corporate Club
(Firm)

(408) 441-7682
(Phone number)

900 E. Hamilton Ave., Suite 100
(Address)

(408) 879-7206
(Fax number)

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Campbell, CA 95008
(Address)

lloyd.russell@gmail.com
(E-mail)

agreement awarded pursuant to this RFP. MPC reserves the sole right to approve or reject any or all proposed subcontractors.

- Contractor shall not be permitted to assign the contract, in whole or part, without first obtaining the written consent of MPC, and then only subject to such conditions as MPC may prescribe.

4.13 OPTIONAL VENUES

MPC is open to proposals to offer service at other campus locations so long as the operation is self-sustaining. Please feel free to propose any additional locations and concepts that your firm believes will provide a self-sustaining service to the customers of MPC.

4.14 ACCOUNT AND FACILITY OPENING

Detail outline of account opening process in June, 2015.

4.15 EXCEPTIONS TO THE RFP

Include any exceptions to the Agreement terms and conditions presented as part of this RFP.

MPC reserves the right to negotiate and/or reject any proposed exceptions. Failure to note exceptions will be considered as an initial agreement with the stated terms and conditions.

4.16 PROPOSAL REQUIREMENTS VOLUME 2: Support Materials and Details

MPC sees this Volume 2 as the volume for all support information and details to validate proposed programs and services. Because MPC has confidence that all qualified Contractors bring authority and experience, we do not require submission of much beyond the Table of Contents for specific systems and programs. Submission of this Table of Contents however, indicates your proof of ownership of such system or program.

Required Menu/Format Samples Include:

- Sample Menus, All Retail Formats, with Prices
- Sample Catering Menus: All Levels, with Prices

Table of Contents for:

- Sanitation Program
- HACCP (Hazardous Analysis Critical Control Points) Program
- Food Safety Program
- Staff Orientation Training Plan
- Cash Controls/Audit System

21 Professional Services RFP #FS2015

Proposed Cleaning and Maintenance Plans:

- Retail: serving and kitchen, dining rooms

Lloyd Russell
(Signature)

94-1510579
(Federal I. D. no. or SSN)

CEO
(Title)

7/29/15
(Date)

SECTION 7.0 PROPOSER INFORMATION

Organization Name: The Corporate Chef

Main Office Address: 900 E. Hamilton Ave, #100, Campbell, CA 95008

Telephone Number: (408) 441-7682

Email Address: LloydRussell@gmail.com

Principal Business: corporate/school food service

Number Years in Business: 54

Principal Marketing Contact: Lloyd Russell

Position: CEO, Director of Sales

Telephone Number: (408) 348-4849

SECTION 8.0 REFERENCES

Please provide five (5) client references with name, address, phone number, email address, length of service, and account size.

-
1. 23 Professional Services RFP #FS2015

- 2.
- 3.
- 4.
- 5.

SECTION 9.0 INSURANCE REQUIREMENTS AND TERMINATION

Insurance

The Contractor agrees to maintain, during their service to MPC plus no less than one year following the expiration of the service agreement, at its sole expense, the following insurance coverage with limits of no less than those designated below:

- Commercial General Liability: \$1,000,000 per occurrence
- Automobile Liability Insurance: \$300,000 combined single limit covering all owned, non-owned, and hired vehicles
- Workers' Compensation: Statutory Form
- Excess/Umbrella Liability: \$2,500,000 per occurrence

Termination

A. *Termination:* Either party may terminate the Agreement for failure of the other party to perform its obligations under the Agreement by providing written notice to the other party citing the basis for the proposed termination. The responding party shall have ten (10) days to reply to the request and indicate why the contract should not be terminated and recommend remedies to be taken. If a mutually agreed upon solution cannot be reached within ten (10) days after receipt of the request, the noticing party may terminate the Agreement upon sixty (60) days written notice to the other party. If the parties reach an agreement upon a solution, the responding party shall then have thirty (30) days after such agreement is reached to cure the noncompliance cited in the request. If the mutually agreed upon solution is not implemented within thirty (30) days from the date of agreement, the noticing party may terminate the Agreement on thirty (30) days written notice to the other party.

B. *Required Actions Upon Termination:* Upon termination of this Agreement, the Contractor shall remove the equipment, inventory, and other property it owns on the MPC campus and restore the premises to the same condition as received less normal wear and tear. If Contractor fails to vacate and restore the MPC premises within thirty (30) days of termination of this Agreement, Contractor shall be charged for such tenancy on a monthly basis at the rate of \$3,000 per month. If Contractor fails to remove any equipment, inventory or property within thirty (30) days it shall be considered abandoned and become the property of MPC. MPC is free to use or dispose of this equipment as it sees fit without notice to the Contractor.

SECTION 10.0 APPENDIX

A4 Detail of Food Service Area and equipment to be provided at mandatory pre-proposal meeting
Professional Services RFP #192019

B. MPC Campus Maps:

- a. Monterey Campus - <http://www.mpc.edu/home/showdocument?id=7793>

Attachment A

CAFFE

Food For Thoughts Lounge

Breakfast Menu

Bagel w/ cream cheese	\$1.75
Parfait	\$3.25
Quiches	\$4.50
Hard Boiled Egg	\$1.00
Muffins	\$1.75
Scones/ Danish	\$2.75
Doughnut	\$1.00
Desserts	\$3.95
Fruit Salad	\$3.50
Cookies	\$1.50
Yogurt	\$1.00
Pasta Salad	\$3.50
Breakfast Burrito	\$3.75
Croissant	\$2.25

Luncheon Menu

<u>Sandwiches</u>		
Turkey	(Full)	\$5.50
	Half	\$2.95
Ham	(Full)	\$5.50
	Half	\$2.95
Chicken Salad	(Full)	\$5.50
	Half	\$2.95
Tuna Salad	(Full)	\$5.50
	Half	\$2.95
Salami	(Full)	\$5.50
	Half	\$2.95
Large Salad		\$4.95
Small Salad		\$3.50
Sushi		\$4.25 + up

PRICES FOR LOUNGE

Drinks

Purity Coconut Water	3.00
Bottled Sodas	1.66+tax**
Arizona and Fuze	2.00
Crystal Geyser Water	1.25 Large 2.25
Tejava	1.75
Orange Juice	1.75
Red bull Small	2.12 + tax= 2.30**
Large	3.04 + tax= 3.30**
Monster	2.35 + tax= 2.55**
Starbucks Frappucino	2.25
Odwalla	3.25
Apple Juice	1.50
Sparkling Apple	1.75
Dasani Water	1.50
V-8	1.50
Core Power	3.25
Carton Milk	1.50
Nesquik	2.00
Double Shot	2.50
Kerns	1.50
5 Hour Energy	2.90

Coffee

Small	1.75
Medium	2.00
Large	2.25

Coffee Refills

Small refill	.75
Medium refill	1.00
Large refill	1.25

Tea

Small	1.65
Medium	1.90

Ready Made Food

Salad Small	3.50
Fruit	1.00
Large	4.95

Quiches 4.50

Desserts 3.95

Sushi 4.25 + up

Fruit Salad 3.50

Pasta Salad 3.50

Muffin 1.75

Danish/Pastry/Scone 2.75

Croissant 2.25

Breakfast Burrito 3.75

Doughnuts 1.00

Sandwiches

Full 5.50

Half 2.95

Bagel 1.35

Cream Cheese .40

Parfait 3.25

Hard Boiled Egg 1.00

Snacks

Corn Nuts 1.00

Oreos 1.25

Nutter Butter 1.25

Fig Newtons 1.00

Cup of Noodle 1.00

Bowl Noodle 1.75

Oatmeal and Cereal 1.50

Dirty Chips 1.50

Shrimp Chips 1.50

Chips 1.00

Yogurt 1.00

Candy/ Candy bars 1.20

Orbit/Trident Gum 1.50

Little Stick Gum .35

Nature Valley Bar 1.00

Beef Jerky 2.00

Trail Mix 1.25

Power Bar 1.90

Grandmas Cookies 1.25

Cookies 1.50

Fruit Snacks 1.00

Svenhards 1.00

Hostess 1.50

Gardettos 1.00

Tootsie Roll .25

Slim Jim .35

Air Heads .25

Extras

Tea Bags .65

Silverware .05

Cup of Hot Water SM/MD/LG 1.00/1.00/1.25

Hot water price includes sugar and others

**** Means Price Change Don't Forget!!****

SNACK SHACK PRICE LIST

Drinks

Can Sodas	.92 + tax**
Bottled Sodas	1.66 + tax**
Minute Maid	1.75
V-8 Fusion	1.50
Snapple	1.75
Muscle Milk	3.50
Orange Juice	1.75
Purity Coconut Water	3.00
Arizona Tea	.99 + tax=1.07**
Sparkling Apple	1.75
Core Power	3.25
Odwalla	3.25
Monster	2.35 + tax= 2.55**
V-8 Juice	1.50
Kerns Nectar	1.50
Apple Juice	1.75
Dasani Water	1.50
Double Shot	2.50
Vitamin Water	1.75
5 Hour Energy	2.90
Starbucks Frappucino	2.25
Carton Milk	1.50
Crystal Geyser (SM)	1.25
Crystal Geyser (LG)	2.25
Tea	
SM	1.65
MD	1.95
LG	2.25
Coffee	
SM	1.75
MD	2.00
LG	2.25
Tea Bag	.65

Snacks

Cup of Noodle	1.00
Bowl Ramen	1.75
Cereal	1.50
Oatmeal	1.50
Shrimp Chips	1.50
Honey Twist	1.50
Seaweed	1.00
Rice	2.00
Vienna Sausage	1.00

Pop Tarts	1.00
Pringles	1.50
Beef Jerky	2.00
Rice Crispy	.50
Cheese n' Crackers	.50
Fruit Snacks	1.00
Nature Valley	1.00
Grandmas Cookies	1.25
Trail Mix	1.25
Nabisco variety	1.25
Hot Chocolate Pack 12oz	1.65
Corn Nuts	1.00
Svenhards	1.00
Candy	1.20
Power Bars	1.90
Peanuts	1.00
Trident/Orbit Gum	1.50
Chips	1.00
Famous Amos Cookies	1.00
Gardettos	1.00
Ice Cream	1.50+up
Yogurt	1.00
Hostess	1.50
Smuckers	1.50
Hot Pockets	1.50
Licorice	10 for 1.00
Slim Jims	.30
Airheads	.25

Ready Made Food

Parfait	3.25
Hard Boiled Eggs	1.00
Scones/Danish	2.75**
Fruit Salad	3.50
Croissant	2.25
Doughnuts	1.00
Muffins	1.75
Bagels	1.35
w/Cream Cheese	1.75
Breakfast Burrito	3.75
Sushi	4.25+up
Sandwiches	2.95
Pasta Salad	3.50

Drinks

Can Soda	.92 + tax
Bottled Soda	1.66 + tax**
NOS Energy	2.50
V-8 Fusion/Splash	1.50
Honest Tea/Aid	2.00
Minute Maid	1.63 + tax
Fuze	2.00
Powerade	1.63 + tax
Vitamin Water	1.75
Dasani Water (sml)	1.50
Dasani Water (med)	1.90
Dasani Water (Lg)	2.30
Smart Water	2.30
Peace Tea	1.15 + tax**
Monster Energy	2.35 + tax**
Large Monster Energy	3.04 + tax**
5 Hour Energy	2.90
Nesquik	2.00
Odwalla	3.25
Purity Coconut Water	3.00
Zico	3.00
Orange Juice	1.75
Apple Juice	1.75
Sparkling Apple Juice	1.75
V8, Kerns	1.50
Carton Milk	1.50
Starbucks Frappucino	2.25
Core Power	3.25
Sparkling Water	1.75
Double Shot	2.50
Fountain Soda	
Small	1.54 + tax**= 1.67
Medium	1.81 + tax**= 1.97
Large	2.09 + tax**= 2.27
Starbucks Coffee	
Small	1.75
Medium	2.00
Large	2.25
Coffee Refill	
Small	.75
Medium	1.00
Large	1.25
Hot Tea	
Small	1.65**
Medium	1.90**
Large	2.15**
Cup of hot water	
Small	1.00**
Medium	1.00**
Large	1.25**

Grab N Go Food

Salads SM/LG	3.50/4.95
Quiches	4.50
Desserts	3.95
Sushi	4.25 + up
Fruit/Pasta Salad	3.50
Parfait	3.25
Bagels	1.35
w/cream cheese	1.75
Muffins	1.75
Scones/Danish	2.75
Croissants	2.25
Donuts	1.00
Hard Boiled Egg	1.00

Snacks

Cup of Noodles	1.00
Bowl Noodle	1.75
Oatmeal and Cereal	1.50
Dirty Chips	1.50
Shrimp Chips	1.50
Honey Twists	1.50
Chips	1.00
Yogurt	1.00
Candy/ Candy Bars	1.20
Orbit/Trident Gum	1.50
Little Stick Gum	.35
Nature Valley Bar	1.00
Package Jerky	2.00
Trail Mix	1.25
Chewy Granola	.50
Power Bar	1.90
Grandmas Cookies	1.25
Fruit Snacks	1.00
Svenhards	1.00
Sour Punch Straws	.10
Double Bubble	.05
Fig Newtons	1.00
Air Heads	.25
Slim Jim	.35
Fruit	1.00

Extras

Cup of Ice	.25
Coffee Cup	.25
Silverware	.05
Tea Bag	.65
Cream Cheese	.40

Hot water prices include sugar etc.

Iced Drinks

	<u>Medium</u>
Iced Coffee	2.50
Iced Mocha	4.25
Iced Latte	3.75
Iced Chai Latte	4.25
Iced White Chocolate Mocha	4.25
Iced Caramel Macchiato	4.25
Blended Latte	4.75
Blended Mocha	4.95
Blended White Chocolate Mocha	4.95
Mango Smoothie	4.75
Iced Passion / Sangria Black Tea Lemonade	2.95
Iced Passion / Sangria Black Tea	2.50

Coffee Selections

	<u>Small</u>	<u>Medium</u>	<u>Large</u>
Coffee	1.75	2.00	2.25
Tea	1.65	1.90	2.15
Espresso	1.75	2.00	
Americano	2.00	2.50	3.00
Café Au Lait	2.00	2.50	3.00
Hot Chocolate	2.75	3.00	3.25
Cappuccino	3.25	3.75	4.25
Latte	3.25	3.75	4.25
Skinny Latte	3.25	3.75	4.25
Caramel Macchiato	3.75	4.25	4.75
Mocha	3.75	4.25	4.75
White Chocolate Mocha	3.75	4.25	4.75
Steamed/Cold Milk	1.75	2.00	2.25
Chai Tea Latte	3.75	4.25	4.75
Extra Shot	.60	.60	.60
Add Flavoring	.60	.60	.60
Soy Milk (as Substitute)**	.60	.60	.60
Coffee Refills	.75	1.00	1.25

	Breakfast Plate	5.50	Hash Browns	2.25	
	Spam & Eggs Plate	5.50	Bacon or Sausage	2.00	
	Omelet	5.50	Extra Egg	1.00	
	Breakfast Burrito	3.75	Extra Cheese	.65	
	Breakfast Sandwich	3.75	Avocado	1.00	
	Breakfast Quesadilla	3.75	Jalapenos	.40	
	Hoagie Scramble	4.50	Sour Cream	.40	
	Grilled Cheese	3.50	Toast (2 Slices)	2.00	
	Combo 1 B. Burrito	5.25	Combo 2 B. Sandwich	5.25	
	Combo 3 Grilled Ch.	4.99	Combo 4 B. Quesadilla	5.25	

	Ham	4.95		Cheddar	.65	
	Turkey	4.95	MA	Swiss	.65	
	Tuna Salad	4.95	MU	Provolone	.65	
	Chicken Salad	4.95	L	Jack	.65	
	Veggie	4.95	T	Avocado	1.00	
	Salami	4.95	O	Bacon	2.00	
	B.L.T.	4.95	P	Ex. Meat	2.00	
	Egg Salad	4.95		Sprouts	.65	
	White	Wheat		Sourdough		

****Vegetarian Sandwich includes Avocado & Sprouts****

	¼ lb Hamburger	3.25	Hot Dog	3.00	
	Veggie Burger	3.95	Corn Dog	2.50	
	Turkey Burger	3.95	French Fries	2.50	
	Grilled Chicken Breast	4.50	Seasoned Fries	3.00	
	Grilled Cheese	3.50	Sweet Potato Fries	3.50	
	Grilled Ham & Cheese	3.95	Onion Rings	3.50	
	Cheese Quesadilla	3.50	Egg Roll (1 Each)	1.25	
	Chicken Quesadilla	4.50	Pot Stickers x2	1.00	
	Tuna Melt	3.75	Bacon (2 Pieces)	2.00	
	Chicken Melt	3.75	Avocado	1.00	
	Chicken Strips	3.25	Jalapenos	.40	
	Chicken Strip Sandwich	4.50	Sour Cream	.40	
	Chicken Wrap	4.50	Extra Sauces	.40	
	Nachos (add Chili .50)	3.00			
	Combo 1 Hamburger	5.50	Combo 2 Ckn. Strips	5.50	
	Combo 3 Grilled Ckn.	6.95	Combo 4 Ckn Ques.	6.95	

Wild Turkey Cafe Menu



Breakfast

Seasonal Fruit cups \$3.25

Fruit Parfait \$3.45
Mixed fresh fruit, yogurt, granola

Muesli \$3.95
Granola, apples, berries and yogurt

Steel Cut Oats Bowl \$3.45
Brown sugar, cranberries

Scones \$1.95

Muffins \$1.95

Danish \$1.95

Grab & Go Salads

Cobb Salad \$7.25

Chopped romaine, smoked turkey, bacon, avocado, hard-boiled egg, tomato, blue cheese, champagne vinaigrette

Classic Caesar salad \$6.95 or \$5.95 w/o chicken

Grilled chicken breast, tomato, crouton, parmesan cheese, creamy caesar dressing

Southwest Chicken Salad \$6.95 or \$5.95 w/o chicken

Grilled chicken breast, corn, black bean, tortilla chip, tomato, jack cheese, cilantro dressing

Nicoise Salad \$6.95

Tuna, mix greens, cucumber, char boiled egg, olives, tomato, feta, lemon vinaigrette

Power Green Quinoa Salad \$6.95

Kale, quinoa, cranberry, edamame, sun flower seed, herb lemon vinaigrette

Mediterranean Salad \$6.95

Romaine, cherry tomato, cucumber, olive, feta, hummus, oregano vinaigrette

Spinach Salad \$6.25

Strawberry, goat cheese, walnuts and balsamic vinaigrette

Grab & Go Sandwiches

Turkey Avocado \$5.95
Smoked turkey, lettuce, tomato, cheddar cheese, avocado

Ham & Brie \$5.95
Lettuce, ham, brie, tomato

Grilled Vegetable Sandwich \$5.45
Hummus, spring mix, smoked provolone

Chicken Salad \$6.25
Butter croissant, chicken salad, lettuce

Panini

Comes with Chips or Garden salad or Cole slaw

Turkey Club \$6.95
Butter croissant, roasted turkey, bacon, avocado, lettuce

Chicken Pesto \$6.95
Ciabatta, grilled chicken, sun dried tomato, fresh mozzarella, pesto

Chicken Chipotle \$7.25
Chicken breast, jack cheese, baby greens, chipotle sauce

Caprese \$6.25
Eggplant, fresh mozzarella, tomato, basil, pesto

Wraps

Chicken Caesar Wrap \$6.45

Grilled naan bread, chicken, romaine, parmesan, creamy caesar dressing

Chipotle Chicken Wrap \$6.95

Tortilla, chicken breast, jack cheese, romaine, chipotle sauce

Mediterranean Wrap \$6.45

Tortilla, grilled eggplant, peppers, hummus, spinach, feta, tomato

Grill Options

Comes with Chips or Garden salad or Cole slaw

Cheese options; Cheddar, Provolone, Swiss cheese

Whole wheat bun, Brioche bun (\$0.50) lettuce & tomato

Guacamole extra \$1.50

Cheese Burger \$6.95

Turkey Burger \$6.95

Grilled Chicken Sandwich 6.95

Grilled Portabella \$6.95

Today's Special \$6.25

MONDAY -

Thai Curry Bowl
Thai Vegetarian Curry Bowl

TUESDAY-

Teriyaki Chicken Bowl

WEDNESDAY-

Noodle Bowl

THURSDAY-

Adobe Bowl
BBQ

FRIDAY-

Curry Bowl

Attachment B

BREAKFAST

Build your breakfast

By the DOZEN

Assorted Muffins	\$21.00
Assorted Scones	\$21.00
Assorted Danish	\$21.00
Bagels and Cream Cheese	\$18.00
Assorted Flavored Yogurt	\$24.00
Organic Granola with Dried Fruits	\$17.00

breakfast sandwiches

By the DOZEN / \$48.00

Breakfast Croissant
Bacon, Egg, Cheese

Breakfast Burrito
Scrambled Egg, Potato, Sausage

Breakfast English Muffins
Ham, Fried Egg

SNACKS AND APPETIZERS

SERVES 10

Fresh Tri-Color Corn Tortillas with Fresh Guacamole and Pico de Gallo	\$28.00	Seasonal Veggie Platter with Ranch Dip and Hummus	\$36.00
Nachos with Jalapeno Cheese Sauce	\$28.00	Seasonal Fruit Platter	\$36.00
Assorted Cheese and Cracker Platter	\$40.00		

small cold bites

SERVES 10

Fresh Mozzarella with Sweet Tomato and Fresh Basil	\$24.00
Hummus with Pita Chips	\$24.00

small hot bites

SERVES 10

Chicken Satay with peanut sauce	\$38.00
Mushroom and Pepper jack Quesadilla	\$29.00
Samosas with Mint Cilantro Chutney	\$28.00
Vegetable Pot Stickers	\$34.00
Chicken Pot Stickers	\$34.00

LUNCH

Seasonal sandwich box \$12⁰⁰ each

Accompanied by Side Green Salad & Chips

MINIMUM ORDER of 10 PEOPLE CHOICE of UP TO THREE SALADS

Grilled Chicken Sandwich
with Dill Mayo and Honey Mustard on Focaccia

Chicken Sandwich
with Roasted Red Pepper and Smoked Provolone on Ciabatta

Roasted Turkey
with Brie and Pear Chutney on Ciabatta

Roast Beef Sandwich \$2⁰⁰ extra
with Caramelized Onion and Swiss Cheese

Grilled Vegetable Sandwich
with Fresh Mozzarella Cheese and Sun-Dried Pesto



Seasonal salad box \$12⁰⁰ each

Accompanied by Bread Rolls, Chips

MINIMUM ORDER of 10 PEOPLE CHOICE of UP TO THREE SANDWICHES

Caesar Salad
Chopped Romaine, Grated Parmesan Cheese, Cherry Tomato and Creamy Caesar Dressing

Spinach and Strawberry Salad
Baby Spinach, Strawberries, Feta Cheese, Granny Smith Apples and Balsamic Vinaigrette

Pear Salad with Candied Walnuts
Poached Pears, Baby Greens, Candied Walnuts, Blue Cheese and Balsamic Vinaigrette

Roasted Vegetable Salad
Roasted Butternut Squash, Parsnips, Beets, Bell Peppers, Goat Cheese and Lemon Vinaigrette

Cobb Salad \$1⁰⁰ extra
Romaine Lettuce, Roast Turkey, Bacon, Sliced Eggs, Avocado, Diced Tomato and Champagne Vinaigrette

Avocado with Grapefruit Salad
Crisp Lettuce, Avocado, Grapefruit Segments and Citrus Vinaigrette

LUNCH

Hot Lunch Options / \$16.00 per person

MINIMUM ORDER 10

MINIMUM 3 DAYS NOTICE

Your order will arrive with compostable plates, utensils and napkins.

Kebab Feast

Beef or Chicken, Rice and Vegetables

Build your Burritos

Beef or Chicken, Rice, Beans and Fresh Salsa

Asian Delight

*Sweet & Sour Chicken, Fried Rice
and Pot sticker*

Curry Bowl

*Basmati Rice, Chicken Tikka and
Yellow Lentils, Naan*

Vegetable Tamales

with Beans and Salsa Roja (vegan)

Beef Lasagna and Garlic Bread

Vegetable Lasagna and Garlic Bread
(vegetarian)

Vegetable Kebabs

Basmati Rice, Grilled Vegetables (vegan)

Asian Vegetarian Delight

*Stir-Fried Yuba with Long Beans, Fried Rice
(vegetarian)*

SWEET SELECTIONS

BY the DOZEN

Assorted Seasonal Fruit Tarts	\$36.00
New York Cheesecake	\$36.00
Cookie & Brownie Tray	\$24.00
Tiramisu	\$38.00



BEVERAGES

Coffee Service	\$18.00
<i>Regular/Decaf, Cream, Sugar, Raw Sugar and Splenda (gallon)</i>	
Tea Service	\$18.00
<i>Regular/Decaf, Cream, Sugar, Raw Sugar and Splenda (gallon)</i>	

BREAKFAST BAR

- **DAILY SELECTION OF GRITS, OATMEAL, SMOKED ALLIGATOR SAUSAGE, NUESKE'S BACON, CHISESI HAM, SCRAMBLED EGGS, FRESH FRUIT, PASTRIES AND BISCUITS**

16

ENTRÉES

- **GRITS AND GRILLADES**

Slow braised pork grillades, red eye gravy, goat cheese grits

16

- **BANANAS FOSTER WAFFLE**

Belgian waffle, dark rum syrup, fresh bananas

11

- **CAFÉ EGGS BENEDICT**

tasso hollandaise, poached eggs Slow roasted pork "debris", cheddar biscuits, onion gravy,

17

- **CRABMEAT CHEESECAKE**

A Palace Café signature dish! Pecan crust, wild mushroom sauté, Creole meunière

9.5

- **OATMEAL BRULEE**

Fresh bananas, berries & caramelized sugar

9

- **SHRIMP AND GRITS**

Gulf shrimp, mushrooms, goat cheese grits, Creole meunière sauce

18

•

YOGURT PARFAIT

Non-fat Greek yogurt, creole cream cheese, housemade granola, fresh berries

8

•

APPETIZERS
CRABMEAT CHEESECAKE*

A Palace Café signature dish! Pecan crust, wild mushroom sauté, Creole meuniere

9.50

•

SHRIMP RÉMOULADE

Fried tomato cup, chopped egg, house remoulade

11

•

OYSTERS PAN ROAST*

Poached gulf oysters, rosemary cream, herb breadcrumbs

13

•

FRIED OYSTER "LOAF"

Corn fried oysters, grilled ciabatta, St. Andre cheese, sherry-tasso cream sauce

13

•

SOUPS & SALADS
DUCK AND ALLIGATOR GUMBO YAYA

8/16

•

TURTLE SOUP*

8/16

•

SEAFOOD GUMBO*

8 / 16

• **PONCHATOULA STRAWBERRY SALAD**

Goat cheese, pistachios, arugula, strawberry-balsamic vinaigrette

11

• **WERLEIN SALAD***

Romaine lettuce, Leidenheimer croutons, Pecorino Romano, garlic-anchovy dressing

7.50 / with fried oysters \$10.50

• **BLEU CHEESE SALAD**

Gorgonzola, crispy pancetta, fall greens, honey pecans, local apples, spiced rum vinaigrette

9

• **ENTRÉE SALADS**

FRIED OYSTER

Crystal glazed oysters, bibb lettuce, Stilton bleu cheese, buttermilk dressing

18

• **CHOPPED SALAD**

Romaine lettuce, chopped egg, local cherry tomatoes, candied bacon, citrus-tarragon vinaigrette

13 With Grilled Chicken Breast \$16 With Grilled Gulf Shrimp \$18

• **GRILLED STEAK**

Fall greens, grilled mushrooms, roasted red peppers, stilton bleu cheese, crispy shallots, chipotle vinaigrette

19

• **ENTRÉES**

SHRIMP TCHEFUNCTE*

Gulf shrimp, Creole meunière, roasted mushrooms, green onions, popcorn rice

18

- **BARBECUED SHRIMP AND GRITS**

Gulf shrimp, Tin Roof BBQ sauce, goat cheese grits

23

- **ANDOUILLE CRUSTED FISH***

Pan-roasted gulf fish, andouille breadcrumbs, Crystal beurre blanc, chive aioli, rissole potatoes

19

- **ROTISSERIE CHICKEN AUX CHAMPIGNONS**

Truffled mashed potatoes, lemon-arugula salad, Creole marchands de vin

18

- **GRILLED GULF FISH PANZANELLA**

Red onions, local tomatoes, capers, grilled eggplant, spinach, olive bread croutons, sauce pistou

19

- **PETITE FILET AND CRAWFISH**

Grilled 4oz filet, pan-seared crawfish cake, bourbon-corn cream

29

- **CATFISH PECAN***

Pecan-cruste local catfish, popcorn rice, spiced pecans, Creole meunière sauce

17

- **COCHON DU LAIT POT PIE**

Slow roasted pork "debris", garlicky spinach, smashed potatoes and cheddar cheese with French bread croutons and sweet onion gravy

14

•

THE PALACE BURGER

Signature cheese blend, housemade bacon, onion bun, bibb lettuce, tomatoes, shaved red onions, pickles, pommes frites

14

•

PASTA ST. CHARLES*

Gulf shrimp, local andouille, penne, Creole mustard cream, Pecorino Romano

15

SEASONAL SPECIALS

APPETIZER

•

CRAB CLAWS BORDELAISE

Local blue crab, brown butter, garlic, lemon, fresh parsley

15

•

ENTRÉE

CRAWFISH ETOUFFEE

Louisiana crawfish tails smothered with onions and tomatoes, served with popcorn rice

24

•

PANINI

MUFFALETTA PANINI

Chisesi ham, alligator sausage, provolone, olive salad, housemade olive bread, pommes frites

•

STARTERS

CRABMEAT CHEESECAKE*

A Palace Café signature dish! Pecan crust, wild mushroom sauté, Creole meuniere

9.50

•

SHRIMP RÉMOULADE

Fried tomato cup, chopped egg, house remoulade

11

• **OYSTERS PAN ROAST***

Poached gulf oysters, rosemary cream, herb breadcrumbs

13

• **FRIED OYSTER "LOAF"**

Corn fried oysters, grilled ciabatta, St. Andre cheese, sherry-tasso cream sauce

13

• **SOUPS & SALADS**

WERLEIN SALAD*

Romaine lettuce, Leidenheimer croutons, Pecorino Romano, garlic-anchovy dressing

7.50 / with fried oysters \$10.50

• **BLEU CHEESE SALAD**

Gorgonzola, crispy pancetta, fall greens, honey pecans, local apples, spiced rum vinaigrette

9

• **DUCK AND ALLIGATOR GUMBO YAYA**

8/16

• **TURTLE SOUP***

8/16

• **ENTRÉES**

SHRIMP TCHEFUNCTE*

Gulf shrimp, roasted mushrooms, popcorn rice, Creole meuniere

19

• **ANDOUILLE CRUSTED FISH***

Attachment C

Crystal beurre blanc, chive aioli, rissole potatoes

22

• **ROTISSERIE CHICKEN AUX CHAMPIGNONS**

Truffled mashed potatoes, lemon-arugula salad, Creole marchands de vin

19

• **GRILLED GULF FISH PANZANELLA**

Red onions, local tomatoes, capers, grilled eggplant, spinach, olive bread croutons, sauce pistou

25

• **CREOLE SEASONED FILET**

Roasted garlic whipped potatoes, stilton bleu cheese, morel mushrooms and roasted bone marrow bordelaise

35

• **CATFISH PECAN ***

Creole meuniere, popcorn rice, spiced pecans

18

• **CRISPY BRAISED PORK SHANK**

Cane-mustard barbecue sauce, grilled corn and avocado salad

28

• **CAFÉ DUCKLING**

A Specialty of the House... Pepper Crusted Duck Breast with Seared Hudson Valley Foie Gras* Parsnip mashed potatoes, citrus and duck confit salad, seared foie gras

29

• **RIB-EYE AND CRAWFISH**

12 oz. grilled rib-eye, pommes frites, sauce foyot, local crawfish tails

39

- **BARBECUED SHRIMP AND GRITS**

Gulf shrimp, Tin Roof BBQ sauce, goat cheese grits

23

- **SEASONAL SPECIALS**

- **APPETIZER**

- **CRAB CLAWS BORDELAISE**

Local blue crab, brown butter, garlic, lemon, fresh parsley

15

- **SALADS**

- **PONCHATOULA STRAWBERRY SALAD**

Goat cheese, pistachios, arugula, strawberry-balsamic vinaigrette

11

- **ENTRÉE**

- **CRAWFISH STUFFED PORK CHOP**

Bourbon corn cream, peach slaw

32

- **CRAWFISH ETTOUFEE**

Louisiana crawfish tails smothered with onions and, tomatoes, served with popcorn rice

24

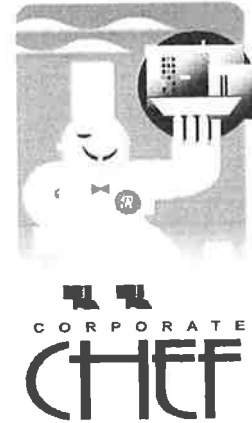
- **DESSERT**

- **CHEF'S SELECTION OF ARTISANAL CHEESES**

With toasted olive bread, local peach jam, spiced almonds and fresh berries

\$18 With Wine Pairings \$28

Cafeteria Survey For the Corporate Chef



We need your help! Please take our two minute survey to assist us in providing you with the best possible food service. All information will be held in strictest confidence.

Thank you,

The Corporate Chef

1. Do you know that Monterey Peninsula College has a cafe serving tenants daily breakfast and lunch?

? Yes

? No

2. How often do you purchase breakfast or lunch from the cafe?

? Almost everyday (M -F)

? Quite often (more than 3 times a week)

? Sometimes (once or twice a week)

? Rarely

? Never

3. Please tell us about your overall satisfaction with the cafe food service program

? Loyal

? Very Satisfied

? Satisfied

? Dissatisfied

? Extremely Dissatisfied

Attachment D

4. Please indicate your satisfaction with our service.

- ? Loyal
- ? Very Satisfied
- ? Somewhat Satisfied
- ? Somewhat Dissatisfied
- ? Very Dissatisfied

5. What is the reason that you don't visit the cafe for your lunch or breakfast?

- ? I didn't know we have a cafe serving lunch meal.
- ? I bring food from home.
- ? I don't eat lunch.
- ? I eat at outside restaurants during the lunch break.
- ? I don't like the food they serve.

6. What can we do to get you to eat in the cafe?

7. Please indicate your favorite foods that are listed below. (Choose all that apply)

- ? America
- ? Mexican
- ? Italian
- ? Thai
- ? Indian
- ? Chinese
- ? Vegetarian
- ? Other (please specify)

Attachment D

8. What price level do you think is fair and acceptable for choices on a daily lunch menu?

- ? \$4.00
- ? \$4.50
- ? \$5.00
- ? \$5.50
- ? \$6.00
- ? \$6.50 and above

9. The Monterey Peninsula College cafe serves a variety of food (hot entree, salad bar, sandwich, salad, desserts and fruit salad).

- ? Strongly Agree
- ? Agree
- ? Have No Opinion
- ? Disagree
- ? Strongly Disagree

10. Are there any improvements you think we need to make to meet your dining needs? What suggestions and opinions do you have on our overall food and service?



Management Survey

Please give us your feedback on our performance.

1. Are you pleased with the food quality that the operator is providing?

- A- Yes, consistently good taste and variety
- B- Good but occasionally needs improvement
- C- Sometimes good but inconsistent
- D- Usually needs improvement

Comments _____

2. Are you pleased with the operator's service?

- A - Yes, the operator always provide quick and courteous service to all employees
- B - Yes, The operator provides quick and courteous service to employees most of the time
- C - The operator is inconsistent providing quick and courteous service to our employees
- D - No, our employees are not given good service.

Comments _____

3. Do you feel that the cafe is clean?

- A - Yes, the cafe is very clean and does not need any improvement
- B - The cafe is generally clean but needs some attention
- C - The cafe needs to be cleaner

Comments _____

Attachment E

4. How satisfied are your students and staff with the variety of food offered by the operator?

- A - Very satisfied
- B - Somewhat satisfied
- C - A little satisfied
- D - Not satisfied at all

Comments _____

5. Do you have any needs that are not being met or are there any changes that you would make in the cafe?

Comments _____

6. Are you happy that you signed with The Corporate Chef?

- A - Very satisfied
- B - Somewhat satisfied
- C - A little satisfied
- D - Not satisfied at all

Comments _____

Corporate Chef

JOB SPECIFICATIONS – Chef/ Owner

Reports To: Director of Operations – Corporate Chef / Client – Facilities manager

Summary: The Chef/Owners are responsible for the daily operation of the cafeteria. They are the individuals that take responsibility where needed and oversee the creation of new programs and menu items. They have ultimate financial responsibility to ensure profitability but cannot let quality suffer. It is the responsibility of the Chef/Owners to report to Corporate Chef concerns and issues they may have that cannot be corrected with the help of the client.

A. Sales/Profitability/Cost Control

1. Budgeted food cost achieved while maintaining quality
2. Spoilage reports completed and maintained
3. Proper cost comparisons done when purchasing
4. Food items controlled against staff theft and pilferage.
5. Budgeted labour cost percentage achieved
6. Overhead costs controlled within budget
7. Staff meal costs monitored and controlled
8. Forecast and actual budget function sheets completed

B. Administration

1. Completion of weekly payroll input
2. Completion of weekly schedules – scheduling of staff as necessary to ensure adequate and consistent levels of service
3. Completion of food requisitions
4. Following of proper purchasing and requisitioning procedures
5. Maintenance of records for inventory, labour cost, food cost etc.
6. Attendance at, and participation in, weekly F & B meeting
7. Vacation schedules completed and maintained
8. Complete knowledge of fire procedures

C. Product Quality

1. Consistent check of banquet food and beverage quality
2. Banquet services
3. Consistent check of banquet plate presentation
4. Buffet presentation

D. Service

1. Staff properly trained
2. Requirement of staff to meet budgeted volumes
3. Monitoring of attitude and appearance
4. Overseeing and responding to customer complaints
5. Proper handling of phone
6. Ensuring teamwork/relations with co-workers and management
7. Handling of special requests from guests
8. Providing efficient service to meet demand

E. Sanitation And Housekeeping

1. Participation towards overall cafeteria maintenance and cleanliness
-

Corporate Chef

JOB SPECIFICATIONS – Chef/ Owner

2. Maintenance of kitchen and kitchen equipment
3. Cleanliness of kitchen
4. Cleanliness of kitchen equipment
5. Cleanliness and organization of storage areas and refrigerators
6. Minimizing the number of workers' compensation claims
7. Reporting of any deficiencies in equipment and facilities
8. Cleanliness and organization of office area
9. Cleanliness of staff room, tables and dishes.
10. Cleanliness of garbage area, receiving area, dock, etc.

F. Personnel Management

1. Effective communication skills
 2. Staff training and development
 3. Personnel selection
 4. Following of proper hiring procedures
 5. Implementation of monthly department meeting
 6. Personnel turnover
 7. Personal development and growth
 8. Discipline of Personnel as required
-

THE CORPORATE CHEF
CAFETERIA CLEANING PROCEDURE CHECK LIST

Cafeteria _____ Date _____

DAILY CLEANING

MON TUE WED THU FRI

_____	_____	_____	_____	_____	Thoroughly clean the food preparation area before leaving each day, including cutting boards.
_____	_____	_____	_____	_____	Clean sinks and all stainless steel surfaces.
_____	_____	_____	_____	_____	Clean grill and adjacent surfaces, walls, stainless steel, etc.
_____	_____	_____	_____	_____	Clean fryer and adjacent surfaces, walls, etc.
_____	_____	_____	_____	_____	Clean stove, burners, oven, and all external surfaces.
_____	_____	_____	_____	_____	Clean steam table; remove all water.
_____	_____	_____	_____	_____	Clean microwave oven.
_____	_____	_____	_____	_____	Clean slicer.
_____	_____	_____	_____	_____	Clean sandwich table.
_____	_____	_____	_____	_____	Clean toaster.
_____	_____	_____	_____	_____	Clean refrigerator and freezer external surfaces.
_____	_____	_____	_____	_____	Clean glass on display refrigerators and empty drip pan.
_____	_____	_____	_____	_____	Clean other display equipment (such as popcorn machine).

THE CORPORATE CHEF
CAFETERIA CLEANING PROCEDURE CHECK LIST

CAFETERIA _____ DATE _____

DAILY CLEANING (Cont.d)

MON TUE WED THU FRI

___	___	___	___	___	Clean soda fountain and nozzles; drain out all water.
___	___	___	___	___	Clean service line counters, tops display cases, salad bar etc.
___	___	___	___	___	Clean salad bar; remove all ice debris and drain out all water.
___	___	___	___	___	Wash food trays.
___	___	___	___	___	Wash serving utensils, smallwares, etc.
___	___	___	___	___	Wash coffee pots.
___	___	___	___	___	Wash and fill creamers, sugar dis- pensers, salt and pepper, condiment Containers, etc.
___	___	___	___	___	Clean coffeemaker and surrounding areas.
___	___	___	___	___	Clean dining area tables after each break and wash thoroughly before leaving for the day.
___	___	___	___	___	Check dining area floor for spillage debris, etc., as often as necessary.
___	___	___	___	___	Empty ash trays while cleaning the tables after each break and during the end of the day.

THE CORPORATE CHEF
CAFETERIA CLEANING PROCEDURE CHECK LIST

CAFETERIA _____ DATE _____

DAILY CLEANING (Cont.d)

MON TUE WED THU FRI

___	___	___	___	___	Restock straws, napkins, plastic-ware, candy, chips, etc.
___	___	___	___	___	Empty and scrub down trash cans.
___	___	___	___	___	Clean kitchen and serving area floors (and walk-in refrigerator floor), including floor drains.

WEEKLY

MON TUE WED THU FRI

___	___	___	___	___	Wash refrigerator shelves and doors inside and out. Clean dust from coils and ducts: clean top.
___	___	___	___	___	Thoroughly clean hood over the stove.
___	___	___	___	___	Clean and maintain hood filters and grease drip pans.
___	___	___	___	___	Change oil in fryer.

THE CORPORATE CHEF
CAFETERIA CLEANING PROCEDURE CHECK LIST

CAFETERIA _____ DATE _____

LONG-TERM CLEANING

MON TUE WED THU FRI

___	___	___	___	___	Defrost freezer.
___	___	___	___	___	Clean and organize storage areas, including floors, shelves, etc.
___	___	___	___	___	Clean grease trap.
___	___	___	___	___	Clean kitchen walls and all surfaces.

Chapter 1

The Customer Experience

Hours Of Operation

No Smoking Policy

Music

Temperature Control

Team Member Positions

Service Times

Customer Area

- Salad Station

- Grill

- Beverage Coolers

- Fountain Beverage Bar

- Condiment Station

- Soup Station

- Dining Room

- Restrooms

Telephone/Cell Phone Policy

Customer Complaints

- Level I Complaints

- Level II Complaints

American With Disabilities Act (ADA) Accommodations

Customer Service Standards

Chapter 2

Food Safety & Sanitation

Types Of Contamination

- Biological Hazards
- Chemical Contamination
- Physical Contamination
- Cross Contamination

Preventing Food Contamination

Calibrating A Thermometer

Temperature Zones

Food Safety / Preventing Contamination

- All Products
- Heated Products
- Refrigerated Products
- Team Member Sanitation

Identifying Product Of Inferior Quality

- Canned Foods
- Fresh Foods

Restaurant Cleanliness

Cleaning & Sanitizing Product

Cleaning Products – Quick Reference

- All Purpose Cleaner
- Glass Cleaner
- Lime Solvent Concentrate
- Antimicrobial H& Soap\
- Sanitizer & Rinse
- Stainless Steel Cleaner
- Dish Detergent
- Floor Cleaner

Cleaning & Sanitizing Procedure

- Dish Machine / Three Compartment Sink
- Kitchen
 - Floor
 - Counter
 - Walls

Attachment H

- Metro Shelving
- Equipment
- Dining Room
 - Carpet
 - Walls
 - Tables
 - Chairs
 - Windows
 - Wainscoting & Trim
- Restrooms
 - Floor
 - Sinks
 - Toilets
 - Walls
 - Mirrors
 - Vents
 - Thresholds / Door Ways
- Exterior Area
 - Outdoor Seating
 - Umbrellas
 - Trash Area
 - Entrance Doors
 - Smoking Area (If Equipped)

Chapter 3 Product Handling

General Requirements

Approved Vendors

Receiving Products

Product Storage

Basic Guidelines

Dry Storage

Paper Supplies

Cleaning Supplies

Fountain Drinks – Syrup & CO2

Frozen Storage

Refrigerated Storage

Product Descriptions

(List Of Food & Product On Inventory List)

Product	Description	Storage Location	Shelf Life Unprepared	Storage Container After Preparation	Shelf Life Prepared
Apples	Red Delicious	Refrigerated	3 Weeks	Keep In Box At Least 4" Off Floor	48 Hours Once Pealed Or Cut. -
Chicken Breast 4oz	4oz Skin Off	Refrigerated	5 Days	Cambro Container With Lid	24 Hours

Attachment H



Thawing Procedures
Emergency Thawing Procedures
Heating Procedures
 Heating & Holding Soups
Cooling Procedures
Inventory

Chapter 4 Recipes & Prep

(Complete Menu Items & Prep Items)

Chapter 5

Daily Check Lists, Logs & Forms

How To Use The Check Lists

Opening Check List

Post Rush Check List

Closing Check List

Refrigerator Logs

Freezer Logs

Food Temp Logs

Dish Washer Log

Work Schedule

Daily Cleaning Check List

Weekly Cleaning Check List

Monthly Cleaning Check List

Equipment Service Log

Daily Prep List

Performance Reviews

Chapter 6

Equipment Operations & Maintenance

General Requirements

(This Is A List Of All Equipment On Site With All Instruction On How To Operate & Clean.)

Chapter 7

Public / Employee Safety & Security

Preventing Accidents & Injuries

Employee Safety Training

Emergency Procedures

Operating & Maintaining Equipment Safely

Avoiding Burns

Using Knives Safely

Proper Lifting Techniques

Security

Safes

Alarm System

Outside Security Services

Keys & Codes

Store Emergency Call Lists

Internal Theft

Spotting Team Member Theft

Attachment H

- Internal Theft Prevention
- Short-Change-Artists – Preventative Measures
- External Theft Action Steps
- Counterfeit Money
- Counterfeit Money Action Steps
- Vandalism Inside The Restaurant
- Vandalism Outside The Restaurant
- Emergency Preparedness
 - Emergency Equipment & Supplies
- Facility Preparedness
- Evacuation Plan
- Crisis Situations
 - Customer Complaint Level III
 - Handling A Crisis
 - Working With Authorities/ Outside Agencies
 - What To Tell Team Members
 - What To Tell Customers
 - What To Tell Victims Families
 - Gathering Crisis Information
 - Notifying Authorities
 - Dealing With Victims
 - Dealing With Media
- Power Outages / Blackouts
- Day Time Power Outages
- Night Time Power Outages
- Fire
- Food Borne Illness / Infectious Disease
- Infectious Disease
- Medical Emergency / Death
 - In Case Of Death
- Robbery
 - In The Event Of A Robbery
 - After The Robbery
 - Cash Register
 - Cash Shortages
 - Payroll Check
- General Cash Handling Procedures
- Natural Disaster
 - Hurricane
 - Earthquakes
 - Tornados
 - Floods
 - Volcanic Eruption

Attachment H

Food Tempering

Bomb Threats / Extortion

Random Acts Of Violence

Drive By Shooting

Hostage Taking

Civil Disturbance

OSHA

Accident / Injury Reporting

Reference Material

OSHA Requirements

OSHA Posters

OSHA Record Keeping

Material Safety Data Sheets (MSDS)

Chemical Use

Chemical Safety Practice

Chemical Labeling & Personal Protection

Skin & Eye Contact

Chemical Burns

Swallowing

Inhalation

Slips & Fall

Lifting

Heat Burns

Department Of Health Regulations

Chapter 8

H.R. & Company Policies

Employee Files

1-9 Folders

E-Verify

Background Checks

Payroll & Pay Periods

Compensation

 Benefits

 Perks

 Employee Meals

Promotions

Raises

Attachment H

Time Off Requests
Bereavement Leave
Vacation
Sick Leaves
Maternity Leave
Intoxication
Substance Abuse
Discipline Policy
 Documentation
Terminations
Rehires
Performance Reviews

Chapter 9

Job Descriptions & Duties

Dishwasher
Cashier
Grill Cook 1
Grill Cook 2
Line Server 1
Line Server 2
Line Server 3

Attachment H

Prep Cook
Café Steward
Sandwich Prep
Salad Prep
Assistant Manager
Manager
General Manager
Chef Owner
Executive Chef
Director Operations
District Manager
Regional Manager

Chapter 10

Financial Reporting

The Corporate Chef Operator Handbook

Introduction	2
Appearance and Grooming.....	3
Customer relations.....	5
Health, Sanitation and Safety.....	5
Non Smoking Environment.....	5
Daily Operation.....	6

Introduction

Welcome to The Corporate Chef, which has earned a reputation as an industry leader in corporate dining. Through the hard work of our operators we have established a reputation for quality and excellence. The primary objective of our company is to deliver food and service of superior quality.

You have been carefully selected to work with our company because we feel that the skills that you possess can contribute to the company team. We have based our reputation on the quality of our food and service and in joining us; you have become an integral part of our on-going efforts to maintain that hard-won reputation. We sincerely hope that you will find this a satisfying opportunity for you.

Our constant endeavor in operator's relations is to maintain a well-trained, enthusiastic and efficient group of operators who work to make our business successful- thus enhancing the career goals of each operator.

Appearance and Grooming

Your appearance is a guest's first impression of the cafeteria. A high standard of grooming and personal hygiene is very important.

- Use effective body deodorant
- Hands: Fingernails – clean and filed. When using polish, select a color that complements, not overpowers and nails should not be excessively long. Kitchen staff keeps nails short and no colored polish should be worn.
- Jewelry bracelets or other exposed jewelry should be kept to a minimum. Males may not wear earrings while on duty.
- Health code requires that sox or hose be worn

Customer relations

The corporate Chef believes that a customer's patronage is earned by providing high quality food and excellent personal service. Everyone must be considered a potential customer, weather they are inside or outside the cafeteria. Operators are expected to conduct themselves in a congenial and helpful manner at all times which is conductive to enhancing our business. Look at the big picture, think of things that you can do to enhance your operation. Think "out of the box" to come up with ways to increase customer service, your catering business or menu options. Perhaps develop contests to build community.

- Name That Sandwich - Employees submit a recipe and a name of a sandwich that they feel would be a good addition to the menu. Entries can be submit on a form in the cafeteria for a week or so then a committee comprised of two Cafe' staff members and two employees will pick the winner. The "Name that Sandwich" contest winner will receive a free lunch, everyday, for one week, and have their sandwich permanently featured on the Cafe' menu .
- Celebrity Chef – Is a fun program to promote the café. We ask a high profile employee to stay behind the counter and help serve a special item during lunch or breakfast. The “celebrity chef” usually spends more time talking to patrons that actually working.

- **Café Art**

The Corporate Chef facilitates a program, Café Art, for employees to display their photography or art work in the employee cafeteria.

Any photographer or artist interested in participating in Café Art should contact [Facilities Manager].

All work should be appropriate subject and size for the cafeteria. After approval, the work will be displayed for four to six weeks.

Employees that are chosen will receive a week of free lunches complements of The Corporate Chef.

- **Games**

Checkers / Chess

Yahtzee

Dominoes

Cards

Chinese checkers

Sorry – no twister

Health, Sanitation and Safety

All Operators are responsible for keeping the Cafeteria in a clean, appealing and healthy condition. This includes picking up litter, cleaning up spills and breakage. Be sure to wash your hands after eating, smoking using the lavatory, brushing your hair or performing clean up duties. Do not touch your hair, mouth face nose while handling or cooking food and serving beverages. When handling glasses and dishes be sure not to touch the beverage or food and keep fingers away from the rims of the glasses and the food contact portion of the silverware. When preparing food, wash hands (and any tools and cutting boards). Be particularly conscientious of this when handling meats or seafood.

Always be aware of safe practices such as watching for other employees in traffic areas and caring only what you can safely handle at time. Let crewmembers know when you are behind them by saying "behind you": communication and consideration are the keys to a safe, pleasant environment.

Non-Smoking Environment

The Corporate Chef desires to provide an environment that is both healthy and comfortable for all. Therefore, all of the cafeteria premises are designated as non smoking areas. Employees who desire to smoke must do so away from the cafeteria premises and out of guest's view.

Daily Operation

As your day begins in your cafeteria be sure that you and your staff arrive early enough to be ready to be open on time and allow enough time to deal with any unforeseen problems.

Please establish the habit of saying “Good Morning” to each person as they enter the cafeteria.

Having freshly brewed coffee is important. Make sure that the coffee brand that you are using is like and popular with your clients. Coffee can be a big money maker for you, so please pay close attention to your brand and prices. You need to make sure that your customers don't get in the habit of stopping for coffee on their way to work.

We can't stress enough the importance of getting to know your clientele. They can provide you with valuable feedback that will allow you to grow your business. Be sure to encourage them to give you feedback and always thank them for giving negative and positive comments.

If some of your customers are busy or in a hurry in the morning it may be beneficial for you to have some pre made breakfast sandwiches and burritos. Again, keep in touch with them if time permits. Made-to-order is usually best.

Remember that one of our goals is to make the cafeteria a communal area for people to gather and meet. Ideas that you have to make the cafeteria space more inviting are welcome.

The transition from breakfast to lunch needs to be carefully planned. Make sure that you have good professional signage with breakfast and lunch hours posted. Try to be flexible with people who want an early lunch or a late breakfast. Remember: **we want to do what ever we can to make people happy, so when they leave they say good thing about us to others and we grow the business**

You and all of your staff need to be cross-trained to work as many positions in the cafeteria as possible.

Cleaning

As the operator you are responsible for keeping your facility clean at all times. The Local health department will perform inspections twice a year. The facility department and you guests will be aware of the cleanliness of your facility and will respond to it accordingly.

A detailed cleaning schedule is required by all of the Corporate Chef operators. It must consist of daily cleaning duties as well as weekly and monthly cleaning schedules. For example:

Daily

1. Sweep floor throughout the shift
2. Mop floor at end of service
3. Wipe down all surfaces
4. Wash and put away all dishes
5. Drain and clean dish machine
6. Write breakfast menu for next day
7. Straighten all tables and chairs in the dining room
8. Work with facility dept to insure trash is emptied
9. Check email for catering orders
10. Pull frozen products to thawing rack in walk-in
11. Arrange, restock, clean condiments and counter space
12. Date and Label all products
13. Refill soap and paper towel dispensers
14. Mop, clean and walk -in
15. Mop, clean and dry storage
- 16.

Weekly

1. Reorganize walk-in
2. Reorganize storage room
3. Clean managers office

Catering

Catering is an important part of your cafeteria operation.

Our clients depend on the cafeteria operator to provide them with catering services that meet their food and dietary needs and are priced within their budget. The catering menu provided is suggested prices and selections but the operator must insure that people are happy with that selection and it meets their needs.

Sample catering checklist

1. Chaffing Dishes with inserts
2. Sterno for chaffers
3. Lighter or matches
4. Water for chaffers
5. Table cloths
6. Napkins
7. Plates
8. Utensils
9. Serving utensils
10. Menu
11. Food

Safety and Security

8.1 Minimum Insurance Requirements

The Owner should review his lease carefully to determine if specific insurance requirements are included. Building owners, management companies, mortgages and loss payees may require being included as additional insured on policy. The lease must be read carefully.

Corporate Chef has specified minimum insurance requirements that all Owners must comply with. In the event that an employee of the Owner is injured on the job, the Owner must file a Worker's Compensation Claim. The minimum insurance requirements include:

8.1.1 Comprehensive General Liability • Bodily Injury and Property Damage minimums

\$1,000,000 Per Occurrence
\$2,000,000 General Aggregate

8.1.2 Automobile Liability

- Hired and Non-Owned Auto Liability
- \$1,000,000 per Accident
- Any Owned Vehicles
- \$1,000,000 per Accident

8.1.3 Workers' Compensation and Employer's Liability • Minimum State statutory limits required

8.1.4 Additional insured

Building owners, management companies, mortgages and loss payees may require inclusion as additional insured parties on the policy

8.2 Preventing Accidents and Injuries

- Do not block access to electrical panels or other utility shut-offs
- Never store heavy, bulky, breakable or unstable item on top shelves, but at waist height or below
- Never stack canned goods on top of each other
- Use ladders or step stools to reach items on top shelves
- Keep ladders and step stools in good condition and equipped with nonskid pads
- Always wipe up spills immediately to prevent slip-and-fall accidents
- Always post **Caution - Wet Floor** signs in the areas being mopped
- Do not wet-mop large floor sections all at once
- Wet-mop smaller areas and immediately dry-mop them before moving on to the next area
- Keep traffic areas free of debris and equipment
- Do not block emergency exits
- Ensure that all Team Members wear slip-resistant shoes
- Keep compressed gas cylinders (CO₂) chained in place to prevent them from tipping over
- Place metal caps on tanks that are not in use to cover pressure valves to protect against damage
- Keep detergents, sanitizers and other non-food chemicals stored away from food and paper products
- Keep paints, polishes, acids, solvents and other flammable chemicals stored away from food and other cleaning chemicals
- Keep these items stored in a proper metal cabinet away from flames and heat
- All chemicals stored on premises must have MSD information sheets available
- It is best to store chemicals that are not regularly used in the course of the business day at an offsite location
- Do not allow Team Members to run or rush while performing their duties
- Do not allow horseplay

8.3 Employee Safety Training

Constantly update and reinforce safety policies and safety training in the restaurant.

8.3.1 Emergency Procedures

Ensure all Team Members understand their responsibilities during an emergency situation such as fire, robbery,

have available a well-stocked first aid kit and locate it in a highly visible area

8.3.2 Operating and Maintaining Equipment Safely

Check the slicer before using to make sure all guards are in place, the blade is sharpened and undamaged, and the electrical cords are not frayed or damaged

It is illegal for anyone under 18 to operate the slicer

It is illegal for anyone under the age of 16 to operate or work near the oven

Properly train Team Members on equipment before they use it

Team Members must notify the Owner Manager when a piece of equipment is in need of repair

Prior to cleaning equipment, ensure the unit is off and unplugged

8.3.3 Avoiding Burns

Always wear safety gloves when handling strong cleaning materials to prevent chemical burns

Never overfill pans with liquid products to avoid burns and to prevent spills

Team Members should announce their presence when passing behind another Team Member

8.3.4 Using Knives Safely

Immediately wash knives in the Three Compartment Sink and return them to their proper storage

Place

Never leave knives in the sink

Never leave knives on a worktable when not in use

Always carry a knife by holding it close to the body with the point down to the floor and the blade facing to the rear

When passing a knife to someone, hold the knife by the handle with the blade facing down and

Acknowledge that the person receiving it has securely grasped it

Always sanitize the knife and cutting board between products to avoid cross contamination

Always wipe the knife with the blade away from the body

Never cut on metal surfaces

Use the tip of the knife for cutting products soft in texture (such as mushrooms) and the heel of the knife for products hard or firm in texture (such as onions)

When cutting, always make sure fingertips are curled under and the thumb is tucked in on the hand holding the product being cut

In order to provide a stable cutting position, always cut round or awkwardly shaped items in half.

Laying the flat surface on the cutting board before completing the cut

Never try to catch a falling knife and always move out of the way of the knife if it falls

Always cut away from hands and the body

Do not use knives for any purpose other than food preparation

8.3.5 Proper Lifting Techniques

Before attempting to lift an item, first determine if can be done safely - if the item is too heavy, ask for help

Do not move an item twice if once will do - plan work for efficiency

Do not attempt to move a load too large to see over or around - ask for help

Push, do not pull

When lifting, bend at the knees, keeping a straight back

Lift gradually, slowly and smoothly without jerking

Minimize arm movement and keep objects close to the body

Keep feet spread for good balance

Lift without twisting - turn feet, not hips or shoulders

Grip the load with the whole hand, not just the fingertips

When using a ladder, do not use the top two steps

Avoid overreaching

Move the ladder as close to the object as possible

Do not use chairs, desks, tables or racks in place of the ladder

8.4 Safety Incentive Programs

When Team Members fail to perform safely it is usually because the work environment does not support safe behavior. The most successful programs to change performance focus on rewarding positive behavior rather than punishing negative behavior. Instituting an effective safety incentive program can play a very important role in workplace accident prevention. This means lower insurance costs, higher productivity and fewer accidents.

8.4.1 Involve Team Members from the Start

Involve Team Members in the creation, selection and delivery of the reward system. Possible rewards include:

Special quotes

Commuter expenses such as bus tokens or passes

T-shirts

Lottery tickets

Points that can be accumulated and exchanged for larger rewards

Time off

8.4.2 Measuring Employee Performance

Before offering rewards, determine the criteria by which they will be earned. Supervisors must be able to measure each Team Member's performance objectively against these criteria, otherwise it is impossible to tell when Team Members have earned a reward. Some guidelines are:

Give recognition for using appropriate personal protective equipment such as safety goggles, gloves and aprons

Reward cleaning up spills as soon as they happen and removing debris or objects that block aisles Recognize work teams that are accident-free for a quarter

Keep the focus of the program on rewarding individual safe operating behaviors Long-term measurements, such as low accident rates and a lengthy number of days worked without an injury, should be established as goals and recognized for achievement

Tie rewards directly to behavior - Team Members need to know specifically why the reward is being given

Deliver rewards as soon as possible after the desired behavior has been observed Deliver small, frequent rewards as the behaviors occur and make sure everyone has an opportunity to earn recognition

Use a variety of rewards - reward programs sometimes fail because Team Members are not interested in the type of rewards given

Keep it simple and fun -the less complicated the reward program, the better the chances are that all Team Members understand it, participate and strive for safe behavior

Follow through - nothing kills a reward program as quickly as failure to deliver promised rewards

8.5 Security 8.5.1 Safes

Make sure that the safe is large enough to accommodate the store change fund, till amounts,

Computer tapes and deposits

Do not write down the combination anywhere in the store

Ensure that only the store Owner/Manager have access to the safe

Lock all money in the safe

Keep the safe locked when not in use

Do not use the day lock

After opening and then re-closing the safe door, turn the combination dial several complete revolutions to completely lock the safe

Change the safe combination when a management change occurs

8.5.2 Drop Safe

Drop large bills into the drop safe, located under the POS counter

Follow the cash drawer guidelines for the maximum amount of cash allowed in the drawer at one time

• Ensure that only the Owner/Manager can open the drop safe

8.5.3 Alarm Systems

The Owner Manager must have a basic understanding of the store's alarm system and know how to turn it on and off

Never allow an alarm sensor to be blocked by merchandise or signs

If the alarm is not operating properly nor if there are any questions concerning the system, contact the alarm company

If store management changes, contact the alarm company for access code changes and to update emergency home phone numbers for the security company

Activate the alarm whenever the store is unattended

Be careful when hanging items from the ceiling so as not to block the sensor

Be aware that the air conditioner can cause hanging items to move and may set off a motion sensor

8.5.4 Keys and Codes

Never label door keys with an address or business logo

Never leave the store security keys hanging in the office or in a register

Never loan keys to unauthorized people - a Key Control Form (see Chapter 10 Exhibits) must be signed and filed

Upon termination, turnover or change in management of authorized key holders, the locks and alarm access codes must be changed immediately

Never allow an unauthorized vendor or unauthorized employee to have access to store keys or

Codes

The food supplier must advise the Owner of any driver changes or termination of drivers in case of changes or terminations, change locks and alarm access codes immediately

8.5.5 Store Emergency Call List

The Owner/Manager is responsible for making all emergency phone calls

In all emergency situations, after contacting the local authorities, immediately notify the Area Director or the Regional Director

If the Area Director or Regional Director cannot be contacted and immediate assistance is needed, contact the Corporate Chef Help Desk, 1-866-822-HELP (1-866-822-4357) or use the Red Code number, 1-888-RED CODE (1-888-733-2633) (Pager)

Keep the Emergency Telephone Numbers form posted by the telephone with the most current emergency contact phone numbers

Include phone numbers for the Area Director or Regional Director, Help Desk and Red Code

8.6 Internal Theft

Actions that are regarded as Team Member theft are

Taking cash from a cash drawer, store change fund or a bank deposit

Failing to record revenue

Cashing bad checks to the till

Knowingly giving bogus or unauthorized discounts

Wrongfully redeeming coupons

Removing any product from the store without purchasing it or properly transferring it

8.6.1 Spotting Team Member Theft Watch for these warning signs:

Consistent shortages or overages in cash drawer counts by a particular Team Member Customers, friends or relatives of a Team Member who wait to be checked out only by that person Team Members who are constantly watching the Owner Manager or looking toward the office

Numerous phone calls requesting a certain Team Member or inquiring if a certain Team Member is working

Patterns of abnormally high numbers of coupons or credits being made by a particular Team Member

High void and cancel totals

Inconsistent Team Member behavior

Cars hanging around in the parking lot

People frequently offering to take out the trash

Team Members carrying backpacks or large bags Lulls in register tickets

8.6.2 Internal Theft Prevention

Lock the safe

Lock the back door

Take weekly inventories

Check all incoming inventory carefully and document shortages

Flatten all boxes going to the dumpster

Empty trash only during daylight hours

8.7 Short-Change Artist - Preventive Measures

A short-change artist is an individual who specializes in confusing a money handler. These people generally enter the store and make small purchases paying with a \$10, \$20, \$50 or \$100 bill. They wait for the cashier to start counting the change back and then interrupt by asking that change be made differently. The following behaviors will help Team Members guard against short-change artists:

Lay the bill(s) tendered face-up and facing the Cashier across the cash till until change has been counted back to the customer

When the customer offers a bill, make eye contact and say "Out of bill denomination" Keep the money in the till with all bills facing one direction

Separate bills by denomination

Count change back to the customer

Always get the customer's money before giving back change do not become confused - if confused, stop and shut the drawer

Ignore interruptions until transactions have been completed complete one transaction before beginning another

Never turn away from the till or leave the cash drawer open

Take special interest in the customer who lays down a large bill to pay for a small item never make change for anyone who is not purchasing merchandise

Immediately close down the POS system
Run a report to determine the loss
If applicable, remove the security tape and place it in the safe
Contact police and file a report

8.8 Counterfeit Money

To identify counterfeit money, look for these five features:

Do the words at the bottom of the portrait (for example "one dollar") match the numbers in the corners (for example "1 "07

People may cut off the numbers of a high denomination bill and tape them onto a lower denomination bill.

Is the engraving clear? Check the treasury seal to the right of the portrait. You should be able to see the printing on the seal through the denomination printed over it. A counterfeit bill may be smeared or dark in this area.

Pay attention to the feel of the bill. Counterfeit bills may have a different texture or weight to the paper.

Special markers are available at local office supply stores. An area of the counterfeit bill will turn a special color when highlighted by this marker.

Larger bills may have plastic strips in them.

8.8.1 Counterfeit Money Action Steps

Advise Team Members that if they receive a bill that seems unusual, they should consult with the Owner/Manager.

Record the serial number of the bill and note the date and time received.

Note the person's description, as well as that of any companions.

If possible, note the license number of any vehicle used.

Advise the customer to take the bill to the bank or to the police.

Telephone the local police department or the United States Secret Service - these numbers can be found on the inside front page of the local telephone directory.

8.9 Vandalism inside the Restaurant

If local law permits, lock restrooms that are frequently defaced or destroyed - allow use by key or by token coin entry.

Check restrooms frequently for signs of loitering and/or vandalism.

Immediately alert the Owner/Manager if several people enter a restroom together as it may indicate alcohol, drug or other problems.

In order to respond to inappropriate loitering or rowdiness, post a professionally made sign clearly stating the time limits for consumption of food, usually 20 minutes - use this rule with

Common sense.

If rowdiness, profanity or any other behavior that may be offensive to other customer occurs, the Owner/Manager must respond quickly.

The "20 minute" rule must be enforced in a firm, businesslike manner and the police should be called if loiterers refuse to leave.

Under no circumstances should the Owner/Manager or the Team Members attempt to physically evict a loiterer from the restaurant.

8.10 Vandalism outside the Restaurant

Mount professionally made "No Loitering" signs on light poles in the problem parking lots.

Some states or municipalities require specific information on the signs in order to make the policy enforceable by local police.

Check with the police department in the area, as well as the Area Director or Regional Director.

Before ordering the signs:

Check outside logos and signage frequently to ensure that they are securely attached.

Ensure that the lot is well lit at night.

Add speed bumps if necessary to reduce speeding on the lot.

Chain unused/unneeded parking areas at night to force loiterers to more controllable areas of the parking lot.

If the restaurant has outside seating, it is especially important to be aware of and to enforce the "No Loitering" policies in this area.

Employ an off-duty police officer or private security guard if serious vandalism and/or teenage problems exist.

8.11 Emergency Preparedness

8.11.1 Emergency Equipment and Supplies

Keep the following equipment and supplies on hand in a central location at all times:

Flashlights and extra batteries

Camera with 35 mm film, low light (400 speed) film or flash unit - the camera can be an

inexpensive disposable type.

Caution barricade tape and warning signs

12-2" rolls of masking tape - needed in hurricane areas

First-aid kit including a minimum of:

- Antiseptic
- Antibiotic Spray/Ointment
- Eyewash
- Burn Treatment
- 2"x3" Large Patch Adhesive Bandage
- 1"x3" Strip Adhesive Bandage
- Finger Tip Adhesive Bandage
- 2"x2" or larger Sterile Gauze Pads
- 2 inch wide Roll Bandage
- Tweezers
- Small Scissor

Emergency Phone Numbers List with 911, Fire, Police, Bum Unit, Hospital, Operations Director 408-596-6565

8.11.2 Facility Preparedness

- Inspect the store frequently to ensure that
- Security and fire alarm systems operate properly - inspect every four months
- Fire extinguishers are charged and dated
- Escape routes, such as doorways and stairways, are always clear
- Emergency lighting is functioning
- Fire exits are clearly marked with illuminated signs
- All doors open and close properly and are unobstructed
- Electrical panels are unobstructed and clearly marked, and covers are closed at all times
- Sprinkler heads are unobstructed at all times

- Storage/stacking is kept at least 18 inches below sprinkler heads
- Emergency Phone Numbers lists are displayed at the Cashier station and in the office
- Team Members are trained quarterly on proper use of the fire extinguishers
- Emergency drills are conducted monthly

8.11.3 Working with Outside Agencies FIRE DEPARTMENT

- Determine response time to the store
- Identify any unusual fire hazards
- Provide fire extinguisher training
- Obtain suggestions for evacuation procedures for your specific store design

POLICE DEPARTMENT

- Determine the response time to the store
- Obtain suggestions for building security

Utility COMPANIES

- Obtain suggestions for power shutdown procedures for the store
- Obtain suggestions for power failure procedures for the store

Local Building DEPARTMENT

- Obtain suggestions for designating internal safe areas during windstorms, etc.

8.11.4 Evacuation Plans

Each store needs to develop written evacuation procedures as part of the emergency preparedness program. Some basic considerations for an effective evacuation plan include:

- Guidelines for the decision to evacuate
- Evacuation routes
- Role of Team Members in the evacuation procedures
- Need for outside assistance
- Language barriers, if any, of people involved
- Quick removal of vital records, cash and other important information
- Procedures for securing the building following evacuation
- Internal evacuation (some event that requires moving people to a safe area within the building)

8.12 Crisis Situations

8.12.1 Customer Complaints Level III

- Level III complaints include fatality, serious injury, crime, unsolicited media inquiries and natural disasters
- If appropriate, call a local emergency number

8.12.2 Handling a Crisis

- Be calm and assess the facts
- Alert the Area Director or Regional Director as soon as possible
- Put the store emergency plan into action
- If appropriate, remove Team Members and customers from harm's way
- Gather detailed information
- Refer media inquiries to a Corporate Chef Public Relations Representative

8.12.3 Working with Authorities/Outside Agencies

- Demonstrate a willingness to solve the problem as quickly as possible
- Cooperate with the authorities by providing information relating to the crisis as soon as reasonably possible
- If information is unknown or unavailable, say so
- Supply authorities with accurate facts and explanations - do not speculate
- Do not volunteer information that has no relation to the crisis
- Keep copies and notes of all information and documents provided to each agency
- Carefully store any information or documents provided by the agency

8.12.4 What to Tell Team Members

- Be prepared to answer Team Members' questions and/or reassure them about the situation using the basic facts
- Respond to Team Member concerns and if you do not have an answer say you will find out and get back to them
- Avoid making any accusations or assessing blame regarding the crisis
- Show concern for hardship
- Help Team Members plan for the future (for example, store closings or layoffs that may result from the crisis)
- Communicate only the known facts - do not speculate
- Do not allow Team Members to speak to the media - let them know to whom they should refer all press
- An appropriate statement is "I am sorry, but you need to speak to ..." or "Let me get ..."
- An inappropriate statement is "I 'm sorry, but they told me I couldn't talk to you"

8.12.5 What to Tell Customers

- Share with customers only the facts needed to carry out the emergency plan
- Reassure the customer that his complaint will be taken seriously
- If appropriate, work with Corporate Chef to set up a hotline or local number for customer concerns about the crisis
- Follow up or have someone from Corporate Chef follow up with the customer
- Do not argue with the customer
- Do not be defensive
- Do not admit guilt or liability
- Do not offer insurance, medical or legal opinions on injuries or complaints

8.12.6 What to Tell the Victim's Family

- Local authorities should make first contact with the family
- If it is appropriate to make further contact, determine with the Area Director or Regional Director which representative of the organization will make the contact
- Work with the local authorities to make sure that there are no leaks to the media of the victim's name until the family is notified
- Let the family know management cares and is distressed by what has happened
- Offer non-monetary assistance, such as transportation to and from the hospital
- If questioned about the incident, give information that has been approved by the Area Director or Corporate Chef
- Do not speculate
- Do not admit guilt or liability

8.13 Gathering Crisis Information 8.13.1 the Event

- Record the date and time of the crisis
- Describe what happened
- Write down the names of Team Members and customers involved
- Describe how management was alerted to the event
- If alerted by individuals, write down who they are and what they said
- Find out if there were witnesses - write down who they are and what they had to say
- Describe if the crisis is over or ongoing

If food was involved, get a code date from the contractor of the product.

8.13.2 Notifying} the Authorities

Write down who was called (agency, names, etc.) and at what time

Write down the time that they arrived

Note whether the authorities interviewed any store personnel

If the authorities have interviewed individuals, write down who was interviewed and by whom

Write down whether management was involved in the authorities' interviews of Team Members,

Customers and others

Write down a list of questions that were asked

Write down any feedback received from the authorities

Ask the authorities when management will hear from them next and record their response

8.13.3 Dealing} with Victims

Note if anyone from the store attempted lifesaving procedures on any persons - write down who

Performed the procedures and on whom

Note if any of the store personnel attempted in any other way to treat the victims

If family members call, write down who called, when they called, what they asked and what was said

Write down any assistance that has been offered to the families of the victims

8.13.4 Dealing} with the Media

If the media calls, write down who called, what they asked and what was said

If the media arrives at the store, write down whether or not they brought TV cameras with them, if they got any footage for a story and when the piece will air

Find out if any other Team Members have spoken to the media

If a Team Member does speak to the media, write down the Team Member's name, what he was asked and what he said

Find out if customers have spoken to the media

Write down the customer's name, what he was asked and what he said

Find out if the media interviewed others on-site or nearby

8.14 Power outages/Blackouts

If the outage is limited to the store, notify the local power company

If the outage is limited to the store and occurs at night, also notify the local police department

8.14.1 Daytime Power Outages

Close and lock doors

Have a Team Member available to let customers out when they are ready to leave

Finish any orders already in progress, if they can be completed

Do not prepare any new orders - with the power off, food will be in the danger zone very quickly

Cover all cold and hot pans

Do not open any refrigeration until the power has been restored

Turn off and unplug all equipment so it does not short out when the power surges back on Turn off air conditioning and refrigeration systems at the circuit breakers

Adjust the thermostats to the coldest settings

Manually process any outstanding purchases

Keep a log at each cash register in operation

Put all excess funds in the drop or office safe

Turn off the POS system at the power switch - the battery back up is only 20 minutes Be sure to have at least one phone that works without power

When the power returns, slowly turn air conditioning, refrigeration system and equipment back on Stagger turn-on times to prevent overloading equipment

Reset time clocks

Make sure that product is within safe temperatures before serving

8.14.2 Nighttime Power Outages

Tell customers to remain calm and stay where they are until evacuation is possible

If emergency lights are available, turn them on before evacuating customers

If emergency lights are not available, use flashlights to find and evacuate all customers

Take the same steps as with daytime power outages

Keep the doors locked

Be sure to have at least one phone that works without power

When the power returns, slowly turn air conditioning, refrigeration system and equipment back on

Stagger turn-on times to prevent overloading equipment

Reset time clocks

Make sure that product is within safe temperatures before serving

8.15 Fire

The caller should

Call the fire department

Call the fire department from another location if an evacuation is necessary. State the nature of the emergency.

Identify himself, give the complete street address and the closest intersection. Provide a callback number but do not stay by the phone if danger is present.

8.75.7 In Case of Evacuation

Evacuate customers and Team Members immediately, following the emergency evacuation plan

Locate disabled customers and render assistance

If it can be done safely, turn off the fan in the area of the fire to avoid fanning the flames

If it can be done safely, turn off the inside gas valve

Make sure everyone is out before leaving the store

Close all doors to prevent air from fanning the fire

Shut off the main gas valve outside the building

Assemble Team Members at a specific location outside and away from the building

Make sure that all are accounted for

Instruct Team Members to stand by and be available if needed

Stand by to assist the fire department

Let the fire department fight the fire

Keep Team Members and customers out of the firefighters' way

8.15.2 If Evacuation is not necessary

Remove everyone from the immediate danger area

If possible, turn off the fan in the area of the fire to avoid fanning the flames

Close the door to the room where the fire is located to contain the fire and smoke

Use a fire extinguisher only if someone has been trained to operate it, the appropriate type is available and an exit is accessible if the fire cannot be put out

Assist the fire department as needed

8.15.3 Dealing with the Media

Refer all media questions to the fire department

If pressed for a comment, tell the media that information cannot be verified at this time and that someone will get back to them as soon as possible

8.15.4 Recovery and Re-entry

Contact *Corporate Chef* and/or the insurance representatives immediately

If the store can be reoccupied and there has been limited damage, develop a plan for an orderly business start-up

Take all measures to protect the store property from any further damage due to water, weather or looting

Start clean-up as soon as it is safe to do so

Contact the Area Director or Regional Director to find out what to do with food that may have been damaged by fire

Contact all appropriate agencies to assist in the recovery, including the security company, cleanup contractors and building inspectors

If the store needs to remain closed, keep in contact with Team Members updating them on when to return to work

8.16 Food borne Illness/Infectious Disease

Follow the instructions under Customer Complaints Level III (See sections 8.12-8.13)

Stay calm

Listen to the customer and let him tell the story in his own words

Show empathy and concern without admitting guilt

Set aside the food in question, especially if there has been more than one complaint about it

Do not argue, be defensive or show disrespect

Do not offer insurance, medical or legal opinions on the complaint

Do not mention or suggest symptoms normally associated with particular illnesses

Do not say whether or not similar calls have been made

previously reported, get as many facts as possible, tell them someone will get back to them and immediately contact the Area Director or Regional Director.

8.16.2 Infectious Disease

If a Team Member may have an infectious disease, send that Team Member home immediately, with pay, and arrange to have the Team Member tested by a doctor or hospital

If a Team Member visits an underdeveloped country for an extended visit, make sure the Team Member is tested for any infectious disease before returning to work

Get verification of testing from the doctor/hospital

If a Team Member has an infectious disease, collect all relevant information including:

Name, phone number, permission to call his doctor and the hospital where the testing was done

Source of the illness

Estimated date of infection

When symptoms started to occur

Recent dates and times the Team Member worked, particularly immediately before and

After the estimated date of infection

A list of other Team Members who may possibly have been exposed to the Team Member

The job function that the Team Member performed

Whether Corporate Chef safety and sanitation methods were followed

Whether the disease has been reported to the health department

Notify the Area Director or Regional Director immediately so he can notify Corporate Chef Corporate Office if necessary

Follow up actions may involve:

Working with medical experts

Working with the public health department

Determining what steps to take with other Team Members who could have been exposed to the disease

Determining what steps to take with customers who could have been exposed

Determining what steps to take to sanitize the store

Preventing the Team Member from returning to work until written medical confirmation has been given that it is safe to do

so

8.17 Medical Emergencies/Death

Medical Emergencies include such events as heart attacks, strokes, choking or reaction to medications. When a medical emergency occurs:

Call 911

If someone is qualified to perform first aid, ask him to do so

Contact the Area Director or Regional Director

Write down the date, time and sequence of events while waiting for help to arrive

Encourage witnesses to record their recollections

Follow up with local authorities on the status of the victim

8.17.1 In Case of Death

Call 911 immediately

Remember that the goal is twofold:

Preserving the scene for investigation

Responding to customers' concerns

Do not assume a stricken person is dead - check for signs of life

If management or someone else is qualified to deliver first aid, do so

If the person is obviously dead, do not disturb the body or any objects near it

Identify witnesses to the death

Encourage witnesses to record their recollections

Write down the date, time and sequence of events while waiting for help to arrive

8.17.2 Dealing with the Media

Refer all calls to a Corporate Chef Public Relations Representative

8.18 Robbery 8.18.1 Cash Resisters

Leave the cash register drawer open after closing the store and transferring all of the cash to the office

Count all cash in the office before and after closing in a place where customers cannot observe

The Manager or supervisor on duty should verify a Shift Envelope and start bank preparation prior to the Cashier leaving

8.18.2 Cash Shortages

All mysterious cash overages or shortages during each shift must trigger corrective action
Do not make up actual shortages out of the Cashier or Owner/Manager's personal money

8.18.3 Payroll

Keep payroll checks locked in the safe

Owner/Managers are responsible for receiving, verifying and distributing hourly
Payroll checks

Give each Team Member his check and only his check

Do not cash payroll checks in the restaurant

Do not issue payroll checks prior to payday

8.18.4 General Procedures

Always have two Team Members open and close the store - one Team Member must be 18 years
Or older

If there is an alarm, set it before leaving the store at closing

Verify that all doors and windows are locked before leaving the store

Check lighting and security equipment daily

Do not clutter the front window of the store

Keep the office door closed and locked at all times

Check the restrooms and far corners of the store before locking doors

Do not use the back door at all after closing

Keep a) lights on until leaving

At closing, all Team Members should leave the store together

8.18.5 In the Event of Robbery

Do not resist in any way - give the robber what he wants

Only speak when directly addressed

Follow the robber's instructions

Avoid sudden movement or actions

Keep hands in the open where the robber can see them

If the store has a hold-up alarm, use it only after the robber has left the premises

Try to form a mental picture of the robber for identification purposes, without staring

After the robber leaves, try to determine the type of escape vehicle, if any, and write down the license plate number without
putting anyone in jeopardy

8.18.6 after the Robbery

Follow the instructions under Customer Complaints Level III (See sections 8.12-8.13)

Lock the door so the robber cannot reenter the store

When calling the police, if questioned about how much money was taken reply "an undetermined amount in excess of
\$200.00"

Explain that Corporate Chef will let the police know the exact amount taken as soon as it has been determined

Do not let anyone touch any part of the cash-handling area or any other things that might have

Been touched by the robber

Remove the security VCR tape and place it in the safe if applicable

Give the tape to the police when they arrive

Ask customers that might have been witnesses to remain until the police arrive

Otherwise, take their names, addresses and telephone numbers

Try to write down an account of what happened as soon as possible while the events are still fresh

Run a report to help determine the amount of cash stolen

Obtain a copy of the police report and immediately contact the insurance company

Do not release information about the robbery to sources outside the company

8.18.7 Dealing with the Media

Refer media calls to the police

Caution Team Members not to talk to the press

8.18.8 Burglary

If there are indications of forced entry, never enter the store until the police have arrived and have cleared and secured the
store

A member of the management team must respond to an alarm call during non-operational hours

If a break-in has occurred, management must determine what, if anything, has been taken as instructions should not need to be requested

8.19 Natural Disasters

8.19.1 Hurricane - Watch Advisory

- Locate emergency supplies
- Alert contractors for possible use of emergency lumber supplies
- Secure outdoor objects (umbrellas, awnings, trash cans, etc.)
- Fuel all vehicles and keep them as full as possible during this period
- Test emergency lighting equipment in the store
- Evaluate the situation with the Area Director or Regional Director; be prepared to respond to Recommendations for remaining open or closing
- Alert Corporate Chef of possible evacuation
- Remove all loose items from the roof
- Check for trees with large branches that may break and trim those trees
- Update and distribute the Team Member phone list
- All Team Members should keep a copy of this list during the storm

8.19.2 Hurricane - Warning Advisory

- Notify the Area Director or Regional Director that the store is being evacuated
- Alert customers and Team Members that the store is closing shortly, evacuate customers and send Team Members home as soon as it is reasonably possible to do so
- Board up or tape windows diagonally, inside and out, from corner to corner and across as well as up and down
- Tape across all outside order boards, outside menu boards and drive-through point-of-purchase displays
- Stores in areas vulnerable to hurricanes should prearrange this action in coordination with the Area Director or Regional Director
- Reduce electrical loads where possible
- Make sure exhaust fans and covers are secured
- Pull all cash drawers and secure all money in the safe
- Place all cash register terminals and other equipment in heavy-duty plastic bags, seal them and place the bags on high shelves in the storage room
- Contact the alarm company and advise them that the store is being evacuated
- Shut off the main gas valve, water valve, all electrical circuits and the main power panel before leaving the store

Make sure no one is left in the store and that the building is locked and secure make sure that no one, under any circumstances, is planning to stay in the store

8.19.3 Hurricane - Other Precautions to Take

- Generate a list of Team Member's home and evacuation location phone numbers
- 48 hours prior to the expected hurricane, have a supervisors' meeting to coordinate procedures
- For facilities, finance, food and beverage to minimize panic and confusion
- Review staff scheduling and determine if the schedule needs adjustment
- Turn off the gas, if applicable
- Secure kitchen equipment
- Stack chairs and stools on tables
- Store the following items in the office:
 - A-frame signs
 - Hanging signs in the restaurant
 - Neon signs
 - Hanging plants
 - Floor plants
 - All hanging items
- Store table tents in cabinets
- Adjust the thermostat on the Walk-in Cooler and Freezer to maximum cold and do not open doors unless necessary
- Turn off and unplug all non-essential electrical equipment (do not unplug or turn off the soda fountain)
- Board up the windows
- Tape down heavy plastic over the POS system, Make and Wrap Tables, Reach-in Deli Case and Soda fountain
- Count all banks and deposit all currency at the bank
- Advise deliveries of the pending storm and put them on hold
- Take a current inventory
- Move all food in the Reach-in Deli Case, on the Make and Wrap Tables and on display in the restaurant to the proper storage location in the back

If customers and team members cannot be safely evacuated, direct them to stay near an inside wall such as in the bathrooms, Walk-in Cooler or basement
Stay away from windows
Close blinds to prevent glass from shattering if windows break

Notify the Area Director or Regional Director
Turn off the electrical supply to the store at the fuse box
Contact the alarm company and advise them that the store is being evacuated

8.19.5 Tornadoes - No Advance Warning Procedures

Evacuate the store if possible
If customers and Team Members cannot be safely evacuated, direct them to stay near an inside wall such as in the bathrooms, Walk-in Cooler or basement
After the tornado, check for injured Team Members or customers
Provide first aid or seek medical assistance if necessary
Do not attempt to move seriously injured persons unless they are immediately in danger of further injury
Begin clean-up procedures

8.19.6 Floods - Prior to the Flood

Secure and isolate gas and water systems to avoid contamination
Take the same steps as in the hurricane procedures to protect product, equipment and reports
Ensure that all drains are clear and in working order
Consider sandbagging critical areas
Unplug electrical equipment
Fill any partially or completely empty containers (for example, trash bins) with water so they do not act as battering rams against the building structure
Contact the alarm company and advise them that the store is being evacuated

8.19.7 Floods - After the Flood when returning to the store

If there are any obvious or suspected safety hazards such as live wires or downed power lines, broken gas and/or water mains or overturned gas tanks, call the police or utility company immediately
Carefully inspect the store interior before turning on the electricity
Check for water damage
If water is present, try to determine if it entered under the doors or through the ceiling
If water has come through the ceiling, contact the maintenance department or utility company for advice
Carefully inspect all electrical outlets and electrical equipment for malfunctions
When it is safe, turn on the electricity
If there is an electrical problem, turn off the electricity at the fuse box and notify the utility company
Determine with the Area Director or Regional Director which water-damaged food and paper products should be discarded

Generally, discard foods that are not in sealed, airtight containers and destroy paper goods that have been damaged
If there is severe water damage, the local health department will probably inspect the restaurant to make sure it is safe for business

Set up a hotline for Team Members to obtain company and store information
Team Members must call this number for updates during and after the storm regarding returning to work
Contact the insurance company for property damage inspection
Do not serve beverages from the soda fountain until it has been verified that the city water supply is safe

8.19.8 Earthquake - Before Crisis

Develop an earthquake emergency plan if the store is in an area where earthquakes are of concern
Conduct practice drills that physically place everyone in safe locations
Teach Team Members how to shut off the gas, water and electricity
Secure tall, heavy fixtures
Store flammable or hazardous liquids and breakable and heavy objects in cabinets or on bottom shelves of heavy fixtures

8.19.9 Earthquake - If an Earthquake Occurs

If indoors, stay indoors
Stay away from glass windows and doors
Stay away from any hot equipment
Duck underneath any counter or doorway
Hold onto the counter
If the counter moves, move with it

Do not enter any buildings, even after the shaking has stopped.

8.19.10 Earthquake - A after the Earthquake

Check for injured Team Members and customers

Provide first aid or seek medical assistance if necessary

Do not attempt to move seriously injured persons unless they are in immediate danger of further injury

Check gas and water lines immediately

If there is a smell of gas, open the doors and the drive-through window and shut off the main valve

Evacuate the building and report the gas leakage to utility officials

Stay away from the building until authorities say it is safe

If electrical wiring is shorting out, shut off the current at the main meter box

If water pipes are damaged, shut off the supply at the main valve

Turn on the radio for emergency bulletins

Have the building checked for structural damage before anyone occupies it again

If damage to the building is major, contact the insurance company for property damage inspection

Verify with the city service that the water supply is safe to use

8.19.11 Dealing with the Media

After a natural disaster, the media looks for stories of successful evacuations, heroes and heroines, as well as damage results

Contact the Area Director or Regional Director to determine if it is a good idea to take advantage of positive story opportunities

Check with the Area Director or Regional Director before giving dollar estimates of damage or business loss

8.20 Food Tampering

When a customer or Team Member reports finding a dangerous object in the food such as razor blades, needles, glass, poison or dangerous chemicals:

Quickly and discreetly remove all food that might have been tampered with

Immediately contact the Area Director, Regional Director

Follow the instructions under Customer Complaints Level III (See sections 8.12-8.13)

Hold the food for further investigation

If there is an injury or illness, get the name of the doctor and/or hospital that treated the customer so that a corporate Chef can investigate

Decide with the Area Director or Regional Director if it is appropriate to phone the police

Collect the code date from the container of the product

8.20.1 Dealing with the Media

Refer all media calls to the police if they are involved

If a customer goes to the media with a food-tampering claim that the police are not investigating, follow Gathering Crisis Information guidelines in this Chapter

8.21 Bomb Threats/Extortion

When a bomb threat or an extortion threat is received by phone, do not hang up

Keep the caller on the line and learn as much as possible about the location and the nature of the threat so it can be determined what steps must be taken to avoid danger

Take detailed notes on everything the caller says

Notice the caller's sex, speech patterns, manner of delivery, willingness to supply information

And any background noises

Immediately call the police and follow their instructions

Never touch or move a bomb or suspicious package

Calmly and discreetly ask everyone to leave the building

If equipment is turned on, do not turn it off

If equipment is turned off, do not turn it on

Secure the building and wait outside for further instructions from authorities

Keep portable phones and pagers well away from the area - they may trigger the bomb

If the caller talked about threats or potential bomb threats at other stores, call the Corporate Chef Help

Do not speculate with customers or Team Members while standing outside the building

Refer all onlooker questions to the police department

Return to the building only when authorities have determined it safe

8.21.1 Dealing with the Media

Let the media and the police department or someone from Corporate Chef win get back to them when

More information is known

Give no details

With the Area Director or Regional Director, prepare a statement and designate a spokesperson

Call Corporate Chef if you need additional press assistance

8.22 Random Acts of Violence 8.22.1 Drive-by Shootings

Call 911 immediately

Assign a Team Member to move customers away from windows

Attend to anyone who has been injured

Encourage customers and Team Members to remain until the police arrive

Identify any witnesses to the shooting

If the media arrive on site, refer them to the police and follow Gathering Crisis Information guidelines (8.13)

8.22.2 Hostage Taking

Call 911 immediately

Do not attempt to capture the abductor or free the victim

Avoid all sudden or violent moves

Speak calmly and quietly to the abductor

Seal off the area or room commandeered by the abductor

Keep everyone away from the area

Calmly evacuate Team Members and customers

Follow police instructions

Do not be concerned if the situation seems to drag on - the passage of time is essential to the safe resolution of hostage situations

8.22.3 Civil Disturbances

If notification is given that a group plans to picket the store, notify the Area Director or Regional Director immediately

If the picket could harm the national reputation of Corporate Chef, contact Corporate Chef, 408-596-6565

Contact the police department for counsel

Work with the police and the security company to make sure the protest is calm, orderly and does

Not impede customers entering the store

Picketers are not allowed to protest inside the store

Picketers can come in to eat as normal customers

Find out about past protests of the group, including media coverage, to gauge potential impact on the store

Instruct all Team Members that under no circumstances are they to engage in verbal or physical conflict with the protesters

Work with the Area Director or Regional Director and Corporate Chef Public Relations Representative to prepare a press statement in advance and designate a spokesperson

From a public relations standpoint, it may be beneficial to send coffee or cold drinks outside to the protesters - decide on any such strategy in advance with the Area Director or Regional Director

8.23 OSHA

8.23.1 Accident/Injury Reporting

The Occupational Safety and Health Act (OSHA) regulate all business with 10 or more employees in the United States
Corporate Chef Intent and desire is to comply with all federal, state and local health and safety codes. The law covers standards governing job safety and health for the following broad categories:

Walking and work surfaces Stairs

Occupational health and environmental control Medical and first aid

Fire protection

Electrical

Means of exit

Occupational noise exposure Hazardous chemicals

Personal protective equipment General housekeeping

Machines and machine guarding General

Each state has a regional office staffed with compliance officers/inspectors who can present themselves on-site for general inspection or specific investigation (usually triggered by an occupational death or employee complaint) at any time. If for some reason the timing of the inspection is inappropriate, a new date can be requested. If the inspector insists, a store has the right to request a warrant (this is not advisable - only request in extreme cases). Inspections usually occur because of a poor injury record, employee complaint or as part of OSHA's systematic coverage.

8.23.2 OSHA Reference Material

Below are OSHA reference materials that may be of interest:

OSHA 2209 Handbook for Small Businesses

OSHA 2056 All About OSHA

OSHA 3111 Hazardous Communications Guidelines for Compliance

OSHA 3075 Controlling Electrical Hazards

OSHA 3104 Hazardous Communications - A Compliance Kit. This form provides an easy-to-follow explanation that should be used to set up and maintain your OSHA program.

8.23.3 OSHA Requirements

Federal OSHA regulations require that each location keep records of all recordable injuries on approved forms, comply with posting and notification requirements, and provide training in hazard communication. Each state may impose additional requirements for recording, posting and training. Obtain a copy of the appropriate state's OSHA regulations to ensure statutory obligations are met.

8.23.4 OSHA Poster

It is a federal requirement that the OSHA poster be conspicuously displayed in an area that can be viewed by all employees. This poster explains the rights of the employee under OSHA, including where and how to report employer violations or to register complaints.

8.23.5 OSHA Record Keeping

OSHA requires that all employers with 10 or more full-time employees keep records of all recordable injuries on:

Form 101 - The Supplementary Record of Occupational Injuries and Illnesses

Form 200 - The Log and Summary of Occupational Injuries and Illnesses

Three criteria always cause an incident to be recordable:

Loss of consciousness

An incident resulting in a restriction of work or motion

An incident requiring the employee to be transferred to a hospital

Employers must report all fatalities, overnight hospitalizations or multiple hospitalizations of five or more employees within 48 hours after an accident. Reports can be made either verbally or in writing to OSHA. Most other treatments can be considered first aid and do not require reporting.

Any work-related injury receiving medical treatment other than on-the property first aid is almost always recordable. These include, but are not limited to:

Treatment of infection

Treatment of second- or third-degree burns

Application of sutures (stitches) or application of butterfly adhesive dressing in place of sutures

Removal of foreign bodies embedded in the eye

Removal of foreign bodies from a wound

Use of prescription medications

X-rays

Admission to a hospital or equivalent for treatment

8.23.6 The Hazard Communication Program

Employees have the right to know about any chemicals used in the store. Cleaning products are the most frequently used chemicals in a store. This "right to know" program, regarding chemical usage in the workplace, requires that all employers provide the following information for their employees:

All chemical containers must be properly labeled

Each chemical container label must include health, flammability and reactivity warnings, warnings of the specific hazard (such as lung or eye damage) and provide the name and address of the chemical manufacturer/supplier

An inventory list of all chemicals on the premises that is cross-referenced to the Material Safety Data Sheets (MSDS) must be posted for all employees to see

The MSDS must be obtained for all chemicals and readily available to all employees

Before using a chemical, know about its hazards and how to protect employees. Show employees where the store's chemicals and protective equipment (goggles and gloves) are stored. Material Safety Data Reference Sheets, which contain detailed chemical information, should be available for easy reference.

8.23.7 Workers' Compensation

In the event of any job-related illness or injury, the company's workers' compensation carrier covers an employee's medical expenses unless provided otherwise in the appropriate state. Call the Area Director or Regional Directors immediately after an incident to report it. The Owner and Manager share responsibilities in making this report.

8.23.8 Material Safety Data Sheets (MSDS)

If the chemical is caustic or corrosive (this means it will burn the skin or damage the eyes if gloves or goggles are not worn)

Types of protective equipment, such as gloves or goggles that are required when using the chemical

Any fire hazards associated with this chemical

Basically, the types of chemicals that are used in the Corporate Chef store are classified as CORROSIVE. There are two types of corrosive chemicals - acids and alkalis (or bases). Both can cause burns to the skin and eyes.

Never store chemicals in an unlabeled or unidentified container

8.23.9 Chemical Use

Never mix chemicals - the resulting chemical reaction could splash or spray the chemical onto the skin

ALWAYS read the MSDS for any chemical being used

8.23.10 Chemical Safety Practices

Follow all instructions contained on the MSDS

Protect hands and eyes with the appropriate equipment Always practice good housekeeping in the store

Know where to get help quickly in case of an emergency

Have employees report all accidents and unusual occurrences immediately to the Owner

Make sure all chemicals are properly identified and labeled

Pour liquids safely by:

Reading all labels carefully

Holding bottles well away from the face

Wiping up all spills immediately

8.23.11 Chemical Labeling and personal Protection

All store chemicals are labeled with the type of eye or hand protection that needs to be worn when using the chemical.

Always look at the chemical label before using the chemical and use the personal protective equipment that is pictured on the label. Chemical labels identify the chemicals held in containers and provide information concerning the hazards associated with the chemicals. Cleaning chemicals are CORROSIVE, which can cause burns to skin and eyes.

8.23.12 Skin and Eye Contact

The chemicals used in the store can cause chemical burns to the skin and eyes. Always wear protection against splashes and spills.

8.23.13 Chemical Burns

If a chemical comes into contact with the skin, flush with lots of water immediately. Continue flushing with plenty of water for at least 15 minutes. If a chemical comes into contact with the eyes, hold the eyelid open and flush the entire surface of the eye. When chemicals enter the eye, the result could be spasms in the eye. This causes the eye to shut. It is important to flush the eye thoroughly for at least 15 minutes, even if the eye must be held open.

8.23.14 Swallowing

Swallowing any chemical can be harmful, even fatal. This type of chemical contact is unlikely since there is never any cause to put chemicals in the mouth. If accidental swallowing occurs, follow the emergency directions on the MSDS or chemical label.

8.23.15 Inhalation

Chemicals may give off vapors which must not be inhaled. Always be sure that the area worked in has good air circulation.

8.23.16 OSHA Safety Training Requirements

The following requirements are federally mandated and all restaurants must be in full compliance with them.

8.23.17 Slips and Falls

Slips and falls are the most common injuries in the restaurant industry

Always look when walking

Pick up anything on the floor

Eliminate trip hazards -wires across walkways, boxes in hallways, etc

Be especially careful in and around Walk-in Coolers, doorways, dark areas, sinks and stairways

8.23.18 Lifting

Always get help with awkward or heavy loads

Never twist the back while lifting

Be sure the load is secure before lifting

Look for obstacles above, below and in the path before lifting

8.23.19 Heat Burns

Hold burns under cold water or apply a cold compress

8.23.20 OSHA Officers/Inspectors

The OSHA inspector must present proper credentials to the store Owner/Manager upon arrival

The OSHA inspector must indicate the general scope/reason for the inspection, the records to be reviewed and the individuals with whom he wishes to speak

The OSHA inspector may inspect all conditions, structures, equipment or materials inside or outside the store

The OSHA inspector must conduct the inspection in a manner that avoids unnecessary disruption of normal restaurant operations

Upon completion of the inspection, the OSHA inspector must confer with the store Owner/Manager and informally advise him of apparent safety or health violations

8.23.21 Owner/Manager Responsibilities

After the OSHA inspector has presented himself, immediately contact the Area Director or Regional Directors regarding the inspection

Be friendly, cooperative and responsive to the inspector's questions

Accompany the inspector at all times during the inspection - any deficiency that can be immediately corrected should be corrected while the inspector is present

The Owner must be present at the closing conference given by the OSHA inspector

Take complete and accurate notes

Contact Corporate Chef for a clarification if the citation is unclear or contested

If a citation is received, only 15 working days are allowed to file a contest to the citation

8.24 Department of Health Regulations

Each state has set rules and regulations pertaining to food establishments. These rules and regulations are designed for the protection of public health. It is the Owner's responsibility to contact the local and/or state groups governing these area guidelines and regulations. Corporate Chef requires an Owner to have a complete copy of these rules in the store at all times. Corporate Chef has set policy and procedures in this Operation Manual that were designed to comply with most area rules and regulations (all in the state of Colorado), however, the rules and regulations that apply in a Owner's area supersede any policies set forth in this manual. Corporate Chef requires an Owner to be in compliance with all rules and regulations that do apply in the area.

The local Department of Health may make available signs, posters and other pieces to post throughout the store to help inform Team Members of proper procedures, rules and regulations.

The local Department of Health must be involved in the opening and planning of the store. They need to approve plans and make on-site inspections and verifications prior to the grand opening. It is recommended that the Owner work and comply with the department in a very cooperative way. They may have many tips and ideas that can help the Owner operate the store within the set rules and regulations.

VENDING AGREEMENT

This VENDING AGREEMENT, as from time to time amended (**Agreement**), is entered into between the undersigned client (**Client**), and Compass Group USA, Inc., by and through its Canteen Vending Services Division (**Canteen**), who, in consideration of the promises contained herein, agree as follows:

- 1. CANTEEN RESPONSIBILITIES.** Client grants to Canteen, as an independent contractor, the exclusive right to install vending and other related equipment (**Equipment**) approved by Client to dispense food, hot beverage, and sundry products supplied by Canteen (**Products**) at the sites and facilities described on the signature page (**Premises**). Canteen will install, maintain, stock, clean and service the Equipment in a sanitary manner in accordance with industry health/sanitation standards and all federal, state, and local laws. Canteen will make a service call to address any issues with the Equipment within two (2) business days of receipt of notice of any such issue. Canteen will be responsible for all applicable taxes, fees, permits, insurance and licenses necessary to perform its Services hereunder. Canteen shall remove unsold fresh and frozen Products on or before the fresh or frozen Product's expiration or sell-by date as specified on the packaging or otherwise reported by the manufacturer of the fresh or frozen Product. Client has no right, title, or interest to Equipment or Products, and shall not assert or disturb rights, title, or interest to any Equipment, inventory, or other property furnished or installed by Canteen on the Premises. Client shall not operate, remove, or tamper with such Equipment, Products, or other property. Client shall not be responsible for any damage to the Equipment caused by the acts or omissions of Client, its agents, or employees; provided, however, that Client will cooperate with Canteen in devising a mutually agreeable arrangement in the event that problems arise regarding security of the Equipment or Products. Canteen shall install additional Equipment as requested by Client. Canteen shall not remove or relocate any Equipment with the consent of Client, which consent shall not be unreasonably withheld. Canteen shall be solely responsible for all Equipment installation and/or removal costs. All of Canteen's employees servicing the Premises will wear a uniform and/or badge to make them identifiable to Client's students and staff. All Equipment must display an address and phone contact for Canteen in order to resolve service issues and provide instructions to claim refunds. Canteen shall maintain a petty cash fund at the Premises for customer refunds due to Equipment malfunction. Any Product that conflicts with the goals or missions of Client shall be removed by Canteen within ten (10) business days of notification of such removal. Canteen promotes sustainability by offering Energy Star-certified equipment, including energy efficient vending machines and an emphasis on locally sourced products. All Equipment will be carefully evaluated and upgraded where applicable. Part of the upgrade process will include the installation of credit card readers on all snack machines. Canteen's Choice Plus program can be integrated to snack vending machines to offer a variety of premium, better-for-you products. The Choice Plus snack criteria includes: 250 calories or less, 10g of fat or less, 3g of saturated fat or less, 0g of trans fat, 230 mg of sodium or less, and 20g of sugar or less.
- 2. CLIENT RESPONSIBILITIES.** The Client will furnish Canteen with the necessary space, trash removal, extermination services, and utilities to permit the sanitary operation of the services. Client will maintain and service the areas around the Equipment in a sanitary manner in accordance with industry standards and all federal, state, and local laws. Client will provide Canteen Employees the necessary access (and if required, necessary security access) and sufficient time to properly service and maintain the Equipment. Client will work with Canteen to optimize Equipment locations to maximize service and sales and will work with campus administration to increase the total potential vending locations at Canteen's request. Client agrees that, unless otherwise agreed on by the parties, there will be at least ten (10) vending machines at all times on the Premises.
- 3. PAYMENT TERMS.** Canteen agrees to pay Client the guaranteed annual vending commissions bi-annually by July 31st and December 31st of each contract year (beginning December 31, 2015). Any additional commissions earned beyond the annual guarantee are due July 31st following each contract year. Commissions not paid within fifteen (15) days of the due date are subject to a service charge calculated at the lower of 10% per month, or the maximum rate permitted by state jurisdiction.
- 4. INDEMNIFICATION.** Each party shall indemnify, defend, and hold harmless the other from any and all losses, damages, or expenses, including reasonable attorneys' fees, arising out of or resulting from claims or actions for bodily injury, death, sickness, property damage, any breach or default hereunder, or other injury or damage if caused by any negligent act or omission of such party (except to the extent caused by the negligent act or omission of the other party, its employees, or agents). Notification of an event giving rise to an indemnification claim must (a) be received by the indemnifying party no later than ten (10) days after the party to be indemnified receives notice of the claim or lawsuit accompanied by copies of the summons, complaint, or other relevant documents relating to the claim or lawsuit; and (b) include a brief factual summary of the damage and cause thereof. Indemnification hereunder is expressly subject to, and conditioned upon, compliance with the foregoing notice provisions.
- 5. INSURANCE.** Canteen shall obtain and maintain insurance for the following risks in the following amounts under such policies as

appropriate: (a) general liability (including contract, products-completed operations), \$1,000,000 each occurrence and \$10,000,000 general aggregate written on an "occurrence" basis; business automobile coverage, \$5,000,000 combined single limit each accident, and (c) workers' compensation, statutory limit, and employers' liability coverage, \$2,000,000 each accident/disease each employee/\$2,000,000 disease policy limit. Canteen shall furnish Client with proof of the foregoing insurance by providing a Certificate of Insurance, which Certificate of Insurance shall evidence that Client has been named as an additional insured on all general liability and automobile policies. Client shall obtain and maintain insurance for the Premises against risks covered by standard forms of fire, theft, and extended coverage in such amounts under such policies as appropriate.

6. **TERM.** Unless sooner terminated as provided in Section 7 below, the term of this Agreement shall be for five (5) years beginning on June 15, 2015 and thereafter shall renew for an additional five (5) year term at the discretion of Client.

7. **DEFAULT AND TERMINATION.** If either party shall refuse, fail, or be unable to perform or observe any of the terms or conditions of this Agreement for any reason, then the party claiming such failure shall give the other party a written notice citing the specifics of such breach. Such notice shall include copies of any and all documented failures prior to such notice date. If, within sixty (60) days from such notice, the failure has not been corrected, the non-breaching party may terminate this Agreement effective thirty (30) days after the end of such sixty (60) day period. Additionally, either party may terminate this Agreement without cause upon sixty (60) days' prior written notice to the other party.

8. **PROPRIETARY MARKS.** Client acknowledges that the names, logos, service marks, trademarks, trade dress, trade names, and patents, whether or not registered, now or hereafter owned by or licensed to Canteen or its affiliated and parent companies (collectively **Marks**) are proprietary Marks of Canteen, and Client will not use the Marks for any purpose except as expressly permitted in writing by Canteen. Upon termination of this Agreement, Client shall (a) immediately and permanently discontinue the use and display of any Marks, and make, or cause to be made, such changes to the Premises as Canteen shall reasonably direct so as to effectively distinguish the Premises from its former appearance (collectively **De-Image**); and (b) immediately remove and deliver to Canteen all goods bearing any Marks. If Client shall fail to De-Image the Premises within thirty (30) days of the termination date, then Canteen and its agents shall have the right to enter the Premises and De-Image the Premises, without prejudice to Canteen's other rights and remedies.

9. **ASSIGNMENT.** Neither party may assign or subcontract this Agreement to without the prior written consent of the other party, which consent shall not be unreasonably withheld. This Agreement shall be binding upon the parties' successors and assigns.

10. **FINANCIAL ARRANGEMENTS.** The financial arrangements are set forth on Exhibit A, which is attached hereto and incorporated herein by this reference.

11. **EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION.** The parties shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that the parties take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

12. **ENTIRE AGREEMENT.** This Agreement, and the exhibit(s) attached hereto constitutes the entire agreement and understanding between the parties relating to the subject matter herein, and supersedes all other agreements between the parties with respect thereto. Except as otherwise noted, this Agreement may not be changed without a written amendment signed by an authorized representative of each party.

13. **NOTICES.** Unless otherwise stated, the parties shall be noticed at the addresses listed below, or to any other address as designated by one party upon notice to the other party. All notices to be given under this Agreement shall be in writing and shall be served either personally, by deposit with an overnight courier with charges prepaid, or by deposit in the United States mail, first-class postage prepaid by registered or certified mail. Any such notices shall be deemed to have been given (a) upon delivery in the case of personal delivery; (b) upon the first business day following facsimile receipt; (c) one (1) business day after deposit with an overnight courier; or (d) three (3) business days after deposit in the United States mail.

{Signatures on next page.}

EFFECTIVE DATE: June 15, 2015

CLIENT: MONTEREY PENINSULA COLLEGE

By: Walter A. Tribble

Name: Walter A. Tribble

Title: SUPERINTENDENT/PRESIDENT

Signature Date: 6/11/15

LOCATION OF CLIENT PREMISES:

The following campus of Monterey Peninsula College: (a) Monterey campus; (b) Monterey Peninsula College Education Center at Marina; and (c) Public Safety Training Center in Seaside.

COMPASS GROUP USA, INC. BY AND THROUGH ITS CANTEEN VENDING SERVICES DIVISION

By: _____

Name: Chris Hulick

Title: Division President

Signature Date: _____

CANTEEN NOTICE TO:

CANTEEN VENDING SERVICES (LOCAL DISTRICT)

Name: Chris Hulick

Title: Division President

Address: 5000 Hopyard Road, Suite 322, Pleasanton, CA 94588

COPY OF NOTICE TO:

General Counsel and Secretary

2400 Yorkmont Road

Charlotte, North Carolina 28217

Facsimile: 704.328.7998

And

President

Canteen Vending Services Division

2400 Yorkmont Road

Charlotte, NC 28217

Facsimile: 704.424.5037

EXHIBIT A

FINANCIAL ARRANGEMENTS – COMMISSIONS

1. PRODUCT AND COMMISSION ARRANGEMENTS

Product	Initial Unit Selling Price	Commission Percentage
Candy (Regular)	\$1.25	20%
Candy (King Size)	\$1.75	20%
Chips (LSS)	\$1.00	20%
Coffee (12 oz.)	\$1.00	20%

Canteen will pay Client a commission of a percentage of Net Vending Sales as set forth in the chart above, or a total of Four Thousand Dollars (\$4,000) for each Agreement year, whichever is greater (**Guaranteed Commission**). At the end of each Agreement year, the actual Commission paid will be compared to the Guaranteed Commission amount and any shortfall will be paid to the Client.

Commissions shall be computed monthly (based on Canteen's fiscal calendar) based upon Net Vending Sales on Client Premises. The report detailing Commissions due Client will accompany payment which shall be forwarded within fifteen (15) days of the due date.

Net Vending Sales are defined as the reported units sold multiplied by the Initial Unit Selling Prices (excluding cold food machine sales) less applicable sales taxes, California Redemption Value (if applicable), returns, and spoilage. Payments of Commissions and the Guaranteed Commission will be made to Client at the Notice address herein or such other place as Client may from time to time designate to Canteen in writing.

Client reserves the right to accompany Canteen during collections and witness the reconciliation of Net Vending Sales. All records shall be kept on file by Canteen for a period of three (3) years from the date the record is made, and Canteen shall, upon reasonable notice, give the Client the opportunity at a reasonable time of inspecting, examining, auditing, and copying, during normal business hours, such of Canteen's business records which are solely and directly relevant to the financial arrangements set forth on this Exhibit A. The cost of such inspection, examination, and audit will be at the sole expense of the Client and such inspection, examination, and audit shall be conducted at the Canteen locations where said records are normally maintained. Such information shall be held confidential by Client.

The Commission Rate(s) and Prices are based, in part, on assumptions regarding population, hours of operation, other conditions, labor costs (including, but not limited to benefits and insurance), product costs, fuel costs, Federal, state, and local tax structure, any change in Federal, state or local law including regulatory or legislative mandates, and any other levy or tax that impacts Canteen's services (**Factors**). If there are significant changes in such Factors, Canteen may modify product prices and/or request a Guaranteed Commission reduction, which shall be noted on commission statements and/or the remittance advice. Notwithstanding the foregoing, Product prices may be adjusted by Canteen annually at a rate equal to the then-current rate published for the Employment Cost Index. Canteen and Client will work together regarding the implementation of the price increases.

2. SIGNING BONUS

Canteen shall pay to Client a one-time signing bonus (**Signing Bonus**) in the amount of Three Thousand Dollars (\$3,000.00) due by July 31, 2015. Client shall hold title to real estate fixtures, equipment, and other items funded by the Signing Bonus. The Signing Bonus shall be amortized over a period of five (5) years from the Effective Date, calculated at a rate equal to a straight-line depreciation basis. If this Agreement is terminated by Client prior to the full amortization of the Signing Bonus, then Client is liable for and promises to pay to Canteen within thirty (30) days of the termination notice date, the unamortized portion of the Signing Bonus.

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015

New Business Agenda Item No. H

Academic Affairs
College Area

Proposal:

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

Background:

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

Budgetary Implications:

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

RESOLUTION: BE IT RESOLVED, that the following new courses and new programs be approved:

New Courses:

BUSI 64 Customer Service
LNSK 341A Beginning Reading Strategies Lab
LNSK 341B Intermediate Reading Strategies Lab
LNSK 342A Beginning Writing Strategies Lab
LNSK 342B Intermediate Writing Strategies Lab
NUTF 25 Basic Medical Nutrition Therapy and Modified Diets
NUTF 101 Dietetic Supervised Practice I

New Programs:

Business – Fast Track: Business Technology (Certificate of Training – Credit Only)
Business – Fast Track: Human Resources (Certificate of Training – Credit Only)
Business – Fast Track: Leadership (Certificate of Training – Credit Only)
Music AA-T (Associate in Arts for Transfer)
Theatre Arts AA-T (Associate in Arts for Transfer)
Spanish AA-T (Associate in Arts for Transfer)

Recommended By:



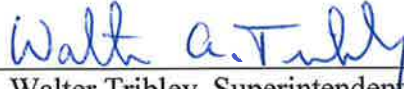
Michael Gilmartin, Interim Vice President of Academic Affairs

Prepared By:



Kim Kingswold, Academic Technician

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

NEW COURSES

BUSI 64, Customer Service

3 units

3 hours lecture

Justification:

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

Description:

This highly practical class provides insight into the customer service environment and essential workplace skills including problem-solving, dealing with difficult customers, and managing customer service. Communications basics of listening, non-verbal communication, and technology communications are also covered. Also offered as Hospitality 64; credit may be earned only once. Also offered online.

LNSK 341A, Beginning Reading Strategies Lab

1 unit

3 hours lab

Justification:

To establish reading labs to support students with disabilities at varying levels of academic requirements.

Description:

This lab provides beginning reading instruction and strategies for students with disabilities. Emphasis is on a structured approach to reading comprehension and use of technology tools to enhance vocabulary skills and comprehension.

LNSK 341B, Intermediate Reading Strategies Lab

1 unit

3 hours lab

Justification:

To establish reading labs to support students with disabilities at varying levels of academic requirements.

Description:

This lab provides prescriptive reading instruction and strategies for students with disabilities. Emphasis is on application of reading strategies and use of technology tools to facilitate reading comprehension. This course is designed to support students with application of strategies and tools in college courses.

LNSK 342A, Beginning Writing Strategies Lab

1 unit

3 hours lab

Justification:

To establish writing labs to support students with disabilities at varying levels of academic requirements.

Description:

This lab provides beginning writing instruction and strategies for students with disabilities. Emphasis is on the introduction of a process based approach to writing and use of technology tools to facilitate writing skills.

LNSK 342B, Intermediate Writing Strategies Lab

1 unit

3 hours lab

Justification:

To establish writing labs to support students with disabilities at varying levels of academic requirements.

Description:

This lab provides prescriptive writing instruction and strategies for students with disabilities. Emphasis is on a process-based writing approach and use of technology tools to facilitate writing skills. This lab is designed to support students with application of strategies and tools in college courses.

NUTF 25, Basic Medical Nutrition Therapy and Modified Diets

3 units

3 hours lecture

Justification:

Basic Medical Nutrition Therapy and Modified Diets is needed for the One-year Dietary Manager certificate. It is also a necessary course for the Dietetic Technician, Registered AS degree.

Description:

This course covers nutrition principles, diet therapies for different disease conditions, and how those diets are translated into menu planning and meal service. Topics include normal nutrition, basic medical nutrition therapy, modified diets, and cultural/religious foods.

NUTF 101, Dietetic Supervised Practice I

3.5 units

.5 hours lecture, 9 hours lab TBA

Justification:

This course is necessary for accreditation of the Dietary Manager one year certificate program by the Association of Nutrition & Food service Professionals.

Description:

This course includes 150 supervised hours, 25 hours with a Registered Dietitian with clinical experience in dietary departments. The clinical experience is performed under professional supervision.

NEW PROGRAMS

Business – Fast Track: Business Technology (Certificate of Training – Credit Only)

Justification:

Program review: formatting business ready-to-work programs to focus more on their specialty area of study rather than a broader education. The old approach maximized required units and produced immediate employment programs that were nearly identical to the transfer programs. These new concentrated programs avoid that duplicity, and offer a quicker path to the core skills required by an occupational change, career growth, or immediate placement into an entry level position.

Description:

The Business – Fast Track: Business Technology Certificate of Training program is designed for students who seek the core business technology skills to incorporate technology into a small business. This program is designed for students who want to add technology abilities to their current skill set without the additional coursework of a broader education.

Business – Fast Track: Human Resources (Certificate of Training – Credit Only)

Justification:

Program review: formatting business ready-to-work programs to focus more on their specialty area of study rather than a broader education. The old approach maximized required units and produced immediate employment programs that were nearly identical to the transfer programs. These new concentrated programs avoid that duplicity, and offer a quicker path to the core skills required by an occupational change, career growth, or immediate placement into an entry level position.

Description:

The Business - Fast Track: Human Resources Certificate of Training program is designed for students who seek the core Human Resources skills involved in working within a small business. This program is designed for students who want to add Human Resources abilities to their current skill set without the additional coursework of a broader education.

Business – Fast Track: Leadership (Certificate of Training – Credit Only)

Justification:

Program review: formatting business ready-to-work programs to focus more on their specialty area of study rather than a broader education. The old approach maximized required units and produced immediate employment programs that were nearly identical to the transfer programs. These new concentrated programs avoid that duplicity, and offer a quicker path to the core skills required by an occupational change, career growth, or immediate placement into an entry level position.

Description:

The Business - Fast Track: Leadership Certificate of Training program is designed for students who seek the core business leadership skills involved in working within a small business. This program is designed for students who want to add leadership abilities to their current skill set without the additional coursework of a broader education.

Music AA-T (Associate in Arts for Transfer)

Justification:

Replace existing A.A. program to conform to state requirements.

Description:

The Associate in Arts in Music for Transfer degree (AA-T in Music) offers a comprehensive curriculum designed to prepare students for transfer into the CSU system to pursue a wide variety of upper-level baccalaureate programs in music, and prepares them for a wide variety of specializations within those programs. Students must complete the Associate Degree for Transfer requirements to earn the AA-T degree.

Theatre Arts AA-T (Associate in Science for Transfer)

Justification:

Mandated by the state for all programs for which a TMC has been designated.

Description:

The Theatre Arts department offers a balanced approach to both the academic study and practical application of the knowledge, skills, and techniques essential to the theatrical experience. In addition to rigorous academic study and coursework, the theatre major will have the opportunity to experience participation in a variety of live productions of plays and musicals from a multiplicity of viewpoints in performance, creative, and technical aspects.

Spanish AA-T (Associate in Science for Transfer)

Justification:

Required per SB1440 to develop a Spanish Transfer Model Curriculum program.

Description:

The Associate in Arts in Spanish for Transfer degree (AA-T in Spanish) program offers a comprehensive approach to Spanish language learning. It incorporates all aspects of the language, including the basic language skills (listening, speaking, reading, writing, grammar, and culture) with emphasis on conversation practice, linguistic competence, and cultural awareness. The combination of the core courses and the wide variety of electives offered within the degree program prepares students to transfer into the CSU system to pursue a baccalaureate degree in Spanish or similar major. Students must complete the Associate Degree for Transfer requirements to earn the AA-T degree.

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015
Board Meeting Date

New Business Agenda Item No. I

Office of the Superintendent/President
College Area

Proposal:

That the Governing Board approve the employment agreement with Susan Kitagawa to continue her service as the Associate Dean of Human Resources of Monterey Peninsula Community College District.

Background:

Susan Kitagawa has served as the Associate Dean of Human Resources since December 23, 2013, under an eighteen month contract that is set to expire on June 30, 2015. The attached renewal agreement recognizes Ms. Kitagawa's regular progression on the administrative salary schedule. The duration of the contract is through June 2018.

Budgetary Implications:

Included in budget.



Resolution: Be it resolved, that the Board of Trustees approve the attached agreement to continue the employment of Susan Kitagawa as the Associate Dean of Human Resources from July 1, 2015 through June 30, 2018.

Recommended By:

Handwritten signature of Dr. Walter Tribley

Dr. Walter Tribley, Superintendent/President

Prepared By:

Handwritten signature of Kali F. Viker

Kali F. Viker, Human Resources Analyst

Agenda Approval:

Handwritten signature of Dr. Walter Tribley

Dr. Walter Tribley, Superintendent/President



MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

EMPLOYMENT AGREEMENT

This agreement ("Agreement") is made and entered into by and between the Monterey Peninsula Community College District ("District"), acting by and through its Governing Board ("Board"), and Susan Kitagawa ("Associate Dean").

WITNESSETH

- 1. Term of Employment.** Associate Dean is hereby employed in the position of Associate Dean of Human Resources for the period commencing on July 1, 2015 and ending on June 30, 2018, subject to earlier termination pursuant to the terms of this Agreement.
- 2. Salary.** Associate Dean's monthly salary shall be \$9,607.00 or annual salary of \$115,284 which represents Associate Dean Row, Step 3 (second year effective 2015/2016) on the Administrative Salary Schedule with regular progression according to the Administrative Salary Schedule. Associate Dean's salary shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions.
- 3. Stipends.** Associate Dean will also receive a stipend equal to 5% of Associate Dean's salary for serving on District negotiating team(s) in accordance with the Administrative Salary Schedule. The stipends shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions.
- 4. Health Benefits.** Associate Dean shall receive the same health and welfare benefits provided to all other administrative personnel.
- 5. Cell Phone Allowance.** In lieu of any reimbursement for the work-related use of a personal cell phone, the District shall pay Associate Dean an allowance for the use of her personal cell phone for District business at the rate of \$100.00 dollars per month. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalPERS purposes.
- 6. Expense Reimbursement.** The District shall reimburse Associate Dean for actual and necessary expenses incurred within the course and scope of Associate Dean's employment, so long as such expenses are consistent with this Agreement and District practices, and so long as the cost of the expense is not already provided for under the terms of this Agreement. For reimbursement, Associate Dean shall submit and complete

expense claims in writing prior to reimbursement in accordance with the District's policies, rules and regulations.

7. **Work Year.** The work year for Associate Dean shall be a twelve month year.

8. **Vacation.** Associate Dean may take up to twenty-two (22) days of vacation during the work year, which may be taken at any time agreeable to both parties. Vacation may not be earned after forty-four (44) unused days have accumulated. Board Policy 5575 shall apply to vacation. In the event of termination of employment, Associate Dean shall be entitled to compensation for earned and unused vacation, but in no case, to exceed 44 days.

9. **Sick Leave.** In addition to any accrued sick leave forwarded from another California public school or community college district under Education Code section 87782, Associate Dean shall accrue sick leave at the rate of twelve (12) days per contract year..

10. **Duties/Responsibilities.** Associate Dean shall competently perform all of Associate Dean's duties in accordance with the job description; applicable laws, rules, regulations and Board policies; and such other duties as may be assigned by the Superintendent/President. During the term of this Agreement, Associate Dean may be assigned or reassigned to any duties or positions for which Associate Dean possesses the minimum qualifications required by law. However, reassignment pursuant to this section of the Agreement, during the term of this Agreement, shall not result in a reduction of compensation or benefits during the term of this Agreement.

13. **Evaluation.** The Superintendent/President may evaluate and assess in writing the performance of Associate Dean at any time, and shall do so at least once a year during the term of this Agreement.

14. **Termination.** District and Associate Dean agree to the following provisions:

A. Mutual Consent. This Agreement may be terminated at any time by mutual consent of District and Associate Dean.

B. Resignation. Associate Dean may resign at any time by giving sixty (60) days written notice to the Superintendent/President. This Agreement shall terminate on the date the resignation is effective.

C. Non-renewal of Agreement by District. District may elect not to renew this Agreement for any reason by providing six (6) months written notice to Associate Dean in accordance with Education Code section 72411.

D. Termination for Cause. The Board may terminate Associate Dean for: (1) breach of this Agreement; (2) unsatisfactory performance; (3) unprofessional, immoral or dishonest conduct with regard to Associate Dean's employment; (4) insubordination; or

(5) conviction of a sex offense as defined in Education Code section 87010, conviction of a drug offense as defined in Education Code section 87011, or conviction of a crime involving moral turpitude as defined by law.

The existence of cause shall constitute a material breach of this Agreement and shall extinguish all rights and duties of the parties under this Agreement. If cause exists, the Board shall meet with Associate Dean and shall submit a written statement of the grounds for termination and copies of written documents the Board reasonably believes support the termination. If Associate Dean disputes the charges, Associate Dean shall then be entitled to a conference before the Board in closed session. Associate Dean and the Board shall each have the right to be represented by counsel at their own expense. Associate Dean shall have a reasonable opportunity to respond to all matters raised in the charges and to submit any written documents Associate Dean believes are relevant to the charges. The conference with the Board shall not be an evidentiary hearing and neither party shall have the opportunity to call witnesses. If the Board, after considering all information presented, decides to terminate this Agreement, it shall provide Associate Dean with a written decision. The decision of the Board shall be final.

Associate Dean's conference before the Board shall be deemed to satisfy Associate Dean's entitlement to due process of law and shall be Associate Dean's exclusive right to any conference or hearing otherwise required by law. Associate Dean waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts Associate Dean's administrative remedies and then authorizes Associate Dean to contest the Board's determination in a court of competent jurisdiction.

E. Disability of Associate Dean. Upon expiration of Associate Dean's sick leave entitlement and upon written evaluation by a licensed physician designated by the District indicating the inability of Associate Dean to perform the essential functions of the position as a result of a physical or mental disability, with or without reasonable accommodation, this Agreement may be immediately terminated by the Board upon written notice to Associate Dean.

F. Termination for Unlawful Fiscal Practices. Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that Associate Dean has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may immediately terminate Associate Dean solely upon written notice to Associate Dean and Associate Dean shall not be entitled to any compensation of any nature, whether as cash, salary payments, health benefits, or other non-cash settlement as set forth above. This provision is intended to implement the requirements of Government Code section 53260, subdivision (b).

G. Abuse of Office Provisions. In accordance with Government Code section 53243 et. seq., and as a separate contractual obligation, should Associate Dean receive a paid leave of absence or cash settlement if this Agreement is terminated with or without

cause, such paid leave or cash settlement shall be fully reimbursed to the District by Associate Dean if Associate Dean is convicted of a crime involving an abuse of office or position. In addition, if the District funds the criminal defense of Associate Dean against charges involving abuse of office or position and Associate Dean is then convicted of such charges, Associate Dean shall fully reimburse the District all funds expended for Associate Dean's criminal defense.

15. Tax/Retirement Issues. The District has made no representations or warranties regarding any tax or retirement consequences of this Agreement. All tax and retirement consequences of this Agreement shall be borne exclusively by Associate Dean. Notwithstanding any other provision of this Agreement, the District shall not be liable for any state or federal tax consequences or any retirement consequences of any nature as a result of this Agreement, including any benefits provided to Associate Dean or any designated beneficiary, heirs, administrators, executors, successors or assigns of Associate Dean. Associate Dean shall assume sole liability for all state and federal tax consequences and all retirement consequences of any nature occurring at any time. Associate Dean agrees to defend, indemnify and hold the District harmless from all related state, federal and employment tax consequences and retirement consequences of this Agreement.

16. Management Hours. The demands of Associate Dean's position require more than eight (8) hours a day and/or forty (40) hours per work week. Associate Dean is not entitled to overtime compensation for hours worked in excess of eight (8) hours per day or forty (40) hours per week.

17. Application of Board Policy. Unless otherwise specified in this Agreement, Governing Board policies for Management, Supervisory, and Confidential Employees (Series 5500) shall also apply to the Associate Dean.

18. General Terms.

A. Integration. This Agreement contains the entire agreement of the parties and supersedes all prior negotiations, understandings or agreements. Neither of the parties has relied upon any oral or written representation or written information given to the party by any representative of the other party not contained in this Agreement.

B. Severability. If one or more of the provisions of this Agreement are declared invalid or unenforceable by judicial, legislative or administrative authority of competent jurisdiction, then the parties agree that the invalidity or unenforceability of any of the provisions shall not in any way affect the validity or enforceability of any other provisions of this Agreement.

C. Modification. No change to the terms or provisions of this Agreement shall be deemed valid unless set forth in writing and signed by both parties.

D. Construction of Agreement. This Agreement shall not be construed more strongly in favor or against either party regardless of which party is responsible for its preparation.

E. Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.

F. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

G. Board Approval. The effectiveness of this Agreement shall be contingent upon approval by District's governing board at a regular meeting in open session as required by law.

H. Binding Effect. This Agreement shall be for the benefit of and shall be binding upon all parties and their respective successors, heirs, and assigns.

I. Execution of Other Documents. The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.

J. Public Record. The parties recognize that, once final, this Agreement is a public record and must be made available to the public upon request.

In witness thereof, the Monterey Peninsula Community College District of Monterey County, State of California, has caused its name to be signed by its Governing Board Chair, and its Superintendent/President, both of whom are duly authorized, and Associate Dean has signed his/her name signifying acceptance of the terms of this agreement.

By: _____ Date: _____
Mr. Rick Johnson, Chair, Governing Board
Monterey Peninsula Community College District

By: _____ Date: _____
Dr. Walter Tribley, Superintendent/President
Monterey Peninsula Community College District

By: Susan Kitagawa Date: 6/12/15
Ms. Susan Kitagawa, Associate Dean of Human Resources

cc: Personnel File

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015
Board Meeting Date

Human Resources
College Area

New Business Agenda Item No. J

Proposal:

That the Governing Board approve the agreement with Laurence Walker to continue serving as the Interim Vice President of Student Services.

Background:

Despite a thorough recruitment and search for the position of Vice President of Student Services, Monterey Peninsula Community College District has been repeatedly unsuccessful in identifying an individual to serve in this capacity. In the 2014-2015 year, an open search for an Interim Vice President of Student Services was conducted and Mr. Walker was selected for the term of October 1, 2014 to June 30, 2015.

MPCCD will be conducting another search for the permanent replacement for the Vice President of Student Services in the coming months. Until then, it is necessary for Mr. Walker to continue to perform duties associated with the position until the search for a Vice President is completed and the individual begins employment. Mr. Walker's contract is effective July 1, 2015 to June 30, 2016.

Budgetary Implications:

Included in budget.



RESOLUTION: BE IT RESOLVED, that the Board of Trustees approve the agreement with Laurence Walker to continue to serve as Interim Vice President of Student Services, effective July 1, 2015 through June 30, 2016.

Recommended By:

Handwritten signature of Dr. Walter Tribley

Dr. Walter Tribley, Superintendent/President

Prepared By:

Handwritten signature of Kali F. Viker

Kali F. Viker, Human Resources Analyst

Agenda Approval:

Handwritten signature of Dr. Walter Tribley

Dr. Walter Tribley, Superintendent/President



MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
EMPLOYMENT AGREEMENT

THIS AGREEMENT is made between Laurence E. Walker, Interim Vice President for Student Services, and the Board of Trustees of the Monterey Peninsula Community College District.

The Board hereby employs the Interim Vice President for Student Services in a acting management position, pursuant to Section 72411 subdivisions (a) and (d) of the Education Code. The Interim Vice President for Student Services accepts such employment, in accordance with the following terms and conditions:

1. **Term of Employment.** This Agreement shall be effective as of July 1, 2015, and shall end no later than June 30, 2016. The intent of the Parties is for the Interim Vice President for Student Services to serve in an acting capacity until an individual is employed and begins to serve in the permanent position of Vice President for Student Services. This Agreement may be extended beyond or may be terminated prior to June 30, 2016, as mutually agreed to by both Parties.

Under the direction of the Superintendent/President, the Interim Vice President for Student Services shall be responsible for performing the day-to-day functions of the position as may be assigned by the Superintendent/President.

2. **Salary.** Interim Vice President's salary shall be based on the 2013/14 administrative salary schedule Step 5, Vice President which is currently at a monthly rate of \$11,942. If this agreement is terminated prior to June 30, 2016, and the Interim Vice President has not completed the month in which the termination occurs, the monthly salary shall be pro-rated and disbursed at the next regular pay period. If the salary schedule for this position is modified, Mr. Walker's salary will be adjusted accordingly. Compensation shall be paid in accordance with applicable laws, rules and regulations.
3. **Stipends.** Interim Vice President will also receive a stipend equal to 5% of Vice President's salary for serving on District negotiating team(s) in accordance with the Administrative Salary Schedule. If this agreement is terminated prior to June 30, 2016, and the Interim Vice President has not completed the month in which the termination occurs, the monthly salary shall be pro-rated and disbursed at the next regular pay period. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalSTRS purposes.

4. **Health Benefits.** Vice President shall receive the same health and welfare benefits provided to all other administrative personnel.
5. **Car Allowance.** District will provide a \$200.00 per month car allowance to Vice President. The allowance shall be payable in monthly payments, less applicable taxes and deductions. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalSTRS purposes.
6. **Personal Expense Allowance and Reimbursement.** The District will provide a \$200.00 per month "personal expense allowance" to the Interim Vice President. As with the salary installments, this amount will be payable on the normal payroll date of each calendar month. This "personal expense allowance" is intended to cover necessary expenses incurred in the course and scope of employment related to expenses incurred with travel in the district, including food and other travel expenses. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalSTRS purposes.

The District shall reimburse Interim Vice President for actual and necessary expenses incurred within the course and scope of Vice President's employment, so long as such expenses are consistent with this Agreement and District practices, and so long as the cost of the expense is not already provided for under the terms of this Agreement. For reimbursement, Interim Vice President shall submit and complete expense claims in writing prior to reimbursement in accordance with the District's policies, rules and regulations.

7. **Cell Phone Allowance.** In lieu of any reimbursement for the work-related use of a personal cell phone, the District shall pay Interim Vice President an allowance for the use of her personal cell phone for District business at the rate of \$100.00 dollars per month. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalSTRS purposes.
8. **Vacation.** Interim Vice President shall accrue vacation at the rate of 1.833 days per month for the term of this agreement and may be taken at any time agreeable to both parties. Vacation may not be earned after forty-four (44) unused days have accumulated. Board Policy 5575 shall apply to vacation. In the event of termination of employment, Vice President shall be entitled to compensation for earned and unused vacation, but in no case, to exceed 44 days.
9. **Sick leave** Interim Vice President shall accrue sick leave at the rate of 1.0 days per month. Unused sick leave shall not be paid upon separation from the District.
10. **Termination.** This contract may be terminated by the Interim Vice President for Student Services or the Board with thirty (30) days written notice.
11. This contract may not be assigned without the consent of the Board.

12. This assignment is temporary and provides no eligibility to permanent status with the Monterey Peninsula Community College District.
13. The terms and conditions of this agreement may be changed by mutual agreement of the Interim Vice President for Student Services and the Board.
14. To the extent applicable, this Agreement is subject to the provisions of Government Code Sections 53243-53243.4 which require reimbursement under the circumstances stated therein.
15. This Agreement shall be governed by and construed in accordance with the laws of the State of California. In the event of litigation, venue shall be in the Superior Court for the County of Monterey, State of California.
16. This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms, or conditions, and neither party has relied upon any representation, express or implied, not contained in this agreement. This Agreement is intended by the parties to be the sole instrument governing the relationship between the parties unless a provision of law, now or hereinafter enacted, is specifically applicable to this Agreement or to the Board/Interim Vice President for Student Services relationship.
17. This Agreement may be modified or superseded only by a written instrument executed by both of the parties.

IN WITNESS WHEREOF, the parties have entered into this agreement as of the date this agreement is signed by both parties.

By: _____ Date: _____
 Mr. Rick Johnson, Chair, Governing Board
 Monterey Peninsula Community College District

By: _____ Date: _____
 Dr. Walter Tribley, Superintendent/President
 Monterey Peninsula Community College District

By: Laurence Walker Date: 6/15/15
 Mr. Laurence Walker, Interim Vice President for Academic Affairs
 cc: Personnel File

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015
Board Meeting Date

New Business Agenda Item No. K

Human Resources
College Area

Proposal:

That the Governing Board approve the revised job description for Custodial/Evening Site Supervisor, and authorize the recruitment to fill the position.

Background:

The position of Custodial/Evening Site supervisor was vacated in August 2014 and the College has been unsuccessful in its attempt to fill the position. The College is continuously seeking to improve the efficiency of its resources and the usage of personnel to accomplish the mission and goals of the college. To this end, the job description has been updated to reflect the changes in priorities and functions. There will be no change in salary range. This position is a classified manager.

Budgetary Implications:


The increases salary costs will be included in the 2015-2016 budget.



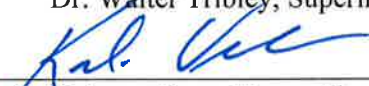
RESOLUTION: BE IT RESOLVED, that the revised job description for the classified supervisor position of Custodial/ Evening Site Supervisor be approved; and

BE IT FURTHER RESOLVED, that the Governing Board authorize the recruitment to fill the position.

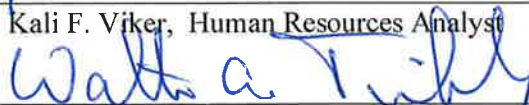
Recommended By: _____


Dr. Walter Tribley, Superintendent/President

Prepared By: _____


Kali F. Viker, Human Resources Analyst

Agenda Approval: _____


Dr. Walter Tribley, Superintendent/President

JOB TITLE: CUSTODIAL AND EVENING SITE SUPERVISOR
Board Approved: 6/24/2015

MONTEREY PENINSULA COLLEGE

CUSTODIAL AND EVENING SITE SUPERVISOR

JOB SUMMARY

Under the general direction of the Vice President for Administrative Services, provide oversight, planning, and budgeting activities for Custodial Services operations. Supervise the day-to-day cleaning and care of all District facilities; perform routine and specialized cleaning tasks; inspect areas of responsibility to ensure cleaning standards are maintained; responsible for scheduling, inspecting, supervising, training and evaluating the work performance of custodial staff and substitutes; supervise and direct the proper use of materials, supplies and equipment and safe work habits; coordinate and participate in the cleaning, maintenance, and special set-up of College facilities. This position requires flexible hours which can include days, evenings and weekends.

EXAMPLES OF FUNCTIONS

Essential Functions

1. Perform full supervisory activities, subject to management concurrence and in accordance with applicable College policies and procedures, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; assisting staff in understanding their assignments and meeting their performance goals; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Provide day-to-day ethical leadership and work with staff to ensure high performance and the fostering of a customer service, team work oriented environment. Improve work methods and procedures to improve cost-effectiveness, safety and quality. Support District mission, values, goals and objectives. Provide leadership and participate in programs and activities that promote a positive employee relations environment.
3. Serve as the District's first point of contact to resolve issues and respond to emergencies in the evenings. Provides leadership in equipment failure, medical emergencies, and other incidents, including notification of appropriate District personnel and first responders (police, fire, ambulance, PG&E). Respond to requests and emergency calls and provide telephone consultation on weekends or other off-duty hours as necessary.
4. Supervise and schedule the day to day operations and activities of District custodial functions, including logistics, emergency and service calls, duty rosters, and work assignments.
5. Interpret, prioritize, and assign work orders and plan work schedules to ensure adequate service in an efficient and effective manner; resolve issues, conflicts, discrepancies and complaints in a timely manner.
6. Plan and coordinate all custodial programs and establishes standards and procedures for work performance; interpret and translate District policies to staff and ensure compliance and adherence to applicable federal, state, and District safety regulations.
7. Plan, assign, and inspect the cleaning of rooms, offices, halls, fixtures and equipment requiring such activities as sweeping, mopping, scrubbing, polishing, dusting, waxing and disinfecting. Assist custodians in the performance of duties as necessary.

8. Assign regular work schedules Custodial Services staff to ensure the cleanliness and safe conditions of buildings; inspects the cleanliness of classrooms, offices, gym, locker rooms, cafeteria, restrooms and showers.
9. Plan, research, and determine the best source for custodial equipment and supplies; purchase supplies on open purchase accounts; direct the preparation of requisitions and orders for needed supplies; receive, store, and maintain stock control and deliver custodial supplies and equipment to Custodial Services personnel. Recommend the purchase of new equipment, maintain and repair custodial equipment and perform general and preventive maintenance duties.
10. Prepare and maintain records and reports related to custodial supplies, inventory, budget, work requests, personnel, injuries, incidents, emergencies, equipment, and facilities; develop, control, track and analyze the annual department budget and applicable expenditures to ensure cost-effective management and in accordance with established policies and procedures.
11. Establish and maintain compliance with custodial safety practices; evaluate products and equipment for safety; conduct or arrange for periodic safety training in the proper use and handling of tools, chemicals, and other potentially dangerous items; maintain required material safety data sheets according to regulations. Develop systems for the proper use and storage of cleaning supplies, chemicals, and equipment.
12. Inspect classrooms and office for security and safety; determine and report dangerous and unsightly conditions and needed repairs to maintenance personnel; perform minor repair to custodial equipment and facilities; lock and unlock doors, gates, and related items.
13. Confer with administration, faculty and staff to coordinate instructional and meeting set-ups as well as special events at all District sites; coordinate and participate in the moving of furniture and equipment to relocate offices and to set-up for meetings and special events; coordinate with large scale cleaning projects with others to assure minimum disruption to classroom activities and college functions.
14. Operate District vehicles, electric carts, forklifts, floor machines, buffers, vacuums, carpet extractors, floor dryers, electric hoists, and other equipment and machinery.
15. Review and coordinates custodial services with external contract service providers and provides related direction and guidance.
16. Ensure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintain a safe work environment by enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

Other Duties

17. Serve on college committees as assigned.
18. Performs related duties and responsibilities as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training equivalent to a high school diploma and five (5) years custodial work, two of which are in a supervisory role.

Knowledge

Knowledge of: techniques for care and cleaning of buildings and sites; quality and use of cleaning supplies, tools and equipment; safe handling, use and storage of custodial equipment and materials; care and cleaning of various types of HVAC and lighting equipment; budgeting techniques and inventory control; record-keeping techniques; principles and practices of supervision and training; health and safety regulations and procedures; District policies and procedures.

Abilities

Ability to: plan, organize, and oversee the custodial activities for the campus; operate and train others in the techniques for safe use, handling and storage of a variety of custodial equipment and materials; quickly learn and effectively use and teach the use of new custodial equipment and techniques; supervise, train and evaluate the performance of assigned staff; set goals and objectives for assigned staff; analyze situations accurately and adopt an effective course of action; make appropriate decisions on procedural matters without immediate supervision; coordinate custodial activities with other facilities operations and functions; estimate time and materials needed for routine services and special custodial project; maintain tools and equipment in a clean and proper working condition; participate in the cleaning maintenance of District facilities. use various computers, software, and other related equipment as needed to fulfill the requirements of the job; establish and maintain effective work relationships with those contacted in the performance of required duties; use interpersonal skills of tact, firmness and diplomacy; communicate effectively orally and in writing; prepare reports, and maintain records; work independently with little supervision; learn, apply and explain policies, procedures, rules and regulations; prioritize and schedule work to meet schedules and time lines; make arithmetic calculations quickly and accurately; 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

Indoor and outdoor environment; weekday and or weekend work days; drive a vehicle to conduct work; bending at waist, kneeling or crouching; lifting up to 50 pounds, pushing or pulling heavy objects; carrying heavy loads; full body exertion; standing, walking, and sitting for extended periods of time; climbing ladders, scaffolds and working at heights and depths.

Work Environment

Work environment may include regular exposure to fumes and dirt; noise from equipment operation; some exposure to chemicals used in controlling pests and weed abatement; some work in cramped or restrictive work chambers; work around, and with machinery having moving parts including power equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employee must be insurable by the employer's insurance carrier at all times while employed in this classification.

WORK SCHEDULE:

This position requires flexible hours which can include days, evenings and weekends.

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015

New Business Agenda Item No. L

Human Resources
College Area

Proposal:

That the Governing Board approve the 2015-2016 salary schedule for Classified employees.

Background:

The 2014-2015 schedule was updated to include any applicable changes to ranges or job titles associated with positions which were revised through the Reclassification process this year. Further, the list of positions was updated to reflect the elimination or establishment of positions which occurred during the 2014-2015 year.

Budgetary Implications:

The additional costs are included in the 2015-2016 budget.

- BE IT RESOLVED**, that the Governing Board approve the 2015/16 salary schedule to update the listing of classifications and corresponding placements, effective July 1, 2015.

Recommended By:

Susan Kitagawa
Susan Kitagawa, Associate Dean of Human Resources

Prepared By:

Kali Viker
Kali Viker, Human Resources Analyst

Agenda Approval:

Walter Tribley
Dr. Walter Tribley, Superintendent/President

**Monterey Peninsula Community College District
CLASSIFIED SALARY SCHEDULE**

2015-2016
Effective July 1, 2015

	Step A	Step B	Step C	Step D	Step E	Step F
1	\$2,084 \$12.02	\$2,190 \$12.63	\$2,301 \$13.27	\$2,417 \$13.95	\$2,539 \$14.65	\$2,668 \$15.39
2	\$2,137 \$12.33	\$2,244 \$12.95	\$2,357 \$13.60	\$2,477 \$14.30	\$2,602 \$15.01	\$2,734 \$15.77
3	\$2,190 \$12.63	\$2,301 \$13.27	\$2,417 \$13.95	\$2,539 \$14.65	\$2,668 \$15.39	\$2,802 \$16.17
4	\$2,244 \$12.95	\$2,357 \$13.60	\$2,477 \$14.30	\$2,602 \$15.01	\$2,734 \$15.77	\$2,873 \$16.58
5	\$2,301 \$13.27	\$2,417 \$13.95	\$2,539 \$14.65	\$2,668 \$15.39	\$2,802 \$16.17	\$2,945 \$16.99
6	\$2,357 \$13.60	\$2,477 \$14.30	\$2,602 \$15.01	\$2,734 \$15.77	\$2,873 \$16.58	\$3,018 \$17.42
7	\$2,417 \$13.95	\$2,539 \$14.65	\$2,668 \$15.39	\$2,802 \$16.17	\$2,945 \$16.99	\$3,094 \$17.85
8	\$2,477 \$14.30	\$2,602 \$15.01	\$2,734 \$15.77	\$2,873 \$16.58	\$3,018 \$17.42	\$3,171 \$18.30
9	\$2,539 \$14.65	\$2,668 \$15.39	\$2,802 \$16.17	\$2,945 \$16.99	\$3,094 \$17.85	\$3,251 \$18.76
10	\$2,602 \$15.01	\$2,734 \$15.77	\$2,873 \$16.58	\$3,018 \$17.42	\$3,171 \$18.30	\$3,331 \$19.22
11	\$2,668 \$15.39	\$2,802 \$16.17	\$2,945 \$16.99	\$3,094 \$17.85	\$3,251 \$18.76	\$3,415 \$19.70
12	\$2,734 \$15.77	\$2,873 \$16.58	\$3,018 \$17.42	\$3,171 \$18.30	\$3,331 \$19.22	\$3,500 \$20.19
13	\$2,802 \$16.17	\$2,945 \$16.99	\$3,094 \$17.85	\$3,251 \$18.76	\$3,415 \$19.70	\$3,588 \$20.70
14	\$2,873 \$16.58	\$3,018 \$17.42	\$3,171 \$18.30	\$3,331 \$19.22	\$3,500 \$20.19	\$3,677 \$21.21
15	\$2,945 \$16.99	\$3,094 \$17.85	\$3,251 \$18.76	\$3,415 \$19.70	\$3,588 \$20.70	\$3,770 \$21.75
16	\$3,018 \$17.42	\$3,171 \$18.30	\$3,331 \$19.22	\$3,500 \$20.19	\$3,677 \$21.21	\$3,863 \$22.29

Monterey Peninsula Community College District
CLASSIFIED SALARY SCHEDULE

2015-2016
 Effective July 1, 2015

	Step A	Step B	Step C	Step D	Step E	Step F
17	\$3,094 \$17.85	\$3,251 \$18.76	\$3,415 \$19.70	\$3,588 \$20.70	\$3,770 \$21.75	\$3,960 \$22.85
18	\$3,171 \$18.30	\$3,331 \$19.22	\$3,500 \$20.19	\$3,677 \$21.21	\$3,863 \$22.29	\$4,059 \$23.42
19	\$3,251 \$18.76	\$3,415 \$19.70	\$3,588 \$20.70	\$3,770 \$21.75	\$3,960 \$22.85	\$4,161 \$24.01
20	\$3,331 \$19.22	\$3,500 \$20.19	\$3,677 \$21.21	\$3,863 \$22.29	\$4,059 \$23.42	\$4,265 \$24.61
21	\$3,415 \$19.70	\$3,588 \$20.70	\$3,770 \$21.75	\$3,960 \$22.85	\$4,161 \$24.01	\$4,371 \$25.22
22	\$3,500 \$20.19	\$3,677 \$21.21	\$3,863 \$22.29	\$4,059 \$23.42	\$4,265 \$24.61	\$4,481 \$25.85
23	\$3,588 \$20.70	\$3,770 \$21.75	\$3,960 \$22.85	\$4,161 \$24.01	\$4,371 \$25.22	\$4,593 \$26.50
24	\$3,677 \$21.21	\$3,863 \$22.29	\$4,059 \$23.42	\$4,265 \$24.61	\$4,481 \$25.85	\$4,707 \$27.15
25	\$3,770 \$21.75	\$3,960 \$22.85	\$4,161 \$24.01	\$4,371 \$25.22	\$4,593 \$26.50	\$4,825 \$27.84
26	\$3,863 \$22.29	\$4,059 \$23.42	\$4,265 \$24.61	\$4,481 \$25.85	\$4,707 \$27.15	\$4,946 \$28.54
27	\$3,960 \$22.85	\$4,161 \$24.01	\$4,371 \$25.22	\$4,593 \$26.50	\$4,825 \$27.84	\$5,070 \$29.24
28	\$4,059 \$23.42	\$4,265 \$24.61	\$4,481 \$25.85	\$4,707 \$27.15	\$4,946 \$28.54	\$5,196 \$29.98
29	\$4,161 \$24.01	\$4,371 \$25.22	\$4,593 \$26.50	\$4,825 \$27.84	\$5,070 \$29.24	\$5,326 \$30.73
30	\$4,265 \$24.61	\$4,481 \$25.85	\$4,707 \$27.15	\$4,946 \$28.54	\$5,196 \$29.98	\$5,459 \$31.49
31	\$4,371 \$25.22	\$4,593 \$26.50	\$4,825 \$27.84	\$5,070 \$29.24	\$5,326 \$30.73	\$5,596 \$32.29
32	\$4,481 \$25.85	\$4,707 \$27.15	\$4,946 \$28.54	\$5,196 \$29.98	\$5,459 \$31.49	\$5,735 \$33.09

Monterey Peninsula Community College District
CLASSIFIED SALARY SCHEDULE

2015-2016
 Effective July 1, 2015

	Step A	Step B	Step C	Step D	Step E	Step F
33	\$4,593 \$26.50	\$4,825 \$27.84	\$5,070 \$29.24	\$5,326 \$30.73	\$5,596 \$32.29	\$5,879 \$33.92
34	\$4,707 \$27.15	\$4,946 \$28.54	\$5,196 \$29.98	\$5,459 \$31.49	\$5,735 \$33.09	\$6,026 \$34.77
35	\$4,825 \$27.84	\$5,070 \$29.24	\$5,326 \$30.73	\$5,596 \$32.29	\$5,879 \$33.92	\$6,177 \$35.64
36	\$4,946 \$28.54	\$5,196 \$29.98	\$5,459 \$31.49	\$5,735 \$33.09	\$6,026 \$34.77	\$6,332 \$36.52
37	\$5,070 \$29.24	\$5,326 \$30.73	\$5,596 \$32.29	\$5,879 \$33.92	\$6,177 \$35.64	\$6,489 \$37.43
38	\$5,196 \$29.98	\$5,459 \$31.49	\$5,735 \$33.09	\$6,026 \$34.77	\$6,332 \$36.52	\$6,651 \$38.37
39	\$5,326 \$30.73	\$5,596 \$32.29	\$5,879 \$33.92	\$6,177 \$35.64	\$6,489 \$37.43	\$6,818 \$39.34
40	\$5,459 \$31.49	\$5,735 \$33.09	\$6,026 \$34.77	\$6,332 \$36.52	\$6,651 \$38.37	\$6,989 \$40.32

Monterey Peninsula Community College District
CLASSIFIED SALARY SCHEDULE

2015-2016
 Effective July 1, 2015

	RANGE		RANGE
Academic Curriculum Scheduling & Catalog Technician	20	Library Specialist-Circulation Desk	10
Accommodations Specialist	13	Library Specialist-Interlibrary Loans, Periodicals & Circulation Desk	12
Accounting Specialist	12	Library Specialist-Technical Services	17
Accounting Specialist II	17	Library Systems Technology Coordinator	26
Accounting Specialist III	20	Maintenance Specialist	20
Administrative Assistant I	7	Matriculation Services Specialist	9
Administrative Assistant II	11	Matriculation Services Specialist, Senior	13
Administrative Assistant III	18	Matriculation/Articulation Technician	29
Administrative Assistant III- Faculty Assignments	19	Media Technician-Audio/Visual	16
Admissions & Records Specialist	10	Network Engineer	33
Art Gallery Specialist	15	Online Instructional Technology Specialist	26
Art Studio Specialist	14	Payroll Analyst	20
Assessment Specialist	14	Program Coordinator-Business Skills Center	22
Athletic Trainer	28	Program Coordinator-International Student Program	22
Athletics & Division Office Manager	19	Program Coordinator-Older Adult & Continuing Education	20
Athletics & PE Equipment Specialist	7	Program Coordinator-Reading Center	29
Attendance Accounting Specialist	18	Programmer Analyst	30
Automotive Laboratory Manager	18	Programs Specialist- Upward Bound	14
Campus Security Officer	7	Public Information/Graphic & Publications Productions Specialist	22
Career/Transfer Resource Coordinator	18	Public Relations/ Publications Production Specialist	18
Categorical Services Coordinator	17	Purchasing Coordinator	23
Ceramics Studio Specialist	14	Records Evaluator	15
College Receptionist/Dispatcher	7	Re-Entry & Multicultural Resource Center Coordinator	22
CurricuNET Specialist	18	Re-Entry Counseling Services Specialist	17
Custodian	6	Reprographics Technician	11
Custodian/Pool Operator	8	Scheduling Technician	20
Custodian-Lead	8	Sciences Laboratory Manager	23
Division Office Manager	18	Shipping/Receiving Specialist	8
Early Childhood Education Lab Mentor	23	Student Activities Coordinator	18
Food Preparer	7	Student Financial Services Advisor	20
Groundskeeper	8	Student Financial Services Coordinator	22
Health Services Specialist	14	Student Financial Services Outreach Advisor	17
Information Technology Support Technician	23	Student Financial Services Outreach Coordinator	22
Instructional Specialist-Theater-Master Carpenter	20	Theater Management Specialist	14
Instructional Specialist	14	Tutorial Site Coordinator- TRIO/Upward Bound	14
Instructional Technology Specialist	22	Unit Office Manager, Admissions & Records	18
Instructional Technology Specialist – Nursing	23	Unit Office Manager, Child Development Center	18
Job Center Coordinator	14	Unit Office Manager, EOPS / CARES	18
Laboratory Specialist I	14	Unit Office Manager, Facilities	18
Laboratory Specialist II	17	Unit Office Manager, Library	18
Library Circulation Desk Coordinator	17	Unit Office Manager, Marina Ed. Ctr.	18
Library Operations Coordinator	26	Unit Office Manager, Public Safety Training Ctr.	18

Monterey Peninsula Community College District
CLASSIFIED SALARY SCHEDULE

2015-2016
Effective July 1, 2015

Notes:

1. Each employee shall be granted a non-cumulative longevity stipend per month as described below beginning in the first month of the employee's eighth (8th) year of continuous employment, and at the beginning of each subsequent fifth (5th) year thereafter up to the maximum. Stipends are pro-rated for part-time employees. A maximum of four (4) longevity stipends will be granted at the beginning of years 8, 13, 18 and 23 of continuous employment. The amounts listed below are the total amounts paid at the designated service period; they are not added together. The maximum longevity stipend, at the beginning of 23 years of service, will be \$360.00 per month. Board Approved: 2/26/2008.

<i>Beginning Year:</i>	<i>Total Monthly Increment</i>
<i>Eight (8)</i>	<i>\$60</i>
<i>Thirteen (13)</i>	<i>\$140</i>
<i>Eighteen (18)</i>	<i>\$240</i>
<i>Twenty-three (23)</i>	<i>\$360</i>

As of January 1, 2001, those employees who have earned Longevity Increments under a previous longevity program, will have the actual dollar amount frozen and will continue to receive the actual dollar value of the increment(s). The dollar amount will remain constant until that amount is equal to or less than the longevity increment program amount described above. The employee will then receive the longevity amount available under the new program.

2. Employees who earned Professional Growth increments(5% of base salary for each increment, up to a maximum of 5 increments), prior to June 30, 2005 will continue to receive these increments as outlined in Article Vi of the MPCEA Contract. Awards of new or additional Professional Growth increments are not available after June 30, 2005.
3. Qualified employees in designated positions who are required to orally translate in Spanish to English and/or English to Spanish shall receive a monthly stipend of \$50.00, pro-rated for part-time employees. Qualified employees are determined by a district selected and administered examination.
4. An employee who is assigned to work four (4) or more hours in at least one shift during swing hours shall be paid a shift differential of \$65.00 per month, pro-rated for part-time employees. Swing is defined as hours between 5:01PM and midnight (12:00AM).
5. An employee who is assigned to work four (4) or more hours in at least one shift during graveyard shift hours shall be paid a shift differential of \$85.00 per month, pro-rated for part-time employees. Graveyard is defined as hours between 12:01AM and 7:59AM.
6. A \$500/month stipend may be assigned to a Sciences Laboratory Manager in Chemistry to serve as Chemical Hygiene Officer to meet the requirements of CCR Title 8, Section 5191.
7. Retroactive Pay. Retroactive pay is not paid to hourly, temporary staff.

Effective Date: July 1, 2015
Board Approval: June 24, 2015

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015
Board Meeting Date

New Business Agenda Item No. M

Human Resources
College Area

Proposal:

That the Governing Board approve the Memorandum of Understanding "Additional Days" between the Monterey Peninsula Community College District and the Monterey Peninsula College Teachers Association (MPCTA) to provide additional paid days to two faculty members for additional responsibilities during the summer of 2015.

Background:

On May 28, 2015, the District and MPCTA agreed to a Memorandum of Understanding which will allow two full-time faculty members to receive extra duty pay and assignments.

In preparation for the Institutional Self Study for the District's accreditation process, planning and organization prior to the beginning of Fall Semester is essential to ensure review through the shared governance process. The District will assign 34 additional days to Ms. Catherine Webb to perform duties associated with accreditation between June 22, 2015 and August 7, 2015.

The Child Development Center is currently undergoing a restructuring into a lab school which will open in Fall 2015. Implementation of the new program, including training of new staff, must occur during the summer for the successful transition. The District will assign 22 additional days between July 1, 2015 and July 31, 2015 to Ms. Mary Johnson to perform duties associated with the restructuring and training of staff.

Budgetary Implications:

The cost to the District for 34 additional days performed by Ms. Webb is a total of \$14,541. The cost to the District for 22 additional days performed by Ms. Johnson is a total of \$9,954. The funds will be transferred from other areas to cover these additional costs.

- RESOLUTION: BE IT RESOLVED**, that the Governing Board approve the Memorandum of Understanding, "Additional Days" dated May 18, 2015, between the Monterey Peninsula College Teacher's Association and the Monterey Peninsula Community College District.

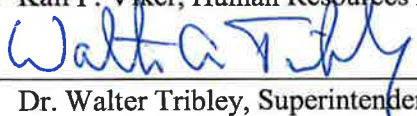
Recommended By: _____


Michael Gilmartin, Interim Vice President of Academic Affairs

Prepared By: _____


Kali F. Viker, Human Resources Analyst

Agenda Approval: _____


Dr. Walter Tribley, Superintendent/President

MEMORANDUM OF UNDERSTANDING

Between

Monterey Peninsula Community College District (District)

and

Monterey Peninsula College Teacher's Association (MPCTA)/CTA/NEA

Additional Days

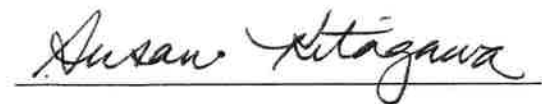
May 18, 2015

The District and MPCTA agree to additional days for the following faculty to be assigned for June, July and August 2015.

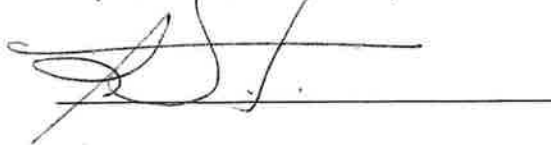
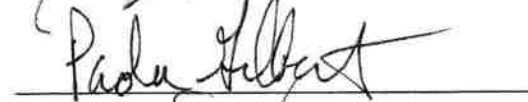
1. Catherine Webb will be assigned for the period June 22, 2015 through August 7, 2015 to perform the following duties:
MPC Online Workspace
Integrated Planning Documentation
Drafts of self-study in preparation for review through share governance
Support for Writers
2. Mary Johnson will be assigned for the period of July 1 through July 31, 2015 to perform the following duties:
Implement the new lab mentor program at the Lab School
Develop and lead training for the Lab Mentors
Plan and execute orientation for new staff for opening in fall semester

The parties agree to the terms of this Memorandum of Understanding on the 28th day of May 2015. This MOU shall not be precedent setting and shall not constitute a past practice.

For MPCCD



For MPCTA



Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015
Board Meeting Date

New Business Agenda Item No. N

Human Resources
College Area

Proposal:

That the Governing Board approve the Memorandum of Understanding between the Monterey Peninsula Community College District and the Monterey Peninsula College Teachers Association (MPCTA) regarding Distance Education for the 2015-2016 fiscal year.

Background:

On May 14, 2012 the District and MPCTA agreed to a Memorandum of Understanding which established reassigned time of 40% associated with Distance Education. In subsequent years, this agreement has been renewed annually for the upcoming year.

On May 28, 2015, the parties signed the Memorandum of Understanding regarding Distance Education to expand upon the previous agreements. The expanded agreement includes examples of the duties to be performed and the announcement of the opportunity to full-time faculty members. The parties also agreed that should no full-time faculty member express an interest in the assignment, the District would recruit for an adjunct to perform these duties.

Budgetary Implications:

Included in budget. If a full-time faculty is selected, rate of pay will follow Schedule A. If a part-time faculty member is selected, the rate of pay will be based on placement of the Schedule C2 (hourly academic-non-teaching) salary schedule.

RESOLUTION: BE IT RESOLVED, that the Board of Trustees approve the Memorandum of Understanding regarding Distance Education, dated May 28, 2015, between the Monterey Peninsula Community College District and the Monterey Peninsula College Teachers Association (MPCTA).

Recommended By: [Signature]
Michael Gilmartin, Interim Vice President of Academic Affairs

Prepared By: [Signature]
Kali F. Viker, Human Resources Analyst

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

MEMORANDUM OF UNDERSTANDING

Between

Monterey Peninsula Community College District (District)

and

Monterey Peninsula College Teacher's Association (MPCTA)/CTA/NEA

Distance Education – May 2015

Monterey Peninsula College Community College and Monterey Peninsula College Teacher's Association (the Parties) agree to award 40% reassign time to perform the duties associated with Distance Education. The District shall announce this opportunity in spring semester prior to the beginning of the assignment in the following fall to all full-time faculty via District email.


In the event that no full-time faculty member is interested in the reassignment, the Parties agree the District shall recruit a non-teaching adjunct to perform these duties on a semester basis. The assignment shall include:


Examples of Duties

- May serve as co-chair for the Institutional Committee on Distance Education, MPC's recommending body for matters pertaining to online teaching and learning, academic and technical support for online students and instructors.
- Participate in the planning, development, and evaluation of State initiatives related to online teaching and learning at MPC.
- Coordinate faculty professional development efforts related to online teaching and learning at MPC.
- Mentor and assist faculty in the design and development of online courses and online course content, including providing one-on-one support, instruction and consultation services.
- Develop and deliver professional development workshops and presentations for online faculty.
- Participate as a member on the DE Committee in review and development of curriculum for online courses, including review for compliance with local, federal, and state regulations (such as Copyright, Accessibility, Accreditation, Chancellor's Office requirements, etc.)
- Assist in the preparation of institutional reports related to distance education.
- Assist in marketing efforts for online courses and programs.
- Communicate with faculty, staff, and students about online courses and programs, including attending shared governance meetings as necessary to represent distance education.
- Serve as a liaison and a resource for faculty regarding issues concerning distance education.
- Keep up to date on latest trends and research in online course pedagogy, particularly focusing on retention and student learning.
- Maintain knowledge in the use of MPC Online to design and deliver online instruction.

The parties agree to the terms of this Memorandum of Understanding on the 28th day of May 2015. This MOU shall not be precedent setting and shall not constitute a past practice.

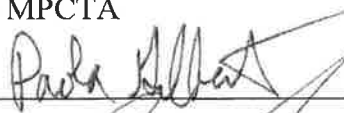
For MPCCD




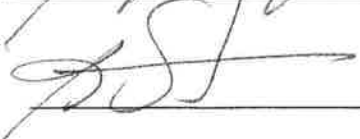




For MPCTA







Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015
Board Meeting Date

New Business Agenda Item No. O

Human Resources
College Area

Proposal:

That the Governing Board review the modifications to the 2015-2016 salary schedule for Administrative employees.

Background:

The administrative salary schedule, note #5 will be modified from “on one or more District negotiating team(s)” to “for each District negotiating team,” to recognize the additional duties and workload associated with serving on multiple negotiation teams.

Budgetary Implications:

Additional costs to the General Fund will vary dependent upon the number of administrators assigned to multiple negotiations teams and their respective rates of pay.

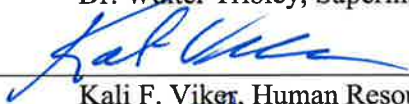
Information Only: Modifications to the 2015-2016 salary schedule for Administrative employees.

Recommended By: _____



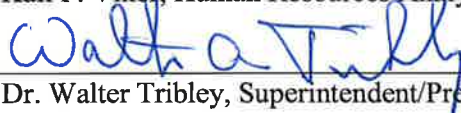
Dr. Walter Tribley, Superintendent/President

Prepared By: _____



Kali F. Viker, Human Resources Analyst

Agenda Approval: _____



Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

ADMINISTRATIVE SALARY SCHEDULE

2015-2016
Effective July 1, 2015

Title	Step 1	Step 2	Step 3	Step 4*	Step 5*
Director	6,639	6,905	7,181	7,469	7,768
Assistant Dean	7,613	7,933	8,246	8,584	8,919
Associate Dean	8,959	9,285	9,607	9,943	10,280
Dean	9,464	9,784	10,107	10,445	10,783
Administrative Dean	9,971	10,325	10,689	11,028	11,364
Vice President	10,548	10,902	11,265	11,601	11,942

* Advancement to Steps 4 and 5 requires three years full time service at the previous step.

Notes:

1. The above are twelve month contracts.
2. Twenty-two working days of vacation are authorized each year, with an accrual maximum of 44 days.
3. An additional ten working days are authorized beyond the normal vacation for study, travel and general professional improvement for Vice Presidents.
4. A monthly bonus of \$237 will be awarded for an earned doctorate from an accredited institution.
5. An additional 5% stipend will be earned by an administrator for each District negotiating team.
6. The Superintendent/President and the Vice Presidents are on individual contracts.

Effective Date: July 1, 2015
Board Approval: June 24, 2015

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015

New Business Agenda Item No. P

Superintendent/President
College Area

Proposal:

To determine the time of the regular Board meetings of the Monterey Peninsula Community College District Governing Board for the remainder of 2015, effective June 24, 2015.

Background:

For several years, the Governing Board has held regular monthly meetings with the start time of 3:00 p.m. The time schedule outlined below was reaffirmed at the Board's Annual Organizational Meeting on December 10, 2014.

Previous Regular Board Meeting Schedule

Closed Session: 1:30 – 3:00 p.m.
Open Session: 3:00 p.m.

To create the opportunity for more students to attend Governing Board meetings, better ensure active engagement in Board business, and facilitate engagement of MPC staff, two new time schedules were proposed at the February 23, 2015 Board meeting. The schedule outlined below was approved at the March 25, 2015 Board meeting, with the understanding that the Board would reassess the time schedule in June 2015.

Temporary Regular Board Meeting Schedule (Adopted March 25, 2015)

Closed Session: 11:00 a.m. – 12:30 p.m.
Open Session (Business): 1:30 p.m. – 3:00 p.m.
Open Session (Reports): 3:00 p.m. (Start time may be delayed if "Business" section runs late.)

The time schedule is being presented at the June meeting for further discussion.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that _____ p.m. be designated as the time of the regular meetings of the Monterey Peninsula Community College District Governing Board for the remainder of 2015, effective June 24, 2015.

Recommended By: Dr. Walter Tribley, Superintendent/President

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

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

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015

President's Office
College Area

New Business Agenda Item No. Q

Proposal:

That the Governing Board recognize the service of Maury Vasquez as the Student Trustee and as a member of the Citizens' Bond Oversight Committee.

Background:

Maury Vasquez was sworn in as Student Trustee on June 26, 2013 and was also appointed by the Board to serve as the student representative on the Citizens' Bond Oversight Committee. He served two years in both roles until June 2015. The attached resolution recognizes his responsible leadership, his excellent representation of students, and his dedicated service as both Student Trustee and member of the committee.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, That the resolution of appreciation for Maury Vasquez's service as the Student Trustee and member of the Citizens' Bond Oversight Committee, be approved.

Recommended By:




Dr. Walter Tribley, Superintendent/President

Prepared By:



Vicki Nakamura, Assistant to the President

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

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

RESOLUTION OF APPRECIATION

Student Trustee, Maury Vasquez

WHEREAS, Maury Vasquez has served faithfully and with distinction for two academic years on the Governing Board as Student Trustee from June 26, 2013 through May 2015; and

WHEREAS, Maury Vasquez was also appointed by the Governing Board to serve on the District's Citizens' Bond Oversight Committee from June, 2013 through June 2015, providing effective representation of students regarding the expenditure of bond proceeds during his term on the Committee; and

WHEREAS, Maury Vasquez has been a capable and responsible student leader during his tenure, representing the Governing Board's positions to students as well as providing the student perspective regarding issues before the Board, enhancing communication and encouraging solutions; and

WHEREAS, Maury Vasquez has served as an ambassador of Monterey Peninsula College in the community, leading campus tours, providing outreach to potential students, and representing the College at community events, service club meetings, and local parades; and

WHEREAS, Maury Vasquez shared his personal journey of success as a first-generation college student in his speech at the 2014 President's Address to the Community, using his story to highlight the excellence of the faculty and staff and the quality of education provided at the College;

NOW THEREFORE, BE IT RESOLVED, that the Monterey Peninsula Community College District Governing Board does hereby commend and express its sincere appreciation to Maury Vasquez for his leadership and exemplary service to the Board, the students, and the Monterey Peninsula Community College District.

PASSED AND ADOPTED, This 24th day of June 2015, by the Governing Board of the Monterey Peninsula Community College District.

Rick Johnson
Chair, Governing Board

Dr. Walter Tribley
Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015

President's Office

College Area

New Business Agenda Item No. R

Proposal:

That the Governing Board receive a report regarding the funds of the District managed by the MPC Foundation.

Background:

The Foundation has been serving as the fiscal agent in the management of four funds of the District: the Nellie Irons Orr Scholarship Trust since August 1999 with an initial value of \$595,330; the Jean Wilder Nursing Trust since October 1999 with an initial value of \$440,000; the MPC Miscellaneous Scholarship Fund since September 2006 with an initial value of \$250,506; and the Bonnie Ann Souchak Endowment since November 2011 with an initial value of \$150,000. Per the purposes specified the donor, distributions from the various funds have been as follows: Orr Trust (scholarships), Wilder Nursing Trust (support of the Maureen Church Coburn Nursing School), MPC Scholarship Fund (scholarships), and Bonnie Ann Souchak Endowment (as determined by the Superintendent/President and VP for Administrative Services).

Regarding the Orr Scholarship Trust fund, on January 26, 2010, the Board approved a contribution of \$339,728 from the fund to the California Community Colleges Scholarship Endowment Fund (CCCSEF) established by the Osher Foundation in 2008. The CCCSEF is a permanent endowment for scholarships for students at every California Community College. This contribution fulfilled the College's designated fundraising target specified by the CCCSEF/Osher Foundation. The market value of the Orr Scholarship Trust in December 2009 was \$419,420 and the contribution left a residual balance of \$79,629 in the fund managed by the MPC Foundation.

The Board recently requested a report on the status of the funds. Ms. Beccie Michaels, Executive Director of the MPC Foundation, will provide an update at the meeting.

Budgetary Implications:

None.

INFORMATION: District Funds (Agency Funds) Managed by the MPC Foundation

Recommended By: Walter A. Tribley
Dr. Walter Tribley, Superintendent/President

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

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

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015

President's Office

College Area

New Business Agenda Item No. S

Proposal:

That the Governing Board ratify the General Fiscal Agent Agreement between the Monterey Peninsula Community College District and the Monterey Peninsula College Foundation for the period July 1, 2014 through June 30, 2017.

Background:

The Foundation has been managing four funds of the College: the Nellie Irons Orr Estate Scholarships since August 1999, the Jean Wilder Nursing Trust Funds since October 1999, the MPC Miscellaneous Scholarship Funds Scholarship since September 2006, and the Bonnie Ann Souchak Endowment since November 2011.

The General Fiscal Agent Agreement between the College and the Foundation establishing the terms of the Foundation's management of the funds was first negotiated in 2000 by Dr. Kirk Avery, Superintendent/President, and David Lewis, MPC Foundation President. The annual management fee charged by the Foundation was initially set at .03%. In 2002, Foundation Board minutes noted a revision of the Agreement, increasing the annual management fee to 1.5%. However, in 2011, Robin Venuti, MPC Foundation Executive Director, learned any 2002 revisions had not been executed by the College or Foundation nor acted upon by the MPC Governing Board. In response, the Agreement was revised by Dr. Douglas Garrison, Superintendent/President and Pam Lehman, MPC Foundation President, setting the management fee at 1% in keeping with all other funds managed by the Foundation. The Board approved this revised Agreement in October 2011, effective from January 1, 2011 through June 30, 2014.

The Agreement has recently been reviewed by Dr. Tribley and the Foundation Executive Committee and recommended for renewal. There are no changes to the terms or the management fee.

Budgetary Implications:

Budget implications will be limited to the agency funds and will depend on the value of each fund at the end of each calendar year. There is no impact on the College's General Fund.

RESOLUTION: BE IT RESOLVED, that the Governing Board ratify the General Fiscal Agent Agreement between the Monterey Peninsula Community College District and the Monterey Peninsula College Foundation, for the period July 1, 2014 through June 30, 2017.

Recommended By:

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

Prepared By:

Vicki Nakamura
Vicki Nakamura, Assistant to the President

Agenda Approval:

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

**GENERAL FISCAL AGENT AGREEMENT
BETWEEN THE MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
AND THE MONTEREY PENINSULA COLLEGE FOUNDATION**

This Agreement is entered into by and between the Monterey Peninsula Community College District (hereinafter "MPC") and the Monterey Peninsula College Foundation (hereinafter "Foundation"), for the period July 1, 2014 through June 30, 2017.

RECITALS:

1. MPC is the beneficiary of bequests and other contributions that have been established for specific purposes. It is anticipated that additional similar contributions will be established in the future. All of these gifts may be referred to collectively as the "Endowment."
2. MPC wishes the Foundation to serve as fiscal agent in the management of the Endowment and the Foundation is willing to serve as fiscal agent under the terms and conditions described herein.

WHEREFORE, IT IS AGREED THAT:

1. The special funds in the Endowment may be commingled for investment purposes, but will be accounted for separately in order that the administration of the funds may follow directions, if any, specified by the donors. Principals and income of each fund will be separately identified if required by the direction of the donors.
2. The terms governing the administration and distribution of each Fund for which special provisions have been made will be specified in Exhibits to this general Fiscal Agent Agreement.
3. Funds not covered by attached Exhibits, those for which administrative and distribution terms have not been specified by the donor, and aspects governing funds listed in Exhibits to this Agreement not covered by those exhibits will be subject to the terms of this general Fiscal Agent Agreement.
4. The endowment will be administered in accordance with law, regulation and the Foundation's Investment Policy. The Foundation Investment Policy shall determine the allocation for Fund investments.
5. The annual fee charged by the Foundation for administering the Endowment shall be 1% of the value of the Endowment on September 30th of each year, payable by March 30th of the following year. The investor advisor fee and all transaction fees will directly decrease each Fund's balance.

6. Annual withdrawals from the Endowment shall be made for the purpose(s) specified by the donor, if any, and if there are none, for any purpose agreed to by the President of the College and its governing board. The annual withdrawal for the portion of the Endowment not governed by specific direction from donors shall be in accordance with the Endowment Expenditure Policy of the MPC Foundation.
7. A Committee consisting of the President of MPC and the Vice-President of Administrative Services shall determine the purpose for which distributions from the Fund are used. The Foundation will not be responsible for determining how Fund distributions are to be spent, but a Foundation Board member may sit on the Committee at the request of the MPC President.
8. If the Foundation should cease to exist, the Fund will be transferred to MPC to remain as an Endowment Fund under the terms herein.

Executed this _____ day of _____, 2015 at Monterey, California.

Monterey Peninsula Community
College District

Monterey Peninsula College
Foundation

By: _____
Dr. Walter Tribley
President/Superintendent
Monterey Peninsula College

By: _____
Nolan Kennedy, President
Monterey Peninsula College
Foundation

WILDER NURSING TRUST FISCAL AGENT AGREEMENT

This Agreement is entered into by and between Monterey Peninsula College (hereinafter "MPC") and the Monterey Peninsula College Foundation (hereinafter "Foundation").

RECITALS:

1. Jean Wilder, deceased, provided in the Eighth Amendment to the Jean Wilder 1983 Trust that ten percent (10%) of the residue of the trust estate is to be distributed to the "Maurine Church Coburn School of Nursing, Monterey Peninsula College, in memory of Agnes Patten Parma."
2. MPC wishes the Foundation to serve as fiscal agent in the management of the Wilder bequest. The Foundation is willing to serve as fiscal agent under the terms and conditions described herein.

WHEREFORE, IT IS AGREED THAT:

1. A Fund known as the Wilder Nursing Trust, in memory of Agnes Patten Parma (hereinafter the "Fund") will be established for the purpose of supporting the Maurine Church Coburn School of Nursing.
2. The Fund may be commingled with other funds for investment purposes, but the Fund will be accounted for separately with the principal and income of the Fund separately identified.
3. Withdrawals from the Fund:
 - a. The annual fee charged by the Foundation shall be 1%, in accordance with the Foundation's Endowment Expenditure Policy.
 - b. The fiscal year for the Fund shall be the calendar year. The net value of the Fund and the Foundation fee shall be calculated at the end of September each calendar year in accordance with the Foundation's Endowment Expenditure Policy, and shall be payable by March 30 of each year.
4. A committee consisting of the MPC Superintendent/President, the Vice President for Administrative Services, and the Director of Nursing shall determine the purposes for which distributions from the Fund are used. The Foundation will not be responsible for determining how Fund distributions are to be spent, but a Foundation Board member may sit on the committee at the request of the MPC Superintendent/President or the Director of Nursing.
5. If the Foundation should cease to exist, the Fund will be transferred to MPC to remain as an endowment fund under the terms herein.
6. Should the Maurine Church Coburn of Nursing cease to exist, the Monterey Peninsula College Governing Board shall determine a new purpose(s) for the Fund most consistent with the original intent of Jean Wilder.

Monterey Peninsula Community College District

Governing Board Agenda

June 24, 2015

New Business Agenda Item No. T

Superintendent/President
College Area

Proposal:

To review the attached Calendar of Events.

Background:

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

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

Budgetary Implications:

None.

INFORMATION: Calendar of Events.

Recommended By: Dr. Walter Tribley, Superintendent/President

Prepared By:

Shawn Anderson

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

Agenda Approval:

Walter Tribley

Dr. Walter Tribley, Superintendent/President

MPC Governing Board 2014-2015 Calendar of Events

JUNE 2015

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

JULY 2015

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

AUGUST 2015

Thursday, August 20 Fall Flex Day: 8:30 a.m., LF-103 (8am Continental Breakfast, Sam Karas Room)
Monday, August 24 Fall Semester Begins
Wednesday, August 26 Regular Board Meeting: MPC Library & Technology Center
Closed Session – Stutzman Room, **Time TBA**
Regular Meeting – Sam Karas Room, **Time TBA**

SEPTEMBER 2015

Monday, September 7 Labor Day Holiday
Wednesday, September 23 Regular Board Meeting: MPC Library & Technology Center
Closed Session – Stutzman Room, **Time TBA**
Regular Meeting – Sam Karas Room, **Time TBA**

OCTOBER 2015

Wednesday, October 28 Regular Board Meeting: MPC Public Safety Training Center
Closed Session – **Time and Location TBA**
Regular Meeting – **Time and Location TBA**

NOVEMBER 2015

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

DECEMBER 2015

Wednesday, December 16 Annual Organizational Board Meeting and Swearing-in Ceremony: MPC Library & Technology Center
Closed Session – Stutzman Room, **Time TBA**
Regular Meeting – Sam Karas Room, **Time TBA**
Tuesday, December 17 Fall Semester Ends
**Thurs, December 24 to
Friday, January 1 Winter Break**