

Monterey Peninsula Community College District

Governing Board Agenda

May 28, 2014

New Business Agenda Item No. A

Fiscal Services
College Area

Proposal:

That the Governing Board review and discuss the 2013-2014 Monthly Financial Reports for the period ending April 30, 2014.

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 2013-2014 Monthly Financial Reports for the period ending April 30, 2014, be accepted.

Recommended By: _____

C. Earl Davis, Interim Vice President for Administrative Services

Prepared By: _____

Rosemary Barrios, Controller

Agenda Approval: _____

Dr. Walter Tribley, Superintendent/President

Monterey Peninsula College
Fiscal Year 2013-14
Financial and Budgetary Report
April 30, 2014

Enclosed please find attached the financial reports for the month ending April 30, 2014 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 April 30, 2014 is \$39,984,084 which is 85.8% of the operating budget for this fiscal year. Expenditures year-to-date total \$36,499,987 which is 82.5% of the operating budget for this fiscal year, for a net difference of \$3,484,097.

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

Revenues

- The April apportionment payment was posted this month for \$247,664.
- Property taxes received this month of \$5.4M
- Second quarter lottery funds were received this month for \$300,398.
- Other local revenue received this month include: student fees and charges

Expenditures

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

Debt Service Fund

- The District paid off the lease with Sun Trust Leasing Services in March for the Siemens Energy Conservation Project. No additional expenditures will be reflected in this fund this fiscal-year.

Self Insurance Fund

- Self Insurance expenses are at 89.5% of budgeted expenditures. The expenditure amount is 6.5% more than the amount for the same period last fiscal year.

Fiduciary Funds

- All Fiduciary Funds are tracking close to budget.

Cash Balance:

The total cash balance for all funds is \$32,515,066 including bond cash of \$16,167,282 and \$16,347,784 for all other funds. Operating funds cash is \$8,359,501. Cash balance in the General Fund is at \$7.4M for the month ending April 30, 2014. For the month ending April 30, the District received the second installment of property taxes equivalent to \$5.4M. This improves our cash position through the end of the fiscal year.

Monterey Peninsula Community College

Monthly Financial Report

April 30, 2014

Summary of All Funds

<u>Funds</u>	<u>Beginning</u> <u>Fund Balance</u>	<u>Revised Budgets</u> <u>2013 - 2014</u>		<u>Ending</u> <u>Fund Balance</u>	<u>Year to Date Actual</u> <u>2013 - 2014</u>			<u>% Actual</u> <u>to Budget</u>		<u>Cash</u> <u>Balance</u>
	<u>07/01/13</u>	<u>Revenue</u>	<u>Expense</u>	<u>6/30/2014</u>	<u>Revenue</u>	<u>Expense</u>	<u>Encumbrances</u>	<u>Rev</u>	<u>Exp</u>	<u>4/30/2014</u>
General - Unrestricted	\$3,895,081	\$38,614,399	\$38,500,756	\$4,008,724	\$35,214,810	\$31,299,838	1,621,954	91.2%	85.5%	\$7,462,104
General - Restricted	0	6,653,104	6,653,102	2	3,301,342	4,352,981	161,806	49.6%	67.9%	0
Child Dev - Unrestricted	0	310,573	310,572	0	188,062	234,791	300	60.6%	75.7%	15,541
Child Dev - Restricted	0	264,326	264,326	0	238,342	179,932	30,098	90.2%	79.5%	0
Student Center	226,052	264,200	264,200	226,052	168,372	79,268	19,836	63.7%	37.5%	311,381
Parking	62,380	512,000	489,741	84,639	873,156	353,177	950	170.5%	72.3%	570,475
Subtotal Operating Funds	\$4,183,513	\$46,618,602	\$46,482,697	\$4,319,417	\$39,984,084	\$36,499,987	\$1,834,944	85.8%	82.5%	\$8,359,501
Self Insurance	8,328,770	6,349,078	8,099,078	6,578,770	5,204,626	7,233,264	18,577	82.0%	89.5%	6,465,199
Capital Project	1,985,066	1,267,797	2,380,677	872,186	216,322	2,048,134	4,311	17.1%	86.2%	367,020
Building	25,811,907	50,000	7,520,032	18,341,875	38,539	9,683,723	5,641,527	77.1%	203.8%	16,167,282
Debt Service	52,963	275,324	275,324	52,963	1,330,158	1,383,121	68,831	483.1%	527.4%	0
Revenue Bond	21,768	18,075	18,075	21,768	29	21,768	0	0.2%	120.4%	3,723
Associated Student	92,451	90,000	90,000	92,451	80,246	44,192	0	89.2%	49.1%	161,858
Financial Aid	17,745	5,300,000	5,300,000	17,745	3,703,414	3,703,414	0	69.9%	69.9%	284,103
Scholarship & Loans	272,948	2,531,700	2,531,700	272,948	2,093,069	2,111,949	0	82.7%	83.4%	297,520
Trust Funds	-97,836	469,102	469,102	-97,836	512,644	345,380	0	109.3%	73.6%	383,898
Orr Estate	37,302	13,000	28,000	22,302	7,473	20,378	0	57.5%	72.8%	24,962
Total all Funds	\$40,706,597	\$62,982,678	\$73,194,685	\$30,494,589	\$53,170,604	\$63,095,310	\$7,568,190	84.4%	96.5%	\$32,515,066

*** BOARD REPORT ***

GENERAL FUND (Unrestricted)

Fund 01

Monterey Peninsula College

April 30, 2014

OBJECT CLASSIFICATION	2012-2013 ACTUAL	2013-14					Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE		BALANCE	
REVENUES							
8100 FEDERAL	3,041	10,700	0	0		10,700	0.0%
8600 STATE	14,426,966	18,129,982	549,105	13,321,302		4,808,680	73.5%
8800 COUNTY / LOCAL	19,679,135	17,928,415	6,254,558	19,348,206		(1,419,791)	107.9%
8900 INTERFUND TRANSFER IN	2,055,231	2,545,302	0	2,545,302		0	100.0%
TOTAL REVENUE :	\$36,164,373	\$38,614,399	\$6,803,662	\$35,214,810		\$3,399,589	91.2%
OBJECT CLASSIFICATION	2012-2013 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES		UNENCUMBERED BALANCE	PERCENT
CERTIFICATED SALARIES							
1100 TEACHER SALARIES	6,060,460	6,140,547	569,591	5,112,618		1,027,929	83.3%
1200 NON TEACHER SALARIES	2,631,772	2,806,470	236,590	2,303,718		502,752	82.1%
1300 HOURLY TEACHER	4,980,447	5,072,605	551,274	4,659,330		413,275	91.9%
1400 OTHER HOURLY SALARIES	279,078	328,489	21,608	242,284		86,205	73.8%
TOTAL CERTIFICATED :	\$13,951,757	\$14,348,111	\$1,379,062	\$12,317,949		\$2,030,162	85.9%
CLASSIFIED SALARIES							
2100 NON INSTRUCTIONAL	5,813,001	5,897,974	450,656	4,776,750		1,121,224	81.0%
2200 INSTRUCTIONAL AIDES	791,944	879,363	74,523	713,734		165,629	81.2%
2300 HOURLY NON INSTRUCTIONAL	405,114	343,681	35,425	315,173		28,508	91.7%
2400 HOURLY INSTRUCTIONAL	590,772	660,932	59,781	565,074		95,858	85.5%
	\$7,600,831	\$7,781,950	\$620,385	\$6,370,731		\$1,411,219	81.9%

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

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GENERAL FUND (Unrestricted) continued

Fund 01

Monterey Peninsula College

April 30, 2014

OBJECT CLASSIFICATION	2012-2013 ACTUAL	2013-14					
		REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	PERCENT
3XXX TOTAL FRINGE BENEFITS :	<u>\$4,184,086</u>	<u>\$4,433,906</u>	<u>\$300,249</u>	<u>\$3,431,357</u>	<u>\$145,025</u>	<u>\$857,524</u>	80.7%
<u>SUPPLIES & OTHER</u>							
4300 INSTRUCTIONAL SUPPLIES	218,522	234,820	20,749	172,534	20,565	41,721	82.2%
4500 OTHER SUPPLIES	459,186	344,526	60,567	329,969	100,473	(85,916)	124.9%
4700 FOOD	3,695	3,670	247	1,831	0	1,839	49.9%
TOTAL SUPPLIES & OTHER :	<u>\$681,403</u>	<u>\$583,016</u>	<u>\$81,563</u>	<u>\$504,335</u>	<u>\$121,038</u>	<u>(\$42,356)</u>	107.3%
5100 CONTRACTED SERVICES	1,644,457	2,433,741	186,655	1,647,418	668,733	117,591	95.2%
5200 TRAVEL	157,447	158,691	17,831	114,107	3,160	41,424	73.9%
5300 DUES AND SUBSCRIPTIONS	174,359	174,003	0	159,413	0	14,590	91.6%
5400 INSURANCE	420,108	290,286	17,742	324,692	0	(34,406)	111.9%
5500 UTILITIES & HOUSEKEEPING	1,222,714	1,278,939	121,843	964,334	464,729	(150,123)	111.7%
5600 RENTS & LEASES	595,850	612,547	77,491	452,234	56,109	104,204	83.0%
5700 LEGAL AND AUDIT	88,173	227,400	24,870	100,424	68,075	58,901	74.1%
5800 OTHER SERVICES	343,866	459,429	17,014	189,441	81,945	188,043	59.1%
TOTAL OTHER :	<u>\$4,646,974</u>	<u>\$5,635,037</u>	<u>\$463,446</u>	<u>\$3,952,062</u>	<u>\$1,342,750</u>	<u>\$340,225</u>	94.0%
<u>CAPITAL OUTLAY</u>							
6200 BUILDING IMPROVEMENT	27,595	27,601	460	19,186	3,993	4,422	84.0%
6300 CAPITAL BOOKS & SOFTWARE	98,495	61,500	0	59,083	1,802	615	99.0%
6400 EQUIPMENT	61,309	47,861	5,211	36,161	7,347	4,353	90.9%
TOTAL CAPITAL OUTLAY :	<u>\$187,399</u>	<u>\$136,962</u>	<u>\$5,671</u>	<u>\$114,430</u>	<u>\$13,141</u>	<u>\$9,391</u>	93.1%
<u>TRANSFERS</u>							
7300 INTERFUND TRANSFER OUT	5,917,263	5,581,775	1,663,460	4,608,974	0	972,801	82.6%
7600 OTHER PAYMENTS TO STUDENTS	1,795	0	0	0	0	0	N/A
TOTAL TRANSFERS :	<u>\$5,919,058</u>	<u>\$5,581,775</u>	<u>\$1,663,460</u>	<u>\$4,608,974</u>	<u>\$0</u>	<u>\$972,801</u>	82.6%
TOTAL EXPENSE & TRANSFERS :	<u>37,171,507</u>	<u>38,500,757</u>	<u>4,513,836</u>	<u>31,299,838</u>	<u>1,621,954</u>	<u>5,578,966</u>	85.5%
REVENUE OVER EXPENSE :	<u>(\$1,007,134)</u>	<u>\$113,642</u>	<u>\$2,289,826</u>	<u>\$3,914,972</u>	<u>(\$1,621,954)</u>	<u>(\$2,179,376)</u>	

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

Fund 01
Monterey Peninsula College

APRIL 30, 2014

OBJECT CLASSIFICATION	2012-2013 ACTUAL	2013-2014					Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE		BALANCE	
REVENUES							
8100 FEDERAL	1,465,164	2,501,359	145,332	1,297,915	0	1,203,444	51.9%
8600 STATE	2,236,054	3,266,835	2,443	1,394,874	0	1,871,961	42.7%
8800 COUNTY / LOCAL	602,369	817,662	14,585	608,553	0	209,109	74.4%
8900 INTERFUND TRANSFER IN	0	67,248	0	0	0	67,248	0.0%
TOTAL REVENUE :	\$4,303,587	\$6,653,104	\$162,359	\$3,301,342	0	\$3,351,762	49.6%
OBJECT CLASSIFICATION	2012-2013 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES		UNENCUMBERED BALANCE	PERCENT
CERTIFICATED SALARIES							
1100 TEACHER SALARIES	8,385	0	0	0	0	0	0.0%
1200 NON TEACHER SALARIES	986,154	1,086,422	85,020	832,369	0	254,053	76.6%
1300 HOURLY TEACHER	41,950	42,802	4,947	39,574	0	3,228	92.5%
1400 OTHER HOURLY SALARIES	231,180	293,379	21,994	231,877	0	61,502	79.0%
TOTAL CERTIFICATED :	\$1,267,669	\$1,422,603	\$111,961	\$1,103,820	\$0	\$318,783	77.6%
CLASSIFIED SALARIES							
2100 NON INSTRUCTIONAL	567,052	620,129	39,542	465,338	0	154,791	75.0%
2300 HOURLY NON INSTRUCTIONAL	366,065	418,877	45,247	323,111	0	95,766	77.1%
2400 HOURLY INSTRUCTIONAL	179,325	234,138	14,191	148,018	0	86,120	63.2%
TOTAL CLASSIFIED :	\$1,112,442	\$1,273,144	\$98,980	\$936,467	\$0	\$336,677	78.6%

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

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OBJECT CLASSIFICATION	2012-2013 ACTUAL	2013-2014					
		REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	PERCENT
3XXX TOTAL FRINGE BENEFITS :	\$410,894	\$432,034	\$31,769	\$327,020	\$0	\$105,014	75.7%
SUPPLIES & OTHER							
4300 INSTRUCTIONAL SUPPLIES	25,108	155,751	7,582	34,678	7,952	113,121	27.4%
4500 OTHER SUPPLIES	45,931	137,278	52,698	108,092	7,213	21,973	84.0%
4700 FOOD	25,462	24,671	2,088	13,879	0	10,792	56.3%
TOTAL SUPPLIES & OTHER :	\$96,501	\$317,700	\$62,368	\$156,649	\$15,165	\$145,885	54.1%
OTHER							
5100 CONTRACTED SERVICES	565,136	726,843	149,086	571,243	130,840	24,760	96.6%
5200 TRAVEL	359,966	519,934	24,948	271,570	3,717	244,647	52.9%
5300 DUES AND SUBSCRIPTIONS	5,805	1,500	150	4,532	0	(3,032)	302.1%
5400 INSURANCE	45,339	45,238	0	45,148	0	90	99.8%
5500 UTILITIES & HOUSEKEEPING	142	500	22	95	106	299	40.2%
5600 RENTS & LEASES	32,296	27,422	2,998	21,193	375	5,854	78.7%
5800 OTHER SERVICES	183,642	270,627	24,540	189,460	4,964	76,203	71.8%
TOTAL OTHER :	\$1,192,326	\$1,592,065	\$201,743	\$1,103,241	\$140,002	\$348,822	78.1%
CAPITAL OUTLAY							
6300 CAPITAL BOOKS & SOFTWARE	0	239,027	0	13,530	0	225,497	0.0%
6400 EQUIPMENT	82,431	421,310	10,988	119,017	4,458	297,835	29.3%
TOTAL CAPITAL OUTLAY :	\$82,431	\$660,338	\$10,988	\$132,547	\$4,458	\$523,333	20.7%
TRANSFERS							
7300 INTERFUND TRANSFER OUT	545,030	553,739	36,265	395,262	0	158,477	71.4%
7500 STUDENT FINANCIAL AID PYMT	27,546	60,823	6,600	14,020	1,000	45,803	24.7%
7600 OTHER PYMTS TO STUDENTS	141,480	340,657	91,407	183,955	1,181	155,521	54.3%
TOTAL TRANSFERS :	\$714,056	\$955,219	\$134,272	\$593,237	\$2,181	\$359,801	62.3%
TOTAL EXPENSE & TRANSFERS :	4,876,319	6,653,102	652,081	4,352,981	161,806	2,138,315	67.9%
REVENUE OVER EXPENSE :	(\$572,732)	\$2	(\$489,721)	(\$1,051,639)	(\$161,806)	\$1,213,447	

*** BOARD REPORT ***
Child Development Fund
Fund 04 Unrestricted
Monterey Peninsula College
April 30, 2014

OBJECT CLASSIFICATION	2012-2013 ACTUAL	2013-2014					BALANCE DUE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE				
REVENUE								
8660 STATE	0	0	0	0	0	0	0	0.0%
8800 LOCAL	57,176	61,750	3	13,062	0	48,688	21.2%	
8900 OTHER	278,132	248,823	0	175,000	0	73,823	70.3%	
TOTAL REVENUE:	335,308	310,573	3	188,062	0	122,511	60.6%	
OBJECT CLASSIFICATION	2012-2013 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET	
CLASSIFIED SALARIES								
2100 NON INSTRUCTIONAL	70,295	65,244	5,474	54,377	0	10,867	83.3%	
2200 INSTRUCTIONAL AIDES	120,306	74,710	7,646	61,491	0	13,219	82.3%	
2300 NON INSTRUCTIONAL TEMP	0	10,222	0	0	0	10,222	0.0%	
2400 HOURLY INSTRUCTIONAL	42,923	45,229	3,712	28,255	0	16,974	62.5%	
TOTAL CLASSIFIED:	233,524	195,405	16,832	144,123	0	51,282	73.8%	
3XXX TOTAL FRINGE BENEFITS :	59,705	45,601	3,987	31,148	0	14,453	68.3%	
SUPPLIES & OTHER								
4300 INSTRUCTIONAL SUPPLIES	0	270	0	0	0	270	0.0%	
4500 OTHER SUPPLIES	36	1,581	0	0	0	1,581	0.0%	
TOTAL SUPPLIES & OTHER:	36	1,851	0	0	0	1,851	0.0%	
OTHER								
5400 INSURANCE	0	0	0	0	0	0	0.0%	
5500 UTILITIES AND HOUSEKEEPING	0	0	0	0	300	(300)	0.0%	
5600 RENTS, LEASES, AND REPAIRS	0	1,403	0	0	0	1,403	0.0%	
TOTAL OTHER :	0	1,403	0	0	300	1,103	0.0%	
OTHER SERVICES AND EXPENSES								
5800 UNSPECIFIC	0	1,000	0	5,093	0	(4,093)	0.0%	
TOTAL UNSPECIFIC	0	1,000	0	5,093	0	(4,093)	0.0%	
TRANSFERS								
7300 INTERFUND TRANSFER OUT	93,889	65,312	5,443	54,427	0	10,885	83.3%	
TOTAL TRANSFERS:	93,889	65,312	5,443	54,427	0	10,885	83.3%	
TOTAL EXPENSE & TRANSFER:	387,154	310,572	26,262	234,791	300	75,481	75.7%	
REVENUE OVER EXPENSE :	(51,846)	1	(26,259)	(46,729)	(300)	47,030		

*** BOARD REPORT ***
Child Development Fund
Fund 04 Restricted
Monterey Peninsula College
April 30, 2014

OBJECT CLASSIFICATION	2012-2013 ACTUAL	2013-2014				BALANCE DUE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE			
REVENUE							
8100 FEDERAL	54,541	35,682	4,422	72,827	0	(37,145)	204.1%
8690 STATE	135,564	167,943	19,099	104,814	0	63,129	62.4%
8800 LOCAL	50,000	60,701	0	60,701	0	0	100.0%
TOTAL REVENUE:	\$240,105	\$264,326	\$23,521	\$238,342	\$0	\$25,984	90.2%
OBJECT CLASSIFICATION	2012-2013 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
CLASSIFIED SALARIES							
2100 NON INSTRUCTIONAL	8,064	6,823	476	4,728	0	2,095	69.3%
2200 INSTRUCTIONAL AIDES	47,807	68,431	7,226	56,920	0	11,511	83.2%
2300 HOURLY NON INSTRUCTIONAL	8,708	10,222	894	8,134	0	2,088	79.6%
2400 HOURLY INSTRUCTIONAL	26,581	44,594	3,273	28,058	0	16,536	62.9%
TOTAL CLASSIFIED:	\$91,160	\$130,070	\$11,869	\$97,840	\$0	\$32,230	75.2%
3XXX TOTAL FRINGE BENEFITS :	\$20,717	\$23,360	\$2,889	\$23,166	\$22,370	(\$17,176)	160.6%
SUPPLIES & OTHER							
4300 INSTRUCTIONAL SUPPLIES	0	0	0	0	0	0	0.0%
4500 OTHER SUPPLIES	2,737	8,622	705	2,981	3,027	2,614	69.7%
4700 FOOD	12,772	18,000	2,352	13,499	4,701	(200)	101.1%
TOTAL SUPPLIES & OTHER:	\$15,509	\$26,622	\$3,057	\$16,480	\$7,728	\$2,414	90.9%
OTHER							
5100 CONTRACT	0	4,700	0	1,700	0	3,000	36.2%
TOTAL CONTRACT		\$4,700	\$0	\$1,700	\$0	\$3,000	36.2%
OTHER							
5200 TRAVEL	0	6,000	0	2,807	0	\$3,193	46.8%
TOTAL TRAVEL	\$0	\$6,000	\$0	\$2,807	\$0	\$3,193	46.8%
OTHER							
5400 INSURANCE	0	299	0	0	0	299	0.0%
5600 RENTS & LEASES	1,217	0	0	660	0	(660)	0.0%
5800 OTHER SERVICES	699	21,304	0	0	0	21,304	0.0%
TOTAL OTHER :	\$1,916	\$21,603	\$0	\$660	\$0	\$20,943	3.1%
SITES AND SITE IMPROVEMENTS							
6100 SITE IMPROVEMENT	\$2,693	\$0	\$0	\$0	\$0	\$0	0.0%
TOTAL IMPROVEMENT:	\$2,693	\$0	\$0	\$0	\$0	\$0	0.0%
TRANSFERS							
7300 INTERFUND TRANSFER OUT	47,297	46,971	3,728	37,279	0	9,692	79.4%
7500 STUDENT FINANCIAL AID PYM	0	0	0	0	0	0	0.0%
TOTAL TRANSFERS:	\$47,297	\$46,971	\$3,728	\$37,279	\$0	\$9,692	79.4%
TOTAL EXPENSE & TRANSFER:	\$179,292	\$264,326	\$21,543	\$179,932	\$30,098	\$48,103	79.5%
REVENUE OVER EXPENSE :	\$60,813	\$0	\$1,978	\$58,410	(\$30,098)	(\$22,119)	

*** BOARD REPORT ***

COLLEGE CENTER FUND

Fund 47

Monterey Peninsula College

April 30, 2014

OBJECT CLASSIFICATION	2012-2013 ACTUAL	2013-14					BALANCE DUE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE				
REVENUE								
8800 COUNTY / LOCAL	223,781	264,200	5,683	167,871			96,329	63.5%
8860 INTEREST	1,286	0	0	501			(501)	N/A
TOTAL REVENUE :	\$225,067	\$264,200	\$5,683	\$168,372			\$95,828	63.7%
OBJECT CLASSIFICATION	2012-2013 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET	
CLASSIFIED								
2100 NON INSTRUCTIONAL	22,710	24,354	2,030	20,845	0	3,509	85.6%	
2300 HOURLY NON INSTRUCTIONAL	174	0	0	0	0	0	N/A	
TOTAL CLASSIFIED :	\$22,884	\$24,354	\$2,030	\$20,845	\$0	\$3,509	85.6%	
3XXX TOTAL FRINGE BENEFITS :	\$6,881	\$7,097	\$591	\$6,075	\$0	\$1,022	85.6%	
SUPPLIES & OTHER								
4500 OTHER SUPPLIES	(121)	1,150	0	(2)	103	1,050	8.7%	
TOTAL SUPPLIES & OTHER :	(\$121)	\$1,150	\$0	(\$2)	\$103	\$1,050	8.7%	
OTHER								
5100 CONTRACT SERVICES	0	0	0	0	0	0	0.0%	
5200 TRAVEL	83	1,500	0	0	0	1,500	0.0%	
5300 MEMBERSHIP	75	75	0	75	0	0	100.0%	
5400 INSURANCE	17,545	17,545	0	0	0	17,545	0.0%	
5500 UTILITIES & HOUSEKEEPING	122,701	146,317	7,095	50,294	19,706	76,317	47.8%	
5600 RENTS & LEASES	4,690	10,898	0	2,008	0	8,890	18.4%	
5800 OTHER SERVICES	5,000	5,000	0	(27)	27	5,000	0.0%	
TOTAL OTHER :	\$150,094	\$181,335	\$7,095	\$52,350	\$19,733	\$109,252	39.8%	
CAPITAL OUTLAY								
6400 EQUIPMENT	1,640	3,000	0	0	0	3,000	0.0%	
TOTAL CAPITAL OUTLAY :	\$1,640	\$3,000	\$0	\$0	\$0	\$3,000	0.0%	
TRANSFERS								
7100 DEBT RETIREMENT	18,525	18,525	0	0	0	18,525	0.0%	
7300 INTERFUND TRANSFER	261,765	28,739	0	0	0	28,739	0.0%	
TOTAL TRANSFERS :	\$280,290	\$47,264	\$0	\$0	\$0	\$47,264	0.0%	
TOTAL EXPENSE & TRANSFERS :	\$461,667	\$264,200	\$9,716	\$79,268	\$19,836	\$165,097	37.5%	
REVENUE OVER EXPENSE :	(\$236,600)	(\$0)	(\$4,033)	\$89,104	(\$19,836)	(\$69,269)		

*** BOARD REPORT ***
 Parking Fund
 Fund 39
 Monterey Peninsula College
 APRIL 30, 2014

OBJECT CLASSIFICATION	2012-2013 ACTUAL	2013-2014					
		REVISED BUDGET	CURRENT REVENUE	Y-T-D REVENUE		BALANCE	Y-T-D ACTUAL TO BUDGET
REVENUE							
8800 COUNTY / LOCAL	796,431	512,000	38,543	873,156	0	(361,156)	170.5%
TOTAL REVENUE:	<u>\$796,431</u>	<u>\$512,000</u>	<u>\$38,543</u>	<u>\$873,156</u>	<u>\$0</u>	<u>(\$361,156)</u>	170.5%
OBJECT CLASSIFICATION	2012-2013 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
CLASSIFIED SALARIES							
2100 NON INSTRUCTIONAL	150,426	148,951	12,991	123,359	0	25,592	82.8%
2300 HOURLY NON INSTRUCTIONAL	58,339	84,104	6,905	73,359	0	10,745	87.2%
TOTAL CLASSIFIED :	<u>\$208,765</u>	<u>\$233,055</u>	<u>\$19,896</u>	<u>\$196,718</u>	<u>\$0</u>	<u>\$36,337</u>	84.4%
3XXX TOTAL FRINGE BENEFITS :	<u>\$56,642</u>	<u>\$60,040</u>	<u>\$4,848</u>	<u>\$47,278</u>	<u>\$0</u>	<u>\$12,762</u>	78.7%
SUPPLIES & OTHER							
4500 OTHER SUPPLIES :	<u>\$10,256</u>	<u>12,500</u>	<u>444</u>	<u>3,430</u>	<u>538</u>	<u>8,532</u>	27.4%
TOTAL SUPPLIES & OTHER:	<u>\$10,256</u>	<u>\$12,500</u>	<u>\$444</u>	<u>\$3,430</u>	<u>\$538</u>	<u>\$8,532</u>	27.4%
OTHER							
5100 CONTRACTS	0	0	0	0	0	0	0.0%
5200 TRAVEL & CONFERENCE	400	500	0	0	0	500	0.0%
5500 UTILITIES & HOUSEKEEPING	2,850	5,000	359	2,199	412	2,389	0.0%
5600 RENTS & LEASES	6,881	49,478	337	7,549	0	41,929	15.3%
TOTAL OTHER:	<u>\$10,131</u>	<u>\$54,978</u>	<u>\$696</u>	<u>\$9,748</u>	<u>\$412</u>	<u>\$44,818</u>	17.7%
CAPITAL OUTLAY							
6400 EQUIPMENT	<u>26,706</u>	<u>25,000</u>	<u>0</u>	<u>21,445</u>	<u>0</u>	<u>3,555</u>	85.8%
TOTAL CAPITAL OUTLAY:	<u>\$26,706</u>	<u>\$25,000</u>	<u>\$0</u>	<u>\$21,445</u>	<u>\$0</u>	<u>\$3,555</u>	85.8%
TRANSFERS							
7300 INTERFUND TRANSFER OUT	<u>94,124</u>	<u>104,168</u>	<u>7,456</u>	<u>74,558</u>	<u>0</u>	<u>29,610</u>	71.6%
TOTAL TRANSFERS:	<u>\$94,124</u>	<u>\$104,168</u>	<u>\$7,456</u>	<u>\$74,558</u>	<u>\$0</u>	<u>\$29,610</u>	71.6%
TOTAL EXPENSE & TRANSFER:	<u>\$406,624</u>	<u>\$489,741</u>	<u>\$33,340</u>	<u>\$353,177</u>	<u>\$950</u>	<u>\$135,614</u>	72.3%
REVENUE OVER EXPENSE :	<u>\$389,807</u>	<u>\$22,259</u>	<u>\$5,203</u>	<u>\$519,979</u>	<u>(\$950)</u>	<u>(\$496,770)</u>	

*** BOARD REPORT ***

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

April 30, 2014

OBJECT CLASSIFICATION	2012-2013 ACTUAL	2013-14					
		REVISED BUDGET	CURRENT REVENUES	Y-T-D REVENUES		UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
REVENUE							
8800 COUNTY / LOCAL	621,881	618,365	0	468,797		149,568	75.8%
8860 INTEREST	23,857	0	0	15,654		(15,654)	N/A
8900 INTERFUND TRANSFER IN	6,155,912	5,730,713	1,716,352	4,720,175		1,010,538	82.4%
TOTAL REVENUE :	<u>\$6,801,650</u>	<u>\$6,349,078</u>	<u>\$1,716,352</u>	<u>\$5,204,626</u>		<u>\$1,144,452</u>	82.0%
OBJECT CLASSIFICATION	2012-2013 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURE	Y-T-D EXPENDITURE	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
3XXX TOTAL FRINGE BENEFITS	<u>\$6,226,982</u>	<u>\$6,286,797</u>	<u>\$605,947</u>	<u>\$5,414,998</u>	<u>\$0</u>	<u>\$871,799</u>	86.1%
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	66,117	5,600	20,755	68,266	18,577	(81,243)	1550.8%
5800 OTHER SERVICES	0	0	0	0	0	0	N/A
TOTAL OTHER :	<u>\$66,117</u>	<u>\$5,600</u>	<u>\$20,755</u>	<u>\$68,266</u>	<u>\$18,577</u>	<u>(\$81,243)</u>	N/A
INTERFUND TRANSFER OUT							
7300 TRANSFER OUT	<u>1,418,580</u>	<u>1,806,681</u>	0	<u>1,750,000</u>	0	<u>56,681</u>	96.9%
TOTAL EXPENSE :	<u>\$7,711,679</u>	<u>\$8,099,078</u>	<u>\$626,702</u>	<u>\$7,233,264</u>	<u>\$18,577</u>	<u>\$847,237</u>	89.5%
REVENUE OVER EXPENSE :	<u>(\$910,029)</u>	<u>(\$1,750,000)</u>	<u>\$1,089,650</u>	<u>(\$2,028,639)</u>	<u>(\$18,577)</u>	<u>\$297,216</u>	

*** BOARD REPORT ***

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

April 30, 2014

OBJECT CLASSIFICATION	2012-2013 ACTUAL	2013-14					
		REVISED BUDGET	CURRENT REVENUES	Y-T-D REVENUES		UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
REVENUES							
8600 STATE	11,240	1,126,504	0	2,623		1,123,881	0.2%
8800 COUNTY / LOCAL	281,162	141,293	19,194	213,699		(72,406)	151.2%
8900 INTERFUND TRANSFER IN	250,000	0	0	0		0	N/A
TOTAL REVENUE :	\$542,401	\$1,267,797	19,194	216,322		\$1,051,475	17.1%
OBJECT CLASSIFICATION	2012-2013 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURE	Y-T-D EXPENDITURE	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
CLASSIFIED SALARIES							
2300 HOURLY NON INSTRUCTION	106	0	0	0	0	0	N/A
TOTAL OTHER :	\$106	\$0	\$0	\$0	\$0	\$0	0.0%
3XXX TOTAL FRINGE BENEFITS :	\$12	\$0	\$0	\$0	\$0	\$0	0.0%
SUPPLIES							
4300 INSTRUCTIONAL SUPPLIES	11,240	0	0	0	0	0	0.0%
4500 NON-INSTRUCTIONAL SUPPLIE	12,750	6,710	1,130	8,229	28	(1,547)	122.6%
TOTAL OTHER :	\$23,990	\$6,710	\$1,130	\$8,229	\$28	(\$1,547)	123.1%
OTHER							
5100 CONTRACTED SERVICES	28,995	104,203	41,500	53,920	2,500	47,783	51.7%
5300 DUES AND MEMBERSHIPS	0	0	0	0	0	0	N/A
5400 INSURANCE	0	0	0	0	0	0	N/A
5600 RENTS, LEASES, REPAIRS	43,821	42,858	4,085	50,478	1,783	(9,403)	117.8%
5700 LEGAL,ELECTION, AND AUDIT	0	6,327	0	0	0	6,327	0.0%
5800 OTHER SERVICES AND EXPEN	0	150,010	0	0	0	150,010	0.0%
TOTAL OTHER :	\$72,816	\$303,398	\$45,585	\$104,398	\$4,283	\$44,707	35.8%
CAPITAL OUTLAY							
6100 SITES	25,648	57,691	0	0	0	57,691	0.0%
6200 BUILDING IMPROVEMENTS	0	1,016,791	0	0	0	1,016,791	0.0%
6400 EQUIPMENT	161,164	200,785	0	85,344	0	115,441	42.5%
TOTAL CAPITAL OUTLAY :	\$186,811	\$1,275,267	\$0	\$85,344	\$0	\$1,189,923	6.7%
INTERFUND TRANSFER OUT							
7300 TRANSFER OUT	636,651	795,302	0	1,850,163	0	(1,054,861)	232.6%
TOTAL EXPENSE :	\$920,386	\$2,380,677	\$46,715	\$2,048,134	\$4,311	\$1,233,083	86.2%
REVENUE OVER EXPENSE :	\$377,984	\$1,112,880	(\$27,521)	(\$1,831,812)	\$4,311	\$178,222	

BUILDING				
Building Fund				
Fund 48				
Monterey Peninsula College				
April 30, 2014				
BOND PROJECTS	REVISED	2013-14		
	PROJECT	PURCHASE		BUDGET
	BUDGET	ORDER	2013-2014	BALANCE
		OUTSTANDING	PAYMENTS	BUDGET-PO'S-PYMT
1. Arts Complex	\$0	1,470,381	1,433,508	-\$2,903,889
2. College Center Building	\$0	2,810,181	2,448,341	-\$5,258,522
3. Furniture & Equipment	\$1,892,407	235,802	367,474	\$1,289,131
4. Humanities, Bus Hum - Student Services Building	\$1,818,189	523,260	1,577,134	-\$282,205
5. Infrastructure 3 / Miscellaneous	\$56,657	3,469	15,314	\$37,874
6. Life Science & Physical Science	\$2,138,364	235,108	1,303,157	\$600,099
7. Marina Education Center	\$0	0	0	\$0
8. Music Building	\$0	0	0	\$0
9. PE Phase II - Gym/Locker Room	\$231,787	0	0	\$231,787
10. Physical Science Building	\$0	0	0	\$0
11. Pool/ Tennis Courts	\$366,916	183,645	1,936,792	-\$1,753,521
12. PSTC Parker Flats	\$0	0	0	\$0
13. Student Services Building	\$0	0	0	\$0
14. Swing Space	\$474,467	22,924	347,960	\$103,583
15. Theater Building	\$541,245	31,181	131,380	\$378,684
16. General Institutional Bond Management	\$0	125,576	122,663	-\$248,239
Total Bond Projects:	\$7,520,032	\$5,641,527	\$9,683,723	\$357,193
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 13-14	(\$9,683,723)			
Balance Used in 12-13	(\$16,104,187)			
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)			
Available Bond Funds	\$11,786,138			

*** BOARD REPORT ***

Other Debt Service Fund
Fund 29
Monterey Peninsula College

April 30, 2014

OBJECT CLASSIFICATION	2012-2013 ACTUAL	2013-14					UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
		REVISED BUDGET	CURRENT REVENUES	Y-T-D REVENUES				
REVENUES								
8600 STATE	0	0	0	0			0	N/A
8860 LOCAL/COUNTY	544	0	0	(28)			28	N/A
8900 INTERFUND TRANSFER IN	275,324	275,324	0	1,330,185			(1,054,861)	483.1%
TOTAL REVENUE :	\$275,868	\$275,324	\$0	\$1,330,158			(\$1,054,834)	483.1%
OBJECT CLASSIFICATION	2012-2013 ACTUAL	REVISED BUDGET	CURRENT EXPENDITURE	Y-T-D EXPENDITURE	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET	
Transfers								
7200 LONG TERM DEBT	275,324	275,324	0	1,383,121	68,831	(1,176,628)	502.4%	
TOTAL CAPITAL OUTLAY :	\$275,324	\$275,324	\$0	\$1,383,121	\$68,831	(\$1,176,628)	502.4%	
TOTAL EXPENSE :	\$275,324	\$275,324	\$0	\$1,383,121	\$68,831	(\$1,176,628)	527.4%	
REVENUE OVER EXPENSE :	\$544	\$0	\$0	(\$52,963)	(\$68,831)	\$121,794		

*** BOARD REPORT ***

College Revenue Bond Interest & Redemption

Fund 46

Monterey Peninsula College

April 30, 2014

OBJECT CLASSIFICATION	2012-2013 ACTUAL	2013-14					
		REVISED BUDGET	CURRENT REVENUES	Y-T-D REVENUES	ENCUMBERED BALANCE	UNENCUMBERED BALANCE	Y-T-D ACTUAL TO BUDGET
REVENUES							
8800 LOCAL	18,525	18,075	0	0		18,075	0.0%
8860 INTEREST	49	0	9	29		(29)	N/A
TOTAL REVENUE :	<u>\$18,574</u>	<u>\$18,075</u>	<u>\$9</u>	<u>\$29</u>		<u>(\$29)</u>	0.2%
DEBT RETIREMENT							
7100 DEBT RETIREMENT	18,525	18,075	0	21,768	0	0	120.4%
TOTAL DEBT RETIREMENT :	<u>\$18,525</u>	<u>\$18,075</u>	<u>\$0</u>	<u>\$21,768</u>	<u>\$0</u>	<u>\$0</u>	120.4%
TOTAL EXPENSE :	<u>\$18,525</u>	<u>\$18,075</u>	<u>\$0</u>	<u>\$21,768</u>	<u>\$0</u>	<u>\$0</u>	120.4%
REVENUE OVER EXPENSE :	<u>\$49</u>	<u>\$0</u>	<u>\$9</u>	<u>(\$21,739)</u>	<u>\$0</u>	<u>(\$29)</u>	

April 30, 2014

			April 30, 2014							
OBJECT		2012 13				2013 14				
CLASSIFICATION		PRIOR YEAR ACTUAL	FORECAST BUDGET	REVISED BUDGET	CURRENT MTH REVENUE	Y-T-D REVENUE		BALANCE DUE	PERCENT	
REVENUES										
8000	BEGINNING BALANCE	0	0	0	0	0		0	#DIV/0!	
8001	ASMP C CARD SALES	72,503	59,000	59,000	2,729	56,793		2,207	96.3%	
8005	CAFETERIA/D & L VENDING	7,163	2,119	2,119	4,967	6,355		-4,236	299.9%	
8006	INTEREST	186	155	155	7	159		-4	102.6%	
8010	MISCELLANEOUS	0	0	0	72	1,970		-1,970	0.0%	
8011	STUDENT REPRESENTATIVE FEES	14,478	11,000	11,000	563	12,200		-1,200	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	10,770	12,726	12,726	1,290	2,770		9,956	0.0%	
4999	OTHER INCOME	100	0	0	0	0		0	0.0%	
	TOTAL REVENUE:	\$110,200	\$90,000	\$90,000	9,629	80,246		\$9,754	89.2%	
EXPENSES										
#4000 ASMP C COUNCIL										
	ASMP C COMMUNITY OUTREACH FUND	0	200	200	0	0		200.00	0.0%	
	ASMP C GENERAL FUND	1,313	2,000	2,000	84	2,952		-952	147.6%	
	ASMP C OFFICE SUPPLIES FUND	8,787	8,200	8,200	489	7,450		750	0.0%	
	ASMP C STIPEND FUND	9,020	12,700	12,700	0	5,200		7,500	40.9%	
	ASMP C STUDENT BENEFITS FUND	17,730	12,900	12,900	425	6,696		6,204	51.9%	
#4007 STUDENT REP. COUNCIL										
	SRC STIPEND FUND	0	4,500	4,500	0	0		4,500	0.0%	
	SRC GENERAL FUND	0	4,500	4,500	0	0		4,500	0.0%	
#4010 ACTIVITIES COUNCIL										
	AC GENERAL FUND	9,684	16,150	16,150	1,450	9,695		0	0.0%	
	AC PROMOTIONAL ITEM FUND	1,490	450	450	0	0		0	0.0%	
	AC STIPENDS	1,620	1,400	1,400	0	440		0	0.0%	
#4104 INTER CLUB COUNCIL-ICC										
	ICC CLUB ACTIVITY FUND	3,386	4,500	4,500	345	3,029				
	ICC CLUB EQUIPMENT FUND	1,085	2,000	2,000	200	233		1,767	0.0%	
	ICC COMMUNITY ACTIVITY FUND	6,719	10,500	10,500	1,094	2,975		7,526	0.0%	
	ICC EQUIPMENT FUND	0	1,500	1,500	0	245		1,255	0.0%	
	ICC SEED MONEY	3,392	7,000	7,000	500	2,137		4,863	0.0%	
	ICC START UP FUNDS (\$200.00)	50	500	500	0	100		0	0.0%	
	ICC STIPEND FUND	0	1,000	1,000	0	0				
#4105 Student Rep Fees										
	SRF Conference/workshops	3,918	0	0	0	1,958			0.0%	
	SRF (statewide) travel Fnd.	1,441	0	0	0	972			0.0%	
6560 BANK SERVICES										
	BANK CHARGES	9	0	0	24	111				
	TOTAL EXPENSES:	\$69,644	\$90,000	\$90,000	4,611	44,192		\$38,113	49.1%	
	REVENUE OVER EXPENSE:	\$40,556	\$0	\$0	\$5,018	\$36,054		\$28,359		
	BEGINNING BALANCE WITH Y-T-D REVENUE					92,321				
	INCOME TO DATE					80,246				
	EXPENSE TO DATE					(44,192)				
	EST. ENDING BALANCE					128,375				

Monterey Peninsula Community College District

Governing Board Agenda

May 28, 2014

New Business Agenda Item No. B

Fiscal Services
College Area

Proposal:

That the Governing Board reviews the attached County of Monterey Investment Report for the quarter ending March 31, 2014

Background:


The majority of the funds are on deposit with the Monterey County Treasury pursuant to Ed Code. The County Treasurer provides a quarterly report to participating agencies detailing asset allocation and investment performance. The portfolio's net earned income yield for the period ending March 31, 2014, was 0.47%. Approximately 95% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities and other liquid funds. The remaining 5% is invested in corporate debt and is rated in the higher levels of investment grade.

Budgetary Implications:

None.

☒ **INFORMATION:** County of Monterey Investment Report for the quarter ending March 31, 2014.

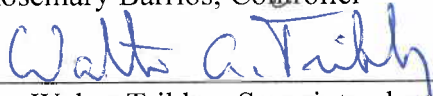
Recommended By:


C. Earl Davis, Interim Vice President for Administrative Services

Prepared By:


Rosemary Barrios, Controller

Agenda Approval:


Dr. Walter Tribley, Superintendent/President



Monterey County

Board Order

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066

Upon motion of Supervisor Parker, seconded by Supervisor Salinas and carried by those members present, the Board of Supervisors hereby:

Received and Accepted the Treasurer's Report of Investments for the quarter ending March 31, 2014.

PASSED AND ADOPTED on this 22nd day of April 2014, by the following vote, to wit:

AYES: Supervisors Armenta, Calcagno, Salinas, Parker and Potter
NOES: None
ABSENT: None

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 77 for the meeting on April 22, 2014.

Dated: April 22, 2014
File Number: 14-348

Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California

By

Deputy



Monterey County

04-22-14

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066

Board Report

Legistar File Number: 14-348

Introduced: 4/11/2014

Version: 1

Current Status: Agenda Ready

Matter Type: General Agenda Item

Receive and Accept the Treasurer's Report of Investments for the quarter ending March 31, 2014.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Receive and accept the Treasurer's Report of Investments for the quarter ending March 31, 2014.

SUMMARY:

Government Code Section 53646 (b) (1) states the Treasurer may submit a quarterly report of investments. The attached Exhibit A provides a narrative portfolio review of economic and market conditions that support the investment activity during the January - March period. Exhibit B describes the investment portfolio position by investment type as of March 31, 2014. Exhibit C is a listing of historical Monterey County Treasury Pool yields versus benchmarks. Exhibit D describes the investment portfolio by maturity range, and Exhibit E is an overview of the short term funds that the Treasurer invests in overnight, liquid assets.

DISCUSSION:

During the January to March quarter, the Treasury yield curve flattened moderately, with longer maturities showing a decrease in yield, while short Treasury bills gained 3 to 5 basis points. The changes have been caused by multiple economic factors. At the start of the quarter, Treasury yields increased in response to Congress' successful avoidance of the worst of the fiscal cliff and a subsequent agreement to suspend the debt limit until March of 2015. Later in the quarter the economy continued to show small improvement and labor markets continued their trend of modest expansion. Towards the end of the quarter, a bipartisan Senate proposal that outlines the framework for the elimination of government participation in housing markets through the eventual dissolution of Fannie Mae and Freddie Mac was introduced. The combination of the positive economic news and uncertainty of a bond market without Freddie and Fannie resulted in the changes to bond yields across all maturities.

On March 31, 2014 the Monterey County investment portfolio contained an amortized book value of \$1,013,345,699 spread among 75 separate securities and funds. The par value of those funds was \$1,011,894,150, with a market value of \$1,010,766,674 or 99.75% of amortized book value. The portfolio's net earned income yield for the period was 0.47%. The portfolio produced an estimated income of \$1,190,018 for the quarter which will be distributed proportionally to all agencies participating in the investment pool. The investment portfolio had a weighted average maturity of 485 days.


The investment portfolio was in compliance with all applicable provisions of state law and the

adopted investment policy, and contained sufficient liquidity to meet all projected outflows over the next six months. Market value pricings were obtained through Bloomberg LLP, Union Bank of California and included live-bid pricing of corporate securities.

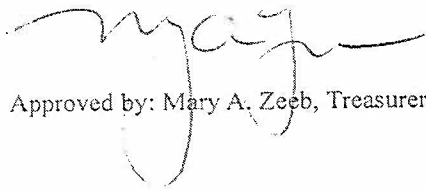
OTHER AGENCY INVOLVEMENT: A copy of this report will be distributed to all agencies participating in the County investment pool and the Treasury Oversight Committee. In addition, the report will be published on the County Treasurer's web site. A monthly report of investment transactions is provided to the Board of Supervisors as required by GC 53607.

FINANCING:

The investment portfolio contains sufficient liquidity to meet all projected expenditures over the next six months. We estimate that the investment earnings in the General Fund will be consistent with budgeted revenue, but at historically low levels, as the Federal Reserve is expected to continue keeping short term interest rates at the current rate of 0.00 - 0.25%.



Prepared by: Eamonn M. Mahar, Investment Officer, x5490



Approved by: Mary A. Zeeb, Treasurer-Tax Collector, x 5015

County Administrative Office
County Counsel
Auditor-Controller - Internal Audit Section
All depositors
Treasury Oversight Committee

Attachments:

Exhibit A - Investment Portfolio Review - 03.31.14
Exhibit B - Portfolio Management Report - 03.31.14
Exhibit C - Monterey County Historical Yields vs. Benchmarks
Exhibit D - Aging Report - 04.01.14
Exhibit E - Overnight (Liquid) Asset Distribution

Exhibit A

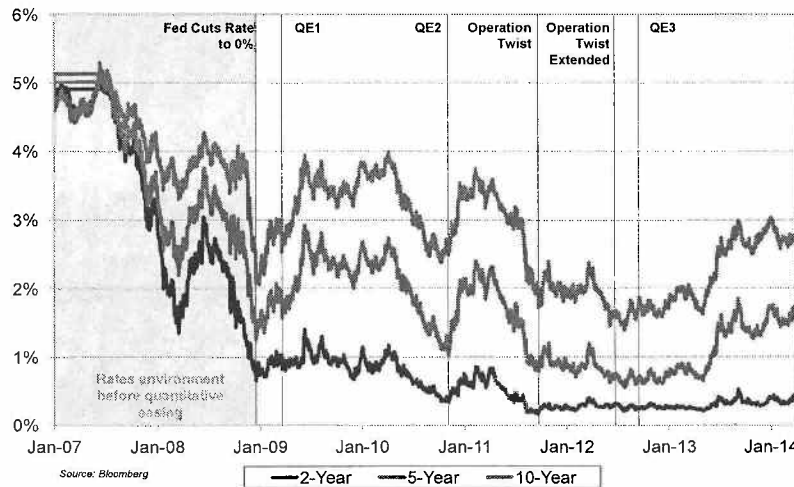
Investment Portfolio Review Quarter Ending March 31, 2014

OVERVIEW – January 1 – March 31, 2014

During the January to March quarter, the Treasury yield curve flattened moderately, with longer maturities showing a decrease in yield, while short Treasury bills gained 3 to 5 basis points. The changes have been caused by multiple economic factors. At the start of the quarter, Treasury yields increased in response to Congress' successful avoidance of the worst of the fiscal cliff and a subsequent agreement to suspend the debt limit until March of 2015. Later in the quarter the economy continued to show small improvement and labor markets continued their trend of modest expansion. Towards the end of the quarter, a bipartisan Senate proposal that outlines the framework for the elimination of government participation in housing markets through the eventual dissolution of Fannie Mae and Freddie Mac was introduced. The combination of the positive economic news and uncertainty of a bond market without Freddie and Fannie resulted in the changes to bond yields across all maturities.

A Longer View of Treasury Yields

- Despite the increase in rates over the past year, Treasury yields still remain low relative to historical averages.



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The County Treasury continued to outperform all of the portfolio benchmarks due to a consistent investment strategy that ladders short term debt to provide liquidity and takes advantage of available higher rates by buying small amounts of longer term corporate and non callable securities, while maintaining positions in currently held callable debt

structures. The following indicators reflect key aspects of the County's investment portfolio in light of the above noted conditions:

1. Market Access – The U.S. Treasury continues to issue substantial amounts of debt instruments. The continued large issuance is due to efforts to stimulate the economy by providing funding for financial institutions, social programs, and ongoing military funding requirements. Access to U.S. Treasuries and Agency debt has been plentiful, but yields have continued to remain low as investors seek safe havens from an uncertain world market. These issues have continued to keep yields low on Treasury bonds from January through March.

During the quarter, the majority of County investment purchases continue to be in U.S. Treasury and Agency markets with a continued small position in shorter term, highly rated (AA or better) Corporate bonds, Certificates of Deposits and highly rated (A1, P1), short term Commercial Paper. In addition, the Treasurer continues to keep a high level of overnight liquid assets, reflecting the need to maintain increased levels of available cash to ensure the ability to meet all cash flow needs.

2. Diversification - The Monterey County Treasurer's portfolio consists of fixed income investments, all of which are authorized by the State of California Government Code 53601.

The portfolio asset spread is detailed in the table below:

Portfolio Asset Composition			
Corporate Assets	Overnight Liquid Assets	US Treasuries	Federal Agencies
4.95%	33.76%	6.91%	54.38%

3. Credit Risk – Approximately 95% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities and other liquid funds. All assets have an investment grade rating. U.S. Treasuries are not specifically rated, but are considered the safest of all investments. The corporate debt, (5 %) is rated in the higher levels of investment grade. All federal agency securities have AA ratings, or are guaranteed by the U.S. Treasury.

The portfolio credit composition is detailed in the table below:

Portfolio Credit Composition					
AA+	AA-	A-1+ (Short Term)	Not Rated (LAIF/Blackrock)	AAAm	Amf/S1 (Cal Trust)
63%	2%	1%	15%	10%	9%

4. Liquidity Risk – Liquidity risk, as measured by the ability of the county's Treasury to meet withdrawal demands on invested assets, was adequately managed during the January to March quarter. The portfolio's average weighted maturity was 485 days, and large percentages (33.76%) of assets are held in immediately available funds.

PORTFOLIO CHARACTERISTICS

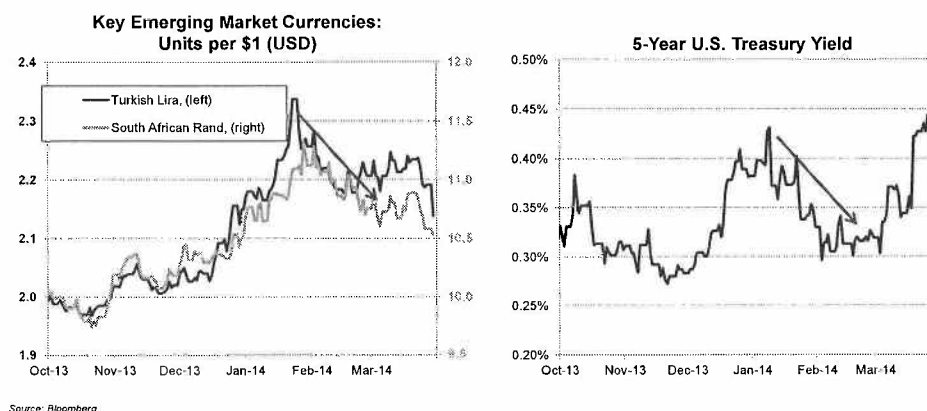
	<u>December 31, 2013</u>	<u>March 31, 2014</u>
Total Assets	\$1,049,985,939	\$1,013,345,699
Market Value	\$1,046,087,332	\$1,010,766,674
Days to Maturity	496	485
Yield	0.50%	0.47%
Estimated Earnings	\$1,220,716	\$1,190,018

FUTURE STRATEGY

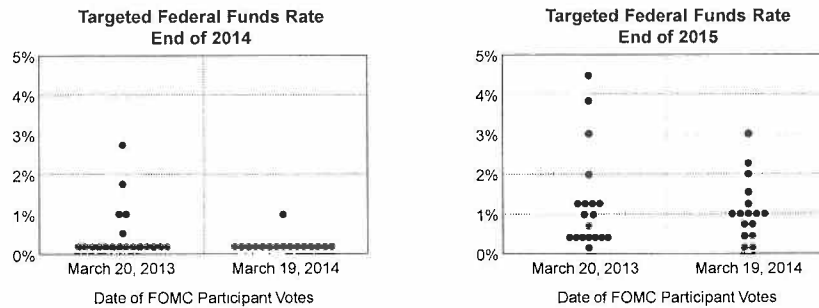
The U.S. Treasury will continue a policy of heavy borrowing for stimulus programs, military funding and other additional needs. The continued improvement in our economy has given the Federal Reserve an opportunity to continue to taper their Quantitative Easing program by \$10 billion a month, which may make securities easier to obtain, but will have little effect on short term rates in the near term. The consistent improvement has also ensured that investors will continue to prefer the safety of U.S. debt to other investment options.

Emerging Market Weakness Drove Flight to Quality

- With the Federal Reserve tapering its bond purchase program, the U.S. dollar has been appreciating in value against currencies in emerging markets which have been weakening in value.
- Some of the countries impacted by weakening currencies include Turkey, South Africa, Argentina, and Russia. Weaker currencies threatened economic growth in emerging markets, which sparked a flight-to-quality into U.S. Treasuries.



FOMC Expectations for Federal Funds Rate Then vs. Now



● Individual FOMC participant's judgment of the appropriate level of the target federal funds rate at the end of the specified calendar year.
Source: Federal Reserve Open Market Committee.

In the near term the Treasurer continues to believe rates will not begin to rise until there is a longer history of consistent improvement in the unemployment rate, or the Federal Reserve starts to see significant inflation in the core Consumer Price Index. The Treasurer's rolling investment ladder will access short term Treasury and Agency markets with expected yields of less than one-quarter percent. In our efforts to continue to provide the safest vehicles for Treasury investments, the Treasurer will maintain a portfolio weighted with U.S. Treasuries, Federal Agency securities, and other highly liquid assets.

Exhibit B

Monterey County Portfolio Management Portfolio Details - Investments March 31, 2014

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	Days to Maturity	Maturity Date
Money Market Accts-GC 53601(k)(2)												
SYS11672	11672	BlackRock			100,583,209.99	100,583,209.99	100,583,209.99	0.057			1	
SYS11801	11801	CalTrust			100,000,000.00	100,000,000.00	100,000,000.00	0.387	Aaa	AAA	1	
SYS11961	11961	Calif. Asset Mgmt		03/10/2014	378,627.29	378,627.29	378,627.29	0.062		AAA	1	
SYS11830	11830	Federated		07/01/2013	0.00	0.00	0.00	0.101	Aaa	AAA	1	
SYS11578	11578	Fidelity Investments			2,632,312.88	2,632,312.88	2,632,312.88	0.055	Aaa	AAA	1	
Subtotal and Average			181,913,447.90		203,594,150.16	203,594,150.16	203,594,150.16				1	
State Pool-GC 53601(p)												
SYS11361	11361	LAIF			50,000,000.00	50,000,000.00	50,000,000.00	0.256			1	
Subtotal and Average			50,000,000.00		50,000,000.00	50,000,000.00	50,000,000.00				1	
CAMP-GC 56301(p)												
SYS10379	10379	Calif. Asset Mgmt			88,600,000.00	88,600,000.00	88,600,000.00	0.060		AAA	1	
SYS11526	11526	Calif. Asset Mgmt			0.00	0.00	0.00	0.071		AAA	1	
Subtotal and Average			82,368,888.89		88,600,000.00	88,600,000.00	88,600,000.00				1	
Negotiable CDs - GC 53601 (i)												
78009NGU4	11863	RBC Capital Markets		06/25/2012	10,000,000.00	10,000,000.00	10,000,000.00	0.333	Aa	AA	450	06/25/2015
Subtotal and Average			10,000,000.00		10,000,000.00	10,000,000.00	10,000,000.00				450	
Medium Term Notes - GC 53601(k)												
36962G4N1	11701	General Electric		08/11/2010	10,000,000.00	10,078,000.00	10,000,000.00	1.000	A	AA	497	08/11/2015
36962G5W0	11855	General Electric		04/27/2012	5,000,000.00	5,155,000.00	4,995,975.39	2.300	A	AA	1,122	04/27/2017
36962G5W0	11856	General Electric		04/27/2012	5,000,000.00	5,155,000.00	5,004,608.33	2.300	A	AA	1,122	04/27/2017
89233P5S1	11839	Toyota Motor Corporation		02/29/2012	5,000,000.00	5,136,000.00	5,062,612.46	2.050	Aa	AA	1,017	01/12/2017
89233P5Z5	11840	Toyota Motor Corporation		02/29/2012	5,000,000.00	5,027,500.00	5,005,399.81	1.000	Aa	AA	322	02/17/2015
Subtotal and Average			30,738,831.62		30,000,000.00	30,551,500.00	30,068,595.99				763	
Commercial Paper Disc.- GC 53601(h)												
89233HE18	11938	Toyota Motor Corporation		08/05/2013	10,000,000.00	9,999,138.90	9,997,666.67		P-1	A-1	30	05/01/2014
Subtotal and Average			9,994,205.56		10,000,000.00	9,999,138.90	9,997,666.67				30	
Fed Agcy Coupon Sec - GC 53601(f)												
3133EAF86	11864	Federal Farm Credit Bank		08/07/2012	10,000,000.00	9,924,900.00	10,000,000.00	0.970	Aaa	AA	1,224	08/07/2017
3133ECHV9	11912	Federal Farm Credit Bank		04/02/2013	10,000,000.00	10,011,000.00	10,001,589.05	0.350	Aaa	AA	485	07/30/2015

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Exhibit B

Monterey County Portfolio Management Portfolio Details - Investments March 31, 2014

Page 2

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	Days to Maturity	Maturity Date
Fed Agcy Coupon Sec - GC 53601(f)												
3133ECFJ8	11914	Federal Farm Credit Bank		04/02/2013	10,000,000.00	10,004,400.00	10,000,181.76	0.250	Aaa	AA	304	01/30/2015
3133ECTM6	11931	Federal Farm Credit Bank		07/02/2013	10,000,000.00	10,127,800.00	10,039,806.00	1.900	Aaa	AA	1,553	07/02/2018
313380EC7	11878	Federal Home Loan Bank		09/17/2012	10,000,000.00	9,826,400.00	9,966,398.63	0.750	Aaa	AA	1,256	09/08/2017
313380XB8	11881	Federal Home Loan Bank		10/17/2012	10,000,000.00	9,958,900.00	9,998,091.67	0.625	Aaa	AA	930	10/17/2016
313370TW8	11888	Federal Home Loan Bank		12/05/2012	10,000,000.00	10,324,400.00	10,356,646.97	2.000	Aaa	AA	892	09/09/2016
313373SZ6	11913	Federal Home Loan Bank		04/02/2013	10,000,000.00	10,332,600.00	10,361,510.45	2.125	Aaa	AA	801	06/10/2016
313378A43	11925	Federal Home Loan Bank		05/02/2013	10,000,000.00	9,978,200.00	10,238,146.08	1.375	Aaa	AA	1,438	03/09/2018
313383A68	11928	Federal Home Loan Bank		06/13/2013	10,000,000.00	9,775,800.00	10,000,000.00	1.080	Aaa	AA	1,534	06/13/2018
313382Q63	11933	Federal Home Loan Bank		06/28/2013	10,000,000.00	10,000,000.00	10,000,000.00	0.170	Aaa	AA	0	04/01/2014
313382QM8	11934	Federal Home Loan Bank		06/28/2013	10,000,000.00	10,000,000.00	10,000,004.22	0.170	Aaa	AA	2	04/03/2014
313373JR4	11937	Federal Home Loan Bank		07/24/2013	10,000,000.00	10,020,200.00	10,019,667.46	1.375	Aaa	AA	57	05/28/2014
313383BN0	11939	Federal Home Loan Bank		08/02/2013	10,000,000.00	10,000,800.00	9,999,982.41	0.140	Aaa	AA	51	05/22/2014
3130A05Y2	11941	Federal Home Loan Bank		09/30/2013	10,000,000.00	10,000,300.00	9,999,736.30	0.090	Aaa	AA	90	06/30/2014
3130A04L1	11942	Federal Home Loan Bank		09/27/2013	10,000,000.00	10,000,600.00	10,000,202.32	0.110	Aaa	AA	83	06/23/2014
313383WP2	11943	Federal Home Loan Bank		10/11/2013	9,700,000.00	9,700,485.00	9,699,559.09	0.120	Aaa	AA	50	05/21/2014
313379TL3	11944	Federal Home Loan Bank		10/31/2013	10,000,000.00	10,005,700.00	10,005,196.08	0.375	Aaa	AA	72	06/12/2014
3130A05Y2	11947	Federal Home Loan Bank		12/04/2013	10,000,000.00	10,000,300.00	9,999,222.33	0.090	Aaa	AA	90	06/30/2014
313383SV4	11950	Federal Home Loan Bank		12/06/2013	10,000,000.00	10,003,200.00	10,001,260.78	0.170	Aaa	AA	118	07/28/2014
313383QF1	11951	Federal Home Loan Bank		12/06/2013	10,000,000.00	10,003,700.00	10,001,703.03	0.190	Aaa	AA	115	07/25/2014
313383YU9	11955	Federal Home Loan Bank		01/13/2014	10,000,000.00	10,003,500.00	10,002,522.41	0.170	Aaa	AA	157	09/05/2014
313383W56	11957	Federal Home Loan Bank		01/23/2014	10,000,000.00	10,003,800.00	10,002,698.56	0.170	Aaa	AA	143	08/22/2014
3130A1A57	11962	Federal Home Loan Bank		03/13/2014	10,000,000.00	9,999,300.00	9,999,460.34	0.080	Aaa	AA	164	09/12/2014
3137EADC0	11852	Federal Home Loan Mtg Corp		04/18/2012	10,000,000.00	10,024,500.00	9,980,601.65	1.000	Aaa	AA	1,072	03/08/2017
3134G3H52	11871	Federal Home Loan Mtg Corp		09/12/2012	10,000,000.00	9,908,500.00	10,000,000.00	1.000	Aaa	AA	1,260	09/12/2017
3134G3K33	11875	Federal Home Loan Mtg Corp		09/27/2012	10,000,000.00	9,988,200.00	9,998,133.33	0.700	Aaa	AA	910	09/27/2016
3134G3S50	11887	Federal Home Loan Mtg Corp		11/30/2012	10,000,000.00	9,974,700.00	10,016,578.39	0.625	Aaa	AA	945	11/01/2016
3134G42M9	11916	Federal Home Loan Mtg Corp		04/25/2013	10,000,000.00	9,893,100.00	10,000,000.00	0.700	Aaa	AA	1,120	04/25/2017
3134G42G2	11917	Federal Home Loan Mtg Corp		04/30/2013	10,000,000.00	9,760,400.00	10,000,000.00	1.050	Aaa	AA	1,490	04/30/2018
3134G43F3	11920	Federal Home Loan Mtg Corp		04/30/2013	10,000,000.00	9,753,300.00	10,000,000.00	1.020	Aaa	AA	1,490	04/30/2018
3134G43V8	11923	Federal Home Loan Mtg Corp		05/15/2013	10,000,000.00	9,797,500.00	9,999,175.56	1.050	Aaa	AA	1,505	05/15/2018
3134G47M4	11930	Federal Home Loan Mtg Corp		06/26/2013	10,000,000.00	9,923,100.00	10,000,000.00	1.500	Aaa	AA	1,547	06/26/2018
3134G3SB7	11932	Federal Home Loan Mtg Corp		06/27/2013	10,000,000.00	10,002,200.00	10,001,587.71	0.375	Aaa	AA	27	04/28/2014
3137EACB3	11935	Federal Home Loan Mtg Corp		06/28/2013	10,000,000.00	10,014,800.00	10,014,270.92	2.500	Aaa	AA	22	04/23/2014
3134G2UA8	11949	Federal Home Loan Mtg Corp		12/05/2013	10,000,000.00	10,029,500.00	10,033,501.73	1.000	Aaa	AA	141	08/20/2014
3137EACU1	11952	Federal Home Loan Mtg Corp		01/03/2014	10,000,000.00	10,027,600.00	10,028,718.09	1.000	Aaa	AA	120	07/30/2014
3134A4UU6	11953	Federal Home Loan Mtg Corp		01/03/2014	10,000,000.00	10,140,900.00	10,140,560.87	5.000	Aaa	AA	105	07/15/2014

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Exhibit B

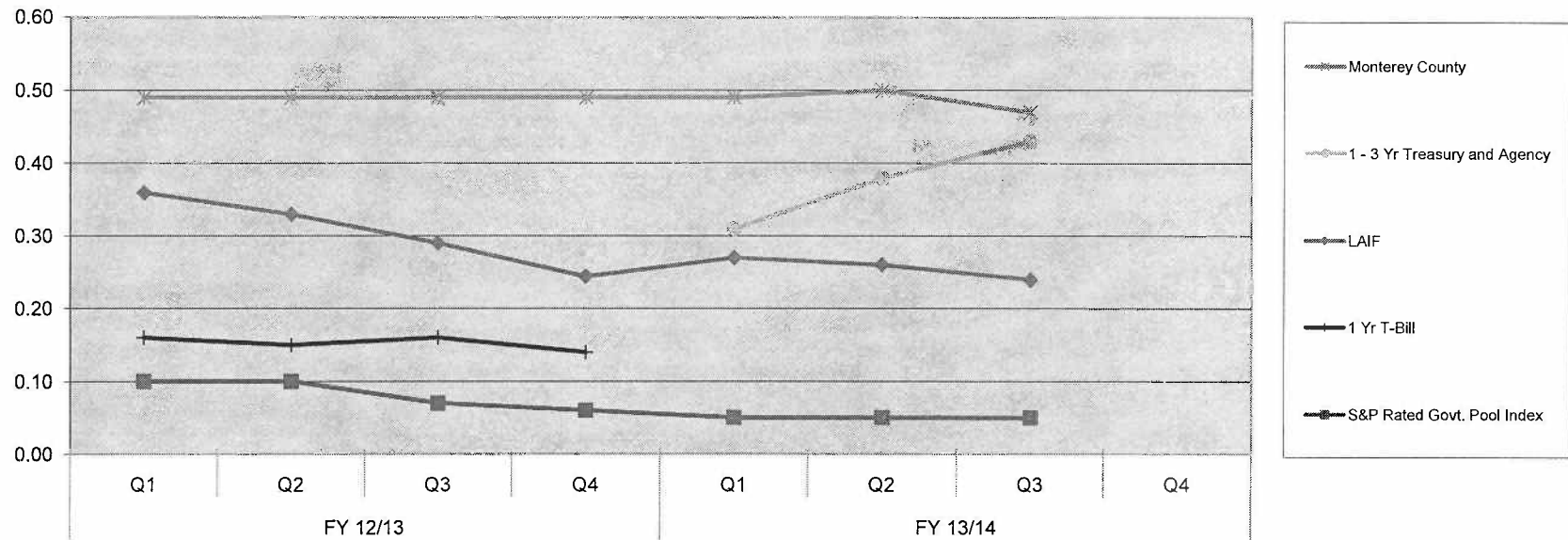
Monterey County Portfolio Management Portfolio Details - Investments March 31, 2014

Page 3

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	Days to Maturity	Maturity Date
Fed Agcy Coupon Sec - GC 53601(f)												
3136G0B26	11874	Federal National Mtg Assn		09/27/2012	10,000,000.00	9,907,400.00	10,000,000.00	1.000	Aaa	AA	1,275	09/27/2017
3135G0NH2	11876	Federal National Mtg Assn		09/13/2012	10,000,000.00	9,907,000.00	9,995,880.90	0.950	Aaa	AA	1,240	08/23/2017
3136G04Q1	11884	Federal National Mtg Assn		11/20/2012	10,000,000.00	10,059,300.00	10,144,499.06	1.500	Aaa	AA	1,329	11/20/2017
3136G06Z9	11885	Federal National Mtg Assn		12/13/2012	10,000,000.00	9,937,600.00	10,000,000.00	0.650	Aaa	AA	987	12/13/2016
3136G14N6	11890	Federal National Mtg Assn		01/02/2013	10,000,000.00	9,866,700.00	9,994,583.85	0.750	Aaa	AA	1,184	06/28/2017
3135G0PP2	11903	Federal National Mtg Assn		01/18/2013	10,000,000.00	9,935,300.00	10,024,504.76	1.000	Aaa	AA	1,268	09/20/2017
3135G0UH4	11906	Federal National Mtg Assn		02/22/2013	10,000,000.00	9,893,300.00	10,000,000.00	1.200	Aaa	AA	1,423	02/22/2018
3135G0XA6	11924	Federal National Mtg Assn		05/21/2013	10,000,000.00	9,828,300.00	10,000,000.00	1.030	Aaa	AA	1,511	05/21/2018
3135G0XK4	11927	Federal National Mtg Assn		05/30/2013	10,000,000.00	9,820,000.00	10,000,000.00	1.050	Aaa	AA	1,515	05/25/2018
3135G0WJ8	11929	Federal National Mtg Assn		05/28/2013	10,000,000.00	9,729,400.00	9,931,607.92	0.875	Aaa	AA	1,511	05/21/2018
3135G0PQ0	11948	Federal National Mtg Assn		12/04/2013	10,000,000.00	9,857,700.00	9,935,465.87	0.875	Aaa	AA	1,304	10/26/2017
3135G0BY8	11954	Federal National Mtg Assn		01/06/2014	10,000,000.00	10,033,100.00	10,029,941.68	0.875	Aaa	AA	149	08/28/2014
3135G0ZA4	11960	Federal National Mtg Assn		03/03/2014	10,000,000.00	10,031,600.00	10,099,889.05	1.875	Aaa	AA	1,785	02/19/2019
3135G0ZA4	11964	Federal National Mtg Assn		03/21/2014	10,000,000.00	10,031,600.00	10,025,455.20	1.875	Aaa	AA	1,785	02/19/2019
Subtotal and Average			578,534,966.05		519,700,000.00	518,082,885.00	521,088,542.48				801	
Federal Agency Disc.-GC 53601(f)												
313397XH9	11945	Freddie Mac Discount Security		11/26/2013	10,000,000.00	9,999,500.00	9,998,133.33		Aaa	AA	56	05/27/2014
Subtotal and Average			9,996,650.00		10,000,000.00	9,999,500.00	9,998,133.33				56	
US Treasury Note-GC 53601(b)												
912828VR8	11940	U.S. Treasury		08/29/2013	10,000,000.00	10,003,100.00	9,963,691.37	0.625	Aaa	AA	867	08/15/2016
912828RB8	11956	U.S. Treasury		01/14/2014	10,000,000.00	10,016,000.00	10,014,964.79	0.500	Aaa	AA	136	08/15/2014
912828TL4	11958	U.S. Treasury		01/30/2014	20,000,000.00	20,014,000.00	20,012,402.63	0.250	Aaa	AA	152	08/31/2014
912828TQ3	11959	U.S. Treasury		01/30/2014	20,000,000.00	20,016,400.00	20,014,628.34	0.250	Aaa	AA	182	09/30/2014
Subtotal and Average			45,666,489.44		60,000,000.00	60,049,500.00	60,005,687.13				278	
US Treasury Bill-GC 53061(b)												
912796DV8	11963	US Treasury - Bills		03/13/2014	10,000,000.00	9,997,400.00	9,996,604.16	0.075	Aaa	AA	163	09/11/2014
Subtotal and Average			2,110,354.63		10,000,000.00	9,997,400.00	9,996,604.16				163	
Federal Agency Step Up-GC 53601(f)												
3134G4NB0	11946	Federal Home Loan Mtg Corp		12/19/2013	10,000,000.00	9,995,700.00	10,000,000.00	0.625	Aaa	AA	1,358	12/19/2017
3136G07K1	11886	Federal National Mtg Assn		12/06/2012	10,000,000.00	9,896,900.00	9,996,319.44	0.700	Aaa	AA	1,345	12/06/2017
Subtotal and Average			23,218,418.15		20,000,000.00	19,892,600.00	19,996,319.44				1,352	
Total and Average			1,024,542,252.23		1,011,894,150.16	1,010,766,674.06	1,013,345,699.36				485	

Exhibit C

Monterey County Historical Yields vs. Benchmarks



Quarterly Yield	FY 12/13				FY 13/14			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Monterey County	0.49	0.49	0.49	0.49	0.49	0.50	0.47	
1 - 3 Yr Treasury and Agency					0.31	0.38	0.43	
LAIF	0.36	0.33	0.29	0.24	0.27	0.26	0.24	
1 Yr T-Bill	0.16	0.15	0.16	0.14				
S&P Rated Govt. Pool Index	0.10	0.10	0.07	0.06	0.05	0.05	0.05	

The S&P Index yields are obtained from Bloomberg

The 1-3 Yr Treas and Agy benchmark has replaced the 1 Yr T-Bill , as it more accurately reflects the current composition and weighted average maturity of the County's portfolio.

The 1-3 Yr Treas and Agy yields are obtained from the B of A Merrill Lynch Global Bond Indices/Bloomberg



**Exhibit D
Monterey County
Aging Report
By Maturity Date
As of April 1, 2014**

Monterey County
- Prior Day Report

				Maturity Par Value		Current Book Value	Current Market Value
Aging Interval: 0 days	(04/01/2014	04/01/2014)	9 Maturities	352,194,150.16	34.81%	352,194,150.16	352,194,150.16
Aging Interval: 1 - 90 days	(04/02/2014	06/30/2014)	12 Maturities	119,700,000.00	11.83%	119,735,228.84	119,744,023.90
Aging Interval: 91 - 365 days	(07/01/2014	04/01/2015)	15 Maturities	165,000,000.00	16.31%	165,284,548.98	165,320,300.00
Aging Interval: 366 - 730 days	(04/02/2015	03/31/2016)	3 Maturities	30,000,000.00	2.96%	30,001,589.05	30,089,000.00
Aging Interval: 731 - 1095 days	(04/01/2016	03/31/2017)	9 Maturities	85,000,000.00	8.40%	85,737,866.29	85,680,000.00
Aging Interval: 1096 - 1460 days	(04/01/2017	03/31/2018)	16 Maturities	150,000,000.00	14.82%	150,296,382.31	149,160,400.00
Aging Interval: 1461 days and after	(04/01/2018)	11 Maturities	110,000,000.00	10.87%	110,095,933.73	108,578,800.00
Total for 75 Investments					100.00%	1,013,345,699.36	1,010,766,674.06

Investments within the Aging Period

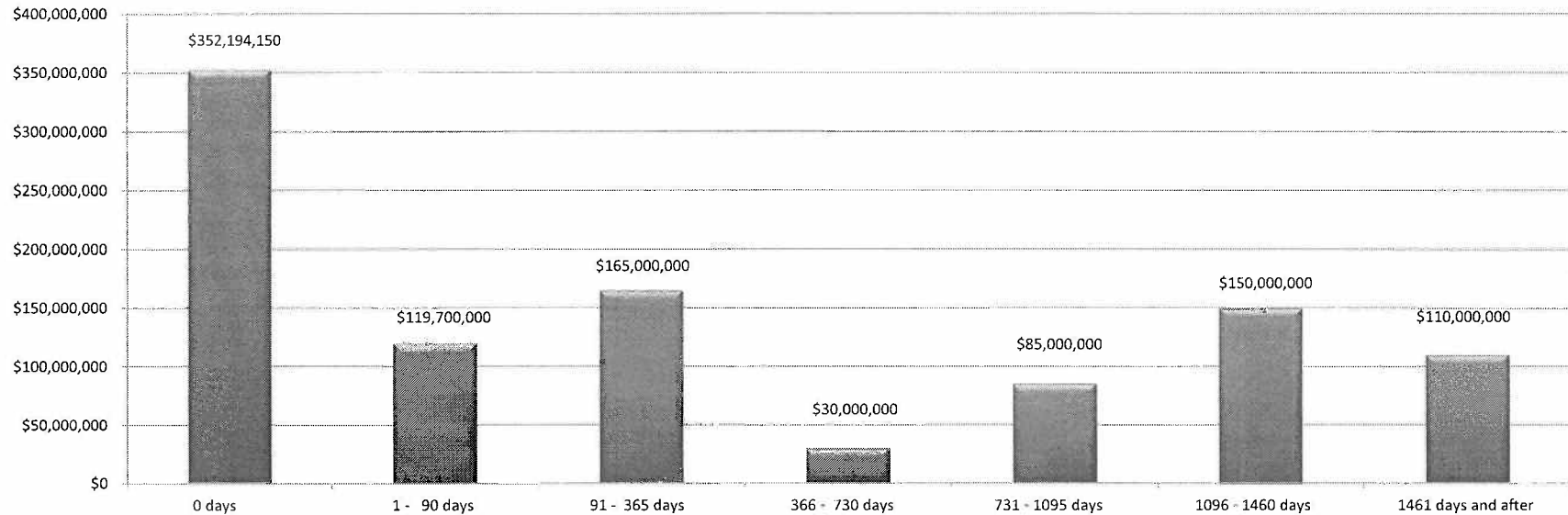
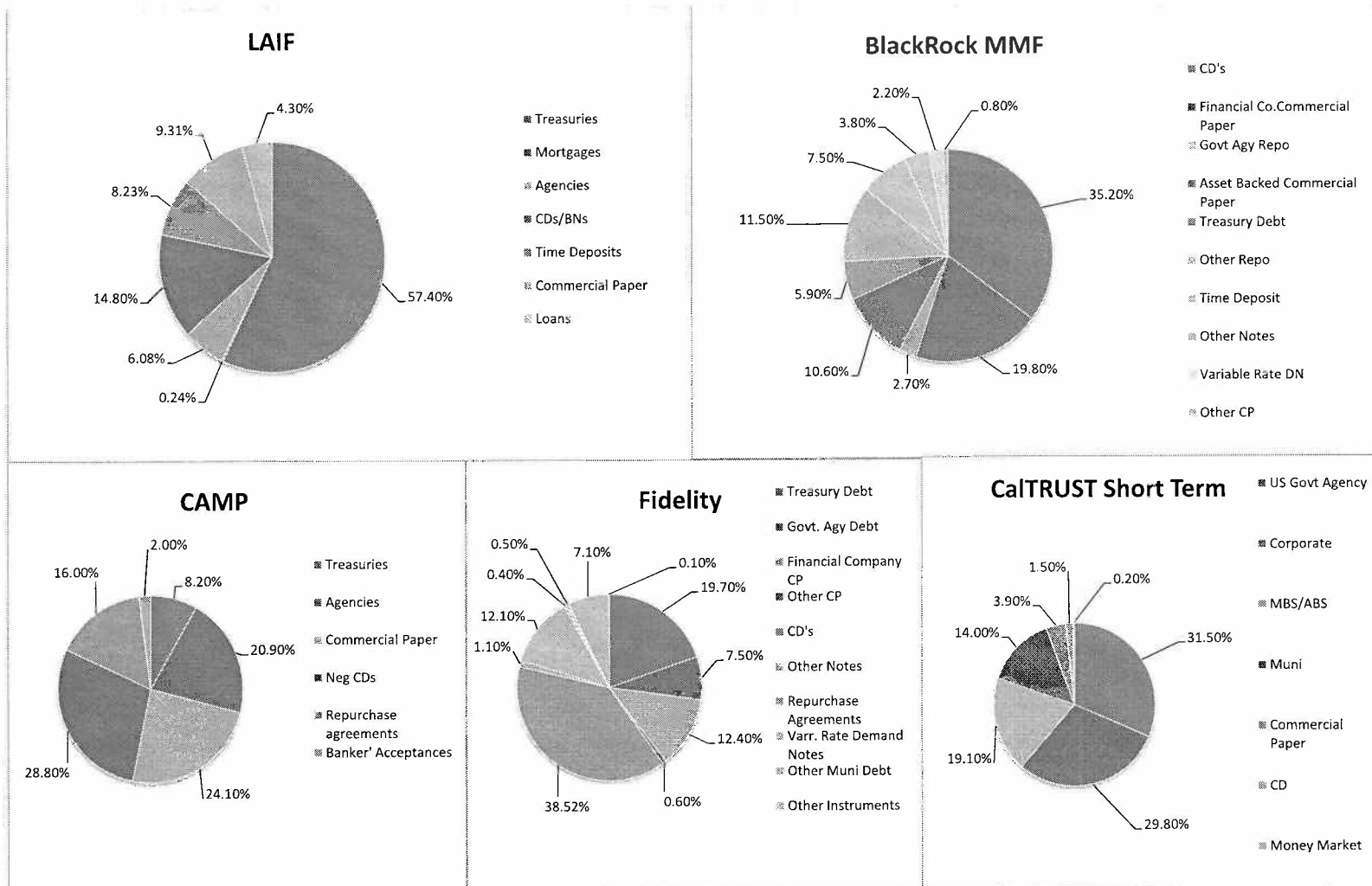


Exhibit E
Overnight (Liquid) Asset Distribution



* Percent total may not equal 100 due to rounding

* Net Other Assets may include cash and receivables and payables related to open security or capital stock trades

	LAIF	CAMP	Fidelity MMF	BlackRock	CalTRUST Short-Term
Credit Rating	NR	AAAm	AAAm	NR	Amf/S1
Fund Assets	\$55.6 Billion	\$1.82 Billion	\$38.4 Billion	\$7.44 Billion	\$668 Million
WAM	202 days	54 days	56 days	52 days	526 days
Percent of Portfolio Invested in Fund	4.94%	8.80%	0.26%	9.94%	9.88%
Fund Quarterly Return	0.24%	0.06%	0.04%	0.06%	0.39%

Monterey Peninsula Community College District

Governing Board Agenda

May 28, 2014

New Business Agenda Item No. C

Academic Affairs
College Area

Proposal:

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

Background:

The programs 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 course revisions, new courses and new programs be approved:

Course Revisions:

ARTD 42B, Jewelry: Metalsmithing II

ARTD 47A, Jewelry: Stone Lapidary Basics I

ARTD 47B, Jewelry: Stone Lapidary Basics II

ARTD 53, Jewelry Mechanisms

ARTD 55, Jewelry: Chain and Ring Making

ARTD 57, Jewelry: Soldering

ARTH 16, Contemporary Architecture of the Monterey Peninsula: Local Firms, Architects, and Builders

ARTH 21.2, Architectural Tour of the Hanna House or the Walker House

ARTP 11C, Photography III

ARTP 55, Alternative Processes

ARTP 56, Experimental Photography

ARTP 57, Lensless Photography

ARTS 11B, Sketch II

ARTS 16, Landscape Drawing and Painting

ARTS 21.1, Perspective Drawing

ARTS 21.2, Narrative Drawing

ARTS 21.3, Value Study

ARTS 42, Watercolor Still Life Painting

ARTS 53, Working from Photographs

ARTS 54, Special Painting Techniques II: Narrative

ARTS 65.1, Special Printmaking Techniques II: Xerox Transfer

ARTS 74, Special Printmaking Techniques II: Mixed Media

ARTS 80, Special Printmaking Techniques I: Relief Printing
ARTS 81, Special Printmaking Techniques II: Book Arts
ARTS 83, Collography
ARTS 84, Chine Collé
ARTV 1, Introduction to Film/Video
ARTV 5A, Film/Video Field Production
ARTV 5B, Film/Video Studio Production
ARTV 5C, Film/Video Narrative Production
ARTV 9, Advanced Film and Video Workshop
BUSE 140, Microsoft Word 2013: Word for Windows I
BUSE 141, Microsoft Word 2013: Word for Windows II
BUSE 142, Microsoft Word 2013: Word for Windows III
BUSE 143, Microsoft Word 2013: Advanced Word for Windows
BUSE 150, Microsoft Excel 2013: Introduction to Spreadsheets I
BUSE 151, Microsoft Excel 2013: Introduction to Spreadsheets II
BUSE 155, QuickBooks 2013
BUSE 160, Microsoft PowerPoint: Introduction to Presentation Management
BUSE 170, Microsoft Windows 8
BUSE 180, Business Desktop Publishing
BUSI 70, Business Communication
COMM 5, Mass Media Methods
COOP 91, Cooperative Work Experience
COOP 91.4, Automotive Technology Work Experience
COOP 91.6, Biology Work Experience
COOP 91.7, Business Work Experience
COOP 91.8, Early Childhood Education Work Experience
COOP 91.9, Communication Studies Work Experience
COOP 91.11, Dental Assisting Work Experience
COOP 91.12, Drafting Work Experience
COOP 91.14, English Work Experience
COOP 91.15, Engineering Work Experience
COOP 91.17, Fashion Work Experience
COOP 91.18, Fire Protection Technology Work Experience
COOP 91.20, Health Work Experience
COOP 91.21, Hospitality Work Experience
COOP 91.39, Human Service Work Experience
CSIS 1, Computer Information Systems
CSIS 76, Networking Fundamentals
CSIS 172, Managing and Maintaining Windows Server
CSIS 174, Managing and Maintaining Advanced Windows Server Services
DANC 14A, Ballroom Dance
DNLT 111, Dental Pharmacology and Oral Pathology
ECED 2, Observation and Assessment
ECED 61, Health, Safety and Nutrition for the Young Child
ECED 84, Language and Literacy Curriculum
EMMS 170, Emergency Medical Technician 1: Basic Training
ENSL 355, High-Intermediate Reading: American Culture
FASH 63, Tailoring
FASH 65, Couture Techniques
FASH 73, Contemporary Tailoring
FASH 75, Garment Construction III
FASH 81, Business and Marketing Practices

FPTC 1, Principles of Emergency Services
FPTC 2, Fire Behavior and Combustion
FPTC 3, Principles of Fire and Emergency Services Safety and Survival
FPTC 4, Building Construction for Fire Prevention
FPTC 5, Fire Prevention
FPTC 6, Fire Protection Systems
FPTC 105, Firefighter I Academy
FPTC 110A, Command 1A: Structure Fire Command Operations for the Company Officers
FPTC 110B, Fire Command 1B: Incident Management for Company Officers
FPTC 110C, Command 1C: WUI Command Operations for the Company Officer
FPTC 120A, Fire Command 2A: Command Tactics at Major Fires
FPTC 120B, Fire Command 2B: Management of Major Hazardous Material Incidents
FPTC 120C, Fire Command 2C: High-Rise Firefighting Tactics
FPTC 120D, Command 2D: Planning for Large-Scale Disasters
FPTC 120E, Fire Command 2E: Wildland Firefighting Tactics
FPTC 132, Fire Instructor 3: Master Instructor Competency Evaluation
FPTC 413, Firefighter Update
HIST 17, United States History to 1877
HLTH 5, First Aid and CPR
LETP 250, Arrest and Control/Driving (PSP)
MATH 18, Calculus and Analytic Geometry for Biology/Social Science/Business
MEDA 130, Medical Assisting Externship
OCEN 2L, Introductory Oceanography Lab
OCEN 10, Introduction to Geographic Information Systems and Techniques
OCEN 31, Exploring Ocean Careers
PFIT 13, Stability Ball Training
PHED 5B, Tennis II
PHED 20.1, Skill Development for Baseball
PHED 20.9, Skill Development for Track and Field
PHED 21, Competitive Golf
PHIL 8, Introduction to World Religions
PHIL 12, Introduction to the Philosophy of Religion
REAL 51, Real Estate Practice
THEA 59A, Repertory Theatre – Musical

New Courses:

ARTD 40D, Jewelry and Metal Arts IV
ARTD 41D, Small Metal Casting: Jewelry IV
ARTD 42C, Jewelry: Metalsmithing III
ARTD 43C, Jewelry: Stone Setting III
ARTD 48, The Art of Tinsmithing
ARTS 85, Monoprints
BUSC 126B, Google Drive: Introduction to Spreadsheets
COMM 7, News Writing Workshop
CSIS 191, Security Practices: Penetration Testing and Discovery
CSIS 192, Virtualization and Cloud Computing Concepts
ECED 40, Positive Child Guidance
EMMS 400, Emergency Medical Training
FPTC 412, Emergency Incident Management
MATH 71, STEM Study Skills I
MATH 72, STEM Study Skills II
MATH 73, STEM Study Skills III

MATH 74, STEM Study Skills IV
PHED 22B, Intermediate Basketball
PHYS 71, STEM Study Skills I
PHYS 72, STEM Study Skills II
PHYS 73, STEM Study Skills III
PHYS 74, STEM Study Skills IV

New Programs:

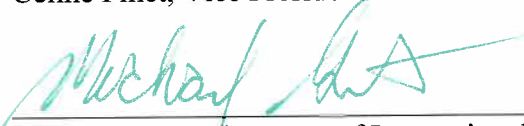
Fire Command Certificate of Training
Fire Instructor Certificate of Training
Fire Investigation Certificate of Training

Recommended By:




Celine Pinet, Vice President of Academic Affairs

Prepared By:



Michael Gilmartin, Dean of Instructional Planning

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

COURSE REVISIONS

ARTD 42B, Jewelry: Metalsmithing II

3 units

6 hours studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course is a continuation ARTD 42A. Construction methods such as anti-clastic raising, hydraulic die forming, machine forming, and more complex sinking and raising with stakes, hammers, sandbags, and tree stumps are covered. Course presentations include cultural, historical, and contemporary examples. Demonstrations of skills and techniques are followed by hands-on practice to create finished works of art.

ARTD 47A, Jewelry: Stone Lapidary Basics I

1.5 units

3 hours studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course explores essential techniques and practices used in lapidary. Course content includes semi-precious stone identification, cutting, grinding, shaping, polishing, and finishing techniques. Emphasis is on the process of cutting, shaping, and finishing common lapidary shapes.

ARTD 47B, Jewelry: Stone Lapidary Basics II

1.5 units

3 hours studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course explores stone cutting beyond the introductory-level lapidary course. Students create original cuts and unique shapes using semi-precious stones. Emphasis is on innovative and intricate designs for cutting, shaping, forming, grinding, and polishing. Projects may include unusual cut cabochons, stone lamination, inlay, gemstone bottles, and sculptural forming and shaping.

COURSE REVISIONS (*continued*)

ARTD 53, Jewelry Mechanisms

3 units

6 hours studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course focuses on fabricating handmade jewelry mechanisms. Through demonstrations, examples, and hands-on work, students learn to develop and construct a variety of findings, clasps, and catches important to designing one-of-a-kind jewelry and metal arts projects.

ARTD 55, Jewelry: Chain and Ring Making

3 units

6 hours studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course focuses on the design and creation of classical and original chains and rings. Projects include a variation of soldered and unsoldered chains and rings. Through demonstrations, examples, and hands-on activity, students learn to construct a variety of chains and rings.

ARTD 57, Jewelry: Soldering

3 units

6 hours studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course offers a concentrated study of basic soldering techniques, skills and tools necessary for jewelry making. Projects may include simple constructions of rings, chains, pendants, beads and pins. Course structure consist of demonstrations, visuals and hands-on practice. Problem-solving occurs through analysis and discussion of soldering results.

COURSE REVISIONS (*continued*)

ARTH 16, Contemporary Architecture of the Monterey Peninsula: Local Firms, Architects, and Builders

0.5 unit

0.47 hour lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This is an umbrella course under which special topics will be selected covering local architectural firms, architects, builders, and related professions.

ARTH 21.2, Architectural Tour of the Hanna House or the Walker House

0.5 unit

0.47 hour lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course is a discussion and visit to Frank Lloyd Wright's Hanna House or Walker House.

ARTP 11C, Photography III

3 units

1 hour lecture, 5 hours studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course offers a refined study of black and white photography, with an emphasis on the advanced application of tools and techniques to create personal expression.

ARTP 55, Alternative Processes

3 units

1 hour lecture, 5 hours studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course explores the unique characteristics of non-conventional and historic photographic processes.

COURSE REVISIONS *(continued)*

ARTP 56, Experimental Photography

3 units

1 hour lecture, 5 hours studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course explores the various ways the photograph can be altered and/or presented using photographic techniques inherent to the medium.

ARTP 57, Lensless Photography

3 units

1 hour lecture, 5 hours studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

The course explores the production of photographs using light-sensitive materials with pinhole, unconventional cameras, and photograms.

ARTS 11B, Sketch II

1.5 units

3 hours studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course is a continuation of ARTS 11A to further develop skills in quick sketch with emphasis on composition and personal expression. Using wet and dry media, students will synthesize complex visual information, resulting in quick, accurate sketches.

COURSE REVISIONS (*continued*)

ARTS 16, Landscape Drawing and Painting

1.5 units

3 hours studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course explores landscape in drawing and painting. It offers instruction in a variety of materials, with traditional and non-traditional approaches. The course meets in the studio and at various area locations.

ARTS 21.1, Perspective Drawing

0.5 unit

1 hour studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This is a specialized course in perspective drawing. Students practice hands-on use of tools and materials to develop skills in portrayal of three dimensions on a two-dimensional surface. The course covers perspective techniques and explores content, social, and historical issues. A variety of media may be used.

ARTS 21.2, Narrative Drawing

0.5 unit

1 hour studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This is a specialized course in storytelling through drawing. Sequential imagery and a variety of media may be used.

COURSE REVISIONS (*continued*)

ARTS 21.3, Value Study

0.5 unit

1 hour studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This is a specialized course focusing on the use of dark and light contrast in drawing. Shadow and highlight will be studied in relation to technique and conceptual content. Students use tools and materials and develop skills to master drawing techniques and concepts. A variety of media may be used.

ARTS 42, Watercolor Still Life Painting

0.5 to 1 unit

1 to 3 hours studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This is a specialized course in still life painting using watercolors and/or gouache. Students use watercolor tools and materials. The course covers a study of watercolor techniques as well as content, social, and historical issues.

ARTS 53, Working from Photographs

0.5 unit

1 hour studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

In this course, students study the relationship between painting and photography, with emphasis on using photographs as source material for paintings. Acrylics or watercolors may be used.

COURSE REVISIONS (*continued*)

ARTS 54, Special Painting Techniques II: Narrative

0.5 unit

1 hour studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This is a specialized course in storytelling through painting. Students explore the relationship of content, method and materials in narrative painting. Acrylic or watercolor paints may be used.

ARTS 65.1, Special Printmaking Techniques II: Xerox Transfer

0.5 to 1 unit

1 to 3 hours studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This is a specialized course in gum arabic transfer techniques. Inking, printing, and image development are explored. Plates are printed on an etching press, with oil based inks.

ARTS 74, Special Printmaking Techniques II: Mixed Media

0.5 to 3 units

1 to 6 hours studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This is a specialized course in combining media and print techniques such as monotype, collograph, monoprint, drypoint and chine colle. Through these combinations, students create works of layered depth.

COURSE REVISIONS (*continued*)

ARTS 80, Special Printmaking Techniques I: Relief Printing

0.5 to 1 unit

1 to 3 hours studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This is a specialized course in relief printmaking with linoleum and wood. Hand transfer and press techniques are explored.

ARTS 81, Special Printmaking Techniques II: Book Arts

0.5 to 1 unit

1 to 3 hours studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This is a specialized course in artists' books, with emphasis on book structures. Design and creation of sequential imaging and the relationship between text and image will be explored.

ARTS 83, Collography

0.5 to 1 unit

1 to 3 hours studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Collography is printmaking using a heavily texture, collaged plate. Students learn collographic printmaking in this specialized course. Both relief and intaglio approaches are explored. Students use tools and materials to develop skills in collographic techniques and concepts. A variety of subject matter is covered.

COURSE REVISIONS (*continued*)

ARTS 84, Chine Collé

0.5 to 1 unit

1 to 3 hours studio

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Chine Colle is a printmaking technique that allows collage materials to be applied to prints as ink is transferred through the press. This is a specialized course in chine colle techniques. These techniques may be used in conjunction with planar, relief and intaglio printmaking. The course covers the study of technique as well as the relationship of imagery to conceptual content.

ARTV 1, Introduction to Film/Video

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course offers an introduction to the techniques, equipment, and processes involved in the making of a motion picture or video production. Emphasis is on conceptualization and the procedures that must be followed in starting a production.

ARTV 5A, Film/Video Field Production

3 units

2 hours lecture, 3 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This is a hands-on class in the basics of single- and multi-camera video and television field production, from pre-production to post-production. It includes both the artistic side of production (concept development, writing, directing, filming, recording, and editing) and the business side of production (target audience analysis, pre-production planning, paperwork, and distribution).

COURSE REVISIONS (*continued*)

ARTV 5B, Film/Video Studio Production

3 units

2 hours lecture, 3 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course places an emphasis on studio techniques of production; direction, interior cinematography, special effects, and other related topics.

ARTV 5C, Film/Video Narrative Production

3 units

2 hours lecture, 3 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course involves equipment, processes, and people needed for the production of a dramatic film. The emphasis is on dramatic interpretation of a script through directing, acting, filming, sound, music, and editing. Students are involved in all aspects of independent film production.

ARTV 9, Advanced Film and Video Workshop

3 units

2 hours lecture, 3 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This is a production workshop course intended for students to propose, select, and complete cinema and video projects for broadcast and other purposes. Typical projects require students to participate in camera operation, lighting, and audio for cinema and video, as well as in cinema and video production and direction.

COURSE REVISIONS (*continued*)

BUSC 140, Microsoft Word 2013: Word for Windows I

1 unit

3 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

In this introductory course, students use beginning functions of Microsoft Word for Windows. Portions of instruction may be offered online; also offered fully online.

BUSC 141, Microsoft Word 2013: Word for Windows II

1 unit

3 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This is a continuation of the introductory course BUSC 140. Portions of instruction may be offered online; also offered fully online.

BUSC 142, Microsoft Word 2013: Word for Windows III

1 unit

3 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course is a continuation of BUSC 141. Portions of instruction may be offered online; also offered fully online.

COURSE REVISIONS (*continued*)

BUSC 143, Microsoft Word 2013: Advanced Word for Windows

1 unit

3 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Students learn advanced features of Microsoft Word for Windows. Portions of instruction may be offered online; also offered fully online.

BUSC 150, Microsoft Excel 2013: Introduction to Spreadsheets I

1 unit

3 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

In this introductory course students learn beginning electronic spreadsheet functions of Microsoft Excel. Emphasis is placed on creating a worksheet, formatting data, and entering basic formulas. Portions of instruction may be offered online; also offered fully online.

BUSC 151, Microsoft Excel 2013: Introduction to Spreadsheets II

1 unit

3 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course is a continuation of BUSC 150. It covers electronic spreadsheet functions of Microsoft Excel. Emphasis is placed on working with formulas, multiple-sheet workbooks, formatting techniques, page setup, use of images, charting, and printing techniques. Portions of instruction may be offered online; also offered fully online.

COURSE REVISIONS (*continued*)

BUSC 155, QuickBooks 2013

1 unit

3 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Students are provided introductory hands-on training in QuickBooks in a simulated office. QuickBooks is an accounting software program that is used to organize and manage the finances of a small business. The emphasis is on small business financial skills such as invoicing, payroll, inventory, payment processing, and creating reports, graphs, lists, and forms. Portions of instruction may be offered online; also offered fully online.

BUSC 160, Microsoft PowerPoint: Introduction to Presentation Management

1 unit

3 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course offers introductory hands-on training in Microsoft PowerPoint, the most common presentation management software. Portions of instruction may be offered online; also offered fully online.

BUSC 170, Microsoft Windows 8

0.5 unit

1.5 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Students are introduced to the use of Microsoft Windows. Self-paced exercises are used to teach basic Windows skills, including how to manage accounts, files and folders. The course gives the students a good foundation in computer basics for academic, employment, and home use. Portions of instruction may be offered online; also offered fully online.

COURSE REVISIONS (*continued*)

BUSC 180, Business Desktop Publishing

1 unit

3 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Focus is placed on development of proficiency in creating, keying, and formatting text and images using desktop publishing software, with access to graphics libraries, scanners, and a digital camera. Portions of instruction may be offered online; also offered fully online.

BUSI 70, Business Communication

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course applies the principles of ethical and effective communication to the creation of letters, memos, e-mails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing, and revising business documents using word-processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. Also offered online.

COMM 5, Mass Media Methods

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course focuses on the exploration and analysis of mass media techniques and methods. Emphasis is placed on improving communications effectiveness to include analytical writing. Also offered online.

COURSE REVISIONS (*continued*)

COOP 91, Cooperative Work Experience

1 to 4 units

4.41 to 17.65 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course provides a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

COOP 91.4, Automotive Technology Work Experience

1 to 4 units

4.41 to 17.65 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Automotive Technology Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty adviser, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

COOP 91.6, Biology Work Experience

1 to 4 units

4.41 to 17.65 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Biology Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty adviser, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

COURSE REVISIONS (*continued*)

COOP 91.7, Business Work Experience

1 to 4 units

4.41 to 17.65 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Business Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A Faculty Adviser, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

COOP 91.8, Early Childhood Education Work Experience

0.5 to 4 units

4.41 to 17.65 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Early Childhood Education Development Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty adviser, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

COOP 91.9, Communication Studies Work Experience

1 to 4 units

4.41 to 17.65 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Communication Studies Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty adviser, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

COURSE REVISIONS (*continued*)

COOP 91.11, Dental Assisting Work Experience

1 to 4 units

4.41 to 17.65 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Dental Assisting Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty adviser, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

COOP 91.12, Drafting Work Experience

1 to 4 units

4.41 to 17.65 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Drafting Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty adviser, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

COOP 91.14, English Work Experience

1 to 4 units

4.41 to 17.65 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

English Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty adviser, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

COURSE REVISIONS (*continued*)

COOP 91.15, Engineering Work Experience

1 to 4 units

4.41 to 17.65 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Engineering Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty adviser, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

COOP 91.17, Fashion Work Experience

1 to 4 units

4.41 to 17.65 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Fashion Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty adviser, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

COOP 91.18, Fire Protection Technology Work Experience

1 to 4 units

4.41 to 17.65 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Fire Protection Technology Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty adviser, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

COURSE REVISIONS (*continued*)

COOP 91.20, Health Work Experience

1 to 4 units

4.41 to 17.65 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Health Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty adviser, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

COOP 91.21, Hospitality Work Experience

1 to 4 units

4.41 to 17.65 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Hospitality Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty adviser, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

COOP 91.39, Human Service Work Experience

1 to 4 units

4.41 to 17.65 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Human Services Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty adviser, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

COURSE REVISIONS (*continued*)

CSIS 1, Computer Information Systems

3 units

3 hours lecture, 1 hour lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course offers an examination of information systems and their role in business. Focus is on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware, and software components. Application of these concepts and methods is achieved through hands-on projects developing computer-based solutions to business problems. Also offered online.

CSIS 76, Networking Fundamentals

4 units

4 hours lecture, 1 hour lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course introduces networking concepts and builds basic networking skills. Students learn layered models (TCP/IP and OSI), Ethernet networking, basic routing, IPv4 and IPv6 addressing, and cabling. Students design and configure a basic network. This Cisco Academy course is the first of a four-part sequence to prepare for CCNA certification. Portions of instruction may be offered online; also offered fully online.

CSIS 172, Managing and Maintaining Windows Server

3 units

3 hours lecture, 1 hour lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course presents concepts and skills necessary to manage and maintain a Windows Server environment, including active directories, user and group management, network access, and security. This course prepares students for the Microsoft Server 70-411 certification exam.

COURSE REVISIONS (*continued*)

CSIS 174, Managing and Maintaining Advanced Windows Server Services

3 units

3 hours lecture, 1 hour lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course presents concepts and skills necessary to configure and manage a Windows network infrastructure. Students learn to configure Active Directory services, network load balancing, business continuity, and access protection. This course prepares students for the Microsoft Server 70-412 certification exam.

DANC 14A, Ballroom Dance

0.5 unit

2 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course is a continuation of DANC 14A. Students study various ballroom dances for singles and couples at the intermediate level. The course includes further study of the foxtrot, waltz, swing, and Latin dances with specific music for specific dances.

DNTL 111, Dental Pharmacology and Oral Pathology

2 units

2 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course covers description and use of drugs usually found in the dental office, types of materials and equipment used to anesthetize patients, post-injection complications, and dental office emergency procedures. It also covers descriptions of oral lesions and diseases.

COURSE REVISIONS (*continued*)

ECED 2, Observation and Assessment

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course examines the appropriate use of assessment and observation strategies to document development, growth, play, and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and various assessment tools are explored. Portions of instruction may be offered online; also offered fully online.

ECED 61, Health, Safety and Nutrition for the Young Child

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Introduction to the laws, regulations, standards, policies, and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff are identified along with the importance of collaboration with families and health professionals. Focus is on integrating the concepts into everyday planning and program development for all children. Portions of instruction may be offered online; also offered fully online.

ECED 84, Language and Literacy Curriculum

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

In this course, students examine the development of children's language and early literacy skills for native English speakers as well as English Language Learners. Focus is on techniques and strategies that support children's language acquisition and literacy skills using age-appropriate activities and methods.

COURSE REVISIONS (*continued*)

EMMS 170, Emergency Medical Technician 1: Basic Training

7 units

6 hours lecture, 2 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Students learn the techniques of emergency medical care designed to meet the State of California Requirements for certification of EMT-1 (ambulance) personnel. Emergency Medical Technician Basic Training is designed to meet the Department of Transportation, National Registry of EMTs, and State of California requirements for certification as a EMT-Basic (Ambulance) crew member.

ENSL 355, High-Intermediate Reading: American Culture

4 units

4 hours lecture, 1 hour lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This is a high-intermediate reading course for the non-native speaker focusing on American culture. Students read and analyze literary and academic texts and build their academic vocabulary. Portions of instruction are offered online.

FASH 63, Tailoring

1.5 units

1 hour lecture, 2 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course covers analysis and application of traditional and contemporary apparel design and production processes for custom-produced tailored apparel.

COURSE REVISIONS (*continued*)

FASH 65, Couture Techniques

1.5 units

1 hour lecture, 2 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Students learn apparel construction and embellishment concepts that go beyond commercial patterns. Included is a review of techniques adopted from successful designers and application of new skills to create couture-level work.

FASH 73, Contemporary Tailoring

1.5 units

1 hour lecture, 2 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course covers custom clothing construction, emphasizing precision sewing and pressing, personalized fitting, and applied shaping (fusible) technology. Students construct a tailored garment using contemporary materials and design.

FASH 75, Garment Construction III

1.5 units

1 hour lecture, 2 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course focuses on the development of advanced skills in apparel construction, including draping, custom techniques, and the use of specialty fabrics with structural and applied designs. The course also explores the structure techniques of the Avant Garde and the pattern.

COURSE REVISIONS (*continued*)

FASH 81, Business and Marketing Practices

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course is a study of business and marketing practices for the secondary and tertiary (wholesale and retail) soft goods industry. Concepts and application include establishing and operating a soft goods business, merchandise planning, marketing, and promotion.

FPTC 1, Principles of Emergency Services

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course covers the philosophy and history of fire protection, and the history of loss of life and property by fire. Topics include the organization and function of fire protection agencies. The course also offers a survey of career opportunities and development of job-seeking skills.

FPTC 2, Fire Behavior and Combustion

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course covers the characteristics and behavior of fire, fire hazard properties of ordinary materials, extinguishing agents, fire suppression organization, and equipment. Also offered online.

COURSE REVISIONS (*continued*)

FPTC 3, Principles of Fire and Emergency Services Safety and Survival

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavioral change throughout emergency services.

FPTC 4, Building Construction for Fire Prevention

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course is the study of the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at fires. The development of and evolution of building and fire codes are studied in relationship to past fires in residential, commercial and industrial buildings.

FPTC 5, Fire Prevention

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course provides fundamental information regarding the history and philosophy of fire prevention. Topics include organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards and the relationship of fire prevention to fire safety education, detection and suppression.

COURSE REVISIONS (*continued*)

FPTC 6, Fire Protection Systems

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course covers the design, application, operation, and inspection of fire alarm and detection systems, water-based fire suppression systems, special-hazard fire suppression systems, water supply for fire protection, and portable fire extinguishers. It includes extensive review of National Fire Code requirements. Also offered online.

FPTC 105, Firefighter I Academy

21 units

14 hour lecture, 22 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course is designed to provide the student with the academic and manipulative skills required for certification as Firefighter I through the California State Fire Marshal's Office.

FPTC 110A, Command 1A: Structure Fire Command Operations for the Company Officers

2 units

2.4 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course provides an introduction to the basic principles of command, tactics and strategy, emergency scene management, initial fireground resources, and simulation scenarios designed for the first-in officer. Students gain experience in a controlled environment through structure fire incident simulations. This course applies to Fire Officer and is accredited by CFSTES.

COURSE REVISIONS (*continued*)

FPTC 110B, Fire Command 1B: Incident Management for Company Officers

2 units

2.4 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course provides the student with information on tactics, strategies, and scene management for multi-casualty incidents, hazardous materials incidents, and wildland fires. Each student also has the opportunity to increase his or her knowledge and skills by handling initial operations at these types of incidents through simulation and class activities. The course applies to Fire Officer and is accredited by CFSTES.

FPTC 110C, Command 1C: WUI Command Operations for the Company Officer

2 units

2.4 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course provides students with knowledge and understanding of urban-wildland interface firefighting tactics. Topics include fire behavior and weather, chain of command and authority, fire prediction systems, incident command system, the risk management process, size-up and strategy, and tactics accredited by the California State Fire Marshal, State Fire Training Program.

FPTC 120A, Fire Command 2A: Command Tactics at Major Fires

2 units

2.35 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course is designed for chief officers and company officers. It prepares the student to use management techniques and the incident command system when commanding multiple alarms or large numbers of suppression forces. The course applies to Chief Officer and is accredited by CFSTES.

COURSE REVISIONS (*continued*)

FPTC 120B, Fire Command 2B: Management of Major Hazardous Material Incidents

2 units

2.4 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course provides Incident Commanders with the skills and competency necessary to mitigate an incident, initiate remedial action, and ensure restoration of normal services with a comprehensive resource management approach. Students participate in simulated incident scenarios and justify their actions. The course brings students to the standard of competency established for On-Scene Commander by OSHA's Final Rule 29 CFR 1910.120 and NFPA 472. It applies to Chief Officer and is accredited by CFSTES.

FPTC 120C, Fire Command 2C: High-Rise Firefighting Tactics

2 units

2.4 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course covers commanding suppression forces in high-rise incidents. Topics include pre-fire planning, building inventory, problem identification, ventilation, water, elevators, and life safety. The course applies to Chief Officer and accredited by CFSTES.

FPTC 120D, Command 2D: Planning for Large-Scale Disasters

2 units

2.4 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course covers planning for large-scale disasters. It includes principles of disaster planning and management, fire service emergency plans, emergency operations centers, and roles of local, state, and federal emergency management agencies. The course applies to Chief Officer and is accredited by CFSTES.

COURSE REVISIONS (*continued*)

FPTC 120E, Fire Command 2E: Wildland Firefighting Tactics

2 units

2.4 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course covers wildland fire safety, weather effects, wildland fuels, fire behavior, initial attack methods, support equipment, topographic maps, strategy and tactics, and Incident Command System as it applies to wildland fire incidents. The course applies to Chief Officer and is accredited by CFSTES.

FPTC 132, Fire Instructor 3: Master Instructor Competency Evaluation

2 units

2.4 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course provides information necessary to deliver the Training Instructor 1A, 1B, and 1C courses and gives additional instruction in classroom communications. The course is mandatory for a person who desires to teach any of the Instructor Series Courses. It applies to FIRE INSTRUCTOR III and is accredited by CFSTES.

FPTC 413, Firefighter Update

0 units

0.2 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course is designed to provide the students with necessary basic firefighting skills, an overview of current technology, and available equipment and resources within the scope of fire control, rescue, and intervention.

COURSE REVISIONS (*continued*)

HIST 17, United States History to 1877

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course offers a historical survey of the European colonization of North America and of the United States through Reconstruction. It presents ethnic, physical, economic, social, and cultural influences on development of the United States from pre-Colonial times to the Reconstruction Era. Emphasis is placed on legacies derived from this earlier period of U.S. history. Satisfies the CSU American History requirement. Portions of instruction may be offered online; also offered fully online.

HLTH 5, First Aid and CPR

3 units

2.5 hours lecture, 1.5 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course involves the theory and detailed demonstration of the first aid care of the injured. Lessons cover assessment and treatment of medical and trauma injuries and safety for the emergency responder. The student learns to assess a victim's condition and incorporate proper treatment. Standard first aid, CPR, and AED certification(s) are granted upon successful completion of requirements.

LETP 250, Arrest and Control/Driving (PSP)

0.5 units

0.22 hours lecture, 0.69 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This variable 16-to-23-hour course is designed to meet Peace Officer Standards and Training (P.O.S.T.) requirements for the Perishable Skills Program. Students receive training in courses such as Driver Training, Arrest and Control, Tactical Communication, and Firearms. (P.O.S.T. certified)

COURSE REVISIONS (*continued*)

MATH 18, Calculus and Analytic Geometry for Biology/Social Science/Business

4 units

5 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course covers polynomials, rational, exponential, and logarithmic functions; graphs, limits, derivatives, differentiation techniques, and applications of the derivative; integration and applications of the integral; functions of several variables; and partial derivatives. The course is designed for students in biology, social sciences, business and management. This course is not a substitute for MATH 20A.

MEDA 130, Medical Assisting Externship

3 units

10.59 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course emphasizes the practical application of skills and knowledge acquired in the medical assisting program. Following a preparatory lab and pending procurement of an instructor-approved externship spot in a medical facility, each student completes 160 hours of clinical experience by arrangement. Class also meets weekly on campus to share experiences and report on progress.

OCEN 2L, Introductory Oceanography Lab

1 unit

3 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course offers fundamental laboratory study and examination of the topics introduced in OCEN 2. Local field trips are required.

COURSE REVISIONS (*continued*)

OCEN 10, Introduction to Geographic Information Systems and Techniques

4 units

3 hours lecture, 3 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course offers a study of Geographic Information Systems (GIS) science and its applications to spatial data management. It covers identification and acquisition of GIS data, as well as assessment of vector and raster systems, scale, resolution, map projection, coordinate systems, georeferencing, and Global Positioning Systems (GPS). The course includes spatial analysis and modeling with GIS. Also offered online.

OCEN 31, Exploring Ocean Careers

2 units

2 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Students are introduced to the ocean economy and career opportunities in these fields. Emphasis is placed on general and technical skills, and on the knowledge and abilities employers find most valuable. Also offered online.

PFIT 13, Stability Ball Training

0.5 units

2 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Students are introduced to stretching and strengthening exercises on a stability ball. The course is designed for varying fitness levels and abilities, with focus on strengthening the center of the body to improve alignment, posture, and efficiency. Students learn to open joints and release tension while creating long, lean, toned, and proportioned muscles.

COURSE REVISIONS (*continued*)

PHED 5B, Tennis II

0.5 units

2 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This is a continuation of Tennis I. Students develop intermediate competency in the forehand and backhand strokes and are introduced to the lob, overhead smash, and volley. Intermediate singles, doubles, and mixed doubles strategies are included.

PHED 20.1, Skill Development for Baseball

2 units

6 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Students learn physical conditioning and basic skills appropriate for intercollegiate baseball. May be taken four times for credit.

PHED 20.9, Skill Development for Track and Field

1 unit

3 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

Students learn physical conditioning and development of skills appropriate for intercollegiate track and field. May be taken four times for credit.

COURSE REVISIONS (*continued*)

PHED 21, Competitive Golf

0.5 units

2 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course is designed to build the skills and techniques required for playing competitive golf. May be taken four times for credit.

PHIL 8, Introduction to World Religions

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course is an introduction to the origins, history, and significant ideas of the world's major religions. It explores the fundamental insights, ideals, and contributions toward the human moral heritage and wisdom of the Oral Religions, Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam. Also offered online.

PHIL 12, Introduction to the Philosophy of Religion

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course introduces such topics as the nature and grounds of religious belief, the relation between religion and ethics, the nature and existence of God, the problem of evil, religion and science, religion in public discourse, and religion and cultural criticism.

COURSE REVISIONS (*continued*)

REAL 51, Real Estate Practice

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course covers day-to-day operations in real estate brokerage. Topics include listing procedures, effective advertising, sales techniques, financing, appraising, property management, leasing. Course meets qualification requirement for California State Real Estate License Examinations. Also offered online.

THEA 59A, Repertory Theatre – Musical

3 units

9 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course offers participation in a simultaneous cycle of musical plays/play productions. Students learn versatility while performing a number of roles in a short period of time. Assignments may include acting, singing, dancing, crew work, stage craft, and house and stage management.

PROPOSED NEW COURSES

ARTD 40D, Jewelry and Metal Arts IV

3 units

6 hours studio

Justification:

This is part of a package to update, revise and organize Art Department courses and meet curriculum requirements.

Description:

This course offers continued development beyond ARTD 40C with focus on refinement of designs, skills, and techniques while incorporating multiple design elements into each piece such as marriage of metals, overlay applique, hollow forms, and/or stone settings. Emphasis is on creating more independent designs and building a cohesive body of work for portfolio review, transfer, scholarships, exhibitions, and/or marketing.

ARTD 41D, Small Metal Casting: Jewelry IV

3 units

6 hours studio

Justification:

This is part of a package to update, revise and organize Art Department courses and meet curriculum requirements.

Description:

This casting class is designed for further study and refinement of personal expression, visual aesthetics, techniques, and skills. Students create a cohesive body of small metal casting work for portfolio development and preparation for transfer, scholarship, exhibition, and/or marketing purposes.

ARTD 42C, Jewelry: Metalsmithing III

3 units

6 hours studio

Justification:

This is part of a package to update, revise and organize Art Department courses and meet curriculum requirements.

Description:

In this course, students create metalsmithing projects by making and modifying small hand tools traditionally used in forming techniques. These tools are used to make projects for chasing and repousse, anti-clastic raising, hydraulic die forming, and sinking and raising with stakes, hammers, wood, and sand bags. Tools such as punches, gravers, dies, stakes, hammers and wood forming blocks are created. Files, hammers, and gravers are altered for use on smithed projects.

PROPOSED NEW COURSES (*continued*)

ARTD 43C, Jewelry: Stone Setting III

3 units

6 hours studio

Justification:

This is part of a package to update, revise and organize Art Department courses and meet curriculum requirements.

Description:

Continued development beyond ARTD 43B with focus on refinement of designs, skills and techniques while setting multiple stones onto a piece of jewelry such as square triangular or round square or multiple tiny stones on one piece. Emphasis is on creating more personalized designs and building a cohesive body of work for portfolio, transfer, scholarships, exhibitions and/or marketing.

ARTD 48, The Art of Tinsmithing

3 units

6 hours studio

Justification:

This is part of a package to update, revise and organize Art Department courses and meet curriculum requirements.

Description:

This course covers the art of tinsmithing through studying Mexican and New Mexican tinsmithing as well as contemporary tin works. Students create works of art incorporating recycled tin and images into jewelry, boxes, and wall pieces. Demonstrations cover working with recycled tin.

ARTS 85, Monoprints

0.5 to 1.5 units

1 to 3 hours studio

Justification:

This is part of a package to update, revise and organize Art Department courses and meet curriculum requirements.

Description:

This is a specialized course in monoprinting. Inking and press techniques are explored. Students participate in hands-on use of tools and materials and develop skills to master monoprint techniques and concepts. Content, social, and historical issues, and a variety of subject matter, are covered.

PROPOSED NEW COURSES *(continued)*

BUSC 126B, Google Drive: Introduction to Spreadsheets

0.5 units

1.5 hours lab

Justification:

To introduce new technology and to meet the needs of the students.

Description:

In this introductory course, students use beginning functions of the cloud-based business application Google Drive and are introduced to spreadsheet concepts with Google Spreadsheet. Also offered online.

COMM 7, News Writing Workshop

3 units

3 hours lecture

Justification:

Student demand for journalism; development of a student-operated newspaper; and promotion of scholarship opportunities. With the establishment of the Robert K. Bullock Journalism Scholarship Fund, MPC has an opportunity to attract students and build a mass media program that leads to articulation with the CSU/UC systems.

Description:

This course offers an introduction to the principles of news writing and editing, including interviewing, information gathering, critical understanding of news sources, ethical decision making, and writing of news, editorial, and feature articles. It includes readings in journalism and experience working on the staff of the student-operated newspaper, website, and social media. Topics also include responsible journalism principles and questions of ethics, liability, and litigation. Portions of instruction may be offered online.

CSIS 191, Security Practices: Penetration Testing and Discovery

3 units

3 hours lecture, 1 hour lab

Justification:

This course is a part of the proposed revised Networking and Security Associates degree.

Description:

This is an introductory course in vulnerability assessment and penetration testing. Fundamental concepts of system vulnerability assessment, penetration testing, exploits, and countermeasures are covered. Students are exposed to many computer attacks to enable them to recognize and prevent malicious activity, which will allow them to protect assets from attackers and develop better organizational security. The course is designed with a number of hands-on labs to master skills in the topics covered and includes materials to prepare the student for the EC Council Certified Ethical Hackers (CEH) certification exam.

PROPOSED NEW COURSES *(continued)*

CSIS 192, Virtualization and Cloud Computing Concepts

3 units

3 hours lecture, 1 hour lab

Justification:

This course is a part of the proposed revised Networking and Security Associates degree.

Description:

This course provides students with a working knowledge of virtualization of servers/storage and an introduction to cloud computing. Several aspects of virtualization and cloud computing including virtual servers, storage, and security are covered. Through hands-on laboratory exercises, students develop an understanding of installation and management of a virtual infrastructure. This course helps students prepare for the VMware Certified Professional 5-Data Center Virtualization (VCP5-DCV) exam.

ECED 40, Positive Child Guidance

3 units

3 hours lecture

Justification:

This course is very much needed in the Early Childhood Education program. Students and members of the community have been requesting a guidance course like this one.

Description:

This course provides students with a framework for understanding and supporting children's social emotional development using positive child guidance and an encouraging classroom environment.

EMMS 400, Emergency Medical Training

0 units

0.2 to 15 hours lecture, 0.2 to 15 hours lab

Justification:

Designed to cover the changing training requirements for emergency responders.

Description:

This course is designed to provide the student with current information and trends in basic medical issues relating to CPR and first aid. Students demonstrate basic techniques within a wide parameter of emergency medical skills.

PROPOSED NEW COURSES *(continued)*

FPTC 412, Emergency Incident Management

0 units

0.2 to 15 hours lecture

Justification:

There is a need for new training courses in the Fire Protection Technology Program.

Description:

This course is designed to provide the student with current information and trends in emergency incident management. Students learn to apply basic and advanced techniques within a wide parameter of emergency incident management skills.

MATH 71, STEM Study Skills I

0.5 to 1 unit

1.5 to 3 hours lab

Justification:

To improve retention and student success in our STEM classes.

Description:

This course supports students enrolled in any science, technology, engineering or math (STEM) subject. Students learn skills they can use in the classes that are most critical to their future success. Coverage includes group and individual study skills, strategies for solving homework and test problems, and setting and achieving academic goals. Also offered as Chemistry 71, Engineering 71 and Physics 71; credit may be earned only once.

MATH 72, STEM Study Skills II

0.5 to 1 unit

1.5 to 3 hours lab

Justification:

To improve retention and student success in our STEM classes.

Description:

Description This course supports students enrolled in any science, technology, engineering or math (STEM) subject. Students learn skills they can use in the classes that are most critical to their future success. Coverage includes note taking, learning styles, additional strategies for solving homework and test problems, and metacognitive skills. Also offered as Chemistry 72, Engineering 72 and Physics 72; credit may be earned only once.

PROPOSED NEW COURSES *(continued)*

MATH 73, STEM Study Skills III

0.5 to 1 unit

1.5 to 3 hours lab

Justification:

To improve retention and student success in our STEM classes.

Description:

This course supports students enrolled in any science, technology, engineering or math (STEM) subject. Students learn skills they can use in the classes that are most critical to their future success. Coverage includes concept maps, time management, additional strategies for solving homework and test problems, and effectively interacting with professors. Also offered as Chemistry 73, Engineering 73 and Physics 73; credit may be earned only once.

MATH 74, STEM Study Skills IV

0.5 to 1 unit

1.5 to 3 hours lab

Justification:

To improve retention and student success in our STEM classes.

Description:

This course supports students enrolled in any science, technology, engineering or math (STEM) subject. Students learn skills they can use in the classes that are most critical to their long-term success. Coverage includes levels of understanding, additional strategies for solving homework and test problems, and active listening. Also offered as Chemistry 74, Engineering 74 and Physics 74; credit may be earned only once.

PHED 22B, Intermediate Basketball

0.5 unit

2 hours lab

Justification:

To keep current with the fitness, wellness and basketball trends and curriculum requirements.

Description:

Students are introduced to the intermediate level of development of individual and team skills and knowledge. A special emphasis is placed on fundamentals of offense and defense.

PROPOSED NEW COURSES (*continued*)

PHYS 71, STEM Study Skills I

0.5 to 1 unit

1.5 to 3 hours lab

Justification:

To improve retention and student success in our STEM classes.

Description:

This course supports students enrolled in any science, technology, engineering or math (STEM) subject. Students learn skills they can use in the classes that are most critical to their future success. Coverage includes group and individual study skills, strategies for solving homework and test problems, and setting and achieving academic goals. Also offered as Chemistry 71, Engineering 71 and Math 71; credit may be earned only once.

PHYS 72, STEM Study Skills II

0.5 to 1 unit

1.5 to 3 hours lab

Justification:

To improve retention and student success in our STEM classes.

Description:

This course supports students enrolled in any science, technology, engineering or math (STEM) subject. Students learn skills they can use in the classes that are most critical to their future success. Coverage includes note taking, learning styles, additional strategies for solving homework and test problems, and metacognitive skills. Also offered as Chemistry 72, Engineering 72 and Math 72; credit may be earned only once.

PHYS 73, STEM Study Skills III

0.5 to 1 unit

1.5 to 3 hours lab

Justification:

To improve retention and student success in our STEM classes.

Description:

This course supports students enrolled in any science, technology, engineering or math (STEM) subject. Students learn skills they can use in the classes that are most critical to their future success. Coverage includes concept maps, time management, additional strategies for solving homework and test problems, and effectively interacting with professors. Also offered as Chemistry 73, Engineering 73 and Math 73; credit may be earned only once.

PROPOSED NEW COURSES (*continued*)

PHYS 74, STEM Study Skills IV

0.5 to 1 unit

1.5 to 3 hours lab

Justification:

To improve retention and student success in our STEM classes.

Description:

This course supports students enrolled in any science, technology, engineering or math (STEM) subject. Students learn skills they can use in the classes that are most critical to their long-term success. Coverage includes levels of understanding, additional strategies for solving homework and test problems, and active listening. Also offered as Chemistry 74, Engineering 74 and Math 74; credit may be earned only once.

PROPOSED NEW PROGRAMS

Fire Command Certificate of Training

Justification:

To provide additional certificates for Fire Protection Technology.

Description:

The Fire Protection Technology Fire Command certificate of training prepares students to assume the position of incident commander at major emergencies. The curriculum includes courses in wildland-urban interfaces, high-rise fires, hazardous materials, large-scale disasters, and structural fires.

Fire Instructor Certificate of Training

Justification:

To provide additional certificates for Fire Protection Technology.

Description:

The Fire Instructor Program prepares the students for a career as an instructor in the fire service. The curriculum includes courses in methods and techniques for training; teaching psychomotor lessons; adapting, organizing, and using instructional materials; criteria and methods for evaluating teaching and learning efficiency; and an opportunity to apply major principles of learning through teaching demonstrations.

Fire Investigation Certificate of Training

Justification:

To provide additional certificates for Fire Protection Technology.

Description:

The Fire Investigation Program prepares the student for a career as a fire investigator. The curriculum includes courses in advanced fire scene investigation, explosives investigation, surveillance operation, preparing a search warrant, case preparation, courtroom presentation, testifying as an expert witness, properly documenting a criminally caused fire, and assembling a curriculum vitae.

Monterey Peninsula Community College District

Governing Board Agenda

May 28, 2014

New Business Agenda Item No. D

Student Services
College Area

Proposal:

That the Governing Board receive an information report summarizing the Student Services Program Review for Matriculation and Student Financial Services.

Background:

The purpose of the Student Services Program Review is to evaluate all existing Student Services programs and services to assure their quality, vitality and responsiveness to student needs and student learning. The Student Services Program Review is a process that provides an opportunity to look constructively at programs and services with the intent on refining and improving program practices and making effective and efficient use of resources.

The Student Services Program Review is also an essential element of the college's planning, budgeting and resource allocation process. When appropriate, the Student Services Program Review should include data that demonstrates the effectiveness of its services as it relates to student access, retention, progress, and success.

Budgetary Implications:

None.

☒ **INFORMATION:** That the Governing Board receive an information report summarizing the Student Services Program Review for Matriculation and Student Financial Services.


Recommended By: _____


Martin L. Johnson, Interim Vice President for Student Services

Prepared By: _____


Sigrid Klein, Administrative Assistant to the Vice President

Agenda Approval: _____


Dr. Walter Tribley, Superintendent/President

2011-12 Student Services Program Review Evaluation Summary

Program: Student Financial Services (SFS)

Program Review Evaluation Team: Grace Anongchanya-Calima & Lien Nguyen

MPC has federal, state, and private funds to assist their students. Federal funds are Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study, and three types of Federal Family Educational Loan Programs, (Stafford Subsidized Loan, Stafford Unsubsidized Loan, and the Parent's Loan for Undergraduate Students (PLUS)). State funds are Board of Governors Fee Waivers A, B, and C, and the Cal Grant Program. Private funds include MPC District Grant in Aid, Orr Estate Grant, several scholarships that are donated to the school and three short-term emergency loan programs.

The purpose of student aid is to provide access and choice for students, who, without such assistance, would not be able to attend an institution of higher learning. The purpose of MPC's financial aid is to provide monetary assistance for students to further their education, but who cannot do so without such assistance. All students must apply for financial assistance by submitting appropriate application forms to SFS.

Strengths

- SFS website & Student Portal is a dynamic resource for students and staff
- Interdepartmental cross training (rotation every 3 years)
- Collaboration w/ Foundation to increase additional number of donors and scholarships for students
- Use of results from Student Satisfaction Survey to adjust timeline of when files are completed and award letters are sent out

Areas to Address

- Identify other ways to increase collection of SFS Student Satisfaction Survey
- Re-evaluate Goals and Objectives that are ambitious but yet attainable and align with Action Plans
- Use of data to support trends and drive planning assumptions
- Not adequate to provide more staff support and services to Marina Education Center

Trends

- Increase of students applying completing FAFSA and applying for financial aid
- Increase in Federal Work-Study students
- Increase of information available on SFS website and Student Portal
- Increase in State & Federal Regulatory changes
- Increase program level research and data collection

Goals

- Maximize SFS electronic technology (MPC student e-mail, SFS website, SIS, FAMS, student portal)
- Support MPC retention efforts (partnerships/collaboration with other Student Services areas)
- Develop and implement and integrated Outreach Plan for Student Services
- Work IRD to support SFS data collection

Summary

A Student Services Program Review was conducted for SFS in the Spring of 2011 and prior to that it was completed in Spring 2009. The following table indicates that SFS outreach activities and deliveries of services (on-line and in person) have coincided with a steady increase in the number of students receiving various types of financial aid awards at MPC.

Types of Financial Aid	2008-09	2009-10	2010-11
BOGFW	2659	3051	3474
Grants	1371	1740	1779
Loans	271	326	325
Scholarships	192	179	141
Work-Study	112	90	121

Note: # indicates # of students receiving award

Despite staffing shortage, changes in federal & state regulations, technical limitations, and budgetary constraints, SFS has been able to serve students in the most efficient and professional manner possible.

2010-2011 Student Services Program Review Evaluation Summary

Program: Matriculation

Program Review Evaluation Team: Terria Odom-Wolfer, Kelly Fletes, Lara Shipley

The MPC Matriculation Program has as its mission “to increase community college student access and success by providing effective core services.” These identified core components are admissions, orientation, assessment and placement, counseling, academic advising and early intervention. Matriculation is understood as “an agreement between the College and the student for the purpose of defining and realizing the student’s educational goal. This agreement includes responsibilities for both the College and the individual student, and results in the development of a Student Education Plan (SEP).” The SEP becomes the driving force for funding and student outcomes as implementation of the SSA begins. The primary focus of this self-study review was Assessment and Orientation.

Strengths

- 11% increase in matriculated Latino students between 2006-07 and 2010-11
 - Assessment and outreach efforts to underserved populations
 - Assessment/Orientation at Marina Ed Center
- Substantial increase in access to assessment: online-sign-up and increased availability throughout semester
- Planning and problem-solving in anticipating Student Success Act mandates and creating pathways to success; PERS 10--new course developed to meet requirements for providing orientation and initial SEPs for students

Areas to Address

- Clarify the connection between Program SLOs, objectives/activities and measurement methods with Student Services SLO Themes
- Identify ways to engage students age 30 and above (the lowest participation rate) in matriculation steps
- Create and administer a student satisfaction survey

Challenges

- 52% funding cut to budget in 2009
- Student Success Act mandates without budget restoration
- Marina campus is expanding with increasing enrollment and very limited staffing
- Lack of adequate data collection tools and a College ERP system capable of generating documentation of services and outcomes

Trends

- 25% of the current MPC student population is Latino; MPC is now a designated Hispanic student serving institution
- 50% decrease in identified matriculated students participating in orientation and assessment since 2009
- Expansion of Marina Ed Center

Goals

- Articulate in a clear and timely fashion the matriculation process to all incoming students
- Identify key high school programs that work specifically with underserved populations
- Provide counseling, orientation, assessment, and other services to students at Marina
- Implement Student Success Act which addresses career planning and education plans that align with career/major goals.

Summary

A Student Services Program Review for Matriculation was conducted in 2010-11. In that fiscal year the operational budget was \$346,346. The distribution of funding was \$246,368 for credit matriculation and \$99,978 for non-credit.

Although the matriculation budget was halved, the Program continues to serve MPC students providing assessment and orientation along with six other core services. The increase in the accessibility and availability of assessment is a commendable accomplishment. Revisiting former orientation methods/processes and developing innovative ways to meet current and upcoming requirements is ongoing. A student satisfaction survey will be included in the next program review, and may provide helpful input to consider in decision-making.

Considering the overall budget reductions in Matriculation, it is impressive that services were provided to the reported number of students. Implementation of PERS 10 is key when providing the most efficient services to incoming students including the increasing number of students in the Latino population. In order to address the current mandates of the SSA, and not cripple the way in which MPC adequately serves the Hispanic population, funding needs to be restored. The Program is to be commended for conceiving and implementing a creative way to serve students in groups via the PERS 10 course/curriculum. The College at large must acknowledge the importance of matriculation on student success and the ways in which the basis for funding will change in the near future. Student Success is the responsibility of all.

Monterey Peninsula Community College District

Governing Board Agenda

May 28, 2014

New Business Agenda Item No. E

Student Services

College Area

Proposal:

That the Governing Board approve the 2014-2015 pay rate schedule for hourly student pay rates, effective July 1, 2014.

Background:

The California minimum wage will be increased to \$9.00 per hour effective July 1, 2014. The pay rate schedule has been updated for compliance.

Budgetary Implications:

None.


☒ **BE IT RESOLVED,** that the Governing Board approve the 2014-2015 pay rate schedule for hourly student pay rates, effective July 1, 2014.

Recommended By:



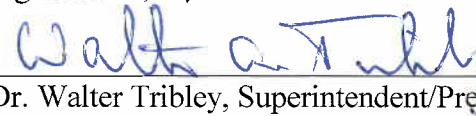
Martin L. Johnson, Interim Vice President for Student Services

Prepared By:



Sigrid Klein, Administrative Assistant to the Vice President

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

HOURLY STUDENT PAY RATES

2014-2015
Effective July 1, 2014

CLASS I	Assistant/Clerk	\$9.00
CLASS II	Technician/Intern	\$9.00- \$9.50
CLASS III	Coordinator/Manager	\$9.50 - \$10.00
CLASS IV	Tutors	\$10.00 - \$10.50

CLASSIFICATION CATEGORIES

Student pay rate is based on knowledge, experience and responsibilities. The pay rate is determined by the supervisor using the guidelines developed below.

Assistant & Clerk

The student under this category does manual labor or general clerical work. Typically, the student has little or no previous work experience and is learning basic job skills. The student in this category usually requires supervision much of the time.

Maintenance Assistant	Bookstore Assistant
File Clerk	Print Shop Assistant
Security Clerk	Audio Visual Assistant
Groundskeeper Assistant	Registration Clerk
Child Care Aide	Library Assistant

Technician & Intern

The student under this category has some degree of specialized knowledge. The student works under general supervision much of the time and has the responsibility for carrying out projects independently.

Lab Technician	Drama Technician
Readers & Graders	Costume Technician
Typist (40 wpm)	Researchers
Data Entry	Child Care Intern
Counseling Intern	Library Technician
Information & Referral	Financial Aid Technician

Coordinator & Manager

The student under this category works independently much of the time and often assumes management and/or administrative responsibilities. Typically, the student has previous experience in a specialized area or coordinates the activities of other student employees. (The supervisor or a designated staff member must be present when the student is working under the Federal Work Study Program.)

Student Office Manager	Typist (60 wpm)
College Center Night Manager	Programmers
Poll Watcher	Outreach Coordinator
Learning Center Tutor	Short Period Worker (2-3 days of work only)

Tutor

The student under this category works independently and has specialized knowledge in a subject area. The student provides direct tutoring services to other students; one on one or in small groups and has specialized training.

Monterey Peninsula Community College District

Governing Board Agenda

May 28, 2014

New Business Agenda Item No. F

Human Resources
College Area

Proposal:

That the Governing Board approve the 2014-2015 salary schedule for Short Term, Non-Continuing employees (non-classified) effective July 1, 2014.

Background:

The California minimum wage will be increased to \$9.00 per hour effective July 1, 2014. The salary schedule has been updated for compliance.

Budgetary Implications:

Included in the 2014-2015 budget.

☒ **BE IT RESOLVED**, that the Governing Board approve the attached 2014/15 salary schedule for Short Term, Non-Continuing employees (non-classified) effective July 1, 2014.

Recommended By:

Susan Kitagawa
Susan Kitagawa, Associate Dean of Human Resources

Prepared By:

Kali Viker
Kali Viker, Human Resources Analyst

Agenda Approval:

Walter A. Tribble
Dr. Walter Tribble, Superintendent/President

MONTEREY PENINSULA COLLEGE

SHORT-TERM, NON-CONTINUING EMPLOYEES (non-classified) SCHEDULE

Maximum days per fiscal year: 180

Effective July 1, 2014

Position Title	Working Titles	Description of Level of Duties	Hourly Pay Rate
College Assistant I	<ul style="list-style-type: none"> Cashier Reader-English Language Utility Person Children's Center Aide 	Entry level - no specific skills or experience required. Supervisor will train. Completes basic tasks and duties under supervision.	9.00
College Assistant II	<ul style="list-style-type: none"> Reader – Foreign Language General Tutor 	Possesses some training or skills. Completes general duties under supervision.	9.50
College Assistant III	<ul style="list-style-type: none"> Tutor in a specific subject Clerical Assistant 	Basic skill or proficiency level; assists students or provides support to an office or department.	10.00
College Assistant IV	<ul style="list-style-type: none"> Costumer Model (draped) 	Has specialized skills, but not specialized training.	12.00
College Assistant V	<ul style="list-style-type: none"> Security Guard Clerical Assistant Tram Driver Custodial Assistant Music Accompanist Library Assistant 	General help but has at least one specific well developed skill or expertise. May work independently and have responsibility for an assigned function.	13.50
College Assistant VI	<ul style="list-style-type: none"> A & R Clerk (registration only) Grounds Assistant Dance Accompanist Instructional Assistant I 	Has specialized skills, training or experience in a specific area.	14.00
College Assistant VII	<ul style="list-style-type: none"> Computer Services Technician 	Has specialized skills, training or experience in a specific area of high responsibility; applies skills to projects.	15.00
College Assistant VIII	<ul style="list-style-type: none"> Fiscal Services Assistant Program Specialist 	Has specialized skills, training or experience in a specific area of higher responsibility. Assignment has high degree of accountability.	15.50
College Assistant IX	<ul style="list-style-type: none"> Student Advisor, Special Programs Financial Aid Assistant Media Assistant Instructional Assistant II 	Has specialized skills, training or experience in a specific area of highest responsibility. Assignment has high degree of autonomy; may work with the public and students.	16.50
College Assistant X	<ul style="list-style-type: none"> Children's Center Assistant Laboratory Aide 	Advanced specialized skills, training and/or certification; high level of responsibility, autonomy and accountability.	17.00
College Assistant XI	<ul style="list-style-type: none"> Maintenance Assistant Payroll Assistant 	More advanced specialized skills or training; high responsibility, autonomy and accountability level.	17.50
College Assistant XII	<ul style="list-style-type: none"> Life Model (undraped) 	Professional work level.	18.00
College Assistant XIII	<ul style="list-style-type: none"> IT Assistant I 	Professional work requiring high level of skills in the profession; high responsibility.	19.00
College Assistant XIV	<ul style="list-style-type: none"> Reading Center (Children's Program) Tutor IT Assistant II 	Highly professional work requiring certification or skills at the highest level of the profession, and/or serving as lead worker to others.	25.00

Substitutes are compensated at Step A of the appropriate classified position. Substitutes may only be hired for 60 days while a recruitment effort for a permanent employee takes place, or for the duration of a permanent employee's absence and no more than 180 days during a fiscal year.

Short-term, non-continuing employees must be approved by the Board of Trustees prior to beginning work, with specified starting and ending dates, per Education Code 88003. All salary designations must be approved by Human Resources. Human Resources may assign additional classifications to this Salary Schedule as deemed appropriate.

Board: May 28, 2014

Monterey Peninsula Community College District

Governing Board Agenda

May 28, 2014

New Business Agenda Item No. G

Superintendent/President
College Area

Proposal:

To endorse the resolution for the Accrediting Commission for Community and Junior Colleges (ACCJC) as written and approved by the Monterey Peninsula College (MPC) Academic Senate and MPC College Council.

Background:

As part of his report to the Governing Board at the March 26, 2014 Governing Board meeting, MPC Academic Senate President, Dr. Fred Hochstaedter, provided information regarding a resolution that addresses concerns over the relationship between the ACCJC and California community colleges and encourages transparency in the ACCJC's practices and communications. The Governing Board discussed the resolution at a Special Board meeting on April 30, 2014 and determined that one trustee and the Superintendent/President should revise the resolution to address the concerns brought forth at that meeting. The revised resolution is attached for the Governing Board's approval.

Budgetary Implications:

None.

☒ **RESOLUTION:** BE IT RESOLVED, that the Governing Board endorse the resolution for the Accrediting Commission for Community and Junior Colleges (ACCJC) as written and approved by the Monterey Peninsula College (MPC) Academic Senate and MPC College Council.

Recommended By: Dr. Walter Tribley, Superintendent/President

Prepared By:

Shawn Anderson

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

Agenda Approval:

Walter A. Tribley

Dr. Walter Tribley, Superintendent/President

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 2013-2014/131

BE IT RESOLVED, that the Governing Board endorse the resolution for the Accrediting Commission for Community and Junior Colleges (ACCJC) as written and approved by the Monterey Peninsula College (MPC) Academic Senate and MPC College Council.

RESOLUTION:

WHEREAS, the U.S. system of regional peer-review accreditation has been well-established and provided essential guarantees of quality in America's post-secondary institutions since the 1950's; and

WHEREAS, the keys to the overall success of this unique system are a spirit of collaboration and mutual respect between the regional commissions and their member institutions and a shared focus on the needs and interests of the students who attend these institutions; and

WHEREAS, the current relationships between ACCJC and a number of its member institutions have deteriorated and become overly adversarial, as evidenced by the following:

- The extraordinary frequency and severity of sanctions levied by the ACCJC against California community colleges compared to sanction levels and types seen in other regions, as well as in four-year institutions in California accredited by WASC-Senior (WASC is the only regional accrediting agency to have separate bodies for accrediting two- and four-year institutions)*
- Articles and complaints prepared and approved by organizations such as the Community College Council of the California Federation of Teachers, the Community College Association of the California Teachers Association, the California Community College Independents, and the Faculty Association of the California Community Colleges*
- The creation of two separate task forces by two different State Chancellors in order to grapple with the issues surrounding the accreditation of the system's colleges; and*

WHEREAS, publicity surrounding the loss of accreditation of City College of San Francisco (CCSF) has resulted in an unfortunate spate of negative publicity for ACCJC, which is unhealthy for the accreditation agency as well as for the accreditation function itself;

WHEREAS, one of the central complaints stemming from ACCJC's denial of accreditation to CCSF is that its deliberations are conducted in secret, lacking any form of transparency;

Resolved, That Monterey Peninsula College hereby expresses its deep concern over the deteriorating nature of the relationships between the ACCJC and California community colleges; and

Resolved, That Monterey Peninsula College urges the ACCJC to acknowledge the deteriorating nature of those relationships and to work to improve them;

Resolved, That Monterey Peninsula College urges the ACCJC to model and exemplify effective and transparent self-evaluation practices by acknowledging and addressing any areas of non-compliance identified in evaluations by the USDE Accreditation Group and the National Advisory Committee on Institutional Quality and Improvement (NACIQI); and

Resolved, That Monterey Peninsula College urges the ACCJC to document and make public what steps it will take to address any areas of non-compliance.

Passed and Adopted by the Monterey Peninsula Community College District on May 28, 2014 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mr. Charles Brown
Chair, Governing Board

Monterey Peninsula Community College District

Governing Board Agenda

May 28, 2014

President's Office

College Area

New Business Agenda Item No. H

Proposal:

That the Governing Board approve the Board Legislative Advocacy Plan, including the legislative action plan for 2014-15.

Background:

At the February 28, 2014 Special Meeting, the Board created an ad hoc committee to develop a legislative advocacy plan. Vice Chair Loren Steck and Trustee Rick Johnson were appointed to the committee. Community members, David Breedlove and Peter Baird, were invited to work with the committee to provide input.

The ad hoc legislative committee met four times with president Tribley and staff and developed the attached plan for the Board's consideration. The plan's purpose is to assist the Board in influencing policy and/or initiating state legislation regarding major issues of concern to the District or related to higher education in California. The plan affirms the important principle of alignment between the Board and the Superintendent/President regarding legislative advocacy. The roles of both the Board and the college president are described in the plan; the committee used resources available from the Community College League of California as a basis for defining these roles. The plan includes a process for identifying priority issues and setting an annual legislative action plan.


In addition, the committee is recommending an inaugural legislative action plan for 2014-15 that focuses on trustee education and initial implementation activities. Other actions include scheduling an annual Board legislative meeting to receive updates from state legislative representatives and selecting a trustee to represent the Board at the Community College League's (CCLC) annual legislative conference in January. As part of the action plan, the committee is recommending repeatability as a priority issue for the Board's legislative advocacy efforts.

Budgetary Implications:

Travel costs for attendance at the CCLC annual legislative conference are expected to be funded by the District's institutional travel budget.

☒ **Resolution:** **BE IT RESOLVED, That** the Board Legislative Advocacy Plan and the 2014-15 Legislative Action Plan, be approved.

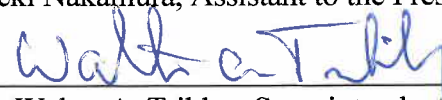
Recommended By:


Dr. Walter A. Tribley, Superintendent/President

Prepared By:


Vicki Nakamura, Assistant to the President

Agenda Approval:


Dr. Walter A. Tribley, Superintendent/President

MPC Governing Board Legislative Advocacy Plan

The legislative advocacy plan has been developed to assist the Board of Trustees in influencing policy and/or initiating legislation at the state to address issues of significance to Monterey Peninsula College and higher education in California.

The Board is to be aligned with the Superintendent/President regarding legislative advocacy.

The Role of the Board

The role of the Board is to be knowledgeable about MPC's mission and goals and the impact of MPC on the community and be informed about policy issues, local priorities, and legislative initiatives of significance to MPC. In addition, the Board's advocacy role includes making contact and communicating as a Board with legislative representatives and building business and community support for the college. The Board acts together as a team to support and advocate for positions the Board has approved.

The Superintendent/President Role

Consistent with Board direction, the Superintendent/President's role consists of advocating for the college, educating the Board regarding policies and issues, managing the Board's legislative advocacy activities, making contacts and arranging for advocacy with legislators.

Process to Identify Priority Legislative/Policy Issues (Immediate, short-term, intermediate, long-term)

Steps in the process:

- S/P keeps Board informed of policies, issues, legislative initiatives
- Board also gathers information at conferences or through communications from state associations, and the public, etc.
- Board has responsibility to discuss, determine, and take action on priority issues

Set Actions for Legislative Action Plan (including timeframe, who assigned)

Each year in September (beginning in 2015), the Board will set its general legislative action plan for the year, including any priority issues and associated actions that have been identified.

2014-15 BOARD LEGISLATIVE ACTION PLAN		
<u>Actions</u>	<u>Timeframe</u>	<u>Who Assigned</u>
<ul style="list-style-type: none"> ○ Trustee education <ul style="list-style-type: none"> ▪ Legislative Advocacy item on Monthly Board Agenda – S/P updates Board on policies and legislative initiatives ▪ Board review information on legislative bill process and legislative calendar from Assembly webpage 	July	S/P and Board
<ul style="list-style-type: none"> ○ Implement the <i>Process to Identify Priority Legislative/Policy Issues</i> <ul style="list-style-type: none"> ▪ Invite public input 	September	S/P and Board
<ul style="list-style-type: none"> ○ Schedule annual Board Legislative Session where legislative representatives are invited to attend <ul style="list-style-type: none"> ▪ Request representatives to provide an update on issues of concern to MPC, community colleges, and education ▪ Invite mayors and city councils to attend 	TBD may require a Friday meeting	Staff to survey reps. to determine appropriate meeting date/time
<ul style="list-style-type: none"> ○ Designate trustee(s) to represent the Board in attending CCLC legislative conference in January 	November?	Board
<ul style="list-style-type: none"> ○ Send Board agendas to Senator Bill Monning, Assembly Members Mark Stone and Luis Alejo, Representative Sam Farr to inform them about MPC issues and activities. 	July	President's Office
<ul style="list-style-type: none"> ○ Promote business and community support for college legislative priorities (e.g., repeatability issue) <ul style="list-style-type: none"> ▪ <i>Monterey Peninsula Chamber of Commerce</i> <ul style="list-style-type: none"> ▫ <i>Attend and connect with, as needed</i> ▪ <i>Other groups such as hospitality or realtors – target these groups when the priority issues relate or affect their interests</i> ▪ Send Board agendas to the legislative affairs committees of the Monterey County Hospitality Association, Monterey Peninsula Board of Realtors, Monterey Commercial Property Owners Association to inform them about MPC issues and activities. 		Board President's Office
BOARD PRIORITY ISSUE FOR 2014-15 LEGISLATIVE ADVOCACY: REPEATABILITY		
<u>Actions</u>	<u>Timeframe</u>	<u>Who Assigned</u>
Identify types of courses where repeatability should be allowed.	August	Staff
Identify colleges with similar interests/concerns.	August	S/P
Define short-term and long-term objectives/processes.	September	Board

Monterey Peninsula Community College District

Governing Board Agenda

May 28, 2014

New Business Agenda Item No. I

Superintendent/President
College Area

Proposal:

To review the attached Calendar of Events.

Background:

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

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

Budgetary Implications:

None.

☒ **INFORMATION:** Calendar of Events.

Recommended By: Dr. Walter Tribley, Superintendent/President

Prepared By:

Shawn Anderson

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

Agenda Approval:

Walter Tribley

Dr. Walter Tribley, Superintendent/President

MPC Governing Board 2014 Calendar of Events

MAY, 2014

Friday, May 23

CalWORKS, EOPS/CARE & TRiO/SSS Annual Recognition Celebration: 2:00-5:00pm, Music Hall

Monday, May 26

Memorial Day Holiday

Wednesday, May 28

Regular Board Meeting, MPC Library & Technology Center

1:30pm: Closed Session - Stutzman Room

3:00pm: Regular Meeting - Sam Karas Room

Friday, May 30

MPC Employee Recognition Ceremony and Luau: 11:00am, MPC Theater (Lunch/Luau at MPC amphitheater and pool following recognition ceremony.)

JUNE, 2014

June Dates/Times TBD

Open Forums: VP of Administrative Services and VP of Student Services

Wednesday, June 4

MPC Automotive Technology Department Graduation Ceremony: 5:00-8:00pm, Tarpy's Roadhouse

Thursday, June 5

Spring Semester Ends

Thursday, June 5

Fire Academy Graduation: 10:30am, MPC Theatre

Thursday, June 5

Latino Ceremony: 6:00-8:00pm, LF102 and Caroline Page Garden

Thursday, June 5

Asian Student Assn Ceremony: 5:30pm, Sakura Buffet (Salinas)

Friday, June 6

Early Childhood Education Graduation Celebration, 4:00-6:00pm, CDC 201

Friday, June 6

Kente Ceremony: 7:00pm, MU101

Saturday, June 7

Faculty Retirement Breakfast: 8:30am (social gathering), Monterey Marriott, Ferrante Room (breakfast and program begin at 9:00am)

Saturday, June 7

Commencement, 12:00pm – Amphitheatre (line-up at 11:30am in Gym)

Saturday, June 7

Nurse Pinning Ceremony, 3:00pm – Amphitheatre

Monday, June 16

Summer Session Begins

Wednesday, June 25

Regular Board Meeting, MPC Library & Technology Center

1:30pm: Closed Session - Stutzman Room

3:00pm: Regular Meeting - Sam Karas Room

JULY, 2014

Friday, July 4

Independence Day Holiday

Wednesday, July 23

Regular Board Meeting, Marina Education Center

1:30pm: Closed Session, 3:00pm: Open Session

Friday, July 25

End of Six-Week Summer Session

AUGUST, 2014

Friday, August 8

End of Eight-Week Summer Session

Thursday, August 21

Flex Day Program (time TBD)

Monday, August 25

Fall Semester begins

Wednesday, August 27

Regular Board Meeting, Public Safety Training Center:

1:30pm, Closed Session, 3:00pm Regular Meeting

SEPTEMBER, 2014

Wednesday, September 24

Regular Board Meeting: 1:30pm, Closed Session, 3:00pm Regular Meeting

OCTOBER, 2014

Wednesday, October 22

Regular Board Meeting: 1:30pm, Closed Session, 3:00pm Regular Meeting

MPC Governing Board 2014 Calendar of Events

NOVEMBER, 2014

Monday, November 10 **Veteran's Day Holiday**

Wednesday, November 19 Regular Board Meeting: 1:30pm, Closed Session, 3:00pm Regular Meeting
*Date moved to 3rd Wednesday due to Thanksgiving holiday

Thurs-Fri, November 27-28 **Thanksgiving Holiday**

DECEMBER, 2014

Wednesday, December 10 Regular Annual Organizing Board Meeting, MPC Library & Technology Center
1:30pm, Closed Session, 3:00pm Regular Meeting

Thursday, December 18 **Fall Semester ends**

Wed, December 24 to **Winter Break**

Thursday, January 1