

Monterey Peninsula Community College District

Governing Board Agenda

August 22, 2012

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 July 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 July 31, 2012, prior to year-end closing be accepted.

Recommended By:



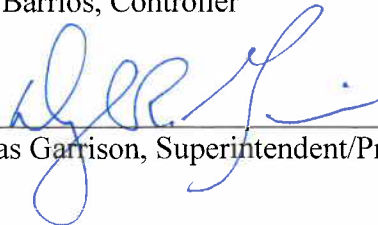
Stephen Ma, Vice President for Administrative Services

Prepared By:



Rosemary Barrios, Controller

Agenda Approval:



Dr. Douglas Garrison, Superintendent/President

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

Enclosed please find attached the financial reports for the month ending July 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 July 31, 2012 is \$376,171 which is .80% less than the same period last fiscal year. Expenditures year-to-date total \$2,847,545 which is .10% less than the same time last fiscal year, for a net difference of -\$2,471,374.

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

Revenues

- The July apportionment payment received was \$185,950.
- The 11-12 deferral payment of \$4,222,204 was received in July. The July cash balance reflects this payment received.

Expenditures

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

Self Insurance Fund

- Self Insurance expenses are at 6.9% of budgeted expenditures. The expenditure amount is 2.8% more than the amount for the same period last fiscal year. We are in the first month of the new fiscal year so there hasn't been much activity at this time.

Fiduciary Funds

- All Fiduciary Funds are tracking close to budget.

Cash Balance:

The total cash balance for all funds is \$52,693,609 including bond cash of \$39,512,869 and \$13,180,740 for all other funds. Operating funds cash is \$2,926,187. The District's cash balance was sufficient to cover the July payroll and accounts payable.

Other

Fiscal Services is still in the process of closing the books for FY 11-12.

Monterey Peninsula Community College

Monthly Financial Report

July 31, 2012

Summary of All Funds

Funds	Beginning Fund Balance	Revised Budgets 2012 - 2013		Ending Fund Balance	Year to Date Actual 2012 - 2013			% Actual to Budget		Cash Balance
	07/01/12	Revenue	Expense	6/30/2013	Revenue	Expense	Encumbrances	Rev	Exp	7/31/12
General - Unrestricted	\$3,763,831	\$37,449,005	\$37,448,994	\$3,763,842	\$195,193	\$2,582,434	1,869,890	0.5%	11.9%	\$2,097,489
General - Restricted	0	5,194,405	5,194,405	0	0	219,264	40,086	0.0%	5.0%	0
Child Dev - Unrestricted	0	552,372	552,372	0	180,978	17,691	0	32.8%	3.2%	185,480
Child Dev - Restricted	0	254,316	254,316	0	0	1,436	24,200	0.0%	10.1%	0
Student Center	214,409	265,200	265,200	214,409	0	3,349	61,816	0.0%	24.6%	327,025
Parking	92,179	512,000	481,953	122,226	0	23,371	1,200	0.0%	5.1%	316,194
Subtotal Operating Funds	\$4,070,419	\$44,227,298	\$44,197,240	\$4,100,477	\$376,171	\$2,847,545	\$1,997,192	0.9%	6.4%	\$2,926,187
Self Insurance	8,736,186	6,701,200	7,568,892	7,868,494	0	505,522	17,716	0.0%	6.9%	8,675,280
Capital Project	792,895	755,062	1,381,890	166,067	0	0	10,779	0.0%	0.8%	887,442
Building	54,046,985	200,000	31,021,614	23,225,371	0	54,126	8,392,259	0.0%	27.2%	39,512,869
Debt Service	52,285	275,324	275,324	52,285	275,324	68,831	0	100.0%	25.0%	0
Revenue Bond	20,905	18,525	18,525	20,905	0	0	0	0.0%	0.0%	21,668
Associated Student	50,475	90,274	90,274	50,475	29	(241)	0	0.0%	-0.3%	74,540
Financial Aid	12,881	5,500,000	5,500,000	12,881	0	0	0	0.0%	0.0%	10,183
Scholarship & Loans	272,948	2,500,000	2,500,000	272,948	13,094	13,167	0	0.5%	0.5%	208,387
Trust Funds	293,917	550,000	550,000	293,917	11,074	4,744	0	2.0%	0.9%	323,606
Orr Estate	61,262	50,000	50,000	61,262	0	0	0	0.0%	0.0%	53,447
Total all Funds	\$68,411,158	\$60,867,683	\$93,153,759	\$36,125,082	\$675,692	\$3,493,694	\$10,417,946	1.1%	3.8%	\$52,693,609

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

GENERAL FUND (Unrestricted)

Fund 01

Monterey Peninsula College

July 31, 2012

OBJECT CLASSIFICATION	2011-2012 ACTUAL	2012-13				BALANCE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE			
REVENUES							
8100 FEDERAL	3,310	10,700	0	0	10,700	0.0%	
8600 STATE	12,931,258	20,130,023	193,916	193,916	19,936,107	1.0%	
8800 COUNTY / LOCAL	17,116,493	15,961,590	1,277	1,277	15,960,313	0.0%	
8900 INTERFUND TRANSFER IN	2,409,887	1,346,692	0	0	1,346,692	N/A	
TOTAL REVENUE :	<u>\$32,460,947</u>	<u>\$37,449,005</u>	<u>\$195,193</u>	<u>\$195,193</u>	<u>\$35,907,120</u>	0.5%	
OBJECT CLASSIFICATION	2011-2012 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	UNENCUMBERED BALANCE	PERCENT	
CERTIFICATED SALARIES							
1100 TEACHER SALARIES	5,933,452	6,099,376	0	0	6,099,376	0.0%	
1200 NON TEACHER SALARIES	2,771,752	2,708,374	101,759	101,759	2,606,615	3.8%	
1300 HOURLY TEACHER	5,193,991	4,809,756	517,060	517,060	4,292,696	10.8%	
1400 OTHER HOURLY SALARIES	190,805	239,518	17,666	17,666	221,852	7.4%	
TOTAL CERTIFICATED :	<u>\$14,090,000</u>	<u>\$13,857,024</u>	<u>\$636,485</u>	<u>\$636,485</u>	<u>\$13,220,539</u>	4.6%	
CLASSIFIED SALARIES							
2100 NON INSTRUCTIONAL	5,727,428	5,874,885	486,442	486,442	5,388,443	8.3%	
2200 INSTRUCTIONAL AIDES	726,424	815,260	50,790	50,790	764,470	6.2%	
2300 HOURLY NON INSTRUCTIONAL	414,719	239,946	31,228	31,228	208,718	13.0%	
2400 HOURLY INSTRUCTIONAL	614,207	647,235	30,065	30,065	617,170	4.6%	
	<u>\$7,482,777</u>	<u>\$7,577,326</u>	<u>\$598,525</u>	<u>\$598,526</u>	<u>\$6,978,800</u>	7.9%	

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

GENERAL FUND (Unrestricted) continued

Fund 01

Monterey Peninsula College

July 31, 2012

OBJECT CLASSIFICATION	2011-2012 ACTUAL	2012-13					
		REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	PERCENT
3XXX TOTAL FRINGE BENEFITS :	<u>\$4,633,248</u>	<u>\$4,624,174</u>	<u>\$258,925</u>	<u>\$258,925</u>	<u>\$63,209</u>	<u>\$4,302,040</u>	7.0%
SUPPLIES & OTHER							
4300 INSTRUCTIONAL SUPPLIES	203,924	233,104	3,068	3,068	27,964	202,072	13.3%
4500 OTHER SUPPLIES	395,590	372,822	75,130	75,130	144,201	153,491	58.8%
4700 FOOD	3,682	3,420	0	0	0	3,420	0.0%
TOTAL SUPPLIES & OTHER :	<u>\$603,196</u>	<u>\$609,346</u>	<u>\$78,198</u>	<u>\$78,198</u>	<u>\$172,165</u>	<u>\$358,983</u>	41.1%
OTHER							
5100 CONTRACTED SERVICES	1,215,925	1,567,915	5,553	5,553	5,400	1,556,962	0.7%
5200 TRAVEL	123,823	134,691	3,343	3,343	8,170	123,178	8.5%
5300 DUES AND SUBSCRIPTIONS	114,973	168,576	136,079	136,079	0	32,497	80.7%
5400 INSURANCE	359,152	351,099	272,204	272,204	0	78,895	77.5%
5500 UTILITIES & HOUSEKEEPING	1,083,794	1,224,586	22,101	22,101	1,262,445	(59,960)	104.9%
5600 RENTS & LEASES	516,160	603,962	105,393	105,393	178,622	319,947	47.0%
5700 LEGAL AND AUDIT	115,709	117,400	0	0	30,000	87,400	25.6%
5800 OTHER SERVICES	325,533	440,596	9,261	9,261	147,843	283,492	35.7%
TOTAL OTHER :	<u>\$3,855,071</u>	<u>\$4,608,825</u>	<u>\$553,934</u>	<u>\$553,934</u>	<u>\$1,632,480</u>	<u>\$2,422,411</u>	47.4%
CAPITAL OUTLAY							
6200 BUILDING IMPROVEMENT	22,596	27,301	65	65	2,035	25,201	7.7%
6300 CAPITAL BOOKS & SOFTWARE	137,530	129,500	0	0	0	129,500	0.0%
6400 EQUIPMENT	113,032	27,255	0	0	0	27,255	0.0%
TOTAL CAPITAL OUTLAY :	<u>\$273,158</u>	<u>\$184,056</u>	<u>\$65</u>	<u>\$65</u>	<u>\$2,035</u>	<u>\$181,956</u>	1.1%
TRANSFERS							
7300 INTERFUND TRANSFER OUT	6,416,031	5,987,045	456,302	456,302	0	5,530,743	7.6%
7600 OTHER PAYMENTS TO STUDENTS	0	1,200	0	0	0	1,200	0.0%
TOTAL TRANSFERS :	<u>\$6,416,031</u>	<u>\$5,988,245</u>	<u>\$456,302</u>	<u>\$456,302</u>	<u>\$0</u>	<u>\$5,530,743</u>	7.6%
TOTAL EXPENSE & TRANSFERS :	<u>37,353,480</u>	<u>37,448,996</u>	<u>2,582,433</u>	<u>2,582,434</u>	<u>1,869,890</u>	<u>32,995,473</u>	11.9%
REVENUE OVER EXPENSE :	<u>(\$4,892,533)</u>	<u>\$9</u>	<u>(\$2,387,241)</u>	<u>(\$2,387,241)</u>	<u>(\$1,869,890)</u>	<u>\$2,911,648</u>	

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

Fund 01

Monterey Peninsula College

July 31, 2012

OBJECT CLASSIFICATION	2011-2012 ACTUAL	2012-2013					BALANCE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE				
REVENUES								
8100 FEDERAL	1,671,077	2,068,442	0	0	0	2,068,442	0.0%	
8600 STATE	2,030,740	2,389,162	0	0	0	2,389,162	0.0%	
8800 COUNTY / LOCAL	386,725	669,865	0	0	0	669,865	0.0%	
8900 INTERFUND TRANSFER IN	0	66,936	0	0	0	66,936	0.0%	
TOTAL REVENUE :	\$4,088,542	\$5,194,405	\$0	\$0	0	\$5,194,405	0.0%	
OBJECT CLASSIFICATION	2011-2012 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES		UNENCUMBERED BALANCE	PERCENT	
CERTIFICATED SALARIES								
1100 TEACHER SALARIES	45,587	(7,805)	0	0	0	(7,805)	0.0%	
1200 NON TEACHER SALARIES	863,825	986,532	49,596	49,596	0	936,936	5.0%	
1300 HOURLY TEACHER	50,218	95,700	3,365	3,365	0	92,335	3.5%	
1400 OTHER HOURLY SALARIES	131,327	161,185	6,001	6,001	0	155,184	3.7%	
TOTAL CERTIFICATED :	\$1,090,957	\$1,235,612	\$58,962	\$58,962	\$0	\$1,176,650	4.8%	
CLASSIFIED SALARIES								
2100 NON INSTRUCTIONAL	488,557	593,122	49,108	49,108	0	544,014	8.3%	
2300 HOURLY NON INSTRUCTIONAL	311,708	311,245	24,816	24,816	0	286,429	8.0%	
2400 HOURLY INSTRUCTIONAL	123,520	177,113	29,755	29,755	0	147,358	16.8%	
TOTAL CLASSIFIED :	\$923,785	\$1,081,480	\$103,679	\$103,679	\$0	\$977,801	9.6%	

***** 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
3XXX TOTAL FRINGE BENEFITS :	<u>\$358,699</u>	<u>\$411,328</u>	<u>\$29,071</u>	<u>\$29,071</u>	<u>\$0</u>	<u>\$382,257</u>	7.1%
SUPPLIES & OTHER							
4300 INSTRUCTIONAL SUPPLIES	12,850	42,846	104	104	0	42,742	0.2%
4500 OTHER SUPPLIES	29,054	67,159	1,320	1,320	3,969	61,870	7.9%
4700 FOOD	23,389	18,000	1,073	1,073	0	16,927	6.0%
TOTAL SUPPLIES & OTHER :	<u>\$65,293</u>	<u>\$128,005</u>	<u>\$2,497</u>	<u>\$2,497</u>	<u>\$3,969</u>	<u>\$121,539</u>	5.1%
OTHER							
5100 CONTRACTED SERVICES	418,930	614,441	0	0	26,992	587,449	4.4%
5200 TRAVEL	394,410	375,370	12,624	12,624	3,400	359,346	4.3%
5300 DUES AND SUBSCRIPTIONS	475	700	950	950	0	(250)	135.7%
5400 INSURANCE	43,639	45,522	438	438	0	45,084	1.0%
5500 UTILITIES & HOUSEKEEPING	242	500	0	0	250	250	50.0%
5600 RENTS & LEASES	7,311	5,000	7,443	7,443	3,832	(6,275)	225.5%
5800 OTHER SERVICES	170,616	176,604	0	0	0	176,604	0.0%
TOTAL OTHER :	<u>\$1,035,623</u>	<u>\$1,218,137</u>	<u>\$21,455</u>	<u>\$21,455</u>	<u>\$34,474</u>	<u>\$1,162,208</u>	4.6%
CAPITAL OUTLAY							
6300 CAPITAL BOOKS & SOFTWARE	0	0	0	0	0	0	0.0%
6400 EQUIPMENT	47,003	285,393	0	0	1,643	283,750	0.6%
TOTAL CAPITAL OUTLAY :	<u>\$47,003</u>	<u>\$285,393</u>	<u>\$0</u>	<u>\$0</u>	<u>\$1,643</u>	<u>\$283,750</u>	0.6%
TRANSFERS							
7300 INTERFUND TRANSFER OUT	433,953	546,207	0	0	0	546,207	0.0%
7500 STUDENT FINANCIAL AID PYMT	11,405	43,614	3,600	3,600	0	40,014	8.3%
7600 OTHER PYMTS TO STUDENTS	30,153	244,628	0	0	0	244,628	0.0%
TOTAL TRANSFERS :	<u>\$475,511</u>	<u>\$834,449</u>	<u>\$3,600</u>	<u>\$3,600</u>	<u>\$0</u>	<u>\$830,849</u>	0.4%
TOTAL EXPENSE & TRANSFERS :	<u>3,996,871</u>	<u>5,194,404</u>	<u>219,264</u>	<u>219,264</u>	<u>40,086</u>	<u>4,935,054</u>	5.0%
REVENUE OVER EXPENSE :	<u>\$91,671</u>	<u>\$1</u>	<u>(\$219,264)</u>	<u>(\$219,264)</u>	<u>(\$40,086)</u>	<u>\$259,351</u>	

*** BOARD REPORT ***
 Child Development Fund
 Fund 04 Unrestricted
 Monterey Peninsula College
 July 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			
REVENUE							
8660 Cal Early Childhood Mentor Prog	0	0	0	0	0	0	0.0%
8800 LOCAL	60,354	271,394	0	0	0	271,394	0.0%
8900 OTHER	450,978	280,978	180,978	180,978	0	100,000	64.4%
TOTAL REVENUE:	511,332	552,372	180,978	180,978	0	\$371,394	32.8%
OBJECT CLASSIFICATION	2011-2012 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
CLASSIFIED SALARIES							
2100 NON INSTRUCTIONAL	102,431	100,425	8,690	8,690	0	91,735	8.7%
2200 INSTRUCTIONAL AIDES	132,760	145,272	31	31	0	145,241	0.0%
2300 NON INSTRUCTIONAL TEMP	593	10,340	0	0	0	10,340	0.0%
2400 HOURLY INSTRUCTIONAL	55,299	73,562	5,254	5,254	0	68,308	7.1%
TOTAL CLASSIFIED:	\$291,083	\$329,599	\$13,975	\$13,975	\$0	\$315,624	4.2%
3XXX TOTAL FRINGE BENEFITS :	\$74,804	\$82,681	\$3,716	\$3,716	\$0	\$78,965	4.5%
SUPPLIES & OTHER							
4300 INSTRUCTIONAL SUPPLIES	0	270	0	0	0	270	0.0%
4500 OTHER SUPPLIES	0	2,889	0	0	0	2,889	0.0%
TOTAL SUPPLIES & OTHER:	\$0	\$3,159	\$0	\$0	\$0	\$3,159	0.0%
OTHER							
5400 INSURANCE	0	0	0	0	0	0	0.0%
5600 RENTS. LEASES. AND REPAIRS	0	0	0	0	0	0	0.0%
TOTAL OTHER :	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
OTHER SERVICES AND EXPENSES							
5800 UNSPECIFIC	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
TOTAL UNSPECIFIC	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
TRANSFERS							
7300 INTERFUND TRANSFER OUT	127,896	136,932	0	0	0	136,932	0.0%
TOTAL TRANSFERS:	\$127,896	\$136,932	\$0	\$0	\$0	\$136,932	0.0%
TOTAL EXPENSE & TRANSFER:	\$493,783	\$552,371	\$17,691	\$17,691	\$0	\$534,680	3.2%
REVENUE OVER EXPENSE :	\$17,549	\$1	\$163,287	\$163,287	\$0	(\$163,286)	

*** BOARD REPORT ***
 Child Development Fund
 Fund 04 Restricted
 Monterey Peninsula College
 July 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				
REVENUE								
8100 FEDERAL	62,117	17,000	0	0	0	17,000	0.0%	
8690 STATE	122,656	237,316	0	0	0	237,316	0.0%	
TOTAL REVENUE:	\$184,773	\$254,316	\$0	\$0	\$0	\$254,316	0.0%	
OBJECT CLASSIFICATION	2011-2012 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET	
CLASSIFIED SALARIES								
2100 NON INSTRUCTIONAL	0	5,895	696	696	0	5,199	0.0%	
2200 INSTRUCTIONAL AIDES	112,038	120,944	408	408	0	120,536	0.3%	
2300 HOURLY NON INSTRUCTIONAL	0	0	0	0	0	0	0.0%	
2400 HOURLY INSTRUCTIONAL	0	0	0	0	0	0	0.0%	
TOTAL CLASSIFIED:	\$112,038	\$126,839	\$1,104	\$1,104	\$0	\$125,735	0.9%	
3XXX TOTAL FRINGE BENEFITS :	\$33,816	\$38,912	\$332	\$332	\$0	\$38,580	0.9%	
SUPPLIES & OTHER								
4300 INSTRUCTIONAL SUPPLIES	0	0	0	0	0	0	0.0%	
4500 OTHER SUPPLIES	2,483	800	0	0	5,700	(4,900)	0.0%	
4700 FOOD	17,023	16,400	0	0	18,500	(2,100)	0.0%	
TOTAL SUPPLIES & OTHER:	\$19,506	\$17,200	\$0	\$0	\$24,200	(\$7,000)	0.0%	
OTHER								
5400 INSURANCE	0	0	0	0	0	0	0.0%	
5600 RENTS & LEASES	0	0	0	0	0	0	0.0%	
5800 OTHER SERVICES	0	190	0	0	0	190	0.0%	
TOTAL OTHER :	\$0	\$190	\$0	\$0	\$0	\$190	0.0%	
TRANSFERS								
7300 INTERFUND TRANSFER OUT	63,300	71,175	0	0	0	71,175	0.0%	
TOTAL TRANSFERS:	\$63,300	\$71,175	\$0	\$0	\$0	\$71,175	0.0%	
TOTAL EXPENSE & TRANSFER:	\$228,660	\$254,316	\$1,436	\$1,436	\$24,200	\$228,680	10.1%	
REVENUE OVER EXPENSE :	(\$43,887)	\$0	(\$1,436)	(\$1,436)	(\$24,200)	\$25,636		

cc

*** BOARD REPORT ***

COLLEGE CENTER FUND

Fund 47

Monterey Peninsula College

July 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				
REVENUE								
8800 COUNTY / LOCAL	153,759	265,200	0	0		265,200	0.0%	
8860 INTEREST	1,101	0	0	0		0	N/A	
TOTAL REVENUE :	\$154,860	\$265,200	\$0	\$0		\$265,200	0.0%	
OBJECT CLASSIFICATION	2011-2012 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET	
CLASSIFIED								
2100 NON INSTRUCTIONAL	20,666	21,896	1,892	1,892	0	20,004	8.6%	
2300 HOURLY NON INSTRUCTIONAL	484	0	0	0	0	0	N/A	
TOTAL CLASSIFIED :	\$21,149	\$21,896	\$1,892	\$1,892	\$0	\$20,004	8.6%	
3XXX TOTAL FRINGE BENEFITS :	\$6,355	\$6,717	\$571	\$571	\$0	\$6,146	8.5%	
SUPPLIES & OTHER								
4500 OTHER SUPPLIES	(2,993)	1,150	0	0	0	1,150	0.0%	
TOTAL SUPPLIES & OTHER :	(\$2,993)	\$1,150	\$0	\$0	\$0	\$1,150	0.0%	
OTHER								
5100 CONTRACT SERVICES	0	0	0	0	0	0	0.0%	
5200 TRAVEL	836	1,500	(67)	(67)	0	1,567	-4.5%	
5300 MEMBERSHIP	0	75	0	0	0	75	0.0%	
5400 INSURANCE	17,545	17,545	0	0	0	17,545	0.0%	
5500 UTILITIES & HOUSEKEEPING	114,479	149,555	952	952	61,816	86,787	42.0%	
5600 RENTS & LEASES	4,959	10,898	0	0	0	10,898	0.0%	
5800 OTHER SERVICES	5,000	5,000	0	0	0	5,000	0.0%	
TOTAL OTHER :	\$142,820	\$184,573	\$885	\$885	\$61,816	\$121,872	34.0%	
CAPITAL OUTLAY								
6400 EQUIPMENT	3,875	3,000	0	0	0	3,000	0.0%	
TOTAL CAPITAL OUTLAY :	\$3,875	\$3,000	\$0	\$0	\$0	\$3,000	0.0%	
TRANSFERS								
7100 DEBT RETIREMENT	18,975	18,525	0	0	0	18,525	0.0%	
7300 INTERFUND TRANSFER	11,784	29,339	0	0	0	29,339	0.0%	
TOTAL TRANSFERS :	\$30,759	\$47,864	\$0	\$0	\$0	\$47,864	0.0%	
TOTAL EXPENSE & TRANSFERS :	\$201,964	\$265,200	\$3,349	\$3,349	\$61,816	\$200,036	24.6%	
REVENUE OVER EXPENSE :	(\$47,104)	\$0	(\$3,349)	(\$3,349)	(\$61,816)	\$65,164		

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

OBJECT CLASSIFICATION	2011-2012 ACTUAL	2012-2013			BALANCE	Y-T-D ACTUAL TO BUDGET	
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE			
REVENUE							
8800 COUNTY / LOCAL	605,072	512,000	0	0	0	512,000 0.0%	
TOTAL REVENUE:	\$605,072	\$512,000	\$0	\$0	\$0	\$512,000 0.0%	
OBJECT CLASSIFICATION	2011-2012 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
CLASSIFIED SALARIES							
2100 NON INSTRUCTIONAL	145,867	149,319	12,914	12,914	0	136,405	8.6%
2300 HOURLY NON INSTRUCTIONAL	7,550	56,910	5,672	5,672	0	51,238	10.0%
TOTAL CLASSIFIED :	\$153,418	\$206,229	\$18,586	\$18,586	\$0	\$187,643	9.0%
3XXX TOTAL FRINGE BENEFITS :	\$44,355	\$61,252	\$4,785	\$4,785	\$0	\$56,467	7.8%
SUPPLIES & OTHER							
4500 OTHER SUPPLIES :	\$7,438	12,000	0	0	0	12,000	0.0%
TOTAL SUPPLIES & OTHER:	\$7,438	\$12,000	\$0	\$0	\$0	\$12,000	0.0%
OTHER							
5100 CONTRACTS	0	0	0	0	0	0	0.0%
5200 TRAVEL & CONFERENCE	0	300	0	0	0	300	0.0%
5500 UTILITIES & HOUSEKEEPING	1,189	5,000	0	0	1,200	3,800	0.0%
5600 RENTS & LEASES	7,717	63,200	0	0	0	63,200	0.0%
TOTAL OTHER:	\$8,906	\$68,500	\$0	\$0	\$1,200	\$67,300	0.0%
CAPITAL OUTLAY							
6400 EQUIPMENT	33,031	25,000	0	0	0	25,000	0.0%
TOTAL CAPITAL OUTLAY:	\$33,031	\$25,000	\$0	\$0	\$0	\$25,000	0.0%
TRANSFERS							
7300 INTERFUND TRANSFER OUT	86,416	108,972	0	0	0	108,972	0.0%
TOTAL TRANSFERS:	\$86,416	\$108,972	\$0	\$0	\$0	\$108,972	0.0%
TOTAL EXPENSE & TRANSFER:	\$333,564	\$481,953	\$23,371	\$23,371	\$1,200	\$457,382	5.1%
REVENUE OVER EXPENSE :	\$271,508	\$30,047	(\$23,371)	(\$23,371)	(\$1,200)	\$54,618	

*** BOARD REPORT ***

Self Insurance Fund
Fund 35
Monterey Peninsula College

July 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			
REVENUE							
8800 COUNTY / LOCAL	453,314	476,317	0	0		476,317	0.0%
8860 INTEREST	48,980	0	0	0		0	N/A
8900 INTERFUND TRANSFER IN	6,364,749	6,224,883	0	0		6,224,883	0.0%
TOTAL REVENUE :	<u>\$6,867,044</u>	<u>\$6,701,200</u>	<u>\$0</u>	<u>\$0</u>		<u>\$6,701,200</u>	0.0%
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	<u>\$5,881,225</u>	<u>\$6,639,775</u>	<u>\$501,152</u>	<u>\$501,152</u>	<u>\$0</u>	<u>\$6,138,623</u>	7.5%
4500 NON-INSTRUCTIONAL SUPPLIES	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	N/A
OTHER							
5100 CONTRACTED SERVICES	122,914	0	4,370	4,370	17,716	(22,086)	N/A
5800 OTHER SERVICES	0	0	0	0	0	0	N/A
TOTAL OTHER :	<u>\$122,914</u>	<u>\$0</u>	<u>\$4,370</u>	<u>\$4,370</u>	<u>\$17,716</u>	<u>(\$22,086)</u>	N/A
INTERFUND TRANSFER OUT							
7300 TRANSFER OUT	1,896,564	929,117	0	0	0	929,117	N/A
TOTAL EXPENSE :	<u>\$7,900,702</u>	<u>\$7,568,892</u>	<u>\$505,522</u>	<u>\$505,522</u>	<u>\$17,716</u>	<u>\$7,045,654</u>	6.9%
REVENUE OVER EXPENSE :	<u>(\$1,033,659)</u>	<u>(\$867,692)</u>	<u>(\$505,522)</u>	<u>(\$505,522)</u>	<u>(\$17,716)</u>	<u>(\$344,454)</u>	

*** BOARD REPORT ***

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

July 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			
REVENUES							
8600 STATE	30	709,424	0	0		709,424	N/A
8800 COUNTY / LOCAL	203,019	40,638	0	0		40,638	N/A
8900 INTERFUND TRANSFER IN	224,874	5,000	0	0		5,000	N/A
TOTAL REVENUE :	<u>\$427,923</u>	<u>\$755,062</u>	<u>0</u>	<u>0</u>		<u>\$755,062</u>	0.0%
OBJECT CLASSIFICATION	2011-2012 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURE	Y-T-D EXPENDITURE	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
SUPPLIES							
4300 INSTRUCTIONAL SUPPLIES	8,371	5,000	0	0	0	5,000	0.0%
4500 NON-INSTRUCTIONAL SUPPLIES	37,036	8,710	0	0	8,623	87	0.0%
TOTAL OTHER :	<u>\$45,406</u>	<u>\$13,710</u>	<u>\$0</u>	<u>\$0</u>	<u>\$8,623</u>	<u>\$5,087</u>	0.0%
OTHER							
5100 CONTRACTED SERVICES	600	63,203	0	0	0	63,203	0.0%
5300 DUES AND MEMBERSHIPS	1,250	0	0	0	1,200	(1,200)	N/A
5400 INSURANCE	51,205	0	0	0	0	0	N/A
5600 RENTS, LEASES, REPAIRS	58,354	11,200	0	0	0	11,200	0.0%
5700 LEGAL, ELECTION, AND AUDIT	0	6,327	0	0	0	6,327	0.0%
TOTAL OTHER :	<u>\$111,409</u>	<u>\$80,730</u>	<u>\$0</u>	<u>\$0</u>	<u>\$1,200</u>	<u>\$79,530</u>	1.5%
CAPITAL OUTLAY							
6100 SITES	0	57,691	0	0	0	57,691	0.0%
6200 BUILDING IMPROVEMENTS	0	709,424	0	0	0	709,424	0.0%
6400 EQUIPMENT	39,948	41,335	0	0	956	40,379	0.0%
TOTAL CAPITAL OUTLAY :	<u>\$39,948</u>	<u>\$808,450</u>	<u>\$0</u>	<u>\$0</u>	<u>\$956</u>	<u>\$807,494</u>	0.1%
INTERFUND TRANSFER OUT							
7300 TRANSFER OUT	513,323	479,000	0	0	0	479,000	N/A
TOTAL EXPENSE :	<u>\$710,086</u>	<u>\$1,381,890</u>	<u>\$0</u>	<u>\$0</u>	<u>\$10,779</u>	<u>\$892,111</u>	0.8%
REVENUE OVER EXPENSE :	<u>\$282,163</u>	<u>\$626,828</u>	<u>\$0</u>	<u>\$0</u>	<u>\$10,779</u>	<u>\$892,111</u>	

BUILDING

**Building Fund
Fund 48
Monterey Peninsula College**

July 31, 2012

BOND PROJECTS	REVISED PROJECT BUDGET	2012-13		
		PURCHASE ORDER OUTSTANDING	2012-2013 PAYMENTS	BUDGET BALANCE BUDGET-PO'S-PYMT
1. Arts Complex	\$0	182,400	24,800	-\$207,200
2. College Center Building	\$0	0	285	-\$285
3. Furniture & Equipment	\$567,463	145,029	0	\$422,434
4. Humanities, Bus Hum - Student Services Buildi	\$2,569,000	3,038,760	0	-\$469,760
5. Infrastructure 3 / Miscellaneous	\$1,026,163	43,093	11,259	\$971,811
6. Life Science & Physical Science	\$5,438,815	440,646	0	\$4,998,169
7. Marina Education Center	\$3,713,511	0	0	\$3,713,511
8. PE Phase II - Gym/Locker Room	\$1,666,132	118,541	0	\$1,547,591
9. Physical Science Building	\$9,705,029	0	0	\$9,705,029
10. Pool/ Tennis Courts	\$381,100	0	0	\$381,100
11. PSTC Parker Flats	\$0	0	0	\$0
12. Student Services Building	\$219,194	0	0	\$219,194
13. Swing Space	\$0	56,706	17,782	-\$74,488
14. Theater Building	\$5,735,207	4,367,083	0	\$1,368,124
15. General Institutional Bond Management	\$0	0	0	\$0
Total Bond Projects:	\$31,021,614	\$8,392,259	\$54,126	\$22,782,714
Initial Bond Funds Received 6/30/03		\$40,000,000		
County office interest Received from inception		\$5,774,241		
LAIF interest from inception		\$1,514,006		
Bond Refinancing 05-06		\$4,240,051		
Bond Funds Received 1/24/08		\$104,999,300		
Lehman Brothers Investment loss		(\$1,878,835)		
Balance Used in 12-13		(\$54,126)		
Balance Used in 11-12		(\$16,955,602)		
Balance Used in 10-11		(\$16,422,183)		
Balance Used in 09-10		(\$13,542,031)		
Balance Used in 08-09		(\$16,415,556)		
Balance Used in 07-08		(\$19,317,846)		
Balance Used in 06-07		(\$20,713,267)		
Balance Used in 05-06		(\$7,641,016)		
Balance Used in 04-05		(\$2,815,134)		
Balance Used in 03-04		(\$2,626,246)		
Balance Used in 02-03		(\$625,834)		
FY 11-12 ytd expense		(\$54,126)		
Available Bond Funds		\$37,465,796		

*** BOARD REPORT ***

Other Debt Service Fund Fund 29 Monterey Peninsula College

July 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	ENCUMBERED BALANCE		
REVENUES							
8600 STATE	0	0	0	0	0	0	N/A
8860 LOCAL/COUNTY	26,401	0	0	0	0	0	N/A
8900 INTERFUND TRANSFER IN	<u>275,324</u>	<u>275,324</u>	<u>275,324</u>	<u>275,324</u>	<u>0</u>	<u>0</u>	100.0%
TOTAL REVENUE :	<u>\$301,725</u>	<u>\$275,324</u>	<u>\$275,324</u>	<u>\$275,324</u>	<u>\$0</u>	<u>\$0</u>	100.0%
OBJECT CLASSIFICATION	2011-2012 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURE	Y-T-D EXPENDITURE	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
Transfers							
7200 LONG TERM DEBT	<u>275,324</u>	<u>275,324</u>	<u>68,831</u>	<u>68,831</u>	<u>0</u>	<u>206,493</u>	25.0%
TOTAL CAPITAL OUTLAY :	<u>\$275,324</u>	<u>\$275,324</u>	<u>\$68,831</u>	<u>\$68,831</u>	<u>\$0</u>	<u>\$206,493</u>	25.0%
TOTAL EXPENSE :	<u>\$275,324</u>	<u>\$275,324</u>	<u>\$68,831</u>	<u>\$68,831</u>	<u>\$0</u>	<u>\$206,493</u>	25.0%
REVENUE OVER EXPENSE :	<u>\$26,401</u>	<u>\$0</u>	<u>\$206,493</u>	<u>\$206,493</u>	<u>\$0</u>	<u>(\$206,493)</u>	

*** BOARD REPORT ***

Associated Student Fund

Monterey Peninsula College

July 31, 2012

OBJECT		2011-12				2012-13			
CLASSIFICATION		PRIOR YEAR	FORECAST	REVISED	CURRENT MTH	Y-T-D		BALANCE	
		ACTUAL	BUDGET	BUDGET	REVENUE	REVENUE		DUE	PERCENT
REVENUES									
8000	BEGINNING BALANCE	0	9,000	9,000	0	0		9,000	0.0%
8001	ASMPCC CARD SALES	70,492	50,000	50,000	5	5		49,995	0.0%
8005	CAFETERIA/D & L VENDING	6,061	2,119	2,119	0	0		2,119	0.0%
8006	INTEREST	187	155	155	24	24		131	15.5%
8010	MISCELLANEOUS	0	0	0	0	0		0	0.0%
8011	STUDENT REPRESENTATIVE FEES	13,939	11,000	11,000	0	0		11,000	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	22,900	13,000	13,000	0	0		13,000	0.0%
4999	OTHER INCOME	0	0	0	0	0		0	0.0%
	TOTAL REVENUE:	\$118,579	\$90,274	\$90,274	29	29		\$90,245	0.0%
EXPENSES									
#4000	ASMPCC COUNCIL								
	ASMPCC COMMUNITY OUTREACH FUND	3,900	500	500	0	0		500.00	0.0%
	ASMPCC GENERAL FUND	45,239	1,000	1,000	93	93		907	9.3%
	ASMPCC OFFICE SUPPLIES FUND	735	8,200	8,200	374	374		7,826	0.0%
	ASMPCC PROMOTIONS FUND	1,639	0	0	0	0		0	0.0%
	ASMPCC STIPEND FUND	13,850	12,700	12,700	0	0		12,700	0.0%
	ASMPCC STUDENT BENEFITS FUND	8,262	17,700	17,700	0	0		17,700	0.0%
#4007	STUDENT REP. COUNCIL								
	SRC STIPEND FUND	3,880	3,000	3,000	0	0		3,000	0.0%
	SRC GENERAL FUND	0	3,209	3,209	0	0		3,209	0.0%
#4104	INTER CLUB COUNCIL-ICC								
	***ICC CLUB ACTIVITY FUND	9,266	7,500	5,940	-600	-600			
	ICC COMMITTEE ACTIVITY FUND	6,585	6,500	10,395	0	0		10,395	0.0%
	ICC EQUIPMENT FUND	1,151	1,500	990	0	0		990	0.0%
	ICC CLUB EQUIPMENT FUND	2,333	2,400	1,980	0	0		1,980	0.0%
	ICC SEED MONEY	6,030	6,000	5,940	0	0		5,940	0.0%
	ICC START UP FUNDS (\$200.00)	3,000	2,335	990	0	0		0	0.0%
	ICC STIPENDS	800	0	0	0	0		0	
#4010	ACTIVITIES COUNCIL								
	AC ACTIVITIES FUND	18,850	0	0	0	0		0	
	AC GENERAL FUND	1,768	15,480	15,840	-108	-108		15,948	-0.7%
	AC PROMOTIONAL ITEM FUND	697	650	450	0	0		450	0.0%
	AC STIPENDS	1,720	1,600	1,440	0	0		1,440	0.0%
6560	BANK SERVICES								
	BANK CHARGES	102	0	0	0	0		0	
	TOTAL EXPENSES:	\$129,807	\$90,274	\$90,274	-241	-241		\$82,985	-0.3%
REVENUE OVER EXPENSE:		\$11,229	\$0	\$0	\$271	\$212		\$7,260	
BEGINNING BALANCE WITH Y-T-D REVENUE						21,822			
INCOME TO DATE						29			
EXPENSE TO DATE						(241)			
EST. ENDING BALANCE						21,610			

Monterey Peninsula Community College District

Governing Board Agenda

August 22, 2012

New Business Agenda Item No. B

Fiscal Services
College Area

Proposal:

That the Governing Board review and accept the attached Quarterly Financial Status Report (Form CCFS 311Q) for the quarter ending, June 30, 2012.

Background:

AB 2910, Chapter 1486, Statutes of 1986, requires that quarterly reports on the financial condition of each community college district be presented to local governing boards for review and acceptance. These reports must also be filed with the Chancellor's Office.

Budgetary Implications:

Steps have been taken to ensure close monitoring of the District's budget. Monthly reports, updates and projections will be provided to the Governing Board.

RESOLUTION: BE IT RESOLVED, that the Quarterly Financial Status Report for the quarter Ending June 30, 2012 as presented on form CCFS 311Q, be accepted and made part of the minutes of this meeting.

Recommended By:



Stephen Ma, Vice President for Administrative Services

Prepared By:



Rosemary Barrios, Controller

Agenda Approval:



Dr. Douglas Garrison, Superintendent /President

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2011-2012

Quarter Ended: (Q4) Jun 30, 2012

District: (460) MONTEREY

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Stephen Ma

CBO Phone: 831-646-4040

CBO Signature: 

Date Signed: 8/10/12

Chief Executive Officer Name: Dr. Douglas Garrison

CEO Signature: _____

Date Signed: _____

Electronic Cert Date: 08/10/2012

District Contact Person

Name: Rosemary Barrios

Title: Controller

Telephone: 831-646-4043

Fax: 831-645-1315

E-Mail: rbarrios@mpc.edu

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4554
Sacramento, California 95814-6511

Send questions to:

Christine Atalig (916)327-5772 atalig@cccco.edu or Tracy Britten (916)323-6899 tbritten@cccco.edu

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**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA**

CHANGE THE PERIOD

Fiscal Year: 2011-2012

Quarter Ended: (Q4) Jun 30, 2012

District: (460) MONTEREY

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2008-09	Actual 2009-10	Actual 2010-11	Projected 2011-2012
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	42,160,479	39,518,284	40,111,566	34,673,881
A.2	Other Financing Sources (Object 8900)	50,000	0	50,000	2,409,887
A.3	Total Unrestricted Revenue (A.1 + A.2)	42,210,479	39,518,284	40,161,566	37,083,768
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	35,028,799	32,600,756	32,869,033	30,937,449
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	7,092,699	6,831,758	7,797,461	6,416,031
B.3	Total Unrestricted Expenditures (B.1 + B.2)	42,121,498	39,432,514	40,666,494	37,353,480
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	88,981	85,770	-504,928	-269,712
D.	Fund Balance, Beginning	4,094,008	4,182,989	4,268,759	3,763,831
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	4,094,008	4,182,989	4,268,759	3,763,831
E.	Fund Balance, Ending (C. + D.2)	4,182,989	4,268,759	3,763,831	3,494,119
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	9.9%	10.8%	9.3%	9.4%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	8,370	7,890	7,681	6,804
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

Line	Description	As of the specified quarter ended for each fiscal year			
		2008-09	2009-10	2010-11	2011-2012
H.1	Cash, excluding borrowed funds		3,916,414	1,895,554	715,726
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1 + H.2)	5,561,363	3,916,414	1,895,554	715,726

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget {Col. 1}	Annual Current Budget {Col. 2}	Year-to-Date Actuals {Col. 3}	Percentage {Col. 3/Col. 2}
i. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	36,429,106	36,429,106	34,673,881	95.2%
I.2	Other Financing Sources (Object 8900)	1,104,282	1,104,282	2,409,887	218.2%
I.3	Total Unrestricted Revenue (I.1 + I.2)	37,533,388	37,533,388	37,083,768	98.8%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	31,370,996	31,370,990	30,937,449	98.6%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	6,159,152	6,159,152	6,416,031	104.2%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	37,530,148	37,530,142	37,353,480	99.5%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	3,240	3,246	-269,712	
L	Adjusted Fund Balance, Beginning	3,763,831	3,763,831	3,763,831	
L.1	Fund Balance, Ending (C. + L.2)	3,767,071	3,767,077	3,494,119	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10%	10%		

V. Has the district settled any employee contracts during this quarter? NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management	Academic	Classified
	Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? YES

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

Yes, the district had some revenue budget shortages due to the apportionment revenue budget shortfall and some other budget shortages. Borrowing from other internal funds was necessary.

VII. Does the district have significant fiscal problems that must be addressed? This year? YES
Next year? YES

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

Yes, the District may have additional cuts in the 12-13 FY depending on how the November tax initiative vote turns out.

Monterey Peninsula Community College District

Governing Board Agenda

August 22, 2012

New Business Agenda Item No. C

Fiscal Services
College Area

Proposal:

That the Governing Board approve 2012-2013 Appropriation Limit per Article XIII-B, California Constitution (GANN Limit).

Background:

Pursuant to Article XIII-B of the Constitution, and Chapter 1205, Statutes of 1980, all community college districts are required to compute an annual appropriation limit. That appropriation limit is adjusted annually for changes in price index, population and other factors (if applicable). The Chancellor's Office of the California Community Colleges informs districts of the price factor to be used in establishing the appropriation limit. This price factor is defined as the change in fourth quarter California per capita personal income. The price factor to be used in setting the 2012-2013 appropriation limit is 3.77%.

Additionally, each community college district is required to report to the Chancellor of the California Community Colleges at least annually its appropriation limit, appropriations subject to limit, the amount of state aid apportionments and subventions included within the proceeds of taxes of the district, and amounts excluded from the appropriations subject to limit.

The information on the attached Gann Limit Worksheet is submitted on the CCFS-311, the budget document filed in October with the Chancellor's Office.

Budgetary Implications:

None.

- RESOLUTION: BE IT RESOLVED**, That the Governing Board approve the 2012-2013 Appropriation Limit per Article XIII-B, California Constitution (Gann Limit) as computed on the attached worksheet.

Recommended By:



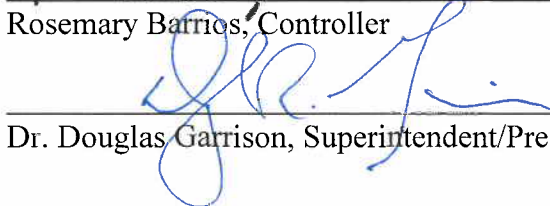
Stephen Ma, Vice President for Administrative Services

Prepared By:



Rosemary Barrios, Controller

Agenda Approval:



Dr. Douglas Garrison, Superintendent/President

CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2012-2013

DISTRICT NAME: Monterey Peninsula College DATE: August 10,,2012

I. 2012-2013 APPROPRIATIONS LIMIT:

A. 2011-2012 App Limit \$63,746,430

B. Price factor for **2012-2013**: 1.0377

C. Population factor:

1. 2010/2011 Second Period Actual FTES 7731

2. 2011/2012 Second Period Actual FTES 7093.02

3. 2012/2013 Population change factor .92

(line C.2. divided by line C.1.)

D. 2011-2012 Limit adjusted by inflation and population factors \$60,857,697

(line A multiplied by line B and line C.3.)

E. Adjustments to increase limit:

1. Transfers in of financial responsibility \$ 0

2. Temporary voter approved increases 0

3. Total adjustments – -0-

F. Adjustments to decrease limit:

1. Transfers out of financial responsibility \$ 0

2. Lapses of voter approved increases 0

3. Total adjustments - decrease <0>

G. **2012-2013** Appropriations Limit \$60,857,697

II. 2012-2013 APPROPRIATIONS SUBJECT TO LIMIT:

A. State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence) \$19,353,035

B. State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.) \$ 75,000

C. Local Property taxes \$13,862,459

D. Estimated excess Debt Service taxes \$ 0

E. Estimated Parcel taxes, Square Foot taxes, etc \$ 0

F. Interest on proceeds of taxes \$ 9,900

G. Local appropriations from taxes for unreimbursed State, court, and federal mandates \$ < 0 >

H. **2012-2013** Appropriations Subject to Limit \$33,300,394

Monterey Peninsula Community College District

Governing Board Agenda

August 22, 2012

New Business Agenda Item No. D

Administrative Services
College Area

Proposal:

That the Governing Board hold a public hearing to review the Final Budget for Fiscal Year 2012-2013 prior to its adoption.

Background:


The Board is required to hold a public hearing and adopt a final budget for the fiscal year before September 15 (Title 5, Section 58305).

Title V, Section 58301 of the California Code of Regulations requires each district to hold a public hearing on the proposed budget and that the budget be made available for public inspection at least three days prior to the public hearing. The proposed budget has been available for public inspection in the Library and Technology Center and at the Office of the Vice President for Administrative Services for the required three days.

Budgetary Implications: Revenues and expenses are anticipated as presented.

Public Hearing to review the Final Budget for Fiscal Year 2012-2013 prior to its adoption.

Recommended By:



Stephen Ma, Vice President for Administrative Services

Prepared By:



Suzanne Ammons, Administrative Assistant

Agenda Approval:



Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula College

Final Budget

Fiscal Year 2012-2013

*Pending Board Approval of
August 22, 2012*

Monterey Peninsula College
Final Budget
2012-2013 Fiscal Year

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	- Student Center	Exhibit D
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Executive Summary

2012-2013 Final Budget

Introduction

The Final Budget is the District's spending plan for the fiscal year 2012-13. The Final Budget is based on "budget assumptions" developed from the approved state budget, as well as input from the Chancellor's Office and the Community College League of California.

Following is a summary indicating the projected beginning balances (based on the current 2011-12 adjusted budgets), 2012-13 final budgets, and projected ending balances for all funds maintained by the District:

MPC 2012-2013 Final Budget

The following is a summary indicating the projected beginning balances, 2012-2013 budgets, and projected ending balances for all funds maintained by the District:

<u>Funds</u>	<u>Beginning Fund Balance 7/1/2012</u>	<u>Budgets 2012-2013</u>		<u>Ending Fund Balance 6/30/2013</u>
		<u>Revenue</u>	<u>Expense</u>	
General				
Unrestricted	\$3,814,300	\$38,143,002	\$38,143,002	\$3,814,300
Restricted	\$0	\$5,224,845	\$5,224,842	\$3
Special Revenue				
Child Development - Unrestricted	\$0	\$397,970	\$397,970	\$0
Child Development - Restricted	\$0	\$174,130	\$174,130	\$0
Student Center	\$214,409	\$265,200	\$265,200	\$214,409
Parking	\$92,179	\$512,000	\$481,028	\$123,151
Debt Service				
Student Center	\$20,905	\$18,525	\$18,525	\$20,905
Lease Payments	\$52,285	\$275,324	\$275,324	\$52,285
Capital Projects				
Building	\$980,493	\$757,062	\$1,654,811	\$82,744
Self Insurance	\$54,046,985	\$200,000	\$31,021,614	\$23,225,371
Fiduciary				
Financial Aid	\$8,736,186	\$6,632,229	\$8,050,809	\$7,317,606
Associated Students	\$12,881	\$5,500,000	\$5,500,000	\$12,881
Scholarship and Loans	\$50,475	\$90,274	\$90,274	\$50,475
Trust Funds	\$272,948	\$2,500,000	\$2,500,000	\$272,948
Orr Scholarship	\$293,917	\$600,000	\$600,000	\$293,917
Total	\$61,262	\$50,000	\$50,000	\$61,262
Total	<u>\$68,649,225</u>	<u>\$61,340,561</u>	<u>\$94,447,529</u>	<u>\$35,542,257</u>

*Notes: Beginning Balance is prior to audit of 2011-2012 fiscal year end.
Ending Balance is calculated based on Beginning Balance and Budgets*

All funds are budgeted to have a positive ending fund balances. The unrestricted general fund maintains the Board established fund balance reserve of 10% of general fund expenditures. Proposed general fund revenues and expenses are balanced.

2012-13 Enacted State Budget (excerpts from Chancellor's Office)

For the second year in a row, the state enacted an on-time budget. For the second year in a row, the approved budget relies on midyear trigger cuts to make the plan financeable if revenues fail to meet estimates. While the 2011-12 budget included trigger cuts as a check against overly optimistic revenue assumptions, the 2012-13 budget relies on voter approval of a November ballot initiative to fund essentially a stay-the-course budget for public education. If the ballot initiative fails, the ax will primarily fall on education to keep expenditures aligned with revenues.

The approved budget (AB 1464) solves what was identified by the Administration as a \$15.7 billion problem, as scored at the May Revision. To close the gap, the Budget Act enacts spending reductions totaling \$8.1 billion, assumes approximately \$6 billion in new revenues through voter approval of the ballot initiative, and \$2.5 billion in other solutions (e.g., fund transfers, loan repayment delays, etc.). These solutions close the identified gap and provide for a reserve of \$948 million. Assuming successful passage of the ballot initiative, state General Fund expenditures are estimated at \$91.3 billion, which is about \$4 billion more than the 2011-12 fiscal year but \$11 billion lower than the 2007-08 fiscal year.

Taxes and Trigger Cuts

Once again, the Legislature and the Administration have returned to the trigger cut well. In order to avoid nearly \$6 billion in painful midyear reductions (the vast majority in education), voters will have to approve the Governor's proposed tax increases at the November ballot. If approved, the Schools and Local Public Safety Protection Act would raise income taxes on high-income taxpayers for seven years and would raise the state sales tax by one-quarter percent for four years. It's estimated that the measure would raise about \$6 billion in revenues for the 2012-13 fiscal year. If voters reject the initiative, the following reductions will be implemented as of January 1, 2013:

- \$5.4 billion from Proposition 98 (more detail below).
- \$250 million from UC.
- \$250 million from CSU.
- \$50 million from Developmental Services.
- \$20 million from grants to Local Police Departments.
- \$10 million from the Department of Forestry and Fire Protection.
- \$17.6 million from various other programs, including flood protection, state parks, and the Department of Justice.

Education Highlights

Proposition 98 – For the 2012-13 fiscal year, K-14 Proposition 98 is funded at a total of \$53.6 billion (\$36.8 billion in General Fund). Successful passage of the November ballot initiative leads to an overall Prop 98 increase of \$2.9 billion. This provides sufficient finding to keep levels of school funding relatively flat, pay down approximately \$2.2 billion in deferrals, and fund the Quality Education Investment Act (QEIA) program within the minimum guarantee. The Department of Finance notes that successful passage of the ballot initiative would lead to a

projected total growth of \$17.2 billion over the next four years. While this would not represent dramatic growth, at least the K-14 would slowly begin to reverse years of harmful reductions.

K-12 – By and large, this is a stay-the-course budget for K-12. If the ballot initiative passes, the new funding will primarily go toward paying down deferrals (approximately \$2.1 billion). The state budget also augments categorical funding for charter schools (\$53.7 million) to reflect the growth in that population. The budget also assumes that the K-12 General Fund obligations will be offset by \$1.3 billion in assets previously held by redevelopment agencies. A new mandates block grant would provide districts with \$28 per unit of average daily attendance (ADA) in lieu of submitting reimbursement claims to the State Controller. If the ballot initiative fails, K-12 would experience programmatic reductions totaling approximately \$4.8 billion. This would involve loss of the deferral buy-down funding and an additional cut to general purpose funding. Districts would be authorized to negotiate a reduction of up to 15 days from the calendar in the 2012-13 and 2013-14 fiscal years to achieve savings.

UC/CSU – The budget provides some new flexibility for both UC and CSU by eliminating some traditional set-asides and restrictions and by not identifying enrollment targets. A trailer bill agreement would also provide \$125 million to each segment in the 2013-14 fiscal year if student fees are not raised in 2012-13. This deal is contingent upon successful passage of the ballot initiative. If the initiative fails, the UC and CSU systems would experience midyear reductions of \$250 million each, and would not receive the \$125 million payments in 2013-14 even if fees were held steady.

Cal Grants – The budget achieves savings in the Cal Grants program by restricting eligibility to institutions that 1) have a graduation rate of at least 30 percent and 2) have a cohort default rate no worse than 15.5 percent (these requirements will not apply to institutions – such as community colleges – in which fewer than 40 percent of students avail themselves of federal loans). Through a line-item veto, the Governor also imposed a 5 percent across-the-board reduction on maximum awards, so, for example, Cal Grant B access awards have been reduced from \$1,551 to \$1,473. Various additional restrictions and award reductions for students attending private, for-profit schools were approved that will begin to phase in the 2013-14 fiscal year.

California Community Colleges (CCC)

The major components of the 12-13 CCC budget are:

- No new reductions unless the November ballot fails.
- \$50 million in growth funding to help restore some of the FTES lost in recent years.
- \$159.9 million to buy down system deferrals.
- No change to categorical programs, as the Governor's consolidation proposal was rejected.
- No repeal of SB 361, as the Legislature also rejected the Governor's proposal to revise our general apportionment system.
- Approval of a new mandates block grant. Districts opting in to the block grant will receive \$28 per FTES to cover compliance costs incurred during the 2012-13 fiscal year. Otherwise, districts may go through the normal claiming process for reimbursement at a

later date. Districts must make their selection known to the Chancellor's Office by September 30.

- Full hold harmless protection from any shortages in RDA-related revenues, both in the current year and budget year. This alleviates a major risk to CCC budgets, as shortages in these funds (\$116 million in 2011-12 and \$341 million in 2012-13) could otherwise have resulted in massive deficits.

As noted above, if the November initiative fails, K-14 education is slated for a trigger cut of nearly \$5.4 billion. The CCCs would lose the \$209.9 million in new funding approved in the budget (\$50 million for growth/restoration and \$159.9 million for deferral repayments) and would take an additional base cut of \$338.6 million (nearly 7.5%). Similar to language included for base cuts made in the 2009 and 2011 Budget Acts, this base cut will be allocated as a workload reduction with legislative intent that community college districts will prioritize courses relating to transfer, career technical education, and basic skills.

A Year of Risk

The state's economic recovery is slow and that fact is reflected in the 2012 Budget Act. All hope for avoiding funding reductions is reliant upon the will of the voters in November. The risk of midyear trigger cuts is certainly the system's most dire risk, but it is by no means the only one. While CCCs have statutory protection from redevelopment agency-related property tax shortages, any significant shortage would create a budget problem for the state that could result in additional CCC reductions. Troublingly, the state is pushing a major cash crunch onto the CCCs. CCCs will receive only about 40 percent of the General Fund cash through the first 5 months of the 2012-13 fiscal year as was received during the first 5 months of the 2011-12 fiscal year. Even if the ballot initiative passes, districts will receive about 40 percent of their annual General Fund money in June. This makes managing cash flow a difficult juggling act even under the best of circumstances.

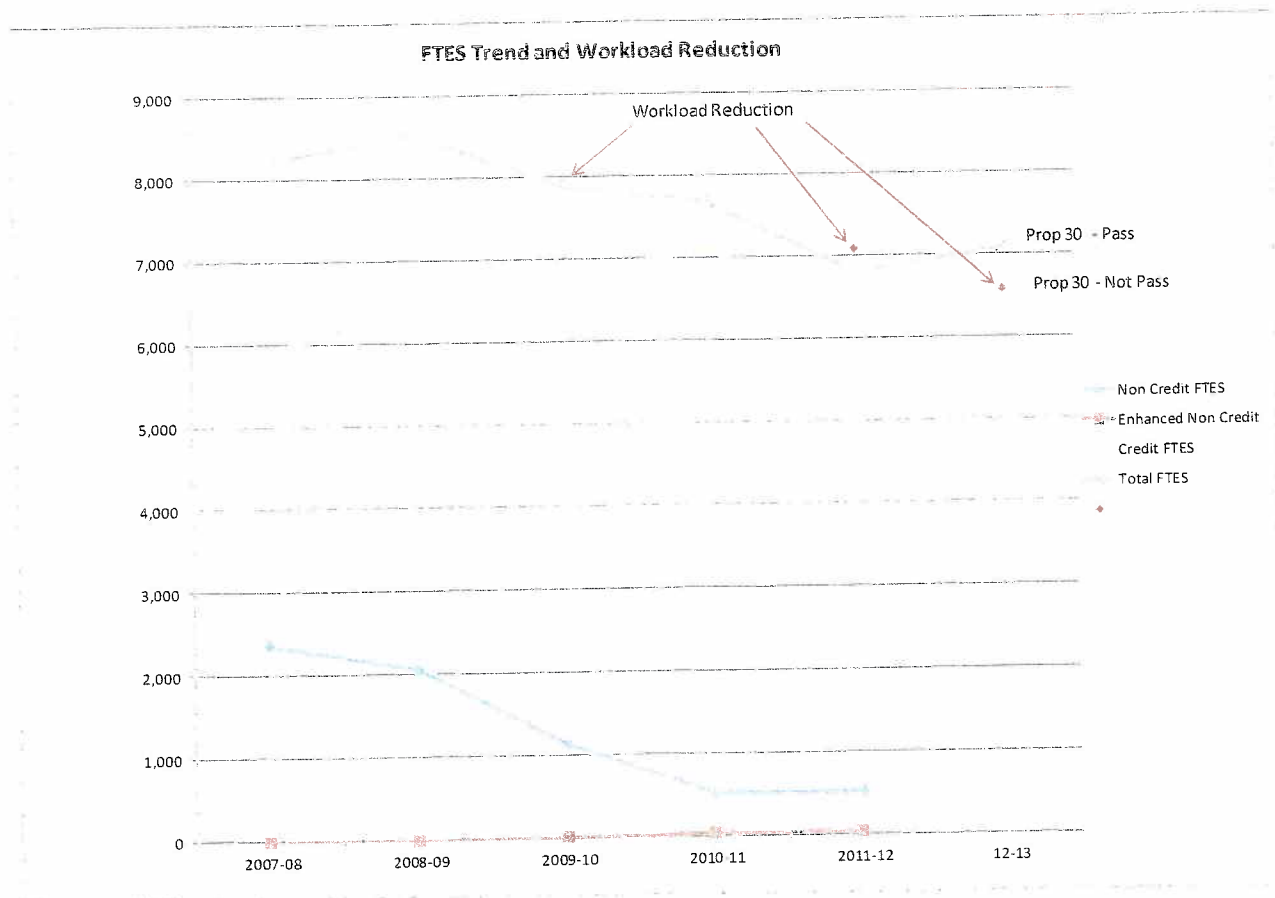
FTES Trends and Stability Funding

Ninety percent (90%) of MPC's unrestricted general fund revenues are generated by Full Time Equivalent Students (FTES). FTES can be generated by credit, enhanced non-credit, and non-credit courses offered by the College. The state establishes the maximum apportionment revenue a district can earn in any given year. The district determines the mix of credit, enhanced non-credit and non-credit courses to maximize revenue up to the revenue cap. Should a district generate FTES that exceed their apportionment revenue, there will be unfunded FTES to that district. On the other hand, should a district not generate sufficient FTES to maximize their apportionment revenue, they will go on "stability funding". Districts which experience a FTES decline are held harmless for any revenue loss in the year the decline occurs, and the district is funded to its base enrollment. In the year immediately following the year of decline, the revenue associated with the FTES decline (stabilization funding) will be reduced from a district's base revenue if the district has not restored the enrollment. (Education Code Section 84750.5)

In 2011-12, MPC's apportionment cap was 7,095 FTES which generated \$34,222,805 in revenue. The College reported 6,805 FTES on the Annual 320 report or 290 FTES below cap. As a result, the College has received approximately \$1.39 million in stability funding in 2011-12. If the College does not earn back the 290 FTES in 2012-13, MPC's apportionment revenue will

be reduced by a proportionate amount. MPC has three years to earn back stability funding: otherwise the funding is returned to the system and reallocated to districts with unfunded FTES.

In analyzing MPC’s FTES trends, it is important to distinguish between declining FTES precipitated by state “workload reductions” and declining FTES resulting from other local conditions. The following chart shows FTES trends since 2007-08. Workload reductions were experienced in 2009-10 and 2011-12. The approved state budget for 2012-13 does have a trigger reduction equivalent to a 515 workload reduction for MPC if Proposition 30 is not approved by voters in November.



From the chart, one can clearly see that the Total FTES line in 2011-12 was below the “workload reduction” cap (as depicted by the diamond mark), thereby creating the stability funding for the College in 2012-13.

It should be the District’s top priority to earn back the 290 FTES in 2012-13. This should be the case whether the trigger cut (workload reduction) is enacted or not in November. In the budget development for 2012-13, the College has taken steps to increase FTES production. These steps include increasing ISA contracts where it makes financial sense, increasing adjunct budget, focusing on increasing class size efficiency and student retention.

MPC Apportionment Estimate

In light of the uncertainties surrounding the November election, trigger cuts, deficit coefficient, and stability funding, estimates of apportionment revenue for 2012-13 could fluctuate significantly depending on outcomes beyond the control of the District. A number of these outcomes may not be known until mid-year or later.

The Final Budget for 2011-12 had estimated apportionment revenue at \$34,672,438 on a worst case basis. This estimate did account for the Tier 1 and 2 trigger cuts in 2011-12, but did not anticipate the deficit coefficient attributable to BOG fee waivers or increases in other expenses. This additional mid-year surprise reduced apportionment revenue by \$449,633. When added to the increase in expenses (\$1,050,084) in 2011-12, the District transferred additional reserves and one-time funds totaling \$1,499,717 to the unrestricted general fund to balance the budget for the year. Altogether, for FY 2011-12, the District used \$2.6 million in reserves and one-time funds to close the budget deficit.

In analyzing the conditions surrounding the 2012-13 apportionment revenue estimate, even more unknowns are present including the potential for a large trigger cut, deficit coefficient, and possible stability funding. A preliminary estimate of worst case apportionment revenue for 2012-13 suggests a \$2,287,810 reduction in apportionment revenues without any consideration of a deficit coefficient or stability funding shortfall. Closing a deficit of this magnitude would require major program changes and or significant employee wage and benefit concessions.

Administration is recommending a more “measured” approach that would allow the District to adopt a budget while deferring decisions until more is known. Administration’s estimate of apportionment revenue is based on a hybrid approach. That is, somewhere between “best case” and “worst case”. Should Proposition 30 not pass, the district’s apportionment revenue would be further reduced by \$1,537,810 at a minimum.

The following chart shows the estimated apportionment revenue estimate using the hybrid approach.

	Budgeted 2011-12	Worst Case Actual 2011-12	Worst Case 2012-13	Hybrid Est. 2012-13
Apportionment	\$34,672,438	\$35,046,195	\$35,046,195	\$35,046,195
Trigger Cut - Workload Reduction	included	included	(\$2,287,810)	??
Deficit Coefficient - BOG Waivers	\$0	(\$823,390)	??	??
Stability Funding	NA	NA	??	Yes
Total Apportionment	\$34,672,438	\$34,222,805	\$32,758,385	(\$750,000) \$34,296,195
		\$34,672,438	\$32,758,385	\$32,758,385
Shortfall in Revenue		(\$449,633)		(\$1,537,810)
Increase in expenses (ISA, CDC & Dept)		(\$1,050,084)		
Amount Needed Balance Budget in 2011-12		(\$1,499,717)		

MPC Budget Response

In the past three years, MPC responses to budget deficits have been largely opportunistic. That is, taking advantage of opportunities to reduce expenditures as they arose, such as reducing staffing by attrition, reducing program costs due to reduction in state support, reducing instructional service agreements (ISA) in response to the state's changing priorities, and restructuring MPC's defined health benefits plan.

For budget year 2012-13, the "measured" approach will allow the District to defer some difficult decisions until more is known about the true budget picture. The District did utilize \$2.6 million in one-time funds and reserves to balance the budget in 2011-12. This has created a deficit spending situation where ongoing revenues and ongoing expenses are out of balance. Even with the passage of the tax initiative in November, no new funding is anticipated to restore prior year cuts in programs or workloads in 2012-13. Restoration of prior cuts is likely to take 3 to 5 years.

In developing responses to the 2012-13 budget deficit, expenditure reductions, savings, or other changes generally fall into four categories. The first category is those cost saving measures produced through collective bargaining; the second are savings generated through attrition and unfilled vacancies; the third is increased expenditures related to FTES production; and the fourth is the use of District reserves and one-time funds. Staff has identified uncontrollable increases in the operating 2012-13 budget. These include operating increases (TRAN, SIS, PERS, utilities, insurance etc.) totaling \$160,620. The employee related increases (Classified reclass / equity study, step, column, and longevity) totaling \$387,015. This is somewhat offset by the proposed wage concession for all groups at \$574,334. There is no classified or management attrition savings anticipated in 2012-13. There were six new full time faculty vacancies projected for 2012-13. The College has hired four new full time faculty and one temporary one-year contract faculty. In the area of collective bargaining, MPCTA and MPCEA have approved the tentative agreements on compensation related matters and the board of trustees has ratified the contracts.

As previously noted, there are significant expenditure increases related to FTES production in an effort to earn back the stability funding. These expenditure increases include \$476,000 for additional ISA contracts (Cabrillo Fire Courses and an ISA Contingency) and a \$238,820 increase to the adjunct budget. These items were not included in the Tentative Budget but have been incorporated in the Final Budget.

Much like the 2011-12 budget, administration is proposing to use \$2,055,231 in one-time funds and reserves to augment revenues in the Final Budget. This includes \$1.4 million from the Rate Stabilization Reserve in the Self Insurance Fund. The remaining funds (\$600,000) come from uncommitted year-end funds (2010-11) and other unspent amounts identified in the 2011-12 budget prior to closing. The state budget crisis of the last four years has resulted in a deficit spending pattern for MPC in 2011-12 and 2012-13. This is unsustainable and must be addressed in 2012-13 to maintain fiscal stability going forward.

Final Budget Assumptions

The following budget assumptions will be used in developing the Final Budget for 2012-13.

- No significant restoration of prior year cuts

- \$50 million in system wide growth funds – must be out of stability to be eligible for growth
- No COLA (statutory estimated at 3.24%)
- Fee increase to \$46 per unit starting this summer
- Categorical funding = 2011-12 level
- Hybrid estimate of apportionment revenue
 - Assumes \$750,000 cut in revenue (could be deficit coefficient, workload reduction, stability funding, or other)
 - MPC will earn back stability funding in 2012-13
- Employee wage concession of 2.02%
- \$2 million in TRAN borrowing
- Increase in ISA contracts and adjunct budget of \$714,820 from Tentative Budget
- FT faculty replacements per agreement
- CDC to generate \$200,000 in annual savings through expenditure reductions
- District to use \$2 million in reserves and one-time funds to balance the budget

Deferrals have been an integral part of state budget solutions for the past four to five years. The inter-year deferrals for the community college system now total \$960 million. MPC share of this deferral is approximately \$5.4 million. Part of the 2012-13 budget assumptions is that the District will issue \$2 million in Tax Revenue Anticipation Notes. The District has used the Self Insurance Fund to manage the apportionment deferral in the General Fund. However, use of reserves from the Self Insurance Fund to close the general fund deficit in 2011-12 and 2012-13 will result in the need for temporary borrowing measures.

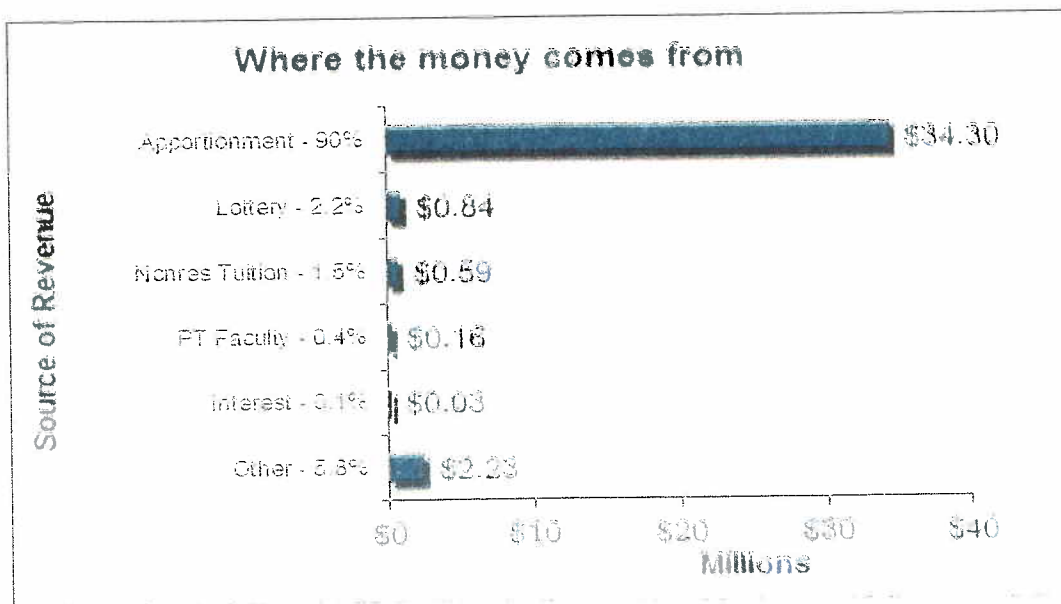
General Fund

The general fund includes the general operating budgets for the District. Some monies are restricted as to their use and the fund is therefore separated by unrestricted and restricted.

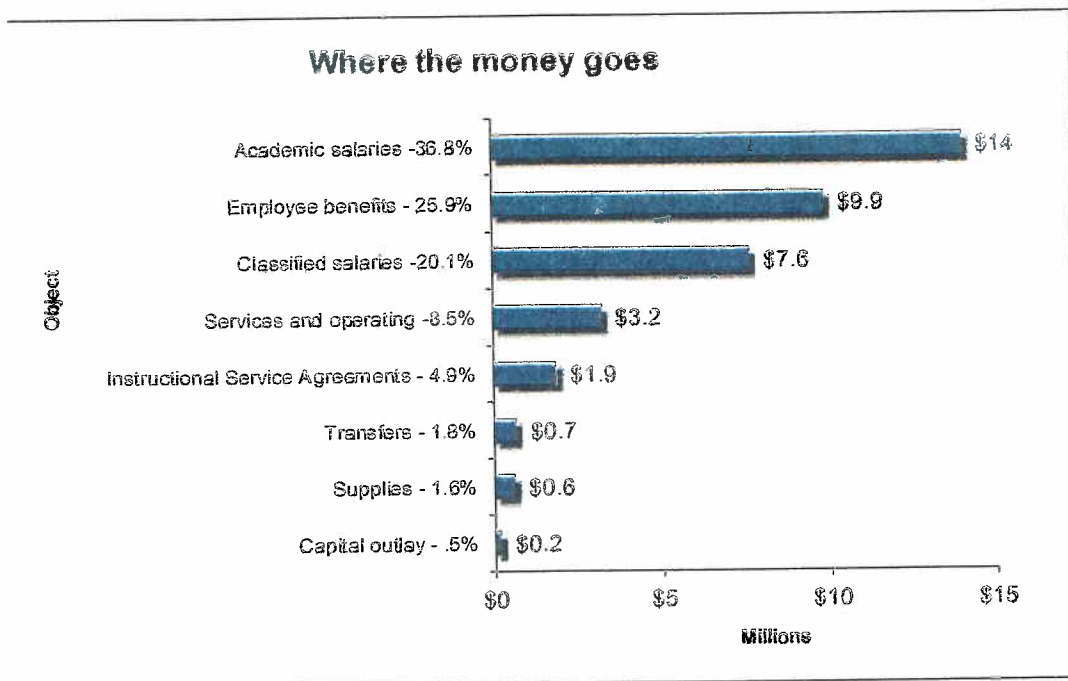
Unrestricted General Fund

The District's primary financial activities for day-to-day operating revenues and expenses occur in the unrestricted general fund. Revenue is budgeted by the source of the funding and expenses are budgeted by their function. Amounts budgeted for revenue and expense in the unrestricted general fund show revenue and expenses essentially balanced with an ending balance of \$3,814,300, which maintains the Board's 10% target reserve. The District is using \$2 million in one-time funds and reserves to augment unrestricted revenues to balance the budget.

Apportionment is the largest source of revenue and represents 90% of total unrestricted income. Apportionment is calculated by the State Chancellor's office based on in-state enrollments referred to as full time equivalent students (FTES) at the District. This Final Budget assumes an apportionment reduction of \$750,000. The estimated total FTES for 2012-13 is 7,095 and assumes the College is no longer on stability funding. The four largest sources of revenue (apportionment, lottery, nonresident fees, part-time faculty compensation) totaling 94% of the unrestricted general fund are dependent on enrollments, both in-state and nonresident.



The largest portion of expenses is for people, with salaries and corresponding fringe benefits for employees accounting for 83% of total expenses. Adding ISAs to employee expenses accounts for 88% of total expenses. The cost of employee benefits continues to be the second largest expense in the budget, currently representing 26% of total expenses.



Restricted General Fund

Funds used for the operation and support of educational programs that are specifically restricted by law, regulation, donor, or other outside agency are recorded in the restricted general fund. The majority of these funds must be expended within the fiscal year or returned to the funding

agency. Budgets for state programs are based on the state's current approved budget. Funds budgeted for all programs total just over \$5.2 million.

The following chart shows the 19 largest categorical programs and their respective funding level for the 2012-13 Final Budget:

	2011-12	2012-13	Change
Extended Opportunities Programs and Services (EOP&S)	\$604,226	\$603,782	-\$444
Disabled Students Programs and Services (DSP&S)	\$592,643	\$571,093	-\$21,550
Marine Advanced Technology Education (MATE)	\$429,174	\$435,106	\$5,932
Matriculation - CR/NCR	\$346,346	\$361,190	\$14,844
Upward Bound	\$369,995	\$358,486	-\$11,509
Health Services	\$363,345	\$350,000	-\$13,345
Math Science Upward Bound (MSUB)	\$358,042	\$347,067	-\$10,975
New Scholars	\$304,351	\$294,916	-\$9,435
Student Financial Aid Administration (SFAA/BFAP)	\$211,260	\$215,941	\$4,681
CalWorks/TANF	\$158,262	\$163,077	\$4,815
Lottery	\$165,462	\$155,000	-\$10,462
Perkins I-C Student Support Structure	\$142,130	\$146,249	\$4,119
Enrollment Growth- Nursing	\$131,156	\$140,987	\$9,831
Federal Work Study	\$136,838	\$136,838	\$0
MATE ROV Competition/ITEST	\$373,141	\$131,370	-\$241,771
Workability	\$111,828	\$111,828	\$0
First 5 Monterey County Workforce Devt.	\$96,376	\$102,253	\$5,877
Basic Skills 2010-11	\$72,852	\$90,000	\$17,148
Basic Skills 2011-12	\$90,000	\$90,000	\$0

Special Revenue Fund:

Child Development Center (CDC), Student Center and Parking are accounted for in the Special Revenue Fund. Revenues generated by these programs are intended to pay for the cost of services provided.

Revenues and expenses for child development services are recorded in the CDC Fund. The CDC Fund includes monies that are restricted as to their use and the fund is therefore separated into unrestricted and restricted. The CDC Fund has a total budget of \$572,100 (unrestricted and restricted). CDC has been operating with a State Preschool contract under the California Dept. of Education. Unfortunately the reimbursement funds available from state contracts have covered less than 50% of operating costs, which are almost entirely payroll and benefits. The District has recently received a consultant's report on the CDC operations and has identified findings and recommendations. For Fiscal Year 2012-13, the District has implemented a number

of cost saving measures to reduce the amount of annual unrestricted general fund support by \$200,000.

The Student Center Fund is maintained to record financial transactions of the Student Center building that was partially constructed using lease revenue bonds. The Student Center Fund receives revenue primarily from student use fees and commissions from the bookstore and cafeteria. The bond requires income to be used to make debt payments and maintain the facility. The reserve in the fund, projected to be over \$20,000 by year end, will be used for maintenance on the building. Half of the Student Activity Coordinator is paid by the Student Center Fund and half is paid by the Unrestricted General Fund.

The Parking Fund is maintained to record financial transactions related to parking as required by the Education Code. Revenues are primarily from parking permit sales and parking citations. Expenses are for parking security, and maintenance and improvements to the parking lots. The fund is projected to have a reserve of over \$120,000 which will be used for future parking-related repairs and improvements.

Debt Service

Long-term debt principal, interest, and related costs of the District are accounted for in the Debt Service Fund. There are two obligations accounted for in this fund: the annual long-term debt payment for the Student Center and the capital lease for energy conservation projects (SunTrust lease) both requiring annual payments. Student Use Fees in the Student Center operating accounts pay the Student Center required payment of \$18,525. A transfer from the unrestricted general fund of \$275,324, representing projected energy savings, is budgeted to cover the required payments to SunTrust.

Capital Projects

Non-bond expenses for all major acquisition, construction and maintenance projects are accounted for in the Capital Projects Fund. State funded projects include the renovation of old Student Services and Humanities and demolition of Business/Humanities (\$3.2 million state portion.) Local projects include IPP & FPP processing, donations for the Library & Technology Center and athletic facilities, and district expenses for Fort Ord. Expenses have been budgeted at \$1,654,811 which includes a \$636,651 transfer out to the unrestricted general fund for the deficit. The \$636,651 consists of election expenses not expended in 2011-12 and uncommitted year end funds.

Building

Expenses associated with Measure I, the \$145 million Proposition 39 bond, are accounted for in the Building Fund. Expenses included in the 2012-13 final budget total \$31 million which include amounts to be expended for four projects (theatre, LS/PS, Humanities, and 1st floor gym). All these projects are currently under construction. Staff is working on developing plans for the renovation of arts complex and the student center. Both these projects are likely to be bid out in 2012-13 with possible construction starting in the summer of 2013.

Self Insurance

Expenses for the District's self-insured medical benefits are budgeted and recorded in the Self Insurance Fund. Transfers are made from the various operating accounts to the Self Insurance Fund to cover the expenses. Total expenses of \$8,050, 809 are currently being budgeted and include \$1,418,580 transfer out to the unrestricted general fund to close the deficit. The \$1,418,580 are one-time funds from the Rate Stabilization Reserve.

Medical and RX claims appear to be holding steady in 2011-12. Review of the expense loss ratio for "active" employees continues to show ratios of less than 100%. As a result, all groups remain at Phase 1 of the three phase plan implemented in 2010-11. This will be reviewed again pursuant to the agreement in August 2012. Part of the leveling off of medical claims is likely tied to CHOMP being moved from Anthem's Tier 3 to Tier 1 hospital rating. No details of the Anthem Blue Cross and CHOMP agreement have been released, but industry consultants have speculated that the agreement provides discounts for Anthem members in the 12% range. Claims experience in 2011-12 continues to show a significant number (7) of large claims resulting in stop loss carrier reimbursement. The use of "stop loss" insurance does shift large claims cost to the insurance carrier, however, the cost of the stop loss policy has increased \$500,000 over the last two years. The annual premium for the policy is now \$1,177,459 and is a significant portion of our self-insurance budget for 2012-13.

The District's new health benefits consultant, Alliant Insurance Services, has estimated a funding premium of \$1,371 per employee per month (PEPM) for 2012-13. This represents a 7.14% increase over the 2011-12 funding rate of \$1,280 PEPM. In light of the moderated claims experience over the past year, administration and the Health and Welfare Cost Containment Committee have elected to take a "rate pass" in 2012-13 and hold the funding rate at \$1,280 PEPM. If Alliant is correct and the District does experience a 7.14% increase, the District will be using the Rate Stabilization Reserve to absorb the increase for 2012-13. This rate pass approach is not without risk. If claims experience in 2012-13 does exceed funded premium, the District will have to increase the funding rate significantly in 2013-14 to catch up with experience.

Fiduciary Fund

The Fiduciary Fund is used to account for assets held by the District as trustee. These funds include Student Financial Aid, Associated Students, Scholarships and Loans, Trust Funds, and Orr Scholarship funds.

Conclusion

All funds are balanced and positive year-end balances (reserves) are projected.

The Final Budget for 2012-13 was developed using best information at the time. Revenue assumptions were based on the approved state budget. As previously noted, the state budget assumes the approval of Proposition 30 in November. This will necessitate the need to do a mid-year review of revenues and expenses to address this dynamic situation.

Monterey Peninsula College

3-Year Comparison

	2009-2010	2010-2011	2011-2012		2012-2013	% >
	<u>Actual</u>	<u>Actual</u>	<u>Act thru June*</u>	<u>Revised Budget</u>	<u>Budget</u>	<u>Budget to Final Bud</u>
Unrestricted General Fund:						
Income						
Federal	\$11,043	\$13,177	\$3,310	\$10,700	\$10,700	0.0%
State	\$21,807,935	\$22,780,479	\$12,931,258	\$20,561,741	\$20,130,023	-2.1%
Local	\$17,699,306	\$17,367,910	\$19,526,380	\$16,960,947	\$18,002,279	6.1%
Total Income	<u>\$39,518,284</u>	<u>\$40,161,566</u>	<u>\$32,460,947</u>	<u>\$37,533,388</u>	<u>\$38,143,002</u>	1.6%
Expense						
Academic Salaries	\$15,236,907	\$15,229,482	\$14,090,000	\$13,786,204	\$14,043,526	1.9%
Classified Salaries	\$7,656,182	\$7,662,700	\$7,482,777	\$7,284,607	\$7,649,540	5.0%
Fringe Benefits	\$4,205,163	\$4,379,524	\$4,633,248	\$4,678,505	\$4,511,147	-3.6%
Books and Supplies	\$735,357	\$636,490	\$603,196	\$580,260	\$607,758	4.7%
Operating	\$4,590,839	\$4,798,069	\$3,855,071	\$4,800,176	\$5,105,047	6.4%
Capital Outlay	\$176,308	\$162,768	\$273,158	\$241,239	\$184,056	-23.7%
Transfers	\$6,831,758	\$7,797,461	\$6,416,031	\$6,159,152	\$6,041,929	-1.9%
Total Expenses	<u>\$39,432,514</u>	<u>\$40,666,494</u>	<u>\$37,353,480</u>	<u>\$37,530,142</u>	<u>\$38,143,003</u>	1.6%
Restricted General Fund:						
Income						
Federal	\$2,445,140	\$2,460,953	\$1,783,748	\$2,469,743	\$2,105,679	-14.7%
State	\$2,644,073	\$2,434,362	\$2,098,735	\$2,462,125	\$2,398,476	-2.6%
Local	\$492,560	\$615,807	\$565,136	\$812,573	\$720,690	-11.3%
Total Income	<u>\$5,581,773</u>	<u>\$5,511,122</u>	<u>\$4,447,619</u>	<u>\$5,744,441</u>	<u>\$5,224,845</u>	-9.0%
Expense						
Academic Salaries	\$1,250,723	\$1,372,546	\$1,318,791	\$1,338,488	\$1,278,421	-4.5%
Classified Salaries	\$1,111,353	\$1,198,172	\$1,071,665	\$1,114,859	\$1,074,252	-3.6%
Fringe Benefits	\$378,809	\$426,437	\$423,949	\$427,361	\$405,183	-5.2%
Books and Supplies	\$261,952	\$262,433	\$128,350	\$246,037	\$137,667	-44.0%
Operating	\$1,709,831	\$1,609,255	\$1,357,749	\$1,527,452	\$1,231,559	-19.4%
Capital Outlay	\$140,872	\$408,578	\$89,569	\$286,960	\$269,097	-6.2%
Transfers	\$728,233	\$801,626	\$728,472	\$803,282	\$828,663	3.2%
Total Expenses	<u>\$5,581,773</u>	<u>\$6,079,046</u>	<u>\$5,118,544</u>	<u>\$5,744,439</u>	<u>\$5,224,842</u>	-9.0%

Unrestricted Child Development						
Income	\$481,557	\$497,990	\$523,734	\$560,576	\$397,970	-29.0%
Expense	\$481,557	\$497,990	\$531,837	\$560,575	\$397,970	-29.0%
Restricted Child Development						
Income	\$287,201	\$296,919	\$250,345	\$247,713	\$174,130	-29.7%
Expense	\$287,201	\$296,919	\$271,550	\$247,713	\$174,130	-29.7%
Student Center						
Income	\$296,987	\$286,370	\$154,860	\$275,200	\$265,200	-3.6%
Expense	\$208,588	\$210,140	\$201,964	\$264,229	\$265,200	0.4%
Student Revenue Bond						
Income	\$20,374	\$19,517	\$19,147	\$18,975	\$18,525	-2.4%
Expense	\$19,875	\$19,425	\$18,975	\$18,975	\$18,525	-2.4%

*Actual through June 30, 2012, prior to closing entries.

	2009-2010	2010-2011	2011-2012		2012-2013	% >
	<u>Actual</u>	<u>Actual</u>	<u>Act thru June*</u>	<u>Revised Budget</u>	<u>Budget</u>	<u>Budget to Final Bud</u>
Debt Service						
Income	\$170,623	\$240,605	\$276,900	\$275,324	\$275,324	0.0%
Expense	\$124,588	\$239,783	\$275,324	\$275,324	\$275,324	0.0%
Parking						
Income	\$387,227	\$387,929	\$624,599	\$469,000	\$512,000	9.2%
Expense	\$387,227	\$387,929	\$401,622	\$464,458	\$481,028	3.6%
Capital Projects						
Income	\$671,045	\$787,665	\$427,923	\$3,265,104	\$757,062	-76.8%
Expense	\$483,353	\$532,312	\$710,086	\$3,963,556	\$1,654,811	-58.2%
Self Insurance						
Income	\$7,425,033	\$8,004,535	\$6,867,044	\$6,886,665	\$6,632,229	-3.7%
Expense	\$7,146,657	\$6,235,576	\$7,900,702	\$7,477,624	\$8,050,809	7.7%
Financial Aid						
Income	\$4,903,856	\$5,830,000	\$5,672,955	\$5,672,955	\$5,500,000	-3.0%
Expense	\$4,911,561	\$5,830,000	\$5,672,955	\$5,672,955	\$5,500,000	-3.0%
Associated Students						
Income	\$157,553	\$124,280	\$88,669	\$90,274	\$90,274	0.0%
Expense	\$157,553	\$148,499	\$72,228	\$90,274	\$90,274	0.0%
Scholarship and Loans						
Income	\$2,920,326	\$2,820,500	\$2,370,935	\$2,850,000	\$2,500,000	-12.3%
Expense	\$2,936,475	\$2,841,867	\$2,381,875	\$2,850,000	\$2,500,000	-12.3%
Trust Funds						
Income	\$588,073	\$620,222	\$568,622	\$589,000	\$600,000	1.9%
Expense	\$566,521	\$658,436	\$608,543	\$589,000	\$600,000	1.9%
Orr Scholarship						
Income	\$5,221	\$53,202	\$45,894	\$50,000	\$50,000	0.0%
Expense	\$24,544	\$39,949	\$58,233	\$58,233	\$50,000	-14.1%
Building Fund						
Income	\$621,134	\$166,400	\$179,944	\$200,000	\$200,000	0.0%
Expense	\$13,376,047	\$16,502,824	\$16,955,602	\$39,371,502	\$31,021,614	-21.2%

*Actual through June 30, 2012, prior to closing entries.

Unrestricted General Fund Highlights

2012-2013 Final Budget

Revenues:

Total unrestricted general fund revenue budgeted for 2012-13 is \$38,143,002. This is about \$600,000 more than the total revenue adopted for the 2011-12 budget. The approved state budget assumes the passage of Proposition 30 which holds apportionment revenue level with 2011-12. The approved state budget does not make any assumptions about a deficit coefficient being applied to apportionment revenue. Therefore, the \$600,000 difference noted above reflects the deficit coefficient applied in 2011-12. In estimating total revenues for the 2012-13 budget, administration is using a revenue estimate somewhere between “best case” and “worst case” as an interim measure. Regardless of whether the tax initiative is approved or not, the District will have to revisit the budget mid-year to address potential budgetary impacts of any deficit coefficient or stability funding.

- **Apportionment** - The largest source of unrestricted revenue, \$34,296,195 is received through the CCC System and is based on actual enrollments of the College. These funds are referred to as apportionment and are received from student registration fees, local property taxes, and state backfill. Apportionment is calculated based on full time equivalent students (FTES): \$4,564.83 per credit FTES and \$2,744.96 per noncredit FTES plus a base allocation of \$3,321,545 for a single campus district and \$276,795 for a satellite campus. The projected apportionment does not assume a workload trigger cut in December. If the trigger cut does occur, the estimated reduction to apportionment revenue is \$2.3 million or approximately 515 FTES.
- **Part-Time Faculty Compensation** – The District has budgeted \$159,407, the same allocation as provided in 2011-12. It should be noted that in 2008-09, the state cut part-time faculty compensation by \$180,000. The District has continued to backfill this cut using unrestricted general fund dollars for the last two years. This backfill will continue for 2012-13.
- **Lottery** – Funds received from the Lottery Commission are based on FTES, including non-resident and apprenticeship. Lottery funds are budgeted at \$841,698 for 2012-13.
- **Nonresident Fees** – The non-resident fee revenue for 2012-13 is budgeted at \$585K. The new rate adopted by the board for 2012-13 is the state average of \$179 per unit, which is \$3 more than the MPC 2011-12 rate.
- **Interest** – Interest income is budgeted at \$30,000 for 2012-13. The yield on the funds deposited with the county treasury continues to be at historic lows (< 0.50%). All indications are that the Federal Reserve will continue to keep short term rates at very low levels.
- **Apprenticeship** – Normally apprenticeship funding is received based on actual hours of apprenticeship; however, through 2012-2013 schools have been provided a set allocation.

MPC is budgeted to receive \$68,638. Although these funds are unrestricted, they are being recorded in the restricted fund to support Matriculation and Supportive Services.

Expenses:

Total unrestricted general fund expenses are budgeted at \$38,143,002. Projections are included for all known obligations, including negotiated employee contracts.

- **Salaries** - Increases for required step and column movement, longevity, and classified equity have been budgeted where appropriate and total \$387,015 for 2012-13. Wage concessions (2.02%) for all employees have been incorporated in the budget after approval and ratification of both collective bargaining agreements.
- **Fringe Benefits** – Fringe benefits are shown in two categories: salary roll-up costs and medical benefits.

Salary roll-up costs include retirement, Medicare, FICA, unemployment, and workers comp and total 30.167% for classified employees and 13.80% for academic employees. Roll-up costs associated with salary increases for required step and column movement and longevity increases have been budgeted. The PERS employer rate increased from 10.923% to 11.417% for FY 2012-13.

Expenses for the district's self-insured medical benefits are budgeted and recorded in the Self Insurance Fund. Transfers are made from the various operating accounts to the Self Insurance Fund to cover the expenses. This Final Budget holds the medical rate the same as last year, although a 7.14% increase is projected.

- **Books and Supplies** – This category is budgeted at \$607,758 for 2012-13.
- **Services and Operating** – At \$5,105,047 this budget category is \$380,154 more than last year:
 1. **Utilities** – Total utility expenses are budgeted at \$1,238,647 (\$1,387,273 for all funds of the District.) Electricity is budgeted at \$591,000 natural gas at \$173,105, water at \$319,615, waste disposal at \$43,200, sewage at \$42,000 and telephone at \$91,500. (A transfer to the Debt Services Fund of \$275,324 is also budgeted to make lease payments for the energy conservation projects completed by Siemens.)
 2. **Risk Management (insurance)** – Budgeted at a similar level to last year, with an overall increase of \$16,000 shared between property and student accident insurance. The District is in a pool with other community colleges and is self-insured for property and liability coverage. Property and liability is budgeted at \$268,000 plus \$30,000 for deductibles. Student accident insurance for athletes is budgeted at \$69,886. (A budget for student accident insurance is also included in the restricted general fund at \$45,022.)

3. Instructional Service Agreements – \$1,880,999 is budgeted for Instructional Service Agreements (ISA.)
 4. Travel – The conference attendance and related travel budget was reduced \$8,000 from 2011-12 levels.
 5. Legal Expenses - This category is \$10,000 more than last year with a budget of \$55,000.
 6. Election Expenses –There will be no Board election in 2012-13, and election expense is budgeted at zero, a decrease of \$198,805 from the 2011-12 budget.
 7. Building Maintenance – Minor capital improvements is budgeted at \$72,000.
 8. Other Services & Expenses – The total budgets here are similar to last year.
 9. Contingencies – Total general contingencies are \$77,000, including \$50,000 for unanticipated institutional expenditures (utilities, postage, telephone, etc.), \$6,580 for the Superintendent, \$8,000 total for VPs, \$2,500 total for deans.
- **Capital Outlay** – This category is budgeted at \$184,056, the same as last year.
 - **Transfers** - Transfers to other funds are budgeted at \$5,987,045, a decrease of \$172,107 from last year, primarily due to a decrease in the transfer to Self-Insurance and the elimination of the transfer for Fort Ord environmental insurance. The following are transfers to other funds:

Self Insurance Fund	\$5,363,807
Child Development Fund	336,122
Debt Service (energy conservation)	275,324
EOP&S	66,676
 - **Other** - The District records the mandatory allocation of revenue generated by DSPPS classes by covering direct expenses totaling \$373,660 in the unrestricted general fund.

Fund Balance:

Revenues are budgeted to equal expenses and an ending unrestricted general fund balance of \$3,814,300 is projected which is 10% of expenditures. With the potential for a large mid-year trigger cut, the unrestricted general fund balance of 10% may quickly evaporate unless other district reserves or cost saving measures are quickly implemented.

Monterey Peninsula Community College District

Governing Board Agenda

August 22, 2012

New Business Agenda Item No. E

Administrative Services
College Area

Proposal:

That the Governing Board adopt the Final Budget for Fiscal Year 2012-2013.

Background:


The Board has held a public hearing for the purpose of reviewing the 2012-2013 Final Budget and the proposed budget has been available for public inspection as per Title V, Section 58301 of the California Code of Regulations.

The Board approved a Tentative Budget on June 27, 2012. Since that time, budgets have been revised to reflect funding changes as a result of the adopted state budget, and ongoing review of actual revenue and expenses. All funds remain balanced and the 10% target reserve in the General Fund is maintained.


Budgetary Implications: Revenues and expenses are anticipated as presented.

RESOLUTION: BE IT RESOLVED, that the Governing Board adopt the Final Budget for Fiscal Year 2012-2013.

Recommended By: _____


Stephen Ma, Vice President for Administrative Services

Prepared By: _____


Suzanne Ammons, Administrative Assistant

Agenda Approval: _____


Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

August 22, 2012

New Business Agenda Item No F

Administrative Services
College Area

Proposal:

That the Governing Board amend Monterey Peninsula College's 403(b) Plan to allow employer paid contributions.

Background:

In December, 2008, the Governing Board adopted a resolution that established the District's 403(b) Plan which allowed employees to defer compensation according to applicable IRS code. In order to create the ability for employer paid contributions, it is necessary to amend the District's 403(b) Plan.


Fiscal Implications:

None identified at this time.

RESOLUTION: BE IT RESOLVED that the Governing Board adopt the attached Amendment Number Two to Monterey Peninsula Community College District's 403(b) Plan to allow employer paid contributions; and,

BE IT FURTHER RESOLVED, that the Vice President for Administrative Services is authorized to execute the Amendment Number Two.

Recommended By:



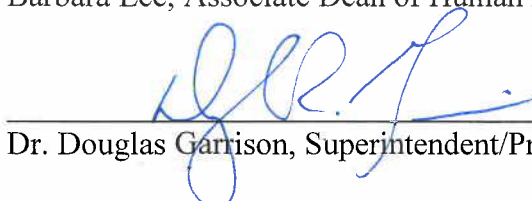
Stephen Ma, Vice President for Administrative Services

Prepared By:



Barbara Lee, Associate Dean of Human Resources

Agenda Approval:



Dr. Douglas Garrison, Superintendent/President

ADOPTING RESOLUTION

The undersigned authorized representative of Monterey Peninsula College (the Employer) hereby certifies that the following resolution was duly adopted by the Employer on _____, and that such resolution has not been modified or rescinded as of the date hereof:

RESOLVED, that Amendment Number TWO to Monterey Peninsula College 403(b) Plan, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Plan Administrator the amendment.

The undersigned further certifies that attached hereto as Exhibit A is a true copy of Amendment Number TWO to Monterey Peninsula College 403(b) Plan approved and adopted in the foregoing resolution.

Date: _____

Signed: _____

[print name/title]

**AMENDMENT NUMBER TWO TO
MONTEREY PENINSULA COLLEGE 403(B) PLAN**

BY THIS AGREEMENT, Monterey Peninsula College 403(b) Plan, (herein referred to as the "Plan") is hereby amended as follows, effective as of September 1, 2012, except as otherwise provided herein:

1. Effective September 1, 2012, the **Adoption Agreement** has been amended to allow the Employer to make a discretionary non-elective contribution to the Plan.

Question 6. **CONTRIBUTION TYPES (1.13)**. The Employer and/or Participants, in accordance with the Plan terms, make the following contributions to the Plan:

- Pre-Tax Deferrals
- Roth Deferrals
- Nonelective

Question 25. **NONELECTIVE CONTRIBUTIONS (AMOUNT/TYPE) (3.05(A))**. The Employer will or may make the following Nonelective Contribution(s).

- **Discretionary.** An amount the Employer in its sole discretion may determine.

Question 26. **NONELECTIVE CONTRIBUTION ALLOCATION (3.05(B))**. The Plan Administrator will allocate to each Participant any Nonelective Contribution (excluding QNECs and Safe Harbor Contributions) under the following contribution allocation formula:

- **Pro rata.** As a uniform percentage of Compensation.

Question 35. **VESTING SCHEDULE (5.03)**. A Participant is 100% Vested at all times in all Accounts.

IN WITNESS WHEREOF, this Amendment TWO has been executed this _____ day of _____.

Monterey Peninsula College

By _____
EMPLOYER

Monterey Peninsula Community College District

Governing Board Agenda

August 22, 2012

New Business Agenda Item No. G

Office of the Superintendent/President
College Area

Proposal:

That the Governing Board employ Dr. Douglas R. Garrison as Interim Superintendent/President and approve the agreement that specifies the terms and conditions of employment.

Background:

Dr. Garrison is retiring effective August 31, 2012 and it is anticipated that a successor will in place approximately January 1, 2103. Dr. Garrison has agreed to an extension of his current contract to serve in an interim capacity until the new Superintendent/President begins employment.

The intent of the attached agreement is to match the total compensation currently earned by Dr. Garrison while adhering to the CalSTRS compensation limits for retirees working after retirement.

Fiscal Implications:


Included in budget.

RESOLUTION: BE IT RESOLVED, that Dr. Douglas R. Garrison be employed as Interim Superintendent/President for the period September 1, 2012 through December 31, 2012, and

BE IT FURTHER RESOLVED, that the attached employment agreement with Dr. Douglas R. Garrison be approved.

Recommended By: Dr. Loren Steck, Chair, Board of Trustees

Prepared By: 
Barbara Lee, Associate Dean of Human Resources

Approved By: 
Dr. Loren Steck, Chair, Board of Trustees

EMPLOYMENT AGREEMENT

August 22, 2012

THIS AGREEMENT is made between Dr. Douglas R. Garrison, Interim Superintendent/-President, and the Board of Trustees of the Monterey Peninsula Community College District.

The Board hereby employs the Interim Superintendent/President in a temporary management position, pursuant to Section 72411 of the Education Code. The Interim Superintendent/President accepts such employment, in accordance with the following terms and conditions:

1. This Agreement shall be effective as of September 1, 2012, and shall end no later than December 31, 2012. The intent is to have the Interim Superintendent/-President work until the individual hired for the currently vacant position of Superintendent/President begins work. This Agreement may be extended or it may be terminated prior to December 31, 2012, as mutually agreed to by both parties.

Under the direction of the Board, the Interim Superintendent/President shall be responsible for performing the day-to-day functions of the position as assigned by the Board in accordance with Board Policy and applicable laws.

2. Total compensation to be paid is based on Dr. Garrison's monthly compensation for his service immediately prior to retirement:

Monthly Salary:	\$20,046.46
Car Allowance:	625.00
Expenses in-district:	<u>625.00</u>
Total per month	\$21,296.46

Total for length of agreement: \$85,186

Compensation equal to the above total shall be disbursed as salary and employer paid contributions to an MPC approved 403(b) annuity selected by Dr. Garrison as follows:

	Payment Date				
	9/30/12	10/31/12	11/30/12	1/2/13	
Salary	\$10,000	\$10,000	\$10,000	0	
403b Annuity			\$6,186	\$49,000	
TOTAL					\$85,186

If this agreement is terminated prior to December 31, 2012, compensation shall be pro-rated and disbursed on a mutually agreed timeline.

3. Compensation shall be paid in accordance with applicable laws, rules and regulations.
4. The Interim Superintendent/President shall receive the same health and welfare benefits as other eligible employees for the term of this agreement.
5. Vacation leave shall accrue at the rate of 1.833 days per month for the term of this agreement. Vacation accrued and unused by Dr. Garrison in his prior position as Superintendent/President shall be maintained in a separate leave bank for his use during the period of interim employment. Vacation accrued

during the term of interim employment shall be maintained separately. At termination of employment in the interim assignment, all unused vacation from both banks shall be paid to Dr. Garrison in calendar year 2013, with time of payment as mutually agreed.

6. Sick leave shall accrue at the rate of 1.0 days per month. Unused sick leave shall not be paid upon separation from the District.
7. The District shall reimburse the Superintendent/President for actual and necessary expenses which he incurs out of district, within the scope of his employment in accordance with applicable District policy.
8. This contract may be terminated by the Interim Superintendent/President or the Board with thirty (30) days notice.
9. This contract may not be assigned without the consent of the Board.
10. This assignment is temporary and provides no eligibility to permanent status with the Monterey Peninsula Community College District.
11. The terms and conditions of this agreement may be changed by mutual agreement of the Interim Superintendent/President and the Board, including any changes which may become necessary to comply with regulations related to compensation earnings for STRS retirees.
12. To the extent applicable, this Agreement is subject to the provisions of Government Code Sections 53243-53243.4 which require reimbursement under the circumstances stated therein.
13. This Agreement shall be governed by and construed in accordance with the laws of the State of California. In the event of litigation, venue shall be in the Superior Court for the County of Monterey, State of California.
14. This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms, or conditions, and neither party has relied upon any representation, express or implied, not contained in this agreement. This Agreement is intended by the parties to be the sole instrument governing the relationship between the parties unless a provision of law, now or hereinafter enacted, is specifically applicable to this Agreement or to the Board/Interim Superintendent/President relationship.
15. This Agreement may be modified or superseded only by a written instrument executed by both of the parties.

IN WITNESS WHEREOF, the parties have entered into this agreement as of the date this agreement is signed by both parties.

**INTERIM
SUPERINTENDENT/PRESIDENT**

**CHAIR
BOARD OF TRUSTEES**

Dr. Douglas R. Garrison Date

Dr. Loren Steck Date

Monterey Peninsula Community College District

Governing Board Agenda

August 22, 2012

New Business Agenda Item No H

Human Resources
College Area

Proposal:

To update the Governing Board on the Superintendent/President search process.

Background:

Per Governing Board Policy 1007, the Board of Trustees is responsible for the selection and appointment of the Superintendent/President. With the announcement of Dr. Douglas Garrison's retirement effective August 31, 2012, the procedure for hiring his successor has been initiated.

An update on progress made will be presented for discussion today.

Fiscal Implications:

None identified at this time.

INFORMATION: The Governing Board will receive an update on the Superintendent/President search process.

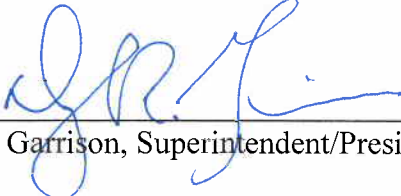
Recommended By: Dr. Loren Steck, Chair, Superintendent/President Search Advisory Committee

Prepared By:



Barbara Lee, Associate Dean of Human Resources

Agenda Approval:



Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

August 22, 2012

New Business Agenda Item No. I

Superintendent/President
Office

Proposal:

The Governing Board approve a resolution in support of the Governor's tax initiative on the November 2012 ballot entitled, "Proposition 30 – Temporary Taxes to Fund Education. Guaranteed Local Public Safety."

Background:

During the July 2012 discussion of the Monterey Peninsula Community College District Tentative Budget, the Governing Board inquired about the impact of the Governor's tax initiative on the November 2012 ballot and urged that contingency planning be initiated to address a potential loss of up to \$2.3M if the tax initiative failed. In addition, the Board asked what education efforts will be implemented to facilitate understanding of the initiative and the consequences of its failure. Finally, the Board directed the Superintendent/President to provide a resolution in support of Proposition 30. After consulting resources at the Community College League of California and the University of California, the attached resolution is presented for Governing Board consideration.

Budgetary Implications:

Monterey Peninsula College will experience a reduction in funding of \$2.3M if Proposition 30 fails in November 2012.

RESOLUTION:

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

RESOLUTION IN SUPPORT OF PASSAGE OF PROPOSITION 30, TEMPORARY TAXES TO FUND EDUCATION/GUARANTEED LOCAL PUBLIC SAFETY FUNDING, ON THE NOVEMBER 2012 BALLOT

WHEREAS, community colleges have taken extensive cuts to funding over recent years, while trying to educate the largest high school graduating classes in California history and need funding to provide the programs and services necessary to increase the number of successful degree and certificate holders;

WHEREAS, community colleges have been forced to turn away as many as 130,000 potential students in a single year due to the need to reduce course sections, generally from 5-15% annually per district;

WHEREAS, community colleges have served an estimated 252,000 students over the last five years (2007-2008 to 2011-2012) for whom they have not received any apportionment, categorical, or student support funding;

WHEREAS, community colleges are operating with \$996 million (23%) less in total programmatic support in 2011-2012 than in 2007-2008, including cuts to both apportionment and categorical funding;

WHEREAS, community colleges have operated on per-student funding which has been reduced from \$5,659 in 2007-2008 to \$5,115 in 2011-2012, a loss of 9.6% over this five-year period, while the unfunded cost-of-living (2008-2009 to 2011-2012) has increased by a compounded 20.5%;

WHEREAS, the Legislature has increased fees from \$600 annually in 2008-2009 to \$1,380 for the 2012-2013 school year, while the majority of community college students have incomes so low that they are eligible for the Board of Governors' (BOG) Fee Waiver;

WHEREAS, the Governor's tax initiative on the November 2012 ballot would generate an estimated \$8.5B annually by temporarily increasing the personal income tax on the State's wealthiest taxpayers for seven years and increasing the sales tax by one-quarter of one percent for four years;

WHEREAS, the State General Funds freed up for discretionary state programs by this ballot measure that otherwise would be needed to fund Proposition 98 and local public safety will allow the State to address its ongoing structural budget deficit;

WHEREAS, without successful passage of the "Temporary Taxes to Fund Education" Initiative, the California community colleges budget will be cut by an additional \$338M;

WHEREAS, the funding to Monterey Peninsula College will be further reduced by \$2.3M if the Governor's tax initiative fails;

WHEREAS, the California community colleges, including Monterey Peninsula College, are essential for providing higher education opportunity for over two million Californians annually;

WHEREAS, the California community colleges, including Monterey Peninsula College, are essential for providing students with the skills to be economically successful in the California economy;

WHEREAS, additional cuts in funding will further impair the ability of the California community colleges and Monterey Peninsula College to continue providing these essential higher education and job training services to Californians;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Monterey Peninsula Community College District supports the passage of the Governor's initiative on the November 2012 ballot entitled "Proposition 30 - Temporary Taxes to Fund Education. Guaranteed Local Public Safety Funding," which will limit the cuts which would otherwise be made to community colleges, including Monterey Peninsula College, and K-12 school districts, while providing budget stability from the temporary increases in sales and personal income taxes.

Recommended By: Dr. Douglas Garrison, Superintendent/President

Prepared By: 
Vicki Nakamura, Assistant to Superintendent/President

Agenda Approval: 
Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

August 22, 2012

New Business Agenda Item No. J

Superintendent/President
College Area

Proposal:

That the Governing Board receive information related to a Letter of Intent (LOI) with the Automotive Heritage and Preservation Foundation (AHPF) to investigate development of a private/public partnership.

Background:

State funding for California community colleges has declined since 2008, and regulatory changes have limited enrollment opportunities. As a result, the college has initiated efforts to examine potential funding alternatives. Education Code Sections 81390-81402 define the process for developing a long term lease of District property to a non-district entity under a private/public partnership. Monterey Peninsula College has received a proposal from the Automotive Heritage and Preservation Foundation (AHPF) to develop a Technical School of Automotive Restoration in the college district and permit AHPF to construct/operate a proposed Monterey Museum of Automotive Arts on the Monterey campus, through which the college would receive additional funding and create educational opportunities for programmatic development. Discussion of this proposal began in 2009. Administration has reviewed publications by the Community College League of California on elements of successful partnerships and consulted with legal counsel on this specific proposal.

Monterey Peninsula College and the Automotive Heritage and Preservation Foundation have each determined that a private/public partnership may serve their respective best interests in pursuing this proposal. The Letter of Intent (LOI) articulates agreement to develop the framework of the private/public partnership, consider alternative means to develop private/public facilities, and consider means of funding development and on-going operation of these facilities. The Letter of Intent (LOI) expires January 31, 2013.

Budgetary Implications:

None at this time

INFORMATION: The Governing Board receive information related to a Letter of Intent (LOI) with Automotive History and Preservation Foundation (AHPF) to investigate development of a private/public partnership.

Recommended By: Dr. Douglas Garrison, Superintendent/President

Prepared By:

Carla Robison

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

Agenda Approval:

Dr. Douglas Garrison, Superintendent/President



MONTEREY PENINSULA
COLLEGE

Letter of Intent

This Letter of Intent (LOI) is entered into by and between the Monterey Peninsula Community College District ("MPC"), a California community college, and the Automotive Heritage and Preservation Foundation ("AHPF"), a California non-profit public benefit corporation, as of the date hereinbelow.

MPC acknowledges receipt of AHPF's conceptual proposal for a private/public partnership between MPC and the AHPF ("Private/Public Partnership") to develop a Technical School of Automotive Restoration and to permit AHPF to construct/operate the proposed Monterey Museum of Automotive Arts on the MPC campus.

MPC and AHPF have each determined that the Private/Public Partnership may serve their respective best interests by developing and operating facilities and other improvements (collectively "Private/Public Facilities") on the MPC campus furthering the mutual interests of MPC and AHPF.

MPC and AHPF have identified a portion of the MPC campus, commonly described as Parking Lot A, as being potentially suitable for development of the Private/Public Facilities.

MPC is subject to compliance with statutory and regulatory requirements relating to the solicitation of proposals for lease, use or occupancy of MPC property ("the Laws"), including development of the Private/Public Facilities.

Subject to compliance with the Laws and limitations imposed by the Laws, MPC and AHPF agree to engage in continuing discussions: (i) to develop a potential framework of rights and obligations of the Private/Partnership; (ii) consideration of alternative means to development of the Private/Public Facilities consistent with the Laws; and (iii) consideration of alternative means of financing and funding development and on-going operation of the Private/Public Facilities.

This LOI will expire the earlier of January 31, 2013 or by MPC's issuance of a solicitation for proposals to lease, use or occupy Parking Lot A of the MPC Campus.

In witness whereof, this Letter of Intent is executed as of August 7, 2012.

Monterey Peninsula College

Automotive Heritage & Preservation Foundation

By its: Superintendent/President

By its: Executive Director



Douglas R. Garrison, Ed.D.



Morris Kindig

Monterey Peninsula College

Automotive Heritage and Preservation Foundation

aka: Monterey Museum of Automotive Arts

FOR IMMEDIATE RELEASE

Auto Museum and Restoration School Proposed for Monterey

Monterey, CA August 10, 2012, Monterey Peninsula College (MPC), a California community college, with the Automotive Heritage & Preservation Foundation (AHPF), a California 501(c)(3) non-profit public benefit corporation, have signed a Letter of Intent to engage in continuing discussions on development of a Private/Public Partnership within the governing framework required by the State of California to develop a Technical School of Automotive Restoration and permit AHPF to construct/operate the proposed Monterey Museum of Automotive Arts.

MPC acknowledges receipt of AHPF's conceptual proposal to develop the Technical School and proposed Museum on the MPC campus. They, MPC and AHPF, have each determined that the Private/Public Partnership may serve their respective best interests by developing and operating facilities and other improvements (collectively "Private/Public Facilities") on the MPC campus furthering the mutual interests of MPC and AHPF.

For more information:

Monterey Peninsula College

www.mpc.edu/

Automotive Heritage and Preservation Foundation

www.MontereyAutoMuseum.com

Media Contacts:

Monterey Peninsula College

Stephen Ma

sma@mpc.edu

Automotive Heritage & Preservation Foundation

Hollie Webster, Public Relations

holliewebster@comcast.net

925/699-5530

Monterey Peninsula Community College District

Governing Board Agenda

August 22, 2012

New Business Agenda Item No. K

Academic Affairs
College Area

Proposal:

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

Background:

The program and 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:

ARTH 5, Survey of Modern and Contemporary Art
FIRE 213, Fire Technology Skills and Knowledge Modules
Program: Kinesiology

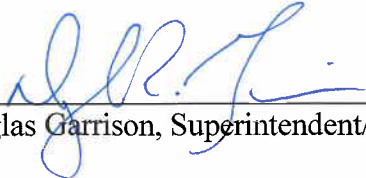
Recommended By: _____


Celine Pinet, Vice President of Academic Affairs

Prepared By: _____


Michael Gilmartin, Dean of Instructional Planning

Agenda Approval: _____


Dr. Douglas Garrison, Superintendent/President

PROPOSED COURSES

ARTH 5

Survey of Modern and Contemporary Art

3 units

3 hours lecture

Justification

This new course is part of a comprehensive Art Department curriculum overhaul process that addresses the following: courses have been written and revised to address past inconsistencies and accreditation requirements, include current resources and content, and to ensure alignment and compliance with SB 1440, C-ID and other CSU transfer curriculum requirements.

Description

This course is a survey of artistic developments in Europe and the United States, from the 19th through the 21st centuries

FIRE 213

Fire Technology Skills and Knowledge Modules

0.5 – 15 units

0.5-15 hours lab

Justification

To provide training for local fire agencies.

Description

This course is designed to provide the student with current information and trends in fire and life safety training, and basic medical issues relating to CPR and First Aid. Students demonstrate basic techniques within a wide parameter of firefighting skills.

Program

Kinesiology

Justification

To develop a SB1440 degree for transfer.

Description

The Kinesiology program is designed for students intending to transfer to a four-year institution with a major in Kinesiology or other related fields of study. Potential careers in this field of study include exercise physiologist, physical education/fitness instructor, physical therapist, athletic trainer and other health related occupations.

Monterey Peninsula Community College District

Governing Board Agenda

August 22, 2012

New Business Agenda Item No. L

Academic Affairs

College Area

Proposal:

To provide information about the Fall 2012 pilot Continuing Education program.

Background:

As part of MPC's response to Student Success Task Force recommendations concerning class repeatability, Superintendent/President Garrison requested the formation of a Task Force on Continuing Education in Spring 2012. The goal of the Task Force was to establish a pilot Continuing Education program with a minimum of five fee-based classes in the Fall 2012 term.

Per California Education Code Section 78300, "*The governing board of any community college district may, without the approval of the Board of Governors of the California Community Colleges, establish and maintain community service classes in civic, vocational, literacy, health, homemaking, technical and general education, including, but not limited to, classes in the fields of visual and performing arts, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics. These classes shall be designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled therein.*"

More than half of the community colleges in California have fee-based, not-for-credit community education programs, and the Task Force looked at several in researching models and best practices in the development of MPC's fall pilot program.

Budgetary Implications:


None. A trust account for Continuing Education is being established outside of the General Fund based on revenue projections from fee-based classes. No General Fund monies will be used for this program.

INFORMATION: Report on the Continuing Education Task Force recommendations and a status report on the Fall 2012 Community Education Program.

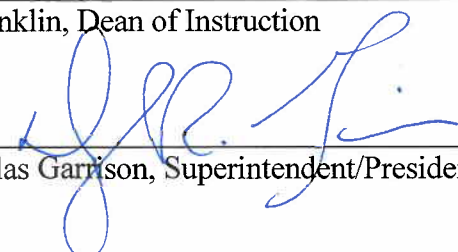
Recommended By:


Celine Pinet, Vice President of Academic Affairs

Prepared By:


Laura Franklin, Dean of Instruction

Agenda Approval:


Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

August 22, 2012

New Business Agenda Item No. M

Superintendent/President
College Area

Proposal:

Governing Board to conduct a mid-year review of progress on fulfilling the Monterey Peninsula College Governing Board Goals for 2012.

Background:

As a part of Monterey Peninsula College's on-going commitment to continuous improvement, in January 2012 the MPCCD Governing Board adopted Board Goals for 2012 based on Board Policy 1009 Self Evaluation, which calls for an annual self-evaluation and development of Board goals. At that time, the Governing Board expressed a desire to conduct a mid-year review of progress toward fulfilling these goals. At the July 25, 2012 Regular Board Meeting, the Governing Board agreed to conduct individual self-evaluation of the Board Goals for 2012, and those comments would be forwarded to Chair Steck for summarizing and presentation at the August 22 Board Meeting.

MONTEREY PENINSULA COLLEGE GOVERNING BOARD GOALS FOR 2012

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: Report on mid-year progress on fulfilling the Monterey Peninsula College Governing Board Goals for 2012.

Recommended By: Dr. Douglas Garrison, Superintendent/President

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

Agenda Approval: Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

August 22, 2012

New Business Agenda Item No. N

Superintendent/President
College Area

Proposal:

The Governing Board consider naming a representative to participate on the Monterey Peninsula College Foundation's Strategic Planning Task Force.

Background:

The Monterey Peninsula College Foundation recently contracted with Netzel Grigsby, Inc. to conduct a development audit intended to facilitate the continued success of the Foundation. The development audit included numerous recommendations for consideration by the Foundation Board of Directors. In response to the audit, the Foundation is forming a Strategic Planning Task Force which will recommend a Strategic Plan to the Foundation Board of Directors. The Task Force will determine the time frame that the Strategic Plan will cover. It is anticipated that the Task Force will meet four or five times, possibly more, if needed. The responsibility will end with the delivery of the draft Strategic Plan.

The Foundation has recommended that a representative of the Governing Board participate on this Task Force. One of the recommendations of the development audit is to continue the progress toward greater integration between the college and the Foundation. Governing Board participation in this strategic planning process is seen as a means of promoting integration. This proposal was initially discussed at the July 2012 Board meeting, at which time the Board requested that it be brought back to the August meeting.

Budgetary Implications:

No direct budgetary impact is anticipated.

INFORMATION: That the Governing Board consider naming a representative to participate on the Monterey Peninsula College Foundation's Strategic Planning Task Force.

Recommended By:



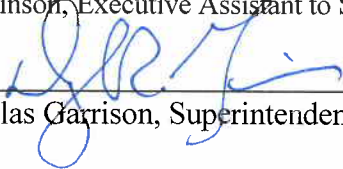
Robin Venuti, Executive Director, MPC Foundation

Prepared By:



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

Agenda Approval:



Dr. Douglas Garrison, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

August 22, 2012

New Business Agenda Item No. O

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. Douglas Garrison, Superintendent/President

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

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

MPC
Fall 2012 Flex Day
Thursday, August 23, 2012

8:00 AM-30 AM	Continental Breakfast and Coffee <i>Provided by the Foundation and Sandy Im</i> Sam Karas Room				
8:30 AM-10:00 AM	Presidents' Address <i>LF 103</i> <ul style="list-style-type: none"> - Dr. Fred Hochstaedter (Academic Senate), Mark Clements (MPCTA), Loran Walsh (CSEA), Steve Alavi (ASMPC), and Robin Venuti (Foundation) - Dr. Céline Pinet, VP of Academic Affairs introduction - Barbara Lee, Associate Dean of Human Resources - Dr. Douglas Garrison 				
10:00 AM-11:00 AM	Sam Karas Memorial Keynote Address <i>Gary Bolen</i> <i>LF 103</i> This presentation will demonstrate the use of Theatre Improvisational techniques designed to improve and enhance communication skills. Active listening, affirmative statements and accepting a goal are all a part of this interactive exchange. Opportunities for audience participation will be available.				
	Instruction	Technology	Art and Wellness	General	
11:10 AM-12:00 PM	Learning Styles <i>Kim Mansfield and Alethea De Soto</i> BMC 207 This workshop will provide an overview of learning style assessments and free electronic resources. Participants will have the opportunity to assess their own learning styles, receive information on how to aid students in discovering their own learning styles, as well as learning style centered study strategies.	iLearn <i>Kevin Raskoff and Steve Albert</i> LTC 203/204 Practical examples of how you can use iLearn/mpconline to support your teaching and students in any class.	Monotype-The Painterly Print <i>Robynn Smith</i> AC114 So what's all the buzz about printmaking? Why do the MPC Printmakers boast over 50 members? Why do people completely change their lives to make time and space to print? Come experience the magic. Catch the excitement! No experience necessary. We'll provide the technical assistance and materials. A sign-up sheet will be available at the front of LF 103 on morning of Flex Day. Maximum of 18 participants. *\$15.00 materials fee for paper, inks, etc., and lunch . If paying by check, please make check to MPC Printmakers. This workshop will continue through lunch (12:00 – 1:30).	Educational Master Plan <i>Dr. Céline Pinet, Roseann Erwin and Todd Ritsema</i> LF 103 This presentation will revolve around the Monterey Peninsula College Education Master Plan. Looking at the College's mission, values and goals, its current environment, and state and federal mandates, and given the strategic goals of the Master Plan, we will discuss what we can do more, better or differently to move closer to our institutional objectives.	New Adjunct Faculty Hiring Process <i>Barbara Lee</i> LF 102 MPC's adjunct faculty hiring procedures have changed. If you have a role in hiring adjunct faculty, this session is for you! Come learn about our updated procedures, which promote excellence and diversity while maintaining flexibility for hiring committees.
12:00 PM - 1:30 PM	Lunch NO FOOD WILL BE PROVIDED.				
1:30 PM - 3:00 PM	Program Reflections See back for more information				
4:00 PM – 6:00 PM	No Host Happy Hour at Tarpys				
Fri, Aug 24 2:00 PM-3:00 PM	Free Massages Massage Therapy Program students Sam Karas A sign-up sheet will be available at the front of LF 103 on morning of Flex Day.				

MPC Governing Board 2012 Calendar of Events

AUGUST, 2012

Wednesday, August 22 Regular Board Meeting, Education Center in Marina
Closed Session, 1:30pm, Classroom MA104
Regular Board Meeting, 3:00pm, Classroom MA402

Thursday, August 23 Flex Day 8:00-8:30am, Coffee, Sam Karas Room
Flex Day Presentations, 8:30am-12:00pm, LF103

Monday, August 27 Fall semester begins

SEPTEMBER, 2012

Monday, September 3 Labor Day Holiday

Wednesday, September 26 Regular Board Meeting, Public Safety Training Center in Seaside
Closed Session, 1:30pm, Classroom 102
Regular Board Meeting, 3:00pm, Classroom 104

OCTOBER, 2012

Monday, October 1 Board Working Lunch 11:00-12:45pm, Sam Karas Room, LTC
Open Forum #1, S/P Candidate, 1:00-2:00pm, LF-101
Board Interview 3:00-4:30pm, Admin Large Conf Room

Tuesday, October 2 Open Forum #2, S/P Candidate, 11:00-12:00pm, LF-101
Board Lunch, 12:15-1:45pm, Sam Karas Room, LTC
Board Interview 2:00-3:30pm, Admin Large Conf Room

Wednesday, October 3 Open Forum #3, S/P Candidate, 12:00-1:00pm, LF-101
Board Lunch, 1:15-2:45pm, Stutzman Room, LTC
Board Interview 3:00-4:30pm, Admin Large Conf Room

Thursday, October 4
(if needed) Open Forum #4, S/P Candidate, 11:00-12:00pm, LF-101
Board Lunch, 12:15-1:45pm, Stutzman Room, LTC
Board Interview 2:00-3:30pm, Admin Large Conf Room

Saturday, October 6 65th Anniversary Open House Celebration, 10:00am-4:00pm, campus

Saturday, October 6 Foundation Alumni Reception and BBQ, 3pm, Student Center

Saturday, October 6 MPC Homecoming Game vs. West Valley Community College, 6pm

Wednesday, October 24 Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room, LTC
Regular Board Meeting, 3:00pm, Sam Karas Room, LTC

Date to be announced S/P Search – Board Visit to Candidate’s Campus(s)

NOVEMBER, 2012

Monday, November 12 Veteran’s Day Holiday

Thurs-Sat, November 22-24 Thanksgiving Holiday

Wednesday, November 28 Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room, LTC
Regular Board Meeting, 3:00pm, Sam Karas Room, LTC

DECEMBER, 2012

Wednesday, December 12 Regular Board Meeting, 1:30pm, Closed Session, Marina Education Ctr

Fri-Thur, December 14-20 Finals; semester ends December 20; Flex Day December 21

Monday, December 24, to Winter Break

Tuesday, January 1, 2013

MPC Governing Board 2013 Calendar of Events

JANUARY, 2013

Monday, January 21 Martin Luther King Day Holiday
Wednesday, January 23 Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room,

FEBRUARY, 2013

Friday, February 15 Lincoln Day Holiday
Monday, February 18 Washington's Day Holiday
Wednesday, February 27 Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room

MARCH, 2013

Wednesday, March 27 Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room

APRIL, 2013

Mon-Sat, April 1-6 Spring Break (Classified Furlough Week; campus closed)
Wednesday, April 24 Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room

MAY, 2013

Wednesday, May 22 Regular Board Meeting, 1:30pm, Closed Session, Stutzman Room
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, Sakura Buffet, Salinas (tbc'd)
Friday, June 7 Kente Ceremony, 7:00pm, MU101 (tbc'd)
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, 1:30pm, Closed Session, Stutzman Room

JULY, 2013

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