

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

REGULAR MEETING

TUESDAY, OCTOBER 25, 2011

NEW BUSINESS ITEMS:

MONTHLY FINANCIAL REPORTS,

RESOLUTIONS,

INFORMATION ITEMS,

AND CALENDAR OF EVENTS

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

Monterey Peninsula Community College District

Governing Board Agenda

October 25, 2011

New Business Agenda Item No. A

Fiscal Services
College Area

Proposal:

That the Governing Board review and discuss the 2011-2012 Monthly Financial Reports for the period ending September 30, 2011.

Background:

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

Budgetary Implications:

None.

☒ **RESOLUTION: BE IT RESOLVED**, that the 2011-2012 Monthly Financial Reports for the period ending September 30, 2011 be accepted.

Recommended By:



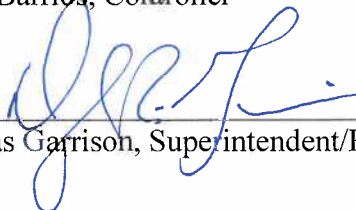
Stephen Ma, Vice President for Administrative Services

Prepared By:



Rosemary Barrios, Controller

Agenda Approval:



Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula College
Fiscal Year 2011-12
Financial and Budgetary Report
September 30, 2011

Enclosed are the Financial Reports for the month ending September 30, 2011 for your review and approval. The Financial Report is an internal management report submitted to the Board of Trustees to compare actual financial activities to the approved budgets.

Operating Fund net revenue through September 30, 2011 is \$5,719,336 which is 9.7% greater than the same period last fiscal year. Expenditures year-to-date total \$8,738,295 which is .40% less than the same time last fiscal year, for a net difference of -\$3,018,959.

We project the revenue and expenditures within the Operating Fund overall will closely match the budget plan adopted for the 11-12 fiscal year.

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

Revenues:

- The September advanced apportionment payment received was \$2,655,947, which is 12% 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.
- Most of the local revenue received at this time is in student fees and some prior year taxes.
- Looking ahead, the District will receive, along with the October advanced apportionment payment, the July intra-year deferral payment which is \$1,111,581.
- The District will receive in the month of October \$232,823 in prior year receivables which is composed of federal grant receivables. This will be reflected in the District's cash balance.
- The District will also receive in the month of October \$440,338 in current year federal grant revenues.

Expenditures:

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

Self Insurance Fund:

- Self Insurance expenses are at 23.7% of budgeted expenditures. The expenditure amount is 4% less than the amount for the same period last fiscal year. No conclusions can be drawn from the rate of current expenses. We will continue to track this fund closely each month.
- The Medical Premium and Claims Report by Keenan are one month behind what the District is reporting on the District Financial Statements. These reports are reviewed in great detail by the Health & Welfare Cost Containment Committee.

Cash Balance:

The total cash balance for all funds is \$70,932,621 including bond cash of \$54,067,431 and \$16,865,190 for all other funds. Operating funds cash is \$6,593,926. This is sufficient to meet the next few months of the District cash flow needs.

Monterey Peninsula Community College

Monthly Financial Report

September 30, 2011

Summary of All Funds

<u>Funds</u>	<u>Beginning Fund Balance</u>	<u>Revised Budgets 2011 - 2012</u>		<u>Ending Fund Balance</u>	<u>Year to Date Actual 2011 - 2012</u>			<u>% Actual to Budget</u>		<u>Cash Balance</u>
	<u>07/01/11</u>	<u>Revenue</u>	<u>Expense</u>	<u>6/30/2012</u>	<u>Revenue</u>	<u>Expense</u>	<u>Encumbrances</u>	<u>Rev</u>	<u>Exp</u>	<u>9/30/2011</u>
General - Unrestricted	\$3,763,831	\$37,533,388	\$37,530,148	\$3,767,071	\$5,448,640	\$7,341,345	2,558,224	14.5%	26.4%	\$5,791,141
General - Restricted	0	5,576,376	5,576,376	0	77,946	1,090,473	180,396	1.4%	22.8%	0
Child Dev - Unrestricted	0	560,576	560,576	0	133,151	120,110	0	23.8%	21.4%	41,845
Child Dev - Restricted	0	231,190	231,190	0	0	64,030	15,896	0.0%	34.6%	0
Student Center	214,409	275,200	264,229	225,380	16,215	20,894	60,017	5.9%	30.6%	380,396
Parking	92,179	469,000	464,458	96,721	43,384	101,443	13,463	9.3%	24.7%	380,545
Subtotal Operating Funds	\$4,070,419	\$44,645,730	\$44,626,977	\$4,089,172	\$5,719,336	\$8,738,295	\$2,827,996	12.8%	19.6%	\$6,593,926
Self Insurance	9,327,145	6,886,665	7,477,624	8,736,186	274,630	1,730,551	40,506	4.0%	23.7%	8,510,323
Capital Project	812,067	3,216,400	3,914,852	113,615	91,194	84,417	37,458	2.8%	3.1%	677,080
Building	54,046,985	200,000	39,371,502	14,875,483	0	1,891,629	15,077,547	0.0%	43.1%	54,067,431
Debt Service	103,491	275,324	275,324	103,491	275,324	137,662	137,662	100.0%	50.0%	188,372
Revenue Bond	20,905	18,975	18,975	20,905	0	17,100	1,875	0.0%	90.1%	4,396
Associated Student	16,122	122,000	122,000	16,122	25,303	11,069	0	20.7%	9.1%	65,439
Financial Aid	12,881	5,500,000	5,500,000	12,881	851,259	851,259	0	15.5%	15.5%	141,212
Scholarship & Loans	272,948	2,850,000	2,850,000	272,948	394,308	340,645	0	13.8%	12.0%	285,804
Trust Funds	293,917	589,000	589,000	293,917	137,253	79,696	0	23.3%	13.5%	341,546
Orr Estate	61,262	50,000	40,000	71,262	2,031	11,530	0	4.1%	28.8%	57,094
Total all Funds	\$69,038,142	\$64,354,094	\$104,786,254	\$28,605,982	\$7,770,638	\$13,893,853	\$18,123,044	12.1%	13.3%	\$70,932,621

*** BOARD REPORT ***

GENERAL FUND (Unrestricted)

Fund 01

Monterey Peninsula College

September 30, 2011

OBJECT CLASSIFICATION	2010-2011 ACTUAL	2011-12					Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE		BALANCE	
REVENUES							
8100 FEDERAL	11,357	10,700	0	0		10,700	0.0%
8600 STATE	23,414,545	20,561,741	26,555,947	4,915,807		15,645,934	23.9%
8800 COUNTY / LOCAL	17,214,510	16,960,947	310,553	532,833		16,428,114	3.1%
8900 INTERFUND TRANSFER IN	50,000	0	0	0		0	N/A
TOTAL REVENUE :	\$40,690,413	\$37,533,388	\$26,866,500	\$5,448,640		\$32,084,748	14.5%
OBJECT CLASSIFICATION	2010-2011 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES		UNENCUMBERED BALANCE	PERCENT
CERTIFICATED SALARIES							
1100 TEACHER SALARIES	6,879,593	5,952,580	529,660	1,051,045		4,901,535	17.7%
1200 NON TEACHER SALARIES	2,952,928	2,897,359	245,601	578,086		2,319,273	20.0%
1300 HOURLY TEACHER	4,919,371	4,818,084	473,993	1,236,382		3,581,702	25.7%
1400 OTHER HOURLY SALARIES	140,700	174,676	22,933	31,871		142,805	18.2%
TOTAL CERTIFICATED :	\$14,892,592	\$13,842,699	\$1,272,187	\$2,897,384		\$10,945,315	20.9%
CLASSIFIED SALARIES							
2100 NON INSTRUCTIONAL	5,773,865	5,644,185	473,133	1,431,588		4,212,597	25.4%
2200 INSTRUCTIONAL AIDES	754,063	783,628	58,585	160,254		623,374	20.5%
2300 HOURLY NON INSTRUCTIONAL	387,886	256,260	64,834	157,973		98,287	61.6%
2400 HOURLY INSTRUCTIONAL	677,838	641,986	68,899	131,163		510,823	20.4%
	\$7,593,652	\$7,326,059	\$665,452	\$1,880,977		\$5,445,082	25.7%

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

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GENERAL FUND (Unrestricted) continued

Fund 01

Monterey Peninsula College

September 30, 2011

OBJECT CLASSIFICATION	2010-2011 ACTUAL	2011-12					
		REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	PERCENT
3XXX TOTAL FRINGE BENEFITS :	<u>\$4,417,020</u>	<u>\$4,706,505</u>	<u>\$304,564</u>	<u>\$1,013,544</u>	<u>\$347,527</u>	<u>\$3,345,434</u>	28.9%
<u>SUPPLIES & OTHER</u>							
4300 INSTRUCTIONAL SUPPLIES	267,033	233,821	13,141	19,748	41,169	172,905	26.1%
4500 OTHER SUPPLIES	491,230	349,493	30,942	65,556	130,018	153,919	56.0%
4700 FOOD	<u>9,760</u>	<u>3,470</u>	<u>134</u>	<u>289</u>	<u>0</u>	<u>3,181</u>	8.3%
TOTAL SUPPLIES & OTHER :	<u>\$768,023</u>	<u>\$586,784</u>	<u>\$44,217</u>	<u>\$85,593</u>	<u>\$171,187</u>	<u>\$330,004</u>	43.8%
<u>OTHER</u>							
5100 CONTRACTED SERVICES	2,121,792	1,561,512	33,339	68,745	459,899	1,032,868	33.9%
5200 TRAVEL	170,358	142,491	6,245	11,315	12,485	118,691	16.7%
5300 DUES AND SUBSCRIPTIONS	138,788	120,944	6,920	104,473	2,975	13,496	88.8%
5400 INSURANCE	326,944	335,300	17,836	338,501	0	(3,201)	101.0%
5500 UTILITIES & HOUSEKEEPING	1,090,953	1,185,585	84,200	172,938	1,103,305	(90,658)	107.6%
5600 RENTS & LEASES	639,219	618,313	81,203	178,068	225,749	214,496	65.3%
5700 LEGAL AND AUDIT	102,924	303,455	(2,743)	1,211	789	301,455	0.7%
5800 OTHER SERVICES	305,054	457,293	10,805	126,720	164,832	165,741	63.8%
TOTAL OTHER :	<u>\$4,896,031</u>	<u>\$4,724,893</u>	<u>\$237,805</u>	<u>\$1,001,971</u>	<u>\$1,970,033</u>	<u>\$1,752,889</u>	62.9%
<u>CAPITAL OUTLAY</u>							
6200 BUILDING IMPROVEMENT	31,899	27,301	491	993	1,594	24,714	9.5%
6300 CAPITAL BOOKS & SOFTWARE	45,513	129,500	0	0	67,529	61,971	52.1%
6400 EQUIPMENT	86,835	27,255	3,949	3,949	354	22,952	15.8%
TOTAL CAPITAL OUTLAY :	<u>\$164,247</u>	<u>\$184,056</u>	<u>\$4,440</u>	<u>\$4,942</u>	<u>\$69,477</u>	<u>\$109,637</u>	40.4%
<u>TRANSFERS</u>							
7300 INTERFUND TRANSFER OUT	6,656,331	6,159,152	0	456,933	0	5,702,219	7.4%
TOTAL TRANSFERS :	<u>\$6,656,331</u>	<u>\$6,159,152</u>	<u>\$0</u>	<u>\$456,933</u>	<u>\$0</u>	<u>\$5,702,219</u>	7.4%
TOTAL EXPENSE & TRANSFERS :	<u>39,387,897</u>	<u>37,530,148</u>	<u>2,528,665</u>	<u>7,341,345</u>	<u>2,558,224</u>	<u>27,630,579</u>	26.4%
REVENUE OVER EXPENSE :	<u>\$1,302,516</u>	<u>\$3,240</u>	<u>\$24,337,835</u>	<u>(\$1,892,705)</u>	<u>(\$2,558,224)</u>	<u>\$4,454,169</u>	

*** BOARD REPORT ***

GENERAL FUND (Restricted)

Fund 01

Monterey Peninsula College

September 30, 2011

OBJECT CLASSIFICATION	2010-2011 ACTUAL	2011-2012					Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE		BALANCE	
REVENUES							
8100 FEDERAL	1,566,098	2,419,211	0	0	0	2,419,211	0.0%
8600 STATE	2,578,855	2,432,931	0	0	0	2,432,931	0.0%
8800 COUNTY / LOCAL	707,127	657,113	48,452	77,946	0	579,167	11.9%
8900 INTERFUND TRANSFER IN	67,384	67,121	0	0	0	67,121	0.0%
TOTAL REVENUE :	\$4,919,464	\$5,576,376	\$48,452	\$77,946	0	\$5,498,430	1.4%
OBJECT CLASSIFICATION	2010-2011 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES		UNENCUMBERED BALANCE	PERCENT
CERTIFICATED SALARIES							
1100 TEACHER SALARIES	112,083	36,566	4,567	9,050	0	27,516	24.7%
1200 NON TEACHER SALARIES	870,821	975,822	83,794	213,824	0	761,998	21.9%
1300 HOURLY TEACHER	73,988	56,983	6,422	16,156	0	40,827	28.4%
1400 OTHER HOURLY SALARIES	188,510	208,563	28,076	51,757	0	156,806	24.8%
TOTAL CERTIFICATED :	\$1,245,402	\$1,277,934	\$122,859	\$290,787	\$0	\$987,147	22.8%
CLASSIFIED SALARIES							
2100 NON INSTRUCTIONAL	552,431	557,144	47,319	147,033	0	410,111	26.4%
2300 HOURLY NON INSTRUCTIONAL	386,196	347,596	28,095	82,576	0	265,020	23.8%
2400 HOURLY INSTRUCTIONAL	158,574	184,042	9,218	38,162	0	145,880	20.7%
TOTAL CLASSIFIED :	\$1,097,201	\$1,088,782	\$84,632	\$267,771	\$0	\$821,011	24.6%

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

OBJECT CLASSIFICATION	2010-2011 ACTUAL	2011-2012					
		REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	PERCENT
3XXX TOTAL FRINGE BENEFITS :	<u>\$384,533</u>	<u>\$413,767</u>	<u>\$37,126</u>	<u>\$101,436</u>	<u>\$0</u>	<u>\$312,331</u>	24.5%
<u>SUPPLIES & OTHER</u>							
4300 INSTRUCTIONAL SUPPLIES	54,584	122,907	2,608	5,664	500	116,743	5.0%
4500 OTHER SUPPLIES	53,119	66,659	1,451	3,150	3,502	60,007	10.0%
4700 FOOD	<u>26,841</u>	<u>18,000</u>	<u>1,013</u>	<u>4,111</u>	<u>0</u>	<u>13,889</u>	22.8%
TOTAL SUPPLIES & OTHER :	<u>\$134,544</u>	<u>\$207,566</u>	<u>\$5,072</u>	<u>\$12,925</u>	<u>\$4,002</u>	<u>\$190,639</u>	8.2%
<u>OTHER</u>							
5100 CONTRACTED SERVICES	631,905	702,304	14,168	69,630	145,431	487,243	30.6%
5200 TRAVEL	479,069	513,857	17,929	80,606	2,883	430,368	16.2%
5300 DUES AND SUBSCRIPTIONS	1,320	700	0	225	0	475	32.1%
5400 INSURANCE	68,467	44,207	0	43,639	0	568	98.7%
5500 UTILITIES & HOUSEKEEPING	355	500	30	60	340	100	80.0%
5600 RENTS & LEASES	35,290	8,600	1,155	3,090	4,669	841	90.2%
5800 OTHER SERVICES	<u>139,241</u>	<u>243,461</u>	<u>48,585</u>	<u>50,359</u>	<u>4,000</u>	<u>189,102</u>	22.3%
TOTAL OTHER :	<u>\$1,355,647</u>	<u>\$1,513,629</u>	<u>\$81,867</u>	<u>\$247,609</u>	<u>\$157,323</u>	<u>\$1,108,697</u>	26.8%
<u>CAPITAL OUTLAY</u>							
6300 CAPITAL BOOKS & SOFTWARE	18,266	0	0	0	0	0	0.0%
6400 EQUIPMENT	<u>174,144</u>	<u>236,403</u>	<u>10,452</u>	<u>22,133</u>	<u>19,071</u>	<u>195,199</u>	17.4%
TOTAL CAPITAL OUTLAY :	<u>\$192,410</u>	<u>\$236,403</u>	<u>\$10,452</u>	<u>\$22,133</u>	<u>\$19,071</u>	<u>\$195,199</u>	17.4%
<u>TRANSFERS</u>							
7300 INTERFUND TRANSFER OUT	589,703	566,507	46,969	140,912	0	425,595	24.9%
7500 STUDENT FINANCIAL AID PYMT	17,505	45,844	1,100	4,900	0	40,944	10.7%
7600 OTHER PYMTS TO STUDENTS	<u>127,015</u>	<u>225,943</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>223,943</u>	0.9%
TOTAL TRANSFERS :	<u>\$734,223</u>	<u>\$838,294</u>	<u>\$50,069</u>	<u>\$147,812</u>	<u>\$0</u>	<u>\$690,482</u>	17.6%
TOTAL EXPENSE & TRANSFERS :	<u>5,143,960</u>	<u>5,576,375</u>	<u>392,077</u>	<u>1,090,473</u>	<u>180,396</u>	<u>4,305,506</u>	22.8%
REVENUE OVER EXPENSE :	<u>(\$224,496)</u>	<u>\$1</u>	<u>(\$343,625)</u>	<u>(\$1,012,527)</u>	<u>(\$180,396)</u>	<u>\$1,192,924</u>	

*** BOARD REPORT ***
 Child Development Fund
 Fund 04 Unrestricted
 Monterey Peninsula College
 September 30, 2011

OBJECT CLASSIFICATION	2010-2011 ACTUAL	2011-2012					BALANCE DUE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE				
REVENUE								
8660 Cal Early Childhood Mentor Prog	-46.17	0	0	0	0	0	0	0.0%
8800 LOCAL	72,745	279,598	260	2,747	0	276,851	1.0%	
8900 OTHER	466,158	280,978	0	130,404	0	150,574	46.4%	
TOTAL REVENUE:	538,857	560,576	260	133,151	0	427,425	23.8%	
OBJECT CLASSIFICATION	2010-2011 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET	
CLASSIFIED SALARIES								
2100 NON INSTRUCTIONAL	112,212	97,875	9,316	27,907	0	69,968	28.5%	
2200 INSTRUCTIONAL AIDES	121,952	155,155	13,046	27,218	0	127,937	17.5%	
2300 NON INSTRUCTIONAL TEMP	8,641	10,329	1,139	1,139	0	9,190	0.0%	
2400 HOURLY INSTRUCTIONAL	58,457	71,465	5,737	10,885	0	60,580	15.2%	
TOTAL CLASSIFIED:	301,262	334,824	29,238	67,149	0	267,675	20.1%	
3XXX TOTAL FRINGE BENEFITS :	72,054	84,230	7,145	18,080	0	66,150	21.5%	
SUPPLIES & OTHER								
4300 INSTRUCTIONAL SUPPLIES	0	270	0	0	0	270	0.0%	
4500 OTHER SUPPLIES	0	1,493	0	0	0	1,493	0.0%	
TOTAL SUPPLIES & OTHER:	0	1,763	0	0	0	1,763	0.0%	
OTHER								
5400 INSURANCE	0	0	0	0	0	0	0.0%	
5600 RENTS. LEASES. AND REPAIRS	660	0	0	0	0	0	0.0%	
TOTAL OTHER :	660	0	0	0	0	0	0.0%	
TRANSFERS								
7300 INTERFUND TRANSFER OUT	141,713	139,759	11,627	34,881	0	104,878	25.0%	
TOTAL TRANSFERS:	141,713	139,759	11,627	34,881	0	104,878	25.0%	
TOTAL EXPENSE & TRANSFER:	515,689	560,576	48,010	120,110	0	440,466	21.4%	
REVENUE OVER EXPENSE :	23,168	0	(47,750)	13,041	0	(13,041)		

*** BOARD REPORT ***
 Child Development Fund
 Fund 04 Restricted
 Monterey Peninsula College
 September 30, 2011

OBJECT CLASSIFICATION	2010-2011 ACTUAL	2011-2012					
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE		BALANCE DUE	Y-T-D ACTUAL TO BUDGET
REVENUE							
8100 FEDERAL	71,440	17,000	0	0	0	17,000	0.0%
8690 STATE	234,756	214,190	0	0	0	214,190	0.0%
TOTAL REVENUE:	<u>\$306,196</u>	<u>\$231,190</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$231,190</u>	<u>0.0%</u>
OBJECT CLASSIFICATION	2010-2011 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
CLASSIFIED SALARIES							
2100 NON INSTRUCTIONAL	0	(6,885)	0	0	0	(6,885)	0.0%
2200 INSTRUCTIONAL AIDES	123,462	117,892	11,444	23,670	0	94,222	20.1%
2300 HOURLY NON INSTRUCTIONAL	2,118	0	0	775	0	(775)	0.0%
2400 HOURLY INSTRUCTIONAL	4,000	0	0	8,525	0	(8,525)	0.0%
TOTAL CLASSIFIED:	<u>\$129,580</u>	<u>\$111,007</u>	<u>\$11,444</u>	<u>\$32,970</u>	<u>\$0</u>	<u>\$78,037</u>	<u>29.7%</u>
3XXX TOTAL FRINGE BENEFITS :	<u>\$36,438</u>	<u>\$33,504</u>	<u>\$3,454</u>	<u>\$9,251</u>	<u>\$0</u>	<u>\$24,253</u>	<u>27.6%</u>
SUPPLIES & OTHER							
4300 INSTRUCTIONAL SUPPLIES	2,828	0	0	0	0	0	0.0%
4500 OTHER SUPPLIES	2,906	835	122	905	1,736	(1,806)	108.4%
4700 FOOD	19,182	16,400	1,768	3,640	14,160	(1,400)	22.2%
TOTAL SUPPLIES & OTHER:	<u>\$24,916</u>	<u>\$17,235</u>	<u>\$1,890</u>	<u>\$4,545</u>	<u>\$15,896</u>	<u>(\$3,206)</u>	<u>26.4%</u>
OTHER							
5400 INSURANCE	0	200	0	0	0	200	0.0%
5600 RENTS & LEASES	0	0	0	0	0	0	0.0%
5800 OTHER SERVICES	510	190	0	0	0	190	0.0%
TOTAL OTHER :	<u>\$510</u>	<u>\$390</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$390</u>	<u>0.0%</u>
Sites and Site Improvements							
6105 RENOVATION & REPAIR	<u>\$2,525</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.0%</u>
	<u>\$2,525</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.0%</u>
TRANSFERS							
7300 INTERFUND TRANSFER OUT	72,715	69,054	5,755	17,264	0	51,790	25.0%
TOTAL TRANSFERS:	<u>\$72,715</u>	<u>\$69,054</u>	<u>\$5,755</u>	<u>\$17,264</u>	<u>\$0</u>	<u>\$51,790</u>	<u>25.0%</u>
TOTAL EXPENSE & TRANSFER:	<u>\$266,684</u>	<u>\$231,190</u>	<u>\$22,543</u>	<u>\$64,030</u>	<u>\$15,896</u>	<u>\$151,264</u>	<u>34.6%</u>
REVENUE OVER EXPENSE :	<u>\$39,512</u>	<u>\$0</u>	<u>(\$22,543)</u>	<u>(\$64,030)</u>	<u>(\$15,896)</u>	<u>\$79,926</u>	

*** BOARD REPORT ***

COLLEGE CENTER FUND

Fund 47

Monterey Peninsula College

September 30, 2011

OBJECT CLASSIFICATION	2010-2011 ACTUAL	2011-12					
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE		BALANCE DUE	Y-T-D ACTUAL TO BUDGET
REVENUE							
8800 COUNTY / LOCAL	257,622	275,200	8,310	16,215		258,985	5.9%
8860 INTEREST	56	0	0	0		0	N/A
TOTAL REVENUE :	\$257,677	\$275,200	\$8,310	\$16,215		\$258,985	5.9%
OBJECT CLASSIFICATION	2010-2011 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
CLASSIFIED							
2100 NON INSTRUCTIONAL	19,486	19,960	1,651	5,055	0	14,905	25.3%
2300 HOURLY NON INSTRUCTIONAL	56	0	0	0	0	0	N/A
TOTAL CLASSIFIED :	\$19,543	\$19,960	\$1,651	\$5,055	\$0	\$14,905	25.3%
3XXX TOTAL FRINGE BENEFITS :	\$5,766	\$6,024	\$498	\$1,526	\$0	\$4,498	25.3%
SUPPLIES & OTHER							
4500 OTHER SUPPLIES	(12)	1,150	0	0	300	850	26.1%
TOTAL SUPPLIES & OTHER :	(\$12)	\$1,150	\$0	\$0	\$300	\$850	26.1%
OTHER							
5100 CONTRACT SERVICES	0	0	0	0	0	0	0.0%
5200 TRAVEL	125	1,500	0	75	0	1,425	5.0%
5300 MEMBERSHIP	75	75	0	0	0	75	0.0%
5400 INSURANCE	17,545	17,545	0	0	0	17,545	0.0%
5500 UTILITIES & HOUSEKEEPING	109,359	150,763	4,058	8,302	58,817	83,644	44.5%
5600 RENTS & LEASES	3,278	10,898	847	937	900	9,061	16.9%
5800 OTHER SERVICES	5,000	5,000	0	5,000	0	0	100.0%
TOTAL OTHER :	\$135,382	\$185,781	\$4,904	\$14,314	\$59,717	\$111,750	39.8%
CAPITAL OUTLAY							
6400 EQUIPMENT	5,650	3,000	0	0	0	3,000	0.0%
TOTAL CAPITAL OUTLAY :	\$5,650	\$3,000	\$0	\$0	\$0	\$3,000	0.0%
TRANSFERS							
7100 DEBT RETIREMENT	19,425	18,975	0	0	0	18,975	0.0%
7300 INTERFUND TRANSFER	12,265	29,339	0	0	0	29,339	0.0%
TOTAL TRANSFERS :	\$31,690	\$48,314	\$0	\$0	\$0	\$48,314	0.0%
TOTAL EXPENSE & TRANSFERS :	\$198,018	\$264,229	\$7,053	\$20,894	\$60,017	\$183,318	30.6%
REVENUE OVER EXPENSE :	\$59,659	\$10,971	\$1,257	(\$4,679)	(\$60,017)	\$75,667	

*** BOARD REPORT ***
 Parking Fund
 Fund 39
 Monterey Peninsula College
 September 30, 2011

OBJECT CLASSIFICATION	2010-2011 ACTUAL	2011-2012					
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE		BALANCE	Y-T-D ACTUAL TO BUDGET
REVENUE							
8800 COUNTY / LOCAL	676,162	469,000	24,915	43,384	0	425,616	9.3%
TOTAL REVENUE:	\$676,162	\$469,000	\$24,915	\$43,384	\$0	\$425,616	9.3%
OBJECT CLASSIFICATION	2010-2011 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
CLASSIFIED SALARIES							
2100 NON INSTRUCTIONAL	145,764	148,737	15,784	45,912	0	102,825	30.9%
2300 HOURLY NON INSTRUCTIONAL	9,610	12,500	2,196	2,752	0	9,748	22.0%
TOTAL CLASSIFIED :	\$155,374	\$161,237	\$17,980	\$48,664	\$0	\$112,573	30.2%
3XXX TOTAL FRINGE BENEFITS :	\$42,926	\$46,949	\$4,903	\$14,020	\$0	\$32,929	29.9%
SUPPLIES & OTHER							
4500 OTHER SUPPLIES :	\$9,366	11,400	129	335	0	11,065	2.9%
TOTAL SUPPLIES & OTHER:	\$9,366	\$11,400	\$129	\$335	\$0	\$11,065	2.9%
OTHER							
5100 CONTRACTS	46,800	46,800	0	0	0	46,800	0.0%
5200 TRAVEL & CONFERENCE	0	0	0	0	0	0	0.0%
5500 UTILITIES & HOUSEKEEPING	1,545	2,000	131	265	1,335	400	0.0%
5600 RENTS & LEASES	17,380	67,100	3,420	5,586	0	61,514	8.3%
TOTAL OTHER:	\$65,725	\$115,900	\$3,551	\$5,851	\$1,335	\$108,714	5.0%
CAPITAL OUTLAY							
6400 EQUIPMENT	1,284	20,000	0	9,005	12,128	(1,133)	45.0%
TOTAL CAPITAL OUTLAY:	\$1,284	\$20,000	\$0	\$9,005	\$12,128	(\$1,133)	45.0%
TRANSFERS							
7300 INTERFUND TRANSFER OUT	97,335	108,972	7,856	23,568	0	85,404	21.6%
TOTAL TRANSFERS:	\$97,335	\$108,972	\$7,856	\$23,568	\$0	\$85,404	21.6%
TOTAL EXPENSE & TRANSFER:	\$372,010	\$464,458	\$34,419	\$101,443	\$13,463	\$349,552	24.7%
REVENUE OVER EXPENSE :	\$304,152	\$4,542	(\$9,504)	(\$58,059)	(\$13,463)	\$76,064	

*** BOARD REPORT ***

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

September 30, 2011

OBJECT CLASSIFICATION	2010-2011 ACTUAL	2011-12					
		REVISED BUDGET	CURRENT REVENUES	Y-T-D REVENUES		UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
REVENUE							
8800 COUNTY / LOCAL	634,428	520,765	42,858	58,006		462,759	11.1%
8860 INTEREST	6,371	0	72,206	216,624		(216,624)	N/A
8900 INTERFUND TRANSFER IN	6,711,957	6,365,900	0	0		6,365,900	0.0%
TOTAL REVENUE :	\$7,352,756	\$6,886,665	\$115,064	\$274,630		\$6,612,035	4.0%
OBJECT CLASSIFICATION	2010-2011 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURE	Y-T-D EXPENDITURE	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
3XXX TOTAL FRINGE BENEFITS	\$6,220,763	\$6,826,716	\$347,339	\$1,717,267	\$4,500	\$5,104,949	25.2%
4500 NON-INSTRUCTIONAL SUPPLIES	\$2,196	\$0	\$0	\$0	\$0	\$0	N/A
OTHER							
5100 CONTRACTED SERVICES	4,757	0	5,096	13,284	36,006	(49,290)	N/A
5800 OTHER SERVICES	0	0	0	0	0	0	N/A
TOTAL OTHER :	\$4,757	\$0	\$5,096	\$13,284	\$36,006	(\$49,290)	N/A
INTERFUND TRANSFER OUT							
7300 TRANSFER OUT	0	650,908	0	0	0	650,908	N/A
TOTAL EXPENSE :	\$6,227,716	\$7,477,624	\$352,435	\$1,730,551	\$40,506	\$5,055,659	23.7%
REVENUE OVER EXPENSE :	\$1,125,040	(\$590,959)	(\$237,371)	(\$1,455,921)	(\$40,506)	\$1,556,376	

*** BOARD REPORT ***

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

September 30, 2011

OBJECT CLASSIFICATION	2010-2011 ACTUAL	2011-12					
		REVISED BUDGET	CURRENT REVENUES	Y-T-D REVENUES		UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
REVENUES							
8600 STATE	-170	3,108,000	0	0		3,108,000	0.0%
8800 COUNTY / LOCAL	156,505	44,492	8	39,989		4,503	89.9%
8900 INTERFUND TRANSFER IN	84,705	63,908	0	51,205		12,703	80.1%
TOTAL REVENUE :	\$241,040	\$3,216,400	8	91,194		\$3,125,206	2.8%
OBJECT CLASSIFICATION	2010-2011 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURE	Y-T-D EXPENDITURE	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
SUPPLIES							
4300 INSTRUCTIONAL SUPPLIES	13,425	12,703	904	904	5,496	6,303	7.1%
4500 NON-INSTRUCTIONAL SUPPLIE	51,391	5,210	0	20,921	1,000	(16,711)	401.6%
TOTAL OTHER :	\$64,815	\$17,913	\$904	\$21,825	\$6,496	(\$10,408)	158.1%
OTHER							
5100 CONTRACTED SERVICES	4,140	63,803	0	600	0	63,203	0.9%
5400 INSURANCE	51,205	51,205	0	51,205	0	0	100.0%
5600 RENTS, LEASES, REPAIRS	24,507	11,200	5,633	6,807	8,943	(4,550)	60.8%
5700 LEGAL,ELECTION, AND AUDIT	0	6,327	0	0	0	6,327	0.0%
TOTAL OTHER :	\$79,852	\$132,535	\$5,633	\$58,612	\$8,943	\$64,980	51.0%
CAPITAL OUTLAY							
6100 SITES	0	57,691	0	0	0	57,691	0.0%
6200 BUILDING IMPROVEMENTS	0	3,108,000	0	0	0	3,108,000	0.0%
6400 EQUIPMENT	224,650	85,390	0	3,980	22,018	59,391	4.7%
TOTAL CAPITAL OUTLAY :	\$224,650	\$3,251,081	\$0	\$3,980	\$22,018	\$3,225,082	0.8%
INTERFUND TRANSFER OUT							
7300 TRANSFER OUT	50,000	513,323	0	0	0	513,323	N/A
TOTAL EXPENSE :	\$419,317	\$3,914,852	\$6,537	\$84,417	\$37,458	\$3,279,655	3.1%
REVENUE OVER EXPENSE :	\$178,277	\$698,452	(\$6,529)	\$6,777	\$37,458	\$3,370,848	

BUILDING

**Building Fund
Fund 48
Monterey Peninsula College**

September 30, 2011

BOND PROJECTS	REVISED PROJECT BUDGET	2011-12		
		PURCHASE ORDER OUTSTANDING	2011-2012 PAYMENTS	BUDGET BALANCE BUDGET-PO'S-PYMT
1. Furniture & Equipment	\$1,384,614	29,205	344,020	\$1,011,389
2. Humanities, Bus Hum - Student Services Buildi	\$2,569,000	4,531,248	207,752	-\$2,170,000
3. Infrastructure 3 / Miscellaneous	\$2,315,700	484,861	594,569	\$1,236,270
4. Life Science & Physical Science	\$7,040,730	8,279,795	55,362	-\$1,294,427
5. Marina Education Center	\$4,534,109	317,169	114,296	\$4,102,644
6. PE Phase II - Gym/Locker Room	\$2,415,410	65,368	0	\$2,350,042
7. Physcial Science Building	\$9,705,029	0	0	\$9,705,029
8. Pool/ Tennis Courts	\$381,100	0	0	\$381,100
9. Student Services Building	\$500,000	163,293	192,559	\$144,148
10. Swing Space	\$397,325	486,599	302,621	-\$391,895
11. Theater Building	\$8,128,485	470,510	80,348	\$7,577,627
12 General Institutional Bond Management	\$0	249,499	102	-\$249,601
Total Bond Projects:	\$39,371,502	\$15,077,547	\$1,891,629	\$22,402,326
Initial Bond Funds Received 6/30/03		\$40,000,000		
County office interest Received from inception		\$5,774,241		
LAIF interest from inception		\$1,514,006		
Bond Refinancing 05-06		\$4,240,051		
Bond Funds Received 1/24/08		\$104,999,300		
Lehman Brothers Investment loss		(\$1,878,835)		
Balance Used in 10-11		(\$16,422,183)		
Balance Used in 09-10		(\$13,542,031)		
Balance Used in 08-09		(\$16,415,556)		
Balance Used in 07-08		(\$19,317,846)		
Balance Used in 06-07		(\$20,713,267)		
Balance Used in 05-06		(\$7,641,016)		
Balance Used in 04-05		(\$2,815,134)		
Balance Used in 03-04		(\$2,626,246)		
Balance Used in 02-03		(\$625,834)		
FY 11-12 ytd expense		(\$1,891,629)		
Available Bond Funds		\$52,638,021		

*** BOARD REPORT ***

Other Debt Service Fund
Fund 29
Monterey Peninsula College

September 30, 2011

OBJECT CLASSIFICATION	2010-2011 ACTUAL	2011-12					
		REVISED BUDGET	CURRENT REVENUES	Y-T-D REVENUES		UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
<u>REVENUES</u>							
8600 STATE	0	0	0	0		0	N/A
8860 LOCAL/COUNTY	761	0	0	0		0	N/A
8900 INTERFUND TRANSFER IN	<u>239,783</u>	<u>275,324</u>	<u>0</u>	<u>275,324</u>		<u>0</u>	100.0%
TOTAL REVENUE :	<u>\$240,544</u>	<u>\$275,324</u>	<u>\$0</u>	<u>\$275,324</u>		<u>\$0</u>	100.0%
OBJECT CLASSIFICATION	2010-2011 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURE	Y-T-D EXPENDITURE	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
<u>Transfers</u>							
7200 LONG TERM DEBT	<u>239,783</u>	<u>275,324</u>	<u>68,831</u>	<u>137,662</u>	<u>137,662</u>	<u>0</u>	50.0%
TOTAL CAPITAL OUTLAY :	<u>\$239,783</u>	<u>\$275,324</u>	<u>\$68,831</u>	<u>\$137,662</u>	<u>\$137,662</u>	<u>\$0</u>	50.0%
TOTAL EXPENSE :	<u>\$239,783</u>	<u>\$275,324</u>	<u>\$68,831</u>	<u>\$137,662</u>	<u>\$137,662</u>	<u>\$0</u>	50.0%
REVENUE OVER EXPENSE :	<u>\$761</u>	<u>\$0</u>	<u>(\$68,831)</u>	<u>\$137,662</u>	<u>(\$137,662)</u>	<u>\$0</u>	

*** BOARD REPORT ***

College Revenue Bond Interest & Redemption

Fund 46

Monterey Peninsula College

September 30, 2011

OBJECT CLASSIFICATION	2010-2011 ACTUAL	2011-12					
		REVISED BUDGET	CURRENT REVENUES	Y-T-D REVENUES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
REVENUES							
8800 LOCAL	19,425	18,975	0	0		18,975	0.0%
8860 INTEREST	68	0	0	0		0	N/A
TOTAL REVENUE :	<u>\$19,493</u>	<u>\$18,975</u>	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>	0.0%
DEBT RETIREMENT							
7100 DEBT RETIREMENT	19,425	18,975	17,100	17,100	1,875	0	90.1%
TOTAL DEBT RETIREMENT :	<u>\$19,425</u>	<u>\$18,975</u>	<u>\$17,100</u>	<u>\$17,100</u>	<u>\$1,875</u>	<u>\$0</u>	90.1%
TOTAL EXPENSE :	<u>\$19,425</u>	<u>\$18,975</u>	<u>\$17,100</u>	<u>\$17,100</u>	<u>\$1,875</u>	<u>\$0</u>	100.0%
REVENUE OVER EXPENSE :	<u>\$68</u>	<u>\$0</u>	(\$17,100)	(\$17,100)	(\$1,875)	<u>\$0</u>	

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

Associated Student Fund

Monterey Peninsula College

September 30, 2011

		2010-11				2011-12			
OBJECT		PRIOR YEAR	FORECAST	REVISED	CURRENT MTH	Y-T-D		BALANCE	
CLASSIFICATION		ACTUAL	BUDGET	BUDGET	REVENUE	REVENUE		DUE	PERCENT
REVENUES									
8000	BEGINNING BALANCE	0	12,000	12,000	0	0		12,000	0.0%
8001	ASMP C CARD SALES	70,492	63,920	63,920	4,695	16,686		47,234	26.1%
8005	CAFETERIA/D & L VENDING	6,061	5,000	5,000	0	0		5,000	0.0%
8006	INTEREST	187	180	180	14	42		138	23.1%
8010	MISCELLANEOUS	0	0	0	0	0		0	0.0%
8011	STUDENT REPRESENTATIVE FEES	13,939	13,000	13,000	-625	1,335		11,665	0.0%
8013	BOOKSTORE CONTRACT	5,000	5,000	5,000	5,000	5,000		0	100.0%
8014	PRIOR YEAR ADJUSTMENT	0	0	0	0	0		0	0.0%
8015	BUS PASS	22,900	22,900	22,900	2,240	2,240		20,660	0.0%
4999	OTHER INCOME	0	0	0	0	0		0	0.0%
	TOTAL REVENUE:	\$118,579	\$122,000	\$122,000	11,324	25,303		\$96,697	20.7%
OBJECT		PRIOR YEAR	FORECAST	REVISED	CURRENT MTH	Y-T-D	ENCUMBERED	UNENCUMBERED	
CLASSIFICATION		ACTUAL	BUDGET	BUDGET	EXPENDITURES	EXPENDITURES	BALANCE	BALANCE	PERCENT
EXPENSES									
#4000 ASMP C COUNCIL									
	***ASMP C COMMITTEES FUND	700	1,000	1,000	0	0		1,000	0.0%
	ASMP C COMMUNITY OUTREACH FUND	3,900	2,500	2,500	0	0		2,500.00	0.0%
	ASMP C CONFERENCE AND TRAVEL FUND	13,554	10,000	10,000	0	0		10,000	0.0%
	ASMP C GENERAL FUND	45,239	6,400	6,400	0	180		6,220	2.8%
	ASMP C OFFICE SUPPLIES FUND	735	2,000	2,000	1,351	3,516		-1,516	0.0%
	ASMP C PROMOTIONS FUND	1,639	1,400	1,400	0	0		1,400	0.0%
	ASMP C RESERVE FUND	0	4,800	4,800	0	0		4,800	0.0%
	ASMP C STIPEND FUND	13,850	15,700	15,700	0	0		15,700	0.0%
	ASMP C STUDENT ASSIST FUND.	304	2,000	2,000	0	0		2,000	0.0%
	ASMP C STUDENT BENEFITS FUND	8,262	3,000	3,000	6,523	6,523		-3,523	217.4%
#4007 STUDENT REP. COUNCIL									
	***SRC GENERAL FUND	300	4,405	4,405	0	0			
	SRC OFFICE SUPPLIES FUND	0	800	800	0	0		800	0.0%
	SRC PROMOTIONAL ITEM FUND	0	975	975	0	0		975	0.0%
	SRC RESERVE FUND	0	1,220	1,220	-65	-65		1,285	-5.3%
	SRC STIPEND FUND	3,880	4,000	4,000	0	0		4,000	0.0%
	SRC STUDENT ASSISTANT FUND	0	800	800	0	0		800	0.0%
#4104 INTER CLUB COUNCIL-ICC									
	***ICC CLUB ACTIVITY FUND	9,266	0	0	-21	21			
	ICC COMMUNITTEE ACTIVITY FUND	6,585	0	0	1,405	1,405		-1,405	0.0%
	ICC EQUIPMENT FUND	1,151	0	0	0	0		0	0.0%
	ICC CLUB EQUIPMENT FUND	2,333	0	0	0	1		-1	0.0%
	ICC GENERAL FUND	259	30,610	30,610	0	0		30,610	0.0%
	ICC INDEPENDENT CONTRACTOR FUND	0	0	0	0	0		0	0.0%
	ICC PROMOTINAL ITEM FUND	0	730	730	0	0		730	0.0%
	ICC RESERVE FUND	0	3,660	3,660	0	0		3,660	0.0%
	ICC SEED MONEY	6,030	0	0	0	0		0	0.0%
	ICC START UP FUNDS (\$200.00)	3,000	0	0	50	50		0	0.0%
	ICC STIPENDS FUND	800	800	800	-200	-200		800	0.0%
	ICC STUDENT ASSISTANT FUND	3,575	800	800	0	0		800	0.0%
#4010 ACTIVITIES COUNCIL									
	***AC ACTIVITIES FUND	18,850	14,785	14,785	452	452			
	AC GENERAL FUND	1,768	3,000	3,000	-722	-812		3,812	-27.1%
	AC PROMOTIONAL ITEM FUND	696	975	975	0	0		975	0.0%
	AC RESERVE FUND	0	2,440	2,440	0	0		2,440	0.0%
	AC STIPENDS	1,720	2,400	2,400	0	0		2,400	0.0%
	AC STUDENT ASSISTANT FUND	0	800	800	0	0		800	0.0%
6560 BANK SERVICES									
	BANK CHARGES	102							
	TOTAL EXPENSES:	\$148,498	\$122,000	\$122,000	8,772	11,069		\$92,064	9.1%
	REVENUE OVER EXPENSE:	\$29,920	\$0	\$0	\$2,552	\$14,234		\$4,634	
			BEGINNING BALANCE WITH Y-T-D REVENUE					16,122	
			INCOME TO DATE					25,303	
			EXPENSE TO DATE					(11,069)	
			EST. ENDING BALANCE					30,356	

Monterey Peninsula Community College District

Governing Board Agenda

October 25, 2011

New Business Agenda Item No. B

Fiscal Services

College Area

Proposal:

That the Governing Board authorize the Vice President for Administrative Services to enter into an agreement with the Chancellor's Office of the California Community Colleges, State of California, to participate in the Chancellor's Office Tax Offset Program (COTOP).

Background:

AB 2347 (Chapter 937, Statutes of 1982) authorizes the Chancellor's Office to act on behalf of local community college districts for the purpose of collecting outstanding student financial aid obligations through participation in the Franchise Tax Board's Interagency Tax Offset Program. Enhanced in 1991 through AB 3929, the offset of specific non-financial aid obligations is permitted.

By participating in the Tax Offset Program, the District can recover outstanding student obligations such as student loans, financial aid overpayments, student fees, library fines and personal checks written with non-sufficient funds and other approved debts.


The Chancellor's Office Tax Offset Program (COTOP) requests the Franchise Tax Board to offset (deduct) the amount owed to a district from the student/debtor personal state income tax, lottery winnings, or other state refund. The Franchise Tax Board remits any amounts recovered to the Chancellor's Office, which authorizes the State Controller to disburse the offset amount, minus 25% administrative fee, to the participating local districts.

Budgetary Implications:

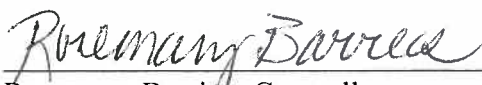
None.

☒ **RESOLUTION: BE IT RESOLVED**, that the Governing Board authorize the Vice President for Administrative Services to enter into an agreement with the Chancellor's Office of the California Community Colleges, State of California, to participate in the Chancellor's Office Tax Offset Program (COTOP).

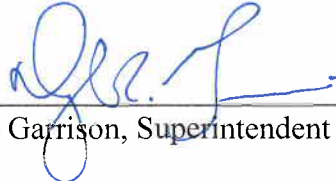
Recommended By: _____


Stephen Ma, Vice President for Administrative Services

Prepared By: _____


Rosemary Barrios, Controller

Agenda Approval: _____


Dr. Douglas Garrison, Superintendent / President

THIS CONTRACT, made and entered into this first day of October, 2011, in the State of California, by and between the

Monterey Peninsula COMMUNITY COLLEGE DISTRICT
and the
CHANCELLOR OF THE CALIFORNIA COMMUNITY COLLEGES

The CHANCELLOR of the CALIFORNIA COMMUNITY COLLEGES
(hereinafter Chancellor) and the

Monterey Peninsula COMMUNITY COLLEGE DISTRICT
(hereinafter District) do agree that:

I.

Performance of this contract shall be pursuant to Government Code Sections 12419.2, 12419.5, 12419.7, 12419.9, 12419.10. Both parties' performance of this contract shall conform to the requirements of those statutes.

The Chancellor agrees to act on behalf of the District for the purpose of collecting through the State Franchise Tax Board's Interagency Offset Program, outstanding student financial aid and proper non-financial aid obligations owed to the District.

II.

The Chancellor's Office Tax Offset Program (hereafter known as COTOP) will be a (self-supporting) program with collection fees charged to the participating districts for the administrative costs incurred by the Chancellor in operating the program.

The Chancellor will, if a debtor owes an obligation to more than one college or district, eliminate the name of that debtor from the college or agency to which the debtor owes the smaller obligation.

The District will pay to the Chancellor an amount equal to but not greater than 25 percent (25%) of the amount which the Chancellor collects on behalf of the district from the Franchise Tax Board.

III.

The Chancellor will perform only those administrative services necessary to implement the legislation and related functions concerning the repayment of student financial aid and proper non-financial aid obligations through the COTOP program. Names and amounts submitted in error by the district will be treated as all other names and amounts and may be offset by the Franchise Tax Board.

The district may submit requests for deletions or revisions to the unpaid account balance to the Chancellor at any time and as often as needed.

Districts must enter their initial COTOP debtor data to the Chancellor's Office Tax Offset Program web-based system no later than November 25, 2011. Districts may make modifications to accounts (adds/changes/deletes) until November 30, 2011. If an offset occurs prior to the implementation of the deletion or modification by the Franchise Tax Board, it will be the responsibility of the District to make restitution directly to the debtor as required by Section IV.6 below.

The Chancellor or Franchise Tax Board will delete all names which cannot be processed by the Chancellor's Office or the Franchise Tax Board.

IV.

The District will:

1. Submit a single record for each affected individual as specified in #3 below according to the format and specifications in Appendices A and B which are incorporated into and made a part of this contract.
2. Notify those debtors whose names are submitted for collection of the pending action no later than submitting those names to the Chancellor's Office and review any objections received from those debtors. This notification should inform the debtor that the individual is entitled to request a review of the decision to collect the debt by the offset procedure. Immediately submit to the Chancellor's Office any modifications of the amount or deletions of any record found to be submitted in error, as necessary, as a result of the review as required by Appendix C, which is incorporated into and made a part of this contract.
3. Submit for collection through the COTOP program only the following types of debtor obligations:
 - A. defaulted Perkins, Nursing, Emergency and Extended Opportunity Programs and Services (EOPS) loans;
 - B. campus financial aid funds; EOPS Grants and Board of Governors Enrollment Fee Waivers for which the student was ineligible;
 - C. other financial aid obligations.
 - D. Proper student non-financial aid obligations limited to: non-resident tuition; enrollment fees; library fines; library replacement material charges; parking fees; parking fines (incurred within 3 years of date submitted for collection only); residence hall rent contracts; cafeteria meal contracts; telephone bills; drop fees (incurred prior to January 1992); personal checks returned for non-sufficient funds (limited to bookstore and other charges listed in this section only); returned check service charges; child care charges; instructional equipment breakage/replacement charges; health fees; transcript fees; foreign student insurance charges; dental health center charges; community services fees; lost key charges; transportation charges/fees; audit fees; contract class charges; instructional material fees; damage to campus facilities/equipment charges; personal checks written to "Cash" returned for non-sufficient funds (including returned check service fee); auto repair costs (including parts, lab fee, sales tax on parts); student representation fee; student center fee.

4. For those student financial aid and non-financial aid obligations in default, send at least one written notice to the last known address of the debtor requesting that the debtor either pay the amount owed or contact the participating district regarding the debt. The written notice must be sent at least 30 days prior to Franchise Tax Board receiving the offset request. The district must retain copies of the notifications in the district/college file.
5. Do not submit names of any debtors who are:
 - A. not in default;
 - B. in litigation/bankruptcy.
6. Refund to debtor any overpayments or amounts collected in error resulting from collection through COTOP within 30 days from notification of offset by the Chancellor.

V.

The District agrees that the Chancellor is acting in reliance on the accuracy of information supplied by the District as to the names of debtors, identification of debtors, and amounts owed by debtors, and that the Chancellor shall not be liable for any damages arising from inaccuracies in information supplied by the District.

The District agrees that it will submit for collection only amounts which it is legally entitled to collect through this program.

The District agrees that it will respond to all debtor complaints received by the Chancellor regarding this program.

VI.

Each party agrees to indemnify, defend and save harmless the other, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, materialmen, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by either party in the performance of this contract.

VII.

The District and the agents and employees of the District, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California.

VIII.

Time is of the essence of this agreement.

IX.

No alteration or variation of the terms of this contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.

X.

The term of this contract shall be from October 1, 2011 through December 20, 2012, which as defined by the Franchise Tax Board, is the end of the 2012 interagency program processing year.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

CALIFORNIA COMMUNITY COLLEGES

By _____
Steve Bruckman _____ Date
Executive Vice Chancellor

Monterey Peninsula _____ DISTRICT
(Name of District)

By _____
(Authorized Signature) _____ Date

(Printed Name of Signature)

(Title)

(Address)

Monterey Peninsula Community College District

Governing Board Agenda

October 25, 2011

New Business Agenda Item No. C

Fiscal Services
College Area

Proposal:

Approve budget reduction in ASMPCC 2011-2012 budget.

Background:

Board Policy 2120 requires Board approval of any decrease to the fiscal year budget. This action is to adjust the Associated Students' (ASMPCC) Trust Fund Revenue and Expense budgets. At the time the District Final Budget was adopted, ASMPCC Final Budget was not completed.

Budgetary Implications:


- ASMPCC Trust Fund Revenue decrease of \$12,000.
- ASMPCC Trust Fund Expense decrease of \$12,000.



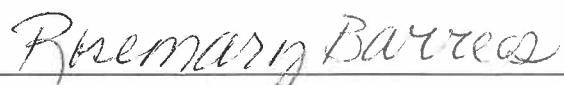
RESOLUTION: BE IT RESOLVED, that the Governing Board approve the following budget decreases in the Associated Students' Trust Fund:

- Revenue Decrease of \$12,000
- Expense Decrease of \$12,000

Recommended By: _____


Stephen Ma, Vice President for Administrative Services

Prepared By: _____


Rosemary Barrios, Controller

Agenda Approval: _____


Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

October 25, 2011

New Business Agenda Item No. D

MPC Foundation
College Area

Proposal:

That the Governing Board receive a report explaining the Monterey Peninsula College Foundation Endowment Expenditure Policy.

Background:

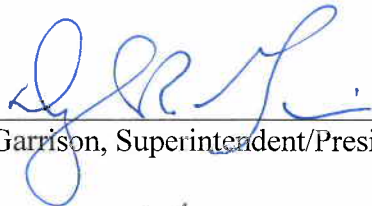
The Monterey Peninsula College Foundation Investment Committee recently completed an examination of the Endowment Expenditure Policy resulting in revisions approved by the MPC Foundation Board of Directors in September 2011. The General Fiscal Agent Agreement between Monterey Peninsula College and the MPC Foundation is based, in part, on the Endowment Expenditure Policy. Since the General Fiscal Agent Agreement requires Governing Board approval, it is important that Board members understand the Endowment Expenditure Policy. Dr. Gary Taylor of the MPC Foundation Investment Committee will provide an explanation of the policy.

Budgetary Implications:

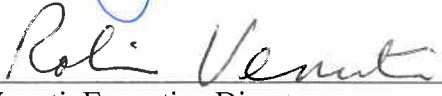
None.

☒ **INFORMATION:** Monterey Peninsula College Foundation Endowment Expenditure Policy.


Recommended By:


Dr. Douglas Garrison, Superintendent/President

Prepared By:


Robin Venuti, Executive Director

Agenda Approval:


Dr. Douglas Garrison, Superintendent/President

ENDOWMENT EXPENDITURE POLICY

Guidance under the Uniform Prudent Management of Institutional Funds Act (UPMIFA).

Subject to donor intent expressed in a gift instrument, UPMIFA permits an institution to appropriate for expenditure or accumulate as much of an endowed fund as the board deems prudent. Factors that the board must consider in making a decision to spend or to accumulate include:

- The duration and preservation of the endowment fund.
- The purposes of the institution and the endowment fund.
- General economic conditions.
- The possible effect of inflation or deflation.
- The expected total return from income and capital appreciation.
- Other resources of the institution.
- The investment policy of the institution.

The strong implication of UPMIFA is that spending should be moderated during times of rising markets in order to preserve the ability to sustain mission support during times when markets are falling, thus limiting budget volatility and increasing the likelihood of achieving intergenerational equity. Consistent with UPMIFA, the **Monterey Peninsula College Foundation** (MPCF) has structured our Endowment Expenditure Policy to respect our donor's intent as specified in the letter of gift, contemplate that the endowed funds are of permanent duration, and provide for intergenerational equity.

Endowment Spending Policy. Based on recommendation from the Investment Committee, the MPCF Board has adopted the spending policy known as Banded Inflation. This spending policy has the advantage of protecting long-term asset value while allowing for more consistent annual distributions.

The first calendar year spending under this policy will be 4% of the endowment value on September 30, 2011. Thereafter, spending for each calendar year will be the prior year's spending (dollar amount for each endowment) increased by the CPI, as indicated by the All Urban Consumers Consumer Price Index. Notwithstanding this, a maximum or minimum band may adjust the spending policy for any given year as follows:

- A maximum of 6% of the endowment value (6% band) as of September 30 of each year.
- A minimum of 4% of the endowment value (4% band) as of September 30 of each year.

In most years, spending will increase simply by the change in inflation, as measured by the CPI. Only in sharply rising or falling markets will the minimum or maximum band come into play. Specifically, if markets increase dramatically, it is possible that spending increased by inflation only will result in less than 4% of the endowment being spent. In such a case, spending would be increased to the minimum 4% band. If markets decrease dramatically, it is possible that spending increased by inflation would result in spending more than 6% of the value of the endowment. In such a case, the spending would be decreased to the maximum 6% band. This two-step process is illustrated by the following three scenarios.

Scenario 1 - Inflation adjusted spending falls between 4% and 6% of endowment value – no bands applied:

- The September 30 endowment value is \$1,000,000.
- Prior year's spending was \$50,000.
- CPI was 3%.
- Inflation adjusted spending for this year is \$51,500 ($\$50,000 \times 1.03\%$).
- $\$51,500$ divided by $\$1,000,000 = 5.15\%$.
- Since 5.15% is less than 6% and greater than 4%, no adjustment is necessary.

Scenario 2 - maximum 6% band applied:

- The September 30 endowment value went down 20% to \$800,000.
- Prior year's spending was \$51,500.
- CPI was 3%.
- Inflation adjusted spending for this year would be \$53,045 ($\$51,500 \times 1.03\%$).
- $\$53,045$ divided by $\$800,000 = 6.38\%$.
- Therefore spending for the current year is reduced to \$48,000 (6% of \$800,000).

Scenario 3 - minimum 4% band applied:

- The September 30 endowment value went up 40% to \$1,400,000.
- Prior year's spending was \$51,500.
- CPI was 3%.
- Inflation adjusted spending for this year is \$53,045 ($\$51,500 \times 1.03\%$).
- $\$53,045$ divided by $\$1,400,000 = 3.79\%$.
- Therefore spending for the current year is increased to \$56,000 (4% of \$1,400,000).

New endowments will follow the same guidelines as above. First year spending will be 4% of the original gift, subject to the 4% and 6% bands.

The annual spending will always include an administrative fee of 1% of assets on September 30th of each year.

To summarize the advantages of a banded inflation spending policy:

- Spending changes are primarily a function of inflation, not asset value, which is far more stable than spending based upon market valuations.
- Fair intergenerational equity – current and future beneficiaries are treated similarly.
- Stable spending which allows for consistent budgeting.
- Spending over time will tend to move to the minimum band, ensuring the endowment's perpetuity.

Approved by MPCF Board of Directors

Pam Lehman

MPC Foundation President

September 7, 2011

Monterey Peninsula Community College District

Governing Board Agenda

October 25, 2011

New Business Agenda Item No. E

MPC Foundation
College Area

Proposal:

That the Governing Board ratify the General Fiscal Agent Agreement between Monterey Peninsula College (hereinafter "MPC") and the Monterey Peninsula College Foundation (hereinafter "Foundation") for the period January 1, 2011 through June 30, 2014. The updated Agreement increases the management fee from .3% to 1% as it relates to the management of the Orr Scholarship Trust and the Wilder Nursing Trust, and decreases the management fee from 1.5% to 1% for the MPC Scholarship Fund.

Background:

The Foundation has been managing three agency funds of the College: the MPC Scholarship Fund since 2007; the Orr Scholarship Trust since 1999; and the Wilder Nursing Trust since 1999. The General Fiscal Agent Agreement between the Foundation and MPC was first negotiated in 2000 by Dr. Kirk Avery, MPC Superintendent/President, and David Lewis, MPC Foundation President, and was revised in 2002 by Dr. Avery and Fran Gaver, MPC Foundation President. The 2002 Agreement is noted in the MPC Foundation minutes but was not acted upon by the MPC Governing Board.

The Agreement needs to be formally revised to increase the management fee to 1% so that it is in keeping with all other funds managed by the Foundation. The Foundation believed the Orr and Wilder Trust Funds were working under the terms of the 2002 General Fiscal Agent Agreement and so had been charging MPC 1% accordingly. However, in early 2011 we learned that neither the Foundation nor MPC has a signed copy of the 2002 General Fiscal Agent Agreement. In the absence of a signed 2002 Fiscal Agent Agreement, the Foundation has charged only .3% from the Orr Scholarship Trust and the Wilder Nursing Trust subsequent to this discovery. This action will authorize a retroactive assessment to January 1, 2011 for the additional .7% to achieve the 1% management fee.

Budgetary Implications:

Budget implications will be limited to the agency funds and will depend on the value of each fund at the end of each calendar year. There is no budget impact on MPC's General Fund.

☒ **RESOLUTION: BE IT RESOLVED**, that the Governing Board ratify the General Fiscal Agent Agreement between Monterey Peninsula College and the MPC Foundation, including the Exhibit known as the Wilder Nursing Trust Fiscal Agent Agreement, for the period January 1, 2011 through June 30, 2014.

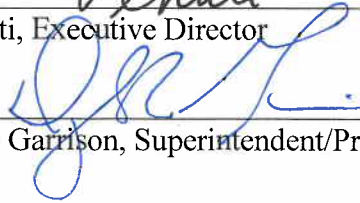
Recommended By:


Dr. Douglas Garrison, Superintendent/President

Prepared By:


Robin Venuti, Executive Director

Agenda Approval:


Dr. Douglas Garrison, Superintendent/President



GENERAL FISCAL AGENT AGREEMENT

OFFICERS

DAVID LEWIS
PRESIDENT

BOB MASSARO
VICE PRESIDENT
RESOURCE DEVELOPMENT

ARI YOUNG
VICE PRESIDENT
COMMUNITY RELATIONS

MARY LOU STUTZMAN
SECRETARY

MYRON MCPARLAND
TREASURER

DIRECTORS

DR. KIRK AVERY
EX OFFICIO

DR. PEGGY DOWNES BASKIN

PEGGY BATES

MARY BRANSON

MORLEY BROWN

R. LYNN DAVIS

LIBBY DOWNEY

IRAN GAVER

DR. ROLF JOHNSEN

EDIE KARAS

CAROLINE PAGE

DR. FRED PINKHAM

ILENE TUTTLE

STUART WALZER

ADVISORY COUNCIL

HON. NAT. AGLIANO

HON. DAN ALBERT

DAVID ARDIANASCO

DR. ARTHUR BENOIT

ROBERTA BIALEN

PETER CONIGLIO

LILYAN ELDRED

DR. GEORGE FAUL

LEWIS FENTON

JUDY HIGGERS

DR. DAVID HOPKINS

DR. BETTYE LUSK

JERREY MURKS

SYLVIA PANEITA

HON. HARKJOON PARK

MARY ANNE TEEB

DR. GEORGE THORNGATE, IV

TOM TONKIN

EXECUTIVE DIRECTOR

NANCY GIULIOTTI

ADMINISTRATIVE SUPPORT

VICKI RHEA

KIMBERLY BATES

This Agreement is entered into by and between Monterey Peninsula College Foundation (hereinafter "Foundation") and Monterey Peninsula Community College District (hereinafter "MPC").

RECITALS:

1. MPC is the beneficiary of bequests and other contributions that have been established for specific purposes. It is anticipated that additional similar contributions will be established in the future. All of these gifts may be referred to collectively as the "Endowment."
2. MPC wishes the Foundation to serve as fiscal agent in the management of the Endowment and the Foundation is willing to serve as fiscal agent under the terms and conditions described herein.

WHEREFORE, IT IS AGREED THAT:

1. The special funds in the Endowment may be commingled for investment purposes, but will be accounted for separately in order that the administration of the funds may follow directions, if any, specified by the donors. Principals and income of each fund will be separately identified if required by the direction of the donors.
2. The terms governing the administration and distribution of each Fund for which special provisions have been made will be specified in Exhibits to this general Fiscal Agent Agreement. For example, the terms for the administration of the Wilder Fund have been established by agreement between MPC and the Foundation and that agreement is attached hereto as Exhibit A.
3. Funds not covered by attached Exhibits, those for which administrative and distribution terms have not been specified by the donor, and aspects governing funds listed in Exhibits to this Agreement not covered by those exhibits will be subject to the terms of this general Fiscal Agent Agreement.
4. The annual fee charged by the Foundation for administering the Endowment shall be $3/10^{th}$ of one percent (.03%) of the year-end value of the Endowment. The fiscal year for the Endowment shall be the calendar year. The net value of the Endowment and the

Foundation fee shall be calculated at the end of each calendar year and both the fee to the Foundation and the distribution to MPC shall be payable by March 1 of each year.

5. Annual withdrawals from the Endowment shall be made for the purpose(s) specified by the donor, if any, and if there are none, for any purpose agreed to by the President of the College and its governing board. The annual withdrawal for the portion of the Endowment not governed by specific direction from donors shall be 5 1/2% of the average value of that portion of the Endowment for the prior three years, less the costs associated with the Fund, including without limitation investment advisor fees, and the fee payable to the Foundation for its services.
6. A Committee consisting of the President of MPC and the Vice-President of Administrative Services shall determine the purpose for which distributions from the Fund are used. The Foundation will not be responsible for determining how Fund distributions are to be spent, but a Foundation Board member may sit on the Committee at the request of the MPC President.
7. Decisions as to asset allocation of Fund investments shall be by a consensus of the Committee named in paragraph 6, the Executive Committee of the Foundation, and the professional investment advisor.
8. If the Foundation should cease to exist, the Fund will be transferred to MPC to remain as an Endowment Fund under the terms herein.

Executed this 23 day of June, 2000 at Monterey, California.

Monterey Peninsula Community
College District

By: Kirk Avery
Dr. Kirk Avery
President/Superintendent
Monterey Peninsula College

The Monterey Peninsula College
Foundation

By: David S. Lewis
David S. Lewis, President
Monterey Peninsula College
Foundation

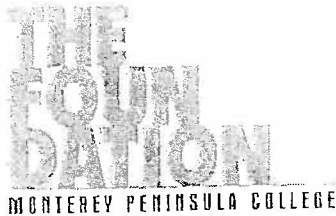


EXHIBIT A

WILDER FISCAL AGENT AGREEMENT

OFFICERS

DAVID LEWIS
PRESIDENT

BOB MASSARO
VICE PRESIDENT
RESOURCE DEVELOPMENT

ART YOUNG
VICE PRESIDENT
COMMUNITY RELATIONS

MARY LOU STUTZMAN
SECRETARY

MYRON MCFARLAND
TREASURER

DIRECTORS

DR. KIRK AVERY
EX OFFICIO

DR. PEGGY DOWNES BASKIN
PEGGY BATES

MARY BRANSON
MORLEY BROWN

R. LYNN DAVIS
LIBBY DOWNEY

FRAN GAVER
DR. ROLF JOHNSEN

EDIE KARAS
CAROLINE PAGE

DR. FRED PINKHAM
ILENE TUTTLE

STUART WALZER

ADVISORY COUNCIL

HON. NAT. AGLIANO
HON. DAN ALBERT
DAVID ARMANASCO
DR. ARTHUR BENOIT

ROBERTA BIALEK
PETER CONIGLIO
LILYAN ELDRED

DR. GEORGE FAUL
LEWIS FENTON

JUDY HIGGERS
DR. DAVID HOPKINS
DR. BETTYE LUSK

JEFFREY MUNKS
SYLVIA PANETTA
HON. HARKJOON PAIK

MARY ANNE TEED
DR. GEORGE THORNGATE, IV
TOM TONKIN

EXECUTIVE DIRECTOR

NANCY GIULIOTTI

ADMINISTRATIVE SUPPORT

VICKI RHEA
KIMBERLY BATES

PHONE: 831-655-5507
FAX: 831-655-2627

This Agreement is entered into by and between Monterey Peninsula College Foundation (hereinafter "Foundation") and Monterey Peninsula Community College District (hereinafter "MPC").

RECITALS:

1. Jean Wilder, deceased, provided in the Eighth Amendment to the Jean Wilder 1983 Trust, that ten percent (10%) of the residue of the trust estate is to be distributed to the "Maurine Church Coburn School of Nursing, Monterey Peninsula College, in memory of Agnes Patten Parma."
2. MPC wishes the Foundation to serve as fiscal agent in the management of the Wilder bequest and the Foundation is willing to serve as fiscal agent under the terms and conditions described herein.

WHEREFORE, IT IS AGREED THAT:

1. A fund known as the Wilder Endowment, in memory of Agnes Patten Parma (hereinafter the "Fund"), will be established for the purpose of supporting the Marine Church Coburn School of Nursing.
2. The Fund may be co-mingled with other funds for investment purposes but the Fund will be accounted for separately with the principal and income of the Fund separately identified.
3. Withdrawals from the Fund:

A. Annual withdrawals from the Fund shall be made for the purpose of supporting the Maurine Church Coburn School of Nursing. The annual withdrawal will be the greater of \$24,200 or 5 1/2 % of the year end corpus value of the Fund, less the costs associated with the Fund, including without limitation investment advisor fees, and the fee payable to the Foundation for its services. The committee named in paragraph 4 may decide at some future date to make the withdrawals at 5 1/2% of a rolling 2 or 3 year average of the year end corpus value.

B. The fee charged by the Foundation shall be 3/10ths of 1 percent (.03%) of the year end corpus value.

C. The fiscal year for the Fund shall be the calendar year. The net value of the Fund and the Foundation fee shall be calculated at the end of each calendar year and shall be payable by March 1 of each year.

4. A Committee consisting of the President of MPC, the Vice-President of Administrative Services, and the Director of Nursing (currently Debra Schulte) shall determine the purposes for which the distributions from the Fund are used. The Foundation will not be responsible for determining how Fund distributions are to be spent, but a Foundation Board member may sit on the Committee at the request of the MPC President or the Director Nursing.

5. Decisions as to the asset allocation of Fund investments shall be by a consensus of the Committee named in paragraph 4, the Foundation, and the professional investment advisor.

6. If the Foundation shall be ceased to exist, the Fund will be transferred to MPC in remain as an Endowment Fund under the terms herein.

7. Should the Maurine Church Coburn School of Nursing cease to exist, the Board of Trustees of the Monterey Peninsula Community College District shall determine a new purpose or purposes for the Fund most consistent with the original intent of Jean Wilder.

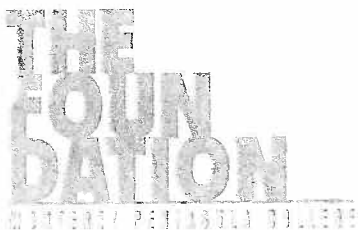
Executed this 11 day of Oct., 1999 at Monterey, California.

Monterey Peninsula Community
District

By: Kirk Avery
Dr. Kirk Avery
President/Superintendent
Monterey Peninsula College

Monterey Peninsula College
Foundation

By: David S. Lewis
David S. Lewis, President
Monterey Peninsula College
Foundation



NELLIE IRONS ORR ENDOWMENT
(also known as MPC SCHOLARSHIP TRUST)
EXHIBIT B

OFFICERS

DAVID LEVY
PRESIDENT

BOB WASSER
VICE PRESIDENT
FEDERAL RELATIONS

JOE HOLLAND
VICE PRESIDENT
STUDENT RELATIONS

MARY JOE STEPHAN
SECRETARY

VIRGIN MCKAYLAND
TREASURER

DIRECTORS

DR. KIRK AVERY
CHAIRMAN

DR. PEGGY DOWNES BASHIN
PEGGY BATES

MARY BRANSON

MORLEY BROWN

R. LYNN DAVIS

BOB DOWNES

FRANK GAYER

DR. BOB JOHNSON

BOB KAPAS

CAROLINE PAGE

DR. FRED PINKHAM

WENDY TUTTLE

STUART WALDER

ADVISORY COUNCIL

RON HATHAWAY

RON DAVENPORT

DR. JOE ARNOLD

DR. ARTHUR BERNARD

ROBERT B. ALAN

PETER CARLSON

WILL ELLIOTT

DR. GEORGE FAUL

WEN B. FENTON

WILL HUGHES

DR. DALE HORN

DR. BETTIE LISK

JEFFREY MURPHY

SYLVIA PARENT

HUGHES KIDNEY PARK

MARYANNE REED

DR. GEORGE THORNTON IV

TOM TUCKER

EXECUTIVE DIRECTOR

DAVID LEVY

ADMINISTRATIVE SUPPORT

JOAN REED

KIMBERLY BATES

This scholarship fund was established by the Will of Nellie Irons Orr dated September 22, 1965. The pertinent terms of her Will are as follows:

In the event [my husband] does not survive me, I give, devise and bequeath all of my Estate to MONTEREY PENINSULA COLLEGE. I request that it be used for boys who are good students and possess the potential for fine citizens and who are compelled to make the sacrifice of time and health in order to earn money necessary to complete their education, and in order to lessen that burden and perhaps contribute some happy leisure to their college life.

Pursuant to the Fiscal Agent Agreement entered into by Monterey Peninsula College ("MPC") and the Monterey Peninsula College Foundation ("Foundation"), this scholarship fund is hereby transferred to the Foundation for its management. The Nellie Irons Orr Fund will be governed by the general terms of the Fiscal Agent Agreement with the following exception:

1. Each year the funds allocated from the Nellie Irons Orr Fund will be paid to MPC Fiscal Services to be made available for the MPC General Scholarship Fund to be distributed in accordance with the wishes of Mrs. Orr.

Monterey Peninsula Community
College District

By: Kirk Avery
Dr. Kirk Avery
President/Superintendent
Monterey Peninsula College

Date: 6-23-00

The Monterey Peninsula
College Foundation

By: David S. Lewis
David S. Lewis, President
Monterey Peninsula College
Foundation

Date: June 21, 2000

GENERAL FISCAL AGENT AGREEMENT

This Agreement is entered into by and between Monterey Peninsula College Foundation (hereinafter "Foundation") and Monterey Peninsula Community College District (hereinafter "MPC").

RECITALS:

1. MPC is the beneficiary of bequests and other contributions that have been established for specific purposes. It is anticipated that additional similar contributions will be established in the future. All of these gifts may be referred to collectively as the "Endowment."
2. MPC wishes the Foundation to serve as fiscal agent in the management of the Endowment and the Foundation is willing to serve as fiscal agent under the terms and conditions described herein.

WHEREFORE, IT IS AGREED THAT:

1. The special funds in the Endowment may be commingled for investment purposes, but will be accounted for separately in order that the administration of the funds may follow directions, if any, specified by the donors. Principals and income of each fund will be separately identified if required by the direction of the donors.
2. The terms governing the administration and distribution of each Fund for which special provisions have been made will be specified in Exhibits to this general Fiscal Agent Agreement. For example, the terms for the administration of the Wilder Fund have been established by agreement between MPC and the Foundation and that agreement is attached hereto as Exhibit A.
3. Funds not covered by attached Exhibits, those for which administrative and distribution terms have not been specified by the donor, and aspects governing funds listed in Exhibits to this Agreement not covered by those exhibits will be subject to the terms of this general Fiscal Agent Agreement.
4. The annual fee charged by the Foundation for administering the Endowment shall be 1 ½ % of the year-end value of the Endowment. The fiscal year for the Endowment shall be the calendar year. The net value of the Endowment and the

Foundation fee shall be calculated at the end of each calendar year and both the fee to the Foundation and the distribution to MPC shall be payable by March 1 of each year.

5. Annual withdrawals from the Endowment shall be made for the purpose(s) specified by the donor, if any, and if there are none, for any purpose agreed to by the President of the College and its governing board. The annual withdrawal for the portion of the Endowment not governed by specific direction from donors shall be 5 1/2% of the average value of that portion of the Endowment for the prior three years, less the costs associated with the Fund, including without limitation investment advisor fees, and the fee payable to the Foundation for its services.
6. A Committee consisting of the President of MPC and the Vice-President of Administrative Services shall determine the purpose for which distributions from the Fund are used. The Foundation will not be responsible for determining how Fund distributions are to be spent, but a Foundation Board member may sit on the Committee at the request of the MPC President.
7. Decisions as to asset allocation of Fund investments shall be by a consensus of the Committee named in paragraph 6, the Executive Committee of the Foundation, and the professional investment advisor.
8. If the Foundation should cease to exist, the Fund will be transferred to MPC to remain as an Endowment Fund under the terms herein.

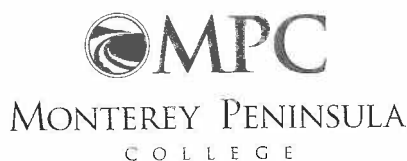
Executed this _____ day of _____, 2002 at Monterey, California.

Monterey Peninsula Community
College District

The Monterey Peninsula College
Foundation

By: _____
Dr. Kirk Avery
President/Superintendent
Monterey Peninsula College

By: _____
Frances Gaver,
Monterey Peninsula College
Foundation



GENERAL FISCAL AGENT AGREEMENT

This Agreement is entered into by and between Monterey Peninsula College (hereinafter "MPC") and the Monterey Peninsula College Foundation (hereinafter "Foundation").

RECITALS:

1. MPC is the beneficiary of bequests and other contributions that have been established for specific purposes. It is anticipated that additional similar contributions will be established in the future. All of these gifts may be referred to collectively as the "Endowment."
2. MPC wishes the Foundation to serve as fiscal agent in the management of the Endowment. The Foundation is willing to serve as fiscal agent under the terms and conditions described herein.

WHEREFORE, IT IS AGREED THAT:

1. The Agency Funds in the Endowment may be commingled for investment purposes, but will be accounted for separately in order that the administration of the Funds may follow directions, if any, specified by the donors. Principals and income of each Fund will be separately identified if required by the direction of the donors.
2. The terms governing the administration and distribution of each Fund for which special provisions have been made will be specified in Exhibits to this General Fiscal Agent Agreement.
3. Funds not covered by attached Exhibits, those for which administrative and distribution terms have not been specified by the donor, and aspects governing Funds listed in Exhibits to this Agreement not covered by those exhibits, will be subject to the terms of this General Fiscal Agent Agreement.
4. The Endowment will be administered in accordance with law, regulation and the Foundation's Investment Policy. The Foundation's Investment Policy shall determine the allocation for Fund investments.
5. The annual fee charged by the Foundation for administering the Endowment shall be 1% of the value of the Endowment on September 30 of each year, payable by March 30 of the following year. The investor advisor fee and all transaction fees will directly decrease each Fund's balance.
6. Annual withdrawals from the Endowment shall be made for the purpose(s) specified by the donor, if any, and if there is none, for any purpose agreed to by the Superintendent/President of the College and its Governing Board. The annual withdrawal for the portion of the Endowment not governed by specific direction from donors shall be in accordance with the Foundation Endowment Expenditure Policy.

7. A committee consisting of the MPC Superintendent/President and the Vice President of Administrative Services shall determine the purpose for which distributions from the Fund are used. The Foundation will not be responsible for determining how Fund distributions are to be spent, but a Foundation Board member may sit on the committee at the request of the MPC Superintendent/President.
8. If the Foundation should cease to exist, the Fund will be transferred to MPC to remain as an Endowment Fund under the terms herein.

Executed this _____ day of _____, 2011, at Monterey, California, for the period January 1, 2011 through March 30, 2014.

Monterey Peninsula College

Monterey Peninsula College Foundation

By:

Dr. Douglas R. Garrison
Superintendent/President

By:

Pam Lehman
President

Exhibit Attached: Wilder Fiscal Agent Agreement



**EXHIBIT TO MPC GENERAL FISCAL AGENT AGREEMENT
KNOWN AS WILDER NURSING TRUST FISCAL AGENT AGREEMENT**

This Agreement is entered into by and between Monterey Peninsula College (hereinafter "MPC") and the Monterey Peninsula College Foundation (hereinafter "Foundation").

RECITALS:

1. Jean Wilder, deceased, provided in the Eighth Amendment to the Jean Wilder 1983 Trust that ten percent (10%) of the residue of the trust estate is to be distributed to the "Maurine Church Coburn School of Nursing, Monterey Peninsula College, in memory of Agnes Patten Parma."
2. MPC wishes the Foundation to serve as fiscal agent in the management of the Wilder bequest. The Foundation is willing to serve as fiscal agent under the terms and conditions described herein.

WHEREFORE, IT IS AGREED THAT:

1. A Fund known as the Wilder Nursing Trust, in memory of Agnes Patten Parma (hereinafter the "Fund") will be established for the purpose of supporting the Maurine Church Coburn School of Nursing.
2. The Fund may be commingled with other funds for investment purposes, but the Fund will be accounted for separately with the principal and income of the Fund separately identified.
3. Withdrawals from the Fund:
 - a. The annual fee charged by the Foundation shall be 1%, in accordance with the Foundation's Endowment Expenditure Policy.
 - b. The fiscal year for the Fund shall be the calendar year. The net value of the Fund and the Foundation fee shall be calculated at the end of September each calendar year in accordance with the Foundation's Endowment Expenditure Policy, and shall be payable by March 30 of each year.
4. A committee consisting of the MPC Superintendent/President, the Vice President of Administrative Services, and the Director of Nursing shall determine the purposes for which distributions from the Fund are used. The Foundation will not be responsible for determining how Fund distributions are to be spent, but a Foundation Board member may sit on the committee at the request of the MPC Superintendent/President or the Director of Nursing.
5. If the Foundation should cease to exist, the Fund will be transferred to MPC to remain as an Endowment Fund under the terms herein.

6. Should the Maurine Church Coburn School of Nursing cease to exist, the Monterey Peninsula College Governing Board shall determine a new purpose(s) for the Fund most consistent with the original intent of Jean Wilder.

Executed this _____ day of _____, 2011, at Monterey, California, for the period January 1, 2011 through June 30, 2014.

Monterey Peninsula College

Monterey Peninsula College Foundation

By:

Dr. Douglas R. Garrison
Superintendent/President

By:

Pam Lehman
President

Monterey Peninsula Community College District

Governing Board Agenda

October 25, 2011

New Business Agenda Item No. F

Administrative Services
College Area

Proposal:

That the Governing Board approve the awarding of the Lower Level Gymnasium Building 22 Modifications project to Ausonio Incorporated in the amount of \$3,063,583.

Background:

The Lower Level Gymnasium Building 22 Modifications project will entail complete renovation of the lower floor Gymnasium, including new plumbing, electrical, ductwork, all new finishes, lockers, and painting the entire exterior of the building. The Gymnasium's lower floor is 19,890 square feet and contains the facility's offices, two classrooms, men's and women's locker rooms, men's and women's team rooms, equipment room and training room. Drawings were approved by DSA (Division of State Architecture) on January 11, 2011. Advertisement for the bid was posted in the Monterey County Herald on August 25 and 30. Bid documents were available on September 6, the mandatory bid walk was on September 8 and bids were received on October 11, 2011.

The chart below illustrates the Total Bid Amounts and the Bid Amounts deducting the 30 day per-diem compensable delay rates for each company. The bid amount for Ausonio Incorporated is \$3,063,583 and was calculated by deducting \$12,674 for the per diem compensable delay rate from the total bid amount of \$3,076,257.

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

Company	Bid Amount Without Per Diem Rate	30 Day Per Diem	Total Bid Amount
Ausonio Incorporated	\$3,063,583	\$12,674	\$3,076,257
Tombleson Incorporated	\$3,106,875	\$3,000	\$3,109,875
Dilbeck and Sons Inc.	\$3,111,852	\$0	\$3,111,852
Avila Brothers Construction	\$3,124,990	\$33,000	\$3,157,990
Otto Construction	\$3,166,240	\$0	\$3,166,240
Kent Construction	\$3,248,750	\$28,629	\$3,277,378


Work is anticipated to begin in December 2011, with every effort made to minimize impact to the campus and is anticipated to be completed in November 2012.

Budgetary Implications:

Expenses for the Lower Level Gymnasium Building 22 Modifications project will be funded by district bond funds.

☒ **RESOLUTION: BE IT RESOLVED,** That the Governing Board approve the awarding of the Lower Level Gymnasium Building 22 Modifications project to Ausonio Incorporated in the amount of \$3,063,583.

Recommended By:


Stephen Ma, Vice President for Administrative Services

Prepared By:


Suzanne Ammons, Administrative Assistant

Agenda Approval:


Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

October 25, 2011

New Business Agenda Item No. G

Human Resources
College Area

Proposal:

That the Board approve a resolution to eliminate classified management positions and direct the Superintendent/President to notify affected employee(s).

Background:

The reduction of state funding to community colleges necessitates continuous review of how the District's resources are allocated to effectively meet institutional goals and objectives. The retirement of the Maintenance Supervisor in Facilities prompted an examination of the staffing levels in the Facilities area which resulted in a recommendation to reallocate available resources to areas of greater institutional need.

The proposed reorganization and restructuring of the Facilities Department is designed to improve efficiency, reallocate managerial responsibilities and provide funding for potential additional staffing in vital areas without any net new cost to the general fund budget. The operational implications of the proposal have been shared with the Administrative Services Advisory Group (ASAG) and College Council. The proposal will be implemented in phases and additional changes will be presented to the Board at subsequent meetings.

The following illustrates the basic framework of the initial phase of the proposal:

- Eliminate the Maintenance Supervisor position (vacant)
- Eliminate the Director of Facilities Planning and Management position
- Upgrade Grounds Supervisor position to include supervision of maintenance
- Upgrade Custodial Supervisor position to include other duties
- Examine needs for potential additional staffing to meet institutional needs

Budgetary Implications:

Annual amount available for redistribution: \$184,458



RESOLUTION: BE IT RESOLVED that the Governing Board adopt the following resolution to reduce the classified service because of lack of work or lack of funds.

Recommended By: _____

Stephen Ma, Vice President for Administrative Services

Prepared By: _____

Barbara Lee, Associate Dean of Human Resources

Agenda Approval: _____

Dr. Douglas Garrison, Superintendent/President

BEFORE THE BOARD OF TRUSTEES
OF THE MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
OF MONTEREY COUNTY, CALIFORNIA

In the Matter Of:)	<u>RESOLUTION</u>
)	
The Reduction of)	
Classified Management Service)	
_____)	

WHEREAS, Education Code Sections 88014, 88017, 88117, and 88127 authorize the District to layoff classified employees for lack of work and/or lack of funds; and,

WHEREAS, the Governing Board of the Monterey Peninsula Community College District hereby finds it necessary to eliminate the classified management service as specified below:

POSITION	FTE
Director of Facilities Planning and Management	1.0
Maintenance Supervisor	1.0

NOW, THEREFORE, BE IT RESOLVED that as of December 31, 2011, the classified management positions of the District shall be discontinued to the extent hereinabove set forth; and

BE IT FURTHER RESOLVED that the Superintendent/President or his designee is authorized and directed to give notice of layoff to the affected employee(s) not later than 45 days prior to the effective date of layoff as set forth above.

Passed and Adopted by the Monterey Peninsula Community College District on October 25, 2011 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

R. Lynn Davis
Chair, Governing Board

Monterey Peninsula Community College District

Governing Board Agenda

October 25, 2011

President's Office

College Area

New Business Agenda Item No. H

Proposal:

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

Background:

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

The Governing Board established the committee in February 2003, with a minimum of seven members representing the local business community, senior citizen's organization, taxpayers organization, students, college support organization, and the community. Trustees and employees of the district and vendors, contractors, or consultants serving the district are prohibited by law from being members of the committee.

In November, five members will be completing their second consecutive term on the committee and may no longer serve as specified in Education Code 15282. The result will be vacancies for representatives from a college support organization, a bona fide taxpayers organization, and the community at-large. Applicants were solicited from appropriate groups and notices were placed in the Monterey County Herald, Monterey County Weekly, and on the committee's webpage. The representatives being recommended for appointment to the committee are:

College Support Organization: Wayne Cruzan (Gentrain Society)

Taxpayers Organization: Rick Heuer (Monterey Peninsula Taxpayers Association)

Community at-Large: Sophal Ear, Birt Johnson, Jr., James Panetta, Patricia Rossi

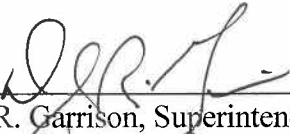
Per the committee By-laws, the terms of these appointments will extend to November, 2013.

Budgetary Implications:

None.

☒ **RESOLUTION: BE IT RESOLVED, That** the appointment of Wayne Cruzan, Sophal Ear, Rick Heuer, Birt Johnson, Jr., James Panetta, and Patricia Rossi, as members of the Citizens' Bond Oversight Committee, effective November, 2011, be approved.

Recommended By:



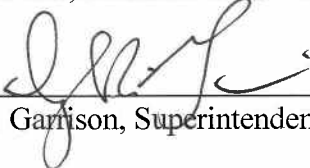
Douglas R. Garrison, Superintendent/President

Prepared By:



Vicki Nakamura, Assistant to the President

Agenda Approval:



Douglas R. Garrison, Superintendent/President

/c:/my docs/board/citizens oversight committee appoint 10-2011.doc

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

APPLICATION FOR CITIZENS' BOND OVERSIGHT COMMITTEE

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

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

Name Wayne Cruzan Date October 1, 2011
 Address 75 Via Chualar, Monterey, CA 93940-2528
 Telephone (home) 831-375-2371 Telephone (^{cell}work) 831-917-0511
 FAX _____ Email WCruzan@redshift.com

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

- ☐ Active in a business organization representing the business community within the MPC district (please specify) _____
- ☒ Active member of a senior citizen's organization (please specify) Centrain Society
- ☐ Active member in a bona-fide taxpayers association (please specify) _____
- ☐ An enrolled student active in a community college group, such as student government (please specify) _____
- ☐ Active member of a college support organization (please specify) _____
- ☒ Citizen at large
- ☐ Other (please specify) _____

Circle response

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

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Application for Citizen's Bond Oversight Committee

Please describe any additional qualifications, experience, or expertise that qualifies you for membership on this committee.

I have served on the Board of Directors for United Way and the Monterey History and Art Association. Currently, I am on the Board of the Gentrain Society and am President of the Board of the Lyceum of Monterey County. My professional background is in education. I taught mathematics in public school for 40 years, 36 of them at Monterey High School.

Wayne Dwyer
10/1/2011

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

APPLICATION FOR CITIZENS' BOND OVERSIGHT COMMITTEE

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

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

Name Sophal Ear, PhD Date 2 October 2011

Address Monterey, CA 93940

Telephone (home) _____ Telephone (work) _____

FAX 514 Email _____

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

- ☐ Active in a business organization representing the business community within the MPC district (please specify) _____
- ☐ Active member of a senior citizen's organization (please specify) _____
- ☐ Active member in a bona-fide taxpayers association (please specify) _____
- ☐ An enrolled student active in a community college group, such as student government (please specify) _____
- ☐ Active member of a college support organization (please specify) _____
- ☒ Citizen at large
- ☐ Other (please specify) _____

Circle response

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

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Application for Citizen's Bond Oversight Committee

Please describe any additional qualifications, experience, or expertise that qualifies you for membership on this committee.

I grew-up from the age of 10 in California, attending public schools (Willard Junior High School and Berkeley High School) and taking several classes at a California community college (Laney College in Oakland, California), then graduating from UC Berkeley with a BA (Economics and Political Science), an MS (Agricultural and Resource Economics), an MA (Political Science), and a PhD (Political Science). I have been an Assistant Professor of National Security Affairs at the US Naval Postgraduate School (<http://faculty.nps.edu/sear/>) here in Monterey for the past four years where I teach courses on post-conflict reconstruction and political economy. I am Vice-Chairman of Diagnostic Microbiology Development Program, a non-profit that builds capacity for reliable infectious diseases diagnosis in the developing world. Named a TED Fellow in 2009, I became a Fulbright Specialist at Chulalongkorn University in 2010, was elected to a five-year term membership on the Council on Foreign Relations and honored as a Young Global Leader by the World Economic Forum in 2011. I have appeared in Brother Number One (directed by Annie Goldson), Fragile Hopes (directed by Tiara Delgado), and am a key subject and the narrator/writer of End/Beginning: Cambodia (directed by Angie Swee). I am a Counsellor for the Cambodian Center for Human Rights and serve on the Advisory Board of the Master of Development Studies Program at the Royal University of Phnom Penh (via e-mail), the Editorial Board of the International Public Management Journal, and the Editorial Review Board of the Journal of South-East Asian American Education & Advancement. Previously, I worked for the World Bank, the Asian Development Bank, and the United Nations Development Programme. I am also a graduate of Princeton University (Master in Public Affairs specializing in Economics and Public Policy) and have done Alumni Schools Committee interviews for applicants to Princeton since 2007. I moved to the United States from France as a Cambodian refugee at the age of 10 and would be honored to help advance the work of Monterey Peninsula College by serving on its Citizens' Bond Oversight Committee. The views expressed above are mine alone and do not represent the views of the US Navy or Department of Defense.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

APPLICATION FOR CITIZENS' BOND OVERSIGHT COMMITTEE

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

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

Name Rick Heuer Date 09/27/11

Address 33 Alta Mesa Cir

Telephone (home) 831-375-5471 Telephone (work) 831-655-0109

FAX 831-655-5502 Email rick@hmamarketing.com

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

- ☐ Active in a business organization representing the business community within the MPC district (please specify) _____
- ☐ Active member of a senior citizen's organization (please specify) _____
- ☒ Active member in a bona-fide taxpayers association (please specify) Board of MPTA
- ☐ An enrolled student active in a community college group, such as student government (please specify) _____
- ☐ Active member of a college support organization (please specify) _____
- ☐ Citizen at large
- ☐ Other (please specify) _____

Circle response

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

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

Application for Citizen's Bond Oversight Committee

Please describe any additional qualifications, experience, or expertise that qualifies you for membership on this committee.

I have previously served on this committee before leaving due to term limits.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

APPLICATION FOR CITIZENS' BOND OVERSIGHT COMMITTEE

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

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

Name Birt Johnson Jr Date 10/10/11

Address MONTEREY

Telephone (home) _____ Telephone (work) RETIRED

FAX _____ Email _____

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

- ☐ Active in a business organization representing the business community within the MPC district (please specify) _____
- ☐ Active member of a senior citizen's organization (please specify) _____
- ☐ Active member in a bona-fide taxpayers association (please specify) _____
- ☐ An enrolled student active in a community college group, such as student government (please specify) _____
- ☐ Active member of a college support organization (please specify) _____
- ☒ Citizen at large
- ☒ Other (please specify) ACCESS MONTEREY PENINSULA (AMP)

Circle response

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

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Application for Citizen's Bond Oversight Committee

Please describe any additional qualifications, experience, or expertise that qualifies you for membership on this committee.

Experience

I recently retired in 2010 as General Manager, Construction and Engineering for AT&T. My most recent responsibilities included Central California for four years, and Silicon Valley for six years prior to that timeframe. In both capacities I had oversight for nearly \$100M in capital programs annually. These budget responsibilities included planning and monitoring in support of appropriate expenditures.

Additionally, I participated in monthly Budget meetings and provided Annual Reports to Senior Leadership. I also held several headquarters staff positions during my 33 year career with AT&T.

Board Memberships (present)

- Board of Directors and the Financial Secretary of the Monterey Bay Blues Festival
- Access Monterey Peninsula (AMP)
- Pacific Repertory Theatre

Connection to Monterey Peninsula College

I am a product of the Monterey Peninsula Unified School District elementary through high school. When I returned from serving in the military I attended Monterey Peninsula College for a semester and achieved High Honors.

I would be honored to serve on this important committee. Actively participating in this process is an opportunity to share and give back to our community.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

APPLICATION FOR CITIZENS' BOND OVERSIGHT COMMITTEE

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

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

Name James V. Panetta Date October 5, 2011

Address Carmel Valley, CA 93924

Telephone (home) _____ Telephone (work) _____

FAX _____ Email _____

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

- ☐ Active in a business organization representing the business community within the MPC district (please specify) _____
- ☐ Active member of a senior citizen's organization (please specify) _____
- ☐ Active member in a bona-fide taxpayers association (please specify) _____
- ☐ An enrolled student active in a community college group, such as student government (please specify) _____
- ☐ Active member of a college support organization (please specify) _____
- ☒ Citizen at large
- ☐ Other (please specify) _____

Circle response

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

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Application for Citizen's Bond Oversight Committee

Please describe any additional qualifications, experience, or expertise that qualifies you for membership on this committee.

See attached statement and resume.

My professional experience provides me with the necessary qualities and judgment to serve on the Monterey Peninsula Community College (MPC) Citizens' Bond Oversight Committee (CBOC) as an At-Large Citizen. However, it is my personal experience at MPC which motivates and qualifies me to be a part of the improvement and advancement of the college and its community.

Raised in the area, I attended and graduated from the local public schools, including Tularcitos Elementary and Carmel Middle and High schools. During those years, my focus was on athletics which provided me with a foundation and an understanding of the hard work necessary for success. Upon graduation from high school in 1987, I wanted to go to college, but I realized that I was not ready for the academic rigors or the financial obligations of a four-year college. Thus, following the paths of my two older brothers, I attended MPC.

During my two years of college at MPC, I was given the opportunity to grow academically and personally. By taking classes within the general education curriculum and being exposed to the requirements of college level courses, I quickly learned to transfer my work ethic from athletics to academics. After the first year, my study habits, along with my written and verbal skills, improved dramatically and led to my placement on the honor role during my last two semesters at MPC. Based on my academic maturation and achievements at MPC, I obtained my Associate in Arts degree and the qualifications and confidence necessary to continue and complete my college education at the University of California at Davis.

Beyond my academic and personal growth, my time at MPC allowed for my bank account to grow as well. I was able to work full-time due to my course schedule. On top of the affordable tuition, the money I earned and saved while attending MPC allowed me to pay for my entire tuition, room, and board during my final two years of college. Since I did not have any debt upon graduation from UC Davis in 1991, I was able to accept a low-paying internship with the United States Department of State.

That government internship compelled me to attend law school, which then led to other employment opportunities as indicated on my resume. I feel that my professional experience, including but not limited to my work as a prosecutor in Alameda and Monterey Counties, as a Naval Intelligence Officer for United States Special Forces in Afghanistan, and my guidance to the California Council on Criminal Justice on federal expenditures for criminal justice programs, provides me with the qualifications and professional judgment necessary to monitor the bond-related expenditures at MPC and ensure their compliance with the bond requirements. Nevertheless, I feel it's my personal experience with the college which motivates and, thus, qualifies me to serve on the CBOC. My matriculation at MPC gave me the opportunity to mature and the foundation to obtain further education and experience. Although my time at MPC was brief, the personal and professional affects of my education at MPC will endure throughout my lifetime. As a grateful alumnus to the college and a dedicated citizen to our community, I am qualified and I would be honored to be a part of the improvement and advancement of MPC by serving on the CBOC.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

APPLICATION FOR CITIZENS' BOND OVERSIGHT COMMITTEE

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

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

Name Patricia A. Rossi Date 10/10/11
 Address Monterey CA 93940
 Telephone (home) _____ Telephone (work) _____
 FAX _____ Email _____

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

- ☐ Active in a business organization representing the business community within the MPC district (please specify) _____
- ☐ Active member of a senior citizen's organization (please specify) _____
- ☐ Active member in a bona-fide taxpayers association (please specify) _____
- ☐ An enrolled student active in a community college group, such as student government (please specify) _____
- ☐ Active member of a college support organization (please specify) _____
- ☒ Citizen at large
- ☐ Other (please specify) _____

Circle response

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

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Application for Citizen's Bond Oversight Committee

Please describe any additional qualifications, experience, or expertise that qualifies you for membership on this committee.

I'm a past parent of a MPC student who just finished high school 2 years early attended MPC & is now attending UCSB at the age of 17. MPC has been such a valuable asset to our family over the past 10 years for my son & daughter who also attended MPC during her years at Santa Catalina.

I have a past accounting background and worked as a Commercial auditor for GE Credit Corp. I also work for Cisco Systems and run a \$2.5 Billion business on a world wide Basis and allocate over \$15 million of investment money yearly.

I also am on the board for Youth Art Collective in Monterey as Secretary of the board for the past year.

I've relocated to Monterey 2 yrs ago as my final destination and would like the opportunity to help out MPC & ensure it remains the gem that it has been for our family.

Thank you Best Regards
Patty Rossi

Monterey Peninsula Community College District

Governing Board Agenda

October 25, 2011

Board Meeting Date

New Business Agenda Item No. 1

President's Office

College Area

Proposal:

That the Governing Board recognize the service of Scott Coté, Daphne Hodgson, Mary Ann Kane, Ronald Pasquinelli, and Gary Ray on the Citizens' Bond Oversight Committee.

Background:

In 2007 the Governing Board appointed Scott Coté, Daphne Hodgson, and Gary Ray (all community at-large representatives), Mary Ann Kane (Gentrain Society), and Ronald Pasquinelli (Monterey Peninsula Taxpayers Association) to serve their first term on the Citizens' Bond Oversight Committee. They were re-appointed in 2009 to serve a second 2-year term, which concludes in November. During their tenure, Mr. Coté, Ms. Hodgson, Ms. Kane, Mr. Pasquinelli, and Mr. Ray were excellent committee members, and their service contributed to the effective oversight of the expenditure of the District's bond proceeds. In addition, Ms. Hodgson and Mr. Ray served leadership roles on the committee, having been appointed as Chair and Vice Chair, respectively, from 2009-2011.

Budgetary Implications:


None.

☒ **RESOLUTION: BE IT RESOLVED, That** the Monterey Peninsula Community College District Governing Board does hereby express its sincere appreciation and gratitude to Scott Coté, Daphne Hodgson, Mary Ann Kane, Ronald Pasquinelli, and Gary Ray for their service as members of the Citizens' Bond Oversight Committee.

Recommended By:


Douglas R. Garrison, Superintendent/President

Prepared By:


Vicki Nakamura, Assistant to the President

Agenda Approval:


Douglas R. Garrison, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

October 25, 2011

New Business Agenda Item No. J

Academic Affairs
College Area

Proposal:

To adopt the 2013–2014 College Calendar.

Background:

The attached recommended 2013-2014 academic calendar follows the format of the current calendar. It conforms to the legal and contractual obligations of the District.

The 2013-2014 academic calendar is being proposed in order to facilitate advanced planning.

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

Budgetary Implications:

None.

☒ **RESOLUTION: BE IT RESOLVED**, that the 2013-2014 College Calendar be approved as proposed.

Recommended By:


Marty Johnson, Interim Vice President, Academic Affairs

Prepared By:


Leslie Procive, Administrative Assistant IV, VP, Academic Affairs

Agenda Approval:


Dr. Douglas R. Garrison, Superintendent/President

Proposed Monterey Peninsula Community College District Calendar 2013-2014

Wk. # Month S M T W Th F S

Teaching Days Per Month

FALL SEMESTER – August 26, 2013 through December 19, 2013

AUGUST					1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	(22)	(23)	24	
1	25	26	27	28	29	30	31	
2	SEPTEMBER							
	1	2*	3	4	5	6	7	
3	8	9	10	11	12	13	14	
4	15	16	17	18	19	20	21	
5	22	23	24	25	26	27**	28	
6	29	30						
6	OCTOBER		1	2	3	4	5	
7	6	7	8	9	10	11	12	
8	13	14	15	16	17	18	19	
9	20	21	22	23	24	25	26	
10	27	28	29	30	31			
10	NOVEMBER					1	2	
11	3	4	5	6	7	8	9	
12	10	11*	12	13	14	15	16	
13	17	18	19	20	21	22	23	
14	24	25	26	27	28*	29*	30	
15	DECEMBER							
	1	2	3	4	5	6	7	
16	8	9	10	11	12	13	14	
17	15	16	17	18	19	(20)	21	
	22	23	24*	25*	26*	27*	28	
	29	30*	31*					

Scheduled Flex Days – August 22 and 23

Semester begins August 26

Labor Day – September 2

Native American Day Commemoration

Veteran's Day – November 11

Thanksgiving Holiday – November 28 and 29

Semester ends December 19; Scheduled Flex Day-December 20

TOTAL 80

EARLY SPRING SESSION – January 2, 2014 through January 28, 2014

JANUARY							
				1*	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20*	21	22	23	24	25
	26	27	28	(29)	(30)	(31)	

Early Spring Session begins January 2

Martin Luther King Day – January 20

Session ends January 28; Scheduled Flex Days January 29, 30 & 31

SPRING SEMESTER – February 3, 2014 through June 5, 2014

FEBRUARY								1
1	2	3	4	5	6	7	8	
2	9	10	11	12	13	14*	15	
3	16	17*	18	19	20	21	22	
4	23	24	25	26	27	28		
4	MARCH							1
5	2	3	4	5	6	7	8	
6	9	10	11	12	13	14	15	
7	16	17	18	19	20	21	22	
8	23	24	25	26	27	28	29	
	30	31**						
APRIL			1	2	3	4	5	
9	6	7	8	9	10	11	12	
10	13	14	15	16	17	18	19	
11	20	21	22	23	24	25	26	
12	27	28	29	30				
12	MAY				1	2	3	
13	4	5	6	7	8	9	10	
14	11	12	13	14	15	16	17	
15	18	19	20	21	22	23	24	
16	25	26*	27	28	29	30	31	
17	JUNE			1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		

Semester begins February 3

Lincoln Day – February 14

Washington Day – February 17

March 31 – Cesar Chavez Day

Spring Recess March 30 to April 5

Memorial Day – May 26

Semester ends June 5; Scheduled Flex Day June 6;

Commencement June 7

TOTAL 81

SUMMER SESSION – June 16, 2014 through July 25, 2014 (6-week session) June 16, 2014 through August 8, 2014 (8-week session)

SUMMER SESSION							
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					
JULY			1	2	3	4*	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
AUGUST						1	2
	3	4	5	6	7	8	9

Summer session begins June 16

Independence Day – July 4

End of Six-Week Session – July 25

End of Eight-Week Session – August 8

* Holidays for Classified Staff and Administrators

** Native American Day/Cesar Chavez Commemoration

Non-Teaching Days Within Session

() Scheduled Flex Days for Faculty

Monterey Peninsula Community College District

Governing Board Agenda

October 25, 2011

New Business Agenda Item No. K

Academic Affairs
College Area

Proposal:

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

Background:

The course listed below is recommended by the Curriculum Advisory Committee and endorsed by the MPC administration.

Budgetary Implications:

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

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

LETP 130, Developing a Personal Philosophy of Leadership

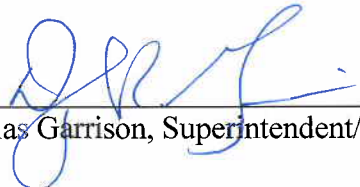
Recommended By:


Marty Johnson, Vice President of Academic Affairs

Prepared By:


Michael Gilmartin, Dean of Instructional Planning

Agenda Approval:


Dr. Douglas Garrison, Superintendent/President

PROPOSED COURSE

LETP 130

Developing a Personal Philosophy of Leadership

0.50 - 1.00 unit

0.17 - 15.00 hours lecture; 1.48 – 16.00 hours lab

Justification

This course is designed to meet POST leadership training requirements.

Description

This course is designed for sworn and non-sworn professionals in police and public safety organizations. It provides a critical component of a larger, multi-tiered system of leadership training that includes core values, learning activities, and formal professional education.

Monterey Peninsula Community College District

Governing Board Agenda

October 25, 2011

New Business Agenda Item No. L

Academic Affairs
College Area

Proposal:

That the Governing Board review the Program Review report for the Physical Education Division.

Background:

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

During the 2010-2011 academic year, a program review was conducted by the Physical Education faculty and staff. Support team members, Gail Fail, Leandro Castillo and Diane Boynton, who met with program faculty in the fall, reviewed all materials submitted, offered suggestions, and drafted the Executive Summary. The full program review self-study is available on the Academic Affairs webpage at: <http://mympc.mpc.edu/academics/Lists/Division%20Program%20Reviews/AllItems.aspx>

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

Budgetary Implications:

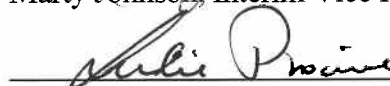
None.

☒ **INFORMATION:** Program Review for the Physical Education Division.

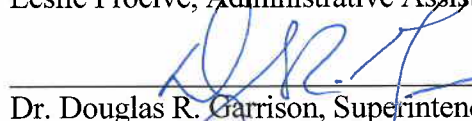
Recommended By:


Marty Johnson, Interim Vice President, Academic Affairs

Prepared By:


Leslie Procive, Administrative Assistant IV, VP, Academic Affairs

Agenda Approval:


Dr. Douglas R. Garrison, Superintendent/President

Academic Affairs Program Review Self Study Executive Summary

Name of Program:	PHYSICAL EDUCATION DIVISION
Support Team Members:	Gail Fail, Diane Boynton, Leandro Castillo, Michael Gilmartin

Strengths of the Program

The Physical Education Division is supported by a dedicated and diverse full-time and adjunct faculty and staff. There are nine full-time faculty and approximately 40 adjunct faculty members. The Division utilizes newly updated facilities with plans for additional facility improvements. Despite being an all-elective program, student enrollments, retention and success rates are excellent. FTES production is cost effective and community interest is high. The Division has been flexible in adapting to state mandated curriculum changes. The Division has grown in FTES by approximately 200 since the 1999 Program Review (from 450 to 650).

Most Notable Challenges Faced by the Program

Budget reductions across campus impact the Division because of equipment and supply needs. Physical Education courses are under scrutiny because of funding issues which may result in further curriculum changes. The Division, along with other programs on campus, is challenged to support the needs and interests of the life-long learners which seem to be de-emphasized at the state level. The Division is challenged to meet the needs of the Marina Education Center while reducing the overall number of courses offered. The Division continues to address policy and operation issues regarding student learning and success in the open lab Fitness Center.

Recommendations

Develop curriculum changes in conjunction with the state directives in particular, to strengthen the PE Program with a Kinesiology major to help satisfy requirements of SB 1440. Work with administration to continue to study the need to develop a community education program to serve life-long learners and community interest. Return budget reductions to budgets as funds become available. Continue addressing college processes for working to proficiency with student learning outcomes.

Overarching Issues Relevant to the Entire College

The college will need to adapt to state directives concerning FTES and course emphasis. This will require an examination of how the Physical Education Division FTES fits into the plan. The Division has been very efficient in FTES growth over the last ten years. It may have to reduce in an equally efficient manner. The question of appropriate funding levels for various programs in order to maintain quality will continue to be a problem as will appropriate numbers of full-time faculty members required to offer programs within budget restrictions. The Division, like others on campus, must continue efforts to achieve proficiency with student learning outcomes.

Monterey Peninsula Community College District

Governing Board Agenda

October 25, 2011

New Business Agenda Item No. M

Superintendent/President
College Area

Proposal:

That the Governing Board receive a report explaining the California Community Colleges Task Force on Student Success Report [September 2011] and discuss its implications.

Background:

The California Community Colleges Board of Governors convened a task force in late 2010 as a result of Senate Bill 1143 (Liu) which required the BOG to establish a panel to examine best practices for promoting student success and then to adopt a plan for improving degree and completion rates within the California community colleges. The task force began meeting in January 2011 and met monthly to develop a set of recommendations for consideration by the Board of Governors. The recommendations are included in this agenda item, and the entire report is available at:

<http://californiacommunitycolleges.cccco.edu/SSTF.aspex>.

The Task Force will meet on November 9, 2011 to consider input received through public meetings and an online dialogue at <http://studentsuccess.ideascale.com/>.

The Monterey Peninsula College Governing Board will receive a report on this report and its implications by Dr. Fred Hochstaedter, President of the MPC Academic Senate, and Dr. Doug Garrison, MPC Superintendent/President. The Governing Board may then discuss the report and its implications and determine whether they wish to submit any feedback for consideration by the CCC Board of Governors.

Budgetary Implications:

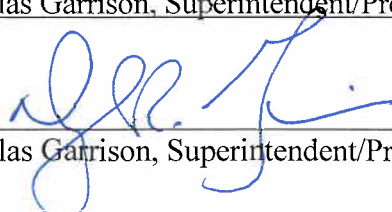
None.

☒ **INFORMATION:** Student Success Report from the California Community Colleges Task Force.

Recommended By: Dr. Alfred Hochstaedter, President, Academic Senate

Prepared By: Dr. Douglas Garrison, Superintendent/President

Agenda Approval:


Dr. Douglas Garrison, Superintendent/President

**MPC REGULAR BOARD MEETING OCTOBER 25, 2011
INFORMATION REPORT**

**Draft Recommendations from the
California Community Colleges Task Force on Student Success
October 2011**

Chapter 1

Increase College and Career Readiness

- 1.1. Collaborate with K-12 to jointly develop common core standards for college and career readiness.

Chapter 2

Strengthen Support for Entering Students

- 2.1. Develop and implement common centralized diagnostic assessments.
- 2.2. Require students to participate in diagnostic assessment, orientation and the development of an educational plan.
- 2.3. Develop and use technology applications to better guide students in educational process.
- 2.4. Require students showing a lack of college readiness to participate in support resources.
- 2.5. Require students to declare a program of study early in their academic careers

Chapter 3

Incentivize Successful Student Behaviors

- 3.1. Adopt system-wide enrollment priorities reflecting core mission of community colleges.
- 3.2. Require students receiving Board of Governors fee waivers to meet various conditions and requirements.
- 3.3. Provide students the opportunity to consider attending full time.
- 3.4. Require students to begin addressing Basic Skills deficiencies in their first year.

Chapter 4

Align Course Offering to Meet Student Needs

- 4.1. Focus course offerings and schedules on needs of students.

Chapter 5

Improve the Education of Basic Skills Students

- 5.1. Support the development of alternatives to traditional basic skills curriculum
- 5.2. Develop a comprehensive strategy for addressing basic skill education in California.

Chapter 6

Revitalize and Re-Envision Professional Development

- 6.1. Create a continuum of mandatory professional development opportunities.
- 6.2. Direct professional development resources toward improving basic skills instruction and support services.

Chapter 7

Enable Efficient Statewide Leadership & Increase Coordination Among Colleges

- 7.1. Develop and support a strong community college system office.
- 7.2. Set local student success goals consistent with statewide goals.
- 7.3. Implement a student success score card.
- 7.4. Develop and support a longitudinal student record system.

Chapter 8

Align Resources with Student Success Recommendations

- 8.1. Consolidate select categorical programs.
- 8.2. Invest in the new Student Support Initiative.
- 8.3. Promote flexibility and innovation in basic skills through alternative funding mechanism.
- 8.4. Do not implement outcome-based funding at this time.

Monterey Peninsula Community College District

Governing Board Agenda

October 25

New Business Agenda Item No. N

Superintendent/President
Office

Proposal:

To review the attached Calendar of Events.

Background:

The Trustees request that the Calendar of Events be placed on each regular Governing Board meeting agenda for review and that volunteer assignments be made so that the Trustees become more visible on campus.

Trustees will attend meetings as observers and will not represent the Board's view on issues/topics.

Budgetary Implications:

None.

☒ **INFORMATION:** Calendar of Events.

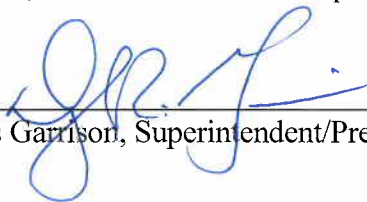
Recommended By: Dr. Douglas Garrison, Superintendent/President

Prepared By:



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

Agenda Approval:



Dr. Douglas Garrison, Superintendent/President

MPC Board of Trustees Calendar of Events 2011-2012

OCTOBER, 2011

Friday, October 21	Superintendents/Principals Meeting @ Education Center, 8:30am
Saturday, October 22	Football Homecoming vs Cabrillo, 6pm; MPCF Alumni BBQ, 3:00pm
Tuesday, October 25	Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room

NOVEMBER, 2011

Tuesday, November 8	Election for Board Trustees
Friday, November 11	Veteran's Day Holiday
Saturday, November 12	Football vs Hartnell, 6:00pm at Hartnell, Salinas
Tuesday, November 22	Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room
Thur-Fri-Sat, Nov. 24-26	Thanksgiving Holiday

DECEMBER, 2011

Tuesday, December 13	Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room and Annual Organizing Governing Board Meeting
Thursday, December 15	Fire Academy Graduation, Inspection 3:30pm, CSUMB Ballroom
Thur-Fri, December 15-16	Semester Ends Thursday; Flex Day on Friday
Fri-Mon, Dec. 23-Jan 2	Winter Holiday Break

JANUARY, 2012

Monday, January 16	Martin Luther King Day
Tuesday, January 24	Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room
Wed-Thur, Jan. 25-26	Flex Day Presentations
Monday, January 30	First Day of Spring Semester

FEBRUARY, 2012

Fri-Mon, February 17 & 20	Lincoln Day Observance and Washington's Day
Tuesday, February 28	Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room

MARCH, 2012

Mon-Fri, March 26-31	Spring Recess and Cesar Chavez Commemoration March 31
Tuesday, March 20	Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room

APRIL, 2012

Tuesday, April 24	Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room
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MAY, 2012

Friday, May 4	6 th Annual President's Address to the Community, Monterey Conf Ctr
Tuesday, May 22	Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room
Monday, May 28	Memorial Day