

Monterey Peninsula Community College District

Governing Board Agenda

May 23, 2012

Consent Agenda Item No. A.1

Superintendent/President
Office

Proposal:

To consider and approve the minutes of the Board Special Meeting on April 11, and the Regular Board Meeting on April 25, 2012.

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.

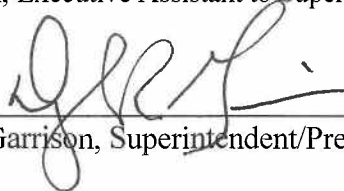
RESOLUTION: BE IT RESOLVED, that the Governing Board approve the minutes of the Special Meeting on April 11, and the Regular Board Meeting on April 25, 2012.

Recommended By: Dr. Douglas Garrison, Superintendent/President

Prepared By:

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

Agenda Approval:


Dr. Douglas Garrison, Superintendent/President

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

SPECIAL MEETING

2:00pm, Classroom 101
Public Safety Training Center (PSTC)
2642 Colonel Durham Street, Seaside, California 93955
www.mpc.edu/GoverningBoard

WEDNESDAY, APRIL 11, 2012

MINUTES

1. OPENING BUSINESS

- A. Call To Order – Chair Loren Steck called the Special Meeting to order at 2:00pm.
 - B. Roll Call – present:
 - Mr. Charles Brown, Vice Chair
 - Dr. Douglas Garrison, Superintendent/President
 - Ms. Marilyn Gustafson, Trustee
 - Mr. Rick Johnson, Trustee
 - Dr. Loren Steck, Chair
- Absent:
- Dr. Margaret-Anne Coppernoll, Trustee
 - Mr. Daniel Cervantes, Student Trustee

2. RECOGNITION

- A. Recognition of Visitors – Trustee Brown introduced his grandson Anthony Brown visiting from San Jose.
- B. Comments from Visitors – no comments.

3. NEW BUSINESS

- A. INFORMATION: Shared Governance Process, Collective Bargaining, and Personnel Matters.

Dr. Garrison introduced the Governing Board to today's study session as the next chapter in the development of the Board. The first development meeting began with the candidate orientations and notebook materials presented to all interested board candidates before the November, 2011 election. Following the orientation meetings, the Governing Board held a study session in January on Curriculum, Enrollment Management, Program Review, and the Education Master Plan. A study session in February detailed Understanding Budget Development and

Management/Audits. Three additional study sessions will be presented: in April on Accountability Reports (ACCJC/ARCCC/IPEDS/Mandated Reports); in May on MPCCD Demographics and Multi-Site Vision Reports; and in June on Facilities Planning and Citizens' Bond Oversight Committee.

Today's three topics are:

1. Shared Governance Report by Alan Haffa, Co-chair of College Council
2. Collective Bargaining by Barbara Lee, Associate Dean, Human Resources
3. Personnel Matters by Barbara Lee

Shared Governance Report by Alan Haffa, Co-chair of College Council

Chair Steck introduced Alan Haffa, co-chair of College Council, to begin the presentation on Shared Governance. Alan noted that collegial dialogue is different from private sector governance and our universities and colleges have a history of collaborative process in shared governance. Alan's presentation illustrated the flow of information and recommendations in planning and resource allocation purposes, how the Academic Senate has primary responsibility for making recommendations in the areas of curriculum and academic standards, and the process of dialogue and recommendations made by the College Council Group, Academic Senate Group, and President's Group. The illustration of dialogue shows that dialogue, feedback and information flows freely between all committees at MPC. The term group refers to all of the committees in any one particular area. For example, the Academic Senate Group includes the Equivalency Committee, Curriculum Advisory Committee, Basic Skills Committee, Distance Education Task Force, and SLO Committee. Alan acknowledged the challenges for College Council to give input into the development of resource allocation plans due to today's limited dollars and the challenge of calendars imposed by law and state culture to budget development timelines. It is MPC's desire and culture to ensure all stakeholders are involved in the processes.

Dr. Garrison reported that legislation in the late 1980's, specifically AB 1725, defined the role of shared governance groups in California community colleges. Collective bargaining was not legal before that time. AB 1725 also defined the role of the Academic Senate. After the passage of AB 1725 the California community colleges and Academic Senate were mandated to share governance processes. Title 5 stipulated that college must consult collegially with Academic Senate on academic and professional matters, and MPC Board Policy designates that the Board shall reply primarily on the recommendations of the Academic Senate. Governing Boards may reject directives from Academic Senates but they must provide a written explanation of the rationale for the denial. Dr. Garrison concluded the session by illustrating how the students, faculty and staff are represented and encouraged to participate on committees, advisory groups, Academic Senate or College Council to promote the exchange of ideas on professional matters and issues of institutional interest. In conclusion, Dr. Garrison acknowledged the degree of complexity the Board partakes in dealing with academic professional matters and also deciding on operational matters as an informed Governing Board.

[Shared Governance Presentation.pdf](#)

Collective Bargaining and Personnel Matters by Barbara Lee, Associate Dean of Human Resources

Barbara Lee's presentation provided an overview of the multiple authorities governing collective bargaining in California and at MPC: California Government Code, Education Code, Public Employment Relations Board, local collective bargaining agreements, MPC Board Policy, and court cases. She illustrated the scope of bargaining related to wages, hours, and conditions of employment, and those subjects outside the scope of representation. She presented the terms contained within Education Code, how court cases guarantee certain employee rights, and how MPC Board Policy defines and recognizes MPCTA and MPCEA as exclusive bargaining agents. Barbara explained different methods of negotiating: traditional vs interest based and reported that MPC uses the interest based process. She described how the Board is charged with hiring each employee and to set compensation and terms of employment under the delegated authority to the Superintendent/President. The faculty tenure process was explained as well as the Board Policy which establishes equivalency process jointly with Academic Senate and the Board. Resignations, other personnel actions such as job descriptions, salary schedules and the authorization to recruit employees were discussed. Barbara concluded her report by informing the Board that any complaint made against employees, whether presented to the entire Board or an individual Board member, is to be referred to the Superintendent/President.

Collective Bargaining, Personnel.pdf

B. TOUR: Public Safety Training Center

Dr. Garrison informed the Board that the Public Safety Training Center (PSTC) is the first of three public safety facilities. The second site is Parker Flats where high speed vehicle training, fire tower exercises, and live fire technology training is performed. Parker Flats is in the midst of a CEQA analysis to complete its review process. The third facility is the Military Operations/Urban Terrain (MOUT) site, a multipurpose mock village that supports law enforcement and fire training. Under the direction of MPC, the goal of these three sites is to become the preeminent public safety training facility in California. Under consideration is a proposal for management of the sites by Air Rescue Systems, which would open up the market for other users outside our area. Until the economy was hit hard the facilities were very busy and funds were available for local training and jobs, but public agencies have lost so much funding that training has been cut back. When funding is restored, the PSTC courses will increase for Fire and Police cadets with employment hiring to follow course completion.

Natalie Rodda, Director of the Fire Academy, lead the Board on a tour of the two buildings comprising the PSTC. The classrooms are state-of-the-art Smart Classrooms with facilities for Fire and Police cadets and commander training. Upon completion of the Fire Academy, cadets can obtain a Certificate of Achievement in Fire Protection Technology or an Associate In Science Degree.

C. DISCUSSION: Trusteeship

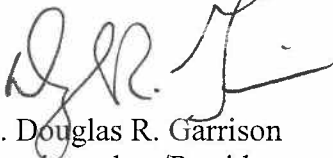
Chair Steck noted that in the absence of one Board Trustee, discussion on trusteeship issues would take place at another time.

4. **ADVANCE PLANNING**

- A. April Regular Board Meeting, Wednesday, April 25, 2012
Meeting at Education Center in Marina; address 2890 12th Street, Marina
- Closed Session, 1:30pm, Classroom MA104
 - Board Study Session on Accountability Reports; 3:00pm, Classroom MA402
 - Regular Meeting, 4:00pm, Classroom MA402
- May Regular Board Meeting, Wednesday, May 23, 2012
- Closed Session, 1:30pm, Stutzman Room, LTC
 - Board Study Session on Demographics and Multi-Site Vision; 3:00pm, Sam Karas Room, LTC
 - Regular Meeting, 4:00pm, Sam Karas Room, LTC
- B. Future Topics:
- 1) Tour with CBOC of Construction Projects, Monday, June 11, 3:00pm, Sam Karas Room, LTC

5. **ADJOURNMENT** - Chair Steck adjourned the Special Meeting at 5:03pm.

Respectfully submitted,



Dr. Douglas R. Garrison
Superintendent/President

Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an agenda item 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 May 24, 2012

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

REGULAR BOARD MEETING

MPC Education Center in Marina
289 12th Street, Marina, CA 93933
1:30-2:58pm, Closed Session, Classroom MA104
3:03-3:58pm, Board Study Session, Classroom MA402
4:00pm, Regular Meeting, Classroom MA402
www.mpc.edu/GoverningBoard

WEDNESDAY, APRIL 25, 2012

MINUTES

1. OPENING BUSINESS

- A. Call To Order – Chair Steck called the meeting to order at 1:30pm.
- B. Roll Call – present:
 - Mr. Charles Brown, Vice Chair
 - Dr. Margaret-Anne Coppernoll
 - Dr. Douglas Garrison
 - Ms. Marilynn Dunn Gustafson
 - Mr. Rick Johnson
 - Dr. Loren Steck, Chair
- 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 Organizations: MPCTA/CTA/NEA and MPCEA/CSEA
- E. Reconvene to Open Study Session and Roll Call – Chair Steck called the Study Session to order at 3:03pm.
 - Present:
 - Mr. Charles Brown, Vice Chair
 - Dr. Margaret-Anne Coppernoll
 - Dr. Douglas Garrison
 - Ms. Marilynn Dunn Gustafson
 - Mr. Rick Johnson
 - Dr. Loren Steck, Chair
 - Mr. Daniel Cervantes, Student Trustee
- F. Report Action Taken In Closed Session – Chair Steck reported no action was taken.

- 2, BOARD STUDY SESSION (3:00pm, Classroom MA402, Education Center at Marina)
Rosaleen Ryan, Director of Institutional Research, Michael Gilmartin, Dean of Instructional Planning, and Dr. Céline Pinet, Vice President of Academic Affairs:

A. Accountability Reports: To Whom Do We Submit Accountability Reports?

Dr. Rosaleen Ryan and Michael Gilmartin provided an overview of the types of accountability reports mandated by the State of California, the Federal Government, and for accreditation with the Accrediting Commission for Community and Junior Colleges (ACCJC). Dr. Céline Pinet reported on ACCJC reporting: MPC's Distance Education and SLO follow-up reports are due to ACCJC in October of 2012; the Substantive Change Report on Distance Education, the Annual Report, and the Midterm Report are due to ACCJC in spring of 2013.

[arcc_presentation_2012.pdf](#)

Accountability Reporting for the Community Colleges (ARCC) Report:

Dr. Ryan provided a framework overview of the ARCC Report. There are four categories for reporting: 1) student progress and achievement by degree/certificate/transfer; 2) student progress and achievement by occupational/workforce development; 3) pre-collegiate skills; and 4) participation rates. Graphs illustrated the ARCC Report indicators:

- Annual number of graduates from UC/CSU who originally attended a CCC
- Annual number of CCC transfers to baccalaureate granting institutions
- Transfer rate from the CCCs
- Annual number of degrees/certificates conferred by vocational programs
- Increase in income following completion of vocational degree/certificates
- Annual number of credit basic skills improvements
- Participation rates

Individual tables provided data on student groupings:

- Percentage of first-time students who within 6 years "progressed" or "achieved"
- Percentage of first-time students who earned at least 30 units in a CCC
- Percentage of first-time students who returned to any CCC the subsequent fall
- Annual successful course completion rate for credit vocational courses
- Annual successful course completion rate for credit Basic Skills courses
- Improvement rates for ESL courses
- Improvement rates for credit Basic Skills courses

MPC's 2012 ARCC Report College Profile indicates a shift in demographics: younger students due to the decrease in noncredit course offerings, more male students than females possibly due to the reductions in public safety trainings, and ethnicity changes for 2010 and beyond. The direction of future ARCC reporting indicates the Chancellor's Office will implement robust accountability reporting via a publicly understandable "scorecard" which will include progress made on intermediate measures of student success as well as completion outcomes. To the extent possible, implementation of this recommendation will rely on existing ARCC measures. Reporting trends will focus on outcomes, rather than inputs, i.e., "measures of student success" and "momentum points" and the importance of tracking students over time.

- B. Break and Reconvene to Regular Board Meeting – Chair Steck called the Regular Board Meeting to order at 4:15pm.

3. RECOGNITIONS

- A. Moment of Silence – requested by Chair Steck:
 - 1) Randy Meyers, student and former TRiO employee, passed December 26, 2011
 - 2) Robert Watman, 91 year old student, passed March 24, 2012
- B. Recognitions – Dr. Garrison congratulated and highlighted the following achievements:
 - 1) Matsui Scholarship Awardees Annamarie Dominno-Cailles and Monique Dodson
 - 2) Baskin Scholarship Awardee Victoria Wade
 - 3) Pister Leadership Awardee Rachel Rivera
 - 4) Steve Albert (Economics) and Rodney Oka (Chemistry), ASMPC and Alpha Gamma Sigma Honor Society Educator of the Year (tie)
 - 5) Maureen Church Coburn School of Nursing Accreditation, 2012-2019
- C. Recognition of Visitors – Eric Ogata, representing the MPC United Way Campaign Team, thanked the Board and MPC for their support. Nearly \$10,500 was raised for United Way of Monterey County through one-time donations, monthly contributions, and purchases at the two bake sales.
- D. Comments from Visitors – none.

4. COMMUNICATIONS

- A. Comments from Visitors – none.
- B. Written Communications:
 - 1) California Community College Chancellor's Office Media Advisory: "Chancellor Jack Scott to Visit Cabrillo High School: Long Beach College Promise Report shows improvement, aligns well with Student Success Task Force Recommendations that focus on better cohesion with K-12 schools" / March 19.
 - 2) Email to California Community College Trustee Board Nominees on Monterey Peninsula College's Response to SSTF Recommendations, from Dr. Douglas Garrison and MPC Board Chair Dr. Loren Steck / March 20.
 - 3) Chancellor Jack Scott's letter on selection of Stephen Ma and Vicki Nakamura to oversight boards for the dissolved Redevelopment Agencies of Monterey, Sand City, Seaside and Marina, as representatives of Monterey Peninsula Community College District / April 6.
 - 4) Dr. Dianne Harrison's support letter for MPC's application for full education status for the Ford Ord Education Center / April 11.

MPC All User Emails:

- 1) Robin Venuti, MPC Foundation: Faculty and Staff Advancement Awards, Spring 2012 Grant Recipients; 20 grants awarded totaling \$20,260 / March 13.
- 2) HR Employment Opportunity: Accounting Specialist, Fiscal / March 15.
- 3) HR Employment Opportunity: Food Preparer, CDC / March 15.
- 4) Student Health Services: Red Flag Campaign Workshop on April 4th, focusing on dating violence and tips on healthy relationships / March 15.
- 5) Judee Timm: Distance Education Workshop March 21, "Five Ways to Improve Interaction in Your Online Courses" / March 15.

- 6) Governing Board and College Council: Community Forum on March 22, seeking community, faculty and staff input on Superintendent/President replacement process / March 19.
- 7) Laura Franklin: New Spring Classes beginning April 2 / March 21.
- 8) ASMPC, AGS Honor Society, and Hospitality Club: Annual Staff and Faculty Appreciation Event April 10 / March 23.
- 9) Gary Bolen, Theatre Arts Dept: "The Musical of Musicals, The Musical!" playing at Bruce Ariss Theater on Old Fisherman's Wharf, April 5-29 / April 3.
- 10) Tuyen Nguyen, Asian Student Association Annual Culture Show April 14 / April 5, and thank you email to performers, supporters and local politicians / April 16.
- 11) Robin Venuti, MPC Foundation: Faculty Designated Student Scholarship Program to grant twenty-eight \$1,000 student scholarships, apply by April 23 / April 9.
- 12) Henry Marchand, Guest Author Series Coordinator: Pulitzer Prize Winning Author Jane Smiley Reads at MPC on April 19 / April 10.
- 13) Dr. Celine Pinet, Academic Affairs: Town Hall Study Sessions for 2012 Education Master Plan on April 16, 3-4pm and April 17, 1-2pm / April 10.
- 14) Student Services: Registration Kick-off Event on May 7 at Education Center at Marina / April 12.
- 15) Dr. Douglas Garrison: Cal Poly Arab Music Ensemble plays MPC on April 19, 5:30-6:30pm in MU101 / April 12.
- 16) Julie Osborne, ASMPC and Alpha Gamma Sigma Honor Society: Winners for the Educator of the Year Award – Steve Albert and Rod Oka (tie!) / April 13.
- 17) Transfer Center: Transfer Day at Education Center in Marina on April 23, 4-7pm / April 17.
- 18) United Way Campaign Team Thanks MPC for \$10,500 in donations / April 17.

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

- 1) CDC Ad: CDC enrolling for August, part day preschool, ages 3-5 years / March 16.
- 2) HR Ad: Food Preparer and Accounting Specialist / March 26.
- 3) Obituary: Robert Watman, 1921-2012, MPC student / March 29.
- 4) Letter to Editor: Kudos for Garrison of MPC, by Jim Tunney and R. Lynn Davis, former MPC Trustees / March 29.
- 5) Education Article: MPC Chief may be asked to extend stay: new college president expected to be in place by year's end / April 3.
- 6) Letter to Editor: Kudos for Garrison, by Charles Page, MPC Board of Trustee member for the last eight years / April 3.
- 7) Cedar Street Times (Pacific Grove): Experience the music of 'Steppin' Out' April 13, guitar duo debut of Robert McNamara and Chris Hart, MPC instructors / April 6.
- 8) Go! Magazine: 'The Musical of Musicals' brings the work of five different Broadway composers to the Wharf Theater / April 6.
- 9) Community News: MPC to discuss five-year plan (Education Master Plan) / April 16.
- 10) Seniors: MPC's Gentrain class could get budget ax / April 16.
- 11) Article: Mixed Results in Accountability Report for Harnell, MPC: both show high completion rate in vocational courses / April 18.
- 12) Sports: MPC hoop star Andrew Young signs with Texas A&M / April 18.
- 13) Sports: MPC's Alyssa Razo tosses no-hitter at Cabrillo, 4-0 win / April 18.

C. Reports and Presentations:

- 1) Institutional Report – no report in lieu of Board Study Session.

2) Superintendent/President's Report, Dr. Douglas Garrison

Dr. Garrison thanked the ASMP and Alpha Gamma Sigma for hosting the annual Faculty and Staff Appreciation Luncheon on April 10th. / He welcomed the Board to the Education Center in Marina; future meetings will continue to be at the Monterey campus, PSTC and Education Center. / Georgina Leyva, Division Office Manager in Marina, shared with him that the April 23rd Transfer Day in Marina was very successful with twelve colleges providing information on transfer opportunities. Dean Laura Franklin added that this first Transfer Day was a positive experience at the Education Center. / Dr. Garrison referred to the recent article in *The Monterey Herald* which indicated the demise of the Gentrain Program, which is incorrect. The reporter did speak with the President of Gentrain Society who accurately indicated the changes in priorities from the state. A group of faculty and staff under the direction of Academic Affairs and Alan Haffa are working on our continuing education program. There will be changes to Gentrain but it will always be supported as an important part of MPC. / On April 19th two events took place: 1) the High School Automotive Technology Competition had a record number of high schools teams competing; four \$1,000 awards were given to both high school and our Automotive Technology students; and 2), the spring meeting of High School Principals and Superintendents imparted information on our priority registration process, the challenges of limited enrollment seats, and the need to align core standards at the high schools with community college entrance standards. Following that meeting, several of the principals attended the Automotive Technology competition.

3) Vice Presidents' Reports: Steve Ma, Dr. Céline Pinet, and Carsbia Anderson

Dr. Céline Pinet, Vice President for Academic Affairs.

Céline Pinet reported that two public forums were held to discuss the process of revising the Education Master Plan. Although there was small attendance, good feedback was gathered. The Education Master Plan documents are published on the MPC website for anyone to view. / Late spring classes had good enrollments and have increased FTES for spring. /

Carsbia Anderson, Vice President for Student Services

Larry Walker, Dean of Student Services, reported for Carsbia Anderson. Regarding the passing of Randy Myers and Robert Watman, a letter of condolence will be sent to the families. / On April 5th 200 Colton Middle School students were hosted with a campus tour; ASMP helped to provide tour guides. / A very successful high school counselor breakfast was held on April 13th, and twenty-six area counselors attended with many from the Salinas area. The breakfast topics focused on the classes available at the Marina Education Center as a bridge between the Monterey campus and the Marina/Seaside campus, and the April 21st high school assessment event. Counselors provided information on how to navigate the website with hands-on training. / The Saturday, April 21st high school assessment day reached out to local high school graduating seniors to take the English and math assessments, with almost 400 seniors attending; these numbers increased from 70 students last year. As a follow-up event the seniors are scheduled to return to MPC on May 5th or May 8th for individual counseling sessions to plan their first semester's courses. / On May 7th the Education Center at

Marina is hosting a registration event to make services and program information available to Marina students.

- 4) Academic Senate Report, Sue Hanna, Senator
Sue Hanna reported for Academic Senate's meeting last week. Judee Timm provided a report on the institutional committee making recommendations for distance education and an evaluation tool for SLO's specific to the online student environment. / Fred reported that SLO recommendations are being put together to respond to the three recommendations from ACCJC, which includes a historical look at SLOs and changes responding to the recommendations. / Academic Senate is looking into the possibility of offering +/- grading and all faculty will be surveyed for their interest in this grading option.
- 5) MPCEA Report, Loran Walsh, President
Loran Walsh reported that MPCEA has met three times with the District in negotiations. / He thanked Chair Steck for inviting MPCEA and himself to serve on the subcommittee to choose a consultant firm to assist in hiring the new Superintendent/President.
- 6) MPCTA Report, Mark Clements, President – no report.
- 7) ASMPC Report, Daniel Cervantes, Student Trustee reported for Joshua Gess.
Daniel reported that ASMPC has a healthy budget of \$37,800. / Elections for Fall 2012 were held; holding two election days increased participation. Daniel will continue as the 2012-2013 Student Trustee. / Proposed changes to ASMPC's constitution were approved. / Earth Day was held on April 25th. / The Faculty and Staff Appreciation luncheon on April 10th honored Instructors Rod Oka and Steve Albert who tied for Educator of the Year Award. / ASMPC will host a LOL Day on May 16th as a stress buster event before finals week. / Most of the Faculty Committees now have a Student Representatives and Director of Student Representation Joshua Gess is working on filling the remaining vacancies.
- 8) College Council Report, Dr. Alan Haffa, Co-chair – no report.
- 9) MPC Foundation, Robin Venuti, Executive Director
 - a) Executive Director's Report – Robin Venuti reported that The Foundation will hold its June meeting at the Education Center in Marina. / In response to the Fund Development Audit, the Foundation has scheduled two study sessions for their Board to prioritize the next steps in development of the Foundation. / The President's Address to the Community has 226 attendees to date, with seven major sponsors and ten table sponsors. / The Faculty Breakfast is June 2nd, 8:30am, at the Marriott Ferrante Room. / The Foundation is currently working on several grants; in progress is a grant with the Monterey Peninsula Foundation and another to the California Community College League in support of counseling. / Robin reported that the Foundation had an audit the week of March 26th and very few issues were found. Credit belongs to Bookkeeper Charlotte Tinker as this is the cleanest audit received. / The Annual Report has now become a Foundation project and will be distributed at the President's Address.
 - b) March Donations \$64,145.00.

10) Governing Board Reports

a) CHS Report, Loren Steck:

i) Letter from Robin McCrae, Chief Executive Officer, CHS: JPA Allocation Status Quo for 2012-2013 / April 2. The CHS annual meeting is May 11th and Marilyn Gustafson will attend in Loren's place.

b) Trustee Reports:

- Rick Johnson – the article on Gentrain was upsetting and he received one call of protest. / The Monterey Downtown Business Association is bringing back the 4th of July parade, and MPC is invited to provide a float.
- Charlie Brown – attended the Asian Culture club event, and the Monterey County School Board Association's annual recognition event on April 26th.
- Margaret-Anne Coppernoll – Marina is also having a parade for Labor Day on September 1st, which will honor the MPC Veterans Club and all veterans. An MPC float would be welcomed.
- Loren Steck – attended the High School Automotive Technology competition which was an exciting and fun event for students.
- Marilyn Gustafson – Marilyn attended the MPC play at the wharf. 'The Musical' was a delightful event.
- Dr. Garrison was asked to speak on the Arab Ensemble concert on April 19th in the Music Hall. There was a great turnout from campus and community members. The Arab American Association was invited and Gentrain members also attended. AMP filmed the event, and it is on U-tube.
- Daniel Cervantes – attended the Asian Students Association Culture Show, which was an awesome show.

11) Legislative Advocacy Report, Dr. Douglas Garrison:

- a) Opposition letter to SB 1560, proposed legislation to implement performance based funding at California community colleges / March 5. Dr. Garrison reported this has been removed from the Senate Education Committee calendar.
- b) Support letter for AB 1614, the Fort Ord Reuse Authority Extension, from June 30, 2014 to June 30, 2024, to Assemblymembers Bill Monning and Luis Alejo, and Senators Sam Blakeslee and Anthony Cannella from Dr. Douglas Garrison / March 26.
- c) Letter of support for AB 2591, Property Tax Revenues Amendment; community colleges funding protection, creating automatic backfill funding mechanism / April 11. Dr. Garrison indicated this item passed out of Assembly Committee on Education, a positive move.

12) Special Report – Bond Update Reports, Joe Demko

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 has been completed. Construction on Phase 2 (Humanities Building) will begin in January of 2013 with completion scheduled for November of 2013.

Theatre – Work is focusing primarily on the electrical and mechanical systems. As of this date, no significant unforeseen conditions have been discovered that could impact budget and schedule. Work is progressing as scheduled and completion is still scheduled for February 2013.

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 building will commence. Drywall installation has been completed. All interior painting has been completed. The epoxy floors in the labs have been completed. The casework and cabinets have been delivered and are being installed. Exterior painting will commence in the next few weeks when the weather permits. Work on Life Science is progressing as scheduled with completion in June 2012. The Life Science building will then be occupied, and the Physical Science departments will be relocated to interim housing that the Life Sciences have vacated.

Gym First Floor – The under-slab plumbing has been completed and the floors have been poured. Wall framing and electrical rough-in installation has begun. The project is on schedule and anticipated to be completed in November 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 the Life Science program, and Life Science classes are being conducted in the building. The architect has received approval from 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 can only begin after the gym first floor work has been completed in December of 2012.

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. The Architect will begin the Design Development drawings (this stage of the Architectural process involves determining and engineering the most cost-effective electrical, mechanical and structural systems).

Arts Complex – The Arts Complex project is comprised of the Art Studio Building, Art Ceramics Building and the Art Dimensional Building. Preliminary design work has been completed, and the architect is now working on the design drawings. Once the Construction Drawings are complete (anticipated this summer), plans and specifications will then be submitted to DSA for review and approval.

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.

- b) Cost Control Report
- c) Master Schedule/Construction Phase Only
- d) Bond Expenditure Report

5. CONSENT CALENDAR

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

Motion Gustafson / Second Brown / Carried 2011-2012/127

BE IT RESOLVED,

- 1) That the Governing Board approve the minutes of the Special Meeting on March 2, and the Regular Board Meeting on March 21, 2012.
- 2) That the Governing Board accept gifts donated to the college with appropriate acknowledgement to donors.
- 3) That the manual payroll in the amount of \$2,106.59; and the March regular payroll in the amount of \$2,159,449.82; and the April supplemental payroll in the amount of \$57,316.33; for a total payroll of \$2,218,872.74, be approved.

4) That Commercial Warrants:

Number 12920363 through Number 12920397	\$ 168,253.17
Number 12921377 through Number 12921428	\$ 456,254.74
Number 12922537 through Number 12922573	\$ 58,564.24
Number 12923318 through Number 12923336	\$ 413,166.88
Number 12924071 through Number 12924118	\$ 235,173.62
Number 12924737 through Number 12924747	\$ 508,078.43
Number 12926509 through Number 12926554	<u>\$ 678,426.56</u>
Total	\$2,517,917.64

- 5) That March 2012 Purchase Orders, Numbers 120934 through 121023, in the amount of \$1,611,330.58, be approved.
- 6) That the following budget increases in the Restricted General Fund be approved:

Net increase in the 1000 (Certificated Salary) Object expense	\$ 21,792.00
Net increase in the 2000 (Classified Salary) Object expense	\$ 2,731.00
Net increase in the 3000 (Benefits) Object expense	\$ 3,583.00
Net increase in the 4000 (Supplies) Object expense	\$ 23,473.00
Net increase in the 5000 (Other/Services) Object expense	\$ 6,721.00
Net increase in the 6000 (Capital Outlay) Object expense	\$ 914.00
Net decrease in the 7000 (Other Outgo) Object expense	<u>\$ 33,664.00</u>
Total increase in expense lines budgeted	\$ 25,550.00

Increase of \$12,864.00 in funds carried forward from FY 2010-2011 to FY 2011-2012; and the increase of \$12,686.00 in funds received for FY 2011-2012.

- 7) That the following budget adjustments in the Restricted General Fund be approved:
- | | |
|---|-----------|
| Net decrease in the 4000 Object expense | \$ 200.00 |
| Net increase in the 5000 Object expense | \$ 200.00 |

- 8) That the following budget adjustments in the Unrestricted General Fund be approved:
- | | |
|---|--------------|
| Net decrease in the 2000 (Classified Salary) Object expense | \$ 13.00 |
| Net decrease in the 3000 (Benefits) Object expense | \$ 13.00 |
| Net decrease in the 4000 (Supplies) Object expense | \$ 10,622.00 |
| Net increase in the 5000 (Other/Services) Object expense | \$ 8,540.00 |
| Net increase in the 6000 (Capital Outlay) Object expense | \$ 2,082.00 |

- 9) That the following budget increases in the Child Development Fund be approved:

Net increase in the 2000 (Classified Salary) Object expense	\$ 5,801.00
Net increase in the 3000 (Benefits) Object expense	\$ 354.00
Net increase in the 4000 (Supplies) Object expense	\$ 5,000.00
Net increase in the 5000 (Other/Services) Object expense	\$ 300.00
Total increase in expense lines budgeted	\$ 11,455.00

Increase of \$11,455.00 in revenue and matching expenses, to reflect funds carried forward from FY 2010-2011 to FY 2011-2012.

- 10) That the following budget adjustments in the Child Development Fund be approved:
- | | |
|---|-----------|
| Net decrease in the 4000 Object expense | \$ 210.00 |
| Net increase in the 5000 Object expense | \$ 210.00 |

- 11) That the following budget increases in the Capital Outlay Fund be approved:
- | | |
|--|--------------|
| Net increase in the 4000 (Supplies) Object expense | \$ 28,384.00 |
|--|--------------|

Increase of \$28,384 in revenue and matching expenses, to reflect funds carried forward from FY 2010-2011 to FY 2011-2012.

- 12) That the following budget decrease in the Associated Student Trust Fund be approved:
- | | |
|------------------|--------------|
| Revenue decrease | \$ 31,726.00 |
| Expense decrease | \$ 31,726.00 |

B. Management Personnel:

- 13) That the Governing Board approve the following item:
- Resignation for the purpose of retirement of Claudia Martin, Director of Financial Aid, effective at the end of the day, September 4, 2012.

C. Faculty Personnel:

- 14) That the Governing Board approve the following items:
- Resignation of Dr. Judee Timm, effective June 4, 2012, for the purpose of

retirement, and confer upon her the title of Professor Emeritus.

- b) Each month individuals are hired as part-time, substitute, and overload.
The attached list includes hires for Spring 2012.

~~D.~~ Classified Personnel – item No. D pulled:

~~15) That the Governing Board approve the following item:~~

- ~~a) Employment of _____, Accounting Specialist,
Fiscal Services, 40 hours per week, 12 months per year, effective _____, 2012.~~

D. Short Term and Substitute Personnel:

16) 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 2011-2012 Monthly Financial Reports for the period ending March 31, 2012 be accepted.

Motion Johnson / Second Cervantes / Carried

2011-2012/128

Steve Ma, Vice President for Administrative Services Report:

Operating Fund net revenue through March 31, 2012 is \$28,033,909 which is 1.9% less than the same period last fiscal year. Expenditures year-to-date total \$32,360,698 which is 2% more than the same time last fiscal year, for a net difference of \$4,326,789.

Highlights of financial activities year-to-date are as follows.

Revenues:

- Revenues continue to lag behind expenses for the fiscal year. This is the result of the significant deferral of apportionment revenue (\$5.4M) imposed by the state. The March advance apportionment payment received was \$501,925, which is 8% of the total certified apportionment.
- The District receives a percentage of the total certified state apportionment revenue each month. The certified state apportionment is the largest revenue source of the District. This makes up 92.4% of the Unrestricted General Fund revenue.
- The District received \$301,732 in local property tax receipts this month and \$376,943 in other student fees and charges as reflected in the current revenue column of the unrestricted general fund report.
- The District received \$231,243 in current year federal grant funds this month as reflected in the current revenue column of the restricted general fund report.

Expenditures – overall, the District operating funds expenditures continue to track as projected.

Self Insurance Fund:

- Self Insurance expenses are at 63.2% of budgeted expenditures. The expenditure amount is 6.2% less than the amount for the same period last fiscal year.

- The Health and Welfare Cost Containment Committee will be reviewing the first premium and claims report on April 25th compiled by the new medical benefits consultant (Alliant). This will provide a clearer picture of medical expenses and claims trends for the fiscal year. In addition, Alliant will provide their data analysis on whether the various employee groups will move to Phase 2 of the medical benefit plan.

Parking Fund:

- Parking revenues are 117% of budget, indicating total revenue for the year to be significantly higher than budgeted. Expenses are at 67% of budgeted expenditures.

Fiduciary Funds:

- All Fiduciary Funds are tracking close to budget. We have adjusted the revenue and expense budgets of the Associated Student Fund this month to be more realistic in our projection for this fiscal year.

Cash Balance:

- The total cash balance for all funds is \$62,476,792 including bond cash of \$45,605,864 and \$13,088,903 for all other funds. Operating funds cash is \$3,782,025. The District's cash balance is sufficient to manage cash flow demands (payroll and accounts payable) for the next month. The next large property tax installment is due in late April.

Other:

A number of cost saving measures identified in the 2011-12 adopted budget have either under-performed or will not materialize. This combined with the mid-year revenue cut (deficit coefficient) will result in an out of balance budget. In the coming months, a number of budget transfers from district reserves will be instituted to balance the budget. Use of district reserves (one-time funds) to balance the current year budget will mean these funds will not be available to help mitigate the impact of the governor's worst case budget proposal for MPC.

- B. BE IT RESOLVED, that the Quarterly Financial Status Report for the quarter ending March 31, 2012, as presented on Form CCFS 311Q, be accepted and made part of the minutes of this meeting.

Motion Gustafson / Second Johnson / Carried **2011-2012/129**

- C. BE IT RESOLVED, that the Governing Board award the contract for administrative search services to Professional Personnel Leasing, Inc. (PPL), and authorize the Vice President for Administrative Services to finalize the contract details for subsequent ratification by the Board of Trustees.

Motion Gustafson / Second Johnson / Carried **2011-2012/130**

MPCEA Chapter President Loran Walsh reported for subcommittee members Stephanie Tetter, Barbara Lee, Dr. Loren Steck and himself that four consultant firms' proposals were reviewed on April 3rd. Two firms were selected to make presentations on April 11th to the subcommittee: 1) Professional Personnel Leasing, Inc. (PPL), and

2) Community College Search Services (CCSS). The subcommittee is recommending the Board retain the services of PPL for administrative search services to replace Dr. Garrison, Superintendent/President.

- D. INFORMATION: The Governing Board will provide direction on the design of the Superintendent/President search process. Any items requiring Board action will be presented at future Board meetings.

INFORMATION

Chair Loren Steck announced the composition of the Superintendent/President Search Advisory Committee, based upon recommendations of the MPC Academic Senate, MPCEA and Administration:

- Diane Boynton, Faculty
- Jamie Dagdigian, Faculty
- Chicha Guzman, Classified
- Gaozong Thao, Classified
- Rosaleen Ryan, Management
- Birt Johnson, Community
- Dean Flippo, Foundation
- Daniel Cervantes, Students
- Barbara Lee, Human Resources

The Search Advisory Committee will hold its first meeting on May 8th, at 1:30pm, in the Administration Building's Large Conference Room. An announcement will be sent to the MPC community. Monthly updates will be provided to the Board as to the Search Advisory Committee's recommendations and progress.

- E. BE IT RESOLVED, the Governing Board appoint members of the Superintendent/President selection committee.

Motion Gustafson / Second Brown / Carried **2011-2012/131**

- F. BE IT RESOLVED, that the Governing Board delegates to the Vice President for Administrative Services the authority to withdraw Monterey Peninsula College from the Community College Insurance Group (CCIG) for dental and vision, effective July 1, 2012, if it is determined that there is a more beneficial arrangement for MPC and its employees.

Motion Cervantes / Second Brown / Coppernoll **2011-2012/132**

- G. BE IT RESOLVED, that the annual authorization for the Student Trustee to have an advisory vote and the ability to make and second motions, to be in effect until May 31, 2013, be approved.

Motion Cervantes / Second Gustafson / Carried **2011-2012/133**

- H. BE IT RESOLVED, that the Governing Board formally reviews, discusses, and accepts the 2012 Accountability Reporting for the Community Colleges Report.

Motion Gustafson / Second Coppernoll / Carried **2011-2012/134**

- I. BE IT RESOLVED, that the following courses and programs be approved:
- Program: ENSL Advanced Level Certificate of Completion
 - Program: ENSL Intermediate Level Certificate of Completion

Motion Johnson / Second Cervantes / Carried

2011-2012/135

- J. BE IT RESOLVED, that the 2012-2013 allocation of \$2,975.00 to Community Human Services, be approved.

Motion Gustafson / Second Coppernoll / Carried

2011-2012/136

- K. BE IT RESOLVED, that the Governing Board approve an increase in the student health services fee to \$15.00 for Summer 2012, to \$19.00 for Fall 2012 and Spring 2013, and to \$16.00 for Summer 2013.

Motion Cervantes / Second Gustafson / Carried

2011-2012/137

- L. BE IT RESOLVED that the Governing Board adopt the following resolution recognizing the contributions of the Classified Employees of Monterey Peninsula College and designating May 20-26, 2012, as Classified School Employee Week.

Motion Brown / Second Gustafson / Carried

2011-2012/138

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

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

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

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

THEREFORE, BE IT RESOLVED, that the Monterey Peninsula Community College District hereby recognizes and wishes to honor the contributions of the Classified professionals to the quality education of the students at Monterey Peninsula College and declares the week of May 20-26, 2012, as Classified School Employee Week in the Monterey Peninsula Community College District.

- M. BE IT RESOLVED, that the Governing Board accept the framed oil painting titled "Clearly There" donated by Mrs. Ripp Matteson from the estate of Ripp Matteson, former art instructor at Monterey Peninsula College.

Motion Johnson / Second Coppernoll / Carried

2011-2012/139

- N. BE IT RESOLVED, that the Governing Board accept the framed archival inkjet print, measuring 10¾” x 14½” titled “Nebraska, Sunday Morning,” 2009 by Mel Edelman, donated to Monterey Peninsula College by the artist.

Motion Gustafson / Second Brown / Carried

2011-2012/140

- O. BE IT RESOLVED, that the Governing Board accept the framed silver gelatin print, measuring 7½” x 9½” titled “Seep, Badwater, Death Valley,” 1983 by Al Weber, former photography instructor at Monterey Peninsula College donated to Monterey Peninsula College Foundation by Robin Venuti and Joseph Rock.

Motion Johnson / Second Coppernoll / Carried

2011-2012/141

- P. INFORMATION: Calendar of Events.

7. ADVANCE PLANNING

- A. Regular Board Meeting Wednesday, May 23, 2012, at MPC:

- Closed Session, 1:30pm, Stutzman Room, Library and Technology Center
- Board Study Session, 3:00pm, Sam Karas Room, Library and Technology Center; Topics: Demographics and Multi-Site Vision
- Regular Meeting, 4:00pm, Sam Karas Room, Library and Technology Center

- B. Regular Board Meeting Wednesday, June 27, 2012, at MPC:

- Closed Session, 1:30pm, Stutzman Room, Library and Technology Center
- Board Study Session, 3:00pm, Sam Karas Room, Library and Technology Center; Topics: Facilities Planning and Citizens’ Bond Oversight Committee
- Regular Meeting, 4:00pm, Sam Karas Room, Library and Technology Center

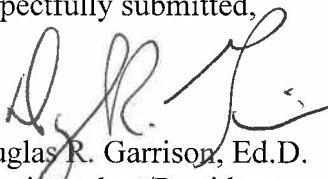
- C. Future Topics:

- 1) Board Goals, August; approve evaluation instrument/process/calendar

8. ADJOURNMENT – Chair Steck adjourned the Regular Meeting at 6:13pm.

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/GoverningBoard.

Posted May 24, 2012

Monterey Peninsula Community College District

Governing Board Agenda

May 23, 2012

Consent Agenda Item No. A.2

Superintendent/President
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:

- Elaine Suzanne Boddington Donation to Art Gallery Trust
- Song Monroe Donation to Child Development Center
- Oceaneering International, Inc. Donation of \$20,000 to MATE Center
- Pebble Beach Company Donation of \$300 to Dance Trust
- Teledyne RD Instruments, Inc. Donation of \$500 to MATE Center
- G.E. Young, Jr. Donation of \$6,000 for the Ruth R. Young Scholarship Fund
- G.E. Young, Jr. Donation of \$1,700 for the Floyd Richards Memorial Scholarship Fund

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, Executive Assistant to Superintendent/President and the Governing Board

Agenda Approval: 
Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

May 23, 2012

Consent Agenda Item No. A.3

Fiscal Services
College Area

Proposal:

Approve April regular payroll and May supplemental payroll. Approve April 30th and May 10th payrolls.

Background:

April 30, 2012	Regular Payroll	\$ 2,132,377.81
May 10, 2012	Supplemental Payroll	\$ 58,230.64
Total		\$ 2,190,608.45

Budgetary Implications:


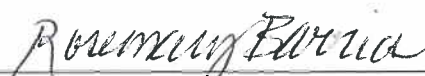
Budgeted.

RESOLUTION: BE IT RESOLVED, that the:

April regular payroll in the amount of \$2,132,377.81 and the
May supplemental payroll in the amount of \$58,230.64
For a total payroll of \$2,190,608.45 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

May 23, 2012

Consent Agenda Item No. A.4

Fiscal Services
College Area

Proposal:

Approve Commercial Warrants for April 2012.

Background:

Table with 2 columns: Warrant Number Range and Amount. Total: \$1,815,915.22

Budgetary Implications:

Budgeted.

RESOLUTION: BE IT RESOLVED, that Commercial Warrants: 12927317 through 12927345, 12928096 through 12928133, 12929365 through 12929381, 12930163 through 12930198, 12931808 through 12931863 in the amount of \$1,815,915.22 be approved.

Recommended By: Stephen Ma, Vice President, Administrative Services

Prepared By: Rosemary Barrios, Controller

Agenda Approval: Dr. Douglas Garrison, Superintendent/President

School Board Approval Report
4/3/2012 through 4/3/2012

40 Monterey Peninsula College

Issue Date 04/03/2012

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12927317	American Lock & Key	PV- 2030	550000	made truck keys	\$7.20
12927319	BMI Imaging Systems	PV- 2034	450000	Freight	\$9.90
12927320	Box Office Guys	PV- 2023	580000	The Musicals of Musicals the Musicals postcards	\$472.31
12927321	CALIFORNIA AMERICAN WATER C	PO- 120113	550000	Open order for Monterey campus water	\$3,445.78
	CALIFORNIA AMERICAN WATER C	PO- 120113	550000	Open order for Monterey campus water	\$5,383.83
12927322	Cardinale Automotive Group	PV- 2029	560000	maintenance on utility truck	\$279.34
	Cardinale Automotive Group	PV- 2029	560000	maintenance on van #5	\$527.33
12927323	CHEVRON USA INC	PV- 2035	550000	gas charges for vans	\$2,462.47
	CHEVRON USA INC	PV- 2036	550000	gas charges for men's athletics	\$1,187.49
	CHEVRON USA INC	PV- 2036	550000	gas charges for women's athletics	\$761.62
12927324	Constellation New Energy	PO- 120116	550000	Open order for Monterey campus electricity	\$24,859.43
12927325	DELL MARKETING L.P.	PO- 120983	640000	Dell XPS 13 Laptop with extended warranty per atta	\$61.76
	DELL MARKETING L.P.	PO- 120983	640000	Dell XPS 13 Laptop with extended warranty per atta	\$1,957.21
12927326	Dynamic Press	PV- 2021	450000	Prerequisite challenge forms	\$353.01
12927327	ELECTRICAL DISTRIBUTORS - mo	PO- 120809	450000	Open order for electrical parts and materials	\$69.37
	ELECTRICAL DISTRIBUTORS - mo	PO- 120809	450000	Open order for electrical parts and materials	\$272.35
	ELECTRICAL DISTRIBUTORS - mo	PO- 120809	450000	Open order for electrical parts and materials	\$31.34
12927328	Fastenal Company	PV- 2028	450000	maintenance supplies	\$129.86
	Fastenal Company	PV- 2028	450000	maintenance supplies	\$40.83
	Fastenal Company	PV- 2028	450000	maintenance supplies and credit of 96.21 taken	\$101.78
12927329	Franklin Street Tire & Auto	PV- 2025	560000	tire was not repairable	\$233.31
12927330	GAVILAN PEST CONTROL	PO- 120196	550000	Open order for gropher abatement	\$500.00
12927331	Geo. H. Wilson Inc.	PO- 120029	560000	Quarterly maintenance agreement to service the adm	\$1,192.28
	Geo. H. Wilson Inc.	PV- 2032	550000	boiler repair in Physical Science	\$742.50
12927332	GRAINGER INC-salinas	PO- 120740	450000	Open order for misc network gear, tools, equipment	\$14.33
12927333	HAYWARD LUMBER	PO- 120063	430000	Open order for Theatre. Authorized to purchase: D	\$400.49
12927334	Henry Schein Inc.	PO- 121000	430000	Per attached itemized spreadsheet and bid #41575	\$1,703.42

School Board Approval Report
4/3/2012 through 4/3/2012

40 Monterey Peninsula College

Issue Date 04/03/2012

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12927334	Henry Schein Inc.	PO- 121000	430000	Per attached itemized spreadsheet and bid #41575	\$55.60
12927335	Kelley/FMC	PO- 120987	450000	Federal Student Financial Aid check stock	\$901.45
12927336	Lee, Paul	PV- 2033	520000	Reno Nevada Conference reimbursement	\$1,157.14
12927337	McKesson Medical Surgical	PO- 120697	450000	Open order for medical supplies for FY 2011-2012	\$8.48
12927338	Monterey County Tax Collector	PV- 2024	450000	2011 2012 Property Tax Assessments	\$14.54
12927339	MONTEREY PENINSULA COLLEGE	PV- 2020	580000	Revolving Fund cash reimbursement	\$249.07
	MONTEREY PENINSULA COLLEGE	PV- 2020	580000	Revolving Fund check reimbursement	\$2,756.19
	MONTEREY PENINSULA COLLEGE	PV- 2020	580000	Revolving Fund check reimbursement	\$3,099.00
	MONTEREY PENINSULA COLLEGE	PV- 2020	580000	Revolving Fund check reimbursement	\$3,738.46
12927340	Office Depot	PO- 120011	450000	Open order for office supplies for FY2011-12. Aut	\$263.36
	Office Depot	PO- 120069	430000	Open Order for FY11/12 for office supplies for Lif	\$77.11
	Office Depot	PO- 120070	450000	Open order for office supplies for FY11-12 for Adm	\$202.37
	Office Depot	PO- 120074	450000	Open order for Marina Ed. Center. Authorized Georg	\$89.33
	Office Depot	PO- 120078	430000	Open order for PE Division; Authorized to order:	\$299.61
	Office Depot	PO- 120079	450000	Open order for the Print Shop.	\$135.95
	Office Depot	PO- 120210	450000	Open order for Office Depot account for fy11/12	\$382.92
	Office Depot	PO- 120428	450000	Open order for misc office supplies for IT.	\$186.96
	Office Depot	PO- 120748	450000	Open order for office supplies.	\$106.33
	Office Depot	PO- 120748	450000	Open order for office supplies.	\$36.90
	Office Depot	PO- 120808	450000	Open Purchase Order to order office supplies.	\$94.80
	Office Depot	PO- 120886	450000	Open order for office supplies for FY11-12	\$34.57
	Office Depot	PO- 120886	450000	Open order for office supplies for FY11-12	\$21.44
	Office Depot	PO- 120918	430000	Open order for office supplies:	\$86.23
	Office Depot	PO- 120920	450000	Open order for office supplies for FY 2011-12.	\$10.98
	Office Depot	PO- 120920	450000	Open order for office supplies for FY 2011-12.	\$22.80
	Office Depot	PO- 120967	450000	Open order for office supplies	\$123.99
	Office Depot	PO- 120967	450000	Open order for office supplies	\$12.74
	Office Depot	PO- 120967	450000	Open order for office supplies	\$139.32

School Board Approval Report
4/3/2012 through 4/3/2012

40 Monterey Peninsula College

Issue Date 04/03/2012

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
	Office Depot	PO- 120967	450000	Open order for office supplies	\$8.17
12927341	PACIFIC GAS & ELECTRIC CO	PO- 120112	550000	Open order for Monterey campus gas	\$14,409.65
	PACIFIC GAS & ELECTRIC CO	PO- 120117	550000	Open order for Monterey campus Electricity Transmi	\$18,773.73
12927343	SAMUEL FRENCH INC	PV- 2022	430000	10 Scripts for Barefoot in the Park	\$124.72
12927344	US Bancorp Equipment Finance	PO- 120454	560000	Open PR to pay for the lease for the Konica Minolt	\$335.01
12927345	Water Tech Specialties, Inc	PV- 2031	550000	Annual preventive maintenance program for loops	\$4,380.00
Fund 0100 totals:					\$99,539.46

School Board Approval Report

4/3/2012 through 4/3/2012

mountsRef

40 Monterey Peninsula College

Issue Date 04/03/2012

4600 College Center Bond Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12927318	Berkadia Commercial Mortgage	PO- 120004	710000	Open order for College Center Bond Payment FY11-12	\$1,875.00
Fund 4600 totals:					\$1,875.00

School Board Approval Report
4/3/2012 through 4/3/2012

40 Monterey Peninsula College

Issue Date 04/03/2012

4700 College Center (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12927321	CALIFORNIA AMERICAN WATER C	PO- 120113	550000	Open order for Monterey campus water	\$234.67
	CALIFORNIA AMERICAN WATER C	PO- 120113	550000	Open order for Monterey campus water	\$366.65
12927324	Constellation New Energy	PO- 120116	550000	Open order for Monterey campus electricity	\$1,692.99
12927341	PACIFIC GAS & ELECTRIC CO	PO- 120112	550000	Open order for Monterey campus gas	\$981.33
	PACIFIC GAS & ELECTRIC CO	PO- 120117	550000	Open order for Monterey campus Electricity Transmi	\$1,278.53
Fund 4700 totals:					\$4,554.17

-

School Board Approval Report
4/3/2012 through 4/3/2012

40 Monterey Peninsula College

Issue Date 04/03/2012

4800 Building Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12927342	RFI Communications & Security	PO- 120776	620000	Materials & Labor to install video system in testi	\$19,855.95
Fund 4800 totals:					\$19,855.95
District Totals for 4/3/2012:					\$125,824.58

School Board Approval Report
4/3/2012 through 4/3/2012

District Total for 4/3/2012 through 4/3/2012:	\$125,824.58
--	---------------------

School Board Approval Report
4/10/2012 through 4/10/2012

40 Monterey Peninsula College

Issue Date 04/10/2012

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12928096	ACBO	PO- 121034	520000	Registration for Steve Ma for the ACBO Spring Conf	\$285.00
12928097	ARIEL THEATRE INC	PV- 2055	510000	THEA 77 Section 0095	\$1,949.00
12928098	Big Sur Fire Brigade	PV- 2048	510000	Fire 413, section 8377, 0507	\$425.00
12928099	CACHAGUA FIRE DISTRICT	PV- 2050	510000	Fire 413 section 8368, 0498	\$700.00
12928100	CARMEL FIRE DEPT	PV- 2047	510000	Fire 413 Section 8397 and 0496	\$1,957.50
12928101	CHOMP	PV- 2060	510000	instructor salaries	\$3,200.00
	CHOMP	PV- 2061	510000	instructor salaries for 4th quarter	\$4,250.00
	CHOMP	PV- 2062	510000	partial reimbursement for RN inst salaries	\$29,028.00
12928102	Clark, Kathleen	PV- 2058	520000	Reimbursement for travel to conference	\$667.60
12928103	Clear Science Inc.	PO- 121018	510000	Independent contractor agreement as per attached c	\$900.00
12928104	Crouch,Perry	PO- 120882	510000	Independent Contract for Retention Workshop Series	\$300.00
12928105	Department of Forestry & Fire	PV- 2040	520000	pymt for course C11-0025	\$1,789.65
	Department of Forestry & Fire	PV- 2041	520000	Pymt for Mgmt 2B course	\$1,288.00
	Department of Forestry & Fire	PV- 2066	520000	Fire Prevention 1B course	\$2,989.65
12928106	Home Depot Credit Services	PV- 2063	520000	supplies for ROV workshop	\$47.64
12928107	I.A.M.P.	PV- 2057	580000	tech support for community play	\$360.00
12928109	Laser Light Engraving	PV- 2056	520000	trophies for ROV contest	\$450.74
12928110	Loomis, Kathryn	PO- 120209	510000	Independent contractor as per attached contract an	\$360.00
12928111	Marina Fire Department	PV- 2046	510000	Fire course 413	\$1,361.95
12928112	Monrad, Renee	PV- 2065	580000	for personal therapy	\$110.00
12928113	MONTEREY COUNTY FIRE TRAIN	PV- 2049	510000	Fire 411 section 2006	\$272.00
12928114	Monterey County Regional Fire	PV- 2039	510000	contract payment for Fire courses	\$10,815.00
12928115	Monterey County Weekly	PV- 2044	450000	recruitment ads	\$234.00
12928116	MONTEREY FIRE DEPARTMENT	PV- 2037	510000	Contract payment for Fire courses	\$12,286.50
12928117	MONTEREY PENINSULA COLLEGE	PV- 2067	580000	Check reimbursement for March 2012	\$3,060.70
	MONTEREY PENINSULA COLLEGE	PV- 2068	580000	Cash reimbursement for March 2012	\$16.23
12928118	MPC FOUNDATION	PO- 120121	580000	Open order for FY11-12 for Foundation services to	\$8,333.33

School Board Approval Report
4/10/2012 through 4/10/2012

40 Monterey Peninsula College

Issue Date 04/10/2012

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12928119	NORTH COUNTY FIRE DISTRICT	PV- 2038	510000	contract Fire payment	\$6,286.00
12928120	Ordway Drug Store	PV- 2064	450000	1 tubersol inj	\$39.82
12928122	PACIFIC MONARCH LTD	PO- 120296	520000	Bus Charters for the Earth Science Field Trips	\$1,040.00
12928123	Patterson Dental Supply	PV- 2042	430000	instructional supplies	\$1,150.37
	Patterson Dental Supply	PV- 2043	430000	instructional supplies	\$983.91
12928124	PEACE OFFICERS RESEARCH	PV- 2054	510000	LETP 232.2 Section 0057	\$1,488.00
12928125	Peninsula Cafe	PV- 2045	760000	Meal plan for CARE students	\$3,840.12
12928127	SEASIDE FIRE DEPT	PV- 2051	510000	Fire 413 section 8371, 0197	\$1,070.59
12928128	Sinclair, Timandra	PO- 120565	510000	Independent contractor as per attached contract/wo	\$1,687.50
12928129	Soledad Fire Department	PV- 2052	510000	Fire 413 section 8370, 0500, 01330	\$1,312.20
12928130	Spreckels Volunteer Fire Dept.	PV- 2053	510000	Fire 413 section 8369, 0499	\$635.00
12928131	Stinson, Ashley	PO- 121028	520000	Mate UNOLS Long term intern Ashley Stinson stipend	\$225.00
	Stinson, Ashley	PO- 121028	580000	Mate UNOLS Long term intern Ashley Stinson stipend	\$2,500.00
12928133	Weber, Mary	PV- 2059	640000	auto tech purchase of 1998 Camry	\$109.00
Fund 0100 totals:					\$109,805.00

School Board Approval Report
4/10/2012 through 4/10/2012

40 Monterey Peninsula College

Issue Date 04/10/2012

1400 Capital Projects Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12928108	Impact Construction Services	PO- 120580	640000	8' 6 x 15'6 pre-owned two stall restroom building	\$46,560.00
Fund 1400 totals:					\$46,560.00

-

School Board Approval Report
4/10/2012 through 4/10/2012

40 Monterey Peninsula College

Issue Date 04/10/2012

4800 Building Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12928121	Otto Construction	PO- 120293	620000	General Contractor Contract for Life and Physical	\$324,964.80
12928126	S.M.T. Group	PO- 120187	510000	Open order for FY11-12 for Warehouse space for The	\$3,760.90
12928132	VAL'S PLUMBING & HEATING INC	PO- 121038	620000	Val's to install gas vent on regulator for the HSS	\$729.00
Fund 4800 totals:					\$329,454.70
District Totals for 4/10/2012:					\$485,819.70

School Board Approval Report
4/10/2012 through 4/10/2012

District Total for 4/10/2012 through 4/10/2012:	\$485,819.70
--	---------------------

School Board Approval Report
4/17/2012 through 4/17/2012

40 Monterey Peninsula College

Issue Date 04/17/2012

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12929365	AmeriPride Uniform Services	PO- 120288	620000	Open Purchase order covers rage service for studio	\$32.04
12929367	CADAT	PV- 2072	430000	Instructional supply	\$1,090.00
12929368	Dappertext LLC	PO- 121050	510000	Dappertexr LLC creation of educational videos phas	\$3,750.00
12929370	ENAMEL EMPORIUM	PO- 120939	430000	purchases for the Spring Torch Enameling class	\$98.20
12929371	Gardner, Matt	PO- 120177	510000	Independent Contractor from July 1, 2011-June 30,2	\$1,251.25
	Gardner, Matt	PO- 120177	510000	Independent Contractor from July 1, 2011-June 30,2	\$1,251.25
12929372	HERBERT DAVY SIGNS	PO- 120286	430000	Open order for vinyl lettering for signage for gal	\$44.67
12929373	Hertzberg,Jeremy	PO- 121048	510000	Independent contractor agreement per attached	\$1,200.00
12929375	Jet Tec LLC	PO- 120916	450000	HP (12) Q2612A Black toner cartridge	\$42.85
12929376	MYO Frozen Yogurt	PV- 2071	510000	Reimbursement for Megan Larkin salary	\$238.00
12929377	PACIFIC REPERTORY THEATRE	PV- 2070	510000	THEA 58 Sect 5192	\$6,579.00
12929378	Patterson Dental Supply	PV- 2069	430000	instructional supplies	\$71.33
12929379	Singh,Damanjit	PO- 121051	520000	Advance for meals for field trip on April 20, 2012	\$600.00
12929380	Turf & Industrial Equip Co.	PO- 120876	640000	Club car carryall cart	\$6,514.37
12929381	Weber, Mary	PV- 2073	520000	Travel to Purchasing Conference	\$167.24
Fund 0100 totals:					\$22,930.20

School Board Approval Report
4/17/2012 through 4/17/2012

40 Monterey Peninsula College

Issue Date 04/17/2012

3500 Self Insurance Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12929369	Delta Health Systems	PV- 2075	510000	anthem tpa transition fee	\$2,030.00
	Delta Health Systems	PV- 2075	510000	ID cards March 2012	\$887.00
Fund 3500 totals:					\$2,917.00

School Board Approval Report
4/17/2012 through 4/17/2012

40 Monterey Peninsula College

Issue Date 04/17/2012

4700 College Center (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12929374	HOBART SALES AND SERVICE	PV- 2074	550000	freezer repair	\$237.63
Fund 4700 totals:					\$237.63

School Board Approval Report
4/17/2012 through 4/17/2012

mountsRef

40 Monterey Peninsula College

Issue Date 04/17/2012

4800 Building Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12929366	Ausonio Inc.	PO- 120701	510000	General Contractor for the Gymnasium Phase II/Main	\$262,430.68
Fund 4800 totals:					\$262,430.68
District Totals for 4/17/2012:					\$288,515.51

School Board Approval Report

4/17/2012 through 4/17/2012

mountsRef

District Total for 4/17/2012 through 4/17/2012:	\$288,515.51
--	---------------------

School Board Approval Report
4/19/2012 through 4/19/2012

40 Monterey Peninsula College

Issue Date 04/19/2012

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12930163	AMERICAN SUPPLY CO	PO- 120889	450000	55 gallon drum of x-22 floor finish	\$1,086.76
	AMERICAN SUPPLY CO	PO- 120933	450000	100-89440 EnMotion (EPA) brown roll towels 700' 6/	\$1,934.84
	AMERICAN SUPPLY CO	PO- 120971	450000	086-21780 Toilet tissue	\$3,273.00
12930166	Benavente, Jonathan	PV- 2077	510000	Photo session for senior class	\$350.00
12930167	Brian Finegan	PO- 120671	570000	Open order FY 2011-12	\$112.50
12930168	Canon Business Solutions	PO- 120031	560000	Months of lease for 24 copiers	\$636.59
	Canon Business Solutions	PO- 120031	560000	Months of lease for 24 copiers	\$388.33
12930169	CARMEL MARINA COPRORATION	PO- 120212	550000	MPC Theater Waste Pick up in Sand City	\$114.92
	CARMEL MARINA COPRORATION	PO- 120264	550000	Open order for Marina Ed Center Waste Disposal	\$229.58
	CARMEL MARINA COPRORATION	PO- 120268	550000	Open order for Seaside PSTC waste Disposal	\$319.09
12930170	DELL MARKETING L.P.	PO- 121020	640000	Dell Latitude E5520 per quote 616362564	\$5,506.57
12930171	Empleo, Amanda	PO- 120781	510000	Independent Contract for Amanda Empleo, MATE Offic	\$1,092.00
12930172	Financial Services Dept, Aztec	PO- 121062	520000	Room & Board for UB students participating in UB S	\$825.00
12930173	Gaines, Rachel	PO- 120969	510000	Consulting for MATE website updates	\$203.00
12930174	Goodwin, Paul F.	PV- 2084	520000	Fire Command 1B April 9-13, 2012	\$979.65
12930177	Jostens Inc	PV- 2082	450000	printing	\$51.53
12930180	LOZANO SMITH	PO- 120527	570000	Open order for porfessional legal consulting servi	\$137.50
12930181	M & S BUILDING SUPPLY	PO- 120089	430000	Open order for FY11/12. Authorized to purchase:	\$5.81
12930182	Marina Coast Water District	PO- 120269	550000	Open order for Seaside PSTC water	\$376.75
	Marina Coast Water District	PO- 120269	550000	Open order for Seaside PSTC water	\$266.78
	Marina Coast Water District	PO- 120269	550000	Open order for Seaside PSTC water	\$425.08
	Marina Coast Water District	PO- 120958	550000	Open order to pay water for Marina Ed Center	\$187.27
	Marina Coast Water District	PO- 120958	550000	Open order to pay water for Marina Ed Center	\$290.42
	Marina Coast Water District	PO- 120958	550000	Open order to pay water for Marina Ed Center	\$434.78
12930183	Martinson,Larry	PV- 2083	450000	diploma shipping	\$25.69
12930184	Monterey City Disposal Inc.	PO- 120115	550000	Open order for Monterey campus waste disposal	\$1,629.04
	Monterey City Disposal Inc.	PO- 120115	550000	Open order for Monterey campus waste disposal	\$135.85

School Board Approval Report
4/19/2012 through 4/19/2012

40 Monterey Peninsula College

Issue Date 04/19/2012

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12930185	MONTEREY REGIONAL WATER	PO- 120114	550000	Open order for Monterey campus sewage	\$6,467.89
12930186	Monterey Sanitary Supply	PO- 120255	450000	Open Order not to exceed	\$2,450.68
	Monterey Sanitary Supply	PO- 120255	450000	Open Order not to exceed	\$2,701.30
12930187	Moore, Eric	PV- 2079	520000	Lodging, meals, and mileage	\$1,379.69
12930188	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
12930189	MUSSON THEATRICAL INC	PV- 2081	560000	repair of 9 dimmer relay blocks	\$1,124.25
12930191	RAPID PRINTERS	PO- 120924	430000	250 Business cards for Julie Himes	\$39.50
	RAPID PRINTERS	PO- 120942	430000	250 business cards for DJ Singh	\$39.50
	RAPID PRINTERS	PO- 120943	450000	250 each business cards for Pete Olsen and Alicia	\$79.00
12930192	Terry Ching Assigner	PV- 2076	580000	2012 softball season officials	\$4,050.00
	Terry Ching Assigner	PV- 2076	580000	MPC Tournament Umpires	\$1,560.00
12930193	Terryberry	PV- 2086	450000	service award pins	\$2,129.81
12930194	U.S. Postal Service	PV- 2080	580000	Std bulk mail permit	\$190.00
12930197	White Cap Construction Supply	PV- 2078	560000	power drive unit	\$1,368.44
Fund 0100 totals:					\$49,284.04

School Board Approval Report
4/19/2012 through 4/19/2012

40 Monterey Peninsula College

Issue Date 04/19/2012

3900 Parking Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12930195	VENTEK INTERNATIONAL INC	PV- 2085	560000	equipment repair	\$300.00
Fund 3900 totals:					\$300.00

School Board Approval Report
4/19/2012 through 4/19/2012

40 Monterey Peninsula College

Issue Date 04/19/2012

4700 College Center (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12930184	Monterey City Disposal Inc.	PO- 120240	550000	Open order 2011/12 for garbage pick up for cafeter	\$362.58
Fund 4700 totals:					\$362.58

School Board Approval Report
4/19/2012 through 4/19/2012

40 Monterey Peninsula College

Issue Date 04/19/2012

4800 Building Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12930164	Axiom Engineers	PO- 120812	610000	Axiom Engineering to provide commissioning service	\$1,770.00
	Axiom Engineers	PO- 120813	620000	Axiom Engineering to provide commissioning service	\$4,020.00
12930165	Bank of Marin	PO- 120596	610000	Escrow in lieu or retention for the general constr	\$37,412.61
12930175	Hammel Green and Abrahamson	PO- 120586	610000	Re-encumber from PO11339 for professional design s	\$15,420.00
12930176	HP Inspections Inc	PO- 120517	610000	HP inspections to perform all none geotechnical te	\$4,777.50
	HP Inspections Inc	PO- 120774	510000	Special inspection services for the gym per attach	\$8,472.50
12930178	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- 120842	510000	Kitchell to provide Program Management Services fo	\$25,300.00
	Kitchell CEM	PO- 120843	510000	PAA 13-Construction management services- Bid throu	\$11,000.00
12930179	Kleinfelder	PO- 120993	620000	Kleinfelder to provide special inspection services	\$323.75
	Kleinfelder	PO- 121008	620000	Special inspection contract per attached for Physi	\$1,265.75
	Kleinfelder	PO- 121066	620000	Special inspections at baseball restroom project p	\$665.00
12930190	PAPE Rents	PO- 121067	620000	Final rental and removal for portable air conditio	\$541.62
12930196	WASSON'S CLEANING AND	PO- 121061	620000	Cleaning Services for Humanities bldg 4 per attach	\$1,185.98
12930198	Williams Scotsman	PO- 121064	620000	Removal payment for MT5 Modular Classroom at Temp	\$3,793.74
Fund 4800 totals:					\$165,038.45
District Totals for 4/19/2012:					\$214,985.07

School Board Approval Report
4/19/2012 through 4/19/2012

mountsRef

District Total for 4/19/2012 through 4/19/2012:	\$214,985.07
--	---------------------

School Board Approval Report
4/26/2012 through 4/26/2012

40 Monterey Peninsula College

Issue Date 04/26/2012

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12931808	American Lock & Key	PV- 2121	550000	work at the lecture forum	\$35.00
12931809	Bartel, Sally	PO- 120641	510000	Consulting for ITEST per attached independent cont	\$1,960.00
12931810	Bookmark	PV- 2122	430000	sheet music	\$10.23
	Bookmark	PV- 2122	430000	sheet music	\$58.46
	Bookmark	PV- 2122	430000	sheet music	\$136.40
	Bookmark	PV- 2122	430000	sheet music	\$43.85
	Bookmark	PV- 2122	430000	sheet music	\$86.71
	Bookmark	PV- 2122	430000	sheet music	\$443.21
12931813	Central Coast Media Enterprise	PV- 2123	450000	printing of no cell phone signs	\$26.10
12931814	City of Monterey	PV- 2124	560000	reinspection fee	\$90.00
	City of Monterey	PV- 2124	560000	reinspection fee	\$90.00
	City of Monterey	PV- 2124	560000	reinspection fee	\$90.00
	City of Monterey	PV- 2124	560000	reinspection fee	\$90.00
	City of Monterey	PV- 2124	560000	reinspection fee	\$90.00
	City of Monterey	PV- 2124	560000	reinspection fee	\$90.00
12931816	Community College Library	PV- 2125	450000	Noodle Bib and Web w Career Resources	\$2,199.00
12931818	Dianas Charters & Tours	PO- 121027	520000	Transportation for 9th and 10th grade UB participa	\$900.00
	Dianas Charters & Tours	PO- 121027	520000	Transportation for 9th and 10th grade UB participa	\$1,800.00
12931819	EBSCO	PV- 2135	450000	nursing reference center database	\$1,010.00
12931820	Financial Services Dept, Aztec	PO- 121062	520000	Room & Board for UB students participating in UB S	\$4,993.31
12931821	Gary Stotz Music	PV- 2136	560000	repair	\$100.00
	Gary Stotz Music	PV- 2136	560000	repair	\$163.53
12931822	Geo. H. Wilson Inc.	PV- 2126	550000	repairs on pool boiler	\$1,036.24
12931823	Grasmuck, Karoline	PV- 2144	520000	for CADAT Annual Conference on 4 18 12 - 4 22 12	\$1,956.37
12931825	Hilton Sacramento Arden West	PO- 121081	520000	ACBO Rate type for Stephen Ma for 5/21 and 5/22/12	\$291.66
12931826	Hunter Service and Repair	PV- 2137	560000	kit hook safety cable	\$72.39
12931827	INDIAN JEWELRY SUPPLY	PO- 120938	430000	purchases.	\$162.91

School Board Approval Report
4/26/2012 through 4/26/2012

40 Monterey Peninsula College

Issue Date 04/26/2012

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12931828	Jet Tec LLC	PV- 2127	450000	toner cartridges	\$353.76
12931829	Jostens Inc	PV- 2120	450000	printing of degrees	\$51.53
12931830	Kate MacLeod	PO- 121113	640000	Purchase of 1999 Toyota Camry for use as a trainin	\$3,900.00
12931832	MONTEREY BAY SYSTEMS	PV- 2148	560000	overage use on the konica copier	\$20.04
	MONTEREY BAY SYSTEMS	PV- 2148	560000	overage use on the konica copier	\$5.07
	MONTEREY BAY SYSTEMS	PV- 2148	560000	overage use on the konica copier	\$0.03
12931833	Monterey Bay Unified Air	PV- 2128	560000	toxic fees permit	\$1,308.00
12931834	MONTEREY COUNTY HERALD	PV- 2141	580000	2 1 12 to 2 29 12 ad displays	\$3,347.73
12931835	MONTEREY COUNTY OFFICE OF	PO- 121076	520000	April 26, 2012 MCSBA Annual Dinner & Organization	\$40.00
12931836	Monterey County Weekly	PV- 2140	450000	recruitment ads	\$199.00
12931837	MONTEREY SPORTS CENTER	PV- 2145	520000	Admission fee for Upward Bound Summer Academy	\$840.00
12931838	MPC Trust Fund	PV- 2139	580000	for Multi Culture Event	\$500.00
	MPC Trust Fund	PV- 2143	580000	for the Latino Multicultural event on May 31 2012	\$500.00
12931839	Northern CA Comm. College Pool	PV- 2132	360000	Recalc for 2010 2011 workers comp contribution	\$6,634.00
12931840	Office Depot	PO- 120030	430000	office supplies	\$222.19
	Office Depot	PO- 120030	430000	office supplies	\$41.52
	Office Depot	PO- 120050	450000	Open order for 2011-2012 for office supplies. Aut	\$41.76
	Office Depot	PO- 120073	450000	Open order for Supplies;	\$521.87
	Office Depot	PO- 120074	450000	Open order for Marina Ed. Center. Authorized Georg	\$27.53
	Office Depot	PO- 120074	450000	Open order for Marina Ed. Center. Authorized Georg	\$68.06
	Office Depot	PO- 120079	450000	Open order for the Print Shop.	\$156.23
	Office Depot	PO- 120079	450000	Open order for the Print Shop.	\$169.94
	Office Depot	PO- 120079	450000	Open order for the Print Shop.	\$135.95
	Office Depot	PO- 120126	430000	Open order for office supplies for FY11/12	\$41.85
	Office Depot	PO- 120126	430000	Open order for office supplies for FY11/12	\$149.54
	Office Depot	PO- 120376	450000	Online ordering for non-instructional supplies	\$82.98
	Office Depot	PO- 120457	450000	Office Supplies for the Dean Instr.Franklin.	\$26.30
	Office Depot	PO- 120457	450000	Office Supplies for the Dean Instr.Franklin.	\$19.29

School Board Approval Report
4/26/2012 through 4/26/2012

40 Monterey Peninsula College

Issue Date 04/26/2012

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
	Office Depot	PO- 120646	450000	Open order for FY 11-12, purchase supplies for Fis	\$86.30
	Office Depot	PO- 120760	450000	Open order for office supplies for Fire Academy	\$113.47
	Office Depot	PO- 120887	450000	Open order for office supplies for FY11-12	\$661.31
	Office Depot	PO- 120887	450000	Open order for office supplies for FY11-12	\$207.45
	Office Depot	PO- 120918	430000	Open order for office supplies:	\$139.78
	Office Depot	PO- 120918	430000	Open order for office supplies:	\$20.50
12931842	PACIFIC GAS & ELECTRIC	PO- 120267	550000	Open order for Marina Ed Center Electricity	\$19.06
	PACIFIC GAS & ELECTRIC	PO- 120267	550000	Open order for Marina Ed Center Electricity	\$184.81
	PACIFIC GAS & ELECTRIC	PO- 120271	550000	Open order for Seaside PSTC campus Electricity	\$1,245.47
	PACIFIC GAS & ELECTRIC	PO- 120959	550000	Open order for Natural Gas for the Ed Center	\$486.89
	PACIFIC GAS & ELECTRIC	PV- 2150	550000	gas	\$351.02
12931843	PACIFIC MONARCH LTD	PO- 121052	520000	Bus Trip on Friday April 20,2012 to SJ-Cisco 300E.	\$1,070.00
12931844	Patterson Dental Supply	PV- 2133	430000	instructional supplies	\$112.99
12931845	Peninsula Cafe	PV- 2119	760000	CARE Meal Plan pymt	\$3,530.68
12931846	PENINSULA MESSENGER SERVICE	PO- 120007	580000	Open order for FY11-12 for courier service between	\$388.00
12931847	PENINSULA WELDING SUPPLY	PO- 120289	550000	sculpture and jewelry/metal arts programs for 2011	\$138.28
12931848	Public Agency Law Group	PO- 121082	570000	Open order for professional legal consulting servi	\$20,145.89
12931849	RAPID PRINTERS	PV- 2146	430000	sales tax	\$2.86
	RAPID PRINTERS	PV- 2146	430000	sales tax	\$2.87
	RAPID PRINTERS	PV- 2146	450000	sales tax	\$5.73
12931850	Riddell/All American	PV- 2134	550000	football reconditioning equipment	\$6,532.44
12931852	Sal Seeno	PV- 2147	550000	back flow test at Marina Educ ctr	\$130.00
12931854	South Bay Regional Pub. Safety	PO- 121023	510000	FY2011-2012 to pay South Bay	\$131,495.02
12931855	Symbol Dynamics	PO- 121109	430000	EXP 6.0 for EXP 5.1 users.	\$417.00
12931857	Union Bank	PV- 2149	570000	2002 tax exempt gen oblig bond ser C	\$600.00
	Union Bank	PV- 2149	570000	election of 2002 taxable gen oblig bond ser B	\$600.00
	Union Bank	PV- 2149	570000	gen oblig refunding bonds series 2005	\$600.00
12931858	US Bank Service Center	PV- 2087	450000	cleaning supplies	\$127.45

School Board Approval Report
4/26/2012 through 4/26/2012

40 Monterey Peninsula College

Issue Date 04/26/2012

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
	US Bank Service Center	PV- 2088	450000	college board	\$139.50
	US Bank Service Center	PV- 2088	470000	food	\$247.44
	US Bank Service Center	PV- 2088	760000	student support	\$153.37
	US Bank Service Center	PV- 2089	450000	network supplies	\$189.00
	US Bank Service Center	PV- 2089	560000	software maintenance	\$219.39
	US Bank Service Center	PV- 2090	520000	Microsoft Mgmt summit conference	\$2,111.00
	US Bank Service Center	PV- 2091	430000	program supplies	\$6.38
	US Bank Service Center	PV- 2091	560000	program supplies	\$27.25
	US Bank Service Center	PV- 2092	450000	office supplies	\$21.54
	US Bank Service Center	PV- 2093	550000	Mtry Bay Urgent Care	\$80.00
	US Bank Service Center	PV- 2093	430000	sports supplies	\$130.34
	US Bank Service Center	PV- 2094	520000	internship travel	\$435.00
	US Bank Service Center	PV- 2094	520000	participant support	\$190.84
	US Bank Service Center	PV- 2094	450000	supplies	\$1,327.95
	US Bank Service Center	PV- 2094	520000	Travel	\$60.00
	US Bank Service Center	PV- 2095	430000	set materials	\$3,369.38
	US Bank Service Center	PV- 2096	430000	instructional supplies	\$750.15
	US Bank Service Center	PV- 2097	470000	food for senior night	\$91.51
	US Bank Service Center	PV- 2098	430000	program materials	\$174.93
	US Bank Service Center	PV- 2099	430000	program materials	\$103.74
	US Bank Service Center	PV- 2100	450000	office supplies	\$124.71
	US Bank Service Center	PV- 2101	450000	certificate for reliant	\$99.95
	US Bank Service Center	PV- 2102	470000	lunch for new students in international program	\$144.89
	US Bank Service Center	PV- 2103	430000	diagnostic exams	\$134.00
	US Bank Service Center	PV- 2103	430000	nasal cannula with flared tips	\$107.41
	US Bank Service Center	PV- 2103	450000	western digital 320 sb hard drives	\$190.11
	US Bank Service Center	PV- 2105	450000	instructional supplies	\$53.76
	US Bank Service Center	PV- 2105	430000	instructional supplies	\$346.11

School Board Approval Report
4/26/2012 through 4/26/2012

40 Monterey Peninsula College

Issue Date 04/26/2012

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
	US Bank Service Center	PV- 2105	430000	instructional supplies	\$383.63
	US Bank Service Center	PV- 2106	430000	anatomy and physiology supplies	\$118.54
	US Bank Service Center	PV- 2106	430000	biology supplies	\$360.34
	US Bank Service Center	PV- 2107	560000	equipment repair	\$247.90
	US Bank Service Center	PV- 2107	450000	office supplies	\$82.15
	US Bank Service Center	PV- 2107	430000	program materials	\$177.36
	US Bank Service Center	PV- 2108	430000	anatomy supplies	\$599.67
	US Bank Service Center	PV- 2108	430000	biology supplies	\$54.09
	US Bank Service Center	PV- 2109	430000	printing	\$438.41
	US Bank Service Center	PV- 2110	450000	technology supplies	\$738.72
	US Bank Service Center	PV- 2111	520000	parking fee for consortium meeting	\$5.00
	US Bank Service Center	PV- 2112	450000	key for marina educ ctr	\$6.46
	US Bank Service Center	PV- 2112	520000	registration for BSI conference	\$69.00
	US Bank Service Center	PV- 2113	430000	instructional supplies	\$165.92
	US Bank Service Center	PV- 2114	450000	equipment repair and parts	\$335.28
	US Bank Service Center	PV- 2114	620000	hazardous material	\$241.10
	US Bank Service Center	PV- 2114	450000	supplies	\$420.49
	US Bank Service Center	PV- 2114	560000	vehicle repairs	\$206.65
	US Bank Service Center	PV- 2115	520000	conference travel	\$231.72
	US Bank Service Center	PV- 2115	520000	ITEST meeting in Washington DC	\$2,041.43
	US Bank Service Center	PV- 2115	520000	ITEST related travel	\$1,679.34
	US Bank Service Center	PV- 2115	520000	Travel related expenses	\$708.29
	US Bank Service Center	PV- 2116	550000	phone service	\$115.65
	US Bank Service Center	PV- 2117	430000	guest author series	\$235.16
	US Bank Service Center	PV- 2117	430000	headsets	\$1,085.04
12931859	US POSTMASTER	PV- 2138	580000	standard mail permit 64	\$190.00
12931860	Washington, Sandra	PV- 2142	470000	meals for students in summer academy	\$2,300.00
12931862	Waxie Sanitary Supply	PO- 120892	450000	163500 Falcon FS-1 Waterfree urinal cartridges	\$4,413.17

-
School Board Approval Report
4/26/2012 through 4/26/2012

40 Monterey Peninsula College

Issue Date 04/26/2012

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
-----------	------	-------	--------	-------------	--------

Fund 0100 totals:					\$235,524.97
--------------------------	--	--	--	--	---------------------

School Board Approval Report
4/26/2012 through 4/26/2012

40 Monterey Peninsula College

Issue Date 04/26/2012

0400 Children Center, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12931853	SMART & FINAL	PO- 120137	450000	Open order for Breakfast, lunch and snack for Chil	\$14.27
	SMART & FINAL	PO- 120137	450000	Open order for Breakfast, lunch and snack for Chil	\$10.60
	SMART & FINAL	PO- 120137	450000	Open order for Breakfast, lunch and snack for Chil	\$73.67
	SMART & FINAL	PO- 120925	470000	Open Order -Food for Children's meals supplies	\$81.69
	SMART & FINAL	PO- 120925	470000	Open Order -Food for Children's meals supplies	\$146.63
	SMART & FINAL	PO- 120925	470000	Open Order -Food for Children's meals supplies	\$138.10
	SMART & FINAL	PO- 120925	470000	Open Order -Food for Children's meals supplies	\$140.02
Fund 0400 totals:					\$604.98

)-

School Board Approval Report
4/26/2012 through 4/26/2012

40 Monterey Peninsula College

Issue Date 04/26/2012

1400 Capital Projects Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12931811	BRODART	PO- 121102	430000	the purchase of Library materials for fiscal year	\$174.87
12931840	Office Depot	PO- 120603	450000	Open order for Go Print Supplies	\$242.39
12931858	US Bank Service Center	PV- 2118	430000	library supplies	\$968.23
<hr/> Fund 1400 totals:					\$1,385.49

School Board Approval Report

4/26/2012 through 4/26/2012

mountsRef

40 Monterey Peninsula College

Issue Date 04/26/2012

3900 Parking Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12931851	Rydin Decal	PO- 121006	450000	11,500 Hangtags on 23 Mil polyvinyl per attached q	\$1,788.75
12931858	US Bank Service Center	PV- 2104	550000	fuel	\$223.45
	US Bank Service Center	PV- 2104	450000	office supplies	\$128.17
	US Bank Service Center	PV- 2104	450000	printing	\$16.51
	US Bank Service Center	PV- 2104	450000	uniforms	\$159.04
<hr/>					
Fund 3900 totals:					\$2,315.92

0-

School Board Approval Report
4/26/2012 through 4/26/2012

40 Monterey Peninsula College

Issue Date 04/26/2012

4800 Building Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12931812	Cardinale Moving & Storage Co.	PO- 121083	620000	moving services for life/physical science per atta	\$187.69
	Cardinale Moving & Storage Co.	PO- 121084	620000	Business Humanities moving services from BH to HSS	\$1,129.58
	Cardinale Moving & Storage Co.	PO- 121085	620000	Marin Ed Center Moving Services per invoice 34726	\$545.00
	Cardinale Moving & Storage Co.	PO- 121085	620000	Marin Ed Center Moving Services per invoice 34726	\$415.00
12931815	COLLINS ELECTRIC CO	PO- 121086	620000	Replace four exterior lights. Old lights would go	\$674.00
12931817	DAVID FOORD	PO- 121089	620000	Dave Foord Inspection services for the month of Ma	\$8,025.00
	DAVID FOORD	PO- 121090	620000	Dave Foord Inspection services for the month of Ma	\$150.00
	DAVID FOORD	PO- 121091	620000	Dave Foord Inspection services for the month of Ma	\$375.00
	DAVID FOORD	PO- 121092	620000	Dave Foord Inspection services for the month of Ma	\$1,500.00
12931824	HGHB	PO- 120294	620000	Re-encumber PAA 19A -HGHB Construction admin servi	\$7,954.80
	HGHB	PO- 120300	620000	Re-encumber PO#111596 PAA29 HGHB design services f	\$11,499.92
	HGHB	PO- 120475	510000	Re-encumber PO#111453 for PAA#27 HGHB to provide d	\$5,340.00
	HGHB	PO- 120945	620000	PAA 34 HGHB to provide professional design and con	\$22,400.00
12931831	Kleinfelder	PO- 121087	620000	Special inspections at baseball restroom project p	\$2,178.25
12931840	Office Depot	PO- 120949	510000	Office depot order for Kitchell per attached sprea	\$382.85
	Office Depot	PO- 120949	510000	Office depot order for Kitchell per attached sprea	\$15.47
12931841	Otto Construction	PO- 120344	620000	Re-encumber PO112562 Otto Cons. for the Old Studen	\$44,140.50
12931842	PACIFIC GAS & ELECTRIC	PO- 120686	550000	Open order for PG&E account for electricity for th	\$93.59
12931856	Teracai	PO- 121055	620000	cscowirless WCS-NCS Lincenses	\$1,314.47
	Teracai	PO- 121055	620000	cscowirless WCS-NCS Lincenses	\$6,250.00
12931858	US Bank Service Center	PO- 120930	640000	USB Type A Male/Mini B Male Cable 5 pin 3ft	\$1,766.87
	US Bank Service Center	PO- 120931	640000	Air Conditioning Service Machine. MPC Inv. Tag# 4	\$3,320.89
	US Bank Service Center	PO- 120932	640000	Midtronic batter tester	\$229.89
	US Bank Service Center	PO- 120954	620000	Charges on US Bank Credit Card for C. Hunsley-stat	\$543.75
	US Bank Service Center	PO- 121044	620000	Misc. cables, power ship, adapter, memory switche	\$269.99
	US Bank Service Center	PO- 121044	640000	Misc. cables, power ship, adapter, memory switche	\$3,218.02
12931861	WASSON'S CLEANING AND	PO- 121088	620000	Final cleaning for the new HSS building per attach	\$305.00

School Board Approval Report
4/26/2012 through 4/26/2012

mountsRef

40 Monterey Peninsula College

Issue Date 04/26/2012

4800 Building Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12931863	West Bay Builders Inc	PO- 120597	610000	General Construction Base Contract, less retention	\$336,713.47
Fund 4800 totals:					\$460,939.00
District Totals for 4/26/2012:					\$700,770.36

School Board Approval Report
4/26/2012 through 4/26/2012

District Total for 4/26/2012 through 4/26/2012:	\$700,770.36
--	---------------------

Monterey Peninsula Community College District

Governing Board Agenda

May 23, 2012

Consent Agenda Item No. A.5

Fiscal Services

College Area

Proposal:

It is proposed that the Board of Trustees approves the April 2012 Purchase Orders, Numbers 121024 to 121165.

Background:

Purchase Orders 121024 through 121165 were produced in April 2012. These orders totaled \$372,370.28 in college expenditures. The list of Purchase Orders is attached.

Budgetary Implications:

Budgeted.

RESOLUTION: BE IT RESOLVED, that Purchase Orders 121024 through 121165 in the amount of \$372,370.28 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 121024 to 121165**

To: Board of Trustees Date: 23 May 2012

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

PO NO.	Vendor No.	Vendor Name	Account line Number	Department	Amount	Date
Consumable Custodial Products						
121024	941424	AMERICAN SUPPLY CO	01-0080-0-6530-0931-4500-000-00-4590	Custodial Services	\$6,757.39	4 / 2 / 12
Mate's long term intern Ashley Stinson stipend and reimbursement through June 30,2012						
121028	1004653	Stinson, Ashley	01-0040-1-0400-1513-5800-000-53-5839	Marine Tech Ment/Int Prg	\$8,928.57	4 / 3 / 12
			01-0040-1-0400-1513-5200-000-53-5245	Marine Tech Ment/Int Prg	\$225.00	
27 each receptacles with lid, liner and dome						
121036	1001250	Barco"s Outdoor Products	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$13,123.85	4 / 4 / 12
Open order for Marina campus phone						
121039	940936	AT&T	01-0090-0-4900-2101-5500-041-00-5504	MPC Education Center	\$8,000.00	4 / 4 / 12
Creation of educational videos, phase 2						
121050	1004708	Dappertext LLC	01-0040-1-4900-1145-5100-000-53-5145	Tech Prep	\$7,500.00	4 / 16 / 12
Mailing equipment						
121053	1002883	Neopost Inc.	01-0080-0-6770-0937-6400-000-00-6404	Warehouse	\$15,616.67	4 / 18 / 12
Cisco wireless WCS-NCS licenses and 9 Cisco 3502I wireless A.P.s						
121055	1003940	Teracai	48-0081-0-7100-9056-6200-000-00-6269	Life Science & Physical Science Bldg	\$7,480.57	4 / 16 / 12
Cisco 3750x 24p and 24t switch, phones and cabinet						
121056	1003940	Teracai	48-0081-0-7100-9056-6200-000-00-6269	Life Science & Physical Science Bldg	\$59,664.29	4 / 16 / 12
Room and Board for UB students participating in the UB summer program at San Diego State University						
121062	1004763	Financial Services Dept., Aztec	01-0007-1-7010-1021-5200-000-29-5203	College Readiness(TRIC)Upward Bounc	\$5,818.31	4 / 17 / 12
Provide intrusion alarm in Life Science.						
121065	900614	SENTRY ALARM SYSTEMS	48-0081-0-7100-9056-6200-000-00-6269	Life Science & Physical Science Bldg	\$6,759.24	4 / 17 / 12
Open order for professional legal consulting service related to District Facilities program						
121082	1544	Public Agency Law Group	01-0010-0-6600-1601-5700-000-00-5710	Office of the Superintendent/President	\$22,000.00	4 / 20 / 12
Dave Foord inspection services for the month of March for Life and Physical Science Project						
121089	941630	DAVID FOORD	48-0081-0-7100-9056-6200-000-00-6269	Life Science & Physical Science Bldg	\$8,025.00	4 / 23 / 12
SPA 130- Professional design services for the Physical Science swing space needs in the General Classroom Building						
121114	1002159	HGHB	48-0081-0-7100-9042-6200-000-00-6269	Phase I-Swing Space	\$10,360.00	4 / 25 / 12
SPA 129-Professional design services for the Theater walkway transition portion of clear connections project						
121115	1002159	HGHB	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$15,975.00	4 / 25 / 12
8 Elmo HD Document charmers and 9 8 foot screens						
121116	951295	Troxel Communications	48-0081-0-7100-9056-6200-000-00-6269	Life Science & Physical Science Bldg	\$20,462.23	4 / 25 / 12
Open order for 2 months of maintenance agreement for Canon copies						
121126	1004768	KBA Docusys	01-0010-0-6770-1522-5600-000-00-5637	Print Shop	\$12,000.00	4 / 25 / 12

To: Board of Trustees Date: 23 May 2012

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

PO NO.	Vendor No.	Vendor Name	Account line Number	Department	Amount	Date
Open order for FY11-12 gasoline cards						
121132	1934	CHEVRON USA INC	01-0080-0-6770-0937-5500-00-5505	Warehouse	\$5,000.00	4 / 26 / 12
12 Atlas clocks						
121137	1004161	Pro Media	48-0081-0-7100-9056-6200-00-6269	Life Science & Physical Science Bldg	\$8,419.04	4 / 26 / 12
Footballs and uniforms						
121149	1000250	Athletic Supply of California	01-0007-0-6960-1405-4300-00-4312	Athletics-Men's	\$7,611.91	4 / 30 / 12
			01-0007-0-6960-1405-4500-00-4553	Athletics-Men's	\$685.00	

Monterey Peninsula College

**Purchase Order History
From 121024 to 121165**

TO: Board of Trustees Date: 23 May 2012

From Mr. Stephen Ma Subject: April Purchase Orders

PO NO.	Vendor No.	Vendor Name	Account Line No.	Department	Amount	Date
121024	941424	AMERICAN SUPPLY CO	01-0080-0-6530-0931-4500-000-00-4590	Custodial Services	\$6,757.39	4 / 2 / 12
121025	1004759	Canon Business Solutions	14-0030-0-6120-1511-5600-000-00-5637	Library (Office Equipment)	\$1,939.73	4 / 2 / 12
121026	950376	Office Depot	01-0030-0-1000-0210-4300-000-00-4312	Theatre Arts	\$537.00	4 / 3 / 12
121027	1000276	Dianas Charters & Tours	01-0007-1-7010-1021-5200-000-29-5203	College Readiness(TRIO)Upward Bounc	\$2,800.00	4 / 3 / 12
121028	1004653	Stinson, Ashley	01-0040-1-0400-1513-5800-000-53-5839	Marine Tech Ment/Int Prg	\$8,928.57	4 / 3 / 12
			01-0040-1-0400-1513-5200-000-53-5245	Marine Tech Ment/Int Prg	\$225.00	
121029	7734	SAN JOSE MERCURY NEWS	01-0030-0-6120-1510-4500-000-00-4503	Library	\$60.00	4 / 3 / 12
121030	1739	SNAP-ON INDUSTRIAL TOOLS INC	01-0040-1-4900-1152-4300-000-96-4312	Bay Area CC & HS CTE Pathway Progra	\$405.97	4 / 4 / 12
121031	941667	DELL MARKETING L.P.	01-0030-0-1000-0210-6400-000-00-6425	Theatre Arts	\$811.56	4 / 4 / 12
121032	941570	MONTEREY COUNTY HERALD	01-0030-0-1000-0210-5800-000-00-5802	Theatre Arts	\$0.00	4 / 17 / 12
121033	1002628	McKesson Medical Surgical	01-0007-1-6440-1430-4500-000-80-4525	Health Services	\$250.00	4 / 4 / 12
121034	1004527	ACBO	01-0080-0-4900-0956-5200-000-00-5220	General Institutional Mileage & Travel	\$285.00	4 / 4 / 12
121035	950376	Office Depot	01-0007-1-6420-1466-4500-000-19-4525	Workability	\$500.00	4 / 4 / 12
121036	1001250	Barco"s Outdoor Products	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$13,123.85	4 / 4 / 12
121037	1004330	Monterey Bay Systems	01-0007-1-6430-1468-5600-000-52-5620	CARE(Coop Agencies Resources Ed.)	\$25.11	4 / 4 / 12
121038	941486	VAL'S PLUMBING & HEATING INC	48-0081-0-7100-9053-6200-000-00-6237	Humanities-Student Services	\$729.00	4 / 4 / 12
121039	940936	AT&T	01-0090-0-4900-2101-5500-041-00-5504	MPC Education Center	\$8,000.00	4 / 4 / 12
121040	569	CA Comm. College-Chanc	01-0080-0-6460-0956-5200-000-00-5220	General Institutional Mileage & Travel	\$200.00	4 / 4 / 12
121041	1003315	US Bank Service Center	48-0081-0-7100-9037-6400-000-00-6404	Phase I-Furniture / Equip	\$229.34	4 / 6 / 12
121042	950376	Office Depot	48-0081-0-7100-9037-6400-000-00-6404	Phase I-Furniture / Equip	\$100.84	4 / 6 / 12
121043	950376	Office Depot	01-0010-0-6770-1522-5600-000-00-5637	Print Shop	\$71.60	4 / 6 / 12
121044	1003315	US Bank Service Center	48-0081-0-7100-9037-6400-000-00-6404	Phase I-Furniture / Equip	\$3,218.02	4 / 6 / 12
			48-0081-0-7100-9056-6200-000-00-6269	Life Science & Physical Science Bldg.	\$269.99	
121045	1004761	Carport Empire.com	01-0040-1-4900-1152-6400-000-96-6404	Bay Area CC & HS CTE Pathway Progra	\$3,040.54	4 / 6 / 12
121046	1004708	Dappertext LLC	01-0040-1-4900-1145-5100-000-53-5145	Tech Prep	\$3,750.00	4 / 16 / 12
121047	1004537	Clay Planet	01-0030-0-1000-0205-5600-000-00-5630	Art	\$556.93	4 / 9 / 12
121048	1002882	Hertzberg,Jeremy	01-0040-1-0400-1535-5100-000-84-5124	MATE MOV:Providing Pathways to Ocea	\$4,400.00	4 / 9 / 12
121049	1004278	Auto Enginuity	01-0040-1-4900-1152-4300-000-96-4312	Bay Area CC & HS CTE Pathway Progra	\$228.45	4 / 10 / 12
121050	1004708	Dappertext LLC	01-0040-1-4900-1145-5100-000-53-5145	Tech Prep	\$7,500.00	4 / 16 / 12
121051	1003975	Singh,Damanjit	01-0090-1-0700-0110-5200-000-98-5220	Computer Information Systems and CS	\$600.00	4 / 16 / 12
121052	941053	PACIFIC MONARCH LTD	01-0090-1-0700-0110-5200-000-98-5203	Computer Information Systems and CS	\$1,040.00	4 / 16 / 12
121053	1002883	Neopost Inc.	01-0080-0-6770-0937-6400-000-00-6404	Warehouse	\$15,616.67	4 / 18 / 12
121054	910429	AMERICAN INTERNATIONAL	01-0030-0-1900-0515-5200-000-00-5203	Earth Sciences	\$202.00	4 / 16 / 12
121055	1003940	Teracai	48-0081-0-7100-9056-6200-000-00-6269	Life Science & Physical Science Bldg.	\$7,480.57	4 / 16 / 12
121056	1003940	Teracai	48-0081-0-7100-9056-6200-000-00-6269	Life Science & Physical Science Bldg.	\$59,664.29	4 / 16 / 12

Monterey Peninsula College

**Purchase Order History
From 121024 to 121165**

TO: Board of Trustees Date: 23 May 2012

From Mr. Stephen Ma Subject: April Purchase Orders

PO NO.	Vendor No.	Vendor Name	Account Line No.	Department	Amount	Date
121057	1003884	SigmaNet	01-0040-1-0700-1147-6400-000-33-6405	VATEA-I-C Curriculum Development	\$2,612.08	4 / 16 / 12
121058	940916	Academic Programmers	01-0030-0-6110-0315-4300-000-00-4312	English Center	\$514.80	4 / 17 / 12
121059	1001478	United Parcel Service(UPS)	01-0080-0-6770-0937-5800-000-00-5805	Warehouse	\$2,000.00	4 / 17 / 12
121060	1004705	Documentary Educational	01-0030-0-2200-0605-4300-000-00-4312	Anthropology	\$0.00	4 / 17 / 12
121061	1033	WASSON'S CLEANING AND	48-0081-0-7100-9053-6200-000-00-6237	Humanities-Student Services	\$1,185.98	4 / 17 / 12
121062	1004763	Financial Services Dept., Aztec	01-0007-1-7010-1021-5200-000-29-5203	College Readiness(TRIO)Upward Bounc	\$5,818.31	4 / 17 / 12
121063	1003824	Bone Clones	01-0030-1-2200-0605-4300-000-98-4312	Anthropology	\$142.64	4 / 17 / 12
121064	942031	Williams Scotsman	48-0081-0-7100-9042-6200-000-00-6269	Phase I-Swing Space	\$3,793.74	4 / 17 / 12
121065	900614	SENTRY ALARM SYSTEMS	48-0081-0-7100-9056-6200-000-00-6269	Life Science & Physical Science Bldg.	\$6,759.24	4 / 17 / 12
121066	409	Kleinfelder	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure3	\$665.00	4 / 17 / 12
121067	1004626	PAPE Rents	48-0081-0-7100-9036-6200-000-00-6269	New Education Center of Marina	\$541.62	4 / 17 / 12
121068	1002743	Palace Office Interiors	01-0080-0-1000-0906-6400-000-00-6426	Gen. Institutional-Contingencies	\$62.04	4 / 17 / 12
121069	1004525	Contrax	48-0081-0-7100-9037-6400-000-00-6404	Phase I-Furniture / Equip	\$69.11	4 / 17 / 12
121070	1002743	Palace Office Interiors	01-0080-0-1000-0906-6400-000-00-6426	Gen. Institutional-Contingencies	\$152.54	4 / 18 / 12
121071	1002743	Palace Office Interiors	01-0080-0-1000-0906-6400-000-00-6426	Gen. Institutional-Contingencies	\$103.23	4 / 18 / 12
121072	1002743	Palace Office Interiors	01-0080-0-1000-0906-6400-000-00-6426	Gen. Institutional-Contingencies	\$324.81	4 / 18 / 12
121073	1002743	Palace Office Interiors	01-0080-0-1000-0906-6400-000-00-6426	Gen. Institutional-Contingencies	\$378.86	4 / 18 / 12
121074	795	WILSON SPORTING GOODS	01-0030-0-0800-0710-4300-000-00-4312	Physical Education	\$613.90	4 / 18 / 12
121075	950376	Office Depot	01-0007-1-6420-1462-4500-000-51-4525	Supportive Services (DSP and S)	\$1,950.00	4 / 18 / 12
121076	5963	MONTEREY COUNTY OFFICE OF	01-0080-0-4900-0956-5200-000-00-5220	General Institutional Mileage & Travel	\$40.00	4 / 19 / 12
121077	1003892	AFLAC	35-0080-0-6770-0908-5100-000-00-5145	Self Insurance	\$832.00	4 / 20 / 12
121078	950376	Office Depot	01-0080-0-6720-0920-4500-000-00-4525	Fiscal Services	\$1,000.00	4 / 20 / 12
121079	950376	Office Depot	01-0030-0-6110-0315-4300-000-00-4312	English Center	\$150.00	4 / 20 / 12
121080	950376	Office Depot	47-0007-0-6999-1445-4500-000-00-4525	Student Activities (ASMPA Revolving)	\$200.00	4 / 20 / 12
121081	1004767	Hilton Sacramento Arden West	01-0080-0-4900-0956-5200-000-00-5220	General Institutional Mileage & Travel	\$291.66	4 / 20 / 12
121082	1544	Public Agency Law Group	01-0010-0-6600-1601-5700-000-00-5710	Office of the Superintendent/President	\$22,000.00	4 / 20 / 12
121083	1001832	Cardinale Moving & Storage Co.	48-0081-0-7100-9056-6200-000-00-6269	Life Science & Physical Science Bldg.	\$187.69	4 / 20 / 12
121084	1001832	Cardinale Moving & Storage Co.	48-0081-0-7100-9053-6200-000-00-6237	Humanities-Student Services	\$1,129.58	4 / 20 / 12
121085	1001832	Cardinale Moving & Storage Co.	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$960.00	4 / 20 / 12
121086	1308	COLLINS ELECTRIC CO	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$674.00	4 / 20 / 12
121087	409	Kleinfelder	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$2,178.25	4 / 20 / 12
121088	1033	WASSON'S CLEANING AND	48-0081-0-7100-9053-6200-000-00-6237	Humanities-Student Services	\$305.00	4 / 20 / 12
121089	941630	DAVID FOORD	48-0081-0-7100-9056-6200-000-00-6269	Life Science & Physical Science Bldg.	\$8,025.00	4 / 23 / 12
121090	941630	DAVID FOORD	48-0081-0-7100-9053-6200-000-00-6237	Humanities-Student Services	\$150.00	4 / 23 / 12
121091	941630	DAVID FOORD	48-0081-0-7100-9036-6200-000-00-6269	New Education Center of Marina	\$375.00	4 / 23 / 12
121092	941630	DAVID FOORD	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$1,500.00	4 / 23 / 12

Monterey Peninsula College

Purchase Order History

From 121024 to 121165

TO: Board of Trustees Date: 23 May 2012

From Mr. Stephen Ma Subject: April Purchase Orders

PO NO.	Vendor No.	Vendor Name	Account Line No.	Department	Amount	Date
121093	941667	DELL MARKETING L.P.	01-0040-1-1300-1147-6400-000-33-6405	VATEA-I-C Curriculum Development	\$851.23	4 / 24 / 12
121094	1002330	Peninsula Cafe	01-0007-1-6430-1468-4700-000-52-4706	CARE(Coop Agencies Resources Ed.)	\$450.00	4 / 24 / 12
121095	950376	Office Depot	01-0030-0-1500-0301-4300-000-00-4312	Division Office-Humanities	\$1,000.00	4 / 24 / 12
121096	950376	Office Depot	01-0080-0-6600-0901-4500-000-00-4525	Office of VP of Admin Services	\$70.00	4 / 24 / 12
121097	950376	Office Depot	01-0050-1-6300-1309-4500-000-59-4525	First 5 Monterey County	\$1,999.00	5 / 2 / 12
121098	7316	RAPID PRINTERS	01-0040-1-4900-1145-4500-000-53-4525	Tech Prep	\$1,383.53	4 / 24 / 12
121099	7316	RAPID PRINTERS	01-0007-1-6420-1462-4500-000-51-4525	Supportive Services (DSP and S)	\$169.46	4 / 24 / 12
121100	942065	REDLEAF PRESS	01-0040-1-1300-1147-6400-000-33-6405	VATEA-I-C Curriculum Development	\$150.15	4 / 24 / 12
			01-0040-1-2200-0646-4300-000-34-4312	Child Development Consortium	\$36.22	
121101	1003315	US Bank Service Center	01-0030-0-1500-0301-4300-000-00-4312	Division Office-Humanities	\$1,225.00	4 / 24 / 12
121102	790	BRODART	14-0030-1-4900-0978-4300-000-46-4312	Instruct Material One Time Money (06-07)	\$200.00	4 / 24 / 12
121103	1004769	IBM	01-0020-1-4900-1544-4300-000-96-4335	Basic Skills (09-10) (MPC)	\$1,690.53	4 / 24 / 12
121104	1464	PALACE ART & OFFICE SUPPLY	01-0007-1-6420-1462-4500-000-51-4525	Supportive Services (DSP and S)	\$194.77	4 / 24 / 12
121105	1004516	Pearson	01-0007-1-6420-1462-4300-000-51-4312	Supportive Services (DSP and S)	\$484.36	4 / 24 / 12
121106	940893	RIVERSIDE PUBLISHING	01-0007-1-6420-1462-4300-000-51-4312	Supportive Services (DSP and S)	\$577.57	4 / 27 / 12
121107	1003940	Teracai	01-0081-0-6770-0950-5600-000-00-5630	Gen Institutional-Telecommunications	\$1,192.88	4 / 24 / 12
121108	1002743	Palace Office Interiors	48-0081-0-7100-9037-6400-000-00-6404	Phase I-Furniture / Equip	\$2,777.78	4 / 24 / 12
121109	1002200	Symbol Dynamics	01-0030-0-1700-0520-4300-000-00-4312	Mathematics	\$446.36	4 / 24 / 12
121110	1000216	GoPrint Systems Inc.	14-0030-0-6120-1511-4500-000-00-4525	Library (Office Equipment)	\$1,409.25	4 / 24 / 12
121111	1003315	US Bank Service Center	48-0081-0-7100-9037-6400-000-00-6404	Phase I-Furniture / Equip	\$351.35	4 / 24 / 12
121112	1004770	Stanford Research Systems	01-0030-0-1900-0505-4300-000-00-4312	Chemistry	\$1,008.15	4 / 24 / 12
121113	1004775	Kate MacLeod	01-0040-1-0900-1147-6400-000-33-6405	VATEA-I-C Curriculum Development	\$3,900.00	4 / 25 / 12
121114	1002159	HGHB	48-0081-0-7100-9042-6200-000-00-6269	Phase I-Swing Space	\$10,360.00	4 / 25 / 12
121115	1002159	HGHB	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$15,975.00	4 / 25 / 12
121116	951295	Troxel Communications	48-0081-0-7100-9056-6200-000-00-6269	Life Science & Physical Science Bldg.	\$20,462.23	4 / 25 / 12
121117	9550	Ward's Natural Science	01-0030-0-1900-0515-4300-000-00-4312	Earth Sciences	\$154.73	4 / 25 / 12
121118	1529	Fitness Edge	01-0030-0-0800-0721-5600-000-00-5630	Physical Fitness	\$52.98	4 / 25 / 12
121119	1004772	ESP Environmental System Produ	01-0040-0-0900-0407-5600-000-00-5630	Automotive Technology	\$1,108.72	4 / 25 / 12
121120	1192	WENGER CORP	01-0030-0-1000-0220-4300-000-00-4312	Music	\$965.92	4 / 25 / 12
121121	1004773	Mission Uniform Service	01-0040-0-0900-0407-4300-000-00-4312	Automotive Technology	\$215.00	4 / 25 / 12
121122	1003315	US Bank Service Center	01-0030-0-6110-0315-4300-000-00-4312	English Center	\$1,130.07	4 / 25 / 12
121123	1003315	US Bank Service Center	01-0030-0-1500-0320-4300-000-00-4312	ESL	\$1,500.00	4 / 25 / 12
121124	1003315	US Bank Service Center	01-0030-0-1500-0320-4300-000-00-4350	ESL	\$130.00	4 / 25 / 12
121125	1934	CHEVRON USA INC	01-0007-0-6960-1405-5500-000-00-5505	Athletics-Men's	\$2,500.00	4 / 25 / 12
			01-0007-0-6960-1406-5500-000-00-5505	Athletics-Women's	\$1,500.00	
121126	1004768	KBA Docusys	01-0010-0-6770-1522-5600-000-00-5637	Print Shop	\$12,000.00	4 / 25 / 12

Monterey Peninsula College

Purchase Order History
From 121024 to 121165

TO: Board of Trustees Date: 23 May 2012

From Mr. Stephen Ma Subject: April Purchase Orders

PO NO.	Vendor No.	Vendor Name	Account Line No.	Department	Amount	Date
121127	1003650	Eurosport	01-0007-0-6960-1406-4300-000-00-4312	Athletics-Women's	\$520.94	4 / 25 / 12
			01-0007-0-6960-1406-4500-000-00-4553	Athletics-Women's	\$364.00	
121128	1004774	Kurt Heisig Music	01-0030-0-1000-0220-5600-000-00-5630	Music	\$50.00	4 / 25 / 12
121129	1001762	Left Field Productions	01-0030-0-1000-0220-4300-000-00-4312	Music	\$429.00	4 / 26 / 12
121130	1002210	Flute World	01-0030-0-1000-0220-4300-000-00-4312	Music	\$210.98	4 / 26 / 12
121131	941283	Kelley/FMC	01-0080-0-6720-0920-4500-000-00-4511	Fiscal Services	\$500.00	4 / 26 / 12
121132	1934	CHEVRON USA INC	01-0080-0-6770-0937-5500-000-00-5505	Warehouse	\$5,000.00	4 / 26 / 12
121133	710	ARMSTRONG PIANO SERVICE	01-0030-0-1000-0220-5600-000-00-5630	Music	\$1,105.55	4 / 26 / 12
121134	950705	MYRICK PHOTOGRAPHIC	01-0030-0-1000-0225-4300-000-00-4312	Photography	\$1,322.24	4 / 26 / 12
121135	1004667	RB Productions	01-0030-0-1000-0220-5100-000-00-5105	Music	\$200.00	4 / 26 / 12
121136	950830	CENTRAL COAST SILKSCREEN	01-0007-0-6960-1405-4500-000-00-4553	Athletics-Men's	\$1,837.95	4 / 26 / 12
			01-0007-0-6960-1406-4500-000-00-4553	Athletics-Women's	\$1,837.00	
121137	1004161	Pro Media	48-0081-0-7100-9056-6200-000-00-6269	Life Science & Physical Science Bldg.	\$8,419.04	4 / 26 / 12
121138	1003315	US Bank Service Center	48-0081-0-7100-9037-6400-000-00-6404	Phase I-Furniture / Equip	\$4,489.31	4 / 26 / 12
121139	1003008	TechSmith	01-0030-0-6110-0315-4300-000-00-4312	English Center	\$95.99	4 / 26 / 12
121140	950376	Office Depot	01-0010-0-6600-1601-4500-000-00-4525		\$200.00	4 / 26 / 12
121141	950376	Office Depot	01-0030-0-1700-0520-4300-000-00-4312	Mathematics	\$991.00	4 / 26 / 12
121142	1003315	US Bank Service Center	01-0030-0-0900-0510-4300-000-00-4312	Engineering	\$87.97	5 / 3 / 12
			01-0030-0-1700-0520-4300-000-00-4312	Mathematics	\$447.12	
			01-0030-0-1900-0525-5600-000-00-5630	Physics/Astronomy	\$256.29	
			01-0030-0-1900-0525-4300-000-00-4312	Physics/Astronomy	\$760.55	
121143	920450	COMPUTERLAND OF SILICON VALLE	01-0030-0-6110-0315-4300-000-00-4312	English Center	\$208.98	4 / 27 / 12
121144	1003161	School Outfitters	01-0030-0-1000-0220-4300-000-00-4312	Music	\$2,922.25	4 / 30 / 12
121145	941961	CDW GOVERNMENT INC	01-0030-0-1000-0215-4300-000-00-4312	Graphic Arts	\$190.87	5 / 7 / 12
121146	1003650	Eurosport	01-0007-0-6960-1405-4300-000-00-4312	Athletics-Men's	\$1,650.48	4 / 30 / 12
			01-0007-0-6960-1405-4500-000-00-4553	Athletics-Men's	\$0.00	
121147	2487	Cypress Sporting Goods	01-0007-0-6960-1405-4300-000-00-4312	Athletics-Men's	\$1,600.00	4 / 30 / 12
			01-0007-0-6960-1406-4300-000-00-4312	Athletics-Women's	\$568.60	
121148	930350	RANCHO CANADA GOLF CLUB	01-0007-0-6960-1405-4300-000-00-4312	Athletics-Men's	\$1,585.58	4 / 30 / 12
121149	1000250	Athletic Supply of California	01-0007-0-6960-1405-4300-000-00-4312	Athletics-Men's	\$7,611.91	4 / 30 / 12
			01-0007-0-6960-1405-4500-000-00-4553	Athletics-Men's	\$685.00	
121150	1529	Fitness Edge	01-0030-0-0800-0721-5600-000-00-5630	Physical Fitness	\$2,518.41	4 / 30 / 12
121151	1003315	US Bank Service Center	01-0030-0-1500-0310-5100-000-00-5124	English	\$2,000.00	4 / 30 / 12
121152	677	FISHER SCIENTIFIC Pitt	01-0030-0-1900-0505-4300-000-00-4312	Chemistry	\$1,400.00	4 / 30 / 12
121153	1004779	Monterey High School	01-0040-1-4900-1145-5200-000-53-5220	Tech Prep	\$550.00	4 / 30 / 12
121154	1003315	US Bank Service Center	14-0030-1-4900-0978-4300-000-46-4312	Instruct Material One Time Money (06-07	\$2,500.00	4 / 30 / 12

Monterey Peninsula College

Purchase Order History
From 121024 to 121165

TO: Board of Trustees Date: 23 May 2012

From Mr. Stephen Ma Subject: April Purchase Orders

PO NO.	Vendor No.	Vendor Name	Account Line No.	Department	Amount	Date
121155	1004780	Norman S. Wright-Duckworth	48-0081-0-7100-9049-6200-000-00-6269	Infrastructure 3	\$1,369.19	4 / 30 / 12
121156	1004781	Joseph D. Anderson	01-0030-0-2200-0601-4500-000-00-4525	Division Office-Social Science	\$450.00	4 / 30 / 12
121157	1004782	Alex Bedner	01-0030-0-1000-0220-5100-000-00-5105	Music	\$320.00	4 / 30 / 12
121158	1004783	Jeff Gallagher	01-0030-0-1000-0220-5100-000-00-5105	Music	\$257.40	4 / 30 / 12
121159	1004784	Kristin Thompson	01-0030-0-1000-0220-5100-000-00-5105	Music	\$240.00	4 / 30 / 12
121160	1004785	Laura McShane	01-0030-0-1000-0220-5100-000-00-5105	Music	\$240.00	4 / 30 / 12
121161	1004786	John Thomas	01-0030-0-1000-0220-5100-000-00-5105	Music	\$240.00	4 / 30 / 12
121162	1004787	Alex Koppel	01-0030-0-1000-0220-5100-000-00-5105	Music	\$240.00	4 / 30 / 12
121163	1004788	Greg Bullock	01-0030-0-1000-0220-5100-000-00-5105	Music	\$240.00	4 / 30 / 12
121164	1002623	Epico Systems Inc.	48-0081-0-7100-9056-6200-000-00-6269	Life Science & Physical Science Bldg.	\$1,492.00	4 / 30 / 12
121165	1003940	Teracai	48-0081-0-7100-9056-6200-000-00-6269	Life Science & Physical Science Bldg.	\$1,308.94	4 / 30 / 12
					\$372,370.28	

Monterey Peninsula Community College District

Governing Board Agenda

May 23, 2012

Consent Agenda Item No. A.6

Fiscal Services
College Area

Proposal:

Approve budget adjustments for the period of April 12, 2012 through May 8, 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	\$	4,200
Net increase in the 3000 (Benefits) Object expense category	\$	255
Net decrease in the 5000 (Other/Services) Object expense category	\$	4,455

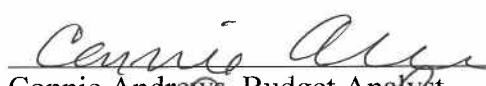
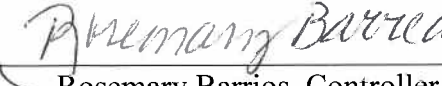
RESOLUTION: BE IT RESOLVED, that the following budget adjustments in the Parking Fund be approved:

Net increase in the 2000 Object expense category	\$	4,200
Net increase in the 3000 Object expense category	\$	255
Net decrease in the 5000 Object expense category	\$	4,455

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

April 12, 2012 - May 8, 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	
	4,200	255		(4,455)			Transfer funds from Roads/Pavement. Transfer to Substitute Salary & Benefits, and to Gas & Oil, to cover costs. Transfer was within the Parking Dept.
							Reduction to: 39-0080-1-6950-0960-5600-000-81-5632
							Addition to: 39-0080-1-6950-0960-2300-000-81-2308
							39-0080-1-6950-0960-3340-000-81-2308
							39-0080-1-6950-0960-3520-000-81-2308
							39-0080-1-6950-0960-3620-000-81-2308
0	4,200	255	0	(4,455)	0	0	TOTALS

Monterey Peninsula Community College District

Governing Board Agenda

May 23, 2012

Consent Agenda Item No. A.7

Fiscal Services
College Area

Proposal:

Approve budget adjustments for the period of April 12, 2012 through May 8, 2012.
(Fiscal Year 2011-2012.)

Background:

Please see attached budget revision documents.

Budgetary Implications:


Fund 01 (Unrestricted General Fund)

Net increase in the 2000 (Classified Salary) Object expense category	\$	340
Net increase in the 3000 (Benefits) Object expense category	\$	10
Net increase in the 4000 (Supplies) Object expense category	\$	23,428
Net decrease in the 5000 (Other/Services) Object expense category	\$	39,578
Net increase in the 6000 (Capital Outlay) Object expense category	\$	15,800

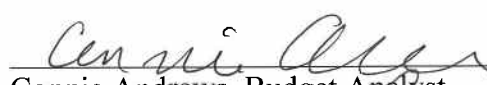
RESOLUTION: BE IT RESOLVED, that the following budget adjustments in the Unrestricted General Fund be approved:

Net increase in the 2000 Object expense category	\$	340
Net increase in the 3000 Object expense category	\$	10
Net increase in the 4000 Object expense category	\$	23,428
Net decrease in the 5000 Object expense category	\$	39,578
Net increase in the 6000 Object expense category	\$	15,800

Recommended By: _____

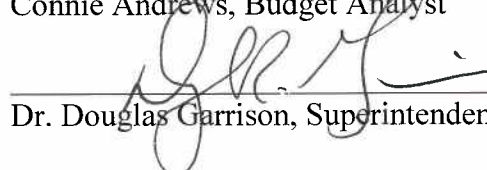

Stephen Ma, Vice President for Administrative Services

Prepared By: _____


Connie Andrews, Budget Analyst


Rosemary Barrios, Controller

Agenda Approval: _____


Dr. Douglas Garrison, Superintendent/President

BUDGET REVISIONS

April 12 - May 8, 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	
	340	10	(350)				<p>Transfer funds from Instructional Supplies to Student Help Salary & Benefits, to cover costs. Transfer was within the Ornamental Horticulture Dept.</p> <p>Reduction to: 01-0040-0-0100-0435-4300-000-00-4312</p> <p>Addition to: 01-0040-0-0100-0435-2400-000-00-2401 01-0040-0-0100-0435-3610-000-00-2401</p>
				(15,800)	15,800		<p>Transfer funds from Minor Capital Improvement to New Equipment, to cover cost of new postage meter machine. Transfer was from the General Institutional Minor Capital Improvement Dept. to the Warehouse Dept.</p> <p>Reduction to: 01-0080-0-6510-0938-5600-000-00-5601</p> <p>Addition to: 01-0080-0-6770-0937-6400-000-00-6404</p>
			343	(343)			<p>Transfer funds from Equipment Repair to Instructional Supplies, to cover costs. Transfer was within the Graphic Arts Dept.</p> <p>Reduction to: 01-0030-0-1000-0215-5600-000-00-5630</p> <p>Addition to: 01-0030-0-1000-0215-4300-000-00-4312</p>
			600	(600)			<p>Transfer funds from Equipment Repair to Instructional Supplies, to cover costs. Transfer was within the Biology Dept.</p> <p>Reduction to: 01-0040-0-0400-0410-5600-000-00-5630</p> <p>Addition to: 01-0040-0-0400-0410-4300-000-00-4312</p>
			893	(893)			<p>Transfer funds from Equipment Repair to Instructional Supplies, to cover cost of replacing Thermowell heating units. Transfer was within the Chemistry Dept.</p> <p>Reduction to: 01-0030-0-1900-0505-5600-000-00-5630</p> <p>Addition to: 01-0030-0-1900-0505-4300-000-00-4312</p>
			13,802	(13,802)			<p>Transfer funds from General Institutional Contingency to Instructional Supplies and Uniforms, to cover costs. Transfer was from the General Institutional Minor Contingency Dept. to the Men's Athletics Dept.</p> <p>Reduction to: 01-0080-0-7900-0906-5800-000-00-5840</p> <p>Addition to: 01-0007-0-6960-1405-4300-000-00-4312 01-0007-0-6960-1405-4500-000-00-4553</p>

April 12 - May 8, 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	
			8,140	(8,140)			Transfer funds from Conference Travel, Vehicle Rental and Entry Fees. Transfer funds to Instructional Supplies and Uniforms, to cover costs. Transfer was from the Men's Athletics Dept. and the Women's Athletics Dept. to the Men's Athletics Dept.
							Reduction to: 01-0007-0-6960-1405-5200-000-00-5220
							01-0007-0-6960-1405-5600-000-00-5605
							01-0007-0-6960-1405-5800-000-00-5803
							01-0007-0-6960-1406-5200-000-00-5220
							01-0007-0-6960-1406-5800-000-00-5803
							Addition to: 01-0007-0-6960-1405-4300-000-00-4312
							01-0007-0-6960-1405-4500-000-00-4553
0	340	10	23,428	(39,578)	15,800	0	TOTALS

Monterey Peninsula Community College District

Governing Board Agenda

May 23, 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)	Employment	Employment of Nicole Dunne, for Director of Admissions and Records, effective May 29, 2012.	Included in Budget
b)	Approve Job Description and Recruitment	Approve job description for Director of Student Financial Services to replace outdated Director of Financial Aid description. Salary placement is unchanged at Range 52. Authorize the recruitment for a full time, Director of Student Financial Services, to replace Claudia Martin.	Included in Budget

- RESOLUTION: BE IT RESOLVED**, that the Governing Board approve the following item:
- a) Employment of Nicole Dunne, Director of Admissions and Records, effective May 29, 2012.
 - b) Approve job description for Director of Student Financial Services at Range 52 of the Management – Supervisory Salary Schedule, and authorize the recruitment for a full time Director of Student Financial Services.

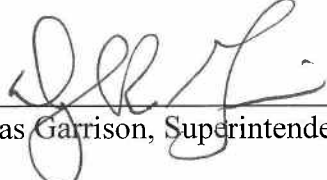
Recommended By:


Barbara Lee, Associate Dean of Human Resources

Prepared By:


Kali F. Viker, Human Resources Analyst

Agenda Approval:


Dr. Douglas Garrison, Superintendent/President

Board Approved:

JOB TITLE: DIRECTOR STUDENT FINANCIAL SERVICES

MONTEREY PENINSULA COLLEGE

DIRECTOR OF STUDENT FINANCIAL SERVICES

JOB SUMMARY

Under general direction, manage Student Financial Services to achieve objectives according to Federal, State, and District guidelines. Effectively direct, manage, coordinate and supervise the Student Financial Services operations of the College; formulate, interpret and administer policy and procedure; establish and maintain student financial aid records.

EXAMPLE OF DUTIES

Essential Functions

Develop goals and objectives for effective, comprehensive program of student financial aid according to Federal, State, and District guidelines; direct and coordinate the delivery of student financial aid; evaluate effectiveness of the Student Financial Services Department and personnel; maintain student financial aid records.

Provide direction, leadership, training and supervision and an environment to ensure efficient, responsive and friendly service to students, faculty, staff and administration; perform staff evaluations as required.

Prepare applications and/or proposals for federal, state, and local funds; develop, direct and implement budgetary controls for funds; prepare and administer budgets for department operation, Federal Work Study and the Board of Financial Assistance Programs (BFAP).

Coordinate financial aid operations with other organizational policies systems and programs including but not limited to: Admissions and Records, Extended Opportunities Programs and Services, Fiscal Services, Information Services, Counseling Division and other Divisions to ensure Student Financial Services support for students, faculty and staff.

Research, analyze, develop and recommend departmental processes and procedures to increase/improve operational efficiency; ensure effective controls and regulatory compliance.

Direct the development and implementation of a marketing plan for Student Financial Services.

Authorize the disbursement of all financial aid funds.

Oversee and coordinate the Student Financial Services response to program reviews and audits.

Review and respond to proposed legislation related to financial aid.

Conduct needs analysis and determine individual student eligibility for various aid programs; verify documents and maintain student generated information used to determine eligibility for financial aid; advise students regarding academic and career objectives in relation to financial aid; review student status to determine continuance or increase/decrease of aid.

Direct the student loan default prevention program; provide guidance to staff to maintain a low default rate.

Board Approved:

Resolve and/or assist in the resolution of problems and/or complaints and initiate corrective action as appropriate.

Prepare a variety of Financial Aid program related reports and correspondence including but not limited to the Federal Fiscal Operations Report and Application to Participate in Federal Financial Aid (FISAP) report, and the California Community College Governing Board Report, and MIS Report.

Maintain a liaison with Federal, state, county, agencies and MPC Foundation to answer questions, resolve problems, provide data, interpret and apply changes in rules and regulations concerning financial aid, Federal Work Study and Outreach.

Direct the coordination and development, implementation and maintenance of automated financial aid systems with college computing resources staff, California Student Aid Commission (CSAC) and guarantee agency; direct, coordinate and maintain various computer records.

Direct coordination of student outreach efforts with other campus departments; develop, update and present financial aid information through the use of brochures, literature, website, and workshops directed toward students, parents, and community groups; maintain and update Student Financial Services office information resource library.

Other Functions

Participate on college committees as required.

Attend and participate in professional groups, seminars and /or courses to obtain current information concerning regulations and services, and provide for financial aid development.

Perform other related duties as required.

EMPLOYMENT STANDARDS

Education And Experience

Any combination of education and/or experience, which would demonstrate the possession of the required knowledge, skills and abilities listed herein. For example, a Bachelor's Degree in Business, Finance or equivalent, in a related field and five years of increasingly responsible recent experience in Financial Aid and experience in a multicultural, multilingual organization as well as demonstrated experience in managerial responsibilities and financial aid management software.

Knowledge

Knowledge of: State and federal regulations and code sections pertaining to Student Financial Aid including Administrative Code and Education Code; California Chancellor's Office Program regulations; State and Federal regulations and guideline governing financial aid, Title IV; methods of interpretation and evaluation of student financial records; policies and procedures for managing/evaluating staff; techniques for evaluating financial aid computer programs-Computing Options-Financial Aid Management System (FAMS) preferred.

Abilities

Ability to: effectively organize, direct and manage the operations of Student Financial Aid Services; formulate, interpret and administer policy and procedures; learn, explain and apply current and new policies, procedures, rules and regulations pertaining to Student Financial Aid operations; analyze situations and make decisions on procedural matters; understand and independently carry out oral and written instructions; communicate effectively in both oral and written form; work effectively with all levels of the District (students, faculty, management and

Board Approved:

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; 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:

Light physical effort; occasional standing or walking; periodic handling of lightweight parcels. Indoor work environment.

Monterey Peninsula Community College District

Governing Board Agenda

May 23, 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)	Resignation for the Purpose of Retirement	Resignation of Robert Donovan, effective at the end of the day, June 2, 2012, for the purpose of retirement, and confer upon him the title of Professor Emeritus. Mr. Donovan has served as a faculty member since 1983.	N/A
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) Resignation of Robert Donovan, effective at the end of the day, June 2, 2012, for the purpose of retirement, and confer upon him the title of Professor Emeritus.
- b) Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Spring 2012.

Recommended By:



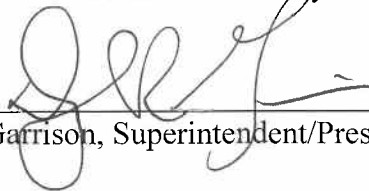
Barbara Lee, Associate Dean of Human Resources

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 - May

B1-Teaching With Benefits

Bingaman	Nancy	NURS
Copeland	Alexis	BUSC
Gerard	Jamie	ENGL
Hage	Samar	NURS
Hanna	Sue	NURS
Iwamoto	Lynn	MATH
Loop	Laura	NURS
Nervino	Patricia	NURS
Procive	Jeffrey	CHDV
Raskoff	Kevin	BIOL
Rondez	Christina	NURS

B2-Teaching Without Benefits

Brady	Brian	ENSL
Brown	James	FIRE
Butcher	Mary	ENGL
Cristi Michael	Barbara	FREN
Cristobal	John	MATH
Deffley	Anne	ENSL
Forte	Kimberlyn	ENGL
Foster	Margarette	DNTL
Guest	Arlene	MAST
Harray	Nancy	ENGL
Jaeck	Ralph	FACD
Jones	Darrell	FACD
Langland	Sylvia	HLTH
Malokas	John	MATH
Matteson	Phillip	FIRE
Niven	Margaret	ART
Osorio	Ruth	ENGL
Partch	Peter	ART
Phegley	Setsuko	BUSC

Reed	Roger	FIRE
Roth	Stewart	FIRE
Schachter	Sandra	ENSL
Schmieg	George	MATH
Shepherd	William	MATH
Smith	Christopher	FIRE
Thorson	Claire	ART
Van Zwaluwenburg	Pam	POLS
Vanderplaats	Virginia	ANAT
Webb	Arthur	FIRE

C1-Non-Teaching With Benefits

Dennehy	Merry	ENGL
Gerard	Adria	ENGL
Gilbert	Paola	ENGL
Rozman	Kathleen	LNSK

C2-Non-Teaching Without Benefits

Duong	Thu	LIBR
Gonzalez	Inga	ENGL
Watson	Lisa	ENGL

Monterey Peninsula Community College District

Governing Board Agenda

May 23, 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 Kevin Haskin, Unit Office Manager, Library, 40 hours per week, 12 months per year, effective May 24, 2012.	Included in Budget
b)	Employment	Employment of Angela Ramirez, Accounting Specialist, Fiscal Services, 40 hours per week, 12 months per year, effective May 24, 2012.	Included in Budget
c)	Establish New Position and Approve Job Description (attached)	Establish new position and approve attached job description for Scheduling Technician, Academic Affairs, 40 hours per week, 12 months per year, effective May 24, 2012. Salary Placement will be Range 20, unless negotiated differently.	Included in Budget
d)	Resignation	Resignation of Noah Brod, Instructional Technology Specialist, Humanities, 36 hours per week, 10 months and 12 days per year, effective at the end of the day, May 23, 2012.	N/A
e)	Resignation	Resignation of Daniel Kotin, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective at the end of the day, May 31, 2012.	N/A

Budgetary Implications:

See table.



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

- a) Employment of Kevin Haskin, Unit Office Manager, Library, 40 hours per week, 12 months per year, effective May 24, 2012.
- b) Employment of Angela Ramirez, Accounting Specialist, Fiscal Services, 40 hours per week, 12 months per year, effective May 24, 2012.
- c) Establish new position and approve attached job description for Scheduling Technician, Academic Affairs, 40 hours per week, 12 months per year, effective May 24, 2012 at salary Range 20, at full implementation, unless negotiated differently.
- d) Resignation of Noah Brod, Instructional Technology Specialist, Humanities, 36 hours per week, 10 months and 12 days per year, effective at the end of the day, May 23, 2012.

- e) Resignation of Daniel Kotin, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective at the end of the day, May 31, 2012.

Recommended By: Barbara Lee
Barbara Lee, Associate Dean of Human Resources

Prepared By: Kali Viker
Kali F. Viker, Human Resources Analyst

Agenda Approval: Dr. Douglas Garrison
Dr. Douglas Garrison, Superintendent/President

Job Description:
Approved, Bargaining Unit President:
Approved, MPC Associate Dean, Human Resources:
Board Approved:

MONTEREY PENINSULA COLLEGE

SCHEDULING TECHNICIAN

JOB SUMMARY

Under general direction perform a variety of tasks related to developing and maintaining the college scheduling database; and developing, producing and maintaining class schedules. Coordinate the development and publication of class schedules; assure accurate input review and editing of the regular, summer and inter-session course listings for the schedules of classes; consolidate and coordinate data required to publish course schedules and process schedule changes. Serve as a technical resource for data entry and training of those involved with the scheduling process. Provide leadership for all staff involved in the schedule development process.

EXAMPLES OF FUNCTIONS

Essential Functions

Provide leadership in the definition of the calendar and timelines for development of the class schedule in collaboration with all involved; create work procedures and establish dates for collection of data from divisions; perform data entry of course information and produce draft class schedules for review; edit materials and write original copy as needed.

Maintain, revise and update databases used in the schedule production process. Operate microcomputer and peripheral equipment and a variety of database management and desktop publishing software programs.

Schedule and conduct meetings and training sessions for Division Office Managers and others involved in the scheduling process, to include all aspects of the scheduling database system, the schedule production process, data entry, and calculations; and provide updated information and additional training as needed.

Provide staff support to standing and ad hoc committees, including Curriculum Advisory Committee, and other groups if assigned; attend meetings, take notes or record proceedings; prepare and distribute agendas, background materials and minutes as appropriate.

Develop, recommend, and implement techniques and practices to improve functions in the office of academic affairs related to job duties to ensure optimum performance; maintain state-of-the-art practices keeping abreast of current trends and practices in the field. Keep supervisor informed of performance and department activities; develop and present to the supervisor matters requiring the supervisor's decision, and act on the supervisor's directives and recommendations.

Respond to questions of schedule interpretation as they relate to District policies and procedures regarding schedule development.

Oversee schedule production for adherence to deadlines, procedures, accuracy and consistency in data entry. Troubleshoot and resolve problems related to scheduling and data entry. Prepare production schedules and collaborate with those involved in marketing and distribution of class schedules in both

electronic and print form; assure that effective communications are maintained within the area of responsibility.

Maintain supporting documents and authorizations as required by district policy and state regulations.

Troubleshoot, identify and resolve problems and issues related to production of the schedule of classes; confer with administrators, information systems personnel, faculty, printers and other staff to develop solutions and recommendations.

Work with Information Technology personnel in testing and debugging of course maintenance, scheduling, and FTE screens in the student information system; update the institutional computer scheduling data base to include proper codes necessary to satisfy state requirements for the generation of FTES data. Serve as liaison between Information Technology and the office on technical aspects of data bases, schedule preparation, and reporting for State MIS.

Work closely with catalog production and curriculum processes; maintain working knowledge of and assist personnel in those areas as needed.

Maintain scheduling databases in preparation for the data management report submittal to the Chancellor's Office.

Work with facilities coordinators and classroom scheduler in the schedule building process.

Act as the liaison with all Academic Divisions and Student Services areas involved with scheduling of classes, FTES generation, and schedule production.

Enter new and modified course information from the curriculum database as needed. Update hardcopy and electronic files to assure that timely and accurate information is available for schedule production.

Update and distribute all forms and electronic media related to scheduling; maintain forms on the college Intranet.

Maintain working knowledge of and serve as back-up to staff in the catalog production and curriculum processes. Perform administrative support as assigned.

Other Duties

Participate on committees as required.

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education and experience which would indicate possession of the required knowledge, skills and abilities listed herein. For example, completion of at least two years of college level courses in data processing, administration, personnel relations, records management, or related field and two years of increasingly responsible office experience in the above or related fields.

Knowledge

Knowledge of: methods of collecting and organizing data and information; community college functions, policies, rules and regulations; principles and practices of data processing; records management

techniques; attendance accounting standards and procedures; word processing, spreadsheet and desktop publishing programs.

Abilities

Ability to: coordinate, plan and organize work accurately and efficiently; use word processing, spreadsheet and desktop publishing software programs to produce schedules and catalogs as required; learn and efficiently and accurately use new software as required; maintain college curriculum database, hard copy files and electronic files; maintain college scheduling database; understand and independently carry out oral and written instructions; make independent decisions within scope of responsibility and authority; compile and maintain accurate and complete academic records; gather, compile and assemble source data; communicate effectively in both oral and written form; operate a variety of office equipment; use appropriate and correct English grammar, spelling and punctuation; perform arithmetical calculations with speed and accuracy; lead effective meetings and training sessions, 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

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.

Monterey Peninsula Community College District

Governing Board Agenda

May 23, 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, Human Resources Analyst

Agenda Approval: 
Dr. Douglas Garrison, Superintendent/President

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

WARD AGENDA: 23-May-12

ACADEMIC AFFAIRS						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Gunter	Warren	Substitute - Marina Unit Office Mgr	\$17.58	04/30/12	06/30/12	40 Total Hrs.
Gunter	Warren	Substitute - Marina Admin Assist II	\$15.04	04/30/12	06/30/12	40 Total Hrs.
Moss	Denise	College Assist XIII	\$18.62	06/01/12	06/30/12	30 Hrs. Per Wk
Rueda	Elvia	Substitute - Marina Unit Office Mgr	\$17.58	05/01/12	06/30/12	20 Total Hrs.
Rueda	Elvia	Substitute - Marina Admin Assist III	\$15.04	05/01/12	06/30/12	20 Total Hrs.
Rueda	Jessica	Substitute - Unit Office Mgr	\$17.58	05/01/12	06/30/12	20 Total Hrs.
Rueda	Jessica	Substitute - Admin Assist III	\$15.04	05/01/12	06/30/12	20 Total Hrs.
ADMINISTRATION						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Duje	Artemio	Substitute - Security Officer	\$13.53	04/16/12	04/16/12	8 Total Hrs.
Deschenes	Allen	Substitute - Security Officer	\$13.53	04/18/12	04/30/12	54 Total Hrs.
Lee	Paul	Food Serv Consultant - Bond Project	\$60.00	04/01/12	06/30/12	83.33 Total Hrs.
ATHLETICS						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Boomer-Adams	Jacqueline	Prof Expert - Choreographer	\$400.00	05/15/12	05/26/12	Flat Rate
Haro	Paula	Prof Expert - Choreographer	\$400.00	05/15/12	05/26/12	Flat Rate
Herring	Vincent	Prof Expert	\$200.00	05/19/12	05/20/12	Flat Rate
Sinclair	Jamaica	Prof Expert - Choreographer	\$400.00	05/15/12	05/26/12	Flat Rate
CHILD DEV CENTER						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Rigmaiden	Mary Jane	Substitute - CDC Specialist	\$28.53	01/12/12	01/20/12	24 Total Hrs.
CREATIVE ARTS						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Tutor	Tamara	Substitute - Art Studio Specialist	\$16.21	03/11/12	06/01/12	40 Total Hrs.
FINANCIAL AID OFFICE						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Dimas Guillen	Irma	College Ass't IX	\$16.66	04/18/12	06/21/12	29 Hrs. Per Wk
FISCAL						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Jimenez	Angela	Acc't Specialist-Temp Prior to Boad Mtg	\$15.38	05/07/12	05/23/12	Up to 20 Hrs./ Wk

INFORMATION TECHNOLOGY						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES		HOURS
				FROM:	TO:	
Davalos	Todd	Audio Visual Tech	\$25.40	04/13/12	04/14/12	15 Total Hrs.
LIBRARY						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES		HOURS
				FROM:	TO:	
Haskin	Kevin	UOM Library-Temp Prior to Board Mtg	\$17.58	05/03/12	05/23/12	40 Hrs. Per Wk
MEDIA SERVICES						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES		HOURS
				FROM:	TO:	
Bean	John	Student Media Tech/ Prof. Expert	\$9.00	04/13/12	04/14/12	10 Total Hrs.
SUPPORTIVE SERVICES						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES		HOURS
				FROM:	TO:	
Bahou	Melodie	Substitute-Instructional Specialist	\$17.89	04/17/12	05/29/12	11 Total Hrs.
Kauhn	Jessica	College Ass't III	\$9.80	04/17/12	06/17/12	80 Total Hrs.
Murphy	Casey	College Ass't III- BSI Kurzweil Proj	\$9.80	03/12/12	06/07/12	90 Total Hrs.
THEATRE ARTS						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES		HOURS
				FROM:	TO:	
Mattos-Hughes	Gloria	Costumer-"Little Women"	\$300.00	04/15/12	05/14/12	Flat Rate
TRIO PROGRAMS						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES		HOURS
				FROM:	TO:	
Coen	Amanda	Prof Expert-Marine Science	\$640.00	05/17/12	06/30/12	Flat Rate
Desai	Stuti	Prof Expert- Sci Learning Mgr	\$1,500.00	06/14/12	06/29/12	Flat Rate
Desai	Stuti	Prof Expert- Sci Learning Mgr	\$1,500.00	07/01/12	07/21/12	Flat Rate
Diaz	Carlos	Prof Expert-Resident Coordinator	\$1,100.00	05/17/12	06/30/12	Flat Rate
Franklin	Nicole	Prof Expert- Instructional Ass't	\$1,500.00	06/11/12	06/29/12	Flat Rate
Franklin	Nicole	Prof Expert- Instructional Ass't	\$1,500.00	07/01/12	07/24/12	Flat Rate
Green	Jason	Prof Expert- Comm Learning Mgr	\$1,500.00	06/14/12	06/29/12	Flat Rate
Green	Jason	Prof Expert- Comm Learning Mgr	\$1,500.00	07/01/12	07/21/12	Flat Rate
Nguyen	Tri	Prof Expert-Resident Ass't	\$440.00	05/17/12	06/30/12	Flat Rate
Ramirez	Julia	Prof Expert-Resident Ass't	\$440.00	05/17/12	06/30/12	Flat Rate
Reyes	Carlos	Prof Expert-Resident Ass't	\$440.00	05/17/12	06/30/12	Flat Rate
Ross	Rikee	Prof Expert- Math Learning Mgr	\$1,500.00	06/14/12	06/29/12	Flat Rate
Ross	Rikee	Prof Expert- Math Learning Mgr	\$1,500.00	07/01/12	07/21/12	Flat Rate
Valancy	Sarah	Prof Expert-Communications	\$640.00	05/17/12	06/30/12	Flat Rate
Valancy	Sarah	Prof Expert-Communications	\$2,560.00	07/01/12	07/25/12	Flat Rate