

Monterey Peninsula Community College District

Governing Board Agenda

November 23, 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 October 31, 2010.


Background:

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

Budgetary Implications:

None.

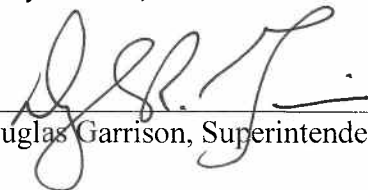
RESOLUTION: BE IT RESOLVED, that the 2010-2011 Monthly Financial Reports for the period ending October 31, 2010, be accepted.

Recommended By: 

Stephen Ma, Vice President for Administrative Services

Prepared By: 

Rosemary Barrios, Controller

Agenda Approval: 

Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula College

Fiscal Year 2010-2011 Financial and Budgetary Report October 31, 2010

October represents the end of the first quarter of the fiscal year and funds are tracking as expected.

Year to Date Actual: At 27.2%, revenues in the operating funds are significantly below the 33% that we would normally project for this time of year. Slow receipt of revenues in the restricted general fund is normal for this time of the year. Percentages of Actual to Budget for Expenses greater than 33% are primarily the result of amounts for utilities and other large expenses being encumbered for the entire year. Self Insurance expense at 40.9% this early in the year is one that we will be tracking closely.

Cash Balance: Expenses for operating funds are greater than revenues (27.3% vs. 24.9%), resulting in negative operating cash flow. The total cash balance for all funds is \$83,937,143, including bond cash of \$67,693,003, and \$9,049,105 for operating funds and \$7,195,035 for all other funds.

During the month of October the General Fund repaid the \$500,000 that was borrowed from the Self Insurance Fund in September.

Other:

- The district received the July, August, September, and October apportionment allocation payments from the state this month that totaled \$9,618,179.
- Lehman Brothers Recovery allocation amount received this month of \$13,219.31, this amount is based on 08-09 1st quarter.
- MPC received \$25,086 in federal American Recovery and Reinvestment Act State Stabilization (ARRA) monies this month.
- The external auditors have completed their field work on the district's 2009-10 audit and plan to complete their reports and present them to the Board at the regular January meeting. No significant findings have been reported to date.

Monterey Peninsula Community College

Monthly Financial Report

October 31, 2010

Summary of All Funds

<u>Funds</u>	Beginning Fund Balance	Revised Budgets 2010 - 2011		Ending Fund Balance	Year to Date Actual 2010 - 2011			% Actual to Budget		Cash Balance
	<u>07/01/10</u>	<u>Revenue</u>	<u>Expense</u>	<u>6/30/2011</u>	<u>Revenue</u>	<u>Expense</u>	<u>Encumbrances</u>	<u>Rev</u>	<u>Exp</u>	<u>10/31/2010</u>
General - Unrestricted	\$4,264,428	\$39,423,936	\$39,419,605	\$4,268,759	\$10,721,654	\$10,783,536	2,709,626	27.2%	34.2%	\$8,318,967
General - Restricted	0	5,474,883	5,474,883	0	386,262	1,448,108	224,971	7.1%	30.6%	0
Child Dev - Unrestricted	0	533,856	533,856	0	273,787	165,169	0	51.3%	30.9%	41,054
Child Dev - Restricted	0	258,649	258,649	0	0	79,367	12,154	0.0%	35.4%	0
Student Center	199,444	275,200	260,235	214,409	44,322	30,254	56,937	16.1%	33.5%	320,661
Parking	63,928	460,000	431,749	92,179	131,539	132,392	32,891	28.6%	38.3%	368,424
Subtotal Operating Funds	\$4,527,800	\$46,426,524	\$46,378,977	\$4,575,347	\$11,557,564	\$12,638,826	\$3,036,579	24.9%	27.3%	\$9,049,105
Self Insurance	8,479,076	7,163,249	6,906,139	8,736,186	450,586	2,793,240	28,845	6.3%	40.9%	6,038,905
Capital Project	352,946	342,741	600,664	95,023	5,869	95,902	103,557	1.7%	33.2%	257,119
Building	72,793,221	220,000	66,341,480	6,671,741	131,465	4,604,368	7,706,189	59.8%	18.6%	67,693,003
Debt Service	103,491	239,783	239,783	103,491	742	102,121	137,662	0.3%	42.6%	4,265
Revenue Bond	20,905	19,425	19,425	20,905	93	17,325	2,100	0.5%	89.2%	4,172
Associated Student	90,600	122,000	122,000	90,600	40,140	42,715	0	32.9%	35.0%	86,526
Financial Aid	12,881	4,300,000	4,300,000	12,881	1,188,714	1,188,714	0	27.6%	27.6%	106,185
Scholarship & Loans	272,948	2,940,000	2,940,000	272,948	611,880	529,156	0	20.8%	18.0%	280,368
Trust Funds	223,917	590,000	520,000	293,917	176,303	89,082	0	29.9%	17.1%	374,435
Orr Estate	47,624	4,300	15,000	36,924	12,935	22,467	0	300.8%	149.8%	43,060
Total all Funds	\$86,925,409	\$62,368,022	\$128,383,468	\$20,909,963	\$14,176,292	\$22,123,917	\$11,014,932	22.7%	17.2%	\$83,937,143

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

October 31, 2010

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-11				BALANCE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE			
REVENUES							
8100 FEDERAL	11,043	10,500	0	0	10,500	0.0%	
8600 STATE	17,778,977	21,092,956	9,618,598	9,623,191	11,469,765	45.6%	
8800 COUNTY / LOCAL	17,602,260	18,320,480	618,924	1,098,463	17,222,017	6.0%	
8900 INTERFUND TRANSFER IN	<u>0</u>	<u>0</u>	<u>(500,000)</u>	<u>0</u>	<u>0</u>	N/A	
TOTAL REVENUE :	<u>\$35,392,281</u>	<u>\$39,423,936</u>	<u>\$9,737,522</u>	<u>\$10,721,654</u>	<u>\$28,702,282</u>	27.2%	
OBJECT CLASSIFICATION	2009-2010 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	UNENCUMBERED BALANCE	PERCENT	
CERTIFICATED SALARIES							
1100 TEACHER SALARIES	7,001,358	7,047,116	628,760	1,886,280	5,160,836	26.8%	
1200 NON TEACHER SALARIES	2,954,947	3,004,961	257,662	906,238	2,098,723	30.2%	
1300 HOURLY TEACHER	4,782,936	4,910,943	515,680	1,770,226	3,140,717	36.0%	
1400 OTHER HOURLY SALARIES	<u>178,332</u>	<u>148,926</u>	<u>18,245</u>	<u>62,654</u>	<u>86,272</u>	42.1%	
TOTAL CERTIFICATED :	<u>\$14,917,573</u>	<u>\$15,111,946</u>	<u>\$1,420,347</u>	<u>\$4,625,398</u>	<u>\$10,486,548</u>	30.6%	
CLASSIFIED SALARIES							
2100 NON INSTRUCTIONAL	5,806,995	5,824,628	495,215	1,918,094	3,906,533	32.9%	
2200 INSTRUCTIONAL AIDES	753,263	784,532	67,092	244,098	540,433	31.1%	
2300 HOURLY NON INSTRUCTIONAL	384,501	285,205	40,050	145,069	140,136	50.9%	
2400 HOURLY INSTRUCTIONAL	<u>664,459</u>	<u>699,137</u>	<u>77,137</u>	<u>203,885</u>	<u>495,252</u>	29.2%	
TOTAL CLASSIFIED :	<u>\$7,609,219</u>	<u>\$7,593,501</u>	<u>\$679,494</u>	<u>\$2,511,147</u>	<u>\$5,082,355</u>	33.1%	

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

GENERAL FUND (Unrestricted) continued

Fund 01

Monterey Peninsula College

October 31, 2010

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-11					PERCENT
		REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	
3XXX TOTAL FRINGE BENEFITS :	<u>\$4,192,621</u>	<u>\$4,464,528</u>	<u>\$257,581</u>	<u>\$1,541,578</u>	<u>\$295,111</u>	<u>\$2,627,839</u>	41.1%
SUPPLIES & OTHER							
4300 INSTRUCTIONAL SUPPLIES	249,689	249,312	15,358	49,697	35,517	164,099	34.2%
4500 OTHER SUPPLIES	518,927	404,851	39,420	139,944	101,167	163,740	59.6%
4700 FOOD	9,704	11,300	724	2,880	0	8,420	25.5%
TOTAL SUPPLIES & OTHER :	<u>\$778,320</u>	<u>\$665,463</u>	<u>\$55,502</u>	<u>\$192,520</u>	<u>\$136,684</u>	<u>\$336,259</u>	49.5%
OTHER							
5100 CONTRACTED SERVICES	1,629,742	1,997,505	89,819	331,021	1,109,021	557,463	72.1%
5200 TRAVEL	145,017	163,803	15,316	34,111	3,003	126,689	22.7%
5300 DUES AND SUBSCRIPTIONS	133,414	144,871	3,520	130,523	0	14,348	90.1%
5400 INSURANCE	52,847	317,599	(25,086)	270,269	0	47,330	85.1%
5500 UTILITIES & HOUSEKEEPING	992,321	1,117,580	86,275	304,067	869,678	(56,165)	105.0%
5600 RENTS & LEASES	843,292	608,234	67,310	364,298	104,731	139,206	77.1%
5700 LEGAL AND AUDIT	181,059	104,650	0	1,278	41,128	62,244	40.5%
5800 OTHER SERVICES	310,210	345,681	15,934	129,827	147,172	68,682	80.1%
TOTAL OTHER :	<u>\$4,287,901</u>	<u>\$4,799,924</u>	<u>\$253,087</u>	<u>\$1,565,394</u>	<u>\$2,274,733</u>	<u>\$959,797</u>	80.0%
CAPITAL OUTLAY							
6200 BUILDING IMPROVEMENT	18,836	27,301	336	15,507	1,612	10,183	62.7%
6300 CAPITAL BOOKS & SOFTWARE	46,553	46,456	0	46,456	0	0	100.0%
6400 EQUIPMENT	106,625	51,455	3,237	23,846	1,486	26,124	49.2%
TOTAL CAPITAL OUTLAY :	<u>\$172,014</u>	<u>\$125,212</u>	<u>\$3,573</u>	<u>\$85,808</u>	<u>\$3,098</u>	<u>\$36,306</u>	71.0%
TRANSFERS							
7300 INTERFUND TRANSFER OUT	5,994,448	6,656,331	201,319	261,691	0	6,394,640	3.9%
TOTAL TRANSFERS :	<u>\$5,994,448</u>	<u>\$6,656,331</u>	<u>\$201,319</u>	<u>\$261,691</u>	<u>\$0</u>	<u>\$6,394,640</u>	3.9%
TOTAL EXPENSE & TRANSFERS :	<u>37,952,096</u>	<u>39,416,906</u>	<u>2,870,905</u>	<u>10,783,536</u>	<u>2,709,626</u>	<u>25,923,744</u>	34.2%
REVENUE OVER EXPENSE :	<u>(\$2,559,815)</u>	<u>\$7,030</u>	<u>\$6,866,618</u>	<u>(\$61,882)</u>	<u>(\$2,709,626)</u>	<u>\$2,778,538</u>	

*** BOARD REPORT ***

GENERAL FUND (Restricted)

Fund 01

Monterey Peninsula College

OCTOBER 31, 2010

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-2011				BALANCE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE			
REVENUES							
8100 FEDERAL	1,873,165	2,492,834	160,363	293,106	0	2,199,728	11.8%
8600 STATE	3,222,172	2,347,749	0	0	0	2,347,749	0.0%
8800 COUNTY / LOCAL	535,973	566,916	77,331	93,156	0	473,760	16.4%
8900 INTERFUND TRANSFER IN	0	67,384	0	0	0	67,384	0.0%
TOTAL REVENUE :	<u>\$5,631,310</u>	<u>\$5,474,883</u>	<u>\$237,694</u>	<u>\$386,262</u>	<u>0</u>	<u>\$5,088,621</u>	<u>7.1%</u>
OBJECT CLASSIFICATION	2009-2010 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES		UNENCUMBERED BALANCE	PERCENT
CERTIFICATED SALARIES							
1100 TEACHER SALARIES	115,715	112,083	10,189	30,568	0	81,515	27.3%
1200 NON TEACHER SALARIES	825,798	887,042	76,010	274,506	0	612,536	30.9%
1300 HOURLY TEACHER	80,570	59,855	11,009	21,070	0	38,785	35.2%
1400 OTHER HOURLY SALARIES	208,802	226,931	19,816	64,723	0	162,208	28.5%
TOTAL CERTIFICATED :	<u>\$1,230,885</u>	<u>\$1,285,911</u>	<u>\$117,024</u>	<u>\$390,867</u>	<u>\$0</u>	<u>\$895,044</u>	<u>30.4%</u>
CLASSIFIED SALARIES							
2100 NON INSTRUCTIONAL	590,100	566,207	45,889	189,124	0	377,083	33.4%
2300 HOURLY NON INSTRUCTIONAL	364,283	457,578	35,788	109,075	0	348,503	23.8%
2400 HOURLY INSTRUCTIONAL	152,108	193,847	11,522	49,523	0	144,324	25.5%
TOTAL CLASSIFIED :	<u>\$1,106,491</u>	<u>\$1,217,632</u>	<u>\$93,199</u>	<u>\$347,722</u>	<u>\$0</u>	<u>\$869,910</u>	<u>28.6%</u>

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

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-2011					
		REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	PERCENT
3XXX TOTAL FRINGE BENEFITS :	<u>\$380,403</u>	<u>\$418,675</u>	<u>\$32,934</u>	<u>\$125,643</u>	<u>\$0</u>	<u>\$293,032</u>	30.0%
SUPPLIES & OTHER							
4300 INSTRUCTIONAL SUPPLIES	121,148	35,159	17,214	23,102	2,404	9,653	72.5%
4500 OTHER SUPPLIES	55,365	61,969	4,371	10,207	3,297	48,465	21.8%
4700 FOOD	23,111	20,850	616	5,101	3,000	12,749	38.9%
TOTAL SUPPLIES & OTHER :	<u>\$199,624</u>	<u>\$117,978</u>	<u>\$22,201</u>	<u>\$38,410</u>	<u>\$8,701</u>	<u>\$70,867</u>	39.9%
OTHER							
5100 CONTRACTED SERVICES	643,209	670,753	57,308	90,222	163,918	416,613	37.9%
5200 TRAVEL	451,907	493,757	23,920	87,492	6,196	400,069	19.0%
5300 DUES AND SUBSCRIPTIONS	3,761	450	200	600	0	(150)	133.3%
5400 INSURANCE	345,620	43,449	25,086	68,466	0	(25,017)	157.6%
5500 UTILITIES & HOUSEKEEPING	525	500	30	89	391	20	96.0%
5600 RENTS & LEASES	39,129	31,213	5,468	10,800	10,765	9,648	69.1%
5800 OTHER SERVICES	180,918	232,027	1,267	18,470	33,187	180,370	22.3%
TOTAL OTHER :	<u>\$1,665,069</u>	<u>\$1,472,149</u>	<u>\$113,279</u>	<u>\$276,139</u>	<u>\$214,457</u>	<u>\$981,553</u>	33.3%
CAPITAL OUTLAY							
6300 CAPITAL BOOKS & SOFTWARE	35,681	17,500	32	6,187	1,813	9,500	0.0%
6400 EQUIPMENT	84,941	160,900	8,358	21,555	0	139,345	13.4%
TOTAL CAPITAL OUTLAY :	<u>\$120,622</u>	<u>\$178,400</u>	<u>\$8,390</u>	<u>\$27,742</u>	<u>\$1,813</u>	<u>\$148,845</u>	16.6%
TRANSFERS							
7300 INTERFUND TRANSFER OUT	553,097	589,703	67,842	201,463	0	388,240	34.2%
7500 STUDENT FINANCIAL AID PYMT	48,527	39,776	0	1,100	0	38,676	2.8%
7600 OTHER PYMTS TO STUDENTS	127,534	154,659	37,574	39,022	0	115,637	25.2%
TOTAL TRANSFERS :	<u>\$729,158</u>	<u>\$784,138</u>	<u>\$105,416</u>	<u>\$241,585</u>	<u>\$0</u>	<u>\$542,553</u>	30.8%
TOTAL EXPENSE & TRANSFERS :	<u>5,432,252</u>	<u>5,474,883</u>	<u>492,443</u>	<u>1,448,108</u>	<u>224,971</u>	<u>3,801,804</u>	30.6%
REVENUE OVER EXPENSE :	<u>\$109,058</u>	<u>\$0</u>	<u>(\$254,749)</u>	<u>(\$1,061,846)</u>	<u>(\$224,971)</u>	<u>\$1,286,817</u>	

*** BOARD REPORT ***
 Child Development Fund
 Fund 04 Unrestricted
 Monterey Peninsula College
 OCTOBER 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			
REVENUE							
8800 LOCAL	65,974	67,698	11,914	12,096	0	55,602	17.9%
8900 OTHER	441,437	466,158	0	261,691	0	204,467	56.1%
TOTAL REVENUE:	507,411	533,856	11,914	273,787	\$0	260,069	51.3%
OBJECT CLASSIFICATION	2009-2010 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
CLASSIFIED SALARIES							
2100 NON INSTRUCTIONAL	24,708	112,210	9,256	37,026	0	75,184	33.0%
2200 INSTRUCTIONAL AIDES	194,173	122,742	12,376	35,848	0	86,894	29.2%
2300 NON INSTRUCTIONAL TEMP	0	10,977	858	1,506	0	9,471	0.0%
2400 HOURLY INSTRUCTIONAL	42,883	68,558	6,068	16,233	0	52,325	23.7%
TOTAL CLASSIFIED:	261,764	314,487	28,558	90,613	\$0	223,874	28.8%
3XXX TOTAL FRINGE BENEFITS :	63,587	74,451	6,614	22,943	\$0	51,508	30.8%
SUPPLIES & OTHER							
4300 INSTRUCTIONAL SUPPLIES	0	270	0	0	0	270	0.0%
4500 OTHER SUPPLIES	0	2,116	0	0	0	2,116	0.0%
TOTAL SUPPLIES & OTHER:	\$0	2,386	\$0	\$0	\$0	2,386	0.0%
OTHER							
5400 INSURANCE	0	219	0	0	0	219	0.0%
5600 RENTS. LEASES. AND REPAIRS	0	600	0	0	0	600	0.0%
TOTAL OTHER :	\$0	819	\$0	\$0	\$0	819	0.0%
TRANSFERS							
7300 INTERFUND TRANSFER OUT	153,299	141,713	17,825	51,613	0	90,100	36.4%
TOTAL TRANSFERS:	153,299	141,713	17,825	51,613	\$0	90,100	36.4%
TOTAL EXPENSE & TRANSFER:	478,650	533,856	52,997	165,169	\$0	368,687	30.9%
REVENUE OVER EXPENSE :	28,761	\$0	(\$41,083)	108,618	\$0	(\$108,618)	

*** BOARD REPORT ***

Child Development Fund

Fund 04 Restricted

Monterey Peninsula College

OCTOBER 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				
REVENUE								
8100 FEDERAL	58,260	17,000	0	0	0	17,000	0.0%	
8690 STATE	197,533	241,649	0	0	0	241,649	0.0%	
TOTAL REVENUE:	<u>\$255,793</u>	<u>\$258,649</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$258,649</u>	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 SALARIES								
2100 NON INSTRUCTIONAL	86,455	0	0	0	0	0	0.0%	
2200 INSTRUCTIONAL AIDES	53,270	123,433	12,888	35,073	0	88,360	28.4%	
2300 HOURLY NON INSTRUCTIONAL	11,227	0	349	1,318	0	(1,318)	0.0%	
2400 HOURLY INSTRUCTIONAL	14,806	0	0	0	0	0	0.0%	
TOTAL CLASSIFIED:	<u>\$165,758</u>	<u>\$123,433</u>	<u>\$13,237</u>	<u>\$36,391</u>	<u>\$0</u>	<u>\$87,042</u>	29.5%	
3XXX TOTAL FRINGE BENEFITS :	<u>\$39,828</u>	<u>\$35,890</u>	<u>\$3,765</u>	<u>\$10,266</u>	<u>\$0</u>	<u>\$25,624</u>	28.6%	
SUPPLIES & OTHER								
4300 INSTRUCTIONAL SUPPLIES	478	915	0	0	0	915	0.0%	
4500 OTHER SUPPLIES	4,511	880	306	424	1,276	(820)	48.2%	
4700 FOOD	18,253	16,400	1,649	4,622	10,878	900	28.2%	
TOTAL SUPPLIES & OTHER:	<u>\$23,242</u>	<u>\$18,195</u>	<u>\$1,955</u>	<u>\$5,046</u>	<u>\$12,154</u>	<u>\$995</u>	27.7%	
OTHER								
5400 INSURANCE	0	413	0	0	0	413	0.0%	
5600 RENTS & LEASES	660	0	0	0	0	0	0.0%	
5800 OTHER SERVICES	11,069	401	0	0	0	401	0.0%	
TOTAL OTHER :	<u>\$11,729</u>	<u>\$814</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$814</u>	0.0%	
Sites and Site Improvements								
6105 RENOVATION & REPAIR	<u>\$0</u>	<u>\$7,602</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$7,602</u>	0.0%	
	<u>\$0</u>	<u>\$7,602</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$7,602</u>	0.0%	
TRANSFERS								
7300 INTERFUND TRANSFER OUT	46,216	72,715	10,770	27,664	0	45,051	38.0%	
TOTAL TRANSFERS:	<u>\$46,216</u>	<u>\$72,715</u>	<u>\$10,770</u>	<u>\$27,664</u>	<u>\$0</u>	<u>\$45,051</u>	38.0%	
TOTAL EXPENSE & TRANSFER:	<u>\$286,773</u>	<u>\$258,649</u>	<u>\$29,727</u>	<u>\$79,367</u>	<u>\$12,154</u>	<u>\$167,128</u>	35.4%	
REVENUE OVER EXPENSE :	<u>(\$30,980)</u>	<u>\$0</u>	<u>(\$29,727)</u>	<u>(\$79,367)</u>	<u>(\$12,154)</u>	<u>\$91,521</u>		

cc

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

October 31, 2010

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-11					BALANCE DUE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE				
REVENUE								
8800 COUNTY / LOCAL	274,901	275,200	35,320	44,060		231,140	16.0%	
8860 INTEREST	2,370	0	262	262		(262)	N/A	
TOTAL REVENUE :	\$277,271	\$275,200	\$35,582	\$44,322		\$230,878	16.1%	
OBJECT CLASSIFICATION	2009-2010 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET	
CLASSIFIED								
2100 NON INSTRUCTIONAL	19,098	19,486	1,643	6,339	0	13,147	32.5%	
2300 HOURLY NON INSTRUCTIONAL	0	0	0	0	0	0	N/A	
TOTAL CLASSIFIED :	\$19,098	\$19,486	\$1,643	\$6,339	\$0	\$13,147	32.5%	
3XXX TOTAL FRINGE BENEFITS :	\$5,374	\$5,666	\$478	\$1,843	\$0	\$3,823	32.5%	
SUPPLIES & OTHER								
4500 OTHER SUPPLIES	847	1,150	(400)	(39)	39	1,150	0.0%	
TOTAL SUPPLIES & OTHER :	\$847	\$1,150	(\$400)	(\$39)	\$39	\$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	75	75	0	0	100.0%	
5400 INSURANCE	17,545	17,545	0	0	0	17,545	0.0%	
5500 UTILITIES & HOUSEKEEPING	108,658	146,670	4,954	15,763	55,932	74,975	48.9%	
5600 RENTS & LEASES	10,988	10,898	236	1,273	810	8,815	19.1%	
5800 OTHER SERVICES	5,000	5,000	0	5,000	0	0	100.0%	
TOTAL OTHER :	\$142,241	\$181,688	\$5,265	\$22,111	\$56,742	\$102,835	43.4%	
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	29,820	0	0	0	29,820	0.0%	
TOTAL TRANSFERS :	\$31,147	\$49,245	\$0	\$0	\$0	\$49,245	0.0%	
TOTAL EXPENSE & TRANSFERS :	\$200,688	\$260,235	\$6,987	\$30,254	\$56,937	\$173,044	33.5%	
REVENUE OVER EXPENSE :	\$76,583	\$14,965	\$28,595	\$14,069	(\$56,937)	\$57,834		

*** BOARD REPORT ***
Parking Fund
Fund 39
 Monterey Peninsula College
 OCTOBER 31, 2010

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-2011					BALANCE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE				
REVENUE								
8800 COUNTY / LOCAL	600,600	460,000	110,185	131,539		0	328,461	28.6%
TOTAL REVENUE:	\$600,600	\$460,000	\$110,185	\$131,539		\$0	\$328,461	28.6%
OBJECT CLASSIFICATION	2009-2010 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET	
CLASSIFIED SALARIES								
2100 NON INSTRUCTIONAL	147,141	137,053	12,543	48,313	0	88,740	35.3%	
2300 HOURLY NON INSTRUCTIONAL	18,204	14,629	35	2,871	0	11,758	19.6%	
TOTAL CLASSIFIED :	\$165,345	\$151,682	\$12,578	\$51,184	\$0	\$100,498	33.7%	
3XXX TOTAL FRINGE BENEFITS :	\$41,286	\$40,732	\$3,651	\$14,099	\$0	\$26,633	34.6%	
SUPPLIES & OTHER								
4500 OTHER SUPPLIES :	\$15,024	11,400	322	1,308	0	10,092	11.5%	
TOTAL SUPPLIES & OTHER:	\$15,024	\$11,400	\$322	\$1,308	\$0	\$10,092	11.5%	
OTHER								
5100 CONTRACTS	46,800	46,800	3,900	15,600	31,200	0	33.3%	
5200 TRAVEL & CONFERENCE	60	0	0	0	0	0	0.0%	
5500 UTILITIES & HOUSEKEEPING	1,326	11,700	129	387	1,691	9,622	0.0%	
5600 RENTS & LEASES	14,713	67,100	0	12,906	0	54,194	19.2%	
TOTAL OTHER:	\$62,899	\$125,600	\$4,029	\$28,893	\$32,891	\$63,816	23.0%	
CAPITAL OUTLAY								
6400 EQUIPMENT	13,757	5,000	0	658	0	4,342	13.2%	
TOTAL CAPITAL OUTLAY:	\$13,757	\$5,000	\$0	\$658	\$0	\$4,342	13.2%	
TRANSFERS								
7300 INTERFUND TRANSFER OUT	90,176	97,335	13,343	36,250	0	61,085	37.2%	
TOTAL TRANSFERS:	\$90,176	\$97,335	\$13,343	\$36,250	\$0	\$61,085	37.2%	
TOTAL EXPENSE & TRANSFER:	\$388,487	\$431,749	\$33,923	\$132,392	\$32,891	\$266,466	38.3%	
REVENUE OVER EXPENSE :	\$212,113	\$28,251	\$76,262	(\$853)	(\$32,891)	\$61,995		

*** BOARD REPORT ***

Self Insurance Fund
Fund 35
Monterey Peninsula College

October 31, 2010

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-11				UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUES	Y-T-D REVENUES			
REVENUE							
8800 COUNTY / LOCAL	543,410	451,217	92,220	111,294		339,923	24.7%
8860 INTEREST	125,914	0	22,302	22,302		(22,302)	N/A
8900 INTERFUND TRANSFER IN	<u>6,338,240</u>	<u>6,712,032</u>	<u>109,780</u>	<u>316,990</u>		<u>6,395,042</u>	4.7%
TOTAL REVENUE :	<u>\$7,007,564</u>	<u>\$7,163,249</u>	<u>\$224,302</u>	<u>\$450,586</u>		<u>\$6,712,663</u>	6.3%
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	<u>\$7,150,330</u>	<u>\$6,851,658</u>	<u>\$912,512</u>	<u>\$2,791,494</u>	<u>\$27,567</u>	<u>\$4,032,597</u>	41.1%
4500 NON-INSTRUCTIONAL SUPPLIES	<u>\$1,368</u>	<u>\$0</u>	<u>\$0</u>	<u>\$1,116</u>	<u>\$0</u>	<u>(\$1,116)</u>	N/A
OTHER							
5100 CONTRACTED SERVICES	636	54,481	156	630	1,278	52,573	3.5%
5800 OTHER SERVICES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	N/A
TOTAL OTHER :	<u>\$636</u>	<u>\$54,481</u>	<u>\$156</u>	<u>\$630</u>	<u>\$1,278</u>	<u>\$52,573</u>	N/A
INTERFUND TRANSFER OUT							
7300 TRANSFER OUT	<u>0</u>	<u>0</u>	<u>(500,000)</u>	<u>0</u>	<u>0</u>	<u>0</u>	N/A
TOTAL EXPENSE :	<u>\$7,152,334</u>	<u>\$6,906,139</u>	<u>\$412,668</u>	<u>\$2,793,240</u>	<u>\$28,845</u>	<u>\$4,084,054</u>	40.9%
REVENUE OVER EXPENSE :	<u>(\$144,770)</u>	<u>\$257,110</u>	<u>(\$188,366)</u>	<u>(\$2,342,655)</u>	<u>(\$28,845)</u>	<u>\$2,628,609</u>	

*** BOARD REPORT ***

Capital Projects Fund
Fund 14
Monterey Peninsula College

October 31, 2010

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-11				UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUES	Y-T-D REVENUES			
REVENUES							
8600 STATE	0	182,000	0	0		182,000	N/A
8800 COUNTY / LOCAL	32,866	76,036	5,629	5,869		70,167	N/A
8900 INTERFUND TRANSFER IN	0	84,705	0	0		84,705	N/A
TOTAL REVENUE :	\$32,866	\$342,741	5,629	5,869		\$336,872	1.7%
OBJECT CLASSIFICATION	2009-2010 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURE	Y-T-D EXPENDITURE	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
SUPPLIES							
4300 INSTRUCTIONAL SUPPLIES	0	33,500	0	0	0	33,500	0.0%
4500 NON-INSTRUCTIONAL SUPPLIE	5,614	43,878	0	16	1,423	42,439	0.0%
TOTAL OTHER :	\$5,614	\$77,378	\$0	\$16	\$1,423	\$75,939	0.0%
OTHER							
5100 CONTRACTED SERVICES	8,718	67,343	0	0	4,100	63,243	0.0%
5400 INSURANCE	51,205	51,205	0	51,205	0	0	100.0%
5600 RENTS, LEASES, REPAIRS	8,000	13,805	0	4,500	5,305	4,000	32.6%
5700 LEGAL,ELECTION, AND AUDIT	(6,563)	6,327	0	0	0	6,327	0.0%
TOTAL OTHER :	\$61,360	\$138,680	\$0	\$55,705	\$9,405	\$73,570	46.9%
CAPITAL OUTLAY							
6100 SITES	0	57,691	0	0	0	57,691	0.0%
6200 BUILDING IMPROVEMENTS	0	282,000	0	0	0	282,000	0.0%
6400 EQUIPMENT	279,387	44,915	10,331	40,181	92,729	(87,995)	89.5%
TOTAL CAPITAL OUTLAY :	\$279,387	\$384,606	\$10,331	\$40,181	\$92,729	\$251,696	34.6%
INTERFUND TRANSFER OUT							
7300 TRANSFER OUT	0	0	0	0	0	0	N/A
TOTAL EXPENSE :	\$346,361	\$600,664	\$10,331	\$95,902	\$103,557	\$401,205	33.2%
REVENUE OVER EXPENSE :	\$313,495	\$257,923	(\$4,702)	(\$90,033)	\$103,557	\$407,074	

BUILDING

**Building Fund
Fund 48
Monterey Peninsula College**

October 31, 2010

BOND PROJECTS	REVISED PROJECT BUDGET	2010-11		
		PURCHASE ORDER OUTSTANDING	2010-2011 PAYMENTS	BUDGET BALANCE BUDGET-PO'S-PYMT
1. Auto Technology Renovation	\$473,397	19,172	297,039	\$157,186
2. Business & Computer Science (includes Math)	\$2,421,694	1,104,915	490,175	\$826,604
3. College Center	\$4,000,000	0	20,000	\$3,980,000
4. Art Studio/Ceramics/Art Dimensional	\$0	15,300	12,133	-\$27,433
5. Furniture & Equipment	\$3,343,761	0	14,038	\$3,329,723
6. Gymnasium Building	\$0	75,200	71,400	-\$146,600
7. Gym	\$0	4,005	21,821	-\$25,826
8. Humanities - Student Services Building	\$3,628,735	0	36,072	\$3,592,663
9. Infrastructure 3	\$3,351,992	44,550	297,998	\$3,009,444
10. Life Science & Physical Science	\$8,745,759	569,320	393,593	\$7,782,846
11. Marina Education Center	\$8,593,326	2,866,708	812,272	\$4,914,346
12. Old Library	\$0	338	531	-\$869
13. PE Phase II - Gym/Locker Room	\$2,527,498	0	0	\$2,527,498
14. Physical Science Building	\$9,705,029	0	0	\$9,705,029
15. Pool Building	\$0	146,918	22,993	-\$169,911
16. Pool/ Tennis Courts	\$381,100	0	0	\$381,100
17. Public Safety Training Center Renovation	\$1,554,444	450	2,526	\$1,551,468
18. Student Services Building	\$6,377,965	1,986,863	1,656,603	\$2,734,499
19. Swing Space	\$2,158,603	446,564	68,141	\$1,643,898
20. Theater Building	\$9,078,177	232,014	297,413	\$8,548,750
201 General Institutional Bond Management	\$0	193,872	89,619	-\$283,491
Total Bond Projects:	\$66,341,480	\$7,706,189	\$4,604,368	\$41,387,267
Initial Bond Funds Received 6/30/03		\$40,000,000		
County office interest Received from inception		\$5,618,593		
L.AIF interest from inception		\$1,514,006		
Bond Refinancing 05-06		\$4,240,051		
Bond Funds Received 1/24/08		\$104,999,300		
Lehman Brothers Investment loss		(\$1,878,835)		
Balance Used in 09-10		(\$13,542,031)		
Balance Used in 08-09		(\$16,415,556)		
Balance Used in 07-08		(\$19,317,846)		
Balance Used in 06-07		(\$20,713,267)		
Balance Used in 05-06		(\$7,641,016)		
Balance Used in 04-05		(\$2,815,134)		
Balance Used in 03-04		(\$2,626,246)		
Balance Used in 02-03		(\$625,834)		
FY 10-11 ytd expense		(\$4,604,368)		
Available Bond Funds		\$66,191,817		

*** BOARD REPORT ***

Other Debt Service Fund
Fund 29
Monterey Peninsula College

October 31, 2010

OBJECT CLASSIFICATION	2009-2010 ACTUAL	2010-11				UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUES	Y-T-D REVENUES	ENCUMBERED BALANCE		
REVENUES							
8600 STATE	99,292	0	742	742		(742)	N/A
8860 LOCAL/COUNTY	2,381	0	0	0		0	N/A
8900 INTERFUND TRANSFER IN	<u>68,831</u>	<u>239,783</u>	0	<u>0</u>		<u>239,783</u>	0.3%
TOTAL REVENUE :	<u>\$68,831</u>	<u>\$239,783</u>	<u>\$742</u>	<u>\$742</u>		<u>\$239,783</u>	0.3%
OBJECT CLASSIFICATION	2009-2010 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURE	Y-T-D EXPENDITURE	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
Transfers							
7200 LONG TERM DEBT	68,831	239,783	68,831	102,121	137,662	0	42.6%
TOTAL CAPITAL OUTLAY :	<u>\$68,831</u>	<u>\$239,783</u>	<u>\$68,831</u>	<u>\$102,121</u>	<u>\$137,662</u>	<u>\$0</u>	42.6%
TOTAL EXPENSE :	<u>\$68,831</u>	<u>\$239,783</u>	<u>\$68,831</u>	<u>\$102,121</u>	<u>\$137,662</u>	<u>\$0</u>	42.6%
REVENUE OVER EXPENSE :	<u>\$0</u>	<u>\$0</u>	<u>(\$68,089)</u>	<u>(\$101,379)</u>	<u>(\$137,662)</u>	<u>\$239,783</u>	

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

College Revenue Bond Interest & Redemption

Fund 46

Monterey Peninsula College

October 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
REVENUES							
8800 LOCAL	19,875	19,425	0	0		19,425	0.0%
8860 INTEREST	470	0	93	93		(93)	N/A
TOTAL REVENUE :	\$20,345	\$19,425	\$93	\$93		(\$93)	0.5%
DEBT RETIREMENT							
7100 DEBT RETIREMENT	19,875	19,425	0	17,325	2,100	0	89.2%
TOTAL DEBT RETIREMENT :	\$19,875	\$19,425	\$0	\$17,325	\$2,100	\$0	89.2%
TOTAL EXPENSE :	\$19,875	\$19,425	\$0	\$17,325	\$2,100	\$0	100.0%
REVENUE OVER EXPENSE :	\$470	\$0	\$93	(\$17,232)	(\$2,100)	(\$93)	

*** BOARD REPORT ***
 Associated Student Fund
 Monterey Peninsula College
 October 31, 2010

OBJECT CLASSIFICATION	2009-10					2010-2011		BALANCE DUE	PERCENT
	PRIOR YEAR ACTUAL	FORECAST BUDGET	REVISED BUDGET	CURRENT MTH REVENUE	Y-T-D REVENUE	Y-T-D REVENUE	ENCUMBERED BALANCE		
REVENUES									
8000			12,000	12,000	0	0		12,000	0.0%
8001									
8005	75,791	74,250	75,000	19,634	23,969		51,031	32.0%	
8006	4,965	5,000	4,000	0	0		4,000	0.0%	
8010	434	434	450	0	50		400	11.0%	
8011	1,395	100	150	0	0		150	0.0%	
8013	0	1,400	1,650	3,663	4,901		-3,251	0.0%	
8014	5,000	5,000	5,000	5,000	5,000		0	100.0%	
8015	0	100	0	0	0		0	0.0%	
4999	22,662	23,716	23,750	3,580	6,220		17,530	0.0%	
		0	0	0	0		0	0.0%	
TOTAL REVENUE:		\$110,247	\$122,000	\$122,000	\$1,877	40,140		\$81,860	32.9%
EXPENSES									
#4000 ASMPC COUNCIL									
	***ASMPC COMMITTEES FUND	0	1,000	1,000	0	0		1,000	0.0%
	ASMPC COMMUNITY OUTREACH FUND	2,950	2,500	2,500	0	0		2,500.00	0.0%
	ASMPC CONFERENCE AND TRAVEL FUND	13,939	10,000	10,000	4,164	8,044		1,956	80.4%
	ASMPC GENERAL FUND	45,893	6,400	6,400	5,866	10,053		-3,653	157.1%
	ASMPC OFFICE SUPPLIES FUND	6,890	2,000	2,000	0	452		1,548	0.0%
	ASMPC PROMOTIONS FUND	0	1,400	1,400	0	1,639		-239	117.1%
	ASMPC RESERVE FUND	15,164	4,800	4,800	0	0		4,800	0.0%
	ASMPC STIPEND FUND	12,040	15,700	15,700	0	0		15,700	0.0%
	ASMPC STUDENT ASSIST FUND	0	2,000	2,000	0	304		1,696	15.2%
	ASMPC STUDENT BENEFITS FUND	0	3,000	3,000	0	8,262		-5,262	275.4%
#4007 STUDENT REP. COUNCIL									
	***SRC GENERAL FUND	5,177	4,405	4,405	0	0			
	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	1,061	2,162			
	ICC COMMUNITEE ACTIVITY FUND	0	0	0	315	3,784		-3,784	0.0%
	ICC EQUIPMENT FUND	1,610	0	0	350	866		-866	0.0%
	ICC CLUB EQUIPMENT FUND	0	0	0	0	450		-450	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	400	400		-400	0.0%
	ICC START UP FUNDS (\$200.00)	2,200	0	0	200	1,600		0	0.0%
	ICC STIPENDS FUND	320	800	800	0	0		800	0.0%
	ICC STUDENT ASSISTANT FUND	0	800	800	0	1,000		800	0.0%
#4010 ACTIVITIES COUNCIL									
	***AC ACTIVITIES FUND	11,731	14,785	14,785	402	3,550			
	AC GENERAL FUND	-54	3,000	3,000	150	150		2,850	5.0%
	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	14,908	42,715		\$68,407	35.0%
REVENUE OVER EXPENSE:		348,315	50	50	\$18,969	\$2,526		\$13,453	
BEGINNING BALANCE WITH Y-T-D REVENUE						46,042			
INCOME TO DATE						40,140			
EXPENSE TO DATE						(42,715)			
EST. ENDING BALANCE						43,467			

Monterey Peninsula Community College District

Governing Board Agenda

November 23, 2010

New Business Agenda Item No. B

Fiscal Services
College Area

Proposal:

That the Governing Board reviews the attached County of Monterey Investment Report for the quarter ending September 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.

The investment policy of the county treasury is conservative by nature. Assets in the investment portfolio total \$885M of which 91.47% are invested in U.S. Treasuries, Federal Agency securities and other liquid funds. The current yield is 0.62%. The Treasurer continues to aggressively pursue full recovery of the defaulted Lehman Brothers and Washington Mutual. To date, \$7.7M has been recovered, leaving a balance of \$22.3M.

Budgetary Implications:

None.

INFORMATION: County of Monterey Investment Report for the quarter ending September 30, 2010.

Recommended By:



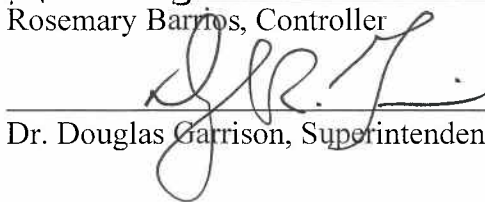
Stephen Ma, Vice President for Administrative Services

Prepared By:



Rosemary Barrios, Controller

Agenda Approval:



Dr. Douglas Garrison, Superintendent/President

MONTEREY COUNTY BOARD OF SUPERVISORS

MEETING: October 26, 2010	AGENDA NO:
SUBJECT: Receive and Accept the Treasurer's Report of Investments for the quarter ending September 30, 2010	
DEPARTMENT: Treasurer-Tax Collector	

RECOMMENDATION:

It is recommended that the Board of Supervisors receive and accept the Treasurer's Report of Investments for the quarter ending September 30, 2010.

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 July – September period. Exhibit B describes the investment portfolio position by investment type as of September 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 invests in overnight, liquid assets.

DISCUSSION:

During the first quarter of FY 2010-11, the investment portfolio continued to be subject to downward pressure on interest rates. Due to continuing poor economic news and a lack of recovery in the real estate markets, the continued flight to safety resulted in lower yields along all areas of the U.S. Treasury yield curve.

On September 30, 2010 the Monterey County investment portfolio contained an amortized cost basis of \$885,603,531 spread among 69 separate securities and funds. The par value of those funds was \$882,051,532, and the market value was \$886,338,982 or 1.08% of amortized book value. The portfolio's net earned income yield for the period was 0.62%. The portfolio produced estimated income of \$1,401,771 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 240 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.

OTHER AGENCY INVOLVEMENT:

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:



Eamonn M. Mahar
Investment Officer
September 30, 2010

Approved by:



Louis G. Solton
Treasurer-Tax Collector
September 30, 2010

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

Attachments:

Exhibit A – Investment Portfolio Review – 09.30.10
Exhibit B – Portfolio Management Report – 09.30.10
Exhibit C – Investment Definitions
Exhibit D – Aging Report – 09.30.10
Exhibit E – Overnight (Liquid) Asset Distribution

Exhibit A

Investment Portfolio Review Quarter Ending September 30, 2010

OVERVIEW – July 1 – September 30, 2010

During the July to September quarter the treasury yield curve saw downward pressure across all maturity ranges as multiple domestic economic indicators and increased reports that the country is looking at a slow recovery continued the flight to safety in US Treasuries. Despite the fact that the National Bureau of Economic Research declared that the Great Recession ended in June 2009, continued weak economic data and a lack of any type of recovery in the housing market has continued to weigh on the economy. Recent reports have stated that there is currently a 9 month supply of new homes, a 12.5 month supply of existing homes, and as much as 33 months of “shadow inventory” (bank owned properties not on the market, mortgages with seriously delinquent balances and assumed re-defaults of recently cured loans). Given the fact that no previous economic recovery has succeeded without a rebound in the real estate markets, it becomes clear that any significant recovery is still a long way off. Both residential and commercial housing issues continue to be a factor in the 41 additional regional banks that have failed since our last report.

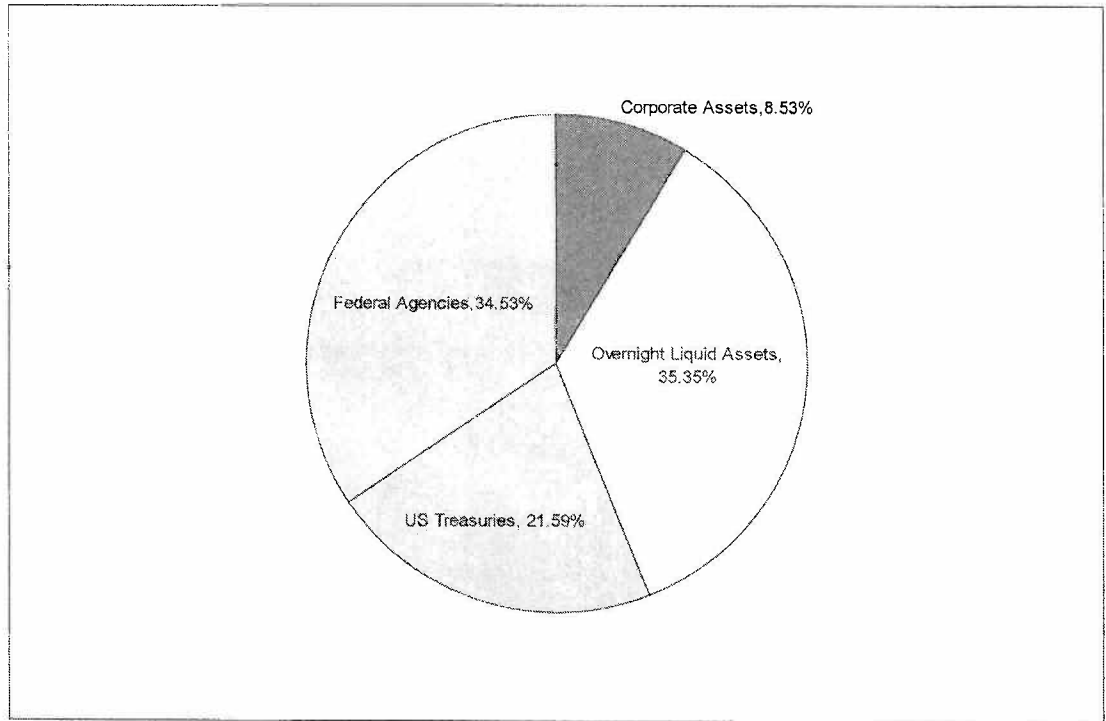
With these factors in mind and in the absence of any significant inflation, the Fed has continued to maintain their position that they will keep rates at their historic lows “for an extended period of time”. The following indicators reflect key aspects of the County’s investment portfolio in light of 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 and 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.

During the quarter, the majority of County investment purchases continue to be in U.S. Treasury and Agency markets with a continued small position in shorter term, highly rated (AA or better) Corporate bonds and highly rated (A1, P1), short term Commercial Paper. In addition, the Treasurer continues 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:



- Credit Risk** – Approximately 91.47% 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 (8.53%) 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.
- 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 240 days and the large percentage (35.35%) of assets held in immediately available funds.

PORTFOLIO CHARACTERISTICS

	<u>June 30, 2010</u>	<u>September 30, 2010</u>
Total Assets	\$966,849,153.33	\$885,603,531.12
Market Value	\$967,564,072.28	\$886,338,982.66
Days to Maturity	226	240
Yield	0.57%	0.62%
Estimated Earnings	\$1,507,934.11	\$1,401,770.99

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. Although the California State government has passed a budget, the lengthy delay has caused uncertainty about how the cuts will affect local government programs that are already through the first quarter of the current fiscal year. The Treasurer continues to keep a large percentage of overnight funds in defense against unknown decreases or delays in state funding.

In the near term the Treasurer believes short term yields will remain extremely low and will not begin to rise until there is consistent improvement in the unemployment rate and housing sector. 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 full recovery of the defaulted Lehman Brothers and Washington Mutual bonds through litigation. To date, \$7.7 million has been recovered, leaving a balance of \$22.3 million.

Exhibit B
Monterey County
Portfolio Management
September 30, 2010

CUSIP	Moodys/S&P	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365	Days to Maturity	Maturity Date
Money Market Accts-GC 53601(k)(2)											
SYS11672	N/A	11672	BlackRock		74,338,436.54	74,338,436.54	74,338,436.54	0.261	0.265	1	
SYS11601	Aaa/AAAm	11601	CalTrust		5,149,470.67	5,149,470.67	5,149,470.67	0.242	0.245	1	
SYS11578	Aaa/AAAm	11578	Fidelity Investments		79,094,314.33	79,094,314.33	79,094,314.33	0.281	0.285	1	
Subtotal and Average					158,582,221.54	158,582,221.54	158,582,221.54		0.270	1	
State Pool-GC 53601(p)											
SYS11361	N/A	11361	LAIF		50,000,000.00	50,000,000.00	50,000,000.00	0.520	0.527	1	
SYS11422	N/A	11422	LAIF		40,000,000.00	40,000,000.00	40,000,000.00	0.520	0.527	1	
Subtotal and Average					90,000,000.00	90,000,000.00	90,000,000.00		0.520	1	
CAMP-GC 56301(p)											
SYS10379	NR/AAAm	10379	Calif. Asset Mgmt		58,900,000.00	58,900,000.00	58,900,000.00	0.272	0.276	1	
SYS11457	NR/AAAm	11457	Calif. Asset Mgmt		2,516,067.66	2,516,067.66	2,516,067.66	0.269	0.273	1	
SYS11526	NR/AAAm	11526	Calif. Asset Mgmt		3,053,243.46	3,053,243.46	3,053,243.46	0.269	0.273	1	
Subtotal and Average					64,469,311.12	64,469,311.12	64,469,311.12		0.272	1	
Negotiable CDs - GC 53601 (l)											
78009JZL2	A1+/P1	11670	RBC Capital Markets	02/24/2010	10,000,000.00	10,006,500.00	10,000,000.00	0.400	0.406	146	02/24/2011
Subtotal and Average					10,000,000.00	10,006,500.00	10,000,000.00		0.400	146	
Medium Term Notes - GC 53601(k)											
36962GX82	Aa2/AA+	11420	General Electric	04/04/2008	5,000,000.00	5,069,750.00	5,016,471.67	5.720	5.310	325	08/22/2011
36962GXS8	Aa2/AA+	11634	General Electric	10/26/2009	5,000,000.00	5,329,200.00	5,224,921.95	5.875	2.480	502	02/15/2012
36962GT38	Aa2/AA+	11637	General Electric	11/10/2009	5,000,000.00	5,237,100.00	5,176,673.38	5.000	1.780	410	11/15/2011
36962GAN1	Aa2/AA+	11701	General Electric	08/11/2010	10,000,000.00	9,924,900.00	10,000,000.00	2.500	2.500	1,775	08/11/2015
46625HGH7	Aa3/A+	11461	JP Morgan Chase	05/22/2008	4,000,000.00	4,002,600.00	3,986,909.46	0.485	1.723	227	05/16/2011
929903CF7	A1/AA-	11636	Wachovia Securities	11/10/2009	5,000,000.00	5,234,800.00	5,175,726.19	5.300	1.840	379	10/15/2011
929903DF6	A1/AA-	11703	Wachovia Corp.	08/24/2010	10,000,000.00	9,957,900.00	9,948,128.13	0.636	0.000	570	04/23/2012
92976WBJ4	A1/AA-	11710	Wachovia Corp.	09/20/2010	10,000,000.00	10,991,900.00	10,969,334.75	5.500	1.650	943	05/01/2013
Subtotal and Average					54,000,000.00	55,748,150.00	55,498,165.53		1.925	775	
Commercial Paper Disc.- GC 53601(h)											
80927VK44	A1+/P1	11684	Scotiabanc Inc	04/09/2010	10,000,000.00	9,999,800.00	9,999,708.33	0.350	0.355	3	10/04/2010
Subtotal and Average					10,000,000.00	9,999,800.00	9,999,708.33		0.351	3	
Fed Agcy Coupon Sec - GC 53601(f)											
31331VSK3	Aaa/AAA	11668	Federal Farm Credit Bank	02/04/2010	10,000,000.00	10,178,100.00	10,170,773.80	4.875	0.374	140	02/18/2011
31331JFS7	Aaa/AAA	11675	Federal Farm Credit Bank	03/30/2010	10,000,000.00	10,006,300.00	9,997,668.43	0.380	0.023	151	03/01/2011
3133XTM37	Aaa/AAA	11581	Federal Home Loan Bank	07/06/2009	10,000,000.00	10,009,400.00	10,003,401.23	1.050	0.770	45	11/15/2010
3133XTTF3	Aaa/AAA	11582	Federal Home Loan Bank	07/06/2009	10,000,000.00	10,012,500.00	10,000,856.02	0.850	0.800	63	12/03/2010
3133XV7F2	Aaa/AAA	11633	Federal Home Loan Bank	10/20/2009	10,000,000.00	10,000,000.00	10,000,057.58	0.440	0.405	6	10/07/2010
3133XVEJ6	Aaa/AAA	11648	Federal Home Loan Bank	11/25/2009	10,000,000.00	10,003,100.00	10,002,825.14	0.500	0.304	53	11/23/2010
3133XDTA9	Aaa/AAA	11649	Federal Home Loan Bank	11/25/2009	10,000,000.00	10,087,500.00	10,084,617.92	4.750	0.324	70	12/10/2010
3133XUB28	Aaa/AAA	11651	Federal Home Loan Bank	12/01/2009	10,000,000.00	10,018,800.00	10,014,337.90	0.850	0.375	111	01/20/2011
3133XUBV4	Aaa/AAA	11652	Federal Home Loan Bank	12/01/2009	10,000,000.00	10,015,600.00	10,015,241.34	0.880	0.375	111	01/20/2011
3133XCUC9	Aaa/AAA	11671	Federal Home Loan Bank	03/02/2010	10,000,000.00	10,006,300.00	10,001,723.42	0.375	0.331	145	02/23/2011
3133XY4R3	Aaa/AAA	11687	Federal Home Loan Bank	04/15/2010	10,000,000.00	10,012,500.00	9,999,660.50	0.500	0.506	196	04/15/2011
3133XYKM6	Aaa/AAA	11692	Federal Home Loan Bank	05/19/2010	10,000,000.00	10,012,500.00	10,000,252.51	0.500	0.496	228	05/17/2011
3133XYLB9	Aaa/AAA	11693	Federal Home Loan Bank	05/24/2010	10,000,000.00	10,012,500.00	9,999,614.65	0.500	0.506	230	05/19/2011
3133XYQU2	N/A/AAA	11704	Federal Home Loan Bank	08/31/2010	10,000,000.00	10,015,500.00	10,020,355.56	0.550	0.244	243	06/01/2011
3133XTV45	Aaa/AAA	11706	Federal Home Loan Bank	09/02/2010	10,000,000.00	10,053,100.00	10,058,490.77	1.125	0.253	245	06/03/2011
3133XYPJ3	Aaa/AAA	11708	Federal Home Loan Bank	09/07/2010	10,000,000.00	10,015,600.00	10,020,704.40	0.550	0.250	252	06/10/2011
3133XTXH4	Aaa/AAA	11709	Federal Home Loan Bank	09/15/2010	10,000,000.00	10,106,300.00	10,111,853.85	1.625	0.262	299	07/27/2011
3133713R5	Aaa/AAA	11711	Federal Home Loan Bank	09/21/2010	10,000,000.00	10,003,100.00	10,000,000.00	0.850	0.850	812	12/21/2012

Exhibit B
Monterey County
Portfolio Management
September 30, 2010

CUSIP	Moodys/S&P	Investment #	Issuer	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365	Days to Maturity	Maturity Date
3137EABW8	Aaa/AAA	11667	Federal Home Loan Mtg Corp	02/01/2010	10,000,000.00	10,034,400.00	10,031,285.71	1.500	0.324	98	01/07/2011
31398AVQ2	Aaa/AAA	11644	Federal National Mtg Assn	11/20/2009	10,000,000.00	10,071,900.00	10,057,938.72	1.750	0.531	173	03/23/2011
31359MHK2	Aaa/AAA	11680	Federal National Mtg Assn	04/07/2010	10,000,000.00	10,240,600.00	10,227,639.76	5.500	0.485	165	03/15/2011
31398AWQ1	Aaa/AAA	11686	Federal National Mtg Assn	04/12/2010	10,000,000.00	10,062,500.00	10,048,611.97	1.375	0.526	209	04/28/2011
Subtotal and Average					220,000,000.00	220,978,200.00	220,867,911.18		0.418	184	
Federal Agency Disc.-GC 53601(f)											
313396FN8	Aaa/AAA	11699	Federal Home Loan Mtg Corp	07/02/2010	10,000,000.00	9,988,000.00	9,976,355.56	0.380	0.392	224	05/13/2011
Subtotal and Average					10,000,000.00	9,988,000.00	9,976,355.56		0.386	224	
US Treasury Note-GC 53601(b)											
912828JS0	N/R	11586	U.S. Treasury	07/24/2009	10,000,000.00	10,017,200.00	10,008,919.53	1.250	0.703	60	11/30/2010
912828JV3	N/R	11641	U.S. Treasury	11/18/2009	10,000,000.00	10,016,400.00	10,013,068.70	0.875	0.349	91	12/31/2010
912828EQ9	N/R	11642	U.S. Treasury	11/18/2009	10,000,000.00	10,085,500.00	10,082,957.99	4.375	0.326	75	12/15/2010
912828JP6	N/R	11643	U.S. Treasury	11/18/2009	10,000,000.00	10,010,200.00	10,009,996.40	1.500	0.281	30	10/31/2010
912828EJ5	N/R	11645	U.S. Treasury	11/23/2009	10,000,000.00	10,015,200.00	10,015,433.28	4.250	0.219	14	10/15/2010
912828EM8	N/R	11647	U.S. Treasury	11/25/2009	10,000,000.00	10,052,700.00	10,052,373.66	4.500	0.243	45	11/15/2010
912828JY7	N/R	11663	U.S. Treasury	01/20/2010	10,000,000.00	10,023,000.00	10,017,830.85	0.875	0.340	122	01/31/2011
912828KH2	N/R	11673	U.S. Treasury	03/26/2010	10,000,000.00	10,032,800.00	10,020,828.76	0.875	0.454	181	03/31/2011
912828KE9	N/R	11674	U.S. Treasury	03/30/2010	10,000,000.00	10,028,100.00	10,019,885.07	0.875	0.390	150	02/28/2011
912828FA3	N/R	11677	U.S. Treasury	04/06/2010	10,000,000.00	10,224,600.00	10,211,124.65	4.750	0.478	181	03/31/2011
912828KL3	N/R	11678	U.S. Treasury	04/06/2010	10,000,000.00	10,037,900.00	10,019,493.09	0.875	0.536	211	04/30/2011
912828FD7	N/R	11679	U.S. Treasury	04/06/2010	10,000,000.00	10,269,500.00	10,250,020.08	4.875	0.534	211	04/30/2011
912828KU3	N/R	11698	U.S. Treasury	07/02/2010	10,000,000.00	10,043,800.00	10,036,904.09	0.875	0.317	242	05/31/2011
912828LF5	N/R	11702	U.S. Treasury	08/16/2010	10,000,000.00	10,065,600.00	10,065,821.55	1.125	0.241	272	06/30/2011
912828FK1	N/R	11705	U.S. Treasury	09/01/2010	10,000,000.00	10,362,900.00	10,364,810.54	5.125	0.230	272	06/30/2011
912828LG3	N/R	11707	U.S. Treasury	09/07/2010	10,000,000.00	10,060,500.00	10,061,170.45	1.000	0.262	303	07/31/2011
Subtotal and Average					160,000,000.00	161,345,900.00	161,250,638.69		0.364	154	
US Treasury Bill-GC 53061(b)											
912795UX7	N/R	11665	U.S. Treasury	01/22/2010	10,000,000.00	9,996,200.00	9,992,200.00	0.270	0.278	104	01/13/2011
912795VD0	N/R	11681	U.S. Treasury	04/08/2010	10,000,000.00	9,990,900.00	9,975,716.65	0.465	0.480	188	04/07/2011
912795UJ8	N/R	11646	US Treasury - Bills	11/23/2009	10,000,000.00	9,998,300.00	9,996,666.67	0.250	0.257	45	11/18/2010
Subtotal and Average					30,000,000.00	29,985,400.00	29,964,583.32		0.334	113	
Federal Agency Step Up-GC 53601(f)											
3133XWRD3	Aaa/AAA	11654	Federal Home Loan Bank	01/26/2010	10,000,000.00	10,015,600.00	10,000,000.00	1.000	2.411	1,029	07/26/2013
3128X9VK3	Aaa/AAA	11662	Federal Home Loan Mtg Corp	01/25/2010	10,000,000.00	10,018,900.00	10,000,000.00	1.000	2.109	847	01/25/2013
3128X9F21	Aaa/AAA	11676	Federal Home Loan Mtg Corp	04/01/2010	10,000,000.00	10,019,900.00	9,997,507.52	1.000	2.149	896	03/15/2013
3128X97J3	Aaa/AAA	11688	Federal Home Loan Mtg Corp	04/28/2010	10,000,000.00	10,101,400.00	10,000,000.00	2.125	3.202	1,670	04/29/2015
3136FMLQ5	Aaa/AAA	11682	Federal National Mtg Assn	04/20/2010	5,000,000.00	5,004,700.00	5,000,000.00	2.500	2.500	1,662	04/20/2015
3136FMLX0	Aaa/AAA	11683	Federal National Mtg Assn	04/26/2010	10,000,000.00	10,015,600.00	10,000,000.00	1.125	2.360	938	04/26/2013
3136FMTZ7	Aaa/AAA	11694	Federal National Mtg Assn	06/08/2010	10,000,000.00	10,015,600.00	10,000,000.00	1.500	3.159	1,711	06/08/2015
3136FMK86	Aaa/AAA	11696	Federal National Mtg Assn	07/14/2010	10,000,000.00	10,043,800.00	9,997,128.33	2.000	2.703	1,747	07/14/2015
Subtotal and Average					75,000,000.00	75,235,500.00	74,994,635.85		2.544	1,289	
Total and Average					882,051,532.66	886,338,982.66	885,603,531.12		0.652	240	

Earned Income Yield	0.62
Weighted Average Market Valuation	100.08
Weighted Average Maturity	240 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.

LAIF- (State Pool) 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

CalTRUST - Organized as a Joint Powers Authority ("JPA"), the Investment Trust of California (CalTRUST) is a program established by public agencies in California for the purpose of pooling and investing local agency funds – operating reserves as well as bond proceeds. A Board of Trustees supervises and administers the investment program of the Trust. The Board is comprised of experienced investment officers and policy-makers of the public agency members.

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.



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

Aging Interval:	()	Maturities	Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
0 days	(10/01/2010	10/01/2010	9	313,051,532.66	35.49	313,051,532.66	313,051,532.66
1 - 30 days	(10/02/2010	10/31/2010	4	40,000,000.00	4.54	40,025,195.59	40,025,200.00
31 - 90 days	(11/01/2010	12/30/2010	8	80,000,000.00	9.07	80,232,618.16	80,266,200.00
91 - 180 days	(12/31/2010	03/30/2011	13	130,000,000.00	14.74	130,559,593.70	130,642,200.00
181 - 365 days	(03/31/2011	10/01/2011	20	189,000,000.00	21.43	190,245,170.76	190,439,450.00
366 - 730 days	(10/02/2011	09/30/2012	4	25,000,000.00	2.83	25,525,449.65	25,759,000.00
731 - 1095 days	(10/01/2012	09/30/2013	6	60,000,000.00	6.80	60,966,842.27	61,065,000.00
1096 days and after	(10/01/2013)	5	45,000,000.00	5.10	44,997,128.33	45,090,400.00
Total 69 Investments					882,051,532.66	100.00	885,603,531.12	886,338,982.66

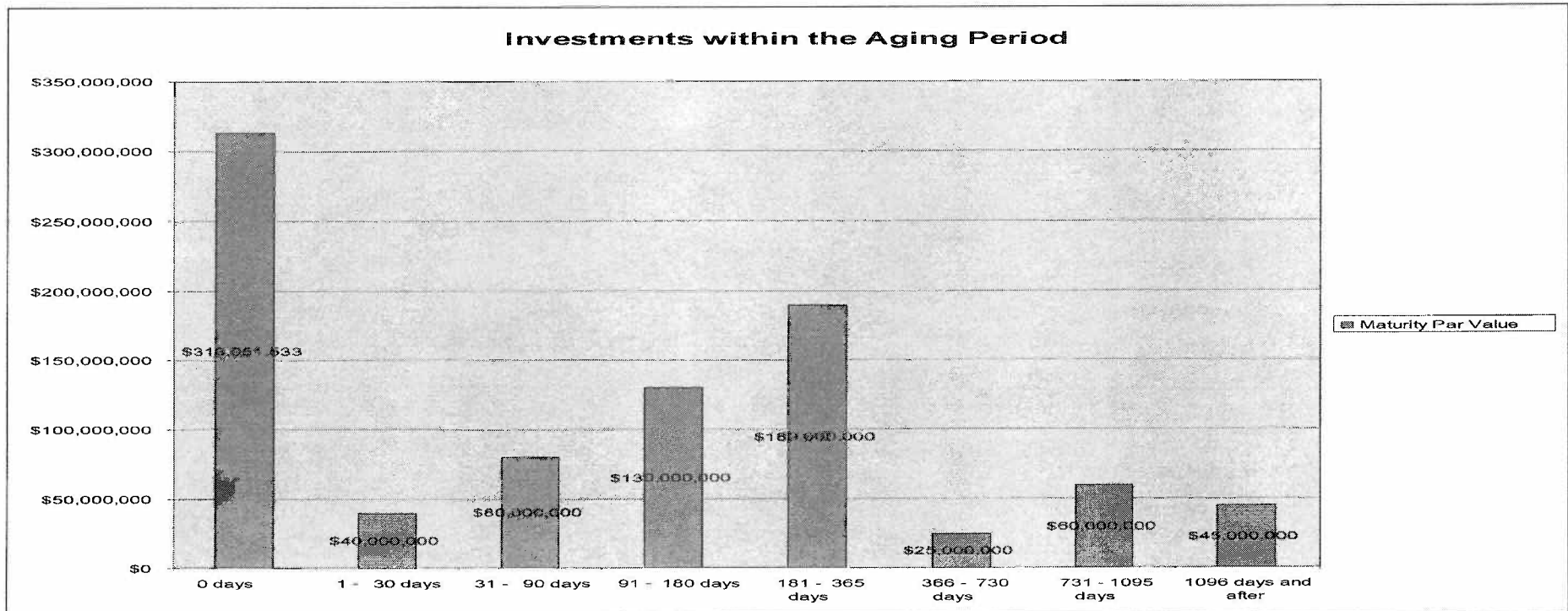
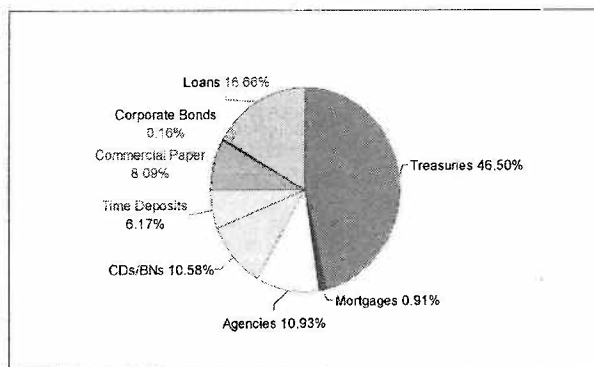
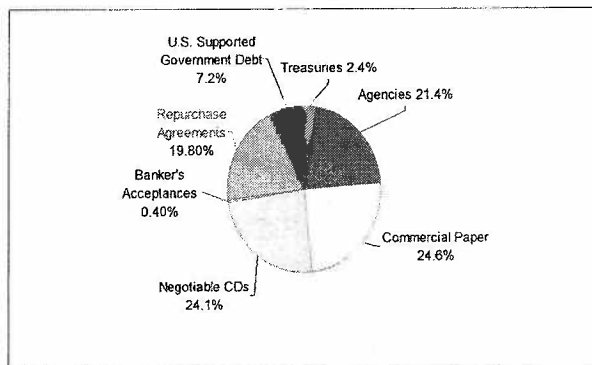


Exhibit E Overnight (Liquid) Asset Distribution

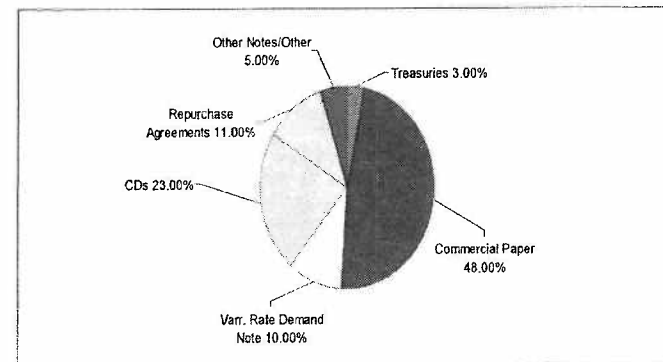
LAIF



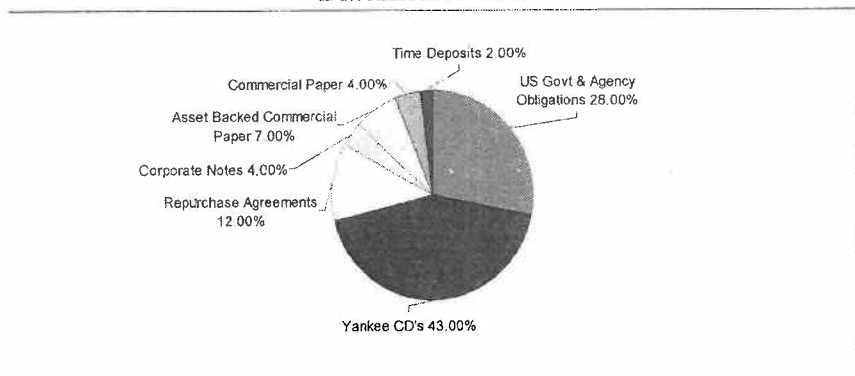
CAMP



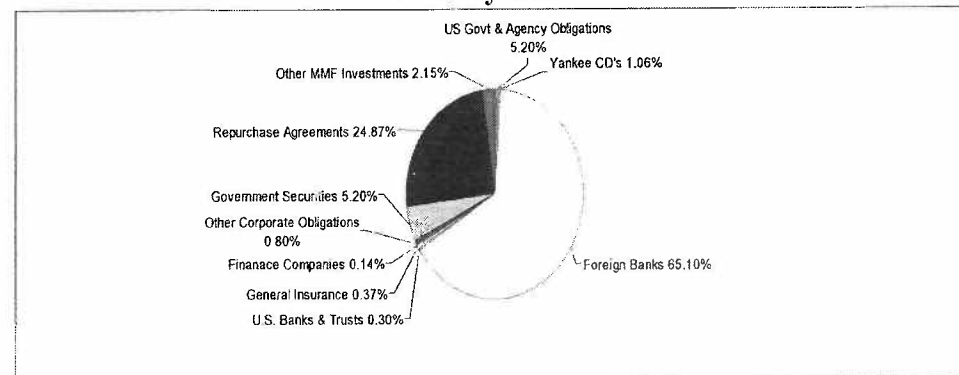
CalTRUST



BlackRock MMF



Fidelity MMF



	LAIF	CAMP	CalTRUST MMF	BlackRock MMF	Fidelity MMF
Credit Rating	NR	AAAm	Aaa	NR	Aaa
Fund Assets	\$67.9 Billion	\$2.27 Billion	\$39.5 Billion	12.1 Billion	39.6 Billion
WAM	203 days	37 days	24 Days	48 days	51 days
Monterey County Portfolio Percent Invested	10.2%	7.32%	0.58%	8.43%	8.97%
Fund Quarterly Return	0.520%	0.298%	0.247%	0.269%	0.300%

Monterey Peninsula Community College District

Governing Board Agenda

November 23, 2010

New Business Agenda Item No. C

Academic Affairs
College Area

Proposal:

To adopt the 2012–2013 College Calendar.

Background:

The attached recommended 2012-2013 academic calendar follows the format of the current calendar. It conforms to the legal and contractual obligations of the District.

The 2012-2013 calendar is being proposed in order to facilitate advanced planning.

This calendar has been developed in consultation with the President/Vice Presidents and the Calendar Committee, which consists of representatives from the Monterey Peninsula College Teachers Association (as per Article 11.4 of the MPCCD and MPCTA/CTA/NEA agreement), Monterey Peninsula College Employees Association (MPCEA, CSEA #245), the Academic Senate and Associated Students, Monterey Peninsula College (ASMPC).

Budgetary Implications:

None.


RESOLUTION: BE IT RESOLVED, that the 2012-2013 College Calendar be approved as proposed.

Recommended By:



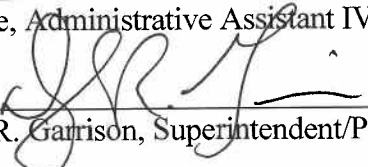
Dr. John Gonzalez, Vice President, Academic Affairs

Prepared By:



Leslie Procive, Administrative Assistant IV, VP, Academic Affairs

Agenda Approval:



Dr. Douglas R. Garrison, Superintendent/President

Proposed Monterey Peninsula Community College District Calendar 2012-2013

Teaching Days Per Month

Wk. #	Month	S	M	T	W	Th	F	S	
FALL SEMESTER – August 27, 2012 through December 20, 2012									
	AUGUST	5	6	7	8	9	10	11	
		12	13	14	15	16	17	18	
		19	20	21	22	(23)	(24)	25	Scheduled Flex Days - Aug. 23 and 24
1		26	27	28	29	30	31		Semester begins Aug. 27
1	SEPTEMBER							1	
2		2	3*	4	5	6	7	8	Labor Day – Sept. 3
3		9	10	11	12	13	14	15	
4		16	17	18	19	20	21	22	
5		23	24	25	26	27	28**	29	Native American Day
6		30							
6	OCTOBER		1	2	3	4	5	6	
7		7	8	9	10	11	12	13	
8		14	15	16	17	18	19	20	
9		21	22	23	24	25	26	27	
10		28	29	30	31				
10	NOVEMBER					1	2	3	
11		4	5	6	7	8	9	10	
12		11	12*	13	14	15	16	17	Veteran's Day (Observance) Nov. 12
13		18	19	20	21	22*	23*	24	Thanksgiving Holiday – Nov. 22 - 24
14		25	26	27	28	29	30		
14	DECEMBER							1	
15		2	3	4	5	6	7	8	
16		9	10	11	12	13	14	15	
17		16	17	18	19	20	(21)	22	Semester ends Dec. 20; Scheduled Flex Day Dec. 21
		23	24*	25*	26*	27*	28*	29	
		30	31*						
									TOTAL 80

EARLY SPRING SESSION – January 2, 2013 through January 29, 2013									
	JANUARY			1*	2	3	4	5	
		6	7	8	9	10	11	12	
		13	14	15	16	17	18	19	
		20	21*	22	23	24	25	26	Martin Luther King Day – Jan. 21
		27	28	29	(30)	(31)			Session ends Jan. 29; Scheduled Flex Days Jan. 30, 31 and

SPRING SEMESTER – February 4, 2013 through June 6, 2013									
	FEBRUARY						(1)	2	Feb. 1
1		3	4	5	6	7	8	9	Semester begins Feb. 4
2		10	11	12	13	14	15*	16	Lincoln Day – Feb. 15
3		17	18*	19	20	21	22	23	Washington's Day – Feb. 18
4		24	25	26	27	28			
4	MARCH						1	2	
5		3	4	5	6	7	8	9	
6		10	11	12	13	14	15	16	
7		17	18	19	20	21	22	23	
8		24	25	26	27	28	29	30	
			31**						Cesar Chavez Day
	APRIL		1	2	3	4	5	6	Spring Recess March 31 - April 6
9		7	8	9	10	11	12	13	
10		14	15	16	17	18	19	20	
11		21	22	23	24	25	26	27	
12		28	29	30					
12	MAY				1	2	3	4	
13		5	6	7	8	9	10	11	
14		12	13	14	15	16	17	18	
15		19	20	21	22	23	24	25	
16		26	27*	28	29	30	31		Memorial Day – May 27
16	JUNE							1	
17		2	3	4	5	6	(7)	8	Semester ends June 6; Scheduled Flex Day June 7
		9	10	11	12	13	14	15	Commencement June 8
									TOTAL 81

SUMMER SESSION – June 17, 2013 through July 26, 2013 (6-week session) June 17, 2013 through August 9, 2013 (8-week session)									
1		16	17	18	19	20	21	22	Summer Session begins June 17
2		23	24	25	26	27	28	29	
3		30							
3	JULY		1	2	3	4*	5	6	Independence Day – July 4
4		7	8	9	10	11	12	13	
5		14	15	16	17	18	19	20	
6		21	22	23	24	25	26	27	End of six-week session – July 26
7		28	29	30	31				
7	AUGUST					1	2	3	
8		4	5	6	7	8	9	10	End of eight-week session – August 9

* Holidays for classified staff and Administrators
 ** Native American Day/Cesar Chavez commemoration
 () Non-teaching days within session () Scheduled Flex Days for Faculty

Monterey Peninsula Community College District

Governing Board Agenda

November 23, 2010

New Business Item No. D

Academic Affairs
Office

Proposal:

To receive information about basic skills and student success at MPC and comparison to statewide data.

Background:

Statewide data have indicated the need for colleges to increase support for basic skills students given the growing numbers of students enrolling in basic skills classes. A variety of challenges face basic skills students and a variety of strategies have been implemented to address the challenges at colleges across the state.

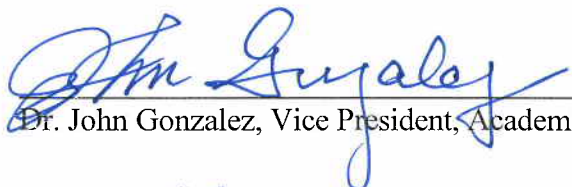
Dr. Caroline Carney, MPC Basic Skills Initiative Faculty Co-Coordinator, and Dr. Rosaleen Ryan, MPC Director of Research, will present statewide data on basic skills students and compare the data to that of basic skills students at MPC. They will also describe the projects that MPC has implemented with basic skills funding to address some of the challenges MPC basic skills students face.

Budgetary Implications:

None.

INFORMATION: Basic Skills and Student Success Report.

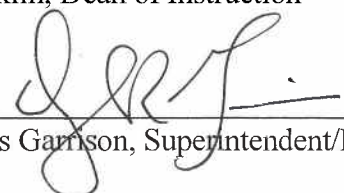
Recommended By:


Dr. John Gonzalez, Vice President, Academic Affairs

Prepared By:


Laura Franklin, Dean of Instruction

Agenda Approval:


Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

November 23, 2010

New Business Agenda Item No. E

Superintendent/President's
Office

Proposal:

That the Governing Board appoint members 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 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 citizens' oversight committee to satisfy the accountability requirement of Proposition 39.

The Governing Board established the committee in February 2006, with a minimum of seven members representing the local business community, senior citizen's organization, taxpayer's organization, students, college support organization, and the community. Trustees and employees of the District and vendors, contractors, or consultants serving the District are prohibited by law from being members of the committee.

In November, 2010, four members will be completing their second term on the committee and may no longer serve as specified in Education Code 15282. In addition, the recently appointed student representative resigned and the replacement named. The result will be five vacancies for representatives from a college support organization, senior citizen's organization, local business organizations, and student government. Applicants were solicited from appropriate groups and four representatives were recommended and approved for appointment to the committee at the October 26, 2010, Governing Board meeting. The fifth representative is recommended for appointment to the committee:

Business Organizations: Robert Mulford (Monterey Peninsula Chamber of Commerce).


Per the committee by-laws, the terms of this appointment will extend to November 1, 2012.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that the appointment of Robert Mulford as a member of the Citizens' Bond Oversight Committee, effective November 24, 2010, be approved.

Recommended By:



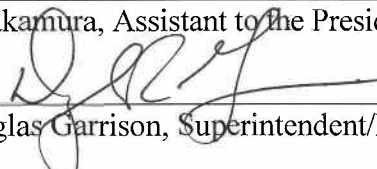
Dr. Douglas R. Garrison, Superintendent/President

Prepared By:



Vicki Nakamura, Assistant to the President

Agenda Approval:



Dr. Douglas Garrison, Superintendent/President

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

APPLICATION FOR CITIZENS' BOND OVERSIGHT COMMITTEE

The information below will be used to comply with Proposition 39 and related legislation concerning committee membership and accountability. Specific duties of the committee are contained in the attached bylaws.

PLEASE NOTE: Elected officials and employees, vendors, contractors and consultants of the Monterey Peninsula Community College District are prohibited by law from being members of the committee.

Name Robert Mulford Date 10-26-2010

Address

Telephone (home) Telephone

FAX Email

Membership position that the applicant is qualified to fill - check all that apply:

- Active in a business organization representing the business community within the MPC district (please specify) Monterey Peninsula Chamber of Commerce; Monterey County Business Council
Active member of a senior citizen's organization (please specify)
Active member in a bona-fide taxpayers association (please specify)
An enrolled student active in a community college group, such as student government (please specify)
Active member of a college support organization (please specify)
Citizen at large
Other (please specify)

Circle response

- 1. Are you an employee of the Monterey Peninsula Community College District? Yes No
2. Are you a vendor, contractor or consultant with the Monterey Peninsula Community College District? Yes No
3. Are you able to complete at least one two-year term as a member of the committee and refrain from becoming an employee, vendor, contractor or consultant of the District for an additional two years? Yes No
4. Are you, to the best of your knowledge, able to maintain your qualification in the membership position previously checked? Yes No
5. Members of the committee may be required to file financial disclosures pursuant to rules and forms established by the Fair Political Practices Commission. Are you willing to file such financial statements? Yes No
6. Members of the committee will be required to abide by an ethics policy. Are you willing to adhere to the provisions of this policy? Yes No

OCT 27 2010

Robert I. Mulford

Bob Mulford is a former corporate executive, entrepreneur and currently an independent consultant.

He spent over 20 years in Corporate America in a variety of industries and assignments. He was responsible for company start-ups, revitalizations, restructuring, and shut-downs and served at all levels up to and including Corporate Vice President of a New York Stock Exchange firm.

Subsequently, Bob became an entrepreneur and president of three firms, two of which he founded. He sold his interests in 1995 and started Vivaldi Consulting Group LLC, an independent management consulting firm specializing in working with senior corporate executives and program and project management.

As a consultant through Vivaldi Consulting, he was Group Chair for TEC International (formerly The Executive Committee) from 1996 through 2003, working with CEOs, Presidents, and company founders "Dedicated to Increasing the Effectiveness and Enhancing the Lives of CEOs".

Bob has been a community and civic board member and volunteer for numerous organizations for over 30 years. He has served at the local, state and national levels, holding many leadership offices.

He has been described as an energetic and effective leader and good listener. He is married, has two daughters and two grandchildren.

25420 Boots Road
Monterey, CA 93940
831.375.2977
831.747.4795 cell

October 2010

Robert I. Mulford

Business Activity

Public Corporations - 1958 - 1986	Various corporations and positions
Mulford Moreland Scott Associates – 1986 – 1996	Founder, President
Vivaldi Consulting Group LLC - 1996 - 2007	Founder, President
Retired – 2007	

Community Activities - Monterey County, 1989 to Present

Pac Rep Theater - Carmel
Board of Dir, Vice Pres – 2006 - pres

Church in the Forest – Pebble Beach
Board of Dir – 2008 - pres

Friends of Sunset Foundation -Carmel
Board of Dir – 2005 - pres

Monterey Peninsula Chamber of Commerce
Board of Dir, Vice chair – 2006 - 2009

Monterey County Sheriff's Advisory Council
Board of Dir – 1995 – 2007
President – 1998 - 2001

Monterey County Sheriff's Emergency Assistance Team
Member – 1993 - 2007

Rotary Club of Monterey
Member - 1996 - pres
Committee manager/volunteer

Carmel Bach Festival
Volunteer – 1990 – pres
Committee/volunteer Chair – 2000 - pres
Patron Services Manager – 2003 - 2008

Monterey County Business Council
Member 1996 - pres

United Way of Monterey County (Peninsula)
Board of Dir – 1990 – 1996
President – 1996
Volunteer - current

United Way of California
Board of Dir – 1994 – 1997

Leadership Monterey Peninsula
Member Graduate - 1991

Community Leadership Association
National Board of Dir - 2000 – 2003

Monterey Peninsula Community College District

Governing Board Agenda

November 23, 2010

New Business Item No. F

MPC Foundation
Office

Proposal:

That the Governing Board review and accept the revised Bylaws of the Monterey Peninsula College Foundation adopted by the MPC Foundation Board of Directors on November 3, 2010.

Background:

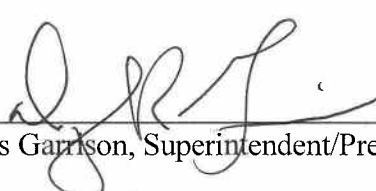
As a result of the new Master Agreement adopted August 11, 2009, expressing the intent of making the MPC Foundation an auxiliary of the college, the Bylaws of the MPC Foundation required revisions. An executive summary of revisions prepared by Nolan Kennedy, MPC Foundation Board Member, is attached in addition to the Bylaws.

Budgetary Implications:


None.

RESOLUTION: BE IT RESOLVED, that the Governing Board review and accept the revised Bylaws of the Monterey Peninsula College Foundation adopted by the MPC Foundation Board of Directors, November 3, 2010.

Recommended By: _____


Dr. Douglas Garrison, Superintendent/President

Prepared By: _____


Robin Venuti, Executive Director, Monterey Peninsula College Foundation

Agenda Approval: _____


Dr. Douglas Garrison, Superintendent/President

BYLAWS
OF
THE MONTEREY PENINSULA COLLEGE FOUNDATION,
a California nonprofit public benefit corporation

Adopted and Effective
November 3, 2010

EXECUTIVE SUMMARY

Proposed Bylaws Of Monterey Peninsula College Foundation

October 15, 2010

1. The bylaws comply with and incorporate the relevant provisions of the California Education Code which will apply to the Foundation as an auxiliary of Monterey Peninsula College. The provisions of the bylaws which specifically apply in this context are as follows.

Section 1.2 stating that the Foundation is an auxiliary organization.

Section 1.5 requiring compliance with applicable college regulations.

Section 4.21 which requires that the Foundation have the counsel of an attorney and an accountant licensed in California. (Note the specification that membership on the board by an attorney and accountant does not, alone, satisfy this requirement.)

Section 4.22 requiring compliance with the Brown Act.

Section 4.23 addressing college supervision of Foundation funds.

Sections 7.1 through 7.4 which set out the conflicts of interest rules from the Education Code which apply to directors of an auxiliary organization.

Section 9.4 requiring an audit which complies with Education Code provisions.

Section 11.5 which states that the Foundation may not accept a contribution which restricts the use of the funds in a way which is inconsistent with the policies of the college.

2. There is a variable number of directors with a minimum of seven and a maximum of twenty-five. The exact number is set by vote of the board. (Section 4.2).

3. The president of MPC and two administrative staff are designated as ex officio directors, with right to vote. (Section 4.3)

4. Gentrain and the MPC Employee Association each have the right to designate a director, who will serve a one year term, with right to vote. (Section 4.4)

5. A quorum is a majority of the number of all directors. (Section 4.15)

6. The Executive Committee is specifically authorized to function as the board of directors, within the restrictions listed in Section 5.1. The membership of the Executive Committee is set out in Section 5.2.

7. A functioning audit committee is required with duties as set out in Section 5.3(c).

8. The Executive Director is designated as the chief executive officer of the Foundation. (Section 6.11)

**BYLAWS OF THE MONTEREY PENINSULA COLLEGE FOUNDATION,
a California nonprofit public benefit corporation**

**ARTICLE I
PURPOSES**

Section 1.1 General Purpose. The Monterey Peninsula College Foundation (the “Corporation”) is a nonprofit public benefit corporation and is not organized for the private gain of any person. This Corporation is organized under the California Nonprofit Public Benefit Corporation Law exclusively for charitable purposes within the meaning of Internal Revenue Code ' 501(c)(3) (or the corresponding section of any future federal internal revenue law).

Section 1.2 Specific Purpose. The specific purpose of this Corporation is to support education at, and the educational purposes of, Monterey Peninsula College, as an auxiliary organization of Monterey Peninsula College as the term “auxiliary organization” is defined and applied in Sections 72670 through 72682 of the Education Code of the State of California (hereafter, the “Education Code”) and the regulations adopted in connection therewith.

Section 1.3 Limitations. Notwithstanding any other provision of these bylaws, this Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this Corporation, and this Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Internal Revenue Code ' 501(c)(3) (or the corresponding provision of any future federal internal revenue law), or (b) by a corporation, contributions to which are deductible under Internal Revenue Code ' 170(c)(2) (or the corresponding provision of any future federal internal revenue law).

Section 1.4 Dedication of Assets. This Corporation=s assets are irrevocably dedicated to public and charitable purposes. No part of the net earnings, properties, or assets of this Corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any Director or officer of this Corporation. On liquidation or dissolution, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of this Corporation, shall be distributed to one or more funds or organizations which are organized and operated exclusively for charitable or educational purposes and which have established their tax exempt status under Internal Revenue Code ' 501(c))(3) (or the corresponding provisions of any future federal internal revenue law), or, to a governmental unit provided that the properties and assets so distributed are restricted for use exclusively for public purposes ; provided, that if Monterey Peninsula College qualifies for such distribution under the preceding provisions of this sentence, the distribution shall be solely to Monterey Peninsula College.

Section 1.5 College Regulations. The purposes and operations of this Corporation shall be conducted in conformity with regulations established by the Board of Governors of the

California Community Colleges and the district governing board of the Monterey Peninsula College, as required by the provisions of the Education Code.

ARTICLE II MEMBERSHIP

Section 2.1 Voting Members. This Corporation shall have no voting members within the meaning of the California Nonprofit Public Benefit Corporation Law as it is now in effect or as it may hereafter be amended. Any action which otherwise would require approval by a majority of all members or approval by the members requires approval only of the Board of Directors. All rights which otherwise would vest in the members including, without limitation, the right to elect Directors, vest in the Board of Directors.

Section 2.2 Membership Designations. This Corporation may, from time to time, in its discretion, create certain categories of membership designations to encourage fundraising, and participation in the Corporation's activities. Membership designations may be created by categories, and membership categories may be given varying benefits. No such membership shall, however, at any time, ever constitute or grant a right as a voting member within the meaning of the California Nonprofit Public Benefit Corporation Law, as now in effect or as it may hereafter be amended.

ARTICLE III OFFICES

The principal office of the Corporation shall be located within the City of Monterey, California, at such place as the Board of Directors shall from time to time determine. The Board of Directors is granted full power and authority to change the principal office from one location to another provided it shall at all times be within the boundaries of the Monterey Peninsula College District. The Corporation may establish or maintain additional offices as the Board of Directors may determine.

ARTICLE IV BOARD OF DIRECTORS

Section 4.1 Powers of the Board. The activities and affairs of this Corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors. The Board of Directors may delegate the management of the activities of this Corporation to any person or persons, management company, or committee or committees however composed, provided that the activities and affairs of this Corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board.

Section 4.2 Number of Elected Directors. Those persons who are elected as Directors of this Corporation pursuant to the procedures of Section 4.6 are "Elected Directors." The number of Elected Directors shall be no less than seven (7) nor more than twenty-five (25) unless and until changed by an amendment to these bylaws. The exact number of Elected

Directors shall be established by the Board of Directors from time to time, within the limits specified above, by a resolution stating such exact number which is duly adopted by the Board of Directors.

Section 4.3 Ex Officio Directors. In addition to the Elected Directors, the persons designated in this Section 4.3 shall each serve as a Director of the Corporation by virtue of office (the “Ex Officio Directors”). The President of Monterey Peninsula College (or, if there is not a President of the College in office, the person designated by the governing board of the Monterey Peninsula College District to act as president of the college), the Vice President Administrative Services of Monterey Peninsula College, and the Public Information Officer of Monterey Peninsula College, shall each be a Director of the Corporation with all voting and other rights of a Director. Each such Ex Officio Director shall hold office as a Director for the period in which such person holds the office by virtue of which such person is a Director of the Corporation.

Section 4.4 Designated Director. The governing board of the Monterey Peninsula College Gentrain Society shall have the right to designate one person who is a member of the Gentrain Society, and the MPC Employee Association shall have the right to designate one person who is a member of that association, to each serve as a Director of this Corporation (the “Designated Directors”). Each of the Designated Directors shall serve a term of one (1) year as a Designated Director. The Designated Directors shall have the right to vote as a Director, and shall have all other rights of a Director as specified in these Bylaws or by law.

Section 4.5 Restriction on Interested Persons. No more than forty-nine percent (49%) of the persons serving on the Board of Directors may be “interested persons.” An interested person is (a) any person compensated by this Corporation for services rendered to it within the previous 12 months, whether as a full-time or part-time employee, independent contractor or otherwise, excluding any reasonable compensation paid to a Director as a director, and (b) any brother, sister, ancestor or descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law or father-in-law of any such person. However, any violation of this paragraph shall not affect the validity or enforceability of any contract or transaction entered into by this Corporation.

Section 4.6 Nominations, Election and Term of Office.

(a) Nominations. The Nominating Committee shall identify persons whom it considers appropriate candidates for election as Elected Directors, and shall prepare a report to the Board in which it recommends the number of persons to be elected as Elected Directors and it nominates qualified candidates for election. The persons nominated for election as Elected Directors by the Nominating Committee, together with any other persons nominated for election by a Director present at the meeting at which the election is to be held, shall be voted upon. Each Director at the meeting is entitled to vote to accept or reject each candidate who is nominated. The candidates receiving the highest number of affirmative votes, up to the total number of vacancies to be filled in that election shall be elected. Votes against a candidate and votes withheld shall have no effect.

(b) Election. Elected Directors shall be elected at each annual meeting of the Board of Directors and may also be elected at any regular or special meeting of the Board of Directors. Each Director, including a Director elected to fill a vacancy, shall hold office until the expiration of the term for which he was elected and until his successor is elected and qualified.

(c) Term of Office. The term of each Elected Director who is elected for a full term of office shall begin on January 1 of the year following the date of his or her election, or at such other time as is expressly determined by the Board, and shall continue for a term of three (3) years, or until a successor is elected. A Director who is elected to fill a vacancy on the Board of Directors pursuant to the provisions of Section 4.7 shall hold office until the expiration of the term of office of the Director whose departure created the vacancy which is filled, unless the Board of Directors shall otherwise expressly determine.

(d) Limitation on Terms. After an Elected Director has served two full terms of three years each, plus any portion of an unexpired term to which that Director may have been elected, one year shall elapse before such person is eligible for re-election to the Board of Directors. An Elected Director who is elected to fill less than a full term under the staggered term procedures of Section 4.8, is likewise eligible to serve two full terms of three (3) years each plus that partial term.

(e) Past President Extended Term. Notwithstanding any other provision of this Section 4.6, a Director who is serving as the Past President shall continue in office as Director for the period that person holds the office of Past President.

Section 4.7 Removal of a Director. Any individual Elected Director may be removed from office for failure to participate in the activities of the Board of Directors by lack of attendance at meetings or otherwise as determined by the Board of Directors, or for any other reason, in the discretion of the Board of Directors, by the affirmative vote of a majority of the Board of Directors.

Section 4.8 Resignation. Any Elected Director may resign effective upon giving written notice to the Corporation, unless the notice specifies a later time for the effectiveness of such resignation. If the resignation is effective at a future time, a successor may be elected to take office when the resignation becomes effective. No Elected Director may resign if this Corporation would then be left without a duly elected Director or Directors in charge of its affairs.

Section 4.9 Vacancies in the Board of Directors; Declaration of Vacancy. A vacancy in the Board of Directors shall exist on the occurrence of the death, resignation or removal of an Elected Director, or if the authorized number of Elected Directors is increased. Vacancies in the Board of Directors shall be filled in the same manner prescribed in these bylaws for the election of Elected Directors, provided that such vacancies shall be filled as they occur and not on an annual basis. No reduction of the authorized number of Elected Directors shall have the effect of removing any Director prior to the expiration of that Director=s term of office.

Section 4.10 Preservation of Equivalent Staggered Terms. If the authorized number of Elected Directors is increased or decreased, or if the expiration of terms of Elected Directors is not substantially equally divided among the next succeeding three (3) years for any reason, the Board of Directors shall set terms of office for one, two or three years for the Elected Directors next to be elected in order to preserve, as precisely as possible, an even number of Elected Director terms expiring in each year.

Section 4.11 Place of Meetings. Meetings of the Board of Directors may be held at any place within the boundaries of the Monterey Peninsula College District, or at such other location as is approved by the Board of Directors. The location of meetings of the Board of Directors shall be designated in the notice of the meeting.

Section 4.12 Annual Meetings. The Board of Directors shall hold an annual meeting for the purpose of electing the Directors and officers of this Corporation, and to take all other action as may properly come before the Board of Directors. Annual meetings of the Board of Directors shall be held during the month of November of each year on such date and at such time and location as shall be designated by the Board of Directors.

Section 4.13 Regular Meetings. Regular meetings of the Board of Directors shall be held no less frequently than quarterly on such dates and at such times and locations as the Board of Directors shall determine.

Section 4.14 Special Meetings. Special meetings of the Board of Directors for any purpose or purposes may be called at any time by the President or any three (3) Directors. Notice of the time and place of special meetings shall be delivered personally or by telephone to each Director or sent by first-class mail, telegram, telephone, facsimile, electronic mail, or other electronic means. If the notice is mailed, it shall be deposited in the United States mail at least four (4) days before the time of the holding of the meeting addressed to each Director at that Director=s address as it is shown on the records of this Corporation. If the notice is delivered personally, by telephone, by telegram, by facsimile, electronic mail, or other electronic means, it shall be delivered personally at least forty-eight (48) hours before the time of the holding of the meeting. An oral notice given personally or by telephone may be communicated either to the Director or to a person at the office of the Director who the person giving the notice has reason to believe will promptly communicate it to the Director. The notice need not specify the purpose of the meeting, unless otherwise required by these bylaws or by the Brown Act or other applicable law.

Section 4.15 Quorum and Action of the Board. A quorum of the Board of Directors for the transaction of business, except for purposes of adjournment as provided in Section 4.18 of these bylaws, is a majority of the authorized number of Elected Directors and the then current actual number of serving Ex Officio and Designated Directors. Unless a greater number is required by law, the articles of incorporation or these bylaws, every action taken or decision made by a majority of the Directors present at a duly held meeting at which a quorum is present shall be an act of the Board of Directors, subject to the more stringent provisions of the California Nonprofit Public Benefit Corporation Law, including, without limitation, those

provisions relating to (a) approval of contracts or transactions in which a Director has a direct or indirect material financial interest, (b) approval of certain transactions between corporations having common directorships, (c) creation of and appointments to committees of the Board, and (d) indemnification of Directors. A meeting at which quorum is initially present may continue to transact business, despite the withdrawal of some Directors, if any action taken or decision made is approved by at least a majority of the required quorum for that meeting.

Section 4.16 Participation in Meetings by Conference Telephone. Members of the Board of Directors may participate in a meeting through the use of conference telephone, electronic video screen communication, or other communications equipment if all of the following apply: (a) each member participating in the meeting can communicate with all of the other members concurrently, (b) each member is provided the means of participating in all matters before the Board of Directors, including the capacity to propose, or to interpose an objection to, a specific action to be taken by this Corporation, (c) this Corporation adopts and implements some means of verifying both that (i) a person communicating by telephone, electronic video screen, or other communications equipment is a Director or other person entitled to participate in the Board meeting, and (ii) all actions of, or votes by, the Board of Directors are taken or cast only by the Director and not by another person not permitted to participate as a director, and (d) such meeting and participation are in compliance with the notice and other requirements of the Brown Act. Participation in a meeting pursuant to this Section 4.16 constitutes presence in person at such meeting.

Section 4.17 Waiver of Notice. To the extent permitted by the Brown Act, notice of a meeting need not be given to any Director who signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to such Director. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meetings.

Section 4.18 Adjournment. A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of any adjournment to another time or place shall be given, prior to the time of the adjourned meeting, to the Directors who were not present at the time of the adjournment.

Section 4.19 Action Without Meeting. Any action required or permitted to be taken by the Board of Directors may be taken without a meeting, if all members of the Board individually or collectively consent in writing to such action. Such unanimous written consent or consents shall be filed with the minutes of the proceedings of the Board and shall have the same force and effect as the unanimous vote of the Board of Directors.

Section 4.20 Representative Voting. The vote of a member of the Board of Directors may be cast only by the individual Director. No vote of a Director by proxy, power of attorney or other representative form is valid for any purpose.

Section 4.21 Advice and Counsel. As required by the Education Code, the Board of Directors shall have the advice and counsel of at least one attorney admitted to practice law in the State of California, and at least one licensed certified public accountant. Neither the attorney at law nor the certified public accountant need be members of the Board of Directors. Membership on the Board of Directors by an attorney or a certified public accountant shall not constitute satisfaction of this requirement unless the person provides to the Corporation written acknowledgement that such person is providing counsel as an attorney or a certified public accountant, as the case may be.

Section 4.22 Brown Act Compliance. As required by the Education Code, the Board of Directors shall conduct its business in public meetings in accordance with the provisions of Chapter 9 (commencing with Section 54950) of Part 1 of the Government Code of the State of California (commonly known as the Brown Act).

Section 4.23 Funds of the Corporation. The Board of Directors shall approve all expenditures and fund appropriations of the Corporation. Appropriations of funds for use outside of the normal business operations of the Corporation shall be approved in accordance with district policy and regulations by an officer who is designated by the governing board of the Monterey Peninsula College District for the purpose of granting such approval. A report on the finances of the Corporation, including a detailed income and expense report current for the fiscal year through the immediately preceding month end, shall be presented in writing to each regular meeting of the Board of Directors.

ARTICLE V COMMITTEES

Section 5.1 Executive Committee. The Executive Committee shall, during the intervals between meetings of the Board of Directors, have and exercise all of the powers of the Board of Directors in the management of the business and affairs of this Corporation, subject only to such restrictions or limitations as the Board of Directors may from time to time specify; provided, however, that the Executive Committee shall have no power or authority with respect to:

(a) The approval of any action for which the California Nonprofit Public Benefit Corporation Law requires approval of the Board of Directors or of a majority of the Board of Directors;

(b) The filling of vacancies on the Board of Directors or in any committee which has the authority of the Board of Directors;

(c) The fixing of compensation of the Directors for serving on the Board of Directors or on any committee of the Board;

(d) The amendment or repeal of bylaws or the adoption of new bylaws;

- (e) The amendment or repeal of any resolution of the Board which by its express terms is not so amendable or repealable;
- (f) The appointment of committees of the Board or the members thereof;
- (g) The expenditure of corporate funds to support a nominee for Director after there are more people nominated for Director than can be elected; or
- (h) The approval of any self-dealing transaction, as defined in section 5233(a) of the California Nonprofit Public Benefit Corporation Law or any successor provision thereto, except as special approval is provided pursuant to section 5233(d)(3).

Section 5.2 Composition of the Executive Committee. The Executive Committee shall only consist of persons who are duly elected and in office as Directors of this Corporation, and any person ceasing to meet or not meeting such qualification for Executive Committee membership shall, by such fact, cease to be a member of the Executive Committee. The following persons shall serve as members of the Executive Committee by virtue of their office: the President, the Past President (if there is a person who holds the office of Past President pursuant to Section 6.10), each Vice President, the Secretary, the Chief Financial Officer, and the President of Monterey Peninsula College. The Board of Directors may, in its discretion, select up to two other members of the Executive Committee who shall be voting members of the Board of Directors, and shall be elected as members of the Executive Committee by vote of the Board of Directors for a term from the time of election until the next annual meeting of the Board of Directors. Persons elected as members of the Executive Committee may serve any number of successive terms as such, so long as such persons remain as voting members of the Board of Directors.

Section 5.3 Standing Committees. The Corporation shall have the standing committees which are identified below, each which shall have the duties, functions and composition as are set forth herein.

(a) Finance Committee. The principal functions are to monitor the financial conditions of the Corporation, review the annual budget, and make recommendations to the Board concerning financial policy. The Finance Committee Chair is the Chief Financial Officer.

(b) Nominating Committee. The principal function is to submit to the Board each year a proposed slate of nominees for both Elected Directors and officers for the ensuing year, submit names to the Board whenever a vacancy on the Board for an Elected Director occurs and to encourage Directors to participate in the Corporation's activities including meetings, committees, fundraising, events, and community outreach.

(c) Audit Committee. The Audit Committee shall oversee (i) the integrity of the financial statements of the Corporation; (ii) the qualifications, independence and performance of the independent auditor (subject to such limitations as are directly or indirectly imposed by the fact that the auditor is selected by Monterey Peninsula College and not this Corporation); and

(iii) the performance of the system of internal control of the Corporation with respect to financial reporting. The Audit Committee shall provide an open avenue of communication between the Board of Directors, the executive officer of the Corporation, and the independent auditor. The Audit Committee shall act in a manner which complies with and is consistent with the audit criteria and audit committee requirements of the Education Code and the California Nonprofit Integrity Act of 2004, together with such other requirements as apply to the function of the Audit Committee by applicable law or generally accepted accounting standards. The Audit Committee shall be composed of no less than three persons. The Chair of the Audit Committee shall be a member of the Board of Directors. Neither the Chief Financial Officer, the President, or any employee of the Corporation may serve as a member of the Audit Committee.

Section 5.4 Special Committees. In addition to the standing committees, the Board of Directors may establish any other committees, from time to time, with such powers as the Board may specify.

Section 5.5 Committee Composition.

(a) Appointment. Except as otherwise specified by these Bylaws, or by action of the Board of Directors, appointment to committees shall be made by the President for a one (1) year term beginning on January 1 of each year. Individuals who are not Directors may serve on committees other than the Executive Committee.

(b) Committee Chairs. Committee Chairs shall be appointed by the President. Each Committee Chair shall be a member of the Board of Directors at all times during which such person serves as a Committee Chair.

Section 5.6 Removal. Any member of a standing committee or special committee may be removed, at any time, with or without cause, by action of the Board of Directors. Any member of a committee may resign by giving notice to the Corporation.

Section 5.7 Proceedings. Regular and special meetings, and actions, of the Executive Committee, shall be governed by the provisions of Article IV applicable to meetings and actions of the Board of Directors. All other standing and special committees may make such rules as they deem expedient for the regulation and carrying on of meetings and proceedings, unless otherwise specified by the Board of Directors or these bylaws. A majority of the members of a standing or special committee shall constitute a quorum and the act of a majority of the members of a standing or special committee who are present at any meeting at which a quorum is present shall be the act of such committee. Each committee shall keep minutes of its acts and proceedings and shall report to the Board of Directors when and as required by the Board of Directors.

ARTICLE VI OFFICERS

Section 6.1 Officers. The elected officers of this Corporation shall be the President, a Vice President, a Secretary, and a Chief Financial Officer. This Corporation also may elect, at the discretion of the Board, additional Vice-Presidents, one or more Assistant Secretaries, one or more Assistant Chief Financial Officers, and such other officers as may be elected by the Board. Any number of offices may be held by the same person, except that neither the Secretary nor the Chief Financial Officer may serve concurrently as President.

Section 6.2 Qualification. The elected officers of this Corporation shall be solely persons who are Elected Directors of the Corporation.

Section 6.3 Election. The elected officers of this Corporation (except such officers as may be elected or appointed in accordance with the provisions of Section 6.5), shall be chosen annually by, and shall serve at the pleasure of the Board, and shall hold their respective offices for a term of one (1) year or until their resignation, removal, or other disqualification from service, and until their respective successors are elected and qualify. The term of office of each elected officer shall begin on January 1 of the year following election or at such other time as is expressly approved by the Board.

Section 6.4 Removal and Resignation. Elected officers serve at the pleasure of the Board of Directors. Any elected officer may be removed with or without cause by the Board of Directors at any time. An elected officer may resign at any time by giving written notice to the Corporation. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 6.5 Vacancies. A vacancy in an elected office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these bylaws for regular election or appointment to such office, provided that such vacancies shall be filled as they occur and not on an annual basis.

Section 6.6 President. The President shall, if present, preside at all meetings of the Board of Directors, and shall exercise and perform such other powers and duties as may be from time to time designated by the Board.

Section 6.7 Vice Presidents. In the absence or disability of the President, the Vice Presidents, in order of rank as fixed by the Board of Directors or, if not ranked, the Vice President who is designated by the Board, shall perform all the duties of the President and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the President. Each Vice President shall have such other powers and perform such other duties as may from time to time be prescribed for them respectively by the Board of Directors.

Section 6.8 Secretary. The Secretary shall keep or cause to be kept, at the principal office of this Corporation or such other place as the Board of Directors may order, a book of minutes of all meetings of the Board and its committees. The minutes shall include the time and place of meetings, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present at Board and committee meetings, and the proceedings thereof. The Secretary shall keep, or cause to be kept, at the principal office in the State of California the original or a copy of this Corporation's articles and bylaws, as amended to date. The Secretary shall give, or cause to be given, notice of all meetings of the Board and its committees required by law or by these bylaws to be given, shall keep the seal of this Corporation in safe custody, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors.

Section 6.9 Chief Financial Officer. The Chief Financial Officer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the properties and business transactions of this Corporation, and shall have such other powers and perform such other duties as may be prescribed by the Board.

Section 6.10 Past President. The Past President shall be the person whose term as President has most recently expired, except as otherwise provided herein. The Past President shall be a member of the Executive Committee and shall perform such other duties as are designated by the Board. The Past President shall serve for a term of one year following expiration of his or her term as President. If the same person is elected as President for two or more successive terms of office, there shall be no person who holds the office of Past President during the second or subsequent successive terms.

Section 6.11 Executive Director. The Executive Director of the Corporation shall be the person who is employed by the Corporation as its chief executive officer. The Executive Director shall be selected by the Board of Directors and shall serve at the pleasure of the Board of Directors, subject to any rights existing under an employment contract, the employment policies of this Corporation, and applicable law. The Executive Director shall not be a voting member of the Board of Directors. The Executive Director shall be the general manager of the Corporation and shall supervise, direct and control the activities and affairs of the Corporation subject to the supervision and actions of the Board of Directors.

ARTICLE VII FIDUCIARY RESPONSIBILITIES OF DIRECTORS

Section 7.1 Prohibition against Director Transactions. Except as otherwise provided in Section 7.2, no member of the Board of Directors of this Corporation shall be financially interested in any contract or other transaction entered into by the Corporation. Any contract or transaction entered into in violation of this section is void as a matter of law.

Section 7.2 Exception from Financial Interest Requirement. No contract or other transaction entered into by this Corporation is void under the provisions of Section 7.1 or

applicable law, nor shall any director be disqualified or deemed guilty of misconduct in office under such provisions, if each of the following conditions are met.

(a) The fact of such financial interest is disclosed or known to the Board of Directors and noted in the minutes of a meeting of the Board of Directors at which the contract or transaction is approved, and the Board of Directors, after such disclosure, authorizes, approves or ratifies the contract or transaction in good faith by a vote sufficient for the purpose without counting the vote or votes of such financially interested director or directors.

(b) The contract or transaction is just and reasonable as to this Corporation at the time it is authorized or approved.

(c) The contract or transaction is not between: (i) this Corporation and a Director of this Corporation; (ii) this Corporation and a partnership or other entity in which a Director of this Corporation is a partner or in which the Director is the owner or holder, directly or indirectly, of a proprietorship interest; or (iii) this Corporation and a corporation in which a Director of this Corporation is the owner or holder, directly or indirectly, of five (5) percent or more of the outstanding common stock.

(d) Each Director of this Corporation who is financially interested in the contract or transaction delivers to the Board of Directors, prior to a vote by the Board on the contract or transaction, a written declaration under penalty of perjury which states that such interested Director has not influenced or attempted to influence another Director with regard to the contract or transaction prior to disclosing to the Board of Directors the facts of the interest of the interested Director.

Section 7.3 Use of Information by a Director. Information which is received by a Director of this Corporation by reason of such person's membership on the Board of Directors, which is not a matter of public record, shall not be used by such Director, or disclosed to a third person, for use for personal pecuniary gain. This restriction shall apply at all times, irrespective of whether the Director continues in office as a Director at the time of disclosure or when such gain is realized.

Section 7.4 Application of Education Code. The provisions of this Article VII shall be applied and interpreted in accordance with the applicable provisions of the Education Code and the regulations adopted pursuant thereto.

Section 7.5 Other Applicable Law. To the extent that the provisions of any other applicable law, including without limitation the California Nonprofit Corporation Law and the Internal Revenue Code, impose a requirement or limitation with regard to transactions between this Corporation and a Director or other person associated with this Corporation which is more stringent or adds elements which are not addressed in this Article VII or the Education Code, the provisions of such other law shall apply with full force and effect, and nothing contained in this Article VII shall waive or limit such more stringent or additional restrictions.

ARTICLE VIII INDEMNIFICATION, INSURANCE AND DIRECTOR LIABILITY

Section 8.1 Definitions. For the purposes of this Article VIII, “agent” means any person who is or was a Director, officer, employee, or other agent of this Corporation, or is or was serving at the request of this Corporation as a director, officer, employee, or agent of another foreign or domestic corporation, partnership, joint venture, trust, or other enterprise, or was a director, officer, employee, or agent of a foreign or domestic corporation which was a predecessor corporation of this Corporation or of another enterprise at the request of such predecessor corporation; “proceeding” means any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative, or investigative; and Expenses includes without limitation attorneys' fees and any expenses of establishing a right to indemnification under Sections 8.4 or 8.5(b) of these bylaws.

Section 8.2 Indemnification in Actions by Third Parties. This Corporation shall have power to indemnify any person who was or is a party or is threatened to be made a party to any proceeding (other than an action by or in the right of this Corporation to procure a judgment in its favor, an action brought under ' 5233 of the California Nonprofit Public Benefit Corporation Law, or an action brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets held in charitable trust) by reason of the fact that such person is or was an agent of this Corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of this Corporation and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful. The termination of any proceeding by judgment order settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of this Corporation or that the person had reasonable cause to believe that the person's conduct was unlawful.

Section 8.3 Indemnification in Actions by or in the Right of this Corporation. This Corporation shall have power to indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action by or in the right of this Corporation, or brought under ' 5233 of the California Nonprofit Public Benefit Corporation Law, or brought by the Attorney General or a person granted realtor status by the Attorney General for breach of duty relating to assets held in charitable trust, to procure a judgment in its favor by reason of the fact that such person is or was an agent of this Corporation, against expenses actually and reasonably incurred by such person in connection with the defense or settlement of such action if such person acted in good faith, in a manner such person believed to be in the best interests of this Corporation, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Section 8.3:

(a) In respect of any claim, issue or matter as to which such person shall have been adjudged to be liable to this Corporation in the performance of such person's duty to this Corporation, unless and only to the extent that the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for the expenses which such court shall determine;

(b) Of amounts paid in settling or otherwise disposing of a threatened or pending action, with or without court approval; or

(c) Of expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval unless it is settled with the approval of the Attorney General.

Section 8.4 Indemnification Against Expenses. To the extent that an agent of this Corporation has been successful on the merits in defense of any proceeding referred to in Sections 8.2 or 8.3 of these Bylaws or in defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

Section 8.5 Required Determinations. Except as provided in Section 8.4 of these Bylaws, any indemnification under this Article VIII shall be made by this Corporation only if authorized in the specific case, upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in Sections 8.2 or 8.3 of these Bylaws, by:

(a) A majority vote of a quorum consisting of Directors who are not parties to such proceedings; or

(b) The court in which such proceeding is or was pending upon application made by this Corporation or the agent or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney, or other person is opposed by this Corporation.

Section 8.6 Advance of Expenses. Expenses incurred in defending any proceeding may be advanced by this Corporation prior to the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article VIII.

Section 8.7 Other Indemnification. No provision made by this Corporation to indemnify its or its subsidiary's Directors or officers for the defense of any proceeding, whether contained in the Articles of Incorporation, Bylaws, a resolution of Directors, an agreement or otherwise, shall be valid unless consistent with this Article VIII. Nothing contained in this

Article VIII shall affect any right to indemnification to which persons other than such Directors and officers may be entitled by contract or otherwise.

Section 8.8 Forms of Indemnification Not Permitted. No indemnification or advance shall be made under this Article VIII, except as provided in Sections 8.4 or 8.5(b), in any circumstances where it appears:

(a) That it would be inconsistent with a provision of the articles of Incorporation, these bylaws, or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or

(b) That it would be inconsistent with any condition expressly imposed by a court in approving a settlement.

Section 8.9 Personal Liability of Volunteer Directors or Officers. To the fullest extent permitted by the California Nonprofit Public Benefit Corporation Law, as now in effect or as may hereafter be amended, there shall be no personal liability to a third party for monetary damages on the part of a volunteer Director or volunteer officer of the corporation, caused by a negligent act or omission in the performance of that person's duties as a Director or officer, provided that the person's act or omission was (a) within the scope of the Director's or officer's duties, performed in good faith and not reckless, wanton, intentional or grossly negligent, and (b) either the damages are covered by liability insurance or the Director or officer and the Board of Directors had made all reasonable efforts in good faith to obtain available liability insurance. "Volunteer" means the rendering of services without compensation. "Compensation" means remuneration whether by way of salary, fee, or other consideration for services rendered. However, the payment of per diem, mileage, or other reimbursement expenses to a Director or officer does not affect that person's status as a volunteer within the meaning of this Section. "Officer" means the President, any Vice President, Secretary or Assistant Secretary, or Chief Financial Officer or Assistant Chief Financial Officer of the Corporation, or other individuals serving in like capacity, who assist in establishing the policy of the Corporation. Nothing in this Section shall limit the liability of the Corporation for any damages caused by acts or omissions of the volunteer Director or volunteer officer.

Section 8.10 Insurance. This Corporation shall have power (but not the duty or obligation) to purchase and maintain insurance on behalf of any agent of this Corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not this Corporation would have the power to indemnify the agent against such liability under the provisions of this Article VIII, provided, however, that this Corporation shall have no power to purchase and maintain such insurance to indemnify any agent of this Corporation for a violation of ' 5233 of the California Nonprofit Public Benefit Corporation Law (or any successor provision thereto).

Section 8.11 Chapter 42 Taxes. In no case shall this Corporation indemnify, reimburse, or insure any person for any taxes relating to excess benefit transactions and other

individual liability matters which are imposed on individuals under chapter 42 of the Internal Revenue Code of 1986, as amended (“Code”). Further, if at any time this Corporation is deemed to be a private foundation within the meaning of ' 509 of the Code then, during such time, no payment shall be made under this Article if such payment should constitute an act of self-dealing or a taxable expenditure, as defined in ' 4941(d) or 4945(d), respectively, of the Code.

Section 8.12 Severability. If any part of this Article VIII is found in any action, suit or proceeding to be invalid or ineffective, the validity and the effectiveness of the remaining parts shall not be affected.

ARTICLE IX INSPECTION OF BOOKS AND RECORDS; ANNUAL REPORTS; AUDIT

Section 9.1 Director Rights of Inspection. Every Director shall have the right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of this Corporation and the records of each subsidiary. The inspection may be made in person or by the Director’s agent or attorney. The right of inspection includes the right to copy and make extracts of documents.

Section 9.2 Annual Report. The Board of Directors shall cause an annual report to be delivered to each Director within one hundred twenty (120) days after the end of this Corporation=s fiscal year. That report shall contain the following information, in appropriate detail:

- (a) The assets and liabilities, including the trust funds, of this Corporation as of the end of the fiscal year;
- (b) The principal changes in assets and liabilities, including trust funds;
- (c) This Corporation=s revenue or receipts, both unrestricted and restricted to particular purposes;
- (d) This Corporation=s expenses or disbursements for both general and restricted purposes;
- (e) Any information required by Section 9.3 of these Bylaws; and
- (f) An independent accountant’s report or, if none, the certificate of an authorized officer of this Corporation that such statements were prepared without audit from this Corporation=s books and records.

Section 9.3 Annual Statement of Certain Transactions and Indemnifications. As part of the annual report to all Directors, or as a separate document if no annual report is issued, this Corporation shall, within 120 days after the end of this Corporation=s fiscal year, annually

prepare and furnish to each Director a statement of any transaction or indemnification of the following kind:

(a) Any transaction (i) in which this Corporation or any subsidiary was a party, (ii) in which an Ainterested person@ had a direct or indirect material financial interest, and (c) which involved more than Fifty Thousand Dollars (\$50,000) or was one of several transactions with the same interested person involving, in the aggregate, more than Fifty Thousand Dollars (\$50,000). For this purpose, an Ainterested person@ is any Director or officer of this Corporation or any or subsidiary of it (but mere common Directorship shall not be considered such an interest). The statement shall include a brief description of the transaction, the names of interested persons involved, their relationship to this Corporation, the nature of their interest in the transaction and, if practicable, the amount of that interest, provided that if the transaction was with a partnership in which the interested person is a partner, only the interest of the partnership need be stated.

(b) Any indemnifications or advances aggregating more than Ten Thousand Dollars (\$10,000) paid during the fiscal year to any officer or Director of this Corporation under Sections 8.2 and 8.3 of these Bylaws unless the indemnification has already been approved by the Directors.

Section 9.4 Audit. An audit of the funds of this Corporation shall be conducted annually as required by the Education Code, and shall be published and reported in accordance with the provisions thereof.

ARTICLE X AMENDMENTS

These bylaws may be amended by vote of no less than a majority of the members of the Board of Directors who are currently elected and in office.

ARTICLE XI MISCELLANEOUS

Section 11.1 Corporate Seal. The corporate seal shall be circular in form, shall have the name of this Corporation inscribed thereon and shall contain the words ACorporate Seal@ and ACalifornia@ and the year this Corporation was formed in the center, or shall be in such form as may be approved from time to time by the Board of Directors.

Section 11.2 Checks and Bank Accounts. The Board of Directors shall determine who shall be authorized from time to time on this Corporation's behalf to sign checks, drafts, or other orders for payment of money, and to establish and maintain bank or other depository accounts in the name of or on behalf of this Corporation.

Section 11.3 Endorsement of Documents and Contracts. Subject to any provision of applicable law, any note, contract, conveyance, note, mortgage, evidence of indebtedness or other

instrument in writing, and any assignment or endorsement thereof, which is executed or entered into between the Corporation and any other person, when signed by the President of this Corporation, is valid and binding on this Corporation in the absence of actual knowledge on the part of the other person that the signing officer or officers had no authority to execute the same. Any such instruments may be signed by any other person or persons in such manner as from time to time shall be determined by the Board of Directors; and, unless so authorized by the Board of Directors, no Director or officer of this Corporation (other than the President), shall have any power or authority to bind this Corporation by any contract or engagement or to pledge its credit or render it liable for any purpose or amount. Upon the authorization of, and subject to the supervision of, the President or the Board of Directors, any employee of this Corporation may bind this Corporation by contract or engagement, or pledge its credit or render it liable, for transactions which are within the normal scope of authority for the position held by such employee, or which are pursuant to authority granted to such employee by the President or by the Board of Directors.

Section 11.4 Representation of Shares of Other Corporations. Subject to the requirements of Section 703 of the California Corporations Code, the President, or any other officer or officers authorized by the Board of Directors, are each authorized to vote, represent and exercise on behalf of this Corporation all rights incident to any and all shares of any other corporation or corporations which are standing in the name of this Corporation. The authority herein granted may be exercised either by any such officer in person or by any other person authorized to do so by proxy or power of attorney duly executed by said officer.

Section 11.5 Limitations on Grants, Gifts and Contracts. This Corporation shall not accept any grant, contract, bequest, trust or gift, unless it is so conditioned that it may be used only for purposes consistent with policies of the governing board of the Monterey Peninsula Community College District. This limitation shall be interpreted and applied in accordance with the applicable provisions of the Education Code and the regulations adopted pursuant thereto.

CERTIFICATE OF SECRETARY

OF

THE MONTEREY PENINSULA COLLEGE FOUNDATION

The undersigned Secretary of The Monterey Peninsula College Foundation, a California nonprofit public benefit corporation, hereby certifies that these bylaws, consisting of _____ pages, are the bylaws of this Corporation as adopted by the Board of Directors of this Corporation effective on and as of _____, 2010, and that these bylaws have not been amended or modified between the time of adoption and the date of this certificate.

Executed on this ___ day of _____, 2010, at _____, California.

Secretary

Monterey Peninsula Community College District

Governing Board Agenda

November 23, 2010

New Business Item No. G

Superintendent/President's
Office

Proposal:

That the Governing Board approve revised language to Section N of the Master Agreement between the Monterey Peninsula College Foundation and the Monterey Peninsula Community College District.

Background:

Prompted by the impending expiration of the Monterey Peninsula College - MPC Foundation Master Agreement on June 30, 2009 and challenging financial developments in Fall 2008, the Monterey Peninsula College Governing Board and the MPC Foundation Board of Directors formed a joint sub-committee in December 2008 to review the Master Agreement and make recommendations for possible revisions to the Agreement and related operating procedures.

The sub-committee had representatives from the Governing Board and the MPC Foundation Board of Directors. The sub-committee reviewed comprehensive materials regarding successful college foundations and options for organization and met several times during the months of March-May 2009. The sub-committee presented its recommendations to the MPC Foundation Executive Committee on July 21, including a recommendation for a joint study session of the MPC Governing Board and the MPC Foundation Board of Directors. A joint study session was held on August 11 where the Governing Board and MPC Foundation Board of Directors received and discussed the sub-committee's recommendations. The Governing Board adopted the recommendations on August 25, 2009 and authorized the Superintendent/President to develop a revised Master Agreement between the Monterey Peninsula Community College District and the Monterey Peninsula College Foundation based on the recommendations, wherein the Monterey Peninsula College Foundation is recognized as an auxiliary organization.

The Superintendent/President met with representatives of the legal firm Lozano Smith to review the prior Master Agreement and the recommendations adopted by the Governing Board. The revised Master Agreement was drafted by Lozano Smith and reviewed by the Superintendent/President and Lynn Davis. The revised Master Agreement was presented for review and approval to the Monterey Peninsula College Foundation Board of Directors on January 6, 2010.

The Governing Board approved the new Master Agreement on January 26, 2010. Since that time, the Monterey Peninsula College Foundation has engaged in a comprehensive review of the MPC Foundation Bylaws to ensure compliance with all relevant legal codes and regulations. In the course of that examination, a difference in language was noted between the Master Agreement and the proposed MPC Foundation Bylaws regarding the distribution of assets upon dissolution. Nolan Kennedy, Esq. served on the Bylaws committee for the Foundation and noted that current tax law requires more detailed information than that included in the Master Agreement. His recommendation is that both documents have identical language to avoid any threat to the Foundation's tax exempt status under Internal Revenue Code. The Foundation Board of Directors approved the Bylaws and the revised language for the Master Agreement at their November 3, 2010 meeting.

New Business Item No G (continued)

The revision addresses language in one area of the Master Agreement: Section N, Distribution of Assets upon Dissolution. The current language and the proposed language are provided below. There are no other revisions to the Master Agreement.

Current Master Agreement Language:

N. Distribution of Assets upon Dissolution

Upon cessation of operations of the Foundation under this Agreement, the net assets of the Foundation resulting or arising from this Agreement shall be either transferred to the District or expended for the benefit of the District.

Proposed Master Agreement Language:

N. Distribution of Assets upon Dissolution

Upon cessation of operations of the Foundation under this Agreement, ~~the net assets of the Foundation resulting or arising from this Agreement shall be either transferred to the District or expended for the benefit of the District.~~ all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of this Corporation, shall be distributed to one or more funds or organizations which are organized and operated exclusively for charitable or educational purposes and which have established their tax exempt status under Internal Revenue Code ' 501(c))(3) (or the corresponding provisions of any future federal internal revenue law), or, to a governmental unit provided that the properties and assets so distributed are restricted for use exclusively for public purposes provided, that if Monterey Peninsula College qualifies for such distribution under the preceding provisions of this sentence, the distribution shall be solely to Monterey Peninsula College.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that the Governing Board approve revised language to Section N of the Master Agreement between the Monterey Peninsula College Foundation and the Monterey Peninsula Community College District.

Recommended By: Dr. Douglas Garrison, Superintendent/President

Prepared By: Carla Robison
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

November 23, 2010

New Business Agenda Item No. H

Academic Affairs
College Area

Proposal:

That the Governing Board review the Program Review report for the Library.

Background:

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

During the 2009-2010 academic year, program review was conducted by Library faculty and staff. Support team members, Caroline Carney, Susan Walter and Laurie Buchholz, who met with program faculty in the fall, reviewed all materials submitted, offered suggestions, and drafted the Library Program Review Support Team Review Report on the strengths and challenges of the program. The full program review self-study is available in the MPC Library, on the Governing Board website, and on the Academic Affairs webpage at:

<http://mympc.mpc.edu/academics/AcademicAffairs/Lists/Division%20Program%20Reviews/AllItems.aspx>.

The Library's November 2010 Program Review Update and March 2010 Library Program Review Support Team Review Report is attached for the Governing Board's review.

Budgetary Implications:


None.

INFORMATION: Program Review for Library.

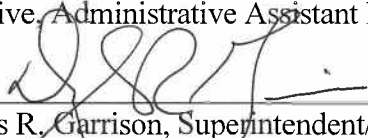
Recommended By:


Dr. John Gonzalez, Vice President, Academic Affairs

Prepared By:


Leslie Procive, Administrative Assistant IV, VP, Academic Affairs

Agenda Approval:


Dr. Douglas R. Garrison, Superintendent/President

Library Program Review Update

The library Program Review Self-study and Support Team Review documents were completed in fall 2009. In spring 2010 an addendum was written that reflected changes occurring after December, 2009. Although more detail will be provided in the Annual Update that will be submitted in spring 2011, below is a brief summary of the significant efforts that have been made to address the issues and challenges that were identified in the original documents.

Program Profile:

Staffing:

- **Library Management:** A management consultant hired in October 2008 recommended hiring an Administrative level Library Director. Due to economic constraints, this has not been done. In spring 2010, the library proposed an interim solution to address this challenge, including designation of the library as an official Division, with assignment of a Division Chair. This went through the shared governance process and was implemented beginning July 1, 2010.
- **Staffing:** In addition to the management challenge identified in Program review, the conversion of four part-time temporary positions to permanent status as of fall 2010 has provided some stability to the challenge identified in that area; however, we are unable to resume the number of open hours we used to provide, and as the demand for services continues to increase, we are challenged to keep up with demands at the Monterey campus and provide library service to the growing number of students enrolled at the Ed Center in Marina.

Program Improvement Plan Items:

- **Databases:** Last year, the library spent just over \$70,000 on licensed online databases. This year, the budget amount for this is \$2,600 so we face drastic reductions in this area. The lack of line items in the budget for library materials continues to be a serious challenge.
- **Family Research Studies Program:** We have begun to see results from our efforts to market this program and we will be offering the full series in spring 2011.
- **Facilities and Equipment:**
 - The challenge of aging and damaged furniture, carpet and other damage identified by the Support Team is shared by many buildings on campus, and the library struggles with this as the numbers of library users continues to increase.
 - The library staff members' personal items continue to disappear from the kitchen when it is used by outside groups. We continue to explore ways to minimize this.
 - In 2010-11, the library will again use money from the MPC Foundation to replace equipment, including computers and study room multimedia equipment.
- **Faculty and Staff Satisfaction Survey:** Efforts to reduce the noise level on the third floor have been successful, as noted in comments to library staff.

Library Program Review Support Team Review

Support team members: Laurie Buchholz, Caroline Carney, Susan Walter¹

Strengths of the program

Dedicated, problem-solving faculty and staff are the primary strength of this program.

These talented individuals have exceeded any reasonable expectation. Their commitment to providing services to students, faculty, staff and the community is impressive. They are also very responsive to the needs of their patrons, exemplifying not only assisting when they answer a question, but teaching as well. **They don't just talk about being helpful—they exemplify the word.** Their knowledge and expertise are impressive. Their ability to make do with less, to find creative ways around problems is inspiring in these difficult times.

Their analyses of course **student learning outcomes and their use of that information to make changes in their courses** hopefully will positively impact student learning. This is not a new phenomenon for our librarians, but rather a continuation of their thoughtful approaches to teaching. One example cited by our review team is Stephanie Tetter's web tutorials.

Notable Challenges

There are several ongoing, serious challenges facing the Library Program which challenge MPC's ability to meet its mission:

- Lack of a director/division chair
- Lack of adequate classified technicians and other staff
- Aging equipment with no funding to replace it (not just computers but desks, lamps and chairs)
- Lack of funding to maintain current levels of materials and subscriptions to data bases and long standing lack of adequate funding for these purchases: The budget for library materials has remained the same for the past 25 years: \$33,500
- Inability to staff the library an adequate number of hours during the week and on the weekends.

These lack of services, materials and equipment handicaps our ability to teach students how to do research when we can't provide research materials. The faculty and staff of the library are stretched to the limit. With the retirement of Bernie Abbot and the anticipation of a replacement librarian for her, there will initially be additional workload for the remaining librarians as they train and orient their new colleague.

Access is also limited, and is a critical issue particularly for specific groups of students.

These challenges are not new. Most have unfortunately are "accepted" by the campus community. For instance, the absence of a director/chair has gone on for three years. Although there were attempts to fill the position, the searches were unsuccessful and a consultant was brought in to analyze the position. And no action has been taken since the consultant's report of January, 2009.

All of these problems occur within the context of seemingly ever expanding demand for service:

- Increased enrollments in LIBR 50 and 80
- Increased library usage:

	Change from 1 year ago	Change from 5 years ago
Reference transactions	+35%	+90%
Items circulated	+17%	+142%
Classroom presentations	-19% (due to lack of staff and instructional space)	+38%
Current card holders	+13%	+139%
Computer use	+15%	+193%

The actual numbers are mind boggling.

Recommendations

- Fill the library director/division chair position without delay
- Resume fundraising efforts and make fundraising for the library a focus
- Prioritize college general funds for library staff and materials
- Offer at least one face to face section of LIBR 50/80
- Analyze ethnicity success rates (particularly in Genealogy classes) in an effort to identify and possibly rectify any systemic barriers.

Overarching issues relevant to the entire college

The library is central to the college and its mission. The over arching problems which are affecting all areas of the college are the lack of fulltime faculty, lack of classified staff, lack of funding for refreshment/replacement of computers, and for some other areas of the college but specifically for the library, lack of adequate funding for materials (subscriptions, data bases). All these problems and shortages contribute to a lack of time for the existing faculty and staff, which can lead to stress and burn out.

Hopefully, the economy will turn around soon and state funding will be restored. We hope we still have a functioning library when that happens.

**Library Program Review Self Study
Compiled Support Team Review
March 12, 2010**

Name of Program:	Library
Support Team Members:	Caroline Carney, Laurie Buchholz, Susan Walter

1. Mission

	Comments
a. Does the program support the mission of the college?	Yes, the program supports transfer, basic skills development and life-long learning. It actually supports the mission in a very holistic way.
b. Is the program's mission appropriate?	Yes, and is very well written. It's primary mission is access. It supports programs and services on campus.
c. If the program plans to revise its mission, is the revision appropriate?	No plan for revision.

2. Course Offerings and Scheduling

	Comments
a. Given the data, do the course offerings appear sufficient for the program?	Yes. The library has been sensitive to the need for additional course sections of LIBR 50 since it became a graduation requirement in 2006. A very successful program of offerings which have increased with the graduation requirement for LIBR 50 or 80. The Genealogy courses also appear sufficient, but could use more publicity.
b. Does the scheduling of classes appear to be appropriate for the program?	Yes. Online format appears to work well. The idea of offering face-to-face sections of LIBR 50 is an excellent one since it is the more introductory of the two courses, and may be better for students who are challenged by online learning. Genealogy course scheduling seem appropriate.
c. Does the Program Improvement Plan appear appropriate? Do you have	The PIP focuses on needs just to maintain the functioning of the program. Understandably, with the lack of library faculty, the age of the

<p>any suggestions to improve course offerings or scheduling of courses to enhance the program?</p>	<p>equipment and furnishings, the costs of just maintaining electronic data bases and contracts for services, there is no real discussion of what to do beyond keeping their heads above water. The PIP adequately describes the need for an additional librarian in order to meet the needs of students and community members.</p>
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3. Program Vitality

	Comments
<p>a. Does the data reflect any trends that writers of the self study did not indicate?</p>	<p>Yes. I would point to the data on percentages of enrollments by Ethnicity. For LIBR 50 and 80 courses, the percentages for non-white participation generally show a higher rate for non-whites than the overall MPC percentages. This speaks to the role that the library does and can continue to play in equity issues like access. The Genealogy classes show some increased participation by African American students, but what is striking about these classes is the very low participation of Asian students when compared with the campus overall. Why this would be so is an interesting question and may reflect a European focus within this field of study. Second, when looking at the % of success by Ethnicity, it is clear that African Americans have a lower percentage of success in LIBR 50 and 80 than MPC courses as a whole. This could bear more analysis, and possibly could be ameliorated by the Library's plan to offer face to face sections of LIBR 50. It would be interesting to see what the percentages are in our online offerings in general to see if this is a pattern or is unique to these specific online classes. Third, the overall success rate for the Genealogy classes is 49% overall. It is well known that dropout rates for online classes are generally higher than for face to face classes. I think this is probably compounded by students pursuing the topic as an interest rather than a required program of study. It is important to notice that the percentage of</p>

	<p>success for all non-white students is considerably lower than the MPC success percentages for those groups and, except for African Americans, lower than the LIBR 50 and 80 percentages. The success rate for Hispanic students is really low, 19% (That means only about 7 out of the 32 Hispanic students who enrolled passed the class.) It is important to remember that the numbers the percentages are based on are actually pretty low for the non-white Genealogy classes. However, it would important for the instructor to examine if there is some curricular issue which might be contributing to these low success rates.</p>
<p>b. Review the Program Improvement Plan. Does it take into account the data and comments described in the program profile?</p>	<p>Yes. It is clear that the lack of a director is a problem that must be addressed in order for these plans to move forward, though.</p>

4. Student Learning

	Comments
<p>a. Does the data reflect any trends the writers of the self study did not indicate?</p>	<p>No.</p>
<p>b. Does the program have specific equipment and supply needs?</p>	<p>Yes. Very clear and urgent needs. The need of equipment, supplies, staffing and facilities has been clearly documented. The need for computers, chairs, and light/lamps is especially acute.</p>
<p>c. Review the Program Improvement Plan. Does it seem reasonable, given the data and comments described in the student learning section?</p>	<p>Yes.</p>

5. Staffing

	Comments
<p>a. Is the program's staffing sufficient?</p>	<p>No! Absolutely not. Two acute needs: 1. Director/division chair 2. Circulation/reference staff to e open at</p>

	least one weekend day.
b. Does the faculty and staff survey suggest any issues the program should consider in its self study that are not currently described?	Only half the 202 respondents were staff or faculty, so it is difficult to be sure what responses correspond to staff and faculty concerns.
c. Review the Program Improvement Plan. Does it seem reasonable, given the data and comments described in the staffing section?	Yes.

6. Summary

	Comments
a. Does the prioritization of the PIPs seems reasonable given the needs and challenges faced by the program?	Yes. The first priority is to hire additional library faculty. Hiring a director/division chair is first and foremost, upgrading the server is critical, and other support staff is also critical. With such dire needs in several different areas, prioritizing is very challenging. I would make face-to-face LIBR 50 a higher priority. Perhaps #3 instead of #6.
b. Are the PIPs appropriately aligned with the college's mission?	Yes. Increased staff, upgraded technology, additional databases and materials, and a face-to-face section of LIBR 50 all address the college's mission.
c. Does the timeline for the achievement of each PIP seem reasonable given its magnitude and the financial state of the college?	Impossible to comment on this as the entire financial situation is unreasonable. Timelines are almost all "ongoing" or "in progress" which seems imprecise but is probably necessary given the budget and staffing situations.
d. Is the person or persons assigned to be responsible for the PIP appropriate? Does each person have the appropriate authority and time to complete the assigned PIP?	Appropriate—yes. Time to do them—very challenging due to what is now chronic staff shortages. Librarians have had to divide the responsibilities of the director among themselves. I think rather than "admin" for hiring a director, I'd say John Gonzalez.
e. Is the improvement of student learning a driving force behind each of the PIPs?	Yes.

7. What do you perceive are the strengths of this program?

The Library is committed to providing programs and services to students. With neither adequate funding nor adequate staffing, the librarians have increased assumed additional responsibilities in order to keep the Library as a vital service to students.

Responsiveness to patrons; staff creating solutions like Stephanie's web tutorials.

Dedicated, problem-solving faculty and staff are the primary strength of this program. These talented individuals have exceeded any reasonable expectation. Their commitment to providing services to students, faculty, staff and the community is impressive. They don't just talk about being helpful—they exemplify the word.

Their knowledge and expertise are the primary strength of the program. Their ability to make do with less, to find creative ways around problems is impressive. I was also impressed with their analyses of their student learning outcomes and how they are using that information to make changes which hopefully will positively impact student learning.

8. What do you perceive are the most notable challenges faced by this program?

Clearly staffing, aging equipment with no funding to replace it, and maintaining the current level of materials and subscriptions to data bases are all notable challenges. Staffing issues (certificated and classified) are the most notable challenges Staffing/budget/lack of instructional space.

9. Do you perceive any program weaknesses that are not addressed in the Program Improvement Plan?

No.

10. Do you have any recommendations?

Fill the position of Library director/division chair immediately.

Make the library a focus of fundraising efforts again and a focus of attention by the administration. Find sources of funding for some of the critical needs (support staff, upgrade of server, purchasing materials, etc.)

Proceed vigorously toward creating a leadership position (director/division chair/dean)

11. Are there any overarching issues relevant to the entire college?

The library is central to the college. The over arching problems which are affecting all areas of the college are the lack of fulltime faculty, lack of classified staff, lack of funding for refreshment/replacement of computers, and for some other areas of the college but specifically for the library lack of adequate funding for materials (subscriptions, data bases). All of which lead to a lack of time for the existing faculty and staff, which can

lead to burn out, cynicism, despair and stress.

Monterey Peninsula Community College District

Governing Board Agenda

November 23, 2010

New Business Agenda Item No. I

Human Resources
College Area

Proposal:

Hold a public hearing on the initial proposal of California School Employees Association, Chapter #245, MPCEA/CSEA for 2011-2012.

Background:

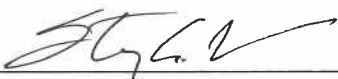
The current bargaining agreement with MPCEA expires on June 30, 2011. Governing Board Policy 5210 implements Government Code Section 3547 that requires public notice of matters to be negotiated. In accordance with the aforementioned policy and code, the Governing Board must, following the presentation of the initial proposal of the employee association, receive public comment at an open board meeting. MPCEA's initial proposal is available at the meeting.

Budgetary Implications:

The outcome of negotiated agreements will determine any budgetary implication.

- PUBLIC HEARING:** Initial proposal of California School Employees Association, Chapter #245, MPCEA/CSEA for 2011-2012.

Recommended By:



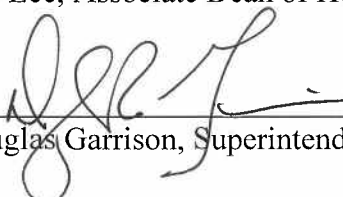
Stephen Ma, Vice President for Administrative Services

Prepared By:



Barbara Lee, Associate Dean of Human Resources

Agenda Approval:



Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

November 23, 2010

New Business Item No. J

Superintendent/
President's Office

Proposal:

Review proposed administrative procedure for Governing Board reimbursement of in-district expenses.

Background:

Board Policy 1105 Travel Expenses authorizes the reimbursement of actual and necessary expenses incurred by the Board members for authorized travel on school business or conferences. As a part of the budget development process for 2010-2011, the Governing Board directed the Superintendent/President to establish an account to provide limited reimbursement for expenses associated with representing the Governing Board at in-district functions. At the September 28, 2010 meeting, the Governing Board reviewed the language of existing Policy BP 1105 and formed a sub-committee of Trustees Brown and Page to develop guidelines for reimbursement of in-district expenses. At the October 26, 2010 Governing Board meeting, language from Cuesta College, Gavilan College, Hartnell College, and Santa Rosa Junior College was presented for Board review. Members preferred the language adapted from SRJC, and the Superintendent/President was directed to bring the item back to the November meeting for confirmation.

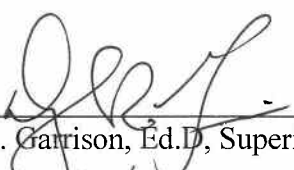
This language will serve as an administrative procedure supporting Board Policy 1105 Travel Expenses. Administrative procedures are effective on approval by the Superintendent/President. The travel reimbursement procedure is currently in place for all District employees; however, it does not currently include members of the Governing Board. On reaching Governing Board consensus, the Superintendent/President will implement the administrative procedure to address in-district expenses and travel for members of the Governing Board.

Budgetary Implications:

Included in approved Final 2010-2011 Budget.

INFORMATION: Review proposed administrative procedure for Governing Board's reimbursement of in-district expenses.

Recommended By:



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

Prepared By:



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

Agenda Approval:



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

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

B. Compensation of Board Members

1105 Travel Expenses

The District shall provide actual and necessary expenses incurred by Board members in authorized travel on school business or at conferences or professional meetings, as prescribed by District travel procedures.

Reference: Education Code 27423; 72425.

Formerly included in Governing Board Policy 1.1.

Revised, Renumbered and Adopted: April 13, 1988.

TO BE ATTACHED TO NEW BUSINESS ITEM NO. J

PROPOSED LANGUAGE FOR GOVERNING BOARD REIMBURSEMENT OF IN-DISTRICT EXPENSES:

Administrative Procedure 1105

1105 Reimbursement of In-District Expenses and Out-of-District Travel for Board Members

Members of the Board of Trustees of the Monterey Peninsula Community College District may be reimbursed for in-district expenses or when travel is authorized by the Superintendent/President or Superintendent/President's designee.

Reimbursement shall not exceed the allowances prescribed in administrative procedures for the travel policy.

Process

In-District Expenses

1. Authorization by S/P or designee is required
2. Complete District form with necessary receipts
3. Submit to President's Office for processing
4. Limited to individual Board member's annual allocation

Out-of-District Travel

1. Prior notification to Board, when possible
2. Authorization by S/P or designee is required
3. Complete District form with necessary receipts
4. Submit to President's Office for processing

Allowable Expenses (same guidelines for MPC employee travel reimbursement)

1. Registration Fees
2. Lodging cost of single room, including tax.
3. Transportation
4. Automobile rental, if directly related.
5. Meals for Board Member only. Receipts required if meals exceed \$25.00 per day.
6. Laundry and dry cleaning, if away for more than 3 days.
7. Other: parking fees, toll fees, taxi or airport limousine services, and tips to waiters, waitresses, porters, or bellhops, if reasonable and customary

Expenses Not Allowed (same guidelines for MPC employee travel reimbursement)

1. Costs of alcoholic beverages
2. Meal costs for other than the Board member
3. Lodging charges for other than the Board member
4. Expenses of a personal nature, i.e., telephone calls to friends or relatives, souvenirs, newspapers, magazines, etc.
5. Expenses that exceed pre-approved expense levels
6. Personal auto expenses (washing, emergency repairs, tires, etc.)

Reference: Education Code 72423

S/P Approved:

Monterey Peninsula Community College District

Governing Board Agenda

November 23, 2010

New Business Item No. K

Superintendent/
President's Office

Proposal:

That the Governing Board adopt Board Policy 1009 Governing Board Self Evaluation.

Background:

As a part of Monterey Peninsula College's comprehensive review process for all board policies, the President's Office has initiated a review of all policies. As a result of that review, a revised Board Policy BP 1009 Governing Board Self Evaluation was forwarded for collegial review and approved by the Governing Board in May 2010. Since then, members of the Governing Board have expressed a desire to review the self evaluation calendar.

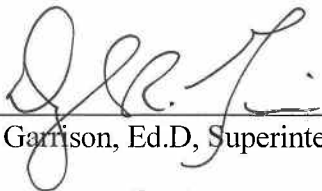
At the October 26, 2010 meeting, the Governing Board conducted a first reading of a minor revision to the policy adjusting the self evaluation calendar. This revision allows the Governing Board to work with the Superintendent/President to develop annual goals after reviewing the results of their self evaluation, rather than before reviewing those results.

Budgetary Implications:

No direct budgetary impact is anticipated.


RESOLUTION: BE IT RESOLVED, that the Governing Board approve revised Board Policy 1009 Governing Board Self Evaluation.

Recommended By:



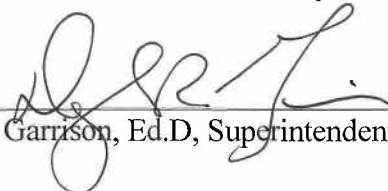
Douglas R. Garrison, Ed.D, Superintendent/President

Prepared By:



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

Agenda Approval:



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

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

1009 Board Self Evaluation

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

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

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

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

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

~~July of each year: work with the Superintendent/President to develop goals for the upcoming year.~~

August of each year: approve the evaluation instruments, process and calendar.

September of each year: distribute evaluation instruments to Board members and survey participants and collect data.

October of each year: review and discuss evaluation data and results, complete self evaluation, and report on evaluation at a public meeting, and work with the Superintendent/President to develop goals for the upcoming year.

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

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

Adopted: August 15, 2000

Revised and adopted: May 25, 2010

Revised and adopted: _____

Monterey Peninsula Community College District

Governing Board Agenda

November 23, 2010

New Business Item No. L

Superintendent/
President's Office

Proposal:

Approve proposed Monterey Peninsula College Governing Board Goals for 2010-2011

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 Coppennoll developed draft Board goals which were reviewed by the Governing Board on September 28, 2010. The Governing Board conducted its self evaluation at the October 26, 2010 meeting, reached consensus on the proposed goals, and added an additional goal on legislative advocacy. The Board directed the Superintendent/President to return the goals for formal adoption in November. In addition, the Governing Board indicated the intent to assess progress toward fulfilling these goals in approximately six months.

Monterey Peninsula College
Governing Board

GOALS FOR 2010-2011

1. Develop more effective communication with constituents.
2. Develop study sessions to increase board knowledge concerning critical issues facing the college.
3. Continue to be knowledgeable about the actions taken by the college concerning student learning outcomes (SLO's).
4. Continue to be knowledgeable about the actions taken by the college concerning distance learning.
5. Enhance legislative advocacy activities to support the College and community college system.

Budgetary Implications:

No direct budgetary impact is anticipated.


RESOLUTION: BE IT RESOLVED, that the proposed Monterey Peninsula College Governing Board Goals for 2010-2011 be adopted and assessed in approximately six months.

Recommended By:



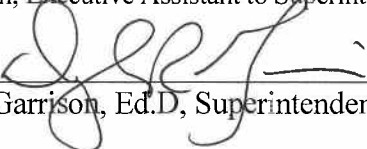
Douglas R. Garrison, Ed.D, Superintendent/President

Prepared By:



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

Agenda Approval:



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

Monterey Peninsula Community College District

Governing Board Agenda

November 23, 2010

New Business Item No. M

Superintendent/
President's Office

Proposal:

That the Governing Board reviews Board Policy 2190 Real Property Management.

Background:


As a part of Monterey Peninsula College's comprehensive review process for Board policies, the President's Office has initiated a review of all policies. As a result of that review, a new Board Policy 2190 Real Property Management was developed and forwarded for collegial review. The proposed policy language was been distributed through the Policy and Communication Committee to the Academic Senate (AS), Academic Affairs Advisory Group (AAAG), Administrative Services Advisory Group (ASAG), and Student Services Advisory Group (SSAG). After review and approval by these groups, the policy was forwarded to College Council in September 2010 for two readings, resulting in approval October 5, 2010. The policy draft is being presented to the Governing Board for a first reading.

Budgetary Implications:

No direct budgetary impact is anticipated.

INFORMATION: Review Board Policy 2190 Real Property Management.

Recommended By:



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

Prepared By:



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

Agenda Approval:



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

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2190 Real Property Management

The Superintendent/President or designee is delegated the authority to act as the Board's negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the lease, sale, use or exchange of real property by the District shall be enforceable until the Board of Trustees acts on the transaction.

The Superintendent/President or designee shall establish such procedures as he/she deems necessary to assure compliance with all applicable laws relating to the sale, lease, use or exchange of real property by the District.

Reference: Government Code Sections 81300, et seq.

Adopted:

See Administrative Procedure 2190

AP Property Management

Reference:

Education code Section 70902; 81300 et seq.

The Vice President for Administrative Services shall be responsible for supervising acquisitions of real property, including appraisals and valuations of real property. The Vice President shall also be responsible for improvements, securing title, insurance policies, dedications, conveyance of easements, vacation of streets and alleys, street lighting and other special assessments as well as the condemnation of real property.

Monterey Peninsula Community College District

Governing Board Agenda

November 23, 2010

New Business Agenda Item No. N

Superintendent/
President's Office

Proposal:

That the Governing Board reviews the proposed Full-Time Faculty Hiring Procedures Joint Agreement between the Monterey Peninsula Community College District and the Monterey Peninsula College Academic Senate

Background:

California Education Code 87360 requires that hiring criteria, policies, and procedures for new faculty members be developed and agreed upon jointly by representatives of the Governing Board and the Academic Senate, and approved by the Governing Board. The original joint agreement was adopted on September 16, 1991. The Academic Senate and the District have recognized the need to revise the joint agreement and have worked extensively over several years to develop the revised document. This examination has been conducted broadly with involvement of representatives of the District, the Academic Senate, the Equal Employment Opportunity Advisory Committee [EEOAC], and the Academic Affairs Advisory Committee. The revision was developed with the intent to provide clearly defined procedures that ensure the hiring of effective faculty members who are experts in the subject matter of their discipline and who will foster community college effectiveness. Significant attention has been given to processes and procedures that promote equity in the hiring process and emphasize the College's commitment to seeking diverse applicant pools.

The examination and revision process began in November 2003 when recommendations from the EEOAC on the full-time hiring process were received by the Academic Senate. The Senate formed a committee to review and revise the procedures in late 2006 and significant progress was made in 2007. However, preparation for the MPC Accreditation Self Study required the full attention of the institution during 2008 and 2009, so further work on the procedures was delayed until spring 2010. Barbara Lee and Doug Garrison provided feedback to the Senate committee throughout spring 2010 and fall 2010. The President and Vice Presidents group [PVP] also reviewed the procedures throughout this period.

The Academic Senate conducted its first reading of the proposed procedures on September 16, 2010 with further consideration on October 7 and October 21. On October 27, 2010, Academic Senate President Fred Hochstaedter presented the proposed procedures to the Academic Affairs Advisory Group, which suggested revisions. These suggestions were reviewed and some were accepted by the Senate and District. On November 4, 2010, the final version was approved by the Academic Senate. The District has reviewed the Senate-approved procedures and recommends Governing Board approval.

These procedures address full-time faculty positions only. The Senate and the District agreed to address the hiring procedures for full-time and adjunct faculty separately due to the complexity of the hiring process and significant differences between full-time and adjunct positions. During fall 2010, the

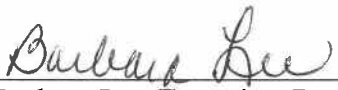
EEOAC initiated an examination of the adjunct faculty hiring procedures for the purpose of providing the Academic Senate recommendations for revision. On November 4, 2010, the Academic Senate formed a committee to review the adjunct hiring procedures. The EEOAC role in this process is to advise the College rather than to approve the hiring procedures.

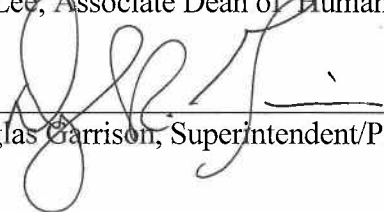
Budgetary Implications:

None.

- INFORMATION:** Discussion of proposed Full-Time Faculty Hiring Procedures Joint Agreement between the Monterey Peninsula Community College District and the Monterey Peninsula College Academic Senate.

Recommended By: Dr. Douglas Garrison, Superintendent/President

Prepared By: 
Barbara Lee, Associate Dean of Human Resources

Agenda Approval: 
Dr. Douglas Garrison, Superintendent/President



Full-Time Faculty Hiring Procedures

JOINT AGREEMENT

between

The Monterey Peninsula Community College District

and

The Monterey Peninsula College Academic Senate

Adopted by the

BOARD OF TRUSTEES

on _____

The attached document represents the joint agreement reached between the Monterey Peninsula Community College District and the Monterey Peninsula College Academic Senate on full-time faculty hiring procedures. The original joint agreement adopted September 16, 1991 will be replaced by this newly adopted procedure.

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

Alfred Hochstaedter
Academic Senate President

The proposed revisions to Governing Board Policy, Appendix 5005A (adopted 9/16/1991) reflect the work of the committee which examined this policy in early 2007 through 2010. This committee was comprised of Alfred Hochstaedter, Gary Fuller, Caroline Carney, LaRon Johnson, Leandro Castillo and Kathleen Clark. This proposed policy reflects the current realities in faculty hiring; recommendations from EEOAC dated 11/18/03; the Interim Faculty Hiring Procedures notes as adopted by the Academic Senate on 11/16/2006 (see the Presidents Notes on the 11/16/06 agenda); and updates of job titles and current legal terminology.

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INTRODUCTION

The Monterey Peninsula College hiring procedures are designed to follow the intent of AB1725, ensuring that MPC will select faculty who can teach, who are experts in the subject matter of their discipline, and who will foster community college effectiveness.

Upon approval of a contract faculty position by the superintendent/president and the Governing Board, the faculty hiring process will commence. This procedure applies to the hiring of all full-time faculty, including tenure track and categorically funded positions. Short-term positions, regardless of full-time or part-time status, will follow the procedures for hiring short term faculty positions.

SELECTION COMMITTEE MEMBERSHIP

The selection committee reviews the position announcement, reviews applications, interviews candidates, and recommends top candidates to the superintendent/president. The Division Chair, or designee, serves as the committee chair and recommends full-time faculty members to the Academic Senate for service on the committee, per Academic Senate procedure. Full-time faculty members include temporary full-time, tenure-track, and tenured faculty members. If there is no division chair for the area, then the faculty members within the area will select a committee chair from within their group or area who will assume all committee chair duties including recommending faculty members to the Academic Senate to serve on the committee.

The Academic Senate appoints faculty members to the committee, informed by the recommendation from the committee chair. In an effort to save time, faculty members may be appointed to the committee by the Academic Senate in anticipation of the faculty position being approved by the administration. The committee chair and/or the administrator on the committee shall recommend additional non-faculty committee members, if any, to the superintendent/president. Committee members should be selected for their diverse backgrounds, knowledge of the discipline, expertise in instruction, experience in shared governance processes, judgment in institutional matters, and professional expertise.

The superintendent/president appoints non-faculty members to the committee, and approves the overall composition of all selection committees in terms of appropriate representation. In the case of a dispute over faculty representation, the Academic Senate president shall confer with interested stakeholders and lead the Academic Senate to make the faculty member appointment within a week of the dispute.

The selection committee must be gender and ethnically diverse. While not limited in number or composition, it must include the following:

- The division chair or designee, to serve as committee chair
- At least four full-time faculty members, including the committee chair
- An appropriate administrator or designee, appointed by the superintendent/president
- An EEO representative
 - Appointed by the EEO officer and selected from among the committee members

- It is recommended that the EEO representative be an underrepresented ethnicity or female who has received specialized training under the supervision of the EEO officer
- If none of the committee members are selected by the EEO officer to serve as the EEO representative, the committee chair shall work with the EEO officer to select another faculty member to serve as a committee member and the EEO representative. The new member is appointed to the committee via normal Academic Senate processes.
- A discipline expert that is
 - A faculty member, or
 - An administrator, or
 - An expert recruited by the committee chair from another institution or the field
- It is recommended that at least one committee faculty member be from outside the division

In addition to the required members listed above, the committee may include as voting members:

- Students
- Classified, non-probationary employees
- Management team members (administrators, managers, supervisors or confidential employees)
- Community members, faculty/staff from other colleges or businesses entities who bring expertise or value to the process

PROCESS

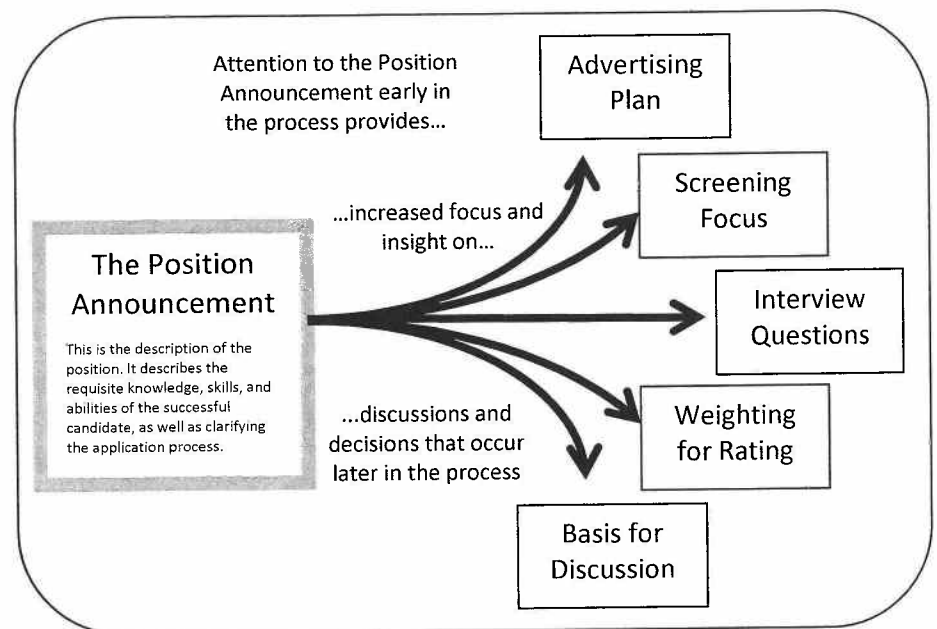
This section explains the steps that constitute the hiring process. The responsibilities of each of the groups and individuals involved in the process are summarized in the glossary included as Appendix A.

Initial Steps

The committee chair is primarily responsible for these steps, with appropriate input from the other committee members, including the EEO Representative, the administrator, and the human resources representative.

1. Arrange for training for the selection committee.
2. Engage in substantive dialog with the entire committee that shall result in a clear articulation of position-related responsibilities and requirements for inclusion in the position announcement. The rationale for perfecting the job announcement early in the process is that these decisions will provide increased focus and insight on discussions and decisions that occur later in the process (see associated image).
3. Certify that the minimum qualifications for the position are the statewide minimum qualifications, including the requirement that the successful candidate demonstrates sensitivity to the diverse academic, socio-economic, cultural, disability and ethnic background of community college students.
4. Establish a timeline for the recruitment and screening process. Applications will be accepted for positions for a minimum of two months to give candidates adequate time to learn of the position and apply.
5. Arrange a committee meeting with the vice president early in the process.

Importance of the Position Announcement



Position Announcement

1. A draft position announcement shall be developed using the established standard language and format for faculty positions as determined by the Academic Senate and administration. The committee chair and the administrator develop an initial draft of the announcement, which shall be reviewed and revised, when appropriate, by the selection committee.
2. The committee shall forward the announcement to the vice president and superintendent/president for approval. If the announcement is not approved, it goes back to the committee with comments regarding deficiencies for further review and revision, and then returned to the vice president and superintendent/president for further consideration.

3. The position announcement shall include:

- The following statement welcoming diverse applicants: “Monterey Peninsula College actively seeks a diverse pool of applicants interested in working in an environment which values flexibility, openness to change, collaboration, respect for others and their points of view, and involvement in College activities, all with the goal of meeting the needs of our diverse student population. The District does not discriminate on the basis of ethnicity, national origin, ancestry, sex, religion, marital status, disability, or sexual orientation in any of its policies, practices, or procedures.”
- Language that accurately describes the position, but does not inappropriately limit the potential pool of qualified individuals.
- Clear directions for the applicant that believes he/she possesses equivalent qualifications, but does not possess the stated minimum qualifications, to complete the required Equivalency Application.
- Clear descriptions of any supplemental application materials desired by the selection committee.
- A clear description of how extraneous application materials will be handled by the committee.

Advertisement

Vacancies will be publicized, as appropriate for the position, in large circulation publications, online job boards and other mass media outlets for maximum exposure to qualified applicants, including those of monitored groups. Title 5 requires posting in the Diversity Registry and minimally statewide. The human resources representative shall present the advertising plan to the committee for review and comment. The Office of Human Resources will produce the position announcement and arrange advertising and announcements using available resources as follows:

- Place advertisements in appropriate local publications.
- Place advertisements in national publications such as the Chronicle of Higher Education
- Send announcements to California Community Colleges, UC and CSU placement offices, advocacy groups representing the interests of monitored groups, and others on the standard email/ mailing list.
- Post advertisements on electronic job boards such as Monterey Peninsula College website, California Community College Registry, other high traffic job boards for higher education or by discipline. Emerging digital resources can be utilized, as deemed appropriate and cost effective.
- Place advertisements or send announcements to places recommended by the discipline experts on the committee.

Committee Training

All committee members are required to attend a training session with the EEO officer or designee in accordance with Title 5. To encourage dialog, all committee members should complete the training together. In the rare case that a committee member cannot participate with his or her committee, he or she could join a different committee to complete the training. The training shall include the following:

- Applicable EEO laws, recent legislation, new case law and other applicable legal advisements.
- Review of faculty hiring procedures
- Signing of Confidentiality Agreement (Appendix B)
- Processes for rating information obtained from application materials and ranking applicants accordingly. An additional example spreadsheet is included in Appendix C. This aspect of the training shall include:
 - Discussion of rater differences, rating errors, and terminology.
 - Definitions of terms. The term “rate” means to give a candidate a numerical score or qualitative description based on their application materials. The term “rank” means to place the candidates in order based on their ratings.
 - Illustrations, such as the following table, showing how inconsistencies between raters/ratings can affect assessment of candidates. Ratings and rankings are designed to spur dialog. Selection committees shall both rate and rank candidates in order to gain the most insight into the differences between the candidates.

Comparison of rating and ranking candidates										
	Candidate A		Candidate B		Candidate C		Candidate D		Candidate E	
	rating	rank	rating	rank	Rating	rank	rating	rank	rating	rank
Member 1	55	5	59	4	60	3	63	2	71	1
Member 2	57	5	60	4	62	3	70	2	75	1
Member 3	65	5	70	4	73	3	75	2	80	1
Member 4	55	5	66	4	68	3	71	2	76	1
Member 5	100	1	90	2	50	3	10	4	0	5
Summed ratings										
	332		345		313		289		302	
Order based on ratings	2		1		3		5		4	
Average ratings										
	66		69		62.6		57.8		60.4	
Order based on ratings	2		1		3		5		4	
Average rankings										
		1.8		2.4		3		3.6		4.2
Order based on rankings		5		4		3		2		1

This example demonstrates the use of ratings and rankings, and exposes possible pitfalls in exclusively relying on ratings. In this extreme example, five committee members rated each of the five candidates on a scale of 1 to 100 with 100 being the highest, or best, rating. Each committee member then ranked the five candidates from 1 (highest or best) to 5 (lowest of worst) based on their ratings. In this example, Committee Members 1 through 4 all rated the candidates similarly, with Candidate A the lowest and Candidate E the highest. Because they basically agreed on the relative merits of the candidates, the rankings of Committee Members 1 through 4 are all identical. Committee Member 5, however, rated the candidates in the opposite manner, with Candidate A the highest and Candidate E the lowest. When the **ratings** of all committee members are either summed or averaged, the order of the candidates is significantly different, with Candidate D the lowest and Candidate B the highest. In contrast, the order of averaged **rankings** remains identical to that perceived by the majority of committee members. This example shows how one committee member can possibly influence the averaged **ratings** to an extreme extent, but can have much less influence on the **rankings**.

EEO Representative Training

The EEO representative shall receive specialized training under the direction of the EEO officer. Completing this training qualifies faculty members to serve as EEO representatives on selection committees, but does not guarantee selection by a committee chair nor approval by the Academic Senate. The training qualifies a faculty member to serve as an EEO representative for a period of three years. At the end of the three year period, faculty members must be retrained to serve another three years; there is no limit to the number of times a faculty member can undergo EEO Representative training.

Application

Applications include:

- Completed District application form including the applicant's Diversity Statement:
Diversity statement instructions: Discuss how your teaching methods and/or student interactions would meet the needs of diverse academic, socioeconomic, cultural, disability and/or ethnic backgrounds of community college learners. Separate from your cover letter, submit a clear and concise response using no more than one page.
- Detailed resume or Curriculum Vitae
- Cover letter indicating related qualifications, personal and professional qualities, and experience
- One or more letters of recommendation (number of letters to be determined by the committee)¹
- Transcripts from accredited institutions (copies at the time of application are acceptable, but official transcripts are required at the time of salary placement). Foreign transcripts must be evaluated by the American Association of Collegiate Registrars and Admissions Officers (<http://www.aacrao.org/>) and certified through the MPC equivalency process.
- Supplemental application (optional as determined by the committee). Supplemental applications may include a questionnaire, essay question(s), portfolios of work, and/or other inquiries addressing the qualifications of the candidate.
- A completed equivalency application for those applicants who do not meet the minimum qualifications.

Timelines

1. Applications will be accepted for positions for a minimum of two months to give candidates adequate time to learn of the position and apply.
2. The committee may decide to establish a period of time (~2 weeks) after the application deadline to contact candidates to resolve application issues such as, but not limited to, the following:

¹ To avoid the appearance of bias, selection committee members may not write reference letters for applicants for selection committee review. Information about any finalist (positive or negative) that is not garnered through the screening process may be put in writing by a selection committee member and directed to the Superintendent/President for consideration when conducting reference checks.

- Equivalency applications to be submitted for those applicants who mistakenly assume they met the minimum qualifications, but do not.
 - Foreign transcripts to be evaluated by the American Association of Collegiate Registrars and Admissions Officers (<http://www.aacrao.org/>) and certified through the MPC equivalency process.
 - Reference letters to arrive at MPC.
3. Incomplete applications will be handled according to processes established by the committee prior to screening applications. Special attention should be paid to determining how to handle applications that are incomplete relative to equivalency and reference letters. The committee may elect to address problems with incomplete applications as they arrive.
 4. Extraneous application materials that applicants have included will be handled according to processes established by the committee prior to screening applications, assuring that all applications are handled in the same manner.

Minimum Qualifications Review and Equivalency

1. Soon after the application deadline and prior to the application review by the selection committee, the committee chair and the EEO representative (and a committee discipline expert, if the chair and EEO rep do not have discipline expertise) review applications for minimum qualifications, including those that contain an equivalency application. If the applicant does not meet minimum qualifications, the chairperson and the EEO representative must decide upon a course of action prior to any further consideration in the selection process:
 - If the application includes an equivalency application, they decide whether or not to recommend the applicant for equivalency.
 - If the application does not include an equivalency application, they follow the process established by the committee before screening began. This may involve contacting all such applicants that didn't include an equivalency application, or discarding the application, or some other course of action with approval of the EEO officer.
 - If the EEO representative and the chair are in disagreement over the qualifications of a candidate, it shall be reviewed by the entire committee. If the entire selection committee cannot resolve the dispute, they shall request an Academic Senate Subcommittee on Equivalency review. This review shall occur before the screening process begins.
2. After the chair and EEO representative endorse an applicant's equivalency application, the recommendation will be sent to the Academic Senate Subcommittee on Equivalency. The Subcommittee on Equivalency will inform the committee chair of their decision via the Office of Human Resources. If the subcommittee agrees with the recommendation, the candidate will be accepted as meeting the minimum qualifications. If the Subcommittee on Equivalency does not agree that the candidate possesses equivalent qualifications, the applicant will not be considered a qualified applicant.
3. If the committee chair or the EEO representative disagrees with the Academic Senate Subcommittee's denial of equivalency, he/she shall have the right to appeal to the Academic Senate as a whole, which will submit its decision in writing to the superintendent/president.

4. Should the Academic Senate deny equivalency to a prospective candidate, the chair or EEO representative may request a determination by the superintendent/president. The superintendent/president, acting as the agent of the Governing Board, shall either affirm or override the Senate recommendation. In either case, the superintendent/president shall state his/her reasons for the decision in writing to the Academic Senate. In the event that the superintendent/president overrides the Academic Senate's decision on denial of equivalency, the applicant will be advanced as a candidate to the selection committee.
5. Should the applicant be recommended for employment, the superintendent/president shall inform the Board that the Academic Senate's denial of equivalency was overridden. Before the Governing Board takes action on equivalency and recommendation for employment, the Academic Senate shall be given an opportunity in closed session to present its view in writing and orally on equivalency of the candidate's qualifications. In accordance with AB 1725 and MPC Board Policy 2010, the Governing Board is to rely primarily on the advice and judgment of the Academic Senate to assure that each individual employed possesses equivalent qualifications.

Paper Screening

The selection committee shall evaluate applicants based on their application materials in the following manner.

1. Each member of the selection committee rates all of the position-related information that is revealed in the applications of those possessing minimum qualifications or equivalent. To "rate" means to assign a numerical score to each of the criteria decided upon by the committee. Such position-related information may include the following:
 - Education (e.g. degrees)
 - Work Experience. (e.g. teaching, internships, similar occupations)
 - Volunteer experience. (e.g. tutoring)
 - Experience working/associating with diverse groups.
 - Training. (e.g. workshops, conferences, etc.)
2. The criteria to be rated shall be directly related to the position as stated in the position announcement under required and desirable qualifications. The rating scale should clearly specify how the criteria are to be weighted. For example, if teaching experience is rated, the committee might determine that teaching experience deserves more emphasis, or stronger weighting, than non-teaching experience within the discipline. The focus on qualifications shall be on the ability or potential to perform essential duties of the position (teach, counsel, librarian duties, etc.) rather than on the number of years of experience.
3. Each member of the selection committee independently rates each minimally qualified candidate without influence or discussion amongst the other committee members.
4. The committee members' ratings are ranked by an agreed upon date. The term "rank" means to place candidates in the order defined by their ratings. Compiled ratings and rankings are presented to the committee as a spreadsheet, printout, or other efficient means. The human resources representative may act as a resource to help produce this information. Please see Appendix C for an example of a

spreadsheet analysis of committee ratings and rankings. The information contained in the ratings and rankings informs the discussion described in the next step.

5. The selection committee shall meet as a group to share ratings and rankings, discuss candidates' qualifications, and clarify any questions. This discussion shall be strictly on the candidate's qualifications and serves to ensure that no candidate is overlooked by committee members who may have missed important qualifications of a candidate during their individual review. Following the discussion, individual ratings may be revised independently prior to producing the final analysis of the paper screening ratings.
6. A final ranking of candidates is produced from the results of the analysis.
7. The committee will invite the number of candidates that ensures the most qualified group of applicants is interviewed. There is no minimum or maximum number of candidates who must be invited to interviews. Significant rating gaps between candidates in the paper screening process may serve as a natural cut off point. If the ratings are close, the committee shall err on the side of inclusiveness.
8. All materials concerning applicants not selected for interview are then returned to the Office of Human Resources. Committee members shall keep materials pertaining to the interview candidates.
9. Applicants not receiving an interview shall be notified by the Office of Human Resources by written communication within two weeks. Internal applicants shall be contacted by telephone or in person.

Interviews

The applicants selected for interview shall be invited by the human resources representative. Courtesy final interviews may be offered to interviewees traveling long distances at the time the committee interview is scheduled, as determined by the superintendent/president and vice president. In the interest of consistency, all courtesy interviews shall be scheduled to follow selection committee interviews. Applicants will have a minimum of a two week notice prior to the interview. The following guidelines govern the interview procedure:

- The same questions must be asked of each applicant, and each applicant must be rated on the same criteria. Questions along with characteristics of desired answers must be composed by the committee and approved by the Office of Human Resources in advance of their use. Follow up questions that serve to clarify responses or probe further into answers are encouraged.
- The rating scale should clearly specify how the interview questions and teaching demonstration are to be weighted.
- The committee chair shall take a leadership role during the interview process and will be primarily responsible for the climate of respect, pace, and tone of the interviews.
- Each committee member will rate the answers to each question. Comments should also be noted indicating the strength or weakness of the response. The comments shall be consistent with the numerical rating assigned to the answer.

Demonstration

- Teaching positions require a teaching demonstration. Each applicant to be interviewed shall be given directions for this demonstration at the time when he/she is invited to interview. A time parameter shall be established for the demonstrations (10-20 minutes). The directions should specify the topic to be taught, the kinds of student who will be in the class, and the teaching technology available. Members of the committee may act as the students during the demonstration. Students or others may be recruited for these demonstrations, in which case the committee members will act as observers.
- Non-teaching positions require suitable demonstrations or skill exercises such as mock counseling sessions for counselor applicants. The nature of these demonstrations shall be determined by the committee.
- The committee shall rate the demonstration on criteria developed by the committee, which shall include at least the following: knowledge of the subject, skill in presenting information, skill in making the topic interesting, sensitivity to students, and ability to involve students in the learning process.
- Each committee member will assign a numerical rating and record comments about the demonstration in the same manner as the interview questions. Where committee members are not qualified to judge all aspects of the presentation because of the technical nature of the subject, those aspects of the rating may be assigned to the member(s) who is (are) qualified.

Final Ranking

1. In an effort to reach consensus about which candidates to advance as finalists, each committee member shall create an initial ranking of the candidates considering all position-related information available, including the paper screening ratings, the interview, and the demonstration. The following minimum criteria shall be used:
 - Ability to teach, counsel, and/or perform other expected duties.
 - Sensitivity to the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students.
 - Education expected for successful job performance.
 - Knowledge of teaching subject (area) or field (e.g. counseling).
 - The ability to work with and relate to people in a tactful, respectful, and cooperative manner; and the ability to establish rapport with students, faculty and staff.
 - The ability to clearly, concisely and effectively convey information which can be easily understood and acted upon by others.
2. The committee shall then discuss the candidates, permitting committee members to ask questions and raise concerns. Discussion of the candidate's strengths and weaknesses shall include all available information garnered through the screening process and ensure that no candidate is overlooked.
3. After deliberation, the committee shall reach consensus on the final ranking of interviewees. The ranking is confidential, as are all deliberations and decisions made by the committee, and shall not be shared outside of the committee.
4. The committee shall forward at least three finalists to the superintendent/president for final consideration, unranked, via the Office of Human Resources. The committee shall have the option of

submitting a description of the strengths and weaknesses of each finalist to the superintendent/president via the Office of Human Resources. In the extraordinary situation where the difference between the second and third candidates is unusually large, the committee may forward the top two finalists to the superintendent/president along with written justification explaining why the usual minimum of three candidates was not possible. If there are questions about the justification, then the superintendent/president shall have the opportunity to meet with the committee with the intent of resolving any questions or concerns about the forwarding of two rather than three top finalists.

5. All materials concerning applicants not selected as finalists are returned to the Office of Human Resources. Committee members shall keep materials pertaining to those selected as finalists.

Final Interview

1. The finalists forwarded by the selection committee shall be invited for final interviews with the superintendent/president and the vice president, to be arranged by the Office of Human Resources. The superintendent/president and vice president shall develop position-related questions to be asked of each applicant and will use those in rating the applicants. Normally the superintendent/president and the vice president will interview each applicant separately and then meet and confer. However, the superintendent/president may, at his/her discretion, determine the need for performing joint interviews with the vice president. All rating sheets will be filed with the Office of Human Resources.
2. The superintendent/president and vice president will meet with the chair, EEO representative and administrator on the selection committee to discuss the finalists. Other members of the selection committee are invited and encouraged to attend and participate in this meeting. Each member of this meeting, including the superintendent/president and the vice president, will be asked to provide his/her perspective on each candidate's qualifications. The superintendent/president and vice president will select the applicants for reference checking.
3. The superintendent/president and/or the EEO officer has the authority to postpone, cancel, or reopen the search because of irregularities in the selection process, lack of qualified persons in the pool of recommended candidates, or other considerations.

Reference Checks

1. The vice president or designee shall conduct reference checks regarding the top applicant(s); these may include telephone calls and/or on-site visits. These reference checks shall be limited to questions related to position-related criteria.
2. A summary of the responses of the references will be written and attached to the application for review by the superintendent/president.

Finalizing the Selection

1. The superintendent/president shall determine if an employment offer is to be made and chooses the finalist to be offered the position. If the superintendent/president determines that none of the finalists are to be offered the position, the process shall be closed.

2. The vice president or designee will contact the successful candidate to notify him/her that he/she is being recommended for employment to the Governing Board, indicating that details of salary and benefits must be reviewed with the Office of Human Resources and that the offer is contingent upon satisfying a criminal background review (via submitting fingerprints) and Governing Board approval.
3. The Office of Human Resources shall prepare a Governing Board agenda item recommending the hiring of the successful candidate as soon as the applicant accepts the position.
4. The Office of Human Resources will notify each unsuccessful interviewee by telephone.
5. The superintendent/president shall notify the committee chair of the final decision.
6. Committee members return all remaining application materials to the Office of Human Resources.

APPENDIX A: GLOSSARY OF ROLES AND RESPONSIBILITIES

Committee Chair

1. Guide the selection committee through the faculty hiring process according to the guidelines as presented in this document.
2. Facilitate committee discussions.
3. In consultation with the administrator, draft the position announcement; review and possibly revise the announcement with the selection committee, and then forward it to the vice president and superintendent/president for approval.
4. Conduct first screening of applications with the EEO representative for minimum qualifications of applicants and recommend equivalency for those applicants who have applied for it and whose application materials appear to warrant it. Invite other committee members with discipline expertise to assist if needed.
5. Lead committee dialog about handling of incomplete applications, paying special attention to equivalency, reference letters, and the handling of extraneous application materials that were not specifically requested.
6. With the assistance of the human resources representative, coordinate the screening process, schedules, and committee meetings, manage the logistics of the process (rooms, times, dates), and facilitate the development of screening criteria and analysis thereof, interview questions and demonstration topics.
7. Along with the EEO representative and the human resources representative, review all ratings and rankings for any unusual factors.
8. In collaboration with the EEO officer, determine an appropriate course of action when a committee member leaves the committee for any reason.
9. Perform all other committee duties as outlined in the "Selection Committee Members" section below.

Selection Committee Members:

1. Attend selection committee training sessions under the direction of the EEO officer.
2. Work in partnership with the other participants to reinforce the importance of confidentiality, fairness, understanding individual biases, eliminating unlawful bias, equal employment opportunity, respect and sensitivity to all cultures, language groups, both genders, and other candidate demographics throughout the process and at its conclusion.
3. Sign confidentiality agreement for selection committee members and comply with its guidelines.
4. Participate fully in committee duties, including review and approval of the position announcement, establishment of screening criteria and analysis thereof, preparation of interview questions and process.
5. Identify recruitment sources.
6. Decide how to handle incomplete applications.
7. Screen applications and participate in the process to select interviewees.

8. Attend all interviews, rate interviewees according to established criteria, and evaluate and record strengths and weaknesses of all interviewees.
9. Recommend top candidates to the superintendent/president.
10. Act as agents of the district and obey all laws and regulations related to hiring processes.
11. Observe and monitor the interview/selection process for compliance with district hiring procedures and equal opportunity laws to provide a fair and impartial process.
12. Alert the chair, EEO representative, EEO officer and/or the Office of Human Resources of any concerns regarding confidentiality, bias or fairness.

EEO Representative:

1. Undergo specialized EEO training overseen by the EEO officer.
2. Conduct first screening of applications with the committee chair for minimum qualifications of applicants and collaborate on the decision to recommend equivalency, for those applicants who have applied for it and whose application materials appear to warrant it.
3. Along with the committee chair and the human resources representative, review all ratings and rankings for any unusual factors.
4. Observe and monitor the interview/selection process for compliance with district hiring procedures and equal opportunity laws to provide a fair and impartial process.
5. Assist the chair in facilitating the process.
6. Report any irregularities to the EEO officer.
7. Perform all other committee duties as outlined above in the "Selection Committee Members" section.

Equal Employment Opportunity Officer or Designee:

1. Review all documents: position description, position announcement, screening criteria and analysis thereof, questions, reference check questions for position-relatedness.
2. Appoint the EEO representative from among the committee members and oversee EEO representative training (may only be done by the EEO officer, not a designee).
3. Train selection committees in procedures and equal employment opportunity regulations.
4. Monitor for discrimination and adverse impact.
5. Act as resource to committees.
6. Stop or delay the process if irregularities occur (may only be done by the EEO officer, not a designee). The reasons for the stoppage or delay shall be communicated in writing to the committee chair.
7. Direct specialized training for EEO representatives. This training may occur outside of the faculty hiring process to prepare faculty members to serve as EEO representatives.

Administrator:

1. Along with the committee chair, recommend non-faculty committee members to the superintendent/president for service on the selection committee.
2. Along with the committee chair, articulate position-related responsibilities and requirements for the position.

3. Along with the committee chair, develop a draft of the position announcement.

Human Resources Representative:

1. Receive applications and facilitate distribution to committee members.
2. Provide the day to day support for the recruitment process including timeline development, task completion, previous position announcements, advertising campaign, schedule coordination, forwarding documents to the superintendent/president and vice president, and acting as a resource for questions related to policy or procedure.
3. Work in partnership with the selection committee chair to provide a structured orientation and training in district selection procedures, committee confidentiality, and selection techniques.
4. Present the advertising plan to the committee for review and comment.
5. Make available to the selection committee as necessary written resource materials and/or other media on applicable legal information.
6. Assist the chair with analysis of committee members' numerical ratings and presentation of summaries of ratings and rankings to the committee.
7. Along with the chair and the EEO representative, review all ratings and rankings for any unusual factors.
8. Present the advertising plan to the committee for review.
9. Handle all communication with applicants.
10. Handle all documents that need to be kept as a record of the process, as well as those to be forwarded to the vice president or the superintendent/president.
11. Confer with the chair and the Office of Human Resources regarding training and orientation; recruitment resources; skill demonstrations; screening criteria; documentation; timelines; and other matters as appropriate.

Vice President:

1. Meet with the selection committee at the beginning of the process to provide insight into hiring philosophy.
2. Approve position announcement.
3. Conduct final interviews.
4. Designates or conducts reference checks.
5. Engage in dialog with the committee and superintendent/president after final interviews but before a final decision is made.
6. Make offer of employment to selected candidate, pending Board approval.

Superintendent/President

1. Authorize the search process; recommend to Governing Board if required.
2. Approve position announcement.
3. Designate the administrator on the committee.
4. Appoint non-faculty members to the selection committee.

5. Approve the overall representation of the committee, but not specific faculty members.
6. Conduct final interviews.
7. Engage in dialog with the committee and the vice president after final interviews but before a final decision is made.
8. Inform the committee chair of the hiring decision.
9. Recommend the hiring of the top candidate to the Governing Board.
10. Postpone, cancel, or re-open any position, at any time, for any reason such as finances, breach in confidentiality or policy, irregularities in the screening process, serious threats to the integrity of the process, lack of qualified persons in the pool or recommended candidates, or any other reason.

Academic Senate

1. Appoints faculty members to the selection committee
2. Resolve disputes on equivalencies

APPENDIX B: CONFIDENTIALITY AGREEMENT FOR SELECTION COMMITTEE MEMBERS



CONFIDENTIALITY AGREEMENT FOR SELECTION COMMITTEE MEMBERS
CONFIDENTIALITY GUIDELINES

Selection committee deliberations must be kept completely confidential. All applicants are entitled to confidentiality in all communications with the selection committee, whether in person or in writing. Every member of the selection committee must recognize the vital importance of confidentiality to the integrity of the process, and agree to maintain confidentiality during and after the selection process.

Any concerns regarding the qualification of an applicant, adverse information regarding a specific applicant, or violation of confidentiality by a committee member should be addressed immediately and directly to the EEO representative, committee chair or the EEO officer.

Selection committee members agree not to release any confidential information which relates to the selection process, including, but not limited to:

- ♦ Names of persons who have applied for employment with the District;
- ♦ Number of applications received;
- ♦ Application or applicant ratings or status;
- ♦ Any information pertaining to references, results or questions that are asked;
- ♦ Written materials turned in by the applicant;
- ♦ Oral discussions by or about applicants or committee members during or following the interview process.

Any breach of confidentiality may result in the removal of a committee member and abeyance of the selection process. Failure to maintain confidentiality could constitute a violation of federal or state regulations and incur liability on behalf of the District. Any unauthorized disclosure of confidential information by a selection committee member may result in disciplinary action.

I have read and understand the above Confidentiality Agreement and will comply with the guidelines as described above.

Signature

Print Name

Date

Title of Open Position

APPENDIX C: SAMPLE ANALYSIS OF PAPER SCREENING RATINGS

The two tables in this appendix show the utility of using a spreadsheet to summarize and compare a large amount of data. Advance preparation of these spreadsheets can save time by focusing the conversation on the results of the individual ratings and rankings, and thereby expedite the decision-making process about which applicants to invite for interview. These tables allow committee members to quickly view and compare:

1. Each committee member’s rating of each applicant
2. Each committee member’s average rating for all applicants
3. Each committee member’s ranking of applicants

To prepare tables such as these, each committee member’s paper screening results must be submitted to the committee chair and/or the human resources representative in advance of the meeting so that enough time is allowed to prepare the tables.

The first table shows the applicants sorted on name, with the top seven ranked applicants for each committee member highlighted in color. The table reveals the diversity of opinion between the committee members on which applicants should be highly ranked. It is quick and easy to see, for example, that all of the committee members ranked Lombard and Talbot in the top seven.

Marsha			Bill			June			Sam			Lea			Hank		
applicant	rank	rating	applicant	rank	rating	applicant	rank	rating	applicant	rank	rating	applicant	rank	rating	applicant	Rank	rating
Bean	14	119	Bean	15	120	Bean	14	120	Bean	13	130	Bean	5	150	Bean	17	115
Bengono	18	100	Bengono	18	100	Bengono	17	110	Bengono	2	150	Bengono	13	125	Bengono	19	113
Bommar	6	127	Bommar	7	100	Bommar	19	100	Bommar	16	120	Bommar	9	131	Bommar	16	117
Brown	19	95	Brown	19	99	Brown	18	106	Brown	12	131	Brown	20	95	Brown	12	120
Carrillo	4	130	Carrillo	4	149	Carrillo	2	147	Carrillo	22	90	Carrillo	4	150	Carrillo	6	135
Ezell-Red	21	93	Ezell-Red	21	89	Ezell-Red	21	99	Ezell-Red	15	128	Ezell-Red	3	155	Ezell-Red	5	139
Harris	15	107	Harris	5	148	Harris	3	146	Harris	3	147	Harris	19	97	Harris	14	119
LeBow	17	105	LeBow	17	105	LeBow	16	119	LeBow	14	129	LeBow	2	155	LeBow	3	148
Lombard	1	139	Lombard	1	156	Lombard	6	136	Lombard	6	142	Lombard	1	160	Lombard	1	157
McNair	16	106	McNair	16	106	McNair	15	120	McNair	19	113	McNair	15	111	McNair	18	114
Messih	8	124	Messih	9	143	Messih	8	134	Messih	4	145	Messih	16	103	Messih	22	111
Rached	10	122	Rached	11	133	Rached	9	130	Rached	11	132	Rached	12	126	Rached	7	130
Ramos	20	94	Ramos	20	96	Ramos	20	100	Ramos	7	140	Ramos	21	95	Ramos	10	125
Rios	2	134	Rios	2	138	Rios	1	155	Rios	8	140	Rios	11	130	Rios	20	112
Solorio	11	121	Solorio	12	130	Solorio	11	129	Solorio	18	113	Solorio	6	146	Solorio	2	155
Solorio	22	90	Solorio	22	88	Solorio	22	98	Solorio	21	100	Solorio	10	131	Solorio	9	127
Standifer	7	126	Standifer	8	145	Standifer	7	136	Standifer	20	110	Standifer	17	100	Standifer	11	120
Talbot	5	129	Talbot	6	139	Talbot	5	140	Talbot	5	145	Talbot	7	140	Talbot	4	145
Togafau	13	120	Togafau	14	125	Togafau	13	123	Togafau	1	157	Togafau	22	90	Togafau	15	119
Turner	3	131	Turner	3	151	Turner	4	140	Turner	10	135	Turner	14	123	Turner	13	119
Wright	9	123	Wright	10	138	Wright	10	130	Wright	9	136	Wright	8	139	Wright	21	112
Yates	12	120	Yates	13	125	Yates	12	124	Yates	17	120	Yates	18	100	Yates	8	129
Av. Rating		116			124			125			130			125			126

This second table shows the results sorted on rank, which can aid the analysis of the order in which the applicants should be ranked by the group. By seeing the variations in rating and ranking provided by this table, for example, individual committee members could more easily focus on *why* they rated certain applicants differently than their peers. Committee member “Sam” for example, might consider why he ranked applicant “Carillo” so low while all other committee members ranked “Carillo” in the top seven. The ensuing dialog might reveal something to “Sam”, enabling the committee to come to consensus on inviting “Carillo” for an interview. Similarly, several of the committee members rated “Ezell-Red” quite low, while other committee members ranked “Ezell-Red” in the top five. The ensuing dialog, aided by all committee members being able to see all of the ratings and rankings, might reveal characteristics of “Ezell-Red” resulting in committee members changing their relative ranking of this applicant. The main point of these tables is to focus and facilitate dialog about the candidates, thus increasing the efficacy of reaching consensus on which candidates to invite for interview.

The average rating of each committee member along the bottom row of the table can show that some committee members consistently rate all applicants higher than other committee members. Tables such as these shall be included in the training of committee members.

Marsha			Bill			June			Sam			Lea			Hank		
applicant	rank	rating	applicant	rank	rating	applicant	rank	rating	applicant	rank	rating	applicant	rank	rating	applicant	rank	rating
Lombard	1	139	Lombard	1	156	Rios	1	155	Togafau	1	157	Lombard	1	160	Lombard	1	157
Rios	2	134	Rios	2	138	Carrillo	2	147	Bengono	2	150	LeBow	2	155	Solorio	2	155
Turner	3	131	Turner	3	151	Harris	3	146	Harris	3	147	Ezell-Red	3	155	LeBow	3	148
Carrillo	4	130	Carrillo	4	149	Turner	4	140	Messih	4	145	Carrillo	4	150	Talbot	4	145
Talbot	5	129	Harris	5	148	Talbot	5	140	Talbot	5	145	Bean	5	150	Ezell-Red	5	139
Bommar	6	127	Talbot	6	139	Lombard	6	136	Lombard	6	142	Solorio	6	146	Carrillo	6	135
Standifer	7	126	Bommar	7	100	Standifer	7	136	Ramos	7	140	Talbot	7	140	Rached	7	130
Messih	8	124	Standifer	8	145	Messih	8	134	Rios	8	140	Wright	8	139	Yates	8	129
Wright	9	123	Messih	9	143	Rached	9	130	Wright	9	136	Bommar	9	131	Solorio	9	127
Rached	10	122	Wright	10	138	Wright	10	130	Turner	10	135	Solorio	10	131	Ramos	10	125
Solorio	11	121	Rached	11	133	Solorio	11	129	Rached	11	132	Rios	11	130	Standifer	11	120
Yates	12	120	Solorio	12	130	Yates	12	124	Brown	12	131	Rached	12	126	Brown	12	120
Togafau	13	120	Yates	13	125	Togafau	13	123	Bean	13	130	Bengono	13	125	Turner	13	119
Bean	14	119	Togafau	14	125	Bean	14	120	LeBow	14	129	Turner	14	123	Harris	14	119
Harris	15	107	Bean	15	120	McNair	15	120	Ezell-Red	15	128	McNair	15	111	Togafau	15	119
McNair	16	106	McNair	16	106	LeBow	16	119	Bommar	16	120	Messih	16	103	Bommar	16	117
LeBow	17	105	LeBow	17	105	Bengono	17	110	Yates	17	120	Standifer	17	100	Bean	17	115
Bengono	18	100	Bengono	18	100	Brown	18	106	Solorio	18	113	Yates	18	100	McNair	18	114
Brown	19	95	Brown	19	99	Bommar	19	100	McNair	19	113	Harris	19	97	Bengono	19	113
Ramos	20	94	Ramos	20	96	Ramos	20	100	Standifer	20	110	Brown	20	95	Rios	20	112
Ezell-Red	21	93	Ezell-Red	21	89	Ezell-Red	21	99	Solorio	21	100	Ramos	21	95	Wright	21	112
Solorio	22	90	Solorio	22	88	Solorio	22	98	Carrillo	22	90	Togafau	22	90	Messih	22	111
Av. Rating		116			124			125			130			125			126

Monterey Peninsula Community College District

Governing Board Agenda

November 23, 2010

New Business Item No. O

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, Superintendent/President

MPC Board of Trustees Calendar of Events 2010-2011

NOVEMBER, 2010

Nov 16-Dec 17

Thursday, November 18
Monday, November 22
Tuesday, November 23
Thur-Sat, November 25-27

Art Gallery Showing: 'Search for Self' figurative paintings, 11-4, Tue-Fri
Great Books: Author Mark Bauerlein, 7:00pm, Sam Karas Room
MCOE: Board Training on Trustee Area Adjustments; Room A/B, 6:00pm
Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room
Thanksgiving Holiday

DECEMBER, 2010

Wednesday, December 1 Dec 7 – Dec 9

Wednesday, December 8

Friday, December 10

Dec 9 – Dec 19

Monday, December 13

Tuesday, December 14

Wednesday, December 15

Thursday, December 16

Friday, December 17

December 23-January 1

Faculty and Staff Advancement Awards, 12:30pm, Sam Karas Room

Holiday Jewelry Sale, Student Center, 9:00am-7:00pm

Jazz and Big Band Concert, Music Hall, 7:30pm

Liebert Cassidy Whitmore Workshop: Public Meeting Laws, 9:00-12:00, MPC

"The Taffeta Christmas", Morgan Stock Stage, Thur 7:00pm;

Fri-Sat 8:00pm; Sun 2:00pm

Fire Academy Graduation, 3:30pm, CSUMB University Center Ballroom

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

Annual Holiday Reception, 11:30-1:30pm, Administration Bldg.

Semester ends

Flex Day Scheduled

Winter Holiday

JANUARY, 2011

Monday, January 3

Monday, January 17

Tuesday, January 25

Tuesday, January 25

Wed-Thu-Fri, Jan. 26-28

Sunday, January 30

Monday, January 31

Classes Begin for Early Spring Session

Martin Luther King Day

Earl Spring Session Ends

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

Flex Days Scheduled

MPC Foundation President's Circle Reception, 4:00-6:00pm, LTC

Classes Begin for Spring Semester

FEBRUARY, 2011

Monday, February 7

Wednesday, February 9

Thursday, February 10

Friday, February 18

Monday, February 21

Tuesday, February 22

Open Forum, Vice President of Academic Affairs #1, LF103 (resched'd 2/28)

Open Forum, Vice President of Academic Affairs #1, LF103 (resched'd 3/1)

Open Forum, Vice President of Academic Affairs #1, LF103 (resched'd 3/2)

Lincoln Day Observed

Washington Day

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

MARCH, 2011

Saturday, March 12

Tuesday, March 22

Mon-Fri, March 28-April 1

Lobos Hall of Fame Banquet, 6:00pm, Embassy Suites

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

Spring Recess

APRIL, 2011

Tuesday, April 26

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

MAY, 2011

Friday, May 6 4th Annual President's Address to the Community, 11:30-1:30pm, Hyatt
Wednesday, May 11 Scholarship Awards & Reception, 3:00pm, Music Hall
Tuesday, May 24 Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room
Monday, May 30 Memorial Day

JUNE, 2011

Thursday, June 2 Semester Ends
Saturday, June 4 COMMENCEMENT
Tuesday, June 28 Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room

Tuesday, July 26 Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room

Tuesday, August 23 Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room

Tuesday, September 27 Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room

Tuesday, October 25 Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room

Tuesday, November 22 Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room

Tuesday, December 13 Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room

Events/details added from previous Calendar are highlighted in bold (updated November 15, 2010).