

# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2010

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, July 31, 2010.

### Background:

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

### Budgetary Implications:

None.

☐ Information Only

☒ Resolution: **BE IT RESOLVED**, That the 2010-2011 Monthly Financial Reports for the period ending July 31, 2010 be accepted.

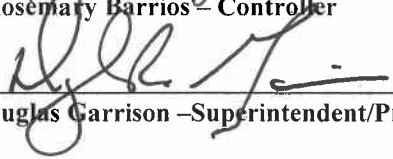
Recommended By: \_\_\_\_\_

  
Joseph Bissell – 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 July 31, 2010

Being the first month of the fiscal year, this month's narrative provides an explanation of the monthly reports.

The District maintains accounts in seven (7) major funds: General, Special Revenue, Debt Service, Capital Projects, Building, Self Insurance, and Fiduciary. The General Fund is further accounted for by Unrestricted and Restricted; Special Revenue by Child Development (Unrestricted and Restricted), Student Center, and Parking; Debt Service by Revenue Bond for the Student Center and Debt Service for lease payments; and Fiduciary by Associated Students, financial Aid, Scholarship & Loans, Trust and Orr Estate. This results in sixteen (16) funds being listed and reported on each month. The first two (2) funds (General and Special Revenue) make up the Operating Funds of the District.

The first page after the narrative is titled **Summary of All Funds**. It is separated into four (4) sections: **Budget, Year to Date Actual, % Actual to Budget, and Cash Balance**.

1. **Budgets** (first group of 4 columns): The first (1<sup>st</sup>) column indicates the **Beginning Fund Balance** and is the difference between the assets and liabilities (all revenues vs. expenses) of each fund. These amounts are taken from the prior year's audited financial statements (when completed). The second two (2) columns, **Revised Budgets** and **Revenues and Expenses** indicate the current Board approved budgets for the fiscal year. Initially, amounts are from the Board approved Tentative Budget, then updated for the Final Budget and for subsequent revisions approved by the Board. The fourth (4<sup>th</sup>) column indicates the **Ending Fund Balance** and is the projected balance calculated by adding the **Revenue** budget and subtracting the **Expense** budget to the Beginning Fund Balance.
2. **Year to Date Actual** (second group of 3 columns): Indicates the actual **Revenue**, **Expense**, and **Encumbrances** recorded in the district's financial accounting

system for the fiscal year beginning July 1. (*Encumbrances* represent amounts for Purchase Orders issued but not yet paid for.)

3. **% Actual to Budget** (third group of 2 columns): indicates the calculated percent for actual *Revenue* and *Expense* (including *Encumbrances*) to budget.
4. **Cash Balance** (fourth group of 1 column): indicates the actual cash on hand for each fund.

The remaining pages are summary reports indicating budgets, revenues and expenses, and balances by major object classification groups for each of the funds. These reports also indicate the prior year actual revenues and expenses. For the **Building Fund**, the report lists the status of each project; and for the **Associated Student** the report includes all object categories. Summary reports are not provided for **Financial Aid, Scholarship & Loans, Trust, or Orr Estate** funds because, as fiduciary accounts, the summary would only indicate total revenue and expense.

# Monterey Peninsula Community College

## Monthly Financial Report

July 31, 2010

### Summary of All Funds

<u>Funds</u>	<u>Beginning Fund Balance</u>	<u>Revised Budgets 2009 - 2010</u>		<u>Ending Fund Balance</u>	<u>Year to Date Actual 2010 - 2011</u>			<u>% Actual to Budget</u>		<u>Cash Balance</u>
	<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>07/31/2010</u>
General - Unrestricted	\$4,264,428	\$39,387,956	\$39,385,944	\$4,266,440	(\$10,483)	\$2,348,885	1,697,756	0.0%	10.3%	\$5,945,743
General - Restricted	0	5,703,301	5,703,301	0	0	208,399	63,247	0.0%	4.8%	0
Child Dev - Unrestricted	0	528,330	528,330	0	60,372	17,187	0	11.4%	3.3%	41,286
Child Dev - Restricted	0	247,412	247,412	0	0	0	0	0.0%	0.0%	0
Student Center	199,444	275,200	266,273	208,371	0	2,020	48,063	0.0%	18.8%	285,470
Parking	63,928	460,000	430,510	93,418	0	17,001	59,374	0.0%	17.7%	311,197
<b>Subtotal Operating Funds</b>	<b>\$4,527,800</b>	<b>\$46,602,199</b>	<b>\$46,561,770</b>	<b>\$4,568,229</b>	<b>\$49,889</b>	<b>\$2,593,492</b>	<b>\$1,868,440</b>	<b>0.1%</b>	<b>5.6%</b>	<b>\$6,583,696</b>
Self Insurance	8,479,076	6,777,696	6,777,696	8,479,076	0	263,476	31,717	0.0%	4.4%	7,946,824
Capital Project	352,946	245,205	503,128	95,023	0	51,205	11,884	0.0%	12.5%	276,208
Building	72,793,221	220,000	66,341,480	6,671,741	0	94,213	806,708	0.0%	1.4%	72,206,093
Debt Service	103,491	275,324	275,324	103,491	0	33,290	206,493	0.0%	12.1%	72,213
Revenue Bond	20,905	19,425	19,425	20,905	0	0	19,425	0.0%	0.0%	21,375
Associated Student	90,600	114,000	114,000	90,600	0	1,215	0	0.0%	1.1%	69,298
Financial Aid	12,881	4,300,000	4,300,000	12,881	0	0	0	0.0%	0.0%	28,628
Scholarship & Loans	272,948	3,000,000	3,000,000	272,948	4,000	1,500	0	0.1%	0.1%	1,678
Trust Funds	148,917	300,000	300,000	148,917	37,083	7,982	0	12.4%	2.7%	69,061
Orr Estate	71,624	6,000	15,000	62,624	0	0	July	0.0%	0.0%	52,388
<b>Total all Funds</b>	<b>\$86,874,409</b>	<b>\$61,859,849</b>	<b>\$128,207,823</b>	<b>\$20,526,435</b>	<b>\$90,972</b>	<b>\$3,046,373</b>	<b>\$2,944,667</b>	<b>0.1%</b>	<b>2.4%</b>	<b>\$87,327,462</b>



**\*\*\* BOARD REPORT \*\*\***

**GENERAL FUND (Unrestricted)**

Fund 01

**Monterey Peninsula College**

July 31, 2010

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-11					Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE		BALANCE	
<b>REVENUES</b>							
8100 FEDERAL	11,043	10,500	0	0		10,500	0.0%
8600 STATE	17,778,977	21,092,956	4,553	4,553		21,088,403	0.0%
8800 COUNTY / LOCAL	17,602,260	18,284,500	(15,036)	(15,036)		18,299,536	-0.1%
8900 INTERFUND TRANSFER IN	0	0	0	0		0	N/A
<b>TOTAL REVENUE :</b>	<b><u>\$35,392,281</u></b>	<b><u>\$39,387,956</u></b>	<b><u>(\$10,483)</u></b>	<b><u>(\$10,483)</u></b>		<b><u>\$39,398,439</u></b>	<b>0.0%</b>
OBJECT CLASSIFICATION	2009-2010 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES		UNENCUMBERED BALANCE	PERCENT
<b>CERTIFICATED SALARIES</b>							
1100 TEACHER SALARIES	7,001,358	7,048,902	0	0		7,048,902	0.0%
1200 NON TEACHER SALARIES	2,954,947	3,068,444	110,157	110,157		2,958,287	3.6%
1300 HOURLY TEACHER	4,782,936	4,716,524	517,751	517,751		4,198,773	11.0%
1400 OTHER HOURLY SALARIES	<u>178,332</u>	<u>97,265</u>	<u>19,575</u>	<u>19,575</u>		<u>77,690</u>	20.1%
<b>TOTAL CERTIFICATED :</b>	<b><u>\$14,917,573</u></b>	<b><u>\$14,931,135</u></b>	<b><u>\$647,484</u></b>	<b><u>\$647,484</u></b>		<b><u>\$14,283,651</u></b>	<b>4.3%</b>
<b>CLASSIFIED SALARIES</b>							
2100 NON INSTRUCTIONAL	5,806,995	6,025,193	470,774	470,774		5,554,419	7.8%
2200 INSTRUCTIONAL AIDES	753,263	784,090	48,441	48,441		735,649	6.2%
2300 HOURLY NON INSTRUCTIONAL	384,501	254,309	25,140	25,140		229,169	9.9%
2400 HOURLY INSTRUCTIONAL	<u>664,459</u>	<u>635,825</u>	<u>34,443</u>	<u>34,443</u>		<u>601,382</u>	5.4%
<b>TOTAL CLASSIFIED :</b>	<b><u>\$7,609,219</u></b>	<b><u>\$7,699,417</u></b>	<b><u>\$578,798</u></b>	<b><u>\$578,798</u></b>		<b><u>\$7,120,619</u></b>	<b>7.5%</b>

**\*\*\* BOARD REPORT \*\*\***

Page 2 of 2

**GENERAL FUND (Unrestricted) continued**

Fund 01

**Monterey Peninsula College**

July 31, 2010

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-11					
		REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	PERCENT
<b>3XXX TOTAL FRINGE BENEFITS :</b>	<b><u>\$4,192,621</u></b>	<b><u>\$4,455,567</u></b>	<b><u>\$507,340</u></b>	<b><u>\$507,340</u></b>	<b><u>\$403,475</u></b>	<b><u>\$3,544,752</u></b>	<b>20.4%</b>
<b><u>SUPPLIES &amp; OTHER</u></b>							
4300 INSTRUCTIONAL SUPPLIES	249,689	266,062	6,967	6,967	42,025	217,069	18.4%
4500 OTHER SUPPLIES	518,927	416,744	14,075	14,075	107,050	295,619	29.1%
4700 FOOD	9,704	11,602	0	0	0	11,602	0.0%
<b>TOTAL SUPPLIES &amp; OTHER :</b>	<b><u>\$778,320</u></b>	<b><u>\$694,408</u></b>	<b><u>\$21,043</u></b>	<b><u>\$21,043</u></b>	<b><u>\$149,075</u></b>	<b><u>\$524,290</u></b>	<b>24.5%</b>
<b><u>OTHER</u></b>							
5100 CONTRACTED SERVICES	1,629,742	1,973,222	26,784	26,784	10,000	1,936,438	1.9%
5200 TRAVEL	145,017	176,324	4,294	4,294	300	171,730	2.6%
5300 DUES AND SUBSCRIPTIONS	133,414	170,580	95,188	95,188	0	75,392	55.8%
5400 INSURANCE	52,847	339,918	227,841	227,841	0	112,077	67.0%
5500 UTILITIES & HOUSEKEEPING	992,321	1,249,889	43,389	43,389	689,847	516,653	58.7%
5600 RENTS & LEASES	843,292	662,919	75,820	75,820	239,151	347,947	47.5%
5700 LEGAL AND AUDIT	181,059	139,650	600	600	40,000	99,050	29.1%
5800 OTHER SERVICES	310,210	402,464	59,350	59,350	153,977	189,137	53.0%
<b>TOTAL OTHER :</b>	<b><u>\$4,287,901</u></b>	<b><u>\$5,114,966</u></b>	<b><u>\$533,266</u></b>	<b><u>\$533,266</u></b>	<b><u>\$1,133,275</u></b>	<b><u>\$3,448,425</u></b>	<b>32.6%</b>
<b><u>CAPITAL OUTLAY</u></b>							
6200 BUILDING IMPROVEMENT	18,836	27,301	320	320	2,070	24,911	8.8%
6300 CAPITAL BOOKS & SOFTWARE	46,553	46,456	0	0	0	46,456	0.0%
6400 EQUIPMENT	106,625	56,455	263	263	9,861	46,331	17.9%
<b>TOTAL CAPITAL OUTLAY :</b>	<b><u>\$172,014</u></b>	<b><u>\$130,212</u></b>	<b><u>\$583</u></b>	<b><u>\$583</u></b>	<b><u>\$11,931</u></b>	<b><u>\$117,698</u></b>	<b>9.6%</b>
<b><u>TRANSFERS</u></b>							
7300 INTERFUND TRANSFER OUT	5,994,448	6,360,239	60,372	60,372	0	6,299,867	0.9%
7600 OTHER PAYMENTS TO STUDENTS	0	0	0	0	0	0	N/A
<b>TOTAL TRANSFERS :</b>	<b><u>\$5,994,448</u></b>	<b><u>\$6,360,239</u></b>	<b><u>\$60,372</u></b>	<b><u>\$60,372</u></b>	<b><u>\$0</u></b>	<b><u>\$6,299,867</u></b>	<b>0.9%</b>
<b>TOTAL EXPENSE &amp; TRANSFERS :</b>	<b><u>37,952,096</u></b>	<b><u>39,385,944</u></b>	<b><u>2,348,885</u></b>	<b><u>2,348,885</u></b>	<b><u>1,697,756</u></b>	<b><u>35,339,303</u></b>	<b>10.3%</b>
<b>REVENUE OVER EXPENSE :</b>	<b><u>(\$2,559,815)</u></b>	<b><u>\$2,012</u></b>	<b><u>(\$2,359,368)</u></b>	<b><u>(\$2,359,368)</u></b>	<b><u>(\$1,697,756)</u></b>	<b><u>\$4,059,136</u></b>	

**\*\*\* BOARD REPORT \*\*\***

**GENERAL FUND (Restricted)**

Fund 01

**Monterey Peninsula College**

JULY 31, 2010

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-2011					Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE		BALANCE	
<b>REVENUES</b>							
8100 FEDERAL	1,873,165	2,703,207	0	0	0	2,703,207	0.0%
8600 STATE	3,222,172	2,311,965	0	0	0	2,311,965	0.0%
8800 COUNTY / LOCAL	535,973	566,916	0	0	0	566,916	0.0%
8900 INTERFUND TRANSFER IN	0	121,213	0	0	0	121,213	0.0%
TOTAL REVENUE :	\$5,631,310	\$5,703,301	\$0	\$0	0	\$5,703,301	0.0%
OBJECT CLASSIFICATION	2009-2010 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES		UNENCUMBERED BALANCE	PERCENT
<b>CERTIFICATED SALARIES</b>							
1100 TEACHER SALARIES	115,715	112,083	0	0	0	112,083	0.0%
1200 NON TEACHER SALARIES	825,798	880,572	48,100	48,100	0	832,472	5.5%
1300 HOURLY TEACHER	80,570	66,781	2,482	2,482	0	64,299	3.7%
1400 OTHER HOURLY SALARIES	208,802	231,466	21,060	21,060	0	210,406	9.1%
TOTAL CERTIFICATED :	\$1,230,885	\$1,290,902	\$71,642	\$71,642	\$0	\$1,219,260	5.5%
<b>CLASSIFIED SALARIES</b>							
2100 NON INSTRUCTIONAL	590,100	582,252	48,618	48,618	0	533,634	8.3%
2200 INSTRUCTIONAL AIDES	0	0	0	0	0	0	N/A
2300 HOURLY NON INSTRUCTIONAL	364,283	495,522	21,992	21,992	0	473,530	4.4%
2400 HOURLY INSTRUCTIONAL	152,108	178,041	31,210	31,210	0	146,831	17.5%
TOTAL CLASSIFIED :	\$1,106,491	\$1,255,815	\$101,820	\$101,820	\$0	\$1,153,995	8.1%

**\*\*\* BOARD REPORT \*\*\***

Page 2 of 2

**GENERAL FUND (Restricted) continued**

Fund 01

**Monterey Peninsula College**

JULY 31, 2010

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-2011					
		REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	PERCENT
<b>3XXX TOTAL FRINGE BENEFITS :</b>	<b><u>\$380,403</u></b>	<b><u>\$424,040</u></b>	<b><u>\$29,153</u></b>	<b><u>\$29,153</u></b>	<b><u>\$0</u></b>	<b><u>\$394,887</u></b>	<b>6.9%</b>
<b><u>SUPPLIES &amp; OTHER</u></b>							
4300 INSTRUCTIONAL SUPPLIES	121,148	25,836	0	0	1,560	24,276	6.0%
4500 OTHER SUPPLIES	55,365	65,859	0	0	744	65,115	1.1%
4700 FOOD	23,111	20,850	1,083	1,083	0	19,767	5.2%
<b>TOTAL SUPPLIES &amp; OTHER :</b>	<b><u>\$199,624</u></b>	<b><u>\$112,545</u></b>	<b><u>\$1,083</u></b>	<b><u>\$1,083</u></b>	<b><u>\$2,304</u></b>	<b><u>\$109,158</u></b>	<b>3.0%</b>
<b><u>OTHER</u></b>							
5100 CONTRACTED SERVICES	643,209	779,991	(165)	(165)	18,530	761,626	2.4%
5200 TRAVEL	451,907	613,215	4,434	4,434	3,074	605,707	1.2%
5300 DUES AND SUBSCRIPTIONS	3,761	400	0	0	0	400	0.0%
5400 INSURANCE	345,620	44,815	432	432	0	44,383	1.0%
5500 UTILITIES & HOUSEKEEPING	525	500	0	0	480	20	96.0%
5600 RENTS & LEASES	39,129	35,217	0	0	8,726	26,491	24.8%
5800 OTHER SERVICES	180,918	245,360	0	0	0	245,360	0.0%
<b>TOTAL OTHER :</b>	<b><u>\$1,665,069</u></b>	<b><u>\$1,719,498</u></b>	<b><u>\$4,701</u></b>	<b><u>\$4,701</u></b>	<b><u>\$30,810</u></b>	<b><u>\$1,683,987</u></b>	<b>2.1%</b>
<b><u>CAPITAL OUTLAY</u></b>							
6100 SITES & SITE IMPROVEMENTS	0	0	0	0	0	0	0.0%
6200 BUILDING IMPROVEMENT	0	0	0	0	0	0	0.0%
6300 CAPITAL BOOKS & SOFTWARE	35,681	17,500	0	0	8,000	9,500	0.0%
6400 EQUIPMENT	84,941	160,900	0	0	22,133	138,767	13.8%
<b>TOTAL CAPITAL OUTLAY :</b>	<b><u>\$120,622</u></b>	<b><u>\$178,400</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$30,133</u></b>	<b><u>\$148,267</u></b>	<b>16.9%</b>
<b><u>TRANSFERS</u></b>							
7300 INTERFUND TRANSFER OUT	553,097	524,145	0	0	0	524,145	0.0%
7500 STUDENT FINANCIAL AID PYMT	48,527	42,154	0	0	0	42,154	0.0%
7600 OTHER PYMTS TO STUDENTS	127,534	155,803	0	0	0	155,803	0.0%
<b>TOTAL TRANSFERS :</b>	<b><u>\$729,158</u></b>	<b><u>\$722,102</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$722,102</u></b>	<b>0.0%</b>
<b>TOTAL EXPENSE &amp; TRANSFERS :</b>	<b><u>5,432,252</u></b>	<b><u>5,703,302</u></b>	<b><u>208,399</u></b>	<b><u>208,399</u></b>	<b><u>63,247</u></b>	<b><u>5,431,656</u></b>	<b>4.8%</b>
<b>REVENUE OVER EXPENSE :</b>	<b><u>\$199,058</u></b>	<b><u>(\$1)</u></b>	<b><u>(\$208,399)</u></b>	<b><u>(\$208,399)</u></b>	<b><u>(\$63,247)</u></b>	<b><u>\$271,645</u></b>	

\*\*\* BOARD REPORT \*\*\*

Child Development Fund

Fund 04 Unrestricted

Monterey Peninsula College

JULY 31, 2010

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-2011					BALANCE DUE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE				
<b>REVENUE</b>								
8600 STATE	0	0	0	0	0	0	0	0.0%
8800 LOCAL	65,974	67,698	0	0	0	67,698	0	0.0%
8900 OTHER	441,437	460,632	60,372	60,372	0	400,260	0	13.1%
TOTAL REVENUE:	507,411	528,330	60,372	60,372	0	467,958	0	11.4%
OBJECT CLASSIFICATION	2009-2010 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET	
<b>CLASSIFIED SALARIES</b>								
2100 NON INSTRUCTIONAL	24,708	113,334	9,256	9,256	0	104,078	0	8.2%
2200 INSTRUCTIONAL AIDES	194,173	127,551	846	846	0	126,705	0	0.7%
2300 NON INSTRUCTIONAL TEMP	0	11,032	0	0	0	11,032	0	0.0%
2400 HOURLY INSTRUCTIONAL	42,883	65,013	3,237	3,237	0	61,776	0	5.0%
TOTAL CLASSIFIED:	261,764	316,930	13,339	13,339	0	303,591	0	4.2%
3XXX TOTAL FRINGE BENEFITS :	63,587	74,602	3,848	3,848	0	70,754	0	5.2%
<b>SUPPLIES &amp; OTHER</b>								
4300 INSTRUCTIONAL SUPPLIES	0	270	0	0	0	270	0	0.0%
4500 OTHER SUPPLIES	0	2,286	0	0	0	2,286	0	0.0%
TOTAL SUPPLIES & OTHER:	0	2,556	0	0	0	2,556	0	0.0%
<b>OTHER</b>								
5200 TRAVEL	0	0	0	0	0	0	0	0.0%
5400 INSURANCE	0	632	0	0	0	632	0	0.0%
5600 RENTS. LEASES. AND REPAIRS	0	600	0	0	0	600	0	0.0%
5800 OTHER SERVICES	0	0	0	0	0	0	0	0.0%
TOTAL OTHER :	0	1,232	0	0	0	1,232	0	0.0%
<b>CAPITAL EQUIPMENT</b>								
6400 EQUIPMENT	0	0	0	0	0	0	0	0.0%
TOTAL EQUIPMENT :	0	0	0	0	0	0	0	0.0%
<b>TRANSFERS</b>								
7300 INTERFUND TRANSFER OUT	153,299	133,010	0	0	0	133,010	0	0.0%
TOTAL TRANSFERS:	153,299	133,010	0	0	0	133,010	0	0.0%
TOTAL EXPENSE & TRANSFER:	478,650	528,330	17,187	17,187	0	511,143	0	3.3%
REVENUE OVER EXPENSE :	28,761	0	43,185	43,185	0	(43,185)	0	



## \*\*\* BOARD REPORT \*\*\*

## COLLEGE CENTER FUND

Fund 47

## Monterey Peninsula College

July 31, 2010

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-11					
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE		BALANCE DUE	Y-T-D ACTUAL TO BUDGET
REVENUE							
8800 COUNTY / LOCAL	274,901	275,200	0	0		275,200	0.0%
8860 INTEREST	2,370	0	0	0		0	N/A
TOTAL REVENUE :	\$277,271	\$275,200	\$0	\$0		\$275,200	0.0%
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	20,115	1,565	1,565	0	18,550	7.8%
2300 HOURLY NON INSTRUCTIONA	0	0	0	0	0	0	N/A
TOTAL CLASSIFIED :	\$19,098	\$20,115	\$1,565	\$1,565	\$0	\$18,550	7.8%
3XXX TOTAL FRINGE BENEFITS :	\$5,374	\$5,747	\$455	\$455	\$0	\$5,292	7.9%
SUPPLIES & OTHER							
4500 OTHER SUPPLIES	847	1,150	0	0	0	1,150	0.0%
TOTAL SUPPLIES & OTHER :	\$847	\$1,150	\$0	\$0	\$0	\$1,150	0.0%
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	0	0	75	0.0%
5400 INSURANCE	17,545	17,545	0	0	0	17,545	0.0%
5500 UTILITIES & HOUSEKEEPING	108,658	152,991	0	0	41,827	111,164	27.3%
5600 RENTS & LEASES	10,988	10,898	0	0	1,080	9,818	9.9%
5800 OTHER SERVICES	5,000	5,000	0	0	5,000	0	100.0%
TOTAL OTHER :	\$142,241	\$188,009	\$0	\$0	\$47,907	\$140,102	25.5%
CAPITAL OUTLAY							
6400 EQUIPMENT	1,980	3,000	0	0	156	2,844	5.2%
TOTAL CAPITAL OUTLAY :	\$1,980	\$3,000	\$0	\$0	\$156	\$2,844	5.2%
TRANSFERS							
7100 DEBT RETIREMENT	19,875	19,425	0	0	0	19,425	0.0%
7300 INTERFUND TRANSFER	11,272	28,827	0	0	0	28,827	0.0%
TOTAL TRANSFERS :	\$31,147	\$48,252	\$0	\$0	\$0	\$48,252	0.0%
TOTAL EXPENSE & TRANSFERS :	\$200,688	\$266,273	\$2,020	\$2,020	\$48,063	\$216,190	18.8%
REVENUE OVER EXPENSE :	\$76,583	\$8,927	(\$2,020)	(\$2,020)	(\$48,063)	\$59,010	

\*\*\* BOARD REPORT \*\*\*

Parking Fund

Fund 39

Monterey Peninsula College

JULY 31, 2010

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-2011				BALANCE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE			
<b>REVENUE</b>							
8600 STATE	0	0	0	0		0	0.0%
8800 COUNTY / LOCAL	600,600	460,000	0	0		460,000	0.0%
TOTAL REVENUE:	\$600,600	\$460,000	\$0	\$0	\$0	\$460,000	0.0%
OBJECT CLASSIFICATION	2009-2010 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
<b>CLASSIFIED SALARIES</b>							
2100 NON INSTRUCTIONAL	147,141	142,198	11,992	11,992	0	130,206	8.4%
2200 INSTRUCTIONAL AIDES	0	0	0	0	0	0	0.0%
2300 HOURLY NON INSTRUCTIONAL	18,204	21,000	0	0	0	21,000	0.0%
TOTAL CLASSIFIED :	\$165,345	\$163,198	\$11,992	\$11,992	\$0	\$151,206	7.3%
3XXX TOTAL FRINGE BENEFITS :	\$41,286	\$44,836	\$3,381	\$3,381	\$0	\$41,455	7.5%
<b>SUPPLIES &amp; OTHER</b>							
4500 OTHER SUPPLIES :	\$15,024	11,400	0	0	0	11,400	0.0%
TOTAL SUPPLIES & OTHER:	\$15,024	\$11,400	\$0	\$0	\$0	\$11,400	0.0%
<b>OTHER</b>							
5100 CONTRACTS	46,800	46,800	0	0	46,800	0	0.0%
5200 TRAVEL & CONFERENCE	60	2,000	0	0	2,078	(78)	0.0%
5500 UTILITIES & HOUSEKEEPING	1,326	0	0	0	0	0	0.0%
5600 RENTS & LEASES	14,713	67,100	1,628	1,628	10,496	54,976	2.4%
5800 OTHER SERVICES and EXPENSE	0	0	0	0	0	0	0.0%
TOTAL OTHER:	\$62,899	\$115,900	\$1,628	\$1,628	\$59,374	\$54,898	1.4%
<b>CAPITAL OUTLAY</b>							
6100 SITES	0	0	0	0	0	0	0.0%
6200 BUILDING IMPROVEMENTS	0	0	0	0	0	0	0.0%
6400 EQUIPMENT	13,757	5,000	0	0	0	5,000	0.0%
TOTAL CAPITAL OUTLAY:	\$13,757	\$5,000	\$0	\$0	\$0	\$5,000	0.0%
<b>TRANSFERS</b>							
7300 INTERFUND TRANSFER OUT	90,176	90,176	0	0	0	90,176	0.0%
TOTAL TRANSFERS:	\$90,176	\$90,176	\$0	\$0	\$0	\$90,176	0.0%
TOTAL EXPENSE & TRANSFER:	\$388,487	\$430,510	\$17,001	\$17,001	\$59,374	\$354,135	17.7%
REVENUE OVER EXPENSE :	\$212,113	\$29,490	(\$17,001)	(\$17,001)	(\$59,374)	\$105,865	



## \*\*\* BOARD REPORT \*\*\*

Self Insurance Fund  
Fund 35  
Monterey Peninsula College

July 31, 2010

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-11					
		REVISED BUDGET	CURRENT REVENUES	Y-T-D REVENUES		UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
REVENUE							
8800 COUNTY / LOCAL	543,410	440,000	0	0		440,000	N/A
8860 INTEREST	125,914	0	0	0		0	N/A
8900 INTERFUND TRANSFER IN	6,338,240	6,337,696	0	0		6,337,696	0.0%
TOTAL REVENUE :	\$7,007,564	\$6,777,696	\$0	\$0		\$6,777,696	0.0%
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	\$6,777,696	\$263,476	\$263,476	\$31,717	\$6,482,503	4.4%
4500 NON-INSTRUCTIONAL SUPPLIES	\$1,368	\$0	\$0	\$0	\$0	\$0	N/A
OTHER							
5100 CONTRACTED SERVICES	636	0	0	0	0	0	N/A
5800 OTHER SERVICES	0	0	0	0	0	0	N/A
TOTAL OTHER :	\$636	\$0	\$0	\$0	\$0	\$0	N/A
INTERFUND TRANSFER OUT							
7300 TRANSFER OUT	0	0	0	0	0	0	N/A
TOTAL EXPENSE :	\$7,152,334	\$6,777,696	\$263,476	\$263,476	\$31,717	\$6,482,503	4.4%
REVENUE OVER EXPENSE :	(\$144,770)	\$0	(\$263,476)	(\$263,476)	(\$31,717)	\$295,193	

## \*\*\* BOARD REPORT \*\*\*

Capital Projects Fund  
Fund 14  
Monterey Peninsula College

July 31, 2010

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-11					
		REVISED BUDGET	CURRENT REVENUES	Y-T-D REVENUES		UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
<b>REVENUES</b>							
8600 STATE	0	182,000	0	0		182,000	N/A
8800 COUNTY / LOCAL	32,866	12,000	0	0		12,000	N/A
8900 INTERFUND TRANSFER IN	0	51,205	0	0		51,205	N/A
TOTAL REVENUE :	\$32,866	\$245,205	0	0		\$245,205	0.0%
OBJECT CLASSIFICATION	2009-2010 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURE	Y-T-D EXPENDITURE	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
<b>SUPPLIES</b>							
4300 INSTRUCTIONAL SUPPLIES	0	0	0	0	0	0	0.0%
4500 NON-INSTRUCTIONAL SUPPLIE	5,614	0	0	0	0	0	N/A
TOTAL OTHER :	\$5,614	\$0	\$0	\$0	\$0	\$0	0.0%
<b>OTHER</b>							
5100 CONTRACTED SERVICES	8,718	67,343	0	0	4,100	63,243	0.0%
5400 INSURANCE	51,205	51,205	51,205	51,205	0	0	100.0%
5600 RENTS, LEASES, REPAIRS	8,000	0	0	0	0	0	N/A
5700 LEGAL,ELECTION, AND AUDIT	(6,563)	6,327	0	0	0	6,327	0.0%
TOTAL OTHER :	\$61,360	\$124,875	\$51,205	\$51,205	\$4,100	\$69,570	44.3%
<b>CAPITAL OUTLAY</b>							
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	38,562	0	0	7,784	30,778	0.0%
TOTAL CAPITAL OUTLAY :	\$279,387	\$378,253	\$0	\$0	\$7,784	\$370,469	2.1%
<b>INTERFUND TRANSFER OUT</b>							
7300 TRANSFER OUT	0	0	0	0	0	0	N/A
TOTAL EXPENSE :	\$346,361	\$503,128	\$51,205	\$51,205	\$11,884	\$440,039	12.5%
REVENUE OVER EXPENSE :	\$313,495	\$257,923	(\$51,205)	(\$51,205)	\$11,884	\$440,039	

BUILDING				
<b>Building Fund</b> <b>Fund 48</b> <b>Monterey Peninsula College</b>				
July 31, 2010				
BOND PROJECTS	REVISED PROJECT BUDGET	PURCHASE ORDER OUTSTANDING	2010-2011 PAYMENTS	2010-11 BUDGET BALANCE BUDGET-PO'S-PYMT
1. Auto Technology Renovation	\$473,397	145,657	0	\$327,740
2. Business & Computer Science (includes Math)	\$2,421,694	17,002	0	\$2,404,692
3. College Center	\$4,000,000	0	0	\$4,000,000
4. Furniture & Equipment	\$3,343,761	0	0	\$3,343,761
5. Humanities Building	\$3,628,735	35,532	0	\$3,593,203
6. Infrastructure 3	\$3,351,992	0	0	\$3,351,992
7. Life Science & Physical Science	\$8,745,759	0	0	\$8,745,759
8. Marina Education Center	\$8,593,326	0	92,691	\$8,500,635
9. PE Phase II - Gym/Locker Room	\$2,527,498	0	0	\$2,527,498
10. Physcial Science Building	\$9,705,029	0	0	\$9,705,029
11. Pool/ Tennis Courts	\$381,100	0	0	\$381,100
12. Public Safety Training Center Renovation	\$1,554,444	0	0	\$1,554,444
13. Student Services Building	\$6,377,965	148,515	0	\$6,229,451
14. Swing Space	\$2,158,603	4,195	1,200	\$2,153,208
15. Theater Building	\$9,078,177	455,808	0	\$8,622,369
15. General Institutional Bond Management	\$0	0	323	-\$323
<b>Total Bond Projects:</b>	<b>\$66,341,480</b>	<b>\$806,708</b>	<b>\$94,213</b>	<b>\$48,435,853</b>
<b>Initial Bond Funds Received 6/30/03</b>		<b>\$40,000,000</b>		
<b>County office interest Received from inception</b>		<b>\$5,618,593</b>		
<b>LAIF interest from inception</b>		<b>\$1,514,006</b>		
<b>Bond Refinancing 05-06</b>		<b>\$4,240,051</b>		
<b>Bond Funds Received 1/24/08</b>		<b>\$104,999,300</b>		
<b>Lehman Brothers Investment loss</b>		<b>(\$1,878,835)</b>		
<b>Balance Used in 09-10</b>		<b>(\$13,517,542)</b>		
<b>Balance Used in 08-09</b>		<b>(\$16,415,556)</b>		
<b>Balance Used in 07-08</b>		<b>(\$19,317,846)</b>		
<b>Balance Used in 06-07</b>		<b>(\$20,713,267)</b>		
<b>Balance Used in 05-06</b>		<b>(\$7,641,016)</b>		
<b>Balance Used in 04-05</b>		<b>(\$2,815,134)</b>		
<b>Balance Used in 03-04</b>		<b>(\$2,626,246)</b>		
<b>Balance Used in 02-03</b>		<b>(\$625,834)</b>		
<b>FY 10-11 ytd expense</b>		<b>(\$94,213)</b>		
<b>Available Bond Funds</b>		<b>\$70,726,461</b>		

# \*\*\* BOARD REPORT \*\*\*

## Other Debt Service Fund

Fund 29

### Monterey Peninsula College

July 31, 2010

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-11					
		REVISED BUDGET	CURRENT REVENUES	Y-T-D REVENUES		UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
REVENUES							
8600 STATE	99,292	0	0	0		0	N/A
8860 LOCAL/COUNTY	2,381	0	0	0		0	N/A
8900 INTERFUND TRANSFER IN	68,831	275,324	0	0		275,324	0.0%
TOTAL REVENUE :	\$68,831	\$275,324	\$0	\$0		\$275,324	0.0%

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	275,324	33,290	33,290	206,493	35,541	12.1%
TOTAL CAPITAL OUTLAY :	\$68,831	\$275,324	\$33,290	\$33,290	\$206,493	\$35,541	12.1%
TOTAL EXPENSE :	\$68,831	\$275,324	\$33,290	\$33,290	\$206,493	\$35,541	12.1%
REVENUE OVER EXPENSE :	\$0	\$0	(\$33,290)	(\$33,290)	(\$206,493)	\$239,783	

## \*\*\* BOARD REPORT \*\*\*

## College Revenue Bond Interest &amp; Redemption

Fund 46

## Monterey Peninsula College

July 31, 2010

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
<b>REVENUES</b>							
8800 LOCAL	19,875	19,425	0	0		19,425	0.0%
8860 INTEREST	470	0	0	0		0	N/A
TOTAL REVENUE :	<u>\$20,345</u>	<u>\$19,425</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>	<b>0.0%</b>
<b>DEBT RETIREMENT</b>							
7100 DEBT RETIREMENT	19,875	19,425	0	0	19,425	0	0.0%
TOTAL DEBT RETIREMENT :	<u>\$19,875</u>	<u>\$19,425</u>	<u>\$0</u>	<u>\$0</u>	<u>\$19,425</u>	<u>\$0</u>	<b>0.0%</b>
TOTAL EXPENSE :	<u>\$19,875</u>	<u>\$19,425</u>	<u>\$0</u>	<u>\$0</u>	<u>\$19,425</u>	<u>\$0</u>	<b>100.0%</b>
REVENUE OVER EXPENSE :	<u>\$470</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>(\$19,425)</u>	<u>\$0</u>	

## July 31, 2010

		2009-10	2010-2011							
OBJECT		PRIOR YEAR	FORECAST	REVISED	CURRENT MTH	Y-T-D		BALANCE		
CLASSIFICATION		ACTUAL	BUDGET	BUDGET	REVENUE	REVENUE		DUE	PERCENT	
REVENUES										
8000	BEGINNING BALANCE		12,000	12,000	0	0		12,000	0.0%	
8001	ASMP C CARD SALES	75,791	74,250	75,000	0	0		75,000	0.0%	
8005	CAFETERIA/D & L VENDING	4,965	5,000	4,000	0	0		4,000	0.0%	
8006	INTEREST	434	434	450	0	0		450	0.0%	
8010	MISCELLANEOUS	1,395	100	150	0	0		150	0.0%	
8011	STUDENT REPRESENTATIVE FEES	0	1,400	1,650	0	0		1,650	0.0%	
8013	BOOKSTORE CONTRACT	5,000	5,000	5,000	0	0		5,000	0.0%	
8014	PRIOR YEAR ADJUSTMENT	0	100	0	0	0		0	0.0%	
8015	BUS PASS	22,662	23,716	23,750	0	0		23,750	0.0%	
4999	OTHER INCOME		0		0	0		0	0.0%	
	TOTAL REVENUE:	\$110,247	\$122,000	\$122,000	0	0		\$122,000	0.0%	
OBJECT		PRIOR YEAR	FORECAST	REVISED	CURRENT MTH	Y-T-D	ENCUMBERED	UNENCUMBERED		
CLASSIFICATION		ACTUAL	BUDGET	BUDGET	EXPENDITURES	EXPENDITURES	BALANCE	BALANCE	PERCENT	
EXPENSES										
#4000 ASMP C COUNCIL										
	***ASMP C COMMITTEES FUND	0	1,000	1,000	0	0		1,000	0.0%	
	ASMP C COMMUNITY OUTREACH FUND	2,950	2,500	2,500	0	0		2,500.00	0.0%	
	ASMP C CONFERENCE AND TRAVEL FUND	13,939	10,000	10,000	420	420		9,580	4.2%	
	ASMP C GENERAL FUND	45,893	6,400	6,400	795	795		5,605	12.4%	
	ASMP C OFFICE SUPPLIES FUND	6,890	2,000	2,000	0	0		2,000	0.0%	
	ASMP C PROMOTIONS FUND	0	1,400	1,400	0	0		1,400	0.0%	
	ASMP C RESERVE FUND	15,164	4,800	4,800	0	0		4,800	0.0%	
	ASMP C STIPEND FUND	12,040	15,700	15,700	0	0		15,700	0.0%	
	ASMP C STUDENT ASSIST FUND.	0	2,000	2,000	0	0		2,000	0.0%	
	ASMP C STUDENT BENEFITS FUND	0	3,000	3,000	0	0		3,000	0.0%	
#4007 STUDENT REP. COUNCIL										
	***SRC GENERAL FUND	5,177	4,405	4,405	0	0				
	SRC OFFICE SUPPLIES FUND	0	800	800	0	0		800	0.0%	
	SRC PROMOTIONAL ITEM FUND	0	975	975	0	0		975	0.0%	
	SRC RESERVE FUND	0	1,220	1,220	0	0		1,220	0.0%	
	SRC STIPEND FUND	3,620	4,000	4,000	0	0		4,000	0.0%	
	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	0	0				
	ICC COMMUNITEE ACTIVITY FUND	0	0	0	0	0		0	0.0%	
	ICC EQUIPMENT FUND	1,610	0	0	0	0		0	0.0%	
	ICC CLUB EQUIPMENT FUND	0	0	0	0	0		0	0.0%	
	ICC GENERAL FUND	2,000	30,610	30,610	0	0		30,610	0.0%	
	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	0		0	0.0%	
	ICC START UP FUNDS (\$200.00)	2,200	0	0	0	0		0	0.0%	
	ICC STIPENDS FUND	320	800	800	0	0		800	0.0%	
	ICC STUDENT ASSISTANT FUND	0	800	800	0	0		800	0.0%	
#4010 ACTIVITIES COUNCIL										
	***AC ACTIVITIES FUND	11,731	14,785	14,785	0	0				
	AC GENERAL FUND	54	3,000	3,000	0	0		3,000	0.0%	
	AC PROMOTIONAL ITEM FUND	0	975	975	0	0		975	0.0%	
	AC RESERVE FUND	0	2,440	2,440	0	0		2,440	0.0%	
	AC STIPENDS	1,800	2,400	2,400	0	0		2,400	0.0%	
	AC STUDENT ASSISTANT FUND	0	800	800	0	0		800	0.0%	
	TOTAL EXPENSES:	\$159,062	\$122,000	\$122,000	1,215	1,215		\$101,595	1.0%	
	REVENUE OVER EXPENSE:	\$48,815	\$0	\$0	\$1,215	\$1,215		\$20,405		
	BEGINNING BALANCE WITH Y-T-D REVENUE					41,785				
	INCOME TO DATE					0				
	EXPENSE TO DATE					1,215				
	EST. ENDING BALANCE					43,000				

# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2010

New Business Agenda Item No. B

Administrative Services  
College Area

### Proposal:

That the Governing Board hold a public hearing to review the transfer of funds allowed by Assembly Bill X4 2 (Extraordinary Session #4, Bill #2).

### Background:

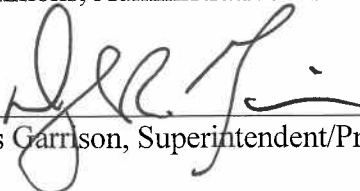
The signed 2009-2010 state budget significantly cut many categorical programs, some by as much as 100 percent. As a result of those reductions, Assembly Bill X4 2 (Extraordinary Session #4, Bill #2) was written to allow districts to move funds among twelve of the "unprotected" categorical programs. To be permitted to actually transfer the funds, AB X4 2 requires that a district take action in public session after conducting a public hearing.

**Budgetary Implications:** Reallocation of \$68,674 from the Apprenticeship funding to Disabled Students Programs and Services (DSP&S).

☒ **Public Hearing:** review the transfer of funds allowed by Assembly Bill X4 2 (Extraordinary Session #4, Bill #2).

**Recommended By:**   
Joseph Bissell, 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

August 24, 2010

New Business Agenda Item No. C

Administrative Services  
College Area

### **Proposal:**

That the Board authorize the transfer of \$68,674 from Apprenticeship funding to Disabled Students Programs and Services (DSPS) and authorize further reallocations among the categorical programs listed in Assembly Bill X4 2 (Extraordinary Session #4, Bill #2).

### **Background:**

The Board has held a public hearing for the purpose of reviewing the transfer of funds allowed by Assembly Bill X4 2 (Extraordinary Session #4, Bill #2).

The signed 2009-2010 state budget significantly cut many categorical programs, some by as much as one hundred percent (scheduled maintenance and instructional equipment). As a result of those reductions, Assembly Bill X4 2 (Extraordinary Session #4, Bill #2) was written to allow districts to move funds among twelve of the unprotected categorical programs. To be permitted to actually transfer the funds, AB X4 2 requires that a district take action in public session after conducting a public hearing.

All of the above categorical accounts have balanced budgets in 2010-11 using the 2009-10 allocation and, in some cases, carryover funds from 2009-10, with the exception of Disabled Students Programs and Services (DSP&S). It is proposed that Apprenticeship income (\$68,674) be used to provide additional resources for DSP&S. This will reduce the cuts that would otherwise be needed to balance DSP&S (the 2010-11 budget for DSP&S was constructed assuming this transfer would be approved). Apprenticeship revenue has been deposited to the Unrestricted General Fund in past years; therefore, this basically represents a transfer from the Unrestricted General Fund.

After a district's board takes action to move on any amount of funding between any of the unprotected categorical programs, the district shall be deemed to be in full compliance with the program and funding requirements contained in statutory, regulatory, and provisional language associated with all the programs. To take advantage of any of the funding and flexibility allowed by AB X4 2, the board must take the recommended action. Among the advantages to the district will be a significant reduction in paperwork and related staff time required by the regulatory and control agencies.

**Budgetary Implications:** Reallocation of \$68,674 from the Unrestricted General fund to DSP&S.




☒ **Resolution:**      **BE IT RESOLVED,** That the Board authorize the transfer of \$68,674 from Apprenticeship funding to Disabled Students Programs and Services (DSPS) and authorize further reallocations among the categorical programs listed in Assembly Bill X4 2 (Extraordinary Session #4, Bill #2).

**Recommended By:**

  
\_\_\_\_\_  
Joseph Bissell, 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

August 24, 2010

New Business Agenda Item No. D

Administrative Services  
College Area

### Proposal:

That the Governing Board hold a public hearing to review the Final Budget for Fiscal Year 2010-2011 prior to its adoption.

### Background:

The Board is required to hold a public hearing and adopt a final budget for the fiscal year before September 15 (Title 5, Section 58305).

Title V, Section 58301 of the California Code of Regulations requires each district to hold a public hearing on the proposed budget and that the budget be made available for public inspection at least three days prior to the public hearing. The proposed budget has been available for public inspection in the Library and Technology Center and at the Office of the Vice President for Administrative Services for the required three days.

**Budgetary Implications:** Revenues and expenses are anticipated as presented.

☒ **Public Hearing** to review the Final Budget for Fiscal Year 2010-11 prior to its adoption.

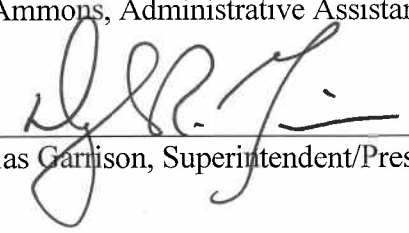
**Recommended By:**

  
Joseph Bissell, Vice President for Administrative Services

**Prepared By:**

  
Suzanne Ammons, Administrative Assistant

**Agenda Approval:**

  
Dr. Douglas Garrison, Superintendent/President

**Monterey Peninsula College**

# **Final Budget**

**Fiscal Year 2010-2011**

Pending Board Approval of  
August 24, 2010

*Monterey Peninsula College*

***Final Budget***

***2010-2011 Fiscal Year***

*-Table of Contents-*

<u><i>Title</i></u>	<u><i>Description</i></u>	<u><i>Page</i></u>
<b><i>Executive Summary</i></b>	<i>Narrative Overview of budget</i>	<b><i>1 –6</i></b>
<b><i>Summaries by Fund</i></b>	<i>Narrative for each fund</i>	<b><i>7-11</i></b>
<b><i>3-Year Comparison of all Funds</i></b>	<i>A 3-year comparison of revenue and expenses for all funds.</i>	<b><i>12 - 13</i></b>
<b><i>Unrestricted General Fund Highlights</i></b>	<i>Narrative of Unrestricted General Fund revenues and expenses</i>	<b><i>14 - 17</i></b>
<b><i>Exhibits</i></b>	<i>Major Object Category</i> <ul style="list-style-type: none"><li><i>- Unrestricted General Fund</i></li><li><i>- Restricted General Fund</i></li><li><i>- Child Development</i></li><li><i>- Student Center</i></li><li><i>- Parking</i></li><li><i>- Self Insurance</i></li><li><i>- Capital Projects</i></li><li><i>- Building Fund</i></li></ul>	<b><i>Exhibit A</i></b> <b><i>Exhibit B</i></b> <b><i>Exhibit C</i></b> <b><i>Exhibit D</i></b> <b><i>Exhibit E</i></b> <b><i>Exhibit F</i></b> <b><i>Exhibit G</i></b> <b><i>Exhibit H</i></b>
<b><i>Attachments</i></b>	<i>Budget Development Process</i>	<b><i>Attachment A</i></b>
	<i>Institutional Goals 2007-10</i>	<b><i>Attachment B</i></b>

# *Executive Summary*

## *2010-2011 Final Budget*

### **Introduction**

The District maintains accounts in seven (7) major funds. The following is a summary indicating the projected beginning balances, 2010-11 budgets, and projected ending balances for each fund:

Funds	Beginning Fund Balance 7/1/2010	Budgets 2010-2011		Ending Fund Balance 6/30/2011
		Revenue	Expense	
General				
Unrestricted	\$4,264,428	\$39,423,936	\$39,419,605	\$4,268,759
Restricted	\$0	\$5,494,907	\$5,494,907	\$0
Special Revenue				
Child Development - Unrestricted	\$0	\$533,856	\$533,856	\$0
Child Development - Restricted	\$0	\$250,632	\$250,632	\$0
Student Center	\$199,444	\$275,200	\$260,235	\$214,409
Parking	\$63,928	\$460,000	\$431,749	\$92,179
<b>Total Operating Funds</b>	<b>\$4,527,800</b>	<b>\$46,438,531</b>	<b>\$46,390,984</b>	<b>\$4,575,347</b>
Debt Service				
Student Center	\$20,905	\$19,425	\$19,425	\$20,905
Lease Payments	\$103,491	\$239,783	\$239,783	\$103,491
Capital Projects	\$352,946	\$342,741	\$600,664	\$95,023
Building	\$72,793,221	\$220,000	\$66,341,480	\$6,671,741
Self Insurance	\$8,479,076	\$7,163,249	\$6,906,139	\$8,736,186
Fiduciary				
Financial Aid	\$12,881	\$4,300,000	\$4,300,000	\$12,881
Associated Students	\$90,600	\$122,000	\$122,000	\$90,600
Scholarship and Loans	\$272,948	\$2,940,000	\$2,940,000	\$272,948
Trust Funds	\$223,917	\$590,000	\$520,000	\$293,917
Orr Scholarship	\$47,624	\$4,300	\$15,000	\$36,924
<b>Total</b>	<b>\$86,925,409</b>	<b>\$62,380,029</b>	<b>\$128,395,475</b>	<b>\$20,909,963</b>
Notes: Beginning Balance is prior to audit of 2009-2010 fiscal year end.				
Ending Balance is calculated based on Beginning Balance and Budgets				

Projections show positive beginning balances for all funds of the District, and revenues and expenses budgeted for the 2010-11 result in positive year end balances for all funds.

Significant portions of the District's operating budgets are dependent on funding from the state and the state does not yet have an approved budget. However, considering the economic issues facing the state, budgets proposed in the Governor's May Revise and the current Democratic legislative plan both recommend a very favorable budget for community colleges. The proposals include:

- 2.21% for growth, included in both proposals
- May Revise includes 0.39% negative cost of living allowance (COLA), Democratic plan rejects
- May Revise cuts \$10 million from EOP&S and \$10 million from part-time faculty compensation, Democratic plan rejects both
- May Revise increases \$20 million for career technical education, Democratic plan rejects
- The Democratic plan also proposes:
  - Augmentation of \$35 million to backfill 1-time federal ARRA funding
  - \$25 million augmentation to support workforce training enrollments
  - JPA to borrow against for mandate reimbursements from the state

A final approved state budget is not anticipated until mid September and the District may need to approve revisions to this budget to accommodate differences. The District's Final Budget was constructed assuming income from the state would be basically the same as 2009-10 (i.e. no growth, no negative COLA, and EOP&S and part-time faculty compensation would not change).

Without a COLA, all increased costs for the District needed to be absorbed by cutting current budgets. In addition, the District is currently dealing with deferrals of state payments totaling \$4 million and it is probable that the state will experience additional cash flow issues that will further negatively impact the District. The District maintains adequate reserves that should provide sufficient cash to continue operations without external borrowing; however, the deferrals do result in reduced interest income for the District.

The major financial issue facing the District this year is the projected 25% increase in costs for medical benefits. The District has been working with employee groups to implement cost containment measures to offset the increase. Agreements with the employee groups have been approved and this Final Budget projects expenses to be approximately the same as last year.

### **Institutional Goals**

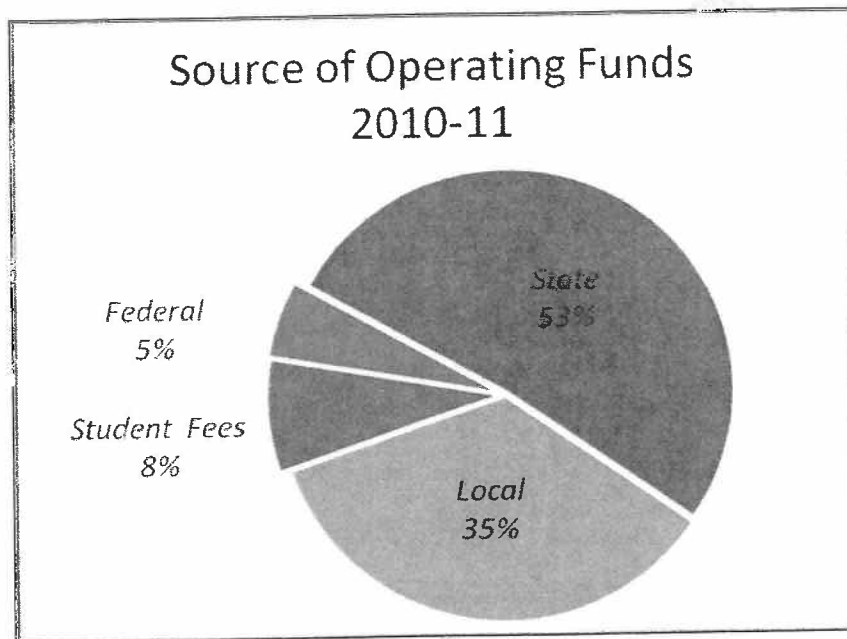
Progress on institutional goals this year that require additional resources continue to be made despite the difficult economic times and impact on District finances.

- Goal 3 to "grow enrollments and...teach employable skills." Adjunct budgets have been increased \$253,931 to allow for additional class offerings.
- Goal 5 to "provide educational programs and services in Seaside and Marina..." Total FTES at the Ed Center was reported at 342 for the 2009-10 fiscal year and additional Class offerings are planned for the 2010-11 fiscal year.
- Goal 6 to "ensure adequate levels of personnel to support current programs..." The District has created 14 additional regular classified positions to support current programs and eliminated part-time temporary substitute positions in the same areas.
- Goal 7 to "maintain and improve District facilities." Facility projects being worked on in the 2010-11 fiscal year include: completion of new Student Services building and renovations of Auto Technology and Business Computer Science buildings, parking lots B and C, and bus stop, maintenance repairs to the Music building, addition of swing space village on campus, substantial completion of the Ed Center in Marina, and starting renovations on the pool and tennis courts, Gym, Theater, Humanities, and old Student Service buildings.

## Long Term Outlook

Looking at major factors that affect community college budgets can provide an indication of a positive or negative outlook for the District. Major factors would include the economy in California, enrollments at MPC, employee compensation, and cost trends of expenses.

- Economy in California - 53% of the District's operating income is from the state, making the state budget a major factor in finances for the District.



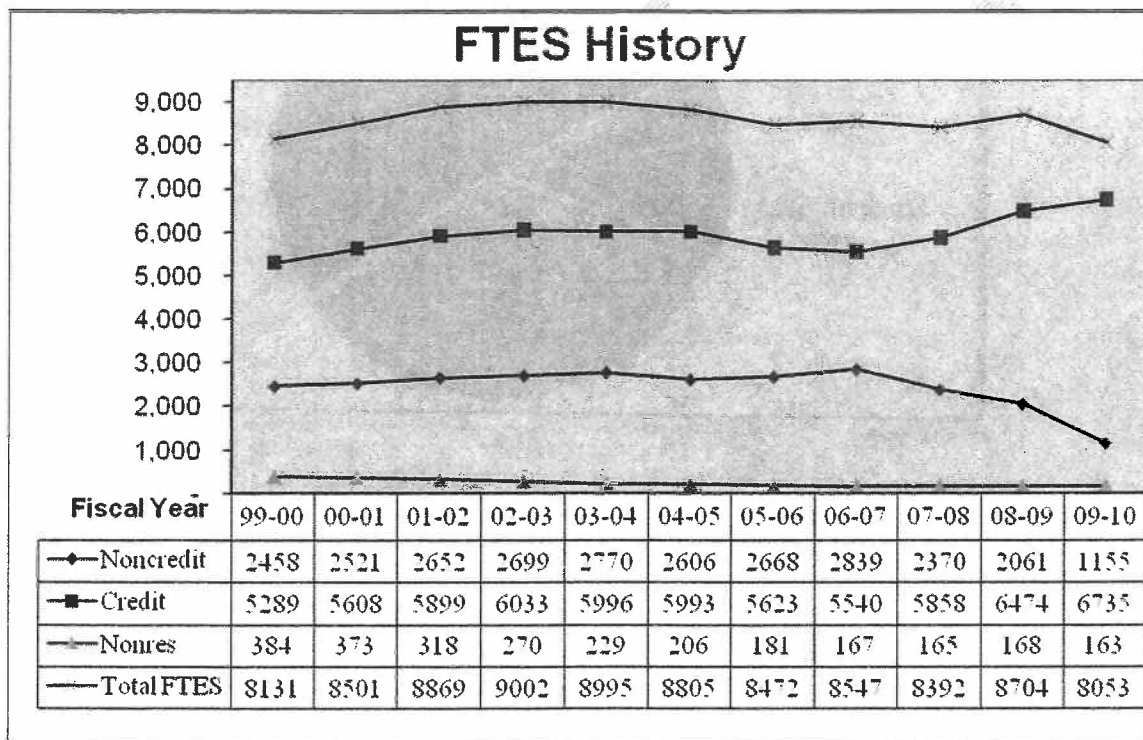
The state's fiscal year began on July 1, 2010, and the legislature failed to pass a budget by the deadline of June 15, 2010 and the state budget is now more than two months overdue. The state faces an estimated \$19.1 billion deficit, after trimming billions of dollars from state spending last year and temporarily raising some taxes. On July 28, 2010, the governor declared a financial state of emergency and ordered furloughs for 150,000 state workers. Although legislative leaders are meeting, sides are very polarized and both Democratic and Republican legislators have mentioned the possibility of not reaching an agreement until the next governor takes office in January 2011.

The nation and California entered 2009 at the peak of the worst recession since the Great Depression. Monthly job losses were high, unemployment was increasing at an alarming rate, and national economic output was declining. The ranks of the unemployed increased from about 7.5 million to 14.7 million in the nation and from 1.1 million to more than 2.2 million in California during the recession. The Employment Development Department reports the state unemployment rate at 12.2% and Monterey County at 10.8% for June 2010. The recession that began in December 2007 hasn't officially been declared over, but most economists believe the recovery began in July 2009. Slow hiring continues to be the biggest hurdle facing the economy. Jobs must be created for the economy to recover and the outlook is a long and slow recovery.



- Enrollments at MPC – The four largest sources of revenue (apportionment, lottery, nonresident fees, part-time faculty compensation) totaling 99% of the Unrestricted General Fund are dependent on enrollments, both in-state and nonresident. The demand for classes has increased fueled by the downturn in the economy (unemployment), caps on enrollments at UC and CSU, and the increase in high school graduates (tidal wave 2).

The state has not provided additional funding for enrollment growth for the past several years limiting the District's ability to offer additional classes. The District has been working to improve stability, increase efficiency, and maintain priority in basic skills, transfer, and career technical offerings. In 2007-08, an emphasis was put on increasing credit enrollments and decreasing dependence on noncredit instructional service agreements. This continues and the District reported its highest level of credit enrollments this past year. Although total enrollments have declined, Apportionment income continues to be maximized because of the higher rate of payment received for credit FTES.



The state continues to push colleges to prioritize courses that are of greater public interest to help in economic recovery and to deemphasize courses offered primarily to provide recreational or avocational pursuit. The District has some vulnerability here if changes were to be mandated.

Although it is not probable to see any significant population growth in the District's service area in the near future, it is believed demand for classes will continue to outpace availability for at least the next few years because of high unemployment, caps on enrollments at UC and CSU, and tidal wave 2. As the economy and the job market



improve, enrollments could be adversely affected in the future. Continued growth in core credit enrollments appears possible through improved retention and outreach, schedule improvements, and new and expanded programs.

- Employee compensation – District labor contracts tie increases in compensation to increases in apportionment income. Apportionment is the District's largest single source of revenue, making up 95% of the Unrestricted General Fund income (81.6% of the District's total Operating Fund income). Employee compensation includes salaries and fringe benefits and accounts for 83% of the District's Unrestricted General Fund expenses (80% of the District's total Operating Fund expenses). Although cost of benefits may increase at a different rate than apportionment income, the contract provision significantly helps keep future changes in revenues and expenses in balance.
- Cost trends for expenses – Costs for operating expenses are expected to continue to increase faster than inflation.
  - The District is self-insured for medical. Medical expenses nationwide continue to see double digit increases with no end in sight. A 25% increase in expenses was projected for the District's self funded medical including 12% for industry trend. The projected increase will hopefully be mitigated through a number of negotiated cost containment measures. Future cost containment measures will be needed to keep the District's medical below industry trends and avoid future double digit increases.
  - The District's practice of providing medical coverage continuation after retirement at District expense and accounting rules requiring the recording of the retiree medical liability (GASB 45) will continue to take a larger portion of the District's budget.
  - Costs for retirement plans are projected to increase significantly over the next several years. Required employer contribution rates to the Public Employee Retirement System (PERS) are scheduled to be increased from the current 10.707% to 14.507% by 2013-14. This 3.8% increase will mean an additional \$356K in annual expenses. The State Teachers Retirement System (STRS) will need a 14% increase in contributions to make up a \$22.5B shortfall. A 14% increase in the District's contribution would increase annual expenses \$197K.
  - Costs for energy have seen significant swings both up and down. For the 2010-11 fiscal year, expenses are projected to be down because of very favorable electricity rates negotiated by the Leagues consortium and District's reduced utilization from conservation measures. However, rates are projected to increase beyond normal inflation in the future. The District should continue an aggressive campaign to implement additional conservation measures.
  - Other operating expenses projected to increase faster than COLA increases would include maintenance contracts, supplies, and equipment.

## ***Conclusion***

All funds are balanced and positive year-end balances (reserves) are projected. Minimal use of one-time solutions has been used to balance on-going budgets.

A state budget has not yet been approved and budgets in the operating funds of the District were constructed using the same state funding as received in the last fiscal year (2009-2010). Current discussions by the state legislature do not indicate any significant cuts to community colleges; however, the final budget approved by the state will likely alter some District assumptions which will require adjustments to the District's budgets. The state's budget problems will likely continue and will have a negative impact on future funding for the District.

Diligent planning in course offerings that will be fully supported by the state will be needed to enable the District to maintain stable enrollments and receive maximum apportionment funding from the state.

Revenue has been flat and expenses continue to increase because of inflation for the past several years. The District has been able to maintain balanced budgets through improved efficiencies and realignment of resources but at the cost of reduced service levels. Flat revenue and increasing expenses are likely to continue for at least the next several years and it will become more difficult to realign resources and further reduce programs and services. The need for future reductions is certain and planning for them needs to be done well in advance to allow programs sufficient time to accommodate changes.

## Summaries by Fund

The District maintains accounts in seven (7) major funds. Revenue is budgeted by the source of the funding and expenses are budgeted by their function. The District's financial activities for day-to-day operating revenues and expenses are recorded in the General and Special Revenue Funds (aka Operating Funds).

### General Fund

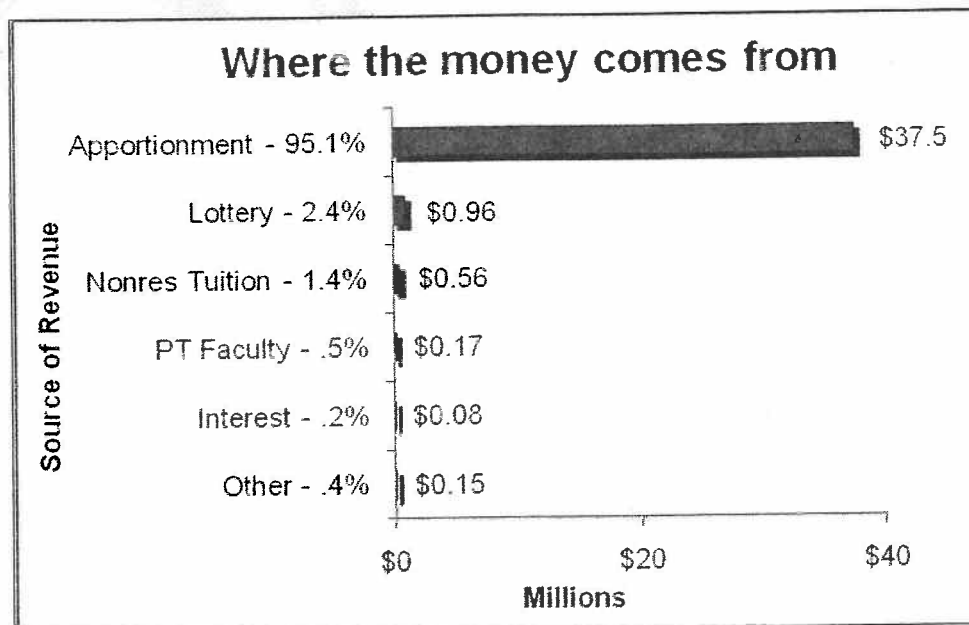
The General Fund includes the general operating budgets for the District. Some monies are restricted as to their use and the fund is therefore separated by unrestricted and restricted.

### Unrestricted General Fund

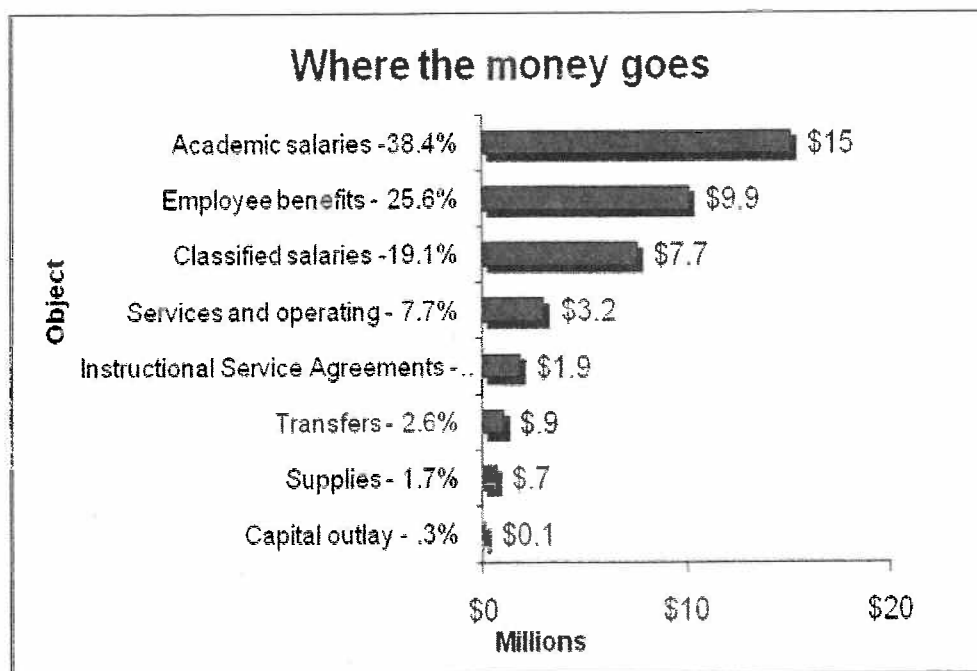
The District's primary financial activities for day-to-day operating revenues and expenses occur in the Unrestricted General Fund (UGF). Amounts budgeted for revenue and expense in the Unrestricted General Fund show revenue to exceed expenses by \$4,331 and an ending balance of \$4,268,759 (10.8% of budgeted revenues).

The Final Budget indicates total UGF revenue is budgeted to decrease \$248,236 (0.6%) from the current 2009-2010 Revised Budget. The largest single item accounting for the change is the projection of a reduction in budgeted interest income of \$255,000.

Apportionment is the largest source of revenue and represents 95% of total unrestricted income. Apportionment is calculated by the State Chancellor's office based on in-state enrollments referred to as full time equivalent students (FTES) at the District. This Final Budget uses the same in-state FTES as the District projects to generate for 2009-2010 (7890). No new apportionment funds are budgeted for growth or a COLA. The four largest sources of revenue (apportionment, lottery, nonresident fees, part-time faculty compensation) total 99% of the Unrestricted General Fund are dependent on enrollments, both in-state and nonresident.



Total expenses are projected to decrease \$171,177 (0.4%) from the current 2009-2010 Revised Budget. The largest portions of expenses are for people with salaries and corresponding fringe benefits for employees accounting for 83% of total expenses. The cost of employee benefits continues to be the second largest expense in the budget, currently representing 25.6% of total expenses.



Labor contracts with the faculty and staff have been settled and increases for total compensation (salaries and benefits) are tied to increases in Apportionment revenue. Because no increases are included in this budget for Apportionment COLA or growth, no increases for compensation have been budgeted. Should a COLA or growth be realized, corresponding increases in compensation would also be realized.

The UGF budget includes \$124,839 from one-time funding sources.

### Restricted General Fund

Funds used for the operation and support of educational programs that are specifically restricted by law, regulation, donor, or other outside agency are recorded in the Restricted General Fund. The majority of these funds must be expended within the fiscal year or returned to the funding agency.

Budgets for state programs are based on the last years' state budget. One-time funding of \$68,674 from the UGF is being used to balance Disabled Students Programs and Services (DSP&S). Funds budgeted for all programs total just under \$5.5 million including:

Disabled Students Programs and Services (DSP&S)	\$ 834,507
Extended Opportunities Programs and Services (EOP&S)	\$ 554,408
Marine Advanced Technology Education (MATE)	\$ 372,731
Upward Bound	\$ 369,995
Math Science Upward Bound (MSUB)	\$ 358,042
Health Services	\$ 350,600
Matriculation - CR/NCR	\$ 346,349
New Scholars	\$ 249,046
Student Financial Aid Allowance (SFAA/BFAP)	\$ 222,047
Enrollment Growth- Nursing	\$ 166,870
CalWorks/TANF	\$ 147,208
Perkins I-C Student Support Structure	\$ 144,360
Federal Work Study	\$ 136,838
Lottery	\$ 117,000
Workability	\$ 111,828
Tech Prep	\$ 69,708
CARE	\$ 63,517
Marine Tech Mentor/Intern	\$ 59,930

### **Special Revenue Fund**

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

Revenues and expenses for child development services are recorded in the CDC fund. The CDC Fund includes monies that are restricted as to their use and the fund is therefore separated by unrestricted and restricted. The CDC Fund has a total budget of \$784,488 (unrestricted and restricted). The fund has no reserves and a transfer of \$466,158 (59% of their total budget) from the Unrestricted General Fund is budgeted to balance current year expenses.

The Student Center Fund is maintained to record financial transactions of the Student Center building that was partially constructed using lease revenue bonds. The Student Center Fund receives revenue primarily from student use fees and commissions from the bookstore and cafeteria. The bond requires income to be used to make debt payments and maintain the facility. A transfer of \$19,425 is budgeted to the Debt Service Fund for the required payment. Half of the Student Activity Coordinator in the Student Center Fund is paid by the Unrestricted General Fund. The reserve in the fund, projected to be over \$214 thousand by year end, will be used for maintenance on the building.

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

Expenses in this fund are for parking security and maintenance and improvements to the parking lots. The fund is projected to have a reserve of over \$92 thousand which will be used for future parking related repairs and improvements. This year, the fund is being assessed \$9,700 as a cost for electricity for parking lot lighting.

### **Debt Service Fund**

Long-term debt principal, interest, and related costs of the District are accounted for in the Debt Service Fund. There are two obligations accounted for in this fund: the annual long-term debt payment for the Student Center and the capital lease for energy conservation projects (SunTrust lease) both requiring annual payments. Student Use Fees in the Student Center operating accounts pay the Student Center required payment of \$19,425. A transfer from the Unrestricted General Fund representing projected energy savings is budgeted to cover the required payments to SunTrust. Normally, the annual payment is \$275,324; however, this year the payment will be \$239,783 because of a 1-time construction work credit of \$35,541.

### **Capital Projects Fund**

Non-bond expenses for all major acquisition, construction and maintenance projects are accounted for in the Capital Projects Fund. State funded projects include the renovation of old Student Services and Humanities and demolition of Business/Humanities, and carry over state scheduled maintenance funds to rebuild art lockers. Local projects include IPP & FPP processing, donations for the Library & Technology Center and athletic facilities, and District expenses for Fort Ord including environmental insurance required by FORA. Current expenses budgeted total \$600,664.

### **Building Fund**

Expenses associated with Measure 1, the \$145 million Proposition 39 bond, are accounted for in the Building Fund. At this time, the budget balances for all currently active projects, \$66,341,480 are being included in the Tentative Budget. The Board will be considering adjustments to bond budgets at their meeting on August 24, 2010 which will alter this total. If approved, adjustments to these budgets will need to be made.

### **Self Insurance Fund**

Expenses for the District's self insured medical benefits are budgeted and recorded in the Self Insurance Fund. Transfers are made from the various operating accounts to the Self Insurance Fund to cover the expenses. A major financial issue facing the District this year is the projected 25% increase in costs for medical benefits. Agreements with the employee groups have been approved that are intended to mitigate the projected increase:

- Academic and management employees have agreed to cost containment measures that will be implemented in 3 phases depending on actual expenses whereby the 1<sup>st</sup> phase was implemented July 1, 2010, expenses will be reviewed each 6 months for 3 years and if current expense exceed budget the subsequent phase would be implemented.
- Classified employees have agreed to the 1<sup>st</sup> phase cost containment measures and a furlough of 65 hours for the 2009-10 year.

A total contribution of \$7,163,249 is currently being budgeted including \$257,110 from classified furloughs. Expenses are budgeted at \$6,906,139 including \$6,739,038 for medical (approximately the same as last year), \$112,620 for categorical contributions for retiree benefits (OPEB GASB 45) and \$54,481 for other categorical medical (vision, dental, life & disability).

It is projected that expenses in 2009-10 will exceed budget by approximately \$1 million leaving an approximate fund balance in the Self Insurance Fund of \$7.5 million, including \$3.05 million designated for GASB 45 liability. The actuarial study completed in February 2009 calculates the actuarial accrued liability as of November 1, 2008 to be \$11,082,229. In addition, the fund balance may be further reduced in 2010-11 because the cost containment measures to be implemented in 2010-2011 for faculty and management employees will be implemented in three (3) phases. The furlough money from classified employees will be used for medical expenses that exceed budget while negotiations for additional cost containment measures are worked out with classified employees.

### **Fiduciary Fund**

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





# Monterey Peninsula College

## 3-Year Comparison

	2007-2008	2008-2009	2009-2010		2010-2011	% 2009-10 Budget to Final
	<u>Actual</u>	<u>Actual</u>	<u>Actual*</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b>Unrestricted General Fund:</b>						
Income						
Federal	\$7,819	\$8,977	\$11,043	\$2,000	\$10,500	425.0%
State	\$13,691,246	\$23,875,935	\$17,778,977	\$22,071,672	\$21,092,956	-4.4%
Local	\$26,031,931	\$18,325,567	\$17,602,260	\$17,598,500	\$18,320,480	4.1%
Total Income	<u>\$39,730,997</u>	<u>\$42,210,479</u>	<u>\$35,392,280</u>	<u>\$39,672,172</u>	<u>\$39,423,936</u>	-0.6%
Expense						
Academic Salaries	\$14,634,195	\$15,745,978	\$14,917,573	\$14,948,843	\$15,116,946	1.1%
Classified Salaries	\$7,593,262	\$7,740,028	\$7,609,219	\$7,637,468	\$7,542,458	-1.2%
Fringe Benefits	\$3,976,687	\$4,159,078	\$4,192,621	\$4,328,761	\$4,457,802	3.0%
Books and Supplies	\$745,873	\$820,607	\$778,320	\$721,008	\$676,897	-6.1%
Operating	\$6,819,468	\$6,330,251	\$4,287,901	\$5,533,500	\$4,843,960	-12.5%
Capital Outlay	\$218,216	\$232,857	\$172,014	\$137,616	\$125,212	-9.0%
Transfers	\$6,122,632	\$7,092,698	\$5,994,448	\$6,283,588	\$6,656,331	5.9%
Total Expenses	<u>\$40,110,333</u>	<u>\$42,121,497</u>	<u>\$37,952,096</u>	<u>\$39,590,783</u>	<u>\$39,419,606</u>	-0.4%
<b>Restricted General Fund:</b>						
Income						
Federal	\$2,110,556	\$2,137,247	\$1,873,165	\$2,523,576	\$2,458,901	-2.6%
State	\$4,044,886	\$3,667,509	\$3,222,172	\$3,048,373	\$2,347,749	-23.0%
Local	\$504,277	\$474,331	\$535,973	\$669,250	\$688,257	2.8%
Total Income	<u>\$6,659,719</u>	<u>\$6,279,087</u>	<u>\$5,631,310</u>	<u>\$6,241,199</u>	<u>\$5,494,907</u>	-12.0%
Expense						
Academic Salaries	\$1,526,755	\$1,484,864	\$1,230,885	\$1,478,427	\$1,285,911	-13.0%
Classified Salaries	\$1,264,448	\$1,192,471	\$1,106,491	\$1,139,623	\$1,218,313	6.9%
Fringe Benefits	\$452,924	\$401,826	\$380,403	\$414,822	\$418,994	1.0%
Books and Supplies	\$462,522	\$345,857	\$199,625	\$288,868	\$111,382	-61.4%
Operating	\$1,446,868	\$1,628,262	\$1,665,069	\$1,667,774	\$1,498,249	-10.2%
Capital Outlay	\$330,272	\$152,007	\$120,622	\$389,705	\$178,400	-54.2%
Transfers	\$1,396,525	\$1,073,800	\$729,158	\$861,977	\$783,658	-9.1%
Total Expenses	<u>\$6,880,313</u>	<u>\$6,279,087</u>	<u>\$5,432,253</u>	<u>\$6,241,196</u>	<u>\$5,494,907</u>	-12.0%
<b>Unrestricted Child Development</b>						
Income	\$424,246	\$528,288	\$507,412	\$514,302	\$533,856	3.8%
Expense	\$424,246	\$528,288	\$478,650	\$514,302	\$533,856	3.8%
<b>Restricted Child Development</b>						
Income	\$253,338	\$216,594	\$255,793	\$265,567	\$250,632	-5.6%
Expense	\$253,338	\$216,594	\$286,773	\$265,567	\$250,633	-5.6%
<b>Student Center</b>						
Income	\$287,083	\$293,645	\$277,271	\$279,200	\$275,200	-1.4%
Expense	\$214,256	\$214,201	\$200,688	\$264,983	\$260,235	-1.8%

	2007-2008	2008-2009	2009-2010		2010-2011	% 2009-10
	<u>Actual</u>	<u>Actual</u>	<u>Actual*</u>	<u>Budget</u>	<u>Budget</u>	Budget to Final Bud
<b>Student Revenue Bond</b>						
Income	\$42,077	\$19,484	\$20,345	\$19,875	\$19,425	-2.3%
Expense	\$20,776	\$20,325	\$19,875	\$19,875	\$19,425	-2.3%
<b>Debt Service</b>						
Income	\$440,413	\$356,607	\$170,503	\$275,324	\$239,783	-12.9%
Expense	\$416,105	\$517,063	\$68,831	\$275,324	\$239,783	-12.9%
<b>Parking</b>						
Income	\$304,314	\$325,351	\$604,395	\$446,000	\$460,000	3.1%
Expense	\$304,314	\$327,926	\$388,499	\$443,853	\$431,749	-2.7%
<b>Capital Projects</b>						
Income	\$3,062,696	\$1,005,509	\$32,866	\$245,705	\$342,741	39.5%
Expense	\$2,989,101	\$1,605,493	\$346,361	\$554,721	\$600,664	8.3%
<b>Self Insurance</b>						
Income	\$6,721,550	\$6,598,751	\$7,007,564	\$6,777,696	\$7,163,249	5.7%
Expense	\$5,291,292	\$6,010,816	\$7,149,451	\$6,777,696	\$6,906,139	1.9%
<b>Financial Aid</b>						
Income	\$2,036,953	\$2,779,674	\$4,460,481	\$4,460,481	\$4,300,000	-3.6%
Expense	\$2,071,067	\$2,779,674	\$4,460,481	\$4,460,481	\$4,300,000	-3.6%
<b>Associated Students</b>						
Income	\$96,487	\$117,593	\$110,247	\$114,000	\$122,000	7.0%
Expense	\$96,487	\$84,065	\$159,062	\$114,000	\$122,000	7.0%
<b>Scholarship and Loans</b>						
Income	\$2,072,886	\$2,289,368	\$2,911,277	\$2,915,000	\$2,940,000	0.9%
Expense	\$2,032,290	\$2,303,470	\$2,929,688	\$2,915,000	\$2,940,000	0.9%
<b>Trust Funds</b>						
Income	\$778,677	\$444,575	\$587,677	\$475,000	\$590,000	24.2%
Expense	\$855,694	\$392,038	\$537,591	\$400,000	\$520,000	30.0%
<b>Orr Scholarship</b>						
Income	\$36,929	\$46,693	\$5,221	\$6,000	\$4,300	-28.3%
Expense	\$25,675	\$24,809	\$24,544	\$30,000	\$15,000	-50.0%
<b>Building Fund</b>						
Income	\$109,937,250	\$198,008	\$595,973	\$1,700,000	\$220,000	-87.1%
Expense	\$22,925,031	\$16,162,764	\$13,421,701	\$14,029,511	\$66,341,480	372.9%

\*Actual through June 30, 2010 (prior to closing entries).

# Unrestricted General Fund Highlights

2010-2011 Final Budget

## Revenues:

Total Unrestricted General Fund income budgeted for 2010-11 is \$39,423,936, \$248,236 (.63%) less than the 2009-10 adjusted budget. The District's budget has been calculated using estimates based on a roll-over budget from the state. Although the Governor's May Revise calls for a negative cost of livings allowance (COLA) of 0.39% and 2.21% for growth, it is not believed that the state's final approved budget will provide any additional funding for community colleges.

- **Apportionment** - The largest source of unrestricted revenue, \$37,500,000 (95.2%) is based on actual enrollments of the College. These funds are referred to as apportionment and are received from student registration fees, local property taxes, and the state. Apportionment is calculated based on full time equivalent students (FTES): \$4,564.83 per credit FTES and \$2,744.96 per noncredit FTES plus a base allocation of \$3,321,545 for a single campus district and \$276,795 for a satellite campus. In state FTES of 7890.03 (6734.98 credit, and 1155.05 noncredit) as reported at July 15 Annual Period CCFS320 for 2009-10 has been used in the calculation for this budget. The state budget includes additional funding to (hopefully) avoid a property tax shortfall and no amount is included in the District's budget for a shortfall.
- **Part-Time Faculty Compensation** – The District has budgeted \$173,268, the same allocation as provided in 2009-10.
- **Lottery** – Funds received from the Lottery Commission are based on prior years FTES, including non-resident and apprenticeship. Assuming the total FTES of 8079.14 (7890.03 in-state, 163.41 non-resident, 25.7 apprenticeship) and School Services projection of \$115 per FTES results in a total of \$929,000, \$40,000 less than the 2009-10 Final Budget. (The District's Restricted General Fund includes a budget of \$145,000 for projected Prop 20 Lottery funds, assuming \$18 per FTES, resulting in total Lottery funds of \$1,074,000.)
- **Nonresident Fees** – Non-resident enrollments are projected to be \$11,000 less than budgeted in 2009-10 because of a reduction in rates from \$190 to \$182 per unit. Using 163.41 FTES reported on the July 15 CCFS320 income is budgeted at \$564,000.
- **Interest** – Interest income is budgeted at \$75,000 (assuming an average monthly balance of \$15M at 0.5%), a reduction of \$255,000 from last year's budget. (Actual interest income for last year is projected to be significantly less than the \$330,000 budgeted.)
- **Apprenticeship** – Normally apprenticeship funding is received based on actual hours of apprenticeship; however, through 2011-2012 schools have been provided a set allocation. MPC is budgeted to receive \$68,674. Although these funds are unrestricted, they are being recorded in the Restricted Fund to balance Supportive Services budgets.

## **Expenses:**

Total Unrestricted General Fund Expenses are budgeted at \$39,419,606, a decrease of \$171,178 (0.43%) from the 2009-10 adjusted budget. Projections are included for all known obligations including negotiated employee contracts.

- **Salaries** - Increases for required step and column movement, longevity, and classified equity have been budgeted, where appropriate.

Total academic salaries at \$15,116,946 are up \$268,103 from last year's adjusted budget primarily because of an increase in adjunct salaries. \$4,915,943 is budgeted for adjuncts, overloads and other non regular instructional salaries, an increase of \$253,931 from last year.

Classified salaries at \$7,542,458 are down \$128,273 from last year's adjusted budget. Major items accounting for the reduction include a reduction of \$166,084 in pay for furloughs, a reduction in hourly temp budgets of \$38,493, and turnover savings netted with an equity increase for \$109,376.

- **Fringe Benefits** – Fringe benefits are shown in two categories: salary roll-up costs and medical benefits.

Salary roll-up costs of \$4,477,802 include retirement, Medicare, FICA, unemployment, and workers comp and total 29.077% for classified employees and 13.42% for academic employees. Roll-up costs associated with salary increases for required step and column movement, longevity, and equity increases have been budgeted. Net salary roll-up costs are projected to increase by \$130,175 primarily due to an increase in unemployment from 0.3% to 0.72% and an increase in PERS from 16.709% to 17.707%.

Expenses for the District's self insured medical benefits are budgeted and recorded in the Self Insurance Fund. Transfers are made from the various operating accounts to the Self Insurance Fund to cover the expenses. This Final Budget shows transfers for medical benefits at \$5,616,476, \$132,296 more than 2009-10. The increase was required to keep the total budget in the self insurance fund the same as 2009-10 and comply with the June 14, 2010 Accounting Advisory from the Chancellor's Office concerning charges for retiree medical benefits (OPEB) against categorical programs.

- **Books and Supplies** – At \$676,897, this budget category is \$40,607 less than last year, primarily from a \$33,712 reduction in printing.
- **Services and Operating** – At \$4,843,960, this budget category is \$762,295 less than last year:
  1. **Utilities** – Total utility expenses are budgeted at \$1,162,580 (\$1,265,553 for all funds of the District), a reduction of \$83,984 from last year. Electricity is budgeted at \$624,978, natural gas at \$189,800, water at \$169,337, waste disposal at \$38,721, sewage at \$38,000 and telephone at \$98,812.

(A transfer to the Debt Services Fund of \$239,783 is also budgeted to make lease payments for the energy conservation projects completed by Siemens.)

2. Risk Management (insurance) – Budgeted basically at the same level as last year. The District is in a pool with other community colleges and is self insured for property and liability coverage. Property and liability is budgeted at \$257,400 plus \$30,000 for deductibles. Student accident insurance for athletes is budgeted at \$66,756. (A budget for student accident insurance is also included in the Restricted General Fund at \$43,449, and a transfer of \$51,205 is budgeted as a transfer in the Unrestricted General Fund to the Capital Outlay Fund for insurance required for Fort Ord properties).
  3. Instructional Service Agreements – \$1,829,216 is budgeted for Instructional Service Agreements (ISA), a decrease of \$22,291 from last year.
  4. Travel – Budgeted at \$163,803, a reduction of \$15,143 from last year.
  5. Legal Expenses – Budgeted at \$45,000 a reduction of \$34,000 from last year.
  6. Election Expenses – No funds are budgeted for election expenses, a reduction of \$95,000 from last year.
  7. Building Maintenance – Minor capital improvements remains the same as last year with a budget of \$73,285.
  8. Other Services & Expenses – Budgeted at \$389,572 represents a reduction of \$84,006 from last year primarily from reductions in advertising of \$27,798 (to \$137,419), accreditation expenses of \$12,650, postage \$7,032, 1098 processing \$5,000, and special services budget for negotiations \$5,000.
  9. Contingencies – Total general contingencies remain basically the same as last year, \$77,537: \$50,000 for unanticipated institutional expenditures (utilities, postage, telephone, etc.), \$7,740 for the Superintendent, \$8,500 total for VPs, \$5,200 total for deans, and \$6,097 for athletics.
- **Capital Outlay** – Budgeted at \$125,212, a reduction of \$11,023 from last year.
  - **Transfers** - Transfers to other funds are budgeted at \$6,656,331, an increase of \$372,743 from last year, primarily from: a transfer for classified furloughs of \$215,325, increased costs of \$132,296 in the UGF to comply with accounting changes regarding charges for OPEB against categorical programs, an increase of \$60,329 in support for CDC, and a 1-time reduction of \$35,541 for debt service. The following transfers are budgeted:

Self Insurance Fund – medical	\$5,616,476
Self Insurance Fund – furloughs	215,325
Child Development Fund	466,158
Debt Service (energy conservation)	239,783

EOP&S	67,384
Capital Outlay (insurance for Fort Ord)	51,205

- **Other** - The District records the mandatory allocation of revenue generated by Supportive Services (DSPS) classes by covering direct expenses in the Unrestricted General Fund. The revenue generated last year totaled \$303,786 and expenses of \$325,354 are budgeted for 2010-11.

### **Fund Balance:**

Revenues are budgeted to exceed expenses by \$4,330 and an ending Unrestricted General Fund balance of \$4,268,759 is projected which is 10.83% of Unrestricted General Fund revenues.

### **Use of One-time revenues to cover on-going expenses:**

The following is a list of one-time revenues used in this budget:

Debt services credit for energy conservation work not completed	\$35,541
Transfer from left over State Instructional Equip to cover library materials	\$33,500
Transfer from library donations to cover TTIP	\$36,036
Rebate from BACC Property/Liability JPA	\$19,762
<b>Monies included in the Final Budget from one-time funding sources</b>	<b><u>\$124,839</u></b>

In addition, UGF Apprenticeship funding of \$68,674 which may be eliminated after 2011/12 is being used to balance RGF accounts for Supportive Services.



# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2010

New Business Agenda Item No. E

Administrative Services  
College Area

### Proposal:

That the Governing Board adopt the Final Budget for Fiscal Year 2010-2011.

### Background:


The Board has held a public hearing for the purpose of reviewing the 2010-11 Final Budget and the proposed budget has been available for public inspection as per Title V, Section 58301 of the California Code of Regulations.

The Board approved a Tentative Budget on June 22, 2010. Since that time, budgets have been revised to reflect funding changes due to ongoing review of actual revenue and expenses, and budget priorities. All funds remain balanced and the 10% target reserve in the General Fund is maintained.

**Budgetary Implications:** Revenues and expenses are anticipated as presented.

☒ **RESOLUTION: BE IT RESOLVED,** that the Governing Board adopt the Final Budget for Fiscal Year 2010-11.

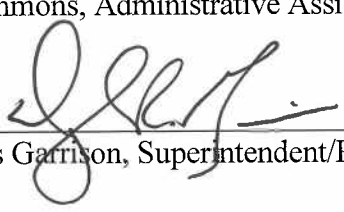
Recommended By: \_\_\_\_\_

  
Joseph Bissell, 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

August 24, 2010

New Business Agenda Item No. F

Fiscal Services

College Area

### Proposal:

That the Governing Board reviews the attached County of Monterey Investment Report for the quarter ending June 30, 2010.

### Background:

The Chief Financial Officer may render a quarterly investment report to the Chief Executive Officer and the Governing Board of a local agency. The investment report allows reporting for information purposes to a governing board if the local agency has all of its investments on deposit in a county investment pool. The district has its investments on deposit with the Monterey County Treasury

### Budgetary Implications:


☒ **Information Only:** County of Monterey Investment Report for the quarter ending June 30, 2010.

☐ Resolution:

Recommended By: \_\_\_\_\_

  
Joseph Bissell – Vice President for Administrative Services

Prepared By: \_\_\_\_\_

  
Rosemary Barrios – Controller

Agenda Approval: \_\_\_\_\_

  
Dr. Douglas Garrison – Superintendent/President

c:\rb\words\board\investment



## MONTEREY COUNTY BOARD OF SUPERVISORS

<b>MEETING:</b> July 27, 2010	<b>AGENDA NO:</b>
<b>SUBJECT:</b> A. Receive and Accept the Treasurer's Report of Investments for the quarter ending June 30, 2010; and B. Receive and adopt a Resolution amending the Treasurer's investment policy for FY 2010-11; and C. Delegate Investment Authority to the Treasurer-Tax Collector pursuant to California Government Code 53607.	
<b>DEPARTMENT:</b> Treasurer-Tax Collector	

### **RECOMMENDATION:**

It is recommended that the Board of Supervisors:

- A. Receive and accept the Treasurer's Report of Investments for the quarter ending June 30, 2010.
- B. Receive and adopt the Treasurer's amended investment policy for FY 2010-11
- C. Delegate Investment Authority to the Treasurer-Tax Collector pursuant to California Government Code 53607.

### **SUMMARY:**

Government Code Section 53646 (b) requires the Treasurer submit a quarterly report of investments. The attached Exhibit A provides a narrative portfolio review of economic and market conditions that support the investment activity during the April - June period. Exhibit B describes the investment portfolio position by investment type as of June 30, 2010. Exhibit C is a listing of common investment definitions and is included for reference purposes, Exhibit D describes the investment portfolio by maturity range, and Exhibit E is an overview of the short term funds that the Treasurer uses to store overnight, liquid assets.

The annual approval of investment policy and approval of investment delegation authority are prescribed by Government Code Sections 53646 and 53607.

### **DISCUSSION:**

#### **A. ACCEPT TREASURER'S REPORT OF INVESTMENTS FOR QUARTER ENDING JUNE 30, 2010**

During the fourth quarter of FY 2009-10, the investment portfolio continued to be subject to downward pressure on interest rates. Due to poor global economic news, the continued flight to safety resulted in lower yields along all areas of the U.S. Treasury yield curve.

On June 30, 2010 the Monterey County investment portfolio contained an amortized cost basis of \$966,849,153 spread among 76 separate securities and funds. The par value of those funds was \$963,059,296, and the market value was \$967,564,072 or 1.07% of amortized book value. The portfolio's net earned income yield for the period was 0.57%. The portfolio's net earned income yield for FY 09-10 was 0.75%. The corresponding yield for U.S. Treasury securities with a 6 Month maturity was 0.22%. The portfolio produced estimated income of \$1,507,934 for the quarter which will be distributed proportionally to all agencies participating in the investment pool. The investment portfolio had a weighted average maturity of 226 days.

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

**B. ADOPT TREASURER'S INVESTMENT POLICY FOR FY 2010-11**

Annual adoption of the Investment Policy is required by Section 53646 of the Government Code. The current and proposed Investment Policy is on file with the Clerk to the Board. Exhibit F is the Red Line version of the amended policy, while Exhibit G is the final amended version. There are several non substantive changes in regards to the state codes that delegate investment authority to the Treasurer-Tax Collector as well as the deletion of an investment type (NOW account) from Appendix A, as it is no longer offered by financial institutions. The dollar limit for California State Treasurer's Local Agency Investment Fund has also been raised from 40 million to 50 million in response to the fund raising it's limit for individual investors. The most significant change has been made to Section 10 of the investment policy which has been re-written to streamline a redundant process for the withdrawal of funds from the treasury pool.

**C. DELEGATE INVESTMENT AUTHORITY TO THE TREASURER-TAX COLLECTOR FOR FY 2010 - 11**

Government Code Section 53607 permits the Board to annually delegate investment authority to the Treasurer-Tax Collector.

**OTHER AGENCY INVOLVEMENT:**

The changes made to the Investment Policy have been reviewed by the Treasury Oversight Committee and County Counsel.

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

**FINANCING:**

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

Ongoing recovery efforts for defaulted Washington Mutual and Lehman Brothers are more fully described in Exhibit A.

Prepared by:

Approved by:

\_\_\_\_\_  
Eamonn M. Mahar  
Investment Officer  
June 30, 2010

\_\_\_\_\_  
Louis G. Solton  
Treasurer-Tax Collector  
June 30, 2010

cc: County Administrative Office  
County Counsel  
Auditor-Controller – Internal Audit Section  
All depositors  
Treasury Oversight Committee

Attachments:

Exhibit A – Investment Portfolio Review – 03.31.10  
Exhibit B – Portfolio Management Report – 03.31.10  
Exhibit C – Investment Definitions  
Exhibit D – Aging Report – 03.31.10  
Exhibit E – JPA and Money Market Fund overview  
Exhibit F – Red Line version of amended Investment Policy  
Exhibit G – Final version of amended Investment Policy

## **Exhibit A**

### **Investment Portfolio Review Quarter Ending June 30, 2010**

#### **OVERVIEW** – April 1 – June 30, 2010

During the April to June quarter the treasury yield curve began to flatten as the European credit crisis and multiple poor domestic economic indicators caused most investors to continue the flight to safety by investing in US Treasuries. Much of the increase in unemployment can be directly attributed to the loss of temporary jobs that were created by the hiring of US census workers, but the slowing in other areas of the economy, like with lower manufacturing, construction spending and home sales continue to keep investors out of the stock markets. Financial institutions continue to be wary of the increase in “strategic defaulting”, where homeowners default on homes they can still afford, simply because they have become bad investments. These issues continue to be a factor in the 45 additional regional banks that have failed since our last report.

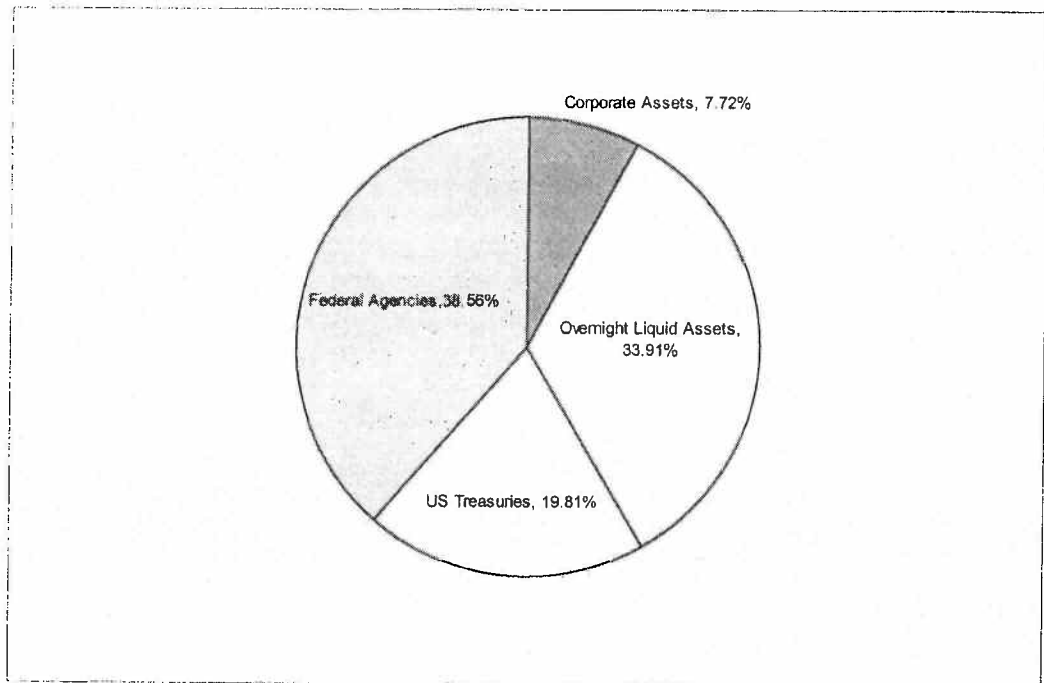
Even with the recent bad global economic news, economists continue to be optimistic in the short run about the US economy. There is still half of the original \$787 billion economic stimulus package that has yet to be distributed. Since the funds are targeted towards specific projects, they should help in prohibiting increases in unemployment. With these factors in mind and in the absence of any significant inflation, the Fed has continued to maintain their position that they will keep rates at their historic lows “for an extended period of time”. The following indicators reflect key aspects of the County’s investment portfolio in light of the above noted conditions:

1. Market Access – The U.S. Treasury continues to issue substantial amounts of debt instruments. This is due to continued efforts to stimulate the economy by providing funding for financial institutions, ongoing military funding requirements. Access to U.S. Treasuries is plentiful, but investor’s ongoing desire for safe havens to store funds has continued to force yields down on Treasury bonds. Investors continue to be wary of any negative economic news, global and domestic, and prefer the safety of U.S. Treasuries to any potential gains in other markets.

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

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

The portfolio asset spread is noted in the pie chart below:



3. Credit Risk – Approximately 92.3% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities and other liquid funds. All of those assets have an investment grade rating. U.S. Treasuries are not specifically rated, but are considered the safest of all investments. The corporate debt (7.72%) is rated in the higher levels of investment grade. All federal agency securities have AAA ratings or they are guaranteed by the U.S. Treasury.
4. Liquidity Risk – Liquidity risk, as measured by the ability of the county's treasury to meet withdrawal demands on invested assets, was adequately managed during the April to June quarter. This is due to an average maturity of 226 days and the large percentage (33.91%) of assets held in immediately available funds.

### **PORTFOLIO CHARACTERISTICS**

	<b><u>March 31, 2010</u></b>	<b><u>June 30, 2010</u></b>
Total Assets	\$1,038,544,130	\$966,849,153.33
Market Value	\$1,046,366,514	\$967,564,072.28
Days to Maturity	174	226
Yield	0.53%	0.57%
Estimated Earnings	\$ 1,378,395.72	\$ 1,507,934.11

### **FUTURE STRATEGY**

The U.S. Treasury has continued a policy of heavy borrowing for stimulus programs, military funding and other additional needs. We continue to believe this policy will lead to higher interest rates in the future. In order to mitigate the risk of incurring market value losses when yields begin to rise, the Treasurer will maintain a ladder of rolling asset maturities that ensure the safety and continued liquidity of the overall portfolio in any market environment. With the current uncertainty about the California State budget, and because of low rates in the short term US Treasury bond markets, the Treasurer has begun to shorten the portfolio ladder and increase overnight funds in defense against unknown decreases in state funding.

In the near term the Treasurer believes short term yields will remain extremely low and will not begin to rise until we see consistent improvement in the unemployment rate. The Treasurer's rolling investment ladder will access the short term Treasury and Agency market with expected yields over the next 90 days of less than one-half percent. In our efforts to continue to provide the safest vehicles for Treasury investments, the Treasurer will maintain a portfolio weighted with U.S. Treasuries, Federal Agency securities, and highly liquid funds.

Finally, the Treasurer continues to aggressively pursue recovery of the defaulted Lehman Brothers and Washington Mutual bonds (\$24.375 million). Monterey County and other similarly impacted public agencies continue recovery efforts through a combination of legislative & litigious actions.

**Monterey County**  
**Portfolio Management Report**  
**Exhibit B**  
**June 30, 2010**

CUSIP	Moody's/S&P	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365	Days to Maturity	Maturity Date
<b>Money Market Accts-GC 53601(k)(2)</b>											
SYS11672	N/A	11672	BlackRock	03/23/2010	10,925,557.02	1,092,557.02	1,092,557.02	0.188	0.191	1	
SYS11601	Aaa/AAAm	11601	CalTrust	09/03/2009	31,528,804.35	31,528,804.35	31,528,804.35	0.245	0.248	1	
SYS11578	Aaa/AAAm	11578	Fidelity Investments	10/31/2009	98,600,000.00	98,600,000.00	98,600,000.00	0.269	0.237	1	
SYS11580	Aaa/AAAm	11580	Fidelity Investments	07/01/2009	993,592.72	993,592.72	993,592.72	0.269	0.273	1	
<b>Subtotal and Average</b>					<b>142,047,954.09</b>	<b>142,047,954.09</b>	<b>142,047,954.09</b>		<b>0.233</b>	<b>1</b>	
<b>State Pool-GC 53601(p)</b>											
SYS11361	N/A	11361	LAIF	07/01/2009	50,000,000.00	50,000,000.00	50,000,000.00	0.569	0.577	1	
SYS11422	N/A	11422	LAIF	07/01/2009	40,000,000.00	40,000,000.00	40,000,000.00	0.569	0.577	1	
<b>Subtotal and Average</b>					<b>90,000,000.00</b>	<b>90,000,000.00</b>	<b>90,000,000.00</b>		<b>0.569</b>	<b>1</b>	
<b>CAMP-GC 56301(p)</b>											
SYS10379	NR/AAAm	10379	Calif. Asset Mgmt		90,400,000.00	90,400,000.00	90,400,000.00	0.202	0.205	1	
SYS11457	NR/AAAm	11457	Calif. Asset Mgmt		2,310,323.04	2,310,323.04	2,310,323.04	0.202	0.211	1	
SYS11526	NR/AAAm	11526	Calif. Asset Mgmt		3,051,018.67	3,051,018.67	3,051,018.67	0.202	0.211	1	
<b>Subtotal and Average</b>					<b>95,761,341.71</b>	<b>95,761,341.71</b>	<b>95,761,341.71</b>		<b>0.202</b>	<b>1</b>	
<b>Negotiable CDs - GC 53601 (l)</b>											
78009JZL2	A1+/P1	11670	RBC Capital Markets	02/24/2010	10,000,000.00	9,976,809.60	10,000,000.00	0.400	0.406	238	02/24/2011
<b>Subtotal and Average</b>					<b>10,000,000.00</b>	<b>9,976,809.60</b>	<b>10,000,000.00</b>		<b>0.400</b>	<b>238</b>	
<b>Medium Term Notes - GC 53601(k)</b>											
36962GX82	Aa2/AA+	11420	General Electric	04/04/2008	5,000,000.00	5,117,500.00	5,021,089.90	5.720	5.310	417	08/22/2011
36962GXS8	Aa2/AA+	11634	General Electric	10/26/2009	5,000,000.00	5,315,000.00	5,265,899.64	5.875	2.480	594	02/15/2012
36962GT38	Aa2/AA+	11637	General Electric	11/10/2009	5,000,000.00	5,245,000.00	5,216,031.31	5.000	1.780	502	11/15/2011
36962GZ49	Aa2/AA+	11660	General Electric	01/07/2010	10,000,000.00	9,741,800.00	9,797,778.78	0.474	1.387	854	11/01/2012
46625HGH7	Aa3/AA+	11461	JP Morgan Chase	05/22/2008	4,000,000.00	3,998,840.00	3,981,604.04	0.546	1.739	319	05/16/2011
929903CF7	A1/AA-	11636	Wachovia Securities	11/10/2009	5,000,000.00	5,243,750.00	5,218,013.24	5.300	1.840	471	10/15/2011
929903CG5	A1/AA-	11661	Wachovia Securities	01/13/2010	10,000,000.00	9,852,400.00	9,964,822.19	0.433	0.717	471	10/15/2011
949748AF4	Aa3/AA-	11638	Wells Fargo & Company	11/10/2009	10,000,000.00	10,290,000.00	10,274,047.62	6.450	1.681	215	02/01/2011
<b>Subtotal and Average</b>					<b>54,000,000.00</b>	<b>54,904,290.00</b>	<b>54,739,286.72</b>		<b>1.866</b>	<b>490</b>	
<b>Commercial Paper Disc.- GC 53601(h)</b>											
80927VK44	A1+/P1	11684	Scotiabanc Inc	04/09/2010	10,000,000.00	9,968,014.38	9,990,763.89	0.350	0.355	95	10/04/2010
<b>Subtotal and Average</b>					<b>10,000,000.00</b>	<b>9,968,014.38</b>	<b>9,990,763.89</b>		<b>0.351</b>	<b>95</b>	
<b>Fed Agcy Coupon Sec - GC 53601(f)</b>											
31331YYU8	Aaa/AAA	11625	Federal Farm Credit Bank	10/09/2009	10,000,000.00	10,000,000.00	10,000,000.00	2.250	0.223	0	07/01/2010
31331VSK3	Aaa/AAA	11668	Federal Farm Credit Bank	02/04/2010	10,000,000.00	10,281,300.00	10,282,960.96	4.875	0.374	232	02/18/2011
31331JFS7	N/A/AAA	11675	Federal Farm Credit Bank	03/30/2010	10,000,000.00	10,000,000.00	9,996,269.49	0.380	0.023	243	03/01/2011
3133XTM37	Aaa/AAA	11581	Federal Home Loan Bank	07/06/2009	10,000,000.00	10,028,100.00	10,010,358.28	1.050	0.770	137	11/15/2010
3133XTTF3	Aaa/AAA	11582	Federal Home Loan Bank	07/06/2009	10,000,000.00	10,025,000.00	10,002,098.62	0.850	0.800	155	12/03/2010
3133XU2W2	Aaa/AAA	11615	Federal Home Loan Bank	10/02/2009	10,000,000.00	10,000,000.00	10,000,397.81	0.570	0.283	5	07/06/2010
3133XRWL0	Aaa/AAA	11621	Federal Home Loan Bank	10/06/2009	10,000,000.00	10,037,500.00	10,035,679.48	3.375	0.310	43	08/13/2010
3133XCQZ9	Aaa/AAA	11629	Federal Home Loan Bank	10/15/2009	10,000,000.00	10,087,500.00	10,085,316.87	4.375	0.324	78	09/17/2010
3133XGLE2	Aaa/AAA	11631	Federal Home Loan Bank	10/19/2009	10,000,000.00	10,100,000.00	10,081,589.44	5.125	0.335	71	09/10/2010
3133XVF72	Aaa/AAA	11633	Federal Home Loan Bank	10/20/2009	10,000,000.00	10,006,300.00	10,000,921.27	0.440	0.405	98	10/07/2010
3133XVEJ6	Aaa/AAA	11648	Federal Home Loan Bank	11/25/2009	10,000,000.00	10,012,500.00	10,007,714.80	0.500	0.304	145	11/23/2010
3133XDTA9	Aaa/AAA	11649	Federal Home Loan Bank	11/25/2009	10,000,000.00	10,200,000.00	10,194,989.12	4.750	0.324	162	12/10/2010
3133XUB28	Aaa/AAA	11651	Federal Home Loan Bank	12/01/2009	10,000,000.00	10,028,100.00	10,026,176.53	0.850	0.375	203	01/20/2011
3133XUBV4	Aaa/AAA	11652	Federal Home Loan Bank	12/01/2009	10,000,000.00	10,021,900.00	10,027,825.94	0.880	0.375	203	01/20/2011
3133XXCU9	Aaa/AAA	11671	Federal Home Loan Bank	03/02/2010	10,000,000.00	10,000,000.00	10,002,815.73	0.375	0.331	237	02/23/2011
3133XY4R3	Aaa/AAA	11687	Federal Home Loan Bank	04/15/2010	10,000,000.00	10,006,300.00	9,999,503.00	0.500	0.506	288	04/15/2011
3133XYKM6	Aaa/AAA	11692	Federal Home Loan Bank	05/19/2010	10,000,000.00	10,006,300.00	10,000,353.07	0.500	0.496	320	05/17/2011
3133XYLB9	Aaa/AAA	11693	Federal Home Loan Bank	05/24/2010	10,000,000.00	10,006,300.00	9,999,462.54	0.500	0.506	322	05/19/2011
3134A4VB7	Aaa/AAA	11614	Federal Home Loan Mtg Corp	09/29/2009	10,000,000.00	10,012,500.00	10,011,590.42	4.125	0.323	11	07/12/2010
3137EABQ1	Aaa/AAA	11620	Federal Home Loan Mtg Corp	10/06/2009	10,000,000.00	10,012,500.00	10,012,350.89	3.250	0.280	15	07/16/2010
3137EAAAX	Aaa/AAA	11622	Federal Home Loan Mtg Corp	10/06/2009	10,000,000.00	10,071,900.00	10,069,395.54	5.125	0.310	53	08/23/2010
3134A35H5	Aaa/AAA	11627	Federal Home Loan Mtg Corp	10/14/2009	10,000,000.00	10,133,893.05	10,133,893.05	6.875	0.345	76	09/15/2010
3137EABW8	Aaa/AAA	11667	Federal Home Loan Mtg Corp	02/01/2010	10,000,000.00	10,061,500.00	10,060,616.07	1.500	0.324	190	01/07/2011

**Monterey County**  
**Portfolio Management Report**  
**Exhibit B**  
**June 30, 2010**

CUSIP	Moody's/S&P	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365	Days to Maturity	Maturity Date
3128X96S4	Aaa/AAA	11689	Federal Home Loan Mtg Corp	04/30/2010	10,000,000.00	10,008,200.00	10,000,000.00	1.500	1.496	760	07/30/2012
31398ASC7	Aaa/AAA	11616	Federal National Mtg Assn	10/02/2009	10,000,000.00	10,009,400.00	10,008,223.68	3.000	0.303	11	07/12/2010
3136FHFE0	Aaa/AAA	11632	Federal National Mtg Assn	10/19/2009	10,000,000.00	10,028,100.00	10,024,215.60	1.500	0.335	77	09/16/2010
31398AVQ2	Aaa/AAA	11644	Federal National Mtg Assn	11/20/2009	10,000,000.00	10,086,900.00	10,088,255.49	1.750	0.531	265	03/23/2011
31359MHK2	Aaa/AAA	11680	Federal National Mtg Assn	04/07/2010	10,000,000.00	10,359,400.00	10,352,564.02	5.500	0.485	257	03/15/2011
31398AWQ1	Aaa/AAA	11686	Federal National Mtg Assn	04/12/2010	10,000,000.00	10,078,100.00	10,069,747.61	1.375	0.526	301	04/28/2011
<b>Subtotal and Average</b>					<b>290,000,000.00</b>	<b>281,726,200.00</b>	<b>291,595,285.32</b>		<b>0.419</b>	<b>171</b>	
<b>US Treasury Note-GC 53601(b)</b>											
912828JS0	N/R	11586	U.S. Treasury	07/24/2009	10,000,000.00	10,043,000.00	10,022,596.15	1.250	0.703	152	11/30/2010
9128276J6	N/R	11613	U.S. Treasury	09/29/2009	10,000,000.00	10,068,400.00	10,066,415.78	5.750	0.355	45	08/15/2010
912828JJ0	N/R	11617	U.S. Treasury	10/02/2009	10,000,000.00	10,036,300.00	10,034,346.85	2.375	0.313	61	08/31/2010
912828JJ0	N/R	11626	U.S. Treasury	10/09/2009	10,000,000.00	10,036,300.00	10,034,667.09	2.375	0.294	61	08/31/2010
912828JL5	N/R	11630	U.S. Treasury	10/15/2009	10,000,000.00	10,044,500.00	10,041,640.62	2.000	0.326	97	09/30/2010
912828JV3	N/R	11641	U.S. Treasury	11/18/2009	10,000,000.00	10,031,300.00	10,026,281.02	0.875	0.349	183	12/31/2010
912828EQ9	N/R	11642	U.S. Treasury	11/18/2009	10,000,000.00	10,189,500.00	10,184,719.79	4.375	0.326	167	12/15/2010
912828JP6	N/R	11643	U.S. Treasury	11/18/2009	10,000,000.00	10,043,000.00	10,040,652.02	1.500	0.281	122	10/31/2010
912828EJ5	N/R	11645	U.S. Treasury	11/23/2009	10,000,000.00	10,116,400.00	10,116,851.99	4.250	0.219	106	10/15/2010
912828EM8	N/R	11647	U.S. Treasury	11/25/2009	10,000,000.00	10,159,000.00	10,159,448.70	4.500	0.243	137	11/15/2010
912828JY7	N/R	11663	U.S. Treasury	01/20/2010	10,000,000.00	10,035,900.00	10,031,277.07	0.875	0.340	214	01/31/2011
912828KH2	N/R	11673	U.S. Treasury	03/26/2010	10,000,000.00	10,042,200.00	10,031,415.76	0.875	0.454	273	03/31/2011
912828KE9	N/R	11674	U.S. Treasury	03/30/2010	10,000,000.00	10,038,700.00	10,032,081.25	0.875	0.390	242	02/28/2011
912828FA3	N/R	11677	U.S. Treasury	04/06/2010	10,000,000.00	10,331,300.00	10,318,436.63	4.750	0.478	273	03/31/2011
912828KL3	N/R	11678	U.S. Treasury	04/06/2010	10,000,000.00	10,044,500.00	10,027,992.45	0.875	0.536	303	04/30/2011
912828FD7	N/R	11679	U.S. Treasury	04/06/2010	10,000,000.00	10,375,000.00	10,359,033.58	4.875	0.534	303	04/30/2011
<b>Subtotal and Average</b>					<b>160,000,000.00</b>	<b>161,635,300.00</b>	<b>161,527,856.75</b>		<b>0.379</b>	<b>171</b>	
<b>US Treasury Bill-GC 53061(b)</b>											
912795UX7	N/R	11665	U.S. Treasury	01/22/2010	10,000,000.00	9,989,300.00	9,985,300.00	0.270	0.278	196	01/13/2011
912795VD0	N/R	11681	U.S. Treasury	04/08/2010	10,000,000.00	9,982,000.00	9,963,833.31	0.465	0.480	280	04/07/2011
912795UJ8	N/R	11646	US Treasury - Bills	11/23/2009	10,000,000.00	9,992,800.00	9,990,277.78	0.250	0.257	140	11/18/2010
<b>Subtotal and Average</b>					<b>30,000,000.00</b>	<b>29,964,100.00</b>	<b>29,939,411.09</b>		<b>0.334</b>	<b>205</b>	
<b>Federal Agency Step Up-GC 53601(f)</b>											
3133XWRD3	Aaa/AAA	11664	Federal Home Loan Bank	01/26/2010	10,000,000.00	10,025,000.00	10,000,000.00	1.000	2.411	1121	07/26/2013
3133XWS59	Aaa/AAA	11666	Federal Home Loan Bank	02/19/2010	6,250,000.00	6,257,812.50	6,250,000.00	1.500	2.545	1145	08/19/2013
3128X9VK3	Aaa/AAA	11662	Federal Home Loan Mtg Corp	01/25/2010	10,000,000.00	10,029,400.00	10,000,000.00	1.000	2.109	939	01/25/2013
3128X9F21	Aaa/AAA	11676	Federal Home Loan Mtg Corp	04/01/2010	10,000,000.00	10,027,000.00	9,997,253.76	1.000	2.149	988	03/15/2013
3128X97J3	Aaa/AAA	11688	Federal Home Loan Mtg Corp	04/28/2010	10,000,000.00	10,128,600.00	10,000,000.00	2.125	3.202	1762	04/28/2015
3136FMLQ5	Aaa/AAA	11682	Federal National Mtg Assn	04/20/2010	5,000,000.00	5,026,550.00	5,000,000.00	2.500	2.500	1754	04/20/2015
3136FMLX0	Aaa/AAA	11683	Federal National Mtg Assn	04/26/2010	10,000,000.00	10,021,900.00	10,000,000.00	1.125	2.360	1030	04/26/2013
3136FMPZ1	Aaa/AAA	11690	Federal National Mtg Assn	05/12/2010	10,000,000.00	10,009,400.00	10,000,000.00	1.250	2.407	1230	11/12/2013
3136FMTZ7	Aaa/AAA	11694	Federal National Mtg Assn	06/08/2010	10,000,000.00	10,034,400.00	10,000,000.00	1.500	3.159	1803	06/08/2015
<b>Subtotal and Average</b>					<b>81,260,000.00</b>	<b>81,560,662.50</b>	<b>81,247,253.76</b>		<b>2.505</b>	<b>1,288</b>	
<b>Total and Average</b>					<b>963,059,295.80</b>	<b>967,684,072.28</b>	<b>966,848,153.33</b>		<b>0.631</b>	<b>226</b>	

Earned Income Yield	0.57
Weighted Average Market Valuation	100.07
Weighted Average Maturity	226 days



## **Exhibit C**

### **Investment Definitions**

**Money Market Accounts**- An investment fund that holds the objective to earn interest for shareholders while maintaining a net asset value (NAV) of \$1 per share. Mutual funds, brokerage firms and banks offer these funds. Portfolios are comprised of short-term (less than one year) securities representing high-quality, liquid debt and monetary instruments.

**State Pool**- (LAIF) State of California's Local Agency Investment Fund. This program offers local agencies the opportunity to participate in a major portfolio, which invests hundreds of millions of dollars, using the investment expertise of the State Treasurer's Office investment staff at no additional cost to the taxpayer. This in-house management team is comprised of civil servants who have each worked for the State Treasurer's Office for an average of 20 years. All securities are purchased under the authority of Government Code Section 16430 and 16480.4

**CAMP**- California Asset Management Program. CAMP is a California JPA established in 1989 by the treasurers and finance directors of several California local agencies to provide professional investment services to California public agencies at a reasonable cost. Monterey County participates in the CAMP money market portfolio.

**Medium Term Notes**- A marketable debt security issued by a corporation with a fixed interest rate and term of two to ten years.

**Commercial Paper Disc.**- A short-term security with maturities ranging from 2 to 270 days issued by banks, corporations and other borrowers. They are usually issued at a discount from face value.

**Federal Agency Coupon Security**- A marketable debt security issued by a government-sponsored enterprise with a fixed interest rate.

**Federal Agency Disc.**- A marketable debt security issued by a government-sponsored enterprise that is issued at a discount from face value.

**U.S. Treasury Note**- A marketable U.S. government debt security with a fixed interest rate and a maturity between one and ten years.

**U.S. Treasury Bill**- A short-term debt obligation backed by the U.S. government with a maturity of one year or less that is issued at a discount from face value.

**Federal Agency Step Up**- A marketable debt security issued by a government-sponsored enterprise with an interest rate that increases at pre-set intervals over the term of the bond.



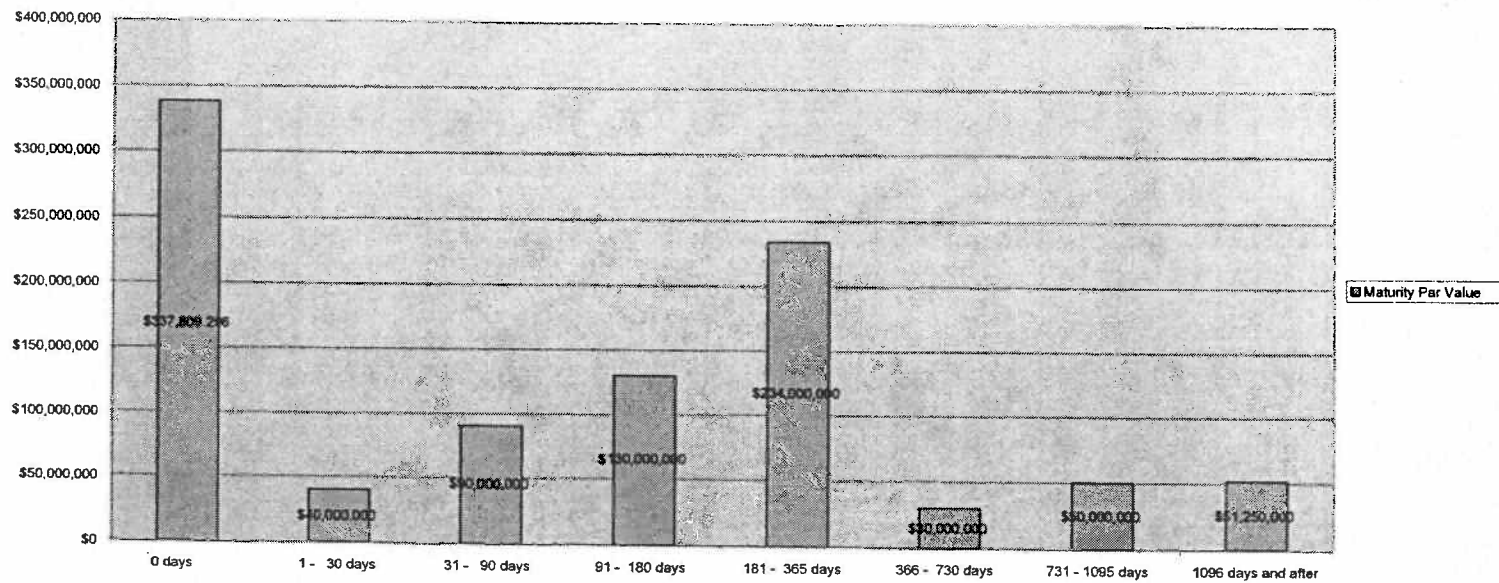


**Monterey County  
Aging Report  
Exhibit D  
As of July 1, 2010**

Monterey County

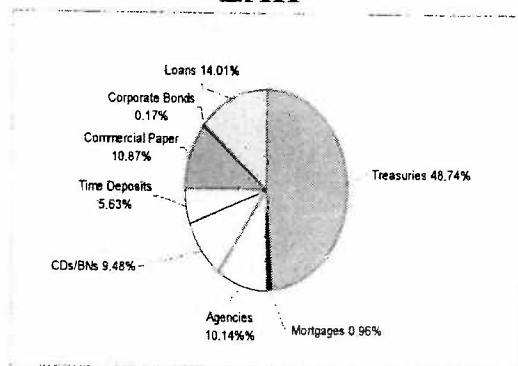
			Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval: 0 days	( 07/01/2010 - 07/01/2010 )	10 Maturities	337,809,295.80	35.08%	337,809,295.80	337,809,295.80
Aging Interval: 1 - 30 days	( 07/02/2010 - 07/31/2010 )	4 Maturities	40,000,000.00	4.15%	40,032,562.80	40,034,400.00
Aging Interval: 31 - 90 days	( 08/01/2010 - 09/29/2010 )	9 Maturities	90,000,000.00	9.35%	90,575,519.70	90,606,600.00
Aging Interval: 91 - 180 days	( 09/30/2010 - 12/28/2010 )	13 Maturities	130,000,000.00	13.50%	130,763,033.03	130,848,114.38
Aging Interval: 181 - 365 days	( 12/29/2010 - 07/01/2011 )	24 Maturities	234,000,000.00	24.30%	235,937,853.18	236,081,949.60
Aging Interval: 366 - 730 days	( 07/02/2011 - 06/30/2012 )	5 Maturities	30,000,000.00	3.12%	30,685,856.28	30,873,650.00
Aging Interval: 731 - 1095 days	( 07/01/2012 - 06/30/2013 )	5 Maturities	50,000,000.00	5.19%	49,795,032.54	49,828,300.00
Aging Interval: 1096 days and after	(07/01/2013 - )	6 Maturities	51,250,000.00	5.32%	51,250,000.00	51,481,762.50
Total for		76 Investment		100.00	966,849,153.33	967,564,072.28

**Investments within the Aging Period**

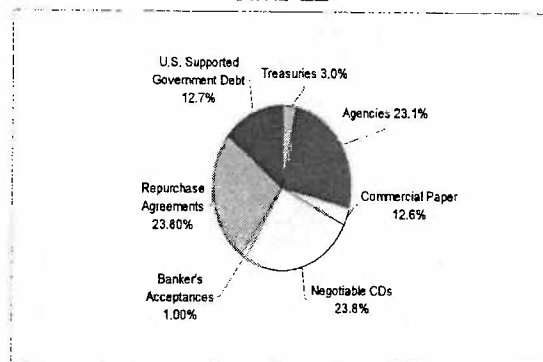


## JPA & MMF Distribution Exhibit E

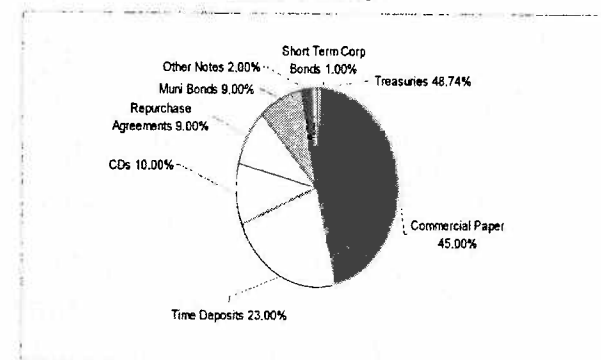
### LAIF



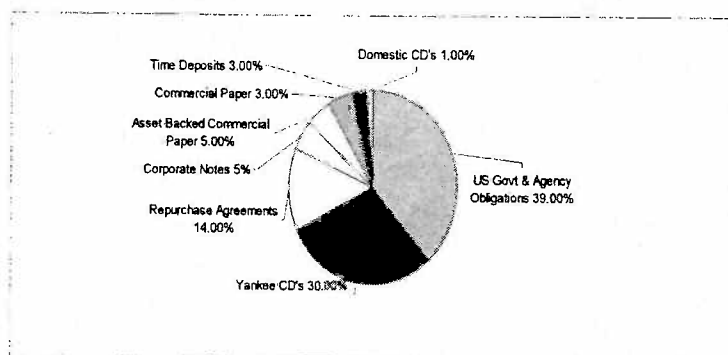
### CAMP



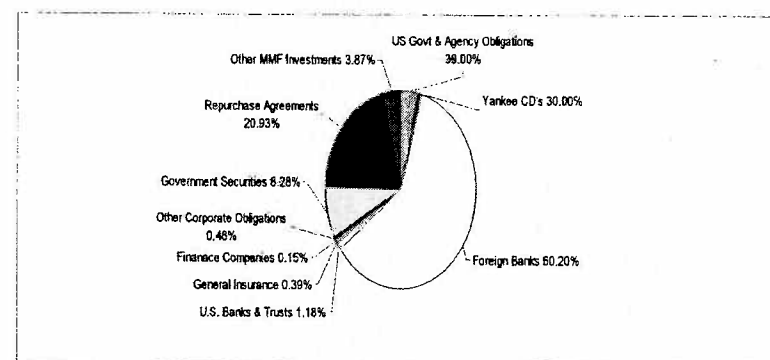
### CalTRUST



### BlackRock MMF



### Fidelity MMF



	LAIF	CAMP	CalTRUST MMF	BlackRock MMF	Fidelity MMF
Moody's/S&P	NR/NR	NR/AAAm	Aaa/AAAm	NR/NR	Aaa/AAAm
Net Fund Assets	\$72,000,000,000	\$2,555,730,380	\$31,500,000,000	11,000,000,000	33,738,391,161
WAM	203 days	49 days	15 Days	40 days	34 days
Account #'s	11361 11422	10379 11457 11526	11601	11672	11578 11580
% of Portfolio	5.19% 4.15%	9.39% 0.24% 0.32%	4.17%	1.13%	10.24% 0.10%
Quarterly Return	0.569%	0.202%	0.245%	0.188%	0.269%

# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2010

New Business Agenda Item No. G

Fiscal Services

College Area

### Proposal:

That the Governing Board review and accept the attached Quarterly Financial Status Report (Form CCFS 311Q) for the quarter ending, June 30, 2010 (prior to year-end closing).

### 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.

☐ Information Only

- ☒ **Resolution:** **BE IT RESOLVED,** That the Quarterly Financial Status Report for the quarter ending June 30, 2010 (prior to year-end closing) as presented on form CCFS 311Q, be accepted and made part of the minutes of this meeting.

Recommended By: \_\_\_\_\_

  
Joseph Bissell – 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: 2009-2010

Quarter Ended: (Q4) Jun 30, 2010

District: (460) MONTEREY

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2006-07	Actual 2007-08	Actual 2008-09	Projected 2009-2010
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	39,618,274	40,629,745	42,160,479	39,672,172
A.2	Other Financing Sources (Object 8900)	105,123	50,000	50,000	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	39,723,397	40,679,745	42,210,479	39,672,172
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	32,222,149	33,987,701	35,028,799	33,307,196
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	7,333,702	6,565,124	7,092,699	6,283,588
B.3	Total Unrestricted Expenditures (B.1 + B.2)	39,555,851	40,552,825	42,121,498	39,590,784
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	167,546	126,920	88,981	81,388
D.	Fund Balance, Beginning	3,799,542	3,967,088	4,094,008	4,182,998
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	3,799,542	3,967,088	4,094,008	4,182,998
E.	Fund Balance, Ending (C. + D.2)	3,967,088	4,094,008	4,182,989	4,264,386
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	10%	10.1%	9.9%	10.8%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	8,291	8,383	8,370	7,890
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		As of the specified quarter ended for each fiscal year			
		2006-07	2007-08	2008-09	2009-2010
H.1	Cash, excluding borrowed funds		9,072,759	5,561,363	3,916,414
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1 + H.2)</b>	<b>4,946,314</b>	<b>9,072,759</b>	<b>5,561,363</b>	<b>3,916,414</b>

**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)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	39,672,172	39,672,172	35,392,281	89.2%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>39,672,172</b>	<b>39,672,172</b>	<b>35,392,281</b>	<b>89.2%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	33,309,787	33,307,196	32,151,909	96.5%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	0	6,283,588	5,994,448	95.4%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>33,309,787</b>	<b>39,590,784</b>	<b>38,146,357</b>	<b>96.4%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>6,362,385</b>	<b>81,388</b>	<b>-2,754,076</b>	
L.	<b>Adjusted Fund Balance, Beginning</b>	<b>4,182,998</b>	<b>4,182,998</b>	<b>4,182,998</b>	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>10,545,383</b>	<b>4,264,386</b>	<b>1,428,922</b>	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	31.7%	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	Management	Academic	Classified
-------------------------	------------	----------	------------

(Specify) YYYY-YY	Permanent		Temporary					
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>								
Year 1:								
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
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?  
Next year?

**NO**  
**YES**

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

The District will need to continue to work with the classified bargaining union on medical cost containment measures for next fiscal year.



CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD

Fiscal Year: 2009-2010

Quarter Ended: (Q4) Jun 30, 2010

District: (460) MONTEREY

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Joe Bissell

CBO Phone: 831-646-4040

CBO Signature:

Date Signed:

Chief Executive Officer Name: Dr. Douglas Garrison

CEO Signature:

Date Signed:

Electronic Cert Date: 08/11/2010

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@cccco.edu](mailto:atalig@cccco.edu) or Glen Campora (916)323-6899 [gcampora@cccco.edu](mailto:gcampora@cccco.edu)

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# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2010

New Business Agenda Item No. H

Administrative Services  
College Area

### Proposal:

That the Governing Board approve Dr. Douglas Garrison, Superintendent/President, Stephen Ma, Vice President for Administrative Services, and Rosemary Barrios, Controller to be authorized signatories for the bankcard accounts maintained by Monterey Peninsula College at First National Bank of Central California, as requested by the Monterey County Office of Education, effective September 7, 2010.

### Background:


Education Code Section 85232 states "Each order drawn on the funds of a community college district shall be signed by at least a majority of the members of the governing board of the district, or by a person or persons authorized by the governing board to sign orders in its name". The Monterey County Office of Education has recommended that this authorization status be updated to reflect the individual(s) currently authorized to sign bank card accounts on behalf of the District.

Joseph Bissell will be retiring as of August 30, 2010 and effective September 7, 2010, Stephen Ma will serve as the Vice President for Administrative Services.

**Budgetary Implications:** None.

☒ **Resolution:** **BE IT RESOLVED,** That the Governing Board approve Dr. Douglas Garrison, Superintendent/President, Stephen Ma, Vice President for Administrative Services, and Rosemary Barrios, Controller to be authorized signatories for the bankcard accounts maintained by Monterey Peninsula College at First National Bank of Central California, as requested by the Monterey County Office of Education, effective September 7, 2010.

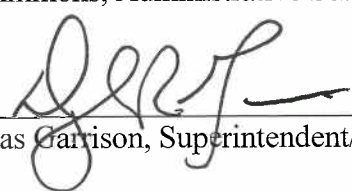
**Recommended By:**

  
\_\_\_\_\_  
Joseph Bissell, Vice President for Administrative Services

**Prepared By:**

  
\_\_\_\_\_  
Suzanne Ammons, Administrative Services

**Agenda Approval:**

  
\_\_\_\_\_  
Dr. Douglas Garrison, Superintendent/President

# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2010

New Business Agenda Item No. I

Administrative Services  
College Area

### Proposal:

That the Governing Board approve Dr. Douglas Garrison, Superintendent/President, and Mr. Stephen Ma, Vice President for Administrative Services, to be authorized signatories for all expenditure warrants, contracts and other official documents on behalf of Monterey Peninsula Community College District, as requested by the Monterey County Office of Education, effective September 7, 2010.

### Background:

Education Code Section 85232 states "Each order drawn on the funds of a community college district shall be signed by at least a majority of the members of the governing board of the district, or by a person or persons authorized by the governing board to sign orders in its name". The Monterey County Office of Education has recommended that this authorization status be updated to reflect the individual(s) currently authorized to sign orders, contracts and other official documents on behalf of the District.

Joseph Bissell will be retiring as of August 30, 2010 and effective September 7, 2010, Stephen Ma will serve as the Vice President for Administrative Services.

**Budgetary Implications:** None.

☒ **Resolution:** **BE IT RESOLVED**, That the Governing Board approve Dr. Douglas Garrison, Superintendent/President, and Mr. Stephen Ma, Vice President for Administrative Services, to be authorized signatories for all expenditure warrants, contracts and other official documents on behalf of Monterey Peninsula Community College District, as requested by the Monterey County Office of Education, effective September 7, 2010.


**Recommended By:**

  
Joseph Bissell, Vice President for Administrative Services

**Prepared By:**

  
Suzanne Ammons, Administrative Services

**Agenda Approval:**

  
Dr. Douglas Garrison, Superintendent/President



# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2010

New Business Agenda Item No. J

Administrative Services  
College Area

### Proposal:

That the Governing Board approve the appointment of Stephen Ma (Vice President for Administrative Services) as the District's representative and Barbara Lee (Associate Dean of Human Resources) as the alternate representative to the Northern California Community College Pool-JPA for Workers Compensation, for Monterey Peninsula College.

### Background:

The District is a member of the Northern California Community College Pool-JPA for Workers Compensation, which holds quarterly meetings organized by Keenan & Associates. In the event that Stephen Ma, Vice President of the NCCCCP-JPA, is unable to attend, an alternate representative for Monterey Peninsula College should be available. Barbara Lee as Associate Dean of Human Resources would be an ideal alternate representative.

### Budgetary Implications:

None

☒ **Resolution:** **BE IT RESOLVED**, that the Governing Board approve the appointment of Stephen Ma (Vice President for Administrative Services) as the District's representative and Barbara Lee (Associate Dean of Human Resources) as the alternate representative to the Northern California Community College Pool-JPA for Workers Compensation, for Monterey Peninsula College.

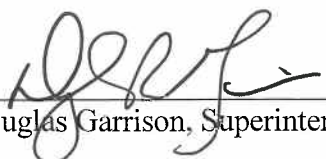
Recommended By: \_\_\_\_\_

  
Joseph Bissell, 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

August 24, 2010

New Business Agenda Item No. K

Administrative Services  
College Area

### Proposal:

That the Governing Board approve the appointment of Stephen Ma (Vice President for Administrative Services) as the District's representative and Dr. Douglas Garrison (Superintendent/President) as the alternate representative to the Bay Area Community College District's Pool-JPA for Property and Liability, for Monterey Peninsula College.

### Background:

The District is a member of the Bay Area Community College District JPA for Property and Liability, which holds quarterly meetings organized by Keenan & Associates. In the event that Stephen Ma, Vice President of the BACCD-JPA, is unable to attend, an alternate representative for Monterey Peninsula College should be available. Dr. Douglas Garrison, Superintendent/President would be the logical alternate representative.

### Budgetary Implications:

None

☒ **Resolution:** **BE IT RESOLVED**, That the Governing Board approve the appointment of Stephen Ma (Vice President for Administrative Services) as the District's representative and Dr. Douglas Garrison (Superintendent/President) as the alternate representative to the Bay Area Community College District's Pool-JPA for Property and Liability, for Monterey Peninsula College.

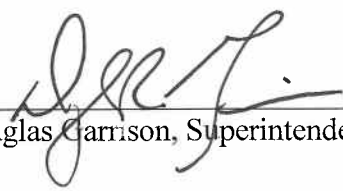
Recommended By: \_\_\_\_\_

  
Joseph Bissell, 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

August 24, 2010

New Business Agenda Item No. L

Administrative Services  
College Area

### Proposal:

That the Governing Board approve the District's 2012-2016 Five-Year Construction Plan for submission to the state Chancellor's Office.

### Background:

Each California community college is required annually to complete a five-year construction plan to be considered for state funding of capital projects. The Five-Year Construction Plan reflects the district and campus specific plans for capital outlay over the next five years and includes both local and state-funded projects. Chancellor's Office acceptance of the Five-Year Construction Plan is part of the process to qualify for state funding.

The District's 2012-2016 Five-Year Construction Plan is being prepared for submission to the Chancellor's Office by September 1, 2010. This year's plan will differ significantly from the one submitted last July as it reflects the revised facilities construction plan approved by the Board in December 2009 and updated again August 24, 2010. The premise of the revised plan is to reduce the dependence on state funding by modifying the scope of some projects and lowering project cost estimates (based on the current favorable bid climate). Thus, the Five Year Construction Plan will rely primarily on local funds for completion; out of the 14 projects in the plan, only 3 projects are under consideration for a state funding match.

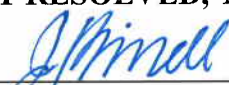
The District Projects Priority Order list shows the projects that will be included in this year's Five Year Construction Plan. The Vice President for Administrative Services determined the priority order based on the projects under construction, those projects submitted for state funding, and the projects necessary for completion before others could proceed. It is recommended that the Governing Board approve the plan for submission to the state Chancellor's Office.

### Budgetary Implications:

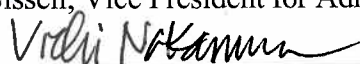
The Five-Year Construction Plan will be funded by a combination of local and state funding.

☒ **RESOLUTION: BE IT RESOLVED,** That the 2012-2016 Five-Year Construction Plan, be approved.

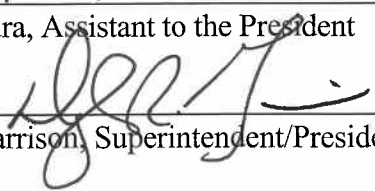
Recommended By:

  
Joe Bissell, Vice President for Administrative Services

Prepared By:

  
Vicki Nakamura, Assistant to the President

Agenda Approval:

  
Douglas R. Garrison, Superintendent/President

2012-2016 Five Year Construction Plan  
 Monterey Peninsula Community College District  
**District Projects - Priority Order List**

		Funding Source		Total Project Cost	Occupancy Date	
Priority	Project	State	Non-State			
Monterey Campus	1	New Student Services Building	...	\$9,500,000	\$9,500,000	2010/2011
	3	Business Computer Science Building	...	\$2,300,000	\$2,300,000	2010/2011
	4	Swing Space	...	\$4,600,000	\$4,600,000	2014/2015
	5	Humanities, Business-Humanities, Student Services	\$4,888,000	\$4,727,000	\$9,615,000	2011/2012
	6	Arts Complex	\$6,749,748	\$6,749,747	\$13,499,495	2013/2014
	8	Life and Physical Science Buildings	...	\$14,500,000	\$14,500,000	2012/2013
	9	Theater/Performing Arts Center	...	\$9,305,016	\$9,305,016	2012/2013
	10	Physical Education - Locker Rooms	...	\$3,900,000	\$3,900,000	2012/2013
	11	Physical Education - Pool/Tennis Courts	...	\$2,000,000	\$2,000,000	2012/2013
	12	Music Facilities	...	\$1,200,000	\$1,200,000	2015/2016
	13	Student Center Renovation	...	\$4,000,000	\$4,000,000	2012/2013
	14	Infrastructure/Parking - Phase III	...	\$6,466,000	\$6,466,000	2014/2015
				\$11,637,748	\$69,247,763	\$80,885,511
Ft. Ord Center	2	Ft. Ord Education Center - Phase I (Marina Ed. Center)	...	\$11,000,000	\$11,000,000	2011/2012
	7	Ft. Ord Public Safety - Phase II	\$7,617,654	\$7,617,654	\$15,235,308	2014/2015
				\$7,617,654	\$18,617,654	\$26,235,308
			\$19,255,402	\$87,865,417	\$107,120,819	

8/12/2010

8/12/2010

# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2010

New Business Agenda Item No. M

Administrative Services  
College Area

### Proposal:

That the Governing Board approve the updated Facility Construction Plan (revised August 3, 2010) as recommended by the district's Facilities Committee and College Council.

### Background:

The district's Facilities Committee is a subcommittee of the College Council. The committee works to keep the district's construction program current. The committee is recommending adjustments to reflect updated projections for interest income and adjust project budgets based on recent bids and updated projections on projects in the drawing stages. The College Council has accepted the recommended changes.

Total bond fund principle is \$149,239,351 (\$40,000,000 in 2003 + \$4,240,051 refinancing in 2006 + \$104,999,300 in 2008). Bond funds are deposited with the county treasurer and earn interest that the board has designated be used for bond program management services and project expenses. Current bond project budgets approved by the Board in December 2009 total \$153,590,326, assuming \$4,350,975 in interest above program management expenses would be earned that could be used for projects. Based on the district's June 2010 financial reports (before closing and before audit), \$5,253,764 in interest income has been recorded through 6/30/10 (\$7,132,599 in interest earned less \$1,878,835 write off in investments). Bond Program Management expenses total \$4,320,626 leaving only \$933,138 available for projects. Program Management expenses have averaged over \$600,000 annually. Interest earnings through the county and Local Agency Investment Fund (LAIF) are currently in the range of 0.5% and the current balance in bond funds is \$72,116,583 which will only generate a little more than half of the average annual expenses for bond program management.

The following indicates the project budget adjustments being recommended to reduce the overall bond funded projects \$4,350,975 (from \$153,590,326 to \$149,239,351) and create a general contingency of \$1,667,699.

<u>Project</u>	<u>Budgeted</u>	<u>Forecasted</u>	<u>Difference</u>	<u>Notes</u>
New Ed Center Building at Marina	\$11,000,000	\$9,100,000	\$1,900,000	Updated for actual bids, final amount will be determined when completed.
Public Safety Training Center	\$9,000,000	\$7,500,000	\$1,500,000	Updated for actual bids, final amount will be determined when completed.
New Student Services Building	\$11,000,000	\$9,500,000	\$1,500,000	Updated for actual bids, final amount will be determined when completed.
Business Computer Science	\$2,593,854	\$2,300,000	\$293,854	Updated for actual bids, final amount will be determined when completed.



Life Science / Physical Science	\$18,532,645	\$14,500,000	\$4,032,645	Estimated cost based on updated drawings
Gym 1st Floor	\$2,527,498	\$3,900,000	(\$1,372,502)	Estimated cost based on updated drawings
Pool/Tennis Courts Renovation	\$400,000	\$2,000,000	(\$1,600,000)	Estimated cost based on updated drawings
General Contingency	\$0	\$1,667,699	(\$1,667,699)	Total amount not committed
Completed Projects Costs	\$53,732,326	\$53,967,649	(\$235,323)	Updated with actual expenses as of 6/30/10
<b>Total</b>			<b>\$4,350,975</b>	

The attached Master Budget (revised August 3, 2010) indicates the current budgets and recommended budgets for all projects.

In addition, bond cash available for investment will decline as work continues further reducing interest income available to pay for bond program management services. The district will need to reassess services being used and/or further reduce project budgets.

The Facilities Committee will continue to work to ensure the district's construction program remains current.


**Budgetary Implications:** Total bond project budgets are reduced \$4,350,975, from \$153,590,326 to \$149,239,351.

☒ **Resolution:** **BE IT RESOLVED,** that the Governing Board approve the updated Facility Construction Plan (revised August 3, 2010) as recommended by the district's Facilities Committee and College Council.


**Recommended By:**

  
Joseph Bissell, Vice President for Administrative Services

**Prepared By:**

  
Suzanne Ammons, Administrative Assistant

**Agenda Approval:**

  
Dr. Douglas Garrison, Superintendent/President

**MPC Master Budget 08-03-10**

		Current			Forecasted			Current minus
Projects		Total Bond Budget	State and Other Funds	Total Project Budget	Estimated Total Bond Budget	State and Other Funds	Total Project Budget	Forecasted Variance
In Process								
1	Auto Technology Building	\$1,000,000	\$0	\$1,000,000	\$1,000,000	\$0	\$1,000,000	\$0
2	New Ed Center Building at Marina	\$11,000,000	\$0	\$11,000,000	\$9,100,000	\$0	\$9,100,000	(\$1,900,000)
3	Furniture & Equipment	\$4,000,000	\$0	\$4,000,000	\$4,000,000	\$0	\$4,000,000	\$0
4	Public Safety Training Center Renov.	\$9,000,000	\$0	\$9,000,000	\$7,500,000	\$0	\$7,500,000	(\$1,500,000)
5	New Student Services Building	\$11,000,000	\$0	\$11,000,000	\$9,500,000	\$0	\$9,500,000	(\$1,500,000)
6	Swing Space / Interim Housing	\$4,600,000	\$0	\$4,600,000	\$4,600,000	\$0	\$4,600,000	\$0
7	Infrastructure - Phase III	\$6,466,000	\$0	\$6,466,000	\$6,466,000	\$0	\$6,466,000	\$0
8	Business Computer Science	\$2,593,854	\$0	\$2,593,854	\$2,300,000	\$0	\$2,300,000	(\$293,854)
9	Human/Bus-Hum/Old StudntServ	\$3,845,000	\$3,845,000	\$7,690,000	\$3,845,000	\$3,845,000	\$7,690,000	\$0
10	Life Science / Physical Science	\$18,532,645	\$0	\$18,532,645	\$14,500,000	\$0	\$14,500,000	(\$4,032,645)
12	PE Phase II - Gym/Locker Room Renov.	\$2,527,498	\$0	\$2,527,498	\$3,900,000	\$0	\$3,900,000	\$1,372,502
13	Pool/Tennis Courts Renovation	\$400,000	\$0	\$400,000	\$2,000,000	\$0	\$2,000,000	\$1,600,000
17	Theater	\$9,305,016		\$9,305,016	\$9,305,016	\$0	\$9,305,016	\$0
Total in Process		\$84,270,013	\$3,845,000	\$88,115,013	\$78,016,016	\$3,845,000	\$81,861,016	(\$6,253,997)
Future								
11	College Center Renovation	\$4,000,000	\$0	\$4,000,000	\$4,000,000	\$0	\$4,000,000	\$0
14	Art Studio/Art Ceramics/AD/IC/Drafting (total)	\$4,387,987	\$4,387,987	\$8,775,974	\$4,387,987	\$4,387,987	\$8,775,974	\$0
	A Art Studio							
	B Art Ceramics							
	C Art Dimensional							
	D International Center							
	E Drafting							
15	PSTC Parker Flats	\$6,000,000	\$6,000,000	\$12,000,000	\$6,000,000	\$6,000,000	\$12,000,000	\$0
16	Music	\$1,200,000		\$1,200,000	\$1,200,000	\$0	\$1,200,000	\$0
	General Contingency	\$0	\$0	\$0	\$1,667,699	\$0	\$1,667,699	\$1,667,699
Total Future		\$15,587,987	\$10,387,987	\$25,975,974	\$17,255,686	\$10,387,987	\$27,643,673	\$1,667,699
Completed (actuals thru 6/30/10)								
	A Early Start/Completed-HVAC Repairs	\$618,539	\$439,037	\$1,057,576	\$618,539	\$439,037	\$1,057,576	\$0
	B Early Start/Completed-New Plant Serv Bldg	\$487,574	\$2,478,000	\$2,965,574	\$487,574	\$2,478,000	\$2,965,574	\$0
	C Early Start/Completed-Telephone System	\$599,414	\$0	\$599,414	\$599,414	\$0	\$599,414	\$0
	D Family Consumer Science	\$67,671	\$0	\$67,671	\$67,671	\$0	\$67,671	\$0
	E Gym - Floor/Seismic/Bleachers	\$873,847	\$600,000	\$1,473,847	\$917,774	\$600,000	\$1,517,774	\$43,927
	F Infrastructure/Parking - Phase I	\$20,880,396	\$0	\$20,880,396	\$20,886,001	\$0	\$20,886,001	\$5,605
	G Infrastructure/Parking - Phase II	\$2,464,337	\$0	\$2,464,337	\$2,481,607	\$0	\$2,481,607	\$17,270
	H Lecture Forum Renovation	\$2,117,203	\$0	\$2,117,203	\$2,117,203	\$0	\$2,117,203	\$0
	I New Admin / Old Library Renovation	\$4,543,670	\$2,715,000	\$7,258,670	\$4,712,191	\$2,715,000	\$7,427,191	\$168,521
	J New Child Development Center Bldg	\$1,029,198	\$4,384,000	\$5,413,198	\$1,029,198	\$4,384,000	\$5,413,198	\$0
	K Other Early start / completed (incl LTC)	\$1,950,211	\$19,470,000	\$21,420,211	\$1,950,211	\$19,470,000	\$21,420,211	\$0
	L PE Field Track, Fitness Building	\$17,236,569	\$100,000	\$17,336,569	\$17,236,569	\$100,000	\$17,336,569	\$0
	M Social Science Renovation (inc. Seismic)	\$863,697	\$0	\$863,697	\$863,697	\$0	\$863,697	\$0
Total Completed		\$53,732,326	\$30,186,037	\$83,918,363	\$53,967,649	\$30,186,037	\$84,153,686	\$235,323
Total All Projects		\$153,590,326	\$44,419,024	\$198,009,350	\$149,239,351	\$44,419,024	\$193,658,375	(\$4,350,975)

# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2010

New Business Agenda Item No. N

Academic Affairs  
College Area

### Proposal:

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

### Background:

The courses listed below are recommended by the Curriculum Advisory Committee and endorsed by the MPC administration.


### Budgetary Implications:

When offered, related courses generate instructor and support costs, which are offset by student attendance driven income.


☒ **RESOLUTION: BE IT RESOLVED**, that the following courses be approved:

AUTO 116, BAR 2009 Smog Check Update  
LETP 231.95, Officer Safety - Field Tactics

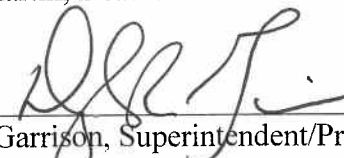
Recommended By:

  
John Gonzalez, Vice President for Academic Affairs

Prepared By:

  
Michael Gilmartin, Dean of Instructional Planning

Agenda Approval:

  
Dr. Douglas Garrison, Superintendent/President



## **PROPOSED COURSES**

### **AUTO 116**

### **BAR 2009 Smog Check Update**

**0.5 Units**

**1 hour lecture; 1 hour lab**

#### **Justification**

There is a need for this course in the local automotive industry.

#### **Description**

The Bureau of Automotive Repair's (BAR) update course is designed to update technicians on new technology and procedures that affect the Smog Check Program. This class is a requirement for applicants seeking an initial license and those renewing their license. Topics include advanced diagnostics relative to emissions failures, internet resources, and Smog Check Program updates. This course satisfies BAR's Smog Check Technician update training requirement for 2009.

### **LETP 231.95**

### **Officer Safety - Field Tactics**

**0.50 - 1.00 units**

**1 hour lecture; 1 hour lab**

#### **Justification**

Unit values and hours have been updated to correlate with South Bay Regional Public Safety Training Center.

#### **Description**

This course focuses on officer safety tactics and skills including basic field techniques of officer safety, defensive driving, firearms, arrest and control techniques and physical fitness. The course will examine contemporary and safe techniques, legal mandates and new laws relative to each topic.

# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2010

New Business Agenda Item No. O

President's Office

College Area

### Proposal:

That the Governing Board appoint a member to the Citizens' Bond Oversight Committee.

### Background:

In the November 5, 2002 election, the district conducted a bond election under Proposition 39 regulations and was successful in obtaining the requisite voter approval to issue general obligation bonds in the amount of \$145,000,000 for facility projects. Education Code 15278 requires the district to establish a citizen's oversight committee to satisfy the accountability requirements of Proposition 39.

At the February 2003 meeting, the Governing Board established the committee, consisting of a minimum of seven members representing the local business community, senior citizen's organization, taxpayers' organization, students, college support organization, and the community. Elected officials, employees of the district, and vendors, contractors, or consultants serving the district are prohibited by law from being members of the committee. Ten members were subsequently appointed to the committee.

Michael Dickey is being recommended for appointment as the student representative to complete the term of David Collyer who recently graduated. Mr. Dickey currently holds the position of student trustee for the Associated Students of MPC. Per the committee's Bylaws, the term of this appointment would extend to November, 2011.

### Budgetary Implications:

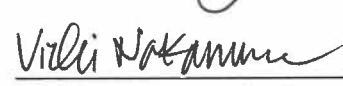
None.

☒ **RESOLUTION: BE IT RESOLVED**, That the appointment of Michael Dickey, as a member of the Citizens' Bond Oversight Committee, effective August 25, 2010, be approved.

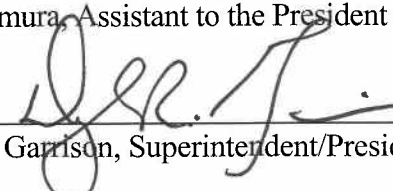
Recommended By: \_\_\_\_\_

  
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

August 24, 2010

New Business Agenda Item No. P

Student Services  
College Area

### Proposal:

That the Board approve the signing of the 2010/2013 contract for facilities renovation and repair of the Child Development Center.

### Background:

These funds shall not be used for any purpose considered nonreimbursable pursuant to the current Center-Base Funding Terms and Conditions, and Title 5, California Code of Regulations. Funding of this contract is contingent upon appropriation and availability of funds. This contract may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this contract. The period for which expenditures may be made with these funds shall be from July 1, 2010 through June 30, 2013.

### Budgetary Implications:

The district will receive an amount not to exceed \$7,602.

☒ **RESOLUTION: BE IT RESOLVED**, that the Board approve the signing of the 2010-2013 contract for facilities renovation and repair of the Child Development Center.

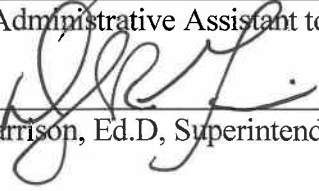
**Recommended By:**

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

**Prepared By:**

  
Sigrid Klein, Administrative Assistant to the Vice President

**Agenda Approval:**

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

New Business

**CALIFORNIA DEPARTMENT OF EDUCATION**

1430 N Street

Sacramento, CA 95814-5901

**F.Y. 10-11 thru 12-13****DATE:** July 01, 2010**CONTRACT NUMBER:** CRPM-0066**PROGRAM TYPE:** FACILITIES RENOVATION  
AND REPAIR**PROJECT NUMBER:** 27-6610-00-0**LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES****CONTRACTOR'S NAME:** MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

By signing this contract and returning it to the State, you are agreeing to use the funds identified below for the purpose of child care and development renovation and repair projects to maintain compliance with State health and safety requirements, to comply with the American with Disabilities Act (ADA), or to purchase or replace equipment necessary for the health and safety in accordance with the CHILD CARE AND DEVELOPMENT FUND-PROGRAM REQUIREMENTS FOR FACILITIES RENOVATION AND REPAIR PROJECTS (Exhibit D), the attached APPLICATION (Exhibit C) with any modifications noted, and SERVICE LOCATION(s) (Exhibit B) which by this reference are incorporated herein. The Contractor's signature also certifies compliance with "Standard Provisions for State Contracts" (Exhibit A) which are attached hereto and by this reference incorporated herein.

These funds shall not be used for any purpose considered nonreimbursable pursuant to the current Center-Base Funding Terms and Conditions (FT&Cs) and Title 5, California Code of Regulations. For contractors using ARRA Funds, Supplemental Terms and Conditions for Contracts Using ARRA Funds (Attachment A) are attached hereto and by this reference incorporated herein. Funding of this contract is contingent upon appropriation and availability of funds. This contract may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this contract. The period for which expenditures may be made with these funds shall be from July 01, 2010 through June 30, 2013. The total amount payable pursuant to this agreement shall not exceed \$7,602.00.

Expenditure of these funds shall be reported quarterly to the Child Development Fiscal Services Division (CDFS) on Form CDFS-9529. Quarterly reporting must be submitted for reimbursement of expenditures. For non-local educational agencies, expenditures made for the period July 1, 2010 through June 30, 2011 shall be included in their 2010/11 audit. Expenditures for the period July 1, 2011 through June 30, 2012 shall be included in the 2011/12 audit. Expenditures for the period July 1, 2012 through June 30, 2013 shall be included in the 2012/13 audit. All audits are due by the 15th of the fifth month following the end of the contractor's fiscal year or earlier if specified by the CDE. The audits for School Districts and County Offices shall be submitted in accordance with Education Code Section 41020.

Any provision of this contract found to be in violation of Federal or State statute or regulation shall be invalid but such a finding shall not affect the remaining provisions of this contract. Exhibit A, Standard Provisions for State Contracts attached.

**STATE OF CALIFORNIA****CONTRACTOR**

BY (AUTHORIZED SIGNATURE)

BY (AUTHORIZED SIGNATURE)

PRINTED NAME OF PERSON SIGNING

Margie Burke, Manager

PRINTED NAME AND TITLE OF PERSON SIGNING

Carsbia Anderson, VP Student Svcs.

TITLE

Contracts, Purchasing &amp; Conf Svcs

ADDRESS

980 Fremont Monterey, CA 93940

AMOUNT ENCUMBERED BY THIS DOCUMENT

\$ 7,602

PROGRAM/CATEGORY (CODE AND TITLE)

Child Development Programs

FUND TITLE

Department of General Services  
use only

PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT

\$ 0

(OPTIONAL USE)

See Attached

ITEM

See Attached

CHAPTER

STATUTE

FISCAL YEAR

TOTAL AMOUNT ENCUMBERED TO DATE

\$ 7,602

OBJECT OF EXPENDITURE (CODE AND TITLE)

702

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.

T.B.A. NO.

B.R. NO.

SIGNATURE OF ACCOUNTING OFFICER

See Attached

DATE

Monterey Peninsula Community College District

Governing Board Agenda

August 24, 2010

New Business Agenda Item No. Q

Human Resources  
College Area

**Proposal:** That the Governing Board amend the hours and weeks of the two recently established Instructional Specialist positions in the Library.

**Background:** At the July 30, 2010 Board meeting, two Instructional Assistant positions were established in the Library at 18 hours per week, 34 weeks per year. This was an error; one of the positions should be 16 hours per week, 36 weeks per year and the other position should be 14 hours per week, 36 weeks per year.

**Budgetary Implications:** No change from previous agenda item.




**Resolution: Be it resolved,** that the Board of Trustees approve the change in the hours and weeks of the following positions:

One Instructional Specialist position in the Library from 18 hours per week, 34 weeks per year to 14 hours per week, 36 weeks per year; and

One Instructional Specialist position in the Library from 18 hours per week, 34 weeks per year to 16 hours per week, 36 weeks per year.

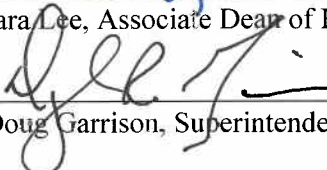
Recommended By: \_\_\_\_\_

  
Joe Bissell, Vice President for Administrative Services

Prepared By: \_\_\_\_\_

  
Barbara Lee, Associate Dean of Human Resources

Agenda Approval: \_\_\_\_\_

  
Dr. Doug Garrison, Superintendent/President

# Monterey Peninsula Community College District

## Governing Board Agenda

August 24, 2010

New Business Agenda Item No. R

Administrative Services  
College Area

### Proposal:

Discuss proposed Governing Board self-evaluation procedures and draft Board goals.

### Background:

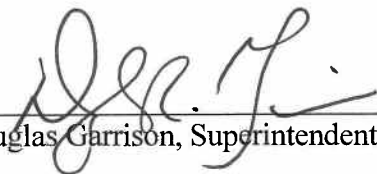
As a part of Monterey Peninsula College's on-going commitment to continuous improvement, the MPCCD Governing Board adopted Board Policy 1009 Self Evaluation, which calls for an annual self-evaluation and development of Board goals. In preparation for that process, Dr. Loren Steck and Dr. Margaret-Anne Coppernoll have served as a sub-committee of the Board to develop self-evaluation procedures and draft Board goals. The Governing Board intends to receive a report from this sub-committee and discuss their recommendations.

### Budgetary Implications:


No direct budgetary impact is anticipated.

☒ **INFORMATION:** Discussion of proposed Governing Board self-evaluation procedures and draft Board goals.

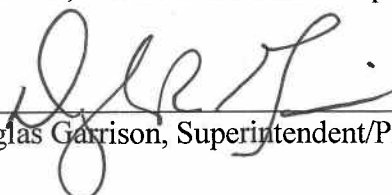
Recommended By:

  
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

August 24, 2010

New Business Agenda Item No. S

Superintendent/President's  
Office

### Proposal:

That the Governing Board discuss the role of the Governing Board liaison to the Monterey Peninsula College Foundation Board of Directors

### Background:

The Monterey Peninsula Community College District Governing Board appoints a liaison to the Monterey Peninsula College Foundation Board of Directors during the annual organizational meeting in December. Based on the impending change in status of the MPC Foundation from an independent foundation to an auxiliary organization of the college, the Foundation is reviewing its Bylaws to ensure compliance with all requirements of this change. The role of the Governing Board liaison is not defined in the current Bylaws, and the Governing Board should provide guidance to the MPC Foundation regarding this role.

### Budgetary Implications:

None.

- ☒ **Information:** Discussion of the role of the Governing Board liaison to the Monterey Peninsula College Foundation Board of Directors.

**Recommended By:** Dr. Douglas Garrison, Superintendent/President

**Prepared By:**

Carla Robinson  
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

August 24, 2010

New Business Agenda Item No. T

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

**Agenda Approval:**

Dr. Douglas Garrison  
Dr. Douglas Garrison, Superintendent/President

## MPC Board of Trustees Calendar of Events 2010-2011

### AUGUST, 2010

Monday, August 23      Classes begin Fall 2010  
**Tuesday, August 24**      **Regular Board Meeting, 1:00pm Closed Session, Stutzman Room**  
Friday, August 27      Joe Bissell's Retirement Party, 4:00-6:00pm, LaMirada Museum

### SEPTEMBER, 2010

Monday, September 6      Labor Day  
September 17-19      Monterey Jazz Festival, uses Parking Lot A for parking/shuttles  
**Saturday, September 18**      **Football vs DeAnza College, 6:00pm, Stadium**  
**Saturday, September 25**      **Football vs West Hills College, 6:00pm, Stadium**  
Tuesday, September 28      Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room

### OCTOBER, 2010

October 12-14      "Art", Morgan Stock Stage: Thur 7:00pm; Fri-Sat 8:00pm; Sun 2:00pm  
**Saturday, October 16**      **Alumni BBQ 5:00pm, Homecoming Game, honoring 1959 Conf Champs;**  
   **football game vs. West Valley Community College, 6:00pm**  
Tuesday, October 26      Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room

### NOVEMBER, 2010

**Saturday, November 6**      **Football vs San Jose City College, 6:00pm, Stadium**  
Thursday, November 11      Veterans Day  
**Saturday, November 13**      **Football vs Hartnell College, 6:00pm, Stadium**  
Tuesday, November 23      Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room  
Thur-Sat, November 25-27      Thanksgiving Holiday

### DECEMBER, 2010

December 9-19      "The Taffeta Christmas", Morgan Stock Stage, Thur 7:00pm;  
   Fri-Sat 8:00pm; Sun 2:00pm  
Tuesday, December 14      Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room  
Wednesday, December 15      Annual Holiday Reception, 11:30-1:30pm, Administration Bldg.  
Thursday, December 16      Semester ends  
Friday, December 17      Flex Day Scheduled  
December 23-January 1      Winter Holiday

### JANUARY, 2011

Monday, January 3      Classes Begin for Early Spring Session  
Monday, January 17      Martin Luther King Day  
Tuesday, January 25      Session Ends  
Wed-Thu-Fri, Jan. 26-28      Flex Days Scheduled  
**Sunday, January 30**      **MPC Foundation President's Circle Reception, 4:00-6:00pm, LTC**  
Monday, January 31      Classes Begin for Spring Semester

*Events/details added from previous Calendar are highlighted in bold (updated August 17, 2010).*