

# Monterey Peninsula Community College District

## Governing Board Agenda

January 23, 2013

New Business Agenda Item No. A

Fiscal Services  
College Area

### Proposal:

That the Governing Board review and discuss the 2012-2013 Monthly Financial Reports for the period ending December 31, 2012, prior to year-end closing.

### Background:


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

### Budgetary Implications:

None.

**RESOLUTION: BE IT RESOLVED**, that the 2012-2013 Monthly Financial Reports for the period ending December 31, 2012, prior to year-end closing be accepted.


Recommended By:

  
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Stephen Ma, Vice President for Administrative Services

Prepared By:

  
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Rosemary Barrios, Controller

Agenda Approval:

  
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Dr. Walter Tribley, Superintendent/President

**Monterey Peninsula College**  
**Fiscal Year 2012-13**  
**Financial and Budgetary Report**  
**December 31, 2012**

Enclosed please find attached the financial reports for the month ending December 31, 2012 for your review and approval. The financial report is an internal management report submitted to the Board of Trustees to compare actual financial activities to the approved budgets.

Operating Fund net revenue through December 31, 2012 is \$19,317,659 which is 43.1% of the operating budget for this fiscal year. Expenditures year-to-date total \$16,875,207 which is 37.6% of the operating budget for this fiscal year, for a net difference of \$2,442,452.

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

**Revenues**

- The December deferral repayment received this month for \$1,796,961.
- The December apportionment payment of \$312,365 was received but will show up on the January financial report.
- The District receives a percentage of the total certified state apportionment revenue each month. The certified state apportionment is the largest revenue source of the District. This makes up 92.4% of the Unrestricted General Fund revenue.
- Property Taxes received this month of \$7.9M.
- Other local revenue received this month include: student fees and charges.

**Expenditures**

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

**Self Insurance Fund**

- Self Insurance actual expenditures are at 58.4% of what has been budgeted for this fiscal year. We will continue to track this fund closely each month.
- Transfer of funds will be completed in the month of January from the Unrestricted General Fund to the Self Insurance Fund. These monies are budgeted and will be used to pay the District claims for the fiscal year.

**Parking Fund**

- Parking Revenue is at 43.9% of budget.

## **Fiduciary Funds**

- All Fiduciary Funds are tracking close to budget.

## **Cash Balance:**

The total cash balance for all funds is \$49,435,006 including bond cash of \$31,853,747 and \$17,581,259 for all other funds. Operating funds cash is \$10,744,161.

Property taxes of \$7.9M were received this month to replenish the cash account balance.

## **Other:**

The Chancellor's Office recently advised districts that 2012-13 apportionment release schedule would be severely compromised because of redevelopment agency tax revenue shortfall. The projected statewide shortfall is estimated at \$327M of which MPC's portion is approximately \$2M. The education trailer bill language assures the community college system will be held harmless from this shortfall in 2012-13, but funding will be deferred until very late into the fiscal year. The Chancellor's Office has advised all districts to be very conservative in managing cash flow for the balance of the year. The shortfall will be shown as the deficit coefficient at P1 in February. By comparison, the final deficit coefficient for 2011-12 was \$823K. This will continue to present a cash flow challenge for MPC. Staff is analyzing the Chancellor's most recent cash flow projections to see if the district may need to participate in the league's mid-year TRAN which is projected to close in March 2013. In the past, the district has relied on the Self Insurance Fund as a source of temporary borrowing instead of externally generated borrowing.

The most recent Premium and Claims report compiled by Alliant Insurance Services, the district's health benefits consultant, shows a combined (actives and retirees) income and expense ratio of 86.7%. This is encouraging although we are only halfway through the budget year. Medical claims are far less predictable than other types of operating expenses. The district's risk pool is very small (400 lives), therefore, a few large claims can significantly alter the income and expense ratio. Administration and the Health and Welfare Cost Containment Committee continue to explore ways to better educate our insured population and to emphasize the need to make good decisions about health care. The sustainability of the district's self-insured medical program is reliant on maintaining cost containment.

# Monterey Peninsula Community College

Monthly Financial Report

December 31, 2012

## Summary of All Funds

<b>Funds</b>	<b>Beginning Fund Balance</b>	<b>Revised Budgets 2012 - 2013</b>		<b>Ending Fund Balance</b>	<b>Year to Date Actual 2012 - 2013</b>			<b>% Actual to Budget</b>		<b>Cash Balance</b>
	<b>07/01/12</b>	<b>Revenue</b>	<b>Expense</b>	<b>6/30/2013</b>	<b>Revenue</b>	<b>Expense</b>	<b>Encumbrances</b>	<b>Rev</b>	<b>Exp</b>	<b>12/31/12</b>
General - Unrestricted	\$3,814,300	\$38,143,002	\$38,143,002	\$3,814,300	\$17,656,415	\$14,251,842	2,460,919	46.3%	43.8%	\$9,748,419
General - Restricted	0	5,320,018	5,320,016	2	1,036,939	2,072,289	159,813	19.5%	42.0%	0
Child Dev - Unrestricted	0	397,970	397,970	0	213,756	207,534	0	53.7%	52.1%	92,110
Child Dev - Restricted	0	226,805	226,805	0	109,433	97,541	18,903	48.2%	51.3%	0
Student Center	214,409	265,200	265,200	214,409	76,150	44,794	44,478	28.7%	33.7%	466,582
Parking	92,179	512,000	481,028	123,151	224,966	201,207	2,304	43.9%	42.3%	437,050
<b>Subtotal Operating Funds</b>	<b>\$4,120,888</b>	<b>\$44,864,995</b>	<b>\$44,834,021</b>	<b>\$4,151,862</b>	<b>\$19,317,659</b>	<b>\$16,875,207</b>	<b>\$2,686,417</b>	43.1%	37.6%	<b>\$10,744,161</b>
Self Insurance	8,736,186	6,632,229	8,050,809	7,317,606	581,881	4,693,140	8,472	8.8%	58.4%	5,681,561
Capital Project	980,493	774,331	1,672,080	82,744	22,570	588,001	8,917	2.9%	35.7%	339,800
Building	54,046,985	200,000	31,021,614	23,225,371	0	7,276,208	8,959,889	0.0%	52.3%	31,853,747
Debt Service	52,285	275,324	275,324	52,285	275,383	137,662	137,662	100.0%	50.0%	190,007
Revenue Bond	20,905	18,525	18,525	20,905	0	16,875	1,650	0.0%	91.1%	4,817
Associated Student	50,475	90,274	90,274	50,475	39,526	34,287	0	43.8%	38.0%	0
Financial Aid	12,881	5,500,000	5,500,000	12,881	2,600,204	2,600,204	0	47.3%	47.3%	46,661
Scholarship & Loans	272,948	2,500,000	2,500,000	272,948	960,295	960,295	0	38.4%	38.4%	288,734
Trust Funds	293,917	600,000	600,000	293,917	64,230	64,230	0	10.7%	10.7%	241,354
Orr Estate	61,262	50,000	50,000	61,262	0	7,750	0	0.0%	15.5%	44,163
<b>Total all Funds</b>	<b>\$68,649,225</b>	<b>\$61,505,678</b>	<b>\$94,612,647</b>	<b>\$35,542,256</b>	<b>\$23,861,748</b>	<b>\$33,253,859</b>	<b>\$11,803,007</b>	<b>38.8%</b>	<b>35.1%</b>	<b>\$49,435,006</b>

## \*\*\* BOARD REPORT \*\*\*

## GENERAL FUND (Unrestricted)

Fund 01

## Monterey Peninsula College

December 31, 2012

OBJECT CLASSIFICATION	2011-2012 ACTUAL	2012-13					BALANCE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE				
<b>REVENUES</b>								
8100 FEDERAL	3,310	10,700	0	1,145		9,555	10.7%	
8600 STATE	12,931,258	20,130,023	1,796,961	6,436,108		13,693,915	32.0%	
8800 COUNTY / LOCAL	17,116,493	15,947,048	8,114,513	9,321,582		6,625,466	58.5%	
8900 INTERFUND TRANSFER IN	2,409,887	2,055,231	0	1,897,580		157,651	N/A	
<b>TOTAL REVENUE :</b>	<b><u>\$32,460,947</u></b>	<b><u>\$38,143,002</u></b>	<b><u>\$9,911,474</u></b>	<b><u>\$17,656,415</u></b>		<b><u>\$20,328,936</u></b>	<b>46.3%</b>	
OBJECT CLASSIFICATION	2011-2012 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES		UNENCUMBERED BALANCE	PERCENT	
<b>CERTIFICATED SALARIES</b>								
1100 TEACHER SALARIES	5,933,452	6,024,498	0	2,202,246		3,822,252	36.6%	
1200 NON TEACHER SALARIES	2,771,752	2,703,052	0	997,136		1,705,916	36.9%	
1300 HOURLY TEACHER	5,193,991	5,049,536	28,905	2,300,708		2,748,828	45.6%	
1400 OTHER HOURLY SALARIES	190,805	266,440	621	131,175		135,265	49.2%	
<b>TOTAL CERTIFICATED :</b>	<b><u>\$14,090,000</u></b>	<b><u>\$14,043,526</u></b>	<b><u>\$29,526</u></b>	<b><u>\$5,631,265</u></b>		<b><u>\$8,412,261</u></b>	<b>40.1%</b>	
<b>CLASSIFIED SALARIES</b>								
2100 NON INSTRUCTIONAL	5,727,428	5,912,700	496,356	2,917,443		2,995,258	49.3%	
2200 INSTRUCTIONAL AIDES	726,424	802,222	68,691	391,369		410,853	48.8%	
2300 HOURLY NON INSTRUCTIONAL	414,719	294,432	38,125	231,668		62,764	78.7%	
2400 HOURLY INSTRUCTIONAL	614,207	645,878	60,493	311,064		334,815	48.2%	
	<b><u>\$7,482,777</u></b>	<b><u>\$7,655,232</u></b>	<b><u>\$663,665</u></b>	<b><u>\$3,851,543</u></b>		<b><u>\$3,803,689</u></b>	<b>50.3%</b>	

\*\*\* BOARD REPORT \*\*\*

GENERAL FUND (Unrestricted) continued

Fund 01

Monterey Peninsula College

December 31, 2012

OBJECT CLASSIFICATION	2011-2012 ACTUAL	2012-13					
		REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	PERCENT
<b>3XXX TOTAL FRINGE BENEFITS :</b>	<b><u>\$4,633,248</u></b>	<b><u>\$4,506,918</u></b>	<b><u>\$93,742</u></b>	<b><u>\$1,924,564</u></b>	<b><u>\$314,288</u></b>	<b><u>\$2,268,067</u></b>	<b>49.7%</b>
<b>SUPPLIES &amp; OTHER</b>							
4300 INSTRUCTIONAL SUPPLIES	203,924	224,215	12,653	97,799	19,665	106,751	52.4%
4500 OTHER SUPPLIES	395,590	380,695	31,414	227,694	112,297	40,704	89.3%
4700 FOOD	<u>3,682</u>	<u>5,560</u>	<u>625</u>	<u>1,176</u>	<u>0</u>	<u>4,384</u>	21.1%
<b>TOTAL SUPPLIES &amp; OTHER :</b>	<b><u>\$603,196</u></b>	<b><u>\$610,470</u></b>	<b><u>\$44,692</u></b>	<b><u>\$326,668</u></b>	<b><u>\$131,962</u></b>	<b><u>\$151,840</u></b>	<b>75.1%</b>
<b>OTHER</b>							
5100 CONTRACTED SERVICES	1,215,925	2,060,156	82,302	200,677	866,779	992,700	51.8%
5200 TRAVEL	123,823	135,531	19,515	57,782	4,645	73,104	46.1%
5300 DUES AND SUBSCRIPTIONS	114,973	168,377	12,160	162,423	0	5,954	96.5%
5400 INSURANCE	359,152	351,099	36,721	391,763	0	(40,664)	111.6%
5500 UTILITIES & HOUSEKEEPING	1,083,794	1,256,299	70,924	498,379	853,779	(95,859)	107.6%
5600 RENTS & LEASES	516,160	626,236	24,660	388,941	128,383	108,912	82.6%
5700 LEGAL AND AUDIT	115,709	117,400	7,651	8,500	35,170	73,730	37.2%
5800 OTHER SERVICES	<u>325,533</u>	<u>385,485</u>	<u>88,235</u>	<u>214,714</u>	<u>113,028</u>	<u>57,743</u>	85.0%
<b>TOTAL OTHER :</b>	<b><u>\$3,855,071</u></b>	<b><u>\$5,100,582</u></b>	<b><u>\$342,168</u></b>	<b><u>\$1,923,180</u></b>	<b><u>\$2,001,783</u></b>	<b><u>\$1,175,620</u></b>	<b>77.0%</b>
<b>CAPITAL OUTLAY</b>							
6200 BUILDING IMPROVEMENT	22,596	27,301	191	15,180	4,364	7,758	71.6%
6300 CAPITAL BOOKS & SOFTWARE	137,530	112,349	159	97,934	1,740	12,675	88.7%
6400 EQUIPMENT	<u>113,032</u>	<u>44,694</u>	<u>288</u>	<u>25,206</u>	<u>6,783</u>	<u>12,705</u>	71.6%
<b>TOTAL CAPITAL OUTLAY :</b>	<b><u>\$273,158</u></b>	<b><u>\$184,344</u></b>	<b><u>\$638</u></b>	<b><u>\$138,320</u></b>	<b><u>\$12,887</u></b>	<b><u>\$33,138</u></b>	<b>82.0%</b>
<b>TRANSFERS</b>							
7300 INTERFUND TRANSFER OUT	6,416,031	6,041,929	0	456,302	0	5,585,627	7.6%
7600 OTHER PAYMENTS TO STUDENTS	0	0	0	0	0	0	N/A
<b>TOTAL TRANSFERS :</b>	<b><u>\$6,416,031</u></b>	<b><u>\$6,041,929</u></b>	<b><u>\$0</u></b>	<b><u>\$456,302</u></b>	<b><u>\$0</u></b>	<b><u>\$5,585,627</u></b>	<b>7.6%</b>
<b>TOTAL EXPENSE &amp; TRANSFERS :</b>	<b><u>37,353,480</u></b>	<b><u>38,143,002</u></b>	<b><u>1,174,431</u></b>	<b><u>14,251,842</u></b>	<b><u>2,460,919</u></b>	<b><u>21,430,242</u></b>	<b>43.8%</b>
<b>REVENUE OVER EXPENSE :</b>	<b><u>(\$4,892,533)</u></b>	<b><u>(\$0)</u></b>	<b><u>\$8,737,043</u></b>	<b><u>\$3,404,573</u></b>	<b><u>(\$2,460,919)</u></b>	<b><u>(\$1,101,306)</u></b>	

\*\*\* BOARD REPORT \*\*\*  
GENERAL FUND (Restricted)

Fund 01  
Monterey Peninsula College

December 31, 2012

OBJECT CLASSIFICATION	2011-2012 ACTUAL	2012-2013					BALANCE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE				
<b>REVENUES</b>								
8100 FEDERAL	1,671,077	2,200,968	9,697	177,119		0	2,023,849	8.0%
8600 STATE	2,030,740	2,414,360	2,458	739,073		0	1,675,287	30.6%
8800 COUNTY / LOCAL	386,725	638,014	16,365	120,747		0	517,267	18.9%
8900 INTERFUND TRANSFER IN	0	66,676	0	0		0	66,676	0.0%
<b>TOTAL REVENUE :</b>	<b>\$4,088,542</b>	<b>\$5,320,018</b>	<b>\$28,520</b>	<b>\$1,036,939</b>		<b>0</b>	<b>\$4,283,079</b>	<b>19.5%</b>
OBJECT CLASSIFICATION	2011-2012 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES		UNENCUMBERED BALANCE	PERCENT	
<b>CERTIFICATED SALARIES</b>								
1100 TEACHER SALARIES	45,587	5,424	0	3,049		0	2,375	56.2%
1200 NON TEACHER SALARIES	863,825	1,002,931	0	390,760		0	612,171	39.0%
1300 HOURLY TEACHER	50,218	81,317	3,212	23,091		0	58,226	28.4%
1400 OTHER HOURLY SALARIES	131,327	208,073	1,766	84,261		0	123,812	40.5%
<b>TOTAL CERTIFICATED :</b>	<b>\$1,090,957</b>	<b>\$1,297,745</b>	<b>\$4,978</b>	<b>\$501,161</b>		<b>\$0</b>	<b>\$796,584</b>	<b>38.6%</b>
<b>CLASSIFIED SALARIES</b>								
2100 NON INSTRUCTIONAL	488,557	587,971	45,145	281,509		0	306,462	47.9%
2300 HOURLY NON INSTRUCTIONAL	311,708	318,835	31,598	188,252		0	130,583	59.0%
2400 HOURLY INSTRUCTIONAL	123,520	173,236	13,388	88,508		0	84,728	51.1%
<b>TOTAL CLASSIFIED :</b>	<b>\$923,785</b>	<b>\$1,080,042</b>	<b>\$90,131</b>	<b>\$558,269</b>		<b>\$0</b>	<b>\$521,773</b>	<b>51.7%</b>

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

OBJECT CLASSIFICATION	2011-2012 ACTUAL	2012-2013					
		REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	PERCENT
<b>3XXX TOTAL FRINGE BENEFITS :</b>	<b>\$358,699</b>	<b>\$408,931</b>	<b>\$20,067</b>	<b>\$187,964</b>	<b>\$0</b>	<b>\$220,957</b>	<b>46.0%</b>
<b>SUPPLIES &amp; OTHER</b>							
4300 INSTRUCTIONAL SUPPLIES	12,850	51,818	490	10,902	1,430	39,486	23.8%
4500 OTHER SUPPLIES	29,054	73,616	1,747	19,448	2,259	51,909	29.5%
4700 FOOD	23,389	18,106	176	8,637	0	9,469	47.7%
<b>TOTAL SUPPLIES &amp; OTHER :</b>	<b>\$65,293</b>	<b>\$143,540</b>	<b>\$2,413</b>	<b>\$38,987</b>	<b>\$3,689</b>	<b>\$100,864</b>	<b>29.7%</b>
<b>OTHER</b>							
5100 CONTRACTED SERVICES	418,930	620,404	23,964	172,698	142,720	304,986	50.8%
5200 TRAVEL	394,410	422,018	11,276	110,952	0	311,066	26.3%
5300 DUES AND SUBSCRIPTIONS	475	1,550	400	5,630	0	(4,080)	363.2%
5400 INSURANCE	43,639	45,522	0	45,339	0	183	99.6%
5500 UTILITIES & HOUSEKEEPING	242	500	0	19	231	250	50.0%
5600 RENTS & LEASES	7,311	28,813	603	29,858	2,079	(3,124)	110.8%
5800 OTHER SERVICES	170,616	201,387	6,953	58,356	1,782	141,249	29.9%
<b>TOTAL OTHER :</b>	<b>\$1,035,623</b>	<b>\$1,320,194</b>	<b>\$43,196</b>	<b>\$422,852</b>	<b>\$146,812</b>	<b>\$750,530</b>	<b>43.2%</b>
<b>CAPITAL OUTLAY</b>							
6300 CAPITAL BOOKS & SOFTWARE	0	0	0	0	0	0	0.0%
6400 EQUIPMENT	47,003	253,097	1,642	10,037	9,312	233,748	7.6%
<b>TOTAL CAPITAL OUTLAY :</b>	<b>\$47,003</b>	<b>\$253,097</b>	<b>\$1,642</b>	<b>\$10,037</b>	<b>\$9,312</b>	<b>\$233,748</b>	<b>7.6%</b>
<b>TRANSFERS</b>							
7300 INTERFUND TRANSFER OUT	433,953	545,031	47,668	281,083	0	263,948	51.6%
7500 STUDENT FINANCIAL AID PYMT	11,405	20,560	3,600	8,760	0	11,800	42.6%
7600 OTHER PYMTS TO STUDENTS	30,153	250,876	3,745	63,176	0	187,700	25.2%
<b>TOTAL TRANSFERS :</b>	<b>\$475,511</b>	<b>\$816,467</b>	<b>\$55,013</b>	<b>\$353,019</b>	<b>\$0</b>	<b>\$463,448</b>	<b>43.2%</b>
<b>TOTAL EXPENSE &amp; TRANSFERS :</b>	<b>3,996,871</b>	<b>5,320,016</b>	<b>217,440</b>	<b>2,072,289</b>	<b>159,813</b>	<b>3,087,914</b>	<b>42.0%</b>
<b>REVENUE OVER EXPENSE :</b>	<b>\$91,671</b>	<b>\$2</b>	<b>(\$188,920)</b>	<b>(\$1,035,350)</b>	<b>(\$159,813)</b>	<b>\$1,195,165</b>	



\*\*\* BOARD REPORT \*\*\*  
 Child Development Fund  
 Fund 04 Unrestricted  
 Monterey Peninsula College  
 December 31, 2012

OBJECT CLASSIFICATION	2011-2012 ACTUAL	2012-2013				BALANCE DUE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE			
<b>REVENUE</b>							
8660 Cal Early Childhood Mentor Prog	0	0	0	0	0	0	0.0%
8800 LOCAL	60,354	61,848	7,701	32,778	0	29,070	53.0%
8900 OTHER	450,978	336,122	0	180,978	0	155,144	53.8%
<b>TOTAL REVENUE:</b>	<b>511,332</b>	<b>397,970</b>	<b>7,701</b>	<b>213,756</b>	<b>0</b>	<b>\$184,214</b>	<b>53.7%</b>
OBJECT CLASSIFICATION	2011-2012 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
<b>CLASSIFIED SALARIES</b>							
2100 NON INSTRUCTIONAL	102,431	70,385	5,691	44,349	0	26,036	63.0%
2200 INSTRUCTIONAL AIDES	132,760	99,988	7,169	45,576	0	54,412	45.6%
2300 NON INSTRUCTIONAL TEMP	593	9,785	1,060	3,738	0	6,047	0.0%
2400 HOURLY INSTRUCTIONAL	55,299	58,692	1,199	27,751	0	30,941	47.3%
<b>TOTAL CLASSIFIED:</b>	<b>\$291,083</b>	<b>\$238,850</b>	<b>\$15,119</b>	<b>\$121,414</b>	<b>\$0</b>	<b>\$117,436</b>	<b>50.8%</b>
<b>3XXX TOTAL FRINGE BENEFITS :</b>	<b>\$74,804</b>	<b>\$61,052</b>	<b>\$4,000</b>	<b>\$30,405</b>	<b>\$0</b>	<b>\$30,647</b>	<b>49.8%</b>
<b>SUPPLIES &amp; OTHER</b>							
4300 INSTRUCTIONAL SUPPLIES	0	270	0	0	0	270	0.0%
4500 OTHER SUPPLIES	0	2,009	0	36	0	1,973	1.8%
<b>TOTAL SUPPLIES &amp; OTHER:</b>	<b>\$0</b>	<b>\$2,279</b>	<b>\$0</b>	<b>\$36</b>	<b>\$0</b>	<b>\$2,243</b>	<b>1.6%</b>
<b>OTHER</b>							
5400 INSURANCE	0	0	0	0	0	0	0.0%
5600 RENTS, LEASES, AND REPAIRS	0	900	0	0	0	900	0.0%
<b>TOTAL OTHER :</b>	<b>\$0</b>	<b>\$900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$900</b>	<b>0.0%</b>
<b>OTHER SERVICES AND EXPENSES</b>							
5800 UNSPECIFIC	\$0	\$1,000	\$0	\$0	\$0	\$1,000	0.0%
<b>TOTAL UNSPECIFIC</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000</b>	<b>0.0%</b>
<b>TRANSFERS</b>							
7300 INTERFUND TRANSFER OUT	127,896	93,889	9,957	55,679	0	38,210	59.3%
<b>TOTAL TRANSFERS:</b>	<b>\$127,896</b>	<b>\$93,889</b>	<b>\$9,957</b>	<b>\$55,679</b>	<b>\$0</b>	<b>\$38,210</b>	<b>59.3%</b>
<b>TOTAL EXPENSE &amp; TRANSFER:</b>	<b>\$493,783</b>	<b>\$397,970</b>	<b>\$29,076</b>	<b>\$207,534</b>	<b>\$0</b>	<b>\$190,436</b>	<b>52.1%</b>
<b>REVENUE OVER EXPENSE :</b>	<b>\$17,549</b>	<b>\$0</b>	<b>(\$21,375)</b>	<b>\$6,222</b>	<b>\$0</b>	<b>(\$6,222)</b>	

\*\*\* BOARD REPORT \*\*\*  
 Child Development Fund  
 Fund 04 Restricted  
 Monterey Peninsula College  
 December 31, 2012

OBJECT CLASSIFICATION	2011-2012 ACTUAL	2012-2013					BALANCE DUE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE				
<b>REVENUE</b>								
8100 FEDERAL	62,117	19,675	0	0	0	19,675	0.0%	
8690 STATE	122,656	157,130	7,109	59,433	0	97,697	37.8%	
8800 LOCAL	0	50,000	0	50,000	0	0	100.0%	
<b>TOTAL REVENUE:</b>	<b>\$184,773</b>	<b>\$226,805</b>	<b>\$7,109</b>	<b>\$109,433</b>	<b>\$0</b>	<b>\$117,372</b>	<b>48.2%</b>	
OBJECT CLASSIFICATION	2011-2012 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET	
<b>CLASSIFIED SALARIES</b>								
2100 NON INSTRUCTIONAL	0	5,365	632	3,857	0	1,508	0.0%	
2200 INSTRUCTIONAL AIDES	112,038	62,588	4,636	38,177	0	24,411	61.0%	
2300 HOURLY NON INSTRUCTIONAL	0	0	0	0	0	0	0.0%	
2400 HOURLY INSTRUCTIONAL	0	31,969	5,681	7,942	0	24,027	0.0%	
<b>TOTAL CLASSIFIED:</b>	<b>\$112,038</b>	<b>\$99,922</b>	<b>\$10,949</b>	<b>\$49,976</b>	<b>\$0</b>	<b>\$49,946</b>	<b>50.0%</b>	
<b>3XXX TOTAL FRINGE BENEFITS :</b>	<b>\$33,816</b>	<b>\$26,169</b>	<b>\$2,332</b>	<b>\$13,495</b>	<b>\$0</b>	<b>\$12,674</b>	<b>51.6%</b>	
<b>SUPPLIES &amp; OTHER</b>								
4300 INSTRUCTIONAL SUPPLIES	0	0	0	0	0	0	0.0%	
4500 OTHER SUPPLIES	2,483	1,087	129	248	5,452	(4,613)	22.8%	
4700 FOOD	17,023	16,400	866	5,049	13,451	(2,100)	30.8%	
<b>TOTAL SUPPLIES &amp; OTHER:</b>	<b>\$19,506</b>	<b>\$17,487</b>	<b>\$995</b>	<b>\$5,297</b>	<b>\$18,903</b>	<b>(\$6,713)</b>	<b>30.3%</b>	
<b>OTHER</b>								
5400 INSURANCE	0	299	0	0	0	299	0.0%	
5600 RENTS & LEASES	0	0	0	0	0	0	0.0%	
5800 OTHER SERVICES	0	1,000	0	0	0	1,000	0.0%	
<b>TOTAL OTHER :</b>	<b>\$0</b>	<b>\$1,299</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,299</b>	<b>0.0%</b>	
<b>SITES AND SITE IMPROVEMENTS</b>								
6100 SITE IMPROVEMENT	\$0	\$2,675	\$0	\$0	\$0	\$2,675	0.0%	
<b>TOTAL IMPROVEMENT:</b>	<b>\$0</b>	<b>\$2,675</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,675</b>	<b>0.0%</b>	
<b>TRANSFERS</b>								
7300 INTERFUND TRANSFER OUT	63,300	47,297	5,755	28,773	0	18,524	60.8%	
7500 STUDENT FINANCIAL AID PYM	0	31,956	0	0	0	31,956	0.0%	
<b>TOTAL TRANSFERS:</b>	<b>\$63,300</b>	<b>\$79,253</b>	<b>\$5,755</b>	<b>\$28,773</b>	<b>\$0</b>	<b>\$50,480</b>	<b>36.3%</b>	
<b>TOTAL EXPENSE &amp; TRANSFER:</b>	<b>\$228,660</b>	<b>\$226,805</b>	<b>\$20,031</b>	<b>\$97,541</b>	<b>\$18,903</b>	<b>\$110,361</b>	<b>51.3%</b>	
<b>REVENUE OVER EXPENSE :</b>	<b>(\$43,887)</b>	<b>\$0</b>	<b>(\$12,922)</b>	<b>\$11,892</b>	<b>(\$18,903)</b>	<b>\$7,011</b>		

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

December 31, 2012

OBJECT CLASSIFICATION	2011-2012 ACTUAL	2012-13					BALANCE DUE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE				
<b>REVENUE</b>								
8800 COUNTY / LOCAL	153,759	265,200	36,791	76,150		189,050	28.7%	
8860 INTEREST	1,101	0	0	0		0	N/A	
<b>TOTAL REVENUE :</b>	<b>\$154,860</b>	<b>\$265,200</b>	<b>\$36,791</b>	<b>\$76,150</b>		<b>\$189,050</b>	<b>28.7%</b>	
OBJECT CLASSIFICATION	2011-2012 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET	
<b>CLASSIFIED</b>								
2100 NON INSTRUCTIONAL	20,666	22,710	1,892	11,355	0	11,355	50.0%	
2300 HOURLY NON INSTRUCTIONAL	484	0	0	0	0	0	N/A	
<b>TOTAL CLASSIFIED :</b>	<b>\$21,149</b>	<b>\$22,710</b>	<b>\$1,892</b>	<b>\$11,355</b>	<b>\$0</b>	<b>\$11,355</b>	<b>50.0%</b>	
<b>3XXX TOTAL FRINGE BENEFITS :</b>	<b>\$6,355</b>	<b>\$6,851</b>	<b>\$571</b>	<b>\$3,425</b>	<b>\$0</b>	<b>\$3,426</b>	<b>50.0%</b>	
<b>SUPPLIES &amp; OTHER</b>								
4500 OTHER SUPPLIES	(2,993)	1,150	0	(20)	20	1,150	0.0%	
<b>TOTAL SUPPLIES &amp; OTHER :</b>	<b>(\$2,993)</b>	<b>\$1,150</b>	<b>\$0</b>	<b>(\$20)</b>	<b>\$20</b>	<b>\$1,150</b>	<b>0.0%</b>	
<b>OTHER</b>								
5100 CONTRACT SERVICES	0	0	0	0	0	0	0.0%	
5200 TRAVEL	836	1,500	0	(67)	0	1,567	-4.5%	
5300 MEMBERSHIP	0	75	0	75	0	0	100.0%	
5400 INSURANCE	17,545	17,545	0	0	0	17,545	0.0%	
5500 UTILITIES & HOUSEKEEPING	114,479	148,626	3,943	24,921	43,738	79,967	46.2%	
5600 RENTS & LEASES	4,959	10,898	90	3,466	720	6,712	38.4%	
5800 OTHER SERVICES	5,000	5,000	0	0	0	5,000	0.0%	
<b>TOTAL OTHER :</b>	<b>\$142,820</b>	<b>\$183,644</b>	<b>\$4,033</b>	<b>\$28,395</b>	<b>\$44,458</b>	<b>\$110,792</b>	<b>39.7%</b>	
<b>CAPITAL OUTLAY</b>								
6400 EQUIPMENT	3,875	3,000	320	1,640	0	1,360	54.7%	
<b>TOTAL CAPITAL OUTLAY :</b>	<b>\$3,875</b>	<b>\$3,000</b>	<b>\$320</b>	<b>\$1,640</b>	<b>\$0</b>	<b>\$1,360</b>	<b>54.7%</b>	
<b>TRANSFERS</b>								
7100 DEBT RETIREMENT	18,975	18,525	0	0	0	18,525	0.0%	
7300 INTERFUND TRANSFER	11,784	29,320	0	0	0	29,320	0.0%	
<b>TOTAL TRANSFERS :</b>	<b>\$30,759</b>	<b>\$47,845</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$47,845</b>	<b>0.0%</b>	
<b>TOTAL EXPENSE &amp; TRANSFERS :</b>	<b>\$201,964</b>	<b>\$265,200</b>	<b>\$6,816</b>	<b>\$44,794</b>	<b>\$44,478</b>	<b>\$175,928</b>	<b>33.7%</b>	
<b>REVENUE OVER EXPENSE :</b>	<b>(\$47,104)</b>	<b>(\$0)</b>	<b>\$29,975</b>	<b>\$31,356</b>	<b>(\$44,478)</b>	<b>\$13,122</b>		

\*\*\* BOARD REPORT \*\*\*  
 Parking Fund  
 Fund 39  
 Monterey Peninsula College  
 December 31, 2012

OBJECT CLASSIFICATION	2011-2012 ACTUAL	2012-2013					BALANCE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE				
<b>REVENUE</b>								
8800 COUNTY / LOCAL	605,072	512,000	25,722	224,966		0	287,034	43.9%
<b>TOTAL REVENUE:</b>	<b>\$605,072</b>	<b>\$512,000</b>	<b>\$25,722</b>	<b>\$224,966</b>		<b>\$0</b>	<b>\$287,034</b>	<b>43.9%</b>
OBJECT CLASSIFICATION	2011-2012 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET	
<b>CLASSIFIED SALARIES</b>								
2100 NON INSTRUCTIONAL	145,867	149,919	12,314	74,485	0	75,434	49.7%	
2300 HOURLY NON INSTRUCTIONAL	7,550	56,310	5,028	30,631	0	25,679	54.4%	
<b>TOTAL CLASSIFIED :</b>	<b>\$153,418</b>	<b>\$206,229</b>	<b>\$17,342</b>	<b>\$105,116</b>	<b>\$0</b>	<b>\$101,113</b>	<b>51.0%</b>	
<b>3XXX TOTAL FRINGE BENEFITS :</b>	<b>\$44,355</b>	<b>\$60,491</b>	<b>\$4,671</b>	<b>\$28,173</b>	<b>\$0</b>	<b>\$32,318</b>	<b>46.6%</b>	
<b>SUPPLIES &amp; OTHER</b>								
4500 OTHER SUPPLIES :	\$7,438	11,600	259	1,405	561	9,634	12.1%	
<b>TOTAL SUPPLIES &amp; OTHER:</b>	<b>\$7,438</b>	<b>\$11,600</b>	<b>\$259</b>	<b>\$1,405</b>	<b>\$561</b>	<b>\$9,634</b>	<b>12.1%</b>	
<b>OTHER</b>								
5100 CONTRACTS	0	0	0	0	0	0	0.0%	
5200 TRAVEL & CONFERENCE	0	1,100	0	400	0	700	0.0%	
5500 UTILITIES & HOUSEKEEPING	1,189	5,000	156	724	993	3,283	0.0%	
5600 RENTS & LEASES	7,717	62,784	915	2,612	0	60,172	4.2%	
<b>TOTAL OTHER:</b>	<b>\$8,906</b>	<b>\$68,884</b>	<b>\$1,071</b>	<b>\$3,736</b>	<b>\$993</b>	<b>\$64,155</b>	<b>5.4%</b>	
<b>CAPITAL OUTLAY</b>								
6400 EQUIPMENT	33,031	25,000	0	15,715	750	8,535	62.9%	
<b>TOTAL CAPITAL OUTLAY:</b>	<b>\$33,031</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$15,715</b>	<b>\$750</b>	<b>\$8,535</b>	<b>62.9%</b>	
<b>TRANSFERS</b>								
7300 INTERFUND TRANSFER OUT	86,416	108,824	7,844	47,062	0	61,762	43.2%	
<b>TOTAL TRANSFERS:</b>	<b>\$86,416</b>	<b>\$108,824</b>	<b>\$7,844</b>	<b>\$47,062</b>	<b>\$0</b>	<b>\$61,762</b>	<b>43.2%</b>	
<b>TOTAL EXPENSE &amp; TRANSFER:</b>	<b>\$333,564</b>	<b>\$481,028</b>	<b>\$31,187</b>	<b>\$201,207</b>	<b>\$2,304</b>	<b>\$277,517</b>	<b>42.3%</b>	
<b>REVENUE OVER EXPENSE :</b>	<b>\$271,508</b>	<b>\$30,972</b>	<b>(\$5,465)</b>	<b>\$23,759</b>	<b>(\$2,304)</b>	<b>\$9,517</b>		

\*\*\* BOARD REPORT \*\*\*

Self Insurance Fund  
Fund 35  
Monterey Peninsula College

December 31 2012

OBJECT CLASSIFICATION	2011-2012 ACTUAL	2012-13					UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUES	Y-T-D REVENUES				
<b>REVENUE</b>								
8800 COUNTY / LOCAL	453,314	476,317	63,856	169,283		307,034	35.5%	
8860 INTEREST	48,980	0	0	0		0	N/A	
8900 INTERFUND TRANSFER IN	6,364,749	6,155,912	71,223	412,597		5,743,315	6.7%	
<b>TOTAL REVENUE :</b>	<b>\$6,867,044</b>	<b>\$6,632,229</b>	<b>\$135,079</b>	<b>\$581,881</b>		<b>\$6,050,348</b>	<b>8.8%</b>	
OBJECT CLASSIFICATION	2011-2012 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURE	Y-T-D EXPENDITURE	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET	
3XXX TOTAL FRINGE BENEFITS	\$5,881,225	\$6,571,069	\$621,965	\$3,251,037	\$0	\$3,320,032	49.5%	
4500 NON-INSTRUCTIONAL SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	N/A	
<b>OTHER</b>								
5100 CONTRACTED SERVICES	122,914	0	916	23,523	8,472	(31,995)	N/A	
5800 OTHER SERVICES	0	0	0	0	0	0	N/A	
<b>TOTAL OTHER :</b>	<b>\$122,914</b>	<b>\$0</b>	<b>\$916</b>	<b>\$23,523</b>	<b>\$8,472</b>	<b>(\$31,995)</b>	<b>N/A</b>	
<b>INTERFUND TRANSFER OUT</b>								
7300 TRANSFER OUT	1,896,564	1,479,740	0	1,418,580	0	61,160	N/A	
<b>TOTAL EXPENSE :</b>	<b>\$7,900,702</b>	<b>\$8,050,809</b>	<b>\$622,881</b>	<b>\$4,693,140</b>	<b>\$8,472</b>	<b>\$3,349,197</b>	<b>58.4%</b>	
<b>REVENUE OVER EXPENSE :</b>	<b>(\$1,033,659)</b>	<b>(\$1,418,580)</b>	<b>(\$487,802)</b>	<b>(\$4,111,260)</b>	<b>(\$8,472)</b>	<b>\$2,701,152</b>		

## \*\*\* BOARD REPORT \*\*\*

Capital Projects Fund  
Fund 14  
Monterey Peninsula College

December 31, 2012

OBJECT CLASSIFICATION	2011-2012 ACTUAL	2012-13					UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUES	Y-T-D REVENUES				
<b>REVENUES</b>								
8600 STATE	30	720,693	0	0		720,693	N/A	
8800 COUNTY / LOCAL	203,019	53,638	8,766	22,570		31,068	N/A	
8900 INTERFUND TRANSFER IN	224,874	0	0	0		0	N/A	
<b>TOTAL REVENUE :</b>	<b>\$427,923</b>	<b>\$774,331</b>	<b>8,766</b>	<b>22,570</b>		<b>\$751,761</b>	<b>2.9%</b>	
OBJECT CLASSIFICATION	2011-2012 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURE	Y-T-D EXPENDITURE	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET	
<b>SUPPLIES</b>								
4300 INSTRUCTIONAL SUPPLIES	8,371	11,269	0	0	0	11,269	0.0%	
4500 NON-INSTRUCTIONAL SUPPLIES	37,036	16,907	141	7,758	815	8,335	45.9%	
<b>TOTAL OTHER :</b>	<b>\$45,406</b>	<b>\$28,176</b>	<b>\$141</b>	<b>\$7,758</b>	<b>\$815</b>	<b>\$19,603</b>	<b>0.0%</b>	
<b>OTHER</b>								
5100 CONTRACTED SERVICES	600	63,203	0	0	0	63,203	0.0%	
5300 DUES AND MEMBERSHIPS	1,250	0	0	0	0	0	N/A	
5400 INSURANCE	51,205	0	0	0	0	0	N/A	
5600 RENTS, LEASES, REPAIRS	58,354	16,491	13,387	20,946	7,047	(11,502)	127.0%	
5700 LEGAL, ELECTION, AND AUDIT	0	6,327	0	0	0	6,327	0.0%	
5800 OTHER SERVICES AND EXPEN	0	73,756	0	0	0	73,756	0.0%	
<b>TOTAL OTHER :</b>	<b>\$111,409</b>	<b>\$159,777</b>	<b>\$13,387</b>	<b>\$20,946</b>	<b>\$7,047</b>	<b>\$58,028</b>	<b>17.5%</b>	
<b>CAPITAL OUTLAY</b>								
6100 SITES	0	57,691	0	25,648	0	32,043	44.5%	
6200 BUILDING IMPROVEMENTS	0	709,424	0	0	0	709,424	0.0%	
6400 EQUIPMENT	39,948	80,361	0	54,649	1,056	24,656	68.0%	
<b>TOTAL CAPITAL OUTLAY :</b>	<b>\$39,948</b>	<b>\$847,476</b>	<b>\$0</b>	<b>\$80,297</b>	<b>\$1,056</b>	<b>\$766,123</b>	<b>9.6%</b>	
<b>INTERFUND TRANSFER OUT</b>								
7300 TRANSFER OUT	513,323	636,651	0	479,000	0	157,651	N/A	
<b>TOTAL EXPENSE :</b>	<b>\$710,086</b>	<b>\$1,672,080</b>	<b>\$13,528</b>	<b>\$588,001</b>	<b>\$8,917</b>	<b>\$843,755</b>	<b>35.7%</b>	
<b>REVENUE OVER EXPENSE :</b>	<b>\$282,163</b>	<b>\$897,749</b>	<b>(\$4,762)</b>	<b>(\$565,431)</b>	<b>\$8,917</b>	<b>\$866,325</b>		

<b>Building Fund</b> <b>Fund 48</b> <b>Monterey Peninsula College</b>  December 31, 2012				
BOND PROJECTS	REVISED PROJECT BUDGET	PURCHASE ORDER OUTSTANDING	2012-2013 PAYMENTS	2012-13 BUDGET BALANCE BUDGET-PO'S-PYMT
1. Arts Complex	\$0	129,600	82,345	-\$211,945
2. College Center Building	\$0	0	128,897	-\$128,897
3. Furniture & Equipment	\$567,463	88,532	236,208	\$242,723
4. Humanities, Bus Hum - Student Services Build	\$2,569,000	3,029,908	61,810	-\$522,718
5. Infrastructure 3 / Miscellaneous	\$1,026,163	163,177	209,957	\$653,029
6. Life Science & Physical Science	\$5,438,815	3,320,036	1,235,291	\$883,488
7. Marina Education Center	\$3,713,511	0	0	\$3,713,511
8. Music Building	\$0	0	22,500	-\$22,500
9. PE Phase II - Gym/Locker Room	\$1,666,132	148,499	1,833,817	-\$316,184
10. Physical Science Building	\$9,705,029	0	0	\$9,705,029
11. Pool/ Tennis Courts	\$381,100	0	539	\$380,561
12. PSTC Parker Flats	\$0	13,949	1,026	-\$14,975
13. Student Services Building	\$219,194	0	0	\$219,194
14. Swing Space	\$0	60,582	238,506	-\$299,088
15. Theater Building	\$5,735,207	1,969,601	3,089,108	\$676,498
16 General Institutional Bond Management	\$0	36,005	136,204	-\$172,209
<b>Total Bond Projects:</b>	<b>\$31,021,614</b>	<b>\$8,959,889</b>	<b>\$7,276,208</b>	<b>\$15,126,359</b>
<b>Initial Bond Funds Received 6/30/03</b>		<b>\$40,000,000</b>		
<b>County office interest Received from inception</b>		<b>\$5,774,241</b>		
<b>LAIIF interest from inception</b>		<b>\$1,514,006</b>		
<b>Bond Refinancing 05-06</b>		<b>\$4,240,051</b>		
<b>Bond Funds Received 1/24/08</b>		<b>\$104,999,300</b>		
<b>Lehman Brothers Investment loss</b>		<b>(\$1,878,835)</b>		
<b>Balance Used in 12-13</b>		<b>(\$7,276,208)</b>		
<b>Balance Used in 11-12</b>		<b>(\$16,955,602)</b>		
<b>Balance Used in 10-11</b>		<b>(\$16,422,183)</b>		
<b>Balance Used in 09-10</b>		<b>(\$13,542,031)</b>		
<b>Balance Used in 08-09</b>		<b>(\$16,415,556)</b>		
<b>Balance Used in 07-08</b>		<b>(\$19,317,846)</b>		
<b>Balance Used in 06-07</b>		<b>(\$20,713,267)</b>		
<b>Balance Used in 05-06</b>		<b>(\$7,641,016)</b>		
<b>Balance Used in 04-05</b>		<b>(\$2,815,134)</b>		
<b>Balance Used in 03-04</b>		<b>(\$2,626,246)</b>		
<b>Balance Used in 02-03</b>		<b>(\$625,834)</b>		
<b>FY 11-12 ytd expense</b>		<b>(\$7,276,208)</b>		
<b>Available Bond Funds</b>		<b>\$23,021,632</b>		

\*\*\* BOARD REPORT \*\*\*

Other Debt Service Fund  
Fund 29  
Monterey Peninsula College

December 31, 2012

OBJECT CLASSIFICATION	2011-2012 ACTUAL	2012-13					UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUES	Y-T-D REVENUES				
<b>REVENUES</b>								
8600 STATE	0	0	0	59		(59)	N/A	
8860 LOCAL/COUNTY	26,401	0	0	0		0	N/A	
8900 INTERFUND TRANSFER IN	275,324	275,324	0	275,324		0	100.0%	
<b>TOTAL REVENUE :</b>	<b>\$301,725</b>	<b>\$275,324</b>	<b>\$0</b>	<b>\$275,383</b>		<b>\$0</b>	<b>100.0%</b>	
OBJECT CLASSIFICATION	2011-2012 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURE	Y-T-D EXPENDITURE	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET	
<b>Transfers</b>								
7200 LONG TERM DEBT	275,324	275,324	0	137,662	137,662	0	50.0%	
<b>TOTAL CAPITAL OUTLAY :</b>	<b>\$275,324</b>	<b>\$275,324</b>	<b>\$0</b>	<b>\$137,662</b>	<b>\$137,662</b>	<b>\$0</b>	<b>50.0%</b>	
<b>TOTAL EXPENSE :</b>	<b>\$275,324</b>	<b>\$275,324</b>	<b>\$0</b>	<b>\$137,662</b>	<b>\$137,662</b>	<b>\$0</b>	<b>50.0%</b>	
<b>REVENUE OVER EXPENSE :</b>	<b>\$26,401</b>	<b>\$0</b>	<b>\$0</b>	<b>\$137,721</b>	<b>(\$137,662)</b>	<b>\$0</b>		



**\*\*\* BOARD REPORT \*\*\***

**College Revenue Bond Interest & Redemption**  
**Fund 46**  
**Monterey Peninsula College**

December 31, 2012

OBJECT CLASSIFICATION	2011-2012 ACTUAL	2012-13					Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUES	Y-T-D REVENUES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	
<b>REVENUES</b>							
8800 LOCAL	19,002	18,525	0	0		18,525	0.0%
8860 INTEREST	145	0	0	0		0	N/A
<b>TOTAL REVENUE :</b>	<b>\$19,147</b>	<b>\$18,525</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>0.0%</b>
<b>DEBT RETIREMENT</b>							
7100 DEBT RETIREMENT	18,975	18,525	0	16,875	1,650	0	91.1%
<b>TOTAL DEBT RETIREMENT :</b>	<b>\$18,975</b>	<b>\$18,525</b>	<b>\$0</b>	<b>\$16,875</b>	<b>\$1,650</b>	<b>\$0</b>	<b>91.1%</b>
<b>TOTAL EXPENSE :</b>	<b>\$18,975</b>	<b>\$18,525</b>	<b>\$0</b>	<b>\$16,875</b>	<b>\$1,650</b>	<b>\$0</b>	<b>100.0%</b>
<b>REVENUE OVER EXPENSE :</b>	<b>\$172</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$16,875)</b>	<b>(\$1,650)</b>	<b>\$0</b>	

\*\*\* BOARD REPORT \*\*\*

Associated Student Fund

Monterey Peninsula College

December 31, 2012

OBJECT CLASSIFICATION	2011-12		REVISED BUDGET	CURRENT MTH REVENUE	2012-13		BALANCE DUE	PERCENT
	PRIOR YEAR ACTUAL	FORECAST BUDGET			Y-T-D REVENUE	ENCUMBERED BALANCE		
<b>REVENUES</b>								
8000	BEGINNING BALANCE	0	9,000	9,000	0	0	9,000	0.0%
8001	ASMP C CARD SALES	65,323	50,000	50,000	0	26,984	23,016	54.0%
8005	CAFETERIA/D & L VENDING	8,238	2,119	2,119	0	1,208	911	57.0%
8006	INTEREST	144	155	155	0.43	78	77	50.2%
8010	MISCELLANEOUS	0	0	0	0	0	0	0.0%
8011	STUDENT REPRESENTATIVE FEES	7,357	11,000	11,000	0	5,386	5,614	0.0%
8013	BOOKSTORE CONTRACT	5,000	5,000	5,000	0	0	5,000	0.0%
8014	PRIOR YEAR ADJUSTMENT	0	0	0	0	0	0	0.0%
8015	BUS PASS	13,757	13,000	13,000	1,770	5,870	7,130	0.0%
4999	OTHER INCOME	0	0	0	0	0	0	0.0%
<b>TOTAL REVENUE:</b>		<b>\$99,819</b>	<b>\$90,274</b>	<b>\$90,274</b>	<b>1,770</b>	<b>39,526</b>	<b>\$50,748</b>	<b>43.8%</b>
<b>EXPENSES</b>								
8011 A STUDENT REPRESENTATIVE FEE	CONFERENCE/WORKSHOPS	0	8,689.00	9,049.00	640.00	1,865.80		
8011 B SRF REP	STATEWIDE TRAVEL FUND	0	5,000.00	5,000.00	-20.00	1,358.00		
#4000 ASMP C COUNCIL								
	ASMP C COMMUNITY OUTREACH FUND	500	500	500	0	0	500.00	0.0%
	ASMP C GENERAL FUND	1,646	1,000	1,000	317	453	547	45.3%
	ASMP C OFFICE SUPPLIES FUND	10,713	8,200	8,200	1,376	4,451	3,749	0.0%
	ASMP C PROMOTIONS FUND	0	0	0	0	0	0	#DIV/0!
	ASMP C STIPEND FUND	12,460	12,700	12,700	5,200	5,200	7,500	40.9%
	ASMP C STUDENT BENEFITS FUND	20,854	17,700	17,700	2,297	10,585	7,115	59.8%
#4007 STUDENT REP. COUNCIL								
	SRC STIPEND FUND	2,294	3,000	3,000	0	0	3,000	0.0%
#4104 INTER CLUB COUNCIL-ICC								
	***ICC CLUB ACTIVITY FUND	6,494	7,500	5,940	250	1,009		
	ICC COMMUNITY ACTIVITY FUND	5,454	6,500	10,395	300	1,128	9,267	0.0%
	ICC EQUIPMENT FUND	1,360	1,500	990	313	384	606	0.0%
	ICC CLUB EQUIPMENT FUND	587	2,400	1,980	0	0	1,980	0.0%
	ICC SEED MONEY	4,099	6,000	5,940	233	1,733	4,207	0.0%
	ICC START UP FUNDS (\$200.00)	-1,766	2,335	990	0	0	0	0.0%
#4010 ACTIVITIES COUNCIL								
	AC ACTIVITIES FUND	0	0	0	0	0		
	AC GENERAL FUND	5,472	5,000	5,000	747	5,119	-119	102.4%
	AC PROMOTIONAL ITEM FUND	1,606	650	450	0	360	90	80.0%
	AC STIPENDS	2,040	1,600	1,440	640	640	800	44.4%
6560 BANK SERVICES	BANK CHARGES	9	0	0	0	0		
<b>TOTAL EXPENSES:</b>		<b>\$73,820</b>	<b>\$90,274</b>	<b>\$90,274</b>	<b>12,294</b>	<b>34,287</b>	<b>\$39,241</b>	<b>38.0%</b>
<b>REVENUE OVER EXPENSE:</b>		<b>\$26,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,524</b>	<b>\$73,813</b>	<b>\$11,507</b>	
		<b>BEGINNING BALANCE WITH Y-T-D REVENUE</b>				<b>47,882</b>		
		<b>INCOME TO DATE</b>				<b>39,526</b>		
		<b>EXPENSE TO DATE</b>				<b>(34,287)</b>		
		<b>EST. ENDING BALANCE</b>				<b>53,121</b>		

# Monterey Peninsula Community College District (Revised)

## Governing Board Agenda

January 23, 2013

New Business Agenda Item No. B

Administrative Services  
College Area

### Proposal:

That the 2013-2014 nonresident tuition rate for the District be established in accordance with ECS 76140 at \$184 per semester unit, with no fee for capital outlay.

### Background:

Education Code Section (ECS) 76140 requires each district board to establish the nonresident fee no later than February 1 of each year for the succeeding fiscal year. Several options are available to determine the non-resident tuition rate. Staff have evaluated the multiple options and recommend adoption of the statewide average for the cost of education which is \$184.

The District does not receive apportionment for nonresident students taking credit courses. As a result, the State allows the District to charge nonresident students a different tuition for credit courses.

Monterey Peninsula College has been using the statewide average in the past and it is recommended that the current statewide average of \$184 again be adopted as the non-resident fee for 2013-2014. Monterey Peninsula College is charging the statewide average of \$179 in the current year (2012-13).

### Budgetary Implications:

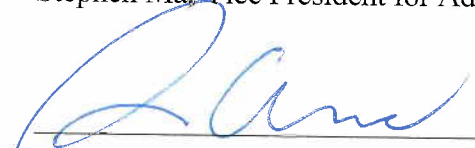
The nonresident tuition fee generates revenue and is intended to offset the cost of education of nonresident students taking credit courses.

**RESOLUTION: BE IT RESOLVED**, That the 2013-2014 nonresident tuition rate for the District be established in accordance with ECS 76140 at \$184 per semester unit.


Recommended By: \_\_\_\_\_

  
Stephen Ma, Vice President for Administrative Services

Prepared By: \_\_\_\_\_

  
Suzanne Ammons- Administrative Assistant

Agenda Approval: \_\_\_\_\_

  
Dr. Walter Tribley, Superintendent/President

# Monterey Peninsula Community College District

## Governing Board Agenda

January 23, 2013

New Business Agenda Item No. C

Administrative Services  
College Area

### Proposal:

That the Governing Board approve the contract with Keygent LLC as the Disclosure Dissemination Agent for MPC's general obligation bonds.

### Background:


MPC, as bond issuer, is required by law to provide an Annual Report to be filed with the repository as designated by the Securities and Exchange Commission. The continuing disclosure Annual Report will contain information regarding material event notice including but not limited to, principal and interest payment delinquencies; non-payment related defaults; bond calls; defeasances; rating changes; bankruptcy to name a few. Staff is recommending that Keygent LLC be named as the District's Disclosure Dissemination Agent. The contract for Keygent's services is currently for 3 years at \$2,000 per year and will be paid for by bond proceeds. Since the continuing disclosure obligation is ongoing until bonds are paid off, MPC may decide to renew the contract at the end of the 3-year term with Keygent if agreeable by both parties.

### Budgetary Implications:

Funding for agent's fee of \$2,000 per year will be paid for by bond proceeds.

**RESOLUTION: BE IT RESOLVED.** That the Governing Board approve the contract with Keygent LLC as the Disclosure Dissemination Agent for MPC's general obligation bonds.

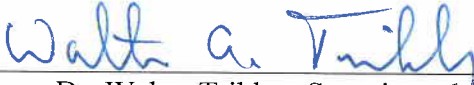
Recommended By:

  
\_\_\_\_\_  
Stephen Ma, Vice President for Administrative Services

Prepared By:

  
\_\_\_\_\_  
Suzanne Ammons, Administrative Assistant

Agenda Approval:

  
\_\_\_\_\_  
Dr. Walter Tribley, Superintendent/President



## **DISCLOSURE DISSEMINATION AGENT AGREEMENT**

This Disclosure Dissemination Agent Agreement (the "Agreement"), dated as \_\_\_\_\_, is executed and delivered by the Monterey Peninsula Community College District (the "Issuer") and Keygent LLC, as exclusive Disclosure Dissemination Agent (the "Disclosure Dissemination Agent" or "Keygent") for the Bonds (hereinafter defined).

### **SECTION 1. Definitions.**

The capitalized terms shall have the following meanings:

"Annual Report" means an Annual Report described in and consistent with the Issuer's Continuing Disclosure Agreement(s) pursuant to the Bonds.

"Annual Filing Date" means the date, set in the Issuer's Continuing Disclosure Agreement(s) with respect to the Bonds by which the Annual Report is to be filed with the Repository.

"Annual Financial Information" means annual financial information as such term is used in paragraph (b)(5)(i) of the Rule.

"Audited Financial Statements" means the financial statements (if any) of the Issuer for the prior fiscal year, certified by an independent auditor as prepared in accordance with generally accepted accounting principles or otherwise, as such term is used in paragraph (b)(5)(i) of the Rule.

"Bonds" means the bonds as listed on the attached Exhibit A, with the CUSIP numbers relating thereto.

"Certification" means a written certification of compliance signed by the Disclosure Representative stating that the Annual Report, Audited Financial Statements, Voluntary Report or Notice Event notice delivered to the Disclosure Dissemination Agent is the Annual Report, Audited Financial Statements, Voluntary Report or Notice Event notice required to be submitted to the Repository contained in the Continuing Disclosure Agreement(s) with respect each series of Bonds. A Certification shall accompany each such document submitted to the Disclosure Dissemination Agent by the Issuer and include the full name of the Bonds and the CUSIP numbers for all Bonds to which the document applies.

"Disclosure Representative" means the Vice President for Administrative Services of the Issuer or his or her designee, or such other person as the Issuer shall designate in writing to the Disclosure Dissemination Agent from time to time as the person responsible for providing Information to the Disclosure Dissemination Agent.

"Disclosure Dissemination Agent" means Keygent LLC, acting in its capacity as Disclosure Dissemination Agent hereunder.

“Holder” means any person (a) having the power, directly or indirectly, to vote or consent with respect to, or to dispose of ownership of, any Bonds (including persons holding Bonds through nominees, depositories or other intermediaries) or (b) treated as the owner of any Bonds for federal income tax purposes.

“Information” means the Annual Financial Information, the Audited Financial Statements (if any) the Notice Event notices, and the Voluntary Reports.

“MSRB” means the Municipal Securities Rulemaking Board established pursuant to Section 15B(b)(1) of the Securities Exchange Act of 1934.

“Notice Event” means an event listed in the Issuer’s Continuing Disclosure Agreement(s) with respect to the Bonds.

“Official Statement” means that Official Statement prepared by the Issuer in connection with each series of Bonds, as listed on the attached Appendix A.

“Repository” shall mean the MSRB, which can be found at <http://emma.msrb.org/>, or any other repository of disclosure information that may be designated by the Securities and Exchange Commission as such for purposes of the Rule in the future.

“Rule” means the Rule 15c2-12 of the United States Securities and Exchange Commission under the Securities and Exchange Act of 1934.

“State Repository” shall mean any public or private repository or entity designated by the State of California, if any, as a state repository for the purpose of the Rule and recognized as such by the Securities and Exchange Commission.

“Trustee” means the institution identified in each respective series of Bonds.

“Voluntary Report” means the information provided to the Disclosure Dissemination Agent by the Issuer as described in the Issuer’s Continuing Disclosure Agreement(s) with respect to the Bonds.

## SECTION 2. Reporting Duties.

(a) The Issuer shall provide, annually, an electronic or paper copy of the Annual Report and Certification to the Disclosure Dissemination Agent, together with a copy for the Trustee, not later than 30 days prior to the Annual Filing Date. Promptly upon receipt of a copy of the Annual Report and the Certification, the Disclosure Dissemination Agent shall provide an Annual Report to the Repository. The Annual Report may be submitted as a single document or as separate documents comprising a package, and may cross-reference other information.

(b) If on the fifteenth (15th) day prior to the Annual Filing Date, the Disclosure Dissemination Agent has not received a copy of the Annual Report and Certification, the Disclosure Dissemination Agent shall contact the Disclosure Representative by telephone and in writing (which may be by e-mail) to remind the Issuer of its undertaking to provide the Annual Report pursuant to Section 2(a). Upon such reminder, the Disclosure Representative shall either (i) provide the Disclosure Dissemination Agent with a copy of the Annual Report and the Certification) no later than three (3) business days prior to the

Annual Filing Date, or (ii) instruct the Disclosure Dissemination Agent in writing that the Issuer will not be able to file the Annual Report within the time required under this Agreement, state the date by which the Annual Report for such year will be provided and instruct the Disclosure Dissemination Agent that a Notice Event stating that the Issuer has failed to provide annual financial information as required has occurred and to immediately send a notice to the Repository in substantially the form attached as Exhibit B.

(c) If the Disclosure Dissemination Agent has not received an Annual Report and Certification by 12:00 noon (California time) on the first business day following the Annual Filing Date for the Annual Report, a Notice Event that the Issuer has failed to provide annual financial information as required shall have occurred and the Issuer irrevocably directs the Disclosure Dissemination Agent to immediately send a notice to the Repository in substantially the form attached as Exhibit B.

(d) If Audited Financial Statements of the Issuer are prepared but not available prior to the Annual Filing Date, the Issuer shall, when the Audited Financial Statements are available, provide in a timely manner a copy to the Disclosure Dissemination Agent, accompanied by a Certificate, together with a copy for the Trustee, for filing with the Repository.

(e) The Disclosure Dissemination Agent shall:

- (i) determine the name and address of each Repository each year prior to the Annual Filing Date;
- (ii) assist the Issuer with determining what is required to be included in the Annual Report and when it is due to the Repository;
- (iii) provide a template of tables to complete, as list of data to provide and questions to be answered in preparing the Annual Report;
- (iv) upon receipt, promptly file each Annual Report received under Section 2(a) with the Repository;
- (v) upon receipt, promptly file each Audited Financial Statement received under Section 2(d) with the Repository;
- (vi) upon receipt, promptly file the text of each disclosure to be made with the Repository together with a completed copy of the Event Notice Cover Sheet in the form attached as Exhibit C, describing the event by checking the applicable box when filing pursuant to the Notice Event Section contained in the Issuer's Continuing Disclosure Agreement(s) with respect to the Bonds;
- (vii) provide the Issuer evidence of the filings of each of the above when made, which shall be by means of the Keygent system, for so long as Keygent is the Disclosure Dissemination Agent under this Agreement.
- (viii) send quarterly material events questionnaires; and
- (ix) maintain or cause to be maintained for at least five (5) years, a record of the Annual Report.

### SECTION 3. Content of the Annual Report.

Each Annual Report shall contain the requisite information in accordance with the Continuing Disclosure Agreements with respect to the Bonds.

#### SECTION 4. Reporting of Notice Events.

(a) The Issuer shall promptly notify the Disclosure Dissemination Agent in writing upon the occurrence of a Notice Event as defined in the Issuer's Continuing Disclosure Agreement(s) with respect to the Bonds. Such notice shall instruct the Disclosure Dissemination Agent to report the occurrence pursuant to subsection (c). Such notice shall be accompanied with the text of the disclosure that the Issuer desires to make, the written authorization of the Issuer for the Disclosure Dissemination Agent to disseminate such information, and the date the Issuer desires for the Disclosure Dissemination Agent to disseminate the information.

(b) The Disclosure Dissemination Agent is under no obligation to notify the Issuer or the Disclosure Representative of an event that may constitute a Notice Event. In the event the Disclosure Dissemination Agent so notifies the Disclosure Representative, the Disclosure Representative will within five business days of receipt of such notice, instruct the Disclosure Dissemination Agent that (i) a Notice Event has not occurred and no filing is to be made or (ii) a Notice Event has occurred and the Disclosure Dissemination Agent is to report the occurrence pursuant to subsection (c), together with the text of the disclosure that the Issuer desires to make, the written authorization of the Issuer for the Disclosure Dissemination Agent to disseminate such information, and the date the Issuer desires for the Disclosure Dissemination Agent to disseminate the information.

(c) If the Disclosure Dissemination Agent has been instructed by the Issuer as prescribed in subsection (a) or (b)(ii) of this Section 4 to report the occurrence of a Notice Event, the Disclosure Dissemination Agent shall promptly file a notice of such occurrence with the Repository in accordance with Section 2 e (vi) hereof.

#### SECTION 5. CUSIP Numbers.

Whenever providing information to the Disclosure Dissemination Agent, including but not limited to Annual Reports, documents incorporated by reference to the Annual Reports, Audited Financial Statements, notices of Notice Events, and Voluntary Reports, the Issuer shall indicate the full name of the series of Bonds and CUSIP numbers for the Bonds as to which the provided information relates.

#### SECTION 6. Additional Disclosure Obligations.

The Issuer acknowledges and understands that other state and federal laws, including but not limited to the Securities Act of 1933 and Rule 10b-5 promulgated under the Securities Exchange Act of 1934, may apply to the Issuer, and that the failure of the Disclosure Dissemination Agent to so advise the Issuer shall not constitute a breach by the Disclosure Dissemination Agent of any of its duties and responsibilities under this Agreement. The Issuer acknowledges and understands that the duties of the Disclosure Dissemination Agent relate exclusively to execution of the mechanical tasks of disseminating information.

#### SECTION 7. Voluntary Reports.

(a) The Issuer may instruct the Disclosure Dissemination Agent to file information with the Repository, from time to time pursuant to a Certification of the Disclosure Representative accompanying such information (a "Voluntary Report").



(b) Nothing in this Agreement shall be deemed to prevent the Issuer from disseminating any other information through the Disclosure Dissemination Agent using the means of dissemination set forth in this Agreement or including any other information in any Annual Report, Annual Financial Statement, Voluntary Report or Notice Event notice, in addition to that required by this Agreement. If the Issuer chooses to include any information in any Annual Report, Annual Financial Statement, Voluntary Report or Notice Event notice in addition to that which is specifically required by the Continuing Disclosure Agreements with respect to the Bonds.

#### SECTION 8. Appointment of Disclosure Dissemination Agent.

(a) The Issuer hereby appoints Keygent LLC as exclusive Disclosure Dissemination Agent with respect to each series of Bonds as listed on the attached Exhibit A and any additional financings subject to the Rule issued by the Issuer after the date of this Agreement.

(b) The initial term of Keygent's appointment as Dissemination Agent shall be three years and, subsequently, shall renew annually on the anniversary date of this Agreement. The term of this Agreement shall not extend beyond the final maturity of the Bonds. The Issuer may, upon sixty (60) days written notice to the Disclosure Dissemination Agent, replace or appoint a successor Disclosure Dissemination Agent.

(c) Upon termination of Keygent's services as Disclosure Dissemination Agent, whether by notice of the Issuer or Keygent, the Issuer agrees to appoint a successor Disclosure Dissemination Agent or, alternately, agrees to assume all responsibilities of Disclosure Dissemination Agent under this Agreement for the benefit of the Holders of the Bonds. Notwithstanding any replacement or appointment of a successor, the Issuer shall remain liable until payment in full for any and all sums owed and payable to the Disclosure Dissemination Agent. The Disclosure Dissemination Agent may resign at any time by providing sixty (60) days' prior written notice to the Issuer.

#### SECTION 9. Duties, Immunities and Liabilities of Disclosure Dissemination Agent.

(a) The Disclosure Dissemination Agent shall have only such duties as are specifically set forth in this Agreement. The Disclosure Dissemination Agent's obligation to deliver the information at the times and with the contents as set forth in the Continuing Disclosure Agreements with respect to the Bonds shall be limited to the extent the Issuer has provided such information to the Disclosure Dissemination Agent. The Disclosure Dissemination Agent shall have no duty with respect to the content of any disclosures or notice made pursuant to the terms hereof. The Disclosure Dissemination Agent shall have no duty or obligation to review or verify any Information or any other information, disclosures or notices provided to it by the Issuer and shall not be deemed to be acting in any fiduciary capacity for the Issuer, the Holders of the Bonds or any other party. The Disclosure Dissemination Agent shall have no responsibility for the Issuer's failure to report to the Disclosure Dissemination Agent a Notice Event or a duty to determine the materiality thereof. The Disclosure Dissemination Agent shall have no duty to determine, or liability for failing to determine, whether the Issuer has complied with this Agreement. The Disclosure Dissemination Agent may conclusively rely upon certifications of the Issuer at all times.

THE ISSUER AGREES TO INDEMNIFY AND SAVE THE DISCLOSURE DISSEMINATION AGENT AND ITS RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS, HARMLESS AGAINST ANY LOSS, EXPENSE AND LIABILITIES WHICH THEY MAY INCUR ARISING OUT OF OR IN THE EXERCISE OR PERFORMANCE OF THEIR POWERS AND DUTIES HEREUNDER, INCLUDING THE COSTS AND EXPENSES (INCLUDING

ATTORNEYS FEES) OF DEFENDING AGAINST ANY CLAIM OF LIABILITY, BUT EXCLUDING LIABILITIES DUE TO THE DISCLOSURE DISSEMINATION AGENT'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT.

(b) The Disclosure Dissemination Agent may, from time to time, consult with legal counsel (either in-house or external) of its own choosing in the event of any disagreement or controversy, or question or doubt as to the construction of any of the provisions hereof or its respective duties hereunder, and neither of them shall incur any liability and shall be fully protected in acting in good faith upon the advice of such legal counsel. The fees and expenses of such counsel shall be payable by the Issuer.

#### SECTION 10. Advisory Board.

Keygent maintains an Advisory Board which is comprised of leaders and innovators from the public sector who believe in the vision of Keygent and who have a desire to enhance the operational effectiveness and efficiency of public agencies. In addition to being ambassadors for Keygent, the Board advises senior management on strategy, new business development, public policy, and research. Currently, Dr. Michael Escalante, Dr. Terry Bradley and Mr. Tony Vazquez serve as directors.

#### SECTION 11. Fees.

(a) Annual Dissemination Fee. In accordance with the Fee Schedule attached as Exhibit D, the Issuer shall pay annual dissemination fees to Keygent for the performance of dissemination services in connection with this Agreement. The annual dissemination fee shall be due and payable within 30 days upon completion of the Annual Report.

(b) Continuing Disclosure Consulting Services. Fees for consulting services, outside of the scope of those described in Section 2, to assist the Issuer in complying with its continuing disclosure obligations in connection with the Bonds will be billed to the District at the rates based upon the attached Fee Schedule and agreed upon by the District Representative and Keygent prior to the commencement of such services. Before any such services are performed, the District Representative and Keygent will specify the respective services, the terms, and an estimate of the fees therefore, and the District Representative and Keygent will enter into a written agreement for those additional services.

(c) Out of Pocket Expenses. The Issuer shall be responsible for payment of third party services and/or information ordered by Keygent as directed by the Issuer. If payment is made by Keygent to the third party provider, Keygent shall bill back to the District at cost.

SECTION 12. Notice. All notices and demands of any kind that either party may be required or desires to serve upon the other party shall be addressed as follows:

If to Issuer:	Monterey Peninsula Community College District
ATTN:	Stephen Ma
Address:	980 Fremont St. Monterey, CA 93940
Phone:	(831) 646-4040
e-mail:	sma@mpc.edu

If to Keygent: Keygent LLC  
ATTN: Eugene Yee  
Address: 999 N. Sepulveda Blvd.  
Suite 500  
El Segundo, CA 90245  
Phone: (310) 322-4222  
Fax: (866) 518-7656  
e-mail: gene.yee@keygentcorp.com

In the event that any of the above information changes for either party, written notice shall be given to the other party as soon as practicable. The updated information will be effective upon receipt by the other party.

#### SECTION 13. Amendment; Waiver.

Notwithstanding any other provision of this Agreement, the Issuer and the Disclosure Dissemination Agent may amend this Agreement and any provision of this Agreement may be waived, if such amendment or waiver would not, in and of itself, cause the undertakings herein to violate the Rule if such amendment or waiver had been effective on the date hereof but taking into account any subsequent change in or official interpretation of the Rule; provided neither the Issuer or the Disclosure Dissemination Agent shall be obligated to agree to any amendment modifying their respective duties or obligations without their consent thereto.

Notwithstanding the preceding paragraph, the Disclosure Dissemination Agent shall have the right to adopt amendments to this Agreement necessary to comply with modifications to and interpretations of the provisions of the Rule as announced by the Securities and Exchange Commission from time to time by giving not less than 20 days written notice of the intent to do so together with a copy of the proposed amendment to the Issuer. No such amendment shall become effective if the Issuer shall, within 10 days following the giving of such notice, send a notice to the Disclosure Dissemination Agent in writing that it objects to such amendment.

#### SECTION 14. Beneficiaries.

This Agreement shall inure solely to the benefit of the Issuer and the Disclosure Dissemination Agent, and shall create no rights in any other person or entity.

#### SECTION 15. Governing Law.

This Agreement shall be governed by the laws of the State of California.

#### SECTION 16. Counterparts.

This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

\*\*\*\*\*

Keygent and the Issuer have caused this Disclosure Dissemination Agent Agreement to be executed, on the date first written above, by their respective officers duly authorized.

**KEYGENT LLC**

By: \_\_\_\_\_

Name: Eugene Yee

Title: President

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT**

By: \_\_\_\_\_

Name: Stephen Ma

Title: Vice President for Administrative Services

**EXHIBIT A**

***General Obligation Bonds***

2005 General Obligation Refunding Bonds

Election of 2002, Series B

Election of 2002, Series C

2013 General Obligation Refunding Bonds

**EXHIBIT B**  
**NOTICE TO REPOSITORY OF FAILURE TO FILE ANNUAL REPORT**

Issuer: \_\_\_\_\_  
Obligor: \_\_\_\_\_  
Name of Bond Issue: \_\_\_\_\_  
Date of Issuance: \_\_\_\_\_

NOTICE IS HEREBY GIVEN that the Issuer has not provided an Annual Report with respect to the above-named Bonds as required by the Agreement, dated as of \_\_\_\_\_, between the Issuer and Keygent LLC, as Disclosure Dissemination Agent. The Issuer has notified the Disclosure Dissemination Agent that it anticipates that the Annual Report will be filed by \_\_\_\_\_.

Dated: \_\_\_\_\_  
Keygent LLC, as  
Disclosure Dissemination Agent, on behalf of the Issuer

\_\_\_\_\_  
cc: Issuer  
Obligated Person

**EXHIBIT C  
EVENT NOTICE COVER SHEET**

This cover sheet and material event notice will be sent to the Municipal Securities Rulemaking Board pursuant to Securities and Exchange Commission Rule 15c2-12(b)(5)(i)(C) and (D).

Issuer's and/or Other Obligated Person's Name:

\_\_\_\_\_

Issuer's Six-Digit CUSIP Number:

\_\_\_\_\_

or Nine-Digit CUSIP Number(s) of the bonds to which this material event notice relates:

\_\_\_\_\_

Number of pages of attached: \_\_\_\_\_

Description of Material Event Notice (Check One):

1.  Principal and interest payment delinquencies
2.  Non-Payment related defaults
3.  Unscheduled draws on debt service reserves reflecting financial difficulties
4.  Unscheduled draws on credit enhancements reflecting financial difficulties or a change in identity of the credit enhancement provider or their failure to perform
5.  Substitution of credit or liquidity providers, or their failure to perform
6.  Adverse tax opinions or events affecting the tax-exempt status of the security
7.  Modifications to rights of securities holders
8.  Bond calls
9.  Defeasances
10.  Release, substitution, or sale of property securing repayment of the securities
11.  Rating changes
12.  Tender offers
13.  Bankruptcy, insolvency, receivership or similar proceedings
14.  Mergers, consolidations, acquisitions, the sale of all or substantially all of the assets of the obligated person or their termination, if material
15.  Appointment of a successor or additional trustee or the change of the name or a trustee, if material
16.  Other material event notice (specify) \_\_\_\_\_
17.  Failure to provide annual financial information as required
18.  Final expenditure of proceeds from an issuance of Qualified School Construction Bonds

I hereby represent that I am authorized by the issuer or its agent to distribute this information publicly:

Signature:

\_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Keygent LLC

999 N. Sepulveda Blvd.

Suite 500

El Segundo, CA 90245



**EXHIBIT D  
DISCLOSURE DISSEMINATION AGENT AND CONTINUING DISCLOSURE CONSULTING SERVICES  
FEE SCHEDULE**

Dissemination Agent Services
------------------------------

Annual Filing Fees*	\$500 per financing with a maximum annual fee of \$5,000 if number of outstanding financings exceed 10 (see Exhibit A for list of currently outstanding financings)
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\*Please note that any reporting information that is needed from third party vendors will be billed back to the District at cost.

Material Event Filing Fees	\$150 per occurrence (covers all outstanding financings of the District that require filing)
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# Monterey Peninsula Community College District

## Governing Board Agenda

January 23, 2013

New Business Agenda Item No. D

Administrative Services  
College Area

### Proposal:

That the Governing Board approve the contract with Keygent Advisors as the Structuring and Pricing Consultant on the proposed 2013 bond refunding.

### Background:

When the board adopted the resolution to move forward with the refunding of the District's general obligation bonds last month, one member of the finance team was not identified. Staff is now recommending MPC retain the services of Keygent Advisors as Structuring and Pricing Consultant for the upcoming transaction. Since some work and analysis has already been completed by the underwriter and bond counsel, Keygent's role will be limited to the following areas.

- Prepare multiple financing structures to meet the District's goals and discuss advantages and disadvantages of each structure.
- Evaluate proposed interest rates and financing terms against market comparables to ensure fair market interests are achieved.
- Prepare post-pricing book to document market events and pricing results.

Funding for the consultant's fee (not to exceed \$20,000) will be from bond proceeds. This is considered a cost of issuance and is similar to fees paid to the underwriter and bond counsel for their work in the transaction. It should be noted that payment of Keygent's fee is contingent on successful completion of bond closing.

### Budgetary Implications:


Funding for the consultant's fee (not to exceed \$20,000) will be from bond proceeds, contingent upon successful completion of bond closing.

**RESOLUTION: BE IT RESOLVED**, That the Governing Board approve the contract with Keygent Advisors as the Structuring and Pricing Consultant on the proposed 2013 bond refunding.


Recommended By:

  
Stephen Ma, Vice President for Administrative Services

Prepared By:

  
Suzanne Ammons, Administrative Assistant

Agenda Approval:

  
Dr. Walter Tribley, Superintendent/President

## **STRUCTURING & PRICING CONSULTANT AGREEMENT**

This Agreement dated herein is entered into between Keygent LLC (hereinafter "Consultant" or "Keygent") and Monterey Peninsula Community College District (hereinafter "District").

### **RECITALS**

Whereas, the District desires Consultant to provide structuring and pricing consultant services in connection with the District's refinancing of all or a portion of outstanding general obligation bonds ("Bond Issuance").

Whereas, Consultant represents itself able and, for a consideration, willing to perform the financial consulting services for the District.

NOW, THEREFORE, in consideration of the terms and provisions set forth herein, the benefits to be gained by the performance thereof and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Consultant and District agree as follows:

### **I. CONSULTING SERVICES.**

The District hereby retains Keygent to perform the Consulting Services, which services are described in Exhibit A, attached hereto and incorporated herein, and Keygent hereby agrees to perform said services pursuant to the terms and conditions of this Agreement. Keygent will not be responsible for work that is beyond the services set forth in Exhibit A. Either party may request changes to the services set forth in Exhibit A. All changes must be agreed in writing between the parties prior to any change in the services in Exhibit A.

The Consulting Services do not include the provision of legal advice and Keygent makes no representations regarding questions of legal interpretation. The District should consult with its attorneys with respect to any legal matters or items that require legal interpretation, under federal, state or other type of law or regulation.

### **II. DISTRICT RESPONSIBILITIES.**

The District shall provide Keygent with all information relevant to the Consulting Services and any reasonable assistance as may be required to properly perform the Consulting Services. The District represents and warrants to Keygent that all such information provided by the District and any designated third party will be accurate and complete in all material respects. Keygent cannot warrant the correctness of data supplied by the District or other parties, nor can Keygent be responsible for data not provided in a timely manner. The District shall perform all management functions and make all management decisions in connection with the Consulting Services, and shall assign competent individuals to oversee the Consulting Services. The District is also responsible for the implementation of actions identified in the course of this engagement and results achieved from the Consulting Services. Any timing or fee estimate we have provided for this engagement is based upon the agreed-upon level of assistance from the District and commitment of District resources.

Keygent has not been engaged to, nor will Keygent provide any management functions or make management decisions for the District under this Agreement. It is the District's responsibility to establish and maintain its policies and procedures related to its business operations and financings.

### **III. TOOL DEVELOPMENT.**

Except as otherwise set forth in this Agreement, the District will own all tangible written material originally prepared expressly for the District and delivered to the District under this Agreement (the "Work Product"), excluding any Keygent materials contained or embodied therein, which includes all: proprietary information, general skills, know-how, expertise, ideas, concepts, methods, techniques, processes, software, materials or other intellectual property or information which may have been discovered, created, developed or derived by Keygent either prior to or as a result of its provision of Consulting Services under this Agreement.

### **IV. TERM OF THE AGREEMENT/ EFFECTIVE DATE OF AGREEMENT**

The term of this Agreement shall be for the length necessary to complete the Bond Issuance, including any subsequent refinancings and/or restructurings that may arise. Nevertheless, the initial term of this Agreement shall be three years and shall renew annually, unless Section X of this Agreement is invoked.

### **V. COMPENSATION**

#### Fees, Payment Contingent on Successful Completion of Bond Closing.

Compensation for Services rendered pursuant to the Bond Issuance shall be subject to the terms and conditions hereof. Compensation for any subsequent additional work, including but not limited to restructurings and refinancings, shall be agreed upon by the District and the Consultant in writing prior to the issuance of the financing. Notwithstanding anything to the contrary herein, the compensation of Consultant for services rendered in connection with the Bond Issuance is contingent upon the successful completion of each respective financing. Invoice for payment shall be provided at closing of each financing and in an amount in accordance with the payment schedule below. Payment shall be made from financing proceeds or any other method acceptable to the District and Consultant. If the District and Consultant mutually agree that the scope of work described herein is increased, the Consultant may receive additional compensation provided that there is a prior written agreement between the Vice President for Administrative Services or a designee who is authorized by the District's Board of Trustees.

Fees for Consultant's Consulting Services shall be a flat fee not to exceed \$20,000.

Expenses. The District shall reimburse Keygent for out-of-pocket expenses. Such expenses shall include travel and administrative costs and shall not exceed \$1,500. Reimbursement for travel costs shall not include out-of-state travel, unless Keygent receives prior written authorization from the District for such travel.

Other Financing Costs. In addition to the Compensation payable to Consultant hereunder, the District shall provide from the proceeds of the Bond Issuance for the payment of any and all costs and expenses incident to the Bond Issuance, including the cost of preparing the financing for execution and delivery, all printing and publication costs, and any other expenses incurred in connection with the issuance and delivery of the financing, including the fees and expenses of Bond Counsel or other experts retained by the District and payable under the terms of the District's written agreements with them.

Payment. All charges incurred under this Agreement, in connection with the Bond Issuance shall be due and payable only upon the successful completion of the sale and closing of the Bond Issuance for which such Consulting Services were rendered or expenses incurred.

Statements. Upon closing of the Bond Issuance, Consultant shall submit statements identifying the work performed and summary of expenses.

#### **VI. LIMITATION OF LIABILITY.**

THE PARTIES AGREE THAT KEYGENT SHALL BE SOLELY LIABLE FOR ANY FINALLY DETERMINED DAMAGES IN CONNECTION WITH THIS AGREEMENT. THE PARTIES AGREE THAT KEYGENT'S OFFICERS, DIRECTORS, AGENTS, AND EMPLOYEES SHALL NOT BE PERSONALLY LIABLE TO THE DISTRICT, WHETHER IN TORT, CONTRACT OR OTHERWISE, FOR ANY DAMAGES IN CONNECTION WITH THIS AGREEMENT.

EXCEPT TO THE EXTENT FINALLY DETERMINED TO HAVE RESULTED FROM THE GROSS NEGLIGENCE OR INTENTIONAL MISCONDUCT OF KEYGENT, KEYGENT'S LIABILITY TO PAY DAMAGES FOR ANY LOSSES AND CLAIMS INCURRED BY THE DISTRICT AS A RESULT OF BREACH OF CONTRACT, NEGLIGENCE OR OTHER TORT COMMITTED BY KEYGENT, REGARDLESS OF THE THEORY OF LIABILITY ASSERTED, IS LIMITED TO NO MORE THAN THE TOTAL AMOUNT OF FEES PAID TO KEYGENT UNDER THIS AGREEMENT. IN ADDITION, KEYGENT WILL NOT BE LIABLE IN ANY EVENT FOR LOST PROFITS OR ANY CONSEQUENTIAL, INDIRECT, PUNITIVE, EXEMPLARY OR SPECIAL DAMAGES.

THE PARTIES AGREE THAT DISTRICT SHALL BE SOLELY LIABLE FOR ANY FINALLY DETERMINATED DAMAGES IN CONNECTION WITH THIS AGREEMENT. THE PARTIES AGREE THAT DISTRICT'S OFFICERS, DIRECTORS, AGENTS, AND EMPLOYEES SHALL NOT BE PERSONALLY LIABLE TO KEYGENT, WHETHER IN TORT, CONTRACT OR OTHERWISE, FOR ANY DAMAGES IN CONNECTION WITH THIS AGREEMENT.

EXCEPT TO THE EXTENT FINALLY DETERMINED TO HAVE RESULTED FROM THE GROSS NEGLIGENCE OR INTENTIONAL MISCONDUCT OF THE DISTRICT, THE DISTRICT'S LIABILITY TO PAY DAMAGES FOR ANY LOSSES AND CLAIMS INCURRED BY KEYGENT AS A RESULT OF BREACH OF CONTRACT, NEGLIGENCE OR OTHER TORT COMMITTED BY THE DISTRICT, REGARDLESS OF THE THEORY OF LIABILITY ASSERTED, IS LIMITED TO NO MORE THAN THE TOTAL AMOUNT OF FEES TO BE PAID TO KEYGENT UNDER THIS AGREEMENT. IN ADDITION, THE DISTRICT WILL NOT BE LIABLE IN ANY EVENT FOR LOST PROFITS OR ANY CONSEQUENTIAL, INDIRECT, PUNITIVE, EXEMPLARY OR SPECIAL DAMAGES.

THE PROVISIONS OF THIS SECTION WILL SURVIVE THE EXPIRATION OR TERMINATION OF THIS AGREEMENT.

#### **VII. MEDIATION AND ARBITRATION.**

In the event of any dispute arising out of or relating to the engagement of Keygent by the District, the parties agree first to try in good faith to settle the dispute voluntarily with the aid of an impartial mediator who will attempt to facilitate negotiations. A dispute will be submitted to mediation by written notice to the other party or parties. The mediator will be selected by agreement by the parties. If the parties cannot agree on a mediator within 30 days of the receipt of the notice of request for mediation, a mediator will be designated by the American Arbitration Association ("AAA") at the request of either party.

The mediation will be treated as a settlement discussion and therefore will be confidential. Any applicable statute of limitations will be tolled during the pendency of the mediation. Each party will

bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

If the dispute has not been resolved within 60 days after the written notice beginning the mediation process (or a longer period, if the parties agree to extend the mediation), the mediation will terminate, and the dispute will be resolved by final and binding arbitration under the Commercial Arbitration Rules of the American Arbitration Association. The arbitration will take place before a panel of three arbitrators. Within 30 days of the commencement of the arbitration, each party will designate in writing a single neutral and independent arbitrator. The two arbitrators designated by the parties will then select a third arbitrator. The arbitrators will have a sufficient background in public finance law to reasonably prepare them to decide the dispute. The arbitrators will have the authority to permit limited discovery, including depositions, prior to the arbitration hearing, and such discovery will be conducted consistent with the Federal Rules of Civil Procedure. The arbitrators will have no power or authority to award punitive or exemplary damages. The arbitrators may, in their discretion, award the cost of the arbitration, including reasonable attorney fees and costs, to the prevailing party. Any award made may be confirmed and enforced in any court having jurisdiction. Any arbitration shall be confidential, and except as required by law, neither party may disclose the content or results of any arbitration hereunder without the prior written consent of the other parties, except that disclosure is permitted to a party's auditors, insurers and legal advisors.

#### **VIII. STATUS OF KEYGENT.**

Keygent will provide the services in this Agreement as an independent contractor. No other relationship to the District or its benefit plan(s) is implied or intended.

#### **IX. TERMINATION.**

Either party may terminate this Agreement at any time by giving the other party sixty days (60 days) written notice of termination. Keygent may also resign from performing all or any portion of the services in connection with the Consulting Services and terminate this Agreement immediately upon written notice in the event that circumstances arise that would make continuation of all or any portion of the work by Keygent in conflict with any professional regulations, standards or guidelines to which Keygent conforms.

To the extent that the District terminates Keygent without cause less than sixty days (60 days) prior to the sale of a financing in connection with the Bond Program which Keygent performed Consulting Services, Keygent shall be entitled to the same Compensation associated with such sale had Keygent not been terminated.

#### **X. ADVISORY BOARD.**

Keygent maintains an Advisory Board which is comprised of leaders and innovators from the public sector who believe in the vision of Keygent and who have a desire to enhance the operational effectiveness and efficiency of public agencies. In addition to being ambassadors for Keygent, the Board advises senior management on strategy, new business development, public policy, and research. Currently, Dr. Michael Escalante, Dr. Terry Bradley and Mr. Tony Vazquez serve as directors.

#### **XI. CHOICE OF LAW AND FORUM.**

The construction, interpretation, and enforcement of this Agreement shall be governed by the substantive contract law of the State of California without regard to its conflict of laws provisions. It is the intention of the parties that the Limitation of Liability paragraph above shall be enforceable and the

parties believe that the clause is enforceable under California law. In the event any provision of this Agreement is unenforceable as a matter of law, the remaining provisions will stay in full force and effect.

## **XII. NOTICE TO PARTIES**

All notices to be given by the parties hereto shall be in writing and served by depositing the same in the United States Post Office, postage prepaid and registered, as follows:

### **TO THE DISTRICT:**

Stephen Ma  
Vice President for Administrative Services  
Monterey Peninsula Community College District  
980 Fremont St.  
Monterey, CA 93940  
Phone: (831) 646-4040  
Email: sma@mpc.edu

### **TO THE CONSULTANT:**

Eugene Yee  
President  
Keygent LLC  
999 N. Sepulveda Blvd., Suite 500  
El Segundo, CA 90245  
Phone/Fax: (310) 322-4222/(866) 518-7656  
Email: gene.yee@keygentcorp.com

## **XIII. EXECUTION OF THE AGREEMENT, EXECUTION IN COUNTERPARTS**

This Agreement shall be executed by the respective party's authorized signatories. A fax copy or copy of the contract with any revisions appropriately initialed may serve as the original contract. This Agreement may be executed in one or more counterparts, each of which shall be deemed a part of the Agreement, but all of which shall be considered one instrument and shall become a binding agreement when one or more counterparts have been signed by each of the parties and delivered to the other.

**XIV. ENTIRE AGREEMENT.**

These terms and conditions contained in this Agreement constitute the entire agreement between the District and Keygent. This Agreement includes all representations of every kind and nature made by each of the parties to the other and sets forth the entire Agreement of the parties. All previous agreements related to the Bond Program are superseded, revoked, terminated, and canceled. No representations, warranties, covenants, or agreements of any kind have been made by either party hereto except as those expressly set forth in this Agreement. Neither this Agreement nor any of its terms, covenants or conditions, nor any modification or addendum to this Agreement shall be valid unless it is in writing and signed by both Parties.

If any provision of this Agreement is held in whole or part to be unenforceable for any reason, the remainder of the Agreement is severable and shall remain in effect and binding on Keygent and the District.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement per Board Resolution #: \_\_\_\_\_ approved on the following date \_\_\_\_\_.

**KEYGENT LLC**

By: \_\_\_\_\_  
Eugene Yee  
President

Date: \_\_\_\_\_

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT**

By: \_\_\_\_\_  
Stephen Ma  
Vice President for Administrative Services

Date: \_\_\_\_\_



**Appendix A**  
**Description of Services**

Consultant will prepare multiple financing structures to meet the District's goals and discuss the advantages and disadvantages of each structure.

Consultant will evaluate proposed interest rates and financing terms against market comparables to ensure fair market interest rates are achieved.

Consultant shall prepare post-pricing book to document market events and pricing results.

Except to the extent, specifically provided herein or specifically authorized in writing by the District, Consultant shall have no right or authority, express or implied, to commit or otherwise obligate the District in any manner whatsoever.

# Monterey Peninsula Community College District

## Governing Board Agenda

January 23, 2013

New Business Agenda Item No. E

Administrative Services  
College Area

### Proposal:

That the Governing Board authorize the District to file a Notice of Completion of Contract with the County of Monterey for the Child Development Center Shade Structure Project, DSA Application No.01-112797, File No. 27-C1.

### Background:

According to standard procedure for public works projects, a filing of a Notice of Completions is required to be filed within the County of the project's location. Upon the Board's approval to authorize the filing of the Notice of Completion with the County, a 35 day period will follow in which sub-contractors, vendors and related material suppliers formally satisfy all liens and unpaid bills. After the 35 days, the District will release any remaining funds to the contractor minus adequate funds to satisfy outstanding issues.

### Budgetary Implications:

None.

**RESOLUTION:** BE IT RESOLVED, that the Governing Board authorize the District to file a Notice of Completion of Contract with the County of Monterey for the Child Development Center Shade Structure Project, DSA Application No. 01-112797, File No. 27-C1.

Recommended By:



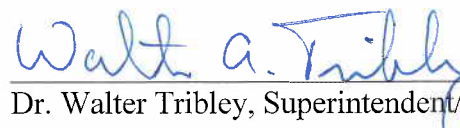
Stephen Ma, Vice President for Administrative Services

Prepared By:



Suzanne Ammons, Administrative Assistant

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

# Monterey Peninsula Community College District

## Governing Board Agenda

January 23, 2013

New Business Agenda Item No. F

Administrative Services  
College Area

### Proposal:

That the Governing Board approve the awarding of the Lighting Equipment for the MPC Theater project to Entertainment Lighting Services in the amount of \$ 150,136.92.

### Background:

The Lighting Equipment is being purchased for the newly renovated Theater Building. Advertisement for the bid was posted in the Monterey County Herald on January 3, 2013 and January 8, 2013. Bid documents were available January 3, 2013. Bid opening is January 17, 2013 at 3pm.

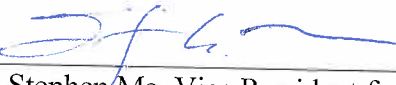
Company	Bid Amount		
Sacramento Theatrical Lighting	\$170,947.37		
San Diego Stage & Lighting	\$193,100.85		
Pacific West Sound	\$163,241.44		
Entertainment Lighting Services	\$150,136.92		
LVH Entertainment Systems	\$164,287.00		
Holzmueller	\$159,089.63		
Musson Theatrical	\$156,293.49		

### Budgetary Implications:


Expenses for this project will be funded by district bond funds.

**RESOLUTION: BE IT RESOLVED**, That the Governing Board approve the awarding of the Lighting Equipment for the newly renovated Theater Building to Entertainment Lighting Services in the amount of \$150,136.92.

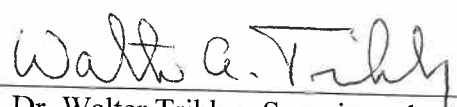
Recommended By:

  
Stephen Ma, Vice President for Administrative Services

Prepared By:

  
Suzanne Ammons, Administrative Assistant

Agenda Approval:

  
Dr. Walter Tribley, Superintendent/President

# Monterey Peninsula Community College District

## Governing Board Agenda

January 23, 2013

New Business Agenda Item No. G

Administrative Services  
College Area

### Proposal:

That the Governing Board approve the appointment of Dr. Walter Tribley, (Superintendent/President) as the District's alternate representative to the Bay Area Community College District's Pool-JPA for Property and Liability, for Monterey Peninsula College.

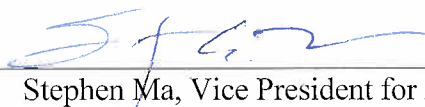
### Background:

The District is a member of the Bay Area Community College District JPA for Property and Liability, which holds quarterly meetings organized by Keenan & Associates. In the event that Stephen Ma, (Vice President for Administrative Services) as the representative for Monterey Peninsula College is unable to attend, an alternate representative should be available. Dr. Walter Tribley, Superintendent/President would be the logical alternate representative.


**Budgetary Implications:** None

**RESOLUTION: BE IT RESOLVED,** That the Governing Board approve the appointment of Dr. Walter Tribley, (Superintendent/President) as the District's alternate representative to the Bay Area Community College District's Pool-JPA for Property and Liability, for Monterey Peninsula College.


Recommended By:

  
Stephen Ma, Vice President for Administrative Services

Prepared By:

  
Suzanne Ammons, Administrative Assistant

Agenda Approval:

  
Dr. Walter Tribley, Superintendent/President

# Monterey Peninsula Community College District

## Governing Board Agenda

January 23, 2013

New Business Agenda Item No. H

Administrative Services  
College Area

### Proposal:

That the Governing Board approve Dr. Walter Tribley, Superintendent/President, and Mr. Stephen Ma, Vice President for Administrative Services, to be authorized signatories for all expenditure warrants, contracts and other official documents on behalf of Monterey Peninsula Community College District, as requested by the Monterey County Office of Education.

### Background:

Education Code Section 85232 states "Each order drawn on the funds of a community college district shall be signed by at least a majority of the members of the governing board of the district, or by a person or persons authorized by the governing board to sign orders in its name". The Monterey County Office of Education has recommended that this authorization status be updated to reflect the individual(s) currently authorized to sign orders, contracts and other official documents on behalf of the District.


**Budgetary Implications:** None.

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


Recommended By:

  
\_\_\_\_\_  
Stephen Ma, Vice President for Administrative Services

Prepared By:

  
\_\_\_\_\_  
Suzanne Ammons, Administrative Services

Agenda Approval:

  
\_\_\_\_\_  
Dr. Walter Tribley, Superintendent/President

# Monterey Peninsula Community College District

## Governing Board Agenda

January 23, 2013

New Business Agenda Item No. I

Administrative Services  
College Area

### Proposal:

That the Governing Board approve Dr. Walter Tribley, Superintendent/President, Stephen Ma, Vice President for Administrative Services, and Rosemary Barrios, Controller to be authorized signatories for the bankcard accounts maintained by Monterey Peninsula College at Union Bank (formerly Santa Barbara Bank and Trust), as requested by the Monterey County Office of Education.


### Background:

Education Code Section 85232 states "Each order drawn on the funds of a community college district shall be signed by at least a majority of the members of the governing board of the district, or by a person or persons authorized by the governing board to sign orders in its name". The Monterey County Office of Education has recommended that this authorization status be updated to reflect the individual(s) currently authorized to sign bank card accounts on behalf of the District.

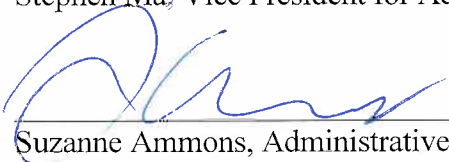
**Budgetary Implications:** None.

**RESOLUTION: BE IT RESOLVED,** That the Governing Board approve Dr. Walter Tribley, Superintendent/President, Stephen Ma, Vice President for Administrative Services, and Rosemary Barrios, Controller to be authorized signatories for the bankcard accounts maintained by Monterey Peninsula College at Union Bank (formerly Santa Barbara Bank and Trust), as requested by the Monterey County Office of Education.

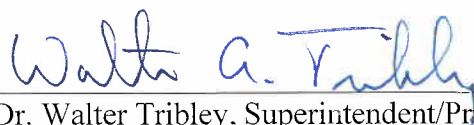
Recommended By:

  
\_\_\_\_\_  
Stephen Ma, Vice President for Administrative Services

Prepared By:

  
\_\_\_\_\_  
Suzanne Ammons, Administrative Services

Agenda Approval:

  
\_\_\_\_\_  
Dr. Walter Tribley, Superintendent/President

# Monterey Peninsula Community College District

## Governing Board Agenda

January 23, 2013

New Business Agenda Item No. J

Academic Affairs  
College Area

### Proposal:

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

### Background:

The courses listed below are recommended by the Curriculum Advisory Committee and endorsed by the MPC administration.

### Budgetary Implications:

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

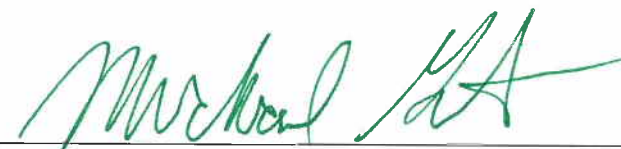
**RESOLUTION: BE IT RESOLVED**, that the following courses be approved:

ANTH 15, Introduction to Language and Culture  
PERS 10, Orientation to College  
PSYC 10, Introduction to Research Methods in Psychology  
THEA 15D, Contemporary Acting Techniques  
THEA 18C, Advanced Directing  
THEA 40A, Main Stage Production – Comedy  
THEA 40B, Main Stage Production – Dramatic  
THEA 40C, Main Stage Production – Classical  
THEA 40D, Main Stage Production - Original/Experimental

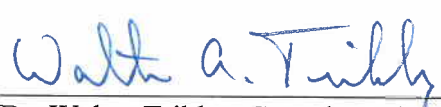
Recommended By:

  
Celine Pinet, Vice President of Academic Affairs

Prepared By:

  
Michael Gilmartin, Dean of Instructional Planning

Agenda Approval:

  
Dr. Walter Tribley, Superintendent/President

## PROPOSED COURSES

### **ANTH 15**                      **Introduction to Language and Culture**

**3 units**  
**3 hours lecture**

#### **Justification**

This course is a commonly offered elective in anthropology. The current SB1440 Transfer Model Curriculum lists this course as an elective.

#### **Description**

This introductory course serves as a foundation for understanding language from an anthropological perspective, addressing such core questions as how, what, when, where, why, and with whom do we communicate. It surveys three core areas in linguistic anthropology--structural linguistics: phonetics, phonology, morphology, syntax, and semantics, as well as the complex biocultural interface of the brain and genetics in language production; historical linguistics: origins and evolution/change, dialects, and language families; and sociocultural linguistics: language acquisition in cultural context, emphasizing the relationship between language and culture and issues of language conservation.

### **PERS 10**                      **Orientation to College**

**0.5 unit**  
**0.5 hour lecture**

#### **Justification**

The department would like to offer a transfer level orientation course that would be in alignment with other community college orientation courses.

#### **Description**

This short-term course provides students with information necessary for transition into Monterey Peninsula College. Topics may include assessment result analysis; clear understanding of the AA/AS degrees, certificates, and transferring to CSU and UC; schedule building; student services; school policies; and college culture. Also offered online.

### **PSYC 10**                      **Introduction to Research Methods in Psychology**

**3 units**  
**3 hours lecture**

#### **Justification**

New course required by state for psychology major. (SB 1440)

#### **Description**

This course surveys various psychological research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be examined through a review of research in a variety of the subdisciplines of psychology.



## PROPOSED COURSES (*CONTINUED*)

### **THEA 15D**                      **Contemporary Acting Techniques**

**3 units**

**2 hours lecture; 3 hours lab**

#### **Justification**

This is the final course in the acting "family" of courses (THEA 15 A-D) and completes the acting sequence.

#### **Description**

This course is a continuation of THEA 15C. It examines issues of sense memory, emotional memory, and affective memory, commonly referred to as "The Method." These techniques are applied to the creation of roles and characters as represented in contemporary American theatre.

### **THEA 18C**                      **Advanced Directing**

**3 units**

**2 hours lecture; 3 hours lab**

#### **Justification**

Final course in the new directing for the stage "family" sequence (THEA 18A-C).

#### **Description**

This course is a continuation of THEA 18B with an emphasis on contemporary directing techniques applied to advanced scene requirements. Communication with acting and technical personnel is addressed.

### **THEA 40A**                      **Main Stage Production – Comedy**

**3 units**

**9 hours lab**

#### **Justification**

To streamline and group theatre productions into more functional and trackable families of courses. Once adopted, these courses will supplant currently listed production courses.

#### **Description**

This course provides instruction and supervised participation in rehearsal and performance for a large-scale, main stage comedy play/production.

## PROPOSED COURSES (*CONTINUED*)

### **THEA 40B**                      **Main Stage Production – Dramatic**

**3 units**  
**9 hours lab**

#### **Justification**

To streamline and group theatre productions into more functional and trackable families of courses. Once adopted, these courses will supplant currently listed production courses.

#### **Description**

This course provides instruction and supervised participation in rehearsal and performance for a large-scale, main stage dramatic play/production.

### **THEA 40C**                      **Main Stage Production – Classical**

**3 units**  
**9 hours lab**

#### **Justification**

To streamline and group theatre productions into more functional and trackable families of courses. Once adopted, these courses will supplant currently listed production courses.

#### **Description**

This course provides instruction and supervised participation in rehearsal and performance for a large-scale, main stage classical play/production.

### **THEA 40D**                      **Main Stage Production - Original/Experimental**

**3 units**  
**9 hours lab**

#### **Justification**

To streamline and group theatre productions into more functional and trackable families of courses. Once adopted, these courses will supplant currently listed production courses.

#### **Description**

This course provides instruction and supervised participation in rehearsal and performance for a large-scale, main stage original or experimental play/production.

# Monterey Peninsula Community College District Governing Board Agenda

January 23, 2013

New Business Agenda Item No. K

Academic Affairs  
College Area

## **Proposal:**

That the Governing Board of Trustees approve the Institutional Midterm Report; prepared for the Accrediting Commission for Community and Junior Colleges.

## **Background:**

Monterey Peninsula College was last evaluated by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges in Spring 2010. The Commission took action to reaffirm accreditation, with a requirement that the College complete two Follow-Up Reports and a Midterm Report. The Commission requires that the Midterm Report be submitted by March 15, 2013. The Midterm Report describes resolution of team recommendations made for improvement, including a summary of progress on college-identified plans for improvement as expressed in the Self-Study Report, and forecasts where the College expects to be by the time of the next comprehensive evaluation.

In response to the above recommendation, MPC established an Accreditation Midterm Committee (AMC) in August 2012. The committee was chaired by Dr. Celine Pinet, the College's Accreditation Liaison Officer. Dr. Pinet and the AMC finished the attached report throughout the 2012-2013 academic year, and the report has been vetted through the shared governance committees and approved by College Council.

## **Budgetary Implications:**

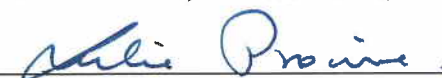
None.

**RESOLUTION: BE IT RESOLVED**, that the Governing Board approve the Institutional Midterm Report for submission to the Accrediting Commission for Community and Junior Colleges.


**Recommended By:**

  
\_\_\_\_\_  
Dr. Celine Pinet, Vice President, Academic Affairs

**Prepared By:**

  
\_\_\_\_\_  
Leslie Provice, Administrative Assistant IV, VP, Academic Affairs

**Agenda Approval:**

  
\_\_\_\_\_  
Dr. Walt Tribley, Superintendent/President



MONTEREY PENINSULA  
COLLEGE

**Accreditation Midterm Report  
March 2013**

**Submitted by**  
Monterey Peninsula College  
980 Fremont Street  
Monterey, CA 93940-4799

**Submitted to**  
The Accrediting Commission for Community and Junior Colleges  
Western Association of Schools and Colleges

**Board of Trustees**

Mr. Charles Brown, Chair  
Dr. Loren Steck, Vice Chair  
Dr. Margaret-Anne Coppernoll  
Ms. Marilyn Gustafson  
Mr. Rick Johnson  
Mr. Daniel Cervantes, Student Trustee

**Superintendent/President**

Dr. Walt Tribley

**Accreditation Mid-Term Committee**

Dr. Celine Pinet  
Dr. Alfred Hochstaedter  
Ms. Diane Boynton  
Ms. Grace Anongchanya-Calima  
Ms. Catherine Webb

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ACCJC Mid-Term Report March 2013

**Certification of the Mid-term Report**

To: Accrediting Commission for Community and Junior Colleges  
Western Association of Schools and Colleges

From: Monterey Peninsula College  
980 Fremont Street  
Monterey, CA. 93940

Monterey Peninsula College submits this Mid-term Report in fulfillment of the Commission's requirement.

We certify that there was broad participation by the campus community and the Mid-term Report reflects the status of the recommendations and improvement plans the College has been asked to address.

Signed: \_\_\_\_\_

Dr. Walt Tribley  
Superintendent/President, Monterey Peninsula College

Date: \_\_\_\_\_

\_\_\_\_\_  
Mr. Charles Brown  
Chair, Governing Board

Date: \_\_\_\_\_

\_\_\_\_\_  
Dr. Alfred Hochstaedter  
President, Academic Senate

Date: \_\_\_\_\_

\_\_\_\_\_  
Loran Walsh  
President, Classified Union

Date: \_\_\_\_\_

\_\_\_\_\_  
Mark Berube  
President, Associated Students of Monterey Peninsula College

Date: \_\_\_\_\_

\_\_\_\_\_  
Dr. Celine Pinet  
Accreditation Liaison Office, Vice-President, Academic Affairs

Date: \_\_\_\_\_

## ACCJC Mid-Term Report March 2013

### Statement on Report Preparation

In August 2012, the College's Accreditation Liaison Officer, Celine Pinet (Vice President, Academic Affairs), initiated the development of the Accreditation Midterm Report. Assignments were given to specific members of the administration, classified staff and faculty in regards to investigating and reporting on progress made on:

1. The recommendations from the 2010 visiting team, and
2. The College's self-identified planning agendas from the 2010 Self-Study.

Leaders and team members convened in August and September to undertake the investigation and reporting phase of the overall report. Those participants are listed below:

<b>Standard</b>	<b>Leaders</b>	<b>Position</b>
<b>Standard IIA.2.e, 2.f</b>	Michael Gilmartin	Dean of Instructional Planning
<b>Standard IIA.2.i</b>	Celine Pinet Alfred Hochstaedter	Vice President, Academic Affairs Academic Senate President
<b>Standard IIA.6, 6.a, 6.b, 6c</b>	Carsbia Anderson Larry Walker Michael Gilmartin	Vice President, Student Services Dean of Student Services Dean of Instructional Planning
<b>Standard IIC.1</b>	Celine Pinet Carsbia Anderson	Vice President, Academic Affairs Vice President, Student Services
<b>Standard IIC.1.a</b>	Steve Ma	Vice President, Administrative Services
<b>Standard IIC.1.b</b>	Celine Pinet Gary Fuller Alfred Hochstaedter Catherine Webb	Vice President, Academic Affairs MPCTA Chief Negotiator Academic Senate President Distance Ed Committee Co-Chair
<b>Standard IIC.1.d</b>	Celine Pinet	Vice President, Academic Affairs
<b>Standard IID.2.g</b>	Steve Ma	Vice President, Administrative Services
<b>Standard IVB.1.e</b>	Doug Garrison Walt Tribley  Carla Robinson Vicki Nakamura	President/Superintendent (retired 12/14/12) President/Superintendent (12/17/12 to present)  Executive Assistant to the President Assistant to the President

The Accreditation Midterm Report in its draft form was submitted to the College Council for a first reading on December 4, 2012. The College Council is the MPC shared governance group responsible for making recommendations to the President/Superintendent on institutional matters that must be submitted to the Board of Trustees. The second reading followed on December 18,



## **ACCJC Mid-Term Report March 2013**

2012, at which time the College Council voted approval and recommended that the President/Superintendent submit the report to the Monterey Peninsula College Board of Trustees. The Board of Trustees approved the Midterm Report on January 23, 2013 ([ACCJC Mid-term Report Timeline](#)).

## ACCJC Mid-Term Report March 2013

# Response to 2010 Visiting Team Recommendations and the Commission Action Letter

### **Preface:**

Monterey Peninsula College completed its last Self-Study in 2010. Subsequent to the visit, the Commission reaffirmed the institution's accreditation and requested a series of follow-up reports. The principle events of the current accreditation cycle are as follows:

- January 2010: MPC submitted its Self-Study and Application for Reaffirmation of Accreditation.  
<http://www.mpc.edu/information/accreditation/Accreditation%20Documents/AccreditationReport.pdf>  
<http://www.mpc.edu/information/accreditation/Accreditation%20Documents/Addendum.pdf>
- March 2010: MPC hosted the ACCJC visiting team and received their Evaluation Report, which includes four recommendations.  
<http://www.mpc.edu/information/accreditation/Accreditation%20Documents/Accreditation%20Team%20Report%20March%208-11%202010.pdf>
- June 2010: The ACCJC reaffirmed accreditation for MPC, issued four recommendations, and requested two follow-up reports to address the recommendations.  
<http://www.mpc.edu/information/accreditation/Accreditation%20Documents/Accreditation%20Reaffirm%20Letter%206.30.10.pdf>
- October 2011: MPC submitted a follow-up report to address Recommendation #4 -- Distance Education. The ACCJC accepted this follow-up report and requested a second follow-up report the following year.  
<http://www.mpc.edu/information/accreditation/Accreditation%20Documents/ACCJC%20Follow-up%20Report%20Recommendation%204%20-%20Distance%20Education%20October%202011.pdf>
- October 2012: MPC submitted a second follow-up report to address Recommendation #4 -- Distance Education.  
<http://www.mpc.edu/information/accreditation/Accreditation%20Documents/ACCJC%20Follow-up%20Report%202%20Recommendation%204%20-%20Distance%20Education%20October%202012.pdf>
- October 2012: MPC submitted a follow-up report to address Recommendations #1-3 -- SLOs.  
<http://www.mpc.edu/information/accreditation/Accreditation%20Documents/ACCJC%20Follow-up%20Report%20Response%20to%20Recs%201%20to%203%20October%202012.pdf>

The four recommendations, beginning on page 8, are derived from the June 2010 action letter from the Commission. All recommendations were substantially addressed and described in the October 2012 Follow-up Report for Recommendations #1-3 -- SLOs, and the October 2011 and October 2012 Follow-up Reports for Recommendation #4 -- Distance Education.

## Recommendations and Responses

The sections below reiterate each of the four recommendations and explain the response of the College leading up to the follow-up reports. In addition, for the Midterm Report, the College reports additional progress made on each recommendation since the October 2012 submission of the most recent follow-up reports.

### **Recommendation 1:**

*In order to meet the Commission's 2012 deadline and building upon the progress made in identifying student learning outcomes for nearly all courses, program, certificates and degrees, the team recommends that the College complete the process of assessment to guide improvement of student learning (IIA.1 and IIA.2).*

### **Link to Response to Recommendation 1:**

<http://www.mpc.edu/information/accreditation/Accreditation%20Documents/ACCJC%20Follow-up%20Report%20Response%20to%20Recs%201%20to%203%20October%202012.pdf>

### **Summary of Response to Recommendation 1:**

MPC has completed this process by assessing student attainment of student learning outcomes, engaging in dialog about the results, and integrating the process into its program review and resource allocation processes. The heart of the process is "Program Reflections." Every semester at flex days, personnel from all areas of the institution take at least a two-hour break from their regular activities and engage in dialog about student learning. In instructional areas, faculty discuss student attainment of student learning outcomes and goals for improvement. In student services, faculty and staff discuss student attainment of the desired outcomes for their services. In administrative areas of the College, management and staff discuss how the services they provide for the College support student learning and how improvement could be attained.

Program reflections are well integrated into the program review and resource allocation processes. The results of the dialog during program reflections provides the rationale for resource allocation requests, both through the action plan process and through a variety of other resource allocation processes. Foundation grant proposals, classified position requests, travel reimbursement requests and other such processes all require statements about how the funds support student learning and related concepts discussed during program reflections. Summaries of program reflections are presented annually to shared governance groups such as the Academic Affairs Advisory Group, the Student Services Advisory Group, and the Administrative Services Advisory Group, as well as to the Academic Senate, College Council and to the Board of Trustees. The purpose of these presentations is to promote widespread understanding of student learning issues in various areas of the College and a deeper understanding of the rationale behind resource allocation requests, and ultimately resource allocation decisions.

## ACCJC Mid-Term Report March 2013

### Progress since submittal of Response to Recommendation 1:

Since MPC submitted its Follow-Up Report on Student Learning Outcomes in October 2012, there have been a few subsequent accomplishments. The institution has continued to improve its assessment process in the following ways:

*1. Improving the form used to guide program reflections dialog.* This form was revised in Fall 2012 and will be used during the Spring 2013 program reflections event. Questions on the form were re-ordered and the instructions were slightly revised so that respondents will more directly focus on referencing specific SLOs and related improvements or changes from the previous semester. For example, in the revised form, a question concerning improvements that have occurred as a result of past efforts is now the first question. In previous versions of this form, this question was preceded by “if possible...” Since MPC has now been engaged in the program reflections process for several semesters, the form now specifically asks participants to discuss improvements based on previous efforts.

Changes were also made to the instructions on the first page of the form. The slightly revised instructions target student attainment of student learning outcomes even more directly. The questions included in the instructions now include the following:

If you are unsure how to begin the discussion, respond to the following questions:

- What did you talk about last time in your Program Reflections? Were any changes made? Did you notice any changes in student learning that might have been caused by those changes?
- To what degree are students attaining the SLO(s) that you have decided to focus on this semester?
- Where would you like to see improvement?
- What kinds of programmatic changes could be made to instigate improvement in student learning?

The intent of these changes is to prompt MPC personnel to focus on student learning and attainment of SLOs to an even greater degree than in previous versions of the form. The changes were recommended by the SLO Committee and discussed at the Academic Affairs Advisory Group on October 24, 2012 (**R1.1**) and at the Academic Senate on November 1, 2012 (**R1.2**).

*2. Ongoing dialog about SLOs now naturally occurring outside formal “reflections” process:* Many other conversations about student learning now take place across campus beyond that which takes place through our bi-yearly formal reflections about SLOs. For example, in October 2012, the Academic Senate President/SLO Coordinator attended the RP Group Strengthening Student Success Conference. Upon return, he reported back to the SLO Committee, the Academic Affairs Advisory Group, and the Academic Senate on information and insights gleaned from the conference. These presentations prompted wide-ranging conversations about the current state of SLOs in the California community college system in the context of evolving accreditation requirements, federal mandates, the Student Success Initiative, and improving student learning. Major points of discussion involved the appropriate uses of data in evaluating student learning, the “completion agenda”, the accountability movement, and the movement

## ACCJC Mid-Term Report March 2013

from a teacher- or course-centric model of instruction to an institutional model where faculty, management, and staff are all united in a common goal of student learning. One of the oft-repeated themes from the conference that resonated with MPC faculty and staff was the idea that for quantitative assessment to have value, one must be able to see the faces of the students in the data. Otherwise, the data lacks contextual meaning and is difficult to use effectively (**R1.1, R1.3, R1.4**).

*3. Tying Component Goals to the Education Master Plan, for integrated planning and institutional effectiveness in support of student learning.* MPC has been using component, or operational, goals for several years to establish, communicate, and then evaluate progress on annual goals (**R1.5**). These are tied in with Education Master Plan Objectives and with long term Institutional Goals (**R1.6**) and are developed for the three main areas of campus. Each led by a vice president, these three areas of campus include Academic Affairs, Administrative Services, and Student Services. As explained in the Institutional Follow-Up Report to Recommendations #1-3, the Education Master Plan (EMP) was developed through a process of widespread input from all areas of the College. To formulate the EMP, all areas of the institution were asked to review their recent Program Reflections documents and summarize their program's mission, scope, and direction. Through this inclusive process, the program reflections process provided the basis for development of the EMP.

Now annual goals of the College are being tied to the EMP promoting alignment and cohesion. In this way, results of the previous semesters' program reflections dialog are being used to shape the annual goals of the Academic Affairs area, and then these goals are evaluated to assess progress. For example, 2012-13 Academic Affairs Operational Goal #1 is "In collaboration with the Academic Senate, Institutional Committee on Distance Education, Dean of Instructional Technology, Director of Information Technology, and other constituents, ensure support for distance education offerings." This goal directly supports working towards the EMP objective to "Develop an online MPC general education pattern and 3 to 5 online certificate programs. Also consider developing an online recertification program, a Career Technical Education online associate degree program, and online components that support SB 1440 general education transfer patterns." The general topics of technology and distance education are common topics of discussion during the program reflections discussions on student learning outcomes, and these topics commonly appear in departmental program review documents (**R1.7, R1.8**).

### Evidence of Progress in Response to Recommendation 1:

- **R1.1** AAAG Minutes 10-24-12:  
<http://mympc.mpc.edu/Committees/AAAG/AAG%20Minutes/AAAG%20Notes%2010-24-12.pdf>
- **R1.2** Academic Senate Minutes from 11-1-12  
<http://www.mpcfaculty.net/senate/11-1-12/Minutes11-1-12.pdf>
- **R1.3** RP Group Report:  
<http://www.mpcfaculty.net/senate/RPGroup/RPGroup2012Report.pptx>
- **R1.4** Academic Senate Minutes 10-18-12:  
<http://www.mpcfaculty.net/senate/10-18-12/Minutes10-18-12.pdf>

## ACCJC Mid-Term Report March 2013

- **R1.5** Shared Decision-Making Plan:  
<http://www.mpc.edu/collegecouncil/College%20Council%20Bylaws/Planning%20and%20Resource%20Allocation%20Process%20CC%20approved%205-15-12.pdf>
- **R1.6** Institutional Goals & College Catalog, PDF page 8:  
<http://www.mpc.edu/classes/MPC%20Catalogs/2012-13%20Catalog.pdf>
- **R1.7** Academic Affairs 2012-2013 Operational Goals:  
<http://www.mpc.edu/collegecouncil/College%20%20Council%20Agendas%20and%20Minutes%202011/Component%20Goals%20Academic%20Affairs%202012-2013%20Final.pdf>
- **R1.8** MPC Educational Master Plan:  
<http://www.mpc.edu/academics/EducationMasterPlan2012/Education%20Master%20Plan%20Final.pdf>

**Recommendation 2:**

*In order to meet the Commission's 2012 deadline, the team recommends the College completes the process of identifying course level student learning outcomes and ensures student information is clear, that SLOs are described, and that students receive syllabi reflective of the identified student learning outcomes (IIA.2 and IIA.6).*

**Link to Response to Recommendation 2:**

<http://www.mpc.edu/information/accreditation/Accreditation%20Documents/ACCJC%20Follow-up%20Report%20Response%20to%20Recs%201%20to%203%20October%202012.pdf>

**Summary of Response to Recommendation 2:**

At their first meeting of the Fall 2010 semester, the MPC Academic Senate recommended that all faculty members include their course SLOs on all syllabi (**R2.1**). In each succeeding semester MPC faculty members were required to include SLOs on their syllabi (**R2.2, R2.3**). The Office of Academic Affairs collects copies of syllabi for all MPC courses offered each semester. If SLOs are not included on syllabi, faculty members are asked by the Office of Academic Affairs to revise syllabi that lack SLOs and turn them in again (**R2.4**). By Spring 2012, a large majority of syllabi contained the course SLOs (**R2.5**).

**Progress since submittal of Response to Recommendation 2:**

After several semesters of educating faculty members about the requirement to include SLOs on all course syllabi, MPC has attained virtually complete adherence to the requirement of including SLOs on all course syllabi. The Office of Academic Affairs now sends out much fewer emails to ask faculty members to revise their syllabi and include the SLOs on them. Nearly 100% of faculty members have now included SLOs on the first version of the syllabi collected by the Office of Academic Affairs

**Evidence of Progress in Response to Recommendation 2:**

- **R2.1** Academic Senate Minutes 9-2-12 recommending inclusion of SLOs on all syllabi: <http://www.mpcfaculty.net/senate/9-2-10/Minutes9-2-10.pdf>
- **R2.2** [Fall 2012 Syllabi containing SLOs A-L](#)
- **R2.3** [Fall 2012 Syllabi containing SLOs M-Z](#)
- **R2.4** [Example of Academic Affairs Program Reflections Fall 2012 with progress feedback](#)
- **R2.5** Examples of Spring 2012 Course Syllabi with SLOs: [http://www.mpc.edu/information/accreditation/College%20Status%20Evidence%20Documents/Spring%202012%20Course%20Syllabi%20with%20SLOs%20\(2\).pdf](http://www.mpc.edu/information/accreditation/College%20Status%20Evidence%20Documents/Spring%202012%20Course%20Syllabi%20with%20SLOs%20(2).pdf)

## ACCJC Mid-Term Report March 2013

### **Recommendation 3:**

*In order to meet the Commission's 2012 deadline, the team recommends the College take appropriate steps to ensure that faculty and others directly responsible for student progress toward achieving stated learning outcomes have, as a component of their evaluation, effectiveness in producing those learning outcomes, and that this standard is achieved by the 2012 deadline established by the ACCJC (IIIA.1c).*

### **Link to Response to Recommendation 3:**

<http://www.mpc.edu/information/accreditation/Accreditation%20Documents/ACCJC%20Follow-up%20Report%20Response%20to%20Recs%201%20to%203%20October%202012.pdf>

### **Summary of Response to Recommendation 3:**

MPC has addressed the intent of the ACCJC standard to include SLOs in evaluations. Because the SLO process is contained within the program review process, the Academic Senate recommended to the faculty union that participation in program reflections and review be included in faculty evaluations. In late spring 2012, these additions to the faculty contract and evaluation documents were negotiated and agreed upon by the district and the faculty union (**R3.1, R3.2**).

### **Progress since submittal of Response to Recommendation 3:**

Beginning in the Fall 2012 semester, the new faculty self-evaluation guide that includes language about participating in program review and/or program reflections was used in MPC's faculty evaluation process. The new language in the self-evaluation guide reads, "Describe your participation in program review and/or program reflections." During the Fall 2012 semester, approximately 20 full-time faculty members and 40 adjunct faculty members were evaluated using these guidelines. Full-time faculty members were required to fill Part B, where this language resides, whereas for adjunct faculty members, the Part B section is optional. The 2010 Self Evaluation document reports that in recent semesters MPC has completed 100% of its faculty evaluations (**R3.3**).

### **Evidence of Progress in Response to Recommendation 3:**

- **R3.1** Tentative Agreement between the faculty union and the district:  
<http://www.mpcfaculty.net/senate/MPCTA/SLO-TentAgreement-5-10-2012.pdf>
- **R3.2** Faculty union meeting minutes from 5-25-12, reporting the faculty had voted in favor of including the SLO language in the faculty contract:  
<http://www.mpcfaculty.net/senate/MPCTA/MPCTAMinutes5-25-12.pdf>
- **R3.3** Guide for faculty self-evaluation used beginning in Fall 2012:  
<http://www.mpcfaculty.net/senate/mpcta/Guide-for-faculty-self-evaluation-2012-13.pdf>



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### **Recommendation 4:**

*To increase effectiveness of distance education offerings, the team recommends the College follow through with a plan to design an evaluation process and evaluation tool to provide students an opportunity to evaluate the learning experience specific to online courses (IIA.2 and IIB.3a). Further, the team recommends the Distance Education Task Force develop clear protocols and strategic goals for distance education learners that meet the institutional outcomes of the College and ACCJC policy on distance education (IIA.1, IIA.2 and IIA.6).*

### **Link to Response to Recommendation 4:**

<http://www.mpc.edu/information/accreditation/Accreditation%20Documents/ACCJC%20Follow-up%20Report%202%20Recommendation%204%20-%20Distance%20Education%20October%202012.pdf>

### **Summary of Response to Recommendation 4:**

Monterey Peninsula College has taken direct action in response to this recommendation, as outlined in the ACCJC Follow-up Report for Recommendation #4 on Distance Education. This report, submitted to the Commission in October 2012, identifies the activities, initiatives, procedures and protocols that have been established and implemented to address ACCJC recommendations for increasing the effectiveness of distance education offerings on our campus.

Recommendation #4 urges focus in two main areas: (1) the online course evaluation process and tool, and (2) development of clear protocols and strategic goals for distance education learners. In response to the first element of the recommendation, MPC has redesigned the online teacher evaluation survey and implemented its use in all distance education evaluations **(R4.1)**. In addressing the second element of the recommendation, concrete actions have been taken to clarify distance education protocols and strengthen strategic goals. These actions include the establishment of the MPC Online Center, the Institutional Committee on Distance Education (ICDE) as a standing campus committee, formal reporting procedures, updated protocols for online and hybrid course curriculum approvals, student learning outcomes for all online courses, resources and professional development activities for online faculty, resources and services that support online student success, and a long-term commitment to the growth and development of distance education.

### **Progress since submittal of Response to Recommendation 4:**

In Fall 2012, the College hired an Associate Dean of Instructional Technology and Development, who now has direct oversight for distance education programs. The Associate Dean leads efforts related to continuous improvement of the online learning environment, including improvements to the online course evaluation process, clarification of protocols and strategic goals for distance education learners, and the development of quality standards for online learning environments **(R4.2, R4.3)**.

Additionally, the Institutional Committee on Distance Education adopted goals for the 2012-2013 school year related to the elements of Recommendation 4 to continue implementing

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activities documented in our October 2012 response (**R4.4**). Reports on specific progress on these goals can be seen in the ICDE minutes (**R4.5**).

### **Evidence of Progress in Response to Recommendation 4:**

- **R4.1** [Guide for Faculty Self-Evaluation](#)
- **R4.2** ICDE discussion on what is quality online education  
[ICDE minutes, 11-16-12](#)
- **R4.3** Academic Senate discussion on DE Quality  
<http://www.mpcfaculty.net/senate/11-15-12/Minutes11-15-12.pdf>
- **R4.4** [ICDE Working Goals, 2012-2013](#)
- **R4.5** [ICDE Minutes, 9-21-12](#)

## Response to Self-Identified Planning Agendas

### Planning Agenda Summary

The accreditation self-study process encouraged the College to evaluate the quality of the institution in its service to students and the community. Satisfied with most of its programs, processes, and procedures, the College nonetheless determined that further steps could be taken to institutionalize continuous quality improvement. The College set forth nine plan recommendations relevant to various sections of Standards II, III, and IV.

These recommendations are as follows:

1. The CurricUNET specialist, under the supervision of the Dean of Instructional Planning, will train faculty to use the CurricUNET system.
2. In collaboration with the Academic Senate, Division Chairs, and faculty, the SLO Committee will provide leadership to complete the General Education SLOs.
3. The Counseling Department, in collaboration with academic departments and instructional faculty, will establish a formal, consistent method of evaluating the course content, course objectives and/or student learning outcomes of incoming transfer coursework to assure that these courses have course objectives and/or learning outcomes comparable to MPC courses.
4. The coordinators and directors of academic support programs will implement a plan to inform faculty and staff of services available, their location and hours of operation.
5. The College will conduct an examination of on-campus computer usage and develop a plan that will enable the institution to replace equipment and upgrade software on a schedule congruent with resources.
6. As part of the continuous quality improvement effort, the Vice President of Academic Affairs will collaborate with the Academic Senate, the faculty union and the instructional divisions to design an evaluation process for all online courses.
7. The College will examine access points to the Library and Technology Center, as various learning support services keep inconsistent hours and thus make securing the building a challenge. Following this examination, the College will implement a plan to address issues associated with securing the Library and Technology Center.
8. Fiscal Services will implement a system to process purchase requisitions online and computerize the district's capital asset accounting.
9. The Superintendent/President will inform the College community of Board policy revisions.

These recommendations provided the framework for continued College-wide efforts to enhance the College in areas related to Student Learning Programs and Services, Resources, and Leadership and Governance.

## Plan Standards

### **Standard IIA.2e, 2.f:**

*Section 2.e* – The institution evaluates all courses and programs through an ongoing systematic review of their relevance, appropriateness, achievement of learning outcomes, currency, and future needs and plans.

*Section 2.f* – The institution engages in ongoing, systematic evaluation and integrated planning to assure currency and measure achievement of its stated student learning outcomes for courses, certificates, programs including general and vocational education, and degrees. The institution systematically strives to improve those outcomes and makes the results available to appropriate constituencies.

### **Plan Recommendation**

**The CurricUNET specialist, under the supervision of the Dean of Instructional Planning, will train faculty to use the CurricUNET system.**

### **Status and Progress Made: Implemented and Ongoing**

Faculty training on CurricUNET began on September 9, 2009. Over the last few years, training for faculty on how to use CurricUNET has been provided in a variety of ways including flex day presentations, department meetings, small groups and individually. To date, over 100 full-time and adjunct faculty members have been trained (**SIIA.E1**). Some faculty members have been trained more than once. After their initial training, faculty member(s) can contact the CurricUNET specialist if they need additional training. When faculty need help with specific issues, the CurricUNET specialist is available to assist faculty in working through any problems they may encounter. As CurricUNET continues to evolve and change to keep up with revisions to Title 5 and with new versions of the software, training will continue to be provided by the College for all full-time and adjunct faculty on an ongoing basis.

### **Evidence:**

- **SIIA.E1** List of faculty trained on CurricUNET

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### **Standard IIA.2.i:**

The institution awards degrees and certificates based on student achievement of a program's stated learning outcomes.

### **Plan Recommendation**

**In collaboration with the Academic Senate, Division Chairs, and faculty, the SLO Committee will provide leadership to complete the General Education SLOs.**

### **Status and Progress Made: Implemented**

In its efforts leading up to the 2010 accreditation visit, the institution identified a philosophy and plan for its General Education Outcomes (GEOs). The College recognized that transfer and Associate degree programs share similar general education patterns and thus require students to engage in specific bodies of knowledge drawn from Humanities, Natural Sciences, Social Sciences, English, etc. To capture the similarities, the College created one GEO for each area (SIIA.E2).

After significant dialog, the GEOs adopted by the College include the following:

- *MPC Area A1: English Composition*  
Upon successful completion of this area, students will have demonstrated an ability to form a provable thesis, develop it through factual research, distinguish between fact and opinion, and make effective rhetorical choices in relation to audience and purpose.
- *MPC Area A2: Communication and Analytical Thinking*  
Upon successful completion of this area, students will have demonstrated an ability to analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate their results.
- *MPC Area B: Natural Sciences*  
Upon successful completion of this area, students will have demonstrated an ability to use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain them.
- *MPC Area C, Humanities*  
Upon successful completion of this area, students will have demonstrated an ability to analyze and interpret human thought, achievement, and expression relevant to such branches of knowledge as philosophy, literature, and/or the fine and performing arts, and to communicate the results.
- *MPC Area D, Social Sciences*  
Upon successful completion of this area, students will have demonstrated an ability to critically examine and comprehend human nature and behavior, social traditions, and institutions.
- *MPC Area E1, Life-Long Learning and Self Development--Wellness*  
Upon successful completion of this area, students will have demonstrated an ability to analyze how physical, social, emotional, and/or intellectual factors contribute to wellness and healthful living.

OR

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- *MPC Area E2, Life-Long Learning and Self Development--Introduction to Careers*  
Upon successful completion of this area, students will have demonstrated an ability to accurately assess knowledge, skills, and abilities in relationship to their educational, career, and/or personal goals.
- *MPC Area F, Intercultural Studies*  
Upon successful completion of this area, students will have demonstrated an ability to examine interactions and interconnections across cultures.

After the development of this Plan Recommendation for the 2012 accreditation Self Evaluation, the institution implemented the GEO plan. Implementation involved taking each general education course and inputting the appropriate GEO into CurricUNet as one of the course-level SLOs. The-program SLOs would therefore be assessed during the normal process of evaluating course-level SLOs in the regular program reflections process.

Implementation was carried out by contacting each faculty member who taught a general education course, informing them of the plan, and asking them for their consent. Details of the process were explained to shared governance groups including the Academic Senate and the Academic Affairs Advisory Group. By Fall 2012, GEOs were uploaded into CurricUNet for all general education courses. Evaluation of these GEOs is currently underway with the ongoing program reflections each semester during flex days.

PowerPoint used to explain the process to various shared governance groups:  
<http://www.mpcfaculty.net/senate/SLOs/GEOsSLOsProgramsExample.pdf>

### **Evidence:**

- **SIIA.E2 MPC General Education Outcomes**  
<http://www.mpcfaculty.net/senate/SLO-GE.htm>

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### **Standard IIA.6, 6.a, 6.b, 6.c:**

*Section 6* – The institution assures that students and prospective students receive clear and accurate information about educational courses and programs and transfer policies. The institution describes its degrees and certificates in terms of their purpose, content, course requirements, and expected student learning outcomes. In every class section students receive a course syllabus that specifies learning objectives consistent with those in the institution's officially approved course outline.

*Section 6.a* – The institution makes available to its students clearly stated transfer-of-credit policies in order to facilitate the mobility of students without penalty. In accepting transfer credits to fulfill degree requirements, the institution certifies that the expected learning outcomes for transferred courses are comparable to the learning outcomes of its own courses. Where patterns of student enrollment between institutions are identified, the institution develops articulation agreements as appropriate to its mission.

*Section 6.b* – When programs are eliminated or program requirements are significantly changed, the institution makes appropriate arrangements so that enrolled students may complete their education in a timely manner with a minimum of disruption.

*Section 6.c* – The institution represents itself clearly, accurately, and consistently to prospective and current students, the public, and its personnel through its catalogs, statements, and publications, including those presented in electronic formats. It regularly reviews institutional policies, procedures, and publications to assure integrity in all representations about its mission, programs, and services.

### **Plan Recommendation**

**The Counseling Department, in collaboration with academic departments and instructional faculty, will establish a formal, consistent method of evaluating the course content, course objectives and/or student learning outcomes of incoming transfer coursework to assure that these courses have course objectives and/or learning outcomes comparable to MPC courses.**

### **Status and Progress Made: Implemented and Ongoing**

The Counseling Department has engaged in several efforts over the past two years to establish methods of evaluating course content, course objectives and student learning outcomes of incoming transfer coursework to assure that these courses have course objectives and/or learning outcomes comparable to MPC courses. Counselors make use of the CurricUNET system (SIIA.E3), which displays a detailed outline of course descriptions and student learning outcomes. This resource along with others such as ASSIST and College Source (an online data base of college catalogs) (SIIA.E4, SIIA.E5) provide counselors with information needed to make the appropriate evaluations. Additionally, counselor liaisons meet and discuss incoming transfer coursework which may be questionable with area divisions.

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### Evidence:

- **SIIA.E3** MPC's CurricUNET  
<http://curricunet.com/MPC/>
- **SIIA.E4** ASSIST Welcome Page  
<http://www.assist.org>
- **SIIA.E5** College Source Online  
<http://www.collegesource.org/>



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### **Standard IIC.1:**

The institution supports the quality of its instructional programs by providing library and other learning support services that are sufficient in quantity, currency, depth, and variety to facilitate educational offerings, regardless of location or means of delivery.

### **Plan Recommendation**

**The coordinators and directors of academic support programs will implement a plan to inform faculty and staff of services available, their location and hours of operation.**

### **Status and Progress Made: Implemented and Ongoing**

The coordinators and directors of academic support programs have implemented several strategies that inform faculty and staff of services available and hours of operation (**SIIC.E1, SIIC.E2**). The Basic Skills Initiative (BSI) Committee developed a poster (**SIIC.E3**) and a brochure (**SIIC.E4**) describing each support service available on campus. The BSI Committee maintains a page on the campus website called “College Success” (**SIIC.E5**). In addition to offering tips to students with basic skills needs and staff who teach or support basic skills, the site also provides a description of academic support services and times of operation. Designated BSI counseling faculty visit basic skills classes to inform students of available services on campus (**SIIC.E6, SIIC.E7**). Additionally, efforts such as Lobo Day (a festive event designed to inform students about available services and campus clubs), Early Alert (**SIIC.E8**) and the MPC webpage all provide information about location, hours of operation and available services.

### **Evidence:**

- **SIIC.E1** [BSI Meeting Minutes 5-18-12](#)
- **SIIC.E2** [BSI Minutes 8-31-12](#)
- **SIIC.E3** [BSI College Success Poster](#)
- **SIIC.E4** [BSI College Success Brochure Fall 2012](#)
- **SIIC.E5** College Success website  
<http://www.mpc.edu/GotSuccess/Pages?default.aspx>
- **SIIC.E6** [BSI Counselor Class Visits](#)
- **SIIC.E7** [Class Visits Fall 2012](#)
- **SIIC.E8** [Early Alert and Student Retention](#)

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### **Standard IIC.1.a:**

Relying on appropriate expertise of faculty, including librarians and other learning support services professionals, the institution selects and maintains educational equipment and materials to support student learning and enhance the achievement of the mission of the institution.

### **Plan Recommendation**

**The College will conduct an examination of on-campus computer usage and develop a plan that will enable the institution to replace equipment and upgrade software on a schedule congruent with resources.**

### **Status and Progress Made: Implemented and Ongoing**

The Information Technology and Media Services Program Review and the Technology Assessment Plan were completed in Fall 2010 (SIIC.E9, SIIC.E10), providing an examination of technology usage on campus and a resulting action plan. In Spring 2011, the Superintendent/President proposed a task force to examine institutional technology needs; the Academic Senate suggested that this role could be filled by the existing Technology Committee (SIIC.E11). Further efforts at identifying and triaging needs continued in Fall 2011 with an ad hoc “tech triage” task force, tasked with surveying the campus community about technology needs (SIIC.12).

In Fall 2011, the Dean of Technology announced her plan to retire in Summer 2012. The College administration working in collaboration with the Academic Senate, started assessing how the institution should organize its administration of technology and technology-related services to best serve the institution and continue addressing the needs identified through program review, campus surveys, and shared governance committees (SIIC.E13, SIIC.E14). In Spring 2012, the Academic Senate hosted the Vice President of Administrative Services at a meeting to discuss technology and re-organization at MPC (SIIC.E15, SIIC.E16).

With the impending retirement of the Dean of Technology and in recognition of the importance of technology to enhance and support student learning, the district restructured management positions to provide further leadership and organizational structure of technology functions. This resulted in the creation of two positions, Director of Information Services and Associate Dean of Instructional Technology and Development. The first position replaced the outgoing dean and the second restores an instructional dean position that was temporarily unstaffed. The instructional dean will be responsible for providing leadership and supporting faculty and staff training in applications of technology. This dean will also facilitate the use of technology for curricular purposes, while working cooperatively with the Director of Information Systems. The added leadership will provide strengthened structures and attention to institutional technology in support of instructional needs (SIIC.E17).

In Fall 2012, in anticipation of the imminent arrival of the new Associate Dean of Instructional Technology and Development and Director of Information Services, the Academic Senate formulated a goal to “Participate in improvement of technology implementations related to instruction and user-centeredness” (SIIC.E18, SIIC.E19). Objectives associated with this goal included the following:

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- Prepare a summary of past institutional discussions regarding technology concerns (e.g. Academic Senate minutes, “Tech Triage” survey responses, etc.) for the incoming Associate Dean of Instructional Technology and Director of Information Services to provide a context for campus technology needs from the faculty perspective.
- Collaborate with the incoming Associate Dean of Instructional Technology and Director of Information Services on a plan to continue addressing campus technology needs.

### Evidence:

- **SIIC.E9** [Information Technology and Media Services Program Review 2010](#)
- **SIIC.E10** [Technology Plan 2010-2012](#)
- **SIIC.E11** Academic Senate Minutes 2-17-11:  
<http://www.mpcfaculty.net/senate/2-17-11/Minutes2-17-11.pdf>
- **SIIC.E12** [MPC Technology Survey conducted by the Tech Triage Task Force](#)
- **SIIC.E13** Academic Senate Minutes 10-13-11:  
<http://www.mpcfaculty.net/senate/10-13-11/Minutes10-13-11.pdf>
- **SIIC.E14** 2011-2012 Academic Senate Annual Report:  
<http://www.mpcfaculty.net/senate/GoalsObjectives/AnnualReport2012.pdf>
- **SIIC.E15** Communication between the Academic Senate and the Vice President of Administrative Services:  
<http://www.mpcfaculty.net/senate/Technology/AcademicSenateToSteve4-5-12.pdf>
- **SIIC.E16** Academic Senate Minutes 4-5-12:  
<http://www.mpcfaculty.net/senate/4-5-12/Minutes4-5-12.pdf>
- **SIIC.E17** [“Back to the Future” – MPC Technology Needs document](#)
- **SIIC.E18** Academic Senate Goals 2012-2013:  
<http://www.mpcfaculty.net/senate/GoalsObjectives/Goals2012-13.htm>
- **SIIC.E19** Academic Senate Minutes 9-20-12:  
<http://www.mpcfaculty.net/senate/9-20-12/Minutes9-20-12.pdf>

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### **Standard IIA.2.a: (previously referenced as Standard II.C.1.b\*)**

The institution uses established procedures to design, identify learning outcomes for, approve, administer, deliver, and evaluate courses and programs. The institution recognizes the central role of its faculty for establishing quality and improving instructional courses and programs.

\*In the College's 2010 Self-Study document, this planning agenda item was aligned with Standard II.C.1.b. The College realigned this agenda item with Standard IIA.2.a to better reflect the intent behind our efforts to improve online course evaluations.

### **Plan Recommendation**

**As part of the continuous quality improvement effort, the Vice President of Academic Affairs will collaborate with the Academic Senate, the faculty union and the instructional divisions to design an evaluation process for all online courses.**

### **Status and Progress Made: Implemented and Ongoing**

As discussed above (see response to Recommendation 4), the online teacher evaluation survey was redesigned in a collaborative effort between faculty union representatives, the Faculty Coordinator for Distance Education, and the Dean of Instruction. The new survey was approved by all necessary governance bodies in Spring 2012, and is currently in use for all distance education evaluations (**SIIA.E6**). The College continues to monitor this process to improve student participation in providing quality feedback to all our online instructors.

The Institutional Committee on Distance Education (ICDE) continues to monitor and refine the evaluation process and tool that provides students with an opportunity to evaluate the online learning experience (**SIIA.E7**). In Spring 2012, campus IT staff developed a process enabling the link to online course evaluations to be distributed to students' preferred email addresses. Academic Affairs staff implemented this method of survey distribution beginning with late-start classes in Spring 2012, and noted an increase in survey response rate for the Spring 2012 semester (**SIIA.E8**). The Faculty Coordinator for Distance Education continues to work with the Academic Affairs team administering the Class Climate survey to monitor survey response rates and identify and promote factors that may contribute to an increased response.

The ICDE is also working on activities related directly to developing best practices for peer evaluations for online instructors (**SIIA.E9**).

*Evidence (the items in the evidence list have hyperlinks to the documents unless noted otherwise.):*

- **SIIA.E6** [ICDE Minutes 4-6-12](#)
- **SIIA.E7** [ICDE Working Goals 2012-2013](#)
- **SIIA.E8** [Online Course Evaluation Response Rates 2011-2012](#)
- **SIIA.E9** [ICDE Minutes 9-21-12](#)

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### **Standard IIC.1.d:**

The institution provides effective maintenance and security for the library and other learning support services.

### **Plan Recommendation**

**The College will examine access points to the Library and Technology Center, as various learning support services keep inconsistent hours and thus make securing the building a challenge. Following this examination, the College will implement a plan to address issues associated with securing the Library and Technology Center.**

### **Status and Progress Made: Implemented**

Representatives of the service areas housed in the Library and Technology Center (LTC) have conducted a survey of the hours of each of the learning support services housed in the LTC. Hours of each service point have been shared throughout the building, so that all areas are aware of each other's hours of operation. To communicate the hours of service to the public, signage at doors and entry points have been examined to ensure that the hours of operation for each service are clearly posted at each entry. Representatives of each service area collaborate to ensure issues affecting the security of the building are communicated clearly, and appropriate steps are taken to keep the building secure as needed (up to and including adjusting service area hours – see email thread regarding the LTC alarm panel) (SIIC.E21, SIIC.E22, SIIC.E23).

In addition, new procedures for building key control have been implemented. The Library's Division Office Manager maintains a master list of building staff who have been assigned keys to the various areas of the LTC, and distributes keys to any new building staff on an as-needed basis (SIIC.E24). At the LTC all-building meeting in November 2012, the Library Division Office Manager introduced a practice of communicating with heads of each service area at regularly scheduled times during the semester to make sure that building key lists and security codes are accurate (SIIC.E25).

### **Evidence:**

- **SIIC.E21** [Email thread re: alarm panel, week of 10-25-12](#)
- **SIIC.E22** [Map of access points to Main Floor exits](#)
- **SIIC.E23** [Map of access points to First Floor exits](#)
- **SIIC.E24** [Sample page from Master Key List](#)
- **SIIC.E25** [LTC Building Meeting Minutes, 11-16-12](#)

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### **Standard IIID.2.g:**

The institution regularly evaluates its financial management processes, and the results of evaluations are used to improve financial management systems.

### **Plan Recommendation**

**Fiscal Services will implement a system to process purchase requisitions online and computerize the district's capital asset accounting.**

### **Status and Progress Made: Implemented**

**Purchase Requisitions Online:** Fiscal Services held online training sessions in 2011 for all department groups. The training was held in the Administration conference room. Pete Buechel, Kim Panis, and Rosemary Barrios held meetings for divisions and departments. An email was sent to all budget managers, Division Office Managers and others to attend. A printout was provided at the time of the sessions with instructions and screen shots for the attendees to follow as the instructors went through the screens using an overhead projector. Questions were answered during the presentation.

Individual trainings were held with department staff who needed a little extra time or personalized training. Those individuals were trained in the Fiscal Services office, which allowed direct access on the computer.

An All Users email was sent out with detailed step-by-step instructions on how to use the new PR system (**SIID.E1**).

**Capital Asset Accounting:** All items over \$5,000 that need to be depreciated are tracked on an Excel spreadsheet. The 2011-2012 spreadsheet will be updated once the fiscal year has been closed. This information is now used as part of the annual audit and is audited each year.

The tracking has saved time, because a spreadsheet can now be updated once or twice during the year. There are formulas built into the spreadsheet that change the depreciation each year. Both the tracking and spreadsheet make it easier to have accurate information for the audit (**SIID.E2, SIID.E3**).

### **Evidence:**

- **SIID.E1** [Online Purchase Requisition System](#)
- **SIID.E2** [Capital Assets Inventory Tracking](#)
- **SIID.E3** [Fixed Assets Database Spreadsheet](#)

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### **Standard IVB.1.e:**

The Governing Board acts in a manner consistent with its policies and bylaws. The Board regularly evaluates its policies and practices and revises them as necessary.

### **Plan Recommendation**

**The Superintendent/President will inform the college community of Board policy revisions.**

### **Status and Progress Made: Ongoing**

When Board policy changes are considered, the Policy and Communication Committee (PACC) follows the College's shared governance process, informing and eliciting input from the advisory committees, Academic Senate, and the College Council (**SIVB.E1**). In addition, monthly MPC All User emails inform the campus of the Governing Board's Regular Meeting Agenda, which contains consent action items on new or updated policies. All policy changes approved by the Board are uploaded to the MPC Board Policy webpage to be accessible to the public and campus community (**SIVB.E2**).

The College is currently involved in a complete update of existing Board policies using the Community College League of California's Policies and Procedures service as the standard. As new or revised policies are approved by the Board, campus members will be informed through email (**SIVB.E3**).

### **Evidence:**

- **SIVB.E1** Policy and Communications Committee website:  
<http://mympc.mpc.edu/Committees/PACC/default.aspx>
- **SIVB.E2** Monterey Peninsula College Governing Board Policies:  
<http://www.mpc.edu/GoverningBoard/Pages/GoverningBoardPolicies.aspx>
- **SIVB.E3** College Council Minutes 3-6-12:  
<http://www.mpc.edu/collegecouncil/College%20%20Council%20Agendas%20and%20Minutes%202011/College%20Council%20Minutes%20March%206%202012.pdf>

## Response to ACCJC letter about USDE and Title IV Funds

### Standard III.D.2:

To assure the financial integrity of the institution and responsible use of financial resources, the financial management system has appropriate control mechanisms and widely disseminates dependable and timely information for sound financial decision making.

### Standard III.D.3:

The institution systematically assesses the effective use of financial resources and uses the results of the evaluation as the basis for improvement.

### Title IV Funds

**Finding Number 2011-2, Return to Title IV (R2T4) Funds Made Late, Pages 70-71 from the audit report.**

### Response:

In collaboration with Fiscal Services, Student Financial Services (SFS) has established a consistent method of returning Title IV funds to the Department of Education within the required 45 day period (TIV.E1, TIV.E2, TIV.E3, TIV.E4, TIV.E5, TIV.E6).

### R2T4 – Student Financial Services (SFS)

Student Financial Services (SFS) generates on a weekly basis a list of all financial aid students who have 0 units. This list is compared to the previous list for accuracy. For students who do not appear on the previous list, Student Financial Services performs a R2T4 calculation by using the Department of Education worksheet. If it is found that there is money to be re-paid, a purchase requisition is generated and is then referred to Fiscal Services (TIV.E7).

Through this process, students are placed into four categories:

- School repayment
- Student and School Repayment
- Student Post Withdrawal
- Students who did not begin attendance

### School Repayment:

SFS generates a Purchase Requisition to authorize school repayment to the Department of Education. The requisition includes the name of the students and the amount to be repaid to the Department of Education. A copy of the letter advising the student of the overpayment is also attached to this requisition. The Purchase Requisition is given to Fiscal Services for repayment.

### School and Student Repayment:

The Purchase Requisition is generated by Financial Services to be forwarded to Fiscal Services for repayment as stated above. In addition, the students are notified using the R2T4 form for repayment notification. One copy is sent to the student with repayment options. The second is attached to the Purchase Requisition.



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Students are given three methods of repayment options:

- Repayment of the full amount within 45 days;
- Set up a payment plan;
- Adjust next disbursement within the same award year to reflect the repayment.

If a student has not made arrangements for repayment in 45 days, or set up a payment plan, the account is turned over to the Department of Education for collection.

### **Student Post Withdrawal:**

Students who are eligible for a Post Withdrawal Disbursement (PWD) are sent a registered letter requesting updated biographical information. Then the PWD is mailed to the students.

### **Students Who Do Not Begin Attendance:**

If a student is listed on the 0 Unit List, the date of the student's last day of attendance is verified by checking his enrollment status on the Registration System. If the student does not begin attendance and has a check at Fiscal Services on the first day of school, a request to cancel the check is given to Fiscal Services.

### **Evidence:**

- **TIV.E1** [Audit Finding Letter to ACCJC 12-10-12](#)
- **TIV.E2** [Length of Time Completion of R2T4 2009-2010](#)
- **TIV.E3** [Treatment of Title IV Funds](#)
- **TIV.E4** [R2T4 Procedures Final 2011-2012](#)
- **TIV.E5** [R2T4 Checklist Final Fall 2012](#)
- **TIV.E6** [Overpayment-Repayment Statement](#)
- **TIV.E7** Over Award, Withdrawal, and Repayment Policy  
<http://www.mpc.edu/financialaid/Pages/OverawardWithdrawalRepayment.aspx>

## **Update on Substantive Change in Progress, Pending, or Planned**

### **Programs where 50% or more of the courses are offered through distance or electronic delivery**

In Fall 2012 Monterey Peninsula College submitted a draft substantive change proposal to the Commission. This substantive change proposal is a request for approval to offer some of the College's programs where 50% or more of the courses in the program are offered through a mode of distance or electronic delivery. The College has been converting many of its courses into a distance education format. As this has occurred many of the College's programs now have or soon will offer more than 50% of their program online. The substantive change report describes the history and planning that has gone into moving the College's programs in this direction. This mode of delivery will enable the College to better meet the dynamic needs of the College's students.

Monterey Peninsula College received feedback from ACCJC January 1, 2013.

<http://www.mpc.edu/information/accreditation/Accreditation%20Midterm%20Report%20Evidence/Substantive%20Change%20Report%20Email%20Communication.pdf>. The final substantive change proposal will be submitted on time to be reviewed at the ACCJC May 8, 2013 meeting.

### **SB 1440 Transfer Degrees**

The College has been actively developing associate degrees for transfer following the Transfer Model Curriculum (TMC) prescribed by SB 1440. At present, the College has transfer degrees in Communication Studies, Early Childhood Education, and Mathematics approved by the Chancellor's Office. Degrees in Anthropology, Art History, Computer Science, Kinesiology, and Studio Arts are currently going through the local approval process. Faculty are also working on developing additional transfer degrees in Administration of Justice, Economics, English, History, Music, Political Science, Psychology, and Sociology. As new TMC's are developed, faculty will continue to work on updating their curriculum to address the new programs. Monterey Peninsula College will be submitting degrees approved by the California Community College Chancellor's Office using the three questions from the Substantive Change manual, plus attachments describing the actual programs. This will be submitted on time to be reviewed at the ACCJC May 8, 2013 meeting.

# Monterey Peninsula Community College District

## Governing Board Agenda

January 23, 2013

New Business Agenda Item No. L

Administrative Services  
College Area

### Proposal:

That the Governing Board receive the District's Financial Audit Report for the fiscal year ended June 30, 2012.

### Background:


Education Code Section 84040 requires California Community College Districts to arrange for a yearly audit of all funds, books and accounts under the jurisdiction of the local governing board. The firm of Vavrinek, Trine, Day & Co., Certified Public Accountants was retained to perform such an audit for the 2011-2012 fiscal year. The results of this audit, its findings and recommendations are presented for the Board's review and acceptance.

The auditor has filed copies of the audit report with the required agencies. Copies of the audit report are also available in the Office of the Vice President for Administrative Services. A representative from Vavrinek, Trine, Day & Co. will present the report and conduct a question and answer session. District personnel will provide discussion on the District's responses to auditor findings.

**Budgetary Implications:** None.

**RESOLUTION: BE IT RESOLVED**, that the Governing Board receive the District's annual Financial Audit Report for the fiscal year ended June 30, 2012.

Recommended By:

  
\_\_\_\_\_  
Stephen Ma, Vice President for Administrative Services

Prepared By:

  
\_\_\_\_\_  
Suzanne Ammons, Administrative Services

Agenda Approval:

  
\_\_\_\_\_  
Dr. Walter Tribley, Superintendent/President

# Monterey Peninsula Community College District

## Governing Board Agenda

January 23, 2013

New Business Agenda Item No. M

Administrative Services  
College Area

### Proposal:

That the Governing Board receive the District's Measure I General Obligation Bonds Performance Audit and Independent Auditors' reports for the fiscal year ended June 30, 2012.

### Background:

Regulations for Proposition 39 bonds require a separate audit to:


- 1) Verify that bond funds are applied in accordance with applicable laws and regulations as well as policies approved by the District's Governing Board.
- 2) Verify compliance with expenditure allowances related to local bond funding in accordance with approved contracts and planning documents and Bond Initiative documents placed on the Local Election Ballot.
- 3) Verify that the local bond proceeds and expenditures of funds are accounted for separately as required.

In addition, the auditor has been asked to provide an opinion on the District's bond financial statements. A representative from Vavrinek, Trine, Day, & Co., Certified Public Accountants will present the reports and conduct a question and answer session.

**Budgetary Implications:** None.

**RESOLUTION: BE IT RESOLVED,** That the Governing Board receive the District's Measure I General Obligation Bonds Performance Audit and Independent Auditors' reports for the fiscal year ended June 30, 2012.

Recommended By: \_\_\_\_\_

  
Stephen Ma, Vice President for Administrative Services

Prepared By: \_\_\_\_\_

  
Suzanne Ammons, Administrative Services

Agenda Approval: \_\_\_\_\_

  
Dr. Walter Tribley, Superintendent/President

# Monterey Peninsula Community College District

## Governing Board Agenda

January 23, 2013

New Business Agenda Item No. N

Human Resources  
College Area

### Proposal:

That the Governing Board approve the resolution updating the employee categories in which Monterey Peninsula College pays the employee contributions to California Public Employee's Retirement System (CalPERS) to include only those employees hired prior to January 1, 2013, or those employees hired after January 1, 2013 who are not subject to PEPRA.

### Background:

For certain employees, CalPERS allows employers to pay for employee retirement contributions. Monterey Peninsula College negotiated with MPCEA to pay employee contributions in 1984. This was also extended to classified management, confidential and supervisory personnel. To ensure that the proper documentation was on file with CalPERS, a resolution was adopted in 2008 and sent to CalPERS. That resolution authorized employer paid member contributions (EPMC) for regular classified employees included in the Monterey Peninsula College Employees Association (MPCEA); and regular classified managerial, confidential and supervisory personnel. It did not authorize EPMC for administrators or temporary, short-term employees.

The Public Employees' Pension Reform Act of 2013 (PEPRA) specifies that new employees hired on or after January 1, 2013 pay at least 50% of the normal pension costs and that employers do not pay any of the required employee contributions. Therefore, it is necessary to amend the previous resolution to include the provisions of the new pension law.

### Budgetary Implications:

Savings of 6% of payroll for new CalPERS-covered employees hired on or after January 1, 2013.

- RESOLUTION: BE IT RESOLVED**, that the Governing Board adopt the following resolution designating the payment of employee CalPERS contributions for only those management, confidential, supervisory personnel and classified employees who do not meet the CalPERS definition of "new members" effective January 1, 2013.

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

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

Agenda Approval: Walter A. Tribley  
Dr. Walter Tribley, Superintendent/President

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT  
EMPLOYER PAID MEMBER CONTRIBUTIONS TO CALPERS**

WHEREAS, the governing body of the Monterey Peninsula Community College District has the authority to implement Government Code Section 20691; and,

WHEREAS, Monterey Peninsula Community College District is subject to the provisions of Government Code 7522.30; and,

WHEREAS, in 2008 the governing body of the Monterey Peninsula Community College District has previously agreed that the normal member contributions of identified employees will be paid by the employer; and,

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the Monterey Peninsula Community College District of a Resolution to commence said Employer Paid Member Contributions (EPMC); and,

WHEREAS, to comply with the requirements of Government Code Section 7522.30, the governing body of the Monterey Peninsula Community College District has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply only to classified employees covered by the *Agreement between Monterey Peninsula Community College District and California School Employees Association Chapter #245-MPCEA/CSEA*; and classified managers, supervisors, and confidential employees of Monterey Peninsula College District who commenced employment before January 1, 2013, or employees hired after January 1, 2013 who do not meet the definition of “new members” in CalPERS pursuant to Government Code Section 7522.04.
- EPMC shall not be paid for employees who are “new members” in CalPERS as defined in Government Code Section 7522.04.
- This benefit shall consist of paying 100% of the normal member contributions as EPMC.
- The effective date of this resolution shall be January 1, 2013.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Monterey Peninsula Community College District elects to pay EPMC, as set forth above.

Passed and Adopted by the Monterey Peninsula Community College District on January 23, 2013 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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Charles Brown  
Chair, Governing Board

# Monterey Peninsula Community College District

## Governing Board Agenda

January 23, 2013

New Business Agenda Item No. O

Superintendent/President  
Office

### Proposal:

That the Governing Board considers nominating a candidate for the California Community College Trustees (CCCT) Board of the Community College League of California.

### Background:

The California Community College Trustees (CCCT) Board serves a major role within the Community College League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

From January 1 through February 15, 2013, nominations for membership on the CCCT Board will be accepted in the League office. Nominations are to be made by a member district board of trustees. Each district may nominate only members of its Board. Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the Board.

An official Biographical Sketch Form and Statement of Candidacy must accompany the Nominating Form.

### Budgetary Implications:

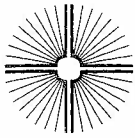
No direct budgetary impact is anticipated.

**RESOLUTION:** BE IT RESOLVED, that the Governing Board nominates \_\_\_\_\_  
to be a candidate for the California Community College Trustees Board.

**Recommended By:** Dr. Walt Tribley, Superintendent/President  
Dr. Walter Tribley, Superintendent/President

**Prepared By:** Shawn Anderson  
Shawn Anderson, Executive Assistant to Superintendent/President & Governing Board

**Agenda Approval:** Walter A. Tribley  
Dr. Walter Tribley, Superintendent/President



**COMMUNITY COLLEGE LEAGUE**  
OF CALIFORNIA

**Date:** December 7, 2012  
**To:** California Community College Trustees  
 California Community College Chancellors/Superintendents  
**From:** Scott Lay  
**Subject:** CCCT Board Election - 2013

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The California Community College Trustees (CCCT) board serves a major role within the Community College League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

From January 1 through February 15, nominations for membership on the CCCT board will be accepted in the League office. Nominations are to be made by member district board of trustees; and each district may nominate only members of its board.

Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the board.

An official Biographical Sketch Form and Statement of Candidacy **must** accompany the Nomination Form mailed to the League office, and *please use only these forms*. Although not required, it is recommended that nomination materials be sent via certified mail, return receipt requested. Faxed materials will **not** be accepted due to the quality of transmission.

The election of members of the CCCT board will take place between March 10 and April 25. Each member district board of trustees will have one vote for each vacancy on the CCCT board. CCCT board members are elected by the institutional member governing boards for three-year terms. No CCCT board member shall serve more than three (3) terms consecutively. This year seven persons will be elected to the board. Of those seven seats there are five incumbents eligible to run for re-election, one board member has termed out, and one seat is vacated by a trustee that did not run for re-election at the district level. This vacated seat will be filled by the trustee that receives the least number of votes among the top seven vote getters. Pursuant to the CCCT Governing Policies, that person will complete the term of the vacated seat, which expires in 2015.

Election results will be announced at the CCCT annual conference. The newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 5, 2013.

If you have any questions about the CCCT board election process, please call the League office.

Attachments: (mailed only to CCC Chancellors/Superintendents)  
 Official Nominating Form  
 Official Biographical Sketch Form  
 Official Statement of Candidacy  
 CCCT Board Terms of Office  
 CCCT Board Roster



# CCCT BOARD NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2013**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Mail to:  
CCCT Board Nominations  
Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the \_\_\_\_\_ Community  
College District nominates \_\_\_\_\_ to be a  
candidate for the CCCT Board.

This nominee is a member of the \_\_\_\_\_ Community  
College District governing board, which is a member in good standing of the Community College League of  
California. The nominee has been contacted and has given permission to be placed into nomination.  
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

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Signature of Clerk or Secretary of Governing Board

# CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2013**, along with the nominating ballot and statement of candidacy. **Faxed material will not be accepted.**

## PERSONAL

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ (home) \_\_\_\_\_ (office)

E-Mail: \_\_\_\_\_

## EDUCATION

Certificates/Degrees: \_\_\_\_\_  
\_\_\_\_\_

## PROFESSIONAL EXPERIENCE

Present Occupation: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: \_\_\_\_\_

Years of Service on Local Board: \_\_\_\_\_

Offices and Committee Memberships Held on Local Board: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

National Activities (*ACCT and other organizations, boards, committees, etc.*): \_\_\_\_\_

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**CIVIC AND COMMUNITY ACTIVITIES**

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**OTHER**

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National Activities (*ACCT and other organizations, boards, committees, etc.*): \_\_\_\_\_

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**CIVIC AND COMMUNITY ACTIVITIES**

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**OTHER**

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# CCCT BOARD STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2013** along with the nominating ballot and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

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What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

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## CCCT Board Terms

<u>Election</u>	<u>Group</u>	<u>Seat</u>	<u>First Elected/Appointed</u>	<u>Next Election</u>	<u>Terms Left for Incumbent</u>
<b>2013</b>	I.	<b>Barreras</b>	<b>2006</b>	<b>2013</b>	<b>1</b>
	I.	<b>Gulassa</b>	<b>2010</b>	<b>2013</b>	<b>2</b>
	I.	<b>Hart</b>	<b>2010</b>	<b>2013</b>	<b>2</b>
	I.	<b>Jaffe</b>	<b>2009</b>	<b>2013</b>	<b>1</b>
	I.	<b>Kinsman</b>	<b>2010</b>	<b>2013</b>	<b>2</b>
	I.	<b>*Singer</b>	<b>2004</b>	<b>2013</b>	<b>0</b>
			<b>**Mann</b>	2005	N/A
<b>2014</b>	II.	Casas Frier	2010	2014	1
	II.	Castellanos	2011	2014	2
	II.	Chadwick	2011	2014	2
	II.	<b>*Figueroa</b>	2007	2014	0
	II.	Gomez	2010	2014	1
	II.	Jones (Robert)	2011	2014	2
	II.	Moreno	2011	2014	2
<b>2015</b>	III.	Acosta-Salazar	2012	2015	2
	III.	Chanot	2009	2015	1
	III.	<b>*Jones (Bernard)</b>	2008	2015	0
	III.	<b>*Ontiveros</b>	2008	2015	0
	III.	Otto	2009	2015	1
	III.	Ransford	2012	2015	2
	III.	<b>***Vacant</b>	<b>2013</b>	<b>2015</b>	<b>2</b>
	III.	Zableckis	2009	2015	1
<p>* Board member is unable to seek reelection due to three-term limit.</p> <p>**Note: Mann's term expired 2012; per Governing Policies, she stayed on another year to serve as immediate past-president.</p> <p>***Note: Vacancy created when Trustee Stampolis did not run for re-election in his district.</p>					

**CALIFORNIA COMMUNITY COLLEGE TRUSTEES**  
**2012-13 BOARD ROSTER**

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**VACANCY**

To be filled in regular election cycle per  
board decision 11.15.12

**STAFF****SCOTT LAY**

President/Chief Executive Officer  
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marciazdrs@aol.com

**VACANCY**

To be filled in regular election cycle per  
board decision 11.15.12

**STAFF****SCOTT LAY**

President/Chief Executive Officer  
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scottlay@ccleague.org

# Monterey Peninsula Community College District

## Governing Board Agenda

January 23, 2013

New Business Agenda Item No. P

Superintendent/President  
College Area

### Proposal:

The Governing Board will review and discuss the proposed Monterey Peninsula College Governing Board Goals for 2013.

### Background:

As a part of Monterey Peninsula College's ongoing commitment to continuous improvement, the MPCCD Governing Board adopted Board Policy 1009 Self Evaluation, which calls for an annual self-evaluation and development of Board goals. The 2012 goals are being presented to the Governing Board for a first reading in January 2013 for possible revision, and are to be presented at the February 27, 2013 Governing Board for adoption.

### MONTEREY PENINSULA COLLEGE GOVERNING BOARD PROPOSED GOALS FOR 2013:

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

### Budgetary Implications:

No direct budgetary impact is anticipated.

**INFORMATION:** Proposed Monterey Peninsula College Governing Board Goals for 2013.

Recommended By: Dr. Walter Tribley, Superintendent/President

Prepared By:

Shawn Anderson

Shawn Anderson, Executive Assistant to Superintendent/President and Governing Board

Agenda Approval:

Walter A. Tribley

Dr. Walter Tribley, Superintendent/President

# Monterey Peninsula Community College District

## Governing Board Agenda

January 23, 2013

New Business Agenda Item No. Q

Superintendent/President  
College Area

**Proposal:**

To review the attached Calendar of Events.

**Background:**

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

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

**Budgetary Implications:**

None.

**INFORMATION:** Calendar of Events.

**Recommended By:** Dr. Walter Tribley, Superintendent/President

**Prepared By:**

Shawn Anderson

Shawn Anderson, Executive Assistant to Superintendent/President and Governing Board

**Agenda Approval:**

Walter A. Tribley

Dr. Walter Tribley, Superintendent/President

## MPC Governing Board 2013 Calendar of Events

### JANUARY, 2013

Monday, January 21 Martin Luther King Day Holiday  
Wednesday, January 23 Regular Board Meeting, Marina Education Center  
1:30pm, Closed Session, 3:00pm Regular Meeting  
Wed-Thurs, January 30-31 Flex Days, staff development, 8:00am-4:30pm

### FEBRUARY, 2013

Friday, February 15 Lincoln Day Holiday  
Monday, February 18 Washington's Day Holiday  
Wednesday, February 27 Regular Board Meeting, Public Safety Training Center, Seaside  
1:30pm, Closed Session, 3:00pm Regular Meeting

### MARCH, 2013

Wednesday, March 27 Regular Board Meeting, MPC, Monterey  
1:30pm, Closed Session, 3:00pm Regular Meeting

### APRIL, 2013

Mon-Sat, April 1-6 Spring Break (Classified Furlough Week)  
Wednesday, April 24 Regular Board Meeting, MPC, Monterey  
1:30pm, Closed Session, 3:00pm Regular Meeting

### MAY, 2013

Friday, May 3 President's Address to the Community, 11:30am, Monterey Conf. Center  
May date TBD MPC Scholarship Awards Ceremony  
Wednesday, May 22 Regular Board Meeting, MPC, Monterey  
1:30pm, Closed Session, 3:00pm Regular Meeting  
Monday, May 27 Memorial Day Holiday

### JUNE, 2013

Thursday, June 6 Latino Ceremony, 6:00pm, LF103 (to be confirmed)  
Thursday, June 6 Asian Student Assn Ceremony, 6:00pm, location to be confirmed  
Friday, June 7 Kente Ceremony, 7:00pm, MU101 (location to be confirmed)  
Saturday, June 8 Faculty Retirement Breakfast, 8:30am, location to be confirmed  
Saturday, June 8 Commencement at 12:00 in Amphitheatre; line-up at 11:30am in Gym  
Saturday, June 8 Nurse Pinning Ceremony, 3:00pm, Amphitheatre  
Wednesday, June 26 Regular Board Meeting, MPC, Monterey  
1:30pm, Closed Session, 3:00pm Regular Meeting

### JULY, 2013

Thursday, July 4 Independence Day Holiday  
Wednesday, July 24 Regular Board Meeting, Marina Education Center  
1:30pm, Closed Session, Stutzman Room

AUGUST 28, 2013

Wednesday, August 28 Regular Board Meeting, Public Safety Training Center, Seaside  
1:30pm, Closed Session, 3:00pm Regular Meeting

SEPTEMBER 25, 2013

Wednesday, September 25 Regular Board Meeting, MPC, Monterey  
1:30pm, Closed Session, 3:00pm Regular Meeting

OCTOBER 23, 2013

Wednesday, October 23 Regular Board Meeting, MPC, Monterey  
1:30pm, Closed Session, 3:00pm Regular Meeting

NOVEMBER 20, 2013

Wednesday, November 20\* Regular Board Meeting, MPC, Monterey  
1:30pm, Closed Session, 3:00pm Regular Meeting  
\*Date moved to 3<sup>rd</sup> Wednesday due to Thanksgiving holiday

DECEMBER 11, 2013

Wednesday, December 11 Regular Annual Organizing Board Meeting, MPC, Monterey  
1:30pm, Closed Session and 3:00pm Annual Organizing Meeting  
and Swearing-In Ceremony