

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD OF TRUSTEES**
www.mpc.edu/GoverningBoard

REGULAR MEETING

TUESDAY, APRIL 26, 2011

1:30pm, Closed Session, Stutzman Seminar Room, LTC
3:00pm, Regular Meeting, Sam Karas Room, LTC
980 Fremont Street, Monterey, California 93940

NEW BUSINESS ITEMS:

MONTHLY FINANCIAL REPORTS,

RESOLUTIONS,

INFORMATION ITEMS,

AND CALENDAR OF EVENTS

Monterey Peninsula Community College District

Governing Board Agenda

April 26, 2011

New Business Agenda Item No. A

Fiscal Services
College Area

Proposal:

That the Governing Board review and discuss the 2010-2011 Monthly Financial Reports for the period ending March 31, 2011.

Background:

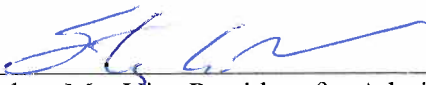
The Board routinely reviews financial data regarding expenses and revenues to monitor District fiscal operations.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that the 2010-2011 Monthly Financial Reports for the period ending March 31, 2011, be accepted.

Recommended By:



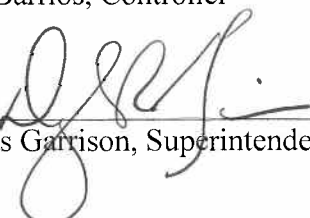
Stephen Ma, Vice President for Administrative Services

Prepared By:



Rosemary Barrios, Controller

Agenda Approval:



Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula College
Fiscal Year 2010-2011
Financial and Budgetary Report
March 31, 2011

Enclosed are financial reports for the month ending March 31, 2011 for your review and approval. The financial report is an internal management report submitted to the Board of Trustees to compare actual financial activities to the approved budgets.

Operating Fund net revenue through March 31, 2011 is \$30,308,094 which is 2.7% less than last fiscal year. Expenditures year-to-date total \$32,963,761 which is .79% above the same time last fiscal year, for a net of -\$2,655,667. The District will receive the next large property tax payment in April and will receive apportionment payments for April, and May. The June apportionment payment will be a deferral and will be setup as a receivable. The remaining revenues to be received will bring revenue up to what is budgeted for the 10-11 FY. We project the revenue and expenditures within the Operating Fund overall will closely match the budget plan adopted for this fiscal year.

Highlights of financial activities year-to-date:

Revenues

The District did not receive a February apportionment payment from the State due to the prior year correction that was made for 2009-2010. The March apportionment payment was \$453,519 which is a smaller amount than we typically receive. This is due to the additional amount needed to be deducted to repay the prior year correction of \$1.3M. This is reflected in the reduced operating revenue on this month's report. The District will receive an April and May apportionment payment and the June payment will be deferred to the 2011-2012 fiscal year. We will be setting up a year-end receivable for the June payment.

Expenditures

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

Parking Fund

Parking revenues are at 126.6%, indicating total revenue for the year to be significantly higher than budget. Expenses are on budget at 63.7%.

Self Insurance Fund

Self Insurance expenses are at 69.4% which is 12.8 % less than the same time last fiscal year. Staff has been working with Keenan to reconcile billing irregularities associated with their recent software conversion. This could be one of the reasons why expenses appear to be trailing last fiscal year numbers. We will continue to monitor this fund because the trend in the prior year was that expenditures continue to climb at this point going forward until the end of the fiscal year. We ended last fiscal year with expenditures at 3% over budget.

Cash Balance

The total cash balance for all funds is \$76,066,414, including bond cash of \$61,446,618 and \$14,619,796 for all other funds.

Monterey Peninsula Community College

Monthly Financial Report

March 31, 2011

Summary of All Funds

Funds	Beginning Fund Balance	Revised Budgets 2010 - 2011		Ending Fund Balance	Year to Date Actual 2010 - 2011			% Actual to Budget		Cash Balance
	<u>07/01/10</u>	<u>Revenue</u>	<u>Expense</u>	<u>6/30/2011</u>	<u>Revenue</u>	<u>Expense</u>	<u>Encumbrances</u>	<u>Rev</u>	<u>Exp</u>	<u>3/31/2011</u>
General - Unrestricted	\$4,264,428	\$39,423,936	\$39,419,604	\$4,268,760	\$25,482,598	\$28,497,605	1,655,455	64.6%	76.5%	\$2,968,285
General - Restricted	0	5,984,789	5,984,789	0	3,253,027	3,440,701	359,134	54.4%	63.5%	0
Child Dev - Unrestricted	0	533,856	533,856	0	511,810	387,805	0	95.9%	72.6%	157,502
Child Dev - Restricted	0	258,649	258,649	0	230,861	198,725	4,120	89.3%	78.4%	0
Student Center	199,444	275,200	260,235	214,409	203,148	154,155	35,000	73.8%	72.7%	320,511
Parking	63,928	495,000	466,749	92,179	626,650	284,770	12,757	126.6%	63.7%	404,895
Subtotal Operating Funds	\$4,527,800	\$46,971,430	\$46,923,882	\$4,575,348	\$30,308,094	\$32,963,761	\$2,066,466	64.5%	70.2%	\$3,851,192
Self Insurance	8,479,076	7,163,249	6,906,139	8,736,186	5,246,421	4,785,094	9,416	73.2%	69.4%	9,169,120
Capital Project	352,946	342,741	600,664	95,023	195,929	314,473	3,591	57.2%	53.0%	543,409
Building	72,793,221	220,000	66,341,480	6,671,741	151,911	11,073,109	0	69.1%	16.7%	61,446,618
Debt Service	103,491	239,783	239,783	103,491	240,613	170,952	68,831	100.3%	71.3%	119,562
Revenue Bond	20,905	19,425	19,425	20,905	19,544	19,425	0	100.6%	100.0%	21,522
Associated Student	90,600	122,000	122,000	90,600	101,346	110,349	0	83.1%	90.5%	72,196
Financial Aid	12,881	4,300,000	4,300,000	12,881	4,083,726	4,083,726	0	95.0%	95.0%	219,073
Scholarship & Loans	272,948	2,940,000	2,940,000	272,948	1,931,272	1,895,900	0	65.7%	64.5%	263,571
Trust Funds	223,917	590,000	520,000	293,917	383,834	297,616	0	65.1%	57.2%	316,824
Orr Estate	47,624	26,000	38,055	35,569	25,572	35,055	0	98.4%	92.1%	43,328
Total all Funds	\$86,925,409	\$62,934,628	\$128,951,428	\$20,908,609	\$42,688,262	\$55,749,460	\$2,148,304	67.8%	43.2%	\$76,066,414

***** BOARD REPORT *****
GENERAL FUND (Unrestricted)
 Fund 01
Monterey Peninsula College

March 31, 2011

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-11				BALANCE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE			
REVENUES							
8100 FEDERAL	11,043	10,500	0	63	10,437	0.6%	
8600 STATE	17,778,977	21,092,956	392,519	13,706,736	7,386,220	65.0%	
8800 COUNTY / LOCAL	17,602,260	18,320,480	778,293	11,775,799	6,544,681	64.3%	
8900 INTERFUND TRANSFER IN	0	0	0	0	0	N/A	
TOTAL REVENUE :	<u>\$35,392,281</u>	<u>\$39,423,936</u>	<u>\$1,170,812</u>	<u>\$25,482,598</u>	<u>\$13,941,338</u>	64.6%	
OBJECT CLASSIFICATION	2009-2010 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	UNENCUMBERED BALANCE	PERCENT	
CERTIFICATED SALARIES							
1100 TEACHER SALARIES	7,001,358	7,010,647	624,092	5,007,317	2,003,330	71.4%	
1200 NON TEACHER SALARIES	2,954,947	2,997,374	251,532	2,223,265	774,108	74.2%	
1300 HOURLY TEACHER	4,782,936	4,904,223	302,521	3,647,949	1,256,274	74.4%	
1400 OTHER HOURLY SALARIES	178,332	156,826	11,637	106,208	50,618	67.7%	
TOTAL CERTIFICATED :	<u>\$14,917,573</u>	<u>\$15,069,069</u>	<u>\$1,189,782</u>	<u>\$10,984,739</u>	<u>\$4,084,331</u>	72.9%	
CLASSIFIED SALARIES							
2100 NON INSTRUCTIONAL	5,806,995	5,805,649	472,836	4,318,592	1,487,057	74.4%	
2200 INSTRUCTIONAL AIDES	753,263	784,532	67,748	567,384	217,148	72.3%	
2300 HOURLY NON INSTRUCTIONAL	384,501	304,184	10,239	295,160	9,024	97.0%	
2400 HOURLY INSTRUCTIONAL	664,459	699,422	49,768	493,690	205,732	70.6%	
	<u>\$7,609,219</u>	<u>\$7,593,786</u>	<u>\$600,591</u>	<u>\$5,674,825</u>	<u>\$1,918,961</u>	74.7%	

***** BOARD REPORT *****

GENERAL FUND (Unrestricted) continued

Fund 01

Monterey Peninsula College

March 31, 2011

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-11					
		REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	PERCENT
3XXX TOTAL FRINGE BENEFITS :	<u>\$4,192,621</u>	<u>\$4,458,974</u>	<u>\$260,291</u>	<u>\$3,241,776</u>	<u>\$102,176</u>	<u>\$1,115,022</u>	75.0%
SUPPLIES & OTHER							
4300 INSTRUCTIONAL SUPPLIES	249,689	247,014	20,880	126,361	25,530	95,123	61.5%
4500 OTHER SUPPLIES	518,927	405,416	24,356	318,877	71,884	14,655	96.4%
4700 FOOD	<u>9,704</u>	<u>11,422</u>	<u>303</u>	<u>7,386</u>	<u>0</u>	<u>4,035</u>	64.7%
TOTAL SUPPLIES & OTHER :	<u>\$778,320</u>	<u>\$663,852</u>	<u>\$45,539</u>	<u>\$452,624</u>	<u>\$97,413</u>	<u>\$113,814</u>	82.9%
OTHER							
5100 CONTRACTED SERVICES	1,629,742	2,005,031	176,141	919,729	763,230	322,072	83.9%
5200 TRAVEL	145,017	184,294	29,840	113,962	2,224	68,108	63.0%
5300 DUES AND SUBSCRIPTIONS	133,414	143,514	160	137,178	0	6,336	95.6%
5400 INSURANCE	52,847	317,599	18,522	316,557	0	1,042	99.7%
5500 UTILITIES & HOUSEKEEPING	992,321	1,120,280	90,059	698,477	558,218	(136,415)	112.2%
5600 RENTS & LEASES	843,292	587,661	51,353	534,615	12,852	40,193	93.2%
5700 LEGAL AND AUDIT	181,059	104,650	0	37,044	41,908	25,697	75.4%
5800 OTHER SERVICES	<u>310,210</u>	<u>383,796</u>	<u>14,917</u>	<u>244,634</u>	<u>72,037</u>	<u>67,124</u>	82.5%
TOTAL OTHER :	<u>\$4,287,901</u>	<u>\$4,846,824</u>	<u>\$380,991</u>	<u>\$3,002,195</u>	<u>\$1,450,469</u>	<u>\$394,159</u>	91.9%
CAPITAL OUTLAY							
6200 BUILDING IMPROVEMENT	18,836	25,101	11,541	27,914	1,314	(4,127)	116.4%
6300 CAPITAL BOOKS & SOFTWARE	46,553	46,456	0	45,494	0	962	97.9%
6400 EQUIPMENT	<u>106,625</u>	<u>59,210</u>	<u>(557)</u>	<u>31,095</u>	<u>4,082</u>	<u>24,033</u>	59.4%
TOTAL CAPITAL OUTLAY :	<u>\$172,014</u>	<u>\$130,767</u>	<u>\$10,984</u>	<u>\$104,502</u>	<u>\$5,396</u>	<u>\$20,869</u>	84.0%
TRANSFERS							
7300 INTERFUND TRANSFER OUT	5,994,448	6,656,331	468,095	5,036,943	0	1,619,388	75.7%
TOTAL TRANSFERS :	<u>\$5,994,448</u>	<u>\$6,656,331</u>	<u>\$468,095</u>	<u>\$5,036,943</u>	<u>\$0</u>	<u>\$1,619,388</u>	75.7%
TOTAL EXPENSE & TRANSFERS :	<u>37,952,096</u>	<u>39,419,604</u>	<u>2,956,275</u>	<u>28,497,605</u>	<u>1,655,455</u>	<u>9,266,544</u>	76.5%
REVENUE OVER EXPENSE :	<u>(\$2,559,815)</u>	<u>\$4,332</u>	<u>(\$1,785,463)</u>	<u>(\$3,015,007)</u>	<u>(\$1,655,455)</u>	<u>\$4,674,794</u>	

*** BOARD REPORT ***

GENERAL FUND (Restricted)

Fund 01

Monterey Peninsula College

MARCH 31, 2011

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-2011					BALANCE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE				
REVENUES								
8100 FEDERAL	1,873,165	2,582,843	63,964	920,801	0	1,662,042	35.7%	
8600 STATE	3,222,172	2,573,447	7,319	1,670,302	0	903,145	64.9%	
8800 COUNTY / LOCAL	535,973	761,115	206,665	594,540	0	166,575	78.1%	
8900 INTERFUND TRANSFER IN	0	67,384	0	67,384	0	0	100.0%	
TOTAL REVENUE :	<u>\$5,631,310</u>	<u>\$5,984,789</u>	<u>\$277,948</u>	<u>\$3,253,027</u>	<u>0</u>	<u>\$2,731,762</u>	<u>54.4%</u>	
OBJECT CLASSIFICATION	2009-2010 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES		UNENCUMBERED BALANCE	PERCENT	
CERTIFICATED SALARIES								
1100 TEACHER SALARIES	115,715	112,083	10,189	81,515	0	30,568	72.7%	
1200 NON TEACHER SALARIES	825,798	895,861	73,252	647,472	0	248,389	72.3%	
1300 HOURLY TEACHER	80,570	69,271	3,603	50,430	0	18,841	72.8%	
1400 OTHER HOURLY SALARIES	208,802	236,712	2,539	126,246	0	110,466	53.3%	
TOTAL CERTIFICATED :	<u>\$1,230,885</u>	<u>\$1,313,927</u>	<u>\$89,583</u>	<u>\$905,663</u>	<u>\$0</u>	<u>\$408,264</u>	<u>68.9%</u>	
CLASSIFIED SALARIES								
2100 NON INSTRUCTIONAL	590,100	575,466	41,630	419,564	0	155,902	72.9%	
2300 HOURLY NON INSTRUCTIONAL	364,283	411,311	30,101	267,857	0	143,454	65.1%	
2400 HOURLY INSTRUCTIONAL	152,108	211,298	14,332	109,776	0	101,522	52.0%	
TOTAL CLASSIFIED :	<u>\$1,106,491</u>	<u>\$1,198,075</u>	<u>\$86,063</u>	<u>\$797,197</u>	<u>\$0</u>	<u>\$400,878</u>	<u>66.5%</u>	

*** BOARD REPORT ***
GENERAL FUND (Restricted) continued
Fund 01
Monterey Peninsula College

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-2011					
		REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	PERCENT
3XXX TOTAL FRINGE BENEFITS :	\$380,403	\$416,468	\$30,143	\$287,196	\$0	\$129,272	69.0%
SUPPLIES & OTHER							
4300 INSTRUCTIONAL SUPPLIES	121,148	160,274	5,792	42,189	3,604	114,481	28.6%
4500 OTHER SUPPLIES	55,365	88,493	5,682	25,547	2,835	60,111	32.1%
4700 FOOD	23,111	20,510	1,838	12,498	0	8,012	60.9%
TOTAL SUPPLIES & OTHER :	\$199,624	\$269,277	\$13,312	\$80,233	\$3,439	\$182,604	32.2%
OTHER							
5100 CONTRACTED SERVICES	643,209	711,369	62,753	400,008	101,014	210,347	70.4%
5200 TRAVEL	451,907	550,497	37,329	219,445	117,334	213,718	61.2%
5300 DUES AND SUBSCRIPTIONS	3,761	945	0	770	0	175	81.5%
5400 INSURANCE	345,620	43,449	0	68,466	0	(25,017)	157.6%
5500 UTILITIES & HOUSEKEEPING	525	500	29	234	246	20	96.0%
5600 RENTS & LEASES	39,129	36,035	1,455	20,275	8,567	7,193	80.0%
5800 OTHER SERVICES	180,918	241,466	4,800	101,148	0	140,318	41.9%
TOTAL OTHER :	\$1,665,069	\$1,584,261	\$106,366	\$810,346	\$227,161	\$546,754	65.5%
CAPITAL OUTLAY							
6300 CAPITAL BOOKS & SOFTWARE	35,681	39,671	659	23,529	1,152	14,990	0.0%
6400 EQUIPMENT	84,941	343,557	1,252	26,394	124,382	192,781	43.9%
TOTAL CAPITAL OUTLAY :	\$120,622	\$383,228	\$1,911	\$49,923	\$125,534	\$207,771	45.8%
TRANSFERS							
7300 INTERFUND TRANSFER OUT	553,097	589,703	77,021	449,898	0	139,805	76.3%
7500 STUDENT FINANCIAL AID PYMT	48,527	31,281	2,935	7,835	0	23,446	25.0%
7600 OTHER PYMTS TO STUDENTS	127,534	198,569	0	52,409	0	146,160	26.4%
TOTAL TRANSFERS :	\$729,158	\$819,553	\$79,956	\$510,142	\$0	\$309,411	62.2%
TOTAL EXPENSE & TRANSFERS :	5,432,252	5,984,789	407,334	3,440,701	359,134	2,184,954	63.5%
REVENUE OVER EXPENSE :	\$199,058	\$0	(\$129,386)	(\$187,674)	(\$359,134)	\$546,808	

*** BOARD REPORT ***
 Child Development Fund
 Fund 04 Unrestricted
 Monterey Peninsula College
 March 31, 2011

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-2011				BALANCE DUE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE			
REVENUE							
8800 LOCAL	65,974	67,698	6,071	45,652	0	22,046	67.4%
8900 OTHER	441,437	466,158	0	466,158	0	0	100.0%
TOTAL REVENUE:	507,411	533,856	6,071	511,810	\$0	22,046	95.9%
OBJECT CLASSIFICATION	2009-2010 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
CLASSIFIED SALARIES							
2100 NON INSTRUCTIONAL	24,708	112,210	9,398	84,017	0	28,193	74.9%
2200 INSTRUCTIONAL AIDES	194,173	122,742	12,453	93,892	0	28,850	76.5%
2300 NON INSTRUCTIONAL TEMP	0	10,977	2,051	6,067	0	4,910	0.0%
2400 HOURLY INSTRUCTIONAL	42,883	68,558	4,062	40,627	0	27,931	59.3%
TOTAL CLASSIFIED:	261,764	314,487	27,964	224,603	\$0	89,884	71.4%
3XXX TOTAL FRINGE BENEFITS :	63,587	74,451	6,400	54,616	\$0	19,835	73.4%
SUPPLIES & OTHER							
4300 INSTRUCTIONAL SUPPLIES	0	270	0	0	0	270	0.0%
4500 OTHER SUPPLIES	0	2,116	0	0	0	2,116	0.0%
TOTAL SUPPLIES & OTHER:	\$0	2,386	\$0	\$0	\$0	2,386	0.0%
OTHER							
5400 INSURANCE	0	219	0	0	0	219	0.0%
5600 RENTS. LEASES. AND REPAIRS	0	600	0	660	0	(60)	110.0%
TOTAL OTHER :	\$0	819	\$0	660	\$0	159	80.6%
TRANSFERS							
7300 INTERFUND TRANSFER OUT	153,299	141,713	11,263	107,926	0	33,787	76.2%
TOTAL TRANSFERS:	153,299	141,713	11,263	107,926	\$0	33,787	76.2%
TOTAL EXPENSE & TRANSFER:	478,650	533,856	45,627	387,805	\$0	146,051	72.6%
REVENUE OVER EXPENSE :	28,761	\$0	(\$39,556)	124,005	\$0	(\$124,005)	

*** BOARD REPORT ***
 Child Development Fund
 Fund 04 Restricted
 Monterey Peninsula College
 March 31, 2011

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-2011					
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE		BALANCE DUE	Y-T-D ACTUAL TO BUDGET
REVENUE							
8100 FEDERAL	58,260	17,000	12,545	58,262	0	(41,262)	342.7%
8690 STATE	197,533	241,649	20,635	172,599	0	69,050	71.4%
TOTAL REVENUE:	\$255,793	\$258,649	\$33,180	\$230,861	\$0	\$27,788	89.3%
OBJECT CLASSIFICATION	2009-2010 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
CLASSIFIED SALARIES							
2100 NON INSTRUCTIONAL	86,455	0	0	0	0	0	0.0%
2200 INSTRUCTIONAL AIDES	53,270	123,433	12,888	93,685	0	29,748	75.9%
2300 HOURLY NON INSTRUCTIONAL	11,227	0	800	2,118	0	(2,118)	0.0%
2400 HOURLY INSTRUCTIONAL	14,806	0	4,000	4,000	0	(4,000)	0.0%
TOTAL CLASSIFIED:	\$165,758	\$123,433	\$17,688	\$99,803	\$0	\$23,630	80.9%
3XXX TOTAL FRINGE BENEFITS :	\$39,828	\$35,890	\$4,219	\$27,780	\$0	\$8,110	77.4%
SUPPLIES & OTHER							
4300 INSTRUCTIONAL SUPPLIES	478	915	0	0	0	915	0.0%
4500 OTHER SUPPLIES	4,511	880	298	1,713	394	(1,227)	194.7%
4700 FOOD	18,253	16,400	2,664	13,608	3,726	(934)	83.0%
TOTAL SUPPLIES & OTHER:	\$23,242	\$18,195	\$2,962	\$15,321	\$4,120	(\$1,246)	84.2%
OTHER							
5400 INSURANCE	0	413	0	0	0	413	0.0%
5600 RENTS & LEASES	660	0	0	0	0	0	0.0%
5800 OTHER SERVICES	11,069	401	0	0	0	401	0.0%
TOTAL OTHER :	\$11,729	\$814	\$0	\$0	\$0	\$814	0.0%
Sites and Site Improvements							
6105 RENOVATION & REPAIR	\$0	\$7,602	\$0	\$0	\$0	\$7,602	0.0%
	\$0	\$7,602	\$0	\$0	\$0	\$7,602	0.0%
TRANSFERS							
7300 INTERFUND TRANSFER OUT	46,216	72,715	5,631	55,821	0	16,894	76.8%
TOTAL TRANSFERS:	\$46,216	\$72,715	\$5,631	\$55,821	\$0	\$16,894	76.8%
TOTAL EXPENSE & TRANSFER:	\$286,773	\$258,649	\$30,500	\$198,725	\$4,120	\$55,804	78.4%
REVENUE OVER EXPENSE :	(\$30,980)	\$0	\$2,680	\$32,136	(\$4,120)	(\$28,016)	

***** BOARD REPORT *****
COLLEGE CENTER FUND
Fund 47
Monterey Peninsula College

March 31, 2011

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-11					BALANCE DUE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE				
REVENUE								
8800 COUNTY / LOCAL	274,901	275,200	34,472	202,550		72,650	73.6%	
8860 INTEREST	2,370	0	0	598		(598)	N/A	
TOTAL REVENUE :	\$277,271	\$275,200	\$34,472	\$203,148		\$72,052	73.8%	
OBJECT CLASSIFICATION	2009-2010 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET	
CLASSIFIED								
2100 NON INSTRUCTIONAL	19,098	19,486	1,643	14,556	0	4,930	74.7%	
2300 HOURLY NON INSTRUCTIONAL	0	0	(1,532)	(956)	0	956	N/A	
TOTAL CLASSIFIED :	\$19,098	\$19,486	\$111	\$13,600	\$0	\$5,886	69.8%	
3XXX TOTAL FRINGE BENEFITS :	\$5,374	\$5,666	\$490	\$4,283	\$0	\$1,383	75.6%	
SUPPLIES & OTHER								
4500 OTHER SUPPLIES	847	1,150	0	(83)	82	1,151	-0.1%	
TOTAL SUPPLIES & OTHER :	\$847	\$1,150	\$0	(\$83)	\$82	\$1,151	-0.1%	
OTHER								
5100 CONTRACT SERVICES	0	0	0	0	0	0	0.0%	
5200 TRAVEL	0	1,500	0	0	0	1,500	0.0%	
5300 MEMBERSHIP	50	75	0	75	0	0	100.0%	
5400 INSURANCE	17,545	17,545	0	17,545	0	0	100.0%	
5500 UTILITIES & HOUSEKEEPING	108,658	146,670	6,627	78,562	34,558	33,550	77.1%	
5600 RENTS & LEASES	10,988	10,898	90	1,858	360	8,680	20.4%	
5800 OTHER SERVICES	5,000	5,000	0	5,000	0	0	100.0%	
TOTAL OTHER :	\$142,241	\$181,688	\$6,717	\$103,040	\$34,918	\$43,730	75.9%	
CAPITAL OUTLAY								
6400 EQUIPMENT	1,980	3,000	0	5,300	0	(2,300)	176.7%	
TOTAL CAPITAL OUTLAY :	\$1,980	\$3,000	\$0	\$5,300	\$0	(\$2,300)	176.7%	
TRANSFERS								
7100 DEBT RETIREMENT	19,875	19,425	0	19,425	0	0	100.0%	
7300 INTERFUND TRANSFER	11,272	29,820	954	8,590	0	21,230	28.8%	
TOTAL TRANSFERS :	\$31,147	\$49,245	\$954	\$28,015	\$0	\$21,230	56.9%	
TOTAL EXPENSE & TRANSFERS :	\$200,688	\$260,235	\$8,273	\$154,155	\$35,000	\$71,080	72.7%	
REVENUE OVER EXPENSE :	\$76,583	\$14,965	\$26,199	\$48,994	(\$35,000)	\$971		

*** BOARD REPORT ***
 Parking Fund
 Fund 39
 Monterey Peninsula College
 March 31, 2011

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-2011					BALANCE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE				
REVENUE								
8800 COUNTY / LOCAL	600,600	495,000	70,178	626,650		0	(131,650)	126.6%
TOTAL REVENUE:	\$600,600	\$495,000	\$70,178	\$626,650		\$0	(\$131,650)	126.6%
OBJECT CLASSIFICATION	2009-2010 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET	
CLASSIFIED SALARIES								
2100 NON INSTRUCTIONAL	147,141	147,653	12,786	108,918	0	38,735	73.8%	
2300 HOURLY NON INSTRUCTIONAL	18,204	8,415	1,863	7,974	0	441	94.8%	
TOTAL CLASSIFIED :	\$165,345	\$156,068	\$14,649	\$116,892	\$0	\$39,176	74.9%	
3XXX TOTAL FRINGE BENEFITS :	\$41,286	\$43,432	\$3,927	\$32,128	\$0	\$11,304	74.0%	
SUPPLIES & OTHER								
4500 OTHER SUPPLIES :	\$15,024	11,400	2,815	8,195	0	3,205	71.9%	
TOTAL SUPPLIES & OTHER:	\$15,024	\$11,400	\$2,815	\$8,195	\$0	\$3,205	71.9%	
OTHER								
5100 CONTRACTS	46,800	46,800	3,900	35,100	11,700	0	75.0%	
5200 TRAVEL & CONFERENCE	60	0	0	0	0	0	0.0%	
5500 UTILITIES & HOUSEKEEPING	1,326	11,700	126	1,022	1,057	9,621	0.0%	
5600 RENTS & LEASES	14,713	86,014	253	15,721	0	70,293	18.3%	
TOTAL OTHER:	\$62,899	\$144,514	\$4,279	\$51,843	\$12,757	\$79,914	35.9%	
CAPITAL OUTLAY								
6400 EQUIPMENT	13,757	14,000	0	1,284	0	12,716	9.2%	
TOTAL CAPITAL OUTLAY:	\$13,757	\$14,000	\$0	\$1,284	\$0	\$12,716	9.2%	
TRANSFERS								
7300 INTERFUND TRANSFER OUT	90,176	97,335	7,636	74,428	0	22,907	76.5%	
TOTAL TRANSFERS:	\$90,176	\$97,335	\$7,636	\$74,428	\$0	\$22,907	76.5%	
TOTAL EXPENSE & TRANSFER:	\$388,487	\$466,749	\$33,306	\$284,770	\$12,757	\$169,222	63.7%	
REVENUE OVER EXPENSE :	\$212,113	\$28,251	\$36,872	\$341,880	(\$12,757)	(\$300,872)		

***** BOARD REPORT *****

**Self Insurance Fund
Fund 35
Monterey Peninsula College**

March 31, 2011

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-11				UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUES	Y-T-D REVENUES			
REVENUE							
8800 COUNTY / LOCAL	543,410	451,217	32,857	339,497		111,720	75.2%
8860 INTEREST	125,914	0	0	31,423		(31,423)	N/A
8900 INTERFUND TRANSFER IN	6,338,240	6,712,032	537,026	4,875,500		1,836,532	72.6%
TOTAL REVENUE :	\$7,007,564	\$7,163,249	\$569,882	\$5,246,421		\$1,916,828	73.2%
OBJECT CLASSIFICATION	2009-2010 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURE	Y-T-D EXPENDITURE	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
3XXX TOTAL FRINGE BENEFITS	\$7,150,330	\$6,851,658	\$584,041	\$4,782,636	\$8,650	\$2,060,372	69.9%
4500 NON-INSTRUCTIONAL SUPPLIES	\$1,368	\$0	\$0	\$1,116	\$0	(\$1,116)	N/A
OTHER							
5100 CONTRACTED SERVICES	636	54,481	200	1,342	766	52,373	3.9%
5800 OTHER SERVICES	0	0	0	0	0	0	N/A
TOTAL OTHER :	\$636	\$54,481	\$200	\$1,342	\$766	\$52,373	N/A
INTERFUND TRANSFER OUT							
7300 TRANSFER OUT	0	0	0	0	0	0	N/A
TOTAL EXPENSE :	\$7,152,334	\$6,906,139	\$584,241	\$4,785,094	\$9,416	\$2,111,629	69.4%
REVENUE OVER EXPENSE :	(\$144,770)	\$257,110	(\$14,359)	\$461,327	(\$9,416)	(\$194,801)	

*** BOARD REPORT ***

**Capital Projects Fund
Fund 14
Monterey Peninsula College**

March 31, 2011

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-11					UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUES	Y-T-D REVENUES				
REVENUES								
8600 STATE	0	182,000	0	0		182,000	N/A	
8800 COUNTY / LOCAL	32,866	76,036	9,034	111,224		(35,188)	N/A	
8900 INTERFUND TRANSFER IN	0	84,705	33,500	84,705		0	N/A	
TOTAL REVENUE :	\$32,866	\$342,741	42,534	195,929		\$146,812	57.2%	
OBJECT CLASSIFICATION	2009-2010 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURE	Y-T-D EXPENDITURE	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET	
SUPPLIES								
4300 INSTRUCTIONAL SUPPLIES	0	33,500	0	0	0	33,500	0.0%	
4500 NON-INSTRUCTIONAL SUPPLIE	5,614	43,878	47,250	48,688	1,407	(6,217)	111.0%	
TOTAL OTHER :	\$5,614	\$77,378	\$47,250	\$48,688	\$1,407	\$27,283	0.0%	
OTHER								
5100 CONTRACTED SERVICES	8,718	67,343	0	4,140	0	63,203	6.1%	
5400 INSURANCE	51,205	51,205	0	51,205	0	0	100.0%	
5600 RENTS, LEASES, REPAIRS	8,000	13,805	589	21,239	2,119	(9,553)	153.9%	
5700 LEGAL,ELECTION, AND AUDIT	(6,563)	6,327	0	0	0	6,327	0.0%	
TOTAL OTHER :	\$61,360	\$138,680	\$589	\$76,584	\$2,119	\$59,976	56.8%	
CAPITAL OUTLAY								
6100 SITES	0	57,691	0	0	0	57,691	0.0%	
6200 BUILDING IMPROVEMENTS	0	282,000	0	0	0	282,000	0.0%	
6400 EQUIPMENT	279,387	44,915	0	189,201	65	(144,350)	421.2%	
TOTAL CAPITAL OUTLAY :	\$279,387	\$384,606	\$0	\$189,201	\$65	\$195,341	49.2%	
INTERFUND TRANSFER OUT								
7300 TRANSFER OUT	0	0	0	0	0	0	N/A	
TOTAL EXPENSE :	\$346,361	\$600,664	\$47,839	\$314,473	\$3,591	\$282,600	53.0%	
REVENUE OVER EXPENSE :	\$313,495	\$257,923	(\$5,305)	(\$118,544)	\$3,591	\$478,529		

**Building Fund
Fund 48
Monterey Peninsula College**

March 31, 2011

BOND PROJECTS	REVISED PROJECT BUDGET	2010-11		
		PURCHASE ORDER OUTSTANDING	2010-2011 PAYMENTS	BUDGET BALANCE BUDGET-PO'S-PYMT
1. Auto Technology Renovation	\$473,397	12,643	306,304	\$154,450
2. Business & Computer Science (includes Math)	\$2,421,694	109,970	1,546,902	\$764,822
3. College Center	\$4,000,000	0	20,000	\$3,980,000
4. Art Studio/Ceramics/Art Dimensional	\$0	1,950	25,483	-\$27,433
5. Furniture & Equipment	\$3,343,761	567,188	574,302	\$2,202,271
6. Gymnasium Building	\$0	65,000	81,600	-\$146,600
7. Gym	\$0	2,002	28,485	-\$30,487
8. Humanities - Student Services Building	\$3,628,735	347,738	50,500	\$3,230,497
9. Infrastructure 3	\$3,351,992	219,131	614,379	\$2,518,482
10. Life Science & Physical Science	\$8,745,759	914,037	742,124	\$7,089,598
11. Marina Education Center	\$8,593,326	1,579,667	2,383,787	\$4,629,872
12. Old Library	\$0	1,157	869	-\$2,026
13. PSTC Parker Flats (Fort Ord)	\$0	81,663	0	-\$81,663
14. PE Phase II - Gym/Locker Room	\$2,527,498	0	0	\$2,527,498
15. Physical Science Building	\$9,705,029	0	0	\$9,705,029
16. Pool Building	\$0	64,784	113,378	-\$178,162
17. Pool/ Tennis Courts	\$381,100	0	18,003	\$363,097
18. Public Safety Training Center Renovation	\$1,554,444	450	2,526	\$1,551,468
19. Student Services Building	\$6,377,965	544,774	3,214,365	\$2,618,826
20. Swing Space	\$2,158,603	293,401	729,874	\$1,135,328
21. Theater Building	\$9,078,177	563,558	386,133	\$8,128,486
22. General Institutional Bond Management	\$0	300,565	234,095	-\$534,660
Total Bond Projects:	\$66,341,480	\$5,669,678	\$11,073,109	\$38,250,713
Initial Bond Funds Received 6/30/03		\$40,000,000		
County office interest Received from inception		\$5,774,241		
LAIF interest from inception		\$1,514,006		
Bond Refinancing 05-06		\$4,240,051		
Bond Funds Received 1/24/08		\$104,999,300		
Lehman Brothers Investment loss		(\$1,878,835)		
Balance Used in 09-10		(\$13,542,031)		
Balance Used in 08-09		(\$16,415,556)		
Balance Used in 07-08		(\$19,317,846)		
Balance Used in 06-07		(\$20,713,267)		
Balance Used in 05-06		(\$7,641,916)		
Balance Used in 04-05		(\$2,815,134)		
Balance Used in 03-04		(\$2,626,246)		
Balance Used in 02-03		(\$25,834)		
FY 10-11 ytd expense		(\$11,073,109)		
Available Bond Funds		\$59,878,724		

*** BOARD REPORT ***

Other Debt Service Fund
Fund 29
Monterey Peninsula College

March 31, 2011

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-11					UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUES	Y-T-D REVENUES				
REVENUES								
8600 STATE	99,292	0	0	0		0	N/A	
8860 LOCAL/COUNTY	2,381	0	0	830		(830)	N/A	
8900 INTERFUND TRANSFER IN	68,831	239,783	0	239,783		0	100.3%	
TOTAL REVENUE :	\$68,831	\$239,783	\$0	\$240,613		(\$830)	100.3%	
OBJECT CLASSIFICATION	2009-2010 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURE	Y-T-D EXPENDITURE	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET	
Transfers								
7200 LONG TERM DEBT	68,831	239,783	0	170,952	68,831	0	71.3%	
TOTAL CAPITAL OUTLAY :	\$68,831	\$239,783	\$0	\$170,952	\$68,831	\$0	71.3%	
TOTAL EXPENSE :	\$68,831	\$239,783	\$0	\$170,952	\$68,831	\$0	71.3%	
REVENUE OVER EXPENSE :	\$0	\$0	\$0	\$69,661	(\$68,831)	(\$830)		

***** BOARD REPORT *****

College Revenue Bond Interest & Redemption

Fund 46

Monterey Peninsula College

March 31, 2011

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-11					
		REVISED BUDGET	CURRENT REVENUES	Y-T-D REVENUES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
REVENUES							
8800 LOCAL	19,875	19,425	0	19,429		(4)	100.0%
8860 INTEREST	470	0	0	114		(114)	N/A
TOTAL REVENUE :	<u>\$20,345</u>	<u>\$19,425</u>	<u>\$0</u>	<u>\$19,544</u>		<u>(\$114)</u>	100.6%
DEBT RETIREMENT							
7100 DEBT RETIREMENT	19,875	19,425	2,100	19,425	0	0	100.0%
TOTAL DEBT RETIREMENT :	<u>\$19,875</u>	<u>\$19,425</u>	<u>\$2,100</u>	<u>\$19,425</u>	<u>\$0</u>	<u>\$0</u>	100.0%
TOTAL EXPENSE :	<u>\$19,875</u>	<u>\$19,425</u>	<u>\$2,100</u>	<u>\$19,425</u>	<u>\$0</u>	<u>\$0</u>	100.0%
REVENUE OVER EXPENSE :	<u>\$470</u>	<u>\$0</u>	<u>(\$2,100)</u>	<u>\$119</u>	<u>\$0</u>	<u>(\$114)</u>	

***** BOARD REPORT *****

Associated Student Fund

Monterey Peninsula College

March 31, 2011

OBJECT CLASSIFICATION	2009-10 PRIOR YEAR ACTUAL	FORECAST BUDGET	REVISED BUDGET	CURRENT MTH REVENUE	2010-2011 Y-T-D REVENUE	BALANCE DUE	PERCENT
REVENUES							
8000	BEGINNING BALANCE		12,000	12,000	0	0	12,000 0.0%
8001	ASMP CARD SALES	75,791	74,250	75,000	15,327	61,250	13,750 81.7%
8005	CAFETERIA/D & L VENDING	4,965	5,000	4,000	2,118	4,027	-27 100.7%
8006	INTEREST	434	434	450	0	133	317 29.5%
8010	MISCELLANEOUS	1,395	100	150	0	0	150 0.0%
8011	STUDENT REPRESENTATIVE FEES	0	1,400	1,650	2,796	12,267	-10,617 0.0%
8013	BOOKSTORE CONTRACT	5,000	5,000	5,000	0	5,000	0 100.0%
8014	PRIOR YEAR ADJUSTMENT	0	100	0	0	0	0 0.0%
8015	BUS PASS	22,662	23,716	23,750	3,290	18,670	5,080 0.0%
4999	OTHER INCOME		0	0	0	0	0 0.0%
	TOTAL REVENUE:	\$110,247	\$122,000	\$122,000	23,531	101,346	\$20,654 83.1%
EXPENSES							
#4000 ASMPC COUNCIL							
	***ASMPC COMMITTEES FUND	0	1,000	1,000	0	700	1,000 70.0%
	ASMP COMMUNITY OUTREACH FUND	2,950	2,500	2,500	350	2,900	-399.78 116.0%
	ASMP CONFERENCE AND TRAVEL FUND	13,939	10,000	10,000	1,286	12,164	-2,164 121.6%
	ASMP GENERAL FUND	45,893	6,400	6,400	4,776	37,004	-30,604 578.2%
	ASMP OFFICE SUPPLIES FUND	6,890	2,000	2,000	26	637	1,363 0.0%
	ASMP PROMOTIONS FUND	0	1,400	1,400	0	1,639	-239 117.1%
	ASMP RESERVE FUND	15,164	4,800	4,800	0	0	4,800 0.0%
	ASMP STIPEND FUND	12,040	15,700	15,700	0	7,550	8,150 48.1%
	ASMP STUDENT ASSIST FUND.	0	2,000	2,000	0	304	1,696 15.2%
	ASMP STUDENT BENEFITS FUND	0	3,000	3,000	0	8,262	-5,262 275.4%
#4007 STUDENT REP. COUNCIL							
	***SRC GENERAL FUND	5,177	4,405	4,405	0	0	800 0.0%
	SRC OFFICE SUPPLIES FUND	0	800	800	0	0	800 0.0%
	SRC PROMOTIONAL ITEM FUND	0	975	975	500	500	475 51.3%
	SRC RESERVE FUND	0	1,220	1,220	0	0	1,220 0.0%
	SRC STIPEND FUND	3,620	4,000	4,000	0	2,000	2,000 50.0%
	SRC STUDENT ASSISTANT FUND	0	800	800	0	0	800 0.0%
#4104 INTER CLUB COUNCIL-ICC							
	***ICC CLUB ACTIVITY FUND	32,852	0	0	-41	6,402	
	ICC COMMUNITEE ACTIVITY FUND	0	0	0	-62	4,618	-4,618 0.0%
	ICC EQUIPMENT FUND	1,610	0	0	0	786	-786 0.0%
	ICC CLUB EQUIPMENT FUND	0	0	0	0	1,449	-1,449 0.0%
	ICC GENERAL FUND	2,000	30,610	30,610	0	259	30,351 0.8%
	ICC INDEPENDENT CONTRACTOR FUND	600	0	0	0	0	0 0.0%
	ICC PROMOTINAL ITEM FUND	0	730	730	0	0	730 0.0%
	ICC RESERVE FUND	329	3,660	3,660	0	0	3,660 0.0%
	ICC SEED MONEY	0	0	0	0	1,800	-1,800 0.0%
	ICC START UP FUNDS (\$200.00)	2,200	0	0	0	2,000	0 0.0%
	ICC STIPENDS FUND	320	800	800	0	400	800 0.0%
	ICC STUDENT ASSISTANT FUND	0	800	800	-0.18	2,775	800 0.0%
#4010 ACTIVITIES COUNCIL							
	***AC ACTIVITIES FUND	11,731	14,785	14,785	629	14,821	
	AC GENERAL FUND	-54	3,000	3,000	0	258	2,742 8.6%
	AC PROMOTIONAL ITEM FUND	0	975	975	0	200	775 20.5%
	AC RESERVE FUND	0	2,440	2,440	0	0	2,440 0.0%
	AC STIPENDS	1,800	2,400	2,400	0	920	1,480 38.3%
	AC STUDENT ASSISTANT FUND	0	800	800	0	0	800 0.0%
	TOTAL EXPENSES:	\$159,062	\$122,000	\$122,000	7,454	110,349	\$19,560 90.4%
	REVENUE OVER EXPENSE:	\$48,819	\$0	\$0	\$16,067	\$9,002	\$1,094
						BEGINNING BALANCE WITH Y-T-D REVENUE	46,042
						INCOME TO DATE	101,346
						EXPENSE TO DATE	(110,349)
						EST. ENDING BALANCE	37,039

Monterey Peninsula Community College District

Governing Board Agenda

April 26, 2011

New Business Agenda Item No. B

Administrative Services
College Area

Proposal:

That the Governing Board ratify the agreement with Dolinka Group, LLC for \$54,405 to provide bond funding augmentation analysis relating to redevelopment project areas located in the cities of Marina and Seaside.

Background:

School and community college districts are entitled to local municipalities' redevelopment agency (RDA) funds for facilities improvements. There are a number of RDAs within the District boundaries including those in the cities of Marina and Seaside. It was recently disclosed that Monterey Peninsula Unified School District and the Monterey County Office of Education have been underpaid by significant amounts. This was uncovered by the Dolinka Group, LLC in their research. Staff believes there are potential underpayments to the district which should be identified and corrected. Any corrective payments from the RDAs should be used to augment bond funding at the Marina Education Center.


A representative from Dolinka Group, LLC will be available to give a brief presentation and explain the steps in their analysis.

Budgetary Implications:

Expenses totaling \$54,405 plus reasonable reimbursable expenses will be charged to bond funds.

RESOLUTION: BE IT RESOLVED, That the Governing Board ratify the agreement with Dolinka Group, LLC for \$54,405 to provide bond funding augmentation analysis relating to redevelopment project areas located in the cities of Marina and Seaside.

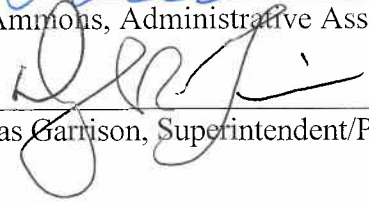
Recommended By: _____


Stephen Ma, Vice President for Administrative Services

Prepared By: _____


Suzanne Ammons, Administrative Assistant

Agenda Approval: _____


Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

April 26, 2011

New Business Agenda Item No. C

Administrative Services
College Area

Proposal:

That the Governing Board ratify the Project Assignment Amendment (PAA) #19-A with HGHB Architecture, Planning, Urban Design, at a fixed fee of \$189,400 in conjunction with the bidding, construction and post-construction architectural/engineering services for the renovation of the existing Humanities and Student Services Building, and demolition of the Business-Humanities building as well as related civil work adjacent to the buildings.

Background:

In October 2009, HGHB was awarded a contract for \$412,000 to provide Architectural/Engineering Services for Preliminary Drawings, Working Drawings and DSA approved drawings. The PAA #19 did not include the bidding, construction, and post-construction phases as it was uncertain at this time whether the State Chancellor's Office would fund the project. The Chancellor's Office has since approved matching funds and thus this PAA #19 A is for HGHB to provide the necessary bidding and construction services for the project. The fixed fee of \$189,400 is within the guideline amounts approved by the State Chancellor's Office.

Budgetary Implications:

The fixed fee will be funded using matching State and district bond funds.

RESOLUTION: BE IT RESOLVED, That the Governing Board ratify the Project Assignment Amendment (PAA) #19-A with HGHB Architecture, Planning, Urban Design, at a fixed fee of \$189,400 in conjunction with the bidding, construction and post-construction architectural/engineering services for the renovation of the existing Humanities and Student Services Building, and demolition of the Business-Humanities building as well as related civil work adjacent to the buildings.

Recommended By: _____


Stephen Ma – Vice President for Administrative Services

Prepared By: _____


Suzanne Ammons, Administrative Assistant

Agenda Approval: _____


Dr. Douglas Garrison, Superintendent/President

PROJECT ASSIGNMENT AMENDMENT – 19A

(TO AGREEMENT FOR ON-GOING ARCHITECTURAL SERVICES)

This Project Assignment is executed between MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT (“District”) and HGHB, (“Architect”) pursuant to the Agreement for On-Going Architectural Services (“Agreement”) between the Architect and the District dated May 5, 2006. By this reference, the Agreement is incorporated herein as if set forth in full.

1. **Project Description:** Renovation of Student Services and Humanities Buildings and miscellaneous associated site work. The work consists of the comprehensive renovation of the approximate 5,900 s.f. building on the Main MPC campus referred to as Building No. 4, Student Services, and the approximate 15,000 s.f. building on the Main MPC campus referred to as Building No. 7, Humanities. The work also includes sitework proximate to Buildings 4 and 7 as well as the demolition of Building 6 and extension of parking lot E.

2. **Basic Services.**

The Architect will provide architectural services, civil, landscape design, structural, mechanical, electrical, plumbing and data engineering services.

2.1. Basic Services Phases – As described in the Agreement with the following comments:

- A. Preliminary Plans – Completed under PAA 19.
- B. Working Drawings - Completed under PAA 19.
- C. Bidding – As described in Article 5 of the Agreement.
- D. Construction - As described in Article 6 of the Agreement.
- E. Post-Construction - As described in Article 7 of the Agreement.

2.2. Design Consultants Included in Basic Services

- A. Civil, landscape, structural, mechanical, plumbing, telecom, data and electrical engineering.
- B. Cost Estimating
- C. Other: Environmental and Geo-Tech Engineering Consultants will be provided by the Owner if necessary and will not be included in Architect’s Basic Services.

3. **Project Construction Budget.**

\$5,500,000

4. **Architect Compensation.**

4.1. Contract Price.

Architect will be compensated on a fixed fee basis equal to \$189,400, which amount includes Reimbursable Expenses except for Reimbursable Expenses related to printing the Working Drawings for DSA approval. This fee is fixed and will not be modified if the project bids are below or above the budget identified in Article 3.

Reimbursable Expenses are defined in section 10.4 of the Agreement. "Unless expressly authorized in advance by the District, no payment will be made by the District for expenses or costs of any kind, type or nature."

4.3. Additional Services Rate Schedule:

Architect Personnel

On an hourly rate basis at 2.5 times Direct Personnel Expense ("DPE") of Architect's personnel providing the services, plus Reimbursable Expenses. See Attachment 1 for a 2009 range of hourly rates at 2.5 times DPE.

Design Consultants Personnel

At 1.5 times the cost to Architect of Consultants providing the services, plus Reimbursable Expenses.

5. Completion Schedule.

	START DATE	FINISH DATE
Preliminary Design Documents	Completed	Completed
Construction Documents	Completed	Completed
Bidding	Commenced	April 19, 2011
Construction	To be determined	To be determined
Post-Construction	To be determined	To be determined

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT, a California Community College District

HGHB Architecture, Planning, Urban Design

By: _____

By: _____

Title: _____

Title: _____

Dated: _____

Dated: _____

Monterey Peninsula Community College District

Governing Board Agenda

April 26, 2011

New Business Agenda Item No. D

Administrative Services
College Area

Proposal:

That the Governing Board approve the awarding of the Humanities, Old Student Services, Business Humanities Renovation project to _____ in the amount of \$ _____.

Background:

The Humanities, Old Student Services, Business Humanities Renovation project will entail comprehensive renovation of the Old Student Services Building, the Humanities Building, and demolition of Business Humanities and extension of parking lot E. Drawings were approved by DSA (Division of State Architecture) on February 15, 2011. Advertisement for the bid was posted in the Monterey County Herald on March 17 and March 22. Bid documents were available on March 21, the mandatory bid walk was on March 24 and bids were received on April 19, 2011.

The chart below illustrates the Total Bid Amounts and the Bid Amounts deducting the 30 day per-diem compensable delay rates for each company. The bid amount for _____ Construction Company is \$ _____ and was calculated by deducting \$ _____ for the per diem compensable delay rate from the total bid amount of \$ _____. *The contract with the successful low bidder will not be signed until approval is received from the State Chancellor's Office.*

The apparent low bidder is determined based on the lowest responsive bidder's Total Bid Amount. The Total Bid Amount is determined by taking the Bid Amount and adding the 30 day per-diem rate.

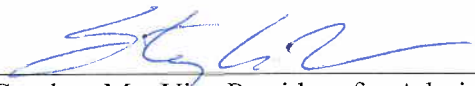
Company	Total Bid Amount	Bid Amount Without Per Diem Rate


Work is anticipated to begin in June 2011, with every effort made to minimize impact to the campus and is anticipated to be completed in _____.

Budgetary Implications:

Expenses for the Humanities, Old Student Services, Business Humanities Renovation Expenses Renovation project will be funded by state capital outlay and district bond funds.

Resolution: **BE IT RESOLVED**, That the Governing Board approve the awarding of the Humanities, Old Student Services, Business Humanities Renovation project to _____ in the amount of \$ _____.

Recommended By: 
Stephen Ma, Vice President for Administrative Services

Prepared By: 
Suzanne Ammons, Administrative Assistant

Agenda Approval: 
Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

April 26, 2011

New Business Agenda Item No. E

Fiscal Services
College Area

Proposal:

That the Governing Board review and accept the attached Quarterly Financial Status Report (Form CCFS 311Q) for the quarter ending, March 31, 2011.

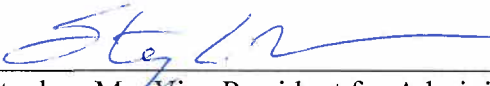
Background:

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

Budgetary Implications:

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

- RESOLUTION: BE IT RESOLVED**, that the Quarterly Financial Status Report for the quarter ending March 31, 2011 as presented on form CCFS 311Q, be accepted and made part of the minutes of this meeting.

Recommended By: 
Stephen Ma, Vice President for Administrative Services

Prepared By: 
Rosemary Barrios, Controller

Agenda Approval: 
Dr. Douglas Garrison, Superintendent / President

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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

CHANGE THE PERIOD

Fiscal Year: 2010-2011

Quarter Ended: (Q3) Mar 31, 2011

District: (460) MONTEREY

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2007-08	Actual 2008-09	Actual 2009-10	Projected 2010-2011
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	40,629,745	42,160,479	39,518,284	39,423,936
A.2	Other Financing Sources (Object 8900)	50,000	50,000	0	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	40,679,745	42,210,479	39,518,284	39,423,936
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	33,987,701	35,028,799	32,600,756	32,763,274
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	6,565,124	7,092,699	6,831,758	6,656,331
B.3	Total Unrestricted Expenditures (B.1 + B.2)	40,552,825	42,121,498	39,432,514	39,419,605
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	126,920	88,981	85,770	4,331
D. Fund Balance, Beginning					
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	3,967,088	4,094,008	4,182,989	4,268,759
E.	Fund Balance, Ending (C. + D.2)	4,094,008	4,182,989	4,268,759	4,273,090
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	10.1%	9.9%	10.8%	10.8%
II. Annualized Attendance FTES:					
G.1	Annualized FTES (excluding apprentice and non-resident)	8,383	8,370	7,890	7,631

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

As of the specified quarter ended for each fiscal year
2007-08 2008-09 2009-10 2010-2011

H.1	Cash, excluding borrowed funds	6,342,086	3,588,698	2,968,285
H.2	Cash, borrowed funds only	0	0	0
H.3	Total Cash (H.1+ H.2)	14,660,835	6,342,086	3,588,698

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)	39,423,936	39,423,936	25,482,598	64.6%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	39,423,936	39,423,936	25,482,598	64.6%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	32,763,274	32,763,274	23,460,662	71.6%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	6,656,331	6,656,331	5,036,943	75.7%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	39,419,605	39,419,605	28,497,605	72.3%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	4,331	4,331	-3,015,007	
L.	Adjusted Fund Balance, Beginning	4,268,759	4,268,759	4,268,759	
L.1	Fund Balance, Ending (C. + L.2)	4,273,090	4,273,090	1,253,752	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.8%	10.8%		

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) YYYY-YY	Management		Academic		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:	Permanent		Temporary			
	Year 1:		Year 1:		Year 1:	
	Year 2:		Year 2:		Year 2:	

b. BENEFITS:	Year 3:					
	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? NO
Next year? YES

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

This fiscal year the District cash should be okay, next fiscal year due to the anticipated deferrals we may have a cash flow problem. Once we receive the information from the state on next year's budget we will know how much the District revenue will be cut. We have a plan in place if we need to borrow cash in 11-12 FY.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD

Fiscal Year: 2010-2011

Quarter Ended: (Q3) Mar 31, 2011

District: (460) MONTEREY

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Stephen Ma

CBO Phone: 831-646-4040

CBO Signature: 

Date Signed: 4/18/11

Chief Executive Officer Name: Dr. Douglas Garrison

CEO Signature: _____

Date Signed: _____

Electronic Cert Date: 04/18/2011

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
1102 Q Street 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

April 26, 2011

New Business Agenda Item No. F

Academic Affairs
College Area

Proposal:

That the Governing Board review the Program Review report for the Life Science Program.

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 2009-2010 and 2010-2011 academic years, a program review was conducted by Life Science faculty and staff. Support team members, John Anderson, Tracie Catania, and Laura Franklin, who met with program faculty in the fall, reviewed all materials submitted, offered suggestions, and drafted the Executive Summary. The full program review self-study is available on the Academic Affairs webpage at: <http://mympc.mpc.edu/academics/AcademicAffairs/Lists/Division%20Program%20Reviews/AllItems.aspx>

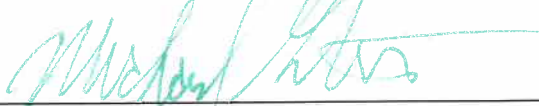
The Executive Summary report is attached for the Governing Board's review.

Budgetary Implications:

None.

INFORMATION: Program Review for Life Sciences.

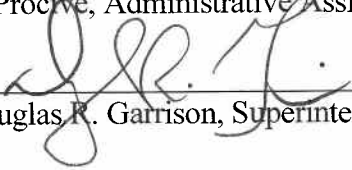
Recommended By:


Michael Gilmartin, Dean of Instructional Planning

Prepared By:


Leslie Procive, Administrative Assistant IV, VP, Academic Affairs

Agenda Approval:


Dr. Douglas R. Garrison, Superintendent/President

Life Science Division Program Review

Executive Summary

In 2009-10 the faculty of the Life Science Division conducted their program review of the following areas: Administration of Justice, Anatomy/Physiology, Automotive Technology, Aviation, Biology, Dental Assisting, Hospitality, Fashion, Interior Design, CAD Lab, Nutrition, Health/First Aid/CPR, Human Services, Marine and Science Technology (MAST), Ornamental Horticulture, Medical Assisting, and the Division Office. Support team members who participated in this review include John Anderson, Tracie Catania, and Laura Franklin.

Program Strengths and Support Team Commendations

The support team noted the following strengths in the Life Science Division and commends the faculty and staff for their efforts.

- There is strong community involvement by many of the programs, including contacts and working relationships with other colleges, high schools, businesses, local museums, the Monterey Bay Aquarium, and research facilities. One example is the Biology department's partnership with Cabrillo College and UC Santa Cruz to increase enrollments of minority students in the sciences in a National Institute of Health-funded program called ACCESS.
- The Automotive Technology program has applied for national certification by NATEF (National Automotive Training Education Foundation). This department has also received Perkins/VATEA funds to develop hybrid technology curriculum and has been named a "Green Business" by Monterey County for practicing and teaching environmentally-safe hazardous waste disposal. The faculty has reached out to COOP as well as to ENSL and Math to collaborate to improve opportunities for Automotive Tech students within the Auto classes as well as in related educational experiences.
- The addition of new full-time faculty in Dental Assisting and Interior Design have made positive contributions to their programs and the Division. In addition there is a core of dedicated and experienced adjunct faculty in Hospitality, Nutrition, Biology, Human Services and Ornamental Horticulture without whom many courses would not be able to be offered.
- High student demand and budget reductions have added pressures college-wide. Life Science faculty have increased the numbers of students in lecture sections of many courses and even traditionally non-peak afternoon courses are often filled.

Challenges

- The Division has requested the initiation of the Program Discontinuance policy for the Marine and Science Technology (MAST) and Fashion programs to determine their viability and look at ways to revitalize them if possible.
- Staffing continues to be a challenge on many fronts for Life Science. There is an ongoing challenge to find qualified adjunct faculty particularly in Automotive Technology and Anatomy/Physiology. One full-time faculty member is responsible for managing all of the Family and Consumer Science (FACS) programs; for the previous thirty years there have been two full-time faculty in FACS. Adjunct faculty in the Dental Assisting program have had to be trained in accordance with required curricular changes and teaching ratios. The sudden resignation of the first-year full-time Medical Assisting instructor will also pose challenges not only in staffing classes for summer and next year, but in furthering delays in the re-evaluation of that program's direction.
- Many students' lack of preparation for the rigors of college study is evident in the sciences. High enrollment demands are further challenged by students' need for support to succeed.
- Enrollment in some science courses is dependent on the number of admissions allowable each year in the Nursing Program. While a decreased enrollment in some courses would be more manageable, if Nursing continues to decrease their admissions due to budget constraints, we could also see the domino effect of further enrollment declines in science.

Goals

- Hire net-new full-time faculty in Automotive Technology, Hospitality, and Anatomy/Physiology. We also need to replace the full-time faculty in Medical Assisting due to a recent resignation.
- Conduct a needs assessment to determine the feasibility of adding evening sections of Microbiology lecture and lab.
- Plan for move out of the Life Science building and for the remodel of the LS building.
- Expand course offerings at the Education Center in Marina.
- Continue the implementation and assessment of SLOs and GLOs in all programs.
- Continue to upgrade equipment and software for the benefit of student learning, despite dwindling resources.

Support Team Recommendations

- Review benefits to MPC of continuing to offer only one course in Aviation. This appears to be an independent course offered by Monterey Bay Aviation for which they provide staff (paid by MPC), facility, equipment and advertising.
- It would be helpful to clarify the relationship between MATE and MAST and their relationship/s to MPC. Perhaps this will be clarified through the program discontinuance process initiated for MAST; it would be helpful for the greater MPC community to have a better understanding of these programs/areas.
- We would encourage the division to consider a possible reorganization of the Family and Consumer Science (FACS) department in light of the fact that there is now only one full-time faculty member in that department and several varied programs within it. This could potentially also relieve some of the burden being carried by the division chair in that department.

Overarching Issues

- Funding for supplies and equipment is not keeping up with increasing costs.
- Maintenance of the cleanliness of our classrooms and buildings (LS and FACS). Specialized programs in biology, anatomy, health care, and culinary arts have specific requirements which are not always met. Both the LS and FACS buildings have issues with the control of temperature and lighting.
- Communication with IT needs to be improved. IT is researching a problem report/status check program that we may be able to implement college-wide so we can all track status of work requests.

Monterey Peninsula Community College District

Governing Board Agenda

April 26, 2011

Superintendent/President
Office

New Business Agenda Item No. G

Proposal:

That the Governing Board review Monterey Peninsula College's Institutional Goals and Objectives for 2011-2014.

Background:

As a part of the Monterey Peninsula College Planning and Resource Allocation Process, College Council is charged with assessing progress toward attaining approved Institutional Goals and determining appropriate Institutional Goals every three years for presentation to the Governing Board. The Council completed its assessment of the 2007-2010 Institutional Goals in May 2010, and based on those findings, initiated a comprehensive review of the college mission and development of Institutional Goals for 2011-2014. That process involved examination by a Council sub-committee and review by the full College Council at several meetings throughout the fall term and in February and March, during which the college's Mission was re-affirmed. On March 15, College Council hosted an open forum on the drafted Institutional Goals, and adopted the proposed 2011-2014 Institutional Goals on April 5. These proposed goals are being presented to the Governing Board for a first reading.

Budgetary Implications:

No direct budgetary impact is anticipated.


INFORMATION: Institutional Goals and Objectives for 2011-2014.

Recommended By:



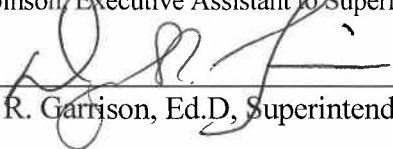
Douglas R. Garrison, Ed.D, Superintendent/President

Prepared By:



Carla Robinson, Executive Assistant to Superintendent/President & Governing Board

Agenda Approval:



Douglas R. Garrison, Ed.D, Superintendent/President

MONTEREY PENINSULA COLLEGE

Institutional Goals and Objectives for 2011-2014

Mission Statement

Monterey Peninsula College is committed to fostering student learning and success by providing excellence in instructional programs, facilities, and services to support the goals of students pursuing transfer, career, basic skills, and life-long learning opportunities. Through these efforts MPC seeks to enhance the intellectual, cultural, and economic vitality of our diverse community.

Values Statement

We hold the following as vital to the attaining of our Mission:

- Recruiting and retaining highly qualified and diverse faculty and staff.
- Supplying and supporting faculty and staff with high quality equipment and necessary training.
- Providing all faculty, staff, students and support personnel with clean, attractive and safe facilities.
- Fostering a culture of collaboration to promote and achieve student success.

Goal 1: Promote academic excellence and student success.

Objective 1.1: Investigate ways to articulate student success that represent the diverse range of our students' goals, and retain strong academic integrity and high academic standards.

Objective 1.2: Improve student experiences by supporting the quality of instruction and service delivery through

- a. creating a framework for faculty and staff to learn, share ideas, engage in dialog and collaborate.
- b. promoting efforts to analyze the effectiveness of programs and make improvements based on the results.

Objective 1.3: Develop and prioritize the implementation of an online learning strategic plan that includes institutional support, protocols, and assessment of instruction.

Objective 1.4: Develop and implement ways to

- a. more effectively recruit and select excellent faculty and staff.
- b. train and mentor new faculty and staff so that they most effectively serve students and promote learning.

Goal 2: Build MPC into an economic driving force for the Monterey area by supporting and developing programs that teach employable skills.

Objective 2.1: Develop and enhance credit Career and Technical programs and courses to provide students with employable skills.

Objective 2.2: Establish and strengthen industry, government, and community partnerships.

Goal 3: Manage the rate of growth in programs and services in Seaside and Marina, subject to funding and growth conditions.

Objective 3.1: Based on assessment and analysis of community needs and district resources, develop appropriate class schedules and programs.

Objective 3.2: Provide essential support services to enable student success at the Marina Education Center and the Seaside Public Safety Center.

Goal 4: MPC will maintain and strengthen instructional and institutional technology.

Objective 4.1: Conduct a broad-based review of the functionality and efficiency of all district technology including the organization, management and support for MPC's websites.

Objective 4.2: Conduct a broad-based review of the leadership, management, and structure of campus-wide technology support to maximize efficiency, resources, and ease of use.

Objective 4.3: Based on the recommendations from these reviews, develop a long-term funding plan and implement changes that take into consideration the availability of college resources.

Approved April 5, 2011 College Council

Approved Governing Board (1st reading _____, 2nd reading _____).

Monterey Peninsula Community College District

Governing Board Agenda

April 26, 2010

New Business Agenda Item No. H

Superintendent/President's
Office

Proposal:

That the Governing Board approve the Resolution in Support of Expedited Implementation of SB 1440, the Student Transfer Achievement Act.

Background:

SB 1440 (Padilla) was enacted last year to require that the California State University admit community college transfer students who have earned an "AA for transfer" degree, effective Fall 2011. The bill specifies the units needed and the Academic Senate for the California Community Colleges is working with the CSU Academic Senate to develop guidelines for transparent and effective transfer patterns in the most popular majors. In addition, a task force has been charged with developing a series of model curricula for use by local boards and curriculum committees in developing local AA for transfer degrees which are reasonably consistent across districts in the most common majors. Carsbia Anderson serves on this task force.

SB 1440 is a critical element within the community college student success agenda, as it is expected to smooth the pathway of community college students to and through the California State University, thus increasing the number of students who can be served in California's public higher education systems.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that the following resolution be adopted by the Governing Board:

RESOLUTION IN SUPPORT OF EXPEDITED IMPLEMENTATION OF SB 1440, THE STUDENT TRANSFER ACHIEVEMENT ACT

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

WHEREAS, the Legislature, with the support of all 72 community college districts in California has passed, and the Governor has signed, SB 1440 (CH. 428, Statutes of 2010), the Student Transfer Achievement Act;

WHEREAS, SB 1440 is the most significant measure in more than 20 years for improving transfer rates from community colleges to campuses of the California State University;

WHEREAS, it is anticipated that once the AA transfer degrees proposed by SB 1440 are in place, many more transfer students will also earn an associate degree; there will be more clarity and consistency about the best lower-division preparation, and students will be guaranteed a place in the California State University with junior standing;

WHEREAS, SB 1440 will reduce the amount of time and money spent in obtaining both AA transfer degrees and BA/BS degrees due to its provisions that:

- Prohibit community colleges from adding any local requirements to the 60 units provided for in the bill;
- Encourage community colleges to facilitate acceptance of credits earned at other community colleges toward the associate degree for transfer; and
- Prohibit CSU campuses from requiring any additional courses other than the 60 units required for majors with 120 semester or 180 quarter units;

WHEREAS, the bill provides that, commencing with Fall 2011, students who earn an associate degree for transfer will be guaranteed admission into a CSU baccalaureate program; it would be most beneficial if colleges have as many associate transfer degrees as possible in place by Fall 2011;


WHEREAS, the Academic Senate for the California Community Colleges is coordinating a statewide system to develop a model curriculum that identifies the most appropriate coursework not only for transfer preparation but also for earning an AA or AS degree in a common discipline, and local colleges will soon be able to adopt the model curriculum for their degrees, and the California Community Colleges Chancellor's Office is preparing to expedite approval of degrees that reflect the model curriculum;


WHEREAS, the California Community Colleges Chancellor's Office and the California State University have established a Joint SB 1440 Task Force to ensure coordination between the CSU system and the California community colleges for a smooth implementation process and may also make recommendations for further legislation, regulatory changes, or other policy changes;

WHEREAS, in order to have these AA transfer degrees in place, local college faculty as well as the local board of trustees must approve degrees based on transfer models provided by the Academic Senate for the California Community Colleges;

THEREFORE, BE IT RESOLVED that the Board of Trustees of the **Monterey Peninsula College** by passage of this Resolution, hereby expresses its intent to expedite approval of these degrees in order to have SB 1440 fully implemented in the **Monterey Peninsula College Community District** by Fall 2011.

Recommended By: Dr. Douglas Garrison, Superintendent/President

Prepared By: 
Carla Robinson, Executive Assistant to Superintendent/President and Governing Board

Agenda Approval: 
Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

April 26, 2010

New Business Agenda Item No. 1

Superintendent/President's
Office

Proposal:

The Governing Board must adopt a resolution calling for an election and forward it to the County Superintendent of Schools no later than July 8, 2011 (Statutory Deadline). The original resolution and statement of facts must be delivered to the County Superintendent of Schools no later than July 11, 2011, and a copy of the resolution and roster of incumbents delivered to the Monterey County Elections by July 11, 2011.

Background:

On March 28, 2011, a letter was received from Susan Orman, Program Manager, Candidates and Campaigns, Monterey County Elections, stating that it was time to adopt a resolution calling for the November 8, 2011 school board elections. Attached was: 1) "Roster of Incumbents" form to list Monterey Peninsula College's current Governing Board Members to include the date of expiration of their term of office (indicating full term or short term) and the Trustee/District area if applicable; and 2) an election calendar with important dates that may be of interest to potential candidates and the public.

Budgetary Implications:

The Monterey County Elections has estimated the cost of the election to be \$198,802.50.

RESOLUTION: BE IT RESOLVED, that the following resolution be adopted by the Governing Board:

**RESOLUTION ORDERING ELECTION,
REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION,
REQUESTING CONSOLIDATION OF THE ELECTION, AND
SPECIFICATIONS OF THE ELECTION ORDER**

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

WHEREAS, pursuant to Education Code Section 5322, whenever a school district election is ordered, the governing board of the district or the board or officer authorized to make such designations shall, concurrently with or after the order of election, but not less than 123 days prior to the date set for the election in the case of an election for governing board members, or at least 88 days prior to the date of the election in the case of an election on a measure, including a bond measure, by resolution delivered to the county superintendent of schools and the officer conducting the election specify the date of the election and the purpose of the election;

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

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

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

WHEREAS, pursuant to Education Code Section 5342 and Elections Code Section 10400, such election for school districts may be either completely or partially consolidated;

WHEREAS, various district, county, and statewide and other political subdivision elections have been or may be called to be held on November 8, 2011;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED THAT the Governing Board of Monterey Peninsula Community College District hereby orders an election to be called and consolidated with any and all elections also called to be held on November 8, 2011 insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the School District request to the Board of Supervisors of the County of Monterey to order such consolidation under Elections Code Section 10400; and

BE IT FURTHER RESOLVED AND ORDERED that said School Board hereby requests the Board of Supervisors to permit the Monterey County Elections Department to provide any and all services necessary for conducting the election; and

BE IT FURTHER RESOLVED AND ORDERED that pursuant to Education Code Section 5322, the authority for the specifications of the election order, the governing body of the Monterey Peninsula Community College District hereby orders an election to be held with the following specifications:

The election shall be held on Tuesday, November 8, 2011.

Check the following that apply:

X **BE IT FURTHER RESOLVED AND ORDERED** that the Monterey County Elections Department conduct the election for the following OFFICES on the November 8, 2011 ballot:

District/ Trustee Area	Name	Address	Term Expires
Trustee Area 3	R. Lynn Davis	3111 Patio Drive Pebble Beach 93953	November 2011
Trustee Area 4	Charles Page	5 La Pradera Carmel 93923	November 2011
Trustee Area 5	Loren Steck	27205 Meadows Road Carmel 93923	November 2011

No election will be held if there are an insufficient number of nominees.

The qualifications of a nominee of an elective officer of the school district are as follows (i.e. a registered voter in the district, trustee area, etc.):

(Candidate must be a registered voter and a resident of the Trustee area)

The Candidate's Statement of Qualifications shall be limited to (X) 200 words or () 400 words and will be paid for by the () District or (X) candidate.

Date of last map change: April 1, 2009. A current map showing the boundaries within the County of the school district and the divisions of the school district, if any, is attached.

BE IT FURTHER RESOLVED AND ORDERED that the Monterey County Elections Department is ordered that in the event of a tie vote, the candidate will be selected by (Education Code 5016(b)):

 Run-off Election

X By Lot

PASSED AND ADOPTED by the Monterey Peninsula Community College District, County of Monterey, State of California, this 26th day of April, 2011, by the following vote:


AYES: _____

NOES: _____

ABSTENTIONS: _____

ABSENT: _____

Recommended By: Dr. Douglas Garrison, Superintendent/President

Prepared By: 
Carla Robinson, Executive Assistant to Superintendent/President and Governing Board

Agenda Approval: 
Dr. Douglas Garrison, Superintendent/President

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

C. Elections

1200 Candidates' Statements of Qualifications

By policy of the Monterey Peninsula Community College District Governing Board, candidates filing for election to the Board shall comply with the following:

1. Each statement of qualifications shall be limited to 200 words or less, and shall conform to all of the requirements contained in Section 10012 of the Elections Code.
2. Each candidate for office shall be responsible for all costs associated with each statement of qualifications printed.

Candidates desiring to observe instruction may do so with advance approval of the instructor. If a candidate is invited to speak on campus, in the interests of fairness, all candidates shall be invited to speak..

Reference: Elections Code 10012

Adopted: April 13, 1988.

MPC Trustee Areas Exhibit A




AREA 2

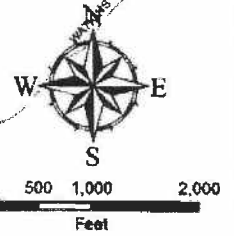
AREA 3

MARINA

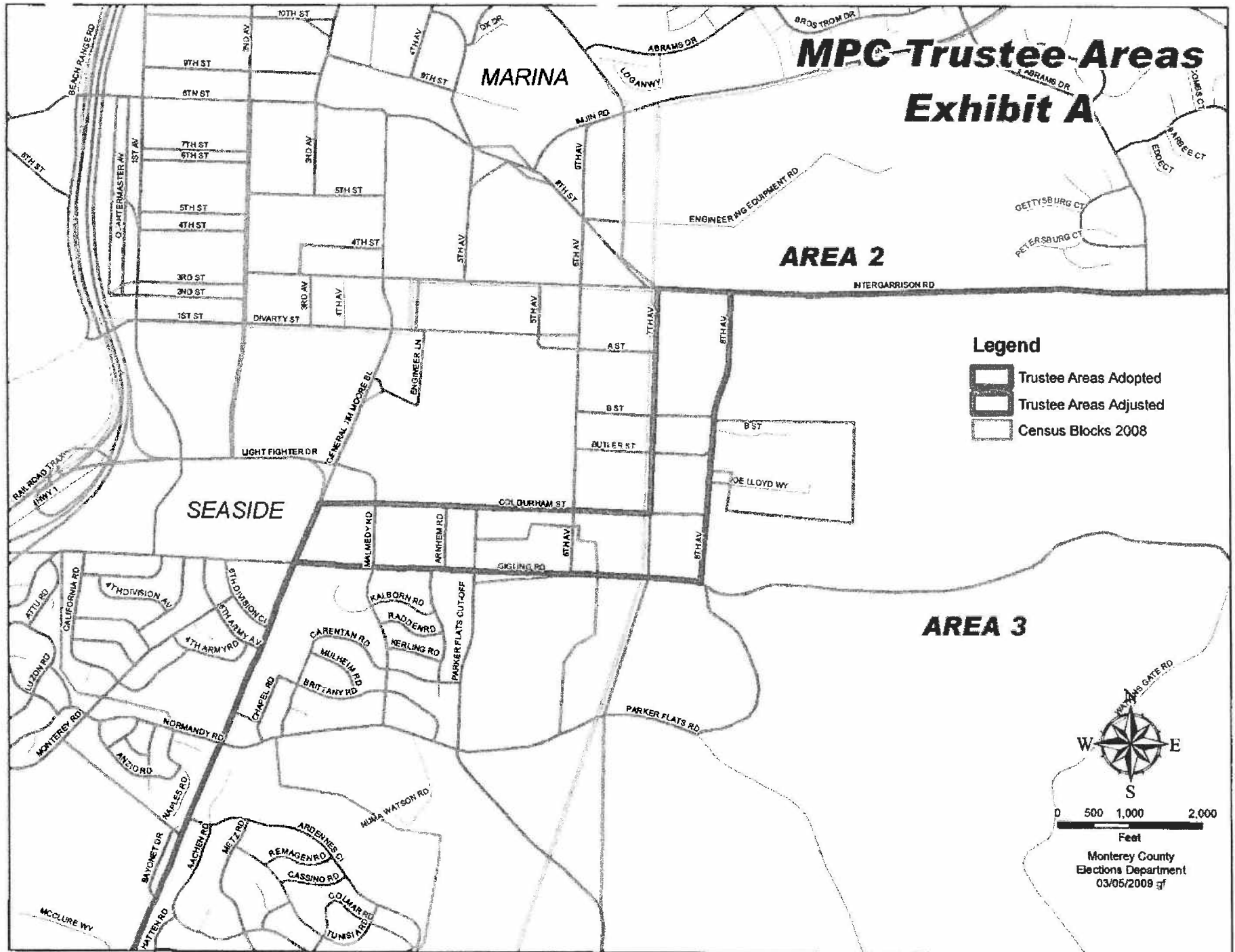
SEASIDE

Legend

-  Trustee Areas Adopted
-  Trustee Areas Adjusted
-  Census Blocks 2008



Monterey County
Elections Department
03/05/2009 gf



MPC Trustee Areas





Exhibit B

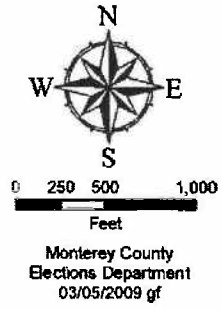
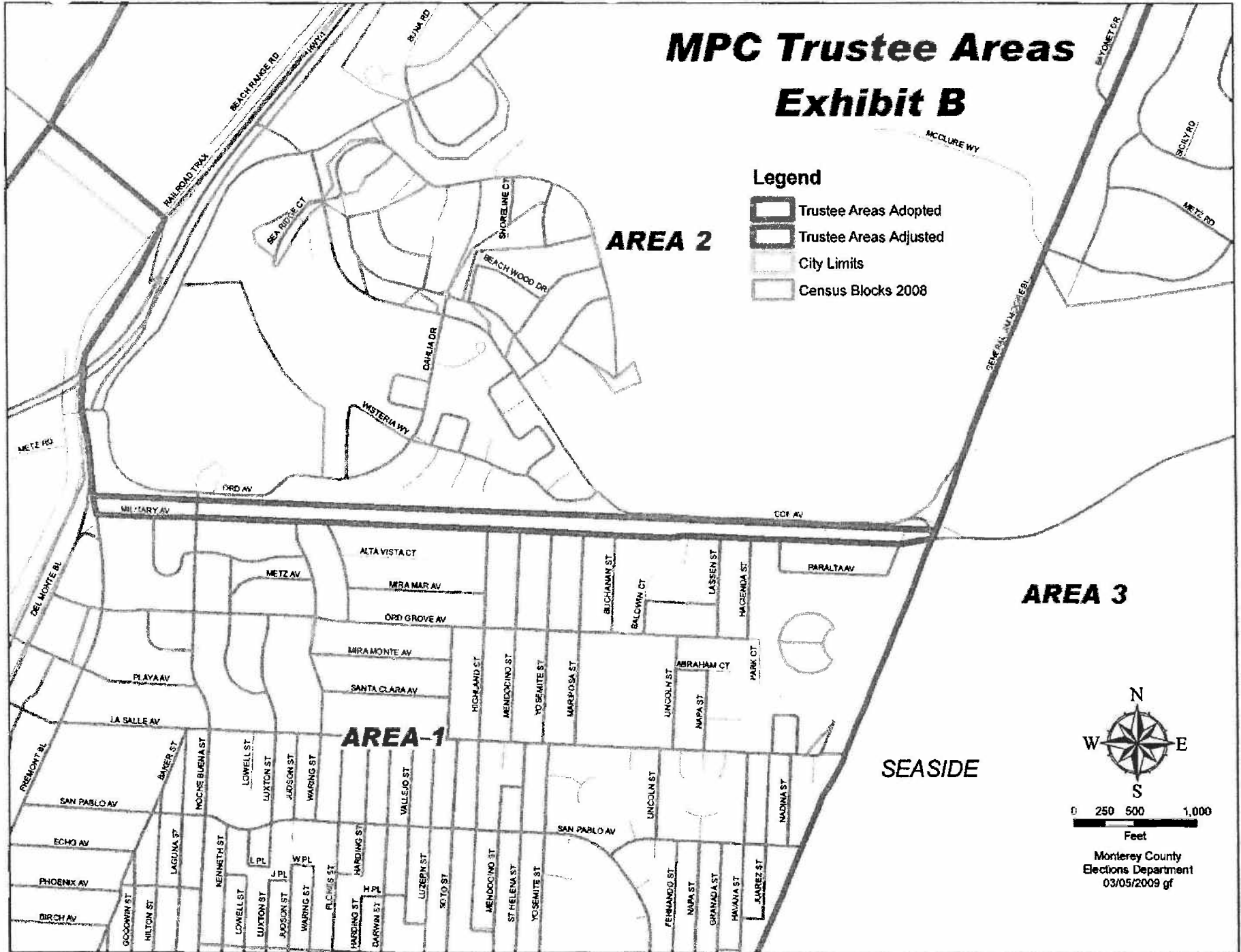
AREA 2

AREA 3

SEASIDE

Legend

-  Trustee Areas Adopted
-  Trustee Areas Adjusted
-  City Limits
-  Census Blocks 2008



0 250 500 1,000
Feet
Monterey County
Elections Department
03/05/2009 gr





MPC Trustee Areas Exhibit C

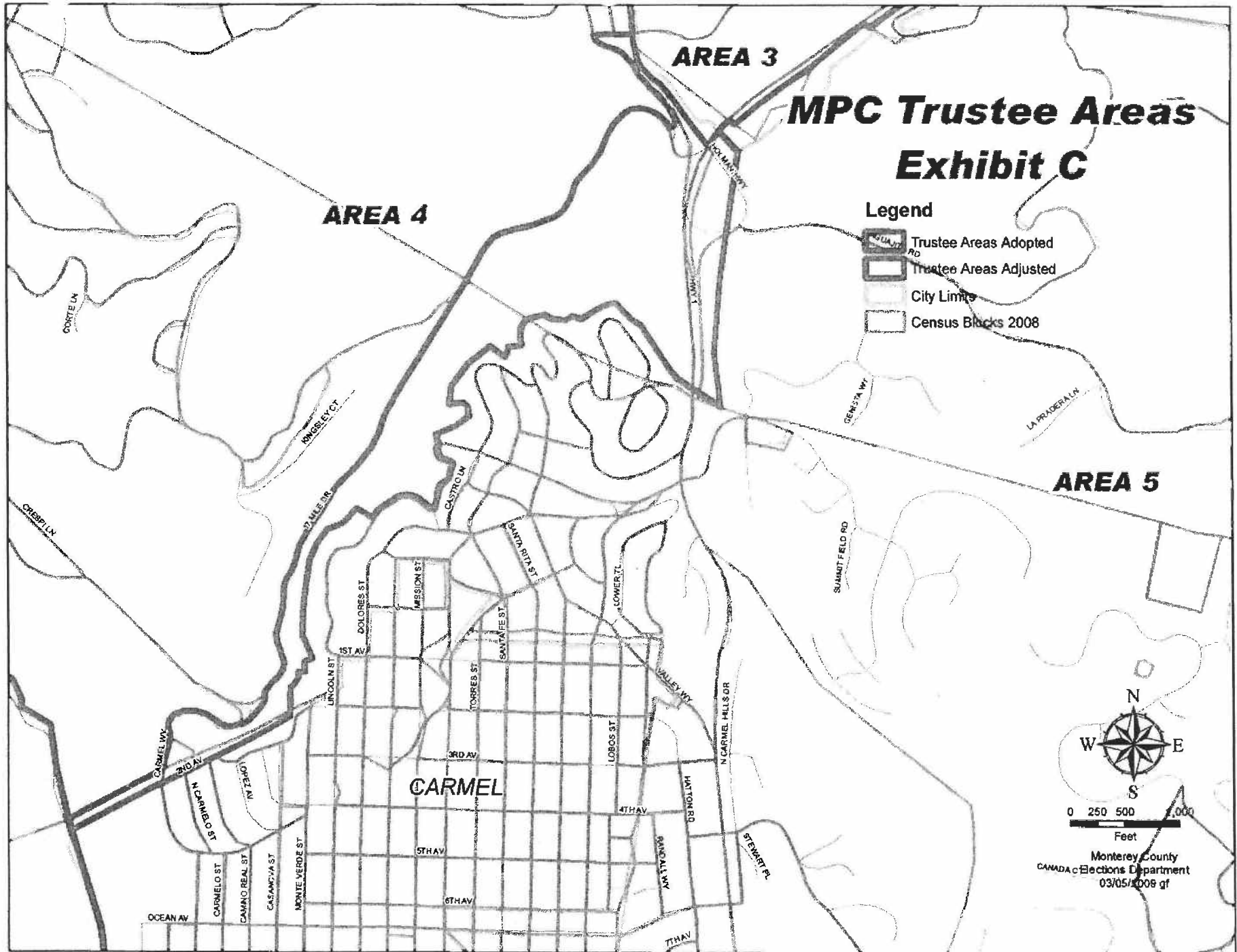
AREA 4

AREA 3

AREA 5

Legend

-  Trustee Areas Adopted
-  Trustee Areas Adjusted
-  City Limits
-  Census Blocks 2008



Compass rose showing North (N), South (S), East (E), and West (W).
Scale bar: 0 250 500 1,000 Feet
Monterey County
Elections Department
03/05/2008 gf

MPC Trustee Areas

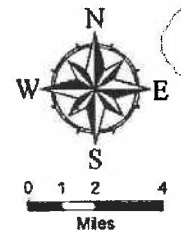
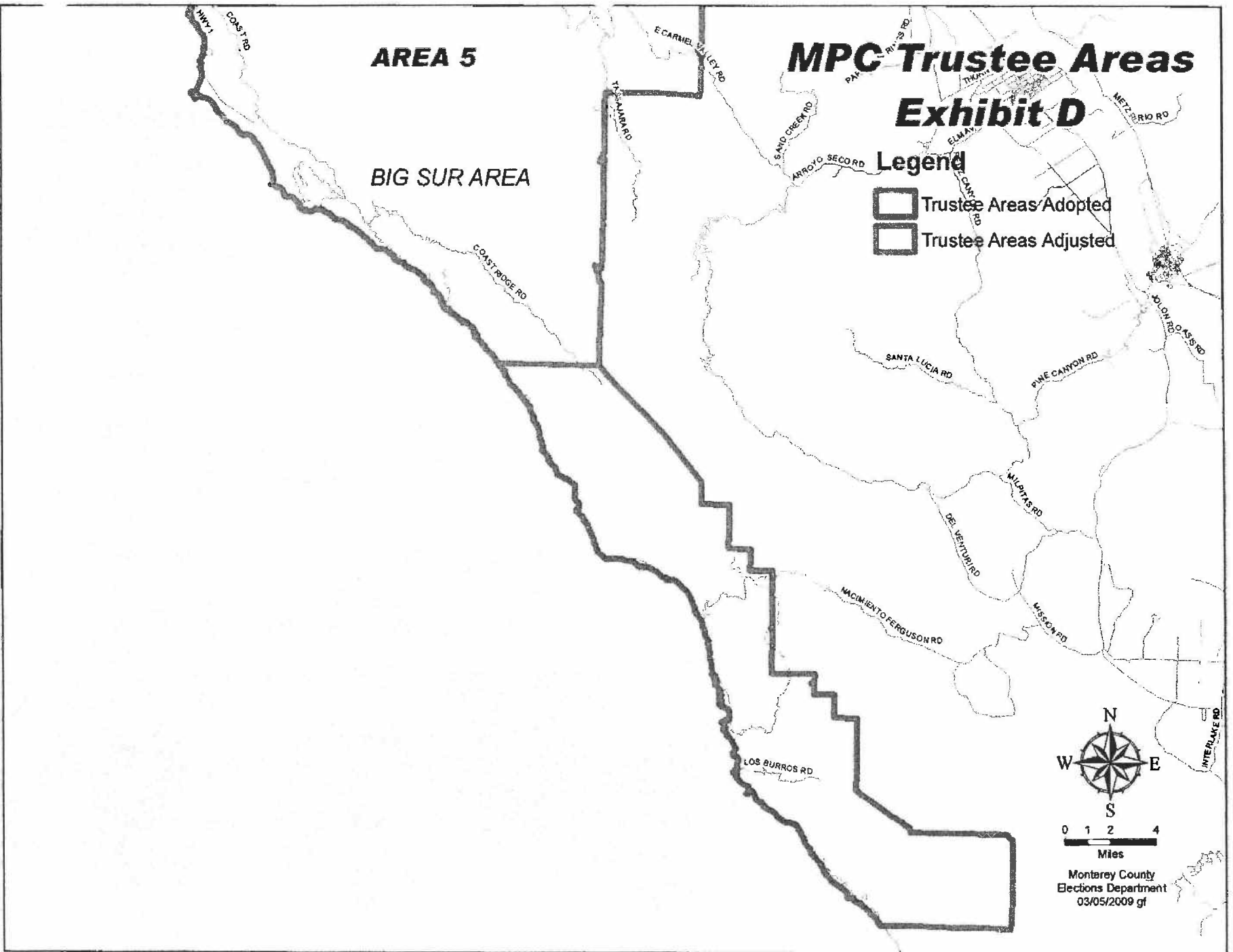
Exhibit D

AREA 5

BIG SUR AREA

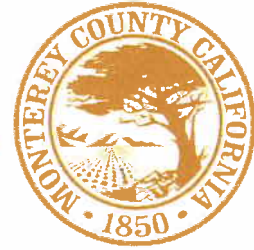
Legend

-  Trustee Areas Adopted
-  Trustee Areas Adjusted



Monterey County
Elections Department
03/05/2009 gf

MONTEREY COUNTY ELECTIONS



PO Box 4400
Salinas, CA 93912

1370-B South Main Street
Salinas, CA 93901

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

www.MontereyCountyElections.us

elections@co.monterey.ca.us

Linda Tulett
Registrar of Voters

Claudio Valenzuela
Assistant Registrar of Voters

Thursday, March 24, 2011

Monterey Peninsula Community College District

980 Fremont Street
Monterey, CA 93940

RE: TIME TO ADOPT RESOLUTIONS CALLING THE NOVEMBER 8, 2011 SCHOOL BOARD ELECTIONS

It is time to plan for the November 8, 2011 district elections in Monterey County. Enclosed are the following forms:

1. A blank "ROSTER OF INCUMBENTS" form for listing your current Governing Board Members to include the date of expiration of their term of office (indicating full term or short term) and Trustee/District area if applicable; and
2. An election calendar with information about important dates that may be of interest to potential candidates and the public. Feel free to copy the election calendar for distribution.

Your Board of Trustees must adopt their resolution calling the election and forward it to the County Superintendent of Schools no later than July 8, 2011 (Statutory Deadline). Please plan the transmittal of a copy of your resolution to our office no later than July 11, 2011. Please send the original resolution and statement of facts to the County Superintendent of Schools and forward a copy of the resolution and roster of incumbents to our office.

NOTE: Election Code 10522 requires districts to send us a map of the district and the boundaries of the divisions of the districts. This is especially important this years as we prepare for redistricting. Please provide us with a current map of your district even if your boundaries have not changed.

To help your district budget for this election we have estimated the cost to be: **\$198,802.50**
This is only an estimate; the actual cost may be more or less than what is quoted here.

Our records indicate the following board members are up for election in Monterey County this year:

R. LYNN DAVIS, TRUSTEE AREA 3
CHARLES PAGE, TRUSTEE AREA 4
LOREN STECK, TRUSTEE AREA 5

Susan Orman
Program Manager, Candidates and Campaigns

MONTEREY COUNTY ELECTIONS

November 8, 2011

SCHOOLS AND SPECIAL DISTRICTS ELECTION CALENDAR

# DAYS PRIOR	DATE	ACTION TAKEN
131	June 30, 2011	<p>Initiative Measure Qualification The last day for an initiative measure to qualify for the ballot. Cal. Const. Article II, §8(c); EC §9013 Also, the last day for the Legislature to adopt a constitutional amendment, bond measure or other legislative measure to appear on the ballot. EC §9040</p>
130	July 1, 2011	<p>Consolidation of School Elections By this date the County Superintendent of Schools shall notify the Governing Boards of all School Districts under his jurisdiction that a consolidated election is required to be held. Ed Code 5340, 5342</p>
127 113	July 4, 2011 July 18, 2011	<p>Cities Publish Election Notice. Between these dates, any city that is consolidating an election will publish a Notice of Election. EC §§12101, 12111</p>
125	July 6, 2011	<p>Special District Resolution Calling for Election Last date for a District Secretary to deliver the Notice of Election to ROV. ROV to have mailed packet of sample resolutions, etc. to Districts at least two months prior this date. The Notice is to contain elective offices to be filled, who is to pay cost of candidates' statements and word limitation plus current map or description of district boundaries. EC§10509, 10522, 10524</p>
123	July 8, 2011	<p>School Resolution to Superintendent By this date the School District Governing Boards shall have adopted their resolutions designating the election particulars and have delivered same to the County Superintendent having jurisdiction. Ed Code 5322 Statutory deadline for schools.</p>
120	July 11, 2011	<p>County Superintendent to Call Election Only the County Superintendent may formally call a regular school district election and must do so by this date delivering the resolution to ROV regardless of whether or not he has received all resolutions from the schools under his jurisdiction. Ed Code 5324, 5325</p>
120 90	July 11, 2011 August 10, 2011	<p>Notice of Election Between these dates, the County shall Publish Notice of Election (date of election, offices to be filled, where nomination papers are available, and deadline for filing required forms). Notice of central counting place may be combined. EC §§12109, 12112; GC §6061; Ed.C §5363</p>
114	July 17, 2011	<p>City Vacancy Last day for the remaining Council to an call election to fill a vacancy. Clerk shall immediately publish notice of election. EC §§12101-02; GC §36512</p>
113 88	July 18, 2011 August 12, 2011	<p>Declarations of Candidacy/Nomination Papers - Between these dates, eligible candidates for all offices may obtain and file required nomination forms, submit statement and payment. EC §§13, 100, 104, 333, 8020, 8024, 8028, 8040, 8041, 8061, 8067, 10220, 10224-10227, 10407, 10510-10516, 10602, 10705, 13107, 13307-13308, Code of Civil Procedure Section 2015.5, Govt Code 87200-87201</p>
	August 1, 2011*	<p>Semi-Annual Campaign Statement Semi-Annual Campaign and Supplemental Independent Expenditure Statements due GC §§84200.4(a), 84203.5</p>

# DAYS PRIOR	DATE	ACTION TAKEN
88	August 12, 2011	<p>Candidate filing period closes. Last day for candidate whose filing period ends this day to withdraw declaration/nomination papers from the election. EC §§10224, 10510, 10603(b)</p> <p>Last day to Submit Resolutions of Consolidation Final deadline for the governing body of a district, city, school or other political subdivision which requests consolidation of a local election for candidates or measures to file the request with the county Elections Department. EC 10401, 10402</p>
88 78	August 12, 2011 August 22, 2011	<p>Public Examination Period 10-calendar day examination period begins at 5:00 p.m for documents filed as of the 88th day prior to the election. Between these dates, any registered voter of the election jurisdiction, or the elections official, may seek a writ of mandate or injunction requiring any or all of the materials to be amended or deleted. The request shall be filed no later than the end of the 10-calendar-day public examination period. Includes resolutions, ordinances, impartial analyses, tax rate statements, declarations, and candidate statements. EC §§9190, 9295, 9380, 9509, 13313</p>
87 83	August 13, 2011 August 17, 2011	<p>Extended Candidate Filing Period for Declarations of Candidacy/Nomination Papers. If an <u>eligible</u> Incumbent does not file or fails to qualify by 5:00 p.m. candidates other than the Incumbent may obtain and file all required nomination forms. EC §§ 8022(b), 8024</p>
85	August 15, 2011	<p>Withdrawal of Candidate Statement Last day for a candidate who's filing period ended on the 88th day to withdraw candidate statement. EC §13307(a)(3)</p>
83	August 17, 2011	<p>Withdrawal of a Ballot Measure Last day for local jurisdiction to amend or withdraw ballot measure. EC §§9604-05</p> <p>Extended candidate filing period closes (non-incumbents only). Last day for candidate who filed during extended period to withdraw declaration/nomination papers from election. EC §§8022(b), 8024</p>
82	August 18, 2011	<p>Random Alpha Drawing To determine order of names on ballot and measure letter assignment. EC §§13111, 13112, 13116</p> <p>Last day for a candidate who's filing period ended on the 83rd day to withdraw candidate statement. EC §13307(a)(3)</p>
81	August 19, 2011	<p>Last Day to file Measure Arguments Last day to file Primary Arguments in favor of or against local ballot measures EC §§9162-9164, 9281-9283, 9286, 9315-9316, 9501-9502, 9600-9601</p> <p>(City Vacancy) Last day for city to file certified list of candidates, includes names and ballot designations, with the county elections office. EC §10403</p>

# DAYS PRIOR	DATE	ACTION TAKEN
81 71	August 19, 2011 August 29, 2011	Public Review Period for Measure Arguments 10-calendar day review period - begins at 5:00 p.m. for primary arguments in favor of or against local ballot measures. Between these dates, any registered voter of the election jurisdiction, or the elections official, may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the 10-calendar-day public examination period. EC §§9190, 9295, 9380, 9509
78	August 22, 2011	Public Review Period Ends 10-calendar day public review period ends at 5:00 p.m. for all public documents filed as of the 88th day prior to the scheduled election. Includes resolutions, ordinances, tax rate statements, declarations, and candidate statements. EC §§9190, 9295, 9380, 9509, 13313
71	August 29, 2011	Last Day to File Rebuttal Arguments Last day to file Rebuttal Arguments in favor of or against local ballot measures. Impartial Analysis regarding local ballot measures due. EC §§9160, 9280, 9313, 9314, 9500, 9163-9164, 9167, 9281-9286, 9316-9317, 9502, 9504, 9600-9601
		Public Review Period Ends 10-calendar day public review period ends at 5:00 p.m. for primary arguments in favor of or against local ballot measures. EC §§9190, 9295, 9380, 9509
71 61	August 29, 2011 September 8, 2011	Public Review Period for Rebuttal Arguments 10-calendar day review period - begins at 5:00 p.m. for rebuttal arguments in favor of or against local ballot measures. Between these dates, any registered voter of the election jurisdiction, or the elections official, may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the 10-calendar-day public examination period. EC §§ 9190, 9295, 9380, 9509
61	September 8, 2011	Public Review Period Ends for Measure Arguments 10-calendar day public review period ends at 5:00 p.m. for primary arguments in favor of or against local ballot measures, impartial analysis. EC §§ 9190, 9295, 9380, 9509
60 7	September 9, 2011 November 1, 2011	Registered Overseas Voter Federal Election - Between these dates, a Registered Overseas Voter may apply for a Special Vote by Mail (Absentee) Ballot. EC §§3302, 3304, 3306
57 14	September 12, 2011 October 25, 2011	Statements of Write-in Candidacy Between these dates, any qualified person may obtain and file nomination forms to be a Write-In candidate for public office. Filing fee is not required. EC §§8600-8605
40 10	September 29, 2011 October 29, 2011	Counties may begin to mail County Voter Information Pamphlet Mail pamphlets to voters which provides for local issues and polling place notification. EC §§9094(c), 13303-13304
40	September 29, 2011	First Pre-Election Statement Due Last day to file campaign statements for candidates and committees participating in the Election. GC §§84200 4(b), 84203.5
29 7	October 10, 2011 November 1, 2011	Vote by Mail Ballots Between these dates, any registered voter may obtain a Vote by Mail Ballot EC §3001

# DAYS PRIOR	DATE	ACTION TAKEN
16 1	October 23, 2011 November 7, 2011	Late Contribution/Independent Expenditure Report During this time late contribution/independent expenditure reports must be filed by FAX, telegram, mailgram, guaranteed overnight mail or deliver in person. GC §§84203, 84204 24-Hour Statement of Organization Filing Requirement – Recipient Committees & Slate Mailer Organizations. During the 16 days immediately preceding an election, any person or entity that qualifies as a recipient committee or slate mailer organization must file a Form 410 within 24 hours by telegram or personal delivery. GC §§84101, 84108
15	October 24, 2011	Voter Registration Closes. EC §§ 2102, 2107
14 7	October 25, 2011 November 1, 2011	New Citizens Registration Period A new citizen registering to vote after the close of registration shall provide the county elections official with proof of citizenship prior to voting, and shall declare they have established residency in California. New citizens vote a regular ballot. EC §§331, 3500, 3501
12	October 27, 2011	Second Pre-Election Statement Due Last day to file campaign statements for candidates and committees participating in the Election. GC §§84200.4(b), 84203.5
10	October 29, 2011	The last day for county elections to mail Voter Information Pamphlets EC §9094(c)
7	November 1, 2011	Notice of polling places . Last day for County to publish polling a list of polling places and poll workers on their web site. EC §§12105, 12106
0	November 8, 2011	Election Day EC §§1000, 1001, 1100, 1200, 14212 Polls open at 7 a.m. and close at 8 p.m. Last day for county elections office to receive Vote by Mail Ballots either by mail or in person. Post mark does not count. Ballots must be turned in by 8:00 p.m. to the county where the voter is registered. EC §§3017, 3020, 3311
(+2) (+13)	November 10, 2011 November 21, 2011	Official Canvass - The official canvass of precinct returns is to be completed during this time. EC §§15300 - 15304, 15320, 15340 - 15342, 15360, 15360
	November 21, 2011	Last day for County to certify election results EC §15372

Footnotes

EC: California Elections Code Book

GC: California Government Code Book

EdC.: California Education Code Book

* the deadline falls on a weekend or holiday and has been moved to the next business day.

All above California Code Books may be referenced online at: www.leginfo.ca.gov/calaw.html

Monterey Peninsula Community College District

Governing Board Agenda

April 26, 2011

President's Office
College Area

New Business Agenda Item No. J

Proposal:

That the Governing Board consider the allocation for 2011-2012 to support Community Human Services.

Background:

For the past several years the district has authorized an annual allocation to support the work of this Joint Powers Agency. For 2010-11, Community Human Services (CHS) requested financial support of \$3,469 and the Governing Board adopted an allocation of \$3,500. For 2011-2012, CHS is requesting support at \$3,600.

Due to potential state budget reductions to district apportionment estimated at between \$1.9 and \$5.4 million for 2011-2012, college department budget managers were requested to reduce their supply, services, and equipment budget requests by 15% for next year. A 15% reduction to the CHS allocation would be \$525, for an allocation of \$2,975. Given the District's budget development parameters for 2011-2012 and the requested increase by CHS, it is recommended the amount of the allocation be discussed and determined by the Board at the meeting.

Budgetary Implications:

The allocation will be budgeted in the district's Final Budget for fiscal year 2011-2012.


RESOLUTION: BE IT RESOLVED, That the 2011-2012 allocation of \$_____ to Community Human Services, be approved.

Recommended By:



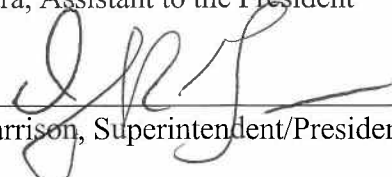
Douglas R. Garrison, Superintendent/President

Prepared By:



Vicki Nakamura, Assistant to the President

Agenda Approval:



Douglas R. Garrison, Superintendent/President

www.chservices.org
831.658.3811 phone
831.658.3815 fax

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



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

March 31, 2011

Dr. Lynn Davis, Chair & MPC Board Members
Monterey Peninsula College
980 Fremont Street
Monterey, CA 93940

RE: JPA ALLOCATION FY 2011/12

Dear Mr. Davis & School Board Members,

The Community Human Services board of directors approved the annual JPA allocation requests at its regular meeting on March 17, 2011.

Community Human Services understands the economic challenges faced by our JPA members, and yet we, too, share the same challenges. Therefore, the allocation request for fiscal year 2011/12 is a slight increase over our request last year, based on the consumer price index of 1.1%. For Monterey Peninsula College, the specific request is \$3,600.

Last year, Community Human Services provided 108,857 units of services to a total of 2,862 people, including **48 from Monterey Peninsula College**. (A unit of service is variously defined as a 24-hour day of treatment, one hour of face to face counseling, one dose of medication, etc.) **The value of services rendered to students and families of Monterey Peninsula College is estimated to be \$64,368.**

The Community Human Services JPA is an effective public-private partnership that ensures a safety net of services for the neediest families in our community. Your ongoing support of the JPA is important and appreciated.

I am available to give a brief presentation about the Community Human Services JPA to your council at an upcoming meeting. Please feel free to contact me at 658-3811.

Sincerely,

Robin McCrae
Executive Director

cc: **Douglas Garrison, Ed.D, President**
Loren Steck, CHS Board Representative
Dr. Margaret-Anne Coppernoll, CHS Board Alternate



Monterey Peninsula Community College District

Governing Board Agenda

April 26, 2011

New Business Agenda Item No. K

Human Resources
College Area

Proposal:

That the Governing Board approve the resolution recognizing the contributions of the Classified Employees and declare May 15–21, 2011, as Classified School Employee Week.

Background:

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

Budgetary Implications: None.

RESOLUTION: BE IT RESOLVED that the Governing Board adopt the following resolution recognizing the contributions of the Classified Employees of Monterey Peninsula College and designating May 15-21, 2011 as Classified School Employee Week.

MONTEREY PENINSULA COLLEGE DISTRICT Classified School Employee Week

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

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

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

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

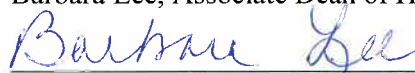
THEREFORE, BE IT RESOLVED, that the Monterey Peninsula Community College District hereby recognizes and wishes to honor the contributions of the Classified professionals to the quality education of the students at Monterey Peninsula College and declares the week of May 15-21, 2011, as Classified School Employee Week in the Monterey Peninsula Community College District.

Recommended By:



Barbara Lee, Associate Dean of Human Resources

Prepared By:



Barbara Lee, Associate Dean of Human Resources

Agenda Approval:



Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

April 26, 2011

New Business Agenda Item No. L

Human Resources
College Area

Proposal:

That the Governing Board ratify the agreement between MPCEA and the District that establishes a retirement incentive for eligible employees.

Background:

In response to the current budget situation and to create possible budget savings, an incentive to encourage eligible Classified members to retire was agreed to between the Monterey Peninsula Classified Employees Association and the District. The incentive will be offered to current full-time MPCEA covered employees age 65 or older and specifies that the retirement date must occur before June 30, 2011. The amount of the incentive to be offered is equal to the approximate cost of purchasing one year of permissive service credit with CalPERS (approximately \$10,000-\$14,500) for each eligible employee. Employees may elect to receive the payout through payroll as a lump sum within 30 days of termination or in annual installments over 1 to 5 years, made payable on the 1st week of January each year. Notification of resignation is required by May 8, 2011. This agreement was ratified by MPCEA members on April 8, 2011 by a vote of 32-2.

Budgetary Implications:

Savings depend on the number of employees who participate and the number of positions replaced. Savings can range from \$2,229 to \$434,621.

RESOLUTION: BE IT RESOLVED, that Board of Trustees ratify the attached Retirement Incentive Side Letter of Agreement between MPCEA and the District.

Recommended By:



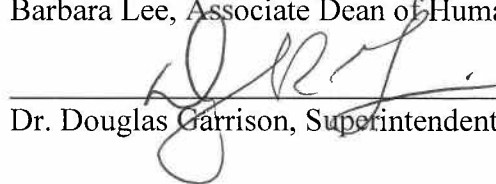
Stephen Ma, Vice President for Administrative Services

Prepared By:



Barbara Lee, Associate Dean of Human Resources

Agenda Approval:



Dr. Douglas Garrison, Superintendent/President

SIDE LETTER OF AGREEMENT

Between

Monterey Peninsula Community College District
and
Monterey Peninsula College Employees Association (MPCEA)

RETIREMENT INCENTIVE

As an incentive for MPCEA employees to retire and provide a significant budget savings for the District, the parties understand and mutually agree that a retirement incentive shall be offered to classified members, subject to the following conditions:

1. **Eligibility:** All current full-time MPCEA employees age 65 or older on the date of resignation.
2. **Terms:** The effective date of resignation for purpose of retirement must be no later than June 30, 2011.
3. **Incentive:** A District paid sum equal to the approximate cost of purchasing one year of permissive service credit with CalPERS (approximately \$10,000 - \$14,500) for each employee who meets the eligibility criteria.
4. **Payment:** The employee may choose the payment as a single lump sum payable within 30 days from the effective date of termination or in annual installments paid over 1 to 5 years payable in the 1st week of January each year. The payment(s) shall be processed through payroll.
5. **Enrollment Period:** Eligible employees must provide the Superintendent/- President a letter of resignation on or before May 8, 2011 (date certain – 30 days from date this offer is finalized with MPCEA.)
6. **One-time Only:** This is a one-time offer in response to the current budget situation, and there is no expectation that it will be repeated in subsequent years.

For MPCEA:

[Signature]
[Signature]
Ken Holback
[Signature]

For MPC:

Barbara Lee
[Signature]

Date: 3/23/11

Date: 3/23/11

Monterey Peninsula Community College District

Governing Board Agenda

April 26, 2011

New Business Agenda Item No. M

Human Resources
College Area

Proposal:

That the Governing Board ratify the agreement between MPCTA and the District that establishes retirement incentives for eligible employees.

Background:

In response to the current budget situation and to create possible budget savings, incentives to encourage eligible faculty to retire or take reduced service was agreed to between the Monterey Peninsula College Teachers' Employees Association and the District. Incentives range from a cash payment of \$35,000 to those age 65 and older to an extension of the date to request a reduced service partial retirement plan. A minimum of seven full-time equivalent employees must submit letters of retirement by the applicable deadlines before the incentives will be implemented. The key provisions of the incentives are as follows:

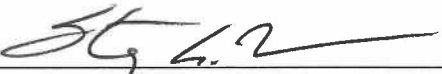
- \$35,000 cash incentive to those age 65 or older. Notification of retirement must occur no later than May 10, 2011 with retirement between June 5 and August 17, 2011.
- Cash incentive equal to the cost of purchasing one year of service credit with CalSTRS to those age 60 through 64. Notification of retirement must occur no later than May 10, 2011 with retirement between June 5 and August 17, 2011.
- Cash incentive equal to the cost of purchasing one year of service credit with CalSTRS to those age 57 through 59. Notification of retirement must occur no later than June 30, 2011 with retirement between June 5 and August 17, 2011.
- Employment beyond early retirement (EBER). Notification must be no later than May 10 or June 30 as applicable to the above cash incentives.
- Guarantee of part-time employment. Applies to those who qualify for the cash incentives above who are not eligible for EBER and guarantees employment as an adjunct faculty member at a 20% full-time equivalent assignment for the 2011-2012 year only.
- Reduced service partial retirement plan. Extends the deadline for application to June 30, 2011, removes the option of returning to full-time status after the first year, and caps the overall reduced service period at three years.

MPCTA has determined that a vote of their membership is not required to approve this agreement.


Budgetary Implications:

Savings depend on the number of employees who participate and the number of positions replaced. Estimated minimum savings are \$121,945.

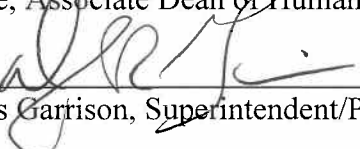
RESOLUTION: BE IT RESOLVED, that the Board of Trustees ratify the attached Memorandum of Understanding regarding retirement incentives between MPCTA and the District.

Recommended By: 

Stephen Ma, Vice President for Administrative Services

Prepared By: 

Barbara Lee, Associate Dean of Human Resources

Agenda Approval: 

Dr. Douglas Garrison, Superintendent/President

MEMORANDUM OF UNDERSTANDING

Between

Monterey Peninsula Community College District (District)

and

Monterey Peninsula College Teacher's Association (MPCTA)/CTA/NEA (MPCTA)

As part of MPCTA's share of the budget solution for 2011/12, MPCTA and MPC mutually agree to offer the following options to MPCTA employees to provide budget savings.

I. CASH RETIREMENT INCENTIVES

In order to ensure savings are generated through the implementation of the incentives, all of the following apply:

- A minimum of seven (7) full-time equivalent employees must submit letters of resignation for the purpose of retirement by the deadline(s) stipulated.
- Resignations submitted after April 1, 2011 shall not be accepted by the Superintendent/President until the required number of retirement letters is received by the deadline(s).
- Resignations received after April 1, 2011 shall be deemed void if the required number of resignations is not received by the deadline(s).

a. Age 65 or older

1. **Eligibility:** All current full-time MPCTA employees age 65 or older on the date of resignation.
2. **Terms:** The effective date of resignation for purpose of retirement must be no earlier than June 5, 2011 and no later than August 17, 2011.
3. **Incentive:** A District paid sum equal to \$35,000.
4. **Payment:** The employee may choose the payment as a single lump sum payable 30 days after the effective date of termination or in annual installments paid over 1 to 5 years payable in the 1st week of January each year. The payment(s) shall be processed through payroll. Parties agree District is not responsible for any adverse tax ramifications retiree may incur as a result of accepting such payment(s).
5. **Enrollment Period:** Eligible employees must provide the Superintendent/President a letter of resignation on or before May 10, 2011.

6. **One-time Only:** This is a one-time offer in response to the current budget situation, and there is no expectation that it will be repeated in subsequent years.

b. Age 60 through age 64

1. **Eligibility:** All current full-time MPCTA employees age 60 through age 64 on the date of resignation.
2. **Terms:** The effective date of resignation for purpose of retirement must be no earlier than June 5, 2011 and no later than August 17, 2011.
3. **Incentive:** A District paid sum equal to the cost of purchasing one year of permissive service credit with CalSTRS, as determined by the District, for each employee requesting this incentive. Retiree may use District provided incentive in any manner they so desire. Parties acknowledge and agree that the District cannot guarantee and is not responsible for any STRS actions regarding service credit purchases.
4. **Payment:** The employee may choose the payment as a single lump sum payable 30 days after the effective date of termination or in annual installments paid over 1 to 5 years payable in the 1st week of January each year. The payment(s) shall be processed through payroll. Parties agree District is not responsible for any adverse tax ramifications retiree may incur as a result of accepting such payment(s).
5. **Enrollment Period:** Eligible employees must provide the Superintendent/President a letter of resignation on or before May 10, 2011.
6. **One-time Only:** This is a one-time offer in response to the current budget situation, and there is no expectation that it will be repeated in subsequent years.

c. Age 57 through age 59

1. **Eligibility:** All current full-time MPCTA employees age 57 through age 59 on the date of resignation.
2. **Terms:** The effective date of resignation for purpose of retirement must be no earlier than June 5, 2011 and no later than August 17, 2011.
3. **Incentive:** A District paid sum equal to the cost of purchasing one year of permissive service credit with CalSTRS, as determined by the District, for each employee requesting this incentive. Retiree may use District provided incentive in any manner they so desire. Parties acknowledge and agree that the District cannot guarantee and is not responsible for any STRS actions regarding service credit purchases.
4. **Payment:** The employee may choose the payment as a single lump sum payable 30 days after the effective date of termination or in annual installments paid over 1 to 5 years payable in the 1st week of January each year. The payment(s) shall be processed through payroll. Parties agree District is not responsible for any adverse tax ramifications retiree may incur as a result of accepting such payment(s).
5. **Enrollment Period:** Eligible employees must provide the Superintendent/President a letter of resignation on or before June 30, 2011.

6. **One-time Only:** This is a one-time offer in response to the current budget situation, and there is no expectation that it will be repeated in subsequent years.

II. Employment Beyond Early Retirement (EBER)

1. **Eligibility:** Any retirees who meet the requirements of Article 18.3. Retirees who accept one of the cash incentives above may also participate in the EBER program, if eligible.
2. **Incentive:** The terms of Article 18.3.3 shall be offered as described (maximum of 4 years to age 63), with the exception of the notification of retirement deadline, thereby extending to new retirees the opportunity to take advantage of the EBER program.
3. **Terms:** The effective date of resignation for purpose of retirement must be no earlier than June 5, 2011 and no later than August 17, 2011.
4. **Enrollment Period:**
 - a. Eligible employees age 60 or older on date of retirement must submit a written resignation for the purposes of retirement to the District no later than May 10, 2011 and indicate their desire to participate in the EBER program.
 - b. Eligible employees age 57 through age 59 on date of retirement must submit a written resignation for the purposes of retirement to the District no later than June 30, 2011 and indicate their desire to participate in the EBER program.
5. **One-time Only:** This is a one-time offer in response to the current budget situation, and there is no expectation that it will be repeated in subsequent years.
6. **STRS Implications:** Per CalSTRS law, retirees under the age of 60 who work in a STRS position forfeit retirement earnings for a period of six (6) months or until age 60. Therefore, those employees who are affected by this law will be assigned the entirety of their first year EBER employment in spring semester. In order to avoid negative STRS consequences, these employees should retire no later than July 15, 2011.
7. **Impact:** MPCTA acknowledges that implementation of this incentive may result in displacement of adjunct faculty members.
8. **Grievance:** Implementation of this offer is not subject to the grievance process.
9. **Applicable Article 18 Sections, with changes noted:**

18.1.1 Employment Beyond Early Retirement (EBER)

Employment will be guaranteed for a maximum of four (4) years to age 63 at the rate of \$6900 per year for unit members retiring at the end of the academic year. Unit members must submit a written resignation for the purposes of retirement to the District no later than ~~October~~ May 10, 2011 or June 30, 2011 as noted in 4a and 4b above. ~~of that academic year.~~

All other provisions of Section 18.3.3 that conform with these limits also apply. If, at the district's discretion, the EBER participant is employed for additional years, to age 65, the employee will continue to be paid at the EBER compensation rate for those years.

Compensation is determined by dividing the employee's final annual contract compensation figure* by 5 or 7 (duty day hourly requirement, instructional or non-instructional) times 175.5 (annual duty days requirement). This calculation results in an hourly rate for the employee

which is fixed throughout his/her EBER participation, COLA's and other salary increases do not apply to this rate.

*Extra compensation for overload or anything else not specified in the annual letter of notification is not included in this figure.

$$\text{Eber hourly rate} = \frac{\text{final contractual salary}}{5 \text{ (or 7)} \times 175.5}$$

For example, if an employee's final contractual salary is \$50,000.00, when divided by 5 (hours per day) times 175.5 (days per year), the resulting hourly rate is \$56.98. When divided by 7 times 175.5, the non-instructional rate is \$40.70.

Once the \$6,900 limit in earnings is reached, the salary reverts to the appropriate hourly schedule.

An EBER participant may shift between, or be compensated via a combination of, his/her instructional and non-instructional rates.

A reasonable offer is any offer presented by the appropriate Vice President or designee. The offer will be within the professional competence, credential or College experience of the retiree as determined by the District. Unless previously agreed to, the offer will not be a "classified" position. The scheduled hours will be in keeping with the instructional program at MPC and will not be split between the traditional time blocks of day and evening. The offer shall normally be within the Fall and Spring semesters but may, if the retiree agrees, also include Summer and Winter sessions.

18.1.1.1 Procedure for Assignment

No later than ~~November 1~~ *June 1, 2011 or July 15, 2011 (corresponding to 4a [May 10, 2011] and 4b [June 30, 2011] above).* The Office of Human Resources will send a letter to new and continuing EBER participants asking:

- 1) whether he/she wants to participate in the EBER program for the following academic year and indicating that failure to do so for continuing EBER participants will mean forfeiture of future rights as stipulated in 18.3.3 above (new retirees may begin their EBER participation either the first or second year following retirement); and
- 2) for their preferences for teaching and/or other duty, and for the semester(s) desired for that duty.

EBER participants will be given two (2) weeks to respond, unless extenuating circumstances do not allow such a response.

18.1.1.2 Upon receipt of a positive reply, the dean will meet with the division chair to formulate an assignment.

18.1.1.3 As soon as possible, ~~but no later than two weeks prior to the course schedule deadline for the Fall semester~~, an offer will be sent to the retiree who will respond within one week about accepting the offer.

18.1.1.4 **Termination Date for Eligibility**

- 1) If the assignment is teaching, the retiree's eligibility terminates at the end of the teaching session during which the retiree reaches age 63.
- 2) If the assignment is non-teaching, the retiree's eligibility terminates upon the date the retiree reaches age 63.
- 3) In either situation, the District has sole discretion on whether to make an employment offer that extends employment beyond the 63rd birthday.

18.1.1.5 **Buyout Provision**

The District may buyout existing EBER agreements at 30% of the remaining value of the entire EBER amount, if mutually agreeable to the District and EBER participant.

18.2 **Payment for Other Services**

In accordance with the appropriate hourly schedule, qualified retirees may be employed by the Governing Board.

III. **Guarantee of Part-time Employment**

1. **Incentive:** Retirees who do not meet the eligibility criteria for the EBER program will be guaranteed employment as an adjunct employee at their appropriate adjunct rate for the 2011/12 academic year only. The guaranteed assignment shall be 20% of a full-time assignment and will be assigned during the regular fall and/or spring semesters. (Nothing in this agreement precludes the District from offering retirees additional assignments.)
2. **Eligibility:** All current full-time MPCTA employees who are eligible to retire in STRS or PERS, and are not eligible for the EBER program. Retirees who accept one of the cash incentives above may also participate in the guaranteed part-time employment program.
3. **Terms:** The effective date of resignation for purpose of retirement must be no earlier than June 5, 2011 and no later than August 17, 2011.
4. **Enrollment Period:** Eligible employees must submit a written resignation for the purposes of retirement to the District no later than May 10, 2011 and indicate their desire to participate in the guaranteed adjunct employment program for the 2011/12 year.
5. **One-time Only:** This is a one-time offer in response to the current budget situation, and there is no expectation that it will be repeated in subsequent years.
6. **Implementation:** Choice and scheduling of assignments is at the sole discretion of the District.
7. **Impact:** MPCTA acknowledges that implementation of this incentive may result in displacement of adjunct faculty members.
8. **Grievance:** Implementation of this offer is not subject to the grievance process.

IV. **Reduced Service Partial Retirement Plan (Article 19)**

1. **Incentive:** The terms of Article 19 shall be offered as described in the MPCTA/MPC Agreement with the following exceptions:
 - a. **Time of Application (19.4.1):** Eligible employees must submit an application to the Superintendent/President no later than June 30, 2011.
 - b. **First-Year Option (19.4.2):** The option for returning to full-time employment after the first year is not an option and will not be approved by the District.
 - c. **Number of Years of Applicability (19.7.6.1 and 19.7.6.2):** Part-time service is limited to a period not to exceed three (3) years and no employee shall participate after reaching the age of sixty-five (65).
 - d. **End of Reduced Service Period (19.9):** At the end of the three year period of reduced service, the employee shall retire unless the District requests the employee to consider continued employment.
2. **Approval/Denial of Reduced Service:** The District may delay the approval/denial of applications for reduced service until the budget situation is fully known. Per Article 19.2, the District may deny granting a reduced workload.
3. **One-time Only:** This is a one-time offer in response to the current budget situation, and there is no expectation that it will be repeated in subsequent years.
4. **Article 19 with applicable changes noted:**

19.1 Reduced Service

Full-time regular employees may reduce their workload from full-time to part-time and have their retirement benefits based on full-time equivalent employees.

19.2 Denial of Reduced Service

The District reserves the right to deny granting a reduced workload and/or consent to first-year option to any employee if doing so would create unusual and difficult staffing problems. A denial of an early retirement request, however, shall be only temporary, and the employee may reapply for the program and make the effective date for the following year or school term. All such reapplications shall be considered by the District without prejudice. A denial to grant the first-year option shall not prejudice the employee's application for early retirement.

19.3 Prerequisites

To qualify for this program, the full-time regular employee shall meet the following prerequisites.

19.3.1 Minimum Years of Service

The employee shall have completed ten (10) years of full-time service in a position requiring certification in the public school system of California which includes grades K-12, community college, or as a teacher in the California State University and College system, with sabbatical leaves being counted as full-time employment. The immediately preceding five (5) years shall have been full-time employment in the Monterey Peninsula Community College District without a break in service. Time spent on a sabbatical leave or other approved leaves of absence shall not be used in computing the five-year full-time service requirement and shall not be considered a break in service.

19.3.2 Minimum Age

The employee shall have attained the age of fifty-five (55) prior to the beginning of the semester in which the reduction in service begins.

19.4 Initiation of Agreement

The agreement or contract for reduced service shall be initiated by the employee.

19.4.1 Time of Application

Employees requesting participation in the reduced service partial retirement plan shall submit an application to the Superintendent/President by the end of the first full teaching week of the preceding semester desired to begin the reduced service June 30, 2011. The form of such application shall be available in the Office of Instruction.

19.4.2 First-Year Option

At the time of the initial request for reduced service, an employee may, with the consent of the District, be granted the option of returning to full-time employment at the end of the first year of reduced service. Not available with this offer.

19.4.2.1 Time of Application to Return to Full-Time Service

A request to return to full service, under section 19.4.2, shall be in writing and sent to the Superintendent/President by the end of the first full teaching week of the semester preceding return to full service. Not available with this offer.

19.5 Execution of Agreement

The agreement for reduced service shall be executed in writing by the employee and the District at the beginning of the school year or before the beginning of the second half of the school year prior to the period of the reduced service.

19.6 Revocation of the Agreement

The agreement may be revoked with the mutual consent of the employee and the employer.

19.7 Terms of Reduced Service

19.7.1 Minimum Reduced Service

The minimum reduced service shall be the equivalent of one-half (1/2) of the number of days of the employee's final year of full-time service. Agreements with beginning dates other than the start of the school year shall require the employee to serve at least one-half (1/2) for the remainder of the school year.

19.7.2 Salary

Minimum salary paid shall be equal to no less than one-half (1/2) time service.

19.7.3 Rights and Benefits

The employee shall retain all other rights and benefits for which the employee or the District makes the payments, including those as provided Section 53201 of the Government Code, that would be required if the employee remained in full-time employment.

19.7.4 No Break in Service with First-Year Option

If the employee returns to full-time employment, the year of reduced service shall not constitute a break in service to the District. Does not apply to this offer.

19.7.5 Other Requests to Return to Service

Requests to return to full service other than at the end of the first year of reduced service shall be submitted by the end of the first full teaching week of the semester preceding return to full service. This return to full service shall be at the discretion of the District.

19.7.6 Limitations

19.7.6.1 Number of Years of Applicability

Part-time service is limited to a period not to exceed ~~seven (7)~~three (3) years.

19.7.6.2 Age Limitation

Length of participation in the reduced service partial retirement plan is limited to a period not to exceed ~~seven (7)~~three (3) years, and no employee shall participate after attaining the age of sixty-five (65). Any employee in the plan who reaches age sixty-five (65) during the school year may continue his or her reduced service for the balance of the year.

19.8 State Retirement Provisions of Plan

19.8.1 Contribution to STRS

The District and the employee shall contribute to the State Teachers' Retirement System the percentage of the employee's salary in accordance with applicable law.

19.8.2 Contributions to PERS

Employees who participate in the Public Employees' Retirement System shall contribute the amount that would have been contributed if the employee was employed full-time based on a full salary.

19.9 End of ~~Seven-Year~~Three-Year Reduced Service Period

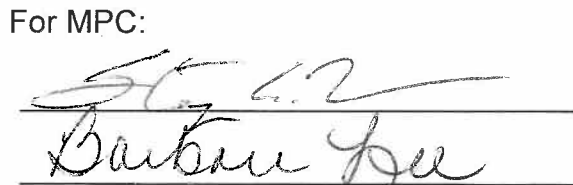
At the end of the ~~seven (7)~~three (3) years of reduced service, the employee shall retire unless the District requests the employee to consider continued employment. If the employee continues in part-time service, the District shall not be obligated to contribute toward retirement upon a full-time salary.

The parties further agree that in the event the attrition caused by this agreement results in the District not meeting the 50% law, MPCTA shall support the District's 2011/12 application for an exemption to the 50% law.

For MPCTA:



For MPC:



Monterey Peninsula Community College District

Governing Board Agenda

April 26, 2011

New Business Agenda Item No. N

Student Services
College Area

Proposal:

That the Board be informed of the cancellation of the General Child Care & Development Grant of \$34,440 with the California Department of Education.

Background:

This contract has been in existence between the Child Development Center and the Department of Education for approximately 30 years.

Due to budget constraints, the CDC was directed to find ways to reduce the unrestricted General Fund contribution to the CDC. The funds available from the general Child Care and Development grant are not sufficient to cover staff payroll and benefits. Cancelling the grant will allow the CDC to operate as a full-cost classroom that will not be state subsidized. The district will then be able to establish fees and not be bound by the state regulated fee structure and regulations.

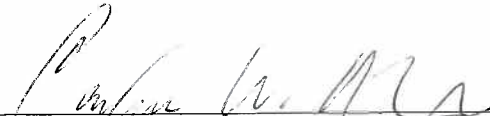
Given the current budget situation the district is facing, the CDC proposed a plan to reduce the General Fund contribution for the CDC and generate revenues that meet the objectives of the direction from the district while maintaining the program.

Budgetary Implications:

None.


INFORMATION: Cancellation of the General Child Care & Development Grant of \$34,440 with the California Department of Education.

Recommended By:



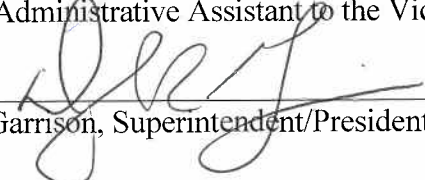
Carsbia W. Anderson, Jr., Vice President for Student Services

Prepared By:



Sigrid Klein, Administrative Assistant to the Vice President of Student Services

Agenda Approval:



Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

April 26, 2011

President's Office
College Area

New Business Agenda Item No. O

Proposal:

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

Background:

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


This authorization of the student trustee's advisory vote and ability to make and second motions would be effective for the 2011-12 term of office.

Budgetary Implications:


None.

Resolution: **BE IT RESOLVED, That** the annual authorization for the student trustee to have an advisory vote and the ability to make and second motions, to be in effect until May 31, 2012, be approved.

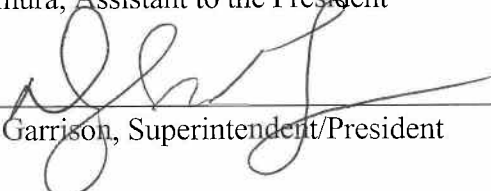
Recommended By: _____


Douglas R. Garrison, Superintendent/President

Prepared By: _____


Vicki Nakamura, Assistant to the President

Agenda Approval: _____


Douglas R. Garrison, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

April 26, 2010

New Business Agenda Item No. P

Superintendent/President
Office

Proposal:

To discuss training priorities and professional development opportunities to be conducted by Monterey County School Boards Association during the 2011-2012 school year.

Background:

The Monterey County School Boards Association (MCSBA) Executive Council met on February 28, 2011, and requested that local governing boards discuss and prioritize four top training priorities for professional development in order to function more effectively as a governance team. MCSBA will be conducting four trainings during the 2011-2012 school year based on the responses and resources that are available.

MCSBA is also surveying school districts on their interest in having a tri-county mixer for school board members scheduled during 2011-2012.

Budgetary Implications:

None.

RESOLUTION: That the Governing Board submits four priorities for training opportunities for 2011-2012 to the Monterey County School Boards Association.

Recommended By: Dr. Douglas Garrison, Superintendent/President

Prepared By:

Carla Rob

Carla Robinson, Executive Assistant to Superintendent/President and Governing Board

Agenda Approval:

Dr. Douglas Garrison, Superintendent/President

**MONTEREY COUNTY SCHOOL BOARDS ASSOCIATION
INTEREST SURVEY OF TRAINING OPPORTUNITIES FOR 2011-12**

To better address the needs of our members, we request suggestions for topics that are pertinent to your District. Please describe the training priorities that your Board needs in order to function more effectively as a governance team. You may wish to consider specific topics/issues in the areas of:

- Parliamentary Procedures
- Best Practices for Effective Governance
- Role of the Board President/Chair
- Public/Private Partnerships
- The Brown Act

School District: _____

Submitted By: _____
Name Position

Priority 1 (describe in detail):

Priority 2 (describe in detail):

Priority 3 (describe in detail):

Priority 4 (describe in detail):

Would your school district be interested in having a tri-county mixer for school board members scheduled during 2011-2012? Yes No

Please return completed survey to: **Monterey County School Boards Association, Attention: Carla Stewart; P.O. Box 80851, Salinas, CA 93912, OR Fax: 831-755-6473**



Monterey County School Boards Association

**2009 - 2011
Officers**

Allen Duckworth
President
Member,
Mission Union
School District

Erica Padilla-Chavez
Vice President
Member,
Hartnell Community
College District

Danny F. Avalos
Treasurer
President,
Gonzales Unified
School District

Dr. Bettye Lusk
Vice President, Alternate
Member,
Monterey Peninsula Unified
School District

Cheryl Larison
Treasurer, Alternate
Vice President,
Salinas Union
High School District

Nancy Kotowski, Ph.D.
Monterey County
Superintendent of Schools

March 29, 2011

TO: School District Representatives to the Monterey County
School Boards Association

CC: School District Superintendents

FROM: Allen Duckworth, President
Monterey County School Boards Association

SUBJECT: Monterey County School Boards Association Calendar of
Local School Board Training Opportunities for 2011-12

The Monterey County School Boards Association Executive Council met on February 28, 2011. We are pleased to report that thirteen (13) Districts were represented, including our two Community College Districts.

At this meeting, the Executive Council discussed the professional development opportunities that Monterey County School Boards want presented locally during the 2011-12 school year.

We ask that you please bring this matter before your Board for discussion and generate the top training priorities that your Board needs in order to function more effectively as a governance team.

MCSBA will be conducting four (4) trainings during the 2011-12 school year based on the responses and the resources that are available.

Please return the descriptions of your top training priorities to the County Superintendent's Office by April 29.

Thank you for your prompt attention and for your valuable input as we determine an effective professional development program for the 2011-12 school year.

AD/NK:cs

Monterey Peninsula Community College District

Governing Board Agenda

April 26, 2011

New Business Agenda Item No. Q

Superintendent/President
Office

Proposal:

That the Governing Board review Board Policy 3010 Program, Curriculum and Course Development.

Background:

As a part of Monterey Peninsula College's comprehensive review process for all board policies, the President's Office has initiated a review of all policies. As a result of that review, a revised Board Policy 3010 Program, Curriculum and Course Development has been forwarded for collegial review. The proposed policy language was distributed through the Policy and Communication Committee to the Academic Senate (AS), Academic Affairs Advisory Group (AAAG), Administrative Services Advisory Group (ASAG), and Student Services Advisory Group (SSAG). After review and approval by these groups, the policy was forwarded to College Council in December 2010 for two readings, resulting in approval March 1, 2011. The policy draft was presented to the Governing Board for a first reading on March 22, 2010.

The proposed policy language is supported by Education Code Sections 70901(b), 70902(b); 78016; Government Code Title 5, Sections 51000, 51022, 55100, 55130, and 55150.

Budgetary Implications:

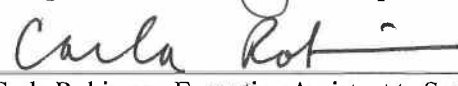
No direct budgetary impact is anticipated.

RESOLUTION: BE IT RESOLVED, that the Governing Board approve Board Policy 3010 Program, Curriculum and Course Development.

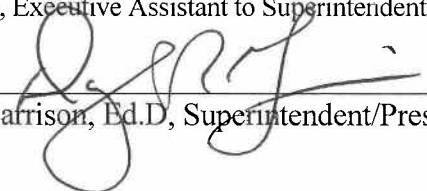
Recommended By: _____


Douglas R. Garrison, Ed.D, Superintendent/President

Prepared By: _____


Carla Robinson, Executive Assistant to Superintendent/President & Governing Board

Agenda Approval: _____


Douglas R. Garrison, Ed.D, Superintendent/President

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

3000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS

A. Educational Programs

3010 Program, Curriculum, and Course Development

The programs and courses of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Governing Board shall authorize the Superintendent/President to oversee the development of policies and procedures that rely primarily upon recommendations of the Curriculum Advisory Committee in the development and review of all curricular offerings, including their establishment and modification.

Furthermore, these procedures shall include:

- Appropriate involvement of the faculty and Curriculum Advisory Committee in all processes;
- Regular review and justification of all curricular offerings;
- Opportunities for training for persons involved in aspects of curriculum development and review;
- Consideration of job market and other related information for career and technical education programs.

The Curriculum Advisory Committee, which is to be established in a way that is mutually agreeable to the District Administration and the Academic Senate, shall review all curricula to assure that they meet Title 5 standards.

All new programs shall be approved by the Board.

All new programs shall be submitted to the Chancellor's Office for the California Community Colleges for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Reference: Education Code Section 70901(b), 70902(b); 78016; Title 5, Section 51000, 51022, 55100, 55130, 55150

See Administrative Procedures [AP 3010]

Developmental Course Policy Formerly Adopted by the Governing Board: June 11, 1986

Revised, Numbered and Adopted: June 19, 1990

Retitled, Revised and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

3000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS

A. Educational Programs

3010 Curriculum Development and New Course Approval
Program, Curriculum, and Course Development

~~New courses may be proposed through a variety of sources: faculty, administration, community agencies, etc. Course proposals shall be submitted on course proposal forms developed by the Curriculum Advisory Committee and reviewed by the appropriate academic division and dean.~~

~~The Curriculum Advisory Committee, which is to be established in a way that is mutually agreeable to the District Administration and the Academic Senate, shall review all new courses to assure that they meet Title 5 standards, including grading, units, intensity, entrance requirements, basic skills requirements, difficulty, level, course outline, conduct of course, and repetition.~~

~~The President's Cabinet will review the budgetary and staffing considerations for all courses recommended by the Curriculum Advisory Committee.~~

~~All new courses must be recommended by the Curriculum Advisory Committee and President's Cabinet and have Board approval prior to implementation except when the course is approved through a Curriculum Advisory Committee recommended process in response to an unanticipated student or community need which requires a short response time.~~

~~New courses not part of an existing approved program and all new programs must be approved by the State Chancellor's Office before the course is offered by the college.~~

~~Individual courses offered as part of an approved program need not be approved by the Chancellor but shall be appropriately classified in accordance with Section 55001 of Title 5 of the California Administrative Code.~~

~~*The programs and courses of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Governing Board shall authorize the Superintendent/President to oversee the development of policies and procedures that rely primarily upon recommendations of the Curriculum Advisory Committee in the development and review of all curricular offerings, including their establishment and modification.*~~

~~*Furthermore, these procedures shall include:*~~

- ~~• *Appropriate involvement of the faculty and Curriculum Advisory Committee in all processes;*~~

- Regular review and justification of all curricular offerings;
- Opportunities for training for persons involved in aspects of curriculum development and review;
- Consideration of job market and other related information for career and technical education programs.

The Curriculum Advisory Committee, which is to be established in a way that is mutually agreeable to the District Administration and the Academic Senate, shall review all curricula to assure they meet Title 5 standards.

All new programs shall be approved by the Board.

All new programs shall be submitted to the Chancellor's Office for the California Community Colleges for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Reference: Education Code Section 70901(b), 70902(b); 78016; Title 5, Section 51000, 51022, 55100, 55130, 55150

See Administrative Procedures [AP 3010]

Developmental Course Policy Formerly Adopted by the Governing Board: June 11, 1986

Revised, Numbered and Adopted: June 19, 1990

Retitled, Revised and Adopted:

3000 SERIES EDUCATIONAL PROGRAMS AND STANDARDSA. Educational Programs3010 Curriculum Development and New Course Approval

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The President's Cabinet will review the budgetary and staffing considerations for all courses recommended by the Curriculum Advisory Committee.

All new courses must be recommended by the Curriculum Advisory Committee and President's Cabinet and have Board approval prior to implementation except when the course is approved through a Curriculum Advisory Committee recommended process in response to an unanticipated student or community need which requires a short response time.

New courses not part of an existing approved program and all new programs must be approved by the State Chancellor's Office before the course is offered by the college. Individual courses offered as part of an approved program need not be approved by the Chancellor but shall be appropriately classified in accordance with Section 55001 of Title 5 of the California Administrative Code.

Reference: California Administrative Code, Title 5, Sections 55000-55806.

Developmental Course Policy Formerly Adopted by the Governing Board: June 11, 1986.

Revised, Numbered and Adopted: June 19, 1990.

(REVISION, page 2)

Monterey Peninsula Community College District

Governing Board Agenda

April 26, 2011

New Business Agenda Item No. R

Superintendent/President
Office

Proposal:

That the Governing Board review Board Policy 2165 Disposal of College Property.

Background:

As a part of Monterey Peninsula College's comprehensive review process for all board policies, the President's Office has initiated a review of all policies. As a result of that review, a Board Policy 2165 Disposal of College Property has been forwarded for collegial review. The proposed policy language was distributed through the Policy and Communication Committee to the Academic Senate (AS), Academic Affairs Advisory Group (AAAG), Administrative Services Advisory Group (ASAG), and Student Services Advisory Group (SSAG). After review and approval by these groups, the policy was forwarded to College Council for a first reading in February and second reading in March, resulting in approval March 15, 2011. The policy draft is presented to the Governing Board for a first reading.


The proposed policy language is supported by Education Code Sections 70902 (b); 81450 *et seq.*

Budgetary Implications:

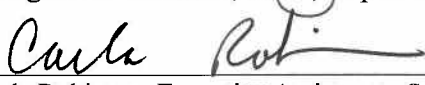
No direct budgetary impact is anticipated.

INFORMATION: Board Policy 2165 Disposal of College Property.

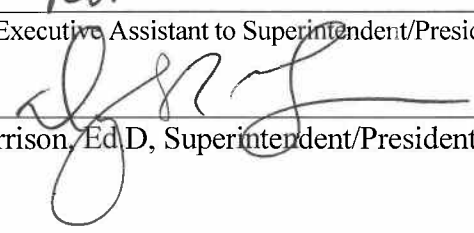
Recommended By: _____


Douglas R. Garrison, Ed.D, Superintendent/President

Prepared By: _____


Carla Robinson, Executive Assistant to Superintendent/President & Governing Board

Agenda Approval: _____


Douglas R. Garrison, Ed.D, Superintendent/President

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2165 Disposal of College Property

College personal property may be declared surplus only after a unanimous vote by the Board of Trustees. Personal property is any goods or equipment not permanently affixed to or associated with real property. After a unanimous vote the material shall be declared surplus to the College's requirements.

The Vice President for Administrative Services shall be designated by the Board to determine the appropriate method of disposal for all such items the Board of Trustees has declared surplus. The Vice President shall establish procedures, in accordance with the applicable laws and regulations, for the disposal of District property.

All sales of District personal property shall be reported to the Board in the month succeeding the sale. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

Reference: Education Code Section 70902 (b); 81450 *et seq*

Adopted: June 1, 1988

Revised and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2165 Disposal of College Property

~~College property, which is no longer suitable for educational or operational purposes, shall be declared surplus and sold in accordance with the Education Code.~~

~~The Vice President for Administrative Services shall be responsible for recommending the surplus condition of such property, and for its property disposal.~~

~~The disposition of published material or licensing the use of copyrights held by the District will be governed in accordance with the Education Code.~~

College personal property may be declared surplus only after a unanimous vote by the Board of Trustees. Personal property is any goods or equipment not permanently affixed to or associated with real property. After a unanimous vote the material shall be declared surplus to the College's requirements.

The Vice President for Administrative Services shall be designated by the Board to determine the appropriate method of disposal for all such items the Board of Trustees has declared surplus. The Vice President shall establish procedures, in accordance with the applicable laws and regulations, for the disposal of District property.

All sales of District personal property shall be reported to the Board in the month succeeding the sale. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

Reference: Education Code Section 70902 (b); 81450 *et seq*

Adopted: June 1, 1988

Revised and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2165 Disposal of College Property

College property, which is no longer suitable for educational or operational purposes, shall be declared surplus and sold in accordance with the Education Code.

The Vice President for Administrative Services shall be responsible for recommending the surplus condition of such property, and for its proper disposal.

The disposition of published material or licensing the use of copyrights held by the District will be governed in accordance with the Education Code.

Reference: Education Code 81450 et seq.

Adopted: June 1, 1988

Monterey Peninsula Community College District

Governing Board Agenda

April 26, 2011

New Business Agenda Item No. S

Superintendent/President
Office

Proposal:

That the Governing Board review Board Policy 2195 Capital Construction.

Background:

As a part of Monterey Peninsula College's comprehensive review process for all board policies, the President's Office has initiated a review of all policies. As a result of that review, a new Board Policy 2195 Capital Construction has been forwarded for collegial review. The proposed policy language was distributed through the Policy and Communication Committee to the Academic Senate (AS), Academic Affairs Advisory Group (AAAG), Administrative Services Advisory Group (ASAG), and Student Services Advisory Group (SSAG). After review and approval by these groups, the policy was forwarded to College Council for a first reading in February and second reading in March, resulting in approval March 15, 2011. The policy draft is presented to the Governing Board for a first reading.

The proposed policy language is supported by Education Code Sections 81005; Title 5, Section 57150 *et seq.*; Public Contract Code 20659.

Budgetary Implications:

No direct budgetary impact is anticipated.

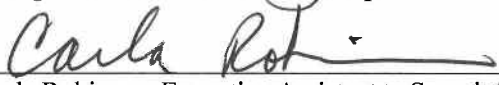
INFORMATION: That the Governing Board review Board Policy 2195 Capital Construction.

Recommended By:



Douglas R. Garrison, Ed.D, Superintendent/President

Prepared By:



Carla Robinson, Executive Assistant to Superintendent/President & Governing Board

Agenda Approval:



Douglas R. Garrison, Ed.D, Superintendent/President

NEW POLICY

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES2000 SERIES ADMINISTRATION & BUSINESS SERVICESB. Business Services2195 Capital Construction

The Board of Trustees has designated the Vice President for Administrative Services, (hereafter referred to as Vice President), as their administrator of the District's capital outlay and construction program. The Board retains oversight of all construction projects.

The Vice President shall oversee the letting of public bids and monitor the progress of all construction work to include the workmanship, completion of work to specification, and the suitability of any changes to the scope and original design of the project. The Vice President shall have the authority to approve change orders that do not exceed ten per cent of the contract. The Board will be advised of all change orders. The Vice President shall also assure compliance with laws related to use of state funds to acquire and convert existing buildings.

The Vice President shall prepare and submit to the Board of Trustees a five-year capital construction plan for submittal to the Board of Governors as required by law. The plan shall be annually updated and presented to the Board of Trustees for approval. The plan shall address, but not be limited to, the criteria contained in law.

The Board of Trustees shall approve all public bid contracts for construction.

Reference: Education Code Sections 81005, 81820; Title 5, Section 57150 *et seq.*; Public Contract Code 20659

Adopted:

Monterey Peninsula Community College District

Governing Board Agenda

April 26, 2010

New Business Agenda Item No. T

Superintendent/President
Office

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.

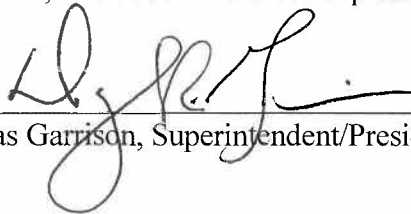
Recommended By: Dr. Douglas Garrison, Superintendent/President

Prepared By:



Carla Robinson, Executive Assistant to Superintendent/President and Governing Board

Agenda Approval:



Dr. Douglas Garrison, Superintendent/President

MPC Board of Trustees Calendar of Events 2011

APRIL, 2011

Tuesday, April 26
Fri-Sun, April 29-May 1

Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room
Community College League of CA Annual Trustees Conference, Hyatt

MAY, 2011

Tue-W-Thu, May 3-4-5
Thursday, May 5
Friday, May 6

Mother's Day Jewelry Sale, 9:00am-7:00pm, Student Center
Allen Griffin Award with Peter DeBono Awardee, 4-6:00pm, Embassy Suites
5th Annual President's Address to the Community, 11:30-1:30pm,
Monterey Conference Center, Serra Ballroom

Wednesday, May 11
Thursday, May 12
Friday, May 13
Friday, May 20
Tuesday, May 24
Monday, May 30

MPC Scholarship Ceremony and Reception, 3:00-5:30pm, Music Hall
MPCF Faculty and Staff Advancement Awards, 2:30-4:30pm, LF102
Supportive Services Scholarship Ceremony, 1:00-2:30pm, Sam Karas Room
MPC Annual BBQ, 11:30am, Amphitheater
Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room
Memorial Day

JUNE, 2011

Thursday, June 2
Thursday, June 2
Friday, June 3
Saturday, June 4
Saturday, June 4
Thursday, June 9
Monday, June 13
Fri-Sat-Sun, June 24-26
Tuesday, June 28

Semester Ends
Latino Commencement Ceremony, 6:00-9:00pm, LF103
Kente African-American Commencement Ceremony, 6:00-10:00pm, MU102
COMMENCEMENT, Noon, Amphitheater
Nursing Pinning Ceremony, 3:00-4:15pm, Amphitheater
Fire Academy Graduation, 3:00pm, CSUMB University Center
Summer Session Begins
Monterey Bay Blue Festival (uses Parking Lot A)
Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room

JULY, 2011

Monday, July 4
Tuesday, July 26

Tuesday, August 23

Tuesday, September 27

Tuesday, October 25

Tuesday, November 22

Tuesday, December 13

4th of July Holiday – MPC closed
Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room

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

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

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

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