

Monterey Peninsula Community College District

Governing Board Agenda

January 24, 2012

Consent Agenda Item No. A.1

Superintendent/
President's Office

Proposal:

To consider and approve the minutes of the Regular Board Meeting on December 13, 2011.

Background:

The Governing Board meeting minutes are prepared by the Executive Assistant to the Superintendent/President and the Governing Board, reviewed by the Superintendent/President, and submitted to the Trustees for their review and approval under the Consent Agenda. If there is an error in the meeting minutes, and the Chair and the Governing Board approves of the change, the minutes may be amended.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that the Governing Board approve the minutes of the Regular Board Meeting on December 13, 2011

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
Dr. Douglas Garrison, Superintendent/President

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

REGULAR MEETING

1:30pm, Closed Session, Stutzman Room, LTC
3:00pm, Regular Meeting, Sam Karas Room, LTC
980 Fremont Street, Monterey, California 93940
www.mpc.edu/GoverningBoard

TUESDAY, DECEMBER 13, 2011

MINUTES

1. OPENING BUSINESS

- A. Call To Order – Chair Lynn Davis called the Regular Meeting to order at 1:30pm.
- B. Roll Call – present:
Mr. Charles Brown, Vice Chair
Dr. Margaret-Anne Coppernoll, Trustee
Mr. Lynn Davis, Chair
Dr. Douglas Garrison, Superintendent/President
Mr. Charles Page, Trustee
Dr. Loren Steck, Trustee
- Staff/Others:
Ms. Marilynn Gustafson, incoming Trustee
Ms. Barbara Lee
Mr. Stephen Ma
- C. Public Comments on Closed Session Items -- no comments.
- D. Closed Session – items under discussion:
1) Conference with Labor Negotiators (Government Code Section 54957.6)
a) Agency Negotiators: Steve Ma and Barbara Lee
b) Employee Organization: MPCTA and MPCEA
2) Conference with Legal Counsel on Existing Litigation (Government Code Section 54956.9(c)):
a) Name of Case: Keep Fort Ord Wild v. County of Monterey, Monterey County Board of Supervisors, Fort Ord Reuse Authority, Fort Ord Reuse Authority Board of Directors, and Redevelopment Agency of the County of Monterey, California State University Monterey Bay, and Monterey Peninsula Community College District, Real Parties.
b) Case No. M114961
3) Conference with Legal Counsel Regarding Anticipated Litigation (one) (Government Code Section 54956.9(b))

- E. Reconvene to Regular Meeting and Roll Call – Chair Davis called the Regular Meeting to order at 3:00pm and asked for Roll Call.

Present:

Mr. Charles Brown, Vice Chair
Dr. Margaret-Anne Coppernoll, Trustee
Mr. Lynn Davis, Chair
Dr. Douglas Garrison, Superintendent/President
Mr. Charles Page, Trustee
Dr. Loren Steck, Trustee
Mr. Daniel Cervantes, Student Trustee

- F. Reporting of Action Taken During Closed Session – Chair Davis reported from Closed Session regarding Item No. 2 that a report was received from Counsel regarding possible resolution of the litigation, and the Governing Board gave direction to Counsel to proceed on said resolution.
- G. Chair Recognition – Chair Davis recognized the attendance of the wives of departing Board Trustees: his wife Lydia Davis and Charlie Page’s wife Linda Page. The wives were applauded in recognition of their support of Monterey Peninsula College. Chair Davis then introduced the Honorable Dean Flippo, District Attorney for Monterey County, and member of the MPC Foundation.

2. **OATH OF OFFICE** – administered by the Honorable Dean Flippo, District Attorney for Monterey County, and member of the MPC Foundation Board.

Dean Flippo congratulated the three Trustees for their election as Governing Board Trustees for Monterey Peninsula College and for their commitment to public service. Mr. Flippo administered the Oath of Office to Trustees Dr. Loren Steck, Marilynn Dunn Gustafson and Rick Johnson, as follows:

Oath: “I, LOREN STECK/MARILYNN GUSTAFSON/RICK JOHNSON, do solemnly swear or affirm, that I will defend the Constitution of the United States, and the Constitution of the State of California, against all enemies, foreign and domestic;

that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California;

that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.”

As retiring Board Chair, Lynn Davis turned the meeting over to Vice Chair Charles Brown. Lynn Davis and Charlie Page took seats in the general audience and Trustees Dr. Loren Steck, Marilynn Gustafson and Rick Johnson were seated with the Governing Board.

3. **ORGANIZATION** – Vice Chair Brown continued the Board Meeting on Item No. 3.A.

A. BE IT RESOLVED, in accordance with Education Code Section 35143, at the Governing Board’s annual organization meeting in December:

- 1) Election of Chair of the Governing Board, Monterey Peninsula Community College District: Loren Steck

Motion Coppernoll / Second Gustafson / Carried **2011-2012/68**

Dr. Loren Steck was seated as the elected Chair of the Governing Board.

- 2) Election of Vice Chair of the Governing Board, Monterey Peninsula Community College District: Charles Brown

Motion Coppernoll / Second Johnson / Carried **2011-2012/69**

- 3) Election of Secretary to the Governing Board, Monterey Peninsula Community College District: Dr. Douglas Garrison

Motion Brown / Second Cervantes / Carried 2011-2012/68

- 4) That the fourth Wednesday of each month at 3:00pm in the Sam Karas Room, Library and Technology Center, Monterey Peninsula College, be designated as the day, time and place of the Regular Meetings of the Monterey Peninsula Community College District Governing Board. As proposed and notwithstanding schedule conflicts, the meeting location will be adjusted for Board meetings to be held at the MPC Seaside and Marina sites.

Motion Johnson / Second Gustafson / Carried **2011-2012/70**

- 5) That the standing Policies and Procedures of the Governing Board of the Monterey Peninsula College District be continued in force for 2012.

Motion Cervantes / Second Coppernoll / Carried **2011-2012/71**

- 6) That Margaret-Anne Coppernoll and Rick Johnson be designated as the Board Subcommittee for Governing Board Policies for 2012.

Motion Brown / Second Coppernoll / Carried **2011-2012/72**

- 7) That Charles Brown is designated as the educational liaison to the Monterey County School Boards Association (MCSBA) for 2012.

Motion Gustafson / Second Cervantes / Carried **2011-2012/73**

- 8) That Marilynn Gustafson is designated as Monterey Peninsula Community College District’s Governing Board representative to Community Human Services (CHS) for 2012, and that Loren Steck is designated as an alternate.

Motion Johnson / Second Brown / Carried **2011-2012/74**

4. RECOGNITIONS

- A. Recognition of Retiring Trustees Lynn Davis and Charlie Page – Each Board member and the Student Trustee recognized the departing Trustees, Lynn Davis and Charlie Page, for their support and leadership as MPC Board Trustees. Dr. Garrison presented Trustees Davis and Page with a certificate conferring an “Honorary Trustee Degree, with all the right, privileges and honors appertaining thereto in consideration of the satisfactory completion of eight years of public service with Honors to Monterey Peninsula College.” The audience was invited to attend the retiring trustee reception following the Board Meeting at the LaMirada Museum.
- B. Recognition of Visitors – Ken Scates, with HGHB, and Architect of the Education Center, was pleased to report that the architectural design for the Education Center at Marina has received recognition from the American Institute of Architects (AIA), Monterey Bay Chapter. He presented the Board with the award of merit, which is conferred to projects of distinction by the AIA and specifically to HGHB for the excellence in the design and clarity of the plan at the Education Center in Marina.
- C. Comments from Visitors:
 - 1. David Brown, citizen from Marina, congratulated the Board on the selection of the new members of the Board, and especially welcomed Mr. Johnson, who suffered a recent injury of a broken arm. He commented on Trustee Coppernoll’s wrist injury which occurred in an MPC dance class, her right to an administrative claim, and the medical reason for her absences from Board meetings. He referred to a letter to the Herald from former Trustee Jim Tunney. He asked the Board to resist any attacks on board members.
(Note: David Brown was Margaret-Anne Coppernoll’s campaign manager during the 2009 trustee election.)
 - 2. Helen Rucker, Board Trustee with Monterey Peninsula Unified School District, congratulated the new Trustees for their willingness to serve the important education community and to have stout hearts as public Board members.

5. COMMUNICATIONS

- A. Comments from Visitors – no other comments.
- B. Written Communications:
 - 1) County of Monterey, School District Election Final Report / November 21.
 - 2) Assemblymember William Monning, thank you letter to Carsbia Anderson, participation in Regional Higher Education Roundtable / November 14.
 - 3) Congressman Sam Farr, thank you letter to Dr. Doug Garrison, Fire Academy visit and tour / November 16.
 - 4) Chancellor’s Office: Public Policy Institute of California’s Higher Education Survey; public support for the community college system remains high and virtually unchanged since 2007 / November 17.
 - 5) Leadership Monterey Peninsula ‘*Leadership News*’ welcomes Class of 2012, listing Charles Brown, MPC Trustee / November 29.
 - 6) Chancellor’s Office: Chancellor Jack Scott to kick off summit in San Diego on December 1-2, focusing on the needs of Student Veterans / November 29.

- 7) Chancellor's Office: Student Veterans issues to be examined at California Community Colleges Summit; all-day event Friday will provide insight for staff, faculty and administrators into challenges confronting returning soldiers enrolling in college / December 1.
- 8) Gentrain 'Conductor' article by Alan Haffa: How an innocuous sounding document like the Chancellor's Report on "Student Success" could change MPC and affect Gentrain. / December 1.

MPC All User Emails:

- 1) Dr. Garrison: Town Hall on MPC Education Master Plan to be held December 2 / November 22.
- 2) HR: Stanford University Hospital Renewed Contract with Anthem Blue Cross / November 23.
- 3) Student Services: Education Center at Marina Open House and Spring Registration Kick-Off on November 30 / November 28.
- 4) Academic Affairs: 2013-2014 Academic Calendar approved by Board of Trustees / November 29.
- 5) HR: Important Information on Medical Claims; Delta Health Systems new Third Party Administrator, effective January 1, 2012 / December 1.
- 6) HR Employment Opportunity: Art Studio Specialist / December 5.
- 7) Dr. Garrison: Dr. Pinet to be recommended to Board, for Vice President for Academic Affairs / December 5.

Articles published/aired in *The Herald*, *The Californian*, and other media:

- 1) Road Rules: Lawsuit challenges parkway through Fort Ord, and the projects it would serve / November 17-22.
- 2) Foundation: Help us enable all students to find their way / November 17-22.
- 3) MPC Foundation Big Idea: donations for Braille-tactile maps / November 17-22.
- 4) Lawsuit targets Fort Ord roadway: Public forum December 1, sponsored by League of Women Voters of the Monterey Peninsula / November 20.
- 5) MPC football falls to Yuba in closing seconds, 28-27, in inaugural Sierra Central Credit Union Bowl / November 20.
- 6) Ad: Classified Staff: Instructional Specialist, Supportive Services, and Sciences Laboratory Manager, Life Science / November 20 and 22.
- 7) Hartnell's Alvin Jelks and MPC David Fales share player of year honors / November 22.
- 8) College system's new plan draws heat at MPC, and officials say recommendations could change scope of curriculum (Student Success Report) / November 30.
- 9) Letter to Editor: Community college, emphasis on community / December 4.

C. Reports and Presentations:

- 1) Institutional Report – no report.
- 2) Superintendent/President Dr. Douglas Garrison – An upcoming study session will discuss the process for developing an updated Education Master Plan to chart direction for MPC over the next five years. / Pending legislation changes particularly related to repeatability are causing MPC to continue its efforts to advocate on revisions to the recommendations of the Student Success Task Force, as the Board highlighted in its own resolution in November of 2011. The

SSTF's final report will be presented to the Board of Governors in January. / Later this week the Department of Finance is making determination of budget trigger cuts; the shortfall in revenue does suggest that trigger cuts will be implemented mid-year. MPC anticipated these cuts and adopted the worst case scenario for the 2011-2012 budget. Next year's 2012-2013 budget will be announced by the Governor in January, and a number of staff will attend the Sacramento budget workshop on January 13.

3) Vice Presidents' Reports:

Marty Johnson, Vice President for Academic Affairs – thanked Trustees Davis and Page for their leadership and welcomed the new Trustees. / Faculty is in their finals and grading period. / He acknowledged the hard work of various committees: Academic Senate, Student Learning Outcomes and Basic Skills, Online Education, and the Educational Master Plan.

Carsbia Anderson, Vice President for Student Services – is eager to work with the new Trustees on all services of the Student Services Division, and thanked departing Trustees Page and Davis for their leadership and support over the years. / Carsbia introduced Athletic Director Lyndon Schutzler to recognize student athletes who are performing beyond the expected level. AD Schutzler introduced Women's Coach Valentina Valdez and Men's Coach Artie Cairel. Coach Valdez started as an assistant coach before taking over the program in 2010. This year the women's program made tremendous strides under her leadership. The team finished third place in conference and five players were named to the All-Conference Team. Three All Conference players were in attendance: Yosselin Berruenco, Lynae McCarthy and Ashlee Otis. Yosselin was also honored as Coast Conference Player of the Year. All three players are freshmen who will return in 2012. Coach Artie Cairel thanked the Board for the opportunity to coach at MPC. He assumed the head coaching duties at a late date, but was able to recruit a full and competitive squad. He introduced All-Conference player and second year player, Carter Fries. Carsbia then spoke of Carmel-Palma High School Football game last Saturday which had 6,000 standing and sitting fans in the 3,500 seat stadium. Lyndon was thanked for managing this large event with short notice.

Carsbia continued his report to say that Project Santa is in great need of contributions for staff and students, and donations can be directed to his office. / Upward Bound celebrated 70 kids in the CARE and CalWORKs programs, and Upward Bound high school students raised money to purchase gifts, and wrapped and presented them to a very special needy group of children. He thanked Larry Walker, Chris Calima and Sandra Washington for managing this program. / Vera Coleman was then recognized for her upcoming retirement in May. An alumna of MPC, Vera has worked 39+ years, first as Admissions and Records Clerk, Manager, and Registrar. Vera is the type of employee who has helped thousands students over the years, created a student scholarship in her own name, and consistently supports other scholarships and causes. Vera spoke of the difficulty in making her decision to retire on May 6th. She will return for help with graduation, of course!

- 4) Academic Senate Report – Fred Hochstaedter, President. Fred thanked both Lynn Davis and Charlie Page for their work and welcomed the two new Trustees. / Academic Affairs is planning Spring Flex Days for January 25-26, and invited the Board to participate with the entire MPC community.
- 5) MPCEA Report – Loran Walsh, President. Loran handed out his business card to the new Trustees, welcoming them on behalf of MPCEA. He provided background information on CSEA which now has 200,000 members, and he hopes to work well with the new members. He also thanked former Trustees Davis and Page for all their service to the MPC community.
- 6) MPCTA Report – no report.
- 7) ASMPC Report – no report.
- 8) College Council Report – no report.
- 9) MPC Foundation Report – no report.
- 10) Governing Board Report:
 - a) Community Human Services – CHS Board Meeting minutes, November 17, and Robin McCrae’s thank you letter to Dr. Garrison, November 28.
 - b) Trustee Reports -- Trustee Coppernoll attended the MPC Concert Band show; Trustee Steck visited the CDC and related how fun it is to visit the kids.
- 11) Legislative Advocacy Report:
 - a) ACCCA Legislative Update / November 22.
 - b) Community College Update from School Services of California: AB 1344 impacts local executive contracts and Brown Act meeting requirements. / November 23.
 - c) Trustee Loren Steck’s email to California Community College Board Trustees on MPC Board response to Student Success Task Force Recommendations. / November 30.
 - d) Dr. Garrison’s letter to Senator Dianne Feinstein, Senator Barbara Boxer, and U.S. House Appropriations Subcommittee on Labor, Health and Human Services to oppose changes to Pell Grant Program. / December 2.
- 12) Special Report - Bond Update Reports, Joe Demko. Joe thanked Lynn Davis and Charlie Page for their vision and direction over the past eight years of service.
 - a) Active Bond/Facility Projects Update:

Humanities / Old Student Services / Business Humanities – The project is receiving State matching funds. Phase 1 (Old Student Services Building) construction is ahead of schedule. A new roof has been installed over the holiday recess. Glazing has been completed. The insulation and drywall have been installed. Interior and exterior painting has begun.

Theatre -- Concrete work on the orchestra pit and elevator continues. As of this date, no significant unforeseen conditions have been discovered that could impact budget and schedule. Work is progressing as scheduled.

Life Science / Physical Science Buildings – There are two phases in this project with the First Phase being the Life Science building, and once it is completed the renovation of Physical Science will commence. The interior framing and metal stud walls have been installed. Electrical and plumbing pipe are being installed in the walls so that drywall installation can begin. The old windows have been removed and replaced with new high performance windows (which will lower utility bills). Work is progressing as scheduled.

Gym First Floor -- The P.E. department has moved out of the first floor and into the Swing Space relocatables. The hazardous materials are being abated over the holiday break when the campus is vacated. Main construction work will begin in January of 2012, and construction will be completed by November of 2012.

Swing Space – The Swing Space Village is located adjacent to and south of the Theatre and classes are being conducted in the building. The General Classrooms Building has been modified to accommodate Life Science and Physical Science programs, and Life Science classes are being conducted in the building. The architect has submitted drawings for approval to DSA to convert the General Classrooms building to accommodate the Physical Science department this summer. Construction on the Physical Science building is scheduled to begin late summer.

Infrastructure – Site work (directional kiosks, lighting, parking lots, sidewalks) will be ongoing for the next few years.

Pool / Tennis Courts – Work will begin after the gym first floor is complete.

Student Center – The Architect has prepared schematic drawings for available space options. Planning meetings have involved student representatives and ASMPC has reviewed and approved the schematic drawings.

Facilities Committee – The Committee meets on a regular basis to review project budgets and schedules. A report will be forthcoming on the Committee's recommendations.

Arts Complex – The Arts Complex project is comprised of the Art Studio Building, Graphic Arts (Drafting), Art Ceramics Building and the Art Dimensional Building. Preliminary design work and a series of meetings have been conducted to identify potential scope so that the architect can move forward with the drawings and estimate.

- b) Cost Control Report
- c) Master Schedule/Construction Phase Only
- d) Bond Expenditure Report – no report.

5. CONSENT CALENDAR

A. Routine Business Transactions, Annual Renewal of Programs, Bids, Agreements, Notice of Public Hearings and Proclamations:

Motion Coppernoll / Second Johnson / Carried **2011-2012/75**

BE IT RESOLVED,

- 1) That the Governing Board approve the minutes of the Regular Board Meeting on November 22, 2011.
- 2) That the Governing Board accept gifts donated to the college with appropriate acknowledgement to donors.
- 3) That the November regular payroll in the amount of \$2,171,513.98, for a total payroll of \$2,171,513.98, be approved.
- 4) That Commercial Warrants:

Number 12896499 through Number 12896521	\$197,813.40
Number 12897117 through Number 12897146	\$204,804.58
Number 12898076 through Number 12898154	\$486,767.28
Number 12899601 through Number 12899656	\$229,673.11
Number 12901483 through Number 12901548	\$342,006.93

in the amount of \$1,461,065.30, be approved.

B. Management Personnel:

- 5) That the Governing Board approve the following items:
 - a) Resignation for the purpose of retirement in lieu of layoff of Steve Morgan, Director of Facilities, effective at the end of the day, December 31, 2011.
 - b) Resignation for the purpose of retirement of Vera Coleman, Admissions and Records Director, effective at the end of the day, May 8, 2012.
 - c) Establish new position and approve attached job description for Custodial/ Evening Site Supervisor, Facilities, effective January 1, 2012. Salary Placement will be Range 40 (Exempt).
 - d) Establish new position and approve attached job description for Facilities Operations Supervisor, Facilities, effective January 1, 2012. Salary Placement will be Range 45 (Exempt).
 - e) Eliminate position of Custodial Supervisor, Facilities, effective January 1, 2012 and transfer Shaune Burke, current Custodial Supervisor, to the Custodial/Evening Site Supervisor position at Step E.
 - f) Eliminate position of Grounds Supervisor, Facilities, effective January 1, 2012 and transfer Nils "Pete" Olsen, the current Grounds Supervisor, to the Facilities Operations Supervisor position at Step E.

C. Faculty Personnel:

- 6) That the Governing Board approve the following item:
 - a) Each month individuals are hired as part-time, substitute, and overload. The attached list includes hires for Fall 2011.

- D. Classified Personnel:
- 7) That the Governing Board approve the following items:
 - a) Employment of Thomas Clifton, Sciences Laboratory Manager, Physical Science, 19 hours per week, 11 months per year, effective December 14, 2011.
 - b) Employment of Sue Kostyshak, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective December 14, 2011.
 - c) Employment of Erik McDonald, Library Systems Technology Coordinator, Library, 40 hours per week, 12 months per year, effective December 15, 2011.
 - d) Transfer of Erin Miller, Re-Entry Counseling Services Specialist, 19 hours per week, 12 months per year, to the vacant Re-Entry Counseling Services Specialist, 40 hours per week, 12 months per year position, effective December 14, 2011.
 - e) Reestablish the position of Unit Office Manager, Facilities, 40 hours per week, 12 months per year, effective December 14, 2011.
 - f) Resignation of Steve White, Art Studio Specialist, Creative Arts, 19 hours per week, 11 months per year, effective January 20, 2012.
 - g) Resignation of Stephen Thompson, Library Specialist, Circulation Desk, Library, 21.25 hours per week, 8 months and 7 days per year, effective November 30, 2011.
- E. Short Term and Substitute Personnel:
- 8) That the individuals on the recommended list (Short Term and Substitute Employees) employed for short term and substitute assignments subject to future modifications, be approved.

6. NEW BUSINESS

- A. BE IT RESOLVED, that the agreement to employ Dr. Céline Pinet as the Vice President for Academic Affairs, effective February 6, 2012 and ending June 30, 2014, be ratified.

Motion Coppernoll / Carried Brown / Second **2011-2012/76**

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

Motion Gustafson / Carried Cervantes / Second **2011-2012/77**

- C. BE IT RESOLVED, that the Governing Board approve Dr. Douglas Garrison, Superintendent/President, Stephen Ma, Vice President for Administrative Services, and Rosemary Barrios, Controller, to be authorized signatories for the bankcard accounts maintained by Monterey Peninsula College at Santa Barbara Bank and Trust, as requested by the Monterey County Office of Education.

Motion Cervantes / Carried Coppernoll / Second **2011-2012/78**

- D. BE IT RESOLVED, that the Governing Board ratify the agreement with Dolinka Group, LLC, based on hourly rates for time and materials, to provide assistance in retrieving redevelopment funds owed to the District in Phase III.

Motion Johnson / Carried Cervantes / Second **2011-2012/79**

- E. BE IT RESOLVED, that the Board authorize the Vice President for Administrative Services to enter into a contract with Kitchell for Program Management Services for the period January 1, 2012 through June 30, 2012.

Motion Gustafson / Second Coppernoll / Carried **2011-2012/80**

- F. BE IT RESOLVED, that the Governing Board authorize the District to file a Notice of Completion of Contract with the County of Monterey for the Village of Relocatable Modular Buildings, DSA Application No. 01-111502, File No. 27-C1.

Motion Brown / Second Coppernoll / Carried **2011-2012/81**

- G. BE IT RESOLVED, that the Governing Board authorize the District to file a Notice of Completion of Contract with the County of Monterey for the Life Science-Swing Space/ Building 16 Interior Modifications, DSA Application No. 01-111867, File No. 27-C1.

Motion Cervantes / Second Brown / Carried **2011-2012/82**

- H. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment #34 (PAA) with HGHB Architecture, Planning, Urban Design, at the fixed fee of \$400,000.00 (inclusive of reimbursable expenses other than printing of working drawings for bidding purposes), for architectural and engineering services for the Arts Complex.

Motion Coppernoll / Second Gustafson / Carried **2011-2012/83**

- I. BE IT RESOLVED that the Governing Board adopt the following resolution to appoint a Public Works Hearing Board of Monterey Peninsula Community College District.

Motion Johnson / Second Coppernoll / Carried **2011-2012/84**

RESOLUTION:

APPOINTMENT OF PUBLIC WORKS HEARING BOARD

WHEREAS, from time to time, Monterey Peninsula Community College District (“District”) lets contracts for the construction, alteration, or repair of District facilities;

WHEREAS, pursuant to Public Contract Code §§ 4100 et seq., prime contractors to the District are required to “list” subcontractors at the time of submitting bid proposals to the District;

WHEREAS, from time to time the District receives a request from a prime contractor awarded a construction contract by the District to substitute a “listed” subcontractor with another subcontractor;

WHEREAS, prime contractors to the District are not permitted to substitute another subcontractor in place of a “listed” subcontractor without: a) establishing that a basis established under the Public Contract Code has arisen to justify the substitution of a listed subcontractor; and b) consent of the District;

WHEREAS, Public Contract Code § 4107 provides that, if a “listed” subcontractor objects to a prime contractor’s request for the District’s consent to substitute another subcontractor for a “listed” subcontractor, the District must conduct a hearing prior to the District’s determination to grant or deny a request to substitute another subcontractor for a “listed” subcontractor.

NOW, THEREFORE, the following resolutions are adopted by the Board of Trustees of the Monterey Peninsula Community College District:

RESOLVED, that a Public Works Hearing Board of the District is established for the period December 14, 2011 to June 30, 2012.

FURTHER RESOLVED, the following individuals are hereby appointed members of the District’s Public Works Hearing Board: Stephen Ma, Michael Carson, and Joseph Demko.

FURTHER RESOLVED, that the Public Works Hearing Board, acting as a whole, be delegated authority to conduct hearings and issue rulings on behalf of the District under Public Contract Code §4107.

PASSED AND ADOPTED by the Board of Trustees of the Monterey Peninsula Community College District on this thirteenth day of December, 2011, by the following vote:

AYES: Charles Brown, Margaret-Anne Coppernoll,
Marilynn Gustafson, Rick Johnson, Loren Steck
Advisory vote: Daniel Cervantes, Student Trustee

NOES: None

ABSTAIN: None

ABSENT: None

- J. BE IT RESOLVED, that the following courses be approved:
- ENGR 1A, Introduction to Engineering
 - ENGR 4, Engineering Materials

Motion Cervantes / Second Coppernoll / Carried

2011-2012/85

K. INFORMATION: Proposed Governing Board Goals for 2012.

INFORMATION

The following list of proposed goals will be revisited at January's Regular Board Meeting for a vote to revise or adopt the 2012 Board goals:

1. Develop means for more effective community relations with constituents.
2. Design and actively participate in Board development activities to broaden understanding of critical operational elements and issues facing the College.
3. Continue to be knowledgeable about actions taken by the College to address accreditation-related issues.
4. Continue to be knowledgeable about actions taken by the College to maintain fiscal stability.
5. Enhance legislative advocacy activities to support the College and community college system.

L. INFORMATION: Proposed Schedule for Governing Board Study Sessions for 2012.

INFORMATION

The following schedule of proposed study sessions, information items, and a retreat, is presented for review with the understanding it may be modified as the year progresses:

1. January [study session] – Education Master Plan/Enrollment Management/ Curriculum Development.
2. February [regular meeting] – Understanding Budget Development and Management/Audit.
3. March [retreat] - Shared Governance/Collective Bargaining/Personnel Actions, and MPC Planning and Resource Allocation Process.
4. April [regular meeting] – Accountability Reports: ACCJC/ARCCC/IPEDS/ Mandated Reports.
5. May [study session] – MPCCD Demographics and Multi-Site Vision.
6. June [regular meeting] – Facilities Planning/Citizens' Bond Oversight Committee.

M. INFORMATION: Calendar of Events.

INFORMATION

7. ADVANCE PLANNING

A. Proposed January Board Study Session on Education Master Plan, Enrollment Management and Curriculum Development – date to be determined.

B. Regular Meeting Tuesday, January 24, 2011

- Closed Session, 1:30pm, Stutzman Seminar Room, Library and Technology Center
- Regular Meeting, 3:00pm, Sam Karas Room, Library and Technology Center

C. Regular Board Meeting, Tuesday, February 28, 2011

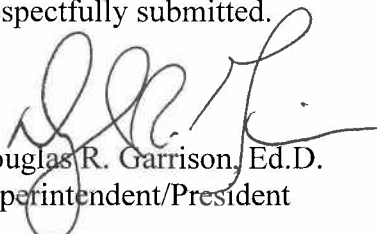
- Closed Session, 1:30pm, Stutzman Room, Library and Technology Center
- Regular Meeting, 3:00pm, Sam Karas Room, Library and Technology Center

D. Future Topics:

- Institutional Report – SB 1440, the Transfer Act

8. **ADJOURNMENT** – the Regular Meeting was adjourned by Chair Loren Steck. The public was invited to attend the retiring Trustees Reception.
9. **CLOSED SESSION** – not required.

Respectfully submitted.



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

Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this Agenda will be made available for public inspection in the District Office located at 980 Fremont Street, Monterey, CA, during normal business hours. Governing Board documents are also available on the Monterey Peninsula College website at www.mpc.edu.

Posted January 25, 2012

Monterey Peninsula Community College District

Governing Board Agenda

January 24, 2012

Consent Agenda Item No. A.2

Superintendent/
President's Office

Proposal:

That the Governing Board accept and acknowledge the following donations to Monterey Peninsula College.

Background:

The following donations have been made to Monterey Peninsula College:

- Adaptive Physical Education \$500 from David and Dorothy Stevens Trust, and supplies and equipment from an anonymous donor
- Humanities Scholarship Fund \$50 from Maureen Girard, \$50 from Dolores Jerez-Moya, \$150 from Marlene Martin, and \$250 from Beth Penney
- Project Santa Fund \$500 from Associated Students of Monterey Peninsula College, \$75 from Laura Franklin, \$25 from Marilynn Gustafson, and \$100 from Eric Ogata
- MCC School of Nursing \$2,000 from Dr. Patrick and Annette Welton, c/o Welton Foundation, \$1,000 from Aesthetics & Genetics by the Bay, c/o Joanne Shiffman, \$250 from Jodie Dodie, c/o Deborah Rantz, \$300 from Roberta Dodge; \$100 from Frank Keith, \$200 from Melvin Loop, and \$300 from Valerie Moule
- Teri and Andre Adam \$200 to Hospitality Club
- Homer Bosserman \$3,500 to Baseball Field Fund
- Elio and Siv Gonella \$200 and equipment to Metal Arts Club
- Ruth Killens \$50 to Sue Skipper Scholarship Fund
- Light & Motion Company Supplies and equipment to MATE ROV Program
- Linda Page \$500 to Project Santa and to Students in Need Fund
- Fred Slauterback Computer and monitor to Art Department
- Dr. Gary Taylor Two Physician's Desk References to MPC
- Mee Nyo Woo \$100 to Children's Development Center

Budgetary Implications:

None.

- RESOLUTION: BE IT RESOLVED**, that the Governing Board accept gifts donated to the College with appropriate acknowledgement to the donors.

Recommended By: Dr. Douglas Garrison, Superintendent/President

Prepared By:

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

Agenda Approval:

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

Monterey Peninsula Community College District

Governing Board Agenda

January 24, 2012

Consent Agenda Item No. A.3

Fiscal Services
College Area

Proposal:

Approve December and January supplemental payrolls and December and January regular payrolls. Approve December 9th and December 29th and January 3rd and 10th payrolls.

Background:

December 9, 2011	Supplemental Payroll	\$ 66,155.99
December 29, 2011	Regular Payroll-Classified/Student	\$ 768,825.20
January 3, 2012	Regular Payroll-Certificated	\$ 1,500,553.29
January 10, 2012	Supplemental Payroll	\$ 56,705.38
Total		\$ 2,392,239.86

Budgetary Implications:

Budgeted.

RESOLUTION: BE IT RESOLVED, that the:

December supplemental payroll in the amount of \$66,155.99 and the December and January regular payroll in the amount of \$2,269,378.49 and the January supplemental payroll in the amount of \$56,705.38
For a total payroll of \$2,392,239.86 be approved.

Recommended By: 

Stephen Ma, Vice President, Administrative Services

Prepared By:  

Michelle Moore or Sean Willis, Payroll Analyst Rosemary Barrios, Controller

Agenda Approval: 

Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

January 24, 2012

Consent Agenda Item No. A.4

Fiscal Services
College Area

Proposal:

Approve Commercial Warrants for December 2011.

Background:

Table with 2 columns: Description (Number range) and Amount. Rows include: Number 12902282 through Number 12902332 (\$604,997.19), Number 12903480 through Number 12903541 (\$683,764.27), Number 12904536 through Number 12904560 (\$453,022.31), Number 12905389 through Number 12905460 (\$469,157.28), and Total (\$2,210,941.05).

Budgetary Implications:

Budgeted.

[X] RESOLUTION: BE IT RESOLVED, that Commercial Warrants: 12902282 through 12902332, 12903480 through 12903541, 12904536 through 12904560, 12905389 through 12905460, in the amount of \$2,210,941.05 be approved.

Recommended By:

[Signature]
Stephen Ma, Vice President, Administrative Services

Prepared By:

[Signature] Alicia Cadriel, Accounting Specialist
[Signature] Rosemary Barrios, Controller

Agenda Approval:

[Signature]
Dr. Douglas Garrison, Superintendent/President

School Board Approval Report
12/1/2011 through 12/1/2011

40 Monterey Peninsula College

Issue Date 12/01/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12902284	Anthem Blue Cross	PO- 120019	340000	Open order for Life Insurance for FY11-12. Intern	\$1,944.75
12902285	Best Plumbing Specialties Inc.	PV- 1550	450000	Equipment Repair Parts	\$350.36
	Best Plumbing Specialties Inc.	PV- 1550	450000	Equipment Repair Parts	\$404.43
12902286	Brian Finegan	PO- 120671	570000	Open order FY 2011-12	\$5,250.00
	Brian Finegan	PO- 120671	570000	Open order FY 2011-12	\$112.50
12902287	Carmel Marina Corporation	PO- 120092	550000	Open order for 12 month rental of portable toilet	\$149.91
12902288	CHEVRON USA INC	PO- 120186	550000	Open order for gas cards for Facilities	\$2,539.63
	CHEVRON USA INC	PO- 120358	550000	Open order for Gas for M&W Athletics	\$1,130.57
	CHEVRON USA INC	PO- 120656	550000	Open order for gasoline split as follows-mens	\$341.31
	CHEVRON USA INC	PO- 120656	550000	Open order for gasoline split as follows-mens	\$587.21
12902291	ELECTRICAL DISTRIBUTORS - mo	PO- 120280	450000	Open ordr for electrical supplies for the Faciliti	\$308.88
	ELECTRICAL DISTRIBUTORS - mo	PO- 120280	450000	Open ordr for electrical supplies for the Faciliti	\$43.80
	ELECTRICAL DISTRIBUTORS - mo	PO- 120280	450000	Open ordr for electrical supplies for the Faciliti	\$73.69
	ELECTRICAL DISTRIBUTORS - mo	PO- 120280	450000	Open ordr for electrical supplies for the Faciliti	\$31.54
12902293	Enge, Brett	PV- 1547	520000	Travel Reimbursement for AMATCY Conference	\$1,033.80
12902295	Fast Response On Site Testing	PO- 120579	520000	Facilities Associates Respirator Exam and Fit Test	\$3,249.20
12902296	Fastenal Company	PV- 1552	450000	Facility Supplies	\$195.88
12902299	Gerard, Adria	PV- 1548	520000	Travel Reimbursement for ECCTYC Conference	\$317.30
12902300	GRAINGER INC-salinas	PO- 120214	450000	Open order fy 11-12, Misc equip, tools and supplie	\$142.76
	GRAINGER INC-salinas	PO- 120214	450000	Open order fy 11-12, Misc equip, tools and supplie	\$153.27
12902301	HERBERT DAVY SIGNS	PO- 120286	430000	Open order for vinyl lettering for signage for gal	\$47.40
12902302	Keenan & Associates/CCIG	PO- 120017	340000	Open order for Dental Claims for FY11-12	\$30,408.50
12902304	LOZANO SMITH	PO- 120527	570000	Open order for pofessional legal consulting servi	\$110.84
	LOZANO SMITH	PO- 120527	570000	Open order for pofessional legal consulting servi	\$110.00
12902305	Lunsford,Tami	PO- 120025	510000	Internship Coordinator Contract for Tami Lunsford	\$3,920.00
12902307	Mac and Ava Motion Pictures	PV- 1554	580000	Update Graphics for Spring 2012 Advertising	\$405.00
12902308	Marina Coast Water District	PO- 120683	550000	Marina Ed Center Campus Water-This is the second P	\$1,519.32

School Board Approval Report
12/1/2011 through 12/1/2011

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40 Monterey Peninsula College

Issue Date 12/01/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12902309	McKesson Medical Surgical	PO- 120355	450000	Open order for medical supplies for Fiscal year 20	\$22.53
	McKesson Medical Surgical	PO- 120355	450000	Open order for medical supplies for Fiscal year 20	\$13.20
	McKesson Medical Surgical	PO- 120355	450000	Open order for medical supplies for Fiscal year 20	\$29.88
	McKesson Medical Surgical	PO- 120355	450000	Open order for medical supplies for Fiscal year 20	\$39.60
	McKesson Medical Surgical	PO- 120355	450000	Open order for medical supplies for Fiscal year 20	\$5.09
	McKesson Medical Surgical	PO- 120355	450000	Open order for medical supplies for Fiscal year 20	\$37.92
	McKesson Medical Surgical	PO- 120665	450000	Open order for medical supplies for fiscal 2011-20	\$5.14
	McKesson Medical Surgical	PO- 120665	450000	Open order for medical supplies for fiscal 2011-20	\$12.40
12902311	Monterey Bay Systems	PO- 120274	560000	Open PR to pay for the Minolta copier maintenace 1	\$263.79
12902312	Monterey City Disposal Inc.	PO- 120115	550000	Open order for Monterey campus waste disposal	\$2,036.30
	Monterey City Disposal Inc.	PO- 120115	550000	Open order for Monterey campus waste disposal	\$135.85
	Monterey City Disposal Inc.	PO- 120115	550000	Open order for Monterey campus waste disposal	\$251.12
12902313	MONTEREY FIRE DEPARTMENT	PV- 1551	560000	Re-Inspection Fee for Child Development Center	\$90.00
12902314	PACIFIC GAS & ELECTRIC	PO- 120267	550000	Open order for Marina Ed Center Electricity	\$12.86
	PACIFIC GAS & ELECTRIC	PO- 120270	550000	Open order for Seaside PSTC campus Gas	\$218.63
	PACIFIC GAS & ELECTRIC	PO- 120271	550000	Open order for Seaside PSTC campus Electricity	\$1,527.07
12902316	Peninsula Cafe	PV- 1543	760000	Care Meal Plan for October 2011	\$4,634.05
12902317	Peninsula Office Solutions	PO- 120147	560000	Open PR for Serive contract on Toshibal E-Studio 2	\$53.07
12902318	Public Agency Law Group	PO- 120670	570000	Open order FY2011-12	\$884.10
	Public Agency Law Group	PO- 120670	570000	Open order FY2011-12	\$3,089.92
12902319	Same Day Shred	PO- 120260	510000	Open order for FY11-12 for shredding services for	\$90.00
12902320	SCHOOL SERVICES OF CA-SF	PO- 120281	450000	1 year subscription per attached agreement for spe	\$285.00
12902321	SENTRY ALARM SYSTEMS	PO- 120172	560000	Fire and Burglar Alarm Repairs/replacements	\$1,428.00
	SENTRY ALARM SYSTEMS	PO- 120172	560000	Fire and Burglar Alarm Repairs/replacements	\$588.00
	SENTRY ALARM SYSTEMS	PO- 120172	560000	Fire and Burglar Alarm Repairs/replacements	\$25.00
	SENTRY ALARM SYSTEMS	PO- 120172	560000	Fire and Burglar Alarm Repairs/replacements	\$25.00
	SENTRY ALARM SYSTEMS	PO- 120172	560000	Fire and Burglar Alarm Repairs/replacements	\$301.46
	SENTRY ALARM SYSTEMS	PO- 120172	560000	Fire and Burglar Alarm Repairs/replacements	\$733.53

School Board Approval Report
12/1/2011 through 12/1/2011

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40 Monterey Peninsula College

Issue Date 12/01/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
	SENTRY ALARM SYSTEMS	PO- 120172	560000	Fire and Burglar Alarm Repairs/replacements	\$625.00
	SENTRY ALARM SYSTEMS	PO- 120172	560000	Fire and Burglar Alarm Repairs/replacements	\$175.00
	SENTRY ALARM SYSTEMS	PV- 1544	560000	Annual Fire Alarm Moitoring for PSTC	\$360.00
	SENTRY ALARM SYSTEMS	PV- 1544	560000	Fire Alarm Monitoring	\$24.19
12902322	SR MANAGEMENT & CONSULTING	PV- 1549	580000	Postage for Theatre Show Mailings	\$1,400.00
12902323	The Hartford	PO- 120015	340000	Open order for Disability Premiums for FY11-12. I	\$2,250.54
12902325	United Parcel Service(UPS)	PO- 120199	580000	Open order for UPS shipments for FY11/12	\$140.40
12902326	US Bancorp Equipment Finance	PO- 120454	560000	Open PR to pay for the lease for the Konica Minolt	\$332.02
12902327	VISION SERVICE PLAN/CCIG	PO- 120016	340000	Open order for vision premium for FY11-12- Interna	\$2,685.67
12902328	Washington,Sandra	PV- 1546	750000	Advance for 2011 Fall Upward Bound Stipends	\$3,800.00
12902331	XEROX CORPORATION	PO- 120189	560000	Open order for Xerox copier in Life Sceince W7665P	\$814.03
12902332	Zande,Jill	PV- 1545	520000	Travel Reimbursement for 2012 Mate Site Visit	\$218.19
Fund 0100 totals:					\$84,545.40

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12/1/2011 through 12/1/2011

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40 Monterey Peninsula College

Issue Date 12/01/2011

3500 Self Insurance Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12902282	AFLAC	PO- 120066	510000	Open order for monthly fee for employees in aflac	\$188.00
Fund 3500 totals:					\$188.00

School Board Approval Report
12/1/2011 through 12/1/2011

40 Monterey Peninsula College

Issue Date 12/01/2011

4700 College Center (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12902324	Toyota Material Handling Salin	PV- 1553	550000	Repairs on Cafeteria Cart	\$947.31
Fund 4700 totals:					\$947.31

School Board Approval Report
12/1/2011 through 12/1/2011

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40 Monterey Peninsula College

Issue Date 12/01/2011

4800 Building Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12902283	American Reprographics Co.	PO- 120680	510000	Printing services for the Bond Program per attache	\$50.00
12902289	Contrax	PO- 120367	620000	SS36E2 Storage Shelves- Shelving cabinets in 104	\$129.34
12902290	DAVID FOORD	PO- 120674	620000	Dave Foord Inspection services for the month of Oc	\$2,175.00
	DAVID FOORD	PO- 120675	620000	Dave Foord Inspection services for the month of Oc	\$3,450.00
	DAVID FOORD	PO- 120676	620000	Dave Foord Inspection services for the month of Oc	\$3,675.00
12902292	EMC PLANNING GROUP INC	PO- 120678	620000	Reencumber PO 112090 for CEQA documents at Parker	\$3,674.41
	EMC PLANNING GROUP INC	PO- 120678	620000	Reencumber PO 112090 for CEQA documents at Parker	\$4,275.42
	EMC PLANNING GROUP INC	PO- 120678	620000	Reencumber PO 112090 for CEQA documents at Parker	\$4,662.48
12902294	Epico Systems Inc.	PO- 120681	620000	Materials and labor for Marina Ed Center for WAPs	\$1,377.00
12902297	GBMI Inc.	PO- 120682	610000	George Barrall Inspection services for the month o	\$4,500.00
12902298	Geo. H. Wilson Inc.	PO- 120677	620000	Fix broken hoses on dental class develop machine p	\$460.00
12902303	Kleinfelder	PO- 120102	610000	Kleinfelder to provide geotechnical testing and inp	\$621.25
12902306	M3 Enviromental Consulting LLC	PO- 120679	610000	Provide additional abatement monitoring services f	\$12,067.87
12902310	Mobile Modular Mgmnt Corp	PO- 120395	620000	12 months rent for restroom Modular at GC. Invoic	\$586.66
12902315	PAPE Rents	PO- 120401	620000	Rental agreement for portable air conditioning uni	\$1,029.07
12902321	SENTRY ALARM SYSTEMS	PO- 120417	620000	Furnish, Install and program cell dialer for fire	\$970.00
12902329	West Bay Builders Inc	PO- 120597	610000	General Construction Base Contract, less retention	\$475,151.83
12902330	Williams Scotsman	PO- 120310	620000	Continued monthly rental for site office trailer f	\$461.15
Fund 4800 totals:					\$519,316.48
District Totals for 12/1/2011:					\$604,997.19

School Board Approval Report
12/1/2011 through 12/1/2011

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District Total for 12/1/2011 through 12/1/2011:	\$604,997.19
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School Board Approval Report
12/8/2011 through 12/8/2011

40 Monterey Peninsula College

Issue Date 12/08/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12903480	AMERICAN SUPPLY CO	PO- 120612	450000	100-89440 Enmotion (EPA) brown roll towel 700'	\$1,285.39
	AMERICAN SUPPLY CO	PO- 120635	450000	086-21780 4x4 Floral soft toilet tissue	\$2,780.99
	AMERICAN SUPPLY CO	PO- 120644	450000	100-89480 EnMotion brown roll towels	\$4,110.89
	AMERICAN SUPPLY CO	PO- 120668	450000	086-21780 4x4 floral soft toilet paper	\$3,003.86
12903481	AmeriPride Uniform Services	PO- 120288	620000	Open Purchase order covers rage service for studio	\$32.04
12903482	Behnam MD, Shaida	PO- 120535	510000	Open order for oversight Physician for m9/11/11-1/	\$1,000.00
12903483	Bristol Community College	PV- 1578	520000	MATE ITEST Subcontract	\$4,200.00
	Bristol Community College	PV- 1578	510000	MATE ITEST Subcontract	\$7,000.00
12903484	Canon Business Solutions	PO- 120031	560000	Months of lease for 24 copiers	\$7,000.29
12903486	Comcast	PO- 120330	450000	Open purchase order-Comcast cable. Ref#cr257456161	\$13.56
12903487	Compaq/Hewlett Packard	PO- 120666	640000	HP PRomo Compaq LA2006x 20 inch WLED Backlit LCD M	\$1,599.82
12903489	Crouch,Perry	PO- 120430	510000	Independent contract-Retention workshop series for	\$300.00
12903490	Department of Forestry	PV- 1555	520000	Regional Instructor Orientation Course	\$6,450.00
	Department of Forestry	PV- 1556	520000	Fire Command 1A Course	\$1,389.65
12903491	DocuTec	PV- 1584	560000	Office Equipment Repair	\$123.04
12903492	Empleo, Amanda	PO- 120496	510000	Contract for Amanda Empleo, MATE Office Manager-Se	\$888.00
12903493	ESRI	PV- 1585	560000	Instructional Materials	\$362.69
12903494	GAVILAN PEST CONTROL	PO- 120196	550000	Open order for gropher abatement	\$500.00
	GAVILAN PEST CONTROL	PO- 120332	550000	Open order for rodent and insect abatement	\$180.00
12903495	Georgia Aquarium	PV- 1557	520000	Travel Reimbursement to MATE Regional Meeting	\$194.82
12903496	Gerry Grossman Seminars	PV- 1586	580000	BBS Exam Prep for Renee Monrad	\$500.00
12903497	Gilman, Sharon	PV- 1558	520000	Travel Reimbursement to MATE Regional Meeting	\$754.60
12903498	Hamann,Mary Ann	PO- 120684	510000	Independent contract for consulting on upward boun	\$2,000.00
12903499	HODGES RENT ALL-mont	PO- 120601	450000	Helium tank for 50 balloons for Transfer day on No	\$32.18
12903500	JC PAPER CO	PO- 120097	450000	Open order for FY2011/12. Authorized to order: L	\$1,041.51
12903501	John G. Shedd Aquarium	PV- 1579	520000	MATE ITEST Subcontract	\$5,650.00
	John G. Shedd Aquarium	PV- 1579	510000	MATE ITEST Subcontract	\$7,000.00

School Board Approval Report
12/8/2011 through 12/8/2011

mountsRef

40 Monterey Peninsula College

Issue Date 12/08/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12903502	Joyce, Caroline	PV- 1559	520000	Travel Reimbursement to MATE Regional Meeting	\$45.62
12903504	Kool Entertainment	PV- 1560	640000	Instructional Equipment	\$570.63
12903505	LONG BEACH CITY COLLEGE	PV- 1580	520000	MATE ITEST Subcontract	\$4,200.00
	LONG BEACH CITY COLLEGE	PV- 1580	510000	MATE ITEST Subcontract	\$7,000.00
12903506	Ludwig, DeDee	PV- 1561	520000	Travel Reimbursement to MATE Regional Meeting	\$132.81
12903507	Lunsford,Tami	PV- 1596	520000	Travel Reimbursement for RV Tech Conference	\$562.93
12903508	Mann,Candiya	PV- 1562	520000	Travel Reimbursement to MATE Regional Meeting	\$327.33
12903509	MATCO Tools	PO- 120640	430000	FC103MAG-Magnetic Fender Cov	\$94.06
12903510	McKesson Medical Surgical	PO- 120648	640000	Blood Pressure Monitor 3 Series on wrist	\$64.34
12903512	MONTEREY PENINSULA COLLEGE	PV- 1564	580000	October Revolving Fund Check Reimbursement	\$1,780.73
	MONTEREY PENINSULA COLLEGE	PV- 1565	580000	October Revolving Fund Check Reimbursement	\$3,819.25
	MONTEREY PENINSULA COLLEGE	PV- 1566	580000	October Revolving Fund Check Reimbursement	\$2,438.59
	MONTEREY PENINSULA COLLEGE	PV- 1567	580000	October Revolving Fund Check Reimbursement	\$2,103.74
	MONTEREY PENINSULA COLLEGE	PV- 1568	580000	October Revolving Fund Cash Reimbursement	\$751.68
	MONTEREY PENINSULA COLLEGE	PV- 1569	580000	November Revolving Fund Check Reimbursement	\$1,929.98
	MONTEREY PENINSULA COLLEGE	PV- 1570	580000	November Revolving Fund Check Reimbursement	\$3,070.80
12903513	Monterey Sanitary Supply	PO- 120255	450000	Open Order not to exceed	\$440.37
	Monterey Sanitary Supply	PO- 120255	450000	Open Order not to exceed	\$1,154.16
	Monterey Sanitary Supply	PO- 120255	450000	Open Order not to exceed	\$62.98
	Monterey Sanitary Supply	PO- 120255	450000	Open Order not to exceed	\$1,503.13
	Monterey Sanitary Supply	PO- 120255	450000	Open Order not to exceed	\$789.52
	Monterey Sanitary Supply	PO- 120255	450000	Open Order not to exceed	\$96.98
	Monterey Sanitary Supply	PO- 120255	450000	Open Order not to exceed	\$99.35
	Monterey Sanitary Supply	PO- 120255	450000	Open Order not to exceed	\$430.84
	Monterey Sanitary Supply	PO- 120255	450000	Open Order not to exceed	\$289.06
12903514	Moody, Sean	PV- 1571	520000	Travel Reimbursement to MATE Regional Meeting	\$56.99
12903515	Moulton, Erica	PO- 120176	510000	Independent contractor-from July 1, 2011-June30,20	\$3,123.77
	Moulton, Erica	PO- 120494	510000	Independent Contractor- See attached contract.	\$1,561.88

School Board Approval Report
12/8/2011 through 12/8/2011

40 Monterey Peninsula College

Issue Date 12/08/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
	Moulton, Erica	PV- 1572	520000	Travel Reimbursement to MATE Regional Meeting	\$401.71
	Moulton, Erica	PV- 1587	520000	Reimbursement for ROV Kit Replacements	\$280.00
12903516	MTS Puget Sound Section	PV- 1581	520000	MATE ITEST Subcontract	\$4,200.00
	MTS Puget Sound Section	PV- 1581	510000	MATE ITEST Subcontract	\$7,000.00
12903517	Mueller, Craig	PV- 1573	510000	MATE Mentor for ITEST Rover Program	\$500.00
12903518	NLNAC	PV- 1588	450000	Site Visitors Lodging Variance	\$144.90
12903519	Nordquist Designs	PV- 1582	520000	MATE ITEST Subcontract	\$4,200.00
	Nordquist Designs	PV- 1582	510000	MATE ITEST Subcontract	\$7,000.00
12903520	Northern CA Comm. College Pool	PO- 120544	360000	2011-12 WC Premium (MPC portion to JPA as per spre	\$149,998.00
12903521	Odyssey Power	PO- 120647	560000	UPS/Battery Maintenance	\$2,496.25
12903522	Office Depot	PO- 120002	430000	Open order for office supplies for FY11/12	\$77.03
	Office Depot	PO- 120002	430000	Open order for office supplies for FY11/12	\$33.99
	Office Depot	PO- 120010	450000	Open order for Office supplies for FY11-12	\$67.98
	Office Depot	PO- 120010	450000	Open order for Office supplies for FY11-12	\$70.01
	Office Depot	PO- 120010	450000	Open order for Office supplies for FY11-12	\$102.63
	Office Depot	PO- 120011	450000	Open order for office supplies for FY2011-12. Aut	\$182.39
	Office Depot	PO- 120030	430000	office supplies	\$158.94
	Office Depot	PO- 120030	430000	office supplies	\$23.72
	Office Depot	PO- 120030	430000	office supplies	\$15.49
	Office Depot	PO- 120030	430000	office supplies	\$9.58
	Office Depot	PO- 120049	450000	Open order for office supplies	\$52.24
	Office Depot	PO- 120049	450000	Open order for office supplies	\$28.91
	Office Depot	PO- 120049	450000	Open order for office supplies	\$6.33
	Office Depot	PO- 120050	450000	Open order for 2011-2012 for office supplies. Aut	\$116.26
	Office Depot	PO- 120050	450000	Open order for 2011-2012 for office supplies. Aut	\$26.89
	Office Depot	PO- 120069	430000	Open Order for FY11/12 for office supplies for Lif	\$249.06
	Office Depot	PO- 120069	430000	Open Order for FY11/12 for office supplies for Lif	\$3.53
	Office Depot	PO- 120069	430000	Open Order for FY11/12 for office supplies for Lif	\$172.33

School Board Approval Report
12/8/2011 through 12/8/2011

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40 Monterey Peninsula College

Issue Date 12/08/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
	Office Depot	PO- 120069	430000	Open Order for FY11/12 for office supplies for Lif	\$61.65
	Office Depot	PO- 120070	450000	Open order for office supplies for FY11-12 for Adm	\$74.48
	Office Depot	PO- 120072	450000	Open order for office supplies. Authorized: Pete	\$23.59
	Office Depot	PO- 120074	450000	Open order for Marina Ed. Center. Authorized Georg	\$104.55
	Office Depot	PO- 120075	430000	Open order for Marina Ed. Ctr (BSD). Authorized:	\$296.83
	Office Depot	PO- 120076	430000	Open order for Humanities: Authorized users: Mic	\$87.84
	Office Depot	PO- 120076	430000	Open order for Humanities: Authorized users: Mic	\$36.24
	Office Depot	PO- 120076	430000	Open order for Humanities: Authorized users: Mic	\$27.67
	Office Depot	PO- 120077	450000	Open order for Human Resources. Authorized user:	\$91.84
	Office Depot	PO- 120078	430000	Open order for PE Division; Authorized to order:	\$106.92
	Office Depot	PO- 120078	430000	Open order for PE Division; Authorized to order:	\$50.40
	Office Depot	PO- 120079	450000	Open order for the Print Shop.	\$72.59
	Office Depot	PO- 120079	450000	Open order for the Print Shop.	\$203.93
	Office Depot	PO- 120079	450000	Open order for the Print Shop.	\$372.71
	Office Depot	PO- 120079	450000	Open order for the Print Shop.	\$22.22
	Office Depot	PO- 120079	450000	Open order for the Print Shop.	\$505.07
	Office Depot	PO- 120079	450000	Open order for the Print Shop.	\$334.11
	Office Depot	PO- 120079	450000	Open order for the Print Shop.	\$135.95
	Office Depot	PO- 120079	450000	Open order for the Print Shop.	\$208.82
	Office Depot	PO- 120079	450000	Open order for the Print Shop.	\$307.25
	Office Depot	PO- 120086	450000	Open order for office supplies for FY11/12-Health	\$3.22
	Office Depot	PO- 120086	450000	Open order for office supplies for FY11/12-Health	\$12.87
	Office Depot	PO- 120086	450000	Open order for office supplies for FY11/12-Health	\$7.25
	Office Depot	PO- 120086	450000	Open order for office supplies for FY11/12-Health	\$38.43
	Office Depot	PO- 120086	450000	Open order for office supplies for FY11/12-Health	\$43.88
	Office Depot	PO- 120183	450000	Open order for supplies for Financial Aid	\$349.47
	Office Depot	PO- 120183	450000	Open order for supplies for Financial Aid	\$30.02
	Office Depot	PO- 120183	450000	Open order for supplies for Financial Aid	\$38.98

School Board Approval Report
12/8/2011 through 12/8/2011

40 Monterey Peninsula College

Issue Date 12/08/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
	Office Depot	PO- 120183	450000	Open order for supplies for Financial Aid	\$5.98
	Office Depot	PO- 120194	430000	Open order for office supplies for FY11/12;	\$153.23
	Office Depot	PO- 120194	430000	Open order for office supplies for FY11/12;	\$42.54
	Office Depot	PO- 120194	430000	Open order for office supplies for FY11/12;	\$59.30
	Office Depot	PO- 120194	430000	Open order for office supplies for FY11/12;	\$33.50
	Office Depot	PO- 120194	430000	Open order for office supplies for FY11/12;	\$30.93
	Office Depot	PO- 120194	430000	Open order for office supplies for FY11/12;	\$205.65
	Office Depot	PO- 120194	430000	Open order for office supplies for FY11/12;	\$207.79
	Office Depot	PO- 120194	430000	Open order for office supplies for FY11/12;	\$79.11
	Office Depot	PO- 120210	450000	Open order for Office Depot account for fy11/12	\$54.06
	Office Depot	PO- 120210	450000	Open order for Office Depot account for fy11/12	\$128.09
	Office Depot	PO- 120259	450000	Open order for on-line purchases of office supplie	\$196.29
	Office Depot	PO- 120313	430000	Open order for office supplies: Authorized to ord	\$597.13
	Office Depot	PO- 120313	430000	Open order for office supplies: Authorized to ord	\$10.34
	Office Depot	PO- 120314	430000	Open order for office supplies. Authoirzed to orde	\$67.98
	Office Depot	PO- 120315	450000	Open order for office supplies. Authorized: Steph	\$430.99
	Office Depot	PO- 120315	450000	Open order for office supplies. Authorized: Steph	\$53.86
	Office Depot	PO- 120315	450000	Open order for office supplies. Authorized: Steph	\$15.38
	Office Depot	PO- 120370	450000	Open orders for office supplies: Authorized: Bar	\$81.72
	Office Depot	PO- 120370	450000	Open orders for office supplies: Authorized: Bar	\$110.49
	Office Depot	PO- 120376	450000	Online ordering for non-instructional supplies	\$57.41
	Office Depot	PO- 120376	450000	Online ordering for non-instructional supplies	\$80.79
	Office Depot	PO- 120377	430000	open order for Instructional Supplies. Workability	\$37.62
	Office Depot	PO- 120428	450000	Open order for misc office supplies for IT.	\$12.40
	Office Depot	PO- 120428	450000	Open order for misc office supplies for IT.	\$61.41
	Office Depot	PO- 120457	450000	Office Supplies for the Dean Instr.Franklin.	\$22.05
	Office Depot	PO- 120514	450000	Open order for office supplies	\$4.65
	Office Depot	PO- 120514	450000	Open order for office supplies	\$49.21

School Board Approval Report
12/8/2011 through 12/8/2011

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40 Monterey Peninsula College

Issue Date 12/08/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
	Office Depot	PO- 120514	450000	Open order for office supplies	\$184.52
	Office Depot	PO- 120567	640000	Items: 2 207814, 2, 556531 and 1 922981 for Workma	\$117.57
	Office Depot	PO- 120609	430000	Open order for Online Purchase	\$196.88
	Office Depot	PO- 120609	430000	Open order for Online Purchase	\$109.16
	Office Depot	PO- 120609	430000	Open order for Online Purchase	\$249.21
	Office Depot	PO- 120610	450000	Open order for online purchases:	\$18.47
	Office Depot	PO- 120616	450000	Open order for office supplies for FY 2011-12.	\$198.83
	Office Depot	PO- 120616	450000	Open order for office supplies for FY 2011-12.	\$59.98
	Office Depot	PO- 120616	450000	Open order for office supplies for FY 2011-12.	\$8.97
	Office Depot	PO- 120616	450000	Open order for office supplies for FY 2011-12.	\$52.32
	Office Depot	PO- 120616	450000	Open order for office supplies for FY 2011-12.	\$13.16
	Office Depot	PO- 120619	450000	Open order for office supplies; Authorized to pur	\$44.24
	Office Depot	PO- 120646	450000	Open order for FY 11-12, purchase supplies for Fis	\$78.83
12903523	Ogata, Eric	PV- 1589	520000	Travel Reimbursement to Region IV EOPS Meetings	\$203.13
12903524	ORCHARD SUPPLY HARDWARE	PO- 120217	450000	Open order for misc equipment , tools and supplies	\$305.86
	ORCHARD SUPPLY HARDWARE	PO- 120279	450000	Open order for Parts and Materials for the Facilit	\$262.84
12903525	Ordway Drug Store	PV- 1574	450000	Office Supplies	\$39.82
12903527	Patterson Dental Supply	PV- 1590	430000	Instructional Supplies	\$269.95
12903528	Patterson, Jody	PV- 1575	520000	Travel Reimbursement to MATE Regional Meeting	\$25.64
12903529	Peninsula Cafe	PV- 1591	450000	Refreshments for Committee Meetings	\$387.70
12903530	Printworx	PV- 1592	450000	Marina Ed Spring .Mailer	\$3,703.00
	Printworx	PV- 1592	450000	Postcard Mailer	\$2,286.00
12903531	Sakas,Cathy	PV- 1576	520000	Travel Reimbursement to MATE Regional Meeting	\$121.00
12903532	Schutzler, Vicki	PV- 1593	550000	CPR Training for PE Staff	\$130.00
12903533	Spence, Lisa	PV- 1577	520000	Travel Reimbursement to MATE Regional Meeting	\$490.24
12903534	Stericycle	PV- 1594	620000	Hazardous Materials PickUp	\$6,010.03
12903535	The ELS Group	PO- 120215	510000	Open order for VP Academic Affairs interim positio	\$1,625.00
	The ELS Group	PO- 120215	510000	Open order for VP Academic Affairs interim positio	\$1,625.00

School Board Approval Report
12/8/2011 through 12/8/2011

40 Monterey Peninsula College

Issue Date 12/08/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12903536	ULINE	PV- 1595	450000	Custodial Supplies	\$658.23
12903537	United Parcel Service(UPS)	PO- 120199	580000	Open order for UPS shipments for FY11/12	\$149.48
12903538	University of Houston	PV- 1583	520000	MATE ITEST Subcontract	\$5,650.00
	University of Houston	PV- 1583	510000	MATE ITEST Subcontract	\$7,000.00
12903540	US Bank Service Center	PV- 1597	450000	Office Supplies	\$32.16
	US Bank Service Center	PV- 1598	450000	Office Supplies	\$21.64
	US Bank Service Center	PV- 1599	470000	Refreshments for First Friday Workshop	\$160.68
	US Bank Service Center	PV- 1600	510000	IT Supplies	\$2,602.63
	US Bank Service Center	PV- 1601	560000	Hardware Support	\$815.80
	US Bank Service Center	PV- 1601	450000	Tech Support and Supplies	\$416.61
	US Bank Service Center	PV- 1602	530000	ACAP Membership Dues	\$85.00
	US Bank Service Center	PV- 1602	450000	Office Supplies	\$470.69
	US Bank Service Center	PV- 1603	520000	Lodging Expense for ACHRO Conference	\$328.90
	US Bank Service Center	PV- 1603	520000	Lodging Expense for ACHRO Conference	\$328.90
	US Bank Service Center	PV- 1603	450000	Office Supplies	\$18.64
	US Bank Service Center	PV- 1603	580000	Postage	\$404.80
	US Bank Service Center	PV- 1604	560000	Anatomy Equipment Repair	\$98.09
	US Bank Service Center	PV- 1604	430000	Anatomy Instructional Supplies	\$519.72
	US Bank Service Center	PV- 1604	430000	Biology Instructional Supplies	\$280.89
	US Bank Service Center	PV- 1604	430000	Life Science Supplies	\$94.46
	US Bank Service Center	PV- 1605	450000	Office Supplies	\$135.07
	US Bank Service Center	PV- 1606	430000	Instructional Supplies	\$79.52
	US Bank Service Center	PV- 1607	450000	Office Supplies	\$59.46
	US Bank Service Center	PV- 1608	430000	Instructional Supplies	\$603.25
	US Bank Service Center	PV- 1609	430000	Instructional Supplies	\$415.35
	US Bank Service Center	PV- 1610	470000	Refreshments for Retention Workshop Participants	\$106.40
	US Bank Service Center	PV- 1610	520000	Travel for 2011 Cencal Professional Seminar	\$362.41
	US Bank Service Center	PV- 1611	430000	Athletic Supplies	\$672.68

School Board Approval Report
12/8/2011 through 12/8/2011

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40 Monterey Peninsula College

Issue Date 12/08/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
	US Bank Service Center	PV- 1612	520000	Intern Participant Support	\$3,691.00
	US Bank Service Center	PV- 1612	520000	Intern Travel Expense	\$282.10
	US Bank Service Center	PV- 1612	450000	ITEST Office Supplies	\$130.73
	US Bank Service Center	PV- 1612	520000	ITEST Participant Support	\$116.78
	US Bank Service Center	PV- 1612	520000	MATE Travel Expense	\$3,511.79
	US Bank Service Center	PV- 1612	450000	Office Supplies	\$63.08
	US Bank Service Center	PV- 1613	430000	Instructional Supplies	\$2,489.74
	US Bank Service Center	PV- 1614	520000	CAPED Conference Travel Expense	\$96.55
	US Bank Service Center	PV- 1614	520000	CAPED Conference Travel Expense	\$589.40
	US Bank Service Center	PV- 1615	530000	CAT Membership Dues	\$425.00
	US Bank Service Center	PV- 1615	560000	Equipment Repair	\$42.52
	US Bank Service Center	PV- 1615	430000	Instructional Supplies	\$841.42
	US Bank Service Center	PV- 1616	450000	Survey Monkey Annual Subscription	\$200.00
	US Bank Service Center	PV- 1617	520000	MATE Travel Expenses	\$7,483.48
	US Bank Service Center	PV- 1618	470000	Refreshments for Senior and Junior Only Nights	\$192.11
	US Bank Service Center	PV- 1619	450000	Office Supplies	\$150.10
	US Bank Service Center	PV- 1620	430000	Instructional Materials	\$193.13
	US Bank Service Center	PV- 1621	430000	Instructional Materials	\$244.97
	US Bank Service Center	PV- 1622	450000	Office Supplies	\$251.83
	US Bank Service Center	PV- 1622	470000	Refreshments for Senior Night Only	\$12.06
	US Bank Service Center	PV- 1622	520000	Van Rental for Upward Bound Student Activity	\$510.30
	US Bank Service Center	PV- 1623	550000	Fuel for Vehicle	\$44.09
	US Bank Service Center	PV- 1623	550000	Fuel for Vehicle	\$44.09
	US Bank Service Center	PV- 1624	520000	Conference Parking Fee	\$9.00
	US Bank Service Center	PV- 1624	450000	Custodial Supplies	\$979.08
	US Bank Service Center	PV- 1624	450000	Pool Chemicals	\$397.36
	US Bank Service Center	PV- 1625	520000	CCL Conference Registration Fee	\$500.00
	US Bank Service Center	PV- 1625	470000	Refreshments for Board Meeting	\$15.00

School Board Approval Report
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40 Monterey Peninsula College

Issue Date 12/08/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
	US Bank Service Center	PV- 1625	470000	Refreshments for Superintendent Meeting	\$26.39
	US Bank Service Center	PV- 1626	640000	Office Equipment	\$465.98
	US Bank Service Center	PV- 1626	450000	Office Supplies	\$113.99
	US Bank Service Center	PV- 1626	640000	Workman Comp Equipment	\$501.64
	US Bank Service Center	PV- 1628	520000	Conference Travel Expense	\$223.16
	US Bank Service Center	PV- 1628	430000	Instructional Supplies	\$203.33
	US Bank Service Center	PV- 1629	450000	Refreshments for Foundation Meeting	\$82.02
	US Bank Service Center	PV- 1629	580000	Refreshments for Foundation Visitors	\$157.87
	US Bank Service Center	PV- 1630	560000	Equipment Repair	\$79.99
	US Bank Service Center	PV- 1631	520000	Lodging for CCCEOPSA Conference	\$247.50
	US Bank Service Center	PV- 1632	520000	Conference Registration Fee	\$158.00
	US Bank Service Center	PV- 1633	560000	Supplies	\$113.64
	US Bank Service Center	PV- 1634	450000	Non Instructional Supplies	\$17.56
	US Bank Service Center	PV- 1635	580000	Refreshments for Marina Grand Opening	\$408.76
12903541	YBP Library Services	PO- 120688	630000	the purchase of library materials with YBP Liibrar	\$40,000.00
Fund 0100 totals:					\$389,747.05

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40 Monterey Peninsula College

Issue Date 12/08/2011

1400 Capital Projects Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12903484	Canon Business Solutions	PO- 120104	560000	Open Order for 5 cannon go print copiers for the l	\$583.87
12903522	Office Depot	PO- 120275	450000	Go Print paper supplies	\$305.75
	Office Depot	PO- 120275	450000	Go Print paper supplies	\$33.99
	Office Depot	PO- 120603	450000	Open order for Go Print Supplies	\$1,104.25
12903539	US BANK	PO- 120605	430000	Open order to pay for US Bank purchases from Amazo	\$938.92
<hr style="border-top: 1px solid black; border-bottom: 1px dashed black;"/>					
Fund 1400 totals:					\$2,966.78

School Board Approval Report
12/8/2011 through 12/8/2011

mountsRef

40 Monterey Peninsula College

Issue Date 12/08/2011

3500 Self Insurance Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12903503	KEENAN AND ASSOCIATES	PO- 120098	510000	Workers Comp Admin. Runoff claims FY11/12	\$2,025.00
Fund 3500 totals:					\$2,025.00

School Board Approval Report
12/8/2011 through 12/8/2011

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40 Monterey Peninsula College

Issue Date 12/08/2011

3900 Parking Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12903512	MONTEREY PENINSULA COLLEGE	PV- 1563	580000	October Revolving Fund Check Reimbursement	\$75.00
12903540	US Bank Service Center	PV- 1627	550000	Fuel for Security Vehicles	\$237.18
	US Bank Service Center	PV- 1627	640000	Office Equipment	\$493.19
Fund 3900 totals:					\$805.37

School Board Approval Report
12/8/2011 through 12/8/2011

40 Monterey Peninsula College

Issue Date 12/08/2011

4800 Building Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12903480	AMERICAN SUPPLY CO	PO- 120598	620000	Buffer, burnisher, stepladders, mop, bucke vacuums	\$9,865.23
	AMERICAN SUPPLY CO	PO- 120598	620000	Buffer, burnisher, stepladders, mop, bucke vacuums	\$6,462.13
	AMERICAN SUPPLY CO	PO- 120598	620000	Buffer, burnisher, stepladders, mop, bucke vacuums	\$939.30
12903485	Central Electric	PO- 120464	620000	Electrical Contract for Lower Floor Gym Swing Spac	\$28,397.50
12903488	Contrax	PO- 120689	640000	Re encumber a partial from PO 112509 for chairs re	\$2,153.96
12903511	Mobile Modular Mgmnt Corp	PO- 120156	620000	Open Order for rent of 24x40 modular at portable v	\$420.00
12903521	Odyssey Power	PO- 120647	620000	UPS/Battery Maintenance	\$2,496.25
12903526	Otto Construction	PO- 120344	620000	Re-encumber PO112562 Otto Cons. for the Old Studen	\$237,485.70
Fund 4800 totals:					\$288,220.07
District Totals for 12/8/2011:					\$683,764.27

School Board Approval Report
12/8/2011 through 12/8/2011

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District Total for 12/8/2011 through 12/8/2011: **\$683,764.27**

School Board Approval Report
12/13/2011 through 12/13/2011

40 Monterey Peninsula College

Issue Date 12/13/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12904536	Bartel, Sally	PO- 120641	510000	Consulting for ITEST per attached independent cont	\$1,100.00
12904538	DELL MARKETING L.P.	PO- 120669	450000	Imaging drum cartridge for dell 3100 cn color lase	\$182.31
12904539	Dianas Charters & Tours	PO- 120446	520000	Transportation for UB students participating in Fa	\$1,000.00
12904543	GREEN VALLEY INDUSTRIAL SUP	PO- 120276	430000	Open order for Theatre Arts.	\$18.75
12904545	HAYWARD LUMBER	PO- 120063	430000	Open order for Theatre. Authorized to purchase: D	\$75.78
12904546	Ideal Computer Services Inc.	PO- 120085	560000	Computer hardware maintenance	\$259.12
12904547	Jaeck,Ralph L.	PV- 1636	520000	Travel Reimbursement for Fire Management 2D Course	\$1,231.49
12904550	MONTEREY BAY SYSTEMS	PV- 1637	560000	Final Meter Reading for Konica Color Copier	\$299.53
12904551	Monterey City Disposal Inc.	PO- 120115	550000	Open order for Monterey campus waste disposal	\$251.74
12904552	MPC-Federal Fund Account	PV- 1639	580000	Fall 2011/R2T4	\$2,432.00
12904553	MPC-Federal Fund Account	PV- 1640	580000	Fall 2011/R2T4	\$1,203.00
12904554	MPC/Federal Direct StudentLoan	PV- 1638	580000	Fall 2011 R2T4/D. Avalos	\$204.00
12904556	Northern CA Comm. College Pool	PO- 120544	360000	2011-12 WC Premium (MPC portion to JPA as per spre	\$7,321.00
12904559	Peninsula Cafe	PV- 1641	470000	Refreshments for CARE Holiday Program	\$850.00
12904560	Peninsula Office Solutions	PO- 120147	560000	Open PR for Serive contract on Toshibal E-Studio 2	\$52.82
Fund 0100 totals:					\$16,481.54

School Board Approval Report
12/13/2011 through 12/13/2011

mountsRef

40 Monterey Peninsula College

Issue Date 12/13/2011

0400 Children Center, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12904555	Nob Hill Foods -Sacto	PO- 120136	470000	Open order for Children's Meals, Breakfast, lunch	\$76.15
Fund 0400 totals:					\$76.15

School Board Approval Report
12/13/2011 through 12/13/2011

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40 Monterey Peninsula College

Issue Date 12/13/2011

1400 Capital Projects Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12904537	Compaq/Hewlett Packard	PO- 120602	640000	HP Storage LTO-5 Ultrium 3000 SAS tape drive in a	\$85.80
	Compaq/Hewlett Packard	PO- 120602	640000	HP Storage LTO-5 Ultrium 3000 SAS tape drive in a	\$3,774.34
Fund 1400 totals:					\$3,860.14

School Board Approval Report
12/13/2011 through 12/13/2011

mountsRef

40 Monterey Peninsula College

Issue Date 12/13/2011

4700 College Center (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12904541	GAVILAN PEST CONTROL	PO- 120222	560000	Open order for spraying bookstore and cafeteria fo	\$90.00
12904551	Monterey City Disposal Inc.	PO- 120240	550000	Open order 2011/12 for garbage pick up for cafeter	\$362.58
Fund 4700 totals:					\$452.58

School Board Approval Report
12/13/2011 through 12/13/2011

mountsRef

40 Monterey Peninsula College

Issue Date 12/13/2011

4800 Building Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12904540	EMC PLANNING GROUP INC	PO- 120678	620000	Reencumber PO 112090 for CEQA documents at Parker	\$1,671.74
12904542	Golden PMI	PO- 120700	620000	Repair door in swing space offices	\$250.00
12904544	Hammel Green and Abrahamson	PO- 120586	610000	Re-encumber from PO11339 for professional design s	\$6,168.00
12904548	Kitchell CEM	PO- 120303	620000	Re-encumber PO 112111, PAA10 construction manageme	\$8,500.00
	Kitchell CEM	PO- 120304	620000	Re-encumber PO#112116, PAA11 construction manageme	\$22,290.00
	Kitchell CEM	PO- 120305	610000	Re-encumber PO#112129, PAA12 construction manageme	\$18,300.00
	Kitchell CEM	PO- 120420	510000	Kitchell to provide program management services fo	\$23,813.00
12904549	Kleinfelder	PO- 120153	620000	Special Inspection contract for the Life and Physi	\$4,222.50
	Kleinfelder	PO- 120309	620000	Kleinfelder to provide special inspection services	\$2,268.50
	Kleinfelder	PO- 120698	620000	Special Inspection Services for Swing Space per at	\$766.50
12904557	Otto Construction	PO- 120293	620000	General Contractor Contract for Life and Physical	\$343,784.70
12904558	Patterson Dental Supply	PO- 120699	620000	Dental hoses per attached invoice	\$89.02
12904560	Peninsula Office Solutions	PO- 120311	620000	Copier maintenance agreement for Toshiba at the Ed	\$27.94
Fund 4800 totals:					\$432,151.90
District Totals for 12/13/2011:					\$453,022.31

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District Total for 12/13/2011 through 12/13/2011:

\$453,022.31

School Board Approval Report
12/15/2011 through 12/15/2011

mountsRef

40 Monterey Peninsula College

Issue Date 12/15/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12905389	Akula	PO- 120541	510000	Independent Contractor per attached contract/work	\$1,600.00
12905394	Behnam MD, Shaida	PO- 120535	510000	Open order for oversight Physician for m9/11/11-1/	\$1,000.00
12905395	Boes, Bobbi	PV- 1651	430000	Reimbursement for Instructional Videos	\$906.57
12905396	Bookmark	PV- 1652	430000	Instructional Materials	\$141.27
12905398	Burghardt + Dore Advertising	PV- 1649	580000	Spring 2012 Advertising	\$9,610.80
12905400	CALIFORNIA AMERICAN WATER C	PO- 120113	550000	Open order for Monterey campus water	\$4,016.73
	CALIFORNIA AMERICAN WATER C	PO- 120113	550000	Open order for Monterey campus water	\$14,079.44
	CALIFORNIA AMERICAN WATER C	PO- 120113	550000	Open order for Monterey campus water	\$419.34
	CALIFORNIA AMERICAN WATER C	PO- 120113	550000	Open order for Monterey campus water	\$895.65
12905401	Canon Business Solutions	PO- 120031	560000	Months of lease for 24 copiers	\$6,007.53
	Canon Business Solutions	PO- 120031	560000	Months of lease for 24 copiers	\$105.03
	Canon Business Solutions	PO- 120235	560000	Open order to move copiers and add fax boards and	\$772.20
	Canon Business Solutions	PO- 120235	560000	Open order to move copiers and add fax boards and	\$707.85
12905403	CARMEL MARINA COPRORATION	PO- 120212	550000	MPC Theater Waste Pick up in Sand City	\$111.66
	CARMEL MARINA COPRORATION	PO- 120264	550000	Open order for Marina Ed Center Waste Disposal	\$223.94
	CARMEL MARINA COPRORATION	PO- 120268	550000	Open order for Seaside PSTC waste Disposal	\$316.37
12905404	Caselli, Theodore M.	PV- 1656	510000	Guest Lecturer for Basic Fire Academy	\$480.00
12905406	CITY OF SEASIDE	PV- 1653	560000	False Alarm Charge	\$131.00
12905407	COASTAL TRACTOR	PV- 1644	560000	Equipment Repair and Service	\$5,951.01
12905409	Conney Safety Products	PV- 1645	450000	Custodial Supplies	\$487.89
12905410	Constellation New Energy	PO- 120116	550000	Open order for Monterey campus electricity	\$23,322.75
12905415	ELECTRICAL DISTRIBUTORS - mo	PO- 120280	450000	Open ordr for electrical supplies for the Faciliti	\$598.94
	ELECTRICAL DISTRIBUTORS - mo	PO- 120280	450000	Open ordr for electrical supplies for the Faciliti	\$58.02
	ELECTRICAL DISTRIBUTORS - mo	PO- 120280	450000	Open ordr for electrical supplies for the Faciliti	\$78.62
12905416	Ewing Irrigation	PO- 120204	450000	Open order - irrigation supplies	\$99.98
12905417	FEDERAL EXPRESS	PO- 120197	580000	Open order for Fed Ex shipments for FY11/12	\$30.07
12905418	Friends of Thunder Bay	PV- 1642	520000	Travel Reimbursement for Regional Meeting	\$970.11

School Board Approval Report
12/15/2011 through 12/15/2011

mountsRef

40 Monterey Peninsula College

Issue Date 12/15/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12905419	Gardner, Matt	PO- 120177	510000	Independent Contractor from July 1, 2011-June 30,2	\$750.75
	Gardner, Matt	PO- 120177	510000	Independent Contractor from July 1, 2011-June 30,2	\$750.75
	Gardner, Matt	PO- 120495	510000	Independent Contractor-See attached contract	\$500.50
	Gardner, Matt	PO- 120495	510000	Independent Contractor-See attached contract	\$500.50
12905421	Geo. H. Wilson Inc.	PO- 120029	560000	Quarterly maintenance agreement to service the adm	\$963.26
12905422	GRAINGER INC-salinas	PO- 120283	450000	Open order for parts for Facilities Dept.	\$215.70
12905426	INDIAN JEWELRY SUPPLY	PO- 120201	430000	Open order for supplies for FY11/12	\$445.87
12905429	LOOMIS	PO- 120006	580000	Open order for FY11-12 for courier service for tra	\$1,098.09
12905430	Loomis, Kathryn	PO- 120209	510000	Independent contractor as per attached contract an	\$3,030.00
12905432	Marina Coast Water District	PO- 120265	550000	Open order for Marina Ed Center for Water	\$148.15
	Marina Coast Water District	PO- 120269	550000	Open order for Seaside PSTC water	\$268.71
	Marina Coast Water District	PO- 120269	550000	Open order for Seaside PSTC water	\$182.35
	Marina Coast Water District	PO- 120269	550000	Open order for Seaside PSTC water	\$406.10
	Marina Coast Water District	PO- 120683	550000	Marina Ed Center Campus Water-This is the second P	\$163.28
	Marina Coast Water District	PO- 120683	550000	Marina Ed Center Campus Water-This is the second P	\$778.88
12905433	McKesson Medical Surgical	PO- 120665	450000	Open order for medical supplies for fiscal 2011-20	\$7.28
12905434	MONTEREY AUTO SUPPLY INC	PO- 120639	430000	Instructional Supplies. Authorized to order: Jam	\$18.63
	MONTEREY AUTO SUPPLY INC	PO- 120639	430000	Instructional Supplies. Authorized to order: Jam	\$5.23
	MONTEREY AUTO SUPPLY INC	PO- 120639	430000	Instructional Supplies. Authorized to order: Jam	\$18.67
	MONTEREY AUTO SUPPLY INC	PO- 120639	430000	Instructional Supplies. Authorized to order: Jam	\$42.84
12905435	MONTEREY BAY AQUARIUM	PV- 1648	510000	MAST 116, Section 0627 Course	\$1,092.00
12905436	Monterey City Disposal Inc.	PO- 120115	550000	Open order for Monterey campus waste disposal	\$1,634.06
	Monterey City Disposal Inc.	PO- 120115	550000	Open order for Monterey campus waste disposal	\$136.18
12905437	MONTEREY COUNTY HERALD	PO- 120135	570000	Open order for payment of Legal Notice advertising	\$411.35
12905438	MONTEREY REGIONAL WATER	PO- 120114	550000	Open order for Monterey campus sewage	\$6,407.37
12905439	MPC FOUNDATION	PO- 120121	580000	Open order for FY11-12 for Foundation services to	\$8,333.33
12905440	Nichols, Brian L.	PV- 1655	510000	Guest Lecturer for Basic Fire Academy	\$300.00
12905441	PACIFIC GAS & ELECTRIC	PO- 120266	550000	Open order for Marina Ed Center for Gas	\$399.77

School Board Approval Report
12/15/2011 through 12/15/2011

mountsRef

40 Monterey Peninsula College

Issue Date 12/15/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
	PACIFIC GAS & ELECTRIC	PO- 120267	550000	Open order for Marina Ed Center Electricity	\$374.79
12905442	PACIFIC GAS & ELECTRIC CO	PO- 120112	550000	Open order for Monterey campus gas	\$13,427.82
	PACIFIC GAS & ELECTRIC CO	PO- 120117	550000	Open order for Monterey campus Electricity Transmi	\$19,441.99
12905444	Patterson Dental Supply	PV- 1647	430000	Instructional Supplies	\$29.23
12905446	Peninsula Cafe	PV- 1643	760000	November CARE Meal Plan	\$3,896.08
12905447	PENINSULA WELDING SUPPLY	PO- 120289	550000	sculpture and jewelry/metal arts programs for 2011	\$63.71
12905448	POTTERS ELECTRONICS	PO- 120216	450000	Open order for Misc. network supplies for FY11-12-	\$136.61
12905450	Salinas Californian	PV- 1650	450000	Annual Newspaper Subscription	\$158.68
12905451	SIGN WORKS	PO- 120694	430000	Decals for department hybrid vehicle per attached	\$187.69
12905452	Sinclair, Timandra	PO- 120565	510000	Independent contractor as per attached contract/wo	\$1,287.50
12905454	South Bay Regional Pub. Safety	PO- 120512	510000	pay South Bay's invoices totaling \$438,316.73 in 1	\$43,831.67
12905455	Standard Insurance Company CB	PO- 120018	340000	Open order for Life and Accident Insurance for FY1	\$34.19
	Standard Insurance Company CB	PO- 120018	340000	Open order for Life and Accident Insurance for FY1	\$1,383.60
12905457	United Parcel Service(UPS)	PO- 120199	580000	Open order for UPS shipments for FY11/12	\$52.14
	United Parcel Service(UPS)	PO- 120199	580000	Open order for UPS shipments for FY11/12	\$214.79
12905458	Wells Fargo Insurance Services	PV- 1654	540000	Fall 2011 Student Health Insurance	\$6,860.00
	Wells Fargo Insurance Services	PV- 1654	540000	Fall 2011 Student Health Insurance	\$2,058.00
Fund 0100 totals:					\$195,570.86

School Board Approval Report
12/15/2011 through 12/15/2011

mountsRef

40 Monterey Peninsula College

Issue Date 12/15/2011

0400 Children Center, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12905453	SMART & FINAL	PO- 120137	450000	Open order for Breakfast, lunch and snack for Chil	\$39.22
	SMART & FINAL	PO- 120137	470000	Open order for Breakfast, lunch and snack for Chil	\$533.05
Fund 0400 totals:					\$572.27

School Board Approval Report

12/15/2011 through 12/15/2011

mountsRef

40 Monterey Peninsula College

Issue Date 12/15/2011

3500 Self Insurance Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12905427	KEENAN AND ASSOCIATES	PO- 120231	510000	Benefits Consulting Services for FY11-12	\$2,883.34
Fund 3500 totals:					\$2,883.34

School Board Approval Report
12/15/2011 through 12/15/2011

mountsRef

40 Monterey Peninsula College

Issue Date 12/15/2011

4700 College Center (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12905400	CALIFORNIA AMERICAN WATER C	PO- 120113	550000	Open order for Monterey campus water	\$273.55
	CALIFORNIA AMERICAN WATER C	PO- 120113	550000	Open order for Monterey campus water	\$958.84
	CALIFORNIA AMERICAN WATER C	PO- 120113	550000	Open order for Monterey campus water	\$28.56
	CALIFORNIA AMERICAN WATER C	PO- 120113	550000	Open order for Monterey campus water	\$61.00
12905410	Constellation New Energy	PO- 120116	550000	Open order for Monterey campus electricity	\$1,588.33
12905425	HOBART SALES AND SERVICE	PV- 1646	560000	Cafeteria Cooler Repair	\$256.76
12905442	PACIFIC GAS & ELECTRIC CO	PO- 120112	550000	Open order for Monterey campus gas	\$914.46
	PACIFIC GAS & ELECTRIC CO	PO- 120117	550000	Open order for Monterey campus Electricity Transmi	\$1,324.04
Fund 4700 totals:					\$5,405.54

School Board Approval Report
12/15/2011 through 12/15/2011

mountsRef

40 Monterey Peninsula College

Issue Date 12/15/2011

4800 Building Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12905390	American Lock & Key	PO- 120721	620000	re-keying pool building for baseball coach per att	\$110.00
12905391	Bank of Marin	PO- 120596	610000	Escrow in lieu or retention for the general constr	\$15,449.35
12905392	Barco"s Outdoor Products	PO- 120365	640000	08eg1010-houston waste recept. grey	\$5,775.50
12905393	Barrie D. Coate & Assoc.	PO- 120732	620000	Coates and Associates to provide tree assessment a	\$891.16
12905397	BOYDS ASPHALT SERVICES	PO- 120715	620000	New parking signs and installation per attached in	\$775.00
12905399	C2G Civil Consultants Group	PO- 120726	620000	Provide topographical services for the Art Complex	\$7,500.00
12905402	Cardinale Moving & Storage Co.	PO- 120719	510000	Moving equipment room, offices and training room i	\$6,291.54
	Cardinale Moving & Storage Co.	PO- 120723	620000	4 storage containers rent from Sept to Dec per att	\$3,162.61
12905405	Central Electric	PO- 120711	620000	Electrical work for the Social Science Modificatio	\$257.04
	Central Electric	PO- 120734	620000	Disconnect electrical and data to the ed center tr	\$1,403.15
12905408	Collins Electrical Co.	PO- 120713	620000	Ticket Dispenser stand and installation for Parkin	\$3,035.00
12905411	DAVID FOORD	PO- 120727	620000	Dave Foord inspection services month of November f	\$2,250.00
	DAVID FOORD	PO- 120728	620000	Dave Foord inspection services month of November f	\$6,600.00
	DAVID FOORD	PO- 120729	620000	Dave Foord Inspection services month of November f	\$3,900.00
12905412	Dilbeck & Sons Inc.	PO- 120440	620000	General Contracting work for the Social Science Mo	\$22,219.00
12905413	Division of State Architect-	PO- 120708	620000	Access compliance and structural safety fees DSA A	\$1,036.85
12905414	Division of State Architect-	PO- 120717	620000	DSA application fee for General Classroom Phase II	\$750.00
12905420	GBMI Inc.	PO- 120712	620000	Invoice #01 Inspection services for Parking Lot B	\$4,800.00
	GBMI Inc.	PO- 120712	620000	Invoice #01 Inspection services for Parking Lot B	\$3,300.00
12905421	Geo. H. Wilson Inc.	PO- 120710	620000	Mechanical work: Social Science Modification Proj	\$4,531.00
12905423	Green Valley Landscape	PO- 120709	620000	Landscape work for Art Locker area per attached in	\$6,011.79
12905424	HGHB	PO- 120730	620000	HGHB to assist district with DSA close iwht certif	\$4,105.00
12905428	Kleinfelder	PO- 120718	620000	Special Inspection Services per attached invoice	\$1,135.50
	Kleinfelder	PO- 120735	620000	Kleinfelder to provide specail inspection services	\$1,303.00
12905431	M3 Enviromental Consulting LLC	PO- 120716	620000	Hazardous Material Abatement Monitoring for Social	\$413.50
12905443	PARC Environmental	PO- 120714	620000	Hazardous materail demolition work for Social Sciei	\$4,900.00
12905445	PENINSULA BUSINESS INTERIORS	PO- 120731	620000	Contractor to provide infills for dirtt walls in 5	\$2,276.33

School Board Approval Report
12/15/2011 through 12/15/2011

mountsRef

40 Monterey Peninsula College

Issue Date 12/15/2011

4800 Building Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12905445	PENINSULA BUSINESS INTERIORS	PO- 120731	620000	Contractor to provide infills for dirtt walls in 5	\$434.72
12905449	S.M.T. Group	PO- 120187	510000	Open order for FY11-12 for Warehouse space for The	\$3,760.90
12905456	Teracai	PO- 120673	620000	Cisco 3750X 48 port switch for thin client infrast	\$5,689.25
12905459	West Bay Builders Inc	PO- 120597	610000	General Construction Base Contract, less retention	\$139,044.12
12905460	Williams Scotsman	PO- 120157	620000	Open order for rent of 24x40 modular at portable v	\$372.00
	Williams Scotsman	PO- 120158	620000	Open order for rent of restroom modular at portabl	\$1,241.96
Fund 4800 totals:					\$264,725.27
District Totals for 12/15/2011:					\$469,157.28

School Board Approval Report

12/15/2011 through 12/15/2011

mountsRef

District Total for 12/15/2011 through 12/15/2011:	\$469,157.28
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Monterey Peninsula Community College District

Governing Board Agenda

January 24, 2012

Consent Agenda Item No. A.5.a

Fiscal Services
College Area

Proposal:

It is proposed that the Board of Trustees approves the November 2011 Purchase Orders, Numbers 120609 to 120682.

Background:

Purchase Orders 120609 through 120682 were produced in November 2011. These orders totaled \$333,360.01 in college expenditures. The list of Purchase Orders is attached.

Budgetary Implications:

Budgeted.

[X] RESOLUTION: BE IT RESOLVED, that Purchase Orders 120609 through 120682 in the amount of 333,360.01 be approved.

Recommended By: [Signature]
Stephen Ma, Vice President for Administrative Services

Prepared By: [Signature] Mary Weber, Purchasing Coordinator
[Signature] Rosemary Barrios, Controller

Agenda Approval: [Signature]
Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula College

**Purchase Order History
From 120609 To 120682**

TO: Board of Trustess Date: 24 January 2012

From Mr. Stephen Ma Subject: November Purchase Orders

PO No.	Vendor No.	Vendor Name	Account Line No.	Department	Amount	Date
120609	950376	Office Depot	01-0030-0-1900-0501-4300-000-00-4312	Division Office-Physical Science	\$1,847.00	11 / 1 / 11
120610	950376	Office Depot	01-0030-0-6300-1140-4500-000-00-4525	RMRC (Re-entry and Multicultural Res.)	\$200.00	11 / 1 / 11
120611	1004614	The Tintworks	01-0007-0-6460-1425-4500-000-00-4525	Student Financial Services	\$117.00	11 / 1 / 11
120612	941424	AMERICAN SUPPLY CO	01-0080-0-6530-0931-4500-000-00-4590	Custodial Services	\$1,285.39	11 / 1 / 11
120613	1003420	Media Systems Group	48-0081-0-7100-9037-6400-000-00-6404	Phase I-Furniture/Equip	\$2,257.95	11 / 1 / 11
120614	1809	ENVIRO SAFETECH INC.	01-0080-0-6770-0907-5500-000-00-5517	Hazardous Waste Management	\$990.00	11 / 1 / 11
120615	389	GEMPLERS	01-0080-0-6550-0932-4500-000-00-4561	Grounds	\$336.10	11 / 1 / 11
120616	950376	Office Depot	01-0007-1-6440-1430-4500-000-80-4525	Health Services	\$500.00	11 / 2 / 11
120617	1001444	C & H Distributors, LLC	01-0080-0-6550-0932-4500-000-00-4551	Grounds	\$457.14	11 / 2 / 11
120618	951367	LAB SAFETY SUPPLY INC	01-0030-0-1900-0505-4300-000-00-4312	Chemistry	\$500.00	11 / 3 / 11
120619	950376	Office Depot	01-0090-0-4900-1040-4500-000-00-4525	Older Adult Program	\$475.00	11 / 4 / 11
120620	7316	RAPID PRINTERS	01-0080-0-6730-0940-4500-000-00-4511	Human Resources	\$37.54	12 / 15 / 11
120621	1004379	Aurum Consulting Engineers	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$66.50	11 / 8 / 11
120622	1004379	Aurum Consulting Engineers	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$748.00	11 / 8 / 11
120623	1003318	Axiom Engineers	48-0081-0-7100-9060-5100-000-00-5180	Gym Phase II	\$16,900.00	11 / 8 / 11
120624	1003106	American Lock & Key	48-0081-0-7100-9042-6200-000-00-6269	Phase I-Swing Space	\$68.10	11 / 8 / 11
120625	1003516	Dilbeck & Sons Inc.	48-0081-0-7100-9042-6200-000-00-6269	Phase I-Swing Space	\$2,164.00	11 / 8 / 11
120626	900614	SENTRY ALARM SYSTEMS	48-0081-0-7100-9036-6200-000-00-6269	New Education Center of Marina	\$14,496.59	11 / 8 / 11
120627	409	Kleinfelder	48-0081-0-7100-9036-6200-000-00-6269	New Education Center of Marina	\$938.00	11 / 8 / 11
120628	1002616	M3 Enviromental Consulting LLC	48-0081-0-7100-9045-6100-000-00-6105	Theater Building	\$7,475.84	11 / 8 / 11
120629	1308	COLLINS ELECTRIC CO	48-0081-0-7100-9042-6200-000-00-6269	Phase I-Swing Space	\$376.00	11 / 8 / 11
120630	1002529	American Reprographics Co.	48-0081-0-7100-9060-5100-000-00-5180	Gym Phase II	\$6,605.15	11 / 8 / 11
120631	1001069	Compaq/Hewlett Packard	01-0080-0-6720-0920-6400-000-00-6425	Fiscal Services	\$1,621.62	11 / 8 / 11
120632	1002883	Neopost Inc.	01-0080-0-6770-0937-5600-000-00-5635	Warehouse	\$2,651.36	11 / 8 / 11
120633	1004661	Microscope World	01-0040-0-0400-0405-4300-000-00-4312	Anatomy/Physiology	\$1,126.13	11 / 9 / 11
120634	1003181	American Seating	14-0030-0-6960-0963-5600-000-00-5620	PE Facilities (Rental Proceeds)	\$28,138.67	11 / 15 / 11
120635	941424	AMERICAN SUPPLY CO	01-0080-0-6530-0931-4500-000-00-4590	Custodial Services	\$2,780.99	11 / 16 / 11
120636	389	GEMPLERS	01-0080-0-6550-0932-4500-000-00-4551	Grounds	\$285.72	11 / 16 / 11
120637	7316	RAPID PRINTERS	01-0030-0-2200-0601-4500-000-00-4525	Division Office-Social Science	\$37.54	12 / 15 / 11
120638	7316	RAPID PRINTERS	01-0080-0-6730-0940-4500-000-00-4511	Human Resources	\$37.54	12 / 15 / 11
120639	941238	MONTEREY AUTO SUPPLY INC	01-0040-0-0900-0407-4300-000-00-4312	Automotive Technology	\$800.00	11 / 16 / 11
120640	1001760	MATCO Tools	01-0040-0-0900-0407-4300-000-00-4312	Automotive Technology	\$94.06	11 / 16 / 11
120641	1000066	Bartel, Sally	01-0040-1-0400-1535-5100-000-84-5124	MATE MOV:Providing Pathways to the C	\$10,000.00	11 / 16 / 11
120642	1004662	Yag Manufacturing	48-0081-0-7100-9037-6400-000-00-6404	Phase I-Furniture/Equip	\$491.21	11 / 16 / 11
120643	941053	PACIFIC MONARCH LTD	01-0007-0-6960-1405-5600-000-00-5605	Athletics-Mens	\$2,310.00	11 / 18 / 11
120644	941424	AMERICAN SUPPLY CO	01-0080-0-6530-0931-4500-000-00-4590	Custodial Services	\$4,037.96	11 / 18 / 11
120645	950376	Office Depot	01-0030-0-1000-0205-4300-000-00-4312	Art	\$300.00	11 / 21 / 11

Monterey Peninsula College

Purchase Order History
From 120609 To 120682

TO: Board of Trustess Date: 24 January 2012

From Mr. Stephen Ma Subject: November Purchase Orders

PO No.	Vendor No.	Vendor Name	Account Line No.	Department	Amount	Date
120646	950376	Office Depot	01-0080-0-6720-0920-4500-000-00-4525	Fiscal Services	\$1,500.00	11 / 21 / 11
120647	1004386	Odyssey Power	01-0080-0-6780-0912-5600-000-00-5621	IS Network and Technology	\$2,496.25	11 / 21 / 11
			48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$2,496.25	
120648	1002628	McKesson Medical Surgical	01-0007-0-6440-1430-6400-000-00-6404	Health Services	\$76.55	11 / 21 / 11
120649	1002623	Epico Systems Inc.	48-0081-0-7100-9045-6100-000-00-6105	Theater Building	\$1,833.00	11 / 21 / 11
120650	1003516	Dilbeck & Sons Inc.	48-0081-0-7100-9036-6200-000-00-6269	New Education Center of Marina	\$88,289.68	11 / 21 / 11
120651	940032	FIRST NATIONAL BANK	48-0081-0-7100-9036-6200-000-00-6269	New Education Center of Marina	\$4,646.82	11 / 21 / 11
120652	1002529	American Reprographics Co.	48-0081-0-7100-9043-5100-000-00-5173	General Institutional-Bond	\$50.00	11 / 21 / 11
120653	1002529	American Reprographics Co.	48-0081-0-7100-9045-6100-000-00-6105	Theater Building	\$313.63	11 / 21 / 11
120654	1002529	American Reprographics Co.	48-0081-0-7100-9045-6100-000-00-6105	Theater Building	\$0.00	11 / 21 / 11
120655	1002529	American Reprographics Co.	48-0081-0-7100-9036-6200-000-00-6269	New Education Center of Marina	\$1,185.74	11 / 21 / 11
120656	1934	CHEVRON USA INC	01-0007-0-6960-1405-5500-000-00-5505	Athletics-Mens	\$2,500.00	11 / 21 / 11
120657	7316	RAPID PRINTERS	01-0030-0-1000-0201-4300-000-00-4312	Division Office-Creative Arts	\$37.54	12 / 15 / 11
120658	7316	RAPID PRINTERS	01-0030-0-1000-0201-4300-000-00-4312	Division Office-Creative Arts	\$84.73	12 / 15 / 11
120659	7316	RAPID PRINTERS	01-0030-0-1000-0201-4300-000-00-4312	Division Office-Creative Arts	\$37.54	12 / 15 / 11
120660	1002529	American Reprographics Co.	48-0081-0-7100-9060-5100-000-00-5180	Gym Phase II	\$2,728.07	11 / 21 / 11
120661	1004135	Otto Construction	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$1,056.00	11 / 21 / 11
120662	1002529	American Reprographics Co.	48-0081-0-7100-9056-6200-000-00-6269	Life Science & Physical Science Bldg	\$213.99	11 / 21 / 11
120663	27	URBAN LUMBERJACKS	48-0081-0-7100-9056-6200-000-00-6269	Life Science & Physical Science Bldg	\$1,180.00	11 / 21 / 11
120664	950813	A TO Z RENTAL CENTER	48-0081-0-7100-9042-6200-000-00-6269	Phase I-Swing Space	\$819.38	11 / 21 / 11
120665	1002628	McKesson Medical Surgical	01-0007-1-6440-1430-4500-000-80-4525	Health Services	\$500.00	11 / 22 / 11
120666	1001069	Compaq/Hewlett Packard	01-0080-0-6720-0920-6400-000-00-6425	Fiscal Services	\$1,535.82	11 / 22 / 11
120667	1004666	Events California	48-0081-0-7100-9042-6200-000-00-6269	Phase I-Swing Space	\$130.00	11 / 23 / 11
120668	941424	AMERICAN SUPPLY CO	01-0080-0-6530-0931-4500-000-00-4590	Custodial Services	\$2,984.87	11 / 29 / 11
120669	941667	DELL MARKETING L.P.	01-0007-1-6420-1462-4500-000-51-4525	Supportive Services (DSP and S)	\$182.31	11 / 29 / 11
120670	1544	Public Agency Law Group	01-0010-0-6600-1601-5700-000-00-5710	Office of the Superintendent/President	\$7,000.00	11 / 29 / 11
120671	1000036	Brian Finegan	01-0010-0-6600-1601-5700-000-00-5710	Office of the Superintendent/President	\$15,000.00	11 / 29 / 11
120672	1004667	RB Productions	01-0030-0-1000-0220-5100-000-00-5105	Music	\$200.00	11 / 29 / 11
120673	1003940	Teracai	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$5,689.25	11 / 30 / 11
120674	941630	DAVID FOORD	48-0081-0-7100-9042-6200-000-00-6269	Phase I-Swing Space	\$2,175.00	11 / 30 / 11
120675	941630	DAVID FOORD	48-0081-0-7100-9056-6200-000-00-6269	Life Science & Physical Science Bldg	\$3,450.00	11 / 30 / 11
120676	941630	DAVID FOORD	48-0081-0-7100-9053-6200-000-00-6237	Humanities-Student Services	\$3,675.00	11 / 30 / 11
120677	1003510	Geo. H. Wilson Inc.	48-0081-0-7100-9042-6200-000-00-6269	Phase I-Swing Space	\$460.00	11 / 30 / 11
120678	306	EMC PLANNING GROUP INC	48-0081-0-7100-9051-6200-000-00-6269	PSTC Parker Flats (Fort Ord)	\$47,283.62	11 / 30 / 11
120679	1002616	M3 Enviromental Consulting LLC	48-0081-0-7100-9045-6100-000-00-6105	Theater Building	\$12,067.87	11 / 30 / 11
120680	1002529	American Reprographics Co.	48-0081-0-7100-9043-5100-000-00-5173	General Institutional-Bond	\$50.00	11 / 30 / 11
120681	1002623	Epico Systems Inc.	48-0081-0-7100-9036-6200-000-00-6269	New Education Center of Marina	\$1,377.00	11 / 30 / 11

Monterey Peninsula College

Purchase Order History
From 120609 To 120682

TO: Board of Trustess Date: 24 January 2012

From Mr. Stephen Ma Subject: November Purchase Orders

PO No.	Vendor No.	Vendor Name	Account Line No.	Department	Amount	Date
120682	1004675	GBMI Inc.	48-0081-0-7100-9045-6100-000-00-6105	Theater Building	\$4,500.00	11 / 30 / 11
					\$333,360.01	

Monterey Peninsula College

Purchase Order History
From 120609 to 120682

To: Board of Trustees Date: 24 January 2012

From: Mr. Stephen Ma Subject: Nov. Orders over \$5000

PO No.	Vendor No.	Vendor	Account Line Number	Department	Amount	Date
Commissioning for Lower Gym project per attached proposal dated 10/11/11						
120623	1003318	Axiom Engineers	48-0081-0-7100-9060-5100-000-00-5180	Gym Phase II	\$16,900.00	11 / 8 / 11
Security installation at the Marina Ed Center						
120626	900614	SENTRY ALARM SYSTEMS	48-0081-0-7100-9036-6200-000-00-6269	New Education Center of Marina	\$14,496.59	11 / 8 / 11
Provide additional abatement mointoring services for the Theater project						
120628	1002616	M3 Enviromental Consulting LLC	48-0081-0-7100-9045-6100-000-00-6105	Theater Building	\$7,475.84	11 / 8 / 11
Printing cost for the Lower Gym project						
120630	1002529	American Reprographics Co.	48-0081-0-7100-9060-5100-000-00-5180	Gym Phase II	\$6,605.15	11 / 8 / 11
Seating (198 Model 507) installed for PE						
120634	1003181	American Seating	14-0030-0-6960-0963-5600-000-00-5620	PE Facilities (Rental Proceeds)	\$28,138.67	11 / 15 / 11
Consulting for ITEST						
120641	1000066	Bartel, Sally	01-0040-1-0400-1535-5100-000-84-5124	MATE MOV:Providing Pathways to the C	\$10,000.00	11 / 16 / 11
Re-encumber from PO 120581- construction services for the Ed Center						
120650	1003516	Dilbeck & Sons Inc.	48-0081-0-7100-9036-6200-000-00-6269	New Education Center of Marina	\$88,289.68	11 / 21 / 11
Open order for FY11-12 for professional consulting services related to district construction program issues						
120670	1544	Public Agency Law Group	01-0010-0-6600-1601-5700-000-00-5710	Office of the Superintendent/President	\$7,000.00	11 / 29 / 11
Open order for FY11-12 for professional legal consulting services related to the college's Fort Ord properties and development issues						
120671	1000036	Brian Finegan	01-0010-0-6600-1601-5700-000-00-5710	Office of the Superintendent/President	\$15,000.00	11 / 29 / 11
Cisco 3750X 48 port switch for thin client infrastructure						
120673	1003940	Teracai	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$5,689.25	11 / 30 / 11
Re-encumber PO 112090 for CEQA documents at Parker Flats						
120678	306	EMC PLANNING GROUP INC	48-0081-0-7100-9051-6200-000-00-6269	PSTC Parker Flats (Fort Ord)	\$47,283.62	11 / 30 / 11
Provide additional abatement mointoring services for the Theater project and necessary outside testing service						
120679	1002616	M3 Enviromental Consulting LLC	48-0081-0-7100-9045-6100-000-00-6105	Theater Building	\$12,067.87	11 / 30 / 11

Monterey Peninsula Community College District

Governing Board Agenda

January 24, 2012

Consent Agenda Item No. A.5.b.

Fiscal Services
College Area

Proposal:

It is proposed that the Board of Trustees approves the December 2011 Purchase Orders, Numbers 120683 to 120753

Background:

Purchase Orders 120683 through 120753 were produced in December 2011. These orders totaled \$3,404,058.37 in college expenditures. The list of Purchase Orders is attached.

Budgetary Implications:

Budgeted.

[X] RESOLUTION: BE IT RESOLVED, that Purchase Orders 120683 through 120753 in the amount of \$3,404,058.37 be approved.

Recommended By:

[Signature]
Stephen Ma, Vice President for Administrative Services

Prepared By:

[Signature] [Signature]
Mary Weber, Purchasing Coordinator Rosemary Barrios, Controller

Agenda Approval:

Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula College

Purchase Order History

From 120683 to 120753

TO: Board of Trustees Date: 25 January 2011

From Mr. Stephen Ma Subject: December Purchase Orders

PO NO.	Vendor No.	Vendor Name	Account Line No.	Department	Amount	Date
120683	1000896	Marina Coast Water District	01-0090-0-4900-2101-5500-041-00-5503	MPC Education Center	\$5,000.00	12 / 1 / 11
120684	1001124	Hamann,Mary Ann	01-0007-1-6499-1464-5100-000-97-5145	EOPS (Extended Opportunity Prog & Se	\$5,000.00	12 / 1 / 11
120685	930034	COASTLINE BUSINESS FORMS	01-0080-0-6720-0920-4500-000-00-4511	Fiscal Services	\$441.60	12 / 1 / 11
120686	575	PACIFIC GAS & ELECTRIC	48-0081-0-7100-9042-5500-000-00-5501	Phase I-Swing Space	\$1,200.00	12 / 1 / 11
120687	1001069	Compaq/Hewlett Packard	47-0007-0-6999-1445-6400-000-00-6405	Student Acitivities (ASMPC Revolving)	\$3,120.50	12 / 5 / 11
120688	1004443	YBP Library Services	01-0020-0-6120-1532-6300-000-00-6301	Instructional (one time supplies)	\$40,000.00	12 / 7 / 11
120689	1004525	Contrax	48-0081-0-7100-9037-6400-000-00-6404	Phase I-Furniture/Equip	\$2,134.06	12 / 7 / 11
120690	7316	RAPID PRINTERS	01-0030-0-0800-0701-4300-000-00-4312	Division Office-Physical Education	\$84.73	12 / 7 / 11
120691	228	PENINSULA GEM	01-0030-0-1000-0205-4300-000-00-4306	Art	\$450.00	12 / 7 / 11
120692	83	ENAMEL EMPORIUM	01-0030-0-1000-0205-4300-000-00-4306	Art	\$150.00	12 / 7 / 11
120693	1739	SNAP-ON INDUSTRIAL TOOLS INC	01-0040-0-0900-0407-4300-000-00-4312	Automotive Technology	\$65.67	12 / 7 / 11
120694	941972	SIGN WORKS	01-0040-0-0900-0407-4300-000-00-4312	Automotive Technology	\$187.69	12 / 7 / 11
120695	930678	MONTEREY BAY SYSTEMS	01-0007-1-6430-1468-5600-000-52-5620	CARE (Coop Agencies Resources Educ.	\$800.00	12 / 7 / 11
120696	940156	APPLE COMPUTER INC	01-0020-1-6600-1534-6400-000-98-6405	One Time Inst Equipment (MPC Founda	\$2,464.61	12 / 8 / 11
120697	1002628	McKesson Medical Surgical	01-0007-1-6440-1430-4500-000-80-4525	Health Services	\$500.00	12 / 8 / 11
120698	409	Kleinfelder	48-0081-0-7100-9042-6200-000-00-6269	Phase I-Swing Space	\$766.50	12 / 8 / 11
120699	1003908	Patterson Dental Supply	48-0081-0-7100-9042-6200-000-00-6269	Phase I-Swing Space	\$89.02	12 / 8 / 11
120700	1003589	Golden PMI	48-0081-0-7100-9042-6200-000-00-6269	Phase I-Swing Space	\$250.00	12 / 8 / 11
120701	1004682	Ausonio Inc.	48-0081-0-7100-9060-5100-000-00-5180	Gym Phase II	\$3,063,583.00	12 / 8 / 11
120702	1004161	Pro Media	48-0081-0-7100-9053-6200-000-00-6237	Humanities-Student Services	\$2,818.53	12 / 9 / 11
120703	941210	VENTEK INTERNATIONAL INC	39-0080-1-6950-0960-6400-000-81-6404	Parking	\$11,101.30	12 / 12 / 11
120704	1670	Work Flow One	39-0080-1-6950-0960-4500-000-81-4511	Parking	\$2,704.13	12 / 12 / 11
120705	1934	CHEVRON USA INC	01-0080-0-6770-0937-5500-000-00-5505	Warehouse	\$4,000.00	12 / 13 / 11
120706	1004683	School Dude.com	01-0080-0-6599-0930-5100-000-00-5180	Plant Services	\$2,733.00	12 / 13 / 11
120707	941667	DELL MARKETING L.P.	01-0020-1-6600-1534-6400-000-98-6405	One Time Inst Equipment (MPC Founda	\$811.56	12 / 13 / 11
120708	1002355	Division of State Architect-	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$1,036.85	12 / 13 / 11
120709	1003434	Green Valley Landscape	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$6,011.79	12 / 13 / 11
120710	1003510	Geo. H. Wilson Inc.	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$4,531.00	12 / 13 / 11
120711	1000350	Central Electric	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$257.04	12 / 13 / 11
120712	1004675	GBMI Inc.	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$8,100.00	12 / 13 / 11
120713	1003232	Collins Electrical Co.	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$3,035.00	12 / 13 / 11
120714	1001684	PARC Environmental	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$4,900.00	12 / 13 / 11
120715	1688	BOYDS ASPHALT SERVICES	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$775.00	12 / 13 / 11
120716	1002616	M3 Enviromental Consulting LLC	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$413.50	12 / 13 / 11
120717	1002355	Division of State Architect-	48-0081-0-7100-9042-6200-000-00-6269	Phase I-Swing Space	\$750.00	12 / 13 / 11

Monterey Peninsula College

Purchase Order History

From 120683 to 120753

TO: Board of Trustees Date: 25 January 2011

From Mr. Stephen Ma Subject: December Purchase Orders

PO NO.	Vendor No.	Vendor Name	Account Line No.	Department	Amount	Date
120718	409	Kleinfelder	48-0081-0-7100-9042-6200-000-00-6269	Phase I-Swing Space	\$1,135.00	12 / 13 / 11
120719	1001832	Cardinale Moving & Storage Co.	48-0081-0-7100-9060-5100-000-00-5180	Gym Phase II	\$6,291.54	12 / 13 / 11
120720	1003510	Geo. H. Wilson Inc.	48-0081-0-7100-9060-5100-000-00-5180	Gym Phase II	\$3,240.00	12 / 13 / 11
120721	1003106	American Lock & Key	48-0081-0-7100-9042-6200-000-00-6269	Phase I-Swing Space	\$110.00	12 / 13 / 11
120722	1003510	Geo. H. Wilson Inc.	48-0081-0-7100-9042-6200-000-00-6269	Phase I-Swing Space	\$8,532.00	12 / 13 / 11
120723	1001832	Cardinale Moving & Storage Co.	48-0081-0-7100-9056-6200-000-00-6269	Life Science & Physical Science Bldg	\$3,162.61	12 / 13 / 11
120724	1003940	Teracai	48-0081-0-7100-9037-6400-000-00-6404	Phase I-Furniture/Equip	\$1,466.17	12 / 13 / 11
120725	950376	Office Depot	01-0007-1-6440-1430-4500-000-80-4525	Health Services	\$500.00	12 / 13 / 11
120726	1002632	C2G Civil Consultants Group	48-0081-0-7100-8065-6200-000-00-6205	Art Studio/Ceramics	\$7,500.00	12 / 13 / 11
120727	941630	DAVID FOORD	48-0081-0-7100-9042-6200-000-00-6269	Phase I-Swing Space	\$2,250.00	12 / 13 / 11
120728	941630	DAVID FOORD	48-0081-0-7100-9053-6200-000-00-6237	Humanities-Student Services	\$6,600.00	12 / 13 / 11
120729	941630	DAVID FOORD	48-0081-0-7100-9056-6200-000-00-6269	Life Science & Physical Science Bldg	\$3,900.00	12 / 13 / 11
120730	1002159	HGHB	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$4,105.00	12 / 13 / 11
120731	950837	PENINSULA BUSINESS INTERIORS	48-0081-0-7100-8005-6200-000-00-6268	Student Services Building	\$2,711.05	12 / 13 / 11
120732	1002405	Barrie D. Coate & Assoc.	48-0081-0-7100-9053-6200-000-00-6237	Humanities-Student Services	\$891.16	12 / 13 / 11
120733	592	COASTWIDE ENVIRONMENTAL	48-0081-0-7100-9045-6100-000-00-6105	Theater Building	\$13,753.00	12 / 13 / 11
120734	1000350	Central Electric	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$1,403.15	12 / 13 / 11
120735	409	Kleinfelder	48-0081-0-7100-9036-6200-000-00-6269	New Education Center of Marina	\$1,303.00	12 / 13 / 11
120736	1712	MONTEREY COUNTY OFFICE OF	01-0080-0-4900-0956-5200-000-00-5220	General Institutional Mileage & Travel	\$120.00	12 / 14 / 11
120737	1003891	Ewing Irrigation	01-0080-0-6550-0932-4500-000-00-4561	Grounds	\$2,000.00	12 / 14 / 11
120738	567	GAVILAN PEST CONTROL	01-0080-0-6550-0932-5500-000-00-5513	Grounds	\$1,260.00	12 / 14 / 11
120739	84	INDIAN JEWELRY SUPPLY	01-0030-0-1000-0205-4300-000-00-4306	Art	\$1,999.00	12 / 14 / 11
120740	941045	GRAINGER INC-salinas	01-0080-0-6780-0912-4500-000-00-4551	IS Network and Technology	\$1,500.00	12 / 15 / 11
120741	950376	Office Depot	01-0020-0-6020-1501-4500-000-00-4551	Office of VP of Academic Affairs	\$1,903.90	12 / 15 / 11
120742	1739	SNAP-ON INDUSTRIAL TOOLS INC	48-0081-0-7100-9037-6400-000-00-6404	Phase I-Furniture/Equip	\$6,871.25	12 / 15 / 11
120743	1559	COAST COUNTIES GLASS INC	01-0080-0-6510-0938-5600-000-00-5601	Gen Institutional-Minor Capital Imprvmnt	\$4,962.46	12 / 16 / 11
120744	409	Kleinfelder	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$4,988.25	12 / 16 / 11
120745	1004135	Otto Construction	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$1,763.00	12 / 16 / 11
120746	409	Kleinfelder	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$1,665.00	12 / 16 / 11
120747	1004087	Peninsula Office Solutions	01-0050-0-6499-1320-5600-000-00-5630	International Student Program	\$250.00	12 / 16 / 11
120748	950376	Office Depot	01-0007-1-6420-1462-4500-000-51-4525	Supportive Services (DSP and S)	\$400.00	12 / 20 / 11
120749	1004525	Contrax	48-0081-0-7100-9053-6200-000-00-6237	Humanities-Student Services	\$120,552.07	12 / 20 / 11
120750	941424	AMERICAN SUPPLY CO	01-0080-0-6530-0931-4500-000-00-4590	Custodial Services	\$2,205.60	12 / 21 / 11
120751	324	QUARTERMASTER	39-0080-1-6950-0960-4500-000-81-4553	Parking	\$618.59	12 / 22 / 11
120752	941667	DELL MARKETING L.P.	01-0080-0-6780-0910-6400-000-00-6441	IS Systems and Programming	\$254.83	12 / 22 / 11
			01-0020-0-6020-1501-4500-000-00-4525	Office of VP of Academic Affairs	\$254.82	

Monterey Peninsula College

**Purchase Order History
From 120683 to 120753**

TO: Board of Trustees Date: 25 January 2011

From Mr. Stephen Ma Subject: December Purchase Orders

<u>PO NO.</u>	<u>Vendor No.</u>	<u>Vendor Name</u>	<u>Account Line No.</u>	<u>Department</u>	<u>Amount</u>	<u>Date</u>
120753	941667	DELL MARKETING L.P.	01-0040-1-0400-1517-6400-000-53-6425	MATE Resource Ctr (MATERC)	\$1,369.84	12 / 22 / 11
					\$3,404,058.37	

Monterey Peninsula College

Purchase Order History
From 120683 to 120753

To: Board of Trustees Date: 24 January 2011

From: Mr. Stephen Ma Subject: Dec. Purchase Orders over \$5000

PO NO.	Vendor No.	Vendor Name	Account line Number	Department	Amount	Date
Open order for Marina Ed campus water						
120683	1000896	Marina Coast Water District	01-0090-0-4900-2101-5500-041-00-5503	MPC Education Center	\$5,000.00	12 / 1 / 11
Independent contract for consulting on Upward Bound grant						
120684	1001124	Hamann, Mary Ann	01-0007-1-6499-1464-5100-000-97-5145	EOPS (Extended Opportunity Prog & Se	\$5,000.00	12 / 1 / 11
Open purchase order for the purchase of library materials						
120688	1004443	YBP Library Services	01-0020-0-6120-1532-6300-000-00-6301	Instructional (one time supplies)	\$40,000.00	12 / 7 / 11
General contractor for the Gymnasium Phase II						
120701	1004682	Ausonio Inc.	48-0081-0-7100-9060-5100-000-00-5180	Gym Phase II	\$3,063,583.00	12 / 8 / 11
M400 pay & display, solar power, coin & bill acceptance						
120703	941210	VENTEK INTERNATIONAL INC	39-0080-1-6950-0960-6400-000-81-6404	Parking	\$11,101.30	12 / 12 / 11
Landscape work for Art Locker area						
120709	1003434	Green Valley Landscape	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$6,011.79	12 / 13 / 11
Inspection services for Parking Lot B						
120712	1004675	GBMI Inc.	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$8,100.00	12 / 13 / 11
Moving equipment room, offices and training room for Gymnasium Phase II project						
120719	1001832	Cardinale Moving & Storage Co.	48-0081-0-7100-9060-5100-000-00-5180	Gym Phase II	\$6,291.54	12 / 13 / 11
Plumbing work at the gym laundry shack includes purchase and install of two electric dryers						
120722	1003510	Geo. H. Wilson Inc.	48-0081-0-7100-9042-6200-000-00-6269	Phase I-Swing Space	\$8,532.00	12 / 13 / 11
Change to site utilities at Portable Village						
120726	1002632	C2G Civil Consultants Group	48-0081-0-7100-8065-6200-000-00-6205	Art Studio/Ceramics	\$7,500.00	12 / 13 / 11
Dave Foord inspection services for Business/Humanities for the month of November						
120728	941630	DAVID FOORD	48-0081-0-7100-9053-6200-000-00-6237	Humanities-Student Services	\$6,600.00	12 / 13 / 11
Contractor to provide additional hazardous abatement work due to unforeseen materials						
120733	592	COASTWIDE ENVIRONMENTAL	48-0081-0-7100-9045-6100-000-00-6105	Theater Building	\$13,753.00	12 / 13 / 11
Tools and shop equipment for Auto Tech						
120742	1739	SNAP-ON INDUSTRIAL TOOLS INC	48-0081-0-7100-9037-6400-000-00-6404	Phase I-Furniture/Equip	\$6,871.25	12 / 15 / 11
Furniture for the Humanities/Supportive Services Building						
120749	1004525	Contrax	48-0081-0-7100-9053-6200-000-00-6237	Humanities-Student Services	\$120,552.07	12 / 20 / 11

Monterey Peninsula Community College District

Governing Board Agenda

January 24, 2012

Consent Agenda Item No. A.6

Fiscal Services
College Area

Proposal:

Approve budget adjustments for the period of November 9, 2011 through January 11, 2012.
(Fiscal Year 2011-2012.)

Background:

Please see attached budget revision documents.

Budgetary Implications:

Fund 01 (Unrestricted General Fund)

Net decrease in the 2000 (Classified Salary) Object expense category	\$	45,982
Net decrease in the 3000 (Benefits) Object expense category	\$	18,704
Net decrease in the 4000 (Supplies) Object expense category	\$	2,493
Net increase in the 5000 (Other/Services) Object expense category	\$	67,409
Net decrease in the 6000 (Capital Outlay) Object expense category	\$	230

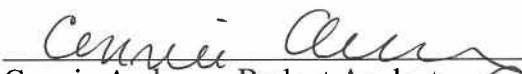
RESOLUTION: BE IT RESOLVED, that the following budget adjustments in the Unrestricted General Fund be approved:


Net decrease in the 2000 Object expense category	\$	45,982
Net decrease in the 3000 Object expense category	\$	18,704
Net decrease in the 4000 Object expense category	\$	2,493
Net increase in the 5000 Object expense category	\$	67,409
Net decrease in the 6000 Object expense category	\$	230

Recommended By:

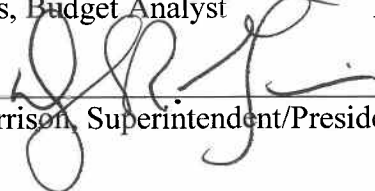

Stephen Ma, Vice President for Administrative Services

Prepared By:


Connie Andrews, Budget Analyst


Rosemary Barrios, Controller

Agenda Approval:


Dr. Douglas Garrison, Superintendent/President

BUDGET REVISIONS

November 9, 2011- January 11, 2012

Fund 01 (Unrestricted General Fund) Fiscal Year 2011-12

1000	2000	3000	4000	5000	6000	7000	EXPLANATIONS
CERT.	CLASS.	BENEFITS	SUPPLIES	OTHER	CAPITAL	OTHER	
SALARIES	SALARIES			SERVICES	OUTLAY	OUTGO	
	(118)	118					Transfer funds from Hourly Temporary Salary to Hourly Temporary Benefits and Substitute Benefits, to cover costs. Transfer was within the English & Study Skills Center Dept. Reduction to: 01-0030-0-6110-0315-2400-000-00-2404 Addition to: 01-0030-0-6110-0315-3210-000-00-2404 01-0030-0-6110-0315-3310-000-00-2404 01-0030-0-6110-0315-3610-000-00-2408
	1,748	52	(900)	(900)			Transfer funds from Office Supplies and Specialists/Workshops to Student Help Salary & Benefits, to cover costs. Transfer was within the Distance Education Dept. Reduction to: 01-0080-0-6130-1130-4500-000-00-4525 01-0080-0-6130-1130-5100-000-00-5139 Addition to: 01-0080-0-6130-1130-2300-000-00-2302 01-0080-0-6130-1130-3620-000-00-2302
	1,433	(1,433)					Transfer funds from Manager Benefits to Substitute Salary, to cover costs. Transfer was within the Evening Programs Dept. Reduction to: 01-0020-0-6703-0909-3220-000-00-2102 01-0020-0-6703-0909-3320-000-00-2102 Addition to: 01-0020-0-6703-0909-2300-000-00-2308
			1,267	(1,267)			Transfer funds from General Institutional Contingency to Office Supplies, to cover costs. Transfer was from the General Institutional Contingency Dept. to the Library Dept. Reduction to: 01-0080-0-7900-0906-5800-000-00-5840 Addition to: 01-0030-0-6120-1510-4500-000-00-4525

November 9, 2011- January 11, 2012
Fund 01 (Unrestricted General Fund) Fiscal Year 2011-12

1000	2000	3000	4000	5000	6000	7000	EXPLANATIONS
CERT. SALARIES	CLASS. SALARIES	BENEFITS	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	OTHER OUTGO	
	1,393	(2,023)	1,910	(1,280)			<p>Transfer funds from General Institutional Contingency and Manager Benefits to Temp. Help Salary and Minor Equipment, to cover costs. Transfer was from the General Institutional Contingency Dept. and the Evening Programs Dept. to the Office of VP/Academic Affairs Dept.</p> <p>Reduction to: 01-0080-0-7900-0906-5800-000-00-5840 01-0020-0-6703-0909-3220-000-00-2102</p> <p>Addition to: 01-0020-0-6600-1501-2300-000-00-2306 01-0020-0-6020-1501-4500-000-00-4551</p>
			(5,000)	5,000			<p>Transfer funds from Equipment Repair Parts to Equipment Repair, to cover costs. Transfer was from the Maintenance Dept. to the Grounds Dept.</p> <p>Reduction to: 01-0080-0-6510-0933-4500-000-00-4571</p> <p>Addition to: 01-0080-0-6550-0932-5600-000-00-5630</p>
	(120)	120					<p>Transfer funds from Manager Benefits to Substitute Salary, to cover costs. Transfer was within the Evening Programs Dept.</p> <p>Reduction to: 01-0020-0-6703-0909-3220-000-00-2102 01-0020-0-6703-0909-3320-000-00-2102</p> <p>Addition to: 01-0020-0-6703-0909-2300-000-00-2308</p>
	(50,318)	(15,538)		65,856			<p>Transfer funds from Supervisor Salary & Benefits to Contract Services and General Institutional Contingency, to cover costs. Transfer was from the Maintenance Dept. to the Facilities Dept. and the General Institutional Contingency Dept.</p> <p>Reduction to: 01-0080-0-6510-0933-2100-000-00-2103 01-0080-0-6510-0933-3220-000-00-2103 01-0080-0-6510-0933-3320-000-00-2103 01-0080-0-6510-0933-3340-000-00-2103 01-0080-0-6510-0933-3520-000-00-2103 01-0080-0-6510-0933-3620-000-00-2103</p> <p>Addition to: 01-0080-0-6599-0930-5100-000-00-5180 01-0080-0-7900-0906-5800-000-00-5840</p>

November 9, 2011- January 11, 2012
Fund 01 (Unrestricted General Fund) Fiscal Year 2011-12

1000	2000	3000	4000	5000	6000	7000	EXPLANATIONS
CERT. SALARIES	CLASS. SALARIES	BENEFITS	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	OTHER OUTGO	
			230		(230)		Transfer funds from Hazardous Materials Abatement to Signage and Inspection Services, to cover costs. Transfer was within the Hazardous Waste Management Dept.
							Reduction to: 01-0080-0-6770-0907-6200-000-00-6201
							Addition to: 01-0080-0-6770-0907-4500-000-00-4592
							01-0080-0-6770-0907-5500-000-00-5517
0	(45,982)	(18,704)	(2,493)	67,409	(230)	0	TOTALS

Monterey Peninsula Community College District

Governing Board Agenda

January 24, 2012

Consent Agenda Item No. A.7

Fiscal Services
College Area

Proposal:

Approve budget adjustments for the period of November 9, 2011 through January 11, 2012.
(Fiscal Year 2011-2012.)

Background:

Please see attached budget revision documents.

Budgetary Implications:

Fund 01 (Restricted General Fund)

Net increase in the 1000 (Certificated Salary) Object expense category	\$	3,930
Net decrease in the 2000 (Classified Salary) Object expense category	\$	846
Net increase in the 3000 (Benefits) Object expense category	\$	202
Net increase in the 4000 (Supplies) Object expense category	\$	1,281
Net decrease in the 5000 (Other/Services) Object expense category	\$	1,281
Net decrease in the 7000 (Other Outgo) Object expense category	\$	3,286

RESOLUTION: BE IT RESOLVED, that the following budget adjustments in the Restricted General Fund be approved:

Net increase in the 1000 Object expense category	\$	3,930
Net decrease in the 2000 Object expense category	\$	846
Net increase in the 3000 Object expense category	\$	202
Net increase in the 4000 Object expense category	\$	1,281
Net decrease in the 5000 Object expense category	\$	1,281
Net decrease in the 7000 Object expense category	\$	3,286

Recommended By: 

Stephen Ma, Vice President for Administrative Services

Prepared By:  

Connie Andrews, Budget Analyst

Rosemary Barrios, Controller

Agenda Approval: 

Dr. Douglas Garrison, Superintendent/President

BUDGET REVISIONS

November 9, 2011- January 11, 2012

Fund 01 (Restricted General Fund) Fiscal Year 2011-12

1000	2000	3000	4000	5000	6000	7000	EXPLANATIONS
CERT.	CLASS.	BENEFITS	SUPPLIES	OTHER	CAPITAL	OTHER	
SALARIES	SALARIES			SERVICES	OUTLAY	OUTGO	
2,875		411				(3,286)	Transfer funds from Textbooks to Counselor Salary & Benefit, to cover costs. Transfer was within the TANF Dept. Reduction to: 01-0007-1-6960-2006-7600-000-56-7602 Addition to: 01-0007-1-6960-2006-1200-000-56-1215 01-0007-1-6960-2006-3120-000-56-1215 01-0007-1-6960-2006-3340-000-56-1215 01-0007-1-6960-2006-3520-000-56-1215 01-0007-1-6960-2006-3620-000-56-1215
(4,839)	4,619	220	(518)	518			Transfer funds from Hourly Teaching Salary, Summer Teaching Salary, Reassigned Time Salary and Office Supplies. Transfer to Classified Salary Contingency, Benefits Contingency, Conference Travel and Equipment Repair, to cover costs. Transfer was within the Supportive Services Dept. Reduction to: 01-0007-1-0800-1462-1300-000-51-1301 01-0007-1-0800-1462-1300-000-51-1303 01-0007-1-6420-1462-1200-000-51-1235 01-0007-1-6420-1462-4500-000-51-4525 Addition to: 01-0007-1-0800-1462-2100-000-51-2130 01-0007-1-0800-1462-3900-000-51-2130 01-0007-1-6420-1462-5200-000-51-5220 01-0007-1-6420-1462-5600-000-51-5630
(40)	39	1					Transfer funds from Counselor Salary to Salary & Benefit Contingencies, to cover costs. Transfer was within the Matriculation/Credit Dept. Reduction to: 01-0050-1-7000-1305-1200-000-78-1215 Addition to: 01-0050-1-7000-1305-2100-000-78-2130 01-0050-1-7000-1305-3900-000-78-2130

November 9, 2011- January 11, 2012
Fund 01 (Restricted General Fund) Fiscal Year 2011-12

1000	2000	3000	4000	5000	6000	7000	EXPLANATIONS
CERT. SALARIES	CLASS. SALARIES	BENEFITS	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	OTHER OUTGO	
(66)	64	2					<p>Transfer funds from Counselor Salary to Salary & Benefit Contingencies, to cover costs. Transfer was within the Matriculation/Non-Credit Dept.</p> <p>Reduction to: 01-0050-1-7000-1306-1200-000-79-1215</p> <p>Addition to: 01-0050-1-7000-1306-2100-000-79-2130</p> <p style="text-align: right;">01-0050-1-7000-1306-3900-000-79-2130</p>
			1,999	(1,999)			<p>Transfer funds from Miscellaneous Expense to Office Supplies, to cover costs. Transfer was within the Health Services Dept.</p> <p>Reduction to: 01-0007-1-6440-1430-5800-000-80-5804</p> <p>Addition to: 01-0007-1-6440-1430-4500-000-80-4525</p>
6,000	(5,568)	(432)	(200)	200			<p>Transfer funds from Professional Expert Salary & Benefits, and from Office Supplies. Transfer to Summer Non-Teaching Salary and Memberships, to cover costs. Transfer was within the MATE Resource Center Dept.</p> <p>Reduction to: 01-0040-1-0400-1517-2300-000-53-2304</p> <p style="text-align: right;">01-0040-1-0400-1517-3220-000-53-2304</p> <p>Addition to: 01-0040-1-0400-1517-1400-000-53-1403</p> <p style="text-align: right;">01-0040-1-0400-1517-5300-000-53-5306</p>
3,930	(846)	202	1,281	(1,281)	0	(3,286)	TOTALS

Monterey Peninsula Community College District

Governing Board Agenda

January 24, 2012

Consent Agenda Item No. A.8

Fiscal Services
College Area

Proposal:

Approve budget adjustments for the period of November 9, 2011 through January 11, 2012.
(Fiscal Year 2011-2012.)

Background:

Please see attached budget revision documents.

Budgetary Implications:

Fund 39 (Parking Fund)

Net increase in the 2000 (Classified Salary) Object expense category	\$	4,398
Net increase in the 3000 (Benefits) Object expense category	\$	1,197
Net decrease in the 5000 (Other/Services) Object expense category	\$	17,595
Net increase in the 6000 (Capital Outlay) Object expense category	\$	12,000

RESOLUTION: BE IT RESOLVED, that the following budget adjustments in the Parking Fund be approved:

Net increase in the 2000 Object expense category	\$	4,398
Net increase in the 3000 Object expense category	\$	1,197
Net decrease in the 5000 Object expense category	\$	17,595
Net increase in the 6000 Object expense category	\$	12,000

Recommended By: 

Stephen Ma, Vice President for Administrative Services

Prepared By:  

Connie Andrews, Budget Analyst

Rosemary Barrios, Controller

Agenda Approval: 

Dr. Douglas Garrison, Superintendent/President

BUDGET REVISIONS

November 9, 2011 - January 11, 2012

Fund 39 (Parking Fund) Fiscal Year 2011-2012

1000	2000	3000	4000	5000	6000	7000	EXPLANATIONS
CERT.	CLASS.	BENEFITS	SUPPLIES	OTHER	CAPITAL	OTHER	
SALARIES	SALARIES			SERVICES	OUTLAY	OUTGO	
	4,398	1,197		(17,595)	12,000		Transfer funds from Roads/Pavement. Transfer to Manager Salary & Benefits, and to New Equipment. Benefits Contingency, and to New Equipment , to cover costs. Transfer was within the Parking Dept.
							Reduction to: 39-0080-1-6950-0960-5600-000-81-5632
							Addition to: 39-0080-1-6950-0960-2100-000-81-2102
							39-0080-1-6950-0960-3220-000-81-2102
							39-0080-1-6950-0960-3320-000-81-2102
							39-0080-1-6950-0960-3620-000-81-2102
							39-0080-1-6950-0960-2100-000-81-2102
							39-0080-1-6950-0960-3900-000-81-2102
							39-0080-1-6950-0960-2100-000-81-2140
							39-0080-1-6950-0960-3220-000-81-2140
							39-0080-1-6950-0960-3320-000-81-2140
							39-0080-1-6950-0960-3620-000-81-2140
							39-0080-1-6950-0960-2100-000-81-2140
							39-0080-1-6950-0960-3900-000-81-2140
0	4,398	1,197	0	(17,595)	12,000	0	TOTALS

Monterey Peninsula Community College District

Governing Board Agenda

January 24, 2012

Consent Agenda Item No. B

Human Resources
College Area

Proposal:

To approve the Management personnel actions shown in the table below.

Item	Action	Details	Fiscal Implication
a)	Establish New Position and Approve Job Description (attached)	Establish new position and approve attached job description for Director of Admissions and Records, effective May 9, 2012. Salary Placement will be Range 60 (Exempt).	Included in Budget
b)	Approval of Recruitment	Recruitment for a full time, Director of Admissions and Records to replace Vera Coleman.	Included in Budget



RESOLUTION: BE IT RESOLVED, that the Governing Board approve the following item:

- a) Approve attached job description, Director of Admissions and Records, effective May 9, 2012. Salary Placement will be Range 60 (Exempt).
- b) Recruitment for a full time, Director of Admissions and Records to replace Vera Coleman.

Recommended By:



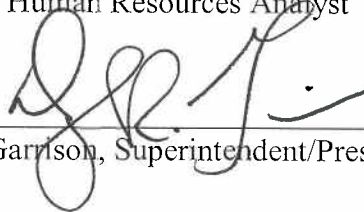
Barbara Lee, Associate Dean of Human Resources

Prepared By:



Kali F. Viker, Human Resources Analyst

Agenda Approval:



Dr. Douglas Garrison, Superintendent/President

JOB TITLE: Registrar → DIRECTOR OF ADMISSIONS AND RECORDS

Board Approved: 1/24/2012

MONTEREY PENINSULA COLLEGE

DIRECTOR OF ADMISSIONS AND RECORDS

JOB SUMMARY

Under general direction of the Dean of Student Services, within a broad framework of standard policies and procedures, plan, direct, supervise, coordinate and manage the admissions and records operations of the College including student admissions, registration, record keeping and reporting, certification, graduation, and transcript processing and evaluation.

EXAMPLES OF FUNCTIONS

Essential Functions

Assist in the development of goals and objectives for effective comprehensive programs in admission, records, registration, transcript evaluations and process, graduation and Veteran's certification in coordination with other areas of the college.

Organize, coordinate, oversee and implement (regular and late) registration procedures (in person, phone, web) for the District.

Plan and administer a system for reporting and accounting for District's Full-Time Equivalent (FTES) figures (320 Report) consistent with District, State and Federal regulations; evaluate problem areas and recommend solutions/alternatives for audit accountability.

Interpret and apply the State and Federal laws, rules, regulations and District policies and regulations relating to admissions, registration, residency, and records (grading and transcripts).

Analyze, create and/or update new policies, procedures and forms; coordinate admissions and registration activities with counseling, accounting, information system and instructional services and student information Federal Education Rights to Privacy Act (FERPA).

Prepare orientation for full time faculty regarding procedures for academic and attendance accounting regulations such as recording and reporting grades and attendance, withdrawals; ensure collection of information according to prescribed deadlines; supervise data entry of grades and attendance information; establish and verify appropriate dates and deadlines in accordance with regulations.

Train, supervise and evaluate staff; coordinate /assign priorities to staff to ensure efficient, responsive and friendly service to students, faculty, staff and administration.

Direct and monitor the student application, and enrollment process; prepare and disseminate information to students, faculty, staff and the general public regarding registration, records, enrollment, grades and class schedules.

Verify completion of requirements for students petitioning for graduation; notify students and counselors of deficiencies; generate graduation lists; delete ineligible students after final graduation check; enter graduation information on students' academic transcripts print graduation diplomas.

Serve as Principal Designated School Official (PDSO) for International Students Programs by functioning as the primary contact between the government and the District relating to international students.

Serve as liaison between the Admissions and Records office, Fiscal Services and Information Technology to coordinate processing of tuition assistance for all branches of the military service.

Determine residency in compliance with California law.

Coordinate the Veterans' certification program including certification of enrollment to the Veterans' Administration; monitor veterans' enrollment.

Prepare annual budget for the Admissions and Records office; hire and supervise part-time registration workers as necessary.

Prepare a variety of reports using installed software; prepare and maintain a variety of records and files.

Other Functions

Serve on college committees as required.

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities listed herein. For example, a Bachelor's Degree (or equivalent) and a minimum of five years of increasingly responsible experience in admissions, registration and student records.

Knowledge

Knowledge of: State and federal regulations and code sections including Administrative Code and Education Code; California Chancellor's Office Program regulations; college policies and procedures for admissions and records; methods of interpretation and evaluation of student records, graduation requirements and eligibility; and policies and procedures for managing/evaluating staff.

Abilities

Ability to: effectively organize, direct and manage the operations of the Admissions and Records office; formulate, interpret and administer policy and procedures; understand and independently carry out oral and written instructions; analyze situations and make decisions on procedural matters; learn, explain and apply current and new policies, procedures, rules and regulations pertaining to Admissions and Records operations; communicate effectively in both oral and written form; work effectively with all levels of the District (students, faculty, management and staff), governmental representatives, community representatives, and the general public; train, supervise and evaluate staff to ensure efficient, responsive and friendly service to students, faculty, staff and administration; use interpersonal skills of tact, patience and courtesy; prioritize and schedule work to meet schedules and time lines; maintain security and confidentiality of records and information; accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create/produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; use appropriate and correct English grammar, spelling, and punctuation; learn and successfully apply current/new office policies and procedures; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

Physical Effort/Work Environment

Indoor work environment. Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels of 10 or more pounds.

Monterey Peninsula Community College District

Governing Board Agenda

January 24, 2012

Consent Agenda Item No. C

Human Resources
College Area

Proposal:

To approve the Faculty personnel actions shown in the table below.

Item	Action	Details	Fiscal Implication
a)	Employment (list attached)	Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Spring 2012.	Included in budget

Budgetary Implications:

See table.



RESOLUTION: BE IT RESOLVED, that the Governing Board approve the following items:

- a) Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Spring 2012.

Recommended By:



Barbara Lee, Associate Dean of Human Resources

Prepared By:



Kali F. Viker, Human Resources Analyst

Agenda Approval:



Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula College
Part-time, substitute, and/or overload
 Spring 2012 - January

B1-Teaching With Benefits

Abbott	Bernadine	LIBR
Bartow	Gail	MATH
Bates	Wendy	PHED
Beck	Daniel	THEA
Bingaman	Nancy	NURS
Bishop	Mark	CHEM
Bryan	Juliana	NURS
Carney	Caroline	PSYC
Desoto	Alethea	PERS
Evans	Jacquelynn	PERS
Grasmuck	Karoline	DNTL
Haas	Cathy	ORNH
Hage	Samar	NURS
Hanna	Sue	NURS
James	Joseph	ENGL
Johnson	Dennis	SOCI
La Mothe	Eileen	NURS
Loop	Laura	NURS
McCart	Jeffrey	PHED
McKay	Esther	BUSC
Nee	Sandra	PERS
Nervino	Patricia	NURS
Phillips	Daniel	PHED
Rondez	Christina	NURS
Rozman	Kathleen	LNSK
Schutzler	Lyndon	PFIT
Spiering	Charles	PHED
Thao	Gaozong	PERS
Trendt	Ted	PFIT
Trendt	Ted	PHED
White	Walter	PFIT

B2-Teaching Without Benefits

Achille	Clifford	DRAF
Adam	Andre	HOSP
Ahmed	Osman	ANAT
Alonas-Kodl	Margaret	ART
Anderson	Joseph	ADMJ
Arce	Eve-Marie	CHDV
Ausec	Cindy	GENT
Ausec	Cindy	HIST
Banks	Sonia	POLS
Barbudo	Cecilia	SPAN
Barrett Burnett	Amy	HUMS
Benavente	Emilia	PFIT
Berti	Lisa	ENSL
Bispo	Melissa	ART
Blumeneau	Audrey	ART
Boes	Bobbi	ART
Boomer-Adams	Jacqueline	DANC
Borgia	Brian	HOSP
Brady	Brian	ENSL
Brady	Lee	ENGL
Brady	Lee	THEA
Bruno	Cheryl	MEDA
Bryant	Richard	MUSI
Budris	Mary	ITAL
Butcher	Mary	ENGL
Butler	Janet	DANC
Butzlaff	Shelby	EDUC
Cabrera	Vicente	SPAN
Cairel	Arturo	PHED
Caldwell	Joni	PSYC
Carlson	Susan	MEDA
Casanave	Martha	PHOT
Castellani	Louis	MATH
Chatwin	Diane	DANC
Chin	Lavonne	HOSP
Chirman	Amy	LIBR

Clifford	Karen	LIBR
Cote	Laura	THEA
Cristi Michael	Barbara	FREN
Cristobal	John	MATH
Daffner	Sigrid	GERM
Dally	David	MUSI
Daniels	Katharine	WOMN
Deffley	Anne	ENSL
Deskin Jacobs	Kathleen	THEA
Devine	Cristin	PSYC
Di Palma	Alyce	DANC
Ducote	Keith	GEOG
Duong	Thu	LIBR
Edelman	Melvin	PHOT
Erikson	Curt	SOCI
Evans	Marcus	AUTO
Evans	Robert	MATH
Ewing	Patrick	ENGL
Faulkner	Sarah	ENGL
Fellguth	Jennifer	LIBR
Fetler	Erik	ENGL
Finell	John	HIST
Fitzpatrick	Elayne	HUMA
Forte	Kimberlyn	ENGL
Foster	Margarette	DN TL
Fujimoto	Susan	ENGL
Fulton	Frances	ANAT
Gable	Cathleen	HUMS
Gabrielson	Linda	PSYC
Gamble	Erin	PFIT
Gamper	Josef	ANTH
Ghanim	Aziza	ARAB
Goldstein	Marvin	PFIT
Gonzalez	Inga	ENGL
Gotch	Danny	ENGL
Groves	Laurie	DANC
Grych	Margot	ORNH
Haas	Cathy	ORNH

Hammer	Robert	BUSI
Hanner	Dorian	PHOT
Haro	Paula	DANC
Harray	Nancy	ENGL
Hart	Christine	ENSL
Hazdovac	Mary	PFIT
Hazdovac	Mary	PHED
Headley	Laura	ENGL
Hobbs	William	PSYC
Holaday	Carol	ART
Hooper	Michael	ENGL
Howe	Kenneth	ENGL
Hulanicki	Alexander	ENGL
Hulse	Barney	MUSI
Ibessaine	Andrea	ENGL
Imperial	Dorothy	CHDV
Jacobs	Michael	THEA
James	Joseph	ENGL
Jeffrey	Caitlin	WOMN
Jensen	Katrina	ENGL
Jones	Becky	REAL
Jones	William	MUSI
Kadish	Samuel	WOMN
Kary	Brandi	ENGL
Kayawaki-White	Machi	JPNS
Keller	Jennifer	SPCH
Klein	Evelyn	ART
Klevan	Robert	MUSI
Kotin	Daniel	HIST
Kragelund	Lynn	NURS
Lachman	Larry	PSYC
Lamp	Robert	ART
Langland	Sylvia	NUTF
Lanka	Sunita	ENGL
Lanning	Ronald	SPAN
Lee	Paul	HOSP
Lemoine	Sunny	ENGL
Lewycky	Jonathon	ART

Little	William	MATH
Lopez	Linda	DNTL
Lusiani	Richard	BUSI
Malokas	John	MATH
Martin	Marlene	ENGL
Mast	Lauren	MATH
Matsumoto	George	BIOL
McCraney-Matz	Wendy	CHDV
McMillen	Jennifer	ENGL
McNamara	Robert	MUSI
Mellino	Robert	BUSI
Mettler	Gregory	PHOT
Meyer	Carolyn	POLS
Moldenhauer	Michele	PFIT
Moore	Karla	SIGN
Moore	Kit	PHED
Moore	Marguerite	ENGL
Morgan	Donald	ECON
Niven	Margaret	ART
Nolan	Jeffrey	GEOL
Ogaki	Tomoko	JPNS
O'hare	Erin	PFIT
Okelberry	Maryellen	ART
Olson	Lydia	PFIT
Omstead	Charles	AUTO
O'neil	Debra	MEDA
O'neill	Alicia	PSYC
Ono	Chiyoko	PFIT
Orzel	Jane	MUSI
Osgood	Sharon	PFIT
Osorio	Ruth	ENGL
Osorio	Ruth	WOMN
Pacheco	Samuel	HIST
Padilla	Lindsay	SOCI
Palmer	Brian	MATH
Partch	Peter	ART
Pastor	Charles	MATH
Pastore	Ellen	LIBR

Pearson	Jesse	PHOT
Phillely	Geraldine	MATH
Phillips	Susan	MATH
Pias	Charlene	PFIT
Pickford	Melissa	ART
Pirani	Ayaz	ENGL
Poteete	Paul	CSIS
Preston	Christina	BIOL
Provost	John	PHIL
Ramsden Scott	Sidney	HUMA
Riemedio	Ryan	PHED
Robbins	John	ART
Roberts	Craig	BUSI
Roberts	Pat	SPCH
Roesser	Doug	BUSI
Rogers	Melanie	ADMJ
Ross	Deanna	DANC
Ruben	Giulia	ANAT
Russo	Justin	PHED
Sanders	Craig	ENSL
Sanders	Denese	ART
Santana	Jose	ART
Sare	Dawn	PFIT
Sarkar	Nandita	MAST
Savukinas	Robert	SPAN
Schachter	Sandra	ENSL
Schmieg	George	MATH
Scott	Charmaine	BUSI
Scott-Behrends	Jim	PFIT
Serena	David	ETNC
Servi	Amy	PHED
Shapiro	Gary	THEA
Sharp	Deborah	ENGL
Shirley	Kimberly	HLTH
Shullenberger	Geoffrey	ENGL
Sickler	Angeline	ENGR
Sillman	Stephen	ADMJ
Sinclair	Jamaica	DANC

Singer	Susan	NUTF
Smith	Jeanette	ART
Sobotka	David	BUSI
Soltis	Mary	ENSL
Spence	Luke	MATH
Stack	Kelly	SIGN
Stevens	Ellen	LNSK
Stewart	James	SPCH
Stiebel	Jana	ANTH
Sturt	Deborah	SPCH
Taketomo	Amy	CHEM
Tarantino	Arleen	ENGL
Taylor	Linda	CHDV
Tezak	Janet	ENGL
Thiermann	Ann	ART
Thorson	Claire	ART
Tomb	Nicholas	POLS
Tran	Thanh	PHED
Triplett	Ronald	SPCH
Tuff	Paul	PFIT
Turrini-Smith	Leslie	GEOL
Valdez	Valentina	PHED
Van Dam	Georgia	PHIL
Van Zwaluwenburg	Pam	POLS
Vanderplaats	Virginia	ANAT
Wang	George	CHIN
Washburn	Andrew	MATH
Watkins	Shannan	CHDV
Watson	Lisa	ENGL
Welch	Lawrence	THEA
Willet	Ava	SIGN
Wills	Linda	MATH
Wood	John	BUSI
Young	Daphne	ENGL
Zabalbeascoa	Julian	ENGL
Zeitlin	Marsha	LNSK
Zimbelman	Carla	FASH

C1-Non-Teaching With Benefits

Abbott	Bernadine	LIBR
Cardinale	Salvatore	PERS
Ruiz	Deborah	LIBR
Webb	Catherine	LIBR

C2-Non-Teaching Without Benefits

Ainsworth	Cynthia	LIBR
Armstead	Stan	PERS
Burton	Heather	PERS
Chirman	Amy	LIBR
Duong	Thu	LIBR
Giammanco	Kacey	PERS
Lewis	Vincent	LNSK
Neal	Janice	LIBR
Pastore	Ellen	LIBR
Sallee	Denise	LIBR
Thurman	Erik	LIBR
Walter	Susan	PERS
White	Holly	PERS

Monterey Peninsula Community College District

Governing Board Agenda

January 24, 2012

Consent Agenda Item No. D

Human Resources
College Area

Proposal:

To approve the Classified personnel actions listed in the table below.

Background:

Item	Action	Details	Fiscal Implication
a)	Employment	Employment of _____, Instructional Specialist, Supportive Services and Instruction, 18 hours per week, 34 weeks per year, effective _____, 2012.	Included in budget
b)	Employment	Employment of Dan van Hees, Sciences Laboratory Manager, Life Science, 40 hours per week, 11 months per year, effective January 25, 2012.	Included in budget
c)	Release During Probationary Period	Release of employee 5492 from probation effective December 31, 2011.	N/A

Budgetary Implications:

See table.

- RESOLUTION: BE IT RESOLVED**, that the Governing Board approve the following items:
- a) Employment of _____, Instructional Specialist, Supportive Services and Instruction, 18 hours per week, 34 weeks per year, effective _____, 2012.
 - b) Employment of Dan van Hees, Sciences Laboratory Manager, Life Science, 40 hours per week, 11 months per year, effective January 25, 2012.
 - c) Release of employee 5492 from probation effective December 31, 2011.

Recommended By: _____

Barbara Lee
Barbara Lee, Associate Dean of Human Resources

Prepared By: _____

Kali F. Viker
Kali F. Viker, HR Analyst

Agenda Approval: _____

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

Monterey Peninsula Community College District

Governing Board Agenda

January 24, 2012
Board Meeting Date

Consent Agenda Item No. E

Human Resources
College Area

Proposal:

To approve the employment of the individuals on the attached list for short term and substitute assignments.

Background:

Education Code 88003 authorizes the Governing Board to hire short term and substitute employees to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Employment of the individuals on the attached list is consistent with District policy and Education Code provisions.

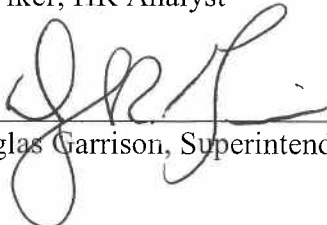
Budgetary Implications:

The cost to employ short term and substitute employees is included in division/department budgets.

Resolution: BE IT RESOLVED, that the individuals on the recommended list (Short Term and Substitute Employees) employed for short term and substitute assignments subject to future modifications, be approved.

Recommended By: 
Barbara Lee, Associate Dean of Human Resources

Prepared By: 
Kali F. Viker, HR Analyst

Agenda Approval: 
Dr. Douglas Garrison, Superintendent/President

**MONTEREY PENINSULA COLLEGE
SHORT TERM AND SUBSTITUTE EMPLOYEES**

BOARD AGENDA: 24-Jan-12

ACADEMIC AFFAIRS						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Moss	Denise	College Assistant XIII	\$18.62	12/15/11	12/22/11	30 Hrs. Per Wk
Moss	Denise	College Assistant XIII	\$18.62	01/03/12	03/30/12	30 Hrs. Per Wk
ADMINISTRATION						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Duje	Artemio	Substitute-Security Officer	\$13.53	01/03/12	01/03/12	8 Total Hrs.
Duje	Artemio	Substitute - Security Officer	\$13.53	01/09/12	01/26/12	86 Total Hrs.
Galvan	Abel	Substitute-Security Officer	\$13.53	11/30/11	11/30/11	8 Total Hrs.
Garcia	Lorena	Substitute-Custodian	\$13.26	01/03/12	03/08/12	40 Hrs. Per Wk
BUSINESS & TECHNOLOGY						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Gunter	Warren	Substitute - DOM	\$17.58	12/01/11	01/06/12	40 Hrs. Per Wk
Gunter	Warren	Substitute-DOM	\$17.58	01/09/12	02/17/12	40 Hrs. Per Wk
LIBRARY						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Alvarez-Fernandez	Mario	Substitute-Lib Circulation Desk Coord	\$14.67	01/03/12	02/28/12	132 Total Hrs.
Llanos-Hinson	Robert	Library Specialist	\$17.03	01/03/12	01/27/12	Up to 106 Total Hrs.
LIFE SCIENCE						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Van Hees	Daniel	Science Lab Manager	\$19.46	01/18/12	01/24/12	40 Hrs. Per Wk
PHYSICAL EDUCATION						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Herring	Vincent	5th Year Assis't Baseball Coach	\$4,085.00	02/01/12	04/30/12	Flat Rate Per Mo
PHYSICAL SCIENCE						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Clifton	Thomas	Substitute-Sci Lab Manager	\$19.46	12/02/11	12/13/11	19 Hrs. Per Wk

THREATRE ARTS

LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES		HOURS
				FROM:	TO:	
Crockett	Carey	Scenic Artist-"ANT & GRASSHOPPER"	\$500.00	12/16/11	01/30/12	Flat Rate Per Mo
Hulse	Barney	Pianist - MPC Concert Band	\$160.00	12/08/11	12/11/11	Flat Rate Per Mo
Hulse	Barney	Accompanist- "MMM"	\$150.00	01/03/12	01/12/12	Flat Rate Per Mo
Mattos-Hughes	Gloria	Costume Designer -"ANT & GRASS"	\$500.00	12/16/11	02/10/12	Flat Rate Per Mo
Radley	John	Stage Manager-"ANT & GRASSHOPPER"	\$1,000.00	12/16/11	02/15/12	Flat Rate Per Mo
Warner	Ana	Carpenter-"ANT & GRASSHOPPER"	\$3,000.00	11/16/11	01/16/12	Flat Rate Per Mo

TRIO

LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES		HOURS
				FROM:	TO:	
Desai	Stuti	College Assistant II-Tutor	\$9.31	01/23/12	06/08/12	15 Hrs. Per Wk
Franklin	Nicole	College Assistant II-Tutor	\$9.31	01/23/12	06/08/12	16 Hrs. Per Wk
Galvan	Natalie	College Assistant III- Tutor	\$9.80	01/30/12	05/30/12	10 Hrs. Per Wk
Nguyen	Tri	College Assistant II-Tutor	\$9.31	01/23/12	06/08/12	15 Hrs. Per Wk
Scott	Phillip	College Assistant II-Tutor	\$9.31	01/23/12	06/08/12	15 Hrs. Per Wk
Valle	Diana	College Assistant II-Tutor	\$9.31	01/23/12	06/08/12	15 Hrs. Per Wk
Young	Brooke	College Assistant II-Tutor	\$9.31	01/23/12	06/08/12	15 Hrs. Per Wk