

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

REGULAR MEETING

TUESDAY, DECEMBER 13, 2011

CONSENT ITEMS:

MINUTES,

DONATIONS,

FISCAL REPORTS,

AND PERSONNEL ACTIONS

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

December 13, 2011

Consent Agenda Item No. A.1

Superintendent/
President's Office

Proposal:

To consider and approve the minutes of the Regular Board Meeting on November 22, 2011.

Background:

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

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that the Governing Board approve the minutes of the Regular Board Meeting on November 22, 2011.

Recommended By: Dr. Douglas Garrison, Superintendent/President

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

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

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

REGULAR MEETING

1:30-2:52pm, Closed Session, Stutzman Room, LTC
3:00pm, Regular Meeting, Sam Karas Room, LTC
980 Fremont Street, Monterey, California 93940
www.mpc.edu/GoverningBoard

TUESDAY, NOVEMBER 22, 2011

MINUTES

1. OPENING BUSINESS

- A. Call To Order – Chair Lynn Davis called the Regular Meeting to order at 1:30pm.
- B. Roll Call – present:
 - Mr. Charles Brown, Vice Chair
 - Dr. Margaret-Anne Coppernoll, Trustee
 - Mr. Lynn Davis, Chair
 - Dr. Douglas Garrison, Superintendent/President
 - Mr. Charles Page, Trustee
 - Dr. Loren Steck, Trustee

Staff:

 - Ms. Barbara Lee
 - Mr. Stephen Ma
- C. Public Comments on Closed Session Items – no comments.
- D. Closed Session – items under discussion:
 - 1) Conference with Labor Negotiators (Government Code Section 54957.6)
 - a) Agency Negotiators: Steve Ma and Barbara Lee
 - b) Employee Organization: MPCTA and MPCEA
 - 2) Conference with Legal Counsel Existing Litigation (Government Code Section 54956.9(c))
 - a) Name of Case: Keep Fort Ord Wild v. County of Monterey, Monterey County Board of Supervisors, Fort Ord Reuse Authority, Fort Ord Reuse Authority Board of Directors, and Redevelopment Agency of the County of Monterey, California State University Monterey Bay, and Monterey Peninsula Community College District, Real Parties.
 - b) Case No. M114961
 - 3) Superintendent/President Quarterly Evaluation (Government Code Section 54947)
- E. Reconvene to Regular Meeting and Roll Call – Chair Davis called the Regular Meeting to order at 3:00pm. Roll Call – present:

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

- F. Reporting of Any Action Taken During Closed Session – with respect to Closed Session Agenda Item 2, Chair Lynn Davis reported that the Board met and conferred with Counsel, gave authority to Counsel to file responsive pleadings on behalf of the District, and provided direction to Counsel and Staff regarding possible resolution of the case.

2. RECOGNITIONS

- A. Recognition of Visitors – Chair Davis welcomed Renee Rutan-Garrison and MPC’s two new Board Trustees Marilynn Gustafson and Rick Johnson. Carsbia Anderson recognized Athletic Director Lyndon Schutzler who introduced Shanae Gasperson. Shanae is a volleyball First Team All-Conference player, and he was pleased to present her to the Board. Coach Mike Rasmussen then highlighted that twelve student athletes received All League and All Conference awards and praised their leadership and commitment to the football program. He introduced several of those players: David Fales, two-time All-Conference quarterback, a top 10 selection in all categories, and 2nd in state for passing percentages; Terry Pool, offensive lineman; Martin Mendez, two year starter; Jake Davis, ranked in top 20 scoring touchdowns; Gerran Gordan, All-Conference wide receiver and top 10 in state receptions; Evan Umstead, All Conference linebacker; and Alex Huitzil, two time All-Conference defensive linebacker and this year’s Ironman awardee.
- B. Comments from Visitors - Peter Baird, former member of the Citizens Bond Oversight Committee, commented that he was disturbed by actions taken by Board Trustee Margaret-Anne Coppernoll. He said the obligation of the Board is to be in attendance, be involved on many levels and to join subcommittees, and he was distressed to learn that her attendance was only at 50% this year. Additionally, he has learned that Dr. Coppernoll is suing the college. He further commented that to sue a college on which you sit as board member is irresponsible and shows a lack of judgment. The moment a suit is filed you have abdicated your position on the board and the only thing remaining is for you to resign from your position. What this school needs is a person who will fight for it and not against it, and deserves people who show strong advocacy and leadership. He concluded by asking her to tender a resignation from the Board. Chair Davis advised Mr. Baird that public comments are welcomed but no feedback from the Board is provided.

3. COMMUNICATIONS

- A. Comments from Visitors – no comments.
- B. Written Communications:
1) Horace Cardinale, appreciation letter for MPC Alumni event / October 28.
2) Maureen Church Coburn School of Nursing, appreciation letter for \$15,000 scholarship donation from the Knox Foundation / November 1.

- 3) Senator S. Joseph Simitian, letter to Chair Lynn Davis in support of SCA 5 resolution adoption / November 2.
- 4) Chancellor's Office Press Release: California Community Colleges Partners with the California Department of Veterans Affairs to ease Vets transition from military service to civilian workforce; CalVet lauds simplification plan to provide access / November 8.
- 5) Student letter from Darren Maggiore to Dr. Douglas Garrison, in appreciation for Math Tutoring Lab and employees / November 14.

MPC All User Emails:

- 1) HR Employment: Instructional Specialist, Supportive Services / October 19.
- 2) HR Employment: Sciences Laboratory Manager, Life Science / October 21.
- 3) Foundation launches new website and Facebook page / October 25.
- 4) Veterans Day Ceremony on November 9, 12:00-1:00pm / November 1.
- 5) HR: CSEA 2011-2012 Contract available online / November 2.
- 6) ASMPC 5th Annual Thanksgiving Feast on November 18 / November 8.
- 7) Transfer Day, Kathleen Baker, Coordinator, Career/Transfer Center / November 9.
- 8) Open Forum #1 for Vice President of Academic Affairs with Dr. Lydia Tena, Monday, November 14, 11:30-12:30pm, LF103 / November 9.
- 9) Open Forum #2 for Vice President of Academic Affairs with Dr. Carol Bonner, Tuesday, November 15, 11:30-12:30pm / November 10.
- 10) Open Forum #3 for Vice President of Academic Affairs with Dr. Celine Pinet, Wednesday, November 16, 11:30-12:30pm / November 14.

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

- 1) The Herald's View: Johnson right choice for college board / October 19.
- 2) Robert Savukinas, Rick Johnson in race for Trustee 3 board spot / October 22.
- 3) MPC Champs of '61 and '65 gather to relive life on the gridiron / October 24.
- 4) MPC tight end Davis scores three times in 35-10 win over Cabrillo / October 24.
- 5) MPC shuts out Gavilan (football win 26-0) / October 30.
- 6) Candidate response: Robert Savukinas / November 3.
- 7) Letter to Editor: Johnson a poor choice for MPC Board / November 3.
- 8) Girl Power: Young heroine triumphs in stage adaptation of Hans Christian Andersen's 'The Snow Queen' / November 3.
- 9) Civil Union: A major military branch checks out the Peninsula as a potential new home / November 3-9.
- 10) Letter to Editor: No endorsement from MPC, candidate Rick Johnson / November 6.
- 11) MPC steamrolls San Jose City College (football win 45-16) / November 6.
- 12) Hartnell-MPC: like old times (football game November 12) / November 7.
- 13) The Herald's View: Herald endorsements for water, school boards / November 8.
- 14) Letter to Editor: District elections have not helped MPC, former Trustee Jim Tunney / November 8.
- 15) HR Ad: Sciences Laboratory Manager, Life Science / November 8.
- 16) School races: voter election results as of 10:10pm, November 8; Rick Johnson and Robert Savukinas at 50%-50% / November 9.
- 17) Several races still in flux: voter election results as of 12:06am, November 9; Rick Johnson and Robert Savukinas at 51%-49% / November 10.
- 18) No major upsets in school board races / November 10-16.
- 19) Bowl Bound (MPC loss 36-24 to Hartnell) / November 13.

C. Reports and Presentations:

- 1) Institutional Report – Supportive Services High Tech Lab, by Alexis Copeland. Dr. Garrison introduced Alexis Copeland, Instructor in the High Tech Center. Alexis overviewed the activities which support services to students in the High Tech Lab with its unique hardware and software. His presentation began with the hiring of Carl Brown and Martha Kanter in the mid-1980's to teach computers to disabled students. What started as the first high tech center in the state has grown to the support of one high tech center in every community college, UC's and CSU's. Carl Brown trained many of the leaders in the tech centers, and California tech centers are now the premier system in the nation. This is an MPC success story. Carl ran the training unit and Martha was a learning disability specialist; they later married each other. Martha served as chancellor for the Foothill-De Anza Community College District and is now the Under Secretary of Education under President Obama. The MPC High Tech Center serves in two areas: Adaptive Computer Technology taught by Alexis, and Computer Assisted Instruction taught by Terria Odom-Wolfer and Kathleen Rozman. Assistive Technology provide two components: software for voice recognition, screen reading, low vision, Braille and basic skills/remediation; and hardware for ergonomic input with mice, keyboards, and head pointers, low vision tools, ergonomic and standing workstations and digital recorders. Alexis shared five student stories to show the wide range of services needed in the High Tech Lab, and he encouraged everyone to visit and see how the our students interact with these materials. [Alex Copeland Board Presentation 11-22.pdf](#)

- 2) Superintendent/President's Report – Dr. Douglas Garrison
The Transfer Resource Center held a very successful transfer day. November is an important time period for applications. / The Veteran's Club hosted a Veteran's Day ceremony on November 9 with many Veterans speaking of their cohort experience on campus. / MPC conducted three open forums for the candidates of the Vice President for Academic Affairs and Dr. Garrison hopes to bring forward in December a hiring recommendation. / An important retirement notice today is for Dr. Sharon Colton's August, 2012 resignation. / The Board will be asked to authorize the replacement of five full-time faculty searches depending on funding. Last year we had an inordinately high number of faculty resignations. In order to maintain integrity of faculty, restoration of these positions is vital. / On Saturday, November 12, Dr. Garrison attended a day-long Violence Suppression Conference with thirty-five community and business leaders, sponsored by the Community Foundation of Monterey County. The Conference was to talk about difficulties of violence primarily due to gang activities, and the intent is to bring together diverse individuals to fashion a citizen's based response. There will be a series of strategic actions as a follow-up, and he will keep the Board informed of future actions.

- 3) Vice Presidents' Reports:

Marty Johnson, Vice President for Academic Affairs.
Marty acknowledged the Academic Affairs Advisory Group that put together the rationale for recommending five replacement faculty positions. This is a great move for restoration of faculty. Although there were twenty-one requests for new faculty, after much deliberations and hard work and especially thinking of the college as a whole and what is in the best interests with budget constraints, five full-time tenure

track searches are being recommended. / Dr. D.J. Singh and Marty met with Peter Perdue, dean of computer science at NPS to continue working toward the possibility of student internships at NPS. By following that path there is a good chance to develop a program for more of our students to gain their AA, attain an internship at NPS, be employed there, and stay at NPS to gain their bachelor and master's degrees. This program would also be of interest in our pursuit of more international students.

Carsbia Anderson, Vice President for Student Services.

Carsbia reported he is working with Security on potential occupy situations at MPC. He has been working on plans under our Time, Place, and Manner policy which allow public speech for students and faculty/staff. This policy also speaks to not impeding the flow of traffic. / SSAG is reviewing the work of the AAAG on faculty hiring process. / November 16 Student Services hosted Carmel Middle School students on tour / November 30 will be the Education Center at Marina open house showcasing student services and registration. / Priority registration is in effect, and there is now no limit to the number of students who can register at one time. / The annual MPC Project Santa is asking for contributions from students, faculty, staff and trustees to help our own staff, students, and their children. Make a contribution by December 13 in care of Cathy Nyznyk at the CDC. / The tobacco-free policy has progressed through all advisory groups and had its first reading at College Council; feedback from all groups is the need to increase enforcement and stay at the current phase. These responses are being considered by the Health and Safety Committee which will return a response to College Council. / Lastly, everyone is invited to the December 7 Administration Holiday Reception.

Steve Ma, Vice President for Administration Services.

Speaking to the board policy on the use of non-motorized vehicles on campus, Steve reported this policy went back to Health and Safety Committee due to the potential liability and safety concerns. The Committee agreed to retain the original policy which does not allow people to use non-motorized vehicles on campus. Although students and staff are encouraged to use bicycles and skateboards, they need to hand carry them. New signs will be posted around campus. / Steve related to today's Institutional Report by Alexis Copeland in that standing work stations will be considered along with electricity issues.

4) Academic Senate Report – Fred Hochstaedter, President.

Academic Affairs is continuing work to plan Flex Day Spring 2012 and he invited the Board to attend. As a cost saving measure Academic Affairs cannot donate the coffee and lunches, and has stepped away from food issues. If the institution wishes to do so, perhaps funding can be found. / More pressures have started to influence MPC in changing repeatability regulations. The Chancellor's Office is under great pressure from cost savings stakeholders and they indicate they want community colleges to reduce the amount of times students can take a class. The State Academic Senate is negotiating to find reasonable guidelines. / Kathleen Clark, Academic Senate's Vice President, recently attended a statewide conference and she learned the Board of Governors is addressing the issue of repeatability because of abuses at some colleges. The BOG found this to be an area where community colleges are getting beyond its mission. These changes may possibly influence our curriculum. One entire Academic Senate meeting was on repeatability and proposed adjustments to our Fall schedule.

- 5) MPCEA Report – Loran Walsh, MPCEA President.
MPCEA has ratified an agreement with the District on the health insurance plan to rejoin the faculty and administration in the three-phase plan by a vote of 63-20 members. / Now is review time for classified members and there is some concern on the issue of communication with supervisors on evaluations. / Loran presented gifts to departing Trustee Lynn Davis and Charlie Page with CSEA hats, plaques, certificates, and vehicle stickers.
- 6) MPCTA Report – no report.
- 7) ASMPC Report – no report.
- 8) College Council Report – Dr. Garrison shared that College Council has scheduled a study session on repeatability for November 29. This topic is getting broad discussion in an effort to inform as many people as possible.
- 9) MPC Foundation Report, Robin Venuti, Executive Director.
 - a) Robin announced the Foundation Board is welcoming five new members: Ellen Haley, Birt Johnson, Margi Wiest, Sharon Larson and Rich Kezirian. / There is a correction to the Calendar of Events - the Lobo Hall of Fame will be Friday, March 9. / The President's and Campus Circle and Legacy Society Reception is on Sunday, February 12, at 4:00pm. / President's Circle has over \$135,000.00 in commitments to date in the 2011 campaign. / MPC Foundation is now part of the Monterey County Gives Program earmarked for the Braille/tactile maps needed on campus. / Robin presentation reported on year-to-date support to MPC for 2011 for a total of \$783,265.00 through Faculty and Staff Advancement Awards, departmental support, scholarships, and instructional materials.
[Foundation Support to MPC 2011.pdf](#)
 - b) Donations for October, 2011 – \$47,619.45.
- 10) Governing Board Report:
 - a) Community Human Services – CHS Board Meeting minutes, October 20, 2011.
 - b) Trustee Reports – Daniel Cervantes commented that on November 4 he went to the California Community Colleges Student Trustee (CCCST) meeting in San Jose. As an organization in its second year in operation, their main topic was the recommendations of the Student Success Task Force. The organization voted to stand in opposition to the recommendations. Daniel presented MPC's Board resolution and they requested an electronic copy to present to their own boards. / Lynn Davis commented that Glendale Community College also requested a copy of our resolution and will be passing the same resolution this week. / Charlie Page related that in eight years of working in the culture of MPC, it is one of his great joys in life, and MPC is the one with finest culture.
- 11) Legislative Advocacy Report:
 - a) Letter to the California Community Colleges Board of Governors and the Student Success Task Force Members from Dr. Douglas Garrison responding to the draft recommendations of the Task Force Student Success Report, with copies to Chancellor Jack Scott and CCC Trustees President Jeanette Mann, and posted to online comment site for the Student Success Task Force / November 1.

- b) MPC Resolution No. 2011-2012/55 urging the California Community Colleges Board of Governors to withhold adoption of and defer implementation of draft recommendations from the California Community Colleges Task Force on Student Success, with cover letter to Student Success Task Force Members, Board of Governors of the California Community Colleges, Chancellor Jack Scott and CCC Trustees President Jeanette Mann / November 3.
- c) Report from the Chair of the Student Success Task Force / November 14.
- d) Trustee Loren Steck response letter to Student Success Task Force, online comment site for the Student Success Task Force, Board of Governors of the California Community Colleges, Chancellor Jack Scott, President, CCC Trustees Jeanette Mann and Scott Lay, President and CEO, CC League / November 15.

Trustee Steck acknowledged that Dr. Garrison's letter prompted him to write his own letter of response. He is encouraged by feedback received from faculty of other community colleges. Scott Lay, Executive Director of the California Community League, responded to him that the League wishes to remain neutral on this issue, and there are ten other colleges with negative responses to the recommendations. Loren asked what the Board thought of sending his response letter to other Trustees, as he felt many Trustees do not know the depth of the recommendations. Chair Davis directed Carla Robinson to send Dr. Steck's letter electronically with Dr. Garrison's response letter and the MPC Resolution, with a copy to the Board. Carsbia attended the League's conference last week and they are moving ahead on recommendations. He was very appreciative of our Board's efforts and resolution. Dr. Garrison noted that included in the Legislative Report packet is a report from Peter McDougall, chair of the Student Success Task Force, to SSTF members that records some of the revisions they agreed to at their November 9 meeting; one important change modifies the Task Force's stance removing apportionment if courses are not a part of the student's education plan. This dialogue moves to the Board of Governors and ultimately to the State Legislature.

12) Special Report – Bond Update Reports, Joe Demko.

a) Active Bond/Facility Projects Update:

Humanities / Old Student Services / Business Humanities – The project is receiving State matching funds. Phase 1 (Old Student Services Building) construction is ahead of schedule. The interior framing/rough-in has been completed. The door and window frames have been installed, and glazing is nearing completion. Exterior stucco work has begun and the building has essentially been weather proofed so that the interior insulation and drywall can be started.

Theatre – The main construction interior demolition is complete. Interior work on the excavation for the orchestra pit and elevator has begun. Work is progressing as scheduled.

Life Science / Physical Science Buildings – There are two phases in this project with the First Phase being the Life Science building, and once it is completed the renovation of Physical Science will commence. The contractor has finished the

seismic bracing and is working on rough-in for plumbing and electrical and installing metal studs and wood framing. The first floor below-grade plumbing is finished.

Gym First Floor – The Gym first floor work has to be completed before work on the pool and tennis courts can be done. The Swing Space needs are being met by placing relocatables on one of the tennis courts. The P.E. department has relocated to the relocatables. Completion is anticipated in November of 2012.

Swing Space – The “Swing Space Village” is located adjacent to and south of the Theatre, and classes are being conducted in the building. The General Classrooms Building has been modified to accommodate Life Science and Physical Science programs, and Life Science classes are being conducted in the building.

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

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

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

Facilities Committee – The Committee met on October 28, 2011 and reviewed project budgets and schedules. A report will be forthcoming on the Committee’s recommendations.

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

4. **CONSENT CALENDAR**

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

Motion Page / Second Steck / Carried

2011-2012/56

BE IT RESOLVED,

- 1) That the Governing Board approve the minutes of the Regular Board Meeting on October 25, 2011, and the minutes of the Special Meeting on November 2, 2011.
- 2) That the Governing Board accept gifts donated to the college with appropriate acknowledgement to donors, as amended to the gift year of 2011.
- 3) That the October regular payroll in the amount of \$2,217,693.45, and the November supplemental payroll in the amount of \$52,707.89, for a total payroll of \$2,270,401.34, be approved.

- 4) That Commercial Warrants:
- | | |
|--|----------------------|
| Number 12890811 through Number 12890906 | \$1,178,452.58 |
| Number 12891787 through Number 12891818 | \$ 507,080.60 |
| Number 12892443 through Number 12892470 | \$ 149,544.64 |
| Number 12893104 through Number 12893154 | \$ 455,747.20 |
| Number 12893851 through Number 12893865 | \$ 21,224.37 |
| Number 12895494 through Number 12895549 | <u>\$ 221,065.53</u> |
| in the amount of \$2,533,114.92 be approved. | \$2,533,114.92 |
- 5) That Purchase Order Numbers 120514 through 120608 in the amount of \$8,978,047.58 be approved.
- 6) That the following budget adjustments in the Restricted General Fund be approved:
Decrease of \$10,000.00 in funds received for FY 2011-2012.
- 7) That the following budget adjustments in the Restricted General Fund be approved:
- | | |
|---|-------------|
| Net decrease in the 1000 (Certificated Salary) Object expense | \$ 4,099.00 |
| Net increase in the 2000 (Classified Salary) Object expense | \$ 6,056.00 |
| Net increase in the 3000 (Benefits) Object expense | \$ 3,371.00 |
| Net decrease in the 4000 (Supplies) Object expense | \$ 882.00 |
| Net decrease in the 5000 (Other/Services) Object expense | \$ 663.00 |
| Net decrease in the 7000 (Other Outgo) Object expense | \$ 3,783.00 |
- 8) That the following budget adjustments in the Unrestricted General Fund be approved:
- | | |
|---|--------------|
| Net decrease in the 1000 (Certificated Salary) Object expense | \$ 56,496.00 |
| Net decrease in the 2000 (Classified Salary) Object expense | \$ 67.00 |
| Net decrease in the 3000 (Benefits) Object expense | \$ 10,229.00 |
| Net increase in the 5000 (Other/Services) Object expense | \$ 66,792.00 |
- 9) That the following budget increases in the Child Development Fund be approved:
Increase of \$5,068.00 in revenue and matching expenses, to reflect funds carried forward from FY 2010-2011 to 2011-2012.
- 10) That the following budget adjustments in the Parking Fund be approved:
- | | |
|---|--------------|
| Net increase in the 2000 (Classified Salary) Object expense | \$ 40,444.00 |
| Net increase in the 3000 (Benefits) Object expense | \$ 10,222.00 |
| Net decrease in the 5000 (Other/Services) Object expense | \$ 57,623.00 |
| Net increase in the 6000 (Capital Outlay) Object expense | \$ 6,957.00 |
- 11) That the following budget adjustments in the Student Center Fund be approved:
- | | |
|---|-----------|
| Net increase in the 2000 (Classified Salary) Object expense | \$ 674.00 |
| Net increase in the 3000 (Benefits) Object expense | \$ 204.00 |
| Net decrease in the 5000 (Other/Services) Object expense | \$ 878.00 |
- B. Management Personnel:
- 12) That the Governing Board approve the following item:
- a) Resignation for the purpose of retirement of Dr. Sharon Colton, Dean of Technology and Media Services, for the purpose of retirement, effective at the end of the day, August 30, 2012, and confer upon her the title of Administrator Emeritus. Dr. Colton has served in this position since 2001.

- C. Faculty Personnel:
- 13) That the Governing Board approve the following items:
- a) Authorize the full-time tenure track replacements for Psychology Instructor, Mathematics Instructor, American Sign Language Instructor, Sociology Instructor and Counselor, dependent upon available funding.
 - b) Each month individuals are hired as part-time, substitute, and overload. The attached list includes hires for Fall 2011.
- D. Classified Personnel:
- 14) That the Governing Board approve the following items:
- a) Employment of Doug Carpenter, Instructional Specialist, Mathematics Learning Center, 18 hours per week, 7 months and 19 days per year, effective November 23, 2011.
 - b) Employment of Diana Tomasi, Administrative Assistant III/Instructional Contract Coordinator, Academic Affairs, 40 hours per week, 12 months per year, effective November 23, 2011.
 - c) Approval of the attached job description for Career Transfer Center Coordinator, effective July 1, 2011. Salary placement will be Range 18 at full implementation. Salary implementation is dependent upon MPCEA negotiations.
 - d) Approval of the attached job description for Student Activities Coordinator, effective July 1, 2011. Salary placement will be Range 18 at full implementation. Salary implementation is dependent upon MPCEA negotiations.
 - e) Resignation of Olivia Panopoulos, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective at the end of the day, October 18, 2011.
- E. Short Term and Substitute Personnel:
- 15) That the individuals on the recommended list (Short Term and Substitute Employees) employed for short term and substitute assignments subject to future modifications be approved.

5. **NEW BUSINESS**

Public comments on New Business agenda items will be heard at the time the matter is under Board consideration. If you wish to address the Board on an agenda item, please do so when that item is called. Presentations will be limited to a maximum of three minutes, or as established by the Board. Persons are not required to give their name or address, but it is helpful for a person to state their name in order that the Board and others present may identify the speaker.

- A. BE IT RESOLVED, that the 2011-2012 Monthly Financial Reports for the period ending October 31, 2011 be accepted.

Motion Steck / Second Page / Carried

2011-2012/57

- B. BE IT RESOLVED, that the Quarterly Financial Status Report for the quarter ending September 30, 2011, as presented on Form CCFS 311Q, be accepted and made part of the minutes of this meeting.

Motion Brown / Second Cervantes / Carried

2011-2012/56

Vice President for Administrative Services Report – Steve Ma.

Steve reported that state revenues are short by \$3.7 billion for 2011. If that projection holds, the state will have mid-year cuts. The only good news for MPC is that this year's budget was prepared for a worst case scenario. Even if the state is instituting mid-year cuts there should be no implication on MPC's budget this year. The Legislative Analyst Office has also projected operating deficits for the 2013 year in the range of \$13 billion. Steve concluded that he believes the beginning of restorations of these multi-year cuts may be reinstated by the end of 2013.

- C. BE IT RESOLVED, that the Monterey Peninsula Community College District Governing Board adopt the following resolution in support of Senate Constitutional Amendment 5 (SCA 5).

Motion Page / Second Coppernoll / Carried

2011-2012/57

RESOLUTION:

WHEREAS, Senate Constitutional Amendment 5 (Simitian), which reduces the two-thirds vote requirement on parcel taxes, will be acted on by the California State Legislature; and

WHEREAS, reductions in the State General Fund revenue have led to reduced school funding; and

WHEREAS, State General Fund revenue is unstable and erratic, which results in unpredictable funding levels for school districts and county offices of education; and

WHEREAS, parcel tax revenue can provide a stable, predictable source of school revenue; and

WHEREAS, passage of SCA 5 will empower local voters to invest in their schools based on the needs of their communities by requiring a tough, but fair, 55 percent vote to pass local parcel taxes, while protecting taxpayers and homeowners with accountability provisions that will ensure that funds generated from parcel taxes are not wasted or mismanaged; and

WHEREAS, revenue from parcel taxes can be spent according to local priorities and are not subject to state control; and

WHEREAS, the two-thirds vote requirement results in minority rule by requiring two "yes" votes to cancel out one "no" vote; and

WHEREAS, passage of SCA 5 will allow local voters to decide to make investments in their neighborhood schools in addition to state funding.

THEREFORE BE IT RESOLVED, that the Monterey Peninsula Community College District Governing Board strongly urges the California State Legislature to support and adopt SCA 5.

Passed and adopted by the Monterey Peninsula Community College District on November 22, 2011, by the following vote:

AYES: Charles Brown, Margaret-Anne Coppernoll, Lynn Davis, Charlie Page,
and Loren Steck, and advisory vote by Daniel Cervantes, Student Trustee.
NOES: None
ABSTAIN: None
ABSENT: None

- D. BE IT RESOLVED, that the Governing Board ratify the attached agreement on medical benefits between MPCEA and the District, effective immediately.

Motion Page/ Second Steck / Carried **2011-2012/58**

The Board noted that MPCEA is relieved of the repayment of the \$257,110.00 loan.

- E. BE IT RESOLVED, that the Governing Board authorize the Vice President for Administrative Services to enter into an agreement with Alliant Insurance Services, Inc., as the District's broker of record and consultant for the District's employee benefits programs effective December 1, 2011.

Motion Cervantes / Second Coppernoll / Carried **2011-2012/59**

- F. BE IT RESOLVED, that the Governing Board authorize the Vice President for Administrative Services to enter into an agreement with Delta Health Systems as the Third Party Administrator for the District's Employee Group Benefit Program, effective December 1, 2011, pending ratification by MPCTA.

Motion Cervantes / Second Coppernoll / Carried **2011-2012/60**

No ratification is required by MPCEA. There will be no change to benefits, network providers, or employee costs with the change in Third Party Administrator.

- G. BE IT RESOLVED, that the Governing Board reject the claim for damages made by Kenneth J. Kroopf, Esq., on behalf of Christopher Veloz, and that the claim be forwarded to the District's claims administrator for investigation and disposition.

Motion Page / Second Cervantes / Carried **2011-2012/61**

- H. BE IT RESOLVED, that the Governing Board reject the claim for damages made by David J. Churchill, Esq., on behalf of Margaret-Anne Coppernoll, and that the claim be forwarded to the District's claims administrator for investigation and disposition.

Motion Page / Second Brown / Carried **2011-2012/62**

Dr. Margaret-Anne Coppernoll was excused from New Business Item No. H, and left the room during its consideration. After the vote Chair Lynn Davis called for a five minute break at 5:00pm.

- I. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment (PAA) #13, at the fixed fee of \$168,500.00, with Kitchell CEM for construction management services in conjunction with the renovation of the Gymnasium First Floor Renovation project.

Motion Cervantes / Second Page / Carried

2011-2012/63

- J. BE IT RESOLVED, that the Governing Board ratify the Project Assignment Amendment (PAA) #03 with GBMI, Inc., Inspector of Record (IOR), to perform inspection services on an hourly basis not to exceed \$78,000.00 in conjunction with the Gymnasium First Floor Renovation project.

Motion Steck / Second Cervantes / Carried

2011-2012/64

- K. BE IT RESOLVED, that the following courses be approved:

- AUTO 171, BAR 2011 Update
- CSIS 10C, Bridge to C and C++ Programming
- ESL 110, High-Advanced Composition
- ESL 312, Beginning English: Listening Speaking, Pronunciation
- ESL 313, Beginning English: Grammar, Writing, Reading
- ESL 323, High-Beginning Conversation
- ESL 325, High-Beginning Reading and Vocabulary
- ESL 334, Intermediate Conversation
- ESL 335, Intermediate Reading
- ESL 342, High-Intermediate Academic Writing
- ESL 343, High-Intermediate Academic Reading
- ESL 346, Advanced Writing: American Culture
- MUSI 119.1, Travel Study: The Choral Music and Culture of Poland, Germany, Belgium and Holland

Motion Steck / Second Page / Carried

2011-2012/65

- L. BE IT RESOLVED, that the Governing Board approve Pat Roberts, Speech Instructor, to travel to Sydney, Australia, December 7-13, 2011, to attend the 6th International LAMS and Learning Design Conference.

Motion Brown / Second Coppernoll / Carried

2011-2012/66

Dr. Garrison noted there will be no cost to the College General Fund.

- M. BE IT RESOLVED, that the Governing Board approve establishment of the Bonnie Ann Souchak Endowment to be managed as an agency fund by the Monterey Peninsula College Foundation per the General Fiscal Agent Agreement dated October 25, 2011.

Motion Steck / Second Brown / Carried

2011-2012/67

- N. INFORMATION: Citizens' Bond Oversight Committee Annual Report for 2010-2011.

INFORMATION

Daphne Hodgson, Chair of the Citizen's Bond Oversight Committee (CBOC) 2009-2011, presented her final Annual Report to the Board on CBOC's work for 2011. The bond program has made excellent use of bond proceeds to stretch funds to cover ongoing construction projects. The three primary duties of the Citizens' Bond Oversight Committee are to inform the public concerning the District's expenditure of bond proceeds, review and report on the expenditure of taxpayers' monies, and advise the public on the District's compliance with Proposition 39. No bond proceeds were used for salaries of faculty or staff. Ms. Hodgson thanked her fellow committee members for their dedication to the work, and to the Board and Dr. Garrison for the opportunity to serve. The Board thanked Ms. Hodgson for her four years of service on CBOC.

[CBOC Annual Report 2010-11.pdf](#)

- O. INFORMATION: Proposed list of Board Study Sessions for 2012.

INFORMATION

Dr. Garrison provided the Board with a list of seven suggested study session topics particularly relevant for the two new Board members and the current Board. This list will be reviewed at the December Board meeting to develop a calendar of study sessions.

- P. INFORMATION: Review results of the Monterey Peninsula Community College District Governing Board Self Evaluation Survey.

INFORMATION

Trustees Loren Steck and Charles Brown served on the Board Policy Subcommittee, and were tasked to develop a self-evaluation survey, implemented with Dr. Rosaleen Ryan, Director of Institutional Research, to provide feedback as part of the Board's yearly self-evaluation. Dr. Steck compiled the survey results which were distributed at the meeting. Both Board members and college and community respondents were asked: in what areas is the Board doing well, and in what areas could the Board be doing better?

[Board Survey Board Responses Part I.pdf](#) [Board Survey Board Responses Part II.pdf](#)
[Board Survey Other Respondents Part I.pdf](#) [Board Survey Other Respondents Part II.pdf](#)

Dr. Steck reminded the Board of the five goals established for 2010-2011:

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

The Board agreed to propose goals for 2012 at the December Regular Board meeting.

Trustee Margaret-Anne Coppernoll read a written response to comments on the Board's self-evaluation survey and in response to today's visitor comments.

"Statement for Board Self Evaluation: Margaret-Anne Coppernoll, Ph.D.

Since my election to the MPC Governing Board of Trustees in November 2009, my attendance has been nearly perfect, as I had missed one meeting due to a medical emergency. Between the time I was elected and the time I was severely injured on May 2, 2011, I attended all other board meetings, special study sessions, special events, trustee conferences, President's luncheons, subcommittees, and when possible, academic senate, college council, MPC Foundation, flex days, Lobos Hall of Fame, MPC Alumni Association events, and attended other special occasions. I gave speeches at two past MPC Veterans' Day events, as requested by MPC. I only missed meetings sequentially after my injury as I was in severe pain, was on medication that made me very sick, and I was literally unable to get dressed, comb my hair, or function normally, let alone participate in a public forum. Despite being nauseous and in pain, I still managed to contact constituents to participate in the MPC citizens redistricting advisory committee, and I kept the college informed as to my medical condition throughout my ordeal. I had also offered to participate in board meetings via telephone, but was told this was not feasible. I had suggested this procedure because our Marina city council members participate via phone when they cannot physically attend meetings. Before my injury, my attendance was nearly perfect, and as good as anyone here. In fact, I even had an excellent attendance at board meetings prior to my election during my campaign, during which I faced two opponents.

Over the course of my tenure on this board, I have supported the MPC Foundation and the President's Circle, having proposed MPC scholarships for the five Monterey Peninsula public high schools where no scholarships for graduating seniors had previously existed; I moved to establish written governing board goals where no written goals had previously existed, and this action is important for college accreditation. I moved that the board take board action to support our MPC President, faculty and staff to express MPC's position vis-a-vis the recent California Student Success Task Force recommendations – the result was the board resolution that was sent forward. I have supported the college for many years by participating in classes as an enrolled student, and I have demonstrated support for faculty, staff and students. I have listened and responded in a positive way to those presenting to the board, and I have kept my constituents informed on a regular basis through city council meeting presentations and other community organizations.

Although I am still receiving medical care and continue to be in pain, I am back on track and fulfilling all my obligations to MPC. I am not resigning because I truly love MPC, and I am totally dedicated to ensuring its continuing success now and in the future. I want to contribute all that I can. I feel that it is a great honor to serve MPC."

Q. INFORMATION: Calendar of Events.

INFORMATION

ADVANCE PLANNING

Chair Lynn Davis commented on the pleasure he has had for the last eight years of serving on the Board, as also acknowledged by departing Trustee Charlie Page. Dr. Garrison invited the MPC community to attend the Trustee Reception on December 13 to honor the two retiring Trustees and welcome the two new Trustees. The Reception will follow the Regular Board Meeting. Dr. Garrison also reminded the Board of the Administrator's Holiday Reception in the Administration Building on Wednesday, December 7, 11:30am-1:00pm.

- A. Regular Board Meeting, Tuesday, December 13, 2011
 - Closed Session, 1:30pm, Stutzman Room, Library and Technology Center
 - Regular Meeting, 3:00pm, Sam Karas Room, Library and Technology Center; swearing-in of Trustees Loren Steck, Marilyn Gustafson and Rick Johnson
 - Trustee Reception, 4:30pm, LaMirada Museum, 720 Via Mirada

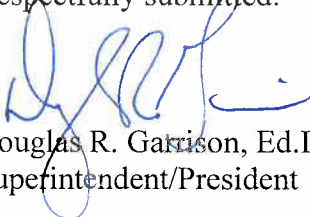
- B. Regular Board Meeting Tuesday, January 24, 2012
 - Closed Session, 1:30pm, Stutzman Room, Library and Technology Center
 - Regular Meeting, 3:00pm, Sam Karas Room, Library and Technology Center

- C. Future Topics:
 - 1) Develop 2012 Board Goals – December, 2011
 - 2) Propose 2012 Study Session Topics and Calendar – December, 2011
 - 3) Board Policy 1435 – Report from Board Subcommittee on Naming Opportunities
 - 4) Institutional Report – SB 1440, the Transfer Act

7. **ADJOURNMENT** – Chair Lynn Davis adjourned the Regular Meeting at 5:36pm.

8. **CLOSED SESSION** – not required.

Respectfully submitted.



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

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

Posted December 14, 2011

Monterey Peninsula Community College District

Governing Board Agenda

December 13, 2011

Consent Agenda Item No. A.2

Superintendent/
President's Office

Proposal:

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

Background:

The following donations have been made to Monterey Peninsula College:

- L.M. Gabrielson \$50.00 donation to CDC's Project Santa
- Deborah Ruiz \$50.00 donation to CDEC's Project Santa
- Arnold Seibel \$100.00 donation to CDC's Project Santa
- Monterey Peninsula Volunteer Serv, Inc. \$500.00 donation to REMC's Emergency Food Pantry
- Christopher Redlich Materials donated to Ceramics Department:
L & L Electric Kiln and Downdraft Vent System;
Glazes; Tools; Ceramic Materials for Students
- Janine Wilson \$160.00 donation to Math/Science Upward Bound
- G.E. Young, Jr. \$50.00 donation to Lobo Day Scholarship Fund in
memory of David Coffin

Budgetary Implications:

None.

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

Recommended By: Dr. Douglas Garrison, Superintendent/President

Prepared By:

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

Agenda Approval:

Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

December 13, 2011

Consent Agenda Item No. A.3

Fiscal Services
College Area

Proposal:

Approve November regular payroll. Approve November 30th payroll.

Background:

November 30, 2011	Regular Payroll	<u>\$ 2,171,513.98</u>
Total		\$ 2,171,513.98

Budgetary Implications:

Budgeted.

- RESOLUTION: BE IT RESOLVED**, that the:
November regular payroll in the amount of \$2,171,513.98
For a total payroll of \$2,171,513.98 be approved.

Recommended By:



Stephen Ma, Vice President, Administrative Services

Prepared By:

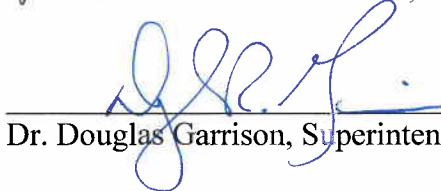


Michelle Moore or Sean Willis, Payroll Analyst



Rosemary Barrios, Controller

Agenda Approval:



Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

December 13, 2011

Consent Agenda Item No. A.4

Fiscal Services
College Area

Proposal:

Approve Commercial Warrants for November 2011.

Background:

Table with 2 columns: Warrant Number Range and Amount. Rows include: Number 12896499 through Number 12896521 (\$197,813.40), Number 12897117 through Number 12897146 (\$204,804.58), Number 12898076 through Number 12898154 (\$486,767.28), Number 12899601 through Number 12899656 (\$229,673.11), Number 12901483 through Number 12901548 (\$342,006.93), and Total (\$1,461,065.30).

Budgetary Implications:

Budgeted.

[X] RESOLUTION: BE IT RESOLVED, that Commercial Warrants: 12896499 through 12896521, 12897117 through 12897146, 12898076 through 12898154, 12899601 through 12899656, 12901483 through 12901548, in the amount of \$1,461,065.30 be approved.

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

Prepared By: [Signature] Alicia Cadriel, Accounting Specialist [Signature] Rosemary Barrios, Controller

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

School Board Approval Report
11/1/2011 through 11/1/2011

40 Monterey Peninsula College

Issue Date 11/01/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12896501	AmeriPride Uniform Services	PO- 120288	620000	Open Purchase order covers rage service for studio	\$31.17
	AmeriPride Uniform Services	PO- 120288	620000	Open Purchase order covers rage service for studio	\$31.17
12896502	BRODART	PO- 120498	450000	Cat#83401004 Explorer EH-3sv personal headphones	\$683.05
12896505	College Health Services LLC	PO- 120513	580000	Payment for Student Health 101 magazine; Distribu	\$4,000.00
12896507	ELECTRICAL DISTRIBUTORS - mo	PO- 120280	450000	Open ordr for electrical supplies for the Faciliti	\$94.42
	ELECTRICAL DISTRIBUTORS - mo	PO- 120280	450000	Open ordr for electrical supplies for the Faciliti	\$101.03
	ELECTRICAL DISTRIBUTORS - mo	PO- 120280	450000	Open ordr for electrical supplies for the Faciliti	\$17.54
	ELECTRICAL DISTRIBUTORS - mo	PO- 120280	450000	Open ordr for electrical supplies for the Faciliti	\$202.08
	ELECTRICAL DISTRIBUTORS - mo	PO- 120280	450000	Open ordr for electrical supplies for the Faciliti	\$13.73
12896509	GAVILAN PEST CONTROL	PO- 120196	550000	Open order for gropher abatement	\$500.00
	GAVILAN PEST CONTROL	PO- 120196	550000	Open order for gropher abatement	\$500.00
12896510	LAB SAFETY SUPPLY INC	PO- 120449	430000	Product #122699 Thermoplastic Disposable Overboot	\$17.87
12896511	McKesson Medical Surgical	PO- 120355	450000	Open order for medical supplies for Fiscal year 20	\$23.53
	McKesson Medical Surgical	PO- 120355	450000	Open order for medical supplies for Fiscal year 20	\$178.96
12896512	MPC District	PV- 1373	520000	Registration Fees for Anthony Maher	\$212.00
12896513	NASCO	PO- 120445	640000	LF01189U Amplifyer/Speaker System	\$755.31
	NASCO	PO- 120445	640000	LF01189U Amplifyer/Speaker System	\$1,079.91
	NASCO	PO- 120445	640000	LF01189U Amplifyer/Speaker System	\$226.01
12896514	OCLC INC	PO- 120146	450000	library database cataloging 2011/12	\$430.01
12896516	Physio-Control Inc	PO- 120536	450000	Replacement Kits, 2 Electrodes per attached sales	\$253.12
12896517	Riddell/All American	PO- 120378	640000	Helmuts per attached quote# Helmet 1	\$5,942.15
12896518	Standard Insurance Company CB	PO- 120018	340000	Open order for Life and Accident Insurance for FY1	\$34.19
	Standard Insurance Company CB	PO- 120018	340000	Open order for Life and Accident Insurance for FY1	\$1,233.60
12896519	Stinson, Ashley	PV- 1374	520000	Intern Stipend and Travel Reimbursement	\$2,699.80
12896520	United Parcel Service(UPS)	PO- 120199	580000	Open order for UPS shipments for FY11/12	\$302.28
12896521	Uretsky Security	PV- 1375	550000	Security Guards for Home Football Games	\$2,000.00

School Board Approval Report

11/1/2011 through 11/1/2011

mountsRef

40 Monterey Peninsula College

Issue Date 11/01/2011

Fund 0100 totals:	\$21,562.93
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School Board Approval Report
11/1/2011 through 11/1/2011

mountsRef

40 Monterey Peninsula College

Issue Date 11/01/2011

1400 Capital Projects Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12896515	Office Depot	PO- 120522	640000	Laptop for Nursing-This laptop is not campus stand	\$1,004.35
Fund 1400 totals:					\$1,004.35

School Board Approval Report
11/1/2011 through 11/1/2011

mountsRef

40 Monterey Peninsula College

Issue Date 11/01/2011

3500 Self Insurance Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12896499	AFLAC	PO- 120066	510000	Open order for monthly fee for employees in aflac	\$188.00
Fund 3500 totals:					\$188.00

School Board Approval Report
11/1/2011 through 11/1/2011

mountsRef

40 Monterey Peninsula College

Issue Date 11/01/2011

4800 Building Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12896500	American 3B Scientific	PO- 120600	640000	Inv SI11-13123 dated 9/15	\$227.00
12896503	Carolina Biological Supply	PO- 120599	640000	Inv. 47717230 dated 7/6/11	\$546.50
	Carolina Biological Supply	PO- 120599	640000	Inv. 47717230 dated 7/6/11	\$568.81
	Carolina Biological Supply	PO- 120599	640000	Inv. 47717230 dated 7/6/11	\$2,513.35
12896504	Central Electric	PO- 120464	620000	Electrical Contract for Lower Floor Gym Swing Spac	\$19,187.50
12896506	Dilbeck & Sons Inc.	PO- 120581	620000	Re-encumber from PO120419-construction services fo	\$136,813.46
12896508	FIRST NATIONAL BANK	PO- 120582	620000	Re-encumber from PO#120418- Escrow account for the	\$15,201.50
Fund 4800 totals:					\$175,058.12
District Totals for 11/1/2011:					\$197,813.40



School Board Approval Report

11/1/2011 through 11/1/2011

mountsRef

District Total for 11/1/2011 through 11/1/2011:	\$197,813.40
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School Board Approval Report
11/3/2011 through 11/3/2011

mountsRef

40 Monterey Peninsula College

Issue Date 11/03/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12897117	ARIEL THEATRE INC	PV- 1404	510000	THEA 77, Sec 0930 Course	\$953.00
12897118	Boes, Bobbi	PV- 1405	430000	Reimbursement for Cameras and Cases	\$1,292.09
12897119	Brennan,Thomas R.	PV- 1406	510000	Guest Lecturer for Fire Command 2C	\$1,600.00
12897121	Central Electric	PV- 1407	560000	Replace Breaker at Child Development Center	\$141.95
12897122	CHEVRON USA INC	PO- 120186	550000	Open order for gas cards for Facilities	\$1,841.33
	CHEVRON USA INC	PO- 120358	550000	Open order for Gas for M&W Athletics	\$689.74
	CHEVRON USA INC	PO- 120358	550000	Open order for Gas for M&W Athletics	\$820.55
12897123	Christensen, Mark T.	PV- 1408	510000	Guest Lecturer for Basic Fire Academy	\$750.00
12897124	Compaq/Hewlett Packard	PO- 120548	560000	HP 1 year Post Warranty Next business day ProLiant	\$1,632.80
12897125	Council of Chief LibrariansCCC	PV- 1409	530000	Annual Membership Fees	\$150.00
12897126	EMPLOYMENT DEVELOPMENT DE	PO- 120005	580000	Open order for FY11-12 for EDD Quarterly Taxes une	\$8,662.80
12897127	Gardner, Matt	PO- 120177	510000	Independent Contractor from July 1, 2011-June 30,2	\$750.75
	Gardner, Matt	PO- 120177	510000	Independent Contractor from July 1, 2011-June 30,2	\$750.75
	Gardner, Matt	PO- 120495	510000	Independent Contractor-See attached contract	\$500.50
	Gardner, Matt	PO- 120495	510000	Independent Contractor-See attached contract	\$500.50
12897129	Hudson, James	PV- 1410	510000	Guest Lecturer for RIC Operations Course	\$831.12
12897130	Jacobson, Cheryl	PV- 1411	520000	Reimbursement for CACN Conference Travel	\$704.14
12897131	Jobelephant.com Inc.	PV- 1412	450000	Advertising for Open Job Position	\$295.00
12897132	Loughran, Matt	PV- 1413	510000	Guest Lecturer for RIC Operations Course	\$1,455.00
12897133	McGuire, Glen	PV- 1414	510000	Guest Lecturer for RIC Operations Course	\$1,455.00
12897134	MICROSOFT CORPORATION-dallas	PO- 120547	560000	IT Prp Pack Telephone Support	\$1,289.00
12897135	Monrad, Renee	PV- 1415	580000	Reimbursement for Personal Counseling	\$330.00
12897136	Odom-Wolfer, Terria	PV- 1416	520000	Travel Reimbursement for CAPED Conference	\$771.64
12897138	Palace Art	PO- 120168	640000	Office Master Ergonomic Task Chair	\$350.71
12897139	Patterson Dental Supply	PV- 1417	430000	Instructional Supplies	\$95.34
	Patterson Dental Supply	PV- 1418	430000	Instructional Supplies	\$205.22
12897141	RIO GRANDE TOOLS	PV- 1420	430000	Instructional Materials	\$534.41

School Board Approval Report
11/3/2011 through 11/3/2011

mountsRef

40 Monterey Peninsula College

Issue Date 11/03/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12897142	Santos, Edwin J.	PV- 1421	510000	Transport Furniture for Fire Investigation 2A	\$200.00
12897143	Tait, Joseph F.	PV- 1422	510000	Transport Furniture for Fire Investigation 2A	\$200.00
12897145	US Bank Service Center	PV- 1376	450000	Dr. Garrison Cell Phone Payment	\$116.69
	US Bank Service Center	PV- 1377	450000	Office Supplies for CARE Program	\$503.80
	US Bank Service Center	PV- 1378	640000	Instructional Materials	\$247.93
	US Bank Service Center	PV- 1378	520000	Medical Supplies for Health Services	\$167.57
	US Bank Service Center	PV- 1378	450000	Office Supplies	\$3.19
	US Bank Service Center	PV- 1378	520000	WACAC Subscription Renewel	\$45.00
	US Bank Service Center	PV- 1379	510000	Cisco Voice TNG Value Pack	\$139.47
	US Bank Service Center	PV- 1379	450000	Computer Network Supplies	\$1,032.39
	US Bank Service Center	PV- 1380	450000	Computer Supplies	\$289.49
	US Bank Service Center	PV- 1380	520000	Conference Lodging Expense	\$420.34
	US Bank Service Center	PV- 1381	520000	Conference Lodging Expense	\$255.63
	US Bank Service Center	PV- 1381	520000	Conference Travel Expense	\$105.37
	US Bank Service Center	PV- 1382	430000	Anatomy Instructional Supplies	\$116.98
	US Bank Service Center	PV- 1382	430000	Biology Instructional Supplies	\$36.46
	US Bank Service Center	PV- 1382	560000	Equipment Repairs	\$89.49
	US Bank Service Center	PV- 1382	430000	Non Instructional Supplies	\$566.21
	US Bank Service Center	PV- 1383	450000	Office Supplies	\$239.30
	US Bank Service Center	PV- 1383	470000	Refreshments for TRIO SSS Orientation Workshop	\$98.11
	US Bank Service Center	PV- 1384	520000	TRIO Student Summer Activities	\$1,031.20
	US Bank Service Center	PV- 1384	520000	Truck Rental for Staff Move from UCSC to MPC	\$98.33
	US Bank Service Center	PV- 1385	430000	Soccer Equipment	\$77.80
	US Bank Service Center	PV- 1386	450000	Postage	\$88.00
	US Bank Service Center	PV- 1387	520000	Conference Fees	\$80.00
	US Bank Service Center	PV- 1387	520000	Intern Travel Expense	\$773.28
	US Bank Service Center	PV- 1387	520000	MATE Conference Expenses	\$1,924.73
	US Bank Service Center	PV- 1387	520000	MATE Conference Travel Expense	\$480.00

School Board Approval Report
11/3/2011 through 11/3/2011

40 Monterey Peninsula College

Issue Date 11/03/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
	US Bank Service Center	PV- 1387	450000	MATE Office Supplies	\$730.29
	US Bank Service Center	PV- 1388	430000	Instructional Supplies	\$664.84
	US Bank Service Center	PV- 1389	530000	ASE Online Certification Membership	\$29.90
	US Bank Service Center	PV- 1389	430000	Instructional Supplies	\$164.08
	US Bank Service Center	PV- 1390	520000	ITEST Supplies and Expenses	\$3,707.10
	US Bank Service Center	PV- 1391	430000	Instructional Supplies	\$41.40
	US Bank Service Center	PV- 1392	430000	Instructional Supplies	\$52.40
	US Bank Service Center	PV- 1393	520000	USC Housing for Upward Bound Summer Visit	\$99.75
	US Bank Service Center	PV- 1394	470000	Refreshments for International Student Orientation	\$130.83
	US Bank Service Center	PV- 1395	560000	Custodial Cart Repair	\$137.97
	US Bank Service Center	PV- 1395	450000	Custodial Supplies	\$122.66
	US Bank Service Center	PV- 1395	450000	Office Supplies	\$123.02
	US Bank Service Center	PV- 1396	520000	Conference Travel for Student Trustee	\$123.33
	US Bank Service Center	PV- 1396	470000	Refreshments for Board Meeting	\$8.18
	US Bank Service Center	PV- 1397	520000	Aquarium Fees for Visiting Students	\$752.55
	US Bank Service Center	PV- 1397	450000	Vital Signs Monitor for Health Services	\$258.75
	US Bank Service Center	PV- 1397	430000	Yoga Mats for Marina Ed Center	\$824.71
	US Bank Service Center	PV- 1399	430000	Instructional Materials	\$209.49
	US Bank Service Center	PV- 1401	450000	Keys for Marina Ed Center	\$12.93
	US Bank Service Center	PV- 1402	450000	Instructional Supplies	\$49.42
	US Bank Service Center	PV- 1403	450000	Maintenance Supplies	\$34.14
12897146	XEROX CORPORATION	PO- 120189	560000	Open order for Xerox copier in Life Sceince W7665P	\$814.03

Fund 0100 totals: \$47,871.87

- + -

School Board Approval Report
11/3/2011 through 11/3/2011

mountsRef

40 Monterey Peninsula College

Issue Date 11/03/2011

1400 Capital Projects Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12897120	BRODART	PO- 120424	430000	the purchase of library materials for fiscal year	\$33.37
12897140	ProQuest LLC	PV- 1419	450000	Online Database Renewel	\$1,885.00
Fund 1400 totals:					\$1,918.37

School Board Approval Report
11/3/2011 through 11/3/2011

40 Monterey Peninsula College

Issue Date 11/03/2011

3900 Parking Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12897145	US Bank Service Center	PV- 1398	450000	Fuel for Security Truck	\$289.61
Fund 3900 totals:					\$289.61



School Board Approval Report
11/3/2011 through 11/3/2011

mountsRef

40 Monterey Peninsula College

Issue Date 11/03/2011

4800 Building Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12897128	Geo. H. Wilson Inc.	PO- 120608	620000	Install clean up per district's request in General	\$485.79
12897137	Otto Construction	PO- 120293	620000	General Contractor Contract for Life and Physical	\$148,885.20
12897144	The Tintworks	PO- 120516	620000	Per attached proposal date 9/28/11 for Admin and S	\$1,449.00
12897145	US Bank Service Center	PO- 120404	620000	John Kalina's cal card statement dated 8/22/11 for	\$2,802.43
	US Bank Service Center	PV- 1382	620000	Supplies for Swing Space	\$396.06
	US Bank Service Center	PV- 1400	620000	IT Supplies for Marina Ed Center	\$216.92
12897146	XEROX CORPORATION	PO- 120236	620000	Move Xerox copier #VDR565302 for Life science out	\$489.33
Fund 4800 totals:					\$154,724.73
District Totals for 11/3/2011:					\$204,804.58

School Board Approval Report
11/3/2011 through 11/3/2011

mountsRef

District Total for 11/3/2011 through 11/3/2011:	\$204,804.58
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School Board Approval Report
11/10/2011 through 11/10/2011

40 Monterey Peninsula College

Issue Date 11/10/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12898076	Affordable Library Products	PO- 120501	450000	Double Sided 6.5' security strips-product code: 43	\$110.00
12898079	AMERICAN SUPPLY CO	PO- 120546	450000	086-21780 4x4 Floral soft toilet tissue	\$3,365.51
	AMERICAN SUPPLY CO	PO- 120589	450000	100-01040 White roll towels	\$1,633.52
12898082	Bay Area Comm College Dist JPA	PV- 1423	540000	Endorsement #3 for Property and Equipment	\$1,461.00
12898083	Behnam MD, Shaida	PO- 120535	510000	Open order for oversight Physician for m9/11/11-1/	\$1,000.00
12898084	Benson, Jochele	PV- 1424	580000	Scoreboard Operator for Home Football Games	\$150.00
12898085	BRODART	PO- 120511	450000	Bar-coded Teslin Patron Cards. Item #47210 011 Ke	\$1,287.00
12898087	CALIFORNIA AMERICAN WATER C	PO- 120113	550000	Open order for Monterey campus water	\$4,341.02
	CALIFORNIA AMERICAN WATER C	PO- 120113	550000	Open order for Monterey campus water	\$12,717.29
	CALIFORNIA AMERICAN WATER C	PO- 120113	550000	Open order for Monterey campus water	\$426.48
	CALIFORNIA AMERICAN WATER C	PO- 120113	550000	Open order for Monterey campus water	\$857.21
12898088	Canon Business Solutions	PO- 120031	560000	Months of lease for 24 copiers	\$6,901.25
12898089	CARMEL MARINA COPRORATION	PO- 120212	550000	MPC Theater Waste Pick up in Sand City	\$111.66
	CARMEL MARINA COPRORATION	PO- 120264	550000	Open order for Marina Ed Center Waste Disposal	\$223.94
	CARMEL MARINA COPRORATION	PO- 120268	550000	Open order for Seaside PSTC waste Disposal	\$316.37
12898090	Carmel Marina Corporation	PO- 120092	550000	Open order for 12 month rental of portable toilet	\$146.04
12898091	Central Electric	PV- 1429	560000	Repair Handicap Door at CDC	\$1,260.96
12898094	COMMUNITY HUMAN SERVICES	PO- 120122	530000	Joint powers authority allocation for FY11-12	\$2,975.00
12898096	Crouch,Perry	PO- 120430	510000	Independent contract-Retention workshop series for	\$300.00
12898099	Donald C. Urfer & Assoc. Inc.	PV- 1430	560000	Armory DSA Closeout Engineer Work	\$70.00
12898100	Empleo, Amanda	PO- 120496	510000	Contract for Amanda Empleo, MATE Office Manager-Se	\$952.00
12898101	Ewing Irrigation	PO- 120204	450000	Open order - irrigation supplies	\$36.10
12898102	FHEG MPC BOOKSTORE	PV- 1431	760000	Purchase of Books for TRIO Lending Library	\$196.95
12898103	FISHER SCIENTIFIC Pitt	PO- 120083	430000	Open order for FY11/12. Fisher Acct #103-53-6001.	\$29.48
	FISHER SCIENTIFIC Pitt	PO- 120083	430000	Open order for FY11/12. Fisher Acct #103-53-6001.	\$183.59
12898104	GAVILAN PEST CONTROL	PO- 120332	550000	Open order for rodent and insect abatement	\$180.00
12898105	Geo. H. Wilson Inc.	PV- 1432	560000	Gym Boiler Repair	\$1,509.64

School Board Approval Report
11/10/2011 through 11/10/2011

40 Monterey Peninsula College

Issue Date 11/10/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12898106	GRAINGER INC-salinas	PO- 120214	450000	Open order fy 11-12, Misc equip, tools and supplie	\$20.22
	GRAINGER INC-salinas	PO- 120214	450000	Open order fy 11-12, Misc equip, tools and supplie	\$213.12
	GRAINGER INC-salinas	PO- 120214	450000	Open order fy 11-12, Misc equip, tools and supplie	\$54.20
	GRAINGER INC-salinas	PO- 120214	450000	Open order fy 11-12, Misc equip, tools and supplie	\$35.30
	GRAINGER INC-salinas	PO- 120214	450000	Open order fy 11-12, Misc equip, tools and supplie	\$212.87
12898107	Grier, Joanne	PV- 1426	580000	Clock Operator for Home Football Games	\$150.00
12898110	Home Depot Credit Services	PO- 120278	450000	Open order for parts and materials for Facilities	\$86.51
12898111	Ideal Computer Services Inc.	PO- 120085	560000	Computer hardware maintenance	\$259.12
12898115	LAB SAFETY SUPPLY INC	PO- 120449	430000	Product #122699 Thermoplastic Disposable Overboot	\$18.68
12898116	Lindley-Muender, Laurie	PV- 1427	580000	Insurance, Dues, CAMFT Registration Reimbursement	\$192.50
12898117	LOOMIS	PO- 120006	580000	Open order for FY11-12 for courier service for tra	\$998.91
12898119	Marina Coast Water District	PO- 120265	550000	Open order for Marina Ed Center for Water	\$121.53
	Marina Coast Water District	PO- 120265	550000	Open order for Marina Ed Center for Water	\$149.41
	Marina Coast Water District	PO- 120265	550000	Open order for Marina Ed Center for Water	\$1,927.98
	Marina Coast Water District	PO- 120269	550000	Open order for Seaside PSTC water	\$234.44
	Marina Coast Water District	PO- 120269	550000	Open order for Seaside PSTC water	\$158.59
	Marina Coast Water District	PO- 120269	550000	Open order for Seaside PSTC water	\$469.54
12898120	McKesson Medical Surgical	PO- 120355	450000	Open order for medical supplies for Fiscal year 20	\$34.04
	McKesson Medical Surgical	PO- 120355	450000	Open order for medical supplies for Fiscal year 20	\$7.82
12898123	Monterey County Weekly	PV- 1428	450000	Advertising for Open Job Positions	\$199.00
12898124	MONTEREY REGIONAL WATER	PO- 120114	550000	Open order for Monterey campus sewage	\$6,285.92
12898125	Moulton, Erica	PO- 120176	510000	Independent contractor-from July 1, 2011-June30,20	\$3,123.77
	Moulton, Erica	PO- 120494	510000	Independent Contractor- See attached contract.	\$1,561.88
	Moulton, Erica	PV- 1433	520000	Reimbursement for ROV Kits and Shipping Expense	\$549.16
	Moulton, Erica	PV- 1433	520000	Travel Reimbursement for Girls Stem Conference	\$272.37
	Moulton, Erica	PV- 1434	520000	Travel Reimbursement for PI Conference	\$169.57
12898126	Neopost Inc.	PO- 120632	560000	Postage meter maintenance agreement July i, 2011 t	\$2,651.36
12898127	ORCHARD SUPPLY HARDWARE	PO- 120217	450000	Open order for misc equipment , tools and supplies	\$136.11

School Board Approval Report
11/10/2011 through 11/10/2011

40 Monterey Peninsula College

Issue Date 11/10/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
	ORCHARD SUPPLY HARDWARE	PO- 120279	450000	Open order for Parts and Materials for the Facilit	\$196.80
12898129	PACIFIC GAS & ELECTRIC	PO- 120266	550000	Open order for Marina Ed Center for Gas	\$206.06
	PACIFIC GAS & ELECTRIC	PO- 120267	550000	Open order for Marina Ed Center Electricity	\$8.87
	PACIFIC GAS & ELECTRIC	PO- 120267	550000	Open order for Marina Ed Center Electricity	\$1,617.45
	PACIFIC GAS & ELECTRIC	PO- 120270	550000	Open order for Seaside PSTC campus Gas	\$353.51
	PACIFIC GAS & ELECTRIC	PO- 120271	550000	Open order for Seaside PSTC campus Electricity	\$1,721.01
12898130	PACIFIC GAS & ELECTRIC CO	PO- 120112	550000	Open order for Monterey campus gas	\$6,805.48
	PACIFIC GAS & ELECTRIC CO	PO- 120117	550000	Open order for Monterey campus Electricity Transmi	\$20,246.92
12898131	PACIFIC MONARCH LTD	PO- 120094	560000	Rental of 1 59 passenger bus for 5 away football g	\$1,375.00
	PACIFIC MONARCH LTD	PO- 120296	520000	Bus Charters for the Earth Science Field Trips	\$1,015.00
12898133	PENINSULA MESSENGER SERVICE	PO- 120007	580000	Open order for FY11-12 for courier service between	\$380.80
12898135	SAN JOSE MERCURY NEWS	PO- 120091	450000	Open order for recurring invoices for subscripton	\$50.49
12898136	Santos, Edwin J.	PV- 1435	510000	Partition Construction for Fire Investigation 2A	\$370.00
12898139	SNAP-ON INDUSTRIAL TOOLS INC	PO- 120578	430000	Instructional supplies per attached quote 205312	\$532.60
12898141	Tait, Joseph F.	PV- 1436	510000	Partition Construction for Fire Investigation 2A	\$370.00
12898142	Teracai	PV- 1437	450000	IT Supplies	\$231.74
12898143	The ELS Group	PO- 120215	510000	Open order for VP Academic Affairs interim positio	\$1,625.00
12898144	ThyssenKrupp Elevator Corp.	PO- 120120	560000	Open order for annual elevator repairs	\$1,233.00
12898145	United Parcel Service(UPS)	PO- 120199	580000	Open order for UPS shipments for FY11/12	\$66.06
12898146	URBAN LUMBERJACKS	PO- 120509	550000	Remove 1 sycamore behind theater (B-Lot) grind 2 s	\$1,900.00
12898148	US Bank Service Center	PV- 1439	450000	Office Supplies	\$36.44
	US Bank Service Center	PV- 1440	450000	Office Supplies	\$319.69
	US Bank Service Center	PV- 1441	450000	NAFSA Advisor Manual	\$486.00
	US Bank Service Center	PV- 1441	450000	Office Supplies	\$204.61
	US Bank Service Center	PV- 1441	470000	Refreshments for First Friday Workshop	\$126.16
	US Bank Service Center	PV- 1442	530000	CCFC Memberships Dues	\$993.31
	US Bank Service Center	PV- 1442	450000	Office Supplies	\$34.23
	US Bank Service Center	PV- 1442	520000	Travel Expense for DSA Meeting	\$24.51


School Board Approval Report
 11/10/2011 through 11/10/2011

40 Monterey Peninsula College

Issue Date 11/10/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
	US Bank Service Center	PV- 1443	520000	Conference Travel Expenses	\$854.20
	US Bank Service Center	PV- 1444	430000	Instructional Supplies	\$1,444.72
	US Bank Service Center	PV- 1445	760000	Lending Library Materials	\$567.54
	US Bank Service Center	PV- 1445	450000	Office Supplies	\$203.76
	US Bank Service Center	PV- 1445	450000	Office Supplies	\$284.60
	US Bank Service Center	PV- 1446	560000	Equipment Repair	\$43.50
	US Bank Service Center	PV- 1447	520000	Field Trip for Upward Bound Students	\$1,560.00
	US Bank Service Center	PV- 1448	430000	Office Supplies	\$7.50
	US Bank Service Center	PV- 1449	520000	Cen Cal Professional Seminar Fees	\$375.00
	US Bank Service Center	PV- 1449	450000	Office Supplies	\$21.43
	US Bank Service Center	PV- 1449	470000	Refreshments for Retention Workshop	\$77.69
	US Bank Service Center	PV- 1450	520000	ITEST Travel Expenses	\$604.70
	US Bank Service Center	PV- 1450	520000	MATE Intern Travel Expenses	\$2,442.54
	US Bank Service Center	PV- 1450	450000	MATE Supplies	\$586.67
	US Bank Service Center	PV- 1450	520000	MATE Travel Expenses	\$2,450.11
	US Bank Service Center	PV- 1450	530000	Membership Dues	\$20.00
	US Bank Service Center	PV- 1451	430000	Instructional Supplies	\$3,332.65
	US Bank Service Center	PV- 1452	520000	Conference Travel Expense	\$900.23
	US Bank Service Center	PV- 1453	430000	Instructional Supplies	\$251.44
	US Bank Service Center	PV- 1453	530000	Membership Dues	\$18.00
	US Bank Service Center	PV- 1454	520000	Expenses for Oceans Conference	\$177.63
	US Bank Service Center	PV- 1454	510000	ITEST Flickr Account Renewel	\$24.95
	US Bank Service Center	PV- 1454	520000	ITEST ROV Program Supplies	\$88.20
	US Bank Service Center	PV- 1454	520000	Travel Expense to MATE Regional Meeting	\$347.20
	US Bank Service Center	PV- 1454	510000	Web Hosting Fees	\$139.33
	US Bank Service Center	PV- 1455	470000	Refreshments for UB Only Night	\$270.68
	US Bank Service Center	PV- 1456	560000	Computer Supplies	\$103.77
	US Bank Service Center	PV- 1457	430000	Instructional Materials	\$109.26

School Board Approval Report
11/10/2011 through 11/10/2011

40 Monterey Peninsula College

Issue Date 11/10/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
	US Bank Service Center	PV- 1458	430000	Instructional Materials	\$238.58
	US Bank Service Center	PV- 1459	450000	Office Supplies	\$202.74
	US Bank Service Center	PV- 1459	470000	Refreshments for Only Night	\$19.06
	US Bank Service Center	PV- 1460	450000	Office Supplies	\$11.00
	US Bank Service Center	PV- 1460	520000	Travel Expense for Financial Aid Conference	\$536.60
	US Bank Service Center	PV- 1461	470000	Office Supplies	\$34.50
	US Bank Service Center	PV- 1462	450000	Custodial Supplies	\$266.89
	US Bank Service Center	PV- 1463	450000	Office Supplies	\$22.43
	US Bank Service Center	PV- 1464	470000	Refreshments for Board Meeting	\$71.26
	US Bank Service Center	PV- 1465	580000	Office Supplies	\$189.77
	US Bank Service Center	PV- 1466	430000	Instructional Supplies	\$258.73
	US Bank Service Center	PV- 1466	520000	Leadership Seminar Dues	\$195.00
	US Bank Service Center	PV- 1466	450000	Office Supplies	\$50.88
	US Bank Service Center	PV- 1466	430000	Office Supplies	\$154.80
	US Bank Service Center	PV- 1468	560000	Computer Supplies	\$52.96
	US Bank Service Center	PV- 1468	430000	Office Supplies	\$154.45
	US Bank Service Center	PV- 1469	560000	Computer Hardware	\$430.99
	US Bank Service Center	PV- 1469	560000	Equipment Repair	\$428.43
	US Bank Service Center	PV- 1470	520000	Conference Travel Expenses	\$267.74
	US Bank Service Center	PV- 1470	450000	Office Supplies	\$371.93
	US Bank Service Center	PV- 1471	450000	Office Supplies	\$21.54
	US Bank Service Center	PV- 1472	620000	Haz Mat Fees	\$117.02
	US Bank Service Center	PV- 1472	450000	Maintenance Supplies	\$1,038.57
	US Bank Service Center	PV- 1472	560000	Vehicle Maintenance	\$335.95
	US Bank Service Center	PV- 1473	560000	Computer Equipment	\$3,346.11
	US Bank Service Center	PV- 1474	450000	Bookstore Supplies	\$744.85
	US Bank Service Center	PV- 1474	450000	Office Supplies	\$80.51
12898149	Valley Pacific Petroleum Serv.	PO- 120198	550000	Open order for fuel for FY11/12	\$1,175.53

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School Board Approval Report
11/10/2011 through 11/10/2011

40 Monterey Peninsula College

Issue Date 11/10/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12898150	Value Technologies Inc.	PO- 120587	430000	Yellow ink cartridge for HP color laser jet CP4005	\$263.69
12898154	Zande,Jill	PV- 1438	520000	Travel Reimbursement for ROV Site Visit	\$553.80
Fund 0100 totals:					\$134,510.28

School Board Approval Report
11/10/2011 through 11/10/2011

40 Monterey Peninsula College

Issue Date 11/10/2011

0400 Children Center, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12898138	SMART & FINAL	PO- 120137	450000	Open order for Breakfast, lunch and snack for Chil	\$87.31
	SMART & FINAL	PO- 120137	470000	Open order for Breakfast, lunch and snack for Chil	\$382.12
12898140	Sysco Food Service of SF	PO- 120138	450000	Open order for Children's Meals	\$102.60
	Sysco Food Service of SF	PO- 120138	470000	Open order for Children's Meals	\$723.13
Fund 0400 totals:					\$1,295.16

School Board Approval Report
11/10/2011 through 11/10/2011

40 Monterey Peninsula College

Issue Date 11/10/2011

1400 Capital Projects Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12898088	Canon Business Solutions	PO- 120104	560000	Open Order for 5 cannon go print copiers for the l	\$583.87
12898093	Community College Library	PV- 1425	450000	EBSCO Literary Reference Center	\$8,305.00
12898147	US BANK	PO- 120605	430000	Open order to pay for US Bank purchases from Amazo	\$561.74
12898153	YBP Library Services	PO- 120423	430000	the purchase of library material with YBP.	\$542.80
	YBP Library Services	PO- 120423	430000	the purchase of library material with YBP.	\$295.49
	YBP Library Services	PO- 120423	430000	the purchase of library material with YBP.	\$123.03
	YBP Library Services	PO- 120423	430000	the purchase of library material with YBP.	\$184.60
	YBP Library Services	PO- 120423	430000	the purchase of library material with YBP.	\$86.61
Fund 1400 totals:					\$10,683.14

School Board Approval Report
11/10/2011 through 11/10/2011

mountsRef

40 Monterey Peninsula College

Issue Date 11/10/2011

3900 Parking Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12898148	US Bank Service Center	PV- 1467	550000	Fuel for Security Vehicle	\$260.98
	US Bank Service Center	PV- 1467	640000	Security Vehicle Supplies	\$91.49
12898151	VENTEK INTERNATIONAL INC	PO- 120347	640000	04-370-06 Pedestal, encl, 48 in ground	\$11,177.78
Fund 3900 totals:					\$11,530.25

School Board Approval Report
11/10/2011 through 11/10/2011

mountsRef

40 Monterey Peninsula College

Issue Date 11/10/2011

4700 College Center (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12898087	CALIFORNIA AMERICAN WATER C	PO- 120113	550000	Open order for Monterey campus water	\$295.63
	CALIFORNIA AMERICAN WATER C	PO- 120113	550000	Open order for Monterey campus water	\$866.08
	CALIFORNIA AMERICAN WATER C	PO- 120113	550000	Open order for Monterey campus water	\$29.04
	CALIFORNIA AMERICAN WATER C	PO- 120113	550000	Open order for Monterey campus water	\$58.38
12898104	GAVILAN PEST CONTROL	PO- 120222	560000	Open order for spraying bookstore and cafeteria fo	\$90.00
	GAVILAN PEST CONTROL	PO- 120222	560000	Open order for spraying bookstore and cafeteria fo	\$90.00
12898122	Monterey City Disposal Inc.	PO- 120240	550000	Open order 2011/12 for garbage pick up for cafeter	\$362.58
12898130	PACIFIC GAS & ELECTRIC CO	PO- 120112	550000	Open order for Monterey campus gas	\$463.47
	PACIFIC GAS & ELECTRIC CO	PO- 120117	550000	Open order for Monterey campus Electricity Transmi	\$1,378.86
Fund 4700 totals:					\$3,634.04

School Board Approval Report
11/10/2011 through 11/10/2011

40 Monterey Peninsula College

Issue Date 11/10/2011

4800 Building Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12898077	American Lock & Key	PO- 120624	620000	14 Everest Keys for the portable building by Gym p	\$68.20
12898078	American Reprographics Co.	PO- 120630	510000	Printing cost for the lower gym project per the at	\$403.84
	American Reprographics Co.	PO- 120630	510000	Printing cost for the lower gym project per the at	\$1,035.55
	American Reprographics Co.	PO- 120630	510000	Printing cost for the lower gym project per the at	\$599.74
	American Reprographics Co.	PO- 120630	510000	Printing cost for the lower gym project per the at	\$1,426.25
	American Reprographics Co.	PO- 120630	510000	Printing cost for the lower gym project per the at	\$192.07
	American Reprographics Co.	PO- 120630	510000	Printing cost for the lower gym project per the at	\$165.86
	American Reprographics Co.	PO- 120630	510000	Printing cost for the lower gym project per the at	\$222.69
	American Reprographics Co.	PO- 120630	510000	Printing cost for the lower gym project per the at	\$164.03
	American Reprographics Co.	PO- 120630	510000	Printing cost for the lower gym project per the at	\$365.23
	American Reprographics Co.	PO- 120630	510000	Printing cost for the lower gym project per the at	\$204.47
	American Reprographics Co.	PO- 120630	510000	Printing cost for the lower gym project per the at	\$165.86
	American Reprographics Co.	PO- 120630	510000	Printing cost for the lower gym project per the at	\$165.86
	American Reprographics Co.	PO- 120630	510000	Printing cost for the lower gym project per the at	\$165.86
	American Reprographics Co.	PO- 120630	510000	Printing cost for the lower gym project per the at	\$232.50
	American Reprographics Co.	PO- 120630	510000	Printing cost for the lower gym project per the at	\$187.31
	American Reprographics Co.	PO- 120630	510000	Printing cost for the lower gym project per the at	\$167.37
	American Reprographics Co.	PO- 120630	510000	Printing cost for the lower gym project per the at	\$204.47
	American Reprographics Co.	PO- 120630	510000	Printing cost for the lower gym project per the at	\$204.47
	American Reprographics Co.	PO- 120630	510000	Printing cost for the lower gym project per the at	\$165.86
	American Reprographics Co.	PO- 120630	510000	Printing cost for the lower gym project per the at	\$165.86
12893080	Aurum Consulting Engineers	PO- 120621	620000	Consultant to provide electrical survey of the exi	\$66.50
	Aurum Consulting Engineers	PO- 120622	620000	Consultant to provide design drawings for the data	\$748.00
12893081	Axiom Engineers	PO- 120152	620000	Building commissioning on Life and Physical Scienc	\$2,240.00
12893086	C2G Civil Consultants Group	PO- 120308	620000	Re-encumber PO#111707 for PAA5 to C2G for the park	\$1,690.00
12893092	COLLINS ELECTRIC CO	PO- 120101	620000	Contract to provide and install 3 walkway lights b	\$12,442.00
	COLLINS ELECTRIC CO	PO- 120629	620000	Install additional data access points requested by	\$376.00

School Board Approval Report
11/10/2011 through 11/10/2011

mountsRef

40 Monterey Peninsula College

Issue Date 11/10/2011

4800 Building Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12898095	COMPUTERLAND OF SILICON VAL	PO- 120225	620000	engineering services for Marina per attached quote	\$7,500.00
12898097	CS & Associates Inc	PO- 120500	620000	Consultant to provide labor compliance review for	\$716.57
12898098	Dilbeck & Sons Inc.	PO- 120473	620000	General Construction Contract for Lower Floor Gym	\$13,403.40
	Dilbeck & Sons Inc.	PO- 120625	620000	Labor and Materials to hang shelves, cabinets and	\$2,164.00
12898108	Hammel Green and Abrahamson	PO- 120586	610000	Re-encumber from PO11339 for professional design s	\$9,000.00
	Hammel Green and Abrahamson	PO- 120586	610000	Re-encumber from PO11339 for professional design s	\$23,937.50
	Hammel Green and Abrahamson	PO- 120586	610000	Re-encumber from PO11339 for professional design s	\$3,855.00
12898109	HGHB	PO- 120299	620000	Re-encumber PO#112130 PAAA#31 HGHB design service	\$3,900.00
	HGHB	PO- 120299	620000	Re-encumber PO#112130 PAAA#31 HGHB design service	\$2,925.00
	HGHB	PO- 120300	620000	Re-encumber PO#111596 PAA29 HGHB design services f	\$10,040.00
	HGHB	PO- 120594	620000	SPA120 - Professional design services for schemati	\$1,615.00
12898112	Intellicept	PO- 120533	620000	Vendor to supply Skate Stopper clips to be install	\$3,122.01
12898113	Kitchell CEM	PO- 120303	620000	Re-encumber PO 112111, PAA10 construction manageme	\$8,500.00
	Kitchell CEM	PO- 120304	620000	Re-encumber PO#112116, PAA11 construction manageme	\$22,290.00
	Kitchell CEM	PO- 120305	610000	Re-encumber PO#112129, PAA12 construction manageme	\$18,300.00
	Kitchell CEM	PO- 120420	510000	Kitchell to provide program management services fo	\$32,596.00
12898114	Kleinfelder	PO- 120153	620000	Special Inspection contract for the Life and Physi	\$275.50
	Kleinfelder	PO- 120309	620000	Kleinfelder to provide special inspection services	\$3,996.00
	Kleinfelder	PO- 120627	620000	Kleinfelder to provide special inspection services	\$938.00
12898118	M3 Enviromental Consulting LLC	PO- 120628	610000	Provide additional abatement monitoring services f	\$7,475.84
12898121	Mobile Modular Mgmnt Corp	PO- 120156	620000	Open Order for rent of 24x40 modular at portable v	\$420.00
	Mobile Modular Mgmnt Corp	PO- 120395	620000	12 months rent for restroom Modular at GC. Invoic	\$586.66
12898128	Otto Construction	PO- 120344	620000	Re-encumber PO112562 Otto Cons. for the Old Studen	\$97,563.60
12898132	PARC Environmental	PO- 120343	620000	Re-encumber PO#112561 Parc Environmental for hazar	\$6,500.00
12898134	Peninsula Office Solutions	PO- 120311	620000	Copier maintenance agreement for Toshiba at the Ed	\$27.87
12898137	SENTRY ALARM SYSTEMS	PO- 120626	620000	FY 11-12 security installation at the Education Ce	\$9,678.00
	SENTRY ALARM SYSTEMS	PO- 120626	620000	FY 11-12 security installation at the Education Ce	\$4,818.59
12898147	US BANK	PO- 120543	620000	Chestnut micro battery backed cache for Marina ser	\$190.01

School Board Approval Report
11/10/2011 through 11/10/2011

40 Monterey Peninsula College

Issue Date 11/10/2011

4800 Building Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12898152	Williams Scotsman	PO- 120157	620000	Open order for rent of 24x40 modular at portable v	\$372.00
	Williams Scotsman	PO- 120157	620000	Open order for rent of 24x40 modular at portable v	\$372.00
	Williams Scotsman	PO- 120158	620000	Open order for rent of restroom modular at portabl	\$1,241.96
	Williams Scotsman	PO- 120158	620000	Open order for rent of restroom modular at portabl	\$1,241.96
	Williams Scotsman	PO- 120245	620000	Pental payment fo MT5Modular Classroom at Temp Ed	\$427.47
	Williams Scotsman	PO- 120245	620000	Pental payment fo MT5Modular Classroom at Temp Ed	\$427.47
	Williams Scotsman	PO- 120310	620000	Continued monthly rental for site office trailer f	\$461.15
Fund 4800 totals:					\$325,114.41
District Totals for 11/10/2011:					\$486,767.28

School Board Approval Report
11/10/2011 through 11/10/2011

District Total for 11/10/2011 through 11/10/2011:	\$486,767.28
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School Board Approval Report
11/17/2011 through 11/17/2011

40 Monterey Peninsula College

Issue Date 11/17/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12899601	3M Library Systems	PV- 1496	560000	Annual Maintenance Agreement for Security Gates	\$2,121.00
12899602	ABBOTTS PRO POWER	PV- 1475	560000	Equipment Repair	\$64.52
	ABBOTTS PRO POWER	PV- 1475	560000	Equipment Repair	\$48.00
	ABBOTTS PRO POWER	PV- 1475	560000	Equipment Repair	\$79.73
12899603	AMERICAN INDUSTRIAL SUPPLY	PV- 1476	450000	Maintenance Materials	\$2,321.97
12899604	American Leak Detection	PV- 1477	550000	Leak Detection Between Gym and Softball Field	\$445.00
12899605	American Lock & Key	PV- 1478	450000	Primus Keys	\$1,752.00
	American Lock & Key	PV- 1479	550000	Re-Key IC	\$354.00
12899607	AT&T	PO- 120036	550000	Open order for FY2011-12 for monthly phone bills f	\$1,826.50
	AT&T	PO- 120037	550000	Open order for FY2011-12 for monthly phone bills f	\$45.62
12899608	AT&T Mobility	PO- 120142	550000	Open Order for FY11-12 for Dr. Garrison's cell pho	\$115.59
12899609	Best Plumbing Specialties Inc.	PV- 1480	450000	Equipment Repair Parts	\$210.47
12899610	Bizchair/Belnick Inc.	PO- 120540	640000	Hercules Series 1000# Burgundy Fabric Stackchair (\$115.60
12899612	COMPUTERLAND OF SILICON VAL	PO- 120577	430000	65052208AB03A24 Photoshp extended (2 year upgrade)	\$268.13
12899613	Conney Safety Products	PV- 1481	450000	Custodial Supplies	\$291.27
12899614	Constellation New Energy	PO- 120116	550000	Open order for Monterey campus electricity	\$21,932.73
12899615	D-Mail Inc.	PV- 1484	580000	District Postcard Mailing	\$2,245.92
	D-Mail Inc.	PV- 1484	580000	Marina Spring Booklet Mailing	\$1,558.02
12899616	DEL MONTE GLASS SHOP	PV- 1482	550000	Replace Broken Window at College Center	\$7,546.00
12899617	Dennehy, Merry	PV- 1483	520000	Travel Reimbursement for ECCTYC Conference	\$548.93
12899618	EBSCO	PV- 1503	450000	Annual Subscription for Periodicals	\$14,487.39
12899619	ELECTRICAL DISTRIBUTORS - mo	PO- 120280	450000	Open ordr for electrical supplies for the Faciliti	\$233.16
	ELECTRICAL DISTRIBUTORS - mo	PO- 120280	450000	Open ordr for electrical supplies for the Faciliti	\$31.07
	ELECTRICAL DISTRIBUTORS - mo	PO- 120280	450000	Open ordr for electrical supplies for the Faciliti	\$51.82
	ELECTRICAL DISTRIBUTORS - mo	PO- 120280	450000	Open ordr for electrical supplies for the Faciliti	\$53.61
	ELECTRICAL DISTRIBUTORS - mo	PO- 120280	450000	Open ordr for electrical supplies for the Faciliti	\$10.73
	ELECTRICAL DISTRIBUTORS - mo	PO- 120280	450000	Open ordr for electrical supplies for the Faciliti	\$62.55

School Board Approval Report
11/17/2011 through 11/17/2011

40 Monterey Peninsula College

Issue Date 11/17/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12899619	ELECTRICAL DISTRIBUTORS - mo	PO- 120280	450000	Open ordr for electrical supplies for the Faciliti	\$43.80
	ELECTRICAL DISTRIBUTORS - mo	PO- 120280	450000	Open ordr for electrical supplies for the Faciliti	\$21.90
12899620	FEDERAL EXPRESS	PO- 120197	580000	Open order for Fed Ex shipments for FY11/12	\$35.23
12899621	Ferguson Enterprises Inc #679	PV- 1485	450000	Equipment Materials	\$98.91
12899622	FHEG MPC BOOKSTORE	PV- 1489	760000	Fall 2011 Book Vouchers for EOPS Students	\$52,806.80
12899623	FISHER SCIENTIFIC Pitt	PO- 120083	430000	Open order for FY11/12. Fisher Acct #103-53-6001.	\$971.47
12899624	Fitness Edge	PO- 120566	640000	XT-20 Sports Art XT-20 XTrainer Dual Action Cycle	\$9,988.94
12899625	FLINN SCIENTIFIC	PO- 120082	430000	Open Order for FY11/12. Flinn account #93940. Auth	\$381.84
12899626	Geo. H. Wilson Inc.	PV- 1486	550000	Fan Repair at LTC Server Room	\$402.50
12899627	HAYWARD LUMBER	PO- 120063	430000	Open order for Theatre. Authorized to purchase: D	\$145.95
12899628	Jet Tec LLC	PV- 1487	560000	Printer Repair	\$100.00
12899629	Loomis, Kathryn	PO- 120209	510000	Independent contractor as per attached contract an	\$735.00
12899630	Marina Coast Water District	PO- 120265	550000	Open order for Marina Ed Center for Water	\$123.92
	Marina Coast Water District	PO- 120265	550000	Open order for Marina Ed Center for Water	\$150.76
	Marina Coast Water District	PO- 120269	550000	Open order for Seaside PSTC water	\$244.08
	Marina Coast Water District	PO- 120269	550000	Open order for Seaside PSTC water	\$164.11
	Marina Coast Water District	PO- 120269	550000	Open order for Seaside PSTC water	\$349.04
12899632	MONTEREY COUNTY HERALD	PO- 120055	580000	Open order for 2011-12. Authorized to place ads:	\$615.00
	MONTEREY COUNTY HERALD	PO- 120057	580000	Open order for theatre arts for FY2011-12. Author	\$2,241.76
12899633	Monterey County Weekly	PO- 120054	580000	Open order for 2011-12. Authorized to place ads:	\$921.72
12899634	Neopost Inc.	PV- 1490	560000	Postage Meter Supplies	\$819.50
12899635	Nextel Communications	PO- 120038	450000	Open order for FY2011/12 for replacement cell phon	\$251.20
	Nextel Communications	PO- 120130	550000	open order for S. Ma's cell phone	\$21.05
	Nextel Communications	PO- 120130	450000	open order for S. Ma's cell phone	\$25.32
	Nextel Communications	PO- 120130	550000	open order for S. Ma's cell phone	\$30.32
	Nextel Communications	PO- 120130	550000	open order for S. Ma's cell phone	\$61.12
	Nextel Communications	PO- 120130	550000	open order for S. Ma's cell phone	\$64.36
	Nextel Communications	PO- 120130	550000	open order for S. Ma's cell phone	\$379.12

School Board Approval Report
11/17/2011 through 11/17/2011

mountsRef

40 Monterey Peninsula College

Issue Date 11/17/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
	Nextel Communications	PO- 120130	550000	open order for S. Ma's cell phone	\$752.92
12899636	Osorio, Manuel	PV- 1491	510000	Service on VP Selection Committee	\$2,000.00
12899637	PACIFIC COAST BATTERY	PV- 1492	450000	Batteries for Facility Carts	\$1,222.33
12899638	PACIFIC MONARCH LTD	PO- 120094	560000	Rental of 1 59 passenger bus for 5 away football g	\$1,065.00
12899639	Peninsula Cafe	PV- 1493	470000	Breakfast for Transfer Day Reps	\$214.50
12899640	PENINSULA WELDING SUPPLY	PO- 120289	550000	sculpture and jewelry/metal arts programs for 2011	\$145.65
12899642	PSTS INC	PV- 1494	550000	Pump Grease Trap Line	\$786.25
12899643	SACO	PV- 1504	580000	Womens Basketball Officials	\$3,900.00
	SACO	PV- 1504	580000	Womens Basketball Officials	\$3,075.00
	SACO	PV- 1505	580000	Mens Basketball Officials	\$3,180.00
	SACO	PV- 1505	580000	Mens Basketball Officials	\$3,075.00
12899644	SAFETY-KLEEN SYSTEMS	PO- 120287	620000	remaining 3 services for 2011-2012-Solvent Disposa	\$40.97
12899645	SENTRY ALARM SYSTEMS	PO- 120167	560000	Annual Fire Alarm Inspection	\$1,164.00
	SENTRY ALARM SYSTEMS	PO- 120167	560000	Annual Fire Alarm Inspection	\$540.00
	SENTRY ALARM SYSTEMS	PO- 120169	560000	Annual Fire Alarm Monitoring	\$351.00
	SENTRY ALARM SYSTEMS	PO- 120169	560000	Annual Fire Alarm Monitoring	\$318.00
	SENTRY ALARM SYSTEMS	PO- 120169	560000	Annual Fire Alarm Monitoring	\$318.00
	SENTRY ALARM SYSTEMS	PO- 120169	560000	Annual Fire Alarm Monitoring	\$360.00
	SENTRY ALARM SYSTEMS	PO- 120169	560000	Annual Fire Alarm Monitoring	\$360.00
	SENTRY ALARM SYSTEMS	PO- 120169	560000	Annual Fire Alarm Monitoring	\$744.00
	SENTRY ALARM SYSTEMS	PO- 120169	560000	Annual Fire Alarm Monitoring	\$1,008.00
	SENTRY ALARM SYSTEMS	PO- 120175	560000	Annual Elevator Phone Monitoring	\$279.00
	SENTRY ALARM SYSTEMS	PO- 120175	560000	Annual Elevator Phone Monitoring	\$279.00
	SENTRY ALARM SYSTEMS	PO- 120175	560000	Annual Elevator Phone Monitoring	\$279.00
	SENTRY ALARM SYSTEMS	PO- 120175	560000	Annual Elevator Phone Monitoring	\$279.00
	SENTRY ALARM SYSTEMS	PO- 120175	560000	Annual Elevator Phone Monitoring	\$279.00
	SENTRY ALARM SYSTEMS	PO- 120175	560000	Annual Elevator Phone Monitoring	\$318.00
	SENTRY ALARM SYSTEMS	PO- 120175	560000	Annual Elevator Phone Monitoring	\$300.00

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School Board Approval Report
 11/17/2011 through 11/17/2011

40 Monterey Peninsula College

Issue Date 11/17/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
	SENTRY ALARM SYSTEMS	PO- 120175	560000	Annual Elevator Phone Monitoring	\$360.00
12899646	SIGN WORKS	PV- 1495	560000	PVC Sign	\$16.09
12899647	Sinclair, Timandra	PO- 120565	510000	Independent contractor as per attached contract/wo	\$950.00
12899648	South Bay Regional Pub. Safety	PO- 120512	510000	pay South Bay's invoices totaling \$438,316.73 in 1	\$43,831.67
12899649	Swan, Kim	PO- 120497	510000	Independent contractor per attached contract and w	\$1,087.50
12899650	Toshiba Financial Services	PO- 120093	560000	Open order for Lease of Thoshiba E-Studio 283 phot	\$139.66
12899651	Toyota Material Handling Salin	PV- 1497	560000	Forklift Repair	\$282.30
	Toyota Material Handling Salin	PV- 1498	560000	Maintenance Cart Repair	\$1,038.84
	Toyota Material Handling Salin	PV- 1498	560000	Maintenance Cart Repair	\$310.14
12899652	TRUCKSIS ENT INC	PV- 1499	580000	Register Now Banners	\$848.68
12899653	United Parcel Service(UPS)	PO- 120199	580000	Open order for UPS shipments for FY11/12	\$188.60
	United Parcel Service(UPS)	PO- 120199	580000	Open order for UPS shipments for FY11/12	\$74.46
12899654	US Bancorp Equipment Finance	PO- 120143	560000	Open order for Minolta C450 copier from 8/1/11 to	\$427.61
12899655	VICTORY TOYOTA	PV- 1500	560000	60K Service on Pick Up Truck	\$1,393.60
12899656	Villagomez, Joe	PV- 1501	520000	Travel Reimbursement for CNSA Conference	\$657.46
Fund 0100 totals:					\$209,256.28

School Board Approval Report
11/17/2011 through 11/17/2011

40 Monterey Peninsula College

Issue Date 11/17/2011

0400 Children Center, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12899631	MONTEREY COUNTY FENCE CO	PV- 1488	610000	Gate and Fence Repair At Child Development Center	\$1,865.00
Fund 0400 totals:					\$1,865.00



School Board Approval Report
11/17/2011 through 11/17/2011

40 Monterey Peninsula College

Issue Date 11/17/2011

1400 Capital Projects Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12899606	American Seating	PO- 120634	560000	Product- Model 507 per attached quote	\$7,034.67
12899611	BRODART	PO- 120424	430000	the purchase of library materials for fiscal year	\$12.50
Fund 1400 totals:					\$7,047.17

School Board Approval Report
11/17/2011 through 11/17/2011

40 Monterey Peninsula College

Issue Date 11/17/2011

3900 Parking Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12899635	Nextel Communications	PO- 120130	550000	open order for S. Ma's cell phone	\$130.99
Fund 3900 totals:					\$130.99

3-

School Board Approval Report
11/17/2011 through 11/17/2011

mountsRef

40 Monterey Peninsula College

Issue Date 11/17/2011

4700 College Center (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12899614	Constellation New Energy	PO- 120116	550000	Open order for Monterey campus electricity	\$1,493.67
Fund 4700 totals:					\$1,493.67

School Board Approval Report
11/17/2011 through 11/17/2011

mountsRef

40 Monterey Peninsula College

Issue Date 11/17/2011

4800 Building Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12899641	Peninsulators	PO- 120140	640000	Shades for A&R, counseling & transfer center with	\$9,880.00
					<hr/>
					<hr/>
					Fund 4800 totals:
					\$9,880.00
					<hr/>
					<hr/>
					District Totals for 11/17/2011:
					\$229,673.11

School Board Approval Report
11/17/2011 through 11/17/2011

District Total for 11/17/2011 through 11/17/2011:	\$229,673.11
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School Board Approval Report
11/29/2011 through 11/29/2011

40 Monterey Peninsula College

Issue Date 11/29/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12901485	AmeriPride Uniform Services	PO- 120288	620000	Open Purchase order covers rage service for studio	\$32.04
	AmeriPride Uniform Services	PO- 120288	620000	Open Purchase order covers rage service for studio	\$32.04
12901486	Anderson,Judy	PO- 120178	510000	Independent Contrctor as per attached contract/wor	\$260.00
	Anderson,Judy	PO- 120178	510000	Independent Contrctor as per attached contract/wor	\$988.00
12901487	Arnesen, Erik	PV- 1507	520000	Intern Stipend and TWIC Reimbursement	\$1,832.50
12901488	AT&T	PO- 120035	550000	Open Orders for FY2011-12 for monthly phone bills	\$654.19
	AT&T	PO- 120036	550000	Open order for FY2011-12 for monthly phone bills f	\$130.16
	AT&T	PO- 120037	550000	Open order for FY2011-12 for monthly phone bills f	\$30.95
	AT&T	PO- 120037	550000	Open order for FY2011-12 for monthly phone bills f	\$60.22
	AT&T	PO- 120037	550000	Open order for FY2011-12 for monthly phone bills f	\$2,776.83
12901489	Baker,Earle R. "Scott"	PV- 1508	520000	Travel Reimbursement for Fire Investigation 2A	\$653.16
12901491	Bennett, Marta	PV- 1509	580000	Reimbursement for Workshop and CAMFT Event	\$170.00
12901492	Brown, Carol D.	PV- 1510	510000	Contract Registration for Student ID Project	\$450.00
12901493	C & H Distributors, LLC	PO- 120617	450000	#7665200 Vertical Bar Rack 48" x 24" x 60"	\$457.14
12901494	Canon Business Solutions	PO- 120031	560000	Months of lease for 24 copiers	\$5,418.01
	Canon Business Solutions	PO- 120031	560000	Months of lease for 24 copiers	\$144.58
12901495	Carolina Biological Supply	PO- 120552	430000	HB 634415 Polypropylene Slide tray Cabinet	\$249.16
12901496	CHOMP	PV- 1511	510000	Student Health Coordinator Salay and Benefits	\$46,011.21
12901497	Clark, Kathleen	PV- 1512	520000	Travel Reimbursement for ASCCC Conference	\$1,213.81
12901498	CLIA Laboratory Program	PV- 1513	530000	Certificate Fee for CLIA License	\$150.00
12901499	DELL MARKETING L.P.	PO- 120549	640000	Dell EQote 573420986- Dell CPU-	\$796.61
12901500	Department of Forestry	PV- 1514	520000	Fire Command 2A Course	\$1,224.24
12901501	EBSCO	PV- 1515	630000	Deposit for EBook Collections Account	\$30,000.00
12901503	FISHER SCIENTIFIC Pitt	PO- 120083	430000	Open order for FY11/12. Fisher Acct #103-53-6001.	\$37.10
12901504	Gaines, Rachel	PV- 1516	520000	Stipend for MATE Intern	\$2,185.71
12901506	Haas,Christopher	PV- 1517	520000	Travel Reimbursement for Management 2E Course	\$749.58
12901509	ICS Productions	PV- 1519	430000	Light Board Rental for Theatre	\$150.00

School Board Approval Report
11/29/2011 through 11/29/2011

mountsRef

40 Monterey Peninsula College

Issue Date 11/29/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12901510	Instructional Technology	PV- 1520	530000	Annual Membership Dues	\$200.00
12901511	Johnson, Marty	PV- 1522	520000	Travel Reimbursement for CCCCIO Fall Conference	\$882.87
12901512	Kennedy, Ryan	PV- 1523	520000	Stipend for MATE Intern	\$6,714.29
12901515	LAB SAFETY SUPPLY INC	PO- 120618	430000	Open order for account #16172449 to order instruct	\$180.76
12901516	LINCOLN EQUIPMENT INC	PO- 120256	450000	Open order not to exceed	\$1,933.96
12901517	Lindsey,Deano A.	PV- 1524	510000	Guest Lecturer for Basic Fire Academy	\$1,120.00
12901518	Lopez, Emanuel	PV- 1506	510000	Guest Lecturer for Basic Fire Academy	\$400.00
12901519	Mack Stove Company	PV- 1525	450000	Parts for Equipment Repairs	\$58.35
12901520	Martin, Ronald	PV- 1526	510000	Guest Lecturer for Ethical Leadership Course	\$1,500.00
	Martin, Ronald	PV- 1527	520000	Travel Reimbursement for Ethical Leadership Course	\$259.19
12901521	MARTINS IRRIGATION SUPPLY	PO- 120203	450000	Open order-irrigation supplies	\$76.18
12901522	McKesson Medical Surgical	PO- 120355	450000	Open order for medical supplies for Fiscal year 20	\$18.67
12901524	Moldovan, Calin R.	PV- 1528	510000	Guest Lecturer for Basic Fire Academy	\$320.00
12901525	MONTEREY AUTO SUPPLY INC	PO- 120639	430000	Instructional Supplies. Authorized to order: Jam	\$138.35
	MONTEREY AUTO SUPPLY INC	PO- 120639	430000	Instructional Supplies. Authorized to order: Jam	\$52.79
	MONTEREY AUTO SUPPLY INC	PO- 120639	430000	Instructional Supplies. Authorized to order: Jam	\$9.20
	MONTEREY AUTO SUPPLY INC	PO- 120639	430000	Instructional Supplies. Authorized to order: Jam	\$67.50
12901526	MONTEREY COUNTY HERALD	PV- 1529	450000	Advertising for Open Job Positions	\$261.01
12901527	Monterey County Tax Collector	PV- 1530	450000	Assessment for MCWRA and Mosquito Abatement	\$138.04
	Monterey County Tax Collector	PV- 1530	450000	Assessment for MCWRA and Mosquito Abatement	\$899.50
12901528	Monterey County Weekly	PV- 1531	450000	Advertising for Open Job Positions	\$199.00
12901529	MPC FOUNDATION	PO- 120121	580000	Open order for FY11-12 for Foundation services to	\$8,333.33
12901531	O'Conner,Colette	PV- 1532	510000	Guest Lecturer for Basic Fire Academy	\$980.00
12901532	Odom-Wolfer, Terria	PV- 1533	520000	Travel Reimbursement for SIS/MIS Meeting	\$563.26
12901535	PACIFIC MONARCH LTD	PO- 120643	560000	59 passanger bus to Marysville, CA per attached in	\$2,310.00
12901536	Patterson Dental Supply	PV- 1535	430000	Instructional Supplies	\$412.90
	Patterson Dental Supply	PV- 1535	430000	Instructional Supplies	\$363.84
12901537	Peninsula Cafe	PV- 1536	760000	September CARE Students Meal Plan	\$4,819.46

School Board Approval Report
11/29/2011 through 11/29/2011

mountsRef

40 Monterey Peninsula College

Issue Date 11/29/2011

0100 General Fund, Unrestricted (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12901539	Radiation Detection Company	PV- 1537	430000	Instructional Supplies	\$157.50
	Radiation Detection Company	PV- 1537	430000	Instructional Supplies	\$25.00
12901540	Reimer, Michael D.	PV- 1538	510000	Guest Lecturer for Basic Fire Academy	\$200.00
12901541	RP GROUP	PV- 1539	530000	Annual Membership Dues	\$350.00
12901543	San Jose Boiler Works	PV- 1540	450000	Equipment Repair Parts	\$1,308.69
12901546	University of California	PV- 1541	520000	Deposit for 2012 UB Summer Conference	\$1,000.00
12901548	Wong,Randall P.	PV- 1542	510000	Guest Lecturer for Basic Fire Academy	\$1,120.00
Fund 0100 totals:					\$134,230.88



School Board Approval Report
11/29/2011 through 11/29/2011

40 Monterey Peninsula College

Issue Date 11/29/2011

1400 Capital Projects Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12901513	Kiefer Speciality Flooring	PO- 120359	640000	Court Gaurd Blue Carpet tiles	\$2,384.43
12901538	POS Supply Solutions	PO- 120604	450000	Pre-saturated currency equipment cleaners for magn	\$301.90
Fund 1400 totals:					\$2,686.33

School Board Approval Report
11/29/2011 through 11/29/2011

mountsRef

40 Monterey Peninsula College

Issue Date 11/29/2011

4700 College Center (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12901508	HOBART SALES AND SERVICE	PV- 1518	560000	Repair of Cooler in Cafeteria	\$1,801.33
Fund 4700 totals:					\$1,801.33

- U -

School Board Approval Report
11/29/2011 through 11/29/2011

40 Monterey Peninsula College

Issue Date 11/29/2011

4800 Building Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12901483	A TO Z RENTAL CENTER	PO- 120664	620000	Bleacher staging for Dance Performance in Dance bu	\$819.38
12901484	American Reprographics Co.	PO- 120652	510000	Printing services for the Bond Program per invoice	\$50.00
	American Reprographics Co.	PO- 120653	610000	Printing services for the Theater Modernization Pr	\$313.63
	American Reprographics Co.	PO- 120655	620000	Printing services for the Ed Center Marina project	\$1,181.36
	American Reprographics Co.	PO- 120655	620000	Printing services for the Ed Center Marina project	\$4.38
	American Reprographics Co.	PO- 120660	510000	Printing cost for lower gym project per attached i	\$773.72
	American Reprographics Co.	PO- 120660	510000	Printing cost for lower gym project per attached i	\$252.64
	American Reprographics Co.	PO- 120660	510000	Printing cost for lower gym project per attached i	\$514.09
	American Reprographics Co.	PO- 120660	510000	Printing cost for lower gym project per attached i	\$698.89
	American Reprographics Co.	PO- 120660	510000	Printing cost for lower gym project per attached i	\$224.44
	American Reprographics Co.	PO- 120660	510000	Printing cost for lower gym project per attached i	\$227.85
	American Reprographics Co.	PO- 120660	510000	Printing cost for lower gym project per attached i	\$36.44
	American Reprographics Co.	PO- 120662	620000	Bid Plan printing for Life and Physical Science pe	\$213.99
12901490	Bank of Marin	PO- 120596	610000	Escrow in lieu or retention for the general constr	\$52,794.65
12901502	Epico Systems Inc.	PO- 120649	610000	Labor/material to install temp data/telco to theat	\$1,833.00
12901505	Geo. H. Wilson Inc.	PO- 120486	620000	Hook-up Assistina Air Supply line.	\$930.00
	Geo. H. Wilson Inc.	PO- 120487	620000	Install sink in fitness center classroom for Train	\$5,403.00
12901507	HGHB	PO- 120294	620000	Re-encumber PAA 19A -HGHB Construction admin servi	\$9,545.76
	HGHB	PO- 120298	620000	Re-encumber PAA 33 HgHB design services for Gym P	\$500.00
	HGHB	PO- 120300	620000	Re-encumber PO#111596 PAA29 HGHB design services f	\$12,967.60
	HGHB	PO- 120475	510000	Re-encumber PO#111453 for PAA#27 HGHB to provide d	\$1,400.00
	HGHB	PO- 120594	620000	SPA120 - Professional design services for schemati	\$1,385.00
12901514	Kitchell CEM	PO- 120303	620000	Re-encumber PO 112111, PAA10 construction manageme	\$8,500.00
	Kitchell CEM	PO- 120304	620000	Re-encumber PO#112116, PAA11 construction manageme	\$22,290.00
	Kitchell CEM	PO- 120305	610000	Re-encumber PO#112129, PAA12 construction manageme	\$18,300.00
	Kitchell CEM	PO- 120420	510000	Kitchell to provide program management services fo	\$27,478.00
12901523	Media Systems Group	PO- 120613	640000	PT-FX400U 4000 Lumen projector per attached estima	\$2,257.95

School Board Approval Report
11/29/2011 through 11/29/2011

mountsRef

40 Monterey Peninsula College

Issue Date 11/29/2011

4800 Building Fund (M)

WarrantNo	Name	RefNo	Object	Description	Amount
12901530	Nationwide Power Solutions Inc	PO- 120371	620000	Eaton powerware 9355 UPS 30kVA	\$23,551.98
12901533	Otto Construction	PO- 120661	620000	Install Chair Rail at Bus Comp Math Lab	\$1,056.00
12901534	PACIFIC GAS & ELECTRIC	PV- 1534	550000	Deposit for Theatre Electricity Service	\$300.00
12901542	S.M.T. Group	PO- 120187	510000	Open order for FY11-12 for Warehouse space for The	\$3,760.90
12901544	Singlewire Software	PO- 120277	620000	IPTA-PI-PG Paging gateway software Lic	\$1,326.35
12901545	Teracai	PO- 120574	640000	Cisco 3560CG-8PS Switch (Theatre Project)	\$81.56
	Teracai	PO- 120574	640000	Cisco 3560CG-8PS Switch (Theatre Project)	\$1,135.83
12901547	URBAN LUMBERJACKS	PO- 120663	620000	Removal of pine tree in conflict with new utility	\$1,180.00
Fund 4800 totals:					\$203,288.39
District Totals for 11/29/2011:					\$342,006.93



School Board Approval Report
11/29/2011 through 11/29/2011

mountsRef

District Total for 11/29/2011 through 11/29/2011:	\$342,006.93
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Monterey Peninsula Community College District

Governing Board Agenda

December 13, 2011

Consent Agenda Item No. B

Human Resources
College Area

Proposal:


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

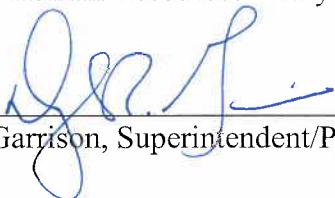
Item	Action	Details	Fiscal Implication
a)	Retirement in Lieu of Layoff	Resignation for the purpose of retirement in lieu of layoff of Steve Morgan, Director of Facilities, effective at the end of the day, December 31, 2011.	N/A
b)	Resignation for the purpose of retirement	Resignation for the purpose of retirement of Vera Coleman, Admissions & Records Director, effective at the end of the day, May 8, 2012.	N/A
c)	Establish New Position and Approve Job Description (attached)	Establish new position, and approve attached job description Custodial/Evening Site Supervisor, Facilities, effective January 1, 2012. Salary Placement will be Range 40 (Exempt).	Included in Budget
d)	Establish New Position and Approve Job Description (attached)	Establish new position, and approve attached job description Facilities Operations Supervisor, Facilities, effective January 1, 2012. Salary Placement will be Range 45 (Exempt).	Included in Budget
e)	Eliminate Position	Eliminate position of Custodial Supervisor, Facilities effective January 1, 2012 and transfer Shaune Burke, the current Custodial Supervisor, to the Custodial/Evening Site Supervisor position at Step E.	N/A
f)	Eliminate Position	Eliminate position of Grounds Supervisor, Facilities effective January 1, 2012 and transfer Nils "Pete" Olsen, the current Grounds Supervisor, to the Facilities Operations Supervisor position at Step E.	N/A

- RESOLUTION: BE IT RESOLVED**, that the Governing Board approve the following item:
- a) Resignation for the purpose of retirement in lieu of layoff of Steve Morgan, Director of Facilities, effective at the end of the day, December 31, 2011.
 - b) Resignation for the purpose of retirement of Vera Coleman, Admissions & Records Director, effective at the end of the day, May 8, 2012.
-

- c) Establish new position, and approve attached job description Custodial/Evening Site Supervisor, Facilities, effective January 1, 2012. Salary Placement will be Range 40 (Exempt).
- d) Establish new position, and approve attached job description Facilities Operations Supervisor, Facilities, effective January 1, 2012. Salary Placement will be Range 45 (Exempt).
- e) Eliminate position of Custodial Supervisor, Facilities effective January 1, 2012 and transfer Shaune Burke, the current Custodial Supervisor, to the Custodial/Evening Site Supervisor position at Step E.
- f) Eliminate position of Grounds Supervisor, Facilities effective January 1, 2012 and transfer Nils "Pete" Olsen, the current Grounds Supervisor, to the Facilities Operations Supervisor position at Step E.

Recommended By: 
Barbara Lee, Associate Dean of Human Resources

Prepared By: 
Kali F. Viker, Human Resources Analyst

Agenda Approval: 
Dr. Douglas Garrison, Superintendent/President

JOB TITLE: Supervisor, Custodian → CUSTODIAL/EVENING SITE SUPERVISOR
Board Approved: 12/13/2011

MONTEREY PENINSULA COLLEGE
CUSTODIAL/ EVENING SITE SUPERVISOR

JOB SUMMARY

Under the general direction of the Vice President for Administrative Services, act as evening first point of contact for all campus sites, supervise the day-to-day cleaning and care of campus facilities; perform routine and specialized cleaning tasks; inspect areas of responsibility to ensure cleaning standards are maintained; supervise, train and evaluate custodial staff; supervise and direct the proper use of materials, supplies and equipment and safe work habits. Responsible for directing all shift operations.

EXAMPLES OF FUNCTIONS

Essential Functions

CUSTODIAL

Provide leadership for the planning, development and management of District custodial services; work collaboratively with the grounds, maintenance and operations functions of the facilities department to maintain effective operations.

Plan, schedule and assign work to custodial personnel on assigned shifts; direct and review work of personnel assigned to various work shifts. Assist custodial crew with tasks when needed and as required.

Inspect work sites/buildings on campus, checking for cleanliness, quality and accuracy of work; check for safety hazards; check for needed repairs and prepare work orders; provide feedback, instruction, and direction regarding the work performed.

Train and evaluate assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Maintain proper levels of supplies and equipment used for cleaning activities; order supplies as necessary; take periodic inventories.

Interpret and explain rules, regulations and procedures to staff.

Assure safety standards, policies and procedures are followed by all staff; create, deliver and/or arrange safety trainings; maintain or provide for accurate training records.

Coordinate custodial activities with other functions in the facilities and operations activity; coordinate activities with other instructional programs and public relations activities; assure staff is available to assist on special events; provide for proper building preparation; arrange for equipment operation including HVAC, lighting and other systems and maintenance during special events.

Provide for proper set-up of classrooms in accordance with the requests of faculty; prepare work schedules for staff; assigning building responsibility.

Prepare and maintain a variety of records and reports (work orders, proposals, purchase requisitions, contracts, etc.) related to assigned function; review and authorize time records and overtime (personnel, payroll, Notice of Employment contracts (NOE forms), etc.)

Prepare and administer budget for custodial activity; monitor budget expenditures during the course of the year; make recommendations for purchase of new equipment and supplies.

Determine the need for large-scale cleaning operations; assign custodial crews to special projects; evaluate work and provide feedback as necessary.

Assist custodians in performance of duties as necessary; assist with lifting of heavy objects and equipment.

Respond to emergency call-back and perform emergency custodial tasks as necessary.

Respond to complaints and special requests as necessary.

EVENING OVERSIGHT

Serve as the District's first point of contact for district issues in the evenings; resolve problems within the scope of authority; communicate regularly with supervisor on evening occurrences.

Respond to evening campus emergencies which may include but are not limited to medical emergencies, major equipment failures, etc.; notify appropriate first responders (fire, police, ambulance, PG&E), security and the designated administrator; complete incident reports.

Maintain visibility and presence on campus sites.

Oversee use of college equipment.

Make rounds of all campus buildings and sites; serve as daily mail courier between sites; check and secure all locks, windows and doors.

Observe and report campus activity.

Post notices as needed.

Maintain inventory of college keys.

Other Functions

Perform related duties as assigned.

Serve on college committees as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein. For example, high school diploma or equivalent and five years custodial work, two of which are in a supervisory role.

Knowledge

Knowledge of: techniques for care and cleaning of buildings and sites; quality and use of cleaning supplies and equipment; safe handling, use and storage of custodial equipment and materials; care and cleaning of various types of HVAC and lighting equipment; budgeting techniques and inventory control; record-keeping techniques; principles and practices of supervision and training; health and safety regulations and procedures; interpersonal skills using tact, firmness and diplomacy, oral and written communication skills.

Abilities

Ability to: plan, organize and oversee the custodial activities for the campus; operate and train others in the techniques for safe use, handling and storage of a variety of custodial equipment and materials; quickly learn and effectively use and teach the use of new custodial equipment and techniques; supervise, train and evaluate the performance of assigned staff; set goals and objectives for assigned staff; analyze situations accurately and adopt an effective course of action; make appropriate decisions on procedural matters without immediate supervision; coordinate custodial activities with other facilities operations and functions; use various computers, software, and other related equipment as needed to fulfill the requirements of the job; establish and maintain effective work relationships with those contacted in the performance of required duties; communicate effectively orally and in writing; prepare reports, and maintain records; work independently with little supervision; learn, apply and explain policies, procedures, rules and regulations; prioritize and schedule work to meet schedules and time lines; make arithmetic calculations quickly and accurately; demonstrate an understanding of sensitivity to, and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

Physical Effort/Work Environment:

Indoor and outdoor environment; weekday and or weekend work days; drive a vehicle to conduct work; bending at waist, kneeling or crouching; lifting, pushing or pulling heavy objects; carrying heavy loads; full body exertion; standing, walking, and sitting for extended periods of time; climbing ladders, scaffolds and working at heights and depths.

Work Environment

Work environment may include regular exposure to fumes and dirt; noise from equipment operation; some exposure to chemicals used in controlling pests and weed abatement; some work in cramped or restrictive work chambers; work around, and with machinery having moving parts including power equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employee must be insurable by the employer's insurance carrier at all times while employed in this classification.

JOB TITLE: Supervisor, Grounds → FACILITIES OPERATIONS SUPERVISOR
Board Approved: 12/13/2011

MONTEREY PENINSULA COLLEGE
FACILITIES OPERATIONS SUPERVISOR

JOB SUMMARY

Under the general direction of the Vice President for Administrative Services, plan, coordinate, organize, evaluate, supervise and participate in the assigned facilities operations of maintenance, grounds and shipping/receiving; train and evaluate the performance of assigned staff.

EXAMPLES OF FUNCTIONS

Essential Functions

Plan, coordinate and oversee grounds maintenance activities including gardening work such as the planting, cultivating and maintenance of District grounds. Assist grounds crew with tasks when needed and required.

Plan, coordinate and oversee shipping and receiving activities including the pick-up and delivery of campus mail, shipping and receiving of all mail, items, parts, supplies, and furniture and equipment. Assist shipping/receiving employees when needed and required.

Plan, coordinate and oversee the maintenance, alteration, minor construction, installation and repair of college buildings, facilities, systems and equipment (HVAC, electrical, plumbing, mechanical, carpentry, painting, etc.) Assist maintenance crew with tasks when needed and required.

Plan, coordinate and oversee the facilities department office, including the central work order system, reception, communication and correspondence. Assist Unit Office Manager with tasks when needed and required.

Use standard practices, methods, materials and equipment to complete work in the various areas including carpentry, plumbing, painting, electrical, HVAC, grounds, etc.; regularly monitor and inspect work and functions in assigned areas; drive vehicle to conduct work.

Assure safety standards, policies and procedures are followed by all staff; create, deliver and/or arrange safety trainings; maintain or provide for accurate training records.

Provide project management for assigned areas. Supervise contractors; obtain and monitor cost estimates and bids, monitor punch list projects for closure.

Identify complex problems and recommend solutions at the campus level.

Prepare and maintain a variety of records and reports (work orders, proposals, purchase requisitions, contracts, etc.) related to assigned functions; review and authorize time records and overtime (personnel, payroll, NOE, etc.)

Train and evaluate the performance of assigned staff; interview and recommend employees for hire; recommend transfers, re-assignments, terminations, and disciplinary actions.

Prepare and administer budgets for assigned areas; monitor budget expenditures during the course of the year; make recommendations for purchase of new equipment and supplies.

Read and interpret blueprints to determine required courses of action; assist in the preparation of bid specifications.

Coordinate the District's Storm Water Management Program, Waste Management Program, Hazmat Program and Recycle Program; assure compliance with established guidelines and procedures related to the handling of storm water management, disposal of waste, disposal of hazardous materials and recycle management; work with local and state regulatory agencies to assure compliance; oversee asbestos abatement contracts to assure compliance with regulations. Manage the EMS (energy management system) conservation program at the College.

Coordinate the campus motor vehicle pool (vans and other vehicles); assure compliance with all DMV regulations such as registration and insurance; oversee regular maintenance and required service inspections to assure the vehicles are kept in good and safe operating condition.

Perform on-going facilities audits on campus buildings and utilities with emphasis placed on review of the physical condition of roofs, exteriors and interiors, the operation of HVAC, plumbing, electrical and other related infrastructure systems.

Assist in the implementation and development of long and short-range deferred maintenance projects; estimate cost of new projects and renovation assignments; follow established procedures for approval.

Maintain proper levels of grounds, maintenance, and shipping and receiving materials, supplies and equipment for assigned areas; order materials, supplies and equipment as necessary; take periodic inventories.

Coordinate activities in assigned areas with other functions in the facilities and operations activity; coordinate with instructional programs and public relations activities; assure staff is available to assist on special events; provide for proper furniture arrangement; arrange for equipment operation including HVAC, lighting and other systems and maintenance during special events.

Respond to emergency call-back and perform emergency tasks as needed.

Oversee and participate in furniture moving, fence mending and emergency repair or clean-up work; coordinate and assist in the preparation of facilities for athletic and special events.

Coordinate and supervise District shipping and receiving function, ensuring timely, efficient and cost effective services are provided; recommend alternate options and systems when necessary.

Other Functions

Perform other related duties.

Serve on college committees as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein. For example, high school diploma or equivalent and five years of facilities, maintenance, construction or grounds maintenance work, two of which are in a supervisory role.

Knowledge

Knowledge of: generally accepted principles and practices as related to scheduled maintenance, preventative maintenance, predictive maintenance, and other requirements, methods and practices of commonly recognized maintenance programs; safe methods, practices, equipment, and supplies used in building/facilities maintenance; building, health and safety, fire and life safety, and ADA regulations/requirements; safe use of methods, tools, materials, and equipment and practices used in grounds maintenance, US mail, and shipping and receiving entities; methods of cultivating, fertilizing, watering (sprinkler and irrigation systems), and spraying of trees, shrubs, flowers

and lawns; operation, use and care of specialized equipment used in the grounds maintenance and shipping & receiving fields; record-keeping techniques; proper methods and procedures related to handling and disposal of hazardous materials; proper methods and procedures related to storm water management, waste and recycle management, and mail delivery; budgeting techniques and inventory control; principles and practice of supervision; applicable sections of State Education Code and other applicable laws.

Ability

Ability to: plan, organize and oversee the employees and contractors involved in maintenance and repair of buildings, facilities and equipment, grounds maintenance and shipping and receiving work at the campus; safely operate and train others in the safe operation of a variety of grounds maintenance, building maintenance, and shipping and receiving equipment; inspect buildings, facilities and equipment for maintenance repair needs, safety, fire, and ADA and health hazards; work from blueprints, shop drawings and sketches; operate a motor vehicle and a wide variety of power equipment and hand tools related to facilities, maintenance, shipping/receiving and grounds; recognize and identify common species of plants, pests and weeds; apply specialized chemicals to control and eradicate weeds, insects, and other pests; supervise, train and evaluate the performance of assigned staff; set goals and objectives for assigned staff; analyze situations accurately and adopt an effective course of action; coordinate activities with other operations and functions; use various computers, software, and other related equipment as required to fulfill the needs of the job; quickly learn and effectively use new equipment, hand tools, methods and procedures related to facilities, maintenance, grounds and shipping/receiving; communicate effectively orally, and in writing; prepare reports, and maintain records; work independently with little supervision; learn, apply and explain systems, policies, procedures, rules and regulations; prioritize and schedule work to meet schedules and time lines; make arithmetic calculations quickly and accurately; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of sensitivity to, and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

Physical Effort/Work Environment:

Indoor and outdoor environment; weekday and or weekend work days; drive a vehicle to conduct work; bending at waist, kneeling or crouching; lifting, pushing or pulling heavy objects; full body exertion; standing, walking, and sitting for extended periods of time; climbing ladders and working at heights and depths.

Work Environment

Work environment may include regular exposure to fumes and dirt; noise from equipment operation; some exposure to chemicals used in controlling pests and weed abatement; some work in cramped or restrictive work chambers; work around, and with machinery having moving parts including power equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employee must be insurable by the employer's insurance carrier at all times while employed in this classification.

Monterey Peninsula Community College District

Governing Board Agenda

December 13, 2011

Consent Agenda Item No. C

Human Resources
College Area

Proposal:

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

Item	Action	Details	Fiscal Implication
a)	Employment (list attached)	Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Fall 2011.	Included in budget

Budgetary Implications:

See table.



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

- a) Each month individuals are hired as part-time, substitute, and overload. The attached lists include hires for Fall 2011.

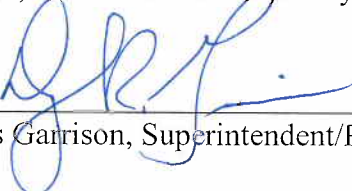
Recommended By:


Barbara Lee, Associate Dean of Human Resources

Prepared By:


Kali F. Viker, Human Resources Analyst

Agenda Approval:


Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula College
Part-time, substitute, and/or overload
Fall 2011 - December

B2-Teaching Without Benefits

BUDRIS	MARY	ITAL
BUTCHER	MARY	ENGL
FETLER	ERIK	ENGL
KUZDENYI	CAROL	MUSI
LANNING	RONALD	SPAN
ORZEL	JOHN	MUSI
PARTCH	PETER	ART
VENTIMIGLIA	MIKE	FIRE

Monterey Peninsula Community College District

Governing Board Agenda

December 13, 2011

Consent Agenda Item No. D

Human Resources
College Area

Proposal:

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

Background:

Item	Action	Details	Fiscal Implication
a)	Employment	Employment of Thomas Clifton, Sciences Laboratory Manager, Physical Science, 19 hours per week, 11 months per year, effective December 14, 2011.	Included in budget
b)	Employment	Employment of Sue Kostyshak, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective December 14, 2011.	Included in budget
c)	Employment	Employment of _____, Library Systems Technology Coordinator, Library, 40 hours per week, 12 months per year, effective _____, 201 .	Included in budget
d)	Eliminate Position	Transfer of Erin Miller, Re-Entry Counseling Services Specialist, 19 hours per week, 12 months per year will be transferred to the vacant Re-Entry Counseling Services Specialist, 40 hours per week, 12 months per year position effective December 14, 2011.	Included in budget
e)	Establishment of Position	Reestablish the position of Unit Office Manager- Facilities, 40 hours per week, 12 months per year, effective December 14, 2011.	Included in Budget
f)	Resignation	Resignation of Steve White, Art Studio Specialist, Creative Arts, 19 hours per week, 11 months per year, effective January 20, 2012.	
g)	Resignation	Resignation of Stephen Thompson, Library Specialist-Circulation Desk, Library, 21.25 hours per week, 8 months and 7 days per year, effective November 30, 2011.	

Budgetary Implications:

See table.

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

- a) Employment of Thomas Clifton, Sciences Laboratory Manager, Physical Science, 19 hours per week, 11 months per year, effective December 14, 2011.
- b) Employment of Sue Kostyshak, Instructional Specialist, Reading Center, 18 hours per week, 8 months and 11 days per year, effective December 14, 2011.
- c) Employment of _____, Library Systems Technology Coordinator, Library, 40 hours per week, 12 months per year, effective _____, 201_.
- d) Transfer of Erin Miller, Re-Entry Counseling Services Specialist, 19 hours per week, 12 months per year will be transferred to the vacant Re-Entry Counseling Services Specialist, 40 hours per week, 12 months per year position effective December 14, 2011.
- e) Reestablish the position of Unit Office Manager- Facilities, 40 hours per week, 12 months per year, effective December 14, 2011.
- f) Resignation of Steve White, Art Studio Specialist, Creative Arts, 19 hours per week, 11 months per year, effective January 20, 2012.
- g) Resignation of Stephen Thompson, Library Specialist- Circulation Desk, Library, 21.25 hours per week, 8 months and 7 days per year, effective November 30, 2011.

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

Prepared By: Kali F. Viker
Kali F. Viker, HR Analyst

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

Monterey Peninsula Community College District

Governing Board Agenda

December 13, 2011

Consent Agenda Item No. E

Human Resources

College Area

Proposal:

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

Background:

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

Budgetary Implications:

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

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

Recommended By:



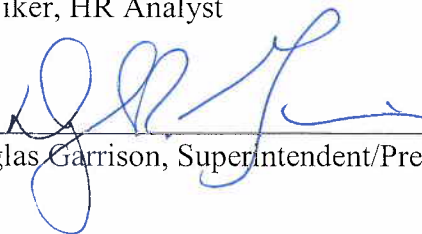
Barbara Lee, Associate Dean of Human Resources

Prepared By:



Kali F. Viker, HR Analyst

Agenda Approval:



Dr. Douglas Garrison, Superintendent/President

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

BOARD AGENDA: 13-Dec-11

ADMINISTRATION						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Garcia	Lorena	Substitute- Custodian	\$13.26	11/20/11	12/16/11	40 Hrs. Per Wk
Yanes	Paul	Substitute- Custodian	\$13.26	11/20/11	12/16/11	40 Hrs. Per Wk
Galvan	Abel	Substitute-Security Guard	\$13.53	11/28/11	11/28/11	10 Total Hrs.

ADMISSIONS & RECORDS						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Arroyo	Susan	College Assistant V	\$13.23	01/03/12	02/16/12	29 Hrs. Per Wk
Brown	Kimberly	College Assistant V	\$13.23	01/03/12	02/16/12	29 Hrs. Per Wk
Chee	Jean	College Assistant V	\$13.23	01/03/12	02/16/12	29 Hrs. Per Wk
Cutino	Maryann	College Assistant V	\$13.23	01/03/12	02/16/12	29 Hrs. Per Wk
Del Rosario	Anita	College Assistant VI	\$13.72	01/03/12	02/16/12	29 Hrs. Per Wk
Jones	Ivory	College Assistsnt VI	\$13.72	01/03/12	02/16/12	29 Hrs. Per Wk
Mohlenhoff	Rachelle	College Assistsnt VII	\$14.70	01/03/12	02/16/12	29 Hrs. Per Wk
Simons	Karma	College Assistsnt VII	\$14.70	01/03/12	02/16/12	29 Hrs. Per Wk

BUSINESS & TECHNOLOGY						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Gunter	Warren	Substitute - DOM	\$17.58	11/14/11	11/30/11	40 Hrs. Per Wk

ESSC						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Forte'	Kimberly	Substitute-Instructional Specialist	\$15.73	11/15/11	12/09/11	11 Hrs. Per Wk
Lake	Carolyn	Substitute-Instructional Specialist	\$20.12	11/15/11	12/09/11	3 Hrs. Per Wk
Lake	Carolyn	Instructional Specialist	\$20.12	01/03/12	01/24/12	30 Total Hrs.
Seibel	Arnold	Substitute-Instructional Specialist	\$20.93	11/15/11	12/09/11	1 Hr. Per Wk
Seibel	Arnold	Instructional Specialist	\$20.93	01/03/12	01/24/12	30 Total Hrs.

MATE						
LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES FROM: TO:		HOURS
Sullivan	Deidre	Director Prof Expert	\$9,225.00	01/01/12	06/30/12	Flat Rate per month
Zande	Jill	Associate Director Prof Expert	\$8,685.00	01/01/12	06/30/12	Flat Rate per month

THREATRE ARTS

LAST NAME	FIRST NAME	POSITION	PAY RATE	EFFECTIVE DATES		HOURS
				FROM:	TO:	
Boomer-Adams	Jacqueline	Professional Expert-Choreograpaper	\$200.00	11/15/11	12/03/11	Flat Rate
Butler	Janet	Professional Expert-Choreograpaper	\$200.00	11/15/11	12/03/11	Flat Rate
DiPalma	Alicia	Professional Expert-Choreograpaper	\$200.00	11/15/11	12/03/11	Flat Rate
Sinclair	Jamaica	Professional Expert-Choreograpaper	\$200.00	11/15/11	12/03/11	Flat Rate