



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

**REGULAR MEETING
WEDNESDAY, JULY 22, 2015**

NEW BUSINESS

Monterey Peninsula Community College District

Governing Board Agenda

July 22, 2015

New Business Agenda Item No. A

Fiscal Services
College Area

Proposal:

That the Governing Board review and discuss the 2014-2015 Monthly Financial Report for the period ending June 30, 2015 (Prior to year-end closing entries).

Background:

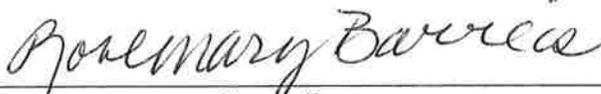
The Board routinely reviews financial data regarding expenses and revenues to monitor District fiscal operations.

Budgetary Implications:

None.

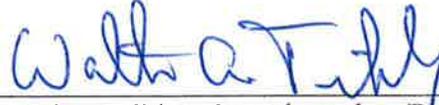
RESOLUTION: BE IT RESOLVED, that the 2014-2015 Monthly Financial Report for the period ending June 30, 2015 (Prior to year-end closing entries) be accepted.

Prepared By:



Rosemary Barrios, Controller

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

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

Enclosed please find attached the Summary of All Funds Report for the month ending June 30, 2015 (prior to year-end closing entries) 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 June 30, 2015 is \$48,161,610 which is 100.3% of the operating budget for this fiscal year. Expenditures year-to-date total \$44,292,516 which is 94.2% of the operating budget for this fiscal year, for a net difference of \$3,869,094.

Unrestricted General Fund

Revenues

- June apportionment of \$555K has been received this month.
- Education Protection Funds (EPA) of \$2M was received this month.
- The state completed a revised prior year adjustment to the 2013-14 apportionment for \$263K.
- Property Tax revenue received this month of \$206K
- Other local revenue received which includes: enrollment fees, course material fees, and other local revenues totaling \$339K.

Expenditures

Overall the District operating funds expenditures continue to track as projected. Year-end closing entries are still in the process of being posted.

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 78.8% of budgeted expenditures.
- Revenue of \$597K has been moved into the Self Insurance Fund from the Worker Comp Fund. This is an increase to the overall revenue of the SIF.
- Year-end closing entries are still being completed.

Other Post-Employment Benefits (OPEB)

- A posting of \$103K in Revenue has been completed this month from the Restricted Funds. This is the Restricted Funds (Restricted General Fund, Parking Fund, Child Development Fund) portion of OPEB that was charged for the 2014-15 fiscal year.

Worker Comp Fund

- During the month of June a transfer between funds has been completed to move \$597K out from the Worker Comp Fund to the Self Insurance Fund. This was a decision made during the year after a review was completed with the District's Worker Comp Administrator Keenan and Associates that the District's financial obligation for the old worker comp claims is \$173K. The District began the fiscal year with a beginning fund balance of \$770K.

Capital Project Fund

- State Scheduled Maintenance Funds have been posted this month of \$483K.

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 \$28,937,218 including bond cash of \$9,740,628 and \$19,196,620 for all other funds. Operating funds cash is \$10,416,178. Cash balance in the General Fund is at \$9,294,773 for the month ending June 30, 2015.

Monterey Peninsula Community College

Monthly Financial Report

June 30, 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	6/30/2015
General - Unrestricted	\$3,885,950	\$38,029,473	\$38,029,473	\$3,885,950	39,811,522	36,248,844	726,087	104.7%	97.2%	\$9,294,773
General - Restricted	0	8,634,863	8,618,485	16,378	6,967,534	6,807,287	168,134	80.7%	80.9%	0
Child Dev - Unrestricted	0	302,207	302,207	0	291,572	269,331	0	96.5%	89.1%	89,534
Child Dev - Restricted	0	249,846	249,846	0	334,774	300,468	1,711	134.0%	120.9%	0
Student Center	339,092	259,200	259,200	339,092	261,496	183,555	16,171	100.9%	77.1%	434,727
Parking	540,630	525,000	557,587	508,043	494,712	483,031	7,449	94.2%	88.0%	597,144
Subtotal Operating Funds	\$4,765,672	\$48,000,589	\$48,016,798	\$4,749,463	\$48,161,610	\$44,292,516	\$919,552	100.3%	94.2%	\$10,416,178
Self Insurance	2,865,000	6,553,264	8,794,471	623,793	6,857,446	6,933,924	160	104.6%	78.8%	2,737,349
Worker Comp	770,000	25,000	662,000	133,000	21,061	666,014	0	84.2%	100.6%	125,047
Other Post Employment Benefits	3,908,381	0	0	3,908,381	103,231	0	0	0.0%	0.0%	4,011,612
Capital Project	578,651	750,116	1,387,991	-59,224	1,168,728	822,089	54,644	155.8%	63.2%	925,291
Building	11,217,621	25,000	2,232,397	9,010,224	54,561	1,512,333	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	92,109	52,391	0	102.3%	58.2%	201,637
Financial Aid	17,745	5,200,000	5,200,000	17,745	5,579,452	5,579,452	0	107.3%	107.3%	62,156
Scholarship & Loans	272,948	2,500,000	2,500,000	272,948	1,966,212	1,987,566	0	78.6%	79.5%	180,405
Trust Funds	293,917	510,000	510,000	293,917	736,251	610,388	0	144.4%	119.7%	485,982
Orr Estate	22,302	10,000	20,000	12,302	5,465	1,166	0	54.6%	5.8%	28,632
Total all Funds	\$24,826,946	\$63,681,594	\$69,431,282	\$19,077,258	\$64,763,825	\$62,475,464	\$1,056,527	101.7%	90.0%	\$28,937,248

Monterey Peninsula Community College District

Governing Board Agenda

July 22, 2015

New Business Agenda Item No. B

Fiscal Services
College Area

Proposal:

That the Governing Board review and accept the attached Quarterly Financial Status Report (Form CCFS 311Q) for the quarter ending, June 30, 2015.

Background:

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

Budgetary Implications:

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

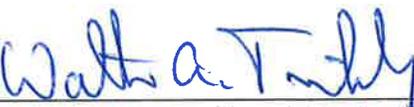
- RESOLUTION: BE IT RESOLVED**, that the Quarterly Financial Status Report for the quarter Ending June 30, 2015, as presented on form CCFS 311Q, be accepted and made part of the minutes of this meeting.

Prepared By:



Rosemary Barrios, Controller

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD
Fiscal Year: 2014-2015

District: (460) MONTEREY

Quarter Ended: (Q4) Jun 30, 2015

As of June 30 for the fiscal year specified

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

II. Annualized Attendance FTES:

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

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

		As of the specified quarter ended for each fiscal year			
		2011-12	2012-13	2013-14	2014-2015
H.1	Cash, excluding borrowed funds		3,962,719	3,909,908	9,294,773
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	715,726	3,962,719	3,909,908	9,294,773

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	35,388,266	35,388,266	38,411,552	108.5%
I.2	Other Financing Sources (Object 8900)	2,641,207	2,641,207	1,400,000	53%
I.3	Total Unrestricted Revenue (I.1 + I.2)	38,029,473	38,029,473	39,811,552	104.7%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	37,700,992	37,700,992	35,988,137	95.5%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	328,481	328,481	260,707	79.4%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	38,029,473	38,029,473	36,248,844	95.3%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	0	0	3,562,708	
L.	Adjusted Fund Balance, Beginning	3,885,950	3,885,950	3,885,950	
L.1	Fund Balance, Ending (C. + L.2)	3,885,950	3,885,950	7,448,658	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.2%	10.2%		

V. Has the district settled any employee contracts during this quarter? **NO**

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

Contract Period Settled (Specify)	Management	Academic	Classified
	Permanent	Temporary	

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

* As specified in Collective Bargaining Agreement or other Employment Contract

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

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

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

VII. Does the district have significant fiscal problems that must be addressed? This year? YES
Next year? YES

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

The District is in the process of closing out the 2014-15 Fiscal Year so at this time the closing entries are not all posted to see what the results are of the Actual Revenue and Expense for the 2014-15 FY. The District went into the 2014-15 with a budgeted structural deficit and this was balanced by transfer in of funds from other funds. There has been some one-time funds received from the state during the fiscal year that were not expected or budgeted for so these amounts are helpful to the District but does not resolve the ongoing problem.

The District currently has a budgeted structural deficit going into the 2015-16 Fiscal Year, this is being reviewed so that this can be adjusted before the district completes the Final budget for 2015-16. The District is looking at using state funds to help with adjusting this imbalance. The District continues to focus on growth by growing credit FTES, increasing program development to meet changing education needs of the community, improve institutional efficiencies, improve and enhance enrollment and retention rates, increase outreach, advertising and marketing, and creating opportunities to partner with public and private organizations.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD

Fiscal Year: 2014-2015

District: (460) MONTEREY

Quarter Ended: (Q4) Jun 30, 2015

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Dr. Walter Tribley

CBO Phone: 831-646-4060

CBO Signature: _____

Date Signed: _____

Chief Executive Officer Name: Dr. Walter Tribley

CEO Signature: _____

Date Signed: _____

Electronic Cert Date: 07/12/2015

District Contact Person

Name: Rosemary Barrios

Title: Controller

Telephone: 831-646-4043

Fax: 831-645-1315

E-Mail: rbarrios@mpc.edu

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

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

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Monterey Peninsula Community College District

Governing Board Agenda

July 22, 2015

New Business Agenda Item No. C

Fiscal Services
College Area

Proposal:

That the Governing Board review and discuss the 2014-2015 Bond Expenditure Report for the period ending June 30, 2015.

Background:

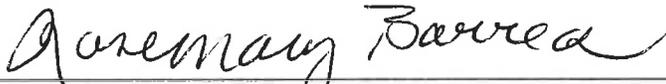
The Board routinely reviews financial data regarding expenses and revenues to monitor how the District bond funds are being spent.

Budgetary Implications:

None.

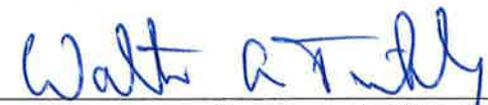
RESOLUTION: BE IT RESOLVED, that the 2014-2015 Bond Expenditure Report for the period ending June 30, 2015, be accepted.

Prepared By:



Rosemary Barrios, Controller

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

BOND EXPENDITURE REPORT 6/30/15

Total Budget With Other Funds	Projects	A	B	C	A-B-C	(B+C)/A	
		Total Bond Budget	Total Bond Prior Year Expenses	2014-2015	Bond Budget Balance	% Bond Cost	% Construction Schedule
	In Process			Year to Date Bond Payments			
\$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	\$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			
	Total Bond Funds Spent to Date		\$144,770,378	\$1,512,521			
			\$146,282,899				

Monterey Peninsula Community College District

Governing Board Agenda

July 22, 2015

New Business Agenda Item No. D

Student Services
Office

Proposal: That the Governing Board approve the agreement (No. CSPP-5284) with the California Department of Education for the purpose of providing child care and development services; and that Laurence E. Walker, Interim Vice President of Student Services, and Dr. Walter A. Tribley, Superintendent/President, be authorized to sign contract documents for Fiscal Year 2015-16.

Background:

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This agreement, entered into between the California Department of Education and Monterey Peninsula Community College District, is effective from July 1, 2015 through June 30, 2016. For satisfactory performance of the required services, the District shall be reimbursed at a rate not to exceed \$34.53 per child, per day of full-time enrollment and a Maximum Reimbursable Amount of \$224,706.00.

Budgetary Implications:

Monterey Peninsula Community College District's maximum reimbursement amount is \$224,706.00.

RESOLUTION: BE IT RESOLVED, that the Governing Board approve the agreement (No. CSPP-5284) with the California Department of Education for the purpose of providing child care and development services; and

BE IT FURTHER RESOLVED, that Laurence E. Walker, Interim Vice President of Student Services, and Dr. Walter A. Tribley, Superintendent/President, be authorized to sign contract documents for Fiscal Year 2015-16.

Recommended By:



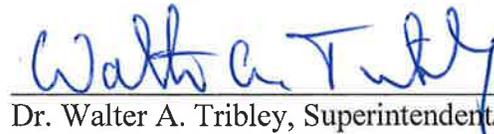
Laurence E. Walker, Interim Vice President of Student Services

Prepared By:



Amy Cavender, Administrative Assistant to the Interim Vice President of Student Services

Agenda Approval:



Dr. Walter A. Tribley, Superintendent/President



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 15 - 16

DATE: July 01, 2015

CONTRACT NUMBER: CSPP-5284

PROGRAM TYPE: CALIFORNIA STATE
PRESCHOOL PROGRAM

PROJECT NUMBER: 27-6610-00-5

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC-610)*; the STATE PRESCHOOL PROGRAM REQUIREMENTS*; the FUNDING TERMS AND CONDITIONS (FT&C)* and any subsequent changes to the FT&C*, which are by this reference made a part of this Agreement.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2015 through June 30, 2016. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed \$34.53 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of \$224,706.00.

SERVICE REQUIREMENTS

Minimum Child Days of Enrollment (CDE) Requirement	6,508.0
Minimum Days of Operation (MDO) Requirement	161

Any provision of this Agreement found to be in violation of Federal and State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. These documents can be viewed at <http://www.cde.ca.gov/fg/aa/cd/ftc2015.asp>.

STATE OF CALIFORNIA		CONTRACTOR			
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)			
PRINTED NAME OF PERSON SIGNING Sueshil Chandra, Manager		PRINTED NAME AND TITLE OF PERSON SIGNING Laurence Walker, VP Student Svcs.			
TITLE Contracts, Purchasing and Conference Services		ADDRESS 450 Fremont Monterey, CA 93940			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 224,706	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE		
	(OPTIONAL USE) See Attached				
	ITEM See Attached	CHAPTER	STATUTE	FISCAL YEAR	
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	OBJECT OF EXPENDITURE (CODE AND TITLE) 702				
TOTAL AMOUNT ENCUMBERED TO DATE \$ 224,706	I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.	
SIGNATURE OF ACCOUNTING OFFICER See Attached		DATE			

Department of General Services
use only

CONTRACTOR'S NAME: MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

CONTRACT NUMBER: CSPP-5284

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 25,761	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 13609-6610	FC# 93,596	PC# 000321	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 25,761	ITEM 30.10.020.001 6110-194-0890	CHAPTER B/A	STATUTE 2015	FISCAL YEAR 2015-2016
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 14,173	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 15136-6610	FC# 93.575	PC# 000324	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 14,173	ITEM 30.10.020.001 6110-194-0890	CHAPTER B/A	STATUTE 2015	FISCAL YEAR 2015-2016
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 137,455	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 23038-6610			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 137,455	ITEM 30.10.010. 6110-196-0001	CHAPTER B/A	STATUTE 2015	FISCAL YEAR 2015-2016
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 47,317	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 23254-6610			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 47,317	ITEM 30.10.020.001 6110-194-0001	CHAPTER B/A	STATUTE 2015	FISCAL YEAR 2015-2016
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590			

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above. SIGNATURE OF ACCOUNTING OFFICER	T.B.A. NO.	B.R. NO.
	DATE	

Check [] if there are workplaces on file that are not identified here.

to: Director, Grants, and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571.

Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency:

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

980 Fremont
Monterey, CA
93940

DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610-

a. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant, and

b. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and contracts Service, U.S. department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3) Washington, DC 20202-4571. Notice shall include the identification numbers(s) of each affected grant.

ENVIRONMENTAL TOBACCO SMOKE ACT

As required by the Pro-Children Act of 1994, (also known as Environmental Tobacco Smoke), and implemented at Public Law 103-277, Part C requires that:

The applicant certifies that smoking is not permitted in any portion of any indoor facility owned or leased or contracted and used routinely or regularly for the provision of health care services, day care, and education to children under the age of 18. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day. (The law does not apply to children's services provided in private residence, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for in-patient drug and alcohol treatment.)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT (CONTRACTOR) Monterey Peninsula Community College District	CONTRACT # 5284
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE Laurence Walker, VP Student Services	
SIGNATURE	DATE 7/5/2015

FEDERAL CERTIFICATIONS**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 45 CFR Part 93, "New restrictions on Lobbying," and 45 CFR Part 76, "Government-wide Debarment and Suspension (Non procurement) and Government-wide requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 45 CFR Part 93, Sections 93.105 and 93.110, the applicant certifies that:

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement:

(b) If any funds other than federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an employee of Congress, or any employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with this instruction;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by executive Order 12549, Debarment and Suspension, and other responsibilities implemented at 45 CFR Part 76, for prospective participants in primary or a lower tier covered transactions, as defined at 45 CFR Part 76, Sections 76.105 and 76.110.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

(b) Establishing an on-going drug-free awareness program to inform employees about-

(1) The danger of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title,

CCC-307

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i> Monterey Peninsula Community College District		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i> Laurence Walker, VA Student Services		
<i>Date Executed</i>	<i>Executed in the County of</i> Monterey	

CONTRACTOR CERTIFICATION CLAUSES

1. **STATEMENT OF COMPLIANCE**: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS**: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) any available counseling, rehabilitation and employee assistance programs; and,
 - 4) penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed Agreement will:
 - 1) receive a copy of the company's drug-free workplace policy statement; and,
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations,

RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction and subsequent amendments with the California Department of Education for the purpose of providing child care and development services **and to authorize the designated personnel to sign contract documents for Fiscal Year 2015-16.**

RESOLUTION

BE IT RESOLVED that the Governing Board of Monterey Peninsula
Community College District

authorizes entering into local agreement number CCSP 5284 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Walter Tribley</u>	<u>President</u>	_____
_____	_____	_____
_____	_____	_____

PASSED AND ADOPTED THIS 29 day of July 2015, by the
Governing Board of Monterey Peninsula Community College District
of Monterey County, in the State of California.

I, Walter Tribley, Clerk of the Governing Board of
Monterey Peninsula Community College District, of Monterey, County, in the
State of California, certify that the foregoing is a full, true and correct copy of a resolution
adopted by the said Board at a regular meeting thereof held at a
regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

(Date)

Monterey Peninsula Community College District

Governing Board Agenda

July 22, 2015

New Business Agenda Item No. E

Academic Affairs
College Area

Proposal:

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

Background:

The courses 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 be approved:

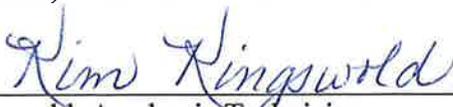
New Courses:

MEDA 200	Basic Phlebotomy
MEDA 201	Advanced Phlebotomy
MEDA 202	Phlebotomy

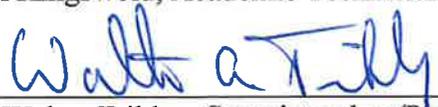
Recommended By:


Kiran Kamath, Vice President of Academic Affairs

Prepared By:


Kim Kingswold, Academic Technician

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

NEW COURSES

MEDA 200, Basic Phlebotomy

2 units

1 hour lecture, 3 hours lab

Justification:

There is high demand for phlebotomy courses in this area. Health career students, including medical assisting students, have frequently expressed the desire for a second major in phlebotomy for additional career options. In California, phlebotomists must be specifically certified as such to work in this profession.

Description:

This course introduces phlebotomy practices, including infection control methods, lab safety, specimen collection, and handling. This is the first in a three-course sequence to prepare students for the state Certified Phlebotomy Technician (CPT1) examination.

MEDA 201, Advanced Phlebotomy

2 units

1 hour lecture, 3 hours lab

Justification:

There is high demand for phlebotomy courses in this area. Health career students, including medical assisting students, have frequently expressed the desire for a second major in phlebotomy for additional career options. In California, phlebotomists must be specifically certified as such to work in this profession. This course is the second part of a three-course series leading to a phlebotomy technician certificate.

Description:

This course provides advanced instruction in phlebotomy practices, including legal aspects, specialty laboratory testing, and quality assurance. This is the second in a three-course sequence to prepare students for the state Certified Phlebotomy Technician (CPT1) examination.

MEDA 202, Phlebotomy Externship

1-1.5 units

3 hours lab TBA for each 1 unit of credit, 5 hours lab TBA for each 1.5 units of credit

Justification:

There is high demand for phlebotomy courses in this area. Health career students, including medical assisting students, have frequently expressed the desire for a second major in phlebotomy for additional career options. In California, phlebotomists must be specifically certified as such to work in this profession. This is the third in a series of phlebotomy courses leading to eligibility for state certification.

Description:

This course takes place in a clinical setting where students perform blood draws on patients under supervision of a site mentor. This is the last in a three-course sequence to prepare students for the state Certified Phlebotomy Technician (CPT1) examination.

Monterey Peninsula Community College District

Governing Board Agenda

July 22, 2015

New Business Agenda Item No. F

Academic Affairs
Office

Proposal:

To adopt the electronic version of the 2015-2016 Monterey Peninsula College Catalog.

Background:

The College Catalog is intended to serve students as a guide to services, programs, regulations and academic and student-related policies and procedures. It contains a statement of the philosophy, functions and objectives of the College, a description of instructional programs and courses, and Governing Board policies pertaining to: a) admissions and residency requirements; b) registration; c) fees; d) financial aid e) scholarships; f) academic policies and standards; and g) student services, activities, rights and responsibilities. Changes in these policies shall be reviewed and approved by the Board prior to their publication in subsequent catalog editions.

The 2015-2016 Monterey Peninsula College Catalog contains all sections specified above, updated appropriately from the 2014-2015 Catalog. In describing instructional programs and courses, it presents all new/revised courses and related program revisions.

The 2015-2016 College Catalog will be available online on the MPC website following Board approval, at: <http://www.mpc.edu/academics/general-information/course-catalogs-class-schedules>

Budgetary Implications:

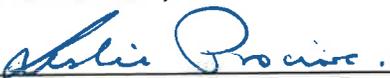
The electronic version of the College Catalog continues to represent a significant cost savings.

- RESOLUTION: BE IT RESOLVED**, that the Governing Board adopt the electronic version of the 2015-2016 Monterey Peninsula College Catalog.

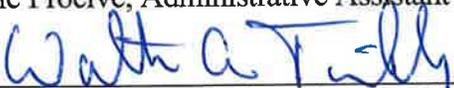
Recommended By:


Ms. Kiran Kamath, Vice President for Academic Affairs

Prepared By:


Leslie Procive, Administrative Assistant IV, VP, Academic Affairs

Agenda Approval:


Dr. Walt Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

July 22, 2015
Board Meeting Date

New Business Agenda Item No. G

Human Resources
College Area

Proposal:

That the Governing Board approve the one-time, off-schedule restoration payment of 2.02%, equal to the furlough hours taken, to all Classified employees, employed between July 1, 2012 and June 30, 2013 based on gross salary paid during this period.

Background:

On June 27, 2012, the Governing Board approved a Memorandum of Understanding ("MOU") between the Monterey Peninsula Community College District ("District") and the California School Employees Association Chapter #245 ("CSEA") dated May 31, 2012. This MOU decreased CSEA members' compensation by 2.02% through the use of furloughs for the 2012-2013 year.

On June 17, 2015, the District and CSEA negotiated and signed an MOU which would restore wages equal to a 2.02% reduction for CSEA members who were employed between July 1, 2012 and June 30, 2013 based on gross wages.

The MOU was ratified by the members of MPCEA, Chapter #245 on July 8, 2015 with a vote of 48 in favor and 0 opposed.

Budgetary Implications:

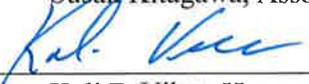
An increase of \$178,290 will be added to the 2015-2016 Unrestricted General Funds budget.

- RESOLUTION: BE IT RESOLVED**, that the Governing Board approve the one-time, off schedule restoration payment of 2.02%, equal to the furlough hours taken, to all classified employees employed between July 1, 2012 and June 30, 2013 based upon the gross salary paid by the District during this period.

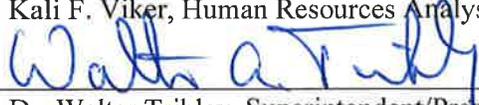
Recommended By: _____


Susan Kitagawa, Associate Dean of Human Resources

Prepared By: _____


Kali F. Viker, Human Resources Analyst

Agenda Approval: _____


Dr. Walter Tribley, Superintendent/President

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION CHAPTER #245**

MEMORANDUM OF UNDERSTANDING

June 17, 2015

The Monterey Peninsula Community College District ("District") and the California School Employees Association Chapter #245 ("CSEA"), collectively the "Parties", agree to the following:

RECITALS

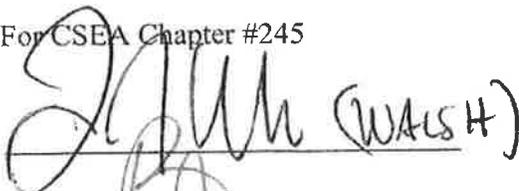
- A. The Parties entered into a Memorandum of Understanding ("MOU"), dated May 31, 2012, and agreed that CSEA members' compensation would be decreased by 2.02% for furlough hours equal to a 2.02% wage reduction during the 2012-2013 year. The MOU specified that the furlough time would be deducted from each employee's payroll on a prorated basis beginning with the July 2012 pay warrant and ending with the June 2013 pay warrant.
- B. The MOU, dated May 31, 2012, specified the conditions under which the parties would negotiate regarding the restoration of the furloughs.

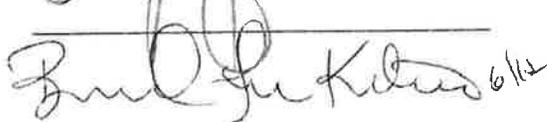
AGREEMENT

1. The above recitals are true and correct.
2. The Parties agree that the District will provide a one-time, off-schedule restoration payment equal to the furlough hours taken, which were equal to a 2.02% wage reduction during the 2012-2013 year, to CSEA members employed between July 1, 2012 and June 30, 2013 based upon the gross salary paid by the District during this period.
3. This Agreement is not precedent setting and shall not constitute a past practice.
4. This Agreement is effective upon ratification by CSEA and the District's Governing Board.

The Parties agree to the terms of this Memorandum of Understanding on the 17th of June, 2015.

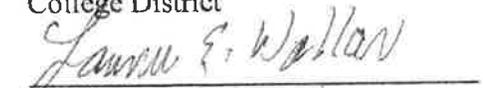
For CSEA Chapter #245

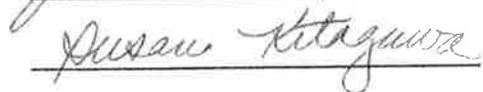




6/12

For Monterey Peninsula Community
College District





Susan Kitagawa

Purton
L.H.

Monterey Peninsula Community College District

Governing Board Agenda

July 22, 2015
Board Meeting Date

New Business Agenda Item No. H

Human Resources
College Area

Proposal:

That the Governing Board approve the one-time, off-schedule restoration payment of 2.02%, equal to the furlough hours taken, to all Confidential employees, employed between July 1, 2012 and June 30, 2013 based on gross salary paid during this period.

Background:

On June 27, 2012, the Governing Board took action to approved a decrease in Confidential Employee's compensation by 2.02% through the use of furloughs for the 2012-2013 year.

This proposal would restore wages equal to a 2.02% reduction for Confidential employees who were employed between July 1, 2012 and June 30, 2013 based on gross wages.

Budgetary Implications:

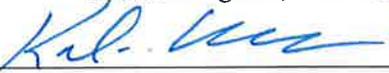
An increase of \$9,931 will be added to the 2015-2016 Unrestricted General Fund budget.

- RESOLUTION: BE IT RESOLVED**, that the Governing Board approve the one-time, off schedule restoration payment of 2.02%, equal to the furlough hours taken, to all Confidential employees employed between July 1, 2012 and June 30, 2013 based upon the gross salary paid by the District during this period.

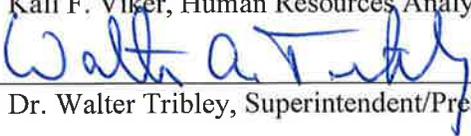
Recommended By: _____


Susan Kitagawa, Associate Dean of Human Resources

Prepared By: _____


Kali F. Viker, Human Resources Analyst

Agenda Approval: _____


Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

July 22, 2015
Board Meeting Date

New Business Agenda Item No. I

Human Resources
College Area

Proposal:

That the Governing Board expand the 5% negotiation stipend for Administrative employees to apply for each team an Administrator has been assigned to serve.

Background:

In recognition of the additional duties and workload associated with serving on multiple negotiation teams, it is proposed that the criteria for the negotiation stipend be modified from, "5% stipend will be earned by an administrator on one or more District negotiating team(s)" to "5% stipend will be earned for each District negotiating team in which they have been assigned to serve."

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.



RESOLUTION: BE IT RESOLVED, that the Governing Board approve an expansion of the 5% stipend earned by an administrator serving on a District negotiating team, with the stipend to be applied for each team the administrator is a member of, effective July 1, 2015.

Recommended By: _____

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

Prepared By: _____

Kali F. Viker
Kali F. Viker, Human Resources Analyst

Agenda Approval: _____

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

Monterey Peninsula Community College District

Governing Board Agenda

July 22, 2015
Board Meeting Date

New Business Agenda Item No. J

Human Resources
College Area

Proposal:

That the Governing Board be informed of the contract with American Fidelity to purchase services and access to the software program, Worxtime for the 2015-2016 fiscal year.

Background:

Monterey Peninsula College is required to monitor the hours worked by employees to determine their eligibility for benefits according to the regulations set forth by the Affordable Care Act. This process of review and projection occurs continuously throughout the year for all employees.

Monterey Peninsula College is also required to gather data and submit reports documentation annually to the IRS and all benefited employees to comply with the mandates of IRS regulations.

Worxtime, is a software program designed to assist employers in monitoring hours worked, gathering data, preparing reports, and in meeting the mandates of the Affordable Care Act.

Budgetary Implications:

Approximately \$6,000 for services from the Unrestricted General Fund for the 2015-2015 fiscal year.

INFORMATION ONLY. That the Governing Board be informed of the contract with American Fidelity to purchase services and access to the software program, Worxtime for the 2015-2016 fiscal year.

Recommended By: _____

Susan Kitagawa
Susan Kitagawa, Associate Dean of Human Resources

Prepared By: _____

Kali Viker
Kali F. Viker, Human Resources Analyst

Agenda Approval: _____

Walter Tribble
Dr. Walter Tribble, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

July 22, 2015

New Business Agenda Item No. K

Superintendent/President
Office

Proposal:

That the Governing Board discuss the proposed 2015 Board self-evaluation process.

Background:

As a part of Monterey Peninsula College's ongoing commitment to continuous improvement, the MPCCD Governing Board adopted Board Policy 1009 Self Evaluation, which calls for an annual self-evaluation and development of Board goals. Per Board Policy 1009 (Attachment A), the Board self-evaluation is to be conducted from August – October, with the Board goals to be approved at the end of the evaluation process.

The Board goals for 215 (Attachment B) were adopted at the November 2014 meeting and will be used as the basis for the Board's self-evaluation. It is recommended that the Board identify two trustees to serve as an ad hoc subcommittee to work with the Superintendent/President to develop an evaluation instrument, process, and calendar for approval at the August meeting.

Budgetary Implications: None.

INFORMATION: Governing Board self-evaluation process for 2015.

Recommended By: Dr. Walter Tribley, Superintendent/President

Prepared By:

Shawn Anderson

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

Agenda Approval:

Walter A. Tribley

Dr. Walter Tribley, Superintendent/President

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

Attachment A

1000 SERIES GOVERNING BOARD POLICIESA. Organization and Procedures for the Governing Board1009 Board Self-Evaluation

Effective and efficient Governing Board operations are an integral part of creating and maintaining successful educational programs. In order to evaluate progress towards achieving the College's goals, the Board will annually schedule a time and place at which all members will participate in a formal self-evaluation.

The Board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal Board operations and performance and will evaluate success in achieving last year's goals. Working with the Superintendent/President, the Board members shall develop goals for the upcoming year against which the Board shall be evaluated. A self-evaluation instrument will be based on these goals. Each Board member will complete a self-evaluation instrument independently.

In addition, the Board will seek anonymous staff, faculty, student and community input through a representative sampling of each group. The sampling will be by position (example, President of the Faculty Senate). The ensuing evaluation will be based on the resulting composite picture of the Board's strengths and weaknesses. The Board will discuss the tabulated results as a group and report its outcome at a public meeting.

The Superintendent/President and the Board shall select an independent member of the administrative staff to review and tabulate the results. Each Board member will receive a complete copy of the survey data.

The evaluation process shall include the establishment of strategies for improving Board performance. Priorities will be set for the following year's performance and evaluation.

Before August Board meeting:	Work with the Superintendent/President to revise evaluation survey instrument and process as necessary.
August of each year	Approve evaluation instrument, process, and calendar.
Before September Board meeting	Collect data from all surveyed constituencies.
September of each year	Review and discuss evaluation results.
Before October Board meeting	Work with the Superintendent/President to develop goals for the upcoming year.
October of each year	Review and discuss evaluation data and results, complete self-evaluation, report on evaluation at a public meeting, and approve goals for the upcoming year.

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

1009 Board Self Evaluation (continued)

The purpose of the Board self-evaluation is to identify areas of Board functioning that are working well and those that may need improvement. Following the evaluation, the resulting discussion of Board roles and responsibilities should enhance communication and understanding among members and lead to a stronger, more cohesive and effective Board. At the end of the evaluation discussion, Board members should have:

- 1) identified areas for improvement, perhaps stated as goals and criteria for future evaluations;
- 2) an understanding of what they expect from themselves and each other to be an effective Board; and
- 3) a summary of accomplishments and characteristics of which they can be proud.

Adopted: August 15, 2000

Revised and adopted: May 25, 2010; November 23, 2010.

MONTEREY PENINSULA COLLEGE GOVERNING BOARD
BOARD GOALS FOR 2015

- 1. Actively participate in and support actions taken by the college to maintain fiscal stability.**
- 2. Maintain an open and respectful partnership with the Superintendent/President.**
- 3. Actively participate in and support actions taken by the college to address accreditation related issues.**
- 4. Design and actively participate in board development activities to broaden understanding of critical operational elements and issues facing the college.**
- 5. Enhance legislative advocacy activities to support the college and community college system.**
- 6. Develop means for more effective community relations with constituents.**
- 7. Ensure the college policy manual is updated, comprehensive, and implemented.**

Monterey Peninsula Community College District

Governing Board Agenda

July 22, 2015

New Business Agenda Item No. L

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: Walt a Tribley
Dr. Walter Tribley, Superintendent/President

MPC Governing Board 2015-2016 Calendar of Events

JULY 2015

Wednesday, July 22 Regular Board Meeting: MPC Education Center at Marina
Closed Session: 11:00am, Classroom MA402
Regular Meeting Business: 1:30pm; Reports: 3:00pm, Classroom MA404

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: 11:00am, Stutzman Room
Regular Meeting, Business: 1:30pm; Reports: 3:00pm, Sam Karas Room

SEPTEMBER 2015

Monday, September 7 Labor Day Holiday

Monday, September 14 **Special Board Meeting: 3:00pm, MPC Library & Technology Center, Sam Karas Room**

Wednesday, September 23 Regular Board Meeting: MPC Library & Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting, Business: 1:30pm; Reports: 3:00pm, Sam Karas Room

OCTOBER 2015

Wednesday, October 28 Regular Board Meeting: MPC Public Safety Training Center
Closed Session: 11:00am, Location TBA
Regular Meeting, Business: 1:30pm; Reports: 3:00pm, Location TBA

NOVEMBER 2015

Wednesday, November 11 Veteran's Day Holiday

Wednesday, November 18 Regular Board Meeting: MPC Library & Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting, Business: 1:30pm; Reports: 3:00pm, Sam Karas Room

Thursday, Nov. 26 through
Friday, November 27 Thanksgiving Holiday

DECEMBER 2015

Wednesday, December 9 Annual Organizational Board Meeting and Swearing-in Ceremony: MPC Library & Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting, Business: 1:30pm; Reports: 3:00pm, Sam Karas Room

Tuesday, December 17 Fall Semester Ends

Thurs, December 24 to
Friday, January 1 Winter Break

JANUARY 2016

Monday, January 18 Martin Luther King Day Holiday

Wednesday, January 27 Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room,

MPC Governing Board 2015-2016 Calendar of Events

FEBRUARY 2016

Friday, February 12 Lincoln Day Holiday
Monday, February 15 Washington's Day Holiday
Wednesday, February 24 Closed Session: 11:00am, Stutzman Room
Regular Meeting, Business: 1:30pm; Reports: 3:00pm, Sam Karas Room

MARCH 2016

Wednesday, March 23 Closed Session: 11:00am, Stutzman Room
Regular Meeting, Business: 1:30pm; Reports: 3:00pm, Sam Karas Room
Mon-Sat, March 28-Apr 2 Spring Break

APRIL 2016

Mon-Sat, March 28-Apr 2 Spring Break
Wednesday, April 27 Closed Session: 11:00am, Stutzman Room
Regular Meeting, Business: 1:30pm; Reports: 3:00pm, Sam Karas Room

MAY 2016

Wednesday, May 25 Closed Session: 11:00am, Stutzman Room
Regular Meeting, Business: 1:30pm; Reports: 3:00pm, Sam Karas Room
Monday, May 30 Memorial Day Holiday

JUNE 2016

Wednesday, June 1 Automotive Technology Graduation Banquet, 5:00-8:00pm, Tarp's Roadhouse (to be confirmed)
Thursday, June 2 Fire Academy Graduation Ceremony: 10:00am, MPC Theatre (to be confirmed)
Thursday, June 2 Latino Ceremony, 6:00pm, LF103 (to be confirmed)
Thursday, June 2 Asian Student Assn Ceremony, 6:00pm (location to be confirmed)
Friday, June 3 Early Childhood Education Graduation Celebration, 5:00-7:00pm, CDC Playground (to be confirmed)
Friday, June 3 Kente Ceremony, 7:00pm, (location to be confirmed)
Saturday, June 4 Faculty Retirement Breakfast, 8:30am, location to be confirmed
Saturday, June 4 Commencement: 12:00pm, MPC Stadium (Line-up at 11:30am in Amphitheater)
Saturday, June 4 Nurse Pinning Ceremony, 3:00pm, Amphitheater
Wednesday, June 22 Closed Session: 11:00am, Stutzman Room
Regular Meeting, Business: 1:30pm; Reports: 3:00pm, Sam Karas Room

JULY 2016

Thursday, July 4 Independence Day Holiday
Wednesday, July 27 Closed Session: 11:00am, Education Center at Marina (room to be confirmed)
Regular Meeting, Business: 1:30pm; Reports: 3:00pm, (room to be confirmed)