



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

**REGULAR MEETING
WEDNESDAY, JANUARY 25, 2017**

NEW BUSINESS

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

New Business Agenda Item No. A

Administrative Services
College Area

Proposal:

That the Governing Board accept the District's Financial Audit Report for the fiscal year ended June 30, 2016.

Background:

Education Code Section 84040 requires California Community College Districts to arrange for a yearly audit of all funds, books and accounts under the jurisdiction of the local governing board. The firm of Vavrinek, Trine, Day & Co., Certified Public Accountants was retained to perform such an audit for the 2014-2015 fiscal year. The results of this audit, its findings and recommendations are presented for the Board's review and acceptance.

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

Budgetary Implications: None.

☒ **RESOLUTION: BE IT RESOLVED**, that the Governing Board accept the District's annual Financial Audit Report for the fiscal year ended June 30, 2016.


Recommended By:


Steven L. Crow, Ed.D., Vice President of Administrative Services

Prepared By:


Suzanne Ammons, Administrative Services

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

**MONTEREY PENINSULA
COMMUNITY COLLEGE DISTRICT**

ANNUAL FINANCIAL REPORT

JUNE 30, 2016

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

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FINANCIAL SECTION



INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Monterey Peninsula Community College District
Monterey, California

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities and the aggregate remaining fund information of Monterey Peninsula Community College District (the District) as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the 2015-2016 *Contracted District Audit Manual*, issued by the California Community Colleges Chancellor's Office. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the aggregate remaining fund information of the District as of June 30, 2016, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require the Management's Discussion and Analysis on pages 5 through 15, the Schedule of Other Postemployment Benefits (OPEB) Funding Progress on page 60, the Schedule of the District's Proportionate Share of the Net Pension Liability on page 61, and the Schedule of District Contributions on page 62 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The accompanying supplementary information listed in the Table of Contents, including the Schedule of Expenditures of Federal Awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The accompanying supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 16, 2016, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Vavine, Tine, Daye Co., LLP

Rancho Cucamonga, California
December 16, 2016



USING THIS ANNUAL REPORT

The Monterey Peninsula Community College District (the District) presents the following discussion and analysis to assist the reader by focusing on significant financial issues, providing an overview of the District's financial activities and condition, to explain changes in the District's financial condition, and to identify challenges of subsequent fiscal years. The report consists of three basic financial statements: the Statement of Net Position, Statement of Revenues, Expenses, and Changes in Net Position, and Statement of Cash Flows and provides information about the District as a whole. This section of the annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year that ended on June 30, 2016. Please read it in conjunction with the District's financial statements, which immediately follow this section. Responsibility for the completeness and accuracy of this information rests with the District management.

OVERVIEW OF THE FINANCIAL STATEMENTS

The Monterey Peninsula Community College District's financial statements are presented in accordance with Governmental Accounting Standards Board (GASB) Statements No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, and No. 35, *Basic Financial Statements - and Management Discussion and Analysis - for Public College and Universities*. These statements allow for the presentation of financial activity and results of operations which focuses on the District as a whole. The entity-wide financial statements present the overall results of operations whereby all of the District's activities are consolidated into one total versus the traditional presentation by fund type. The focus of the Statement of Net Position is designed to be similar to the bottom line results of the District. This statement combines and consolidates current financial resources with capital assets and long-term obligations. The Statement of Revenues, Expenses, and Changes in Net Position focuses on the costs of the District's operational activities with revenues and expenses categorized as operating and nonoperating, and expenses are reported by natural classification. The Statement of Cash Flows provides an analysis of the sources and uses of cash within the operations of the District.

The California Community Colleges Chancellor's Office has recommended that all State community colleges follow the Business-Type Activity (BTA) model for financial statement reporting purposes.

FINANCIAL HIGHLIGHTS

The District's assets are primarily cash, land, and facilities. Liabilities are primarily long-term bonds and pension liability. The District's total assets decreased by \$3.3 million, or 1.6 percent, to \$201.5 million, and total liabilities increased by \$10.3 million, or 5.6 percent, to \$192.1 million. This results in net position being decreased by \$1.5 million, or 7.3 percent, to \$18.8 million.

In November 2002, a Proposition 39 facility bond was approved by the local voters giving the District \$145.0 million to assist in modernization of the existing campus and construct a satellite campus and public safety training facilities on the former Fort Ord properties. The repayment of the bonds will be through a special tax assessment on local property owners. In June 2003, the first series of bonds was sold and proceeds (\$40.0 million) were deposited with the County Treasurer. The first series was refinanced in 2006 which generated an additional \$4.2 million for projects. The second and third series of bonds were issued in January 2008: \$9,004,530 taxable and \$95,994,770 tax exempt. Numerous projects are in various stages of completion and a balance of \$9.9 million remains outstanding.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2016

STATEMENT OF NET POSITION

The Statement of Net Position includes all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector institutions. The biggest change in this statement is that our fixed assets (land, building, and equipment) are capitalized and depreciated. As a result, they are now reflected as an asset on this statement. Net position, the difference between assets and liabilities, are one way to measure the financial health of the District.

STATEMENT OF NET POSITION

(Amounts in thousands)

	2016	2015
ASSETS		
Current Assets		
Cash and investments	\$ 36,364	\$ 35,609
Accounts receivable	2,359	2,183
Other current assets	148	34
Total Current Assets	<u>38,871</u>	<u>37,826</u>
Noncurrent Assets		
Capital assets (net)	<u>162,672</u>	<u>166,987</u>
Total Assets	<u>201,543</u>	<u>204,813</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred charge on refunding	10,466	2,896
Deferred outflows of resources related to pensions	<u>6,619</u>	<u>2,237</u>
Total Deferred Outflows of Resources	<u>17,085</u>	<u>5,133</u>
LIABILITIES		
Current Liabilities		
Accounts payable and accrued liabilities	\$ 5,061	\$ 5,699
Unearned revenue	4,451	2,934
Current portion of long-term obligations	<u>6,036</u>	<u>5,403</u>
Total Current Liabilities	<u>15,548</u>	<u>14,036</u>
Noncurrent portion of long-term obligations	<u>176,552</u>	<u>167,811</u>
Total Liabilities	<u>192,100</u>	<u>181,847</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred inflows of resources related to pensions	<u>7,689</u>	<u>7,773</u>
NET POSITION		
Net investment in capital assets	58,868	61,436
Restricted	8,387	7,112
Unrestricted	<u>(48,416)</u>	<u>(48,222)</u>
Total Net Position	<u>\$ 18,839</u>	<u>\$ 20,326</u>

Cash and investments consist primarily of funds held in the Monterey County Treasury. The changes in our cash position are explained in the Statement of Cash Flows on pages 18 and 19.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2016

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

The Statement of Revenues, Expenses, and Changes in Net Position present the operating results of the District, as well as the nonoperating revenue and expenses. The State general apportionment and property taxes, while budgeted for operations, are considered nonoperating revenues according to Governmental Accounting Standards Board (GASB). As a result, this statement will show a significant operating loss.

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

(Amounts in thousands)

	2016	2015
Operating Revenues		
Tuition and fees, net	\$ 4,620	\$ 4,587
Operating Expenses		
Salaries and benefits	32,240	30,061
Supplies, maintenance, equipment, and other expenses	26,594	22,922
Depreciation	4,579	3,617
Total Operating Expenses	63,413	56,600
Loss on Operations	(58,793)	(52,013)
Nonoperating Revenues		
State apportionments	13,732	14,441
Grants and contracts	20,171	14,460
Property taxes	25,981	26,451
Other state revenues	1,361	1,736
Net interest expense	(6,117)	(6,353)
Other nonoperating revenues	1,760	504
Total Nonoperating Revenue	56,888	51,239
Other Revenues		
State and local capital income	419	477
Net Change in Net Position	\$ (1,486)	\$ (297)

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2016

In accordance with requirements set forth by the California Community Colleges Chancellor's Office, the District reports operating expenses by object code. Operating expenses by functional classification are as follows:

(Amounts in thousands)

	Salaries	Benefits	Supplies, Material, and Other Expenses and Services	Student Financial Aid	Depreciation	Total
Instructional activities	\$ 14,871	\$ 1,874	\$ 7,786	\$ -	\$ -	\$ 24,531
Academic support	689	83	96	-	-	868
Instructional support services	3,200	2,941	4,040	-	-	10,181
Student services	3,554	596	1,895	-	-	6,045
Plant operations and maintenance	1,199	171	2,232	-	-	3,602
Ancillary services & auxiliary operations	2,711	351	2,350	-	-	5,412
Student aid	-	-	-	7,703	-	7,703
Physical property and related acquisitions	-	-	492	-	-	492
Depreciation	-	-	-	-	4,579	4,579
Total	<u>\$ 26,224</u>	<u>\$ 6,016</u>	<u>\$ 18,891</u>	<u>\$ 7,703</u>	<u>\$ 4,579</u>	<u>\$ 63,413</u>

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2016

STATEMENT OF CASH FLOWS

The Statement of Cash Flows provides information about cash receipts and payments during the year. This statement also assists users in assessing the District's ability to meet its obligations as they come due and the District's need for external funding.

STATEMENT OF CASH FLOWS

(Amounts in thousands)

	2016	2015
Cash Provided by (Used in)		
Operating activities	\$ (56,335)	\$ (47,203)
Noncapital financing activities	55,159	51,734
Capital financing activities	1,709	26
Investing activities	222	117
Net Change in Cash	755	4,674
Cash, Beginning of Year	35,609	30,935
Cash, End of Year	<u>\$ 36,364</u>	<u>\$ 35,609</u>

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At June 30, 2016, the District had \$206.9 million in a broad range of capital assets including land, buildings, and furniture and equipment. At June 30, 2015, our net capital assets were \$167.0 million.

CAPITAL ASSETS

(Amounts in thousands)

	Balance July 1, 2015	Additions	Deductions	Balance June 30, 2016
Land and construction in progress	\$ 25,867	\$ 13	\$ 15,856	\$ 10,024
Buildings and improvements	173,002	15,856	-	188,858
Furniture and equipment	7,748	251	-	7,999
Subtotal	206,617	16,120	15,856	206,881
Accumulated depreciation	39,630	4,579	-	44,209
	<u>\$ 166,987</u>	<u>\$ 11,541</u>	<u>\$ 15,856</u>	<u>\$ 162,672</u>

We present more detailed information regarding our capital assets in Note 6 of the financial statements.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2016

Obligations

At the end of the 2015-2016 fiscal year, the District had \$149.3 million in general obligation bonds outstanding. These bonds are repaid annually in accordance with the obligation requirements through an increase in the assessed property taxes on property within the Monterey Peninsula Community College District boundaries. Other obligations for the District include the lease revenue bonds, compensated absences, early retirement, net OPEB obligation, and the aggregate net pension obligation.

LONG-TERM OBLIGATIONS

(Amounts in thousands)

	Balance July 1, 2015	Additions	Deductions	Balance June 30, 2016
General obligation bonds	\$ 141,649	\$ 110,424	\$ 102,802	\$ 149,271
Lease revenue bonds	80	-	20	60
Compensated absences	922	26	-	948
Early retirement	59	-	48	11
Net OPEB obligation	2,587	1,083	3,465	205
Net pension liability	27,917	4,176	-	32,093
Total Long-Term Obligations	<u>\$ 173,214</u>	<u>\$ 115,709</u>	<u>\$ 106,335</u>	<u>\$ 182,588</u>

We present more detailed information regarding our long-term obligations in Note 10 of the financial statements.

ECONOMIC FACTORS AFFECTING THE FUTURE OF THE MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

Financial information is maintained by the District in ten (10) governmental funds. All funds show positive ending balances, and the District's designated Unrestricted General Fund reserve is ten percent (10%) of the Unrestricted General Fund budget.

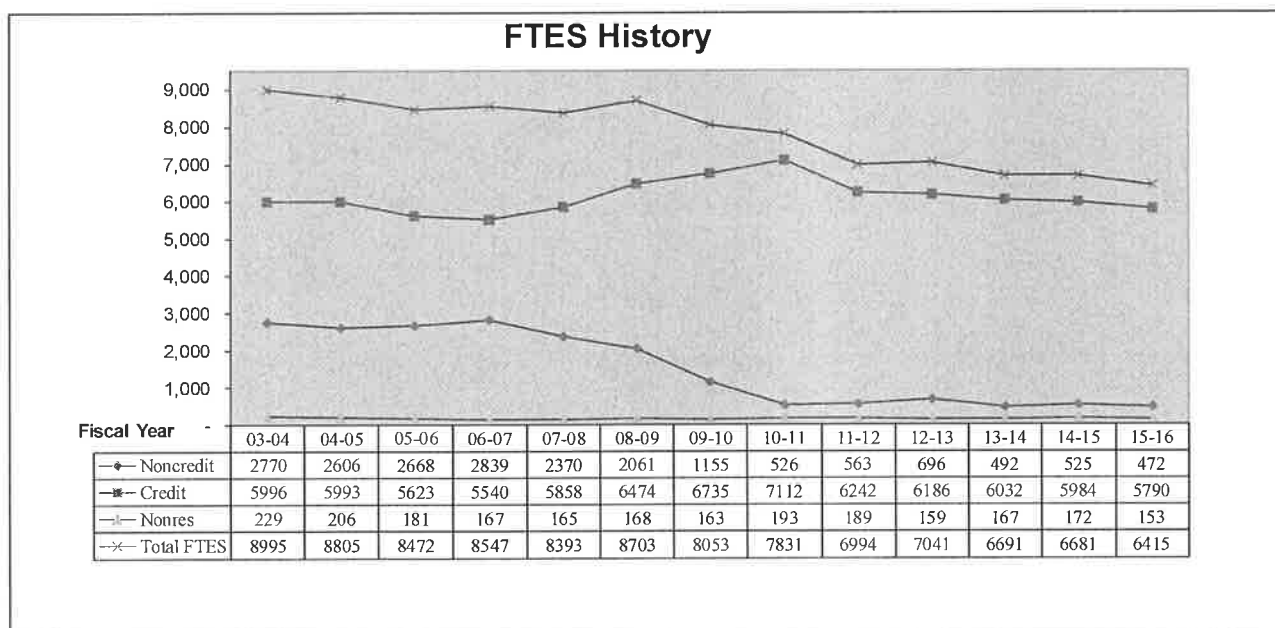
The primary source of income for day-to-day operations is derived from enrollments. Enrollment income is received based on actual in-state credit, enhanced non-credit, and non-credit full-time equivalent students (FTES). Actual funds are paid through local taxes, student registration fees, and the State. The State sets the amount the District will receive per in-state FTES with non-credit FTES being paid 40 percent (40%) less than credit FTES. The total amount paid for in-state FTES is limited based on an apportionment cap calculated by the State. The District offers a mixture of credit, enhanced non-credit, and non-credit courses to generate FTES toward the apportionment cap.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2016

A number of trends have become more prominent in the District's FTES production over the past few years. In 2008-2009, total FTES was 8,703 including non-resident students. At about the same time, the Chancellor's Office began to encourage community colleges to focus course offerings in three credit areas namely transfer courses, basic skills, and career technical education. From 2008-2009 to 2012-2013, Monterey Peninsula Community College (MPC) reduced non-credit FTES production 66 percent. From 2008-2009 to 2011-2012, credit FTES production increased 9 percent to offset revenue loss in the non-credit area. However, credit FTES has declined from 2010-2011 because of a variety of reasons including increased student fees, State workload reduction, the economy, and declining classroom efficiency. Declining enrollments have resulted in declines in revenue. The District's strategy for increasing FTES production to restore above 6,500, include increasing efficiency, offering additional course sections in growth areas, improve and enhance enrollment and retention rates, increase outreach, advertising, and create partner with public and private organizations.



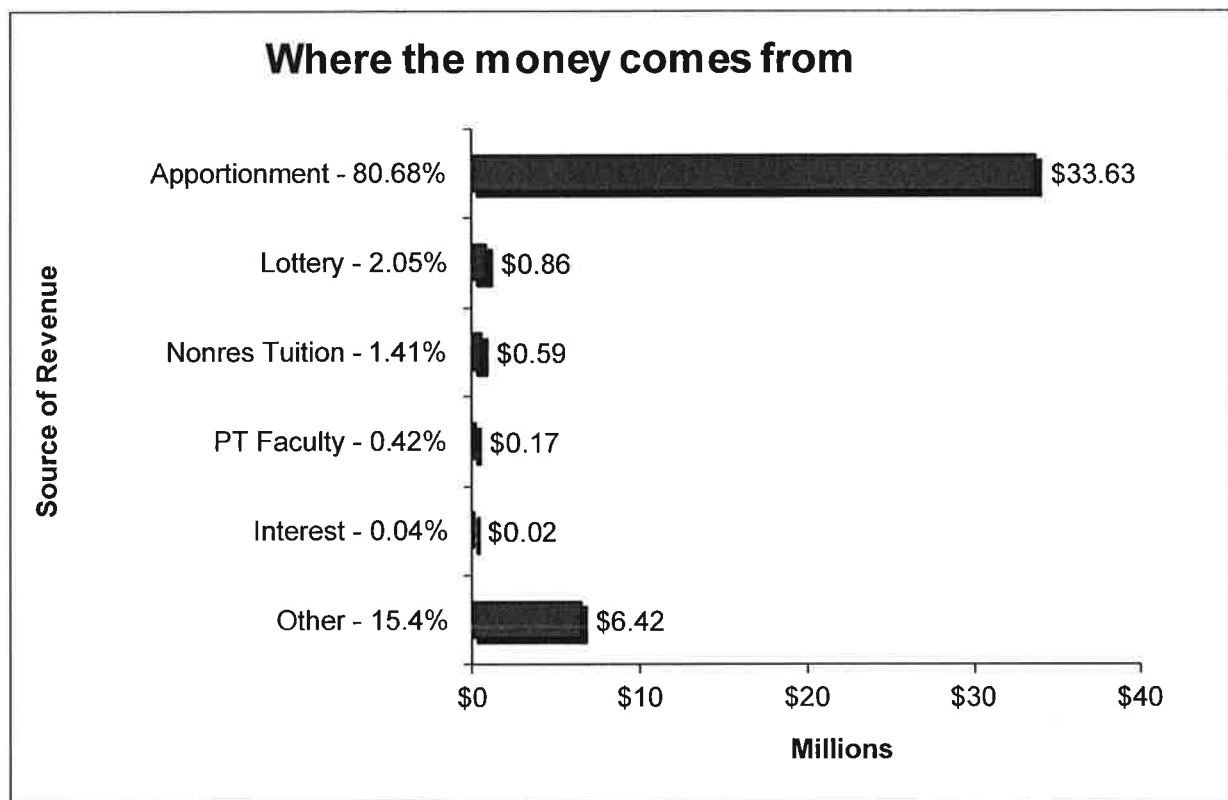
The national and State economies continue to grow moderately. Relatively low unemployment, personal income has been strong in the first half of the forecast period, growth in home pricing slowing, and State salaries and wages seeing relatively low growth. The major uncertainty is how long the current economic expansion will last. The State of California's three largest revenue sources (personal income tax, sales tax, and corporate tax) have increased modestly during this period. Revenues are projected to exceed expenses under current policies, resulting in further improvement in the State's fiscal situation. The triple flip is phasing out in the 2015-2016 fiscal year, with the associated property tax revenue beginning to flow back to the schools and community colleges. Given the estimates of State revenue, expenditures, and reserves, the State is better prepared for an economic downturn than it has been in decades.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2016

In looking at MPC's general and special funds revenues, apportionment revenues (State, student fees, and local property taxes) make up the majority share of revenues. Approximately \$3.3 million of State funding was cut in 2009-2010 and another \$2.9 million was cut in 2011-2012. Over the same period, student fees have been increased from \$26 to \$46 per unit, but not enough to offset the overall reduction in revenue. State cuts have primarily taken the form of "workload reductions" resulting in lower apportionment and FTES caps. The new regulations implemented set limits on class repetitions and limited classes for life-long learners. Apportionment revenues continue to represent 90 percent of the General Fund revenue sources. Going into budget year 2016-2017, the State will make the following apportionment adjustments to Proposition 98 General Fund: decrease the budget by \$198.4 million, as a result of increased offsetting of local property tax revenues, increase the budget by \$114.3 million for two percent growth in full-time equivalent student enrollment, and increase the budget by \$75 million to support increased operating expenses such as professional development, facilities, and converting faculty from part-time to full-time. The State has also increased Proposition 98 General Fund by \$200 million to establish the Strong Workforce Program, which will enable community college districts to expand access to workforce-aligned and regionally coordinated career technical education courses and programs through the existing Career Technical Education Regional Consortium structure.

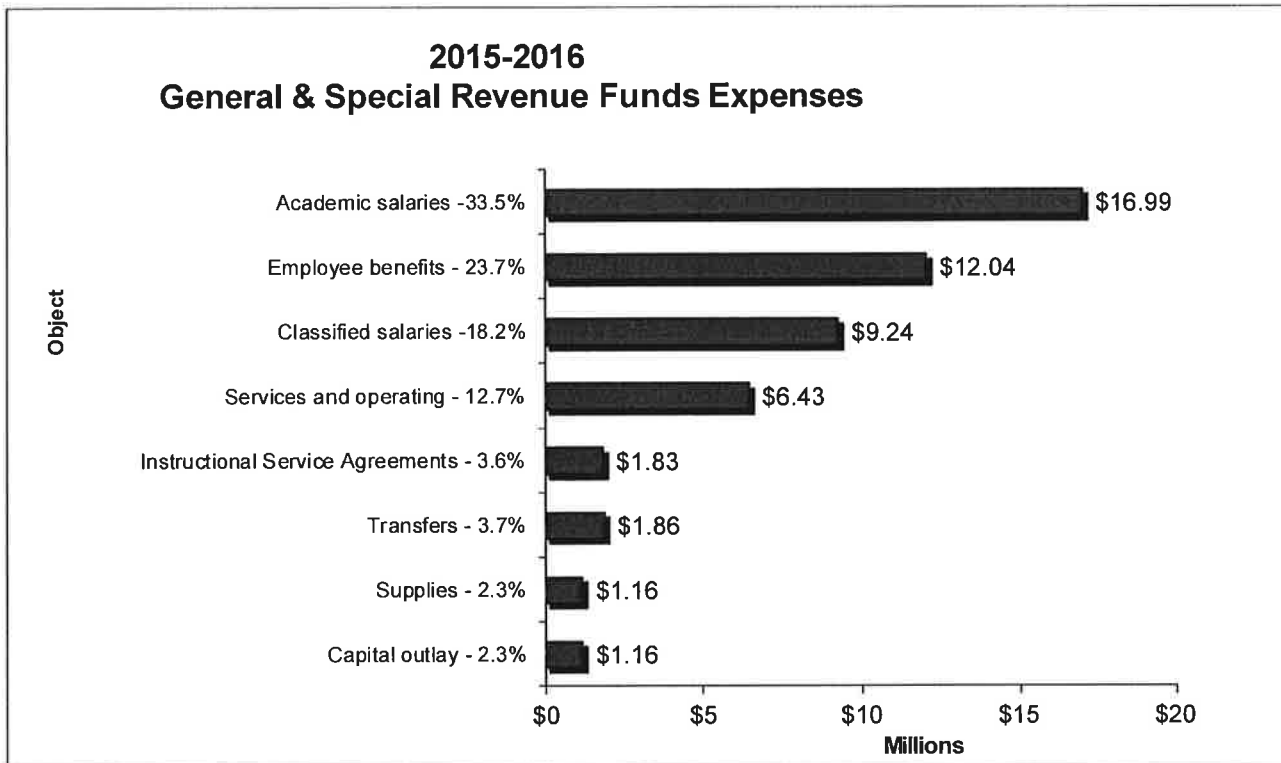


MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2016

Costs for employees represent 79.1 percent of total expenses in the General and Special Revenue Funds. These expenses include academic and classified salaries, employee benefits and instructional service agreements.



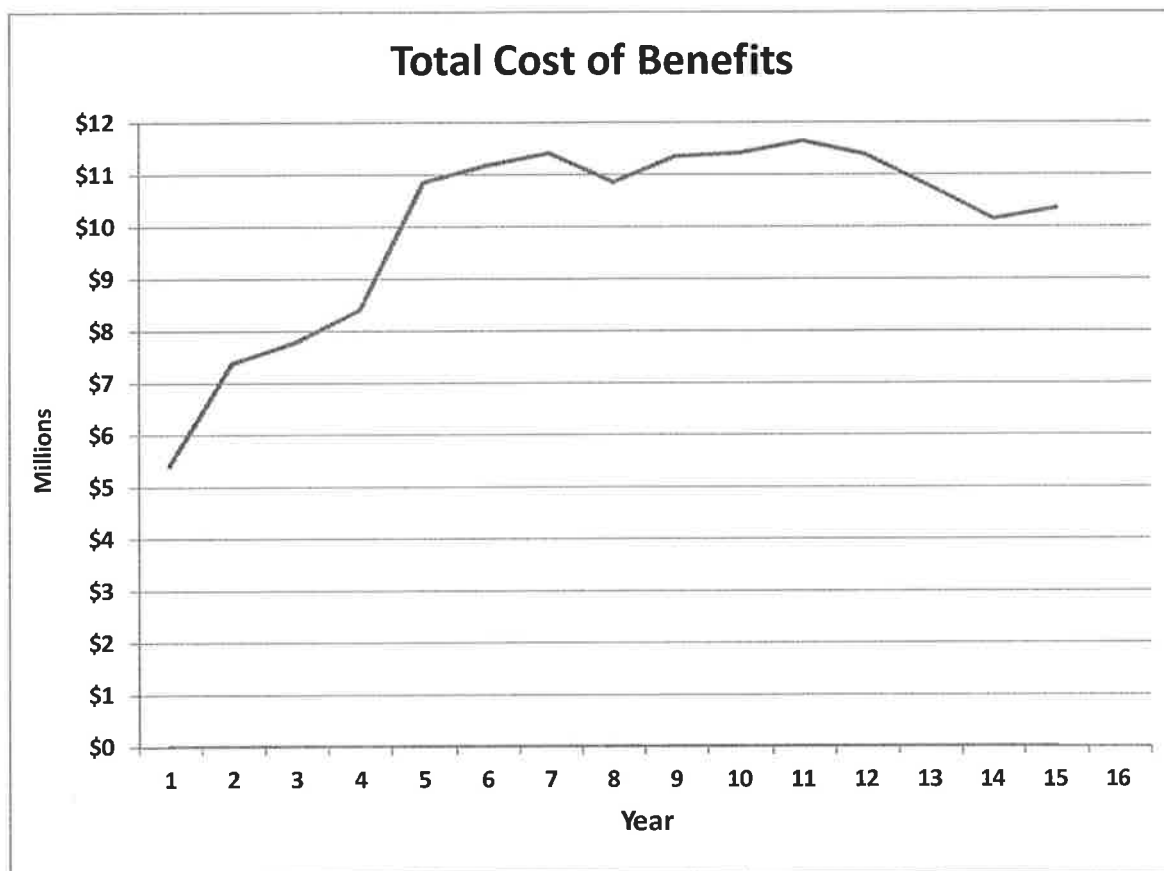
There were no changes negotiated for step and column increases in fiscal year 2015-2016.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2016

Employee benefit costs represent the second largest expense category for the District and have more than doubled in the past 12 years. The largest portion of benefit costs is for health and welfare, for which the District is self-insured. Stop loss insurance is carried to cover large claims typically associated with catastrophic illnesses; however, increased costs for medical expenses paid by the District have outpaced inflation. The industry trend for annual medical expense increase has been running in the 12 percent + range. In response to this trend, the District has implemented a number of cost containment measures including the adoption of a three phase plan with increased deductible, co-insurance, and Out-of-Pocket Maximum provisions. The District is reviewing claims data every six months to determine whether employee groups move to the next phase of the plan. The three phase plan expired in June 2013. The District HWCCC is currently exploring other options to further reduce expenditures. Medical claims and utilization are cyclical; therefore, the District should anticipate a minimum annual increase of 10 percent to 12 percent just for industry trends going forward.



The District provides medical benefits to retirees and currently has an unfunded actuarial accrued liability of \$11.3 million. The current fund balance in the District's Self-Insurance Fund is \$3.5 million. The Other Postemployment Benefits (OPEB) Fund ended with a current fund balance of \$557 thousand and Workers' Compensation Fund, ended with a current fund balance of \$131 thousand. The District established a GASB 43 trust for future OPEB benefits in 2015-2016 in the amount of \$3 million. This complies with GASB rules for funding the liability and provide greater interest income to pay down the liability.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2016

In conclusion, the District continues to have a solid financial base. Reserves are believed to be adequate. The large revenue cuts from the State over the past few years have placed the District in a deficit spending mode. While some ongoing reductions have been made, the District continues to experience a structural imbalance between ongoing revenues and ongoing expenses and has utilized reserves and other one-time funds to balance the budget. Even with the recent passage of Proposition 55 which extends the personal income tax portion of Proposition 30 and a slowly improving economy, the District should continue to identify means to restore fiscal stability.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, students, and investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need any additional financial information, contact the Monterey Peninsula Community College District at 980 Fremont Street, Monterey, California 93940-4799.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

STATEMENT OF NET POSITION - PRIMARY GOVERNMENT JUNE 30, 2016

ASSETS

CURRENT ASSETS

Cash and cash equivalents	\$ 870,505
Investments	17,304,815
Investments - restricted	18,188,619
Accounts receivable	2,137,002
Student loans receivable	221,657
Due from fiduciary funds	147,947
Total Current Assets	38,870,545

NONCURRENT ASSETS

Nondepreciable capital assets	10,024,310
Depreciable capital assets, net of depreciation	152,647,730
Total Noncurrent Assets	162,672,040
TOTAL ASSETS	201,542,585

DEFERRED OUTFLOWS OF RESOURCES

Deferred charge on refunding	10,466,326
Deferred outflows of resources related to pensions	6,618,694
TOTAL DEFERRED OUTFLOWS OF RESOURCES	17,085,020

LIABILITIES

CURRENT LIABILITIES

Accounts payable	4,497,937
Accrued interest payable	561,682
Unearned revenue	4,451,094
Current portion of long-term obligations	6,036,439
Total Current Liabilities	15,547,152

NONCURRENT LIABILITIES

Aggregate net pension obligation	32,093,337
Noncurrent portion of long-term obligations	144,458,408
Total Noncurrent Liabilities	176,551,745
TOTAL LIABILITIES	192,098,897

DEFERRED INFLOWS OF RESOURCES

Deferred inflows of resources related to pensions	7,689,490
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NET POSITION

Net investment in capital assets	58,867,709
Restricted for:	
Debt service	7,002,368
Capital projects	67,820
Other activities	1,316,866
Unrestricted	(48,415,545)
TOTAL NET POSITION	\$ 18,839,218

The accompanying notes are an integral part of these financial statements.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION - PRIMARY GOVERNMENT FOR THE YEAR ENDED JUNE 30, 2016

OPERATING REVENUES

Student Tuition and Fees	\$ 7,856,946
Less: Scholarship discounts and allowances	(3,236,806)
TOTAL OPERATING REVENUES	4,620,140

OPERATING EXPENSES

Salaries	26,223,831
Employee benefits	6,015,837
Supplies, materials, and other operating expenses and services	17,996,628
Student financial aid	7,703,022
Equipment, maintenance, and repairs	894,618
Depreciation	4,579,391
TOTAL OPERATING EXPENSES	63,413,327

OPERATING LOSS

(58,793,187)

NONOPERATING REVENUES (EXPENSES)

State apportionments, noncapital	13,732,346
Grants and contracts, noncapital:	
Federal	9,262,666
State	10,908,581
Local property taxes, levied for general purposes	18,095,915
Taxes levied for other specific purposes	7,884,933
State taxes and other revenues	1,360,909
Investment income	243,154
Interest expense on capital related debt	(6,378,644)
Investment income on capital asset-related debt	18,620
Other nonoperating revenue	1,759,588

TOTAL NONOPERATING REVENUES (EXPENSES)

56,888,068

LOSS BEFORE OTHER REVENUES

(1,905,119)

OTHER REVENUES

State revenues, capital	315,955
Local revenues, capital	102,667
TOTAL OTHER REVENUES	418,622

CHANGE IN NET POSITION

(1,486,497)

NET POSITION, BEGINNING OF YEAR

20,325,715

NET POSITION, END OF YEAR

\$ 18,839,218

The accompanying notes are an integral part of these financial statements.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

STATEMENT OF CASH FLOWS - PRIMARY GOVERNMENT FOR THE YEAR ENDED JUNE 30, 2016

CASH FLOWS FROM OPERATING ACTIVITIES

Tuition and fees	\$ 4,455,707
Payments to scholarships and grants	(7,703,022)
Payments to vendors for supplies and services	(18,308,254)
Payments to or on behalf of employees	(34,779,291)
Net Cash Flows From Operating Activities	(56,334,860)

CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES

State apportionments	13,909,699
Grants and contracts	20,171,247
Property taxes - nondebt related	18,095,915
State taxes and other apportionments	1,224,451
Other nonoperating	1,758,048
Net Cash Flows From Noncapital Financing Activities	55,159,360

CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES

Purchase of capital assets	(265,995)
Proceeds from capital debt	110,424,099
State revenue, capital projects	315,955
Local revenue, capital projects	102,667
Property taxes - related to capital debt	7,884,933
Principal paid on capital debt	(102,822,695)
Interest paid on capital debt	(6,378,644)
Interest received on capital asset-related debt	18,620
Deferred charges on refunding	(7,569,743)
Net Cash Flows From Capital Financing Activities	1,709,197

CASH FLOWS FROM INVESTING ACTIVITIES

Interest received from investments	221,662
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NET CHANGE IN CASH AND CASH EQUIVALENTS

CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR

CASH AND CASH EQUIVALENTS, END OF YEAR

755,359
35,608,580
\$ 36,363,939

The accompanying notes are an integral part of these financial statements.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

STATEMENT OF CASH FLOWS - PRIMARY GOVERNMENT, CONTINUED FOR THE YEAR ENDED JUNE 30, 2016

RECONCILIATION OF NET OPERATING LOSS TO NET CASH FLOWS FROM OPERATING ACTIVITIES

Operating Loss	\$ (58,793,187)
Adjustments to Reconcile Operating Loss to Net Cash Flows From Operating Activities:	
Depreciation expense	4,579,391
Changes in Operating Assets, Deferred Outflows, Liabilities, and Deferred Inflows:	
Receivables, net	(147,120)
Prepaid expenses	33,648
Accounts payable and accrued liabilities	(459,030)
Accrued interest payable	(372,631)
Unearned revenue	1,517,052
Compensated absences	25,717
Early retirement incentive	(47,797)
Other postemployment benefits (OPEB)	(2,381,604)
Aggregate net pension obligation	4,176,007
Change in deferred outflows related to pensions	(4,381,992)
Change in deferred inflows related to pensions	(83,314)
Total Adjustments	2,458,327
Net Cash Flows From Operating Activities	\$ (56,334,860)

CASH AND CASH EQUIVALENTS CONSIST OF THE FOLLOWING:

Cash in banks	\$ 870,505
Investment in county treasury	35,493,434
Total Cash and Cash Equivalents	\$ 36,363,939

NON CASH TRANSACTIONS

On behalf payments for benefits	\$ 1,033,492
Board of governors fee waivers	3,236,806
	\$ 4,270,298

The accompanying notes are an integral part of these financial statements.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

STATEMENT OF FIDUCIARY NET POSITION JUNE 30, 2016

	<u>Trust</u>	<u>Agency Funds</u>
ASSETS		
Cash and cash equivalents	\$ 639,385	\$ 694,503
Investments	64,238	-
Accounts receivable	21,025	3,703
Total Assets	<u>724,648</u>	<u>\$ 698,206</u>
LIABILITIES		
Accounts payable	99,235	\$ 199,722
Due to primary government	20,701	127,246
Due to student groups	285,776	371,238
Total Liabilities	<u>405,712</u>	<u>\$ 698,206</u>
NET POSITION		
Unreserved	318,936	
Total Net Position	<u>\$ 318,936</u>	

The accompanying notes are an integral part of these financial statements.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION FOR THE YEAR ENDED JUNE 30, 2016

		Trust
ADDITIONS		
State revenues		\$ 534,097
Local revenues		1,138,366
Total Additions		<u>1,672,463</u>
DEDUCTIONS		
Services and operating expenditures		<u>1,504,285</u>
Change in Net Position		168,178
Net Position - Beginning		<u>150,758</u>
Net Position - Ending		<u><u>\$ 318,936</u></u>

The accompanying notes are an integral part of these financial statements.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2016

NOTE 1 - ORGANIZATION

The Monterey Peninsula Community College District (the District) is a political subdivision of the State of California and is a comprehensive, public, two-year institution offering educational services to the local residents of the surrounding area. The District consists of one community college located in Monterey, California. While the District is a political subdivision of the State, it is not a component unit of the State in accordance with the provisions of Governmental Accounting Standards Board (GASB) Statement No. 14. The District operates under a locally elected five-member Board of Trustees form of government and provides higher education in the County of Monterey. The District currently operates one college campus located in the city of Monterey. While the District is a political subdivision of the State of California, it is legally separate and is independent of other State and local governments, and it is not a component unit of the State in accordance with the provisions of GASB Statement No. 61. The District is classified as a Public Educational Institution under Internal Revenue Code Section 115 and is, therefore, exempt from Federal taxes. The District has considered all potential component units in determining how to define the reporting entity using criteria set forth in accounting principles generally accepted in the United States of America. The basic criteria for including a component unit are (1) the economic resources held or received by the other entity are entirely or almost entirely for the direct benefit of the District, (2) the District is entitled to, or has the ability to otherwise access, a majority of the economic resources held or received by the other entity, and (3) the other entity's resources to which the District is entitled or has the ability to otherwise access are significant to the District. If any of these criteria are not met, the final criterion for including a component unit is whether the other entity is closely related to, or financially integrated with, the District. The District identified no component units.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

For financial reporting purposes, the District is considered a special-purpose government engaged only in business-type activities as defined by GASB Statements No. 34 and No. 35 as amended by GASB Statements No. 37, No. 38, and No. 39. This presentation provides a comprehensive entity-wide perspective of the District's assets, liabilities, activities, and cash flows and replaces the fund group perspective previously required. Accordingly, the District's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. The significant accounting policies followed by the District in preparing these financial statements are in accordance with accounting principles generally accepted in the United States of America as prescribed by GASB. Additionally, the District's policies comply with the California Community Colleges Chancellor's Office *Budget and Accounting Manual*. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. All material intra-agency and intra-fund transactions have been eliminated.

Revenues resulting from exchange transactions, in which each party gives and receives essentially equal value, are classified as operating revenues. These transactions are recorded on the accrual basis when the exchange takes place. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the District, operating revenues consist primarily of student fees.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2016

Nonexchange transactions, in which the District receives value without directly giving equal value in return, include State apportionments, property taxes, certain Federal and State grants, entitlements, and donations. Property tax revenue is recognized in the fiscal year received. State apportionment revenue is earned based upon criteria set forth from the Community Colleges Chancellor's Office and includes reporting of full-time equivalent students (FTES) attendance. The corresponding apportionment revenue is recognized in the period the FTES are generated. Revenue from Federal and State grants and entitlements are recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements may include time and/or purpose requirements.

Operating expenses are costs incurred to provide instructional services including support costs, and depreciation of capital assets. All other expenses not meeting this definition are reported as nonoperating. Expenses are recorded on the accrual basis as they are incurred, when goods are received, or services are rendered.

The District reports are based on all applicable GASB pronouncements, as well as applicable Financial Accounting Standards Board (FASB) pronouncements issued on or before November 30, 1989, unless those pronouncements conflict or contradict GASB pronouncements. The District has not elected to apply FASB pronouncements after that date.

The financial statements are presented in accordance with the reporting model as prescribed in GASB Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, and GASB Statement No. 35, *Basic Financial Statements and Management's Discussion and Analysis for Public Colleges and Universities*, as amended by GASB Statements No. 37, No. 38, and No. 39. The business-type activities model followed by the District requires the following components of the District's financial statements:

- Management's Discussion and Analysis
- Basic Financial Statements for the District as a whole including:
 - Statement of Net Position - Primary Government
 - Statement of Revenues, Expenses, and Changes in Net Position - Primary Government
 - Statement of Cash Flows - Primary Government
 - Financial Statements for the Fiduciary Funds including:
 - Statement of Fiduciary Net Position
 - Statement of Changes in Fiduciary Net Position
- Notes to the Financial Statements

Cash and Cash Equivalents

The District's cash and cash equivalents are considered to be unrestricted cash on hand, demand deposits, and short-term unrestricted investments with original maturities of three months or less from the date of acquisition. Cash equivalents also include unrestricted cash with county treasury balances for purposes of the Statement of Cash Flows. Restricted cash and cash equivalents represent balances restricted by external sources such as grants and contracts or specifically restricted for the repayment of capital debt.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

Investments

In accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and External Investment Pools*, investments held at June 30, 2016, are stated at fair value. Fair value is estimated based on quoted market prices at year-end. Short-term investments have an original maturity date greater than three months, but less than one year at time of purchase. Long-term investments have an original maturity of greater than one year at the time of purchase.

Restricted Assets

Restricted assets arise when restrictions on their use change the normal understanding of the availability of the asset. Such constraints are either imposed by creditors, contributors, grantors, or laws of other governments or imposed by enabling legislation. Restricted assets represent investments required by debt covenants to be set aside by the District for the purpose of satisfying certain requirements of the bonded debt issuance.

Accounts Receivable

Accounts receivable include amounts due from the Federal, State and/or local governments, or private sources, in connection with reimbursement of allowable expenditures made pursuant to the District's grants and contracts. Accounts receivable also consist of tuition and fee charges to students and auxiliary enterprise services provided to students, faculty, and staff, the majority of each residing in the State of California. Management has analyzed these accounts and believes all amounts are fully collectable.

Capital Assets and Depreciation

Capital assets are long-lived assets of the District as a whole and include land, construction in progress, buildings, leasehold improvements, and equipment. The District maintains an initial unit cost capitalization threshold of \$5,000 and an estimated useful life greater than one year. Assets are recorded at historical cost, or estimated historical cost, when purchased or constructed. The District does not possess any infrastructure. Donated capital assets are recorded at estimated fair market value at the date of donation. Improvements to buildings and land that significantly increase the value or extend the useful life of the asset are capitalized; the costs of routine maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are charged as an operating expense in the year in which the expense was incurred. Major outlays for capital improvements are capitalized as construction in progress as the projects are constructed.

Depreciation of capital assets is computed and recorded by the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows: buildings, 25 to 50 years; improvements, 25 to 50 years; equipment, 5 to 10 years; vehicles, 5 to 10 years.

Accrued Liabilities and Long-Term Obligations

All payables, accrued liabilities, and long-term obligations are reported in the entity-wide financial statements.

Debt Issuance Costs, Premiums, and Discounts

Debt premiums and discounts, as well as issuance costs related to prepaid insurance costs, are amortized over the life of the bonds using the straight-line method.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2016

Deferred Charge on Refunding

Deferred charge on refunding is amortized using the straight-line method over the remaining life of the new debt.

Deferred Outflows/Inflows of Resources

In addition to assets, the Statement of Net Position also reports deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period and so will not be recognized as an expense or expenditure until then. The District reports deferred outflows of resources for deferred charges on refunding of debt and for pension related items.

In addition to liabilities, the Statement of Net Position reports a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period and so will not be recognized as revenue until then. The District reports deferred inflows of resources for pension related items.

Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions and pension expense, information about the fiduciary net position of the California State Teachers' Retirement System (CalSTRS) and the California Public Employees' Retirement System (CalPERS) plan for schools (the Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalSTRS and CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Member contributions are recognized in the period in which they are earned. Investments are reported at fair value.

Compensated Absences

Accumulated unpaid employee vacation benefits are accrued as a liability as the benefits are earned. The entire compensated absence liability is reported on the entity-wide financial statements. The current portion of unpaid compensated absences is recognized upon the occurrence of relevant events such as employee resignation and retirements that occur prior to year end that have not yet been paid within the fund from which the employees who have accumulated the leave are paid. The liability for this benefit is reported on the entity-wide financial statements.

Sick leave is accumulated without limit for each employee based upon negotiated contracts. Leave with pay is provided when employees are absent for health reasons; however, the employees do not gain a vested right to accumulated sick leave. Employees are never paid for any sick leave balance at termination of employment or any other time. Therefore, the value of accumulated sick leave is not recognized as a liability in the District's financial statements. However, retirement credit for unused sick leave is applicable to all classified and academic employees who retire. Retirement credit for unused sick leave is applicable to all academic employees and is determined by dividing the number of unused sick days by the number of base service days required to complete the last school year, if employed full time.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2016

Unearned Revenue

Unearned revenue arises when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period or when resources are received by the District prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the District has a legal claim to the resources, the liability for unearned revenue is removed from the combined balance sheet and revenue is recognized. Unearned revenue includes (1) amounts received for tuition and fees prior to the end of the fiscal year that are related to the subsequent fiscal year, and (2) amounts received from Federal and State grants received before the eligibility requirements are met are recorded as unearned revenue.

Noncurrent Liabilities

Noncurrent liabilities include bonds and notes payable, compensated absences, early retirement plan, net OPEB obligations, and the aggregate net pension obligation with maturities greater than one year.

Net Position

GASB Statements No. 34 and No. 35 report equity as "Net Position" and represent the difference between assets and liabilities. The net position is classified according to imposed restrictions or availability of assets for satisfaction of District obligations according to the following net asset categories:

Net Investment in Capital Assets consists of capital assets, net of accumulated depreciation and outstanding principal balances of debt attributable to the acquisition, construction, or improvement of those assets. To the extent debt has been incurred, but not yet expended for capital assets, such accounts are not included as a component of net investment in capital assets.

Restricted: Net position is reported as restricted when there are limitations imposed on their use, either through enabling legislation adopted by the District, or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The District first applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted resources are available.

Unrestricted: Net position that is not subject to externally imposed constraints. Unrestricted net position may be designated for specific purposes by action of the Board of Trustees or may otherwise be limited by contractual agreements with outside parties. Substantially all unrestricted net position is designated for special purposes.

When both restricted and unrestricted resources are available for use, it is the District's practice to use restricted resources first and the unrestricted resources when they are needed. The entity-wide financial statements report \$8,387,054 of restricted net position.

State Apportionments

Certain current year apportionments from the State are based on financial and statistical information of the previous year. Any corrections due to the recalculation of the apportionment are made in February of the subsequent year. When known and measurable, these recalculations and corrections are accrued in the year in which the FTES are generated.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2016

Property Taxes

Secured property taxes attach as an enforceable lien on property as of January 1. The County Assessor is responsible for assessment of all taxable real property. Taxes are payable in two installments on November 1 and February 1 and become delinquent on December 10 and April 10, respectively. Unsecured property taxes are payable in one installment on or before August 31. The County of Monterey bills and collects the taxes on behalf of the District. Local property tax revenues are recorded when received.

The voters of the District passed a General Obligation Bond in 2002 for the acquisition, construction, and remodeling of certain District property. As a result of the passage of the Bond, property taxes are assessed on the property within the District specifically for the repayment of the debt incurred. The taxes are assessed, billed, and collected as noted above and remitted to the District when collected.

Scholarships, Discounts, and Allowances

Student tuition and fee revenue is reported net of scholarships, discounts, and allowances. Fee waivers approved by the Board of Governors are included within the scholarships, discounts, and allowances in the Statement of Revenues, Expenses, and Changes in Net Position. Scholarship discounts and allowances represent the difference between stated charges for enrollment fees and the amount that is paid by students or third parties making payments on the students' behalf.

Federal Financial Assistance Programs

The District participates in federally funded Pell Grants, SEOG Grants, and Federal Work-Study programs, as well as other programs funded by the Federal government. Financial aid to students is either reported as operating expenses or scholarship allowances, which reduce revenues. The amount reported as operating expense represents the portion of aid that was provided to the student in the form of cash. Scholarship allowances represent the portion of aid provided to students in the form of reduced tuition. These programs are audited in accordance with Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

Interfund Activity

Interfund transfers and interfund receivables and payables for governmental activities are eliminated during the consolidation process in the Primary Government and Fiduciary Funds' financial statements, respectively.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

Change in Accounting Principles

In February 2015, the GASB issued Statement No. 72, *Fair Value Measurement and Application*. This Statement addresses accounting and financial reporting issues related to fair value measurements. The definition of *fair value* is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. This Statement provides guidance for determining a fair value measurement for financial reporting purposes. This Statement also provides guidance for applying fair value to certain investments and disclosures related to all fair value measurements.

The District has implemented the provisions of this Statement as of June 30, 2016.

In June 2015, the GASB issued Statement No. 73, *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*. The objective of this Statement is to improve the usefulness of information about pensions included in the general purpose external financial reports of State and local governments for making decisions and assessing accountability. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits with regard to providing decision-useful information, supporting assessments of accountability and inter-period equity, and creating additional transparency.

This Statement establishes requirements for defined benefit pensions that are not within the scope of Statement No. 68, *Accounting and Financial Reporting for Pensions—an amendment to GASB Statement No. 27*, as well as for the assets accumulated for purposes of providing those pensions. In addition, it establishes requirements for defined contribution pensions that are not within the scope of GASB Statement No. 68. It also amends certain provisions of GASB Statement No. 67, *Financial Reporting for Pension Plans—an amendment to GASB Statement No. 25*, and GASB Statement No. 68 for pension plans and pensions that are within their respective scopes.

The provisions in this Statement, effective as of June 30, 2016, include the provisions for assets accumulated for purposes of providing pensions through defined benefit plans and the amended provisions of GASB Statements No. 67 and No. 68. The District has implemented these provisions as of June 30, 2016. The provisions in this Statement related to defined benefit pensions that are not within the scope of GASB Statement No. 68 are effective for periods beginning after June 15, 2016.

In June 2015, the GASB issued Statement No. 76, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. The objective of this Statement is to identify—in the context of the current governmental financial reporting environment—the hierarchy of generally accepted accounting principles (GAAP). The "GAAP hierarchy" consists of the sources of accounting principles used to prepare financial statements of State and local governmental entities in conformity with GAAP and the framework for selecting those principles. This Statement reduces the GAAP hierarchy to two categories of authoritative GAAP and addresses the use of authoritative and non-authoritative literature in the event that the accounting treatment for a transaction or other event is not specified within a source of authoritative GAAP.

This Statement supersedes GASB Statement No. 55, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*.

The District has implemented the provisions of this Statement as of June 30, 2016.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

In December 2015, the GASB issued Statement No. 79, *Certain External Investment Pools and Pool Participants*. This Statement addresses accounting and financial reporting for certain external investment pools and pool participants. Specifically, it establishes criteria for an external investment pool to qualify for making the election to measure all of its investments at amortized cost for financial reporting purposes. An external investment pool qualifies for that reporting if it meets all of the applicable criteria established in this Statement. The specific criteria address (1) how the external investment pool transacts with participants; (2) requirements for portfolio maturity, quality, diversification, and liquidity; and (3) calculation and requirements of a shadow price. Significant noncompliance prevents the external investment pool from measuring all of its investments at amortized cost for financial reporting purposes. Professional judgment is required to determine if instances of noncompliance with the criteria established by this Statement during the reporting period, individually or in the aggregate, were significant.

If an external investment pool does not meet the criteria established by this Statement, that pool should apply the provisions in paragraph 16 of GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, as amended. If an external investment pool meets the criteria in this Statement and measures all of its investments at amortized cost, the pool's participants also should measure their investments in that external investment pool at amortized cost for financial reporting purposes. If an external investment pool does not meet the criteria in this Statement, the pool's participants should measure their investments in that pool at fair value, as provided in paragraph 11 of GASB Statement No. 31, as amended.

This Statement establishes additional note disclosure requirements for qualifying external investment pools that measure all of their investments at amortized cost for financial reporting purposes and for governments that participate in those pools. Those disclosures, for both the qualifying external investment pools and their participants, include information about any limitations or restrictions on participant withdrawals.

The District has implemented the provisions of this Statement as of June 30, 2016.

New Accounting Pronouncements

In June 2015, the GASB issued Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*. The objective of this Statement is to improve the usefulness of information about postemployment benefits other than pensions (other postemployment benefits or OPEB) included in the general purpose external financial reports of State and local governmental OPEB plans for making decisions and assessing accountability. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits (pensions and OPEB) with regard to providing decision-useful information, supporting assessments of accountability and inter-period equity, and creating additional transparency.

This Statement replaces GASB Statements No. 43, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, as amended, and No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans*. It also includes requirements for defined contribution OPEB plans that replace the requirements for those OPEB plans in GASB Statements No. 25, *Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans*, as amended, No. 43, and No. 50, *Pension Disclosures*.

The requirements of this Statement are effective for financial statements for periods beginning after June 15, 2016. Early implementation is encouraged.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2016

In June 2015, the GASB issued Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pension*. The primary objective of this Statement is to improve accounting and financial reporting by State and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). It also improves information provided by State and local governmental employers about financial support for OPEB that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits (pensions and OPEB) with regard to providing decision-useful information, supporting assessments of accountability and inter-period equity, and creating additional transparency.

This Statement replaces the requirements of GASB Statements No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, as amended, and No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans*, for OPEB. GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, establishes new accounting and financial reporting requirements for OPEB plans.

The requirements of this Statement are effective for financial statements for periods beginning after June 30, 2017. Early implementation is encouraged.

In August 2015, the GASB issued Statement No. 77, *Tax Abatement Disclosures*. This Statement requires governments that enter into tax abatement agreements to disclose the following information about the agreements:

- Brief descriptive information, such as the tax being abated, the authority under which tax abatements are provided, eligibility criteria, the mechanism by which taxes are abated, provisions for recapturing abated taxes, and the types of commitments made by tax abatement recipients
- The gross dollar amount of taxes abated during the period
- Commitments made by a government, other than to abate taxes, as part of a tax abatement agreement

The requirements of this Statement are effective for financial statements for periods beginning after December 15, 2015. Early implementation is encouraged.

In December 2015, the GASB issued Statement No. 78, *Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans*. The objective of this Statement is to address a practice issue regarding the scope and applicability of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions—an amendment to GASB Statement No. 27*. This issue is associated with pensions provided through certain multiple-employer defined benefit pension plans and to State or local governmental employers whose employees are provided with such pensions.

Prior to the issuance of this Statement, the requirements of GASB Statement No. 68 applied to the financial statements of all State and local governmental employers whose employees are provided with pensions through pension plans that are administered through trusts that meet the criteria in paragraph 4 of that Statement.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2016

This Statement amends the scope and applicability of GASB Statement No. 68 to exclude pensions provided to employees of State or local governmental employers through a cost-sharing multiple-employer defined benefit pension plan that (1) is not a State or local governmental pension plan; (2) is used to provide defined benefit pensions both to employees of State or local governmental employers and to employees of employers that are not State or local governmental employers; and (3) has no predominant State or local governmental employer (either individually or collectively with other State or local governmental employers that provide pensions through the pension plan). This Statement establishes requirements for recognition and measurement of pension expense, expenditures, and liabilities; note disclosures; and required supplementary information for pensions that have the characteristics described above.

The requirements of this Statement are effective for reporting periods beginning after December 15, 2015. Early implementation is encouraged.

In January 2016, the GASB issued Statement No. 80, *Blending Requirements for Certain Component Units—an amendment to GASB Statement No. 14*. The objective of this Statement is to improve financial reporting by clarifying the financial statement presentation requirements for certain component units. This Statement amends the blending requirements established in paragraph 53 of GASB Statement No. 14, *The Financial Reporting Entity*. The additional criterion requires blending of a component unit incorporated as a not-for-profit corporation in which the primary government is the sole corporate member. The additional criterion does not apply to component units included in the financial reporting entity pursuant to the provisions of GASB Statement No. 39, *Determining Whether Certain Organizations Are Component Units—an amendment to GASB Statement No. 14*.

The requirements of this Statement are effective for reporting periods beginning after June 15, 2016. Early implementation is encouraged.

In March 2016, the GASB issued Statement No. 81, *Irrevocable Split-Interest Agreements*. The objective of this Statement is to improve accounting and financial reporting for irrevocable split-interest agreements by providing recognition and measurement guidance for situations in which a government is a beneficiary of the agreement.

This Statement requires that a government that receives resources pursuant to an irrevocable split-interest agreement recognize assets, liabilities, and deferred inflows of resources at the inception of the agreement. Furthermore, this Statement requires that a government recognize assets representing its beneficial interests in irrevocable split-interest agreements that are administered by a third party, if the government controls the present service capacity of the beneficial interests. This Statement requires that a government recognize revenue when the resources become applicable to the reporting period.

The requirements of this Statement are effective for financial statements for periods beginning after December 15, 2016, and should be applied retroactively. Early implementation is encouraged.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2016

In March 2016, the GASB issued Statement No. 82, *Pension Issues—an amendment of GASB Statements No. 67, No. 68, and No. 73*. The objective of this Statement is to address certain issues that have been raised with respect to GASB Statement No. 67, *Financial Reporting for Pension Plans—an amendment to GASB Statement No. 25*, GASB Statement No. 68, *Accounting and Financial Reporting for Pensions—an amendment to GASB Statement No. 27*, and GASB Statement No. 73, *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*. Specifically, this Statement addresses issues regarding (1) the presentation of payroll-related measures in required supplementary information; (2) the selection of assumptions and the treatment of deviations from the guidance in an Actuarial Standard of Practice for financial reporting purposes; and (3) the classification of payments made by employers to satisfy employee (plan member) contribution requirements.

The requirements of this Statement are effective for reporting periods beginning after June 15, 2016, except for the requirements of this Statement for the selection of assumptions in a circumstance in which an employer's pension liability is measured as of a date other than the employer's most recent fiscal year end. In that circumstance, the requirements for the selection of assumptions are effective for that employer in the first reporting period in which the measurement date of the pension liability is on or after June 15, 2017. Early implementation is encouraged.

NOTE 3 - DEPOSITS AND INVESTMENTS

Policies and Practices

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium-term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations.

Investment in County Treasury - The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (*Education Code* Section (ECS) 41001). The fair value of the District's investment in the pool is reported in the accompanying financial statements at amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis. The County investment pool is not registered with the Securities and Exchange Commission as an investment company. Investments made by the Treasurer are regulated by the California Government Code and by the County's investment policy.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

General Authorizations

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedules below:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

Authorized Under Debt Agreements

Investments of debt proceeds held by bond trustees are governed by provisions of the debt agreements rather than the general provisions of the California Government Code. These provisions allow for the acquisition of investment agreements with maturities of up to 30 years.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

Summary of Deposits and Investments

Deposits and investments as of June 30, 2016, consist of the following:

	Reported Value
Primary government	\$ 36,363,939
Fiduciary funds	1,398,126
Total Deposits and Investments	<u>\$ 37,762,065</u>
Cash on hand and in banks	\$ 2,179,393
Cash in revolving	25,000
Investments	35,557,672
Total Deposits and Investments	<u>\$ 37,762,065</u>

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The District manages its exposure to interest rate risk by primarily investing in the Monterey County Investment Pool and mutual funds.

Information about the sensitivity of the fair values of the District's investments to market interest rate fluctuations is provided by the following schedule that shows the distribution of the District's investments by maturity:

Investment Type	Fair Value	Weighted Average Days to Maturity
Monterey County Investment Pool	\$ 35,481,483	491
Mutual Funds	64,238	N/A
Total	<u>\$ 35,545,721</u>	

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The District's investments in the Monterey County Investment Pool and the mutual funds are not required to be rated, nor have been rated as of June 30, 2016.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

Custodial Credit Risk - Deposits

This is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a policy for custodial credit risk for deposits. However, the California Government Code requires that a financial institution secure deposits made by State or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under State law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agencies. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits. As of June 30, 2016, the District's bank balance of \$1,953,074 was exposed to custodial credit risk because it was uninsured but collateralized with securities held by the pledging financial institution's trust department or agent, but not in the name of the District.

NOTE 4 - FAIR VALUE MEASUREMENTS

The District categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value. The following provides a summary of the hierarchy used to measure fair value:

Level 1 - Quoted prices in active markets for identical assets that the District has the ability to access at the measurement date. Level 1 assets may include debt and equity securities that are traded in an active exchange market and that are highly liquid and are actively traded in over-the-counter markets.

Level 2 - Observable inputs, other than Level 1 prices, such as quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, or other inputs that are observable, such as interest rates and curves observable at commonly quoted intervals, implied volatilities, and credit spreads. For financial reporting purposes, if an asset has a specified term, a Level 2 input is required to be observable for substantially the full term of the asset.

Level 3 - Unobservable inputs should be developed using the best information available under the circumstances, which might include the District's own data. The District should adjust that data if reasonably available information indicates that other market participants would use different data or certain circumstances specific to the District are not available to other market participants.

Uncategorized - Investments in the Monterey County Investment Pool are not measured using the input levels above because the District's transactions are based on a stable net asset value per share. All contributions and redemptions are transacted at \$1.00 net asset value per share.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

The District's fair value measurements are as follows at June 30, 2016:

Investment Type	Fair Value	Level 1 Inputs	Uncategorized
Monterey County Investment Pool	\$ 35,481,483	\$ -	\$ 35,481,483
Mutual Funds	64,238	64,238	-
Total	<u>\$ 35,545,721</u>	<u>\$ 64,238</u>	<u>\$ 35,481,483</u>

All assets have been valued using a market approach, with quoted market prices.

NOTE 5 - ACCOUNTS RECEIVABLE

Accounts receivable for the primary government and fiduciary funds consisted of intergovernmental grants, entitlements, interest, and other local sources. All receivables are considered collectible in full.

	Primary Government
Federal Government	
Categorical aid	\$ 979,600
State Government	
Apportionment	16,351
Categorical aid	119,449
Lottery	774,786
Other State sources	8,476
Local Sources	
Interest	66,160
Other local sources	172,180
Total	<u>\$ 2,137,002</u>
Student receivables	<u>\$ 221,657</u>
	<u>Fiduciary Funds</u>
Other local sources	<u>\$ 24,728</u>

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

NOTE 6 - CAPITAL ASSETS

Capital asset activity for the fiscal year ended June 30, 2016, was as follows:

	Balance July 1, 2015	Additions	Deductions	Balance June 30, 2016
Capital Assets Not Being Depreciated				
Land	\$ 9,900,000	\$ -	\$ -	\$ 9,900,000
Construction in progress	15,966,781	13,788	15,856,259	124,310
Total Capital Assets Not Being Depreciated	25,866,781	13,788	15,856,259	10,024,310
Capital Assets Being Depreciated				
Land improvements	29,021,320	-	-	29,021,320
Buildings and improvements	143,980,122	15,856,259	-	159,836,381
Furniture and equipment	7,748,540	250,898	-	7,999,438
Total Capital Assets Being Depreciated	180,749,982	16,107,157	-	196,857,139
Total Capital Assets	206,616,763	16,120,945	15,856,259	206,881,449
Less Accumulated Depreciation				
Land improvements	10,782,559	1,328,752	-	12,111,311
Buildings and improvements	22,481,813	2,841,575	-	25,323,388
Furniture and equipment	6,365,646	409,064	-	6,774,710
Total Accumulated Depreciation	39,630,018	4,579,391	-	44,209,409
Net Capital Assets	\$ 166,986,745	\$ 11,541,554	\$ 15,856,259	\$ 162,672,040

Depreciation expense for the year was \$4,579,391.

Interest expense on capital related debt for the year ended June 30, 2016, was \$6,378,644.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

NOTE 7 - ACCOUNTS PAYABLE

Accounts payable for the primary government and fiduciary funds consisted of the following:

	Primary Government
Accrued payroll and benefits	\$ 587,843
Apportionment	2,057,623
Student financial aid grants	80,059
Community Hospital of Monterey Peninsula	471,686
Other vendor payables	1,300,726
Total	<u>\$ 4,497,937</u>
	Fiduciary Funds
Student financial aid grants	\$ 25,257
Other vendor payables	273,700
Total	<u>\$ 298,957</u>

NOTE 8 - UNEARNED REVENUE

Unearned revenue for the District consisted of the following:

	Primary Government
Federal categorical	\$ 42,778
State categorical	2,087,211
Other State	868,834
Student fees	647,484
Other local	804,787
Total	<u>\$ 4,451,094</u>

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

NOTE 9 - INTERFUND TRANSACTIONS

Interfund Receivables and Payables (Due To/Due From)

Interfund receivable and payable balances arise from interfund transactions and are recorded by all funds affected in the period in which transactions are executed. Interfund activity within the primary government and fiduciary funds has been eliminated respectively in the consolidation process of the basic financial statements. Balances owing between the primary government and the fiduciary funds are not eliminated in the consolidation process. As of June 30, 2016, the amounts owed to the primary government from the fiduciary funds was \$147,947.

Interfund Operating Transfers

Operating transfers between funds of the District are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due, and (3) use restricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations. Operating transfers within the funds of the District have been eliminated in the consolidation process. Transfers between the primary government and the fiduciary funds are not eliminated in the consolidation process. During the 2016 fiscal year, there were no transfers between the primary government and the fiduciary funds.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

NOTE 10 - LONG-TERM OBLIGATIONS

Summary

The changes in the District's long-term obligations during the 2016 fiscal year consisted of the following:

	Balance July 1, 2015	Additions	Deductions	Balance June 30, 2016	Due in One Year
Bonds and Notes Payable					
2005 General obligation refunding bonds	\$ 2,504,700	\$ 150,300	\$ 2,655,000	\$ -	\$ -
2002 General obligation bonds, Series B	1,162,690	37,310	1,000,000	200,000	-
Unamortized premium	91,748	-	4,587	87,161	-
2002 General obligation bonds, Series C	100,083,468	3,705,352	98,213,820	5,575,000	2,575,000
Unamortized premium	2,596,568	-	129,828	2,466,740	-
2013 General obligation refunding bonds, Series A	18,855,000	-	95,000	18,760,000	400,000
Unamortized premium	2,335,070	-	378,660	1,956,410	-
2013 General obligation refunding bonds, Series B	14,020,000	-	315,000	13,705,000	2,670,000
2016 General obligation refunding bonds	-	105,348,522	-	105,348,522	360,000
Unamortized premium	-	1,182,615	10,800	1,171,815	-
Lease revenue bonds	80,000	-	20,000	60,000	20,000
Total Bonds and Notes Payable	141,729,244	110,424,099	102,822,695	149,330,648	6,025,000
Other Liabilities					
Compensated absences	921,971	25,717	-	947,688	-
Early retirement plan	59,236	-	47,797	11,439	11,439
Other postemployment benefits (OPEB)	2,586,676	1,083,560	3,465,164	205,072	-
Aggregate net pension obligation	27,917,330	4,176,007	-	32,093,337	-
Total Other Liabilities	31,485,213	5,285,284	3,512,961	33,257,536	11,439
Total Long-Term Obligations	\$ 173,214,457	\$ 115,709,383	\$ 106,335,656	\$ 182,588,184	\$ 6,036,439

Description of Debt

Payments on the general obligation bonds are to be made by the Bond Interest and Redemption Fund with local property tax collections. The compensated absences and aggregate net pension obligation will be paid by the fund for which the employee worked. The net OPEB obligation and the early retirement plan will be paid by the General Unrestricted Fund. Payments on the lease revenue bonds are made by the Student Center Fund.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

General Obligation Bonds

2005 General Obligation Refunding Bonds

During December 2005, the District issued the 2005 General Obligation Refunding Bonds in the amount of \$33,304,385. The bonds issued included \$29,305,000 of Current Interest bonds and \$3,999,385 of Capital Appreciation bonds. The Capital Appreciation bonds have a maturing principal balance of \$10,230,000. The Current Interest bonds mature beginning on August 1, 2006 through August 1, 2015, with interest rates ranging from 3.25 percent to 5.00 percent. The Capital Appreciation bonds mature beginning on August 1, 2012 through August 1, 2015, with yield rates ranging from 4.05 percent to 4.43 percent. At June 30, 2016, the principal balance outstanding (including accreted interest to date) was paid in full.

2002 General Obligation Bonds, Series B and C

During January 2008, the District issued the 2008 General Obligation Bonds, Series B and Series C, of \$104,999,300. The bonds issued included \$52,870,000 of Current Interest bonds and \$52,129,300 of Capital Appreciation bonds. The Capital Appreciation bonds have a maturing principal balance of \$140,680,000. The Current Interest bonds mature beginning on August 1, 2008 through August 1, 2034, with interest rates ranging from 3.50 percent to 5.35 percent. The Capital Appreciation bonds mature beginning on August 1, 2015 through August 1, 2017, with yield rates ranging from 4.76 percent to 5.17 percent. At June 30, 2016, the principal balance outstanding (including accreted interest to date) was \$5,775,000. Unamortized premium received on issuance of the bonds amounted to \$2,553,901 as of June 30, 2016.

2013 General Obligation Refunding Bonds, Series A and B

In April 2013, the District issued the \$33,820,000 2013 General Obligation Refunding Bonds, Series A and B. The bonds have a final maturity to occur on August 1, 2021, with interest rates from .335 to 4.00 percent. The net proceeds of \$36,975,456 (representing the principal amount of \$33,820,000 plus premium on issuance of \$3,155,456) from the issuance were used to advance refund a portion of the District's outstanding 2002 General Obligation Bonds, Series C and to pay the cost of issuance associated with the refunding bonds. In addition, the net proceeds were used to advance refund a portion of the District's outstanding 2005 General Obligation Refunding Bonds and to pay the cost of the issuance associated with the refunding bonds. Amounts paid to the refunded bond escrow agent in excess of outstanding debt at the time of payment are recorded as deferred charges on refunding on the Statement of Net Position and are amortized to interest expense over the life of the liability. The refunding resulted in an economic gain of \$1,310,546 based on the difference between the present value of the existing debt service requirements and the new debt service requirements discounted at 1.367 percent. At June 30, 2016, the principal balance outstanding was \$32,465,000. Unamortized premium received on issuance of the bonds and deferred charges on refunding amounted to \$1,956,410 and \$1,810,364, respectively, as of June 30, 2016.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

2016 General Obligation Refunding Bonds

In May 2016, the District issued the \$105,348,522 2016 General Obligation Refunding Bonds. The bonds have a final maturity to occur on August 1, 2034, with interest rates from 1.65 to 4.00 percent. The net proceeds of \$106,531,137 (representing the principal amount of \$105,348,522 plus premium on issuance of \$1,182,615) from the issuance were used to advance refund a portion of the District's outstanding 2002 General Obligation Bonds, Series C and to pay the cost of issuance associated with the refunding bonds. Amounts paid to the refunded bond escrow agent in excess of outstanding debt at the time of payment are recorded as deferred charges on refunding on the Statement of Net Position and are amortized to interest expense over the life of the liability. The refunding resulted in an economic gain of \$20,455,151 based on the difference between the present value of the existing debt service requirements and the new debt service requirements discounted at 2.76 percent. At June 30, 2016, the principal balance outstanding was \$105,348,522. Unamortized premium received on issuance of the bonds and deferred charges on refunding amounted to \$1,171,815 and \$8,655,962, respectively, as of June 30, 2016.

The outstanding general obligation bonded debt is as follows:

Issue Date	Maturity Date	Interest Rate	Original Issue	Bonds Outstanding		Accreted Interest		Bonds Outstanding	
				July 1, 2015	Issued	Additions	Redeemed	June 30, 2016	
2005	08/01/2015	3.25%-5.00%	\$ 33,304,385	\$ 2,504,700	\$ -	\$ 150,300	\$ 2,655,000	\$ -	
2008	08/01/2021	3.80%-5.35%	9,004,530	1,162,690	-	37,310	1,000,000	200,000	
2008	08/01/2017	3.50%-5.00%	95,994,770	100,083,468	-	3,705,352	98,213,820	5,575,000	
2013	08/01/2021	1.50%-4.00%	19,235,000	18,855,000	-	-	95,000	18,760,000	
2013	08/01/2020	0.335%-2.289%	14,585,000	14,020,000	-	-	315,000	13,705,000	
2016	08/01/2034	1.65%-4.00%	105,348,522	-	105,348,522	-	-	105,348,522	
				<u>\$ 136,625,858</u>	<u>\$ 105,348,522</u>	<u>\$ 3,892,962</u>	<u>\$ 102,278,820</u>	<u>\$ 143,588,522</u>	

The 2002 General Obligation Bonds, Series B mature through 2022 as follows:

Year Ending June 30,	Current Interest to		Total
	Principal	Maturity	
2017	\$ -	\$ 10,700	\$ 10,700
2018	-	10,700	10,700
2019	-	10,700	10,700
2020	-	10,700	10,700
2021	-	10,700	10,700
2022	200,000	5,350	205,350
Total	<u>\$ 200,000</u>	<u>\$ 58,850</u>	<u>\$ 258,850</u>

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

The 2002 General Obligation Bonds, Series C mature through 2018 as follows:

Year Ending June 30,	Principal	Current Interest to Maturity	Total
2017	\$ 2,575,000	\$ 171,500	\$ 2,746,500
2018	3,000,000	60,000	3,060,000
Total	<u>\$ 5,575,000</u>	<u>\$ 231,500</u>	<u>\$ 5,806,500</u>

The 2013 General Obligation Refunding Bonds, Series A mature through 2022 as follows:

Year Ending June 30,	Principal	Current Interest to Maturity	Total
2017	\$ 400,000	\$ 699,475	\$ 1,099,475
2018	420,000	685,175	1,105,175
2019	425,000	675,688	1,100,688
2020	4,405,000	598,450	5,003,450
2021	4,920,000	426,000	5,346,000
2022	8,190,000	163,800	8,353,800
Total	<u>\$ 18,760,000</u>	<u>\$ 3,248,588</u>	<u>\$ 22,008,588</u>

The 2013 General Obligation Refunding Bonds, Series B mature through 2021 as follows:

Year Ending June 30,	Principal	Current Interest to Maturity	Total
2017	\$ 2,670,000	\$ 218,240	\$ 2,888,240
2018	2,690,000	186,421	2,876,421
2019	2,735,000	144,587	2,879,587
2020	2,780,000	93,120	2,873,120
2021	2,830,000	32,389	2,862,389
Total	<u>\$ 13,705,000</u>	<u>\$ 674,757</u>	<u>\$ 14,379,757</u>

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

The 2016 General Obligation Refunding Bond, Series B mature through 2035 as follows:

Year Ending June 30,	Principal (Including accreted interest to date)	Accreted Interest	Current Interest to Maturity	Total
2017	\$ 360,000	\$ -	\$ 585,834	\$ 945,834
2018	30,000	-	880,350	910,350
2019	3,480,000	-	810,450	4,290,450
2020	-	-	740,850	740,850
2021	-	-	740,850	740,850
2022-2026	27,165,284	4,349,716	3,704,250	35,219,250
2027-2031	35,419,105	14,385,895	3,704,250	53,509,250
2032-2035	38,894,133	11,160,867	2,262,375	52,317,375
Total	<u>\$ 105,348,522</u>	<u>\$ 29,896,478</u>	<u>\$ 13,429,209</u>	<u>\$ 148,674,209</u>

Lease Revenue Bonds

Lease revenue bonds for \$500,000 were issued in 1968 to finance improvements to the student center. The bonds are collateralized by revenue from the bookstore and student center building fees collected at registration. Bond principal matures in the fiscal year 2019; interest rates are variable, with a maximum rate of 7.0 percent per annum. The annual debt service for these bonds is provided by transfers from the Revenue Bond Project Fund to the Debt Service Fund. The principal balance at June 30, 2016, was \$60,000.

Revenue bonds mature as follows:

Year Ending June 30,	Principal	Interest to Maturity	Total
2017	\$ 20,000	\$ 1,500	\$ 21,500
2018	20,000	900	20,900
2019	20,000	300	20,300
Total	<u>\$ 60,000</u>	<u>\$ 2,700</u>	<u>\$ 62,700</u>

Compensated Absences

At June 30, 2016, the liability for compensated absences was \$947,688.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

Early Retirement Plan

The District has entered into an agreement to provide certain benefits to employees participating in the early retirement incentive program. The District will pay a total of \$11,439 on behalf of retirees over the next year in accordance with the following schedule:

Year Ending June 30, 2017	\$ 11,439
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Other Postemployment Benefits (OPEB) Obligation

The District's annual required contribution for the year ended June 30, 2016, was \$1,285,400, and contributions made by the District during the year were \$3,465,164. Interest on the net OPEB obligation, adjustments to the annual required contribution, and net earnings in the District's irrevocable trust were \$116,400, \$(140,626), and \$(177,614), respectively, which resulted in a decrease to the net OPEB obligation of \$2,381,604. As of June 30, 2016, the net OPEB obligation was \$205,072. See Note 11 for additional information regarding the OPEB obligation and the postemployment benefits plan.

Aggregate Net Pension Obligation

At June 30, 2016, the liability for the aggregate net pension obligation amounted to \$32,093,337. See Note 12 for additional information.

NOTE 11 - POSTEMPLOYMENT HEALTH CARE PLAN AND OTHER POSTEMPLOYMENT BENEFITS OBLIGATION

The District provides postemployment health care benefits for retired employees in accordance with negotiated contracts with the various bargaining units of the District.

Plan Description

The Monterey Peninsula Community College District Health Plan (the Plan) is a single-employer defined benefit healthcare plan administered by the Monterey Peninsula Community College District. The Plan provides medical benefits to eligible retirees and their spouses. Membership of the Plan consists of 114 retirees and beneficiaries currently receiving benefits and 215 active Plan members.

Contribution Information

The contribution requirements of Plan members and the District are established and may be amended by the District and the District's bargaining units. The required contribution is based on projected pay-as-you-go financing requirements with an additional amount to prefund benefits as determined annually through agreements between the District and the bargaining units. For fiscal year 2015-2016, the District contributed \$3,465,164 to the Plan, \$465,164 of which was used for current premiums and \$3,000,000 was the net contributions into the District's irrevocable trust through the Community College League of California with U.S. Bank.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

Annual OPEB Cost and Net OPEB Obligation

The District's annual OPEB cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the payments of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial accrued liabilities (UAAL) (or funding costs) over a period not to exceed 30 years. The following table shows the components of the District's annual OPEB cost for the year, the amount actually contributed to the Plan, and changes in the District's net OPEB obligation to the Plan:

Annual required contribution	\$ 1,285,400
Interest on net OPEB obligation	116,400
Adjustment to annual required contribution	(140,626)
Net earnings of plan assets in irrevocable trust	(177,614)
Annual OPEB cost (expense)	1,083,560
Contributions made into irrevocable trust	(3,000,000)
Pay-as-you-go contributions made	(465,164)
Decrease in net OPEB obligation	(2,381,604)
Net OPEB obligation, July 1, 2015	2,586,676
Net OPEB obligation, June 30, 2016	<u>\$ 205,072</u>

Trend Information

Trend information for the annual OPEB cost, the percentage of annual OPEB cost contributed to the Plan, and the net OPEB obligation for the past three years is as follows:

Year Ended June 30,	Annual OPEB Cost	Actual Contribution	Percentage Contributed	Net OPEB Obligation
2014	\$ 1,161,377	\$ 266,118	23%	\$ 2,326,468
2015	1,155,968	895,760	77%	2,586,676
2016	1,083,560	3,465,164	320%	205,072

Funding Status and Funding Progress

A schedule of funding progress as of the most recent actuarial valuation is as follows:

Actuarial Accrued Liability (AAL)	\$ 11,375,770
Actuarial Value of Plan Assets	-
Unfunded Actuarial Accrued Liability (UAAL)	<u>\$ 11,375,770</u>
Funded Ratio (Actuarial Value of Plan Assets/AAL)	0%
Covered Payroll	<u>N/A</u>
UAAL as Percentage of Covered Payroll	<u>N/A</u>

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

The above noted actuarial accrued liability was based on the July 1, 2016, actuarial valuation. Actuarial valuation of an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the Plan and the annual required contribution of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The Schedule of Other Postemployment Benefits Funding Progress, presented as required supplementary information, follows the notes to the financial statements and presents multi-year trend information about whether the actuarial value of Plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive Plan (the Plan as understood by the employer and the Plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and the Plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial values of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2016, actuarial valuation, the entry age normal method was used. The actuarial assumptions included a 4.50 percent investment rate of return (net of administrative expenses), based on the Plan being funded in an irrevocable employee benefit trust fund invested in a long-term fixed income portfolio. Healthcare cost assumptions include a four percent inflation. The UAAL is being amortized at a level dollar method. The remaining amortization period at June 30, 2016, was 23 years. The actuarial value of assets was not determined in this actuarial valuation. As of June 30, 2016, the District finances its OPEB contributions using a pay-as-you-go method as well contributions deposited into an irrevocable trust with U.S. Bank. The trust was established in November 2015. At June 30, 2016, the irrevocable trust with U.S. Bank held assets in the amount of \$3,177,614.

NOTE 12 - EMPLOYEE RETIREMENT SYSTEMS

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Academic employees are members of CalSTRS and classified employees are members of CalPERS.

For the fiscal year ended June 30, 2016, the District reported the net pension liabilities, pension expense, and deferred outflows of resources and deferred inflows of resources for each of the above plans as follows:

Pension Plan	Collective Net Pension Liability	Collective Deferred Outflows of Resources	Collective Deferred Inflows of Resources	Collective Pension Expense
CalSTRS	\$ 21,365,382	\$ 3,297,388	\$ 3,938,891	\$ 1,614,359
CalPERS	10,727,955	3,321,306	3,750,599	656,573
Total	<u>\$ 32,093,337</u>	<u>\$ 6,618,694</u>	<u>\$ 7,689,490</u>	<u>\$ 2,270,932</u>

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

The details of each plan are as follows:

California State Teachers' Retirement System (CalSTRS)

Plan Description

The District contributes to the State Teachers' Retirement Plan (STRP) administered by CalSTRS. STRP is a cost-sharing multiple-employer public employee retirement system defined benefit pension plan. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law.

A full description of the pension plan regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2014, annual actuarial valuation report, Defined Benefit Program Actuarial Valuation. This report and CalSTRS audited financial information are publically available reports that can be found on the CalSTRS website under Publications at: <http://www.calstrs.com/member-publications>.

Benefits Provided

The STRP provides retirement, disability, and survivor benefits to beneficiaries. Benefits are based on members' final compensation, age, and years of service credit. Members hired on or before December 31, 2012, with five years of credited service are eligible for the normal retirement benefit at age 60. Members hired on or after January 1, 2013, with five years of credited service are eligible for the normal retirement benefit at age 62. The normal retirement benefit is equal to 2.0 percent of final compensation for each year of credited service.

The STRP is comprised of four programs: Defined Benefit Program, Defined Benefit Supplement Program, Cash Balance Benefit Program, and Replacement Benefits Program. The STRP holds assets for the exclusive purpose of providing benefits to members and beneficiaries of these programs. CalSTRS also uses plan assets to defray reasonable expenses of administering the STRP. Although CalSTRS is the administrator of the STRP, the State is the sponsor of the STRP and obligor of the trust. In addition, the State is both an employer and nonemployer contributing entity to the STRP.

The District contributes exclusively to the STRP Defined Benefit Program, thus disclosures are not included for the other plans.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

The STRP provisions and benefits in effect at June 30, 2016, are summarized as follows:

	STRP Defined Benefit Program	
	On or before December 31, 2012	On or after January 1, 2013
Hire date		
Benefit formula	2% at 60	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	60	62
Monthly benefits as a percentage of eligible compensation	2.0% - 2.4%	2.0% - 2.4%
Required employee contribution rate	9.20%	8.56%
Required employer contribution rate	10.73%	10.73%
Required State contribution rate	7.12589%	7.12589%

Contributions

Required member, District, and State of California contribution rates are set by the California Legislature and Governor and detailed in Teachers' Retirement Law. The contribution rates are expressed as a level percentage of payroll using the entry age normal actuarial method. In accordance with AB 1469, employer contributions into the CalSTRS will be increasing to a total of 19.1 percent of applicable member earnings phased over a seven-year period. The contribution rates for each plan for the year ended June 30, 2016, are presented above, and the District's total contributions were \$1,613,996.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2016, the District reported a liability for its proportionate share of the net pension liability that reflected a reduction for State pension support provided to the District. The amount recognized by the District as its proportionate share of the net pension liability, the related State support, and the total portion of the net pension liability that was associated with the District were as follows:

Total net pension liability, including State share:	
District's proportionate share of net pension liability	\$ 21,365,382
State's proportionate share of net pension liability associated with the District	11,299,932
Total	<u>\$ 32,665,314</u>

The net pension liability was measured as of June 30, 2015. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating college districts and the State, actuarially determined. The District's proportionate share for the measurement periods of June 30, 2015 and June 30, 2014, was 0.0317 percent and 0.0320 percent, respectively, resulting in a net decrease in the proportionate share of 0.0003 percent.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS **JUNE 30, 2016**

For the year ended June 30, 2016, the District recognized pension expense of \$1,614,359. In addition, the District recognized pension expense and revenue of \$875,307 for support provided by the State. At June 30, 2016, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 1,613,996	\$ -
Net change in proportionate share of net pension liability	-	156,853
Difference between projected and actual earnings on pension plan investments	1,683,392	3,425,017
Differences between expected and actual experience in the measurement of the total pension liability	-	357,021
Total	<u>\$ 3,297,388</u>	<u>\$ 3,938,891</u>

The deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the subsequent fiscal year.

The deferred outflows/(inflows) of resources related to the difference between projected and actual earnings on pension plan investments will be amortized over a closed five-year period and will be recognized in pension expense as follows:

Year Ended June 30,	Deferred Outflows/(Inflows) of Resources
2017	\$ (720,825)
2018	(720,825)
2019	(720,825)
2020	420,850
Total	<u>\$ (1,741,625)</u>

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

The deferred outflows/(inflows) of resources related to the net change in proportionate share of net pension liability and differences between expected and actual experience in the measurement of the total pension liability will be amortized over the Expected Average Remaining Service Life (EARSL) of all members that are provided benefits (active, inactive, and retirees) as of the beginning of the measurement period. The EARSL for the 2014-2015 measurement period is seven years and will be recognized in pension expense as follows:

Year Ended June 30,	Deferred Outflows/(Inflows) of Resources
2017	\$ (85,646)
2018	(85,646)
2019	(85,646)
2020	(85,646)
2021	(85,646)
Thereafter	(85,644)
Total	<u>\$ (513,874)</u>

Actuarial Methods and Assumptions

Total pension liability for STRP was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2014, and rolling forward the total pension liability to June 30, 2015. The financial reporting actuarial valuation as of June 30, 2014, used the following methods and assumptions, applied to all prior periods included in the measurement:

Valuation date	June 30, 2014
Measurement date	June 30, 2015
Experience study	July 1, 2006 through June 30, 2010
Actuarial cost method	Entry age normal
Discount rate	7.60%
Investment rate of return	7.60%
Consumer price inflation	3.00%
Wage growth	3.75%

CalSTRS uses custom mortality tables to best fit the patterns of mortality among its members. These custom tables are based on RP2000 series tables adjusted to fit CalSTRS experience.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2016

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. The best estimate ranges were developed using capital market assumptions from CalSTRS general investment consultant. Based on the model for CalSTRS consulting actuary's investment practice, a best estimate range was determined by assuming the portfolio is re-balanced annually and that the annual returns are lognormally distributed and independent from year to year to develop expected percentiles for the long-term distribution of annualized returns. The assumed asset allocation is based on the Teachers' Retirement Board of the California State Teachers' Retirement System (board) policy for target asset allocation in effect on February 2, 2012, the date the current experience study was approved by the board. Best estimates of 10-year geometric real rates of return and the assumed asset allocation for each major asset class used as input to develop the actuarial investment rate of return are summarized in the following table:

Asset Class	Assumed Asset Allocation	Long-Term Expected Real Rate of Return
Global equity	47%	4.50%
Private equity	12%	6.20%
Real estate	15%	4.35%
Inflation sensitive	5%	3.20%
Fixed income	20%	0.20%
Cash/liquidity	1%	0.00%

Discount Rate

The discount rate used to measure the total pension liability was 7.60 percent. The projection of cash flows used to determine the discount rate assumed the contributions from plan members and employers will be made at statutory contribution rates. Projected inflows from investment earnings were calculated using the long-term assumed investment rate of return (7.60 percent) and assuming that contributions, benefit payments, and administrative expense occurred midyear. Based on these assumptions, the STRP's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine total pension liability.

The following presents the District's proportionate share of the net pension liability calculated using the current discount rate, as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

Discount Rate	Net Pension Liability
1% decrease (6.60%)	\$ 32,260,064
Current discount rate (7.60%)	21,365,382
1% increase (8.60%)	12,311,022

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

California Public Employees' Retirement System (CalPERS)

Plan Description

Qualified employees are eligible to participate in the School Employer Pool (SEP) under CalPERS, a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees' Retirement Law.

A full description of the pension plan regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2014, annual actuarial valuation report, Schools Pool Actuarial Valuation, 2014. This report and CalPERS audited financial information are publically available reports that can be found on the CalPERS website under Forms and Publications at: <https://www.calpers.ca.gov/page/forms-publications>.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members who must be public employees and beneficiaries. Benefits are based on years of service credit, a benefit factor, and the member's final compensation. Members hired on or before December 31, 2012, with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. Members hired on or after January 1, 2013, with five years of total service are eligible to retire at age 52 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after five years of service. The Basic Death Benefit is paid to any member's beneficiary if the member dies while actively employed. An employee's eligible survivor may receive the 1957 Survivor Benefit if the member dies while actively employed, is at least age 50 (or age 52 for members hired on or after January 1, 2013), and has at least five years of credited service. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The CalPERS provisions and benefits in effect at June 30, 2016, are summarized as follows:

	School Employer Pool (CalPERS)	
	On or before December 31, 2012	On or after January 1, 2013
Hire date		
Benefit formula	2% at 55	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	55	62
Monthly benefits as a percentage of eligible compensation	1.1% - 2.5%	1.0% - 2.5%
Required employee contribution rate	7.000%	6.000%
Required employer contribution rate	11.847%	11.847%

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

Contributions

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on July 1 following notice of a change in the rate. Total plan contributions are calculated through the CalPERS annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. The contribution rates are expressed as a percentage of annual payroll. The contribution rates for each plan for the year ended June 30, 2016, are presented above, and the total District contributions were \$946,235.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

As of June 30, 2016, the District reported net pension liabilities for its proportionate share of the CalPERS net pension liability totaling \$10,727,955. The net pension liability was measured as of June 30, 2015. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating college districts, actuarially determined. The District's proportionate share for the measurement periods of June 30, 2015 and June 30, 2014, was 0.0728 percent and 0.0813 percent, respectively, resulting in a net decrease in the proportionate share of 0.0085 percent.

For the year ended June 30, 2016, the District recognized pension expense of \$656,573. At June 30, 2016, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 946,235	\$ -
Net change in proportionate share of net pension liability	-	962,156
Difference between projected and actual earnings on pension plan investments	1,761,953	2,129,288
Differences between expected and actual experience in the measurement of the total pension liability	613,118	-
Changes of assumptions	-	659,155
Total	<u>\$ 3,321,306</u>	<u>\$ 3,750,599</u>

The deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the subsequent fiscal year.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

The deferred outflows/(inflows) of resources related to the difference between projected and actual earnings on pension plan investments will be amortized over a closed five-year period and will be recognized in pension expense as follows:

Year Ended June 30,	Deferred Outflows/(Inflows) of Resources
2017	\$ (269,274)
2018	(269,274)
2019	(269,274)
2020	440,487
Total	<u>\$ (367,335)</u>

The deferred outflows/(inflows) of resources related to the net change in proportionate share of net pension liability, changes of assumptions, and differences between expected and actual experience in the measurement of the total pension liability will be amortized over the Expected Average Remaining Service Life (EARSL) of all members that are provided benefits (active, inactive, and retirees) as of the beginning of the measurement period. The EARSL for the 2014-2015 measurement period is 3.9 years and will be recognized in pension expense as follows:

Year Ended June 30,	Deferred Outflows/(Inflows) of Resources
2017	\$ (347,653)
2018	(347,653)
2019	(312,887)
Total	<u>\$ (1,008,193)</u>

Actuarial Methods and Assumptions

Total pension liability for the SEP was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2014, and rolling forward the total pension liability to June 30, 2015. The financial reporting actuarial valuation as of June 30, 2014, used the following methods and assumptions, applied to all prior periods included in the measurement:

Valuation date	June 30, 2014
Measurement date	June 30, 2015
Experience study	July 1, 1997 through June 30, 2011
Actuarial cost method	Entry age normal
Discount rate	7.65%
Investment rate of return	7.65%
Consumer price inflation	2.75%
Wage growth	Varies by entry age and services

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2016

Mortality assumptions are based on mortality rates resulting from the most recent CalPERS experience study adopted by the CalPERS Board. For purposes of the post-retirement mortality rates, those revised rates include five years of projected ongoing mortality improvement using Scale AA published by the Society of Actuaries.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations, as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first ten years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent. The target asset allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Assumed Asset Allocation	Long-Term Expected Real Rate of Return
Global equity	51%	5.25%
Global fixed income	19%	0.99%
Private equity	10%	6.83%
Real estate	10%	4.50%
Inflation sensitive	6%	0.45%
Infrastructure and Forestland	2%	4.50%
Liquidity	2%	-0.55%

Discount Rate

The discount rate used to measure the total pension liability was 7.65 percent. The projection of cash flows used to determine the discount rate assumed the contributions from plan members and employers will be made at statutory contribution rates. Based on these assumptions, the School Employer Pool fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine total pension liability.

The following presents the District's proportionate share of the net pension liability calculated using the current discount rate, as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

Discount Rate	Net Pension Liability
1% decrease (6.65%)	\$ 17,460,641
Current discount rate (7.65%)	10,727,955
1% increase (8.65%)	5,129,277

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

On Behalf Payments

The State of California makes contributions to CalSTRS and CalPERS on behalf of the District. These payments consist of State General Fund contributions to CalSTRS for the fiscal year ended June 30, 2016, which amounted to \$1,033,492 (7.12589 percent) of salaries subject to CalSTRS. Contributions are no longer appropriated in the annual *Budget Act* for the legislatively mandated benefits to CalPERS. Therefore, there is no on behalf contribution rate for CalPERS. No contributions were made for CalPERS for the year ended June 30, 2016. Under accounting principles generally accepted in the United States of America, these amounts are to be reported as revenues and expenditures. These amounts have been reflected in the basic financial statements as a component of nonoperating revenue and employee benefit expense.

Deferred Compensation

The District offers its employees a CalPERS administered 457 Deferred Compensation Program (the Program). The plan, available to all permanent employees, permits them to defer a portion of pre-tax salary into investment of an individual's own choosing until future years. The deferred compensation is not available to the employees or their beneficiaries until termination, retirement, death, or an unforeseeable emergency. The CalPERS Board controls the investment and administrative functions of the CalPERS 457 Deferred Compensation Program. The Board for the exclusive benefit of participating employees, which adds security, holds the assets in trust.

NOTE 13 - RISK MANAGEMENT

Property and Liability Insurance Coverages

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions. The District purchases coverage through their participation in the Bay Area Community College District Joint Powers Authority (BACCD JPA). The coverage provides liability coverage up to \$50 million per occurrence. In addition, through participation in the BACCD JPA, the District also has coverage for damage to or loss of property up to \$250 million per occurrence. The District liability and property coverage is subject to a \$10,000 per occurrence deductible. The District also provides health insurance benefits to District employees, their families, and retirees of the District.

Joint Powers Authority Risk Pools

During fiscal year ended June 30, 2016, the District contracted with the Bay Area Community College District Joint Powers Authority for property and liability insurance coverage. During the past three years the District had no claims that exceeded the limit of liability provided by the BACCD JPA. Additionally, there has been no reduction in the coverage provided by the BSCCD JPA.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016

Workers' Compensation

For fiscal year 2015-2016, the District participated in the Northern California Community College Pool, an insurance purchasing pool. The intent of the Pool is to achieve the benefit of a reduced premium for the District by virtue of its grouping and representation with other participants in the Pool. The workers' compensation experience of the participating districts is calculated as one experience, and a common premium rate is applied to all districts in the Pool. Each participant pays its workers' compensation premium based on its individual rate. Participation in the Pool is limited to community college districts that can meet the Pool's selection criteria.

Insurance Program / Company Name	Type of Coverage	Limits
Protected Insurance Programs for Schools	Workers' Compensation	\$ 1,000,000
Bay Area Community College District JPA	Property	\$ 250,000,000
Bay Area Community College District JPA	General Liability	\$ 50,000,000

NOTE 14 - PARTICIPATION IN PUBLIC ENTITY RISK POOLS AND JOINT POWERS AUTHORITIES

The District is a member of the Bay Area Community College District (BACCD), the Northern California Community College Pool (NCCCP), and the Alameda County Schools Insurance Group (ACSIG) Joint Powers Authority. The District pays annual premiums for its property and liability, health, workers' compensation, dental, and vision coverage. The relationship between the District and the JPAs are such that they are not component units of the District for financial reporting purposes.

The JPAs have budgeting and financial reporting requirements independent of member units and their financial statements are not presented in these financial statements; however, transactions between the JPAs and the District are included in these statements. Audited financial statements are available from the respective entities.

During the year ended June 30, 2016, the District made payments of \$261,078, \$441,821, and \$25,365, to BACCD, NCCCP, and ACSIG, respectively.

NOTE 15 - COMMITMENTS AND CONTINGENCIES

Grants

The District receives financial assistance from Federal and State agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the District. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the District at June 30, 2016.

Litigation

The District is involved in various litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial position of the District at June 30, 2016.

REQUIRED SUPPLEMENTARY INFORMATION

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

SCHEDULE OF OTHER POSTEMPLOYMENT BENEFITS (OPEB) FUNDING PROGRESS FOR THE YEAR ENDED JUNE 30, 2016

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) - Entry Age Normal (b)	Unfunded AAL (UAAL) (b - a)	Funded Ratio (a / b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ([b - a] / c)
December 1, 2011	\$ -	\$ 11,281,610	\$ 11,281,610	0%	N/A	N/A
December 1, 2013	-	11,216,214	11,216,214	0%	N/A	N/A
July 1, 2016	-	11,375,770	11,375,770	0%	N/A	N/A

See accompanying note to required supplementary information.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY FOR THE YEAR ENDED JUNE 30, 2016

	2016	2015
CalSTRS		
District's proportion of the net pension liability	0.0317%	0.0320%
District's proportionate share of the net pension liability	\$ 21,365,382	\$ 18,691,915
State's proportionate share of the net pension liability associated with the District	11,299,932	11,286,985
Total	<u>\$ 32,665,314</u>	<u>\$ 29,978,900</u>
District's covered - employee payroll	<u>\$ 14,507,218</u>	<u>\$ 14,503,338</u>
District's proportionate share of the net pension liability as a percentage of its covered - employee payroll	147.27%	128.88%
Plan fiduciary net position as a percentage of the total pension liability	74%	77%
CalPERS		
District's proportion of the net pension liability	0.0728%	0.0813%
District's proportionate share of the net pension liability	<u>\$ 10,727,955</u>	<u>\$ 9,225,415</u>
District's covered - employee payroll	<u>\$ 8,058,292</u>	<u>\$ 8,531,836</u>
District's proportionate share of the net pension liability as a percentage of its covered - employee payroll	133.13%	108.13%
Plan fiduciary net position as a percentage of the total pension liability	79%	83%

Note : In the future, as data become available, ten years of information will be presented.

See accompanying note to required supplementary information.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

SCHEDULE OF DISTRICT CONTRIBUTIONS FOR THE YEAR ENDED JUNE 30, 2016

	2016	2015
CalSTRS		
Contractually required contribution	\$ 1,613,996	\$ 1,288,241
Contributions in relation to the contractually required contribution	1,613,996	1,288,241
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>
District's covered - employee payroll	<u>\$ 15,041,901</u>	<u>\$ 14,507,218</u>
Contributions as a percentage of covered - employee payroll	<u>10.73%</u>	<u>8.88%</u>
CalPERS		
Contractually required contribution	\$ 946,235	\$ 948,461
Contributions in relation to the contractually required contribution	946,235	948,461
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>
District's covered - employee payroll	<u>\$ 7,985,105</u>	<u>\$ 8,058,292</u>
Contributions as a percentage of covered - employee payroll	<u>11.85%</u>	<u>11.77%</u>

Note : In the future, as data become available, ten years of information will be presented.

See accompanying note to required supplementary information.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTE TO REQUIRED SUPPLEMENTARY INFORMATION JUNE 30, 2016

NOTE 1 - PURPOSE OF SCHEDULES

Schedule of Other Postemployment Benefits (OPEB) Funding Progress

This schedule is intended to show trends about the funding progress of the District's actuarially determined liability for postemployment benefits other than pensions.

Schedule of the District's Proportionate Share of the Net Pension Liability

This schedule presents information on the District's proportionate share of the net pension liability (NPL), the plans' fiduciary net positions and, when applicable, the State's proportionate share of the NPL associated with the District. In the future, as data becomes available, ten years of information will be presented.

Schedule of District Contributions

This schedule presents information on the District's required contribution, the amounts actually contributed, and any excess or deficiency related to the required contribution. In the future, as data becomes available, ten years of information will be presented.

Changes in Benefit Terms

There were no changes in benefit terms since the previous valuation for either CalSTRS or CalPERS.

Changes in Assumptions

The CalSTRS plan rate of investment return assumption was not changed from the previous valuation. The CalPERS plan rate of investment return assumption was changed from 7.50 percent to 7.65 percent since the previous valuation.

SUPPLEMENTARY INFORMATION

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

DISTRICT ORGANIZATION

JUNE 30, 2016

The Monterey Peninsula Community College District was established in 1961. The District provides higher education to communities within Monterey County. The District currently operates one campus located in Monterey and one education center. There were no changes to the District's boundaries during the year. The District's college is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, which is one of six regional associations that accredit public and private schools, colleges, and universities in the United States.

BOARD OF TRUSTEES

<u>MEMBER</u>	<u>OFFICE</u>	<u>TERM EXPIRES</u>
Mr. Rick Johnson	Chair	2017
Dr. Loren Steck	Vice Chair	2019
Dr. Margaret-Anne Coppernoll	Trustee	2017
Ms. Marilyn Dunn Gustafson	Trustee	2019
Mr. Charles Brown	Trustee	2019
Mr. Stephen Lambert	Student Trustee	2016

ADMINISTRATION

Dr. Walter Tribley	Superintendent/President
Dr. Steven Crow	Vice President, Administrative Services
Ms. Kiran Kamath	Vice President, Academic Affairs
Dr. Kim McGinnis	Vice President, Student Services

See accompanying note to supplementary information.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2016

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures	Amount Passed Through to Subrecipients
U.S. DEPARTMENT OF EDUCATION				
HIGHER EDUCATIONAL ACT				
Student Financial Assistance Cluster				
Federal Supplemental Education Opportunity Grant (FSEOG)	84.007		\$ 116,227	\$ -
Federal Work Study Program (FWS)	84.033		135,100	-
Federal Pell Grants	84.063		5,605,355	-
Federal Direct Student Loans	84.268		1,066,755	-
Subtotal Student Financial Assistance Cluster			6,923,437	-
TRIO Cluster				
Student Support Services Program	84.042A		238,450	-
Upward Bound Program	84.047A		364,915	-
Upward Bound - Math and Science	84.047M		383,015	-
Subtotal TRIO Cluster			986,380	-
PERKINS CAREER TECHNICAL EDUCATION ACT				
Passed through from California Community Colleges Chancellor's Office:				
Career and Technical Education, Title I-C	84.048	15-C01-033	142,668	-
CTE Transitions	84.048A	15-112-460	41,980	-
Total U.S. Department of Education			8,094,465	-
U.S. DEPARTMENT OF AGRICULTURE				
Passed through from California Department of Education (CDE):				
Child and Adult Care Food Program	10.558	04130-CACFP -27-CC-IC	42,369	-
NATIONAL SCIENCE FOUNDATION				
Marine Technology Mentoring and Internship Program on Oceanographic Research Vessels **	47.076		80,391	-
Marine Advanced Technology Education Resource Center (MATE) **	47.076		355,948	-
MATE ROV Competitions: Providing Pathways to the Ocean STEM Workforce **	47.076		363,219	35,944
Marine Advanced Technology Education Support Center	47.076		233,462	-
Passed through from San Mateo Community College District				
Creating Alternative Learning Strategies for Transfer Engineering Programs **	47.076	1430789	36,498	-
Total National Science Foundation			1,069,518	35,944
U.S. DEPARTMENT OF VETERANS AFFAIRS				
Veterans Education	64.116		2,349	-

[1] Pass-Through Entity Identifying Number not available.

** Research and Development grant.

See accompanying note to supplementary information.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS, CONTINUED FOR THE YEAR ENDED JUNE 30, 2016

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures	Amount Passed Through to Subrecipients
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES				
Passed through from California Community Colleges Chancellor's Office:				
Temporary Assistance for Needy Families (TANF)	93.558	[1]	\$ 37,468	\$ -
Passed through from Regents of the University of California				
Baccalaureate Bridge to the Biomedical Sciences Program **	93.859	S0184268	6,508	-
Child Care and Development Fund (CCDF) Cluster				
Passed through from Yosemite Community College District				
Child Development Training Consortium	93.575	14-15-3969	9,373	-
Passed through from Chabot-Las Positas Community College District				
California Early Childhood Mentor Program	93.575	CN140097	585	-
Passed through from California Department of Education (CDE):				
Child Development - California State Preschool Program	93.575	15136	1,165	-
Child Development - California State Preschool Program	93.596	13609	2,117	-
Subtotal CCDF Cluster			13,240	-
Total U.S. Department of Health and Human Services			57,216	-
TOTAL EXPENDITURES OF FEDERAL AWARDS			\$ 9,265,917	\$ 35,944

[1] Pass-Through Entity Identifying Number not available.

** Research and Development grant.

See accompanying note to supplementary information.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

SCHEDULE OF EXPENDITURES OF STATE AWARDS FOR THE YEAR ENDED JUNE 30, 2016

PROGRAM	Program Entitlements		
	Current Year	Prior Year	Total Entitlement
Assessment, Remediation, and Retention for Associate Degree Nursing	\$ 57,000	\$ -	\$ 57,000
Adult Education Block Grant	750,000	-	750,000
Adult Education Block Grant Data and Accountability	123,711	-	123,711
Basic Skills	90,000	90,000	180,000
Block Grant - 1515/69	-	8,945	8,945
Block Grant - Student Services	45,000	441	45,441
Board Financial Assistance Program (BFAP) (SFAA)	314,217	-	314,217
California Career Pathways Trust Stem Core Program	17,930	-	17,930
California State Preschool Program	184,772	-	184,772
CalWORKS	162,035	-	162,035
CARE	152,900	-	152,900
CTE Enhancement Fund	59,434	70,975	130,409
CTE Pathways	4,518	-	4,518
Disabled Student Programs and Service (DSPS)	624,101	-	624,101
Enrollment Growth for Associate Degree Nursing Program	135,287	-	135,287
Extended Opportunity Programs and Service (EOPS)	899,025	-	899,025
First 5 Workforce Development Incentive Project	109,723	-	109,723
Full Time Student Success Grant	156,300	-	156,300
Instructional Equipment	270,000	-	270,000
Instructional Materials - One-Time Fund	-	4,556	4,556
Library Instructional Materials Block Grant	68,000	-	68,000
Song-Brown Nursing Education	40,000	-	40,000
Staff Diversity	5,111	1,321	6,432
Student Support and Success Program - Credit	1,597,914	594,553	2,192,467
Student Support and Success Program - Equity	722,613	322,819	1,045,432
Student Support and Success Program - Noncredit	102,150	1,296	103,446
Workforce Ecom AB 86 Adult Ed	7,750	32,606	40,356

See accompanying note to supplementary information.

Program Revenues					
Cash Received	Accounts Receivable	Accounts Payable	Unearned Revenue	Total Revenue	Program Expenditures
\$ 57,000	\$ -	\$ -	\$ -	\$ 57,000	\$ 57,000
750,000	-	2,091	573,964	173,945	173,945
123,711	-	-	123,711	-	-
180,000	-	-	51,455	128,545	128,545
8,945	-	-	8,945	-	-
45,441	-	-	9,004	36,437	36,437
325,217	-	11,000	-	314,217	314,217
-	26,067	-	-	26,067	26,067
247,838	11,812	-	-	259,650	259,650
162,035	-	-	-	162,035	162,035
154,775	-	1,875	5,294	147,606	147,606
135,820	55,653	5,411	22,911	163,151	163,151
4,518	534	-	-	5,052	5,052
624,101	-	4,615	-	619,486	452,942
119,904	15,383	-	-	135,287	135,287
902,587	-	3,562	8,591	890,434	890,434
50,473	-	-	2,503	47,970	47,970
191,154	-	-	34,854	156,300	156,300
270,000	-	861	42,524	226,615	226,615
4,556	-	-	2,356	2,200	2,200
69,455	-	1,455	11,927	56,073	56,073
30,000	10,000	-	-	40,000	40,000
6,432	-	-	-	6,432	6,432
2,192,467	-	189	745,336	1,446,942	1,379,557
1,057,027	-	11,594	426,637	618,796	618,796
103,446	-	-	17,199	86,247	86,247
40,356	-	-	-	40,356	40,356
<u>\$ 7,857,258</u>	<u>\$ 119,449</u>	<u>\$ 42,653</u>	<u>\$ 2,087,211</u>	<u>\$ 5,846,843</u>	<u>\$ 5,612,914</u>

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

SCHEDULE OF WORKLOAD MEASURES FOR STATE GENERAL APPORTIONMENT FOR THE YEAR ENDED JUNE 30, 2016

	**Revised Reported Data	Audit Adjustments	Audited Data
CATEGORIES			
A. Summer Intersession (Summer 2015 only)			
1. Noncredit*	51.52	-	51.52
2. Credit	255.63	-	255.63
B. Summer Intersession (Summer 2016 - Prior to July 1, 2016)			
1. Noncredit*	-	-	-
2. Credit	64.00	-	64.00
C. Primary Terms (Exclusive of Summer Intersession)			
1. Census Procedure Courses			
(a) Weekly Census Contact Hours	3,581.01	-	3,581.01
(b) Daily Census Contact Hours	220.70	-	220.70
2. Actual Hours of Attendance Procedure Courses			
(a) Noncredit*	420.36	-	420.36
(b) Credit	956.71	-	956.71
3. Independent Study/Work Experience			
(a) Weekly Census Contact Hours	552.04	-	552.04
(b) Daily Census Contact Hours	159.79	-	159.79
(c) Noncredit Independent Study/Distance Education Courses	-	-	-
D. Total FTES	6,261.76	-	6,261.76
SUPPLEMENTAL INFORMATION (Subset of Above Information)			
E. In-Service Training Courses (FTES)	226.64	-	226.64
H. Basic Skills Courses and Immigrant Education			
1. Noncredit*	217.76	-	217.76
2. Credit	231.07	-	231.07
<u>CCFS-320 Addendum</u>			
CDCP Noncredit FTES	115.98	-	115.98
Centers FTES			
1. Noncredit*	52.98	-	52.98
2. Credit	435.23	-	435.23

* Including Career Development and College Preparation (CDCP) FTES.

** Annual report revised as of November 4, 2016.

See accompanying note to supplementary information.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

RECONCILIATION OF *EDUCATION CODE* SECTION 84362 (50 PERCENT LAW) CALCULATION
FOR THE YEAR ENDED JUNE 30, 2016

		ECS 84362 A Instructional Salary Cost AC 0100 - 5900 and AC 6110			ECS 84362 B Total CEE AC 0100 - 6799			
		Object/TOP Codes	Reported Data	Audit Adjustments	Audited Data	Reported Data	Audit Adjustments	Audited Data
<u>Academic Salaries</u>								
Instructional Salaries								
Contract or Regular	1100	\$ 6,677,762	\$ -	\$ 6,677,762	\$ 6,677,762	\$ -	\$ 6,677,762	
Other	1300	5,214,865	-	5,214,865	5,258,875	-	5,258,875	
Total Instructional Salaries			11,892,627	-	11,892,627	11,936,637	-	11,936,637
Noninstructional Salaries								
Contract or Regular	1200	-	-	-	2,600,752	-	2,600,752	
Other	1400	-	-	-	275,085	-	275,085	
Total Noninstructional Salaries			-	-	2,875,837	-	2,875,837	
Total Academic Salaries			11,892,627	-	11,892,627	14,812,474	-	14,812,474
<u>Classified Salaries</u>								
Noninstructional Salaries								
Regular Status	2100	-	-	-	5,237,752	-	5,237,752	
Other	2300	-	-	-	342,200	-	342,200	
Total Noninstructional Salaries			-	-	5,579,952	-	5,579,952	
Instructional Aides								
Regular Status	2200	599,211	-	599,211	777,935	-	777,935	
Other	2400	447,248	-	447,248	487,541	-	487,541	
Total Instructional Aides			1,046,459	-	1,046,459	1,265,476	-	1,265,476
Total Classified Salaries			1,046,459	-	1,046,459	6,845,428	-	6,845,428
Employee Benefits	3000	2,762,550	-	2,762,550	4,815,238	-	4,815,238	
Supplies and Material	4000	-	-	-	636,110	-	636,110	
Other Operating Expenses	5000	2,152,526	-	2,152,526	4,715,467	-	4,715,467	
Equipment Replacement	6420	-	-	-	15,817	-	15,817	
Total Expenditures Prior to Exclusions			17,854,162	-	17,854,162	31,840,534	-	31,840,534

See accompanying note to supplementary information.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

RECONCILIATION OF *EDUCATION CODE* SECTION 84362 (50 PERCENT LAW) CALCULATION, CONTINUED
FOR THE YEAR ENDED JUNE 30, 2016

		ECS 84362 A Instructional Salary Cost AC 0100 - 5900 and AC 6110			ECS 84362 B Total CEE AC 0100 - 6799				
		Object/TOP Codes	Reported Data	Audit Adjustments	Audited Data	Reported Data	Audit Adjustments	Audited Data	
<u>Exclusions</u>									
Activities to Exclude									
Instructional Staff - Retirees' Benefits and Retirement Incentives	5900	\$	-	\$	-	\$	-	\$	-
Student Health Services Above Amount Collected	6441		-		-		-		-
Student Transportation	6491		-		-		-		-
Noninstructional Staff - Retirees' Benefits and Retirement Incentives	6740		-		-		-		-
Objects to Exclude									
Rents and Leases	5060		-		-	677,707	-	677,707	
Lottery Expenditures									
Academic Salaries	1000		991,303		-	991,303	-	991,303	
Classified Salaries	2000		-		-	-	-	-	
Employee Benefits	3000		-		-	-	-	-	
Supplies and Materials	4000		-		-	-	-	-	
Software	4100		-		-	-	-	-	
Books, Magazines, and Periodicals	4200		-		-	-	-	-	
Instructional Supplies and Materials	4300		-		-	-	-	-	
Noninstructional Supplies and Materials	4400		-		-	-	-	-	
Total Supplies and Materials			-		-	-	-	-	

See accompanying note to supplementary information.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

RECONCILIATION OF *EDUCATION CODE* SECTION 84362 (50 PERCENT LAW) CALCULATION, CONTINUED
FOR THE YEAR ENDED JUNE 30, 2016

	Object/TOP Codes	ECS 84362 A Instructional Salary Cost AC 0100 - 5900 and AC 6110			ECS 84362 B Total CEE AC 0100 - 6799		
		Reported Data	Audit Adjustments	Audited Data	Reported Data	Audit Adjustments	Audited Data
Other Operating Expenses and Services	5000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	6000						
Library Books	6300	-	-	-	-	-	-
Equipment	6400	-	-	-	-	-	-
Equipment - Additional	6410	-	-	-	-	-	-
Equipment - Replacement	6420	-	-	-	-	-	-
Total Equipment		-	-	-	-	-	-
Total Capital Outlay		-	-	-	-	-	-
Other Outgo	7000	-	-	-	-	-	-
Total Exclusions		991,303	-	991,303	1,669,010	-	1,669,010
Total for ECS 84362, 50 Percent Law		\$ 16,862,859	\$ -	\$ 16,862,859	\$ 30,171,524	\$ -	\$ 30,171,524
Percent of CEE (Instructional Salary Cost/Total CEE)		55.89%		55.89%	100.00%		100.00%
50% of Current Expense of Education					\$ 15,085,762		\$ 15,085,762

See accompanying note to supplementary information.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

**RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET
REPORT (CCFS-311) WITH AUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2016**

There were no adjustments to the Annual Financial and Budget Report (CCFS-311) which required reconciliation to the audited financial statements at June 30, 2016.

See accompanying note to supplementary information.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

**PROPOSITION 30 EDUCATION PROTECTION ACT (EPA) EXPENDITURE REPORT
FOR THE YEAR ENDED JUNE 30, 2016**

Activity Classification	Object Code			Unrestricted	
EPA Proceeds:	8630				\$ 5,353,807
Activity Classification	Activity Code	Salaries and Benefits (Obj 1000-3000)	Operating Expenses (Obj 4000-5000)	Capital Outlay (Obj 6000)	Total
Instructional Activities	1000-5900	\$ 5,353,807	\$ -	\$ -	\$ 5,353,807
Total Expenditures for EPA		\$ 5,353,807	\$ -	\$ -	\$ 5,353,807
Revenues Less Expenditures					\$ -

See accompanying note to supplementary information.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

RECONCILIATION OF GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION JUNE 30, 2016

Amounts Reported for Governmental Activities in the Statement of Net Position are Different Because:

Total Fund Balances and Retained Earnings

General Fund	\$ 6,755,552	
Special Revenue Funds	1,316,866	
Debt Service Fund	7,564,050	
Capital Projects Fund	9,993,763	
Self Insurance Fund	4,271,420	
Student Financial Aid Fund	19,863	
Total Fund Balances and Retained Earnings		\$ 29,921,514

Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in governmental funds.

The cost of capital assets is:	206,881,449	
Accumulated depreciation is:	(44,209,409)	162,672,040

Governmental funds report deferred charges associated with the issuance of debt when the debt is first issued, whereas the amounts are deferred and amortized in the Statement of Revenues, Expenses, and Changes in Net position.

Deferred charge on refunding at year end amounted to:		10,466,326
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In governmental funds, unmatured interest on long-term obligations is recognized in the period when it is due. On the government-wide financial statements, unmatured interest on long-term obligations is recognized when it is incurred.

(561,682)

Difference between projected and actual earnings on pension plan investments are not recognized on the modified accrual basis, but are recognized on the accrual basis as an adjustment to pension expense.

(2,108,960)

The differences between expected and actual experience in the measurement of the total pension liability are not recognized on the modified accrual basis, but are recognized on the accrual basis over the expected average remaining service life of members receiving pension benefits.

256,097

The changes of assumptions are not recognized as an expenditure under the modified accrual basis, but are recognized on the accrual basis over the expected average remaining service life of members receiving pension benefits.

(659,155)

The net change in proportionate share of the net pension liability is not recognized as an expenditure under the modified accrual basis, but are recognized on the accrual basis over the expected average remaining service life of members receiving pension benefits.

(1,119,009)

Contributions to pension plans made subsequent to the measurement date were recognized as expenditures on the modified accrual basis, but are not recognized on the accrual basis.

2,560,231

See accompanying note to supplementary information.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

RECONCILIATION OF GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION, CONTINUED JUNE 30, 2016

Long-term obligations at year-end consist of:

General obligation and lease revenue bonds	\$ 118,514,474
Premium on bonds	5,682,126
Early retirement	11,439
Other postemployment benefits (OPEB)	205,072
Compensated absences (vacations)	947,688
Aggregate net pension obligation	32,093,337

In addition, the District issued "capital appreciation" general obligation bonds. The accretion of interest on those bonds to date is the following:

25,134,048	<u>\$(182,588,184)</u>
Total Net Position	<u><u>\$ 18,839,218</u></u>

See accompanying note to supplementary information.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTE TO SUPPLEMENTARY INFORMATION JUNE 30, 2016

NOTE 1 - PURPOSE OF SCHEDULES

District Organization

This schedule provides information about the District's governing board members and administration members.

Schedule of Expenditures of Federal Awards

The accompanying Schedule of Expenditures of Federal Awards includes the Federal grant activity of the District and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (Part 200), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements. The District has not elected to use the ten percent de minimis cost rate as covered in Section 200.414 Indirect (F&A) costs of the Uniform Guidance.

Schedule of Expenditures of State Awards

The accompanying Schedule of Expenditures of State Awards includes the State grant activity of the District and is presented on the modified accrual basis of accounting. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements. The information in this schedule is presented to comply with reporting requirements of the California State Chancellor's Office.

Schedule of Workload Measures for State General Apportionment

FTES is a measurement of the number of pupils attending classes of the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of State funds, including restricted categorical funding, are made to community college districts. This schedule provides information regarding the annual attendance measurements of students throughout the District.

Reconciliation of Education Code Section 84362 (50 Percent Law) Calculation

ECS 84362 requires the District to expend a minimum of 50 percent of the unrestricted General Fund monies on salaries of classroom instructors. This is reported annually to the State Chancellor's Office. This schedule provides a reconciliation of the amount reported to the State Chancellor's Office and the impact of any audit adjustments and/or corrections noted during the audit.

Reconciliation of Annual Financial and Budget Report (CCFS-311) With Audited Financial Statements

This schedule provides the information necessary to reconcile the fund balance of all funds reported on the Form CCFS-311 to the District's internal audited financial statements.

Proposition 30 Education Protection Act (EPA) Expenditure Report

This schedule provides the District's summary of receipts and uses of the monies received through the EPA.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

NOTE TO SUPPLEMENTARY INFORMATION JUNE 30, 2016

Reconciliation of Governmental Funds to the Statement of Net Position

This schedule provides a reconciliation of the adjustments necessary to bring the District's internal fund financial statements, prepared on a modified accrual basis, to the entity-wide full accrual basis financial statements required under GASB Statements No. 34 and No. 35 business-type activities reporting model.

Reconciliation of Expenditures of Grant Activity With the District's Schedule of Expenditures of Federal Awards

The following is a list of the grants and the differences between the District's accounting records and the Schedule of Expenditures of Federal Awards:

Description	CFDA Number	Amount
Total Federal Revenues From the Statement of Revenues, Expenses, and Changes in Net Position - Primary Government:		\$ 9,262,666
Federal Supplemental Education Opportunity Grant (FSEOG)	84.007	(6,060)
Federal Pell Grants	84.063	7,121
Federal Direct Student Loans	84.268	2,190
Total Schedule of Expenditures of Federal Awards		<u>\$ 9,265,917</u>

INDEPENDENT AUDITOR'S REPORTS



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Trustees
Monterey Peninsula Community College District
Monterey, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities and the aggregate remaining fund information of Monterey Peninsula Community College District (the District) as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated December 16, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Vannex Time, Day & Co., LLP

Rancho Cucamonga, California
December 16, 2016



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR
EACH MAJOR PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Board of Trustees
Monterey Peninsula Community College District
Monterey, California

Report on Compliance for Each Major Federal Program

We have audited Monterey Peninsula Community College District's (the District) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the District's major Federal programs for the year ended June 30, 2016. The District's major Federal programs are identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs.

Management's Responsibility

Management is responsible for compliance with the Federal statutes, regulations, and the terms and conditions of its Federal awards applicable to its Federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the District's major Federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major Federal program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major Federal program. However, our audit does not provide a legal determination of the District's compliance.

Opinion on Each Major Federal Program

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major Federal programs for the year ended June 30, 2016.

Report on Internal Control Over Compliance

Management of the District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the District's internal control over compliance with the types of requirements that could have a direct and material effect on each major Federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major Federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a Federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a Federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a Federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Vannex, Tine, Day & Co., LLP

Rancho Cucamonga, California
December 16, 2016



INDEPENDENT AUDITOR'S REPORT ON STATE COMPLIANCE

Board of Trustees
Monterey Peninsula Community College District
Monterey, California

Report on State Compliance

We have audited Monterey Peninsula Community College District's (the District) compliance with the types of compliance requirements as identified in the California Community Colleges Chancellor's Office *District Audit Manual* issued in November 2015 that could have a direct and material effect on each of the District's programs as noted below for the year ended June 30, 2016.

Management's Responsibility

Management is responsible for compliance with the requirements of State laws and regulations, and the terms and conditions identified in the California Community Colleges Chancellor's Office *District Audit Manual* issued in November 2015.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance of each of the District's State programs based on our audit of the types of compliance requirements referred to above. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the standards and procedures identified in the California Community Colleges Chancellor's Office *District Audit Manual* issued in November 2015. These standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above could have a material effect on the applicable programs noted below. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such procedures as we consider necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the District's compliance with those requirements.

Unmodified Opinion for Each of the Programs

In our opinion, the District complied, in all material respects, with the compliance requirements referred to above that are applicable to the programs noted below that were audited for the year ended June 30, 2016.

In connection with the audit referred to above, we selected and tested transactions and records to determine the District's compliance with State laws and regulations applicable to the following:

Section 421	Salaries of Classroom Instructors (50 Percent Law)
Section 423	Apportionment for Instructional Service Agreements/Contracts
Section 424	State General Apportionment Funding System
Section 425	Residency Determination for Credit Courses
Section 426	Students Actively Enrolled
Section 427	Concurrent Enrollment of K-12 Students in Community College Credit Courses
Section 429	Student Success and Support Program (SSSP)
Section 430	Schedule Maintenance Program
Section 431	Gann Limit Calculation
Section 435	Open Enrollment
Section 438	Student Fees – Health Fees and Use of Health Fee Funds
Section 439	Proposition 39 Clean Energy
Section 440	Intersession Extension Programs
Section 475	Disabled Student Programs and Services (DSPS)
Section 479	To Be Arranged (TBA) Hours
Section 490	Proposition 1D State Bond Funded Projects
Section 491	Proposition 30 Education Protection Account Funds

The District does not offer an Intersession Extension Program; therefore, the compliance tests within this section were not applicable.

The District reports no attendance within classes subject to the To Be Arranged (TBA) Hours; therefore, the compliance tests associated within this section were not applicable.

The District did not receive any funding for Proposition 1D State Bond Funded Projects; therefore, the compliance tests within this section were not applicable.

Vannex, Tine, Day & Co., LLP

Rancho Cucamonga, California
December 16, 2016

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

SUMMARY OF AUDITOR'S RESULTS FOR THE YEAR ENDED JUNE 30, 2016

FINANCIAL STATEMENTS

Type of auditor's report issued:	<u>Unmodified</u>
Internal control over financial reporting:	
Material weaknesses identified?	<u>No</u>
Significant deficiencies identified?	<u>None reported</u>
Noncompliance material to financial statements noted?	<u>No</u>

FEDERAL AWARDS

Internal control over major Federal programs:	
Material weaknesses identified?	<u>No</u>
Significant deficiencies identified?	<u>None reported</u>
Type of auditor's report issued on compliance for major Federal programs:	<u>Unmodified</u>
Any audit findings disclosed that are required to be reported in accordance with Section 200.516(a) of the Uniform Guidance?	<u>No</u>

Identification of major Federal programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
<u>84.007, 84.033, 84.063, 84.268</u>	<u>Student Financial Assistance Cluster</u>
<u>84.042A, 84.047A, 84.047M</u>	<u>TRIO Cluster</u>

Dollar threshold used to distinguish between Type A and Type B programs:	<u>\$ 750,000</u>
Auditee qualified as low-risk auditee?	<u>Yes</u>

STATE AWARDS

Type of auditor's report issued on compliance for State programs:	<u>Unmodified</u>
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MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

**FINANCIAL STATEMENT FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2016**

None reported.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

**FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2016**

None reported.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

**STATE AWARDS FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2016**

None reported.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE YEAR ENDED JUNE 30, 2016

Except as specified in previous sections of this report, summarized below is the current status of all audit findings reported in the prior year's Schedule of Findings and Questioned Costs.

Financial Statement Findings

None reported.

Federal Awards Findings

2015-001 SPECIAL TESTS AND PROVISIONS - RETURN TO TITLE IV

Federal Program Affected

Program Name: Student Financial Assistance Cluster
CFDA Numbers: 84.007, 84.033, 84.063, and 84.268
Direct funded by U.S. Department of Education
Federal Agency: U.S. Department of Education

Criteria or Specific Requirement

OMB Circular A-133 *Compliance Supplement*, 34 CFR Section 668.173(b):
Return of Title IV funds are required to be deposited or transferred into the Student Financial Assistance (SFA) account or electronic funds transfer initiated to ED as soon as possible, but no later than 45 days after the date the institution determines that the student withdrew. Returns by check are late if the check is issued more than 45 days after the institution determined the student withdrew, or the date on the cancelled check shows the check was endorsed more than 60 days after the date the institution determined that the student withdrew.

Condition

Significant Deficiency - The District's portion of the Return to Title IV funds were not returned within the 45 day requirement.

Questioned Costs

No questioned costs. The District did return the funds; however, they were not returned within the 45 day requirement.

Context

The total population of Return to Title IV students was 39. There were four of the eight students tested where the District's portion of the Return to Title IV funds was not returned within the 45 day requirement.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE YEAR ENDED JUNE 30, 2016

Effect

Without proper monitoring of Title IV returns, the District risk noncompliance with the above referenced criteria.

Cause

The District did not follow the policies and procedures to monitor the Return to Title IV funds in a timely manner.

Recommendation

It is recommended that the District implement procedures to ensure that the Return to Title IV funds occurs within 45 days from the date the District determines the student withdrew from all classes.

Current Status

Implemented.

State Awards Findings

None reported.

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

New Business Agenda Item No. B

Administrative Services
College Area

Proposal:

That the Governing Board accept the District's Measure I General Obligation Bonds Performance Audit and Independent Auditors' reports for the fiscal year ended June 30, 2016.

Background:

Regulations for Proposition 39 bonds require a separate audit to:

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

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

Budgetary Implications: None.

☒ **RESOLUTION: BE IT RESOLVED**, That the Governing Board accept the District's Measure I General Obligation Bonds Performance Audit and Independent Auditors' reports for the fiscal year ended June 30, 2016.

Recommended By:


Steven L. Crow, Ed.D., Vice President of Administrative Services

Prepared By:


Suzanne Ammons, Administrative Services

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

**MONTEREY PENINSULA
COMMUNITY COLLEGE DISTRICT**

**MEASURE I GENERAL OBLIGATION BONDS
ELECTION 2002**

FINANCIAL AND PERFORMANCE AUDITS

JUNE 30, 2016

**MONTEREY PENINSULA
COMMUNITY COLLEGE DISTRICT**

**MEASURE I GENERAL OBLIGATION BONDS
ELECTION 2002**

FINANCIAL AUDIT

JUNE 30, 2016

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
MEASURE I GENERAL OBLIGATION BONDS
ELECTION 2002**

**FINANCIAL AUDIT
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JUNE 30, 2016**

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INDEPENDENT AUDITOR'S REPORT

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FINANCIAL SECTION



INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees, Management, and
Citizens' Oversight Committee
Monterey Peninsula Community College District
Monterey, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Monterey Peninsula Community College District's (the District), Measure I General Obligation Bond Funds (Measure I), as of and for the year ended June 30, 2016, and the related notes to the financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting principles used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall financial statement presentation.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Measure I General Obligation Bond Funds (Measure I) of the District at June 30, 2016, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the Measure I General Obligation Bond Funds (Measure I), and are not intended to present fairly the financial position and changes in financial position of the District in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 16, 2016, on our consideration of the District's Measure I General Obligation Bond Funds (Measure I) internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's Measure I General Obligation Bond Funds (Measure I) internal control over financial reporting and compliance.

Vannex Time, Day & Co., LLP

Rancho Cucamonga, California
December 16, 2016

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
MEASURE I GENERAL OBLIGATION BONDS
ELECTION 2002**

**BALANCE SHEET
JUNE 30, 2016**

ASSETS

Investments	\$ 9,869,488
Accounts receivable	25,506
Due from other funds	30,949
Total Assets	<u><u>\$ 9,925,943</u></u>

FUND BALANCE

Restricted	
Capital projects	<u><u>\$ 9,925,943</u></u>

See the accompanying notes to financial statements.

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
MEASURE I GENERAL OBLIGATION BONDS
ELECTION 2002**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2016**

REVENUES

Interest revenues	\$ 93,420
Other local revenues	25,506
Total Revenues	<u>118,926</u>

EXPENDITURES

Services and operating expenditures	13,119
Capital outlay	548
Total Expenditures	<u>13,667</u>

NET CHANGE IN FUND BALANCE	105,259
FUND BALANCE, BEGINNING OF YEAR	<u>9,820,684</u>
FUND BALANCE, END OF YEAR	<u><u>\$ 9,925,943</u></u>

See the accompanying notes to financial statements.

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
MEASURE I GENERAL OBLIGATION BONDS
ELECTION 2002**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING PRINCIPLES

The accounting policies of the Measure I General Obligation Bond Funds (Measure I) conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

Financial Reporting Entity

The audited financial statements include only the Measure I General Obligation Bond Funds (Measure I) of Monterey Peninsula Community College District. This Fund was established to account for the receipt of proceeds of general obligation bond issuances and the expenditures of the proceeds under the General Obligation Bonds Election of November 2008. These financial statements are not intended to present fairly the financial position and changes in financial position of the District in compliance with accounting principles generally accepted in the United States of America.

Fund Accounting

The operations of the Measure I General Obligation Bond Funds (Measure I) are accounted for in a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, and expenditures. Resources are allocated to, and accounted for, in the funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

Basis of Accounting

The Measure I General Obligation Bond Funds (Measure I) is accounted for using a flow of current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (revenues and other financing sources) and uses (expenditures and other financing uses) of current financial resources. These fund financial statements do not include the adoption of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, as the District was not required to adopt GASB Statement No. 54 under the reporting requirements of GASB Statement No. 35.

Budgets and Budgetary Accounting

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for all governmental funds. The District's governing board adopts an operating budget no later than July 1 in accordance with State law. A public hearing must be conducted to receive comments prior to adoption. The District's governing board satisfied these requirements. The Board revises this budget during the year to give consideration to unanticipated revenue and expenditures primarily resulting from events unknown at the time of budget adoption. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

MEASURE I GENERAL OBLIGATION BONDS

ELECTION 2002

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2016

Encumbrances

The District utilizes an encumbrance accounting system under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation. Encumbrances are liquidated when the commitments are paid and all outstanding encumbrances lapse at June 30.

Fund Balance - Measure I General Obligation Bonds

As of June 30, 2016, the fund balance is classified as follows:

Restricted - amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation, or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

Change in Accounting Principles

In February 2015, the GASB issued Statement No. 72, *Fair Value Measurement and Application*. This Statement addresses accounting and financial reporting issues related to fair value measurements. The definition of *fair value* is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. This Statement provides guidance for determining a fair value measurement for financial reporting purposes. This Statement also provides guidance for applying fair value to certain investments and disclosures related to all fair value measurements.

The District has implemented the provisions of this Statement as of June 30, 2016.

In June 2015, the GASB issued Statement No. 76, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. The objective of this Statement is to identify—in the context of the current governmental financial reporting environment—the hierarchy of generally accepted accounting principles (GAAP). The "GAAP hierarchy" consists of the sources of accounting principles used to prepare financial statements of State and local governmental entities in conformity with GAAP and the framework for selecting those principles. This Statement reduces the GAAP hierarchy to two categories of authoritative GAAP and addresses the use of authoritative and non-authoritative literature in the event that the accounting treatment for a transaction or other event is not specified within a source of authoritative GAAP.

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
MEASURE I GENERAL OBLIGATION BONDS
ELECTION 2002**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

This Statement supersedes GASB Statement No. 55, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*.

The District has implemented the provisions of this Statement as of June 30, 2016.

In December 2015, the GASB issued Statement No. 79, *Certain External Investment Pools and Pool Participants*. This Statement addresses accounting and financial reporting for certain external investment pools and pool participants. Specifically, it establishes criteria for an external investment pool to qualify for making the election to measure all of its investments at amortized cost for financial reporting purposes. An external investment pool qualifies for that reporting if it meets all of the applicable criteria established in this Statement. The specific criteria address (1) how the external investment pool transacts with participants; (2) requirements for portfolio maturity, quality, diversification, and liquidity; and (3) calculation and requirements of a shadow price. Significant noncompliance prevents the external investment pool from measuring all of its investments at amortized cost for financial reporting purposes. Professional judgment is required to determine if instances of noncompliance with the criteria established by this Statement during the reporting period, individually or in the aggregate, were significant.

If an external investment pool does not meet the criteria established by this Statement, that pool should apply the provisions in paragraph 16 of GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, as amended. If an external investment pool meets the criteria in this Statement and measures all of its investments at amortized cost, the pool's participants also should measure their investments in that external investment pool at amortized cost for financial reporting purposes. If an external investment pool does not meet the criteria in this Statement, the pool's participants should measure their investments in that pool at fair value, as provided in paragraph 11 of GASB Statement No. 31, as amended.

This Statement establishes additional note disclosure requirements for qualifying external investment pools that measure all of their investments at amortized cost for financial reporting purposes and for governments that participate in those pools. Those disclosures, for both the qualifying external investment pools and their participants, include information about any limitations or restrictions on participant withdrawals.

The District has implemented the provisions of this Statement as of June 30, 2016.

NOTE 2 - INVESTMENTS

Policies and Practices

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations.

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
MEASURE I GENERAL OBLIGATION BONDS
ELECTION 2002**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

Investment in County Treasury

The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (*Education Code* Section 41001). The fair value of the District's investment in the pool is reported in the accounting financial statements at amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

General Authorizations

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedules below:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The District manages its exposure to interest rate risk by investing in the Monterey County Investment Pool. The District maintains an investment of \$9,869,488 with the Monterey County Investment Pool, with an average maturity of 491 days.

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
MEASURE I GENERAL OBLIGATION BONDS
ELECTION 2002**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The District's investment in the Monterey County Investment Pool is not required to be rated, nor has it been rated as of June 30, 2016.

NOTE 3 - FAIR VALUE MEASUREMENTS

The District categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value. The following provides a summary of the hierarchy used to measure fair value:

Level 1 - Quoted prices in active markets for identical assets that the District has the ability to access at the measurement date. Level 1 assets may include debt and equity securities that are traded in an active exchange market and that are highly liquid and are actively traded in over-the-counter markets.

Level 2 - Observable inputs, other than Level 1 prices, such as quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, or other inputs that are observable, such as interest rates and curves observable at commonly quoted intervals, implied volatilities, and credit spreads. For financial reporting purposes, if an asset has a specified term, a Level 2 input is required to be observable for substantially the full term of the asset.

Level 3 - Unobservable inputs should be developed using the best information available under the circumstances, which might include the District's own data. The District should adjust that data if reasonably available information indicates that other market participants would use different data or certain circumstances specific to the District are not available to other market participants.

Uncategorized - Investments in the Monterey County Investment Pool are not measured using the input levels above because the District's transactions are based on a stable net asset value per share. All contributions and redemptions are transacted at \$1.00 net asset value per share.

The District's fair value measurements are as follows at June 30, 2016:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Uncategorized</u>
Monterey County Investment Pool	<u>\$ 9,866,165</u>	<u>\$ 9,866,165</u>

All assets have been valued using a market approach, with quoted market prices.

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
MEASURE I GENERAL OBLIGATION BONDS
ELECTION 2002**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 4 - ACCOUNTS RECEIVABLE

The accounts receivable at June 30, 2016, consists of the following:

Interest	<u>\$ 25,506</u>
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All amounts have been determined by management to be fully collectible.

NOTE 5 - INTERFUND TRANSACTIONS

Interfund receivable balance at June 30, 2016, consists of the following:

Due from General Fund	<u>\$ 30,949</u>
-----------------------	------------------

NOTE 6 - FUND BALANCE

Fund balance is composed of the following element:

Restricted Capital projects	<u>\$ 9,925,943</u>
--------------------------------	---------------------

NOTE 7 - COMMITMENTS AND CONTINGENCIES

Litigation

The District is involved in various litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial position of the Measure I General Obligation Bond Funds (Measure I) at June 30, 2016.

INDEPENDENT AUDITOR'S REPORT



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Trustees, Management, and
Citizens' Oversight Committee
Monterey Peninsula Community College District
Monterey, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the accompanying financial statements of the Monterey Peninsula Community College District (the District) Measure I General Obligation Bond Funds (Measure I), as of and for the year ended June 30, 2016, and the related notes to the financial statements, and have issued our report thereon dated December 16, 2016.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the Measure I General Obligation Bond Funds (Measure I), and are not intended to present fairly the financial position and changes in financial position of the District in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's Measure I General Obligation Bond Funds (Measure I) internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's Measure I General Obligation Bond Funds (Measure I) internal control. Accordingly, we do not express an opinion on the effectiveness of the District's Measure I General Obligation Bond Funds (Measure I) internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's Measure I General Obligation Bond Funds (Measure I) financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's Measure I General Obligation Bond Funds (Measure I) of the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's Measure I General Obligation Bond Funds (Measure I) internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's Measure I General Obligation Bond Funds (Measure I) internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Vannest, Tine, Day & Co., LLP

Rancho Cucamonga, California
December 16, 2016

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
MEASURE I GENERAL OBLIGATION BONDS
ELECTION 2002**

**FINANCIAL STATEMENT FINDINGS
JUNE 30, 2016**

None reported.

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
MEASURE I GENERAL OBLIGATION BONDS
ELECTION 2002**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
JUNE 30, 2016**

There were no audit findings reported in the prior year's Financial Statement Findings.

**MONTEREY PENINSULA
COMMUNITY COLLEGE DISTRICT**

**MEASURE I GENERAL OBLIGATION BONDS
ELECTION 2002**

PERFORMANCE AUDIT

JUNE 30, 2016

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
MEASURE I GENERAL OBLIGATION BONDS
ELECTION 2002**

**PERFORMANCE AUDIT
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JUNE 30, 2016**

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INDEPENDENT AUDITOR'S REPORT ON PERFORMANCE

To the Board of Trustees, Management, and
Citizens' Oversight Committee
Monterey Peninsula Community College District
Monterey, California

We were engaged to conduct a performance audit of Monterey Peninsula Community College District's (the District) Measure I General Obligation Bond Funds (Measure I) for the year ended June 30, 2016.

We conducted this performance audit in accordance with the standards applicable to performance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusion based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our conclusions based on our audit objectives.

Our audit was limited to the objectives listed within the report which includes determining the District's compliance with the performance requirements as referred to in Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution. Management is responsible for the District's compliance with those requirements.

In planning and performing our performance audit, we obtained an understanding of the District's internal controls in order to determine if the internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

The results of our tests indicated that the District expended Measure I General Obligation Bond Funds (Measure I) only for the specific projects approved by the voters, in accordance with Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution.

Vavrinek, Trine, Day & Co., LLP

Rancho Cucamonga, California
December 16, 2016

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
MEASURE I GENERAL OBLIGATION BOND
ELECTION 2002**

**PERFORMANCE AUDIT
JUNE 30, 2016**

AUTHORITY FOR ISSUANCE

The Measure I General Obligation Bond Funds were issued pursuant to the Constitution and laws of the State of California (the State), including the provisions of Chapters 1 and 1.5 of Part 10 of the California *Education Code* and other applicable provisions of law.

The Bonds were authorized to be issued pursuant to a request of the District made by a resolution adopted by the Board of Trustees of the District.

The District received authorization from an election held on November 5, 2002, to issue bonds of the District in an aggregate principal amount not to exceed \$145,000,000 to finance the construction and modernization of certain District property and facilities, the acquisition of equipment, and to pay the costs of issuance associated with the Bonds. The proposition required approval by at least 55 percent of votes cast by eligible voters within the District (the Authorization).

In December 2005, the District issued the 2005 General Obligation Refunding Bonds in the amount of \$33,304,385. The Bonds were used to advance refund a portion of the outstanding Bonds from the first series of the authorized Bonds, Series A. The second and third series of authorized Bonds issued was in January 2008; the District issued Series B in the amount of \$9,004,530 and Series C in the amount of \$95,994,770, respectively.

In April 2013, the District issued the \$33,820,000 2013 General Obligation Refunding Bonds, Series A and B. The bonds have a final maturity to occur on August 1, 2021, with interest rates from .335 to 4.00 percent. The net proceeds of \$36,975,456 (representing the principal amount of \$33,820,000 plus premium on issuance of \$3,155,456) from the issuance were used to advance refund a portion of the District's outstanding 2002 General Obligation Bonds, Series C and to pay the cost of issuance associated with the refunding bonds. In addition, the net proceeds were used to advance refund a portion of the District's outstanding 2005 General Obligation Refunding Bonds and to pay the cost of the issuance associated with the refunding bonds.

In May 2016, the District issued the \$105,348,522 2016 General Obligation Refunding Bonds. The Bonds have a final maturity to occur on August 1, 2033, with interest rates from 1.65 to 4.00 percent. The net proceeds of \$106,531,137 (representing the principal amount of \$105,348,522 plus premium on issuance of \$1,182,615) from the issuance were used to advance refund a portion of the District's outstanding 2002 General Obligation Bonds, Series C and to pay the cost of issuance associated with the refunding bonds.

PURPOSE OF ISSUANCE

The net proceeds of the Bonds issued under the 2002 Authorization will be used for the purposes specified in the District bond proposition submitted at the Election, which include the financing of the construction, and modernization of certain District property and facilities, the acquisition of equipment and to pay the costs of issuance associated with the Bonds.

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
MEASURE I GENERAL OBLIGATION BOND
ELECTION 2002**

**PERFORMANCE AUDIT
JUNE 30, 2016**

AUTHORITY FOR THE AUDIT

On November 7, 2000, California voters approved Proposition 39, the Smaller Classes, Safer Schools, and Financial Accountability Act. Proposition 39 amended portions of the California Constitution to provide for the issuance of general obligation bonds by school districts, community college districts, or county offices of education, "for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of rental property for school facilities", upon approval by 55 percent of the electorate. In addition to reducing the approval threshold from two-thirds to 55 percent, Proposition 39 and the enacting legislation (AB 1908 and AB 2659) requires the following accountability measures as codified in *Education Code* Sections 15278-15282:

1. Requires that the proceeds from the sale of the bonds be used only for the purposes specified in Article XIII A, Section 1(b)(3)(C) of the California Constitution, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.
2. The community college district must list the specific school facilities projects to be funded in the ballot measure, and must certify that the governing board has evaluated safety, class size reduction, and information technology needs in developing the project list.
3. Requires the community college district to appoint a citizens' oversight committee.
4. Requires the community college district to conduct an annual independent financial audit and performance audit in accordance with the *Government Auditing Standards* issued by the Comptroller General of the United States of the bond proceeds until all of the proceeds have been expended.
5. Requires the community college district to conduct an annual independent performance audit to ensure that the funds have been expended only on the specific projects listed.

OBJECTIVES OF THE AUDIT

1. Determine whether expenditures charged to the Measure I General Obligation Bond Funds have been made in accordance with the Bond project list approved by the voters through the approval of Measure I.
2. Determine whether salary transactions charged to the Measure I General Obligation Bond Funds were in support of Measure I and not for District general administration or operations.

SCOPE OF THE AUDIT

The scope of our performance audit covered the period of July 1, 2015 to June 30, 2016. The population of expenditures tested included all object and project codes associated with the bond projects. The propriety of expenditures for capital projects and maintenance projects funded through other State or local funding sources, other than proceeds of the bonds, were not included within the scope of the audit. Expenditures incurred subsequent to June 30, 2016, were not reviewed or included within the scope of our audit or in this report.

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
MEASURE I GENERAL OBLIGATION BOND
ELECTION 2002**

**PERFORMANCE AUDIT
JUNE 30, 2016**

PROCEDURES PERFORMED

We obtained the general ledger and the project expenditure reports prepared by the District for the fiscal year ended June 30, 2016, for the Measure I General Obligation Bond Funds (Measure I). Within the fiscal year audited, we obtained the actual invoices and other supporting documentation for a sample of expenditures to ensure compliance with the requirements of Article XIII A, Section 1(b)(3)(C) of the California Constitution and the Measure I as to the approved Bond projects list. We performed the following procedures:

1. Determine District procedures for disbursement of funds related to the voter approved Measure I General Obligation Bonds were applied in accordance with laws and regulations, as well as policies approved by the Board of trustees. This will be accomplished through the inspection of specified documents evidencing certain types of transactions and detailed attributes thereof; including, but not limited to, the specific documents related to bid procedures for contracts and services, invoices for services rendered, and other appropriate documents deemed necessary to provide a basis for the results of our objective.
2. Review the detailed accounting of expenditures to determine if proceeds are being spent on administrative salaries or any other expense that would otherwise be the obligation of the General Fund.
3. From a sample of construction expenditures from the detailed accounting of expenditures, review expenditures to determine if proceeds expended are for specific projects as listed in the voter approved bond language. Expenditures from all projects will be included in the sample.

CONCLUSION

We reviewed construction expenditures totaling 100 percent of all expenditures from the detailed accounting of expenditures. Our sample included transactions totaling \$13,667 of the total expenditures of \$13,667. The results of our tests indicated that, in all significant respects, the District has properly accounted for the expenditures held in the Measure I General Obligation Bond Funds (Measure I) and that such expenditures were made for authorized Bond projects. There were no salaries of administrators charged to the Measure I General Obligation Bond Funds (Measure I) for District general administration or operations. District procedures for disbursement of funds were applied in accordance with laws and regulations, as well as policies approved by the Board of Trustees.

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
MEASURE I GENERAL OBLIGATION BOND
ELECTION 2002**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
JUNE 30, 2016**

None reported.

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
MEASURE I GENERAL OBLIGATION BOND
ELECTION 2002**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
JUNE 30, 2016**

There were no audit findings reported in the prior year's Schedule of Findings and Questioned Costs.

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

New Business Agenda Item No. C

Fiscal Services
College Area

Proposal:

That the Governing Board review and discuss the 2016-2017 Monthly Financial Report for the period ending, December 31, 2016.

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 2016-2017 Monthly Financial Report for the period ending December 31, 2016, be accepted.

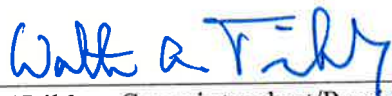
Recommended By:


Steven L. Crow, Ed.D., Vice President of Administrative Services

Prepared By:


Rosemary Barrios, Controller

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

Monterey Peninsula College
Fiscal Year 2016-2017
Financial and Budgetary Report
December 31, 2016

Enclosed please find attached the Summary of All Funds Report for the month-ending December 31, 2016 for your review and approval.

Operating Fund net revenue through December 31, 2016 is \$26,427,576 which is 49.9% of the operating budget for this fiscal year. Expenditures year-to-date total \$22,401,775 and Encumbrances of \$8,718,358 which together is 58.8% of the operating budget for this fiscal year, for a net difference of \$4,692,557.

Unrestricted General Fund

Revenue

- November State Apportionment payment received of \$1,361,012.
- December State Apportionment payment will be posted for January.
- State apportionment allocations have been distributed to the Restricted General Fund state programs this month totaling \$2,951,196.
- Second Quarter Education Protection Account (EPA) payment received of \$1,341,302.
- Mandated Block Grant payment received of \$181,361.
- Deferred Revenue of \$602,265 has been reversed from the liability account to the current fiscal year revenue.
- Property taxes received of \$9,533,237.
- First Quarter Interest payment received of \$44,193.
- Other local revenues received include: enrollment fees, non-resident fees, transcripts, and other local and state revenues totaling: \$378,475.

Restricted General Fund

Revenue

- Deferred Revenue of \$2,815,541 has been reversed from the liability account to the current fiscal year revenue.
- State apportionment allocations received from the unrestricted general fund of \$2,951,196 and have been distributed to the appropriate state programs.

Expenditures

Overall the District operating funds expenditures continue to track as projected for the beginning of the fiscal year.

Unrestricted Child Development Fund

- A transfer between funds has been completed in December from the Unrestricted General Fund district support budget to the Child Development Fund transfer in revenue budget for \$100,000.

Restricted Child Development Fund

- There has been no new revenue posted to the restricted child development fund for December.
- The district has received a recent payment from the state for \$125,550 that will be posted for January.
- State revenues are received on a reimbursement basis for the state grant.

Self Insurance Fund

- Self Insurance Fund (SIF) expenses are at 41.5% of budgeted expenditures. We will continue to track this fund closely.

Capital Project Fund

- Deferred Revenue setup in 15-16 will be reversed from the liability account to the current fiscal year in January. These funds will be reflected in the actual revenue of the fund in the next report.

Revenue Bond Fund

- A transfer between funds will be completed in January to transfer funds to the revenue bond fund from the student center fund. This will be reflected in the actual revenue received to the fund.

Fiduciary Funds

- Most Fiduciary Funds are tracking close to budget.

Cash Balance:

The total cash balance for all funds is \$30,894,915 including bond cash of \$9,971,166 and \$20,923,749 for all other funds. Operating funds cash is \$16,231,907. Cash balance in the General Fund is at \$14,987,748 for the month-ending December 31, 2016.

Monterey Peninsula Community College

Monthly Financial Report

December 31, 2016

Summary of All Funds

Funds	Beginning Fund Balance	Revised Budgets 2016 - 2017		Ending Fund Balance	Year to Date Actual 2016 - 2017			% Actual to Budget		Cash Balance
	07/01/16	Revenue	Expense	6/30/2017	Revenue	Expense	Encumbrances	Rev	Expense/ Enc.	12/31/2016
General - Unrestricted	\$4,207,901	\$40,237,689	\$40,237,689	\$4,207,901	20,029,706	17,646,811	7,622,837	49.8%	62.8%	\$14,987,748
General - Restricted	0	11,407,556	11,407,556	0	5,885,753	4,291,683	866,746	51.6%	45.2%	0
Child Dev - Unrestricted	0	155,631	155,631	0	145,648	63,867	9,528	93.6%	47.2%	0
Child Dev - Restricted	0	439,166	439,166	0	24,189	197,804	57,368	5.5%	58.1%	(109,266)
Student Center	437,772	258,000	259,094	436,678	66,424	35,353	52,150	25.7%	33.8%	596,788
Parking	573,254	418,790	418,790	573,254	275,857	166,257	109,729	65.9%	65.9%	756,636
Subtotal Operating Funds	\$5,218,927	\$52,916,832	\$52,917,926	\$5,217,833	\$26,427,576	\$22,401,775	\$8,718,358	49.9%	58.8%	\$16,231,907
Self Insurance	3,489,812	7,181,305	8,985,831	1,685,286	2,099,532	3,701,054	30,552	29.2%	41.5%	2,148,234
Worker Comp	100,000	25,000	97,500	27,500	9,964	31,923	1,375	39.9%	34.2%	117,577
Other Post Employment Benefits	119,319	100,770	0	220,089	4,140	0	0	4.1%	0.0%	553,739
Capital Project	780,000	784,712	884,253	680,459	9,932	440,415	213,832	1.3%	74.0%	559,200
Building	9,866,896	65,000	0	9,931,896	0	0	0	0.0%	0.0%	9,971,166
Revenue Bond	22,371	21,500	21,500	22,371	85	20,900	600	0.4%	100.0%	1,747
Associated Student	105,740	80,000	80,000	105,740	27,732	30,818	0	34.7%	38.5%	232,109
Financial Aid	17,745	5,722,000	5,722,000	17,745	2,836,969	2,836,969	0	49.6%	49.6%	161,026
Scholarship & Loans	272,948	2,600,000	2,600,000	272,948	1,509,065	1,542,240	0	58.0%	59.3%	242,303
Trust Funds	36,718	1,830,000	1,830,000	36,718	864,477	1,061,428	0	47.2%	58.0%	650,659
Orr Estate	16,385	20,000	20,000	16,385	6,771	8,263	0	33.9%	41.3%	25,249
Total all Funds	\$20,046,861	\$71,347,119	\$73,159,010	\$18,234,970	\$33,796,244	\$32,075,785	\$8,964,716	47.4%	43.8%	\$30,894,915

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

New Business Agenda Item No. D

Fiscal Services
College Area

Proposal:

That the Governing Board review and accept the attached Quarterly Financial Status Report (Form CCFS 311Q) for the quarter-ending December 31, 2016.

Background:

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

Budgetary Implications:

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

- ☒ **RESOLUTION: BE IT RESOLVED**, that the Quarterly Financial Status Report for the quarter Ending December 31, 2016, as presented on form CCFS 311Q, be accepted and made part of the minutes of this meeting.


Recommended By:


Steven L. Crow, Ed.D., Vice President for Administrative Services

Prepared By:


Rosemary Barrios, Controller

Agenda Approval:


Dr. Walter Tribley, Superintendent /President

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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

CHANGE THE PERIOD 

Fiscal Year: 2016-2017

Quarter Ended: (Q2) Dec 31, 2016

District: (460) MONTEREY

		As of June 30 for the fiscal year specified			
Line	Description	Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-2017
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	36,678,285	36,585,802	42,874,366	38,205,924
A.2	Other Financing Sources (Object 8900)	2,545,302	1,400,000	0	2,031,765
A.3	Total Unrestricted Revenue (A.1 + A.2)	39,223,587	37,985,802	42,874,366	40,237,689
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	37,336,399	36,330,317	39,406,539	40,068,106
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,896,558	1,328,481	925,220	169,583
B.3	Total Unrestricted Expenditures (B.1 + B.2)	39,232,957	37,658,798	40,331,759	40,237,689
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-9,370	327,004	2,542,607	0
D.	Fund Balance, Beginning	3,895,079	3,885,709	4,212,713	4,207,901
D.1	Prior Year Adjustments + (-)	0	0	232	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	3,895,079	3,885,709	4,212,945	4,207,901
E.	Fund Balance, Ending (C. + D.2)	3,885,709	4,212,713	6,755,552	4,207,901
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	9.9%	11.2%	16.7%	10.5%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	6,659	6,501	6,262	6,500
-----	---	-------	-------	--------------	-------

		As of the specified quarter ended for each fiscal year			
		2013-14	2014-15	2015-16	2016-2017
H.1	Cash, excluding borrowed funds		11,280,916	11,515,450	14,987,748
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1 + H.2)	11,197,026	11,280,916	11,515,450	14,987,748

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
J.	Revenues:				
J.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	38,205,924	38,205,924	20,029,706	52.4%
J.2	Other Financing Sources (Object 8900)	2,031,765	2,031,765	0	
J.3	Total Unrestricted Revenue (J.1 + J.2)	40,237,689	40,237,689	20,029,706	49.8%
K.	Expenditures:				
K.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	40,068,106	40,068,106	17,546,811	43.8%
K.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	169,583	169,583	100,000	59%
K.3	Total Unrestricted Expenditures (J.1 + J.2)	40,237,689	40,237,689	17,646,811	43.9%
L.	Revenues Over(Under) Expenditures (J.3 - K.3)	0	0	2,382,895	
L.1	Adjusted Fund Balance, Beginning	4,207,901	4,207,901	4,207,901	
L.2	Fund Balance, Ending (C. + L.2)	4,207,901	4,207,901	6,590,796	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.5%	10.5%		

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

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

Contract Period Settled (Specify)	Management	Academic	Classified
	Permanent	Temporary	

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

* As specified in Collective Bargaining Agreement or other Employment Contract

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

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

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

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


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

The district has managed funds prudently using budget savings from prior year to maintain the 10% reserve. The district is currently discussing options to address the structural deficit.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

CERTIFY QUARTERLY DATA

CHANGE THE PERIOD 
Fiscal Year: 2016-2017

District: (460) MONTEREY

Quarter Ended: (Q2) Dec 31, 2016

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Steven L. Crow

CBO Phone: 831-646-4040

CBO Signature: _____

Date Signed: _____

Chief Executive Officer Name: Dr. Walter Tribley

CEO Signature: _____

Date Signed: _____

Electronic Cert Date: 01/18/2017

District Contact Person

Name: Rosemary Barrios

Title: Controller

Telephone: 831-646-4043

Fax: 831-645-1315

E-Mail: rbarrios@mpc.edu

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4550
Sacramento, California 95811

Send questions to:

Christine Atallg (916)327-5772 catallg@cccco.edu or Tracy Britten (916)324-9794 tbritten@cccco.edu

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Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

New Business Agenda Item No. E

Administrative Services
College Area

Proposal:

That the 2017-2018 nonresident tuition fee for the District be established in accordance with ECS 76140 at \$234 per semester unit, with no fee for capital outlay.

Background:

Education Code Section (ECS) 76140 requires each district board to establish the nonresident fee no later than February 1 of each year for the succeeding fiscal year. The code enumerates seven options for a district to choose from in determining its nonresident tuition fee:

1. **'Statewide average: \$234** per semester unit.
2. **'Computed district average: \$243** per semester unit.
3. **'Computed district average adjusted for noncredit':**

The computations in 1 and 2 include all credit and noncredit courses. The cost of noncredit courses is about half the cost of credit courses; therefore, districts having 10% or more noncredit FTES may complete a separate calculation to adjust for the cost difference between credit and noncredit courses.

4. **'No more than contiguous districts'.**
5. **'No more than district, no less than statewide cost'.** The maximum amount is the district average cost, and the minimum amount is the statewide average cost.
6. **'Highest Years Statewide Average Tuition.'** (ECS 76140 (e)(1)(B)). The greater amount of the calculations of statewide nonresident tuition for the succeeding year, the current year or any of the four prior years' statewide average, which is \$234 per semester unit from 2015-16.
7. **'No more than 12 Comparable States Average Tuition'.** (ECS 76140(e)(1)(E)). No greater than the 2015-16 average nonresident tuition fee of public community colleges in a minimum of 12 states comparable to California in cost of living. This average is calculated to be \$425 per semester unit.

In addition to the nonresident tuition fee computed as specified above, ECS 76141 authorizes districts to charge nonresident students an amount based on capital outlay expenditures in the preceding year.

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

Monterey Peninsula College is charging the statewide average of \$211.00 in this current year (2016-17). The District is again recommending that the current statewide average of \$234.00 be adopted as the nonresident fee for 2017-2018.

Budgetary Implications:

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

☒ **RESOLUTION: BE IT RESOLVED**, That the 2017-2018 nonresident tuition fee for the District be established in accordance with ECS 76140 at \$234.00 per semester unit.

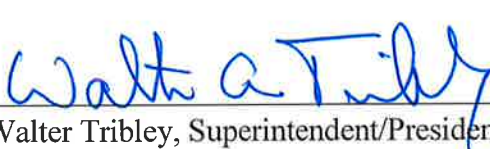
Recommended By:


Steven L Crow, Ed.D., Vice President of Administrative Services

Prepared By:


Suzanne Ammons, Administrative Assistant

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District Governing Board Agenda

January 25, 2017

New Business Agenda Item No. F

Administrative Services
College Area

Proposal:

That the Governing Board ratify the independent contract with TMD Creative for professional services as related to strategic marketing consulting, public relations, media planning and related advertising services from January 1 through June 30, 2017.

Background:

The Public Information Officer position has been vacant for over five years since the retirement of the last incumbent. Few of the duties held within this position can be fulfilled by other staff members. The District has contracted with TMD Creative for professional services related to strategic marketing consulting, planning, public relations, media planning and advertising services with an objective of achieving strategic priorities as outlined by the Office of the Superintendent/President. The Independent Contractor Agreement (attached) outlines additional services, including laying the ground work for the celebration of MPC's 70th anniversary.

Budgetary Implications: The professional services through the independent contract is based upon \$135 per hour and reimbursable expenses within the scope of the contract, not to exceed \$12,500 per month for six months (not to exceed \$75,000).

☒ **RESOLUTION: BE IT RESOLVED** That the Governing Board ratify the independent contract with TMD Creative for professional services as related to strategic marketing consulting, public relations, media planning and related advertising services from January 1 through June 30, 2017.

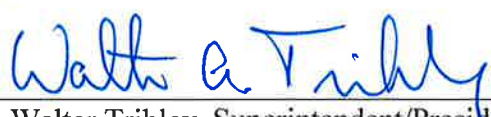
Recommended By:


Steven L. Crow, Ed.D., Vice President of Administrative Services

Prepared By:


Suzanne Ammons, Administrative Assistant

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

INDEPENDENT CONTRACTOR AGREEMENT

(Lecturers, Presenters, Consultants)

This agreement is made and entered into this _____ day of _____ by and Between **TMD Creative** "INDEPENDENT CONTRACTOR") and MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT (MPC).

WHEREAS, MPC is authorized by Section 53060 of the California Government Code to contract with and retain independent contractors; and

WHEREAS, MPC finds that the INDEPENDENT CONTRACTOR is specially trained and experienced and competent to perform special services to MPC,

NOW THEREFORE, MPC and INDEPENDENT CONTRACTOR agree as follows:

1. INDEPENDENT CONTRACTOR shall provide the following specific services:

- Strategic marketing consulting, planning, public relations, media planning and advertising services for Monterey Peninsula College with an objective of achieving strategic priorities as outlined by the office of the president.
- Objectives include but are not limited to; increasing student enrollment via traditional marketing channels, increasing community awareness of student success stories and community impact.
- Promoting flagship disciplines within the college, providing direction and new vehicles for enhancing inter college communications, community outreach, collation development, and reporting on strategic outcomes to the broad audiences of stakeholders.
- Lay the ground work for the celebration of the 70th anniversary of the college.
- Promote a renewed message and commitment that MPC is a place where "students always come first."

2. MPC shall pay INDEPENDENT CONTRACTOR for his/her services as follows:

Non-Profit Rate: \$135 per hour and reimbursed expenses (including the placement of advertisement and media expenses) within the scope of services not to exceed \$12,500 Per month for 6 months. Total paid to INDEPENDENT CONTRACTOR not to exceed \$75,000 for term of agreement. Agreement is renewable by mutual agreement of MPC and INDEPENDENT CONTRACTOR. Payment upon receipt of invoices.

3. TERM: The contract services are for the period from January 1, 2017 through June 30, 2017.

4. INDEPENDENT CONTRACTOR shall in the performance of this Agreement be and act as an Independent Contractor providing the necessary tools and equipment.

5. INDEPENDENT CONTRACTOR shall assume all expenses incurred in connection with the performance of this Agreement unless otherwise specified in paragraph 2 above. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of MPC. While engaged in carrying out and complying with any of the terms and conditions of this Agreement, INDEPENDENT CONTRACTOR is not an officer, agent or employee of MPC.

6. Independent Contractor shall indemnify, and hold the College, its officers, employees, or agents harmless from and against any and all liability, loss, or expense, including attorney fees, or claims for injury or damages arising out of the performance of this Agreement. The INDEPENDENT CONTRACTOR at his/her expense, cost, or risk shall also defend any and all actions, suits, or other legal proceedings that may be brought or instituted against the College, its officers, agents thereof on any claim or demand, and pay to satisfy any judgment that may be rendered against the College, but only in proportion to and to the extent that such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from a disregard for this agreement or the negligent or intentional acts or omissions of the INDEPENDENT CONTRACTOR.

INDEPENDENT CONTRACTOR

77 0565687
Soc. Sec. Number / Fed Employer ID Number

Date _____

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

New Business Agenda Item No. G

Administrative Services
College Area

Proposal:

That the Governing Board reappoint Dr. Steven L. Crow, Vice President of Administrative Services as the District's primary representative and Dr. Walter Tribley, Superintendent/President as the District's alternate representative to the Bay Area Community College District's Pool-JPA for Property and Liability, for Monterey Peninsula College, effective February 1, 2017.

Background:

The District is a member of the Bay Area Community College District JPA for Property and Liability, which holds quarterly meetings organized by Keenan & Associates. In the event that the primary representative for Monterey Peninsula College is unavailable to attend, an alternate representative should be named.

Budgetary Implications: None

☒ **RESOLUTION: BE IT RESOLVED**, That the Governing Board reappoint Dr. Steven L. Crow, Vice President of Administrative Services as the District's primary representative and Dr. Walter Tribley, Superintendent/President as the District's alternate representative to the Bay Area Community College District's Pool-JPA for Property and Liability, for Monterey Peninsula College, effective February 1, 2017.

Recommended By:


Steven L. Crow, Ed.D., Vice President of Administrative Services

Prepared By:


Suzanne Ammons, Administrative Assistant

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

New Business Agenda Item No. H

Administrative Services
College Area

Proposal:

That the Governing Board reappoint Dr. Steven L. Crow, Vice President of Administrative Services as the District's primary representative and Susan Kitagawa, Associate Dean of Human Resources, as the District's alternate representative to the Northern California Community College Pool-JPA for Workers Compensation, for Monterey Peninsula College effective February 1, 2017.

Background:

The District is a member of the Northern California Community College Pool-JPA for Workers Compensation, which holds quarterly meetings organized by Keenan & Associates. In the event that the primary representative is unavailable to attend, an alternate representative for Monterey Peninsula College should be named.

Budgetary Implications:

None

☒ **RESOLUTION: BE IT RESOLVED**, That the Governing Board reappoint Dr. Steven L. Crow, Vice President of Administrative Services as the District's primary representative and Susan Kitagawa, Associate Dean of Human Resources, as the District's alternate representative to the Northern California Community College Pool-JPA for Workers Compensation, for Monterey Peninsula College effective February 1, 2017.

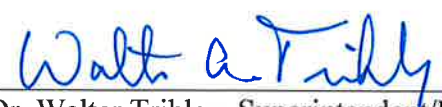
Recommended By:


Steven L. Crow, Ed.D., Vice President of Administrative Services

Prepared By:


Suzanne Ammons, Administrative Assistant

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

New Business Agenda Item No. I

Administrative Services
College Area

Proposal:

That the Governing Board ratify the renewal of the agreement with Alliant Insurance Services, Inc., as the District's broker of record and consultant for the District's employee benefits programs effective December 1, 2016 and ending November 30, 2019.

Background:

The District uses an outside consultant to provide contracts review, financial/cost analysis, cost containment options and carrier renewal negotiations for its employee medical benefits programs and has contracted with Alliant Insurance Services, Inc. since December 2011. In 2013, the District renewed the agreement with Alliant for a three year period. The agreement provisions allow the District the option to extend the agreement for two additional one-year periods with 90 days notification prior to the anniversary date (December 1). Alliant has met regularly with district staff and the Health and Welfare Cost Containment Committee (H&WCCC) to review claims experience and to investigate options for cost containment of the district's health and welfare plan.

The contract with Alliant Insurance Services is for an annual consulting fee of \$50,000. The broker also receives commissions directly from providers for prescription drug, stop loss, dental, life insurance and disability. These fees are unchanged from the previous contract as is the service guarantee, wherein up to 25% of the fee is at risk should the District become dissatisfied with "client deliverables". The contract can be terminated upon advance written notice of ninety (90) days by either party.

Budgetary Implications: The fees and compensation/commission terms remain unchanged from the previous contract.

☒ **RESOLUTION: BE IT RESOLVED,** That the Governing Board ratify the renewal of the agreement with Alliant Insurance Services, Inc., as the District's broker of record and consultant for the District's employee benefits programs effective December 1, 2016 and ending November 30, 2019.

Recommended By:


Steven L. Crow, Ed.D., Vice President of Administrative Services

Prepared By:


Suzanne Ammons, Administrative Assistant

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

**AMENDMENT TO AGREEMENT
BETWEEN MONTEREY PENINSULA COLLEGE AND
ALLIANT INSURANCE SERVICES, INC.**

THIS AMENDMENT TO THE AGREEMENT, entered into this 1st day of December, 2016, by and between MONTEREY PENINSULA COLLEGE, hereinafter called "the College," and Alliant Insurance Services, Inc., hereinafter called "Contractor";

W I T N E S S E T H:

WHEREAS, the parties entered into an Agreement for the purpose of assisting the College with the management of its health and welfare benefits on December 1, 2011 and

WHEREAS, the parties wish to amend the Agreement to change the contract term, termination, and compensation provisions.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. Section 3 – TERM is amended to read as follows:

The term of this AGREEMENT shall be effective from December 1, 2016 and ending 12:01 a.m. November 30, 2019 (i.e., three years), unless cancelled pursuant to termination provisions set forth herein. CLIENT shall have an option to extend this AGREEMENT for two additional one-year periods, exercisable by CLIENT by notifying ALLIANT of such extension ninety (90) days prior to the anniversary date. This AGREEMENT shall have an anniversary date each December 1, for the purpose of reviewing COMPENSATION and optional extensions.

2. Section 3 – TERMINATION is amended to read as follows:

This AGREEMENT may be cancelled by either PARTY any time upon ninety (90) days' advance written notice delivered or mailed to the other PARTY in accordance with the notice provisions set forth herein. In the event of termination or expiration of this AGREEMENT, ALLIANT will provide CLIENT with reasonable assistance in arranging a smooth transition to another broker. Except for this transition assistance, ALLIANT'S obligation to provide SERVICES to CLIENT will cease at 12:01 a.m. upon the effective date of termination or expiration.

3. Exhibit 2 – PAYMENT is amended to read as follows:

E. Payment.

The Fee shall be paid monthly, quarterly, or as otherwise agreed upon by the Parties. Payment shall be due no later than forty-five (45) days from the date of the invoice.

The Fee for Services outlined in Exhibit I is fifty thousand dollars (\$50,000) annually.

Service Guarantee

Alliant Insurance Services, Inc. is committed to delivering all Services at the highest quality levels. In recognition of that commitment to quality, we will place up to 25 percent (25%) of the Fee outlined above at risk

The categories of this Service Guarantee are:

1. Execution of client deliverables (50%) – Reimbursed if deliverables do not meet Client's satisfaction
2. Service and support (50%) – Reimbursed if service and support of Client with decision making tools, attendance at meetings, and assistance for any implementation of new benefits/products and transition of carriers do not meet Client's satisfaction.

The Client can invoke the terms of this guarantee. All categories are based solely on client satisfaction level.

In addition to the Consulting Fee, Alliant receives compensation as outlined below:

Prescription Drug

Effective January 1, 2012 MPC began participating in the Zywave purchasing coalition program with Express Scripts. Zywave's program includes compensation to Alliant of approximately \$1.00 for each processed RX claim. .

Stop Loss

Alliant's commission is 2.5% of total premium.

Third Party Administration

Alliant does NOT receive compensation from Delta Health Systems (MPC's TPA)

Dental & Vision

Effective July 1, 2012 MPC began participating in ACSIG for Delta Dental and Vision Service Plan. For the ACSIG Dental program with Delta Dental, Alliant receives a program management fee of \$0.38 PEPM. Alliant waived the program management fee associated with the ACSIG vision program with Vision Service Plan.

Life Insurance

Alliant's commission is 5%.

Disability Insurance

Alliant's commission is 5%.

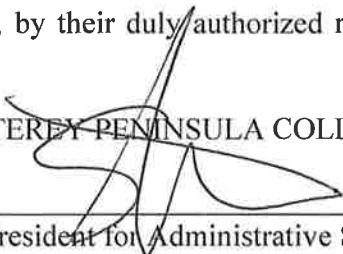
Over-rides

Alliant does NOT accept over-rides from the College's carriers.

4. **All other terms and conditions of the agreement dated December 1, 2011, between the College and Contractor shall remain in full force and effect.**

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

MONTEREY PENINSULA COLLEGE

By: 
Vice President for Administrative Services

Date: 1/13/17

ALLIANT INSURANCE SERVICES, INC.

Name, Title - Print

Contractor's Signature

Date: _____

XIII. TERM.

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

New Business Agenda Item No. J

Administrative Services

College Area

Proposal:

That the Governing Board authorize Dr. Steven L. Crow, Vice President of Administrative Services to enter into a contract with Kitchell CEM, for Program Management Services for the period January 01, 2017 through June 30, 2017.

Background:

The District utilized Kitchell CEM for Bond Program Management Services to assist with the overall management of the Facility Master Plan, and Implementation Plan. Over the next six months, the District's various projects will again require part-time program management services for multiple projects. Those projects include the Baseball Field, Child Development Center-Outdoor Classroom, Proposition 39 Energy Projects, Scheduled Maintenance and Current Bond Projects to be determined. Kitchell has provided a proposal to assist the District with programming the different scopes of work, meeting with site staff, budgeting, scheduling, and the procurement of design professionals, assist/represent the District during the design phase of the projects.

The proposal will provide on site representation of a Senior Project Manager. The proposal is based on 40 hours per month billed hourly in accordance to a fee schedule for a total not to exceed \$44,400.00.

Budgetary Implications:

Expenses will be charged appropriately to budgets relating to Consulting.

☒ **RESOLUTION: BE IT RESOLVED,** That the Governing Board authorize Dr. Steven L. Crow, Vice President of Administrative Services to enter into a contract with Kitchell CEM, for Program Management Services for the period January 01, 2017 through June 30, 2017.

Recommended By: _____

Dr. Steven L. Crow, Vice President of Administrative Services

Prepared By: _____

Suzanne Ammons, Administrative Services

Agenda Approval: _____

Dr. Walter Tribley, Superintendent/President

January 12, 2017

Dr. Steven L. Crow, MPC Vice President of Administrative Services
Monterey Peninsula College
980 Fremont Street
Monterey, CA 93940

Re: Proposal for Program Management Services - Multiple Projects

Dear Dr. Crow:

Kitchell has been involved with numerous projects with MPC. Kitchell has a long standing relationship with the District, by providing quality Program and Construction Management Services with quality team members. We are happy to provide the following proposal for Part-time Program Management Services for multiple projects from January 2017 through June 2017.

Our scope of services will include the following: assisting the District with programming the different scopes of work, meeting with site staff, budgeting, scheduling, and the procurement of design professionals, assist/represent the district during the design phase of the projects.

On site, representing Kitchell will be **Michael Carson**, Senior Project Manager. Michael will be on site part-time from January 2017 through June 2017. Our proposal of **\$44,400.00** is based on 40 hours per month billed hourly, as shown on the attached Fee Schedule and On-Call as needed. If Kitchell's services go above the base proposal amount it will be billed at the hourly rate noted in the Fee Schedule. All basic program management services will be provided as noted above.

We thank you for your consideration, and look forward to working with MPC.

Sincerely,

Michael Carson
Senior Project Manager



MPC Program Management Jan 2017 - June 2017						
PROGRAM MANAGEMENT TEAM	January	February	March	April	May	June

PROGRAM MANAGEMENT TEAM

January

February

March

April

May

June

[illegible]

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

New Business Agenda Item No. K

Academic Affairs
College Area

Proposal:

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

Background:

The courses and program 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 new courses and program be approved:

New Courses:

BUSI 131	Financial Analysis for Entrepreneurs
MATH 260	Pre-Statistics
PSYC 19	Introduction to Statistics for the Social Sciences
SOCI 19	Introduction to Statistics for the Social Sciences

New Program:

Personal Wellness and Health Professions (Certificate of Training – Credit Only)


Recommended By:


Kiran Kamath, Vice President of Academic Affairs

Prepared By:


Kim Kingswold, Academic Technician

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

NEW COURSES

BUSI 131, Financial Analysis for Entrepreneurs

3 units

3 hours lecture

Justification:

This course is developed in partnership with MPC's hospitality program to make the hospitality accounting more generally applicable to other small business managers and entrepreneurs as well as to maintain the usefulness to hospitality students. The target student wishes to learn basic quantitative analysis and decision making skills without pursuing a bachelor's or advanced degree.

This is not a class on how to process transactions to create financial reports like our existing basic accounting courses do already. This class teaches students how to utilize those reports to manage their business.

Description:

This course will enable students to learn how to use financial statements to optimally manage a business. It covers the analysis and use of the three primary financial statements: income statement, balance sheet, and statement of cash flows. Portions of instruction may be offered online; also offered fully online.

MATH 260, Pre-Statistics

5 units

5 hours lecture by arrangement (TBA)

Justification:

The math department recognizes the value of an alternative pathway for non-STEM students who plan on only studying Elementary Statistics for their transfer math requirement. Students may still choose to take Math 263 to satisfy the pre-requisite for Math 16.

Description:

This course prepares students for Elementary Statistics (MATH 16). Students develop the quantitative reasoning skills necessary for success in statistics through hands-on exploration with data. Topics include working with numerical information (fractions, decimals, percentages), evaluating expressions related to statistical formulas, graphical and numerical descriptive statistics for quantitative and categorical data including two-way tables and linear regression, and an introduction to the normal distribution. There is a focus on the reading, writing, and critical thinking skills needed for MATH 16. This course is appropriate for students who do NOT plan to major in math, science, computer science, business, technology, engineering, or other calculus intensive fields. It will only satisfy the pre-requisite for Elementary Statistics (MATH 16). It may not be used to satisfy the pre-requisite for any other math course.

PSYC 19, Introduction to Statistics for the Social Sciences

4 units

4 hours lecture

Justification:

SB 1440 and Transfer Model Curriculum require that Psychology transfer students take a course in Statistics, preferably in the context of Psychology/Social Sciences. This is an important step in developing a complete Psychology AA-T program at MPC. Cross listed, the course will also solidify program goals in Sociology.

Description:

This course introduces statistical methods for collecting and analyzing data in the social sciences. Topics include basic research design, descriptive statistics, probability and sampling distributions, statistical inference and power, linear correlation and regression, t-test and one-way analysis of variance, and chi-square. Students use appropriate technology (e.g., calculators and SPSS) to analyze real-world data and report results using American Psychological Association and American Sociological Association styles. This course is intended for students majoring in the behavioral/social sciences. Also offered as Sociology 19; credit may be earned only once.

SOCI 19, Introduction to Statistics for the Social Sciences

4 units

4 hours lecture

Justification:

SB 1440 and Transfer Model Curriculum require Sociology transfer students to take either an Introduction to Research Methods or Introduction to Statistics for the Social Sciences course. This is an important step in developing a complete Sociology AA-T program at MPC. Cross listed, the course will also solidify program goals in Psychology.

Description:

This course introduces statistical methods for collecting and analyzing data in the social sciences. Topics include basic research design, descriptive statistics, probability and sampling distributions, statistical inference and power, linear correlation and regression, t-test and one-way analysis of variance, and chi-square. Students use appropriate technology (e.g., calculators and SPSS) to analyze real-world data and report results using American Psychological Association and American Sociological Association styles. This course is intended for students majoring in the behavioral/social sciences. Also offered as Psychology 19; credit may be earned only once.

NEW PROGRAM

Personal Wellness and Health Professions (Certificate of Training – Credit Only)

Justification:

This program is intended to provide dual enrollment high school students who are interested in personal wellness and health careers with the tools to succeed in college and earn credits toward their future educational goals.

Description:

While providing an overview of the many factors that affect personal wellness, this certificate starts novice college students on a path to a variety of health careers through common foundational concepts, including computer skills, study skills, anatomy, and medical language, as well as hands-on instruction in basic clinical tasks. Successful completion of this Certificate of Training equates to the first of three semesters in the Medical Assisting program at MPC. Credits may also apply toward an Associate in Science degree.

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2016

New Business Agenda Item No. L

Administrative Services
College Area

Proposal:

That the Governing Board of Trustees approve the 2016 – 2019 Technology Plan that will serve as one of the college's central planning documents. It not only provides the college with direction in support of achieving its mission which is completing technology initiatives that are aligned with institutional goals, it also provides the roadmap to address current and future technology needs of Monterey Peninsula College (MPC).

Background:

In Fall 2016, under the guidance and leadership of the Director of Information Services, members of Technology Committee and Information Services worked together to develop the Technology Plan. The input for this plan came from many sources including employee and student surveys, reports from expert services, interviews with I.T. leaders from other colleges and universities, MPC I.T. staff feedback and MPC faculty and staff feedback. The objective of the Technology Plan is to identify the many technology needs faced by MPC and to form a plan to address these needs through various initiatives.

The 2016 -2019 Technology Plan is a working document. The initiatives contained within the plan will be reviewed by Technology Committee and updated periodically. The Technology Committee will report progress on a regular basis. The Technology Plan was reviewed by various campus committees. On November 22, 2016, The Technology Plan was unanimously approved by Presidents Advisory Group (formerly College Council) to be brought forward to the President and Governing Board for approval.

Budgetary Implications: The various initiatives contained within the Technology Plan will have budgetary implications. The budgetary implications range from staff time to several million dollars for an Enterprise Resource Planning (ERP) system to replace the Santa Rosa SIS system. The precise budgetary implications will be determined as the initiatives are developed into projects.

☒ **RESOLUTION: BE IT RESOLVED;** that the 2016 – 2019 Technology Plan be approved as proposed.

Recommended By:

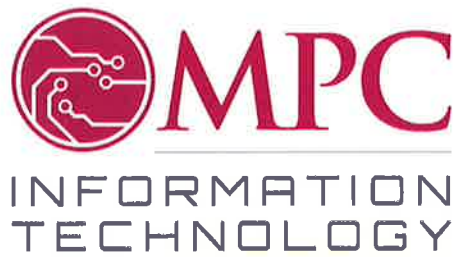

Dr. Steve Crow, Vice President of Administrative Services

Prepared By:


Michael Midkiff, Director of Information Services

Agenda Approval:


Dr. Walter Tribley, Superintendent/President



TECHNOLOGY PLAN 2016-2019

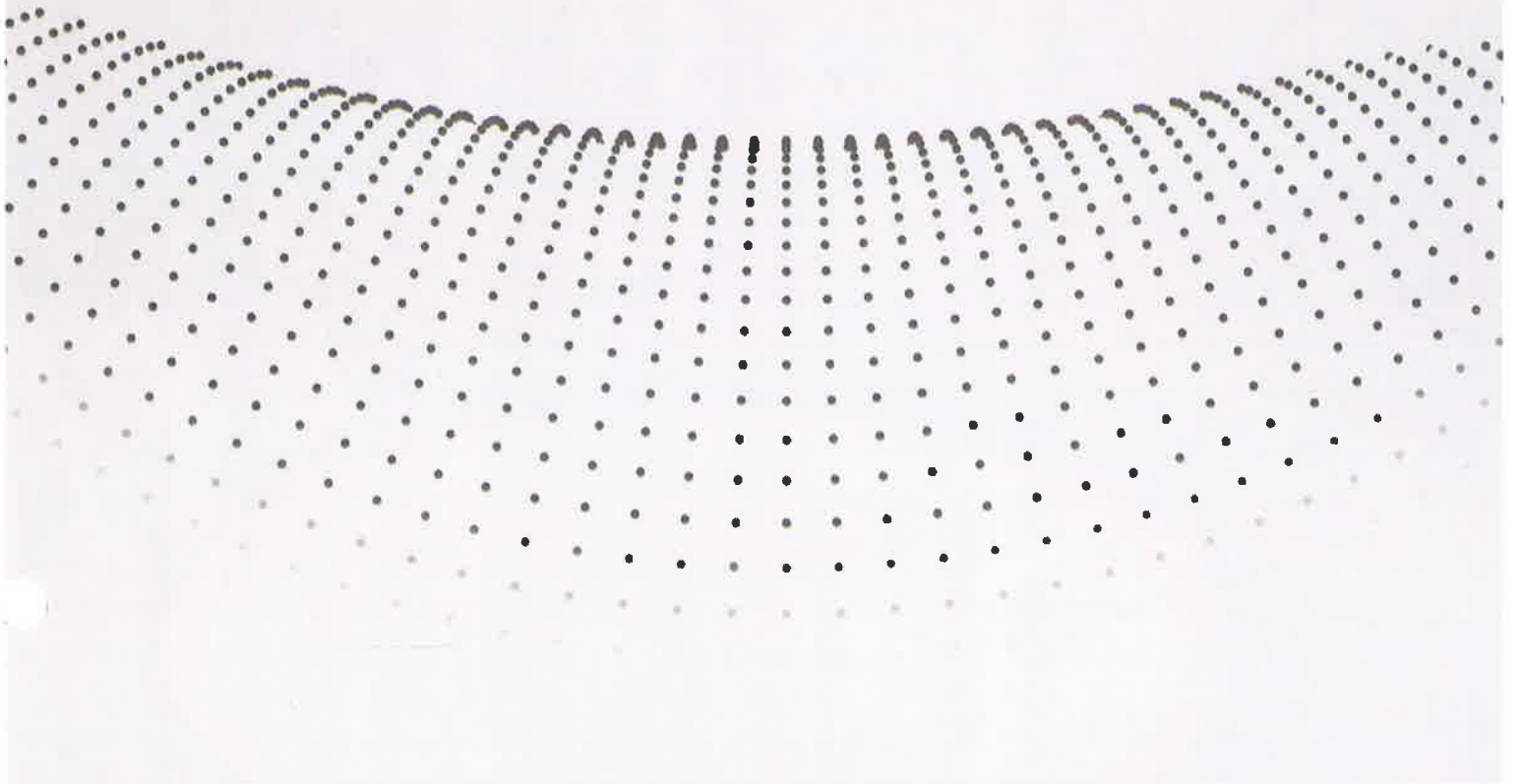


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Executive Summary

The Technology Plan was developed to improve the overall student experience and learning environment at Monterey Peninsula College (MPC). The goal is to enhance student success by providing a high level of accessibility, service and support through the utilization of current technology.

State wide initiatives and mandates such as SB1456-The Student Success Act, Online Education Initiative (OEI) and Workforce Connection make a robust technology infrastructure essential for the sustainability of MPC. As an example, SB1456 requires MPC to change and enhance the way we communicate with our students. SB1456 directly effects our funding, the decisions we make about these changes must be made with high regard to current needs, future compliance, and stability, while ensuring that our existing core services be maintained or enhanced.

The MPC network can be leveraged to facilitate communications between the campus and students. These communications should be provided on-demand, as needed, and in real time, leveraging communication devices that our students are already using. Our wired and wireless infrastructure is of paramount consideration in order to facilitate this communication strategy. If addressed and implemented properly, our network can serve as the platform for MPC to fundamentally change the way we communicate with our students today and in the future.

This three year strategic plan sets forth a roadmap for technology enhancements at MPC. This Technology Plan, aligned with the goals and objectives of the five-year Education Master Plan, identifies the current technology needs at MPC and, to the extent possible, anticipates future technology needs. Where possible, this plan lays out the methods and processes necessary to meet those needs and the strategy to ensure that MPC resources support the delivery of high quality technology.

Some of the key technology needs addressed in this plan include: replacing the Student Information System, implementing an integrated Enterprise Resource Planning (ERP) system, redesigning the MPC intranet, implementing a technology refreshment plan, upgrading campus WiFi, enhancing core network infrastructure and developing a disaster preparedness/recovery plan.

The MPC Technology Plan is a living document that will be reviewed periodically by the Technology Committee and updated as necessary. Major revisions to this document will be executed based on large-scale changes of dependent documents, such as the Institutional Goals, Educational Master Plan, Strategic Initiatives and/or College Mission. Ongoing meetings with individuals, shared governance committees, and functional area groups, as well as campus-wide surveys will be some of the methods used to continue to gather data.

Institutional Goals and Objectives

The Technology Plan aligns with the goals and objectives which are defined in the 2012 -2017 Educational Master Plan as follows:

Educational Master Plan

MPC's 2012 -2017 Educational Master Plan (EMP) is the College's academic map; it serves as one of the College's central planning documents. It not only provides the College with general direction in support of achieving its mission and institutional goals, it also provides a framework for the integration of virtually all of the College's planning efforts.

Institutional Goals

The Educational Master Plan has identified four institutional goals that provide the framework for all plans and initiatives developed by the college. The four institutional goals approved by the College Council and the Board of Trustees on April 5, 2011 are:

1. Promote academic excellence and student success.
2. Build MPC into an economic driving force for the Monterey area by supporting and developing programs that teach employable skills.
3. Manage the rate of growth in programs and services in Seaside and Marina, subject to funding and growth conditions.
4. Maintain and strengthen instructional and institutional technology.

These institutional goals provide the framework for the Educational Master Plan and will guide prioritization and implementation of technology initiatives.

In addition to the goals listed above, Appendix G of the EMP is the *Strategic Initiative for Technology Sustainability*. All initiatives included in this Technology Plan are clearly defined as aligning to Institutional Goals or the *Strategic Initiative for Technology Sustainability*.

Planning Assumptions

Technology planning and resource allocation is guided by the College's planning and resource allocation process, which is in turn shaped by MPC's institutional goals. College constituencies participate in the program review annual plans to identify needs. Technology related initiatives are collected through the division chairs, administrative structures, and other sources including campus-wide surveys. The Technology Committee reviews the initiatives and a recommendation is made to President's Advisory Group based on the Technology Committee's evaluation criteria.

1. All initiatives herein will support the institutional goals of the College, as articulated in the Educational Master Plan and encompassed by the College Strategic Initiatives, and in response to ACCJC planning agenda items and standards.
2. The Technology Plan is one of the College's key strategic plans and plays a critical role in the success of the College.
3. As the detailed design and planning phases are implemented through the Technology Plan, the IT Department will identify technology issues and initiatives to be incorporated into relevant plans.
4. A significant number of demands for technology-related support will compete for limited funding. Consequently, the Technology Committee will rely on evaluation criteria to bring forward recommendations to President's Advisory Group (formerly College Council).

Introduction

Current and Future Environment

Based on research, evaluation, and feedback the overall state of technology at MPC has been below reasonable expectations. The successful completion of most of the initiatives contained in the 2013-2016 Technology Plan has significantly improved the overall technology at MPC, however, there is still a lot of work that needs to be done. Both the systems and services are in need of additional resources. Careful planning and follow-through is required to turn the course of technology for MPC. The items below are some factors in driving the need for this strategic technology plan.

Areas that Need Attention

1. MPC's reliance on the current Student Information System (SIS) has put this college into a very vulnerable position.
2. MPC needs a fully integrated Enterprise Resource Planning (ERP) system to pull together the systems of key functional areas. Santa Rosa Junior College (SRJC) has provided MPC notice that they will be putting out a Request For Proposal (RFP) for an ERP in Spring '17. SRJC plans to start a ERP implementation project in the Summer '17. This will directly impact MPC because SRJC programmers that are assigned to development and maintenance of the SIS system will be reassigned to new ERP implementation.
3. The WiFi at MPC needs to be upgraded to address current demands and expectations of the college and its students. A plan needs to be in place to address WiFi expectations such as Bring Your Own Device (BYOD) and other student-focused needs.
4. The networking infrastructure needs to be upgraded at hardware level and redesigned at a software and configuration level. This remediation work is critical to future projects, such as an ERP system and WiFi improvement.
5. The Intranet solution needs to be upgraded and redesigned.
6. The age of all technology related equipment including workstations, networking devices, servers and storage equipment is well beyond industry use recommendations; there is a need to put significant resources and planning into technology refreshment.
7. The decentralized model of IT support and services does not meet accepted industry standards and best practices.
8. The IT Department must be provided with the necessary resources to improve the current state of technology at MPC.
9. In addition to IT providing expert support to the infrastructure and applications, IT must be more proactive in providing appropriate technical training and other professional development opportunities, for both the technical staff and their customers.
10. Collaboration and communication between functional areas, users and IT, needs improvement.

11. The design, procurement, and implementation of all technology on campus needs to be done in partnership with the IT Department through planning and collaboration.
12. Change is inherent with technology and the campus needs to be flexible enough to analyze and adapt to those changes as they occur in order to meet the technological needs and expectations of our students, faculty and staff.
13. The security of data needs to be enhanced with updated systems and policies.

Benefits to Students, Staff and Faculty

The three year strategic technology plan has both internal focus on functional areas and technology infrastructure. The primary purpose, however, is to improve technology systems and services designed to support instructional needs. The students of MPC will directly benefit from improved access to information and services. Learning needs will be the focal point when designing and implementing new technologies.

Benefits for students:

1. Easy, clear and efficient enrollment process
2. Access to campus wide WiFi
3. User-friendly navigation of new MPC website
4. 24-hour access to class websites and materials
5. Secure and efficient email communications with other students and instructors
6. Up-to-date classroom and computer lab technology that reflects industry standards

Benefits for faculty and staff:

1. Dependable technology equipment and support
2. Reliable classroom technology, customizable for specific software requirements
3. Sustainable technologies focused on efficiency
4. Ability to communicate securely with students online/via email
5. Easy access to forms, committee news, calendars, employee handbook, etc.
6. Increased electronic storage and reduced need for printed materials
7. Ability to customize department webpages easily (intuitively)
8. Streamlined and efficient processes for routine tasks with flexibility to adjust/improve

Recap of Goals, Objectives and Initiatives (2013-2016)

Goal 1: Academic Accessibility and Success	Status	Notes
Objective 1a – Enhance Delivery and Support of Technology to MPC		
1.a.1: Implement help desk software for IT/AV	Implemented July 2016	Freshservice IT helpdesk solution was implemented to enhance the ability for customers to request support and for IT managers to track / monitor progress of support tickets. Freshservice is based on Information Technology Infrastructure Library (ITIL)
1.a.2: Develop mobile apps for institutional use	Ongoing – Was removed as a Tech Plan Initiative (see notes)	More cost effective to purchase solutions versus building own. Student Services has implemented several apps which are supported by IT
Objective 1b – Enhance Distance Education		
1.b.1: Implement help desk software for Distance Education issues	Implemented Oct 2014	Freshdesk helpdesk solution was implemented based on ease of use, specifically focused on student support for Distance Education issues.
1.b.2: Hire full time instructional support technician	Implemented October 2014	This position was filled.
Objective 1c – Technology Support, Services & Training		
1.c.1: Centralize & standardize technology support	Ongoing	In March of 2016, Strata Information Group(SIG) performed an IT Department Health Check. One of the major findings from that report was a recommendation for a centralized model for tech support, to improve efficiencies and standardize IT solutions across campus.

1.c.2: Increase technical proficiency & professional development	Ongoing	The IT Department provides individual and small group training for Microsoft suite, Google Apps for Education and the public website CMS. Distance Education offers training on the Learning Management System (LMS) – Currently both Moodle and Canvas. Note: Canvas will be the only MPC supported LMS starting Fall '17
1.c.3: Improve IT best practices, planning & support	Ongoing	Improvements have been made in the areas of best practices, planning and support. IT Service Management (ITSM) based on Information Technology Infrastructure Library (ITIL) framework is being put in place.
1.c.4: Create a new computer/network Acceptable Use Agreement (AUA)	Implemented Board Approved	Board Policy (BP) 3720 and the associated Administrative Procedure (AP) 3720 were Board Approved in Spring '15
1.c.5: Develop a Service Level Agreement (SLA)	In progress	An SLA is being developed as part of the new helpdesk solution (Freshservice).
1.c.6: Develop consortiums & partnerships with IT Leadership at CCCs	Ongoing	This is an ongoing process. There is an ongoing collaboration through CISOA and other listservs .
1.c.7: Establish IT maintenance windows	Implemented Approved by President's Cabinet	The following are approved Maintenance Windows to be used by IT to update systems: <ul style="list-style-type: none"> • 1st & 3rd Sat: 10pm – 8am • 2nd Wed: 10pm – 6am
1.c.8: Address IT staffing needs	Ongoing	Two new IT positions were created and filled: Network Technician and Instructional Technology Specialist (taking over the A/V Support Duties) However, the SIG IT Health Report provides evidence that the IT Department is still understaffed in many critical areas, including: Mid-tier management (Example: Network Operations Manager) and programming staff.

Goal 2: Communication and Collaboration	Status	Notes
Objective 2a – Enhance Multiple Channels of Communication & Collaboration		
2.a.1: Redesign website including project management & hosted solution	Implemented	The MPC.edu public website has been redesigned and reimplemented. The site is hosted on Rackspace servers and the content management system (CMS) is provided by an external vendor, Vision Internet. A new initiative for update\enhance the Intranet will be included in the 2016-19 Technology Plan.
2.a.2: Develop mobile apps for institutional use	Removed	After conducting research, it has been determined that developing mobile apps in-house is not practical. Instead, many internal solutions have been updated to be mobile-friendly and external apps have been procured and available via download.
2.a.3: Implement hosted email, storage & collaboration solution	Implemented	Google Apps for Education went live in Spring '16.
2.a.4: Implement & enhance the use of social media	Removed	It has been determined that this work is more appropriate for a PIO office.

Goal 3: Technology Infrastructure	Status	Notes
Objective 3a – Enhance Institutional Network & Internet Connectivity		
3.a.1: Enhance network infrastructure	Ongoing	Major improvements and upgrades have taken place. However, as evidenced by attached reports, there is still a lot of work to be done.
3.a.2: WiFi validation, plan & upgrade	Ongoing	Major improvements and upgrades have taken place. However, as evidenced by attached reports, there is still a lot of work to be done.
3.a.3: A redesign of VOIP, Voicemail	Implemented	The Microsoft Voicemail solution was upgraded to a CISCO Voicemail Solution.
Objective 3b – Enhance Security for Transactions, Storage & Backups		
3.b.1: Utilize services provided by the CCC Information Security Center	Ongoing	A external vulnerability scan was completed by the CCC Technology Center in June '16. Several vulnerabilities were discovered and are being addressed. Periodic vulnerability testing and remediation will be an ongoing process.
3.b.2: Implement network management/monitoring software	Implemented	Solarwinds network monitoring solution has been implemented.
3.b.3: Develop disaster preparedness/ recovery plan	In Progress	This initiative is in-progress and will carry over to the 2016-19 Technology Plan.

Objective 3b – Enhance Security for Transactions, Storage & Backups		
3.c.1: Implement server & desktop virtualization technologies	Ongoing	As server hardware is retired, new servers are implemented as virtualized servers.
3.c.2: Implement Single Sign On (SSO)	Implemented	Clearlogin has been implemented as the SSO solution. This solution provides the ability to authenticate once to gain access to several MPC applications including Google Apps, Canvas, IT help desk, and others. When new applications are brought to MPC, they are configured to work with SSO. The SSO is accessible on the homepage of MPC under the “Lobo Apps” quick link.
3.c.3: Active directory redesign	On hold	This initiative will be redefined and will be included in the 2016-19 Technology Plan
3.c.4: Develop a centralized printing solution	In Progress	Initial research and discovery is taking place. A new contract with Cannon copier/printers is in place.

Goal 4: Institutional Information Management	Status	Notes
Objective 4a – Enhance Institutional Data Storage, Retrieval, Organization & Access		
4.a.1: Hire consultant to perform a Business Performance Analysis (BPA)	Implemented/ Ongoing	4 BPA's have been completed, including: <ul style="list-style-type: none"> • New Employee Transition Process • Student Enrollment Process • Financial Aid Processes • Purchasing Processes Remediation work discovered as a result of these BPA's is underway. Additional BPA's may be scheduled for the future.
4.a.2: Procure & implement Enterprise Resource Planning (ERP) Software	On Hold	This initiative is on-hold until a funding source can be identified.
4.a.3: Enhance institutional reporting in concert with the new ERP system	In Progress	New Systems such as Enrollment Management System (EMS) and TracDat are being implemented. Because funding has not been identified for ERP implementation, there is a need to get as much out of the present systems as possible.

Goal 3: Technology Infrastructure

The college technology infrastructure needs to be enhanced and supported to provide the tools and resources for institutional technology needs.

Scope:

The technology infrastructure is the core of technology on this campus. We need to provide a modernized and sustainable foundation for which technology on this campus will grow. This includes: hardware, software, transmission networks, security protocols, backup and recovery systems, and monitoring systems.

3.a – Enhance the Institutional Network and Internet Connectivity		
Initiative	Description	Measureable Outcomes
3.a.1 Enhance network infrastructure	Deploying and managing a stable, robust, flexible and secure network infrastructure is a critical responsibility fundamental to delivery of all technology services. Conduct a comprehensive review of the campus network (equipment and configuration) using trusted external resources: either a professional consulting firm or perhaps explore engagement with experienced staff from peer institutions. Such a review was completed three years ago, generating many useful recommendations. A similar review of the current network environment should identify current risks and opportunities relative to stability, reliability, and security prior to undertaking any major system implementation.	The following should be completed before Fall '17: <ul style="list-style-type: none"> • Security systems including enhanced firewall implemented • Independent Network Security audit completed before and after implementation • Network engineers trained on the ongoing use and maintenance of security systems
3.a.2 WiFi validation, plan and upgrade	WiFi coverage has greatly improved in the last 3 years. However, the work needs to continue to enhance WiFi to	Working directly with the office of Academic Affairs, identify and prioritize enhanced WiFi coverage based

	address current and future student and instructional needs.	on the following criteria: <ul style="list-style-type: none"> • Instructional need (WiFi directly supports current or planned program needs) • Enhanced campus-safety related communications • Sustainability
3.a.3 Segment Computer Sciences (CS) labs to support network and Cyberpatriot classes	There is a growing demand for cybersecurity and networking classes. These classes pose a potential security risk to the network. The demand for these classes should be embraced, however, work must be done to remediate the security concerns.	By Fall 2017 have the CS labs segmented onto a separate, secure networks with access to the internet.
3.a.4 Implement a Bring Your Own Device (BYOD) environment	As part of the strategy to reduce the overall computer count, a BYOD environment needs to be implemented. To successfully implement a BYOD environment factors such as WiFi availability and appropriate furniture have to be addressed.	Identify and implement BYOD infrastructure in appropriate locations.

3.b – Enhance Security for Transactions, Storage and Backups		
Initiative	Description	Measureable Outcomes
3.b.1 Conduct external security audit/review	Engage trusted external resources to conduct a comprehensive infrastructure security audit/review. This audit should include testing for vulnerabilities and implementation of internal and external best practices	<ul style="list-style-type: none"> • Complete external security audit review • Review results with appropriate stakeholders
3.b.2 Address known security vulnerabilities	Technology security measures need to be increased at MPC. The current state of cybersecurity on campus must	Successfully implement and train on systems that will address known security issues. Examples include

	be upgraded to mitigate vulnerability and risk to the college.	upgraded firewall solution and network security management tools.
3.b.3 Develop disaster preparedness/recovery plan	There is a need to formally plan and document a disaster recovery/business continuity plan. This plan should consider both hosted and local data backup and recovery options.	A formalized disaster recovery/business continuity plan to be completed by Summer 2017.

3.c – Increase Sustainability and Reduce Ongoing Overhead

Initiative	Description	Measureable Outcomes
3.c.1 Promote the use of unlimited hosted (Google) data storage. Develop appropriate quota for local data storage.	In a recent scan of the locally stored data, it was determined that the local data storage has grown beyond sustainability. While IT will continue to support and maintain local storage, a reasonable per user quota needs to be put in place. The campus has unlimited cloud storage available through Google Drive. This unlimited cloud storage should be utilized when practical and possible.	<ul style="list-style-type: none"> Reduced the amount of locally stored user data to a reasonable level. Set a quota on the per user local storage
3.c.2 Develop sustainable printing solutions	Evaluate campus printing solutions, including copier/printer contracts and Print Shop Operations.	Develop report addressing all campus printing requirements and current solutions with recommendations for improvement.
3.c.3 Centralize servers and related systems	There are multiple servers, often managed by Instructional Technicians, across campus that need to be centrally located and managed by the IT Department.	Design a supportable and sustainable centralized server solution that addresses the needs of the current decentralized servers.
3.c.4 Redesign Active Directory	Currently Active Directory (AD) is divided into two	Redesign and implement Active Directory (AD)

	domains: MPC.EDU and Lobosmpc.org. The time has come to review this design and to redesign using current industry recognized best practices.	adhering to currently recognized industry best practices.
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Goal 4: Institutional Information Management

Faculty and Staff will have access to college information systems that facilitate storage, retrieval, analysis and reporting of institutional information.

Scope:

The guidelines for a business process analysis, the procurement of an Enterprise Resource Planning system, as well as institutional reporting in concert with the ERP system will be established.

4.a Enhance the Institutional Data Storage, Retrieval, Organization and Access		
Initiative	Description	Measureable Outcomes
4.a.1 Implement Enterprise Resource Planning (ERP) system.	An ERP would greatly expand the institution's effectiveness and efficiency with regard to its operational data, as well as allowing for efficiency and expansion of services to students. The need to transition to an ERP has been a topic of institutional discussion since 2013, and has been documented in the MPC Technology Plan 2013-2016, in the Institutional Goals and Objectives (see Objective 4.2), and in the Self Evaluation Report (see Standards I.B.8, II.A.6, and III.C.2).	See Appendix F - Quality Focus Essay
4.a.2 Implement Enrollment Management System (EMS)	The need for an Enrollment Management System (EMS) emerged from these discussions. Once implemented, EMS will increase access to course enrollment data and provide the ability to examine enrollment for the entire College down to the level of individual course sections.	See Appendix F - Quality Focus Essay
4.a.3 Implement TracDat	The TracDat system will strengthen connections between data elements of	See Appendix F - Quality Focus Essay

	<p>SLOs, program review, planning, and resource allocation; once implemented, TracDat will connect these elements to each other and to the College's Institutional Goals. Using TracDat to improve the practical connections between the components of the planning and resource allocation process will allow the institution to improve institutional effectiveness and make better decisions in support of student success.</p>	
4.a.4 Fully utilize current systems - SIS, Escape, EMS	<p>Even though MPC is in need of an ERP system, there is a need to fully utilize the systems currently in place.</p>	<p>Meet with Santa Rosa Junior College (SRJC), review their similar systems and processes. Implement appropriate enhancements to current SIS (and related) systems (Examples include integrated timekeeper system, employee onboarding process, etc.)</p>
4.a.5 Develop paperless processes	<p>There is a need for a documented, paperless, processes to be developed. These processes need to be developed in a collaborative manner involving IT, HR, A&R and other functional areas.</p>	<p>Development and implement paperless processes.</p>
4.a.6 Establish Data Custodian/ERP Steering committee	<p>Accurate data is vitally important for MPC. The collection and reporting of data has been problematic. A collaborative steering committee with District level data oversight should be developed. This committee will take a lead role in steering MPC towards the procurement and implementation of an ERP.</p>	<p>Develop a Data Custodian/ERP Steering Committee with the following key stakeholders:</p> <ul style="list-style-type: none"> ● Director, Information Services ● Director, Admissions & Records ● Director, Financial Aid ● Controller ● Systems and Programming Manager ● Others as determined by VPs and President

4.a.7 Implement PowerFAIDS	The current Financial Aid system, FAMS, is at end of support. Therefore, a new system has to be implemented. PowerFAIDS is a comprehensive, customizable software solution that automates your financial aid process. It allows institutions to efficiently and equitably administer financial aid, eliminating hours of paperwork and allowing for more student interaction.	PowerFAIDS go-live by Spring '17
4.a.8 Implement a "non-paid" waitlist	Currently the SIS system only allows for a "paid" waitlist. In other words, a student has to pay the class fees to be added to a waitlist. Because of issues that would cause, this option has not been enabled in the SIS system. It has been determined that non-paid waitlist is needed.	<p>Hire a programmer to develop a non-paid waitlist.</p> <p>Project Objective:</p> <ul style="list-style-type: none"> ● Implement "Unpaid" wait-list to be integrated into the SIS system <p>Timelines:</p> <ul style="list-style-type: none"> ● Demo in place by early Feb '17 (faculty training Feb and Mar '17) ● Production go-live before Summer '17 priority registration (April 10, 2017) <p>Additional Notes:</p> <ul style="list-style-type: none"> ● Training will be provided to faculty ● Wait-list will be limited to 15

Goal 5: Funding & Sustainability of Technology

Technology solutions will be high priorities for the college and are funded, acquired, developed and implemented in a timely, sustainable and cost-effective manner.

Scope:

The Technology Committee in consultation with the IT department will research a sustainable refresh strategy and identify additional funding sources. Grants and partnerships that are obtained will enhance technology for the campus and strengthen relationships with other educational and professional entities.

5.a Improve Technology Budgeting, Prioritization and Purchasing Processes		
Initiative	Description	Measureable Outcomes
5.a.1 Formally plan and fund an annual refresh cycle for enterprise infrastructure needs (network and centralized server/storage equipment) as well as personal equipment needs (faculty/staff/classroom PCs and related equipment).	MPC replaces aging instructional and institutional technology as part of its integrated planning and allocation processes. Inventory documents detail the equipment, years to replacement, and yearly replacement cost.	<ul style="list-style-type: none">• Develop an ongoing budget to address technology refresh should be established.• Reduce the overall number of MPC computers by at least 10%.
5.a.2 Utilize Managed Hosted Solutions	The ongoing expense and management overhead to house local servers and storage can be offset by using managed hosted solutions, when appropriate.	Evaluate new solutions and systems in place for feasibility to move to managed hosted solutions when possible.

Information Services Department Overview

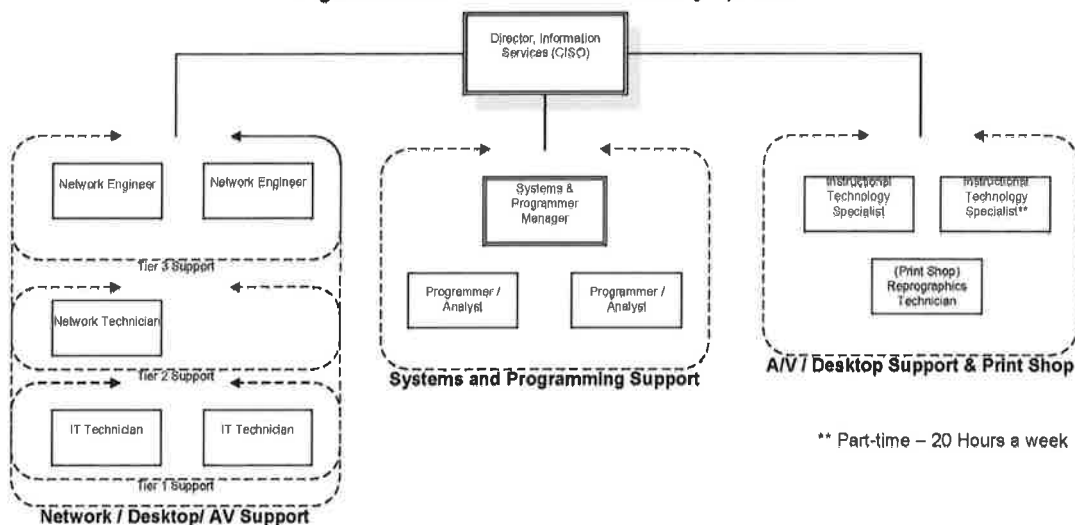
An essential factor in the Technology Plan is the available resources to successfully complete technology initiatives. The Information Technology (IT) Department is responsible for the implementation and continuing maintenance of the majority of the technologies discussed in this plan. The narrative below is the current status of the IT Department staffing as well as a proposed staffing model to address current and future technology needs as defined in this Technology Plan.

Current Staff Model

The IT Department supports the technology needs of the College in areas of instruction, student services and administration ranging from the central systems to individual desktops. The staff is composed of individuals trained in their area of specialty.

Qty	Position	Assignment or Speciality
1	Director of Information Services	Department Management and Chief Information Systems Officer (CISO) for the College
1	Systems & Programming Manager	Supervises, organizes, coordinates, and participates in the work assigned to Programmer/Analysts
2	Programmer/Analyst	Develops and maintains applications. Also responsible for required state mandated data submissions.
2	Network Engineer	Tier 3 support - Instructional, staff, and faculty infrastructure administration and support
1	Network Technician	Tier 2 support - Performs duties that span complex Tier 1 support and less complex Tier 3 support.
2	IT Support Technician	Tier 1 support - Desktop and AV
2	Instructional Technology Specialist	Tier 1 Support - Classroom technologies, AV and desktop
1	Reprographics Technician	Print shop operations and support

Organizational Chart - Effective July 1, 2016



Proposed IT Staffing - Phase I

The MPC IT Department must stay current with technology and provide service and value to the college. Gaining efficiencies and improving productivity are necessary adaptations to the changing economic conditions of the California education sector. Based on evaluation of the current IT staff model, the following additional resources are the recommended means to satisfy the goals laid out in this plan. This IT staffing model will not eliminate the need for outside technical expert services; however, it will greatly reduce the need and ongoing dependence on consulting to achieve the goals identified in this plan.

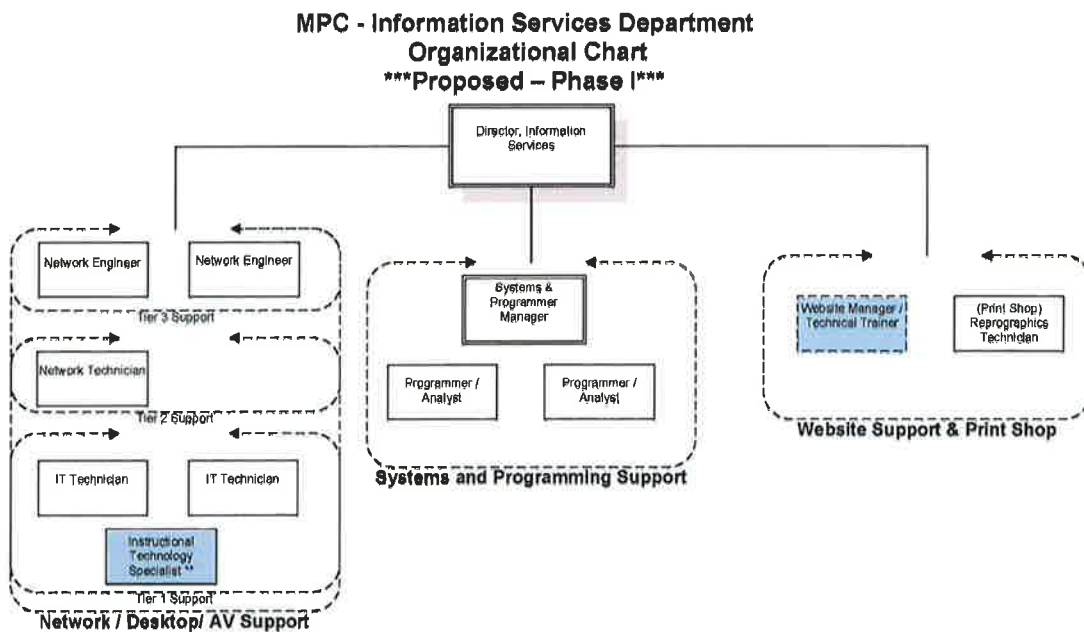
Website Manager / Technical Trainer (New Position)

The expanded capabilities of the MPC public website have identified a growing need for technical individual with strong communication, graphics design, project management and technical training skills to serve as MPC's Webmaster/Technical Trainer. The Webmaster will have oversight on the public website to ensure the site provides up-to-date information and is fully accessible. This individual will develop, maintain and promote the website, ensure the site is visually attractive and fully functional and serve as primary POC to the external vendor and hosting companies who are integral in maintaining a stable and reliable environment for the college. The Webmaster will be responsible for much of the content on the site, making sure that the website's code is compatible with various browsers, fixing broken links and images, adding new pictures, calendar events, news

items, updating content and providing training/support to other content editors, as required. In addition to providing training and oversight for faculty and staff with permissions to edit content on the public website, he/she will also serve to provide other focused training on enterprise software applications used on the campus (Google Apps, SIS, etc..) and take on project management/communication/training roles for future software application roll-outs (Intranet, ERP, etc..).

Instructional Technology Specialist

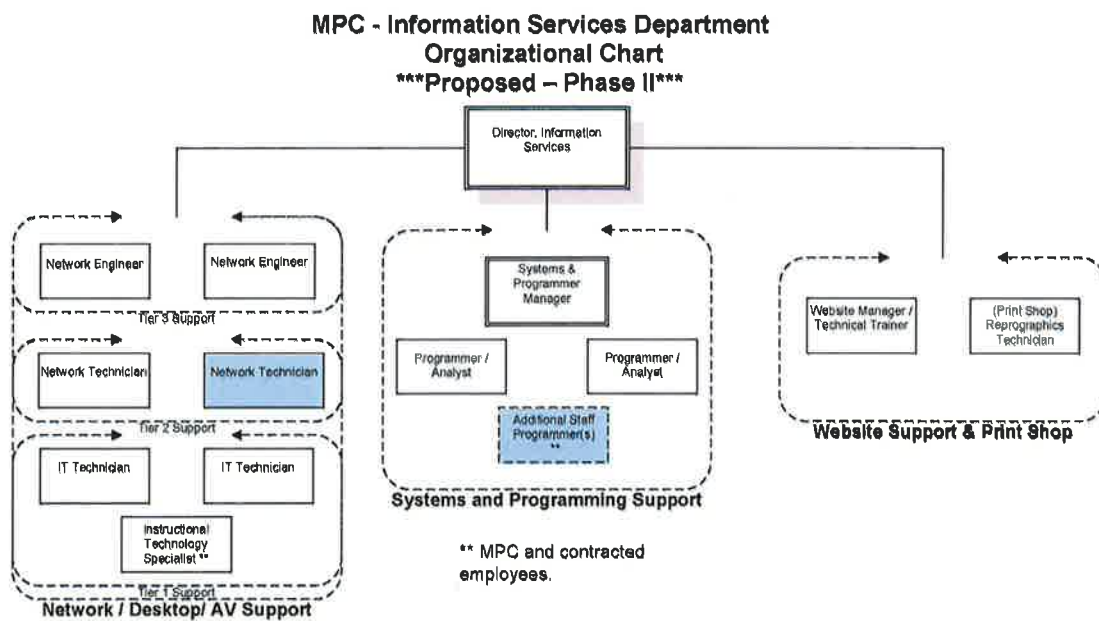
Based on the recommendations of IT Health Assessment (See Appendix B), develop and implement a plan to centralize technology support personnel. This plan needs to be inclusive of impacted stakeholders and implemented in a phased approach. The need for specialized support for programs remains a consideration.



** Existing pool of Instruction Technology Specialists after change of supervision. Support would include areas presently covered. Enhanced support would include standardized processes and overlap in coverage. AV support would be included in this coverage.

Proposed IT Staffing - Phase II

Add a 2nd Network Technician position. Increase programmers' resources through hiring additional staff programmers, contracting staff or a combination of both. The specific needs will be identified through further analysis. Other long-term IT staffing plans should include at least one additional manager reporting to the Director. (Appendix B: IT Health Assessment, Pg 65). The sequence of priorities for addressing these staffing needs may change as factors such as retirement, ERP implementation and others come forward.



Online Education

MPC's Online Education Committee (OEC) serves as the recommending body on all matters related to online teaching and learning. OEC makes recommendations on issues pertaining to academic and technical support for online students and instructors, policies and procedures related to online instruction, and also planning, development, evaluation and review of online offerings.

A Dean of Instruction provides the oversight and leadership for all MPC Instructional Technology and Distance Education.

The OEC is made up of faculty, staff, and administrators with expertise and interest in distance education including: the Vice President of Academic Affairs, a Dean of Instruction, Director of Information Services, the MPC Online Instructional Technologist, and the Faculty Coordinator for Distance Education. The OEC's membership also includes representatives from the Institutional Research and Financial Aid departments, division technicians, and instructional faculty members drawn from counseling/advising, library sciences, career technical education, liberal arts, and the sciences.

MPC has long recognized that distance education and online instruction support the learning and success of all students, traditional and non-traditional alike, by allowing for the incorporation of interactive technologies and a variety of media applications in instruction.

In addition to providing up-to-date computer technology for learning, MPC's information technology goals include: providing support for distance learning technologies such as online and video conferencing, maintaining an instructional technology lab for use by faculty, and ensuring that students with disabilities have equal access to technology.

Governing Board Policy - 3720

Chapter 3 General Institution

BP 3720 Computer and Network Use

The District owns and operates computer and electronic communication systems that support the District's mission of providing instruction and support services to students. The District explicitly prohibits individuals from using its computer systems and networks to violate intellectual property and copyright laws. All users of District information technology resources shall secure appropriate prior permission to download and/or distribute protected material in any form, including computer software, text, photographic images, graphic illustrations, video, and audio including music. The District reserves the right to deny access to its information technology resources when necessary to satisfy these restrictions and constraints.

The use of information technology resources is limited by restrictions that apply to all District property and by constraints necessary for the reliable operation of electronic systems and services. Anyone who uses District information technology resources and the information they contain, and related resources, has a responsibility to use those resources in an acceptable manner and to respect the rights of others. Administrative Procedures that provide guidelines to users for the appropriate use of the District's information technologies will be associated to this Board Policy. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other users of information technology

References: Education Code Section 70902; 17 U.S. Code Sections 101 et seq. Penal Code 502; Accreditation Standard III.C

**See Administrative Procedure 3720 on following page*

Administrative Procedure - 3720

AP 3720 Computer and Network Use

References: Education Code Section 70902; 17 U.S. Code Sections 101 et seq. Penal Code 502; Accreditation Standard III.C

Computer and Network Acceptable Use Agreement (AUA)

Introduction

To comply with federal and state regulations, laws, and harassment mitigation policies, educational organizations are compelled to establish Internet safety guidelines otherwise known as Acceptable Use Agreements (AUAs) for the appropriate use of computer systems.

Rights and Responsibilities

Use of computers, services, and networks owned by Monterey Peninsula College (MPC) is a privilege governed by certain regulations and restrictions as defined by the College as well as by all applicable federal, state and local laws.

The user agrees to abide by the regulations set forth in this AUA. This means that the user agrees to behave responsibly in accordance with the standards established by MPC and this document while using college systems and network resources.

Right to Privacy

MPC supports each individual's right for personal communication; however, messages on computing resources are accessible to others through normal system administration activities and to the public through public records laws. Therefore MPC cannot guarantee privacy of electronic communication.

The system administrator reserves the right to monitor the usage of all network resources to ensure compliance with this policy, College policy, and federal, state and local laws. User files may be subject to search by law enforcement agencies under court order if such files contain information which may be used as evidence in a court of law.

MPC users are expected to comply with copyright and intellectual property laws. Users who become aware of any violation of this policy should notify the proper authorities.

Email

Email correspondence between employees of MPC to students or the community directly related to performing the duties and business of the College must take place using the official MPC.edu email

address. Any official correspondence to a preferred or provided email address that is not a MPC domain email address will be considered a violation of this policy. MPC students should be directed to check MPC.edu email often for communication from the college and its employees. The MPC administration acknowledges there are exceptions to this policy such as when contacted by past students who no longer use college email or prospective students who have not yet received their student email address.

Student E-mail

An MPC e-mail address (username@mpc.edu) is provided to all students as an official means of communication. Students are responsible for all MPC communication sent to their MPC e-mail address.

It is expected that students check their e-mail account on a frequent and consistent basis. To ensure that students remain current with MPC-related communications, students are strongly encouraged:

- To check their e-mail at least two times a week.
- To respond to all official MPC communications as directed in each communication (e.g., responding in person, by surface mail, or by e-mail).
- Do not assume an e-mail response is a satisfactory substitution when directed otherwise.

Students are subject to this policy during academic terms for which they are enrolled, during breaks between terms, and during MPC holidays and vacations.

Faculty members determine how they will use e-mail in their classes. Faculty may wish to include their e-mail expectations in the course syllabus. The distribution of mass communications is restricted to MPC departments and offices for MPC business. External requests for mass communications will not be honored.

MPC employs various measures to protect the security of its computing resources and users' accounts. However, users should be aware that MPC does not and cannot guarantee such security. Furthermore, individuals are advised to exercise caution when sending sensitive privacy-protected student information via e-mail (See or Family and Educational Rights and Privacy Act (FERPA) guidance online for additional information). In addition, individuals are reminded that some MPC information is not appropriate for e-mail communication.

Enforcement

Violations of this policy will be reported to the appropriate administrator and, if warranted, the appropriate civil authorities. Non-compliance with this policy may also result in the loss of access to computer resources.

- Students will be subject to the student discipline process as outlined in the college catalog.
- Employees: Enforcement and discipline of this policy will be decided upon by HR and/or applicable union contract agreements.

Acceptable Use Agreement

Conduct which is deemed non-acceptable use of MPC technology resources includes, but is not limited to, the following activities:

- Using a computer account without authorization.
- Sharing an account with other users is not authorized.
- Using the campus network to gain unauthorized access to any computer systems.
- Connecting unauthorized equipment to the campus network.
- Using a personally-owned wireless access point or wireless device acting as an access point on campus.
- Attempting to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks, e.g., deleting programs or changing icon names.
- Knowingly or carelessly running or installing on any computer system or network, or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses, and worms.
- Deliberately wasting/overloading computing resources
- Violating terms of applicable software licensing agreements or copyright laws.
- Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, movies, etc.
- Using College resources for commercial activity, such as creating products or services for sale.
- Using electronic mail to harass or threaten others. This includes sending repeated, unwanted e-mail to another user.
- Initiating or propagating electronic chain letters.
- Inappropriate mass mailing. This includes multiple mailings to newsgroups, mailing lists, or individuals, e.g. "spamming," "flooding," or "bombing."
- Forging the identity of a user or machine in an electronic communication.

- Transmitting, reproducing, or publicly displaying materials that are slanderous or defamatory in nature or that otherwise violate existing laws or MPC regulations.
- Attempting to monitor or tamper with another user's electronic communications.
- Reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.
- Transmitting pornographic material.
- Software theft (pirating). Users will not install unapproved software on computers owned by MPC, including software that does not include a site license agreement via MPC Tech Services.
- Accessing MPC Ethernet (wired) network without written permission from MPC IT is strictly prohibited. Violations of this include:
 - Moving computers, printers or other devices from one data port to another.
 - Plugging any personal device into a data port.
- Network shared storage is for work related purposes only. Storing non-work related personal items, including photos, video clips and music is prohibited.

**See Board Policy 3720 above*

Services Level Agreement (SLA)

Purpose

The purpose of this document is to define service levels provided to Monterey Peninsula College (MPC), to ensure supported business needs are met. This Service Level Agreement (SLA) identifies customer expectations and defines services provided by MPC Information Technology (IT), stating agreed-upon service level goals, operating practices, and reporting policies.

Commitment to excellent service

IT is committed to delivering excellent customer service by:

1. Responding to requests for support within published time frames.
2. Interacting with the MPC campus community in a respectful and courteous manner.
3. Requesting feedback for opportunities for improvement.
4. Continuously working to improve quality of service.
5. Regularly reviewing and monitoring performance based on this SLA.
6. Publicly publishing weekly status reports.
7. Notifying all impacted customers well in advance before any system change takes place. The notification will be provided with as much lead time as possible.

Scope

IT provides support to MPC employees in the following categories:

1. MPC owned computing devices – desktops, laptops, etc.
2. MPC owned telephones, fax machines
3. Supported software applications
4. MPC IT approved Operating Systems, hardware, firmware, and supported software updates
5. MPC IT recommended anti-virus and power management software
6. Access to shared folders
7. MPC owned peripherals such as printers and scanners
8. Network hardware management
9. Internet connectivity and core phone systems/services
10. Core Enterprise Applications; Email, SIS
11. Network equipment configuration/installation

*The list above is not comprehensive and does not reflect the collaborative efforts between IT and the Lab Technicians in the current decentralized technical support model.

Out of Scope

1. Any equipment that is not owned by MPC.
2. Personal computers, laptops, tablets, or smart-phones of faculty, staff or students.

3. All personally owned devices and software.
4. Third party software not installed by IT.
5. District or College purchased software cannot be installed on personal systems.
6. Ad hoc end-user training on applications.

Hours of Operation

Normal hours of operation are Monday through Thursday, 8:00am – 8:00pm; Friday 8:00am - 5:00pm. All campus-observed holidays are excluded.

Requesting Service/Assistance

Submit all requests and question through the IT & AV Help Desk

Priority Levels

IT will assign priorities for all requests not resolved at the time of the initial call, based on the below definitions. Requests will be handled according to the priority of the work order, as determined by IT.

The following table briefly describes priority levels assigned to work orders, and initial response time expectations. While every effort will be made to resolve all issues immediately, circumstances may delay remediation or repair. In such cases, a resolution path and approximate time frame will be determined, and communicated to the end-user.

Level	Description	Initial response	First Contact Point	Escalation
1	Critical Emergency	<1 hour	831-646-4080 and x4088 (Evening Support) IT/AV Help Desk	Tier 4: Director, IS/Systems Programming Manager Tier 3 : Network Engineers/Programmers Tier 2: Network Engineer Tier 1: Technicians/Help-desk
2	Urgent/High	<2 hours	IT/AV Help Desk	
3	Normal	24 hours	IT/AV Help Desk	
4	Low/Scheduled	5 days	IT/AV Help Desk	
5	Project Based	Scheduled	IT/AV Help Desk	

Priority levels in detail

(Bullet points are provided as examples only and not inclusive of possible range of issues and may not reflect current model of decentralized technical support)

Priority 1: < 1 hour response

Defined: Immediate impact upon instruction

- Classroom technology failure, preventing the class from proceeding
- Critical service failure for one or more divisions/business groups

Priority 2: < 2 hour response

Defined: Urgent or high priority issues directly impacting instruction or business operations

- Classroom technology failure that must be addressed before the next class meeting
- Staff inability to access core services
- Faculty or staff computer is non-functional, and preventing them from working
- Virus infection

Priority 3: 1 day response

Defined: Day-to-day support issues of a non-urgent nature

- One or more applications will not function, but an alternative exists
- Classroom technology problems that do not prevent the class from proceeding
- Issues of an inconvenient nature, but not impacting day-to-day business operations

Priority 4: 5 day response

Defined: Low priority or scheduled requests

- The user has requested A/V for a class in the future
- An appointment for new or replacement equipment to be set up
- Computer OS or Software updates
- Equipment/phone moves and setup

Priority 5: Project based requests

Defined: These requests are considered informational, or project-oriented, and will be addressed as part of larger projects or ongoing maintenance issues.

- Any request for non-essential help without time constraints
- Technology initiatives or projects
- Non-urgent software or equipment purchase consultation

Exceptions:

During traditionally busy times, such as the first week of a semester, response times may be longer than normal. Help Desk staff will inform callers if a delay is to be expected.

Response times do not guarantee resolution times, although every effort will be made to resolve all work orders upon first contact. If an immediate resolution is not available, interim solutions will be suggested and made available. Examples of delays:

- A part needs to be ordered to return a computer to operation. If possible a loaner computer will be made available.
- A subject matter expert must be contacted in order to resolve the problem.

Customer Responsibilities

To help facilitate the IT support process, the MPC campus community is requested to:

- Provide a clear, detailed narrative of the problem, including location and contact information.
- Provide a clean, safe and hospitable work environment for IT while they are in your office, class or lab.
- Notify IT at least 24 hours advance of any pre-determined need.*
- Interact with IT in a respectful and courteous manner.
- Attend training opportunities offered on campus for technology that will be used.
- The District IT Department must be consulted regarding new hardware or software purchases to have expectations of ongoing support. The instructional support technicians are a valuable support resource; however, to avoid confusion and non-standardized solutions, technical assessments need to be performed by the District IT Department.
- Customers are asked to put in their own individual helpdesk tickets, not have others, such as instructional support technicians, put them in on their behalf.

*Depending on the scope of the request, additional lead-time may be required.

Appendix A: Security Report

On June 27, 2016 an external vulnerability scan was performed by the California Community Colleges Technology Center per the request of the Director of Information Services. Due to sensitive nature of data included in the security report the document can not be included in its entirety but a summary of findings are provided below.

The following are some of the network vulnerabilities that were discovered.

- Servers with unpatched vulnerabilities.
- Servers running no longer supported operating systems
- Services that should not be reachable externally
- Cross Site Scripting Vulnerabilities

For the most part, the servers with issues identified above were not being centrally managed by the I.T. Department. Initiative 3.c.3: Centralize servers and related systems will address this. Other vulnerabilities will be addressed through initiative 3.a.1: Enhance network infrastructure.

Appendix B: IT [Health Assessment](#)



Information Technology Department: *Health Check*

March 2016

Bill Reed, Senior Manager/Consultant



Information Technology Department Health Check Report

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BACKGROUND INFORMATION

Monterey Peninsula College (MPC) engaged Strata Information Group (SIG) to conduct a high-level review of their information technology environment and operations including assessment of various aspects of information technology utilization, organization, and management. Senior Manager/Consultant Bill Reed conducted the assessment and prepared the report. This document is intended to provide MPC with an evaluation of the current state of information technology needs and services along with recommendations which may be used to help chart the future direction for organization and delivery of technology services and support.

The observations and recommendations are derived from review of information provided by MPC, phone interviews/discussions, and a series of onsite interviews (10 individual and 4 group meetings) with IT staff, other technical support staff, and key stakeholders completed in March 2016. MPC participants were open and cooperative in sharing their perspectives. It's clear that commitment to the College and a strong desire to provide high quality services and support to the students, faculty, and staff are shared values across the organization.

Technology services and support have become an essential component of virtually every aspect of college life. The intersection of growing demand and constant pressure on resources presents substantial challenges requiring creativity, flexibility, management expertise and effective leadership to navigate. A clear course needs to be charted and execution effectively managed to ensure that activities and resources are closely aligned with the strategic priorities of the College. Leadership, governance, planning, delivery, and communication always matter, never more so than when resources are constrained or when organizational change is prevalent.

OVERVIEW

IT organizations provide a wide range of essential services which have often been characterized as utilities/maintenance (communications, infrastructure, equipment support) or development (programming, system implementations, research/analysis, project management). More recently the conversation describes services in terms of purpose:

Run – supporting ongoing operations

Grow – supporting incremental growth and improvements

Transform – supporting transformative change (e.g. new programs/initiatives, substantially different business processes, new applications/systems)

Many IT organizations in higher education are of necessity focused on services which fall toward the run/grow end of the spectrum. The highest priority is typically maintaining the communications and collaboration networks along with the central enterprise-level systems upon which daily operations depend. Sometimes the capacity, or ability, to support transformative projects or initiatives which help differentiate the institution – i.e. those directly related to teaching/learning or other strategic objectives such as enrollment management, fundraising, research, or community service and outreach – is constrained by inadequate resources or lack of clarity around institutional priorities.

In contrast, mature IT organizations typically display some degree of balance across the full spectrum of services – run, grow, transform – by effectively negotiating reasonable expectations with their customers and meeting agreed service levels in all three areas. That's achieved by developing trusted relationships across all segments of the campus and demonstrating a commitment to meeting customer needs. Many IT departments are consumed with meeting run/grow demands and struggle to support transformative initiatives for various reasons: resource constraints, expanding run/grow needs, management inefficiencies, or leadership challenges. The IT department at MPC has effective leadership and strong executive support, but is clearly impacted by those other factors. Despite the

best intentions, commitment to the mission, and loyalty to the College, those challenges impede the staff's ability to provide the range and quality of services required by an institution of MPC's size and scope. MPC's path to excellence requires a comprehensive, well-staffed, cohesive and collaborative technology services organization.

The assessment was organized around three primary components of the organization:

People (Leadership, Resources, Staffing, Structure)
Process (Governance, Planning, Procedures, Service Management)
Technology (Operations, Tools)

Recommendations are based on the information available to date and may evolve during review and discussion. Specific, in-depth review of specific systems or individual staff performance was not part of this assessment.

PEOPLE

Strengths

- Adequate level of technical expertise for current requirements
- Mix of long-term and newer staff providing fresh perspectives and institutional history
- Key stakeholders acknowledged most staff members are responsive and applauded their efforts to provide high quality service
- Effective leadership and executive support

Concerns

- Difficult environment in which to recruit and retain highly skilled technical staff due to proximity of many large commercial technology firms competing for talent.
- Current skills sets may not translate well to implementation and support of an integrated ERP system. While specific skills needed will depend on the system selected, it's reasonable to assume that process analysis expertise and programming/development support using languages such as Java, JavaScript, SQL, PHP, Ruby, Eclipse, C# or Python will be essential.
- Staffing levels are inadequate for implementation and support of new systems. The implementation effort for any ERP system is substantial, requiring dedicated full-time engagement of both technical and functional roles such as database administrators, programmers, report developers, subject matter experts from the business units, and trainers. This takes place while the essential work supporting college operations is also ongoing. Current staffing just to support basic operations is already well below the norm for colleges of this size.
- Lack of a mid-tier management level creates a very flat organizational structure with a broad span of supervisory duties for the IT Director. The most essential manager roles missing from the organization are in the areas of network operations, customer support (i.e. instructional techs, help desk, training, communications), and report development/data analysis.
- Constrained staff resources create risks of extended service interruptions or less than optimal response times: very limited capacity for cross-training or creation and management of supporting documentation for systems and services.
- Centralized IT staff ratios fall well below those of other Associate's institutions per the Educause Core Data Service benchmarks (table of key ratios is appended). Over the past

three years the median falls near five IT staff per 1,000 institutional FTEs (students, faculty, staff). Recent approval of a new position will bring central IT staffing to 10.5 FTE: that's 1.5 staff per 1,000, an extremely low ratio. Educause, with over 1,800 institutional and 300 corporate members, is the premier non-profit association focused on the use of information technologies in higher education. The core data service is the most comprehensive and consistent information source available for comparing IT planning, management and operations among peer institutions. Additional information on the Educause CDS is available at <http://www.educause.edu/research-and-publications/research/core-data-service>.

Recommendations

- 1) Add positions in areas of highest risk or most impact to the campus community: network operations, customer service/user support, reporting/data analysis, training/documentation, business/process analysis, and project management. While it may be unrealistic to reach the median ratio of 5.2 FTEs in the near term, a funding/staffing plan prioritized to address at least some of the highest risk and major impact needs would position the department to better serve the College. Address the missing mid-tier management level within the funding/staffing plan. Adding more line positions without management support will only exacerbate the operational challenges.
- 2) Adopt a centralized management structure for all user support resources. Reinforce basic technical support to the campus by formally clarifying support responsibilities and service level agreements, then leveraging the resources of the centralized pool to meet those agreements. Deploy the centralized user support staff based on a formal co-location model (i.e. staff assigned to and housed in specific buildings or supporting specific clusters of departments).
- 3) Initiate a formal structure supporting career progression, targeted professional development, and collaborative cross-training. It's often difficult to successfully recruit technical staff if they can't see a path to grow and progress within the organization.
- 4) Evaluate options and potential benefits of outsourcing selected service functions on an as-needed or ongoing basis (e.g. remote programming/report development, service contracts for A/V event support). Intermittent needs can often be addressed more cost-effectively through contracting with outside firms, freeing staff to focus on primary services best provided internally.
- 5) Identify the optimal approach to fill staffing gaps in technical training, project management and business/process analysis. Those skillsets are instrumental in evolving the organization toward effective delivery of transformative services, but whether they reside in the IT department or user departments is best determined by the culture of the institution. What matters is those staff focused on process improvement, training, and project management being available somewhere and effectively shared by the entire campus community.
- 6) Encourage and support staff outreach and information sharing with colleagues across higher education, locally and nationally. Pursue knowledge sharing with sister institutions relative to support of common applications and services.

PROCESS

Strengths

- MPC has a broad-based advisory/governance committee for technology which meets regularly. While we did not have an opportunity to meet with the committee we did meet with some individual members who seem engaged and supportive of current initiatives.

- The College has a technology plan containing specific goals, initiatives, and measurable outcomes which is currently being updated.

Concerns

- The intake processes for both incidents and project requests are unclear. Users can submit tickets to the SchoolDude system but often just contact specific IT staff members directly. Project requests are not formally evaluated and prioritized by a broad-based advisory group (e.g. the MPC Technology Committee).
- Some IT staff mentioned concerns with adequate communication across the entire department, as did some customers regarding external communications (e.g. change management). There is no formal process for planning, approving, and communicating changes which impact users.
- Very few procedures are documented. A robust set of documentation should be available for use by IT staff to codify provision of essential support services, help maintain seamless coverage as roles and staff change, and provide parameters for performance measurements.
- There is no framework for managing service delivery. Clear and effective procedures by which users should access services are missing or simply not followed.
- No service catalog exists. That's a useful and increasingly common tool used in setting expectations with the user community and clarifying processes for accessing services.
- The process to fully evaluate tools or systems with a technology component prior to procurement is not formally documented, understood, and followed. Some decisions include the IT Director but not all, and some only involve IT as the last step "gatekeeper" after the decision is effectively already made.

Recommendations

- 7) Implement a clearly defined request, evaluation, and approval process for projects which require IT resources. Clarify the distinction between project and service requests. Ensure that project requests clearly identify all relevant costs and resource needs prior to final evaluation and approval, so that realistic expectations are set and any ongoing support or funding commitments are clear.
- 8) Review the project request and approval processes relative to governance procedures, then clarify and publish the approval criteria. While it's common and good practice for the IT department to establish and enforce standards relative to equipment purchases, the IT department should not be positioned to approve or deny project requests. Those projects requiring investment of IT resources or ongoing IT commitments should be institutional decisions which flow directly from the strategic planning and budgeting processes of the College.
- 9) Commit to a service management framework based on ITIL principles. ITIL – the Information Technology Infrastructure Library – is a framework based on delivery of services rather than delivery of specific technologies, shifting the focus from individual technology silos or functions to one of end-to-end service delivery. ITIL emerged in the 1980s with the objective of

improving IT service delivery and operations, with widespread adoption beginning in the mid-1990s. Version 3 of the Library was published in 2007. Widely adopted by governmental and commercial organizations around the world, higher education institutions are increasingly incorporating this framework as the basis for clarifying expectations and managing IT service delivery. Plan a phased implementation of IT Service Management at a realistic and reasonable pace consistent with staff capacity.

- 10) Implement a proven, supported help desk/service request system that is easy for users to access and staff to manage. There are multiple systems used in colleges and universities today with great success. Some are focused on basic ticketing needs while others offer more robust functionality encompassing a knowledge base, change management features, even project/portfolio management processes. Implementation of a usable tool which supports IT Service Management can provide a very solid foundation supporting delivery of all technology services. We understand planning is already underway for replacement of the SchoolDude ticketing functionality currently used by IT.
- 11) Work with the user community to create a regular series of basic training and knowledge sharing events addressing the most common and highest impact tools and services: the Google for Education services, classroom technology, and data security awareness. Don't underestimate the need for extensive training support for users and IT staff if/when implementing a new Student Information System.

TECHNOLOGY

Strengths

- Most classrooms are equipped with technology tools for presentation of materials.
- Risks associated with the network infrastructure, both from aging equipment and non-standard configuration, are gradually being addressed as funding permits. The current network staff have made progress despite significant constraints in funding and staffing.

Concerns

- Classroom technology tools are neither standardized nor refreshed regularly, significantly increasing the frequency of service issues and complicating efforts by support staff to quickly resolve issues.
- The network infrastructure, while improved since the last external assessment was completed, still relies on too much equipment which is past end-of-life. In addition, supporting equipment such as power conditioners or backup power supplies are not deployed to a minimally acceptable level - again due to funding constraints - resulting in recurring outages in some locations and creating even more stresses on old equipment.
- Wifi coverage is perceived as improved but still not at a consistently acceptable level of performance for the student population.
- Enterprise data systems are not integrated, resulting in numerous challenges to staff efforts to efficiently provide service to students, produce timely and accurate reports for decision-making, and respond to ad hoc requests in a timely manner. Multiple users shared concerns with data quality and consistency, which is unavoidable when multiple versions of the same data are maintained in separate systems.

- Many offices rely on internal spreadsheets and databases to manage data which would typically be maintained in an integrated system accessible to all relevant departments.
- Many processes which are typically automated or executed electronically rely on paper and physical transport from one office to another.
- The lack of a recurring equipment refresh process (and funding) has contributed to a higher volume of service issues and impact on operations than would otherwise be the case.
- While the Google for Education rollout appears to have gone relatively well, users may need assistance in using functionality beyond basic email such as shared calendaring, collaborative document creation/editing, or protection of private or institutional data in a shared, cloud-based platform.

Recommendations

- 12) Deploying and managing a stable, robust, flexible and secure network infrastructure is a critical responsibility fundamental to delivery of all technology services. Conduct a comprehensive review of the campus network (equipment and configuration) using trusted external resources: either a professional consulting firm or perhaps explore an engagement with experienced staff from peer institutions. Such a review was completed three years ago, generating many useful recommendations. A similar review of the current network environment should identify current risks and opportunities relative to stability, reliability, and security prior to undertaking any major system implementation.
- 13) Engage trusted external resources to conduct a comprehensive infrastructure security audit/review. This audit should include testing for vulnerabilities and implementation of best practices both external and internal (e.g. penetration testing, patch management, monitoring, configuration management, user access management). Protection of personal and institutional data requires regular evaluation of risk and vulnerabilities as campus networks have become very popular targets. With the constant barrage of security threats and attacks no institution can afford to assume they are protected without regular validation.
- 14) Formally plan and fund an annual refresh cycle for enterprise infrastructure needs (network and centralized server/storage equipment) as well as personal equipment needs (faculty/staff/classroom PCs and related equipment). We recommend basing the plan on the generally accepted practice of a 3-4 year lifecycle for personal equipment, 2-3 years for classroom equipment, and 4-6 years for infrastructure equipment. Of course adjustments may be required as funding fluctuates or needs change but it's important to have a clearly articulated and visible plan based on discussion and agreement with the user community. Such thoughtful planning is necessary to ensure the best use of scarce institutional funds.
- 15) Formally evaluate commercially available off-premise alternatives for server deployment. Competition in this area is intensifying among Amazon, Google, IBM, Microsoft, and others leading to improved services and lower costs. We are seeing an increasing number of schools contracting for cloud-based deployment of servers and databases including those which support core systems. Of course robust, stable, and redundant internet access is critical in scenarios where systems are deployed off-premise, but this can be an effective solution providing flexible, scalable and high availability resources while also addressing concerns with both operational data backups and continuity of operations in the event of local issues (AKA disaster recovery/business continuity planning).

- 16) Address concerns with centralized data backup/protection through a combination of standardizing on the recommended/supported tools and user education. Validate backup/restore processes on a regular basis. Do not leave users in the position of figuring it out on their own. The risk of data loss or privacy breach is too high.
- 17) Dedicate an internal resource to address some of the most commonly reported campus issues. Resolving problems with the platform used by so many customers on a daily basis should be a high priority. There are support networks within the HE community that can be supplemented with professional consulting support on specific items as needed.

SUMMARY OF RECOMMENDATIONS



This report is intended to provide guidance for moving forward. To that end we offer the following recommendations for next steps based on our proven framework for process improvement and project delivery. Of course every institution deals with change based on their specific circumstances and culture. While a formal improvement project may not be the most effective path forward for MPC, organizing the effort in a similar manner can be helpful in securing support and articulating what will be required in order to be successful.

Initiate the project: review the observations and recommendations at the appropriate level of the MPC community; define or reaffirm the objectives; confirm the project sponsors and solidify support.

Plan the implementation: group and prioritize the recommendations based on logical sequencing, dependencies, and impact; identify the project leaders and key resources; create a high-level plan and timeline.

Execute the plan: emphasize teamwork, inclusion, communication, transparency, and steady progress; celebrate successes along the way.

Close the project: formally transition from the interim period to ongoing operations.

Assess the results: review outcomes relative to the objectives; identify new opportunities for improvement.

Below is a summary of all recommendations. *The highest priority recommendations addressing the most fundamental issues or the greatest risks are highlighted.*

People Recommendations	
1)	Add positions in areas of highest risk or most impact to the campus community: network operations, customer service/user support, reporting/data analysis, training/documentation, business/process analysis, and project management. While it may be unrealistic to reach the median ratio of 5.2 FTEs in the near term, a funding/staffing plan prioritized to address at least some of the highest risk and major impact needs would position the department to better serve the College. Address the missing mid-tier management level within the funding/staffing plan.

<p><i>Adding more line positions without management support will only exacerbate the operational challenges.</i></p>
<p>2) <i>Adopt a centralized management structure for all user support resources. Reinforce basic technical support to the campus by formally clarifying support responsibilities and service level agreements, then leveraging the resources of the centralized pool to meet those agreements. Deploy the centralized user support staff based on a formal co-location model (i.e. staff assigned to and housed in specific buildings or supporting specific clusters of departments).</i></p>
<p>3) Initiate a formal structure supporting career progression, program of succession planning for key positions, targeted professional development, and collaborative cross-training. It's often difficult to successfully recruit technical staff if they can't see a path to grow and progress within the organization.</p>
<p>4) Evaluate options and potential benefits of outsourcing selected service functions on an as-needed or ongoing basis (e.g. remote programming/report development, service contracts for A/V event support). Intermittent needs can often be addressed more cost-effectively through contracting with outside firms, freeing staff to focus on primary services best provided internally.</p>
<p>5) <i>Identify the optimal approach to fill staffing gaps in technical training, project management and business/process analysis. Those skillsets are instrumental in evolving the organization toward effective delivery of transformative services, but whether they reside in the IT department or user departments is best determined by the culture of the institution. What matters is those staff focused on process improvement, training, and project management being available somewhere and effectively shared by the entire campus community.</i></p>
<p>6) Encourage and support staff outreach and information sharing with colleagues across higher education, locally and nationally. Pursue knowledge sharing with sister institutions relative to support of common applications and services.</p>
<p>Process Recommendations</p>
<p>7) Implement a clearly defined request, evaluation, and approval process for projects which require IT resources. Clarify the distinction between project and service requests. Ensure that project requests clearly identify all relevant costs and resource needs prior to final evaluation and approval, so that realistic expectations are set and any ongoing support or funding commitments are clear.</p>
<p>8) Review the project request and approval processes relative to governance procedures, then clarify and publish the approval criteria. While it's common and good practice for the IT department to establish and enforce standards relative to equipment purchases, the IT department should not be positioned to approve or deny project requests. Those projects requiring investment of IT resources or ongoing IT commitments should be institutional decisions which flow directly from the strategic planning and budgeting processes of the College.</p>
<p>9) Commit to a service management framework based on ITIL principles. ITIL – the Information Technology Infrastructure Library – is a framework based on delivery of services rather than delivery of specific technologies, shifting the focus from individual technology silos or functions to one of end-to-end service delivery. ITIL emerged in the 1980s with the objective of improving IT service delivery and operations, with widespread adoption beginning in the mid-1990s. Version 3 of the Library was published in 2007. Widely adopted by governmental and commercial organizations around the world, higher education institutions are increasingly incorporating this framework as the basis for clarifying expectations and managing IT service delivery. Plan a phased implementation of IT Service Management at a realistic and reasonable pace consistent with staff capacity.</p>

- 10) Implement a proven, supported help desk/service request system that is easy for users to access and staff to manage. There are multiple systems used in colleges and universities today with great success. Some are focused on basic ticketing needs while others offer more robust functionality encompassing a knowledge base, change management features, even project/portfolio management processes. Implementation of a usable tool which supports IT Service Management can provide a very solid foundation supporting delivery of all technology services. We understand planning is already underway for replacement of the SchoolDude ticketing functionality currently used by IT.
- 11) Work with the user community to create a regular series of basic training and knowledge sharing events addressing the most common and highest impact tools and services: the Google for Education services, classroom technology, and data security awareness. Don't underestimate the need for extensive training support for users and IT staff if/when implementing a new Student Information System.

Technology Recommendations

- 12) *Deploying and managing a stable, robust, flexible and secure network infrastructure is a critical responsibility fundamental to delivery of all technology services. Conduct a comprehensive review of the campus network (equipment and configuration) using trusted external resources: either a professional consulting firm or perhaps explore an engagement with experienced staff from peer institutions. Such a review was completed three years ago, generating many useful recommendations. A similar review of the current network environment should identify current risks and opportunities relative to stability, reliability, and security prior to undertaking any major system implementation.*
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- 14) Formally plan and fund an annual refresh cycle for enterprise infrastructure needs (network and centralized server/storage equipment) as well as personal equipment needs (faculty/staff/classroom PCs and related equipment). We recommend basing the plan on the generally accepted practice of a 3-4 year lifecycle for personal equipment, 2-3 years for classroom equipment, and 4-6 years for infrastructure equipment. Of course adjustments may be required as funding fluctuates or needs change but it's important to have a clearly articulated and visible plan based on discussion and agreement with the user community. Such thoughtful planning is necessary to ensure the best use of scarce institutional funds.
- 15) Formally evaluate commercially available off-premise alternatives for server deployment. Competition in this area is intensifying among Amazon, Google, IBM, Microsoft, and others leading to improved services and lower costs. We are seeing an increasing number of schools contracting for cloud-based deployment of servers and databases including those which support core systems. Of course robust, stable, and redundant internet access is critical in scenarios where systems are deployed off-premise, but this can be an effective solution providing flexible, scalable and high availability resources while also addressing concerns with both operational data backups and continuity of operations in the event of local issues (AKA disaster recovery/business continuity planning).
- 16) *Address concerns with centralized data backup/protection through a combination of standardizing on the recommended/supported tools and user education. Validate backup/restore processes on a regular basis. Do not leave users in the position of figuring it out on their own. The risk of data loss or privacy breach is too high.*

- 17) Dedicate an internal resource to address some of the most commonly reported campus issues. Resolving problems with the platform used by so many customers on a daily basis should be a high priority. There are support networks within the HE community that can be supplemented with professional consulting support on specific items as needed.

A draft plan or timeline for executing the recommendations is obviously dependent on a number of variables such as timely decision-making, staff and financial resource availability, and unified executive support. While some of the recommendations are relatively straightforward to implement, such as the infrastructure upgrades, there are of course funding needs associated with their successful execution. Failure to address the high priority issues (i.e. make progress on the high priority recommendations) will seriously jeopardize the institution's ability to undertake implementation and ongoing support of an ERP system. While contracting for specific ERP system expertise during an implementation is commonplace and typically essential to a successful rollout, it's difficult to see how MPC could effectively realize any benefits from investment in an ERP system without progress on the fundamental changes addressed in these recommendations.

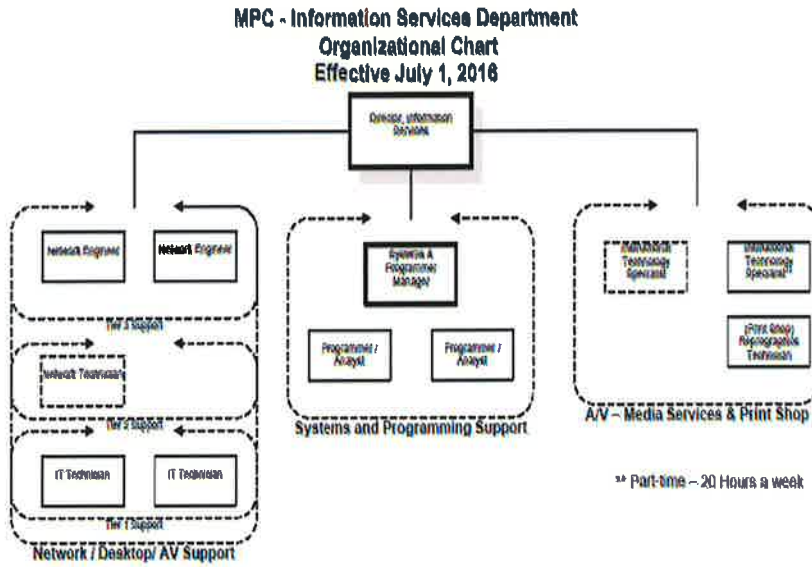
APPENDIX A: KEY RATIOS

MPC provided the institutional data; comparisons are to the EDUCAUSE Core Data Service metrics for FY 14-15 (Carnegie classification = Associate's Institutions).

Metric	MPC 2014-15	EDUCAUSE CDS 2014-15 AA sample
Central IT FTEs (IT + Std't Wrkr) per 1,000 institutional FTEs	1.5	5.2
Student workers as percentage of total central IT FTE	0%	6%
Highest ranking IT officer sits on presidential cabinet	N	65%
MPC student FTE	6,450	
MPC faculty FTE	231	
MPC staff FTE	166	
MPC IT staff FTE	10.5	
MPC IT student worker FTE	0.0	

MPC student, faculty, staff data per the California Community Colleges Chancellor's Office. IT staff FTE reflects one new position approved but not yet filled (see organization chart in appendix B).

APPENDIX B: CURRENT ORGANIZATION CHART



Appendix C: Refresh Plan

(2016-04-20)

Executive Summary

MPC replaces aging instructional and institutional technology as part of its integrated planning and allocation processes. Inventory documents detail the equipment, years to replacement, and yearly replacement cost. At current inventory levels the total technology refresh would require approximately \$450,000 per year for an average 5 year refresh cycle. A one-time expenditure of approximately \$1.8M is needed to make the oldest campus technology efficient again and then establish a 5 year refresh cycle. Given the industry standard and local needs and the ability to support and sustain technology, the total number of desktop computers should be reduced by at least 10%. Implementing the refresh plan can be accomplished through a phased approach that utilizes both ongoing and one-time funds. This document gives an overview of the inventory documents and replacement parameters.

Purpose

The goal of this Technology Refresh Plan (TRP) is to keep MPC's technology reliable and functional for the needs of the various users, ensuring that all critical components of the District's technology infrastructure are maintained in an appropriate timeframe.

The Process

The Refresh Inventory provides some prioritization. As items approach their end of life, they have a higher priority for being replaced. Items whose failure would threaten campus computing capabilities are noted in the Refresh Inventory, giving their refreshment a higher priority.

In addition to the yearly budget cycle, refresh money can come from episodic sources, sometimes with restrictions and time limits, year end funds, and instructional equipment block grants. These funds may be allocated to the prioritized Refresh Initiative in the Technology Plan.

The Technology Committee recommends that at least 50% of the expected yearly refresh cost be included as a line item in MPC's yearly budget.

A contingency equipment fund should be set up outside of the refresh budget for emergency repairs. This fund will need to be sufficiently large to deal with the few, very expensive items on the refresh list.

A very important factor to consider is the Total Cost of Ownership (TCO). TCO is a financial estimate intended to calculate direct and indirect costs. As an example, laptop computers generally have a much higher TCO vs desktop computers. This is because laptop computer often require

additional technician support. The technician's time needs to be calculated in the total costs. Another example for TCO is managed-locked down computers vs unmanaged computers.

Approval for technology purchases with a high TCO as compared to alternative technologies (laptop computer vs. desktop computer), should only be done for compelling business or program needs.

Items are removed from the Refresh Inventory by notifying the Director of Information Services when the owner no longer has use for that technology.

When technology is refreshed, the old device must be returned so the inventory doesn't grow. The refresh is a replacement, not an additional piece of technology. Reuse of old devices for new purposes is at the discretion of the Director of Information Services, with the recommendation of the technology committee as needed.

A up-to-date inventory is now in place. This inventory can be used to let any individual know where they are in terms of the refresh cycle and to calculate cost of refresh.

The Technology Refresh Plan will be reviewed and updated on a yearly basis.

Current Inventory

The Refresh Inventory, maintained by the Director of Information Services, lists all items to be refreshed. It includes life expectancy, replacement cost, and for institutional technology, an explanation of purpose and priority. Life expectancy for a computer at MPC is typically 4-6 years. The approximate average price for computer replacement is \$1,000 (including MACs and Laptops).

MPC has gone through a prolonged period with minimal investment on campus technology. That leaves much instructional and institutional technology out of warranty, beyond the typical lifespan, and inadequate for many tasks. The information below is based on an inventory that took place in March 2016.

Staff and Faculty Computers

The current inventory for Staff and Faculty computers:

- 404 PC's - (291 or 72% at or older than 5 years)
- 6 Thin Clients - (6 or 100% at or older than 5 years)
- 7 Laptops - (1 or 14% at or older than 5 years)
- 30 Mac's - (26 or 87% at or older than 5 years)

Cost to get into 5 year refresh cycle:

- PC's - \$261,900 one-time, \$73,000 per year to maintain
- Thin Clients (Replace with PC's) - \$6,300 one-time, \$1,200 per year to maintain
- Laptops - \$1,000 one-time, \$1,400 per year to maintain
- Mac's - \$32,000 one-time, \$7,400 per year to maintain

Total Staff/Faculty Workstations = \$301,200 one-time, \$84,000 annually

Computer Lab and Smart Classroom Computers

Lab and Classroom Computers:

The current inventory for Lab and Classroom Computers:

- 545 PC's - (461 or 85% at or older than 5 years)
- 44 Thin Clients - (44 or 100% at or older than 5 years)
- 95 Laptops - (39 or 41% at or older than 5 years)
- 137 Macs - (89 or 65% at or older than 5 years)

Cost to get into 5 year refresh cycle:

- PC's - \$414,900 one-time, \$98,100 per year to maintain
- Thin Clients (Replace with PC's) - \$39,600 one-time, \$7,920 per year to maintain
- Laptops - \$95,000 one-time, \$19,000 per year to maintain
- Mac's - \$90,300 one-time, \$27,800 per year to maintain

Total Lab and Classroom = \$563,800 one-time, \$152,820 annually

Network / Infrastructure

Edge Switching – This refers to the switches distributed through the campuses. Each building has at least one intermediate distribution frame (IDF). The IDF is also commonly referred to as the “network closet”. Multiple floor buildings commonly have 1 IDF per floor. The IDF houses network switches and associated equipment. When calculating the cost for switch refresh, cost such as uninterrupted power supply (UPS), fibers to the buildings and other have to be included. There are currently 130 network switches distributed throughout the campus. 30 (or 23%) of these switches are past the end of support, the upgrade of these switches should be considered urgent. 70 (or 53%) of these switches are nearing end of support, the upgrade of these switches are considered to be important. The remaining 30 switches are within support and should be replaced as part of planned refresh cycle.

One-time costs to get to 7 – 8 year refresh cycle:

- 100 switches - \$75,000 one time, \$14,000 per year to maintain
- Uninterrupted Power Supplies (UPS) - 45 UPS's - \$ 33,750 one-time, \$9,000 per year to maintain
- Fiber to buildings - ~ \$100,000 (One time - good for 25 years)

Total Edge Switching = \$208,700 one-time, \$25,000 annually

Servers

TBD - Current and future needs being assessed

Note: \$100,000 one-time, \$20,000 annually, should be earmarked as a placeholder

Printers

TBD - Current and future needs being assessed

Note: \$100,000 one-time, \$20,000 annually, should be earmarked as a placeholder

Data Center

TBD – Current and future needs being assessed

Note: Current Firewall solutions is at end of life - \$150,000 needs to be earmarked

Totals

- Edge Switching = \$208,700 one-time, \$25,000 annually
- Servers = \$100,000 one-time, \$20,000 annually, should be earmarked as a placeholder
- Data Center = Current Firewall solutions is at end of life - \$150,000 needs to be earmarked
- Classroom Technologies = ~\$500,000 one time, \$100,000 annually
- Computers:
 - Staff/Faculty Workstations = \$301,200 one-time, \$84,000 annually
 - Lab and Classroom = \$563,800 one-time, \$152,820 annually

Total = ~ \$1.8M - \$2M one-time, ~\$400,000 - \$450,000 Annually

Funding Strategies

The Technology Committee strongly recommends that a combination of line item funding from general fund, both restricted and non-restricted, as well as one-time funds be used to fully address the ongoing needs to support the refresh of technology. In addition, they recommend reducing overall computer count by at least 10%.

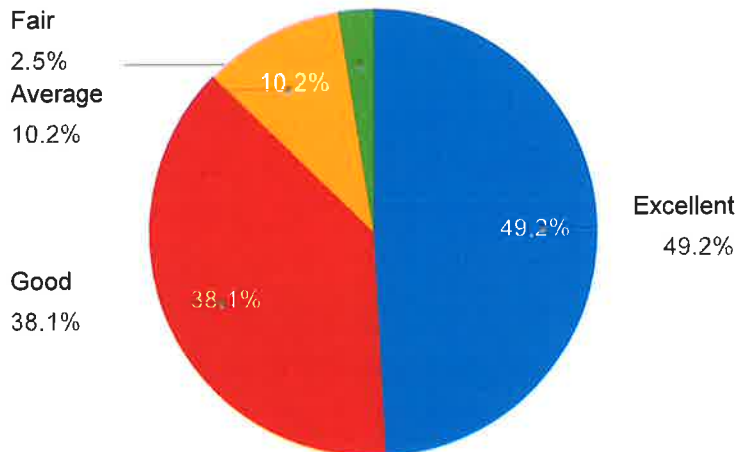
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Appendix D: [IT Survey Spring 2016](#)

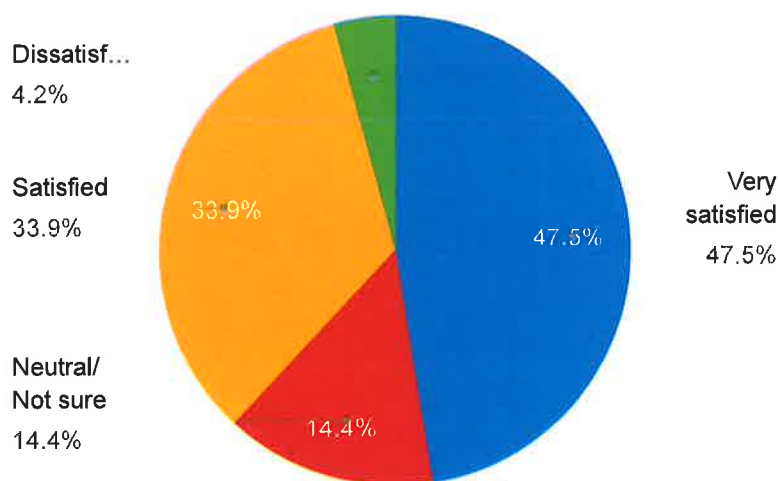
IT Survey Spring 2016

In April 2016, Information Services conducted a survey to receive feedback from the campus on the performance and services they provide. 119 faculty and staff members responded to the survey. A summary of results of this survey can be found below. Qualitative results were summarized based on categorical themes and organized with suggestions for improvement across a variety of areas. Information from this survey will be used to guide the department in project implementations and improvements of service.

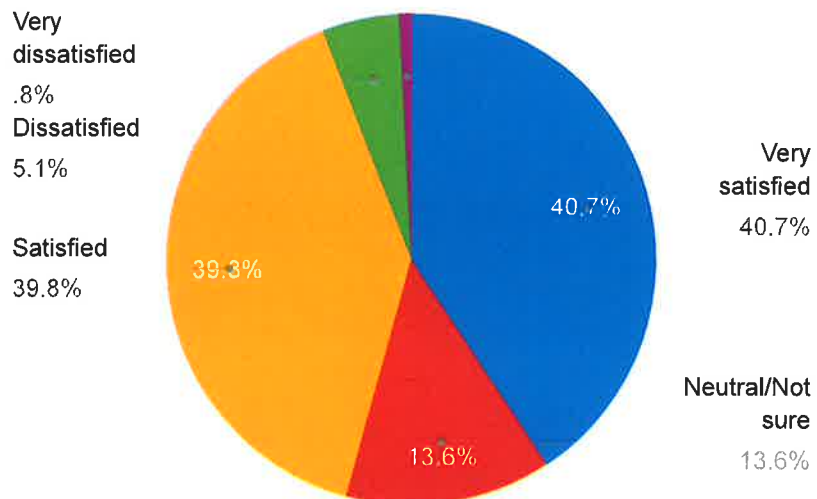
Please rate the overall quality of technical support services you have received during the past year.



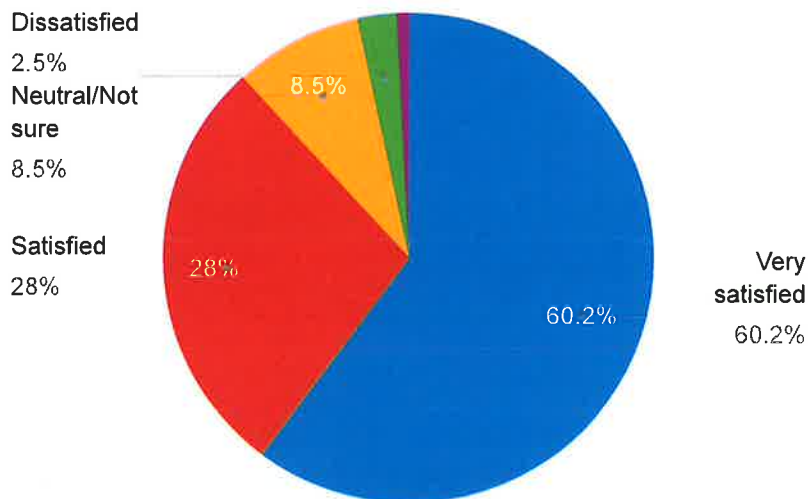
How satisfied are you with the IT department's ability to resolve your problems within a reasonable timeframe?



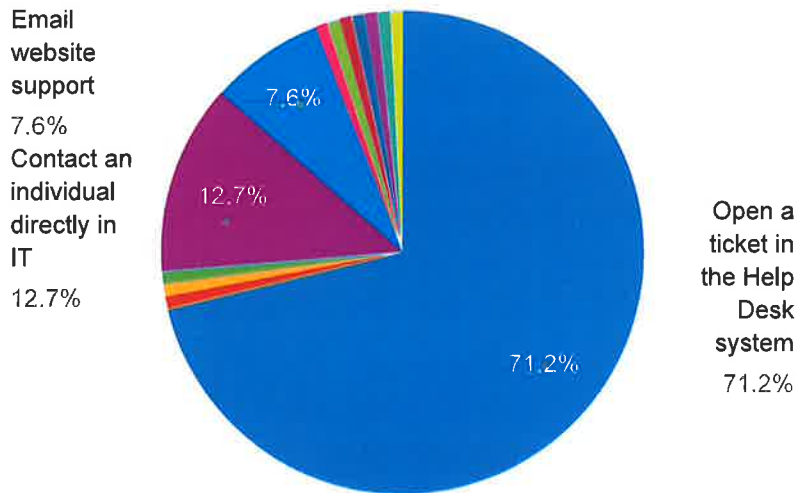
How satisfied are you with IT's follow-up on any unresolved issues?



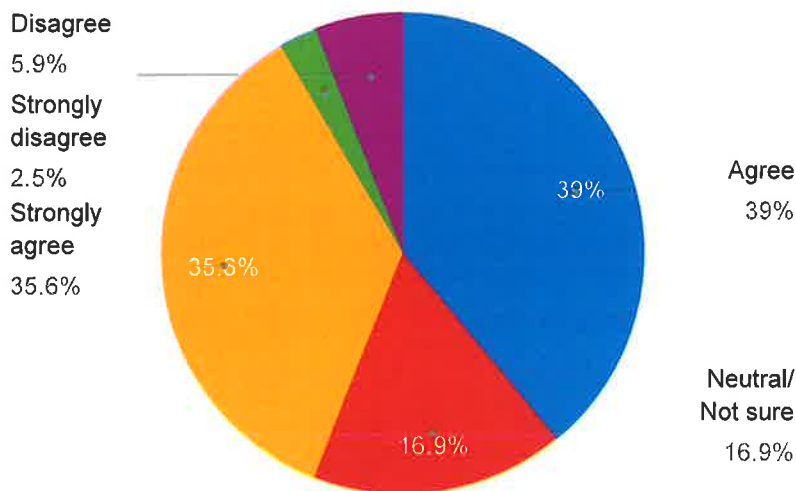
How satisfied are you with your interactions with the IT staff (professionalism, customer service?)



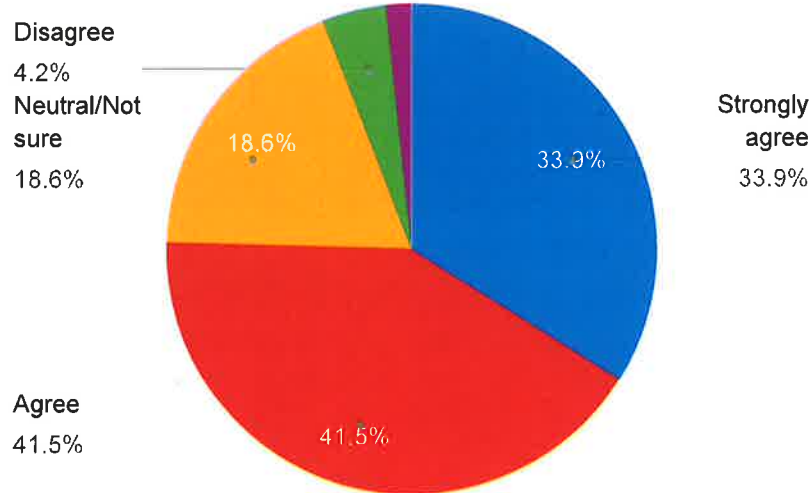
How do you typically get IT support?



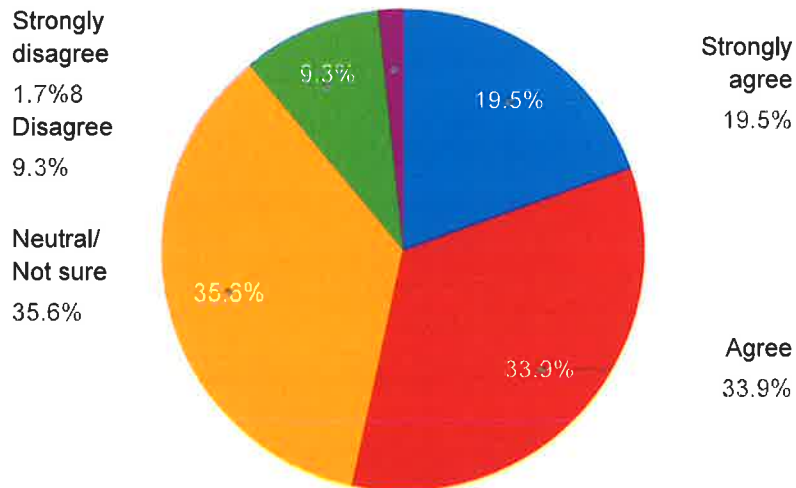
It is easy to open a support ticket online.



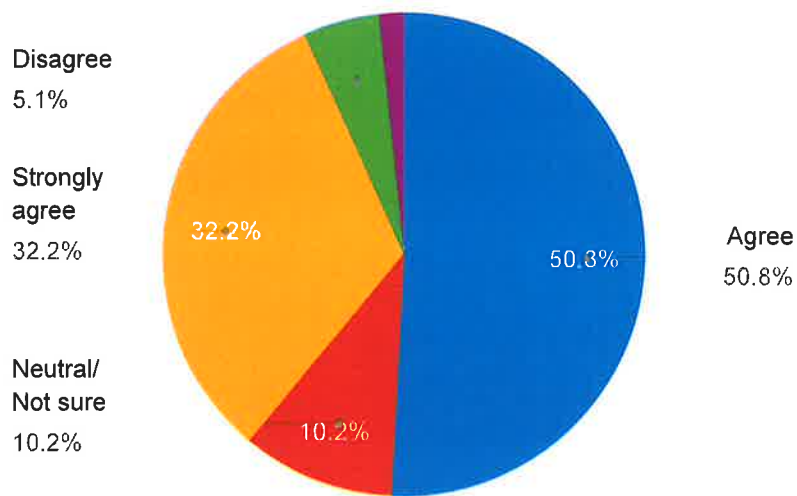
Urgent problems are treated with priority and fixed quickly.



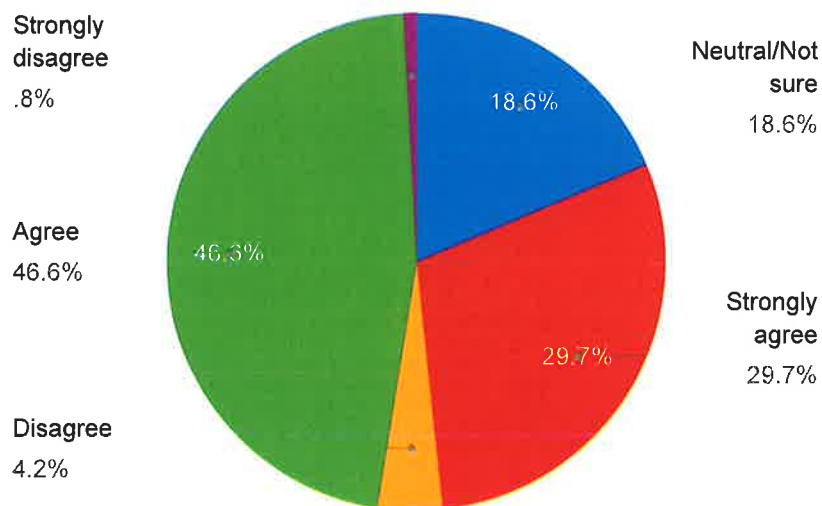
If an issue can't be resolved quickly it is easy for me to know the status of my issue/ticket.



I am notified in advance of system changes that affect me.



I am able to get extra support and training on the software and systems that I need to use to do my job at MPC.



Qualitative Data Results

The IT Survey included 4 open-ended questions which enabled respondents to provide more detailed information or clarifications to their responses on the survey. Data from these questions has been organized into themes and summarized below.

Online Help Desk System

Most saw the necessity and benefit of using an online (web-based) help desk system in terms of streamlining support and tracking purposes within the department. Several users noted the current web-based system appeared to be outdated. System should be easy to navigate and not arduous for users in terms of opening and filling out a ticket. Users should be provided with clear choices in the system and fewer check-boxes should be required.

Suggestions for improvement:

- Users would like suggestions of how to resolve problems on your own included as part of the system
- Training should be provided on new system when it is rolled out so users can fully benefit from all features
- Help Desk System should be used as a communication tool by technicians so user is aware of progress on their ticket while issues are being worked
- It should be easy for users to find the status of their ticket when logging into the system
- Proper communication should be made with customer when ticket is resolved
- More IT support needs to be provided to students

Technology on Campus

Most respondents noted equipment and systems on campus still seem outdated. Most noted importance in refreshing systems over time and that this needed to be funded appropriately.

Suggestions for improvement:

- Faculty and staff computers need to be updated to keep up with systems that are put in place for them to use
- IT should get feedback from faculty and staff before classrooms are upgraded
- Classroom computer systems should be set up in a uniform/standard way so all classrooms work similarly
- Clear instructions (job aids) should be provided on podiums so faculty and staff can perform simple troubleshooting when issues arise

Communications & Training

Respondents provided positive feedback regarding training sessions that have been offered by IT, and were interested in more training opportunities to increase their use of the software and systems provided by MPC. Communications from IT about changes in systems are appreciated but would like to feel like they were more directly involved in the discussion about changes as well - so they have the opportunity to ask questions and prepare in advance. Respondents expressed a high level of interest in additional training, especially Google Drive (including Docs, Sheets and Slides) and MS Office suite, with review sessions for Mail, Calendar and Contacts. Training should be offered at a variety of levels and focused on small groups (departments) and one-to-one training at a variety of dates/times so all can be accommodated. Face-to-face (f2f) training was preferred by most.

Suggestions for improvement:

- Communicate changes in technology well in advance with opportunities to ask questions and get clarifications
- Provide training materials online in centralized location in addition to f2f training
- Provide training on troubleshooting in the classrooms and limited administrative permissions so they are not completely reliant on IT
- Provide training on technology in Student Center

General Comments

Respondents noted a marked improvement in the services provided by IT over the past 3 years and appreciated opportunity to provide feedback through the survey.⁸²

Suggestions for improvement:

- Provide opportunities for tech staff to continue professional development to improve knowledge in areas where they provide support to keep up with changing technologies
- More systems need to be integrated into single-sign on, still too many user names and passwords across MPC
- "Can do" attitude needs to be continually nurtured

Appendix E: 2013-2016 Improvements & Accomplishments

The area below is highlighting just some of the major areas of technology related improvement and accomplishment that took place from 2013 to 2016.

1. **Website enhancements** - The Student Technology needs survey given in 2013 identified the MPC website as one of the top 3 areas that needed improvement. Onetime funding was used to have the website redesigned. In addition, the website is no longer hosted locally. Offsite hosting has greatly improved availability and sustainability.
2. **Improved Network Availability** - Before 2013 the MPC network was often plagued by unexpected downtime. Processes and systems (such as SolarWinds) have been put in place. Now network availability has greatly improved. Unexpected downtime is now a very rare occurrence.
3. **Improved IT Responsiveness** - Before 2013 IT responsiveness to issues was often not at an acceptable level. There was no helpdesk system in place, instead email distribution lists were used by end-users to log issues. This system provided no management oversight or reporting structure. Since that time, helpdesk systems have been implemented (first Schooldude, now Freshservice) and processes such as a Service Level Agreement (SLA) have been put in place. Overall IT responsiveness has improved greatly, as evidenced by multiple surveys.
4. **Improved WiFi** - Before 2013 The MPC WiFi was not stable and there were many buildings where WiFi was marginal or not available at all. One time funding has been used to improve the WiFi systems and equipment. Professional development for the Network Engineers on the MPC IT staff to enhance their WiFi skillsets has been supported. The result has been greatly improved areas of WiFi coverage and quality of WiFi service. This is evidenced by the reduction of helpdesk requests related to WiFi from frequent to non-existent.
5. **Implemented Sustainable Email and Storage (Google Apps for Education)** - Campus email systems was identified as a problem area in several surveys conducted over the past several years. The locally housed Exchanged/Outlook system was plagued with issues including frequent downtime and limited storage. It was a rare week in IT when there wasn't a request for increased email storage. The email storage and need for local backup solutions strained the systems in place. After extensive research, it was decided to move to an external solution using Google Apps for Education. In Fall '15 a 6-month project was started to transition all student, faculty and staff campus email/calendar accounts from Exchange/Outlook to Google. The project was successfully completed in Spring '16. Now the entire campus has email with unlimited storage and secure access to other collaborative tools offered through Google Apps for Education. In addition, going from a locally hosted

system to an off-site hosted email/storage system has greatly enhanced sustainability. The servers and storage formally used for the Exchange/Outlook system can now be retired. Licensing for Exchange does not have to be renewed. MPC has also addressed an ongoing need to provide ample training for the Google Apps for Education.

6. **Implemented and improved Emergency Notification Systems** - In 2013 there were limited emergency systems in place. From 2013 - 2016 two major emergency notification systems were successfully implemented or enhanced:
 - a. Everbridge - This is the email and text alert system. Students, Faculty and Staff are encouraged to self-enroll. In the emergency situation, alerts are sent to all of those who have registered.
 - b. Informacast - This is the Public Announcement (PA) system. This system was in place, with limited functionality, in 2013. Since that time, the system has been greatly enhanced with updated software, new speakers (phones and wall clocks) installed and improved (simplified) instructions provided to the emergency team.
7. **Enhanced Distance Education programs** - Under the leadership of Dr. Jon Knolle, the Distance Education program has grown from a fledgling of offerings in 2013, to a highly renowned and recognized Distance Education program.
8. **Fiber installed to Public Safety Training Center (PSTC)** - During the spring 2016, fiber was successfully installed to the PSTC. Previously the PSTC internet connection was bonded T1 lines. The speed for data was increased from approximately 4.5 Mbps to 1 Gbps. This is approximately 20 times increase in speed.
9. **Technology Equipment Standards** - Standardized technology equipment has been established and is posted on the I.T. Department website. The standards include computers, laptops, printers and other equipment. The campus standard equipment website is kept current and includes pricing. The pricing on this page can be used to calculate costs for planning purposes.

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Appendix F: [Quality Focus Essay](#)

Quality Focus Essay

Monterey Peninsula College has identified three Action Projects that will strengthen connections to student access and success and have a strong, positive effect on institutional effectiveness:

- 1) implementation of an enrollment management system (EMS),
- 2) implementation of TracDat, and
- 3) procurement and implementation of an Enterprise Resource Planning (ERP) system.

These three Action Projects support student access and success in the following ways:

	EMS	TracDat	ERP
Connection to ACCESS	<ul style="list-style-type: none"> Will provide reports to help the College determine whether it is scheduling classes appropriately (online, evening, weekend) to meet student needs 	<ul style="list-style-type: none"> Improves compilation of data used in program review and SLOs/SAOs assessment, leading to improvements in service delivery to students 	<ul style="list-style-type: none"> Will allow College to implement waitlists for courses and communicate waitlist information to students
Connection to SUCCESS	<ul style="list-style-type: none"> Allows the College to do "year ahead scheduling," which helps students build schedules with program completion more firmly in mind 	<ul style="list-style-type: none"> Enables College to improve its use of SLO assessment results in planning to increase student success 	<ul style="list-style-type: none"> Will include a Degree Audit program, allowing both students and Student Services staff to more effectively track progress toward successful program completion

In addition, the three Action Projects will greatly improve institutional effectiveness:

	EMS	TracDat	ERP
Impact on IE	<ul style="list-style-type: none"> Will provide better productivity data, allowing improved efficiency in scheduling processes, in terms of both staff time and budget resources Will provide reports to support flexible response during scheduling (capturing the 'what if' factor) 	<ul style="list-style-type: none"> Streamlined data collection, assessment, and reporting practices Will generate reports in a consistent format for use in discussions about institutional resource needs (e.g., staff, equipment, facilities, technology, etc.) 	<ul style="list-style-type: none"> Improved data integrity Improved data collection and reporting capacity Improved availability of program completion data

Overview of Action Projects

	EMS	TracDat	ERP Procurement
		Disparate data sources are used to house and locate information, making it difficult to find and use data. MPC chose to contract with TracDat in 2015.	Need for ERP documented in Title 5 grant applications, results of Business Process Analyses (in HR and Admissions & Records), Technology Plan (projects such as EMS and Laserfiche, eTranscripts, OpenCCCApply, OEI Pilot Program)
Spring 2016		<ul style="list-style-type: none"> Gather course and program data to input into TracDat Begin TracDat configuration 	Spring and Fall 2016: BPAs <ol style="list-style-type: none"> Financial Aid Fiscal Student Success -- 3SP and Equity Schedule Development
Summer 2016	Pilot in AA Office	<ul style="list-style-type: none"> Develop Instructor and Program Reflections Templates 	
Fall 2016	Train those involved in scheduling	<ul style="list-style-type: none"> Implement Course SLOs into TracDat 	Investigate funding sources
Spring 2017		<ul style="list-style-type: none"> Program Review Program-of-study Learning Outcomes 	<ul style="list-style-type: none"> Develop RFP based on BPA results BPA group to be hired to be part of RFP process. -- not yet scheduled
Fall 2017	Evaluate effectiveness of implementation	<ul style="list-style-type: none"> Connection to Planning and Resource Allocation Process Evaluation of TracDat implementation 	
Spring 2018	Evaluate effectiveness of implementation, develop recommendations for any warranted improvements	<ul style="list-style-type: none"> Evaluation of TracDat implementation 	
Fall 2018	Implement improvements based on evaluation	Implement improvements based on evaluation	
Spring 2019			Explore additional modules (e.g., Starfish)

Action Project 1: EMS

Background

Since the 2013-14 academic year, the College has been engaged in efforts to review and revise scheduling processes to meet student needs, improve success and retention, and increase average class sizes. This is consistent with the College's Institutional Goals and Objectives (see Institutional Goal 1, Objective 1.7). The College also examined scheduling practices during its institutional self-evaluation; specifically, Standard II.A.6 addresses the college's course scheduling as it relates to scheduling courses to facilitate degree completion. During the self-evaluation, the College recognized that its current Student Information System (SIS) had become a barrier to effective scheduling practices, and College personnel have difficulty generating data needed to inform scheduling decisions in an efficient manner. As a result, current scheduling practices are often based on a "rollover" of the previous schedule, rather than on analysis of data that would lead to more strategic schedule-building.

In summer 2015, an *ad-hoc* group comprised of the College president, the three vice presidents, three deans of instruction, scheduling technician, support staff from the Office of Academic Affairs, admissions director, programming manager, and institutional researcher came together to discuss the barriers to producing timely enrollment reports and to brainstorm solutions for improved practices. The need for an Enrollment Management System (EMS) emerged from these discussions. Once implemented, EMS will increase access to course enrollment data and provide the ability to examine enrollment from the level of the entire College to the level of individual course sections. EMS interfaces with the College's current Student Information System (SIS) and presents data elements (e.g., enrollments, full-time equivalent students (FTES), load, productivity, cost) in a spreadsheet format so it can be easily examined and discussed. EMS will enable the College to efficiently analyze the schedule, as well as plan for and manage future years' schedules, thereby improving support for student success. Integration between EMS and SIS will improve the accuracy and timeliness of data used in scheduling.

In preparation for the implementation of an EMS, the MPC is reviewing and revising its scheduling practices to provide students with a more consistent and predictable schedule. As of the 2015-16 year, a block scheduling practice is now implemented in most areas of the college. The blocks have been revised and will be implemented in the spring 2017 schedule. The College is moving towards FTEF allocation and productivity targets for programs and Divisions. The EMS Timeline Table below outlines how the institution plans to continue the implementation and evaluation of EMS over the next two years.

TIMELINE
Action Project 1: EMS

Project Objective: Increase effectiveness of scheduling and enrollment management practices by providing greater access to and coordination of enrollment data			
Specific Tasks/Activities	Outcome for each task	Target Completion Date	Responsible Parties
Create algorithm tables, based on historical demand for classes, contractual definitions of load, as well as on current enrollment patterns and expectations	Set of functional algorithms for every type of course and apportionment method	Currently, spring 2016 (nearly complete as of 4/5/16)	<ul style="list-style-type: none"> Office of Academic Affairs MPC EMS workgroup Vendor implementation team
Develop taxonomy by: <ul style="list-style-type: none"> College Division Department Discipline Emphasis 	1. Comprehensive spreadsheet that includes every course identified by: college, division, department, discipline, emphasis. 2. Taxonomy run against algorithm tables 3. Identification of “outlier” courses	Spring 2016	<ul style="list-style-type: none"> Office of Academic Affairs Vendor implementation team
Develop taxonomy by location: <ul style="list-style-type: none"> Monterey Fort Ord Distance Ed 	1. Comprehensive spreadsheet that includes every course identified by location. 2. Taxonomy run against algorithm tables 3. Identification of “outlier” courses	Spring 2016	<ul style="list-style-type: none"> Office of Academic Affairs Vendor implementation team
Develop programming to implement algorithm tables and taxonomy	Functional EMS program that allows college personnel to predict enrollments (FTES) and FTEF at any level of the College	End of spring 2016	<ul style="list-style-type: none"> MPC IT Vendor implementation team
Pilot EMS program to develop scheduling for Summer 2017, Fall 2017, and Spring 2018	Data available for development of schedule for Summer 2017, Fall 2017, and Spring 2018	Summer 2016	<ul style="list-style-type: none"> Office of Academic Affairs MPC EMS workgroup Vendor implementation team

TIMELINE
Action Project 1: EMS

Specific Tasks/Activities	Outcome for each task	Target Completion Date	Responsible Parties
Train department/division chairs how to use filters, run reports, etc.	All department and division chairs will demonstrate ability to use filters, run reports, etc.	Fall 2016	<ul style="list-style-type: none"> Office of Academic Affairs MPC EMS workgroup Vendor implementation team
Implement new scheduling practices for 2017-18 year	New practices used to develop Fall 2017 schedule	Fall 2016	<ul style="list-style-type: none"> Office of Academic Affairs Department and Division Chairs MPC EMS workgroup Vendor implementation team
Evaluate effectiveness of EMS implementation (and supporting processes)	Analysis of what works well, and what improvements could be made in order to increase effectiveness of the implementation	2017-2018 Academic Year	<ul style="list-style-type: none"> Office of Academic Affairs Department & Division Chairs MPC EMS Work group
Implement improvements to EMS (or supporting processes) based on results evaluation		Fall 2018	<ul style="list-style-type: none"> Office of Academic Affairs Department & Division Chairs MPC EMS Workgroup

Action Project 2: TracDat

Background

Monterey Peninsula College designed its planning and resource allocation process to support student learning and achievement. In practice, however, the process does not always work as effectively as intended, because the tools MPC uses to collect and assess data are not effectively integrated with each other. The information and data used in the planning and resource allocation process are housed in different systems with varying accessibility and formats. The institutional self-evaluation revealed that campus personnel have difficulty--and in some cases are prevented from--seeing data elements of one process when it is time to support the next, making the College's evaluation and planning processes overly cumbersome and inefficient. For example, it is difficult to access results of SLO assessment in a timely manner when conducting program review or writing justification for resource allocation requests. The findings from the institutional self-evaluation led to the development of an Actionable Improvement Plan related to Standards I.B.4, I.B.7, I.B.8, and I.B.9. This AIP also aligns with the College's Institutional Goals: Objective 2.1 of the Institutional Goals--Improve Institutional Effectiveness, which identifies the need to "implement systems for easier access to data."

In fall 2015, MPC decided to implement the TracDat system in order to strengthen connections between data elements of SLOs, program review, planning, and resource allocation; once implemented, TracDat will connect these elements to each other and to the College's Institutional Goals. Using TracDat to improve the practical connections between the components of the planning and resource allocation process will allow the institution to improve institutional effectiveness and make better decisions in support of student success. For example, when departments have easier access to student achievement and student learning data, they will be able to better define instructional needs, and the College will be able to make more informed resource allocation decisions. TracDat directly enables institutional effectiveness, connecting student learning and success to the institutional processes designed to support those student needs.

The TracDat Timeline below outlines how MPC plans to implement TracDat over the next two years. Some tasks are in progress as of spring 2016. The project will proceed in three phases: course SLO assessment, program SLO assessment, and program review. Effectiveness of the system will be evaluated during the 2017-2018 academic year, and the results of the evaluation will be used to make improvements to the system and its support resources during 2018-2019.

TIMELINE
Action Project 2: TracDat

Project Objective: Improve operational connections between student learning and achievement data, planning, and resource allocation processes to improve effectiveness of decision-making processes.			
Specific Tasks/Activities	Outcomes for Each Task	Target Completion Date	Responsible Parties
Data entry and configuration for course assessment & program reflections	1. Programs, courses, & SLOs entered into TracDat 2. Instructor Reflections interface established 3. Program Reflections interface established	Spring 2016	TracDat Team
Develop user training & support resources for course assessment and program reflections tools	1. User guide for Instructor Reflections 2. User guide for Program Reflections	Spring/Summer 2016	<ul style="list-style-type: none"> TracDat Team Learning Assessment Committee
Launch Course Assessment and program reflections tools	Course and program assessment transitions into TracDat (Sharepoint system retired)	Flex Day, Fall 2016	<ul style="list-style-type: none"> TracDat Team Learning Assessment Committee
Data entry and configuration for program assessment (program of study)	1. Program outcomes entered into TracDat 2. Program of study interface established	Spring/Summer 2016	TracDat Team
Develop user training & support resources for program assessment	1. User guides for course → program outcome mapping 2. Support resources for outcome mapping (including training sessions)	Summer/Fall 2016	<ul style="list-style-type: none"> TracDat Team Learning Assessment Committee
Data entry and configuration for Action Plans	1. Action Plan interface established 2. Action Plan reports established and tested	Summer/Fall 2016	TracDat Team

Specific Tasks/Activities	Outcomes for Each Task	Target Completion Date	Responsible Parties
Develop user training & support resources for Action Plans	User guides for action plans	Fall 2016	<ul style="list-style-type: none"> TracDat Team Learning Assessment Committee
Launch Program Assessment and Action Plan tools	<ol style="list-style-type: none"> Program of study assessment transitions into TracDat Action Plans transition into TracDat (Word forms retired) 	Spring Flex, 2017	<ul style="list-style-type: none"> TracDat Team Learning Assessment Committee
Data entry and configuration for Program Review (Comprehensive and Annual Updates)	<ol style="list-style-type: none"> Program Review templates for Academic Affairs, Student Services, Administrative Services, President's Office established in TracDat Institutional and program-level achievement data configured in Action Point/Planning Point 	Spring 2017	<ul style="list-style-type: none"> TracDat Team Office of Institutional Research
Develop user training & support resources for program review	User guides for Program Review	Spring 2017	<ul style="list-style-type: none"> TracDat Team Office of Institutional Research
Launch Program Review tools	Program Review transitions into TracDat (Word templates retired)	Fall 2017	<ul style="list-style-type: none"> TracDat Team Vice Presidents Office of Institutional Research
Evaluate TracDat and use results of evaluation to make improvements to process	Recommendations regarding effectiveness and potential improvements to TracDat and processes it supports	Evaluation conducted 2017/2018 AY	<ul style="list-style-type: none"> College Council TracDat Team

Action Project 3: ERP

Background

Monterey Peninsula College is one of only six colleges in the California Community College system that does not currently use an Enterprise Resource Planning (ERP) system to manage its operational data. Currently, MPC uses the Student Information System (SIS) developed by Santa Rosa Junior College. However, SIS no longer meets the needs of the College. SIS does not integrate the vital data functions of the College, as an ERP would do. As a result, MPC uses multiple systems in parallel. Reporting capabilities vary from system to system, as does the quality of reports. Systems may or may not integrate well with each other, leading to a reliance on manual entry and greater opportunities for error. For example, the Fiscal Services Department relies heavily on the Escape financial management system, provided by the Monterey County Office of Education; Escape has not been set up to integrate with SIS. Likewise, the Student Financial Services Department uses Financial Aid Management Systems (FAMS), which is being phased out by its vendor. Because FAMS, Escape, and SIS are not integrated, the College has had to invest in a separate stand-alone program (PowerFaid) to replicate FAMS functionality. In addition, SIS has programming constraints that make it difficult and fiscally unfeasible to add student-focused services that are standard to higher education and desired by MPC students (e.g., waitlists, degree audit program).

An ERP would greatly expand the institution's effectiveness and efficiency with regard to its operational data, as well as allowing for efficiency and expansion of services to students. The need to transition to an ERP has been a topic of institutional discussion since 2013, and has been documented in the MPC Technology Plan 2013-2016, in the Institutional Goals and Objectives (see Objective 4.2), and in the Self-Evaluation Report (see Standards I.B.8, II.A.6, and III.C.2). Discussions about the most effective way to finance the implementation and ongoing licensing costs of an ERP are in progress as of spring 2016. In the meantime, the College has begun to plan for an ERP implementation (see Institutional Objectives 4.2a-4.2c). Business Process Analyses (BPAs) have been completed related to student enrollment and employee onboarding processes; additional analyses are scheduled for Fiscal Services, Student Financial Aid, and other areas. Results of the BPAs will inform the configuration of the ERP, to ensure that the implementation enables increased institutional effectiveness and expanded support for students.

The ERP Timeline Table below outlines how MPC plans to prepare for an ERP implementation over the course of the next two years. As some of the specific tasks/activities in the plan are dependent on funding that has not yet been identified, the plan includes the College's best estimate for the length of time the activity would take to complete. Firm completion dates will be added to the plan once funding has been established.

TIMELINE
Acton Project 3: ERP

Project Objective: Implement an Enterprise Resource Planning system to improve integration of operational data, increase institutional effectiveness with regard to use of operational data, and support expansion of student-focused services that rely on operational data			
Specific Tasks/Activities	Outcome for Each Task	Target Completion Date	Responsible Parties
Complete Finance BPA	Assess current process, design optimal processes.	Spring 2016	<ul style="list-style-type: none"> VPAS (CBO) Controller
Complete Financial Aid BPA	Assess current processes, design optimal processes	Spring 2016	<ul style="list-style-type: none"> VPSS Director, Fin Aid
Develop ERP funding strategy	Identify funding sources	TBD	<ul style="list-style-type: none"> Superintendent/President VPAS (CBO)
Complete Student Success BPA	Assess current processes, design optimal processes	Fall 2016	VPSS
Complete Schedule Development BPA	Assess current processes, design optimal processes	Fall 2016	<ul style="list-style-type: none"> VPAA Academic Affairs Deans
Develop ERP Request for Proposal (RFP)	Use the data gathered in the BPA's and other sources to develop the specific criteria for the RFP	TBD based on funding (2-4 month goal)	<ul style="list-style-type: none"> VPAS (CBO) Controller Director, Information Systems ERP Steering Committee

Specific Tasks/Activities	Outcome for Each Task	Target Completion Date	Responsible Parties
Implementation planning	Develop timelines and address resource needs for 2 year project	TBD (6-month goal)	<ul style="list-style-type: none"> • Superintendent/President • VPAS (CBO) • Director, IS • ERP Steering Committee
Implementation of ERP	Full implementation of relevant modules	TBD (24-30 month goal)	<ul style="list-style-type: none"> • VPAS (CBO) • Director, Information Systems • ERP Steering Committee

Glossary Of Terms

Acceptable Use Agreement (AUA) - An acceptable use agreement (AUA) is a document that outlines a set of rules to be followed by users or customers of a set of computing resources, which could be a computer network, website or large computer system. An AUA clearly states what the user is and is not allowed to do with these resources.

An acceptable use policy is also known as a fair use policy or terms of use.

Active Directory - Active Directory (AD) is a Windows OS directory service that facilitates working with interconnected, complex and different network resources in a unified manner.

Bring Your Own Device (BYOD) - Bring your own device (BYOD) refers to employees who bring their own computing devices, such as smartphones, laptops and tablet PCs, to work with them and use them in addition to or instead of company-supplied devices. The prevalence of BYOD is growing as people increasingly own their own high-end mobile computing devices and become more attached to a particular type of device or mobile operating system.

Business Process Analysis (BPA) - Business process analysis (BPA) is the analysis of various business operations classified into processes, or series' of related tasks, where observation revolves around the specific ways in which these processes happen along a life cycle from beginning to end. Because a business process consists of a series of related tasks or events with a particular end objective, business process analysis uses various tools and methodologies to look at these processes in a variety of ways, and to monitor efficiency, productivity and more.

CCC Information Security Center - The California Community Colleges Information Security Center facilitates and coordinates the work of system wide information security (IS) technology by:

- Understanding CCC IS priorities
- Offering free vulnerability scanning
- Providing free server monitoring
- Developing IS policies & procedures
- Promoting IS awareness
- Publicizing important IS information

Cisco - One of the leading manufacturers of network equipment. Cisco's primary business is in internetworking products

Disaster Preparedness/ Recovery Plan - A Disaster Recovery Plan (DRP) is a business plan that describes how work can be resumed quickly and effectively after a disaster. Disaster recovery planning is just part of business continuity planning and applied to aspects of an organization that rely on an IT infrastructure to function.

The overall idea is to develop a plan that will allow the IT department to recover enough data and system functionality to allow a business or organization to operate - even possibly at a minimal level.

Enterprise Resource Planning (ERP) - Enterprise resource planning (ERP) is a method of efficiently utilizing people, hardware and software to increase productivity and profit, thus simplifying a company's business processes. ERP may include many software applications or a single (but more complex) software package that smoothly disseminates data required by two or more unique business departments.

Hyper V - Microsoft Hyper-V is a server virtualization product developed by Microsoft Corporation, which provides virtualization services through hypervisor-based emulations.

Information Technology Infrastructure Library (ITIL) - Information technology infrastructure library (ITIL) is a widely accepted best practices framework for IT service management (ITSM). ITIL includes practices, checklists, tasks and procedures documenting the role of the ITSM function. Additionally, ITIL is supported by a qualification scheme, accredited training organizations and implementation third-party (also called ITIL-aligned) assessment tools.

Local Area Network (LAN) - A local area network (LAN) is a computer network within a small geographical area such as a home, school, computer laboratory, office building or group of buildings.

A LAN is composed of inter-connected workstations and personal computers which are each capable of accessing and sharing data and devices, such as printers, scanners and data storage devices, anywhere on the LAN.

Family Educational Rights and Privacy Act (FERPA) - The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Microsoft Exchange - Microsoft Exchange Server (MXS) is a collaborative enterprise server application designed by Microsoft to run on Windows Servers. MXS supports:

- Email
- Contacts and tasks
- Calendar

Project Management Institute - The Project Management Institute (PMI) is a leader in credentialing project management professionals and advancing the field of project management.

Service Level Agreement (SLA) - A Service Level Agreement (SLA) is the service contract component between a service provider and customer. A SLA provides specific and measurable aspects related to service offerings.

Single Sign-on (SSO) - Single sign-on (SSO) is an authentication process that allows a user to access multiple applications with one set of login credentials. SSO is a common procedure in enterprises, where a client accesses multiple resources connected to a local area network (LAN).

SSO advantages include:

- Eliminates credential reauthentication; thus, improving productivity.
- Streamlines local and remote application and desktop workflow.
- Minimizes phishing.
- Improves compliance through a centralized database.
- Provides detailed user access reporting.

Virtualization - Virtualization refers to the creation of a virtual resource such as a server, desktop, operating system, file, storage or network.

The main goal of virtualization is to manage workloads by radically transforming traditional computing to make it more scalable. Virtualization has been a part of the IT landscape for decades now, and today it can be applied to a wide range of system layers, including operating system-level virtualization, hardware-level virtualization and server virtualization.

Virtualized Desktop Infrastructure (VDI) - Virtual desktop infrastructure (VDI) is a virtualization technique enabling access to a virtualized desktop, which is hosted on a remote service over the Internet. It refers to the software, hardware and other resources required for the virtualization of a standard desktop system.

VMWare - VMware is a company that was established in 1998 and provides different software and applications for virtualization. It has become one of the key providers of virtualization software in the industry.

WiFi - WiFi is a wireless networking technology that allows computers and other devices to communicate over a wireless signal.

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Contributors

Technology Committee

- Michael Midkiff (Co-Chair)
- Kevin Raskoff (Co-Chair)
- Alexis Copeland
- Rosa Arroyo
- Scott Gunter
- Jon Knolle
- Kelly Stack
- Nicole Dunne
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- Michael Midkiff
- Lynn Noell
- Robert Boardman
- Kim Panis
- Kristin Darken
- Erik McDonald
- Linda Sasaki
- Chris Anderson
- John O'Brien
- Aaron Cepeda
- Vince Santos
- Laura Worley

Committee Review/Approval

Technology Committee - Information Item - Oct 21, 2016

Academic Senate - Information Item - Nov 3, 2016

Academic Affairs Advisory Group (AAAG)- Information Item - Nov 9, 2016

Student Services Advisory Group (SSAG)- Information Item - Nov 17, 2016

Online Education Committee (OEC)- Information Item - Nov 18, 2016

Administrative Services Advisory Group (ASAG)- Information Item - Nov 22, 2016

Technology Committee - Approved - Nov 18, 2016

President's Advisory Group (Formerly College Council) - Approved - Nov 22, 2016

Board of Trustees - Jan 25, 2017

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

New Business Agenda Item No. M

Administrative Services
College Area

Proposal:

That the Governing Board unanimously approve the attached **Resolution # 2016-2017/ 83** for \$600,000 to conduct emergency services and remediation (repair, reconstruction and equipment replacement) sustained by the Theater and infrastructure of the building.

Background:

The Theater sustained considerable water damage as a result of recent heavy rain and wind which overwhelmed drains and created water back up into several parts of the building. The District has filed a property loss claim with its insurance administrators, Keenan & Associates. Initial clean up and water removal efforts began immediately as did damage assessments by the claims adjustor at the direction of the District's insurance administrator Keenan & Associates. The attached "Scope of Work and Construction" provided by American Technologies, Inc. (ATI) summarizes the emergency services and remediation and construction work for the MPC Theater and provides references of similar work conducted at Theater buildings at UC Berkeley, West Valley College, Fresno City College, Newark High School and Middletown Unified School District.

The **Resolution # 2014-2015/78** will allow the District to contract for the labor and materials without advertising for, or inviting bids in an emergency when the instructional program is disrupted or to avoid danger to life and property.

As noted in the proposal from ATI, the repair and reconstruction process will involve co-ordination with District subcontractors handling electronics, communication and lighting systems and will include on-site meetings with the District to review progress and update the progress schedule as required. ATI anticipates completion of the project in April.

Budgetary Implications: The repair reconstruction and equipment replacement costs are anticipated at \$600,000 and relief is being sought through the District's property and liability coverage.

☒ **RESOLUTION: BE IT RESOLVED,** That the Governing Board unanimously approve the attached **Resolution # 2016-2017/83** for \$600,000 to conduct emergency services and remediation (repair, reconstruction and equipment replacement) sustained by the Theater and infrastructure of the building.

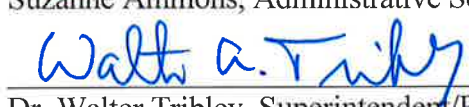
Recommended By:


Steven L. Crow, Ed.D., Vice President of Administrative Services

Prepared By:


Suzanne Ammons, Administrative Services

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

**GOVERNING BOARD RESOLUTION FOR
EMERGENCY WAIVER – PUBLIC PROJECT**

Monterey Peninsula Community College District
Resolution # **2016–2017/83**

On Motion of Member _____, seconded by Member _____, the following resolution is adopted by the Governing Board of the Monterey Peninsula Community College District:

WHEREAS, the Theater Building sustained considerable water damage as a result of heavy rain and wind; and

WHEREAS, to permit the continuance of existing instructional programs; and

WHEREAS, to avoid danger to life and property; and

WHEREAS, Public Contract Code Section 20113 (school districts) / 20654 (community college districts), as further defined by Public Contract Code Section 1102, provides that school districts/community college districts may, with the unanimous approval of the Governing Board and approval of the County Superintendent of Schools, contract for the performance of labor and purchase of materials without advertising for or inviting bids in an emergency when such work is necessary to permit the continuance of existing school classes or to avoid danger to life or property;

NOW THEREFORE, be it resolved that the Governing Board of the Monterey Peninsula Community College District has determined that these circumstances constitute an emergency condition and request approval from the County Superintendent of Schools to enter into contracts for \$ _____ for emergency services and remediation (repair, reconstruction and equipment replacement) and without advertising or inviting bids pursuant to Public Contract Code Section 20113 (school districts) / 20654 (community college districts) and Public Contract Code Section 1102.

PASSED AND ADOPTED by unanimous vote of the Members of the Governing Board of the _____ School District this 25th day of January, 2017 by the following vote:

AYES:
NOES:
ABSENT:

STATE OF CALIFORNIA)
)ss
COUNTY OF MONTEREY)

I, _____ Clerk/Secretary of the Governing Board of the Monterey Peninsula Community College District, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said Board at a regularly called and conducted meeting held on said date.

Clerk/Secretary of the Governing Board

I hereby approve the issuance of emergency contracts
For the aforementioned School District:

Monterey County Superintendent of Schools



AMERICAN TECHNOLOGIES, INC.

January 14, 2016

Mr. Steven Crow, Ed. D.
Vice President
Administrative Services
Monterey Peninsula College

RE: Monterey Peninsula College Flood

Dear Mr. Crow,

We appreciate the opportunity to visit the site and inspect the damage sustained to the theater and infrastructure of the building. The following is a general scope of work based on our walk through and areas of damage that is visible.

Scope of Work (Emergency Services and Remediation)

1. Set up air scrubbers in various areas to isolate remediation area.
2. Set up containments as needed to control dust and possible mold spores.
3. Clean and sanitize all concrete wall surfaces in the work shop.
4. Clean and dry all plywood surfaces and sanitize in the work shop.
5. All bottom drawers of the metal cabinet's misc. contents will be wiped and sanitized and put back in place. (we will need to determine if this is cost affective)
6. Prepare a total loss inventory of all water damaged contents to include free standing cabinets, and contents to be submitted to the school and insurance company.
7. Continue dry out of slab, concrete walls and wood structures in the work shop areas.
8. Back carpet rooms we will remove all carpet and sanitize the areas. This will include all store rooms. Any wet drywall will be cut at 2' and removed. Stud walls will be dried and sanitized. Inspection of the wood sub-floor to reveal if any water is present. Dry out accordingly.
9. At the stage area we will remove all built up props and platforms and store in the work shop.
10. We will remove all Masonite from the stage.
11. We will remove built up flooring which consists of 1&1/8" T&G and 3/4" ply. To expose the plastic moisture barrier.
12. The moisture barrier will be removed to expose the wood sleepers.
13. The sleepers will be dried in place and sanitize.
14. Drying equipment to be installed for the concrete slab and walls. The large rubber base will be removed and saved in order to expose the concrete for drying and sanitizing.
15. At the seating area we will diagram and mark all seating and detach from the concrete in order to remove all carpet in the theater. Chairs will be stored on site as room permits.
16. All carpet to be removed in the seating area, lobby, and stairs in preparation for the arriving carpet replacement. All wet areas will be addressed with sanitizing and drying of the areas affected.
17. In the basement area we will get access to the elevator pit and clean and sanitize the pit itself. Drying equipment will be installed to help prevent the flash rust that was visible. Our team will work in conjunction with the elevator company.
18. Throughout the basement area crews will apply drying equipment as needed and mop and sanitize the concrete walls and floors. This will include the pit directly below the stage. All areas will be moped and sanitized to include inspection and detail cleaning of any flash rust that is evident.



19. All the electronics in the lighting room will be worked on by others and replaced as needed. We will hepa vacuum the area and inspect for water and dry as needed.
20. At the conclusion of each phase we will retain an independent party to do a visual inspection and air testing prior to any construction services.

Construction:

1. Job Site mobilization - mask and protect as required
2. Replace insulation as needed.
3. Replace drywall - tape and texture
4. Replace or repair cabinets
5. Inspect sleeper system @ stage floor
6. Replace any loose or damaged sleepers
7. Level stage floor sleeper system
8. Inspect and repair vapor barrier
9. Replace plywood subfloor - 2 layers
10. Replace Masonite flooring
11. Paint Masonite flooring per district specs
12. Reset stage props to original locations
13. Paint new surfaces to match existing
14. Replace damaged doors & hardware
15. Repair back room sub-floor system - pending removals
16. Prep slab for new carpet
17. Moisture testing of slabs
18. Replace carpet and cove base throughout per district specs
19. Reset theater seating and contents
20. Final clean up

The repair process will involve co-ordination with district subcontractors handling electronics, communications, and lighting systems.

On-site meetings with district supervisors to review progress and update schedule as required.

References:

UC Berkeley (Zellerbach Theater)

Restoration, dry out and construction due to a flood at the theater. Worked around all the performances that were scheduled. Approx. Value 150,000

West Valley College Theater (Bridget Espinosa)

Complete restoration of the theater from a significant water damage to the theater itself, bathrooms, sound room, projection room and back stage areas. Approx. value 450,000

Fresno City College Theater (Darren Cousineau)

The scope of work involved removals, disposals and dry out of drywall, insulation, carpet and vinyl. It was necessary to remove and replace acoustic sound panels in the main theater area to access the drywall. Seating and sound systems were detached and reset. The work was completed on schedule to accommodate the districts upcoming performance schedule. Approx. value 150,000



AMERICAN TECHNOLOGIES, INC.

Newark High School (Brian Richards CBO)

Massive flood to school building causing substantial damage to classrooms and dance studios. Approx. Value 1,700,000

Middletown Unified School District.

Wild fires affecting five schools with smoke and fire damage. A full cleaning of all school to remove soot. Dry out of several classrooms and stage areas. Complete rebuild of a modular classroom and maintenance facility. Approx. Value 3,400,000

Again, thank you for the opportunity to be of service and if you have any questions please do not hesitate to call.

Respectfully,

Dan Ward
Executive Vice President
American Technologies, Inc.
510-774-2281

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

New Business Agenda Item No. N

Human Resources
College Area

Proposal:

Increase the current 2015-2016 Salary Schedule to reflect the increase in California minimum wage.

Background:

The California minimum wage will increase from \$10.00 to \$10.50 per hour effective January 1, 2017. The Short-Term, Non-Continuing (non-classified) and Student employee salary schedules have been updated for compliance.

Budgetary Implications:

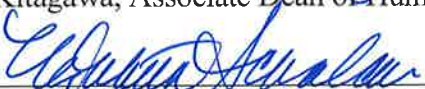
The estimated budgetary cost to increase the current Short Term Non-Continuing (non-classified), and Student employee's is \$18,499, which includes the payroll related benefits.

☒ **BE IT RESOLVED**, that the Governing Board ratify the attached 2016-2017 salary schedules for Short-Term, Non-Continuing (non-classified) and Student employee salary schedules, effective January 1, 2017.


Recommended By:


Susan Kitagawa, Associate Dean of Human Resources

Prepared By:


Elizabeth Schalau, Human Resources Analyst

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

MONTEREY PENINSULA COLLEGE

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

Maximum days per fiscal year: 180

2016-2017

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.	10.50
College Assistant II	<ul style="list-style-type: none"> • Reader – Foreign Language • General Tutor 	Possesses some training or skills. Completes general duties under supervision.	11.00
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.	11.50
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.

Effective January 1, 2017

Board Approved: January 25, 2017

Monterey Peninsula Community College District

HOURLY STUDENT PAY RATES

2016-2017

CLASS I	Assistant/Clerk	\$10.50
CLASS II	Technician/Intern	\$10.50- \$11.00
CLASS III	Coordinator/Manager	\$11.00 - \$11.50
CLASS IV	Tutors	\$11.50 - \$12.00

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)

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.

Effective: January 1, 2017

Board Approved: January 25, 2017

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

Board Meeting Date

New Business Agenda Item No. O

Human Resources
College Area

Proposal:

That the Governing Board approve the attached Memorandum of Understanding (MOU) "2016-2017 Retirement Incentive Plan" dated December 6, 2016 between Monterey Peninsula Community College District (District) and the Monterey Peninsula California School Employees Association, Chapter #245, MPCEA/CSEA (MPCEA).

Background:

The District's last retirement incentive to full-time classified employees was offered in 2015, and consisted of a \$15,500 payment to each eligible full-time employee meeting the terms of the agreement. This year, the District has an opportunity to offer a generous retirement incentive to full-time classified that would enhance an eligible employee's retirement income in a self-funded program that may result in savings or be cost neutral to the District.

To be eligible for the Retirement Incentive Plan (plan), employees must be a full-time classified unit member, at least 58 years of age, and have completed at least 15 years of service to the District by June 30, 2017. Employees must retire from the District on or before June 30, 2017. Under the plan, enrollees shall receive a sum equal to 65% of their 2016-2017 base salary, and will be given several payment period options from which to choose. Employees must sign an irrevocable letter of resignation for the purposes of retirement effective no later than June 30, 2017. Employees may rescind their resignations if the plan will not be implemented because the projected cost of the district-wide retirement incentive program exceeds the projected savings.

The MOU was ratified by the members of MPCEA, Chapter #245 on December 19, 2016 with a vote of 24 in favor and 0 opposed.

Budgetary Implications:

The proposed "2016-2017 Retirement Incentive Plan" will not have a negative effect upon the budget. This Retirement Incentive Plan, along with other plans to be offered to other employee groups, may achieve cost savings or be cost neutral to the District depending upon the number of enrollees in the plans.

☒ **RESOLUTION: BE IT RESOLVED**, that the Governing Board approve the attached Memorandum of Understanding (MOU) "2016-2017 Retirement Incentive Plan" dated December 6, 2016 between Monterey Peninsula Community College District and the Monterey Peninsula California School Employees Association, Chapter #245, MPCEA/CSEA.

Recommended By: _____


Steven L. Crow, Ed.D., Vice President of Administrative Services

Prepared By: _____


Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval: _____


Dr. Walter Tribley, Superintendent/President

MEMORANDUM OF UNDERSTANDING

Between Monterey Peninsula Community College District (MPCCD)

And Monterey Peninsula College Employees' Association (MPCEA)

2016-17 RETIREMENT INCENTIVE PLAN

December 6, 2016

MPCEA and MPCCD (THE PARTIES) MUTUALLY AGREE TO OFFER THE FOLLOWING RETIREMENT INCENTIVE PLAN to provide budget savings and recognition of service to eligible MPCEA full-time unit members who retire under the following terms and conditions:

1. **Effective Date of Retirement:** The effective date of resignation for purpose of retirement under this incentive program must be no later than June 30, 2017.
2. **Eligibility for Incentive:** A current MPCEA full-time unit member is eligible if he/she is aged 58 years or older and has at least fifteen (15) years of service as an employee of MPCCD. Eligibility shall include any unit member who previously submitted a resignation/retirement letter during this academic year which otherwise meets the conditions of this MOU.
3. **Incentive Payment:** If all conditions are met, MPCCD shall pay the sum equal to 65% of the unit member's 2016-17 base salary. This base salary shall be adjusted by any agreement reached and ratified by MPC and MPCEA on or before June 30, 2017 which affects the 2016-17 base salary for the unit member.
 - a. **Example:** Unit member earning \$50,000 base salary in 2016-17 enrolls in the SERP. Upon retirement in June 2017, unit member is entitled to the amount of \$32,500 to be paid over a time period selected from several options.
4. **Method of Payment:** The unit member shall elect the payment option from the following choices by completing and signing all required forms (attached) and submitting all required documentation for the Incentive.
 - a. **Life Only Benefit:** Benefits are distributed in monthly payments during the retired unit member's life only.
 - b. **Joint & 50% Survivor:** Benefits are distributed in monthly payments during the retired unit member's life; and then 50% of the amount the retiree was receiving monthly will be paid to the retirees' joint annuitant for the rest of his or her life.
 - c. **Life or Ten (10) Year Certain, whichever is longer:** Benefits are distributed in a total of 120 monthly payments, regardless of whether the retiree dies prior to such time the 120 monthly payments are completed.

d. Monthly Payments over Five (5) to Ten (10) years: Benefits are distributed in monthly installments over a five (5) to ten (10) year period as elected by the unit member.


5. Enrollment in the Incentive: To enroll in the Incentive, eligible unit members must file a signed irrevocable letter of resignation for the purpose of retirement with Susan Kitagawa in the Office of Human Resources by 12:00 p.m. on January 10, 2017. By January 11, 2017, MPCCD will notify enrollees via MPC email if the Incentive will not be implemented because the projected cost of MPCCD's district-wide retirement incentive program exceeds the projected savings, in which case an enrollee may rescind his/her letter of resignation by filing written notice to Susan Kitagawa via email at skitagawa@mpc.edu on or before January 17, 2017 at 5:00 p.m.

6. Unit members electing to retire under the terms of this MOU will be eligible for re-employment with MPCCD after July 1, 2018, on a part-time basis only and consistent with CalPERS or CalSTRS limitations that may apply.

7. Unit members enrolling in the SERP will assume responsibility for any and all liability related to their retirement under CalPERS and/or CalSTRS, and for any state or federal tax consequences resulting from the retirement.


The parties acknowledge that this MOU is not precedential, and that a retirement incentive may not be offered in the future. This Agreement is made and entered into this 7th day of November 2016 between MPCEA and MPCCD, subject to the approval of the MPCCD Board of Trustees.

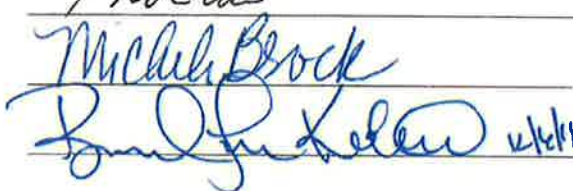
For MPCCD



Susan Kitagawa

For MPCEA



Michel Brock

_____ vtk/1p

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

New Business Agenda Item No. P

Human Resources
College Area

Proposal:

That the Governing Board approves the “Article 16.8 Grievance (FY 2015-16) Mediator’s Proposed Settlement Agreement” dated November 21, 2016 between Monterey Peninsula Community College District and the Monterey Peninsula College Teachers Association (the Parties) and that the Governing Board approves the updated faculty salary schedules for 2016-2017.

Background:

The Parties met to mediate a grievance filed by Monterey Peninsula College Teachers Association (MPCTA). The Parties reached and signed the mediator’s proposed settlement agreement on November 21, 2016, resolving all pending grievances regarding Article 16.8. The terms of the agreement include:

- A 4% one-time off-schedule payment to MPCTA unit members employed during the 2015-2016 fiscal year. Negotiations on compensation for 2015-2016 are closed.
- A 1% on-schedule increase to Salary Schedule A-Contract Faculty, Schedule B1 and B2, Schedules C1 and C2, and the Coaching Pay Schedule for the 2016-2017 fiscal year, effective retroactive to July 1, 2016. Negotiations for compensation are not closed for fiscal year 2016-2017.
- A 2% on-schedule increase to Salary Schedule A-Contract Faculty, Schedule B1 and B2, Schedules C1 and C2, and the Coaching Pay Schedule for the 2017-2018 fiscal year. Negotiations for compensation are not closed for fiscal year 2017-2018.
- Section 16.8 Salary Schedule Adjustment shall be stricken from the MPCTA Collective Bargaining Agreement and shall not apply to the 2016-2017 fiscal year or thereafter.

The unit members of MPCTA ratified the settlement agreement by a vote of 62 in favor and 5 opposed.

Budgetary Implications:

Projected costs outlined in the table below include salary and employer contributions for payroll benefits for both full and part-time faculty. The District will use contingency reserves to fund the costs related to the unrestricted general funds for the 4% one-time off-schedule payment for 2015-2016 and 1% on-schedule increase for 2016-2017. The District will include the 2% on-schedule increase in the unrestricted general fund budget for 2017-2018. The costs related to restricted funds will be funded with program allocations.

	Unrestricted General Funds	Restricted Funds	Total
4% Off-Schedule 2015-2016	\$650,743	\$80,293	\$731,036
1% On-Schedule 2016-2017	\$158,987	\$19,804	\$178,791
2% On-Schedule 2017-2018	\$346,209	\$46,848	\$393,057
Total	\$1,155,939	\$146,945	\$1,302,884

☒ **BE IT RESOLVED**, that the Governing Board approves the “Article 16.8 Grievance (FY 2015-16) Mediator’s Proposed Settlement Agreement” dated November 21, 2016 between Monterey Peninsula Community College District and the Monterey Peninsula College Teachers Association providing for a 4% one-time off-schedule salary increase for 2015-2016, a 1% on-schedule salary increase for 2016-2017 effective July 1, 2016, a 2% on-schedule salary increase for 2017-2018, and the deletion of Article 16.8; and

BE IT FURTHER RESOLVED, that the Governing Board approves the updated 2016-2017 Salary Schedule A-Contract Faculty, Schedule B1 and B2, Schedules C1 and C2, and the Coaching Pay Schedule.

Recommended By: _____


Steven L. Crow, Ed.D, Vice President of Administrative Services

Prepared By: _____


Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval: _____


Dr. Walter Tribley, Superintendent/President

**Monterey Peninsula College Teachers Association
and Monterey Peninsula Community College District**

**Article 16.8 Grievance (FY 2015-16)
Mediator's Proposed Settlement Agreement**

November 21, 2016

The Monterey Peninsula College Teachers Association ("MPCTA") and Monterey Peninsula Community College District ("District") agree to the following settlement of MPCTA's Article 16.8 Grievance regarding its application in the 2015-16 fiscal year.

1. For 2015-16: The District shall issue a one-time, off-schedule payment to each MPCTA unit member employed during the 2015-16 fiscal year. These 2015-16 payments shall be equivalent to 4% of each unit member's respective base salary earned in the 2015-16 fiscal year. Standard payroll deductions shall be applied, and these one-time payments shall be paid as soon as reasonably possible following the Governing Board's approval of this settlement. Negotiations on compensation for 2015-16 are closed.
2. For 2016-17: The District shall apply a 1% on-schedule increase to Salary Schedule A - Contract Faculty, Schedules B1 and B2, Schedules C1 and C2, and the Coaching Pay Schedule. This 2016-17 increase is retroactive to July 1, 2016. Negotiations on compensation for 2016-17 are not closed.
3. For 2017-18: The District shall apply a 2% on-schedule increase to Salary Schedule A - Contract Faculty, Schedules B1 and B2, Schedules C1 and C2, and the Coaching Pay Schedule. This 2017-18 increase is effective July 1, 2017. Negotiations on compensation for 2017-18 are not closed.
4. Section 16.8 of the MPCTA collective bargaining agreement ("CBA") shall be stricken from the CBA in its entirety, and shall not apply to the 2016-17 fiscal year or thereafter.

~~16.8 Salary Schedule Adjustment~~

~~Salary schedules contained in Exhibit A (A-Contract Faculty, B1 & B2 Hourly Academic Teaching, and C1 & C2 Hourly Academic Non-Teaching) shall be increased retroactive to July 1 of each fiscal year by the percentage increase between the District's beginning and ending apportionment revenues for the year as provided by the First Principal Apportionment (P1) report from the state for each year, with the following adjustments:~~

- ~~1) for the net percentage change in benefits that differs from the state COLA (excluding payments for the GASB 45 retiree liability);~~
- ~~2) less \$64,263 for fiscal year 2007-2008 only for increased cost items negotiated effective July 1, 2007;~~
- ~~3) each year within 30 days after the release of P1, the District and the Association shall meet and agree on amounts to be deducted for a special "Improvement and Growth Fund" and other cost items agreed to;~~

~~4) in the event of one time stability money from the state, the District and Association agree to re-open on that item.~~

~~If the state makes structural changes to the community college funding formula during the term of this agreement, and upon request of either the District or the Association, this section shall be open for immediate negotiation, notwithstanding any prior agreement specified in Article 28 Duration.~~


The remaining sections in Article 16 shall be renumbered accordingly.


5. This Settlement Agreement resolves all issues regarding Section 16.8 as it may apply to the 2015-16 fiscal year, and MPCTA shall withdraw all pending grievance(s) regarding Article 16.8 with prejudice.
6. This Settlement Agreement is effective and binding upon ratification by MPCTA and approval by the Governing Board.

The aforementioned terms and conditions are the full and final expression of the mediator's proposed settlement agreement and, while neither of the grievance negotiations teams are completely satisfied with the proposed agreement, each team accepts this resolution as the best outcome possible through mediation and presents to their Board and to their general membership the mediator's proposed settlement agreement for adoption and ratification.

The undersigned representatives of each party affirm that they have the authority to sign and agree to these terms on November 21, 2016.

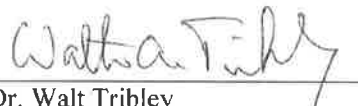
MONTEREY PENINSULA
COLLEGE TEACHERS ASSOCIATION



Lauren Blanchard
President



Alan Haffa
Vice President


Eric Ogata

MONTEREY PENINSULA
COMMUNITY COLLEGE DISTRICT


Dr. Walt Tribley
Superintendent/President


Dr. Steven Crow
Vice President for Administrative Services


Michael Gilmartin
Dean of Instructional Planning

Monterey Peninsula Community College District

SCHEDULE A – CONTRACT FACULTY

2016-2017
Effective July 1, 2016

Step	I	II	III	IV	V	Step
1	45,544	49,302	53,058	56,814	60,575	1
2	47,816	51,571	55,327	59,090	62,845	2
3	50,098	53,851	57,610	61,366	65,127	3
4	52,371	56,126	59,884	63,641	67,400	4
5	54,645	58,405	62,157	65,916	69,678	5
6		60,679	64,439	68,203	71,947	6
7		62,972	66,714	70,474	74,237	7
8		65,236	68,997	72,749	76,512	8
9			71,280	75,032	78,792	9
10			73,537	77,303	81,067	10
11			75,814	79,585	83,214	11
12				81,856	85,622	12
13				84,134	87,892	13
18				86,410	90,169	18
21					92,453	21
24					94,729	24
27					97,001	27

Effective July 1, 2007 – Longevity step 15 is eliminated.

Notes:

1. Unless approved by the Superintendent/President, and ratified by the Governing Board, the maximum salary at which a new person may be hired is Step 6 in the appropriate column of the schedule.
2. An annual bonus of \$2,881 will be awarded for an earned doctorate from an accredited institution.
3. An annual bonus of \$2,043 will be awarded for multiple master's degrees. Unit members receiving a stipend for an earned doctorate will not be eligible for a multiple master's degrees stipend.
4. Directors with extra responsibility pay will earn an annual stipend of \$1,805.
5. Instructors will earn a work experience stipend of \$75.00 per student unless the student is part of an instructor's load.
6. Per section 16.4.4.3 of the MPCCD/MPCTA agreement, a unit member who has reached the top of any truncated column shall not receive step credit on the next higher column for the years during which he/she was frozen at his/her step on the lower column.

Effective Date: July 1, 2016 with 1.00% increase
Board Approved: January 25, 2017

Monterey Peninsula Community College District

SCHEDULE B1

2016-2017
Effective July 1, 2016
Hourly Academic – Teaching (With Benefits)

STEP	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V	COLUMN VI	STEP
1	36.64	39.96	43.42	46.72	50.04	52.98	1
2	38.70	42.02	45.47	48.78	52.13	55.05	2
3	40.70	44.06	47.42	50.81	54.20	57.05	3
4	42.70	46.23	49.50	52.78	56.21	59.09	4
5	44.80	48.16	51.46	54.81	58.26	61.14	5
6	46.85	50.13	53.53	56.91	60.26	63.16	6
7	48.89	52.21	55.59	58.97	62.31	65.18	7
8			57.62	60.95	64.33	67.22	8
9			59.78	63.06	66.40	69.27	9
10			61.69	65.08	68.39	71.32	10
11			63.78	67.17	70.44	73.37	11

SCHEDULE B2

2016-2017
Effective July 1, 2016
Hourly Academic – Teaching (Without Benefits)

STEP	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V	COLUMN VI	STEP
1	40.71	44.44	48.16	51.88	55.63	58.80	1
2	42.94	46.67	50.35	54.10	57.83	61.07	2
3	45.25	48.98	52.69	56.39	60.10	63.35	3
4	47.47	51.20	54.90	58.67	62.38	65.57	4
5	49.66	53.44	57.19	60.88	64.58	67.85	5
6	51.95	55.75	59.50	63.23	66.93	70.06	6
7	54.24	57.96	61.70	65.44	69.16	72.43	7
8			63.95	67.70	71.46	74.68	8
9			66.25	70.00	73.67	76.94	9
10			68.50	72.25	75.88	79.17	10
11			70.77	74.51	78.08	81.42	11

Effective Date: July 1, 2016 with 1.00% increase
Board Approved: January 25, 2017

Monterey Peninsula Community College District

SCHEDULE C1

2016-2017
Effective July 1, 2016
Hourly Academic – Non-Teaching (With Benefits)

STEP	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V	COLUMN VI	STEP
1	31.38	34.26	37.19	40.09	42.94	45.20	1
2	33.18	36.04	38.87	41.83	44.69	47.01	2
3	34.88	37.77	40.63	43.52	46.43	48.72	3
4	36.64	39.53	42.37	45.28	48.16	50.49	4
5	38.40	41.30	44.16	47.04	49.92	52.22	5
6	40.15	43.03	45.92	48.78	51.66	53.93	6
7	41.86	44.79	47.65	50.53	53.40	55.69	7
8			49.42	52.25	55.14	57.50	8
9			51.14	53.98	56.91	59.22	9
10			52.86	55.75	58.67	60.90	10
11			54.61	57.50	60.44	62.61	11

SCHEDULE C2

2016-2017
Effective July 1, 2016
Hourly Academic – Non-Teaching (Without Benefits)

STEP	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V	COLUMN VI	STEP
1	34.88	38.03	41.30	44.49	47.66	49.97	1
2	36.80	40.03	43.17	46.41	49.68	51.91	2
3	38.78	41.94	45.15	48.36	51.57	53.84	3
4	40.71	43.92	47.08	50.30	53.46	55.75	4
5	42.61	45.82	49.03	52.22	55.43	57.69	5
6	44.53	47.79	50.96	54.19	57.34	59.60	6
7	46.46	49.69	52.89	56.08	59.30	61.49	7
8			54.87	58.03	61.21	63.49	8
9			56.77	59.94	63.22	65.40	9
10			58.64	61.82	65.12	67.25	10
11			60.21	63.67	66.63	69.06	11

Effective Date: July 1, 2016 with 1.00% increase
Board Approved: January 25, 2017

Monterey Peninsula Community College District

COACHING PAY SCHEDULE

2016-2017
Effective July 1, 2016

	Head coach for Football, Track, Basketball, Swimming, Soccer, Baseball, Softball	Head Coach for all other sports	Assistant Coach for Football, Track, Basketball, Swimming, Soccer, Baseball, Softball	Assistant coach for all other sports
Teaching Load Credit*	6.8 TLU	4.5 TLU	No TLU	No TLU

	Head Coach (Major)	Head Coach (Minor)	Asst. Coach (Major)	Asst. Coach (Minor)
First Year	3,553	3,194	2,838	2,487
Second Year	3,900	3,553	3,194	2,838
Third Year	4,256	3,900	3,553	3,194
Fourth Year	4,622	4,256	3,900	3,553
Fifth Year	4,983	4,622	4,256	3,900
Sixth Year	5,430	4,983	4,622	4,256

Notes:

- * Non-contract coaches who do not receive teaching load credit will receive the following amount in addition to the flat fee:

Step 1 in appropriate column of Schedule A for Contract Faculty x 50% x TLU% x 67%
(e. g. \$51971 x 50% x (6.8/15) x 67% = \$7,893)

Head coaches with previous experience as assistant coaches will receive placement on the head coach schedule that provides the same salary rate as previous placement on the assistant coach's schedule.

Effective Date: July 1, 2016 with 1.00% increase
Board Approved: January 25, 2017

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

Board Meeting Date

New Business Agenda Item No. Q

Human Resources
College Area

Proposal:

That the Governing Board approves a 4% one-time off-schedule salary increase for 2015-2016, a 1% on-schedule salary increase for 2016-2017 effective July 1, 2016, and a 2% on-schedule salary increase for 2017-2018 for classified unit members represented by Monterey Peninsula California School Employees Association, Chapter #245, MPCEA/CSEA (MPCEA); and that the Governing Board approves the updated Classified Salary Schedule for 2016-2017.

Background:

The Monterey Peninsula Community College District and the Monterey Peninsula College Teachers Association (the Parties) met on November 21, 2016 to mediate a grievance on Article 16.8 for the 2015-2016 year. The Parties agreed to the following salary increases, a 4% one-time off-schedule salary increase for 2015-2016, a 1% on-schedule salary increase for 2016-2017, and a 2% on-schedule salary increase for 2017-2018.

In accordance with Article IV-Pay and Allowances, Section 4.1 of the 2014- 2017 Collective Bargaining Agreement with the Monterey Peninsula California School Employees Association, Chapter #245, MPCEA/CSEA, the classified salary schedule shall be increased by the same percentage received by the full-time faculty. In addition, the section states that any off-schedule increases shall also be paid to classified unit members.

Budgetary Implications:

Projected costs outlined in the table below include salary and employer contributions for payroll benefits for classified unit members. The District will use contingency reserves to fund the costs related to the unrestricted general funds for the 4% one-time off-schedule payment for 2015-2016 and 1% on-schedule increase for 2016-2017. The District will include the 2% on-schedule increase in the unrestricted general fund budget for 2017-2018. The costs related to restricted funds will be funded with program allocations.

	Unrestricted General Funds	Restricted Funds	Total
4% Off-Schedule 2015-2016	\$278,954	\$50,969	\$329,923
1% On-Schedule 2016-2017	\$72,393	\$15,447	\$87,840
2% On-Schedule 2017-2018	\$189,004	\$33,366	\$222,370
Total	\$540,351	\$99,782	\$640,133

☒ **RESOLUTION: BE IT RESOLVED**, that the Governing Board approves a 4% one-time off-schedule salary increase for 2015-2016, a 1% on-schedule salary increase for 2016-2017 effective July 1, 2016, and a 2% on-schedule salary increase for 2017-2018 for classified unit members represented by Monterey Peninsula California School Employees Association, Chapter #245, MPCEA/CSEA (MPCEA); and

BE IT FURTHER RESOLVED, that the Governing Board approves the updated Classified Salary Schedule for 2016-2017.

Recommended By: _____

Steven L. Crow, Ed.D., Vice President of Administrative Services

Prepared By: _____

Susan Kitagawa
Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval: _____

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

Monterey Peninsula Community College District
CLASSIFIED SALARY SCHEDULE
2016-2017

	Step A	Step B	Step C	Step D	Step E	Step F
1	\$2,128 \$12.27	\$2,236 \$12.89	\$2,349 \$13.55	\$2,467 \$14.24	\$2,592 \$14.96	\$2,724 \$15.71
2	\$2,182 \$12.59	\$2,291 \$13.22	\$2,406 \$13.88	\$2,529 \$14.60	\$2,656 \$15.32	\$2,792 \$16.10
3	\$2,236 \$12.89	\$2,349 \$13.55	\$2,467 \$14.24	\$2,592 \$14.96	\$2,724 \$15.71	\$2,860 \$16.51
4	\$2,291 \$13.22	\$2,406 \$13.88	\$2,529 \$14.60	\$2,656 \$15.32	\$2,792 \$16.10	\$2,933 \$16.93
5	\$2,349 \$13.55	\$2,467 \$14.24	\$2,592 \$14.96	\$2,724 \$15.71	\$2,860 \$16.51	\$3,007 \$17.35
6	\$2,406 \$13.88	\$2,529 \$14.60	\$2,656 \$15.32	\$2,792 \$16.10	\$2,933 \$16.93	\$3,082 \$17.78
7	\$2,467 \$14.24	\$2,592 \$14.96	\$2,724 \$15.71	\$2,860 \$16.51	\$3,007 \$17.35	\$3,158 \$18.22
8	\$2,529 \$14.60	\$2,656 \$15.32	\$2,792 \$16.10	\$2,933 \$16.93	\$3,082 \$17.78	\$3,237 \$18.68
9	\$2,592 \$14.96	\$2,724 \$15.71	\$2,860 \$16.51	\$3,007 \$17.35	\$3,158 \$18.22	\$3,319 \$19.15
10	\$2,656 \$15.32	\$2,792 \$16.10	\$2,933 \$16.93	\$3,082 \$17.78	\$3,237 \$18.68	\$3,401 \$19.62
11	\$2,724 \$15.71	\$2,860 \$16.51	\$3,007 \$17.35	\$3,158 \$18.22	\$3,319 \$19.15	\$3,487 \$20.11
12	\$2,792 \$16.10	\$2,933 \$16.93	\$3,082 \$17.78	\$3,237 \$18.68	\$3,401 \$19.62	\$3,573 \$20.61
13	\$2,860 \$16.51	\$3,007 \$17.35	\$3,158 \$18.22	\$3,319 \$19.15	\$3,487 \$20.11	\$3,663 \$21.13
14	\$2,933 \$16.93	\$3,082 \$17.78	\$3,237 \$18.68	\$3,401 \$19.62	\$3,573 \$20.61	\$3,754 \$21.65

Monterey Peninsula Community College District

CLASSIFIED SALARY SCHEDULE

2016-2017

	Step A	Step B	Step C	Step D	Step E	Step F
15	\$3,007 \$17.35	\$3,158 \$18.22	\$3,319 \$19.15	\$3,487 \$20.11	\$3,663 \$21.13	\$3,849 \$22.20
16	\$3,082 \$17.78	\$3,237 \$18.68	\$3,401 \$19.62	\$3,573 \$20.61	\$3,754 \$21.65	\$3,944 \$22.76
17	\$3,158 \$18.22	\$3,319 \$19.15	\$3,487 \$20.11	\$3,663 \$21.13	\$3,849 \$22.20	\$4,043 \$23.33
18	\$3,237 \$18.68	\$3,401 \$19.62	\$3,573 \$20.61	\$3,754 \$21.65	\$3,944 \$22.76	\$4,144 \$23.91
19	\$3,319 \$19.15	\$3,487 \$20.11	\$3,663 \$21.13	\$3,849 \$22.20	\$4,043 \$23.33	\$4,248 \$24.51
20	\$3,401 \$19.62	\$3,573 \$20.61	\$3,754 \$21.65	\$3,944 \$22.76	\$4,144 \$23.91	\$4,354 \$25.12
21	\$3,487 \$20.11	\$3,663 \$21.13	\$3,849 \$22.20	\$4,043 \$23.33	\$4,248 \$24.51	\$4,462 \$25.75
22	\$3,573 \$20.61	\$3,754 \$21.65	\$3,944 \$22.76	\$4,144 \$23.91	\$4,354 \$25.12	\$4,574 \$26.39
23	\$3,663 \$21.13	\$3,849 \$22.20	\$4,043 \$23.33	\$4,248 \$24.51	\$4,462 \$25.75	\$4,689 \$27.05
24	\$3,754 \$21.65	\$3,944 \$22.76	\$4,144 \$23.91	\$4,354 \$25.12	\$4,574 \$26.39	\$4,806 \$27.72
25	\$3,849 \$22.20	\$4,043 \$23.33	\$4,248 \$24.51	\$4,462 \$25.75	\$4,689 \$27.05	\$4,926 \$28.42
26	\$3,944 \$22.76	\$4,144 \$23.91	\$4,354 \$25.12	\$4,574 \$26.39	\$4,806 \$27.72	\$5,049 \$29.14
27	\$4,043 \$23.33	\$4,248 \$24.51	\$4,462 \$25.75	\$4,689 \$27.05	\$4,926 \$28.42	\$5,176 \$29.85
28	\$4,144 \$23.91	\$4,354 \$25.12	\$4,574 \$26.39	\$4,806 \$27.72	\$5,049 \$29.14	\$5,305 \$30.61

Monterey Peninsula Community College District
CLASSIFIED SALARY SCHEDULE
2016-2017

	Step A	Step B	Step C	Step D	Step E	Step F
29	\$4,248 \$24.51	\$4,462 \$25.75	\$4,689 \$27.05	\$4,926 \$28.42	\$5,176 \$29.85	\$5,438 \$31.37
30	\$4,354 \$25.12	\$4,574 \$26.39	\$4,806 \$27.72	\$5,049 \$29.14	\$5,305 \$30.61	\$5,573 \$32.15
31	\$4,462 \$25.75	\$4,689 \$27.05	\$4,926 \$28.42	\$5,176 \$29.85	\$5,438 \$31.37	\$5,713 \$32.97
32	\$4,574 \$26.39	\$4,806 \$27.72	\$5,049 \$29.14	\$5,305 \$30.61	\$5,573 \$32.15	\$5,855 \$33.78
33	\$4,689 \$27.05	\$4,926 \$28.42	\$5,176 \$29.85	\$5,438 \$31.37	\$5,713 \$32.97	\$6,001 \$34.63
34	\$4,806 \$27.72	\$5,049 \$29.14	\$5,305 \$30.61	\$5,573 \$32.15	\$5,855 \$33.78	\$6,152 \$35.50
35	\$4,926 \$28.42	\$5,176 \$29.85	\$5,438 \$31.37	\$5,713 \$32.97	\$6,001 \$34.63	\$6,306 \$36.39
36	\$5,049 \$29.14	\$5,305 \$30.61	\$5,573 \$32.15	\$5,855 \$33.78	\$6,152 \$35.50	\$6,464 \$37.28
37	\$5,176 \$29.85	\$5,438 \$31.37	\$5,713 \$32.97	\$6,001 \$34.63	\$6,306 \$36.39	\$6,625 \$38.21
38	\$5,305 \$30.61	\$5,573 \$32.15	\$5,855 \$33.78	\$6,152 \$35.50	\$6,464 \$37.28	\$6,790 \$39.17
39	\$5,438 \$31.37	\$5,713 \$32.97	\$6,001 \$34.63	\$6,306 \$36.39	\$6,625 \$38.21	\$6,961 \$40.16
40	\$5,573 \$32.15	\$5,855 \$33.78	\$6,152 \$35.50	\$6,464 \$37.28	\$6,790 \$39.17	\$7,135 \$41.16

Effective Date: July 1, 2016 with 1.0% increase
Board Approved Date: January 25, 2017

Monterey Peninsula Community College District
CLASSIFIED SALARY SCHEDULE
2016-2017

	RANGE		RANGE
Academic Curriculum Scheduling & Catalog Technician	20	Library Specialist-Circulation Desk	10
Accommodations Specialist	13	Library Specialist-Interlibrary Loans, Periodicals & Circulation Desk	12
Accounting Specialist	12	Library Specialist-Technical Services	17
Accounting Specialist II	17	Library Systems Technology Coordinator	26
Accounting Specialist III	20	Maintenance Specialist	20
Administrative Assistant I	7	Matriculation Services Specialist	9
Administrative Assistant II	11	Matriculation Services Specialist, Senior	13
Administrative Assistant III	18	Matriculation/Articulation Technician	29
Administrative Assistant III- Faculty Assignments	19	Network Engineer	33
Admissions & Records Specialist	10	Network Technician	26
Art Gallery Specialist	15	Online Instructional Technology Specialist	26
Art Studio Specialist	14	Payroll Analyst	20
Athletic Trainer	28	Program Coordinator-Business Skills Center	22
Athletics & Division Office Manager	19	Program Coordinator-International Student Program	22
Athletics & PE Equipment Specialist	7	Program Coordinator-Older Adult & Continuing Education	20
Attendance Accounting Specialist	18	Program Coordinator-Reading Center	29
Automotive Laboratory Manager	18	Programmer Analyst	30
Campus Security Officer	10	Programs Specialist- Upward Bound	14
Career/Transfer Resource Coordinator	18	Public Information/Graphic & Publications Productions Specialist	22
Categorical Services Coordinator	17	Public Relations/ Publications Production Specialist	18
Categorical Services Coordinator II	22	Purchasing Coordinator	23
Ceramics Studio Specialist	14	Records Evaluator	15
College Receptionist	5	Re-Entry & Multicultural Resource Center Coordinator	22
CurricuNET Specialist	18	Re-Entry Counseling Services Specialist	17
Custodian	6	Reprographics Technician	11
Custodian/Pool Operator	8	Scheduling Technician	20
Custodian-Lead	8	Sciences Laboratory Manager	23
Division Office Manager	18	Shipping/Receiving Specialist	8
Early Childhood Education Lab Mentor	23	Student Activities Coordinator	18
Food Preparer	7	Student Financial Services Coordinator	22
Groundskeeper	8	Student Financial Services Outreach Coordinator	22
Health Services Specialist	14	Theater Management Specialist	14
Information Technology Support Technician	23	Tutorial Site Coordinator- TRIO/Upward Bound	14
Instructional Specialist-Theater-Master Carpenter	20	Unit Office Manager, Admissions & Records	18
Instructional Specialist	14	Unit Office Manager, Child Development Center	18
Instructional Technology Specialist	22	Unit Office Manager, EOPS / CARES	18
Instructional Technology Specialist – Nursing	23	Unit Office Manager, Facilities	18
Job Center Coordinator	14	Unit Office Manager, Library	18
Laboratory Specialist I	14	Unit Office Manager, Marina Ed. Ctr.	18
Laboratory Specialist II	17	Unit Office Manager, Public Safety Training Ctr.	18
Library Circulation Desk Coordinator	17		
Library Operations Coordinator	26		

Monterey Peninsula Community College District

CLASSIFIED SALARY SCHEDULE

2016-2017

Notes:

1. Each employee shall be granted a non-cumulative longevity stipend per month as described below beginning in the first month of the employee's eighth (8th) year of continuous employment, and at the beginning of each subsequent fifth (5th) year thereafter up to the maximum. Stipends are pro-rated for part-time employees. A maximum of four (4) longevity stipends will be granted at the beginning of years 8, 13, 18 and 23 of continuous employment. The amounts listed below are the total amounts paid at the designated service period; they are not added together. The maximum longevity stipend, at the beginning of 23 years of service, will be \$360.00 per month. Board Approved: 2/26/2008.

<i>Beginning Year:</i>	<i>Total Monthly Increment</i>
<i>Eight (8)</i>	<i>\$60</i>
<i>Thirteen (13)</i>	<i>\$140</i>
<i>Eighteen (18)</i>	<i>\$240</i>
<i>Twenty-three (23)</i>	<i>\$360</i>

As of January 1, 2001, those employees who have earned Longevity Increments under a previous longevity program, will have the actual dollar amount frozen and will continue to receive the actual dollar value of the increment(s). The dollar amount will remain constant until that amount is equal to or less than the longevity increment program amount described above. The employee will then receive the longevity amount available under the new program.

2. Employees who earned Professional Growth increments (5% of base salary for each increment, up to a maximum of 5 increments), prior to June 30, 2005 will continue to receive these increments as outlined in Article VI of the MPCEA Contract. Awards of new or additional Professional Growth increments are not available after June 30, 2005.
3. Qualified employees in designated positions who are required to orally translate in Spanish to English and/or English to Spanish shall receive a monthly stipend of \$50.00, pro-rated for part-time employees. Qualified employees are determined by a district selected and administered examination.
4. An employee who is assigned to work four (4) or more hours in at least one shift during swing hours shall be paid a shift differential of \$65.00 per month, pro-rated for part-time employees. Swing is defined as hours between 5:01PM and midnight (12:00AM).
5. An employee who is assigned to work four (4) or more hours in at least one shift during graveyard shift hours shall be paid a shift differential of \$85.00 per month, pro-rated for part-time employees. Graveyard is defined as hours between 12:01AM and 7:59AM.
6. A \$500/month stipend may be assigned to a Sciences Laboratory Manager in Chemistry to serve as Chemical Hygiene Officer to meet the requirements of CCR Title 8, Section 5191.
7. 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.
8. Retroactive Pay. Retroactive pay is not paid to hourly, temporary staff.

Board Approved: January 25, 2017

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

Board Meeting Date

New Business Agenda Item No. R

Human Resources
College Area

Proposal:

That the Governing Board approves a 4% one-time off-schedule salary increase for 2015-2016, a 1% on-schedule salary increase for 2016-2017 effective July 1, 2016, and a 2% on-schedule salary increase for 2017-2018 for Confidential employees; and that the Governing Board approves the updated Confidential Salary Schedule for 2016-2017.

Background:

The Monterey Peninsula Community College District and the Monterey Peninsula College Teachers Association (the Parties) met on November 21, 2016 to mediate a grievance on Article 16.8 for the 2015-2016 year. The Parties agreed to the following salary increases, a 4% one-time off-schedule salary increase for 2015-2016, a 1% on-schedule salary increase for 2016-2017, and a 2% on-schedule salary increase for 2017-2018.

Historically, unrepresented permanent employee groups have received salary increases equitable to faculty and classified.

Budgetary Implications:

Projected costs outlined in the table below include salary and employer contributions for payroll benefits for Confidential employees. The District will use contingency reserves to fund the costs related to the unrestricted general funds for the 4% one-time off-schedule payment for 2015-2016 and 1% on-schedule increase for 2016-2017. The District will include the 2% on-schedule increase in the unrestricted general fund budget for 2017-2018.

	Unrestricted General Funds	Restricted Funds	Total
4% Off-Schedule 2015-2016	\$23,279	\$0	\$23,279
1% On-Schedule 2016-2017	\$6,988	\$0	\$6,988
2% On-Schedule 2017-2018	\$18,547	\$0	\$18,547
Total	\$48,814	\$0	\$48,814

☒ **RESOLUTION: BE IT RESOLVED**, that the Governing Board approves a 4% one-time off-schedule salary increase for 2015-2016, a 1% on-schedule salary increase for 2016-2017 effective July 1, 2016, and a 2% on-schedule salary increase for 2017-2018 for Confidential employees; and

BE IT FURTHER RESOLVED, that the Governing Board approves the updated Confidential Salary Schedule for 2016-2017.

Recommended By: 
Steven L. Crow, Ed.D., Vice President of Administrative Services

Prepared By: 
Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval: 
Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

CONFIDENTIAL SALARY SCHEDULE

2016-2017
Effective July 1, 2016

Title	A	B	C	D	E	F
Administrative Assistant IV to the Vice President for Academic Affairs	3,573	3,754	3,944	4,144	4,354	4,574
	20.61	21.65	22.76	23.91	25.13	26.39
Administrative Assistant IV to the Vice President for Administrative Services	3,573	3,754	3,944	4,144	4,354	4,574
	20.61	21.65	22.76	23.91	25.13	26.39
Administrative Assistant IV to the Vice President for Student Services	3,573	3,754	3,944	4,144	4,354	4,574
	20.61	21.65	22.76	23.91	25.13	26.39
Budget and Operations Analyst	4,354	4,574	4,806	5,049	5,305	5,573
	25.13	26.39	27.72	29.14	30.60	32.15
Executive Assistant to the President	4,043	4,248	4,462	4,689	4,926	5,176
	23.33	24.51	25.74	27.06	28.42	29.87
Human Resources Administrative Assistant II	2,860	3,007	3,158	3,319	3,487	3,663
	16.50	17.34	18.22	19.15	20.11	21.13
Human Resources Analyst	4,354	4,574	4,806	5,049	5,305	5,573
	25.13	26.39	27.72	29.14	30.60	32.15
Human Resources Benefits and Retirement Coordinator	3,401	3,573	3,754	3,944	4,144	4,354
	19.62	20.61	21.65	22.76	23.91	25.13
Human Resources Specialist	3,319	3,487	3,663	3,849	4,043	4,248
	19.15	20.11	21.13	22.20	23.33	24.51

Confidential Stipend of 5% is paid to all confidential employees in addition to the above salary amounts.

Notes:

1. Retroactive Pay. Retroactive pay is not paid to hourly, temporary staff.
2. Each employee shall be granted a non-cumulative longevity stipend per month as described below beginning in the first month of the employee's eighth (8th) year of continuous employment, and at the beginning of each subsequent fifth (5th) year thereafter up to the maximum. Stipends are pro-rated for part-time employees. A maximum of four (4) longevity stipends will be granted at the beginning of years 8, 13, 18 and 23 of continuous employment. The amounts listed below are the total amounts paid at the designated service period; they are not added together. The maximum longevity stipend, at the beginning of 23 years of service, will be \$360.00 per month.

3.

<i>Beginning Year:</i>	<i>Total Monthly Increment</i>
<i>Eight (8)</i>	<i>\$60</i>
<i>Thirteen (13)</i>	<i>\$140</i>
<i>Eighteen (18)</i>	<i>\$240</i>
<i>Twenty-three (23)</i>	<i>\$360</i>

Effective Date: July 1, 2016 with 1.00% increase
Board Approved: January 25, 2017

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

Board Meeting Date

New Business Agenda Item No. S

Human Resources
College Area

Proposal:

That the Governing Board approves a 4% one-time off-schedule salary increase for 2015-2016, a 1% on-schedule salary increase for 2016-2017 effective July 1, 2016, and a 2% on-schedule salary increase for 2017-2018 for Management and Supervisory employees; and that the Governing Board approves the updated Management-Supervisory Salary Schedule for 2016-2017.

Background:

The Monterey Peninsula Community College District and the Monterey Peninsula College Teachers Association (the Parties) met on November 21, 2016 to mediate a grievance on Article 16.8 for the 2015-2016 year. The Parties agreed to the following salary increases, a 4% one-time off-schedule salary increase for 2015-2016, a 1% on-schedule salary increase for 2016-2017, and a 2% on-schedule salary increase for 2017-2018.

Historically, unrepresented permanent employee groups have received salary increases equitable to faculty and classified.


Budgetary Implications:

Projected costs outlined in the table below include salary and employer contributions for payroll benefits for Management and Supervisory employees. The District will use contingency reserves to fund the costs related to the unrestricted general funds for the 4% one-time off-schedule payment for 2015-2016 and 1% on-schedule increase for 2016-2017. The District will include the 2% on-schedule increase in the unrestricted general fund budget for 2017-2018. The costs related to restricted funds will be funded with program allocations.

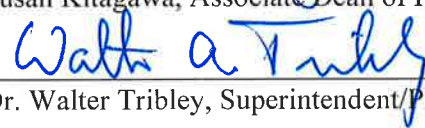
	Unrestricted General Funds	Restricted Funds	Total
4% Off-Schedule 2015-2016	\$42,610	\$4,234	\$46,844
1% On-Schedule 2016-2017	\$10,844	\$1,130	\$11,974
2% On-Schedule 2017-2018	\$28,824	\$3,004	\$31,828
Total	\$82,278	\$8,368	\$90,646

☒ **RESOLUTION: BE IT RESOLVED**, that the Governing Board approves a 4% one-time off-schedule salary increase for 2015-2016, a 1% on-schedule salary increase for 2016-2017 effective July 1, 2016, and a 2% on-schedule salary increase for 2017-2018 for Management and Supervisory employees; and

BE IT FURTHER RESOLVED, that the Governing Board approves the updated Management-Supervisory Salary Schedule for 2016-2017.

Recommended By: 
Steven L. Crow, Ed.D., Vice President of Administrative Services

Prepared By: 
Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval: 
Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District MANAGEMENT-SUPERVISORY SALARY SCHEDULE

2016-2017

Effective July 1, 2016

Range	Step A	Step B	Step C	Step D	Step E	Range
30	3,078	3,231	3,392	3,562	3,743	30
31	3,159	3,316	3,482	3,657	3,840	31
32	3,236	3,396	3,568	3,746	3,932	32
33	3,312	3,476	3,653	3,834	4,026	33
34	3,397	3,569	3,747	3,934	4,130	34
35	3,484	3,661	3,843	4,034	4,235	35
36	3,562	3,743	3,929	4,124	4,330	36
37	3,654	3,838	4,028	4,230	4,441	37
38	3,732	3,920	4,170	4,321	4,537	38
39	3,834	4,026	4,229	4,440	4,662	39
40	3,928	4,124	4,330	4,545	4,773	40
41	4,026	4,229	4,439	4,661	4,895	41
42	4,124	4,330	4,545	4,775	5,013	42
43	4,232	4,443	4,667	4,900	5,142	43
44	4,330	4,545	4,773	5,013	5,264	44
45	4,439	4,659	4,894	5,136	5,392	45
46	4,552	4,780	5,017	5,269	5,533	46
47	4,650	4,881	5,126	5,383	5,650	47
48	4,768	5,007	5,258	5,519	5,795	48
49	4,892	5,135	5,392	5,663	5,945	49
50	5,017	5,269	5,533	5,808	6,101	50
51	5,135	5,391	5,662	5,943	6,242	51
52	5,261	5,521	5,797	6,090	6,394	52
53	5,393	5,664	5,947	6,244	6,556	53
54	5,525	5,802	6,091	6,396	6,715	54
55	5,663	5,945	6,243	6,555	6,883	55
56	5,803	6,094	6,397	6,717	7,053	56
57	5,943	6,242	6,552	6,882	7,223	57
58	6,096	6,400	6,719	7,055	7,409	58
59	6,247	6,561	6,890	7,233	7,595	59
60	6,400	6,719	7,054	7,409	7,777	60
61	6,565	6,896	7,238	7,600	7,981	61
62	6,727	7,064	7,417	7,786	8,179	62
63	6,893	7,236	7,598	7,978	8,377	63
64	7,064	7,417	7,788	8,179	8,587	64
65	7,242	7,604	7,984	8,383	8,803	65
66	7,415	7,788	8,175	8,584	9,015	66
67	7,590	7,971	8,369	8,786	9,227	67

Effective Date: July 1, 2017 with a 1.00% increase

Board Approved: January 25, 2017

Monterey Peninsula Community College District

MANAGEMENT-SUPERVISORY SALARY SCHEDULE

2016-2017
Effective September 1, 2016

Classification	Range
Assistant to the Superintendent/President	57
Controller	52
Custodial/ Evening Site Supervisor	40
Director of Security and Emergency Operations	50
Director, Admissions and Records	60
Director, Children's Center	44
Director, Information Systems	67
Director, Institutional Research	57
Director, Student Financial Services	52
Facilities Operations Supervisor	45
Systems and Programming Manager	57
Theater Technical Director	45

All positions are overtime exempt.

- Effective April 1, 2000, the career longevity increment will be changed from a percentage rate to a non-cumulative flat rate of \$55.00 per month in pay beginning the first month of the employee's eighth (8th) year of full-time employment in the District, and at the beginning of each subsequent fifth (5th) year thereafter. A maximum of four (4) longevity steps will be granted at the beginning of year 8, 13, 18 and 22 beyond the date of hire for continuous employment. The maximum longevity increment, at 22 years of service, will be \$220.00 per month. Board Approved 3/28/00.

Those employees who have earned Longevity Increments under a previous longevity program, will have the actual dollar amount frozen and will continue to receive the actual dollar value of the increment(s). The dollar amount will remain constant until that amount is equal to or less than the longevity increment program amount described above. The employee will then receive the longevity amount available under the new program.

- Employees who earned Professional Growth increments (5% of base salary for each increment, up to a maximum of 5 increments), prior to March 30, 2006, will continue to receive these increments. Awards of new or additional Professional Growth increments are not available after March 30, 2006.

Effective Date: July 1, 2017 with a 1.00% increase
Board Approval: January 25, 2017

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

Board Meeting Date

New Business Agenda Item No. T

Human Resources
College Area

Proposal:

That the Governing Board approves a 4% one-time off-schedule salary increase for 2015-2016, a 1% on-schedule salary increase for 2016-2017 effective July 1, 2016, and a 2% on-schedule salary increase for 2017-2018 for Administrative employees; and that the Governing Board approves the Administrative Salary Schedule for 2016-2017.

Background:

The Monterey Peninsula Community College District and the Monterey Peninsula College Teachers Association (the Parties) met on November 21, 2016 to mediate a grievance on Article 16.8 for the 2015-2016 year. The Parties agreed to the following salary increases, a 4% one-time off-schedule salary increase for 2015-2016, a 1% on-schedule salary increase for 2016-2017, and a 2% on-schedule salary increase for 2017-2018.

Historically, unrepresented permanent employee groups have received salary increases equitable to faculty and classified staff. Per the employment contract, the Superintendent/President's salary shall be increased or decreased equivalent to any salary changes negotiated with the faculty bargaining unit.

Budgetary Implications:

Projected costs outlined in the table below include salary and employer contributions for payroll benefits for Administrative employees. The District will use contingency reserves to fund the costs related to the unrestricted general funds for the 4% one-time off-schedule payment for 2015-2016 and 1% on-schedule increase for 2016-2017. The District will include the 2% on-schedule increase in the unrestricted general fund budget for 2017-2018. The costs related to restricted funds will be funded with program allocations.

	Unrestricted General Funds	Restricted Funds	Total
4% Off-Schedule 2015-2016	\$55,138	\$7,044	\$62,182
1% On-Schedule 2016-2017	\$14,367	\$3,794	\$18,161
2% On-Schedule 2017-2018	\$30,242	\$8,974	\$39,216
Total	\$99,747	\$19,812	\$119,559

☒ **RESOLUTION: BE IT RESOLVED**, that the Governing Board approves a 4% one-time off-schedule salary increase for 2015-2016, a 1% on-schedule salary increase for 2016-2017 effective July 1, 2016, and a 2% on-schedule salary increase for 2017-2018 for Administrative employees and the Superintendent/President; and

BE IT FURTHER RESOLVED, that the Governing Board approves the updated Administrative Salary Schedule for 2016-2017.

Recommended By: _____

Steven L. Crow, Ed.D., Vice President of Administrative Services

Prepared By: _____

Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval: _____

Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

ADMINISTRATIVE SALARY SCHEDULE

2016-2017

Effective - January 26, 2017

Title	Step 1	Step 2	Step 3	Step 4*	Step 5*
Director	6,778	7,050	7,332	7,626	7,931
Assistant Dean	7,772	8,099	8,418	8,764	9,105
Associate Dean	9,147	9,479	9,808	10,151	10,495
Dean	9,662	9,989	10,318	10,664	11,008
Administrative Dean	10,180	10,541	10,912	11,258	11,602
Vice President	10,769	11,130	11,501	11,843	12,192

* Advancement to Steps 4 and 5 requires three years full time service at the previous step.

Notes:

1. The above are twelve month contracts.
2. Twenty-two working days of vacation are authorized each year, with an accrual maximum of 44 days.
3. An additional ten working days are authorized beyond the normal vacation for study, travel and general professional improvement for Vice Presidents.
4. A monthly bonus of \$240 will be awarded for an earned doctorate from an accredited institution.
5. An additional 5% stipend will be earned by an administrator for each District negotiating team in which they have been assigned to serve.
6. The Superintendent/President, the Vice Presidents and the Associate Dean of Human Resources are on individual contracts.

Effective Date: July 1, 2016 with 1.00% increase

Board Approval: January 25, 2017

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

New Business Agenda Item No. U

Administrative Services
College Area

Proposal:

That the Governing Board approve the new Master Agreement between the Monterey Peninsula College Foundation and the Monterey Peninsula Community College District for the term February 16, 2017 through June 30, 2021.

Background:

The Monterey Peninsula College Foundation was incorporated as an independent, non-profit public benefit corporation in November 1994. The stated purpose of the Foundation "is to support education at and educational purposes of Monterey Peninsula College...through raising funds and acquiring properties to support Monterey Peninsula College's programs of public education and its community programs."

The relationship between the Foundation and the District is outlined in a Master Agreement. The current Master Agreement between the Foundation and the District calls for the District to pay the Foundation \$100,000 annually. A new four year master agreement is being proposed commencing from February 16, 2017 until June 30, 2021. Provisions of the agreement include:

1. Net income generated by the Foundation will be used solely to benefit the District and Foundation assets will transfer to the District upon dissolution.
2. The District Superintendent/President or designee shall serve as a voting member of the Board of Directors of the Foundation.
3. Annually, the District Superintendent/President will provide the Foundation with the District's needs and priorities.
4. The District will strive to coordinate solicitation of gifts with the Foundation.
5. The Foundation will be allowed to use District facilities, including office space.
6. The District will provide executive leadership of the Foundation, through the Vice President of Advancement assuming the duties of the Executive Director. In order to comply with Education Code requirements, the Foundation will reimburse the District for 10% of the Vice President of Advancement's annual salary (50% of which may be non-monetary).

The new agreement is attached.

Budgetary Implications: The District will provide leadership for the Foundation as part of the newly created Vice President of Advancement position. The current Unrestricted General Fund annual expense of \$100,000 will be discontinued. Income to the District will include 10% reimbursement for the Vice President of Advancement's salary (5% paid in cash), as well as additional funding provided by the Foundation resulting from its fundraising efforts (the specific amount of the latter is unknown; however, the Foundation has been raising over \$1 million annually for the past six years). Most funds provided through the Foundation are designated for specific purposes by donors or the Foundation and are not available for general operations of the District.

☒ **RESOLUTION: BE IT RESOLVED,** That the Governing Board approve the new Master Agreement between the Monterey Peninsula College Foundation and the Monterey Peninsula Community College District for the term February 16, 2017 through June 30, 2021.

Recommended By:


Dr. Steven L. Crow, Vice President of Administrative Services

Prepared By:


Suzanne Ammons, Administrative Services

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

MASTER AGREEMENT BETWEEN
THE MONTEREY PENINSULA COLLEGE FOUNDATION AND
THE MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

PREAMBLE

This Master Agreement (“Agreement”) is made and entered into this ____ day of _____, 2017 by and between the Monterey Peninsula College Foundation, hereinafter referred to as “Foundation”, a nonprofit, tax-exempt organization operated for the benefit of Monterey Peninsula College as an auxiliary organization described in Education Code section 72670(e), and the Monterey Peninsula Community College District, hereinafter referred to as “District”, on behalf of Monterey Peninsula College, hereafter collectively referred to as “College.” The District and the Foundation are sometimes hereinafter referred to collectively as the “Parties” or each individually as a “Party.”

RECITALS

WHEREAS, the District’s Governing Board adopted a resolution on August 25, 2009 (the “Resolution”); and

WHEREAS, the Resolution authorized the Superintendent/President to develop a revised Master Agreement between the District and the Foundation (“2010 Agreement”), wherein the Foundation becomes an auxiliary foundation as described in Education Code section 72670 et seq.; and

WHEREAS, the Resolution also adopted the recommendations of the Monterey Peninsula Community College District/Monterey Peninsula College Foundation Master Agreement Sub-Committee of August 11, 2009; and

WHEREAS, the 2010 Agreement was entered into by the District and Foundation on November 24, 2010; and

WHEREAS, a primary goal of the 2010 Agreement was to integrate the Foundation with the College in a more effective and formal manner as a part of an Institutional Advancement effort involving the Public Information Office and the Foundation, with guidance from the Superintendent/President; and

WHEREAS, the District and Foundation now desire to enter into a new Master Agreement to provide for continued coordination between the College and the Foundation,

and to provide for Executive Director services by the College's Vice President of Advancement.

BACKGROUND AND PURPOSE

The Foundation is a nonprofit corporation existing only to benefit the College, and has been ruled to have tax exempt status under §501(c)(3) of the U.S. Internal Revenue Code and Section 23701d of the California Revenue and Taxation Code. The Foundation activities to benefit the College are most efficiently performed by a nonprofit corporation designated herein as an auxiliary organization. So long as the Foundation is performing these functions for the benefit of the College, it is in the interests of the District and the College that the operations of the Foundation be supported by the District's provision of certain facilities and certain administrative services. It is contemplated that such facilities and services will impose little or no incremental cost upon the District, and that any such costs will be reimbursed by the Foundation.

The purposes of this Agreement include establishing the terms under which the District will provide facilities and administrative services to the Foundation and the manner of reimbursement to the College by the Foundation for those services and facilities, and establishing other parameters of the relationship between the District, College, and the Foundation. It is the judgment of the Board of Trustees of the District that the development services provided by the Foundation have a value to the College.

AGREEMENT

The Parties therefore agree as follows:

A. Use of Facilities

The Foundation may occupy, operate and use the District's facilities and property separately or jointly with the College as identified by agreements made from time to time by the Superintendent/President of the District, on behalf of the College or by the Facilities Scheduling Office, as appropriate, and the Executive Director of the Foundation ("Executive Director"), on behalf of the Foundation, pursuant to authorization by the Board of Directors of the Foundation. The Foundation shall use the facilities and property only for activities that support the Foundation's efforts to benefit the College. The Superintendent/President of the District or designee shall determine the facilities to be made available to the Foundation. While the availability of space at the College is limited, the Foundation is free to rent or occupy other space off-campus. The Parties will negotiate in good faith a facilities use agreement to be entered into after execution of the Agreement, which shall further provide for the terms of the Foundation's use of the College's facilities. The Foundation agrees to abide by the policies, rules, and regulations established by the College and District for the use of facilities at the College. Both Parties agree that it is in their mutual best interest to have the Foundation staff and offices on the College campus. The District

will make every effort to provide space for the Foundation staff and offices. The District will only exercise its right to terminate the Foundation's use of office space if the College is unable to reasonably accommodate all of the College's own activities without occupying the space provided to the Foundation. The right to use any of the District's facilities or equipment pursuant to the terms and conditions of this Agreement shall terminate upon ninety (90) days' written notice by the Superintendent/President, or as otherwise agreed to by the Foundation and District

Designated agents or employees of the College may enter the said facilities at any time for the purpose of examination, repairs, or audit of the District's property. The College will attempt to notify the Foundation's Executive Director ("Executive Director") in advance of such entry, when possible.

The Foundation and its directors, officers and agents shall be included in the District's insurance policies for its use of the District's facilities, including activities on the premises of the College. However, when special events are sponsored by the Foundation, additional insurance coverage may be required by the District, at the Foundation's expense. Losses incurred by the Foundation because of deductibles or exclusions on insurance provided by the District shall be borne by the Foundation.

The Foundation agrees to indemnify, defend and hold harmless the District, the College, and the District's Board and members thereof, employees, officers, agents, and representatives (collectively, the "District Indemnitees"), from and against any and all claims, demands, losses, suits, actions, expenses, damages, or liability (including, but not limited to, attorneys' fees and costs including fees of consultants) of any kind, nature, and description (collectively, the "Claims"), that may be suffered or incurred by, caused by, arise out of, or are in any way connected with the use of the District's facilities by the Foundation.

B. Expenditures, Provision of Services

The Foundation shall reimburse the College for services performed by College employees under the direction of the Foundation incurred by the College as a result of the activities of the Foundation. The College shall invoice the Foundation for such expenditures, indicating items charged and the method of determining costs. The Foundation shall reimburse the College within thirty (30) days of the time any invoice is submitted.

Up to 50% of such reimbursements may be in the form of non-monetary benefits that the Foundation provides to the College, such as heightened awareness of the College within the community as well as other benefits as determined by the Superintendent/President. Such non-monetary benefits shall be assigned a good faith reimbursement value by the District.

The College may provide certain services to the Foundation, which may include custodial and facilities maintenance services, equipment, and information systems service.

C. Reimbursement by Foundation

The College shall be reimbursed for the use by the Foundation of the District's facilities and related services during regular operational hours at an annual rate of \$1.00, or as otherwise provided in the facilities use agreement. For facilities use during non-operational hours, all labor and special equipment usage will be charged at direct cost according to the usage fee schedule for the College.

D. Covenant

During the term of this Agreement, the Foundation agrees to maintain its existence and to operate in accordance with all state and federal laws governing nonprofit organizations, including general regulations governing auxiliary organizations established by the Board of Trustees, implementing regulations, policies, and procedures established by the District (collectively, the "regulations"), and Education Code sections 72670 et seq. as they apply to auxiliary organizations.

E. Independent Financial Audit

An independent CPA firm selected by the College will be retained annually for financial audit and oversight in accordance with auditing standards generally accepted in the United States of America, with the costs of that service paid by the Foundation. Such financial reports, including management letters, shall be supplied to the College after they have been reviewed and approved by the Board of Directors of the Foundation, no later than 240 days after the close of the fiscal year.

F. Signs and Fixtures

During the term of this Agreement, the Foundation shall have the right to place and attach fixtures, signs, and equipment in or upon facilities as authorized by the Superintendent/President of the District or designee. Fixtures, signs or equipment so erected, placed or attached by the Foundation shall be and remain the property of the Foundation and shall be removed therefrom by the Foundation upon the termination of this Agreement, at the expense of the Foundation and premises returned to their original condition.

G. Disposition of Earnings and Asset Management

Net income generated by the Foundation shall be used solely to benefit the College. Net income is defined as revenues minus expenses as defined by generally accepted accounting principles. The Foundation Board of Directors shall maintain an operational budget reserve, separate from any endowed funds, sufficient to cover operational expenses. The Foundation shall provide the Foundation's annual budget, and any proposed changes to an adopted budget, to the Superintendent/President of the District prior to adoption. The Superintendent/President of the District or designee will review the Foundation's annual budget or proposed changes, and may

submit in writing, to the President of the Board of Directors of the Foundation, any concerns, suggestions, or recommendations regarding the Foundation's cost structure and budget within 30 days after the Superintendent/President receives the budget or proposed changes to the budget. The Board of Directors of the Foundation shall consider such concerns, suggestions, and recommendations, and shall have the right to adopt and implement the budget or proposed changes if a majority of the Foundation Board determines that the budget or subsequent changes are necessary or desirable to achieve the purpose of the Foundation.

The Foundation Board of Directors is responsible for the control and management of the assets of the Foundation, including the prudent management of gifts received by the Foundation, consistent with donor intent and District approval.

Provisions for the acceptance, management and investment of gifts shall be established by the Board of Directors of the Foundation to ensure the good stewardship and fiduciary responsibilities of the Foundation for endowment and other gifts. The Foundation will periodically assess, no less frequently than annually, its gift management and acceptance policies. Copies of such policies and any revisions thereto, shall be shared with the Superintendent/President. The Foundation will promptly acknowledge and issue receipts for all gifts on behalf of the Foundation and the District and provide appropriate recognition and stewardship of such gifts. Endowment and investment policies established by the Foundation shall be consistent with District policies and applicable statutory regulations.

The Foundation will establish asset allocation, disbursement, and spending policies that adhere to applicable federal and state laws and applicable regulations. The Foundation will receive, hold, manage, invest, and disperse contributions of cash, securities and other forms of property, including immediately vesting gifts and deferred gifts that are contributed in the form of planned and deferred gift instruments. The Foundation's spending policies may only include reasonable business expenses that support the purpose of the Foundation for the College and which do not conflict with applicable law and regulations, including conflict of interest law. Spending policies, and any revisions thereto, shall be shared with the Superintendent/President.

Gifts designated specifically to the College will be distributed in a timely manner, in no event later than six (6) months from receipt of the donation, unless the donor's intent is to the contrary.

H. Public Relations and Marketing

With respect to expenditures for public relations, marketing or similar purposes, which would serve to augment District appropriations for the operation of the College, the Foundation may expend funds in such reasonable amounts, taking into consideration the unrestricted budget revenues of the Foundation, and for such purposes as are approved by the Board of Directors of the Foundation. The Foundation will manage and direct all public and media relations involving funding projects, events and campaigns in which the Foundation is involved. Materials and

documents produced for public relations and marketing purposes under the direction of the Foundation will be reviewed by the Superintendent/President of the District prior to publication and distribution. The Foundation shall review any recommendations by the Superintendent/President, provided such recommendations are received within fifteen (15) days from the date such materials are submitted to the Superintendent/President. Consistent with the provisions of this Agreement and the purpose of the Foundation, the Foundation shall have the final authority to determine the form and content of such materials in regards to Foundation-specific activities.

I. Foundation Board of Directors to include District Superintendent/President

The District Superintendent/President or his/her designee shall serve as an ex-officio voting member on the Board of Directors of the Foundation.

J. Selection and Evaluation of Executive Director; Personnel

The Foundation is responsible for the employment, compensation and evaluation of all of its employees, with the exception of the Executive Director. The Executive Director shall not be employed by the Foundation. Instead, the College shall assign the College's Vice President of Advancement to perform the duties of the Executive Director, as the Vice President of Advancement plays a unique role in facilitating the relationship between the Foundation and the College. In recognition of this unique role, the Superintendent/President will solicit the input of the Foundation Board of Directors in both the selection process and the annual performance review of the Vice President of Advancement, as pertaining to the duties of the Executive Director.

The Parties agree that the responsibilities of the Executive Director constitute ten percent (10%) of the Vice President of Advancement's duties. Pursuant to Section B of this Agreement, the College will invoice the Foundation for the Executive Director's ten percent (10%) share of the Vice President of Advancement's base salary. Fifty percent (50%) of the invoiced salary will be reimbursed through non-monetary benefits identified by the College on the invoice and credited to the Foundation. The Foundation shall reimburse the College for the remaining fifty percent (50%) of the invoiced salary (which equals five percent (5%) of the Vice President of Advancement's base salary).

All Foundation personnel other than the Executive Director are employed directly by the Foundation, and will remain independent of the College and the District. Foundation personnel are not members of the College's bargaining units.

Foundation personnel costs shall be funded by the Foundation's budget. Staff is to be recruited incrementally subject to confirmation of available funding.

K. Coordinating the Solicitation of Gifts

Annually, or more frequently if desired by the Superintendent/President, the Superintendent/President will provide the Foundation with the District's needs and priorities. The Superintendent/President will work in conjunction with the Foundation

leadership to identify, cultivate, and solicit prospects for private gifts. The College and Foundation recognize the importance of coordinating funding requests among various departments on campus and will adopt policies to govern this coordination. The College administration will use its best efforts to coordinate the solicitation by College staff members of individual, Foundation, and corporate gifts, with the Foundation. The Foundation will also act as a source of advice and support for College staff seeking such gifts. Nothing in this section will serve to prevent or deny the College, upon approval of the Superintendent/President, from pursuing fundraising activities when the Superintendent/President determines that those actions are in the best interests of the District.

Nothing herein shall affect the Foundation's ongoing maintenance of effort of its signature activities.

L. Insurance and Indemnification

The Foundation agrees to indemnify, defend and save harmless the District Indemnitees from and against any and all claims directly or indirectly arising out of, connected with, or resulting from any act, error, omission, negligence, or willful misconduct of the Foundation, its Board or members thereof, employees, agents, representatives, officers, or consultants in the performance of or failure to perform the Foundation's obligations under this Agreement or otherwise in connection with the operation of the Foundation as an auxiliary.

Except as otherwise provided in Section A of this Agreement, the Foundation shall, at its sole cost and expense, purchase and maintain during the entirety of this Agreement, insurance or indemnity protection, including liability insurance and worker's compensation insurance, as well as any additional insurance as may be required by law.

M. Third Party Agreement by Foundation

The Foundation has no authority to enter into contracts on behalf of the College or District. The Foundation shall not enter into any contract that would obligate designated District facilities or equipment without the prior written approval of the Superintendent/President of the District.

N. Distribution of Assets upon Dissolution or Cessation of Operations as Auxiliary

Upon cessation of operations of the Foundation under this Agreement, including by termination or breach of this Agreement, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of this Corporation, shall be distributed to one or more funds or organizations which are organized and operated exclusively for charitable or educational purposes and which have established their tax exempt status under Internal Revenue Code section 501(c)(3) (or the corresponding provisions of any future federal internal revenue law), or, to a governmental unit provided that the properties and assets so distributed are restricted for use exclusively for public purposes. If Monterey Peninsula College qualifies for such distribution under the preceding provisions of this sentence, the distribution shall

be solely to Monterey Peninsula College. The District, at its sole discretion, may require the Foundation to transfer all assets in its possession to a successor nonprofit corporation qualifying as an auxiliary organization for the benefit of the College.

O. Non-Assignability

This Agreement is not assignable by either Party.

P. Term of Agreement

This Agreement will be in effect from _____, 2017 to June 30, 2021. Should a new agreement not be approved by the Governing Board of the District and the Foundation before expiration of the Agreement, this Agreement will continue in effect until a new agreement is approved by the Governing Board of the District and the Foundation.

Notwithstanding the foregoing, the Agreement may be terminated by the Governing Board of the District at any time upon ninety (90) days written notice to the Foundation. Immediately upon notice of termination, the Foundation shall arrange for the vacation and return of any space, facilities, equipment or other property of the District provided under this Agreement, and of assets as provided for in Section N of this Agreement.

Q. Entire Agreement and Amendments

This Agreement constitutes the entire and exclusive agreement between the Foundation and the District and it shall supersede all other agreements, written or oral, made by the Parties. This Agreement may be modified only in writing, signed by both the Foundation and the District.

R. Notices

All notices herein required to be given, or which may be given by either Party to the other, shall be deemed to have been fully given when made in writing and received, on behalf of the Foundation, by the Foundation's Executive Director, and received, on behalf of the District, by its Superintendent/President.

S. Severability

If any provision of this Agreement is held invalid, void, or unenforceable by a court of competent jurisdiction, the remainder of the Agreement shall not be affected and it shall remain in full force and effect, unless amended or modified by mutual consent of the Parties.

T. Facsimile Signatures and Execution in Counterpart

Signatures delivered electronically or by facsimile shall be as binding as originals upon the Parties so signing and delivering. This Agreement may be executed in counterparts, each of which shall constitute an original of the Agreement.

U. Warranty of Authority

Each person executing this Agreement on behalf of either Party does hereby personally represent and warrant that he or she had the authority to execute the Agreement on behalf of and to fully bind such Party.

IN WITNESS THEREOF, this Agreement has been executed in duplicate by the Parties hereto as of the date first above written.

MONTEREY PENINSULA
COLLEGE FOUNDATION

MONTEREY PENINSULA
COMMUNITY COLLEGE DISTRICT

By: Margi Wiest.
Its: President

By: Dr. Walter Tribley
Its: Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

New Business Agenda Item No. V

Human Resources
College Area

Proposal:

That the Governing Board approves the employment agreement between the Monterey Peninsula Community College District and Ms. Rebecca Michael, serving as a professional expert in the area of institutional advancement, under the direction of the Superintendent/President, for the period of February 16, 2017 through June 30, 2017.

Background:

The Governing Board approved the job description and recruitment for the Vice President of Advancement at its November 16, 2016 meeting. The District will conduct a search for the Vice President of Advancement. Following a national recruitment process, screening of applications, and first and second interviews, the final candidate is expected to begin employment on July 1, 2017.

Ms. Michael will be employed as professional expert in the area of institutional advancement, under the direction of the Superintendent/President, to perform special projects under the terms and conditions of the attached contract.

Budgetary Implications:

The costs will be partially covered by the balance remaining from the District's annual allocation to the Foundation of \$100,000, paid monthly at \$8,333.33 and that will cease per terms of the revised District-Foundation master agreement. The remaining portion will be covered by one-time contingency funds.



RESOLUTION: BE IT RESOLVED, that the Governing Board approves the employment agreement between the Monterey Peninsula Community College District and Ms. Rebecca Michael, serving as a professional expert in the area of institutional advancement, under the direction of the Superintendent / President for the period of February 16, 2017 through June 30, 2017.

Recommended By:

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

Prepared By:

Susan Kitagawa
Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval:

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

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is made and entered into between the MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT ("MPC") and Rebecca Michael ("Employee").

RECITALS

WHEREAS, MPC currently is in need of the services of Employee to perform special projects as the Superintendent/President may assign;

WHEREAS, Employee warrants and represents that she is specially trained, qualified, experienced and competent to perform as a professional expert the special projects assigned to her by the Superintendent/President;

WHEREAS, MPC has the authority to retain Employee as a temporary employee pursuant to Education Code section 88003; and

WHEREAS, Employee acknowledges that she will be hired as a temporary employee of MPC as defined in Education Code section 88003 and pursuant to 5 California Code of Regulations section 53021 subdivision (c)(7);

NOW, THEREFORE, based upon the Recitals above, the Parties hereby agree as follows:

1. **Term.** MPC shall employ Employee as a professional expert to serve as a Special Assistant to the Superintendent/President commencing on February 16, 2017 and ending on June 30, 2017, if not terminated earlier as provided in Paragraph 9 herein below.
2. **Duties.** Employee shall competently and expertly perform services on behalf of MPC as assigned by and to the satisfaction of the Superintendent/President. Employee shall exercise her best effort and judgment in providing services to MPC during the term of this Agreement.
3. **Salary.** MPC shall pay Employee a salary of Eleven Thousand Three Hundred and Eighty-Seven Dollars (\$11,387) per month, pro-rated based upon (20) work days per month for service during a period of less than one month. Employee's salary shall be processed in accordance with the payroll practices used by MPC for all other employees with deductions, including contributions to CalPERS, made according to legal requirements.

4. **Health Benefits.** Employee shall receive the same health and welfare benefits provided to all other administrative personnel.
5. **Reimbursement.** MPC shall reimburse Employee for actual and necessary expenses incurred within the course and scope of Employee's employment, so long as such expenses are consistent with this Agreement and MPC's practices, and so long as the cost of the expense is not already provided for under the terms of this Agreement. For reimbursement, Employee shall submit and complete expense claims in writing prior to reimbursement in accordance with the MPC's policies, rules and regulations.
6. **Cell Phone Allowance.** In lieu of any reimbursement for the work-related use of a personal cell phone, MPC shall pay Employee an allowance for the use of his personal cell phone for MPC business at the rate of One Hundred Dollars (\$100.00) per month. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalPERS purposes.
7. **Vacation.** Employee shall accrue 1.833 days of vacation per month during the term of employment for this contract. Vacation may be taken at any time agreeable to both parties.
8. **Sick Leave.** Employee shall be credited with eight hours per month of sick leave, which may be used during the term of this agreement. Unused sick leave shall not be compensable upon termination of this Agreement.
9. **Termination.** District and Employee agree that this Agreement may be terminated by either Party at any time upon written notice thirty (30) days in advance of termination.
10. **Non-Assignment.** This Agreement may not be assigned by either Party.
11. **Classification as Temporary Employee.** Employee acknowledges and expressly agrees the classification is as a temporary employee of MPC and has no continuing right to employment upon either the expiration or the termination of this Agreement.
12. **Management Hours.** The parties recognize that the demand of the position will require Employee to average more than eight (8) hours a day and/or more than forty (40) hours per week. The parties agree that Employee shall not be entitled to overtime compensation.
13. **Tax/Retirement Issues.** The District has made no representations or warranties regarding any tax or retirement consequences of this Agreement. All tax and retirement consequences/liabilities of this Agreement shall be borne exclusively by Employee. Notwithstanding any other provision of this Agreement, the District shall not be liable for any state or federal tax consequences or any retirement consequences

of any nature as a result of this Agreement, including any benefits provided to Employee or any designated beneficiary, heirs, administrators, executors, successors or assigns of Employee. Employee agrees to defend, indemnify and hold the District harmless from all related state, federal and employment tax consequences and retirement consequences of this Agreement.


14. **Modification of Agreement.** The Parties hereby agree that this Agreement may only be modified in writing and any modification must be signed by both Parties.
15. **Construction and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of California. In the event that either Party brings an action to enforce the terms of this Agreement, the venue for any such action may only be in Monterey County, California.
16. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no oral representations, terms or conditions and neither Party has relied upon any representations, express or implied, not contained in this Agreement. This Agreement is intended by the Parties to be the sole instrument governing the relationship between the Parties.

MONTEREY PENINSULA
COMMUNITY COLLEGE DISTRICT

Dr. Walter Tribley,
Superintendent/President

Dated: _____

EMPLOYEE



Rebecca Michael

Dated: 1/17/17

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

Board Meeting Date

Human Resources

College Area

New Business Agenda Item No. W

Proposal: That the Governing Board approves the job description for Dean of Student Services and that the Governing Board approve the recruitment to fill the position of Dean of Student Services/Marina.

Background:

Under the proposed organizational structure, the Dean of Student Services / Marina will report directly to the Vice President of Student Services. This is a new position and was discussed and recommended through the participatory governance process.

The Dean of Student Services position is critical to provide leadership at the Marina Campus. Growth of the Marina Campus through outreach and comprehensive student services will be enhanced by having the Dean of Student Services available full time. Additionally, the Dean of Student Services will be responsible for investigating disruptive student behavior reports and working with the Vice President of Student Services reviewing and revising the student codes of conduct. The Dean will also play a pivotal role in student equity and resource management.

While the District currently employs an individual in the position of Dean of Student Services, there has not been an official job description that has been board approved. The position is an educational administrator and will be placed on the Dean Row of the Administrative Salary Schedule.

Budgetary Implications:

The position will be funded by 85% Student Equity Funds and 15% General Funds. The annual estimated cost of the position dependent upon initial salary placement is estimated to be between \$151,690 - \$169,636. The projected costs includes salary and employer contributions related to payroll benefits.

☒ **RESOLUTION: BE IT RESOLVED**, that the Governing Board approves the job description for Dean of Student Services; and

BE IT FURTHER RESOLVED, that the Governing Board approves the recruitment for the position of Dean of Student Services/Marina.

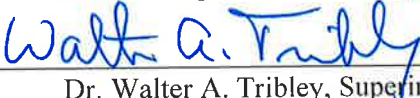
Recommended By: _____


Dr. Kim McGinnis, Vice President of Student Services

Prepared By: _____


Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval: _____


Dr. Walter A. Tribley, Superintendent/President

Job Description: DEAN OF STUDENT SERVICES

Board Approved:

MONTEREY PENINSULA COLLEGE

DEAN OF STUDENT SERVICES

JOB SUMMARY

Under the direction of the Vice President of Student Services, the Dean of Student Services will provide leadership for a variety of student services areas and functions within the District, including all education centers and campus locations. The Dean is an Educational Administrator responsible for administering college policies and procedures related to Student Services, working collaboratively with administration, faculty, and staff to achieve student access, retention and success. The Dean is responsible for planning, supervising, and evaluating services and personnel.

EXAMPLES OF DUTIES AND ESSENTIAL FUNCTIONS

Essential Functions

- Plan, develop, coordinate, and oversee student support programs, services, faculty, and staff in collaboration with the Vice President of Student Services to enhance access, retention, and overall student success.
- Lead, train, supervise, evaluate, and provide information to staff to enhance their ability to accomplish student service objectives, vision, and mission.
- Monitor the assigned Student Services area to ensure effective enrollment management. Work collaboratively with administration, faculty and staff to evaluate student needs and program requirements; evaluate and recommend the need for new programs and support new program development for currency and relevance.
- Coordinate program elements and services with regulatory and other external agencies. Interpret local, county, state, and federal policy and legislation governing the administration and regulations of student services. Ensure programs are administered in compliance with District, state, and federal laws, regulations, policies, and procedures.
- Receive and mediate student grievances and complaints. Meet with students to explain laws, regulations, processes, policies, and procedures. Investigate disruptive student behavior. Recommend course of action including disciplinary procedures. Refer students to the appropriate District offices or services. Work collaboratively with counsel, administration, faculty, and staff to resolve conflicts.
- Collaborate with campus security, administration, faculty, and staff to administer and oversee the student code of conduct and related student discipline and due process procedures.
- Lead, participate, and represent the District in local, regional, and statewide committees, initiatives, teams, or ad hoc groups as assigned.

- Supervise the preparation and submission of timely and accurate reports to meet local, regional, state, and federal requirements.
- Provide leadership in the new and emerging technologies in student services.
- Plan, monitor, and reconcile budgets to maximize financial resources. Develop, implement, and evaluate assigned student support programs and planning strategies, integrating planning with budgeting.
- Compile and report information related to the assigned programs to include program review, progress indicators, student learning outcomes and service learning outcomes, and special report. Ensure that reporting requirements are met as stipulated in program regulations. Recommend staffing and equipment needs for assigned program areas, anticipate future needs, assist with grant preparation and program fund applications.
- Participate in the hiring, scheduling, evaluation, performance intervention, and retention of faculty and staff members in areas of supervision, and make appropriate recommendations to the Vice President of Student Services.
- Engage in participatory governance process. Chair and serve on committees as assigned.
- Maintain an understanding of current ideas, trends, laws, regulations, guidelines and practices pertaining to the areas of responsibility through continued study and participation in professional organizations; Seek and participate in professional development activities.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge Of:

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students; theories, principles, and best practices associated with student services in higher education; strategic planning in organization and management practices, assessment, analysis, and evaluation of programs, policies, and administrative needs; computer-based technology for management of assigned divisions/areas and for support services; the goals of participatory governance; supervising and evaluating the work of others, employee motivation and training; applicable federal, state, local, and District laws, regulations policies and procedures; collective bargaining contract provisions; complex business level English usage, spelling, grammar and punctuation; applicable computer software programs; report and presentation writing.

Ability To:

Collaboratively work with administration, faculty, and staff to respond to local, state, and federal student success initiatives, founded upon enrollment management principles; learn, interpret, and ensure compliance with local, regional state, and federal laws, regulations, policies, and procedures related to the responsibilities of the position; continuously engage in learning and self-improvement; effectively represent the District and campus at community events and present clear, concise, comprehensive reports and presentations to all in attendance; establish and maintain effective working relationships with District and campus administrators, management, staff, students, diverse community, collaborative partner contacts, independent programs consultant and trainers, and the public; appropriately supervise, evaluate, guide, and direct others to promote and meet the college mission; analyze a variety of administrative problems to make sound policy and procedural recommendations for their solutions; research, evaluate data, and prepare comprehensive, concise reports and recommendations; prepare and monitor a budget; demonstrate possession of strong organizational and leadership skills; plan and organize work to meet established timelines and department schedules; Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues, situations and records. Utilize word processing, spreadsheets, email,

online calendaring and data entry/retrieval from database programs; demonstrate an understanding of and sensitivity to and appreciation of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students and staff attending or working on a community college campus.

EMPLOYMENT STANDARDS

Education and Experience

- Possession of a master's degree from an accredited college or university; and
- One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment; and
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

PHYSICAL EFFORT/WORK ENVIRONMENT

Environment: Busy office environment. Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.

Driving a vehicle to conduct work as necessary. Requires evening and weekend responsibility. Required travel to other District locations and occasionally to other locations in the county or state.

LICENSES AND CERTIFICATES

Possess or ability to obtain a valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

Board Meeting Date

Human Resources

College Area

New Business Agenda Item No. X

Proposal: That the Governing Board approves the job description for Dean of Instruction; and that the Governing Board approves the recruitment for the position of Dean of Instruction/Career Technical Education.

Background:

Under the proposed organizational structure, the Dean of Instruction / Career and Technical Education will report directly to the Vice President of Academic Affairs. This is a new position and was discussed and recommended through the participatory governance process.

The Dean will provide direction to Career and Technical Education programs which have different requirements such as working with advisory boards and industry, collaborating with the Workforce Investment Board, and other community partners. The Dean will lead the implementation of the Strong Workforce Program which is a recent mandate from the State to increase the capacity of CTE programs in colleges, to increase completion and job placement based on labor market needs of the region. This requires focused work and direction from the office of a specialized dean.

While the District currently employs individuals in the position of Dean of Instruction, there is no official job description that has been board approved. The position is an educational administrator and will be placed on the Dean Row of the Administrative Salary Schedule.

Budgetary Implications:

The position will be funded by 100% Strong Workforce Funds. The annual cost of the position is dependent upon initial salary placement and is estimated to be between \$151,690 - \$169,636. The projected cost includes salary and employer contributions related to payroll benefits.

☒ **RESOLUTION: BE IT RESOLVED**, that the Governing Board approves the job description for Dean of Instruction; and

BE IT FURTHER RESOLVED, that the Governing Board approves the recruitment for the position of Dean of Instruction/Career Technical Education.

Recommended By: _____



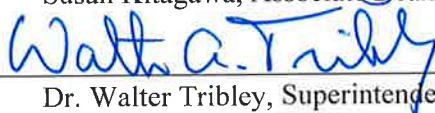
Kiran Kamath, Vice President of Academic Affairs

Prepared By: _____



Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval: _____



Dr. Walter Tribley, Superintendent/President

Job Description: Dean of Instruction
Board Approved:

MONTEREY PENINSULA COLLEGE

DEAN OF INSTRUCTION

JOB SUMMARY

Under the direction of the Vice President of Academic Affairs, the Dean of Instruction will provide leadership and oversee a variety of division(s) or areas of the College/District in instruction and instructional support services; manage and evaluate assigned managers, supervisors, division/department chairs, faculty and staff, in conformance with appropriate policies and procedures; and carry out complex projects and special programs. The Dean is an Educational Administrator responsible for administering state regulations, college policies and procedure related to Instruction, and working collaboratively with administration, faculty and staff to promote educational excellence and student success.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

Duties and essential functions may include, but not be limited to, the following:

Leadership:

- Provide vision and leadership for a diverse, dynamic, and innovative community of faculty, staff, and students.
- Support a climate that promotes innovation and improved service to students and the community; cooperate with area staff and other managers to develop processes that are student friendly and supportive of student success.
- Provide year-round leadership, management, participation in the development and operation of instructional programs and/or instructional support services including day, evening, weekend, inter-session, and summer programs.

Program Development and Enrollment Management:

- Facilitate and oversee instructional program development and curriculum development to address the mission of the college.
- In collaboration with faculty, develop programs, support a variety of methods of instruction (including face-to-face and online learning and learning support programs), and ensure course and program articulations are kept up to date.
- Assist in the coordination of division and/or area programs with those of other institutions and in the development of partnerships with external agencies.

Personnel Management:

- Coordinate and participate in the hiring process for management, faculty and classified staff in assigned division(s) and/or area(s) and recommend personnel actions to supervisor.
- Coordinate and participate in the training of assigned managers, faculty, and classified staff.
- Evaluate assigned managers and classified staff according to established procedures and timelines.
- Assist and participate in the evaluation of faculty.

Planning and accreditation:

- Organize, manage, and participate in the annual planning and budgeting process in cooperation with managers, supervisors, faculty, and classified staff; ensure that division and/or area plans and budgets are aligned to college mission, goals, and objectives.
- Provide leadership for, and assist with division program reviews, annual program review updates, and action plans.
- Assist and participate in the accreditation process.
- Manage and participate in the continued evaluation and improvement of the assigned division(s) and/or area(s) instructional and/or instructional support services.
- Promote the assessment of student outcomes in order to determine the effectiveness of student learning and student programs in the assigned division(s) and/or area(s).

Budgets and Grants:

- With division faculty, staff, and other administrators, manage the preparation of class schedules, catalogs, brochures and other printed or electronic materials for the assigned division or area.
- Extract, analyze and utilize enrollment management tools and data for decision-making.
- Manage the approved annual budget for assigned division(s) and/or area(s).
- Facilitate grant applications for assigned division or area, manage grants, and be responsible for required reports. Oversee grants in assigned area ensuring compliance with the terms of the grant.

Regulations:

- Accurately interpret applicable laws, regulations and collective bargaining contract provisions.
- Interpret and analyze appropriate laws, policies, rules and procedures to determine impact on assigned division(s) or area(s) and monitor compliance and reporting strategies.

General operations:

- Respond to, and seek resolution of complaints arising from division and/or area activities, including participating in the grievance process.
- Actively participate in, and support, College and District participatory governance components, activities, and other collaborative processes.
- Employ appropriate techniques and strategies to resolve disputes and to enhance communication and cooperation among the members of the College and District communities.
- Serve as liaison to other college units, areas and services; advisory committees; individual students and student groups; and appropriate university, school and community groups.
- Serve on College and District committees as assigned. May represent the District at state and regional meeting, committees, and conferences.
- Travel throughout the service area in carrying out responsibilities and functions.
- Perform other related duties as assigned.

Knowledge Of: Computer-based technology for management of assigned divisions/areas and for instructional and instructional support services; the goals of participatory governance; principles and practices of administrative organization and management, planning, supervising and evaluating the work of others, employee motivation and training; applicable federal, state, local, District and College laws, rules and regulations, and collective bargaining contract provisions; complex business level English usage, spelling, grammar and punctuation; modern office tools such as computers and printers; typical modern office computer software programs; report and presentation writing; sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Ability To: Use organizational skills that enable performance of duties in a timely fashion with attention to detail; effectively communicate orally and in writing; manage financial resources effectively including determining how best to utilize resources and managing budgets and expenditures; use personal computers utilizing typical office software applications, including the Internet; work effectively with managers, faculty and staff in a participatory governance environment to accomplish the goals and objectives of the college and the assigned divisions or areas; exercise good judgment; demonstrate sensitivity to and ability to work with the diverse academic, socioeconomic, cultural, ethnic, and gender backgrounds of community college students, faculty, and staff, including those with disabilities; establish and maintain effective working relationships with those contacted in the course of work.

EMPLOYMENT STANDARDS

Education and Experience

Minimum Qualifications

- Possession of a master's degree from an accredited college or university; and
- One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment; and
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Desirable Qualifications

Teaching experience in one of the disciplines in the assigned area is desirable. Equivalent to at least three years of full-time instructional and instructional support services experience in an institution of higher education. Depending on the vacancy, additional job-specific desirable qualifications may be requested with the approval of the Office of Human Resources.

PHYSICAL EFFORT/WORK ENVIRONMENT

Environment: Busy office environment. Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.

Driving a vehicle to conduct work as necessary. Requires evening and weekend responsibility. Required travel to District sites and occasional travel to other locations in the county or state.

LICENSES AND CERTIFICATES

Possess or ability to obtain a valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

New Business Agenda Item No. Y

Administrative Services
College Area

Proposal:

That the Governing Board review the 2017-18 District Scheduled Maintenance and Special Repairs Five Year Plan.

Background:

Annually, the District is required to develop and submit a scheduled maintenance five year plan to the Chancellor's Office. Scheduled maintenance projects identified in the plan are eligible for state funding. In the past, a limited amount of state funding has been designated for scheduled maintenance with a 50% District match; however, in 2009-10, community college scheduled maintenance funding was eliminated due to the state's budget deficit situation. Scheduled maintenance funding was restored in the 2013-14 state budget with no match requirement. An allocation of \$43.7 million for the system has been included in the Governor's January budget proposal for 2017-18.

The attached excerpt from the 2016-17 District Five Year Plan includes a priority listing of projects proposed for the District for 2016-17, totaling \$475,000. Also included is a five year summary of projects identified by category of repair, i.e., roof, utility, mechanical, exterior, and other. The total amount of funding needed for all projects in the five year plan is estimated to be \$1,205,000.

Budgetary Implications:

Any state funding allocated for scheduled maintenance would be used to complete necessary district projects.

☒ **Information:** Review the 2017-18 District Scheduled Maintenance and Special Repairs Five Year Plan

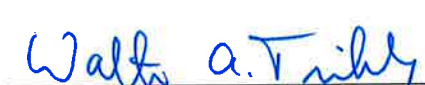
Recommended By:


Dr. Steve Crow, Vice President for Administrative Services

Prepared By:


Vicki Nakamura, Assistant to the President

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

2017/2018 Scheduled Maintenance Projects

Priority	Project Title	Campus	Problem Existed	Project Type	Facility Type	Total Funds
1	Retrofit of Classroom Door Locks Campuswide - Phase 3	Monterey Peninsula College	2-5 yrs.	Other	Classroom/Laboratory	\$150,000
2	Replace Wood Shake Roof with Standing Seam Metal Roofing - Music (14)	Monterey Peninsula College	Always	Roof	Classroom/Laboratory	\$200,000
3	Repair/Upgrade Safety Lighting on Campus (Interior and Exterior)	Monterey Peninsula College		Utility		\$100,000
4	Repair and repaint exterior of: Music (14)	Monterey Peninsula College	Always	Exterior	Classroom/Laboratory	\$25,000
Approved Total						\$475,000

Monterey Peninsula Community College District - 2017/2018

District Scheduled Maintenance Five Year Plan Summary

Fiscal Year of Funding	Roof		Utility		Mechanical		Exterior		Other		Total	
	Est. Total	State Funds	Est. Total	State Funds	Est. Total	State Funds	Est. Total	State Funds	Est. Total	State Funds	Est. Total	State Funds
2017	\$200,000	\$100,000	\$100,000	\$50,000			\$25,000	\$12,500	\$150,000	\$75,000	\$475,000	\$237,500
2018	\$100,000	\$50,000					\$50,000	\$25,000	\$150,000	\$75,000	\$300,000	\$150,000
2019							\$25,000	\$12,500	\$120,000	\$60,000	\$145,000	\$72,500
2020							\$25,000	\$12,500	\$220,000	\$110,000	\$245,000	\$122,500
2021									\$40,000	\$20,000	\$40,000	\$20,000
TOTAL	\$300,000	\$150,000					\$125,000	\$62,500	\$680,000	\$340,000	\$1,205,000	\$602,500

Campus Scheduled Maintenance Five Year Plan Summary

[illegible]

Monterey Peninsula College - 2017/2018

Campus Scheduled Maintenance Five Year Plan Summary

Fiscal Year of Funding	Roof		Utility		Mechanical		Exterior		Other		Total	
	Est. Total	State Funds	Est. Total	State Funds	Est. Total	State Funds	Est. Total	State Funds	Est. Total	State Funds	Est. Total	State Funds
2017	\$200,000	\$100,000	\$100,000	\$50,000			\$25,000	\$12,500	\$150,000	\$75,000	\$475,000	\$237,500
2018	\$100,000	\$50,000					\$50,000	\$25,000	\$150,000	\$75,000	\$300,000	\$150,000
2019							\$25,000	\$12,500	\$120,000	\$60,000	\$145,000	\$72,500
2020							\$25,000	\$12,500	\$220,000	\$110,000	\$245,000	\$122,500
2021									\$40,000	\$20,000	\$40,000	\$20,000
TOTAL	\$300,000	\$150,000					\$125,000	\$62,500	\$680,000	\$340,000	\$1,205,000	\$602,500

Monterey Peninsula College - 2017/2018
District Scheduled Maintenance Five Year Plan
Roof Repair or Replacement (2017 through 2021)

Fiscal Year of Funding	Type/Use of Building	Age of Building	Age of Roof	Square Feet of Roof	State Funds	Local Funds	(CCI 5977) Est. Repair/ Replace Cost
2017	Replace Wood Shake Roof with Standing Seam Metal Roofing - Music (14)	46	46	12560	\$100,000	\$100,000	\$200,000
2018	Mansard Roof Replacement - Art Dimensional (21)	48	48	7112	\$50,000	\$50,000	\$100,000
TOTAL					\$150,000	\$150,000	\$300,000

Monterey Peninsula College - 2017/2018
District Scheduled Maintenance Five Year Plan
Utility Repair or Replacement (2017 through 2021)

Fiscal Year of Funding	Type Utility	Age of Utility (years)	Type of Facility Served	State Funds	Local Funds	(CCI 5977) Est. Repair/ Replace Cost
2017	Repair/Upgrade Safety Lighting on Campus (Interior and Exterior)	15	Classroom	\$50,000	\$50,000	\$100,000
TOTAL				\$50,000	\$50,000	\$100,000

Monterey Peninsula College - 2017/2018
District Scheduled Maintenance Five Year Plan
Mechanical Repair or Replacement (2017 through 2021)

Fiscal Year of Funding	Type/Use	Age (years)	Type of Facility Served	State Funds	Local Funds	(CCI 5977) Est. Repair/ Replace Cost
						\$0
			TOTAL	\$0	\$0	\$0

Monterey Peninsula College - 2017/2018
District Scheduled Maintenance Five Year Plan
Exterior Repair or Replacement (2017 through 2021)

Fiscal Year of Funding	Type and Size of Facility	Years Since Last Refinishing	State Funds	Local Funds	(CCI 5977) Est. Repair/ Replace Cost
2017	Repair and repaint exterior of: Music (14)	8	\$12,500	\$12,500	\$25,000
2018	Repair and repaint exterior of: Art Dimensional (21)	48	\$25,000	\$25,000	\$50,000
2019	Repair and repaint exterior of: Dance (31)	16	\$12,500	\$12,500	\$25,000
2020	Repair and repaint exterior of: Facilities (40)	13	\$12,500	\$12,500	\$25,000
		TOTAL	\$62,500	\$62,500	\$125,000

Monterey Peninsula College - 2017/2018
District Scheduled Maintenance Five Year Plan
Other Repairs or Replacements (2017 through 2021)

Fiscal Year of Funding	Needs	State Funds	Local Funds	(CCI 5977) Estimated Repair/ Replacement Cost
2017	Retrofit of Classroom/Building Door Locks Campuswide - Phase 3	\$75,000	\$75,000	\$150,000
2018	Replace Concrete Entrance Plaza above Amphitheater	\$75,000	\$75,000	\$150,000
2019	Upgrade Single Pane Windows in Social Science Bldg. to Thermopane Insulated Windows	\$60,000	\$60,000	\$120,000
2020	Upgrade Single Pane Windows in Administration Bldg. to Thermopane Insulated Windows	\$110,000	\$110,000	\$220,000
2021	Replace Tennis Court Fence	\$20,000	\$20,000	\$40,000
TOTAL		\$340,000	\$340,000	\$680,000

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

Superintendent/President

Office

New Business Agenda Item No. Z

Proposal:

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

Background:

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

Nominations for membership on the CCCT Board will be accepted from January 1 through February 15, 2017. Nominations are to be made by member district board of trustees. Each district may nominate only members of its Board. Each nominee must be a local community college district trustee (other than the student trustee) and must have consented to be nominated. Only one trustee per district may serve on the Board. An official Biographical Sketch Form and Statement of Candidacy must accompany the Nomination Form.

For 2017, nine persons will be elected to the CCCT board. There are seven incumbents eligible to run for re-election and two vacancies due to trustees that are no longer serving at the district level.

The election of members of the CCCT board will take place between March 10 and April 25, 2017. Each member district board of trustees will have one vote for each open seat on the CCCT board. CCCT board members are elected for three-year terms. No CCCT board member shall serve more than three (3) full terms consecutively. Election results will be announced at the CCCT annual conference in May. The newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 7, 2017, and the President of the CCCT board will administer the Oath of Office at the June 16-17, 2017 meeting in Sacramento.

Budgetary Implications:

No direct budgetary impact is anticipated.

☒ **RESOLUTION:** BE IT RESOLVED, that the Governing Board nominates _____
to be a candidate for the California Community College Trustees (CCCT) Board.

Recommended By:

Walt a Tribley

Dr. Walter Tribley, Superintendent/President

Prepared By:

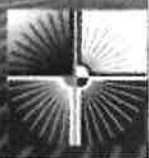
Shawn Anderson

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

Agenda Approval:

Walt a Tribley

Dr. Walter Tribley, Superintendent/President



Date: December 6, 2016
To: California Community College Trustees
California Community College Chancellors/Superintendents
From: Larry Galizio, President & CEO, Community College League of California
Subject: CCCT Board Election - 2017

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

Nominations for membership on the CCCT board will be accepted from **January 1 through February 15, 2017**. Nominations are to be made by member district boards of trustees, and each district may nominate only members of its own board.

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

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

The election of members of the CCCT board will take place between March 10 and April 25, 2016. Each member district board of trustees will have one vote for each open seat on the CCCT board. CCCT board members are elected for three-year terms. No CCCT board member shall serve more than three (3) full terms consecutively.

For 2017, nine persons will be elected to the CCCT board. There are seven incumbents eligible to run for re-election and two vacancies due to trustees that are no longer serving at the district level.

Election results will be announced at the CCCT annual conference in May. The newly elected members of the board will assume their responsibilities at the conclusion of the annual conference (May 7, 2017), and the President of the CCCT board will administer the Oath of Office at the June 16-17, 2017 meeting in Sacramento.

If you have any questions about the CCCT board election process, please contact Agnes Lupa (916-245-5038 or agnes@ccleague.org) at the League office.

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

CCCT BOARD NOMINATION FORM 2017

Must be returned to the League office **postmarked no later than February 15, 2017**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

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

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

Signature of Clerk or Secretary of Governing Board

CCCT BOARD

STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2017** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: _____ DATE: _____

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

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

CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2017**, along with the nomination form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

PERSONAL

Name: _____ Date: _____

Address: _____

City: _____ Zip: _____

Phone: _____ (home) _____ (office)

E-Mail: _____

EDUCATION

Certificates/Degrees: _____

PROFESSIONAL EXPERIENCE

Present Occupation: _____

Other: _____

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: _____

Years of Service on Local Board: _____

Offices and Committee Memberships Held on Local Board: _____

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

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

CIVIC AND COMMUNITY ACTIVITIES

OTHER



**CALIFORNIA COMMUNITY COLLEGE TRUSTEES
2016-17 BOARD ROSTER**

SALLY BIGGIN
Redwoods CCD

STEPHEN BLUM
Ventura County CCD

KENNETH BROWN
El Camino CCD

LAURA CASAS
Foothill DeAnza CCD

STEPHAN CASTELLANOS
San Joaquin Delta CCD

JANET CHANIOT
Immediate, Past-President
Mendocino-Lake CCD

DON EDGAR
Sonoma County CCD

ADRIENNE GREY
West Valley-Mission CCD

CY GULASSA
Peralta CCD

JERRY HART
Imperial CCD

BRENT HASTEY
Yuba CCD

PAMELA HAYNES
Los Rios CCD

ANDRA HOFFMAN
Los Angeles CCD

LOUISE JAFFE
Santa Monica CCD

BERNARD "BEE JAY" JONES
Allan Hancock Joint CCD

SUSAN KEITH
Citrus CCD

JIM MORENO
2nd Vice President
Coast CCD

DOUGLAS OTTO
President
Long Beach CCD

ANN RANSFORD
1st Vice President
Glendale CCD

BETTY SANTOS
Student Member
Mt. San Antonio CCD

LINDA WAH
Pasadena CCD

CCCT BOARD TERMS (2017-2019)

<u>Election</u>	<u>Group</u>	<u>Seat</u>	<u>First Elected /Appointed</u>	<u>Next Election</u>	<u>Terms Left for Incumbent</u>
2017	III.	Blum	2014	2017	2
	III.	Casas	2011	2017	1
	III.	Castellanos	2011	2017	1
	III.	Grey	2014	2017	2
	III.	Haynes	2014	2017	2
	III.	Hoffman	2016	2017	3
	III.	Moreno	2011	2017	1
2018	I.	Chaniot	2009	2018	1
	I.	Edgar	2015	2018	2
	I.	Hastey	2015	2018	2
	I.	Vacancy (Jones B)	2008	2018	0
	I.	Otto	2009	2018	0
	I.	Ransford	2012	2018	1
2019	II.	Wah	2013	2019	1
	II.	Biggin	2013	2019	1
	II.	Vacancy (Gulassa)	2010	2019	0
	II.	Hart	2010	2019	0
	II.	Jaffe	2009	2019	0
	II.	Keith	2013	2019	1
	II.	Brown	2016	2019	2
	II.	Figueroa	2016	2019	2
* Board member is unable to seek reelection due to three-term limit.					

Monterey Peninsula Community College District

Governing Board Agenda

January 25, 2017

New Business Agenda Item No. AA

Superintendent/President
College Area

Proposal:

To review the attached Calendar of Events.

Background:

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

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

Budgetary Implications:

None.

☒ **INFORMATION:** Calendar of Events.

Recommended By: Dr. Walter Tribley, Superintendent/President

Prepared By:

Shawn Anderson

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

Agenda Approval:

Walter A. Tribley

Dr. Walter Tribley, Superintendent/President

MPC Governing Board 2016-2017 Calendar of Events

JANUARY 2017

Wednesday, January 25 Regular Board Meeting, MPC Library & Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room

Fri.-Sun., January 27-29 CCLC Effective Trusteeship & Board Chair Workshop (Board Chair Workshop:
January 28), Sheraton Grand, Sacramento

Sunday, January 29 - CCLC Annual Legislative Conference, Sheraton Grand, Sacramento
Monday, January 30

FEBRUARY 2017

Thursday, February 9 MCSBA College and Career Pathways Training, Monterey County Office of
Education, Rooms A/B, 5:30-8:00pm

Tuesday, February 14 Lobo Day (details yet to be announced)

Friday, February 17 Holiday – Lincoln Day Observance

Monday, February 20 Holiday – Washington's Day

Wednesday, February 22 Regular Board Meeting, MPC Library & Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room

MARCH 2017

Friday, March 10 MPC Foundation Donor Appreciation Party, MPC Library, 4:00-6:00pm

Sun.-Sat., March 19-25 Spring Recess

Wednesday, March 22 Regular Board Meeting, MPC Library & Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room

APRIL 2017

Wednesday, April 26 Regular Board Meeting, MPC Library & Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room

Thursday, April 27 MCSBA Annual Organizational Meeting and Dinner, Hartnell College, 5:30pm

Friday, April 28 President's Address to the Community, Monterey Marriott, 11:00am-1:30pm

MAY 2017

Date, Time & Location TBD Veterans Recognition Ceremony
CDC Preschool Graduation
Early Childhood Education Graduation Celebration
Automotive Technology Graduation Banquet, Tarp's Roadhouse, 5:00-8:00pm
Asian Student Assn Ceremony, 6:00pm
Fire Academy Graduation Ceremony
Latino Ceremony, 6:00pm, LF 103
Kente Ceremony, 7:00pm

Thurs.-Sunday, May 4-7 CCLC Annual Trustees Conference, Ritz-Carlton, Lake Tahoe

Tuesday, May 16 MPC Scholarship Awards Ceremony, MPC Theatre, 4:00-6:00pm

MPC Governing Board 2016-2017 Calendar of Events

MAY 2017, continued

Saturday, May 27 Faculty Retirement Breakfast, 8:30am (location to be confirmed)
Commencement: 12:00pm, MPC Stadium
(Line-up at 11:30am in Amphitheater)
Nurse Pinning Ceremony, 3:00pm, Amphitheater
Monday, May 29 Holiday – Memorial Day
Tuesday, May 30 Regular Board Meeting - Closed Session: 10:00am, Stutzman Room
Wednesday, May 31 Regular Board Meeting, 9:00 a.m., MPC Library & Technology Center

JUNE 2017

Wednesday, June 28 Regular Board Meeting, MPC Library & Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room

JULY 2017

Tuesday, July 4 Holiday – Independence Day
Wednesday, July 26 Regular Board Meeting, Education Center at Marina
Closed Session: 11:00am, Room to be determined
Regular Meeting: 1:30pm, Room to be determined

AUGUST 2017

Friday, August 4 **MPC Booster Club Golf Tournament (tentative)**
Wednesday, August 23 Regular Board Meeting, MPC Library & Technology Center
Closed Session: 11:00am, Room to be determined
Regular Meeting: 1:30pm, Room to be determined

SEPTEMBER 2017

Wednesday, September 27 Regular Board Meeting, MPC Library & Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room

OCTOBER 2017

Wednesday, October 25 Regular Board Meeting, Public Safety Training Center, Seaside
Closed Session: 11:00am, Room to be determined
Regular Meeting: 1:30pm, Room to be determined

NOVEMBER 2017

Wednesday, November 29 Regular Board Meeting, MPC Library & Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room

DECEMBER 2017

Wednesday, December 20 Regular Board Organization Meeting and Swearing-in Ceremony, Monterey Peninsula College
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room