

Monterey Peninsula Community College District

Governing Board Agenda

November 20, 2013

New Business Agenda Item No. A

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, September 30, 2013.

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 September 30, 2013, as presented on form CCFS 311Q, be accepted and made part of the minutes of this meeting.

Recommended By:

J. Bissell
Joseph Bissell, Special Assistant to the Superintendent/President

Prepared By:

Rosemary Barrios
Rosemary Barrios, Controller

Agenda Approval:

Walter Tribley
Dr. Walter Tribley, Superintendent /President

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD

Fiscal Year: 2013-2014

Quarter Ended: (Q1) Sep 30, 2013

District: (460) MONTEREY

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Joseph Bissell

CBO Phone: 831-646-4040

CBO Signature:

Date Signed:

Chief Executive Officer Name: Dr. Walter Tribley

CEO Signature:

Date Signed:

Electronic Cert Date: 11/13/2013

District Contact Person

Name: Rosemary Barrios

Title: Controller

Telephone: 831-646-4043

Fax: 831-645-1315

E-Mail: rbarrios@mpc.edu

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

Send questions to:
Christine Atalig (916)327-5772 catalig@cccco.edu or Tracy Britten (916)323-6899 tbritten@ccccc.edu
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**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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

CHANGE THE PERIOD

Fiscal Year: 2013-2014

Quarter Ended: (Q1) Sep 30, 2013

District: (460) MONTEREY

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2010-11	Actual 2011-12	Actual 2012-13	Projected 2013-2014
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	40,111,566	36,462,611	36,060,096	36,069,097
A.2	Other Financing Sources (Object 8900)	50,000	2,909,887	2,055,231	2,545,302
A.3	Total Unrestricted Revenue (A.1 + A.2)	40,161,566	39,372,498	38,115,327	38,614,399
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	32,869,033	31,317,662	31,843,285	33,013,459
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	7,797,461	7,231,777	6,963,853	5,581,775
B.3	Total Unrestricted Expenditures (B.1 + B.2)	40,666,494	38,549,439	38,807,138	38,595,234
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-504,928	823,059	-691,811	19,165
D.	Fund Balance, Beginning	4,268,759	3,763,831	4,586,890	3,895,081
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	4,268,759	3,763,831	4,586,890	3,895,081
E.	Fund Balance, Ending (C. + D.2)	3,763,831	4,586,890	3,895,079	3,914,246
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	9.3%	11.9%	10%	10.1%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	7,681	6,804	6,803	6,803
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

Line	Description	As of the specified quarter ended for each fiscal year			
		2010-11	2011-12	2012-13	2013-2014
H.1	Cash, excluding borrowed funds		4,767,785	2,435,069	5,930,618
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	1,451,628	4,767,785	2,435,069	5,930,618

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

Line	Description	Adopted Budget {Col. 1}	Annual Current Budget {Col. 2}	Year-to-Date Actuals {Col. 3}	Percentage {Col. 3/Col. 2}
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	36,069,097	36,069,097	6,014,430	16.7%
I.2	Other Financing Sources (Object 8900)	2,545,302	2,545,302	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	38,614,399	38,614,399	6,014,430	15.6%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	33,013,459	33,013,459	7,349,926	22.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	5,581,775	5,581,775	0	
J.3	Total Unrestricted Expenditures (J.1 + J.2)	38,595,234	38,595,234	7,349,926	19%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	19,165	19,165	-1,335,496	
L.	Adjusted Fund Balance, Beginning	3,895,081	3,895,081	3,895,081	
L.1	Fund Balance, Ending (C. + L.2)	3,914,246	3,914,246	2,559,585	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.1%	10.1%		

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) YYYY·YY	Management		Academic		Classified	
	Total Cost Increase	% *	Permanent		Temporary	
			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 a structural deficit of \$2.5M in the current fiscal year budget. Plans are being made to eliminate this structural problem for the 2014-15 Fiscal Year.

Monterey Peninsula Community College District

Governing Board Agenda

November 20, 2013

New Business Agenda Item No. B

Fiscal Services
College Area

Proposal:

That the Board declares as surplus the following Fire Vehicles:

- 1994 Sutphen aerial ladder truck, VIN 1S9A3LFE6R2003068
- 1975 Vanpelt Fire Engine, License 293567, Serial 6A0298789, VIN 13711
- 1980 Vanpelt Fire Engine, License 761217, VIN T19CJA0609113
- 1980 FTIPE Fire Engine, License 026921, VIN 32135

Background:


The Fire vehicles were donated to MPC and are now surplus to our program, but are a valuable asset to the Hartnell College program. We are working on a partnership with Hartnell College Diesel & Automotive Advance Technology program. It is the goal of both of our programs to host joint Fire Mechanics training programs in the future. In addition, the diesel program will be providing the required vehicle maintenance and repairs to the remainder of our fleet. The four surplus apparatus will be used as training props to train the students working on our fleet

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that the Board declares as surplus the 4 Fire Vehicles and direct the disposal of these items in accordance with Board guidelines and Education Code requirements by donating them to Hartnell College.

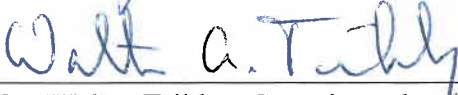
Recommended By: _____


Joe Bissell, Special Assistant to the Superintendent/President

Prepared By: _____


Mary Weber, Purchasing Coordinator

Agenda Approval: _____


Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

Nov 20, 2013

New Business Agenda Item No. C

Administrative Services
College Area

Proposal:

That Monterey Peninsula College enters into agreement with Strata Information Group, as defined by the attached Statement of Work

Background:

It has been determined that Monterey Peninsula College is on a Student Information System that is not fulfilling the needs of the college and is not sustainable. The attached Statement of Work would be an agreement to have Strata Information Group perform a comprehensive Business Process Analysis for the college. An Enterprise Resource Planning system selection process and efficient business process recommendations would be the expected outcomes for this agreement. The Enterprise Resource Planning system would replace the present Santa Rosa Student Information System and would be a fully integrated system with the various college functional areas..

Budgetary Implications: The projected cost of this agreement is from \$33,110 to \$42,700 depending on travel and other variable expenses.

RESOLUTION: BE IT RESOLVED; That Monterey Peninsula College enters into agreement with Strata Information Group, as defined by the attached Statement of Work

Recommended By:



Michael Midkiff, Director of Information Systems

Prepared By:



Suzanne Ammons, Administrative Services

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

cc: m. r. m. d. k. 9/12

Strata Info. Group ERP Consultant Contract, SOURCE FUNDING FOR PO				<u>9/19/2013</u>
Funding Source/Budget Code		Amount from Source	Total From All Sources	(Revised)
<u>Ofc. VP/Academic Aff., GI Contingency Budget</u>				
001-0020-0-6600-1501-5800-000-00-5840		\$3,000		
<u>Ofc. VP/Stud. Serv.,</u>				
<u>Ofc. Sply., Special Events</u>				
001-0007-0-6960-2001-4500-000-00-4525		\$600		
001-0007-0-6960-2001-5800-000-00-5816		\$1,000		
<u>Internatl. Student Prog., Advertising Budget</u>				
001-0050-0-6499-1320-5800-000-00-5802		\$600		
<u>Ofc. VP/Admin. Serv., GI Contingency Budget</u>				
001-0080-0-6600-0901-5800-000-00-5840		\$2,000		
<u>Grounds Dept., vacant position</u>				
01-0080-0-6550-0932-2100-000-00-2101		\$16,295		
and Rollups to Match				
<u>Genl. Instit. Mileage & Travel, GI Contingency Budget</u>				
<u>Conf. Travel, Mileage</u>				
001-0080-0-4900-0956-5200-000-00-5220		\$7,192		
001-0080-0-4900-0956-5200-000-00-5230		\$2,013		
<u>Genl. Instit. Cont. Dept., GI Contingency Budget</u>				
001-0080-0-7900-0906-5800-000-00-5840		\$10,000		
TOTAL AMOUNT of S.I.G. PO			\$42,700	
(To be placed in Ofc. VP/Stud. Serv.,				
Contract Services)				
001-0007-0-6960-2001-5100-000-00-5180				



**Strata Information Group
Statement of Work (SOW-02)
September 13, 2013**

Monterey Peninsula College	ERP Procurement and Business Process Analysis Workshops
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Under the terms of the Agreement dated January 21, 2013, SIG will provide consulting services for the staff of Monterey Peninsula College (MPC), as directed, to perform the following work:

Description of Work: In July 2013, Michael Midkiff, Director of Information Systems requested assistance with the preliminary activities related to MPC conducting an ERP procurement process to select new administrative systems for MPC. This initial activity will consist of conducting business process analysis (BPA) workshops to streamline major processes and develop a set of requirements that will be used to evaluate offerings by the various ERP vendors. SIG will also assist in the development of MPC's ERP organization and selection teams that will be integral to the selection process. The following activities will be conducted on a mutually agreeable schedule.

SIG assumptions and access requirements to be provided by MPC, as applicable:

- Provide a designated, single point of contact for SIG staff to coordinate planning and logistical needs
- Provide secure local and remote access to all required systems, software tools, or applications as required with the most current data available for SIG staff access
- Ensure installation and configuration of necessary hardware and software agreed upon prior to SIG beginning its work
- Provide existing documentation as determined in initial conference calls and during on-site visit
- Provide access to IT staff, key functional users, or other staff as needed in a timely manner throughout the engagement
- Provide timely technical support to the SIG consultant(s) when needed; SIG's ability to perform requires timely support from MPC's staff
- Provide a dedicated meeting room(s) and/or work space with audio-visual equipment as necessary during on-site visits for consulting, one laptop computer as necessary with Microsoft Word®, Excel®, PowerPoint®, and other software necessary to access systems required to perform the work
- Advise SIG of vacations, holidays, hardware maintenance, planned power outages, or other scheduled activities that would impact delivery of service

Proposed Services:

Tasks	Hours
<p>SIG will provide senior consultants familiar with ERP selections in the California Community College environment to conduct business process analysis (BPA) workshops on selected processes and assist in the establishment of the organization and evaluation teams that MPC will use during the ERP procurement process.</p> <p>Activity one - Conduct BPA workshops in the following areas:</p> <ul style="list-style-type: none"> • Application to enrollment • Registration/Student AR/FA/Refunds <p><i>Optionally, additional BPAs could be considered for the following (40-50 hours each):</i></p> <ul style="list-style-type: none"> • Requisitions to accounts payable checks • Schedule development • Hiring process <p>Each BPA workshop will use the following process and will require a two-day BPA workshop in each area:</p> <ul style="list-style-type: none"> • Site visit preparation conference call with MPC staff and other project participants <ul style="list-style-type: none"> ○ Initial introductions ○ Finalize an agenda and schedule ○ Discuss and finalize the onsite visit logistics and workshop invitation ○ Discuss existing documentation ○ Follow-up questions and points of clarification will be documented and shared with MPC staff through email or an additional conference call • Day 1 <ul style="list-style-type: none"> ○ Define principles of BPA ○ Map current processes 	<p>80 - 100</p>

Tasks	Hours
<ul style="list-style-type: none"> o Identify opportunities and obstacles • Day 2 <ul style="list-style-type: none"> o Develop ideal processes o Rank opportunities for improvement o Articulate next steps • Prepare BPA report (post workshop) 	20 - 40
<p><u>Activity two - Develop the ERP selection teams and organization:</u></p> <ul style="list-style-type: none"> • Assist with the formation of a System Selection Committee • Facilitate a kick-off meeting with the Selection Committee <ul style="list-style-type: none"> o Define roles and responsibilities o Establish evaluation groups: Finance, Human Resources, Student/Instructional, Financial Aid, and Technical 	60 - 80
<p><u>Activity three - Finalize demonstration scripts used to evaluate ERP products:</u></p> <ul style="list-style-type: none"> • Meet with each team lead to facilitate the review/creation of comprehensive demonstration scripts with evaluation groups in the following areas: <ul style="list-style-type: none"> o Admissions and registration o Advising, counseling and degree audit o Financial Aid o Student accounts receivable o Finance (GL, requisitioning/purchasing and A/P) o Human Resources and Payroll o Faculty, Student Self-Services, and Portal - "Web" o Information Technology service and support • Develop ERP selection project schedule 	160 - 220
Total Hours: 160 - 220	

Note: Approximate hours and costs are based on the estimated tasks to complete this project, which may vary based on the assumptions listed previously and changes in MPC's needs.

Summary of Estimated Costs:

Labor Range:	Travel Expenses:	Total Cost Range:
\$25,600 - \$35,200	\$7,500 (5 trips)	\$33,100 - \$42,700

Notes:

- Rate: \$160/hour through January 20, 2014; rate may increase to \$165/hr effective January 21, 2014.
- SIG will invoice only for the consulting hours and travel expenses actually used.
- Travel time/expenses, if applicable:
 - o Travel time is capped at 8 hours per trip.
 - o Travel expenses are estimated at \$1,500 per consultant(s), per trip.
 - o SIG will make every attempt to reduce travel costs by booking discounted coach fares and using client-recommended lodging.
- Costs exclude all state taxes, if applicable.

For Monterey Peninsula College:

For Strata Information Group:

Stephen Ma Date
Vice President of Administrative Services

Henry A. Eimstad Date
President

Monterey Peninsula Community College District

Governing Board Agenda

November 20, 2013

President's Office

College Area

New Business Agenda Item No. D

Proposal:

That the Governing Board receive the annual report for 2012-13 from the Citizens' Bond Oversight Committee.

Background:

In the November 5, 2002 election, the district conducted a bond election under Proposition 39 regulations and was successful in obtaining the requisite 55% voter approval to issue general obligation bonds in the amount of \$145,000,000 for facility projects. Education Code 15278 required the district to establish a citizen's oversight committee to satisfy the accountability requirements of Proposition 39.

The Bylaws of the Citizens' Bond Oversight Committee state that the committee shall present an annual written report to the Board of Trustees in public session. Per the Bylaws, the annual report includes a statement regarding the District's compliance with Proposition 39 accountability requirements as well as a summary of the committee's activities for the year. In addition, the annual report provides a comprehensive summary of projects in the bond program, completed, underway, or planned for the future.

At their November 4, 2013 meeting, the Citizens' Bond Oversight Committee took action to approve the attached annual report for 2012-13. Mr. J. Fagan, Chair of the committee, will present the report to the Board.

Budgetary Implications:

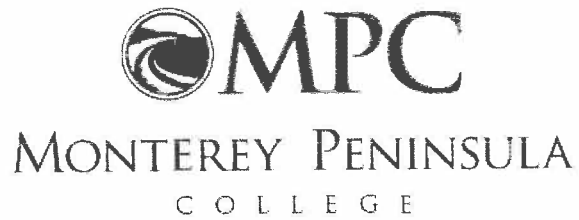
None.

Information Only: Citizens' Bond Oversight Committee Annual Report for 2012-13

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

Prepared By: Vicki Nakamura
Vicki Nakamura, Assistant to the President

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



Citizens' Bond Oversight Committee

ANNUAL REPORT

2012-2013

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TABLE OF CONTENTS

STATEMENT OF COMPLIANCE	1
INTRODUCTION.....	3
CITIZENS' BOND OVERSIGHT COMMITTEE, 2013	5
SUMMARY OF THE COMMITTEE'S PROCEEDINGS AND ACTIVITIES FOR 2012-13	7
COMMITTEE MEMBERSHIP	7
MEETINGS OF THE CITIZENS' BOND OVERSIGHT COMMITTEE	8
FINANCIAL REPORT	9
CAMPUS RENOVATION/CONSTRUCTION PROJECTS COMPLETED, IN PROCESS, AND PLANNED FOR THE FUTURE	13
APPENDIX.....	25
Committee Roster	
Committee Meeting Agendas	
November 5, 2012	
March 4, 2013	
June 17, 2013	
August 5, 2013	
Committee Meeting Minutes	
November 5, 2012	
March 4, 2013	
June 17, 2013	
August 5, 2013	

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STATEMENT OF COMPLIANCE

This Annual Report is submitted to the Board of Trustees by the Monterey Peninsula Community College District Citizens' Bond Oversight Committee. The Committee advises that, to the best of its knowledge, the Monterey Peninsula Community College District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution. In particular, bond revenue has been expended only for the purposes so described in Measure I. As prohibited by Article XIII A, Section 1(b)(3)(a) of the California Constitution, no funds were used for any teacher or administrative salaries or other operating expenses.

Respectfully Submitted By:



J. Eagan / Chair
Citizens' Bond Oversight Committee

Date: November 4, 2013

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INTRODUCTION

At the election conducted on November 5, 2002, the Monterey Peninsula Community College District was successful in obtaining more than 55% voter approval for Measure I to issue and sell general obligation bonds in the amount of \$145,000,000 to fund specific facility projects. The bond election for Measure I was conducted under Proposition 39 regulations.

Pursuant to Education Code Section 15278, the Board of Trustees established the Citizens' Bond Oversight Committee (CBOC) at their meeting on February 25, 2003 to satisfy the accountability requirements of Proposition 39.

The Citizens' Bond Oversight Committee Bylaws, setting forth the duties and rights of the Committee, were also adopted by the Board at the February 25, 2003 meeting.

The three primary duties of the Citizens' Bond Oversight Committee are to inform the public concerning the District's expenditure of bond proceeds, review and report on the expenditure of taxpayers' monies, and advise the public on the District's compliance with Proposition 39.

To accomplish these duties and as required in the bylaws, the CBOC submits this annual report to the Board of Trustees. The CBOC expresses its appreciation to District staff for their support of the committee's work and activities.

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MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE

November 4, 2013



Back row: Walt Tribley (Supt./President), J. Fagan (Chair), Maury Vasquez, Birt Johnson, Jr. (Vice Chair), Bob Mulford, Rick Heuer. Front row: Niels Reimers, Sophal Ear, Wayne Cruzan, Stewart Fuller, James Panetta.

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SUMMARY OF THE COMMITTEE'S PROCEEDINGS AND ACTIVITIES FOR 2012-2013

COMMITTEE MEMBERSHIP

The Bylaws require that the CBOC consist of a minimum of seven members representing students, the business community, senior citizens organization, taxpayers association, college support organization, and the community at large.

Committee members serve without compensation and may be appointed for no more than two consecutive two-year terms. Among those ineligible to serve are elected officials, employees, vendors, contractors, or consultants of the District.

Currently, the committee is composed of ten members, appointed by the Board of Trustees. With his graduation in June 2013, Daniel Cervantes, student organization representative, resigned from the CBOC, and was replaced by Maury Vasquez. Also vacating the committee in 2013 was Patricia Rossi, community representative. In November 2012, four members (J. Alan Fagan, J. Stewart Fuller, Robert Mulford, and Niels Reimers) completed their first term on the committee and were reappointed by the Board of Trustees for a second term.

In accordance with the Bylaws, officers were selected at the annual organizational meeting on November 5, 2012. Dr. Garrison appointed J. Fagan to serve as Chair and Birt Johnson, Jr. was elected by the committee to serve as Vice Chair.

The officers and members who served during the past year are as follows:

Daniel Cervantes	2-year initial term, 2/2012 – 6/2013
Wayne Cruzan	2-year initial term, 11/2011 – 11/2013
Sophal Ear	2-year initial term, 11/2011 – 11/2013
J. Alan Fagan, Chair	2-year second term, 11/2012 – 11/2014
J. Stewart Fuller	2-year second term, 11/2012 – 11/2014
Rick Heuer	2-year initial term, 11/2011 – 11/2013
Birt Johnson, Jr., Vice Chair	2-year initial term, 11/2011 – 11/2013
Bob Mulford	2-year second term, 11/2012 – 11/2014
James Panetta	2-year initial term, 11/2011 – 11/2013
Niels Reimers	2-year initial term, 11/2012 – 11/2014
Patricia Rossi	2-year initial term, 11/2011 – 11/2013
Maury Vasquez	2-year initial term, 6/2013 – 11/2014

MEETINGS AND ACTIVITIES OF THE CITIZENS' BOND OVERSIGHT COMMITTEE

The committee conducts its meetings in accordance with provisions of the Ralph M. Brown Public Meetings Act, Government Code Sections 54950 et seq. Meeting notices and agendas are sent to members of the committee within the required period of time, posted at the Monterey Peninsula College Administration Building, and sent to local media.

The college's bond website (www.mpc.edu/mpcbond/) includes a page specifically designated for the committee's activities where the meeting schedule, agendas, minutes, and annual reports are posted.

During 2012-13, the committee convened four quarterly meetings. The annual organizational meeting of the committee was held November 5, 2012, with subsequent meetings held on March 4, 2013, June 17, 2013, and August 5, 2013. The primary location for the meetings was the Sam Karas Room in the Library & Technology Center on the Monterey campus.

At the meetings held during 2012-13, the committee received status updates on bond projects and reviewed bond program expenditures. At the November meeting the committee also examined the use of bond funds for training, minor equipment purchases, and service/repair agreements purchased in conjunction with computer equipment. District bond counsel provided clarification regarding the legal limits regarding the use of bond funds for these purposes. At the March meeting, the committee welcomed the District's new superintendent/president, Dr. Walter Tribley. The committee also reviewed the 2011-12 independent financial and performance audit reports for the District's bond funds and received an update on the bond refunding. The June meeting began with a tour of facility projects at the Monterey campus, including the recently completed Theater and Gym (1st floor) renovation projects and the Physical Science building remodel. Construction management fees and the bond refunding were also reviewed by the committee. At the August meeting, staff provided a report on the District's five year construction plan.

FINANCIAL REPORT OF THE CITIZENS' BOND OVERSIGHT COMMITTEE

The first bond issuance, Series A, was conducted on June 18, 2003. Total principal amount issued was \$40 million. The Series A bond was refinanced in December 2005, increasing the principal amount to \$44,240,052. The second and third series of bonds were issued in January 2008. In Series B, \$9,004,530 of taxable bonds were issued, with no time limit for expenditure. The principal amount of the Series C issuance was \$95,994,770 of tax exempt bond funds that were anticipated to be 85% expended within five years.

In June 2013, a portion of the 2005 refunding bonds and Series C bonds were refinanced, resulting in the issuance of \$19.2 million of tax-exempt bonds and \$14.5 million of taxable bonds at interest rates of 1.52% and 2.02% respectively. As the average interest rate of the bonds prior to the refunding was 4%, \$1.38 million in interest savings was generated for the District's taxpayers.

The bond funds have been invested in Monterey County's investment portfolio, with a portion of the funds placed in custom investments outside of the general pool to generate higher interest earnings. In 2012-13, interest earnings totaled \$352,192 through June 30, 2013.

In 2002, a property tax rate of \$23.89 per \$100,000 of assessed value was projected when the District's bond measure was approved. The tax rate for Measure I in 2013 was \$23.67. Since the first bond issuance in 2003, the average tax rate has been \$21.06.

Expenditures and payments made from bond funds have been regularly reviewed and accepted by the committee during the course of the year. The annual expenditure report below shows expenditures for the report period of October 1, 2012 through September 30, 2013 and total expenditures since bond inception.

MPC Bond Expenditure Report July 1, 2003 through September 30, 2013

Receipts:	Prior	10/1/12- 9/30/13	Total
Bond Principal – Series A	\$40,000,000	\$0	\$40,000,000
Refinancing - Series A	\$4,240,052	\$0	\$4,240,052
Bond Principal - Series B, taxable	\$9,004,530	\$0	\$9,004,530
Bond Principal - Series C, nontaxable	\$95,994,770	\$0	\$95,994,770
Interest Income*	\$8,403,885	\$352,192	\$8,756,077
Interest Write-off**	(\$1,878,835)	\$0	(\$1,878,835)
Interest Recovery**	\$665,149	\$0	\$665,149
Total Receipts	\$156,429,551	\$0	\$156,781,743

* Interest income is through June 30, 2013

** All bond funds are currently on deposit with the Monterey County Investment Pool. The interest write-off and recovery occurred due to the Lehman Brothers and Washington Mutual bankruptcy filings in 2008.

Expenditures:

Completed Projects:

As Built Drawings	\$209,792	\$0	\$209,792
Automotive Technology -- HVAC	\$16,443	\$0	\$16,443
Auto Technology Addition	\$958,602	\$0	\$958,602
Business Computer Science	\$2,215,418	\$0	\$2,215,418
Business Computer Science Building - Seismic Design	\$7,982	\$0	\$7,982
Child Development Center	\$1,029,199	\$0	\$1,029,199
College Center Renovation	\$23,608	\$0	\$23,608
Demolition of Old Plant Services	\$63,522	\$0	\$63,522
Drafting Building	\$13,974	\$0	\$13,974
Environmental Impact Report	\$154,163	\$0	\$154,163
Family and Consumer Science Renovation	\$67,671	\$0	\$67,671
Gym - Floor/Seismic/Bleachers	\$877,847	\$0	\$877,847
Humanities Building - Seismic Design	\$16,375	\$0	\$16,375
HVAC Repairs	\$618,539	\$0	\$618,539
Infrastructure I (main campus utilities, parking lot A)	\$20,886,001	\$0	\$20,886,001
Infrastructure II (parking lots D, E, & F)	\$2,481,607	\$0	\$2,481,607
Landscaping -- Library & Technology Center	\$438,293	\$0	\$438,293
Lecture Forum Remodel	\$2,117,203	\$0	\$2,117,203
Life Science -- Elevator Evaluation	\$7,794	\$0	\$7,794
Master Signage Program	\$53,890	\$0	\$53,890
New Admin/Old Library Renovation	\$4,712,191	\$0	\$4,712,191
New Education Center Building at Marina	\$8,159,655	\$0	\$8,159,655
New Facilities Building	\$487,574	\$0	\$487,574
New Student Services Building	\$9,681,388	\$0	\$9,681,388
Old Library Renovation Analysis	\$21,280	\$0	\$21,280
Miscellaneous	\$221	\$0	\$221
Physical Education (Stadium, Fitness Center, etc.)	\$17,236,568	\$0	\$17,236,568
Physical Science -- Elevator Evaluation	\$6,986	\$0	\$6,986
Public Safety Training Center	\$7,478,201	\$0	\$7,478,201
Roof Repairs	\$480,256	\$0	\$480,256
Social Science Remodel	\$863,697	\$0	\$863,697
Telephone System Upgrades	\$599,414	\$0	\$599,414
Theater Light Board	\$22,733	\$0	\$22,733
Vehicles	\$187,070	\$0	\$187,070
Walkway/Safety Improvements	\$225,630	\$0	\$225,630
Completed Projects	\$82,420,787	\$0	\$82,420,787

In Process:

Arts Complex	\$346,621	\$78,313	\$424,934
Bond Program Management	\$5,282,339	\$246,890	\$5,529,229
College Center	\$19,701	\$415,234	\$434,935
Furniture/Equipment	\$3,401,327	\$1,257,565	\$4,658,892

Furniture/Equipment	\$3,401,327	\$1,257,565	\$4,658,892
Humanities, Bus-Hum, Student Services	\$1,059,165	\$995,724	\$2,054,889
Infrastructure - Phase III	\$6,110,297	\$325,173	\$6,435,470
Life & Physical Science	\$5,485,243	\$4,698,241	\$10,183,484
Music Building	\$23,770	\$0	\$23,770
PE Phase II - Gym/Locker Room Renov.	\$2,447,318	\$1,362,718	\$3,810,036
Pool/Tennis Courts Renovation	\$176,560	\$144,064	\$320,624
PSTC Parker Flats	\$69,474	\$1,025	\$70,499
Swing Space/Interim Housing	\$4,980,609	\$637,612	\$5,618,221
Theater	\$5,992,554	\$4,355,414	\$10,347,968
General Contingency	\$0	\$0	\$0
Management Expense for Custom Investment Portfolio***	\$3,173	\$31,753	\$34,926
	In Process	\$35,398,151	\$14,549,726
	Total Expenditures	\$117,818,938	****\$132,368,664

*** The District has requested the Monterey County Treasurer to manage and place custom investments for a portion of the funds on deposit with the Treasurer. These investments are outside the general pool and currently include GE corporate bonds which generate a higher rate of return.

**** Total expenditures of \$132,368,664 equate to 84% of Measure I bond proceeds of \$156,781,743 being spent through September 30, 2013 on District bond projects. In addition, the District has been successful in securing matching funds from the state and other sources to augment bond proceeds and further address District facility needs. These matching funds will supplement bond proceeds by an estimated \$39,504,037, resulting in total projected expenditures of \$196,048,588 for facilities projects by the end of the bond program.

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CAMPUS RENOVATION/CONSTRUCTION PROJECTS COMPLETED, IN PROCESS, AND PLANNED FOR THE FUTURE

September 30, 2013

COMPLETED PROJECTS:

Note: For completed projects, Prop 39 Bond amounts listed are actual expenditures to date. Projects are listed in order of completion.

<u>Project</u>	<u>Description</u>	<u>Funding Source</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Library & Technology Center	This new 65,000 sq. ft., 3-story building houses the college's book and media collections and includes computer labs, classrooms, multi-media rooms, group study rooms, teleconferencing capability and a faculty lounge. The \$19.9 million project was primarily funded by the state, with \$438,000 provided by MPC bond funds. The facility was completed in July 2003.	\$438,293	\$19,470,000	\$19,908,293
Facilities Building	The new 18,440 sq. ft. building consolidates the college's plant services, warehouse, building maintenance, and grounds operations within one building. Old structures formerly housing these operations were demolished. The state funded \$2.48 million of the total project cost of \$2.97 million and MPC bonds provided funding of \$488,000. This project was completed in fall 2003.	\$487,574	\$2,478,000	\$2,965,574

COMPLETED PROJECTS:

Note: For completed projects, Prop 39 Bond amounts listed are actual expenditures to date. Projects are listed in order of completion.

<u>Project</u>	<u>Description</u>	<u>Funding Source</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Early Start & Miscellaneous Projects	This group of projects include walkway and safety improvements, new IP phone system, new roofs on Life Science, Physical Science, Business-Computer Science, and Art Dimensional buildings, rebuilding the HVAC systems in Art Dimensional, Social Science, Business-Computer Science buildings, completing required campus wide CEQA reports, campus as-built site drawings, purchase of new vans and street cleaner. Dollar amounts given represent actual MPC bond expenses to date. Most of these projects were completed by 2004, with the exception of the campus CEQA environmental report, completed in March, 2006.	\$2,729,672	\$439,037	\$3,168,709
Community Stadium	This project completely refurbished and modernized the existing campus football stadium, track, and softball fields. The upgrades include synthetic football/soccer and softball fields, an eight lane all weather track, new bleachers and support facilities. MPC bond funds covered most of the \$13.5 million cost, with \$100,000 received from a state waste tire grant program for the artificial turf installed on the football field. The project was completed in spring 2007.	\$13,406,672	\$100,000	\$13,506,672
Fitness Center	This new 12,750 sq. ft., two-story building provides classrooms, offices, and a weight room. The old structure was demolished. The project was completed August, 2007.	\$3,829,897		\$3,829,897

COMPLETED PROJECTS:

Note: For completed projects, Prop 39 Bond amounts listed are actual expenditures to date. Projects are listed in order of completion.

<u>Project</u>	<u>Description</u>	<u>Funding Source</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Child Development Center	This new three-building, 9,900 sq. ft. complex provides a child care facility serving the campus and community. The facilities also include a classroom and observation rooms that make up an academic laboratory to provide practicum experience for Child Development Program courses. The state funded \$4.4 million of the project with \$1 million contributed from MPC bond funds. The project was completed in October, 2007.	\$1,029,198	\$4,384,000	\$5,413,198
Infrastructure - Phase I	All of the campus infrastructure (underground utilities, roads, walkways, bridges, etc.) will be rebuilt under the bond program. Phase I makes up 77% of the total infrastructure work on campus and was completed in September, 2008.	\$20,886,001		\$20,886,001
Lecture Forum	The existing 18,545 square foot instructional building was remodeled to upgrade technology and improve acoustics. The HVAC system was replaced, restrooms rebuilt, new seating and floor covering installed, and the building repainted. The majority of work was completed August 2007 with minor work completed in summer 2008.	\$2,117,203		\$2,117,203
Social Science	The existing 12,580 square foot instructional building was remodeled to meet current seismic and ADA standards. The bathrooms were rebuilt, the HVAC system replaced, and new furniture, paint, and floor coverings were added. The majority of the work was completed August 2007 with minor work completed in summer 2008.	\$863,697		\$863,697

COMPLETED PROJECTS:

Note: For completed projects, Prop 39 Bond amounts listed are actual expenditures to date. Projects are listed in order of completion.

<u>Project</u>	<u>Description</u>	<u>Funding Source</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Infrastructure - Phase II	This phase includes the rebuilding and expansion of parking lots D, E, & F, addition of campus wide emergency alarms, and rebuilding of the baseball backstop. The parking lots and alarm installation were completed in August 2008; the backstop was completed in August 2009.	\$2,481,607		\$2,481,607
Family Consumer Science	The existing facility was remodeled to repair the roof and upgrade the classroom. The project was substantially completed January 2009.	\$67,671		\$67,671
Gym	The upper floor of the existing gym was rebuilt, including seismic upgrades and gym floor and bleacher replacement. The project was accomplished using a combination of state scheduled maintenance funding and MPC bond funds. The project was completed in January 2009.	\$877,847	\$600,000	\$1,477,847
Administration Building Renovation	The former library building, consisting of 19,040 square feet, was remodeled to house campus administrative offices. The state funded \$2.715 million of the total cost with \$4.56 million contributed from MPC bond funds. Office move-in was accomplished in April 2009.	\$4,712,191	\$2,715,000	\$7,427,191
Public Safety Training Center Renovation	Two existing former Army buildings on Colonel Durham Road in Seaside at the former Fort Ord were renovated to provide classrooms and offices for public safety training programs. Construction began in July, 2008. The project was substantially completed in December 2009. Site drainage issues were resolved in summer 2010.	\$7,478,201		\$7,478,201

COMPLETED PROJECTS:

Note: For completed projects, Prop 39 Bond amounts listed are actual expenditures to date. Projects are listed in order of completion.

<u>Project</u>	<u>Description</u>	<u>Funding Source</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Auto Technology Addition	This project consisted of a remodel and addition to the existing facility. The project was substantially completed in September 2010.	\$958,602		\$958,602
Business, Math, Computer Science	The existing Business Computer Science building was completely renovated. Former fiscal services and information technology offices were converted into math classrooms and a math learning center. A Final Project Proposal for the Business, Math and Science Buildings project that included the renovation of the Business Computer Science Building was submitted to the state Chancellor's Office in July 2007 to request 50% state funding support and was subsequently approved. However, as state bond funding for community college facility projects has been uncertain, the District determined this project would go forward using bond funds only. Construction began in June 2010. The project was completed in February 2011.	\$2,215,418		\$2,215,418
Student Services Building	A new 22,000 sq. ft. building was constructed adjacent to the current Student Center, allowing the consolidation of student services offices at one location on the Monterey campus. Construction began in August 2009 and was substantially completed by March 2011. Offices were moved in phases and accomplished by May 2011.	\$9,681,388		\$9,681,388
Education Center at Marina	Temporary facilities were installed on the Education Center site on Imjin Parkway and 3rd Avenue in Marina in 2007. Construction of the first permanent academic facilities began in February 2010 and was substantially complete by August 2011, in time for the start of the fall 2011 semester.	\$8,159,655		\$8,159,655
Totals for Completed Projects		\$82,420,787	\$30,186,037	\$112,606,824

PROJECTS IN PROCESS:

Note: Cited dollar amounts are estimates and subject to change. Projects are listed in alphabetical order.

<u>Project</u>	<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Arts Complex	The Final Project Proposal to rebuild the existing Art Studio, Art Ceramics, Art Dimensional, and International Center buildings, and demolish the existing Drafting building was re-submitted to the state Chancellor's Office in July 2009 to request 50% state funding support and was approved. However, with state bond funding for community college facility projects being uncertain, the District will complete this project with local bond funds only. The project has been reduced in scope. A complete renovation of the Art Studio and Art Ceramics buildings is planned. Construction began in September 2013, with completion expected in summer 2014. The Art Dimensional building will be improved as the budget allows, to include replacement of mechanical and electrical systems, exterior painting, and roofing.	\$5,724,000		\$5,724,000
Student Center Renovation	The Student Center will be renovated and all building systems repaired. The interior space will be redesigned to better serve student support functions, including food service, bookstore, TRIO, ASMPC, student activities, and security. Construction was underway in September 2013, with completion in summer 2014.	\$5,000,000		\$5,000,000
Furniture & Equipment	New furniture has been installed in all lecture classrooms. Funds have been used to provide furniture and equipment for the Business, Math, Computer Science building, the Education Center at Marina, the Public Safety Training Center in Seaside, the new Student Services building, the Life Science, and the building. Furniture and equipment will also be provided as part of the renovation of the Physical Science and Theater buildings.	\$5,685,000		\$5,685,000

PROJECTS IN PROCESS:

Note: Cited dollar amounts are estimates and subject to change. Projects are listed in alphabetical order.

<u>Project</u>	<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Humanities, Business Humanities, and Student Services	The existing Humanities and former Student Services buildings will be renovated and the existing Business Humanities building will be demolished. The Final Project Proposal was submitted to the state Chancellor's Office in July 2007 to request 50% state funding support and was approved. The project was allocated state funds to proceed with drawings in August 2009. Funds for construction were included in the 2010-11 state budget and construction will proceed in phases. Renovation of the former Student Services building to provide offices for humanities faculty and supportive services classroom and lab began in June 2011. Construction was completed in March 2012. Renovation of the Humanities Building began in January 2013 and was completed for the fall 2013 semester. The demolition of the Business Humanities building will begin in October 2013 and the vacated site will provide additional parking and improved traffic circulation.	\$3,296,000	\$3,318,000	\$6,614,000
Infrastructure - Phase III	This phase includes new data cabling installed campus wide, the rebuilding of many sidewalks and parking lots B, C, & J, the installation of additional lighting and signage upgrades, an elevator at PE, additions to disaster notification systems, new greenhouses, a generator for the data center, and replacement of the kilns for the art ceramics program. Work will be completed in phases from May 2008 through September 2014.	\$6,466,000		\$6,466,000

PROJECTS IN PROCESS:

Note: Cited dollar amounts are estimates and subject to change. Projects are listed in alphabetical order.

<u>Project</u>	<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Life Science and Physical Science Buildings	The existing Physical Science and Life Science buildings will be rebuilt, to include modernizing and upgrading of all science laboratories. A Final Project Proposal for the Business, Math and Science Buildings project that included the renovation of these buildings was submitted to the state Chancellor's Office in July 2007 to request 50% state funding support and was subsequently approved. However, as state bond funding for community college facility projects is uncertain, the District will complete this project with local bond funds only. Revised schematic drawings were completed by the architect and the Division of the State Architect approval received in May 2011. The project will be completed in phases. The Life Science building renovation began construction in September 2011 and was completed in June 2012. Renovation of the Physical Science building began in September 2012 and was completed for fall semester 2013.	\$10,800,000		\$10,800,000
Physical Education Phase II: Gym - Showers/Locker Rooms	The first floor of the existing gym building will be renovated, including reconstruction of the shower and locker rooms, and demolition of the existing pool building. Division and faculty offices will be reconfigured and relocated to the same area. The two multipurpose rooms will be upgraded with technology enhancements. Construction began in January 2012 and was completed in November 2012.	\$4,010,000		\$4,010,000
Pool and Tennis Courts	This project will be completed in phases. The pool will be renovated to eliminate the existing diving well, creating a shallower pool bottom. A lift for disabled students will be added. The pool locker room facility will be demolished and a new pool equipment building constructed to house new filtration and heating equipment. The pool will be served by the gym locker rooms which were renovated and completed in December 2012. Construction began in August 2013 and the pool is estimated to be complete in March 2014. The tennis courts will be renovated if additional funding becomes available.	\$2,000,000		\$2,000,000

PROJECTS IN PROCESS:

Note: Cited dollar amounts are estimates and subject to change. Projects are listed in alphabetical order.

<u>Project</u>	<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Swing Space/Interim Housing	Temporary space to house programs and services displaced by modernization projects is planned. Temporary modulars have been placed on campus and at the Education Center. The former administration building was renovated in 2009 to provide temporary classrooms and renamed the General Classrooms building. The facility was modified again in summer 2011 to provide space for labs to accommodate the Life Science and Physical Science programs. Additional modification occurred in summer 2013 to provide temporary space for the creative arts programs while the Art Studio and Art Ceramics buildings are being renovated.	\$5,800,000		\$5,800,000
Theater	The existing Theater building was renovated and modernized. A Final Project Proposal for the Music Theater project that included the renovation of the Theater Building has been submitted annually to the state Chancellor's Office since July 2006 to request 50% state funding support. As state bond funding for community college facility projects is uncertain, the District is proceeding with the theater renovation with bond funds only. Drawings were completed and Division of the State Architect approval received in May 2011. Construction began in September 2011 and was substantially completed in March 2013.	\$10,500,000		\$10,500,000
Totals for Projects In Process		\$59,281,000	\$3,318,000	\$62,714,000

FUTURE PROJECTS:

Note: Changes to future projects are anticipated to accommodate probable changes in state funding. Cited dollar amounts are estimates and subject to change. Projects listed in alphabetical order.

<u>Project</u>	<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
		<u>Prop 39 Bond</u>	<u>State & Other</u>	
Music Facilities – Phase I	The existing Music facilities will be modernized. Two of the three music facility structures (the current recital hall and the music lab wing) will be renovated. The recital hall will be converted into two rehearsal rooms. The third structure (choral music room) will be demolished. The Final Project Proposal for phase I of renovation of the Music facilities was submitted to the state Chancellor's Office in July 2013 to request 50% state funding support. The project is proposed for completion in fall 2017.	\$1,200,000		\$1,200,000
Public Safety Training Center - Phase II (Parker Flats)	New outdoor training facilities will be constructed at the Parker Flats and MOUT sites at the former Fort Ord, including an emergency vehicle driving course, a burn building for firefighter training, and a firing range. The Final Project Proposal for this project was submitted to the state Chancellor's Office in July 2009 for 50% state funding consideration and was approved. The projected completion date of summer 2016 is contingent upon state bond funding being approved and allocated.	\$6,000,000	\$6,000,000	\$12,000,000
Totals for Future Projects		\$7,200,000	\$6,000,000	\$13,200,000

CONTINGENCY:

<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
	<u>Prop 39 Bond</u>	<u>State & Other</u>	
The contingency was established in August 2010 to provide contingent funding for projects as needed. Project cost estimates are subject to change due to the variable bid climate or from unexpected construction issues that may arise. The current contingency is equivalent to 0.27% of total Prop 39 bond funds.	\$421,476		\$421,476
Grand Totals (Projects)	\$149,323,263	\$39,504,037	\$188,942,300

BOND PROGRAM MANAGEMENT:

<u>Description</u>	<u>Budgets</u>		<u>Total Cost</u>
	<u>Prop 39 Bond</u>	<u>State & Other</u>	
An outside firm is being used to manage the overall bond construction program. Funds to pay for these services are generated from interest earnings on the bond funds on deposit with the Monterey County Treasurer (minus any management fees on the custom investment portfolio managed by the treasurer). Amounts in the columns to the right represent actual expenses to date.	\$5,529,229		\$5,529,229
Projected program management expense for the remaining years of the bond program.	\$1,929,251		\$1,929,251
Totals for Program Management	\$7,458,480		\$7,458,480
Overall Grand Totals	\$156,781,743	\$39,504,037	\$196,400,780

APPENDIX

COMMITTEE ROSTER

COMMITTEE MEETING AGENDAS

November 5, 2012

March 4, 2013

June 17, 2013

August 5, 2013

COMMITTEE MEETING MINUTES

November 5, 2012

March 4, 2013

June 17, 2013

August 5, 2013

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MONTEREY PENINSULA COLLEGE

Citizens' Bond Oversight Committee Members

- J. Fagan, Chair, *Marina Chamber of Commerce*
- Birt Johnson, Jr., Vice Chair, *Community member*
- Daniel Cervantes, *Associated Students of Monterey Peninsula College*
- Wayne Cruzan, *GENTRAIN Society*
- Sophal Ear, *Community member*
- Stewart Fuller, *Monterey Peninsula College Foundation*
- Rick Heuer, *Monterey Peninsula Taxpayers Association*
- Bob Mulford, *Monterey Peninsula Chamber of Commerce*
- James Panetta, *Community member*
- Niels Reimers, *Carmel Foundation*
- Patricia Rossi, *Community member*
- Maury Vasquez, *Associated Students of Monterey Peninsula College*

COMMITTEE MEETING AGENDAS

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MONTEREY PENINSULA
COLLEGE

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, November 5, 2012
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College

MEETING AGENDA

1. **Call to Order**
2. **Public Comment**
Members of the audience wishing to address the Citizens' Bond Oversight Committee may do so during the public comment period. Under provisions of the Brown Act, the Committee is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to three minutes per person or as determined by the committee.
3. **Approval of August 6, 2012 Minutes** ACTION
4. **Use of Bond Funds for Equipment and Related Repair Agreements** INFORMATION
The committee has raised concerns about using bond funds for training, minor equipment purchases, and service/repair agreements purchased in conjunction with computer equipment. District bond counsel was consulted and the Board of Trustees considered the issue at their October meeting. Mr. Ma will provide a report to the committee.
5. **Accept Bills and Warrants Reports** ACTION
The quarterly lists of payments from bond funds expended through September 30, 2012 will be reviewed for acceptance by the committee.
6. **Bond Expenditure Status Report and Cost Control Report** INFORMATION
The September 30, 2012 bond expenditure status report will be reviewed with the committee. The October 2012 cost control report will also be presented.
7. **Annual Report for 2011-12** ACTION
The By-Laws state the committee shall present to the Board of Trustees, in public session, an annual written report to include a statement indicating whether the District is in compliance with the

requirements of Article XIII A, Section 1(b)(3) of the California Constitution and a summary of the committee's proceedings and activities for the preceding year. A draft annual report will be reviewed for approval and presentation to the Board of Trustees.

- 8. 2014-18 Five Year Capital Outlay Plan** INFORMATION
The District's 2014-18 Five-Year Construction Plan, approved by the Governing Board on September 26, 2012 for submission to the state Chancellor's Office, will be reviewed with the Committee. The plan reflects the district and campus plans for capital outlay over the next five years and includes both local and state-funded projects. This year's plan included submission of an Initial Project Proposal for state funding for the music facilities renovation project.
- 9. Update on Facilities Projects, Timelines and Schedules** INFORMATION
A status report will be provided on all projects. The timelines and schedules for current facility projects will be reviewed.
- 10. Committee Membership Update** INFORMATION
Committee membership will be reviewed by Dr. Garrison. Four members, J. Fagan, Stewart Fuller, Bob Mulford, Niels Reimers, completed their first terms and have been reappointed to a second term on the committee.
- 11. Officers** ACTION
The committee chair will be appointed by Dr. Garrison. Committee members will indicate their interest in serving as vice-chair and a vote will be taken.
- 12. Meeting Schedule (PLEASE BRING CALENDARS)** INFORMATION/ACTION
The following meeting dates are suggested for adoption:
Monday, March 4, 2013
Monday, June 10, 2013
Monday, August 5, 2012
Monday, November 4, 2013 (Annual Organizational Meeting)
- 13. Suggestions for Future Agenda Topics and Announcements**
Tour of Gym and Theater projects
- 14. Adjournment**

Public records provided to the Committee for the items listed on this agenda may be viewed online at the College's website <http://www.mpc.edu/mpcbond/CitizensBondOversight/Pages/CBOCAgendas.aspx>, at the Superintendent/President's office, Monterey Peninsula College, 980 Fremont Street, Monterey, California during normal business hours, or at the Committee meeting.



MONTEREY PENINSULA
COLLEGE

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, March 4, 2013
2:30 PM – Welcome Reception for Dr. Tribley and Committee
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College

MEETING AGENDA

1. **Call to Order**
2. **Introductions**
Dr. Walter Tribley, MPC's new Superintendent/President, will be introduced to the Committee.
3. **Public Comment**
Members of the audience wishing to address the Citizens' Bond Oversight Committee may do so during the public comment period. Under provisions of the Brown Act, the Committee is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to three minutes per person or as determined by the Committee.
4. **Approval of November 5, 2012 Minutes** ACTION
5. **Annual Report Follow-Up** INFORMATION
Information added to the 2011-12 Annual Report will be reviewed.
6. **Accept Bills and Warrants Report** ACTION
The list of payments from bond funds expended through December 31, 2012 will be reviewed for acceptance by the committee.
7. **Bond Expenditure Status Report and Cost Control Report** INFORMATION
The December 31, 2012 bond expenditure status report will be reviewed with the committee. The February 2013 cost control report will also be presented.
8. **Bond Auditors' Reports for 2011-12** INFORMATION
The Independent Auditors' Report of the District's bond funds, for the fiscal year ended June 30, 2012, and the District's Bond Performance Audit Report, for the fiscal year ended June 30, 2012, will be reviewed with the committee.

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|---|---------------------------|
| <p>9. Monterey County Treasurer's Investment Report
 Series B and C bonds were issued by the district in 2008 and invested with the Monterey County Treasurer's office. The Treasurer's Report of Investments for the quarter ending December 31, 2012 provides the status of these investments.</p> | <p>INFORMATION</p> |
| <p>10. Update on Bond Refunding
 A status report will be provided on the refunding of the District's bonds.</p> | <p>INFORMATION</p> |
| <p>11. Facilities Construction Plan Update
 Mr. Ma will review changes to the District's construction program recommended by the Facilities Committee and approved by the Governing Board on November 28, 2012.</p> | <p>INFORMATION</p> |
| <p>12. Update on Facilities Projects, Timelines and Schedules
 A status report will be provided on all projects. The timelines and schedules for current facility projects will be reviewed.</p> | <p>INFORMATION</p> |
| <p>13. Meeting Schedule
 Future meetings of the Committee are scheduled for:
 Monday, June 10, 2013 (Propose date change to June 17, 2013)
 Monday, August 5, 2013
 Monday, November 4, 2013 (Annual Organizational Meeting)</p> | <p>INFORMATION/ACTION</p> |
| <p>14. Suggestions for Future Agenda Topics and Announcements
 June meeting -- Committee tour of facilities projects on Monterey campus</p> | <p>INFORMATION</p> |
| <p>15. Adjournment</p> | |

Public records provided to the Committee for the items listed on this agenda may be viewed online at the College's website <http://www.mpc.edu/mpcbond/CitizensBondOversight/Pages/CBOCAgendas.aspx> , at the Superintendent/President's office, Monterey Peninsula College, 980 Fremont Street, Monterey, California during normal business hours, or at the Committee meeting.



MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, June 17, 2013
2:00 PM – Committee Tour of College Facilities Projects
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College
980 Fremont Street
Monterey, California

Meeting Agenda

1. **Call to Order**
2. **Public Comment**
Members of the audience wishing to address the Citizens' Bond Oversight Committee may do so during the public comment period. Under provisions of the Brown Act, the committee is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to three minutes per person or as determined by the committee.
3. **Approval of March 4, 2013 Minutes** ACTION
Follow-up items will be reviewed with the meeting minutes.
4. **Accept Bills and Warrants Report** ACTION
The list of payments from bond funds expended through March 31, 2013 will be reviewed for acceptance by the committee.
5. **Construction Management Report** INFORMATION
Mr. Demko will provide information regarding construction management services and fees for bond projects.
6. **Bond Expenditure Status Report and Cost Control Report** INFORMATION
The March 31, 2013 bond expenditure status report will be reviewed with the committee. The May 2013 cost control report will also be presented.
7. **Update on Bond Refunding** INFORMATION
Mr. Ma will provide a status report on the refunding of the District's bonds.

- | | |
|--|--------------------|
| <p>8. Monterey County Treasurer's Investment Report
 Series B and C bonds were issued by the district in 2008 and invested with the Monterey County Treasurer's office. The Treasurer's Report of Investments for the quarter ending March 31, 2013 provides the status of these investments.</p> | <p>INFORMATION</p> |
| <p>9. Update on Facilities Projects, Timelines, and Schedules
 A status report will be provided on all projects. The timelines and schedules for current facility projects will be reviewed.</p> | <p>INFORMATION</p> |
| <p>10. Membership Update</p> | <p>INFORMATION</p> |
| <p>11. Meeting Schedule
 Future meetings are scheduled for:
 Monday, August 5, 2013
 Monday, November 4, 2013 (Annual Organizational Meeting)</p> | <p>INFORMATION</p> |
| <p>12. Suggestions for Future Agenda Topics and Announcements</p> | |
| <p>13. Adjournment</p> | |

Public records provided to the Committee for the items listed on this agenda may be viewed online at the College's website <http://www.mpc.edu/mpcbond/CitizensBondOversight/Pages/CBOCAgendas.aspx> , at the Superintendent/President's office, Monterey Peninsula College, 980 Fremont Street, Monterey, California during normal business hours, or at the Committee meeting.

Posted: June 12, 2013



MONTEREY PENINSULA
COLLEGE

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, August 5, 2013
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College
980 Fremont Street
Monterey, California

MEETING AGENDA

1. Call to Order

2. Public Comment

Members of the audience wishing to address the Citizens' Bond Oversight Committee may do so during the public comment period. Under provisions of the Brown Act, the Committee is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to three minutes per person or as determined by the committee.

3. Introduction of New Student Member

Mr. Maury Vasquez, student trustee and new student member of the committee, will be introduced.

4. Approval of June 17, 2013 Minutes

ACTION

5. Update on Dolinka Group Expense

INFORMATION

At the June meeting, the committee raised concerns about the District using bond funds to pay Dolinka Group for analysis and securing of redevelopment agency payments to augment funding for bond projects. District bond counsel was consulted. Mr. Ma will provide a report to the committee.

6. Accept Bills and Warrants Report

ACTION

The list of payments from bond funds expended through June 30, 2013 will be reviewed for acceptance by the committee.

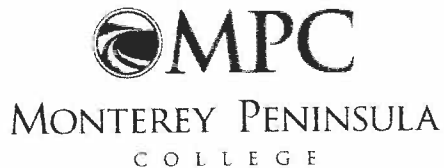
- 7. Bond Expenditure Status Report** INFORMATION
The June 30, 2013 bond expenditure status report will be reviewed with the committee. The July 2013 cost control report will also be presented.
- 8. 2015-19 Five Year Construction Plan** INFORMATION
The District's 2015-19 Five-Year Construction Plan, approved by the Governing Board on June 26, 2013 for submission to the state Chancellor's Office, will be reviewed with the Committee. The plan reflects the district and campus plans for capital outlay over the next five years and includes both local and state-funded projects. This year's plan included submission of a Final Project Proposal for state funding for the music facilities renovation project.
- 9. Update on Facilities Projects, Timelines, and Schedules** INFORMATION
A status report will be provided on all projects. The timelines and schedules for current facility projects will be reviewed.
- 10. Meeting Schedule** INFORMATION
Future meetings are scheduled for:
Monday, November 4, 2013 (Annual Organizational Meeting)
- 11. Suggestions for Future Agenda Topics and Announcements**
- 12. Adjournment**

Public records provided to the Committee for the items listed on this agenda may be viewed online at the College's website <http://www.mpc.edu/mpcbond/CitizensBondOversight/Pages/CBOCAgendas.aspx>, at the Superintendent/President's office, Monterey Peninsula College, 980 Fremont Street, Monterey, California during normal business hours, or at the Committee meeting.

Posted: July 30, 2013

COMMITTEE MEETING MINUTES

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MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, November 5, 2012
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College

Meeting Minutes

MEMBERS PRESENT: Mr. Daniel Cervantes
Mr. Wayne Cruzan
Dr. Sophal Ear
Mr. J. Fagan, Vice Chair
Mr. Rick Heuer
Mr. Birt Johnson, Jr.
Mr. Bob Mulford, Chair
Mr. James Panetta
Mr. Niels Reimers

ABSENT: Mr. Stewart Fuller
Ms. Patty Rossi

STAFF PRESENT: Ms. Rosemary Barrios, Controller
Dr. Douglas Garrison, Superintendent/President
Mr. Stephen Ma, Vice President for Administrative Services
Ms. Vicki Nakamura, Assistant to the President

OTHERS PRESENT: Mr. Joe Demko, Kitchell

1. Call to Order

The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 3:00 PM by Chair Mulford.

2. Public Comment

There were no public comments.

3. Approval of August 6, 2012 Minutes

Revised minutes were distributed to correct the omission of Mr. Heuer's name from the list of members in attendance. In addition, the committee received a handout providing responses to questions in the minutes regarding expenditures on the bills and warrants report. Motion to approve the minutes as amended was made by Vice Chair Fagan and seconded by Mr. Cruzan. Motion carried unanimously.

4. Use of Bond Funds for Equipment and Related Repair Agreements

At the August meeting, committee members expressed concerns about the use of long-term bond funds for purchase of minor equipment and service contracts for Apple computers. It was noted that similar concerns had been expressed by previous committee members in the past. The agenda documents included minute excerpts from committee meetings in 2004 and a past opinion from bond counsel regarding the use of bond funds for training and maintenance contracts related to equipment purchases. Mr. Ma reported the District again contacted bond counsel, David Casnocha, to review this issue. Mr. Casnocha advised the federal tax code allows a small amount, up to 5% of the funds, to be used on non-capital expenses without adversely affecting the tax exempt status of the bond. Staff researched and determined that \$21,702 has been expended on these types of purchases. The phone equipment training expense was not included in the amount as the records have been archived; however, the total expense would be \$55,000 or less. Mr. Ma said this matter was also brought to the Board of Trustees in October 2012 to confirm the practice.

Chair Mulford asked if it was necessary to track the 5% for audit purposes. Mr. Ma responded yes and stated staff will be tracking the amount going forward. He assured the committee that maintenance contracts were being purchased on a limited basis, primarily for computer network hardware and computer equipment. Dr. Garrison added this was an example of how the CBOC has helped the District refine its practices in regards to the bond.

Mr. Heuer said he appreciated staff's research of the matter; however, legal and appropriate use of bonds were two different things. He stated his philosophical difference with using long-term bond funds for these purposes rather than operational funds. Mr. Heuer indicated his lack of support if these items are included in the future.

Vice Chair Fagan acknowledged District budget constraints and asked if there were operational funds available to make these purchases, provide classrooms with small equipment, or support online programs to serve students, instead of the bond. Mr. Ma responded no and explained the District has lost \$6 million in operational funds in the last two years.

5. Accept Bills and Warrants Report

Mr. Ma presented the September 30, 2012 report and asked for questions.

Mr. Reimers questioned how construction management charges are calculated. Mr. Demko stated that a formula is used, with 5.5% of the project construction bid amount plus change orders being calculated and then divided by 24 months to arrive at the monthly expense. Mr. Demko added Kitchell has a separate agreement with the college to provide for construction management services apart from bond program management. Mr. Reimers asked if this formula was consistent, and Mr. Demko responded the state uses the same formula.

Mr. Heuer asked about commissioning services cited on page 2. Mr. Demko explained these services are provided by an independent mechanical engineer to test the heating systems to ensure the temperature and balancing are correct.

Chair Mulford asked about the substantial difference between two charges on page 2 from PARC Environmental for paint preparation and noted no dates of service were included. Mr. Demko said this firm was used to abate lead paint and asbestos found on the upper

floor of the gym. He said PARC is paid on a time and materials basis and he will report back with the dates.

Chair Mulford followed with a question regarding furniture and equipment purchases and the inventory process used. Mr. Ma stated asset tag numbers are placed on items above \$5,000 and descriptions provided for tracking and depreciation purposes. He explained that Ms. Barrios has to report capital assets to the auditor. Ms. Barrios added that items under \$5,000 are also tracked by the purchasing coordinator. Mr. Mulford asked if a physical count is made each year to determine if anything is missing. Mr. Ma responded no annual physical inventory is conducted; missing items would need to be reported by the department. Noting that a significant amount of bond funds have been spent on computers and other equipment, concern was expressed about the inventory process. Chair Mulford requested information be provided at the next meeting regarding the methodology used by the purchasing coordinator to track small equipment items.

Dr. Ear noted a CalCard purchase on page 5 from Amazon for a Kensington wireless presenter for \$326. He asked if the cost was an error as he researched the item and found the cost was \$52. Staff will check and report back. Dr. Ear also asked if the petri dish inserts listed on page 6 were a permanent or disposable item. Mr. Ma said he was informed the items were reusable.

Citing the reimbursement to staff on page 7, Mr. Heuer asked if the employee would be issued a CalCard. Ms. Barrios indicated purchases by the employee were infrequent. Dr. Garrison explained these purchases related to a unique situation in the Life Science building where a seawater lab was installed by staff. The work was substantially cheaper as a result. He added the District is currently trying to reduce the number of CalCards due to concerns raised by the committee.

Mr. Panetta questioned the plumbing services for \$40,000 on page 8. Mr. Demko explained trailers were converted into labs to provide swing space for physical science classes. Considerable plumbing work was required. This expense represents a progress billing and a bid process was used.

Mr. Johnson asked about the moving expenses on page 9, if Cardinale Moving and Storage was paid on an hourly basis. Mr. Demko confirmed the moving firm was paid on a time and materials basis. He said it was less expensive and some employees also prefer to do their own moves. Mr. Johnson followed with questions about the negative payments listed on pages 12-13 to the Division of the State Architect (DSA) and to Otto Construction. Ms. Barrios said the payment to DSA for a plan check fee was cancelled after it was determined the fee was also paid by the project architect. She clarified the payments to Otto Construction were for a state funded project. Those charges were moved from the bond fund to the Capital Outlay Fund and will be reimbursed by the state.

Mr. Panetta asked about an expense of \$7,754 for installation of soap and paper towel dispensers on page 16. Mr. Demko explained the work was not in the construction contract and was paid directly.

Chair Mulford noted \$117 million of bond funds have been spent to date on projects. He praised staff on the report, noting the questions are fewer than in the past. Mr. Heuer added his compliments. He serves on other oversight boards and he holds up MPC as an example to follow.

It was moved by Mr. Reimers, and seconded by Mr. Fagan to accept the September 30, 2012 bills and warrants report. Motion carried unanimously.

6. Bond Expenditure Status Report and Cost Control Report

The reports were reviewed with the committee. Mr. Reimers asked if the competitive bid climate was continuing. Mr. Demko said many subcontractors have gone out of business and fewer bids are being received.

7. Annual Report for 2011-12

Dr. Garrison stated a responsibility of the committee is to provide an annual report to the Board of Trustees per the bylaws. Ms. Nakamura has prepared a draft report for review by the committee. Chair Mulford will present the report to the Board at the November meeting.

Dr. Garrison noted page 7 of the draft has a notation that further explanation will be provided regarding interest earnings. Mr. Ma clarified the negative interest figure of \$8,347 should be corrected to a minus \$3,173, based on the information received to date. Staff asked the County Treasurer for an explanation of the interest figures and the responses have been unclear. Half of the bond funds have been deposited in LAIF (Local Agency Investment Fund). The District also has a custom portfolio of corporate bonds where the interest is calculated separately. Mr. Ma said the negative interest figure of \$3,173 does not represent the total interest earned for 2011-12. Mr. Heuer commented there is no such thing as negative interest. Mr. Ma said the negative figure may represent management fees rather than negative interest. Further explanation has been requested and Mr. Ma said he expects to get the issue clarified by the November Board meeting. Dr. Garrison advised the committee that a correction will be made to the report. If the committee is comfortable with the Chair Mulford's review, the report can still be presented to the Board in November. Vice Chair Fagan stated he views the notation in the report as a placeholder that will be filled in and sufficient information has been provided to the committee to approve. Mr. Heuer also asked for clarification of the interest write-off and recovery figures.

Additional items were noted. Mr. Reimers advised the Brown Act tutorial should be added to the description of the committee's meeting and activities on page 6. Staff will add. He also suggested adding two more columns, one for estimated final cost and one for priority, to the In Process projects listed on page 8. Chair Mulford stated there was so much information already provided that the additional columns may not be helpful. Dr. Ear commented the membership terms were incorrect for Mr. Panetta and Ms. Rossi on page 6. Chair Mulford requested a note of appreciation from the committee to the staff be added to the report. He stated the project narratives in the report were clear and descriptive.

Motion was made by Mr. Heuer and seconded by Mr. Cruzan to approve the report with the corrections discussed. Motion carried unanimously.

8. 2014-18 Five Year Capital Outlay Plan

Ms. Nakamura stated that since approval of the bond in November 2002, efforts have been undertaken to leverage local bond funds with other funding. One of the main sources the District has sought is state funding. Ms. Nakamura described the plans that must be prepared and submitted to the Chancellor's Office to qualify for state funding, including the annual five year construction plan and initial project proposals (IPP) and final project proposals (FPP) for each project.

Ms. Nakamura reported the District's 2014-18 Five-Year Construction Plan was approved by the Governing Board in September. She stated the plan continued to reflect the revised facilities construction plan which reduced the reliance on state funding through scope modifications and lower project cost estimates. As a result, the plan shows 4 of 11 projects in the plan being submitted for a state funding match.

In addition to the five year plan, the District also submitted an IPP for the music facilities project. Mr. Ma reviewed the background of the project. He reported a year ago the decision was made to renovate the theater as a spoken word space rather than for a performing arts facility. Most of the bond funds reserved for the theater and music facilities was allocated to the theater renovation. To augment the remaining dollars for the music project, the District developed a plan to renovate the existing recital hall and music lab facilities and submit an IPP for state matching funds of \$1.2 million for a total project cost of \$2.4 million. In addition, a further phase of the plan includes construction of a new music recital hall funded by private donations. The music facilities have been designed by an architect from the Los Angeles area who has extensive experience with music performance facilities.

Mr. Heuer asked about the priority order of the projects in the plan. It was explained projects are required to be prioritized for the state. The priority order was determined based on which projects were currently under construction, those approved or to be submitted for state funding, and the projects necessary to complete before others could proceed.

9. Update on Facilities Projects, Timelines, and Schedules

Mr. Demko reviewed the status of active facility projects.

Humanities/Business Humanities/Student Services - Mr. Demko said the Humanities building renovation will begin in January, 2013 due to swing space needs.

Theater – The project is proceeding well. The orchestra lift is being installed. The next big task will be installation of the elevator. The rigging and sound system will also be installed.

Life Science/Physical Science Buildings – Mr. Demko reported the Physical Science building renovation has started and completion is expected by June 2013.

Gym 1st Floor – The renovation has been completed and move-in will occur over the next month.

Swing Space - Mr. Demko noted the biggest demand for space this year was for Humanities. In June, some of the portables will be removed.

Mr. Demko said there were three major projects remaining on the Monterey campus, the Pool/Tennis Courts, the Student Center, and the Arts Complex. Savings from earlier projects will be used to support these projects. A revised funding plan will be taken to the Board for approval. He reported the three projects will be bid in the spring while the favorable bidding climate continues.

10. Committee Membership Update

A revised membership handout was distributed to the committee with corrected terms. Dr. Garrison reported four members, Mr. Fagan, Mr. Fuller, Mr. Mulford, and Mr. Reimers,

completed their first terms and were reappointed for a second term. He thanked them for their willingness to continue their service.

11. Officers

Dr. Garrison stated the superintendent/president has the responsibility to appoint the Chair. He reported he asked J. Fagan to serve as Chair for the next year and Mr. Fagan has accepted. Dr. Garrison asked if any members were interested in serving as Vice Chair. Mr. Mulford nominated Mr. Johnson for the Vice Chair, seconded by Mr. Reimers. Mr. Johnson was elected unanimously.

12. Meeting Schedule

The meeting dates of March 4, June 10, August 5, and November 4 (annual organizational meeting) were proposed for 2013 and accepted without changes.

13. Suggestions for Future Agenda Topics and Announcements

There were no suggestions for future topics. Dr. Garrison discussed the presidential leadership transition at the college. He stated the new superintendent/president, Walter Tribley, was from Washington state. His anticipated start date is December 17, allowing for some overlap with Dr. Garrison. Chair Mulford, on behalf of the committee, expressed gratitude to Dr. Garrison for his collaborative leadership.

14. Adjournment

Chair Mulford adjourned the meeting at 4:30 p.m.

vn

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE
Monday, March 4, 2013

Follow-up Items from November 5, 2012 CBOC Meeting

Per the Meeting Minutes, #5 Accept Bills and Warrants Report:

1. Chair Mulford asked about the substantial difference between two charges on page 2 from PARC Environmental for paint preparation and noted no dates of service were included. Mr. Demko said this firm was used to abate lead paint and asbestos found on the upper floor of the gym. He said PARC is paid on a time and materials basis and he will report back with the dates.

Per Kitchell and Fiscal Services staff:

These charges represent two different jobs. The first entry, in the amount of \$2,239.20, is for lead paint abatement at the doors. The invoice, dated 6/29/12, states the description of the job as "plaster removal." The second charge is for abatement of the exterior walls at the Gym, in the amount of \$9,231.40. The invoice, also dated 6/29/12, states the description as "prep paint." Both jobs were completed at the same time, but the invoicing was separate to allow for analysis of square footage costs for specific types of work.

2. Chair Mulford followed with a question regarding furniture and equipment purchases and the inventory process used. Mr. Ma stated asset tag numbers are placed on items above \$5,000 and descriptions provided for tracking and depreciation purposes. He explained that Ms. Barrios has to report capital assets to the auditor. Ms. Barrios added that items under \$5,000 are also tracked by the purchasing coordinator. Mr. Mulford asked if a physical count is made each year to determine if anything is missing. Mr. Ma responded no annual physical inventory is conducted; missing items would need to be reported by the department. Noting that a significant amount of bond funds have been spent on computers and other equipment, concern was expressed about the inventory process. Chair Mulford requested information be provided at the next meeting regarding the methodology used by the purchasing coordinator to track small equipment items.

See attachment for Inventory Control and the Annual Inventory Procedure.

3. Mr. Heuer noted a CalCard purchase on page 5 from Amazon for a Kensington wireless presenter for \$326. He asked if the cost was an error as he researched the item and found the cost was \$52. Staff will check and report back.

Per staff:

The purchase from Amazon was for 7 Kensington wireless presenters, not 1 as listed on the warrant report. After reviewing the invoice in detail, 7 were purchased at \$46.68 each.

Inventory Control

Value Levels: Any item of value between \$500 to \$4999 must be received into the college inventory and labeled before being put into use. This label will have the words "Monterey Peninsula College" printed in **Black**. Any item of \$5000 or more value will receive a label with "Monterey Peninsula College" printed in **Red**. These must also be affixed in place before using the newly purchased item.

Label Location: The label shall be located in plain view but not in such a manner as to interfere with the use or the appearance of the item.

Inventory data Sheet: A data sheet must be completed in full for all items of value in excess of \$500. The form can be found on the MPC intranet or if you are technologically impaired it is available through the warehouse. The data sheet must be turned into purchasing within ten days of the arrival of the new piece of equipment.

Inventory Removal Form: Equally as important as the data sheet is the removal form. It can be found on the MPC intranet or obtained from the purchasing office. This takes any asset-tagged equipment off the inventory once it is declared excess inventory.

Excess Inventory: The vice president of Administration can declare any inventory as excess with cause. His decision will require board approval before final disposition can be secured.

Inventory Maintenance: The inventory shall be maintained through the co-ordination of the warehouse manager, information services personnel and directed through purchasing. Purchasing has the responsibility for maintaining a current and accurate inventory.

Perpetual inventory: Purchasing shall direct a perpetual inventory in order to assure the accuracy of the college's data base. Particular attention shall be paid to all items valued at \$5000 or more (Red tag items).

Disposal of Excess Inventory: All inventory directed to be excess by the board of MPC shall be disposed in accordance with the Education Code directing such manners.

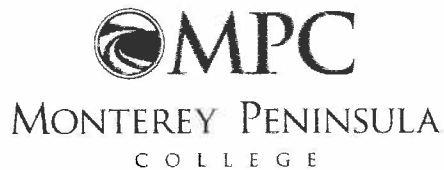
Annual Inventory Procedure

1. An annual inventory shall be conducted every year, inclusive of one third of the college's assets. This inventory shall account for all college property valued at \$5000 or greater. The inventory will be conducted under the auspices of the Vice President of Administrative Services and through the Purchasing department of Monterey Peninsula College.
2. The college shall be divided into three sections as shown below.
 - a. Section One includes: the Library Technology Center; Family and Consumer Science; Computer Science; Business Humanities; Humanities; Child Development Center (all three buildings); Student Services and Physical Science building.
 - b. Section Two includes: Life Science; Lecture Forum; Administration; Social Science; Nursing; International Center; Art Directional; Marina Campus and Public Safety Training Center.
 - c. Section Three includes: Building 24 (PE); The Gym; Facilities; Theatre (to include Fort Ord Storage), Music. Art buildings not included in two; College Center; Facilities(includes yard and Fort Ord storage); Adaptive PE and Auto Tech
3. In FY 07/08 all sections shall be inventoried.
4. Starting in Fiscal Year 08/09 only section one will be inventoried. In the following year section two shall be inventoried and in 10/11 section three shall be counted. The rotation shall remain in effect with each succeeding year.
5. **Conduct of the inventory**
 - a. **A list of the qualifying assets in each building shall be printed out and carried into the building to determine if the assets remain in place.**
 - b. **The aide of a qualified and experienced person working in the building shall be required to determine the status of the assets. Note: any asset moved, lost or retired or upgraded must be noted. It should also be checked at this time if there is any asset in the building which is not listed but seems obviously of a value that would require it be inventoried.**
 - c. **All adjustments discovered shall be made to the inventory. The loss, destruction or retirement of any inventoried item must be reported to the Board of Trustees.**
6. In the event that a new building is added to the campus landscape the building shall be included in the section which it resides geographically. Section one is Eastern. section two is northwestern and section three is southwestern. All new off site locations will be included in section two.
7. Since 2004 all received items of \$5000 or greater value have been tagged with a red inventory tag. Prior to 2004 all items regardless of value were marked with a black inventory tag.

8. The College shall continue to maintain an inventory of items with a value greater than \$1000. These items will not be subject to a physical inventory. They will be tagged with a black inventory tag.
9. There will be an inventory log book maintained and when the annual inventory is completed the log shall be initialed by the Purchasing Agent.

Inventory check sheet Section One

<u>Building</u>	<u>Date Inventoried</u>	<u>Date Inventoried</u>
<u>Library Tech Center</u>		
<u>Family & Consumer Science</u>		
<u>Computer Science</u>		
<u>Business & Humanities</u>		
<u>Humanities</u>		
<u>Student Services</u>		
<u>Child Development #1</u>		
<u>Child Development #2</u>		
<u>Child Development #3</u>		
<u>Physical Science Building</u>		



MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, March 4, 2013
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College

Meeting Minutes

MEMBERS PRESENT: Mr. Daniel Cervantes
Mr. Wayne Cruzan
Dr. Sophal Ear
Mr. J. Fagan, Chair
Mr. Stewart Fuller
Mr. Birt Johnson, Jr., Vice Chair
Mr. Bob Mulford
Mr. James Panetta
Mr. Niels Reimers

ABSENT: Mr. Rick Heuer
Ms. Patty Rossi

STAFF PRESENT: Ms. Rosemary Barrios, Controller
Mr. Stephen Ma, Vice President for Administrative Services
Ms. Vicki Nakamura, Assistant to the President
Dr. Walter Tribley, Superintendent/President

OTHERS PRESENT: Mr. Joe Demko, Kitchell

1. **Call to Order**
The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 3:00 PM by Chair Fagan.
2. **Introductions**
Dr. Walter Tribley, the college's new Superintendent/President, was introduced.
3. **Public Comment**
There were no public comments.
4. **Approval of November 5, 2012 Minutes**
A handout providing follow-up to questions on the bills and warrants report recorded in the minutes of the November 5 meeting was distributed and reviewed. Dr. Ear noted his

comments on page 3, 2nd paragraph, were incorrectly attributed to Mr. Heuer, and asked for the minutes to be amended.

Motion made by Mr. Cruzan, seconded by Vice Chair Johnson, to approve the minutes of November 5, 2012 with the clarifications and amendments noted. Motion carried unanimously.

5. Annual Report Follow-Up

Changes made to the annual report after the November 5 meeting were reviewed. Mr. Ma noted interest income for the bond funds in 2011-12 increased to \$563,739 from the negative number reported in the November copy of the report. He explained the confusion was due to the way the County Treasurer records interest and management fees. To clarify interest earnings and fees for the report, an expense item was added to page 9 to reflect the management costs charged by the County Treasurer for the District's custom investment portfolio. Previously, this figure was shown as negative interest. Mr. Mulford asked for an explanation of these investments. Mr. Ma stated the District had \$10 million of custom investments in GE corporate bonds. Recently, half of these bonds were liquidated to meet project needs.

6. Accept Bills and Warrants Report

Chair Fagan asked the committee to proceed with their questions on the quarterly bills and warrants report by page. There were no questions on pages 1-2.

Mr. Mulford questioned if the rolling clothes racks and vinyl baskets on page 3 should have been operational budget purchases rather than bond expenditures. Mr. Demko explained the items were for the gym project, to collect athletic uniforms for laundering. Chair Fagan commented the amount was still consistent with the percentage of bond funds that could be used for non-capital expenses. Mr. Ma agreed, adding that up to 5% or \$7.5 million of bond funds were permissible. He acknowledged Mr. Heuer's past comments about there being a difference between what is legal versus what is appropriate. Mr. Ma said the District would be unable to equip college programs if bond funds were not used and the Governing Board concurs with this practice. Chair Fagan pointed to the difference between set-up and ongoing expense and asked if there was any indication of continuing expense. Mr. Ma explained the District has made clear that bond funds are not to be used for consumable expenses, which should be paid out of program funds. The equipment being questioned is expected to be in use for some time.

Chair Fagan noted the Cal Card purchases on page 3. Mr. Ma clarified the number of authorized purchasers on campus has been reduced from 65 individuals to 25. He acknowledged this was a good business practice that has been implemented at the District.

Also on page 3, Mr. Reimers commented the figures for the pool/tennis court renovation differed from the figures in the audit report (page 9). This discrepancy will be addressed during discussion of the audit report.

Moving to page 4, Mr. Cruzan asked about a purchase of equipment for the Life Science building from Steris Corporation with no further description provided. Mr. Ma said staff will report back with more detail about the type of equipment purchased. Vice Chair Johnson noted another purchase from Steris Corporation with the same price and asked if expenditures were tracked by purchase order to ensure no duplication. Ms. Barrios responded in the affirmative. She indicated she would check and report back.

A question was asked whether the custodial equipment purchase on page 4 was new or a replacement. Mr. Ma explained the practice was to purchase new custodial equipment when a building was renovated. Mr. Demko added this was a one-time purchase.

Mr. Panetta noted the laundry equipment purchased represented a sizeable expense. Mr. Demko said the washer and dryer were commercial machines used to clean athletic uniforms. This purchase was for a second pair, augmenting the existing washer and dryer. The expense for installation was for both the new and existing pairs.

Mr. Mulford asked if the expense on page 6 for laundry service from Monterey Bay Laundry during the gym remodel was an operational expense. Mr. Demko explained the costs were evaluated and it was determined that outsourcing the laundry service was more economical than altering swing space to accommodate operation of the washer and dryer on site.

Chair Fagan asked about the ramp rental expense on page 7 for the former Kitchell portable trailer. Mr. Demko said the ramp was needed to meet Americans with Disabilities Act requirements when the trailer was converted to college use. Mr. Reimers asked about purchasing the ramp, and Mr. Demko explained it was more economical to rent the ramp as the trailer will be dismantled in June. Mr. Demko also clarified the District owned the trailer; Kitchell was the former occupant and the name was used only for identification purposes.

Mr. Mulford followed with several questions regarding Kitchell's services for the District. Mr. Demko explained Kitchell had a separate contract for each project for construction management and a percentage basis was used to determine the fees. Kitchell also provides bond program management and this expense is calculated on an hourly basis. Mr. Ma added Kitchell has assigned 2-4 people to be on campus and the contracts pay for overhead for those staff. Mr. Mulford asked for the total amount of expense for one month for the services provided by Kitchell. Mr. Demko stated every contract has been approved by the Board and would show the cost. Mr. Ma said he and Mr. Demko will provide the committee with an example of fees for a project, breaking out the expenses for all of the consultants used. In addition, Chair Fagan requested for the public's information a brief outline of the principal roles and responsibilities of the consultants that describes what they do for the District. The committee agreed with the Chair's request.

On page 9, Mr. Cruzan noted an expense for Bogner Sheet Metal related to repair of a water leak in the student services building where the air handlers were cleaned multiple times. He asked if the situation was resolved. Mr. Demko said discussion with the engineer finally resulted in a solution to the problem.

Chair Fagan inquired about the expense for Dolinka Group on page 9. Mr. Ma explained redevelopment agencies were recently dissolved by the state. These agencies owed redevelopment payments to school districts and community colleges. The Monterey County Office of Education contracted with Dolinka Group to determine the amounts owed to local school agencies and the District joined in the consortium.

Mr. Panetta questioned several expenditures for light fixtures on page 10 from Electrical Distributors, some described as pre-purchase. He asked about pre-purchase versus purchase and noted the difference in costs. Mr. Demko responded these expenditures

represented exterior light fixtures for walkways which are purchased directly from the vendor to match the existing fixtures on campus. He will bring back information on the cost; he believed the pre-purchase price reflected the actual cost.

Mr. Panetta followed with a question about two entries for purchase and installation of computer monitor arms on page 12 from Contrax. He asked about the disparity in price between the two orders, one for 9 at \$3,800 and the other for 20 at \$12,031. Ms. Barrios said she would research and report back to the committee.

Chair Fagan commented he was pleased to see local vendors being used by the District.

It was moved by Mr. Mulford and seconded by Mr. Cervantes to accept the December 31, 2012 bills and warrants report. Motion carried unanimously.

7. Bond Expenditure Status Report and Cost Control Report

Mr. Ma reviewed the December 31, 2012 bond expenditure status report. He commented two projects listed in the In Process section, the Marina Education Center and the Student Services building will be moved in the next report to the Completed section. Also, the Arts Complex will be moved from the Future section to the In Process section.

Chair Fagan asked about the change in the general contingency line item. Mr. Demko stated the general contingency was not established at the beginning of the bond program. When projects were completed, savings resulted, and the general contingency was created to hold these residual funds. Mr. Demko said the Marina Education Center and Student Services projects had savings of \$65,300 and \$18,612. These amounts will be added to the general contingency.

Mr. Demko reviewed the cost control report for active projects. He noted the Life Science/Physical Science project was \$3.7 million under budget.

8. Bond Auditors' Reports for 2010-11

Mr. Ma reported two independent audit reports have been prepared, the first is a financial audit and the second is a performance audit. These audit reports are required to be prepared annually. He referred the committee to page 2 of the financial audit showing an amount due of \$1,756,717 from the District. Mr. Ma explained this figure is for the Humanities building project, which is 50% state funded. The amount was advanced from bond funds and will be reimbursed by the state. He said there were no findings on either the financial or performance audits.

Mr. Reimers asked about the \$51,578 remaining construction commitment for the Pool/Tennis Courts Renovation on page 9 of the audit. Chair Fagan asked if the commitments are outstanding accounts payables. Mr. Demko responded that Ms. Barrios must re-encumber amounts owed at the end of the fiscal year and the auditors project forward what is remaining on the contract. Ms. Barrios clarified the amount represents the remaining funds on the open purchase order that are owed to the vendor and will be paid out. Mr. Ma added that the Pool/Tennis Court project is in the design phase and the architect's contract is for \$100,000, thus, there is \$51,000 remaining on the contract. Construction has not been started yet, so he understands why the description is confusing.

9. Monterey County Treasurer's Investment Report

Mr. Ma reported the District is required to invest with the County Treasurer. The interest rate is currently very low. There is some flexibility, noting the District has \$5 million invested in GE corporate bonds. The remaining bond funds are in liquid assets.

10. Update on Bond Refunding

Mr. Ma reported on the status of the refinancing of a portion of the District's bonds. The amount eligible for refinancing is \$28.6 million. Refinancing would reduce the interest rate on the bonds from approximately 4.9% to 1.97%, with no extension of the bond term. He said the amount of savings for the District's taxpayers is estimated at \$600,000 to \$800,000. Mr. Ma emphasized the District will not be getting any additional funds as a result of the refinancing. As the interest rate of the District's Series B and C bonds is well above 4%, he said it was an opportune time to refinance the bonds and generate savings. He and Dr. Tribley will be making a presentation to the bond credit rating agencies on March 15.

11. Facilities Construction Plan Update

Mr. Ma gave a presentation on the revised District's facilities construction program that were recommended by the Facilities Committee and approved by the Governing Board on November 28, 2012. He gave an overview of the facilities plan budgets, noting that some current or completed projects were over the approved budget amount and some were under, generating net savings overall of \$699,144. He reported there were a few projects slated to get underway that needed budget adjustments, including the Student Center renovation which had been budgeted at \$4 million. This project is now estimated at \$5 million. The Arts Complex project was also adjusted from \$4.3 million to \$5.7 million. Mr. Ma said this project was no longer relying on state funding since the next state bond will not be on the ballot until 2014, at the earliest. He noted the general contingency comprised of \$1.689 million in savings is being reallocated to projects under the revised plan.

Mr. Ma reviewed the plans for the upcoming projects. The Arts Complex project will completely renovate the Art Studio and Art Ceramics buildings. He said the new Student Center renovation plans were presented to the District's student government. Mr. Cervantes commented students were excited by the plans. Mr. Ma said the plan relocates the food service operation, bookstore, security office, and student government area within the building. The design is intended to re-establish the Student Center as a "hub" on campus. He showed an artist's rendering of the renovation, featuring an outdoor eating area with fireplace. The final project is the Pool/Tennis Courts renovation, budgeted at \$2 million. The tennis courts renovation will be bid as an alternate in the event the pool comes in over budget.

Dr. Tribley asked about the priority of the Student Center renovation versus the pool and tennis courts project. Mr. Ma responded the Student Center project will be bid before and completed ahead of the pool and tennis courts project.

Mr. Ma concluded his presentation with a review of the new plan for the music facilities. This project cannot get underway until the Arts Complex is finished. The existing facilities will be renovated and a new recital hall will be constructed under a phased plan. Phase I will renovate the existing buildings and the District will apply for state matching funds for this project. Phase II consists of the new recital hall with 297 seats and will be funded solely by donations. Mr. Reimers noted the theater is a performance space as

well. Mr. Ma said there was a plan a few years ago to have a performing arts hall for both the spoken word and music. The plan was re-evaluated and the decision was made to stay with two performance facilities.

12. Update on Facilities Projects, Timelines and Schedules

Mr. Demko reviewed the status of projects.

Humanities – Mr. Demko reported construction has started. The goal is to complete the project ahead of schedule.

Theater – The project is 97% complete. A punch list is being reviewed and move-in is scheduled during spring break.

Life Science/Physical Science – Mr. Demko said good progress is being made, sheet rock is being installed. Completion of the project is important as physical science occupies a large amount of swing space.

Swing Space – Mr. Demko spoke about the challenge of meeting the specific swing space needs of student center operations, such as the bookstore and security. A portable kitchen has been acquired for food service.

Bid Sequence – Mr. Demko said the Arts Complex project will be bid in the next few weeks. The second bid will be for the Student Center renovation which involves structural work and asbestos abatement. The budget for that project has been increased by \$1 million to cover the increased scope of the plans just shared with the committee. After the two bids are received, the pool and tennis courts project will be evaluated as the amount of funding available is determined.

13. Meeting Schedule

The meeting schedule was reviewed; future meetings are scheduled for:

Monday, June 17, 2013

Monday, August 5, 2013

Monday, November 4, 2013 (Annual Organizational Meeting)

14. Suggestions for Future Agenda Topics and Announcements

The June meeting will include a tour of facilities projects on the Monterey campus.

Mr. Cervantes announced he will be graduating and the June meeting will be his last meeting as the student representative. He said he has enjoyed working with the committee.

15. Adjournment

Chair Fagan adjourned the meeting at 4:40 PM.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE
Monday, June 17, 2013

Follow-up Items from March 4, 2013 CBOC Meeting

Per the Meeting Minutes, #5 Accept Bills and Warrants Report:

1. Moving to page 4, Mr. Cruzan asked about a purchase of equipment for the Life Science building from Steris Corporation with no further description provided. Mr. Ma said staff will report back with more detail about the type of equipment purchased. Vice Chair Johnson noted another purchase from Steris Corporation with the same price and asked if expenditures were tracked by purchase order to ensure no duplication. Ms. Barrios responded in the affirmative. She indicated she would check and report back.

Per Fiscal Services staff:

The equipment purchase was for installation, testing and training cost for 1 steam sterilizer in the life science lab. Staff determined this purchase was listed twice in error on the report only; there was no double payment. The next bills and warrant report will be adjusted to correct the total expense amount.

2. Mr. Panetta questioned several expenditures for light fixtures on page 10 from Electrical Distributors, some described as pre-purchase. He asked about pre-purchase versus purchase and noted the difference in costs. Mr. Demko responded these expenditures represented exterior light fixtures for walkways which are purchased directly from the vendor to match the existing fixtures on campus. He will bring back information on the cost; he believed the pre-purchase price reflected the actual cost.

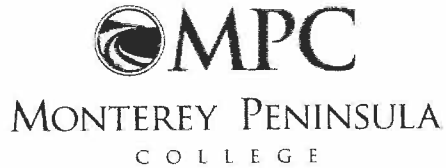
Cost information will be provided at the next meeting.

3. Mr. Panetta followed with a question about two entries for purchase and installation of computer monitor arms on page 12 from Contrax. He asked about the disparity in price between the two orders, one for 9 at \$3,800 and the other for 20 at \$12,031. Ms. Barrios said she would research and report back to the committee.

Per Fiscal Services staff:

In the first entry, purchased 20 ELITE series articulating monitor arms at \$5,685.54 (cost \$5,301.20, plus sales tax \$384.84), applied credit of \$1,800.94 for return of 5 pneumatic lift exam stool with arm rest. The payment made was for \$3,802.87 (\$5,685.54 minus \$1800.94 = 3,884.60). The payment was shorted \$81.73. The additional amount owed of \$81.73 will be paid to the vendor. No installation or freight charges were included on this order. Unit price of \$265.06 for each articulating monitor arm.

The second entry was for the purchase of 9 ELITE series articulating monitoring arms at \$2,385.54, plus installation charges of \$5,672 and freight and sales tax, \$3,974.34. The total cost was \$12,031.88. Unit price of \$265.06 for each articulating monitor arm.



MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, June 17, 2013
2:00 PM – Committee Tour of College Facilities Projects
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College

Meeting Minutes

- MEMBERS PRESENT: Mr. Daniel Cervantes
Mr. Wayne Cruzan
Mr. Stewart Fuller
Mr. Rick Heuer
Mr. Birt Johnson, Jr., Vice Chair
Mr. Bob Mulford
Mr. James Panetta
Mr. Niels Reimers
- ABSENT: Dr. Sophal Ear
Mr. J. Fagan, Chair
- STAFF PRESENT: Ms. Rosemary Barrios, Controller
Mr. Stephen Ma, Vice President for Administrative Services
Ms. Vicki Nakamura, Assistant to the President
Dr. Walter Tribley, Superintendent/President
- OTHERS PRESENT: Mr. Joe Demko, Kitchell

The Committee convened at 2:00 PM for a tour of college bond projects at the Monterey campus.

- 1. Call to Order**
The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 3:05 PM by Vice Chair Johnson.
- 2. Public Comment**
There were no public comments.
- 3. Approval of March 4, 2013 Minutes**
A handout providing follow-up to questions on the bills and warrants report recorded in the minutes of the March 4 meeting was distributed and reviewed. Mr. Demko provided additional information regarding item #2 that equipment installed in concrete, such as

light fixtures, is pre-ordered and provided to the contractor to prevent construction delays; these items are "owner furnished, contractor installed."

Mr. Mulford noted he was incorrectly listed as Chair in the minutes.

Motion made by Mr. Mulford, seconded by Mr. Cruzan, to approve the minutes of March 4, 2013 with the clarifications and amendments noted. Motion carried unanimously. Mr. Heuer abstained from the vote due to his absence at the March 4 meeting.

4. Accept Bills and Warrants Report

Vice Chair Johnson advised the committee to proceed with their questions on the quarterly bills and warrants report by page. There were no questions on pages 1-2.

Mr. Heuer questioned the rental of dimmer lights for a dance performance under the swing space category on page 3. Mr. Demko explained the expense was necessary to make the swing space similar to meet program needs. Vice Chair Johnson asked about the electricity expense for the theater swing space. Mr. Demko said the expense was for swing space located in Sand City.

Mr. Reimers made an overall comment that the report is through March 31; however, many of the invoices are for expenses in November through January. Ms. Barrios explained invoices are received from the vendors at different times and are paid as soon as received.

On page 4, Mr. Heuer asked why asbestos removal in the Business-Humanities building was listed under the swing space category. Mr. Demko responded the Business-Humanities building was adapted for swing space. Mr. Heuer followed with a question regarding the purchase of the mobile kitchen and the long-term intent. Mr. Ma explained the kitchen trailer was purchased to provide food service space while the Student Center is being renovated. As there is no food service available currently at the Marina Education Center, the trailer may be used to provide services there or sold to another college.

Mr. Mulford asked about the 3 portable classroom trailers placed on the tennis courts. Mr. Demko said the trailers were converted from physical education use to accommodate space needs of the humanities program.

Moving to page 5, Mr. Heuer noted an expense for "miscellaneous purchases for Kitchell's general condition." He requested an explanation of "general condition." Mr. Demko indicated Kitchell has never charged for reimbursables and stated the expense is for items not covered under contract, such as drawings. Mr. Ma elaborated that "general condition" means the set up of the field office and operations, including the purchase of supplies.

Mr. Mulford asked about several entries for special testing and inspection. Mr. Demko stated the Division of the State Architect requires additional testing by a special inspector who is called for specific items. Mr. Ma explained the general inspector of record is not licensed to do the special testing.

On page 6, regarding the rental of a lift for Eco Tech to troubleshoot the wind turbine at the Marina Education Center, it was asked if the problem was resolved and what the

cost was. Mr. Demko said the company was no longer in business. He will research the cost and report back to the committee.

Mr. Reimers asked about the infrastructure category and what determines whether an expense is listed under infrastructure or allocated to a building project. Mr. Demko said the infrastructure category includes items on the perimeter of the building, such as a walkway, that are not part of the building itself.

Mr. Heuer asked why the Child Development Center expense for the shade structure was listed under infrastructure. Mr. Ma explained the Child Development Center project was completed and closed out. The shade structure was subsequently funded by a grant and the related installation costs were assigned to the infrastructure category. Mr. Demko added the Child Development Center was a state funded project, and closed out to meet construction and expenditure reimbursement timeline requirements.

In reviewing the infrastructure phase III/miscellaneous category, Mr. Heuer inquired how expenditures are prioritized, what controls which project gets extra funding and which project or item does not get funded. Mr. Ma answered small projects such as the Child Development Center shade structure are prioritized and brought to the Facilities Committee for review. In the case of the shade structure which was funded by a \$25,000 grant, covering the installation costs was a reasonable expense.

Mr. Mulford asked about using the contingency budget to cover these miscellaneous expenses. Mr. Heuer indicated his concern with rolling both infrastructure and miscellaneous expenses together is that infrastructure included identified projects and a corresponding budget allocation. If miscellaneous expenses are included, then the budget allocation is not being spent on infrastructure projects. Mr. Heuer noted it is unclear what infrastructure funds are covering, that the infrastructure/miscellaneous category has become a catch-all. He concluded miscellaneous items should be covered under the contingency budget. Mr. Demko said the contingency budget was created for projects and there could be a miscellaneous category within the contingency budget. Mr. Heuer stated it would be clearer to either have a separate category or a category within the contingency budget to handle miscellaneous expenses. He observed as the District gets to the end of the bond program, there may be insufficient funds available to complete infrastructure projects. If there is infrastructure funding remaining, the excess could be rolled over to the contingency fund.

Mr. Reimers noted the infrastructure phase III budget was 99% spent. Mr. Heuer asked if there was infrastructure work left to do. Mr. Demko said there were a few projects remaining, including sidewalk work. Vice Chair Johnson commented this discussion was important, given that the infrastructure phase III budget was 99% completed on cost and 99% completed on schedule. He advised that going forward, identifying infrastructure and miscellaneous items separately would also allow costs to be identified.

Regarding page 7, Mr. Heuer commented that expenses for the new Student Services building were also included under the miscellaneous category. He then asked for further information on the entries for professional consulting services provided by Dolinka Group and why they were listed under the infrastructure category. Mr. Ma responded the expense was considered a miscellaneous item. He explained city and county redevelopment agencies were recently dissolved by the Governor and redevelopment agencies in the District owed school districts and MPC funding for facilities. He and Ms. Nakamura both sit on various oversight boards for the former redevelopment agencies

and the agencies have disputed the claims for funding. The Monterey County Office of Education retained Dolinka Group to assist school districts in auditing the redevelopment agency payments, and MPC has joined in this effort. Payments received will supplement bond program funding.

Mr. Heuer asked why the Dolinka Group expense was considered a bond cost. Mr. Ma stated bond dollars would be augmented as a result. Mr. Heuer stressed the expense had no relationship to the bond. If additional funding for facilities is received from the former redevelopment agencies, there was no guarantee the funds would be used on bond projects. Mr. Ma explained the funds would pay for Division of State Architect fees or costs associated with processing facilities projects with the state to leverage bond funds. Mr. Heuer stated if there was no bond, the District would still seek recovery of these funds and the facilities processing work would have been necessary to determine the projects.

Mr. Mulford stated he saw a correlation with the bond. He asked if this was the first time the Dolinka Group entries had appeared in the report. Mr. Ma responded no, there have been previous expenses for Dolinka Group. Ms. Barrios added the auditor has reviewed and made no comment about including these expenses.

Dr. Tribley said supporting the college's effort would also support the bond program. Staff could provide information to show how bond projects are supported. Mr. Demko asked if earmarking the funds for bond projects would help.

Mr. Heuer reiterated his belief the recovery of redevelopment agency payments would not help the bond, indebtedness would not be reduced. He said this effort and expense had no relationship to the bond. Vice Chair Johnson recommended holding these 2 items aside, pending further explanation.

On page 8 of the report, Mr. Mulford asked if David Foord is a special inspector. Mr. Demko responded no, he is the inspector of record.

To address the committee's concern, Vice Chair Johnson requested staff to break out the infrastructure, miscellaneous, and contingency funding categories, going forward with new purchase orders from July 1. He called for a motion to approve the report, with the two Dolinka Group entries excluded.

It was moved by Mr. Mulford and seconded by Mr. Reimers to accept the March 31, 2013 bills and warrants report, excluding the two Dolinka Group entries. Motion carried unanimously.

5. Construction Management Report

Mr. Demko reviewed his report on construction management fees. Page 2 shows a typical project and how the various fees for design, construction, testing, and contingency, are determined. The format matches what the state uses.

He provided background on the approach being used to calculate construction management fees. The former Vice President for Administrative Services, Joe Bissell, preferred a fixed fee for construction management and it was agreed to use 5% of the construction contract to determine the fee. Mr. Demko stated for large projects, 5% is more than adequate while for small projects, 5% may not cover all of the costs. He said

Mr. Bissell's philosophy was the overall cost would even out between the large and small projects.

6. Bond Expenditure Status Report and Cost Control Report

Mr. Ma reported two projects, the Marina Education Center and the Student Services building, were moved to the completed section of the report. Construction bids will soon be received on three projects, the Arts Complex, the Student Center renovation, and the pool/tennis court renovation. As these projects get underway, project cost figures will begin to reflect construction activity.

7. Update on Bond Refunding

Mr. Ma informed the committee that the District's bond refunding was just completed, with the issuance of \$19.2 million of tax-exempt bonds and \$14.5 million of taxable bonds. The initial projection of savings to the taxpayers as a result of the refunding was estimated at \$600,000 to \$800,000. However, timing and good interest rates generated final savings that exceeded this projection at \$1.38 million. The interest rate for the tax-exempt bonds was 1.52% and the taxable bonds, 2.02%. The average interest rate of the bonds prior to the refunding was 4%. Mr. Heuer expressed appreciation for the savings to the taxpayers.

8. Monterey County Treasurer's Investment Report

Mr. Ma reviewed the report. Vice Chair Johnson shared with the committee that the County's Treasury Oversight Committee currently consists of Mary Zeeb, County Treasurer, Dewayne Woods, County Administrative Officer designee, Gary Bousum, Monterey County Superintendent of Schools designee, Rick Blanckmeister, Chief Business Official of Carmel Unified School District (school districts representative), Suha Kilic, Pebble Beach Community Services District (special districts representative), and a public member, currently vacant.

9. Update on Facilities Projects, Timelines and Schedules

Mr. Demko reviewed the status of projects.

Humanities – Mr. Demko reported construction on the Humanities building is ahead of schedule. The goal is to demolish the Business-Humanities building before the rainy season arrives. More parking will be provided at the site once the demolition is completed.

Life Science/Physical Science – Mr. Demko said the Physical Science building renovation will be completed this summer, allowing Physical Science staff to move back into the building.

Swing Space – Mr. Demko spoke about the special needs of the programs affected by the Arts Complex project as well as the specific swing space needs of student center operations, such as the food service and security.

Pool/Tennis Courts – Mr. Demko said this will be the last project to bid this year. There may be insufficient funds to complete both the renovation of the pool and tennis courts.

Arts Complex – The construction bid came in under budget. Ausonio Incorporated, a local contractor, was the low bidder. Ausonio also completed the gym renovation.

Student Center – Mr. Demko said there were a variety of structural recommendations made by the Division of the State Architect for the building. The renovation is projected to be over budget by \$950,000. As the Arts Complex project will be \$1 million under budget, a recommendation will be made to use the savings to offset the Student Center budget overage, with the remaining allocated to contingency funds.

Mr. Demko stated the remaining projects are the Music facilities at \$1.2 million and the Public Safety Training Center Phase II at \$6 million.

10. Membership Update

Dr. Tribley recognized student representative, Mr. Cervantes, for his service on the committee. Mr. Cervantes graduated in June with four A.A. degrees. He was presented with a certificate of appreciation from the Governing Board. Maury Vasquez, new student trustee, will be appointed at the June Board meeting to replace Mr. Cervantes.

Dr. Tribley also informed the committee that Patricia Rossi, who represented the community at large, has been unable to participate and is no longer a member.

11. Meeting Schedule

The meeting schedule was reviewed; future meetings are scheduled for:

Monday, August 5, 2013

Monday, November 4, 2013 (Annual Organizational Meeting)

12. Suggestions for Future Agenda Topics and Announcements

There were none.

13. Adjournment

Vice Chair Johnson adjourned the meeting at 4:25 PM.

vn

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE
Monday, August 5, 2013

Follow-up Item from June 17, 2013 CBOC Meeting

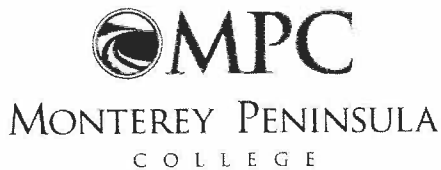
Per the Meeting Minutes, #4 Accept Bills and Warrants Report:

Bills and Warrants Report

On page 6, regarding the rental of a lift for Eco Tech to troubleshoot the wind turbine at the Marina Education Center, it was asked if the problem was resolved and what the cost was. Mr. Demko said the company was no longer in business. He will research the cost and report back to the committee.

Per Kitchell staff

The wind turbine is operational. The original manufacturer of the turbine, Helix Wind, is no longer in business. We hired Eco Tech to troubleshoot and perform the operational maintenance. We arranged the lift rental to save overhead and profit costs the contractor would have charged to provide the lift. (Mr. Demko will provide cost information at the meeting).



MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, August 5, 2013
3:00 PM – Regular Meeting
Sam Karas Room, Library and Technology Center
Monterey Peninsula College
980 Fremont Street
Monterey, California

Meeting Minutes

MEMBERS PRESENT: Mr. Wayne Cruzan
Dr. Sophal Ear
Mr. J. Fagan, Chair
Mr. Stewart Fuller
Mr. Rick Heuer
Mr. Birt Johnson, Jr., Vice Chair
Mr. Bob Mulford
Mr. Niels Reimers
Mr. Maury Vasquez

ABSENT: Mr. James Panetta

STAFF PRESENT: Ms. Rosemary Barrios, Controller
Mr. Stephen Ma, Vice President for Administrative Services
Ms. Vicki Nakamura, Assistant to the President
Dr. Walter Tribley, Superintendent/President

OTHERS PRESENT: Mr. Michael Carson, Kitchell
Mr. Joe Demko, Kitchell

1. Call to Order

The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 3:03 PM by Chair Fagan.

2. Public Comment

There were no public comments.

3. Introduction of New Student Member

Dr. Tribley welcomed Mr. Maury Vasquez, current student trustee and new member of the committee, representing the Associated Students of MPC.

4. Approval of June 17, 2013 Minutes

As follow-up to a question on the bills and warrants report recorded in the minutes regarding the wind turbine repair by Eco Tech, a handout was distributed and reviewed. Mr. Demko added the lift rented for Eco Tech will remain at the Marina Education Center for the next year to be used to perform maintenance on the wind turbine.

Motion made by Mr. Mulford, seconded by Mr. Cruzan, to approve the minutes of June 17, 2013 with the clarification noted. Motion carried unanimously.

5. Update on Dolinka Group Expense

At the June meeting, the committee raised concerns about the District using bond funds to pay Dolinka Group for analysis and securing of redevelopment agency payments to augment funding for bond projects. Mr. Ma reported he consulted with David Casnocha, District bond counsel. Mr. Casnocha concluded the Dolinka Group expense was an inappropriate use of bond funds because the expense was not tied to a project. If the District had known about the discrepant payments back in 2002, the work could have been linked to projects listed in the bond measure. Mr. Ma stated staff will reverse charges made to date of approximately \$50,000, to be paid from the general fund.

6. Accept Bills and Warrants Report

Chair Fagan recommended committee members go through the report and submit their questions by page. There were no questions on pages 1-2.

Regarding page 3, Mr. Heuer indicated his question also applies to pages 4-5. He noted there were several small equipment purchases such as pipettes and petri dish inserts. While technically legal, he expressed concern about using 30 year bond funds for these purchases. Mr. Carson said the inserts allow reuse of the petri dishes and are needed for the upgraded microscopes. Mr. Ma added he has clarified to faculty and department chairs that consumables should not be purchased. The items being questioned are small, but all are reusable and needed for the instructional programs. He said many of the former items were in use for forty years.

Chair Fagan recalled clarification was provided to the committee at an earlier meeting that the District was permitted to use a certain percentage of bond funds for non-capital items. Mr. Ma concurred, adding that 5% of bond funds or \$7 million could be used. To date, the District has spent \$150,000 on non-capital items. There was discussion that while long-term bond funds may not be the best source of funding, the District has no other way to provide.

On page 5, Chair Fagan noted the purchase of six televisions from CDW Government Inc. and asked about price considerations. Mr. Ma responded the District's purchasing agent looks for the best price.

On page 7, Vice Chair Johnson asked about the timeliness of a payment to A-Z Rental for the rental of bleachers in December 2012. Mr. Carson explained the District did not receive the invoice earlier. Chair Fagan asked if the expense would be posted for this year. Ms. Barrios confirmed all of the expenditures on the report are for the 2012-13 fiscal year. Mr. Mulford questioned why the bleacher rental was a 30 year bond expense. Mr. Ma responded the dance program needed swing space for its performances while the theater was under renovation. The dance building was used and the bleachers were needed to provide seating.

On page 8, Mr. Cruzan inquired about the moving expense for two pianos to Last Chance. Mr. Ma clarified the purchasing agent reviewed the condition of the pianos with the Division Chair. Due to the poor condition, the pianos were removed to Last Chance Mercantile.

On page 10, a question was asked about the status of new expenditures under the Infrastructure Phase III/Miscellaneous project category with the budget 99% expended. Mr. Demko explained that due to the committee discussion at the June meeting, the District has created a separate miscellaneous category. As of July 1, no new expenses will be charged to infrastructure; projects will be charged instead.

On page 13, Chair Fagan asked for clarification of a Scudder Roofing expense that described two pipes being cancelled. Mr. Carson explained the roof had already been replaced; the repair was limited to the flat area. There were two existing pipes that went through the roof and were no longer needed.

It was moved by Mr. Mulford and seconded by Vice Chair Johnson to accept the June 30, 2013 bills and warrants report. Motion carried, 8-1 (Heuer opposed).

Chair Fagan and Mr. Mulford noted the changes and improvements made to the report and expressed appreciation to staff.

7. Bond Expenditure Status Report

The June 30, 2013 bond expenditure status report was reviewed with the committee. Mr. Demko stated the bond funds for the projects balance to \$149 million, with additional funding provided from the state. A contingency budget has been established to supplement projects as needed. He indicated three major projects were recently bid and awarded, the Arts Complex, Student Center, and Pool/Tennis Courts Renovation. The determination of the contract amounts for these projects would enable the District to balance the budgets. He noted there were enough funds to award the pool project, but the tennis courts renovation was bid as an alternate and would likely not be done. Two projects, the Music facilities renovation and Public Safety Training Center – Phase II, remain to be completed.

Chair Fagan requested the tennis courts project be moved to a separate category and listed as a future project. However, Mr. Heuer noted the tennis court design had been funded. To inform the public, Chair Fagan suggested clarification be added that the tennis courts renovation is no longer part of the project. Mr. Demko stated he could add a note that the bid award is for the pool renovation only. Mr. Reimers asked if the high cost of the tennis courts renovation was due to the underlying shale at the site. Mr. Demko agreed.

Mr. Reimers commented the construction schedule completion is behind the bond cost for a few project categories, such as furniture and equipment. Mr. Carson said the basis for the construction schedule is the amount of work to be done. He said there may not be enough funds to complete some projects, citing the infrastructure phase III project as an example. This project is 94% complete; however, the project cannot be finished with the remaining \$35,000. Mr. Demko added the construction schedule approach does not work well for the furniture and infrastructure categories.

The July cost control report was reviewed. Mr. Demko said the pool/tennis courts renovation would be added to future reports as construction begins. He indicated he would make a note on this report regarding the tennis courts not being included in the bid award. Chair Fagan agreed this report would be more appropriate for the notation.

8. 2015-19 Five Year Construction Plan

Ms. Nakamura reported on the District's 2015-19 Five-Year Construction Plan, which was approved by the Governing Board in June. She provided a recap of the state capital outlay funding process. She stated the District's five year plan continued to reflect the revised facilities construction plan from December 2009 which reduced reliance on state funding through scope modifications and lower project cost estimates. As a result, the plan shows 4 of 8 projects having a state funding match. Due to state fund being unavailable until 2015 at the earliest, one of the four projects, the Arts Complex, will proceed with local funds only at a reduced scope.

In addition to the five year plan, the District also submitted a Final Project Proposal (FPP) for the renovation of the music facilities, phase I. She reviewed the project components and budget. The music hall and music classroom wing will be renovated and the choral building will be demolished. A future phase will construct a music recital hall, if local funds become available.

Chair Fagan suggested a possible partnership with the City of Monterey to use the movie theater as a recital hall rather than building new space which may be underutilized. Mr. Ma said the appropriate size of the recital space was discussed with the music facilities planning committee. Students cannot use the existing space due to the size and acoustics. He added Monterey Jazz festival representatives were on the planning committee and the current facilities were also inadequate for their use.

9. Update on Facilities Projects, Timelines, and Schedules

Mr. Demko provided a status report on the projects.

Humanities – Mr. Demko reported the second phase, renovation of the Humanities building, is ahead of schedule. Landscaping was just completed and furniture will arrive next week. The third phase, demolition of the Business-Humanities building, will begin in October after Humanities faculty have moved in. Additional parking will be provided at the vacated site once demolition is completed.

Life Science/Physical Science – Mr. Demko said the Physical Science building renovation was completed. Math classes were offered in the building during the summer.

Swing Space – Mr. Demko described the swing space being provided for the current projects. The swing space solutions for the student services housed in the student center include mobile kitchen and food preparation trailers, a trailer to serve as a dining area, and trailers for campus security and the bookstore. Swing space needed by the arts programs has been challenging. An example are the kilns needed for the ceramics program which has been relocated to the International Center building.

Pool – Mr. Demko said the construction contract was awarded. The pool building has been demolished along with the fences. He estimated the pool will be completed by the end of winter.

Arts Complex – Mr. Demko reported the arts programs would move when summer session was finished. This project is slated for completion in summer 2014.

Student Center – The student center has been vacated and asbestos abatement will begin. Mr. Demko said the renovation will be completed by summer 2014.

Mr. Demko concluded his review, noting the bid climate was beginning to turn as subcontractors are busy and prices are increasing.

10. Meeting Schedule

The next meeting of the committee, the annual organizational meeting, is scheduled for Monday, November 4, 2013.

11. Suggestions for Future Agenda Topics and Announcements

Mr. Heuer provided information about Ed-Tech Bonds, an approach Pacific Grove Unified School District is using to fund technology upgrades at a fraction of the normal cost of general obligation bonds. If approved by the voters, a series of 3 year bonds over an 18 year period may be issued, providing a total of \$27.8 million at an interest cost of \$1.2 million. Mr. Heuer stated this type of bond measure solves the issue of purchasing technology equipment with 30 year bonds.

12. Adjournment

Chair Fagan adjourned the meeting at 4:10 PM.

/vn

Monterey Peninsula Community College District

Governing Board Agenda

November 20, 2013

Board Meeting Date

President's Office

College Area

New Business Agenda Item No. E

Proposal:

That the Governing Board appoint members to the Citizens' Bond Oversight Committee.

Background:

In the November 5, 2002 election, the district conducted a bond election under Proposition 39 regulations and was successful in obtaining voter approval to issue general obligation bonds in the amount of \$145,000,000 for facility projects. Education Code 15278 requires the district to establish a citizen's oversight committee to satisfy the accountability requirements of Proposition 39. The Governing Board established the committee in February 2003, with a minimum of seven members representing the local business community, senior citizen's organization, taxpayers organization, students, college support organization, and the community.

The committee currently consists of ten members. In November, five members will be completing their initial 2-year terms, and all have confirmed their interest in serving a second term. It is recommended that these members be reappointed to acknowledge their commitment and excellent work on the committee. The members to be reappointed and the organizations being represented are:

College Support Organization: Wayne Cruzan (Gentrain Society)

Taxpayers Organization: Rick Heuer (Monterey Peninsula Taxpayers Association)

Community at-Large: Dr. Sophal Ear, Birt Johnson, Jr., James Panetta

The term of these appointments will extend to November, 2015.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, That the appointment of Wayne Cruzan, Rick Heuer, Dr. Sophal Ear, Birt Johnson, Jr., and James Panetta, to a second term as members of the Citizens' Bond Oversight Committee, effective November, 2013, be approved.

Recommended By:



Dr. Walter Tribley, Superintendent/President

Prepared By:



Vicki Nakamura, Assistant to the President

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

November 20, 2013

New Business Agenda Item No. F

Academic Affairs
College Area

Proposal:

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

Background:

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


Budgetary Implications:

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

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

ARTS 72B, Printmaking Studio II
THEA 35B, Musical Theatre Production – Classical
THEA 35C, Musical Theatre Production - Opera/Operetta
THEA 70B, Dance Theatre - Classical
THEA 74D, Acting Workshop - Drama
WRLD 199.1, Travel Study: Live Theatre at Ashland Shakespeare Festival 2014

Recommended By:


Celine Pinet, Vice President of Academic Affairs

Prepared By:


Michael Gilmartin, Dean of Instructional Planning

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

PROPOSED COURSES

ARTS 72B

Printmaking Studio II

1 unit

2 hours studio

Justification

Part of a comprehensive re-design of the MPC Art Department curriculum.

Description

This course is designed for experienced printmakers. Students work on complex printmaking projects. Multiple drops, chine colle and layered prints will be emphasized.

THEA 35B

Musical Theatre Production - Classical

3 units

9 hours lab

Justification

This course will be part of a "family" of musical theatre performance series. Once accepted, it will replace/augment THEA 35. THEA 35 will have A - D suffixes: A – Contemporary; B – Classical; C – Opera/Operetta; D - Experimental.

Description

This course approaches the staging applications and techniques for singing and acting in a classical (pre-1970) musical theatre production.

THEA 35C

Musical Theatre Production - Opera/Operetta

3 units

9 hours lab

Justification

This course will be part of a "family" of musical theatre performance series. Once accepted, it will replace/augment THEA 35.

Description

This course approaches the staging applications and techniques for singing and acting in an opera or operetta musical theatre production.

THEA 70B**Dance Theatre - Classical****2 units****6 hours lab****Justification**

This course supplements and augments THEA 35B with an exclusive focus on dance performance. It is designed to be offered in concurrence with that course.

Description

This course approaches the rehearsal and staging applications and techniques for performing a dancing role in a classical (pre-1970) musical theatre production.

THEA 74D**Acting Workshop - Drama****1-3 units****3-9 hours lab****Justification**

This course is designed to align and support THEA 64D - Rehearsal and Performance Workshop - Drama.

Description

This is an intensive and interactive course in providing solutions to acting styles, techniques, and problems specific to the performance of dramatic workshop productions.

WRLD 199.1**Travel Study: Live Theatre at Ashland Shakespeare Festival 2014****1 unit****1.3 hours lecture, 1.24 hours lab****Justification**

The plays change each year and so the curriculum must reflect the new material being studied.

Description

This is a travel-study tour to Ashland, Oregon, to see productions of three Shakespeare plays and four plays by other playwrights. The course includes pre-trip lectures as an introduction to the plays, and post-play discussions.

Monterey Peninsula Community College District

Governing Board Agenda

November 20, 2013

New Business Agenda Item No. G

Academic Affairs
College Area

Proposal:

For the Governing Board to authorize sending an MPC employee out of the country as an instructor of a Travel Study course.

Background:

Pursuant to Governing Board Policy 2145, Board authorization is required for out-of-country travel for MPC employees.

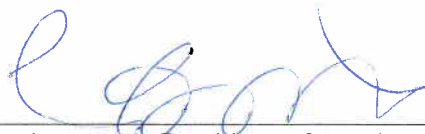
Mr. Tom Logan will be leading a Travel Study trip to Jordan, March 30-April 7, 2014. The title of the course is Petra and Archeological Treasures of Jordan. The purpose of the trip is to offer a travel study tour of Jordan focusing on cultural and archeological sites and museums.

Budgetary Implications:

This trip is already budgeted within Travel Study.

RESOLUTION: BE IT RESOLVED, that instructor Tom Logan be authorized to travel to and within Jordan, March 30-April 7, 2014, as an instructor of Petra and Archeological Treasures of Jordan.

Recommended By:



Celine Pinet, Vice President of Academic Affairs

Prepared By:



Michael Gilmartin, Dean of Instructional Planning

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

November 20, 2013

New Business Agenda Item No. H

Human Resources
College Area

Proposal:

That the Governing Board ratify the agreement between MPCTA and the District that establishes a retirement incentive for eligible employees.

Background:

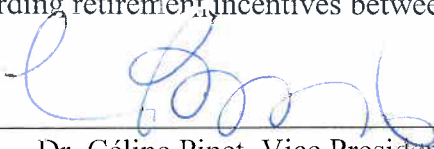
In response to the current budget situation and to create possible budget savings, an incentive to encourage eligible faculty members to retire was agreed to by the Monterey Peninsula College Teacher's Association and the District. The incentive will be offered to current full-time MPCTA covered employees age 65 or older and specifies that the retirement date must be between June 8, 2014 and June 30, 2014. Nine employees are eligible. The amount of the incentive offered is \$15,500 per participant with several options for payout through payroll. To assist in budget planning and recruitment activities, notification of resignation is required by December 13, 2013.

Budgetary Implications:

The amount of savings will be determined by the number of employees who accept the incentive, the actual salaries of the retiring employees and the actual starting salaries of replacement faculty. Estimations are based on the average of highest and lowest beginning salaries for new employees and the average of current salaries for eligible participants. Possible savings over four years are illustrated in the table below.

	Estimated savings if one participant	Estimated savings if five participants	Estimated savings if nine participants
Year 1 (2014/2015)	\$20,677	\$103,385	\$186,003
Year 2 (2015/2016)	\$34,988	\$174,940	\$314,892
Year 3 (2016/2017)	\$32,459	\$162,295	\$292,131
Year 4 (2017/2018)	\$29,932	\$149,660	\$269,388
TOTAL over four years	\$118,056	\$590,280	\$1,062,504

Resolution: Be it resolved, that Board of Trustees ratify the attached Memorandum of Understanding regarding retirement incentives between MPCTA and the District.

Recommended By: 
Dr. Céline Pinet, Vice President for Academic Affairs

Prepared By: 
Barbara Lee, Associate Dean of Human Resources

Agenda Approval: 
Dr. Walt Tribley, Superintendent/President

MEMORANDUM OF UNDERSTANDING

Between

Monterey Peninsula Community College District
and

Monterey Peninsula College Teachers Association (MPCTA)/CTA/NEA

CASH RETIREMENT INCENTIVES

November 5, 2013

MPCTA and MPCCD mutually agree to offer the following retirement incentives to MPCTA employees to provide budget savings, subject to the following conditions.

1. **Eligibility:** All current full-time MPCTA employees age 65 or older on the date of resignation.
2. **Terms:** The effective date of resignation for purpose of retirement must be no earlier than June 8, 2014 and no later than June 30, 2014.
3. **Incentive:** A District paid sum equal to \$15,500.
4. **Payment:** The employee may choose the payment as a single lump sum payable July 31, 2014, or in annual installments paid over 1 to 5 years payable the end of January each year, beginning in January, 2015. The payment(s) shall be processed through payroll. Parties agree District is not responsible for any adverse tax ramifications retiree may incur as a result of accepting such payment(s).
5. **Enrollment Period:** Eligible employees must provide the Superintendent/President an irrevocable letter of resignation on or before **December 13, 2013**.
6. **One-time Only:** This is a one-time offer in response to the current budget situation, and there is no expectation that it will be repeated in subsequent years.

MPCCD and MPCTA acknowledge that savings from this program depend on the number of individuals accepting the incentive. The District will include a projection of savings based on average replacement salaries over four years (2014/15 – 2017/18) as part of the Board agenda.

This Agreement is made and entered into this 5th day of November, 2013, between the Monterey Peninsula Community College District and Monterey Peninsula College Teachers Association (MPCTA)/CTA/NEA, an employee organization.

For MPCCD

For MPCTA

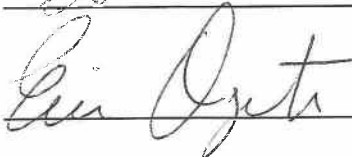














Date

Monterey Peninsula Community College District

Governing Board Agenda

November 20, 2013

New Business Agenda Item No. I

Superintendent/President
College Area

Proposal:

To review the attached Calendar of Events.

Background:

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

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

Budgetary Implications:

None.

INFORMATION: Calendar of Events.

Recommended By: Dr. Walter Tribley, Superintendent/President

Prepared By:

Shawn Anderson

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

Agenda Approval:

Walt A. Tribley

Dr. Walter Tribley, Superintendent/President

MPC Governing Board 2013-2014 Calendar of Events

NOVEMBER, 2013

Wednesday, November 20* Regular Board Meeting, MPC Library & Technology Center
1:30pm: Closed Session - Stutzman Room
3:00pm: Regular Meeting - Sam Karas Room
*Date changed to 3rd Wednesday due to Thanksgiving holiday

Thurs-Fri, November 28-29 Thanksgiving Holiday

DECEMBER, 2013

Tuesday, December 10 or 17 Annual Administrator Holiday Reception, MPC Admin Lobby

Wednesday, December 11 Fire Academy Graduation, CSUMB University Center Ballroom, 10:00 a.m.
10:15 am: Uniform Inspection, 10:45 am-Noon: Graduation Ceremony

Wednesday, December 11 Regular Annual Organizing Board Meeting, MPC Library & Technology Center
1:30pm: Closed Session - Stutzman Room
3:00pm: Annual Organizing Meeting and Swearing-In Ceremony
*Date changed due to MCOE rules for annual organizing meetings

Mon-Fri, December 16-20 Finals Week; Fall Semester ends December 19

Monday, December 24 – Winter Break

Wednesday, January 1

JANUARY, 2014

Wednesday, January 2 Early Spring Session Begins

Monday, January 20 Martin Luther King Day Holiday

Wednesday, January 22 Regular Board Meeting, MPC
1:30pm: Closed Session - **LTC Stutzman Room**
3:00pm: Regular Meeting - **Lecture Forum 103**

Tuesday, January 28 Early Spring Session Ends

Wed-Thur, January 29-30 Flex Days

FEBRUARY, 2014

Monday, February 3 Spring Semester Begins

Friday, February 14 Lincoln Day Holiday

Monday, February 17 Washington's Day Holiday

Wednesday, February 26 Regular Board Meeting, MPC
1:30pm: Closed Session - **LTC Stutzman Room**
3:00pm: Regular Meeting - **Lecture Forum 103**

MARCH, 2014

Saturday, March 1 Lobo Hall of Fame – Marriott Hotel (time to be announced)

Wednesday, March 26 Regular Board Meeting, MPC Library & Technology Center
1:30pm: Closed Session - Stutzman Room
3:00pm: Regular Meeting - Sam Karas Room

Monday, March 30 First Day of Spring Recess

APRIL, 2014

Tues-Sat, April 1-5 Spring Recess (March 30-April 5)

Wednesday, April 23 Regular Board Meeting, MPC Library & Technology Center
1:30pm: Closed Session - Stutzman Room
3:00pm: Regular Meeting - Sam Karas Room

MPC Governing Board 2013-2014 Calendar of Events

MAY, 2014

Friday, May 16 **President's Address to the Community, Monterey Conference Center**
Monday, May 26 Memorial Day Holiday
Wednesday, May 28 Regular Board Meeting, MPC Library & Technology Center
1:30pm: Closed Session - Stutzman Room
3:00pm: Regular Meeting - Sam Karas Room
May Date TBD MPC Scholarship Awards Ceremony

JUNE, 2014

Thursday, June 5 Spring Semester Ends
Thursday, June 5 *Fire Academy Ceremony (date and other details to be confirmed)
Thursday, June 5 *Latino Ceremony, 6:00pm – LF103 (date and location to be confirmed)
Thursday, June 5 *Asian Student Assn Ceremony (date and other details to be confirmed)
Friday, June 6 *Kente Ceremony, 7:00pm- MU101 (date and location to be confirmed)
Saturday, June 7 Faculty Retirement Breakfast, 8:30am (location to be confirmed)
Saturday, June 7 Commencement, 12:00pm – Amphitheatre (line-up at 11:30am in Gym)
Saturday, June 7 Nurse Pinning Ceremony, 3:00pm – Amphitheatre
Monday, June 16 Summer Session Begins
Wednesday, June 25 Regular Board Meeting, MPC Library & Technology Center
1:30pm: Closed Session - Stutzman Room
3:00pm: Regular Meeting - Sam Karas Room

JULY, 2014

Friday, July 4 Independence Day Holiday
Wednesday, July 23 Regular Board Meeting – Marina Education Center
1:30pm: Closed Session, 3:00pm: Open Session
Friday, July 25 End of Six-Week Summer Session

AUGUST 27, 2014

Wednesday, August 27 **Regular Board Meeting: 1:30pm, Closed Session, 3:00pm Regular Meeting**

SEPTEMBER 24, 2014

Wednesday, September 24 **Regular Board Meeting: 1:30pm, Closed Session, 3:00pm Regular Meeting**

OCTOBER 22, 2014

Wednesday, October 22 **Regular Board Meeting: 1:30pm, Closed Session, 3:00pm Regular Meeting**

NOVEMBER 19 or 26, 2014

Wednesday, November 19 **Regular Board Meeting: 1:30pm, Closed Session, 3:00pm Regular Meeting**
or November 26 **(Date to be determined at December 11, 2013 Annual Organizing Meeting)**

DECEMBER 10, 2013

Wednesday, December 10 **Regular Annual Organizing Board Meeting: 1:30pm, Closed Session, 3:00pm Regular Meeting**